

HIGH BRIDGE BOARD OF EDUCATION

REORGANIZATIONAL/REGULAR BUSINESS MEETING AGENDA

MONDAY, JANUARY 5, 2015

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 Monday, January 5, 2015, 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>
Robert Imhoff	580	3 year term
Susan Seeley – Write-in	4	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	Robert Imhoff
Karyn Gove	Stephen Johnson
Todd Honeycutt	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	Robert Imhoff
Karyn Gove	Stephen Johnson
Todd Honeycutt	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	Robert Imhoff
Karyn Gove	Stephen Johnson
Todd Honeycutt	Alan Schwartz

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.

REGULAR BUSINESS

H. RECOGNITION ITEMS (Attachment #2)

1. **Request a motion** to approve resolutions recognizing the recipients of the 2015 Governor’s Teacher/Educational Service Provider Recognition Award:
 - HBES – Nicole Cahill
 - HBMS – Judy LaGreca

I. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/2014	PTO Donation
Mr. & Mrs. Steven Fortier	12/20/14	Eagle Scout ceremony invitation

J. PUBLIC COMMENTS

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

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

December 8, 2013 Regular Meeting Minutes (**Attachment #4**)

L. 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. Facility usage
 - b. Parent Information night – February 3, 2015

3. **Board President’s Report**
 - a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)

 - 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** – _____

4. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for December 2014 (**Attachment #7**)
- 2) 2014-2015 Enrollment (**Attachment #8**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2014 Legal Bills (**Attachment #9**)
- 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 1st through December 31st, 2014. 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 #10**)
- 2) **Public Comments**
- 3) **Request a motion to close Public Hearing** and reconvene regular business.

5. School Business Administrator's Report

a. General Information Items

- 1) ASSA reflects an increase over budget
- 2) Upload of new benefits effective 01/01/15 to payroll
- 3) Review of W-2 info 2014
- 4) SAM renewal completed
- 5) Budget review of requests submitted

b. Monthly Facility Maintenance Report

- 1) ADA walkway completed at Elementary School
- 2) MS Faculty room restroom flooring progressing
- 3) Mold tests returned negative at ES and MS
- 4) Winter building checks completed as per insurance
- 5) Server maintenance completed at MS

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – December 2014

Account	Peapack-Gladstone Bank
Agency	\$ 6.41
Capital Reserve	\$ 47.28
Current	\$ 96.30
Food Service	\$ 2.12
Maintenance	\$ 38.01
Payroll	\$ 1.75
Student Activity	\$ 1.37
Unemployment	\$ 1.28
FSA	\$.19
Total	\$194.71

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

7. Elementary School Principal’s Report (Via e-mail)

M. PERSONNEL

- 1. Motion to approve the emergent hire of Margaret Murphy** as Middle School English Language Arts teacher beginning January 6, 2015 through June 30, 2015 to be compensated at BA step 1 salary of \$50,505.00 prorated.
- 2. Motion to approve Donna Brown** as special education teacher for 1 hour/day from December 15, 2014 through June 30, 2015 at a BA+15, Step 1 hourly rate of \$35.73.
- 3. Motion to approve the emergent hire of Anne McGovern** as part-time paraprofessional aide from January 6, 2015 through June 30, 2015 at an annual salary of \$7,280.00, prorated.
- 4. Motion to approve the emergent hire of Darcy Mojka** as part-time paraprofessional aide from January 12, 2015 through June 30, 2015 at an annual salary of \$7,280.00, prorated.
- 5. Motion to accept** the resignation of **Kathleen Fulse** as paraprofessional aide effective January 9, 2014.
- 6. Motion to amend** the employment of **Sarah Burke** from PT to FT paraprofessional aide placed at Developmental Learning Center (DLC), administered by the Morris-Union Jointure Commission from January 12, 2015 through June 30, 2015 at an annual salary of \$12,740, prorated.
- 7. Motion to approve** a stipend for **Sarah Burke** to work as a transportation aide 2 hours a day for up to 104 educational days at \$10.00/hour from High Bridge to DLC.
- 8. Amend the Motion** to approve the employment of **Rich Corso** as substitute custodian for the remainder of the 2014-2015 school at the custodial sub rate of \$12.50 per hour.

Roll Call:

Kay Daughters-Musnuff
 Karyn Gove
 Todd Honeycutt

Robert Imhoff
 Stephen Johnson
 Alan Schwartz

N. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
 - a. **Selected G/T students** to participate in the following North Hunterdon Consortium activity/trips:

Date	Activity	Grade Level	Location	Cost
6/4/15 *	Film Fest	7 th /8 th	Clinton Twp. Middle School	N/A
3/31/15	STEM activity	3 rd	Clinton Public	N/A

*** This is a date change – trip was previously approved.**

2. **Motion to accept** Clinton Public Student ID#15-005 to ES Multiply Disabled program on a tuition basis at the rate of \$ 39,900, prorated, beginning January 5, 2015 through June 30, 2015.

Roll Call:

Kay Daughters-Musnuff
 Karyn Gove
 Todd Honeycutt

Robert Imhoff
 Stephen Johnson
 Alan Schwartz

O. 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 #11)**

Approve invoices for Current Expense in the following amounts:

Check Register: December 5 – 30, 2014	\$ 44,190.13
Payroll 12/15/14	\$236,938.20
Payroll 12/23/14	<u>\$257,950.13</u>
Total	\$539,078.46

Approve invoices for **Cafeteria** Account in the amount of **\$7,467.76**

Date	Vendor	Amount	Description	Check No.
12/29/14	Maschio’s Food Service, Inc.	\$ 7,467.76	Inv. IN0045376	1400
	Total	\$ 7,467.76		

2. FINANCIAL REPORTS

Report of the Board Secretary and Treasurer's Report for October 2014 and November 2014

(Attachment #12)

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of October 2014 and November 2014 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, 2014 and December 31, 2014 –

(Attachment #13)

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 5, 2015

Michele McCann
Business Administrator/Board Secretary

Roll Call:

Kay Daughters-Musnuff

Karyn Gove

Todd Honeycutt

Robert Imhoff

Stephen Johnson

Alan Schwartz

3. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$887.09 for the month and a year-to-date profit of \$326.31. Student participation was 15% in the Middle School and 23% in the Elementary School for the month of **November 2014**.

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**.

4. USE OF FACILITIES (Attachment #14)

- a. Motion to approve** Girl Scout Troop 80091 use of Elementary School on January 16, 2015 from 7:15 p.m. to 8:30 p.m. **Advisors – Michelle Angley and Tara Borgh.**

5. Motion to Approve Board Attorney/Retainer Agreement for the 2015 Calendar Year. **(Attachment #15)**

6. Motion to Approve Phoenix Advisors Agreement for ESP project at a cost of \$7,500. **(Attachment #16)**

7. TRAVEL EXPENDITURE APPROVAL (Attachment #17)

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

Robert Imhoff
Stephen Johnson
Alan Schwartz

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:

- December 8, 2014 Executive Meeting Minutes **(Attachment ES #1)**

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

Robert Imhoff

Stephen Johnson

Alan Schwartz

V. ADJOURNMENT