

**HIGH BRIDGE BOARD OF EDUCATION**

**REORGANIZATIONAL/REGULAR BUSINESS MEETING MINUTES**

**TUESDAY, JANUARY 3, 2017**

**REORGANIZATION**

**A., B., OPENING OF MEETING AND PLEDGE OF ALLEGIANCE**

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order by Heather Goguen, Business Administrator at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada (left the meeting at 8:29 PM and returned to meeting at 8:37 PM), Karyn Gove, Todd Honeycutt, Stephen Johnson (arrived at 7:13 PM), Robert Imhoff, and Cindy Sharkey. Alan Schwartz was absent. Also present was Gregory Hobaugh, Ed.D. Superintendent, and Heather Goguen, Business Administrator.

- 7 members of the public were present.

**C. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION (Attachment #17-RO-1.1)**

	<u># Votes</u>	<u>Term</u>
Karyn Gove	1015	3 year term
Todd Honeycutt	997	3 year term

**D. OATH OF OFFICE TO NEW BOARD MEMBERS**

The Business Administrator issued the oath of office to the newly elected Board members.

**(Attachment #17-RO-1.2)**

**E. ROLL CALL** by Heather Goguen, Board Secretary

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**F. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:**

<u>Trustee</u>	<u>Expiration of Term</u>
Robert Imhoff	2017
Cindy Sharkey	2017
Michael Estrada	2018
Stephen Johnson	2018
Alan Schwartz	2018
Todd Honeycutt	2019
Karyn Gove	2019

**G. ORGANIZATION OF THE BOARD**

**1. ELECTION OF OFFICERS**

- 1) Business Administrator called for Nominations:  
Todd Honeycutt motioned, seconded by Michael Estrada to nominate Robert Imhoff for Board President.
  
- 2) Karyn Gove motioned, seconded by Michael Estrada that nominations be closed.
  
- 3) Board vote

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff – Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

Mr. Imhoff is the elected president.

**2. ELECTED PRESIDENT ASSUMES THE CHAIR**

**3. ELECTION OF VICE PRESIDENT**

- 1) President calls for nominations  
Michael Estrada motioned, seconded by Karyn Gove to nominate Cindy Sharkey for Board Vice President.

Cindy Sharkey motioned, seconded by Karyn Gove to nominate Todd Honeycutt for Board Vice President.

- 2) Karyn Gove, seconded by Michael Estrada that nominations be closed.
- 3) Board vote

**ROLL CALL for Cindy Sharkey:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove – No	Alan Schwartz - Absent
Todd Honeycutt – Abstain	Cindy Sharkey - Aye
Robert Imhoff - No	

**ROLL CALL for Todd Honeycutt:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Abstain	Cindy Sharkey - Aye
Robert Imhoff – Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

Mr. Honeycutt is the elected Vice President.

**H. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #17-RO-1.3)**

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Cindy Sharkey to approve the following item:

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

**Sign and return copy to Board Secretary.**

**I. ORGANIZATIONAL BUSINESS**

**1. CALENDAR OF MEETING DATES FOR 2017**

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following item:

Motion to approve the High Bridge Board of Education below listed schedule of meeting dates for 2017 to be held on the 4th Wednesday of the month (unless otherwise stated) beginning at 7:00 p.m. in the High Bridge Elementary School Library:

- January 23, 2017
- February 22, 2017
- March 22, 2017
- April 26, 2017
- May 31, 2017
- June 28, 2017
- July 26, 2017
- August 30, 2017
- September 27, 2017
- October 18, 2017
- November 15, 2017
- December 20, 2017

Note: Action is taken at all Public Work/Business Session Meetings. Executive session meetings may precede and/or follow the work/business session meetings. Meeting location, dates & times subject to change. Notices for all meetings (scheduled, non-scheduled, cancelled or changed) are posted in the business office, the Elementary School main office, the Middle School main office, The High Bridge Town Hall, and on the High Bridge District website.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

**2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION**

Based upon the recommendation of the Superintendent, Stephen Johnson made a motion, seconded by Todd Honeycutt to approve the following item:

Motion to approve Robert Imhoff as the delegate and Karyn Gove as the alternate delegate for Hunterdon County School Boards Association.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

**3. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION**

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Stephen Johnson to approve the following item:

Motion to approve Robert Imhoff as the delegate and Karyn Gove as the alternate delegate for New Jersey School Boards Association.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

**4. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

Based upon the recommendation of the Superintendent, Cindy Sharkey made a motion, seconded by Karyn Gove to approve the following item:

Motion to approve Michael Estrada as the district representative for Hunterdon County Educational Services Commission.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

**REGULAR BUSINESS**

**J. RECOGNITION ITEMS (None at this time)**

**K. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-1.1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/2016	Donation to High Bridge PTO

**L. 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.

#### **M. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Stephen Johnson to approve the following items:

December 12, 2016 Regular Meeting Minutes (**Attachment #17-M-1.1**)

#### **N. REPORTS TO THE BOARD**

##### **1. Board President's Report**

###### **a. School Boards meeting in the Spring**

###### **b. Board Committees and Chairperson**

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

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

- Next meeting January 17, 2017

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

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

- Next meeting January 17, 2017

**Human Resources** – Responsibilities: Personnel, Management and Community Relations

**Todd Honeycutt, Chairperson**, Cindy Sharkey, Robert Imhoff, Members

- Meeting after tonight's meeting
- Next meeting January 17, 2017

**Negotiations** – **Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff, Members

- Next meeting TBD

#### **O. ACTION ITEMS**

##### **1. Superintendent's Report**

###### **a. INFORMATION ITEMS:**

- Superintendent Update – Dr. Hobaugh spoke about the High Bridge Fire Department wanting to do a walkthrough. Dr. Hobaugh suggested January 23<sup>rd</sup> when the board has a meeting.

###### **b. ACTION ITEMS:**

- None at this time.

##### **2. School Business Administrator's Report**

**a. General Information Items**

- Business Office Update- The carpet squares in the library is peeling at the corners. The carpet installer has been contacted and is reaching out to the manufacturer to find out about what glue should be used to repair the carpeting. Also, a roof leak in the Elementary School and a roof leak in the Middle School have been repaired and did not leak with the rain we have had in the past two days.

**b. Vandalism Report**

- There was no vandalism.

3. Superintendent's Report (Via e-mail)
4. Middle School Principal's Report (Via e-mail)
5. Elementary School Supervisor's Report (Via e-mail)

**P. 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. None at this time

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

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following items:

- a) **Motion to accept** the resignation of Christopher Muller as Art Club Advisor effective immediately.
- b) **Motion to accept** the resignation of Deanna Fischer as part-time paraprofessional aide, effective January 13, 2017.
- c) **Motion to accept** the resignation of Christin Cosgrove as part-time paraprofessional aide, effective December 23, 2016.
- d) **Motion to approve** course reimbursement for the following:
  - i. **Jeremy Schilling**
    - Course: Environmental Stewardship Code Compliance and Sustainability
    - College/University: Rutgers
    - Semester: Winter
    - Credits: N/A
    - Tuition: \$778.00
- e) **Motion to approve** Lucille Arnold and Courtney Shiffman as PLC for Teachers Teaching Teachers - New Teacher (non-tenured) support group for 6 hours at a rate of \$29.11 per hour, using Title II funds.
- f) **Motion to authorize** the Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the Request For Proposal process for the outsourcing of Paraprofessionals.

**ROLL CALL:**

Michael Estrada – Aye, abstain from “f”	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**

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

Based upon the recommendation of the Superintendent, Stephen Johnson made a motion, seconded by Todd Honeycutt to approve the following items:

a) **USE OF FACILITIES**

**Motion to approve the following use of facilities request:**

None at this time.

b) **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
Tricia Morris	Wilson Foundations Level 2	January 11, 2017	125.00	n/a	\$47.50 - half day sub rate	\$172.50
Kimberly Ziegler	Wilson Foundations Level 2	January 11, 2017	125.00	n/a	\$47.50 - half day sub rate	\$172.50

c) **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 June 30, 2017.

d) **Motion to approve** the Preschool tuition rate at \$2,400.00 for the 2017-2018 school year.

e) **Motion to acknowledge**, with gratitude, a donation in the amount of \$100.00 from Work-Family Connection to High Bridge PTO.

**ROLL CALL:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove – Aye	Alan Schwartz - Absent
Todd Honeycutt – Aye	Cindy Sharkey - Aye
Robert Imhoff - Aye	

**6 Ayes, 1 Absent ~ Motion Passes**



**Q. NEW BUSINESS****R. 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.

- Mrs. Lagreca, a teacher, commented on the discussion the board had earlier in the meeting about Negotiations and the signing off of calculations from the HBTA. She also made a plea to the board to forgive the health benefits contributions. She asked when it will be decided. Mr. Imhoff responded that employees should sign off on the retro pay. He also stated that the board has a fiduciary responsibility to the tax payers. The board has the discretion to decide whether or not to collect the health benefits contributions and said that there will not be a decision until there is an executed contract because this matter is separate from the negotiations.
- Mrs. Lagreca also spoke about the paraprofessional bid process. She stated that none of the paraprofessionals know about this. She does not think that the Association has the responsibility to speak with the paraprofessionals about the outsourcing process. Mr. Imhoff spoke about how the HBTA has the right to negotiate on behalf of the paraprofessionals. The process does not have to result in the board outsourcing the paraprofessionals and gives the HBTA a chance to come back with something that will work for the district and the HBTA.

\*Mr. Estrada left the meeting at 8:29 PM and returned at 8:37 PM.

**S. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Todd Honeycutt requested a motion to approve the following resolution to enter into Executive Session at 8:37 p.m.; Michael Estrada seconded the motion.~  
Unanimously Carried

- December 12, 2016 Executive Session Minutes (**Attachment #17-ES-1.1**)
- 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.

**T. RECONVENE PUBLIC SESSION**

Todd Honeycutt motioned to exit executive session and return to public session at 9:24 p.m. Michael Estrada seconded the motion. Unanimously carried.

**U. ACTION ITEMS:**

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Todd Honeycutt to approve the following item:

- **Motion to approve** the December 12, 2016 Executive Session Minutes.

**ROLL CALL:**

Michael Estrada - Aye  
Karyn Gove – Aye  
Todd Honeycutt – Aye  
Robert Imhoff - Aye

Stephen Johnson - Aye  
Alan Schwartz - Absent  
Cindy Sharkey - Aye

**V. ADJOURNMENT**

Having no further business to come before the Board, Michael Estrada motioned to adjourn the meeting at 9:25 p.m. The motion was seconded by Cindy Sharkey. Unanimously carried.

Respectfully submitted,



Heather Goguen  
Business Administrator/Board Secretary