

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, OCTOBER 19, 2015

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, October 19, 2015, 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 Rebecca Brandt-Philippe, Board Secretary

Michael Estrada

Alan Schwartz

Karyn Gove

Kay Daughters-Musnuff - VP

Todd Honeycutt

Robert Imhoff – Pres.

Stephen Johnson

D. PRESENTATION

1. Mrs. Lynn Hughes to present the following Community Awards given through Hunterdon Area Rural Transit (HART):

Category: NJ Safe Routes to School Statewide Recognition

Bronze Award: HB Elementary School

Category: Environmental Education Champion

In recognition of a commitment to promote environmental awareness

Educator: Lynn Hughes HBES

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-10.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Nicole Locorotondo	9/14/15	Buddy Bench donation

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.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

September 1, 2015 Regular Meeting Minutes (**Attachment #16-M-10.1**)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Met October 13, 2015
 - Set date for January Community meeting for 1/26/16 at 7:00pm in Middle School cafeteria
 - Teacher of the Day program
 - Next meeting December 15, 2015

- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Met October 13, 2015
 - Curriculum for approval:
 - Vocational Curriculum for BD Class
 - English Language Arts – Gr. 6-8 Curriculum
 - Hunterdon County School Calendars
 - Exxon Mobil Award
 - Vocational Trips
 - Field Trip proposals
 - Next meeting December 2nd

- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD

- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Met October 14, 2015
 - Reviewed Job Descriptions:
 - Superintendent's/ES Principal's Secretary
 - MS Principal's Secretary
 - Recommendations for Supt/ES Prin. Secretary
 - Review requests for LOA:
 - Caryn Snyder – Extend through December
 - Lisa Fallon – 9/8 through 10/30
 - Melissa Betz – 1/11/16 – 4/29/16
 - Jennifer Schmidt – 4/4/16 – 6/16/16
 - Co-Curricular advisor recommendations:
 - Carl Katzenberger – MS Broadcast
 - Emma Alparone – Cheerleading (approved 7/15)

- Discussed Reading Olympics
 - Mission One
 - District Mentoring Plan
 - Next meeting 12/1/15 at 4:00pm
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
 - New Policy Alert #206 Issued
- **Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met October 12, 2015
 - Fact finding session 10/15/15 at 6:00p.m.

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-10.1**)
- 2) Staff Attendance for September 2015 (**Attachment #16-S-10.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of August 2015 Legal Bills (**Attachment #16-S-10.3**)
- 5) Memorandum of Agreement between Education and Law Enforcement Officials (**Attachment #16-S-10.4 & 16-S-10.4.1 [summary of revisions]**)
- 6) Safety and Security Plan (**Attachment #16-S-10.5**)
- 7) Superintendent Update

b. ACTION ITEMS:

- 1) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.
- 2) **Motion to approve** Safety and Security Plan

4. School Business Administrator's Report

a. General Information Items

- 1) Audit 2014-15 awaiting audit and management reports
- 2) Withdrawal from Maintenance Reserve (ECW Restoration & M&W Communications)
- 3) Business Office Transition Update
- 4) ESP and LRFP discussion.

b. Monthly Facility Maintenance Report

c. Vandalism Report

There was no vandalism.

d. Monthly Investment Interest – September 2015

Account	Peapack-Gladstone Bank
Agency	2.62
Capital Reserve	50.11
Current	121.28
Food Service	2.17
Maintenance	40.93
Payroll	1.03
Student Activity	1.13
Unemployment	1.23
FSA	.06
Total	220.56

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

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

I. CURRICULUM & INSTRUCTION

1. **Motion to approve** the amended Field Trip Plan for the 2015-2016 school year (Attachment #16-CI-10.1)

2. **Motion to approve** the following field trips

- a. **Eight selected 4th grade G/T Students to Pt. Mountain Farm, Asbury, NJ** on September 28, 2015 to study pond and forest ecosystems. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- b. **Selected 5th grade G/T Students to Grounds for Sculpture, Hamilton, NJ** on October 2, 2015 to examine art installations. Admission cost to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- c. **Selected 7th/8th grade G/T Students to Clinton Township Middle School, Clinton, NJ** on November 20, 2015 to participate in Debate activities. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- d. **Eighth grade to Clinton Twp. Middle School, Clinton, NJ** on October 16, 2015 for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a "week of respect" in October. The admission fee is \$1.00 per student. Transportation will be provided by First Student at a cost of \$110.00 for one bus. Admission and transportation will be paid for by the district.
- e. **Kindergarten** to West Portal Pumpkin Patch, Asbury, NJ on October 20, 2015. Transportation will be provided by Hunterdon County ESC at a cost of \$275.00 for one bus. Cost per student of \$16.00 includes transportation and admission and will be borne by parents/guardians.
- f. **BD class** to attend the following vocational trips with transportation provided by the district:

Date	Location	Time
October 7 th	Walking Trip Laundromat/Harvest Cafe	9:30am – 11:15am
October 28 th	Snyder Farm	9:00am – 1:00pm
November 18 th	Bus trip – Shop Rite	9:30am – 11:00am
December 16 th	Bus Trip - Phillipsburg Mall	10:00am – 12:00pm
January 20 th	Bus Trip - Oakwood Lanes	10:00am – 12:00pm
February 17 th	Bus Trip - Country Griddle	9:00am – 10:30am
February 24 th	Bus Trip – Shop Rite	9:30am – 11:00am
March 7 th	Bus Trip – Maple Sugaring	10:00am – 12:00pm
April 6 th	Bus Trip – Dr. McQuire	9:00am – 10:30am
April 27 th	Round Valley Reservation	9:00am – 11:00am
May 4 th	Walking Trip – Chinese food	11:00am – 12:30pm
May 11 th	Bus Trip - Shop Rite	9:30am – 11:00am
June 8 th	Bus Trip – Town of Clinton	10:00am – 1:30pm

3. **Motion to accept** a STEM grant from ExxonMobile in the amount of \$2,500.00.
4. **Motion to approve** the district Mentoring Plan for 2015. (Attachment #16-CI-10.2)
5. **Motion to approve** the following revised curricula:
 - a. Vocational Curriculum for BD Class (Attachment #16-CI-10.3)
 - b. English Language Arts – Grades 6-8 (Attachment #16-CI-10.4)

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to accept** with regret, the resignation of **Albert Schwartz** as part-time custodian effective October 2, 2015 and approve his appointment as a substitute custodian at an hourly rate of \$11.00 to be increased to \$12.50 upon attainment of Black Seal license.
2. **Motion to accept** with regret, the resignation of **Courtney Gallas** as part-time paraprofessional aide, effective October 16, 2015.
3. **Motion to approve** the following new or revised Job Descriptions:
 - a. Superintendent/Elementary School Principal’s Secretary (Attachment 16-P-10.1)
 - b. Middle School Principal’s Secretary (Attachment 16-P-10.2)
4. **Motion to appoint Christine Roling** as Confidential Secretary to the Superintendent/Elementary School Principal effective October 20, 2015 through June 30, 2016 at an annual prorated salary of \$ 36,469.00.
5. **Motion to approve** a request for a leave of absence from **Lisa Fallon** from September 8, 2015 through October 30, 2015 in accordance with the Family Medical Leave Act, utilizing accumulated illness days.
6. **Motion to approve** a request from **Caryn Snyder** to extend her leave of absence from November 23, 2015 through January 1, 2016.

7. **Motion to extend** the appointment of **Christine Cosgrove**, 3rd grade leave replacement teacher through December 23, 2015.
8. **Motion to approve** a request from **Melissa Betz** for a leave of absence commencing on or about January 11, 2016 through April 29, 2016 utilizing 37 accumulated illness days and 35 unpaid days, in accordance with the Family Medical Leave Act.
9. **Motion to approve** a request from **Jennifer Schmidt** for a leave of absence commencing on April 4, 2016 through the last day of the school year utilizing 20 accumulated illness days and 31 unpaid days, in accordance with the Family Medical Leave Act.
10. **Motion to approve** the employment of **Sally Warner** as part-time (.57) paraprofessional aide from October 20, 2015 through June 30, 2016 at an annual prorated salary of \$ 7,280.00.
11. **Motion to approve** the employment of **Soma Das** as part-time (.57) paraprofessional aide from October 20, 2015 through June 30, 2016 at an annual prorated salary of \$ 7,280.00, pending criminal history clearance.
12. **Motion to approve** the employment of **Girolama Painter** as part-time (.57) paraprofessional aide from October 20, 2015 through June 30, 2016 at an annual prorated salary of \$ 7,280.00, pending criminal history clearance.
13. **Motion to amend** the employment contract of **Veronica Plakotaris**, part-time, F.T.E.: .57 for an annual salary of \$ 9,202.00.
14. **Motion to approve** the employment of **Lisa Ciarlante** as part-time cafeteria aide (2 hrs./day) in the Elementary School at an hourly rate of \$10.00 beginning October 21, 2015 through June 30, 2016.
15. **Motion to rescind** the appointment of Emma Alparone, Teacher as co-curricular MS Morning Broadcast co-advisor.
16. **Motion to rescind** the appointment of Emma Alparone, Teacher as co-curricular Cheerleading coach for the 2015-2016 season in the amount of \$1,264.00.
17. **Motion to approve** Emma Alparone, Supervisor of Elementary Education, as co-curricular Cheerleading coach for the 2015-2016 season in the amount of \$1,264.00.
18. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

Activity	Staff Member(s)	Grade Level	Compensation
MS Yearbook	TBD	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50
MS Morning Broadcast Co-Advisor	Carl Katzenberger	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20

19. **Motion to approve** the co-curricular position of Reading Olympics advisor to be compensated up to 25 hours at the co-curricular rate of \$29.11 per hour.
20. **Motion to approve Marisa Monaco** to serve as mentor to novice teacher Donna Brown from September 1, 2015 through June 30, 2016 with \$550.00 mentoring fees paid by novice teacher through payroll deduction.
21. **Motion to approve Marisa Monaco** to serve as mentor to novice teacher Heidi Miller from September 1, 2015 through June 30, 2016 with \$550.00 mentoring fees paid by novice teacher through payroll deduction.

22. **Motion to approve** Homebound Instructors at the hourly rate of \$35.42 as needed for the 2015-2016 school year:
- a. Donna Brown
 - b. Marisa Monaco
 - c. Lisa Kerr (1st and 4th marking periods)
 - d. Judy Rogers
 - e. Gerald Tolomeo
 - f. Nicole Locorotondo
 - g. Lynn Hughes (4th grade)
 - h. Lauren Richardson
23. **Motion to approve** the following merit based goals for Dr. Gregory Hobaugh, Superintendent, for the 2015-2016 school year as submitted to the Hunterdon County Executive Superintendent:
- a. Qualitative Goal – Community Outreach in the amount of \$3,199.23
(Attachment #16-P-10.3)
 - b. Qualitative Goal – Teacher Assessment in the amount of \$3,199.23
(Attachment #16-P-10.4)
 - c. Quantitative Goal – Student Achievement in the amount of \$4,261.37
(Attachment #16-P-10.5)
24. **Motion to approve Heather Piell**, Centenary College student to complete her two required observations of at least two hours in length (4 hour total) with Kim Terzuolo and Lauren Richardson. (Attachment #16-P-10.6)

Roll Call:

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

K. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #16-F-10.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	Sept. 2, 2015 to Oct. 19, 2015	\$305,585.99
Payroll 9/15/2015		\$227,560.18
Payroll 9/30/2015		<u>\$227,249.99</u>
	Total:	\$760,396.16

2. FINANCIAL REPORTS (Attachment #16-F-10.2)

AUDITED Report of the Board Treasurer/Board Secretary for August 2015

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of August 2015 as per the procedure instituted by the State Department of

Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Line Item Transfers for August 31, 2015– (Attachment #16-F-10.3)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment and request the Board Secretary to addend a copy of the list to the minutes.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of August 31, 2015, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

October 15, 2015

Joseph Bellino
Interim Business Administrator

3. TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-10.4)

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

4. USE OF FACILITIES (Attachment #16-F-10.5)

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
High Bridge Events Committee	10/31/2015	10/31/2015	2:00 p.m. to 5:00 p.m.	MS - Gym

*Organization will be invoiced for facilities use fees as appropriate.

5. PROFESSIONAL SERVICES PROVIDERS

WHEREAS, during the fiscal year 2015-2016, there exists a need for outside professional services, and

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 approve the following service provider:

Psychiatric/Neuropsychiatric Evaluations	Kristen L. Carlo, DO, East Brunswick, NJ
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6. Motion to approve the disposal of 218 outdated VHS tapes as listed on the attached.
(Attachment #16-F-10.6)

Roll Call

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

L. NEW BUSINESS

M. PUBLIC COMMENTS

N. EXECUTIVE/CLOSED SESSION

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

- September 1, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- Vendor Contract Review (**Attachment ES #2**)
- Negotiations Update

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
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

Q. ADJOURNMENT