

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, APRIL 26, 2017

### 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 Wednesday, April 26, 2017, 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. BUDGET PRESENTATION

#### 1. PUBLIC HEARING AND 2017-2018 BUDGET PRESENTATION

**Request a motion** to hold a public hearing for the Superintendent and School Business Administrator to present the 2017-2018 proposed budget and answer questions from the public. (**Attachment #17-D-4.1**)

#### Roll Call:

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

#### 2. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:

This period of time provides an opportunity for the public to speak on the Budget Presentation 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.

**3. ACTION ITEMS:**

**a) FINAL BUDGET APPROVAL**

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2017-2018 Final Budget:

General Operating Expense	\$ 7,943,339
Special Revenue	\$ 127,708
Repayment of Debt	\$ 523,430
Total Expenditures:	\$ 8,594,477

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted fund Balance	\$ 50,000
Withdrawal from Capital Reserve	\$ 400,000
Local Tax Levy-General Fund	\$ 5,808,499
New Jersey State Aid	\$ 1,580,424
Miscellaneous Revenues	\$ 104,416
Special Revenues Grants	\$ 127,708
Debt Service Aid –Type II	\$ 76,951
Local Tax Levy-Debt Service Fund	\$ 445,729
Budgeted Fund Balance Debt Service	\$ 750
Total Revenues	\$ 8,594,477

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2017-2018 budget as described above results in a General Fund Tax Levy in the amount of \$5,808,499 and Debt Service Tax Levy in the amount of \$445,729.

BE IT FURTHER RESOLVED, an enrollment adjustment of \$202,323 is included in the General Fund Tax Levy and

BE IT FURTHER 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 \$400,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2017-2018 school year:

Structural Support Beam at Middle School	\$100,000
Technology upgrades at Elementary and Middle Schools	\$25,000
Heating/Cooling Controls at Elementary and Middle Schools	\$275,000

Total withdrawal of \$400,000

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 \$413,049 (\$261,907 generated from 2015-16, \$42,875 from 2016-17, and \$108,267 from 2017-18) 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.

**Roll Call:**

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

**E. PRESENTATION ITEMS:**

1. **GREEN TEAM PRESENTATION** - Committee Members: Gregory Hobaugh, Todd Honeycutt, Sal Gambino, Lynn Hughes, Michelle Gomez, Coleen Conroy, Cindy Sharkey (**Attachment #17-PRES-4-1**)
  
2. **Discussion of District Belief Statement**

**F. ANNUAL SCHOOL ORGANIZATION:**

Based upon the recommendation of the Superintendent motion to approve items 1-21 in one roll call.

**1. PARLIAMENTARY PROCEDURE**

Resolved that the Board of Education accept Robert’s Rules of Order (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

**2. DOCTRINE OF NECESSITY**

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

**3. APPOINTMENT OF BOARD OFFICIALS**

Resolved that the Board of Education approves the following appointments/ reappointments for the 2017-2018 school year:

Board Secretary	Heather Goguen
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton

Gender Equity Officer	Richard Kolton
504 Committee Coordinator	Richard Kolton
Home Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Heather Goguen
Right to Know Officer	Buildings & Grounds Supervisor
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Buildings & Grounds Supervisor
Safety Committee Coordinator	Buildings & Grounds Supervisor
Toxic Hazard Preparedness Officer	Buildings & Grounds Supervisor
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
FSA Provider	Wageworks
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Buildings & Grounds Supervisor
Purchasing Agent	Heather Goguen
Air Quality Designee	Buildings & Grounds Supervisor

Safety & Health Designee	Gregory Hobough
Custodian of Records (OPRA)	Heather Goguen
Chemical Hygiene Officer	Buildings & Grounds Supervisor
Substance Awareness Coordinator	Gregory Hobough
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobough

#### **4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD**

##### **a. POLICY MANUAL**

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

##### **b. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

##### **c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)**

RESOLVED, that the High Bridge Board of Education appoint Heather Goguen, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for the 2017 - 2018 school year, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

**d. CONTRACTS FOR PROFESSIONAL SERVICES**

WHEREAS, during the fiscal year 2017-2018, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids.

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

Audiological Evaluations:	<ol style="list-style-type: none"> <li>1. Hunterdon Medical Center (Speech and Hearing Dept)</li> <li>2. Hackettstown Hospital (Speech and Hearing Dept)</li> </ol>
Central Auditory Processing Evaluation	<ol style="list-style-type: none"> <li>1. Craig I. Barth, M.A., CCC-A, Morristown</li> <li>2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury</li> </ol>
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> <li>1. Mountainside Children’s Specialized Hospital</li> <li>2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ</li> <li>3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ</li> <li>4. ESC Hunterdon County</li> <li>5. Warren County Special Services</li> </ol>
CST Services: Educational Evaluation Psychological Evaluation Speech/Language Eval/Therapy	<ol style="list-style-type: none"> <li>1. Child Development Center, Goryeb Children’s Hospital at Morristown Memorial Hospital, Morristown, NJ</li> <li>2. Morristown Memorial</li> <li>3. ESC Hunterdon Co/Somerset Co</li> <li>4. Invo HealthCare Associates, Inc., Jamison, PA</li> <li>5. Sharon Mathis (Compensatory Services)</li> </ol>
Functional Behavioral and Social Skills Assessments	<ol style="list-style-type: none"> <li>1. Behavior Therapy Associates, PA, Somerset, NJ</li> <li>2. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ</li> <li>3. Douglas Developmental Disabilities Center, New Brunswick, NJ</li> </ol>
Neurological Evaluations	<ol style="list-style-type: none"> <li>1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ</li> <li>2. Morristown Memorial</li> </ol>

Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> <li>1. Janice Pronnicki, MD, Children's Specialized Hospital, Mountainside, NJ</li> <li>2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ</li> <li>3. Developmental Pediatric Associates, Flemington, NJ</li> <li>4. Morristown Memorial</li> </ol>
Deaf/Hearing Impaired	<ol style="list-style-type: none"> <li>1. Lake Drive School, Mountain Lakes, NJ</li> <li>2. BiLingual Child Study Team, Inc.</li> </ol>
Restraint Training	Handle With Care
Bilingual Consultant	<ol style="list-style-type: none"> <li>1. Cross County Clinical &amp; Educational Services</li> <li>2. Supreme Consultants, Rutherford, NJ</li> </ol>
Special Education Consultations/Evaluation	<ol style="list-style-type: none"> <li>1. CP Agency of New Jersey</li> <li>2. The College of New Jersey</li> <li>3. Hunterdon County ESC</li> <li>4. Morris-Union Jointure</li> <li>5. Warren County Special Services</li> <li>6. Somerset County Special Services</li> <li>7. Middlesex County Special Services</li> <li>8. Commission of the Blind</li> <li>9. Christin Hywel, Pittstown, NJ (Sensory Integration)</li> </ol>
Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	<ol style="list-style-type: none"> <li>1. Psychiatric Associates of Hunterdon, Flemington, NJ</li> <li>2. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ</li> </ol>
Neuropsychiatric Evaluations	<ol style="list-style-type: none"> <li>1. Dr. Dale Jacobs, Summit, NJ and Randolph, NJ</li> <li>2. Dr. Kristen Carlo, East Brunswick, NJ</li> </ol>
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ



Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services Snyder Bus Company
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Services	Elliott Lewis
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC	Elliott Lewis
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Mulch Express
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	Kistler & O'Brien
Burglar Alarm Monitoring	Security Service
Kitchen Equipment Maintenance	Hobart
Building Automation Controls Maintenance	Ecotrol





**5. ADOPTION OF K-8 CURRICULUM (Attachment #17-RORG-4-1)**

RESOLVED, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2017-2018 (Attachment #17-RORG-4-2)**

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2017-2018 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

**7. TEXTBOOKS (Attachment #17-RORG-4-3)**

RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**8. 2017-2018 TUITION RATES**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

Regular Education:	
Inclusionary Preschool:	\$15,137
Kindergarten	\$15,137
Grades 1-5	\$16,308
Grades 6-8	\$16,668
Preschool Education:	\$2,200

**9. PETTY CASH**

Motion to authorize maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure Limit
Business Administrator	\$150.00	\$60.00
Superintendent	\$150.00	\$30.00
Elementary School Principal	\$150.00	\$30.00
Middle School Principal	\$150.00	\$30.00

**10. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD**

**RESOLVED THAT** Heather Goguen, Business Administrator/Board Secretary, is appointed as the District's Qualified Purchasing Agent from July 1, 2017 - June 30, 2018 and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

**11. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)**

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2017-2018 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Heather Goguen, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**12. Travel Limitations**

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 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).

**13. BANK ACCOUNT SIGNATURES**

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer or Superintendent’s Executive Secretary (1)
Food Service	President, Board Secretary, Treasurer, or Superintendent’s Executive Secretary (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Superintendent’s Executive Secretary or Elem. Or Middle School Principal (2)

**14. BANK DEPOSITORY**

**BE IT RESOLVED** that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and  
countersigned by the Board Secretary and  
countersigned by the Treasurer of School Funds

**15. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as Heather Goguen, Board Secretary/Business Administrator pursuant to 17:12B-241.

**16. CHART OF ACCOUNTS**

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2017-2018 School Year.

**17. TAX PAYMENT SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2017-2018 school year.

August 2017	\$1,938,810.68
November 2017	\$1,438,472.44
February 2018	\$1,438,472.44
May 2018	\$1,438,472.44

**18. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCEC**

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Middlesex Regional County Educational Services Commission.

**19. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**20. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2017-2018 school year.

- a. Integrated Pest Management (IPM) ES
- b. Integrated Pest Management (IPM) MS
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Indoor Air Quality
- f. School Safety and Security Plan

**21. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2017-2018 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2017-2018 school year as follows:

- Substitute Aide - \$95.00 day
- Substitute Teacher - \$95.00 day
- Substitute Nurse - \$105.00 day
- Substitute Administrator - \$115.00 day

**Roll Call:**

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

**Conclusion of Annual Organization. On to regular business.**

**G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-4-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	3/16/17	16/17 Calendar Adjustment
Sarah Etzold	4/6/17	Notice of retirement
France Boudreau Dion	4/24/17	Letter of resignation



## H. 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.

## I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

### 1. March 15, 2017 Regular Meeting Minutes (**Attachment #17-M-4-1**)

#### **Roll Call:**

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

## J. REPORTS TO THE BOARD

### 1. Board President's Report

#### a. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy

**Cindy Sharkey, Chairperson**, Karyn Gove, Michael Estrada, Members.

- Met April 10, 2017
- Next meeting May 22, 2017 at 5:30pm
- Reviewed 17-18 School Calendar
- Discussed revision to 16-17 School Calendar
- Reviewed Policy Alert 211
- Reviewed Green Policies

- **Educational Resources** – Responsibilities: Finance and Facilities

**Steve Johnson, Chairperson**, Alan Schwartz, Robert Imhoff, Members

- Met April 10, 2017
- Next meeting May 22, 2017 at 7:30 pm
- Reviewed budget presentation
- Discussed results of lead testing
- Discussed retroactive payroll
- Discussed bid openings for summer projects and RFP for OT and PT for 2017-18 school year

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**  
**Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
  - Met April 10, 2017
  - Next meeting May 22, 2017 at 6:30pm
  - Discussed Staffing Plan for 17-18
  - Discussed Tewksbury out-of-district student
  - Discussed Bid for Paraprofessional Services
  - Discussed Washington DC Chaperones
  
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
  - Update

**2. Superintendent’s Report**

**a. INFORMATION ITEMS:**

- 2016-2017 Enrollment

<b>Grade</b>	<b># of Sections</b>	<b>District Enrollment</b>	<b>Choice Enrollment</b>	<b>Out-of-District</b>	<b>Total Enrollment</b>
<b>PS</b>	2	22	-	-	22
<b>K</b>	3	45	-	-	45
<b>1</b>	2	33	-	-	33
<b>2</b>	2	40	-	-	40
<b>3</b>	2	45	-	-	45
<b>4</b>	2	39	-	-	39
<b>Elementary School Total</b>					224
<b>5</b>	2	51	-	-	51
<b>6</b>	2	37	1	1	39
<b>7</b>	2	35	1	-	36
<b>8</b>	2	44	1	-	45
<b>Middle School Total</b>					171
<b>District Total</b>	21	391	3	1	395

- Staff Attendance for March 2017 (**Attachment #17-S-4-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

**3. School Business Administrator’s Report**

**a. General Information Items**

- School Ethics Financial Disclosure Statements
- 2017-2018 Budget next steps
  1. User Friendly Budget will be posted to website along with Budget Presentation

2. A4F (Tax Certification) will be signed by Business Administrator and Municipal Clerk and then distributed to Municipal Clerk, County Board of Taxation, NJ Division of Local Government Services, Executive County Superintendent, and filed with school district.

**b. Vandalism Report**

- There was no vandalism.

4. Superintendent’s Report (Via e-mail)
5. Middle School Principal’s Report (Via e-mail)
6. Elementary School Supervisor’s Report (Via e-mail)

**K. ACTION ITEMS**

**1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**

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

- a. **Motion to approve** an out-of-district placement for student #6392975006 at New Roads School, Somerset, NJ from May 1, 2017 through June 16, 2017 at a cost of \$288.45 per diem.
- b. **Motion to approve** an Extended School Year placement for student #6392975006 at New Roads School, Somerset, NJ from July 5th through August 16th at a cost of \$288.45 per diem for 30 days for a total cost of \$8653.50.
- c. **Motion to approve** an out-of-district placement for student #6392975006 at New Roads School, Somerset, NJ for the 2017-2018 school year at a cost of \$288.45 per diem for a total cost of \$51,921.
- d. **Motion to accept** an out-of-district student into the Middle School Behavioral Disabilities class along with a teacher from Tewksbury School District whose salary will be paid by the sending district, beginning with the Extended School Year 2017 and continuing through the 2017-2018 school year.
- e. **Motion to approve** the following class trips and transportation:

Grade	Location	Transportation - Cost	Cost per pupil	Cost incurred by
2nd	Adventure Aquarium	ESC - \$398.00 for 1 bus	\$23.25	Parents/Guardians
6th	Medieval Times	ESC - \$575.00 for 1 bus	\$57.00	Parents/Guardians
1st	Philadelphia Zoo	Snyder Bus Co - \$500.00 for 1 bus	\$27.00	Parents/Guardians
3rd	Franklin Mineral Museum	ESC - \$330.00 for 1 bus	\$17.00	Parents/Guardians

K	Downtown High Bridge	Walking Trip	\$0	N/A
1st	Union Forge Park	Walking Trip	\$0	N/A
5th-8th	High Note Music Festival / Dorney Park	ESC - \$670.00 for 2 busses	\$49.00	Parents/Guardians
8th gr. Sci. (8-16 selected students)	Kingwood Twp. Middle School - Solar Car Competition	ESC	\$165.00	HB School District

**f. Motion to approve** the following revised and/or new and/or abolished policies and regulations: **(Attachment #17-SA-4-1 [Policies] & 17-SA-4-2 [Regulations])**

- 0000.01 Introduction (M) (Revised)
- P 2320 Independent Study Programs (Abolished)
- P 2415.06 Unsafe School Choice Option (M) (Revised)
- P & R 2460 Special Education (M) (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)
- R 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)
- R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)
- R 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)
- P 2464 Gifted and Talented Students (M) (Revised)
- P 2467 Surrogate Parents and Foster Parents (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P & R 3160 Physical Examination (M) (Revised)
- P & R 4160 Physical Examination (M) (Revised)
- P & R 5116 Education of Homeless Children (Revised)
- P 8350 Records Retention (New)
- GREEN POLICIES (Attachment #17-SA-4-3)**
- P 7461 District Sustainability (New)
- P 8600 Pupil Transportation (Revised)

- g. **Motion to approve** an adjustment to the 2016-2017 calendar closing school on Tuesday, May 30, 2017 to account for one (1) unused snow day, thereby exhausting all unused snow days.
- h. **Motion to approve** the 2017-2018 school calendar as presented. (**Attachment #17-SA-4-4**).

**Roll Call:**

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

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

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

- a) **Motion to accept**, with best wishes, a notice of retirement from **Sarah Etzold** as Special Education Teacher, effective July 1, 2017.
- b) **Motion to accept** the resignation of **Salvatore Gambino** as Facilities Manager effective April 20, 2017.
- c) **Motion to accept** with best wishes, the resignation of **France Boudreau Dion** as Instructional Paraprofessional Library Aide, effective June 16, 2017.
- d) **Motion to approve** a request for a maternity leave of absence for **Melissa Patane-Schulter** beginning on or about August 28, 2017 through November 3, 2017 utilizing 20 illness days and the remainder in accordance with NJ Family Medical Leave.
- e) **Motion to approve Ian Stickel** as long term substitute middle school PE teacher, from May 15, 2017 through June 16, 2017 through Source4Teachers.
- f) **Motion to accept** the resignation of **Robert Meissner** as part-time custodian effective March 31, 2017
- g) **Motion to approve** the emergent hire of **Albert Schwartz** as part-time custodian for 4 hours per day from April 1, 2017 through June 30, 2017 at an annual prorated salary of \$10,000.
- h) **Motion to approve Courtney Shiffman** as mentor to novice teacher **Laura Pellegrino**. Mentor fee of \$550.00 to be paid by novice teacher to the mentor through payroll deduction.
- i) **Motion to approve** amend hourly pay for **Rachel Lazier** for 2 field trips.  
7 hours @\$29.11 per hour totaling \$203.77. Minus (\$95.00) paid on the 12/15/16 payroll. \$108.77 to be paid on the April 28, 2017 payroll.
- j) **Motion to approve** course reimbursement for the following:
  - I. Melissa Betz**
    - Course: Seminar in Instructional Leadership
    - College/University: Centenary University
    - Semester: Summer 2017
    - Credits: 3 Graduate
    - Tuition: \$1305.00

- k) **Motion to approve Brennie Pepino**, College of NJ School Counseling student, to complete 10 hours of field experience at High Bridge School District with Katie Franks and Melissa Patane-Schulter as cooperating counselors.
- l) **Motion to approve Jennifer Austin** to assist with **Elementary School Art Club** on a voluntary basis.
- m) **Motion to approve Matthew Rojas** to assist with Boy's Baseball on a voluntary basis for the 2017 season.
- n) **Motion to revise** the approval of **Gary Mills** as Boy's Baseball coach from \$1,264.00 to \$1,517.00 based on having 5+ years of experience.
- o) **Motion to approve** the following paraprofessionals as non-instructional aides to attend various functions at a rate of \$10.00 per hour:

<b>Staff Member</b>	<b>Event</b>	<b>Hours</b>	<b>Total</b>
Carl Katzenberger	Student Leadership Dance	2.5 hours	\$25.00
Heather Trepiccione	Student Leadership Dance	2.5 hours	\$25.00

- p) Motion to approve the following staff members to attend various functions as listed:

<b>Staff Member</b>	<b>Event</b>	<b>Hours</b>	<b>Total</b>
Katie Franks	Student Leadership Dance		\$72.53
Courtney Shiffman	Student Leadership Dance		\$72.53
Carla LaTorre	Student Leadership Dance		\$72.53
Coleen Conroy	Student Leadership Dance		\$72.53
Lisa Kerr	Kindergarten Orientation	2 hours @ \$29.11 per hour	\$58.22
Sherry Kerr	Kindergarten Orientation	2 hours @ \$29.11 per hour	\$58.22
Melissa Patane- Schulter	Kindergarten Orientation	2 hours @ \$29.11 per hour	\$58.22
Courtney Shiffman	High Note Music Festival	3 hours @ \$29.11	\$87.33
Jeff Thompson	High Note Music Festival	3 hours @ \$29.11	\$87.33
Nicole Locorotondo	High Note Music Festival	3 hours @ \$29.11	\$87.33
Judy LaGreca	High Note Music Festival	3 hours @ \$29.11	\$87.33

Melissa Patane-Schulter	ES Spring Concert		\$72.53
Lynn Hughes	ES Spring Concert		\$72.53
Rosemarie Royer	ES Spring Concert		\$72.53
Carla LaTorre	MS Spring Concert		\$72.53
Michele Gomez	Camp Bernie	overnight	\$95.00
Heidi Miller	Camp Bernie	overnight	\$95.00
Judy LaGreca	Camp Bernie	overnight	\$95.00
Carla LaTorre	Camp Bernie	overnight	\$95.00
Rich Kolton	Camp Bernie	overnight	\$115.00
Coleen Conroy	Washington, DC	overnight (3)	\$285.00
Carla LaTorre	Washington, DC	overnight (3)	\$285.00
Megan Roth	Washington, DC	overnight (3)	\$285.00
Jemma Schraeder Buccine	Washington, DC	overnight (3)	\$285.00
Carl Katzenberger	Washington, DC	overnight (3)	\$285.00
Christine Celfo	Washington, DC	overnight (3)	\$285.00
Katy Morello	Washington, DC	overnight (3) + days (3) Total	\$315.00 \$315.00 \$630.00
Rich Kolton	Washington, DC	overnight (3)	\$345.00
Greg Hobaugh	Washington, DC	overnight (3)	\$345.00

- q) **Motion to reappoint** tenured certificated staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-1.
- r) **Motion to reappoint** the certificated staff members earning tenure during the 2017-2018 school year as listed on Attachment #17-HR-4-2.
- s) **Motion to reappoint** non-tenured certificated staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-3.
- t) **Motion to appoint** custodial staff, for the 2017-2018 school year as listed on Attachment #17-HR-4-4.
- u) **Motion to appoint** cafeteria aides for the 2017-2018 school year as listed on Attachment #17-HR-4-5.
- v) **Motion to reappoint** support staff non-association members for the 2017-2018 school year as listed on Attachment #17-HR-4-6.
- w) **Motion to reappoint** support staff association members for the 2017-2018 school year as listed on Attachment #17-HR-4-7.

- x) **Motion to reappoint** administrative staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-8.
- y) **Motion to appoint** Treasurer of School Monies as listed on attachment #17-HR-4-9.
- z) **Motion to approve** the employment of summer custodial staff from June 19, 2017 through August 31, 2017.

Name	Hours	Rate
Matthew Krisanits	8 hrs/day x 4 days/wk	\$11.00
Alison Marcelliano	8 hrs/day x 4 days/wk	\$11.00
Justin Mure	8 hrs/day x 4 days/wk	\$11.00

**Roll Call:**

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

**3. EDUCATIONAL RESOURCES – Finance and Facilities**

a) **PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #17-F-4-1)**

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

Check Register:	March 23, 2017 to April 26, 2017	\$220,421.06
Payroll	March 31, 2017	\$242,781.50
Payroll	April 12, 2017	<u>\$246,832.66</u>
	<b>Total</b>	<b>\$710,035.22</b>

**FINANCIAL REPORTS (Attachment #17-F-4-2, 17-F-4-3)**

**Report of the Board Secretary and Treasurer’s Report for March 2017**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of March 2017 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 March 2017 (Attachment #17-F-4-4)**

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



**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the month end March 2017, 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.

April 26, 2017

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

**b) USE OF FACILITIES**

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

None at this time

**c) TRAVEL EXPENDITURE APPROVAL**

**Motion to approve** workshop and related travel expenses listed below as recommended by the Superintendent, in consultation with the School Business Administrator/Board Secretary.

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Heidi Miller	Play Unified Presentation	4/3/17	n/a	n/a		n/a
Heidi Miller	Handle with Care	5/26/17	\$450.00	\$17.17		\$522.57
Marissa Monaco	Handle with Care	5/26/17	\$450.00	\$21.08		\$471.08
Denise Cathro	Warren Co. Speech Assoc. Seminar	5/22/17	\$90.00	n/a		\$90.00
Cathy Hoos	Wilson Training	5/16 - 5/18/17	\$450.00	\$27.71		\$477.71
Kelly Grube	Wilson Training	5/16 - 5/18/17	\$450.00			
Gregory Hobaugh	Strauss Esmay	6/2/17		\$45.00	\$6.50 (tolls)	\$51.50

**d) Motion to certify** that Capital Outlay project for roof replacement from October 8, 2012 is completed and remaining funds of \$1,248 will be transferred back to the General Operating account.

e) **Motion to approve** contract with US Games in the amount of \$119.00. US Games is a website activity scheduler for athletic games and directions to schools.

**Roll Call:**

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

**L. NEW BUSINESS**

**M. 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.

**N. EXECUTIVE/CLOSED SESSION**

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

- March 15, 2017 Executive Session Minutes (**Attachment #17-ES-4-1**)
- Personnel
- 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.

**O. RECONVENE PUBLIC SESSION**

**P. ACTION ITEMS**

- **Motion to approve** the March 15, 2017 Executive Session Minutes.

**Roll Call:**

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

**Q. ADJOURNMENT**