

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, AUGUST 10, 2015

A. OPENING OF MEETING - 5:30 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 5:30 pm on Monday, August 10, 2015, 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 Julie Mumaw, Interim Business Administrator

Michael Estrada	Alan Schwartz
Karyn Gove	Kay Daughters-Musnuff - VP
Todd Honeycutt	Robert Imhoff – Pres.
Stephen Johnson	

D. EXECUTIVE/CLOSED SESSION

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

- Personnel matter: Final Round Vice-Principal interviews

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. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #16-C-8.1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Anna Sbriscia	8/6/15	Request for leave of absence

G. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person

may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

July 13, 2015 Regular Meeting Minutes (**Attachment #16-M-8.1**)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Next meeting TBD
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Met July 23, 2015 at 10:00 a.m.
 - Discussed options for Principal replacement
 - Met with interim BA vandidate
 - Discussed 5-year plan
 - Discussed resignation of Reading Specialist
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting TBD
- **Technology – Michael Estrada, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting TBD
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met July 28, 2015 at 6 p.m.

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) 2015-2016 Projected Enrollment (**Attachment #16-S-8.1**)
- 2) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 3) NJSmart Staff Evaluation report submitted
- 4) Civil Rights Data Compliance report submitted
- 5) Review of June 2015 Legal Bills (**Attachment #16-S-8.2**)
- 6) Superintendent Update

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – July 2015 (**Attachment #16-BA8.1**)
- 2) Approval of the 2015-16 IDEA Grant.
- 3) Approval of the 2015-16 NCLB Grant.
- 4) Approval of the 2016 NSLP application.
- 5) Auditor will be in district on August 17 and 18.

b. Monthly Facility Maintenance Report

- 1) Lighton Industries completing floor project in ES kitchen.
- 2) Numbers being installed on all exits to ES and MS.
- 3) Divider curtain in ES to be repaired August 11th.
- 4) Painting of the CST office in the MS completed.
- 5) Getting quotes for repair of MS chimney.
- 6) MS Front Door scheduled for installation the 3rd week of August.

c. Vandalism Report

There was no vandalism.

d. Monthly Investment Interest – July 2015

Account	Peapack-Gladstone Bank
Agency	4.30
Capital Reserve	43.29
Current	72.56
Food Service	2.36
Maintenance	33.78
Payroll	1.63
Student Activity	1.25
Unemployment	1.25
FSA	.15
Total	160.57

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** the co-curricular athletic schedules for the 2015-2016 school year (**Attachment #16-CI-8.1**)
2. **Motion to approve** the following class trip and transportation:
 - a. **6th, 7th & 8th grade Student Leadership representatives** to YMCA Camp Bernie on September 24-25, 2015 for team building and leadership activities. Transportation to be provided by ESC at an approximate cost of \$320.00 for one bus. Cost per pupil of \$84.00 includes transportation, meals, lodging and program and will be funded by a Municipal Alliance grant.
3. **Motion to approve** Student Handbooks/Code of Conduct for Elementary and Middle School for the 2015-2016 school year. (**Attachment #16-CI-8.2**)

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

Alan Schwartz
 Kay Daughters-Musnuff - VP
 Robert Imhoff – Pres.

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve Richard Kolton** as Acting Middle School Principal effective August 11, 2015.
2. **Motion to approve Gregory Hobaugh, Ed.D.** as Acting Elementary School Principal/Superintendent, effective August 11, 2015.
3. **Motion to approve Joseph Bellino** as interim Business Administrator from September 14, 2015 through June 30, 2016 at a per diem rate of \$500.00 for a maximum of 3 days per week, pending Executive County Superintendent approval. (**Attachment #16-P-8.1**)
4. **Motion to accept** with regret, the resignation of Suzanne Lawn as Reading Specialist, effective August 15, 2015.
5. **Motion to accept** with regret, the resignation of Bernadette Wescott as paraprofessional aide, effective July 27, 2015.
6. **Motion to accept** with regret, the resignation of Paola Sahulka as paraprofessional aide, effective August 4, 2015.
7. **Motion to accept** with regret, the resignation of Cara Staviski as paraprofessional aide, effective August 1, 2015.
8. **Motion to accept** the resignation of **Heidi Miller** as paraprofessional aide and approve her appointment as full-time Special Education Teacher from August 25, 2015 through June 30, 2015 at Level BA Step 1 for an annual salary of \$50,505.00 (**Attachment #16-P-8.2**)
9. **Motion to approve** the employment of **Anne Thompson-McGovern** as part-time paraprofessional aide from August 27, 2015 through June 30, 2016 for an annual salary of \$7280.00.
10. **Motion to approve** a request for a medical leave of absence for **Anna Sbriscia** from August 27, 2015 through November 13, 2015 utilizing 53 of her accumulated illness days.

11. **Motion to approve Stephanie Kurp**, The College of New Jersey Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Kim Terzuolo and Sherry Kerr as cooperating teachers.
12. **Motion to approve Katherine McKenna**, Monmouth University Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Lisa Kerr and Barbara Mann as cooperating teachers.
13. **Motion to approve Michele Rinehart**, Monmouth University Elementary Education student to complete her student teaching from September 8, 2015 through December 15, 2015 at High Bridge Elementary with Lauren Richardson as cooperating teacher.
14. **Motion to approve Julie Strohmaier** as substitute custodian for the 2015-2016 school year at an hourly rate of \$10.00.
15. **Motion to approve the following appointments for the 2015-2016 school year:**

Affirmative Action Officer	Rich Kolton
Chief Equity Officer	Rich Kolton
Gender Equity Officer	Rich Kolton
504 Committee Coordinator	Rich Kolton

16. **Motion to approve** co-curricular activities and the advisors and coaches for the 2015-2016 school year as follows:

Homework Club	Cathy Hoos	5-8	20	582.20
Homework Assistance	Cathy Hoos	5-8	20	582.20

17. **Motion to approve** the following ESY substitutes:

Jaime Quinn	Substitute Teacher/Aide	Sub Aide - \$10/hour
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18. **Motion to approve** extracurricular pay for Paraprofessional Aides to attend co-curricular events for eligible students with a yearly cap of \$1,000.00.

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

Alan Schwartz
 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 #16-F-8.1)

Approve invoices for Current Expense in the following amounts:

Check Register:	July 14 to August 10, 2015	\$ 289,920.09
Payroll 7/31/15		<u>\$ 53,705.50</u>
Total		\$ 343,625.59

2. FINANCIAL REPORTS (Attachment #16-F-8.2)

Report of the Board Treasurer/Board Secretary for June 2015

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 2015 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 July 31, 2015– (Attachment #16-F-8.3)

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 10, 2015, 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 10, 2015

 Julie Mumaw
 Business Administrator/Board Secretary

3. Food Service(Attachment #16-F-8.4)

Approve Maschio’s Food Service Inc. 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 2014-2015 school year. The contract with Maschio’s guarantees a “no-cost” operation for 2015-16 school year.

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

4. TRAVEL EXPENDITURE APPROVAL (Attachment #16-F-8.5)

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.

5. Motion to approve Amendment 1 for the 2014-2015 NCLB Consolidated Grant to acknowledge a one dollar overpayment for professional services.

6. USE OF FACILITIES (Attachment #16-F-8.6)

Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
St. Joseph Church	9/13/15	5/1/16	Sundays 8:30 a.m. to 11:00 a.m.	ES
Girl Scout Heart of NJ	9/11/15	5/13/16	Fridays 7:00 p.m. to 8:00 p.m.	ES - Classroom
Girl Scout Heart of NJ	9/10/15	3/26/16	2 nd & 4 th Thursday 3:00 p.m. to 5:00 p.m.	ES - Classroom
High Bridge Youth Basketball	11/18/15	3/5/16	See attached schedule MS – 6:30 p.m. to 7:30 p.m. ES – 6:30 p.m. to 8:30 p.m.	ES – Gym MS - Gym
Women’s Volleyball	9/14/15	5/30/16	Mondays 7:30 p.m. to 9:30 p.m.	MS - Gym
Hunterdon Huskies (only if inclement weather)	9/12/15	9/12/15	Saturday 8:00 a.m. to 3:00 p.m.	ES - Gym

*Organization will be invoiced for facilities use fees as appropriate.

7. **Motion to accept** the following students to High Bridge School District on a tuition basis for the 2015-2016 school year:

Student ID	District	Tuition	Aide
6869365247	Califon	\$ 27,592	40,545.00
8717028079	Holland	\$ 27,592	
4315566403	Franklin	\$ 27,592	10,733.00
1412098401	Franklin	\$ 27,592	10,733.00

Roll Call

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

Alan Schwartz
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:

- July 13, 2015 Executive Meeting Minutes (**Attachment ES #1**)
- Negotiations Update
- Level IV Grievance
- Independent Investigative Report

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

June 22, 2015 Executive Meeting Minutes

Roll Call:

Michael Estrada

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

R. ADJOURNMENT