

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MEETING AGENDA

**MONDAY, MARCH 16, 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, March 16, 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

Karyn Gove

Alan Schwartz

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff – Pres.

### **D. EXECUTIVE/CLOSED SESSION**

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

- NJSBA Certified Board training re: fact finding

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. BOARD CANDIDATE INTERVIEWS**

The Board will interview potential candidates for vacant seat.

### **G. EXECUTIVE/CLOSED SESSION**

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

- Board Candidate Deliberations

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.

**H. RECONVENE PUBLIC SESSION**

- I. Motion to appoint \_\_\_\_\_** as Board Member effective immediately through November 2015, at which time they would have the option to run for election for the two-year unexpired term.

**J. OATH OF OFFICE**

- a. Business Administrator** administers the oath of office to newly appointed Board Member

**K. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Caryn Snyder	3/11/15	Request for LOA
Erin Delgado	3/2/15	Board Open Seat
Michael Estrada	3/6/15	Board Open Seat

**L. PUBLIC COMMENTS**

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

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

February 16, 2015 Regular Meeting Minutes (**Attachment #2**)

**N. REPORTS TO THE BOARD****1. Follow Up Items:****2. Board President's Report**

- a. 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**
    - Next meeting TBD
  - **Curriculum and Instruction – Todd Honeycutt, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
    - Met February 24, 2015
    - 2014-2015 School Calendar Adjustment
    - 2015-2016 Calendar
    - Length of School Day
    - World Language
    - Next meeting March 31, 2015 at 4:30 p.m.
  - **Finance/Facilities – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff**
    - Met March 9, 2015 at 5:30 p.m.

- Reviewed the budget revenue
  - Reviewed the budget appropriations
  - Reviewed enrollment adjustment
  - What is included and the assumptions
  - Reviewed the ESP
  - Reviewed contract Comcast
  - Administration hours open issue
  - Hours for delayed opening – 2 hours vs. 90 minutes
  - Next meeting TBD
- **Personnel and Management – Kay Daughters-Musnuff, Chairperson,**  
Karyn Gove, Robert Imhoff
    - Met February 24, 2015
    - Number of 4<sup>th</sup> grade sections for 2015-2016
    - Reviewed tentative staffing plan
    - Next meeting March 31, 2015 at 3:30 p.m.
  - **Policy – Karyn Gove, Chairperson,** Stephen Johnson, Robert Imhoff
    - Policy and Regulation #7510 Use of Facilities
    - Policy Alert #205 - A meeting date needs to be set to review.
    - **Motion to amend** the following existing policies and/or regulations:  
**(Attachment #P7510 & R7510)**
      - Regulation 7510 Use of Facilities
      - Policy 7510 Use of Facilities
  - **Negotiations – Alan Schwartz, Chairperson,** Stephen Johnson, Robert Imhoff
    - Proceed to fact finding

### 3. Superintendent's Report

#### a. INFORMATION ITEMS:

- 1) Staff Attendance for February 2015 (**Attachment #4**)
- 2) 2014-2015 Enrollment (**Attachment #5**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of January 2015 Legal Bills (**Attachment #6**)
- 5) PARCC Update
- 6) Middle School Drama Club performance dates
- 7) Superintendent Update

### 4. School Business Administrator's Report

#### a. General Information Items

- 1) NJ School Digest – **January 2015 (Attachment #7)**
- 2) NJ School Digest – **February 2015 (Attachment #8)**
- 3) February SNEARS completed
- 4) February Direct certification
- 5) 2014 Occupational Injury and Illness Report completed for Department of Wage and Labor

**b. Monthly Facility Maintenance Report**

- 1) Snow removal at both schools
- 2) Boiler leak at MS corrected
- 3) Reviewing Boiler at MS project
- 4) Clean up for County Waste Disposal Day in progress

**c. Vandalism Report**

There was no vandalism since our last meeting.

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

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 5.53
Capital Reserve	\$ 39.08
Current	\$122.11
Food Service	\$ 2.28
Maintenance	\$ 34.34
Payroll	\$ 2.00
Student Activity	\$ 1.48
Unemployment	\$ .91
FSA	\$ .11
<b>Total</b>	<b>\$207.84</b>

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

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

**O. PERSONNEL**

1. **Motion to approve** the following substitutes for the remainder of the 2014-2015 school year:
  - a. Rosemarie Royer
  - b. John Bohnel
  - c. Daniel Lynch
  - d. Kati Morello – (sub nurse)
  - e. Ildiko Meijer
2. **Motion to amend** the employment of **Tracy Denkovic** to full-time elementary school paraprofessional aide effective 03/16/15 at a yearly prorated salary of \$12,740.
3. **Motion to approve Lisa Kerr** as interscholastic girls’ softball assistant for the 2015 season on a voluntary basis.
4. **Motion to approve Maria Bobikova**, Raritan Valley Community College nursing student to complete 1 day observation, with Lynn Gresko serving as the cooperating school nurse.

5. **Motion to approve Kelly Grube** as co-curricular advisor for the Middle School Literary Magazine to be compensated for up to 20 hours at the co-curricular rate of \$29.11 for a total not to exceed \$582.20.
6. **Motion to approve** the request for disability leave of absence for **Caryn Snyder** from approximately May 8, 2015 through June 15, 2015 utilizing accumulated paid illness days with the remainder as unpaid and a family leave from September 1, 2015 through November 20, 2015 utilizing twelve weeks of unpaid leave through Family Medical Leave Act (FMLA), during which time her medical benefits will remain in full effect.
7. **Motion to approve** the course reimbursement for the 2014-2015 school year for tuition paid by the following employee: (**Attachment #9**)
  - a. **Matthew Garfein**
    - Course: Financial Management and Purchasing - #BG-1107-SP15-5
    - College/University: Rutgers / The NJ Educational Facility Management Program
    - Semester: Spring 2015
    - Credits: 15 hours
    - Tuition: \$479.00

**Roll Call:**

Karyn Gove

Alan Schwartz

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff – Pres

**P. CURRICULUM & INSTRUCTION**

1. **Motion to approve** the following class trips and transportation:
  - a. **Sixth Grade to the State Theatre, New Brunswick, NJ** on Monday, April 13, 2015 to see Mayhem Poets perform. This trip correlates with language arts curriculum, Character Ed., Music and Theatre. Transportation will be provided by ESC at a cost of \$230.00 for one bus. Cost per student of \$14.50 is to cover admission and transportation and will be borne by parents/guardians.
  - b. **First Grade to the Philadelphia Zoo, Philadelphia, PA** on Friday, May 15, 2015. This trips correlates with Animal Science Unit. Transportation will be provided by ESC at a cost of \$450.00 for one bus. Cost per student is \$23.00 and includes transportation and admission fee and will be borne by parents/guardians.
  - c. **Third Grade to Waterloo Village, Stanhope, NJ** on Thursday, April 2, 2015. This trip correlates with unit on Native Americans – Lenape Indians. Transportation will be provided by ESC at a cost of \$605.00 for two busses. Cost per student is \$22.25 and includes transportation and admission fee and will be borne by parents/guardians.

2. **Motion to amend** the 2014-2015 School Calendar, making Wednesday, April 8, 2015, Thursday, April 9, 2015 and Friday, April 10, 2015 instructional days, thereby recouping days for which school was closed for inclement weather.
3. **Motion to approve** the 2015-2016 School Calendar as presented. (**Attachment #10**)
4. **Motion to approve** a change in the length of School Day for 2015-2016
  - a. Motion to approve adding six minutes to Middle School day, making the hours 8:28 – 3:15. This allows for 38 minute periods and 20 minutes for study skills.
  - b. Motion to approve adding ten minutes to Elementary School day making the hours 8:30 – 3:10.

**Roll Call:**

Karyn Gove	Alan Schwartz
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff – Pres

**Q. 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 #11)**

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

Check Register: February 7 – 28, 2015	\$506,726.63
Payroll 2/13/15	\$238,476.26
Payroll 2/27/15	<u>\$243,358.51</u>
<b>Total</b>	<b>\$988,561.40</b>

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

Check Register: March 1 – 13, 2015	\$185,111.41
Payroll 3/13/15	<u>\$243,643.30</u>
<b>Total</b>	<b>\$482,754.71</b>

**Approve** invoices for **Cafeteria** Account in the amount of **\$16,362.27**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
3/12/15	Maschio’s Food Service, Inc.	\$ 8,571.23	Inv. IN0046486	1404
		<u>\$ 7,679.54</u>	Inv. IN0046777	
	<b>Total</b>	<b>\$16,250.77</b>		
3/12/15	NJ Dept of Agriculture	\$ 7.50	Inv. 166037	1405
		\$ 52.00	Inv. 166461	
		\$ 5.00	Inv. 166037	
		<u>\$ 50.00</u>	Inv. 167564	
	<b>Total</b>	<b>\$ 114.50</b>		
	<b>Total</b>	<b>\$16,365.27</b>		

## 2. FINANCIAL REPORTS

### **Report of the Board Secretary and Treasurer's Report for January 2015 and Report of the Board Secretary for February 2015.**

**(Attachment #12)**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of January 2015 and February 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 February 28, 2015 (Attachment #13)**

**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.

March 16, 2015

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

Business Administrator/Board Secretary

## 3. CAFETERIA REPORT

The cafeteria financial report for the month of **January 2015**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$214.63 for the month and a year-to-date profit of \$733.75. Student participation was 14% in the Middle School and 30% in the Elementary School for the month of **January 2015**.

The cafeteria financial report for the month of **January 2014**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,430.45 for the month and a year-to-date profit of \$6,876.05. Student participation was 16% in the Middle School and 31% in the Elementary School for the month of **January 2014**.

The cafeteria financial report for the month of **February 2015**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$1,091.96 for the month and a year-to-date profit of \$1,825.71. Student participation was 14% in the Middle School and 30% in the Elementary School for the month of **February 2015**.

The cafeteria financial report for the month of **February 2014**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$142.32 for the month and a year-to-date profit of \$7,018.00. Student participation was 15% in the Middle School and 29% in the Elementary School for the month of **February 2014**.

**4. 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	\$ 7,386,058.
Special Revenue	\$ 122,721.
Repayment of Debt	\$ 516,878.
Total Expenditures:	\$ 8,025,657.

**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	\$ 5,452,681.
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	\$ 8,025,657.

**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 \$5,452,681 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

5. **Motion to approve** a change in delayed opening hours from 90 minutes to 2 hours beginning with the 2015-2016 school year.
6. **Motion to approve** that the Board of Education approves the attached 48 month lease with Ricoh USA as per state contract 82709 for 4 MP6002SP at \$260.46 a month and 2 MP3353SP at \$151.94 a month.
7. **Motion to approve the** purchase of Ethernet services from Comcast for a period of 36 months at a monthly recurring charge of \$1,772.58 under the MRESC RFP 14/15-26 agreement.
8. **Motion to approve the** Energy Conservation Management's (ECM's) for the High Bridge Elementary School and Middle School, reviewed and produced in the IGA by DLB Associates in April 2014. The elementary school ECM's are for a Boiler, demand ventilation control, lighting controls and outdoor Lighting. The High Bridge Middle School ECM's are for outdoor lighting, lighting controls, hot water heater and unit ventilator controls.
9. **USE OF FACILITIES (Attachment #14)**
  - a. **Motion to approve** change in date of MS 113 usage for Girl Scout Troop # 80847 from April 17, 2015 to April 24,2015. **Advisor – Michele Corely**
  - b. **Motion to approve** High Bridge Police Department to use Elementary School for Police Training on April 18, 2015 from 3:00 p.m. to 6:00 p.m.  
**Advisor – Brian Shipps**
  - c. **Motion to approve** High Bridge Police Department to use Middle School (entire building) for Police Training on June 13, 2015 from 3:00 p.m. to 6:00 p.m.  
**Advisor – Brian Shipps**
11. **DISPOSAL OF SURPLUS MATERIALS (Attachment #15)**

Motion to auction or dispose of the attached list of items through the Govbids.com where applicable or Hunterdon County Hazardous Waste Disposal or via dumpster where items are not recyclable and no longer serviceable.
12. **TRAVEL EXPENDITURE APPROVAL (Attachment #16)**

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  
Kay Daughters-Musnuff - VP  
Robert Imhoff – Pres

**R. NEW BUSINESS**

**S. PUBLIC COMMENTS**

**T. EXECUTIVE/CLOSED SESSION**

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

- February 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.

**U. RECONVENE PUBLIC SESSION**

**V. ACTION ITEMS**

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

1. February 16, 2015 Executive Meeting Minutes

**Roll Call:**

Karyn Gove  
Todd Honeycutt  
Stephen Johnson

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

**X. ADJOURNMENT**