

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, JULY 14, 2014

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, July 14, 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

Alan Schwartz

Robert Imhoff – Pres.

Tom Wescoe

D. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeremy Silberman	6/5/14	Accelerated Math Program

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.

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

June 30, 2014 Regular Meeting Minutes (**Attachment #2**)

G. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- Review of NJSBA recommended Board tasks, as per checklist (**Attachment #3**)

- b. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson,** Karyn Gove, Robert Imhoff
 - Met July 8, 2014
 - Discussed Communication for 2014-2015
 - New district website
 - Set date for parent information sessions held in September & February
 - Discussed parent survey results regarding “zero period” for music Program
 - Discussed possible HS students mentoring middle students
 - Next meeting TBA
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson,** Todd Honeycutt, Robert Imhoff
 - Next meeting July 28, 2014 @ 4:00 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson,** Karen Yaskanin-Jones, Robert Imhoff
 - Next meeting July 22, 2014 @ 3:30
 - Audit will take place 7:00 am July 23, 2014
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff, Robert Imhoff
 - Meeting July 28, 2014
 - Discussed interview of guidance, media specialist and aides
 - **Policy – Karyn Gove, Chairperson,** Tom Wescoe, Robert Imhoff
 - Met July 8, 2014
 - Reviewed Policy Alert 202 with recommendation to approve the following:
 - **Motion to amend the following existing policies and/or regulations: (Attachment #4)**
 - Policy 0141 Board Member Number and Term
 - Policy 0143 Board Member Election and Appointment
 - Policy 3125 Employment of Teaching Staff Members
 - Policy 3230 Outside Activities (Teaching Staff)
 - Policy 3240 Professional Development for Teachers and School Leaders
 - Regulation 3240 Professional Development for Teachers and School Leaders
 - Policy 4125 Employment of Support Staff Members
 - Policy 4230 Outside Activities (Support Staff)
 - **Motion to adopt the following new policies:**
 - Policy 1581 Victim of Domestic or Sexual Violence Leave
 - Policy 6511 Direct Deposit

Roll Call:

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Alan Schwartz

Robert Imhoff – Pres.

Tom Wescoe

- **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) 2013-2014 NJSMART Submissions completed:
 - a) Staff and Student end-of-year snapshots
 - b) Course Roster submission
 - c) Student Course submission
- 2) 2014-2015 Projected Enrollment (**Attachment #5**)
- 3) Staff Attendance for June 2014 (**Attachment #6**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – **June 2014 (Attachment #7)**
- 2) Resubmit NCLB 2014-2015 with changes
- 3) Submit IDEA 2014-2015
- 4) Close out SY 2013-2014
- 5) Roll SY 2014-2015

b. Monthly Facility Maintenance Report

- 1) Energy Savings Plan
- 2) Air-conditioning in ES repairs completed
- 3) Electrician resolved open issues MS

c. Vandalism Report

No issues

d. Monthly Investment Interest – June 2014

Account	Peapack-Gladstone Bank
Agency	\$ 7.07
Capital Reserve	\$ 20.28
Current	\$ 80.02
Food Service	\$ 1.25
Maintenance	\$ 15.02
Payroll	\$ 4.00
Student Activity	\$ 1.54
Unemployment	\$ 2.13
FSA	\$.30
Total	\$ 131.61

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

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

H. CURRICULUM & INSTRUCTION

- 1. Motion to approve** an extended school year out of district placement for Student ID # 6392975006 at Montgomery School for the 2014-2015 school year program on a tuition basis for ESY:

ESY SERVICE	COST
Tuition:	\$6,301.00
Personal Aide for ESY:	\$3,100.00
Transportation to/from:	\$5,000.00
Bus Aide:	\$1,400.00
TOTAL	\$15,801.00

- 2. Motion to amend** an extended school year out of district placement for Student ID #2955918827 at Warren Developmental Learning Center to the 2014-2015 school year program on a tuition basis for ESY:

ESY SERVICE	COST
Tuition ESY:	\$13, 978.00
1:1 Instructional Aide ESY:	\$1,860.00
Transportation ESY:	\$1,705.00
Transportation ESY Aide stipend:	\$ 620.00
TOTAL	\$18,163.00

3. **Motion to approve** a school year out of district placement for Student ID #2955918827 at Warren Developmental Learning Center for the 2014-2015 school year program on a tuition basis.

SERVICE	COST
Tuition:	\$85,282.00
TOTAL	\$85,282.00

4. **Motion to approve** an out of district placement for Student ID # 6392975006 at Montgomery School for the 2014-2015 school year program on a tuition basis.

SERVICE	COST
Tuition:	\$56,709.00
TOTAL	\$56,709.00

5. **Motion to approve** submission of the English Language Services (ELS) three-year program plan for 2014-2017. (**Attachment #8**)

Roll Call:

Karyn Gove
 Todd Honeycutt
 Alan Schwartz
 Tom Wescoe

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

I. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** co-curricular advisors and coaches for the 2014-2015 school year as follows:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
Art Club (Fall)	Christopher Muller	5-8	10	291.10
Art Club (Spring)	Christopher Muller	4	10	291.10
Elementary School Chorus	Courtney Shiffman	4	10	291.10
Middle School Show Choir	Courtney Shiffman	5-8	30	873.30
HBES Memory Book	Christi Roling	PS-4	28	815.08
Substitute Caller	Emma Alparone	PS-8		2451.60
Athletic Director	Jerry Tolomeo	5-8		1043.00
Environmental Club (Fall)	Lynn Hughes Caryn Snyder	4		Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42

Environmental Club (Spring)	Lynn Hughes Caryn Snyder	4	Total compensation not to exceed 22 hours ÷ 2 advisors Total: 640.42	
Young Authors' Club	Lynn Hughes Nicole Locorotondo	4	Total compensation not to exceed 36 hours ÷ 2 advisors Total: 1047.96	
Student Leadership – Builder's Club	Katie Drude Renee Colangelo Kevin Jones	5-8	Total compensation not to exceed 3561.00	
MS Yearbook	Judy LaGreca Michele Gomez	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	5-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	5-8	30	873.30
Elem. School Band	Jeff Thompson	4	10	291.10
Morning Broadcast	Jeff Thompson Cathy Hoos	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20	
Homework Club	Paige McGaheran	5-8	20	582.20
Homework Assistance	Renee Colangelo	5-8	20	582.20

Activity	Staff Member(s)	Grade Level	Compensation	
Cross Country	Diane Alexanderson	5-8	1,517.00	
Girls' Basketball	Lisa Kerr	5-8	2,183.00	
Boys' Basketball	Carl Katzenberger	5-8	2,183.00	
Cheerleading	Emma Alparone	5-8	1,264.00	
Volleyball	Carl Katzenberger	5-8	1,264.00	

2. **Motion to approve** the employment of **Rachele Muglia** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
3. **Motion to approve** the employment of **Kim Lorenc** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
4. **Motion to approve** the employment of **Jill Glaz** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.

5. **Motion to approve** the employment of **Catherine Hazlett** as part-time paraprofessional special education aide from August 28, 2014 through June 30, 2015 for 4 hours per day at the hourly rate of \$10.00 for an annual salary of \$7,280.00.
6. **Motion to approve James McCloskey**, Seton Hall University Educational Leadership student to complete 50 hours of observation for his school administration internship with Gregory Hobaugh and Brian Bizzoco as cooperating school administrators.
7. Motion to approve **Kathleen Kalena** Seton Hall University Educational Leadership student, to complete 50 hours of observation for her school administration internship, with Gregory Hobaugh and Brian Bizzoco as cooperating school administrators.
8. **Motion to approve** teachers to attend summer IEP meetings on an as needed basis to be compensated at their hourly rate with a district cap of \$1000.00.
9. **Motion to approve Brian Bizzoco and Marisa Monaco** to attend **Handle With Care Restraint Training** to be held August 19, 20, & 21, 2014 at a cost of \$1,000.00. Completion of this training will enable them to become district restraint trainers.
10. **Motion to approve Lee Rozycki** to assist with transition from TieNet to IEP Direct for up to ten (10) days at the hourly rate of \$16.25 to be completed by September 30, 2014 and not to exceed \$1,300.00.

Roll Call:

Karyn Gove	Karen Yaskanin-Jones
Todd Honeycutt	Kay Daughters-Musnuff - VP
Alan Schwartz	Robert Imhoff – Pres.
Tom Wescoe	

J. 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 #9)

Approve invoices for Current Expense in the following amounts:

Check Register:	June 30, 2014	\$ 57,191.59
Payroll 6/30/14		<u>\$ 61,609.17</u>
	Total	\$118,800.76

Approve invoices for Current Expense in the following amounts:

Check Register: July 1 – 9, 2014 **\$107,525.55**

Approve invoices for **Cafeteria** Account in the amount of **\$4,314.03**

Date	Vendor	Amount	Description	Check No.
7/03/14	Maschio's Food Service, Inc.	\$ 4,289.38	Inv. IN0043610	1392
7/03/14	NJ Dept of Agriculture	\$ 24.65	Inv. 160651	1393
Total		\$ 4,314.03		

2. FINANCIAL REPORTS (Attachment #10)

Report of the Board Secretary and Treasurer Report and Board Secretary Report For May 2014 and June 2014.

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of April 2014 and May 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, 2014– (Attachment #11)

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

Notation of the issue in the fund 40 account has been documented with the Board of Education, and the county in regards to the status.

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of May 20, 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.

July 14, 2014

Michele McCann
Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **June 2014**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$829.42 for the month and a year-to-date profit of \$9,976.68. Student participation was 18% in the Middle School and 28% in the Elementary School for the month of **June 2014**.

Last year’s report for **June 2013** indicated 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**.

4. USE OF FACILITIES (Attachment #12)

- a. Motion to approve Cub Scout Pack 149** use of Elementary School Gym (All Purpose Room) the 3rd Monday of each month beginning September 2014 through June 2015 from 6:30 p.m. to 9:00. **Advisor – Yvonne Stuck**
- b. Motion to approve Hunterdon Huskie Cheerleaders** use of Elementary School Gym (All Purpose Room) Monday through Thursday beginning September 1st, 2014 through November 1st, 2014 from 6:30 p.m. to 8:30 p.m. **Advisor – Aimee Markey**
- c. Motion to approve Canine Companion for Independence** use of Elementary School hallways and elevators beginning September 2014 through June 2015 from 4:30 p.m. to 5:30 p.m. Please see attached dates. **Advisor – Christi Roling**

5. BEFORE & AFTER CARE PROGRAMS

Motion to approve Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2014-2015 school year in accordance with the Use and Occupancy Agreement as presented. (**Attachment #13**)

6. Approval of the following grants submitted for the 2014-2015 School Year:

Grant	Type	Account	Amount	Date
IDEA	BASIC	200-300	\$92,822.	7/3/2014
Total			\$92,822.	
IDEA	PRESCHOOL	100-600	\$ 800.	7/3/14
IDEA	PRESCHOOL	200-300	\$3,093.	7/3/14
Total			\$3,893.	

7. Approval of the following grants submitted for reimbursement the 2013-2014 School Year:

Grant	Type	Account	Amount	Date
NCLB	IA	100-300	10,475	6/6/2014
NCLB	IIA	200-300	3,857	06/11/14
Total			14,332	
NCLB	IIA	200-300	2,174	06/11/14
Total			2,174	
IDEA	Basic	200-300	52,952	6/6/2014
IDEA	Preschool	100-600	1,000	6/8/2014
IDEA	Preschool	200-300	2,868	6/8/2014
Total			56,820	

8. Approval of the following grants resubmitted submitted for the 2014-2015 School Year:

Grant	Type	Account	Amount	Date
NCLB	IA	100-600	\$22,736	6/6/2014
NCLB	IA	200-600	\$ 230	6/6/2014
Total			\$22,966	
NCLB	IIA	200-300	\$9,816	06/11/14
NCLB	IIA	200-300	\$1,091	06/11/14
Total			\$10,907	

Roll Call

Karyn Gove
 Todd Honeycutt
 Alan Schwartz
 Tom Wescoe

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

K. TRAVEL EXPENDITURE APPROVAL (Attachment #14)

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.

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:

- June 30, 2014 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

June 30, 2014 Executive Meeting Minutes

Roll Call:

Karyn Gove

Todd Honeycutt

Alan Schwartz

Tom Wescoe

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

R. ADJOURNMENT