

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, May 20, 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 May 20, 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 recognize the 2018-2019 High Bridge Mini-Historians, First Place Winner Navio Delgado, Second Place Winner Jaxon Garner, and Third Place Winner Shae Mariano.

4.2. Motion to recognize the Tri-County Literacy Council’s 2019 Young Authors Competition winners, Second Place Winner Oliver Spina and Third Place Winner Francesca Gecek.

4.3. Motion to recognize the following students as published poets in the 2019 Anthology of Poetry by Young Americas:

Sofie Acosta	Emma Haymes	Cole Norberg
Faye Austin	Nolan Leyesa	Jean-Philip Patti
Scarlett Borchin	Joshua Lindgren	Katie SooHoo
Allison Cohen	Tara Lolacano	Levi Vasquez
Leah Estrella	Fera McKay	

4.4. Superintendent’s Report

4.4.1. 2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-	-	-	20
K	2	31	-	-	-	31
1	2	31	-	-	-	31
2	2	42	-	-	-	42

3	2	32	-	-	-	32
4	2	40	1	-	-	41
Elementary School Total						197
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	368	2	4	0	374

4.4.2. Staff Attendance for April 2019 (*Attachment: April Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	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	12/01				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		05/01									1
June												
* Investigation is in progress												

4.4.4. Superintendent Update

4.5. School Business Administrator’s Report.

4.5.1. 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. April 29, 2019 Regular Meeting Minutes (*Attachment: 4 29 19 Meeting Minutes*)

7.2. May 13, 2019 Regular and Work Session Minutes (*Attachment: 5 13 19 Regular and Work Session 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. Ad Hoc Committee Changes
- 8.1.3. Shared Services

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 #M14 (*Attachment: 2018-2019M14 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
7th/8th	Gronsky’s Milk House - Raritan River	\$0.00	N/A

10.1.2. Motion to approve a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Tuesdays and Wednesdays from July 2, 2019 through July 31, 2019, to be held in the Middle School. Fee for this program will be \$80.00 for five (5) 30 minute lessons, or \$16.00 per single 30 minute lesson. Jeff Thompson will be the coordinator/instructor for this activity and will be compensated at the co-curricular rate of \$29.11 per hour. (*Attachment: Summer Instrumental Music Program Proposal*)

10.1.3. Motion to approve an Extended School Year program for special education students in accordance with their Individualized Education Program, to run from July 2, 2018 through August 9, 2018 from 9:00 a.m. – 12:00 p.m., Monday through Thursday at the Elementary School for a total of twenty-two (23) days.

10.1.4. Motion to approve a Summer Enrichment Program to be offered for 25 students entering grades 6-8 on a first come, first serve basis to run Monday through Thursday from July 22, 2019 through August 8, 2019. The fee for this program will be \$40.00 per camper. Melissa Betz and Danielle Weber will be the coordinators/instructors for this program and will be compensated at the co-curricular rate of \$29.11 per hour, for three (3) hours per day, 4 days a week. (*Attachment: Summer Enrichment Program 2019*)

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to accept the notice of retirement from Steven Kovacs effective June 30, 2019. (*Attachment: Kovacs Retirement*)

10.2.2. Motion to approve intermittent unpaid leave for Dorothy Rozycki under the New Jersey Family Leave Act effective Friday, May 17, 2019.

10.2.3. Motion to approve the following revised Policy #5111 (*Attachment: 5111 District Policy and Updated District Policy 5111 - Non-resident Employee Section*)

10.2.4. Motion to approve course reimbursement for:

10.2.4.1. Michael Doerwang

- Course: Seminar Curriculum Evaluation & Assessment
- College/University: Centenary University
- Semester: May 2019 to June 2019
- Tuition: \$1,778.40

10.2.4.2. Jemma Buccine-Schraeder

- Course: Seminar in Learning, Cognition & Development
- College/University: Rutgers University
- Semester: July 2019 to August 2019
- Tuition: \$2,154.00

10.2.5. Motion to approve Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at a rate of \$29.11 not to exceed 17 hours each for a total of \$494.87 each.

10.2.6. Motion to approve payment to Teachers for their attendance at Summer IEP Meetings and Transition meetings based on their hourly rate with a total \$2,500 cap.

10.2.7. Motion to approve Coleen Conroy as a Volunteer Coach for the Softball Team for the remaining of the 2018-2019 season.

10.2.8. Motion to approve the co-curricular advisors and compensation for the 2018-2019 school year as follows:

Activity	Staff Member	Grade	Hours	Compensation
HBMS TV Production	Nicole Locorotondo Jeff Thompson	8	120 hours total	\$3,493.20

10.2.9. Motion to approve the following staff to chaperone the following functions:

Staff Member	Event	Dates	Rate	Total
Lauren Richardson	Camp Bernie	May 2 - 3	\$95/night	\$95
Megan Roth	MS Spring Concert	May 21	\$72.53	\$72.53
Heather Trepiccone	MS Spring Concert	May 21	\$72.53	\$72.53
Nicole Locorotondo	MS Spring Concert	May 21	\$72.53	\$72.53
Leslie Chong	MS Spring Concert	May 21	\$72.53	\$72.53
Spencer Fader	ES Spring Concert	May 29	\$72.53	\$72.53
Lynn Hughes	ES Spring Concert	May 29	\$72.53	\$72.53
Heather Trepiccone	ES Spring Concert	May 29	\$72.53	\$72.53
Arianne Grosky - 1:1 Paraprofessional	MS Spring Concert	May 21	\$12.50/hr up to 4 hours	Not to exceed \$50.00
Ginna Kogler - 1:1 Paraprofessional	ES Spring Concert	May 29	\$12.50/hr up to 4 hours	Not to exceed \$50.00
Bonnie Adair	6th Grade SPLASH trip	June 2	\$105.00/day	\$105.00
Bonnie Adair	6th Grade NJPAC	May 28	\$105.00/day	\$105.00
Jemma Schraeder-Buccine	6th Grade SPLASH trip	June 2	During school day	\$0.00
Leslie Chong	6th Grade SPLASH trip	June 2	During school day	\$0.00
Coleen Conroy	6th Grade SPLASH trip	June 2	During school day	\$0.00
Jerry Tolomeo	6th Grade SPLASH trip	June 2	During school day	\$0.00
Carl Katzenberger	6th Grade SPLASH trip	June 2	During school day	\$0.00
Caryn Snyder	6th Grade SPLASH trip	June 2	During school day	\$0.00
Danielle Weber (Alternate)	6th Grade SPLASH trip	June 2	During school day	\$0.00
Courtney Shiffman	6th Grade NJPAC trip	May 28	During school day	\$0.00
Patricia Tuma	6th Grade NJPAC trip	May 28	During school day	\$0.00
Judy LaGreca	6th Grade NJPAC trip	May 28	During school day	\$0.00
Darcy Salamon	6th Grade NJPAC trip	May 28	During school day	\$0.00
Christina Harding	6th Grade NJPAC trip	May 28	During school day	\$0.00
Danielle Weber	6th Grade NJPAC trip	May 28	During school day	\$0.00

10.2.10. Motion to approve Employment of Summer Custodial Staff through August 31, 2019

Name	Hours	Rate
Michael Doerwang - <i>June 18</i>	8 hrs/day x 4 days/wk	\$13.50
Justin Baranek - <i>July 1 start date</i>	8 hrs/day x 4 days/wk	\$13.50
Heather Trepiccone - <i>June 18 start date</i>	8 hrs/day x 4 days/wk	\$13.50

10.3. Educational Resources - Finance and Facilities

10.3.1. Payment of Bills

Audit of Invoices (*Attachment: 5 20 19 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	April 30 - May 20	\$ 309,704.91
Payroll	April 30	\$ 227,894.78
	May 15	<u>\$ 234,875.47</u>
	Total	\$772,475.16

10.3.2. Financial Reports (*Attachments: 2019 04 Board Secretary and Treasurer Reports*)

Report of the Board Secretary and Treasurer’s Report for April 2019

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of April 2019 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the months of April 2019, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

May 20, 2019

Christopher Jones
Business Administrator

10.3.3. Line Item Transfers for April 2019 (*Attachment: 2019 04 Transfer Report - Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

10.3.4. Motion to authorize the Business Administrator/Board Secretary to issue “Not to exceed” purchases orders up to \$10,000.

10.3.5. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Christopher Jones	NJASBO Conference	June 4-7, 2019	\$275.00	\$31.72	\$311.25	\$617.97
Gregory Hobaugh	Strauss Esmay Annual Seminar	June 7, 2019	0	\$34.01		\$34.91
Tricia Morris	Google SMART Workshop	May 16, 2019	0	\$15.50		\$15.50
Gregory Hobaugh	Hunterdon County Superintendent’s Conference	September 26-27, 2019	\$198.50	\$25.18		\$223.68
Melissa Patane	Wingman Champions Workshop	June 11, 2019	0	0	0	0
Lauren Richardson	Wingman Champions Workshop	June 11, 2019	0	0	0	0

10.3.6. Tax Payment Schedule

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2019-2020 school year.

August 2019	\$2,197,327.94
November 2019	\$1,545,143.94
February 2020	\$1,545,143.94
May 2020	\$1,545,143.94

10.3.7. Food Service Renewal

BE IT RESOLVED THAT the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the renewal contract with Maschio’s Food Services, Inc. for the 2019-2020 school year:

Yearly Management Fee: \$7,205.28

Guarantees a “No-Cost Operation”

ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2019-2020 SCHOOL YEAR:

Student Lunch \$3.00

Reduced Student Lunch \$.40

Adult Lunch \$3.90

Milk \$.60

10.3.8. Motion to authorize the amendment of the current Long Range Facilities Plan to include the following:

- Security Alyssa’s Law
- ES and MS Heating and Air Conditioning Upgrades

10.3.9. Motion to withdraw from Capital Reserve and approve Capital Projects

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 \$23,772 from the Capital Reserve account to provide funding for the following:

Security Alyssa’s Law - \$9,779

ES and MS Air Conditioning Repairs - \$13,993 (\$23,993 less \$10,000 Sustainable New Jersey Controls Grant)

10.3.10. Motion to approve the submission of the 18-19 ESEA Grant Amendments for the following amounts:

- Title IA
 - 100-100 \$10,480
 - 100-600 \$28,737
 - 200-300 \$300
- Title IIA
 - 200-100 \$2,570
 - 200-500 \$1,722
 - 200-600 \$3,163

Board President calls for a motion and a second to approve 10.1-10.3.10.:

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:

- 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.

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*)

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.