

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
TUESDAY, SEPTEMBER 1, 2015**

MINUTES

ROLL CALL **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 Regular Monthly meeting was called to order by Robert Imhoff, Board President at 6:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada (arrived @ 6:40 p.m.), Karyn Gove, Todd Honeycutt, Alan Schwartz, Stephen Johnson, Kay Daughters-Musnuff, Vice President, and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent and Rebecca Philippe, Board Secretary.

EXECUTIVE SESSION **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 6:08 p.m.; Kay Daughters-Musnuff seconded the motion.

ROLL CALL **Roll Call:**

M	Todd Honeycutt-Aye	Stephen Johnson –Aye
S	Kay Daughters-Musnuff - VP-Aye	Alan Schwartz-Aye
	Michael Estrada -Absent	Robert Imhoff – Pres-Aye
	Karyn Gove-Aye	

6 Ayes – 1 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

- Personnel matter: Principal interviews

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 7:04 p.m. Karyn Gove seconded the motion. Unanimously carried.

E. RECONVENE PUBLIC SESSION

F. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Katie Franks	9/1/15	Invited BOE Members to Community Day

REVIEW OF
OFFICIAL
CORRESPON
DENCE

PUBLIC COMMENT 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.

- C.Muller (27 Downstream Drive, Flanders, NJ) requested that Art be brought back full-time.
- J.La Greca (46 Alexandra Way, Clinton, NJ) discussed Community Day and how it affects High Bridge Teachers.
- C.Conroy (2 Manning Court, High Bridge, NJ) complimented the improvement made by Maschio’s Food Service in the Middle School cafeteria.

ADOPTION OF 8/10/15 MINUTES H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff, seconded by Todd Honeycutt to approve the following minutes.

- August 10, 2015 Regular Meeting Minutes (**Attachment #16-M-9.1**)

PUBLIC COMMENT Roll Call:

Kay Daughters-Musnuff - VP-Aye	Stephen Johnson –Aye
Todd Honeycutt-Aye	Alan Schwartz-Aye
Michael Estrada -Aye	Robert Imhoff – Pres-Aye
Karyn Gove-Aye	

7 Ayes – Motion Passes

I. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President’s Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Met August 31, 2015 at 6pm
 - Discussed what we did well.
 - Community Info. Nights (Jan & May)
 - Ch. 1 of book to be read by Oct. Mtg.
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - MS Homework Guide
 - Field Trip Plan approval
 - Reading Program

COMMUNITY RELATIONS

CURRICULUM & INSTRUCTION

FINANCE/FACILITIES

- **Finance/Facilities – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Met August 26, 2015 at 5:30 pm
 - Discussed audit
 - Discussed Energy Savings Plan
 - Discussed Board Secretary Contract

PERSONNEL & MANAGEMENT

- **Personnel and Management – Kay Daughters-Musnuff, Chairperson,** Karyn Gove, Robert Imhoff
 - Met August 28, 2015
 - Discussed Superintendent’s Contract
 - Recommendations for Middle School Principal
 - Recommendations for Elementary School Supervisor
 - Options for Reading Specialist
 - Discussed Elementary School Secretary status
 - Next meeting October 14, 2015 @ 5:30 p.m.

POLICY

- **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting TBD
 - New Policy Alert Issued

TECHNOLOGY

- **Technology – Michael Estrada, Chairperson,** Karyn Gove, Robert Imhoff
 - Met August 28, 2015
 - Recent purchases
 - Goals for 2015-2016 school year
 - Discussed 3 year technology plan

NEGOTIATIONS

- **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Emailed PERC about change in fact finder.

SUPERINTENDENT’S REPORT

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-9.1**)
- 2) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 3) Summer Staff Recognition
- 4) Superintendent Update

SCHOOL BUSINESS ADMINISTRATOR’S REPORT

4. School Business Administrator’s Report

a. General Information Items

- 1) Audit results. 2014-2015
- 2) Capital Reserve increase.
- 3) Maintenance Reserve increase.
- 4) ESP and LRFPP discussion.

b. Monthly Facility Maintenance Report

- 1) Completion of the MS front door installation.
- 2) Trees trimmed at both Schools.

FACILITIES MAINT. REPORT

VANDALISM REPORT

3) Schools are in excellent condition.

c. Vandalism Report

There was no vandalism.

d. Monthly Investment Interest – August 2015

Account	Peapack-Gladstone Bank
Agency	3.13
Capital Reserve	46.58
Current	121.71
Food Service	2.26
Maintenance	37.08
Payroll	1.02
Student Activity	1.21
Unemployment	1.26
FSA	.10
Total	214.35

5. **Middle School Principal's Report (Via e-mail)**

6. **Elementary School Principal's Report (Via e-mail)**

J. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Todd Honeycutt, seconded by Karyn Gove to approve the following items #1-#5

1. **Motion to approve** the co-curricular athletic schedules for the 2015-2016 school year (Attachment #16-CI-9.1)
2. **Motion to approve** the Field Trip Plan for the 2015-2016 school year (Attachment #16-CI-9.2)
3. **Motion to approve** Student Handbooks/Code of Conduct for Middle School for the 2015-2016 school year. (Attachment #16-CI-9.3)
4. **Motion to approve** the following revised curricula:
 - a. **Technology (Attachment #16-CI-9.4)**
 - b. **Music (Attachment #16-CI-9.5)**
 - c. **Health (Attachment #16-CI-9.6)**
5. **Motion to approve** the following field trips
 - a. **4th grade to Solitude House, Solitude Dam and Tisco Complex** on October 12, 2015 (rain date either 10/13, 10/14, 10/15, 10/16) to visit four historic places in their town. This trip correlates with 4th grade social studies curriculum and addresses State Core Standards 6.1. There are no costs associated with this trip as students will be walking.
 - b. **4th grade to Veterans Memorial Park** on November 11, 2015 (rain date 11/12 or 11/13) in honor of Veterans Day. This trip correlates with 4th grade social studies

curriculum and addresses State Core Standards 6.1, 6.2 and 6.3. There are no costs associated with this trip as students will be walking.

ROLL CALL **Roll Call:**

M S	Kay Daughters-Musnuff - VP-Aye	Stephen Johnson –Aye
	Todd Honeycutt-Aye	Alan Schwartz-Aye
	Michael Estrada -Aye	Robert Imhoff – Pres-Aye
	Karyn Gove-Aye	

7 Ayes – Motion Passes

PERSONNEL **K. PERSONNEL**

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve items #1- #2, #3 as amended, and #4-#29. Alan Schwartz seconded the motions:

1. **Motion to approve** a new employment contract for **Gregory Hobaugh, Ed.D.**, as Superintendent/Elementary School Principal from July 1, 2015 through June 30, 2018 for an annual salary of \$127,970.00 (Attachment #16-P-9.1)
2. **Motion to approve** the contract for **Rebecca Brandt-Philippe** for the School Year 2015-2016. (Attachment #16-P-9.2)
3. **Motion to approve** the employment of **Richard Kolton** as Middle School Principal/Director of Curriculum & Technology effective September 1, 2015 at an annual salary of \$95,000. (Attachment #16-P-9.3)
4. **Motion to accept** the resignation of **Donna Brown** as Paraprofessional Aide and approve her employment as full-time Special Education Teacher at Elementary School from September 1, 2015 through June 30, 2016 at BA+15, Step 1 for an annual salary of \$ 51,805.00. (Attachment #16-P-9.4)
5. **Motion to accept** the resignation of **Emma Alparone** as Special Education Teacher and approve her employment as Supervisor of Elementary Education from September 1, 2015 through June 30, 2016 for an annual salary of \$90,000. (Attachment #16-P-9.5)
6. **Motion to approve** the transfer of **Marisa Monaco** to Special Education Teacher for Middle School Behavior Disabilities/Autistic class effective September 1, 2015.
7. **Motion to approve** the employment of **Nereida Paparella** as part-time paraprofessional aide from August 27, 2015 through June 30, 2016 for an annual salary of \$7280.00.
8. **Motion to approve** the employment of **Courtney Gallas** as part-time paraprofessional aide from August 27, 2015 through June 30, 2016 for an annual salary of \$7280.00.
9. **Motion to approve** the employment of **Kathy Barth** as part-time paraprofessional aide from September 1, 2015 through June 30, 2016 for an annual salary of \$7280.00.
10. **Motion to approve** the employment of **Christine Rudnicki** as part-time cafeteria aide in the Elementary School at an hourly rate of \$10.00 beginning September 2, 2015 through June 30, 2016, pending successful completion of Criminal History Background Check.
11. **Motion to approve** the employment of **Ann Marie Fucello** as part-time cafeteria aide in the Elementary School at an hourly rate of \$10.00 beginning September 2, 2015 through June 30, 2016, pending successful completion of Criminal History Background Check.

- V.PLAKOTARIS PT
AIDE 12. **Motion to amend** the employment contract of **Veronica Plakotaris**, part-time paraprofessional library aide to increase her FTE from .50 to .57 for an annual salary of \$ 9,178.00.
- AMEND K.ZIEGLER
TO .62 13. **Motion to amend** the employment contract of Kim Ziegler as Elementary School Teacher to increase her FTE from .50 to .62 (4.5 hours) for an annual salary of \$ 36,212.00.
- AMEND T.MORRIS
TO .62 14. **Motion to amend** the employment contract of Trisha Morris as Elementary School Teacher to increase her FTE from .50 to .62 (4.5 hours) for an annual salary of \$ 36,212.00.
- RESIGNATION OF
S.BURKE 15. **Motion to accept** the resignation of **Sarah Burke** as full-time paraprofessional aide effective immediately.
- RESIGNATION OF
A.THOMPSON-
MCGOVERN 16. **Motion to accept** the resignation of **Anne Thompson-McGovern** as part-time paraprofessional aide effective immediately.
- RESIGNATION OF
M.POWERS 17. **Motion to accept** the resignation of **Megan Powers** as full-time paraprofessional aide effective immediately.
- RESIGNATION OF
L.ROZYCKI 18. **Motion to accept** the resignation of **Lee Rozycki** as part-time paraprofessional aide effective immediately.
- ABOLISH ES
PRINCIPAL SEC
POISTION 19. **Motion to abolish** the position of **Elementary School Principal’s Secretary** effective October 19, 2015.
- CREATE CONF.
SECRETARY TO
SUP/ES PRINCIPAL 20. **Motion to create** the position of **Confidential Secretary to the Superintendent/Elementary School Principal** effective October 20, 2015
- APPROVE JOB
DESCRIPTIONS 21. **Motion to approve** the following job descriptions:
 - a. **Superintendent/Elementary School Principal (Attachment #16-P-9.6)**
 - b. **Middle School Principal (Attachment #16-P-9.7)**
- APPROVE CO-
CURRICULAR 22. **Supervisor of Elementary Education (Attachment #16-P-9.8)**
- 23. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

Art Club (Fall)	Chris Muller	5-8	10	291.10
Art Club (Spring)	Chris Muller	4	10	291.10

- APPROVAL OF SUBS 24. **Motion to approve** the following substitutes for the 2015-2016 school year for positions outside the scope of Source4Teachers:

Name	Position	Rate
Janine McKinney *	Sub Custodian	\$11/hour
Rich Corso	Sub Custodian	\$12.50/hour
Anthony Watkoskey	Sub Custodian	\$12.50/hour
Cynthia Arancio	Sub Nurse	\$105/day
Kim Hicks	Sub Nurse	\$105/day
Katy Morello	Sub Nurse	\$105/day

* Pending completion of criminal history background check.

- COURSE
REIMBURSEMENT 25. **Motion to approve** course reimbursement for the following employee: (**Attachment #16-P-9.9**)
 - a. **Emma Alparone**
 - Course: Field Internship I – #GED670

- College/University: Centenary College
- Semester: Fall 2015
- Credits: 3 Graduate Credits
- Tuition: \$1275.00

COURSE REIMBURSEMENT

26. **Motion to approve** course reimbursement for the following employee: (**Attachment #16-P-9.10**)

b. Jeremy Schilling

- Program: NJ Educational facility Management Program
- Course: Management Supervision and Human Resources – BG-1101-FA15-3
- College/University: Rutgers Continuing Studies
- Semester: Fall 2015
- Credits: N/A
- Tuition: \$881.00

S.SNYDER FMLA

27. **Motion to accept** a request for an extended unpaid leave of absence from **Sharon Snyder** from September 1, 2015 through November 20, 2015 utilizing the full 12 weeks of her entitlement in accordance with the NJ Family Leave Act.

MENTOR FOR C.LATORRE

28. **Motion to approve Courtney Shiffman** to serve as mentor to novice teacher Carla LaTorre from September 1, 2015 through June 30, 2016 with \$550.00 mentoring fees paid by novice teacher through payroll deduction.

APPROVE LEAVE REPLACEMENT

29. **Motion to approve** the employment of **Andrew Dunn** as long-term Family Medical Leave replacement paraprofessional aide beginning September 1, 2015 with end date to be determined at a daily rate of \$80.00.

APPROVE N.GARCIA-OWCHARIW

30. **Motion to approve** the employment of **Nancy Garcia-Owchariw** as Paraprofessional Aide/Bus Aide for out-of-district placement from September 2, 2015 through June 30, 2015 at an hourly rate of \$12.00/hr. plus benefits.

ROLL CALL

Roll Call:

- | | | |
|---|--------------------------------|--------------------------|
| M | Kay Daughters-Musnuff - VP-Aye | Todd Honeycutt-Aye |
| S | Alan Schwartz-Aye | Stephen Johnson –Aye |
| | Michael Estrada -Aye | Robert Imhoff – Pres-Aye |
| | Karyn Gove-Aye | |

7 Ayes – Motion Passes

FINANCE/FACILITIES

L. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Stephen Johnson to approve the following items #1 - #6

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #16-F-9.1)

Approve invoices for Current Expense in the following amounts:

Check Register: Aug. 11, 2015 to Sept. 1, 2015 \$ 227,506.49

FINANCIAL REPORTS **2. FINANCIAL REPORTS (Attachment #16-F-9.2)**

AUDITED Report of the Board Treasurer/Board Secretary for June 2015

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 2015 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 July 31, 2015– (Attachment #16-F-9.3)

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 August 10, 2015, 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.

September 1, 2015

Julie Mumaw
Business Administrator/Board Secretary

APPROVAL OF DISPOSAL OF SCRAP

3. Approve the disposal for scrap of the Middle School steam table from the cafeteria. The table is rusted and would not be reusable due to Health/Safety issues.

TRAVEL EXPENDITURES

4. TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-9.4)
The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

FACILITIES USE

5. USE OF FACILITIES (Attachment #16-F-9.5)
Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
Adult Volleyball	9/16/15	5/25/16	Wednesdays 7:30 p.m. to 9:30 p.m.	MS - Gym
High Bridge Youth Basketball REVISED	11/18/15 11/9/15	3/5/16 3/12/16	See attached schedule MS – 6:30 p.m. to 7:30 p.m. ES – 6:30 p.m. to 8:30 p.m.	ES – Gym MS - Gym
PTO	9/1/15	6/30/16	Various Dates & Times	TBD
High Bridge Youth	9/25/15	9/26/15	Friday – 5:30 p.m. to 9:00 p.m.	MS- Café

Soccer			Saturday – 7:30 a.m. to Noon	
Girls On The Run	9/15/15	11/19/15	Tuesdays and Thursdays 3:35 p.m. to 4:50 p.m.	Outdoor Classroom/Field Room 205

*Organization will be invoiced for facilities use fees as appropriate.

APPROVAL OF
SPECIAL ED
CONTRACT

6. Motion to approve a 2015-2016 Special Education Contract between High Bridge Borough Public School BOE and Montgomery Academy for one student at a cost of \$62,190.00 (\$310.95 per diem) and an additional \$31,000.000 (\$155.00 per diem) for extraordinary services, for a total estimated cost of \$ 93,190.00. Attachment #16-F-9.6

ROLL CALL

Roll Call:

M
S

Alan Schwartz-Aye to all except Abstain to #5
 Stephen Johnson –Aye
 Kay Daughters-Musnuff - VP-Aye
 Michael Estrada -Aye
 Robert Imhoff – Pres-Aye to all except Abstain to #4

Karyn Gove-Aye
 Todd Honeycutt-Aye

Items #1, #2, #3, and #6 --7 Ayes – Motion Passes
Items #4 and #5 --6 Ayes – 1 Abstain - Motion Passes

NEW BUSINESS

M. NEW BUSINESS

PUBLIC
COMMENT

N. PUBLIC COMMENTS

EXEC SESSION

O. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following resolution to enter into Executive Session at 8:27 p.m.; Todd Honeycutt seconded the motion. Dr. Hobough, Superintendent and Rebecca Philippe, Board Secretary were excused and the minutes were recorded by the Board President.

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

- August 10, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- Negotiations Update
- Level V Grievance

Karyn Gove motioned to exit executive session and return to public session at 9:37 p.m. Michael Estrada seconded the motion. Unanimously carried.

PUBLIC
SESSION

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

ROLL CALL

M
S

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

ADJOURNMENT S.

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:38 p.m. The motion was seconded by Michael Estrada. Unanimously carried.

Respectfully submitted,



Rebecca Philippe
Board Secretary