

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MAY 16, 2016**

Minutes

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 7:02 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. RECOGNITION and PRESENTATION ITEMS

Based upon the recommendation Superintendent, Todd Honeycutt made a motion, seconded by Michael Estrada to approve the following item:

1. **Request a motion** to present the following students with a Certificate of Achievement for their outstanding writing entries in “The Most Historic Place in My Town” contest
Melody Kessler – Honorable Mention
Annika Oliver – Honorable Mention
Nate Schwartz – Second Place, District
Liam Bolger – First Place, District and County, designating him “2016 Junior Historian”

Roll Call:

Michael Estrada - Aye	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Abstain
Todd Honeycutt, Vice Pres. - Aye	Cindy Sharkey - Aye
Robert Imhoff, President - Aye	

6 Ayes, 1 Abstention ~ Motion Passes

Based upon the recommendation Superintendent, Karyn Gove made a motion, seconded by Michael Estrada to approve the following item:

2. **Request a motion** to present the following students with a Certificate of Achievement for their outstanding short story entries in the Tri-County Reading Council contest
Nolan Banach – Honorable Mention
Katie Kearney – Third Place
Ian Carlson – Second Place
Liam Bolger – First Place

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 ~ Motion Passes

3. **Introductions** of Anthony Gianforcaro of Gianforcaro Architects, Engineers, Planners and Bud Jones of Nisivoccia, LLP.
4. **Elementary School Reading Intervention Program** – Kim Ziegler and Tricia Morris presented on Level Literacy Intervention program.

E. ANNUAL SCHOOL ORGANIZATION:

Based upon the recommendation Superintendent, Todd Honeycutt made a motion, seconded by Cindy Sharkey to approve the following items 1-4:

1. PARLIAMENTARY PROCEDURE

Resolved that the Board of Education accept **Roberts' Rules of Order** (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

2. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of **"Doctrine of Necessity"** (when the number of Board members prohibited from voting results in lack of a quorum).

3. APPOINTMENT OF BOARD OFFICIALS

Resolved that the Board of Education approves the following appointments/ reappointments for the 2016-2017 school year:

Board Secretary	Heather Goguen
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Richard Kolton
504 Committee Coordinator	Richard Kolton
Home Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Heather Goguen
Right to Know Officer	Ronald Marinelli
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Ronald Marinelli
Safety Committee Coordinator	Ronald Marinelli
Toxic Hazard Preparedness Officer	Ronald Marinelli
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
FSA Provider	Wageworks
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Ronald Marinelli
Purchasing Agent	Heather Goguen
Air Quality Designee	Ronald Marinelli
Safety & Health Designee	Ronald Marinelli
Custodian of Records (OPRA)	Heather Goguen
Chemical Hygiene Officer	Ronald Marinelli
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh

4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

a. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

b. NEWSPAPERS AND LEGAL ADVERTISEMENTS

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint Heather Goguen, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for the 2016 - 2017 school year, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

d. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2016-2017, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Interim Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Schenck, Price, Smith & King, LLP
School Auditor	Nisivoccia, LLP
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Gianforcaro Architects, Engineers, Planners

Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
Augmentative	1. Mountainside Children’s Specialized Hospital

Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> 2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ 4. ESC Hunterdon County 5. Warren County Special Services
CST Services: Educational Evaluation Psychological Evaluation Speech/Language Eval/Therapy	<ol style="list-style-type: none"> 1. Child Development Center, Goryeb Children’s Hospital at Morristown Memorial Hospital, Morristown, NJ 2. Morristown Memorial 3. ESC Hunterdon Co/Somerset Co 4. Invo HealthCare Associates, Inc., Jamison, PA 5. Sharon Mathis (Compensatory Services)
Functional Behavioral and Social Skills Assessments	<ol style="list-style-type: none"> 1. Behavior Therapy Associates, PA, Somerset, NJ 2. CNNH – The Cener for Neurological and Neurodevelopmental Health, Rochelle Park, NJ 3. Douglas Developmental Disabilities Center, New Brunswick, NJ
Neurological Evaluations	<ol style="list-style-type: none"> 1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. Morristown Memorial
Neuropsychiatric Evaluation	<ol style="list-style-type: none"> 1. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> 1. Janice Prontrnicki, MD, Children’s Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Morristown Memorial
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck
Deaf/Hearing Impaired	<ol style="list-style-type: none"> 1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Restraint Training	Handle With Care
Bilingual Consultant	<ol style="list-style-type: none"> 1. Cross County Clinical & Educational Services 2. Bilingual Child Study Team , Inc.
Special Education Consultations/Evaluations	<ol style="list-style-type: none"> 1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services 8. Commission of the Blind
Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	<ol style="list-style-type: none"> 1. Dr. Hong Chen, Psychiatric Associates of Hunterdon,

	Flemington, NJ 2. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ and Randolph, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services
Building/Grounds support	Borough of High Bridge
Boiler Services	Elliott Lewis
HVAC	Elliott Lewis
Electrical	Wire's Electric
Elevator Services	ARROW
Playground Maintenance	Mulch Express
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	Kistler & O'Brien
Burglar Alarm Monitoring	Security Service
Kitchen Equipment Maintenance	Hobart
Building Automation Controls Maintenance	Ecotrol
Continuing Disclosure Agent	Phoenix Advisors
Substitute Service	Source 4 Teachers
Pest Management Service	Ehrlich
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Website Hosting	Zuma Software
Parentlink	Blackboard
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gaggle

e. BUDGET TRANSFERS

RESOLVED that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers during the 2016-2017 year to be ratified at the next Board of Education meeting.

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 ~ Motion Passes

Based upon the recommendation Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following items 5-14:

5. ADOPTION OF K-8 CURRICULUM (Attachment #16-RORG-5.2-1)

RESOLVED, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2016-2017 (Attachment #16-RORG-5.2-2)

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2016-2017 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

7. TEXTBOOKS (Attachment #16-RORG-5.2-3)

RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

8. 2016-2017 TUITION RATES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

Regular Education:

Inclusionary Preschool:	\$14,370
Kindergarten	\$14,370
Grades 1-5	\$16,644
Grades 6-8	\$17,560

Preschool Education: \$2,000

9. PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure Limit
Business Administrator	\$150.00	\$60.00
Superintendent	\$150.00	\$30.00
Elementary School Principal	\$150.00	\$30.00
Middle School Principal	\$150.00	\$30.00

10. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD

RESOLVED THAT Heather Goguen, Business Administrator/Board Secretary, is appointed as the District’s Temporary Qualified Purchasing from July 1, 2016 - June 30, 2017 and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold without a QPA of \$29,000; with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$4,350 without a QPA or \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

11. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2016-2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Heather Goguen, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

12. TRAVEL LIMITATIONS

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 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).

13. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)

Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer or Superintendent's Executive Secretary (1)
Food Service	President, Board Secretary, Treasurer, or Superintendent's Executive Secretary (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Superintendent's Executive Secretary or Elem. Or Middle School Principal (2)

14. BANK DEPOSITORY

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and
countersigned by the Board Secretary and
countersigned by the Treasurer of School Funds

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 ~ Motion Passes

Based upon the recommendation Superintendent, Todd Honeycutt made a motion, seconded by Cindy Sharkey to approve the following items 15-21:

15. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Heather Goguen, Board Secretary/Business Administrator pursuant to 17:12B-241.

16. CHART OF ACCOUNTS

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2016-2017 School Year.

17. TAX PAYMENT SCHEDULE

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2016-2017 school year:

August 2016	\$1,815,227
November 2016	\$1,374,063
February 2017	\$1,374,063
May 2017	\$1,374,063

18. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCESC

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Education Services Commission and Middlesex Regional County Education Services Commission. (Attachment #16-RORG-5.2-4)

19. PUPIL RECORDS

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

20. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2016-2017 school year.

- a. Integrated Pest Management (IPM) ES
- b. Integrated Pest Management (IPM) MS
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Indoor Air Quality
- f. School Safety and Security Plan

21. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2016-2017 SCHOOL YEAR

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2016-2017 school year as follows:

- Substitute Aide - \$80.00 day**
- Substitute Teacher - \$80.00 day**
- Substitute Nurse - \$105.00 day**
- Substitute Administrator - \$115.00 day**

Roll Call:

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

7 Ayes ~ Motion Passes

Conclusion of Annual Organization. On to regular business.

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-5.2-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kelly Grube	5/4/16	Request to move across guide

Mr. Imhoff spoke to the public and mentioned that Item 2.i. has been tabled until the next board meeting on June 27, 2016.

G. PUBLIC COMMENTS

- A member of the public thanked the board for pulling the resolution for approval of Mission One.
- A member of the public/teacher's union spoke to support the paraprofessionals. He stated that many of them live in our community and are a large part of the overall community. He would like to see the idea of using Mission One pulled from the agenda overall.
- A member of the public spoke about the turnover of staff in the district in the past few years. She mentioned the importance of communication and wanted to also show her support of the paraprofessionals who are here and their dedication to the district and community.
- A member of the public spoke as a parent of a student who has a paraprofessional assigned to him that she believes the district will have many paraprofessionals resign if they are to outsource.
- A member of the public spoke about her expectation that the board will do "the right thing" and pull this idea altogether because the paraprofessionals are not working for the district for money; they are working for the kids.
- A member of the public spoke of how he is glad that the resolution was pulled. He wants the board to be aware of how this impacts the paraprofessionals, especially in terms of benefits and days off, before they decide to consider outsourcing.
- A member of the public spoke about how more research should be done about the outsource company to know which schools this has been successful in.
- A member of the public spoke about how the outsourcing would affect her pay and benefits and asked the board to consider how difficult it will be for her to meet her bills.
- A member of the public asked about what "tabling" the resolution meant. She wanted to know if the board is still considering outsourcing, and Mr. Imhoff replied that more research will be done on the matter.
- A member of the public wanted to re-state everything that was previously said and then she read a letter from "High Bridge residents and parents"
- A member of the public spoke about how moving it is to hear all of the comments in support of the paraprofessionals. She stated that anyone who works with children knows that their job is about the children and not a business.
- A member of the public spoke of how she is outraged. She believes that the communication and research about this topic has not been as good as it should be.
- A member of the public spoke of his pre-school student and how "Uncle Tony" (a paraprofessional) is such a wonderful man. He would like to see this resolution "thrown off the table altogether."

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS AND RELEASE OF MINUTES

ADOPTION OF MINUTES:

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

1. April 11, 2016 Regular Meeting Minutes (**Attachment #16-M-5.2-1**)
2. May 2, 2016 Special Meeting Minutes (**Attachment #16-M-5.2-2**)

RELEASE OF MINUTES:

1. October 19, 2015 Executive Session Minutes (**Attachment #16-M-5.2-3**)
2. November 9, 2015 Executive Session Minutes (**Attachment #16-M-5.2-4**)

Roll Call:

Michael Estrada – Aye (Abstain 4/11/16)	Stephen Johnson - Aye
Karyn Gove - Aye	Alan Schwartz - Aye
Todd Honeycutt, Vice Pres. - Aye	Cindy Sharkey - Aye (Abstain 10/19/15 & 11/9/15)
Robert Imhoff, President - Aye	

7 Ayes ~ Motion Passes

I. REPORTS TO THE BOARD

1. Board President's Report

- Mr. Imhoff asked that all board members please complete their review of superintendent
- "Meet the Senators" is on 5/17/16 at Hunterdon Central High School
- 5/25/16 is the board recognition at the county School Boards meeting
- Mr. Imhoff reminded board members to check to see what training they need for this year under Governance
- b. Restructure of BOE Committees
- c. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff**
 - Community meeting held 5/3/16
 - The board appreciates everyone who came
 - Upcoming changes and the budget were reviewed
 - The school's mission was reviewed as to how it reflects our image
 - Broadly reviewed the district goals and gathered ideas for the upcoming year
 - Next meeting TBD
 - **Curriculum, Instruction and Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**

- Next meeting TBD
- **Personnel and Management – Karyn Gove, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met May 10, 2016
 - Staffing Plan 16-17
 - 16-17 Kindergarten Enrollment
 - Source4Teachers Contract
 - Custodial Summer Hours
 - Mission One
 - Next meeting TBD
- **Policy – Cindy Sharkey, Chairperson, Michael Estrada, Robert Imhoff**
 - Met May 10, 2016
 - Reviewed/Updated Policies - Policy Alert #208.
 - Reviewed/Updated Policy #6620 - Petty Cash
 - Reviewed Military Leave Policy - #3437
 - Mr. Imhoff will forward to the board the information he received regarding this policy from the attorney
 - Next meeting TBD
- **Finance/Facilities – Stephen Johnson, Chairperson, Alan Schwartz, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Fact Finding held April 12, 2016
 - Both the board and the teacher’s union will submit to Fact Finder on May 24, 2016
 - Next meeting TBD

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Enrollment (**Attachment #16-S-5.2-1**)
- 2) 2016-2017 Projected Enrollment (**Attachment #16-S-5.2-2**)
- 3) Staff Attendance for April 2016 (**Attachment #16-S-5.2-3**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - 2 investigations at ES – not found to be HIB
- 5) Superintendent Update
 - Building was evacuated for an incident in the microwave at the Middle School a few weeks ago
 - The broken fence is down and we received a mulch delivery at the Elementary School
 - The School Security Team will meet at the end of the month about the results of the Climate Survey
 - Annual boiler and fire inspections were conducted at both schools – Dr. Hobaugh thanked Mr. Marinelli and his staff for great job with upkeep of buildings

- The 4th graders went to the State House and met Chris Christie on their trip
- There was an Earth Day Assembly in April
- On 4/25, Congressman Lance visited the Elementary School
- The annual Badmitten Tournament took place during the afternoons after PARCC testing in the Middle School
- Take Your Child To Work Day was a huge success – 60 Elementary students and 49 Middle School Students participated and had an excused absence
- The Honor Roll breakfast for the 3rd quarter had the largest number of Honor Roll students at 101 students
- The 5th Grade Camp Bernie trip was on May 5th and 6th. The rain held out on the 5th, but there was light rain on the 6th
- The 4th graders are making birthday cards in a patriotic theme for a veteran and another resident of High Bridge who will be turning 100
- 4/27 was Administrative Assistants Day, and Dr. Hobaugh thanked all of the Administrative Assistants of the district
- 5/2-5/6 was Teacher Appreciation Week, and Dr. Hobaugh thanked all of the staff for their outstanding work
- The Middle School Spring Concert was 5/11, and the Elementary School Concert is 5/18
- Dr. Hobaugh thanked all who attended Community Night and helped make it a success
- The 8th graders will get a White House tour on their trip to DC
- This year there will be a separate Awards Ceremony for 8th graders on 6/7, and Graduation will be on 6/8
- 6/8 is Kindergarten Proud Day

3. School Business Administrator's Report

a. General Information Items

- Ms. Goguen spoke of how the Business Office has been very busy getting this agenda together with all of the renewals
- We will have a Finance/Facilities meeting soon to discuss the results of the Architect's Report

b. Monthly Facility Maintenance Report (Attachment #16-BA-5.2-1)

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)

J. ACTION ITEMS

1. CURRICULUM, INSTRUCTION AND TECHNOLOGY

Based upon the recommendation of the Curriculum Committee in conjunction with the Superintendent, Michael Estrada made a motion, seconded by Karyn Gove to approve the following items:

- a) **Motion to acknowledge** the list of eighth grade students eligible for promotion to ninth grade. (Attachment #16-CI-5.2-1)
- b) **Motion to approve** a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Tuesdays and Thursdays from June 28, 2016 through July 28, 2016, to be held in the Middle School. Fee for this program will be \$80.00 for 4 30 minute lessons, or \$16.00 per single 30 minute lesson.
- c) **Motion to approve an Extended School Year** program for special education students in accordance with their Individualized Education Program, to run from July 5, 2016 through August 11, 2016 from 9:00 a.m. – 12:00 p.m., (with an extended day for eligible students from 12:00 – 2:00) Monday through Thursday at the Elementary School for a total of twenty-three (23) days.

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 ~ Motion Passes

2. PERSONNEL

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

- a) **Motion to approve** stipends for the school dance on April 29, 2016:

Coleen Conroy	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Katie Franks	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Carl Katzenberger	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Carla LaTorre	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86
Heidi Miller	Dance Escort	3 hours at \$29.11 = \$87.33
Courtney Shiffman	Dance Stipend/Setup	\$72.53 plus 3 hours at \$29.11 = \$159.86

- b) **Motion to approve** stipends for the DC trip chaperones May 2016:

Rich Kolton	3 @ \$115.00	\$345.00
Emma Alparone	3 @ \$115.00	\$345.00
Katy Morello	6 @ \$105.00	\$630.00
Coleen Conroy	3 @ \$ 80.00	\$240.00
Carl Katzenberger	3 @ \$ 80.00	\$240.00
Carla LaTorre	3 @ \$ 80.00	\$240.00
Jemma Schraeder (S4T)	6 @ \$ 80.00	\$480.00

c) **Motion to approve** stipends for the Camp Bernie chaperones May 2016:

Rich Kolton	1 @ \$115.00	\$115.00
Katy Morello	2 @ \$105.00	\$210.00
Judy LaGreca	1 @ \$ 80.00	\$ 80.00
Michele Gomez	1 @ \$ 80.00	\$ 80.00
Carla LaTorre	1 @ \$ 80.00	\$ 80.00
Heidi Miller	1 @ \$ 80.00	\$ 80.00

d) **Motion to approve** the employment and salary for the 2016 Special Education Extended Summer Program Personnel as follows:

NAME	POSITION	SALARY
Barbara Mann	Preschool Teacher	\$90/day for 23 days (\$2070)
Nicole Locorotondo	Class Teacher, MD (Wilson)	\$90/day for 20 days (\$1800)
Paige McGaheran	Class Teacher, 4&5	\$90/day for 23 days (\$2070)
Donna Brown	BD/Aut Teacher - ES	\$90/day for 23 days (\$2070)
Heidi Miller	BD/Aut Teacher – MS	\$90/day for 23 days (\$2070)
Marisa Monaco	BD/Aut Teacher – Pre-K, ES, MS (Wilson)	\$90/day for 23 days (\$2070)
Christine Cosgrove	Class Teacher, 2&3	\$90/day for 23 days (\$2070)
Nicole Cahill Janice Genetti Catherin Morello	Nurse 9:00 – 12:00	\$120/day for 23 days (\$2760) (3 hrs/day)
Naeemah Sainte-Rose	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Dominique Trepiccione	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Laurie Perkalis	1:1 Aide, Pre-K, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Patti Palmer	1:1 Aide, RC1, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Nancy Garcia-Owchariw	1:1 Aide, RC1, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
TBA	1:1 Aide, RC1	\$35/day for 23 days (\$805) (3.5 hrs/day)
Katherine McKenna	1:1 Aide, RC2, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Catherine Hazlett	1:1 Aide, RC2, 8:45 –12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Jill DeFederico	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Paola Sahulka	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Rosemarie Royer	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
TBA	1:1 Aide, BD-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Heather Trepiccione	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
James Davidson	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)

Carl Katzenberger	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Meg Powers	ESC Employee for BD-MS Class (Holland Township tuition student)	N/A
ESY SUBSTITUTES:		
Aimee Markey	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Sally Warner	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Tony Alfano	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Lisa Desire	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Mary Raefski	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Bernadette Wescott	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Sally Etzold	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Katie Franks	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Courtney Shiffman	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Cathy Hoos	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
ESY THERAPISTS:		
Allison Peck	Physical Therapist	Per Contract
Therapeutic Intervention	Occupational Therapist	Per Contract
Invo Healthcare Associates	Speech/Language Therapist/Evaluation	\$4400.00 cap
ESY EXTENDED SCHOOL DAY/EXTENDED ABA:		
Paola Sahulka	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Rosemarie Royer	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Jill DeFederico	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Heather Trepiccione	2 hrs/day – 23 days	46 hrs. @ \$10.00/hr (\$460)
Marisa Monaco		

e) **Motion to approve** the following summer custodians:

Name	Hourly Rate	Dates of Employment/Hours per week	Criminal History Status
Anthony Watkoskey	\$12.50	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Julie Strohmaier	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Alison Marcelliano	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed
Matthew Krisanits	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Completed

Jesse Hric	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Pending Results
Christopher Bianchi	\$11.00	6/1/16 – 8/31/16 not to exceed 26 hours/week	Pending Results

e) **Motion to approve** course reimbursement for the following:

i. **Melissa Betz**

- Course: Seminar in Evaluation & Assessment Strategies
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

ii. **Emma Alparone**

- Course: The Principalship
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

iii. **Emma Alparone**

- Course: Administrative Educational Theory
- College/University: Centenary College
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

iv. **Katie Franks**

- Course: Curriculum Development and Evaluation
- College/University: Kean University
- Semester: Summer 2016
- Credits: 3 Graduate Credits
- Tuition: \$2034.00

- f) **Motion to approve** movement across guide for Kelly Grube for the 2016-2017 school year to MA Step 1 for an annual salary of \$54,405 as per her request and submission of official transcripts showing her successful completion of graduate level coursework. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract.
- g) **Motion to approve** the employment of Lisa Ciarlante as part-time cafeteria aide for the 2016-2017 school year at an hourly rate of \$10.00 to be adjusted in accordance with the terms of a new contractual agreement upon settlement.
- h) **Motion to approve** a four days per week (Mon. – Thurs), ten hours per day summer schedule for custodial staff beginning week of June 20, 2016 and ending week of August 15, 2016.

- i) ~~Motion to approve Mission One to provide Paraprofessional Staffing services for the 2016-2017 school year.~~

Item tabled until June 27, 2016 meeting.

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 ~ Motion Passes

3. POLICY

Based upon the recommendation of the Policy Committee in conjunction with the Superintendent, Cindy Sharkey made a motion, seconded by Stephen Johnson to approve the following items:

- **Motion to amend, adopt or abolish the following policies** as recommended in Strauss Esmay Policy Alert #208 (Attachment #16-PLC-5.2-1)
 - P 0167 Public Participation in Board Meetings (Revised)
 - P 0168 Recording Board Meetings (Revised)
 - P 2422 Health and Physical Education (Revised)
 - P 2425 Physical Education (Abolished)
 - P 2431 Athletic Competition (M) (Revised)
 - P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
 - P 5310 Health Services (M) (Revised)
 - P 5330.01 Administration of Medical Marijuana (M) (New)
 - P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
 - P 8550 Outstanding Food Service Charges (Revised)
- **Motion to amend and/or adopt the following regulations** as recommended in Strauss Esmay Policy Alert #208 (Attachment #16-PLC-5.2-2)
 - R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
 - R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
 - R 5310 Health Services (M) (Revised)
 - R 5330.01 Administration of Medical Marijuana (M) (New)
 - R 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- **Motion to amend and/or adopt the following policies** as recommended by the Policy committee in consultation with the Superintendent: (Attachment #16-PLC-5.2-3)
 - P 6620 Petty Cash (Revised)
 - P 3437 Military Leave (Reviewed)

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 ~ Motion Passes

4. FINANCE/FACILITIES

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

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-5.2-1)

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

Check Register:	April 12 to May 16, 2016	\$340,106.21
Payroll	April 15, 2016	\$221,196.55
Payroll	April 29, 2016	\$220,301.74
Payroll	May 13, 2016	<u>\$221,511.42</u>
	Total	\$1,003,115.92

ii. **Approve** invoices for Food Service Account in the following amounts:

Date	Vendor	Amount	Description	Check No.
5/11/16	Maschio's Food	\$8,978.30	April 2016	1427
4/18/16	CC Productions	\$8156.00	POS System	1426

b) **FINANCIAL REPORTS (Attachment #16-F-5.2-2 and 16-F-5.2-3)**

Report of the Board Secretary and Treasurer's Report for March 2016 and Revised for February 2016

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of February and March 2016 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.

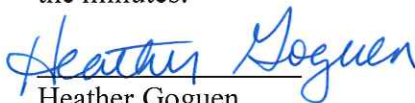
REVISED Line Item Transfers for February 2016 (Attachment #16-F-5.2-4)

Line Item Transfers for March 2016 (Attachment #16-F-5.2-5)

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 for the month end March 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.


 Heather Goguen
 Business Administrator

May 16, 2016

c) **USE OF FACILITIES**

Motion to approve the following use of facilities request:

June 3, 2016 – Elementary School Parking Lot from 5:00 pm until 7:00 pm for Derby Weigh-Ins – High Bridge Borough Event Committee.

- d) **TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-5.2-6)**
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.

- e) **TRIP EXPENSES**
Motion to approve the board’s contribution for expenses associated with school trips:

8 th Grade Trip to DC	\$2,839.00
6 th Grade Trip to Medieval Times	\$50.00

- f) **SCHOOL CHOICE TRANSPORTATION**
Motion to approve school transportation services for four (4) students attending Tewksbury Township Schools.

- g) **DONATION**
Motion to accept a donation from High Bridge Borough DPW of a Red Bud Tree with an approximate value of \$50.00 for the Environmental Club to plant on school grounds.

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 ~ Motion Passes

K. NEW BUSINESS

L. PUBLIC COMMENTS

- A member of the public asked when there will be a revised Mission Statement and when would the new board and Superintendent goals be available?
- A member of the public thanked the board for volunteering as board members. She also reminded them to please reconsider outsourcing.

M. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Michael Estrada requested a motion to approve the following resolution to enter into Executive Session at 9:40 p.m.; Cindy Sharkey seconded the motion.~ Unanimously Carried

- March 17, 2016 Executive Session Minutes (**Attachment #16-ES-5.2-1**)
- April 11, 2016 Executive Meeting Minutes (**Attachment #16-ES-5.2-2**)
- May 2, 2016 Executive Session Minutes (**Attachment #16-ES-5.2-3**)