

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MARCH 14, 2016**

Minutes

A.,B.,& C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL
Being duly posted and advertised in accordance with the Open Public Meetings Act, the Work Session meeting was called to order at 6:02 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada (arrived 6:05 p.m.), Karyn Gove, Todd Honeycutt (left 9:25 p.m.), Vice-President, Stephen Johnson (arrived 6:04 p.m.), Alan Schwartz, Cindy Sharkey, and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Heather Goguen, Business Administrator/Board Secretary.

D. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Todd Honeycutt requested a motion to approve the following resolution to enter into Executive Session at 6:03 p.m.; Alan Schwartz seconded the motion.

Roll Call:

Michael Estrada – Absent	Stephen Johnson –Absent
Karyn Gove-Aye	Alan Schwartz-Aye
Todd Honeycutt, Vice Pres - Aye	Cindy Sharkey - Aye
Robert Imhoff – Pres-Aye	

5 Ayes – 2 Absent – Motion Passes

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist

- NJSBA Board training

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.

E. RECONVENE PUBLIC SESSION

Todd Honeycutt motioned to exit executive session and return to public session at 7:00 p.m. Michael Estrada seconded the motion. Unanimously carried.

F. RECOGNITION ITEMS

1. Based upon the recommendation of Karyn Gove, seconded by Todd Honeycutt, in consultation with the Superintendent, approve to award certificates of achievement to

members of the 2016 Boys' North Hunterdon-Voorhees Elementary District Division-B Championship Basketball Team.

Voice Vote: 7 Ayes, 0 Abstentions, 0 Nays – Motion Passes

- 2. Chief Bartman and Officer Schipps presented to the board an overview of the new drug program called LEAD, which helps to prevent drug and alcohol use. Officer Schipps will work with 5th graders in the 2016-17 year in addition to continuing his work as the School Resource Officer.

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-3.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
L. Piell	3/1/16	LOA Request

H. PUBLIC COMMENTS - None

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. Based upon the recommendation of the School Business Administrator, Todd Honeycutt made a motion, seconded by Michael Estrada to approve the following minutes:

- February 8, 2016 Regular Meeting Minutes (**Attachment #16-M-3.1**)
Michael Estrada motioned to amend the minutes to reflect a change by Alan Schwartz's vote of "no" for only the Medieval Times trip. The motion was seconded by Alan Schwartz.

Roll Call:

Michael Estrada – Aye	Stephen Johnson –Aye
Karyn Gove-Aye	Alan Schwartz-Aye
Todd Honeycutt, Vice Pres – Aye	Cindy Sharkey - Aye
Robert Imhoff – Pres-Aye	

7 Ayes, 0 Abstentions, 0 Nays – Motion Passes

J. REPORTS TO THE BOARD

1. Board President's Report

- a. Restructure of BOE Committees- Discussion regarding Gwen Thornton's recommendations for committee structure as well as the recommendations from Five Habits of High-Impact School Boards.
- b. Schedule future Board Meeting Dates – will take place at the May 16th meeting.
- c. School Board Ethics Ruling (**Attachment #16-BPR-3.1**) – Mr. Imhoff received a letter in which the School Ethics Commission discourages board "involvement in any process or committee which places the Board member in a position to violate the Act. Where a Board of Education chooses to have its members participate in the 'Teacher of the Year' process or a Faculty Advisory Committee, the Board members' role should be strictly limited, with full deference to the Superintendent."
- d. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff**
 - Met March 9, 2016.
 - Next meeting TBD- Mr. Honeycutt spoke about the upcoming community meeting on May 3rd.

- **Curriculum, Instruction and Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Met February 23, 2016-
 - We have not received official results of QSAC yet.
 - PARCC testing will take place 2nd/3rd week of April.
 - Next meeting TBD

- **Personnel and Management – Karyn Gove, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met February 23, 2016
 - Confidential information that cannot be shared in public was discussed.
 - Next meeting – April 10, 2016.

- **Policy – Cindy Sharkey, Chairperson, Michael Estrada, Robert Imhoff**
 - Met February 23, 2016
 - Reviewed Policy Alert #207
 - Reviewed Policy #0164
 - Reviewed Regulation #3216
 - Next meeting TBD

- **Finance/Facilities – Stephen Johnson, Chairperson, Alan Schwartz, Robert Imhoff**
 - Met March 10, 2016 to discuss 2016-17 budget and ESIP.
 - Next meeting will be Thursday, March 17, 2016 before the special meeting.

- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met February 16, 2016 – Fact Finding will be in early April.

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-3.1**)
- 2) Staff Attendance for February 2016 (**Attachment #16-S-3.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Update on progress towards achievement of goals
- 5) Superintendent Update

b. ACTION ITEMS:

- 1) Based upon the recommendation of Michael Estrada, seconded by Alan Schwartz, in consultation with the Superintendent, the 3-year Comprehensive Equity Plan and authorize its submission to the Hunterdon County Office of Education for approval. (**Attachment #16-S-3.3**)

Voice Vote: 7 Ayes, 0 Abstentions, 0 Nays – Motion Passes

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

- o Ms. Goguen spoke of how she is pleased to be in High Bridge as the Business Administrator and how she is adapting quickly to the Business Office.
- o The Tentative Budget will be ready for board approval on Thursday, March 17th, and the Finance/Facilities Committee will meet ahead of time to review.

b. Monthly Facility Maintenance Report (Attachment #16-BA-3.1)**c. Vandalism Report**

There was no vandalism.

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

Based upon the recommendation of the Superintendent, Michael Estrada motioned, Alan Schwartz seconded the following items:

- f) **Motion to approve a field trip for Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ.** This trip correlates to 4th grade Social Studies curriculum units on NJ History and Government and addresses NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by First Student at a cost of \$796.20 for two buses. The cost per student of \$23.00 includes admission to Old Barracks of \$6.00 and transportation and is to be borne by parents/guardians.
- g) **Motion to approve a field trip for Second Grade to Adventure Aquarium, Camden, NJ.** Transportation will be provided by First Student at a cost of \$520.00 for one bus. Cost per student of \$23.50 includes admission and transportation and will be borne by parents/guardians.
- h) **Motion to approve a field trip for First Grade to the Philadelphia Zoo, Philadelphia, PA.** This trips correlates with Animal Science Unit. Transportation will be provided by ESC at a cost of \$315.00 for one bus. Cost per student is \$20.00 and includes transportation and admission fee and will be borne by parents/guardians.
- i) **Motion to approve a field trip for Third Grade to Waterloo Village, Stanhope, NJ.** This trip correlates with unit on Native Americans – Lenape Indians. Transportation will be provided by ESC at a cost of \$315.00 for one bus. Cost per student is \$18.75 and includes transportation and admission fee and will be borne by parents/guardians.
- j) **Motion to approve a field trip for Kindergarten to Raritan Valley Community College, Branchburg, NJ** to attend the play "Skippyjon Jones Snow What and the Seven Chihuahuas". This trip correlates with curriculum on fairy tales. Transportation will be provided by ESC at a cost of \$165.00 for one bus. Cost per student is \$12.75 and will be borne by parents/guardians.
- k) **Motion to approve a field trip for Chorus and Band members to High Note Music Festival/Dorney Park, Allentown, PA,** for performance and critique. Transportation to be provided by ESC at a cost of \$550.00 for two busses and will be

paid for by the PTO's Cultural Arts. Cost per student is \$47.00 and will be borne by parents/guardians.

- l) **Motion to approve a field trip for Seventh Grade to Washington Crossing State Park, Titusville, NJ.** Transportation to be provided by ESC at a cost of \$315.00 for one bus. Cost per student is \$8.00 and will be borne by parents/guardians.

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

2. PERSONNEL

Based upon the recommendation of the Superintendent, Karyn Gove motioned, Michael Estrada seconded to approve the following:

- a) **Motion to approve** a request from **Kevin Jones** for leave of absence from February 15, 2016 through February 19, 2016 utilizing accrued illness days in accordance with the Family and Medical Leave Act.
- b) **Motion to approve** a request from **Laurie Piell** for a medical leave of absence from March 15, 2016 through approximately May 31, 2016 utilizing accrued illness days in accordance with the Family and Medical Leave Act.
- c) **Motion to appoint Cecil Spencer Fader** through Source4Teachers, as Middle School leave replacement teacher from March 16, 2016 through May 31, 2016.
- d) **Motion to approve** a request from **Nicole Cahill** for intermittent leave of absence beginning March 7, 2016 utilizing accrued illness days in accordance with the Family and Medical Leave Act.
- e) **Motion to accept** the resignation of **Dorothy Davidson** as part-time paraprofessional aide, effective February 16, 2016.
- f) **Motion to approve** the employment of **Paola Sahulka** as part-time paraprofessional aide from March 16, 2016 through June 30, 2016 at an annual salary of \$7,280.00 prorated.
- g) **Motion to approve** a request from **Jennifer Schmidt** to extend her maternity leave of absence by four days to begin March 21, 2016 utilizing an additional four illness days.
- h) **Motion to accept the resignation of Joan LoIacono and to appoint her** through Source4Teachers, as Middle School leave replacement teacher from March 21, 2016 through the end of the school year, pending receipt of NJ certification.
- i) **Motion to approve Nicole Locorotondo** to be trained in the Wilson Reading System at a cost of \$1,999.00 to be paid through Title II funds.
- j) **Motion to approve** course reimbursement for the following employee:
 - i. **Jeremy Schilling**
 - Program: NJ Educational Facility Management Program
 - Course: Preventive Maintenance – BG-1106-SP16-6
 - College/University: Rutgers Continuing Studies
 - Semester: Spring 2016
 - Credits: N/A
 - Tuition: \$605.00

- k) **Motion to approve Lily Battell**, Hunterdon County Polytech student to teach a lesson to first graders at High Bridge Elementary School with Lauren Richardson as cooperating teacher.
- l) **Motion to approve Geradina Bogdanovic**, Occupational Therapist student with Misericordia University, to complete observation hours on 2/26/16, 3/21/16 and 3/23/16, at High Bridge School District with Brad Cox serving as cooperating therapist.

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

3. POLICY

Based upon the recommendation of the Superintendent, Cindy Sharkey motioned, Michael Estrada seconded, to approve the following items:

- a) **Motion to amend** the following existing policies (P) and regulations (R):
(Attachment #16-POL-3.1)
 - 1) P 0164 Conduct of Board Meeting
 - 2) P & R 1240 Evaluation of Superintendent
 - 3) R 3216 Dress and Grooming (Teaching Staff)
 - 4) R 4216 Dress and Grooming (Support Staff)
 - 5) P & R 3221 Evaluation of Teachers
 - 6) P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
 - 7) P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
 - 8) P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
 - 9) P 3431.1 Family Leave (Teaching Staff)
 - 10) P 4431.1 Family Leave (Support Staff)
 - 11) P 5516 Use of Electronic Communication and Recording Devices (ECDR)
- b) **Motion to approve** the following new Policy:
 - 1) P 5337 Service Animals

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

4. FINANCE/FACILITIES

Based upon the recommendation of the Finance Committee in conjunction with the Superintendent, Stephen Johnson made a motion, seconded by Karyn Gove, to approve items b,c,d,e,f,g,h,i and j.

The board discussed items a and k, and then Stephen Johnson made a motion, seconded by Karyn Gove, to approve items a and k.

a) PAYMENT OF BILLS*

Audit of Invoices (Attachment #16-F-3.1)

Approve invoices for Current Expenses in the following amounts:

Check Register:	February 9, 2016 to March 14, 2016	\$748,690.31
Payroll	February 12, 2016	\$226,154.23
Payroll	February 29, 2016	<u>\$226,337.39</u>
	Total	\$1,201,181.93

b) **Motion to approve 1st amendment to the 2015-2016 NCLB Grant for the amount of \$6862.00. (Attachment #16-F-3.2)**

c) **Motion to approve the following invoices for Food Service Account.**

Date	Vendor	Amount	Description	Check No.
8/21/15	NJ Dept Of Ag.	\$6.25	Inv 171456	1414
8/21/15	Culinary Depot	\$245.39	Inv 450593 (Partial Pay)	1413
8/25/15	Culinary Depot	\$2,240.00		1415
8/25/15	CDW Gvmnt	\$1,215.92	2 laptops & printer	1416
8/28/15	NJ Dept of Ag.	\$1.25	Inv 172099	1417
9/2/15	Holly Reamer	\$85.40	Reimb for Supplies	1418
12/7/15	Maschios Food	\$20,355.14	Sept & Oct 49815/50264	1419
12/16/15	Maschio's Food	\$5,762.98	Nov 050894	1420
1/14/16	Maschio's Food	\$6,653.99	Dec 051156	1421
1/14/16	High Bridge Boro	\$250.00	Food Handler License	1422
2/10/16	Maschio's Food	\$8,186.86	Jan 051750	1423

d) **Motion to approve the following Unemployment payments.**

Date	Vendor	Amount	Check No.
9/3/15	Dept of Labor & Dev.	\$232.50	1119
11/20/15	Dept of Labor & Dev.	\$12,845.54	1120
1/29/16	Dept of Labor & Dev.	\$6,859.75	1121

e) FINANCIAL REPORTS

Report of the Board Secretary and Treasurer's Report for January 2016

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of January 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 January 2016 (Attachment #16-F-3.3)

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 March 14, 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.

March 14, 2016

Heather Goguen
Business Administrator

f) **TRAVEL EXPENDITURE APPROVAL (Attachment 16-F-3.4)**

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

g) **USE OF FACILITIES**

Motion to approve the following use of facilities request:
None at this time.

h) **Motion to approve and accept funds** in the amount of \$6,600.00 for the **One-year Preschool Plan Update (Early Launch Learning Initiative [ELLI] Grant)** for the 2016-2017 school year to be submitted to the New Jersey Department of Early Childhood in accordance with N.J.A.C. 6A:13A.

i) **Motion to accept** a donation of 40 cheerleading skirts from Hunterdon Huskies with an approximate value of \$200.00.

j) **Motion to approve** joint transportation contract with Lebanon Township School District to transport 3 students on route LT12 at \$2,595.00 for the 2015-16 school year.

k) **Motion to approve** the 2016-17 budget calendar (**Attachment 16-F-3.5**).

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

L. NEW BUSINESS

M. PUBLIC COMMENTS

N. EXECUTIVE/CLOSED SESSION

A motion was made at 10:35 p.m. by Alan Schwartz, seconded by Michael Estrada, to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- February 8, 2016 Executive Meeting Minutes (**Attachment ES #3.1**)
- Negotiations Update
- Grievance update
- New Grievance (**Attachment ES #3.2**)
- Personnel Matter

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

O. RECONVENE PUBLIC SESSION

Stephen Johnson motioned to exit executive session and return to public session at 10:55 p.m. Michael Estrada seconded the motion. Unanimously carried.

P. ACTION ITEMS

Karyn Gove motioned, seconded by Stephen Johnson, to approve the following:

- February 8, 2016 Executive Meeting Minutes (**Attachment ES #3.1**)

Roll Call:

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

6 Ayes, 1 Absent, 0 Abstentions, 0 Nays – Motion Passes

- Q. HIGH BRIDGE BOE BOOK CLUB** – The Board will discuss at next regular meeting on April 11, 2016.
Chapter 3 – Five Habits of High-Impact School Boards

R. ADJOURNMENT

Having no further business to come before the Board, Stephen Johnson motioned to adjourn the meeting at 10:56 p.m. The motion was seconded by Michael Estrada. Unanimously carried.

Respectfully submitted,



Heather Goguen
Business Administrator/Board Secretary