

# HIGH BRIDGE BOARD OF EDUCATION

## REORGANIZATIONAL/REGULAR BUSINESS MEETING AGENDA

MONDAY, JANUARY 6, 2014

### REORGANIZATION

#### A. OPENING OF MEETING - 7:00 PM

Michele McCann, Board Secretary will preside over meeting until which time a board president is elected.

#### **Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: The Courier News, the annual reorganizational meeting will convene at 7:00 pm on Thursday, January 6, 2014, in the Library at the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken if needed.

#### B. PLEDGE OF ALLEGIANCE

#### C. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

	<u># Votes</u>	<u>Term</u>
Todd Honeycutt – Write-in	22	3 year term
Karyn Gove – Write-in	2	3 year term

#### D. OATH OF OFFICE TO NEW BOARD MEMBERS

The Business Administrator will issue the oath of office to the newly elected Board members

#### E. ROLL CALL by Michele McCann, Business Administrator

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

**F. ORGANIZATION OF THE BOARD**

**1. ELECTION OF OFFICERS**

**a. NOMINATIONS FOR PRESIDENT**

- 1) Business Administrator calls for nominations:
  - Motion to nominate \_\_\_\_\_ for Board President.
  - Motion to nominate \_\_\_\_\_ for Board President.
  - Motion to nominate \_\_\_\_\_ for Board President.
- 2) Motion that nominations be closed
- 3) Board vote

**Roll Call:**

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

**2. ELECTED PRESIDENT ASSUMES THE CHAIR**

**3. ELECTION OF VICE PRESIDENT**

- 1) President calls for nominations
  - Motion to nominate \_\_\_\_\_ for Board Vice President.
  - Motion to nominate \_\_\_\_\_ for Board Vice President.
  - Motion to nominate \_\_\_\_\_ for Board Vice President.
- 2) Motion that nominations be closed
- 3) Board vote

**Roll Call:**

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

**REGULAR BUSINESS**

**G. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #1)**

In accordance with Bylaw 0142 "Code of Ethics" and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

**Sign and return copy to Business Administrator.**

**H. RECOGNITION ITEMS**

**Request a motion** to approve a resolution recognizing Susan Vogler for her service to the High Bridge School District (**Attachment #2**)

**I. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

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

December 9, 2013 Regular Meeting Minutes (**Attachment #3**)

December 18, 2013 Special Meeting Minutes (**Attachment #4**)

**K. REPORTS TO THE BOARD**

**1. Follow Up Items:**

**2. Board President’s Report**

a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #5**)

b. Board Committees and Chairperson

- **Community Relations** – \_\_\_\_\_, Chairperson
- **Curriculum and Instruction** – \_\_\_\_\_, Chairperson
- **Finance/Facilities** – \_\_\_\_\_, Chairperson
- **Negotiations** - \_\_\_\_\_, Chairperson
- **Personnel and Management** – \_\_\_\_\_, Chairperson
- **Policy** – \_\_\_\_\_, Chairperson,
- **HCESC Representative** – Gregory Hobaugh
- **HCSBA Delegate** – \_\_\_\_\_
- **NJSBA Delegate** – \_\_\_\_\_

**3. Superintendent’s Report**

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for December 2013 (**Attachment #6**)
- 2) 2013-2014 Enrollment (**Attachment #7**)

- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2013 Legal Bills (**Attachment #8**)
- 5) Superintendent Update

**b. PUBLIC HEARING:**

- 1) **Request a motion to open Public Hearing**  
 In accordance with the *Anti-Bullying Bill of Rights Act (ABR)* (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harrassment, intimidation and bullying for the reporting period September 1<sup>st</sup> through December 31<sup>st</sup>, 2013. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harrassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (**Attachment #9**)
- 2) **Public Comments**
- 3) **Request a motion to close Public Hearing** and reconvene regular business.

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

**a. General Information Items**

- 1) ASSA reflects a decrease of 12.1%
- 2) Quotes on the chimney continue to come in
- 3) Chromebooks ordered target populations
- 4) Budget review meeting with administrators

**b. Monthly Facility Maintenance Report**

- 1) Snow removal the custodians have been working to keep the grounds looking good.
- 2) Winter building checks completed for the deadline.

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – December 2013**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 11.49
Capital Reserve	\$ 22.68
Current	\$ 93.30
Food Service	\$ .68
Maintenance	\$ 15.66
Payroll	\$ 6.08
Student Activity	\$ 1.36
Unemployment	\$ 1.89
FSA	\$ .04
<b>Total</b>	<b>\$153.18</b>

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

**L. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. **Motion to amend the approval of Renee Colangelo** as School Psychologist as follows (changes italicized): beginning January 2, 2014 to be initially compensated at a substitute rate of \$75.00/day for the first twenty (20) days then at a long-term substitute rate of \$252.53 per diem until permanent certification is obtained at which time she will be compensated at a *MA+30, Step 1 salary of \$57,005.00 prorated.*
- 2. **Motion to approve** a payment of \$11,382.70, to Susan Vogler upon her retirement for unused sick leave in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.
- 3. **Motion to amend** the request for Leave of Absence for **Laurie Perkalis** to extend through 1/17/14 in accordance with the Family Medical Leave Act which will utilize a total of five weeks of the twelve week maximum entitlement.

**Roll Call:**

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

**M. CURRICULUM & INSTRUCTION**

- 1. **Motion to approve** the following class trips and transportation:
  - a. **8<sup>th</sup> grade to Hunterdon County Polytech**, on February 6, 2014 for orientation program. Transportation will be provided by ESC at a cost of \$135.00 for one bus and will be paid by the district.
  - b. **Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Date Rain/Snow Date	Activity	# Students Grade level	Location	Cost
3/11/14 3/13/14	Lego Engineering	8 3 <sup>rd</sup> /4 <sup>th</sup> grade	Woodglen School	\$8.00 ea
4/1/14 4/3/14	Crime Scene Investigation	8 6 <sup>th</sup> Grade	Clinton Public School	N/A

**Roll Call:**

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

**N. 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 #10)**

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

Check Register: December 7 – 26, 2013	\$ 30,409.79
Payroll 12/13/13	\$237,928.39
Payroll 12/20/13	<u>\$241,536.00</u>
<b>Total</b>	<b>\$509,874.18</b>

**Approve invoices for Cafeteria Account in the amount of \$8,283.71**

Date	Vendor	Amount	Description	Check No.
12/13/13	Maschio's Food Service, Inc.	\$ 8,210.21	Inv. IN0040458	1375
12/17/13	NJ Dept. of Agriculture	\$ 7.50	Inv. 154015	1376
12/19/13	Mr. James Cardenas	\$ 66.00	Refund Prepaid Lunches	1377
	<b>Total</b>	<b>\$ 8,283.71</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for October 2013 and November 2013 (Attachment #11)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the months of October 2013 and November 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 30, 2012– (Attachment #12)**

**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 January 2, 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.

January 2, 2014

\_\_\_\_\_  
Michele McCann  
Business Administrator/Board Secretary

**Roll Call:**

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

**3. CAFETERIA REPORT**

The cafeteria financial report for the month of **November 2013**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$1,238.28 for the month and a year-to-date profit of \$5,019.35. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **November 2013**.

The cafeteria financial report for the month of **November 2012**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$1,948.96 for the month and a year-to-date loss of \$3,675.67. Student participation was 17% in the Middle School and 30% in the Elementary School for the month of **November 2012**.

**4. Motion to Approve Board Attorney/Retainer Agreement for the 2014 Calendar Year. (Attachment #13)**

**Roll Call:**

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

**O. TRAVEL EXPENDITURE APPROVAL (Attachment #14)**

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:**

Kay Daughters-Musnuff  
Karyn Gove  
Todd Honeycutt  
Alan Schwartz

Tom Wescoe  
Karen Yaskanin-Jones  
Robert Imhoff

**P. NEW BUSINESS**

**Q. PUBLIC COMMENTS**

**R. EXECUTIVE/CLOSED SESSION**

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

- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- December 18, 2013 Executive Meeting Minutes (**Attachment ES #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.

**S. RECONVENE PUBLIC SESSION**

**T. ACTION ITEMS**

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

December 18, 2013 Executive Meeting Minutes

**Roll Call:**

Kay Daughters-Musnuff  
Karyn Gove  
Todd Honeycutt  
Alan Schwartz

Tom Wescoe  
Karen Yaskanin-Jones  
Robert Imhoff

**V. ADJOURNMENT**