

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, MAY 16, 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, May 16, 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	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

E. RECOGNITION ITEMS

STUDENT RECOGNITION (Attachment #1)

Request a motion to approve the attached resolution recognizing **Olivia Holthaus**, recipient of the 2011 Hunterdon County Distinguished Student Award.

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 #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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Stephen Kesty

5/8/11

Linda Kesty Friendship Award

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

April 25, 2011 Regular Meeting Minutes (Attachment #3)

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 #4)

b) **Appointment Of Board Committes And Chairperson**

RESOLVED, that the Board President will appoint the committee members and chairpersons to the following committees for the 2011-2012 school year:

- Community Relations –
- Curriculum and Instruction –
- Finance/Facilities –
- Personnel and Management –
- Negotiations –
- Policy –
- HCESC Representative –
- NJSBA Delegate –
- HCSBA Delegate –

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for April 2011 (Attachment #5)
- 2) 2010-2011 Student Enrollment Update (Attachment #6)
- 3) Review of April 2011 legal bill (Attachment #7)
- 4) QSAC
- 5) Graduation Ceremony – June 17th @ 7:00 p.m.
- 6) Online Professional Development

B. ACTION ITEMS:

- 1) **Motion to approve** the six-week **Special Education Extended Summer Program** for eligible classified special education students from Preschool/BD-Autistic/Resource Center through grade eight, which will be held Monday through Thursday, from July 5, 2011 through August 11, 2011.
- 2) **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 28, 2011 through July 28, 2011, 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.

- 3) **Motion to approve** the list of eighth grade students eligible for promotion to ninth grade. **(Attachment #8)**

4. School Business Administrator’s Report

A. General Information Items

- 1) Update on IDEA, NCLB and ARRA grants
- 2) NJ School Digest – April 2011 (Attachment #9)

B. Monthly Facility Maintenance Report

- 1) None

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – April 2011

Account	Peapack-Gladstone Bank
Agency	\$ 14.95
Capital Reserve	\$ 1.50
Current	\$ 192.07
Food Service	\$ 3.04
Maintenance	\$ 0.00
Payroll	\$ 6.20
Student Activity	\$ 13.61
Unemployment	\$ 15.20
Total	\$ 246.57

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

6. Elementary School Principal’s Report (Attachment #10)

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the employment of **Christopher Muller** as part-time (63%) Middle School Art Teacher for the 2011-2012 school year at a Level MA Step 2 salary of \$39,924. **(Attachment #11)**
2. **Motion to approve** the employment of **Anthony Marinelli** as Middle School Language Arts Teacher for the 2011-2012 school year at a level BA Step 1 salary of \$47,805. **(Attachment #12)**

3. **Motion to approve** the employment of **Christine Dougherty** as Guidance Counselor for the 2011-2012 school year at a level MA+30 Step 3 salary of \$55,460. **(Attachment #13)**

4. **Motion to approve** revised job descriptions for the following positions:
(Attachment #14)
 - a. **Paraprofessional – Special Education Aide**
 - b. **Paraprofessional – Library Aide**
 - c. **Clerical Assistant**

5. **Motion to reappoint** Paraprofessional Special Education Aides for the 2011-2012 school year as per attached list. (Attachment #15)

6. **Motion to reappoint Veronica Plakotaris** as Paraprofessional Library Aide for the 2011-2012 school year at yearly salary of \$15,323.

7. **Motion to reappoint** Clerical Assistants for the 2011-2012 school year as per attached list. (Attachment #16)

8. **Motion to reappoint Richard Kolton as Technology Coordinator (60%)** for the 2011-2012 school year at an annual salary of \$59,865.

9. **Motion to approve** the employment and salary of the 2011 Extended School Year personnel as per attached list. (Attachment #17)

10. **Motion to approve** the employment and salary of the 2011 Extended School Year/ Home Program personnel as per attached list. (Attachment #18)

11. **Motion to approve** the following substitute teachers/aides for the remainder of the 2010-2011 school year:
 - a. Darcy Mojka
 - b. Era Patel
 - c. Bridgette Godown

12. **Motion to approve Megan Mondzak**, Caldwell College student teacher, to complete classroom observation hours at High Bridge Elementary School with cooperating teacher to be determined.

13. **Motion to approve Jeff Thompson** as director of the **Summer Instrumental Music Program** from June 28, 2011 to July 28, 2011 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 2011-2012 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 2011-2012 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 2011-2012 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

K. CURRICULUM & INSTRUCTION

Motion to approve the following class trips and transportation:

- a) **3rd grade to Raritan Valley Community College** on Monday, June 13, 2011 to view exhibits and shows. This trip correlates with the Science and Social Studies curriculum. Transportation for the trip will be provided by First Student at a cost of \$212.62 for one bus. The per student cost of the trip is \$18.00, which includes admission and transportation, and is to be borne by parents/guardians.
- b) **1st grade to Union Forge Park** on Friday, June 17, 2011 for annual end-of-year picnic. There is no cost for this activity as students will walk to the park and parents will provide picnic lunch/refreshments.

2. **Motion to adopt** the revised World Language Curriculum (Grades 1-5) as recommended by the Curriculum Committee: (Attachment via flash drive)

L. FINANCE/FACILITIES

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

1. Amendment to the IDEA BASIC 2010-11 Grant Application

The submission of the IDEA BASIC 2010-2011 grant amendment application to the NJ Department of Education. The amended application is being filed with anticipated allocations in the following accounts:

Account Description	Code	\$ Budget
IDEA Basic – General Supplies	100-600	\$ 1,711
IDEA Basic – Professional & Technical Services	200-300	\$ 66,074
IDEA Basic – Other Purchase Services	200-500	\$ 5,880
IDEA Basic – Supplies & Materials	200-600	\$ 3,574

IDEA Basic – Instructional Equipment	400-731	\$ 15,959
	TOTAL	\$ 93,198

2. LABOR NEGOTIATOR (Attachment #19)

Be it Resolved that the High Bridge Board of Education hereby reappoints the law firm of Schwartz, Simon, Edelstein & Celso, LLC as labor negotiator for the 2011-2012 school year, and be it

Further Resolved, that the Board’s President is authorized to execute proposed retainer agreement with Schwartz, Simon, Edelstein & Celso, LLC, outlining terms of agreement.

3. APPOINTMENT OF SPECIAL EDUCATION BOARD ATTORNEY

Be it Resolved, that the High Bridge Board of Education hereby appoints the law firm of Schenck, Price, Smith & King, LLP (“SPSK”) as Special Counsel in special education matters, upon the terms and conditions contained in the letter from Robin S. Ballard, Esq. of SPSK dated October 29, 2010; and be it

Further Resolved, that the Board’s President is authorized to execute an appropriate retainer letter with SPSK embodying the terms of this resolution upon receipt of such letter.

4. PRESCHOOL PLAN - ACCEPTANCE OF FUNDS

Motion to accept \$6,600 in Preschool Education Aid (PEA) as awarded through 2011-2012 One-Year Preschool Program Plan Update and Budget Statement, as approved by the Division of Early Childhood Education, with special thanks and recognition to Lisa Fallon, Director of Special Education, for her efforts in writing this grant. (Attachment #20

5. PAYMENT OF BILLS

Audit of Invoices (Attachment #21)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$123,623.95** (2010-2011 Schedule 12)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,133.90** (4/30/11)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$229,605.89** (5/15/11)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,134.32**

Date	Vendor	Amount	Description	Check No.
5/12/11	Maschio’s Food Service, Inc.	\$7,134.32	IN0027261	1312
	Total	\$7,134.32		

6. FINANCIAL REPORTS

Report of the Board Secretary for April 2011 (Attachment #22)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of April 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 April 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 May 16, 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.

May 16, 2011

Thomas Lambe
Business Administrator/Board Secretary

Roll Call:

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

7. USE OF FACILITIES (Attachment #23)

(a) Motion to approve High Bridge Environmental Commission to use ES parking areas for a bicycle rodeo on Saturday, June 18, 2011 from 9:00 a.m. to 12:30 p.m.

8. CAFETERIA REPORT

The cafeteria financial report for the month of **April 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$140.25 for the month and a year-to-date loss of \$3,005.30. Student participation was 21% in the Middle School and 34% in the Elementary School for the month of **April 2011**.

Last year's report for **April 2010**, indicated 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**.

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff – President

M. TRAVEL EXPENDITURE APPROVAL (Attachment #24)

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

Karen Yaskanin-Jones

Robert Imhoff – President

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
- May 9, 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

May 9, 2011 Executive Meeting Minutes

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff – President

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT