

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**  
**MONDAY, MARCH 24, 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 24, 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. RECOGNITION ITEMS (Attachment #1)**

1. **Request a motion** to approve resolutions recognizing the recipients of the 2014 Hunterdon County Governor's Teacher Recognition Award:
  - HBES – Lynn Hickey
  - HBMS – Rachel Lazier

**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. March 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. 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: 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.**
    - Review of school information on Borough website.
    - Maschio's School Lunch Survey
  - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
    - Reviewed draft of calendar for 2014-2015
    - Educational Foundation Update
    - Next meeting April 1, 2014 at 5:00 p.m.
  - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
    - Budget Submission
    - Next meeting is Tuesday March 25, at 4pm.
  - **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
    - New meeting April 1, 2014 at 4:00 p.m.
  - **Policy – Karyn Gove, Chairperson, Tom Wescoe, Robert Imhoff**  
The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: (**Attachment #5**)
    - a) Motion to amend the following existing policy:
      - Policy #0141 Board Member Number and Term

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

### **3. Superintendent's Report**

#### **a. INFORMATION ITEMS:**

- 1) Superintendent's Update
  - i. Drama Club performances
- 2) Review of February Legal Bills (**Attachment #6**)

### **4. School Business Administrator's Report**

#### **a. General Information Item**

- 1) Completed Budget submission for county deadline
- 2) Access gained for the PERS annual authorization, bill to be reissued
- 3) Annual permit for lock in completed via online submission
- 4) 2013 Occupational Injury and Illness completed for NJ Wage & Labor
- 5) Reviewed our payroll and the insurance regulations with Brown and Brown

#### **b. Monthly Facility Maintenance Report**

- 1) Called Hobbie Heat on the water leak from the discharge pipe at the MS
- 2) Waiting on information from the manufacturer of the Zip line.

#### **c. Vandalism Report**

There was no vandalism since our last meeting.

### **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 the 2014-2015 School Calendar (**Attachment #7**)**

### **2. Motion to approve the following class trips/transportation**

- a) **Seventh & Eighth grade selected students** to Kingwood Twp. School, Frenchtown, NJ on May 16<sup>th</sup> and May 28<sup>th</sup> for Solar Sprint Races. There is no cost to students for participation. Cost of bus to be shared with other participating districts.
- b) **Seventh & Eighth grade selected students** to Clinton Twp. Middle School, Annandale, NJ on May 23, 2014 for G/T Documentary Films activity. There is no cost to students for participation. Cost of bus to be shared with other participating districts.

- c) **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 15, 2014. This trip correlates to 4<sup>th</sup> grade Social Studies curriculum units on NJ History and Government and addresses NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by ESC at a cost of \$330.00 for one bus. The cost per student of \$15.00 includes admission to Old Barracks of \$6.00 and transportation and is to be borne by parents/guardians.

**Roll Call:**

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

**I. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. **Motion to approve Amy Button**, The College of New Jersey student counselor, to complete one (1) day of observation at High Bridge Elementary School and one (1) day of observation at High Bridge Middle School between March 25, 2014 and April 18, 2014 with Christine Sullivan and Katie Drude serving as cooperating counselors.

**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 #8)**

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

Check Register: March 8 -21, 2014	\$ 134,683.84
Payroll 3/14/14	<u>\$ 245,915.34</u>
	<b>\$ 380,599.18</b>

**Approve invoices for Cafeteria Account in the amount of \$65.05**

Date	Vendor	Amount	Description	Check No.
3/13/ 14	NJ Dept of Agriculture	\$ 42.00	Inv. 158679	1382
		\$ 23.05	Inv. 157136	
		\$ 65.05		
	<b>Total</b>	\$ 65.05		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for January 2104 and February and Treasurer’s Report for January 2014 (Attachment #9)**

**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 February 2014 (Attachment #10)**

**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 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 24, 2014

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Michele McCann  
Business Administrator/Board Secretary

**3. RESERVE TRANSFER**

**Motion to approve** transfer \$20,614 from reserve to cover the costs, into the proper Accounts as designated by auditor.

\$7,500 11-000-270-503-000-000 Contracted Services

\$7,500 11-000-270-518-000-000 Contracted services ESC

\$5,416. 11-190-100-340-501-000 Technology Repairs

- 4. **Motion to approve** student on a tuition basis from Holland Twp. School District to into the Elementary School Behavioral Disabilities/Autistic Program beginning March 17, 2014. Transportation and aide costs are the responsibility of the sending district.
- 5. **Motion to approve** proposal by Ben Shaffer & Associates, Inc. for ES playground equipment in the amount of \$2,711.21. (**Attachment #11**)
- 6. **Motion to approve** an agreement with Invo HealthCare Associates to provide speech/language services through June 30, 2014 at an hourly rate of \$82.00 not to exceed \$3,280.00. (**Attachment #12**)
- 7. **Motion to approve** 2014-2015 Board meeting dates.

**Roll Call:**

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

**K. TRAVEL EXPENDITURE APPROVAL (Attachment #13)**

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	

**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**)
- March 10, 2014 Executive Meeting Minutes – (**Attachment ES #2**)

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 MEETING MINUTES FROM PREVIOUS MEETINGS**

February 10, 2014 Executive Meeting Minutes

March 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**