

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**

**MONDAY, DECEMBER 9, 2013**

**A. OPENING OF MEETING – 7:00 PM**

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: The High Bridge Middle and Elementary Schools' front doors and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: The Hunterdon County Democrat and the Hunterdon Review, this regular monthly meeting will convene at 7:00 p.m. on Monday, December 9, 2013 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken if needed.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL** by Michele McCann, School Business Administrator

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

**D. RECOGNITION ITEMS**

1. **Request a motion** to approve resolutions recognizing the following individuals for their service to High Bridge School District:
  - a. **Larissa Critelli – Board Member**
  - b. **Ann Willard – Board Member**

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Laurie Perkalis	12/6/13	Request for LOA

**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.

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

1. October 14, 2013 Regular Meeting Minutes - **Amended (Attachment #2)**
2. November 11, 2013 Regular Meeting Minutes (**Attachment #3**)

**H. REPORTS TO THE BOARD****1. Follow Up Items:****2. Board President's Report**

- a. Review of Updated NJSBA recommended Board tasks, as per checklist (**Attachment #4**)
- b. Board Committees and Chairperson
  - **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
    - **Dates for meetings:**
    - January 3, 2013 transfer of information
    - January 6, 2013 at 6pm
    - January 27, 2013 at 6pm
    - Backup meeting February 3, 2013 at 6pm.
  - **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff.**
    - The Community Relations Committee is working in cooperation with parents/community members to establish a High Bridge Educational Foundation Partnership. They are seeking the input of High Bridge citizens.
  - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Alan Schwartz, Robert Imhoff**
    - Curriculum Coordinator position
    - Proposed Field Trips
      - Discussed 6<sup>th</sup> grade field trips
      - 7<sup>th</sup> grade to State House and Old Barracks
      - 7<sup>th</sup> grade to Washington's Crossing
    - Discussed various MS Math textbook series with recommendation to purchase Glencoe series
    - Next meeting February 4, 2014 at 5:30 pm.

- **Finance/Facilities – Alan Schwartz, Chairperson,** Larissa Critelli, Robert Imhoff
  - Transfers/confirmation of issue from auditors
  - Facility issues- status of projects
  - Technology Plan-wireless next steps
  - Next meeting February 4, 2014 at 4:30 pm.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Ann Willard, Robert Imhoff
  - Student Teacher request

- **Policy – Ann Willard, Chairperson,** Tom Wescoe, Robert Imhoff

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: **(Attachment #5)**

a) Motion to amend the following existing policies and/or regulations:

- P1240 Evaluation of Superintendent (M)
- R1240 Evaluation of Superintendent (M)
- P3142 Nonrenewal of Nontenured Teaching Staff Member
- R3142 Nonrenewal of Nontenured Teaching Staff Member
- P3144 Certification of Tenure Charges
- R3144 Certification of Tenure Charges
- P4146 Nonrenewal of Nontenured Support Staff Member
- R4146 Nonrenewal of Nontenured Support Staff Member

b) Motion to adopt the following new policies and/or regulations:

- P3221 Evaluation of Teachers (M)
- R3221 Evaluation of Teachers (M)
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)

- **HCESC Representative – Gregory Hobough, Ed.D., Superintendent**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

### 3. Superintendent's Report

#### a. INFORMATION ITEMS:

Staff Attendance for November 2013 (**Attachment #6**)  
 2013-2014 Enrollment (**Attachment #7**)  
 Report on Harassment, Intimidation, and Bullying Incidents  
 School Choice Program Update  
 Superintendent's Update  
 Review of October Legal Bills (**Attachment #8**)

### 4. School Business Administrator's Report

#### a. General Information Items

- 1) Results of the Nov. Election for Board of Education members (**Attachment #9**)
- 2) School Alliance Insurance Fund Safety Award (**Attachment #10**)
- 3) NJ School Digest – October 2013 (**Attachment #11**)
- 4) Wireless project plans next steps
- 5) Review the staff requests for the upcoming budget
- 6) District safety meeting

#### b. Monthly Facility Maintenance Report

- 1) Reviewed issues at safety committee regarding telephones across the district
- 2) Control Value at the ES has been fixed for heating.
- 3) The refrigerator coil has been replaced; this should correct the issues that occurred in the prior months at the ES.
- 4) Unit at the MS has been checked and had the settings changed.

#### c. Vandalism Report

There was no vandalism since our last meeting.

#### d. Monthly Investment Interest – November 2013

Account	Peapack-Gladstone Bank
Agency	\$ 8.74
Capital Reserve	\$ 21.95
Current	\$ 107.02
Food Service	\$ .87
Maintenance	\$ 15.15
Payroll	\$ 6.34
Student Activity	\$ 1.18
Unemployment	\$ 1.80
FSA	\$ .10
<b>Total</b>	<b>\$ 163.15</b>

### 5. Middle School Principal's Report (Via e-mail)

### 6. Elementary School Principal's Report (Via e-mail)

**I. CURRICULUM & INSTRUCTION**

The Superintendent recommends approval of the following actions:

1. **Motion to adopt** the Glencoe Math Series textbooks for Grades 6-8 and approve purchase of this textbook series.
2. **Motion to approve** amendments to the 2013-2014 Field Trip Plan as presented. **(Attachment #12)**
3. **Motion to approve** the following field trips and transportation:
  - a) **7<sup>th</sup> Grade to State House and Old Barracks, Trenton, NJ** on Tuesday, May 13, 2014. Students will experience NJ's legislative process at the State House and will learn about the battle of Trenton/Revolutionary War. Transportation to be provided by First Student at a cost of \$472.50 for one bus. A \$300.00 grant will be utilized towards the cost of transportation. The cost per student of \$11.00 includes admission of \$6.00 and transportation and is to be borne by parents/guardians.
  - b) **5<sup>th</sup> Grade to Camp Bernie, Port Murray, NJ** on Thursday, February 20 – 21, 2014. Transportation to be provided by ESC at a cost of \$220.00 for one bus. The cost per student of \$98.00 includes admission/program fee, meals and lodging and is to be borne by parents/guardians. Board pays admission fee for seven teachers, one nurse and one administrator for a total of \$828.00.
  - c) **8<sup>th</sup> Grade to Voorhees High School** for orientation program on Wednesday, January 8, 2014. Transportation to be provided by First Student at a cost of \$198.00 for one bus and is to be paid by the Board.

**Roll Call:**

Larissa Critelli  
 Alan Schwartz  
 Tom Wescoe  
 Ann Willard

Karen Yaskanin-Jones  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**J. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the following substitutes for the 2013-2014 school year:  
 Karen Madden
2. **Motion to approve Kimberly Jenkins**, student teacher with The College of New Jersey, to complete her student teaching experience from January 23, 2014 through May 2, 2014 with Sherry Kerr as cooperating teacher.
3. **Motion to approve** a request for an unpaid leave of absence from Laurie Perkalis from 12/9/13 through 1/3/14 in accordance with the Family Medical Leave Act utilizing four weeks of the twelve week maximum entitlement.

**Roll Call:**

Larissa Critelli  
 Alan Schwartz  
 Tom Wescoe  
 Ann Willard

Karen Yaskanin-Jones  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**K. FINANCE/FACILITIES**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

**1. PAYMENT OF BILLS**

**a. Audit of Invoices (Attachment #13)**

**Approve** invoices for Current Expense in the following amounts:

Check Register: November 7 - 30, 2013	\$ 9,918.44
Payroll 11/15/13	\$ 239,483.10
Payroll 11/27/13	<u>\$ 236,738.89</u>
	<b>\$ 486,140.43</b>

**Approve** invoices for Current Expense in the following amounts:

Check Register: December 1 – 6, 2013	<b>\$ 150,198.66</b>
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**Approve** invoices for **Cafeteria** Account in the amount of **\$11,001.57**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
11/20/13	Maschio’s Food Service, Inc.	\$10,953.82	IN0039740	1372
11/20/13	NJ Dept of Agriculture	\$ 3.75	Inv. 153591	1373
		-		
12/4/13	NJ Dept of Agriculture	\$ 44.00	Inv. 154478	1374
	<b>Total</b>	<b>\$11,001.57</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for September 2013, October 2013 and November 2013 and Treasurer’s Report for September 2013 (Attachment #14)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of October 2013 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 2013 (Attachment #15)****Will be available at the meeting**

Resolved, that the Board of Education approve the budget transfers as listed in the attachment and request the Board Secretary to addend a copy of the list to the minutes.

**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of December 9, 2013, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary's Report to the minutes.

December 9, 2013    —

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Michele McCann  
Business Administrator/Board Secretary

**3. USE OF FACILITIES (Attachment #16)**

- a. Motion to approve High Bridge Police Department** use of Middle School (Entire Building) for Police Training on December 28, 2013 from 2:00 p.m. to 6:00 p.m. **Advisor – B. Shipps**

- 4. Motion to approve** shelter agreements with the American Red Cross authorizing the use of the Elementary School and/or Middle School facility as emergency shelter in the event of a disaster. **(Attachment #17)**

- 5. Motion to authorize** the Business Administrator to submit 2013 NCLB Title I Part A grant totaling \$16,468 and 2013 NCLB Title II Part A \$12,580. **(Attachment #18)**

**6. CAFETERIA REPORT**

The cafeteria financial report for the month of **October 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$2,046.87 for the month and a year-to-date profit of \$3,781.07. Student participation was 17% in the Middle School and 32% in the Elementary School for the month of **October 2013**.

Last year's report for **October 2012** indicated a loss of \$1,599.51 for the month and a year-to-date loss of \$1,726.71. Student participation was 18% in the Middle School and 25% in the Elementary School for the month of **October 2012**.

- 7. Motion to approve Allan P. Dzwilewski**, Schwartz, Simon, Edelstein & Celso, as negotiations counsel on retainer.

**Roll Call:**

Larissa Critelli  
Alan Schwartz  
Tom Wescoe  
Ann Willard

Karen Yaskanin-Jones  
Kay Daughers-Musnuff - VP  
Robert Imhoff - President

**L. TRAVEL EXPENDITURE APPROVAL (Attachment #19)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

**Roll Call:**

Larissa Critelli  
Alan Schwartz  
Tom Wescoe  
Ann Willard

Karen Yaskanin-Jones  
Kay Daughters-Musnuff - VP  
Robert Imhoff – Pres.

**M. NEW BUSINESS**

**N. PUBLIC COMMENTS**

**O. EXECUTIVE/CLOSED SESSION**

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

- October 14, 2013 Executive Meeting Minutes – **(Attachment ES #1)**
- November 11, 2012 Executive Meeting Minutes – **(Attachment ES #2)**
- Personnel issue.
- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- Bond Issue 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.

**P. RECONVENE PUBLIC SESSION**

**Q. ACTION ITEMS**

**R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

October 14, 2013 Executive Meeting Minutes  
November 11, 2013 Executive Meeting Minutes



**Roll Call:**

Larissa Critelli

Alan Schwartz

Tom Wescoe

Ann Willard

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

**S. ADJOURNMENT**