

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, APRIL 25, 2011

A. OPENING OF MEETING – 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School's and Elementary School's front doors, High Bridge Borough Hall office; and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: Hunterdon Democrat and the Courier News. This meeting will convene at 7:00 pm on Monday, April 25, 2011, 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 - Superintendent

D. ROLL CALL by Thomas Lambe, Board Secretary

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

E. RECOGNITION ITEMS

STAFF RECOGNITION (Attachment #1)

Request a motion to approve the attached resolutions recognizing the recipients of the 2011 Hunterdon County Governor's Teacher Recognition Award

- HBES – Emily Bruton
- HBMS – Bruce Nicholas

F. PRESENTATIONS

The following agencies will show the Board a presentation on their before and after school child care program:

- Work Family Connection – Aurora Pipeling
- YMCA – Wendy Crocetti

G. PUBLIC COMMENTS

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

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Emma Alparone	4/1/11	Request for leave of absence

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

March 28, 2011 Regular Meeting Minutes (Attachment #3)

April 5, 2011 Special Meeting Minutes (Attachment #4)

J. REPORTS TO THE BOARD**1. Follow Up Items:****2. Board President's Report**

a) Apology to the High Bridge Teachers' Association for comment made at March 7, 2011 Board meeting.

b) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)

c) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**

Kay Daughters-Musnuff and Ann Willard

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**

Larissa Critelli and Tamara Davis

- **Finance/Facilities – William Stover, Chairperson**

Larissa Critelli, and Janice Stemple

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

Tamara Davis and Karen Yaskanin-Jones

- **Negotiations – Janice Stemple, Chairperson,**

William Stover and Karen Yaskanin-Jones

- **Policy – Karen Yaskanin-Jones, Chairperson,**

Kay Daughters-Musnuff and Tamara Davis

- **HCESC Representative – Tamara Davis**

- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for March 2011 (Attachment #6)
- 2) 2010-2011 Student Enrollment Update (Attachment #7)
- 3) Report on Personnel Search
- 4) Report on School Choice
- 5) Report on Parent /YMCA March 31st Meeting
- 6) Review of March 2011 legal bill (Attachment #8)

B. ACTION ITEMS:

4. School Business Administrator’s Report

A. General Information Items

- 1) NJ School Digest – March 2011 (Attachment #9)
- 2) Ethics Disclosure

B. Monthly Facility Maintenance Report

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – March 2011

Account	Peapack-Gladstone Bank
Agency	\$ 14.21
Capital Reserve	\$ 1.55
Current	\$ 382.01
Food Service	\$ 3.40
Maintenance	\$ 0.00
Payroll	\$ 4.34
Student Activity	\$ 11.79
Unemployment	\$ 15.71
Total	\$ 433.01

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

6. Elementary School Principal’s Report (Attachment #10)

K. 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.

- Personnel

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.

PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to reappoint** thirty-two (32) **tenured certificated staff members**, on guide, for the 2011-2012 school year as per **Attachment A**.
2. **Motion to reappoint** four (4) **tenured certificated staff members** for the 2011-2012 school year pursuant to their individual "Recovery Plan for Overpayment of Salaries" developed by the former Superintendent as per **Attachment B**.
3. **Motion to reappoint** nine (9) **non-tenured certificated staff members**, on guide, for the 2011-2012 school year as per **Attachment C**.
4. **Motion to reappoint** three (3) **certificated staff members**, with tenure on the appropriate date, for the 2011-2012 school year as per **Attachment D**.
5. **Motion to reappoint support staff members**, for the 2011-2012 school year as per **Attachment E**.
6. **Motion to approve** the transfer request of **Sharon Tryon** from part-time to full-time special education teacher at the Elementary School for the 2011-2012 school year at a level MA step 12 salary of \$70,820.
7. **Motion to approve** the employment of **Cathleen McDonnell** as part-time (63%) Elementary School Art Teacher for the 2011-2012 school year at a level BA step 1 salary of \$30,117. (**Attachment F**)
8. **Motion to approve** an unpaid leave of absence for **Emma Alparone**, Middle School Behavior Disabilities Teacher, from August 30, 2011 through October 31, 2011, in accordance with the Family Medical Leave Act, during which time her medical benefits will remain in full effect.
9. **Motion to approve** the employment of **France Boudreau Dion** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from April 26, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated).

10. Motion to approve the following substitute teachers/aides for the remainder of the 2010-2011 school year:

- a. Mary Raefski – Pending criminal history clearance
- b. Cathleen McDonnell
- c. Maureen Strohm
- d. Marta Pulley

11. Motion to approve Lauren Cozze, Raritan Valley Community College student teacher, to complete four hours of classroom observation with Lynn Hickey as cooperating teacher.

Roll Call:

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

M. CURRICULUM & INSTRUCTION

Motion to approve the following class trips and transportation:

5th grade to Raritan Valley Community College on Thursday, June 9, 2011 to view two Planetarium shows. This trip correlates with the Earth Science curriculum. Transportation for the trip will be provided by First Student at a cost of \$291.52 for one bus. The per student cost of the trip is \$20.00, which includes admission and transportation, and is to be borne by parents/guardians.

2. **Motion to adopt** the revised Music Curriculum as recommended by the Curriculum Committee: (Attachment via E-mail)

- General Music Grades 6-8
- Vocal Music Grades 4-8
- Instrumental Music Grades 4-8

3. **Motion to approve** the 2011-2012 Preschool Plan as submitted to the New Jersey Department of Education, Division of Early Childhood Education. (Attachment #11)

N. 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 #12)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$163,433.57** (2010-2011 Schedule 11)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$233,335.48** (3/31/11)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$233,458.83** (4/15/11)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$9,192.91**

Date	Vendor	Amount	Description	Check No.
4/12/11	Maschio's Food Service, Inc.	\$9,182.91	IN0026674	1311
Total		\$9,192.91		

2. FINANCIAL REPORTS

Report of the Board Secretary for March 2011 (Attachment #13)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of March 2011 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 2011

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 April 25, 2011, 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.

 Thomas Lambe
 Business Administrator/Board Secretary

April 25, 2011 _____

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Tamara Davis
Janice Stemple

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

3. USE OF FACILITIES

None at this time

4. CAFETERIA REPORT

The cafeteria financial report for the month of **March 2011**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$585.37 for the month and a year-to-date loss of \$3,145.55. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **March 2011**.

Last year’s report for **March 2010**, indicated 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**.

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Tamara Davis
Janice Stemple

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

O. TRAVEL EXPENDITURE APPROVAL (Attachment #14)

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:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Tamara Davis
Janice Stemple

William Stover – Vice President
Ann Willard
Karen Yaskanin-Jones
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.

- Negotiations with High Bridge Teachers Association
- March 28, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Litigation – Alparone et al vs. High Bridge Board of Education
- Labor Relations Retainer Agreement

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

March 28, 2011 Executive Meeting Minutes

Roll Call:

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

T. NEW BUSINESS

U. PUBLIC COMMENTS

V. ADJOURNMENT