

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, FEBRUARY 16, 2015

A. OPENING OF MEETING - 6:00 PM

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: Hunterdon County Democrat. This regular meeting will convene at 6:00 pm on Monday, February 16, 2015, 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, Business Administrator

Karyn Gove	Susan Seeley
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff – Pres.
Alan Schwartz	

D. EXECUTIVE/CLOSED SESSION

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

- NJSBA Certified Board training on Ethics

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.

E. RECONVENE PUBLIC SESSION

F. RECOGNITION ITEMS (Attachment #1)

1. **Request a motion** to approve a resolution recognizing Zachary Fortier for his efforts and commitment to plan and construct a garden at High Bridge Elementary School.

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2&2A)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kathleen Kalena	1/5/15	Administrative internship thank you
Sarah Burke	1/12/15	Letter of resignation
Lily & Jason Bradow	2/11/15	HBMS Soccer Team

H. PUBLIC COMMENTS

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

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

January 5, 2015 Regular Meeting Minutes (**Attachment #3**)

January 30, 2015 Regular Meeting Minutes (**Attachment #4**)

J. REPORTS TO THE BOARD

1. Progress towards Boards Goals and Achievements:

- a. Draft of strategic action plan for 2014-2015 Board of Education goals.
(**Attachment #5**)

2. Follow Up Items:

- a. PARCC discussion regarding letter from parent
- b. Parent Information night – February 3, 2015
- c. **Motion to remove** Board of Education elected member, Susan Seeley for non-participation.
- d. Proposed scheduled meeting dates for 15-16 (**Attachment A**)
- e. **Motion to adopt** the schedule of Board meetings for 2015-2016 school year.

Roll Call:

Karyn Gove	Alan Schwartz
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff – Pres.

3. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)
- b. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson**, Karyn Gove, Robert Imhoff
 - February 3, 2015 Parent/Community meeting
 - Results of small group discussion
 - fifth grade move to middle school
 - new technology in the classroom
 - communication between school and community
 - Discuss make up days for snow days used in excess of three built in to the 2014-2015 calendar
 - **Motion to amend** the 2014-2015 calendar making February 16, 2015 an instructional day due to exceeding three built in to the calendar.
 - 2015-2016 Calendar (**Attachment #B**)
 - Next meeting TBD

- **Curriculum and Instruction – Todd Honeycutt, Chairperson,**
Kay Daughters-Musnuff, Robert Imhoff
 - Met January 20, 2015
 - Results of small group discussion 2/3/15 parent meeting
 - online language program
 - longer math periods (middle school)
 - combining reading and ELA (middle school)
 - 15-16 Scheduling
 - Next meeting February 24, 2015.

- **Finance/Facilities – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
 - Met February 6, 2015
 - Reviewed the budget proposal
 - Reviewed the budget shortfall
 - Next meeting March 9, 2015 at 5:30 p.m.

- **Personnel and Management – Kay Daughters-Musnuff, Chairperson,**
Karyn Gove, Robert Imhoff
 - Met January 20, 2015
 - Impact of ACA on Substitutes and paraprofessional aides
 - Preliminary staffing for 15-16
 - Number of 4th grade sections
 - Next meeting February 24, 2015

- **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
 - Met January 13, 2015 (Ad hoc)
 - **Motion to amend** the following existing policies and/or regulations:
(Attachment #7)
 - Regulation 7510 Use of Facilities
 - Policy 7510 Use of Facilities

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

4. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for January 2015 (**Attachment #8**)
- 2) 2014-2015 Enrollment (**Attachment #9**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of December 2014 Legal Bills (**Attachment #10**)
- 5) Update on achievement of district goals (**Attachment #11**)
- 6) School Performance Reports (**Attachments #RC1-5**)
- 7) Request to accept two unfunded Choice students for 2015-2016
- 8) Superintendent Update

5. School Business Administrator's Report**a. General Information Items**

- 1) NJ School Digest – December 2014 (**Attachment #12**)
- 2) January SNEARS completed
- 3) January NSLP review completed for both schools
- 4) Completed 1099's & 1096 to IRS
- 5) Idea Submission 2015 & expenditure
- 6) EWEG grant expenditure

b. Monthly Facility Maintenance Report

- 1) Fire inspections completed
- 2) Application on file for Lock In
- 3) Reviewing ESP and Boiler at MS project

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – January 2015

Account	Peapack-Gladstone Bank
Agency	\$ 4.10
Capital Reserve	\$ 43.26
Current	\$106.30
Food Service	\$ 2.51
Maintenance	\$ 38.02
Payroll	\$ 1.30
Student Activity	\$ 1.38
Unemployment	\$ 1.31
FSA	\$.12
Total	\$198.30

6. Middle School Principal's Report (Via e-mail)**7. Elementary School Principal's Report (Via e-mail)****K. PERSONNEL**

1. **Motion to approve** the following substitutes for the remainder of the 2014-2015 school year:
 - a. Ian Stickel
 - b. Jill Hermann
 - c. Sarah Burke
 - d. Christine Wilkinson
 - e. Katherine McKenna

2. **Motion to accept** the resignation of **Sarah Burke** as full-time paraprofessional aide effective 1/15/15.
3. **Motion to amend** the course reimbursement for Emma Alparone from the previously approved GED 510 Educational Administrative Theory to GED 650 Principles and Practices of Supervision at the same tuition rate as per the graduate coordinator's suggestion of course sequence
4. **Motion to approve Katie Drude** as substitute Homework Club advisor when Emma Alparone is not available. (Stipend to be shared between advisors).
5. **Motion to approve Emily Perkalis**, Centenary College student, to complete 4 observation hours at High Bridge Elementary School, with Karin Sharkey and Kim Terzuolo as cooperating teachers.
6. **Motion to approve Adair Moore Sattely**, Grand Canyon University student, to complete 15 observation hours at High Bridge Middle School, with Michael Doerwang as cooperating teacher.
7. **Motion to approve Mary Komondy**, Fordham University student, to complete service learning component of 2-3 hours per week at High Bridge Middle School between February 17, 2015 and April 30, 2015 in classroom with special education students.
8. **Motion to approve** the employment of Brent Dugan as substitute custodian for the High Bridge Youth Association 2014-2015 basketball season at the custodial sub rate of \$12.00 per hour, pending successful completion of CHRI.
9. **Motion to approve** the employment of Justin Seals as substitute custodian for the High Bridge School District for the 2014-2015 school year at the custodial sub rate of \$11.00 per hour, pending successful completion of CHRI.
10. **Motion to approve** the employment of Steven Norris as substitute custodian for the High Bridge School District for the 2014-2015 school year at the custodial sub rate of \$12.00 per hour, pending successful completion of CHRI.
11. **Motion to approve** the employment of Benjamin Smith as substitute custodian for the High Bridge School District for the 2014-2015 school year at the custodial sub rate of \$12.00 per hour, pending successful completion of CHRI.
12. **Motion to approve the course reimbursement** for the 2014-2015 school year for tuition paid by the following employees: (**Attachment #C**)
 - a. **Margaret Murphy**
 - Course: Final Project - #7812 (EDUC)
 - College/University: Fairleigh Dickinson University
 - Semester: Spring 2014-2015
 - Credits: 3 Graduate Credits
 - Tuition: \$527.00

b. Margaret Murphy

- Course: Intro to Students with Disabilities - #6743 (EDUC)
- College/University: Fairleigh Dickinson University
- Semester: Spring 2014-2015
- Credits: 3 Graduate Credits
- Tuition: \$527.00

c. Matthew Garfein

- Course: Preventative Maintenance - #BG-1106-SP15-5
- College/University: Rutgers / The NJ Educational Facility Management Program
- Semester: Spring 2015
- Credits: N/A
- Tuition: \$524.00

13. Motion to approve Gary Mills as interscholastic boys' baseball coach for the 2015 season to be compensated with a stipend of \$1,264.00 in accordance with the negotiated agreement. This is Mr. Mills fourth season as baseball coach.

14. Motion to approve Carl Katzenberger as interscholastic girls' softball coach for the 2015 season to be compensated with a stipend of \$1,516.80 in accordance with the negotiated agreement. This is Mr. Katzenberger's sixth season as softball coach.

15. Motion to approve the employment of **Bernadette Wescott** as part-time (.43 - 3 hours/day) paraprofessional aide from February 16, 2015 through June 30, 2015 at a prorated salary of \$5,460.00.

16. Motion to approve the employment of **Mylene Mariano** as part-time (.57 - 4 hours/day) paraprofessional aide from February 16, 2015 through June 30, 2015 at a prorated salary of \$7,280.00.

Roll Call:

Karyn Gove

Alan Schwartz

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff – Pres

L. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:

- a. **Fourth Grade to Hunterdon County Clerk's Office, Hall of Records, and County Courthouses** on Wednesday, March 11, 2015. This trip correlates with social studies curriculum units on governments and local history and addresses NJ State core standards 6.1, 6.3. Transportation will be provided by ESC at a cost of \$178.00 for one bus. Cost per student of \$5.75 is to cover transportation and will be borne by parents/guardians.

b. **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 14, 2015. This trip correlates to 4th grade Social Studies curriculum units on NJ History and Government and addresses NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by ESC at a cost of \$330.00 for one bus. The cost per student of \$17.50 includes admission to Old Barracks of \$6.00 and transportation and is to be borne by parents/guardians.

- 2. **Motion to approve** the Nursing Services Plan for the 2014-2015 school year. (Attachment #D)
- 3. **Motion to accept** two non-funded School Choice students for the 2015-2016 school year into 6th and 7th grade.

Roll Call:

Karyn Gove	Alan Schwartz
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff – Pres

M. 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: January 1 – 31, 2015	\$134,293.35
Payroll 1/15/15	\$236,072.47
Payroll 1/31/15	<u>\$237,740.27</u>
Total	\$608,106.69

Approve invoices for Current Expense in the following amounts:

Check Register: February 1 – 5, 2015	\$ 82,593.71
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Approve invoices for **Cafeteria** Account in the amount of **\$7,467.76**

Date	Vendor	Amount	Description	Check No.
1/22/14	Maschio’s Food Service, Inc.	\$ 6,900.06	Inv. IN0045792	1401
1/28/15	NJ Dept of Agriculture	\$ 15.90	Inv. 164961	1402
		<u>\$ 42.00</u>	Inv. 165389	
	Total	\$ 57.90		
	Total	\$ 6,957.96		

2. FINANCIAL REPORTS

Report of the Board Secretary and Treasurer's Report for December 2014 and Report of the Board Secretary for January 2015.

(Attachment #14)

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of December 2014 and January 2015 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 January 30, 2015 (Attachment #15)

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 9, 2015, 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 9, 2015

Michele McCann

Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **December 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$622.07 for the month and a year-to-date profit of \$948.38. Student participation was 14% in the Middle School and 31% in the Elementary School for the month of **December 2014**.

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**.

- 4. USE OF FACILITIES (Attachment #16)**
 - a. Motion to approve** use of MS Cafeteria and Gym for 8th Grade Lock In on Friday, April 17th, 2015 beginning 9:00 p.m. and ending Saturday, April 18th, 2015 at 7:00 a.m. **Advisor – Katy Morello**
 - b. Motion to approve** change in date of ES Music Room usage for Cub Scout Pack 149 from February 27, 2015 to February 20, 2015. **Advisor – Frank Vaccaro**
- 5. Motion to accept** a donation of twenty-eight cheerleading skirts from the Hunterdon Huskies with an approximate value of under \$100.00.
- 6. DISPOSAL OF SURPLUS MATERIALS (Attachment #17)**

Motion to auction or dispose of the attached list of items through the Govbids.com where applicable or via dumpster where items are not recyclable and no longer serviceable.
- 7. TRAVEL EXPENDITURE APPROVAL (Attachment #18)**

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.
- 8. Motion to approve SEMI waiver**

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 2015-2016 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 2015-2016 school year.

Adopted:

Date:

- 9. Motion to continue** shared services for plowing and salting with the High Bridge Borough municipality.

10. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2014-2015, there exists a need for outside professional services

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

Functional Behavioral Assessments	1. Rutgers Developmental Institute, New Brunswick, NJ
	2. Eden Institute, Princeton, NJ
	3. Behavioral Associates, Somerset, NJ
	4. De Novi Associates, West Windsor NJ

11. Motion to Approve the EWEG NCLB 2014-2015 Budget and Expenditure Report (Attachment #19) The Final IDEA grant report was submitted with the following detail:

NCLB Title IIA- Final Budget	Code	\$ Budget
Title IIA-Prof & Tech services	200-300	\$ 10,907.
NCLB 2014-2015 Title IIA - Total		\$ 10,907.
NCLB Title IIA- Expenditure Category	Code	\$ Budget
Title IIA-Prof & Tech services	200-300	\$ 8,611.
Title IIA - Total		\$ 8,611.
NCLB Title IIA - TOTAL		\$ 8,611.

12. Motion to Approve the EWEG NCLB 2014-2015 Budget and Expenditure Report (Attachment #20) The Final IDEA grant report was submitted with the following detail:

NCLB Title I- Final Budget	Code	\$ Budget
Title IA-Prof & Tech services	200-300	\$ 22,966
NCLB 2014-2015 Title IA - Total		\$ 22,966.
NCLB Title I- Expenditure Category	Code	\$ Budget
Title IA-Prof & Tech services	200-300	\$ 711.
Title IIA - Total		\$ 711.
NCLB Title IA – TOTAL		\$ 711.

13. Motion to Approve the IDEA Basic Budget and Expenditure Report (Attachment #21) The Final IDEA grant report was submitted with the following detail:

IDEA Basic- Final Budget	Code	\$ Budget
IDEA Basic-Prof & Tech services	200-300	\$ 98,822.
IDEA Basic - Total		\$ 98,822.
IDEA Basic - Expenditure Category	Code	\$ Budget
IDEA Basic-Prof & Tech services	200-300	\$ 47,100
Title IIA - Total		\$ 47,100.
IDEA BASIC CONSOLIDATED - TOTAL		\$ 47,100.

14. Motion to Approve the IDEA Preschool Budget and Expenditure Report (Attachment #22) The Final IDEA grant report was submitted with the following detail:

IDEA Basic- Final Budget	Code	\$ Budget
IDEA Preschool-Prof & Tech services	200-300	\$ 3,093.
IDEA Preschool- Instructional Supplies	100-600	\$ 832.
IDEA preschool - Total		\$ 3,925.
IDEA Basic - Expenditure Category	Code	\$ Budget
IDEA Basic-Prof & Tech services	200-300	\$ 0.
IDEA Preschool- Instructional Supplies	100-600	\$ 0.
Title IIA - Total		\$ 0.

IDEA PRESCHOOL CONSOLIDATED - TOTAL \$ 0.0.

15. PRESCHOOL CONTRACT

Motion to approve the 2015-2016 Preschool Application at the tuition rate of \$2,000. (Attachment #23)

Roll Call:

Karyn Gove	Alan Schwartz
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff – Pres

N. NEW BUSINESS

O. PUBLIC COMMENTS

P. EXECUTIVE/CLOSED SESSION

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

- January 5, 2015 Executive Meeting Minutes (Attachment ES #1)
- January 30, 2015 Executive Meeting Minutes (Attachment ES #2)

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.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. January 5, 2015 Executive Meeting Minutes
2. January 30, 2015 Executive Meeting Minutes

Roll Call:

Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres

T. ADJOURNMENT