

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, NOVEMBER 14, 2016

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 14, 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. PRESENTATION AND RECOGNITION ITEMS

None at this time.

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-11-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Ron Marinelli	10/28/16	Letter of Resignation
Anthony Alfano	11/9/16	Letter of Resignation

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. October 17, 2016 Regular Meeting Minutes (**Attachment #17-M-11-1**)

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 November 7, 2016
 - Discussed Green policies
 - Discussed Communication Plan
 - Discussed Community night agenda topics
 - Next meeting December 5, 2016
 - **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members
 - Met November 7, 2016
 - LRFP project list
 - Facilities Manager Position
 - Paraprofessional Costs
 - Business Office Organization/Responsibilities
 - Next meeting December 5, 2016
 - **Human Resources** – Responsibilities: Personnel, Management and Community Relations
Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met November 7, 2016
 - Facility Manager resignation
 - Reviewed substitute/paraprofessional concerns
 - Discussed December meeting to formulate District Mission Statement
 - Next meeting December 5, 2016

- **Negotiations – Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff, Members
 - Next meeting TBD

b. ACTION ITEMS:

1. **Motion to accept** the 2014-2015, 2015-2016, 2016-2017, and 2017-2018 salary guides as presented by the HBTA.

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
PS	2	21	-	-	21
K	3	45	-	-	45
1	2	32	-	-	32
2	2	40	-	-	40
3	2	43	-	-	43
4	2	39	-	-	39
Elementary School Total					220
5	2	51	-	-	51
6	2	37	1	1	39
7	2	36	1	-	37
8	2	44	1	-	45
Middle School Total					172
District Total	21	388	3	1	392

- Staff Attendance for October 2016 (**Attachment #17-S-11-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - (1) Two Investigations at ES - not found to be HIB
 - (2) One Investigation at MS - found to be HIB
- January Board Meeting date change
- Superintendent Update

b. ACTION ITEMS:

(1) Motion to approve the following resolution authorizing submission of the District’s QSAC Statement of Assurance (SOA) for the 2016-2017 school year: **(Attachment #17-S-11.2)**

Whereas, the High Bridge Board of Education in the County of Hunterdon is required to submit a Statement of Assurance (SOA) under NJ QSAC for the 2016-2017 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 Statement of Assurance with respect to this process, and

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the district’s Statement of Assurance and hereby approves this document.

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached 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)

(2) ALTERNATE METHOD OF COMPLIANCE

Motion to authorize the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

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

- Update on Budget progress

b. Monthly Facilities Report (Attachment 17-BA-11-1)

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. 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** the Nursing Services Plan for the 2016-2017 school year. (Attachment 17-SA-11-1)
- b. **Motion to adopt** Policy #7461 Environmentally Preferable Purchasing - Green Purchasing Policy. (Attachment 17-SA-11-2)
- c. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
8th grade	Main St., High Bridge to Decorate for Holidays	\$0	N/A

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** the resignation of **Ronald Marinelli** as Facilities Manager, effective November 30, 2016.
- b) **Motion to approve** the resignation of **Mary Raefski** as part-time paraprofessional aide, effective October 19, 2016.
- c) **Motion to approve** the employment of **Mary Raefski** as co-curricular paraprofessional aide for cheerleading at the rate of \$10.00 per hour for approximately 50 hours
- d) **Motion to rescind** the approval of **Nicole Locorotondo** as Homework Club advisor.
- e) **Motion to approve Megan Roth** as Homework Club advisor for 20 hours at \$29.11 per hour for a total of \$582.20.
- f) **Motion to approve** the employment of **Deanna Fischer** as part-time paraprofessional aide from November 15, 2016 through June 30, 2016 for an annual salary of \$7,280.00 prorated.
- g) **Motion to approve Michelle Warburton** on the completion of the mandatory training through SafeSchool Online Program at the rate of \$10.00 for 6.25 hours for a total of \$62.50.
- h) **Motion to approve Heidi Miller, Nicole Locorotondo, Courtney Shiffman, and Carla LaTorre** as chaperones for Student Leadership dance held 10/28/16 at the rate of \$72.53 in accordance with Article XVI of the negotiated agreement.

- i) **Motion to approve Brenda Krushinski** for Math Articulation for 2 hours at a rate of \$29.11 for a total of \$58.22
- j) **Motion to approve** course reimbursement for the following:
 - i. **Melissa Betz**
 - Course: Curriculum Development and Evaluation
 - College/University: Centenary University
 - Semester: Winter 2016
 - Credits: 3 Graduate
 - Tuition: \$1,305.00
- k) **Motion to accept** the resignation of **Anthony Alfano** as paraprofessional aide effective December 2, 2016.

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

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

a) PAYMENT OF BILLS*

Audit of Invoices (Attachment #17-F-11-1)

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

Check Register:	October 18 to November 14, 2016	\$347,688.57
Payroll	October 28, 2016	<u>\$231,253.49</u>
	Total	\$578,942.06

ii. Approve invoices for the Food Service Account in the following amounts:

Date	Vendor	Amount	Description	Check No.
10/13/16	Maschio’s Food	\$12,005.84	Sept Invoice	1432
10/18/16	Amazon	\$24.75	Kids ID Card Holders	1433
10/27/16	Staples	\$51.45	Ink for Cafe Printer	1434
10/31/16	Nickerson NJ Inc.	\$7,487.22	5 Cafe Tables MS	1435

iii. Approve invoices for Unemployment in the following amounts:

Date	Vendor	Amount	Description	Check No.
11/1/16	NJ Dept of Labor	\$8,990.27	Unemployment	1126

b) FINANCIAL REPORTS (Attachment #17-F-11-2, 11-3)

Report of the Board Secretary and Treasurer’s Report for October 2016

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of October 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 October 2016 (Attachment #17-F-11-4)

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 August and September 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.

October 17, 2016

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Motion to approve the following use of facilities request:

None at this Time

d) 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
Megan Roth	NJ Assoc of School Psychologists - Winter Conf.	12/9/16	175.00	8.92	-	183.92

e) Motion to approve the acceptance of Extraordinary Aid for the 2015-2016 school year in the amount of \$131,694.

f) Motion to approve the appropriation of \$51,194 of Extraordinary Aid from 2015-2016 for the purpose of paraprofessional salaries and substitute salaries.

g) Motion to approve the acceptance and appropriation of \$2,407 of Nonpublic Transportation Aid from 2015-2016 for the purpose of paraprofessional salaries and substitute salaries.

h) Motion to approve Allison Peck as a preferred district provider for Physical Therapy Services for the 2016-2017 school year at rates of:
\$84 per hour per therapist for on-site services
\$796 for 3 therapy evaluations
\$1512 for 9 annual evaluations
Cumulative costs are not to exceed \$45,000

i) Motion to approve Therapeutic Interventions as a preferred district provider for Occupational Therapy Services for the 2016-2017 school year at rates of:
\$91.50 per hour per therapist for on-site services
\$105 per hour per therapist for homebound instruction
\$375 per evaluation
Cumulative costs are not to exceed \$85,000

j) Motion to accept a request from the American Legion Post 188 to display their historical memorabilia/showcase at the Middle School.

k) Motion to approve the following carryover amounts for the 2016 NCLB (No Child Left Behind)

Title IA \$18.00
Title IIA \$723.00

l) Motion to amend the approval of the following employee paid tax sheltered annuity plans (403b and 457b Providers) for the 2016-17 School Year:

1. AXA Equitable
2. Lincoln Financial
3. Lincoln National
4. Siracusa
5. Security Benefit

m) TRANSPORTATION

Motion to approve the following Bus Routes for the 2016-2017 School Year:

Provider	Route #	Students	Cost	Dates
First Student	L12	N/A (2 Choice Students to Lebanon Twp)	\$1,730	9/16-6/30/17

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:

- October 17, 2016 Executive Session Minutes (**Attachment #17-ES-11-1**)
- Proposed Staff Plan/Budget
- 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.

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Todd Honeycutt	Cindy Sharkey
Robert Imhoff	

Q. ADJOURNMENT