

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY MARCH 19, 2018

### A.B.C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL - 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. PRESENTATION ITEMS AND RECOGNITION ITEMS

Greg Hobaugh read and presented a resolution to Robert Imhoff and Steven Johnson.

1. **Motion to approve** a resolution in honor of **Steven Johnson** for his service as Board Member. (**Attachment #1: Johnson**)
2. **Motion to approve** a resolution in honor of **Robert Imhoff** for his 10 years of service as Board Member.
  - a. Robert Imhoff said he has enjoyed his time on the board and looks forward to the next few years.
3. A great big thank you to Bonnie Plants for donating cabbage plants to our 3rd grade students. Greg Hobaugh was thankful for receiving the cabbages. He said it is really interesting to see how fast they grow.

1. **Superintendent's Report**
  - a. **INFORMATION ITEMS:**
    - 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-		-	20
K	2	31	-		-	31
1	2	41	-		-	41
2	2	31	-		-	31
3	2	39	1		-	40
4	2	42	-		-	42
<b>Elementary School Total</b>						205
5	2	42	-		-	42

6	2	51	-		-	50
7	2	38	1	1	1	42
8	2	37	1		-	38
<b>Middle School Total</b>						172
<b>District Total</b>	21	372	3	1	1	377

- Staff Attendance for February 2018 (**Attachment #2: February Attendance**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - One Investigation - March 5 - parent filed - not founded
- Superintendent Update - Greg Hobough gave the below updates.
  - Attended Techspo in Atlantic City
  - Both buildings completed their scheduled drills for the month
  - The play “High School Musical” is this Friday and Saturday. The students at the elementary school attended the dress rehearsal
  - Great job to the custodial staff for the event planning of the basketball games.
  - Celebrated random acts of kindness the last week.
  - There was a day of kindness during the potential walk out
  - Vending machine installed and now sold out
  - Anti bullying conference scheduled next week.
  - Parent teacher conferences were held
  - Many snow days used this year
  - Last week the administrative team attended QSAC training
  - Tree removal was scheduled but moved
  - The temporary structure has been finalized

**School Business Administrator’s Report**

**1. General Information Items**

- a. Tentative Budget submission due to the county on March 29, 2018
  - i. Christopher Jones updated the board on the new calendar requirements
- b. Health Benefits Update
  - i. Christopher Jones discussed the new audit process for the Health Benefits employee contributions.

**2. Vandalism Report**

- a. There was no vandalism to report.

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

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Borough of High Bridge	3/8/18	Amending Official City Zoning <b>(Attachment #3: Zoning)</b>

**F. 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.

Judy LaGreca - She was thankful for the document that was handed out last week. Success is not limited to just costs. Last week there was talk about test scores. Cutting out teachers would not help increase the scores. She asked if we need a certain administrators such as vice principal or custodial manager. They do not directly affect children. Two or three years ago there was one job handled by the business administrator but now there are two jobs for the same tasks. She said an administrator pay freeze should be considered. She said the board should think about merging or sharing services. Hopefully the board can think about saving money.

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

1. February 26, 2018 Regular Meeting Minutes (**Attachment #4: Minutes 2-26-18**)
2. March 12, 2018 Work Session Meeting Minutes (**Attachment #5: WS Minutes 03-12-18**)

Board President calls for a motion and a second to approve G1 to G2:

Motion: Karyn Gove		Second: Erin Delgado		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x 1-2			
Michael Estrada	x 2			x 1
Karyn Gove	x 1-2			
Robert Imhoff	x 1		x 2	
Alan Schwartz	x 1-2			
Cindy Sharkey	x 1-2			

G1 - Approved 5-0-0-1

G2 - Approved 5-0-1-0

**H. REPORTS TO THE BOARD**

- **Board President's Report**
  - Schedule Tentative Budget Approval Meeting must be between March 26 to 28, 2018. Budget is due to the Hunterdon County Office March 29, 2018.
    - 7pm March 27th Approval
  - April Board Meeting will need to be moved to Tuesday, April 24th. As the statute states that the public hearing for the 18-19 budget must be between April 24 and May 7, 2018.

- Tuesday April 24th will be the updated meeting
  - Discuss rescheduling May Meetings to Work Session May 7, 2018 and Board Meeting May 14, 2018. Due to notification of staff renewal on May 15, 2018.
    - Michael Estrada gave an update on the Strategic plan committee. He said he will send out a notice to the community.
    - Robert Imhoff asked about the status of the reviews

● **Negotiations**

Update - The committee will be meeting tomorrow night at 6pm.

**I. ACTION ITEMS**

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

a.) **Motion to approve** the revised 2017-2018 school calendar as presented. (**Attachment #6: Revised 17/18 Calendar**)

Cindy Sharkey said to consider how close it is to spring break. Greg Hobaugh said a yes vote takes days away from a spring break.

b) **Motion to approve** the following dates and times for the Middle School play performance

Thursday March 22 at 6:30 pm

Friday March 23 at 7:00 pm

Saturday March 24 at 2:00 pm

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

Grade	Location	Cost	Cost incurred by
3rd Grade	DaVinci Science Center	\$22.50	Parent / Guardian
4th Grade	State Capitol	\$14.50	Parent / Guardian
4th Grade	Hall of Records	\$5.00	Parent / Guardian
2nd Grade	Echo Hill	\$14.25	Parent / Guardian

Board President calls for a motion and a second to approve items 1a-1c:

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

11a: Approved 4-2

11b-c: Approved 6-0

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

- a.) **Motion to approve** Kevin Vitale as the Baseball Coach at a stipend of \$1,264.00.
- b.) **Motion to approve** Rich Kolton for overnight stipend for supervising 8th grade Lock In at the rate of \$125.00.
- c.) **Motion to approve** the following staff for Kindergarten Orientation on April 25.

Name	Hours / Rate	Total
Lisa Kerr	2 hours @ \$29.11 per hour	\$58.22
Sherry Kerr	2 hours @ \$29.11 per hour	\$58.22
Melissa Patane-Schulter	2 hours @ \$29.11 per hour	\$58.22

- d.) **Motion to approve Lisa Kerr** as a volunteer softball assistant for the Spring of 2018.
- e.) **Motion to approve** a leave of absence beginning March 29, 2018 in accordance with FMLA utilizing sick 5 days to **Judy Rogers**, with a anticipated return date of May 29, 2018.
- f.) **Motion to approve Kim Terzuolo** as cooperating teacher for Jenna Finnis, TCNJ Student as a Student Teaching placement from March 12, 2018 to May 4, 2018.
- g.) **Motion to approve Lauren Richardson** as cooperating teacher for Dominique Trepiccione, Fairleigh Dickinson University Student as a Student Teaching placement March 19, 2018 to May 11, 2018.
- h.) **Motion to approve Jana Brown** to replace Heidi Miller as 1:1 Chaperone for the Middle School Dance held on March 9, 2018 at a rate of \$72.53.
- i.) **Motion to approve** course reimbursement for the following:
  - i. **Heidi Miller**
    - Course: Ethics for Behavior Analysis
    - College/University: Rutgers University
    - Semester: May 2018 to July 2018
    - Tuition: \$2,106.00
- j.) **Motion to approve Heidi Miller** to attend the 8th grade Lock-In from 9:00 pm to 11:00 pm as a 1:1 Chaperone per an IEP at a rate of \$72.53.
- k.) **Motion to approve Heidi Miller** as 1:1 aid per IEP for Tech week to to exceed 4 hours at a rate of \$29.11 per hour.

Board President, based upon the recommendation of the superintendent, calls for a motion and a second to approve 2a-2k:

Motion: Michael Estrada		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			

Approved: 6-0

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

**a) PAYMENT OF BILLS**

**Audit of Invoices**

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

**(Attachment #7: Check Journal)**

Check Register:	February 27, 2018 - March 20, 2018	\$ 97,087.96
Payroll	February 28, 2018	\$230,491.67
Payroll	March 15, 2018	<u>\$234,602.87</u>
	<b>Total</b>	<b>\$562,182.50</b>

**b) FINANCIAL REPORTS**

**Line Item Transfers for January 2018 (Attachment #8: 01 2018 Transfer Report - Signed) and February 2018 (Attachment #9: 02 2018 Transfer Report - Signed)**

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

**c) USE OF FACILITIES**

Organization	Start Date	End Date	Day / Times	Location
Troop #80912 sponsored Craft Club	* 4/12/18	6/14/18	Thursday 3:15 to 4:15	Elementary School

\* Start date may change to April 5, 2018 due to possible 17/18 calendar revisions

**d) 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 Hobough	School Safety Specialist Training	6/25 to 6/28	0	\$89.03	0	\$89.03
Courtney Shiffman	Arts Integration	3/7/18	\$20.00	0	0	\$20.00

**e) TENTATIVE BUDGET**

The Board selects 5.3 %

0% INCREASE	2% \$116,000	3% 174,000	4.2% \$245,000	5.1% \$295,000
- No new services	- New Math Series	- New Math Series	- New Math Series	- New Math Series
- No reserve funding	- No dedicated reserve	- No dedicated reserve	- No dedicated reserve	- No dedicated reserve

- District would have to cut <b>three and a half teaching positions</b>  One teacher= \$70,000	funding - Covers \$90,000 for benefit increases - Short \$59,000 for salary increases - Short \$70,000 retirement payout - District would have to cut <b>two and a half teaching positions</b>	funding - Covers benefit and salary increases - Cover part of retirement payouts - District would have to cut <b>one and a half teaching positions</b>	funding - Covers benefit and salary increase - Covers retirement payouts - Cut <b>one teaching position</b>	funding - Covers benefits and salary increases - Covers retirement payouts - No staffing cuts
<b>5.5%</b> <b>\$320,000</b>	<b>5.7%</b> <b>\$330,000</b>	<b>6.2%</b> <b>\$361,000</b>	<b>6.3%</b> <b>\$366,000</b>	<b>6.9%</b> <b>\$400,000</b>
- <b>Paraprofessional pay increase</b> - New math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staffing cuts	- <b>BBBA-ABA Contracted services</b> - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	- <b>Part time-Media Specialist</b> - BBBA-ABA Contracted services - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	- <b>Increase for support staff</b> - Part time-Media Specialist - BBBA-ABA Contracted services - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	- <b>Additional expenses</b> - Legal expenses \$15,000 - Workshops \$10,000 - Cafeteria Fee \$10,000

Greg Hobaugh gave an overview of the budget increases. Michael Estrada asked for more detail on the Behavior Analyst. Greg Hobaugh outlined the requirements of the position. Erin Delgado asked for more detail on the PT Media Specialist. Greg Hobaugh said it would be dedicated to the Elementary School. The specialist would be here for 2.5 days. Karyn Gove wished she received additional detail on cost cuts other than teachers. Alan Schwartz asked for additional detail on the capital reserve funding. He also asked for additional detail on the cafeteria fund, legal expenses, and workshops. Robert Imhoff questioned the impact of the paraprofessional rate increases.

**f) MIDDLE SCHOOL STRUCTURAL SUPPORT PROJECT**

Bid Responses were opened on Tuesday, March 13, 2018 at 11:00 AM at the Business Office in the Elementary School. Christopher Jones and Gregory Hobaugh were present. The following are the results:

	CR Construction	Iron Hills Construction
Base Bid	\$490,000	\$439,000

**Motion to award** to Iron Hills Construction for the Base Bid amount of \$439,000.

g) **Motion to approve** contract with Ameriflex for COBRA Administration in the amount of \$600. (**Attachment #10: COBRA**)

h.) **Motion to approve** a FBA (Functional Behavioral Assessment) for student ID #200935 not to exceed 15 hours at a rate of \$150.00 per hour, totaling \$2,250.00.

i.) **Motion to approve** FKA Architects to develop a Comprehensive Facilities Maintenance Report which will include proposed Maintenance and Capital Improvement Projects at a cost of \$12,900.00. This amount was previously approved for \$12,000 in error.

Board President calls for a motion and a second to approve 3a-3i:

3a-3d and 3f-3i

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

**Approved: 6-0**

3e

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

**Approved: 6-0**



**J. NEW BUSINESS**

Cindy Sharkey said the Education Commission meeting is scheduled for tomorrow. Karen Gove and Cindy Sharkey will be attending conference in April.

**K. 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.

Karen McKay - She does not understand why Greg Hobaugh has to hold multiple titles. Robert Imhoff mentioned that the decision saved the district money. She asked for further clarification. Robert Imhoff gave additional context regarding state regulations.

Judy LaGreca - Asked for further clarification on the benefits. Christopher Jones explained the difference in the yearly benefits costs.

Karen McKay - She was looking for further clarification on the boiler. Christopher Jones explained how the reserved funds were spent.

**L. EXECUTIVE/CLOSED SESSION**

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

- HIB Appeal Hearing
- February 26, 2018 Executive Work Session Minutes
- March 12, 2018 Executive Session Minutes
- Personnel
- Litigation
- Paraprofessional Contract
- 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.

**M. RECONVENE PUBLIC SESSION**

Alan Schwartz motioned, seconded by Robert Imhoff, unanimously approved, to reconvene public session.

**N. ACTION ITEMS**

1. **Motion to approve** the March 12, 2018 Executive Working Session Minutes

(Attachment #11 - ES Minutes 03-12-18) and the February 26, 2018 Executive Minutes (Attachment #12- ES WS Minutes 02-26-18).

Board President calls for a motion and a second, to adopt the following:

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

March 12, 2018 - Approved 5-0-1-0  
 February 26, 2018 - Approved 5-0-0-1

**O. ADJOURNMENT**

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

Respectfully submitted,

Christopher Jones  
 Business Administrator/Board Secretary