

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, October 15, 2018**

**1. OPENING OF MEETING - 7:00 PM**

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, Alan Schwartz (arrived at 7:05pm), Karyn Gove, Vice President, Robert Imhoff, James Garner, Michael Estrada, and Cindy Sharkey, President. Greg Hobaugh, Superintendent, and Christopher Jones, Board Secretary/Business Administrator, were also present.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Fran Daley presenting on media center grant**

*Ms. Daley presented information regarding a NASA grant award. She said the whole school can use the resources. The grant allows digital access to twelve resource collections that include lesson plans, data visualization tools, videos, games, and other media for teaching and learning about weather, climate, space, Earth's systems, and light waves.*

*She also gave an update on the new Media Specialist role. She said what stops children from reading is finding the book for that individual. She focuses on individual need to drive participation.*

**4.2. Lynn Hughes presentation on Presidential Environmental Award**

*Greg Hobaugh presented the award to Ms. Hughes. Ms. Hughes said Coleen Conroy found the application and sent it to her. She filled out the application with what she always does everyday at the school. She was honored to win the award.*

**4.3. Superintendent's Report**

*Greg Hobaugh gave the following updates:*

- 1. October 15 is the date that student enrollment is submitted to the state for aid.*
- 2. There are two additional HIB investigations ongoing.*
- 3. Wingman training - The founder of the program came to the school and trained the teachers for multiple days. Two teachers are presenting to Voorhees-North Hunterdon regarding the program. The founder also said thank you because he received additional referrals for the program.*
- 4. The High Bridge teachers organized Pride Day last week and it was a big success with the community.*
- 5. Community Day was last week. The mayor, police, and fire department joined the students from both schools.*
- 6. Daily Mile - Students try to cover as much distant as possible in ten minutes.*
- 7. K-1 iReady training - in house staff trained the new teachers using the program for the first time.*
- 8. The district lost one tuition student.*

9. QSAC training was completed today. The county said the files must be uploaded by December 15.

4.3.1. Information Items:  
2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	19	-		-	19
K	2	30	-		-	30
1	2	31	-		-	31
2	2	42	-		-	42
3	2	32	-		-	32
4	2	41	1		-	42
<b>Elementary School Total</b>						<b>196</b>
5	2	40	-		-	40
6	2	46	-		-	46
7	2	53	-	-	-	53
8	2	39	1	1	1	42
<b>Middle School Total</b>						<b>181</b>
<b>District Total</b>	<b>21</b>	<b>373</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>377</b>

4.4. Staff Attendance for September 2018 (**Attachment: Sept Attendance**)

4.5. Monthly Report on Harassment, Intimidation, and Bullying Incidents

4.5.1. One investigated report at Middle School - not HIB

4.6. School Business Administrator's Report

4.6.1. Audit Update

*Christopher Jones said that the audit will not be completed until the end of November and that the Board Secretary's reports will be ready for the December meeting.*

5. **REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Valerie Jordan	10/5/18	Facebook Post ( <b>Attachment: Jordan Correspondence</b> )

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. September 24, 2018 Regular Meeting Minutes (**Attachment: 09 24 18 Minutes**)

7.2. October 8, 2018 Work Session Meeting Minutes (**Attachment: 10 08 18 Work Session Minutes**)

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

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

*Approved (7.1) 7-0-0-0*

*Approved (7.2) 6-0-1-0*

## 8. REPORTS TO THE BOARD

### 8.1. Board President's Report

#### 8.1.1. Review of Board Self Evaluation

*Cindy Sharkey asked for strengths and weaknesses of the evaluation. See below: Cindy Sharkey - Weakness - planning and finance; Strength - policy/relationships; She was proud that one of the scores was the relationship with the superintendent. She feels that the board is improving communication with the community.*

*Robert Imhoff - He encouraged the board members to provide feedback. He was surprised by the range of opinions. He said across the state Board Members struggle with finance because it is complicated. He felt the results were not as unfavorable as the data suggested.*

*Karyn Gove - She said she was surprised by the average scores on policy as it is an essential part of the board responsibility. She was hoping that each board member would rank policy as vitally important.*

*Alan Schwartz - He was surprised that there was a lot of not observed. He hopes in the future there will be more results.*

*James Garner - He suggested a consistent focus on discussion of finances at each meeting.*

*Erin Delgado - She is starting to understand the finances and was thankful to work with the business administrator.*

*Michael Estrada - He agreed that communication was improved.*

#### 8.2. Negotiations Committee

*Alan Schwartz said there was a counter proposal received today that will be reviewed.*

#### 8.3. Shared Services Committee

*Robert Imhoff had an initial meeting with Clinton Township regarding shared services. He said they are losing enrollment each year. He said they are just starting to discuss potential options.*

#### 8.4. By Law Committee

##### 8.4.1. Policy 0143 - Board Member Election & Appointment - discussion - (**Attachment: Policy 0143**)

*Erin Delgado said there were minimal updates.*

**9. ACTION ITEMS**

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

**9.1.1. Motion to approve** the following by law policies

Policy 0132 - Executive Authority (**Attachment: Policy 0132**)

Policy 0141 - Board Member Number and Terms (**Attachment: Policy 0141**)

**9.1.2. Motion to approve** tentative field trips for the Middle School (**Attachment: MS Field Trips**)

**9.1.3. Motion to approve** tentative vocational trips for BD & MD programs (**Attachment: Vocational Trips**)

**9.1.4. Motion to approve** the following field trips

Location	Grade	Cost/Student
Liberty Science Center	5th	\$29.00
Camp Bernie Student Leadership	6th - 8th	\$20.00
West Portal Pumpkin Patch	Kindergarten	\$17.50
Mayo Performing Arts Center	7th	\$16.00

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

**9.2.1. Motion to appoint** Caryn Rinehart as Executive Secretary to the Superintendent from October 16, 2018 through June 30, 2019 at a salary of \$45,000.00.

**9.2.2. Motion to approve** Carol Miller & David Matarazzo as substitute custodians at \$13/hr. (pending background check)

**9.2.3. Motion to approve** Heather Valenta and Caryn Rinehart as Acting Board Secretary, to serve on an emergency basis only, from this date until the next reorganization meeting in January 2019 at an hourly rate of \$27.06 and \$23.87 respectively.

**9.2.4. Motion to approve** Jana Brown to attend the school dance as a behavioral support teacher at an event rate of \$72.53.

**9.2.5. Motion to approve** Jana Brown to cover Heidi Miller's room on October 19 & 24 for 5.5 hours total at a rate of \$29.11 per hour. Not to exceed \$160.11.

**9.2.6. Motion to approve** Carla LaTorre, Jemma Buccine, and Coleen Conroy to attend the Middle School dance as chaperone's at the event rate of \$72.53 each.

**9.2.7. Motion to approve** the following employees for the hours above their contracted time necessary to attend inservice days on 9/28, 10/8, 10/12

Name	Hours	Rate/Hour	Total
Christine Cosgrove	11.25	\$29.11	\$327.49
Brenda Krushinski	11.25	\$29.11	\$327.49
Laura Pellegrino	11.25	\$29.11	\$327.49
Fran Daley	11.25	\$29.11	\$327.49
Lauren DiLanno	8.25	\$29.11	\$240.16
Thea Anaston	8.25	\$29.11	\$240.16
Jana Brown	8.25	\$29.11	\$240.16
Jacklyn Carruthers	8.25	\$29.11	\$240.16
Denise Cathro	8.25	\$29.11	\$240.16
Kathleen Fulse	8.25	\$29.11	\$240.16
Kim Ziegler	8.25	\$29.11	\$240.16

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

**9.3.1. Payment of Bills**

**Audit of Invoices (Attachment: 10 15 18 bill list)**

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

Check Register	Sept 26 - October 15	\$ 81,083.85
Payroll	September 28	\$228,228.59
Payroll	October 15	<u>\$229,655.33</u>
	Total	\$538,967.77

**Approve** amended June 26 - 30, 2018 Bill List (**Attachment: 6 30 18 bill list**)

Check Register	June 26 - June 30	\$308,122.02
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**9.3.2. Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Application**

**High Bridge School Board**

**Resolution of Support from High Bridge School Board Authorizing the Sustainable Jersey for Schools Small Grant Application**

**WHEREAS**, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

**WHEREAS**, The High Bridge Board of seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

**WHEREAS**, High Bridge School Board is participating in the Sustainable Jersey for Schools Program; and

**WHEREAS**, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

**THEREFORE**, the High Bridge School Board has determined that High Bridge School District should apply for the aforementioned grant program. The Grant will supplement our physical education equipment and STEAM fund;

**THEREFORE, BE IT RESOLVED**, that of the High Bridge School Board, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

**9.3.3. Alternate Method of Compliance**

**Motion to authorize** the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

**9.3.4. Motion to approve Safe Harbor Child Access Centers to paint positive message murals. (Attachment: Safe Harbor)**

**9.3.5. Motion to approve** soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

**9.3.6. Transportation**

**9.3.6.1. Hunterdon County Education Services Commission Participation in Coordinated Transportation**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

- I. The HCESC will provide the following services:
  - A. Routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
  - B. Monthly billing and invoices;
  - C. Computer print-outs of student lists for all routes coordinated by HCESC;
  - D. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
  - E. Constant review and revision of routes;
  - F. Provide transportation as requested on the formal written request; and
- II. It is further agreed that the High Bridge Board of Education will provide HCESC with the following:
  - A. Requests for special transportation on approved forms to be provided by the HCESC, completed in full and signed by previously authorized district personnel;
  - B. Withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- III. Additional Cost - all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the High Bridge Board of Education.
- IV. Length of Agreement - this agreement and obligations and requirements therein shall be in effect between July 1, 2018 and June 30, 2019.

- V. Entire Agreement - this agreement and constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- VI. It is understood and agreed by all parties hereto that the Board of Directors of the HCESC is not responsible for it transportation contractor's failure to provide the services agreed upon herein. It will make every reasonable effort to provide alternative services should such a failure occur.

**9.3.7. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Melissa Patane-Schulter	HC School Counselor Association	11/2/18	\$20.00	0	0	\$20.00
Mary Fran Daley	Teaching, Learning, & Technology Summit	10/15/18	\$50.00	\$10.98	0	\$60.98
Mary Fran Daley	HC Tech Resource Council Mtg - Union Twp ES	10/24/18	0	\$4.28	0	\$4.28
Denise Cathro	Working with Emerging Bilinguals	10/8/18	\$90.00	0	0	\$90.00
Heidi Miller	Autism NJ Conference - AC	10/19/18	\$275.00	\$90.52	\$17.50 - parking/tolls	\$383.02
Carla LaTorre	Foreign Language for Everyone	10/25/18	\$125.00	0	0	\$125.00

**9.3.8. Motion to approve** Dr. Patricia Moss, M.D. for psychiatric evaluations at a cost of \$1,350.00 per evaluation.

**9.3.9. Use Of Facilities**

**Motion to approve the following use of facilities request:**

Organization	Start Date	End Date	Day / Times	Location
HBEA - New Year's Celebration **Rain Date reschedule**	10/5/18	10/5/18	Friday 5:00 to 7:00	ES Outside / Bathrooms
High Bridge Women's Volleyball	10/15/18	5/27/19	Monday 6:00 to 9:00	MS Gym

**Board President** calls for a motion and a second to approve 9.:

Motion: Robert Imhoff		Second: Erin Degado		
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			

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

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

- Litigations
- Negotiations
- Personnel

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. RECONVENE PUBLIC SESSION

Karyn Gove motioned, seconded by Michael Estrada, unanimously approved, to reconvene public session.

14. ACTION ITEMS

14.1. Motion to approve the

- 14.1.1. September 24, 2018 Executive Minutes (**Attachments: 09 24 18 Executive Minutes**)
- 14.1.2. September 24, 2018 Litigation Executive Minutes (**Attachments: 09 24 18 Litigation Executive Minutes**)
- 14.1.3. October 8, 2018 Executive Working Session Minutes (**Attachment: 10 08 2018 Executive Minutes**)
- 14.1.4. **Litigation Settlement**

**Be it Resolved**, that the Board hereby approves the Settlement Agreement and General Release between the parents of student 20160016 and the Board, and authorizes the Board President and Board Secretary to execute same on behalf of the Board.

**Be it Further Resolved**, that the Superintendent of Schools, the Board Secretary/School Business Administrator and the Board's Attorneys are authorized to take all steps necessary to fully effectuate and implement the Settlement Agreement, in accordance with the terms and conditions set forth therein. (**Attachment: Litigation Settlement**)

Motion: Erin Delgado		Second:Karyn Gove		
Name:	Yes	No	Abstain	Absent
Erin Delgado	x			
Michael Estrada	x		x 14.1.3	
James Garner	x			



Karyn Gove	x			
Robert Imhoff	x		x 14.1.2	
Alan Schwartz	x			
Cindy Sharkey	x			

*Approved (14.1.1 and 14.1.4) 7-0-0-0*

*Approved (14.1.2) 6-0-1-0*

*Approved (14.1.3) 6-0-1-0*

**15. ADJOURNMENT**

Michael Estrada motioned, seconded by Alan Schwartz, unanimously approved, to adjourn the meeting.

  
 Board Secretary