

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, JULY 9, 2012

A. OPENING OF MEETING - 6:00 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 Hunterdon Review. This regular meeting will convene at 6:00pm on Monday, July 9, 2012, 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	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

D. RECOGNITION ITEMS

None

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment A)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Maurica Hash	7/5/12	Letter of Resignation

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

June 18, 2012 Regular Meeting Minutes (**Attachment #1**)

H. REPORTS TO THE BOARD

1. Presentation by Gwen Thornton, NJSBA Representative

- a. Board Self-Evaluation
- b. 2012-2013 Board Goal Setting

2. Follow Up Items:

3. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist **(Attachment #2)**
- b. Poll Board members for August Board Meeting attendance.
- c. Board Committees and Chairperson
 - **Community Relations – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz
 - **Finance/Facilities – William Stover, Chairperson**
Larissa Critelli, and Janice Stemple
 - **Personnel and Management – Janice Stemple, Chairperson**
Karen Yaskanin-Jones and Larissa Critelli
 - **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones
 - **Policy – Karen Yaskanin-Jones, Chairperson,**
Alan Schwartz and Ann Willard
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

4. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for June 2012 (Attachment #3)
- 2) 2012-2013 Projected Enrollment (Attachment #4)
- 3) Final 2011 – 2012 Report on Harassment, Intimidation, and Bullying Incidents
- 4) Leave of Absence Position Update
- 5) Return to the Top 3 (RTT3) Update
- 6) School Choice Application Update
- 7) HBPD Active Shooter Drill
- 8) EE4NJ Teachscape Professional Services Contract
- 9) Staff Development Plan
- 10) District Mentoring Plan
- 11) Curriculum Writing Process 2012-2013

5. School Business Administrator’s Report

a. General Information Items

b. Monthly Facility Maintenance Report

ES Carpeting
MS Roof Project and Carpeting

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – June 2012

Account	Peapack-Gladstone Bank
Agency	\$ 7.87
Capital Reserve	\$ 13.82
Current	\$ 99.28
Food Service	\$ 1.50
Maintenance	\$ 14.15
Payroll	\$ 7.71
Student Activity	\$ 2.63
Unemployment	\$ 6.10
FSA	\$.11
Total	\$ 153.17

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

7. Elementary School Principal’s Report (Dr. Caldwell’s 6/29/12 report)

I. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** a summer staff workshop for Language Arts Curriculum Implementation for seven (7) Middle School teachers to be held between July 18, 2012 and July 20, 2012. Each staff member will attend up to six (6) hours and will be compensated at the rate of \$29.11 per hour, not to exceed \$1,225.00.
2. **Motion to approve** the following **co-curricular activities and advisors** for the 2012-2013 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2012-2013
Art Club (Fall)	Christopher Muller	6-8	10	291.10
Art Club (Spring)	Christopher Muller	4-5	10	291.10
Elementary School Chorus	Courtney Shiffman	4-5	10	291.10
Homework Assistance (Spec. Ed. Students)	Susan Vogler	5-8	20	582.20
Homework Club	Jamie Castillo	6-8	20	582.20
Middle School Show Choir	Courtney Shiffman	6-8	30	873.30
HBES Memory Book	Carla Nowell	PS-5	28	815.08
Athletic Director	Jerry Tolomeo	6-8		1043.00
Environmental Club (Fall)	Lynn Hughes Gretchen DelloRusso Michele Gomez	4-5	Total compensation not to exceed 22 hours ÷ 3 advisors	Total: 640.42
Environmental Club (Spring)	Lynn Hughes Gretchen DelloRusso Michele Gomez	4-5	Total compensation not to exceed 22 hours ÷ 3 advisors	Total: 640.42
Young Authors' Club	Lynn Hughes Michele Gomez	4-5	Total compensation not to exceed 36 hours ÷ 2 advisors	Total: 1047.96

3. **Motion to approve** the following **Interscholastic sports and advisors** for the 2012-2013 school year:

Activity	Staff Member(s)	GradeLevel	Compensation 2012-2013
Volleyball	Carl Katzenberger	6-8	\$1,264.00
Cross Country	Diane Alexanderson	6-8	1,517.00
Girls' Basketball	Jerry Tolomeo	6-8	2,620.00

4. **Motion to accept** the resignation of **Maurica Hash** as full-time instructional aide effective 7/16/12.

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

J. CURRICULUM & INSTRUCTION

1. **Motion to adopt** the revised English Language Arts Curriculum (Grades K-2) as recommended by the Curriculum Committee: (Attachment via flash drive)
2. **Motion to approve** the disposal of old unused textbooks as follows:

American Nation, Prentice H – Copyright 2000 – Number of Textbooks: 70

3. **Motion to accept** the following out-of-district students for the 2012-2013 school year on a tuition basis.

STUDENT ID	SENDING DISTRICT	TUITION
ES BD-Autistic Program		
#020418	Califon	\$25,000 *
#866403	Franklin Twp.	\$25,000
#098401	Franklin Twp.	\$25,000
MS BD-Autistic Program		
#860440	Lebanon Twp.	\$25,000
#980307	Bethlehem Twp.	\$25,000 *

* Additionally sending district will be billed for salary and benefits for full-time 1:1 instructional aide.

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff - President

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 #5)

Approve invoices for Current Expense in the following amounts:

Check Register: June 18 – 30, 2012	\$ 51,340.59
Payroll – 6/30/12:	<u>\$ 48,884.47</u>
Total	\$100,225.06

Approve invoices for Current Expense in the following amounts:

Check Register: July 1 – 5, 2012	\$ 17,222.15
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2. FINANCIAL REPORTS

Report of the Board Secretary for May 2012 (Attachment #6)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of April 2012 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 19 – June 30, 2012– (Attachment #7)

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. 6A:23A-16.10(b), the Board of Education certify that as of June 18, 2012, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(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.

July 9, 2012 _____

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

- | | |
|-----------------------|---------------------------------|
| Larissa Critelli | Ann Willard |
| Kay Daughters-Musnuff | Karen Yaskanin-Jones |
| Alan Schwartz | William Stover – Vice President |
| Janice Stemple | Robert Imhoff – President |

3. USE OF FACILITIES (Attachment K-3)

- a. **Motion to approve High Bridge Police Department** use of Elementary School on August 30, 2012 for the purpose of an Active Shooter Drill. Advisor – Ptl. Brian Shipp
- b. **Motion to approve American Red Cross and Hunterdon Huskies** use of Elementary School All Purpose Room from 12:00 p.m. to 9:00 p.m. on August 14, 2012 for a Blood Drive. Advisor – Aimee Markey

4. CAFETERIA REPORT

The cafeteria financial report for the month of **June 2012**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1434.85 for the month and a year-to-date profit of \$2400.18. Student participation was 23% in the Middle School and 34% in the Elementary School for the month of **June 2012**.

Last year's report for **June 2011**, indicated a profit of \$2,530.59 for the month and a year-to-date loss of \$0. Student participation was 20% in the Middle School and 41% in the Elementary School for the month of **June 2011**.

5. HIB LETTER OF AWARD

Motion to Accept funds to support the implementation of the Anti-Bullying Bill of Rights in the amount of \$98.00 out of the \$13,000 requested amount. (Attachment #8)

6. Motion to Amend the May 2012 bills list for the following items:

- (a) Check 9699 on May 2012 bills list payable to Jim Cregar as \$62.50, check written and cashed as \$78.75. \$62.50 represents payment for a baseball game while \$78.75 represents a softball game. Reviewed issue with CDK.
- (b) Payroll for May 15, 2012. Substitute pay for Grades 1-5 in the amount of \$1,106.14 was accounted for in bank transfer for payroll but did not come through on payroll file merge into CDK. Appears to be an isolated incident. Issue reviewed with CDK & R&L payroll.

7. **Motion to authorize** Kevin Settembrino, AIA, Settembrino Architects LLC to amend the approved 2005 Long Range Facilities Plan for the High Bridge School District in accordance with the New Jersey Department of Education five year reporting requirements. Updates to the LRFP will include the following areas: enrollment projections, building capacities (room inventories) and health and safety conditions (capital maintenance needs).
8. **Motion to authorize** Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC, to submit a LRFP Amendment request and to amend the district's Long Range Facility Plan to include the following project:

High Bridge Elementary School - Roof Mounted Solar Array

- 9. **Motion to authorize** Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to submit a Solar Array project at the following school to the State of New Jersey Department of Education for review and approval:

High Bridge ES - Roof Mounted Solar Array DOE #: 2140-060-12-1000

This project is another capital project, the High Bridge Board of Education is not seeking any state funding for this project.

- 10. **Motion to approve** the replacement of two Skidmore (VJS-302 1 1/1 HP 208 V3) pumps by Hobbie Heat at a cost of \$3,450.00. (Attachment #9)

11. **Motion to Amend the NCLB 2011-2012 Grant Application**

The amended NCLB 2011-2012 grant application is being filed with anticipated allocations in the following accounts (movement from 200-600 to 200-300 of \$631):

Title IIA – Expenditure Category	Code	\$ Budget
Instructional Supplies	200-600	\$ 1,725
Professional & Technical Services	200-300	\$11,500
TOTAL		\$13,225

- 12. **Motion to approve** the following service agreements for the 2012-2013 school year:
 - a. Otis Elevator – Elementary School - \$3,168.86
 - b. Otis Elevator – Middle School - \$4,100.04

- 13. **Motion to approve** a Professional Services contract with Teachscape in the amount of \$13,038.00 for training and software associated with Charlotte Danielson Teacher Evaluation Model. (Attachment #10)

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

L. TRAVEL EXPENDITURE APPROVAL (Attachment #11)

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	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

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 personnel matters, pending litigation, negotiations and other such related matters.

- Negotiations with High Bridge Teachers Association
- June 18, 2012 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.

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

June 18, 2012 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

S. ADJOURNMENT