

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, NOVEMBER 15, 2017

### A. OPENING OF MEETING - 6:00 PM

#### Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this regular meeting will convene at 6:00 pm on Wednesday, November 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
Robert Imhoff, President	Cindy Sharkey, Vice Pres.
	Terrie Sostorecz

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
Heather Goguen, Business Administrator/Board Secretary

### D. EXECUTIVE/CLOSED SESSION

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

- Negotiations - Patrick Duncan, NJ School Boards Association, will discuss Negotiations with the board.

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.

### E. RECONVENE PUBLIC SESSION AT 7:00 PM

**F. PRESENTATION ITEMS AND RECOGNITION ITEMS**

- Ron Marinelli and Ed Broderick from Tremco will present on the Summer Roof Restoration Project.

**1. Superintendent's Report****a. INFORMATION ITEMS:**

- 2017-2018 Enrollment

<b>Grade</b>	<b># of Sections</b>	<b>District Enrollment</b>	<b>Choice</b>	<b>Tuition</b>	<b>Out-of-District</b>	<b>Total Enrollment</b>
<b>PS</b>	3	15	-		-	15
<b>K</b>	2	36	-		-	36
<b>1</b>	2	42	-		-	42
<b>2</b>	2	32	-		-	32
<b>3</b>	2	40	1		-	41
<b>4</b>	2	42	-		-	42
<b>Elementary School Total</b>						208
<b>5</b>	2	42	-		-	42
<b>6</b>	2	51	-		-	51
<b>7</b>	2	37	1	1	1	40
<b>8</b>	2	36	1		-	37
<b>Middle School Total</b>						170
<b>District Total</b>	21	373	3	1	1	378

- Staff Attendance for October 2017 (**Attachment #18-S-11-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

**2. School Business Administrator's Report****a. General Information Items****b. Vandalism Report**

- There was no vandalism to report.

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

6. **Facilities Report** (via e-mail)

**G. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**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**

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

1. October 11, 2017 Regular Meeting Minutes (**Attachment #18-M-11-1**)

**Roll Call:**

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

**J. REPORTS TO THE BOARD**

**1. Board President’s Report**

**Motion to approve** district Mission and Vision Statement (**Attachment #18-BP-11-1**)

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
  - **Cindy Sharkey, Chairperson**, Michael Estrada, and Terrie Sostorecz, Members.
    - Met November 6, 2017
    - Report on I-Ready Program
    - Discussed sharing services with neighboring district
    - Reviewed Next Generation Science Curriculum
    - Reviewed district action plans
    - Discussed homework policy
    - Reviewed draft district calendar for 2018-2019
    - Discussed vision and mission statements
    - Next meeting December 11, 2017
- **Educational Resources** – Responsibilities: Finance and Facilities
  - **Steve Johnson, Chairperson**, Alan Schwartz, Robert Imhoff, Members
    - Met November 6, 2017

- Discussed Middle School Structural Support with architect present
  - Discussed Mold remediation for Middle School Band Storage area
  - Discussed beginning numbers for 2018-19 budget
  - Next meeting December 11, 2017
- **Human Resources – Responsibilities: Personnel, Management and Community Relations**
  - **Karyn Gove, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
    - Met November 6, 2017
    - Report on I-Ready Program
    - Discussed sharing services with neighboring district
    - Discussed new boys basketball coach
    - Discussed art club hire
    - Discussed homework policy
    - Reviewed draft district calendar for 2018-2019
    - Discussed staff transfer request
    - Discussed vision and mission statements
    - Next meeting December 11, 2017

**Negotiations**

- **Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
  - Update

**Roll Call:**

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

**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
1st Grade	Brandywine Living at Middlesbrook Crossing	\$300.00 for 2 Buses	Board of Education
8th Grade	Decorating High Bridge Borough	-0-	NA

b.) **Motion to approve** Science Curriculum at the Elementary School (**Attachment #18-SA-11-1 through #18-SA-11-5**)

c.) **Motion to approve** the Nursing Services Plan for the 17-18 School year  
**(Attachment #18-SA-11-6)**

**Roll Call:**

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

**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 Eleni Zezas**, Fairleigh Dickinson University Student to observe Lisa Kerr’s Class from January 3, 2018 to January 19, 2018.
- b.) **Motion to approve** the following chaperones for the Elementary and Middle School Winter concerts on December 7 & 21, 2017 at the rate of \$72.53 each for the event.

<b>Name</b>	<b>Rate</b>
Christina Celfo (MS - 12/21)	\$72.53
Lynn Gresko (MS - 12/21)	\$72.53
Megan Roth (MS - 12/21)	\$72.53
Heidi Miller (MS - 12/21)	\$72.53
Jana Brown (MS - 12-21)	\$72.53
Heather Trepiccione (ES - 12-7)	\$72.53
Kathleen Fulse (ES - 12/7)	\$72.53
Rosemarie Royer (ES - 12/7)	\$72.53
Lisa Kerr (ES -12/7)	\$72.53

c.) **Motion to approve** Karin Aderante as a 1:1 aide for the Middle School Winter concerts on December 21, 2017 at the rate of \$10.00 per hour for 2 hours, totaling \$20.00.

d.) **Motion to approve** Karin Aderante & Mark Bunger-Spiecha as 1:1 aides for the Middle School Dance each at a rate of \$10.00 per hour for 3 hours, totaling \$30.00 each.

- e.) **Motion to approve** Heidi Miller and Jana Brown as chaperones for the Middle School Dance at a rate of \$72.53 each.
- f.) **Motion to approve** Karin Aderante and Jill Defederico as 1:1 aides for the basketball season at a rate of \$10.00 per hour not to exceed 54 hours between them, totaling \$540.00
- g.) **Motion to approve** Mary Raefski as a 1:1 aide for the cheerleading season at a rate of \$10.00 per hour not to exceed 27 hours, totaling \$270.00
- h.) **Motion to approve** Bhavna Sharma as a 1:1 aide for the Elementary School Winter concerts on December 7, 2017 at the rate of \$10.00 per hour for 2 hours, totaling \$20.00
- e.) **Motion to approve** the following chaperones attending the Museum of Natural History trip for up to 3 additional hours above their contracted time.

Name	Hours	Rate	Total
Steve Kovacs	up to 3 hours	\$29.11	\$87.33
Melissa Betz	up to 3 hours	\$29.11	\$87.33
Pat Tuma	up to 3 hours	\$29.11	\$87.33
Courtney Shiffman	up to 3 hours	\$29.11	\$87.33
Heidi Miller	up to 3 hours	\$29.11	\$87.33
Nicole Locorotondo	up to 3 hours	\$29.11	\$87.33

- f.) **Motion to approve Laila Southard** as a substitute custodian at the rate of \$11.00 per hour.
- g.) **Motion to approve Jeff Thompson** as chaperone for High Bridge Tree Lighting Ceremony on 12/2/17 at the rate of \$72.53 per event.
- h.) **Motion to amend** the leave of absence request for **Melissa Patane-Schulter** be extended to January 29, 2018.
- i.) **Motion to extend contract** for **Julie Strohmaier** as full-time leave replacement Guidance Counselor at Elementary School until January 26, 2018 at a level BA step 1 per diem rate of \$273.05.
- j.) **Motion to approve Sharon Wilson** as Cafeteria Aide at the rate of \$10.00 per hour beginning 10/30/17.
- k.) **Motion to accept resignation** of **Harry Ogden** as full time evening Custodian at the Middle School, effective November 10, 2017.
- l.) **Motion to approve** Tim Tuttle’s request to transfer to the Middle School as full time evening custodian effective November 13, 2017.
- m.) **Motion to approve** course reimbursement for the following:
  - i. **Melissa Betz**
    - Course: The Principalship
    - College/University: Centenary University
    - Semester: Winter 2018

- Credits: 3 Graduate
- Tuition: \$1,359.00

n) **Motion to approve** the use of unpaid leave on an intermittent basis for **Paige McGaheeran** in accordance with the Family Medical Leave Act for a 12-month period beginning October 17, 2017.

o) **Motion to approve** Ryan Lagomarsino as boy’s basketball coach at the contracted rate of \$2,183.00 for the 2017-2018 season.

p) **Motion to approve** Lynette Byrnes as elementary and middle school art club advisor for the 2017-2018 school year at the rate of \$29.11 per hour for 25 hours, totaling \$727.75.

q) **Motion to approve** the following teachers for attending Wilson Training for 3 ¾ additional hours above their contracted time.

Name	Hours	Rate	Total
Christin Cosgrove	3 ¾ hours	\$29.11	109.17
Kathy Fulse	3 ¾ hours	\$29.11	109.17
Jana Brown	3 ¾ hours	\$29.11	109.17

**Roll Call:**

- |                          |                           |
|--------------------------|---------------------------|
| Michael Estrada          | Alan Schwartz             |
| Karyn Gove               | Cindy Sharkey, Vice Pres. |
| Robert Imhoff, President | Terrie Sostoreszcz        |
| Stephen Johnson          |                           |

3. **EDUCATIONAL RESOURCES – Finance and Facilities**

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

a) **PAYMENT OF BILLS\***

**Audit of Invoices**

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

**(Attachment #18-ER-11-1)**

Check Register:	September 28, 2017 to October 11, 2017	\$428,142.69
Payroll	October 13, 2017	\$229,923.81
Payroll	October 31, 2017	<u>\$230,445.64</u>
	Total	\$888,512.14

b) **FINANCIAL REPORTS (Attachment #18-ER-11-2, #18-ER-11-3)**

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

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of September 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 August (revised) and September (no transfers) 2017 (Attachment #18-ER-11-4 & #18-ER-11-5)**

**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 August 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.

November 15, 2017

Heather Goguen Business Administrator

**c) USE OF FACILITIES**

<b>Organization</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day / Times</b>	<b>Location</b>
Volleyball	December	May	Wednesday & Monday **7:30-9:30	MS Gym

\*\* Time change - this was agreed upon during a facility meeting with HBYB and Volleyball Chair.

**d) TRAVEL EXPENDITURE APPROVAL**

**Motion to approve** workshop and related travel expenses as listed below:

<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>
Gregory Hobaugh	Techspo 2018 Atlantic City, NJ	1/25/18 to 1/26/18	425.00	85.56	5.00 Parking 10.50 Tolls 27.00 Meals 30.00 Taxi 99.00 Hotel	682.06
Jana Brown	Wilson Training	11/13, 11/14, 11/15/17	450.00			450.00



- e) **Motion to approve** the acceptance of Extraordinary Aid for the 2016-2017 school year in the amount of \$253,494.
- f) **Motion to approve** the acceptance of \$1,417 of Nonpublic Transportation Aid from 2016-2017.
- g) **Motion to approve** the following carryover amounts for the 2016-2017 IDEA grant:  
 IDEA Basic     \$4,094.00
- h) **Motion to approve** the following carryover amounts for the 2016-2017 NCLB/ESSA grant:  
 Title I, Part A   \$1,450.00  
 Title II, Part A   \$900.00
- i) **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 2016-2017 Audit and the CAFR for the fiscal year ended June 30, 2017.
- j) **Motion to approve** the sale of the 2001 Ford 250 with plow, VIN 1FTNF21L61EB15036 to the Hunterdon Educational Services Commission in the amount of \$2,500.00.
- k) **Motion to approve** the destruction of personnel and financial files in accordance with the Record Retention Schedule Regulations.
- l) **Motion to approve** mold remediation in the Middle School Band Storage Room at a cost of \$6,223.34.
- j) **Motion to approve** revised Cultural Arts for the 2017-18 School Year:

<b>Company</b>	<b>School/Subject</b>	<b>Date</b>	<b>Cost To Be split with PTO</b>
Young Audiences Jump with Jill Note to Health	Elementary School Health, science, PE	February 2018	\$1680.00
Liberty Science Center Electricity & Magnetism	Elementary School 3 <sup>rd</sup> Grade	Fall 2017	\$675.00
Liberty Science Center Swell Cells	Middle School 7 <sup>th</sup> grade	Fall 2017	\$675.00

Liberty Science Travel Fee for Electricity & Magnetism and Swell Cells			\$100.00
Liberty Science Center 3-D design Virtual Lab	Middle School 8 <sup>th</sup> grade	Winter 2018	\$675.00
Liberty Science Center BRAAAINS! You and the Zombie	Middle School 6 <sup>th</sup> grade	Fall 2017	\$675.00
Liberty Science Center Balls and Tracks	Elementary School 3 <sup>rd</sup> Grade	Fall 2017	\$675.00
Liberty Science Center Travel Fee for "BRAAAINS" and Balls and Tracks			\$100.00
CSI program	Middle School Science	Spring 2018	Free
Hunterdon Cultural and Heritage Commission Art goes to School	Elementary School	Winter 2018	Free
Mexico Beyond the Mariachi	Middle School 4-8	November 2017	\$1,250.00
Patrick Garner – Thomas Edison	Elementary School	December 2017	\$1,000.00
Total	17-18 Budget \$8000: \$4,000 HBBOE & \$4,000 HB PTIO		\$7505

**Roll Call:**

Michael Estrada  
Karyn Gove  
Robert Imhoff, President  
Stephen Johnson

Alan Schwartz  
Cindy Sharkey, Vice Pres.  
Terrie Sostoreszcz

**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:

- October 11, 2017 Executive Session Minutes (**Attachment #18-ES-11-1**)
- 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.

**Roll Call:**

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

**O. RECONVENE PUBLIC SESSION**

**P. ACTION ITEMS**

1. **Motion to approve** the October 11, 2017 Executive Session Minutes. (**Attachment #18-ES-11-1**)

**Roll Call:**

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

**Q. ADJOURNMENT**