

HIGH BRIDGE BOARD OF EDUCATION

WORK SESSION MEETING

TUESDAY FEBRUARY 20, 2018

A, B, & C, OPENING OF MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

Required Notice of Open Public Meeting

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Erin Delgado, Michael Estrada, Karyn Gove, Vice President, Robert Imhoff, Alan Schwartz, Cindy Sharkey, President and Stephen Johnson

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

D. DISCUSSION ITEM

- FKA Architects presenting on Maintenance Plan.
 - Dr. Hobaugh introduced Mike Bieri and Tom Koston from FKA Architects. They presented a long term maintenance plan. They gave background on project. They reviewed all buildings and put together a plan for each school. They explained how the costs were put together.
 - Dr. Hobaugh gave an update on the temporary structure install and new lights at each school gym. Last Friday rooftop units were installed at the Elementary school. Gave additional color on potential estimates. The permanent structure bids will be opened March 8th.

E. WORK SESSION AGENDA ITEMS

- **Superintendent's Report**
 - School Security
 - Dr. Hobaugh gave an overview of the process when the administrative staff review school shootings. He discussed security at other Hunterdon County school districts. The school is required to complete security drills once a month with the police. Cindy Sharkey asked about the current policy for security. Dr. Hobaugh mentioned the yearly review of the security plan and that the program is always being tweaked. Our policy is based on Colorado security standards.
 - Erin Delgado discussed a national school walk out. Cindy Sharkey asked if we need to ask parents about walking out. Erin Delgado mentioned 8th graders may walk out and that we should plan accordingly.
 - HIB Update - no update
- **Board of Education / President's Report**
 - Cindy Sharkey discussed the February 6th school administrator meeting on regionalization. There is another meeting on March 6th at Voorhees. She

discussed that Voorhees High School is partnering with Voorhees economic committee partnership.

- Strategic Plan
 - Cindy Sharkey discussed the cost to use NJSBA to create a strategic plan. It is a service for \$4,000. Michael Estrada gave an update on his review of the Strategic Plan at other districts. Dr. Hobaugh gave feedback from discussions with other administrators. Michael Estrada mentioned a planning committee to include teachers, community members, and others. Robert Imhoff recommended we put the plan together rather than spend additional funds. Michael Estrada will take the lead and work with Dr. Hobaugh. He will set up an aggressive timeline to finish in three months.
- BOE informational brochure
 - Cindy Sharkey said it is still a work in process and explained the purpose. She sent a draft to the other board members and overall it was well received by the other board members.
- CSA evaluation tool
 - Cindy Sharkey attended a training over the summer. NJSBA presented it. It is a new evaluation tool for the Superintendent. Board will review and give feedback. Robert Imhoff liked the new tool.
- Calendar adjustment due to snow days
 - Cindy Sharkey mentioned there is only one more snow day. In the event we need to use another day it will be added to the end of the year.
- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
 - QSAC visit
 - Dr. Hobaugh mentioned a QSAC visit was completed at the Middle School. Next year we are on the schedule for the new QSAC standards. Entire administrative team will meet with the state to review the personal component. We will be one of the first districts in the new QSAC.
 - Rescheduled parent / teacher conferences due to snow (21st & 22nd)
 - Performance Report
 - Dr. Hobaugh handed out a performance report to board members. He explained what was in the report. He reviewed the details and explained the information in the report. He explained that next year we are looking to add additional academic information for the elementary school. Erin Delgado said she was disappointed with the results. She said we were on the low end of the growth targets for the Math performance assessment trends. Math assessment does not include Algebra per Mr. Kolton. Dr. Hobaugh is not happy with the scores. He sent teachers to training for language arts. He brought in iReady this year. iReady first test is diagnostic test, then test to identify weaknesses and third test is for improvement. Elementary School implemented one on one work with students. Every student gets tested. Second year of new Language Arts program. Dr. Hobaugh outlined academic plans and execution strategies.

He mentioned that the district is also using high school coaches. Dr. Hobaugh is looking to revamp the math curriculum.

- **Educational Resources – Responsibilities: Finance and Facilities**
 - Rescheduled mid-year budget review on February 21, due to snow
 - Preliminary budget discussion - start March 12, 2018 meeting at 6:00 pm and go into executive session with the regular meeting beginning at 7:00 pm.
 - Discuss motion to be presented at February 26, 2018 meeting regarding transfers and pay bills between board meetings.
 - Christopher Jones mentioned two new resolutions to be included in the next board meeting.
 - Discuss motion for maintenance reserve withdrawal for projects.
 - Christopher Jones discussed accounting adjustments and a maintenance reserve release. Robert Imhoff asked who reviewed the analysis. Christopher Jones said the auditor and his mentor reviewed the analysis.
 - Discuss boiler coverage strategy
 - Christopher Jones mentioned the district is hiring two additional substitute custodians.
 - Review minutes from November board meeting
 - Christopher Jones will review changes submitted by board members and amend the November board meeting minutes.
 - KPI's
 - Christopher Jones asked for input on KPIs. Stephen Johnson said the district is looking for a prospective on how we are doing. He mentioned we are looking for three KPIs.
 - Christopher Jones as for input on Superintendent weekly updates. Karyn Gove said to keep and short and Robert Imhoff said he did not want surprises at board meetings.
 - Aid in Lieu -
 - Christopher Jones discussed that a parent asked for payment for transportation outside of the school year. The board will vote on payment.
- **Human Resources – Responsibilities: Personnel, Management and Community Relations**
 - Flu Update
 - Dr. Hobaugh said that nurses have been tracking sick cases. He said we need 15-20% of students to be sick to close school. He mentioned we are running below the state sick rates.
 - Discuss requested maternity leave
 - Discuss request for intermittent FMLA
 - Discuss Baseball coach
 - Discuss Drama Club assistants
 - Need for Art Club Advisor
 - Dr. Hobaugh mentioned the position is posted and will be discussed at the next board meeting.

- Update on interviews for Assistant to the Business Administrator
 - Dr. Hobaugh mentioned that the district is recommending a candidate to be discussed in executive session.
- Discuss the business office transition
 - Christopher Jones said that we plan on hiring a retired Business Administrator for a short period of time.
- **Negotiations**
 - Update
 - Alan Schwartz said the committee met last Friday to discuss the final proposal.

F. 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.

1. Stuart Sahulka - She submitted a document outlining her concerns with district flu policy. She summarized a submitted letter that she was not happy with the care that her daughter received. Cindy Sharky mentioned she cannot use a employees name. Ms. Sahulka reviewed the flu policies and said it should be clear how the district handles sick children. She said the district should not blame children. She wants us to review the sick policies. Dr. Hobaugh explained the process for updating policy. Ms. Sahulka said there is a crack between policy and implementation.
2. Melissa Betz - She is hoping she can get her tuition reimbursement earlier. Christopher Jones will follow up with payment process for tution.
3. Stephen Johnson - He will resign because he has less time. He is thankful for being involved. Cindy Sharkey mentioned she was sorry to see him go.

Michael Estrada gave an update on Techspo. He discussed policies that were shared at Techspo. He said there are two schools that allow for remoting access during school board meetings. He said we should discuss remoting in to meetings. He also discussed policy regarding student tracking devices. He said there may be a need to review current policy.

G. EXECUTIVE/CLOSED SESSION

Robert Imhoff motioned, Stephen Johnson seconded, to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB Appeal
- Negotiations
- Pending Litigation
- Personnel
- Litigation

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.

H. RECONVENE PUBLIC SESSION

1. Karyn Gove made the motion, seconded by Stephen Johnson to resume Regular Session at 9:50pm.
2. The board discussed the timeline to advertise for a new school board member.

I. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned, seconded by Stephen Johnson, to adjourn the meeting at 10:05pm. Unanimously carried.

Respectfully submitted,



Christopher Jones
Business Administrator/Board Secretary