

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING
TUESDAY, JUNE 19, 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 work session meeting will convene at 7:00 pm on Tuesday, June 19, 2018, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. No action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Christopher Jones, Board Secretary

| | |
|-------------------------|--------------------------|
| Erin Delgado | Robert Imhoff |
| Michael Estrada | Alan Schwartz |
| James Garner | Cindy Sharkey, President |
| Karyn Gove, Vice. Pres. | |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
Christopher Jones, Business Administrator/Board Secretary

4. WORK SESSION AGENDA ITEMS

4.1. Presentation:

4.1.1. Carla Nowell and students will present on coding

4.1.2. Rich Kolton will present on I-Ready

4.2. Superintendent's Report

Update from the Superintendent

4.2.1. Information Items:

2017-2018 Enrollment

| Grade | # of Sections | District Enrollment | Choice | Tuition | Out-of-District | Total Enrollment |
|-------|---------------|---------------------|--------|---------|-----------------|------------------|
| PS | 3 | 23 | - | | - | 23 |
| K | 2 | 31 | - | | - | 31 |
| 1 | 2 | 40 | - | | - | 40 |
| 2 | 2 | 31 | - | | - | 31 |
| 3 | 2 | 39 | 1 | | - | 40 |
| 4 | 2 | 42 | - | | - | 42 |

| | | | | | | |
|-------------------------|----|-----|---|---|---|-----|
| Elementary School Total | | | | | | 207 |
| 5 | 2 | 43 | - | | - | 43 |
| 6 | 2 | 52 | - | | - | 52 |
| 7 | 2 | 37 | 1 | 1 | 1 | 40 |
| 8 | 2 | 36 | 1 | | - | 37 |
| Middle School Total | | | | | | 172 |
| District Total | 21 | 374 | 3 | 1 | 1 | 379 |

2018-2019 Projected Enrollment

| Grade | # of Sections | District Enrollment | Choice | Tuition | Out-of-District | Total Enrollment |
|-------------------------|---------------|---------------------|--------|---------|-----------------|------------------|
| PS | 3 | 22 | - | | - | 22 |
| K | 2 | 33 | - | | - | 33 |
| 1 | 2 | 31 | - | | - | 31 |
| 2 | 2 | 40 | - | | - | 40 |
| 3 | 2 | 31 | | | - | 31 |
| 4 | 2 | 39 | 1 | | - | 40 |
| Elementary School Total | | | | | | 197 |
| 5 | 2 | 42 | - | | - | 42 |
| 6 | 2 | 43 | - | | - | 43 |
| 7 | 2 | 52 | | | | 52 |
| 8 | 2 | 37 | 1 | 1 | 1 | 40 |
| Middle School Total | | | | | | 177 |
| District Total | 21 | 370 | 2 | 1 | 1 | 374 |

- 4.2.2. Staff Attendance for June 2017 (Attachment: June Attendance)
- 4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4.2.4. Superintendent Update

4.3. School Business Administrator's Report

- 4.3.1. NJASBO Conference
- 4.3.2. Structural Project
- 4.3.3. Phone Installation
- 4.3.4. Financial System Changeover
- 4.3.5. Health Benefits Enrollment
- 4.3.6. Extraordinary Aid Application
- 4.3.7. IDEA Spending Update
- 4.3.8. District Vendors Contracts Report

- 4.3.9. Open Board Seats
- 4.3.10. QSAC
- 4.3.11. Audit Prep

5. REVIEW OF OFFICIAL CORRESPONDENCE

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|---------------|-------------|---|
| Ron Marinelli | 5/22/18 | Resignation (Attachment: Marinelli Resignation) |

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.

7. REPORTS TO THE BOARD

7.1. Board President Update

8. ACTION ITEMS

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

- 8.1.1. Technology Plan
- 8.1.2. Glencoe Math Series
- 8.1.3. Revised and/or new policies and regulations:
 - 8.1.3.1. P&R 1550 - Equal Employment/Anti-Discrimination Practices
 - 8.1.3.2. P 2431- Athletic Competition
 - 8.1.3.3. R 2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
 - 8.1.3.4. P&R 5350 - Student Suicide Prevention
 - 8.1.3.5. P 5533 - Student Smoking
 - 8.1.3.6. P&R 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - 8.1.3.7. P 8462 - Reporting Potentially Missing or Abused Children
 - 8.1.3.8. P 8561 - Procurement Procedures for School Nutrition Programs

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1. Course Reimbursement for:
 - 8.2.1.1. Katie Franks
 - Course: Public School Administration 1
 - College/University: Kean University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00
 - 8.2.1.2. Katie Franks
 - Course: Clinical Practicum Administration 2
 - College/University: Kean University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00

8.2.2. Katie Franks internship under the direction of Rich Kolton, from September 2018 to December 2018

8.2.3. Co-curricular and athletic advisors and compensation for the 2018-2019 school year as follows:

| Activity | Staff Member | Grade(s) | Hours | Compensation |
|--------------------------------------|---|-----------------|----------------|---------------------|
| Co-Ed Cross Country | Diane Alexanderson | 5-8 | - | \$1,517.00 |
| Girls' Volleyball | Carl Katzenberger | 5-8 | - | \$1,517.00 |
| Boys' Basketball | Ryan Lagomarsino | 5-8 | - | \$2,183.00 |
| Girls' Basketball | Carl Katzenberger | 5-8 | - | \$2,620.00 |
| Girls' Softball | Carl Katzenberger | 5-8 | - | \$1,517.00 |
| Cheerleading | Nicole Locorotondo | 5-8 | - | \$1,264.00 |
| Yearbook - MS | | 5-8 | 50 hours total | \$1,455.50 |
| Yearbook - ES | Christi Roling | PS - 4 | 40 hours total | \$1164.40 |
| Environmental Club - Spring | Lynn Hughes Spencer Fader | 4 | 22 hours total | \$640.42 total |
| Environmental Club - Fall | Lynn Hughes Spencer Fader | 4 | 22 hours total | \$640.42 total |
| Young Authors' Club | | 4 | 22 hours total | \$1,047.96 |
| Jazz Band - MS | Jeff Thompson | 5-8 | 30 hours total | \$873.30 |
| Elementary School Band | Jeff Thompson | 4 | 10 hours total | \$291.10 |
| Show Choir - MS | Courtney Shiffman | 5-8 | 30 hours total | \$873.30 |
| Elementary School Choir | Courtney Shiffman | 4 | 10 hours total | \$291.10 |
| Student Leadership | Courtney Shiffman Katie Franks Megan Roth | 5-8 | - | \$3,561.00 total |
| Athletic Director | Jerry Tolomeo | 5-8 | - | \$1,043.00 |
| Homework Club - MS General Education | Jemma Buccine | 5-8 | 20 hours total | \$582.20 |
| | | | | |

| | | | | |
|--|--------------------|-----|-----------------|------------------|
| Homework Assistance - MS Special Education | Megan Roth | 5-8 | 20 hours total | \$582.20 |
| HBMS TV Production | Nicole Locorotondo | 8 | 120 hours total | \$3,493.20 |
| Drama Club | Courtney Shiffman | 5-8 | 75 hours total | \$2,183.25 total |
| Literary Magazine | Christina Celfo | 5-8 | 20 hours total | \$582.20 |

- 8.2.4.** Judy Rogers leave of absence extended until Friday June 29, 2018.
- 8.2.5.** Nicole Tryon and Sharon Tryon will not be employed in the ESY program although previously approved.
- 8.2.6.** Courtney Shiffman as ESY Teacher.
- 8.2.7.** Heather Trepiccione and John Bunger-Spiecha as 1:1 paraprofessional aides for graduation.
- 8.2.8.** Ryan Cahill as summer custodial help at a rate of \$13.00 per hour.
- 8.2.9.** Jeff Thompson to organize music lessons at the Elementary School from July 11 to August 2 from 8:30 am to 2:30 pm.
- 8.2.10.** Resignation of Ron Marinelli, Facilities Manager as of June 22, 2018.
- 8.2.11.** Movement on the salary guide for Melissa Betz from BA+15 to BA+30, Step 16, retroactive to September 1, 2018. Salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 8.2.12.** Rich Kolton to enroll in in the NJEXCEL program at a cost of \$3,150.00.
- 8.2.13.** Heidi Miller to School to Home reinforcement skills (Direct Instruction) for ESY extended day at a rate of \$60.00 per day not to exceed 23 days for total of \$1,380.00.
- 8.2.14.** Training for 2 Speech Therapist and 1 Teacher trained by Advancing Opportunities Trainer (training is for communication device) for 3 hours each at \$29.11 per hour.
- 8.2.15.** 2 staff members to be trained on this online Wilson System not to exceed \$2,500.00.
- 8.2.16.** Tuition Students-
Students for the Regular School Year Program and ESY (BD Autistic Program) on a tuition basis
- 8.2.17.** IDEA Grant Submission
- 8.2.18.** Internet filtering and email back up
- 8.2.19.** Title 1 and 2 spending- BSI Instructor
- 8.2.20.** Create a Unified Integration committee (uniting general and special education students in activities) consisting of 4 staff members beginning

July 1, 2018 for up to 3 hours at the rate of \$29.11 each. Not to exceed \$349.32.

8.3. Educational Resources - Finance and Facilities

8.3.1. Payment of Bills

8.3.2. Financial Reports

8.3.3. Transfer Report

8.3.4. BEFORE & AFTER CARE PROGRAMS

Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2018-2019 school year in accordance with the Use and Occupancy Agreement as presented.

8.3.5. Comcast as internet provider \$985.40/mo - \$35,474.40

8.3.6. Apple Products

8.3.7. Paraprofessional Competitive Contract

Bid Responses were opened on Tuesday, June 12, 2018 at 11:00 AM at the Business Office in the Elementary School. Christopher Jones and Gregory Hobaugh were present. The results are outlined in the Competitive Contract Recommendation Report (attachment: Paraprofessional RFP - Evaluation Report).

8.3.8. Food Services Management Contract

Maschio’s Food Services was the only vendor that responded to the Food Service RFP. The bid response was opened on Thursday, June 14, 2018 at 2:00pm at the Business Office in the Elementary School. Christopher Jones was present.

Yearly Management Fee: \$7,064.00

Guarantees a “No-Cost Operation”

i) ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2018-2019 SCHOOL YEAR:

| | |
|-----------------------|--------|
| Student Lunch | \$2.90 |
| Reduced Student Lunch | \$.40 |
| Adult Lunch | \$3.90 |
| Milk | \$.60 |

8.3.9. Grant Submission

8.3.10. Exxon

8.3.11. High Bridge Borough Commuter Grant

8.3.12. Travel Expenditure for Workshops

| Staff/Bd Member | Workshop/ Activity | Date | Registration Fee | Mileage | Other | Total |
|-----------------|-----------------------------|--------------------------|------------------|---------|-------|--------|
| Rich Kolton | Boiler License - Kenilworth | July 9, 23, Aug 6, 20 | 550.00 | 101.93 | 0 | 651.93 |

| | | | | | | |
|-------------------|--|---------------------------|--------|--------|---|--------|
| Emma Alparone | Boiler License - Kenilworth | July 9, 23, Aug 6, 20 | 550.00 | 101.93 | 0 | 651.93 |
| Gregory Hobaugh | Boiler License - Saddle Brook | July 19, Aug 2, 16, 30 | 550.00 | 76.32 | 0 | 626.63 |
| Christopher Jones | Boiler License - Kenilworth | July 9, 23, Aug 6, 20 | 550.00 | 101.93 | 0 | 651.93 |
| Coleen Conroy | Sustainability Summit | 6/21/18 | 35.00 | 0 | 0 | 35.00 |
| Joan Murray | PEC Training | 6/13 & 14 | 399.00 | 0 | 0 | 399.00 |
| Denise Cathro | PEC Training | 6/13 & 14 | 399.00 | 0 | 0 | 399.00 |
| Brande Grieder | Regional Training Sessions for District Certification Staff | 7/10/18 | 0 | 16.24 | 0 | 16.24 |

8.3.13. Transfers to Reserves

9. NEW BUSINESS

10. 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.

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion _____ **and a second** _____, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Litigation
- Negotiation
- Review Superintendent Merit Goals
- Superintendent's Evaluation

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.

12. RECONVENE PUBLIC SESSION

Board President calls for a motion _____ **and a second** _____ to reconvene public session.

13. ADJOURNMENT

**Board President calls for a motion _____ and a second
_____ to adjourn the meeting.**