

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, SEPTEMBER 9, 2013**

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 at 7:04 p.m. in the High Bridge Elementary School Library. The following Board members were present: Larissa Critelli, Alan Schwartz arrived at 7:16 p.m., Tom Wescoe, Ann Willard, 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

Gregory Hobaugh, Ed.D, Superintendent, welcomed and introduced new faculty members:

Katie Drude	Suzanne Lawn
Kelly Grube	Kristine Naumann
Kevin Jones	

E. REVIEW OF OFFICIAL CORRESPONDENCE

CORRESPONDENCE

(Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Borough of High Bridge	8/14/13	Thank you for use of facilities
Bernice Bellouny	8/19/13	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, Kay Daughters-Musnuff motioned, seconded by Ann Willard to approve the following minutes. Karen Yaskanin-Jones abstained. Alan Schwartz not present.

July 8, 2013 – Amended

1. July 8, 2013 Regular Meeting Minutes - **Amended (Attachment #2)**

August 12, 2013

2. August 12, 2013 Regular Meeting Minutes
(Attachment #3)

**REPORTS TO THE
BOARD**

H. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

Board President's Report

2. Board President's Report

a) Health Benefits Waiver

b) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)

Board Committees

c) Board Committees and Chairperson

Ad Hoc:Negotiations

- **Ad Hoc Committee: Negotiations – Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
 - Meeting with representatives of the High Bridge Teachers Association to discuss the Curriculum Coordinator stipend held September 6, 2013 at 4:00 p.m..

Community Relations

- **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff**
 - Staff member is creating School Choice pamphlet for mail distribution

Curriculum & Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson Alan Schwartz, Robert Imhoff**
 - Discussed Curriculum Coordinator position.
 - Reviewed revised field trip plan.
 - Discussed PARCC readiness
 - Next meeting – September 24, 2013 at 4:30 p.m.

Finance/Facilities

- **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli, Robert Imhoff**
 - Reviewed the IGA and ESP program costs and the costs associated and the ROI with the IGA and alternative funding options.
 - Reviewed issues with HBW.

- Discussed Facilities and staff and opportunities to complete projects internally.
- Next meeting – September 24, 2013 at 3:30 p.m.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Ann Willard, Robert Imhoff
 - Discussed Curriculum Coordinator position.
- **Policy – Ann Willard, Chairperson,**
Tom Wescoe, Robert Imhoff
 - There is a need to schedule a meeting to review Policy Alert #200 issued by Strauss Esmay, August 2013 along with two (2) additional policies/regulations that have been identified as being in need of revision.
- **HCESC Representative – Gregory Hobaugh, Ed.D, Superintendent**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Personnel & Management

Policy

Superintendent's Report

3. Superintendent's Report

INFORMATION ITEMS

Dr. Hobaugh discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for August 2013
(Attachment #5)
- 2) 2013-2014 Enrollment
(Attachment #6)
- 3) Report on Harassment, Intimidation, and Bullying Incidents
- 4) School Safety and Security Plan
- 5) Superintendent's Update
- 5) Review of July 2013 Legal Bills
(Attachment #8)

School Business
Administrator's Report

4. School Business Administrator's Report

a. General Information Items

- IDEA Grant 2014 submitted by deadline
- SNEARS 2014 application submitted
- Compliance training of all staff on purchasing to NJAC:6A
- Internal training on all staff expectations on 08/26/13

- Review of payroll start of SY2014

b. Monthly Facility Maintenance Report

- All staff reviewed policies and procedures
- Staff training was completed as part of professional development for hours against Insurance requirements
- Review/complete fall checklist and annual QSAC checklist as standard baseline **(Attachment #9)**
- Complete alarm testing of all buildings
- Buildings prepared for school openings

c. Vandalism Report

There was no vandalism since our last meeting

d. Monthly Investment Interest – August 2013

Account	Peapack-Gladstone Bank
Agency	\$.98
Capital Reserve	\$ 22.67
Current	\$ 24.75
Food Service	\$.12
Maintenance	\$ 15.66
Payroll	\$ 1.86
Student Activity	\$ 1.44
Unemployment	\$ 2.09
FSA	\$.07
Total	\$ 69.64

MS Principal's Report

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

ES Principal's Report

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

**CURRICULUM &
INSTRUCTION**

I. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following items 1-2.

Amended District Field
Trip Plan

- 1. Motion to approve the Amended District Field Trip Plan** as recommended by the Curriculum Committee in consultation with the Superintendent. **(Attachment #10)**

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

Field Trips & Transportation

- (a) **Eighth grade to Clinton Twp. Middle School, Clinton, NJ** on October 2, 2013 for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” the first week of October. The admission fee is \$1.00 per student. Transportation will be provided by First Student at a cost of \$75.00 for one bus (bus is being shared with Califon School District)

8th Grade to Clinton Twp MS for Michael Fowlin

ROLL CALL

M
S

Roll Call:

Kay Daughters-Musnuff - VP - Aye Ann Willard - Aye
 Larissa Critelli - Aye Karen Yaskanin-Jones - Aye
 Alan Schwartz – Aye Robert Imhoff – Pres - Aye
 Tom Wescoe - Aye

7 Ayes; Motion Passes

PERSONNEL

J. PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 15. Alan Schwartz seconded the motion.

1. **Motion to approve** Superintendent Goals for the 2013-2014 school year (**Attachment #11**).
2. **Motion to accept** with best wishes, the resignation of **Bernice Bellouny** as paraprofessional aide effective immediately.
3. **Motion to approve** the following **co-curricular activities and advisors** for the 2013-2014 school year:

Approve Superintendent Goals

Accept Bernice Bellouny resignation

Approve co-curricular activities and advisors

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2013-2014
Morning Broadcast	Cathy Hoos [Co-advisor with Jeff Thompson]	8		Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20
MS Yearbook	Linda Stecker [Co-advisor with Judy LaGreca]	8		Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50

Approve Cecilia Oxley 50
hours field experience with
Lynn Gresko and Nicole
Cahill

Approve Mary Raefski PT
Paraprofessional

Amend France Boudreau
from PT to FT
Paraprofessional

Amend Christine Cosgrove
from PT to FT
Paraprofessional

Amend Elizabeth Kouriatis
from PT to FT
Paraprofessional

Amend Anna Sbriscia from
PT to FT Paraprofessional

Approve Lauren Richardson
to mentor Kristine
Naumann

4. **Motion to approve Cecilia Oxley**, Rowan University School Nursing student, to complete fifty (50) hours of field experience for her School Nurse Practicum from September 10, 2013 through December 2, 2013 with Lynn Gresko and Nicole Cahill as cooperating certified school nurses.
5. **Motion to approve** the employment of **Mary Raefski** as part-time [4 hours/day (.57)] paraprofessional aide, without benefits for the 2013-2014 school year from September 16, 2013 through June 30, 2013 at an annual prorated salary of \$7,280.00
6. **Motion to amend** the employment contract for **France Boudreau** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2013-2014 school year from September 16, 2013 through June 30, 2013 at an annual prorated salary of \$13,388.00
7. **Motion to amend** the employment contract for **Christine Cosgrove** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2013-2014 school year from September 16, 2013 through June 30, 2013 at an annual prorated salary of \$13,388.00
8. **Motion to amend** the employment contract for **Elizabeth Kouriatis** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2013-2014 school year from September 16, 2013 through June 30, 2013 at an annual prorated salary of \$12,740.00
9. **Motion to amend** the employment contract for **Anna Sbriscia** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2013-2014 school year from September 16, 2013 through June 30, 2013 at an annual prorated salary of \$18,486.00
10. **Motion to approve Lauren Richardson** to serve as mentor to novice teacher Kristine Naumann for the 2013-2014 school year. Mentor fee of \$357.50, to be paid by Ms. Naumann through payroll deduction.

11. Motion to approve Linda Stecker to serve as mentor to novice teacher Kelly Grube for the 2013-2014 school year. Mentor fee of \$550.00 prorated, to be paid by Mrs. Grube through payroll deduction.

Approve Linda Stecker to mentor Kelly Grube

12. Motion to approve Melissa Betz to serve as mentor to novice teacher Kevin Jones for the 2013-2014 school year. Mentor fee of \$550.00, to be paid by Mr. Jones through payroll deduction.

Approve Melissa Betz to mentor Kevin Jones

13. Motion to approve the course reimbursement for the 2013-2014 school year for tuition paid by the following employee: **(Attachment #12)**

Course Reimbursement

Kelly Grube

➤ **Kelly Grube**

- Course: Reading & Writing Across the Curriculum (#606)
- College/University: Moravian College
- Semester: Fall 2013
- Credits: 3 Graduate Credits
- Tuition: \$1,326.00

Approve Substitutes

14. Motion to approve the following substitutes for the 2013-2014 school year:

- Bridget Hart
- Ildiko Meijer
- Aaron Levy

15. Motion to approve the revised job description for the position of **Curriculum Coordinator** as per attached.

Revised job description for Curriculum Coordinator

ROLL CALL
M
S

Roll Call:

Kay Daughters-Musnuff - VP - Aye	Ann Willard - Aye
Larissa Critelli - Aye	Karen Yaskanin-Jones - Aye
Alan Schwartz – Aye	Robert Imhoff – Pres - Aye
Tom Wescoe - Aye	

7 Ayes; 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 Larissa Critelli to approve the following items # 1 – 10.

PAYMENT OF BILLS

Invoices
Aug 7-31, 2013
\$130,058.20
Payroll 8/15/13 \$60,545.73
Payroll 8/31/13 \$43,251.04

Invoices
Sept 1-5, 2013 \$144,447.29

Cafeteria Invoices \$65.99

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #13)

Approve invoices for Current Expense in the following amounts:

Check Register August 7-31, 2013	\$ 130,058.20
Payroll 8/15/13	\$ 60,545.73
Payroll 8/31/13	<u>\$ 43,251.04</u>
	\$233,854.97

Approve invoices for Current Expense in the following amounts:

Check Register September 1- 5, 2013	\$144,447.29
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Approve invoices for **Cafeteria** Account in the amount of **\$65.99**

Date	Vendor	Amount	Description	Check No.
9/6/13	Maschio's Food Service, Inc.	\$ 60.99	IN0039029	1367
9/6/13	NJ Dept of Agriculture	\$ 5.00	Inv. 151799	1368
	Total	\$ 65.99		

FINANCIAL REPORTS

July 2013

2. FINANCIAL REPORTS

Report of the Board Secretary and Treasurer's Report for July 2013 (Attachment #14) – Will be available at the meeting

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of July 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 July 30, 2013 -
Will be available at the meeting**

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 September 9, 2013, 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.

_____ September 9, 2013

Michele McCann
Business Administrator/Board Secretary

Approve Amendment
IDEA BASIC 13-14
Grant Application

3. Motion to approve Amendment to the IDEA BASIC 2013-14 Grant Application

The submission of the IDEA BASIC 2013-2014 grant amendment application to the NJ Department of Education. The amended application is being filed with anticipated allocations in the following accounts:

Account Description	Code	\$ Budget
IDEA Basic – Professional & Technical Services	200-300	\$ 87,220
IDEA Preschool – Instructional supplies	100-800	\$ 1,000
IDEA Preschool – Professional & Technical Services	200-300	\$ 2,868
	TOTAL	\$ 91,088

Approve Joint
Transportation Lebanon
Twp BOE

4. Motion to approve of joint transportation with Lebanon Twp. BOE to transport students.

WHEREAS, in accordance with N.J.S.A. 18A:39-1A and N.J.A.C. 6A:27-4.1, the High Bridge Board of Education shall provide transportation to eligible students within the maximum per student expenditure established by NJSA 18A:39-1.

WHEREAS, the Lebanon Twp BOE contracted the district with space and a cost below the state maximum.

RESOLVED, that district will pay based on the student's use of services.

Approve TIENET

5. Motion to approve of TIENET contract for case management, a Special Education Management software system from, MAXIMUS Consulting Services, INC, at an initial cost of \$ 2,290.03 which includes software and data storage. **(Attachment #15)**

Approve disposal of property

Motion to approve resolution authorizing the disposal of property:

WHEREAS, in accordance with N.J.S.A. 18A:18-45F, the High Bridge Board of Education would like to dispose of property; and

WHEREAS, the following properties have been classified as no longer serviceable:

- a.** 143 Elementary School library books due to poor condition, age and/or poor circulation statistics. **(Attachment #16)**
- b.** Elementary School PE Equipment – broken or no longer hold air
 - i. 2 boxes broken jump ropes
 - ii. 5 junior size basketballs
 - iii. 5 kickballs/playground balls
 - iv. 5 soccer balls
- C.** 39 Math Textbooks – Grades K-4, Scott Foresman Series **(Attachment #17)**

- d. 28 Social Studies Textbooks – Houghton Mifflin,
Copyright 1991

- e. 63 Math Textbooks – Scott Foresman Series
 - i. 17 Grade 3 Student Book, Copyright 2008
 - ii. 20 Grade 4 Student Book, Copyright 1998
 - iii. 6 Grade 4 Student Book, Copyright 2008
 - iv. 2 Grade 1 Teacher Edition, Copyright 1999
 - v. 4 Grade 2 Teacher Edition, Copyright 1998
 - vi. 4 Grade 3 Teacher Edition, Copyright 1998
 - vii. 3 Grade 4 Teacher Edition, Copyright 1998
 - viii. 7 Grade 4 Teacher Edition, Copyright 2008

- f. Furniture that is no longer servicable
 - i. 1 outdated computer station
 - ii. 2 wooden chairs
 - iii. 1 puppet theater
 - iv. 1 wood teachers desk
 - v. 1 circle table
 - vi. 5 plastic gold chairs
 - vii. 1 upholstered chair
 - viii. 1 broken easel
 - ix. 1 broken executive chair

WHEREAS, the condition of the items above was determined by the Principal and Superintendent, and

WHEREAS, a recommendation has been made by the Superintendent that the listed items be disposed;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, based upon the recommendation of the Superintendent, authorizes the disposal of these assets via a dumpster or where appropriate by listing textbooks on State Textbook Sharing Website in accordance with NJSA 18A; 34-3.

Approve the Domestic Partnership Act

Approve School Safety and Security Plan

- 7. **Motion to approve** a resolution to authorize the participation for Domestic Partnership Coverage under the State Health Benefit program of the State of New Jersey in accordance with Chapter 246, P.L. 20036, the Domestic Partnership Act.
(Attachment #18)

USE OF FACILITIES

Religious Education Classes at ES

- 8. **Motion to approve** the School Safety and Security Plan for the 2013-2014 school year.

Cub Scout Pack 149 at ES

9. USE OF FACILITIES (Attachment #19)

- a. **Motion to amend Religious Education Classes** at ES with the use of 14 classrooms and the All Purpose Room on Sundays beginning September 22, 2013 through May 4, 2013 from 8:30 a.m. to 11:15 a.m.

New Advisor – Shari Schultz

- b. **Motion to approve Cub Scout Pack 149** use of Elementary School Classroom Tuesdays, once a month beginning September 17, 2013 through May 20, 2014 from 3:10 p.m. to 4:30 p.m. Please see attached dates. **Advisor – Barbara Kinsky**

Cub Scout Pack 149 Den 2
at ES

- c. **Motion to approve Cub Scout Pack 149 Den 2** use of Elementary School Classroom 109 beginning September 12, 2013 through May 29, 2014 from 3:00 p.m. to 4:30 p.m. Please see attached dates.

Advisor – David M. Gove

Tiger Cubs at ES

- d. **Motion to approve Cub Scout (Tiger Cubs)** use of Elementary School Gym 1st and 3rd Friday of each month beginning September 20, 2013 through May 16, 2014 from 6:30 p.m. to 7:30 p.m. Please see attached dates.

Advisor – Christopher Zappa

Women's Volleyball use of
MS Gym

- e. **Motion to approve Women's Volleyball** use of MS Gym on Mondays beginning September 16, 2013 through May 31, 2014 from 7:00 p.m. to 9:30 p.m.

Advisor – Ruby M. Reuter

Approve Settembrino
Architects IGA and ESP

10. **Motion to approve Settembrino Architects** to execute the Investment Grade Audit (IGA) and the Energy Savings Plan (ESP) and submission of such plan to the Board of Public Utilities (BPU). At such time that the ESP is approved by the BPU, the Board of Education further authorizes Settembrino Architects to execute the complete construction documents and construction administration for all the Energy Conservation Measures (ECM's) approved in the ESP.

TRAVEL

Roll Call:

Alan Schwartz – Aye

Karen Yaskanin-Jones – Aye

Larissa Critelli - Aye
Tom Wescoe – Aye
Ann Willard - Aye

Kay Daughters-Musnuff-VP-Aye
Robert Imhoff – Pres. - Aye

7 Ayes; Motion Passes

L. TRAVEL EXPENDITURE APPROVAL (Attachment #20)

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #20) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli.

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz – Aye
Larissa Critelli - Aye
Tom Wescoe – Aye
Ann Willard - Aye

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

7 Ayes; Motion Passes

M. NEW BUSINESS

Discussed custodial uniforms and the value of sports uniforms.

NEW BUSINESS

N. PUBLIC COMMENTS

None

PUBLIC COMMENTS

O. 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 8:17 p.m.; Larissa Critelli seconded the motion. Unanimously carried.

**EXECUTIVE/CLOSED
SESSION**

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.

- July 8, 2013 Executive Meeting Minutes - **Amended (Attachment ES #1)**
- August 12, 2013 Executive Meeting Minutes **(Attachment ES #2)**
- Legal Matter – Alparone vs. High Bridge Board of Education
- Personnel Matter
- Legal Matter

Alan Schwartz motioned to exit executive session and return to public session at 9:06 p.m. Ann Willard seconded the motion. Unanimously carried.

RECOVENE PUBLIC SESSION

P. RECOVENE PUBLIC SESSION

ACTION ITEMS

Q. ACTION ITEMS

Kay Daughters-Musnuff motioned, seconded by Ann Willard to adopt School Safety and Security Plan. Unanimously carried.

ADOPTION OF EXECUTIVE MINUTES

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Ann Willard motioned, seconded by Larissa Critelli to approve the following items. Karen Yaskanin abstained July 8, 2013 Executive Meeting Minutes – Amended.

July 8, 2013 – Amended

August 12, 2013

July 8, 2013 Executive Meeting Minutes – Amended
August 12, 2013 Executive Meeting Minutes

ADJOURNMENT

S. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 9:11 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

**Regular Monthly Meeting
2013**

Monday, September 9,

Michele McCann
Board Secretary/ Business Administrator