

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, AUGUST 16, 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 at 7:00 pm on Monday, August 16, 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 - Superintendent

D. ROLL CALL by Thomas Lambe, Board Secretary

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

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Tiffany Latino	7/19/10	Resignation (Attachment #1A)
Betty Sutton	8/11/10	Request for LOA (Attachment #1B)

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

1. July 19, 2010 Regular Meeting Minutes (Attachment #2)

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 #3)
- b) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Tamara Davis

The Curriculum Committee, in consultation with the Superintendent, recommends the Board approve the following:

- 1) Motion to adopt the revised K-8 Science Curriculum as recommended by the Curriculum Committee. (Attachment via e-mail)
- 2) Motion to dispose of old, outdated Language Arts textbooks as follows:

Series: Spotlight on Literacy; Copyright 1999	
Publisher: Macmillan/McGraw Hill	
Grade 1	30 copies
Grade 3	53 copies
Grade 4	66 copies

- **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) 2009-2010 Staff Attendance Report (Attachment #4)
- 2) Staff Attendance for July 2010 (Attachment #5)
- 3) 2010-2011 Student Enrollment Update (Attachment #6)
- 4) Treasurer of School Monies position
- 5) Review of June 2010 legal bill. (Attachment #7)
- 6) Action Plans for District Goals (Attachment via e-mail)

B. ACTION ITEMS:

- 1) **Motion to approve** the annual field trip plan for Elementary and Middle School (Attachment #8)
- 2) **Motion to approve the Interscholastic Sports Schedules** for Cross Country, Volleyball, Basketball and Baseball/Softball, with the transportation for all away games provided by First Student Bus Company at a cost of approximately \$60.75/hour. (Attachment #9)
- 3) **Motion to approve** a letter to be sent to all parents informing them of their right to know the qualifications of their child's teachers in accordance with NCLB. (Attachment #10)

Roll Call:

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

4. School Business Administrator's Report

A. General Information Items

- 1) Request for proposal for banking services (Attachment via e-mail)

B. Action Items:

1) 2010-2011 SCHOOL NUTRITION PROGRAM

a) **Approve** the following Agreements and Policy for the 2010-2011 School Nutrition Program from the state: Approval is required for our participation in the free & reduce lunch program.

- **School Nutrition Program Agreement** – This agreement outlines the regulations of the program. (Attachment #11)
- **Food Distribution Agreement** – This agreement covers the rules and regulations regarding commodity distribution with the State of New Jersey Department of Agriculture. (Attachment #12)
- **Free and Reduced Meals/Milk** – This policy outlines guidelines for determining children who are eligible for free and reduced price meal/milk. (Attachment #13)

2) BANKING SERVICES**a) Approve** sending RFP's to the following banks:

- Peapack Gladstone Bank
- Team Capital
- Unity Bank

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff – President

C. Monthly Facility Maintenance Report

- 1) Fire Panel Replaced at the Elementary School
- 2) Sprinkler Inspections completed at both schools
- 3) Boiler Inspections completed at both schools
- 4) East Coast Water Restoration partially completed

Vandalism Report

There were no acts of vandalism since our last meeting.

Monthly Investment InterestAmount

TD Bank-Current Account – July, 2010

\$110.50**5. Middle School Principal's Report (Via E-Mail)****6. Elementary School Principal's Report (No Report for July/August)****I. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion** to approve the request from **Betty Sutton** for an unpaid medical leave of absence from September 1, 2010 through October 22, 2010 in accordance with the Family and Medical Leave Act during which time her benefits will remain in effect.
2. **Motion to accept** the resignation of **Tiffany Latino**, Part-Time Instructional Aide, effective August 31, 2010.
3. **Motion to approve** the employment of **Andrea Weinberg** as Part-Time (63%) Middle School Special Education Teacher from September 1, 2010 through June 30, 2011 at a Step 6, Level MA+15, for a salary of \$37,485, pending successful completion of criminal history background check.
4. **Motion to transfer** the employment of **Darcy Mojka** from part-time Elementary School Instructional Aide to part-time Middle School Instructional Aide at the same salary from September 1, 2010 through June 30, 2011. (Switch in schools to accommodate needs).

5. **Motion to approve** the employment of **Shawna Manfredi** as part-time (55% - 4 hrs./day) Middle School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.43 for an annual salary of \$7,593.00

6. **Motion to approve** the employment of **Karen (Katie) Smith** as part-time (55% - 4 hrs/day) Middle School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.00 for an annual salary of \$7,280.00.

7. **Motion to approve** the employment of **Nancy Belick** as part-time (55% - 4 hrs/day) Middle School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.00 for an annual salary of \$7,280.00, pending successful completion of criminal history background check.

8. **Motion to approve** the employment of **Katherine Drude** as part-time (55% - 4 hrs/day) Middle School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.00 for an annual salary of \$7,280.00.

9. **Motion to approve** the employment of **Sharon Snyder** as part-time (55% - 4 hrs/day) Elementary School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.00 for an annual salary of \$7,280.00, pending successful completion of summer college courses and criminal history background check

10. **Motion to approve** the employment of **Nancy Garcia-Owchariw** as part-time (55% - 4 hrs/day) Elementary School Instructional Aide from September 1, 2010 through June 30, 2011 at an hourly rate of \$10.00 for an annual salary of \$7,280.00, pending successful completion of criminal history background check.

11. **Motion to approve** the employment of **Jacklyn Carruthers** as part-time (20% - 1 day/week) Learning Disabilities Teacher/Consultant from September 1, 2010 through June 30, 2011 at Step 8 Level MA for an annual prorated salary of \$12,508.00, pending successful completion of criminal history background check.

12. **Motion to approve** the following **Interscholastic sports and advisors** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	Compensation 2010-2011
Volleyball	Carl Katzenberger	6-8	\$1264.00

13. **Motion to approve** the following **co-curricular activities and advisors** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2010-2011
Drama Club – Asst. Advisor	Jeff Thompson	6-8	25	727.75
Athletic Director	Jerry Tolomeo	6-8	Stipend	1043.00

12. Motion to approve Lauren Mount as Drama Club Assistant Advisor on a voluntary basis.

13. Motion to approve the School Nurse Practicum request for Lynn Yanulevich with Nicole Cahill as cooperating teacher. Ms. Yanulevich will complete ninety (90) hours of supervised experience with Mrs. Cahill for which Mrs. Cahill will receive Professional Development Hours.

14. Motion to approve the following Raritan Valley Community College students to complete teacher observation hours with the cooperating teacher(s) to be determined:

a)	John Haren	1 x per week	Sept. 20th – Oct. 18th
b)	Taylor Covino	1 x per week	Oct. 25th – Nov. 22nd

15. Motion to approve Ellen Ingraham as a substitute school nurse for the 2010-2011 school year.

Roll Call:

Susan Connor

Janice Stemple

Larissa Critelli

William Stover – Vice President

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Tamara Davis

Robert Imhoff – President

J. CURRICULUM & INSTRUCTION

1. Motion to approve the following field trips and transportation where applicable:

- a) **Eighth Grade class to Clinton Township Middle School**, on October 5th, 2010 for **Michael Fowlin presentation** which correlates to our bullying, diversity and tolerance curriculum, with admission fees of \$1.00 per student for a total of \$43.00, with transportation to be paid by Voorhees Municipal Alliance.
- b) **Seventh grade to North Hunterdon High School** on September 20th and 27th, 2010, for **Project Adventure** which supports our character education program, with transportation to be provided by First Student at a cost of \$136.69 each date.
- c) **Sixth to Eighth grade** student leadership representatives to **Camp Bernie** on November 11th and 12th which supports our **Student Leadership** program with all costs to be paid by Voorhees Municipal Alliance.
- d) **Approve the North Hunterdon Enrichment G/T Consortium trips** for the 2010-2011 school year as per schedule submitted on annual field trip plan. The purpose/rationale is to enable students with like abilities and interests to work together in cooperative learning groups with students from other schools in the NH/VRHS sending districts to explore, create and showcase their talents through carefully designed activities. Students are selected through a screening that combines interest, ability and work ethic. Cost per student (where indicated) is to

be paid through grants if at all possible. Transportation costs are split at the end of the school year by those schools participating in the activity and paid by the school districts.

- e) **Behavior Disabilities Classes (ES & MS)** to attend vocational trips as submitted on annual field trip plan during the 2010-2011 school year. Transportation is to be provided by Hunterdon County Educational Services Commission and paid with I.D.E.A. funds. Admission costs (where applicable) are to be paid by parents/guardians. Students will practice their individual daily living skills and address appropriate social behaviors and skills. Each trip directly relates to skills addressed in class vocational program.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	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 **\$189,056.34** (2009-2010 Schedule 18)
- b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$222,280.69** (2010-2011 Schedule 2)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$62,458.37** (07/31/10)
- d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$48,136.70** (08/15/10)
- e) **Approve** invoices for **Cafeteria** Account in the amount of **\$8.59**

Date	Vendor	Amount	Description	Check No.
8/10/10	NJ Dept. of Agriculture	\$8.59	Inv. 121604	1223

2. FINANCIAL REPORTS

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer’s Report for June (Attachment #15)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 June 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 August 16, 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.

August 16, 2010

 Thomas Lambe
 Business Administrator/Board Secretary

Roll Call:

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

3. GRANT APPROVAL

Motion to approve the FY2011 IDEIA – Part B grant in the total amount of \$97,301 to be utilized for staffing, training contracted professional services and authorize the Superintendent to submit the grant application by August 28, 2010, as recommended by and written by the Supervisor of Special Services.

Basic Grant	\$93,198
Pre-School	<u>4,103</u>
	\$97,301

Roll Call:

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

4. **CAFETERIA REPORT**

The cafeteria financial report for the month of June 2010, as submitted by Maschio's Food Service, Inc. indicates a profit of \$4,991.29 for the month and a year-to-date profit of \$0.00. Student participation was 27% in the Middle School and 33% in the Elementary School for the month of June 2010.

Last year's report for June 2009, indicated a profit of \$2,338.60 for the month and a year-to-date profit of \$0.00. Student participation was 25% in the Middle School and 37% in the Elementary School for the month of June 2009.

5. **USE OF FACILITIES (Attachment #16)**

- a) **Co-Ed Volleyball** – High Bridge Recreation every Wednesday beginning September 2010 and ending May 25, 2011 from 7:00 p.m. to 9:00 p.m. utilizing the Middle School Gym. **Advisor: Ray Schick**
- b) **Women's Volleyball** – Use of Middle School Gym every Monday beginning September 2010 and ending May 31, 2011 from 7:00 p.m. to 9:30 p.m.

L. TRAVEL EXPENDITURE APPROVAL (Attachment #17)

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	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	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.

- Personnel Matters
- July 19, 2010 Executive Meeting Minutes (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.

O. RECONVENE PUBLIC SESSION

P. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. July 19, 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

Q. NEW BUSINESS

R. PUBLIC COMMENTS

S. ADJOURNMENT