

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, JUNE 10, 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 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 monthly meeting will convene at 7:00 pm on Monday, June 10, 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, Interim Business Administrator

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

D. RECOGNITION ITEMS (Attachment #1)

Motion to approve the attached resolution in recognition of Joseph Kennedy's years of dedicated service.

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jennifer & John Kearney	5/21/13	Thank you for student recognition (via email)
David Cavanaugh	5/28/13	School Choice waiver request
Lee Rozycki	5/31/13	Letter of resignation
Sandy Carazza-Stanton	6/4/13	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

May 20, 2013 Reorganization Meeting Minutes (**Attachment #3**)

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 #4**)
- b. Gwen Thornton to discuss Board Self-Evaluation process – July 8, 2013
- c. Board Committees and Chairperson
 - **Community Relations – Larissa Critelli, Chairperson**, Tom Wescoe, Robert Imhoff
 - Mr. Kennedy will draft the August article for “The Bridge” and distribute to members of the committee for review and additions.
 - Mr. Kennedy will transition with Dr. Hobough enhanced information the committee would like included on the School Choice page of the district website.
 - Next meeting – To be scheduled
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**, Alan Schwartz, Robert Imhoff
 - Discussed and reviewed revised Algebra 8 math curriculum:
 - Discussed a general timeline for implementation of the revised middle school curriculum inclusive of implementing student assessments.
 - Reviewed and discussed two home instruction situations.
 - Reviewed and discussed renewal of a tuition student placement at Hunterdon County Educational Services Commission.
 - Reviewed the timeline for the New Jersey Performance Report Action Plan.
 - Discussed experiences related two new field trips: New Jersey Renaissance Faire and Washington’s Crossing Park.
 - Reviewed procedures and timelines for the development of the 2013-2014 field trip planner.
 - Reviewed results of teacher/staff survey on the district approach to Harassment, Intimidation and Bullying. Reviewed partial results of the parent survey on the district approach to Harassment, Intimidation and Bullying. Discussed implementation plans for the student survey on the district approach to Harassment, Intimidation and Bullying.
 - Next meeting – July 30th at 4:30 PM
 - **Finance/Facilities – Alan Schwartz, Chairperson**, Larissa Critelli, Robert Imhoff
 - Reviewed proposal from Maschio’s Food Service for 2013-2014 contract to provide lunch at both schools.
 - Next meeting – To be scheduled

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Ann Willard, Robert Imhoff
 - Reviewed proposed job descriptions for the Reading Specialist and the Curriculum Coordinator positions
 - Reviewed letter of resignation by two faculty/staff members
 - Reviewed kindergarten teacher search process
 - Reviewed proposal to appoint a part-time Guidance Counselor
- **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) 2012-2013 Enrollment Report Update (**Attachment #5**)
- 2) 2013-2014 Projected Enrollment (**Attachment #6**)
- 3) Staff Attendance for May 2013 (**Attachment #7**)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 5) Harassment, Intimidation and Bullying Parent, Student and Faculty/Staff Survey
- 6) Teacher Evaluation System Training for 2012 – 2013 (**Attachment #8**)
- 7) Jeans for Troops – Faculty/Staff Donation
- 8) Graduation – June 13th at 7:00 p.m.
- 9) High Note Music Festival – Instrumental Students Rating of Excellent
- 10) Hunterdon Healthcare 2012 – 2013 Hoops for Hospice Commemorative Plaque
- 11) Report on 2012 – 2013 Superintendent Goals:
 - a. Math Curriculum – Grades 6 – 8 Revised
 - b. Transition Activities Within the North Hunterdon-Voorhees Cluster as per Superintendent Goal #2 (**Attachment #9**)
 - c. In conjunction with Business Administrator and Board of Education members develop and present a 2013-2014 budget implementing cost savings as needed.
 - d. Plan and implement measures that will enable students to meet or exceed the progress target increments of 1.4 - 2.9 in language arts and mathematics.
- 12) Report on 2012 – 2013 Superintendent Goals:
 - a. Explore and identify additional mechanisms, beyond the Inter-district School Choice Program, designed to increase student enrollment.
 - b. Complete an evaluation of district and classroom-based technology as it relates to the improvement of instruction.
 - c. The High Bridge School District will execute a district-wide plan for implementation of the Charlotte Danielson Teacher Evaluation Model.

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – May 2013 (**Attachment #10**)

b. Monthly Facility Maintenance Report

- 1) School Board Member Petitions – None filed

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – May 2013

Account	Peapack-Gladstone Bank
Agency	\$ 3.22
Capital Reserve	\$ 17.37
Current	\$ 107.61
Food Service	\$ 1.07
Maintenance	\$ 15.15
Payroll	\$ 1.53
Student Activity	\$ 2.93
Unemployment	\$ 2.37
FSA	\$.06
Total	\$ 151.31

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

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

I. CURRICULUM & INSTRUCTION

- 1. **Motion to approve** Accelerated Math Grade 7 and Grade 8 Algebra curriculum revisions as recommended by the Superintendent. (**Attachment #11**)
- 2. **Motion to approve** educational services for resident student #8071943984 provided by GenPsych Adolescent Partial Care Program (Silvergate Prep) on an outpatient basis at a rate of \$50.00 per hour for ten (10) hours per week from May 17, 2013 through June 13, 2013.
- 3. **Motion to approve** home based instruction for student #1861303753 to provide ten (10) hours per week from June 10, 2013 through June 13, 2013 and from July 1, 2013 through August 8, 2013 with Nicole Locorotondo serving as the home based instructor to be compensated at the rate of \$35.42 per hour in accordance with Article VI.A.4 of the 2011-2014 negotiated agreement.
- 4. **Motion to approve** an out of district placement for Student ID #6392975006 at Hunterdon County ESC School for the 2013-2014 school year with the following associated costs:

SERVICE	COST
ESC East Amwell Campus Tuition	\$37,000.00
Personal Aide (Classroom)	\$35,000.00
Bus Transportation to/from ESC	\$18,000.00
Personal Aide on Bus	\$10,620.00
TOTAL	\$100,620.00

5. **Motion to approve** a New Jersey Inter-district School Choice Waiver to accept a Washington Borough resident student into the Kindergarten class for the 2013-2014 school year. The district will not receive any School Choice funding for this student for the 2013-2014 school year but will receive aide in subsequent years should the placement continue for years beyond 2013-2014.

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the attached list of special education paraprofessionals for 2013-2014 school year (**Attachment #12**).
2. **Motion to accept**, with best wishes, the resignation of Lee Rozycki as Child Study Team Secretary, effective June 30, 2013.
3. **Motion to accept**, with best wishes, the resignation of Sandra Carazza-Stanton as Elementary School Teacher, effective August 4, 2013.
4. **Motion to approve Katie Drude** as a part-time guidance counselor for the 2013-2014 school year at level MA Step 1 for an annual salary of \$54,405 – prorated at 70% - inclusive of health benefits.
5. **Motion to approve** the attached list of substitutes for 2013-2014 school year (**Attachment #13**).
6. **Motion to reappoint Anthony Watkoskey** as substitute custodian for the 2013-2014 school year at a rate of \$12.50 per hour. Mr. Watkoskey has his criminal background clearance and his black seal.

7. **Motion to approve** the following personnel for 2013 Extended School Year program:

Staff Member	Position	Rate
Nicole DiGeronimo	1:1 Aide – RC1 Class	\$35/day for 23 days (\$805) (3.5 hrs/day)
Genna Becker	Substitute Aide/Teacher	Sub Aide - \$10/hr Sub Teacher - \$70/day
Anna Sbriscia	Substitute Aide/Teacher	Sub Aide - \$10/hr Sub Teacher - \$70/day
Judy Rogers	Substitute Aide/Teacher	Sub Aide - \$10/hr Sub Teacher - \$70/day
Laurie Perkalis	Substitute Aide/Teacher	Sub Aide - \$10/hr Sub Teacher - \$70/day
Katie Drude	Substitute Aide/Teacher	Sub Aide - \$10/hr Sub Teacher - \$70/day
Lisa Kerr	Substitute Teacher	\$70/day
Jamie McKay	Substitute Aide	\$10/hr

8. **Motion to approve** the following new job descriptions as recommended by the Personnel committee: **(Attachment #14)**

- a. Curriculum Coordinator
- b. Reading Specialist

9. **Motion to approve** the following **co-curricular activities and advisors** for the 2013-2014 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation
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
Middle School Show Choir	Courtney Shiffman	6-8	30	873.30
HBES Memory Book	Carla Nowell	PS-5	28	815.08
Substitute Caller	Emma Alparone	PS-8		2457.60
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

Student Leadership – Builder’s Club	Paige McGaheran Jennifer Smith	6-8	Total compensation not to exceed 3561.00	
MS Yearbook	Judy LaGreca Rachel Lazier	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	6-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	6-8	30	873.30
Elem. School Band	Jeff Thompson	4-5	10	291.10
Morning Broadcast	Jeff Thompson Anthony Marinelli	8	Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20	
Homework Club	Paige McGaheran	6-8	20	582.20
Homework Assistance	Judy LaGreca	6-8	20	582.20

10. **Motion to approve** the following **Interscholastic sports and advisors** for the 2013-2014 school year:

Activity	Staff Member(s)	GradeLevel	Compensation
Cross Country	Diane Alexanderson	6-8	1,517.00
Girls’ Basketball	Jerry Tolomeo	6-8	2,620.00
Cheerleading	Emma Alparone	6-8	1,264.00
Volleyball	Carl Katzenberger	6-8	1,264.00

11. **Motion to approve** Special Education Paraprofessional Aides to attend co-curricular events on an as needed basis with compensation to be set at \$10.00 per hour for the 2013-2014 school year with an annual cap of \$1,000.00.

12. **Motion to authorize the Superintendent** to enter into a consultant agreement with Lee Rozycki to provide training for the next Child Study Team Secretary during key reporting times from July 1st through December 31st at an hourly rate of \$16.25 not to exceed \$800.00.

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

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 #15)

Approve invoices for Current Expense in the following amounts:

Check Register:	May 17 – 31, 2013	\$ 8,315.02
Payroll	5/31/13	<u>\$235,428.44</u>
	Total	\$243,743.46

Approve invoices for Current Expense in the following amounts:

Check Register:	June 1 – 6, 2013	\$122,324.73
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Approve invoices for **Cafeteria** Account in the amount of **\$7,609.24**

Date	Vendor	Amount	Description	Check No.
5/29/13	Maschio’s Food Service, Inc.	\$ 7,566.99	Inv. IN0037441	1362
5/29/13	NJ Dept of Agriculture	\$ 16.25	Inv. 149967	1363
		<u>\$ 26.00</u>	Inv. 150443	
		\$ 42.25		
	Total	\$ 7,609.24		

2. FINANCIAL REPORTS

Report of the Board Secretary for April 2013 (Attachment #16)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of March 2013 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 May 31, 2013– (Attachment #17)

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 May 20, 2013, 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.

June 10, 2013

Gail Woicekowski
Business Administrator/Board Secretary

3. CAFETERIA REPORT

The cafeteria financial report for the month of **April 2013**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$377.40 for the month and a year-to-date loss of \$3,284.57. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **April 2013**.

Last year's report for **April 2012** indicated a loss of \$330.72 for the month and a year-to-date profit of \$2,845.31. Student participation was 22% in the Middle School and 31% in the Elementary School for the month of **April 2012**.

4. USE OF FACILITIES (Attachment #18)

a. Motion to approve use of Outside Recess Area, All Purpose Room and one Classroom in ES for Summer Recreation Program July 8th through July 19th beginning 8:00 a.m. until 1:00 p.m. **Advisor: Gary Mills**

5. Motion to authorize the transfer of funds to reserve accounts.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$1,000,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 6. Motion to authorize** Settembrino Architects to execute the Investment Grade Audit (IGA) and the Energy Savings Plan (ESP) and submission of such plan to the Board of Public Utilities (BPU). At such time that the ESP is approved by the BPU, the Board of Education further authorizes Settembrino Architects to execute the complete construction documents and construction administration for all the Energy Conservation Measures (ECM’s) approved in the ESP.

7. FOOD SERVICE MANAGEMENT CONTRACT RENEWAL

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which remains at the same amount as the 2012-2013 school year. The contract with Maschio’s guarantees a “no-cost” operation for 2013-14 school year, with a 15 cent increase in the price of a school lunch.

	Paid	Reduced Price
Student Lunch	\$2.75	\$0.50
Adult Lunch	\$3.75	-
Special Milk Program	\$0.50	\$0.50

8. SCHOOL ALLIANCE INSURANCE FUND MEMBERSHIP RENEWAL

Motion to approve renewal of High Bridge Board of Education membership in the School Alliance Insurance Fund in accordance with attached resolution. (**Attachment #19**)

9. SCHOOL ALLIANCE INSURANCE FUND RISK MANAGEMENT CONSULTANT

Motion to approve the attached resolution appointing **Rue Insurance** as Risk Management Consultant for High Bridge School District in accordance with the School Alliance Insurance Fund’s Bylaws. (**Attachment #20**)

L. TRAVEL EXPENDITURE APPROVAL (Attachment #21)

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:

- May 20, 2013 Executive Meeting Minutes (**Attachment ES #1**) **Will be available at meeting**
- Legal Matter – Alparone vs. High Bridge Board of Education

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

May 20, 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