

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, MARCH 15, 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 Wednesday, March 15, 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. Thank you to Kyle Borgh and his family for the donation of an American flag to be flown with pride over High Bridge Elementary School.
2. Harassment Intimidation and Bullying Process - Presented by Melissa Patane and Katie Franks
3. Discussion of Mission Statement.

#### Roll Call:

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

### E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment 17-C-3-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christina Dellibovi	3/9/17	2017-18 planning and beyond

**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. February 22, 2017 Regular Meeting Minutes (**Attachment #17-M-3-1**)**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. Board Committees and Chairperson

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

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

- Met on March 9, 2017
- Reviewed 2017-18 School Calendar
- Reviewed options for adjustment to the 2016-17 School Calendar to account for unused snow days.
- Reviewed Green Policies
- Discussed Proposed budget for 2017-18
- Next meeting April 10, 2017 at 5:30pm

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

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

- Met on March 13, 2017
- Reviewed proposed budget for 2017-18
- Discussed competitive bid for Paraprofessional Services
- Next Meeting April 10, 2017 at 7:30pm

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**  
**Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
  - Met March 9, 2017
  - Discussed Personnel matter
  - Discussed competitive bid for Paraprofessional Services
  - Discussed Administrative Retro pay
  - Discussed Grievance regarding BOE participation on FAC
  - Discussed change of date for PERC hearing on Unfair Labor Practice
  - Discussed preliminary staffing plan for 2017-18
  - Next meeting April 10, 2017 at 6:30pm
  
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
  - Update

**2. Superintendent’s Report**

a. **INFORMATION ITEMS:**

- 2016-2017 Enrollment

<b>Grade</b>	<b># of Sections</b>	<b>District Enrollment</b>	<b>Choice Enrollment</b>	<b>Out-of-District</b>	<b>Total Enrollment</b>
<b>PS</b>	3	22	-	-	22
<b>K</b>	3	45	-	-	45
<b>1</b>	2	33	-	-	33
<b>2</b>	2	40	-	-	40
<b>3</b>	2	45	-	-	45
<b>4</b>	2	39	-	-	39
<b>Elementary School Total</b>					224
<b>5</b>	2	51	-	-	51
<b>6</b>	2	37	1	1	39
<b>7</b>	2	36	1	-	37
<b>8</b>	2	44	1	-	45
<b>Middle School Total</b>					172
<b>District Total</b>	21	392	3	1	396

- Staff Attendance for February 2017 (**Attachment #17-S-3-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

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

**a. General Information Items**

- Budget submission due to county on March 20, 2017.
- 2016 Occupational Injury and Illness Report completed for Department of Wage and Labor
- Certification of Compliance with federal and state compliance completed for compensation of Superintendent and Business Administrator

**b. Vandalism Report**

- There was no vandalism.

**c. Monthly Facilities Report (Attachment #17-BA-3-1)**

**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** an adjustment to the 2016-2017 calendar closing school on Thursday, April 13, 2017 to account for one (1) unused snow day, thereby extending spring break by one day.
- b. **Motion to approve** the 2017-2018 school calendar as presented. (**Attachment #17-SA-3-1**).
- c. **Motion to approve** the following class trips and transportation:

Grade	Location	Transportation	Cost	Cost incurred by
4th grade	Hunterdon Co Justice Center Flemington, NJ	ESC \$178.00	\$4.75 ea	Parents/Guardians
4th grade	NJ State House Trenton, NJ	ESC \$330.00	\$15.00 ea	Parents/Guardians
Environmental Club	High Bridge Commons	n/a	\$0	n/a
4th grade	So. Branch Raritan River	n/a	\$0	n/a
3rd grade	Franklin Mineral Museum Franklin, NJ	ESC \$330.00	\$17.00 ea	Parents/Guardians

**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 accept**, with best wishes, a notice of retirement from Lynn Hickey as first grade teacher, effective July 1, 2017.
- b) **Motion to accept** a notice of resignation from Divino Melliza as part-time instructional paraprofessional effective March 25, 2017.
- c) **Motion to approve** payment of \$10.72 each to Tricia Morris and Kim Ziegler. This represents the difference between half day sub rate of \$47.50 and \$58.22 (2 hours at \$29.11).
- d) **Motion to approve** Heather Trepiccione as non-instructional paraprofessional aide to attend Softball practices and games at the rate of \$10.00 per hour, not to exceed 50 hours.
- e) **Motion to approve** Carl Katzenberger as non-instructional paraprofessional aide to attend Drama Club practices and performances in accordance with student’s IEP at the rate of \$10.00 per hour, not to exceed 40 hours.
- f) **Motion to approve** Rich Kolton for overnight stipend for supervising 8th grade Lock In at the rate of \$125.00.
- g) **Motion to approve** administrative retro pay as follows

Name	13/14	14/15	15/16	16/17	Total
E. Alparone	HBTA	HBTA	0	\$540.00	\$540.00
L. Fallon	0	\$264.00	\$809.00	\$1,490.00	\$2,563.00
B. Grieder	n/a	n/a	0	\$270.00	\$270.00
R. Kolton	HBTA	0	0	\$570.00	\$570.00
H. Meissner	0	0	\$263.00	\$592.00	\$856.00
C. Roling	HBTA	HBTA	\$269.00	\$494.00	\$763.00

- h) **Motion to approve** Lee Rozycki to present at March Staff Professional Learning Community meeting on ADHD to be compensated two hours at the rate of \$29.11 per hour.

**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-3-1)**

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

Check Register:	Feb 22 to March 15	\$155,526.58
Payroll	Feb 28	\$253,712.76
Payroll Retro	March 6	\$127,295.94
	<b>Total</b>	<b>\$536,535.28</b>

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

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

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of February 2017 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

**Line Item Transfers for February 2017 (Attachment #17-F-3-4)**

**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 February 2017, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

March 15, 2017

b) **USE OF FACILITIES****Motion to approve the following use of facilities request:**

Organization	Start Date	End Date	Day / Times	Location
HBYP	3/11/17	3/11/17	Saturday extended last day usage to 8:30 pm	MS Gym
High Bridge Events Committee - Soap Box Derby	5/19/17	5/19/17	Friday 5:00 pm to 7:00 pm	ES Parking Lot
High Bridge CST - Parent Advisory Mtg/ Presentation	3/29/17	3/29/17	Wednesday 7:00 pm - 8:45 pm	ES Library
Adam Drew, Three Corners - Parent/Student Presentation	4/10/17	4/10/17	Monday 7:00 pm to 8:00 pm	MS 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	NJASBO Conference	6/6 - 6/9/17	\$275	\$76.26	\$268 Hotel; \$15 parking	\$634.26
Brande Grieder	HCESC Shared Svcs Transportation Mtg.	3/22/17	n/c	n/c		n/c
Joan Murray	Hunterdon Co SLS Spring Meeting	3/23/17	n/c	n/c		n/c
Denise Cathro	Hunterdon Co SLS Spring Meeting	3/23/17	n/c	n/c		n/c
Joan Murray	2017 NJSHA Convention	4/27 - 4/28/17	\$335.00	\$43.40		\$378.40
Melissa Patane- Schulter	DEAC review of evaluation tool	3/29/17	n/c	n/c		n/c
Melissa Patane- Schulter	Hunterdon Co. Community Agencies	3/23/17	n/c	n/c		n/c
Nicole DiGeronimo	DEAC review of evaluation tool	3/29/17	n/c	\$7.19		\$7.19

**d) TENTATIVE BUDGET APPROVAL**

**BE IT RESOLVED** that the Board of Education hereby approves the following resolution approving the **2017-2018 Tentative Proposed Budget, Option \_\_\_\_\_**:

**BE IT RESOLVED**, the tentative budget for the High Bridge Board of Education be approved for the 2017-2018 school year and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
General Operating Expense	\$7,741,008	\$7,841,990	\$7,943,331	\$8,048,518
Special Revenue	\$127,708	\$127,708	\$127,708	\$127,708
Repayment of Debt	\$523,430	\$523,430	\$523,430	\$523,430
<b>Total Expenditures:</b>	<b>\$8,392,146</b>	<b>\$8,493,128</b>	<b>\$8,594,469</b>	<b>\$8,699,656</b>

**BE IT FURTHER RESOLVED** that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Budgeted fund Balance	\$50,008	\$50,008	\$50,008	\$50,008
Withdrawal from Capital Reserve	\$400,000	\$400,000	\$400,000	\$400,000
Local Tax Levy-General Fund	\$5,606,176	\$5,707,158	\$5,808,499	\$5,913,686
New Jersey State Aid	\$1,580,424	\$1,580,424	\$1,580,424	\$1,580,424
Miscellaneous Revenues	\$104,400	\$104,400	\$104,400	\$104,400
Special Revenues Grants	\$127,708	\$127,708	\$127,708	\$127,708
Debt Service Aid –Type II	\$76,951	\$76,951	\$76,951	\$76,951
Local Tax Levy-Debt Service Fund	\$445,729	\$445,729	\$445,729	\$445,729
Budgeted Fund Balance Debt Service	\$750	\$750	\$750	\$750
<b>Total Revenues</b>	<b>\$8,392,146</b>	<b>\$8,493,128</b>	<b>\$8,594,469</b>	<b>\$8,699,656</b>

**BE IT FURTHER RESOLVED**, that the High Bridge Board of Education acknowledges that the 2017-2018 tentative budget as described above results in a General Fund Tax Levy in the amount of \$ \_\_\_\_\_ and Debt Service Tax Levy in the amount of \$ \_\_\_\_\_.

**BE IT RESOLVED THAT**, various facility improvement needs have been identified and

**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$400,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2017-2018 school year:

- Structural Support Beam at Middle School \$100,000
- Technology upgrades at Elementary and Middle Schools \$25,000
- Heating/Cooling Controls at Elementary and Middle Schools \$275,000

Total withdrawal of \$400,000

**BE IT FURTHER RESOLVED**, that the tentative budget will be advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, BE IT FURTHER RESOLVED**, that a Board of Education meeting be held on April 26, 2017 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 school year.

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 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); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

e) **Motion to accept with gratitude**, a donation of Legos from the following with an approximate value of \$100 per donation:

- Groover family
- McIntyre family
- Lindgren family
- Gecek family
- Mayer family
- Crespo family
- Stevens family

f) **Motion to approve** the disposal of outdated books from the Middle School library collection. (**Attachment #17-F-3-5**)

**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:

- February 22, 2017 Executive Session Minutes (**Attachment #17-ES-3-1**)
- 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 February 22, 2017 Executive Session Minutes.

**Roll Call:**

Michael Estrada  
Karyn Gove  
Todd Honeycutt  
Robert Imhoff

Stephen Johnson  
Alan Schwartz  
Cindy Sharkey

**Q. ADJOURNMENT**