

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA - REVISED

MONDAY, AUGUST 18, 2014

A. OPENING OF MEETING - 6:00 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 6:00 pm on Monday, August 18, 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.

D. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, for Board Member Training with New Jersey School Board representative.

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.

E. RECONVENE PUBLIC SESSION

F. PRESENTATION

Nicholas Raefski will present to the Board his proposal for R.E.A.D. (Reinforcing Education and Dedication in School).

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Megan Scotchlas	7/15/14	Letter of Resignation
Rachele Muglia	7/22/14	Letter of Resignation
Renee Colangelo	7/31/14	Letter of Resignation
Susan Johnson	8/6/14	Notice of Retirement
Jill Glaz	8/7/14	Letter of Resignation
Steve Johnson	8/11/14	Board Member candidacy
Maureen Bukowski	8/12/14	Letter of Resignation

H. PUBLIC COMMENTS

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

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

June 30, 2014 Regular Meeting Minutes (**Attachment #2**)

July 14, 2014 Regular Meeting Minutes (**Attachment #3**)

J. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #4**)
- b. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Met July 8, 2014
 - Discussed Communication for 2014-2015
 - New district website
 - Set date for parent information sessions held in September & February
 - Next meeting TBA
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met July 30, 2014 @ 4:00 p.m.
 - Discussed Field Trip Plan
 - Discussed district program changes for 2014-2015
 - Discussed VHS Student Mentoring Plan proposal
 - Next meeting date – September 23, 2014 at 4:00 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Met July 22, 2014 @ 3:30
 - Audit completed July 25, 2014
 - Updated Tuition costs for ODD students
 - Technology status
 - ESP and concrete step repairs
 - Next meeting to be determined
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Virtual Meeting August 1, 2014 – discussed:

- Candidate for guidance position
 - Resignation of School Psychologist
 - Co-Curricular positions/candidates
 - LDTC additional two days
 - Merit Goals for Superintendent
 - Media Specialist position
- **Policy – Karyn Gove, Chairperson, Vacant, Robert Imhoff**
 - Reviewing Policy Alert 203 – Meeting date to be determined
 - **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
 - Next meeting TBA
 - **HCSBA Delegate – Robert Imhoff**
 - **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) State Reports completed:
 - a) NJSMART Staff Evaluation submission
 - b) EVVRS
 - c) HIB-ITP
 - d) Received Cycle I NJASK Scores
- 2) 2014-2015 Projected Enrollment (**Attachment #5**)
- 3) Staff Attendance for July 2014 (**Attachment #6**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 5) Review of June 2014 Legal Bill (**Attachment #7**)

4. School Business Administrator’s Report

a. General Information Items

- 1) Resubmit NCLB 2014-2015 with changes
- 2) Complete audit of 2014
- 3) Close out SY 2013-2014
- 4) Roll out 2015

b. Monthly Facility Maintenance Report

- 1) Energy Savings Plan
- 2) Steps at both schools under construction
- 3) MS library window replaced
- 4) Simplex fire alarm, sprinkler system & battery back-up inspections

c. Vandalism Report

No issues to report at this time.

d. Monthly Investment Interest – July 2014

Account	Peapack-Gladstone Bank
Agency	\$ 2.56
Capital Reserve	\$ 20.96
Current	\$ 60.68
Food Service	\$ 1.88
Maintenance	\$ 11.43
Payroll	\$ 1.33
Student Activity	\$ 1.15
Unemployment	\$ 2.23
FSA	\$.34
Total	\$ 102.56

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

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

K. CURRICULUM & INSTRUCTION

1. HIB Self-Assessment (Attachment #8)

- 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 2013-2014 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 Student Handbooks/Code of Conduct for Elementary and Middle School for the 2014-2015 school year. **(Attachment #9a & 9b)**
 - 3.** Motion to approve the district Field Trip Plan for the 2014-2015 school year. **(Attachment #10)**
 - 4.** Motion to approve implementation of student mentoring plan R.E.A.D.
 - 5.** Motion to approve the co-curricular athletic schedules for the 2014-2015 school year **(Attachment #11)**

Roll Call:

Karyn Gove
 Todd Honeycutt
 Alan Schwartz

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

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the employment of **Melissa Patane-Schulter** as Elementary School Guidance Counselor on a full-time basis at level MA, step 2 for an annual salary of \$55,405.00 from August 28, 2014 through June 30, 2015. (**Attachment #12**)
2. **Motion to approve** the employment of **Dawn Cifelli** as Elementary School Media Specialist on a part-time (.50) basis at level BA step 4 for an annual salary of \$26,253.00 from August 28, 2014 through June 30, 2015. (**Attachment #13**)
3. **Motion to approve** the employment of **Jessica Szybowski** as School Psychologist on a full-time basis at level MA+30 step 1 for an annual salary of \$57,005.00 from August 28, 2014 through June 30, 2015. (**Attachment #14**)
4. **Motion to accept** with regret and best wishes, the notice of retirement from **Susan Johnson** as Middle School Principal/Superintendent’s Secretary effective December 1, 2014.
5. **Motion to accept** with regret and best wishes, the resignation of **Renee Colangelo** as School Psychologist effective September 30, 2014.
6. **Motion to accept** with regret and best wishes, the resignation of **Megan Scotchlas** as paraprofessional aide effective immediately.
7. **Motion to accept** with regret and best wishes, the resignation of **Maureen Bukowski** as paraprofessional aide effective immediately.
8. **Motion to approve** co-curricular advisors and coaches for the 2014-2015 school year as follows:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Student Leadership – Builder’s Club	Courtney Shiffman	5-8	Total compensation not to exceed 3561.00 (split between 3 co-leaders)	
Homework Assistance	Emma Alparone	5-8	20	582.20

9. **Motion to amend** the employment of **Heather Trepiccione** as paraprofessional special education 1:1 aide from part-time to full-time as per student’s IEP from August 28, 2014 through June 30, 2015 for \$16,466.00
10. **Motion to amend** the employment of **Sharon Snyder** as paraprofessional special education 1:1 aide from part-time to full-time as per student’s IEP from August 28, 2014 through June 30, 2015 for \$13,390.00

11. **Motion to amend** the employment of **Anna Sbriscia** as paraprofessional special education 1:1 aide from part-time to full-time as per student's IEP from August 28, 2014 through June 30, 2015 for \$18,486.00
12. **Motion to amend** the employment of **Jacklyn Carruthers**, Learning Disabilities Teacher/Consultant from .20 to .60 from August 28, 2014 through June 30, 2015 at a level MA, step11, for an annual salary of \$40,743.
13. **Motion to approve** the resignation of **Rachele Muglia** as part-time paraprofessional special education aide effective immediately.
14. **Motion to approve** the resignation of **Jill Glaz** as part-time paraprofessional special education aide effective immediately.
15. **Motion to approve** the employment of **Andrea Damboise** as paraprofessional special education 1:1 aide on a full-time basis, as per student's IEP, from August 28, 2014 through June 30, 2015 for an annual salary of \$12,740.
16. **Motion to approve** the employment of **Nereida Paparella** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
17. **Motion to approve** the employment of **Katherine D'Andrea** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
18. **Motion to approve** the employment of **Lisa Desire** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
19. **Motion to approve** the employment of **Heidi Miller** as paraprofessional special education 1:1 aide on a full-time basis, as per student's IEP, from August 28, 2014 through June 30, 2015 for an annual salary of \$12,740.
20. **Motion to approve** the employment of **Lynne Schweikert** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
21. **Motion to approve** the following substitutes for the 2014-2015 school year:
 - a. Lee Rozycki
 - b. Megan Scotchlas
 - c. Sherry Baranek
22. **Motion to approve** Donna Connell and Kathy Barth to attend training for Genesis software on August 27, 2014 for two hours to be compensated at their hourly rate.

23. Motion to approve course reimbursement for the following:

a) **Kelly Grube**

- Course: The Teacher as Inquirer (#500)
- College/University: Moravian College
- Semester: Fall 2014
- Credits: 3 Graduate Credits
- Tuition: \$1,326.00

Roll Call:

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Alan Schwartz

Robert Imhoff – Pres.

M. 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 #15)

Approve invoices for Current Expense in the following amounts:

Check Register:	July 10-31, 2014	\$102,035.49
Payroll 7/15/14		\$ 48,777.30
Payroll 7/31/14		<u>\$ 45,652.47</u>
	Total	\$196,465.26

Approve invoices for Current Expense in the following amounts:

Check Register:	August 1 – 13, 2014	\$326,469.47
-----------------	---------------------	---------------------

2. FINANCIAL REPORTS (Attachment #16)

Report of the Board Secretary and Treasurer Report and Board Secretary Report June 2014.

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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, 2014– (Attachment #17)

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 18, 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.

August 18, 2014

Michele McCann

Business Administrator/Board Secretary

3. DISPOSAL OF SURPLUS MATERIALS:

Motion to auction or dispose of the attached list of items through the Borough's access where applicable or via dumpster where items are not recyclable and no longer serviceable. (**Attachment #18**)

4. USE OF FACILITIES (Attachment #19)

- a. **Motion to approve Religious Education Classes** at ES with the use of 14 classrooms and the All Purpose Room on Sundays beginning September 7, 2014 through May 3, 2015 from 8:30 a.m. to 11:15 a.m. Please see attached dates.
Advisor – Shari Schultz
- b. **Motion to approve Daisy Troop #80060** use of Elementary School Classroom the 2nd Friday of each month beginning September 12, 2014, through June 5, 2015 from 6:45 p.m. to 8:15 p.m. Please see attached dates. **Advisor – Donna Johnson**
- c. **Motion to approve Girl Scout Troop #80001** use of Elementary School Classroom the 2nd and 4th Thursday of each month beginning September 11, 2014, through May 28, 2015 from 3:00 p.m. to 5:00 p.m. Please see attached dates.
Advisor – Michelle Corley
- d. **Motion to approve Girl Scout Troop #80847** use of Elementary School Classroom the 1st and 3rd Friday of each month beginning September 5, 2014, through May 15, 2015 from 3:00 p.m. to 5:00 p.m. Please see attached dates.
Advisor – Michelle Corley
- e. **Motion to approve Girl Scout Troop #80091** use of Elementary School Classroom the 2nd Friday of each month beginning September 12, 2014, through May 8, 2015 from 7:15 p.m. to 8:30 p.m. **Advisor – Michelle Angley**
- f. **Motion to approve Girl Scout Troop #80091** use of Elementary School Classroom April 17, 2015 from 7:15 p.m. to 8:30 p.m. **Advisor – Michelle Angley**

- g. Motion to approve High Bridge Youth Soccer** use of Elementary School Library August 20, 2014 from 5:30 p.m. to 9:00 p.m. **Advisor - Alan Schwartz**
 - h. Motion to approve Girl Scout Troop #80315** use of Elementary School Classroom once a month on Wednesdays beginning September 24, 2015 through May 27, 2015 (possibly June 10, 2015) from 6:30 p.m. to 7:45 p.m. Please see attached dates. **Advisor – Maryann Hagan**
 - i. Motion to approve Adult Co-Ed Volleyball** use of Middle School Gym September 10, 2014 through May 27, 2015 on Wednesdays from 7:00 p.m. to 9:00 p.m. **Advisor – Raymon R. Scheck**
 - j. Motion to approve High Bridge Police Department** use of High Bridge Elementary School on Friday, August 29, 2014 from 11:00 a.m. until 3:00 p.m. for tactical training. **Advisor – Ptl. Brian Shipp**
- 5. Pursuant to 18A:18A.5, the High Bridge Board of Education, in the County of Hunterdon and the State of New Jersey awarded the following contracts for licensed professionals for the 2014-15 school year as listed below. These contracts are awarded without competitive bidding as a “professional service” under the provisions of the Public Procurement Law.**

Boiler Services	Hobbie Heat & Power, Inc.
HVAC Services	Stryker Heating and Cooling Vail Energy Hobbie Heat & Power, Inc. Core Mechanical
Electric	Oak Ridge Electrical & Control LLC

6. Tuition Students 2014-2015:

Motion to accept the following students to High Bridge School District on a tuition basis:

Student ID	District	Tuition	Aide
6869365247	Califon	\$ 26,600	\$ 43,416
8717028079	Holland	\$ 26,600	\$ -
4315866403	Franklin	\$ 26,600	\$ 19,572
1412098401	Franklin	\$ 26,600	\$ 19,572

7. Approval of the joint transportation agreement between High Bridge and Lebanon Twp schools for the 2014-2015 school year for the two choice students for LT13 at \$865 per student per year.

8. AMENDED 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 2014-2015 school year.

	Paid	Reduced Price
Student Lunch	\$2.75	\$0.40
Adult Lunch	\$3.75	-

Roll Call

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

N. TRAVEL EXPENDITURE APPROVAL (Attachment #20)

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.

O. NEW BUSINESS

Interview of potential Board candidates for open seat made vacant by the resignation of Tom Wescoe.

P. PUBLIC COMMENTS

Q. EXECUTIVE/CLOSED SESSION

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

- July 14, 2014 Executive Meeting Minutes (**Attachment ES #1**)
- School Security

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.

R. RECONVENE PUBLIC SESSION

S. ACTION ITEMS

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

July 14, 2014 Executive Meeting Minutes

Roll Call:

Karyn Gove

Todd Honeycutt

Alan Schwartz

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

U. ADJOURNMENT