

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, MAY 17, 2010

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 Courier News, the annual reorganizational meeting will convene at 7:00 pm followed by the regular monthly meeting on Monday, May 17th, 2010, 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. READING OF THE MISSION STATEMENT

D. ROLL CALL by Susan Joyce, Interim Board Secretary

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

E. RECOGNITION ITEMS

1. Student Recognition

- a) Request a motion to approve the attached resolution recognizing Caitlin Reilly, 4th grade student, First Place – Personal Narrative winner of the Tri-County Reading Council's Award (Attachment #1)
- b) Request a motion to approve the attached resolutions recognizing the following students for their winning entries in Hunterdon County Cultural & Heritage Commission's *The Most Historic Place in My Town* essay contest: (Attachment #2)
 - Zachary Lucash – 1st place - School and Grand Prize – County Winner
 - Madeline Kearney – 2nd place

- c) Request a motion to present the following students with a Certificate of Achievement for recognition in the Hunterdon County Cultural & Heritage Commission's *The Most Historic Place in My Town* essay contest: (Attachment #3)

- Jared Crampton – Honorable Mention
- Brian Sharkey – Honorable Mention
- Hailey Conroy – Honorable Mention
- James Hann – Honorable Mention
- Ian Harris – Honorable Mention

F. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Betty Sutton	5/9/10	Request for FMLA (Attachment #4)
George Kamage	5/12/10	Lockdown Procedures (Attachment #4-A)

G. EXECUTIVE 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 consultant interviews (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.

H. RECONVENE PUBLIC SESSION

I. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. April 29, 2010 Special Meeting Minutes (Attachment #5)
2. May 3, 2010 Reorganizational and Regular Meeting Minutes (Attachment #6)

K. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #7)
- b) Board Committee and Chairperson Assignments
Resolved, that the Board President will appoint the committee members and chairpersons to the following committees for the 2010-2011 school year:

- Community Relations –
- Curriculum and Instruction –
- Finance/Facilities –
- Negotiations -
- Personnel and Management –
- Policy –
- Ad Hoc Committee -
- QSAC Operational –
- HCESC Representative –
- NJSBA Delegate –

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance Report for April 2010 (Attachment #8)
- 2) Enrollment report as of April 2010. Also included is the enrollment report as of April 2009 for comparison. (Attachment #9)
- 3) May 6th Code C – Lockdown Incident
- 4) School Calendar 2010-2011
- 5) Race to the Top Grant (Attachment #10)
- 6) Public Reporting on State Performance Plan Indicators (Attachment #11)
- 7) Need to amend the motion to reduce the FY 11 budget reduction.

B. ACTION ITEMS:

- 1) The Finance Committee, in consultation with the Superintendent and the School Business Administrator/Board Secretary recommends the Board consider the following actions:

a) **The Board of Education of High Bridge hereby adopts** the following revised budget for the 2010-11 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 394

Expenditures

General Current Expense	<u>6,235,996</u>
Capital Outlay	<u>25,195</u>
Special Revenue Fund	<u>116,414</u>
Repayment of Debt	<u>614,290</u>
 Total Expenditures	 <u>6,991,895</u>

Revenue

Budgeted Fund Balance	<u>0</u>
Local Tax Levy	
Current	<u>4,822,157</u>
Debt Service	<u>523,926</u>
Misc Revenue	<u>25,010</u>
Tuition	<u>113,250</u>
State Aid	
Current	<u>1,300,774</u>
Special Revenue	<u>116,414</u>
Debt Service	<u>90,364</u>
 Total Revenue	 <u>6,991,895</u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2010-11 tentative budget includes a maximum travel appropriation of \$10,800.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Be it further resolved that the District’s general tax requirements to support the proposed 2010-2011 budget, as stipulated by the High Bridge Board of Education Finance Committee and High Bridge Borough Municipal Officials, as follows:

General Fund:	\$4,822,157
Debt Service:	<u>523,926</u>
Total:	\$5,346,083

Be it further resolved, that the Interim Superintendent and Business Administrator be authorized to implement the 2010-2011 school district budget.

*** Reductions in the amount of \$88,000 from the previously adopted budget as identified by the High Bridge Board of Education Finance Committee and the High Bridge Borough Municipal Officials as follows:**

Account Number	Account Description	Amount
11-110-100-101	Kindergarten Salaries	\$(7,593)
11-190-100-106	Regular programs-Other Salary For Instruction.	\$(14,912)
11-190-100-270	Regular programs health benefits	\$(18,874)
11-214-100-106	Special Ed-Behavioral Disabilities Salaries of Aides	\$(7,593)
11-999-217-106	Extra Ordinary Salaries	\$(23,906)
11-999-217-270	Extra Ordinary Health Benefits	\$(15,122)
	Total	\$(88,000)

Roll Call:

Susan Connor	Robert Imhoff
Larissa Critelli	Janice Stemple
Kay Daughters-Musnuff	William Stover
Tamara Davis	Karen Yaskanin-Jones

- 2) **Motion to amend** the 2010-2011 school calendar changing spring recess from April 22, 2011 through April 29, 2011 to April 18, 2011 through April 25, 2011 inclusive, thereby aligning the district calendar with NHVRHS’s calendar. (Attachment #12)
- 3) **Motion to approve** the resubmission of the 2010 ARRA Grant. (Attachment #13)
- 4) **Motion to appoint** _____ as school physician from July 1, 2010 through June 30, 2011.
- 5) **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 6, 2010 through August 12, 2010.

Roll Call:

Susan Connor	Robert Imhoff
Larissa Critelli	Janice Stemple
Kay Daughters-Musnuff	William Stover
Tamara Davis	Karen Yaskanin-Jones

4. Interim School Business Administrator's Report

A. General Information Items

1. NJ School Digest (Attachment #14)

B. Action Items:

1. Motion to approve the attached agreement for Hunterdon County YMCA to operate Before and After School Programs for the 2010-2011 school year. (Attachment #15)

C. Monthly Facility Maintenance Report

1. None

Vandalism Report

There were no acts of vandalism since our last meeting.

Monthly Investment Interest

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

5. Middle School Principal's Report (Via E-Mail)

6. Elementary School Principal's Report (Attachment #16)

L. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to Approve** a salary adjustment for Laurie Piell from BA+15 Step L-1 at \$74,060 to BA+15 Step L-2 at \$75,360 which includes longevity compensation of an additional \$1,300 in recognition of entering her 25th year of service for the 2010-2011 school year.
2. **Motion to Approve** a salary adjustment for Kim Terzuolo from \$70,300, (2010-2011 salary in accordance with her "Recovery Plan for Overpayment") to \$71,600 which includes longevity compensation of an additional \$1,300 in recognition of entering her 20th year of service for the 2010-2011 school year.
3. **Motion to reappoint** full-time **non-certificated paraprofessional personnel** for the 2010-2011 school year as per "Personnel List #1".
4. **Motion to reappoint** part-time **non-certificated paraprofessional personnel** for the 2010-2011 school year as per "Personnel List #2".
5. **Motion to approve** the request from **Betty Sutton** for an unpaid medical leave of absence from half-day on May 25, 2010 through June 24, 2010, in accordance with the Family Medical Leave Act during which time her benefits will remain in effect.

6. **Motion to reappoint** non-tenured employees for the 2010-2011 school year as per “Personnel List #3”.
7. **Motion to reappoint Maria Arbelo** to a part-time (50%) instructional position for the 2010-2011 school year at a BA Step 4 salary of \$25,403 with tenure on January 3, 2011.
8. **Motion to reappoint Nicole Cahill** to a full-time school nurse position for the 2010-2011 school year at a BA Step 6 salary of \$54,945 with tenure on September 2, 2010.
9. **Motion to reappoint Ellen Ingraham**, a non-tenured employee, to a part-time (60%) school nurse position for the 2010-2011 school year at a BA+15, Step 3 salary of \$30,636.
10. **Motion to reappoint Nicole DiGeronimo** to a full-time PE/Health position for the 2010-2011 school year at a BA+15, Step 9 salary of \$62,410.
11. **Motion to approve** the following substitutes for the remainder of the 2009-2010 school year:
 - a) Rebecca Zielinski
 - b) Carmela Vasta
 - c) Jill Gushard
12. **Motion to approve** the employment and salary for the 2010 Extended School Year staff and Child Study Team summer referral work as per “Personnel List #4”.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

M. CURRICULUM & INSTRUCTION

1. **Approve** the following class trip and transportation:
 - a) **7th Grade to High Point State Park** in High Point, NJ on Thursday, June 3, 2010 to explore ecosystems. Transportation is to be provided by US Coachways at a cost of \$1,125 for one bus. Cost per pupil of \$22.96 includes transportation (there is no cost for admission) and is to be borne by parents/guardians. This trip correlates to 7th grade science curriculum.

N. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #17)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$127,117.87** (2009-2010 Schedule 13)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$222,852.55** (05/15/10)
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$136.69**

Date	Vendor	Amount	Description	Check No.
5/12/10	State of NJ Dept. of Agriculture	\$ 49.35	Inv. 118750	1215
5/12/10	Chef's Corner	\$ 87.34	Supplies/Can Opener	1216

2. FINANCIAL REPORTS

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for March (Attachment #18)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of March & April 2010 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 March & April 2010

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. 6:20-2.13(3), the Board of Education certify that as of May 17, 2010, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(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.

Susan Joyce
Interim Board Secretary/Business Administrator

May 17, 2010

3. E-RATE EXCHANGE SERVICES AGREEMENT (Attachment #19)

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

O. TRAVEL EXPENDITURE APPROVAL (Attachment #20)

The Superintendent, in consultation with the Interim 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:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

P. PUBLIC COMMENTS

Q. 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.

- May 3, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Litigation/Contracted Services
- Negotiations Consultant Candidates
- School Business Administrator position

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.

R. RECONVENE PUBLIC SESSION

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. May 3, 2010 Executive Meeting Minutes

Roll Call:

Susan Connor

Janice Stemple

Larissa Critelli

William Stover – Vice President

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

T. NEW BUSINESS

U. PUBLIC COMMENTS

V. ADJOURNMENT