

**HIGH BRIDGE BOARD OF EDUCATION  
MONDAY, AUGUST 10, 2015**

**MINUTES**

ROLL CALL **A., B., C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL**  
Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order by Julie Mumaw, Interim Business Administrator at 5:30 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Todd Honeycutt, Alan Schwartz, Stephen Johnson (arrived @ 5:45 p.m.), Kay Daughters-Musnuff, Vice President, and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, Rebecca Philippe, Board Secretary, and Julie Mumaw, Business Administrator.

EXECUTIVE SESSION **D. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Todd Honeycutt requested a motion to approve the following resolution to enter into Executive Session at 5:35 p.m.; Michael Estrada seconded the motion.

ROLL CALL

	<b>Roll Call:</b>	
M	Todd Honeycutt-Aye	Alan Schwartz-Aye
S	Michael Estrada-Aye	Kay Daughters-Musnuff - VP-Aye
	Karyn Gove-Aye	Robert Imhoff – Pres. -Aye
	Stephen Johnson-Absent( arrived 6:00 PM)	

**6 Ayes – 1 Absent – Motion Passes**

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- Personnel matter: Final Round Vice-Principal interviews

Karyn Gove motioned to exit executive session and return to public session at 7:04 p.m. Todd Honeycutt seconded the motion. Unanimously carried.

**E. RECONVENE PUBLIC SESSION**

REVIEW OF  
OFFICIAL  
CORRESPONDENCE

**F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-8.1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Anna Sbriscia	8/6/15	Request for leave of absence

PUBLIC  
COMMENT

**G. 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.

- Mr. Coglin (44 Mark Drive, High Bridge, NJ) Spoke about the Pilot program and the Downtown Blue Bldg.
- M.Desire (21 Woodland Drive, High Bridge, NJ) Spoke about the Pilot Program.
- Erin Delgado (9 Hickory Circle, High Bridge, NJ) Asked how the VP/Principal process is going and what instructional changes are happening?
- C.Mueller (27 Downstream Drive, Flanders, NJ) Would like High Bridge Board of Education to bring Art back full-time.
- S.Kovacs (Stroudsburg, PA) What will happen to cover Elementary School office? Dr. Hobaugh stated Superintendents Secretary will be available for coverage.

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator, Todd Honeycutt, seconded by Kay Daughters-Musnuff to approve the following minutes.

ADOPTION OF MINUTES

- July 13, 2015 Regular Meeting Minutes (**Attachment #16-M-8.1**)

**Roll Call:**

	Todd Honeycutt-Aye	Stephen Johnson-Aye
	Kay Daughters-Musnuff - VP-Aye	Alan Schwartz-Aye
ROLL CALL	Michael Estrada-Aye	Robert Imhoff – Pres. -Abstain
M	Karyn Gove-Aye	
S		

**6 Ayes – 1 Abstain – Motion Passes**

**H. REPORTS TO THE BOARD**

**1. Follow Up Items:**

**2. Board President’s Report**

BOARD PRESIDENTS REPORT

COMMUNITY RELATIONS

CURRICULUM & FINANCE AND INSTRUCTION FACILITIES

PERONNEL AND MANAGEMENT

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson,** Karyn Gove, Robert Imhoff
  - Next meeting TBD
- **Curriculum and Instruction – Todd Honeycutt, Chairperson,** Kay Daughters-Musnuff, Robert Imhoff
  - Next meeting TBD
- **Finance/Facilities – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff

- Next meeting TBD
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson,**  
Karyn Gove, Robert Imhoff
  - Met July 23, 2015 at 10:00 a.m.
  - Discussed options for Principal replacement
  - Met with interim BA candidate
  - Discussed 5-year plan
  - Discussed resignation of Reading Specialist
- **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
  - Next meeting TBD
- **Technology – Michael Estrada, Chairperson,** Karyn Gove, Robert Imhoff
  - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
  - Met July 28, 2015 at 6 p.m.

### 3. Superintendent's Report

#### a. INFORMATION ITEMS:

- 1) 2015-2016 Projected Enrollment (**Attachment #16-S-8.1**)
- 2) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 3) NJ Smart Staff Evaluation report submitted
- 4) Civil Rights Data Compliance report submitted
- 5) Review of June 2015 Legal Bills (**Attachment #16-S-8.2**)
- 6) Superintendent Update

### 4. School Business Administrator's Report

#### a. General Information Items

- 1) NJ School Digest – July 2015 (**Attachment #16-BA8.1**)
- 2) Approval of the 2015-16 IDEA Grant.
- 3) Approval of the 2015-16 NCLB Grant.
- 4) Approval of the 2016 NSLP application.
- 5) Auditor will be in district on August 17 and 18.

#### b. Monthly Facility Maintenance Report

- 1) Lighton Industries completing floor project in ES kitchen.
- 2) Numbers being installed on all exits to ES and MS.
- 3) Divider curtain in ES to be repaired August 11<sup>th</sup>.
- 4) Painting of the CST office in the MS completed.
- 5) Getting quotes for repair of MS chimney.
- 6) MS Front Door scheduled for installation the 3<sup>rd</sup> week of August.

#### c. Vandalism Report

There was no vandalism.

#### d. Monthly Investment Interest – July 2015

FINANCE AND  
FACILITIES

PERSONNEL AND  
MANAGEMENT

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	4.30
Capital Reserve	43.29
Current	72.56
Food Service	2.36
Maintenance	33.78
Payroll	1.63
Student Activity	1.25
Unemployment	1.25
FSA	.15
<b>Total</b>	<b>160.57</b>

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

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

**I. CURRICULUM & INSTRUCTION**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Todd Honeycutt, seconded by Karyn Gove to approve the following items #1-#3 as amended

- 1. Motion to table** the co-curricular athletic schedules for the 2015-2016 school year (**Attachment #16-CI-8.1**)
- 2. Motion to approve** the following class trip and transportation:
  - a. 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade Student Leadership representatives** to YMCA Camp Bernie on September 24-25, 2015 for team building and leadership activities. Transportation to be provided by ESC at an approximate cost of \$320.00 for one bus. Cost per pupil of \$84.00 includes transportation, meals, lodging and program and will be funded by a Municipal Alliance grant.
- 3. Motion to approve** Student Handbooks/Code of Conduct for Elementary School for the 2015-2016 school year. (**Attachment #16-CI-8.2**)

**Roll Call:**

Todd Honeycutt-Aye

Alan Schwartz-Aye

Karyn Gove-Aye

Kay Daughters-Musnuff - VP-Aye

Michael Estrada-Aye

Robert Imhoff – Pres. -Aye

Stephen Johnson-Aye

**7 Ayes – Motion Passes**

**J. PERSONNEL**

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff, seconded by Karyn Gove to approve the following items #1 - #18 as amended:

- R.KOLTON ACTING MS PRINCIPAL 1. **Motion to approve Richard Kolton** as Acting Middle School Principal effective August 11, 2015.
- G.HOBAUGH ACTING ES PRINCIPAL 2. **Motion to approve Gregory Hobaugh, Ed.D.** as Acting Elementary School Principal/Superintendent, effective August 11, 2015.
- J.BELLINO INTERIM BA 3. **Motion to approve Joseph Bellino** as interim Business Administrator from September 14, 2015 through June 30, 2016 at a per diem rate of \$500.00 for a maximum of 3 days per week, *and the contract amended to include a 30 day out clause*, pending Executive County Superintendent approval. **(Attachment #16-P-8.1)**
- RESIGNATION S. LAWN 4. **Motion to accept** with regret, the resignation of Suzanne Lawn as Reading Specialist, effective August 15, 2015.
- RESIGNATION B.WESCOTT 5. **Motion to accept** with regret, the resignation of Bernadette Wescott as paraprofessional aide, effective July 27, 2015.
- RESIGNATION P.SAHULK 6. **Motion to accept** with regret, the resignation of Paola Sahulka as paraprofessional aide, effective August 4, 2015.
- RESIGNATION C.STAVISKI 7. **Motion to accept** with regret, the resignation of Cara Staviski as paraprofessional aide, effective August 1, 2015.
- RESIGNATION H.MILLER 8. **Motion to accept** the resignation of **Heidi Miller** as paraprofessional aide and approve her appointment as full-time Special Education Teacher from August 25, 2015 through June 30, 2015 at Level BA Step 1 for an annual salary of \$50,505.00 **(Attachment #16-P-8.2)**
- A. THOMPSON-MCGOVERN PT AIDE 9. **Motion to approve** the employment of **Anne Thompson-McGovern** as part-time paraprofessional aide from August 27, 2015 through June 30, 2016 for an annual salary of \$7280.00.
- A.SBRISCIA FMLA 10. **Motion to approve** a request for a medical leave of absence for **Anna Sbriscia** from August 27, 2015 through November 13, 2015 utilizing 53 of her accumulated illness days.
- S.KURP STUDENT TEACHER 11. **Motion to approve Stephanie Kurp**, The College of New Jersey Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Kim Terzuolo and Sherry Kerr as cooperating teachers.
- K.MCKENNA STUDENT TEACHER 12. **Motion to approve Katherine McKenna**, Monmouth University Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Lisa Kerr and Barbara Mann as cooperating teachers.
- M.RINEHART STUDENT TEACHER 13. **Motion to approve Michele Rinehart**, Monmouth University Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Lauren Richardson as cooperating teacher.
- J.STROGMAIER SUB CUSTODIAN 14. **Motion to approve Julie Strohmaier** as substitute custodian for the 2015-2016 school year at an hourly rate of \$10.00.
- 15. **Motion to approve the following appointments for the 2015-2016 school year:**

Affirmative Action Officer	Rich Kolton
Chief Equity Officer	Rich Kolton
Gender Equity Officer	Rich Kolton
504 Committee Coordinator	Rich Kolton

- APPROVAL OF CO-CURRICULAR 15-16 16. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

Homework Club	Cathy Hoos	5-8	20	582.20
Homework Assistance	Cathy Hoos	5-8	20	582.20

APPROVE ESY SUBS

17. **Motion to approve** the following ESY substitutes:

Jaime Quinn	Substitute Teacher/Aide	Sub Aide - \$10/hour
-------------	-------------------------	----------------------

APPROVE  
EXTRACURRICULAR  
PAY FOR AIDE FOR  
CO-CURRICULAR  
EVENTS

18. **Motion to approve** extracurricular pay for Paraprofessional Aides to attend co-curricular events for eligible students with a yearly cap of \$1,000.00.

ROLL CALL

**Roll Call:**

M  
S

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

**7 Ayes – Motion Passes**

FINANCE AND  
FACILITIES

**K. FINANCE/FACILITIES**

Based upon the recommendation of the Superintendent, in consultation with the School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Kay Daughters-Munuff to approve the following items #1-#7:

**1. PAYMENT OF BILLS**

**a. Audit of Invoices (Attachment #16-F-8.1)**

**Approve** invoices for Current Expense in the following amounts:

Check Register:	July 14 to August 10, 2015	\$ 289,920.09
Payroll 7/31/15		\$ 53,705.50
<b>Total</b>		<b>\$ 343,625.59</b>

**2. FINANCIAL REPORTS (Attachment #16-F-8.2)**

**Report of the Board Treasurer/Board Secretary for June 2015**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 July 31, 2015– (Attachment #16-F-8.3)**

**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 10, 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.

August 10, 2015

\_\_\_\_\_  
Julie Mumaw  
Business Administrator/Board Secretary

### 3. Food Service( Attachment #16-F-8.4)

**Approve** Maschio's Food Service Inc. to continue the administration and management of the district's food service and nutrition program for a fee of **\$7,064.00**, which remains at the same amount as the 2014-2015 school year. The contract with Maschio's guarantees a "no-cost" operation for 2015-16 school year.

	Paid	Reduced Price
Student Lunch	<b>\$2.75</b>	<b>\$0.40</b>
Adult Lunch	<b>\$3.75</b>	-
Special Milk Program	<b>\$0.40</b>	<b>\$0.40</b>

### 4. TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-8.5)

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.

5. **MOTION TO APPROVE** Amendment 1 for the 2014-2015 NCLB Consolidated Grant to acknowledge a one dollar overpayment for professional services.

### 6. USE OF FACILITIES (Attachment #16-F-8.6)

**Motion to approve the following use of facilities request:**

Organization	Start Date	End Date	Day / Times	Location
St. Joseph Church	9/13/15	5/1/16	Sundays 8:30 a.m. to 11:00 a.m.	ES
Girl Scout Heart of NJ	9/11/15	5/13/16	Fridays 7:00 p.m. to 8:00 p.m.	ES - Classroom
Girl Scout Heart of NJ	9/10/15	3/26/16	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday 3:00 p.m. to 5:00 p.m.	ES - Classroom
High Bridge Youth Basketball	11/18/15	3/5/16	See attached schedule MS – 6:30 p.m. to 7:30 p.m. ES – 6:30 p.m. to 8:30 p.m.	ES – Gym MS - Gym
Women's Volleyball	9/14/15	5/30/16	Mondays 7:30 p.m. to 9:30 p.m.	MS - Gym
Hunterdon Huskies	9/12/15	9/12/15	Saturday	ES - Gym

(only if inclement weather)			8:00 a.m. to 3:00 p.m.	
-----------------------------	--	--	------------------------	--

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

MOTION TO  
ACCEPT  
TUITION  
STUDENTS

7. **MOTION TO ACCEPT** the following students to High Bridge School District on a tuition basis for the 2015-2016 school year:

Student ID	District	Tuition	Aide
6869365247	Califon	\$ 27,592	40,545.00
8717028079	Holland	\$ 27,592	
4315566403	Franklin	\$ 27,592	10,733.00
1412098401	Franklin	\$ 27,592	10,733.00

ROLL CALL  
M  
S

**Roll Call**

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

**7 Ayes – Motion Passes.**

**L. NEW BUSINESS**

**M. PUBLIC COMMENTS**

- Tammy (40 Northwood Drive, High Bridge, NJ) Will Aides be replaced?
- Erin (9 Hickory Circle, High Bridge, NJ) What is the difference between Business Administrator and Board Secretary?

**N. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following resolution to enter into Executive Session at 8:07 p.m.; Michael Estrada seconded the motion. Unanimously carried

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- July 13, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- Negotiations Update
- Level IV Grievance
- Independent Investigative Report

Karyn Gove motioned to exit executive session and return to public session at 10:33 p.m. Michael Estrada seconded the motion. Unanimously carried.



RECONVENE  
PUBLIC  
SESSION

**O. RECONVENE PUBLIC SESSION**

**P. ACTION ITEMS**

APPROVAL OF  
EXECUTIVE  
SESSION  
MINUTES

**Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

**Roll Call:**

Michael Estrada

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

ADJOURNMENT **R. ADJOURNMENT**

Alan Schwartz motioned to adjourn public session at 10:44 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously Carried.

Respectfully submitted,



Rebecca Philippe

Board Secretary