

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, DECEMBER 12, 2016

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 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt, Vice President, Stephen Johnson, Alan Schwartz, Cindy Sharkey and Robert Imhoff, President. Michael Estrada was absent. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Heather Goguen, Business Administrator/Board Secretary.

- 23 members of the public were present.

D. PRESENTATION AND RECOGNITION ITEMS

Nisivoccia Auditors presentation of the financial records for the year ending June 30, 2016.

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-12-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christopher Muller	12/2/16	Letter of Resignation
Katie Franks	12/4/16	Leave of Absence
Laura Carlson	12/7/16	Thank you to staff

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.

- One teacher asked about notification of health care benefits costs.
- One paraprofessional asked about an agenda item from October that was pulled and then voted upon after Executive Session. She wanted to know how she would find out what the result was. She was told that she would have to stay in the hallway until after Executive Session to hear the result.

G. 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. November 14, 2016 Regular Meeting Minutes (**Attachment #17-M-12-1**)

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

H. REPORTS TO THE BOARD

1. Board President's Report

- It's been a quiet month. Mr. Imhoff has a package to share with the board from the NJ County School Boards meeting regarding school funding.
- a. Board Committees and Chairperson
 - **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
Cindy Sharkey, Chairperson, Karyn Gove, Michael Estrada, Members.
 - Met December 5, 2016
 - Discussed Choice Student application
 - Discussed QSAC District Improvement Plan
 - Discussed ideas for 1/31 Community Meeting
 - Next meeting TBD
 - **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members
 - Met December 5, 2016
 - Discussed Capital Projects/Security Upgrades
 - Discussed Facilities Manager candidates
 - Discussed Facility Usage
 - Discussed Audit Results
 - Discussed 2017-2018 Budget
 - Next meeting January 17, 2017
 - **Human Resources** – Responsibilities: Personnel, Management and Community Relations
Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met December 5, 2016
 - Discussed Facilities Manager candidates
 - Discussed Art Teacher resignation
 - Discussed Paraprofessional staffing needs
 - Discussed format and topics for 1/31 Community Meeting

- Next meeting January 17, 2017
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - **ACTION ITEM (Attachment 17-N-12-1)**
Based upon the recommendation of the Superintendent, Alan Schwartz made a motion, seconded by Stephen Johnson to approve the following items:

Motion to approve the 2014-2018 Negotiated Agreement between the High Bridge Teachers’ Association and the High Bridge Board of Education.

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

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 2016-2017 Enrollment

Grade	# of Sections	District Enrollment	Choice Enrollment	Out-of-District	Total Enrollment
PS	2	21	-	-	21
K	3	45	-	-	45
1	2	33	-	-	33
2	2	40	-	-	40
3	2	43	-	-	43
4	2	40	-	-	40
Elementary School Total					222
5	2	51	-	-	51
6	2	37	1	1	39
7	2	36	1	-	37
8	2	44	1	-	45
Middle School Total					172
District Total	21	390	3	1	394

- Staff Attendance for November 2016 (**Attachment #17-S-12-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
- Superintendent Update

- i) Cultural programs (Princeton Tigers presented at Middle School, Story Pirates at the Elementary School, and a day of coding at both schools)
- ii) Memorandum of Agreement is back from the county and has been signed.
- iii) We had county and local law enforcement visit/evaluate the schools this past Friday, 12/9. We had security drills during their visit.
- iv) Roof leaks have been addressed in both buildings.
- v) 101 students were honored at our Honor Roll breakfast for the first marking period.
- vi) Staff/Parents/Students Volleyball event was well attended and enjoyed by all participants.
- vii) \$5,024 was presented to the High Bridge Borough council from the Community Day fundraiser for playground equipment.
- viii) Food Advisory Committee had input from younger, newer parents from the primary grades
- ix) Middle School Parent Visitation Day was November 16th. This Wednesday will be the Elementary School Parent Visitation Day.
- x) Our reorganization meeting will be January 3rd, regular meeting will be on January 23rd, and Community Meeting will be on January 31st.
- xi) Will there be a new funding formula from the state? We will have to wait and see.
- xii) There has been movement on Superintendent Salary Cap.
- xiii) New governor election – what will happen with 2% cap?
- Update on District Goals
 - i) Key accomplishments were reviewed.

b. ACTION ITEMS:

- None at this time.

Mr. Imhoff spoke about the acceptance of the HBTA contract and spoke about how pleased he is that both sides have reached agreement.

3. School Business Administrator's Report

a. General Information Items

- Update on Summer 2017 Projects
 - (1) The committee met and prioritized projects. The architect has been contacted to put together bid specifications for early 2017.
- School Funding
 - (1) The governor has a proposed spending formula; however, he has not addressed Special Education funding, so Business Administrators are proceeding with budget development in the same format as the past several years.
- Budget development
 - (1) Administrative Budgets are due to Ms. Goguen this Friday, December 15th.

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

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

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

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

- a. **Motion to accept** an Interdistrict Public School Choice Application For Enrollment to enroll a Dunellen resident student into the Kindergarten class for the 2017-2018 school year.
- b. **Motion to approve** Home Instruction for student ID#3617561481 with Educational Services provided by Brookfield Educational Services for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 6 additional weeks.
- c. **Motion to approve** Home Instruction for student ID#9609382499 for ten (10) hours per week at the Home Instruction rate of \$35.42 per hour for approximately 6 weeks.
- d. **Motion to approve** the QSAC District Improvement Plan (Attachment SA-12-1)
- e. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
Kindergarten	RVCC (Pete the Cat)	\$11.00 per student	Parent/Guardian
1st	Brandywine Living at Middlesbrook Crossing	\$110.00 bus cost	Board of Education

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

2. HUMAN RESOURCES – Personnel, Management and Community Relations

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

- a) **Motion to approve** the employment of **Salvatore Gambino** as Facilities Manager from January 16, 2017 to June 30, 2017 for an annual prorated salary of \$58,000. **(Attachment #17-HR-12-1)**
- b) **Motion to approve** the resignation of **Christopher Muller** as part-time Art Teacher effective January 31, 2017.
- c) **Motion to approve** request from **Katie Franks** to extend her maternity leave through January 31, 2017 utilizing FMLA.
- d) **Motion to approve** an extension for **Karin Stumpf** as Leave Replacement Guidance Counselor from December 23, 2016 through January 31, 2017 at a level BA, step 1 per diem rate of \$252.53.
- e) **Motion to approve Rachel Lazier** to chaperone 8th grade trip to McCarter Theater for 3.5 hours over contract rate at sub rate, totaling \$47.50.
- f) **Motion to approve Rachel Lazier** to chaperone 7th grade trip to Ellis Island for 3.5 hours over contract rate at sub rate totaling \$47.50.
- g) **Motion to approve Jeff Thompson** as chaperone for High Bridge Tree Lighting Ceremony on 12/3/16 at the rate of \$72.53 per event.
- h) **Motion to approve** the following chaperones for the Elementary and Middle School Winter concerts on December 14 & 21, 2016 at the rate of \$72.53 each for the event.
 1. Lynn Hughes
 2. Carla LaTorre
 3. Melissa Patane-Schulter
 4. Carl Katzenberger
- i) **Motion to approve Dorothy Davidson and Mark Bunger-Spiecha** as one-on-one aides for students attending December 21, 2016 Middle School Winter concert at \$10.00 per hour.
- j) **Motion to approve Mary Dressendofer** as a Cheerleading Coach's Assistant on a voluntary basis.
- k) **Motion to approve Michael Thompson**, Warren County Community College student, to complete teacher observation hours at High Bridge Middle School with Jeff Thompson as cooperating teacher.
- l) **Motion to approve** course reimbursement for the following:
 1. **Carla Nowell**
 - Course: Literacy in the Content Area
 - College/University: Centenary University
 - Semester: Winter 2016
 - Credits: 3 Graduate
 - Tuition: \$1,305.00

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

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. Mr. Johnson made a motion to amend Use of Facilities for Basketball times to be extended to 7:30 pm during the week. The motion was seconded by Cindy Sharkey.

a) PAYMENT OF BILLS*

Audit of Invoices (Attachment #17-F-12-1)

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

Check Register:	Nov 15 to Dec 12, 2016	\$201,481.21
Payroll	Nov 15, 2016	\$232,040.72
Payroll	Nov 30, 2016	<u>\$234,304.16</u>
	Total	\$667,826.09

b) FINANCIAL REPORTS (Attachment #17-F-12-2 and 12-3)

Report of the Board Secretary and Treasurer’s Report for November 2016

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of November 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.

Line Item Transfers for November 2016 (Attachment #17-F-12-4)

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 November 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.

December 12, 2016

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Organization	Fee	Start Date	End Date	Day / Times	Location
Optical Academy	N/A	3/9/17	3/9/17	11:00am - 8:00pm	HBES Library
Women's Volleyball	n/a	12/12/16	3/13/17	Revised 7:30-9:30 pm <i>(old 7:00-9:00 pm)</i>	HBMS Gym
Co-Ed Volleyball	n/a	12/14/16	3/15/17	Revised 7:30-9:30 pm <i>(old 7:00-9:00 pm)</i>	HBMS Gym
HBYP	n/a	12/10/16	3/11/17	Revised 8:15-5:00 pm Saturdays <i>(old 8:15-4:00 pm)</i> Revised 6:30-7:30 pm <i>(old 6:00-7:00 pm)</i>	HBES Gym

d) 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
Joan Murray	Maximizing Language Therapy	12/13/16	\$245.00	\$19.22		\$264.22
Gregory Hobaugh	NJSBA Sustainable Practices Workshop	1/20/17	\$0	\$23.31		\$23.31
Brande Grieder	Nisivoccia - Quickbooks	12/15/16	\$0	\$14.50		\$14.50
Jemma Buccine	NHVHS Science Articulation	12/14/16	\$0	\$0		\$0
Steven Kovacs	NHVHS Science Articulation	12/14/16	\$0	\$0		\$0
Kim Sandorff	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00
Donna Brown	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00
Carla Nowell	Wilson Foundations Level 2 Training	1/11/17	\$125.00			\$125.00

e) **ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

Motion to approve, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2015-2016 Audit and the CAFR for the fiscal year ended June 30, 2016.

f) **ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN FOR FY ENDED JUNE 30, 2016 (Attachment #17-F-12-5)**

Motion to approve, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the Corrective Action Plan and submission to the County Office.

g) **Motion to approve** the disposal of outdated books, Overhead Projectors, Televisions, Cassette Players and VHS tapes from the Middle School library collection. **(Attachment #17-F-12-6)**

h) **Motion to approve** a grant check from ExxonMobil in the amount of \$2,500.00 for STEM (Science, Technology, Engineering and Math) programs.

i) **APPROVAL OF HIGH BRIDGE BOE TO RENEW MEMBERSHIP IN THE SCHOOL ALLIANCE FUND**

Motion to approve the High Bridge Board of Education in the School Alliance Insurance Fund,

WHEREAS, the High Bridge Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2016 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages: Workers' Compensation, Foreign Travel Liability, Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability, Excess Liability (AL/GL), School Leaders Professional Liability, Excess Liability (SLPL), Student Accident, Supplemental Indemnity - Workers' Compensation, Security Guard Liability

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2016, and ending July 1, 2019 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, Heather Goguen, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

j) TRANSPORTATION

Motion to approve the following Bus Routes for the 2016-2017 School Year:

Provider	Route #	Student ID#	Cost	Dates
HCESC	1722	20160043	\$34.00/day x 73 Days = \$2,482	1/3/17 - 4/13/17
HCESC	1722	20160042	\$34.00/day x 73 Days = \$2,482	1/3/17 - 4/13/17
HCESC	1730T	3617561481	\$150.00/day x 30 Days= \$4,500	12/10/16 - 1/23/17

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

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.

- Mr. Kovacs asked about the retroactive health contributions as a result of the finalization of the contract. He was told that the board has not decided. Mr. Kovacs

would like to know when the board will be deciding. He was told that it would be decided by the end of the school year.

- A teacher asked what the timeline is for receiving the retroactive pay. She was told that the retroactive payment and movement on the guide will take place at the same time at either the January 15th or 30th payroll. The other years will be completed by the end of the school year. The BA wants to make sure that it is done correctly and wants to not hurry the process to ensure that it will be correct.
- Another teacher wanted to know if the employees who have left the district will be contacted.
- Another teacher asked about the resolutions regarding chaperone pay at the sub rate rather than the curriculum rate.
- A teacher mentioned that this is the first time she heard about the district goals and about the QSAC. Mr. Imhoff responded that they are on the website. The teacher responded that she thinks she should know about the goals as a teacher of the district.
- Mr. Kovacs spoke about the history of training was paid at a sub rate. During the school year, the curriculum rate was paid. As a professional he would be disappointed if this rate of pay changed.
- Another teacher spoke about a leave replacement rate of pay. She would like to see that rates of pay are standardized and published so that everyone knows what to expect. She was told that a chart will be put together and shared shortly.

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 8:22 p.m.; Alan Johnson seconded the motion.~ Unanimously Carried

- November 14, 2016 Executive Session Minutes (**Attachment #17-ES-12-1**)
- Personnel Matter

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

O. RECONVENE PUBLIC SESSION

Stephen Johnson motioned to exit executive session and return to public session at 9:31 p.m. Todd Honeycutt seconded the motion. Unanimously carried.

P. ACTION ITEMS

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

- **Motion to approve** the November 14, 2016 Executive Session Minutes.

Roll Call:

Michael Estrada - Absent

Karyn Gove - Aye

Todd Honeycutt, Vice Pres. - Aye

Stephen Johnson - Aye

Alan Schwartz - Aye

Cindy Sharkey - Aye

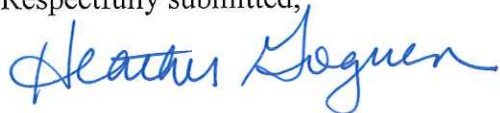
Robert Imhoff, President - Aye

6 Ayes, 1 Absent ~ Motion Passes

Q. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 9:32 p.m. The motion was seconded by Steven Johnson. Unanimously carried.

Respectfully submitted,



Heather Goguen
Business Administrator/Board Secretary