

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING AGENDA - REVISED

MONDAY, MARCH 7, 2011

A. OPENING OF MEETING – 6:30 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 6:30 pm on Monday, March 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. PRESENTATION

Diane Morris of New Jersey School Board Association will discuss the Superintendent Evaluation process.

F. RECOGNITION ITEMS

STAFF RECOGNITION (Attachment #1)

Request a motion to accept the request for retirement from Emily Bruton and to approve the attached resolution recognizing her many years of dedicated service to High Bridge School District.

G. PUBLIC COMMENTS

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

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Raefski	2/15/11	Teachers' salary
Christopher Hogan	2/12/11	School slogan

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

February 7, 2011 Regular Meeting Minutes (Attachment #3)
 March 2, 2011 Special Meeting Minutes (Attachment #4)

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 #5)

b) Faculty Advisory Committee Minutes (Attachment #6)

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 adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
- Policy 3411 – Placement on Guide Step
 - Policy 3412 – Placement on Guide Column
 - Regulation 8420.10 – Active Shooter

b) Motion to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 2415.01 – Academic Standards, Academic Assessments and Accountability
- Policy 2415.04 – Title I – District Wide Parental Involvement
- Regulation 3240 – Professional Development
- Regulation 7510 – Use of Facilities
- Policy 8420 – Emergency and Crisis Situation
- Regulation 8420 – Emergency and Non-Fire Evacuation Plan
- Regulation 8420.2 – Bomb Threat
- Regulation 8420.7 – Lockdown Procedures
- Policy 8740 – Bonding

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 February 2011 (Attachment #7)
- 2) 2010-2011 Student Enrollment Update (Attachment #8)
- 3) NJQSAC interim review status (Attachment A)
- 4) 2011-2012 Proposed School Calendar – Survey results
- 5) Eighth Grade lock-in
- 6) NJ Child Assault Prevention Program (NJCAP)
- 7) Report on 2/26/11 Workshop – Driving Student Achievement
- 8) Eighth Grade VHS Elective Schedules (Attachment #9)
- 9) Review of January 2011 legal bill (Attachment #10)

4. School Business Administrator's Report

A. General Information Items

- 1) Before / After Care Programs
- 2) NJ School Digest – February 2011 (Attachment #11)

B. Monthly Facility Maintenance Report

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – February 2011

Account	Peapack-Gladstone Bank
Agency	\$ 11.11
Capital Reserve	\$ 1.40
Current	\$ 578.68
Food Service	\$ 1.13
Maintenance	\$ 0.00
Payroll	\$ 4.80
Student Activity	\$ 8.56
Unemployment	\$ 14.18
Total	\$ 619.86

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

6. Elementary School Principal's Report (Attachment #12)

K. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the employment of **Kristine Naumann** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from March 8, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated).
2. **Motion to approve** the employment of **Mary Sorgi** as part-time instructional aide (57%, 4 hours/day) in the Middle School from March 14, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated) pending successful completion of a criminal history review.
3. **Motion to approve** the employment of **Jeff White** as interscholastic boys' baseball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.

4. **Motion to approve** the employment of **Carl Katzenberger** as interscholastic girls' softball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.
5. **Motion to approve** Kristen Sodano, Centenary College Elementary Education Student Teacher, to complete fifteen weeks teaching experience from September 5, 2011 through December 23, 2011, with Lynn Hughes as cooperating teacher.
6. **Motion to approve** the following substitutes for the remainder of the 2010-2011 school year:
 - a) Brittany O'Neal
 - b) Rebecca Whiteley
7. **Motion to approve Supreme Learning and Language Resources, Rutherford, NJ** to provide Bi-Lingual Child Study Team evaluations (Psychological Evaluation, Educational Evaluation and Speech/Language Evaluation) at a cost not to exceed \$650 per evaluation.
8. **Motion to approve** Anna Sbriscia to provide home instruction for a middle school student from March 7, 2011 through March 18, 2011 for five hours per week at a rate of \$35.42 per hour, in accordance with the Negotiated Agreement, Article VI A.3, SALARIES, Tutors and Bedside Instructors.

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	

L. CURRICULUM & INSTRUCTION

No new business at this time.

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 #13)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$705,560.25** (2010-2011 Schedule 9)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$230,802.34** (2/15/11)

- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$229,827.51**
(2/28/11)

2. FINANCIAL REPORTS

Report of the Board Secretary for January 2011 (Attachment #14)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of January 2011 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 January 2011

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 March 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
 Business Administrator/Board Secretary

March 7, 2011 _____

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

None at this time

4. CAFETERIA REPORT

The cafeteria financial report for the month of January 2011, as submitted by Maschio's Food Service, Inc. indicates a loss of \$388.29 for the month and a year-to-date loss of \$3,278.00. Student participation was 20% in the Middle School and 28% in the Elementary School for the month of January 2011.

Last year's report for January 2010, indicated a loss of \$475.95 for the month and a year-to-date loss of \$952.32. Student participation was 30% in the Middle School and 36% in the Elementary School for the month of January 2010.

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

N. TRAVEL EXPENDITURE APPROVAL (Attachment #15)

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

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Ann Willard

Karen Yaskanin-Jones

Robert Imhoff – President

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
- February 7, 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.

Q. RECONVENE PUBLIC SESSION

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

February 7, 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

S. NEW BUSINESS

T. PUBLIC COMMENTS

U. ADJOURNMENT