

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, OCTOBER 17, 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, October 17, 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. PRESENTATION AND RECOGNITION ITEMS

None at this time.

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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None at this time

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 MEETINGS1. September 19, 2016 Regular Meeting Minutes (**Attachment #17-M-10-1**)**Roll Call:**

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

H. REPORTS TO THE BOARD1. **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 Oct. 3, 2016
- Nicole Cahill, RN, will address the Board re: Policy #8454 Management of Pediculosis
- Discussed Technology Plan vision
- Discussed 2017-2018 School Calendar
- Updated Organizational Chart - Policy #1110
- Next meeting 11/7/16 at 5:30 pm

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

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

- Met October 3, 2016 and discussed the following:
 - Mr. Gianforcaro attended and updated the board on facility walkthrough.
 - Budget Calendar (1st draft is being approved tonight).
 - Collections - A company has been contacted to follow up on outstanding invoices.
 - Procedures and Restructuring of Business Office.
- Next meeting 11/7/16 at 7:30 pm

- **Human Resources** – Responsibilities: Personnel, Management and Community Relations

Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members

- Met October 3, 2016
- Discussed substitute and para shortages
- Set next Community Night for 1/31/17 at 7:00pm
- Discussed preliminary staffing needs for 17-18
- Discussed plan to review Mission Statement and strategic plan
- Next meeting 11/7/16 at 6:30 pm

- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - Met to review teacher’s salary guide
 - Next meeting TBD

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
PS	2	21	-	-	21
K	3	45	-	-	45
1	2	32	-	-	32
2	2	40	-	-	40
3	2	42	-	-	42
4	2	39	-	-	39
Elementary School Total					219
5	2	51	-	-	51
6	2	37	1	1	39
7	2	36	1	-	37
8	2	44	1	-	45
Middle School Total					172
District Total	21	387	3	1	391

- Staff Attendance for October 2016 (**Attachment #17-S-10-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incident
- Superintendent Update

b. ACTION ITEMS:

- None at this time.

3. School Business Administrator’s Report

a. General Information Items

- Update on Budget Process for 2017-18

b. Monthly Facilities Report (**Attachment #17-BA-10-1**)

c. 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** Home Instruction for student ID#3617561481 with Educational Services provided by Brookfield Educational Services for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 6-8 weeks.
- b. **Motion to approve** Home Instruction for student ID#9609382499 with Educational Services provided by Brookfield Educational Services for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 1 week.
- c. **Motion to approve** Home Instruction for student ID#9609382499 with Educational Services provided by Silvergate Prep, Bridgewater, NJ, for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 4-6 weeks.
- d. **Motion to approve** the following class trips and transportation:

Grade	Location	Transportation Provider/Cost	Per Pupil Cost	Cost incurred by
K	West Portal Pumpkin Patch	HCESC \$275.00	\$16.25	Parent/Guardian
7th	Statue of Liberty/Ellis Island	First Student \$500.48	\$22.00	Parent/Guardian
5th	YMCA Camp Bernie	HCESC \$220.00	\$105.00	Parent/Guardian

- e. **Motion to approve** the following revised policies and/or regulations:

Policy #1110 - Organization Chart (Attachment #17-SA-10-1)

- f. **Motion to abolish** the following policy:

Policy #8454 - Management of Pediculosis (Attachment #17-SA-10-2)

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 approve** the resignation of **Naemah Sainte-Rose** as part-time paraprofessional aide, effective September 30, 2016.
- b) **Motion to approve** the resignation of **Soma Das** as part-time paraprofessional aide, effective September 30, 2016.
- c) **Motion to approve** the resignation of **Dorothy Davidson** as part-time paraprofessional aide, effective October 17, 2016.
- d) **Motion to approve** the employment of **Donna Kugelman** as part-time paraprofessional aide from October 18, 2016 through June 30, 2017 for an annual salary of \$7,280.00 prorated.
- e) **Motion to approve** the employment of **John Mark Bungler-Spiecha** as part-time paraprofessional aide from November 7, 2016 through June 30, 2017 for an annual salary of \$7,280.00 prorated.
- f) **Motion to approve Nicole Locorotondo** for participation in CPR training on 9/13/16 to be paid \$40.00 for a ½ day session.
- g) **Motion to approve Mary Raefski** for 6.25 hours of Safe School Training (\$62.50 total) and 3 hours for inservice day on 8/25/16 (\$30.00 total) at a rate of \$10.00 per hour.
- h) **Motion to approve Dorothy Davidson** for 6.25 hours of Safe School Training at a rate of \$10.00 per hour. (\$62.50 Total)
- i) **Motion to approve Christopher Muller** for Inservice Days (8/25/16, 8/30/16 and 8/31/16) at a rate of \$29.11 per hour for a total of \$526.31
- j) **Motion to approve** the following to serve as Home Instructor for the 2016-2017 school year on an as needed basis to be paid at the hourly rate of \$35.42 in accordance with the negotiated agreement between the HBBOE and HBTA.

Staff Member	Marking Periods Available	Grade Level(s)
Nicole Locorotondo	MP1, MP2, MP3, MP4	5-8

- k) **Motion to approve** payment to the following part-time teachers for additional hours to attend fall parent-teacher conferences:

Staff Member	Hours	Rate	Total
Brenda Krushinski	4.5	\$29.11	\$131.00
Rachel Lazier	4.5	\$29.11	\$131.00
Cathy Hoos	4.5	\$29.11	\$131.00
Tricia Morris	4.5	\$29.11	\$131.00
Kim Ziegler	4.5	\$29.11	\$131.00
Christopher Muller	4.5	\$29.11	\$131.00
Thea Anaston	4.5	\$29.11	\$131.00
Jackie Carruthers	4.5	\$29.11	\$131.00
Denise Cathro	4.5	\$29.11	\$131.00
Emily Martin	4.5	\$29.11	\$131.00

- l) Motion to approve** course reimbursement for the following:
- i. Maria Monaco**
 - Course: Basic Applied Behavior Analysis for Students with Autism
 - College/University: Kean University
 - Semester: Fall 2016
 - Credits: 3 Graduate
 - Tuition: \$1,920.00
 - ii. Maria Monaco**
 - Course: Problems & Issues in Special Education Research
 - College/University: Kean University
 - Semester: Fall 2016
 - Credits: 3 Graduate
 - Tuition: \$1,920.00
 - iii. Jeremy Schilling**
 - Course: Structural and Mechanical Systems (Certified Educational Facilities Manager Program)
 - College/University: Rutgers University
 - Semester: Fall 2016
 - Tuition: \$480.00
- m) Motion to approve** the following **revised** merit based goals for **Dr. Gregory Hobaugh**, Superintendent, for the 2016-2017 school year as submitted to the Hunterdon County Executive Superintendent:
1. Qualitative Goal #1 – Improve staff morale by fostering volunteerism and providing more opportunities for collegiality. Amount: \$3,199 (**Attachment #17-HR-10-1**)
 2. Qualitative Goal #2 – Recommend NJDOE approved teacher evaluation instrument to increase certified staff effectiveness in the classroom. Amount: \$3,199 (**Attachment #17-HR-10-2**)
 3. 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. Amount: \$4,261 (**Attachment #17-HR-10-3**)
 4. 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. Amount: \$4,261 (**Attachment #17-HR-10-4**)
- n) Motion to approve** the employment of **Cecil Spencer Fader** as Elementary School Teacher from October 21, 2016 through June 30, 2017 at a level BA Step 1 for an annual salary of \$50,505.00 prorated.
- o) Motion to approve** the 2016-2017 District Mentoring Plan (**Attachment #17-HR-10-5**)

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-10-1)

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

Check Register:	Sept 20 to Oct 17, 2016	\$ 69,302.88
Payroll	Sept 30, 2016	<u>\$232,795.72</u>
	Total	\$302,098.60

b) FINANCIAL REPORTS (Attachment #17-F-10-2, 10-3, 10-4, 10-5)

Report of the Board Secretary and Treasurer’s Report for August and September 2016

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of August and September 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 August and September 2016 (Attachment #17-F-10-6 & 10-7)

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 August and September 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.

October 17, 2016

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Fee	Start Date	End Date	Day / Times	Location
High Bridge Events Committee	na	10/29/16	10/29/16	Saturday 2:30 to 5:30 pm	MS - Gym
Cub Scout Den 3	na	9/28/16	6/7/17	Wednesdays 6:45 to 8:30 pm	ES - Classroom
Cub Scout Pack 149 - Den #6	na	9/21/16	5/16/17	Wednesdays 6:30 to 7:30 pm	ES - Classroom
Yoga for Staff - Jennifer Wurst instructor	\$5.00 payable by staff	10/24/16	6/30/17	2x per month on Mondays	ES Library
Girl Scout Troop #80315	na	10/17/16	5/22/16	Monday 3:30 to 5:00 pm	MS Classroom

d) 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
Robert Imhoff	NJSBA Convention	10/25,10/26,10/27/2016	\$275.00	\$85.56	\$15.00 prkng \$10.50 tolls \$81.00 Meals \$184.00 Hotel	\$651.06
Cindy Sharkey	NJSBA Convention	10/25,10/26,10/27/2016	\$275.00	\$85.56	\$15.00 prkng \$10.50 tolls \$81.00 Meals \$184.00 Hotel	\$651.06
Melissa Patane-Schulter	HCSCA Fall Workshop	10/28/16	\$20.00	\$0.00	\$0.00	\$20.00
Christopher Muller	Art Educator's of NJ Convention	10/9/16 - 10/10/16	\$185.00	\$123.13	\$0.00	\$308.13
Christina Celfo	49th Annual Conf. on Reading & Writing	10/28/16	\$180.00	\$19.84	\$18.00 prkng	\$217.84
Steve Kovacs	Junior Solar Sprints @ Round Valley School	10/19/16	\$0.00	\$0.00	\$0.00	\$0.00
Jemma Buccine	Junior Solar Sprints @ Round Valley School	10/19/16	\$0.00	\$0.00	\$0.00	\$0.00

- e) **APPROVE first draft of the 2017-18 Budget Calendar (Attachment #17-F-10-8)**
Motion to approve the first draft of the 2017-18 Budget Calendar.

- f) **APPROVE 403b and 457b Providers for the 2016-17 School Year**
Motion to approve the following employee paid tax sheltered annuity plans:
 - 1. **AXA Equitable**
 - 2. **Lincoln National**
 - 3. **Siracusa**
 - 4. **Security Benefit**

- g) **Approve Submission of Comprehensive Maintenance Plan and M1 2016-2018 (Attachment #17-F-10-9)**

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with Department of Education requirements.

h) Participation in the Sustainable Jersey for Schools Certification Program

Whereas—The High Bridge Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The High Bridge Board of Education and District Superintendent seek 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—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

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.

Whereas—The High Bridge Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas—The High Bridge Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the High Bridge Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

We hereby appoint Gregory Hobaugh, Ed.D. to be the district’s liaison to Sustainable Jersey for Schools.

We do hereby recognize High Bridge Elementary and High Bridge Middle Public School(s) as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions. We agree to complete district actions and to support the district’s schools in completing their actions.

Signature of Board Secretary

Date

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:

- Personnel
- September 19, 2016 Executive Session Minutes (**Attachment #17-ES-10-1**)

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

Roll Call:

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

Q. ADJOURNMENT