

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY FEBRUARY 26, 2018

### A. 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 will convene at 7:00 pm on Monday February 26, 2018, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken.

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL by Christopher Jones, Board Secretary

Erin Delgado

Robert Imhoff

Michael Estrada

Alan Schwartz

Karyn Gove, Vice Pres.

Cindy Sharkey, President

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
Christopher Jones, Business Administrator/Board Secretary

### D. PRESENTATION ITEMS AND RECOGNITION ITEMS

1. A big thank you to Ammette Rauch for the donation of art supplies given to the Elementary School.
2. A big thank you to Mike Cullen for the donation of wonderful pictures and yearbooks. High Bridge Board of Education and staff truly appreciates these pieces of history.
3. **Request a motion** to approve resolutions recognizing the recipients of the 2017 Governor's Educator of the Year Recognition Award:
  - HBES – Lynn Hughes (**Attachment #1: Hughes Resolution**)
  - HBMS – Heidi Miller (**Attachment #2: Miller Resolution**)

#### 1. Superintendent's Report

##### a. INFORMATION ITEMS:

- 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-		-	20
K	2	31	-		-	31

1	2	41	-		-	41
2	2	32	-		-	32
3	2	38	1		-	39
4	2	42	-		-	42
<b>Elementary School Total</b>						205
5	2	42	-		-	42
6	2	50	-		-	50
7	2	38	1	1	1	41
8	2	36	1		-	37
<b>Middle School Total</b>						170
<b>District Total</b>	21	370	3	1	1	375

- Staff Attendance for January 2018 (**Attachment #3: January Attendance**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - Two investigations
    - January 24 - parent filed - not founded
    - February 2 - student claiming physical contact - not founded
  - Received on 2/16 - investigation parent filed.
- Superintendent Update
  - New Cafeteria menu item test

**School Business Administrator’s Report**

**a. General Information Items**

- a. Vending Update
- b. Facilities Update
  - 1) Temporary Supports
  - 2) LED Lights installed in both gyms
  - 3) Annual sprinkler system tests
- c. Mid Year Budget Review Update

**b. Vandalism Report**

- There was no vandalism to report.

**2. Superintendent’s Weekly Update Report (Via e-mail)**

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Stephen Johnson	2/20/18	Resignation from Board of Education <b>(Attachment #4: S Johnson Resignation)</b>

- |                      |         |  |
|----------------------|---------|--|
| Fifth Grade Students | 2/16/18 | Thank you - Trip to Franklin Institute<br>(Attachment #5: Fifth Grade Thank You) |
| Kelly Grube          | 2/12/18 | Maternity Leave Request<br>(Attachment #6: Grube Maternity)                      |

**F. 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.

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the Superintendent, request a motion to approve the following item:

1. January 16, 2018 Regular Meeting Minutes (Attachment #7: Minutes 01-16-18)
2. February 20, 2018 Work Session Meeting Minutes (Attachment #8: WS Minutes 02-20-18)
3. November 15, 2017 Amended Regular Meeting Minutes (Attachment #9: Minutes 11-15-17)

**Roll Call:**

- |                        |                          |
|------------------------|--------------------------|
| Erin Delgado           | Robert Imhoff            |
| Michael Estrada        | Alan Schwartz            |
| Karyn Gove, Vice Pres. | Cindy Sharkey, President |

**H. REPORTS TO THE BOARD**

- **Board President’s Report**
  - Calendar Adjustment - Used 4 snow days tentative last day has been moved to Thursday June 14, 2018.
  - National Walkout Day
  - Review policy concerning asthma
- **Negotiations**
  - Update

**I. ACTION ITEMS**

1. **STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**  
Based upon the recommendation of the Superintendent, request a motion to approve the following items:

a.) **Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
1st Grade	Turtle Back Zoo	\$18.25	Parent / Guardian
5th Grade	Camp Bernie	\$115.00	Parent / Guardian

**Roll Call:**

Erin Delgado

Michael Estrada

Karyn Gove, Vice Pres.

Robert Imhoff

Alan Schwartz

Cindy Sharkey, President

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

- a.) **Motion to amend and extend** the employment contract for **Gregory Hobaugh**, Ed.D., as Superintendent/Elementary School Principal formally July 1, 2015 through June 30, 2018 to now amended and extended from July 1, 2015 through June 30, 2019 for an annual salary of \$135,802.80. (**Attachment #10: Hobaugh Contract**)
- b.) **Motion to accept** the resignation of **Marianne Stokes**, Assistant to the Business Administrator as of March 18, 2018.
- c.) **Motion to approve** the early release of **Marianne Stokes** and change her final day to February 28, 2018.
- d.) **Motion to approve** intermittent FMLA for **Judy LaGreca** beginning February 26, 2018.
- e.) **Motion to approve Edward Newhauser and Anthony Watkowksi** as a substitute custodian at a rate of \$11.00 per hour.
- f.) **Motion to approve Jana Brown** to attend an articulation meeting for ELA on March 12, at \$29.11 per hour not to exceed 2.25 hours for a total of \$65.50.
- g.) **Motion to approve Denise Garcia**, Centenary University to observe **Michelle Gomez's** mathematic classes.
- h.) **Motion to approve Heather Trepiccione** as a 1:1 Aide for the February 8, 2018 basketball game at a rate of \$10.00 per hour not to exceed 2.5 hours, totalling \$25.00.
- i.) **Motion to approve Heidi Miller and Nicole Locorotondo** as 1:1 chaperones (per IEP) for the March 2, 2018 Student Leadership Dance at an event rate of \$72.53 each.
- j.) **Motion to approve Jill Defederico** as 1:1 Aide (per IEP) for the March 2, 2018 at a rate of \$10.00 per hours for 2 hours, not to exceed \$20.00.
- k.) **Motion to accept** the resignation of **Lynette Byrnes** as Art Club Advisor as of February 17, 2018

- l.) **Motion to approve Coleen Conroy and Mary Raefski** as adult support personnel to assist with drama club during tech week and performances at a rate of \$10.00 per hour each.
- m.) **Motion to approve John Bunger-Spiecha** as a 1:1 aide per IEP for the drama club production at a rate of \$10.00 per hour.
- n.) **Motion to approve** maternity leave to **Kelly Grube** beginning May 7, 2018 through the remainder of the 17/18 school year.
- o.) **Motion to approve** the employment of **Heather Valenta** as Assistant to the Business Administrator effective March 5, 2018 through June 30, 2018 at an annual salary of \$50,000.00.
- p.) **Motion to approve Laura Pellegrino** as Art Club Advisor at a rate of \$29.11 not to exceed 8 hours for a total of \$232.88.
- q.) **Motion to approve** course reimbursement for the following:
  - i. **Melissa Betz**
    - Course: Research Instructional Leadership
    - College/University: Centenary University
    - Semester: July 2018 to August 2018 (2018-2019 Fiscal Year)
    - Tuition: \$1,359.00
- r.) **Motion to approve Judy Favino** as Business Office Transition Consultant at a rate of \$24.00 not to exceed 90 hours for a total of \$2,160.00.

**Roll Call:**

Erin Delgado	Robert Imhoff
Michael Estrada	Alan Schwartz
Karyn Gove, Vice Pres.	Cindy Sharkey, President

**3. EDUCATIONAL RESOURCES – Finance and Facilities**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

**a) PAYMENT OF BILLS**

**Audit of Invoices**

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

**(Attachment #11: Check Journal)**

Check Register:	January 17, 2018 to February 26, 2018	\$383,459.73
Payroll	January 31, 2018	\$231,387.93
Payroll	February 15, 2018	<u>\$230,274.41</u>
	Total	\$845,122.07

**b) FINANCIAL REPORTS (Attachments #12 & #13: 01 2018 Board Secretary's Report, 01 2018 Treasurer's Report)**

**Report of the Board Secretary and Treasurer's Report for January 2018**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of January 2018 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 month end January 2018, 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.

February 26, 2018

Christopher Jones, Business Administrator

**c) USE OF FACILITIES**

Organization	Start Date	End Date	Day / Times	Location
Lock-In Parent Committee	4/13/18	4/14/18	Friday to Saturday 9:00 pm to 7:00 am	Middle School Gym & Cafe
Girls on the Run	3/5/18	5/25/18	Monday and Wednesday 3:10 to 4:45 pm	ES Room 302 & outside field /blacktop

**d) TRAVEL EXPENDITURE APPROVAL**

**Motion to approve workshop and related travel expenses as listed below:**

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Emma Alparone	NJABA Annual Conference	3/23/18	\$195.00	\$17.24		\$212.24
Emma Alparone	L2L Cohort - Required principal mentoring program	3 dates between 3/1/18 & 6/30/18		\$28.21 per date		\$84.63
Emma Alparone	Designing Quality ES Schedules	3/1/18	\$149.00	\$28.27		\$177.27

Emma Alparone	HIB Update	3/16/18	\$150.00			\$150.00
Marissa Monaco	Addressing Student Mental Health Issues	3/6/18	\$150.00	\$39.62		\$189.62
Melissa Patane-Schulter	Addressing Student Mental Health Issues	3/6/18	\$150.00			\$150.00
Melissa Patane-Schulter	HIB Update	3/16/18	\$150.00			\$150.00
Katie Franks	HIB Update	3/16/18	\$150.00			\$150.00
Brande Grieder	NJASBO - Assist Program	5/10/18		\$17.79		\$17.79
Brande Grieder	NJPSA - School Law for Admin Assistants	4/25/18	\$100.00	\$29.14		\$129.14
Gregory Hobaugh	Communicating with Professionalism	3/23/18	\$199.00	\$19.28		\$218.28
Denise Cathro	Warren County Speech Language Hearing Assoc.	5/21/18	\$90.00			\$90.00
Lynn Gresko	NJ School Nurses Association	3/16/18 & 3/17/18	\$224.00	\$47.49		\$271.49
Jeff Thompson	NJMEA Conference	2/23/18 & 2/24/18	\$380.00			\$380.00

e) **Motion to approve** the Three-year Preschool Program Plan (Early Launch Learning Initiative [ELLI]) for the 2018-2019 school year in the amount of \$6,600.00 to be submitted to the New Jersey Department of Early Childhood in accordance with N.J.A.C. 6A:13A.

**f) TRANSFER OUT OF MAINTENANCE RESERVE**

**Motion to approve** a transfer of \$70,000 out of the Maintenance Reserve for the outlined projects in attachment: **(Attachment #14: Maintenance Reserve Analysis)**

**WHEREAS**, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

**WHEREAS**, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district’s Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

**WHEREAS**, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$70,000; and

**WHEREAS**, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

**g) 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.

**h) Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

**i) Motion to authorize** the Business Administrator/Board Secretary to provide a prior year payment of Aid-in-Lieu of transportation to MF, for \$884.00. (**Attachment #15: Choice Program Transportation - General Provisions**)

**j) Motion to approve** a contract with Cambridge Healthy Vending for vending at the middle school for a credit of 5% of sales pursuant to N.J.S.A. 18A:18A-5(23) for the 2017-2018 school year. (**Attachment #16: HBMS Vending Machine**)

**Roll Call:**

Erin Delgado  
Michael Estrada  
Karyn Gove, Vice Pres.

Robert Imhoff  
Alan Schwartz  
Cindy Sharkey, President

**J. NEW BUSINESS**



**K. 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.

**L. EXECUTIVE/CLOSED SESSION**

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- February 20, 2018 Executive Work Session Minutes
- January 16, 2018 Executive Session Minutes
- Personnel
- Tuition Reimbursement Request
- Negotiations

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.

**Roll Call:**

Erin Delgado	Robert Imhoff
Michael Estrada	Alan Schwartz
Karyn Gove, Vice Pres.	Cindy Sharkey, President

**M. RECONVENE PUBLIC SESSION**

**N. ACTION ITEMS**

1. **Motion to approve** the January 16, 2018 Executive Session Minutes (**Attachment #17 - ES Minutes**) and the February 20, 2018 Executive Working Session Minutes (**Attachment #18- ES WS Minutes**).

**Roll Call:**

Erin Delgado	Robert Imhoff
Michael Estrada	Alan Schwartz
Karyn Gove, Vice Pres.	Cindy Sharkey, President

**O. ADJOURNMENT**