

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, JUNE 27, 2016 - REVISED

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, June 27, 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

1. Ron Marinelli will present on Facilities Updates
2. Dr. Hobaugh will conduct a Public Hearing to present the Electronic Violence and Vandalism and HIB Investigations, Trainings and Programs for the reporting period January 1, 2016 through June 30, 2016. (**Attachment # 16-PR-6.2-1**)
 - a) In accordance with the *Anti-Bullying Bill of Rights Act (ABR)* (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period January 1st through June 30th, 2016. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP).
 - b) **Request a motion** to approve submission of the EVVRS and HIB-ITP reports for reporting period January 1st through June 30th, 2016 as presented.

Roll Call:

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

E. EXECUTIVE/CLOSED SESSION

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

- Donaldson Hearings

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.

F. RECONVENE PUBLIC SESSION

G. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None at this time		

H. 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.

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. May 16, 2016 Regular Meeting Minutes (**Attachment #16-M-6.2-1**)
2. June 13, 2016 Special Meeting Minutes (**Attachment #16-M-6.2-2**)

Roll Call:

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

J. REPORTS TO THE BOARD

1. **Board President's Report**
 - a. Restructure of BOE Committees

- b. Board and District Goals for 2016-2017
 - a) Motion to approve Board and District Goals for the 2016-2017 school year.
(Attachment #16-B-6.2-1)
- c. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson,** Cindy Sharkey, Robert Imhoff
 - Next meeting TBD
 - **Curriculum, Instruction and Technology – Michael Estrada, Chairperson,** Karyn Gove, Robert Imhoff
 - Next Generation Science Standards
 - Next meeting TBD
 - **Personnel and Management – Karyn Gove, Chairperson,** Todd Honeycutt, Robert Imhoff
 - District Facilities Manager job description and recommended candidate
 - MS BSI/GT teacher recommended candidate
 - Treasurer of School Monies recommended candidate
 - Paraprofessional Aide approvals
 - Interviews being conducted for:
 1. School Psychologist
 2. CST Secretary
 3. Speech/Language Specialist
 - Received County approval of Business Administrator contract
 - LOA/FMLA updates
 - Creation of homework club for 3rd & 4th grade
 - Next meeting TBD
 - **Policy – Cindy Sharkey, Chairperson,** Michael Estrada, Robert Imhoff
 - Next meeting TBD
 - **Finance/Facilities – Stephen Johnson, Chairperson,** Alan Schwartz, Robert Imhoff
 - Reviewed Work Family Connection Contract for 16-17 renewal
 - Next meeting TBD
 - **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting TBD

2. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Final Enrollment (Attachment #16-S-6.2-1)
- 2) 2016-2017 Projected Enrollment (Attachment #16-S-6.2-2)
- 3) Staff Attendance for May 2016 (Attachment #16-S-6.2-3)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - 1 investigations at MS – found to be HIB
- 5) Superintendent Update

3. School Business Administrator’s Report

a. General Information Items

1) Update on Summer Projects

b. Monthly Facility Maintenance Report (Attachment #16-BA-6.2-1)

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)

K. 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 approve the following class trips and transportation:

- i. Eighth Grade to McCarter Theatre, Princeton, NJ** to see A Christmas Carol which enriches and culminates the study of Victorian London and Charles Dickens. Transportation will be provided by HCESC at an approximate cost of \$475.00 for one bus. Approximate cost per student of \$40.00 includes admission and transportation and is to be borne by parents/guardians.
- ii. Eighth Grade to Washington, DC.** The approximate cost per student of \$425.00 will include transportation, hotel, meals and admission fees where applicable and is to be borne by parents/guardians.

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 items:

a) Motion to approve the following job description:

i) District Facilities Manager (Attachment 16-P-6.2-1)

b) Motion to accept the resignation of **Ron Marinelli** as Buildings and Grounds Coordinator and approve his appointment as District Facilities Manager from July 1, 2016 through June 30, 2017 for an annual salary of \$58,000.00. **(Attachment 16-P-6.2-2)**

- c) **Motion to abolish** the position of Buildings and Grounds Coordinator, effective July 1, 2016.
- d) **Motion to approve** an employment contract for **Heather Goguen**, School Business Administrator/Board Secretary from July 1, 2016 through June 30, 2017 in the amount of \$101,990, as approved by the Executive County Superintendent. **(Attachment 16-P-6.2-3)**
- e) **Motion to approve** the employment of **Judy Favino** as Treasurer of School Monies from July 1, 2016 through June 30, 2017 for an annual salary of \$3,500.00
- f) **Motion to approve** the employment of **Jemma Buccine Schraeder** as full-time Basic Skills Instruction / Gifted & Talented teacher from August 25, 2016 through June 30, 2017 at a level BA, Step 1, for an annual salary of \$50,505.00. **(Attachment 16-P-6.2-4)**
- g) **Motion to approve** the employment and salary of paraprofessional aides as per attached for the 2016-2017 school year. **(Attachment 16-P-6.2-5)**
- h) **Motion to approve** two days summer work for **Lynn Gresko**, School Nurse to complete review of Middle School Sports Physicals to be compensated at \$105.00 per day.
- i) **Motion to rescind** the ESY employment for the following:

NAME	POSITION	SALARY
Katherine McKenna	1:1 Aide, RC2, 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)
ESY EXTENDED SCHOOL DAY/EXTENDED ABA:		
Paola Sahulka	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)

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

NAME	POSITION	SALARY
Meg Powers	1:1 Aide, RC2, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
ESY SUBSTITUTES:		
Kim Terzuolo	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Lauren Richardson	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
ESY EXTENDED SCHOOL DAY/EXTENDED ABA:		
Meg Powers	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Marisa Monaco	Write ABA Program/Consult	\$38.49/hr - \$2500 Cap

- k) Motion to approve the summer employment of Child Study Team members for summer referrals as follows:

Name	Position	Hourly Rate	CAP
Thea Anaston - School Social Worker	Evaluations/Case Management	52.07/hr	\$1500 cap
Jackie Carruthers – LDT/C	Evaluations/Case Management	47.73/hr	\$1500 cap
TBA – School Psychologist	Evaluations/Case Management	TBD	\$1500 cap
Joan Murray – Speech/ Language Specialist	Speech/Language Evaluations	53.38/hr	\$1500 cap
TBA – CST Secretary	CST Support	TBD	\$4200 cap
ESC	CST Therapy /Evaluations (as needed)	Per contract	See above caps

- l) **Motion to approve** payment to Teachers, Therapists, Paraprofessionals for their attendance at Summer IEP Meetings and Transition meetings based on their hourly rate with a total \$2,000 cap.

- m) **Motion to approve** course reimbursement for the following:

i. Emma Alparone

- Course: Research in Instructional Leadership
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

ii. Katie Franks

- Course: Learning, Instruction, Evaluation & Curriculum
- College/University: Kean University
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$2034.00

- n) **Motion to approve Julie Strohmaier**, Centenary College student, to complete a School Counselor internship at High Bridge Elementary School with Melissa Patane as cooperating counselor.

- o) **Motion to approve payment to Dr. Gregory Hobaugh**, Superintendent, for achievement of the following merit based goals, for the 2015-2016 school year, upon approval of the Hunterdon County Executive Superintendent:

- i. Qualitative Goal – Community Outreach in the amount of \$3,199.23 (**Attachment #16-P-6.2-6**)
- ii. Qualitative Goal – Teacher Assessment in the amount of \$3,199.23 (**Attachment #16-P-6.2-7**)
- iii. Quantitative Goal – Student Achievement in the amount of \$4,261.37 (**Attachment #16-P-6.2-8**)

- p) **Motion to approve** a request from **Caryn Snyder** to extend her child care leave of absence from August 25, 2016 through June 30, 2017.

- q) **Motion to rescind** the appointment of **Richard Kolton**, Middle School Principal/Director of Curriculum & Technology, for the 2016-2017 school year at an annual salary of \$95,880.00 and to approve his appointment at an annual salary of \$96,900.00.

- r) **Motion to approve** the employment of **Denise Cathro**, MS CCC-SLP, as part-time (.60 FTE) Speech/Language Specialist from August 25, 2016 through June 30, 2017 at a level MA, Step 2 for an annual salary of \$33,243.00, pending criminal history background clearance. (**Attachment 16-P-6.2-9**)

- s) **Motion to approve** the employment of **Dorothy Lee Rozycki** as Child Study Team Secretary on a per diem basis (maximum of 20 days) from July 1, 2016 through August 31, 2016 and from September 1, 2016 through June 30, 2017 at an annual salary of \$30,000, pending criminal history background clearance. (**Attachment 16-P-6.2-10**)

- t) **Motion to approve** the employment of **Megan Roth** as School Psychologist from August 25, 2016 through June 30, 2017 at a level MA+30, Step 1 for an annual salary of \$57,005, pending criminal history background clearance. (**Attachment 16-P-6.2-11**)

- u) **Motion to approve** the request from **Jennifer Schmidt** to extend her unpaid maternity leave of absence through October 19, 2016, returning to work on October 20, 2016.

Roll Call:

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

3. POLICY

Nothing at this time.

4. FINANCE/FACILITIES

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-6.2-1)

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

Check Register:	May 17 to June 27, 2016	\$279,826.45
Payroll	May 30, 2016	\$224,409.91
Payroll	June 10 (15 th Everyone)	\$229,946.34
Payroll	June 13, 2016 (10 Month 30 th Pay)	<u>\$181,233.66</u>
	Total	\$915,416.36

FINANCIAL REPORTS (Attachment #16-F-6.2-2 & 2A and 16-F-6.2-3 & 3A)

Report of the Board Secretary and Treasurer’s Report for April 2016 and for May 2016

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of April and May 2016 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Line Item Transfers for April 2016 (Attachment #16-F-6.2-4)

Line Item Transfers for May 2016 (Attachment #16-F-6.2-5)

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 April 2016 and May 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.

June 27, 2016

Heather Goguen
Business Administrator

b) **USE OF FACILITIES**

Based upon the recommendation of the Superintendent, motion to approve the following use of facilities request:

July 5th – 8th and July 11th – 15th, use of Elementary School gymnasium and outside grounds from 8:30 a.m. until 1:15 p.m. for High Bridge Summer Recreation Program. Advisor: Chris Zappa

- c) **TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-6.2-6)**
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.

- d) **TRANSPORTATION (Attachment #16-F-6.2-7 and Attachment #16-F-6.2-8)**
Motion to approve HCESC & WCSSD for Coordinated Transportation for the 16/17 school year.

- e) **CHILD STUDY TEAM (Attachment #16-F-6.2-9)**
Motion to approve Invo Healthcare Associates for specialized therapeutic services for the 16/17 school year.

- f) **TECHNOLOGY SERVICES (Attachment #16-F-6.2-10)**
Motion to approve HCESC for Technology Support Services for the 2016-2017 school year.

- g) **DONATIONS**
 - i. **Motion to accept with gratitude** a \$500.00 donation from Elizabeth Tyrell and Herman Storms in Memory of Margaret “Peg” Tyrell, graduate of High Bridge Middle School to be used for High Bridge Preschool supplies/needs.

 - ii. **Motion to accept with gratitude** \$500.00 donation from EXXONMobil Foundation for STEM Programs.

- h) **DISPOSAL OF TEXTBOOKS**
Motion to approve the disposal of the following outdated textbooks and assessment kits either via NJDOE Textbook Sharing Site or via dumpster where appropriate:

Title	Quantity	Date of Publication
Scott Foresman Math Series	36	2008
MacMillian/McGraw-Hill Language Arts Series	37	2000
HSP New Jersey Science Books	77	2009
Outdated Reading Test Kits	6	2005

- i) **CANCELLATION OF OLD CHECKS**
Motion to approve the following checks greater than six months old should be cancelled and the funds accounted for as miscellaneous revenue:

Student Activities Account		
Payee	Check#	Amount
Royal Photo	1922	\$2,346.45
Strawberry Acres	1980	\$342.25

Current Account		
Payee	Check#	Amount
DERP	10335	\$362.87
Evelyn Mickel	10349	\$40.00

I

j) 2016-2017 TUITION RATES

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

Special Education:

Multiple Disability \$27,798.00

k) AWARD AND RENEWAL OF A FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT (Attachment #16-F-6.2-11)

BE IT RESOLVED THAT the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the renewal contract with Maschio’s Food Services, Inc. for the 2016-2017 school year:
 Yearly Management Fee: \$7,064.00
 2016-2017 Lunch Price \$ 2.75
 Guarantees a “No-Cost Operation”

l) ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2016-2017 SCHOOL YEAR

Program	
Student Lunch	\$2.75
Reduced Student Lunch	\$.40
Adult Lunch	\$3.75
Milk	\$.60

m) AMEND IDEA WITH \$181 CARRYOVER

Motion to approve 1st amendment to the 2015-2016 IDEA Grant for the amount of \$181.00 carryover funds from 2014-15 to be used for Preschool Purchased Services.

n) AMEND NCLB Title I

Motion to approve 2nd amendment to the 2015-2016 NCLB Grant, Title I for the amount of \$289.00 to be used for Parent Resources.

o) NCLB GRANT APPROVAL

Motion to authorize the submission of Project Year 2016-17 of the NCLB Grant in these amounts:

- Title IA (Improving Basic Programs Operated by Local Agencies) - \$24,417
- Title IIA (Teacher and Principal Training and Recruitment Fund) - \$10,466
- Title III (Grants and Subgrants for English Language Acquisition and Language Enhancement- High Bridge’s portion as part of a consortium) - \$484

- p) **TRANSFER FOR LEGAL SERVICES (Attachment #16-F-6.2-12)**
Motion to approve transfer for Legal Services, upon recommendation of the Superintendent, that the Board approves transfer for the purpose of Legal Services:

11-000-219-104	-\$6,373
11-000-219-592	-\$6,025
11-000-219-610	-\$2,500
11-000-221-110	-\$3,000
11-000-222-300	-\$2,679
11-000-222-600	-\$2,610
11-000-222-610	-\$1,100
11-000-230-331	\$24,287
TOTAL TRANSFER	\$24,287

- q) **PURCHASE AND IMPLEMENTATION OF COMPUTER SOLUTIONS, INC. BUDGET AND HUMAN RESOURCES SOFTWARE (Attachment #16-F-6.2-13)**

Resolved that the Board of Education approves the implementation of Computer Solutions Inc. Budget and Human Resources software for the 2016-17 school year.

- r) **STUDENT ACCIDENT INSURANCE (Attachment #16-F-6.2-14)**

Resolved that the Board of Education approves Axis Insurance Company for Student Accident Insurance for the 2016-17 school year.

- s) **VOLUNTARY STUDENT ACCIDENT INSURANCE (Attachment #16-F-6.2-15)**

Resolved that the Board of Education approves Axis Insurance Company as the provider for Voluntary Student Accident Insurance for the 2016-17 school year.

- t) **COMPREHENSIVE MAINTENANCE PLAN (Attachment #16-F-6.2-16)**

Resolved that the Board of Education approves the revised Comprehensive Maintenance Plan with the itemized list of projects completed during the 2015-16 school year.

- u) **TRANSFERS TO MAINTENANCE RESERVE AND CAPITAL RESERVE**

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$250,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an

amount not to exceed \$250,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$500,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Roll Call:

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

L. NEW BUSINESS

M. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments should be addressed to the Board.

N. EXECUTIVE/CLOSED SESSION

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

- May 16, 2016 Executive Session Minutes (**Attachment #16-ES-6.2-1**)
- Personnel matter

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

Roll Call:

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

Q. HIGH BRIDGE BOE BOOK CLUB

Chapter 5 – Five Habits of High-Impact School Boards

R. ADJOURNMENT