

**HIGH BRIDGE BOARD OF EDUCATION
/REGULAR MONTHLY MEETING
MONDAY, FEBRUARY 10, 2014**

Minutes

ROLL CALL

A., B., C., OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order by Michele McCann, Board Secretary at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt, Alan Schwartz, Tom Wescoe, Karen Yaskanin-Jones and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator. Kay Daughters-Musnuff notified the Board that she would not be in attendance.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

- 1. Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to recognize the following students for being selected as members of the Central Jersey Music Educators Association Intermediate Chorus: (Attachment #1)**

PUBLIC COMMENTS

- Emily Kearney
- Maddie Kearney
- Isabel Nassi
- Abigail Thompson

ADOPTION OF MINUTES

- 2. Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve a resolution in recognition of Holiday, Canine Companions for Independence, as she leaves High Bridge Elementary School to continue her training to become a service dog. (Attachment #2)**

CORRESPONDENCE

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/20/13	Donation to PTO
James Byrne	1/23/14	Letter of resignation

PUBLIC COMMENTS

F. PUBLIC COMMENTS

None

ADOPTION OF MINUTES

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve the following minutes.

1. January 6, 2014 Reorganizational/Regular Meeting Minutes (Attachment #4)

REPORTS TO THE BOARD

H. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)
- b) Superintendent provided an update on progress toward goals.
- c) Board Committees and Chairperson

Board President's Report

Board Committees

Negotiations

- **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**

- **Dates for meetings: February 19, 2014 at 6:15 p.m.**

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**

- The Community Relations Committee reviewed and approved submission of articles for publication in The Bridge.

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**

Todd Honeycutt, Robert Imhoff

- Recommendation for Curriculum Coordinator position
- Proposed Field Trips
 - 6th grade to Newark Museum
 - 6th grade to Liberty Science Center
- Discussed draft of calendar for 2014-2015 – not final

- Discussed adjustments to calendar for 2013-2014 (Graduation/Snow Days)

Finance/Facilities

- **Finance/Facilities – Alan Schwartz, Chairperson,** Karen Yaskanin-Jones, Robert Imhoff
 - Review of county mid-year evaluation
 - Discussed budget issues aligned with district’s goals
 - Recommended changes for budget regarding tuition
 - and technology and systems used
 - Staffing and benefit issues
 - Next meeting is Tuesday, February 25 at 3:30.

Personnel and Management

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff, Robert Imhoff
 - School Business Administrator Contract
 - Recommendation for Curriculum Coordinator
 - Recommendation for part-time paraprofessional aide
 - New Substitutes
 - Student Counselor to observe Guidance Counselors
 - Course Reimbursement

Policy

- **Policy – Karyn Gove, Chairperson,** Tom Wescoe

- **HCESC Representative – Gregory Hobaugh**

- **HCSBA Representative – Robert Imhoff**

- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

Superintendent’s Report

Dr. Hobaugh discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for January 2014
(Attachment #6)
- 2) 2013-2014 Enrollment
(Attachment #7)
- 3) Report on Harassment, Intimidation, and Bullying Incidents

- 4) Superintendent's Update
 - i. School Progress Report (**Attachment #8**)
 - ii. Progress Towards Goals
 - iii. Professional Development Plan
 - iv. Highly Qualified teacher status
- 5) Review of December 2013 Legal Bills (**Attachment #9**)

School Business
Administrator's Report

4. School Business Administrator's Report

a. General Information Items

- 1) NJ School Digest – December 2013 (**Attachment #10**)
- 2) NJ School Digest – January 2014 (**Attachment #11**)
- 3) Completed the 1099 for the IRS guidelines
- 4) Transfers as suggested by county
- 5) SNEARS direct certification completed by Deadline
- 6) Budget proposal for committee/BOE review
- 7) SEMI waiver request initiated
- 8) Review of possible shared services with town cost savings
- 9) School ethics form sent to the county for county approval

b. Monthly Facility Maintenance Report

- 1) Completed the ESP review
- 2) Review of state requirements for facility
- 3) Review of state requirements for vehicle requirements
- 4) Maintaining the grounds during the last 3 weeks the staff is to be recognized

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – January 2014

Account	Peapack-Gladstone Bank
Agency	\$ 4.50
Capital Reserve	\$ 22.68
Current	\$ 77.05
Food Service	\$.69
Maintenance	\$ 15.67
Payroll	\$ 1.08
Student Activity	\$ 1.38
Unemployment	\$ 1.92
FSA	\$.03
Total	\$ 125.00

5. Middle School Principal’s Report (Via E-Mail)

MS Principal’s Report

6. Elementary School Principal’s Report (Via E-Mail)

ES Principal’s Report

I. CURRICULUM & INSTRUCTION

CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Todd Honeycutt motioned, seconded by Karen Yaskanin-Jones to approve the following trips/transportation items 1 as amended & 2.

1. Motion to approve the following adjustment to the 2013-2014 School Calendar to make-up one (1) day used for inclement weather over and above those built into the calendar: **(Attachment #12)**

Adjustment to 2013-2014 School Calendar

- a) February 17, 2014 (President’s Day) becomes an instructional day with a 1:00 p.m. dismissal for students to enable staff to make-up Professional Development hours.
- b) Add days onto the end of June. This will extend the School Year as June 16, 2014 will be last day for students and June 17, 2014 will be last day for teachers.

Approve trips and transportation

2. Motion to approve the following field trips and transportation:

- a) **6th Grade to Newark Museum, Newark, NJ** on March 14, 2014. Transportation to be provided by First Student at a cost of \$350.00 for one bus. The cost per student of \$24.00 includes admission of \$12.00 and transportation and is to be borne by parents/guardians.

6th Grade to Newark Museum – March 14, 2014

6th Grade to Liberty
Science Center –
May 9, 2014

- b) **6th Grade to Liberty Science Center, Jersey City, NJ** on May 9, 2014. Transportation to be provided by HCESC at a cost of \$310.00 for one bus. The cost per student of \$25.00 includes admission of \$14.75 and transportation and is to be borne by parents/guardians.

ROLL CALL
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Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

PERSONNEL

J. PERSONNEL

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve the following items 1 - 12.

I. OPEN PUBLIC HEARING

Karen Yaskanin-Jones, seconded by Alan Schwartz requested a motion to hold a public hearing to offer the opportunity for public comments and/or questions regarding amending the terms and conditions of the Business Administrator’s employment contract for the 2013-2014 school year.

II. PUBLIC COMMENTS

III. CLOSE PUBLIC HEARING

Karen Yaskanin-Jones, seconded by Alan Schwartz requested a motion to close the Public Hearing and reconvene regular monthly meeting.

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve the following items 1 - 12.

Amend Michele R. McCann 13-14 employment contract \$80,000

- 1. **Motion to amend** the 2013-2014 employment contract for **Michele R. McCann** as Business Administrator/Board Secretary for an annual prorated salary of \$80,000 retroactive to January 1, 2014, with all other terms and conditions unchanged. (**Attachment #13**)

2. **Motion to approve** the employment of **Joseph Kennedy** as Curriculum Coordinator effective February 11, 2014 to be compensated at the co-curricular hourly rate of \$29.11 for up to 100 hours. Approve Joseph Kennedy as Curriculum Coordinator

3. **Motion to approve** the employment of **Tracy Denkovic** as part-time instructional paraprofessional aide from February 17, 2015 through June 30, 2015 for an annual prorated salary of \$3,276.00, pending successful completion of a criminal history background check. Approve Tracy Denkovic PT Paraprofessional

4. **Motion to accept** with regret, the resignation of **James Byrne** as part-time custodian, effective February 27, 2014. Approve James Byrne resignation

5. **Motion to approve James Byrne** as a black seal certified substitute custodian for the remainder of the 2013-2014 school year at an hourly rate of \$12.50. Approve James Byrne substitute custodian

6. **Motion to approve Albert Schwartz** as substitute custodian for the remainder of the 2013-2014 school year at an hourly rate of \$11.00, pending successful completion of a criminal history background check. Approve Albert Schwartz substitute custodian

7. **Motion to approve** the following substitutes for the 2013-2014 school year Approve Substitutes
 - Rebecca Dietz
 - Jenna Crincoli
 - Deena Williams

8. **Motion to approve** Kari Jelliffe, Centenary College School Counseling student, to complete two days of observation as part of her internship experience with Katie Drude and Christine Sullivan as cooperating certificated School Counselors. Approve Kari Jelliffe for two days observation with Katie Drude and Christine Sullivan

9. **Motion to approve the course reimbursement** for the 2013-2014 school year for tuition paid by the following employee: (**Attachment #14**) Course Reimbursement for Catherine Hoos
 - **Catherine Hoos**
 - Course: Introduction to Sociology (#20506)
 - College/University: Raritan Valley Community College
 - Semester: Winter 2014
 - Credits: 3 Credits
 - Tuition: \$486.00

Approve Renee Colangelo
co-advisor for homework
assistance

10. Motion to approve Renee Colangelo as Homework Assistance co-advisor for the remainder of the 2013-2014 school year, serving with Judy LaGreca, with total compensation not to exceed \$582.20 (20 hours @ \$29.11) split between the two advisors.

Amend request for LOA
for Laurie Perkalis

11. Motion to amend retroactively the request for Leave of Absence for **Laurie Perkalis** to extend through 2/3/14 in accordance with the Family Medical Leave Act which will utilize a total of seven weeks of the twelve week maximum entitlement.

Chaperones for Grade 5
Camp Bernie

12. Motion to acknowledge the following chaperones for the Fifth grade Camp Bernie trip February 20-21, 2014 to be compensated at the substitute pay rate for the overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:

- a. Brian Bizzoco – Administrator
- b. Nicole Cahill – School Nurse
- c. Karin Sharkey
- d. Kim Terzuolo
- e. Kim Ziegler
- f. Chris Muller
- g. Matt Garfein
- h. Sherry Kerr

The following staff members will serve as alternates should any of the above named chaperones be unable to attend:

- a. Kim Sandorff
- b. Michele Gomez
- c. Courtney Shiffman
- d. Kevin Jones

ROLL CALL

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Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

**FINANCE/
FACILITIES**

K. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Karen Yaskanin-Jones to approve the following items # 1 – 7 and 9 -11.

**PAYMENT OF
BILLS**

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #15)

Approve invoices for Current Expense in the following amounts:

**Check Register
Jan 1-31, 2014
\$119,240.40**

Check Register January 1 - 31, 2014	\$119,240.40
Payroll 1/15/14	\$245,126.82
Payroll 1/31/14	<u>\$238,226.84</u>
Total	\$602,594.06

**Payroll 1/15/14
\$245,126.82**

**Payroll 1/31/14
\$238,226.84**

Approve invoices for Current Expense in the following amounts:

Check Register February 1 - 7, 2014	\$158,951.86
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**Check Register
Feb 1-7, 2014
\$158,951.86**

Approve invoices for **Cafeteria** Account in the amount of **\$7,549.86**

**Cafeteria
\$7,549.86**

Date	Vendor	Amount	Description	Check No.
1/29/14	Maschio's Food Service, Inc.	\$ 7,477.36	Inv. IN0040779	1378
1/29/14	NJ Dept. of Agriculture	\$ 40.00	Inv. 155598	1379
		<u>\$ 32.50</u>	Inv. 155070	
		\$ 72.50		
	Total	\$ 7,549.86		

**FINANCIAL
REPORTS**

2. FINANCIAL REPORTS

Report of the Board Secretary for November 2013, December 2013 and January 2014 (Attachment #16)

**November &
December 2013**

January 2014

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of November 2013 and December 2013 and January 2014 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 December 2013 and January 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 February 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.

February 10, 2014

Michele McCann

Business Administrator/Board Secretary

USE OF FACILITES

Approve HB PTO MS Classroom for 8th Grade Parent Meeting

Approve 8th Grade Lock In use of MS Gym and Cafeteria March 28 – March 29, 2014

Approve additional dates for Cub Scout Pack 149

Approve Hampton School use of MS Gym for Basketball Tournament February 12, 2014

3. USE OF FACILITIES (Attachment #18)

- a. **Motion to approve High Bridge PTO** use of Middle School Classroom for 8th Grade Parent Meeting Dinner Dance/Lock In beginning 7 p.m. to 8:30 p.m.. Please see attached dates. **Advisors – Cynthia Sharkey and Lauren Crampton**
- b. **Motion to approve** use of MS Cafeteria and Gym for 8th Grade Lock In on Friday, March 28th, 2014 beginning 9:30 p.m. and ending Saturday, March 29th, 2014 at 7:00 a.m. **Advisor – Cynthia Sharkey**
- c. **Motion to approve request to add** dates for Cub Scout Pack 149. Meetings are in ES from 3:10 p.m. to 4:30 p.m. Please see attached for additional dates. Approved September 9, 2013. **Advisor – Barbara Kinsky (Attachment #18A)**
- d. **Motion to approve Hampton School** use of Middle School Gymnasium for Boys' and Girls' Basketball Tournament on Wednesday, February 12, 2014 from 4:00 p.m. until 7:30 p.m. pending receipt of insurance certificate. **Advisor – Jerry Tolomeo**

4. CAFETERIA REPORT**CAFETERIA
REPORT**

December 2013

The cafeteria financial report for the month of **December 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$426.25 for the month and a year-to-date profit of \$5,445.60. Student participation was 16% in the Middle School and 32% in the Elementary School for the month of **December 2013**.

Last year's report for **December 2012**, indicated a profit of \$1,707.86 for the month and a year-to-date loss of \$1,967.81. Student participation was 18% in the Middle School and 32% in the Elementary School for the month of **December 2012**.

5. DONATION ACCEPTANCEAccept donation of
Dan Gutman books

Motion to accept an anonymous donation of paperback books from the series by author Dan Gutman: *My Weird School*, *My Weird School Daze* and *My Weirder School*. The forty-four (44) books have a total value of \$173.61.

6. Approve Resolution for Alliance for Competitive Energy Services (ACES). (Attachment #19)

ACES

7. WARREN COUNTY SPECIAL SERVICES DISTRICT (WCSSD) TRANSPORTATIONWCSSD
TRANSPORTATIO
N

Motion to approve resolution to participate in the WCSSD Coordinated Transportation (**Attachment #20**)

8. Approve Agreement to purchase IEP Direct. (Attachment #21)

IEP DIRECT

9. SEMI

SEMI

a. Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Resolution for Waiver of Requirements in Special Education Medicaid Initiative (SEMI) Program

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2013-2014 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2013-2014 school year.

Adopted:

Date:

PRESCHOOL CONTRACT

10. PRESCHOOL CONTRACT

Motion to approve the 2014-2015 Preschool Application at the tuition rate of \$1,500.00. (Attachment #22)

Sale of Equipment

11. Motion to approve the sale of equipment consisting of three (3) chairs no longer used by the special education department, for \$260.00 to the Midland School for pickup.

ROLL CALL

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Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

TRAVEL

L. TRAVEL EXPENDITURE APPROVAL (Attachment #23)

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #23) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Karen Yaskanin-Jones.

ROLL CALL

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Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

M. NEW BUSINESS

NEW BUSINESS

Rutgers report #11 most tax burden location in state of New Jersey based on 2008 data.

N. PUBLIC COMMENTS

PUBLIC COMMENTS

None

O. EXECUTIVE/CLOSED SESSION

**EXECUTIVE/
CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following resolution to enter into Executive Session at 8:46 p.m.; Alan Schwartz seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- January 6, 2014 Executive Meeting Minutes (**Attachment ES#1**)
- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- Personnel Matter

Alan Schwartz motioned to exit executive session and return to public session at 9:20 p.m. Todd Honeycutt seconded the motion. Unanimously carried.

P. RECOVENE PUBLIC SESSION

**RECOVENE
PUBLIC SESSION**

Q. ACTION ITEMS

ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

**ADOPTION OF
EXECUTIVE
MINUTES**

Based upon the recommendation of the School Business Administrator/Board Secretary, Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to approve the following item.

1. January 6, 2014 Executive Meeting Minutes

January 6, 2014

ROLL CALL

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S**

Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

ADJOURNMENT

S. ADJOURNMENT

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 9:28 p.m. The motion was seconded by Todd Honeycutt. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator