

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, JUNE 30, 2014

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 School front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon County Democrat. This regular meeting will convene at 7:00 pm on Monday, June 30, 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, Business Administrator

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

D. RECOGNITION ITEMS

- 1. Request a motion** to approve the attached resolution recognizing **Evelyn Mickel** for her many years of outstanding service. (**Attachment #1**)
- 2. Request a motion** to approve the attached resolution recognizing **Ellie Curtin** for her winning entry in the Tri-County Reading Council 2014 Young Author's Writing Contest. (**Attachment #2**)
- 3. Request a motion** to present **Zoe Lincoln** with a Certificate of Achievement for her 2nd place entry in the Tri-County Reading Council 2014 Young Author's Writing Contest. (**Attachment #3**)

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #4)

The following correspondence were edited from e-mail messages received to remove personal e-mail contact information

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Evelyn Mickel	6/23/14	June 30 th Board Meeting
Jennifer Markarian		Accelerated Math Program
Caryn Rinehart		Accelerated Math Program

Michelle Mikolajczyk	Accelerated Math Program
Jennifer Thompson	Accelerated Math Program
Jennifer Markarian	Accelerated Math Program
Kristen Poe	Accelerated Math Program
Michael Poe	Accelerated Math Program
Jeffrey Raefski	Accelerated Math Program
Bob Imhoff	Response to Parents Regarding Accelerated Math Program
Michael Poe	Follow-up re: accelerated math program concerns
Alisa Silberman	Thank you for response to parents
Jeremy Silberman	Thank you for response to parents
Isabel Silvestri	Follow-up to response to parents
Karen Scarcia	Thank you for response to parents

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

April 28, 2014 Regular Meeting Minutes (Amended) (**Attachment #5**)

May 19, 2014 Reorganizational Meeting Minutes (**Attachment #6**)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #7**)

b. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Met June 10, 2014
 - Discussed Communication for 2014-2015
 - Staff PDP to increase communication
 - Community Outreach
 - Parent information sessions held in September & February
 - Parentlink notification sent out to announce upcoming BOE meeting
 - Parent survey regarding “zero period” for music program
 - Next meeting July 8, 2014 @ 4:00pm
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met June 9, 2014
 - Discussed homogeneous vs. heterogeneous classes
 - Discussed Algebra I and impact on PARCC
 - Next meeting July 30, 2014 @ 4:00 p.m.

- **Finance/Facilities – Alan Schwartz, Chairperson,** Karen Yaskanin-Jones, Robert Imhoff
 - Met June 17, 2014
 - Reviewed the ODD tuition, transportation & aide for ESY student
 - Reviewed ESP, compared IGA report to first, questioned which projects were selected.
 - Recommended candidate for Coordinator position
 - Reviewed staff and HB police protocol as well as things to consider during a lockdown
 - Next meeting to be designated at the end of this meeting

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff, Robert Imhoff
 - Met June 10, 2014
 - Discussed 5th grade staffing
 - Supervisor of Curriculum and Technology/Webmaster candidate
 - Coordinator of Buildings & Grounds candidate
 - Reviewed teaching positions to be filled
 - Superintendent and Business Administrator annual review – (to be discussed in executive session).

- **Policy – Karyn Gove, Chairperson,** Tom Wescoe, Robert Imhoff
 - Next meeting July 8, 2014 @ 3:00 p.m

- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
 - Next meeting June 26, 2014

- **HCSBA Delegate – Robert Imhoff**

- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2013-2014 Enrollment Report Final (**Attachment #8**)
- 2) 2014-2015 Projected Enrollment (**Attachment #9**)
- 3) Staff Attendance for May 2014 (**Attachment #10**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - a) One incident at Elementary School to report
- 5) Review of April 2014 Legal Bill (**Attachment #11**)
- 6) Review of May 2014 Legal Bill (**Attachment #12**)

4. School Business Administrator's Report

a. General Information Items

- 1) NJ School Digest – **May 2014 (Attachment #13)**
- 2) Complete IDEA 2013-2014 final grant reimbursement
- 3) Complete IDEA Preschool 2013-2014 final grant reimbursement
- 4) Complete NCLB 2013-2014 final grant reimbursement

- 5) Complete NCLB 2014-2015 Application
- 6) Complete IDEA application for 2014-2015.
- 7) Complete Extraordinary Aide application 2013-2014
- 8) Pre-Audit conducted June 19, 2014

b. Monthly Facility Maintenance Report

- 1) Energy Savings Plan
- 2) Review summer custodial projects, schedules and deadlines
- 3) Airdales in MS repaired
- 4) Air conditioner in ES scheduled 07/01/2014.

c. Vandalism Report

Lid in Garbage can was destroyed, may have been a ball. Replacement on order.

d. Monthly Investment Interest – May 2014

Account	Peapack-Gladstone Bank
Agency	\$ 5.39
Capital Reserve	\$ 20.96
Current	\$ 130.20
Food Service	\$.61
Maintenance	\$ 15.67
Payroll	\$ 1.80
Student Activity	\$ 2.50
Unemployment	\$ 2.11
FSA	\$.27
Total	\$ 179.51

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

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

I. CURRICULUM & INSTRUCTION

- 1. **Motion to approve an Extended School Year** program for special education students in accordance with their Individualized Education Program, to run from July 1, 2014 through August 7, 2014 from 9:00 a.m. – 12:00 p.m., Monday through Thursday at the Elementary School for a total of twenty-three (23) days.
- 2. **Motion to amend** approval of the following out-of-district students for the 2014 extended school year program on a tuition basis.

STUDENT ID	DISTRICT	TUITION + AIDE
BD-Autistic Program		
8717028079	Holland Twp	\$4000.00
4315866403	Franklin	\$4000.00 + \$450 for shared aide

1412098401	Franklin	\$4000.00 + \$450 for shared aide
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- 3. Motion to approve** an extended school year out of district placement for Student ID # 6392975006 at Montgomery School the following out-of-district students to the 2014-2015 school year program on a tuition basis for ESY:

ESY SERVICE	COST
Tuition:	\$6,301.00
Personal Aide for ESY:	\$3,100.00
Transportation to/from:	\$5,000.00
Bus Aide:	\$1,400.00
TOTAL	\$15,801.00

- 4. Motion to approve** an extended school year out of district placement for Student ID #2955918827 at Warren Developmental Learning Center to the 2014-2015 school year program on a tuition basis for ESY:

ESY SERVICE	COST
Tuition ESY	\$9,765.00
1:1 Instructional Aide :ESY	\$1,860.00
Transportation: ESY	\$1,705.00
Transportation: ESY Aide stipend	\$ 620.00
TOTAL	\$13,950.00

Roll Call:

Karyn Gove
 Todd Honeycutt
 Alan Schwartz
 Tom Wescoe

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

PUBLIC HEARING

Motion to open a public hearing to discuss the terms and conditions of the Business Administrator’s employment contract for the 2014-2015 school year. (**Attachment #14**)

Public Comments - the opportunity for public comments and/or questions regarding the Business Administrator’s employment contract will be offered

Motion to close the public hearing and resume the regular public business meeting.

1. **Motion to approve** an employment contract for **Michele McCann** as Business Administrator/Board Secretary from July 1, 2014 through June 30, 2015 for an annual salary of \$81,600.00.
2. **Motion to approve Richard Kolton** as Supervisor of Curriculum and Technology/ Webmaster from July 1, 2014 through June 30, 2015 for an annual salary of \$90,828.
3. **Motion to approve Matt Garfein** as Coordinator of Buildings and Grounds from July 1, 2014 through June 30, 2015 for an annual salary of \$51,437.
4. **Motion to approve** non-association support staff for the 2014-2015 school year as per **Attachment #15**.
5. **Motion to approve** Administrative staff for the 2014-2015 school year as per **Attachment #16**.
6. **Motion to amend** the 4/28/14 approval for Sherry Kerr for the 2014-2015 school year for the annual salary of \$78,705 at a level MA, step L-1. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract. L-1 longevity was awarded for the 2013-2014 year and paid accordingly.
7. **Motion to approve** the employment and salary for the 2014 Special Education Extended Summer Program as per **Attachment #17**.
8. **Motion to approve** the employment and salary of the 2014 Extended School Year/ Home Program personnel as per **Attachment #18**.
9. **Motion to approve** the per diem rates for Child Study Team members to complete evaluations for summer referrals and IEP Direct transition as per **Attachment #19**.
10. **Motion to approve** the attached list of substitutes for 2014-2015 school year **Attachment #20**.
11. **Motion to approve** compensation of one additional day to chaperones for Washington, D.C. trip at the daily substitute rate of \$75.00 for the following:
 - Paige McGaheran
 - Jennifer Smith
 - Linda Stecker
12. **Motion to approve** the appointment of **Kristine Naumann** as first grade teacher from August 26, 2014 through June 30, 2015 at a level BA, step 1 for an annual salary of \$50,505. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract.

- 13. **Motion to approve** the appointment of **Karin Sharkey** as third grade teacher from August 26, 2014 through June 30, 2015 at a level MA, step 7 for an annual salary of \$60,305. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement.
- 14. **Motion to approve** the appointment of **Michele Ilg-Gomez** as fifth grade teacher from August 26, 2014 through June 30, 2015 at a level BA, step 5 for an annual salary of \$53,505. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract.
- 15. **Motion to approve** the movement across salary guide and amendment of the employment contract for **Kelly Grube** from BA, Step 1, to BA+15, Step 1, as per her request and submission of official transcripts showing her successful completion of graduate level coursework, for an annual salary of \$51,805. from August 26, 2014 through June 30, 2015. Step and salary will be adjusted in accordance with terms and conditions of the negotiated agreement upon settlement of contract.

Roll Call:

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

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 #21)

Approve invoices for Current Expense in the following amounts:

Check Register:	May 16 – 31, 2014	\$ 87,764.90
Payroll 5/30/14		<u>\$242,960.71</u>
	Total	\$330,725.61

Approve invoices for Current Expense in the following amounts:

Check Register:	June 1 – 26, 2014	\$232,792.03
Payroll 6/13/14:		\$251,314.26
Payroll 6/17/14:		<u>\$207,701.15</u>
	Total	\$691,807.44

Approve invoices for Cafeteria Account in the amount of \$18,182.19

Date	Vendor	Amount	Description	Check No.
6/02/14	Maschio's Food Service, Inc.	\$ 8,802.32	Inv. IN0042646	1389
6/02/14	NJ Dept of Agriculture	\$ 18.05	Inv. 160174	1390
		<u>\$ 26.00</u>	Inv. 160522	
	Check Total	\$ 44.05		
6/17/14	Maschio's Food Service, Inc.	\$ 9,335.82	Inv. IN0043157	1391
	Total	\$18,182.19		

2. FINANCIAL REPORTS (Attachment #22)**Report of the Board Secretary and Treasurer Report and Board Secretary Report For April 2014 and May 2014.**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of April 2014 and May 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 May 31, 2014– (Attachment #23)

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 May 20, 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.

June 30, 2014

Michele McCann
Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **April 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,615.64 for the month and a year-to-date profit of \$10,109.37. Student participation was 14% in the Middle School and 28% in the Elementary School for the month of **April 2014**.

Last year's report for **April 2013** indicated a loss of \$377.40 for the month and a year-to-date loss of \$3,284.57. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **April 2013**.

The cafeteria financial report for the month of **May 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$696.73 for the month and a year-to-date profit of \$10,806.10. Student participation was 16% in the Middle School and 31% in the Elementary School for the month of **May 2014**.

Last year's report for **May 2013** indicated a loss of \$1,031.35 for the month and a year-to-date loss of \$4,315.92. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **May 2013**.

4. **Motion to approve** a capped payment of \$18,000.00, to Mary Waldron, Teacher, upon her retirement for unused sick time, as outlined in the negotiated agreement between High Bridge Board of Education and the High Bridge Teachers' Associated July 1, 2011 through June 30, 2014 contract and in compliance with state regulations S 2220, P.L.2010, c. 2, c. 3, s. 3.
5. **Motion to authorize** the transfer of funds to reserve accounts.
WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$1,000,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

6. FOOD SERVICE MANAGEMENT CONTRACT RENEWAL

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which remains at the same amount as the 2013-2014 school year. The contract with Maschio’s guarantees a “no-cost” operation for 2014-2-15 school year, with a 15 cent increase in the price of a school lunch.

	Paid	Reduced Price
Student Lunch	\$2.75	\$0.50
Adult Lunch	\$3.75	-

7. Approval of the following grants submitted for reimbursement the 2013-2014 School Year:

Grant	Type	Account	Amount	Date
NCLB	IA	100-300	10,475	6/6/2014
NCLB	IIA	200-300	3,857	06/11/14
Total			14,332	
NCLB	IIA	200-300	2,174	06/11/14
Total			2,174	
IDEA	Basic	200-300	52,952	6/6/2014
IDEA	Preschool	100-600	1,000	6/8/2014
IDEA	Preschool	200-300	2,868	6/8/2014
Total			56,820	

8. Approval of the following grants submitted for the 2014-2015 School Year:

Grant	Type	Account	Amount	Date
NCLB	IA	100-600	\$22,736	6/6/2014
NCLB	IA	200-600	\$ 230	6/6/2014
Total			\$22,966.	
NCLB	IIA	200-300	\$9,816	06/11/14
NCLB	IIA	200-300	\$1,091	06/11/14
Total			\$10,907.	

Roll Call

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

L. NEW BUSINESS

M. PUBLIC COMMENTS

N. EXECUTIVE/CLOSED SESSION

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

- Superintendent’s Evaluation
- May 19, 2014 Executive Meeting Minutes (**Attachment ES #1**)

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.

O. RECONVENE PUBLIC SESSION

P. ACTION ITEMS

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

May 19, 2014 Executive Meeting Minutes

Roll Call:

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

R. ADJOURNMENT