

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 11, 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 Regular Monthly meeting was called to order at 6:01 p.m. in the High Bridge Elementary School Library. The following Board members were present: Larissa Critelli, Alan Schwartz, Ann Willard arrived at 6:48 p.m., 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. Tom Wescoe was not present.

D. EXECUTIVE/CLOSED SESSION

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 6:02 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.

- BOE certification training

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 7:32 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

RECONVENE PUBLIC SESSION

E. RECONVENE PUBLIC SESSION

F. RECOGNITION ITEMS

Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to acknowledge the following fifth grade students for being published in the 2013 edition of the Young American Poetry Digest. **(Attachment #1)**

CORRESPONDENCE

Wade Carlson	Jenna Crampton
Ellie Curtin	Owen Honeycutt
Zoe Lincoln	Kincso Pusztai

G. REVIEW OF OFFICIAL CORRESPONDENCE

(Attachment #2)

PUBLIC COMMENTS

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Paige McGaheran	10/20/13	Request for LOA
Paige McGaheran	10/31/13	Request to extend LOA

Board Committees

Negotiations

ADOPTION OF MINUTES

H. PUBLIC COMMENTS

None

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Ann Willard motioned, seconded by Kay Daughters-Musnuff to approve the following minutes.

Community Relations

Curriculum & Instruction

REPORTS TO THE BOARD

Need to be amended. Will be adopted at December 9, 2013 meeting.

1. October 14, 2013 Regular Meeting Minutes **(Attachment #3)**

Board President's Report

J. REPORTS TO THE BOARD

Finance/Facilities

1. **Follow-Up Items**
None at this time.

2. **Board President's Report**

- a) Health Benefits Waiver
- b) Review of NJSBA recommended Board tasks, as per checklist **(Attachment #4)**
- c) Board Committees and Chairperson

Community Relations

Personnel & Management

- **Appointment of Negotiations Committee previously an Ad Hoc Committee: Karen Yaskanin-Jones, Chairperson,** Alan Schwartz, Robert Imhoff
 - Unanimously carried – no vote
 - Discussed Todd Honeycutt winning seat
 - Mentioned the need to have a meeting regarding the other seat

- **Community Relations – Larissa Critelli, Chairperson,** Tom Wescoe, Robert Imhoff
 - NJ Educational Foundation Partnership

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson** Alan Schwartz, Robert Imhoff
 - Proposed 8th Grade Science Award
 - Review QSAC Statement of Assurance
 - Review Technology Plan.
 - Curriculum Coordination position
 - Next meeting – December 3rd, 2013 at 6:00 p.m.

- **Finance/Facilities – Alan Schwartz, Chairperson,** Larissa Critelli, Robert Imhoff
 - Audit report
 - CMP
 - Transfers
 - Facility issues
 - Technology Plan
 - Next meeting – December 3rd, 2013 at 5:00 p.m.

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,** Ann Willard, Robert Imhoff
 - Recommendation for School Psychologist position.
 - Student Teacher requests
 - Leave of Absence Request – Paige McGaheran

- **Policy – Ann Willard, Chairperson,**
Tom Wescoe, Robert Imhoff

The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: **(Attachment #5)**

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following motions:

- a) Motion to amend the following existing policies and/or regulations:

Policy #5450 Athletic Awards

Regulation #5450 Athletic Awards

- **HCESC Representative – Gregory Hobaugh,**
Ed.D, Superintendent
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report

Mr. Imhoff questioned the bonus check cap for school choice.

3. Superintendent's Report

Dr. Hobaugh discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for October 2013
(Attachment #6)
- 2) 2013-2014 Enrollment
(Attachment #7)
- 3) Report on Harassment, Intimidation, and Bullying Incidents (1)
- 4) School Choice Program Update
- 5) Superintendent's Update
- 6) Report on NJASK 2013 Scores

4. School Business Administrator’s Report

School Business Administrator’s Report

a. General Information Items

- ASSA/NJ SMART Student 10/15 snapshot
- NJ SMART F/R upload
- ASSA data files
- CMP plan
- DRTRS snapshot uploaded, filed and sent to county
- School budget 2014-2105
- CMP plan
- DSDC report submitted to state
- NJ School Digest – October 2013
(Attachment #8)

CURRICULUM & INSTRUCTION

Choice Student

b. Monthly Facility Maintenance Report

- Reviewed requirements for infrastructure PARCC
- PRI project – complete
- Met with staff regarding HVAC and snow removal issues
- Assets disposed of at town recycling center
- Walk-in refrigerator broke at ES

Statement of Assurance

c. Vandalism Report

There was no vandalism since our last meeting

d. Monthly Investment Interest – October 2013

Account	Peapack-Gladstone Bank
Agency	\$ 4.72
Capital Reserve	\$ 22.67
Current	\$ 61.56
Food Service	\$.70
Maintenance	\$ 15.66
Payroll	\$ 5.83
Student Activity	\$ 1.33
Unemployment	\$ 2.10
FSA	\$.21
Total	\$ 114.78

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

MS Principal’s Report

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

ES Principal’s Report

8th Grade Graduation Science Award

K. 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 1-4.

1. Choice Student Approval

- a) **Motion to accept** an Interdistrict Public School Choice Application for enrollment in the 2014-2015 school year:

District of Residence	Number of Students	2014-2015 Grade
Hampton	1	4th

2013-2016 Technology Plan

2. Resolution to submit Statement of Assurance for New Jersey Single Accountability Continuum (Attachment #9)

Whereas, the High Bridge Board of Education in the County of Hunterdon is required to submit an Statement of Assurance (SOR) under NJ QSAC for the 2013-2014 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district’s Statement of Assurance with respect to this process, and

PERSONNEL

Whereas, the High Bridge Board of Education in the County of Hunterdon has reviewed the districts Statement of Assurance and hereby approves this document.

Approve unpaid LOA FMLA for Paige McGaheran

Now Therefore Be It Resolved, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

Approve Renee Colangelo as School Psychologist

- 3. **Motion to establish** a graduation award, to be presented annually to two graduating eighth grade students, one male and one female, who demonstrate interest and success in their studies of science in accordance with criteria to be established by the Superintendent in consultation with Middle School Science teachers.

Approve Kelly Grube as Literary Magazine Advisor

- 4. **Motion to approve** the district’s 2013-2016 Educational Technology Plan as approved by

Kelly Grube Course Reimbursement

the Office of Educational Technology for the NJ
Department of Education June 21, 2013.

ROLL CALL

**M
S**

Roll Call:

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

6 Ayes; 1 Absence; Motion Passes

L. PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 6. Larissa Critelli seconded the motion.

Approve substitutes

1. Motion to approve a request for an unpaid leave of absence for **Paige McGaheran**, retroactive from October 21, 2014 through November 6, 2014 in accordance with the federal Family Medical and Leave Act.

Approve Cecilia Oxley to complete 50 hours of Health Training

2. Motion to approve the employment of **Renee Colangelo** as School Psychologist beginning January 2, 2014 with five (5) transition days in December 2013, to be initially compensated at a substitute rate of \$75.00/day for the first twenty (20) days then at a long-term substitute rate of \$252.53 per diem until permanent certification is obtained at which time she will be compensated at a MA1 salary of \$54,405.00 prorated. **(Attachment #10)**

Approve Heidi Miller, student teacher, to complete 4 observations

3. Motion to approve Kelly Grube as Literary Magazine advisor for Grades 6-8 for the 2013-2014 school year to be compensated at the co-curricular rate of \$29.11 for a maximum of 20 hours.

**ROLL CALL
M
S**

4. Motion to approve the course reimbursement for the 2013-2014 school year for tuition paid by the following employee: **(Attachment #11)**

➤ **Kelly Grube**

Course: Teacher as Researcher (#506)
 College/University: Moravian College
 Semester: Winter 2013-2014
 Credits: 3 Graduate Credits
 Tuition: \$1, 326.00

➤ **Kelly Grube**

Course: Literacy and Resistance in Secondary Schools (#660)
 College/University: Moravian College

**FINANCE/
FACILITIES**

-
-
-
-

PAYMENT OF BILLS

-
-

- Semester: Winter 2013-2014
- Credits: 3 Graduate Credits
- Tuition: \$1, 326.00

5. Motion to approve the following substitutes for the 2013-2014 school year:

Kate Duke
Sally Warner
Jonathan Teich

6. Motion to approve Cecilia Oxley, Rowan University School Nursing student, to complete fifty (50) hours of Health Teaching field experience for her School Nurse Clinical Practice from January 7, 2014 through April 14, 2014 with Lynn Gresko as cooperating certified school nurse at Middle School and various grade level health teachers at Elementary School.

Invoices Oct 11-31
\$10,3338.01
Payroll 10/15/13
\$238,838.85
Payroll 10/31/13
\$240,249.27

7. Motion to approve Heidi Miller, student teacher with St. Joseph’s University, to complete four observation Sessions between November 11, 2013 and December 9, 2013 with Emma Alparone, Lisa Fallon, and Susan Vogler as cooperating special education personnel.

Invoices 11/1-6/13
\$180,863.92

Roll Call:

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

Cafeteria Invoices
\$10,407.24

6 Ayes; 1 Absence; Motion Passes

M. 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 – 11.

FINANCIAL REPORTS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #12)

Approve invoices for Current Expense in the following amounts:

August 2013
September 2013

Check Register October 11-31, 2013	\$ 10,338.01
Payroll 10/15/13	\$238,838.85
Payroll 10/31/13	<u>\$240,249.27</u>
	\$489,426.41

Approve invoices for Current Expense in the following amounts:

Check Register November 1- 6, 2013 \$180,863.92

Approve invoices for **Cafeteria** Account in the amount of **\$10,407.24**

Date	Vendor	Amount	Description	Check No.
10/16/13	Maschio's Food Service, Inc.	\$10,361.24	IN0039029	1370
11/1/13	NJ Dept of Agriculture	\$ 46.00 -	Inv. 153149	1371
	Total	\$10,407.24		

2. **FINANCIAL REPORTS**

Report of the Board Secretary and Treasurer's Report for August and September 2013 (Attachment #13)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of August and September 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 October 2013 (Attachment #14)

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 November 11, 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.

November 11, 2013

Michele McCann
Business Administrator/Board Secretary

Disposal of Property

3. Motion to approve resolution authorizing the disposal of property:

WHEREAS, in accordance with N.J.S.A. 18A:18-45F, the High Bridge Board of Education would like to dispose of property; and

WHEREAS, the following properties have been classified as no longer serviceable:

Overhead Projects

Elmo overhead projector	HP-L355OH	325008
Elmo overhead projector	HP-L355OH	339342
Elmo overhead projector	HP-L355OH	310989
Elmo overhead projector	HP-L355OH	324998
Buhl overhead projector	122-CB109	517047BO70301810
3M overhead projector	1700	
Elmo overhead projector	HP-L355OH	355OH
Apollo overhead projector	V-3000	4060037418

CAFETERIA REPORT
September 2013

WHEREAS, the condition of the items above was determined by the Principal and Superintendent, and

WHEREAS, a recommendation has been made by the Superintendent that the listed items be disposed;

ANNUAL
MAINTENANCE
BUDGET AMOUNT
WORKSHEET

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, based upon the recommendation of the Superintendent, authorizes the disposal of these assets via the town’s electronic recycling program at no cost to the district.

COMPREHENSIVE
MAINTENANCE PLAN

4. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2013**, as submitted by Maschio’s Food

Service, Inc. indicates a profit of \$1,734.20 for the month and a year-to-date profit of \$1,734.20. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **September 2013**.

Last year's report for **September 2012** indicated a loss of \$127.20 for the month and a year-to-date loss of \$127.20. Student participation was 17% in the Middle School and 22% in the Elementary School for the month of **September 2012**.

Approve 12-13 Comprehensive Financial Report

April final NJSMART

Approve DRTRS Report

Approve DSDC Report

Approve ASSA Work Papers

ROLL CALL
M
S

TRAVEL

Roll Call
M
S

NEW BUSINESS

PUBLIC COMMENTS

5. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET

BE IT RESOLVED that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. **(Attachment #15)**

6. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. **(Attachment #16)**

7. Motion to approve 2012-2013 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP.

- 8. Motion to approve Final NJSMART Snapshot Capture (Attachment #17)**
- 9. Motion to approve DRTRS Report (Attachment #18)**
- 10. Motion to approve DSDC Report (Attachment #19)**
- 11. Motion to approve ASSA Work Papers.**

Roll Call:

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

EXECUTIVE/ CLOSED SESSION

6 Ayes; 1 Absence; Motion Passes

N. TRAVEL EXPENDITURE APPROVAL (Attachment #20)

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #20) 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:

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

RECONVENE PUBLIC SESSION

6 Ayes; 1 Absence; Motion Passes

O. NEW BUSINESS

Discussed fund raising for the swings at ES

ACTION ITEMS

P. PUBLIC COMMENTS

None

ADOPTION OF EXECUTIVE MINUTES

Q. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Alan Schwartz requested a motion to approve the following resolution to enter into Executive Session at 8:49 p.m.; Kay

ADJOURNMENT

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.

- October 14, 2013 Executive Meeting Minutes
(Attachment ES #1)
- Personnel issue
- Legal Matter – Alparone vs. High Bridge Board of Education

Ann Willard motioned to exit executive session and return to public session at 9:08 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

R. RECONVENE PUBLIC SESSION

S. ACTION ITEMS

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Tabled until the December 9, 2013 meeting

October 14, 2013 Executive Meeting Minutes

U. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:08 p.m. The motion was seconded by Karen Yaskanin-Jones .
Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator