

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY, AUGUST 29, 2016

### 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 Monday, August 29, 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	

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

### D. EXECUTIVE SESSION

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

- Facility/Security improvements

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.

#### Roll Call:

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

### E. RECONVENE PUBLIC SESSION

### F. PRESENTATION

Mr. Marinelli will present a facilities update.

**G. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None at this time		

**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. July 18, 2016 Regular Meeting Minutes (**Attachment #17-M-8-1**)

**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. NHVHS Referendum Press Release (**Attachment 17-BP-8-1**)
- b. 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 Generation Science Standards
    - Field Trip Plan
    - Next meeting TBD
  - **Personnel and Management – Karyn Gove, Chairperson, Todd Honeycutt, Robert Imhoff**
    - Interviews for Pre-K and PT custodians
    - Next meeting TBD

- **Policy – Cindy Sharkey, Chairperson**, Michael Estrada, Robert Imhoff
  - Next meeting TBD
  - Policy Alert #209 Issued – met 8/22 to review.
- **Finance/Facilities – Stephen Johnson, Chairperson**, Alan Schwartz, Robert Imhoff
  - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff
  - Committee reviewed Fact Finder’s Report 8/22/16
  - Met with HBTA 8/25/16

**2. Superintendent’s Report**

**a. INFORMATION ITEMS:**

- 1) 2016-2017 Projected Enrollment (**Attachment #17-S-8-1**)
- 2) Staff Attendance for July 2016 (**Attachment #17-S-8-2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent Update

**b. ACTION ITEMS:**

- 1) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education. (**Attachment #17-S-8-3**)

**Roll Call:**

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

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

**a. General Information Items**

- 1) Revised Facilities Use Policy
- 2) Updated payroll procedures
- 3) Preparing for 17-18 budget and ‘17 projects

**b. Monthly Facilities Report (Attachment #17-BA-8-1)**

**c. 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. CURRICULUM, INSTRUCTION AND TECHNOLOGY**

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

- a. **Motion to approve** the following class trips and transportation:
  - 1) **Student Leadership representatives** to YMCA Camp Bernie for team building and leadership activities. Transportation to be provided by ESC at an approximate cost of \$137.50 for one bus. Cost per pupil of \$20.00 will be borne by parents/guardians and includes transportation, meals, lodging and program and will be offset by a Municipal Alliance grant.
  - 2) **8th Grade** to Clinton Twp. Middle School, Clinton, NJ for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” in October. The admission fee is \$1.00 per student. Transportation will be provided by ESC at a cost of \$110.00 for one bus. Admission and transportation will be paid for by the district.
- b. **Motion to approve** the proposed district field trip plan for the 2016-2017 school year. (Attachment #17-CI-8.1)

**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 items:

- a) **Motion to accept**, with regret, the resignation of **Maggie Murphy** as Middle School English Language Arts teacher effective August 24, 2016.
- b) **Motion to accept**, with regret, the resignation of **Anthony Watkoskey** as part-time custodian effective August 18, 2016.
- c) **Motion to accept**, with regret, the resignation of **Jennifer Schmidt** as Elementary School Teacher effective October 20, 2016.
- d) **Motion to accept**, with regret, the resignation of **Sally Warner** as part-time paraprofessional aide, effective immediately.
- e) **Motion to accept**, with regret, the resignation of **Paola Sahulka** as part-time paraprofessional aide, effective immediately.
- f) **Motion to approve** the emergent hire of **Christina Celfo** as Middle School English Language Arts teacher from August 25, 2016 through June 30, 2017 at level MA Step 1 for an annual salary of \$54,405.00. (**Attachment 17-P-8-1**)

- g) **Motion to approve** the emergent hire of **Emily Martin** as Part-time (.62 F.T.E.) Preschool Teacher at level/step BA-3 for an annual prorated salary of 31,933.00 from September 1, 2016 through June 30, 2017. (**Attachment 17-P-8-2**)
- h) **Motion to approve** the emergent hire of the following part-time paraprofessional aides for the 2016-2017 school year beginning August 25, 2016 through June 30, 2017:

<b>Name</b>	<b>Hours</b>	<b>Hrly Rate/Salary</b>
Kristen Evans	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Divino Melizza	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Peter Maszczak	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Michelle Warburton	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Laurie Zane	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Patti Williams	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Thomas Eisenhart	4 hrs per day x 182 days	\$10.00 / \$7,280.00
Dominique Trepiccione	4 hrs per day x 182 days	\$10.00 / \$7,280.00

- i) **Motion to approve Coleen Conroy** to work an additional two days over the summer at her per diem rate of \$153.34.
- j) **Motion to approve Christine Roling** to work an additional two days over the summer at her per diem rate of \$185.99.
- k) **Motion to approve** the summer employment of the following for ESY program as follows:

<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>CAP</b>
Joan Murray	Speech/Language Therapy	\$53.38 per hr	\$2510.00
Lee Rozycki – CST Secretary	CST Support	\$18.75 per hr \$150. Per day	\$4200 cap Max: 28 days
Christina McKenna	Substitute Aide and/or Substitute Teacher	\$35 per day \$70 per day	\$805 cap
Darcy Salamon	Paraprofessional and/or Extended ABA	\$35 per day \$10 per hour	\$805 cap
Patti Palmer	Substitute Aide and/or Substitute Teacher	\$35 per day \$70 per day	\$805 cap

**h) Motion to approve** course reimbursement for the following:

**i. Melissa Betz**

- Course: Finance & Facilities - Understanding Budget, Grounds, etc.
- College/University: Centenary University
- Semester: Fall 2016
- Credits: 3 Graduate
- Tuition: \$1305.00

**i) Motion to approve** the emergent hire of **Nathan Eifler** as part-time custodian (4 hours/day) from September 12, 2016 through June 30, 2017 at an hourly rate of \$12.50 per hour.

**j) Motion to approve** the emergent hire of **Robert Meissner** as part-time custodian (4 hours/day) from August 31, 2016 through June 30, 2017 at an hourly rate of \$12.50 per hour.

**k) Motion to approve** the following substitute school nurses for the 2016-2017 school year at the per diem rate of \$105.00 per day:

- Cynthia Arancio
- Maria Bobikova
- Catharin Morello
- Kristin Hart \*

\*Pending receipt of Sub-Certificate and Criminal History Clearance.

**l) Motion to approve** the following substitute custodians for the 2016-2017 school year at the hourly rate of \$11.00 per hour:

- Matthew Krisanits

**m) Motion to amend** the approval of salaries of the following employees for the 16-17 school year:

<b>Employee</b>	<b>Salary</b>
Lauren Richardson	\$78,705.00
Joan McDonough	\$7,959.45

**n) Motion to approve** the following substitute rates for the 2016-2017 school year:

<b>Position</b>	<b>Rate</b>
Substitute Aides	\$80.00 per day
Substitute Teachers	\$80.00 per day

Substitute Nurse	\$105.00 per day
Substitute Administrator	\$115.00 per day
Teacher in Charge	\$115.00 per day 15.00 per hour

- o) **Motion to approve** the appointment of **Spencer Fader** as 4th grade leave replacement teacher from August 25, 2016 through October 20, 2016 through Source4Teachers at a daily rate of \$125.00. (Attachment 17-P-8-3)
- p) **Motion to approve** the appointment of **Theresa Sostorecz** as Kindergarten leave replacement teacher from August 25, 2016 through June 30, 2017 through Source4Teachers at a daily rate of \$125.00. (Attachment 17-P-8-4)
- q) **Motion to approve** the employment of **Diane Menzaco** as Cafeteria Aide in the Elementary School from September 1, 2016 through June 16, 2017 at the rate of \$10.00 per hour for 2 hours per day on days when lunch is served.
- r) **Motion to approve** the employment of **Deborah Rozmerski** as Cafeteria Aide in the Elementary School from September 1, 2016 through June 16, 2017 at the rate of \$10.00 per hour for 2 hours per day on days when lunch is served.

**Roll Call:**

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

**3. POLICY (Attachment #17-POL-8-1 [Policies] and 17-POL-8-2 [Regulations])**

- a) Motion to adopt the following Policy and Regulation updates:
  - P 1140 Affirmative Action Program (M) (Revised)
  - P 1523 Comprehensive Equity Plan (M) (Revised)
  - P 1220 Employment of Chief School Administrator (M) (Revised)
  - P 1310 Employment of School Business Administrator/Board Secretary (Revised)
  - P 1530 Equal Employment Opportunities (M) (Revised)
  - R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
  - P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)
  - P & R 2200 Curriculum Content (M) (Revised)
  - P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
  - P & R 2411 Guidance Counseling (M) (Revised)

- R 2414 Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P & R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P & R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)
- P 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- R 3240 Professional Development for Teachers and School Leaders (Revised)
- P & R 3244 In-Service Training (M) (Abolished)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5350 Student Suicide Prevention (Revised)
- R 5350 Student Suicide (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)
- P 9541 Student Teachers/Interns (Revised)
- P 5339 Screening for Dyslexia (M) (Revised)
- P 5514 Student Use of Vehicles on School Grounds (Revised)
- R 5514 Student Use of Vehicles (Abolished)
- P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- P & R 8441 Care of Injured and Ill Persons (M) (Revised)
- P 8454 Management of Pediculosis (New)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)

**4. FINANCE/FACILITIES**

**a) PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #17-F-8-1 & #17-F-8-2)**

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

Check Register:	June 28 to June 30, 2016	\$127,651.96
Payroll	June 30, 2016	<u>\$ 49,732.97</u>
	<b>Total 15/16</b>	<b>\$177,384.93</b>



Check Register	July 1 to August 29, 2016	\$513,762.95
Payroll	July 15, 2016	\$ 45,543.47
Payroll	June 30, 2016	\$ 57,388.53
Payroll	August 15, 2016	<u>\$ 61,892.63</u>
	<b>Total 16/17</b>	<b>\$678,587.58</b>

ii **Approve** invoices for Unemployment Account in the following amount:

Date	Vendor	Amount	Description	Check No.
7/20/16	State of NJ	\$241.50	Unemployment	1123

iii **Approve** invoices for Food Service Account in the following amounts:

Date	Vendor	Amount	Description	Check No.
7/1/16	CC Productions	\$2397.00	Software Support	1430
7/27/16	Maschio’s Food	\$8592.63	IN 0053649	1431

iv **Approve** invoices for Agency Account in the following amounts:

Date	Vendor	Amount	Description	Check No.
7/11/16	NJEA	\$6142.68	May Cycle #9	1950
7/14/16	County Educators	\$1824.00	Tchr Credit Union*	1951
7/14/16	TD Bank	\$150.00	Tchr Credit Union*	1952
7/14/16	NJEA	\$5973.78	June Cycle #10	1953

\* *Payments made direct to bank due to Teacher’s Live “June 30th” Check*

**b) FINANCIAL REPORTS (Attachment #17-F-8-3 and 17-F-8-4)**

**Report of the Board Secretary and Treasurer’s Report for June 2016 (Attachment #17-F-8-3)**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of June 2016 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 June 2016 (Attachment #17-F-8-4)**

**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 for the month end June 2016, 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.

August 29, 2016

Heather Goguen  
Business Administrator

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

Organization	Start Date	End Date	Day / Times	Location
Brownie Troop # 80912	Sept. 16, 2016	June 9, 2017	Friday 7 to 8 pm	ES - Classroom
Girl Scout Troop # 80001	Sept. 23, 2016	May 26, 2017	Friday 3 to 5 pm	ES - Classroom
Girl Scout Troop # 80847	Sept. 23, 2016	April 48, 2017	Friday 6:30 to 8:30 pm	MS - Classroom
Daisy Troop # 80222	Sept. 9, 2016	May 12, 2017	Friday 7 to 8:15 pm	ES - Classroom
Brownie Troop # 80060	Sept 9, 2016	June 9, 2017	Friday 7 to 8:30 pm	ES - Classroom
Cub Scout Pack 149 Den 3	Sept. 19, 2016	June 12, 2017	Monday 6:30 to 8:30 pm	ES - Gym / Cafe
Brownie Troop # 80912	Sept. 16, 2016	June 9, 2017	Friday 7 to 8 pm	ES - Classroom
Cub Scout Pack # 149 Den 4	Sept. 8, 2016	May 25, 2017	Thursday 6:30 to 8:30 pm	ES - Gym / Cafe
St. Joseph's Church	Sept. 11, 2016	May 7, 2017	Sunday 8:30 to 11 am	ES - Classrooms
Women's Volleyball	Sept. 12, 2016	May 30, 2017	Monday 7 to 9 pm	MS - Gym
Huskies Cheer	Sept. 6, 2016	Nov. 3, 2016	Tuesday & Thursday 6:30 to 8:30 pm	ES - Gym / Cafe Music Room
Canine Companion for Independence	August 18, 2016	June 7, 2017	Tuesday 4:30 to 6 pm	Various sections of school
Adult Co-Ed Volleyball	Sept. 7, 2016	May 31, 2017	Wednesday 7 to 9 pm	MS - Gym

**d) TRAVEL EXPENDITURE APPROVAL (Attachment #17-F-8-5)**

**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.

**e) BEFORE & AFTER CARE PROGRAMS**

**Motion to approve** Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2016-2017 school year in accordance with the Use and Occupancy Agreement as presented. (**Attachment #17-F-8-6**)

**f) TUITION STUDENTS (Attachment #17-F-8-7, #17-F-8-8 & #17-F-8-9)**

**Motion to accept** the following students to High Bridge School District on a tuition basis for the 2016-2017 school year:

Student ID	District	Tuition	Aide
4395445435	Washington Twp., Morris Co.	\$ 27,798.00	\$43,981.00
8717028079	Holland Twp.	\$ 27,798.00	Provided by Holland Twp.

**g) IDEA GRANT APPROVAL**

**Motion to accept and approve** the IDEA Basic and Preschool Grant application for the 2015-2016 School Year in the following amounts:

- Basic \$94,979.00 - Itinerant services, OT, PT services and therapeutic intervention.
- Preschool \$4,044.00 - Preschool Itinerant services, OT, PT services and therapeutic intervention

**h) GIFT FROM EXXON MOBIL**

**Motion to accept** an anonymous employee matching donation from ExxonMobil in the amount of \$500.00.

**i) 403b AND 457b SHARING AGREEMENT (Attachment # 17-F-8-10 & 17-F-8-11)**

**Motion to accept and approve** contract execution with TSA Consulting Group, Inc. (TSACG) of Fort Walton Beach, FL to provide 403(b) & 457(b) plan administration services as follows:

- Plan Document development and maintenance

- Continuous aggregation of provider plan level data with employer demographic files
  - Toll-free fax and online Plan distribution transactions available 24/7 along with plan sponsor specific Web pages
  - Toll-free customer services call center staffed from 8:00AM until 8:00PM EST Monday-Thursday; 8:00AM until 5:00PM EST on Friday
  - Secure online remittance services through EPARS
  - Contribution monitoring with corrective assistance for prior years
  - Employee educational materials specific to the plan and scalable from summary plan descriptions to complete employee retirement benefit guides – developed and produced in-house by TSA
  - Educational video presentations available to all employees – updated annually
  - Onsite IRS audit assistance
- As an independent provider of plan compliance and administration services, TSACG will provide services for a monthly fee of \$2 per participant.
    - **This fee shall be passed on to the authorized investment providers in the plan.**
    - TSA will be responsible for all billing to investment providers and collection of fees.
    - In the event that a provider elects not to pay fees, a report will be generated for the employer to review.
  - Each provider must meet all requirements under current IRS regulations to support the employer's responsibilities for operational compliance.
- j) **Motion to approve** payment to Employee #0591 in the amount of \$451.00 to cover late fee imposed on employee's pension loan.
- k) **Motion to approve** the disposal of the following items:
  - Sound boards from Middle School Music Room
  - Metal Shelving from Middle School Library - to be recycled for cash
- l) **Motion to approve** a contract with Commission for the Blind and Visually Impaired for a cost of \$1,900.00 for the 2016-2017 school year. (Attachment #17-F-8-12)

**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:

- Negotiations Update
- July 29, 2016 Executive Session Minutes (**Attachment #17-ES-8-1**)

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**

Next chapter – Five Habits of High-Impact School Boards

**R. ADJOURNMENT**