

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, MAY 20, 2013**

Minutes

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Reorganizational/Regular Monthly meeting was called to order at 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz, Ann Willard, Kay Daughters-Musnuff, Vice-President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Interim Board Secretary/Business Administrator. Tom Wescoe and Karen Yaskanin-Jones notified the Board that they would not be in attendance.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

1. **Alan Schwartz requested a motion, seconded by Kay Daughters-Musnuff** to approve the attached resolution recognizing **Elizabeth Curtin** for her winning entry in Hunterdon County Cultural & Heritage Commission's "The Most Historic Place in My Town" essay contest. Unanimously carried. **(Attachment #1)**

2. **Alan Schwartz requested a motion, seconded by Kay Daughters-Musnuff** to present **Liam Boyle and Niklas Oliver** with a Certificate of Achievement for recognition in the Hunterdon County Cultural & Heritage Commission's "The Most Historic Place in My Town" essay contest. Unanimously carried. **(Attachment #2)**

3. **Alan Schwartz requested a motion, seconded by Larissa Critelli** to approve the attached resolution recognizing **Alexis Judd** for her winning entry in the Tri-County Reading Council 2013 Young Author's Writing Contest. Unanimously carried. **(Attachment #3)**

4. **Alan Schwartz requested a motion, seconded by Larissa Critelli** to present **Emily Kearney and Josh Kinsky** with a Certificate of Achievement for their recognition in the Tri-County Reading Council 2013

Young Author's Writing Contest. Unanimously carried.
(Attachment #4)

**BOARD
APPOINTMENTS,
AUTHORIZATIONS AND
ADOPTIONS**

**E. BOARD APPOINTMENTS, AUTHORIZATIONS
AND ADOPTIONS**

Based upon the recommendation of the Superintendent and Interim School Business Administrator/Board Secretary, Larissa Critelli made a motion, seconded by Kay Daughters-Musnuff to approve the following items # 1 - 3.

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 2013-2014 school year:

Board Secretary	Michele McCann
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	Christine Sullivan
Liaison to DYFS	Christine Sullivan
Title IX Coordinator	Superintendent
Basic Skills Contact Person	Superintendent
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Michele McCann
Right to Know Officer	Michele McCann
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Michele McCann
Safety Committee Coordinator	Michele McCann
Toxic Hazard Preparedness Officer	Michele McCann
Attendance Officer	Chief Brett Bartman
School Physician	Ronald Frank, M.D.
School Insurance Agent / Risk Management Consultant	Rue Insurance
FSA Provider	AFLAC
Ancillary Insurance Agency of Record	The Tarpey Group
E-Rate Consultant	E-Rate Exchange LLC
Integrated Pest Management Officer	Michele McCann
Purchasing Agent	Michele McCann
Air Quality Designee	Michele McCann
Safety & Health Designee	Michele McCann
Custodian of Records (OPRA)	Michele McCann
Chemical Hygiene Officer	Michele McCann
Substance Awareness Coordinator	Superintendent
Anti-bullying Specialist – Elementary School	Susan Vogler
Anti-bullying Specialist – Middle School	Christine Sullivan
Anti-bullying Coordinator	Superintendent

ROLL CALL

**M
S**

Roll Call:

Larissa Critelli - Aye	Ann Willard - Aye
Kay Daughters-Musnuff - VP – Aye	Karen Yaskanin-Jones - Absent
Alan Schwartz – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent	

5 Ayes; 2 Absences; Motion Passes

4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

Based upon the recommendation of the Superintendent and Interim School Business Administrator/Board Secretary, Ann Willard made a motion, seconded by Larissa Critelli to approve the following item #4.

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 Michele McCann, 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 Michele McCann, 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 2012-2013, 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	Schenk, Price, Smith & King, LLP
School Auditor	Ardito & Co.
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Settembrino Architects, LLC
Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	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	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
Educational Evaluation	1. Child Developmental Center, Goryeb Children's Hospital at Morristown Memorial Hospital, Morristown, NJ
Functional Behavioral Assessments	1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ
Neurodevelopmental Pediatrician	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
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	1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Restraint Training	Handle With Care

ROLL CALL

M
S

Bilingual Consultant	Cross County Clinical & Educational Services
Special Education Consultations/Evaluations	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
Private Schools – Out-of-District Placements	Any State approved school (local), ie., Midland School, N. Branch; East Mountain Day School, Belle Mead; Rockbrook School, Belle Mead; Hunterdon Learning Center, Califon; Hunterdon County E.S.C.; Warren County E.S.C.; Somerset County E.S.C.; Summit Speech School, New Providence, NJ, Matheny, Peapack, NJ.
Psychiatric Evaluations	1. Dr. George Hecht, Clinton, NJ 2. Dr. Hong Chen, Psychiatric Associates of Hunterdon, Flemington, NJ 3. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Delaware Valley Regional High School Joint Transportation Easton Coach Educational Services Commission First Student Bus Company North Hunterdon/Voorhees Regional High School Perkomeon U.S. Coachways Warren County Special Services

ADOPTION OF
K-8 CURRICULUM

FIVE YEAR
CURRICULUM
PROGRAM CYCLE 2012-
2013

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.

TEXTBOOKS

Roll Call:

Ann Willard - Aye
Larissa Critelli – Aye
Alan Schwartz – Aye

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

PETTY CASH

Tom Wescoe – Absent
5 Ayes; 2 Absences; Motion Passes

Item numbers 5 to 13 will be moved in one roll call.

Based upon the recommendation of the Superintendent and Interim School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Larissa Critelli to approve the following items #5 - 13.

K-8 CURRICULUM

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

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.

FIVE YEAR CURRICULUM

6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2013-2014 (Attachment #6)

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2013-2014 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

TEXTBOOKS

7. TEXTBOOKS (Attachment #7)

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.

PETTY CASH

8. PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Superintendent of Schools	\$150.00
Business Administrator	\$150.00
Elementary School Principal	\$150.00
Home Economics Teacher	\$150.00

No single petty cash expenditure may exceed \$30.00.

TUITION RATES

9. 2013-2014 TUITION RATES

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

Regular Education:

Inclusionary Preschool: \$11,822

Kindergarten	\$11,008
Grades 1-5	\$15,238
Grades 6-8	\$15,120

Special Education:

Behavioral Disability	\$26,000
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RETIREMENT PLANS

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**

BID THRESHOLD

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 \$26,000 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 Michele McCann, 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 Michele McCann, 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 Michele McCann, 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 Michele McCann, 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 \$26,000 without soliciting competitive bids.

STATE CONTRACTS

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 2013-2014 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 Michele McCann, 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.

TRAVEL

13. TRAVEL LIMITATIONS

BANK DEPOSITORY

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:

Kay Daughters-Musnuff - VP - Aye Ann Willard - Aye
Larissa Critelli – Aye Karen Yaskanin-Jones - Absent
Alan Schwartz – Aye Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent

5 Ayes; 2 Absences; Motion Passes

SCHOOL FUNDS
INVESTOR

Letters F to O will be moved in one roll call.

Based upon the recommendation of the Superintendent and Interim School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Larissa Critelli to approve the following items #F - O.

CHART OF ACCOUNTS

F. BANK ACCOUNT SIGNATURES

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

TAX PAYMENT
SCHEDULE

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 (2)

COOPERATIVE
AGREEMENTS

HCESC/MCESC

G. BANK DEPOSITORY

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High

PUPIL RECORDS

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

H. SCHOOL FUNDS INVESTOR

**SCHOOL FUNDS
INVESTOR**

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

I. CHART OF ACCOUNTS

**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 2013-2014 School Year.

J. TAX PAYMENT SCHEDULE

**TAX PAYMENT
SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2013-2014 school year:

August 1, 2013
November 1, 2013
February 1, 2014
May 1, 2014

K. RENEWAL COOPERATIVE AGREEMENTS WITH HCESC & MCESC

**COOPERATIVE
AGREEMENTS**

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 County Education Services Commission.

L. PUPIL RECORDS

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”.

**BEFORE/AFTER CARE
PROGRAM**

M. BEFORE & AFTER CARE PROGRAMS

Motion to approve Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2013-2014 school year in accordance with the Use and Occupancy Agreement as presented. **(Attachment #8)**

**HB PLANS &
PROCEDURES**

**N. 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 2013-2014 school year.

- a. Integrated Pest Management (IPM)
- b. Emergency Operations Plan
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Biosecurity Plan
- f. Indoor Air Quality
- g. School Security Plan

SUBSTITUTE PAY

**O. APPROVE SUBSTITUTE TEACHER RATES OF PAY
FOR THE 2013-2014 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2013-2014 school year as follows:

Substitute Aide - \$70.00 day
Substitute Teacher - \$75.00 day
Substitute Nurse - \$105.00 day
Substitute Administrator - \$115.00 day

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz - Aye	Karen Yaskain-Jones - Absent
Larissa Critelli – Aye	Kay Daughters-Musnuff – VP - Aye
Tom Wescoe – Absent	Robert Imhoff – Pres. - Aye
Ann Willard – Aye	

5 Ayes; 2 Absences; Motion Passes

Conclusion of Annual Organization. On to regular business.

CORRESPONDENCE

**P. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment #9)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Mr. & Mrs. Denis	5/5/13	Kindergarten Class Size

PUBLIC COMMENTS

Q. PUBLIC COMMENTS

Mr. Denis thanked The Board of Education for full day Kindergarten class. Mr. Bizzoco did a great job presenting the curriculum. Parents are concerned with class size. Mr. Denis thanked the Board for considering his letter.

ADOPTION OF MINUTES

R. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Interim School Business Administrator, Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to approve the following minutes. Tom Wescoe and Karen Yaskanin-Jones absent.

April 29, 2013

1. April 29, 2013 Regular Meeting Minutes as amended
(Attachment #10)

REPORTS TO THE BOARD

S. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

Board President's Report

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #11)

Gwen Thornton will attend June 10, 2013 meeting to review BOE self evaluation and review goals.

Board Committees

NJSBA October Workshop is now open on line.

- b) Board Committees and Chairperson

Community Relations

• **Community Relations – Larissa Critelli,
Chairperson**

Tom Wescoe and Robert Imhoff

- High Bridge Borough Website – School District Information
- Meet the new Superintendent – Wednesday, May 22nd at 7:00 PM in the High Bridge Elementary School Library
- School Choice – Advertising and adding special events to webpage – link from Borough Website

- Next meeting – Tuesday, June 4th at 5:30 PM

Curriculum & Instruction

Curriculum and Instruction – Kay

Daughters-Musnuff, Chairperson

Alan Schwartz and Robert Imhoff

- Discussed and reviewed revised math curriculum: Accelerated Grade 6, Grade Level for both 6th and 7th grades and Grade Level for 8th grade.
- Discussed the calendar for formulating an Action Plan to address the New Jersey Performance Report results.
- Reviewed and recommended three field trips.
- Reviewed and recommended the approval of the summer music program.
- Reviewed and recommended the implementation of a summer reading program.
- Utilized and investigated the capabilities of a Google Chrome Book.

Finance/Facilities

Finance/Facilities – Alan Schwartz,

Chairperson, Larissa Critelli, and Robert Imhoff

- Review quote and recommendation for purchase of new middle school scoreboard with community generous fund raising and donation.
- Next meeting – To be determined

Personnel & Management

Personnel and Management – Karen

Yaskanin-Jones, Chairperson,

Larissa Critelli and Robert Imhoff

- Recommended the amendment of Joan Murray's contract from a part time status to a full time status for the 2013 – 2014 school year.

Policy

Policy – Ann Willard, Chairperson,

Tom Wescoe and Robert Imhoff

- No report at this time
- Next meeting – To be determined

• **HCESC Representative – Joseph Kennedy**

• **HCSBA Delegate – Robert Imhoff**

- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report

3. Superintendent's Report

Information Items

Mr. Kennedy discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) 2012-2013 Enrollment Report Update
(Attachment #12)
- 2) Staff Attendance for April 2013
(Attachment #13)
- 3) Monthly Report on Harassment, Intimidation,
and Bullying Incidents
- 4) NJASK Completion Report
- 5) Review of April 2013 Legal Bill
(Attachment #14)
- 6) Middle School Art Show and Spring Concert
- 7) Faculty Advisory Committee Meeting Date –
Tuesday, May 21st at 7:00 AM
- 8) Graduation – June 13th at 7:00 p.m.
- 9) Curriculum Coordinator Stipend Position – This
was assigned by BOE President, adhoc
negotiations committee, Karen Yaskanin-Jones
and Alan Schwartz
- 10) Kindergarten Enrollment

Currently there are 52 students enrolled. Three Kindergarten classes need to be considered. This was not budgeted for 2013-2014. There are space issues/shared classrooms. Check with Tewksbury for tables and chairs.

- 11) Go Math Series K-5 – Entered in agreement with Clinton Public School to do training with Clinton Public School. Will use Title II funds.

Motion Items

b. MOTION ITEMS

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to authorize Joseph Kennedy, Superintendent, to start a third Kindergarten Class.

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff - VP- Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones- Absent
Alan Schwartz – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent	

5 Ayes; 2 Absences; Motion Passes

**School Business
Administrator's Report**

4. School Business Administrator's Report

- a. General Information Items**
- 1) NJ School Digest – April 2013
(Attachment #15)

- b. Monthly Facility Maintenance Report**
- 1) HBMS Scoreboard
- 2) Energy Savings Plan

- c. Vandalism Report**
- There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – April 2013

Account	Peapack-Gladstone Bank
Agency	\$ 3.11
Capital Reserve	\$ 16.82
Current	\$ 27.32
Food Service	\$.80
Maintenance	\$ 15.15
Payroll	\$ 2.59
Student Activity	\$ 2.16
Unemployment	\$ 2.22
FSA	\$.15
Total	\$ 70.32

MS Principal's Report

ES Principal's Report

5. Middle School Principal's Report (Via E-Mail)

6. Elementary School Principal's Report (Via E-Mail)

PERSONNEL

T. PERSONNEL

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve item #1. Alan Schwartz seconded the motion.

Approve Gregory A. Hobough, Ed.D as Superintendent/ Middle School Principal \$123,000

1. Appointment of Superintendent/Middle School Principal

Whereas, a vacancy will exist July 1, 2013 in the position of Superintendent/ Principal; and

Whereas, the Board wishes to employ Gregory A. Hobaugh, Ed.D., in the capacity of Superintendent/Principal; and

Whereas, Dr. Hobaugh is appropriately certified for and wishes to accept said employment; and

Whereas, the terms and conditions of Dr. Hobaugh's employment with the Board have been fully set forth in an Employment Contract for the term July 1, 2013 to June 30, 2016; and

Whereas, the said Contract has been reviewed and approved by the Executive County Superintendent; now therefore

Be it Resolved, that the Board hereby appoints Dr. Hobaugh as Superintendent/ Principal, effective on July 1, 2013, at the initial annual salary of \$123,000, subject to all of the terms and conditions set forth in full in the Contract; and

Be it further Resolved, that the Board President is hereby authorized to execute the Contract on behalf of the Board and that the Contract shall become a part of the minutes of this meeting, pending Executive County Superintendent approval expected on May 21, 2013.

ROLL CALL

M
S

Roll Call:

Kay Daughters-Musnuff - VP- Aye	Ann Willard - Aye
Alan Schwartz – Aye	Karen Yaskanin-Jones- Absent
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent	

5 Ayes; 2 Absences; Motion Passes

Based upon a recommendation of the Superintendent, Larissa Critelli motioned to approve items #2-12. Kay Daughters-Musnuff seconded the motion.

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2. **Motion to approve** the employment and salary for the 2013 Special Education Extended Summer Program as per **Attachment #16** .
3. **Motion to approve** the employment and salary of the 2013 Extended School Year/ Home Program personnel as per attached list. (**Attachment #17**)

**Approve ESY Program
employment and salary**

**Approve ESY
employment and salary
home program**

**CST ESY Summer
Evaluations**

4. **Motion to approve** the per diem rates for Child Study Team members to complete evaluations for summer referrals and ESY Program as per attached list. **(Attachment #18)**

**Coordinator of
Maintenance Stipend for
Matthew Garfein \$2500.00**

5. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Maintenance** at the Elementary School in the amount of \$2,500 for the 2013-2014 school year.

**Coordinator of Safety
Stipend for Matthew
Garfein \$2000.00**

6. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Safety** at the Elementary School in the amount of \$2,000 for the 2013-2014 school year.

**Coordinator of Purchasing
stipend for Matthew
Garfein \$2000.00**

7. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Purchasing** at the Elementary School in the amount of \$2,000 for the 2013-2014 school year.

**Approve Joseph Roehrich
as summer custodian
\$12.25/hr**

8. **Motion to approve** the employment of **Joseph Roehrich** as summer custodian from June 17, 2013 through August 30, 2013 for 32 hours per week at the rate of \$12.25 per hour. Mr. Roehrich has his criminal history background clearance but no black seal license.

**Approve Ian Krisanits as
summer custodian \$9.75/hr**

9. **Motion to approve** the employment of **Ian Krisanits** as summer custodian from June 17, 2013 through August 30, 2013 for 40 hours per week at the rate of \$9.75 per hour. Mr. Krisanits has his criminal history background clearance but no black seal license.

**Approve James Cahill as
summer custodian \$9.25/hr**

10. **Motion to approve** the employment of **James Cahill** as summer custodian from June 17, 2013 through August 30, 2013 for 16 hours per week at the rate of \$9.25 per hour pending his criminal history background clearance.

**Approve Jeff Thompson
director of Summer
Instrumental Music
Program \$29.11/hr**

11. **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. The program will be offered for students entering grades 4-9 to run on Tuesdays and Thursdays from June 25, 2013 through July 25, 2013, to be held in the Middle School. Fee for this program will be \$80.00 for five 30 minute lessons, or \$16.00 per single 30 minute lesson.

12. **Motion to amend** the reappointment of **Joan Murray** from part-time (.40) to full-time as Speech/Language Specialist for the 2013-2014 school year at MA Step 16 annual salary of \$77,405. (**Attachment #19**)

Amend Joan Murray
from PT to FT Speech
Therapist

ROLL CALL

**M
S**

Roll Call:

Larissa Critelli - Aye
Kay Daughters-Musnuff - VP – Aye
Alan Schwartz – Aye
Tom Wescoe – Absent
Ann Willard - Aye
Karen Yaskanin-Jones- Absent
Robert Imhoff – Pres. - Aye

5 Ayes; 2 Absences; Motion Passes

**CURRICULUM &
INSTRUCTION**

U. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Alan Schwartz.

1. **Motion to acknowledge** the list of eighth grade students eligible for promotion to ninth grade. (**Attachment #20**)
2. **Motion to approve** Accelerated Math 6, Grade Level Mathematics 6, Grade Level Mathematics 7 and Grade 8 Mathematics curriculum revisions as recommended by the Superintendent. (**Attachment #21**)
3. **Motion to approve** the following trips and transportation:
 - a) **8th grade students to Washington, DC** on June 5th through June 7th, 2013. Transportation to be provided by Perkomeon at a cost of \$3,100.00 for one bus. Charge per student of \$345.00 includes transportation, lodging, meals and admission costs where applicable and is to be borne by parents/guardians.
 - b) **1st grade students to Union Forge Park, High Bridge**, on June 13, 2013 for an end-of-year celebration. There are no costs associated with this trip as students will walk to the park and lunch will be provided by the class parents.
 - c) **6th, 7th, and 8th grade students to Union Forge Park, High Bridge**, on June 12, 2013 for the middle school picnic. There are no costs associated with this trip as students will walk to the park and lunch will be provided by Student Leadership.

8th Grade Graduates

**Approve Mathematics
curriculum revisions**

**Trips &
Transportation**

**8th Grade to
Washington DC
June 5th – June 7th**

**1st Grade to Union
Forge Park, High
Bridge June 13th**

**6th, 7th, and 8th Grades
to Union Forge Park,
High Bridge June 12th**

Approve Summer Reading Program

4. **Motion to authorize** the Superintendent to institute a **Summer Reading Program** for students entering Grade 3 through Grade 8 for the 2013-2014 school year.

ESY Out of District Students

5. **Motion to accept** the following out-of-district students to the 2013 extended school year program on a tuition basis.

STUDENT ID	DISTRICT	TUITION + AIDE
BD-Autistic Program		
BD-30OD	Califon	\$4000.00 + \$850 for 1:1 aide
BD-40OD	Franklin	\$4000.00 + \$850 for 1:1 aide
BD-20OD	Franklin	\$4000.00
BD-10OD	Franklin	\$4000.00 + \$425 for shared aide

ESY Out of District Placement

6. **Motion to approve** an extended school year out of district placement for Student ID #6392975006 at Hunterdon County ESC School with the following associated costs:

SERVICE	COST
ESC East Amwell Campus Extended School Year Tuition	\$4300.00
Personal Aide for ESY	\$3,300.00
Bus Transportation to/from ESY	\$3,000.00
Personal Aide on Bus	\$1,770.00
TOTAL	\$12,370.00

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff - VP - Aye Ann Willard - Aye
 Alan Schwartz – Aye Karen Yaskanin-Jones - Absent
 Larissa Critelli - Absent Robert Imhoff – Pres. - Aye
 Tom Wescoe– Absent

FINANCE/ FACILITIES

5 Ayes; 2 Absences; Motion Passes

V. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and Interim School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Larissa Critelli to approve the following items # 1 - 7.

1. PAYMENT OF BILLS

PAYMENT OF BILLS

a) Audit of Invoices (Attachment #22)

Approve invoices for Current Expense in the following amounts:

Check Register April 26 – 30, 2013:	\$ 582.50
Payroll - 4/30/13:	<u>\$229,422.30</u>
Total	\$230,004.80

Invoices 4/26-30
\$582.50

4/30/13 Payroll
\$230,004.80

Approve invoices for Current Expense in the following amounts:

Check Register, May 1 – 16, 2013:	\$146,998.47
Payroll - 5/15/13:	<u>\$239,131.04</u>
	\$386,129.51

Invoices 5/1-6
\$146,998.47

5/15/13 Payroll
\$239,131.04

Approve invoices for **Cafeteria** Account in the amount of **\$8,405.80**

Cafeteria \$8,405.80

Date	Vendor	Amount	Description	Check No.
05/10/13	Maschio's Food Service, Inc.	\$ 8,375.80	Inv. IN0037181	1360
05/15/13	NJ Dept of Agriculture	\$ 30.00	Inv. 149412	1361
	Total	\$ 8,405.80		

2. FINANCIAL REPORTS

FINANCIAL REPORTS

Report of the Board Secretary for March 2013 and Treasurer Report for February 2013 (Attachment #23)

March 2013

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of March 2013 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 March 31, 2013 (Attachment #24)

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 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.

_____ May 20, 2013

Gail Woicekowski
Interim Business Administrator/Board Secretary

CAFETERIA REPORT

March 2013

3. CAFETERIA REPORT

The cafeteria financial report for the month of **March 2013**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$67.50 for the month and a year-to-date loss of \$2,907.17. Student participation was 19 % in the Middle School and 33% in the Elementary School for the month of **March 2013**.

Last year's report for **March 2012** indicated a profit of \$650.59 for the month and a year-to-date profit of \$3,176.03. Student participation was 22% in the Middle School and 34% in the Elementary School for the month of **March 2012**.

USE OF FACILITIES

**Approve Hunterdon
Huskies**

4. USE OF FACILITIES (Attachment #25)

- a. Motion to approve** Hunterdon Huskies use of ES Gym Mondays through Thursdays beginning September 1, 2013 – November 1, 2013 from 6:30 p.m. to 8:00 p.m. **Advisor – Aimee Markey**

**5. HCESC Coordinated Transportation for 2013-2014
RESOLUTION FOR PARTICIPATION IN
COORDINATED TRANSPORTATION**

**HCESC 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, 2013 and June 30, 2014.

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.

Approve Associated Water
Conditioners, Inc.

6. **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, 2013 – March 31, 2014. This is the same price charged for the 2012-2013 heating season.

Approve NEVCO to
provide MS Scoreboard

7. **Motion to approve** NEVCO as the vendor to provide a new scoreboard in the Middle School Gymnasium at a cost of \$4,715.71 to be paid in part with \$3,102.07 in funds generously raised by the community. Installation will be provided by K C Sign Co. at a cost of \$1,995.00. **(Attachment # 26)**

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz – Aye	Karen Yaskanin-Jones - Absent
Larissa Critelli – Aye	Kay Daughters-Musnuff – VP - Aye
Tom Wescoe – Absent	Robert Imhoff – Pres. - Aye
Ann Willard – Aye	

5 Ayes; 2 Absenses; Motion Passes

TRAVEL

**W. TRAVEL EXPENDITURE APPROVAL
(Attachment #27)**

Based upon the recommendation of the Interim School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #27) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli.

ROLL CALL

**M
S**

Roll Call:

Alan Schwartz– Aye	Karen Yaskanin-Jones – Absent
Larissa Critelli – Aye	Kay Daughters-Musnuff – VP - Aye
Tom Wescoe – Absent	Robert Imhoff – Pres.- Aye
Ann Willard – Aye	

NEW BUSINESS

5 Ayes; 2 Absences; Motion Passes

X. NEW BUSINESS

None.

PUBLIC COMMENTS

Y. PUBLIC COMMENTS

Mrs. Conroy thanked everyone for scoreboard. Mrs. Conroy was appreciative that a third Kindergarten Class was being discussed.

Mrs. Sharkey mentioned that many parents were concerned with class size. Mrs. Sharkey was glad to see that this was on the table for discussion. She mentioned this would be easier on teachers and students.

**EXECUTIVE/
CLOSED SESSION**

Z. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following resolution to enter into Executive Session at 7:55 p.m.; Alan Schwartz seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- April 29, 2013 Executive Meeting Minutes (**Attachment ES #1**)
- Legal Matter – Alparone vs. High Bridge Board of Education
- Due Process
- Superintendent Candidate contract
- Energy Savings Plan
- Chrome Books

Ann Willard motioned to exit executive session and return to public session at 9:04 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

RECOVENE PUBLIC SESSION

AA. RECOVENE PUBLIC SESSION

ACTION ITEMS

BB. ACTION ITEMS

ADOPTION OF EXECUTIVE MINUTES

CC. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Interim School Business Administrator/Board Secretary, Kay Daughters-Musnuff motioned, seconded by Ann Willard to approve the following item.

April 29, 2013

1. April 29, 2013 Executive Meeting Minutes

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff - VP – Aye	Alan Schwartz – Abstain
Ann Willard – Aye	Karen Yaskanin-Jones - Absent
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Alan Schwartz– Aye	

5 Ayes; 2 Absences; Motion Passes

DD. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:06 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Interim Board Secretary/ Business Administrator