

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY FEBRUARY 26, 2018

### A.B.C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL - 7:00 PM

#### 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 7:01 p.m. in the High Bridge Elementary School Library. The following Board members were present: Erin Delgado, Karyn Gove, Vice President, Robert Imhoff, Alan Schwartz, and Cindy Sharkey, President. Michael Estrada was absent.

### D. PRESENTATION ITEMS AND RECOGNITION ITEMS

1. Greg Hobaugh gave a big thank you to Ammette Rauch for the donation of art supplies given to the Elementary School.
2. Greg Hobaugh gave a big thank you to Mike Cullen for the donation of wonderful pictures and yearbooks. High Bridge Board of Education and staff truly appreciates these pieces of history.
  - a. Greg Hobaugh presented the old yearbooks and passed them along for the school board members to review. They are from the 1920s and the 1930s.
3. Karyn Gove requested a motion, seconded by Robert Imhoff, to approve resolutions recognizing the recipients of the 2017 Governor's Educator of the Year Recognition Award: Unanimously approved.

HBES – Lynn Hughes (**Attachment #1: Hughes Resolution**)

HBMS – Heidi Miller (**Attachment #2: Miller Resolution**)

Greg Hobaugh announced the teacher of the year for the Elementary School. He read a resolution recognizing Lynn Hughes performance including her ability to continue to learn. Lynn Hughes spoke that she believes her gift in life is to teach.

Greg Hobaugh announced the teacher of the year for the Middle School. He read a resolution recognizing Heidi Miller for her performance including that she is extremely caring and strives to meet the needs of every student. Heidi Miller spoke that she enjoys coming to work everyday and stated that she grew up in the school by helping Emma Alcaporne as an aide.

#### 1. Superintendent's Report

##### a. INFORMATION ITEMS:

- 2017-2018 Enrollment

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

1	2	41	-		-	41
2	2	32	-		-	32
3	2	38	1		-	39
4	2	42	-		-	42
<b>Elementary School Total</b>						205
5	2	42	-		-	42
6	2	50	-		-	50
7	2	38	1	1	1	41
8	2	36	1		-	37
<b>Middle School Total</b>						170
<b>District Total</b>	21	370	3	1	1	375

- Staff Attendance for January 2018 (**Attachment #3: January Attendance**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - Two investigations
    - January 24 - parent filed - not founded
    - February 2 - student claiming physical contact - not founded
  - Received on 2/16 - investigation parent filed.
  - Greg Hobaugh announced the current status of the HIB reports
- Superintendent Update - All statements contributed by Greg Hobaugh unless otherwise noted.
  - New Cafeteria menu item test
    - Explained the yearly meeting with parents/students and a student gave a feedback to add a veggie plate
  - He said he attended Techspo. He gave an update on makerspace. He talked to a number of companies regarding security and phones.
  - The district completed a security drill this month and a fire drill is scheduled this month
  - There was a school safety meeting on Feb 5 with parents
  - There was a lockout on Feb 21 due to activity at Voorhees High School.
  - There was a chef event at the middle school
  - There is a Dr. Seuss event at the Elementary School this week.
  - There was a Mid Year Budget review with county
  - There was a parent teacher conference last week
  - A butterfly garden is planned
  - There was a snow day on February 7th which brings the district to four days used.

- QSAC is scheduled for the 18-19 school year with new regulations
- Roof units installed at Middle School
- Temporary structure was updated over President’s Day weekend
- January 25th letter from CEO of Give kids the village. A thank you letter for gifts sent. Snuggly Stevens may be expanded.
- Feb 9th letter from Veterans Haven North - They thanked Kim Terzulo for her donations and time.

**School Business Administrator’s Report**

**a. General Information Items**

**a. Vending Update (Attachment #16: HBMS Vending Machine)**

- 1) Christopher Jones gave an update on a new vending machine at the middle school

**b. Facilities Update**

- 1) Temporary Supports
- 2) LED Lights installed in both gyms
- 3) Annual sprinkler system tests

**c. Mid Year Budget Review Update**

- 1) Christopher Jones mentioned the positive review at the County Office for the Mid Year Budget Review. The county said the school is a model for technology integration and has the best special education in the county. They also mentioned the growth of the principals at both schools and recognized Greg Hobaugh’s leadership.

**b. Vandalism Report**

- There was no vandalism to report.

**2. Superintendent’s Weekly Update Report (Via e-mail)**

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Stephen Johnson	2/20/18	Resignation from Board of Education <b>(Attachment #4: S Johnson Resignation)</b>
Fifth Grade Students	2/16/18	Thank you - Trip to Franklin Institute <b>(Attachment #5: Fifth Grade Thank You)</b>
Kelly Grube	2/12/18	Maternity Leave Request <b>(Attachment #6: Grube Maternity)</b>

**F. 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.

1. Matthew Evans and Nate Schwartz - There to discuss the athletic education. They would like to inform the the board they do not believe they have not received the state minimum for physical education. Physical Education classes are the same for every class. They jumped rope for every class. They want more activity and be varied and aligned with state regulations. Second dilemma - the dancing unit did the same activities every time as well. They have noticed that students are not sweating and their heart rate is not increasing. They want activities that are fun and aligned with the state guidelines. Ideas include the square dance and chicken dance. They want to try double dutch or just skip it. Kickball and capture the flag are great activities. Cindy Sharkey acknowledged the bravery and said they were well spoken. Greg Hobaugh said he met with other districts and they might have to hire a new dance teacher. He said they will review the notes provided by the students.
2. Judy LaGreca - She wanted to ask a question. The first page of the agenda. She wanted to know where the vintage yearbooks would be housed. Greg Hobugh said they will be housed at the Middle School.

#### **G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the Superintendent, Karyn Gove, requested a motion, seconded by Robert Imhoff, unanimously approved, to approve the following items:

1. January 16, 2018 Regular Meeting Minutes (**Attachment #7: Minutes 01-16-18**)
2. February 20, 2018 Work Session Meeting Minutes (**Attachment #8: WS Minutes 02-20-18**)
3. November 15, 2017 Amended Regular Meeting Minutes (**Attachment #9: Minutes 11-15-17**) - Was decided we did not have a quorum for the vote.

#### **Roll Call:**

Erin Delgado - Aye

Michael Estrada - absent

Karyn Gove, Vice Pres. - Aye

Robert Imhoff - Aye

Alan Schwartz - Aye

Cindy Sharkey, President - Aye

**5 Ayes, 1 Absent ~ Motion Passes**

#### **H. REPORTS TO THE BOARD**

##### **● Board President's Report**

- Calendar Adjustment - Cindy Sharkey said we used 4 snow days tentative last day has been moved to Thursday June 14, 2018.
- National Walkout Day
  - Cindy Sharkey gave an update on the national walkout day. Dr. Hobaugh may plan something for indoors on that day. Dr. Hobaugh indicated that the biggest fear is a copycat event as recommended by local police enforcement.
- Review policy concerning asthma

- Cindy Sharkey said a parent requested that certain health policies be reviewed. They are current but will receive a detailed review by the district.
    - Cindy Sharkey announced a vacancy on the board will be advertised tomorrow.

- **Negotiations**  
Update

**I. ACTION ITEMS**

**1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

a.) Alan Schwartz motioned, seconded by Karyn Gove, Unanimously approved, the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
1st Grade	Turtle Back Zoo	\$18.25	Parent / Guardian
5th Grade	Camp Bernie	\$115.00	Parent / Guardian

**Roll Call:**

Erin Delgado - Aye	Robert Imhoff - Aye
Michael Estrada - Absent	Alan Schwartz - Aye
Karyn Gove, Vice Pres. - Aye	Cindy Sharkey, President - Aye

**5 Ayes, 1 Absent ~ Motion Passes**

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

- a.) **Motion to amend and extend** the employment contract for **Gregory Hobaugh**, Ed.D., as Superintendent/Elementary School Principal formally July 1, 2015 through June 30, 2018 to now amended and extended from July 1, 2015 through June 30, 2019 for an annual salary of \$135,802.80. (**Attachment #10: Hobaugh Contract**)
- b.) **Motion to accept** the resignation of **Marianne Stokes**, Assistant to the Business Administrator as of March 18, 2018.
- c.) **Motion to approve** the early release of **Marianne Stokes** and change her final day to February 28, 2018.

- d.) **Motion to approve** intermittent FMLA for **Judy LaGreca** beginning February 26, 2018.
- e.) **Motion to approve Edward Newhauser and Anthony Watkowksi** as a substitute custodian at a rate of \$11.00 per hour.
- f.) **Motion to approve Jana Brown** to attend an articulation meeting for ELA on March 12, at \$29.11 per hour not to exceed 2.25 hours for a total of \$65.50.
- g.) **Motion to approve Denise Garcia**, Centenary University to observe **Michelle Gomez's** mathematic classes.
- h.) **Motion to approve Heather Trepiccione** as a 1:1 Aide for the February 8, 2018 basketball game at a rate of \$10.00 per hour not to exceed 2.5 hours, totalling \$25.00.
- i.) **Motion to approve Heidi Miller and Nicole Locorotondo** as 1:1 chaperones (per IEP) for the March 2, 2018 Student Leadership Dance at an event rate of \$72.53 each.
- j.) **Motion to approve Jill Defederico** as 1:1 Aide (per IEP) for the March 2, 2018 at a rate of \$10.00 per hours for 2 hours, not to exceed \$20.00.
- k.) **Motion to accept** the resignation of **Lynette Byrnes** as Art Club Advisor as of February 17, 2018
- l.) **Motion to approve Coleen Conroy and Mary Raefski** as adult support personnel to assist with drama club during tech week and performances at a rate of \$10.00 per hour each.
- m.) **Motion to approve John Bunger-Spiecha** as a 1:1 aide per IEP for the drama club production at a rate of \$10.00 per hour.
- n.) **Motion to approve** maternity leave to **Kelly Grube** beginning May 7, 2018 through the remainder of the 17/18 school year.
- o.) **Motion to approve** the employment of **Heather Valenta** as Assistant to the Business Administrator effective March 5, 2018 through June 30, 2018 at an annual salary of \$50,000.00.
- p.) **Motion to approve Laura Pellegrino** as Art Club Advisor at a rate of \$29.11 not to exceed 8 hours for a total of \$232.88.
- q.) **Motion to approve** course reimbursement for the following:
- i. **Melissa Betz**
    - Course: Research Instructional Leadership
    - College/University: Centenary University
    - Semester: July 2018 to August 2018 (*2018-2019 Fiscal Year*)
    - Tuition: \$1,359.00
- r.) **Motion to approve Judy Favino** as Business Office Transition Consultant at an hourly rate of \$24.00 not to exceed 90 hours for a total of \$2,160.00.

Cindy Sharkey gave an update to the audience on Greg Hobaugh's contract.

**Roll Call:**

Erin Delgado - Aye  
 Michael Estrada - Absent  
 Karyn Gove, Vice Pres. - Aye

Robert Imhoff - Aye  
 Alan Schwartz - Aye  
 Cindy Sharkey, President - Aye

**5 Ayes, 1 Absent ~ Motion Passes**

**3. EDUCATIONAL RESOURCES – Finance and Facilities**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

**a) PAYMENT OF BILLS**

**Audit of Invoices**

**i. Approve** invoices for Current Expenses in the following amounts:

**(Attachment #11: Check Journal)**

Check Register:	January 17, 2018 to February 26, 2018	\$383,459.73
Payroll	January 31, 2018	\$231,387.93
Payroll	February 15, 2018	<u>\$230,274.41</u>
	Total	\$845,122.07

**b) FINANCIAL REPORTS (Attachments #12 & #13: 01 2018 Board Secretary's Report, 01 2018 Treasurer's Report)**

**Report of the Board Secretary and Treasurer's Report for January 2018**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of January 2018 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 month end January 2018, 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.

February 26, 2018

Christopher Jones, Business Administrator

**c) USE OF FACILITIES**

Organization	Start Date	End Date	Day / Times	Location
Lock-In Parent Committee	4/13/18	4/14/18	Friday to Saturday 9:00 pm to 7:00 am	Middle School Gym & Cafe

Girls on the Run	3/5/18	5/25/18	Monday and Wednesday 3:10 to 4:45 pm	ES Room 302 & outside field /blacktop
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d) **TRAVEL EXPENDITURE APPROVAL**

**Motion to approve** workshop and related travel expenses as listed below:

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Emma Alparone	NJABA Annual Conference	3/23/18	\$195.00	\$17.24		\$212.24
Emma Alparone	L2L Cohort - Required principal mentoring program	3 dates between 3/1/18 & 6/30/18		\$28.21 per date		\$84.63
Emma Alparone	Designing Quality ES Schedules	3/1/18	\$149.00	\$28.27		\$177.27
Emma Alparone	HIB Update	3/16/18	\$150.00			\$150.00
Marissa Monaco	Addressing Student Mental Health Issues	3/6/18	\$150.00	\$39.62		\$189.62
Melissa Patane-Schulter	Addressing Student Mental Health Issues	3/6/18	\$150.00			\$150.00
Melissa Patane-Schulter	HIB Update	3/16/18	\$150.00			\$150.00
Katie Franks	HIB Update	3/16/18	\$150.00			\$150.00
Brande Grieder	NJASBO - Assist Program	5/10/18		\$17.79		\$17.79
Brande Grieder	NJPSA - School Law for Admin Assistants	4/25/18	\$100.00	\$29.14		\$129.14
Gregory Hobaugh	Communicating with Professionalism	3/23/18	\$199.00	\$19.28		\$218.28
Denise Cathro	Warren County Speech Language Hearing Assoc.	5/21/18	\$90.00			\$90.00
Lynn Gresko	NJ School Nurses	3/16/18	\$224.00	\$47.49		\$271.49

	Association	& 3/17/18				
Jeff Thompson	NJMEA Conference	2/23/18 & 2/24/18	\$380.00			\$380.00

e) **Motion to approve** the Three-year Preschool Program Plan (Early Launch Learning Initiative [ELLI]) for the 2018-2019 school year in the amount of \$6,600.00 to be submitted to the New Jersey Department of Early Childhood in accordance with N.J.A.C. 6A:13A.

f) **TRANSFER OUT OF MAINTENANCE RESERVE**

**Motion to approve** a transfer of \$70,000 out of the Maintenance Reserve for the outlined projects in attachment: (**Attachment #14: Maintenance Reserve Analysis**)

**WHEREAS**, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

**WHEREAS**, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

**WHEREAS**, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$70,000; and

**WHEREAS**, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

g) **Motion to authorize** the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.

**h) Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

**i) Motion to authorize** the Business Administrator/Board Secretary to provide a prior year payment of Aid-in-Lieu of transportation to MF, for \$884.00. (**Attachment #15: Choice Program Transportation - General Provisions**)

**j) Motion to approve** a contract with Cambridge Healthy Vending for vending at the middle school for a credit of 5% of sales pursuant to N.J.S.A. 18A:18A-5(23) for the 2017-2018 school year. (**Attachment #16: HBMS Vending Machine**)

**k) Motion to approve** the appointment of Scarinci Hollenbeck, LLC as Special Counsel for Negotiations and Other Related Matters from March 1, 2018 to March 1, 2019 with the following rates:

Carolyn R. Chaudry and Partners	\$165/hr
Associates	\$160/hr
Law Clerks and Paralegals	\$100/hr

Alan Schwartz questioned about timing in the payment lateness. Greg's comments

**Roll Call:**

- Erin Delgado - Aye, No to i
- Michael Estrada - Absent
- Karyn Gove, Vice Pres. - Aye No to i
- Robert Imhoff - Aye, No to i
- Alan Schwartz - Aye, No to i
- Cindy Sharkey, President - Aye, No to i

**5 Ayes, 1 Absent ~ Motion Passes for all except i**  
**0 Ayes, 1 Absent, 5 No ~ Motion Fails for i**

**J. NEW BUSINESS**

**K. 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.

No comments

**L. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Alan Schwartz requested a motion, Erin Delgado seconded, unanimously approved, to adjourn to Executive Session at 7:40pm in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- February 20, 2018 Executive Work Session Minutes
- January 16, 2018 Executive Session Minutes
- Personnel
- 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.

**M. RECONVENE PUBLIC SESSION**

Robert Imhoff motioned to exit executive session and return to public session at 9:20 p.m. Alan Schwartz seconded the motion. Unanimously carried.  
Robert Imhoff said we did have a quorum to vote on the November 15, 2017 amended minutes.

**N. ACTION ITEMS**

1. **Motion to approve** the January 16, 2018 Executive Session Minutes (**Attachment #17 - ES Minutes**) and the February 20, 2018 Executive Working Session Minutes (**Attachment #18- ES WS Minutes**).
2. November 15, 2017 Amended Regular Meeting Minutes (**Attachment #9: Minutes 11-15-17**)

**Roll Call:**

Erin Delgado - Aye; Abstain 11-15-17	Robert Imhoff - Aye
Michael Estrada - absent	Alan Schwartz - Aye
Karyn Gove, Vice Pres. - Aye	Cindy Sharkey, President - Aye

Executive Session Minutes - **5 Ayes, 1 Absent ~ Motion Passes**  
Amended November 15, 2017 Minutes - **4 Ayes, 1 Absent, 1 Abstain ~ Motion Passes**

**O. ADJOURNMENT**

Having no further business to come before the Board, Robert Imhoff motioned to adjourn the meeting at 9:30 p.m. The motion was seconded by Karyn Gove. Unanimously carried.

Respectfully submitted,

Christopher Jones  
Business Administrator/Board Secretary