

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JULY 18, 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 7:06 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Todd Honeycutt, Vice-President, Stephen Johnson, Alan Schwartz, and Robert Imhoff, President. Cindy Sharkey was absent. Also present was Gregory Hobough, Ed.D., Superintendent, and Heather Goguen, Business Administrator/Board Secretary.

9 members of the public were present.

D. PRESENTATION ITEM AND PUBLIC HEARING ON SCHOOL SELF-ASSESSMENT UNDER ANTI-BULLYING BILL OF RIGHTS

1. Mrs. Katie Franks and Ms. Melissa Patane presented the results of the district climate survey.
2. HIB Self-Assessment under Anti-Bullying Bill of Rights (**Attachment #17-PH-7-1**)

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

- a. **Request a motion to open a public hearing** to offer the opportunity for public comments and/or questions regarding the schools' Harassment Intimidation and Bullying Self-Assessment for Determining Grades for the 2015-2016 school year.
- b. **Public Comments** – pertaining to Anti-Bullying Bill of Rights Assessment only.
 - i. There were not any public comments. Mr. Honeycutt mentioned that he remembers the year when there was poor participation in the Climate Survey.

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Michael Estrada for the following:

- c. **Request a motion** to close the Public Hearing and reconvene regular monthly meeting.

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

- d. **Request a motion to approve** the schools' Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize the Superintendent to submit same to the New Jersey Department of Education.

Roll Call:

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

6 Ayes ~ Motion Passes

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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.

There were not any public comments.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. June 27, 2016 Regular Meeting Minutes (**Attachment #17-M-7-1**)

Roll Call:

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

5 Ayes ~ Motion Passes

H. REPORTS TO THE BOARD

1. Board President's Report

- a. Restructure of BOE Committees
 - Work Session will be on Tuesday, August 30, 2016 at 7:00 PM
- b. Board and District Goals for 2016-2017
 - Motion to approve Board and District Goals for the 2016-2017 school year. (**Attachment #17-B-7-1**)
- c. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff**
 - Next meeting TBD

- **Curriculum, Instruction and Technology – Michael Estrada, Chairperson,** Karyn Gove, Robert Imhoff
 - Next meeting TBD

- **Personnel and Management – Karyn Gove, Chairperson,** Todd Honeycutt, Robert Imhoff
 - Interviews ongoing for K and 4th grade leave replacements
 - Receiving Aide Candidates from outdoor sign posting
 - Next meeting TBD

- **Policy – Cindy Sharkey, Chairperson,** Michael Estrada, Robert Imhoff
 - Next meeting TBD
 - Policy Alert #209 Issued – need to schedule meeting to review.

- **Finance/Facilities – Stephen Johnson, Chairperson,** Alan Schwartz, Robert Imhoff
 - Discussed financial responsibilities and planning for upcoming year.
 - Next meeting TBD

- **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting TBD

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2016-2017 Projected Enrollment (**Attachment #17-S-7-1**)
 - 2) Staff Attendance for June 2016 (**Attachment #17-S-7-2**)
 - 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - 4) Superintendent Update
- HIB Training will be online through SAIF
 - Interviewing is currently being conducted for new positions
 - New clocks have been installed in both Middle School and Elementary School

3. School Business Administrator’s Report

a. General Information Items

- 1) Update on Summer Projects
 - Many of the summer projects are complete or almost complete, and the Maintenance and Custodial staff will be able to focus on the cleaning and readying for opening of schools.
- 2) Computer Solutions training was provided for staff, and requisitions and purchase orders are being input into the system.
- 3) The auditor met with Ms. Goguen on July 11th for preliminary items, and the audit will take place during the week of September 12th.

b. 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)

I. ACTION ITEMS

1. CURRICULUM, INSTRUCTION AND TECHNOLOGY

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

None at this time

2. PERSONNEL

Based upon the recommendation of the Personnel Committee in conjunction with the Superintendent, Karyn Gove made a motion, seconded by Todd Honeycutt to approve the following items:

- a) **Motion to amend** the employment contract for **Jemma Buccine Schraeder**, full-time Basic Skills Instruction / Gifted & Talented teacher to Level BA+15, Step 1 for an annual salary of \$51,805.
- b) **Motion to approve** a request for a maternity leave of absence for **Katherine Franks** commencing on or about October 3, 2016 with a return date of January 3, 2017. During this absence she will be utilizing four (4) illness days prior to childbirth and twenty (20) illness days after childbirth, followed by thirty (30) unpaid days in accordance with FMLA.

b) **Motion to approve** the summer employment of Child Study Team members for summer referrals as follows:

Name	Position	Hourly Rate	CAP
Megan Roth – School Psychologist	Evaluations/Case Management	TBD	\$1500 cap
Lee Rozycki – CST Secretary	CST Support	TBD	\$4200 cap

c) **Motion to approve** course reimbursement for the following:

i. Carla Nowell

- Course: Communications and Literacy in Special Education
- College/University: Centenary University
- Semester: Fall 2016
- Credits: 3 Graduate
- Tuition: \$1321.00

d) **Motion to approve** the emergent hire of **Justin Mure** as part-time Summer Custodian from July 11, 2016 through August 30, 2016 at an hourly rate of \$11.00, not to exceed 23 hours per week, pending criminal history background clearance.

e) **Motion to approve** co-curricular activities and the advisors and coaches for the 2016-2017 school year as follows:

Activity	Staff Member(s)	Grade	# Hrs.	Compensation
Art Club (Fall)	Chris Muller	5-8	10	291.10
Art Club (Spring)	Chris Muller	4	10	291.10
Elementary School Chorus	Courtney Shiffman	4	10	291.10
Middle School Show Choir	Courtney Shiffman	5-8	30	873.30
HBES Memory Book	Christi Roling	PS-4	28	815.08
Athletic Director	Jerry Tolomeo	5-8		1043.00

Environmental Club (Fall)	Lynn Hughes Sarah Etzold	4	Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42	
Environmental Club (Spring)	Lynn Hughes Sarah Etzold	4	Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42	
Young Authors' Club	Lynn Hughes Sarah Etzold	4	Total compensation not to exceed 36 hours ÷ 2 advisors Total: 1047.96	
Student Leadership	Katie Drude Courtney Shiffman Kevin Jones	5-8	Total compensation not to exceed 3561.00	
MS Yearbook	Rachel Lazier Brenda Krushinski	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	5-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	5-8	30	873.30
Elem. School Band	Jeff Thompson	4	10	291.10
Morning Broadcast	Jeff Thompson Carl Katzenberger	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20	
Homework Club	Nicole Locorotondo	5-8	20	582.20
Homework Assistance	Jemma Buccine	5-8	20	582.20
Reading Olympics	Nicole Locorotondo	5-8	25	727.75

Activity	Staff Member(s)	Grade	Compensation	
Cross Country	Diane Alexanderson	5-8	1,517.00	
Girls' Basketball	Lisa Kerr	5-8	2,183.00	
Boys' Basketball	Carl Katzenberger	5-8	2,620.00	
Cheerleading	Nicole Locorotondo	5-8	1,264.00	
Volleyball	Carl Katzenberger	5-8	1,517.00	
Boys' Baseball	Gary Mills	5-8	1,264.00	
Girls' Softball	Carl Katzenberger	5-8	1,517.00	

- f) **Motion to approve** the Superintendent to appoint staff during the months of July and August, 2016, subject to ratification by the Board of Education at its regular meeting on August 29, 2016.

- g) **Motion to accept** the resignation of Tracy Denkovic as paraprofessional aide, effective July 13, 2016.

Roll Call:

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

6 Ayes ~ Motion Passes

3. POLICY

Nothing at this time.

4. FINANCE/FACILITIES

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

a) **USE OF FACILITIES**

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
Girls on the Run (Advisor: Kim Terzuolo)	9/13/16	11/21/16	Tuesdays and Thursdays 3:10 p.m. to 4:45 p.m.	ES

b) **TRAVEL EXPENDITURE APPROVAL (Attachment #17-F-7-1)**

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.

c) **PURCHASE OF APPLE TECHNOLOGY PRODUCTS**

Motion to approve Hunterdon County Educational Services Commission for Apple Technology Products:

WHEREAS, the Hunterdon County Educational Services Commission (“HCESC”), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products (bid number HCESC-TEC-16-01), effective March 25, 2016 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the High Bridge Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the High Bridge Board of Education are of such a specialized nature that only such products will meet the needs of the High Bridge Board of Education and

WHEREAS, the High Bridge Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the High Bridge Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education hereby authorizes the purchase of proprietary Apple technology products through HCESC Contract (HCESC-TEC-16-01) from *Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524*, for the following items:

- 2 - iPad Air 2 WiFi 64 GB Silver
- 2 - iPad Air 2 Cases
- 2 – iPad Air / Air 2 Pro Screen Protective Glass (Tempered)

d) **Motion to accept** participation in Coordinated Transportation with ESC of NJ (Educational Services Commission of New Jersey).

Roll Call:

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

6 Ayes ~ Motion Passes

J. NEW BUSINESS

- As a follow up to a comment made by a member of the public from the June 27th meeting, Mr. Honeycutt mentioned that Odyssey of the Mind is still an organization that has competitions, although High Bridge does not participate.

K. 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 member of the public asked how HIB training is verified for volunteers. Dr. Hobaugh said that any parents could take the same classes that staff is required to take. The courses are through our insurance company and available to all volunteers.
- A member of the public asked about why we are purchasing iPads. Dr. Hobaugh said that they are for Special Education students and that there are programs specific for the iPads that meet the needs of the students.
- A member of the public asked if a third kindergarten teacher is being hired and why. Enrollment is at 46 currently, which is making it necessary to hire another kindergarten teacher.
- A member of the public asked whether there would be a replacement while the Middle School Guidance Counselor is out on maternity leave. Dr. Hobaugh said that there are plans to cover the various duties without hiring an additional teacher.
- A member of the public asked what the Reading Olympics is. Dr. Hobaugh stated that it is a competition within the county that involves a certain number of books are read by 5th and 6th grade students.

L. 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 8:14 p.m.; Karyn Gove seconded the motion.~ Unanimously Carried

- June 27, 2016 Executive Session Minutes (**Attachment #17-ES-7-1**)
- Superintendent’s Evaluation

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.

M. RECONVENE PUBLIC SESSION

Karyn Gove motioned to exit executive session and return to public session at 8:45 p.m. Michael Estrada seconded the motion. Unanimously carried.

N. ACTION ITEMS

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

- **Motion to approve** the June 27, 2016 Executive Session minutes.

Roll Call:

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

5 Ayes ~ Motion Passes

O. HIGH BRIDGE BOE BOOK CLUB

Chapter 4 -- Five Habits of High-Impact School Boards

P. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 9:19 p.m. The motion was seconded by Todd Honeycutt. Unanimously carried.

Respectfully submitted,



Heather Goguen
Business Administrator/Board Secretary