

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, AUGUST 12, 2013

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 Schools' front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon Democrat and the Hunterdon Review, this regular monthly meeting will convene at 7:00 pm on Monday, August 12, 2013, in Room #209 (Computer Lab) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Michele McCann, School Business Administrator

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

D. RECOGNITION ITEMS

Motion to approve a resolution recognizing **Mary Waldron** for over forty-one years of dedicated service. (**Attachment #1**)

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Anthony Marinelli	7/2/13	Letter 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

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.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a. Finalize 2013-2014 Board/District Goals (**Attachment #4**)
 - 1) Motion to approve the 2013-2014 Board/District Goals as presented.

Roll Call:

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

- b. Health Benefits Waiver
- c. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #5**)
- d. Board Committees and Chairperson
 - **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 and link to school district website.
 - Reviewed article for August 6th submission to “The Bridge”.
 - Discussed School Choice.
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Alan Schwartz, Robert Imhoff**
 - Reviewed Curriculum Plan.
 - Discussed Curriculum Coordinator position.
 - 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 5:30 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.
- **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 – Ann Willard, 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 July 2013 (**Attachment #6**)
- 2) 2013-2014 Projected Enrollment (**Attachment #7**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review student performance on NJASK (**Attachment #8 – Will be available at Board meeting pending State release of data on 8/9/13.**)
- 5) Review of June 2013 Legal Bills (**Attachment #9**)

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

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 #11)

- 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 2012-2013 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 the interscholastic sports schedules for the 2013-2014 school year. **(Attachment #12)**

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)**

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)**

5. Motion to approve the **District Field Trip Plan** 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.

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to accept** with regret and best wishes, the resignation of **Anthony Marinelli** as Middle School Language Arts teacher effective September 2, 2013.
2. **Motion to accept** the resignation of **Kristine Naumann** as paraprofessional aide effective immediately.
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**)
12. **Motion to approve** the reassignment of **Michele Ilg-Gomez** to part-time (55%) Middle School Basic Skills Instructor effective August 27, 2013.
13. **Motion to approve** the following substitutes for the 2013-2014 school year:
 - Patricia Palmer
 - Melanie Ikenson
 - Genna Becker
 - Nicky Castello
 - Kathleen Barone

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

Karen Yaskanin-Jones
 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 #22)

Approve invoices for Current Expense in the following amounts:

Check Register: June 30, 2013 \$ 33,792.25

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 \$ 38,763.78

Total \$ 223,360.40

Approve invoices for Current Expense in the following amounts:

Check Register: August 1 – 6, 2013 \$ 78,643.78

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

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

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;

<u>ITEM:</u>	<u>DESCRIPTION:</u>
Metal Desk	Obsolete
Computer Cart	Obsolete
Puppet Theater	Worn out
Blue Mat	Worn
Adult chairs	Poor Condition
Projection screen	Obsolete
Red carpet	Poor Condition
Yellow chairs	Poor Condition

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.
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. **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 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, 2014 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**
 - 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. **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.
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.

- 7. **Motion to approve** Hunterdon County Educational Services Commission and Middlesex Regional Education Services Commission to provide Speech and Language for High Bridge students.
- 8. **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
- 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
- 10. **Motion to approve** Settembrino Architects to execute the Investment Grade Audit (IGA) and the Energy Savings Plan (ESP) and submission of such plan to the Board of Public Utilities (BPU). At such time that the ESP is approved by the BPU, the Board of Education further authorizes Settembrino Architects to execute the complete construction documents and construction administration for all the Energy Conservation Measures (ECM’s) approved in the ESP.

L. TRAVEL EXPENDITURE APPROVAL (Attachment #28)

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:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

M. NEW BUSINESS

N. PUBLIC COMMENTS

O. EXECUTIVE/CLOSED SESSION

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

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

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.

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

July 8, 2013 Executive Meeting Minutes

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

S. ADJOURNMENT