

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**  
**MONDAY, FEBRUARY 10, 2014**

**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, February 10, 2014 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

Karyn Gove	Karen Yaskanin-Jones
Todd Honeycutt	Kay Daughters-Musnuff - VP
Alan Schwartz	Robert Imhoff – Pres.
Tom Wescoe	

**D. RECOGNITION ITEMS**

1. **Motion to** recognize the following students for being selected as members of the Central Jersey Music Educators Association Intermediate Chorus: (**Attachment #1**)
  - Emily Kearney
  - Maddie Kearney
  - Isabel Nassi
  - Abigail Thompson
  
2. **Motion to approve** a resolution in recognition of Holiday, Canine Companions for Independence, as she leaves High Bridge Elementary School to continue her training to become a service dog. (**Attachment #2**)

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/20/13	Donation to PTO
James Byrne	1/23/14	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.

## G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. January 6, 2014 Reorganizational/Regular Meeting Minutes - (**Attachment #4**)

## 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 #5**)
- b. Superintendent will provide an update on progress toward goals.
- c. Board Committees and Chairperson
  - **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
    - **Dates for meetings: February 19, 2014 at 7:00 p.m.**
  - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff.**
    - The Community Relations Committee reviewed and approved submission of articles for publication in The Bridge.
  - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
    - Recommendation for Curriculum Coordinator position
    - Proposed Field Trips
      - 6<sup>th</sup> grade to Newark Museum
      - 6<sup>th</sup> grade to Liberty Science Center
    - Discussed draft of calendar for 2014-2015
    - Discussed adjustments to calendar for 2013-2014 (Graduation/Snow Days)
  - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
    - Review of county mid-year evaluation
    - Discussed budget issues aligned with district's goals
    - Recommended changes for budget regarding tuition
    - Discussed specific budget issues PARCC and technology and systems used
    - Staffing and benefit issues
    - Next meeting is Tuesday, February 25 at 3:30.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**  
Kay Daughters-Musnuff, Robert Imhoff
  - School Business Administrator Contract
  - Recommendation for Curriculum Coordinator
  - Recommendation for part-time paraprofessional aide
  - New Substitutes
  - Student Counselor to observe Guidance Counselors
  - Course Reimbursement
- **Policy – Karyn Gove, Chairperson,** Tom Wescoe, Robert Imhoff
- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

### **3. Superintendent's Report**

#### **a. INFORMATION ITEMS:**

- 1) Staff Attendance for January 2014 (**Attachment #6**)
- 2) 2013-2014 Enrollment (**Attachment #7**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent's Update
  - i. School Progress Report (**Attachment #8**)
  - ii. Progress Towards Goals
  - iii. Professional Development Plan
  - iv. Highly Qualified teacher status
- 5) Review of December Legal Bills (**Attachment #9**)

### **4. School Business Administrator's Report**

#### **a. General Information Item**

- 1) NJ School Digest – December 2013 (**Attachment #10**)
- 2) NJ School Digest – January 2014 (**Attachment #11**)
- 3) Completed the 1099 for the IRS guidelines
- 4) Transfers as suggested by county
- 5) SNEARS direct certification completed by deadline
- 6) Budget proposal for committee/ BOE review
- 7) SEMI waiver request initiated
- 8) Review of possible shared services with town for cost savings
- 9) School ethics form sent to the county for county approval

#### **b. Monthly Facility Maintenance Report**

- 1) Completed the ESP review
- 2) Review of state requirements for facility
- 3) Review of state requirements for vehicle requirements
- 4) Maintaining the grounds during the last 3 weeks the staff is to be recognized

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – January 2014**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 4.50
Capital Reserve	\$ 22.68
Current	\$ 77.05
Food Service	\$ .69
Maintenance	\$ 15.67
Payroll	\$ 1.08
Student Activity	\$ 1.38
Unemployment	\$ 1.92
FSA	\$ .03
<b>Total</b>	<b>\$ 125.00</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 approve** the following adjustment to the 2013-2014 School Calendar to make-up one (1) day used for inclement weather over and above those built into the calendar: (Attachment #12)
  - a) February 17, 2014 (President's Day) becomes an instructional day with a 1:00 p.m. dismissal for students to enable staff to make-up Professional Development hours.
- 2. Motion to approve** the following field trips and transportation:
  - a) **6<sup>th</sup> Grade to Newark Museum, Newark, NJ** on March 14, 2014. Transportation to be provided by First Student at a cost of \$350.00 for one bus. The cost per student of \$24.00 includes admission of \$12.00 and transportation and is to be borne by parents/guardians.
  - b) **6<sup>th</sup> Grade to Liberty Science Center, Jersey City, NJ** on May 9, 2014. Transportation to be provided by HCESC at a cost of \$310.00 for one bus. The cost per student of \$25.00 includes admission of \$14.75 and transportation and is to be borne by parents/guardians.

**Roll Call:**

Karyn Gove  
 Todd Honeycutt  
 Alan Schwartz  
 Tom Wescoe

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

**J. PERSONNEL**

The Superintendent recommends approval of the following actions:

**I. OPEN PUBLIC HEARING**

**Request a motion** to hold a public hearing to offer the opportunity for public comments and/or questions regarding amending the terms and conditions of the Business Administrator's employment contract for the 2013-2014 school year.

**II. PUBLIC COMMENTS****III. CLOSE PUBLIC HEARING**

**Request a motion** to close the Public Hearing and reconvene regular monthly meeting.

1. **Motion to amend** the 2013-2014 employment contract for **Michele R. McCann** as Business Administrator/Board Secretary for an annual prorated salary of \$80,000 retroactive to January 1, 2014, with all other terms and conditions unchanged.  
**(Attachment #13)**
2. **Motion to approve** the employment of **Joseph Kennedy** as Curriculum Coordinator effective February 11, 2014 to be compensated at the co-curricular hourly rate of \$29.11 for up to 100 hours.
3. **Motion to approve** the employment of **Tracy Denkovic** as part-time instructional paraprofessional aide from February 17, 2015 through June 30, 2015 for an annual prorated salary of \$3,276.00, pending successful completion of a criminal history background check.
4. **Motion to accept** with regret, the resignation of **James Byrne** as part-time custodian, effective February 27, 2014.
5. **Motion to approve James Byrne** as a black seal certified substitute custodian for the remainder of the 2013-2014 school year at an hourly rate of \$12.50.
6. **Motion to approve Albert Schwartz** as substitute custodian for the remainder of the 2013-2014 school year at an hourly rate of \$11.00, pending successful completion of a criminal history background check.
7. **Motion to approve** the following substitutes for the 2013-2014 school year  
Rebecca Dietz  
Jenna Crincoli  
Deena Williams
8. **Motion to approve** Kari Jelliffe, Centenary College School Counseling student, to complete two days of observation as part of her internship experience with Katie Drude and Christine Sullivan as cooperating certificated School Counselors.

- 9. Motion to approve the course reimbursement** for the 2013-2014 school year for tuition paid by the following employee: **(Attachment #14)**
- **Catherine Hoos**
    - Course: Introduction to Sociology (#20506)
    - College/University: Raritan Valley Community College
    - Semester: Winter 2014
    - Credits: 3 Credits
    - Tuition: \$486.00
- 10. Motion to approve Renee Colangelo** as Homework Assistance co-advisor for the remainder of the 2013-2014 school year, serving with Judy LaGreca, with total compensation not to exceed \$582.20 (20 hours @ \$29.11) split between the two advisors.
- 11. Motion to amend retroactively** the request for Leave of Absence for **Laurie Perkalis** to extend through 2/3/14 in accordance with the Family Medical Leave Act which will utilize a total of seven weeks of the twelve week maximum entitlement.
- 12. Motion to acknowledge** the following chaperones for the Fifth grade Camp Bernie trip February 20-21, 2014 to be compensated at the substitute pay rate for the overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:
- a. Brian Bizzoco – Administrator
  - b. Nicole Cahill – School Nurse
  - c. Karin Sharkey
  - d. Kim Terzuolo
  - e. Kim Ziegler
  - f. Chris Muller
  - g. Matt Garfein
  - h. Sherry Kerr

The following staff members will serve as alternates should any of the above named chaperones be unable to attend:

- a. Kim Sandorff
- b. Michele Gomez
- c. Courtney Shiffman
- d. Kevin Jones

**Roll Call:**

Karyn Gove  
Todd Honeycutt  
Alan Schwartz  
Tom Wescoe

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 #15)**

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

Check Register: January 1 - 31, 2014	\$ 119,240.40
Payroll 1/15/14	\$ 245,126.82
Payroll 1/31/14	\$ 238,226.84
	<b>\$ 602,594.06</b>

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

Check Register: February 1 – 7, 2014	<b>\$ 158,951.34</b>
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**Approve** invoices for **Cafeteria** Account in the amount of **\$7,549.86**

Date	Vendor	Amount	Description	Check No.
1/29/ 14	Maschio’s Food Service, Inc.	\$ 7,477.36	IN0040779	1378
1/29/ 14	NJ Dept of Agriculture	\$ 40.00	Inv. 155598	1379
		\$ 32.50	Inv. 155070	
		\$ 72.50		
	<b>Total</b>	<b>\$ 7,549.86</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for November 2013, December 2013, and January 2104 and Treasurer’s Report for November and December 2013(Attachment #16)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of December 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 December 2013 and January 2014 (Attachment #17)**

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 February 10, 2014, 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.

February 10, 2014

\_\_\_\_\_  
Michele McCann

Business Administrator/Board Secretary

### 3. USE OF FACILITIES (Attachment #18)

- a. **Motion to approve High Bridge PTO** use of Middle School Classroom for 8<sup>th</sup> Grade Parent Meeting Dinner Dance/Lock In beginning 7 p.m. to 8:30 p.m.. Please see attached dates. **Advisors – Cynthia Sharkey and Lauren Crampton**
- b. **Motion to approve** use of MS Cafeteria and Gym for 8<sup>th</sup> Grade Lock In on Friday, March 28<sup>th</sup>, 2014 beginning 9:30 p.m. and ending Saturday, March 29<sup>th</sup>, 2014 at 7:00 a.m. **Advisor – Cynthia Sharkey**
- c. **Motion to approve request to add** dates for Cub Scout Pack 149. Meetings are in ES from 3:10 p.m. to 4:30 p.m. Please see attached for additional dates. Approved September 9, 2013. **Advisor – Barbara Kinsky (Attachment #18A)**

### 4. CAFETERIA REPORT

The cafeteria financial report for the month of **December 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$426.25 for the month and a year-to-date profit of \$5,445.60. Student participation was 16% in the Middle School and 32% in the Elementary School for the month of **December 2013**.

Last year's report for **December 2012** indicated a profit of \$1,707.86 for the month and a year-to-date loss of \$1,967.81. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **December 2012**.

### 5. DONATION ACCEPTANCE

**Motion to accept** an anonymous donation of paperback books from the series by author Dan Gutman: *My Weird School*, *My Weird School Daze* and *My Weirder School*. The forty-four (44) books have a total value of \$173.61.

### 6. Approve Resolution for Alliance for Competitive Energy Services (ACES). (Attachment #19)

### 7. WARREN COUNTY SPECIAL SERVICES DISTRICT (WCSSD) TRANSPORTATION

**Motion to approve** resolution to participate in the WCSSD Coordinated Transportation (Attachment #20)

### 8. Approve Agreement to purchase IEP Direct. (Attachment #21)

**9. SEMI**

- a. Motion to approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

**Resolution for Waiver of Requirements in Special Education Medicaid Initiative (SEMI) Program**

**Whereas**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2013-2014 school year, and

**Whereas**, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

**Now Therefore Be It Resolved**, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2012-2013 school year.

**Adopted:**

**Date:**

**10. PRESCHOOL CONTRACT**

**Motion to approve** the 2014-2015 Preschool Application at the tuition rate of \$1,500.00. (**Attachment #22**)

- 11. Motion to approve** the sale of equipment consisting of three (3) chairs no longer used by the special education department, for \$260.00 to the Midland School for pickup.

**Roll Call:**

Karyn Gove  
Todd Honeycutt  
Alan Schwartz  
Tom Wescoe

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

**L. TRAVEL EXPENDITURE APPROVAL (Attachment #23)**

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:**

Karyn Gove  
Todd Honeycutt  
Alan Schwartz  
Tom Wescoe

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:

- January 6, 2014 Executive Meeting Minutes – (**Attachment ES #1**)
- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- Personnel Item

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**

January 6, 2014 Executive Meeting Minutes

**Roll Call:**

Karyn Gove  
Todd Honeycutt  
Alan Schwartz  
Tom Wescoe

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

**S. ADJOURNMENT**