

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, November 9, 2015**

ATTACHMENT #16-M-12.2

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 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: Michael Estrada, Karyn Gove, Todd Honeycutt, Alan Schwartz, Stephen Johnson (arrived at 7:02 p.m.), and Robert Imhoff, President. Kay Daughters-Musnuff, Vice President was absent. Also present was Gregory Hobaugh, Ed.D., Superintendent and Rebecca Philippe, Board Secretary.

D. PRESENTATION/RECOGNITION ITEMS

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-11.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Chris Muller	10/12/15	Restoring Art Full-time
Donna Connell	10/28/15	Accrued Sick Days

F. 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.

- Nicole Cahill (56 Mine Road, High Bridge, NJ 08829) spoke about how changes in the recent years have affected students, staff, and moral. Cutting hours, salaries, and benefits is effecting the district.
- Erin Delgado (9 Hickory Circle, High Bridge, NJ 08829) would like to know the status of the letter to parents. Would also like to know when the budget process starts and would like to have a pre-budget meeting for parents to understand the budget. Would like to state that parents and community members would like to have better communication and that teachers are pulling away because of this.
- Christopher Muller (Downstream Drive) would stress that the High Bridge Board of Education bring Art back to a full-time position.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Moved to the December Board Meeting due to technology issue.

October 19, 2015 Regular Meeting Minutes (Attachment #16-M-11.1)

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**
 - Next meeting December 2nd
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting 12/1/15 at 4:00pm
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met October 26, 2015
 - Reviewed Policy Alert #206
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met October 12, 2015
 - Fact finding session 10/15/15 at 6:00p.m.
 - Next meeting November 16, 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-11.1**)
- 2) Staff Attendance for October 2015 (**Attachment #16-S-11.2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - a) 1 HIB investigation at ES – Not found to be HIB
 - b) 1 HIB investigation at MS – Not found to be HIB
- 4) Superintendent Update

b. ACTION ITEMS:

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following resolution:

- (1) **Resolution to submit the District's QSAC documents:**
 - (a) **District Performance Review (DPR) (Attachment #16-S-11.3)**
 - (b) **Statement of Assurance (SOA) (Attachment #16-S-11.4)**

Whereas, the High Bridge Board of Education in the County of Hunterdon is undergoing evaluation under NJ QSAC for the 2015-2016 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district’s DPR responses and the SOA with respect to this process, and

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the district’s DPR responses and SOA and hereby approves these documents.

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review and Statement of Assurances to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

Roll Call:

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

6 Ayes - 1 Absent Motion Passes

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
 1. To date no instructions from NJDOE
 2. 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 Michael Estrada to approve the following items a, b, c, d, and e:

- a) **Motion to approve 8th grade to McCarter Theatre, Princeton, NJ** on December 8, 2015 to see a production of "A Christmas Carol". Transportation will be provided by Hunterdon County ESC at a cost of \$355.00 for one bus. The cost per student of \$40.00 includes admission and transportation and is to be borne by parents/guardians.
- b) **Motion to approve 8th grade to Main Street, High Bridge** on Wednesday, November 25, 2015 to decorate Main Street. There are no costs associated with the trip as students will be walking.
- c) **Motion to approve selected 6th grade G/T Students to Hunterdon Art Museum, Clinton, NJ** on December 4, 2015 (snow date 12/11/15) to participate in Artline I activities. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- d) **Motion to approve 4th grade to Veterans Memorial Park** on November 10, 2015 in honor of Veterans Day. This trip correlates with 4th grade social studies curriculum and addresses State Core Standards 6.1, 6.2 and 6.3. There are no costs associated with this trip as students will be walking. This trip was originally scheduled on 11/11/15.
- e) **Motion to approve MD class** to attend the following vocational trips (with BD Class) with transportation provided by the district:

Date	Location	Time
December 16 th	Bus Trip - Phillipsburg Mall	10:00am - 12:00pm
January 20 th	Bus Trip - Oakwood Lanes	10:00am - 12:00pm
April 6 th	Bus Trip - Dr. McQuire	9:00am - 10:30am
May 11 th	Bus Trip - Shop Rite	9:30am - 11:00am

Roll Call:

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

6 Ayes - 1 Absent Motion Passes

2. PERSONNEL

Based upon the recommendation of the Personnel Committee in conjunction with the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to approve the following items a, b, c, d, and e.

- a) **Motion to approve** a request from **Anna Sbriscia** to extend her leave of absence through November 27, 2015 utilizing accrued illness days, in accordance with the Family Medical Leave Act.

- b) **Motion to approve** course reimbursement for the following employees:
 (Attachment #16-P-11.1)
- i. **Kelly Grube**
 - Course: Action Research Thesis #704A
 - College/University: Moravian College
 - Semester: Spring 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$1410.00
 - ii. **Kelly Grube**
 - Course: Action Research Thesis #705A
 - College/University: Moravian College
 - Semester: Spring 2016
 - Credits: 3 Graduate Credits
 - Tuition: \$1410.00
 - iii. **Jeremy Schilling**
 - Program: NJ Educational Facility Management Program
 - Course: Information Systems – BG-1102-FA15-6
 - College/University: Rutgers Continuing Studies
 - Semester: Fall 2015
 - Credits: N/A
 - Tuition: \$568.00

- c) **Motion to approve** the employment of **Dorothy Davidson** as part-time (.57) paraprofessional aide from November 12, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.
- d) **Motion to approve** the employment of **Anne Simpson** as part-time (.57) paraprofessional aide from November 12, 2015 through June 30, 2015 at an annual salary of \$7,280 prorated, pending results of criminal history clearance.
- e) **Motion to approve** the following co-curricular activities and advisors for the 2015-2016 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Reading Olympics	Nicole Locorotondo	5-6	25	727.75
MS Yearbook	Brenda Krushinski Rachel Lazier	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	

Roll Call:

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

6 Ayes - 1 Absent Motion Passes

3. POLICY

Based upon the recommendation of the Policy Committee in conjunction with the Superintendent, Karyn Gove made a motion, seconded by Stephen Johnson to approve the items a and b.

- a) **Motion to adopt** the following revised, or new policies and/or regulations: (Attachment #16-POL-11.1)
 - i. P1110 Organizational Chart
 - ii. P 3322 Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - iii. P 4322 Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)
 - iv. P & R 5330 Administration of Medication (M) (Revised)
 - v. P 5339 Screening for Dyslexia (M) (Revised)
 - vi. P 5615 Suspected Gang Activity (Revised)
 - vii. P 4212 Attendance (Revised) (formerly P4211 – Attendance)
 - viii. P 5756 Transgender Students (Revised)
 - ix. P 8540 School Nutrition Programs (Revised)
 - x. P 8550 Outstanding Food Service Charges (New)
 - xi. R 8820 Opening Exercises/Ceremonies (Revised)
- b) **Motion to abolish** the following regulation:
 - i. R 8540 Free and Reduced Rate Meals (Abolished)

Roll Call:

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

6 Ayes - 1 Absent Motion Passes

4. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Stephen Johnson to approve items a and b

a) **PAYMENT OF BILLS***

Audit of Invoices (Attachment #16-F-11.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	Oct. 20, 2015 to Nov. 9, 2015	\$ 56,187.56
Payroll 10/30/15		<u>\$227,249.99</u>
	Total:	\$279,026.72

*Check # 12288 pending review of invoices

b) TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-11.2)

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.

Roll Call:

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

6 Ayes - 1 Absent Motion Passes

J. NEW BUSINESS

- Dr. Hobaugh is exploring Ski Club - Hampton School District would like to combine for Ski Club.

K. PUBLIC COMMENTS

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- Judy LaGrecca (46 Alexander Way, Clinton, NJ) Thinks it would be great to have community input on the budget. With having said that would like to know more about the G/T program. Dr. Hobaugh will get information out in reference to the G/T program in the district.
- Mr. Delgado (9 Hickory Circle, High Bridge, NJ 08829) Would like to know more about why our QSAC score is what it is.
- Mrs. Curtin (121 Mine Road, High Bridge, NJ 08829) Would like to know more about the G/T program.

L. 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 8:43 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

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

- October 19, 2015 Executive Meeting Minutes (Attachment ES #11.1)
- Negotiations Update

Alan Schwartz motioned to exit Executive Session and return to Public Session at 9:39 p.m. Michael Estrada seconded the motion.

Roll Call:

Alan Schwartz-Aye	Todd Honeycutt-Absent (left @ 9:34 p.m.)
Stephen Johnson-Aye	Kay Daughters-Musnuff - VP-Absent
Michael Estrada-Aye	Robert Imhoff - Pres.-Aye
Karyn Gove-Aye	

5 Ayes - 2 Absent Motion Passes

M. RECONVENE PUBLIC SESSION

N. ACTION ITEMS

Roll Call:

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

O. ADJOURNMENT

Having no further business to come before the Board, Karyn Gove motioned to adjourn the meeting at 9:47 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,



Rebecca Philippe
Board Secretary