

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING Minutes  
Monday, July 8, 2019**

**1. OPENING OF MEETING - 7:00 PM**

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this regular meeting convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

**Date:** Monday July 8, 2019

**Time:** 7:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Christopher Jones, SBA / Board Secretary - *All present*

- |                         |                          |
|-------------------------|--------------------------|
| Erin Delgado            | Robert Imhoff            |
| Michelle Corley         | Mindy Manahan            |
| James Garner            | Cindy Sharkey, President |
| Karyn Gove, Vice. Pres. |                          |

Additional Members Present: Dr. Gregory Hobough, Superintendent  
Christopher Jones, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

- 4.1.1. Staff Attendance for June 2019 (*Attachment: June Staff Attendance*)
- 4.1.2. Staff Attendance for 2018-2019 School Year (*Attachment: 2018-19 Staff Attendance*)
- 4.1.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July												
August												
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												

May												
June												
* Investigation is in progress												

**4.1.4. Superintendent Update**

*Greg Hobaugh gave the following updates:*

- *He thanked the custodial staff for their work at the Middle School*
- *There are new hires in attendance tonight*

**4.1.5. Public Hearing**

**4.1.5.1. Board President requests a motion to open Public Hearing**

*Robert Imhoff motioned, seconded by Erin Delgado, unanimously approved, to open the Public Hearing*

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period January 1 through June 30, 2018. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (*Attachment: SSDS 2018-2019 Report*)

*Greg Hobaugh said the administration is reviewing a parent training packet.*

**4.1.5.2. Public Comments - No comments**

*Mindy Manahan motioned, seconded by James Garner, unanimously approved, to reconvene regular business*

**4.2. School Business Administrator’s Report.**

**4.2.1. Facilities Review**

*Christopher Jones gave an overview of the summer projects*

**4.2.2. NJSBA Workshop - October 21-24 2019**

**4.2.3. Report to Board on School District Contracts (*Attachment: Contracts 19-20*)**

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**6. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments should be addressed to the Board.

Natalie Ferry - City Council Member - She thanked the board for attending the meeting.

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1. June 3, 2019 Regular and Work Session Minutes (*Attachment: 6 3 19 Regular and Work Session Minutes*)**

**7.2. June 10, 2019 Regular Meeting Minutes (*Attachment: 6 10 19 Meeting Minutes*)**

**7.3. June 27, 2019 Regular Meeting Minutes (Attachment: 6 27 19 Regular Session Minutes)**

**Board President** calls for a motion and a second to approve 7:

Motion: Imhoff		Second: Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x		x 7.3	
Erin Delgado	x		x 7.2	
James Garner	x		x 7.1	
Karyn Gove	x		x 7.3	
Robert Imhoff	x			
Mindy Manahan	x		x 7.3	
Cindy Sharkey	x			

7.1 Approved 6-0-1-0

7.2 Approved 6-0-1-0

7.3 Approved 4-0-3-0

**8. REPORTS TO THE BOARD**

**8.1. Board President’s Report**

*Cindy Sharkey updated the board on the city council meeting last week. She was not happy with the meeting as questions and comments did not align with the communicated expectations.*

*Robert Imhoff said the mayor does not have the authority or means to answer questions regarding the school district budget. He said the school board has continued to be very transparent regarding the budget given the five months of open deliberations during the school board meetings.*

*Cindy Sharkey said the mayor has asked for a letter to accompany the tax increase. The board generally agreed that a letter should be sent with contact information for the board of education.*

*Robert Imhoff motioned, seconded by James Garner, majority approved, to not send a letter to the city council.*

**8.1.1. Board of Education Goals**

**8.1.2. Strategic Planning Ad Hoc update**

*Robert Imhoff is hoping to meet with Senator Sweeney before the next school board meeting.*

**8.1.3. Shared Services Ad Hoc Committee update**

**8.1.4. Board Self-Assessment**

*The board generally discussed moving back to committee meetings. Cindy Sharkey asked the board to come to the next meeting to discuss goals for next year.*

**9. HIB REPORTS**

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent’s decision.

The Superintendent shall inform the parties of the Board’s determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set

forth in law and regulation, no later than 90 days after the issuance of the board’s decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c.169 (C.10:5-1 et seq.).

*Robert Imhoff motioned, seconded by James Garner, unanimously approved to affirm the superintendent's decision in HIB Report #M16.*

*Greg Hobaugh introduced our two new teachers for the 19-20 school year.*

**10. ACTION ITEMS**

**10.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

**10.1.1. Motion to approve** Elementary School Code of Conduct (*Attachment: ES Code of Conduct*)

**10.2. Human Resources - Personnel, Management & Community Relations**

**10.2.1. Motion to accept** the following student for the Extended School Year Program (MD Program) on a tuition basis:

Student from District - Bethlehem Township Tuition \$4,498.00.

**10.2.2. Motion to approve** Sharon Cicero to intern with Melissa Patane-Schulter for 300 hours beginning August 26, 2019.

**10.2.3. Motion to approve** Christopher Graham as Boys’ Basketball Coach for the 2019-2020 season at a rate of \$2,183.00.

**10.2.4. Motion to approve** the employment of Leslie Chong as long term maternity leave replacement Guidance Counselor beginning August 26, 2019 and continuing through October 15, 2019. The non-tenured rate will be paid as per the ESS contracted rate of \$125.00 per day.

**10.2.5. Motion to approve** Christopher Jones to carryover 4.5 vacation days to be used by July 31, 2019.

**10.2.6. Motion to approve** the employment of Jana Brown as full-time BD Teacher effective for the 2019-2020 school year at level BA Step 3 at an annual salary of \$58,150.00.

**10.2.7. Motion to approve** the employment of Maria Nardone-Grande as full-time BD Teacher effective for the 2019-2020 school year at level BA Step 4 at an annual salary of \$58,400.00.

**10.2.8. Motion to approve** 2019-2020 Staff Teaching Assignments (*Attachment: 2019-20 Staff Assignments*)

**10.2.9. Motion to approve** the Custodian Substitute rate to 13.50 for the 19-20 school year.

**10.2.10. Motion to approve** compensation for the following staff members to update the ELA curriculum to be paid through Title IIA. (*Attachment: Teacher Writing Summer PD Proposal*)

Name	Rate	Hours	Total
Danielle Weber	\$29.11	11	\$320.21
Christina Harding	\$29.11	11	\$320.21

- 10.2.11. Motion to approve** compensation for the following staff members to develop a Financial Literacy curriculum to be paid through Title IIA. (*Attachment: Financial Literacy Proposal*)

Name	Rate	Hours	Total
Jemma Buccine-Schreader	\$29.11	11	\$320.21
Melissa Betz	\$29.11	11	\$320.21

- 10.2.12. Motion to approve** Leslie Chong for five (5) days of summer work to assist in various Guidance programs and lesson plans to be paid per the ESS contracted rate of \$125.00 per day.
- 10.2.13. Motion to approve** compensation for Lynn Gresko to process sports physicals at a rate of \$29.11 not to exceed a total of 8 hours for a total of \$232.88.
- 10.2.14. Motion to approve** course reimbursement for:
- 10.2.14.1.** Christina Harding
- Course: Innovative Approaches to Literacy Instruction
  - College/University: Centenary University
  - Semester: August, 2019 - December 2019
  - Tuition: \$1,811.40
- 10.2.14.2.** Danielle Weber
- Course: Curriculum Development & Evaluation
  - College/University: Centenary University
  - Semester: August, 2019 - December 2019
  - Tuition: \$1,861.00
- 10.2.15. Motion to authorize** the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1
- 10.2.16. Motion to approve** the following resolution authorizing bid/quote thresholds:
- WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;
- WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;
- WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;
- WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$40,000 if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;
- WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$6,000) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints Christopher Jones, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;

BE IT FURTHER RESOLVED, that Christopher Jones is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$6,000) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Christopher Jones is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Christopher Jones is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$27,000 without soliciting competitive bids.

**10.2.17. Motion to approve the following resolution authorizing state contract purchases:**

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize Christopher Jones, the district purchasing agent to make purchased of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**10.2.18. POLICY MANUAL**

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

**10.2.19. ADOPTION OF K-8 CURRICULUM**

RESOLVED that the Board approve the existing Pre-K-8 curricula for the High Bridge Public Schools.

**10.2.20. PETTY CASH**

**Motion to authorize** maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure Limit
Business Administrator	\$300.00	\$75.00

**10.2.21. Motion to approve list of contracts** in attachment A Pursuant to PL 2015, Chapter 47 which the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

**10.2.22. TRAVEL LIMITATIONS**

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30).

**10.2.23. BANK ACCOUNT SIGNATURES**

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer (1)
Food Service	President, Board Secretary, Treasurer (1)
Payroll Account	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Elem. Or Middle School Principal (2)

**10.2.24. BANK DEPOSITORY**

**BE IT RESOLVED** that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds

**10.2.25. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further RESOLVED, that the

Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**10.2.26. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCEC**

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Middlesex Regional County Educational Services Commission.

**10.2.27. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as Christopher Jones, Board Secretary/Business Administrator pursuant to 17:12B-241.

**10.2.28. CHART OF ACCOUNTS**

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

**10.2.29. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**10.2.30. Motion to approve the following appointments/reappointments for 2019:**

Board Secretary	Christopher Jones
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Christopher Jones
Right to Know Officer	Steve Weber
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Steve Weber
Safety Committee Coordinator	Gregory Hobough
Toxic Hazard Preparedness Officer	Steve Weber
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Newspapers	Hunterdon County Democrat Star Ledger



	The Review Courier News The Express Times
Payroll Services	R&L Payroll Services, Inc.
Accounting Software System	CDK Systems
Personnel Software System	CDK Systems
School Auditor	Nisivoccia, LLP
Policy Service Provider	Strauss Esmay
FSA Provider	Wageworks
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Steve Weber
Architect	FKA Architects
Board Attorneys	The Busch Law Group Schenck Price Smith & King LLP Scarinci & Hollenbeck Attorneys
Temporary Purchasing Agent	Christopher Jones
Air Quality Designee	Steve Weber
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Christopher Jones
Chemical Hygiene Officer	Steve Weber
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

**10.2.31. Motion to withdraw from Capital Reserve**

NOW THEREFORE BE IT RESOLVED , that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$18,945 from the Capital Reserve account to provide funding for Elementary Electronic Sign

**10.2.32. Motion to withdraw from Capital Reserve**

NOW THEREFORE BE IT RESOLVED , that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the

withdrawal of \$5,000 from the Capital Reserve account to provide funding for Air Quality Testing related to the ES Emergency Wall Repair.

- 10.2.33. **Motion to approve** contract for Christopher Jones, School Business Administrator/Board Secretary with an annual salary of \$95,388.00 effective July 1, 2019 through June 30, 2019.
- 10.2.34. **Motion to authorize** renewal of bonds for School Business Administrator and Treasurer of School Monies in the amounts required by statute
- 10.2.35. **Motion to approve** a grant check from Sustainable Jersey in the amount of \$2,000 for breakfast pilot.
- 10.2.36. **Motion to approve** the acceptance of Student #5975705987 and Student #9772345069 as per High Bridge School District Policy #5111. (*Attachment: HBSD Policy 5111*)
- 10.2.37. **Motion to approve** Donna Brown and Judy LaGreca as ESY Home Instruction Teachers for a total of 15 days at 1.5 hours per session, not to exceed 22.5 hours at an hourly rate of \$35.42. Total compensation not to exceed \$796.95.
- 10.2.38. **Motion to approve** the following staff for Summer Academy Program payable through Title 2 funds.

Staff Name	Course	Rate	Hours	Total
Kimberly Sandorff	Science	\$29.11	10	\$291.10
Sherry Kerr	Writing	\$29.11	12	\$349.32
Lisa Kerr	Writing	\$29.11	12	\$349.32
Lauren Richardson	Curriculum Standards	\$29.11	10	\$291.10

- 10.2.39. **Motion to approve** the Superintendent to appoint staff during the months of July and August, 2019, subject to ratification by the Board of Education at its regular meeting in August, 2019.
- 10.2.40. **Motion to approve** the affirmative action team to revise, update and perform the needs assessment checklist for the district Comprehensive Equity Plan effective for the 2019/2020 school year.
- 10.2.41. **Motion to approve** the 3-year Comprehensive Equity Plan and authorize its submission to the Hunterdon County Office of Education for approval. (*Attachment: Comprehensive Equity Plan 2019-2022*)

**10.3. Educational Resources - Finance and Facilities**

**10.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 30 19 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	June 11 - June 30	\$ 186,309.09
Payroll	June 14	\$ 230,944.49
Payroll	June 17	\$ 177,055.62
Payroll	June 28	<u>\$ 127,106.47</u>
	Total	\$ 721,415.67

**10.3.2. Payment of Bills Cafeteria account**

**Approve** invoices for Expenses in the following amounts:

Payschools	Oct. 11, 2018	\$ 2,397.00
Ihling's Appliance	Oct. 15, 2018	\$ 3,999.00
Amazon	Nov. 28, 2018	\$ 63.91
Payschools	June 25, 2019	<u>\$ 2,397.00</u>
	Total	\$ 8,856.91

**10.3.3. Financial Reports** (*Attachments: 2019 05 Board Secretary and Treasurer Reports - Signed*)

**Report of the Board Secretary and Treasurer's Report for May 2019**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of May 2019 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the months of April 2019, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

July 8, 2019

Christopher Jones  
Business Administrator

**10.3.4. Line Item Transfers for May 2019** (*Attachment: 2019 05 Transfer Report-Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**10.3.5. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Christopher Jones	NJASBO FMLA	7-31-19	\$100	\$26.16	\$126.16
Heather Valenta	NJASBO FMLA	7-31-19	\$100	\$26.16	\$126.16
Caryn Rinehart	NJASBO FMLA	7-31-19	\$100	\$26.16	\$126.16
Christopher Jones	NJASBO Record Retention	8-15-19	\$100	\$26.16	\$126.16
Heather Valenta	NJASBO Record Retention	8-15-19	\$100	\$26.16	\$126.16

Caryn Rinehart	NJASBO Record Retention	8-15-19	\$100	\$26.16	\$126.16
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- 10.3.6. Motion to authorize** the Business Administrator/Board Secretary to issue “Not to exceed” purchases orders up to \$10,000 for the 19-20 school year.
- 10.3.7. Motion to authorize** the Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the Competitive Contracting process for Substitute Teachers.
- 10.3.8. Motion to authorize** the Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the Competitive Contracting process for Occupational Therapy.
- 10.3.9. School Alliance Insurance Fund - Resolution for Renewal of Membership**

WHEREAS, the High Bridge Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2019 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Foreign Travel Liability
- Student Accident
- Security Guard Liability

WHEREAS, the Educational Facility desires to renew said membership; NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2019, and ending July 1, 2022 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Christopher Jones, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

**10.3.10. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district. (*Attachment: Hunterdon County Transportation*)

#### **10.3.11. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4% administration fee as presented to the Hunterdon County, High Bridge Public School Board of Education as calculated by the billing formulas adopted by the WCSSSD's Board of Education. (*Attachment: Warren County Transportation*)

#### **10.3.12. Electronic payment resolution**

**Whereas** the Electronic Funds Transfer & Claimant Certification – Local Finance Notice 2018-13 allows for EFT payment technology.

**Be it resolved** that the School Business Administrator may approve pay claims electronically. Furthermore, let it be resolved that the School Business Administrator shall ensure that controls are in place and adhered to.

#### **10.3.13. Motion to approve a transfer of \$7,565.53 to the Maintenance Reserve for the below projects that remained unexpended:**

- MS Custodial Office Split Unit \$5,483 (taken from Capital Reserve)
- Richard Yard Plumbing \$2,050 - Lower than expected cost
- Elliott Lewis Airedale Repair \$32.53 - Lower than expected cost

#### **10.3.14. Motion to approve a transfer of \$35,859.73 to the Capital Reserve for the below project that remained unexpended:**

- ES Security Door Swipes \$1,769 - Lower than expected cost
- MS Structural Project \$34,090.73 - Lower than expected cost

**10.3.15. Motion to approve** the submission of the 2019-2020 IDEA Grant for the following amounts:

- Basic \$94,584
- Preschool \$4,133

**10.3.16. Apple Resolution**

**Motion to approve** Educational Services Commission of New Jersey (ESCNJ) for Apple Technology Products:

**WHEREAS**, the Educational Services Commission of New Jersey (ESCNJ), as Lead Agency for the ESCNJ cooperative pricing system (system identifier 65MCESCCPS), has awarded a contract for proprietary Apple technology products (Contract #MRESC 15/16-69) , renewed effective March 26, 2019 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

**WHEREAS** , the High Bridge Board of Education is a member of the ESCNJ cooperative pricing system and is authorized to make purchases from contracts awarded by the ESCNJ pursuant to N.J.A.C. 5:34-7.1 et seq. ; and

**WHEREAS** , the Apple technology products covered by the ESCNJ contract sought by the High Bridge Board of Education are of such a specialized nature that only such products will meet the needs of the High Bridge Board of Education and

**WHEREAS** , the High Bridge Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

**WHEREAS** , the use of non-Apple products would require either the wholesale replacement of the technology currently used by the High Bridge Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

**NOW, THEREFORE, BE IT RESOLVED** that the High Bridge Board of Education hereby authorizes the purchase of proprietary Apple technology products through ESCNJ Contract #MRESC 15/16-69 from Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524, for individual purchases under \$6,000.

**10.3.17. Approval of Professional Services – Motion to approve** the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

**10.3.17.1.** FKA Architects, Oakland, New Jersey, is appointed for architectural services

from July 1, 2019 - June 30, 2020 at the following rates:

- Principal \$ 175/hour
- Associate \$145/hour
- Project Manager \$110/hour
- Job Captain \$100/hour
- CAD Draftsperson \$80/hour
- Clerical \$60/hour

**10.3.17.2.** Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2019 - June 30, 2020 with billing rates as follows:  
 Annual Audit Services \$23,500

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

**10.3.18. Use of Facilities**

**Motion to approve the following use of facilities requests:**

Organization	Start Date	End Date	Day / Times	Location
Summer Recreation Committee - Borough of HB	7/8/19	7/19/19	Monday- Friday 8:30 am - 12:30 pm (in rainy weather only)	Middle School

**Board President** calls for a motion and a second to approve 10.1-10.3.18.:

Motion: Robert Imhoff		Second: Michell Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

**11. NEW BUSINESS**

**12. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

*Lynn Gresko - Regarding Breakfast - She is happy seeing the breakfast. She said the nurse is responsible for contributing to the food programs. She asked if there was a profit for the program? Greg Hobaugh said there is not an expected profit.*

*She had a question regarding lateral movement on the guide. Christopher Jones said it will be discussed in executive session.*

*Nicole Cahill - She agreed that the board should not send a letter in conjunction with the municipality. She asked why the other municipal departments do not provide additional detail? Cindy Sharkey said that the other departments are not including budget details.*

*Lisa Kerr and Lauren Richardson - They are the new representatives of the HBEA and are looking forward to working with the board. She said she is looking for any feedback. Cindy Sharkey said she looks forward to working with the new leadership.*

**13. EXECUTIVE/CLOSED SESSION**

*Mindy Manahan motioned, seconded by James Garner, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:*

- Personnel - Lateral Guide Movement
- Executive Session Minutes
- Shared Services

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

**14. RECONVENE PUBLIC SESSION**

*Karyn Gove motioned, seconded by Erin Delgado unanimously approved, to reconvene public session.*

**15. ACTION ITEM**

**15.1.1. Motion to approve HBBOE and HBEA Lateral Movement Agreement**

Resolved, upon the recommendation of the Superintendent, that the Board hereby approves an Agreement (“the Agreement”) dated July 9, 2019 with the High Bridge Teachers Association permitting the one-time, out-of-time salary guide adjustment for Jemma Buccine-Schraeder: BA+30

Maria Monaco: MA

for completion of college coursework during the 2018-2019 school year, in accordance with the terms of the Agreement, a fully executed copy of which shall be included in the minutes of this meeting. The Board President is authorized to execute the Agreement on behalf of the Board.



Be it resolved that High Bridge Board of Education approves the agreed upon lateral salary guide movement as outlined in the attachment. (*Attachment:Lateral Movement Agreement*)

- 15.1.2. **Motion to approve** movement on the salary guide for Jemma Buccine-Schraeder from BA+15 to BA+30, retroactive to September 1, 2018 pending required documentation.
- 15.1.3. **Motion to approve** movement on the salary guide for Maria Monaco from BA+15 to MA, retroactive to September 1, 2018 pending required documentation.  
Imhoff, Gove

Motion:Robert Imhoff		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

15.1.1-15.1.3 Approved 7-0-0-0

- 15.1.4. **Motion to approve** movement on the salary guide for Nicole Cahill from BA to BA+15 effective September 1, 2019 pending required documentation.
- 15.1.5. **Motion to approve** movement on the salary guide for Lynn Gresko from BA to BA+15 effective September 1, 2019 pending required documentation.

Motion:Imhoff		Second: Garner		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

15.1.4-15.1.5 Approved 7-0-0-0

- 15.1.6. **Motion to approve** the June 3, 2019 Executive Minutes (*Attachment: 6 3 19 Executive Session Minutes*).
- 15.1.7. **Motion to approve** the June 10, 2019 Executive Minutes (*Attachments: 6 10 19 Executive Session Minutes*).

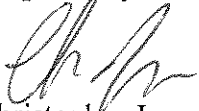
Motion: Karyn Gove		Second: Mindy Manahan		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x		x 15.1.7	
James Garner	x		x 15.1.6	
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

*15.16-15.1.7 Approved 6-0-1-0*

**16. ADJOURNMENT**

*Karyn Gove motioned, seconded by Erin Delgado, unanimously approved, to adjourn the meeting.  
9:07pm*

Respectfully Submitted,



Christopher Jones

Business Administrator/Board Secretary