

**HIGH BRIDGE BOARD OF EDUCATION
BOARD MEETING
MONDAY AUGUST 27, 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 27, 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. 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:

- Nick Celso, School Board Attorney to discuss current litigation

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.

5. RECONVENE PUBLIC SESSION

Board President calls for a motion _____ and a second _____ to reconvene public session.

6. PRESENTATION ITEMS AND PUBLIC HEARING ON SCHOOL SELF-ASSESSMENT UNDER ANTI-BULLYING BILL OF RIGHTS

6.1. Request a motion to approve the attached resolution recognizing Lucille Arnold for her many years of outstanding service (Attachment: L Arnold)

6.2. HIB Self-Assessment under Anti-Bullying Bill of Rights

6.2.1. Request a motion to open a public hearing to offer the opportunity for public comments and/or questions regarding the schools' Harassment Intimidation and Bullying Self-Assessment for Determining Grades for the 2017-2018 school year. (Attachment: HIB Self Assessment)

6.2.2. Public Comments – pertaining to Anti-Bullying Bill of Rights Assessment only.

6.2.3. Request a motion to close the Public Hearing and reconvene regular monthly meeting.

6.2.4. Request a motion to approve the schools’ Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize the Superintendent to submit same to the New Jersey Department of Education.

7. AGENDA ITEMS

7.1. Superintendent’s Report

Update from the Superintendent

Information Items:

7.1.1. Staff Attendance for July 2018

7.1.2. Monthly Report on Harassment, Intimidation, and Bullying Incidents

7.2. School Business Administrator’s Report

7.2.1. Facilities Update

8. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

9. 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.

10. ADOPTION OF MINUTES FROM PREVIOUS MEETING

10.1. July 30, 2018 Regular Meeting Minutes (**Attachment: 07 30 18 BOE MEETING Minutes**)

10.2. August 20, 2018 Work Session Meeting Minutes (**Attachment: - 08 20 2018 Work Session Minutes**)

Board President calls for a motion and a second to approve 10:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
James Garner				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

11. REPORTS TO THE BOARD

11.1. Board President Update

11.1.1. Board Goals

11.2. Shared Services Committee Update

11.3. By Laws Committee Update

11.4. Negotiation Committee Update

12. ACTION ITEMS.

- 12.1. **Motion to appoint** James Garner to the Negotiation Committee to negotiate an agreement with the High Bridge Education Association
- 12.2. **Student Achievement - Curriculum, Instruction, Technology & Policy**
 - 12.2.1. **Motion to approve** district goals for 2018-2019 (Attachment: District Goals)
 - 12.2.2. **Motion to approve** the Mentoring Plan (Attachment: Mentoring)
 - 12.2.3. **Motion to approve** Elementary School Handbook (Attachment: ES Handbook)
 - 12.2.4. **Motion to approve** Elementary School Code of Conduct (Attachment: ES Code of Conduct)
 - 12.2.5. **Motion to approve** Middle School Handbook (Attachment: MS Handbook 18-19)
 - 12.2.6. **Motion to approve** proposed field trip plan for the 2018-2019 school year (Attachment: Field Trip)
 - 12.2.7. **Motion to approve** revised and/or new policies and regulations:
 - 12.2.7.1. P&R 1613 - Disclosure and Review of Applicant's Employment History (new)
 - 12.2.7.2. P 5512 - Harassment, Intimidation and Bully (HIB) (revised)
 - 12.2.7.3. P&R 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (revised)
 - 12.2.7.4. P 8561 - Procurement Procedures for School Nutrition Programs (revised)
 - 12.2.8. **Motion to approve** field trip to Clinton Twp Middle School - Michael Fowlin presentation for 8th grade at a cost of \$110.00 to be paid by HBBOE.
- 12.3. **Human Resources - Personnel, Management & Community Relations**
 - 12.3.1. Course Reimbursement for:
 - 12.3.1.1. Melissa Betz
 - Course: Field Supervision Internship II
 - College/University: Centenary University
 - Semester: September 2018 to December 2018
 - Tuition: \$1,401.00
 - 12.3.1.2. Jemma Buccini
 - Course: Learning, Cognition and Development
 - College/University: Rutgers University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00
 - 12.3.1.3. Carla Nowell
 - Course: Curriculum Development & Evaluation
 - College/University: Centenary University
 - Semester: August 2018 to December 2018
 - Tuition: \$1,401.00
 - 12.3.1.4. Heidi Miller
 - Course: ABA Changing Behavior
 - College/University: Rutgers University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00
 - 12.3.1.5. Christina Harding
 - Course: Curriculum Development & Evaluation
 - College/University: Centenary University

- Semester: August 2018 to December 2018
- Tuition: \$1,811.40

12.3.2. Motion to approve new stipend position - Central Detention Position, certified staff member for 2 hours per week over 38 weeks at a rate of \$29.11. Not to exceed \$2,212.36.

12.3.3. Motion to approve sending 3 teachers for Foundations training on September 18 to Clinton Public School at a cost of \$200.00 per teacher.

12.3.4. Motion to appoint 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.

12.3.5. Motion to approve the following 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

12.3.6. Motion to approve two (2) stipend positions -

12.3.6.1. Elementary School - ELA - 4.5 hours per week for 40 weeks - \$5,239.80 - paid through Title IA grant funds

12.3.6.2. Middle School - Math - 4.5 hours per week for 40 weeks - \$5,239.80 - paid through Title IA grant funds

12.3.7. Motion to approve the following employees for the hours above their contracted time necessary to attend inservice days on 8/27, 8/28, 8/29, 8/30

Name	Hours	Rate	Total
Christine Cosgrove	15	\$29.11 per hr	\$436.65
Brenda Krushinski	15	\$29.11 per hr	\$436.65
Laura Pellegrino	15	\$29.11 per hr	\$436.65
Fran Daley	15	\$29.11 per hr	\$436.65
Lauren DiLanno	11	\$29.11 per hr	\$320.21
Thea Anaston	11	\$29.11 per hr	\$320.21
Jana Brown	11	\$29.11 per hr	\$320.21
Jacklyn Carruthers	11	\$29.11 per hr	\$320.21
Denise Cathro	11	\$29.11 per hr	\$320.21
Kathleen Fulse	11	\$29.11 per hr	\$320.21
Kim Ziegler	11	\$29.11 per hr	\$320.21
Sharon Wilson	4.5	\$9.90 per hr	\$44.55
Kathy Barth	4.5	\$11.33 per hr	\$50.99

12.3.8. Motion to approve Emily Kearney as a Volunteer Coach for the Volleyball Team.

12.4. Educational Resources - Finance and Facilities

12.4.1. Payment of Bills

Audit of Invoices (Attachments: June 26-30 2018 bill list, July 2018 bill list, Aug 1-27 2018 bill list)

Approve invoices for Current Expenses in the following amounts:

Check Register	June 26 - June 30 2018	\$192,356.91
Check Register	July 1 - July 31 2018	\$275,741.72
Check Register	August 1 - August 27 2018	\$478,500.93
Payroll	June 29	\$ 48,935.56
Payroll	July 12	\$ 38,585.77
Payroll	July 31	\$ 61,338.96
Payroll	August 15	<u>\$ 55,127.26</u>
	Total	\$1,150,587.11

12.4.2. Financial Reports (Attachment: High Bridge 06 2018 Board Secretary and Treasurer Report)

Report of the Board Secretary and Treasurer's Report for June 2018

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of June 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 June 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.

August 27, 2018

Christopher Jones
Business Administrator

12.4.3. Line Item Transfers for June 2018 (Attachment: - 06 2018 Transfer Report - Signed)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

12.4.4. 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 total	\$0	\$190.96
Lisa Fallon	L2L Choice Requirement	10/5/18	\$0	\$0	\$0	\$0

12.4.5. USE OF FACILITIES

Motion to approve the following use of 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	6/10/19	Mondays 6:30 pm to 8:30 pm	ES Gym
Girl Scout Troop #80060	9/14/18	6/14/19	Fridays 6:30 pm to 8:30 pm	ES Classroom
High Bridge Youth Soccer **Pictures**	9/21/18	9/22/18	Friday 4:00 pm to 9 pm Sat. 7:00 am to 12:00 pm	MS Cafe
High Bridge Volleyball	9/26/18	5/19/19	Wednesday 7:00 pm to 9:00 pm	MS Gym

12.4.6. PARTICIPATION IN E-RATE FOR 2018-2019 (Attachment: E-Rate)

Motion to approve participation in the E-Rate Consortium for the 2018-2019 school year.

12.4.7. INTEGRATED PEST MANAGEMENT (Attachment: Pest Management Notice 18-19 & Pest Management Policy 18-19)

Motion to approve the Integrated Pest Management (IPM) Policy and the IPM Plan for the 2018-2019 School Year.

12.4.8. Motion to approve Volunteer Grant from ExxonMobil in the amount of \$500.00 for STEM Purposes.

12.4.9. Transportation

Motion to approve the following Bus Routes for the 18/19 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1710	8398827834	\$1431.27	ESY
HCESC	1902	8398827834	\$15,192.00	18/19 School Year

12.4.10. ACES - Gas

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the High Bridge School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of

Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

12.4.11. ACES - Electric

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as

Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the High Bridge School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System #E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby

authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Board President calls for a motion and a second to approve 12:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
James Garner				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

13. NEW BUSINESS

14. 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.

15. 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:

- Discuss/Input 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.

16. RECONVENE PUBLIC SESSION

Board President calls for a motion _____ and a second _____ to reconvene public session.

17. ACTION ITEMS

17.1. Motion to approve the July 30, 2018 & August 20, 2018 Executive Working Session Minutes (Attachment: 07 30 18 Executive Minutes & 08 20 18 Executive Minutes)

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
James Garner				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

18. ADJOURNMENT

Board President calls for a motion _____ and a second _____ to adjourn the meeting.