

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, June 10, 2019**

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.

Date: Monday June 10, 2019

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Christopher Jones, SBA / Board Secretary

Erin Delgado	Robert Imhoff
Michelle Corley	Mindy Manahan
James Garner	Cindy Sharkey, President
Karyn Gove, Vice. Pres.	

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

4. PRESENTATION & RECOGNITION ITEMS

- 4.1. Motion to honor** Coach Kim Terzuolo, Coach Brande Grieder and thirteen Girls on the Run participants with a Certificate of Achievement for their successful completion of a 5K race and the GOTR Program.
- 4.2. Motion to recognize** Kim Terzuolo on her retirement for her years of dedication to the district.
- 4.3. Motion to recognize** Patricia Tuma on her retirement for her years of dedication to the district.
- 4.4. Motion to recognize** Steven Kovacs on his retirement for his years of dedication to the district.
- 4.5. Presentation** by Lauren DiLanno and Kim Ziegler on Leveled Literacy Intervention (LLI) Elementary School Basic Skills Reading Program.
- 4.6. Presentation** by Melissa Patane-Schulter and Leslie Chong on the Climate Survey Results.
- 4.7. Superintendent’s Report**

4.7.1. 2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-	-	-	20
K	2	33	-	-	-	33
1	2	31	-	-	-	31
2	2	43	-	-	-	43
3	2	32	-	-	-	32
4	2	40	1	-	-	41

Elementary School Total						200
5	2	40	-	2	-	42
6	2	45	-	1	-	46
7	2	50	-	-	-	50
8	2	37	1	1	-	39
Middle School Total						177
District Total	21	371	2	4	0	377

2019-2020 Projected Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	16	-	-	-	16
K	3	29	1	-	-	30
1	2	33	-	-	-	33
2	2	31	-	-	-	31
3	2	43	1	-	-	44
4	2	32	-	-	-	32
Elementary School Total						186
5	2	40	1	-	-	41
6	2	40	-	-	-	40
7	2	45	-	-	-	45
8	2	50	-	-	-	50
Middle School Total						176
District Total	21	359	3	0		362

4.7.2. Staff Attendance for May 2019 (*Attachment: May Staff Attendance*)

4.7.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	7/24	07/31	N/A	N/A								
August	08/09	08/08	N/A	N/A								
Sept	09/07	09/05	09/04	09/05					2			1
Oct	10/16	10/19	10/01	10/16							2	
Nov	11/19	11/01	11/07	11/05							1	
Dec	12/01	12/01	12/01	12/011				2			4	
Jan	01/04	01/30	01/07	01/09				2			1	

Feb	02/04	02/28	02/05	02/04				1				1
March	03/01	03/22	03/11	03/06			2				1	1
April	04/08	04/10	04/01	04/02							2	1
May	05/09	05/28	05/01	05/24								2
June	06/07		06/04	06/05								
* Investigation is in progress												

4.7.4. Superintendent Update

4.8. School Business Administrator’s Report.

4.8.1. Facilities Review

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

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. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. May 20, 2019 Regular Meeting Minutes (*Attachment: 5 20 19 Meeting Minutes*)

Board President calls for a motion and a second to approve 7:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. Board of Education Goals

8.1.2. Strategic Planning Ad Hoc update

8.1.3. Shared Services Ad Hoc Committee update

9. HIB REPORTS

WHEREAS, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of an HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent’s decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Board President calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent's decision in HIB Report #M15 (*Attachment: 2018-2019M15 Redacted*).

10. ACTION ITEMS

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

10.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
1st	Union Forge Park	\$0.00	N/A
K	High Bridge Town Walk	\$0.00	N/A

10.1.2. Motion to approve the list of eighth grade students eligible for promotion to ninth grade. (*Attachment: HBMS Class of 2019 Promotion*)

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve the following staff for hours above their contracted time for the Middle School Picnic, June 3, 2019:

Name	Hours	Rate	Total
Brenda Krushinski	3.75	\$29.11	\$109.16
Kathleen Fulse	2.75	\$29.11	\$80.05
Jana Brown	2.75	\$29.11	\$80.05

10.2.2. Motion to approve the co-curricular and athletic advisors and compensation for the 2019-2020 school year as follows:

Activity	Staff Member	Grade(s)	Hours	Compensation
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Co-Ed Cross Country	Diane Alexanderson	5-8	-	\$1,517.00
Girls' Volleyball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Basketball	TBD	5-8	-	\$2,183.00
Girls' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Baseball	Christian Bollin	5-8	-	\$1,264.00
Cheerleading	Danielle Weber	5-8	-	\$1,264.00

Student Leadership	Courtney Shiffman Coleen Conroy Megan Roth	5-8	-	\$3,561.00 total
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	Jeff Thompson Danielle Weber	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	90 hours total	\$2,612.00 total
Literary Magazine	Danielle Weber	5-8	20 hours total	\$582.20
Jazz Band - MS	Jeff Thompson	5-8	30 hours total	\$873.30
Show Choir - MS	Courtney Shiffman	5-8	30 hours total	\$873.30
Yearbook - MS	Katherine Franks Danielle Weber	5-8	50 hours total	\$1,455.50
Reading Olympics	Spencer Fader	5-6	15 hours total	\$436.65
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	Mary Fran Daley	4	22 hours total	\$640.42
Elementary School Band	Jeff Thompson	4	6 hours total	\$174.66
Elementary School Choir	Courtney Shiffman	4	6 hours total	\$174.66
Grant Coordinator	Mary Fran Daley	District		\$2500.00

10.2.3. Motion to approve movement on the salary guide as of September 1, 2019 for Heidi Miller from MA to MA+15, pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.

10.2.4. Motion to approve movement on the salary guide as of September 1, 2019 for Kevin Jones from BA to MA, pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.

- 10.2.5. Motion to approve** movement on the salary guide for Carla Nowell from BA+30 to MA, retroactive to February 1, 2019 pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA
- 10.2.6. Motion to approve** Heidi Miller as a certified 1:1 as per student IEP for graduation ceremony on June 14, 2019 at a rate of \$29.11 per hour for 3 hours for a total of \$87.33.
- 10.2.7. Motion to approve** Heidi Miller to as an chaperone for the 8th Grade Dinner Dance at a rate of \$72.53, cost to be billed to tuition student’s resident district.
- 10.2.8. Motion to approve** course reimbursement for:
 - 10.2.8.1. Christina Harding**
 - Course: Case Studies in Supervision
 - College/University: Centenary University
 - Semester: Summer 2019 (ends 08/15/19)
 - Tuition: \$1,811.40
- 10.2.9. 2019-2020 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47**

Pursuant to PL 2015, Chapter 47 the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Services	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC	Metz
Electrical	Wire’s Electric
Elevator Services	East Coast Elevator
Playground Maintenance	Downes Mulch
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	FAST
Burglar Alarm Monitoring	FAST
Kitchen Equipment Maintenance	JB Maintenance

Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian & Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian & Prudential
Life Insurance Provider	Guardian
Short Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA, Security Benefit, Lincoln
Substitute Service	Source 4 Teachers
Paraprofessionals	Mission One
Pest Management Service	Stank LLC Environmental Pest Control
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Educational Supply Service	Educational Data Services, Inc.
Website Hosting	Zumu Software
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gmail

10.2.10. Motion to approve ESY Staff - (*Attachment: 19-20 ESY - Teachers*)

10.2.11. Motion to approve Sarah Weinstein as volunteer reader for the 2019-2020 ESY program.

10.2.12. Motion to authorize the amendment of the current Long Range Facilities Plan to include Elementary Electronic Sign

10.2.13. Motion to withdraw from Capital Reserve
NOW THEREFORE BE IT RESOLVED , that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$16,610 from the Capital Reserve account to provide funding for Elementary Electronic Sign (*Attachment: Electronic Sign*)

10.2.14. Motion to approve contract for Christopher Jones, School Business Administrator/Board Secretary with an annual salary of \$97,215.00 effective July 1, 2019 through June 30, 2019, pending approval by County Executive Superintendent.

10.3. Educational Resources - Finance and Facilities

10.3.1. Payment of Bills

Audit of Invoices (*Attachment: 6 10 19 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	May 21 - June 10	\$ 269,912.25
Payroll	May 31	\$ 243,393.55
	Total	\$ 513,305.80

- 10.3.2. TEXTBOOKS** (*Attachment: District Textbook List 19-20*)
 RESOLVED, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.
- 10.3.3. 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.
- 10.3.4. Motion to approve** the submission of the 2019-2020 ESEA Grant for the following amounts:
 Title IA \$25,701
 Title IIA \$6,201
 Title III \$52,464 (Consortium Required)
 Title IV \$10,000
- 10.3.5. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**
 BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2019-2020 school year.

 - 10.3.5.1.** Integrated Pest Management (IPM) ES (*Attachment: ipm es*)
 - 10.3.5.2.** Integrated Pest Management (IPM) MS (*Attachment: ipm ms*)
 - 10.3.5.3.** Purchasing Manual (*Attachment: High Bridge Purchasing Manual 19 20*)
 - 10.3.5.4.** School Safety and Security Plan (*Attachment: School Safety & Security Plan 2019*)
- 10.3.6. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2019-2020 SCHOOL YEAR**
 The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2019-2020 school year as follows:
 Substitute Aide - \$78.00 day
 Substitute Teacher - \$95.00 day
 Substitute Nurse - \$105.00 day
 Substitute Administrator - \$115.00 day
- 10.3.7. 2019-2020 Tuition Rates**
Approve the following Special Education tuition rates:

Multiple Disabled/Emotionally Disabled/Autistic	\$37,826.00
Resource Room	\$36,347.00
Preschool Disabled	\$31,587.00
Summer ESY Multiple Disabled/Emotionally Disabled	\$ 4,498.00
Summer ESY Resource Center	\$ 4,322.00
Summer ESY Preschool	\$ 3,756.00
- 10.3.8. Motion to approve** a 48 month lease with option to purchase agreement with Municipal Capital Finance and Atlantic, Tomorrow’s Office, State Contract G40467
- 10.3.9. Motion to review** ESS for paraprofessional services. (*Attachment: ESS Paraprofessional Renewal*)

10.3.10. Transportation -

Motion to approve the following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost	Dates
Del Val	1902	8398827834	\$240/day \$5520 total	ESY 19/20

10.3.11. Approval of Professional Services – Motion to approve the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, and,
 WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

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

- 10.3.11.1.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2019- June 30, 2020 at \$168 for partners and counsel, \$148 for associates, and \$100 for paralegals an hour.
- 10.3.11.2.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2019- June 30, 2020 at an hourly rate of \$170 and associates at \$165 an hour.
- 10.3.11.3.** Allison Peck is appointed for Physical Therapy Services at the following rates:
 Evaluations \$258
 Annual Reviews \$172
 Therapy Services \$86/hour
- 10.3.11.4.** Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services at the following rates:
 In District OT Services \$93.25/hour
 Home Based Therapy \$107/hour
 Evaluations \$382.50/hour
- 10.3.11.5.** Greenbrook Family Medicine is appointed for School Physician Services at the following rates:
 Review of Sport Physicals, consultations, review of policies, nurse consultation Are included in the annual \$1,750.00 fee.
 Hepatitis B vaccines \$45/vaccine dose
 Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident
 Employee Influenza vaccines are billed to the employee’s insurance or paid by the employee. Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.
- 10.3.11.6.** Scarinci, Hollenbeck, LLC, Lyndhurst, New Jersey, as Negotiations Counsel from July 1, 2019- June 30, 2020 at an hourly rate of \$167, associates at \$162 and paralegals at \$100 an hour.

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

Board President calls for a motion and a second to approve 10.1-10.3.11.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

11. NEW BUSINESS

12. 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.

13. 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:

- Superintendent Evaluation
- Executive Session Minutes
- Shared Services

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.

14. RECONVENE PUBLIC SESSION

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

15. ACTION ITEM

Motion to approve the Executive Minutes

15.1.1. April 29, 2019 Executive Minutes (*Attachments: 4 29 19 Executive Session Minutes*)

- 15.1.2. May 13, 2019 Work Session Executive Minutes (*Attachments: 5 13 19 Executive Work Session Minutes*)
- 15.1.3. May 20, 2019 Executive Minutes (*Attachments: 4 29 19 Executive Session Minutes*)

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

16. ADJOURNMENT

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