

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

TUESDAY, SEPTEMBER 1, 2015

A. OPENING OF MEETING – 6:00 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 6:00 pm on Tuesday, September 1, 2015, 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 Rebecca Brandt-Philippe, Board Secretary

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

D. EXECUTIVE/CLOSED SESSION

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

- Personnel matter: Principal interviews

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.

E. RECONVENE PUBLIC SESSION

F. REVIEW OF OFFICIAL CORRESPONDENCE

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

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

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
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Met August 31, 2015 at 5pm
 - Field Trip Plan approval
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met August 26, 2015 at 5:30 pm
 - Discussed audit
 - Discussed Energy Savings Plan
- **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
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
 - New Policy Alert Issued

- **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 – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Met July 28, 2015 at 6 p.m.

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) Review of July 2015 Legal Bills (**Attachment #16-S-9.2**)
- 4) Summer Staff Recognition
- 5) Superintendent Update

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – July 2015 (**Attachment #16-BA9.1**)
- 2) Audit results. 2014-2015
- 3) Capital Reserve increase.
- 4) Maintenance Reserve increase.
- 5) ESP and LRFP discussion.

b. Monthly Facility Maintenance Report

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

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:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

K. PERSONNEL

The Superintendent recommends approval of the following actions:

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 effective September 1, 2015 at an annual salary of \$94,000. (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.
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.
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.
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.
15. **Motion to accept** the resignation of **Sarah Burke** as full-time paraprofessional aide effective immediately.
16. **Motion to accept** the resignation of **Anne Thompson-McGovern** as part-time paraprofessional aide effective immediately.
17. **Motion to accept** the resignation of **Megan Powers** as full-time paraprofessional aide effective immediately.
18. **Motion to accept** the resignation of **Lee Rozycki** as part-time paraprofessional aide effective immediately.
19. **Motion to abolish** the position of **Elementary School Principal's Secretary** effective October 19, 2015.
20. **Motion to create** the position of **Confidential Secretary to the Superintendent/Elementary School Principal** effective October 20, 2015
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)**
 - c. **Supervisor of Elementary Education (Attachment #16-P-9.8)**

22. **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

23. **Motion to approve** the following substitutes for the 2014-2015 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.

24. **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

25. **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

26. **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.

27. **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.

28. **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.

29. **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:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

L. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

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

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.

Julie Mumaw
Business Administrator/Board Secretary

September 1, 2015

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.
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.
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 Soccer	9/25/15	9/26/15	Friday – 5:30 p.m. to 9:00 p.m. Saturday – 7:30 a.m. to Noon	MS- Café
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.

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

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

M. NEW BUSINESS

N. PUBLIC COMMENTS

O. EXECUTIVE/CLOSED SESSION

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

- August 10, 2015 Executive Meeting Minutes (**Attachment ES #1**)

- Negotiations Update
- Level V Grievance

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.

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

S. ADJOURNMENT