

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, NOVEMBER 10, 2014

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, November 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, Business Administrator

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

D. EXECUTIVE SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to participate in training with New Jersey School Boards.

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

1. **Motion to approve** a resolution in honor of Susan Johnson upon her retirement. (Attachment #1)
2. **Motion to acknowledge** High Bridge Elementary School Environmental Club for their recognition in the NJ Department of Environmental Protection poetry contest. (Attachment #2)

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Board of Chosen Freeholders	10/22/14	School District Consolidation
Linda Stecker	10/31/14	Notice of Retirement

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

October 13, 2014 Regular Meeting Minutes (**Attachment #4**)

J. REPORTS TO THE BOARD**1. Follow Up Items:****2. Board President's Report**

- a. Report on Consolidation meeting hosted by Lebanon Twp. School District held October 22, 2014.
- b. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #5**)
- c. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Approved posting of Halloween Safety pamphlet from State
 - Next meeting TBD
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met November 3, 2014 at 3:00 p.m.
 - High Bridge Progress Target Action Plan
 - Computer curriculum updates
 - Math curriculum update
 - Mentoring program update
 - Next meeting Tues., Dec. 2nd at 4:00 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Met November 4th at 4:00 pm
 - Insurance issue update
 - ADA walkway
 - Security/LRFP scope
 - Financing for ESP
 - Substitute Service
 - Considerations for budget
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Met November 4th at 5:00 pm
 - School Secretary candidate

- Notice of retirement
 - FAC Meeting
 - Exploration of substitute service
 - Middle School yearbook advisor vacancy
 - 15-16 enrollment projections
 - Next meeting Tues., December 2nd at 3:00 p.m.
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- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Review Placement on Guide policy
 - Review Policy Alert 204

 - **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
 - Next meeting TBA

 - **HCSBA Delegate – Robert Imhoff**

 - **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2014-2015 Enrollment (**Attachment #6**)
- 2) Staff Attendance for October 2014 (**Attachment #7**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of September 2014 Legal Bills (**Attachment #8**)

b. ACTION ITEM

1. Resolution to submit Statement of Assurance for New Jersey Single Accountability Continuum (Attachment #9)

Whereas, the High Bridge Board of Education in the County of Hunterdon is required to submit an Statement of Assurance (SOR) under NJ QSAC for the 2014-2015 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district’s Statement of Assurance with respect to this process, and

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the districts Statement of Assurance and hereby approves this document.

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

4. School Business Administrator’s Report

a. General Information Items

- 1) SNEARS Application Verification Summary Report
- 2) SNEARS Food Safety Inspection report
- 3) October SNEARS submission
- 4) IDEA final report 2013-2014 Amended for a \$1
- 5) DSDC
- 6) CMP
- 7) M-1
- 8) DRTRS

b. Monthly Facility Maintenance Report

- 1) Elevator inspections completed
- 2) Final open issue for fire suppression system was completed at MS
- 3) Pot holes resolved

c. Vandalism Report

No issues to report at this time.

d. Monthly Investment Interest – October 2014

Account	Peapack-Gladstone Bank
Agency	\$ 2.96
Capital Reserve	\$ 21.82
Current	\$ 111.31
Food Service	\$ 2.21
Maintenance	\$ 12.28
Payroll	\$ 1.62
Student Activity	\$ 1.16
Unemployment	\$ 2.28
FSA	\$.18
Total	\$ 155.82

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

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

K. CURRICULUM & INSTRUCTION

1. Motion to approve the following field trips and transportation:

- a) **8th Grade to Washington DC on May 20, 21, and 22, 2015.** The cost per student will be determined and will include lodging, meals and admission fees where applicable and is to be borne by parents/guardians.

- b) **8th Grade to McCarter Theater, Princeton, NJ on December 16, 2014** 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 \$419.90 for one bus. Cost per student of \$36.00 includes admission and transportation and is to be borne by parents/guardians.
 - c) **5th Grade to Camp Bernie Environmental Center, Port Murray, NJ on February 19 & 20, 2015** with transportation provided by First Student at a cost of \$325.00 for one bus. Total cost per student of \$100, includes program fee, meals and lodging and is to be borne by parents/guardians.
2. **Motion to approve** the 2014-2015 Progress Target Action Plans for High Bridge Middle School in the areas of English Language Arts and Mathematics and to authorize submission of the Statements of Assurance to the Hunterdon County Office of Education. (Attachment #10)
 3. **Motion to approve the Instructional Adaptations for Students with Diverse Needs** to be incorporated into the following K-8 curriculum documents: (Attachment #11)
 - a) English Language Arts
 - b) Mathematics
 - c) Science
 - d) Social Studies
 - e) World Language
 - f) Technology
 - g) Art
 - h) Music
 4. **Motion to approve** Mobile Response and Stabilization services provided by Catholic Charities for up to 2 ½ hours per week to Student ID#700290.

ROLL CALL

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff- President

Alan Schwartz

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to accept**, with regret and best wishes, the notice of retirement from **Linda Stecker**, Middle School Language Arts teacher, effective January 1, 2015.
2. **Motion to approve** the employment of **Coleen Conroy** as Superintendent/Middle School Principal's Secretary from December 1, 2014 through June 30, 2015 at an annual prorated salary of \$27,200 and for five days in November for training at a per diem rate of \$136.00.

3. **Motion to approve** the employment of **Anthony Watkoskey** as custodian for the High Bridge Youth Association 2014-2015 basketball season at the custodial sub rate of \$12.50 per hour.
4. **Motion to approve** the employment of **Lawrence Bliss** as substitute custodian for the remainder of the 2014-2015 school year pending final CHRI report findings at the custodial sub rate of \$11.00 per hour.
5. **Motion to approve** the employment of **Lawrence Bliss** as custodian for the High Bridge Youth Association 2014-2015 basketball season at the custodial sub rate of \$11.00 per hour, pending successful completion of CHRI.
6. **Motion to approve** the employment of **Rich Corso** as substitute custodian for the remainder of the 2014-2015 school year pending final CHRI report findings at the custodial sub rate of \$11.00 per hour.
7. **Motion to approve** the employment of **Rich Corso** as custodian for the High Bridge Youth Association 2014-2015 basketball season at the custodial sub rate of \$11.00 per hour, pending successful completion of CHRI
8. **Motion to approve** the following student teacher placements for the 2014-2015 school year:

Student Teacher	University	Cooperating Teacher/Grade	Placement Dates
Amanda Hamann	College of St. Eliz.	Lynn Hickey/1 st	1/20/15-3/6/15
Amanda Hamann	College of St. Eliz.	Kim Terzuolo/RCK-2	3/9/15-5/1/15
Jemma Schraeder	College of St. Eliz.	Kim Sandorff/2 nd	2/2/15-3/23/15 1 wk/15 hrs obsrv.
Stephanie Wood	Centenary College	Carla Nowell/2 nd	1/20/15-5/11/15

7. **Motion to approve** Amy Button, The College of New Jersey graduate student in the Department of Counselor Education, to complete her internship at High Bridge School District from January 2015, through May 2015 with Katie Drude as the supervising counselor.
8. **Motion to approve** the following substitutes for the remainder of the 2014-2015 school year:
 - a. Kim Hicks – Sub Nurse (pending completion of CHRI)
 - b. Marisa Riehl
 - c. Mylene Mariano

9. **Motion to approve** course reimbursement for the following:

➤ **Kelly Grube**

- Course: Curriculum Development and Action Research (#700)
- College/University: Moravian College
- Semester: Spring 2014-2015
- Credits: 3 Graduate Credits
- Tuition: \$1, 326.00

10. **Motion to approve** the following co-curricular advisors:

Activity	Advisor(s)	Grade	Compensation
MS Yearbook	Brenda Krushinski Veronica Plakotaris	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50

11. **Motion to approve Tracy Denkovic** to serve as a long-term substitute as Preschool teacher beginning November 24, 2014 at level BA, step 1 per diem rate of \$252.52.

ROLL CALL

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff- President

Alan Schwartz

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 #12)

Approve invoices for Current Expense in the following amounts:

Check Register: October 10-31, 2014	\$ 2,165.15
Payroll 10/15/14	\$237,664.96
Payroll 10/31/14	<u>\$239,901.46</u>
Total	\$479,731.57

Approve invoices for Current Expense in the following amounts:

Check Register: November 1-5, 2014	\$124,583.25
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Approve invoices for Cafeteria Account in the amount of \$11,446.25

Date	Vendor	Amount	Description	Check No.
10/14/14	Maschio's Food Service, Inc.	\$11,346.00	Inv. IN0044333	1395
10/31/14	NJ Dept of Agriculture	\$ 44.00	Inv. 162389	1396
		\$ 6.25	Inv. 163059	
		\$ 50.00	Inv. 163311	
Total		\$ 100.25		

2. FINANCIAL REPORTS (Attachment #13)

Report of the Board Secretary and Treasurer Report and Board Secretary Report September 2014 and Board Secretary Report for October 2014.

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of September and October 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 September 30, 2014 (Attachment #14)

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 November 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.

November 10, 2014

 Michele McCann
 Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment #15)

- a. **Motion to approve High Bridge Youth Basketball** use of Elementary School All Purpose Room and Middle School Gym beginning November 13, 2014 through November 17, 2014. Please see attached dates and times.
Advisor – Gary Mills
- b. **Motion to approve Cub Scout Pack 149** use of Elementary School All Purpose Room or any classroom last Friday of the month beginning November 21, 2014 through May 29, 2015 from 6:00 p.m. to 8:30 p.m. **Advisor – Frank Vaccaro**
Please see attached memo for rescheduled dates.
- c. **Motion to amend times for Girl Scout Troop #80894** from 6:00 p.m. to 7:30 p.m. to 5:00 p.m. to 6:30 p.m. **Advisor – Leigh Ann Moore**

4. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2014**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$995.72 for the month and a year-to-date loss of \$995.72. Student participation was 16% in the Middle School and 25% in the Elementary School for the month of **September 2014**.

Last year's report for **September 2013** indicated a profit of \$1,734.20 for the month and a year-to-date profit of \$1,734.20. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **September 2013**.

5. DISPOSAL OF PROPERTY (Attachment #16)

Motion to approve disposal of library books that need to be taken out of circulation.

6. **Motion to approve Phoenix advisors as financial advisors to the High Bridge Board of Education.**

7. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET

BE IT RESOLVED that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. (**Attachment #17**)

8. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. **(Attachment #18)**

9. **Motion to approve** Final NJSMART Snapshot Capture **(Attachment #19)**
10. **Motion to approve** DRTRS Report **(Attachment #20)**
11. **Motion to** authorize the district to enter into an agreement with GovDeals Financial Settlement Services to sell district surplus items upon board approval for a commission of 7.5% of the sale price.
12. **Motion to approve** the DSDC report **(Attachment #21)**
13. **Motion to approve** the ADA walkway under the final scope of work and the price proposal as per the terms and conditions of JOC Contract MRESC 14/15-19GCI.

ROLL CALL

Karyn Gove
Todd Honeycutt
Stephen Johnson
Alan Schwartz

Karen Yaskanin-Jones
Kay Daughters-Musnuff - VP
Robert Imhoff- President

N. 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.

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. EXECUTIVE/CLOSED SESSION

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

- October 13, 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.

R. RECONVENE PUBLIC SESSION

S. ACTION ITEMS

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

October 13, 2014 Executive Meeting Minutes

ROLL CALL

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff- President

U. ADJOURNMENT