

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
MONDAY AUGUST 20, 2018**

**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 work session meeting will convene at 7:00 pm on Monday, August 20, 2018, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. No action will be taken.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Christopher Jones, Board Secretary

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

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

Christopher Jones, Business Administrator/Board Secretary

**4. WORK SESSION AGENDA ITEMS**

**4.1. Presentation:**

**4.1.1.** HBEA “New Year’s Celebration” - Lauren Richardson & Lisa Kerr

**4.1.2.** HIB Presentation / Wingman - Katie Franks and Melissa Patane-Schulter

**4.2. Superintendent’s Report**

Update from the Superintendent

District Goals Feedback

Lynn Hughes receiving EPA Award

Middle School Building Update

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

**5. REPORTS TO THE BOARD**

**5.1. Board President Update**

**5.1.1.** August 27th meeting will begin in Executive Session

**5.1.2.** Board Goals

**6. ACTION ITEMS**

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

**6.1.1.** Mentoring Plan (Attachment: Mentoring)

- 6.1.2. Elementary School Handbook (Attachment: ES Handbook)
- 6.1.3. Elementary School Code of Conduct (Attachment: ES Code of Conduct)
- 6.1.4. Middle School Handbook (Attachment will be posted Monday)
- 6.1.5. Proposed field trip plan for the 2018-2019 school year (Attachment: Field Trip)
- 6.1.6. Revised and/or new policies and regulations:
  - 6.1.6.1. P&R 1613 - Disclosure and Review of Applicant's Employment History (new)
  - 6.1.6.2. P 5512 - Harassment, Intimidation and Bully (HIB) (revised)
  - 6.1.6.3. P&R 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (revised)
  - 6.1.6.4. P 8561 - Procurement Procedures for School Nutrition Programs (revised)

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

- 6.2.1. Course Reimbursement for:
  - 6.2.1.1. Melissa Betz
    - Course: Field Supervision Internship II
    - College/University: Centenary University
    - Semester: September 2018 to December 2018
    - Tuition: \$1,401.00
  - 6.2.1.2. Jemma Buccini
    - Course: Learning, Cognition and Development
    - College/University: Rutgers University
    - Semester: September 2018 to December 2018
    - Tuition: \$2,106.00
  - 6.2.1.3. Carla Nowell
    - Course: Curriculum Development & Evaluation
    - College/University: Centenary University
    - Semester: August 2018 to December 2018
    - Tuition: \$1,401.00
  - 6.2.1.4. Heidi Miller
    - Course: ABA Changing Behavior
    - College/University: Rutgers University
    - Semester: September 2018 to December 2018
    - Tuition: \$2,106.00
  - 6.2.1.5. Christina Harding
    - Course: Curriculum Development & Evaluation
    - College/University: Centenary University
    - Semester: August 2018 to December 2018
    - Tuition: \$1,401.00

- 6.2.2. Discuss possible new stipend position - Central Detention Position, certified staff member for 1 hour per week over 38 weeks at a rate of \$29.11. Not to exceed \$1,106.18
- 6.2.3. Sending 3 teachers for Foundations training on September 18 to Clinton Public School at a cost of \$200.00 per teacher.
- 6.2.4. Appointment of Lauren DiLanno as part-time (.62) Elementary School BSI Teacher from August 27, 2018 through June 30, 2019 at a level MA, Step 2 salary of \$36,431.20.
- 6.2.5. Chaperones for Student Leadership Dances:

Staff Member	Dates	Rate
Courtney Shiffman	10/26/18	\$72.53 Each Date
	2/8/19	
	5/10/19	\$217.59 Total
Megan Roth	10/26/18	\$72.53 Each Date
	2/8/19	
	5/10/19	\$217.59 Total
Katie Franks	10/26/18	\$72.53 Each Date
	2/8/19	
	5/10/19	\$217.59 Total

- 6.2.6. Review two (2) stipend positions -
  - 6.2.6.1. Elementary School - ELA - 4.5 hours per week for 40 weeks - \$5,239.80 - paid through Title IA grant funds
  - 6.2.6.2. Middle School - Math - 4.5 hours per week for 40 weeks - \$5,239.80 - paid through Title IA grant funds
- 6.2.7. Part-time employees for the hours above their contracted time necessary to attend inservice days on 8/27, 8/28, & 8/29

Name	Hours	Rate	Total
Christine Cosgrove	11.25	\$29.11 per hr	\$327.49
Brenda Krushinski	11.25	\$29.11 per hr	\$327.49
Laura Pellegrino	11.25	\$29.11 per hr	\$327.49
Fran Daley	11.25	\$29.11 per hr	\$327.49
Lauren DiLanno	8.25	\$29.11 per hr	\$240.16
Thea Anaston	8.25	\$29.11 per hr	\$240.16

Jana Brown	8.25	\$29.11 per hr	\$240.16
Jacklyn Carruthers	8.25	\$29.11 per hr	\$240.16
Denise Cathro	8.25	\$29.11 per hr	\$240.16
Kathleen Fulse	8.25	\$29.11 per hr	\$240.16
Kim Ziegler	8.25	\$29.11 per hr	\$240.16
Sharon Wilson	2	\$9.90 per hr	\$19.80
Kathy Barth	2	\$11.33 per hr	\$22.66

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

**6.3.1. Finance**

- 6.3.1.1. Payment of Bills
- 6.3.1.2. Financial Reports
- 6.3.1.3. Transfer Report
- 6.3.1.4. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Greg Hobaugh	NJSBA - iSTEAM Army Education Tour	10/4/18	\$0	\$0	\$0	\$0
Emma Alparone	L2L Cohart - Required principal mentoring program	8 dates between 9/1/18 & 6/30/18	\$0	\$23.87 per date \$190.96	\$0	\$190.96

- 6.3.1.5. eRate approval
- 6.3.1.6. Transportation

**6.3.2. Facilities**

Facilities request:

Organization	Start Date	End Date	Day / Times	Location
Cub Scouts Pack 149 Den Meetings	9/4/18	6/15/19	Tues, Weds, Thurs 6:30 pm to 8:30 pm	ES Music Room

Cub Scouts Pack 149 Pack Meetings	9/17/18	6/10/18	Mondays 6:30 pm to 8:30 pm	ES Gym
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**7. NEW BUSINESS**

**8. 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.

**9. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Litigation
- Negotiation
- Discuss Superintendent's Rehire

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.

**10. RECONVENE PUBLIC SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene public session.

**11. ADJOURNMENT**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn the meeting.