

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, AUGUST 30, 2017

A, B, & C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 6:02 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Stephen Johnson, Alan Schwartz, Cindy Sharkey, Vice President, Terrie Sostorecz, and Robert Imhoff, President. Also present was Gregory Hobough, Ed.D, Superintendent and Heather Goguen, Business Administrator/Board Secretary.

- 22 members of the public were present.

D. GOAL SETTING SESSION

- The Board will discussed goals for the Board of Education and District.

Public Comment relating to Goals

- A teacher spoke about how it is difficult for staff to gather data when the goals are as broad as they are.

E. PRESENTATION AND RECOGNITION ITEMS

Based upon the recommendation of the Superintendent, Karyn Gove made a motion for item 1, seconded by Michael Estrada.

Based upon the recommendation of the Superintendent, Terrie Sostorecz made a motion for item 2, seconded by Cindy Sharkey.

1. **Motion to approve** the attached resolution recognizing Helen Meissner for her many years of outstanding service. (Attachment #18-PR-8-1)
2. **Motion to approve** a resolution in honor of Ducky, Canine Companions for Independence Service Dog in training. (Attachment #18-PR-8-2)
3. High Bridge Elementary School was awarded the Safe Routes to School Silver Award and received a citation from the State of New Jersey Senate and General Assembly in recognition.
4. High Bridge Elementary School was designated a Certified Wildlife Habitat by the New Jersey Audubon Society and the National Wildlife Federation.
5. High Bridge Elementary School was awarded Bronze level certification by Sustainable Jersey for Schools and will be recognized at an award ceremony during the New Jersey School Boards Convention in October for this achievement.
6. Anthony Tortomasi from CMC Energy Services will present to the Board about Direct Install.
7. Representatives from new architecture firm Feitlowitz & Kosten Architects will introduce themselves.

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

7 Ayes ~ Motion Passes

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #18-C-8-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	6/29/17	Paras
Helen Meissner	7/12/17	Notice of Retirement
Rachel Lazier	8/8/17	Letter of Resignation
Colleen Hann	8/8/17	Home school notice

Mayor Mark Desire spoke about the sale of the water utility. There will be multiple public meetings held at the Elementary School. There will be a referendum on the ballot for the sale of the water utility. The schools use 70,000 gallons per year. There will be a slight decrease for the school district in the rates once the sale goes through.

G. 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.

- A teacher spoke of correspondence she received August 17th. She had several questions regarding the correspondence. The Superintendent responded.
- Another teacher asked some questions regarding the correspondence. She has an attorney, and she was directed to have her attorney contact the board’s attorney. She wants the documentation that pertains to her returned to her. She was told that the board’s attorney needs to be consulted.
- A parent spoke regarding correspondence she sent to the board. She wanted an answer regarding a question she had in her correspondence. The superintendent responded according to the decision that was made at the committee level.
- A teacher spoke about the correspondence she received and had questions that were answered by the Superintendent.
- Another teacher spoke of the correspondence. The board president responded that the teacher should follow up with the Superintendent.

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Cindy Sharkey to approve the following item:

1. June 28, 2017 Regular Meeting Minutes (Attachment #18-M-8-1)

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Abstain
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Abstain
Robert Imhoff, President - Aye	

5 Ayes, 2 Abstentions ~ Motion Passes

I. REPORTS TO THE BOARD

1. Board President's Report

- Future Board Meeting dates 10/18/17 - Date change to 10/11/17
 - NJSBA Convention is at the end of October. It is four day this year.
 - Legislators will be coming to county School Boards meeting
 - The next Voorhees Roundtable meeting has not been set yet
- b. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy

Cindy Sharkey, Chairperson, Michael Estrada, and Terrie Sostorecz,
Members.

- Met July 19th and August 21, 2017
 - Next meeting September 18, 2017
 - Reviewed Field Trip Plan
 - Reviewed Middle School Handbook
 - Reviewed G/T Policy
 - Discussed Student Dress Code Policy
 - Reviewed Attendance Policy
- **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members
 - Met July 19, 2017 and August 21, 2017
 - Middle School Room 209 repairs are complete. (7/19)
 - Discussed pursuing Direct Install for energy savings. (7/19 and 8/21)
 - Discussed Elementary School Roof Restoration. (7/19 and 8/21)
 - Discussed dates for Audit. (7/19 and 8/21)
 - Discussed slight adjustment in State Aid adjustment. (7/19)
 - Discussed 16-17 Extraordinary Aid amount. (7/19)
 - Discussed Middle School Faculty Room updates. (8/21)
 - Discussed RFP for Architect. (7/19 and 8/21)
 - Discussed joining EdData for purchasing supplies. (8/21)

- Discussed Building Walkthrough for Board members to see Maintenance list items. (8/21)
- Discussed Borough use of Elementary School for special town meetings. (8/21)
- **Human Resources – Responsibilities: Personnel, Management and Community Relations**
Karyn Gove, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met July 19th and August 21, 2017
 - Next meeting September 18, 2017
 - Discussed resignation of MS Special Education teacher
 - Discussed recommended candidate for 1st grade teacher
 - Discussed recommended candidate for BSI/Coding position
 - Discussed potential candidates for Executive Secretary position
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - Update- The committee decided not to disband and will have a meeting shortly.

2. Superintendent's Report

- Dr. Hobaugh introduced new staff and reviewed the changes
- We have had three days of Professional Development
- We will continue the LEAD program
- We have a Genius Hour that allows staff to lead professional development
- We are extremely proud of the Sustainable Jersey award
- The Direct Install project will include a mesh aerator in faucets to help regulate the flow.
- We will have three lunches at the Elementary School.
- We will be reviewing K-5 math program.
- Security and Safety – we added a few additional swipe access areas in the schools.
- We upgraded the camera system and added a few additional cameras and better monitors.
- We are looking at intramural sports at Middle School.
- We will have a Spanish club.
- We have a curriculum for Study Skills.
- The district switched from Gaggle to GMAIL.
- We are going to a trimester grading system.

a. **INFORMATION ITEMS:**

- 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-		-	20
K	2	32	-		-	32
1	2	42	-		-	42
2	2	34	-		-	34
3	2	40	1		-	41
4	2	46	-		-	46
Elementary School Total						215
5	2	41	-		-	41
6	2	51	-		-	51
7	2	37	1	1	1	39
8	2	35	1		-	36
Middle School Total						167
District Total	21	378	3	1	1	382

- Staff Attendance for July 2017 (Attachment #18-S-8-1)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

3. **School Business Administrator's Report**a. **General Information Items**

- Elementary School Roof update
- Unsafe trees have been removed at Elementary School
- Electronic pay stubs for the 2017-2018 school year
- Faculty Rooms at both schools are completely updated
- Room 209 is complete
- Auditors were in district during August
- Direct Install will be implemented
- NJSBA Convention October 23-26, 2017

b. **Vandalism Report**

- There was no vandalism.

c. **Monthly Facilities Report (Attachment #18-BA-8-1)**4. **Superintendent's Report (Via e-mail)**5. **Middle School Principal's Report (Via e-mail)**

6. Elementary School Supervisor's Report (Via e-mail)

J. ACTION ITEMS

1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy

Based upon the recommendation of the Superintendent, Cindy Sharkey made a motion, seconded by Michael Estrada to approve the following item:

(Attachment #18-SA-8-1)

- a. **Motion to approve** the following revised and/or new policies and regulations:

P & R 7424	Bed Bugs (New)
R 2464	Gifted and Talented Pupils (Revised)

- b. **Motion to approve** the following class trips and transportation:
 1. Student Leadership representatives to YMCA Camp Bernie for team building and leadership activities. Transportation to be provided by ESC at an approximate cost of \$137.50 for one bus. Cost per pupil of \$91.00 will be borne by parents/guardians and includes transportation, meals, lodging and program and will be offset by a Municipal Alliance grant.
 2. 8th Grade to Clinton Twp. Middle School, Clinton, NJ for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” in October. The admission fee is \$1.00 per student. Transportation will be provided by ESC at a cost of \$110.00 for one bus. Admission and transportation costs will be offset by a Municipal Alliance grant with any remainder paid for by the district.
 3. 7th Grade to Clinton Twp. Middle School, Clinton, NJ for presentation on body image and eating disorders. The admission fee is \$8.00 per student. Transportation will be provided by ESC at a cost of \$110.00 for one bus. Admission and transportation costs will be offset by a Municipal Alliance grant with any remainder paid for by the district.
 4. Student Leadership to Grow-a-Row, Pittstown, NJ to pick fruits to donate to families in need. Transportation costs will be paid by Student Leadership Activity Account. (Grade that donates the most during food collection drive will attend field trip).

- c. **Motion to approve** the proposed district field trip plan for the 2017-2018 school year. (Attachment #18-SA-8-2)

- d. **Motion to adopt** the Middle School Handbook for the 2017-18 school year. (Attachment #18-SA-8-3)

- e. **Motion to adopt** the Elementary School Handbook and Code of Conduct for the 2017-18 school year. (Attachment #18-SA-8-4)

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

7 Ayes ~ Motion Passes**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Cindy Sharkey to approve the following items:

- a. **Motion to approve Brittany Horvath** as full-time PE/Health teacher from August 28, 2017 through June 30, 2018 at a level BA, Step 1 salary of \$54,610. (Attachment #18-HR-8-1)
- b. **Motion to accept** with regret, the resignation of **Rachel Lazier** as Special Education teacher effective August 8, 2017.
- c. **Motion to approve Kathleen Fulse** as part-time (.62 FTE) BSI/Reading teacher from August 28, 2017 through June 30, 2018 at a level MA step 1 salary of \$36,276. (Attachment #18-HR-8-2)
- d. **Motion to approve Christine Cosgrove** as part-time (.50 FTE) Special Education teacher/ELS Instructor from August 28, 2017 through June 30, 2018 at a level BA+30 step 1 salary of \$28,605. (Attachment #18-HR-8-3)
- e. **Motion to approve** the employment of **Kathleen Barth** as Cafeteria Aide in the Elementary School from September 1, 2016 through June 16, 2017 at the rate of \$11.04 per hour for 2 hours per day on days when lunch is served.
- f. **Motion to accept** the notice of retirement from **Helen Meissner** as Executive Secretary to the Superintendent, effective September 15, 2017.
- g. **Motion to approve Brande Grieder** as Executive Secretary to the Superintendent, effective September 16, 2017 through June 30, 2018 at a yearly salary of \$50,400.
- h. **Motion to approve Helen Meissner** on an hourly basis for training, if needed, September 18th and 19th at an hourly rate of \$27.33.
- i. **Motion to approve Kathy Barth** as a substitute secretary for the 2017-2018 school year at the hourly rate of \$11.00.
- j. **Motion to approve** the employment of **Dominick Mangino** as substitute custodian from August 31, 2017 through June 30, 2018 at an hourly rate of \$11.00, pending successful completion of criminal history background check.
- k. **Motion to approve** the employment of **Matthew Krisanits** as substitute custodian from August 31, 2017 through June 30, 2018 at an hourly rate of \$11.00.
- l. **Motion to approve** the employment of **Heather Trepiccione** as substitute custodian from August 31, 2017 through June 30, 2018 at an hourly rate of \$11.00.
- m. **Motion to approve Melissa Betz** as mentor to novice teacher **Brittany Horvath** with mentoring fees of \$550.00 to be paid by the novice teacher to the mentor through payroll deduction.
- n. **Motion to approve Christine Cosgrove** and **Cathy Hoos** as ESY Aide for Extended Day at a rate of \$10.00 per hour not to exceed \$440.00.
- o. **Motion to approve Cathy Hoos** as ESY Substitute teacher at the rate of \$70.00/day.

- p. **Motion to approve Donna Brown** as ESY ABA Program Writing/Data Analysis Substitute for 2 hours at her hourly rate of \$39.08 for a total of \$ 78.16.
- q. **Motion to approve Heidi Miller** as ESY ABA Program Writing/Data Analysis Substitute for 2 hours at her hourly rate of \$40.70 for a total of \$81.40.
- r. **Motion to approve 8 additional hours for Kathy Barth** needed to complete summer office project at an hourly rate of \$11.04.
- s. **Motion to approve 3 additional days for Christine Roling** for summer work at her per diem rate of \$193.56.
- t. **Motion to approve** payment to the following employees for participation in Learning Resource Center Preschool Summer Workshops:

Name	Date(s)	Rate	Total
Donna Brown	July 18-19	\$90.00/day	\$180.00
Barbara Mann	Aug. 2	\$90.00/day	\$90.00
Donna Brown	Aug. 4	\$90.00/day	\$90.00

- u. **Motion to approve** movement on the salary guide for **Katherine Franks** from MA to MA+15, Step 5 for an annual salary of \$60,810.00, effective September 1, 2017. This adjustment is in accordance with Article VI A.1.c) of the Agreement between the HBBOE and the HBTA and based upon receipt of required documentation.
- v. Motion to approve course reimbursement for the following:
 - I. **Heidi Miller**
 - Course: Basic Principles of Behavioral Analysis
 - College/University: Rutgers University
 - Semester: Fall 2017
 - Credits: 3 Graduate
 - Tuition: \$2,106.00
- w. **Motion to approve** the co-curricular and athletic advisors and compensation for the 2017-2018 school year as follows:

Activity	Staff Member	Grade(s)	Hours	Compensation
HBMS TV Production	Jeff Thompson Nicole Locorotondo	8	120 total	\$3,493.20 total

- x. **Motion to approve Lynn Gresko** to process sports physicals at a rate of \$29.11 not to exceed a total of 8 hours for a total of \$232.88.
- y. **Motion to approve Lisa Kerr and Sherry Kerr** to conduct Kindergarten Assessments at a rate of \$29.11 not to exceed 17 hours each for a total of \$494.87 each.
- z. **Motion to approve Barbara Mann** as an ESY Substitute Teacher at a rate of \$70.00 per day not to exceed 2 days for a total of \$140.00.
- aa. **Motion to approve** the following chaperones for Student Leadership Dances:

Staff Member	Date	Rate
Courtney Shiffman	Nov. 3, 2017	\$72.53
Megan Roth	Nov. 3, 2017	\$72.53
Katie Franks	Nov. 3, 2017	\$72.53
Courtney Shiffman	Feb. 23, 2018	\$72.53
Megan Roth	Feb. 23, 2018	\$72.53
Katie Franks	Feb. 23, 2018	\$72.53
Courtney Shiffman	May 11, 2018	\$72.53
Megan Roth	May 11, 2018	\$72.53
Katie Franks	May 11, 2018	\$72.53

bb. **Motion to approve** the following chaperones for Student Leadership trip to Camp Bernie September 26-27, 2017 to be paid the substitute rate for the overnight:

Staff Member	Rate
Courtney Shiffman	\$95.00
Megan Roth	\$95.00
Katie Franks	\$95.00
Rich Kolton	\$115.00

cc. **Motion to approve** the following part-time employees for the hours above their contracted time necessary to attend inservice days on 8/28, 8/29, and 8/30.

Name	Hours	Rate	Total
Kathleen Fulse	8.25	\$29.11 per hr	\$240.16
Kim Ziegler	8.25	\$29.11 per hr	\$240.16
Christine Cosgrove	11.25	\$29.11 per hr	\$327.49
Brenda Krushinski	11.25	\$29.11 per hr	\$327.49
Laura Pellegrino	11.25	\$29.11 per hr	\$327.49

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

7 Ayes ~ Motion Passes

3. EDUCATIONAL RESOURCES – Finance and Facilities

Based upon the recommendation of the Superintendent, Stephen Johnson made a motion, seconded by Alan Schwartz to approve the following items:

- a) PAYMENT OF BILLS***
- Audit of Invoices**

i. Approve invoices for Current Expenses in the following amounts:

Attachment #18-ER-8-1

Check Register:	June 29, 2017 to June 30, 2017	\$70,616.16
Payroll	June 30, 2017	\$47,007.69
Payroll	June 30, 2017	<u>\$15,643.16</u>
	Total	\$133,267.01

Attachment #18-ER-8-2

Check Register:	July 1, 2017 to August 30, 2017	\$671,909.20
Payroll	July 13, 2017	\$39,865.64
Payroll	July 31, 2017	\$51,168.38
Payroll	August 15, 2017	<u>\$65,594.32</u>
	Total	\$828,537.54

b) FINANCIAL REPORTS (Attachment #18-ER-8-3, #18-ER-8-4, #18-ER-8-5 & #18-ER-8-6)

Report of the Board Secretary and Treasurer’s Report for June and July 2017 Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of June 2017 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.

Line Item Transfers for June and July 2017 (Attachment #18-ER-8-7 & #18-ER-8-8)

Resolved, that the Board of Education approve the budget transfers as listed 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 and July 2017, 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 30, 2017

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
High Bridge Borough Recreation	7/10/17	7/21/17	Monday to Thursday 8:00 am to 1:00 pm	ES Outside
Girl Scout Troop #80060	9/8/17	6/8/18	Friday 6:30pm to 8:30 pm	ES Classroom

High Bridge Borough	10/7/17	10/7/17	Saturday 9:00 am to 12:00 pm	ES All Purpose Room
High Bridge Borough	10/17/17	10/17/17	Tuesday 7:00 pm to 9:00 pm	ES All Purpose Room
Pack 149 Boy Scouts	9/18/17	6/18/18	Monday 6:30 to 8:30	ES All Purpose Room
Hunterdon Huskies Cheerleading	9/5/17	11/8/17	Mon, Tues, Wed, & Thur. 6:00 pm to 7:45 pm	ES All Purpose Room
Girls on the Run	9/11/17	12/13/17	Monday & Wednesday 3:10 to 4:50	ES Room 302 or Outside
CoEd Volleyball	9/20/17	5/30/18	Wednesday 7:00 pm to 9:00 pm	MS Gym
Brownie Troop #80222	9/8/17	6/8/18	Friday 7:00 pm to 8:15 pm	ES Classroom
Canine Companion for Independence (CCI)	9/5/17	6/6/18	Wednesday 4:30 pm to 5:30 pm	ES Various Locations
St. Joseph's Church	9/10/17	5/6/18	Sunday 8:30 am to 11:00 am	ES Classrooms
Women's Volleyball	9/11/17	5/21/18	Monday 7:00 pm to 9:00 pm	MS Gym

d) **TRANSPORTATION**

Motion to approve the following Bus Routes for the 2017-2018 Extended School Year and 17/18 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1722S	8398827834	\$2,860	7/5/17-8/10/17
HCESC	1707S	6392975006	\$1,110	7/5/17-8/15/17
HCESC	1707	8398827834	\$128/day x 180 + 5.5% admin fee = \$24,30.20	Aug 31 2017 to Approx June 15, 2018
HCESC	1722	6392975006	\$51/day x 180 + 5.5% admin fee = \$9684.90	Aug 31 2017 to Approx June 15, 2018

e) **ESEA GRANT 2017-18**

Motion to Approve the submission of the 2017-2018 ESEA Grant for the following amounts:

Title IA 100-100 \$6,264
 100-600 \$12,759
 200-100 \$5,241
 200-500 \$5,000
 TOTAL = \$29,264

Title IIA 200-100 \$4,076
 200-500 \$2,493
 TOTAL = \$6,559

Title III \$218 (Consortium)

Title IVA 100-600 \$8,000
 200-300 \$2,000
 TOTAL = \$10,000

f) NCLB GRANT 2016-17

Motion to Approve the carryover of the 2016-2017 carryover funds from the NCLB Grant for the following amounts:

Title IA \$1,450
 Title IIA \$900

g) IDEA GRANT 2016-17

Motion to Approve the carryover of the 2016-2017 carryover funds from the IDEA Grant for the following amounts:

IDEA BASIC \$4,044

h) TRAVEL EXPENDITURE APPROVAL

Motion to approve workshop and related travel expenses as listed below:

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Gregory Hobaugh	Superintendent's Annual Conf	9/28-29/17	177.45 *	25.18	* Includes lodging & meals	\$202.63
Barbara Mann	Fundations2 Workshop	8/30/17	125.00			125.00
Caryn Snyder	Fundations2 Workshop	8/30/17	125.00			125.00
Kim Sandorff	Fundations2 Workshop	8/30/17	125.00			125.00
Kathleen Fulse	Fundations2 Workshop	8/30/17	125.00			125.00
Christine Cosgrove	Fundations2 Workshop	8/30/17	125.00			125.00
Kathleen Fulse	Wilson Training	11/13, 11/14, 11/15/17	450.00			450.00
Christine	Wilson Training	11/13,	450.00			450.00

Cosgrove		11/14, 11/15/17				
Heather Goguen	NJASBO Training	9/14/17, 10/2/17,11/ 16/17,12/7/ 17, 1/13/18,2/1 3/18,3/20/1 8,4/12/18	900.00			900.00
Heather Goguen	NJSBA Convention	10/23, 10/24, 10/25/17	300.00	85.56	15.00 Parking 10.50 Tolls 81.00 Meals 276.00 Hotel	\$768.06
Gregory Hobaugh	NJSBA Convention	10/23, 10/24, 10/25/17	300.00	85.56	15.00 Parking 10.50 Tolls 81.00 Meals 276..00 Hotel	\$768.06
Robert Imhoff	NJSBA Convention	10/23, 10/24/17	300.00	85.56	10.00 Parking 10.50 Tolls 54.00 Meals 192.00 Hotel	\$652.06
Cindy Sharkey	NJSBA Convention	10/24, 10/25/17	300.00	85.56	10.00 Parking 10.50 Tolls 54.00 Meals 194.00 Hotel	\$650.06

i) ALTERNATE METHOD OF COMPLIANCE

Motion to authorize the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

k) TRANSFER OUT OF MAINTENANCE RESERVE FOR ROOF RESTORATION

Motion to approve a transfer of \$176,017.57 out of the Maintenance Reserve for the purpose of roof restoration at the Elementary School.

- \$166,997.57 Weatherproofing Technologies (State Contract # AEPA IFB Bid #017-F)
- \$1,320 Fusco’s Rental World for Lift
- \$2,000 (not to exceed) Lowe’s for materials
- \$1,100 (not to exceed) Global Waste Industries for dumpster
- \$4,600 (not to exceed) for in-house labor

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district’s Maintenance Reserve Account any time during the year by

resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

WHEREAS, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the amount of \$176,017.57; and

WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

1) **EdData: MEMBER PARTICIPATION IN EDUCATIONAL COOPERATION PRICING SYSTEM (26EDCP)** (Attachment #18-ER-8-9 & #18-ER-8-10)

Motion to approve EdData for the purchase of supplies.

WHEREAS NJSA 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS the Educational Services Commission of Morris County, hereinafter referred to as the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System known as the "Educational Cooperative Pricing System" for the purchase of work, materials and supplies; and

WHEREAS, the High Bridge School District, within the county of Hunterdon, New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED by the said Board of Education as follows:

AUTHORITY: As directed by NJSA 18A-18A-11 et seq. and pursuant to the provisions of NJSA 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT: The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the High Bridge School District shall be responsible for complying with the 54 provisions of the Local

Public Contracts Law (NJSA 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

The licensing and maintenance fee for the above New Jersey Cooperative Bid (#26EDCP) will be \$1,600 which will include bulk supply purchases for the school year 2018-2019 and can also be used during the 2017-2018 school year.

m) **PARTICIPATION IN THE NEW JERSEY CLEAN ENERGY PROGRAM'S DIRECT INSTALL PROGRAM AND AUTHORIZATION FOR CERTAIN ACTIONS NECESSARY FOR IMPLEMENTING THE PLANS** (Attachment #18-ER-8-11 & #18-ER-8-12)

WHEREAS the Board of Education of High Bridge in the County of Hunterdon, New Jersey (the "Board of Education" or the "School District") previously decided to investigate implementation of an energy savings project and participated in NJ Clean Energy Program's (NJCEP) Local Government Energy Audit (LGEA) to conduct energy audits of the School District facilities, and delivered to this Board of Education energy audit reports with respect to the School District facilities; and

WHEREAS the Board of Education determined to develop and implement a Direct Install (DI) program, and selected CMC Energy to develop an Energy Assessment Tool (EAT) and apply for NJCEP incentives; and

WHEREAS CMC Energy has developed the EAT for the proposed DI project at each school and submitted the EATs at this meeting; and

WHEREAS upon verification and receipt of NJCEP approval, CMC Energy will install the approved Energy Conservation Measures (EMC) and submit all invoices for Board approval; and

WHEREAS the NJCEP Direct Install Program will pay 70% of each projects' cost (\$116,906.76) directly to CMC Energy as a State-approved DI contractor; and

WHEREAS the High Bridge Board of Education will pay the 30% balance of the projects' costs (\$50,102.89) to CMC Energy; and

WHEREAS, by future action, The Board of Education expects to determine whether to leverage the energy savings delivered by the DI program into an Energy Savings Improvement Program (ESIP); and

WHEREAS the Board of Education wishes to authorize the actions necessary to further the implementation of the energy savings and the application for the incentives available for reduction of the costs of the program; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF HIGH BRIDGE IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. The Energy Assessment Tool for the Elementary and Middle Schools are hereby approved and adopted, subject to verification by the New Jersey

Clean Energy Program (NJCEP), in substantially the form set forth at this meeting with such insubstantial changes as may be required by the NJCEP and approved by the School Business Administrator/Board Secretary.

Section 2. CMC Energy, LLC. is hereby authorized to submit the EATs to the NJCEP for review and approval.

Section 3. The Board President, the Superintendent of Schools, the School Business Administrator/Board Secretary, and other appropriate representatives of the Board of Education (the "Board Representatives") are hereby authorized to submit any educational plans to the extent required and the schematic plans for the improvements necessary for the Plans (the "Projects"), and such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of such plans and each of the Projects as an "other capital project" and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-3.1, N.J.A.C. 6A:26-3.12, N.J.A.C. 6A:26-2.3 and 6A:26-2.1(f).

Section 4. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. The Board President, School Business Administrator/Board Secretary or other Board Representative are authorized and directed to execute all such applications necessary for the implementation of this resolution, the Plan and the Projects.

Section 5. The Board of Education hereby declares the intent of the Board of Education to expend \$50,102.89 from its capital reserves to pay for these Direct Install projects. This Section 3 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

Section 6. This resolution shall take effect immediately.

- n) **INTEGRATED PEST MANAGEMENT** (Attachment #18-ER-8-13 & #18-ER-8-14)

Motion to approve the Integrated Pest Management (IPM) Policy and the IPM Plan for the 2017-2018 School Year.

- o) **CONTRACT FOR ARCHITECT OF RECORD**

WHEREAS, during the fiscal year 2017-2018, 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 appointment:

Feitlowitz & Kosten Architects, Oakland, New Jersey, is appointed for architectural services from August 31, 2017-June 30, 2018. (Attachment #18-ER-8-15)

- p) **Motion to approve** \$3,298 in additional State Aid for the 2017-2018 school year to supplement Title IIA funds and compensate teachers for Summer Academy work designed to improve Student Achievement and provide additional learning opportunities for students. (11-000-223-100-000).

- q) **TRANSFER FOR PARAPROFESSIONAL SERVICES COSTS** (Attachment #18-ER-8-16)

Motion to approve transfer for Paraprofessional Services, upon recommendation of the Superintendent, that the Board approves transfer for the purpose of Paraprofessional Services:

11-190-100-320-002	-\$476,190
11-000-216-320-000	\$476,190

- r) **Motion to approve** the recycling of outdated and unused televisions and VCRs. (Attachment #18-ER-8-17)

- s) **Motion to approve** Volunteer Grant from ExxonMobil in the amount of \$500.00 for STEM Purposes.

- t) **Motion to accept** with gratitude, a donation of River Rocks from Greenrock Recycling to be used for a community project at Elementary School.

- u) **PURCHASE OF APPLE TECHNOLOGY PRODUCTS**

Motion to approve Hunterdon County Educational Services Commission for Apple Technology Products:

WHEREAS, the Hunterdon County Educational Services Commission (“HCESC”), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products (bid number HCESC-TEC-16-01), renewed effective March 25, 2017 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the High Bridge Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the High Bridge Board of Education are of such a specialized nature that only such products will meet the needs of the High Bridge Board of Education and

WHEREAS, the High Bridge Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the High Bridge Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education hereby authorizes the purchase of proprietary Apple technology products through HCESC Contract (HCESC-TEC-16-01) from *Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524*, for the following items:

- 1 - iPad Pro 32GB Space Grey
- 1 - Apple Smart Cover Case for 12.9" iPad Pro, Charcoal Gray

These items will be purchased through Student Activity funds as a one-time purchase for the purpose of Morning Broadcast and will be replaced through operational funds in the future.

v) **PARTICIPATION IN E-RATE FOR 2017-2018** (Attachment #18-ER-8-18)
Motion to approve participation in the E-Rate Consortium for the 2017-2018 school year.

w) **CULTURAL ARTS PROGRAMS AND TRIPS FOR 2017-2018**

Company	School/Subject	Date	Cost
Donaldson Farm Field Trip Soil testing, working farm, picking apples	Elementary School 2 nd or 3 rd grade	October	\$11.00 per student plus bus (Approx. \$601.00)
Young Audiences Jump with Jill Note to Health	Elementary School Health, science, PE	2/27/2018 9:00 am	\$1680.00
Liberty Science Center Pumpkin Circles	Elementary School Kindergarten	Fall 2017	\$675.00
Liberty Science Center Swell Cells	Middle School 7 th grade	Fall 2017	\$675.00
Liberty Science Center	Middle School 6 th grade	Fall 2017	\$675.00

BRAAAINS! You and the Zombie			
Liberty Science Center 3-D design Virtual Lab	Middle School 8 th grade	Winter 2018	\$675.00
CSI program	Middle School Science	Spring 2018	
Hunterdon Cultural and Heritage Commission Art goes to School	Elementary School	Winter 2018	
Total to date	17-18 Budget \$8000 To Be Split with PTO		\$4981

Roll Call:

- | | |
|-------------------------------------|-----------------------|
| Michael Estrada - Aye | Stephen Johnson - Aye |
| Karyn Gove - Aye | Alan Schwartz - Aye |
| Cindy Sharkey, Vice President – Aye | Terrie Sostorecz- Aye |
| Robert Imhoff, President - Aye | |

7 Ayes ~ Motion Passes

K. NEW BUSINESS

L. 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.

M. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Stephen Johnson requested a motion to approve the following resolution to enter into Executive Session at 8:43 p.m.; Cindy Sharkey seconded the motion.~ Unanimously Carried

- June 28, 2017 Executive Session Minutes (Attachment #18-ES-8-1)
- Personnel

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.

N. RECONVENE PUBLIC SESSION

Karyn Gove made the motion, seconded by Alan Schwartz to resume Regular Session at 9:25 p.m.

O. ACTION ITEMS

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Cindy Sharkey to approve the following items:

1. **Motion to approve** the June 28, 2017 Executive Session Minutes.

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Abstain
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Abstain
Robert Imhoff, President - Aye	

5 Ayes, 2 Abstentions ~ Motion Passes

P. ADJOURNMENT

Having no further business to come before the Board, Karyn Gove motioned to adjourn the meeting at 9:26 p.m. The motion was seconded by Cindy Sharkey. Unanimously carried.

Respectfully submitted,



Heather Goguen
Business Administrator/Board Secretary