

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JULY 13, 2015**

MINUTES

Roll Call A., B., C., OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order by Julie Mumaw, Interim Board Secretary at 7:02 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Todd Honeycutt, Alan Schwartz, Stephen Johnson (arrived @ 7:06 p.m.), Kay Daughters-Musnuff, Vice President. Robert Imhoff, President was absent. Also present was Gregory Hobough, Ed.D., Superintendent, Rebecca Philippe, Board Secretary, and Julie Mumaw, Interim Board Secretary / Business Administrator.

D. RECOGNITION ITEMS

None at this time

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-7.1)

REVIEW OF OFFICIAL CORRESPONDENCE	<u>Name</u>	<u>Date</u>	<u>Subject</u>
	Colleen O'Dea	6/29/15	Art Classes at Middle School
	France Boudreau(Dion)	7/12/15	Minute of Silence

F. PUBLIC COMMENTS

PUBLIC COMMENT

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF MINUTES Based upon the recommendation of the School Business Administrator, Todd Honeycutt, seconded by Karyn Grove to approve the following minutes.

June 22, 2015 Regular Meeting Minutes (**Attachment #16-M-7.1**)

Roll Call:

ROLL CALL	Todd Honeycutt-Aye	Alan Schwartz-Aye
M	Karyn Gove-Aye	Kay Daughters-Musnuff - VP-Aye
S	Michael Estrada -Aye	Robert Imhoff – Pres-Absent
	Stephen Johnson -Abstain	

5 Ayes – 1 Abstain – Motion Passes

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Board and District Goals for 2015-2016

Todd Honeycutt motioned to approve Board and District Goals for the 2015-2016 school year. (Attachment #16-B-7.1), Alan Schwartz seconded the motion.

BOARD PRESIDENT

Roll Call
M
S

Roll Call:

Todd Honeycutt-Aye
Alan Schwartz-Aye
Michael Estrada -Aye
Karyn Gove-Aye

Stephen Johnson - Aye
Kay Daughters-Musnuff - VP-Aye
Robert Imhoff – Pres-Absent

6 Ayes – Motion Passes

b. Board Committees and Chairperson

COMMUNITY
RELATIONS

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD

CURRICULUM &
INSTRUCTION

- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Next meeting TBD

FINANCE/
FACILITIES

- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff met June 30, 2015**
 - Discussed ESP and set-up conference call w/ Settembrino for 7/10/15 to discuss next steps
 - Discussed Right To Know survey
 - Discussed Bond Counsel

PERSONNEL &
MANAGEMENT

- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Discussed Art program at Middle School
 - Next meeting July 23, 2015 at 10:00 a.m.

POLICY

- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD

TECHNOLOGY

- **Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD

NEGOTIATIONS

- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met June 30th & July 7th.
 - Fact Finding Mtg. scheduled for July 28th at 6 p.m.

3. Superintendent’s Report

SUPERINTENDENTS
REPORT

a. INFORMATION ITEMS:

- 1) 2015-2016 Projected Enrollment (**Attachment #16-S-7.1**)
- 2) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 3) EVVRS – Submitted for Period 2 (Jan. – Jun. 2015)
- 4) HIB-ITP – Submitted for Period 2 (Jan. – June 2015)
- 5) Principal Search update – will interview 8 candidates July 14th & 15th.
- 6) Superintendent Update

4. School Business Administrator’s Report

a. General Information Items

BUSINESS
ADMINISTRATORS

- 1) NJ School Digest – June 2015 (**Attachment #16-BA7.1**)
- 2) Reminded everyone if they want to run for the Board of Education their petition must be in the clerk’s office by no later than 4 p.m. on July 27th.

b. Monthly Facility Maintenance Report

- 1) BOE Office Unit
- 2) Ecotrol - Automation
- 3) Floors (Rm. 103 & Faculty Rm.)
- 4) Exploring Grant for Security
- 5) MS Back Steps
- 6) MS Front Door

c. Vandalism Report

There was no vandalism.

d. Monthly Investment Interest – June 2015

Account	Peapack-Gladstone Bank
Agency	\$ 9.12
Capital Reserve	\$ 41.89
Current	\$ 95.88
Food Service	\$ 2.67
Maintenance	\$ 33.80
Payroll	\$ 4.32
Student Activity	\$ 1.41
Unemployment	\$ 1.05
FSA	\$.02
Total	\$ 190.16

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

MS PRINCIPAL
REPORT

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

ES PRINCIPAL
REPORT

I. CURRICULUM & INSTRUCTION

CURRICULUM &
INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Todd Honeycutt, seconded by Kay Daughters-Musnuff to approve the following items #1 - #2

1. HIB Self-Assessment (Attachment #16-CI-7.1)

HIB SELF
ASSESSMENT

- a. Request a motion to open** a public hearing to offer the opportunity for public comments and/or questions regarding the schools’ Harassment Intimidation and Bullying Self-Assessment for Determining Grades for the 2014-2015 school year.

b. Public Comments

PUBLIC COMMENT

MOTION TO APPROVE HIB SELF-ASSESSMENT

- c. **Request a motion to close** the Public Hearing and reconvene regular monthly meeting.
- d. **Request a motion to approve** the schools’ Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize the Superintendent to submit same to the New Jersey Department of Education.

MOTION TO APPROVE GIRLS ON THE RUN PROGRAM

- 2. **Motion to approve** participation in the Girls On The Run program at no cost to the district according to attached proposal (**Attachment #16-CI-7.2**)

ROLL CALL
M
S

Roll Call:

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

6 Ayes – Motion Passes

PERSONNEL

J. PERSONNEL

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #1- #7. Alan Schwartz seconded the motions

MOTION TO AMEND CONTRACT

- 1. **Motion to amend** the employment contract for **Christopher Muller** to part-time (.50 FTE) from August 25, 2015 through June 30, 2016, for an annual salary of \$ 28,202.50.
- 2. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

MOTION TO APPROVE CO-CURRICULAR & COACHES STIPENDS

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Art Club (Fall)	TBD	5-8	10	291.10
Art Club (Spring)	TBD	4	10	291.10
Elementary School Chorus	Courtney Shiffman	4	10	291.10
Middle School Show Choir	Courtney Shiffman	5-8	30	873.30
HBES Memory Book	Christi Roling	PS-4	28	815.08
Athletic Director	Jerry Tolomeo	5-8		1043.00
Environmental Club (Fall)	Lynn Hughes Sarah Etzold	4		Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42
Environmental Club (Spring)	Lynn Hughes Sarah Etzold	4		Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42
Young Authors’ Club	Lynn Hughes Nicole Locorotondo	4		Total compensation not to exceed 36 hours ÷ 2 advisors Total: 1047.96
Student Leadership	Katie Drude	5-8		Total compensation not to exceed

	Courtney Shiffman Kevin Jones		3561.00	
MS Yearbook	TBD	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	5-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	5-8	30	873.30
Elem. School Band	Jeff Thompson	4	10	291.10
Morning Broadcast	Jeff Thompson Emma Alparone	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20	
Homework Club	TBD	5-8	20	582.20
Homework Assistance	TBD	5-8	20	582.20

Activity	Staff Member(s)	Grade Level	Compensation	
Cross Country	Diane Alexanderson	5-8	1,517.00	
Girls' Basketball	Lisa Kerr	5-8	2,183.00	
Boys' Basketball	Carl Katzenberger	5-8	2,620.00	
Cheerleading	Emma Alparone	5-8	1,264.00	
Volleyball	Carl Katzenberger	5-8	1,517.00	
Boys' Baseball	Gary Mills	5-8	1,264.00	
Girls' Softball	Carl Katzenberger Lisa Kerr (Assistant on voluntary basis)	5-8	1,517.00	

3. **Motion to approve** course reimbursement for the following employee: (**Attachment #16-P-7.1**)

a. **Carla Nowell**

- Course: Literacy in the Content Areas
- College/University: Centenary College
- Semester: Fall 2015
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

4. **Motion to approve** the following ESY substitutes:

Mary Raefski	Substitute Teacher/Aide	Sub Aide - \$10/hour Sub Teacher - \$70/day
Susan Butkosky	Substitute Teacher/Aide	Sub Aide - \$10/hour Sub Teacher - \$70/day
Kim Hicks	Substitute Nurse	\$120/day
Katy Morello	Substitute Nurse	\$120/day

MOTION TO APPROVE COURSE REIMBURSEMENT

MOTION TO APPROVE ESY SUBS

MOTION TO APPROVE
COURSE
REIMBURSEMENT
K.GURBE

5. **Motion to approve** course reimbursement for the following employee:
(Attachement #16-P-7.2)
a. **Kelly Grube**
- Course: Reflective Practice Seminar #702
 - College/University: Moravian College
 - Semester: Fall 2015
 - Credits: 3 Graduate Credits
 - Tuition: \$1362.00

MOTION TO APPROVE
SUMMER CUSTODIAN

6. **Motion to approve** the following summer custodians, not to exceed 24 hours per week:

Name	Hourly Rate	Dates of Employment	Criminal History Status
Ian Stickel	\$10.00	7/1/15 – 8/28/15	Completed
Allison Marcelliano (Sub)	\$10.00	7/16/15 – 8/28/15	Pending Results

MOTION TO APPROVE
BIZZOCO EARLY
RELEASE DATE

7. **Motion to approve** an early release date for **Brian Bizzoco**, making his final date of employment July 31, 2015.

ROLL CALL
M
S

Roll Call:

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

6 Ayes – Motion Passes

FINANCE &
FACILITIES

K. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Stephen Johnson to approve the following items #1 - #3.

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #16-F-7.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	June 19 – 30, 2015	\$ 110,786.64
Payroll:	6/30/15	\$ 62,114.91
	Total	\$ 172,901.56

Approve invoices for Current Expense in the following amounts:

Check Register:	July 1 –9, 2015	\$ 176,413.52
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Approve invoices for Cafeteria Account in the amount of \$2,883.62

Date	Vendor	Amount	Description	Check No.
7/8/15	Maschio's Food Service, Inc.	\$ 2,873.62	Inv. IN0048843	1411
7/8/15	NJ Dept of Agriculture	\$ 10.00	Inv. 170853	1412

2. FINANCIAL REPORTS (Attachment #16-F-7.2)**Report of the Board Secretary for June 2015**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of June 2015 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 30, 2015– (Attachment #16-F-7.3)

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 that as of July 13, 2015, 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.

July 13, 2015

Julie Mumaw
Business Administrator/Board Secretary

3. TRAVEL EXPENDITURE APPROVAL (None at this time)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

Roll Call:

Michael Estrada -Aye
Karyn Gove-Aye

Alan Schwartz-Aye
Kay Daughters-Musnuff - VP-Aye

Todd Honeycutt-Aye
Stephen Johnson - Aye

Robert Imhoff – Pres-Absent

6 Ayes; Motion Passes

L. NEW BUSINESS

M. PUBLIC COMMENTS

- Donna Connell of 15 Sunset Drive, High Bridge, NJ 08829 asked if there was an update on the Elementary School office.

N. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Michael Estrada requested a motion to approve the following resolution to enter into Executive Session at 7:46 p.m.; Alan Schwartz seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- May 7, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- June 22, 2015 Executive Meeting Minutes (**Attachment ES #2**)

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.

Michael Estrada motioned to exit executive session and return to public session at 9:15 p.m. Alan Schwartz seconded the motion. Unanimously carried

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary. Karyn Grove motioned, seconded by Alan Schwarts to approve the following item.

1. June 22, 2015 Executive Meeting Minutes
2. May 7, 2015 Executive Meeting Minutes

RECONVENE
PUBLIC SESSION

ACTION ITEMS

ADOPTION OF
EXECUTIVE
MINUTES

ROLL CALL
M
S

Roll Call:

Karyn Gove-Aye	Stephen Johnson - Aye
Alan Schwartz-Aye	Kay Daughters-Musnuff - VP-Abstain(5/7/15 Mtg)
Michael Estrada -Aye	Aye(6/22/15 Mtg)
Todd Honeycutt-Aye	Robert Imhoff – Pres-Absent

6 Ayes; Motion Passes (May 7, 2015 Executive Meeting)

5 Ayes – 1 Abstain; Motion Passes (June 22, 2015 Executive Meeting Minutes)

R. ADJOURNMENT

Alan Schwartz motioned to adjourn public session at 9:21 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously Carried.

Respectfully submitted,



Rebecca Philippe
Board Secretary