

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, FEBRUARY 22, 2017

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 at 7:04 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt (left at 10:15 PM), Vice President, Stephen Johnson, Alan Schwartz, Cindy Sharkey and Robert Imhoff, President. Michael Estrada was absent. Also present was Gregory Hobaugh, Ed.D, Superintendent and Heather Goguen, Business Administrator/Board Secretary.

- 42 members of the public were present.

D. PRESENTATION AND RECOGNITION ITEMS

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following item:

1. **Request a motion** to approve resolutions recognizing the recipients of the 2017 Governor's Educator of the Year Recognition Award: **(Attachment #17-R-2-1)**
HBES – Karin Weikert
HBMS – Carl Katzenberger
2. Teachers Teaching Teachers - Presented by: Lucille Arnold, Jemma Buccine, Carla LaTorre and Christina Celfo. Courtney Shiffman was absent.
3. Coding - Presented by: Karin Weikert and Jemma Buccine

Roll Call:

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

6 Ayes, 1 Absent ~ Motion Passes

D. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-2-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Robert Meissner	1/30/17	Request for LOA
Kevin Jones	2/13/17	Request for LOA
The Cure Starts Now	1/26/17	Thank you for donation

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.

- A parent expressed her concern regarding class sizes for first grade and read a statement regarding studies conducted on small class sizes' benefits for students.
- A kindergarten parent, who is also a teacher, spoke about continuing the third section into first grade. She also spoke about the lack of having a librarian, especially at the Elementary School.
- Mrs. Kerr spoke about a prior district mistake for being overpaid in the past and spoke of an error that occurred for the February 15th payroll for her movement on the guide for the 2016-2017 school year. The recordkeeping that has been kept by prior Business Administrators, and the turnover of Business Administrators makes the likelihood of errors more likely. Mrs. Kerr also stated that she hopes that the board forgives the health benefits contribution so that there are not additional errors in those calculations as well.
 - Mr. Imhoff mentioned that a new check was issued that day with the correct amount. He is asking that the Business Administrator sits with each employee and has each employee sign off on the retro pay.
- A parent asked about hiring a librarian rather than having the teachers add in librarian duties.
 - Mr. Imhoff stated that as the budget is being developed, everything is still being considered.
- The same parent spoke about the STEM program that was implemented in the Middle School and wanted to know if it will be implemented in the Elementary School for the 2017-2018 school year.
 - Dr. Hobaugh responded that the Lego program and the coding program are both part of STEM.
- A parent asked about snow days and wanted to know what the school calendar is for this year and next year. She wants to know when the school year will end and when next year will begin so that she can make plans.

- Dr. Hobaugh spoke about how there are four snow days still in this year’s calendar that will most likely be taken off of the end of the school year.
- Mr. Imhoff stated that next year’s calendar will probably be set in April.
- A parent asked about a Girl Scout event that she thought would be on the agenda. She was told that the event will be added to the next agenda.
- Mr. Kovacs stated that he is advising employees not to certify or sign off on any documents from the Business Office.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Cindy Sharkey to approve the following items:

1. January 23, 2017 Regular Meeting Minutes (**Attachment #17-M-2-1**)

Roll Call:

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

5 Ayes, 1 Abstention, 1 Absent ~ Motion Passes

H. REPORTS TO THE BOARD

1. Board President’s Report

- Mr. Imhoff stated that the county School Boards Meeting is tomorrow night. There is also a council meeting at the Borough regarding economic development.
- The Educational Commissioner signed a waiver so that the School Boards Convention in Atlantic City can extend for four days.
- Legislators will be at March 29th School Boards Meeting.
- Mrs. Alparone is coordinating the March 2nd Read Across America event. Board members may not have to read this year.

a. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
Cindy Sharkey, Chairperson, Karyn Gove, Michael Estrada, Members.
 - Met February 13, 2017
 - Next meeting March 13, 2017
 - Reviewed NHVHS Calendar and updates for 17-18

- Reviewed Policy #5200 Attendance
- Discussed Participation for Standardized Testing
- **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members
 - Met tonight prior to Board Meeting
 - Discussed bid process for HVAC Controls and Paraprofessionals
 - 2017-2018 Budget update
 - Next meeting March 13, 2017
- **Human Resources** – Responsibilities: Personnel, Management and Community Relations
Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met February 13, 2017
 - Next meeting March 13, 2017
 - Custodial coverage
 - Competitive bid for para-professional services
 - Staff request for leave of absence
- **Negotiations** – **Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - Update- The last revisions were done on January 31st. The contract was signed on February 8, 2017.

b. Action Items:

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Stephen Johnson to approve the following item:

- 1) Upon recommendation of the Negotiations Committee and the Superintendent, motion to ratify the amended negotiated agreement between the High Bridge Teachers' Association and the High Bridge Board of Education for the period retroactive to July 1, 2014 through June 30, 2018, as presented. **(Attachment #17-N-2-1)**

Roll Call:

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

6 Ayes, 1 Absent ~ Motion Passes

Based upon the recommendation of the Superintendent, Stephen Johnson made a motion, seconded by Todd Honeycutt to approve the following item:

- 2) **Motion to approve** the forgiveness of the collection of employee contributions for health benefits for the 2014-2015 and 2015-2016 school years.

- Mr. Schwartz stated that he believes the board has a fiduciary responsibility to collect the retroactive employee contributions. The amount would be about \$10,000, and he believes that the board should collect this premium.
- Mr. Imhoff spoke about how the negotiations process has been lengthy. He mentioned how the Business Office has to calculate three years' worth of retroactive. Mr. Imhoff said that the negotiations have been tough, and the board is happy that it is over. The board does not want any mistakes in the issuance of the retroactive pay.

Roll Call:

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

5 Ayes, 1 Nay, 1 Absent ~ Motion Passes

- Superintendent's Report
- a. INFORMATION ITEMS:
 - 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
PS	2	22	-	-	22
K	3	45	-	-	45
1	2	33	-	-	33
2	2	40	-	-	40
3	2	44	-	-	44
4	2	40	-	-	40
Elementary School Total					224
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	21	392	3	1	396

Total					
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- Staff Attendance for January 2017 (**Attachment #17-S-2-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents – There was one incident
- Superintendent Update
 - There is a reading incentive – students read for 6 hours and they will receive a free ticket to Six Flags. This will start at Dr. Seuss Night.
 - He congratulated the Boys and Girls Basketball teams.
 - Exxon came to the school on the 24th for Girls Engineering Day.
 - 6 Gifted & Talented students will go to Exxon in March.
 - We got our score on anti-bullying. We received 78 out of 78.
 - We had the state fire inspector come in – we have remediated all issues. There were emergency lights that didn't light, and at the Middle School, the fire suppression system needed an electrician.
 - Clinton Township hosted a Bomb Security session on February 16th.
 - Lieutenant Byrd came to a staff meeting to discuss security issues.
 - He thanked Mrs. Patane for hosting an ice skating event in January.
 - On February 1st, our new art teacher, Mrs. Pellegrino started and is working towards displaying art at the Clinton Art Museum, the library, and then there will be a show at the concerts.
 - He thanked everyone coming to the Community Meeting.
 - On the Home page of our website, the policies are now posted for all to access.
 - We used one snow day on February 9th.
 - We had 107 students make the honor roll and attend the Honor Roll breakfast.
 - Mrs. Roling is putting up schedules for Parent-Teacher conferences.
 - We need to change our focus for technology.
 - Dr. Hobaugh wishes to have a student summit meeting with the staff.

- **School Business Administrator's Report**

- a. **General Information Items**

- Mid-year Review

- Payment for 2016-17 for employees in HBTA
- b. Vandalism Report**
 - There was no vandalism.
 - **Superintendent’s Report (Via e-mail)**
 - **Middle School Principal’s Report (Via e-mail)**
 - **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, Cindy Sharkey made a motion, seconded by Karyn Gove to approve the following items:

- a. **Motion to approve** submission of a Request to Establish a Special Education Program at the Elementary School beginning November 2016. **(Attachment #17-SA-2-1)**
- b. **Motion to approve** the 2016 ESEA Accountability Action Plan for the area of Participation Rate at the Middle School and authorize the Superintendent to submit a Statement of Assurance to the County Office regarding same. **(Attachment 17-SA-2-2)**
- c. **Motion to approve** Home Instruction for student ID#9609382499 with Educational Services provided by Rutgers Behavioral Health CAIS for ten (10) hours per week at the rate of \$35.42 per hour.
- d. **Motion to approve** Douglas Developmental Disabilities Center to provide individual student behavioral and academic consultation services for student ID#4706470980 at a cost of \$5,300.00.
- e. **Motion to approve** a cultural arts program, “The Blue Project” for grades 4-8 for a total cost of \$1,200.00. Cost of assembly will be reimbursed by Voorhees Municipal Alliance Character Education Grant.
- f. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
3rd Grade GT	Valley View School for Exxon Mobil Science Day	Transportation costs split between participating districts	BOE

Roll Call:

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

6 Ayes, 1 Absent ~ Motion Passes

2. HUMAN RESOURCES – Personnel, Management and Community Relations

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Alan Schwartz to approve the following items:

- a) **Motion to approve** a request from **Melissa Betz** to move on salary guide from BA_13 to BA+15_13 based upon submission of transcripts documenting successful completion of graduate coursework, retroactive to 2/1/17.
- b) **Motion to approve Rachel Lazier** to attend Language Arts Articulation at NHHS on 2/23/17 for 3 hours and 5/11/17 for 3 hours at a rate of \$29.11 totaling \$174.66. \$87.33 will be paid on 2/28/17 and \$87.33 will be paid on 5/15/17 payrolls.
- c) **Motion to approve** the following as a non-instructional paraprofessional (1:1) to attend Drama Club practices and/or performances at a rate of \$10.00 per hour:

Staff Member	Event	Hours	Total
Mary Raefski	Drama Club - (1:1) Non-instructional Paraprofessional	Not to exceed 40 hours between the two aides	\$400.00
John Bunger-Spiecha	Drama Club - (1:1) Non-instructional Paraprofessional		

- d) **Motion to approve Kim Terzuolo** as a bedside instructor (\$35.42 per hour).
- e) **Motion to approve** a request for a medical leave of absence from **Robert Meissner** from February 15, 2017 through March 29, 2017 utilizing 3 illness days and 27 unpaid days.
- f) **Motion to approve** a request for a military leave of absence from **Kevin Jones** from April 18, 2017 through June 30, 2017.
- g) **Motion to approve** a request for a maternity leave of absence from **Emily Martin** from March 17, 2017 through June 16, 2017 utilizing 5 illness day, 2 personal business and 51 unpaid days.
- h) **Motion to approve** course reimbursement for the following:
 - i. **Katherine Franks**
 - Course: Computer Applications in Education Administration
 - College/University: Kean University
 - Semester: Spring 2017
 - Credits: 3 Graduate
 - Tuition: \$2034.00
 - i) **Motion to approve Christin Hywel**, OT Specialist, to provide individual student services for student ID#4706470980 at the rate of \$250.00 per hour. Not to exceed \$1,000.00

- j) **Motion to approve Denise Garcia**, Centenary University student, to complete fieldwork observation hours at Middle School in Science and Special Education with Steve Kovacs and Michele Ilg-Gomez as cooperating teachers.
- k) **Motion to approve Lisa Kerr** as assistant to Softball coach on a voluntary basis.
- l) **Motion to approve** to establish an Elementary School Lego Club beginning in March of 2017.
- m) **Motion to approve Emma Alparone** as voluntary Lego Club Leader for the Elementary School beginning in March through June of 2017.

Roll Call:

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

6 Ayes, 1 Absent ~ Motion Passes

3. EDUCATIONAL RESOURCES – Finance and Facilities

Based upon the recommendation of the Superintendent, Stephen Johnson made a motion, seconded by Alan Schwartz to approve the following items:

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #17-F-2-1)

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

Check Register:	Jan 23,2017 to Feb 22, 2017	\$733,321.17
Payroll	Jan 30, 2017	\$234,490.00
Payroll	Feb. 15, 2017	<u>\$242,992.18</u>
	Total	\$1,210,803.35

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

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

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of January 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 January 2017 (Attachment #17-F-2-4)

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 January 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.

February 22, 2017

Heather Goguen
Business Administrator

b) USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
8th Grade Lock-In	3/31/17	4/1/17	Friday 9:00 pm until Saturday 7:00 am	MS Gym
Girls on the Run	3/14/17	6/8/17	Tuesday & Thursdays 3:10 to 5:00 pm	Room 302 ES , & Outside blacktop/grass areas

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
Carla LaTorre	101 Best Strategies for Teaching World Language	3/7/17	\$245.00	\$15.62		\$260.62
Sal Gambino	NJSBGA Expo 2017	3/13, 14, 15/2017	\$200.00	n/c	193.50	\$393.50
Karin Weikert	Keyboarding Without Tears	3/31/17	\$165.00	\$32.86		\$197.86
Brande Grieder	Nisivoccia - Quickbooks	3/8/17	n/c	\$13.83		\$ 13.83
Emma Alparone	Best Practice in functional Assessment	2/24/17	\$160.00	20.46		\$180.46
Megan Roth	Best Practice	2/24/17	\$160.00	10.78		\$181.58

	in functional Assessment					
Nicole Locorotondo	Wilson Language - Just Words Training	3/14/17 - 3/15/17	\$125.00	n/c		\$125.00
Gregory Hobaugh	P.E.R.C - Trenton	3/17/17	n/c	23.31		23.31

- d) **Motion to approve** participation with Warren County Special Services for Coordinated Transportation for the 2017-2018 school year, if needed.
- e) **Motion to approve** the following additional student to the Bus Route for the 2016-2017 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1722	20170037	No additional cost	2/6/17 - 4/13/17

- f) **Motion to approve the Three-year Preschool Program Plan (Early Launch Learning Initiative [ELLI])** for the 2017-2018 school year in the amount of \$6,600.00 to be submitted to the New Jersey Department of Early Childhood in accordance with N.J.A.C. 6A:13A.
- g) **Motion to approve** the disposal of outdated books from the Middle School library collection. (**Attachment #17-F-2-5**)
- h) **Motion to approve** the following amendment for the 2016 NCLB (No Child Left Behind). The following transfers of funds between accounts are being made for professional development of staff:

Title IA	200-300 to 200-500	\$2,000.00
Title IIA	200-100 to 200-500	\$3,498.00

Roll Call:

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

6 Ayes, 1 Absent ~ Motion Passes

L. NEW BUSINESS

- 1. The Optical Academy will be at the Elementary School Library on Thursday

- March 9, 2017 from 11:00 am to 8:00 pm to provide eye exams and eye wear.
2. We received the recap from the Community Meeting from Gwen Thornton. We reviewed the Mission Statement, our Belief Statements, and then also came up with Vision Statement ideas.

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.

- A parent spoke about the Community Meeting and didn't think that it was beneficial to the community. She would like to have more brainstorming with parents and teachers.
- A teacher spoke about how she should be approved at BA15, Step 15.
- A parent asked about the Blue Project.
 - Jared Campbell is a singer/songwriter that will perform for the students.
- The same parent asked about enrichment programs for the students and has researched programs. She would like to see additional clubs.
 - Dr. Hobaugh said that additional clubs are part of the negotiated agreement with the teachers. Volunteers could also conduct activities.
- A teacher asked why there is only a Girls on The Run program. She said that her boys would like to participate in a running program.

N. 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 9:18 p.m.; Alan Schwartz seconded the motion.~ Unanimously Carried

- January 23, 2017 Executive Session Minutes (**Attachment #17-ES-2-1**)
- 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

Todd Honeycutt made the motion, seconded by Alan Schwartz to resume Regular Session at 10:14 p.m.

P. ACTION ITEMS

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Cindy Sharkey to approve the following items:

- **Motion to approve** the January 23, 2017 Executive Session Minutes.
- **Motion to suspend** Employee #0386 with pay from February 8, 2017 until further notice.
- **Motion to amend the** request from **Melissa Betz** to move on salary guide from BA_13 to BA+15_13 to be from BA_15 to BA+15_15 based upon submission of transcripts documenting successful completion of graduate coursework, retroactive to 2/1/17.

Roll Call:

Michael Estrada - Absent

Karyn Gove - Aye

Todd Honeycutt, Vice Pres. - Aye

Robert Imhoff, President - Aye

Stephen Johnson - Aye

Alan Schwartz - Aye

Cindy Sharkey - Aye

6 Ayes, 1 Absent ~ Motion Passes

Q. ADJOURNMENT

Having no further business to come before the Board, Karyn Gove motioned to adjourn the meeting at 10:20 p.m. The motion was seconded by Todd Honeycutt. Unanimously carried.

Respectfully submitted,



Heather Goguen

Business Administrator/Board Secretary