

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, FEBRUARY 7, 2011

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 Meetings Act, in the following newspapers: Hunterdon Democrat and the Courier News. This meeting will convene at 7:00 pm on Monday, February 7, 2011, 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. RECOGNITION ITEMS

1. STUDENT RECOGNITION (Attachment #1)

Request a motion to approve the attached resolution recognizing Jacob Bukowski, 7th grade student, for placing 1st in the High Bridge Middle School Spelling Bee.

2. PARENT RECOGNITION (Attachment #2)

Request a motion to approve the attached resolution recognizing Mrs. Conroy and Mrs. Terblanche for their tremendous efforts in raising 100% of the funds necessary for the purchase of the new basketball uniforms.

3. EXECUTIVE COUNTY SUPERINTENDENT RECOGNITION (Attachment #3)

Request a motion to approve the attached resolution in support of Dr. Gerald Vernotica, Hunterdon County Executive Superintendent.

F. PUBLIC COMMENTS

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

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #4)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Emily Bruton	2/1/11	Notification of Retirement

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

January 10, 2011 Regular Meeting Minutes (Attachment #5)

I. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)

b) Discussion item – Does the Board want to rescheduling April Board of Education Meeting from April 18, 2011, which is during spring recess, to April 25, 2011?

c) 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

- **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

1) Motion to approve a resolution in support of Senate Bill 2043 and Assembly Bill 2960 – Restoration of “Last Best Offer” in Public School District Collective Bargaining (Attachment #7)

• **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 adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
 - Policy 1140 – Affirmative Action Program
 - Regulation 1530 – Equal Employment Opportunities
 - b) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 1523 – Comprehensive Equity Plan
 - Policy 1530 – Equal Employment Opportunities
 - Policy 1550 – Affirmative Action Programs for Employment and Contract Practices
 - Regulation 1550 – Affirmative Action Programs for Employment and Contract Practices
 - Policy 2260 – Affirmative Action Programs for School and Classroom Practices
 - Policy 2423 – Bilingual and ESL Education
 - Regulation 2423 – Bilingual and ESL Education
 - Policy 6360 – Political Contributions
 - Policy 6362 – Contribution to Board Members and Contract Awards

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**

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for January 2011 (Attachment #8)
- 2) 2010-2011 Student Enrollment Update (Attachment #9)
- 3) 2010-2011 School Calendar (Attachment #10)
- 4) 2011-2012 Proposed School Calendar – Survey letter (Attachment #11)
- 5) School Report Card
- 6) QSAC six-month report
- 7) Hunterdon County Shared Services Meeting – January 31, 2011
- 8) Before / After Care Program
- 9) Superintendent Mentor Program Finalized (Attachment#12)
- 10) Review of December 2010 legal bill (Attachment #13)
- 11) Eighth Grade Washington, D.C. Class Trip Chaperones

B. ACTION ITEMS:

- 1) **Motion to amend** the 2010-2011 school calendar making Friday, February 18, 2011, Monday, February 21, 2011 and Monday, April 25, 2011 instructional days due to exceeding the snow days built in to the calendar.
- 2) **Motion to approve** the following chaperones for the Eighth Grade Class trip to Washington, D.C.:
 - a) Rich Kolton, Administrative Representative
 - b) Linda Stecker, Lead Chaperone
 - c) Lauren Mount
 - d) Paige McGaheran
 - e) Lynn Yanulevich, School Nurse
 - f) Steve Kovacs

4. School Business Administrator's Report

A. General Information Items

- 1) Budget and School Election
- 2) Department of Agriculture review of Food Service operations
- 3) NJ School Digest – December 2010 (Attachment #14)
- 4) NJ School Digest – January 2011 (Attachment #15)

B. Monthly Facility Maintenance Report

Snow Removal

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – January 2011

Account	Peapack-Gladstone Bank
Agency	\$ 6.69
Capital Reserve	\$ 1.54
Current	\$ 349.54
Food Service	\$ 2.87
Maintenance	\$ 0.00
Payroll	\$ 0.00
Student Activity	\$ 7.75
Unemployment	\$ 15.69
Total	\$ 388.85

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

The Superintendent recommends approval of the following actions:

- 1. Motion to approve** the course reimbursement for the 2010-2011 school year for tuition paid by the following employee:

a) Judy LaGreca

Course: Wilson Reading Program II
 College/University: Fitchburg State University
 Semester: Winter
 Credits: 3 Graduate Credits
 Tuition: \$295.00

b) Judy LaGreca

Course: Wilson Reading Program III
 College/University: Fitchburg State University
 Semester: Winter
 Credits: 3 Graduate Credits
 Tuition: \$295.00

- 2. Motion to approve** the following substitutes for the remainder of the 2010-2011 school year:
 - France Boudreau (pending receipt of substitute certificate)
 - Melissa Baker
- 3. Motion to approve** the payment of an extra-service activity stipend to Rachel Lazier at the \$29.11 per hour rate for an amount not to exceed a maximum of 54 hours (3 hours per week times 18 weeks) for the remainder of the 2010 – 2011 school year for the purpose of addressing a special education accommodation.

4. **Motion to approve** the payment of \$10.10 per period for one period each day for the remainder of the 2010 – 2011 school year to Anna Sbriscia as compensation for a teaching assignment in the study skills program retroactive to January 11, 2011.
5. **Motion to approve** the employment of **Kathleen Meyer-Crane** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from February 8, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated), pending successful completion of a criminal history background check.

Roll Call:

Susan Connor	William Stover – Vice President
Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President
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K. CURRICULUM & INSTRUCTION

1. The Curriculum committee reviewed the current progress on the K-8 Music Curriculum with recommendation for anticipated approval at the March 2011 Board meeting.
2. **Approve** the following class/field trips and transportation:
 - a) **Eighth Grade Class** to Washington, D.C. on May 25th through 27th, 2011 with transportation to be provided by Easton Coach Company at a cost of \$3,555.00 for one bus. Total cost per student will be \$345.00 with all costs to be borne by parents/guardians.
3. **Accept** the following out-of-district student on a tuition basis into **Middle School BD/Autistic program** beginning February 9, 2011 for the remainder of the 2010-2011 school year:

Student ID#	Sending District	Tuition Rate
LEB-01	Lebanon Twp.	\$24,955 (prorated)

L. 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 #16)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$531,161.73** (2010-2011 Schedule 8)

- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$225,358.80**
(1/15/11)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$231,567.85**
(1/31/11)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,234.62**

Date	Vendor	Amount	Description	Check No.
1/31/11	Maschio's Food Service, Inc.	\$7,196.79	IN0025553	1307
1/31/11	NJ Dept. of Agriculture	\$ 11.98	Inv.124918	1308
		\$ 25.85	Inv.125525	
	Total	\$ 37.83		
	Total	\$7,234.62		

2. FINANCIAL REPORTS

Report of the Board Secretary for December 2010 (Attachment #17)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of December 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 December 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 February 7, 2011, 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.

Thomas Lambe

February 7, 2011

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

(a) Motion to amend PTO application for use of MS Gym on Friday, April 8, 2011 for Tricky Tray Fundraiser. PTO now requests use of ES All Purpose Room on Saturday, April 9, 2011. This will require custodial services overtime to be paid by PTO.

4. CAFETERIA REPORT

The cafeteria financial report for the month of December 2010, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$995.41 for the month and a year-to-date loss of \$2,889.71. Student participation was 21% in the Middle School and 31% in the Elementary School for the month of December 2010.

Last year’s report for December 2009, indicated a loss of \$679.66 for the month and a year-to-date loss of \$476.37. Student participation was 27% in the Middle School and 35% in the Elementary School for the month of December 2009.

Roll Call:

Susan Connor	William Stover – Vice President
Larissa Critelli	Ann Willard
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M. TRAVEL EXPENDITURE APPROVAL (Attachment #18)

The Superintendent, in consultation with the 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	William Stover – Vice President
Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President
Janice Stemple	

N. PUBLIC COMMENTS

O. 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.

- Negotiations with High Bridge Teachers Association
- Personnel
- January 10, 2011 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.

P. RECONVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

January 10, 2011 Executive Meeting Minutes

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

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT