

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
Monday, January 7, 2019**

1. OPENING OF MEETING - 7:00 PM

Christopher Jones, Board Secretary, will preside over meeting until which time a board president is elected.

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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday January 7, 2019

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION (*Attachment: Election Results*)

Name	# Votes	Term
James Garner	892	3 year term
Mindy Manahan	15	3 year term
Michelle Corley	16	3 year term

4. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members. (*Attachment: Oath*)

5. ROLL CALL by Christopher Jones, SBA / Board Secretary

Erin Delgado	Robert Imhoff
Mindy Manahan	Michelle Corley
James Garner	Cindy Sharkey
Karyn Gove	

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

6. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:

Trustee	Expiration of Term
Robert Imhoff	2019
Karyn Gove	2019
Erin Delgado	2020
Cindy Sharkey	2020
James Garner	2021
Mindy Manahan	2021
Michelle Corley	2021

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Board Secretary calls for nominations from the floor for the office of President

***Note: Any member may place a member’s name in nomination; a second is not required (per NJSBA). Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

7.2. Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Michelle Corley					
Erin Delgado					
James Garner					
Karyn Gove					
Robert Imhoff					
Mindy Manahan					
Cindy Sharkey					

7.3. Board Secretary turns the meeting over to the newly elected President

8. ELECTION FOR OFFICE OF VICE PRESIDENT

8.1. President calls for nominations from the floor for the office of Vice President

8.2. President conducts election for the office of Vice President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Michelle Corley					
Erin Delgado					
James Garner					
Karyn Gove					
Robert Imhoff					
Mindy Manahan					
Cindy Sharkey					

9. ORGANIZATIONAL BUSINESS

9.1. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

Board President appoints _____ as the delegate and _____ as the alternate delegate for Hunterdon County School Boards Association.

9.2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Board President appoints _____ as the delegate and _____ as the alternate delegate for New Jersey School Boards Association.

9.3. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

Board President appoints _____ as the district representative for Hunterdon County Educational Services Commission.

9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachment: Ethics*)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it. **Sign and return copy to Board Secretary.**

9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approve the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meeting and appoint the board secretary and board attorney to act as the parliamentarians for the 2019 calendar year.

9.6. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

9.7. CALENDAR OF MEETING DATES FOR 2019

Motion to approve the High Bridge Board of Education meeting schedule for 2019:

SPECIAL SESSION DATE:

April 15, 2019 Budget Public Hearing and Presentation - Formal Final Budget Approval

WORK SESSION DATES:

January 7, 2019 Reorganization

February 4, 2019 Work Session

March 4, 2019 Work Session (Tentative Budget - Discussion)

April 15, 2019 Work Session and Final Budget Approval (see above)

May 13, 2019 Work Session

June 3, 2019 Work Session

August 19, 2019 Work Session

September 16, 2019 Work Session

October 7, 2019 Work Session

November 12, 2019 Work Session

December 9, 2019 Work Session

REGULAR MEETING DATES:

January 14, 2019 Regular Session

February 11, 2019 Regular Session

March 11, 2019 Regular Session (Tentative Budget Approval)

April 29, 2019 Regular Session

May 20, 2019 Regular Session

June 10, 2019 Regular Session

July 8, 2019 Regular Session

August 26, 2019 Regular Session

September 23, 2019 Regular Session
 October 15, 2019 Regular Session (Tuesday)
 November 18, 2019 Regular Session
 December 16, 2019 Regular Session

Note: No action will be taken at Work Sessions. Action is taken at Regular Sessions. Executive session meetings may precede and/or follow the work/business session meetings. Meeting location, dates & times subject to change. Notices for all meetings (scheduled, non-scheduled, cancelled or changed) are posted in the business office, the Elementary School main office, the Middle School main office, The High Bridge Town Hall, and on the High Bridge District website.

9.8. 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 Hobaugh
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

- 9.9. Motion to establish** a Negotiations Committee.
- 9.10. Motion to establish** a Shared Services Committee.
- 9.11. 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
- 9.12. 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.
- 9.13. 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.

9.14. 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.

9.15. 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.

9.16. ADOPTION OF K-8 CURRICULUM

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

9.17. PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure
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		Limit
Business Administrator	\$150.00	\$60.00
Superintendent	\$150.00	\$30.00
Elementary School Principal	\$150.00	\$30.00
Middle School Principal	\$150.00	\$30.00

9.18. 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).

9.19. 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)

9.20. 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

9.21. SCHOOL FUNDS INVESTOR

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

9.22. CHART OF ACCOUNTS

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

9.23. 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”.

Board President calls for a motion and a second to approve 9.1. - 9.23.:

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

Regular Work Session

10. REPORTS TO THE BOARD

- 10.1. Board President’s Report
- 10.2. Appoint members of Negotiation and Shared Services Committees.

11. ACTION ITEMS

- 11.1. **Student Achievement** - Curriculum, Instruction, Technology & Policy
- 11.2. **Human Resources** - Personnel, Management & Community Relations
 - 11.2.1. Establish July - June as the Benefit Calendar year for New Jersey Earned Sick Leave Law (P.L. 2018, c.10 N.J.S.A. 34:11d-1et seq.)
 - 11.2.2. Jana Brown for classroom coverage (Heidi Miller) on December 11, 2018 for 2 hours at a rate of \$29.11 per hour, not to exceed \$58.22.
 - 11.2.3. Jessica Norment to intern with Lauren Richardson for 28 hours beginning January 10, 2019 through February 28, 2019.
 - 11.2.4. Creation of the following positions relating to the Drama Club:
 - Certified or Non-certified staff to assist students with Drama Club General Practices. Up to 2 members needed - Certified staff at a rate of \$29.11/hr, not to exceed 26.5 hours per member, Non-Certified staff at a rate of \$12.50 per hour, not to exceed 26.5 hours per member.

- Certified or Non-certified staff to assist students with Drama Club Partial Practices. 1 member needed - Certified staff at a rate of \$29.11/hr not to exceed 25 hours, Non-Certified staff at a rate of \$12.50/hr not to exceed 25 hours.
- Certified or Non-certified staff to assist students with drama club Tech Week. Up to 3 members needed - Certified staff at a rate of \$29.11/hr not to exceed 20 hours per member, Non-Certified staff at a rate of \$12.50/hr not to exceed 20 hours per member.
- Certified or Non-certified staff to chaperone students for three (3) Drama Club performances. Up to 3 members needed - Rate of \$72.53.
- Non-certified staff to assist students as per IEP with Drama club practices and performances. Up to 2 members needed - Non-Certified staff at a rate of \$12.50/hr not to exceed 40 shared hours.
- Nurse to assist as per student’s Health Care Plan at a rate of \$29.11 not to exceed 30 hours.

11.2.5. Reimbursement to Caryn Rinehart in the amount of \$65.00 for New Jersey Notary Public filing fee and notary stamp.

11.2.6. Course Reimbursement:

11.2.6.1. Heidi Miller

- Course: Applications for Behavior Analytic Principles Assessment & Treatment Development
- College/University: Rutgers University
- Semester: January 2019 to June 2019
- Tuition: \$2,154.00

11.2.6.2. Jemma Buccine

- Course: Reasoning in Math
- College/University: Rutgers University
- Semester: January 2019 to June 2019
- Tuition: \$2,154.00

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

11.3.2. Financial Reports - July through December

11.3.3. Transfers - July through December

11.3.4. Travel Expenditure for Workshops

11.3.5. Use Of Facilities

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.

13. 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:

- Contracts
- HIB Appeal
- 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.

14. RECONVENE PUBLIC SESSION

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

15. ADJOURNMENT

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