

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA
MONDAY, DECEMBER 13, 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's and Elementary School's 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. Meeting time and location: 7:00 pm on Monday, December 13, 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 - Superintendent

D. ROLL CALL by Thomas Lambe, Board Secretary

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

E. PUBLIC COMMENTS

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

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Lauren Mount	11/23/10	Notice of retirement
Ann Walton	12/1/10	Notice of retirement
Bruce Nicholas	12/1/10	Notice of retirement
Diane Alexanderson	12/1/10	Eleven-Minute Club
Maureen Gargas	12/8/10	Worker's Compensation Pay

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- 1. November 15, 2010 Regular Meeting Minutes (Attachment #2)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President’s Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #3)
- b) Board survey (Attachment #4)
- c) Faculty Advisory Committee Minutes (Attachment #5)
- d) I&RS Compensation – Discussion
- e) February Board Meeting Date – Discussion
- f) Board Committee and Chairperson

• **Community Relations – Susan Connor, Chairperson**

Kay Daughters-Musnuff and Ann Willard

• **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**

Larissa Critelli and Tamara Davis

The Curriculum Committee, in consultation with the Superintendent, recommends the Board approve the following:

- 1) **Motion to adopt** the revised K-8 Physical Education Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

Roll Call:

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

• **Finance/Facilities – William Stover, Chairperson**

Larissa Critelli, and Janice Stemple

• **Personnel and Management – Janice Stemple, Chairperson**

Tamara Davis and Karen Yaskanin-Jones

- 1) Recommendation of candidate for School Treasurer

- 2) Recommendation of Superintendent’s Goals for 2010-2011 school year.
(Attachment #6)

Action Item:

- 1) Motion to approve the Superintendent’s Goals for the 2010-2011 school year as recommended by the Personnel Committee

Roll Call:

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

- **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones

- 1) Report on December 8, 2010 meeting with Board negotiator.

- **Policy – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff and Tamara Davis

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

- a) Motion to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 0172 – Duties of Treasurer of School Moneys
 - Policy 2340 – Pupil Trips
 - Policy 7510 – Use of Facilities
 - Regulation 7510 – Use of Facilities

Roll Call:

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

- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**

- **Ad Hoc Committee on Public Relations - Susan Connor, Chairperson,**
Tamara Davis and Ann Willard

- 1) Community Organizations Update

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for November 2010 (Attachment #7)
- 2) 2010-2011 Student Enrollment Update (Attachment #8)
- 3) Review of October 2010 legal bill (Attachment #9)
- 4) Report on anticipated April 2011 School Election Board Seat contraction (Attachment #10)
- 5) School Security Drills
- 6) Walking Audit Report (Attachment #11)

4. School Business Administrator's Report

A. General Information Items

- 1) NJ School Digest (Attachment #12)

B. Monthly Facility Maintenance Report

- 1) Security camera moved in MS for improved vision of visitors

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – November 2010

Account	Peapack-Gladstone Bank
Agency	\$ 7.23
Capital Reserve	\$ 1.50
Current	\$ 488.61
Food Service	\$ 4.46
Maintenance	\$ 0.00
Payroll	\$ 0.00
Student Activity	\$ 6.99
Unemployment	\$ 28.16
Total	\$ 536.95

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

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

I. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to appoint** Michael Doerwang as mentor for a middle school novice teacher to provide 20 hours of intensive mentoring at an hourly rate of \$29.11.
2. **Motion to approve** the employment of **Susan DeGasperis** as a part-time (57%) Instructional Aide in the Elementary School from December 14, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a yearly salary of \$7,280.00 prorated.
3. **Motion to approve** the employment of **Patti Fischer** as Treasurer of School Moneys retroactive from July 1, 2010 to June 30, 2011 at an annual salary of \$2,430.00 for the 2010-2011 school year.
4. **Motion to approve** a request from Rowan University for **Lynn Yanulevich** to complete a clinical practice in health teaching consisting of 10 hours of observation and 50 hours classroom teaching in health with Nicole DiGeronimo as the cooperating teacher to be completed between January 27, 2011 and April 4, 2011.
5. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year:

Renee Colangelo
6. **Motion to approve** the following student teachers to complete their practicum hours at High Bridge Schools with cooperating teachers and hours as noted:

Student	College/University	School Building	Cooperating Teacher	Dates/Hours
Megan O'Neal	Eastern University	Elementary	Kim Sandorff	90 hrs Dec 14 th – Jan 30 th
Courtney Garber	Raritan Valley Community College	Middle	Paige McGaheran	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Kenneth Bobal	Raritan Valley Community College	Middle	Linda Stecker	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Kaitlynn Botelho	Raritan Valley Community College	Middle	Jeff Thompson	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Courtney Garber	Raritan Valley Community College	Elementary	Kim Sandorff	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Kenneth Bobal	Raritan Valley Community College	Elementary	Lynn Hickey	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Kaitlynn Botelho	Raritan Valley Community College	Elementary	Lauren Richardson	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Emily Irons	Raritan Valley Community College	Elementary	Kim Terzuolo	3 hrs., 1x per wk for 10 wks. Feb 7 th – Apr 11 th

7. **Motion to approve** Megan O’Neal, Eastern University student, to assist with Cheerleading practices on a volunteer basis on the following dates: December 13th, 14th, 16th and 22nd, 2010.

Roll Call:

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

CURRICULUM & INSTRUCTION

1. Motion to approve the following field trips and transportation where applicable:
 - a) **Sixth Grade to Medieval Times**, Lyndhurst, NJ on Thursday, May 26, 2011. This trip correlates with social studies unit on Middle Ages. Transportation to be provided by Easton Coach at a cost of \$1045.00 for one bus. The cost per student of \$53.42 includes transportation, admission, lunch at show, and is to be borne by parents/guardians.

Roll Call:

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Tamara Davis	Robert Imhoff – President
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K. SCHOOL BUSINESS

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

PAYMENT OF BILLS

Audit of Invoices (Attachment #13)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$186,810.33** (2010-2011 Schedule 6)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,710.65** (11/30/10)

c) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,108.26**

Date	Vendor	Amount	Description	Check No.
11/30/10	Maschio's Food Service, Inc.	\$10,065.96	IN0024599	1303
11/30/10	NJ Dept. of Agriculture	\$42.30	Inv. 123583	1304
	Total	\$10,108.26		

2. FINANCIAL REPORTS

a) **Report of the Board Secretary for October 2010 (Attachment #14)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of October 2010 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 2010

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. 6:20-2.13(3), the Board of Education certify that as of December 13, 2010, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(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.

December 13, 2010

 Thomas Lambe
 Business Administrator/Board Secretary

Roll Call:

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

3. USE OF FACILITIES (Attachment #15)

a) Cub Scout Tiger Meetings – Use of ES classroom twice a month beginning 12/16/2010 and ending 5/19/2011 from 3:00 p.m. to 4:30 p.m.

Advisor: Maryann Hagan

b) 8th Grade Lock In – Use of MS gym and cafeteria Friday, March 25, 2011 and Saturday, March 26, 2011 beginning 9:30 p.m (Friday) and ending 7:00 a.m.

Saturday. **Advisor: Cathy Hoos**

4. CAFETERIA REPORT

The cafeteria financial report for the month of November 2010, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$320.80 for the month and a year-to-date loss of \$1,894.30. Student participation was 22% in the Middle School and 27% in the Elementary School for the month of November 2010.

Last year’s report for November 2009, indicated a loss of \$989.98 for the month and a year-to-date profit of \$203.29. Student participation was 28% in the Middle School and 36% in the Elementary School for the month of November 2009.

5. TD BANK ACCOUNT

Motion to authorize the Business Administrator to close the remaining TD Bank accounts by December 31, 2010, after voiding any outstanding checks believed to be lost by the vendor. Checks will be reissued, if necessary, from the Peapack-Gladstone Bank account.

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Ann Willard

Karen Yaskanin-Jones

Robert Imhoff – President

L. PUBLIC COMMENTS

M. 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.

- Opening negotiations with High Bridge Teachers' Association
- Personnel – Worker's Compensation case
- November 15, 2010 Executive Meeting Minutes (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.

N. RECONVENE PUBLIC SESSION

O. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. November 15, 2010 Executive Meeting Minutes

Roll Call:

Susan Connor

William Stover – Vice President

Larissa Critelli

Ann Willard

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

Janice Stemple

P. NEW BUSINESS

Q. PUBLIC COMMENTS

R. ADJOURNMENT