

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
TUESDAY APRIL 24, 2018**

**1,2,3 OPENING OF MEETING - 7:00 PM**

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 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, and Cindy Sharkey, President. Michael Estrada was absent. Greg Hobaugh, Superintendent, and Christopher Jones, Board Security, were also present.

**4. PRESENTATION ITEMS AND RECOGNITION ITEMS**

**4.1. Recognition** of members from the Young Author's Club who placed as winners in the Tri-County Literacy Council's 2018 Young Authors Competition.

**4.1.1** Layla Maravetz - First Place

**4.1.2.** Gebie Reyes - Second Place

**4.1.3.** Chloe Sahulka - Most Improved Writer

Lynn Hughes and Stephen Fader gave an overview of the Young Author's club and the process for the 2018 Young Authors Competition. They presented the awards for the above mentioned students. They stated that the students worked extremely hard and they were proud of the effort.

**5. BOARD CANDIDATE INTERVIEWS**

The board interviewed potential candidates for the vacant board seat. (**Attachment #1A: Board Interview Questions**)

(**Attachment #1: McKay, Attachment #2: Garner, Attachment #3: Sostorecz**)

Robert Imhoff announced that he is leaving the interview process because he currently has an ethics complaint against one of the candidates. He will not be taking part in the interview process, deliberations, or voting.

The first interviewee was Karen McKay

The second interviewee was James Garner

The third interviewee was Terrie Sostorecz

**EXECUTIVE/CLOSED SESSION**

**5.1. Erin Delgado** motioned, seconded by Karyn Gove, unanimously approved, to enter to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Board Candidate Deliberations

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.

**RECONVENE PUBLIC SESSION**

5.2. Karyn Gove motioned and Erin Delgado seconded, unanimously approved, to reconvene public session.

5.3. Alan Schwartz motioned, seconded by Karyn Gove, to appoint James Garner, as Board of Education member from April 24, 2018 up until the Reorganization Meeting in January of 2019.

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

Approved: 4-0-1-1

**OATH OF OFFICE**

5.4. Business Administrator administers the oath of office to newly appointed Board Member James Garner was sworn in by affirming the Oath for School Board Members.

**6. BUDGET PRESENTATION**

**6.1. PUBLIC HEARING AND 2018-2019 BUDGET PRESENTATION**

Robert Imhoff motioned, seconded by Alan Schwartz, unanimously approved, to hold a public hearing for the Superintendent and School Business Administrator to present the 2018-2019 proposed budget and answer questions from the public. **(Attachment #4: Budget Presentation - to be sent Tuesday and presented at the meeting)**

Greg Hobaugh and Christopher Jones presented the budget. Emma Alparone presented the Elementary School goals and Richard Kolton presented the Middle School goals. Erin Delgado asked questions regarding Grants and STEAM. Emma Alparone advised that there will be changes coming to the Makers space.

**6.2. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:**

This period of time provides an opportunity for the public to speak on the Budget Presentation 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.

Terrie Sostorecz - She said thank you for all the hard work on the budget. She implores the board to look outside the box and work with corporations to gain funds and free services. She said the board should look at shared services and take a deeper dive into expenses

Mayor Mr. Desire - He asked questions about enrollment and the middle school structure project. Greg Hobaugh gave an update on kindergarten enrollment. Christopher Jones gave an update on the Middle School Structure.

**6.3. ACTION ITEM - FINAL BUDGET APPROVAL**

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2018-2019 Final Budget:

General Operating Expense	\$8,714,008
Special Revenue	\$ 244,256
Repayment of Debt	\$ 526,935
Total Expenditures:	\$ 9,485,199

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted fund Balance	\$ 425,240
Withdrawal from Capital Reserve	\$ 500,000
Local Tax Levy-General Fund	\$ 6,116,349
New Jersey State Aid	\$ 1,617,119
Miscellaneous Revenues	\$ 165,688
Special Revenues Grants	\$ 133,868
Debt Service Aid –Type II	\$ 77,578
Local Tax Levy-Debt Service Fund	\$ 449,357
Total Revenues	\$ 9,485,199

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2018-2019 budget as described above results in a General Fund Tax Levy in the amount of \$6,116,349 and Debt Service Tax Levy in the amount of \$449,357.

WHEREAS, N.J.A.C. 6A:23A-11.4 allow a district to increase the tax levy greater than 2% for the purpose of health care costs;

WHEREAS, the High Bridge Board of Education has determined that there is a need to

increase the tax levy for this purpose;

THEREFORE, BE IT RESOLVED, that the High Bridge Board of Education authorizes a health care adjustment for the 2018/2019 budget year in the amount of \$105,638.

WHEREAS, N.J.A.C. 6A:23A-10.1(b) allows a district to request use of banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

WHEREAS, the High Bridge Board of Education has exhausted all eligible statutory spending in the 2018/2019 budget year;

WHEREAS, the High Bridge Board of Education has anticipated retirement sick payments and state required certified staff increases that must be completed before the end of the budget year that exceed the 2% tax levy cap;

THEREFORE, BE IT RESOLVED, that the High Bridge Board of education hereby requests the use of Banked CAP in the amount of \$86,042.

BE IT FURTHER RESOLVED THAT, various facility improvement needs have been identified and

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$500,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2018-2019 school year:

Structural Support Beam at Middle School	\$500,000
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BE IT FURTHER RESOLVED, that the budget was advertised in the Express-Times newspaper in accordance with the form suggested by the State Department of Education and according to law; and

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

BE IT FURTHER RESOLVED that the unused taxing authority of \$151,142 (\$42,875 generated from 2016-17 and \$108,267 from 2017-18) will be banked for potential use in the subsequent three years.

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and

for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 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); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

Alan Schwartz exited the meeting at approximately 8pm

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

Approved: 4-0-1-2

**7. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on agenda related items 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.

No comments

**8. ANNUAL SCHOOL ORGANIZATION:****8.1. PARLIAMENTARY PROCEDURE**

Resolved that the Board of Education accept Robert's Rules of Order as guiding principles and concepts in the conduct of its monthly Board meetings.

**8.2. 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).

**8.3. APPOINTMENT OF BOARD OFFICIALS**

Resolved that the Board of Education approves the following appointments/ reappointments for the 2018-2019 school year:

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 Hobough
Basic Skills Contact Person	Gregory Hobough
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 Hobough
Toxic Hazard Preparedness Officer	Ron Marinelli
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
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
Integrated Pest Management Officer	Ron Marinelli
Purchasing Agent	Christopher Jones
Air Quality Designee	Ron Marinelli
Safety & Health Designee	Gregory Hobough

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

**8.4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD**

**8.4.1. 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.

**8.4.2. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**8.4.3. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)**

RESOLVED, that the High Bridge Board of Education appoint Christopher Jones, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for the 2018 - 2019 school year, and be it further RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures and be it further RESOLVED, that the High Bridge Board of Education authorize Christopher Jones, 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

**8.5. CONTRACTS FOR PROFESSIONAL SERVICES**

WHEREAS, during the fiscal year 2018-2019, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids.

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

**8.6. APPROVAL OF GOODS AND SERVICES**

Audiological Evaluations:	Hunterdon Medical Center (Speech and Hearing Dept) Hackettstown Hospital (Speech and Hearing Dept)
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Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultants	Mountainside Children's Specialized Hospital Advancing Opportunities, Ewing, NJ C.A.T.I.E.S. – College of New Jersey, Ewing, NJ ESC Hunterdon County Warren County Special Services
Bilingual Consultant/Evaluations	Cross County Clinical & Educational Services Supreme Consultants, Rutherford, NJ
Central Auditory Processing Evaluation	Craig I. Barth, M.A., CCC-A, Morristown Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
CST Services: Education Evaluation Psychological Evaluation Speech/Language Evaluation/Therapy	Child Development Center, Goryeb Children's Hospital at Morristown Memorial Hospital. Morristown Memorial ESC Hunterdon Co/Somerset Co. Invo HealthCare Associates, Inc., Jamison, PA
Deaf/Hearing Impaired	Lake Drive School, Mountain Lakes, NJ Bilingual Child Study Team, Inc./State approved teams.
Functional Behavioral Assessments	Behavior Therapy Associates, PA, Somerset, NJ CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ Douglas Developmental Disabilities Center, New Brunswick, NJ Rutgers Behavioral Health, new Brunswick, NJ Autism Family Cooperative of New Jersey, Hampton, NJ
Neurological Evaluations	Trevor DeSouza, MD, Pediatric Neurology Assoc., Morristown, NJ Morristown Memorial
Neurodevelopmental Pediatrician	Janice Pronnicki, MD, Children's Specialized Hospital, Mountainside, NJ Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ Developmental Pediatric Associates, Flemington, NJ Morristown Memorial
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ Dr. Kristen Carlo, Cranbury, NJ
Physical Therapy	Allison Peck
Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	Psychiatric Associates of Hunterdon, Flemington, NJ Alexander Road Associates, Princeton, NJ - (Dr. William Hayes) Dr. Kristen Carlo, Cranbury, NJ Dr. Jay Kuris Counseling Center, Flemington, NJ
Restraint Training	Handle With Care
Special Education Consultations/Evaluations	CP Agency of New Jersey The College of New Jersey Hunterdon County ESC Morris-Union Jointure



	Warren County Special Services Somerset County Special Services Middlesex County Special Services Commission of the Blind
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ

Transportation	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 Cassidy Transportation Services
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.
Educational Supply Service	Educational Data Services, 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

**8.7. BUDGET TRANSFERS**

RESOLVED that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers during the 2018-2019 year to be ratified at the next Board of Education meeting.

**8.8. ADOPTION OF K-8 CURRICULUM (Attachment #5: Curriculum)**

RESOLVED that the Board approve the Pre-K-9 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**8.9. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2018-2019 (Attachment #6: Five Year Cycle)**

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2018-2019 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

**8.10. TEXTBOOKS (Attachment #7: Textbooks)**

RESOLVED, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**8.11. PETTY CASH**

Motion to authorize maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure 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

**8.12. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD**

RESOLVED THAT Christopher Jones, Business Administrator/Board Secretary, is appointed as the District’s Temporary Qualified Purchasing Agent from July 1, 2018 - June 30, 2019 and be

approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold with a QPA of \$29,000.00), 18A:18A-4 (quoting requirements \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

**8.13. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)**

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 Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2018-2019 school year 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 Board of Education hereby authorize Christopher Jones, Business Administrator/Board Secretary, the district purchasing agent, to make purchases 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.

**8.14. 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).

**8.15. 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)

**8.16. 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

**8.17. SCHOOL FUNDS INVESTOR**

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

**8.18. CHART OF ACCOUNTS**

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2018-2019 School Year.

**8.19. TAX PAYMENT SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2018-2019 school year.

August 2018	\$2,090,783.61
November 2018	\$1,491,640.95
February 2019	\$1,491,640.95
May 2019	\$1,491,640.95

**8.20. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCESC**

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Middlesex Regional County Educational Services Commission.

**8.21. 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”.

**8.22. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

**BE IT RESOLVED** that the High Bridge Board of Education approves the following plans and procedures for the 2018-2019 school year.

- 8.22.1.** Integrated Pest Management (IPM) ES

- 8.22.2. Integrated Pest Management (IPM) MS
- 8.22.3. Crisis Intervention Procedures Manual
- 8.22.4. Purchasing Manual
- 8.22.5. Indoor Air Quality
- 8.22.6. School Safety and Security Plan (**Attachment #7.1A: SS&SP Plan**)

**8.23. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2018-2019 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2018-2019 school year as follows:

- Substitute Aide - \$78.00 day
- Substitute Teacher - \$95.00 day
- Substitute Nurse - \$105.00 day
- Substitute Administrator - \$115.00 day

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

**Approved: 4-0-1-2**

**Conclusion of Annual Organization. On to regular business.**

**9. REPORTS TO THE BOARD**

**9.1. Board President's Report**

**9.1.1. Motion for a vote on HIB Parent Appeal.**

**Board President** calls for a motion and a second to uphold the CSA's decision in one roll call.

Motion: Robert Imhoff		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			

Michael Estrada				X
Karyn Gove	X			
Robert Imhoff	X			
Alan Schwartz				X
Cindy Sharkey	X			
James Garner			X	

Approved: 4-0-1-2

**9.1.2. Board of Education Brochure (Attachment #7A: BOE Brochure)**

**9.1.3. GPS for Visionary Leadership April 21, 22, & 23**

**9.1.4. North Hunterdon Voorhees Roundtable Meeting - May 7th**

**9.1.5. Hunterdon County School Board Association Meeting - May 9th**

Cindy Sharkey gave an update on the school board president’s training. She thanked the mayor for the great relationship with the municipality. She talked about leadership and creating a positive culture. Karyn Gove gave her perspective on the leadership meeting. She mentioned that the district should focus on kids. She thinks we should review all the policies. She discussed a book about “Taking the Board from Good to Great” by J Collins. Cindy Sharkey said the BOE brochure will be ready for the next work session. May 9th is the Hunterdon County Meeting and they will be presenting for the district.

**9.2. Superintendent’s Report**

Greg Hobaugh said thank you for the Target grant. She said great job. He then thanked Mr. Kovacs and said it is a highlight. He said thank you to community members and staff members. He also made the below comments:

- The play was a success
- PTO purchased books
- Middle School Vending machine - the students really appreciate all the help.
- Staff are bringing in students. We are skipping PARC on Thursday
- QSAC score was finalized. A new phase of QSAC is starting July 1st. There were fewer oped outs.
- Made up three days over spring break
- Four High Bridge Students selected to Hunterdon Technical for biomedical and coding. High Bridge had the highest percentage selected.
- Gave an update on the start of the Middle School Structure project.
- New doors for science lab
- HIB update - April 18th investigation - one student had one day of in school suspension

**10. INFORMATION ITEMS:**

**10.1. 2016-2017 Enrollment**

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	23	-		-	23

<b>K</b>	2	31	-		-	31
<b>1</b>	2	41	-		-	41
<b>2</b>	2	31	-		-	31
<b>3</b>	2	39	1		-	40
<b>4</b>	2	42	-		-	42
<b>Elementary School Total</b>						208
<b>5</b>	2	43	-		-	43
<b>6</b>	2	50	-		-	50
<b>7</b>	2	37	1	1	1	40
<b>8</b>	2	37	1		-	38
<b>Middle School Total</b>						171
<b>District Total</b>	21	374	3	1	1	379

**10.2. Staff Attendance for March 2018 (Attachment #8: Attendance)**

**10.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents**

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

**10.4.1. General Information Items**

- Email retention
- Employee internet filtering
- Paraprofessional RFP

Christopher Jones stated that the district will be will put the district’s paraprofessionals services provider up to a competitive contract rebid.

**10.4.2. Vandalism Report**

There was no vandalism to report.

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

**11. REVIEW OF OFFICIAL CORRESPONDENCE**

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

**12.1. March 19, 2018 Regular Meeting Minutes (Attachment #9: Minutes 3-19-18)**

**12.2. March 27, 2018 Tentative Budget Meeting Minutes (Attachment # 10: Minutes 3-27-18)**

**12.3. April 16, 2018 Work Session Meeting Minutes (Attachment #11: WS Minutes 4-16-18)**

Motion: Robert Imhoff		Second:Karyn Gove		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada				x
Karyn Gove	x			

Robert Imhoff	x 3/19 and 4/16		x 3/27	
Alan Schwartz	x			
Cindy Sharkey	x			
James Garner			x	

- 12.1 Approved 5-0-1-1
- 12.2 Approved 4-0-2-1
- 12.3 Approved: 5-0-1-1

**13. ACTION ITEMS**

**13.1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**

**13.1.1. Motion to accept \$1,000.00 Grant Gift Card from Target Healthier Generation.**  
 Greg Hobaugh said congratulations and Great Job Nicole DiGeronimo.

**13.1.2. Motion to approve Jline Dance Assembly at the Elementary & Middle Schools.**

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

Grade	Location	Cost	Cost incurred by
Solar Car Race Team(s)**	Kingwood Township Middle School	Bus only	BOE
Solar Car Race Team(s)**	TBD	n/a	Parent / Guardian

\*\* Solar Car Race will be determined as follows - teams must qualify to race at Kingwood Township Middle School. If Solar Car Race Teams then qualifies for the finals that location is still to be determined.

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

**13.2.1. PAYMENT OF BILLS**

**Audit of Invoices**

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

**(Attachment #12: Check Journal)**

Check Register:	March 21 - April 25, 2018	\$420,547.18
Payroll	March 29, 2018	\$233,733.73
Payroll	April 13, 2018	<u>\$225,701.25</u>
	Total	\$879,982.16

**13.2.3 FINANCIAL REPORTS**

Line Item Transfers for March 2018 **(Attachment #13: 03 2018 Transfer Report - Signed)**

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

**13.2.4. FINANCIAL REPORTS**

**(Attachment #14: 02 2018 Board Secretary's Report-Signed & Attachment #15: 02 2018 Treasurer's Report)**

**(Attachments #16: 03 2018 Board Secretary's Report-Signed & Attachment #17: 03 2018 Treasurer's Report)**



## Report of the Board Secretary and Treasurer's Report for February and March 2018

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

April 24, 2018

Christopher Jones  
Business Administrator/Board Secretary

**13.2.5 Motion to approve** a bus through Hunterdon ESC with a chair lift for class trip to Medieval Times not to exceed \$300.00.

**13.2.6. Motion to approve** Girl Scout Troop # 80912 to water and weed the Elementary School garden during July and August not to exceed 2 days a week for an hour each time.

### 13.2.7. TRAVEL EXPENDITURE APPROVAL

Staff/Bd Member	Workshop /Activity	Date	Registration Fee	Mileage	Other	Total
Gregory Hobough	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 Hobough	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 Hobough	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
Katie Franks	HC School Counselor Assoc Spring Meeting	4/17/18	\$20.00	0	0	\$20.00
Lynn Gresko	Type 1 Diabetes in Children	4/27/18	\$94.24	\$27.65	0	\$121.89
Joan Murray	NJSHA Convention	4/26 & 27	\$360.00	\$43.52	\$10.00	\$413.52

Lisa Fallon	46th Spec Ed Law Conference	5/11/18	\$195.00	0	0	\$195.00
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**13.2.8. Motion to approve** the submission of the project application to the New Jersey Department of Education for the High Bridge Middle School Structural Modifications Project. The District is not seeking State Funding for this project.

**13.2.9. Motion to authorize** the amendment of the current Long Range Facilities Plan to include the High Bridge Middle School Structural Modifications Project.

**13.2.10. Motion to approve** the submission of the project application to the New Jersey Department of Education for the High Bridge Middle School Boiler Replacement Project. The District is not seeking State Funding for this project.

**13.2.11. Motion to authorize** the amendment of the current Long Range Facilities Plan to include the High Bridge Middle School Boiler Replacement Project.

**13.2.12 Motion to approve** CDK Systems Inc as the software provider for the High Bridge Board of Education Central Office for Finance and Human Resources for the 2018-2019 school year at a cost of \$14,130. (**Attachment # 18: CDK**)

**13.2.13 Motion to approve** the purchase of a New Phone System from KDI, Inc. for the 2018-2019 school year at a cost of \$27,000. (**Attachment # 19: KDI**)

**13.2.14 Motion to authorize** the Business Administrator on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive contracting process for the outsourcing of Paraprofessionals. (**Attachment #19A: RFP Example**)

**13.2.15 Motion to authorize** the Business Administrator on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive contracting process for Food Services.

### **13.3. HUMAN RESOURCES - Personnel, Management and Community Relations**

**13.3.1. Motion to accept** the resignation of **Albert Schwartz**, Part Time Evening Custodian as of 4/10/18.

**13.3.2. Motion to approve** Jessica Johnson to intern with **Melissa Patane-Schulter** beginning in September 1, 2018 for the fall semester.

**13.3.3. Motion to approve Heidi Miller and Nicole Locorotondo** to attend the May 11 dance as 1:1 Chaperones per an IEP at a rate of \$72.53.

**13.3.4. Motion to approve Carla LaTorre** to chaperone May 11 dance at a rate of \$72.53.

**13.3.5. Motion to approve Kim Ziegler** for additional hours to assist the PARCC administration at a rate of \$29.11 not to exceed 6 hours.

**13.3.6. Motion to approve John Bunger-Spiecha & Jill Deferedico** as 1:1 aid per IEP for softball practices not to exceed 6 hours per week for 6 weeks at a rate of \$10.00 per hour.

**13.3.7 Motion to approve a leave of absence** as of April 20 for **Tim Tuttle** with a return date to be determined.

**13.3.8. Motion to approve** the following staff members to attend function listed.

Staff Member	Event	Hours	Total
Michelle Gomez	Camp Bernie	overnight	\$95.00
Carla LaTorre	Camp Bernie	overnight	\$95.00
Nicole Locorotondo	Camp Bernie	overnight	\$95.00
Judy LaGreca	Camp Bernie	overnight	\$95.00
Richard Kolton	Camp Bernie	overnight	\$115.00
*Substitute Nurse - TBD	Camp Bernie	overnight (1) + day (1)	\$95.00 \$95.00
		Total	\$190.00
*HBSD Nurse - TBD	Camp Bernie	overnight	\$95.00

\*Nurse is still to be determined for Camp Bernie trip. Only one (1) nurse will be attending this trip.

Alan Schwartz joined the meeting at approximately 9:00pm

**Board President** calls for a motion and a second to approve 13:

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

Approved: 5-0-1-1

**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

Karyn McKay - Asked about Paraprofessionals outsourcing benefits. Greg Hobaugh said the benefits were due to scheduling consistency

Terrie Sostorecz - She said it has been difficult to attract talent for paraprofessionals. What has the vendor given as feedback for lack of recruiting? Robert Imhoff gave an update on rates. She said that Phillipsburg was paying the same as teachers. She said Hackettstown asked Source for Teachers to create a survey to understand competitiveness.

Coleen Conroy - Suggested if there could potentially create a tiered system for the paraprofessionals for aids with special needs.

**15. EXECUTIVE/CLOSED SESSION**

Robert Imhoff motioned, seconded by Karyn Gove, unanimously approved, to enter into Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- March 19, 2018 Executive Session Minutes
- April 16, 2018 Executive Work Session Minutes
- Personnel
- 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.

**16. RECONVENE PUBLIC SESSION**

Alan Schwartz motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.

**17. ACTION ITEMS**

Cindy Sharky presented a document from NJSBA document.

**Board President** calls for a motion and a second to approve 17.1

17.1 **Motion to approve** the March 19, 2018 Executive Session Minutes (**Attachment #20: ES Minutes 3-19-18**) and the April 16, 2018 Executive Working Session Minutes (**Attachment #21: ES WS Minutes 4-16-18**)

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

James Garner			x	
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Approved 5-0-1-1

**18. ADJOURNMENT**

Alan Schwartz motioned, seconded by Erin Delgado, unanimously approved, to adjourn meeting.

Respectfully Submitted,



Christopher Jones  
Board Secretary