

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, December 16, 2019**

1. OPENING OF MEETING - 6:00 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 meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday December 16, 2019

Time: 6:00 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

4. NJSBA Training Session - Gwen Thorton to present on the Board's Role in Finance.

5. PRESENTATION & RECOGNITION ITEMS

5.1. Melissa Patane-Schulter to present our elementary school Wingman participants and Mural Project.

5.2. Dr. Gregory Hobaugh to present progress update on the district goals for the first trimester.

5.3. Superintendent's Report

5.3.1. 2019-2020 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	27	1	-	-	28
1	2	34	-	-	-	34
2	2	32	-	-	-	32
3	2	42	1	-	-	43
4	2	31	-	-	-	31
Elementary School Total						193
5	2	38	-	-	-	38
6	2	38	-	1	-	39
7	2	46	-	-	-	46

8	2	49	-	-	-	49
Middle School Total						172
District Total	20	362	2	1		365

5.3.2. Staff Attendance for November 2019 (*Attachment: November 2019 Staff Attendance*)

5.3.3. 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	N/A	N/A	07/03	07/30								
August	N/A	N/A	08/01	08/06								
Sept	09/06	09/10 09/12	09/05	09/10 09/12			1					
Oct	10/15	10/24	10/02	10/04					1			
Nov	11/04	11/21	11/01	11/14						1	2	
Dec	12/12	12/10	12/11	12/09								
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

5.3.4. Superintendent Update

5.3.5. Business Administrator Report

5.3.5.1. Facilities

6. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

7. 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.

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

8.1. November 18, 2019 Regular Meeting Minutes (*Attachment: 11 18 19 Meeting Minutes*)

8.2. December 9, 2019 Work Session Meeting Minutes (*Attachment: 12 9 19 Work Session Minutes*),

Board President calls for a motion and a second to approve 8:

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

9. REPORTS TO THE BOARD

9.1. Shared Services Ad Hoc Committee Update

9.2. Strategic Planning Ad Hoc Committee Update

10. HIB REPORTS

WHEREAS, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a 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.).

10.1. Board President calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #ES02 (*Attachment: 19-20 ES02 Redacted*).

10.2. Board President calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS01 (*Attachment: 19-20 MS01 Redacted*).

10.3. Board President calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS02 (*Attachment: 19-20 MS02 Redacted*).

11. ACTION ITEMS

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

11.1.1. Motion to approve the 2020-21 school calendar. (*Attachment: School Calendar 2020-21*)

- 1.1.1. **Motion to approve** College of New Jersey student Ernie Monaco for 15 hours of field work with Lauren Richarson as part of an Inclusion Classroom Observation & Assessment Project.
- 1.1.2. **Motion to approve** Warren County Community College student JeriAnne Jasinski for five (5) hours of field work with Tricia Morris as part of an Educational Psychology class.
- 1.1.3. **Motion to approve** Centenary student Bethaney Mantineo for clinical experience two (2) days a weeks for no less than fifteen (15) weeks with Lisa Kerr and Maria Nardone beginning Spring 2020.
- 1.1.4. **Motion to approve** the 2019-20 Nursing Services Plan. (*Attachment: 2019-20 HBSD Nursing Services Plan*)

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

Grade	Location	Cost/Student	Incurred By
1st	Turtle Back Zoo	\$10 plus Bus Cost	Parents/Guardians
3rd & 4th	Voorhees HS Music Department	\$2.50	Parents/Guardians

11.2. **Human Resources - Personnel, Management & Community Relations**

- 11.2.1. **Motion to accept** with regret, the resignation of Denise Cathro as part time Middle School Speech-Language Pathologist effective February 10, 2020.
- 11.2.2. **Motion to accept** the resignation of Jana Brown as MS Unified Club Advisor due to a conflict with her obligation to Homework Club.
- 11.2.3. **Motion to approve** Rachel Katzenberger as MS Unified Club Advisor at a rate of \$29.11 for 16 hours not to exceed \$465.76.
- 11.2.4. **Motion to approve** TBD as Non-Instructional Paraprofessional Aide needed for up to 27 hours, for Cheerleading season in accordance with student’s IEP. Compensation will be at the rate of \$13.00 per hour.
- 11.2.5. **Motion to approve** Jana Brown as a chaperone for the November 15th MS Dance at the event rate of \$72.53. She served as a substitute chaperone for Megan Roth.
- 11.2.6. **Motion to approve** compensation for one hour at a rate of \$29.11 to Lynn Gresko to attend CPR Certification Renewal course at Hunterdon Medical Center on December 10, 2019.
- 11.2.7. **Motion to approve** the following as chaperones for the December 11, 2019 class trip to McCarter Theater, Princeton, NJ.

Spencer Fader	Sharon Tryon
Jerry Tolomeo	Heidi Miller
Kayla Oakes	Danielle Weber
Jeff Thompson	

11.2.8. **Motion to approve** the following staff members to attend the winter concerts:

Staff Member	Date	School	Rate	
Lynn Gresko	12/18/2019	Middle	\$72.53	Chaperone
Rachel	12/18/2019	Middle	\$72.53	Chaperone

Katzenberger				
Mia Nardone	12/18/2019	Middle	\$72.53	Chaperone
Rosemarie Royer	12/18/2019	Middle	\$13.00/hr	ParaprofessionalAide
Lynn Hughes	01/08/2020	Elementary	\$72.53	Chaperone
Brenda Krushinski	01/08/2020	Elementary	\$72.53	Chaperone
Jana Brown	01/08/2020	Elementary	\$72.53	Chaperone
TBD	01/08/2020	Elementary	\$13.00/hr	ParaprofessionalAide

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (*Attachment: 12 16 19 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Nov 19 - Dec 16	\$ 250,057.52
Payroll	November 27	\$ 228,219.90
Payroll	December 13	<u>\$ 239,839.88</u>
	Total	\$ 718,117.30

11.3.2. Payment of Bills Cafeteria account

Approve invoices for Expenses in the following amounts:

Harland Clarke	November 20	\$ 60.09
Maschio's Food Service	December 12	<u>\$ 6225.08</u>
	Total	\$ 6285.17

11.3.3. Motion to approve the elimination of outstanding lunch balance of the following students due to free lunch designation:

- ID 950080 - \$39.00
- ID 20150035 - \$54.00
- ID 950100 - \$63.00

11.3.4. Motion to approve Line Item Transfers for November 2019 (*Attachment: 2019 11 Transfer Report*)

Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.

11.3.5. Motion to approve the 2020 High Bridge Board of Education Meeting schedule. (*Attachment: 2020 BOE Meeting Dates*)

11.3.6. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Motion to approve, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2018-2019 Audit and the CAFR for the fiscal year ended June 30, 2019.

11.3.7. Motion to approve a special revenue transfer for Preschool Non-Instructional Equipment (*Attachment: PEA Transfer*)

Account Number	Account Description	Increase or (Decrease)

20-218-200-176	Facilitator/Coach	(\$15,000.00)
20-218-400-732	NonInstructional Equipment	\$15,000.00
11-105-100-936	Local Contribution-Transfer to Special Rev	(\$2,624.70)
20-218-400-732	NonInstructional Equipment	\$2,624.70

11.3.8. Motion to authorize the amendment of the current Long Range Facilities Plan to include the Elementary School Cafeteria Tables.

11.3.9. Motion to withdraw from Capital Reserve for Elementary School Cafeteria Tables and Elementary School Water Intrusion Remediation Project

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 funds from the Capital Reserve account to provide funding for the following:

Elementary School Cafeteria Tables \$64,004.26

Elementary School Water Intrusion Remediation Project - Architect Fees - \$14,000

11.3.10. Motion to approve the purchase of cafeteria tables

The High Bridge Board of Education, based upon the recommendation of Christopher Jones, hereby approves the award of a contract for cafeteria tables to Palmer Hamilton, LLC. The award of the contract is based upon the following pricing, as attached, as obtained through the competitive bid #ESCNJ 17/18-16, as issued by the Educational Services Commission (ESC) of New Jersey, of Piscataway, NJ, an authorized cooperative purchasing agency in the state of New Jersey. (*Attachment: Cafeteria Tables*)

11.3.11. Motion to approve the submission of the project application to the New Jersey Department of Education for the High Bridge Elementary School Water Intrusion Remediation Project. The District is not seeking State Funding for this project.

11.3.12. Motion to approve the installation of a speed monitoring sign on Fairview Avenue by High Bridge Police Department.

11.3.13. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage/Tolls	Total
Emma Alparone	Using Data to Improve Teaching and Learning	2/5/19	\$190.00	\$27.50	\$217.40
Emma Alparone	Writing Instruction that Works	1/15/19	\$0.00	\$37.20	\$37.20
Mary Fran Daley	Scholastic Book Sale	12/3/19	\$0.00	\$0.00	\$0.00
Lynn Gresko	Hunterdon Medical Center CPR Renewal Course	12/10/19	\$75.00	\$0.00	\$75.00
Katie Franks	Middle School Conflict Resolution Workshop	2/7/19	\$0.00	\$0.00	\$0.00

Board President calls for a motion and a second to approve 11.1-11.3.13.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent

Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

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:

- Executive Session Minutes
- Shared Services
- Budget - Personnel
- Litigation
- Security Proposal

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. November 18, 2019 Executive Minutes (*Attachments: 11 18 19 Executive Session Minutes*)

15.1.2. December 9, 2019 Work Session Executive Minutes (*Attachments: 12 9 19 Executive Work Session Minutes*)

15.1.3. Motion to approve CRG security proposal. (*Attachment: Security Proposal*)

Board President calls for a motion and a second to approve 15.1.1-15.1.3:

Motion:	Second:
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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.