

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, NOVEMBER 14, 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.

- 9 members of the public were present.

D. PRESENTATION AND RECOGNITION ITEMS

None at this time.

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #17-C-11-1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Ron Marinelli	10/28/16	Letter of Resignation
Anthony Alfano	11/9/16	Letter of Resignation

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 paraprofessional asked what effective date the substitute rate changed to \$95. She was told that it went into effect the day after the last board meeting.
- A member of the audience asked about Board Accountability and Leadership. She wanted to know how the community can hold the board accountable to their goals.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

1. October 17, 2016 Regular Meeting Minutes (Attachment #17-M-11-1)

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

- The next county School Boards Meeting will be November 30th and will address funding.
- Mr. Imhoff and Mrs. Sharkey both attended NJSBA Convention in late October.

a. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy

Cindy Sharkey, Chairperson, Karyn Gove, Michael Estrada, Members.

- Met November 7, 2016
- Discussed Green policies
- Discussed Communication Plan
- Discussed Community night agenda topics
- Next meeting December 5, 2016

- **Educational Resources** – Responsibilities: Finance and Facilities
Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members

- Met November 7, 2016
- LRFP project list
- Facilities Manager Position
- Paraprofessional Costs
- Business Office Organization/Responsibilities
- Next meeting December 5, 2016

- **Human Resources** – Responsibilities: Personnel, Management and Community Relations

Todd Honeycutt, Chairperson, Cindy Sharkey, Robert Imhoff, Members

- Met November 7, 2016
- Facility Manager resignation
- Reviewed substitute/paraprofessional concerns
- Discussed December meeting to formulate District Mission Statement
- Next meeting December 5, 2016

- **Negotiations** – **Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**

- Met November 2, 2016 to discuss the salary guides
- Next meeting TBD

b. ACTION ITEMS:

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

1. **Motion to accept** the 2014-2015, 2015-2016, 2016-2017, and 2017-2018 salary guides as presented by the HBTA.

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

*Mr. Schwartz spoke of how NJ School Boards looked at the guides for the first and fourth years and had concerns that the money is going to the highest levels in the guide; however there are not justifiable reasons to reject the guides from the Board’s perspective.

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	32	-	-	32
2	2	40	-	-	40
3	2	43	-	-	43
4	2	39	-	-	39
Elementary School Total					220
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	388	3	1	392

- Staff Attendance for October 2016 (**Attachment #17-S-11-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - (1) Two Investigations at ES - not found to be HIB
 - (2) One Investigation at MS - found to be HIB
- January Board Meeting date change

- Date will be changed to January 3, 2017 at 7:00 PM.
- Community Meeting will be Tuesday, January 31, 2017 at 7:00 PM.
- Superintendent Update
 - Veterans Day assembly was on November 4th and was a great success.
 - Safety and Security – Dr. Hobaugh and Mrs. Patane attended a Security session presented by a Virginia Tech survivor. There were many interesting and informative points.
 - There was a false alarm today in the Middle School. The alarm company was notified so that the Fire Department did not have to respond.
 - The Halloween Parade was moved back to the afternoon from the morning and went well. It was expanded to include the Middle School this year. This will be brought up at the next Community Night to get response from parents.
 - Dr. Hobaugh, Ms. Goguen, Mr. Imhoff, and Mrs. Sharkey attended the NJSBA Convention. Mr. Marinelli was a presenter about Demand Response.
 - There were two nights this Fall for Parent/Teacher Conferences. This is something that will be discussed at the Community Night to get feedback from parents.
 - Middle School Visitation Day is this Wednesday. Elementary School Parent Visitation Day will be in December.
 - Mr. Marinelli applied for a \$10,000 energy savings grant. We will find out soon whether we will receive it. It can be used towards the HVAC Controls.
 - North Hunterdon/Voorhees has designated “No Homework Days” and the High Bridge School District is looking to implement a similar plan in order to allow families to spend time during Thanksgiving and other holidays.
 - Mrs. Wichert will be running a Coding session at the Elementary School and Mr. Tolomeo will run it at the Middle School.
 - Mr. Honeycutt received 995 votes and Mrs. Gove received 1010 votes in the election for the Board of Education seats.

b. ACTION ITEMS:

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

(1) Motion to approve the following resolution authorizing submission of the District’s QSAC Statement of Assurance (SOA) for the 2016-2017 school year: **(Attachment #17-S-11.2)**

Whereas, the High Bridge Board of Education in the County of Hunterdon is required to submit a Statement of Assurance (SOA) under NJ QSAC for the 2016-2017 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 Statement of Assurance with respect to this process, and

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the district’s Statement of Assurance and hereby approves this document.

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached 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:

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

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

(2) ALTERNATE METHOD OF COMPLIANCE

Motion to authorize the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

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. **School Business Administrator’s Report**
 - a. **General Information Items**
 - Update on Budget progress
 - b. **Monthly Facilities Report (Attachment 17-BA-11-1)**
 - c. **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 Stephen Johnson 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 approve** the Nursing Services Plan for the 2016-2017 school year. (Attachment 17-SA-11-1)
- b. **Motion to adopt** Policy #7461 Environmentally Preferable Purchasing - Green Purchasing Policy. (Attachment 17-SA-11-2)
- c. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
8th grade	Main St., High Bridge to Decorate for Holidays	\$0	N/A

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 resignation of **Ronald Marinelli** as Facilities Manager, effective November 30, 2016.

- b) **Motion to approve** the resignation of **Mary Raefski** as part-time paraprofessional aide, effective October 19, 2016.
- c) **Motion to approve** the employment of **Mary Raefski** as co-curricular paraprofessional aide for cheerleading at the rate of \$10.00 per hour for approximately 50 hours
- d) **Motion to rescind** the approval of **Nicole Locorotondo** as Homework Club advisor.
- e) **Motion to approve** **Megan Roth** as Homework Club advisor for 20 hours at \$29.11 per hour for a total of \$582.20.
- f) **Motion to approve** the employment of **Deanna Fischer** as part-time paraprofessional aide from November 15, 2016 through June 30, 2016 for an annual salary of \$7,280.00 prorated.
- g) **Motion to approve** **Michelle Warburton** on the completion of the mandatory training through SafeSchool Online Program at the rate of \$10.00 for 6.25 hours for a total of \$62.50.
- h) **Motion to approve** **Heidi Miller, Nicole Locorotondo, Courtney Shiffman, and Carla LaTorre** as chaperones for Student Leadership dance held 10/28/16 at the rate of \$72.53 in accordance with Article XVI of the negotiated agreement.
- i) **Motion to approve** **Brenda Krushinski** for Math Articulation for 2 hours at a rate of \$29.11 for a total of \$58.22
- j) **Motion to approve** course reimbursement for the following:
 - i. **Melissa Betz**
 - Course: Curriculum Development and Evaluation
 - College/University: Centenary University
 - Semester: Winter 2016
 - Credits: 3 Graduate
 - Tuition: \$1,305.00
- k) **Motion to accept** the resignation of **Anthony Alfano** as paraprofessional aide effective December 2, 2016.

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, Alan Schwartz made a motion, seconded by Cindy Sharkey to approve the following items:

a) PAYMENT OF BILLS***Audit of Invoices (Attachment #17-F-11-1)**

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

Check Register:	October 18 to November 14, 2016	\$347,688.57
Payroll	October 28, 2016	<u>\$231,253.49</u>
	Total	\$578,942.06

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

Date	Vendor	Amount	Description	Check No.
10/13/16	Maschio’s Food	\$12,005.84	Sept Invoice	1432
10/18/16	Amazon	\$24.75	Kids ID Card Holders	1433
10/27/16	Staples	\$51.45	Ink for Cafe Printer	1434
10/31/16	Nickerson NJ Inc.	\$7,487.22	5 Cafe Tables MS	1435

iii. Approve invoices for Unemployment in the following amounts:

Date	Vendor	Amount	Description	Check No.
11/1/16	NJ Dept of Labor	\$8,990.27	Unemployment	1126

b) FINANCIAL REPORTS (Attachment #17-F-11-2, 11-3)

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

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of October 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 October 2016 (Attachment #17-F-11-4)

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 August and September 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.

October 17, 2016

Heather Goguen
Business Administrator

c) USE OF FACILITIES

Motion to approve the following use of facilities request:

None at this Time

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
Megan Roth	NJ Assoc of School Psychologists - Winter Conf.	12/9/16	175.00	8.92	-	183.92
Brande Grieder	Nisivoccia for Quickbooks training	11/30/16	0	14.50	-	14.50
Thea Anaston	Bergen Co. Child Development Center	11/14/16	0	39.92		39.92

e) Motion to approve the acceptance of Extraordinary Aid for the 2015-2016 school year in the amount of \$131,694.

f) Motion to approve the appropriation of \$51,194 of Extraordinary Aid from 2015-2016 for the purpose of paraprofessional salaries and substitute salaries.

g) Motion to approve the acceptance and appropriation of \$2,407 of Nonpublic Transportation Aid from 2015-2016 for the purpose of paraprofessional salaries and substitute salaries.

h) Motion to approve Allison Peck as a preferred district provider for Physical Therapy Services for the 2016-2017 school year at rates of:
 \$84 per hour per therapist for on-site services
 \$796 for 3 therapy evaluations
 \$1512 for 9 annual evaluations
 Cumulative costs are not to exceed \$45,000

i) Motion to approve Therapeutic Interventions as a preferred district provider for Occupational Therapy Services for the 2016-2017 school year at rates of:
 \$91.50 per hour per therapist for on-site services
 \$105 per hour per therapist for homebound instruction
 \$375 per evaluation
 Cumulative costs are not to exceed \$85,000

- j) **Motion to accept** a request from the American Legion Post 188 to display their historical memorabilia/showcase at the Middle School.
- k) **Motion to approve** the following carryover amounts for the 2016 NCLB (No Child Left Behind)
 - Title IA \$18.00
 - Title IIA \$723.00
- l) **Motion to amend the approval** of the following employee paid tax sheltered annuity plans (403b and 457b Providers) for the 2016-17 School Year:
 1. AXA Equitable
 2. Lincoln Financial
 3. Lincoln National
 4. Siracusa
 5. Security Benefit

m) TRANSPORTATION

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

Provider	Route #	Students	Cost	Dates
First Student	L12	N/A (2 Choice Students to Lebanon Twp)	\$1,730	9/16-6/30/17

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

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 teacher spoke about the donations that were given to homeless veterans and her interaction with the organization.
- Mr. Kovacs spoke on behalf of the HBTA. The membership will be meeting on Wednesday and will have an active discussion and will be looking to ratify the

contract. He had a question regarding whether the board will be pursuing retro Health Benefits contributions. Mr. Imhoff replied that the board is still considering and will make a decision regarding soon.

- A teacher said she spoke to someone at Voorhees and mentioned that Voorhees did not collect retro Health Benefits contributions.
- A teacher spoke about CoCurricular advisor positions and asked about how advisors are chosen if there is more than one person who applies for the position. The teacher was told that if someone has a good history in the position, the position goes to that person. If the position is open, there will be interviews for the position.
- A paraprofessional asked about the salary guides being accepted and wanted to know if everyone will receive a retro check.
- Girls on The Run will be participating in the Girls on The Run race on December 3rd at 9:00 AM.

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 8:41 p.m.; Cindy Sharkey seconded the motion.~ Unanimously Carried

- October 17, 2016 Executive Session Minutes (**Attachment #17-ES-11-1**)
- Proposed Staff Plan/Budget
- Negotiations update

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 motioned to exit executive session and return to public session at 9:54 p.m. Stephen Johnson seconded the motion. Unanimously carried.

P. ACTION ITEMS

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

- **Motion to approve** the September 19, 2016 Executive Session Minutes.
- **Motion to approve** the October 17, 2016 Executive Session Minutes.

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

Q. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 9:54 p.m. The motion was seconded by Steven Johnson. Unanimously carried.

Respectfully submitted,



Heather Goguen
Business Administrator/Board Secretary