

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**

**MONDAY, JANUARY 10, 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, January 10, 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. STAFF RECOGNITION**

Request a motion to accept the request for retirement from Lauren Mount, Bruce Nicholas and Ann Walton and to approve the attached resolutions recognizing them for their many years of dedicated service to the High Bridge School District. **(Attachment #1)**

**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. PRESENTATION** by Diane Morris of New Jersey School Boards Association

Ms. Morris will discuss the Board's self-evaluation and the Superintendent's evaluation process.

#### H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Dorise Benson	12/22/10	Letter of resignation
Susan DeGasperi	1/5/11	Letter of resignation
Kimberly Sandorff	1/3/11	Request for leave of absence
Elizabeth Tyrell	1/6/11	Request to extend LOA with physician recommendation

#### I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

December 13, 2010 Regular Meeting Minutes (Attachment #3)

#### J. REPORTS TO THE BOARD

##### 1. Follow Up Items:

##### 2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)
- b) Faculty Advisory Committee Minutes (Attachment #5)
- 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

- **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 second 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
- b) Motion to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
- Policy 1140 – Affirmative Action Program
  - Regulation 1530 – Equal Employment Opportunities
- c) Motion to amend, on first 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**

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

a) **Motion** to dissolve the Ad Hoc Committee on Public Relations, effective immediately.

**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. Superintendent’s Report**

**A. INFORMATION ITEMS:**

- 1) Staff Attendance for December 2010 (Attachment #6)
- 2) 2010-2011 Student Enrollment Update (Attachment #7)
- 3) Executive County Superintendent vacancy
- 4) Update on district goals (Attachment #8)
- 5) Review of November 2010 legal bill (Attachment #9)
- 6) Faculty Advisory Committee Meeting Date/Time

**4. School Business Administrator’s Report**

**A. General Information Items**

School Board Candidate Kits available by the end of January and due back to Board Secretary by the end of February

**B. Monthly Facility Maintenance Report**

Snow Removal

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

**D. Monthly Investment Interest – December 2010**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 2.90
Capital Reserve	\$ 1.55
Current	\$ 546.59
Food Service	\$ 3.91
Maintenance	\$ 0.00
Payroll	\$ 0.00
Student Activity	\$ 8.42
Unemployment	\$ 15.69
<b>Total</b>	<b>\$ 579.06</b>

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

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

**K. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. **Motion to approve** the appointment of **Lynn Yanulevich** to the position of part-time (75%) Middle School Nurse at level BA Step 1 salary of \$47,805 prorated, with full benefits, beginning January 11, 2011 through June 30, 2011.
- 2. **Motion to accept** the resignation of **Dorise Benson**, part-time speech specialist, effective February 21, 2011.
- 3. **Motion to accept** the resignation of **Susan DeGasperis**, part-time Elementary School Instructional Aide, effective January 14, 2011.
- 4. **Motion to approve** the employment of **Renee Colangelo** as a part-time (57%) Instructional Aide in the Elementary School from January 11, 2011 through June 30, 2011 at an hourly rate of \$10.00 for a yearly salary of \$7,280.00 prorated.
- 5. **Motion to approve** an unpaid leave of absence for **Kimberly Sandorff**, 2<sup>nd</sup> grade teacher, in accordance with the Family Medical Leave Act, beginning on or about May 16, 2011 through June 30, 2011 during which time her benefits will remain in full effect.
- 6. **Motion to approve** an unpaid leave of absence for Elizabeth Tyrell, part-time Elementary School Instructional Aide, from January 10, 2011 through June 30, 2011 or sooner if medical clearance is issued. Ms. Tyrell’s entitlement under the Family Medical Leave Act was exhausted as of January 7, 2011.
- 7. **Motion to approve** course reimbursement for tuition paid by the following employee:

a)

**Employee: Maria Monaco**

Course: Differentiated Instruction for the Inclusive Classroom  
 College/University: Kean University  
 Semester: Spring 2011  
 Credits: 3 Graduate Credits  
 Tuition: \$1,500.00

**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**

The Curriculum committee next will be reviewing the K-8 Music Curriculum and the K-8 World Language Curriculum.

**M. 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 #10)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$212,174.77** (2010-2011 Schedule 7)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$230,669.38** (12/15/10)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$231,929.42** (12/23/10)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,959.76**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
1/4/11	Maschio's Food Service, Inc.	<b>\$7,926.86</b>	IN0025031	1305
1/4/11	NJ Dept. of Agriculture	<b>\$ 32.90</b>	Inv. 124505	1306
	<b>Total</b>	<b>\$7,959.76</b>		

**2. FINANCIAL AUDIT**

**Comprehensive Annual Financial Report** for the school year 2009-2010 as prepared by the district's auditing firm of Ardito & Company, and distributed to the board at the November 15, 2010 meeting.

The following Corrective Action Plan addresses the condition/recommendation as submitted by Ardito & Company:

**Condition 1:** School Board acceptance of monthly board secretary and treasurer's reports were not approved within 60 days after the end of each month for five months out of the fiscal year.

**Recommendation 1:** That the monthly board secretary and treasurer's reports be approved and documented in the minutes within 60 days after the end of each month.

**Responsibility:** School Business Administrator/Board Secretary

**3. FINANCIAL REPORTS**

**Report of the Board Secretary for November 2010 (Attachment #11)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of November 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 November 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 January 10, 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.

January 10, 2011 \_\_\_\_\_

\_\_\_\_\_  
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	

**4. USE OF FACILITIES (Attachment #12)**

**(a) 8<sup>th</sup> Grade parent lock-in meetings** – Use of MS classroom Tuesdays, beginning January 18, 2011 through March 22, 2011 from 7:00 p.m. to 9:00 p.m.  
Advisor – Cathy Hoos

**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. TRAVEL EXPENDITURE APPROVAL (Attachment #13)**

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	

**O. PUBLIC COMMENTS**

**P. 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
- Shared Services
- December 13, 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.

**Q. RECONVENE PUBLIC SESSION**

**R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

December 13, 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	

**S. NEW BUSINESS**

**T. PUBLIC COMMENTS**

**U. ADJOURNMENT**