

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

MONDAY, OCTOBER 13, 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, October 13, 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. RECOGNITION AND PRESENTATION ITEMS

1. Motion to acknowledge the following students for being published in the 2014 edition of the Young American Poetry Digest. (Attachment #1)

Meg Conroy	Ryan Tipping
Sophia Desire	Devon Valenta
Megan Johnson	

2. Acknowledgement of recognition of Lynn Hughes and Jerry Tolomeo by Hunterdon County Board of Chosen Freeholders for their participation in the Hunterdon Tricentennial Celebration.

3. NJASK SCORES PRESENTATION

Dr. Hobaugh will present on results of NJASK scores for the 2013-2014 school year.

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Morrison – Exxon Mobil	9/9/13	STEM Grant/Partnership

F. PUBLIC COMMENTS

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

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

September 3, 2014 Regular Meeting Minutes (Attachment #3)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President’s Report

- a. Motion to approve Board/District goals for the 2014-2015 school year as presented (Attachment #4)

Roll Call:

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff- President

Alan Schwartz

- b. A Consolidation meeting hosted by Lebanon Twp. School District will be held October 22, 2014.
- c. Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)
- d. Board Committees and Chairperson
 - **Community Relations – Todd Honeycutt, Chairperson, Karyn Gove, Robert Imhoff**
 - Met Tuesday, September 16, 2014 at 5:00 p.m
 - Successfully held parent night on 9/23/14.
 - Unveiled mobile app to parents and staff
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Todd Honeycutt, Robert Imhoff**
 - Met Tuesday, September 23, 2014 at 4:00 p.m.
 - Discussed Next Generation science standards
 - Computer program usage
 - Math curriculum update
 - Next meeting November 4, 2014 at 4:00 p.m.

- **Finance/Facilities – Alan Schwartz, Chairperson, Karen Yaskanin-Jones, Robert Imhoff**
 - Met September 16th at 4pm
 - Chrome Books status
 - Insurance paperwork
 - ESP – next step
 - Building Issues
 - Walkway discussion

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff, Robert Imhoff**
 - Met Tuesday, October 7, 2014 at 4:00 p.m.
 - Math curriculum
 - Employee placement on guide
 - School Secretary vacancy
 - Merit Goals for Superintendent
 - Next meeting November 4, 2014 at 5:00 p.m.

- **Policy – Karyn Gove, Chairperson, Stephen Johnson, Robert Imhoff**
 - Met September 9, 2014 at 5:00 p.m. to review Policy Alert 203

 - Based upon the recommendation of the Superintendent the Policy committee requests a Motion to amend the following existing policies and/or regulations: **(Attachment #6)**
 - Policy 2412 Home Instruction Due to Health Condition
 - Regulation 2412 Home Instruction Due to Health Condition
 - Policy 2417 Student Intervention and Referral Services
 - Regulation 2417 Student Intervention and Referral Services
 - Policy 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
 - Regulation 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
 - Policy 5200 Attendance
 - Regulation 5200 Attendance
 - Policy 5610 Suspension
 - Regulation 5610 Suspension
 - Policy 5611 Removal of Students for Firearms Offenses
 - Regulation 5611 Removal of Students for Firearms Offenses
 - Policy 5612 Assaults on District Board of Education Members or Employees
 - Policy 5620 Expulsion
 - Policy 8462 Report Potentially Missing or Abused Children
 - Regulation 8462 Report Potentially Missing or Abused Children

- Based upon the recommendation of the Superintendent the Policy committee requests a Motion to adopt the following new Policies and/or Regulations:
 - Policy 3283 Electronic Communications Between Teaching Staff Members and Students
 - Policy 4283 Electronic Communications Between Support Staff Members and Students
 - Policy 3322 Teaching Staff Member's Use of Cellular Telephones
 - Policy 4322 Support Staff Member's Use of Cellular Telephones

 - Regulation 5612 Assaults on District Board of Education Members or Employees
 - Policy 5613 Removal of Students for Assaults with Weapons Offenses
 - Regulation 5613 Removal of Students for Assaults with Weapons Offenses

Roll Call:

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff- President

Alan Schwartz

- **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 #7**)
- 2) Staff Attendance for September 2014 (**Attachment #8**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of August 2014 Legal Bills (**Attachment #9**)
- 5) Memorandum of Agreement between Education and Law Enforcement Officials (**Attachment #10**)
- 6) Safety and Security Plan
- 7) September evacuation drill
- 8) Olweus kick-off
- 9) Action plans for implementation of goals and objectives
- 10) School Choice update – parent meeting October 14th

b. ACTION ITEMS:

- 1) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.
- 2) **Motion to approve** Safety and Security Plan
- 3) **Motion to approve** action plans for implementation of district goals (Attachment #11)

Roll Call

Karyn Gove	Karen Yaskanin-Jones
Todd Honeycutt	Kay Daughters-Musnuff - VP
Stephen Johnson	Robert Imhoff- President
Alan Schwartz	

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – July-August 2014 (Attachment #12)
- 2) NJ School Digest – October 2014 (Attachment #13)
- 3) SNEARS direct certification
- 4) September SNEARS submission
- 5) NCLB final report 2013-2014
- 6) IDEA final report 2013-2014
- 7) Budget parameters 2015-2016
- 8) ASSA pre-assessments

b. Monthly Facility Maintenance Report

- 1) Draining of fire suppression completed
- 2) Range assessment completed
- 3) Quarterly SAIF checklists completed

c. Vandalism Report

No issues to report at this time.

d. Monthly Investment Interest – August 2014

Account	Peapack-Gladstone Bank
Agency	\$ 1.74
Capital Reserve	\$ 20.95
Current	\$ 135.20
Food Service	\$ 1.79
Maintenance	\$ 11.42
Payroll	\$.75
Student Activity	\$ 1.06
Unemployment	\$ 2.25
FSA	\$.22
Total	\$ 175.38

e. Monthly Investment Interest – September 2014

Account	Peapack-Gladstone Bank
Agency	\$ 3.34
Capital Reserve	\$ 20.29
Current	\$ 133.87
Food Service	\$ 2.06
Maintenance	\$ 11.06
Payroll	\$ 1.57
Student Activity	\$ 1.03
Unemployment	\$ 2.18
FSA	\$.11
Total	\$ 175.51

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

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

I. CURRICULUM & INSTRUCTION

1. Motion to approve the following field trips and transportation:

- a) **Kindergarten to Strawberry Acres, Coplay, PA** on October 23, 2014 for presentation on Johnny Appleseed, pumpkin and apple picking and visit with farm animals. Cost per student of \$17.25 includes transportation and admission and is to be borne by parents/guardians.
- b) **Selected 5th grade G/T Students to Grounds for Sculpture, Hamilton, NJ** on October 15, 2014 to examine art installations. Cost per student of \$6.00 to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year. **(Trip was previously approved for 10/10/14. Date was changed by venue.)**
- c) **Fourth Grade to Veterans Memorial Park, High Bridge** on November 11, 2014 for park tour given by American Legion Post #188 Captain. This trip correlates to 4th grade social studies curriculum and State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.

- d) **Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Date Rain/Snow Date	Activity	# Students Grade level	Location	Cost
11/21/14	Debate	8 to 10 7 th /8 th grade	Clinton Twp. Middle School	N/A
12/12/14	ArtLine I	8 6 th Grade	Hunterdon Museum of Art	\$6.00
1/13/15 1/16/15	Math Workshop	10 5 th Grade	Conley School, Bethlehem Twp.	N/A
2/3/15 2/6/15	Poetry Slam	12 7 th / 8 th grade	Clinton Township Middle School	N/A
5/29/15	Film Fest	8-12 7 th / 8 th grade	Clinton Twp. Middle School	N/A

ROLL CALL

Karyn Gove
 Todd Honeycutt
 Stephen Johnson
 Alan Schwartz

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to amend** contract for Tracy Denkovic from \$7,261.00 to \$7,280.00 effective September 1, 2014.
2. **Motion to amend** contract for Christine McKenna as Paraprofessional Aide from Part-time to Full-time effective October 1, 2014 for an annual salary prorated of \$14,859.
3. **Motion to amend** the employment contract for Donna Brown as Paraprofessional Aide from 4 hours per day (.57) to 4 hours, 15 minutes per day (.61) effective October 1, 2014 for an annual prorated salary of \$8,517.
4. **Motion to amend** the employment contract for Joan McDonough as Paraprofessional Aide from 4 hours per day (.57) to 4 hours, 15 minutes per day (.61) effective October 1, 2014 for an annual prorated salary of \$8,518.
5. **Motion to amend** the employment of Jessica Szybowski, School Psychologist from level MA+30, Step 1 to MA+30, Step 2 for an annual salary of \$58,005 retroactive to September 1, 2014, through June 30, 2015.

6. **Motion to approve** movement on salary guide of Carla Nowell from level BA, step 16, to level BA+15, step 16 as per her request and submission of official transcripts showing successful completion of graduate level coursework, for an annual salary of \$74,805 retroactive to September 1, 2014 through June 30, 2015.
7. **Motion to approve** the employment of Sally Warner as part-time (.57) paraprofessional aide from October 16, 2014 through June 30, 2014 at an annual prorated salary of \$6,188.
8. **Motion to approve** the employment of Paola Sahulka as part-time (.57) paraprofessional aide from October 16, 2014 through June 30, 2014 at an annual prorated salary of \$6,188.
9. **Motion to approve** the employment of Kathleen Fulse as part-time (.57) paraprofessional aide from October 16, 2014 through June 30, 2014 at an annual prorated salary of \$6,188.
10. **Motion to approve** the employment of Dorothy Rozycki as part-time (.57) paraprofessional aide from October 16, 2014 through June 30, 2014 at an annual prorated salary of \$6,188.
11. **Motion to approve** the following as substitute for the remainder of the 2014-2015 school year pending successful completion of criminal history background check:
Patricia Palmer
12. **Motion to approve** Donna Molloy as a Paraprofessional Aide Substitute for an out-of-district placement on an as needed basis. Compensation will be at the daily substitute rate of \$80.00 plus bus aide compensation at the rate of \$10.00/hour.
13. **Motion to approve** the placement of Jacklyn White, Centenary College education student, to complete 10 hours of classroom observation at High Bridge Elementary School with Gretchen DelloRusso as cooperating teacher.
14. **Motion to approve** the placement of Emily Perkalis, Centenary College education student, to complete 10 hours of classroom observation at High Bridge Elementary School with Karin Sharkey as cooperating teacher.
15. **Motion to approve** the placement of Regina Mecco, Centenary College Clinical Counseling student, to complete 50 hour practicum at High Bridge School District with Katie Drude and Melissa Patane-Schulter as cooperating counselors.
16. **Motion to approve** Nicole Locorotondo to serve as Homebound instructor for Student ID#9976169616 beginning on or about November 15, 2014 for 10 hours per week to be compensated at the hourly rate of \$35.42 in accordance with Article VI.A.3 of the negotiated agreement.

17. Motion to approve the course reimbursement of the following employee:

a. Emma Alparone

- Course: Educational Administrative Theory (GED510)
- College/University: Centenary College
- Semester: Winter 2015
- Credits: 3 Graduate Credits
- Tuition: \$1,245.00

18. Motion to approve merit based qualitative goal for Dr. Gregory Hobough, Superintendent, in the amount of \$3,125.00 for the 2014-2015 school year as submitted to the Hunterdon County Executive Superintendent. **(Attachment #14)**

ROLL CALL

Karyn Gove

Karen Yaskanin-Jones

Todd Honeycutt

Kay Daughters-Musnuff - VP

Stephen Johnson

Robert Imhoff- President

Alan Schwartz

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 #15)**

Approve invoices for Current Expense in the following amounts:

Check Register: September 1-30, 2014	\$ 99,236.19
Payroll 9/15/14	\$235,656.41
Payroll 9/30/14	<u>\$233,245.46</u>
Total	\$568,138.06

Approve invoices for Current Expense in the following amounts:

Check Register: October 1-9, 2014	\$193,232.69
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Approve invoices for Cafeteria Account in the amount of **\$25.90**

Date	Vendor	Amount	Description	Check No.
9/15/14	NJ Dept of Agriculture	\$ 20.90	Inv. 161188	1394
		<u>\$ 5.00</u>	Inv. 161778	
	Total	\$ 25.90		

2. FINANCIAL REPORTS (Attachment #16)

Report of the Board Secretary and Treasurer Report and Board Secretary Report July 2014 and August 2014 and Board Secretary Report for September 2014.

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of July 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 August 31, 2014, and September 30, 2014 (Attachment #17)

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 October 13, 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.

October 13, 2014

Michele McCann

Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment #18)

- a. **Motion to approve High Bridge Youth Basketball** use of Elementary School All Purpose Room and Middle School Gym beginning November 2014 through March 2015. Please see attached list. **Advisor – Gary Mills**
Memo documenting dates the facility is not available has been sent.
- b. **Motion to approve The Borough of High Bridge** use of Middle School Gym for the Halloween parade on October 25, 2014 in the event of inclement weather from 1:00 p.m. to 3:00 p.m. **Advisor – John Gregory**
- c. **Motion to approve Cub Scout Pack 149** use of Elementary School All Purpose Room for Tuesday, February 17, 2015 and Monday June 8, 2015 from 6:30 p.m. to 9:00 p.m. **Advisor - Yvonne Stuck**
- d. **Motion to approve Cub Scout Pack 149** use of Elementary Classroom beginning October 21, 2014 through May 26, 2015 from 3:00 p.m. to 4:45 p.m. Please see attached dates. **Advisor – Barbara Kinsky**

4. DISPOSAL OF PROPERTY (Attachment #19)

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

- 5. **Motion to approve 2013-2014 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP**
- 6. **Motion to approve of joint transportation with MRESC to transport students. (Attachment #20)**

WHEREAS, in accordance with N.J.S.A. 18A:39-1A and N.J.A.C. 6A:27-4.1, the High Bridge Board of Education shall provide transportation to eligible students within the maximum per student expenditure established by NJSA 18A:39-1.

WHEREAS, the MRESC contracted the district with space and to meet the needs of an IEP.

RESOLVED, that district will pay based on the student’s use of services

- 7. **Motion to approve of joint transportation with Lebanon Twp. to transport students.**

WHEREAS, in accordance with N.J.S.A. 18A:39-1A and N.J.A.C. 6A:27-4.1, the High Bridge Board of Education shall provide transportation to eligible students within the maximum per student expenditure established by NJSA 18A:39-1.

WHEREAS, the Lebanon Twp contracted the district with space and to meet the needs of choice students.

RESOLVED, that district will pay based on the student’s use of services

- 8. **Motion to approve of contracted services for provision of instruction with the Brookfield Homebound School program for student ID #599050 at 10 hours a week.**
- 9. **Motion to approve of contracted services for provision of instruction with the Silvergate Prep for student ID # 105340 at 10 hours a week.**
- 10. **Motion to approve of contracted services for physical therapy with Children’s Therapy Services and/ or Child Development at HMC for student ID #200916.**
- 11. **Approval of the final IDEA Basic Grant report submitted for the 2013-2014 School Year:**

Grant	Type	Account	Amount	Unspent/Carryover
IDEA	Basic	200-300	\$ 87,219	\$ 1.00
IDEA	Preschool	100-600	\$ 968.0	\$ 32.00
IDEA	Preschool	200-300	\$ 3836.	\$ 0.00
Total			\$ 92,023.	\$ 33.00

12. Approval of the final NCLB Grant report submitted for the 2013-2014 School Year:

Grant	Type	Account	Amount	Unspent/Carryover
NCLB	IA	100-300	\$ 27,861.00	\$(230.00)
NCLB	IA	200-300	\$ 230.00	\$230.00
Total			\$28,091.00	
NCLB	IIA	200-300	\$10,874.00	\$1.00
Total			\$ 10,874.00	\$1.00

ROLL CALL

Karyn Gove
 Todd Honeycutt
 Stephen Johnson
 Alan Schwartz

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

L. TRAVEL EXPENDITURE APPROVAL (Attachment #21)

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.

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:

- September 3, 2014 Executive Meeting Minutes (Attachment ES #1)
- Personnel matter

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
September 3, 2014 Executive Meeting Minutes

ROLL CALL

Karyn Gove

Todd Honeycutt

Stephen Johnson

Alan Schwartz

Karen Yaskanin-Jones

Kay Daughters-Musnuff - VP

Robert Imhoff- President

S. ADJOURNMENT