

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, JUNE 28, 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 newspaper: Hunterdon County Democrat, this regular meeting will convene at 7:00 pm on Wednesday, June 28, 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
Robert Imhoff, President	Cindy Sharkey, Vice Pres.

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

D. PRESENTATION AND RECOGNITION ITEMS

1. Anthony Gianforcaro, architect, will update the board regarding summer capital projects.

E. BOARD CANDIDATE INTERVIEWS

The board will interview potential candidates for the vacant board seat.

EXECUTIVE/CLOSED SESSION

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

- Board Candidate Deliberations
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.

RECONVENE PUBLIC SESSION

- 1. Request a motion**, upon recommendation of the Superintendent, that the Board of Education approves and appoints _____ as Board of Education member from June 28, 2017 up until the Reorganization Meeting in January of 2018.

Roll Call:

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

OATH OF OFFICE

- 1. Business Administrator** administers the oath of office to newly appointed Board Member

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-6-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Erin Delgado	6/14/17	Letter of interest in open Board seat
Terrie Sostorecz	6/16/17	Letter of interest in open Board seat
Gregory Hobough	6/19/17	Carry over vacation days
Rich Kolton	6/9/17	Carry over vacation days
Emma Alparone	6/12/17	Carry over vacation days
Lisa Fallon	6/12/17	Carry over vacation days
Helen Meissner	6/19/17	Carry over vacation days
Brande Grieder	6/20/17	Carry over vacation days
Heather Goguen	6/20/17	Carry over vacation days

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. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

- May 31, 2017 Regular Meeting Minutes (**Attachment #17-M-6-1**)

Roll Call:

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

I. REPORTS TO THE BOARD

1. Board President’s Report

- a. July BOE meeting
- b. Board Committees and Chairperson
 - **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
Cindy Sharkey, Chairperson, Karyn Gove, Michael Estrada, Members.
 - Met June 19, 2017
 - Next meeting TBD
 - Reviewed Policy Alert 212
 - Reviewed Policy #5331 Anaphylaxis to Food and Other Substances - Sent to Strauss Esmay
 - Reviewed and discussed QSAC Scores
 - Discussed Trimester Schedule
 - **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members
 - Did not meet in June
 - **Human Resources** – Responsibilities: Personnel, Management and Community Relations
Vacant, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met June 19, 2017
 - Next meeting TBD
 - Discussed recommended candidate for 1st grade teacher
 - Discussed recommended candidate for BSI/Coding position
 - Discussed recommended candidate for Guidance Counselor leave position
 - Discussed title change for administrative positions
 - Reviewed co-curricular appointments
 - Discussed carry over vacation days for administrative staff
 - Discussed summer staff professional development plan
 - **Negotiations** – **Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff, Members
 - Update

2. Superintendent’s Report

a. **INFORMATION ITEMS:**

- 2016-2017 End-of-Year Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	22	-		-	22
K	3	44	-		-	44
1	2	33	-		-	33

2	2	40	-		-	40
3	2	45	-		-	45
4	2	39	-		-	39
Elementary School Total						223
5	2	51	-		-	51
6	2	36	1	2	1	40
7	2	35	1		-	36
8	2	44	1		-	45
Middle School Total						172
District Total	21	390	3	2	1	395

- 2017-2018 Projected Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-		-	20
K	2	33	-		-	33
1	2	43	-		-	43
2	2	34	-		-	34
3	2	40	1		-	41
4	2	46	-		-	46
Elementary School Total						217
5	2	39	-		-	39
6	2	52	-		-	52
7	2	36	1	1	1	39
8	2	35	1		-	36
Middle School Total						166
District Total	21	390	3	1	1	383

- Staff Attendance for June 2017 (**Attachment #17-S-6-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

3. School Business Administrator's Report

a. General Information Items

- Elementary School and Middle School Faculty Rooms have had carpet replaced with tile and have been repainted.
- NJSBA Convention October 23-26, 2017

b. Vandalism Report

- There was no vandalism.

c. Monthly Facilities Report (**Attachment #17-BA-6-1**)

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)**

J. 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 accept** Student ID#8992351612 an Asbury resident student as Choice Student in 3rd grade for the 2017-2018 school year.
- b. **Motion to approve** a trimester schedule for High Bridge Elementary and Middle Schools for the 2017-2018 academic school year. **(Attachment #17-SA-6-1)**
- c. **Motion to approve** the following revised and/or new policies and regulations: **(Attachment #17-SA-6-2 [Policies] & 17-SA-6-3 [Regulations])**

P & R 1240	Evaluation of Superintendent (M) (Revised)
P 1511	Board of Education Website Accessibility (New)
P & R 3126	District Mentoring Program (Revised)
P & R 3221	Evaluation of Teachers (M) (Revised)
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
P & R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
P & R 3240	Professional Development for Teachers and School Leaders (M) (Revised)
P & R 5610	Suspension (M) (Revised)
P 5620	Expulsion (M) (Revised)
P & R 7424	Bed Bugs (New)
P 7461	District Sustainability Policy (New)
P 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)
P 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M) (Revised)
- d. **Motion to accept** the final report on QSAC results from the Hunterdon County Office of Education **(Attachment #17-SA-6-4.1 through 17-SA-6-4.3)**.
- e. **Motion to approve** submission of the 3-year ESL Plan for 2017-2020. **(Attachment #17-SA-6-5)**

Roll Call:

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

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 approve Tricia Morris** as full-time 1st grade teacher from August 25, 2017 through June 30, 2018 at a level MA, Step 10 salary of \$67,035. (Attachment #17-HR-6-1)
- b. **Motion to approve Carla Nowell** as full-time BSI/Coding teacher from August 25, 2017 through June 30, 2018 at a level BA+15 step 16 salary of \$78,805. (Attachment #17-HR-6-2)
- c. **Motion to approve Julie Strohmaier** as full-time leave replacement Guidance Counselor at Elementary School from August 25, 2017 through November 22, 2017 at a level BA step 1 per diem rate of \$273.05. (Attachment #17-HR-6-3)
- d. **Motion to amend** the salary/step for the 2017-2018 school year for those listed on attached. (Attachment #17-HR-6-4)
- e. **Motion to accept** the resignation of **Cathy Hoos** as part-time Special Education teacher, effective August 23, 2017.
- f. **Motion to approve** course reimbursement for the following:
 - I. Carla Nowell**
 - Course: Principles and Practices of Supervision
 - College/University: Centenary University
 - Semester: Fall 2017
 - Credits: 3 Graduate
 - Tuition: \$1,326.00

g. **Motion to rescind** the following Extended School Year personnel approval:

NAME	POSITION	SALARY
Mylene Mariano	1:1 Aide, Bill to Morris Cty.	\$35/day for 22 days (\$770) (3.5 hrs/day)

h. **Motion to approve** the following personnel and salary for the 2017 Special Education Extended Summer Program:

NAME	POSITION	SALARY
Mylene Mariano	1:1 Aide	\$35/day for 22 days (\$770) (3.5 hrs/day)
ESY SUBSTITUTES:		
Lauren Richardson	Teacher/Aide	Aide - \$10/hour Teacher - \$70/day
Cathy Hoos	Teacher	Teacher - \$70/day
Rebecca Schindler	Paraprofessional Aide	Aide - \$10/hour

i. **Motion to approve** the employment of **Jessica Bryan** as summer custodian from June 29, 2017 through August 31, 2017, 8 hrs/day x 4 days/wk. at an hourly rate of \$11.00, pending criminal history clearance.

j. **Motion to approve** the following substitute summer custodians:

Name	Rate
Heather Trepiccione	\$11.00/hour
Julie Strohmaier	\$11.00/hour

k. **Motion to approve** the Superintendent to appoint staff during the months of July and August, 2017, subject to ratification by the Board of Education at its regular meeting in August, 2017.

l. **Motion to approve** the co-curricular and athletic advisors and compensation for the 2017-2018 school year as follows:

Activity	Staff Member	Grade(s)	Hours	Compensation
Co-Ed Cross Country	Diane Alexanderson	5-8	-	\$1,517.00
Girls' Volleyball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Basketball	Lisa Kerr	5-8	-	\$2,183.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Cheerleading	Nicole Locorotondo	5-8	-	\$1,264.00
Yearbook - MS	Brenda Krushinski Rachel Lazier	5-8	50 hours total	\$1,455.50 total
Yearbook - ES	Christi Roling	PS-4	28	\$ 815.08
Environmental Club Spring	Lynn Hughes Spencer Fader	4	22 hours total	\$ 640.42 total
Environmental Club Fall	Lynn Hughes Spencer Fader	4	22 hours total	\$ 640.42 total
Young Authors' Club	Lynn Hughes Spencer Fader	4	36 hours total	\$1,047.96 total
Jazz Band - MS	Jeff Thompson	5-8	30	\$ 873.30
Elem. Sch. Band	Jeff Thompson	4	10	\$ 291.10
Show Choir - MS	Courtney Shiffman	5-8	30	\$ 873.30

Elem. Sch. Chorus	Courtney Shiffman	4	10	\$ 291.10
Student Leadership	Courtney Shiffman Katie Franks Megan Roth	5-8	-	\$3,561.00 total
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Homework Club - MS Gen.Ed.	Jemma Buccine	5-8	20	\$ 582.20
Homework Assistance - MS Spec. Ed.	Megan Roth	5-8	20	\$ 582.20
HBMS TV Production	Jeff Thompson TBD	8	120 total	\$3,493.20 total
Drama Club	Courtney Shiffman Jeff Thompson	5-8	75 hours total	\$2,183.25 total
Literary Magazine	Christine Celfo	5-8	20	\$ 582.20

m. **Motion to approve Christina Suydam**, Rowan University nursing student, to complete her Practicum in School Nursing at High Bridge Middle School, from August 29, 2017 through December 4, 2017 and her Internship in Health Teaching from January 2, 2018 through April 9, 2018, with Lynn Gresko serving as the cooperating teacher/Certified School Nurse.

n. **Motion to approve** a change of job title and corresponding job description for the following positions: (**Attachment #17-HR-6-5 & 6-6**)

Old Title	New Title
Supervisor of Special Services	Director of Special Services
Supervisor of Elementary Education	Assistant Principal

o. **Motion to approve** carry over vacation days for administrative staff as follows:

Staff Member	Carry over days
Gregory Hobough	10
Helen Meissner	10
Heather Goguen	4.5
Brande Grieder	4
Rich Kolton	5

Emma Alparone	5
Lisa Fallon	5

- p. **Motion to approve** the following summer workshops and compensation pending receipt of associated funding. Staff will be notified when they may begin working.

<u>Project</u>	<u>Teachers</u>	<u>Total Hours</u>	<u>Total Cost</u>
Title IIA Funded			
Robotics Training	Steve Kovacs, Melissa Betz	70	\$2037.70
Next Generation Science (K-5) Curriculum Writing	Sherry Kerr, Lauren Richardson, Spencer Fader, Lynn Hughes <i>Emma Alparone (No Additional Charge)</i>	60	\$1746.60
Library Collection Management	Lucille Arnold, Kelly Grube	70	\$2037.70
Guidance Curriculum Update	Katie Franks	70	\$2037.70
Art Inventory and Curriculum Planning	Laura Pellegrino	12	\$349.32
MS Handbook/Code of Conduct	Melissa Betz, Katie Franks, Coleen Conroy, Judy LaGreca, Nicole Locorotondo, Rachel Lazier, Lynn Gresko, Jerry Tolomeo, Megan Roth, Courtney Shiffman, <i>Rich Kolton (No Additional Charge)</i>	60	\$2037.70
Enrichment for All/Technology Education	Jemma Buccine	30	\$837.30
Title IA Funded			
Study Skills Intervention Program	Christina Celfo, Nicole Locorotondo	60	\$1746.60
Foundations Bootcamp	Lauren Richardson, Tricia Morris, Kim Ziegler	60	\$1746.60
Sight Words Intervention Program	Sherry Kerr, Lauren Richardson, Lisa Kerr	60	\$1746.60

q. Motion to approve the employment of **Kathy Barth** to complete summer office work not to exceed 25 hours at an hourly rate of \$11.04.

Roll Call:

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

3. EDUCATIONAL RESOURCES – Finance and Facilities

a) PAYMENT OF BILLS*

Audit of Invoices (Attachment #17-ER-6-1)

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

Check Register:	June 1, 2017 to June 28, 2017	\$211,478.77
Payroll	June 15, 2017	\$243,747.07
Payroll	June 16, 2017	<u>\$210,132.57</u>
	Total	\$665,358.41

b) FINANCIAL REPORTS (Attachment #17-ER-6-2 & #17-ER-6-3)

Report of the Board Secretary and Treasurer’s Report for June 2017

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of June 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 June 2017 (Attachment #17-ER-6-4)

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 May 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.

June 28, 2017

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
High Bridge Borough	7/10/17	7/21/17	8:00 am to 1:00 pm	ES Outside
Girl Scout Troop #80060	9/8/17	6/8/18	Friday's 6:30pm to 8:30 pm	ES Classroom

d) BOILER REPLACEMENT PROJECT

Bid Responses were opened on Thursday, April 13, 2017 at 11:00 AM at the Business Office in the Elementary School. Heather Goguen and Anthony Gianforcaro were present.

The following are the results:

	Estock	Dumont	Iron Mountain
Base Bid	\$268,239	\$379,960	\$346,945

	Elliott-Lewis	MPA	Liberty Mechanical
Base Bid	\$383,700	\$268,000	\$315,780

Motion to reject all bids.

e) TRANSPORTATION

Motion to approve the following Bus Route for the 2016-2017 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	NP 17098	N/A (2 nonpublic students)	\$1198.48	11/14/16-6/30/17

f) TRANSPORTATION

Motion to approve the following Bus Routes for the 2017-2018 Extended School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1722S	8398827834	\$2,860	7/5/17-8/10/17
HCESC	1707S	6392975006	\$1,110	7/5/17-8/15/17

g) TRANSFERS TO UNEMPLOYMENT, MAINTENANCE RESERVE AND CAPITAL RESERVE

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$25,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an unemployment fund and an amount of \$50,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an amount not to exceed \$200,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$275,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

h) YEAR END CLOSING

Motion to authorize the Business Administrator, as claims auditor, to review and make payment on bills incurred during July 2017. Bill List to be ratified at the next scheduled meeting of the Board.

i) BEFORE & AFTER CARE PROGRAMS

Motion to approve Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2017-2018 school year in accordance with the Use and Occupancy Agreement as presented. (Attachment #17-ER-6-5)

j) GRANT SUBMISSION

1. **Motion to approve** submission of a grant in the amount of \$5,000 through Lockheed Martin for middle school G/T Enrichment For All program.
2. **Motion to approve** submission of application to participate in The Unified Play Grant sponsored by Special Olympics. (Attachment #17-ER-6-6)

k) **NCLB GRANT 2016-17**

Motion to approve the following amendment for the 2016-2017 NCLB (No Child Left Behind). The following transfers of funds between accounts are being made for purchase of supplies for BSI program:

Title IIA	200-500 to 200-100	\$611.00
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l) **IDEA GRANT 2017-18**

Motion to accept and approve the IDEA Basic and Preschool Grant application for the 2017-2018 School Year in the following amounts:

- Basic \$95,752.00 - Itinerant services, OT, PT services and therapeutic intervention.
- Preschool \$4,048.00 - Preschool Itinerant services, OT, PT services and therapeutic intervention

Roll Call:

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

K. NEW BUSINESS

L. 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.

M. EXECUTIVE/CLOSED SESSION

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

- May 31, 2017 Executive Session Minutes (Attachment #17-ES-6-1)
- Personnel
- Superintendent’s Contract (Attachment #17-ES-6-2)
- Superintendent’s Merit Goals (Attachment #17-ES-6-3)

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.

N. RECONVENE PUBLIC SESSION

O. ACTION ITEMS

1. **Motion to approve** the May 31, 2017 Executive Session Minutes.
2. **Motion to approve payment to Dr. Gregory Hobaugh**, Superintendent, for achievement of the following merit based goals for the 2016-2017 school year as submitted to the Hunterdon County Executive Superintendent:

Merit Goal	Percentage	Amount	Achieved Yes/No
Qualitative Goal #1 Improve staff morale by fostering volunteerism and providing more opportunities for collegiality.	2.50%	\$3,263	
Qualitative Goal #2 – Recommend NJDOE approved teacher evaluation instrument to increase certified staff effectiveness in the classroom.	2.50%	\$3,263	
Quantitative Goal #1 – Initiate the process of earning the Bronze certification from Sustainable Jersey for Schools Program within three interrelated components acquiring 75 total points toward Bronze certification.	3.33%	\$4,346	
Quantitative Goal #2 - Improve student achievement at the district level by increased teacher accountability through district assessment tools and other formats leading five percent of certified staff to highly effective rating.	3.33%	\$4,346	

Roll Call:

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

P. ADJOURNMENT