

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MEETING AGENDA

**MONDAY, APRIL 13, 2015**

### **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 School front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon County Democrat. This regular meeting will convene at 6:00 pm on Monday, April 13, 2015, 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, Business Administrator

Michael Estrada

Alan Schwartz

Karyn Gove

Kay Daughters-Musnuff - VP

Todd Honeycutt

Robert Imhoff – Pres.

Stephen Johnson

### **D. EXECUTIVE SESSION**

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

- Superintendent Evaluation process

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.

### **E. RECONVENE PUBLIC SESSION**

### **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**

March 16, 2015 Regular Meeting Minutes (**Attachment #1**)

### **H. REPORTS TO THE BOARD**

#### **1. Follow Up Items:**

## 2. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #2**)
- b. Board Committees and Chairperson
  - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
    - Submitted “Bridge” articles to High Bridge Borough
    - Next meeting TBD
  - **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
    - Met March 31, 2015
    - Discussed programs for 15-16 school year
    - Discussed having no lunch on early dismissal days
    - Update on ELA and Math
    - PARCC update
    - Discussed NH-VHS Articulation group
    - Next meeting May 5, 2015 at 4:30 p.m.
  - **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
    - Met April 7, 2015 at 6:30 p.m.
    - Evaluated the county review of budget submission and open issue
    - Recommended changes to meet educational plan
    - Approval of letter from High Bridge to insurance
    - Next meeting April 15, 2015 at 6:30 p.m.
  - **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
    - Met March 31, 2015
    - Finalized staffing plan and aligned with budget
    - BA search
    - Discussed non-instructional staff evaluations
    - Next meeting May 5, 2015 at 3:30 p.m.
  - **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
    - Meeting TBA to review Policy Alert #205
  - **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
    - Met April 7, 2015
    - Next meeting April 15, 2015 at 7:00 p.m.

**3. Superintendent's Report****a. INFORMATION ITEMS:**

- 1) Staff Attendance for March 2015 (**Attachment #3**)
- 2) 2014-2015 Enrollment (**Attachment #4**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of February 2015 Legal Bills (**Attachment #5**)
- 5) Superintendent Update

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

- 1) NJ School Digest – **March 2015 (Attachment #6)**
- 2) March SNEARS completed
- 3) March Direct certification
- 4) CEP completed

**b. Monthly Facility Maintenance Report**

- 1) Obtaining quotes for remaining projects for 14-15
- 2) Comcast fiber install progress
- 3) State boiler inspection completed
- 4) Reviewing Boiler at MS project

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – March 2015**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 6.25
Capital Reserve	\$ 43.27
Current	\$ 93.62
Food Service	\$ 2.72
Maintenance	\$ 38.02
Payroll	\$ 2.04
Student Activity	\$ 1.78
Unemployment	\$ .93
FSA	\$ .15
<b>Total</b>	<b>\$188.78</b>

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

**I. PERSONNEL**

1. **Motion to accept** with regret, the resignation of Michele McCann as School Business Administrator/Board Secretary, effective May 18, 2015.
2. **Motion to approve** the following substitutes for the remainder of the 2014-2015 school year:
  - a. **Julie Strohmaier**
3. **Motion to amend** the employment contract for **Megan Powers** from part-time to full-time effective April 16, 2015 through June 30, 2015 for an annual prorated salary of \$12,740.00
4. **Motion to approve Marisa Monaco** to provide home instruction for student ID#4362238152 for up to ten (10) hours per week beginning April 8, 2015 at the hourly rate of \$35.42 in accordance with the terms of the negotiated agreement.
5. **Motion to approve** the course reimbursement for the 2014-2015 school year for tuition paid by the following employee: (**Attachment #7**)
  - a. **Emma Alparone**
    - Course: Case Studies in Supervision - #642
    - College/University: Centenary College
    - Semester: Summer 2015
    - Credits: 3 graduate
    - Tuition: \$1,245.00

**Roll Call:**

Michael Estrada  
 Karyn Gove  
 Todd Honeycutt  
 Stephen Johnson

Alan Schwartz  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**J. CURRICULUM & INSTRUCTION**

1. **Motion to approve** the following class trips and transportation:
  - a. **5<sup>th</sup> through 8<sup>th</sup> grade students to Union Forge Park, High Bridge**, on June 10, 2015 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.

**Roll Call:**

Michael Estrada  
 Karyn Gove  
 Todd Honeycutt  
 Stephen Johnson

Alan Schwartz  
 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 #8)**

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

Check Register: March 14 – 31, 2015	\$ 82,661.39
Payroll 3/31/15	<u>\$240,295.03</u>
<b>Total</b>	<b>\$322,956.42</b>

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

Check Register: April 1 – 9, 2015	\$57,009.53
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**2. FINANCIAL REPORTS**

**Report of the Board Secretary for February 2015 and Report of the Board Secretary for March 2015 (Attachment #9)**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of February 2015 and March 2015 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 March 31, 2015 (Attachment #10)**

**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 March 16, 2015, 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 13, 2015

**3. TENTATIVE BUDGET APPROVAL**

**BE IT RESOLVED** that the tentative budget be approved for the 2015 - 2016 School Year using the 2015-2016 state aid figures; and

**BE IT FURTHER RESOLVED** that the High Bridge Board of Education includes in the proposed budget the adjustment for withdrawal maintenance reserve in accordance with N.J.A.C. 6A:26A-4. The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$200,000 for the purposes of continuing to reinvest in the maintenance of the buildings.

**BE IT FURTHER RESOLVED** that the High Bridge Board of Education includes in the proposed budget the adjustment for increases costs of health benefits. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

**WHEREAS, the 2015-2016** tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A and N.J.A.C. Title 6 and 6A and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**BE IT RESOLVED** the Board of Education approves the 2015-2016 tentative budget in the amount of \$8,025,657 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

General Operating Expense	\$ 7,426,058.
Special Revenue	\$ 122,721.
Repayment of Debt	\$ 516,878.
Total Expenditures:	\$ 8,065,657.

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

Budgeted fund Balance	\$ 227,497.
Local Tax Levy-General Fund	\$ 5,492,681.
New Jersey State Aid	\$ 1,545,945.
Miscellaneous Revenues	\$ 159,935.
Special Revenues Grants	\$ 122,721.

Local Tax Levy-Debt Service Fund	\$ 516,878.
Total Revenues	\$ 8,065,657.

**BE IT FURTHER RESOLVED**, that the High Bridge Board of Education acknowledges that the 2015-2016 tentative budget as described above results in a General Fund Tax Levy in the amount of \$5,492,681. and Debt Service Tax Levy in the amount of \$ 516,878.

**BE IT FURTHER RESOLVED**, that the tentative budget will be advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, BE IT FURTHER RESOLVED**, that a Board of Education meeting be held on April 27, 2015 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 school year.

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 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); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members

4. **Motion to approve** the One year Preschool plan update for the 2015-2016 to be submitted to the New Jersey Dept of Early Childhood in accordance with the N.J.A.C. 6A:13A. (**Attachment #11**)
  
5. **DISPOSAL OF SURPLUS MATERIALS (Attachment #12A and #12B)**  
Motion to auction or dispose of the attached list of items through the Govbids.com where applicable or via dumpster where items are not recyclable and no longer serviceable.
  
6. **TRAVEL EXPENDITURE APPROVAL (Attachment #13)**  
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:**

Michael Estrada  
Karyn Gove  
Todd Honeycutt  
Stephen Johnson

Alan Schwartz  
Kay Daughters-Musnuff - VP  
Robert Imhoff – Pres.

**L. NEW BUSINESS**

**M. PUBLIC COMMENTS**

**N. EXECUTIVE/CLOSED SESSION**

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

- Student matter health
- March 16, 2015 Executive Meeting Minutes (**Attachment ES #1**)

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.

**O. RECONVENE PUBLIC SESSION**

**P. ACTION ITEMS**

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

1. March 16, 2015 Executive Meeting Minutes

**Roll Call:**

Michael Estrada

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

**R. ADJOURNMENT**