

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, SEPTEMBER 15, 2008

A. OPENING OF MEETING - 7:00 PM

1. 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, the meeting will convene at 7:00 pm, on Monday, September 15, 2008, in Room #209 (Computer Room) 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 Anthony Juskiewicz, Business Administrator

Kay Daughters-Musnuff
Barbara Gallagher
Daniel Gallagher
Robert Imhoff
Valerie Jordan

Jeffrey Raefski
Sheri Woliver
Heather Thompson, Vice-President
Janice Stemple, President

PRESENTATIONS:

- High Bridge Elementary School Environmental Club students will discuss their award winning entry for the 2008 Treasures of the South Branch River Explorations Mural contest.
- Middle School 9/11 tribute produced by the High Bridge Middle School Broadcast team under the direction of Paige McGaheran and Jeff Thompson.

D. PUBLIC COMMENTS

E. REVIEW OF OFFICIAL CORRESPONDENCE

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|--------------|-------------|-----------------------------|
| D. Gallagher | 8/2008 | Resignation as Board Member |
| S. Connor | 9/5/08 | Complaint |
| W. Stover | 9/10/08 | Board Candidacy |

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. July 14, 2008 Regular Monthly Meeting
2. July 22, 2008 Team Building Meeting
3. August 11, 2008 Regular Monthly Meeting
4. August 27, 2008 Goal Setting Meeting

G. REPORTS TO THE BOARD

1. Board President's Report

A. Policy Committee

B. Action Item:

Accept the resignation of Daniel Gallagher, Board Member, effective September 15, 2008.

2. Board Committees and Chairperson Reports

- **Community Relations – Heather Thompson, Chairperson**
Kay Daughters-Musnuff and Sheri Woliver
- **Curriculum and Instruction – Sheri Woliver, Chairperson**
Daniel Gallagher and Valerie Jordan
- **Finance/Facilities – Barbara Gallagher, Chairperson**
Jeffrey Raefski and Robert Imhoff
- **Personnel and Management – Janice Stemple, Chairperson**
Heather Thompson and Robert Imhoff
- **HCESC Representative – Dr. Patricia Ash**
- **NJSBA Delegate – Janice Stemple**
- **Negotiations – Janice Stemple, Heather Thompson, Sheri Woliver**

- Update of 2008-2011 salary ratification by the High Bridge Education Association.

A. Workshop Attendance:

- 1) Barbara Gallagher – Communicating Effectively – March 1, 2008 (Attachment G-2-A-1)
- 2) Barbara Gallagher – School Public Relations Forum – January 28, 2008 (Attachment G-2-A-2)

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) 2008-2009 Enrollment as of September 11, 2008 with figures from September, 2007 for comparison:

| GRADE | # of Students 2008 | # of Students 2007 | # OF SECTIONS 2008 |
|-----------------------------|-------------------------------|-------------------------------|-------------------------------|
| Preschool (inclusion) | 15 | 12 | 1 |
| Kindergarten | 30 | 29 | 2 (1 am/1 pm) |
| 1 st | 39 | 45 | 2 |
| 2 nd | 44 | 29 | 3 |
| 3 rd | 28 | 46 | 2 |
| 4 th | 47 | 63 | 2 |
| 5 th | 56 | 41 | 3 |
| MD | 1 | 3 | 1 |
| BD | 3 | 4 | 1 |
| Elementary Sub-Total | 263 | 275 | |
| 6 th | 41 | 45 | 2 |
| 7 th | 47 | 50 | 3 (note change) |
| 8 th | 50 | 38 | 3 |
| Middle Sub-Total | 138 | 133 | |
| GRAND TOTAL | 401 | 408 | |

- 2) Results of 2007-2008 District and School Level Goals (Attachment G-3-A-2)
 - a. District Goals
 1. Implement the recommended improvement to the study skills curriculum that will develop organizational skills, test taking skills, and note taking.
 2. Improve the Language Arts program in the elementary building as measured by multiple assessments.
 3. Improve math State test scores for incoming eighth graders
 - a. Seventy six percent of eight grade students will score proficient or better on the NJASK-8.
 4. Improve Language Arts State test scores for grades three through five.
 - a. 2007-2008 NJASK Language Arts test scores for grades three through five special education students will increase ten percent.
 - b. Elementary School: Building Level Goals
 1. To strengthen special education students writing skills through the use of 6+1 Writing Traits instruction and other instructional strategies with the goal of improving their NJASK test scores.
 2. To strengthen students' writing skills in grades 1-5 through the use of 6+1 Writing Traits instruction with the goal of improving their NJASK language arts scores.
 - c. Middle School: Building Level Goals
 1. Improve math State test scores for incoming eighth graders.
 2. Implement the recommended improvement to the Middle School study skills curriculum that will develop organizational skills, test taking skills, and note taking.
- 3) Discuss the 2008-2009 District Goals
- 4) District power outage – September 9, 2008.
- 5) Review of July's legal bills (Attachment G-3-A-5)

B. ACTION ITEMS:

- 1. **Approve the Interscholastic Sports Schedules** with the transportation for all away games provided by First Student Bus Company at a cost of \$58.80/hour. (Attachment G-3-B-1)
- 2. **Approve the 2008-2009 District Goals.** (Attachment G-3-B-2)

4. **School Business Administrator’s Report**

A. General Information Items

- 1. School Digest (Attachment G-4-A-1)

B. Monthly Facility Maintenance Report

None

C. Vandalism Report

None

D. Monthly Investment Interest

Commerce Bank-Current Account –August 2008

Amount

\$133.91

5. **Elementary School Principal’s Report** (Attachment G-5)

6. **Middle School Principal’s Report** (Attachment G-6)

H. PERSONNEL

The Superintendent recommends the approval of the following actions:

- 1. **Approve** the employment of **Ellen Ingraham** as **Substitute Nurse** from September 16, 2008 through October 3, 2008, at a per diem rate of \$85.00, pending results of the criminal history background check.
- 2. **Approve** the employment of **Ellen Ingraham** as Middle School Nurse from October 6, 2008 to June 30, 2008 at a Step 1 BA salary of \$43,800 (prorated), pending results of the criminal history background check. (Attachment H-2)
- 3. **Approve** the employment of **Heidi Miller** as a part-time (4 hours per day) **Elementary School Instructional Paraprofessional** from September 16, 2008 through June 30, 2008 at an hourly rate of \$10.20 for a yearly prorated salary of \$7,054.32 pending results of the criminal history background check.
- 4. **Approve** the following **Homebound Instructors** for the 2008-2009 school year at the rate of \$35.42 per hour

| Staff Member | Marking Periods |
|--|---|
| Anna Sbriscia | 1 st , 2 nd , 3 rd , 4 th |
| Lynn Hughes (4 th grade only) | 1 st , 2 nd , 3 rd , 4 th |
| Judy Rogers | 1 st , 2 nd , 3 rd , 4 th |

5. **Approve** the following **Interscholastic sports and advisors** for the 2008-2009 school year.

| Activity | Staff Member(s) | Grade Level | Yrs. Exper. | Compensation 2008-2009 |
|----------------------|--------------------|-------------|-------------|------------------------|
| Cross Country | Diane Alexanderson | 6-8 | 7+ | 1517.00 |
| Volleyball | Melissa Dilgard | 6-8 | 7 | 1517.00 |
| Athletic Director(s) | Melissa Dilgard | 6-8 | 3 | 521.50 |
| | Nicole DiGeronimo | | 3 | 521.50 |
| Girls' Basketball | Gerald Tolomeo | 6-8 | 6+ | 2620.00 |

6. **Approve** the following **co-curricular activities and advisors** for the 2008-2009 school year.

| Activity | Staff Member(s) | Grade Level | # Hrs. | Compensation 2008-2009 |
|-----------------------------|-------------------|-------------|--------|------------------------|
| Safety Patrol | Melissa Dilgard | 6-8 | 36 | 1047.96 |
| Environmental Club (Fall) | Lynn Hughes | 3-5 | 10 | 291.10 |
| | Linda Kesty | | 6 | 174.66 |
| | Emily Bruton | | 6 | 174.66 |
| Environmental Club (Spring) | Lynn Hughes | 3-5 | 10 | 291.10 |
| | Linda Kesty | | 6 | 174.66 |
| | Emily Bruton | | 6 | 174.66 |
| Youth Authors' Club | Lynn Hughes | 4-5 | 18 | 523.98 |
| | Emily Bruton | | 18 | 523.98 |
| Student Leadership | Ann Walton | 6-8 | | 1,187.00 |
| | Melissa Dilgard | | | 1,187.00 |
| Art Club (Fall) | Bruce Nicholas | 7-8 | 10 | 291.10 |
| Art Club (Spring) | Bruce Nicholas | 5 | 10 | 291.10 |
| Homework Assistance | Michael Doerwang | 6-8 | 20 | 582.20 |
| Golf Club | Michael Doerwang | 6-8 | 15 | 436.65 |
| Middle School Show Choir | Courtney Shiffman | 6-8 | 30 | 873.30 |
| Elementary School Chorus | Courtney Shiffman | 4-5 | 10 | 291.10 |
| Cabaret | Courtney Shiffman | K-8 | 25 | 727.75 |

7. **Approve** an employment contract for **Emma Alparone** as **substitute caller** for the 2008-2009 school year at a salary of \$2350.50.

8. **Approve** the following as **Substitute Teachers** for the 2008-2009 school year:

Mary Moran
Michele Ilg-Gomez
Linda Gerristead
Susan Browne

9. **Approve** Karen Frace for 9 hours for summer 2008 clerical work at an hourly rate of \$9.96 not to exceed \$89.64.
10. **Approve** Kim Gorski for 14 hours for summer 2008 clerical work at an hourly rate of \$10.39 not to exceed \$145.46.
11. **Approve** Heather Trepiccione for 59 hours for summer 2008 clerical work at an hourly rate of \$10.84 not to exceed \$639.56.

Roll Call:

| | |
|-----------------------|----------------------------------|
| Kay Daughters-Musnuff | Jeffrey Raefski |
| Barbara Gallagher | Sheri Woliver |
| Daniel Gallagher | Heather Thompson, Vice-President |
| Robert Imhoff | Janice Stemple, President |
| Valerie Jordan | |

I. CURRICULUM & INSTRUCTION

The Superintendent recommends the Board approve the following:

1. **Approve** the following North Hunterdon Enrichment Consortium trips:
- Eight selected 4th Grade students to Point Mountain State Park in Asbury, NJ Hunterdon County, on Friday, September 26, 2008**, where they will meet a naturalist and explore ecosystems. Students are selected based on science aptitude and interest. Cost per student of \$2.50 to be paid for with NCLB funds. Transportation costs are split at the end of the school year by those schools participating in the activity.
 - Five selected 5th Grade students to Grounds for Sculpture in Ewing, NJ on Tuesday, October 7, 2008**. Students will participate in a guided tour, view, discuss and sketch various sculptures and sculptors. Students are selected based on their artistic aptitude, interest and work ethic. Transportation costs are split at the end of the school year by those schools participating in the activity.
 - Eight selected 7th and 8th grade students to Woodglen School in Lebanon Twp., NJ on Wednesday, October 29, 2008** for Film Making I. Students learn components of a documentary including film making techniques and create and present a mini-documentary at the workshop. Students are selected based on proposals they submit.

J. SCHOOL BUSINESS

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.

- Attorney client privilege Re: Potential Litigation

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

1. RESOLUTION FOR FINAL DEMAND FOR PAYMENT LETTER

Resolved, upon the recommendation of the Superintendent, that the Superintendent is hereby authorized to issue a “final demand for payment” letter to former employees who were overpaid, and that should said employees fail to agree to a mutually acceptable repayment plan within a 10-day period following receipt thereof, that the Board Attorney is authorized to initiate suit to recover the overpaid monies on behalf of the Board and the taxpayers of High Bridge.

Roll Call:

Kay Daughters-Musnuff
Barbara Gallagher
Daniel Gallagher
Robert Imhoff
Valerie Jordan

Jeffrey Raefski
Sheri Woliver
Heather Thompson, Vice-President
Janice Stemple, President

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

2. PAYMENT OF BILLS

Audit of Invoices (Attachment J-1a-b)

- Approve** invoices for Current Expense Fund 10 in the amount of **\$25,797.01** (2007-2008 Schedule 23)
- Approve** invoices for Current Expense Fund 10 in the amount of **\$142,369.63** (2008-2009 Schedule 2)
- Approve** payroll for Current Expense Fund 10 in the amount of **\$52,082.08** (08/15/08)
- Approve** payroll for Current Expense Fund 10 in the amount of **\$55,436.92** (08/31/08)

3. USE OF FACILITIES (Attachment J-2)

- a) **High Bridge Borough Police Department** – Approve a request for use of Middle School on Saturday, September 27, 2008 from 2:00 p.m. until 6:00 p.m. for *Active Shooter Training*. **Contact: Patrolman Brian Shipps**
(The 9/6/08 training was cancelled due to insurance issues. This approval is pending receiving a certificate of insurance from the Borough)
- b) **Co-ed Volleyball** – Use of Middle School gym on Wednesday evenings beginning on September 17, 2008 and ending on May 27, 2009 from 7:00 pm until 9:00 pm.
Advisor: Steve Bauernfiend
(This approval is pending receiving a certificate of insurance from the Borough)
- c) **Women’s Volleyball** – Use of Middle School gym on Monday evening’s beginning on September 22, 2008 and ending on May 25, 2008 from 7:00 pm until 9:00 pm.
Advisor: Ruby Reuter
(This approval is pending receiving a certificate of insurance from the Borough)
- d) **High Bridge Youth Basketball** – Use of Elementary School gymnasium Monday through Friday evenings from 6:15 pm until 8:45 pm, and Saturdays from 8:30 am until 4:00 pm per submitted schedule beginning on November 22, 2008 and ending on March 13, 2009. Use of Middle School gymnasium Monday through Friday evenings from 6:15 pm until 8:45 pm, and Saturdays from 8:30 am until 4:00 pm per submitted schedule beginning on November 22, 2008 and ending on March 13, 2009. **Advisor: Gary Mills (This will be contingent upon Mr. Mills obtaining and forwarding the insurance certificate before December 1st and having the roster of participants to the Board office before the start of his January 1st meeting.)**
- e) **Girl Scouts** – Use of Elementary School classroom on the various days of each month from October 2, 2008 to May 21, 2009 **Advisor: Leigh Ann Russell**
- f) **Boy Scouts** – Use of Elementary School APR on the various days of each month from September 16, 2008 to May 29, 2009 **Advisor: Kevin H. Thompson**

Roll Call:

| | |
|-----------------------|----------------------------------|
| Kay Daughters-Musnuff | Jeffrey Raefski |
| Barbara Gallagher | Sheri Woliver |
| Daniel Gallagher | Heather Thompson, Vice-President |
| Robert Imhoff | Janice Stemple, President |
| Valerie Jordan | |

K. TRAVEL EXPENDITURE APPROVAL (Attachment K)

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:

Kay Daughters-Musnuff
Barbara Gallagher
Daniel Gallagher
Robert Imhoff
Valerie Jordan

Jeffrey Raefski
Sheri Woliver
Heather Thompson, Vice-President
Janice Stemple, President

L. 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.

- July 14, 2008 Executive Meeting Minutes review (see sealed envelope)
- Administrator's contract revisions (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.

M. RECONVENE PUBLIC SESSION

N. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. July 14, 2008 Executive Meeting Minutes

Roll Call:

Kay Daughters-Musnuff
Barbara Gallagher
Daniel Gallagher
Robert Imhoff
Valerie Jordan

Jeffrey Raefski
Sheri Woliver
Heather Thompson, Vice-President
Janice Stemple, President

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. ADJOURNMENT