

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, JANUARY 23, 2017

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, January 23, 2017, 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. PRESENTATION AND RECOGNITION ITEMS

1. SAFE Schools online training presentation - Gregory Hobaugh, Ed.D.
2. Gwen Thornton, NJSBA, will address the Board regarding Community Meeting.

Roll Call:

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

E. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

None at this time.

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

- 1. January 3, 2017 Regular Meeting Minutes (**Attachment #17-M-1.2-1**)

Roll Call:

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

H. REPORTS TO THE BOARD

1. Board President’s Report

a. ACTION ITEM:

January 2017: School Board Recognition Month

Proclamation declaring January 2017 as School Board Recognition Month:

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The High Bridge Board of Education is one of 586 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The High Bridge Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey’s 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the High Bridge Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2017 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the High Bridge Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

Roll Call:

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

b. Board Committees and Chairperson

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

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

- Met January 17, 2017
- Next meeting February 13, 2017
- Reviewed Policy Alert #210
- Reviewed Green Team Policy
- Discussed Student Attendance Policy #5200 - FAC Agenda item
- Identified metric for SGOs

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

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

- Met January 17, 2017
- Next meeting February 13, 2017
- Preliminary budget review
- Mid-Year budget review - 1/26/17
- Discussed bid process for HVAC Controls and Paraprofessionals
- Identified metric for per pupil cost

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**
Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met January 17, 2017
 - Next meeting February 13, 2017
 - Facilities Manager started 1/17/17 - Mr. Sal Gambino
 - Appointment of new Art teacher

- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - Update
 - **ACTION ITEM:**
 - 1) Upon recommendation of the Negotiations Committee and the Superintendent, motion to ratify the amended negotiated agreement between the High Bridge Teachers’ Association and the High Bridge Board of Education for the period retroactive to July 1, 2014 through June 30, 2018, as presented. (**Attachment #17-N-1.2-1**)

2. Superintendent’s Report

a. **INFORMATION ITEMS:**

- 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
PS	2	21	-	-	21
K	3	45	-	-	45
1	2	33	-	-	33
2	2	40	-	-	40
3	2	43	-	-	43
4	2	40	-	-	40
Elementary School Total					222
5	2	51	-	-	51
6	2	37	1	1	39
7	2	36	1	-	37
8	2	44	1	-	45
Middle School Total					172
District Total	21	390	3	1	394

- Staff Attendance for December 2017 (**Attachment #17-S-1.2-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents (2 incidents at MS)
- Superintendent Update

b. PUBLIC HEARING:1) **Request a motion** to open Public Hearing

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 September 1st through December 31st, 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). (**Attachment #17-S-1.2-2**)

Roll Call:

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

2) **Public Comments**3) **Request a motion** to close Public Hearing and reconvene regular business.**Roll Call:**

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

3. School Business Administrator's Report**a. General Information Items**

- Preliminary 2017-2018 Budget
- Dr. Hobough and Ms. Goguen will be meeting with County Administrators regarding midyear budget review

b. Vandalism Report

- There was no vandalism.

4. Superintendent's Report (Via e-mail)**5. Middle School Principal's Report (Via e-mail)****6. Elementary School Supervisor's Report (Via e-mail)**

K. ACTION ITEMS

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

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

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

Grade	Location	Cost	Cost incurred by
(8) selected 5th & 8th grade GT students	Clinton Public School for Math Workshop	No cost to students	Transportation costs shared by participating districts

- b. **Motion to approve** and adopt the following new and revised policies and regulations: **(Attachment #17-SA-1.2-1 [Policies] and #17-SA-1.2-2 [Regulations])**

- 1) Policy 1510 Americans with Disabilities Act - Revised
- 2) Regulation 1510 Americans with Disabilities Act - Revised
- 3) Policy 2415.30 Title I - Educational Stability for Children in Foster Care - New
- 4) Policy 2418 Section 504 of the Rehabilitation Act of 1973 - Students - New
- 5) Regulation 2418 Section 504 of the Rehabilitation Act of 1973 - Students - New
- 6) Policy 5116 Education of Homeless Children - Revised
- 7) Regulation 5116 Education of Homeless Children - Revised
- 8) Policy 8330 Student Records - Revised
- 9) Regulation 8330 Student Records - Revised
- 10) Policy 7420 Hygienic Management - Reviewed
- 11) Policy 7422 School Integrated Pest Management Plan - Revised
- 12) Policy 2425 Physical Education - Revised

Roll Call:

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

2. HUMAN RESOURCES – Personnel, Management and Community Relations

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

- a) **Motion to approve** the employment of **Laura Pellegrino** as part-time (.50 FTE) Art Teacher from February 1, 2017 through June 30, 2017 at level MA step 1 for an annual prorated salary of \$54,405 to be adjusted upon settlement of the negotiated agreement. **(Attachment #17-HR-1.2-1)**
- b) **Motion to approve** a change in status from part-time to full-time for **Michele Garner**, paraprofessional aide, for an annual prorated salary of \$12,740.00, effective January 24, 2017.

- c) **Motion to approve** the employment of **Mannon Yukniewicz** as part-time (.57) paraprofessional aide from February 16, 2017 through June 30, 2017, for an annual prorated salary of \$7,280.00, pending successful completion of a criminal history background check.
- d) **Motion to approve** the following chaperones for Student Leadership Dance on February 24, 2017:

Staff Member	Rate
Courtney Shiffman	\$72.53
Kevin Jones	\$72.53
Katie Franks	\$72.53

- e) **Motion to approve** the following paraprofessionals as co-curricular aides to attend Kids Night Out and the Student Leadership Dance at a rate of \$10.00 per hour:

Staff Member	Event	Hours	Total
Heather Trepiccione	January Kids Night Out	2	\$20.00
Heather Trepiccione	February Kids Night Out	2	\$20.00
Carl Katzenberger	Stud. Leadership Dance	2.5	\$25.00
Heather Trepiccione	Stud. Leadership Dance	2.5	\$25.00

- f) **Motion to approve** the employment of **Veronica Plakotaris** as **Elementary School Art Club advisor** for grade 4 to be compensated 10 hours at \$29.11 for a total of \$291.10.
- g) **Motion to approve** the employment of **Veronica Plakotaris** as **Middle School Art Club advisor** for grades 5-8 to be compensated 10 hours at \$29.11 for a total of \$291.10.
- h) **Motion to approve Jennifer Austin** to assist with **Middle School Art Club** on a voluntary basis.
- i) **Motion to approve Marisa Monaco and Nicole Locorotondo** as home instructor for student ID#9609382499 for 10 hours per week at the Home Instruction rate of \$35.42/hr from January 24, 2017 through February 22, 2017.
- j) **Motion to approve Tricia Morris and Kimberly Ziegler** to attend Foundations Workshop outside contractual hours at a half day sub rate totaling \$47.50.
- g) **Motion to revise the authorization** of the Business Administrator, as of January 3, 2017, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive bid process for the outsourcing of Paraprofessionals.

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

i. **Marisa Monaco**

- Course: Assessment of Autism & DD
- College/University: Kean University
- Semester: Spring 2017
- Credits: 3 Graduate
- Tuition: \$1,920.00

ii. **Marisa Monaco**

- Course: Educational Program for Autism & DD
- College/University: Kean University
- Semester: Spring 2017
- Credits: 3 Graduate
- Tuition: \$1,920.00

Roll Call:

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

3. EDUCATIONAL RESOURCES – Finance and Facilities

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #17-F-1.2-1)

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

Check Register:	Dec 13, 2016 to Jan 23,2017	\$237,140.03
Payroll	Dec 15, 2016	\$228,473.09
Payroll	Dec 23, 2016	\$229,942.46
Payroll	Jan 13, 2017	<u>\$228,625.48</u>
	Total	\$924,181.06

FINANCIAL REPORTS (Attachment #17-F-1.2-2, 17-F-1.2-3)

Report of the Board Secretary and Treasurer’s Report for December 2016

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of December 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 December 2016 (Attachment #17-F-1.2-4)

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 December 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.

January 23, 2017

Heather Goguen
Business Administrator

b) USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
8th Grade Parents	2/1/17	6/7/17	1st Wed of the Month / 7:00-8:30 pm	MS Classroom
Voorhees Stars Girls Softball Try-Outs	2/26/17	2/26/17	Sunday 11:00 am to 12:00 pm	ES Gym

c) TRAVEL EXPENDITURE APPROVAL

Motion to approve workshop and related travel expenses listed below as recommended by the Superintendent, in consultation with the School Business Administrator/Board Secretary.

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Heather Goguen	USDA Food Conference	1/25/17	N/A	\$21.58	\$15.00 Parking	\$36.58
Gregory Hobaugh	Sustainable Practices	1/20/17	N/A	-		-
Coleen Conroy	Sustainable Practices	1/20/17	N/A	-		-

d) HVAC CONTROLS BID

Bid Responses were opened on Friday, January 20, 2017 at 11:00 AM at the Business Office at the Elementary School. Heather Goguen, Business Administrator, Sal Gambino, Buildings and Grounds Supervisor, and Anthony Gianforcaro, Facilities Manager, were present.

The following are the results:

COMPANY NAME	BASE BID A	ALTERNATE A	BASE BID B	ALTERNATE B	BASE BID C	ALTERNATE C
Unitemp, Somerset, NJ	No Bid	No Bid	No Bid	No Bid	\$296,300	\$276,500
ATC, Middlesex, NJ	No Bid	No Bid	\$298,000	\$248,200	No Bid	No Bid
Dumont, Glen Gardner, NJ	No Bid	No Bid	No Bid	No Bid	\$353,450	\$355,550
Jersey State Controls, Brick, NJ	No Bid	No Bid	No Bid	No Bid	\$318,000	\$325,400

e) Motion to reject all bids for the HVAC Controls Contract for the Elementary and Middle Schools.

f) **Motion to approve** the disposal of outdated books and VHS tapes from the Middle School library collection. **(Attachment #17-F-1.2-5)**

g) **Motion to approve** the disposal/shredding of outdated records as approved by the State of New Jersey. **(Attachment #17-F-1.2-6)**

h) **Motion to accept** a donation from Mrs. Kelly Mayer, of two containers of Legos with an approximate value of \$150.00.

i) Special Education Medicaid Initiative (SEMI) Program Waiver

Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2017-2018 school year.

Adopted:

Date:

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:

- January 3, 2017 Executive Session Minutes (**Attachment #17-ES-1.2-1**)
- Personnel
- Negotiations

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

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

- **Motion to approve** the January 3, 2017 Executive Session Minutes.

Roll Call:

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

Q. ADJOURNMENT