

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, APRIL 27, 2015

A. OPENING OF MEETING - 7:00 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 7:00 pm on Monday, April 27, 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. PUBLIC HEARING AND 2015-2016 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

E. RECOGNITION ITEMS (Attachment #1)

1. **Request a motion** to approve a resolution recognizing Horatio, Canine Companions for Independence, for his dedicated service to the students at High Bridge Elementary School.

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Diane Lein, NJSBA	4/17/15	Legislative issues advocacy network

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

April 13, 2015 Regular Meeting Minutes (Attachment #3)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Board Committees and Chairperson

- **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Budget presentation in conjunction with High Bridge Borough Council meeting May 14, 2015 at 6:00 p.m.
 - Next meeting TBD
- **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Next meeting May 7, 2015 at 4:00 p.m.
- **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met April 15, 2015 at 6:30 p.m.
 - Reviewed the 2015-2016 Budget in detail
 - Appropriation details and highlights
 - Review ESP next step requirements
 - Review requirements for EMMA
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson, Karyn Gove, Robert Imhoff**
 - Next meeting May 5, 2015 at 3:30 p.m.
- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Next meeting May 5, 2015 at 6:30 p.m.
- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met April 15, 2015 at 8:30 p.m.

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2014-2015 Enrollment (**Attachment #4**)
- 2) Review of March 2015 Legal Bills (**Attachment #5**)
- 3) Superintendent Update

4. School Business Administrator's Report

a. General Information Items

- 1) Budget line item review with CST Supervisor ESY plan
- 2) Review the IDEA, NCLB to prepare for closeout
- 3) Installation of 5 AP units completed

b. Monthly Facility Maintenance Report

- 1) Obtaining quotes for remaining projects for 14-15
- 2) Pipe replacement process at MS
- 3) Leak repaired at ES

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)****I. PERSONNEL**

1. **Motion to accept** with regret and best wishes, the notice of retirement from Regina Vuocolo effective June 30, 2015.
2. **Motion to accept the resignation of Christine Cosgrove** as part-time paraprofessional aide and to approve her appointment as a short-term leave replacement 3rd grade teacher from May 6, 2015 through November 20, 2015 at a BA Step 1 per diem rate of \$252.53.
3. **Motion to approve Emma Alparone, Heidi Miller and Rachel Lazier** as alternating home instructors for student ID#4362238152 for up to ten (10) hours per week beginning April 28, 2015 at the hourly rate of \$35.42 in accordance with the terms of the negotiated agreement.
4. **Motion to approve** the request for intermittent leave of absence for **Ann Marie Byrne** in accordance with the Family Medical Leave Act utilizing accrued sick days.
5. **Motion to approve Cecil Spencer Fader**, Centenary College Elementary Education student to complete his student teaching from August 27, 2015 through December 15, 2015 at High Bridge Elementary with Lynn Hughes as cooperating teacher.
6. Motion to approve course reimbursement for the following: (**Attachment #6**)
 - a) **Carla Nowell**
 - Course: Diagnosis/Correct Reading/Writing Difficulties II (#GED640)
 - College/University: Centenary College
 - Semester: Winter 2014-2015
 - Credits: 3 Graduate Credits
 - Tuition: \$1, 275.00
7. **Motion to approve** the following substitutes for the remainder of the 2014-2015 school year:
 - a. Austin Brown
 - b. Karen Beyer

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. **First grade students to Union Forge Park, High Bridge**, on June 12, 2015 for the end of year picnic. There are no costs associated with this trip as students will walk to the park and lunch will be provided by classroom parents.
 - b. **Kindergarten to downtown High Bridge** on May 12, 2015 to visit Post office, Library, Carini’s, barber shop, photography studio and end at Borough Commons where Chief Bartman and Ptl. Shipps will meet with them to discuss bicycle safety. There are no costs associated with this trip as students will be walking.

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 #7)

Approve invoices for Current Expense in the following amounts:

Check Register:	April 10 – 23, 2015	\$135,144.36
Payroll	4/15/15	<u>\$238,858.00</u>
Total		\$374,002.36

Approve invoices for **Cafeteria** Account in the amount of **\$6,728.04**

Date	Vendor	Amount	Description	Check No.
4/15/15	Maschio’s Food Service, Inc.	\$ 6,696.04	Inv. IN0047459	1406
4/22/15	NJ Dept of Agriculture	\$ 32.00	Inv. 168586	1407

Total \$ 6,728.04

2. FINANCIAL REPORTS

Report of the Board Secretary for February and Treasurer’s Report for 2015 and Report of the Board Secretary for March 2015 (Attachment #8)

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 #9)

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.

April 27, 2015

Michele McCann
Business Administrator/Board Secretary

3. ADOPTION OF THE 2015-2016 BUDGET

Based on the recommendation of the Superintendent in consultation with the Business Administrator request a motion to adopt the budget for the 2015-2016 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 _____ 370

Expenditures:

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

Revenue:

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

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 03/14/2015 Board of Education meeting for the 2015-2016 School Year using the 2015-2016 state aid figures.

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2015-2016 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 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 04/16/2015.

4. CAFETERIA REPORT

The cafeteria financial report for the month of **March 2015**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,111.30 for the month and a year-to-date profit of \$2,937.01. Student participation was 15% in the Middle School and 27% in the Elementary School for the month of **March 2015**.

The cafeteria financial report for the month of **March 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,475.36 for the month and a year-to-date profit of \$8,493.73. Student participation was 14% in the Middle School and 28% in the Elementary School for the month of **March 2014**.

5. USE OF FACILITIES (Attachment #10)

- a. Motion to approve Soap Box Derby Weigh In** at Elementary School Parking Lot on June 4, 2015 from 5:30 p.m. to 8:00 p.m. **Advisor: Jamie Taylor**
- b. Motion to approve 8th Grade Parents** use of Middle School on April 28, 2015 from 6:30 p.m. until 8:00 p.m. All other meetings were previously approved at the December 8, 2014 meeting. **Advisor – Jennifer Markarian**

6. TRAVEL EXPENDITURE APPROVAL (Attachment #11)

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:

- Personnel matter
- Grievance status
- April 13, 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. April 13, 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