

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, FEBRUARY 8, 2016**

**Minutes**

**A.,B.,& C. OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Work Session meeting was called to order at 7:04 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada, Karyn Gove, Todd Honeycutt, Vice-President, Stephen Johnson, Alan Schwartz, Cindy Sharkey, and Robert Imhoff, President. Also present was Gregory Hobough, Ed.D., Superintendent, and Helen Meissner, Board Secretary Pro Tempora.

**D. RECOGNITION ITEMS (None at this time)**

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-2.1)**

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
James Davidson	1/4/16	Request for FMLA
Paige McGaheran	1/14/16	Request to move across guide

**F. PUBLIC COMMENTS**

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.

No one from the public addressed the Board.

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

ADOPTION OF MINUTES

Based upon the recommendation of the Superintendent, Todd Honeycutt motioned, seconded by Alan Schwartz to approve the following minutes: Unanimously Carried

January 4, 2016 Regular Meeting Minutes (Attachment #16-M-2.1)  
January 25, 2016 Work Session Minutes (Attachment #16-M-2.2)

REPORTS TO THE BOARD

H. REPORTS TO THE BOARD

1. Board President's Report

Robert Imhoff informed the Board that he will be in contact with our NJSBA representative to schedule training at an upcoming meeting in April or May. He also informed them of an upcoming School Board meeting on 2/17/16 in Readington – no topic as yet been announced.

Board President's Report

a. Board Committees and Chairperson

• **Community Relations – Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff**

Community Relations

- Community meeting was held 1/26/16 at 7:00pm in Middle School cafeteria.
- Board is appreciative of all those who attended: 8-9 Staff members; 16-17 Parents/Community members
- Board members summarized each groups stated positive areas and areas of needs. Overall summary of positive comments included: Improved homework load; Decreased emphasis on PARCC; Students are very well prepared for High School; Spanish program a plus. Summary of areas in need included: longer recess time needed; lack of continuity across 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades; better communication during emergency situations; improve art, math and science programs; better academic enrichment. Some stated increased technology as a need, while others said students need less screen time.

Curriculum and Instruction

• **Curriculum, Instruction and Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**

- Preschool hours – P.M. hours will be changed to 12:10 – 3:10 p.m.
- Reviewed 2016-2017 Calendar draft
- Next meeting TBD

Personnel and Management

• **Personnel and Management – Karyn Gove, Chairperson, Todd Honeycutt, Robert Imhoff**

- Discussed projected enrollment
- Next meeting TBD

Policy

• **Policy – Cindy Sharkey, Chairperson, Michael Estrada, Robert Imhoff**

- Preschool hours
- Conduct of Board Meetings
- Use of Facilities
- Next meeting TBD

- **Finance/Facilities – Stephen Johnson, Chairperson, Alan Schwartz, Robert Imhoff** Finance/Facilities
  - Preliminary budget review – hope to have a rough draft for next Board meeting
  - Facility use request by for profit group
  - Conferenced with architect about energy savings plan
  - Next meeting TBD
  
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff** Negotiations
  - Met December 22, 2015
  - Next meeting February 16, 2016 – Hoping to make progress.

**2. Superintendent’s Report**

Superintendent’s Report

**Gregory Hobaugh, Ed.D., Superintendent presented the following discussion items**

**a. INFORMATION ITEMS:**

- 1) 2015-2016 Enrollment (**Attachment #16-S-2.1**)
- 2) Staff Attendance for January 2016 (**Attachment #16-S-2.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent Update
  - a) Administrators attended Google Summit on 1/18/16.
  - b) Joan LoIaccano will be maternity leave replacement teacher at Middle School beginning in April 2016.
  - c) Frozen Walk will take place Tuesday, Feb. 9<sup>th</sup>.
  - d) We continue working on attaining Green School status.
  - e) Monthly security drills have been held at both schools.
  - f) 8 Fourth grade students have been published in this week’s Hunterdon County Democrat.
  - g) Officially and publically recognize custodial staff for their outstanding work during the recent blizzard.
  - h) Update on status of point-of-service (POS), cafeteria swipe cards.
  - i) Middle School has an official Twitter account; Elementary School will soon follow.
  - j) Parent Teacher conferences will be held 2/10 and 2/11

**b. PUBLIC HEARING:**

Public Hearing  
HIB & EVVRS

Based upon the recommendation of the Superintendent, Todd Honeycutt motioned, seconded by Karyn Gove to open Public Hearing.

**1) Public Hearing**

In accordance with the *Anti-Bullying Bill of Rights Act* (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying

for the reporting period September 1<sup>st</sup> through December 31<sup>st</sup>, 2015. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying- Investigations, Trainings & Programs report (HIB-ITP). (Attachment #16-S-2.3)

**2) Public Comments**

No one from the public addressed the Board.

- 3) Todd Honeycutt motioned, seconded by Alan Schwartz to close Public Hearing and reconvene regular business.

**Roll Call:**

Michael Estrada - Aye                      Stephen Johnson - Aye  
Karyn Gove - Aye                             Alan Schwartz - Aye  
Todd Honeycutt, V.P. - Aye                Cindy Sharkey - Aye  
Robert Imhoff, President – Aye

7 Ayes – Unanimously Carried

School Business  
Administrator's Report

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

**a. General Information Items**

- 1) School Digest – January 2016  
(Attachment #16-BA-2.1)

**b. Monthly Facility Maintenance Report  
(Attachment #16-BA-2.2)**

**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)**

**ACTION ITEMS**

Approve field trips:  
6<sup>th</sup> grade to Medieval  
Times

**I. ACTION ITEMS**

**1. CURRICULUM, INSTRUCTION & TECHNOLOGY**

Based upon the recommendation of the Superintendent, Michael Estrada motioned, seconded by Cindy Sharkey to approve the following items a. through b.

- a) **Approve 6<sup>th</sup> grade field trip to Medieval Times, Lyndhurst, NJ on May 10, 2016.** Transportation to be provided by Hunterdon County ESC at a cost of \$302.50 for one bus. Cost per student of \$50.00 includes admission, transportation, lunch and presentation, and will be borne by parents/guardians.

- b) **Approve 4<sup>th</sup> grade field trip to Hunterdon County Justice Center, Clerk's Office, Hall of Records, and Courthouse, Flemington, NJ on March 9, 2016.** Transportation to be provided by Hunterdon County ESC at a cost of \$356.00 for one bus. Cost per student of \$7.00 will be borne by parents/guardians.

4<sup>th</sup> Grade to Hunterdon Co. Justice Center, clerk's office, Hall of Records and Courthouse

**Roll Call**

- Michael Estrada - Aye
- Karyn Gove - Aye
- Todd Honeycutt, V.P. - Aye
- Robert Imhoff, President - Aye
- Stephen Johnson - Aye
- Alan Schwartz - Aye to B, Nay to A
- Cindy Sharkey - Aye

6 Ayes, 1 Nay for a, 7 Ayes for b – Motion Carried

**2. PERSONNEL**

Based upon the recommendation of the Superintendent, Karyn Gove motioned, seconded by Todd Honeycutt to approve the following items a. through m.

**PERSONNEL**

- a) **Approve** a request from **James Davidson** for leave of absence on an intermittent basis utilizing accrued illness days in accordance with the family and medical care act.
- b) **Approve** course reimbursement for the following employee: (Attachment #16-P-2.1)
  - i. **Emma Alparone**
    - Course: Internship II
    - College/University: Centenary College
    - Semester: Winter 2016
    - Credits: 3 Graduate Credits
    - Tuition: \$1305.00
- c) **Approve Julie Strohmaier**, Centenary College student to complete 50-hour practicum at High Bridge Elementary School with Melissa Patane as cooperating counselor.
- d) **Approve Emily Perkalis**, Centenary college student to complete student teaching observation hours at High Bridge Elementary School with Donna Brown as cooperating teacher.
- e) **Approve** the resignation of **Stephanie Kurp**, part-time paraprofessional aide, effective February 12, 2016.
- f) **Approve** the employment of **Naeemah Sainte-Rose** as part-time paraprofessional aide from February 16, 2016 through June 30, 2016 at a salary of \$7,280.00 prorated.
- g) **Approve Gretchen Dello Russo** as mentor for novice teacher Christine Cosgrove, with mentor fees of \$550.00 to be paid to mentor by novice teacher through payroll deduction.

Approve LOA – James Davidson

Approve Course Reimbursement – Emma Alparone

Approve Student Teachers: Julie Strohmaier

Emily Perkalis

Accept resignation of Stephanie Kurp

Approve employment of N. Sainte-Rose

Approve G. Dello Russo as mentor

Approve Substitute Custodian – R. Marinelli

h) **Approve Robert Marinelli** as substitute custodian from February 9, 2016 through June 30, 2016 at an hourly rate of \$12.50, pending criminal history background clearance.

Accept Resignation of Soma Das

i) **Accept** the resignation of **Soma Das** as part-time paraprofessional aide, effective February 8, 2016.

Accept Resignation of Tracy Denkovic

j) **Accept** the resignation of **Tracy Denkovic** as part-time paraprofessional aide, effective February 8, 2016.

Approve movement across guide for Paige McGaheeran

k) **Approve** movement across the salary guide for Paige McGaheeran from BA to BA+15, effective February 1, 2016 based upon submission of official transcripts supporting the additional credits.

Accept Resignation of Darcy Mojka

l) **Accept** the resignation of Darcy Mojka as part-time paraprofessional aide, effective February 8, 2016.

Accept Resignation of Mary Raefski

m) **Accept** the resignation of Mary Raefski as part-time paraprofessional aide, effective February 8, 2016.

**Roll Call:**

Michael Estrada - Aye  
Karyn Gove - Aye  
Todd Honeycutt, V.P. - Aye  
Robert Imhoff, President – Aye

Stephen Johnson - Aye  
Alan Schwartz - Aye  
Cindy Sharkey - Aye

7 Ayes – Unanimously Carried

**POLICY**

**3. POLICY**

Based upon the recommendation of the Superintendent, Cindy Sharkey motioned, seconded by Michael Estrada to approve Policy item a.

Amend Policy #8220

- a) **Amend** the following existing policy:
  - 1) Policy #8220 – School Day (Attachment 16-POL-2.1)

**Roll Call:**

Michael Estrada - Aye  
Karyn Gove - Aye  
Todd Honeycutt, V.P. - Aye  
Robert Imhoff, President – Aye

Stephen Johnson - Aye  
Alan Schwartz - Aye  
Cindy Sharkey - Aye

7 Ayes – Unanimously Carried

**FINANCE/ FACILITIES**

**4. FINANCE/FACILITIES**

Based upon the recommendation of the Superintendent, Stephen Johnson motioned, seconded by Karyn Gove to approve items a-h with following amendments: check #12371 tabled from item a (bills list); item d-1 to show 8<sup>th</sup> Grade Parents as sponsoring organization of lock-in.

Approve Payment of Bills

a) **PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #16-F-2.1)**

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

Check Register:	January 5, 2016 to February 8, 2016	\$455,967.66
Payroll	January 15, 2016	\$221,618.48
Payroll	January 29, 2016	<u>\$228,222.51</u>
	<b>Total</b>	<b>\$905,808.65</b>

b) **FINANCIAL REPORTS**

**Report of the Board Secretary and Treasurer's Report for December 2015. (Attachment #16-F-2.2)**

Accept Financial Reports for December 2015

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of December 2014 and January 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 December 31, 2015 (Attachment #16-F-2.3)**

**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 February 8, 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 and we request the Board Secretary to addend a copy of the Secretary's Report to the minutes.

February 8, 2016

\_\_\_\_\_  
Julie Mumaw  
Interim Business Administrator

Travel Approval

c) **TRAVEL EXPENDITURE APPROVAL (Attachment 16-F-2.4)**

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

Approve use of facilities requests for:

d) **USE OF FACILITIES (Attachment 16-F-2.5)**  
Approve the following use of facilities request:

Lock-In

8<sup>th</sup> Grade Parent Mtgs.

Girl Scouts

Cub Scouts

	Organization	Start Date	End Date	Day / Times	Location
1.	8 <sup>th</sup> Grade Parents	4/8/16	4/9/16	Lock-In - Overnight	
2.	8 <sup>th</sup> Grade Parent PTO	2/16/16	5/24/16	2/16/16, 3/1/16, 3/22/16, 4/5/16, 4/12/16, 5/3/16, 5/17/16, 5/24/16 7:00 pm to 8:30 pm	
3.	Girl Scouts	2/12/16	3/4/16	2/12/16, 2/26/16, 3/4/16 7:00 pm to 8:30 pm	Classroom
4.	Cub Scouts Pack 149	2/16/16	5/16/16	2/16/16 3/21/16, 4/18/16, 5/16/16	MS Café (2/16/16 Only) ES Cafe
5.	Dancers Pointe	5/14/16	5/14/16	11:00 am to 2:00 pm	

Deny use of facilities request for:

Dancers Pointe

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

Accept donation of bulletin boards

e) **Accept** a donation of four cork bulletin boards with an estimated value of \$30.00 each from Michael Ackerman, Zucker, Goldberg & Ackerman, LLC.

Approve Lerch, Vinci and Higgins, LLP to conduct forensic audit

f) **Approve** the firm of Lerch, Vinci and Higgins, LLP, Certified Public Accounts, to complete a forensic audit of employee payroll deductions/withholdings during time period of July 1, 2015 through December 31, 2015, according to their proposal for an estimated not to exceed \$8,000. (Attachment #16-F-2.6)



- g) **Approve** payment in the amount of \$30,000 to Settembrino Architects for fees associated with development of the Energy Savings Plan.

Approve payment to Settembrino Architects for ESP

- h) **Special Education Medicaid Initiative (SEMI) Program Waiver**

Approve SEMI waiver

**Approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

**Whereas**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 school year, and

**Whereas**, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

**Now Therefore Be It Resolved**, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2015-2016 school year.

**Adopted: High Bridge Board of Education**  
**Date: February 9, 2016**

**Roll Call:**

- Michael Estrada – Aye a. through d.4 & e. through h.; Nay d.5
- Karyn Gove - Aye a. through d.4 & e. through h.; Nay d.5
- Todd Honeycutt, Vice Pres. - Aye a. through d.4 & e. through h.;  
Nay d.5
- Robert Imhoff, President - Aye a. through d.4 & e. through h.;  
Nay d.5
- Stephen Johnson - Aye
- Alan Schwartz - Aye a. through d.4 & e. through h.; Nay d.5
- Cindy Sharkey - Aye a. through d.4 & f. through h.; Nay d.5;  
Abstain e.

**Items a. through d.4 and f. through h.: 7 ayes – Motion passes**  
**Item e.: 6 ayes, 1 abstain – Motion passes**  
**Item d.5: 1 aye; 6 naves – Motion failed**

NEW BUSINESS

N. NEW BUSINESS

Payment of Bills – Tabled item

**FINANCE/FACILITIES - PAYMENT OF BILLS**

Stephen Johnson motioned, seconded by Michael Estrada to approve payment of check #12371 (previously tabled from bills list).

**Roll Call:**

Michael Estrada - Aye  
Karyn Gove - Aye  
Todd Honeycutt, V.P. - Aye  
Robert Imhoff, President – Aye

Stephen Johnson - Aye  
Alan Schwartz - Aye  
Cindy Sharkey - Aye

7 Ayes – Unanimously Carried

PUBLIC COMMENTS

J. LaGreca –community meeting

O. PUBLIC COMMENTS

**Judy LaGreca, HBMS**, thanked the Board for sharing highlights of Community meeting and asked if there will be minutes sent out compiling all the information. Members of the Board responded that the purpose of the Community meeting was to provide an opportunity for dialogue. Historically, minutes haven't been taken, but there are a number of items that the Board can follow through on. Community Relations committee will discuss it further.

F. Dion – community meeting

**France Dion, 53 Beavers St.**, spoke regarding the Community meeting stating that she was disappointed because of not enough turnout, but wants to be heard, so if the Board isn't going to listen, then she won't be going again.

EXECUTIVE SESSION

1/4/16 Minutes  
1/25/16 Minutes  
12/14/15 Minutes  
Negotiations Update  
Grievance Update  
Personnel Matter

P. EXECUTIVE/CLOSED SESSION

Todd Honeycutt motioned, seconded by Alan Schwartz to adjourn to Executive Session at 8:30p.m. in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- January 4, 2016 Executive Meeting Minutes (**Attachment ES #2.1**)
- January 25, 2016 Executive Meeting Minutes (**Attachment ES#2.2**)
- December 14, 2015 Executive Meeting Minutes (corrected and already approved) (**Attachment ES#2.3**)
- Negotiations Update.
- Grievance update
- 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.

Todd Honeycutt motioned, seconded by Alan Schwartz to exit Executive Session and return to public session at 9:08 p.m. Unanimously carried.

**Q. RECONVENE PUBLIC SESSION**

RECONVENE PUBLIC SESSION

**R. ACTION ITEMS**

Action Items:

**Executive Minutes**

Approve Exec. Minutes:  
1/4/16  
1/25/16  
12/14/15 (corrected)

Michael Estrada motioned, seconded by Karyn Gove to approve the following items.

- January 4, 2016 Executive Meeting Minutes
- January 25, 2016 Executive Meeting Minutes
- December 14, 2015 Executive Meeting Minutes (corrected)

**Roll Call:**

Michael Estrada – Aye; Abstain 12/14	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Aye
Todd Honeycutt - Aye	Cindy Sharkey – Aye; Abstain 12/14
Robert Imhoff - Aye	

**7 Ayes: 1/4/16 & 1/25/16 – Motion Passes**

**5 Ayes: 12/14/15 – Motion Passes**

Grievance Matter

**Grievance Matter**

Karyn Gove motioned, seconded by Todd Honeycutt to approve sending “letter A” in response to Grievance matter.

**Roll Call:**

Michael Estrada - Nay	Stephen Johnson - Nay
Karyn Gove - Aye	Alan Schwartz - Nay
Todd Honeycutt - Nay	Cindy Sharkey - Nay
Robert Imhoff – Aye	

**2 Ayes; 5 Nays; - Motion failed**

Approve letter “B” response to grievance matter

Todd Honeycutt motioned, seconded by Michael Estrada to approve sending “letter B” in response to Grievance matter.

**Roll Call:**

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove - Nay	Alan Schwartz - Aye
Todd Honeycutt - Aye	Cindy Sharkey - Aye
Robert Imhoff – Aye	

**6 Ayes, 1 Nays – Motion Passes**

High Bridge BOE Book Club

**S. HIGH BRIDGE BOE BOOK CLUB**

The Board discussed: Chapter 2 – Five Habits of High-Impact School Boards

ADJOURNMENT

**T. ADJOURNMENT**

Having no further business to come before the board, Alan Schwartz motioned, seconded by Michael Estrada to adjourn the meeting at 9:55 p.m. Unanimously carried.

Respectfully submitted,



Helen Meissner  
Board Secretary Pro Tempora