

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, FEBRUARY 8, 2016

A. 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 front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon County Democrat. This regular meeting will convene at 7:00 pm on Monday, February 8, 2016, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Helen Meissner, Acting Board Secretary

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

D. RECOGNITION ITEMS (None at this time)

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-2.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
James Davidson	1/4/16	Request for FMLA
Paige McGaheran	1/14/16	Request to move across guide

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.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

January 4, 2016 Regular Meeting Minutes (Attachment #16-M-2.1)
January 25, 2016 Work Session Minutes (Attachment #16-M-2.2)

H. REPORTS TO THE BOARD

1. Board President's Report

- a. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson**, Cindy Sharkey, Robert Imhoff
 - Community meeting 1/26/16 at 7:00pm in Middle School cafeteria
 - **Curriculum and Instruction – Michael Estrada, Chairperson**, Karyn Gove, Robert Imhoff
 - Preschool hours
 - Reviewed 2016-2017 Calendar draft
 - Next meeting TBD
 - **Personnel and Management – Karyn Gove, Chairperson**, Todd Honeycutt, Robert Imhoff
 - Discussed projected enrollment
 - Next meeting TBD
 - **Policy – Cindy Sharkey, Chairperson**, Michael Estrada, Robert Imhoff
 - Preschool hours
 - Conduct of Board Meetings
 - Use of Facilities
 - Next meeting TBD
 - **Finance/Facilities – Stephen Johnson, Chairperson**, Alan Schwartz, Robert Imhoff
 - Preliminary budget review
 - Facility use request by for profit group
 - Conferenced with architect about energy savings plan
 - Next meeting TBD
 - **Negotiations – Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff
 - Met December 22, 2015
 - Next meeting February 16, 2016

2. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-2.1**)
- 2) Staff Attendance for January 2016 (**Attachment #16-S-2.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent Update

b. PUBLIC HEARING:**1) Request a motion 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 1st through December 31st, 2015. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (**Attachment #16-S-2.3**)

2) Public Comments**3) Request a motion to close Public Hearing and reconvene regular business.****Roll Call:**

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

3. School Business Administrator's Report**a. General Information Items**

1) School Digest – January 2016 (**Attachment #16-BA-2.1**)

b. Monthly Facility Maintenance Report (Attachment #16-BA-2.2)**c. Vandalism Report**

There was no vandalism.

4. Middle School Principal's Report (Via e-mail)**5. Elementary School Principal's Report (Via e-mail)****I. ACTION ITEMS****1. CURRICULUM & INSTRUCTION**

- a) **Motion to approve 6th grade field trip to Medieval Times, Lyndhurst, NJ** on May 10, 2016. Transportation to be provided by Hunterdon County ESC at a cost of \$302.50 for one bus. Cost per student of \$50.00 includes admission, transportation, lunch and presentation, and will be borne by parents/guardians.
- b) **Motion to approve 4th grade field trip to Hunterdon County Justice Center, Clerk's Office, Hall of Records, and Courthouse, Flemington, NJ** on March 9, 2016. Transportation to be provided by Hunterdon County ESC at a cost of \$356.00 for one bus. Cost per student of \$7.00 will be borne by parents/guardians.

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

2. PERSONNEL

- a) **Motion to approve** a request from **James Davidson** for leave of absence on an intermittent basis utilizing accrued illness days in accordance with the family and medical care act.
- b) **Motion to approve** course reimbursement for the following employee: (Attachment #16-P-2.1)
 - i. **Emma Alparone**
 - Course: Internship II
 - College/University: Centenary College
 - Semester: Winter 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$1305.00
- c) **Motion to approve Julie Strohmaier**, Centenary College student to complete 50-hour practicum at High Bridge Elementary School with Melissa Patane as cooperating counselor.
- d) **Motion to approve Emily Perkalis**, Centenary college student to complete student teaching observation hours at High Bridge Elementary School with Donna Brown as cooperating teacher.
- e) **Motion to accept** the resignation of **Stephanie Kurp**, part-time paraprofessional aide, effective February 12, 2016.
- f) **Motion to approve** the employment of **Naeemah Sainte-Rose** as part-time paraprofessional aide from February 16, 2016 through June 30, 2016 at a salary of \$7,280.00 prorated.
- g) **Motion to approve Gretchen Dello Russo** as mentor for novice teacher Christine Cosgrove, with mentor fees of \$550.00 to be paid to mentor by novice teacher through payroll deduction.
- h) **Motion to approve Robert Marinelli** as substitute custodian from February 9, 2016 through June 30, 2016 at an hourly rate of \$12.50, pending criminal history background clearance.
- i) **Motion to accept** the resignation of **Soma Das** as part-time paraprofessional aide, effective February 8, 2016.
- j) **Motion to accept** the resignation of **Tracy Denkovic** as part-time paraprofessional aide, effective February 8, 2016.
- k) **Motion to approve** movement across the salary guide for **Paige McGaheran** from BA to BA+15, effective February 1, 2016 based upon submission of official transcripts supporting the additional credits.

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

3. POLICY

- a) **Motion to amend** the following existing policy:
 - 1) Policy #8220 – School Day (Attachment 16-POL-2.1)

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt	Cindy Sharkey
Robert Imhoff	

4. FINANCE/FACILITIES

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-2.1)

Approve invoices for Current Expenses in the following amounts:

Check Register:	January 5, 2016 to February 8, 2016	\$455,967.66
Payroll	January 15, 2016	\$221,618.48
Payroll	January 29, 2016	<u>\$228,222.51</u>
	Total	\$905,808.65

b) **FINANCIAL REPORTS**

Report of the Board Secretary and Treasurer’s Report for December 2015. (Attachment #16-F-2.2)

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of December 2014 and January 2015 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.

Line Item Transfers for December 31, 2015 (Attachment #16-F-2.3)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment and request the Board Secretary to addend a copy of the list to the minutes.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of February 8, 2016, 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 and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

 Julie Mumaw
 Interim Business Administrator

February 8, 2016

- c) **TRAVEL EXPENDITURE APPROVAL (Attachment 16-F-2.4)**
Motion to approve workshop and related travel expenses listed on attached as recommended by the Superintendent, in consultation with the School Business Administrator/Board Secretary.

- d) **USE OF FACILITIES (Attachment 16-F-2.5)**
Motion to approve the following use of facilities request:

	Organization	Start Date	End Date	Day / Times	Location
1.	PTO	4/8/16	4/9/16	Lock-In - Overnight	
2.	8 th Grade Parent PTO	2/16/16	5/24/16	2/16/16, 3/1/16, 3/22/16, 4/5/16, 4/12/16, 5/3/16, 5/17/16, 5/24/16 7:00 pm to 8:30 pm	
3.	Girl Scouts	2/12/16	3/4/16	2/12/16, 2/26/16, 3/4/16 7:00 pm to 8:30 pm	Classroom
4.	Cub Scouts Pack 149	2/16/16	5/16/16	2/16/16 3/21/16, 4/18/16, 5/16/16	MS Café (2/16/16 Only) ES Cafe
5.	Dancers Pointe	5/14/16	5/14/16	11:00 am to 2:00 pm	

*Organization will be invoiced for facilities use fees as appropriate.

- e) **Motion to accept** a donation of four cork bulletin boards with an estimated value of \$30.00 each from Michael Ackerman, Zucker, Goldberg & Ackerman, LLC.
- f) **Motion to approve** the firm of Lerch, Vinci and Higgins, LLP, Certified Public Accounts, to complete a forensic audit of employee payroll deductions/withholdings during time period of July 1, 2015 through December 31, 2015, according to their proposal for an estimated fee ranging from \$6,000 - \$8,000. (**Attachment #16-F-2.6**)
- g) **Motion to approve** payment in the amount of \$30,000 to Settembrino Architects for fees associated with development of the Energy Savings Plan.
- h) **Special Education Medicaid Initiative (SEMI) Program Waiver**
Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2015-2016 school year.

Adopted:

Date:

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

N. NEW BUSINESS

O. PUBLIC COMMENTS

P. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- January 4, 2016 Executive Meeting Minutes (**Attachment ES #2.1**)
- January 25, 2016 Executive Meeting Minutes (**Attachment ES#2.2**)
- December 14, 2015 Executive Meeting Minutes (corrected and already approved) (**Attachment ES#2.3**)
- Negotiations Update
- Grievance update
- Personnel Matter

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.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt	Cindy Sharkey
Robert Imhoff	

S. HIGH BRIDGE BOE BOOK CLUB

Chapter 2 – Five Habits of High-Impact School Boards

T. ADJOURNMENT