

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, OCTOBER 11, 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 7:02 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Alan Schwartz, Cindy Sharkey, Vice President, Terrie Sostorecz, and Robert Imhoff, President. Stephen Johnson was absent. Also present was Gregory Hobaugh, Ed.D, Superintendent and Heather Goguen, Business Administrator/Board Secretary.

- 18 members of the public were present.

### D. PRESENTATION ITEMS AND RECOGNITION ITEMS

1. A big thank you to the Black Family for the donation of a ping pong table for the Middle School. Thank you again for your generosity!
2. Andrew Kucinski of Nisivoccia Auditors presented the financial records for the year ending June 30, 2017.
3. Presentation of PARCC by Gregory Hobaugh, Ed. D.

#### 1. Superintendent's Report

##### a. INFORMATION ITEMS:

- 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	15	-		-	15
K	2	37	-		-	37
1	2	42	-		-	42
2	2	32	-		-	32
3	2	40	1		-	41
4	2	44	-		-	44
<b>Elementary School Total</b>						211
5	2	42	-		-	42
6	2	50	-		-	50
7	2	35	1	1	1	38

<b>8</b>	2	35	1		-	36
<b>Middle School Total</b>						166
<b>District Total</b>	21	372	3	1	1	377

- Monthly Report on Harassment, Intimidation, and Bullying Incidents  
No incidents as of 10/11/17
- Superintendent Update
  - We received an OPRA request regarding security and are gathering information.
  - Middle School structure meeting on September 27th and responded to OPRA request.
  - We have reached out to our architect and they will be in district on 10/18 and 10/19.
  - Attended the annual Educational Association President’s luncheon with Ms. Terzuolo.
  - Monday the 9th ES staff worked on iReady and Science standards. Middle School did iReady.
  - Middle School Steering Committee met.
  - There is a committee working on a bottle cap mural.
  - Guidance Department met with Guidance from regional districts.
  - ES Physical Education Teacher went to regional training at Lebanon Township on professional development day.
  - Music Teacher went to Instrumental Music Professional Development Seminar in Boonton, NJ on professional development day
  - Custodial Boot Camp was held on Monday.
  - Attended HC Superintendent’s retreat at the end of September.
  - Attended STEAM workshop past Friday through NJSBA and US Army.
  - We had two false alarms for fire alarms since the beginning of the school year and we are installing pull station covers to prevent future.
  - First walk to school event occurred with a Super Hero theme.
  - Parent/Teacher conferences are next week
  - We had a leaky pipe in Middle School Boy’s locker room.
  - We worked with the town to allow them to use our facility for informational meetings for the possible water sale
  - Worked with police regarding the closing of the Columbia Trail and notified families affected nearby.
  - District Goals were shared with staff.

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

**a. General Information Items**

- Attended additional training for ESSA reporting requirements.
- ASSA reporting information captured October 13th, which affects State Aid.

- We received notification that we will be receiving an award from SAIF, our insurance fund, for doing the safety training and for the Business Administrator’s attendance at quarterly meetings. There will be a discount on our premium in the 18-19 school year as a result of the award.

**b. Vandalism Report**

- There was no vandalism to report.

3. **Superintendent’s Report** (Via e-mail)
4. **Middle School Principal’s Report** (Via e-mail)
5. **Elementary School Assistant Principal’s Report** (Via e-mail)
6. **Facilities Report** (via e-mail)

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	10/9/17	Health Benefits Letter #1(Attachment #18-C-10-1)
Judy LaGreca	10/10/17	Health Benefits Letter #2(Attachment #18-C-10-2)

**F. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

- A student presented on No Homework.
- A parent spoke of support for No Homework or less homework. She would like to see a happy medium for homework.
- A teacher spoke about how staff needs to have a discussion about homework as well and making sure that homework is not just busy work but that it is relevant.
- A teacher spoke about PARCC. As an Elementary School teacher said she received the scores this week after parents already received them. She thinks it would be helpful to see the sub-test breakout of the scores. She is happy with iReady so far and would like to know if anyone has analyzed the data between iReady and PARCC and was told that it has been. At the next district meeting, this will be addressed.
- A teacher asked about GoMath scores and the data over five years relevant to PARCC. She was told that it is difficult with all of the changes in the tests the past few years.
- A parent spoke of being an 8th grade teacher and some of the differences within the PARCC test itself.

- A teacher spoke about how to implement iReady and make it successful. She would like to see it in action.
- A kindergarten teacher spoke about using Chromebooks before using iReady.
- A teacher spoke about the health benefits plan that the board will be voting on this evening. He spoke with someone in another district who has AmeriHealth and spoke unfavorably of it.
- A teacher spoke about how she talked to a teacher in another district that has AmeriHealth and has had a negative experience.
- A teacher read a statement from a teacher from a nearby district regarding negative feedback for AmeriHealth.
- A teacher spoke of payment for Dr. Hobough’s merit goals. She would like to see the money for his goals used for other needs within the district.

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

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

1. September 27, 2017 Regular Meeting Minutes (**Attachment #18-M-10-1**)
2. October 4, 2017 Work Session Minutes (**Attachment # 18-M-10-2**)

**Roll Call:**

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

**6 Ayes, 1 Absence ~ Motion Passes**

**H. REPORTS TO THE BOARD**

The full board met on Wednesday October 4, 2017 for a work session pertaining to Health Benefits.

**Board President’s Report**

- NJ School Boards had a gathering at Raritan Valley College. Kim Harrington presented. Another joint county meeting will be on November 30th at Cherry Hill Country Club.
- School Boards Convention runs 10/23-10/25.

**I. 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:

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

Grade	Location	Cost	Cost incurred by
Kindergarten	West Portal Pumpkin	\$18.75	Parent/Guardian
Grade 6	American Museum of Natural History	\$47.00	Parent/Guardian

**Roll Call:**

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

**6 Ayes, 1 Absence ~ Motion Passes**

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

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Alan Schwartz to approve the following item (first roll call resulted in split vote on item “d”; discussion ensued):

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

- a. **Motion to approve Matthew Krisantis** as a substitute custodian at \$11.00 per hour.
- b. **Motion to approve Brianna Waldmann**, Providence College student. Her major is Psychology and minor is Education, to observe in a special education classroom.
- c. **Motion to approve Rebecca O’Connell**, Rider University Elementary Student to observe Karin Weikert’s classroom in October and November.
- d. **Motion to revise and approve Gregory A. Hobaugh’s Merit Goals** for 2017-18
  - 1. Qualitative Goal #1 – Long Term Planning - Develop a technology plan to identify future needs and establish goals to support student achievement. Amount \$3,329 (**Attachment #18-P-10-1**)
  - 2. Qualitative Goal #2 – Long Term Planning - Evaluate roles and responsibilities to develop an accurate reflection of human resources capacity and identify needs. Amount \$3,329 (**Attachment #18-P-10-2**)

- 3. Quantitative Goal #1 – Staff Effectiveness / Student Achievement - 90% of students in grades five and six will demonstrate growth in ELA on research based assessments. Amount: \$4,334 (**Attachment #18-P-10-3**)
- 4. Quantitative Goal #2 - Staff Effectiveness / Student Achievement - 90% of students in grades five and six will demonstrate growth in Math on research based assessments. Amount: \$4,334 (**Attachment #18-P-10-4**)

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye, Nay to “d”	Terrie Sostorecz- Aye, Nay to “d”
Robert Imhoff, President - Aye	

**6 Ayes, 1 Absence to “a-c”~ Motion Passes**  
**4 Ayes, 2 Nays, 1 Absence to “d”~ Motion Passes**

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

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

**a) PAYMENT OF BILLS\***

**Audit of Invoices**

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

**(Attachment #18-ER-10-1)**

Check Register:	September 28, 2017 to October 11, 2017	\$ 21,339.65
Payroll	September 29, 2017	<u>\$249,053.32</u>
	<b>Total</b>	<b>\$270,392.97</b>

**b) Motion to approve** soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program’ pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

**c) 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-10-2 & #18-ER-10-3 )**

**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 (\$139,511.01) 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 (\$59,790.43) 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 \$59,790.43 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.

**d) Approve Submission of Comprehensive Maintenance Plan and M1 2017-2019 (Attachment #18-ER-10-4 and Attachment #18-ER-10-5)**

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with Department of Education requirements.

**e) TRANSFER OUT OF MAINTENANCE RESERVE FOR ROOF RESTORATION**

**Motion to approve** a transfer of \$161,082.57 out of the Maintenance Reserve for the purpose of roof restoration at the Elementary School.

- \$151,997.57 Weatherproofing Technologies (State Contract # AEPA IFB Bid #017-F)
- \$1,501 Fusco’s Rental World for Lift
- \$2,114 Lowe’s for materials
- \$1,100 Global Waste Industries for dumpster
- \$5,090 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 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.

**f) APPROVAL OF MAINTENANCE PLAN DEVELOPMENT (Attachment #18-ER-10-6)**

**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 \$12,000.00.

**g) APPROVAL OF STRUCTURAL REVIEW AND CONSTRUCTION (Attachment #18-ER-10-7)**

**Motion to approve** FKA Architects to review the Middle School Structure and to develop bid documents and plans for structural modifications at a cost of \$8,000.00.

**h) USE OF FACILITIES**

<b>Organization</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day / Times</b>	<b>Location</b>
8th Grade Dinner Dance Committee	Nov. 2, 2017	May 31, 2018	1st Thursday of the month 7:00 to 8:30	MS
High Bridge Youth Basketball	Nov 1, 2017	March 10, 2018	Various	MS & ES Gym

**i) 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
Christine Cosgrove	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Kathy Fulse	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Jana Brown	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Heidi Miller	Autism Conference	10/20/17	275.00	85.56	15.00 parking	\$375.56
Brande Grieder	NJDOE - Updates on Licensing & Procedures	11/14/17		\$23.81		\$23.81

**j) TERMINATE PARTICIPATION IN THE HEALTH BENEFITS PROGRAM**

**A RESOLUTION to terminate all participation** under the State Health Benefits Program and School Employees’ Health Benefits Program (including Prescription Drug Plan and/or Dental Plan coverage).

**BE IT RESOLVED:**

1. The High Bridge School District hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees; Health Benefits Program (N.J.S.A. 52:14-17.25 et. seq.) for all of its active and retired employees.
2. We shall notify all active employees of the date of their termination of coverage under the program.
3. We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.
4. We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees’ Health Benefits Commission.

There was significant discussion regarding item “j” and some discussion of changes of vote after the initial vote was taken, but the original vote remains.

**Roll Call:**

Michael Estrada - Aye  
 Karyn Gove - Aye, Nay to "j"  
 Cindy Sharkey, Vice President – Aye, Nay to "j"  
 Robert Imhoff, President - Aye

Stephen Johnson - Absent  
 Alan Schwartz - Aye  
 Terrie Sostorecz- Aye, Nay to "j"

**6 Ayes, 1 Absence to "a-i" ~ Motion Passes**  
**3 Ayes, 1 Absence, 3 Nays to "j" ~ Motion Fails**

**J. NEW BUSINESS**

**K. 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.

- A teacher spoke of her disappointment in the board president’s commentary about health benefits. She also recognizes that change is difficult. She also spoke about staff retention. She spoke about how health benefits decisions do have a trickle down effect on students.
- A staff member spoke about how there may have been a very different outcome if staff had been included much earlier. She wants the board to look at lessons learned.
- A teacher thanked the board for their vote.

**L. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Michael Estrada requested a motion to approve the following resolution to enter into Executive Session at 9:32 p.m.; Cindy Sharkey seconded the motion.~ Unanimously Carried

- September 27, 2017 Executive Session Minutes (**Attachment #18-ES-10-1**) and October 4, 2017 Executive Session Minutes (**Attachment #18-ES-10-2**)
- 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.

**M. RECONVENE PUBLIC SESSION**

Michael Estrada made the motion, seconded by Karyn Gove to resume Regular Session at 10:42 p.m.

**N. ACTION ITEMS**

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

1. **Motion to approve** the September 27, 2017 Executive Session Minutes.
2. **Motion to approve** the October 4, 2017 Executive Session Minutes.

**Roll Call:**

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

**6 Ayes, 1 Absence ~ Motion Passes**

**O. ADJOURNMENT**

Having no further business to come before the Board, Karyn Gove motioned to adjourn the meeting at 10:43 p.m. The motion was seconded by Michael Estrada. Unanimously carried.

Respectfully submitted,



Heather Goguen  
Business Administrator/Board Secretary