

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, FEBRUARY 22, 2017

### 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 Wednesday, February 22, 2017, 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	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
Heather Goguen, Business Administrator/Board Secretary

### D. PRESENTATION AND RECOGNITION ITEMS

1. **Request a motion** to approve resolutions recognizing the recipients of the 2017 Governor's Educator of the Year Recognition Award: (**Attachment #17-R-2-1**)  
HBES – Karin Weikert  
HBMS – Carl Katzenberger
2. Teachers Teaching Teachers - Presented by: Lucille Arnold, Courtney Shiffman, Jemma Buccine and Christina Celfo
3. Coding - Presented by: Karin Weikert and Jemma Buccine

#### Roll Call:

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

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-2-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Robert Meissner	1/30/17	Request for LOA
Kevin Jones	2/13/17	Request for LOA
The Cure Starts Now	1/26/17	Thank you for donation

**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**1. January 23, 2017 Regular Meeting Minutes (**Attachment #17-M-2-1**)**Roll Call:**

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

**H. REPORTS TO THE BOARD****1. Board President's Report**

## a. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy

**Cindy Sharkey, Chairperson**, Karyn Gove, Michael Estrada, Members.

- Met February 13, 2017
- Next meeting March 13, 2017
- Reviewed NHVHS Calendar and updates for 17-18
- Reviewed Policy #5200 Attendance
- Discussed Participation for Standardized Testing

- **Educational Resources** – Responsibilities: Finance and Facilities

**Steve Johnson, Chairperson**, Alan Schwartz, Robert Imhoff, Members

- Met tonight prior to Board Meeting
- Discussed bid process for HVAC Controls and Paraprofessionals
- 2017-2018 Budget update
- Next meeting March 13, 2017

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**  
**Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
  - Met February 13, 2017
  - Next meeting March 13, 2017
  - Custodial coverage
  - Competitive bid for para-professional services
  - Staff request for leave of absence
  
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
  - Update

b. Action Items:

- 1) Upon recommendation of the Negotiations Committee and the Superintendent, motion to ratify the amended negotiated agreement between the High Bridge Teachers’ Association and the High Bridge Board of Education for the period retroactive to July 1, 2014 through June 30, 2018, as presented. (**Attachment #17-N-2-1**)
- 2) **Motion to approve** the forgiveness of the collection of employee contributions for health benefits for the 2014-2015 and 2015-2016 school years.

**Roll Call:**

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

**2. Superintendent’s Report**

a. **INFORMATION ITEMS:**

- 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
<b>PS</b>	2	22	-	-	22
<b>K</b>	3	45	-	-	45
<b>1</b>	2	33	-	-	33
<b>2</b>	2	40	-	-	40
<b>3</b>	2	44	-	-	44
<b>4</b>	2	40	-	-	40
<b>Elementary School Total</b>					224
<b>5</b>	2	51	-	-	51
<b>6</b>	2	37	1	1	39
<b>7</b>	2	36	1	-	37
<b>8</b>	2	44	1	-	45
<b>Middle School Total</b>					172

<b>District Total</b>	21	392	3	1	396
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- Staff Attendance for January 2017 (**Attachment #17-S-2-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

**3. School Business Administrator’s Report**

**a. General Information Items**

- Mid-year Review
- Payment for 2016-17 for employees in HBTA

**b. Vandalism Report**

- There was no vandalism.

**4. Superintendent’s Report (Via e-mail)**

**5. Middle School Principal’s Report (Via e-mail)**

**6. Elementary School Supervisor’s Report (Via e-mail)**

**K. ACTION ITEMS**

**1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**

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

- a. **Motion to approve** submission of a Request to Establish a Special Education Program at the Elementary School beginning November 2016. (**Attachment #17-SA-2-1**)
- b. **Motion to approve** the 2016 ESEA Accountability Action Plan for the area of Participation Rate at the Middle School and authorize the Superintendent to submit a Statement of Assurance to the County Office regarding same. (**Attachment 17-SA-2-2**)
- c. **Motion to approve** Home Instruction for student ID#9609382499 with Educational Services provided by Rutgers Behavioral Health CAIS for ten (10) hours per week at the rate of \$35.42 per hour.
- d. **Motion to approve** Douglas Developmental Disabilities Center to provide individual student behavioral and academic consultation services for student ID#4706470980 at a cost of \$5,300.00.
- e. **Motion to approve** a cultural arts program, “The Blue Project” for grades 4-8 for a total cost of \$1,200.00. Cost of assembly will be reimbursed by Voorhees Municipal Alliance Character Education Grant.
- f. **Motion to approve** the following class trips and transportation:

<b>Grade</b>	<b>Location</b>	<b>Cost</b>	<b>Cost incurred by</b>
3rd Grade GT	Valley View School for Exxon Mobil Science Day	Transportation costs split between participating districts	BOE

**Roll Call:**

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

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

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

- a) **Motion to approve** a request from **Melissa Betz** to move on salary guide from BA\_13 to BA+15\_13 based upon submission of transcripts documenting successful completion of graduate coursework, retroactive to 2/1/17.
- b) **Motion to approve Rachel Lazier** to attend Language Arts Articulation at NHHS on 2/23/17 for 3 hours and 5/11/17 for 3 hours at a rate of \$29.11 totaling \$174.66. \$87.33 will be paid on 2/28/17 and \$87.33 will be paid on 5/15/17 payrolls.
- c) **Motion to approve** the following as a non-instructional paraprofessional (1:1) to attend Drama Club practices and/or performances at a rate of \$10.00 per hour:

Staff Member	Event	Hours	Total
Mary Raefski	Drama Club - (1:1) Non-instructional Paraprofessional	Not to exceed 40 hours between the two aides	\$400.00
John Bunger-Spiecha	Drama Club - (1:1) Non-instructional Paraprofessional		

- d) **Motion to approve Kim Terzuolo** as a bedside instructor (\$35.42 per hour).
- e) **Motion to approve** a request for a medical leave of absence from **Robert Meissner** from February 15, 2017 through March 29, 2017 utilizing 3 illness days and 27 unpaid days.
- f) **Motion to approve** a request for a military leave of absence from **Kevin Jones** from April 18, 2017 through June 30, 2017.
- g) **Motion to approve** a request for a maternity leave of absence from **Emily Martin** from March 17, 2017 through June 16, 2017 utilizing 5 illness day, 2 personal business and 51 unpaid days.
- h) **Motion to approve** course reimbursement for the following:
  - i. **Katherine Franks**
    - Course: Computer Applications in Education Administration
    - College/University: Kean University
    - Semester: Spring 2017
    - Credits: 3 Graduate
    - Tuition: \$2034.00
  - i) **Motion to approve Christin Hywel**, OT Specialist, to provide individual student services for student ID#4706470980 at the rate of \$250.00 per hour. Not to exceed \$1,000.00

- j) **Motion to approve Denise Garcia**, Centenary University student, to complete fieldwork observation hours at Middle School in Science and Special Education with Steve Kovacs and Michele Ilg-Gomez as cooperating teachers.
- k) **Motion to approve Lisa Kerr** as assistant to Softball coach on a voluntary basis.
- l) **Motion to approve** to establish an Elementary School Lego Club beginning in March of 2017.
- m) **Motion to approve Emma Alparone** as voluntary Lego Club Leader for the Elementary School beginning in March through June of 2017.

**Roll Call:**

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

**3. EDUCATIONAL RESOURCES – Finance and Facilities**

a) **PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #17-F-2-1)**

**i. Approve** invoices for Current Expenses in the following amounts:

Check Register:	Jan 23,2017 to Feb 22, 2017	\$733,321.17
Payroll	Jan 30, 2017	\$234,490.00
Payroll	Feb. 15, 2017	<u>\$242,992.18</u>
	<b>Total</b>	<b>\$1,210,803.35</b>

**FINANCIAL REPORTS (Attachment #17-F-2-2, 17-F-2-3)**

**Report of the Board Secretary and Treasurer’s Report for January 2017**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of January 2017 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 January 2017 (Attachment #17-F-2-4)**

**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the month end January 2017, 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.

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Heather Goguen

February 22, 2017

## Business Administrator

b) **USE OF FACILITIES****Motion to approve the following use of facilities request:**

Organization	Start Date	End Date	Day / Times	Location
8th Grade Lock-In	3/31/17	4/1/17	Friday 9:00 pm until Saturday 7:00 am	MS Gym
Girls on the Run	3/14/17	6/8/17	Tuesday & Thursdays 3:10 to 5:00 pm	Room 302 ES , & Outside blacktop/grass areas

**TRAVEL EXPENDITURE APPROVAL**

**Motion to approve** workshop and related travel expenses listed below as recommended by the Superintendent, in consultation with the School Business Administrator/Board Secretary.

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Carla LaTorre	101 Best Strategies for Teaching World Language	3/7/17	\$245.00	\$15.62		\$260.62
Sal Gambino	NJSBGA Expo 2017	3/13, 14, 15/2017	\$200.00	n/c	193.50	\$393.50
Karin Weikert	Keyboarding Without Tears	3/31/17	\$165.00	\$32.86		\$197.86
Brande Grieder	Nisivoccia - Quickbooks	3/8/17	n/c	\$13.83		\$ 13.83
Emma Alparone	Best Practice in functional Assessment	2/24/17	\$160.00	20.46		\$180.46
Megan Roth	Best Practice in functional Assessment	2/24/17	\$160.00	10.78		\$181.58
Nicole Locorotondo	Wilson Language - Just Words Training	3/14/17 - 3/15/17	\$125.00	n/c		\$125.00
Gregory Hobaugh	P.E.R.C - Trenton	3/17/17	n/c	23.31		23.31

d) **Motion to approve** participation with Warren County Special Services for Coordinated Transportation for the 2017-2018 school year, if needed.

e) **Motion to approve** the following additional student to the Bus Route for the 2016-2017 School Year:

<b>Provider</b>	<b>Route #</b>	<b>Student ID#</b>	<b>Cost</b>	<b>Dates</b>
HCESC	1722	20170037	No additional cost	2/6/17 - 4/13/17

- f) **Motion to approve the Three-year Preschool Program Plan (Early Launch Learning Initiative [ELLI])** for the 2017-2018 school year in the amount of \$6,600.00 to be submitted to the New Jersey Department of Early Childhood in accordance with N.J.A.C. 6A:13A.
- g) **Motion to approve** the disposal of outdated books from the Middle School library collection. (**Attachment #17-F-2-5**)
- h) **Motion to approve** the following amendment for the 2016 NCLB (No Child Left Behind). The following transfers of funds between accounts are being made for professional development of staff:

<b>Title IA</b>	<b>200-300 to 200-500</b>	<b>\$2,000.00</b>
<b>Title IIA</b>	<b>200-100 to 200-500</b>	<b>\$3,498.00</b>

**Roll Call:**

Michael Estrada	Stephen Johnson
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Todd Honeycutt, Vice Pres.	Cindy Sharkey
Robert Imhoff, President	

**L. NEW BUSINESS**

**M. PUBLIC COMMENTS**

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**N. EXECUTIVE/CLOSED SESSION**

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

- January 23, 2017 Executive Session Minutes (**Attachment #17-ES-2-1**)
- Personnel
- Negotiations

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**

- **Motion to approve** the January 23, 2017 Executive Session Minutes.

**Roll Call:**

Michael Estrada  
Karyn Gove  
Todd Honeycutt  
Robert Imhoff

Stephen Johnson  
Alan Schwartz  
Cindy Sharkey

**Q. ADJOURNMENT**