

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, JUNE 14, 2010

A. OPENING OF MEETING - 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary Schools' front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon Democrat and the Courier News at 7:00 pm on Monday, June 14th, 2010, in Room #209 (Computer Lab) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. READING OF THE MISSION STATEMENT

D. ROLL CALL by Susan Joyce, Interim Board Secretary

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

E. RECOGNITION ITEMS

1. PTO Recognition

Request a motion to approve the attached resolution honoring the High Bridge PTO for their outstanding service to our schools. (Attachment #1)

F. EXECUTIVE SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel matters, pending litigation, negotiations and other such related matters.

- Negotiations consultant interviews (Attachment #2)

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.

G. RECONVENE PUBLIC SESSION**H. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Steven Fogarty		Withdrawal of consideration for negotiations consultant (Attachment #3)
Katherine Lazzara	6/1/10	Repayment of salary overpayment (Attachment #4)
SSEC&Z	6/2/10	Lazzara request re: overpayment (Attachment #5)
Maria Arbelo	6/1/10	Letter of Resignation (Attachment #6)
Ellen Ingraham	6/7/10	Letter of Resignation (Attachment #7)
Teresa Fasanello	6/9/10	Letter of Introduction – Hunterdon Co. Democrat reporter (Attachment #8)

I. PUBLIC COMMENTS

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

J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. May 10, 2010 Special Meeting Minutes (Attachment #9)
2. May 17, 2010 Regular Meeting Minutes (Attachment #10)

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

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #11)
- b) Report on meeting with Maschio's Food Service representatives
- c) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Tamara Davis

The Curriculum Committee in consultation with the Superintendent requests a motion to amend and adopt the district mission statement as follows:

The High Bridge Public School District, in partnership with parents and the community, *strives to assist all students at every grade level to meet or exceed the New Jersey Core Curriculum Content Standards (NJCCCS), and* is dedicated to providing a strong educational foundation that inspires students to become life-long learners and responsible, productive citizens.

- **Finance/Facilities – William Stover, Chairperson**
Larissa Critelli, and Janice Stemple
- **Personnel and Management – Janice Stemple, Chairperson**
Tamara Davis and Karen Yaskanin-Jones
- **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones
- **Ad hoc Committee for School Photography Proposals –
Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff and Larissa Critelli

The School Photography Committee, in consultation with the Superintendent, recommends the appointment of Royal Photography as school photographer and yearbook vendor for the 2010-2011 school year. (Attachment #12)

- **Policy – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff and Tamara Davis
- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance Report for May 2010
(Attachment #13)
- 2) Enrollment report as of May 2010. Also included is the enrollment report as of May 2009 for comparison. (Attachment #14)
- 3) Projected enrollment for September 2010 (Attachment #15)
- 4) Review of April 2010 legal bill. (Attachment #16)
- 5) QSAC District Improvement Plan – Update
- 6) Awards Program – June 22, 2010 at 10:30 a.m.
- 7) Graduation – June 22, 2010 at 7:00 p.m.

B. ACTION ITEMS:

- 1) **Approve** the list of eighth grade students eligible for promotion to ninth grade. (Attachment #17)
- 2) **Motion** to appoint **Ronald M. Frank, M.D.**, as school physician from July 1, 2010 through June 30, 2011.

Roll Call:

Susan Connor

Robert Imhoff

Larissa Critelli

Janice Stemple

Kay Daughters-Musnuff

William Stover

Tamara Davis

Karen Yaskanin-Jones

4. Interim School Business Administrator’s Report

A. General Information Items

- 1. NJ School Digest (Attachment #18)

B. Action Items:

- 1. Request a motion to approve the following Resolutions for High Bridge School District’s participation in the School Alliance Insurance Fund (S.A.I.F): (Attachment #19)
 - a) Resolution appointing Mr. Joseph Kennedy as the School Alliance Insurance Fund Commissioner.
 - b) Resolution for Renewal of Membership with S.A.I.F.
 - c) Resolution for S.A.I.F. Indemnity and Trust Renewal Agreement

C. Monthly Facility Maintenance Report

- 1. None

Vandalism Report

There were no acts of vandalism since our last meeting.

Monthly Investment Interest

	<u>Amount</u>
TD Bank-Current Account – April, 2010	\$ 92.58
TD Bank-Current Account – May 2010	\$231.28

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

6. Elementary School Principal’s Report (Report will be given at 6/28/10 Board Meeting)

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. Motion to accept the resignation of **Maria Arbelo** as part-time Spanish Teacher for the 2010-2011 school year, effective June 24, 2010.
2. Motion to accept the resignation of **Ellen Ingraham** as part-time Middle School Nurse for the 2010-2011 school year, effective June 24, 2010.
3. **Motion to approve** the transfer of **Judy Marcelliano** from part-time (55%) middle school special education teacher to full-time middle school education teacher at a level BA, Step 6 salary of \$54,945 from September 1, 2010 through June 30, 2010.
4. **Motion to approve** an employment contract for **Emma Alparone** as **substitute caller** for the 2010-2011 school year at a salary of \$2,451.50.
5. **Motion to approve** an employment contract for **Bonnie Fleming**, School Treasurer for the 2010-2011 school year and salary in the amount of **\$2,330**, effective July 1, 2010 through June 30, 2011.
6. **Motion to approve** an employment contract **Maureen Gargas** as part-time non-instructional aide (4 hours/day - .58 FTE) for the 2010-2011 school year at an hourly rate of \$12.30 for a yearly salary of \$9,089.00.
7. **Motion to approve** an employment contract **Christina McKenna** as part-time instructional aide (4 hours/day - .58 FTE) for the 2010-2011 school year at an hourly rate of \$12.03 for a yearly salary of \$8,886.00.
8. **Motion to approve** an employment contract **Bernice Bellouny** as full-time instructional 1:1 aide for a tuition student from Branchburg School District for the 2010-2011 school year at an hourly rate of \$12.03 for a yearly salary of \$15,320. Mrs. Bellouny's salary and benefits will be billed to the sending district.
9. **Motion to approve** the employment and salary of the 2010 Extended School Year personnel as listed on Attachment #20 .
10. **Motion to approve Emma Alparone** to provide Extended School Year/Home Program services from July 6, 2010 through September 1, 2010 for two special needs students as per their IEP, for a total amount of \$4,141.28 to be funded through IDEIA/10 Grant. (See Attachment #21)
11. **Motion to approve Cathy Hoos** to provide Extended School Year/Home Program Instructional reinforcement services from July 6, 2010 through September 2, 2010 for one special needs student as per their IEP, for a total amount of \$602.40 to be funded through IDEIA/10 Grant. (See Attachment #21)

12. **Motion to approve Heather Trepiccione** to provide Extended School Year/Home Program Instructional reinforcement services from July 6, 2010 through September 2, 2010 for one special needs student as per their IEP, for a total amount of \$295.20 to be funded through IDEIA/10 Grant. (See Attachment #21)
13. **Motion to approve Jeff Thompson** as director of the **Summer Instrumental Music Program** from June 29, 2010 to July 29, 2010 at the negotiated rate of \$29.11/hour for instruction with hours to be determined by the number of students in the program.
14. **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 2010-2011 school year.
15. **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 2010-2011 school year.
16. **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 2010-2011 school year.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

M. CURRICULUM & INSTRUCTION

- 1) **Motion to approve** the operation of the **Summer Instrumental Music Program** for students entering grades 4-9 to run on Tuesdays and Thursdays from June 29, 2010 through July 29, 2010, to be held in the Middle School. Fee for this program will be \$75.00 for five 30 minute lessons, or \$15.00 per single 30 minute lesson.
- 2) **Motion to accept** the following out-of-district students to the extended school year '09 program on a tuition basis:

STUDENT ID#	DISTRICT	TUITION *
DD-01	Franklin Twp.	\$3350
DN-02	Franklin Twp.	\$3350
AN-03	Franklin Twp.	\$3075

* Sending district will also be billed for one-to-one aide salary of \$1035 for each student.

3) Motion to approve the following summer workshops to be funded through the ARRA grant:

a) Wilson Reading System training

Dates: July 6, 7, and 8, 2010

Time: 8:20 am – 3:35 pm

Location: High Bridge Elementary School

Staff: E. Bruton, S. Etzold, L. Piell, J. Rogers, K. Terzuolo, K. Kunz, M. Gomez, M. Monaco, E. Alparone, J. Marcelliano, P. Tuma, R. Lazier, plus 1 additional teacher TBA

Compensation: \$140.00/day per teacher - \$1,820 Total

b) Foundations by Wilson

Dates: July 9, 2010

Time: 8:20 am - 3:35 pm

Location: High Bridge Elementary School

Staff: M. Laurita, B. Mann, L. Kerr, L. Hickey, L. Richardson, C. Nowell, K. Sandorff, S. Kerr, K. Sharkey, K. Ziegler, E. Alparone, E. Bruton, S. Etzold, M. Monaco, L. Piell, J. Rogers, K. Terzuolo

Compensation: \$140/day per teacher - \$2,380 Total

4) Motion to approve the following summer workshop to be funded through IDEIA

a) Special Education Training – Student transition training for Middle School Teachers (grades 6 & 7)

Dates: August 12, 2010

Time: 12:00 pm – 3:00 pm

Location: High Bridge Middle School

Costs

Facilitators: Susan Vogler, Emma Alparone and Marisa Monaco \$140.00 per facilitator x 3 = \$420.00

Teachers: P. Tuma, R. Vuocolo, R. Lazier, J. Marcelliano, M. Dilgard, S. Kovacs, B. Krushinski, N. DiGeronimo, L. Stecker, MS Nurse and 2 teachers TBA - \$70/day x 12 teachers = \$840

Aides: D. Brown, D. Mojka, and 1 aide TBA \$55/day x 3 aides = \$165.00

Total Costs: \$1425.00 to be funded through IDEIA Grant

N. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #22)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$183.75** (2009-2010 Schedule 14)
- b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$119,637.88** (2009-2010 Schedule 15)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$224,197.63** (05/31/10)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,895.51**

Date	Vendor	Amount	Description	Check No.
5/24/10	State of NJ	\$ 4.35	Inv. 118714	1217
	Dept. of Agriculture	\$ 42.30	Inv. 119374	
		\$ 23.20	Inv. 119723	
	Total	\$ 69.85		
5/24/10	Maschio's Food Service, Inc.	\$10,487.34	Inv. IN0022686	1218
5/24/10	State of NJ	\$ 121.01	Inv. 315277	1219
		\$ 98.00	Inv. 315274	
		\$ 119.31	Inv. 315278	
	Total	\$ 338.32		

2. APPROVE USE OF FACILITIES (Attachment #23)

- a) **High Bridge Daisy Troop #91** – Use of Elementary School beginning September 2010 until June 2011 the second Friday of every month from 6:00 p.m. until 8:00 p.m. **Advisor: Michelle Angley**

3. CAFETERIA REPORT

The cafeteria financial report for the month of **April 2010**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1,392.61 for the month and a year-to-date loss of \$3,907.83. Student participation was 29% in the Middle School and 38% in the Elementary School for the month of **April 2010**.

Last year's report for **April 2009** indicated a loss of \$383.09 for the month and a year-to-date loss of \$1,492.16. Student participation was 26% in the Middle School and 40% in the Elementary School for the month of **April 2009**.

The cafeteria financial report for the month of **May 2010**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1,083.46 for the month and a year-to-date loss of \$4,991.29. Student participation was 29% in the Middle School and 37% in the Elementary School for the month of **May 2010**.

Last year's report for **May 2009** indicated a loss of \$846.42 for the month and a year-to-date loss of \$2,338.60. Student participation was 27% in the Middle School and 39% in the Elementary School for the month of **May 2009**.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

O. TRAVEL EXPENDITURE APPROVAL (Attachment #24)

The Superintendent, in consultation with the Interim 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.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

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 personnel matters, pending litigation, negotiations and other such related matters.

- May 17, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Litigation/Contracted Services
- Discussions with High Bridge Teachers' Association
- Negotiations Consultant Candidates
- School Business Administrator position
- Personnel Request (See Sealed Envelope)

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. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. May 17, 2010 Executive Meeting Minutes

Roll Call:

Susan Connor

Janice Stemple

Larissa Critelli

William Stover – Vice President

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

T. NEW BUSINESS

U. PUBLIC COMMENTS

V. ADJOURNMENT