

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, APRIL 29, 2013

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 School 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 Hunterdon Review. This regular meeting will convene at 7:00 pm on Monday, April 29, 2013, 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. ROLL CALL by Gail Woicekowski, Business Administrator

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

D. RECOGNITION ITEMS

Request a motion to acknowledge the DeStefano family for their efforts in donating and planting a beautiful Southern Magnolia tree on the middle school front lawn. (**Attachment #1**)

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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None at this time

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. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

April 3, 2013 Special Meeting Minutes (**Attachment #2**)
April 8, 2013 Regular Meeting Minutes (**Attachment #3**)
April 11, 2013 Special Meeting Minutes (**Attachment#4**)
April 22, 2013 Special Meeting Minutes (**Attachment #5**)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)

b. Board Committees and Chairperson

• **Community Relations – Larissa Critelli, Chairperson**, Tom Wescoe, Robert Imhoff

- 2013 – 2014 Budget Newsletter is now posted on the district website.
- Discussed submission of school and Board of Education information to be entered on the High Bridge Borough website.
- Discussion held as to establishing a date to “Meet the Next Superintendent”.
- Next meeting – Tuesday, May 14th at 5:30 PM

• **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**, Alan Schwartz, Robert Imhoff

- Discussed math: Grades 6 – 8 curriculum revision
- Discussed embedding of Standard 9.1 21st Century Life and Career Skills
- Discussed inclusion of a Financial Literacy unit in fourth grade math
- Discussed proposed New Generation Science standards
- Discussed seventh grade field trip – Washington Crossing State Park – Amend date
- Discussed middle school participation in the Voorhees Track and Field Day on May 21st
- Discussed High Notes Music Festival field trip – May 24th
- Discussed New Jersey School Performance Reports
- Discussed Harassment, Intimidation and Bullying NJDOE Survey
- Next meeting – Tuesday, May 14th at 4:30 PM

• **Finance/Facilities – Alan Schwartz, Chairperson**, Larissa Critelli, Robert Imhoff

- No report at this time
- Next meeting – To be determined

• **Personnel and Management – Karen Yaskanin-Jones, Chairperson**, Ann Willard, Robert Imhoff

- Reviewed superintendent recommendation for 2013-2014 renewal of eight non-tenured faculty members.
- Reviewed superintendent recommendation for 2013-2014 renewal of forty-one tenured faculty members.

- Reviewed superintendent recommendation for 2013-2014 renewal of twelve support staff members
- Reviewed superintendent recommendation for 2013-2014 renewal of seven non-Association members.
- Discussed the need to advertise for a Speech/Language Specialist due to an announced retirement.
- Discussed the need to establish a stipend position for Curriculum Coordination.
- Next meeting – Date/ Time – TBD

- **Policy – Ann Willard, Chairperson, Tom Wescoe, Robert Imhoff**

- No report at this time
- Next meeting – To be determined
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) New Jersey School Performance Report
- 2) NJASK Assessment Dates
- 3) Review of March 2013 Legal Bills (**Attachment #7**)
- 4) Report on Community Blood Drive
- 5) Middle School Art Show and Spring Concert – Thursday, May 16th at 6:30 PM
- 6) Faculty Advisory Committee Meeting Date – Tuesday, May 21st at 7:00 AM
- 7) Teacher Appreciation Week – May 6th through May 10th

4. School Business Administrator's Report

a. General Information Items

- 1) NJ School Digest – March 2013 (**Attachment #8**)

b. Monthly Facility Maintenance Report

- 1) HBMS Scoreboard
- 2) Energy Savings Plan

c. Vandalism Report

There was no vandalism since our last meeting.

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

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

I. PERSONNEL

The Superintendent recommends approval of the following actions:

I. OPEN PUBLIC HEARING

Request a motion to hold a public hearing to offer the opportunity for public comments and/or questions regarding the terms and conditions of the Business Administrator's employment contract for the 2013-2014 school year.

II. PUBLIC COMMENTS

III. CLOSE PUBLIC HEARING

Request a motion to close the Public Hearing and reconvene regular monthly meeting.

1. **Motion to approve** an employment contract for **Michele R. McCann** as Business Administrator/Board Secretary from July 1, 2013 through June 30, 2014 for an annual salary of \$76,000.00. (**Attachment #9**)

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

2. **Motion to reappoint** forty-one (41) tenured certificated staff members, on guide, for the 2013-2014 school year as per **Attachment #10**.
3. **Motion to reappoint** eight (8) non-tenured certificated staff members, on guide, for the 2013-2014 school year as per **Attachment #11**.
4. **Motion to reappoint** twelve (12) support staff members for the 2013-2014 school year as per **Attachment #12**.
5. **Motion to reappoint** seven (7) Non-Association Personnel for the 2013-2014 school year as per **Attachment #13**.

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

J. CURRICULUM & INSTRUCTION

1. **Motion to approve Standard 9.1 21st Century Life and Career Skills into the following curriculum documents: (Attachment #14)**

1 st Grade Social Studies	5 th Grade ELA
1 st Grade Health	5 th Grade Science
1 st Grade Science	6 th , 7 th , 8 th Grade Family
2 nd Grade Science	And Consumer Education
2 nd Grade Health	6 th Grade ELA
2 nd Grade Social Studies	6 th Grade Health
3 rd Grade Science	6 th Grade Science
3 rd Grade Social Studies	6 th Grade Social Studies
3 rd Grade Health	7 th Grade ELA
3 rd Grade ELA	7 th Grade Health
4 th Grade ELA	7 th Grade Social Studies
4 th Grade Science	7 th Grade Science
4 th Grade Social Studies	8 th Grade ELA
4 th Grade Health	8 th Grade Science
5 th Grade Social Studies	8 th Grade Social Studies
5 th Grade Health	8 th Grade Health

2. **Motion to approve** revision to fourth grade mathematics curriculum with the inclusion of the Financial Literacy unit as presented. **(Attachment #15)**

3. **Motion to amend** the district's five-year curriculum revision plan as presented. **(Attachment #16)**

4. **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 1, 2013 through August 8, 2013.

5. **Motion to approve** the following trips and transportation:

a) **6th – 8th grade students to Voorhees High School for Track and Field Day** on Tuesday, May 21st. Transportation will be provided by First Student at an approximate cost of \$200.00 for one bus. The transportation cost will be incurred by the Board.

b) **6th – 8th grade Band Members to High Note Music Festival and Dorney Park/ Wildwater Kingdom** on May 24, 2013. Transportation will be provided by Delaware Valley Bus Company at a cost of \$912.00 for two busses. Cost per pupil of \$20.00 includes admission and transportation and will be borne by parents/guardians.

6. **Motion to amend** date of seventh grade trip to Washington Crossing Park to May 23, 2013. All other parameters remain as approved.

7. **Motion to authorize** the Superintendent to purchase the Houghton Mufflin Harcourt Go Math series for grades K-5 in the amount of \$23,423.13.

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

K. FINANCE/FACILITIES

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

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #17)

Approve invoices for Current Expense in the following amounts:

Check Register:	April 5 – 25, 2013	\$ 90,574.41
Payroll 4/15/13		<u>\$ 231,985.48</u>
	Total	\$ 338,998.95

Approve invoices for **Cafeteria** Account in the amount of **\$20.00**

Date	Vendor	Amount	Description	Check No.
4/23/13	NJ Dept of Agriculture	\$ 20.00	Inv. 148923	1359
	Total	\$ 20.00		

2. USE OF FACILITIES (Attachment #18)

- a. Motion to approve** MS Band Car Wash on May 4, 2013 at the Elementary School Parking Lot from 9:00 a.m. to 3:00 p.m.. **Advisor Jeff Thompson**
- b. Motion to approve** High Bridge Events Committee to use Elementary School Parking Lot on June 21, 2013 from 5 p.m. to 7 p.m. for Soap Box Derby Weigh In. **Advisor – Jamie Taylor**
- c. Motion to approve** Cub Scout Meeting Pack 149 on May 31, 2013 at the Elementary School from 3:30 p.m. to 5:00 p.m.. **Advisor – Todd Honeycutt**

- 3. Motion to approve** an agreement with Invo HealthCare Associates to provide Extended School Year speech/language services for up to ten (10) hours per week for six (6) weeks at an hourly rate of \$82.00.

- 4. Motion to approve** an agreement with Therapeutic Intervention, Inc. to provide occupational therapy services for the 2013-14 school year at an hourly rate of \$87.75.

5. LONG RANGE FACILITIES PLAN (LRFP)

Be it resolved that the High Bridge Board of Education approves the amended 2005 Long Range Facilities Plan in accordance with the LRFP reporting requirements per N.J.S.A. 18A: 7G-4 (a), in which the district is required to amend its LRFP at least once every five years to update enrollment projections, building capacities, and health and safety conditions.

Be it further resolved that the High Bridge Board of Education approves submittal of the amended Long Range Facilities Plan to the New Jersey Department of Education for review and approval.

- 6. **Motion to discard and donate** eight (8) 4' x 8' mats and two (2) 2' x 8' mats to the High Bridge Police Department.

L. TRAVEL EXPENDITURE APPROVAL (Attachment #19)

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:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

Karen Yaskanin-Jones
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

M. NEW BUSINESS

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:

- April 3, 2013 Executive Meeting Minutes (**Attachment ES #1**)
- April 8, 2013 Executive Meeting Minutes (**Attachment ES #2**)
- April 22, 2013 Executive Meeting Minutes (**Attachment ES #3**)
 - Superintendent evaluation
 - Legal Matter – Alparone vs. High Bridge Board of Education
- Due Process request
- Superintendent Candidate contract

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. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

April 3, 2013 Executive Meeting Minutes
April 8, 2013 Executive Meeting Minutes
April 22, 2013 Executive Meeting Minutes

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

Karen Yaskanin-Jones
Kay Daughters-Musnuff - VP
Robert Imhoff – Pres.

S. ADJOURNMENT