

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, DECEMBER 8, 2014

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, December 8, 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, Business Administrator

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff – Pres.

Alan Schwartz

D. EXECUTIVE SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to participate in training with New Jersey School Boards.

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. RECOGNITION AND PRESENTATION ITEMS

1. **Motion to approve** a resolution in honor of Linda Stecker upon her retirement. (Attachment #1)
2. **Motion to approve** a resolution in honor of Karen Yaskanin-Jones for her service as Board Member. (Attachment #2 – Will be available at Board meeting)
3. **Motion to acknowledge** High Bridge Elementary School Environmental Club for their recognition in the NJ Department of Environmental Protection poetry contest. (Attachment #3)
4. **Kim Terzuolo, HBTA and Jennifer Larsen, NJEA**, will present to the Board a proposal for participation in “Optical Academy” mobile vision services program.

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #4)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Sally Warner	11/17/14	Letter of Resignation
Susan Johnson	11/25/14	Request for payment of accumulated sick days
Jennifer A. Smith	11/29/14	Letter of Resignation
Alisa Grossman	12/04/14	Mrs. Stecker's replacement

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

November 10, 2014 Regular Meeting Minutes (Attachment #5)

J. REPORTS TO THE BOARD**1. Thoughts for Improvement/Follow Up Items:****2. Board President's Report**

- a. Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)
 - Budget Priorities
- b. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Preparing for February 3, 2015 Parent/Community meeting
 - Next meeting TBD
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met December 2, 2014 at 4:00 p.m.
 - Update on World Language Program
 - Discuss Elementary Reading and Writing program
 - 15-16 Scheduling
 - Next meeting TBD.
 - **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Met December 2nd at 6:30
 - Insurance issue update
 - Security reviewed quotes
 - Reviewed flooring
 - Financing for ESP
 - Substitute Service
 - Considerations for budget
 - Next meeting TBD

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff, Robert Imhoff
 - Met December 2, 2014 at 3:00 pm
 - Impact of ACA on Substitutes
 - Eighth Grade ELA position
 - Preliminary staffing for 15-16
 - Next meeting TBD

- **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
 - Met December 2, 2014 at 5:30 pm
 - Review Placement on Guide Policy #3411
 - Review Policy Alert 204
 - Review Grading System Policy #2624

ACTION ITEMS: (Attachment #7)

 - Based upon the recommendation of the Superintendent in consultation with the Policy committee request a Motion to abolish the following policy as it is no longer required
 - Policy 1522 – School Level Planning
 - Based upon the recommendation of the Superintendent in consultation with the Policy committee request a Motion to amend the following existing policies and/or regulations:
 - Regulation 2624 Grading System
 - Policy 3411 Placement on Guide Step
 - Policy 5305 Health Services Personnel
 - Policy 5306 Health Services to Nonpublic Schools
 - Regulation 5306 Health Services to Nonpublic Schools
 - Policy 5308 Student Health Records
 - Regulation 5308 Student Health Records
 - Policy 5310 Health Services
 - Regulation 5310 Health Services
 - Policy 5530 Substance Abuse
 - Regulation 5530 Substance Abuse
 - Policy 5600 Student Discipline/Code of Conduct
 - Policy 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods
 - Based upon the recommendation of the Superintendent in consultation with the Policy committee request a Motion to adopt the following new Policies and/or Regulations:
 - Policy 5339 Screening for Dyslexia
 - Policy 5756 Transgender Students

ROLL CALL

Karyn Gove
 Todd Honeycutt
 Stephen Johnson
 Alan Schwartz

Karen Yaskanin-Jones
 Kay Daughters-Musnuff - VP
 Robert Imhoff- President

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

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2014-2015 Enrollment (**Attachment #8**)
- 2) Staff Attendance Summary for December 2014 YTD (**Attachment #9**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of **June 2014** Legal Bill (**Attachment #10**)
- 5) Review of **October 2014** Legal Bills (**Attachment #11**)
- 6) Superintendent's update

4. School Business Administrator's Report

a. General Information Items

- 1) NJ Digest – **October 2014** (**Attachment #12**)
- 2) NJ Digest – **November 2014** (**Attachment #13**)
- 3) SNEARS Application Verification Summary Report
- 4) November SNEARS submission
- 5) ASSA submission and corresponding records
- 6) AUDSUM
- 7) Student account audit

b. Monthly Facility Maintenance Report

- 1) Fence work completed
- 2) Work horse repairs MS

c. Vandalism Report

No issues to report at this time.

d. Monthly Investment Interest – November 2014

Account	Peapack-Gladstone Bank
Agency	\$ 3.95
Capital Reserve	\$ 46.01
Current	\$ 136.64
Food Service	\$ 2.08
Maintenance	\$ 36.79
Payroll	\$ 1.99
Student Activity	\$ 1.24
Unemployment	\$ 1.66
FSA	\$.17
Total	\$ 230.53

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Via e-mail)****K. CURRICULUM & INSTRUCTION****1. Motion to approve** the following field trips and transportation:

- a) **4th Grade to Borough Hall and Library, High Bridge, NJ on March 3, 2015** to learn about local government and to visit High Bridge Public Library. This trip correlates to 4th grade social studies curriculum on local government and N.J. State core standards 6.1, 6.3. There are no costs involved with the trip as students will be walking.
- b) **Fourth Grade Environmental Club to High Bridge Commons Park**, on May 15, 2015 for community relations activity (weed, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 2.1, 2.2, 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
- c) **Fourth Grade Environmental Club to Raritan Headwaters, High Bridge, NJ (behind Gronsky's)**, on May 22, 2015 (rain date 5/28/15) for river monitoring activities with a trained South Branch Watershed Authority instructor. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no costs involved with the trip as students will be transported by their parents.
- d) **8th Grade to Voorhees High School, Glen Gardner, NJ** on January 7, 2015 for High School orientation program. Transportation will be provided by HCESC at a cost of \$110.00 and will be paid

- 2. **Motion to approve** Crime Scene Investigation program presented by Mayor and Mrs. Desire to be held on April 24, 2015 at High Bridge Middle School for 7th and 8th grade students as well as G/T students from North Hunterdon/Voorhees Consortium.

ROLL CALL

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff- President

L. PERSONNEL

The Superintendent recommends approval of the following actions:

- 1. **Motion to accept** the resignation of **Sally Warner** as Paraprofessional Aide, effective December 24, 2014.

- 2. **Motion to accept** the resignation of **Jennifer Smith** as Paraprofessional Aide, effective December 24, 2014.

ROLL CALL

Karyn Gove
 Todd Honeycutt
 Stephen Johnson
 Alan Schwartz

Karen Yaskanin-Jones
 Kay Daughters-Musnuff - VP
 Robert Imhoff- President

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 #14)

Approve invoices for Current Expense in the following amounts:

Check Register: November 6-30, 2014	\$ 90,760.85
Payroll 11/14/14	\$240,908.90
Payroll 11/26/14	<u>\$239,161.14</u>
Total	\$570,830.89

Approve invoices for Current Expense in the following amounts:

Check Register: December 1-4, 2014	\$232,032.64
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Approve invoices for **Cafeteria** Account in the amount of **\$10,894.94**

Date	Vendor	Amount	Description	Check No.
11/24/14	Maschio's Food Service, Inc.	\$10,837.69	Inv. IN0044333	1398
12/01/14	NJ Dept of Agriculture	\$ 11.25	Inv. 163870	1399
		<u>\$ 46.00</u>	Inv. 164369	
	Total	\$ 57.25	Inv.	
	Total	\$ 10,894.94		

2. FINANCIAL REPORTS (Attachment #15)

Report of the Board Secretary and Treasurer Report October 2014 Report and Board Secretary Report for November 2014

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of October 2014 and November 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.

Line Item Transfers for October and November 2014 (Attachment #16)

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 December 8, 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.

December 8, 2014

Michele McCann
Business Administrator/Board Secretary

3. CAPITAL RESERVE ACCOUNT

The High Bridge Board of Education approves the following withdrawal from capital reserve account:

WHERE AS The High Bridge Board of Education approves the use of CAPITAL RESERVE FUNDS in the total Amount of \$50,000 for use in the capital projects budget to cover the costs of security upgrade and replacement of floors; therefore

BE IT RESOLVED, By the High Bridge Board of Education, in the County of Hunterdon, New Jersey on December 8, 2014 the withdrawal from capital reserve account:

4. CAPITAL PROJECTS

- a. **BE IT RESOLVED** that the Board of Education approves the submittal of Project #2140-05-23-0000, Floor Replacement, to the New Jersey Department of Education as other capital projects as defined by N.J.A.C. 6A-26; that the five year Long Range Facility Plan be amended, as necessary, to incorporate this

project; and that the District understands at this time no State funding is available for this Level I Project.

- b. **BE IT RESOLVED** that the Board of Education approves the submittal of Project #2140-05-24-0000, ADA walkway, to the New Jersey Department of Education as other capital projects as defined by N.J.A.C. 6A-26; that the five year Long Range Facility Plan be amended, as necessary, to incorporate this project; and that the District understands at this time no State funding is available for this Level I Project.
- c. **BE IT RESOLVED** that the Board of Education approves the submittal of Project #2140-05-05C-0000, Security Upgrade, to the New Jersey Department of Education as other capital projects as defined by N.J.A.C. 6A-26; that the five year Long Range Facility Plan be amended, as necessary, to incorporate this project; and that the District understands at this time no State funding is available for this Level I Project.
- d. **BE IT RESOLVED** that the Board of Education approves the submittal of Project #2140-05-05D-0000, floor replacement, to the New Jersey Department of Education as other capital projects as defined by N.J.A.C. 6A-26; that the five year Long Range Facility Plan be amended, as necessary, to incorporate this project; and that the District understands at this time no State funding is available for this Level I Project.

5. USE OF FACILITIES (Attachment #17)

- a. **Motion to approve 8th Grade Parents** use of Middle School Classroom for 8th Grade activity committees once a month beginning December 16, 2014 through May 12, 2015 from 6:30 p.m. to 8:00 p.m.
Please see attached dates. **Advisor – Caryn Rinehart**
- b. **Motion to approve High Bridge Youth Basketball** use of Middle School Gym and Elementary School All Purpose Room on Saturday, December 20, 2014 from 8:15 a.m. until 4:30 p.m. and **Amend February 28 8:15 a.m. to 8:00** for Middle School and **8:15 a.m. to 5:00 p.m.** for Elementary School. If there is a snow day, use of Middle School **March 7, 2015 from 8:15 a.m. until 8:00 p.m. and** Elementary School **8:15 a.m. to 5:00 p.m.**
Advisor – Gary Mills
- c. **Motion to approve High Bridge Teachers' Association** use of Middle School Gymnasium on Wednesday, February 11, 2015 from 10:00 a.m. until 8:00 p.m. for Optical Academy, an HBTA sponsored community service vision program.
Advisor – Kim Terzuolo

6. CAFETERIA REPORT

The cafeteria financial report for the month of **October 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$434.94 for the month and a year-to-date loss of \$560.78. Student participation was 17% in the Middle School and 29% in the Elementary School for the month of **October 2014**.

Last year's report for **October 2013** indicated a profit of \$2,046.87 for the month and a year-to-date profit of \$3,781.07. Student participation was 17% in the Middle School and 32% in the Elementary School for the month of **October 2013**.

7. DISPOSAL OF PROPERTY (Attachment #18)

Motion to approve disposal of library books that need to be taken out of circulation.

8. DISPOSAL OF SURPLUS MATERIALS (Attachment #19)

Motion to auction or dispose of the attached list of items through the GovBids where applicable or via dumpster where items are not recyclable and no longer serviceable.

9. MRESC DRLAP BID

Whereas the Middlesex Regional Educational Services Commission (MRESC) is acting as the lead agency for the Alliance for Competitive Telecommunications (ACT), and

Whereas the MRESC operates the State approved Cooperative Pricing System #65MCESCCPS for the provision of services to its members; and

Whereas the MRESC has developed RFP specifications, for the New Jersey Digital Readiness Learning & Assessment Broadband Component, Wide Area Network & Internet Cooperative Purchasing Initiative (DRLAP) in accordance with E-Rate guidelines; and

Whereas the MRESC, used a competitive contracting format as approved by the Division of Local Government Services; and

Whereas the MRESC posted a 470 form listing all districts submitting a letter or intent to participate in DRLAP and those public school district members of the MRESC Cooperative Pricing System not submitting a letter of intent to participate, and

Whereas the MRESC advertised this bid in accordance with 18A:18A-21 and publicly opened and read the DRLAP bid on September 17, 2014;

Therefore be it resolved that the High Bridge Board of Education awards the DRLAP contract to Comcast.

10. **Motion to approve** a capped payment of \$15,000.00, to Susan Johnson, upon her retirement as Superintendent's/Middle School Principal's Secretary for unused sick time, as outlined in her 2014-2015 employment contract and in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.

11. 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

Karyn Gove
Todd Honeycutt
Stephen Johnson
Alan Schwartz

Karen Yaskanin-Jones
Kay Daughters-Musnuff - VP
Robert Imhoff- President

N. NEW BUSINESS

O. PUBLIC COMMENTS

P. EXECUTIVE/CLOSED SESSION

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

- November 10, 2014 Executive Meeting Minutes (**Attachment ES #1**)
- Negotiations

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.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

November 10, 2014 Executive Meeting Minutes

ROLL CALL

Karyn Gove
Todd Honeycutt
Stephen Johnson
Alan Schwartz

Karen Yaskanin-Jones
Kay Daughters-Musnuff - VP
Robert Imhoff- President

T. ADJOURNMENT