

**HIGH BRIDGE BOARD OF EDUCATION  
SPECIAL MEETING  
THURSDAY, MARCH 17, 2016**

**Minutes**

**Please note the following change to our Public Comment policy: The first Public Comment section may be on any item; the second Public Comment section will be reserved for agenda items only.**

**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 Work Session meeting was called to order at 7:03 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 Hobaugh, Ed.D., Superintendent, and Heather Goguen, Business Administrator/Board Secretary.

**D. PUBLIC COMMENTS**

**E. ACTION ITEMS**

Based upon the recommendation of the Superintendent, Michael Estrada motioned, Karyn Gove seconded the following items:

**1. CURRICULUM, INSTRUCTION & TECHNOLOGY**

**Action 16-CI-3.2-1**

**BE IT RESOLVED** that the Board authorize the purchase of and adopt the Journeys (K-5) Reading Series at a cost of \$50,090.85.

**Action 16-CI-3.2-2**

**BE IT RESOLVED** that the Board authorize the purchase of and adopt the Handwriting without Tears writing program at a cost of \$8,560.00.

**Roll Call:**

Michael Estrada – Aye

Karyn Gove-Aye

Todd Honeycutt, Vice Pres – Aye

Robert Imhoff – Pres-Aye

Stephen Johnson –Aye

Alan Schwartz-Aye

Cindy Sharkey - Aye

**7 Ayes, 0 Abstentions, 0 Nays – Motion Passes**

**2. FINANCE**

Based upon the recommendation of the Superintendent, Stephen Johnson motioned, Alan Schwartz seconded, to approve the following items:

**Action 16-F-3.2-1**

**TENTATIVE BUDGET APPROVAL**

**BE IT RESOLVED** that the Board of Education hereby approves the following resolution approving the **2016-2017 Tentative Proposed Budget**:

**BE IT RESOLVED**, the tentative budget for the High Bridge Board of Education be approved for the 2016-2017 school year and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

|                           |              |
|---------------------------|--------------|
| General Operating Expense | \$ 7,766,675 |
| Special Revenue           | \$ 177,437   |
| Repayment of Debt         | \$ 517,828   |
| Total Expenditures:       | \$ 8,461,940 |

**BE IT FURTHER RESOLVED** that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

|                                  |              |
|----------------------------------|--------------|
| Budgeted fund Balance            | \$ 250,000   |
| Withdrawal from Capital Reserve  | \$ 290,000   |
| Local Tax Levy-General Fund      | \$ 5,496,251 |
| New Jersey State Aid             | \$ 1,580,424 |
| Miscellaneous Revenues           | \$ 150,000   |
| Special Revenues Grants          | \$ 137,437   |
| Special Revenues Tuition         | \$ 40,000    |
| Debt Service Aid –Type II        | \$ 76,163    |
| Local Tax Levy-Debt Service Fund | \$ 441,665   |
| Total Revenues                   | \$ 8,461,940 |

**BE IT FURTHER RESOLVED**, that the High Bridge Board of Education acknowledges that the 2016-2017 tentative budget as described above results in a General Fund Tax Levy in the amount of \$5,496,251 and Debt Service Tax Levy in the amount of \$441,665.

**BE IT RESOLVED THAT**, various facility improvement needs have been identified and

**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$290,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2016-2017 school year:

- Repair of roof at Middle School \$80,000
- Repaving of Stuby Way at Elementary School \$60,000
- Technology upgrades at Elementary and Middle Schools \$30,000

Heating/Cooling Controls at Elementary and Middle Schools \$120,000

Total withdrawal of \$290,000

**BE IT FURTHER RESOLVED**, that the tentative budget will be advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, BE IT FURTHER RESOLVED**, that a Board of Education meeting be held on May 2, 2016 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 school year.

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

**Roll Call:**

Michael Estrada – Aye

Karyn Gove-Aye

Todd Honeycutt, Vice Pres – Aye

Robert Imhoff – Pres-Aye

Stephen Johnson –Aye

Alan Schwartz-Aye

Cindy Sharkey - Aye

**7 Ayes, 0 Abstentions, 0 Nays – Motion Passes**

**F. PUBLIC COMMENTS**

- One member of the public asked about the bond payment for the budget, relating to the long-term debt of the district.

**G. EXECUTIVE/CLOSED SESSION**

A motion was made at 7:17 p.m. by Michael Estrada, seconded by Todd Honeycutt, to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Contracts

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 - Aye            | Stephen Johnson - Aye |
| Karyn Gove - Aye                 | Alan Schwartz - Aye   |
| Todd Honeycutt, Vice Pres. – Aye | Cindy Sharkey - Aye   |
| Robert Imhoff, President – Aye   |                       |

**7 Ayes, 0 Abstentions, 0 Nays – Motion Passes**

**H. RECONVENE PUBLIC SESSION**

Karyn Gove motioned to exit executive session and return to public session at 7:27 p.m. Todd Honeycutt seconded the motion. Unanimously carried.

**I. ADJOURNMENT**

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 7:27 p.m. The motion was seconded by Stephen Johnson. Unanimously carried.

Respectfully submitted,



Heather Goguen  
Business Administrator/Board Secretary