

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MEETING AGENDA

WEDNESDAY, SEPTEMBER 3, 2014

A. OPENING OF MEETING - 6:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary School front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon County Democrat. This regular meeting will convene at 6:00 pm on Wednesday, September 3, 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.

D. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, for Board Member Training with New Jersey School Board representative.

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. OATH OF OFFICE TO NEW BOARD MEMBERS

The Business Administrator will issue the oath of office to the newly elected Board member.

ROLL CALL

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

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jamie Sands	8/20/14	Letter of Resignation

Elizabeth Kouriatis	8/27/14	Letter of Resignation
Katherine D'Andrea	8/25/14	Letter of Resignation
Nancy Garcia-Owchariw	8/27/14	Letter of Resignation

H. PUBLIC COMMENTS

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

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

August 18, 2014 Regular Meeting Minutes (**Attachment #2**)

J. 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 Tuesday, September 16, 2014 at 5:00 p.m.
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**, Todd Honeycutt, Robert Imhoff
 - Next meeting date – Tuesday, September 23, 2014 at 4:00 p.m.
 - **Finance/Facilities – Alan Schwartz, Chairperson**, Karen Yaskanin-Jones, Robert Imhoff
 - Next meeting Tuesday, September 16, 2014 at 4:00 p.m.
 - Chrome Books
 - Next project
 -
 - **Personnel and Management – Karen Yaskanin-Jones, Chairperson**, Kay Daughters-Musnuff, Robert Imhoff
 - Met Wednesday, September 3, 2014 at 5:00 p.m.
 - Full/Part time aides
 - Substitute Caller Stipend/Substitute Service
 - Middle School Secretary vacancy
 - Merit Goals for Superintendent
 - Next meeting TBA

- **Policy – Karyn Gove, Chairperson, Vacant, Robert Imhoff**
 - Reviewing Policy Alert 203 – Meeting date September 9, 2014 at 5:00 p.m.
- **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 Begin Year Enrollment (**Attachment #4**)
- 2) Staff Attendance for August 2014 (**Attachment #5**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 5) Review of July 2014 Legal Bill (**Attachment #6**)

4. School Business Administrator’s Report

a. General Information Items

- 1) R&L ExpressOPay revaluation
- 2) Update accuracy of accounts
- 3) Update payroll general ledger
- 4) Set up staff for 2014-2015 year and benefits

b. Monthly Facility Maintenance Report

- 1) Repair of bad board Simplex ES
- 2) Finalization of summer projects
- 3) Steps completed at MS, ES painting remains.

c. Vandalism Report

No issues to report at this time.

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

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

K. CURRICULUM & INSTRUCTION

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

- a) **6th, 7th & 8th grade Student Leadership representatives** to YMCA Camp Bernie on October 8 – 9, 2014 for team building and leadership activities. Transportation to be provided by First Student at a cost of \$320.00 for one bus. Cost per pupil of \$82.00 includes transportation, meals, lodging and program and will be partially funded by a Municipal Alliance grant, with \$10.00 per pupil to be borne by parents/guardians.

- b) **Eight selected 4th grade G/T Students to Pt. Mountain Farm, Asbury, NJ** on September 24, 2014 to study pond and forest ecosystems. Cost per student of \$2.50 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.
- c) **Selected 5th grade G/T Students to Grounds for Sculpture, Hamilton, NJ** on October 10, 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.
- d) **Fourth Grade to Solitude House and TISCO complex, High Bridge** on October 14, 2014 to visit four historic places in their town and gain appreciation for High Bridge's rich history. This trip correlates to 4th grade social studies curriculum and State core standards 6.1. There are no costs involved with the trip as students will be walking.
- e) **Eighth grade to Clinton Twp. Middle School, Clinton, NJ** on October 17, 2014 for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a "week of respect" in October. The admission fee is \$1.00 per student. Transportation will be provided by First Student at a cost of \$160.00 for one bus. Admission and transportation will be paid for by the district.
- f) **Elementary and Middle School BD classes and Elementary MD class *** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation and admission to be paid for by the district as part of community based instruction.

Date	Location
Sept. 10 th	Shoprite
Sept. 24 th	Apple picking at Melick Farms in Tewksbury
Oct. 8 th	Shoprite
Oct. 15 th	West Portal Pumpkin Patch
Nov. 5 th *	Shoprite
Nov. 19 th	Country Griddle
Dec. 3 rd	Shoprite
Dec. 17 th *	Bridgewater Mall
Jan. 7 th	Shoprite
Jan. 21 st *	Bowling
Feb. 4 th	Shoprite
Feb. 18 th	Maple Sugaring
Mar. 11 th *	Shoprite
Mar. 25 th	Bank and Just Subs
Apr. 1 st *	Walmart
Apr. 22 nd	Teetertown
May 6 th	Shoprite
May 20 th	High Bridge walking
June 3 rd	Clinton

ROLL CALL

Karyn Gove
Todd Honeycutt
Stephen Johnson
Alan Schwartz

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

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to rescind** the employment of **Jacklyn Carruthers**, Learning Disabilities Teacher/Consultant, part-time .60 from August 28, 2014 through June 30, 2015 at a level MA, step11, for an annual salary of \$40,743.
2. **Motion to approve** the employment of **Jacklyn Carruthers**, Learning Disabilities Teacher/Consultant, part-time .20, from August 26, 2014 through approximately October 18, 2014 at level MA+15, step 11 and then part-time .60, from about October 19, 2014 through June 30, 2015 at level MA+15, step11, for an annual salary of \$41,523 prorated.
3. **Motion to amend** the resignation of **Renee Colangelo**, School Psychologist, to be effective close of business on August 28, 2014.
4. **Motion to approve** **Anthony Watkoskey** as substitute custodian at a rate of \$12.50 an hour. Anthony has his black seal license.
5. **Motion to amend** the salary of **Jeff Thompson**, from BA, L-1 to BA, L-2 \$76,105 effective on 09/03/14 for having completed the required number of years in district.
6. **Motion to approve** the resignation of **Katherine D'Andrea** as paraprofessional special education effective immediately.
7. **Motion to approve** the resignation of **Jamie Sands** as part-time paraprofessional special education aide effective immediately.
8. **Motion to approve** the resignation of **Elizabeth Kouriatis** as paraprofessional special education effective immediately.
9. **Motion to approve** the resignation of **Nancy Garcia-Owchariw** as paraprofessional special education effective immediately.
10. **Motion to approve** a stipend for **Heather Trepiccione** to work as a transportation aide 2 hours a day for up to 180 educational days at \$10.00/hour from High Bridge to Morris Union Jointure Commission.
11. **Motion to approve** the employment of **Anthony Alfano** as part-time (.57) paraprofessional aide, from August 28, 2014 through June 30, 2015 for an annual salary of \$7,280.00.

- 12. **Motion to approve** the employment of **James Davidson** as part-time (.57) paraprofessional aide, from September 2, 2014 through June 30, 2015 for an annual salary of \$7,280.00.
- 13. **Motion to approve** the employment of **Aimee Markey** as part-time (.57) paraprofessional aide, from September 2, 2014 through June 30, 2015 for an annual salary of \$7,280.00.
- 14. **Motion to approve** the employment of **Sarah Burke** as part-time (.57) paraprofessional aide, from September 2, 2014 through June 30, 2015 for an annual salary of \$7,280.00.
- 15. **Motion to approve the course reimbursement** for the 2014-2015 school year for tuition paid by the following employee: (**Attachment #6A**)
 - **Carla Nowell**
 - Course: Literacy Curriculum and Common Core Standards (#GED662)
 - College/University: Centenary College
 - Semester: Summer 2014
 - Credits: 3 Graduate Credits
 - Tuition: \$1, 275.00
 - **Carla Nowell**
 - Course: Diagnosis/Correct Reading/Writing Difficulties (#GED639N)
 - College/University: Centenary College
 - Semester: Fall 2014-2015
 - Credits: 3 Graduate Credits
 - Tuition: \$1, 275.00

ROLL CALL

Karyn Gove
 Todd Honeycutt
 Stephen Johnson
 Alan Schwartz

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

M. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #7)

Approve invoices for Current Expense in the following amounts:

Check Register:	August 14-31, 2014	\$ 33,206.19
Payroll 8/15/14		\$ 48,435.55
Payroll 8/31/14		<u>\$ 46,592.82</u>

Total \$128,234.56

2. FINANCIAL REPORTS (Attachment #8)

Report of the Board Secretary and Treasurer Report and Board Secretary Report July 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 July 31, 2014– (Attachment #9)

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 September 3, 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.

September 3, 2014

Michele McCann
Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment #10)

- a. **Motion to approve PTO** use of Elementary School Library, All Purpose Room and Middle School Gym and Cafeteria for various activities and dates beginning September 3, 2014 through June 2015. Please see attached list.
Advisor – Cynthia Sharkey
- b. **Motion to approve Cub Scout Pack 149** use of the Elementary All Purpose Room and/or Middle School Cafeteria the 3rd Friday of each month beginning September 18, 2014 through May 21, 2015 from 6:30 p.m. to 8:00 p.m.
Advisor: Chris Zappa
- c. **Motion to approve Women's Volleyball** use of Middle School gym on Mondays starting September 9, 2014 through May 25, 2015 from 7:00 p.m. to 9:00 p.m.
Advisor: Ruby Reuter

ROLL CALL

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Todd Honeycutt
Stephen Johnson
Alan Schwartz

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

N. TRAVEL EXPENDITURE APPROVAL (Attachment #11)

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.

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. EXECUTIVE/CLOSED SESSION

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

- August 18, 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.

R. RECONVENE PUBLIC SESSION

S. ACTION ITEMS

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

August 18, 2014 Executive Meeting Minutes

ROLL CALL

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U. ADJOURNMENT