

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA
MONDAY, MARCH 10, 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, March 10, 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. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
France Dion	2/24/14	Thank You
Open Cupboard Food Pantry	2/27/14	Thank You
Brian Bizzoco	3/4/14	Concert Request

E. PUBLIC COMMENTS

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

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

G. 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 #3**)
- b. Proposed 2014-2015 Board meeting dates (**Attachment #4**)
- c. Board Committees and Chairperson
 - **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
 - **Dates for meetings: March 18, 2014 at 3:45 p.m.**
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff.**
 - Review of school information on Borough website.
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Discussed draft of calendar for 2014-2015
 - Discussed adjustments to calendar for 2013-2014 (Snow Days)
 - Discussed Teacher observation waiver
 - Update on progress of Curriculum revision
 - Educational Foundation
 - Maschio's School Lunch Survey
 - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Reviewed the IEP direct contract and the change over
 - Explored the request to change e-rate providers
 - Shared the latest wireless quote as well as results from saturation tests
 - Examined the internet contract that expires 03-24-14.
 - Discussed specific items to the budget for 2014-2015
 - Technology
 - Language
 - Co-curricular
 - Building
 - Tuition
 - Next meeting is
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Staffing for 2014-2015

- **Policy – Karyn Gove, Chairperson, Tom Wescoe, Robert Imhoff**
- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
 - Report on March 4, 2014 meeting
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for February 2014 (**Attachment #5**)
- 2) 2013-2014 Enrollment (**Attachment #6**)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) Superintendent’s Update
 - i. HIB Grade Report (**Attachment #7**)
 - ii. Basketball Game
 - iii. Laurie Berkner Band Concert
 - iv. Drama Club performances
 - v. Lock-In permit application status
- 5) Review of January Legal Bills (**Attachment #8**)

4. School Business Administrator’s Report

a. General Information Item

- 1) E-file completed for IRS Guidelines
- 2) NCLB Title I A Amended
- 3) Filed a NCLB reimbursement for Title IIA
- 4) Filed NCLB reimbursement for Title IA
- 5) HIB grant filed
- 6) Notified the state of interest for the IIS NGO
- 7) Budget
- 8) Shared services agreement with the town
- 9) NJ School Digest – February 2014 (**Attachment #9**)
- 10) High Bridge Preschool Budget.

b. Monthly Facility Maintenance Report

- 1) Corrected the hot water pipe leak in the ES
- 2) Called Hobbie Heat on the water leak from the discharge pipe at the MS
- 3) Obtained some salt bags from the Borough as well as road grit as we deal with the salt shortage

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – February 2014

Account	Peapack-Gladstone Bank
Agency	\$ 5.67
Capital Reserve	\$ 20.48
Current	\$ 116.28
Food Service	\$.54
Maintenance	\$ 14.14
Payroll	\$ 2.56
Student Activity	\$ 1.52
Unemployment	\$ 1.78
FSA	\$.04
Total	\$ 163.01

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

The Superintendent recommends approval of the following actions:

- 1. Motion to approve** an amended 2013-2014 School Calendar making April 23, 24, & 25, 2014 instructional days thereby recouping three (3) days used for inclement weather over and above those built into the calendar. **(Attachment #10)**
- 2. Motion to approve** the One-Year Preschool Plan Update for 2014-2015 to be submitted to the NJDOE Division of Early Childhood Education in accordance with N.J.A.C. 6A:13A.
- 3. Motion to approve** a waiver application allowing the district to reduce the number of required observations of tenured staff from three to two for the 2013-2014 school year, one of which to be unannounced.

Roll Call:

Karyn Gove
 Todd Honeycutt
 Alan Schwartz
 Tom Wescoe

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

I. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the following substitute nurse for the remainder of the 2013-2014 school year:
 - **Teresa Hirsch**
2. **Motion to approve Katie Jones**, Holy Family University student, to complete one (1) day of student teaching observation on March 14, 2014 with Kevin Jones as cooperating teacher.
3. **Motion to approve Albert Schwartz** as part-time (.20 FTE) night custodian beginning March 17, 2014 through June 17, 2014 at an hourly rate of \$11.00.
4. **Motion to approve Gary Mills** as Interscholastic Boys' Baseball Coach for the 2014 season at a rate of \$1,264.00.
5. **Motion to approve Carl Katzenberger** as Interscholastic Girls' Softball Coach for the 2014 season at a rate of \$1,264.00.
6. **Motion to approve Lee Rozycki** to provide consultation services to Child Study Team secretary from March 11, 2014 through June 30, 2014 at an hourly rate of \$16.25 not to exceed \$650.00.

Roll Call:

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

J. 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 #11)**

Approve invoices for Current Expense in the following amounts:

Check Register: February 8 -28, 2014	\$ 6,598.13
Payroll 2/14/14	\$ 234,031.53
Payroll 2/28/14	<u>\$ 238,543.78</u>
	\$ 479,173.44

Approve invoices for Current Expense in the following amounts:

Check Register: March 1 – 6, 2014	\$ 427,918.12
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Approve invoices for Cafeteria Account in the amount of \$9,167.75

Date	Vendor	Amount	Description	Check No.
2/21/ 14	Maschio's Food Service, Inc.	\$ 9,098.65	IN0041157	1380
2/21/ 14	NJ Dept of Agriculture	\$ 58.00	Inv. 155870	1381
		\$ 11.10	Inv. 156244	
		\$ 69.10		
	Total	\$ 9,167.75		

2. FINANCIAL REPORTS

Report of the Board Secretary for November 2013, December 2013, and January 2104 and Treasurer's Report for November and December 2013(Attachment #12)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of December 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 January 2014 (Attachment #13)

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 March 10, 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 10, 2014

Michele McCann
Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **January 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,430.45 for the month and a year-to-date profit of \$6,876.05. Student participation was 16% in the Middle School and 31% in the Elementary School for the month of **January 2014**.

Last year's report for **January 2013** indicated a profit of \$636.15 for the month and a year-to-date loss of \$2,603.96. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **January 2013**.

4. **Motion to approve** a tuition contract with Holland Twp. School District to accept their resident student into the Elementary School Behavioral Disabilities/Autistic Program for the tuition rate of \$2,600.00/month or \$144.44 per diem, to begin as soon as transportation and aide are arranged. Transportation and aide costs are the responsibility of the sending district.
5. **Motion to approve** a shared services contract with the Borough of High Bridge for the plowing of the High Bridge Elementary School and the Middle School facilities **(Attachment #14)**
6. **NCLB**
 - a. **Motion to Amend the NCLB Consolidated 2013-2014 Grant Application**
The amended NCLB Consolidated 2013-2014 grant application is being filed with anticipated allocations in the following accounts:

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title IA – Instructional Supplies	100-600	\$ 22,689
Title IA – Instructional Supplies carryover	100-600	\$ 5,172
Title I- support supplies	200-600	\$ 230
Title IA - Total		\$ 22,919

6. **NCLB**
 - a. **Motion to Approve the NCLB Consolidated 2013-2014 Expenditure report submitted 02/21/2014.**

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title IIA – Instructional Supplies	200-300	\$ 4,844.
Title IA - Total		\$ 4,844.

7. **NCLB**
 - a. **Motion to Approve the NCLB Consolidated 2013-2014 Expenditure report submitted 02/24/2014.**

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title IA – Instructional Supplies	100	\$ 17,616
Title IA - Total		\$ 17,616.

8. **Approve Agreement to purchase IEP Direct. (Attachment #15)**
9. **Approve HIB Grant application for the 2013-2014 School year. (Attachment #16)**

10. **Motion to accept** the Special Education “Parent Involvement State Performance Plan Indicator #8 Survey data collection” reimbursement in the amount of \$186.72. (**Attachment #17**)
11. **Motion to approve** a contract with Behavioral Therapy Associates for \$3600 to provide required behavioral assessment for student ID #6392975006.
12. **Motion to acknowledge** the submission of the 2014-2015 Preschool Plan Budget and Enrollment to the New Jersey Department of Education, Division of Early Childhood Education which will provide \$6,600 to the District. (**Attachment #18**)
13. **DONATION ACCEPTANCE**
 - a. **Motion to accept** an anonymous donation of books from the series’ *Time For Kids* and *Ripley’s Believe It or Not!* to be circulated in the Elementary and Middle School Library. The thirty-three (33) books have a total value of \$568.58.
 - b. **Motion to accept** a donation of eight (8) Epinephrine Auto Injectable pens from BioRidge Pharma through the Mylan EpiPen4schools Program. The retail value of this medication delivery system is \$1476.00.

14. TENTATIVE BUDGET APPROVAL

BE IT RESOLVED that the tentative budget be approved for the 2014-2015 School Year using the 2014-2015 state aid figures; and

BE IT FURTHER RESOLVED that the High Bridge Board of Education includes in the proposed budget the adjustment for withdrawal maintenance reserve in accordance with N.J.A.C. 6A:26A-4. The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$50,000 for the purposes of continuing to reinvest in the maintenance of the buildings.

BE IT FURTHER RESOLVED that the High Bridge Board of Education includes in the proposed budget the adjustment for withdrawal capital reserve in accordance with N.J.A.C. 6A:23A-14.1. The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$20,416 for the purposes of continuing to reinvest in the buildings structure.

BE IT FURTHER RESOLVED that the High Bridge Board of Education includes in the proposed budget the adjustment for increases costs of health benefits. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

WHEREAS, the 2014-2015 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A and N.J.A.C. Title 6 and 6A and to provide curriculum and

instruction which will enable all students to achieve the Core Curriculum Content Standards;

BE IT RESOLVED the Board of Education approves the 2014-2015 tentative budget in the amount of \$7,545,984 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

General Operating Expense	\$ 6,897,631
Special Revenue	\$ 118,416
Repayment of Debt	\$ 529,937
Total Expenditures:	\$ 7,545,984

BE IT FURTHER RESOLVED that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

Budgeted fund Balance	\$ 70,416
Local Tax Levy-General Fund	\$ 5,156,889
New Jersey State Aid	\$ 1,535,829
Miscellaneous Revenues	\$ 134,497
Special Revenues Grants	\$ 118,416
Local Tax Levy-Debt Service Fund	\$ 529,937
Total Revenues	\$ 7,545,984

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2014-2015 tentative budget as described above results in a General Fund Tax Levy in the amount of \$5,156,889 and Debt Service Tax Levy in the amount of \$ 529,937.

BE IT FURTHER RESOLVED, that the tentative budget will be advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

NOW, BE IT FURTHER RESOLVED, that a Board of Education meeting be held on April 28, 2014 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2014-2015 school year.

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500. for all staff and board members.

Roll Call:

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

K. TRAVEL EXPENDITURE APPROVAL (Attachment #19)

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
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:

- February 10, 2014 Executive Meeting Minutes – **(Attachment ES #1)**
- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- Personnel Item

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

February 10, 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