

HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING AGENDA

MONDAY, MAY 9, 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 and Elementary Schools' 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, the annual reorganizational meeting will convene at 7:00 pm on Monday, May 9th, 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. RECOGNITION ITEMS

1. Student Recognition

Request a motion to approve the attached resolutions recognizing Brady Krushinski and Julia Silberman recipients of the Tri-County Reading Council awards. (Attachment #1)

2. Staff Recognition

Request a motion to approve the attached resolution recognizing **Bruce Nicholas** as the Middle School recipient of the 2011 Hunterdon County Governor's Teacher Recognition Award (Attachment #2)

3. Board Member Recognition

Acknowledge **Ann Willard** for her service as Board Member from September 2010 through April 2011. (Attachment #3)

D. OATH OF OFFICE TO NEW BOARD MEMBERS

The Business Administrator will issue the oath of office to the newly elected Board members

E. ROLL CALL by Thomas Lambe, Business Administrator

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

F. ORGANIZATION OF THE BOARD

1. The results of the 2011/2012 school board elections are as follows:

a) School Board Candidates:

Candidates	# of Votes
<u>One 3-year seat</u>	
Robert Imhoff	258
<u>One 2-year seat</u>	
Tamara Davis	150
Ann Willard	134

b) High Bridge Borough Question #1 - Resolved that there should be raised for General Funds \$4,811,071 for the ensuing school year 2011 – 2012 (Tax Levy)

	Vote Count	Percent
Yes	233	55.48%
No	187	44.52%
Total	420	100.00%

Be It Resolved, that the Board of Education authorizes the Superintendent and the Business Administrator to implement the 2011-2012 budget.

Roll Call:

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

2. ELECTION OF OFFICERS

a. NOMINATIONS FOR PRESIDENT

1. Business Administrator calls for nominations:
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
2. Motion that nominations be closed
3. Board vote

Roll Call:

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

Roll Call:

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

Roll Call:

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

3. ELECTED PRESIDENT ASSUMES THE CHAIR

4. ELECTION OF VICE PRESIDENT

- 1. President calls for nominations

Motion to nominate _____ for Board Vice President.
 Motion to nominate _____ for Board Vice President.
 Motion to nominate _____ for Board Vice President.

- 2. Motion that nominations be closed
- 3. Board vote

Roll Call:

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

Roll Call:

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

Roll Call:

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

5. APPOINTMENT OF BOARD OFFICIALS

Resolved that the Board of Education approves the following appointments/
reappointments for the 2011-2012 school year:

Board Secretary	Thomas Lambe
Treasurer of School Monies	Patti Fischer
Affirmative Action Officer	Paul Nigro
Chief Equity Officer	Paul Nigro
Gender Equity Officer	Paul Nigro
504 Officer	Paul Nigro
Title IX Coordinator	Joseph Kennedy
Basic Skills Contact Person	Joseph Kennedy
Public Agency Compliance Officer (PACO)	Thomas Lambe
Right to Know Contact Person	Thomas Lambe
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Officer	Thomas Lambe
Attendance Officer	Chief Brett Bartman
School Physician	Ronald Frank, M.D.
School Insurance Agent / Risk Management Consultant	Rue Insurance
Health Insurance Agency of Record	L.D.P. Consulting, Inc.
E-Rate Consultant	E-Rate Exchange LLC
Integrated Pest Management Officer	Thomas Lambe
Purchasing Agent	Thomas Lambe
Air Quality Designee	Thomas Lambe
Safety & Health Designee	Thomas Lambe
Custodian of Records	Thomas Lambe
Chemical Hygiene Officer	Thomas Lambe
Substance Awareness Officer	Joseph Kennedy

Roll Call:

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

6. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

a. ANNUAL MEETING SCHEDULE (Attachment #4)

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq.) requires that the annual regular meeting schedule be posted publicly, sent to at least two newspapers and the municipal clerks within seven (7) days following the annual Organization Meeting, and be it therefore

RESOLVED, that the Board of Education approve the attached meeting schedule for

the ensuring Board year as listed and request the Secretary to addend a copy to the minutes.

b. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

c. NEWSPAPERS AND LEGAL ADVERTISEMENTS

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that Thomas Lambe, Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

d. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint Thomas Lambe, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

e. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2011-2012, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Robin Ballard, Esq.
School Auditor	Ardito & Co.
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	The Reynolds Group & USA Architects, AIA
Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury

Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	<ol style="list-style-type: none"> 1. Mountainside Children's Specialized Hospital 2. CP Agency of New Jersey and TLC program 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ
Functional Behavioral Assessments	<ol style="list-style-type: none"> 1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	<ol style="list-style-type: none"> 1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. David E. Mandelbaum, MD, RWJ University, Div. of Child Neurology, New Brunswick, NJ
Neurodevelopmental Pediatrician	<ol style="list-style-type: none"> 1. Janice Pronnicki, MD, Children's Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Jesse Mintz, MD, East Brunswick, NJ 5. Aparna Mallik, MD, St. Joseph's Children's Hospital, Paterson, NJ
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck
Speech/Language Therapy	Invo HealthCare Associates, Inc., Jamison, PA
Deaf/Hearing Impaired	<ol style="list-style-type: none"> 1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Bilingual/ESL Consultant, Evaluators	<p>Any State Approved Evaluator, i.e.:</p> <ol style="list-style-type: none"> Mark Seidenstein, Matawan, NJ (Educational) Emily Donato, Princeton, NJ (Psychological) 3. Deborah Chitester, Name – Second Language, Literacy & Learning Connection, Pennington, NJ (Speech/Language) 4. Cross County Clinical & Educational Services 5. Supreme Consultants, Rutherford, NJ
Special Education Consultations/Evaluations	<ol style="list-style-type: none"> 1. CP Agency of New Jersey 2. The College of New Jersey
Private Schools – Out-of-District Placements	Any State approved school (local), ie., Midland School, N. Branch; Sand Hill School, Flemington, Stepping Stone, Bloomsbury; East Mountain Day School, Belle Mead; Rockbrook School, Belle Mead; Hunterdon Learning Center, Califon; Hunterdon County E.S.C.; Warren County E.S.C.; Summit Speech School, New Providence, NJ, Matheny, Peapack, NJ.

Psychiatric Evaluations	<ol style="list-style-type: none"> 1. Dr. George Hecht, Clinton, NJ 2. Dr. Hong Chen, Dr. Padma Palvai, Psychiatric Associates of Hunterdon, Flemington, NJ 3. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ 4. Dr. Pamela Moss, Flemington, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Educational Services Commission First Student Bus Company Easton Coach North Hunterdon/Voorhees Regional High School U.S. Coachways Warren County Special Services

Roll Call:

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

Item numbers 7 to 16 will be moved in one roll call.

7. ADOPTION OF K-8 CURRICULUM (Attachment #5)

RESOLVED, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

8. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2011-2012 (Attachment #6)

RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2011-2012 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

9. TEXTBOOKS (Attachment #7)

RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

10. APPOINTMENT OF BOARD COMMITTEES 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 –
- Board Liaison Roles –
- HCESC Representative –
- HCSBA Delegate –
- NJSBA Delegate –
- Policy -

11. PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Superintendent of Schools	\$150.00
Business Administrator	\$150.00
Elementary School Principal	\$150.00
Middle School Principal	\$150.00
Home Economics Teacher	\$150.00
Science Teacher	\$150.00
Child Study Team	\$150.00

12. 2011-2012 TUITION RATES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

Regular Education:

Inclusionary Preschool:	\$11,822
Kindergarten	\$10,302
Grades 1-5	\$15,394
Grades 6-8	\$16,266

Special Education:

Behavioral Disability	\$24,955
-----------------------	----------

13. 403b RETIREMENT PLANS

Resolved, that the Board of Education approve the following employee paid tax sheltered annuity plans:

- a. AXA Equitable**
- b. Educators Financial**
- c. Lincoln National**
- d. Vanguard Group**

14. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #8)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

Sign and return copy to Business Administrator.

15. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$36,000 if it employs a qualifying purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education pursuant to the statutes cited above hereby appoints Thomas Lambe, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge Board of Education, and;

BE IT FURTHER RESOLVED, that Thomas Lambe, Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of the High Bridge Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Thomas Lambe, Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Thomas Lambe, Business Administrator/Board Secretary is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes him to issue contracts up to \$17,500 without soliciting competitive bids.

16. APPROVES PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2011-2012 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Thomas Lambe, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

Roll Call:

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

Letters F to H will be moved in one roll call.

F. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary or Treasurer (1)
Food Service	President, Board Secretary or Treasurer (1)
Payroll	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary & Superintendent's Secretary (2)

G. BANK DEPOSITORY

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by any one of the following:

President or Vice-President and
 countersigned by the Board Secretary and
 countersigned by the Treasurer of School Funds

H. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Thomas Lambe, Board Secretary/Business Administrator pursuant to 17:12B-241.

Roll Call:

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

Conclusion of Annual Organization. On to regular business.

I. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #9)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christine Marucchi	4/25/11	Letter of Resignation
Kathryn Kunz	4/29/11	Request for LOA
Rachel Lazier	4/25/11	Request for LOA

J. PUBLIC COMMENTS

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

K. REPORTS TO THE BOARD**1. Superintendent's Report****A. INFORMATION ITEMS:**

- 1) Grade 1 class field trip to Philadelphia Zoo
- 2) Grade 2 class field trip to Adventure Aquarium
- 3) Grade 7 class field trip to High Point State Park

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to accept with regret and best wishes**, the resignation of Christine Marucchi, grade 5 teacher, effective June 30, 2011.
2. **Motion to approve** the request for an unpaid medical leave of absence for **Kathryn Kunz** commencing on or about June 9, 2011 through June 30, 2011 in accordance with the Family Medical Leave Act.
3. **Motion to approve** the request for an unpaid medical leave of absence for **Rachel Lazier** from September 6, 2011 through November 4, 2011 in accordance with the Family Medical Leave Act.
4. **Approve** the employment of **Richard Corso** as summer custodian from June 21, 2011 through September 2, 2011 at a rate of \$12.25 per hour and sub custodian from May 2011 through May 2012. Mr. Corso has his criminal history background clearance and a black seal license.
5. **Approve** the employment of **Joseph Roehrich** as summer custodian from June 21, 2011 through September 2, 2011 at the rate of \$11.75 per hour. Mr. Roehrich has his criminal history background clearance but no black seal license.

6. **Approve** the employment of **Ian Krisanits** as summer custodian from June 21, 2011 through September 2, 2011 at the rate of \$9.25 per hour, pending successful completion of his criminal history background check.
7. **Approve** the employment of **Russell Perkalis** as summer custodian from June 21, 2011 through September 2, 2011 at the rate of \$9.25 per hour, pending successful completion of his criminal history background check.

Roll Call:

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

N. CURRICULUM & INSTRUCTION

Motion to approve the following class trips and transportation:

- a) First grade to the Philadelphia Zoo on Monday, June 13, 2011 with transportation provided by First Student at a cost of \$519.98 for one bus. This trip correlates with science unit of study. Cost per pupil of \$23.00 includes admission and transportation and is to be borne by parents/guardians.
- b) Second grade to Adventure Aquarium, Camden, NJ on Tuesday, June 7, 2011 with transportation provided by First Student at a cost of \$470.81 for one bus. This trip correlates with 2nd grade science curriculum. Cost per pupil of \$30.00 includes admission and transportation and is to be borne by parents/guardians.
- c) Seventh grade to High Point State Park on Thursday, June 2, 2011 to study ecosystems. Transportation will be provided by US Coachways at a cost of \$1250.00 for one bus. Cost per pupil of \$22.00 covers transportation and is to be borne by parents/guardians.

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
- April 25, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Discussion of personnel matters

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.

Roll Call:

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

Q. RECONVENE PUBLIC SESSION

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT