

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, OCTOBER 14, 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, October 14, 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
Alan Schwartz
Tom Wescoe
Ann Willard

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

D. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Morrison – Exxon Mobil	9/9/13	STEM Grant/Partnership
Lauren Richardson	10/1/13	Request for LOA

E. PUBLIC COMMENTS

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

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. September 9, 2013 Regular Meeting Minutes (**Attachment #2**)

G. 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 #3)**
- b. Board Committees and Chairperson
 - **Ad Hoc Committee: Negotiations – Karen Yaskanin-Jones, Chairperson,**
Alan Schwartz, Robert Imhoff
 - **Community Relations – Larissa Critelli, Chairperson,** Tom Wescoe, Robert Imhoff.
 - School Choice postcard mailed 10/7/13
 - School Choice Information night scheduled for 10/16/13
 - School Choice signs posted 10/8/13
 - Newspaper ad designed by Carla Nowell published in Hunterdon County Democrat 9/26, 10/3, 10/10 & 10/17/13
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson,**
Alan Schwartz, Robert Imhoff
 - Reviewed revised field trip plan.
 - Discussed NJASK Action Plan
 - Next meeting – November 5, 2013 at 4:30 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson,** Larissa Critelli, Robert Imhoff
 - Disposal of additional furniture & assets, clean out clutter
 - Ad-Hoc issues – contract & rates
 - Update of facilities bids and projects
 - IROC issue
 - Next meeting – November 5, 2016 at 3:30.
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Ann Willard, Robert Imhoff
 - Advertised for School Psychologist position.
 - **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 #4)**

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

Policy #4124 Employment Contract
 Policy #5512 Harassment, Intimidation and Bullying
 Regulation #5512 Harassment, Intimidation and Bullying
 Policy #8220 School Day

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

Policy #3144.12 Certification of Tenure Charges - Inefficiency
 Policy #3144.3 Suspension Upon Certification of Tenure Charges
 Policy #3372 Teaching Staff Member Tenure Acquisition
 Policy #3373 Tenure Upon Transfer of Promotion
 Regulation #3410 Substitute Compensation
 Regulation #4218 Substance Abuse
 Policy #5300 Use of Defibrillator(s)
 Policy #5450 Athletic Awards
 Regulation #5450 Athletic Awards

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

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for September 2013 (**Attachment #5**)
- 2) 2013-2014 Enrollment (**Attachment #6**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) School Choice Program Update
- 5) Week of Respect – September 30th through October 4th
- 6) Fire Prevention Week – October 7th through October 11th
- 7) School Violence Awareness Week – October 14th through October 18th
- 8) Red Ribbon Week – October 21st through October 25th
- 9) Electronic Violence and Vandalism Report (**Attachment #7**)
- 10) Memorandum of Agreement between Education and Law Enforcement Officials (**Attachment #8**)
- 11) School Nursing Services Plan (**Attachment #9**)
- 12) District In-Service – October 9, 2013, Standard Response Protocol
- 13) Superintendent's Academy 10/9/13 – NJSBA handout (**Attachment #10**)
- 14) Superintendent's Update
- 15) Review of August Legal bills (**Attachment #11**)
- 16) Review of September Legal bills (**Attachment #12**)

ACTION ITEMS:

- 1) **Motion to approve** the School Nursing Services Plan for 2013-2014 and to authorize the Superintendent to submit same to the Hunterdon County Office of Education.
- 2) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

3) Electronic Violence and Vandalism Report 2012-2013

a. OPEN PUBLIC HEARING

Motion to open a Public Hearing so that the Superintendent may report on 2012-2013 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).

b. PUBLIC COMMENTS

This time is offered so that the public may offer comments and/or ask questions regarding the 2012-2013 School Violence and Vandalism Report.

c. CLOSE PUBLIC HEARING

Motion to close Public Hearing and return to the Regular Business portion of the Board meeting.

4. School Business Administrator's Report

a. General Information Items

- SNEARS direct certification completed
- ASSA/ NJ SMART Student compiled (**Attachment #13**)
- NCLB 2012-2013 report completed
- DRTRS snapshot
- Budget parameters 2014-2015
- CMP plan
- SAIF Award Letter (**Attachment #14**)
- NJ School Digest – September 2013 (**Attachment #15**)

b. Monthly Facility Maintenance Report

- Clean up of storage closets in MS
- Completion of Right to know training and new Pest control management system by initial staff member
- MS security door feature completed

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – September 2013

Account	Peapack-Gladstone Bank
Agency	\$ 2.41
Capital Reserve	\$ 21.94
Current	\$ 100.97
Food Service	\$.46
Maintenance	\$ 15.15
Payroll	\$ 3.78
Student Activity	\$ 1.34
Unemployment	\$ 2.04
FSA	\$.06
Total	\$ 148.15

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Via e-mail)****H. CURRICULUM & INSTRUCTION**

1. **Motion to approve** the revised District Field Trip Plan for 2013-2014 as presented. **(Attachment #16)**
2. **Motion to approve** the following field trips and transportation:
 - a) **Eighth grade to McCarter Theatre, Princeton, NJ** on December 10, 2013 to see a production of "A Christmas Carol" which enriches and culminates the study of Victorian London and Charles Dickens. Transportation will be provided by First Student at a cost of \$416.00 for one bus. Cost per student of \$39.50 includes admission and transportation and is to be borne by parents/guardians.
 - b) **Kindergarten and Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on October 28, 2013 (rain date 10/30/13) to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on "animals and their habitats" and "how things grow". Transportation will be provided by ESC at a cost of \$272.00 for one bus. The cost per student of \$12.25 which includes transportation and admission is to be borne by parents/guardians.
 - d) **Fourth Grade to Solitude House and TISCO complex, High Bridge** on October 15, 2013 (raindate 10/16, 17, or 18/13) to visit four historic places in their town and gain appreciation for High Bridge's rich history. This trip correlates to 4th grade social studies curriculum and State core standards 6.1. There are no costs involved with the trip as students will be walking.
 - e) **Fourth Grade to Veterans Memorial Park, High Bridge** on November 12, 2013 (raindate 11/13/13) for park tour given by American Legion Post #188 Captain. This trip correlates to 4th grade social studies curriculum and

State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.

- f) **Fourth Grade to Borough Hall, High Bridge**, on March 4, 2014 (raindate 3/5, 3/6, or 3/7/14) to visit Borough Hall and High Bridge Public Library. This trip correlates to 4th grade social studies curriculum and State core standards 6.1, 6.3. There are no costs involved with the trip as students will be walking.
- g) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on May 16, 2014 for community service activity (weed, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 2.1, 2.2, 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
- h) **Fourth and Fifth Grade Environmental Club to Raritan Headwaters, High Bridge, (behind Gronsky's)**, on May 23, 2014 (rain date 5/29/14) for river monitoring activities with a trained South Branch Watershed Authority instructor. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no transportation costs involved with the trip as students will be walking.
- i) **Elementary and Middle School BD classes and Elementary MD class *** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation and admission to be paid for by the district as part of community based instruction.

Date / Rain Date	Location	Admission Costs	Transportation
10/16/13	ShopRite, Clinton, NJ		\$78.00
10/23/13	MiniGolf, Flemington, NJ	\$6.00	\$150.00
11/13/13	ShopRite, Clinton, NJ		\$78.00
12/4/13	ShopRite, Clinton, NJ		\$78.00
12/18/13	* Phillipsburg Mall, Phillipsburg, NJ		\$300.00 (2 buses)
1/8/14	ShopRite, Clinton, NJ		\$78.00
1/22/14	* Oakwood Lanes, Washington, NJ		\$300.00 (2 buses)
2/19/14	ShopRite, Clinton, NJ		\$78.00
3/12/14	Maple Sugaring, Echo Hill Park, Flemington, NJ		\$78.00
3/26/14	* ShopRite, Clinton, NJ		\$156.00 (2 buses)
4/2/14	Target, Phillipsburg, NJ		\$150.00
4/16/14	High Bridge Police/Fire		\$78.00
5/28/14	ShopRite, Clinton, NJ		\$78.00
6/4/14	* Town of Clinton		\$156.00 (2 buses)

- j) **Sixth grade** to Medieval Times, Lyndhurst, NJ on May 23, 2014. This trip correlates with sixth grade study of the Middle Ages. Transportation to be provided by First Student at a cost of \$520.00 for one bus. Total cost per student of \$48.00 includes transportation, admission and meal and is to be borne by parents/guardians.

- k) **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
11/21/13	Debate	8 7 th /8 th grade	Clinton Twp. Middle School	N/A
12/6/13	ArtLine I	8 6 th Grade	Hunterdon Museum of Art	\$6.00
1/14/14 1/17/14	Math Workshop	10 5 th Grade	Conley School, Bethlehem Twp.	N/A
2/4/14 2/7/14	Poetry Slam	8 7 th / 8 th grade	Clinton Township Middle School	N/A

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

I. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve Melissa Betz** as a Student Leadership/Builder’s Club co-advisor for the 2013-2014 school year, serving with Jennifer Smith and Paige McGaheran, with total compensation of \$3561.00 split between the three advisors.
2. **Motion to approve Carl Katzenberger** as boys’ basketball coach for the 2013-2014 season to be compensated at the rate of \$2,183.00 in accordance with Article XVI.A.1.C of the negotiated agreement.
3. **Motion to approve** the following as Homebound Instructors for the 2013-2014 school year to be compensated at the hourly rate of \$35.42 on an as needed basis.

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| <ul style="list-style-type: none"> a. Susan Butkosky b. Nancy Garcia-Owchariw c. Kelly Grube d. Lynn Hughes (4th Grade only) e. Lisa Kerr (2nd and 3rd MP only) f. Nicole Locorotondo g. Christine McKenna | <ul style="list-style-type: none"> h. Judy Rogers i. Kim Sandorff j. Anna Sbriscia Cara Staviski Kim Terzuolo Gerald Tolomeo |
|--|--|

- 4. Motion to approve the course reimbursement** for the 2013-2014 school year for tuition paid by the following employee: (**Attachment #17**)

➤ **Carla Nowell**

Course: Innovative Approaches to Literacy Instruction (#634)

College/University: Centenary College of NJ

Semester: Fall 2013

Credits: 3 Graduate Credits

Tuition: \$1,260.00

- 5. Motion to approve** the following substitutes for the 2013-2014 school year:
- Lynne Schweikert
 - Kacey McKown
- 6. Motion to approve Anthony Watkoskey** as custodian for the High Bridge Youth Association 2013-2014 basketball season at the custodial sub rate of \$12.50 per hour.
- 7. Motion to approve** a request for a medical leave of absence for **Lauren Richardson** beginning September 3, 2013 through October 17, 2013 utilizing accumulated illness days.
- 8. Motion to approve Nancy Opsahl** as a long term substitute teacher, at Step BA-1 \$50,505 paid on a per diem basis at the daily rate of \$252.53 as per Policy #3410 -Compensation, effective October 1, 2013 through October 21, 2013.

Roll Call:

Larissa Critelli

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff – Pres.

Ann Willard

J. 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 #18)

Approve invoices for Current Expense in the following amounts:

Check Register:	September 6 - 30, 2013	\$ 6,404.34
Payroll 9/13/13		\$ 235,934.68
Payroll 9/30/13		<u>\$ 242,837.30</u>
		\$ 485,176.32

Approve invoices for Current Expense in the following amounts:

Check Register:	October 1 – 10, 2013	\$ 199,629.39
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Approve invoices for Cafeteria Account in the amount of \$123.99

Date	Vendor	Amount	Description	Check No.
9/6/13	Maschio's Food Service, Inc.	\$ 60.99	IN0039029	1367
9/6/13	NJ Dept of Agriculture	\$ 5.00 -	Inv. 151799	1368
9/27/13	NJ Dept of Agriculture	\$ 58.00	Inv. 152455	1369
Total		\$ 123.99		

2. FINANCIAL REPORTS**Report of the Board Secretary and Treasurer's Report for July and August 2013 (Attachment #19)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of July and August 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 August and September 2013 (Attachment #20)

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 October 14, 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.

Michele McCann
Business Administrator/Board Secretary

October 14, 2013 _____

3. Motion to approve resolution authorizing the disposal of property:

WHEREAS, in accordance with N.J.S.A. 18A:18-45F, the High Bridge Board of Education would like to dispose of property; and

WHEREAS, the following properties have been classified as no longer serviceable:

Computers

- Dell 00045-641-047-117
- Dell 00019-0082-818-696
- Dell 0019-090-685-888,
- Dell 00045-510-618-987
- Dell 00019-090-178-873
- Dell 00019-042-001-599
- Dell 00019-101-867-915
- Dell 00045-159-159-386
- Dell JJ0W021
- Dell 00019-042-001-605
- Dell 6MBHI61
- Dell4LHGG51
- DellG2FRN11

Monitors

- Dell CN-095WUP-46633-25F81 QT
- Dell CN-095WUP-46633-25F-81VJ,
- Dell CN-095-WUP-46633-25F-81QN
- Dell CN-095WUP-46633-25F-81UE
- Dell CN-01K525-47803-2AH-GLEB
- Dell CN-095WUP-46633-25F-81UF
- TSSI TSI8595876
- Samsung GS17HVM119239N
- Sylvania V41237900A
- Dell -MX-0Y1352-47605-47M-FPN6
- Dell-MX-OY1352-47M-FPMK
- DSN 095WUP 466-33-25F-*1QE
- Acer 71707592842

Printers

- Cannon 00910
- Cannon 00868
- Cannon 00868

Fax Machines:

- Brothers
- Brothers 060283G2JS81405

There are also 3 projectors that will also be recycled.
There are also 13 keyboards to be recycled.

30 desks (outdated style)

WHEREAS, the condition of the items above was determined by the Principal and Superintendent, and

WHEREAS, a recommendation has been made by the Superintendent that the listed items be disposed;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, based upon the recommendation of the Superintendent, authorizes the disposal of these

assets via the town's electronic recycling program at no cost to the district. The desks are to be disposed of in the upcoming weeks in the regular pick up.

4. USE OF FACILITIES (Attachment #21)

- a. **Motion to approve I'm For High Bridge and High Bridge Women's Group** to use the MS gym for the Halloween parade on October 26, 2013 in the event of inclement weather from 12:30 p.m. until 2:30 p.m. **Advisor: Diane Seals**
- b. **Motion to amend Girl Scouts Troop #80060** use of ES Classroom on second Friday of the month from 6:30 p.m. until 7:30 p.m. Please see attached dates. Please note change of date applications due to school closings. **Advisor – Kelly Lynch.**
- c. **Motion to approve Cadet Girl Scout Troop #80894** use of MS Classroom twice a month starting October 16, 2013 through May 28, 2013 from 6:00 p.m. until 7:30 p.m. Please see attached dates. **Advisor – Leigh Ann Moore**
- d. **Motion to approve Brownie Girl Scout Troop #80351** use of ES Classroom on Wednesdays once a month starting October 23, 2013 through May 28, 2014 from 6:15 p.m. until 7:45 p.m. Please see attached dates. **Advisor – Maryanne Hagan**
- e. **Motion to approve High Bridge Youth Basketball** use of Elementary School All Purpose Room and Middle School Gym beginning November 11, 2013 through March 10, 2014. Please see attached dates. **Advisor – Gary Mills**
Some dates/times may conflict with other prior approved activities.

K. TRAVEL EXPENDITURE APPROVAL (Attachment #22)

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.

L. NEW BUSINESS

M. PUBLIC COMMENTS

N. EXECUTIVE/CLOSED SESSION

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

- September 9, 2013 Executive Meeting Minutes – **(Attachment ES #1)**
- Legal Matter – Alparone vs. High Bridge Board of Education
- Personnel Matter – HBW and benefit issue.
- Stipends

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

P. ACTION ITEMS

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

September 9, 2013 Executive Meeting Minutes

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

R. ADJOURNMENT