

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, January 14, 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 regular meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. The following board members were in attendance: Erin Delgado, Robert Imhoff, Michelle Corley, Mindy Manahan, James Garner, Cindy Sharkey, President, Karyn Gove, Vice. Pres. Also present: Dr. Gregory Hobaugh, Superintendent Christopher Jones, SBA / Board Secretary

Date: Monday January 14, 2019

Time: 6:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. EXECUTIVE/CLOSED SESSION

Karyn Gove motioned, seconded by Erin Delgado, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Doug Silvestro, School Board Law Firm Attorney to discuss contracts

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.

5. RECONVENE PUBLIC SESSION

Erin Delgado motioned, seconded by James Garner, unanimously approved, to reconvene public session.

6. PRESENTATION & RECOGNITION ITEMS

- 6.1.** Honoring Coach Kim Terzuolo, Coach Brande Greider and the eighteen Girls on the Run participants with a Certificate of Achievement for their successful completion of a 5K race and the GOTR Program.

Greg Hobaugh thanked the coaches and participants of the Girls on the Run program. Kim Terzuolo said there were 18 participants this year which is a program record. She thanked all the participants and said the season was a success.

- 6.2.** Melissa Betz and Jemma Buccine will present High School Mathematics Placement results. *Melissa Betz and Jemma Buccine presented the Mathematics Placement results. They described the software program and how it is implemented in practice. They stated that the Algebra and On Level student results were the highest out of the Voorhees sending districts.*

- 6.3.** Superintendent's Report

Greg Hobaugh gave the following updates:

- *Melissa Betz and Marissa Monaco were given the Governor's Award for Teacher of the Year*

- 65% of all middle school students were in honor roll
- The elementary school concert was the Nutcracker
- The ES winter play is next week
- This Sunday is the Wizards game at Voorhees
- New board member orientation was completed last week
- Fire inspection was last week
- He met with the new Mayor of High Bridge
- Winter Bridge articles were submitted
- Wilson Training was conducted at the Elementary School. He thanked Lisa Fallon for her help.
- The district followed the no homework days with Voorhees
- Veterans Haven North provided a certificate of appreciation to the Elementary School for the Veterans Day activity

6.3.1. Information Items:

2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	18	-	-	-	18
K	2	31	-	-	-	31
1	2	31	-	-	-	31
2	2	42	-	-	-	42
3	2	32	-	-	-	32
4	2	40	1	-	-	41
Elementary School Total						195
5	2	39	-	1	-	40
6	2	45	-	1	-	46
7	2	52	-	-	-	52
8	2	37	1	1	-	39
Middle School Total						177
District Total	21	367	2	3	0	372

6.3.2. Staff Attendance for December 2018 (Attachment: December Staff Attendance and Staff Attendance Jul-Dec 2018)

6.3.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions

- 6.3.3.1.** 12/20/18 - 6th grade female student exhibited disruptive behavior and destruction of property, resulting in an out of school suspension
- 6.3.3.2.** 12/19/18 - 8th grade male (target) insulting/demeaning comments, 8th grade male (accused) not found HIB (insufficient evidence for Code of Conduct violation)
- 6.3.3.3.** 12/13/18 - 6th grade male student involved in verbal abuse, profanity and physical contact, resulting in an out of school suspension

6.3.3.4. 01/03/19 - 7th grade female student involved in a physical altercation, resulting in an in-school suspension

6.3.4. Superintendent Update

6.4. Public Hearing

6.4.1. *Robert Imhoff motioned, seconded by James Garner, unanimously approved, to open Public Hearing*

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period September 1 through December 31, 2018. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (*Attachment: SSDS Sept - Dec 2018*)

Greg Hobaugh will update the reporting of HIB to exclude certain details as not to reveal the individuals involved.

6.4.2. Public Comments

Melissa Betz - There will be a coalition with other schools to prevent HIB issues

6.4.3. *Karyn Goved motioned, seconded by Erin Delgado, unanimously approved, to close Public Hearing and reconvene regular business.*

6.5. School Business Administrator’s Report.

6.5.1. Budget Review

6.5.2. Facilities Review

Christopher Jones reported the following facilities updates:

- *New motors installed for the ES boilers*
- *Unit ventilators in the MS are scheduled to be repaired*
- *Leaking overhead pipe in the ES was fixed*
- *New fire doors will be installed at the ES*

7. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work- Family Connection	12/2018	Donation to PTO (<i>Attachment: WFC Donation 2018</i>)

8. 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.

Kim Terzuolo - She said the middle school was extremely helpful with the Veteran North Haven program.

9. ADOPTION OF MINUTES FROM PREVIOUS MEETING

9.1. December 17, 2018 Regular Meeting Minutes (*Attachment: 12 17 18 Meeting Minutes*)

9.2. January 7, 2019 Reorganization and Work Session Minutes (*Attachment: 01 07 19 Re Org Mtg Minutes*)

Board President calls for a motion and a second to approve 9.1 and 9.2:

Motion: Karyn Gove	Second: Erin Delgado
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Name:	Yes	No	Abstain	Absent
Michelle Corley	x		x 9.1	
Erin Delgado	x			
James Garner	x			x 9.1
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x		x 9.1	
Cindy Sharkey	x			

9.1 Approved 4-0-2-1

9.2 Approved 7-0-0-0

10. REPORTS TO THE BOARD

Board President's Report

Cindy Sharkey gave the following updates:

- *Met with the Mayor of High Bridge*
- *Bethlehem BOE President will meet regarding Shared Services*
- *Karyn Gove will be acting President for the February meetings*
- *Negotiations Committee will be James Garner, Chair, Robert Imhoff, and Karyn Gove*
- *Shared Service Committee will be Erin Delgado, Chair, Robert Imhoff, and James Garner*

11. ACTION ITEMS

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

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. **Motion to establish** July - June as the Benefit Calendar year for New Jersey Earned Sick Leave Law (P.L. 2018, c.10 N.J.S.A. 34:11d-1et seq.)

11.2.2. **Motion to approve** Jana Brown for classroom coverage (Heidi Miller) on December 11, 2018 for 2 hours at a rate of \$29.11 per hour, not to exceed \$58.22.

11.2.3. **Motion to approve** Jessica Norment to intern with Lauren Richardson for 28 hours beginning January 10, 2019 through February 28, 2019.

11.2.4. **Motion to approve** creation of the following positions relating to the Drama Club:

11.2.4.1. Certified or Non-certified staff to assist students with Drama Club General Practices. Up to 2 members needed - Certified staff at a rate of \$29.11/hr, not to exceed 26.5 hours per member, Non-Certified staff at a rate of \$12.50 per hour, not to exceed 26.5 hours per member.

11.2.4.2. Certified or Non-certified staff to assist students with Drama Club Partial Practices. 1 member needed - Certified staff at a rate of \$29.11/hr not to exceed 25 hours, Non-Certified staff at a rate of \$12.50/hr not to exceed 25 hours.

11.2.4.3. Certified or Non-certified staff to assist students with drama club Tech Week. Up to 3 members needed - Certified staff at a rate of \$29.11/hr not to exceed 20 hours per member, Non-Certified staff at a rate of \$12.50/hr not to exceed 20 hours per member.

11.2.4.4. Certified or Non-certified staff to chaperone students for three (3) Drama Club performances. Up to 3 members needed - Rate of \$72.53.

- 11.2.4.5. Non-certified staff to assist students as per IEP with Drama club practices and performances. 1 member needed - Non-Certified staff at a rate of \$12.50/hr not to exceed 40 shared hours.
- 11.2.4.6. Nurse to assist as per student’s Health Care Plan at a rate of \$29.11 not to exceed 60 hours.

11.2.5. Motion to approve following pool of staff members:

- 11.2.5.1. Drama Club General Practices on a scheduled basis per need. Up to **2 members** will be utilized for each practice. Certified staff at the rate of \$29.11/hour, non-certified staff at the rate of \$12.50/hour. Not to exceed a total of 53 hours in aggregate.

Primary	Subs
Nicole Locorotondo- Certified	Mary Raefski-Non-Certified
Nicole DiGeronimo –Certified	Coleen Conroy- Non-Certified
	Danielle Weber- Certified

- 11.2.5.2. Drama Club Partial Practices on a scheduled bases per need. **1 member** will be utilized for each practice. Certified staff at the rate of \$29.11/hour, non-certified staff at the rate of \$12.50/hour. Not to exceed a total of 25 hours in aggregate.

Primary	Subs
Danielle Weber- Certified	Mary Raefski-Non-Certified
	Coleen Conroy- Non-Certified
	Nicole Locorotondo- Certified
	Nicole DiGeronimo –Certified

- 11.2.5.3. Tech Week - **3 members** will be utilized for each session. Certified staff at the rate of \$29.11/hour, non-certified staff at the rate of \$12.50/hour. Not to exceed a total of 60 hours in total.

Primary	Subs
Brenda Krushinski-Certified	Mike Doerwang-Certified
Mary Raefski-Non-Certified	Nicole Locorotondo-Certified
Coleen Conroy- Non-Certified	Nicole DiGeronimo-Certified

- 11.2.5.4. Chaperones for students for 3 Drama Club performances. A maximum of 3 staff members will be utilized for each performance – Rate of \$72.53.

Primary	Subs
Coleen Conroy- Non-certified	Mary Raefski-Non Certified
Mike Doerwang-Certified	Nicole Locorotondo-Certified
Heather Trepiccione-Non-Certified	Nicole DiGeronimo-Certified

- 11.2.5.5. Arianne Grosky to assist a student per IEP with Drama Club practices and performances at a rate of \$12.50 not to exceed 40 hours.
- 11.2.5.6. Certified nurses to assist a student per the student’s Health Care Plan at a rate of \$29.11 *not to exceed 60 hours*.

Primary	Subs
Lynn Gresko-Certified	Nicole Cahill
	Bonnie Adair

- 11.2.6. **Motion to approve** reimbursement to Caryn Rinehart in the amount of \$65.00 for New Jersey Notary Public filing fee and notary stamp.
- 11.2.7. **Motion to approve** reimbursement to Michelle Corley and Mindy Manahan for background check fee at \$74.91 and \$63.91 respectively.
- 11.2.8. **Motion to approve** the following employees for the hours above their contracted time necessary to attend Wilson Training 1/9, 1/10 and 1/15 (snow date)

Name	Hours	Rate/Hour	Total
Kathleen Fulse	8.25	\$29.11	\$240.16
Christine Cosgrove	11.25	\$29.11	\$327.49

- 11.2.9. **Motion to approve** course reimbursement for:

- 11.2.9.1. Heidi Miller

- Course: Applications for Behavior Analytic Principles Assessment & Treatment Development
- College/University: Rutgers University
- Semester: January 2019 to June 2019
- Tuition: \$2,154.00

- 11.2.9.2. Jemma Buccine

- Course: Reasoning in Math
- College/University: Rutgers University
- Semester: January 2019 to June 2019
- Tuition: \$2,154.00

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (*Attachment: 1 14 18 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	December 18 - January 14	\$297,739.14
Payroll	December 21	<u>\$227,496.02</u>
	Total	\$525,235.16

11.3.2. Line Item Transfers for June through December 2018 (Attachment: June-December 2018 Transfer reports - Signed)

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

11.3.3. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
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Jeff Thompson	NJ Music Educators Association Convention	Feb 21-23, 2019	\$350.00	\$66.22	\$0.00	\$416.22
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Board President calls for a motion and a second to approve 11.2.1 - 11.3.4:

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

Approved 7-0-0-0

12. NEW BUSINESS -

Robert Imhoff stated that the next county meeting is February 6th at the Flemington/Raritan Diner

13. 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.

Melissa Betz - She wanted to wish Cindy Sharkey good luck

14. EXECUTIVE/CLOSED SESSION

Erin Delgado motioned, seconded by Karyn Gove, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Contracts
- Security Update
- 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.

15. RECONVENE PUBLIC SESSION

Karyn Gove motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.

16. ACTION ITEMS

Motion to approve the Executive Minutes as amended

16.1.1. December 17, 2018 Executive Minutes (*Attachments: 12 17 18 Executive Session Minutes*)

16.1.2. January 7, 2019 Work Session Executive Minutes (*Attachments: 01 07 19 Executive Session Minutes*)

Motion:Erin Delgado		Second:Karyn Gove		
Name:	Yes	No	Abstain	Absent

Michelle Corley	x		x 16.1.1	
Erin Delgado	x			
James Garner	x			x16.1.1
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x		x 16.1.1	
Cindy Sharkey	x			

16.1.1 Approved 4-0-2-1

16.1.2 Approved 7-0-0-0

17. ADJOURNMENT

Karyn Gove motioned, seconded by Michelle Corley, unanimously approved, to adjourn the meeting.