

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, APRIL 11, 2016

A. OPENING OF MEETING - 7:00 PM

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, April 11, 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. ROLL CALL by Heather Goguen, Business Administrator/Board Secretary

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

D. RECOGNITION ITEMS

1. **Nathan Charron, Hunterdon Area Rural Transportation (HART)** will present on High Bridge Environmental Club's anti-idling program.
2. **Jeff Thompson, Morning Broadcast Advisor and Morning Broadcast team** will present their online broadcast program.

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-4.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Cathy Hoos	3/22/16	LOA Request

H. 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.

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. March 14, 2016 Regular Meeting Minutes (**Attachment #16-M-4.1**)
2. March 17, 2016 Special Meeting Minutes (**Attachment #16-M-4.2**)

Roll Call:

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

J. REPORTS TO THE BOARD

1. Board President's Report

- a. Restructure of BOE Committees
- b. Schedule future Board Meeting Dates
- 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
 - Next meeting TBD
 - **Policy – Cindy Sharkey, Chairperson**, Michael Estrada, Robert Imhoff
 - Policy Alert #208 will need to be reviewed.
 - Next meeting TBD
 - **Finance/Facilities – Stephen Johnson, Chairperson**, Alan Schwartz, Robert Imhoff
 - Next meeting TBD
 - **Negotiations – Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff
 - Met April 4, 2016
 - Next meeting TBD

2. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-4.1**)
- 2) Staff Attendance for March 2016 (**Attachment #16-S-4.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent Update

3. School Business Administrator’s Report

a. General Information Items

- 1) Acceptance of Comprehensive Annual Financial Report and Corrective Action Plan from year ended June 30, 2015
- 2) Budget submission update

b. Monthly Facility Maintenance Report (Attachment #16-BA-4.1)

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 AND TECHNOLOGY

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

- a) Motion to approve the 2016-2017 School Calendar (**Attachment #16-CIT-4.1**)
- b) Motion to approve an amended 2015-2016 School Calendar to adjust for unused snow days, making student’s last day an early dismissal on Friday, June 10th and teacher’s last day Monday, June 13th. (**Attachment #16-CIT-4.2**)
- c) **Motion to approve a field trip for Kindergarten to High Bridge Borough.** This trip correlates Kindergarten curriculum units on Community. Students will walk to town and stop at photography studio, Borough Hall, Barber Shop, Library, Laundromat, Post Office and Pizza Shop. There is no cost associated with this trip.
- d) **Motion to approve the Nursing Services Plan** for the 2015-2016 school year. (**Attachment #16-CIT-4.3**)

Roll Call:

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

2. PERSONNEL

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

- a) **Motion to approve** a request from **Cathy Hoos** for an intermittent leave of absence utilizing accrued illness days in accordance with the Family and Medical Leave Act.
- b) **Motion to accept** the resignation of **Christine Rudnicki** as part-time cafeteria aide, effective April 4, 2016.
- c) **Motion to appoint Heather Goguen** as Public Agency Compliance Officer/ Record Custodian effective March 7, 2016.

- d) **Motion to approve the appointment of Heather Goguen**, Business Administrator/Board Secretary, as the District’s Temporary Qualified Purchasing from March 7, 2016 - June 30, 2016 and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold without a QPA of \$29,000; with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$4,350 without a QPA or \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.
- e) **Motion to approve Lily Battell** as student teaching intern through Hunterdon County Polytech, to intern at High Bridge Elementary School, two times per week from April 14th through May 26th, with Lauren Richardson as cooperating teacher.
- f) **Motion to approve Michelle Parkhurst** as student teaching intern through Hunterdon County Polytech, to intern at High Bridge Elementary School, two times per week from April 7th through May 26th, with Lauren Richardson as cooperating teacher.

Roll Call:

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

3. POLICY

None at this time.

4. FINANCE/FACILITIES

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-4.1)

Approve invoices for Current Expenses in the following amounts:

Check Register:	March 15 to April 11, 2016	\$ 43,226.79
Payroll	March 15, 2016	\$219,195.40
Payroll	March 24, 2016	<u>\$219,989.52</u>
	Total	\$482,411.71

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

Date	Vendor	Amount	Description	Check No.
3/18/16	Maschio’s Food	\$6,954.07	Feb-0052311	1424

c) **USE OF FACILITIES**

Motion to approve the following use of facilities request:

None at this time.

d) **ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT**

Motion to approve acceptance of Comprehensive Annual Financial Report (CAFR) as recommended by the Superintendent, in consultation with the Business

Administrator/Board Secretary, of the 2014-2015 Audit and the CAFR for the fiscal year ended June 30, 2015. (**Attachment #16-F-4.2**)

- e) **ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN**
Motion to approve acceptance of Corrective Action Plan for FY ended June 30, 2015 as recommended by the Superintendent, in consultation with the Business Administrator/Board Secretary, and to submit to the County Department of Education Office. (**Attachment #16-F-4.3**)
- f) **Motion to approve** the elimination of outdated books from the Middle School library collection. (**Attachment #16-F-4.4**)
- g) **Motion to approve** the elimination of outdated Middle School Electronics. (**Attachment #16-F-4.5**)
- h) **TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-4.6)**
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.

Roll Call:

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

L. NEW BUSINESS

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.

N. EXECUTIVE/CLOSED SESSION

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

- March 14, 2016 Executive Meeting Minutes (**Attachment #16-ES-4.1 & 4.2**)
- Negotiations Update
- Grievance update
- Personnel Matters (**Attachment #16-ES-4.3** and **Attachment #16-ES-4.4**)

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

P. ACTION ITEMS

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Robert Imhoff

Stephen Johnson
Alan Schwartz
Cindy Sharkey

Q. HIGH BRIDGE BOE BOOK CLUB

Chapter 3 – Five Habits of High-Impact School Boards

R. ADJOURNMENT