

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, APRIL 28, 2014**

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 Regular Monthly meeting was called to order by Michele McCann, Board Secretary at 6:04 p.m. in the High Bridge Elementary School Library. The following Board members were present: Karyn Gove, Alan Schwartz, Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President, and Robert Imhoff, President. Also present was Gregory Hobaugh, Ed.D., Superintendent, and Michele McCann, Board Secretary/Business Administrator. Todd Honeycutt notified the Board that he would not be present. Tom Wescoe did not notify the Board that he would not be present.

D. PUBLIC HEARING AND 2014-2015 BUDGET PRESENTATION

**2014-2105 BUDGET
PRESENTATION**

Kay Daughters-Musnuff motioned, seconded by Alan Schwartz to hold a public hearing for the Superintendent and School Business Administrator to present the 2014-2015 proposed budget and answer questions from the public.

PUBLIC COMMENTS

E. PUBLIC COMMENTS

None

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

**ADOPTION OF
MINUTES**

Based upon the recommendation of the School Business Administrator, Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following minutes. Todd Honeycutt absent and Karen Yaskanin-Jones abstained.

April 14, 2014

1. April 14, 2014 Regular Meeting Minutes
(Attachment #1)

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

- a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #2**)

- b) Board Committees and Chairperson

Board Committees

- **Negotiations Committee: – Karen Yaskanin-Jones, Chairperson**, Alan Schwartz, Robert Imhoff

Negotiations

- **Dates for meetings: April 29, 2014 at 4:00 p.m.
May 20, 2014 at 3:45 p.m.**

Community Relations

- **Community Relations – Todd Honeycutt, Chairperson**, Karyn Gove, Robert Imhoff
 - Town Council meeting Thursday, May 8, 2014 at 7:30 p.m.

Curriculum and Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Todd Honeycutt, Robert Imhoff
 - Next meeting is May 13, 2014 at 4:00 p.m. – needs to be rescheduled
- **Finance/Facilities – Alan Schwartz, Chairperson**, Karen Yaskanin-Jones, Robert Imhoff
 - Next meeting is Tuesday, May 13, 2014 at 5:30 p.m.
- **Personnel and Management – Karen Yaskanin-Jones, Chairperson**, Kay Daughters-Musnuff, Robert Imhoff
 - Discuss 2014-2015 Staffing Plan (Executive Session)
 - Identify individual staff members requesting public session discussion
 - Next meeting May 7, 2014 at 5:00 p.m.

- **Policy – Karyn Gove, Chairperson,**
Tom Wescoe
- **HCESC Representative – Gregory Hobaugh**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Policy

3. Superintendent's Report

Superintendent's
Report

Dr. Hobaugh discussed the following with the Board:

a. **INFORMATION ITEMS:**

INFORMATION
ITEMS

- 1) Kindergarten Parent Meeting April 29, 2014
- 2) NJASK 7-8 April 28th – May 1st
- 3) NJASK 5-8 May 5th – May 8th
- 4) NJASK 3-4 May 12th – May 16th
- 5) MS Art Show/Spring Concert May 15th
at 6:30 p.m.
- 6) Review of March 2014 Legal Bills
(Attachment #3)

4. School Business Administrator's Report

School Business
Administrator's Report

a. **General Information Items**

- 1) Completed the IDEA BASIC submission as of
April 14, 2014
- 2) Fire extinguishers all compliant with rules and
regulations
- 3) Updating of all facility logs to meet current
standards

b. **Monthly Facility Maintenance Report**

- 1) Window estimate in process
- 2) Roof inspections and maintenance completed at
ES & MS
- 3) MS Boiler pipe repaired

c. **Vandalism Report**

There was no vandalism since our last
meeting.

MS Principal's Report

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

ES Principal's Report

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

CURRICULUM & INSTRUCTION

H. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following items 1 & 2.

Accept 3 Unfunded Choice Students

1. Motion to accept three (3) unfunded choice students for the 2014-2015 school year into the following grade levels:

- Kindergarten – (2)
- Fifth – (1)

Trips/Transportation

2. Motion to approve the following class trip/transportation:

8th Grade to Washington, DC

- a. **Eighth grade** to Washington D.C., on May 28, 29 & 30, 2014. Transportation to be provided by Easton Coach at a cost of \$3800.00 for one bus. The cost per student of \$390.00 includes lodging, meals and admission fees where applicable and is to be borne by parents/guardians.

ROLL CALL

Roll Call:

M
S

- Kay Daughters-Musnuff - VP - Aye
- Robert Imhoff – Pres. – Aye
- Karyn Gove - Aye
- Todd Honeycutt– Absent
- Alan Schwartz - Aye
- Tom Wescoe- Absent
- Karen Yaskanin-Jones - Aye

5 Ayes; 2 Absence; Motion Passes

PERSONNEL

I. PERSONNEL

Based upon the recommendation of the Superintendent, Karen-Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following item #1.

Reappointment of Lynn Gresko, MS Nurse

- 1. Motion to reappointment** Lynn Gresko, Middle School Certificated School Nurse at a Level BA, Step 4 for a salary of \$52,505* for the 2014-2015 school year beginning August 26, 2014 through June 30, 2015.
* Salary and step are frozen at the 2013-2014 level and will be adjusted upon settlement of a new negotiated agreement.

ROLL CALL

**M
S**

Roll Call:

Karen Yaskanin-Jones - Aye
 Kay Daughters-Musnuff - VP – Aye
 Karyn Gove – Aye
 Todd Honeycutt– Absent
 Alan Schwartz - Aye
 Tom Wescoe - Absent
 Robert Imhoff – Pres. - Aye

5 Ayes; 2 Absence; Motion Passes

Based upon the recommendation of the Superintendent, Karen-Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following items #2-4.

THE FOLLOWING MOTION REPLACES PERSONNEL #1 ON ORIGINAL AGENDA

- Motion to reappoint** the following ten (10) tenured full-time faculty who notified the Superintendent that they would like their contract for the 2014-2015 school year discussed in public session:

| Last | First | Subject | 14-15FTE | Frozen 13-14 * | Frozen 13-14 Salary * |
|------------|----------|----------------------|----------|----------------|-----------------------|
| Betz | Melissa | Teacher | 1.00 | BA_12 | \$ 65,905.00 |
| Doerwang | Michael | Teacher | 1.00 | MA_13 | \$ 71,705.00 |
| Gresko | Lynn | Educ. Svcs. Provider | 1.00 | BA_4 | \$ 52,505.00 |
| Kovacs | Steven | Teacher | 1.00 | BA_16 | \$ 73,505.00 |
| LaGreca | Judy | Teacher | 1.00 | BA_9 | \$ 60,205.00 |
| McGaheeran | Paige | Teacher | 1.00 | BA_16 | \$ 73,505.00 |
| Shiffman | Courtney | Teacher | 1.00 | BA_6 | \$ 54,505.00 |
| Smith | Jennifer | Teacher | 1.00 | BA_11 | \$ 64,005.00 |
| Tuma | Patricia | Teacher | 1.00 | BA_13 | \$ 67,805.00 |
| Vuocolo | Regina | Teacher | 1.00 | BA15_L2 | \$ 77,405.00 |

- 3. Motion to authorize** the Superintendent to notify four (4) non-tenured certificated staff members, that they are non-renewed at this time due to a reduction in force:

| Last | First | Subject | Tenure Date | 13-14 FTE | Frozen 13-14 * | Frozen 13-14 Salary* |
|-------|-----------|--------------------|-------------|-----------|----------------|----------------------|
| Drude | Katherine | Educ Svcs Provider | 8/28/2017 | 1.00 | MA_1 | \$ 38,084.00 |
| Grube | Kelly | Teacher | 8/28/2017 | 1.00 | BA_1 | \$ 50,505.00 |
| Hoos | Catherine | Teacher | 9/1/2014 | 0.63 | BA_3 | \$ 32,448.15 |
| Jones | Kevin | Teacher | 8/28/2017 | 1.00 | BA_1 | \$ 50,505.00 |

- 4. Motion to authorize** the Superintendent to notify one (1) tenured certificated staff members that their full-time equivalent is being decreased for the 2014-2015 school year due to a reduction in force.

| Last | First | Subject | 14-15FTE | Frozen 13-14 * | 13-14 Salary * |
|------------|--------|---------|----------|----------------|----------------|
| Krushinski | Brenda | Teacher | 0.50 | BA_16 | \$ 36,752.50 |

ROLL CALL
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S

Roll Call:

Karen Yaskanin-Jones - Aye
 Kay Daughters-Musnuff - VP – Aye
 Karyn Gove – Aye
 Todd Honeycutt– Absent
 Alan Schwartz - Aye
 Tom Wescoe - Absent
 Robert Imhoff – Pres. - Aye

5 Ayes; 2 Absence; Motion Passes

FINANCE/FACILITIES

I. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Karen Yaskanin-Jones to approve the following items # 1 – 3.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #4)

Approve invoices for Current Expense in the following amounts:

Invoices April 11-24, 2014
\$2,979.44

Payroll 4/15/14
\$239,457.27

| | |
|------------------------------------|---------------------|
| Check Register: April 11 -24, 2014 | \$ 2,979.44 |
| Payroll 4/15/14 | <u>\$239,457.27</u> |
| Total | \$242,436.71 |

2. FINANCIAL REPORTS

FINANCIAL REPORTS

Report of the Board Secretary for February and March 2014 and Treasurer’s Report for February 2014 (Attachment #5)

February 2014
March 2014

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of February and March 2014 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.

Notation of the issue in the fund 40 account has been documented with Board of Education, and the county in regards to the status.

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 April 14, 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.

April 28, 2014

Michele McCann
Business Administrator/Board Secretary

3. ADOPTION OF THE 2014-2015 BUDGET

ADOPTION OF 2014-2015 BUDGET

1. Based on the recommendation of the Superintendent in consultation with the Business Administrator

request a motion to adopt the budget for the 2014-2015 school year.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment _____ 368

Expenditures:

| | |
|---------------------------|--------------|
| General Operating Expense | \$ 7,022,631 |
| Special Revenue | \$ 118,416 |
| Repayment of Debt | \$ 529,937 |
| Total Expenditures: | \$ 7,670,984 |

Revenue:

| | |
|----------------------------------|--------------|
| Budgeted fund Balance | \$ 70,000 |
| Local Tax Levy-General Fund | \$ 5,281,889 |
| New Jersey State Aid | \$ 1,535,829 |
| Miscellaneous Revenues | \$ 134,913 |
| Special Revenues Grants | \$ 118,416 |
| Local Tax Levy-Debt Service Fund | \$ 529,937 |
| Total Revenues | \$ 7,670,984 |

As per N.J.A.C. 6A:23A-7.1 et seq., the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2014-2015 tentative budget includes a maximum travel appropriation of \$2,500.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT RESOLVED that the tentative budget was approved at the 03/10/2014 Board of Education meeting for the 2014-2015 School Year using the 2014-2015 state aid figures; and after this meeting a change was made.

BE IT RESOLVED the Board of Education approves the 2014-2015 budget in the amount of \$7,670,984 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

| | |
|---------------------------|--------------|
| General Operating Expense | \$ 7,022,631 |
| Special Revenue | \$ 118,416 |
| Repayment of Debt | \$ 529,937 |
| Total Expenditures: | \$ 7,670,984 |

BE IT FURTHER RESOLVED that the Secretary to the Board of Education be authorized to submit the following budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

| | |
|----------------------------------|--------------|
| Budgeted fund Balance | \$ 70,000 |
| Local Tax Levy-General Fund | \$ 5,281,889 |
| New Jersey State Aid | \$ 1,535,829 |
| Miscellaneous Revenues | \$ 134,913 |
| Special Revenues Grants | \$ 118,416 |
| Local Tax Levy-Debt Service Fund | \$ 529,937 |
| Total Revenues | \$ 7,670,984 |

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2014-2015 budget as described above results in a General Fund Tax Levy in the amount of \$5,281,889 and Debt Service Tax Levy in the amount of \$ 529,937.

BE IT FURTHER RESOLVED, that the budget was advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law on 04/24/2014.

ROLL CALL
M
S

Roll Call:

- Alan Schwartz – Aye
- Karen Yaskanin-Jones – Aye
- Karyn Gove – Aye
- Todd Honeycutt – Absent
- Tom Wescoe - Absent
- Kay Daughters-Musnuff – VP - Aye
- Robert Imhoff – Pres. - Aye

5 Ayes; 2 Absence; Motion Passes

J. TRAVEL EXPENDITURE APPROVAL (Attachment #6)

TRAVEL

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following **(Attachment #6)** Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Karen Yaskanin-Jones.

**ROLL CALL
M
S**

Roll Call:

| | |
|----------------------------|----------------------------------|
| Alan Schwartz – Aye | Tom Wescoe - Absent |
| Karen Yaskanin-Jones – Aye | Kay Daughters-Musnuff - VP - Aye |
| Karyn Gove – Aye | Robert Imhoff – Pres. - Aye |
| Todd Honeycutt – Absent | |

5 Ayes; 6 Absence; Motion Passes

NEW BUSINESS

K. NEW BUSINESS

None

PUBLIC COMMENTS

L. PUBLIC COMMENTS

None

**EXECUTIVE/CLOSED
SESSION**

M. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following resolution to enter into Executive Session at 7:04 p.m.; Kay Daughters-Musnuff 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.

- Personnel
- Incident on April 25, 2014

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 7:53 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

N. RECOVENE PUBLIC SESSION

ACTION ITEMS

O. ACTION ITEMS

PERSONNEL

Based upon the recommendation of the Superintendent, Karen-Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following items #1-16.

1. **Motion to authorize** the Superintendent to notify eight (8) non-tenured certificated staff members that they are non-renewed at this time due to a reduction in force. Attachment #P1
2. **Motion to authorize** the Superintendent to notify four (4) tenured certificated staff members that their full-time equivalent is being decreased for the 2014-2015 school year due to a reduction in force. Attachment #P2
3. **Motion to authorize** the Superintendent to notify three (3) paraprofessional clerical aides that they are non-renewed at this time due to a reduction in force. Attachment #P3
4. **Motion to appoint and to authorize** the Superintendent to notify one (1) non-certificated support staff member (association member) that their position is being restructured to align with pension regulations. Attachment #P4
5. **Motion to appoint and to authorize** the Superintendent to notify one (1) non-certificated support staff member (non-association member) that their position is being restructured to align with pension regulations. Attachment #P5
6. **Motion to reappoint** forty (27) tenured certificated staff members for the 2014-2015 school year as per Attachment #P6
7. **Motion to appoint** eleven (11) support staff members for a one year term for the 2014-2015 school year as per Attachment #P7
8. **Motion to appoint** one (1) support staff member with salary increase withheld for the 2014-2015 school year as per Attachment #P8
9. **Motion to reappoint** one (1) support staff member for the 2014-2015 school year as per Attachment #P9
10. **Motion to appoint** fifteen (15) paraprofessional aides with a reduction in hours for a one year term for the 2014-2015 school year as per Attachment #P10
11. **Motion to abolish** the position of District Technology Coordinator (FTE .75) position
12. **Motion to abolish** the position of one (1) Kindergarten teacher
13. **Motion to abolish** the position of Middle School Spanish teacher.
14. **Motion to abolish** the position of Middle School Home Economics teacher.
15. **Motion to abolish** two (2) positions of part-time paraprofessional clerical aide (one ES, one MS).
16. **Motion to approve** an additional position of third grade teacher for the 2014-2015 school year.

**ROLL CALL
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S**

Roll Call:

| | |
|----------------------------|----------------------------------|
| Alan Schwartz – Aye | Tom Wescoe - Absent |
| Karen Yaskanin-Jones – Aye | Kay Daughters-Musnuff – VP - Aye |
| Karyn Gove – Aye | Robert Imhoff – Pres. - Aye |
| Todd Honeycutt – Absent | |

5 Ayes; 2 Absence; Motion Passes

P. ADJOURNMENT

Having no further business to come before the Board, Alan Schwartz motioned to adjourn the meeting at 8:55 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator