

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, MAY 19, 2014**

Minutes

A., B., & C 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 Reorganizational/Regular Monthly meeting was called to order at 7:05 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Todd Honeycutt, Alan Schwartz, Tome Wescoe arrive at 7:08 p.m., Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice-President and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator.

D. RECOGNITION ITEMS

**RECOGNITION
ITEMS**

- 1. Alan Schwartz requested a motion, seconded by Kay Daughters-Musnuff to approve the attached resolution recognizing **Elisna Terblanche** for her winning entry in Hunterdon County Cultural & Heritage Commission's "The Most Historic Place in My Town" essay contest.
(Attachment #1)**

- 2. Karen Yaskanin-Jones requested a motion, seconded by Kay Daughters-Musnuff to present **Donnie Ahlbrandt** with a Certificate of Achievement for recognition in the Hunterdon County Cultural & Heritage Commission's "The Most Historic Place in My Town" essay contest.
(Attachment #2)**

- 3. Student Lunch Survey Presentation – By Mrs. Paige McGaheran**
 - Asked to share with food vendor
 - Kay Daughters-Musnuff requested to have Maschio's present prior to the end of the school year with Holly Reamer, in charge of meals.
 - Hard copy of the slides

E. BOARD APPOINTMENTS, AUTHORIZATIONS AND ADOPTIONS

BOARD APPOINTMENTS, AUTHORIZATION, ADOPTIONS

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Karen Yaskanin-Jones to approve the following items # 1 - 3.

1. PARLIAMENTARY PROCEDURE

PARLIAMENTARY PROCEDURE

Resolved that the Board of Education accept **Roberts' Rules of Order** (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

2. DOCTRINE OF NECESSITY

DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of **"Doctrine of Necessity"** (when the number of Board members prohibited from voting results in lack of a quorum).

3. APPOINTMENT OF BOARD OFFICIALS

APPOINTMENT OF BOARD OFFICIALS

Resolved that the Board of Education approves the following appointments/ reappointments for the 2014-2015 school year:

Board Secretary	Michele McCann
Treasurer of School Monies	Patti Fischer
Affirmative Action Officer	Brian Bizzoco
Chief Equity Officer	Brian Bizzoco
Gender Equity Officer	Brian Bizzoco
504 Committee Coordinator	Brian Bizzoco
Home Liaison	Katherine Drude
Liaison to DYFS	Katherine Drude
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Michele McCann
Right to Know Officer	Michele McCann
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Michele McCann
Safety Committee Coordinator	Michele McCann
Toxic Hazard Preparedness Officer	Michele McCann
Attendance Officer	Chief Brett Bartman
School Physician	Ronald Frank, M.D.
School Insurance Agent / Risk Management Consultant	Rue Insurance
FSA Provider	AFLAC
Ancillary Insurance Agency of Record	The Tarpey Group
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Michele McCann
Purchasing Agent	Michele McCann
Air Quality Designee	Michele McCann
Safety & Health Designee	Michele McCann
Custodian of Records (OPRA)	Michele McCann
Chemical Hygiene Officer	Michele McCann
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Guidance Counselor
Anti-bullying Specialist – Middle School	Katherine Drude
Anti-bullying Coordinator	Gregory Hobaugh

ROLL CALL**M
S****Roll Call:**

Kay Daughters-Munsuff - 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

4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Karen Yaskanin-Jones to approve the following items #4 a-e.

a. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

b. NEWSPAPERS AND LEGAL ADVERTISEMENTS

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that Michele McCann, Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint Michele McCann, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

d. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2014-2015, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Schenck, Price, Smith & King, LLP
School Auditor	Ardito & Co.
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Settembrino Architects, LLC
Audiological Evaluations:	<ol style="list-style-type: none"> 1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	<ol style="list-style-type: none"> 1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> 1. Mountainside Children's Specialized Hospital 2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ
Educational Evaluation	<ol style="list-style-type: none"> 1. Child Developmental Center, Goryeb Children's Hospital at Morristown Memorial Hospital, Morristown, NJ
Functional Behavioral Assessments	<ol style="list-style-type: none"> 1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	<ol style="list-style-type: none"> 1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> 1. Janice Prontnicki, MD, Children's Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck
Speech/Language Therapy	Invo HealthCare Associates, Inc., Jamison, PA Sharon Mathis (Compensatory Services)
Deaf/Hearing Impaired	<ol style="list-style-type: none"> 1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Restraint Training	Handle With Care
Bilingual Consultant	<ol style="list-style-type: none"> 1. Cross County Clinical & Educational Services 2. Bilingual Child Study Team, Inc.

Special Education Consultations/Evaluations	<ol style="list-style-type: none"> 1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services 8. Commission of the Blind
Private Schools – Out-of-District Placements	Any State approved school (local), ie., Midland School, N. Branch; East Mountain Day School, Belle Mead; Rockbrook School, Belle Mead; Hunterdon Learning Center, Califon; Hunterdon County E.S.C.; Warren County E.S.C.; Somerset County E.S.C.; Summit Speech School, New Providence, NJ, Matheny, Peapack, NJ; The Montgomery School, Basking Ridge, NJ; The Calais School, Whippany, NJ; DLC Warren, NJ, Somerset County.
Psychiatric Evaluations	<ol style="list-style-type: none"> 1. Dr. George Hecht, Clinton, NJ 2. Dr. Hong Chen, Psychiatric Associates of Hunterdon, Flemington, NJ 3. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services
Building/grounds support	Borough of High Bridge

e. BUDGET TRANSFERS

RESOLVED that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers to be ratified at the next Board of Education meeting.

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

Item numbers 5 to 16 will be moved in one roll call.

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Karen Yaskanin-Jones made a motion, seconded by Todd Honeycutt to approve the following items #5 - 13.

**K-8
CURRICULUM**

5. ADOPTION OF K-8 CURRICULUM (Attachment #3)

RESOLVED, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**FIVE YEAR
CURRICULUM**

6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2014-2015 (Attachment #4)

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2014-2015 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

7. TEXTBOOKS (Attachment #5)

TEXTBOOKS

RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

8. PETTY CASH

PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Superintendent of Schools	\$150.00
Business Administrator	\$150.00
Elementary School Principal	\$150.00

No single petty cash expenditure may exceed \$30.00.

TUITION RATES**9. 2014-2015 TUITION RATES**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

RETIREMENT PLANS**Regular Education:**

Inclusionary Preschool:	\$16,598
Kindergarten	\$16,598
Grades 1-5	\$17,575
Grades 6-8	\$18,264

BID THRESHOLD**Special Education:**

Behavioral Disability	\$26,000
-----------------------	----------

403B RETIREMENT PLANS**10. 403b RETIREMENT PLANS**

Resolved, that the Board of Education approve the following employee paid tax sheltered annuity plans:

- a. AXA Equitable
- b. Lincoln National

BID THRESHOLD**11. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD**

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$26,000 if it employs a qualifying purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education pursuant to the statutes cited above hereby appoints Michele McCann, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge Board of Education, and;

BE IT FURTHER RESOLVED, that Michele McCann, Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of the High Bridge Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Michele McCann, Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Michele McCann, Business Administrator/Board Secretary is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$26,000 without soliciting competitive bids.

12. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)

STATE CONTRACTS

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2014-2015 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Michele McCann, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**HCESC
TRANSPORTATION**

13. APPROVE RESOLUTION FOR TRANSPORTATION FOR THE 2014-2015 FOR HCESC TO TRANSPORT TO BID (ATTACHMENT #6)

**SHARED CONTRACT
WITH BOROUGH OF
HIGH BRIDGE**

14. APPROVE SHARED CONTRACT FOR THE BOROUGH OF HIGH BRIDGE AND HIGH BRIDGE SCHOOL DISTRICT FOR THE 2014-2015 SCHOOL YEAR FOR A SHARED CUSTODIAL POSITION 3 HOURS A WEEK. (ATTACHMENT # 7)

**APPROVE SAFE
ROUTES RESOLUTION**

15. APPROVE SAFE ROUTES RESOLUTION
WHEREAS, the Interlocal Cooperation Act, provides for Interlocal cooperation between state Agencies; and
WHEREAS, High Bridge Borough applied to the New Jersey State Department of Transportation for,
WHEREAS, the grant will be used to construct sidewalk and other associated improvements,
WHEREAS, the High Bridge Borough would like to implement the provisions of the grant.
NOW, THEREFORE, BE IT RESOLVED by the High Bridge Board of Education, that we support the town in an effort to create safe walkways for the children to travel to and from school grounds.

TRAVEL LIMITATIONS

16. TRAVEL LIMITATIONS

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30).

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

Letters F to N will be moved in one roll call.

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Alan Schwartz to approve the following items #F - N.

BANK ACCOUNT SIGNATURES

F. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer, or Superintendent's Executive Secretary (1)
Food Service	President, Board Secretary, Treasurer, or Superintendent's Executive Secretary (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary & Superintendent's Executive Secretary (2)

G. BANK DEPOSITORY

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

BANK DEPOSITORY

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds

H. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Michele McCann, Board Secretary/Business Administrator pursuant to 17:12B-241.

SCHOOL FUNDS INVESTOR

I. CHART OF ACCOUNTS

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2014-2015 School Year.

CHART OF ACCOUNTS

**TAX PAYMENT
SCHEDULE****J. TAX PAYMENT SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2014-2015 school year:

August 1, 2014
November 1, 2014
February 1, 2015
May 1, 2015

**COOPERATIVE
AGREEMENTS****HCESC
MCESC****K. RENEWAL COOPERATIVE AGREEMENTS WITH
HCESC & MCESC**

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Education Services Commission and Middlesex County Education Services Commission. (**Attachment #8**)

PUPIL RECORDS**L. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**HBSD PLANS &
PROCEDURES****M. APPROVE HIGH BRIDGE SCHOOL DISTRICT
PLANS & PROCEDURES**

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2013-2014 school year.

- a. Integrated Pest Management (IPM) ES
- b. Integrated Pest Management (IPM) MS
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Indoor Air Quality
- f. School Safety and Security Plan

SUBSTITUTE PAY**N. APPROVE SUBSTITUTE TEACHER RATES OF PAY
FOR THE 2014-2015 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2014-2015 school year as follows:

Substitute Aide - \$80.00 day
Substitute Teacher - \$80.00 day
Substitute Nurse - \$105.00 day
Substitute Administrator - \$115.00 day

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

Conclusion of Annual Organization. On to regular business.

**O. REVIEW OF OFFICIAL CORRESPONDENCE
 (Attachment #9)**

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Canine Companions For Independence	5/7/14	Thanks you for support
Tracy & Paul Kovocsofsky	4/29/14	Kindergarten Class Size
Evelyn Mickel	5/15/14	Notice of Retirement
Nicole Locorotondo	5/16/14	Employment Status 14-15

PUBLIC COMMENTS

P. PUBLIC COMMENTS

Stephen Strange, 27 Highland Avenue, Trish Kon, 140 Fairview Avenue, Mark Desire, 40 Woodland Terrace, Barb Kinsky, 4 Woodland, Desiree Zappa, 20 Hoffman Road, Gulshan Phillips, 18 Manning Court, Paola Sahulka, 12 Deer Run Road, and Tara Borgh, 3 Hillcrest Lane expressed concerns regarding fifth grade moving to the Middle School.

Laura Beck, 15 Ridge Road, Mrs. Strange, 27 Highland Avenue, and Coleen Conroy, 2 Manning Court expressed concern regarding the privileges that fifth graders received at the Elementary School.

Coleen Conroy, 2 Manning Court, spoke about the ease of transition.

Donna Johnson, 17 Sunset Drive, was concerned with after care impact on new middle school students.

Teresa Stevens questioned the ability to expand.

Robert Imhoff, Board President, Brian Bizzoco, Elementary School Principal and Gregory Hobough, Superintendent/Middle School Principal all commented.

Barb Kinsky, 4 Woodland Terrace, Caryn Reinhart, 18 Hoffman Road, and Elisna Terblanch, 7 Wood Glen Drive, questioned/discussed Spanish/World Language.

Robert Imhoff, Board President, Gregory Hobaugh, Superintendent/Middle School Principal, and Kay Daughters-Musnuff replied.

Gregory Hobaugh, Superintendent/Middle School Principal, mentioned the activities offered at the Middle School.

Lauren Beck, 15 Ridge Road, wondered if information would be received before the summer.

Robert Imhoff, Board President, mentioned a night meeting in late August.

ADOPTION OF MINUTES

Q. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Alan Schwartz to approve the following minutes.

April 28, 2014

May 8, 2014

1. April 28, 2014 Regular Meeting Minutes
(Attachment #10)
2. May 8, 2014 Borough Budget Meeting Minutes
(Attachment #11)

April 28, 2014 Regular Meeting Minutes tables until June 23, 2014.

May 8, 2014 Borough Budget Meeting Minutes unanimously carried.

REPORTS TO THE BOARD

R. REPORTS TO THE BOARD

1. Follow-Up Items
None at this time.

2. Board President's Report

- a) Graduation Award for student \$100.00
- b) Review of NJSBA recommended Board tasks, as per checklist **(Attachment #12)**

Checklist to be done by end of week and given to Bob or Gwen

c) Board Committees and Chairperson

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

 - Met may 2, 2014
 - Reviewed articles for submission in “The Bridge”
 - Discussed Choice Advertising
 - Discussed Communication for 2014-2015
 - Webpage
 - Parent Portal
 - Paper Parent Calendar – Last year 2014-2015
 - Next meeting – Tuesday, June 10th, 2014 at 5:00 PM

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson** Curriculum & Instruction
 Todd Honeycutt and Robert Imhoff

 - Met May 15, 2014
 - Reviewed Social Studies and Physical Education curriculum
 - Next meeting June 11, 2014 @ 4:00 p.m.

- **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, and Robert Imhoff** Finance/Facilities

 - Met May 13, 2014
 - Review the ODD tuition, transportation for new student
 - Reviewed payroll request from employee
 - Reviewed ESP and the next steps
 - Budget issues for 2014-2014
 - Next meeting – June 17, 2014 @ 4:30 p.m.

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

 - Projected enrollment for 2014-2015
 - Staffing List
 - Creation of new teaching positions
 - Job description – Supervisor of Curriculum and Technology/Webmaster
 - Creation of Coordinator of Buildings & Grounds position
 - Next meeting to be determined

Policy

- **Policy – Karyn Gove, Chairperson,**
Tom Wescoe and Robert Imhoff
 - Need to schedule a committee meeting to review Policy Alert No. 202 and make recommendations for adoption.
- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

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

Dr. Hobaugh discussed the following with the Board:

INFORMATION ITEMS**a. INFORMATION ITEMS:**

- 1) 2013-2014 Enrollment Report Update
(Attachment #13)
- 2) Staff Attendance for April 2014
(Attachment #14)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) NJASK Completion Report
- 5) Review of April 2014 Legal Bill
(Attachment #15)
- 6) Art Show and Spring Concert – MS 5/15/14;
ES 5/22/14
- 7) Graduation – June 16th at 6:30 p.m.
- 8) Safe Routes to School Program
- 9) PARCC field test

4. School Business Administrator's Report**School Business
Administrator's Report****a. General Information Items**

- 1) NJ School Digest – April 2014
(Attachment #16)
- 2) IPM training
- 3) Annual update of contracts and renewal notices – buses, tuition, transportation, special education, annual maintenance
- 4) REAP grant attempts –town – relook
- 5) Wireless setup and transition of IT data implemented

b. Monthly Facility Maintenance Report

- 1) Energy Savings Plan
- 2) Shared Services Contract – janitorial services
- 3) Creation of inventory list as a district – Go Green

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – April 2013

Account	Peapack-Gladstone Bank
Agency	\$ 3.45
Capital Reserve	\$ 20.27
Current	\$ 47.73
Food Service	\$.65
Maintenance	\$ 15.16
Payroll	\$ 1.37
Student Activity	\$ 2.17
Unemployment	\$ 1.98
FSA	\$.20
Total	\$ 70.32

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

CURRICULUM & INSTRUCTION

S. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned to approve items #1-8. Todd Honeycutt seconded the motion.

8th Grade Students eligible for promotion

1. Motion to acknowledge the list of eighth grade students eligible for promotion to ninth grade. (**Attachment #17**)

Revised curriculum

2. Motion to approve the following revised curriculum:

- Physical Education – Grades K-8
- Social Studies – Grades K-8

Physical Education K-8

Social Studies K-8

3. Motion to approve a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Tuesdays and Thursdays from June 24, 2014 through July 24, 2014, to be held in the Middle School. Fee for this program will be \$80.00 for five 30 minute lessons, or \$16.00 per single 30 minute lesson.

Summer Instrumental Music Program

Trips/Transportation

1st Grade to Union Forge Park

MDC/2nd Grade to Adventure Aquarium

MDC/1st Grade to Philadelphia Zoo

6th, 7th & 8th Grades to Union Forge Park

Summer Reading Program

ODD Students ESY

4. **Motion to approve** the following trips and transportation:
 - a) **1st grade students to Union Forge Park, High Bridge**, on June 16, 2014 for an end-of-year celebration. There are no costs associated with this trip as students will walk to the park and lunch will be provided by the class parents.
 - b) **MDC/2nd grade to Adventure Aquarium** on Tuesday, June 3, 2014 with transportation to be provided by First Student at a cost of \$435.00 for one bus. Total cost per student of \$24.00 includes admission and transportation and will be borne by parents/guardians.
 - c) **MDC/1st grade to Philadelphia Zoo** on Wednesday, June 4, 2014 with transportation to be provided by First Student at a cost of \$435.00 for one bus. Total cost per student of \$23.00 includes transportation and admission and will be borne by parents/guardians.
 - d) **6th, 7th, and 8th grade students to Union Forge Park, High Bridge**, on June 12, 2014 for the middle school picnic. There are no costs associated with this trip as students will walk to the park and lunch will be provided by Student Leadership.

5. **Motion to authorize** the Superintendent to institute a **Summer Reading Program** for students entering Grade 3 through Grade 8 for the 2014-2015 school year.

6. **Motion to accept** the following out-of-district students to the 2014 extended school year program on a tuition basis.

STUDENT ID	DISTRICT	TUITION + AIDE
BD-Autistic Program		
8717028079	Holland Twp	\$4000.00
4315866403	Franklin	\$ 4000.00 + \$850 for 1:1 aide
1412098401	Franklin	\$4000.00 + \$850 for 1:1 aide

ODD Students 14-15 School Year

7. **Motion to accept** the following out-of-district students to the 2014-2015 school year program on a tuition basis.

STUDENT ID	DISTRICT	TUITION + AIDE
BD-Autistic Program		
8717028079	Holland Twp	\$26,600
4315866403	Franklin	\$26,600 + 1:1 aide
1412098401	Franklin	\$26,600 + 1:1 aide
6869365247	Califon	\$26,600 + 1:1 aide

8. **Motion to approve** a school year out of district placement for Student ID #2955918827 at Warren Developmental Learning Center as of 05/13/2014- until last day of school year with the following associated costs:

Approve Out of District Placement at WDLC

SERVICE	COST
Tuition	
May	\$6,038.50
June	\$8,361.00
Personal Aide :	
May	\$4,730.56
June	\$6,550.00
Parental Transportation to/from	
May	\$3,013.89
June	\$1,750.00
TOTAL	\$30,443.95

ROLL CALL

M
S

Roll Call:

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

7 Ayes; Motion Passes

T. PERSONNEL

PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve items #1-16. Kay Daughters-Musnuff seconded the motion.

1. **Motion to accept**, with regret and best wishes, the notice of retirement from **Evelyn Mickel**, District Media Specialist, effective June 30, 2014.
2. **Motion to approve** creation of the position and job description for Supervisor of Curriculum and Technology/Webmaster. (**Attachment #18**)
3. **Motion to approve** course reimbursement for the following:
 - a. **Carla Nowell**
 - Course: Children’s Literature for the Graduate Student
 - College/University: Centenary College
 - Semester: Spring 2014
 - Credits: 3 Graduate Credits
 - Tuition: \$1,230.00

Accept Resignation of Evelyn Mickel effective June 30, 2014

Supervisor of Curriculum and Technology/Webmaster and job description

Course Reimbursement for Carla Nowell

Course reimbursement for Kelly Grube

b. Kelly Grube (add details)

- Course: The Literacy Specialist (#629)
- College/University: Moravian College
- Semester: Summer 2014
- Credits: 3 Graduate Credits
- Tuition: \$1,326.00

Approve substitutes

- 4. Motion to approve** the following substitutes for the 2013-2014 school year:
- a.** Andrea Romero
 - b.** Derek Roling

Reappoint 6 non-tenured certificated staff

- 5. Motion to reappoint** six (6) non-tenured certificated staff members for the 2014-2015 school year (**Attachment #19**)

Reappoint 4 non-tenured certificated staff with tenure

- 6. Motion to reappoint** four (4) non-tenured certificated staff members, with tenure on the appropriate date, for the 2014-2015 school year (**Attachment #20**)

Reappoint 4 tenured certificated staff full time

- 7. Motion to reappoint** four (4) tenured certificated staff members with a change in status of full-time equivalency for the 2014-2015 school year. (**Attachment #21**)

Reappoint 1 tenured certificated staff member

- 8. Motion to reappoint** one (1) tenured certificated staff member for the 2014-2015 school year (**Attachment #22**)

Appoint 2 paraprofessional clerical aides not to exceed 20 hours in a two week period

- 9. Motion to appoint** two paraprofessional clerical aides to one shared part-time position at their hourly rate for the 2014-2015 school year. Employees will rotate days so as not to exceed twenty (20) hours in a two week period. (**Attachment #23**)

Amend reappointment of 3 paraprofessionals to FT

- 10. Motion to amend** the reappointment of three (3) paraprofessional aides, changing their status from part-time to full-time for the 2014-2015 school year. (**Attachment #24**)

Abolish stipend position of Coordinator of Maintenance at ES

- 11. Motion to abolish** the stipend position of Coordinator of Maintenance at the Elementary School in the amount of \$2,500 for the 2014-2015 school year.

Abolish stipend position of Coordinator of Safety at ES

- 12. Motion to abolish** the stipend position of Coordinator of Safety at the Elementary School in the amount of \$2,000 for the 2014-2015 school year.

Abolish stipend position of Coordinator of Purchasing at ES

- 13. Motion to abolish** the stipend position of Coordinator of Purchasing at the Elementary School in the amount of \$2,000 for the 2014-2015 school year.

14. **Motion to approve** creation of the position and job description for the position of Coordinator of Buildings & Grounds. (**Attachment #25**)

Coordinator of Buildings and Grounds position and job description

15. **Motion to approve Jeff Thompson** as director of the Summer Instrumental Music Program to be compensated at the negotiated rate of \$29.11/hour for instruction with hours to be determined by the number of students in the program.

Approve Jeff Thompson for Summer Instrumental Music Program

16. **Motion to approve** the employment of **Al Schwartz** as summer custodian from June 17, 2014 through August 30, 2014 for 24 hours per week at the rate of \$11.00 per hour. Mr. Schwatz has his criminal history background clearance but no black seal license.

Approve Al Schwartz as summer custodian 24 hours/week \$11.00/hr

ROLL CALL

Roll Call:

**M
S**

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

7 Ayes; Motion Passes

FINANCE/FACILITIES

U. 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 – 9.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #26)

Approve invoices for Current Expense in the following amounts:

Check Register April 25 – 30, 2014:	\$	0.00
Payroll - 4/30/14:		<u>\$236,144.45</u>
Total		\$236,144.45

Payroll 4/30/14
\$236,144.45

Approve invoices for Current Expense in the following amounts:

Check Register, May 1 – 15, 2014:	\$	76,545.11
Payroll - 5/15/13:		<u>\$243,620.61</u>
		\$320,165.72

Invoices 5/1 – 5/15/14
\$76,545.11
Payroll 5/15/14
\$243,620.61

Approve invoices for **Cafeteria** Account in the amount of **\$8,986.23**

Cafeteria \$8,986.23

Date	Vendor	Amount	Description	Check No.
05/01/14	Maschio's Food Service, Inc.	\$ 8,922.08	Inv. IN0042019	1385
05/01/14	NJ Dept of Agriculture	\$ 13.75	Inv. 158107	1386
05/02/14	NJ Dept of Agriculture	\$ 32.00	Inv. 159121	1387
05/12/14	NJ Dept of Agriculture	\$ 18.40	Inv. 159205	1388
Total		\$ 8,986.23		

FINANCIAL REPORTS

February 2014
 March 2014
 April 2014

2. FINANCIAL REPORTS

Report of the Board Secretary and Treasurer Report for February 2014 and March 2014 and Board Secretary Report for April 2014 (Attachment #27)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of February, March and April 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 April 30, 2014 (Attachment #28)

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 of 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 May 19, 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.

May 19, 2014

Michele McCann
Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **March 2014**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$1,475.36 for the month and a year-to-date profit of \$8,493.73. Student participation was 14 % in the Middle School and 28% in the Elementary School for the month of **March 2014**.

Last year’s report for **March 2013** indicated a profit of \$67.50 for the month and a year-to-date loss of \$2,907.17. Student participation was 19% in the Middle School and 33% in the Elementary School for the month of **March 2013**.

CAFETERIA REPORT

March 2014

4. USE OF FACILITIES (Attachment #29)

- a. **Motion to approve Borough of High Bridge Summer Rec Program** use of ES including one classroom, All Purpose Room, Outside Recess Area and Playgorunds July 7th through July 18th beginning 8:00 a.m. until 1:00 p.m..
Advisor – Gary Mills

USE OF FACILITIES

Borough of HB Summer Rec Program

- 5. **Motion to approve** the addition of a third section of first grade for 2014-2015 school year.

Approve 3 First Grades

- 6. **Motion to approve** the relocation of fifth grade to the middle school for the 2014-2015 school year.

Approve relocation of fifth grade to MS

**7. HCESC Coordinated Transportation for 2014-2015
RESOLUTION FOR PARTICIPATION IN
COORDINATED TRANSPORTATION**

HCESC Coordinated Transportation

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

I. The HCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by HCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. provide transportation as requested on the formal written request; and

It is further agreed that the High Bridge Board of Education will provide the HCESC with the following;

- a. requests for special transportation on approved forms to be provided by the HCESC, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personal; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid – day runs or early dismissals will be borne by the district. All such

costs must first be approved by the High Bridge Board of Education.

- III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2014 and June 30, 2015.
- IV. Entire Agreement – this agreement and constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- V. It is understood and agreed by all parties hereto that the Board of Directors of the HCESC is not responsible for its transportation contractor’s failure to provide the services agreed upon herein. It will make every reasonable effort to provide alternative services should such a failure occur.

8. Motion to approve the professional services agreement with Associated Water Conditioners, Inc. for water treatment services for the elementary and middle schools at a rate of \$2,678.00 for the period covering October 1, 2014 – March 31, 2015. This is the same price charged for the 2013-2014 heating season.

Approve agreement for Associated Water Conditioners

9. Motion to approve the installation of a fence as arranged by the PTO and funded by a grant from NJEA, at the elementary school garden area at no cost to the District.

Approve installation of fence at ES arranged by PTO

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

NEW BUSINESS

V. NEW BUSINESS
None.

W. PUBLIC COMMENTS

PUBLIC COMMENTS

EXECUTIVE/CLOSED SESSION

X. 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 9:06 p.m.; Kay Daughters-Musnuff 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.

- Out of district student placement
- Facilities issue
- April 14, 2014 Executive Meeting Minutes (**Attachment ES #1**)
- April 28, 2014 Executive Meeting Minutes (**Attachment ES #2**)

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:52 p.m. Alan Schwartz seconded the motion. Unanimously carried.

RECONVENE PUBLIC SESSION

Y. RECOVENE PUBLIC SESSION

ACTION ITEMS

Z. ACTION ITEMS

ADOPTION OF EXECUTIVE MINUTES

AA. 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 items.

April 14, 2014

April 28, 2014

1. April 14, 2014 Executive Meeting Minutes
2. April 28, 2014 Executive Meeting Minutes

ROLL CALL

Roll Call:

M	Kay Daughters-Musnuff - VP – Aye	Alan Schwartz – Aye
S	Karen Yaskanin-Jones – Abstain 4/14	
	Aye 4/28	Tom Wescoe – Abstain 4/14
	Karyn Gove - Aye	Abstain 4/28
	Todd Honeycutt – Aye 4/14	Robert Imhoff – Pres. - Aye
	Abstain 4/28	

Motion Passes

ADJOURNMENT

BB. ADJOURNMENT

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 9:55 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator