

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, NOVEMBER 9, 2015

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, November 9, 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. PRESENTATION/RECOGNITION ITEMS

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-11.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Chris Muller	10/12/15	Restoring Art Full-time
Donna Connell	10/28/15	Accrued Sick Days

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.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

October 19, 2015 Regular Meeting Minutes (Attachment #16-M-11.1)

H. REPORTS TO THE BOARD

1. Board President's Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Community meeting 1/26/16 at 7:00pm in Middle School cafeteria
 - Next meeting December 15, 2015
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Next meeting December 2nd
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting 12/1/15 at 4:00pm
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met October 26, 2015
 - Reviewed Policy Alert #206
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met October 12, 2015
 - Fact finding session 10/15/15 at 6:00p.m.
 - Next meeting November 16, 2015
- **Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD

2. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-11.1**)
- 2) Staff Attendance for October 2015 (**Attachment #16-S-11.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - a) 1 HIB investigation at ES – Not found to be HIB
 - b) 1 HIB investigation at MS – Not found to be HIB
- 4) Superintendent Update

b. ACTION ITEMS:

(1) Resolution to submit the District's QSAC documents:

- (a) **District Performance Review (DPR) (Attachment #16-S-11.3)**
- (b) **Statement of Assurance (SOA) (Attachment #16-S-11.4)**

Whereas, the High Bridge Board of Education in the County of Hunterdon is undergoing evaluation under NJ QSAC for the 2015-2016 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district’s DPR responses and the SOA with respect to this process, and

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the district’s DPR responses and SOA and hereby approves these documents.

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review and Statement of Assurances to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

3. School Business Administrator’s Report

a. General Information Items

- 1) Financial Statements- Due to insufficient time, the September and October reports will be approved in December.
- 2) Audit Report – Still waiting for final report from auditor
- 3) New Budget
 - a) To date no instructions from NJDOE
 - b) Preparing district internal guidelines and forms

b. Monthly Facility Maintenance Report (Attachment #16-BA-11.1)

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)

I. ACTION ITEMS

1. CURRICULUM & INSTRUCTION

- a) **Motion to approve 8th grade to McCarter Theatre, Princeton, NJ** on December 8, 2015 to see a production of “A Christmas Carol”. Transportation will be provided by Hunterdon County ESC at a cost of \$355.00 for one bus. The cost per student of \$40.00 includes admission and transportation and is to be borne by parents/guardians.
- b) **Motion to approve 8th grade to Main Street, High Bridge** on Wednesday, November 25, 2015 to decorate Main Street. There are no costs associated with the trip as students will be walking.
- c) **Motion to approve selected 6th grade G/T Students to Hunterdon Art Museum, Clinton, NJ** on December 4, 2015 (snow date 12/11/15) to participate in Artline I activities. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- d) **Motion to approve 4th grade to Veterans Memorial Park** on November 10, 2015 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. **This trip was originally scheduled on 11/11/15.**

- e) **Motion to approve MD class** to attend the following vocational trips (with BD Class) with transportation provided by the district:

Date	Location	Time
December 16 th	Bus Trip - Phillipsburg Mall	10:00am - 12:00pm
January 20 th	Bus Trip - Oakwood Lanes	10:00am - 12:00pm
April 6 th	Bus Trip - Dr. McQuire	9:00am - 10:30am
May 11 th	Bus Trip - Shop Rite	9:30am - 11:00am

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

2. PERSONNEL

- a) **Motion to approve** a request from **Anna Sbriscia** to extend her leave of absence through November 27, 2015 utilizing accrued illness days, in accordance with the Family Medical Leave Act.

- b) **Motion to approve** course reimbursement for the following employees:
 (Attachment #16-P-11.1)

i. Kelly Grube

- Course: Action Research Thesis #704A
- College/University: Moravian College
- Semester: Spring 2016
- Credits: 3 Graduate Credits
- Tuition: \$1410.00

ii. Kelly Grube

- Course: Action Research Thesis #705A
- College/University: Moravian College
- Semester: Spring 2016
- Credits: 3 Graduate Credits
- Tuition: \$1410.00

iii. Jeremy Schilling

- Program: NJ Educational Facility Management Program
- Course: Information Systems – BG-1102-FA15-6
- College/University: Rutgers Continuing Studies
- Semester: Fall 2015
- Credits: N/A
- Tuition: \$568.00

- c) **Motion to approve** the employment of **Dorothy Davidson** as part-time (.57) paraprofessional aide from November 12, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.

- d) **Motion to approve** the employment of **Anne Simpson** as part-time (.57) paraprofessional aide from November 12, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.
- e) **Motion to approve** the following co-curricular activities and advisors for the 2015-2016 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Reading Olympics	Nicole Locorotondo	5-6	25	727.75
MS Yearbook	Brenda Krushinski Rachel Lazier	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	

3. POLICY

- a) **Motion to adopt** the following revised, or new policies and/or regulations: (Attachment #16-POL-11.1)
- i. P1110 Organizational Chart
 - ii. P 3322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - iii. P 4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - iv. P & R 5330 Administration of Medication (M) (Revised)
 - v. P 5339 Screening for Dyslexia (M) (Revised)
 - vi. P 5615 Suspected Gang Activity (Revised)
 - vii. P 4212 Attendance (Revised) (formerly P4211 – Attendance)
 - viii. P 5756 Transgender Students (Revised)
 - ix. P 8540 School Nutrition Programs (Revised)
 - x. P 8550 Outstanding Food Service Charges (New)
 - xi. R 8820 Opening Exercises/Ceremonies (Revised)
- b) **Motion to abolish** the following regulation:
- i. R 8540 Free and Reduced Rate Meals (Abolished)

Roll Call:

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

4. FINANCE/FACILITIES

- a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-11.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	Oct. 20, 2015 to Nov. 9, 2015	\$ 56,187.56
Payroll 10/30/15		<u>\$227,249.99</u>
	Total:	\$279,026.72

- b) **TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-11.2)**
 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	Alan Schwartz
Karyn Gove	Kay Daughters-Musnuff - VP
Todd Honeycutt	Robert Imhoff – Pres.
Stephen Johnson	

J. NEW BUSINESS

K. PUBLIC COMMENTS

L. EXECUTIVE/CLOSED SESSION

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

- October 19, 2015 Executive Meeting Minutes (**Attachment ES #11.1**)
- 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.

M. RECONVENE PUBLIC SESSION

N. ACTION ITEMS

Roll Call:

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

O. ADJOURNMENT