

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, AUGUST 12, 2013**

Minutes

ROLL CALL

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:07 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz, Ann Willard, Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator. Tom Wescoe notified the Board that he would not be in attendance.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve a resolution recognizing **Mary Waldron** for over forty-one years of dedicated service. (**Attachment #1**)

CORRESPONDENCE

E. REVIEW OF OFFICIAL CORRESPONDENCE

(**Attachment #2**)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Anthony Marinelli	7/2/13	Notice of Resignation
Kristine Naumann	7/10/13	Letter of Resignation of aide Position
Linda Suttmeier	7/19/13	Letter of Resignation
Heidi Miller	8/6/13	Letter of Resignation
Deborah Cucuzella	8/7/13	Letter of Resignation

PUBLIC COMMENTS

F. PUBLIC COMMENTS

None

**ADOPTION OF
MINUTES**

**G. ADOPTION OF MINUTES FROM PREVIOUS
MEETINGS**

Based upon the recommendation of the School Business Administrator, Larissa Critelli motioned, seconded by Ann Willard to approve the following minutes.

July 8, 2013

1. July 8, 2013 Regular Meeting Minutes
(Attachment #3)

July 8, 2013 minutes need to be amended. Will be approved at the September 9, 2013, meeting.

**REPORTS TO THE
BOARD**

H. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

2. Board President's Report

- a) Finalize 2013-2014 Board/District Goals
(Attachment #4)

- 1) Kay Daughters-Musnuff motioned, seconded by Alan Schwartz to approve the 2013-2014 Board/District Goals as presented. Karen Yaskanin-Jones abstained.

- b) Health Benefits Waiver

- c) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)

Board Committees

- d) Board Committees and Chairperson

Ad Hoc: Negotiations

- **Ad Hoc Committee: Negotiations – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
 - Meeting with representatives of the High Bridge Teachers Association to discuss the Curriculum Coordinator stipend.

- **Community Relations – Larissa Critelli,**
Chairperson, Tom Wescoe, Robert Imhoff
 - Reviewed Borough website information on Schools
 - Reviewed article for August 6th submission to “The Bridge”
 - Discussed School Choice Pamphlet Signs to MS
 - Move Board Meetings – Pro’s Parking
 - Next meeting – August 27th at 4:00 PM

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz, Robert Imhoff
 - Reviewed Curriculum Plan.
 - Discussed Curriculum Coordinator position.
 - Discussed when standards are released and how to coincide with curriculum integration
 - Reviewed Action Plan for New Jersey Performance Report with a recommendation for Board approval.
 - Reviewed field trip plan with a recommendation for Board approval as revised.
 - Reviewed District Self-Assessment for Determining Grades Under HIB with a recommendation for Board approval.
 - Next meeting – August 27, 2013 at 4:30 p.m.

- **Finance/Facilities – Alan Schwartz,**
Chairperson, Larissa Critelli, Robert Imhoff
 - Reviewed ROD grant requirements and projects, recommendation not to pursue.
 - Reviewed the issues regarding any change in security still waiting on the estimate.
 - Reviewed issues with HBW.
 - Reviewed the IGA and ESP program costs with a bid.

Community Relations

Curriculum and Instruction

Finance/Facilities

- Next meeting – August 27, 2013 at 5:30 p.m.

Personnel and
Management

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Ann Willard, Robert Imhoff
 - Recommendation for Physical Education teacher position.
 - Recommendation for Reading Specialist position.
 - Recommendation for part-time Guidance Counselor position.
 - Recommendation for Child Study Team secretary.
 - Recommendation for English Language Arts position.

Policy

- **Policy – Ann Willard, Chairperson,**
Tom Wescoe, Robert Imhoff
- **HCESC Representative – Gregory Hobaugh,**
Ed.D, Superintendent

Meeting on September 17, 2014

- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Superintendent's
Report

3. Superintendent's Report

Dr. Hobaugh discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for July 2013 (**Attachment #6**)
- 2) 2013-2014 Projected Enrollment (**Attachment #7**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) Report on student performance on NJASK (**Attachment #8 – Will be available at Board meeting pending State release of data on 8/9/13.**)

Will be released in early September

- 5) Review of June 2013 Legal Bills (**Attachment #9**)

- 6) Policy’s Teachscape on line C.D.M.
- 7) Special meeting on 8/26/13 for the HIB items referenced in media coverage.

School Business
Administrator’s
Report

4. School Business Administrator’s Report

a. General Information Items

- NJ School Digest – June 2013 (**Attachment #10**)
- Audit was Aug1- Aug 2
- Update Purchasing Manual
- Review all requisitions in the 2013-2014 SY for NJAC compliance

b. Monthly Facility Maintenance Report

- ES – (97 addition is complete).
- MS – 3rd and 2nd floor are completed and prepared
- Scoreboard is complete.

c. Vandalism Report

There was no vandalism since our last meeting

d. Monthly Investment Interest – July 2013

Account	Peapack-Gladstone Bank
Agency	\$ 1.39
Capital Reserve	\$ 17.56
Current	\$ 48.84
Food Service	\$.11
Maintenance	\$ 15.65
Payroll	\$ 1.37
Student Activity	\$ 1.52
Unemployment	\$ 2.09
FSA	\$.10
Total	\$ 88.63

MS Principal’s Report

ES Principal’s Report

5. Middle School Principal’s Report (Via E-Mail)

6. Elementary School Principal’s Report (Via E-Mail)

CURRICULUM &
INSTRUCTION

I. CURRICULUM & INSTRUCTION

HIB Self-Assessment

HIB Self-Assessment (Attachment #11)

- a. **Karen Yaskanin-Jones requested a motion, seconded by Kay Daughters-Musnuff, unanimously carried, 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 2012-2013 school year.
- b. **Public Comments - None**
- c. **Alan Schwartz requested a motion, seconded by Kay Daughters-Musnuff, unanimously carried, to close** the Public Hearing and reconvene regular monthly meeting.
- d. **Kay Daughters-Musnuff requested a motion, seconded by Karen Yaskanin-Jones, unanimously carried, 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.

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Alan Schwartz to approve the following items 2-6.

Sports Schedules

2. **Motion to approve** the interscholastic sports schedules for the 2013-2014 school year. **(Attachment #12)**

ES/MS School Code of Conduct

3. **Motion to approve** the Elementary School Code of Conduct and the Middle School Code of Conduct for the 2013-2014 school year. **(Attachment #13 & #14)**

ES Action Plan

4. **Motion to approve** High Bridge Schools District's Elementary School Action Plan focusing on improving student testing results in Language Arts and Mathematics as recommended by the Curriculum Committee in consultation with the Superintendent. **(Attachment #16)**

District Field Trip Plan

5. **Motion to amend the District Field Trip Plan** regarding not attending the High Point trip as

recommended by the Curriculum Committee in consultation with the Superintendent. (**Attachment #15**)

6. **Motion to approve** the following field trips and transportation:

a) **6th, 7th & 8th grade Student Leadership representatives** to YMCA Camp Bernie on October 2 – 3, 2013 for team building and leadership activities. Transportation to be provided by First Student at a cost of \$320.00 for one bus. Cost per pupil of \$80.00 includes transportation, meals, lodging and program and is to be borne by parents/guardians.

b) **Eight selected 4th grade G/T Students to Pt. Mountain Farm, Asbury, NJ** on September 26, 2013 to study pond and forest ecosystems. Cost per student of \$2.50 to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Field Trips and Transportation

Gr 6-8 Student Leadership YMCA Camp Bernie October 2-3, 2013

Gr 4 G/T Students to Pt. Mountain Farm September 26, 2013

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff - VP - Aye Ann Willard - Aye
Alan Schwartz - Aye Karen Yaskanin-Jones - Aye
Larissa Critelli – Aye Robert Imhoff – Pres - Aye
Tom Wescoe - Absent

6 Ayes; 1 Absence; Motion Passes

PERSONNEL

J. PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 13. Kay Daughters-Musnuff seconded the motion.

Resignation Anthony Marinelli

1. **Motion to accept** with regret and best wishes, the resignation of **Anthony Marinelli** as Middle School Language Arts teacher effective September 2, 2013.

Resignation Kristine Naumann as Paraprofessional

2. **Motion to accept** the resignation of **Kristine Naumann** as paraprofessional aide effective immediately.

Resignation Linda Suttmeier

Resignation Heidi Miller

3. **Motion to accept** with regret and best wishes, the resignation of **Linda Suttmeier** as paraprofessional aide effective immediately.
4. **Motion to accept** with regret and best wishes, the resignation of **Heidi Miller** as paraprofessional aide effective immediately.
5. **Motion to accept** with regret and best wishes, the resignation of **Deborah Cucuzella** as paraprofessional aide effective immediately.
6. **Motion to approve** the employment of **Katie Drude** as Middle School part-time guidance counselor from August 27, 2013 through June 30, 2014 at Level MA Step 1 for an annual salary of \$54,405 – prorated at 70% - inclusive of health benefits. **(Attachment #17)**
7. **Motion to approve** the employment of **Gail Sulla** as full-time Child Study Team Secretary from September 1, 2013 through June 30, 2014 at an annual salary of \$27,200 and from August 13, 2013 through August 31, 2013 on an hourly basis as needed for training at an hourly rate of \$17.00. **(Attachment #18)**
8. **Motion to approve** the request for reassignment from **Nicole DiGeronimo** to full-time Elementary School Physical Education teacher effective August 27, 2013.
9. **Motion to approve** the employment of **Kevin Jones** as full-time Middle School Physical Education/Health teacher from August 27, 2013 through June 30, 2014 at Level BA Step 1 for an annual salary of \$50,505. **(Attachment #19)**
10. **Motion to approve** the employment of **Suzanne Lawn** as part-time (.50) Reading Specialist from August 27, 2013 through June 30, 2014 at Level BA+15 Step 3 for an annual prorated salary of \$27,052.5. **(Attachment #20)**
11. **Motion to approve** the employment of **Kelly Grube** as full-time Middle School English Language Arts teacher from August 27, 2013 through June 30, 2014 at Level BA Step 1 for an annual salary of \$ 50,505. **(Attachment #21)**

Resignation Deborah
Cucuzella

Approve Katie Drude, MS
PT Guidance Counselor
MA 1 70% \$38,084.00

Approve Gail Sulla FT
CST Secretary \$27,200.00

Nicole DiGeronimo
reassigned to ES

Approve Kevin Jones FT
MS PE/Health Teacher
BA 1 \$50,505.00

Approve Suzanne Lawn
PT Reading Specialist
BA+15 3 \$27,052.50

Approve Kelly Grube FT
MS Language Arts
Teacher BA 1 \$50,505.00

Reassign Michele Ilg-
Gomez to MS

- 12. **Motion to approve** the reassignment of **Michele Ilg-Gomez** to part-time (55%) Middle School Basic Skills Instructor effective August 27, 2013.

Approve Substitutes

- 13. **Motion to approve** the following substitutes for the 2013-2014 school year:
 - Patricia Palmer
 - Melanie Ikenson
 - Genna Becker
 - Nicky Castello
 - Kathleen Barone

FINANCE/FACILITIES

K. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Larissa Critelli to approve the following items # 1 – 9.

PAYMENT OF BILLS

Invoices June 30, 2013
\$33,792.25

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #22)

Approve invoices for Current Expense in the following amounts:

Check Register June 30, 2013	\$ 33,792.25
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Invoices July 4-31, 2013
\$153,106.31
7/15 13 Payroll \$31,490.31
7/31/13 Payroll \$38,763.78

Approve invoices for Current Expense in the following amounts:

Check Register July 4 - 31, 2013	\$153,106.31
Payroll 7/15/13	\$ 31,490.31
Payroll 7/31/13	<u>\$ 38,763.78</u>

Invoices Aug 1-6 2013
\$78,643.78

Approve invoices for Current Expense in the following amounts:

Check Register August 1 - 6, 2013	\$ 78,643.78
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FINANCIAL REPORTS

June 2013

2. FINANCIAL REPORTS

**Report of the Board Secretary for June 2013 and
Treasurer's Report for April, May and June 2013
(Attachment #23)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of June 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 June 30, 2013
(Attachment #24)**

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 August 12, 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.

August 12, 2013

Michele McCann
Business Administrator/Board Secretary

Approve NCLB/IDEA
Grant 2013-2104

3. **Motion to approve the NCLB/IDEA grant** for the 2013-2014 School year as proposed by the staff at High Bridge School District:
- Title I: \$22,919 total
 - \$ 230 required reserve
 - \$22,689 instructional

 - Title IIA: \$10,875 total
 - \$ 8,700 trainers/prof dev
 - \$ 2,175 professional development

 - Title III: \$ 258 Consortium

Disposal of Property

4. Motion to approve 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;

ITEM:

DESCRIPTION:

Metal Desk	Obsolete
Computer Cart	Obsolete
Puppet Theater	Worn out
Blue Mat	Worn
Adult chairs	Poor Condition
Projection screen	Obsolete
Red carpet	Poor Condition

USE OF FACILITIES

Approve Co-ed Volleyball
– MS

Yellow chairs	Poor Condition
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Approve GS Troop 80847
– ES

5. USE OF FACILITIES (Attachment #25)

- a. Motion to approve Coed Volleyball** use of MS Gym on Wednesdays beginning September 11, 2013 through May 28, 2014 from 7:00 p.m. to 9:00 p.m.

Approve GS Daisy Troop
80001 – ES

Advisor – **Raymond R. Schick**

- b. Motion to approve** Girl Scout Troop 80847 use of ES classroom on 1st and 3rd Fridays beginning September 2013 through May 2014 from 3:00 p.m. until 4:30 p.m. Please see attached dates.

Approve Religious
Education Classes – ES

Advisor – **Michelle Corley**

- c. Motion to approve** Girl Scout Daisy Troop 80001 use of ES classroom on 2nd and 4th Fridays beginning September 2013 through May 2014 from

Approve Cub Scout Pack
149 - ES

3:00 p.m. until 4:30 p.m. Please see attached dates.

Advisor – Michelle Corley

- d. **Motion to approve Religious Education Classes** at ES with the use of 14 classrooms and the All Purpose Room on Sundays beginning September 15, 2013 through May 4, 2013 from 8:30 a.m. to 11:15 a.m. **Advisor – Anne McGovern**
- e. **Motion to approve Cub Scout Pack 149** use of ES classroom 4th Monday of the month beginning September 23, 2013 through May 26, 2014 from 3:00 p.m. until 4:30 p.m. Please see attached dates. **Advisor – Tricia Simpson-Curtin**

Approve Cub Scout Pack 149 –
ES

- f. **Motion to approve Cub Scout Pack 149** use of ES classroom 2nd Monday of the month beginning September 9, 2013 through May 20, 2014 from 6:45 p.m. until 8:00 p.m. Please see attached dates.

Approve PTO ES/MS

Advisor – Todd Honeycutt

- g. **Motion to approve PTO** use of Elementary School Library, All Purpose Room and Middle School Gym and Cafeteria for various activities and dates beginning September 1, 2013 through June 2014. Please see attached list.

Approve payment to Joseph
Kennedy upon retirement

Advisor – Cynthia Sharkey

- 6. **Motion to approve** a capped payment of \$15,000.00, to Joseph Kennedy, Superintendent, upon his retirement for unused sick time, as outlined in his 2011-2013 employment contract and in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.

Approve HCESC and MRESC
for Speech and Language

- 7. **Motion to approve** Hunterdon County Educational Services Commission and Middlesex Regional Education Services Commission to provide Speech and Language for High Bridge students.

Approve Dr. Gregory
Hobaugh's mentoring
agreement

Motion to **approve** Dr. Gregory Hobaugh's mentoring agreement (**Attachment #26**)

Motion to approve the payment of \$2,500.00 to Mr. James Jencarelli for mentoring fees for Dr. Gregory Hobaugh, Superintendent, as per the State Board of Education requirements. Mentoring program will be completed on or before June, 2014 and a standard certificate will be issued per the agreement attached hereto and made a part of the minutes

Approve Michele McCann's
mentoring agreement

9. Motion to approve Michele McCann's mentoring agreement (**Attachment #27**)
Motion to approve the payment of \$1,500.00 to Teresa Barna for mentoring fees for Michele McCann, Business Administration/Board Secretary as per the State Board of Education requirements. Mentoring program will be completed on or before June, 2014 and a standard certificate will be issued per the agreement attached hereto and made a part of the minutes

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz – Aye
Larissa Critelli - Aye
Tom Wescoe – Aye
Ann Willard - Aye

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

TRAVEL

7 Ayes; Motion Passes

L. TRAVEL EXPENDITURE APPROVAL (Attachment #28)

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #28) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli.

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz – Aye
Larissa Critelli - Aye
Tom Wescoe – Aye
Ann Willard - Aye

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

NEW BUSINESS

7 Ayes; Motion Passes

**PUBLIC
COMMENTS**

M. NEW BUSINESS

None

**EXECUTIVE/
CLOSED SESSION**

N. PUBLIC COMMENTS

None

O. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Larissa Critelli requested a motion to approve the following resolution to enter into Executive Session at 8:24 p.m.; Alan Schwartz seconded the motion.
Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- July 8, 2013 Executive Meeting Minutes (**Attachment ES #1**)
- Legal Matter – Alparone vs. High Bridge Board of Education

RECOVENE PUBLIC SESSION

Ann Willard motioned to exit executive session and return to public session at 9:27 p.m. seconded the motion.
Unanimously carried.

ACTION ITEMS

P. RECOVENE PUBLIC SESSION

ADOPTION OF EXECUTIVE MINUTES

Q. ACTION ITEMS

Ann Willard motioned to accept the judgment of Alparone vs. High Bridge of Education, seconded Larissa Critelli.
Unanimously carried.

July 8, 2013

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Alan Schwartz to approve the following item.

ADJOURNMENT

July 8, 2013 Executive Meeting Minutes

Needs to be amended

S. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:31 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator