

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA
MONDAY, APRIL 28, 2014

A. OPENING OF MEETING – 6:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: The High Bridge Middle and Elementary Schools' front doors and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: The Hunterdon County Democrat and the Hunterdon Review, this regular monthly meeting will convene at 6:00 p.m. on Monday, April 28, 2014 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Michele McCann, School Business Administrator

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

D. PUBLIC HEARING AND 2014-2015 BUDGET PRESENTATION

Request a motion to hold a public hearing for the Superintendent and School Business Administrator to present the 2014-2015 proposed budget and answer questions from the public.

E. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. April 14, 2014 Regular Meeting Minutes - (**Attachment #1**)

G. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a. Review of Updated NJSBA recommended Board tasks, as per checklist (**Attachment #2**)

- b. Board Committees and Chairperson
 - **Negotiations Committee:** – **Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
 - **Dates for meetings:** **April 29, 2014 at 3:45 p.m.**
May 20, 2014 at 3:45 p.m.
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff.**
 - Town Council meeting Thursday, May 8, 2014 at 7:30 p.m..
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Next meeting May 13, 2014 at 4:00 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Next meeting is Tuesday, May 13, 2014 at 5:30 pm
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Discuss 2014-2015 Staffing Plan (Executive Session)
 - Identify individual staff members requesting public session discussion
 - Next meeting May 7, 2014 at 5:00 p.m.
 - **Policy – Karyn Gove, Chairperson, Tom Wescoe, Robert Imhoff**
 - **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
 - **HCSBA Delegate – Robert Imhoff**
 - **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Kindergarten Parent Meeting April 29, 2014
- 2) NJASK 7-8 April 28th – May 1st
- 3) NJASK 5-8 May 5th – May 8th
- 4) NJASK 3-4 May 12th – May 16th
- 5) MS Art Show/Spring Concert May 15th at 6:30 pm
- 6) Review of March 2014 Legal Bills (**Attachment #3**)

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

- 1) Completed the IDEA BASIC submission as of April 14, 2014
- 2) Fire extinguishers all complaint
- 3) Updating of all facility logs to meet current standards

b. Monthly Facility Maintenance Report

- 1) Window estimate in process
- 2) Roof inspections and maintenance completed at ES & MS
- 4) MS Boiler pipe repaired

c. Vandalism Report

There was no vandalism since our last meeting.

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Via e-mail)****G. CURRICULUM & INSTRUCTION**

1. **Motion to accept** three (3) unfunded choice students for the 2014-2015 school year into the following grade levels:

Kindergarten – (2)

Fifth – (1)

2. **Motion to approve** the following class trip/transportation:

- a. **Eighth grade** to Washington D.C., on May 28, 29 & 30, 2014. Transportation to be provided by Easton Coach at a cost of \$3800.00 for one bus. The cost per student of \$390.00 includes lodging, meals and admission fees where applicable and is to be borne by parents/guardians.

Roll Call:

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Alan Schwartz

Robert Imhoff – Pres.

Tom Wescoe

H. PERSONNEL

1. **Motion to reappointment** Lynn Gresko, Middle School Certificated School Nurse at a Level BA, Step 4 for a salary of \$52,505* for the 2014-2015 school year beginning August 26, 2014 through June 30, 2015.

* Salary and step are frozen at the 2013-2014 level and will be adjusted upon settlement of a new negotiated agreement.

Roll Call:

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

I. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #4)

Approve invoices for Current Expense in the following amounts:

Check Register: April 11 -24, 2014	\$ 2,979.44
Payroll 4/15/14	\$ <u>239,457.27</u>
	\$ 242,436.71

2. FINANCIAL REPORTS

Report of the Board Secretary for February and March 2014 and (Attachment #5) and Treasurer’s report for February 2014.

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of February and March 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.

Certification of Fund Balances

Notation of the issue in the 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 April 14, 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

April 14, 2014

Roll Call:

Karyn Gove
 Todd Honeycutt
 Alan Schwartz
 Tom Wescoe

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

3. ADOPTION OF THE 2014-2015 BUDGET

- 1. Based on the recommendation of the Superintendent in consultation with the Business Administrator** request a motion to adopt the budget for the 2014-2015 school year.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment _____ 368

Expenditures:

General Operating Expense	\$ 7,022,631
Special Revenue	\$ 118,416
Repayment of Debt	\$ 529,937
Total Expenditures:	\$ 7,670,984

Revenue:

Budgeted fund Balance	\$ 70,000
Local Tax Levy-General Fund	\$ 5,281,889
New Jersey State Aid	\$ 1,535,829
Miscellaneous Revenues	\$ 134,913
Special Revenues Grants	\$ 118,416
Local Tax Levy-Debt Service Fund	\$ 529,937
Total Revenues	\$ 7,670,984

As per N.J.A.C. 6A:23A-7.1 et seq., the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2014-2015 tentative budget includes a maximum travel appropriation of \$2,500.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT RESOLVED that the tentative budget was approved at the 03/10/2014 Board of Education meeting for the 2014-2015 School Year using the 2014-2015 state aid figures; and after this meeting a change was made.

BE IT RESOLVED the Board of Education approves the 2014-2015 budget in the amount of \$7,670,984 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

General Operating Expense	\$ 7,022,631
Special Revenue	\$ 118,416
Repayment of Debt	\$ 529,937
Total Expenditures:	\$ 7,670,984

BE IT FURTHER RESOLVED that the Secretary to the Board of Education be authorized to submit the following budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

Budgeted fund Balance	\$ 70,000
Local Tax Levy-General Fund	\$ 5,281,889
New Jersey State Aid	\$ 1,535,829
Miscellaneous Revenues	\$ 134,913
Special Revenues Grants	\$ 118,416
Local Tax Levy-Debt Service Fund	\$ 529,937
Total Revenues	\$ 7,670,984

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2014-2015 budget as described above results in a General Fund Tax Levy in the amount of \$5,281,889 and Debt Service Tax Levy in the amount of \$ 529,937.

BE IT FURTHER RESOLVED, that the budget was advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law on 04/24/2014.

Roll Call:

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

J. TRAVEL EXPENDITURE APPROVAL (Attachment #6)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

Roll Call:

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

K. NEW BUSINESS

L. PUBLIC COMMENTS

M. EXECUTIVE/CLOSED SESSION

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

- April 14, 2014 Executive Meeting Minutes – (**Attachment ES #1**)
- Personnel
- Incident on April 25, 2014

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

N. RECONVENE PUBLIC SESSION

O. ACTION ITEMS

P. ADOPTION OF EXECUTIVE MEETING MINUTES FROM PREVIOUS MEETINGS

April 14, 2014 Executive Meeting Minutes

Roll Call:

Karyn Gove
Todd Honeycutt
Alan Schwartz
Tom Wescoe

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

Q. ADJOURNMENT