

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**  
**MONDAY, APRIL 14, 2014**

**A. OPENING OF MEETING – 7:00 PM**

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: The High Bridge Middle and Elementary Schools' front doors and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: The Hunterdon County Democrat and the Hunterdon Review, this regular monthly meeting will convene at 7:00 p.m. on Monday, April 14, 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, School Business Administrator

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

**D. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

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

1. March 24, 2014 Regular Meeting Minutes - (**Attachment #1**)

**F. REPORTS TO THE BOARD**

**1. Follow Up Items:**

**2. Board President's Report**

- a. Review of Updated NJSBA recommended Board tasks, as per checklist (**Attachment #2**)
- b. Board Committees and Chairperson
  - **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 – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff.**
  - April 8, 2014 meeting will be rescheduled. Date to be determined.
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
  - Met April 1, 2014 at 5:00 p.m.
  - Discussed curriculum review/updates for Social Studies and PE
  - Discussed request for unfunded choice students
  - G/T students prepared cafeteria survey – will be presented at 4/28/14 Board Meeting
  - Educational Foundation Update
  - Next meeting TBD
- **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
  - Met on March 25, 2014
  - Budget Submission request and status
  - 2<sup>nd</sup> grade request for third section
  - Cage issue on stage for safety plan developed to improve
  - Review of facility use by other entities
  - Contract for IT services
  - Out of district tuition cost
  - Next meeting will be determined tonight
- **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
  - Met April 1, 2014 at 4:00 p.m.
  - Reviewed job descriptions
  - Discussed evaluation form for stipend positions
  - Discussed Coaches review and uniform/equipment accountability
  - Reviewed request from staff member for change in status
  - Next meeting May 6, 2014 @ 4:00 p.m.
- **Policy – Karyn Gove, Chairperson, Tom Wescoe, Robert Imhoff**
- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

**3. Superintendent's Report****a. INFORMATION ITEMS:**

- 1) Staff Attendance for March 2014 (**Attachment #3**)
- 2) 2013-2014 Enrollment (**Attachment #4**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent's Update
- 5) Review of March Legal Bills (**Attachment #5**)

**4. School Business Administrator's Report****a. General Information Item**

- 1) Completed Budget re-submission as per the district's request
- 2) Completed the IDEA final budget submission for 2013
- 3) Researched Touch line and the playground rules and regulations.
- 4) Initialed the Idea Basic submission as of March 31, 2014.
- 5) Met with Tarpey group to discuss the ancillary benefits
- 6) Annual insurance information submission to obtain rates.
- 7) Hours towards POESH training completed
- 8) Attended and brought staff to the Sexual Harassment & Ethics training in conjunction with the Borough Office.

**b. Monthly Facility Maintenance Report**

- 1) Cage issue addressed and a plan has been set in place
- 2) Playground material has shipped
- 3) Fire inspector update
- 4) 2<sup>nd</sup> pump at ES in use, first pump to be looked at
- 5) Leak in pipe at ES to be evaluated
- 6) Air conditioning in ES to be quoted to be repaired
- 7) Cleaning schedule at MS updated from 2003 by shift

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – March 2014**

| <b>Account</b>   | <b>Peapack-Gladstone Bank</b> |
|------------------|-------------------------------|
| Agency           | \$ 6.36                       |
| Capital Reserve  | \$ 22.69                      |
| Current          | \$ 86.05                      |
| Food Service     | \$ .50                        |
| Maintenance      | \$ 15.67                      |
| Payroll          | \$ 2.16                       |
| Student Activity | \$ 2.08                       |
| Unemployment     | \$ 1.81                       |
| FSA              | \$ .08                        |
| <b>Total</b>     | <b>\$ 137.40</b>              |

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

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

**G. CURRICULUM & INSTRUCTION**

The Superintendent recommends approval of the following actions:

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

- a) **Seventh grade** to Washington Crossing, Titusville, NJ on June 6, 2014. Transportation to be provided by First Student at a cost of \$390.00 for one bus. The cost per student of \$10.00 is to be borne by parents/guardians.
- b) **Third grade** to Waterloo Village Museum, Stanhope, NJ on June 10, 2014. Transportation to be provided by First Student at a cost of \$375.00 for one bus. The cost per student of \$20.75 includes admission and transportation and is to be borne by parents/guardians.
- c) **7<sup>th</sup> – 8<sup>th</sup> grade Chorus Members to High Note Music Festival and Dorney Park/Wildwater Kingdom** on May 16, 2014. Transportation will be provided by First Student at a cost of \$520.00 for one bus and will be paid for by the PTO. Cost per pupil of \$41.00 includes admission and will be borne by parents/guardians.
- d) **First Grade to Philadelphia Zoo, Philadelphia, PA** on Wednesday, June 4, 2014 with transportation to be provided by ESC at a cost of \$392.00 for one bus. Total cost per student of \$23.00 includes transportation and admission and will be borne by parents/guardians.
- e) **Second grade to Adventure Aquarium, Camden, NJ** on Tuesday, June 3, 2014 with transportation to be provided by First Student at a cost of \$335.00 for one bus. Total cost per student of \$24.00 includes admission and transportation and will be borne by parents/guardians.

**Roll Call:**

Karyn Gove  
Todd Honeycutt  
Alan Schwartz  
Tom Wescoe

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

**H. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. Motion to approve** Kathleen Kalena, Seton Hall University Educational Leadership student, to complete three days of observation for her school administration internship, with Gregory Hobaugh and Brian Bizzoco as cooperating school administrators.
- 2. Motion to approve** Annie Reading, Raritan Valley Community College student, to complete twenty (20) hours of observation as part of her Occupational Therapy Assistant program, with Brad Cox as cooperating therapist.

3. **Motion to approve** Lindsay Jordan, Centenary College Elementary Education student, to complete fifteen (15) days of field observation between September 2, 2014 and December 15, 2014 with Lynn Hughes as cooperating teacher.
4. **Motion to approve** Erin Snyder, College of Saint Elizabeth student to complete student teaching from September 4, 2014 through December 12, 2014 with Carla Nowell as cooperating teacher.
5. **Motion to approve** Douglas VanCamp as substitute custodian for the remainder of the 2013-2014 school year, pending criminal history background clearance, at the rate of \$12.00 per hour. Mr. VanCamp has a black seal license.
6. Motion to approve the following substitutes for the remainder of the 2013-2014 school year:
  - Andrew Dunn
  - Kimberly Jenkins
  -

**Roll Call:**

Karyn Gove  
 Todd Honeycutt  
 Alan Schwartz  
 Tom Wescoe

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

**I. 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 #6)**

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

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| Check Register: March 22 -31, 2014 | \$        | 66,276.25         |
| Payroll 3/31/14                    | \$        | <u>244,237.34</u> |
|                                    | <b>\$</b> | <b>310,513.59</b> |

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

|                                   |    |                   |
|-----------------------------------|----|-------------------|
| Check Register: April 1 -10, 2014 | \$ | <b>128,466.54</b> |
|-----------------------------------|----|-------------------|

**Approve** invoices for **Cafeteria** Account in the amount of **\$7,806.47**

| Date     | Vendor                       | Amount             | Description | Check No. |
|----------|------------------------------|--------------------|-------------|-----------|
| 3/31/ 14 | Maschio’s Food Service, Inc. | \$ 7,764.47        | IN0041655   | 1383      |
| 4/4/14   | NJ Dept of Agriculture       | \$ 42.00           | Inv. 158650 | 1384      |
|          | <b>Total</b>                 | <b>\$ 7,806.47</b> |             |           |

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for February and March 2014 and (Attachment #7) Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the months of February and March 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 March 2014 (Attachment #8)**

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**

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

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of April 14, 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.

April 14, 2014

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

**3. Motion to Approve** the Purchase of the Meru Mobility wireless LAN under WSCA State Contract # 73981 for the equipment for \$20,564 through TTI Wireless. Approve the Purchase of the Meru Mobility wireless LAN installation under WSCA State Contract # 73981 for the installation for \$11,550 through TTI Wireless. The total amount is \$32,114. **(Attachment #9)**

**4. Motion to Approve** the shared services agreement between Del Val High School and High Bridge for technology services for the 2014-2015 School year. **(Attachment #10)**

**5. CAFETERIA REPORT**

The cafeteria financial report for the month of **February 2014**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$142.32 for the month and a year-to-date profit of \$7,018. Student participation was 15% in the Middle School and 29% in the Elementary School for the month of **February 2014**.

Last year’s report for **February 2013** indicated a loss of \$370.71 for the month and a year-to-date loss of \$2,974.67. Student participation was 16% in the Middle School and 31% in the Elementary School for the month of **February 2013**.

**6. DISPOSAL OF SURPLUS MATERIALS:**

Motion to auction or dispose of the attached list of items through the Borough’s free electronics recycling program where applicable or via dumpster where items are not recyclable and no longer serviceable. (**Attachment #11**)

**7. Motion to Approve the IDEA 2013-2014 Final Grant Report (Attachment #12)**

The Final IDEA grant report was submitted with the following detail:

| <b>IDEA –BASIC- Expenditure Category</b>   | <b>Code</b> | <b>\$ Expenditure</b> |
|--|-------------|-----------------------|
| BASIC-Prof & Tech services                 | 200-300     | \$ 91,808             |
| BASIC- Instructional Equipment             | 400-731     | \$ 3,820              |
| <b>IDEA Basic - Total</b>                  |             | <b>\$ 94,628.</b>     |
| <b>IDEA–PRESCHOOL-Expenditure Category</b> |             |                       |
| PRESCHOOL- Instructional Supplies          | 100-600     | \$ 3,616              |
| PRESCHOOL- Prof & Tech Services            | 200-300     | \$ 640                |
| <b>Title IIA - Total</b>                   |             | <b>\$ 4,256</b>       |

**IDEA CONSOLIDATED - TOTAL \$ 98,884**

**8. DONATION ACCEPTANCE**

**Motion to accept** an anonymous donation of fifty-four books with an approximate value of \$235.00 to be circulated at the Middle School and/or Elementary School library or utilized as teacher reference books. (**Attachment #13**)

**9. Motion to approve** The Bilingual Child Study Team Inc. to complete two student assessments in the child’s native language not to exceed \$2,960. This cost includes cost of the translation of the reports in the native language as well.

**10. USE OF FACILITIES (Attachment #14)**

**a. Motion to approve** use of ES Main Office and Hallways for Canine Companions for Independence (CCI) Puppy Training from 4:30 p.m. to 5:30 p.m. The requested dates are April 16, April 30, May 7, May 21, June 4 and June 18, 2014.

**Advisor – Christi Roling**

**Roll Call:**

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Alan Schwartz

Robert Imhoff – Pres.

Tom Wescoe

**J. TRAVEL EXPENDITURE APPROVAL (Attachment #15)**

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:**

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

**K. NEW BUSINESS**

**L. PUBLIC COMMENTS**

**M. EXECUTIVE/CLOSED SESSION**

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

- March 24, 2014 Executive Meeting Minutes – (Attachment ES #1)
- Personnel

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.

**N. RECONVENE PUBLIC SESSION**

**O. ACTION ITEMS**

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

March 24, 2014 Executive Meeting Minutes

**Roll Call:**

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

**Q. ADJOURNMENT**