

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, JULY 13, 2015

A. OPENING OF MEETING - 7:00 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 7:00 pm on Monday, July 13, 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 Julie Mumaw, Interim Business Administrator

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

D. RECOGNITION ITEMS

None at this time

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-7.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Colleen O’Dea	6/29/15	Art Classes at Middle School

F. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

June 22, 2015 Regular Meeting Minutes (Attachment #16-M-7.1)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Board and District Goals for 2015-2016

- a) Motion to approve Board and District Goals for the 2015-2016 school year.
(Attachment #16-B-7.1)

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

b. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Next meeting TBD
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met June 30, 2015
 - Discussed ESP and set-up conference call w/ Settembrino for 7/10/15 to discuss next steps
 - Discussed Right To Know survey
 - Discussed Bond Counsel
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Discussed Art program at Middle School
 - Next meeting July 23, 2015 at 10:00 a.m.
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
- **Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met April 15, 2015 at 8:30 p.m.

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Projected Enrollment (**Attachment #16-S-7.1**)
- 2) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 3) EVVRS – Submitted for Period 2 (Jan. – Jun. 2015)
- 4) HIB-ITP – Submitted for Period 2 (Jan. – June 2015)
- 5) Principal Search update
- 6) Superintendent Update

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – June 2015 (**Attachment #16-BA7.1**)

b. Monthly Facility Maintenance Report

- 1) BOE Office Unit
- 2) Ecotrol - Automation
- 3) Floors (Rm. 103 & Faculty Rm.)
- 4) Exploring Grant for Security
- 5) MS Back Steps
- 6) MS Front Door

c. Vandalism Report

There was no vandalism.

d. Monthly Investment Interest – June 2015

Account	Peapack-Gladstone Bank
Agency	\$ 9.12
Capital Reserve	\$ 41.89
Current	\$ 95.88
Food Service	\$ 2.67
Maintenance	\$ 33.80
Payroll	\$ 4.32
Student Activity	\$ 1.41
Unemployment	\$ 1.05
FSA	\$.02
Total	\$ 190.16

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

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

I. CURRICULUM & INSTRUCTION

1. HIB Self-Assessment (Attachment #16-CI-7.1)

- a. **Request a motion to open a public hearing** to offer the opportunity for public comments and/or questions regarding the schools’ Harassment Intimidation and Bullying Self-Assessment for Determining Grades for the 2014-2015 school year.
- b. **Public Comments**
- c. **Request a motion** to close the Public Hearing and reconvene regular monthly meeting.
- d. **Request a motion to approve** the schools’ Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize the Superintendent to submit same to the New Jersey Department of Education.

- 2. **Motion to approve** participation in the Girls On The Run program at no cost to the district according to attached proposal (**Attachment #16-CI-7.2**)

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

- 1. **Motion to amend** the employment contract for **Christopher Muller** to part-time (.50 FTE) from August 25, 2015 through June 30, 2016, for an annual salary of \$ 28,202.50.
- 2. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Art Club (Fall)	TBD	5-8	10	291.10
Art Club (Spring)	TBD	4	10	291.10
Elementary School Chorus	Courtney Shiffman	4	10	291.10
Middle School Show Choir	Courtney Shiffman	5-8	30	873.30
HBES Memory Book	Christi Roling	PS-4	28	815.08
Athletic Director	Jerry Tolomeo	5-8		1043.00
Environmental Club (Fall)	Lynn Hughes Sarah Etzold	4	Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42	

Environmental Club (Spring)	Lynn Hughes Sarah Etzold	4	Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42	
Young Authors' Club	Lynn Hughes Nicole Locorotondo	4	Total compensation not to exceed 36 hours ÷ 2 advisors Total: 1047.96	
Student Leadership	Katie Drude Courtney Shiffman Kevin Jones	5-8	Total compensation not to exceed 3561.00	
MS Yearbook	TBD	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	5-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	5-8	30	873.30
Elem. School Band	Jeff Thompson	4	10	291.10
Morning Broadcast	Jeff Thompson Emma Alparone	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20	
Homework Club	TBD	5-8	20	582.20
Homework Assistance	TBD	5-8	20	582.20

Activity	Staff Member(s)	Grade Level	Compensation	
Cross Country	Diane Alexanderson	5-8	1,517.00	
Girls' Basketball	Lisa Kerr	5-8	2,183.00	
Boys' Basketball	Carl Katzenberger	5-8	2,620.00	
Cheerleading	Emma Alparone	5-8	1,264.00	
Volleyball	Carl Katzenberger	5-8	1,517.00	
Boys' Baseball	Gary Mills	5-8	1,264.00	
Girls' Softball	Carl Katzenberger Lisa Kerr (Assistant on voluntary basis)	5-8	1,517.00	

3. Motion to approve course reimbursement for the following employee: (**Attachment #16-P-7.1**)

a. Carla Nowell

- Course: Literacy in the Content Areas
- College/University: Centenary College
- Semester: Fall 2015
- Credits: 3 Graduate Credits
- Tuition: \$1305.00

4. Motion to approve the following ESY substitutes:

Mary Raefski	Substitute Teacher/Aide	Sub Aide - \$10/hour Sub Teacher - \$70/day
Susan Butkosky	Substitute Teacher/Aide	Sub Aide - \$10/hour Sub Teacher - \$70/day
Kim Hicks	Substitute Nurse	\$120/day
Katy Morello	Substitute Nurse	\$120/day

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

K. 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 #16-F-7.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	June 19 – 30, 2015	\$ 110,786.64
Payroll	6/30/15	\$ 62,114.91
	Total	\$ 172,901.56

Approve invoices for Current Expense in the following amounts:

Check Register:	July 1 –9, 2015	\$ 176,413.52
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Approve invoices for **Cafeteria** Account in the amount of **\$2,883.62**

Date	Vendor	Amount	Description	Check No.
7/8/15	Maschio’s Food Service, Inc.	\$ 2,873.62	Inv. IN0048843	1411
7/8/15	NJ Dept of Agriculture	\$ 10.00	Inv. 170853	1412

2. FINANCIAL REPORTS (Attachment #16-F-7.2)

Report of the Board Secretary for June 2015

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 June 30, 2015– (Attachment #16-F-7.3)

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 July 13, 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.

July 13, 2015

Julie Mumaw

Business Administrator/Board Secretary

3. TRAVEL EXPENDITURE APPROVAL (None at this time)

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

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
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:

- May 7, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- June 22, 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.

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

June 22, 2015 Executive Meeting Minutes

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

R. ADJOURNMENT