

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, SEPTEMBER 20, 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 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 at 7:00 pm on Monday, September 20, 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	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

E. INTRODUCTION OF NEW STAFF

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. 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.

- Board Member Interviews

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.

H. RECONVENE PUBLIC SESSION

I. NEW BOARD MEMBER APPOINTMENT

The School Business Administrator will issue the Oath of Office to the newly appointed Board Member.

J. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Shawna Manfredi	9/14/10	Letter of resignation
Cara Staviski	9/7/10	Request to adjust hours
Susan Vogler	9/8/10	LOA request
Bruce Nicholas	9/16/10	Intent to Retire

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. August 16, 2010 Regular Meeting Minutes (Attachment #2)
2. August 30, 2010 Special Meeting Minutes (Attachment #3)

L. 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) Based upon the results of the School Board's self-evaluation, which identified community involvement as an area of need, discuss the formation of an Ad Hoc Committee to pursue public relations activities for the Board.
- c) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant

- **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 Technology Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

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

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

- 1) Motion to approve the purchase of TIENET, a Special Education Management software system, from MAXIMUS Consulting Services, Inc., at an initial cost of \$10,480.00, which includes software, data storage, implementation and training, and is to be funded through Extraordinary Aid.
- 2) Motion to approve _____ as the depository of record for all High Bridge Board of Education accounts as of October 1, 2010

Roll Call:

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

- **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)
 - Regulation 3144 – Certification of Tenure Charges
 - Policy 4159 Support Staff Member/School District Reporting Responsibilities
 - Policy 5516 – Use of Electronic Communication and Recording Devices
 - Policy 6112 – Reimbursement of Federal and Other Grant Expenditures

- Regulation 6112 – Reimbursement of Federal and Other Grant Expenditures
- b) Motion to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
- Policy 0146 – Board Member Authority
 - Policy 0171 – Duties of Board President and Vice President
 - Regulation 2361 – Acceptable Use of Computer Network/Computers and Resources
 - Policy 3144 – Certification of Tenure Charges
 - Policy 3160 – Physical Examination (Teaching Staff)
 - Policy 4160 – Physical Examination (Support Staff)
 - Policy 6830 – Audit and Comprehensive Annual Financial Report
 - Policy 8310 – Public Records
 - Regulation 8310 – Public Records
- **HCESC Representative – Tamara Davis**
 - **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for August 2010 (Attachment #5)
- 2) 2010-2011 Student Enrollment Update (Attachment #6)
- 3) New Jersey Department of Education, Office of Special Education Programs (NJOSPE) local district determination (Attachment #7)
- 4) Proposed Shared Services legislature (Attachment #8)
- 5) Fall athletics
- 6) Review of July 2010 legal bill (Attachment #9)
- 7) Review of August 2010 legal bill (Attachment #10)
- 8) NJASK – AYP
- 9) Hunterdon County Professional Development Board
- 10) Educational Jobs Fund
- 11) Legislative Update

B. ACTION ITEMS:

- 1) **Motion to establish** High Bridge School District as a Professional Development School in collaborative partnership with Centenary College as outlined on attachment. (Attachment #11)

Roll Call:

Susan Connor
Larissa Critelli

Janice Stemple
William Stover – Vice President

Kay Daughters-Musnuff
Tamara Davis

Karen Yaskanin-Jones
Robert Imhoff – President

4. School Business Administrator’s Report

A. General Information Items

- 1) Updates on 2009-10 and 2010-11 IDEA and NCLB grants

B. Action Items:

- 1) Motion to authorize the Business Administrator to enter into an agreement with R&L for payroll services in the amount of _____, to be funded by Extraordinary Aid.

Roll Call:

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

C. Monthly Facility Maintenance Report

No Smoking signs have arrived and will be put up shortly

Vandalism Report

There were no acts of vandalism since our last meeting.

Monthly Investment Interest – TD Bank – August 2010

<u>Account</u>	<u>Amount</u>
Agency Account	\$ 4.37
Capital Reserve Account	\$ 0.00
Current Account	\$256.04
Food Service Account	\$ 1.51
Maintenance Account	\$ 0.00
Payroll Account	\$ 2.17
Student Activity Account	\$ 3.32
Unemployment Account	<u>\$ 6.47</u>
Total:	\$273.88

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

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

M. PERSONNEL

The Superintendent recommends approval of the following actions:

- 1. **Motion to accept** the resignation of **Darcy Mojka** as part-time middle school instructional aide effective 9/1/10.

2. **Motion to accept** the resignation of **Shawna Manfredi** as part-time middle school instructional aide effective 9/1/10.
3. **Motion to approve** the employment of **Sandra Carazza-Stanton** as part-time (50%) reading teacher/consultant from September 21, 2010 through June 30, 2011 at a Step 7, Level MA for an annual salary of \$30,235.00 to be funded with ARRA Grant 2010-11, pending successful completion of a criminal history background check.
4. **Motion to adjust** the hours of **Cara Staviski** from 4 hours per day to 3 hours per day at the hourly rate of \$10.88 for a yearly salary of \$5,940.00. This adjustment is being made at the request of the employee and is retroactive to September 1, 2010.
5. **Motion to approve** an increase in percentage of time for **Rachael Lazier** from 55% to 63% at a Step 2 Level BA for an annual salary of \$30,747.00, retroactive to September 1, 2010.
6. **Motion to approve** the request from **Susan Vogler** for an unpaid leave of absence in accordance with the Family Medical Act retroactive to 9/14/10 through a maximum of twelve weeks.
7. **Motion to approve** the employment of **Nicole Locorotondo** as part-time (4 hrs/day, 57%) instructional aide in the Elementary School from September 21, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a prorated annual salary of \$6,872.00.
8. **Motion to approve** the employment of **Erin Asai** as part-time (4 hrs/day, 57%) instructional aide in the Middle School from September 21, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a prorated annual salary of \$6,872.00.
9. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year:
 - Nancy Lucas – Aide
 - Nancy Belick – Teacher/Aide
 - Christine Suver – Teacher/Aide
 - Kristine Naumann – Teacher/Aide
 - Jamie Castillo – Teacher/Aide
 - MaryAnn Paterniti – Teacher/Aide
 - Rebecca O’Connell – Teacher/Aide
 - Patricia Palmer – Teacher/Aide
10. **Motion to approve** the nurse substitutes as listed on the Hunterdon County list of approved substitute nurses (Attachment #12)

11. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2010-2011 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2008-2011 negotiated agreement:

Kimberly Sandorff
Sally Brunkus
Anna Sbriscia

12. **Motion to approve John Hoover** as a substitute custodian at an hourly rate of \$12.25. Mr. Hoover has his criminal background clearance, but no black seal license.

13. **Motion to approve Joseph Roehlich** as a substitute custodian at an hourly rate of \$11.50 retroactive to September 17, 2010. Mr. Roehlich has his criminal background clearance, but no black seal license.

14. **Motion to approve Richard Corso** as a substitute custodian at a rate of **\$12.00** per hour retroactive to September 16, 2010. Mr. Corso has his criminal history background clearance and his black seal license. (Attachment #13)

Roll Call:

Susan Connor

Janice Stemple

Larissa Critelli

William Stover – Vice President

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

N. CURRICULUM & INSTRUCTION

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

- a) **Fourth Grade to Solitude House Museum/TISCO Complex, High Bridge**, on Tuesday, October 12th, 2010 (raindate 10/13/10) to visit Solitude Falls, Solitude Museum, Union Forge and TISCO Office Building. This trip correlates to 4th grade social studies curriculum and State core standards 6.1. There are no costs involved with the trip as students will be walking.
- b) **Fourth Grade to Veterans Memorial Park, High Bridge** on Thursday, November 11th, 2010 (raindate 11/12/10) for park tour given by American Legion Post #188 Captain. This trip correlates to 4th grade social studies curriculum and State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.
- c) **Fourth Grade to Borough Hall, High Bridge**, on Monday, March 14th, 2011 (raindate 3/15/11) to visit Borough Hall and High Bridge Public Library. This trip

correlates to 4th grade social studies curriculum and State core standards 6.1, 6.3
There are no costs involved with the trip as students will be walking.

- d) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on Thursday, May 19th, 2011 (rain date 5/20/11) for “Day of Caring” (week, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
- e) **Fourth and Fifth Grade Environmental Club to South Branch of the Raritan River (behind Gronsky’s), High Bridge**, on Thursday, May 26th, 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 costs involved with the trip as students will be walking.
- f) **Eighth Grade to Voorhees High School, Glen Gardner**, on January 5th, 2011 (raindate January 7th) for transition/orientation to high school. Transportation is to be provided by First Student at a cost of \$121.50 for one bus to be paid with Title V funds.
- g) **Eighth Grade to Polytech, Flemington**, on February 2nd, 2011 for an introduction to Polytech programs. Students visit either Bartles Corner or Hunterdon Central Polytech campus dependent upon student selection of Polytech programs. This trip corresponds to our career education program. Transportation is to be provided by First Student at a cost of \$212.62 for one bus to be paid with Title V funds.

Roll Call:

Susan Connor

Janice Stemple

Larissa Critelli

William Stover – Vice President

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

O. 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 #14)**

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$381.99** (2009-2010 Schedule 19)

b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$170,111.97** (2010-2011 Schedule 3)

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$54,612.65**
(08/31/10)

d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$232,217.94**
(09/15/10)

2. FINANCIAL REPORTS

a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer’s Report for June 2010 (Revised) and July 2010 (Attachment #15)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 2010 (Revised) and July 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 June 2010 (Revised) and July 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 September 20, 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.

Thomas Lambe
Business Administrator/Board Secretary

September 20, 2010

Roll Call:

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

3. CHILD ASSAULT PROGRAM GRANT

Motion to accept to CAP grant funds for the 2010-2011 school year in the amount of \$874.00

Roll Call:

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

4. USE OF FACILITIES (Attachment #16)

a) **Girl Scout Troop #1267** – Use of Middle School every other Tuesday beginning September 28, 2010 and ending May 24, 2011 from 6:45 p.m. to 8:00 p.m.

Advisor: Alisa Grossman

b) **Girl Scout Heart of New Jersey** – Use of Elementary School Spanish Room two Wednesdays a month beginning September 22, 2010 and ending May 25, 2011 from 3:15 p.m. to 4:30 p.m. **Advisor: Bernadette Wescott**

c) **Girl Scout Heart to New Jersey (Junior Girl Scouts)** –Use of Elementary School (any classroom) two Thursdays a month beginning October 14, 2010 and ending May 19, 2011 from 6:30 p.m. to 8:00 p.m. **Advisor: Leigh Russell**

d) **Girl Scout Troop #427** – Use of Elementary School (1st Floor) every other Thursday beginning September 16, 2010 and ending May 26, 2011 from 3:00 p.m. to 4:30 p.m. **Advisor: Danielle Benavides**

e) **Cub Scout Pack #149** – Use of Elementary School Multipurpose Room one Friday a month beginning September 24, 2010 and ending May 20, 2011 from 6:30 p.m. to 9:00 p.m. **Advisor: John Morello**

f) **High Bridge Youth Basketball** – Use of Elementary and Middle School Gyms, beginning on December 3, 2010 and ending on March 19, 2011 . (see attachment for dates). **Advisor: Gary Mills**

g) **Zumba Fitness Classes** – Use of Middle School Cafeteria every Monday and Friday beginning September 24, 2010 and ending May 24, 2011 from 4:00 p.m. to 6:00 p.m.. **Advisor: Melanie Worob**

P. TRAVEL EXPENDITURE APPROVAL (Attachment #17)

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

Q. PUBLIC COMMENTS

R. 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.

- Personnel Matters
- Litigation
- Contractual Matter
- August 16, 2010 Executive Meeting Minutes (See Sealed Envelope)
- August 30, 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.

S. RECONVENE PUBLIC SESSION

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. August 16, 2010 Executive Meeting Minutes
2. August 30, 2010 Executive Meeting Minutes

Roll Call:

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

U. NEW BUSINESS

V. PUBLIC COMMENTS

W. ADJOURNMENT