

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, December 17, 2018**

1. OPENING OF MEETING - 7:00 PM**Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this regular meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. The following Board members were present: Erin Delgado, Karyn Gove, Vice President, Robert Imhoff, Michael Estrada, Alan Schwartz, and Cindy Sharkey, President. James Garner was absent. Greg Hobaugh, Superintendent, and Christopher Jones Business Administrator/Board Secretary, were also present.

Date: Monday December 17, 2018

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE**3. ROLL CALL****4. PRESENTATION & RECOGNITION ITEMS**

4.1. Robert Imhoff motioned, seconded by Erin Delgado, unanimously approved, to approve the resolutions honoring Alan Schwartz and Michael Estrada for service as a board member
(*Attachments: Schwartz Resolution and Estrada Resolution*)

4.2. Superintendent's Report

4.2.1. Discussion of Proposed School Calendar. Please note that changes are highlighted in yellow. (*Attachment: Proposed School Calendar 19-20*)

Greg Hobaugh gave the following updates:

1. Reviewed the changes to the school calendar.

4.2.2. Information Items:

2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	18	-	-	-	18
K	2	30	-	-	-	30
1	2	31	-	-	-	31
2	2	42	-	-	-	42
3	2	32	-	-	-	32
4	2	39	1	-	-	40
Elementary School Total						193
5	2	40	-	-	-	40
6	2	46	-	1	-	47
7	2	53	-	-	-	53

8	2	38	1	1	-	40
Middle School Total						180
District Total						373

4.3. Staff Attendance for November 2018 (*Attachment: November Staff Attendance*)

4.4. Monthly Report on Harassment, Intimidation, and Bullying Incidents

4.4.1. December 3 - 8th grade male (target) insulting/demeaning comments, 8th grade male (accused) not found HIB (insufficient evidence for Code of Conduct violation)

4.4.2. December 5 - Two (2) 5th grade female students (targets) insulting/demeaning comments and physically aggression 5th male (accused) (found not to be HIB violation)

4.4.3. December 7 - 5th grade male (target) insulting/demeaning comments and physically aggression two (2) 5th females (accused) (found not to be HIB violation)

School Business Administrator’s Report

4.4.4. Budget Review

Christopher Jones asked for Board feedback regarding the budget timing. The general consensus with the board was to provide a budget walk similar to prior year at the next board meeting.

4.4.5. Audit Review

Christopher Jones gave an update on the GASB ruling. He said the whole state will not have finalized financial statements for the 17-18 school year.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kelly Grube	12/01/2018	Leave Extension (<i>Attachment: Grube Leave Extension Email</i>)

6. 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.

Melissa Betz - Officially as of Friday she is a masters graduate and she thanked the board for supporting her education. She also thanks Richard Kolton and Katie Franks for their support. She believes they make a great team.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. November 19, 2018 Regular Meeting Minutes (*Attachment: 11 19 18 Minutes*)

7.2. December 10, 2018 Work Session Minutes (*Attachment: 12 10 18 Work Session Minutes*)

Board President calls for a motion and a second to approve 7.1. - 7.2.:

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

Cindy Sharkey	x			
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Approved 5-0-1-1

8. REPORTS TO THE BOARD

8.1. Board President's Report

8.1.1. Disbandment of By Law Committee

Cindy Sharkey formally disbanded the By Law Committee as of tonight.

9. ACTION ITEMS

9.1. Student Achievement - Curriculum, Instruction, Technology & Policy

9.1.1. Motion to approve 8th grade to Voorhees High School on Wednesday, January 9, 2019 (rain date 1/11/19) for orientation program. Transportation will be provided by ESC at a cost of \$110.00 for one bus and will be paid by the district.

9.1.2. Motion to approve 2019-2020 school calendar (*Attachment: PROPOSED School Calendar 19/20*)

9.2. Human Resources - Personnel, Management & Community Relations

9.2.1. Motion to approve Jana Brown and Heidi Miller as Special Education chaperones for the Middle School winter concert on December 18, 2018 at a rate of \$72.53.

9.2.2. Motion to approve maternity leave for Katie Franks beginning on/or about March 4, 2018 to continue to end of 2018-2019 school year.

9.2.3. Motion to approve Megan Roth as replacement Middle School Anti-bullying Specialist while Katie Franks is on maternity leave.

9.2.4. Motion to approve Laura Pellegrino for hours above her contracted hours to attend Art Articulation Training on November 5, 2018 at a rate of \$29.11 per hour for 2.25 hours for a total of \$65.50.

9.2.5. Motion to approve the co-curricular position of District Grant Coordinator to be compensated at a rate of \$29.11 for 85 hours not to exceed \$2,500.00.

9.2.6. Motion to approve Spencer Fader in the co-curricular position of Reading Olympics advisor to be compensated up to 20 hours at the co-curricular rate of \$29.11 per hour.

9.2.7. Motion to approve a request from Kelly Grube to extend her leave of absence from January, 2, 2019 through the end of the 2018-19 school year.

9.2.8. Motion to approve reimbursement to Caryn Rinehart in the amount of \$30.00 for New Jersey Notary Public application.

9.2.9. Motion to approve Laura Pellegrino for Middle School and Elementary School Art Club Advisor at a rate of \$29.11 per hour, not to exceed 25 hours. Middle School Art Club will also include working with Drama Club for set design.

9.2.10. Motion to approve the amended course reimbursement for the following to align with the Rutgers Graduate Rate as per contract:

9.2.10.1. Jemma Buccini Schraeder

- Course: Intro to Math Education
- College/University: Rutgers University
- Semester: September 2018 to December 2018
- Tuition: \$2,154.00

9.2.11. Motion to approve Course Reimbursement for:

9.2.11.1. Jemma Buccine Schraeder

- Course: Reasoning in Math

- College/University: Rutgers University
 - Semester: January 2019 to June 2019
 - Tuition: \$2,154.00
- 9.2.11.2. Christina Harding
- Course: Prin & Prac Supervision
 - College/University: Centenary University
 - Semester: May 2019 to June 2019
 - Tuition: \$1,811.40
- 9.2.11.3. Christina Harding
- Course: Sem. Curr. Eval. & Asmnt Eval
 - College/University: Centenary University
 - Semester: January 2019 to May 2019
 - Tuition: \$1,811.40

- 9.2.12. **Motion to approve** Marcella Grau to intern with Melissa Patane-Schulter for 300 hours beginning in Spring 2019.
- 9.2.13. **Motion to approve** Sher Mylbern Mariano to intern with Michele Gomez for 28 hours beginning January 10, 2019 through February 28, 2019.
- 9.2.14. **Motion to approve** the co-curricular positions of Middle School Unified Club Advisor, Middle School Unified Club Coach(s) and Middle School Unified Club Assistant(s) funded by Play Unified Grant Funds awarded for Middle School activity from Special Olympics in the amount of \$3,500.00.
- 9.2.15. **Motion to approve** the following co-curricular appointments:

Name	Position	Rate	Hours	Total
Heidi Miller	MS Unified Club Advisor	\$29.11	16	\$465.76
Megan Roth	MS Unified Club Coach	\$29.11	16	\$465.76
Nicole DiGeronimo	MS Unified Club Coach	\$29.11	16	\$465.76
Karin Aderante	MS Unified Club Assistant	\$12.50	16	\$200.00
Mary Raefski	MS Unified Club Assistant	\$12.50	16	\$200.00

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices (*Attachment: 12 17 18 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	November 20 - December 17	\$240,197.97
Payroll	November 30	\$231,129.21
Payroll	December 14	<u>\$228,939.20</u>
	Total	\$700,266.38

9.3.2. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Gregory Hobaugh	iSTEAM Army Education Tour, Picatinny Arsenal	12/11/18	\$0.00	\$0.00	\$0.00	\$0.00
Donna Brown	Wilson Training	January 8-10, 2019	\$335.00	\$0.00	\$0.00	\$335.00

		(Snow Dates 01/15-17/19)				
Spencer Fader	Wilson Training	January 8-10, 2019 (Snow Dates 01/15-17/19)	\$335.00	\$0.00	\$0.00	\$335.00
Christine Cosgrove	Wilson Training	January 8-10, 2019 (Snow Dates 01/15-17/19)	\$335.00	\$0.00	\$0.00	\$335.00
Kathleen Fulse	Wilson Training	January 8-10, 2019 (Snow Dates 01/15-17/19)	\$335.00	\$0.00	\$0.00	\$335.00
Christina Harding	Centenary Literacy Conference	01/10/19	\$0.00	\$0.00	\$0.00	\$0.00
Danielle Weber	Centenary Literacy Conference	01/10/19	\$0.00	\$0.00	\$0.00	\$0.00
Christina Harding	English Articulation	02/07/19	\$0.00	\$0.00	\$0.00	\$0.00
Nicole Cahill	Keys To Enhancing Your Effectiveness as a School Nurse	01/28/2019	\$269.00	\$14.42	\$0.00	\$283.42

9.3.3. Motion to approve Budget Calendar (*Attachment: 19-20 Budget Calendar*)

9.3.4. Use Of Facilities

Motion to approve the following facilities request:

Organization	Event	Dates	Location
High Bridge Special Services Team	Wilson Training	January 8-10, 2019 (Snow Dates 01/15-17/19)	ES Library

9.3.5. Bank Account Signatures

Motion to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Student Activity	Board Secretary, ES or MS Principal, or Assistant to the Superintendent (2)

9.3.6. Motion to accept the donation of a microwave oven for the Middle School from Julie Appleton valued at \$150.

Robert Imhoff started discussion. He was concerned about the half days. Greg Hobaugh said the idea was to align with Voorhees in case parents have children in both schools. Michael Estrada agreed with Greg Hobaugh regarding the parents. Robert Imhoff is concerned students will be impacted. Greg Hobaugh said snow days will be added on to the end of the school year. Cindy Sharkey said it is difficult to plan the calendar and the board should do their best and move forward. The general consensus was to eliminate certain half days.

Robert Imhoff motioned to amend the school calendar as discussed: December 20th, February 14th, and April 9th to be full days. Seconded by Erin Delgado, unanimously approved.

Board President calls for a motion and a second to approve as amended, 9.1.1. - 9.3.6.:

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

Michael Estrada	x	x - 9.2.5		
James Garner				x
Karyn Gove	x			
Robert Imhoff	x			
Alan Schwartz	x			
Cindy Sharkey	x			

9.1.1 - 9.3.6 (excluding 9.2.5) Approved 6-0-0-1

9.2.5 Approved 5-1-0-1

10. NEW BUSINESS

11. 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.

Melissa Betz - She was curious regarding the Grant Coordinator. She will ask questions at the next meeting. She was wondering why the snow days were not built into the calendar. Cindy Sharkey said the board decided not to take days away from the spring break.

12. EXECUTIVE/CLOSED SESSION

Erin Delgado motioned, seconded by Alan Schwartz, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB Appeal
- Contracts
- Negotiations
- 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.

13. RECONVENE PUBLIC SESSION

Karyn Gove motioned, seconded by Alan Schwartz, unanimously approved, to reconvene public session.

14. ACTION ITEMS

14.1. Motion to approve the Executive Minutes as amended:

14.1.1. November 19, 2018 Executive Minutes (*Attachments: 11 19 18 Executive Minutes*)

14.1.2. December 10, 2018 Executive Work Session Minutes (*Attachments: 12 10 18 Executive Minutes*)

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

Alan Schwartz	x			
Cindy Sharkey	x			

Approved 5-0-1-1

15. ADJOURNMENT

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

Respectfully Submitted,



Christopher Jones
Board Secretary/Business Administrator