

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, SEPTEMBER 27, 2017

### 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 at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Alan Schwartz (arrived 7:14 p.m.), Cindy Sharkey, Vice President, Terrie Sostorecz, and Robert Imhoff, President. Stephen Johnson was absent. Also present was Gregory Hobaugh, Ed.D, Superintendent and Heather Goguen, Business Administrator/Board Secretary.

- 34 members of the public were present.

### D. PRESENTATION ITEMS AND PUBLIC HEARING ON SCHOOL SELF-ASSESSMENT UNDER ANTI-BULLYING BILL OF RIGHTS

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Cindy Sharkey to open the public hearing. Voice vote unanimous.

Based upon the recommendation of the Superintendent, Michael Estrada made a motion, seconded by Karyn Gove to close the public hearing. Voice vote unanimous.

Based upon the recommendation of the Superintendent, Cindy Sharkey made a motion, seconded by Alan Schwartz to open the public hearing. Roll call results below.

1. A big thank you to Tara and Eric Borgh for the donation of mums at both schools. The schools look beautiful thanks to your generosity!
2. **Rich Kolton** will present on iReady...
3. **Emma Alparone** will present on iReady...
4. **Katie Franks** will present on the results of the district climate survey.
5. **HIB Self-Assessment under Anti-Bullying Bill of Rights (Attachment #18-PH-9-1, #18-PH-9-2)**
  - 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 2016-2017 school year.
  - b. Public Comments – pertaining to Anti-Bullying Bill of Rights Assessment only.
  - 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.

#### Additional Presentation Items:

- Student Presentation on stopping homework.
- Representatives from Brown and Brown presented on the process for reviewing health plans. AmeriHealth representatives presented about the plan they offer and

the equal to or better qualities to the NJ State Plan. There was a question and answer session between board members, staff and the representatives.

**Roll Call:**

Michael Estrada - Aye  
 Karyn Gove - Aye  
 Cindy Sharkey, Vice President – Aye  
 Robert Imhoff, President - Aye  
 Stephen Johnson - Absent  
 Alan Schwartz - Aye  
 Terrie Sostorecz- Aye

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

**1. Superintendent’s Report**

**a. INFORMATION ITEMS:**

- 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	15	-		-	15
K	2	37	-		-	37
1	2	42	-		-	42
2	2	32	-		-	32
3	2	40	1		-	41
4	2	44	-		-	44
<b>Elementary School Total</b>						211
5	2	42	-		-	42
6	2	50	-		-	50
7	2	35	1	1	1	38
8	2	35	1		-	36
<b>Middle School Total</b>						166
<b>District</b>	21	372	3	1	1	377
<b>Total</b>						

- Staff Attendance for August 2017 (**Attachment #18-S-9-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents  
 No incidents as of 9/27/17
- Superintendent Update
  - We moved in to Google docs for minutes and attachments
  - We met with HBEA representatives Friday about the health care

- Data update - letters went out to people we received return letters. Anything that came back return to sender went out with corrections.
  1. A second letter went out to staff about information.
- New assistant to the BA will begin October 2nd
- We have the new evaluation system
- Focus on student achievement
- Security and Safety - we did evacuation and lockdown drills in September.
- We participated in annual bus evacuation drill (Sports, GT, ) -students will know what to do an emergency
- We received new staff cards from picture day pictures. Students also get them for lunch
- At Elementary School there was a student reading challenge
- We follow the same calendar as the high school with the No Homework days
- Girls on the Run will be implemented at Middle School
- On 9/21 we had a very successful staff development day at Camp Bernie
- There is construction going on around town
- The Direct Install program is still going forward in the district
- No HIB at the beginning of school year, which is positive
- Science is being moved with PARC to 5th grade

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

**a. General Information Items**

- ESSA requires reporting on building level expenditures for 2017-18
- Lead Testing needs to be done every six years. We have requested reimbursement from the state.
  - Carbon Monoxide Detectors have been installed as mandated in immediate vicinity of potential sources of carbon monoxide in both buildings
  - NJSBA Convention October 23-26, 2017

**b. Vandalism Report**

- There was no vandalism to report.

3. **Superintendent’s Report (Via e-mail)**
4. **Middle School Principal’s Report (Via e-mail)**
5. **Elementary School Assistant Principal’s Report (Via e-mail)**
6. **Facilities Report (via e-mail)**

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #18-C-9-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Lisa Kerr	9/22/17	Co-Curricular Coaching
Richard Kolton	9/25/17	Health Benefits Email #1 (Attachment #18-C-9-2)

Richard Kolton	9/26/17	Health Benefits Email #2 ( <b>Attachment #18-C-9-3</b> )
Richard Kolton	9/26/17	Health Benefits Email #3 ( <b>Attachment #18-C-9-4</b> )
Kelly Grube	9/26/17	Health Benefits Email ( <b>Attachment #18-C-9-5</b> )

## 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.

- HBEA representative made a statement as to why he believes Ms. Kerr resigned from co-curricular coaching.
- A parent spoke of the results from PARC. She wanted to know what the action plan is address the concerns. Mr. Kolton will be doing a presentation in October about PARC and the iReady system.
- The same parent asked about whether new extracurricular clubs will be started. She was told by the board president and superintendent that the process is not as easy as deciding to start a new club.
- The same parent voiced her opinion about the process for the board changing the health care plan.
- A teacher spoke about the merit goal Dr. Hobough has regarding Student Achievement where students in grades 5 and 6 will demonstrate growth in ELA and Math and wanted to know what his role is. He responded about the oversight and will present updates throughout the school year.
- A teacher wants to thank Mr. Kolton for the team building at Camp Bernie last week. She wants to see collaborative problem solving and communication as stated in District goal #2.
- A teacher spoke about being a teacher for many years and her concerns about the health care changes in relation to her situation.
- A teacher spoke about the climate in the Middle School and how the morale has improved. She attributes it to the settlement of the contract and does not feel that communication and collaboration are occurring with the way the health plan change is being addressed.
- A teacher asked if the board would consider closing schools for staff as well as students for holidays similar to the high school.

## G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Michael Estrada to approve the following item:

1. August 30, 2017 Regular Meeting Minutes (**Attachment #18-M-9-1**)

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

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

**H. REPORTS TO THE BOARD**

**6. Board President’s Report**

- There will be a joint Somerset and Hunterdon School Boards meeting on October 2nd.

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

a. **Motion to approve** District Goals and Board Goals for the 2017-2018 school year.

**i. District Goals:**

1. Ensure all students are rigorously engaged in all content areas as evidenced by growth in district assessments,
2. Demonstrate collaborative problem solving and open communications within the district.
3. Establish 3 key benchmarks with the fiscal responsibility area.

**ii. Board Goals:**

1. Commit to 4 meetings with NJ School boards for the finalization of the mission and vision statements and the development of a 3 year strategic plan for the district.
2. Prepare for and enter negotiations with the High Bridge Teacher's Association.
3. Communicate to our community the roles and responsibilities of a school board.
4. Commit our District to the North Hunterdon Voorhees Regional articulation meetings/process.

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

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

- b. Board Committees and Chairperson
- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy  
**Cindy Sharkey, Chairperson, Michael Estrada, and Terrie Sostorecz, Members.**
    - Met September 18, 2017
    - Next meeting October 4, 2017
    - Discussed HIB Presentation, presented by K. Franks
    - Discussed Information for R. Kolton & E. Alparone presentations
    - Reviewed Policy and Regulation updates
    - Reviewed District Goals for 17/18 school year
    - Reviewed Superintendent’s Merit Goals for 17/18.
  
  - **Educational Resources** – Responsibilities: Finance and Facilities  
**Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members**
    - Met September 18, 2017
    - Next meeting October 4, 2017
    - Brian Rizer from Brown & Brown met with committee regarding health insurance
    - Architects Michael Bieri and Thomas Kosten met with committee to discuss Maintenance Plan
    - Facilities walkthrough took place on Wednesday, September 20th
  
  - **Human Resources** – Responsibilities: Personnel, Management and Community Relations  
**Karyn Gove, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
    - Met September 18, 2017
    - Next meeting October 4, 2017
    - Discussed Nursing need for co-curricular sport
    - Discussed recommended candidate for Assistant to the Business Administrator
    - Reviewed District Goals for 17/18 school year
    - Reviewed Superintendent’s Merit Goals for 17/18
  
  - **Negotiations** – **Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
    - Update

**I. ACTION ITEMS**

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

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

**a. Motion to approve the following revised and/or new policies and regulations:  
(Attachment #18-SA-9-1)**

- P & R 7100 Long-Range Facilities Planning (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- R 7300.1 Disposal of Instructional Property (Abolished)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

**b. Motion to approve the following class trips and transportation:**

Grade	Location	Cost	Cost incurred by
7th Grade	Ellis Island and Statue of Liberty	\$27.00 per pupil	Parent/Guardian
Student Leadership (6th to 8th Grades)	Camp Bernie	\$20.00 per pupil	Parent/Guardian
4th Grade	High Bridge Borough Hall & Library	None	N/A
4th Grade (Environmental Club)	Raritan River (behind Gronsky's)	None	N/A
4th Grade (Environmental Club)	High Bridge Commons Park	None	N/A
4th Grade	Solitude House and Dam, High Bridge	None	N/A
4th Grade	Veterans Memorial Park, High Bridge	None	N/A
Kindergarten	West Portal Pumpkin Patch	\$18.75	Parent/Guardian
<b>Behavioral Disabilities/Autism and Multiple Disabilities class vocational trips as listed below:</b>			
BD Class	Paradise Golf Center	\$125.00 Transportation	BOE
BD Class	Town of Clinton	\$90.00 Transportation	BOE
BD Class	Round Valley Reservoir	\$125.00 Transportation	BOE
BD Class	Lowes Hardware, Flemington, NJ	\$125.00 Transportation	BOE
BD/MD Classes	Clinton Walmart	\$180.00 Transportation (2 busses @ \$90.00 ea)	BOE

BD/MD Classes	Clinton McDonalds	\$180.00 Transportation (2 busses @\$90.00 ea.)	BOE
BD/MD Classes	Oakwood Lanes, Washington, NJ	\$250.00 Transportation (2 busses @\$125.00 ea.)	BOE
BD/MD Classes	Phillipsburg Mall, Phillipsburg, NJ	\$250.00 Transportation (2 busses @ \$125.00 ea.)	BOE
BD/MD Classes	West Portal Pumpkin Patch	\$125.00 Transportation	BOE
BD Class	Clinton ShopRite (5 Trips)	\$90.00 Transportation each trip	BOE

c. **Motion to approve** the Statement of Assurance Professional Development Plan for 2017-2018 (Attachment #18-SA-9-2)

d. **Motion to approve** the Mentoring Plan for 2017-2018 (Attachment #18-SA-9-3)

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

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

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

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

- a. **Motion to approve Rebecca O’Connell**, Rider University Elementary Education student to complete student teaching at High Bridge Elementary School from January 2018 through May 2018, with Karin Weikert serving as the cooperating teacher.
- b. **Motion to approve Christina Suydam**, Rowan University School Nursing/Teacher of Health student to complete her internship in Health Teaching at High Bridge Middle School from January 2018 through April 2018, with Lucille Arnold and Michele Ilg-Gomez serving as the cooperating teachers.
- c. **Motion to approve** the emergent hire of **Jana Brown** as part-time (.50 FTE) Special Education at Middle School effective September 11, 2017 through June 30, 2018 at a Level BA, Step 1 Salary of \$27,305.00



- d. **Motion to approve** the employment of **Diane Menzaco** as part-time cafeteria aide at Middle School effective September 11, 2017 through June 30, 2018 at an hourly rate of \$10.27 on days when lunch is served.
- e. **Motion to approve** the employment of **Marianne Stokes** as Assistant to the Business Administrator effective October 2, 2017 through June 30, 2018 at an annual salary of \$51,000.00.
- f. **Motion to approve** **Christina Suydam** as a substitute nurse for the remainder of the 2017-2018 school year, pending receipt of substitute certificate, at the daily sub rate of \$105.00.
- g. **Motion to accept**, the resignation of **Lisa Carlante** as cafeteria aide, effective September 20, 2017.
- h. **Motion to approve** **Carla LaTorre** as a volunteer coach for volleyball.
- i. **Motion to approve** **Christi Roling** for American Sign Language course at a rate of \$199.00.
- j. **Motion to approve** **Denise Garcia**, Centenary University student, to complete fieldwork observation hours at Middle School with Lucille Arnold as cooperating teacher.
- k. **Motion to approve** **Gregory A. Hobaugh's** Merit Goals for 2017-18
  - 1. Qualitative Goal #1 – Long Term Planning - Develop a technology plan to identify future needs and establish goals to support student achievement. Amount \$3,329 (**Attachment #18-P-9-1**)
  - 2. Qualitative Goal #2 – Long Term Planning - Evaluate roles and responsibilities to develop an accurate reflection of human resources capacity and identify needs. Amount \$3,329 (**Attachment #18-P-9-2**)
  - 3. Quantitative Goal #1 – Student Achievement - 90% of general education students in grades five and six will demonstrate growth in both ELA and Math on research based assessment Amount: \$4,334 (**Attachment #18-P-9-3**)
  - 4. Quantitative Goal #2 - Staff Effectiveness - Ensure 100% participation of regional articulation meetings to plan to better serve and prepare students for regional high school. Amount: \$4,334 (**Attachment #18-P-9-4**)
- i. **Motion to approve** the following part-time employees for the hours above their contracted time necessary to attend professional development day of 9/21/17.

Name	Hours	Rate	Total
Kathleen Fulse	2.75	\$29.11 per hour	\$80.05
Kim Ziegler	2.75	\$29.11 per hour	\$80.05
Christine Cosgrove	3.75	\$29.11 per hour	\$109.16
Brenda Krushinski	3.75	\$29.11 per hour	\$109.16
Laura Pellegrino	7.25	\$29.11 per hour	\$211.05

- m. **Motion to approve** the following to serve as Home Instructors for the 2017-2018 school year on an as needed basis to be paid at the hourly rate of \$35.42 in accordance with the negotiated agreement between the HBBOE and HBTA.

Staff Member	Marking Periods Available	Grade Level
Lauren Richardson	MP1, MP2, MP3, MP4	K-3
Dorothy Davidson	MP1, MP2, MP3, MP4	K-8

- n. **Motion to approve** the following employee to serve as a mentor for a novice teacher. Mentor fee of \$550.00 to be paid by the novice teacher to the mentor.

Novice Teacher	Mentor
Christine Cosgrove	Kim Terzuolo
Jana Brown	Judy LaGreca

- o. **Motion to accept** the resignation of **Lisa Kerr** for Co-Curricular Girls' Basketball for the 2017-2018 school year.

- p. **Motion to approve Jill Defederico** as a 1:1 aide for Volleyball at a rate of \$10.00 per hour not to exceed 36 hours.

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye (No to “e”)	Terrie Sostorecz- Aye (No to “e”)
Robert Imhoff, President - Aye	

**6 Ayes (4 Ayes, 2 Nos to “e”), 1 Absence ~ Motion Passes**

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

Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Karyn Gove to approve the following items (item “h” tabled until next Board Meeting) :

**a) PAYMENT OF BILLS\***

**Audit of Invoices**

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

**(Attachment #18-ER-9-1)**

Check Register:	August 31, 2017 to September 27, 2017	\$172,344.69
Payroll	August 31, 2017	\$ 61,114.40
Payroll	September 15, 2017	<u>\$257,771.61</u>
	<b>Total</b>	<b>\$491,230.70</b>

**b) FINANCIAL REPORTS (Attachment #18-ER-9-2, #18-ER-9-3)**

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

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of June 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 August 2017 (Attachment #18-ER-9-4)**

**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 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.

September 27, 2017

Heather Goguen Business Administrator

**c) USE OF FACILITIES**

Organization	Start Date	End Date	Day / Times	Location
Troop # 80912	10/3/17	6/7/17	Friday 3:10 to 4:10 pm	Elementary School

**d) TRANSPORTATION**

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp.	LT	N/ A ( 1 Choice Student to Lebanon Twp.)	\$865	9/1/2017-6/30/2018

**e) TRAVEL EXPENDITURE APPROVAL**

**Motion to approve workshop and related travel expenses as listed below:**

Staff/Bd Member	Workshop/ Activity	Date	Registration	Mileage	Other	Total
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			Fee			
Kelly Grube	Rutgers Annual Conference	10/27/17	\$180.00	\$19.84	\$10.00 (Parking)	\$209.84
Kelly Grube	Literacy for All Conference	10/22 to 10/24/17	\$410.00	\$145.08		\$555.08
Coleen Conroy	NJSBA - Sustainable Awards Ceremony	10/24/17	na	\$83.70	na	\$83.70

**f) CANCELLATION OF OLD CHECKS**

**Motion to approve** the cancellation of the following checks greater than six months old and the funds accounted for as miscellaneous revenue:

General Account Check #	Amount
11613	\$80.00
11840	\$66.25
N1077	\$50.00
N1080	\$3,600.00
N1089	\$334.89
N1090	\$313.00
N1091	\$100.00
12015	\$14.00
12058	\$442.00
12086	\$973.44
12174	\$1,305.00
12218	\$53.33
12292	\$11.98
12293	\$10.50
12444	\$833.68
12501	\$42.00
12576	\$76.50

N1109	\$8,074.04
014307	\$88.00
014545	\$80.00

Student Activities Check #	Amount
2164	\$264.00

Payroll Check #	Amount
34465	\$69.27
34740	\$27.23
35349	\$57.55
35619	\$114.33
35664	\$56.56
36400	\$102.50
36621	\$103.87
36804	\$203.23
38220	\$288.47
38221	\$294.71
M000168	\$150.13
38993	\$192.72
39202	\$39.75
39239	\$119.26
39316	\$119.26

Payroll Agency Check #	Amount
1374	\$441.98
N1000	\$501.68
1887	\$1,600.15

g) **Motion to approve** a contract with Commission for the Blind and Visually Impaired for a cost of \$1,900.00 for the 2017-2018 school year. (Attachment #18-F-9-5)

~~h) **TERMINATE PARTICIPATION IN THE HEALTH BENEFITS PROGRAM**~~

~~**A RESOLUTION to terminate all participation** under the State Health Benefits Program and School Employees' Health Benefits Program (including Prescription Drug Plan and/or Dental Plan coverage):~~

~~**BE IT RESOLVED:**~~

- ~~1. The High Bridge School District hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees' Health Benefits Program (N.J.S.A. 52:14-17.25 et. seq.) for all of its active and retired employees.~~
- ~~2. We shall notify all active employees of the date of their termination of coverage under the program.~~
- ~~3. We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.~~
- ~~4. We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.~~
- ~~5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.~~

**Roll Call:**

- |                                     |                          |
|-------------------------------------|--------------------------|
| Michael Estrada - Aye               | Stephen Johnson - Absent |
| Karyn Gove - Aye                    | Alan Schwartz - Aye      |
| Cindy Sharkey, Vice President – Aye | Terrie Sostorecz- Aye    |
| Robert Imhoff, President - Aye      |                          |

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

**J. NEW BUSINESS**

- Mr. Estrada asked for a Justification Budget Report out of CSI that shows the history of the budget.

**K. 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.

- An employee spoke about the Business Office hire's salary.
- An administrator spoke about perception among all staff in regards to new hires' salaries.

- A teacher received her letter regarding the data and a follow up letter that stated what information was unsecured.
- A HBEA representative asked if the boxes are still in district. He wanted to know if we are up to date with records destruction. He was told that we have all the records in a secure room and will be looking to destroy the records in a cost effective manner and will be done soon.
- An employee commented on the process for record destruction and was reassured that proper procedures are followed for record retention/destruction timelines and approvals.

**L. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karyn Gove requested a motion to approve the following resolution to enter into Executive Session at 10:50 p.m.; Michael Estrada seconded the motion.~ Unanimously Carried

- August 30, 2017 Executive Session Minutes (**Attachment #18-ES-9-1**)
- Personnel

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.

**M. RECONVENE PUBLIC SESSION**

Karyn Gove made the motion, seconded by Cindy Sharkey to resume Regular Session at 11:12 p.m.

The board discussed the committee structure vs. the board as a whole. They also discussed having more meetings as a board as a whole.

**N. ACTION ITEMS**

Based upon the recommendation of the Superintendent, Michael Estrada made a motion, seconded by Alan Schwartz to approve the following items:

1. **Motion to approve** the August 30, 2017 Executive Session Minutes.

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Absent
Karyn Gove - Aye	Alan Schwartz - Aye
Cindy Sharkey, Vice President – Aye	Terrie Sostorecz- Aye
Robert Imhoff, President - Aye	

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

**O. ADJOURNMENT**

Having no further business to come before the Board, Karyn Gove motioned to adjourn the meeting at 11:38 p.m. The motion was seconded by Cindy Sharkey. Unanimously carried.

Respectfully submitted,



Heather Goguen  
Business Administrator/Board Secretary