

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

MONDAY, DECEMBER 12, 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, December 12, 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. PRESENTATION AND RECOGNITION ITEMS

Nisivoccia Auditors presentation of the financial records for the year ending June 30, 2016.

#### 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-12-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christopher Muller	12/2/16	Letter of Resignation
Katie Franks	12/4/16	Leave of Absence
Laura Carlson	12/7/16	Thank you to staff

## 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. November 14, 2016 Regular Meeting Minutes (**Attachment #17-M-12-1**)

#### **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 December 5, 2016
    - Discussed Choice Student application
    - Discussed QSAC District Improvement Plan
    - Discussed ideas for 1/31 Community Meeting
    - Next meeting TBD
  - **Educational Resources** – Responsibilities: Finance and Facilities  
**Steve Johnson, Chairperson**, Alan Schwartz, Robert Imhoff, Members
    - Met December 5, 2016
    - Discussed Capital Projects/Security Upgrades
    - Discussed Facilities Manager candidates
    - Discussed Facility Usage
    - Discussed Audit Results
    - Discussed 2017-2018 Budget
    - Next meeting TBD

- **Human Resources** – Responsibilities: Personnel, Management and Community Relations  
**Todd Honeycutt, Chairperson,** Cindy Sharkey, Robert Imhoff, Members
  - Met December 5, 2016
  - Discussed Facilities Manager candidates
  - Discussed Art Teacher resignation
  - Discussed Paraprofessional staffing needs
  - Discussed format and topics for 1/31 Community Meeting
  - Next meeting TBD
  
- **Negotiations** – **Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff, Members
  - **ACTION ITEM (Attachment 17-N-12-1)**  
 Motion to approve the 2014-2018 Negotiated Agreement between the High Bridge Teachers’ Association and the High Bridge Board of Education.

**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>	2	21	-	-	21
<b>K</b>	3	45	-	-	45
<b>1</b>	2	33	-	-	33
<b>2</b>	2	40	-	-	40
<b>3</b>	2	43	-	-	43
<b>4</b>	2	40	-	-	40
<b>Elementary School Total</b>					222
<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	390	3	1	394

- Staff Attendance for November 2016 (**Attachment #17-S-12-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update
- Update on District Goals

b. **ACTION ITEMS:**

- None at this time.

- 3. **School Business Administrator’s Report**
  - a. **General Information Items**
    - Update on Summer 2017 Projects
  - 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 accept** an Interdistrict Public School Choice Application For Enrollment to enroll a Dunellen resident student into the Kindergarten class for the 2017-2018 school year.
- b. **Motion to approve** Home Instruction for student ID#3617561481 with Educational Services provided by Brookfield Educational Services for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 6 additional weeks.
- c. **Motion to approve** Home Instruction for student ID#9609382499 for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 6 weeks.
- d. **Motion to approve** the QSAC District Improvement Plan (Attachment SA-12-1)
- e. **Motion to approve** the following class trips and transportation:

<b>Grade</b>	<b>Location</b>	<b>Cost</b>	<b>Cost incurred by</b>
Kindergarten	RVCC (Pete the Cat)	\$11.00 per student	Parent/Guardian
1st	Brandywine Living at Middlesbrook Crossing	\$110.00 bus cost	Board of Education

**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 **Salvatore Gambino** as Facilities Manager from January 16, 2017 to June 30, 2017 for an annual prorated salary of \$58,000. (**Attachment #17-HR-12-1**)
- b) **Motion to approve** the resignation of **Christopher Muller** as part-time Art Teacher effective January 31, 2017
- c) **Motion to approve** request from **Katie Franks** to extend her maternity leave through January 31, 2017 utilizing FMLA.
- d) **Motion to approve** an extension for **Karin Stumpf** as Leave Replacement Guidance Counselor from December 23, 2016 through January 31, 2017 at a level BA, step 1 per diem rate of \$252.53.
- e) **Motion to approve Rachel Lazier** to chaperone 8th grade trip to McCarter Theater for 3.5 hours over contract rate at sub rate, totaling \$47.50.
- f) **Motion to approve Rachel Lazier** to chaperone 7th grade trip to Ellis Island for 3.5 hours over contract rate at sub rate totaling \$47.50.
- g) **Motion to approve Jeff Thompson** as chaperone for High Bridge Tree Lighting Ceremony on 12/3/16 at the rate of \$72.53 per event.
- h) **Motion to approve** the following chaperones for the Elementary and Middle School Winter concerts on December 14 & 21, 2016 at the rate of \$72.53 each for the event.
  1. Lynn Hughes
  2. Carla LaTorre
  3. Melissa Patane-Schulter
  4. Carl Katzenberger
- i) **Motion to approve Dorothy Davidson and Mark Bunger-Spiecha** as one-on-one aides for students attending December 21, 2016 Middle School Winter concert at \$10.00 per hour.
- j) **Motion to approve Mary Dressendofer** as a Cheerleading Coach's Assistant on a voluntary basis.
- k) **Motion to approve Michael Thompson**, Warren County Community College student, to complete teacher observation hours at High Bridge Middle School with Jeff Thompson as cooperating teacher.
- l) **Motion to approve** course reimbursement for the following:
  1. **Carla Nowell**
    - Course: Literacy in the Content Area
    - College/University: Centenary University
    - Semester: Winter 2016
    - Credits: 3 Graduate
    - Tuition: \$1,305.00

### 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-12-1)**

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

Check Register:	Nov 15 to Dec 12, 2016	\$201,481.21
Payroll	Nov 15, 2016	\$232,040.72
Payroll	Nov 30, 2016	<u>\$234,304.16</u>
	<b>Total</b>	<b>\$667,826.09</b>

**b) FINANCIAL REPORTS (Attachment #17-F-12-2 and 12-3)**

**Report of the Board Secretary and Treasurer’s Report for November 2016**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of November 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 November 2016 (Attachment #17-F-12-4)**

**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 November 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.

December 12, 2016

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

**c) USE OF FACILITIES**

<b>Organization</b>	<b>Fee</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day / Times</b>	<b>Location</b>
Optical Academy	N/A	3/9/17	3/9/17	11:00am - 8:00pm	HBES Library
Women's Volleyball	n/a	12/12/16	3/13/17	Revised 7:30-9:30 pm <i>(old 7:00-9:00 pm)</i>	HBMS Gym
Co-Ed Volleyball	n/a	12/14/16	3/15/17	Revised 7:30-9:30 pm <i>(old 7:00-9:00 pm)</i>	HBMS Gym
HBYP	n/a	12/10/16	3/11/17	Revised 8:15-5:00 pm <i>(old 8:15-4:00 pm)</i>	HBES Gym

**d) 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.

<b>Staff/Bd Member</b>	<b>Workshop/ Activity</b>	<b>Date</b>	<b>Registration Fee</b>	<b>Mileage</b>	<b>Other</b>	<b>Total</b>
Joan Murray	Maximizing Language Therapy	12/13/16	\$245.00	\$19.22		\$264.22
Gregory Hobaugh	NJSBA Sustainable Practices Workshop	1/20/17	\$0	\$23.31		\$23.31
Brande Grieder	Nisivoccia - Quickbooks	12/15/16	\$0	\$14.50		\$14.50
Jemma Buccine	NHVHS Science Articulation	12/14/16	\$0	\$0		\$0
Steven Kovacs	NHVHS Science Articulation	12/14/16	\$0	\$0		\$0
Kim Sandorff	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00
Donna Brown	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00
Carla Nowell	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00

e) **ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

**Motion to approve**, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2015-2016 Audit and the CAFR for the fiscal year ended June 30, 2016.

f) **ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN FOR FY ENDED JUNE 30, 2016 (Attachment #17-F-12-5)**

**Motion to approve**, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the Corrective Action Plan and submission to the County Office.

g) **Motion to approve** the disposal of outdated books, Overhead Projectors, Televisions, Cassette Players and VHS tapes from the Middle School library collection. **(Attachment #17-F-12-6)**

h) **Motion to approve** a grant check from ExxonMobil in the amount of \$2,500.00 for STEM (Science, Technology, Engineering and Math) programs.

i) **APPROVAL OF HIGH BRIDGE BOE TO RENEW MEMBERSHIP IN THE SCHOOL ALLIANCE FUND**

**Motion to approve** the High Bridge Board of Education in the School Alliance Insurance Fund,

**WHEREAS**, the High Bridge Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

**WHEREAS**, said renewal membership terminates as of July 1, 2016 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

**WHEREAS**, the Educational Facility is afforded the following types of coverages: Workers' Compensation, Foreign Travel Liability, Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability, Excess Liability (AL/GL), School Leaders Professional Liability, Excess Liability (SLPL), Student Accident, Supplemental Indemnity - Workers' Compensation, Security Guard Liability

**WHEREAS**, the Educational Facility desires to renew said membership;

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2016, and ending July 1, 2019 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, Heather Goguen, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

**j) TRANSPORTATION**

**Motion to approve** the following Bus Routes for the 2016-2017 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1722	20160043	\$34.00/day x 73 Days = \$2,482	1/3/17 - 4/13/17
HCESC	1722	20160042	\$34.00/day x 73 Days = \$2,482	1/3/17 - 4/13/17
HCESC	1730T	3617561481	\$150.00/day x 30 Days= \$4,500	12/10/16 - 1/23/17

**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:

- November 14, 2016 Executive Session Minutes (**Attachment #17-ES-12-1**)
- 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  
Karyn Gove  
Todd Honeycutt  
Robert Imhoff

Stephen Johnson  
Alan Schwartz  
Cindy Sharkey

**Q. ADJOURNMENT**