

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**

**MONDAY, NOVEMBER 11, 2013**

**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, November 11, 2013 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

Larissa Critelli  
Alan Schwartz  
Tom Wescoe  
Ann Willard

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

**D. EXECUTIVE SESSION**

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

- BOE certification training.

**E. RECONVENE PUBLIC SESSION**

**F. RECOGNITION ITEMS**

**Motion to** acknowledge the following fifth grade students for being published in the 2013 edition of the Young American Poetry Digest. (**Attachment #1**)

Wade Carlson  
Jenna Crampton  
Ellie Curtin

Owen Honeycutt  
Zoe Lincoln  
Kincso Pusztai

**G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Paige McGaheran	10/20/13	Request for LOA
Paige McGaheran	10/31/13	Request to extend LOA

**H. PUBLIC COMMENTS**

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

**I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

1. October 14, 2013 Regular Meeting Minutes (**Attachment #3**)

**J. 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 #4**)
- b. Board Committees and Chairperson
  - **Appointment of Negotiations Committee previously an Ad Hoc Committee:**  
– **Karen Yaskanin-Jones, Chairperson, Alan Schwartz, Robert Imhoff**
  - **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff.**
    - NJ Educational Foundation Partnership
  - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Alan Schwartz, Robert Imhoff**
    - Proposed 8<sup>th</sup> Grade Science Award
    - Review QSAC Statement of Assurance
    - Review Technology Plan
    - Curriculum Coordinator position
    - Next meeting December 3<sup>rd</sup> at 6:00 p.m.
  - **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli, Robert Imhoff**
    - Audit report
    - CMP
    - Transfers
    - Facility issues
    - Technology Plan

- Next meeting December 3<sup>rd</sup> at 5:00pm.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**  
Ann Willard, Robert Imhoff
  - Recommendation for School Psychologist position.
  - Student Teacher requests
  - Leave of Absence Request – Paige McGaheran
- **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 #5)**

- a) Motion to amend the following existing policies and/or regulations:

Policy #5450 Athletic Awards  
Regulation #5450 Athletic Awards

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

### 3. Superintendent’s Report

#### a. INFORMATION ITEMS:

Staff Attendance for October 2013 **(Attachment #6)**  
2013-2014 Enrollment **(Attachment #7)**  
Report on Harassment, Intimidation, and Bullying Incidents (1)  
School Choice Program Update  
Superintendent’s Update  
Report on NJASK 2013 Scores

### 4. School Business Administrator’s Report

#### a. General Information Items

- 1) ASSA/ NJ SMART Student 10/15 snapshot
- 2) NJ SMART F/R upload
- 3) ASSA data files
- 4) CMP plan
- 5) DRTRS snapshot uploaded, filed and sent to county.
- 6) School budget 2014-2015
- 7) DSDC report submitted to state
- 8) NJ School Digest – October 2013 **(Attachment #8)**

#### b. Monthly Facility Maintenance Report

- 1) Reviewed requirements for infrastructure PARCC
- 2) PRI project
- 3) Meet w/ staff regarding HVAC and snow removal issues

- 4) Assets disposed of at town recycling center

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – October 2013**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 4.72
Capital Reserve	\$ 22.67
Current	\$ 61.56
Food Service	\$ .70
Maintenance	\$ 15.66
Payroll	\$ 5.83
Student Activity	\$ 1.33
Unemployment	\$ 2.10
FSA	\$ .21
<b>Total</b>	<b>\$ 114.78</b>

**5. Middle School Principal's Report (Via e-mail)****6. Elementary School Principal's Report (Via e-mail)****K. CURRICULUM & INSTRUCTION****1. Choice Student Approval**

- a) **Motion to accept** an Interdistrict Public School Choice Application for enrollment in the 2014-2015 school year:

<b>District of Residence</b>	<b>Number of Students</b>	<b>2014-2015 Grade</b>
Hampton	1	4th

**2. Resolution to submit Statement of Assurance for New Jersey Single Accountability Continuum (Attachment #9)**

**Whereas**, the High Bridge Board of Education in the County of Hunterdon is required to submit an Statement of Assurance (SOR) under NJ QSAC for the 2013-2014 school year, and

**Whereas**, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district's Statement of Assurance with respect to this process, and

**Whereas**, the High Bridge Board of Education in the County of Hunterdon has reviewed the districts Statement of Assurance and hereby approves this document.

**Now Therefore Be It Resolved**, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

3. **Motion to establish** a graduation award, to be presented annually to two graduating eighth grade students, one male and one female, who demonstrate interest and success in their studies of science in accordance with criteria to be established by the Superintendent in consultation with Middle School Science teachers.
4. **Motion to approve** the district's 2013-2016 Educational Technology Plan as approved by the Office of Educational Technology for the NJ Department of Education June 21, 2013.

**Roll Call:**

Larissa Critelli

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff – Pres.

Ann Willard

**L. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to approve** a request for an unpaid leave of absence for **Paige McGaheran**, retroactive from October 21, 2014 through November 6, 2014 in accordance with the federal Family Medical and Leave Act.
2. **Motion to approve** the employment of **Renee Colangelo** as School Psychologist beginning January 2, 2014 with five (5) transition days in December 2013, to be initially compensated at a substitute rate of \$75.00/day for the first twenty (20) days then at a long-term substitute rate of \$252.53 per diem until permanent certification is obtained at which time she will be compensated at a MA1 salary of \$54,405.00 prorated. (**Attachment #10**)
3. **Motion to approve Kelly Grube** as Literary Magazine advisor for Grades 6-8 for the 2013-2014 school year to be compensated at the co-curricular rate of \$29.11 for a maximum of 20 hours.
4. **Motion to approve the course reimbursement** for the 2013-2014 school year for tuition paid by the following employee: (**Attachment #11**)

➤ **Kelly Grube**

Course: Teacher as Researcher (#506)

College/University: Moravian College

Semester: Winter 2013-2014

Credits: 3 Graduate Credits

Tuition: \$1, 326.00

➤ **Kelly Grube**

Course: Literacy and Resistance in Secondary Schools (#660)

College/University: Moravian College

Semester: Winter 2013-2014

Credits: 3 Graduate Credits

Tuition: \$1, 326.00

- 5. **Motion to approve** the following substitutes for the 2013-2014 school year:  
 Kate Duke  
 Sally Warner  
 Jonathan Teich
  
- 6. **Motion to approve Cecilia Oxley**, Rowan University School Nursing student, to complete fifty (50) hours of Health Teaching field experience for her School Nurse Clinical Practice from January 7, 2014 through April 14, 2014 with Lynn Gresko as cooperating certified school nurse at Middle School and various grade level health teachers at Elementary School.

**Roll Call:**

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

**M. 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 #12)**

**Approve** invoices for Current Expense in the following amounts:

Check Register: October 11 - 31, 2013	\$ 10,338.01
Payroll 10/15/13	\$ 238,838.85
Payroll 10/31/13	<u>\$ 240,249.27</u>
	<b>\$ 489,426.41</b>

**Approve** invoices for Current Expense in the following amounts:

Check Register: November 1 – 6, 2013	<b>\$ 180,863.92</b>
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**Approve** invoices for **Cafeteria** Account in the amount of **\$10,407.24**

Date	Vendor	Amount	Description	Check No.
10/16/13	Maschio’s Food Service, Inc.	\$10,361.24	IN0039374	1370
11/1/13	NJ Dept of Agriculture	\$ 46.00	Inv. 153149	1371
		-		
	<b>Total</b>	<b>\$ 10,407.24</b>		

## 2. FINANCIAL REPORTS

### Report of the Board Secretary and Treasurer's Report for August and September 2013

**(Attachment #13) Will be available at the meeting**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of September 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 October 2013 (Attachment #14)

**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 November 11, 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.

November 11, 2013 \_\_\_\_\_

\_\_\_\_\_  
Michele McCann

Business Administrator/Board Secretary

## 3. 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:

#### Overhead Projects

Elmo overhead projector	HP-L355OH	325008
Elmo overhead projector	HP-L355OH	339342
Elmo overhead projector	HP-L355OH	310989
Elmo overhead projector	HP-L355OH	324998
Buhl overhead projector	122-CB109	517047BO70301810
3M overhead projector	1700	
Elmo overhead projector	HP-L355OH	355OH
Apollo overhead projector	V-3000	4060037418

**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 the town's electronic recycling program at no cost to the district.

4. The cafeteria financial report for the month of **September 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,734.20 for the month and a year-to-date profit of \$1,734.20. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **September 2013**.

Last year's report for **September 2012** indicated a loss of \$127.20 for the month and a year-to-date loss of \$127.20. Student participation was 17% in the Middle School and 22% in the Elementary School for the month of **September 2012**.

#### 5. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET

**BE IT RESOLVED** that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. **(Attachment #15)**

#### 6. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. **(Attachment #16)**

7. **Motion to approve** 2012-2013 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP.

**8. Motion to approve** Final NJSMART Snapshot Capture (**Attachment #17**)

**9. Motion to approve** DRTRS Report (**Attachment #18**)

**10. Motion to approve** DSDC Report (**Attachment #19**)

**11. Motion to approve** ASSA Work Papers.

**Roll Call:**

Larissa Critelli

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff - President

Ann Willard

**N. TRAVEL EXPENDITURE APPROVAL (Attachment #20)**

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

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff – Pres.

Ann Willard

**O. NEW BUSINESS**

**P. PUBLIC COMMENTS**

**Q. EXECUTIVE/CLOSED SESSION**

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

- October 14, 2013 Executive Meeting Minutes – (**Attachment ES #1**)
- Personnel issue.
- 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.

**R. RECONVENE PUBLIC SESSION**

**S. ACTION ITEMS**

**T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

October 14, 2013 Executive Meeting Minutes

**Roll Call:**

Larissa Critelli

Alan Schwartz

Tom Wescoe

Ann Willard

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

**U. ADJOURNMENT**