

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL/REGULAR MONTHLY MEETING
MONDAY, JANUARY 6, 2014**

Minutes

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

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: Kay Daughters-Musnuff, Karyn Gove, Todd Honeycutt, Robert Imhoff, Alan Schwartz, Tom Wescoe, and Karen Yaskanin-Jones. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator.

C. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESULTS OF SCHOOL BOARD ELECTION

	<u># Votes</u>	<u>Term</u>
Todd Honeycutt – Write-in	22	3 year term
Karyn Gove – Write-in	2	3 year term

D. OATH OF OFFICE TO NEW BOARD MEMBERS

OATH OF OFFICE

The Board Secretary issued the oath of office to the newly elected Board members.

E. ROLL CALL

ROLL CALL

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

F. ORGANIZATION OF THE BOARD

REORGANIZATION OF BOARD

1. ELECTION OF OFFICERS

PRESIDENT

a. NOMINATIONS FOR PRESIDENT

- 1) Board Secretary called for nominations:
Kay Daughters-Musnuff motioned, seconded by Alan Schwartz to nominate Robert Imhoff for Board President.
- 2) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff that nominations be closed.

3) Board vote

ROLL CALL
M
S

Roll Call:

Kay Daughters-Musuff - Aye	Tom Wescoe - Aye
Alan Schwartz – Aye	Karen Yaskanin-Jones - Aye
Karyn Gove – Aye	Robert Imhoff - Abstain
Todd Honeycutt - Aye	

Motion Passes

2. ROBERT IMHOFF, ELECTED PRESIDENT ASSUMES THE CHAIR

VICE PRESIDENT

3. ELECTION OF VICE PRESIDENT

- 1) President calls for nominations
Karen Yaskanin-Jones motioned, seconded by Alan Schwartz to nominate Kay Daughters-Musuff for Board Vice President.
- 2) Karen Yaskanin-Jones motioned, seconded by Alan Schwartz that nominations be closed.
- 3) Board vote

ROLL CALL
M
S

Roll Call:

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

Motion Passes

REGULAR BUSINESS

REGULAR BUSINESS

G. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #1)

CODE OF ETHICS

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

Sign and return copy to Business Administrator.

H. RECOGNITION ITEMS

RECOGNITION ITEMS

Karen Yaskanin-Jones, seconded by Todd Honeycutt requested a motion to approve a resolution recognizing Susan Vogler for her service to the High Bridge School District.
(Attachment #2)

PUBLIC COMMENTS

I. PUBLIC COMMENTS

None

ADOPTION OF MINUTES

J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Karyn Gove abstained December 9 and December 18. Todd Honeycutt abstained December 9 and December 18. Tom Wescoe abstained December 9.

- 1. December 9, 2013 Regular Meeting Minutes (Attachment #3)
- 2. December 18, 2013 Special Meeting Minutes (Attachment #4)

December 9, 2013

December 18, 2013

K. REPORTS TO THE BOARD

REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

Board President's Report

2. Board President's Report

a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)

Board Committees

b) Board Committees and Chairperson

Community Relations

• **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove**

Curriculum and Instructions

• **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Todd Honeycutt

Finance/Facilities

• **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones**

Personnel and Management

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff

Policy

- **Policy – Karyn Gove, Chairperson,**
Tom Wescoe
- **HCESC Representative – Gregory Hobaugh**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report

3. Superintendent's Report

Dr. Hobaugh discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for December 2013
(Attachment #6)
- 2) 2013-2014 Enrollment
(Attachment #7)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2013 Legal Bills
(Attachment #8)
- 5) Superintendent Update

PUBLIC HEARING

Anti-Bullying Bill of Rights Act

b. PUBLIC HEARING:

- 1) **Kay Daughters-Musnuff requested a motion, seconded by Karen Yaskanin-Jones, unanimously carried to open Public Hearing**
In accordance with the *Anti-Bullying Bill of Rights Act* (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harrassment, intimidation and bullying for the reporting period September 1st through December 31st, 2013. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harrassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). **(Attachment #9)**
- 2) **Public Comments**
- 3) **Kay Daughters-Musnuff requested a motion, seconded by Karen Yaskanin-Jones, unanimously carried to close Public Hearing**

and reconvene regular business.

School Business
Administrator’s Report

4. School Business Administrator’s Report

a. General Information Items

- 1) ASSA reflects a decrease of 12.1%
- 2) Quotes on the chimney continue to come in
- 3) Chromebooks ordered target populations
- 4) Budget review meeting with administrators

b. Monthly Facility Maintenance Report

- 1) Snow removal the custodians have been working hard to keep the grounds looking good
- 2) Winter building checks completed for the deadline

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – December 2013

Account	Peapack-Gladstone Bank
Agency	\$ 11.49
Capital Reserve	\$ 22.68
Current	\$ 93.30
Food Service	\$.68
Maintenance	\$ 15.66
Payroll	\$ 6.08
Student Activity	\$ 1.36
Unemployment	\$ 1.89
FSA	\$.04
Total	\$ 153.18

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

PERSONNEL

L. PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 3. Kay Daughters-Musnuff seconded the motion.

Approve Renee Colangelo, School Psychologist, MA+30

1. Motion to amend the approval of Renee Colangelo as School Psychologist as follows (changes italicized): beginning January 2, 2014 to be initially compensated at a substitute rate of \$75.00/day for the first twenty (20) days then at a long-term substitute rate of \$252.53 per diem until permanent certification is obtained at which time she will be compensated at a MA+30, Step 1 salary of \$57,005.00 prorated.

Approve payment to Susan Vogler for unused sick days \$11,382.70

2. Motion to approve a payment of \$11,382.70, to Susan Vogler upon her retirement for unused sick leave in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.

Amend Laurie Perkalis' LOA

3. Motion to amend the request for Leave of Absence for Laurie Perkalis to extend through 1/17/14 in accordance with the Family Medical Leave Act which will utilize a total of five weeks of the twelve week maximum entitlement.

ROLL CALL
M
S

Roll Call:

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

7 Ayes; Motion Passes

CURRICULUM & INSTRUCTION

M. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following trips/transportation item 1.

Class Trips & Transportation

8th Grade to HC Polytech February 6, 2014

1. Motion to approve the following class trips and transportation:
a. 8th grade to Hunterdon County Polytech, on February 6, 2014 for orientation program. Transportation will be provided by ESC at a cost of \$135.00 for one bus and will be paid by the district.

- b. **Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Date Rain/Snow Date	Activity	# Students Grade level	Location	Cost
3/11/14 3/13/14	Lego Engineering	8 3 rd /4 th grade	Woodglen School	\$8.00 ea
4/1/14 4/3/14	Crime Scene Investigation	8 6 th Grade	Clinton Public School	N/A

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

FINANCE/FACILITIES

N. 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 - 4.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #10)

Approve invoices for Current Expense in the following amounts:

Check Register December 7 - 26, 2013	\$ 30,409.79
Payroll 12/13/13	\$237,928.39
Payroll 12/20/13	<u>\$241,536.00</u>
Total	\$509,874.18

INVOICES DEC 7-26,2013
\$30,409.79
PAYROLL 12/13/13
\$237,928.39
PAYROLL 2/20/13
\$241,536.00

Approve invoices for **Cafeteria** Account in the amount of **\$8,283.71**

CAFETERIA \$8,283.71

Date	Vendor	Amount	Description	Check No.
12/13/13	Maschio's Food Service, Inc.	\$ 8,210.21	Inv. IN0040458	1375
12/17/13	NJ Dept. of Agriculture	\$ 7.50	Inv. 154015	1376
12/19/13	Mr. James Cardenas	\$ 66.00	Refund Prepaid Lunches	1377
	Total	\$ 8,283.71		

FINANCIAL REPORTS

October 2013
November 2013

**2. FINANCIAL REPORTS
Report of the Board Secretary for October 2013 and
November 2013 (Attachment #11)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of October 2013 and November 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 November 30, 2012–
(Attachment #12)**

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 January 6, 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.

Michele McCann
Business Administrator/Board Secretary

January 6, 2014

3. CAFETERIA REPORT

CAFETERIA REPORT

November 2013

The cafeteria financial report for the month of **November 2013**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$1,238.28 for the month and a year-to-date profit of \$5,019.35. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **November 2013**.

Last year’s report for **November 2012**, indicated a loss of \$1,948.96 for the month and a year-to-date loss of \$3,675.67. Student participation was 17% in the Middle School and 30% in the Elementary School for the month of **November 2012**.

4. Motion to Approve Board Attorney/Retainer Agreement for the 2014 Calendar Year. (Attachment #13)

Board Attorney Retainer Agreement

ROLL CALL

Roll Call:

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

7 Ayes; Motion Passes

O. TRAVEL EXPENDITURE APPROVAL (Attachment #14)

TRAVEL

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #14) 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

Roll Call:

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

7 Ayes; Motion Passes

NEW BUSINESS

P. NEW BUSINESS

None.

PUBLIC COMMENTS

Q. PUBLIC COMMENTS

None

EXECUTIVE/CLOSED SESSION

R. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Alan Schwartz requested a motion to approve the following resolution to enter into Executive Session at 7:54 p.m.; Karen Yaskanin-Jones 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.

- Legal Matter – Alparone et. al. vs. High Bridge Board of Education
- December 18, 2013 Executive Meeting Minutes (**Attachment ES#1**)
- Personnel Matter

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 8:35 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

RECOVENE PUBLIC SESSION

S. RECOVENE PUBLIC SESSION

ACTION ITEMS

T. ACTION ITEMS

ADOPTION OF EXECUTIVE MINUTES

U. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

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

1. December 18, 2013 Executive Meeting Minutes

December 18, 2013

ROLL CALL

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S**

Roll Call:

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

Motion Passes

W. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 8:36 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator