

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MEETING MINUTES
MONDAY, DECEMBER 14, 2015**

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 Robert Imhoff, Board President at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt, Alan Schwartz, Stephen Johnson, Kay Daughters-Musnuff, Vice President, and Robert Imhoff, President. Michael Estrada was absent. Also present was Gregory Hobaugh, Ed.D., Superintendent and Rebecca Philippe, Board Secretary

D. PRESENTATION/RECOGNITION ITEMS

1. Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Alan Schwartz to approve in recognition of Kay Daughters-Musnuff for her many years of service as Board Member. (**Attachment #16-R-12.1**)

2. **Presentation on PARCC Scores – Dr. Gregory Hobaugh**

Roll Call:

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

5 Ayes ~ 1 Abstain ~ 1 Absent – Motion Passes

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-12.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Chris Muller	12/8/15	Denying Parent and Student Choice
Heidi Miller	12/3/15	Request for movement across guide
Melissa Betz	12/9/15	Extended Leave of Absence

F. PUBLIC COMMENTS

- K.Terzuolo (55 Sliker Rd. Glen Gardner, NJ) Spoke about 403b contributions and requested a forensic audit.
- L.Carlson (2 Woodland Terrace, High Bridge, NJ) PTO would like to thank Kay Daughters-Musnuff for her dedication to the district.
- S. Kerr (3325 Mountain Ave. Springtown, PA) K-2 Teachers & BSI met with Curriculum Committee to look at Reading programs. The teachers have a concern about the programs available for Reading. Would also like to know where we are as a staff for QSAC.
- Mrs. Delgado (9 Hickory Circle, High Bridge, NJ) Need to create a stronger culture of success. And how can we measure success.
- S. Kovacs (310 Andrew Circle, Stroudsburg, PA) 403b undoubtedly needs to be looked at by lawyers and accountants.

- J. LaGreca (46 Alexandra Way, Clinton, NJ) is impacted by 403b concern . Asked how we can work on the issues of Business Administrator turn over.
- S. Kovacs (310 Andrew Circle, Stroudsburg, PA) What does the Finance & Facilities committee do?
- Mr. Delgado (9 Hickory Circle, High Bridge, NJ) Asked if the overall score was in the 3 range.
- J. LaGreca (46 Alexandra Way, Clinton, NJ) Spoke about how the teachers volunteered at various Veterans events on Veterans Day. Also asked if the Board looks at the agenda monthly and notices the amount of turnover with Aides. And noted how teachers are pulled to cover classes.
- S. Kerr (3325 Mountain Ave. Springtown, PA) Asked if the Board of Ed has looked at the sub rate for High Bridge Schools.
- J.Rogers (435 Green Street, Sellersville, PA), P.Tuma (909 Barn Owl Way, Stewartsville, NJ), C.Muller (27 Downstream Drive, Flanders, NJ), L.Kerr (17 Bunker Hill Court, Easton, PA), N. Locorotondo (10 Higgins Court, Flemington, NJ), M.Monico (604 Cokesbury Road, Annandale, NJ), S. Kerr (3325 Mountain Ave. Springtown, PA), J. LaGreca (46 Alexandra Way, Clinton, NJ) – Read a typed document about each NJEA member and how they are a gift. They ended with please offer a fair and equitable settlement.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following minutes:

- October 19, 2015 Regular Meeting Minutes (**Attachment #16-M-12.1**)
- November 9, 2015 Regular Meeting Minutes (**Attachment #16-M-12.2**)

Roll Call:

Todd Honeycutt – Aye	Karyn Gove - Aye
Alan Schwartz – Aye	Stephen Johnson - Aye
Kay Daughters-Musnuff – Aye for 10/19/15 Abstain from 11/9/15	Robert Imhoff –Pres. - Aye
Michael Estrada – Absent	

October 19, 2015 Minutes - 5 Ayes ~ 1 Abstain ~ 1 Absent – Motion Passes

November 9, 2015 Minutes - 6 Ayes ~ 1 Absent – Motion Passes

H. REPORTS TO THE BOARD

1. Board President’s Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Community meeting 1/26/16 at 7:00pm in Middle School cafeteria
 - Next meeting December 15, 2015
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**

- Met December 2, 2015
 - Discussed Algebra Program
 - Reviewed PARCC Scores
 - Discussed QSAC visit
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson,**
Karyn Gove, Robert Imhoff
 - Met December 1, 2015
 - Board Office Staffing needs
 - Preliminary Staffing Plan 2016-2017
 - **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting TBD
 - **Finance/Facilities – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting TBD
 - **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Next meeting December 22, 2015
 - **Technology – Michael Estrada, Chairperson,** Karyn Gove, Robert Imhoff
 - Next meeting TBD

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-12.1**)
- 2) Staff Attendance for November 2015 (**Attachment #16-S-12.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Middle School Math Replacement Teacher – Jemma Schraeder
- 5) Superintendent Update

b. ACTION ITEMS:

3. School Business Administrator’s Report

a. General Information Items

- 1) Financial Statements- Due to insufficient time, the September and October reports will be approved in December.
- 2) Audit Report – Still waiting for final report from auditor
- 3) New Budget
 - a) To date no instructions from NJDOE
 - b) Preparing district internal guidelines and forms

b. Monthly Facility Maintenance Report (Attachment #16-BA-11.1)

c. Vandalism Report

There was no vandalism.

4. Middle School Principal’s Report (Via e-mail)

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

I. ACTION ITEMS

1. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in conjunction with the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following item:

- a) **8th grade to Voorhees High School on Wednesday, January 6, 2016** (rain date 1/8/16) for orientation program. Transportation will be provided by ESC at a cost of \$110.00 for one bus and will be paid by the district.

Roll Call:

Todd Honeycutt – Aye

Stephen Johnson - Aye

Karyn Gove - Aye

Alan Schwartz – Aye

Kay Daughters-Musnuff – Aye

Robert Imhoff –Pres. - Aye

Michael Estrada – Absent

6 Ayes ~ 1 Absent – Motion Passes

2. PERSONNEL

Based upon the recommendation of the Personnel Committee in conjunction with the Superintendent, Kay Daughters-Musnuff made a motion, seconded by Karyn Gove to approve the following items 2 a through r:

- a) **Motion to approve** a request from **Anna Sbriscia** to extend her leave of absence through January 4, 2015 utilizing accrued illness days.
- b) **Motion to accept** the resignation of **Sharon Snyder** as part-time (.57) paraprofessional aide effective 11/15/15.
- c) **Motion to accept** the resignation of **Anne Simpson** as part-time (.57) paraprofessional aide effective 11/16/15.
- d) **Motion to accept** the resignation of **Girolama Painter** as part-time (.57) paraprofessional aide effective 11/16/15.
- e) **Motion to accept** the resignation of **Joseph Bellino** as Interim School Business Administrator effective November 24, 2015.
- f) **Motion to approve Julie Mumaw** as Interim Business Administrator from November 25, 2015 through June 30, 2016 at a per diem rate of \$400.00 for a maximum of 3 days per week, pending Executive County Superintendent approval. **(Attachment #16-P-12.1)**
- g) **Motion to accept** the resignation of **Rebecca Brandt-Philippe** as Board Secretary/Assistant to the Business Administrator, effective January 29, 2016.
- h) **Motion to approve** the employment of **Stephanie Kurp** as part-time (.57) paraprofessional aide from January 4, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.
- i) **Motion to approve** the employment of **Joan LoIacono** as part-time (.57) paraprofessional aide from January 4, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.

- j) **Motion to approve** an extension to leave of absence for **Melissa Betz** to include November 30, 2015 through January 11, 2015 utilizing accumulated illness days in accordance with the Family Medical Leave Act.
- k) **Motion to approve** a request from **Christine McKenna** for an unpaid medical leave of absence from December 7, 2015 through January 8, 2016 in accordance with FMLA.
- l) **Motion to approve** a request from **Caryn Snyder** to extend her leave of absence for the remainder of the 2015-2016 school year.
- m) **Motion to extend** the appointment of **Christine Cosgrove**, 3rd grade leave replacement teacher through June 16, 2015 (or last day of school).
- n) **Motion to approve** a request for movement across the salary guide for **Heidi Miller** from BA Step 1 to MA Step 1 for an annual salary of \$54,405 prorated, effective January 1, 2016.
- o) **Motion to approve Marisa Monaco, Heidi Miller and Donna Brown** as home instructors for student ID#4362238152 to begin on or about December 15, 2015 for 10 hours per week at an hourly rate of \$35.42.
- p) **Motion to approve Maria Bobikova** as substitute school nurse for the remainder of the 2015-2016 school year, pending successful completion of criminal history background check.
- q) **Motion to create** a position of Teacher in Charge and approve job description for same. Compensation for the position will be at a daily rate of \$115.00, \$57.50 for a half-day, of \$15.00 for dismissal or arrival coverage. (**Attachment #16-P-12.2**)
- r) **Motion to approve** revised job descriptions for the following positions:
 - (i) Business Administrator/Board Secretary (**Attachment #16-P-12.3**)
 - (ii) Assistant to the Business Administrator/Board Secretary (**Attachment #16-P-12.4**)

Roll Call:

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

6 Ayes ~ 1 Absent – Motion Passes

3. POLICY

- a) **None at this time.**

4. FINANCE/FACILITIES

Based upon the recommendation of the Finance Committee in conjunction with the Superintendent, Alan Schwartz made a motion, seconded by Stephen Johnson to approve the following items:

- a) **Audit of Invoices (Attachment #16-F-12.1)***
Approve invoices for Current Expense in the following amounts:

Check Register: 11/10/15 to 12/14/15 \$ 118,248.26

Payroll	11/15/15	\$ 219,941.02
Payroll	11/30/15	<u>\$ 218,395.04</u>
Total		\$ 556,584.32

Audit of Invoices (Attachment #16-F-12.5)

Approve invoices for Current Expense in the following amounts:

Check Register:	9/2/15 to 10/19/15	\$ 351,574.83
Payroll	9/15/15	\$ 227,560.18
Payroll	9/30/15	\$ 227,249.99
Payroll	9/30/15	<u>\$ 221,306.22</u>
Total		\$1,027,691.22

b) TRAVEL EXPENDITURE APPROVAL (None at this time)

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

c) USE OF FACILITIES (None at this time)

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location

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

- d) **Motion to approve** the disposal of outdated reference books that have not circulated for the past three years. (Attachment #16-F-12-2)
- e) **Motion to accept** a donation from the High Bridge PTO of one (1) Global Industries Water Bottle Filling station valued at \$869.00.
- f) **APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN 2015-2017**

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached

Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. (**Attachment #16-F-12.3**)

g) Motion to approve the Board Attorney/Retainer Agreement with Schenck, Price, Smith & King, LLP as Special Counsel in matters of Special Education for the period January 1, 2016 through January 1, 2017. (**Attachment #16-F-12.4**)

h) FINANCIAL REPORTS (Attachment #16-F-12.6)

Report of the Board Secretary/Treasurers for September 2015

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of September 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 September 2015– (Attachment #16-F-12.7)

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 December 14, 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.

Julie Mumaw
Business Administrator/Board Secretary

Roll Call:

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

6 Ayes ~ 1 Absent – Motion Passes

J. NEW BUSINESS

K. PUBLIC COMMENTS

- L. Carlson (2 Woodland Terrace, High Bridge, NJ) – spoke about the water filling stations that were purchased with the help of the PTO.
- S. Kovacs (310 Andrew Circle, Stroudsburg, PA) – stated that the core teachers want to

attend articulation as they feel they can learn from it and they value it.

L. 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 9:44 p.m.; Todd Honeycutt 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

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

- Grievance Hearing
- 403b accounts
- October 19, 2015 Executive Meeting Minutes (**Attachment ES #12.1**)
- November 9, 2015 Executive Meeting Minutes (**Attachment ES #12.2**)
- Negotiations Update

M. RECONVENE PUBLIC SESSION

Karyn Gove motioned to exit Executive Session and return to Public Session at 11:32 p.m. Todd Honeycutt seconded the motion.~ Unanimously Carried

N. ACTION ITEMS

Based upon the recommendation of the School Business Administrator/Board Secretary, Karyn Gove motioned, seconded by Michael Estrada to approve the following items.

- October 19, 2015 Executive Meeting Minutes (**Attachment ES #12.1**)
- November 9, 2015 Executive Meeting Minutes (**Attachment ES #12.2**)

Roll Call:

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

6 Ayes ~ 1 Absent – Motion Passes

Q. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 11:33 p.m. The motion was seconded by Todd Honeycutt. Unanimously carried.

Respectfully submitted,



Rebecca Philippe
Board Secretary