

HIGH BRIDGE BOARD OF EDUCATION

WORK SESSION MEETING

MONDAY, APRIL 16 2018

A,B,C OPENING OF MEETING - 7:00 PM

Required Notice of Open Public Meeting

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:01 p.m. in the High Bridge Elementary School Library. The following Board members were present: Erin Delgado, Karyn Gove, Vice President, Robert Imhoff, Alan Schwartz, Michael Estrada, and Cindy Sharkey, President. Greg Hobaugh, Superintendent, and Christopher Jones, Board Security, were also present.

D. DISCUSSION ITEM

- Katie Franks & Melissa Betz presentation on the progress of two of the Middle School building goals.
 - Greg Hobaugh introduced Ms. Franks and Ms. Betz to present progress at the Middle School. Melissa Betz recognized and thanked Erin Delgado for visiting the Middle School and contributing to the salsa dancing. She presented Erin Delgado with thank you cards from the students.
 - Melissa Betz and Katie Franks presented on improvements at the Middle School. They discussed the advantages and disadvantages of each program. They provided commentary on a significant amount of research into evaluating each program. They also reviewed the Topper Team Schedule and noted that they met a significant number of their goals. Greg Hobaugh acknowledged the hard work contributed by Melissa Betz and Katie Franks.

E. WORK SESSION AGENDA ITEMS

- **Board of Education**
 - Discussion of Candidates for Open Board Seat
 - Cindy Sharkey mentioned that there are three candidates for the open board seat that will be interviewed in public at the next board meeting.
 - Review Board of Education Brochure (**Attachment #1: BOE Brochure**)
 - Cindy Sharkey said that the Brochure is currently in draft form and will be available once it is final.
- **Student Achievement – Responsibilities: Curriculum, Instruction, Technology and Policy**
 - Nicole DiGeronimo participated in a Target Healthier Generation and won a \$1,000.00 gift card! Congratulations and Thank you Nicole.
 - Greg Hobaugh acknowledged Nicole's effort and initiative to win the grant from Target.
 - Solar Car Race - *Teams must qualify in order to attend Kingwood Township. Then must qualify at Kingwood Township to attend finals.*

- Potential solar car race up to 16 students and 2 teachers to attend Junior Solar Sprints at Kingwood Township Middle School. Bus expense only will be incurred by BOE.
- Finals will held at a later date location is still to be determined and travel expense will be incurred by parent / guardian.

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**

- Greg Hobaugh gave an overview of the items below:
 - Resignation of part time custodian
 - Intern to work with Melissa Patane-Schulter next school year
 - Staff Members attending overnight Camp Bernie
 - Staff Members to chaperone special education students for school dance
 - 1:1 paraprofessional to attend softball practices
 - Potential hours for PARCC administration not to exceed 6 hours

- **Educational Resources – Responsibilities: Finance and Facilities**

- Travel Expenditures for workshops

Staff/Bd Member	Workshop /Activity	Date	Registration Fee	Mileage	Other	Total
Gregory Hobaugh	Strauss Esmay Annual Seminar	6/1/18	0	\$34.91	0	\$34.91
Heidi Miller	Handle With Care Restraint Training	5/30/18	\$450.00	\$17.17	0	\$467.17
Maria Monaco	Handle With Care Restraint Training	5/30/18	\$450.00	\$21.08	0	\$471.08
Gregory Hobaugh	NJSPRA Workshop	5/3/18	\$85.00	\$16.55	0	\$101.55
Cindy Sharkey	NJSPRA Workshop	5/3/18	\$85.00	\$31.81	0	\$116.81
Gregory Hobaugh	CSA Evaluation Process	4/23/18	0	0	0	0
Melissa Patane-Schulter	HC School Counselor Assoc Spring Meeting	4/17/18	\$20.00	0	0	\$20.00
Katic Franks	HC School Counselor Assoc Spring Meeting	4/17/18	\$20.00	0	0	\$20.00

- Budget

- Capital Reserve update - Christopher Jones indicated that we should have funds available for the boiler replacements in 2019

- Annual School Reorganization - Christopher Jones advised that we will move the items listed below to the January 2019 reorg meeting for next year.
 - Procedural - Roberts Rules
 - Doctrine of Necessity
 - Appointment of Board Officials - Listed Below:

Board Secretary	Christopher Jones
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Richard Kolton
504 Committee Coordinator	Richard Kolton
Homeless Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Christopher Jones
Right to Know Officer	Ron Marinelli
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Ron Marinelli
Safety Committee Coordinator	Gregory Hobaugh
Toxic Hazard Preparedness Officer	Ron Marinelli
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
Integrated Pest Management Officer	Ron Marinelli
Purchasing Agent	Christopher Jones
Air Quality Designee	Ron Marinelli
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Christopher Jones
Chemical Hygiene Officer	Ron Marinelli
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

- Authorizations and Adoptions of the Board

- Policy Manual
- Advertisements
- Pay bills
- Transfers
- Contracts - Listed below:
 - Waiting for more information: Audit, Law Firms, FKA, Phone System, Copier System, Internet

Christopher Jones gave an update on switching the financial systems to CDK. He outlined the benefits related to accounting controls. He also outlined the potential decreased reporting capabilities. Michael Estrada questioned if it was in the best interest of the district to spend additional funds to switch financials systems a second time. He asked Christopher Jones to ask R&L if they could link to Genesis. Robert Imhoff questioned if there was additional risk with the CDK personnel system. Christopher Jones acknowledged additional risk related to personnel file retention.

Christopher Jones gave an update on buying new phones. He said there will be significant savings over the current system. Robert Imhoff questioned why the monthly recurring costs would be so low. Michael Estrada had questions related to functionality and said he would follow up with an email outlining questions. Christopher Jones will follow up and send additional cost details.

Audiological Evaluations:	<ol style="list-style-type: none"> 1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultants	<ol style="list-style-type: none"> 1. Mountainside Children’s Specialized Hospital 2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ. 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ 4. ESC Hunterdon County 5. Warren County Special Services
Bilingual Consultant/Evaluations	<ol style="list-style-type: none"> 1. Cross County Clinical & Educational Services 2. Supreme Consultants, Rutherford, NJ
Central Auditory Processing Evaluation	<ol style="list-style-type: none"> 1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
CST Services: Education Evaluation Psychological Evaluation Speech/Language Evaluation/Therapy	<ol style="list-style-type: none"> 1. Child Development Center, Goryeb Children’s Hospital at Morristown Memorial Hospital. 2. Morristown Memorial 3. ESC Hunterdon Co/Somerset Co. 4. Invo HealthCare Associates, Inc., Jamison, PA
Deaf/Hearing Impaired	<ol style="list-style-type: none"> 1. Lake Drive School, Mountain Lakes, NJ 2. Bilingual Child Study Team, Inc./State approved teams.
Functional Behavioral Assessments	<ol style="list-style-type: none"> 1. Behavior Therapy Associates, PA, Somerset, NJ 2. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ

	<ol style="list-style-type: none"> 3. Douglas Developmental Disabilities Center, New Brunswick, NJ 4. Rutgers Behavioral Health, new Brunswick, NJ 5. Autism Family Cooperative of New Jersey, Hampton, NJ
Neurological Evaluations	<ol style="list-style-type: none"> 1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. Morristown Memorial
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> 1. Janice Pronnicki, MD, Children's Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Developmental Pediatric Associates, Flemington, NJ 4. Morristown Memorial
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Neuropsychiatric Evaluations	<ol style="list-style-type: none"> 1. Dr. Dale Jacobs, Summit, NJ 2. Dr. Kristen Carlo, Cranbury, NJ
Physical Therapy	Allison Peck
Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	<ol style="list-style-type: none"> 1. Psychiatric Associates of Hunterdon, Flemington, NJ 2. Alexander Road Associates, Princeton, NJ (Dr. William Hayes) 3. Dr. Kristen Carlo, Cranbury, NJ 4. Dr. Jay Kuris Counseling Center, Flemington, NJ
Restraint Training	Handle With Care
Special Education Consultations/Evaluations	<ol style="list-style-type: none"> 1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services 8. Commission of the Blind
Visually Disabled Services	Commission for the Blind and Visually Impaired Toms River, NJ
Transportation	<p>Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services Snyder Bus Company</p>

Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Services	Elliott Lewis
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC	Elliott Lewis
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Mulch Express
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	Kistler & O'Brien
Burglar Alarm Monitoring	Security Service
Kitchen Equipment Maintenance	Hobart
Building Automation Controls Maintenance	Ecotrol
Continuing Disclosure Agent	Phoenix Advisors
Substitute Service	Source 4 Teachers
Paraprofessionals	Mission One
Pest Management Service	Stank LLC Environmental Pest Control
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Website Hosting	Zumu Software
Parent Notification System	EduLink/intouch Notification Systems Honeywell Instant Alert
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gmail
Financial & Personnel System	CDK
School Insurance Agent / Risk Management Consultant	Brown and Brown
FSA Provider	Wageworks
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings

- K-8 Curriculum
- 5 year curriculum cycle
- Textbooks
- Tuition Rates
- Petty Cash (\$150)
 - Business Administrator, Superintendent, Principals
- (Temp) Qualified Purchasing Agent
- Procurement through state agencies
- Travel limitations (\$1,500)
- Bank Account Signatures
- Bank Depository
- School funds investor
- Chart of accounts
- Tax payment schedule
- Cooperative Agreements
- Pupil records
- Plans and procedures
- Substitute rates
 - Substitute Teacher - \$95.00 day
 - Substitute Nurse - \$105.00 day
 - Substitute Administrator - \$115.00 day
 - Substitute Custodian - \$13/hour
- **Negotiations**
 - Alan Schwartz said there will be a negotiation meeting on Thursday

F. 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.

Courtney Shiffman - She asked if the administration is open to a new proposal or feedback to the middle school scheduling? Greg Hobaugh said that this was only a proposal. Robert Imhoff said that the schedule is not voted on by the board.

Coleen Conroy - Thank you to Erin Delgado for attending the Salsa dancing. Thank you to Christopher Jones for his hard work on the phones.

Erin Delgado said thank you to Coleen Conroy and the teachers for having her participate in the salsa dancing at the Middle School.

Karen McCay - She asked if the phone system rates would increase after an introductory rate. Christopher Jones said the rate will not increase.

Judy LaGreca - She would like to say thank you to Mr. Kovacs for...

Terrie - She said she appreciated the research of the financial systems. She believes that better controls will improve morale with the staff.

G. NEW BUSINESS

H. EXECUTIVE/CLOSED SESSION

Motion Karen Gove, seconded by Erin Delgado, to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB Appeal Discussion / Decision
- Negotiations
- Pending Litigation
- Mission One
- New board member procedure

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.

I. RECONVENE PUBLIC SESSION

Michael Estrada motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.

Michael Estrada requested an update regarding email filtering and email back up at the next board meeting.

J. ADJOURNMENT

Karyn Gove motioned, seconded by Erin Delgado, unanimously approved, to adjourn meeting.

Respectfully submitted,



Christopher Jones
Business Administrator/Board Secretary