

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, DECEMBER 14, 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, December 14, 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

1. **Motion to approve** a resolution in recognition of Kay Daughters-Musnuff for her many years of service as Board Member. (**Attachment #16-R-12.1**)
2. **Presentation on PARCC Scores** – Dr. Gregory Hobaugh

E. REVIEW OF OFFICIAL CORRESPONDENCE (**Attachment #16-C-12.1**)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Chris Muller	12/8/15	Denying Parent and Student Choice
Heidi Miller	12/3/15	Request for movement across guide
Melissa Betz	12/9/15	Extended Leave of Absence

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-12.1**)
November 9, 2015 Regular Meeting Minutes (**Attachment #16-M-12.2**)

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**
 - Met December 2, 2015
 - Discussed Algebra Program
 - Reviewed PARCC Scores
 - Discussed QSAC visit
 - **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Met December 1, 2015
 - Board Office Staffing needs
 - Preliminary Staffing Plan 2016-2017
 - **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
 - **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
 - **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting December 22, 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-12.1**)
- 2) Staff Attendance for November 2015 (**Attachment #16-S-12.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Middle School Math Replacement Teacher – Jemma Schraeder
- 5) Superintendent Update

b. ACTION ITEMS:

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) **8th grade to Voorhees High School on Wednesday, January 6, 2016** (rain date 1/8/16) for orientation program. Transportation will be provided by ESC at a cost of \$110.00 for one bus and will be paid by the district.

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 January 4, 2015 utilizing accrued illness days.
- b) **Motion to accept** the resignation of **Sharon Snyder** as part-time (.57) paraprofessional aide effective 11/15/15.
- c) **Motion to accept** the resignation of **Anne Simpson** as part-time (.57) paraprofessional aide effective 11/16/15.
- d) **Motion to accept** the resignation of **Girolama Painter** as part-time (.57) paraprofessional aide effective 11/16/15.
- e) **Motion to accept** the resignation of **Joseph Bellino** as Interim School Business Administrator effective November 24, 2015.
- f) **Motion to approve Julie Mumaw** as Interim Business Administrator from November 25, 2015 through June 30, 2016 at a per diem rate of \$400.00 for a maximum of 3 days per week, pending Executive County Superintendent approval. **(Attachment #16-P-12.1)**
- g) **Motion to accept** the resignation of **Rebecca Brandt-Philippe** as Board Secretary/Assistant to the Business Administrator, effective January 29, 2016.
- h) **Motion to approve** the employment of **Stephanie Kurp** as part-time (.57) paraprofessional aide from January 4, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.
- i) **Motion to approve** the employment of **Joan LoIacono** as part-time (.57) paraprofessional aide from January 4, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.

- j) **Motion to approve** an extension to leave of absence for **Melissa Betz** to include November 30, 2015 through January 11, 2015 utilizing accumulated illness days in accordance with the Family Medical Leave Act.
- k) **Motion to approve** a request from **Christine McKenna** for an unpaid medical leave of absence from December 7, 2015 through January 8, 2016 in accordance with FMLA.
- l) **Motion to approve** a request from **Caryn Snyder** to extend her leave of absence for the remainder of the 2015-2016 school year.
- m) **Motion to extend** the appointment of **Christine Cosgrove**, 3rd grade leave replacement teacher through June 16, 2015 (or last day of school).
- n) **Motion to approve** a request for movement across the salary guide for **Heidi Miller** from BA Step 1 to MA Step 1 for an annual salary of \$54,405 prorated, effective January 1, 2016.
- o) **Motion to approve Marisa Monaco, Heidi Miller and Donna Brown** as home instructors for student ID#4362238152 to begin on or about December 15, 2015 for 10 hours per week at an hourly rate of \$35.42.
- p) **Motion to approve Maria Bobikova** as substitute school nurse for the remainder of the 2015-2016 school year, pending successful completion of criminal history background check.
- q) **Motion to create** a position of Teacher in Charge and approve job description for same. Compensation for the position will be at a daily rate of \$115.00, \$57.50 for a half-day, of \$15.00 for dismissal or arrival coverage. (**Attachment #16-P-12.2**)
- r) **Motion to approve** revised job descriptions for the following positions:
 - (i) Business Administrator/Board Secretary (**Attachment #16-P-12.3**)
 - (ii) Assistant to the Business Administrator/Board Secretary (**Attachment #16-P-12.4**)

3. POLICY

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

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

4. FINANCE/FACILITIES

- a) **PAYMENT OF BILLS***
Audit of Invoices (Attachment #16-F-12.1)
- 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.

- d) **Motion to approve** the disposal of outdated reference books that have not circulated for the past three years. (**Attachment #16-F-12-2**)
- e) **Motion to accept** a donation from the High Bridge PTO of one (1) Global Industries Water Bottle Filling station valued at \$869.00.
- f) **APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN 2015-2017**

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. (**Attachment #16-F-12.3**)

- g) **Motion to approve** the Board Attorney/Retainer Agreement with Schenck, Price, Smith & King, LLP as Special Counsel in matters of Special Education for the period January 1, 2016 through January 1, 2017. (**Attachment #16-F-12.4**)

Roll Call

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

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:

- Grievance Hearing
- 403b accounts

- October 19, 2015 Executive Meeting Minutes (**Attachment ES #12.1**)
- November 9, 2015 Executive Meeting Minutes (**Attachment ES #12.2**)
- 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

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

O. ADJOURNMENT