

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, JULY 8, 2013

A. OPENING OF MEETING - 6:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary Schools' front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon Democrat and the Hunterdon Review, this regular monthly meeting will convene at 6:00 pm on Monday, July 8, 2013, in Room #209 (Computer Lab) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Michele McCann, School Business Administrator

Larissa Critelli

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff – Pres.

Ann Willard

D. RECOGNITION ITEMS

None at this time

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Mary Waldron	6/24/13	Notice of Retirement

F. PUBLIC COMMENTS

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

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

June 10, 2013 Regular Meeting Minutes (Attachment #2)

H. REPORTS TO THE BOARD

1. Presentation by Gwen Thornton, NJSBA Representative

- a. Board Self-Evaluation Results
- b. 2013-2014 Board Goal Setting

2. Follow Up Items:

3. Board President's Report

- a. Health Benefits Waiver
 - b. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #3**)
 - c. Poll Board members for August Board meeting attendance
 - d. Board Committees and Chairperson
 - **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.
 - **Community Relations – Larissa Critelli, Chairperson,** Tom Wescoe, Robert Imhoff.
 - Next meeting – July 30th at 5:30 PM
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson,** Alan Schwartz, Robert Imhoff
 - Next meeting – July 30th at 4:30 PM
 - **Finance/Facilities – Alan Schwartz, Chairperson,** Larissa Critelli, Robert Imhoff
 - Next meeting – To be scheduled
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Ann Willard, Robert Imhoff
 - Advertisement for Physical Education teacher position.
 - Re-advertisement for Reading Specialist position.
 - Re-advertisement for part-time Guidance Counselor position.
 - Reviewed proposed para-professional appointments.
 - Reviewed recommendation for Kindergarten teacher position.
 - Reviewing job descriptions for athletic coaches and advisors.
 - **Policy – Ann Willard, Chairperson,** Tom Wescoe, Robert Imhoff
- 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: (**Attachment #4**)
- a) Motion to amend the following existing bylaws, policies and/or regulations:

Bylaw #0000.02 Introduction
Policy #5117 Interdistrict Public School Choice
Policy #5120 Assignment of Pupils
Policy #5300 Automated External Defibrillators (AED)
Policy #5533 Pupil Smoking
Policy #7434 Smoking in School Buildings and on School Grounds

b) Motion to adopt the following new policies
and/or regulations:

Policy #3232 Tutoring Services
Regulation #3232 Tutoring Services
Regulation #5117 Interdistrict Public School Choice
Regulation #5300 Automated External Defibrillators (AED)
▪ Policy #7522 School District
Provided Technology Devices to Staff Members
Policy #7523 School District Provided Technology Devices to Pupils

- **HCESC Representative – Gregory Hobaugh, Ed.D., Superintendent**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

4. Acting Superintendent’s Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for June 2013 (**Attachment #5**)
- 2) 2013-2014 Projected Enrollment (**Attachment #6**)
- 3) Final Report on Harassment, Intimidation, and Bullying Incidents (**Attachment #7**)
- 4) Report on beginning of Extended School Year Program
- 5) Discuss revised school day opening assignments at HBES
- 6) Review Curriculum Writing Process and Connection To Student Achievement (**Attachment #8**)
- 7) Review of May 2013 Legal Bills (**Attachment #9**)

5. School Business Administrator’s Report

a. General Information Items

- Completed NP transportation; SNEARS report for year end; contracts
- Reviewing PO open from 12-13, close out of fiscal year.

b. Monthly Facility Maintenance Report

- **ES** - work started 06/24 on this project for carpet & tile already completed.
- **MS** - work started 06/24 on this project for carpet & tile already completed.
- **MS** – gym floor screening is complete.

c. Vandalism Report

There was vandalism on the outside eating area identified on 06/26/13.

d. Monthly Investment Interest – June 2013

Account	Peapack-Gladstone Bank
Agency	\$ 5.64
Capital Reserve	\$ 16.82
Current	\$ 62.84
Food Service	\$.54
Maintenance	\$ 15.15
Payroll	\$ 4.39
Student Activity	\$ 2.01
Unemployment	\$ 2.18
FSA	\$.13
Total	\$ 109.70

6. Middle School Principal’s Report (Via e-mail)

7. Elementary School Principal’s Report (Via e-mail)

I. CURRICULUM & INSTRUCTION

- Motion to accept** the following out-of-district students for the 2013-2014 school year on a tuition basis.

STUDENT ID	SENDING DISTRICT	TUITION
MS BD-Autistic Program		
#6869365247	Califon	\$26,000 *
#4315866403	Franklin Twp.	\$26,000 *
#1412098401	Franklin Twp.	\$26,000 *

* Sending district will also be billed for instructional aide.

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

- Motion to accept** with regret and best wishes the notice of retirement from **Mary Waldron** as Elementary School Physical Education teacher, effective July 1, 2013. Miss Waldron retires with over 41 years of dedicated service to the district.

2. **Motion to approve** the employment of **Heidi Miller** as a part-time (.64) special education paraprofessional aide for the 2013-2014 school year at an annual salary of \$9,165.00.
3. **Motion to approve Kristine A. Naumann** as a full-time Kindergarten teacher for the 2013-2014 school year at Level BA Step 1 for an annual salary of \$ 50,505. (**Attachment #10**)
4. **Motion to rescind** the June 10, 2013 appointment of Katie Drude as part-time (.70) guidance counselor as in accordance with Article IX-B of the negotiated agreement the position is being readvertised and the successful candidate of the expanded search will be appointed at a later date.
5. **Motion to amend Emma Alparone**, Substitute Caller co-curricular contract, from \$2,457.60 to \$2,451.60.

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

K. 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 #11)

Approve invoices for Current Expense in the following amounts:

Check Register:	June 7 – 30, 2013	\$ 98,513.60
Payroll 6/13/13		\$ 245,665.45
Payroll 6/14/13		\$ 210,314.72
Payroll 6/28/13		<u>\$ 46,541.29</u>
	Total	\$ 601,035.06

Approve invoices for Current Expense in the following amounts:

Check Register:	July 1 – 3, 2013	\$ 130,780.74
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Approve invoices for Cafeteria Account in the amount of \$9,983.68

Date	Vendor	Amount	Description	Check No.
6/17/13	Maschio's Food Service, Inc.	\$ 9,981.18	Inv. IN0038060	1364
6/19/13	NJ Dept of Agriculture	\$ 2.50	Inv. 150946	1365
		-		
	Total	\$ 9,983.68		

2. FINANCIAL REPORTS

Report of the Board Secretary for May 2013 and Treasurer's Report for March 2013 (Attachment #12)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of May 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 June 30, 2013– (Attachment #13)

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 July 8, 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.

Michele McCann
Business Administrator/Board Secretary

July 8, 2013 ____

3. CAFETERIA REPORT

The cafeteria financial report for the month of **May 2013**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1,031.35 for the month and a year-to-date loss of \$4,315.92. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **May 2013**.

Last year's report for **May 2012** indicated a profit of \$382.86 for the month and a year-to-date profit of \$3,228.17. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **May 2012**.

The cafeteria financial report for the month of **June 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$4,315.92 for the month and a year-to-date loss of \$0.00. Student participation was 15% in the Middle School and 31% in the Elementary School for the month of **June 2013**.

Last year's report for **June 2012** indicated a loss of \$1,434.85 for the month and a year-to-date profit of \$2,400.18. Student participation was 23% in the Middle School and 34% in the Elementary School for the month of **June 2012**.

4. USE OF FACILITIES (Attachment #14)

- a. **Motion to approve Girl Scouts #80196** use of ES Classroom on Wednesdays starting September 25, 2013 through May 21, 2014 from 3:15 P.M. until 4:30 p.m. Please see attached dates. **Advisor: Bernadette Wescott**
- b. **Motion to approve Girl Scouts Troop #80091** use of ES Classroom on second Friday of the month starting September 13, 2013 through June 13, 2014 from 6:45 p.m. until 8:30 p.m. Please see attached dates. Please note change of date applications due to school closings. **Advisor – Michelle Angley**
- c. **Motion to approve High Bridge Borough** for use the of the elementary school facility on August 13, 2014 from 5:30 a.m. until 8:30 p.m for a special election. **Contact - Diane Seals.** Any additional cost of the custodial staff will be paid by the county election board.

5. Motion to approve 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;

<u>Description:</u>	<u>Item:</u>
Textbooks (72)	Glencoe Life Science, copyright 1999
3 6ft folding tables wood	obsolete
6 laminated preschool tables	poor condition
1 wood stool	broken
1 metal stool	broken

1 metal filing cabinet	bent metal
2 rolling shelves	worn
1 floor buffer machine	burnt out motor
1 bookcase	worn
23 preschool chairs	poor condition
1 computer cart	obsolete

WHEREAS, the condition of the items above were established by the janitors 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, upon the recommendation of the superintendent, authorizes the administration to dispose of the assets via a dumpster;

6. Motion to memorialize the use of funds.

WHEREAS, \$11,822.90 was from the State of New Jersey for a capital projects, **2140-060-04-1000(00HC)/2140-055-04-40100(00HB)**

WHEREAS, the aforementioned capital project was approved by the High bridge Board of education on March 8, 2004 as part of the elementary and middle school renovation project.

WHEREAS, the board has encumbered the funds for the repair of the middle school flooring repair project.

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, \$11K be transferred to the capital projects fund to be utilized for the floor project.

7. Motion to memorialize the use of funds.

WHEREAS, \$62,259.50 was from the State of New Jersey for a capital projects, **2140-060-04-1000(00HC)/2140-055-04-40100(00HB)**

WHEREAS, the aforementioned capital project was approved by the High bridge Board of education on March 8, 2004 as part of the elementary and middle school renovation project.

WHEREAS, the board will move the funds to capital reserve.

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, \$62K be transferred to the capital reserve.

8. **Motion to approve** a payment of \$ 4,635.90, to Joseph Kennedy, Superintendent, upon his retirement for unused vacation time, as outlined in his 2011-2013 employment contract and in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.

9. **FOOD SERVICE MANAGEMENT CONTRACT RENEWAL – Amended**
(Attachment #15)

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which remains at the same amount as the 2012-2013 school year. The contract with Maschio’s guarantees a “no-cost” operation for 2013-14 school year, with a 15 cent increase in the price of a school lunch.

	Paid	Reduced Price
Student Lunch	\$2.75	\$0.40
Adult Lunch	\$3.75	-
Special Milk Program	\$0.40	\$0.40

L. **TRAVEL EXPENDITURE APPROVAL (None at this time)**

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:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

M. **NEW BUSINESS**

N. **PUBLIC COMMENTS**

O. **EXECUTIVE/CLOSED SESSION**

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

- May 20, 2013 Executive Meeting Minutes (**Attachment ES #1**) **Will be available at meeting**
- June 10, 2013 Executive Meeting Minutes (**Attachment ES #2**) **Will be available at meeting**
- Legal Matter – Alparone vs. High Bridge Board of Education

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.

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

May 20, 2013 Executive Meeting Minutes

June 10, 2013 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Alan Schwartz

Tom Wescoe

Ann Willard

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

S. ADJOURNMENT