

HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING AGENDA

THURSDAY, MAY 7, 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 Thursday, May 7, 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. RECOGNITION ITEMS

1. **Motion to approve** a resolution in honor of Regina Vuocolo upon her retirement. (Attachment #1)

E. ANNUAL SCHOOL ORGANIZATION:

1. PARLIAMENTARY PROCEDURE

Resolved that the Board of Education accept **Roberts’ Rules of Order** (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

2. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of **“Doctrine of Necessity”** (when the number of Board members prohibited from voting results in lack of a quorum).

3. APPOINTMENT OF BOARD OFFICIALS

Resolved that the Board of Education approves the following appointments/reappointments for the 2015-2016 school year:

Board Secretary	Julie Mumaw
Treasurer of School Monies	Patti Fischer
Affirmative Action Officer	Brian Bizzoco
Chief Equity Officer	Brian Bizzoco
Gender Equity Officer	Brian Bizzoco
504 Committee Coordinator	Brian Bizzoco
Home Liaison	Katherine Drude
Liaison to DYFS	Katherine Drude
Title IX Coordinator	Gregory Hobaugh
Basic Skills Contact Person	Gregory Hobaugh
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Julie Mumaw
Right to Know Officer	Julie Mumaw
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Julie Mumaw
Safety Committee Coordinator	Matthew Garfein
Toxic Hazard Preparedness Officer	Matthew Garfein
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Rue Insurance
FSA Provider	Wageworks
Ancillary Insurance Agency of Record	The Tarpey Group
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Matthew Garfein
Purchasing Agent	Julie Mumaw
Air Quality Designee	Matthew Garfein
Safety & Health Designee	Julie Mumaw
Custodian of Records (OPRA)	Julie Mumaw
Chemical Hygiene Officer	Matthew Garfein
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Drude
Anti-bullying Coordinator	Gregory Hobaugh

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

a. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

b. NEWSPAPERS AND LEGAL ADVERTISEMENTS

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint Julie Mumaw, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

d. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2015-2016, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Interim Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Schenck, Price, Smith & King, LLP
School Auditor	Ardito & Co.
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Settembrino Architects, LLC

Audiological Evaluations:	<ol style="list-style-type: none"> 1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	<ol style="list-style-type: none"> 1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> 1. Mountainside Children's Specialized Hospital 2. Advancing Opportunities (formerly CP Agency of NJ), Ewing, NJ 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ 4. ESC Hunterdon County 5. Warren County Special Services
CST Services: Educational Evaluation Psychological Evaluation Speech/Language Eval	<ol style="list-style-type: none"> 1. Child Development Center, Goryeb Children's Hospital at Morristown Memorial Hospital, Morristown, NJ 2. Morristown Memorial
Functional Behavioral Assessments	<ol style="list-style-type: none"> 1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	<ol style="list-style-type: none"> 1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. Morristown Memorial
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> 1. Janice Prontnicki, MD, Children's Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Morristown Memorial
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck
Speech/Language Therapy	Invo HealthCare Associates, Inc., Jamison, PA Sharon Mathis (Compensatory Services)
Deaf/Hearing Impaired	<ol style="list-style-type: none"> 1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Restraint Training	Handle With Care
Bilingual Consultant	<ol style="list-style-type: none"> 1. Cross County Clinical & Educational Services 2. Bilingual Child Study Team , Inc.
Special Education Consultations/Evaluations	<ol style="list-style-type: none"> 1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services 8. Commission of the Blind

Private Schools – Out-of-District Placements	Any State approved school
Psychiatric Evaluations	1. Dr. Hong Chen, Psychiatric Associates of Hunterdon, Flemington, NJ 2. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ and Randolph, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Hunterdon Educational Services Commission Warren County Educational Services Commission Middlesex Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services
Building/grounds support	Borough of High Bridge
Boiler Services	Hobbie Heat & Power, Inc
HVAC	Stryker Heating and Cooling Vail Energy Hobbie Heat & Power, Inc. Core Mechanical
Electrical	MB Electrical
Continuing Disclosure Agent	Phoenix Advisors
Substitute Service	Source 4 Teachers
Pest Management Service	Ehrlich
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.

e. BUDGET TRANSFERS

RESOLVED that the Board authorize the Superintendent of Schools and the Business Administrator to make budget transfers to be ratified at the next Board of Education meeting.

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

Item numbers 5 to 14 will be moved in one roll call.

5. ADOPTION OF K-8 CURRICULUM (Attachment #2)

RESOLVED, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2015-2016 (Attachment #3)

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2015-2016 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

7. TEXTBOOKS (Attachment #4)

RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

8. PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

- Business Administrator \$150.00
- Elementary School Principal \$150.00
- No single petty cash expenditure may exceed \$30.00.

9. 2015-2016 TUITION RATES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

Regular Education:

- Inclusionary Preschool: \$13,410
- Kindergarten \$13,410
- Grades 1-5 \$16,242
- Grades 6-8 \$19,732

Special Education:

- Multiple Disability \$27,592
- Behavioral Disability \$18,819

10. 403b RETIREMENT PLANS

Resolved, that the Board of Education approve the following employee paid tax sheltered annuity plans:

- a. AXA Equitable**
- b. Lincoln National**

11. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$36,000 if it employs a qualifying purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education pursuant to the statutes cited above hereby appoints Julie Mumaw, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge Board of Education, and;

BE IT FURTHER RESOLVED, that Julie Mumaw, Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of the High Bridge Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Julie Mumaw, Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Julie Mumaw, Business Administrator/Board Secretary is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$36,000 without soliciting competitive bids.

12. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2015-2016 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Julie Mumaw, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

13. MOTION TO APPROVE RESOLUTION FOR TRANSPORTATION FOR THE 2015-2016 FOR HCESC, WARREN & MRESC TO TRANSPORT TO BID (ATTACHMENT #5)

14. TRAVEL LIMITATIONS

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 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).

Roll Call:

Michael Estrada
Karyn Gove
Todd Honeycutt
Stephen Johnson

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

Item numbers 15 to 23 will be moved in one roll call.

15. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer or Superintendent's Executive Secretary (1)
Food Service	President, Board Secretary, Treasurer, or Superintendent's Executive Secretary (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Superintendent's Executive Secretary or Supervisor of Curriculum & Technology (3)

16. BANK DEPOSITORY

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and
 countersigned by the Board Secretary and
 countersigned by the Treasurer of School Funds

17. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

18. CHART OF ACCOUNTS

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2015-2016 School Year.

19. TAX PAYMENT SCHEDULE

Be it resolved that the High Bridge Board of Education approves the following

Schedule of Borough Tax Payments for the 2015-2016 school year:

- August 1, 2015**
- November 1, 2015**
- February 1, 2016**
- May 1, 2016**

20. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCESC

Be it Resolved that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Education Services Commission and Middlesex Regional County Education Services Commission. (**Attachment #6**)

21. PUPIL RECORDS

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

22. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2015-2016 school year.

- a. Integrated Pest Management (IPM) ES
- b. Integrated Pest Management (IPM) MS
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Indoor Air Quality
- f. School Safety and Security Plan

23. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2015-2016 SCHOOL YEAR

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2015-2016 school year as follows:

- Substitute Aide - \$80.00 day**
- Substitute Teacher - \$80.00 day**
- Substitute Nurse - \$105.00 day**
- Substitute Administrator - \$115.00 day**

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

Conclusion of Annual Organization. On to regular business.

F. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

G. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

April 27, 2015 Regular Meeting Minutes (**Attachment #16-M1**)

I. 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**
 - Next meeting May 13, 2015 at 6:30pm
- **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 #16-S1**)
- 2) Staff Attendance for April 2015 (**Attachment #16-S2**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Art Show and Spring Concert – MS 5/14/15; ES 5/20/15
- 5) Graduation – June 12th at 7:00 p.m.
- 6) Superintendent Update

4. School Business Administrator’s Report

a. General Information Items

- 1) Start the extraordinary application
- 2) April SNEARS submit to Maschio’s
- 3) Purchasing manual
- 4) Annual update of contract renewal notices
- 5) IPM manual update

b. Monthly Facility Maintenance Report

- 1) Obtaining quotes for remaining projects for 14-15
- 2) Set up Summer schedule
- 3) Thomas Street bridge closure 7/4/15 – 9/1/15

c. Vandalism Report

There was vandalism at the Elementary School Playground.

d. Monthly Investment Interest – April 2015

Account	Peapack-Gladstone Bank
Agency	\$ 3.19
Capital Reserve	\$ 41.88
Current	\$ 51.56
Food Service	\$ 2.34
Maintenance	\$ 36.80
Payroll	\$ 1.81
Student Activity	\$ 2.30
Unemployment	\$.90
FSA	\$.14
Total	\$ 140.92

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

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

J. CURRICULUM & INSTRUCTION

1. **Motion to acknowledge** the list of eighth grade students eligible for promotion to ninth grade. (**Attachment #16-CI1**)
2. **Motion to approve** a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Tuesdays and Thursdays from July 28, 2015 through August 20, 2015, to be held in the Middle School. Fee for this program will be \$64.00 for 4 30 minute lessons, or \$16.00 per single 30 minute lesson.
3. **Motion to approve** the following trips and transportation:
 - a) **7th grade to Washington Crossing State Park, Titusville, NJ on June 2, 2015.** Transportation to be provided by Hunterdon County ESC at a cost of \$275.00 for one bus. Cost per student of \$10.00 will be borne by parents/guardians.
4. **Motion to authorize** the Superintendent to institute a **Summer Reading Program** for students entering Grade 3 through Grade 8 for the 2015-2016 school year.
8. **Motion to approve** a school year out of district placement for Student ID #6392975006 at Montgomery Academy as of 05/6/2015- until last day of school year with the following associated costs:

SERVICE	COST
Tuition for 35 days	\$5,425
Waiting on transportation cost	
TOTAL	\$

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

K. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve Julie Mumaw** as Interim Board Secretary/School Business Administrator from May 11, 2015 through June 30, 2015 at a per diem rate of \$285.00 pending approval by the Executive County Superintendent.
2. **Motion to approve Julie Mumaw** as Interim Board Secretary/School Business Administrator from July 1, 2015 through August 31, 2015 at a per diem rate of \$285.00 pending approval by the Executive County Superintendent.

3. **Motion to reappoint** seven (7) non-tenured certificated staff members for the 2015-2016 school year (**Attachment #16-P1**)
4. **Motion to reappoint** one (1) tenured certificated staff members with a reduction of full-time equivalency for the 2015-2016 school year. (**Attachment #16-P2**)
5. **Motion to reappoint** forty-two (42) tenured certificated staff members for the 2015-2016 school year (**Attachment #16-P3**)
6. **Motion to reappoint** twenty-four (24) paraprofessional aides for the 2015-2016 school year. (**Attachment #16-P4**)
7. **Motion to appoint** two (2) paraprofessional aides, with a reduction in FTE status for the 2015-2016 school year. (**Attachment #16-P5**)
8. **Motion to appoint** two (2) paraprofessional aides, with an increase in FTE status for the 2015-2016 school year. (**Attachment #16-P6**)
9. **Motion to appoint** six (6) custodial staff, for the 2015-2016 school year. (**Attachment #16-P7**)
10. **Motion to reappoint** two (2) Support Staff association members for the 2015-2016 school year. (**Attachment #16-P8**)
11. **Motion to reappoint** three (3) Support Staff non-association members for the 2015-2016 school year. (**Attachment #16-P9**)
12. **Motion to reappoint** four (4) Administrative Staff Members for the 2015-2016 school year. (**Attachment #16-P10**)
13. **Motion to approve Jeff Thompson** as director of the Summer Instrumental Music Program to be compensated at the negotiated rate of \$29.11/hour for instruction with hours to be determined by the number of students in the program.
14. **Motion to approve** the following summer custodians, not to exceed 24 hours per week:

Name	Hourly Rate	Dates of Employment	Criminal History Status
Albert Schwartz	\$11.00	6/1/15 – 8/28/15	Completed
Julie Strohmaier	\$10.00	6/1/15 – 8/28/15	Completed
Walter James Cahill	\$10.00	6/17/15 – 8/28/15	Pending Results
Matthew Krisanits	\$10.00	6/17/15 – 8/28/15	Pending Results

15. **Motion to approve Jemma Schraeder**, College of Saint Elizabeth Education student, to complete student teaching at High Bridge Middle School from September 3, 2015 through December 11, 2015 with Lucille Arnold as the cooperating teacher.

- 16. **Motion to approve** the employment of **Sarah Burke** from short term 1:1 aide paraprofessional aide placed at Montgomery Academy, from May 7, 2015 through June 19, 2015 at an annual salary of \$17,640, prorated.
- 17. **Motion to approve** a stipend for **Sarah Burke** to work as a transportation aide 3 hours a day for up to 34 educational days at \$10.00/hour from High Bridge to Montgomery Academy.
- 18. **Motion to approve Tara Skalaski** as substitute teacher/aide for the remainder of the 2014-2015 school year, pending criminal history completion.
- 19. **Motion to approve** Lebanon Township School District for transportation for Choice on regular route LT12 at \$865 per a child.

Roll Call:

Michael Estrada
 Karyn Gove
 Todd Honeycutt
 Stephen Johnson

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

L. 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 #16-F1)

Approve invoices for Current Expense in the following amounts:

Check Register:	April 24 – 30, 2015	\$ 2,009.71
Payroll 4/30/15		<u>\$239,441.31</u>
	Total	\$241,451.02

Approve invoices for Current Expense in the following amounts:

Check Register:	May 1 – 6, 2015	\$ 38,986.08
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2. FINANCIAL REPORTS (Attachment #16-F2)

Report of the Board Secretary and Treasurer Report for March 2015 and Board Secretary Report for April 2015.

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of March and April 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 April 30, 2015– (Attachment #16-F3)

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 7, 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.

May 7, 2015

Michele McCann
Business Administrator/Board Secretary

**3. HCESC Coordinated Transportation for 2015-2016
RESOLUTION FOR PARTICIPATION IN COORDINATED
TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC’s Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

- I. The HCESC will provide the following services:
 - a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;

- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by HCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. provide transportation as requested on the formal written request; and

It is further agreed that the High Bridge Board of Education will provide the HCESC with the following;

- a. requests for special transportation on approved forms to be provided by the HCESC, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personal; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid – day runs or early dismissals will be borne by the district. All such costs must first be approved by the High Bridge Board of Education.
- III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2015 and June 30, 2016.
- IV. Entire Agreement – this agreement and constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- V. It is understood and agreed by all parties hereto that the Board of Directors of the HCESC is not responsible for its transportation contractor’s failure to provide the services agreed upon herein. It will make every reasonable effort to provide alternative services should such a failure occur.

4. WCSSSD Coordinated Transportation for 2015-2016 RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION (backup)

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 4 % for member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the WCSSSD's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

- I. The WCSSSD will provide the following services:
- c. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - d. monthly billing and invoices;
 - c. computer print-outs of student lists for all routes coordinated by WCSSSD;
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. constant review and revision of routes;
 - f. provide transportation as requested on the formal written request; and

It is further agreed that the High Bridge Board of Education will provide the WCSSSD with the following;

- a. requests for special transportation on approved forms to be provided by the WCSSSD, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personal; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid – day runs or early dismissals will be borne by the district. All such costs must first be approved by the High Bridge Board of Education.
- III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2015 and June 30, 2016.
- VI. Entire Agreement – this agreement and constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- VII. It is understood and agreed by all parties hereto that the Board of Directors of the is not responsible for its transportation contractor's failure to provide the services agreed upon herein. It will make every reasonable effort to provide alternative services should such a failure occur.

- 5. Motion to approve** the professional services agreement with Associated Water Conditioners, Inc. for water treatment services for the elementary and middle schools at a rate of \$2,678.00 for the period covering October 1, 2015 – March 31, 2016. This is the same price charged for the 2014-2015 heating season.

6. DISPOSAL OF SURPLUS MATERIALS (Attachment #16-F4)

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.

7. Motion to accept the donation of Leckey Everyday active chair for the MD room, serial number LEC/067390 by Ms. Washuta.

8. Motion to approve the shared services agreement with Delaware Valley regional High School District Board of Education for services rendered for network setup and management of the IT interface for the elementary and middle schools for the 2015-2016 School year.

9. TRAVEL EXPENDITURE APPROVAL (Attachment #16-F5)

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.

M. NEW BUSINESS**N. PUBLIC COMMENTS****O. EXECUTIVE/CLOSED SESSION**

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

- April 27, 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.

P. RECONVENE PUBLIC SESSION**Q. ACTION ITEMS****R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

April 27, 2015 Executive Meeting Minutes

Roll Call:

Michael Estrada

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Kay Daughters-Musnuff - VP

Robert Imhoff – Pres.

S. ADJOURNMENT