

**HIGH BRIDGE BOARD OF EDUCATION  
SPECIAL MEETING AGENDA  
MONDAY, MAY 2, 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, May 2, 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 Heather Goguen, Business Administrator/Board Secretary

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

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
Heather Goguen, Business Administrator/Board Secretary

**D. RECOGNITION ITEM (Attachment #16-R-5.1-1)**

- 1. Request a motion** to approve a resolution recognizing Dagger III, Canine Companions for Independence, for his dedicated service to the students at High Bridge Elementary School.

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-5.1-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Raefski	4/25/16	Settle the Contract
Karin Sharkey	4/29/16	Request for LOA

**F. BOARD PRESIDENT'S REPORT**

- Schedule future Board Meeting Dates
  - a) Motion to approve** the following Board of Education schedule of meeting dates through January 2017:
    - Monday June 27<sup>th</sup>
    - Monday July 18<sup>th</sup>
    - Monday August 29<sup>th</sup>
    - Monday September 19<sup>th</sup>
    - Monday October 17<sup>th</sup>
    - Monday November 14<sup>th</sup>
    - Monday December 12<sup>th</sup>
    - Monday January 2<sup>nd</sup> /January 23<sup>rd</sup> (2017)

**Roll Call:**

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

**G. 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.

**H. PUBLIC HEARING AND 2016-2017 BUDGET PRESENTATION**

**Request a motion** to hold a public hearing for the Superintendent and School Business Administrator to present the 2016-2017 proposed budget and answer questions from the public. (**Attachment #16-B-5.1-1**)

**Roll Call:**

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

**I. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on the Public Hearing topic 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.

**J. ACTION ITEMS**

**1. FINANCE**

a) **FINAL BUDGET APPROVAL**

**BE IT RESOLVED** that the Board of Education hereby approves the following resolution approving the **2016-2017 Final Budget**:

General Operating Expense	\$ 7,766,675
Special Revenue	\$ 177,437
Repayment of Debt	\$ 517,828
Total Expenditures:	\$ 8,461,940

**BE IT FURTHER RESOLVED** that the following final budget includes:

Budgeted fund Balance	\$ 250,000
Withdrawal from Capital Reserve	\$ 290,000
Local Tax Levy-General Fund	\$ 5,496,251
New Jersey State Aid	\$ 1,580,424
Miscellaneous Revenues	\$ 150,000
Special Revenues Grants	\$ 137,437
Special Revenues Tuition	\$ 40,000
Debt Service Aid –Type II	\$ 76,163
Local Tax Levy-Debt Service Fund	\$ 441,665
Total Revenues	\$ 8,461,940

**BE IT FURTHER RESOLVED**, that the High Bridge Board of Education acknowledges that the 2016-2017 budget as described above results in a General Fund Tax Levy in the amount of \$5,496,251 and Debt Service Tax Levy in the amount of \$441,665.

**BE IT RESOLVED THAT**, various facility improvement needs have been identified and

**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$290,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2016-2017 school year:

- Repair of roof at Middle School \$80,000
- Repaving of Stuby Way at Elementary School \$60,000
- Technology upgrades at Elementary and Middle Schools \$30,000
- Heating/Cooling Controls at Elementary and Middle Schools \$120,000

Total withdrawal of \$290,000

**BE IT FURTHER RESOLVED**, that the tentative budget was advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, THEREFORE, BE IT RESOLVED**, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

**BE IT FURTHER RESOLVED** that the unused taxing authority of \$307,510 (\$2,728 generated from 2014-15, \$261,907 from 2015-16 and \$42,875 from 2016-17) will be banked for potential use in the subsequent three years.

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

**b) FINANCIAL REPORTS**

**Report of the Board Secretary and Treasurer's Report for February 2016 (Attachment #16-F-5.1-1 and 5.1-2)**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of February 2016 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 February 2016 (Attachment #16-F-5.1-3)**

**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 May 2, 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.

May 2, 2016

\_\_\_\_\_  
Heather Goguen  
Business Administrator

\_\_\_\_\_ Motion      \_\_\_\_\_ Second

**Roll Call:**

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

**2. PERSONNEL**

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

- a) **Motion to reappoint** non-tenured certificated staff members for the 2016-2017 school year as listed on **Attachment #16-P-5.1-1.**
- b) **Motion to reappoint** tenured certificated staff members for the 2016-2017 school year as listed on **Attachment #16-P-5.1-2.**
- c) **Motion to appoint** custodial staff, for the 2016-2017 school year as listed on **Attachment #16-P-5.1-3.**
- d) **Motion to reappoint** Support Staff non-association members for the 2016-2017 school year as listed on **Attachment #16-P-5.1-4.**
- e) **Motion to reappoint** Administrative Staff Members for the 2016-2017 school year as listed on **Attachment #16-P-5.1-5.**
- f) **Motion to accept** the resignation of **Ann Marie Fucello** as part-time cafeteria aide, effective April 19, 2016.
- g) **Motion to rescind** the approval to utilize illness days for FMLA absence for the following individuals and instead authorize their use of unpaid leave in accordance with the Family Medical Leave Act:
  - (1) **Helen Meissner**
  - (2) **James Davidson**
  - (3) **Cathy Hoos**
- h) **Motion to approve** a request for medical leave of absence from **Karin Sharkey** beginning May 16, 2016 through June 30, 2016, utilizing illness days.

**Roll Call:**

Michael Estrada

Karyn Gove

Todd Honeycutt, Vice Pres.

Robert Imhoff, President

Stephen Johnson

Alan Schwartz

Cindy Sharkey

**K. PUBLIC COMMENTS**

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**L. EXECUTIVE/CLOSED SESSION**

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

- AUP report (Attachment 16-ES-5.1-1)
- Service Contract
- Student Data – Performance Reports

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**

**N. ADJOURNMENT**