

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY, MAY 16, 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, May 16, 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. RECOGNITION and PRESENTATION ITEMS

- Request a motion** to present the following students with a Certificate of Achievement for their outstanding writing entries in “The Most Historic Place in My Town” contest  
**Melody Kessler** – Honorable Mention  
**Annika Oliver** – Honorable Mention  
**Nate Schwartz** – Second Place, District  
**Liam Bolger** – First Place, District and County, designating him “2016 Junior Historian”
- Request a motion** to present the following students with a Certificate of Achievement for their outstanding short story entries in the Tri-County Reading Council contest  
**Nolan Banach** – Honorable Mention  
**Katie Kearney** – Third Place  
**Ian Carlson** – Second Place  
**Liam Bolger** – First Place
- Introductions** of Anthony Gianforcaro of Gianforcaro Architects, Engineers, Planners and Bud Jones of Nisivoccia, LLP.

- 4. **Elementary School Reading Intervention Program** – Kim Ziegler and Tricia Morris will present on Level Literacy Intervention program.

**E. ANNUAL SCHOOL ORGANIZATION:**

**1. PARLIAMENTARY PROCEDURE**

Resolved that the Board of Education accept **Roberts’ Rules of Order** (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

**2. DOCTRINE OF NECESSITY**

Resolved that the Board of Education accept the concept of **“Doctrine of Necessity”** (when the number of Board members prohibited from voting results in lack of a quorum).

**3. APPOINTMENT OF BOARD OFFICIALS**

**Resolved** that the Board of Education approves the following appointments/ reappointments for the 2016-2017 school year:

Board Secretary	Heather Goguen
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Richard Kolton
504 Committee Coordinator	Richard Kolton
Home Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Heather Goguen
Right to Know Officer	Ronald Marinelli
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Ronald Marinelli
Safety Committee Coordinator	Ronald Marinelli
Toxic Hazard Preparedness Officer	Ronald Marinelli
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
FSA Provider	Wageworks
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings

Integrated Pest Management Officer	Ronald Marinelli
Purchasing Agent	Heather Goguen
Air Quality Designee	Ronald Marinelli
Safety & Health Designee	Ronald Marinelli
Custodian of Records (OPRA)	Heather Goguen
Chemical Hygiene Officer	Ronald Marinelli
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh

**Roll Call:**

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

**4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD**

**a. POLICY MANUAL**

**RESOLVED**, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

**b. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

**RESOLVED**, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

**RESOLVED**, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)**

**RESOLVED**, that the High Bridge Board of Education appoint Heather Goguen, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for the 2016 - 2017 school year, and be it further

**RESOLVED**, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

**d. CONTRACTS FOR PROFESSIONAL SERVICES**

**WHEREAS**, during the fiscal year 2016-2017, there exists a need for outside professional services, and

**WHEREAS**, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

**THEREFORE BE IT RESOLVED**, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Interim Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Schenck, Price, Smith & King, LLP
School Auditor	Nisivoccia, LLP
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Gianforcaro Architects, Engineers, Planners

Audiological Evaluations:	<ol style="list-style-type: none"> <li>1. Hunterdon Medical Center (Speech and Hearing Dept)</li> <li>2. Hackettstown Hospital (Speech and Hearing Dept)</li> </ol>
Central Auditory Processing Evaluation	<ol style="list-style-type: none"> <li>1. Craig I. Barth, M.A., CCC-A, Morristown</li> <li>2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury</li> </ol>
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> <li>1. Mountainside Children’s Specialized Hospital</li> <li>2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ</li> <li>3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ</li> <li>4. ESC Hunterdon County</li> <li>5. Warren County Special Services</li> </ol>
CST Services: Educational Evaluation Psychological Evaluation Speech/Language Eval/Therapy	<ol style="list-style-type: none"> <li>1. Child Development Center, Goryeb Children’s Hospital at Morristown Memorial Hospital, Morristown, NJ</li> <li>2. Morristown Memorial</li> <li>3. ESC Hunterdon Co/Somerset Co</li> <li>4. Invo HealthCare Associates, Inc., Jamison, PA</li> <li>5. Sharon Mathis (Compensatory Services)</li> </ol>
Functional Behavioral and Social Skills Assessments	<ol style="list-style-type: none"> <li>1. Behavior Therapy Associates, PA, Somerset, NJ</li> <li>2. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ</li> <li>3. Douglas Developmental Disabilities Center, New Brunswick, NJ</li> </ol>
Neurological Evaluations	<ol style="list-style-type: none"> <li>1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ</li> <li>2. Morristown Memorial</li> </ol>
Neuropsychiatric Evaluation	<ol style="list-style-type: none"> <li>1. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ</li> </ol>
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> <li>1. Janice Prontnicki, MD, Children’s Specialized Hospital, Mountainside, NJ</li> <li>2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ</li> </ol>

	3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Morristown Memorial
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck
Deaf/Hearing Impaired	1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Restraint Training	Handle With Care
Bilingual Consultant	1. Cross County Clinical & Educational Services 2. Bilingual Child Study Team, Inc.
Special Education Consultations/Evaluations	1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services 8. Commission of the Blind
Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	1. Dr. Hong Chen, Psychiatric Associates of Hunterdon, Flemington, NJ 2. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ and Randolph, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services
Building/Grounds support	Borough of High Bridge
Boiler Services	Elliott Lewis
HVAC	Elliott Lewis
Electrical	Wire's Electric
Elevator Services	ARROW
Playground Maintenance	Mulch Express
Boiler Water Services	Butler Engineering

Fire/Burglar Alarm Services	Kistler & O'Brien
Burglar Alarm Monitoring	Security Service
Kitchen Equipment Maintenance	Hobart
Building Automation Controls Maintenance	Ecotrol
Continuing Disclosure Agent	Phoenix Advisors
Substitute Service	Source 4 Teachers
Pest Management Service	Ehrlich
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Website Hosting	Zuma Software
Parentlink	Blackboard
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gaggle

**e. BUDGET TRANSFERS**

**RESOLVED** that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers during the 2016-2017 year to be ratified at the next Board of Education meeting.

**Roll Call:**

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

**Item numbers 5 to 14 will be moved in one roll call.**

**5. ADOPTION OF K-8 CURRICULUM (Attachment #16-RORG-5.2-1)**

**RESOLVED**, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2016-2017 (Attachment #16-RORG-5.2-2)**

**RESOLVED**, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2016-2017 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

**7. TEXTBOOKS (Attachment #16-RORG-5.2-3)**

**RESOLVED**, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**8. 2016-2017 TUITION RATES**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

**Regular Education:**

Inclusionary Preschool:	\$14,370
Kindergarten	\$14,370
Grades 1-5	\$16,644
Grades 6-8	\$17,560

**Preschool Education:** \$2,000

**9. PETTY CASH**

Motion to authorize maintaining the following petty cash accounts:

<b>Custodian</b>	<b>Amount</b>	<b>Single Expenditure Limit</b>
Business Administrator	\$150.00	\$60.00
Superintendent	\$150.00	\$30.00
Elementary School Principal	\$150.00	\$30.00
Middle School Principal	\$150.00	\$30.00

**10. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD**

**RESOLVED THAT Heather Goguen**, Business Administrator/Board Secretary, is appointed as the District’s Temporary Qualified Purchasing from July 1, 2016 - June 30, 2017 and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold without a QPA of \$29,000; with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$4,350 without a QPA or \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

**11. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)**

**WHEREAS**, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

**WHEREAS**, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

**WHEREAS**, the High Bridge Board of Education desires to authorize its purchasing agent for the 2016-2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorize Heather Goguen, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**12. TRAVEL LIMITATIONS**

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30).

**Roll Call:**

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

**Item numbers 13 to 21 will be moved in one roll call.**

**13. BANK ACCOUNT SIGNATURES**

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

<b>Account</b>	<b>Signatures</b>
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer or Superintendent's Executive Secretary (1)
Food Service	President, Board Secretary, Treasurer, or Superintendent's Executive Secretary (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Superintendent's Executive Secretary or Elem. Or Middle School Principal (2)



**14. BANK DEPOSITORY**

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and  
countersigned by the Board Secretary and  
countersigned by the Treasurer of School Funds

**15. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as Heather Goguen, Board Secretary/Business Administrator pursuant to 17:12B-241.

**16. CHART OF ACCOUNTS**

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2016-2017 School Year.

**17. TAX PAYMENT SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2016-2017 school year:

<b>August 2016</b>	<b>\$1,815,227</b>
<b>November 2016</b>	<b>\$1,374,063</b>
<b>February 2017</b>	<b>\$1,374,063</b>
<b>May 2017</b>	<b>\$1,374,063</b>

**18. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCEC**

**Be it Resolved** that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Education Services Commission and Middlesex Regional County Education Services Commission. **(Attachment #16-RORG-5.2-4)**

**19. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**20. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

**BE IT RESOLVED** that the High Bridge Board of Education approves the following plans and procedures for the 2016-2017 school year.

- a. Integrated Pest Management (IPM) ES
- b. Integrated Pest Management (IPM) MS
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Indoor Air Quality
- f. School Safety and Security Plan

**21. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2016-2017 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2016-2017 school year as follows:

**Substitute Aide - \$80.00 day**  
**Substitute Teacher - \$80.00 day**  
**Substitute Nurse - \$105.00 day**  
**Substitute Administrator - \$115.00 day**

**Roll Call:**

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

Conclusion of Annual Organization. On to regular business.

**F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-5.2-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kelly Grube	5/4/16	Request to move across guide

**G. 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.

## H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS AND RELEASE OF MINUTES

### ADOPTION OF MINUTES:

1. April 11, 2016 Regular Meeting Minutes (**Attachment #16-M-5.2-1**)
2. May 2, 2016 Special Meeting Minutes (**Attachment #16-M-5.2-2**)

### RELEASE OF MINUTES:

1. October 19, 2015 Executive Session Minutes (**Attachment #16-M-5.2-3**)
2. November 9, 2015 Executive Session Minutes (**Attachment #16-M-5.2-4**)

### Roll Call:

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

## I. REPORTS TO THE BOARD

### 1. Board President's Report

- a. Restructure of BOE Committees
- b. Board Committees and Chairperson
  - **Community Relations – Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff**
    - Community meeting held 5/3/16
    - Next meeting TBD
  - **Curriculum, Instruction and Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
    - Next meeting TBD
  - **Personnel and Management – Karyn Gove, Chairperson, Todd Honeycutt, Robert Imhoff**
    - Met May 10, 2016
    - Staffing Plan 16-17
    - 16-17 Kindergarten Enrollment
    - Source4Teachers Contract
    - Custodial Summer Hours
    - Mission One
    - Next meeting TBD

- **Policy – Cindy Sharkey, Chairperson**, Michael Estrada, Robert Imhoff
  - Met May 10, 2016
  - Reviewed/Updated Policies - Policy Alert #208.
  - Reviewed/Updated Policy #6620 - Petty Cash
  - Reviewed Military Leave Policy - #3437
  - Next meeting TBD
- **Finance/Facilities – Stephen Johnson, Chairperson**, Alan Schwartz, Robert Imhoff
  - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff
  - Fact Finding held April 12, 2016
  - Next meeting TBD

## 2. Superintendent's Report

### a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-5.2-1**)
- 2) 2016-2017 Projected Enrollment (**Attachment #16-S-5.2-2**)
- 3) Staff Attendance for April 2016 (**Attachment #16-S-5.2-3**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - 2 investigations at ES – not found to be HIB
- 5) Superintendent Update

## 3. School Business Administrator's Report

### a. General Information Items

### b. Monthly Facility Maintenance Report (**Attachment #16-BA-5.2-1**)

### c. Vandalism Report

There was no vandalism.

## 4. Middle School Principal's Report (Via e-mail)

## 5. Elementary School Principal's Report (Via e-mail)

## J. 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 acknowledge** the list of eighth grade students eligible for promotion to ninth grade. (**Attachment #16-CI-5.2-1**)
- b) **Motion to approve** a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Tuesdays and Thursdays from June 28, 2016 through July 28, 2016, to be held in the Middle School. Fee for this program will be \$80.00 for 4 30 minute lessons, or \$16.00 per single 30 minute lesson.

- c) **Motion to approve an Extended School Year** program for special education students in accordance with their Individualized Education Program, to run from July 5, 2016 through August 11, 2016 from 9:00 a.m. – 12:00 p.m., (with an extended day for eligible students from 12:00 – 2:00) Monday through Thursday at the Elementary School for a total of twenty-three (23) days.

**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:

- a) **Motion to approve** stipends for the school dance on April 29, 2016:

Coleen Conroy	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Katie Franks	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Carl Katzenberger	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Carla LaTorre	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Heidi Miller	Dance Escort	3 hours at \$29.11 = \$87.33
Courtney Shiffman	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86

- b) **Motion to approve** stipends for the DC trip chaperones May 2016:

Rich Kolton	3 @ \$115.00	\$345.00
Emma Alparone	3 @ \$115.00	\$345.00
Katy Morello	6 @ \$105.00	\$630.00
Coleen Conroy	3 @ \$ 80.00	\$240.00
Carl Katzenberger	3 @ \$ 80.00	\$240.00
Carla LaTorre	3 @ \$ 80.00	\$240.00
Jemma Schraeder (S4T)	6 @ \$ 80.00	\$480.00

c) **Motion to approve** stipends for the Camp Bernie chaperones May 2016:

Rich Kolton	1 @ \$115.00	\$115.00
Katy Morello	2 @ \$105.00	\$210.00
Judy LaGreca	1 @ \$ 80.00	\$ 80.00
Michele Gomez	1 @ \$ 80.00	\$ 80.00
Carla LaTorre	1 @ \$ 80.00	\$ 80.00
Heidi Miller	1 @ \$ 80.00	\$ 80.00

d) **Motion to approve** the employment and salary for the 2016 Special Education Extended Summer Program Personnel as follows:

NAME	POSITION	SALARY
Barbara Mann	Preschool Teacher	\$90/day for 23 days (\$2070)
Nicole Locorotondo	Class Teacher, MD (Wilson)	\$90/day for 20 days (\$1800)
Paige McGaheran	Class Teacher, 4&5	\$90/day for 23 days (\$2070)
Donna Brown	BD/Aut Teacher - ES	\$90/day for 23 days (\$2070)
Heidi Miller	BD/Aut Teacher – MS	\$90/day for 23 days (\$2070)
Marisa Monaco	BD/Aut Teacher – Pre-K, ES, MS (Wilson)	\$90/day for 23 days (\$2070)
Christine Cosgrove	Class Teacher, 2&3	\$90/day for 23 days (\$2070)
Nicole Cahill Janice Genetti Catherin Morello	Nurse 9:00 – 12:00	\$120/day for 23 days (\$2760) (3 hrs/day)
Naemah Sainte-Rose	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Dominique Trepiccione	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Laurie Perkalis	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Patti Palmer	1:1 Aide, RC1, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Nancy Garcia-Owchariw	1:1 Aide, RC1, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
TBA	1:1 Aide, RC1	\$35/day for 23 days (\$805) (3.5 hrs/day)
Katherine McKenna	1:1 Aide, RC2, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Catherine Hazlett	1:1 Aide, RC2, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Jill DeFederico	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Paola Sahulka	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Rosemarie Royer	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
TBA	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Heather Trepiccione	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
James Davidson	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)

Carl Katzenberger	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Meg Powers	ESC Employee for BD-MS Class <b>(Holland Township tuition student)</b>	N/A
<b>ESY SUBSTITUTES:</b>		
Aimee Markey	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Sally Warner	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Tony Alfano	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Lisa Desire	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Mary Raefski	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Bernadette Wescott	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Sally Etzold	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Katie Franks	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Courtney Shiffman	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Cathy Hoos	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
<b>ESY THERAPISTS:</b>		
Allison Peck	Physical Therapist	Per Contract
Therapeutic Intervention	Occupational Therapist	Per Contract
Invo Healthcare Associates	Speech/Language Therapist/Evaluation	\$4400.00 cap
<b>ESY EXTENDED SCHOOL DAY/EXTENDED ABA:</b>		
Paola Sahulka	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Rosemarie Royer	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Jill DeFederico	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Heather Trepiccione	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Marisa Monaco		

e) **Motion to approve** the following summer custodians:

<b>Name</b>	<b>Hourly Rate</b>	<b>Dates of Employment/Hours per week</b>	<b>Criminal History Status</b>
Anthony Watkoskey	\$12.50	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Julie Strohmaier	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Alison Marcelliano	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Matthew Krisanits	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed

Jesse Hric	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Pending Results
Christopher Bianchi	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Pending Results

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

**i. Melissa Betz**

- Course: Seminar in Evaluation & Assessment Strategies
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

**ii. Emma Alparone**

- Course: The Principalship
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

**iii. Emma Alparone**

- Course: Administrative Educational Theory
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

**iv. Katie Franks**

- Course: Curriculum Development and Evaluation
- College/University: Kean University
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$2034.00

f) **Motion to approve** movement across guide for Kelly Grube for the 2016-2017 school year to MA Step 1 for an annual salary of \$54,405 as per her request and submission of official transcripts showing her successful completion of graduate level coursework. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract.

g) **Motion to approve** the employment of Lisa Ciarlante as part-time cafeteria aide for the 2016-2017 school year at an hourly rate of \$10.00 to be adjusted in accordance with the terms of a new contractual agreement upon settlement.

h) **Motion to approve** a four days per week (Mon. – Thurs), ten hours per day summer schedule for custodial staff beginning week of June 20, 2016 and ending week of August 15, 2016.



- i) **Motion to approve Mission One** to provide Paraprofessional Staffing services for the 2016-2017 school year.

**Roll Call:**

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

**3. POLICY**

- a) **Motion to amend, adopt or abolish** the following **policies** as recommended in Strauss Esmay Policy Alert #208 (Attachment #16-PLC-5.2-1)
  - P 0167 Public Participation in Board Meetings (Revised)
  - P 0168 Recording Board Meetings (Revised)
  - P 2422 Health and Physical Education (Revised)
  - P 2425 Physical Education (Abolished)
  - P 2431 Athletic Competition (M) (Revised)
  - P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
  - P 5310 Health Services (M) (Revised)
  - P 5330.01 Administration of Medical Marijuana (M) (New)
  - P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
  - P 8550 Outstanding Food Service Charges (Revised)
- b) **Motion to amend and/or adopt** the following **regulations** as recommended in Strauss Esmay Policy Alert #208 (Attachment #16-PLC-5.2-2)
  - R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
  - R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
  - R 5310 Health Services (M) (Revised)
  - R 5330.01 Administration of Medical Marijuana (M) (New)
  - R 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- c) **Motion to amend and/or adopt** the following **policies** as recommended by the Policy committee in consultation with the Superintendent: (Attachment #16-PLC-5.2-3)
  - P 6620 Petty Cash (Revised)
  - P 3437 Military Leave (Reviewed)

**4. FINANCE/FACILITIES**

- a) **PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #16-F-5.2-1)**

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

Check Register:	April 12 to May 16, 2016	\$340,106.21
Payroll	April 15, 2016	\$221,196.55
Payroll	April 29, 2016	\$220,301.74
Payroll	May 13, 2016	<u>\$221,511.42</u>
	<b>Total</b>	<b>\$1,003,115.92</b>

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

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
5/11/16	Maschio's Food	\$8,978.30	April 2016	1427
4/18/16	CC Productions	\$8156.00	POS System	1426

**b) FINANCIAL REPORTS (Attachment #16-F-5.2-2 and 16-F-5.2-3)  
Report of the Board Secretary and Treasurer’s Report for March 2016 and Revised for February 2016**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of February and March 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.

**REVISED Line Item Transfers for February 2016 (Attachment #16-F-5.2-4)  
Line Item Transfers for March 2016 (Attachment #16-F-5.2-5)**

**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 March 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.

May 16, 2016

\_\_\_\_\_  
Heather Goguen  
Business Administrator

**c) USE OF FACILITIES**

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

June 3, 2016 – Elementary School Parking Lot from 5:00 pm until 7:00 pm for Derby Weigh-Ins – High Bridge Borough Event Committee.

**d) TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-5.2-6)**

**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) TRIP EXPENSES**

**Motion to approve** the board’s contribution for expenses associated with school trips:

8 <sup>th</sup> Grade Trip to DC	\$2,839.00
6 <sup>th</sup> Grade Trip to Medieval Times	\$50.00

f) **SCHOOL CHOICE TRANSPORTATION**

**Motion to approve** school transportation services for four (4) students attending Tewksbury Township Schools.

g) **DONATION**

**Motion to accept** a donation from High Bridge Borough DPW of a Red Bud Tree with an approximate value of \$50.00 for the Environmental Club to plant on school grounds.

**Roll Call:**

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

**K. NEW BUSINESS**

**L. 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.

**M. EXECUTIVE/CLOSED SESSION**

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

- March 17, 2016 Executive Session Minutes (**Attachment #16-ES-5.2-1**)
- April 11, 2016 Executive Meeting Minutes (**Attachment #16-ES-5.2-2**)
- May 2, 2016 Executive Session Minutes (**Attachment #16-ES-5.2-3**)
- AUP report (**Attachment 16-ES-5.2-4**)
- Architect’s report (**Attachment 16-ES-5.2-5**)
- Personnel matters

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.

**N. RECONVENE PUBLIC SESSION**

**O. ACTION ITEMS**

**Roll Call:**

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

**P. HIGH BRIDGE BOE BOOK CLUB**

Chapter 4 – Five Habits of High-Impact School Boards

**Q. ADJOURNMENT**