

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, OCTOBER 14, 2013**

**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 at 7:02 p.m. in the High Bridge Elementary School Library. 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 was not present.

**D. REVIEW OF OFFICIAL CORRESPONDENCE**

**CORRESPONDENCE**

**(Attachment #1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Morrison Exxon Mobile	9/9/13	STEM Grant/Partnership
Lauren Richardson	10/01/13	Request for LOA

**PUBLIC COMMENTS**

**E. PUBLIC COMMENTS**

BOE members proposed the timing be adjusted for the air/heat supply.

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

**ADOPTION OF MINUTES**

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

1. September 9, 2013 Regular Meeting Minutes  
**(Attachment #2)**

**September 9, 2013**

**G. REPORTS TO THE BOARD**

**REPORTS TO THE BOARD**

1. **Follow-Up Items**  
None at this time.

**Board President's Report****2. Board President's Report**

- a) Health Benefits Waiver
- b) Review of NJSBA recommended Board tasks, as per checklist **(Attachment #3)**

**Board Committees**

- c) Board Committees and Chairperson

**Ad Hoc Committee: Negotiations**

- **Ad Hoc Committee: Negotiations – Karen Yaskanin-Jones, Chairperson,** Alan Schwartz, Robert Imhoff
  - Recognized notes from HBTA President regarding dates in December for negotiation

**Community Relations**

- **Community Relations – Larissa Critelli, Chairperson,** Tom Wescoe, Robert Imhoff
  - School Choice postcard mailed 10/7/13
  - School Choice Information night scheduled for 10/16/13 – quotes from parents regarding High Bridge Education
  - School Choice signs posted 10/8/13
  - Newspaper ad designed by Carla Nowell published in Hunterdon County Democrat 9/26, 10/3, 10/10 & 10/17/13
  - Freshman in Voorhees received Chrome book without insurance

**Curriculum and Instruction**

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson** Alan Schwartz, Robert Imhoff
  - Reviewed revised field trip plan.
  - Discussed NJASK Action Plan
  - Next meeting – November 5, 2013 at 4:30 p.m.

**Finance/Facilities**

- **Finance/Facilities – Alan Schwartz, Chairperson,** Larissa Critelli, Robert Imhoff
  - Disposal of additional furniture & assets, clean out clutter
  - Ad-Hoc issues – contracts & rates
  - Update of facilities bids and projects
  - IROC issue
  - Next meeting – November 5, 2013 at 3:30 p.m.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**  
Ann Willard, Robert Imhoff
  - Advertised for School Psychologist position.
  
- **Policy – Ann Willard, Chairperson,**  
Tom Wescoe, Robert Imhoff

**Personnel and Management**

**Policy**

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: **(Attachment #4)**

Larissa Critelli motioned, seconded by Ann Willard, unanimously carried, to amend the following existing bylaws, policies and/or regulations:

**Amend Policies and/or Regulations**

a) Motion to amend the following existing policies and/or regulations:

- Policy #4124 Employment Contract
- Policy #5512 Harassment, Intimidation and Bullying
- Regulation #5512 Harassment, Intimidation and Bullying
- Policy #8220 School Day

**Adopt new policies and/or regulations**

b) Motion to adopt the following new policies and/or regulations:

- Policy #3144.12 Certification of Tenure Charges - Inefficiency
- Policy #3144.3 Suspension Upon Certification of Tenure Charges
- Policy #3372 Teaching Staff Member Tenure Acquisition
- Policy #3373 Tenure Upon Transfer of Promotion
- Regulation #3410 Substitute Compensation
- Regulation #4218 Substance Abuse
- Policy #5300 Use of Defibrillator(s)

- **HCESC Representative – Gregory Hobaugh, Ed.D, Superintendent**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Mr. Imhoff questioned the bonus check cap for school choice.

**Superintendent's Report**

**3. Superintendent's Report**

Dr. Hobaugh discussed the following with the Board:

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for September 2013  
**(Attachment #5)**
- 2) 2013-2014 Enrollment  
**(Attachment #6)**
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) School Choice Update
- 5) Week of Respect – September 30<sup>th</sup> through October 4<sup>th</sup> - Review of festivities
- 6) Fire Prevention Week
- 7) School Violence Awareness Week – October 14<sup>th</sup> through October 18<sup>th</sup>
- 8) Red Ribbon Week – October 21<sup>st</sup> through October 25<sup>th</sup> – Review of actions
- 9) Electronic Violence and Vandalism Report  
**(Attachment #7)**
- 10) Memorandum of Agreement between Education and Law Enforcement Officials – Details of 10/09/13 SRP's **(Attachment #8)**
- 11) School Nursing Services Plan **(Attachment #9)**
- 12) District In-Service – October 9, 2013, Standard Response Protocol
- 13) Superintendent's Academy 10/9/13 – NJSBA handout **(Attachment #10)**
- 14) Superintendent's Update
- 15) Review of August Legal bills **(Attachment #11)**
- 16) Review of September Legal bills  
**(Attachment #12)**

**b. ACTION ITEMS:**

- 1) **Motion to approve** the School Nursing Services Plan for 2013-2014 and to authorize the Superintendent to submit same to the Hunterdon County Office of Education.
- 2) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.

**ACTION ITEMS**

**Approve School Nursing Plan**

**Uniform Memorandum of Agreement**

**Electronic Violence & Vandalism Report**

**3) Electronic Violence and Vandalism Report 2012-2013**

**OPEN PUBLIC HEARING**

**a. OPEN PUBLIC HEARING**

**Karen Yaskanin-Jones motioned, seconded by Ann Willard to open a Public Hearing** so that the Superintendent may report on 2012-2013 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).

**PUBLIC COMMENTS**

**b. PUBLIC COMMENTS**

None.

**c. CLOSE PUBLIC HEARING**

**Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to close Public Hearing** and return to the Regular Business portion of the Board meeting.

**CLOSE PUBLIC HEARING**

**4. School Business Administrator’s Report**

**School Business Administrator’s Report**

**a. General Information Items**

- SNEARS direct certification completed
- ASSA/NJ SMART Student compiled **(Attachment #13)**
- NCLB 2012-2013 report completed
- DRTRS snapshot – choice issue pay
- Budget parameters 2014-2105
- CMP plan
- SAIF Award Letter – IPM 10/11/13 **(Attachment #14)**
- NJ School Digest – September 2013 **(Attachment #15)**

**b. Monthly Facility Maintenance Report**

- Clean up of storage closets in MS
- Completion of Right to know training and new Pest control management system by initial staff member
- MS security door feature completed

**c. Vandalism Report**

There was no vandalism since our last meeting

**d. Monthly Investment Interest – September 2013**

Account	Peapack-Gladstone Bank
Agency	\$ 2.41
Capital Reserve	\$ 21.94
Current	\$ 100.97
Food Service	\$ .46
Maintenance	\$ 15.15
Payroll	\$ 3.78
Student Activity	\$ 1.34
Unemployment	\$ 2.04
FSA	\$ .06
<b>Total</b>	<b>\$ 148.15</b>

MS Principal's Report

ES Principal's Report

**CURRICULUM &  
INSTRUCTION**

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

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following items 1-2.

Approve revised District Field Trip Plan

**1. Motion to approve** the revised District Field Trip Plan for 2013-2014 as presented. **(Attachment #16)**

Approve field trips & transportation

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

8<sup>th</sup> Grade to McCarter Theatre December 10, 2013

- a) **Eighth grade to McCarter Theatre, Princeton, NJ** on December 10, 2013 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 \$416.00 for one bus. Cost per student of \$39.50 includes admission and transportation and is to be borne by parents/guardians.

Kindergarten and  
Preschool to West Portal  
Pumpkin Patch

- b) **Kindergarten and Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on October 28, 2013 (rain date 10/30/13) to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on “animals and their habitats” and “how things grow”. Transportation will be provided by ESC at a cost of \$272.00 for one bus. The cost per student of \$12.25 which includes transportation and admission is to be borne by parents/guardians.
- c) **Fourth Grade to Solitude House and TISCO complex, High Bridge** on October 15, 2013 (raindate 10/16, 17, or 18/13) to visit four historic places in their town and gain appreciation for High Bridge’s rich history. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1. There are no costs involved with the trip as students will be walking.
- d) **Fourth Grade to Veterans Memorial Park, High Bridge** on November 12, 2013 (raindate 11/13/13) for park tour given by American Legion Post #188 Captain. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.
- e) **Fourth Grade to Borough Hall, High Bridge**, on March 4, 2014 (raindate 3/5, 3/6, or 3/7/14) to visit Borough Hall and High Bridge Public Library. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.3. There are no costs involved with the trip as students will be walking.
- f) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on May 16, 2014 for community service activity (weed, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 2.1, 2.2, 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
- g) **Fourth and Fifth Grade Environmental Club to Raritan Headwaters, High Bridge, (behind Gronsky’s)**, on May 23, 2014 (rain date 5/29/14) for river monitoring activities with a trained South Branch Watershed Authority instructor. This trip correlates with science curriculum and State core standards 5.1,

4<sup>th</sup> Grade to Solitude House  
October 15, 2013

4<sup>th</sup> Grade to Veterans  
Memorial Park High  
Bridge November 12, 2013

4<sup>th</sup> Grade to Borough Hall  
High Bridge March 4, 2014

4<sup>th</sup> and 5<sup>th</sup> Grade  
Environmental Club to  
High Bridge Commons  
Park may 16, 2014

4<sup>th</sup> and 5<sup>th</sup> Grade  
Environmental Club to  
Raritan Headwaters High  
Bridge May 23, 2014

5.3, 5.4. There are no transportation costs involved with the trip as students will be walking.

**ES/MS BD Classes Trips**

- h) Elementary and Middle School BD classes and Elementary MD class \*** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation and admission to be paid for by the district as part of community based instruction.

Date / Rain Date	Location	Admission Costs	Transportation
10/16/13	ShopRite, Clinton, NJ		\$78.00
10/23/13	MiniGolf, Flemington, NJ	\$6.00	\$150.00
11/13/13	ShopRite, Clinton, NJ		\$78.00
12/4/13	ShopRite, Clinton, NJ		\$78.00
12/18/13	* Phillipsburg Mall, Phillipsburg, NJ		\$300.00 (2 buses)
1/8/14	ShopRite, Clinton, NJ		\$78.00
1/22/14	* Oakwood Lanes, Washington, NJ		\$300.00 (2 buses)
2/19/14	ShopRite, Clinton, NJ		\$78.00
3/12/14	Maple Sugaring, Echo Hill Park, Flemington, NJ		\$78.00
3/26/14	* ShopRite, Clinton, NJ		\$156.00 (2 buses)
4/2/14	Target, Phillipsburg, NJ		\$150.00
4/16/14	High Bridge Police/Fire		\$78.00
5/28/14	ShopRite, Clinton, NJ		\$78.00
6/4/14	* Town of Clinton		\$156.00 (2 buses)

- i) **Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

G/T Students participate in North Hunterdon Consortium activities/trips

Date Rain/Snow Date	Activity	# Students Grade level	Location	Cost
11/21/13	Debate	8 7 <sup>th</sup> /8 <sup>th</sup> grade	Clinton Twp. Middle School	N/A
12/6/13	ArtLine I	8 6 <sup>th</sup> Grade	Hunterdon Museum of Art	\$6.00
1/14/14 1/17/14	Math Workshop	10 5 <sup>th</sup> Grade	Conley School, Bethlehem Twp.	N/A
2/4/14 2/7/14	Poetry Slam	8 7 <sup>th</sup> / 8 <sup>th</sup> grade	Clinton Township Middle School	N/A

**ROLL CALL**

M  
S

**Roll Call:**

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

**6 Ayes; 1 Absence; Motion Passes**

**PERSONNEL**

**I. PERSONNEL**

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 8. Alan Schwartz seconded the motion.

1. **Motion to approve Melissa Betz** as a Student Leadership/Builder’s Club co-advisor for the 2013-2014 school year, serving with Jennifer Smith and Paige McGaheran, with total compensation of \$3,561.00 split between the three advisors.
2. **Motion to approve Carl Katzenberger** as boys’ basketball coach for the 2013-2014 season to be

Approve Melissa Betz Student Leadership/ Builder’s Club co-advisor

Approve Carl Katzenberger Boy’s Basketball Coach



**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**

**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 Ann Willard to approve the following items # 1 – 4.

**PAYMENT OF BILLS**

**1. PAYMENT OF BILLS**

**Invoices**

**a) Audit of Invoices (Attachment #18)**

**Approve** invoices for Current Expense in the following amounts:

Check Register September 6-30, 2013	\$ 6,404.34
Payroll 9/13/13	\$235,934.68
Payroll 9/30/13	<u>\$242,837.30</u>
	<b>\$485,176.32</b>

**September 6-30, 2013**  
**\$6,404.34**  
**Payroll 9/13/13 \$235,934.68**  
**Payroll 9/30/13 \$242,837.30**

**Invoices**

**Approve** invoices for Current Expense in the following amounts:

Check Register October 1- 10, 2013    \$199,629.39

**October 1-10, 2013**  
**\$199,629.39**

**Cafeteria Invoices**  
**\$123.99**

**Approve** invoices for **Cafeteria** Account in the amount of **\$123.99**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
9/6/13	Maschio’s Food Service, Inc.	\$ 60.99	IN0039029	1367
9/6/13	NJ Dept of Agriculture	\$ 5.00	Inv. 151799	1368
9/27/13	NJ Dept of Agriculture	\$ 58.00	Inv. 152455	1369
	<b>Total</b>	<b>\$ 123.99</b>		

**FINANCIAL REPORTS**

July 2013  
August 2013

**2. FINANCIAL REPORTS**  
**Report of the Board Secretary and Treasurer's Report for July and August 2013 (Attachment #19)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of July and August 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 August and September 2013 - (Attachment #20)**

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 October 14, 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.

\_\_\_\_\_  
October 14, 2013

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

**Disposal of Property**

**3. Motion to approve resolution authorizing the 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:

Computers

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Dell 00045-641-047-117  
Dell 00019-0082-818-696  
Dell 0019-090-685-888,  
Dell 00045-510-618-987  
Dell 00019-090-178-873  
Dell 00019-042-001-599  
Dell 00019-101-867-915  
Dell 00045-159-159-386  
Dell JJ0W021  
Dell 00019-042-001-605  
Dell 6MBHI61  
Dell4LHGG51  
DellG2FRN11

Monitors

Dell CN-095WUP-46633-25F81 QT  
Dell CN-095WUP-46633-25F-81VJ,  
Dell CN-095-WUP-46633-25F-81QN  
Dell CN-095WUP-46633-25F-81UE  
Dell CN-01K525-47803-2AH-GLEB  
Dell CN-095WUP-46633-25F-81UF  
TSSI TS18595876  
Samsung GS17HVM119239N  
Sylvania V41237900A  
Dell -MX-0Y1352-47605-47M-FPN6  
Dell-MX-OY1352-47M-FPMK  
DSN 095WUP 466-33-25F-\*1QE  
Acer 71707592842

Printers

Cannon 00910  
Cannon 00868  
Cannon 00868

Fax Machines:

Brothers  
Brothers 060283G2JS81405

There are also 3 projectors that will also be recycled.  
There are also 13 keyboards to be recycled.

30 desks (outdated style)

**WHEREAS**, the condition of the items above was determined by the Principal and Superintendent, and

**WHEREAS**, a recommendation has been made by the Superintendent that the listed items be disposed;

**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education, based upon the recommendation of the Superintendent, authorizes the disposal of these assets via the town's electronic recycling program at no cost to the district. The desks are

to be disposed of in the upcoming weeks in the regular pick up.

**USE OF FACILITIES**

Use of MS Gym for town Halloween Parade October 26, 2013

Amend GS Troop #80060 ES Classroom

Approve Cadet Girl Scout Troop #80894 MS Classroom

Approve Brownie Girl Scout Troop #80351 ES Classroom

Approve HBYB ES All Purpose Room and MS Gym

**4. USE OF FACILITIES (Attachment #21)**

- a. **Motion to approve I'm For High Bridge and High Bridge Women's Group** to use the MS gym for the Halloween parade on October 26, 2013 in the event of inclement weather from 12:30 p.m. until 2:30 p.m. **Advisor: Diane Seals**
- b. **Motion to amend Girl Scouts Troop #80060** use of ES Classroom on second Friday of the month from 6:30 p.m. until 7:30 p.m. Please see attached dates. Please note change of date applications due to school closings. **Advisor – Kelly Lynch.**
- c. **Motion to approve Cadet Girl Scout Troop #80894** use of MS Classroom twice a month starting October 16, 2013 through May 28, 2013 from 6:00 p.m. until 7:30 p.m. Please see attached dates. **Advisor – Leigh Ann Moore**
- d. **Motion to approve Brownie Girl Scout Troop #80351** use of ES Classroom on Wednesdays once a month starting October 23, 2013 through May 28, 2014 from 6:15 p.m. until 7:45 p.m. Please see attached dates. **Advisor – Maryanne Hagan**
- f. **Motion to approve High Bridge Youth Basketball** use of Elementary School All Purpose Room and Middle School Gym beginning November 11, 2013 through March 10, 2014. Please see attached dates. **Advisor – Gary Mills**  
**Some dates/times may conflict with other prior approved activities.**

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**6 Ayes; 1 Absence; Motion Passes**

**TRAVEL**

**K. TRAVEL EXPENDITURE APPROVAL (Attachment #22)**

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #22) Staff/Board members to attend workshops, conferences, etc. based upon the

guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Ann Willard.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**6 Ayes; 1 Absence; Motion Passes**

**L. NEW BUSINESS**

**NEW BUSINESS**

Ann Willard mentioned direct to administration.

Encourage use of internet. Not all children need to bring books home.

**M. PUBLIC COMMENTS**

**PUBLIC COMMENTS**

None

**N. EXECUTIVE/CLOSED SESSION**

**EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Ann Willard requested a motion to approve the following resolution to enter into Executive Session at 9:06 p.m.; Karen Yaskanin-Jones 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.

- September 9, 2013 Executive Meeting Minutes  
**(Attachment ES #1)**
- Legal Matter – Alparone vs. High Bridge Board of Education
- Personnel Matter – HBW and benefit issue
- Stipends

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 9:34 p.m. Alan Schwartz seconded the motion. Unanimously carried.

**RECONVENE PUBLIC SESSION**

**O. RECONVENE PUBLIC SESSION**

**ACTION ITEMS**

**P. ACTION ITEMS**

**ADOPTION OF EXECUTIVE MINUTES**

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

Based upon the recommendation of the School Business Administrator/Board Secretary, Ann Willard motioned, seconded by Larissa Critelli to approve the following items. Unanimously carried.

**September 9, 2013**

September 9, 2013 Executive Meeting Minutes

**ADJOURNMENT**

**R. ADJOURNMENT**

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 9:35 p.m. The motion was seconded by Kay Daughters-Musnuff . Unanimously carried.

Respectfully submitted,

Michele McCann  
Board Secretary/ Business Administrator