

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, November 19, 2018**

**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 convened:

**Date:** Monday November 19, 2018

**Time:** 7:00 pm

in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

The following board members were present: Karyn Gove, Vice President, Alan Schwartz, Cindy Sharkey, President, Erin Delgado, Robert Imhoff, and James Garner. Michael Estrada was absent.

**2. PLEDGE OF ALLEGIANCE****3. ROLL CALL****4. PRESENTATION & RECOGNITION ITEM****4.1. Superintendent Report**

*Greg Hobaugh gave the following updates:*

- *The new math series has been integrated*
- *Math Ready has been rolled out as an online supplemental program*
- *Kodable is in the second year of use and is still being evaluated*
- *1st and 4th grade Wingman integration took place at the elementary school*
- *Veterans Day assembly was held*
- *PTO supplied books for school reading*
- *Book study program is running in coordination with Kingwood School District*
- *The Girls on the Run program ran the 5K race this past Saturday*
- *Volleyball and cross country completed their seasons*
- *The trimester will conclude December 5th and a report to the board will be submitted at the next meeting*
- *The custodians did a great job cleaning snow at both schools*

**4.1.1. Information Items: 2018-2019 Enrollment**

<b>Grade</b>	<b>Sections</b>	<b>District Enrollment</b>	<b>Choice</b>	<b>Tuition</b>	<b>Out-of-District</b>	<b>Total Enrollment</b>
PS	3	18	-	-	-	18
K	2	30	-	-	-	30
1	2	31	-	-	-	31
2	2	42	-	-	-	42
3	2	32	-	-	-	32
4	2	40	1	-	-	41
<b>Elementary School Total</b>						<b>194</b>

5	2	40	-	-	-	40
6	2	46	-	1	-	47
7	2	53	-	-	-	53
8	2	39	1	1	-	41
<b>Middle School Total</b>						<b>181</b>
<b>District Total</b>	<b>21</b>	<b>371</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>375</b>

- 4.2. Staff Attendance for October 2018 (*Attachment: October Attendance*)
- 4.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents  
8th grade male was the target. 8th grade male accused of verbal harassment. Investigation is ongoing.
- 4.4. **Motion to approve** the Resolution to submit the District's QSAC documents  
District Performance Review (DPR) (*Attachments: QSAC DPR GE 2018-19 and QSAC DPR SS 2018-19*)

**WHEREAS**, the High Bridge Board of Education in the County of Hunterdon is undergoing evaluation under NJ QSAC for the 2018-2019 school year, and

**WHEREAS**, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district's DPR responses with respect to this process, and

**WHEREAS**, the High Bridge Board of Education in the County of Hunterdon has reviewed the district's DPR responses and hereby approves these documents.

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

**Board President** calls for a motion and a second to approve 4.4:

Motion: Alan Schwartz		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada				x
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Alan Schwartz	x			
Cindy Sharkey	x			

*4.4 Approved 6-0-0-1*

*Greg Hobaugh gave a general overview of the potential school year calendar.*

- 4.5. School Business Administrator's Report
- 4.5.1. 19-20 Budget Process  
*Christopher Jones said the administrative team will kick off the budget process next week*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Valerie Jordan	10/28/18	Email ( <i>Attachments: Jordan email to BOE, Jordan letter to HB</i> )

**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.

*No comments*

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1.** October 15, 2018 Board Meeting Minutes (*Attachment: 10 15 18 BOE Mtg Minutes*)

**7.2.** November 13, 2018 Work Session Minutes (*Attachment: 11 13 18 Work Session Minutes*)

*Robert Imhoff motioned, seconded by Erin Delgado, unanimously approved, to change the date of the work session minutes to November 13, 2018.*

**Board President** calls for a motion and a second to approve 7:

Motion: Erin Delgado		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada				x
James Garner	x		x 7.2	
Karyn Gove	x			
Robert Imhoff	x		x 7.2	
Alan Schwartz	x			
Cindy Sharkey	x			

*7.1 Approved 6-0-0-1*

*7.2 Approved 4-0-2-1*

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

*Cindy Sharkey reminded the board of the upcoming Hunterdon County meeting.*

**9. ACTION ITEMS**

**9.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

**9.1.1. Motion to approve** the following class trips and transportation

Grade	Location	Cost/Student	Cost Incurred By
4	Veteran Memorial Park, High Bridge	0	0
7	Statue of Liberty	\$37.00	Parent/Guardian
6	NJPAC Performing Arts Center	\$15.00	Parent/Guardian

**9.1.2. Motion to approve** the 2018-19 High Bridge Nursing Services Plan (*Attachment: 2018-19 High Bridge Nursing Services Plan*)

**9.1.3. Motion to approve** the following revised policies:

- Policy 0155 - Board Committees - *Attachment: Policy 0155*
- Policy 0163 - Quorum - *Attachment: Policy 0163*

- Policy 0164 - Conduct of Board Meeting - *Attachment: Policy 0164*
- Policy 0171 - Duties of President and Vice President - *Attachment: Policy 0171*

## 9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. **Motion to approve** Sherry Kerr, Lisa Kerr and Melissa Patane-Schulter for the Kindergarten Meet and Greet on August 27 at a rate of \$29.11 per hour for one and a half hours each. Not to exceed \$131.00 total.
- 9.2.2. **Motion to approve** the following to attend the winter concerts.

Name	School	Rate
Lynn Hughes	Elementary	\$72.53
Spencer Fader	Elementary	\$72.53
Lisa Kerr	Elementary	\$72.53
Heather Trepiccione	Elementary	\$72.53
Mary Raefski	Middle	\$72.53
Heather Trepiccione	Middle	\$72.53

- 9.2.3. **Motion to approve** Nicole Locorotondo as MD program support & Lynn Gresko as chaperones for the Middle School dance on October 19 at an event rate of \$72.53.
- 9.2.4. **Motion to approve** Jana Brown as a chaperone for Student Leadership trip to Camp Bernie November 1 - 2, 2018 to be paid the substitute rate for the overnight (\$95.00) plus one (1) additional hour for Friday, November 2, 2018 at a rate of \$29.11.
- 9.2.5. **Motion to approve** Jana Brown for classroom coverage (Heidi Miller) on November 6, 2018 for 2.25 hours at a rate of \$29.11 per hour, not to exceed \$65.50.
- 9.2.6. **Motion to approve** Jana Brown for classroom coverage (Heidi Miller) on December 5, 2018 for 2.25 hours at a rate of \$29.11 per hour, not to exceed \$65.50.
- ~~9.2.7. **Motion to approve** Jana Brown for classroom coverage (Liberty Science Center) on November 16, 2018 for 2.25 hours at a rate of \$29.11 per hour, not to exceed \$65.50.~~
- 9.2.8. **Motion to approve** Nicole Locorotondo as chaperone for Student Leadership trip to Camp Bernie November 1-2, 2018 to be paid the substitute rate of \$95.00 for the overnight.
- 9.2.9. **Motion to approve** a request from Kelly Grube to extend her leave of absence from November 26, 2018 until January, 2, 2019.
- 9.2.10. **Motion to approve** Mary Raefski as Non-Instructional Paraprofessional Aide for Cheerleading season in accordance with student's IEP at a rate of \$12.50 per hour not to exceed 27 hours.
- 9.2.11. **Motion to approve** the following chaperones for the April 5, 2019 class trip to Ellis Island and the Statue of Liberty. Staff to be paid for early arrival at a rate of \$29.11 for .50 hours:
- Jerry Tolomeo
  - Danielle Weber
  - Christina Harding
  - Courtney Shiffman
  - Heidi Miller
  - Bonnie Adair
  - Nicole Locorotondo
  - Gregory Hobaugh (no additional pay)

- 9.2.12. Motion to approve** Michael Doerwang as substitute custodian at \$13.00 per hour.
- 9.2.13. Motion to approve** Nicole Locorotondo as coverage for Jeff Thompson on Tuesday, November 20, 2018 at the rate of \$29.11 per hour, not to exceed two (2) hours.
- 9.2.14. Motion to approve** the following employees for the hours above their contracted time necessary to attend inservice days on 11/14, 12/12, 1/17, and 2/27.

<b>Name</b>	<b>Hours</b>	<b>Rate/Hour</b>	<b>Total</b>
Christine Cosgrove	15	\$29.11	\$436.65
Brenda Krushinski	15	\$29.11	\$436.65
Laura Pellegrino	15	\$29.11	\$436.65
Fran Daley	15	\$29.11	\$436.65
Lauren DiLanno	11	\$29.11	\$320.21
Thea Anaston	11	\$29.11	\$320.21
Jana Brown	11	\$29.11	\$320.21
Jacklyn Carruthers	11	\$29.11	\$320.21
Denise Cathro	11	\$29.11	\$320.21
Kathleen Fulse	11	\$29.11	\$320.21
Kim Ziegler	11	\$29.11	\$320.21
Sharon Wilson	4.5	\$9.90	\$44.55
Kathy Barth	4.5	\$11.33	\$50.99

- 9.2.15. Motion to approve** the amended course reimbursement for the following to align with the Rutgers Graduate Rate as per contract:

**9.2.15.1. Heidi Miller**

- Course: ABA Changing Behavior
- College/University: Rutgers University
- Semester: September 2018 to December 2018
- Tuition: \$2,154.00

**9.2.15.2. Katie Franks**

- Course: Public School Administration 1
- College/University: Kean University
- Semester: September 2018 to December 2018
- Tuition: \$2,154.00

**9.2.15.3. Katie Franks**

- Course: Clinical Practicum Administration 2
- College/University: Kean University
- Semester: September 2018 to December 2018
- Tuition: \$2,154.00

**9.3. Educational Resources - Finance and Facilities**

**9.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 11 19 18 bill list*)

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

Check Register	October 16 - November 19	\$370,469.80
Payroll	October 31	\$231,756.65
Payroll	November 15	\$231,588.12
	Total	\$833,814.57

**9.3.2. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Parking /Tolls	Total
Emma Alparone	The Principal/AP/VP's Survival Guide	01/17/19	0	\$45.26	\$10.00	\$55.26
Emma Alparone	Wingman Champions Workshop	11/1/18	0	0	0	0
Melissa Patane-Schulter	Wingman Champions Workshop	11/1/18	0	0	0	0
Lauren Richardson	Wingman Champions Workshop	11/1/18	0	0	0	0
Heidi Miller	Change the Game Conference	10/24/18	0	0	0	0
Laura Pellegrino	Artist's for Art's Sake	02/04/19	\$45.00	\$5.27	0	\$50.27
Coleen Conroy	Artists in Residency Grant Workshop	11/27/18	0	0	0	0
Laura Pellegrino	Art Articulation Meeting	11/05/18	0	0	0	0
Heidi Miller	Supporting Parents & Siblings of Individuals with ASD	12/05/18	\$160.00	0	0	\$160.00
Megan Roth	Patterns of Strength & Weakness Model to Identify SLD	11/25/19	\$180.00	0	0	\$180.00

**9.3.3. Transportation**

**Motion to approve** the following Bus Routes for the 18/19 School Year:

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp	LT12	9487501476	\$665	18/19 School Year

**9.3.4. Motion to approve** the following Facilities request:

Organization	Start	End	Day/Time	Location
Girl Scout Troop 80594	11/29/18	5/16/19	Thursdays 6:30-7:30 pm	Art Room

**9.3.5. Motion to approve** Chris Graham as Boys Basketball Coach for the 18/19 school year at the contracted rate of \$2,183.00.

**9.3.6. Motion to approve** first draft of the 2018-19 Budget Calendar (*Attachment: 19-20 Budget Calendar*)

**9.3.7. Motion to approve** Submission of Comprehensive Maintenance Plan and M1 2018-2020 (*Attachments: High Bridge CMP 18 19 and High Bridge M-1 with Detail Expenditures*)

WHEREAS , the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS , the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS , all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with Department of Education requirements.

- 9.3.8. Motion to approve** a grant check from ExxonMobil in the amount of \$2,600.00 for STEM (Science, Technology, Engineering and Math) programs.
- 9.3.9. Motion to approve** the carryover of the 2017-2018 funds for ESEA Grant 17-18 for the following amounts:  
 Title IA: \$12,039  
 Title IIA: \$1,268  
 Title IV Part A: \$2,252
- 9.3.10. Motion to approve** Change Order #001 for VCT replacement and laborer help at High Bridge Middle School  
**WHEREAS**, the High Bridge Board of Education received bids for Middle School Structural Support at the High Bridge Middle School ; and  
**WHEREAS**, Iron Hills Construction. bid of \$439,000 was the lowest bidder and they were awarded the project.  
**WHEREAS**, additional work was necessary due to unforeseen circumstances.  
**NOW, THEREFORE, BE IT RESOLVED**, the High Bridge Board of Education approves change order #001 from Iron Hills Construction for the VCT replacement and laborer help at the Middle School at a cost not to exceed \$8,703. (*Attachment: Change Order 001*)
- 9.3.11. Motion to approve** Change Order #002 to reduce the Contract Sum for Middle School Structural Project  
**NOW, THEREFORE, BE IT RESOLVED**, the High Bridge Board of Education approves change order #002 from Iron Hills Construction to deduct the unused Contract Allowance from the contract sum in the amount of \$16,297. (*Attachment: Change Order 002*)
- 9.3.12. Motion to authorize** the amendment of the current Long Range Facilities Plan to include the High Bridge Telephone Purchase.
- 9.3.13. Motion to withdraw** from Capital Reserve for Telephone Purchase  
**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$27,000 from the Capital Reserve account to provide funding for the following equipment:  
 Telephones at the Elementary School and Middle School \$27,000
- 9.3.14. Motion to approve** the acceptance of Play Unified Grant Funds awarded for Middle School activity from Special Olympics in the amount of \$3,500.00.

*Robert Imhoff motioned, seconded by Karyn Gove, unanimously approved, to strike 9.2.7.*

**Board President** calls for a motion and a second to approve 9 to 9.3.14 (excluding 9.2.7):

Motion: Robert Imhoff	Second: Karyn Gove
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Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada				x
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Alan Schwartz	x			
Cindy Sharkey	x			

*Approved 6-0-0-1*

**10. NEW BUSINESS**

**11. 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.*

**12. EXECUTIVE/CLOSED SESSION**

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

- Negotiations
- 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.

**13. Action Items:**

**13.1. Board President asks for a motion to approve:**

**13.1.1.** October 15, 2018 Executive Session Minutes (*Attachment: 10 15 18 Executive Work Session Minutes*)

**13.1.2.** November 13, 2018 Executive Work Session Minutes (*Attachment: 11 13 18 Executive Work Session Minutes*)

*Robert Imhoff motioned, seconded by Alan Schwarz, unanimously approved, to change the date of the Executive Work Session Minutes to November 13, 2018*

Motion: Erin Delgado		Second: James Garner		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada				x
James Garner	x		x 13.1.2	
Karyn Gove	x			
Robert Imhoff	x		x 13.1.2	
Alan Schwartz	x			
Cindy Sharkey	x			



*13.1.1 Approved 6-0-0-1*

*13.1.2 Approved 4-0-2-1*

**14. RECONVENE PUBLIC SESSION**

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

**15. ADJOURNMENT**

Erin Delgado motioned, seconded by Karyn Gove, unanimously approved to adjourn the meeting.

Respectfully Submitted,



Christopher Jones

School Business Administrator/Board Secretary

