

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, APRIL 19, 2010

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, April 19, 2010, 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, Board Secretary

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff - President

D. RECOGNITION ITEMS

1. 2010 Hunterdon County Governor's Teacher Recognition/Educational Services Professional Program

- HBES – Lauren Richardson (Attachment #1)
- HBMS – Regina Vuocolo (Attachment #2)

E. PUBLIC COMMENTS

F. REVIEW OF OFFICIAL CORRESPONDENCE

Name

Date

Subject

Mary Raefski

4/14/10

April 20, 2010 vote (Correspondence #1)

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. March 22, 2010 Regular Monthly Meeting (Attachment #3)
2. April 1, 2010 Special Meeting (Attachment #4)

H. REPORTS TO THE BOARD

1. Board Self-Evaluation Review – Diane Morris, NJSBA

2. Follow Up Items:

- a) Labor Relations Consultant Options – Anthony Juskiewicz
Scheduling consultants over the April and May meetings (Attachment #5)
- b) Student Picture Package Options – William Caldwell and Joseph Kennedy (Attachment #6)

3. Board President’s Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #7)

4. Board Committees and Chairperson Reports

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Shaun Tertel

Finance/Facilities – William Stover, Chairperson

Larissa Critelli and Janice Stemple

Personnel and Management – Robert Imhoff, Chairperson

Susan Connor and Kay Daughters-Musnuff

- **Personnel and Management – Janice Stemple, Chairperson**

Kay Daughters-Musnuff and Karen Yaskanin-Jones

Negotiations – Janice Stemple, Chairperson,

William Stover and Karen Yaskanin-Jones

Policy – Karen Yaskanin-Jones, Chairperson
Kay Daughters-Musnuff and Vacant

1. The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

This group of policy motions are all second readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group.

- a) Motion to adopt, on second reading, the following new policies and/or regulations:

- Policy 3351 – Healthy Workplace Environment (Teaching Staff Members)
- Policy 4351 – Healthy Workplace Environment (Support Staff Members)
- Policy 5338 – Diabetes Management
- Regulation 5338 – Diabetes Management

- b) Motion to amend, on second reading, the following policies and/or regulations:

- Policy 5512.01 – Harassment, Intimidation, and Bullying
- Policy 5533 – Pupil Smoking
- Regulation 5533 – Pupil Smoking
- Policy 6360 – Political Contributions
- Policy 6660 – Student Activity Fund
- Policy 7434 – Smoking on School Grounds
- Policy 8461 – Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse
- Policy 9700 – Special Interest Groups

This group of policy motions are all first readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group. (Attachment #8)

- c) Motion to adopt, on first reading, the following new policies and/or regulations:

- Policy 4216 – Dress Code (Support Staff)
- Regulation 4216 – Dress Code (Support Staff)
- Regulation 3216 – Dress Code (Teaching Staff)
- Policy 1110 – Organization Chart

d) Motion to amend, on first reading, the following policies and/or regulations:

- Policy 2200 – Curriculum Content
- Policy 2310 – Pupil Grouping
- Policy 0142.1 – Nepotism
- Policy 0174 – Legal Services
- Policy 0177 – Professional Services
- Policy 1570 – Internal Controls
- Regulation 1570 – Internal Controls
- Policy 1620 – Administrative Employment Contracts
- Policy 6111 – Special Education Medicaid Initiative (SEMI) Program
- Regulation 6111 - Special Education Medicaid Initiative (SEMI) Program
 - Policy 6471 – School District Travel
 - Regulation 6471 – School District Travel

HCESC Representative – Larissa Critelli

NJSBA Delegate – Robert Imhoff

5. Superintendent’s Report

a) INFORMATION ITEMS:

- 1) Staff Attendance Report for March 2010 (Attachment #9)
- 2) Enrollment report as of March 2010. Also included is the enrollment report as of March 2009 for comparison. (Attachment #10)
- 3) School Board/School Budget Election – Tuesday, April 20th
- 4) Update on county-wide 2010-2011 school calendar

b) ACTION ITEMS:

- 1) **Motion to approve** the “Linda Kesty Friendship Award” in the amount of \$100.00 to be given to a graduating 8th grade student who meets the criteria listed on attached. (Attachment #11)

Note: This is an “interim” award sponsored by the Friends of Linda Kesty for the Class of 2010. The family is in the process of setting up a permanent foundation to make a perpetual annual award which will be submitted to the Board at a later date.

- 2) **Motion to acknowledge** the submission of the 2010 – 2011 Professional Development Plan to the Hunterdon County Superintendent of Schools as developed by the district’s Local Professional Development Committee.

NOTE: The Superintendent acknowledges the work of the committee members for their efforts in developing this plan: Lauren Richardson, Chairperson; Maria Arbelo, Sherry Kerr, Richard Kolton, Paige McGaheeran, Evelyn Mickel, Paul Nigro, and Betty Sutton.

- 3) **Motion to approve** the 2010 – 2013 Technology Plan as presented and authorize the Superintendent to submit the plan to the Hunterdon County Superintendent of Schools. (Attachment via e-mail)

NOTE: The Superintendent acknowledges Mr. Richard Kolton for coordinating the district’s efforts among several contributors in the development of this comprehensive plan.

Roll Call:

Susan Connor
 Larissa Critelli
 Kay Daughters-Musnuff
 Janice Stemple

William Stover – Vice President
 Karen Yaskanin-Jones
 Robert Imhoff - President

6. School Business Administrator’s Report

a) **General Information Items**

- 1) NJ School Digest (Attachment #12)
- 2) Borough Council meeting set for 4-21-10 at the MS room 209. What time 6:00, 6:30 or 7:00?

b) **Monthly Facility Maintenance Report**

None

c) **Vandalism Report**

None

Monthly Investment Interest

TD Bank-Current Account – March, 2010	<u>Amount</u>
	\$154.46

6. Elementary School Principal’s Report (Attachment #13)

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

I. PERSONNEL

The Superintendent and the Personnel Committee recommends the approval of the following motions:

1. **Motion to approve** the reduction of one grade level instructional position at the High Bridge Elementary School for the 2010-2011 school year due to the implication of the FY2011 budget issues.

Note: During the 2009-10 School Year, grade 3 had three sections of 15 each for 45 pupils. For 2010-2011, grade four will have 2 sections at 22-23 pupils each.

2. **Motion to abolish** the position of part-time school guidance counselor at the High Bridge Elementary School and to reassign the tenured part-time teacher to an instructional position within an appropriate certificated area.
3. **Motion to modify** the instructional position of Spanish/ELS Teacher that is currently split between HBES and HBMS from full-time to part-time (50%), with no benefits, primarily at HBMS with ELS services at HBES due to implications of the FY2011 budget issues.
4. **Motion to modify** the nurse's position at the High Bridge Middle School from full-time to part-time (60%), with no benefits, for the 2010-2011 school year due to the implications of the FY2011 budget issues.
5. **Motion to modify** the instructional position of Health and PE Teacher at HBMS from full-time to part-time (55%), with no benefits, for the 2010-2011 school year due to implications of the FY2011 budget issues.
6. **Motion to modify** the part-time CST speech position from a 60% position to 40% position for the 2010-2011 school year due to implications of the FY2011 budget issues.
7. **Motion to modify** the custodial positions for the 2010-2011 school year due to implications of the FY2011 budget issues, as follows:
 - a) HBES: Change one (1) full-time position to a 60% position with no benefits;
 - b) HBMS: Change one (1) part-time position from 3 hours/5 days per week to 3 hours/3 days per week.

8. **Motion to reduce** part-time clerical aide positions for the 2010-2011 school year due to implications of the FY2011 budget issues, as follows:
 - a) HBES: Change two (2) four-hour positions to two (2) two-hour positions.
 - b) HBMS: Change one (1) four-hour position to one (1) two-hour position.
9. **Motion to authorize** the Superintendent to provide written notice to non-tenured certificated staff members on “**Personnel List A**” that their contract with the High Bridge School District will not be renewed for the 2010-2011 school year due to the implication of the FY2011 budget issues.
10. **Motion to reappoint** twenty seven (27) **tenured certificated staff members**, with increment, as properly located on the salary guide for the 2010-2011 school year as per “**Personnel List B**”.
11. **Motion to reappoint** thirteen (13) **tenured certificated staff members** for the 2010-2011 school year pursuant to their individual “Recovery Plan for Overpayment of Salaries” developed by the former Superintendent as per “**Personnel List C**”.
12. **Motion to reappoint** one (1) **tenured certificated staff member** with reduction in hours and with no benefits for the 2010-2011 school year as per “**Personnel List D**”
13. **Motion to reappoint administrative personnel**, for the 2010-2011 school year as per “**Personnel List E**” and to authorize Board President to execute contracts for same.
14. **Motion to reappoint support staff members**, for the 2010-2011 school year as per “**Personnel List F**”.
15. **Motion to reappoint the support staff members** on “**Personnel List G**” with reduction in hours for the 2010-2011 school year.
16. **Motion to reappoint Richard Kolton as Technology Coordinator (60%)** for the 2010-2011 school year at an annual salary of \$59,865.
17. **Motion to approve** the employment of **Anthony Juskiewicz** to provide the district with interim School Business Administrator/Board Secretary services on an as needed basis beginning May 1, 2010, at the per diem rate of \$396.62 or hourly rate of \$49.58 for a maximum of ____ hours or \$_____.

18. **Motion to approve** the employment of **Susan Roethel-Joyce** as interim School Business Administrator/Board Secretary beginning April ____, 2010 on a per diem basis not to go beyond June 30, 2010, at the per diem rate of \$_____.
19. **Motion to authorize** the Superintendent to provide thirty (30) days written notice to Nancy Lucas that her 2009-2010 school year position as part-time instructional aide will be terminated due to the relocation of the student to another district effective May 14, 2010.
20. **Motion to authorize** the Superintendent/Principal and the School Business Administrator to notify the aforementioned employees of the motions approved by the Board at this meeting.
21. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour effective February 1, 2010, as per the QSAC plan:
 - 1) Lucille Arnold, Social Studies
 - 2) Judy Marcelliano, Elementary ILA
22. **Motion to extend Jane Nagy** from May 1, 2010 to May 31, 2010 as the temporary full-time substitute for Dianne Paridy at \$125/day, as previously approved at the January 11, 2010 board meeting.
23. **Motion to extend Jane Nagy** from June 1, 2010 to the last day of school as the temporary full-time substitute for Dianne Paridy at \$125/day, as previously approved at the January 11, 2010 board meeting.
24. **Motion to approve Kathleen Caton**, a student in the EDS Seton Hall Educational Administration graduate program, to conduct mock pre and post observation conferences with volunteer teachers in both the elementary and middle schools.

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover – Vice President
Karen Yaskanin-Jonesl
Robert Imhoff - President

J. CURRICULUM & INSTRUCTION

1) **Motion to approve** the following class trips and transportation as previously listed on annual field trip plan:

a) **Kindergarten to the Crayola Factory in Easton, PA** on Monday, June 14, 2010 for tour of the factory, then to Purple Cow Creamery (next to factory) for ice cream. Transportation to be provided by First Student at a cost of \$323.93 for one bus. Cost per student of \$2.75 includes transportation and admission and is to be borne by parents/guardians. Cost of ice cream treats will be paid for by Kindergarten teacher. The cost of this trip is being offset by a \$495.00 donation from the High Bridge P.T.O.

Roll Call:

Susan Connor
 Larissa Critelli
 Kay Daughters-Musnuff
 Janice Stemple

William Stover – Vice President
 Karen Yaskanin-Jones
 Robert Imhoff - President

K. 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 **\$203,071.51 (2009-2010 Schedule 11)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$230,295.56 (3/26/10)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$224,068.10 (4/15/10)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$9,731.03**

Date	Vendor	Amount	Description	Check No.
4/12/10	Maschio’s Food Service, Inc.	\$9,286.36	Inv. IN0022276	1213
	State of NJ	\$ 224.30	Inv. 313849	1214
	Dept. of the Treasury	\$ 110.62	Inv. 313850	
		\$ 109.75	Inv. 313851	
	Total	\$ 444.67		

TOTAL \$9,731.03

2. CAFETERIA REPORT

The cafeteria financial report for the month of March 2010, as submitted by Maschio's Food Service, Inc. indicates a loss of \$828.92 for the month and a year-to-date loss of \$2,515.22. Student participation was 31% in the Middle School and 38% in the Elementary School for the month of March 2010.

Last year's report for March 2009 indicated a profit of \$355.82 for the month and a year-to-date loss of \$1,109.09. Student participation was 28% in the Middle School and 26% in the Elementary School for the month of March 2009.

3. RESOLUTION TO INCREASE THE 09-10 SCHOOL BUDGET BY \$89,213

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the following Resolution to approve the increase of the 09-10 budget by the amount received from the state for extraordinary aid.

Whereas, budget lines 11-401-100-930 will be increased \$50,000 to fund the unemployment account due to the economic conditions and increased expenditures, and

Whereas, budget lines 11-190-100-610-112, 11-190-100-610-212, 12-120-100-730 will be increased to \$5,758, \$5,759 and \$3,426.00

Whereas, budget lines 11-190-100-640 will be increased to \$19,981.00

Whereas, budget lines 11-999-262-420 will be increased to \$4,289.00

Be it resolved that the 09-10 school year be increased \$89,213 for the above needs.

4. JOINT TRANSPORTATION AGREEMENT (Attachment #15)

Approve the attached **Resolution** for participation in Coordinated Transportation with the **Hunterdon County Educational Services Commission**.

5. ANNUAL MEETING SCHEDULE (Attachment #16)

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq.) requires that the annual regular meeting schedule be posted publicly, sent to at least two newspapers and the municipal clerks within seven (7) days following the annual Organization Meeting, and be it therefore

RESOLVED, that the Board of Education approve the attached meeting schedule for the ensuing Board year as listed and request the Secretary to addend a copy to the minutes.

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover – Vice President
Karen Yaskanin-Jones
Robert Imhoff - President

L. TRAVEL EXPENDITURE APPROVAL

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. (Attachment #17)

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover – Vice President
Karen Yaskanin-Jones
Robert Imhoff - President

M. PUBLIC COMMENTS

N. 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.

- March 22, 2010 Executive Meeting Minutes review (see sealed envelope)
- Health Benefits Grievance #1 Level Four – Attorney update
 - Update on negotiations with High Bridge Teachers’ Association regarding concessions.

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.

O. RECONVENE PUBLIC SESSION

P. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. March 22, 2010 Executive Meeting Minutes

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff - President

Q. NEW BUSINESS

R. PUBLIC COMMENTS

S. ADJOURNMENT