

HIGH BRIDGE BOARD OF EDUCATION

REORGANIZATIONAL/REGULAR BUSINESS MEETING AGENDA

MONDAY, JANUARY 4, 2016

REORGANIZATION

A. OPENING OF MEETING - 7:00 PM

Rebecca Brandt-Philippe, Board Secretary will preside over meeting until which time a board president is elected.

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, January 4, 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. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

	<u># Votes</u>	<u>Term</u>
Michael Estrada	365	3 year term
Stephen Johnson	373	3 year term
Alan Schwartz	403	3 year term
Cindy Sharkey – Write-in	95	2 year unexpired term

D. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members.
(Attachment #16-RO-1.1)

E. ROLL CALL by Rebecca Brandt-Philippe, Board Secretary

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

F. ORGANIZATION OF THE BOARD

1. ELECTION OF OFFICERS

a. NOMINATIONS FOR PRESIDENT

- 1) Business Administrator calls for nominations:
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
- 2) Motion that nominations be closed
- 3) Board vote

Roll Call:

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

2. ELECTED PRESIDENT ASSUMES THE CHAIR

3. ELECTION OF VICE PRESIDENT

- 1) President calls for nominations
 - Motion to nominate _____ for Board Vice President.
 - Motion to nominate _____ for Board Vice President.
 - Motion to nominate _____ for Board Vice President.
- 2) Motion that nominations be closed
- 3) Board vote

Roll Call:

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

G. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #16-RO-1.2)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

Sign and return copy to Board Secretary.

REGULAR BUSINESS

H. RECOGNITION ITEMS (None at this time)

I. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-1.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Helen Meissner	12/15/16	Request for FMLA

J. 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.

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

December 14, 2015 Regular Meeting Minutes (**Attachment #16-M-1.1**)

L. REPORTS TO THE BOARD

1. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist
- b. Board Committees and Chairperson
 - **Community Relations** – _____, **Chairperson,**
 - Met December 15, 2015
 - Community meeting 1/26/16 at 7:00pm in Middle School cafeteria
 - **Curriculum and Instruction** – _____, **Chairperson,**
 - Next meeting TBD
 - **Personnel and Management** – _____, **Chairperson,**
 - Next meeting TBD
 - **Policy** – _____, **Chairperson,**
 - Next meeting TBD
 - **Finance/Facilities** – _____, **Chairperson,**
 - Next meeting TBD
 - **Negotiations** – _____, **Chairperson,**
 - Met December 22, 2015
 - **Technology** – _____, **Chairperson,**
 - Next meeting TBD

2. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-1.1**)
- 2) Staff Attendance for December 2015 (**Attachment #16-S-1.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent Update

b. ACTION ITEMS:

3. School Business Administrator's Report

a. General Information Items

- 1) Business Office Update

b. Monthly Facility Maintenance Report (Attachment #16-BA-1.1)

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)

M. ACTION ITEMS

1. CURRICULUM & INSTRUCTION

- a) No items at this time.

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Robert Imhoff

Stephen Johnson
Alan Schwartz
Cindy Sharkey

2. PERSONNEL

- a) **Motion to approve** the employment of **Brande Grieder** as Assistant to the Business Administrator/Board Secretary beginning February 1, 2016 through June 30, 2016 for an annual salary of \$ 45,000 .00 prorated and to approve up to 19 days between January 5, 2016 through January 29, 2016 on a per diem basis for transition at a daily rate of \$187.50. (Attachment #16-P-1.1)

- b) **Motion to approve** the employment of **Heather Goguen** as School Business Administrator/Board Secretary beginning March 7, 2016 through June 30, 2016 for an annual salary of \$99,990.00 prorated, pending Executive County Superintendent approval. (Attachment #16-P-1.2)
- c) **Motion to approve** the employment of **Anthony Watkuksey** as part-time (4hrs/day, 5day/wk) custodian from January 5, 2016 to June 30, 2016 at an hourly rate of \$12.50.
- d) **Motion to approve** a request from Helen Meissner for leave of absence on an intermittent basis utilizing accrued illness days in accordance with the family and medical care act.
- e) **Motion to approve Katie Franks and Melissa Patane-Schulter** as teacher-in-charge.
- f) **Motion to approve** course reimbursement for the following employee: (Attachment #16-P-1.3)
 - i. **Katie Franks**
 - Course: Supervision & Evaluation of Instruction
 - College/University: Kean University
 - Semester: Winter 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$2034.00 (Rutgers rate)
 - ii. **Katie Franks**
 - Course: School Supervisor & Organizational Theory
 - College/University: Kean University
 - Semester: Winter 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$2034.00 (Rutgers rate)
 - iii. **Melissa Betz**
 - Course : Student, Teachers, Social Policy & The Law
 - College/University: Centenary College
 - Semester: Winter 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$1,275.00

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Robert Imhoff

Stephen Johnson
Alan Schwartz
Cindy Sharkey

3. POLICY

- a) **None at this time.**

Roll Call:

Michael Estrada

Stephen Johnson

Karyn Gove
Todd Honeycutt
Robert Imhoff

Alan Schwartz
Cindy Sharkey

4. FINANCE/FACILITIES

a) PAYMENT OF BILLS*

Audit of Invoices (Attachment #16-F-1.1)

b) TRAVEL EXPENDITURE APPROVAL (None at this time)

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) USE OF FACILITIES (None at this time)

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location

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

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Robert Imhoff

Stephen Johnson
Alan Schwartz
Cindy Sharkey

N. NEW BUSINESS

O. PUBLIC COMMENTS

P. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 403b account update
- December 14, 2015 Executive Meeting Minutes (**Attachment ES #1.1**)
- Negotiations Update

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.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Robert Imhoff

Stephen Johnson
Alan Schwartz
Cindy Sharkey

S. ADJOURNMENT