

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

WEDNESDAY, APRIL 26, 2017

### 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 at 6:02 p.m. in the High Bridge Elementary School Library. The following Board members were present: Michael Estrada (left 7:00 p.m., returned 8:12 p.m.), Karyn Gove, Todd Honeycutt, Vice President, Stephen Johnson (arrived 6:06 p.m.), Alan Schwartz, Cindy Sharkey and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D, Superintendent and Heather Goguen, Business Administrator/Board Secretary.

- 19 members of the public were present.

### D. PRESENTATION AND RECOGNITION ITEMS

#### D. BUDGET PRESENTATION

##### 1. PUBLIC HEARING AND 2017-2018 BUDGET PRESENTATION

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

**Request a motion** to hold a public hearing for the Superintendent and School Business Administrator to present the 2017-2018 proposed budget and answer questions from the public. **(Attachment #17-D-4.1)**

#### Roll Call:

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

**6 Ayes, 1 Absent ~ Motion Passes**

##### 2. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:

This period of time provides an opportunity for the public to speak on the Budget Presentation only. 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 should be addressed to the Board.

- A parent asked about the mini-sessions and coding in the Elementary School.
- A parent asked whether there will be three sections of first grade next year. Mr. Imhoff responded that there will be two. Enrollment is down in this grade currently, and part of the reason that there will be two is also that there are other programs that would be compromised.

- A parent asked about whether there would be only one paraprofessional in a classroom if a student needs one. She was told the number of paraprofessionals would be determined by IEPs.
- A teacher asked about whether we have the numbers that break out all staff.
- A teacher asked about staff reappointments. She wanted to know why the addendum was issued on Tuesday rather than on Monday with the original agenda. Mr. Imhoff responded about how there was a resolution last May to outsource the paraprofessionals and have been discussing and researching it all year. On Monday night, there were additional committee meetings to discuss the final priorities of the budget.
- The same teacher spoke of the library aide and she does not see anything on the agenda to appoint someone new in that position. She also spoke about how we are looking for a third Facilities Manager this year. She said we could save money on this position since the Business Office was in charge of facilities in the past. Mr. Imhoff spoke about how we previously had a custodian who received stipends, and so the head count and the pay has not changed for having a Facilities Manager.
- A teacher asked if there are time allocations for management and custodial duties. She was told that the Facilities Manager has multiple duties that are both custodial and management.
- A parent spoke about the implementation of the reading series, and she wanted to know about how that impacts the library. She was told that the reading series is implemented within the classroom. Students will still visit the library in the Elementary School.

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Karyn Gove to close the public hearing for the Budget. Motion was passed by all board members in a voice vote.

**3. ACTION ITEMS:**

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

**a) FINAL BUDGET APPROVAL**

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2017-2018 Final Budget:

General Operating Expense	\$ 7,943,339
Special Revenue	\$ 127,708
Repayment of Debt	\$ 523,430
Total Expenditures:	\$ 8,594,477

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted fund Balance	\$ 50,000
Withdrawal from Capital Reserve	\$ 400,000
Local Tax Levy-General Fund	\$ 5,808,499
New Jersey State Aid	\$ 1,580,424
Miscellaneous Revenues	\$ 104,416
Special Revenues Grants	\$ 127,708
Debt Service Aid –Type II	\$ 76,951
Local Tax Levy-Debt Service Fund	\$ 445,729
Budgeted Fund Balance Debt Service	\$ 750
Total Revenues	\$ 8,594,477

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2017-2018 budget as described above results in a General Fund Tax Levy in the amount of \$5,808,499 and Debt Service Tax Levy in the amount of \$445,729.

BE IT FURTHER RESOLVED, an enrollment adjustment of \$202,323 is included in the General Fund Tax Levy and

BE IT FURTHER 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 \$400,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2017-2018 school year:

Structural Support Beam at Middle School	\$100,000
Technology upgrades at Elementary and Middle Schools	\$25,000
Heating/Cooling Controls at Elementary and Middle Schools	\$275,000

Total withdrawal of \$400,000

BE IT FURTHER RESOLVED, that the tentative budget was 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, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

BE IT FURTHER RESOLVED that the unused taxing authority of \$413,049 (\$261,907 generated from 2015-16, \$42,875 from 2016-17, and \$108,267 from 2017-18) will be banked for potential use in the subsequent three years.

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

Stephen Johnson - Aye

Alan Schwartz - Aye

Cindy Sharkey - Aye

Robert Imhoff, President - Aye

**7 Ayes ~ Motion Passes**

**E. PRESENTATION ITEMS:**

1. **GREEN TEAM PRESENTATION** - Committee Members: Gregory Hobaugh, Todd Honeycutt, Sal Gambino, Lynn Hughes, Michelle Gomez, Coleen Conroy, Cindy Sharkey (**Attachment #17-PRES-4-1**)
  
2. **Discussion of District Belief Statement**  
The board reviewed the belief statements and made suggestions.

**F. ANNUAL SCHOOL ORGANIZATION:**

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Alan Schwartz to approve items 1-21 in one roll call:

**1. PARLIAMENTARY PROCEDURE**

Resolved that the Board of Education accept Robert’s 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 2017-2018 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	Buildings & Grounds Supervisor
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Buildings & Grounds Supervisor
Safety Committee Coordinator	Buildings & Grounds Supervisor
Toxic Hazard Preparedness Officer	Buildings & Grounds Supervisor
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	Buildings & Grounds Supervisor
Purchasing Agent	Heather Goguen
Air Quality Designee	Buildings & Grounds Supervisor
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Heather Goguen
Chemical Hygiene Officer	Buildings & Grounds Supervisor
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 2017 - 2018 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 2017-2018, 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 Business Administrator/ Board Secretary are authorized to affirm the following appointments:

Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept)
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	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 Communication Evaluation, Assistive Technology Evaluations & Consultations	1. Mountainside Children's Specialized Hospital 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	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	1. Behavior Therapy Associates, PA, Somerset, NJ 2. CNNH – The Center for Neurological and Neurodevelopmental Health, Rochelle Park, NJ 3. Douglas Developmental Disabilities Center, New Brunswick, NJ
Neurological Evaluations	1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. Morristown Memorial
Neurodevelopmental Pediatrician	1. Janice Pronnicki, MD, Children's Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Developmental Pediatric Associates, Flemington, NJ 4. Morristown Memorial
Deaf/Hearing Impaired	1. Lake Drive School, Mountain Lakes, NJ 2. BiLingual Child Study Team, Inc.
Restraint Training	Handle With Care
Bilingual Consultant	1. Cross County Clinical & Educational Services 2. Supreme Consultants, Rutherford, NJ



<p>Special Education Consultations/Evaluation</p>	<ol style="list-style-type: none"> <li>1. CP Agency of New Jersey</li> <li>2. The College of New Jersey</li> <li>3. Hunterdon County ESC</li> <li>4. Morris-Union Jointure</li> <li>5. Warren County Special Services</li> <li>6. Somerset County Special Services</li> <li>7. Middlesex County Special Services</li> <li>8. Commission of the Blind</li> <li>9. Christin Hywel, Pittstown, NJ (Sensory Integration)</li> </ol>
<p>Private Schools – Out-of-District Placements</p>	<p>Any State approved school</p>
<p>Psychiatric Evaluations</p>	<ol style="list-style-type: none"> <li>1. Psychiatric Associates of Hunterdon, Flemington, NJ</li> <li>2. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ</li> </ol>
<p>Neuropsychiatric Evaluations</p>	<ol style="list-style-type: none"> <li>1. Dr. Dale Jacobs, Summit, NJ and Randolph, NJ</li> <li>2. Dr. Kristen Carlo, East Brunswick, NJ</li> </ol>
<p>Visually Disabled Services</p>	<p>Commission for the Blind and Visually Impaired, Toms River, NJ</p>

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 Snyder Bus Company
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Services	Elliott Lewis
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC	Elliott Lewis
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
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	Stank LLC Environmental Pest Control
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Website Hosting	Zumu Software
Parent Notification System	Parentlink/Blackboard
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gmail
Financial & Personnel System	Computer Solutions, Inc. (CSI)

- e. **Approval of Professional Services – Motion to approve**, upon recommendation of the Superintendent that the Board approves the following appointments:

**WHEREAS**, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, and,

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW THEREFORE, BE IT RESOLVED** by the High Bridge Board of Education as follows:

- A. Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2017 - June 30, 2018 with billing rates as follows:

Annual Audit Services	\$21,500
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- B. Gianforcaro Architects/Engineers/Planners, Chester, New Jersey, is appointed for architectural services from July 1, 2017-June 30, 2018 at the following rates:
- |                                 |       |
|---------------------------------|-------|
| Anthony Gianforcaro hourly rate | \$100 |
|---------------------------------|-------|
- On large construction projects, the rate is eight percent (8%) of the construction bid amount.
- C. The firm of Schwartz, Simon, Edelstein, & Celso, LLC, Whippany, New Jersey, as Board Attorneys from July 1, 2017- June 30, 2018 with the following rates:
- |                                |       |
|--------------------------------|-------|
| Nick Celso                     | \$165 |
| Carolyn Chaudry (Negotiations) | \$165 |
- D. Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2017- June 30, 2018 at an hourly rate of \$170 and associates at \$165 an hour.
- E. Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services at the following rates:
- |                          |                  |
|--------------------------|------------------|
| In District OT Services: | \$91.50/hour     |
| Home Based Therapy:      | \$105/hour       |
| Evaluations:             | \$375/evaluation |
- F. Allison Peck is appointed for Physical Therapy Services at the following rates:
- |                          |                           |
|--------------------------|---------------------------|
| In District PT Services: | \$85/hour                 |
| Home Based Therapy:      | \$85/hour                 |
| Evaluations:             | \$85/hour for evaluations |

These appointments are made without competitive biddings as "Professional Services" under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

**BE IT FURTHER RESOLVED**, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

**f. BUDGET TRANSFERS**

RESOLVED that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers during the 2017-2018 year to be ratified at the next Board of Education meeting.

**5. ADOPTION OF K-8 CURRICULUM (Attachment #17-RORG-4-1)**

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 - 2017-2018 (Attachment #17-RORG-4-2)**

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2017-2018 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

**7. TEXTBOOKS (Attachment #17-RORG-4-3)**

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. 2017-2018 TUITION RATES**

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

Regular Education:

Inclusionary Preschool:	\$15,137
Kindergarten	\$15,137
Grades 1-5	\$16,308
Grades 6-8	\$16,668

Preschool Education: \$2,200

**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 Qualified Purchasing Agent from July 1, 2017 - June 30, 2018 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 with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$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 2017-2018 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

**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 2017-2018 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 2017-2018 school year.

August 2017	\$1,938,810.68
November 2017	\$1,438,472.44
February 2018	\$1,438,472.44
May 2018	\$1,438,472.44

**18. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCEC**

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Middlesex Regional County Educational Services Commission.

**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 2017-2018 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 2017-2018 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2017-2018 school year as follows:

Substitute Aide - \$95.00 day



Substitute Teacher - \$95.00 day  
Substitute Nurse - \$105.00 day  
Substitute Administrator - \$115.00 day

**Roll Call:**

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

**6 Ayes, 1 Absent ~ Motion Passes**

**Conclusion of Annual Organization. On to regular business.**

**G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-4-1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	3/16/17	16/17 Calendar Adjustment
Sarah Etzold	4/6/17	Notice of retirement
France Boudreau Dion	4/24/17	Letter of resignation

**H. 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.

- A parent asked about what will happen with the library now that our aide is resigning. She was told that someone new will be hired for the position.
- A paraprofessional asked about the substitute rate and wanted to know if Source4Teachers is still going to be used for the services and was told that substitutes will still be used through Source4Teachers.
- A parent asked what facility projects will be done in the budget for next year. She was told that there will be security updates, the structural support for the Middle School, and the HVAC Controls, as listed in the budget resolution.
- A parent asked about whether there will be money for the Lego Club to pay Mrs. Alparone or whether a new teacher will take over the club and get paid. She was told that the clubs are stipend positions and that leaders receive compensation. Lego Club will be an enrichment program as part of the mini-clubs.

- A teacher thanked Mrs. Dion for her years of service and mentioned that it will be difficult to replace her. She also mentioned that there is essentially not much of a library at the Middle School. She wanted to know what will happen to the library next year. She was told that library skills are part of the curriculum.
- The same teacher asked about the calendar and wanted to know if PARCC testing could be half day and Professional Development could take place the other half day. She was told that we are going to be consistent with the high school in Professional Development.
- A parent asked about the capital projects, and if those projects do not end up being done, would there be money for a third first grade. She was told that that money is in a capital fund and cannot be used for salaries. The parent then mentioned the retirements of staff and wanted to know if there is money available within the budget. Dr. Hobough responded that the salary and benefits package has to be evaluated and often does not result in great savings. In addition, there is also a payout for sick pay for the retirements.
- A parent asked the board to consider whether the HVAC controls are the best use of capital funds when we have many other facility projects that will be needed in the near future.
- A parent wanted to know how many students in the district have IEPs and how that affects the numbers of aides are in classrooms. She was told that we have to find state code.
- The same parent wanted to know if our counselor is certified to be Anti-bullying Specialist. She was told that a school psychologist or guidance counselor has to be appointed, according to the state.
- The same parent asked a few personnel questions, and was told that at this time the board cannot respond at this time but to ask at the next meeting.
- A teacher spoke about students’ needs beyond IEPs and should also be considered. She was told that the board is aware and did consider this in the budget development.

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

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Alan Schwartz to approve the following items:

1. March 15, 2017 Regular Meeting Minutes (**Attachment #17-M-4-1**)

**Roll Call:**

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

**6 Ayes, 1 Absent ~ Motion Passes**

**J. REPORTS TO THE BOARD**

**1. Board President’s Report**

- a. Board Committees and Chairperson
  - The next county school boards meeting is May 11 at Flemington Raritan Diner – the theme is Celebrations, so Mr. Imhoff asked board members to

think of something High Bridge does in that theme.

- On the School Boards website, there are notices regarding funding, and superintendent salary caps.
  - On Monday there is a regional meeting
  - Community Meeting is being held tomorrow night at 7:00 PM in the Multi-purpose Room.
  - Reminder to board members to complete all training for the year.
  - **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy  
**Cindy Sharkey, Chairperson, Karyn Gove, Michael Estrada, Members.**
    - Met April 10, 2017
    - Next meeting May 22, 2017 at 5:00pm
    - Reviewed 17-18 School Calendar
    - Discussed revision to 16-17 School Calendar
    - Reviewed Policy Alert 211
    - Reviewed Green Policies
  - **Educational Resources** – Responsibilities: Finance and Facilities  
**Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members**
    - Met April 10, 2017
    - Next meeting May 22, 2017 at 8:00 pm
    - Reviewed budget presentation
    - Discussed results of lead testing
    - Discussed retroactive payroll
    - Discussed bid openings for summer projects and RFP for OT and PT for 2017-18 school year
  - **Human Resources** – Responsibilities: Personnel, Management and Community Relations  
**Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members**
    - Met April 10, 2017
    - Next meeting May 22, 2017 at 6:30pm
    - Discussed Staffing Plan for 17-18
    - Discussed Tewksbury out-of-district student
    - Discussed Bid for Paraprofessional Services
    - Discussed Washington DC Chaperones
  - **Negotiations** – **Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
    - Update
- 2. Superintendent's Report**
- Will have new Ranger book
  - Reading Specialist developed a book mark
  - Lead testing was done

- Open Systems came in to update the system
- Administrative went to Pest Management training
- Walk to School Week at Elementary School
- We had a water leak at Science Lab in Middle School
- Shrek Junior was a great performance in March
- Honor Roll breakfast was last of the year
- Staff visited other districts to view Observation Tools on March 29<sup>th</sup> and April 10<sup>th</sup>
- Administrative Review was done by state for the food service process.
- We sent targeted emails to encourage families to participate in PARCC
- QSAC visitation in May
- Heather and Greg will go to Trenton on May 2<sup>nd</sup> PERC Unfair Labor Practice

Several board members commented on how wonderful the Shrek production was and that there was similar feedback from other parents.

a. **INFORMATION ITEMS:**

- 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
PS	2	22	-	-	22
K	3	45	-	-	45
1	2	33	-	-	33
2	2	40	-	-	40
3	2	45	-	-	45
4	2	39	-	-	39
<b>Elementary School Total</b>					224
5	2	51	-	-	51
6	2	37	1	1	39
7	2	35	1	-	36
8	2	44	1	-	45
<b>Middle School Total</b>					171
<b>District Total</b>	21	391	3	1	395

- Staff Attendance for March 2017 (**Attachment #17-S-4-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

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

a. **General Information Items**

- School Ethics Financial Disclosure Statements
- 2017-2018 Budget next steps

1. User Friendly Budget will be posted to website along with Budget Presentation
2. A4F (Tax Certification) will be signed by Business Administrator and Municipal Clerk and then distributed to Municipal Clerk, County Board of Taxation, NJ Division of Local Government Services, Executive County Superintendent, and filed with school district.

**b. Vandalism Report**

- There was no vandalism.

4. Superintendent’s Report (Via e-mail)
5. Middle School Principal’s Report (Via e-mail)
6. Elementary School Supervisor’s Report (Via e-mail)

**K. ACTION ITEMS**

**1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy**

Based upon the recommendation of the Superintendent, Karyn Gove made a motion, seconded by Cindy Sharkey to approve the following items, tabling item “d” for the May 31<sup>st</sup> meeting:

- a. **Motion to approve** an out-of-district placement for student #6392975006 at New Roads School, Somerset, NJ from May 1, 2017 through June 16, 2017 at a cost of \$288.45 per diem.
- b. **Motion to approve** an Extended School Year placement for student #6392975006 at New Roads School, Somerset, NJ from July 5th through August 16th at a cost of \$288.45 per diem for 30 days for a total cost of \$8653.50.
- c. **Motion to approve** an out-of-district placement for student #6392975006 at New Roads School, Somerset, NJ for the 2017-2018 school year at a cost of \$288.45 per diem for a total cost of \$51,921.
- ~~d. **Motion to accept** an out-of-district student into the Middle School Behavioral Disabilities class along with a teacher from Tewksbury School District whose salary will be paid by the sending district, beginning with the Extended School Year 2017 and continuing through the 2017-2018 school year.~~
- e. **Motion to approve** the following class trips and transportation:

Grade	Location	Transportation - Cost	Cost per pupil	Cost incurred by
2nd	Adventure Aquarium	ESC - \$398.00 for 1 bus	\$23.25	Parents/Guardians
6th	Medieval Times	ESC - \$575.00 for 1 bus	\$57.00	Parents/Guardians

1st	Philadelphia Zoo	Snyder Bus Co - \$500.00 for 1 bus	\$27.00	Parents/Guardians
3rd	Franklin Mineral Museum	ESC - \$330.00 for 1 bus	\$17.00	Parents/Guardians
K	Downtown High Bridge	Walking Trip	\$0	N/A
1st	Union Forge Park	Walking Trip	\$0	N/A
5th-8th	High Note Music Festival / Dorney Park	ESC - \$670.00 for 2 busses	\$49.00	Parents/Guardians
8th gr. Sci. (8-16 selected students)	Kingwood Twp. Middle School - Solar Car Competition	ESC	\$165.00	HB School District

**f. Motion to approve the following revised and/or new and/or abolished policies and regulations: (Attachment #17-SA-4-1 [Policies] & 17-SA-4-2 [Regulations])**

- 0000.01 Introduction (M) (Revised)
- P 2320 Independent Study Programs (Abolished)
- P 2415.06 Unsafe School Choice Option (M) (Revised)
- P & R 2460 Special Education (M) (Revised)
- R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)
- R 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)
- R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)
- R 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)
- P 2464 Gifted and Talented Students (M) (Revised)
- P 2467 Surrogate Parents and Foster Parents (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P & R 3160 Physical Examination (M) (Revised)
- P & R 4160 Physical Examination (M) (Revised)
- P & R 5116 Education of Homeless Children (Revised)

- P 8350 Records Retention (New)
- GREEN POLICIES (**Attachment #17-SA-4-3**)
- P 7461 District Sustainability (New)
- P 8600 Pupil Transportation (Revised)

g. **Motion to approve** an adjustment to the 2016-2017 calendar closing school on Tuesday, May 30, 2017 to account for one (1) unused snow day, thereby exhausting all unused snow days.

h. **Motion to approve** the 2017-2018 school calendar as presented. (**Attachment #17-SA-4-4**).

#### 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. HUMAN RESOURCES – Personnel, Management and Community Relations

Based upon the recommendation of the Superintendent, Todd Honeycutt made a motion, seconded by Alan Schwartz to approve the following items. Todd Honeycutt made a motion to table item “b” until after Executive Session, seconded by Alan Schwartz :

- a) **Motion to accept**, with best wishes, a notice of retirement from **Sarah Etzold** as Special Education Teacher, effective July 1, 2017.
- ~~b) **Motion to accept** the resignation of **Salvatore Gambino** as Facilities Manager effective April 20, 2017.~~
- c) **Motion to accept** with best wishes, the resignation of **France Boudreau Dion** as Instructional Paraprofessional Library Aide, effective June 16, 2017.
- d) **Motion to approve** a request for a maternity leave of absence for **Melissa Patane-Schulter** beginning on or about August 28, 2017 through November 3, 2017 utilizing 20 illness days and the remainder in accordance with NJ Family Medical Leave.
- e) **Motion to approve** **Ian Stickel** as long term substitute middle school PE teacher, from May 15, 2017 through June 16, 2017 through Source4Teachers.
- f) **Motion to accept** the resignation of **Robert Meissner** as part-time custodian effective March 31, 2017
- g) **Motion to approve** the emergent hire of **Albert Schwartz** as part-time custodian for 4 hours per day from April 1, 2017 through June 30, 2017 at an annual prorated salary of \$10,000.
- h) **Motion to approve** **Courtney Shiffman** as mentor to novice teacher **Laura Pellegrino**. Mentor fee of \$550.00 to be paid by novice teacher to the mentor through payroll deduction.
- i) **Motion to approve** amend hourly pay for **Rachel Lazier** for 2 field trips.

7 hours @\$29.11 per hour totaling \$203.77. Minus (\$95.00) paid on the 12/15/16 payroll. \$108.77 to be paid on the April 28,2017 payroll.

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

**I. Melissa Betz**

- Course: Seminar in Instructional Leadership
- College/University: Centenary University
- Semester: Summer 2017
- Credits: 3 Graduate
- Tuition: \$1305.00

k) **Motion to approve Brennie Pepino**, College of NJ School Counseling student, to complete 10 hours of field experience at High Bridge School District with Katie Franks and Melissa Patane-Schulter as cooperating counselors.

l) **Motion to approve Jennifer Austin** to assist with **Elementary School Art Club** on a voluntary basis.

m) **Motion to approve Matthew Rojas** to assist with Boy’s Baseball on a voluntary basis for the 2017 season.

n) **Motion to revise** the approval of **Gary Mills** as Boy’s Baseball coach from \$1,264.00 to \$1,517.00 based on having 5+ years of experience.

o) **Motion to approve** the following paraprofessionals as non-instructional aides to attend various functions at a rate of \$10.00 per hour:

Staff Member	Event	Hours	Total
Carl Katzenberger	Student Leadership Dance	2.5 hours	\$25.00
Heather Trepiccione	Student Leadership Dance	2.5 hours	\$25.00

p) Motion to approve the following staff members to attend various functions as listed:

Staff Member	Event	Hours	Total
Katie Franks	Student Leadership Dance		\$72.53
Courtney Shiffman	Student Leadership Dance		\$72.53
Carla LaTorre	Student Leadership Dance		\$72.53
Coleen Conroy	Student Leadership Dance		\$72.53
Lisa Kerr	Kindergarten Orientation	2 hours @ \$29.11 per hour	\$58.22
Sherry Kerr	Kindergarten Orientation	2 hours @ \$29.11 per hour	\$58.22
Melissa Patane- Schulter	Kindergarten Orientation	2 hours @ \$29.11 per	\$58.22



		hour	
Courtney Shiffman	High Note Music Festival	3 hours @ \$29.11	\$87.33
Jeff Thompson	High Note Music Festival	3 hours @ \$29.11	\$87.33
Nicole Locorotondo	High Note Music Festival	3 hours @ \$29.11	\$87.33
Judy LaGreca	High Note Music Festival	3 hours @ \$29.11	\$87.33
Melissa Patane-Schulter	ES Spring Concert		\$72.53
Lynn Hughes	ES Spring Concert		\$72.53
Rosemarie Royer	ES Spring Concert		\$72.53
Carla LaTorre	MS Spring Concert		\$72.53
Michele Gomez	Camp Bernie	overnight	\$95.00
Heidi Miller	Camp Bernie	overnight	\$95.00
Judy LaGreca	Camp Bernie	overnight	\$95.00
Carla LaTorre	Camp Bernie	overnight	\$95.00
Rich Kolton	Camp Bernie	overnight	\$115.00
Coleen Conroy	Washington, DC	overnight (3)	\$285.00
Carla LaTorre	Washington, DC	overnight (3)	\$285.00
Megan Roth	Washington, DC	overnight (3)	\$285.00
Jemma Schraeder Buccine	Washington, DC	overnight (3)	\$285.00
Carl Katzenberger	Washington, DC	overnight (3)	\$285.00
Christine Celfo	Washington, DC	overnight (3)	\$285.00
Katy Morello	Washington, DC	overnight (3) + days (3) Total	\$315.00 \$315.00 \$630.00
Rich Kolton	Washington, DC	overnight (3)	\$345.00
Greg Hobaugh	Washington, DC	overnight (3)	\$345.00

- q) **Motion to reappoint** tenured certificated staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-1.
- r) **Motion to reappoint** the certificated staff members earning tenure during the 2017-2018 school year as listed on Attachment #17-HR-4-2.

- s) **Motion to reappoint** non-tenured certificated staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-3.
- t) **Motion to appoint** custodial staff, for the 2017-2018 school year as listed on Attachment #17-HR-4-4.
- u) **Motion to appoint** cafeteria aides for the 2017-2018 school year as listed on Attachment #17-HR-4-5.
- v) **Motion to reappoint** support staff non-association members for the 2017-2018 school year as listed on Attachment #17-HR-4-6.
- w) **Motion to reappoint** support staff association members for the 2017-2018 school year as listed on Attachment #17-HR-4-7.
- x) **Motion to reappoint** administrative staff members for the 2017-2018 school year as listed on Attachment #17-HR-4-8.
- y) **Motion to appoint** Treasurer of School Monies as listed on attachment #17-HR-4-9.
- z) **Motion to approve** the employment of summer custodial staff from June 19, 2017 through August 31, 2017

Name	Hours	Rate
Matthew Krisanits	8 hrs/day x 4 days/wk	\$11.00
Alison Marcelliano	8 hrs/day x 4 days/wk	\$11.00
Justin Mure	8 hrs/day x 4 days/wk	\$11.00

**aa) Paraprofessionals**

Bid Responses were opened on Thursday, March 9, 2017 at 10:0 AM at the Business Office in the Elementary School. Heather Goguen and Dr. Gregory Hobaugh were present.

The following are the results:

COMPANY:	ANNUAL RATE FOR SERVICES:	EACH ADDITIONAL AT LEVEL 1/2:	PER DIEM RATE LEVEL 1/2:	HOURLY RATE LEVEL 1/2:
Delta T Group	\$541,125	\$21,645	\$117	\$18
Mission One	\$476,190	\$19,047.60	\$102.96	\$15.84
Insight Workforce Solutions	\$503,107.49	\$20,124.30	\$108.78	\$15.54

**Motion to award** Mission One the contract for paraprofessional services for the High Bridge School District for the 2017-2018 school year.

**Roll Call:**

- |  |                       |
|--|-----------------------|
| Michael Estrada – Aye, abstain from “aa” | 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**

Mr. Honeycutt explained how difficult the decision was for the board to outsource the paraprofessionals, and all of the board members expressed the same. Mr. Honeycutt expressed that this decision was made in order to ensure consistency and the best educational support for our students by being able to fill vacant positions and have full time paraprofessionals with the students.

**3. EDUCATIONAL RESOURCES – Finance and Facilities**

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

**a) PAYMENT OF BILLS\***

**Audit of Invoices (Attachment #17-F-4-1)**

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

Check Register:	March 23, 2017 to April 26, 2017	\$220,421.06
Payroll	March 31, 2017	\$242,781.50
Payroll	April 12, 2017	<u>\$246,832.66</u>
	<b>Total</b>	<b>\$710,035.22</b>

**FINANCIAL REPORTS (Attachment #17-F-4-2, 17-F-4-3)**

**Report of the Board Secretary and Treasurer’s Report for March 2017**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of March 2017 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 March 2017 (Attachment #17-F-4-4)**

**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**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 2017, 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.

April 26, 2017

\_\_\_\_\_  
Heather Goguen  
Business Administrator

**b) USE OF FACILITIES**

**Motion to approve the following use of facilities request:**  
None at this time

**c) TRAVEL EXPENDITURE APPROVAL**

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

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Heidi Miller	Play Unified Presentation	4/3/17	n/a	n/a		n/a
Heidi Miller	Handle with Care	5/26/17	\$450.00	\$17.17		\$522.57
Marissa Monaco	Handle with Care	5/26/17	\$450.00	\$21.08		\$471.08
Denise Cathro	Warren Co. Speech Assoc. Seminar	5/22/17	\$90.00	n/a		\$90.00
Cathy Hoos	Wilson Training	5/16 - 5/18/17	\$450.00	\$27.71		\$477.71
Kelly Grube	Wilson Training	5/16 - 5/18/17	\$450.00			
Gregory Hobough	Strauss Esmay	6/2/17		\$45.00	\$6.50 (tolls)	\$51.50

d) **Motion to certify** that Capital Outlay project for roof replacement from October 8, 2012 is completed and remaining funds of \$1,248 will be transferred back to the General Operating account.

e) **Motion to approve** contract with US Games in the amount of \$119.00. US Games is a website activity scheduler for athletic games and directions to schools.

**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**

**L. NEW BUSINESS**

**M. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on agenda topics only. 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 should be addressed to the Board.

- A parent asked about Mission One and if it will replace Source4Teachers. She was told that Mission One is for paraprofessionals and Source4Teachers is for substitutes.
- A teacher mentioned that Miss Shiffman would be thankful for the feedback from the board regarding Shrek.
- A teacher asked about retroactive payment. He wanted to know what is still outstanding was told by the Business Administrator that all pensionable pay is complete, and that the difference for custodial night differential and overtime pay still needs to be issued as well as any members of the Child Study Team who have worked during the summer at an hourly rate.
- A teacher asked about administrative retroactive pay. Mr. Imhoff responded that they were compensated in a like manner to the teacher's retroactive pay.
- The same teacher asked whether the board surveyed other districts regarding outsourcing paraprofessionals and custodians. The response was that the board, superintendent and Business Administrator discussed outsourcing paraprofessionals with others.
- A parent asked about the bidding process for the paraprofessionals and whether we are comparing like with like with the benefits. She was told that the bid specifications are all-encompassing and then the bids received are based upon that. The board is not responsible for what the company offers for benefits.
- A paraprofessional asked about the hourly rate that is listed in the agenda of \$15.84 and whether that is what the paraprofessionals will be paid. She was told that that amount is what the district will be paying and not what a paraprofessional will be paid.
- A teacher said he has been a teacher for 20 years. He said seeing the paraprofessionals being outsourced is a low point for him. He'd like to see High Bridge consider merging with other districts. Mr. Imhoff spoke about how this decision was not based only on money. It was based on consistency for students, and the district has had a challenge filling positions. The current contract caps hours at 23, and our students need consistency for the best education. Mr. Honeycutt added that the constraints of large increases in health benefits annually and the salary increases that are more than the 2% cap. Mr. Imhoff also mentioned that it last year when the board was considering outsourcing, a NJEA representative came to the meeting and the union wanted to have an opportunity to submit something for the paraprofessionals. During the past year, there was an opportunity for the teacher's union to submit something to make it better for the district to retain the paraprofessionals, but they did not.
- A parent asked how we guarantee consistency with Mission One. She was told that we will be able to fill full time positions through them rather than having multiple part time paraprofessionals.

#### **N. 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 9:16 p.m.; Alan Schwartz seconded the motion.~ Unanimously Carried

- March 15, 2017 Executive Session Minutes (**Attachment #17-ES-4-1**)
- Personnel
- Negotiations

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.

**O. RECONVENE PUBLIC SESSION**

Todd Honeycutt made the motion, seconded by Cindy Sharkey to resume Regular Session at 10:09 p.m.

**P. ACTION ITEMS**

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

- **Motion to approve** the March 15, 2017 Executive Session Minutes.
- **Motion to accept** the resignation of **Salvatore Gambino** as Facilities Manager effective April 20, 2017.

**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**

**Q. ADJOURNMENT**

Having no further business to come before the Board, Todd Honeycutt motioned to adjourn the meeting at 10:12 p.m. The motion was seconded by Michael Estrada. Unanimously carried.

Respectfully submitted,

Heather Goguen  
Business Administrator/Board Secretary