

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MARCH 24, 2014**

**Minutes**

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

**ROLL CALL**

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order by Michele McCann, Board Secretary at 7:01 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt, Alan Schwartz, Tom Wescoe, Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President, and Robert Imhoff, President. Also present was Gregory Hobough, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator.

**D. RECOGNITION ITEMS (Attachment #1)**

**RECOGNITION**

- 1. Karen Yaskanin-Jones, seconded by Alan Schwartz requested a motion** to approve resolutions recognizing the recipients of the 2014 Hunterdon County Governor's Teacher Recognition Award:
  - HBES – Lynn Hickey
  - HBMS – Rachel Lazier

**PUBLIC COMMENTS**

**E. PUBLIC COMMENTS**

None

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

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Unanimously carried.

**ADOPTION OF MINUTES**

1. March 10, 2014 Regular Meeting Minutes (Attachment #2)

**March 10, 2014**

REPORTS TO THE BOARD

H. REPORTS TO THE BOARD

1. Follow-Up Items

2. Board President's Report

Board President's Report

a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #3**)

b) 2014-2015 Board meeting dates (**Attachment #4**)

Board Committees

c) Board Committees and Chairperson

Negotiations

- **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson**, Alan Schwartz, Robert Imhoff

- **Dates for meetings: April 15, 2014 at 4:30 p.m.**  
**April 29, 2014 at 3:45 p.m.**  
**May 20, 2014 at 3:45 p.m.**

Community Relations

- **Community Relations – Todd Honeycutt, Chairperson**, Karyn Gove, Robert Imhoff
  - Review of school information on Borough website
  - Maschio's School Lunch Survey
  - Next meeting April 8, 2014 at 5:00 p.m.

Curriculum and Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
 Todd Honeycutt, Robert Imhoff
  - Reviewed draft of calendar for 2014-2015
  - Educational Foundation Update
  - Next meeting is April 1, 2014 at 5:00 p.m.

Finance/Facilities

- **Finance/Facilities – Alan Schwartz, Chairperson**, Karen Yaskanin-Jones, Robert Imhoff
  - Budget Submission
  - Next meeting is Tuesday March 25, 2014

Personnel and Management

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson**, Kay Daughters-Musnuff, Robert Imhoff
  - New meeting April 1, 2014 at 4:00 p.m.

- **Policy – Karyn Gove, Chairperson,**  
Tom Wescoe

Policy

The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: (**Attachment #5**)

- a) Karyn Gove motioned, seconded by Karen Yaskanin-Jones to amend the following existing policy:
  - Policy #0141 Board Member Number and Term

- **HCESC Representative – Gregory Hobough**
  - Report on March 4, 2014 meeting
  - Budget Approval was March 4, 2014
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

HCESC

### 3. Superintendent’s Report

Superintendent’s Report

Dr. Hobough discussed the following with the Board:

- a. **INFORMATION ITEMS:**
  - 1) Superintendent’s Update
    - i. Drama Club performances
  - 2) Review of February 2014 Legal Bills (**Attachment #6**)

INFORMATION ITEMS

### 4. School Business Administrator’s Report

School Business Administrator’s Report

- a. **General Information Items**
  - 1) Completed Budget submission for county deadline
  - 2) Access gained for the PERS annual authorization, bill to be reissued
  - 3) Annual permit for lock in completed via online submission
  - 4) 2013 Occupational Injury and Illness completed for NJ Wage & Labor
  - 5) Reviewed our payroll and the insurance regulations with Brown and Brown

- b. Monthly Facility Maintenance Report**
  - 1) Called Hobbie Heat on the water leak from the discharge pipe at the MS – Scheduled for April 21, 2014 (Spring Break)
  - 2) Waiting on information from the manufacturer of the Zip line
- c. Vandalism Report**

There was no vandalism since our last meeting.

MS Principal's Report

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

ES Principal's Report

**6. Elementary School Principal's Report (Via E-Mail)****CURRICULUM & INSTRUCTION****H. CURRICULUM & INSTRUCTION**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Todd Honeycutt to approve the following items 1 – 2.

2014-2015 School Calendar

**1. Motion to approve the 2014-2015 School Calendar (Attachment #7)**

Trips/Transportation

**2. Motion to approve the following class trips/transportation**

7<sup>th</sup>/8<sup>th</sup> Grade to Kingwood Twp for Solar Sprint Races May 16 and May 28, 2014

- a) **Seventh & Eighth grade selected students** to Kingwood Twp. School, Frenchtown, NJ on May 16<sup>th</sup> and May 28<sup>th</sup> for Solar Sprint Races. There is no cost to students for participation. Cost of bus to be shared with other participating districts.
- b) **Seventh & Eighth grade selected students** to Clinton Twp. Middle School, Annandale, NJ on May 23, 2014 for G/T Documentary Films activity. There is no cost to students for participation. Cost of bus to be shared with other participating districts.
- c) **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 15, 2014. This trip correlates to 4<sup>th</sup> 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 \$15.00 includes admission to Old Barracks of \$6.00 and transportation and is to be borne by parents/guardians.

7<sup>th</sup>/8<sup>th</sup> Grade GT trip to Clinton Twp Schools for Documentary Films May 23, 2014

4<sup>th</sup> Grade to State Capital on April 15, 2014

## ROLL CALL

M  
S**Roll Call:**

Kay Daughters-Musnuff - VP - Aye      Tom Wescoe - Aye  
 Todd Honeycutt – Aye                      Karen Yaskanin-Jones- Aye  
 Karyn Gove - Aye                              Robert Imhoff – Pres. - Aye  
 Alan Schwartz– Aye

**7 Ayes; Motion Passes**

## PERSONNEL

**I. PERSONNEL**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following items #1-2.

1. **Motion to approve Amy Button**, The College of New Jersey student counselor, to complete one (1) day of observation at High Bridge Elementary School and one (1) day of observation at High Bridge Middle School between March 25, 2014 and April 18, 2014 with Christine Sullivan and Katie Drude serving as cooperating counselors.
2. **Motion to approve** a home bound instruction program for SID#6392975006 Monday through Friday from 1:00 – 3:00 p.m., at High Bridge Elementary School as follows:
  - a. **Rachel Lazier – Homebound instructor** to be compensated at the hourly rate of \$35.42 in accordance with Article VI.A.3., of the negotiated agreement.
  - b. **Tracy Denkovic – 1:1 Paraprofessional Aide** at the hourly rate of \$10.00
  - c. Transportation to be provided by Hunterdon County ESC at a cost of \$60.00 per diem.
  - d. Bus aide to be provided by Hunterdon County ESC at a cost of \$25.00 per trip.
  - e. Program to begin on or about March 31, 2014, pending transportation arrangements, and continue through procurement of an appropriate educational placement.

Approve Student  
 Observation with  
 ES/MS Guidance  
 Counselors

Homebound  
 Instructor

## ROLL CALL

M  
S**Roll Call:**

Karen Yaskanin-Jones - Aye                      Alan Schwartz - Aye  
 Kay Daughters-Musnuff - VP – Aye              Tom Wescoe - Aye  
 Karyn Gove – Aye                                      Robert Imhoff – Pres. - Aye  
 Todd Honeycutt– Aye

**7 Ayes; Motion Passes**

FINANCE/FACILITIES

J. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Karen Yaskanin-Jones to approve the following items # 1 – 7.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #15)

Approve invoices for Current Expense in the following amounts:

Invoices March 8-21, 2014 \$134,683.84

Payroll 3/14/14 \$245,915.34

Check Register: March 8 -21, 2014	\$134,683.84
Payroll 3/14/14	<u>\$245,915.34</u>
<b>Total</b>	<b>\$479,173.44</b>

Cafeteria \$9,167.75

Approve invoices for Cafeteria Account in the amount of \$9,167.75

Date	Vendor	Amount	Description	Check No.
3/13/14	NJ Dept. of Agriculture	\$ 42.00	Inv. 158679	1382
		\$ 23.05	Inv. 157136	
		\$ 65.05		
	<b>Total</b>	<b>\$ 65.05</b>		

FINANCIAL REPORTS

January 2014  
February 2014

2. FINANCIAL REPORTS

Report of the Board Secretary for January 2014 and February and Treasurer’s Report January 2014 (Attachment #9)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of January and February 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 February 2014 (Attachment #10)

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.

**Notation of the issue in the fund 40 account has been documented with Board of Education, and the county in regards to the status.**

**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 March 24, 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.

March 24, 2014

\_\_\_\_\_  
Michele McCann  
Business Administrator/Board Secretary

**3. RESERVE TRANSFER**

**RESERVE TRANSFER**

**Motion to approve** transfer \$20,614 from reserve to cover the costs, into the proper

Accounts as designated by auditor.

\$7,500 11-000-270-503-000-000 Contracted Services

\$7,500 11-000-270-518-000-000 Contracted Services

ESC

\$5,416. 11-190-100-340-501-000 Technology Repairs

- 4. **Motion to approve** student on a tuition basis from Holland Twp. School District into the Elementary School Behavioral Disabilities/Autistic Program beginning March 17, 2014. Transportation and aide costs are the responsibility of the sending district.

**Approve Tuition Student**

- 5. **Motion to approve** proposal by Ben Shaffer & Associates, Inc. for ES playground equipment in the amount of \$2, 711.21. (**Attachment #11**)

**Approve Proposal for ES Playground Equipment**

- 6. **Motion to approve** an agreement with Invo HealthCare Associates to provide speech/language services through June 30, 2014 at an hourly rate of \$82.00 not to exceed \$3,280.00. (**Attachment #12**)

**Approve Invo HealthCare Associates to provide speech/language services through June 30, 2014 \$82.00/hr**

Approve 14-15  
BOE Meeting  
Dates

**7. Motion to approve** 2014-2015 Board meeting dates with agreed changes.

ROLL CALL

M  
S

**Roll Call:**

Alan Schwartz – Aye	Tom Wescoe - Aye
Karen Yaskanin-Jones – Aye	Kay Daughters-Musnuff – VP - Aye
Karyn Gove – Aye	Robert Imhoff – Pres. - Aye
Todd Honeycutt – Aye	

**7 Ayes; Motion Passes**

TRAVEL

**K. TRAVEL EXPENDITURE APPROVAL (Attachment #13)**

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following **(Attachment #13)** Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Karen Yaskanin-Jones.

ROLL CALL

M  
S

**Roll Call:**

Alan Schwartz – Aye	Tom Wescoe - Aye
Karen Yaskanin-Jones – Aye	Kay Daughters-Musnuff - VP - Aye
Karyn Gove – Aye	Robert Imhoff – Pres. - Aye
Todd Honeycutt – Aye	

**7 Ayes; Motion Passes**

NEW BUSINESS

**L. NEW BUSINESS**

None

PUBLIC  
COMMENTS

**M. PUBLIC COMMENTS**

None

EXECUTIVE/  
CLOSED SESSION

**N. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following resolution to enter into Executive Session at 8:27 p.m.; Kay Daughters-Musnuff 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.



- February 10, 2014 Executive Meeting Minutes (Attachment ES #1)
- March 10, 2014 Executive Meeting Minutes (Attachment ES #2)

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 8:35 p.m. Alan Schwartz seconded the motion. Unanimously carried.

RECOVENE  
PUBLIC SESSION

**O. RECOVENE PUBLIC SESSION**

ACTION ITEMS

**P. ACTION ITEMS**

**Q. ADOPTION OF EXECUTIVE MEETING MINUTES FROM PREVIOUS MEETINGS**

ADOPTION OF  
EXECUTIVE  
MEETING  
MINUTES

Based upon the recommendation of the School Business Administrator/Board Secretary, Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve the following items.

**Roll Call:**

ROLL CALL  
M  
S

Karen Yaskanin-Jones – Aye	Tom Wescoe - Aye
Alan Schwartz - Aye	Kay Daughters-Musnuff - VP - Aye
Karyn Gove - Aye	Abstain February 10, 2014
Todd Honeycutt – Aye	Robert Imhoff – Pres. - Aye

**Motion Passes**

**R. ADJOURNMENT**

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 8:35 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,

Michele McCann  
Board Secretary/ Business Administrator