

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**  
**MONDAY, NOVEMBER 15, 2010**

**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 Meeting Act, in the following newspapers: Hunterdon Democrat and the Courier News. Meeting time and location: 7:00 pm on Monday, November 15, 2010, 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. STUDENT RECOGNITION**

Request a motion to approve the attached resolution recognizing members of the Cross Country Team on their undefeated season and regional championship. (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. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Diane Alexanderson	11/8/10	Cross Country Recognition
Sarah Etzold	11/8/10	Family Temporary Disability Leave
Darlene Blanchard	11/9/10	Student Injury
Betty Sutton	11/11/10	Letter of resignation

**H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

1. October 18, 2010 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) 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

The Curriculum Committee, in consultation with the Superintendent, recommends the Board approve the following:

- 1) Motion to adopt the revised K-8 Health Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

- **Finance/Facilities – William Stover, Chairperson**  
Larissa Critelli, and Janice Stemple

The Finance/Facilities Committee, in consultation with the Superintendent, recommends the Board approve the following:

- **Personnel and Management – Janice Stemple, Chairperson**  
Tamara Davis and Karen Yaskanin-Jones

- 1) Recommendation of candidate for Boys' Basketball Coach
- 2) Job Description for School Treasurer (Attachment #5)
- 3) **Motion to adopt** the School Treasurer job description.

- **Negotiations – Janice Stemple, Chairperson,**  
William Stover and Karen Yaskanin-Jones

- 1) Report on November 8, 2010 meeting with Allan Dzwilewski, Board Negotiator.

- **Policy – Karen Yaskanin-Jones, Chairperson,**  
Kay Daughters-Musnuff and Tamara Davis

- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**
- **Ad Hoc Committee on Public Relations**  
**Susan Connor, Chairperson, Tamara Davis and Ann Willard**
  - 1) Community Organizations Update

### **3. Superintendent's Report**

#### **A. INFORMATION ITEMS:**

- 1) Staff Attendance for October 2010 (Attachment #6)
- 2) 2010-2011 Student Enrollment Update (Attachment #7)
- 3) Report on 2010-2011 District Goals (Attachment #8)
- 4) 2010 Boys/Girls Basketball Schedule (Attachment #9)
- 5) January Board meeting date
- 6) Report on amended report cards for grades Preschool, 2, 3/4, and 5 (Attachment #10)
- 7) Request from Girls' Cross Country Team (Attachment #11)
- 8) Uniform Memorandum of Agreement (Attachment via USB Drive)
- 9) School Nursing Plan (Attachment #12)

#### **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.

- Litigation – Special Education
- 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.

#### **RECONVENE PUBLIC SESSION**

#### **B. ACTION ITEMS:**

- 1) **Be it Resolved**, upon the recommendation of the Superintendent of Schools and Board Counsel, that the Settlement Agreement and Release for the matter of OAL Docket No. EDS 06776-2010, Agency Reference No. 2010-15858 be approved and executed on behalf of the Board.
- 2) **Motion to approve** amended report cards for grades Preschool, 2, 3/4, and 5 as presented.

- 3) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.
- 4) **Motion to authorize** the Superintendent to implement the School Nursing Plan as presented.

**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. School Business Administrator’s Report**

**A. General Information Items**

- 1) Auditor’s Report (Attachment #13)
- 2) NJ School Digest (Attachment #14)

**B. Monthly Facility Maintenance Report**

- 1) NJ Dept of Health Asbestos Inspection successfully completed
- 2) SAIF insurance appraisal scheduled for 11/29/10

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

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

<b>Account</b>	<b>TD Bank</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 6.53	\$ 17.24
Capital Reserve	\$ 0.14	\$ 1.19
Current	\$ 49.75	\$ 106.79
Food Service	\$ 0.66	\$ 3.02
Maintenance	\$ 0.00	\$ 0.00
Payroll	\$ 1.15	\$ 0.00
Student Activity	\$ 0.73	\$ 5.58
Unemployment	\$ 1.46	\$ 12.52
<b>Total</b>	<b>\$ 60.42</b>	<b>\$ 146.34</b>
<b>Total, TD Bank + PG Bank:</b>		<b>\$ 206.76</b>

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

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

**J. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to accept** the resignation of **Betty Sutton** as Middle School Math, Science and Computer teacher effective immediately.

2. **Motion to approve** the employment of **Jennifer Smith** as Middle School Math, Science and Computer teacher from November 16, 2010 through June 30, 2011 at a Level BA, Step 8 salary of \$59,085.00 prorated with full benefits.

3. **Motion to approve** the following **interscholastic sports and advisors** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	Compensation 2010-2011
Boys' Basketball	Carl Katzenberger	6-8	\$1,264.00

4. **Motion to approve** the following **co-curricular activity and advisor** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2010-2011
Homework Club (General Education)	Jennifer Smith	6-8	20	\$582.20

5. **Motion to approve** an unpaid leave of absence for **Sarah Etzold** in accordance with the Family Medical Leave Act to be used intermittently up to a maximum of twelve weeks.

6. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year pending successful completion of criminal history background check:  
Karen Madden

7. **Motion to approve** the following substitute teacher and/or aide for the 2010-2011 school year:  
Susan DeGasperiz  
Cynthia Salonish

8. **Motion to approve** Kristen Sodano, a student teacher at Centenary College, to complete her practicum hours at High Bridge Elementary School with Lynn Hughes as cooperating teacher.

9. **Motion to approve** Katherine Drude, a student teacher at Kean University, to complete her practicum hours at High Bridge Middle School with Ann Walton as cooperating teacher.

10. **Motion to continue the employment** of Lynn Yanulevich, RN as part-time substitute Middle School Nurse (60%) through February, 2011 at a per diem rate of \$125.00 pending County office approval of an emergency certificate.
11. **Motion to approve** Edward Nichols as substitute custodian at a rate of \$11.50 per hour. Mr. Nichols does not have his black seal license but has his criminal history background clearance.

**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**

1. Motion to approve the following field trips and transportation where applicable:

a) **North Hunterdon Enrichment Consortium Trips** as follows:

Date	Trip	Location	Students/Grade	Cost per student
12/3/10	Artline	Hunterdon Art Museum 7 Lower Center St., Clinton, NJ	Eight 6 <sup>th</sup> grade students	\$6.00 + bussing
1/12/11	Film Making	Clinton Twp. Mid. Sch. 34 Grayrock Rd Clinton, NJ	Twelve 7 <sup>th</sup> & 8 <sup>th</sup> grade students	Bussing only
2/15/11	Math Workshop	Clinton Public School 10 School St., Clinton, NJ	Twelve 5 <sup>th</sup> & 8 <sup>th</sup> grade students	Bussing only
3/1/11	Debate	TBD	Eight 8 <sup>th</sup> grade students	Bussing only
4/1/11	Crime Scene Investigation	TBD	Eight 6 <sup>th</sup> grade students	Bussing only
5/23/11	Film Fest	Clinton Twp. Mid. Sch. 34 Grayrock Rd Clinton, NJ	Twelve 7 <sup>th</sup> & 8 <sup>th</sup> grade students	Bussing only

- b) **Eighth Grade to McCarter Theatre**, Princeton, NJ on Wednesday, December 15, 2010 to see a performance of “A Christmas Carol” with transportation to be provided by Easton Coach at a cost of \$985.00 for one bus. The cost per student of \$44.00 includes admission and transportation and is to be borne by parents/guardians. Following the play, students will go to Burger King where they will have the option of purchasing lunch or eating a packed lunch.

c) **Fourth and Fifth Grade Environmental Club to South Branch of the Raritan River (behind Gronsky’s), High Bridge**, on Thursday, May 26<sup>th</sup>, 2011 (rain date 5/27/11) for river monitoring activities with a trained South Branch Watershed Authority leader. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no transportation costs involved with the trip as students will be walking.

**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. SCHOOL BUSINESS**

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

**1. PAYMENT OF BILLS**

**Audit of Invoices (Attachment #15)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$188,581.46** (2010-2011 Schedule 5)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$226,968.31** (10/31/10)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,706.56** (11/15/10)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$68.15**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
11/02/10	NJ Dept. of Agriculture	<b>\$68.15</b>	Inv. 122197 \$44.65 Inv. 123028 \$23.50	1302

**2. FINANCIAL REPORTS**

- a) Report of the Board Secretary for September 2010 (**Attachment #16**)

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of September 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 September 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 November 15, 2010, 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.

November 15, 2010

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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        |                                 |

**3. USE OF FACILITIES (Attachment #17)**

- a) High Bridge PTO** – Use of MS gym and cafeteria on November 18, 2010 for 8<sup>th</sup> Grade vs. Faculty Volleyball game.
- b) 8<sup>th</sup> Grade Dinner Dance Committee** – Use of MS Home Ec Room one night per month beginning December 2010 through May 2011 from 7:00 p.m. until 8:30 p.m. A list of dates is attached.
- c) Daisy’s (Girl Scouts)** – Use of ES Room 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 3:00 p.m. – 5:00 p.m.  
**Advisor: Michelle Corley**

**4. CAFETERIA REPORT**

The cafeteria financial report for the month of October 2010, as submitted by Maschio's Food Service, Inc. indicates a loss of \$858.50 for the month and a year-to-date loss of \$1,573.50. Student participation was 23% in the Middle School and 28% in the Elementary School for the month of October 2010.

Last year's report for October 2009, indicated a profit of \$215.14 for the month and a year-to-date profit of \$1,193.13. Student participation was 27% in the Middle School and 39% in the Elementary School for the month of October 2009.

**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
- October 18, 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.

**P. RECONVENE PUBLIC SESSION**

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

1. October 18, 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

**R. NEW BUSINESS**

**S. PUBLIC COMMENTS**

**T. ADJOURNMENT**