

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**

**MONDAY, JULY 19, 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, July 19<sup>th</sup>, 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>
Evelyn Mickel	6/28/10	Repayment of overpayment (Attachment #1)
Laurie Piell	6/25/10	Tournament of Champions (Attachment #2)

**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. June 9, 2010 Special Meeting Minutes (Attachment #3)
- 2. June 28, 2010 Regular Meeting Minutes (Attachment #4)

**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 #5)
- b) **Motion to adopt** the District Goals for the 2010-2011 school year. (Attachment #6 – from D. Morris)
- c) 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
- **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

1. The Negotiations Committee in consultation with the Superintendent recommends the Board approve the following motion:

- a) Motion to approve **Allan Dzwilewski**, of the law firm Schwartz Simon Edelstein Celso & Zitomer, as Labor Negotiator at a rate of \$160.00 per hour with work by law clerks and paralegals billed at \$100.00 per hour. Services for negotiations will be capped at \$9,000.00 exclusive of impasse services.

**Roll Call:**

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

- **Policy – Karen Yaskanin-Jones, Chairperson,**  
Kay Daughters-Musnuff and Tamara Davis

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. (Policies have been distributed via e-mail)

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

- Policy 6740 – Reserve Accounts

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

- Policy 0164 – Conduct of Board Meeting
- Policy 6360 – Political Contributions
- Policy 6422 – Budget Transfers
- Regulation 6422 – Budget Transfers
- Regulation 6740 – Reserve Accounts
- Policy 8420 – Emergency and Crisis Situations
- Regulation 8420.1 – Fire and Fire Drills

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Tamara Davis

Robert Imhoff  
Janice Stemple  
William Stover  
Karen Yaskanin-Jones

- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**

**3. Superintendent’s Report**

**A. INFORMATION ITEMS:**

- 1) **Average Daily Attendance and Average Daily Enrollment** as reported to New Jersey Department of Education on June 29, 2010:

School	2009-2010 School Year			Past 3 yrs. data for comparison purposes		
	Average Daily Enrollment	Average Daily Attendance	ADA Rate 2009-10	ADA Rate 2008-09	ADA Rate 2007-08	ADA Rate 2006-07
Elementary	253.4	243.1	95.9	96.5	96.2	95.9
Middle	145.7	139.2	95.5	96.2	97.5	96.2
District	399.1	382.3	95.8	96.4	96.6	96.0

- 2) Staff Attendance for June 2010 (Attachment #7)
- 3) Review of May 2010 legal bill. (Attachment #8)
- 4) QSAC District Improvement Plan – Update
- 5) Board member mandated training (Attachment #9)
- 6) State funding for School Lunch Programs (Attachment #10)
- 7) Star Ledger article re: Rosetta Stone Spanish program (Attachment #11)
- 8) Star Ledger article re: Special Ed.’s Rising Costs (Attachment #12)

**B. ACTION ITEMS:**

- 1) **Motion to approve** a 2009-2010 salary adjustment for Jane Nagy, employed as a long-term substitute from January 4, 2010 through June 23, 2010, from a rate of \$125.00 per day to a BA-1 per diem rate of \$231.23, for 93 days, for a total of \$9,985.62. (Attachment #13)

**Roll Call:**

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

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

**A. General Information Items**

- 1) NJ School Digest (Attachment #14)

**B. Action Items:**

**1) Approve** the following recommended lunch and milk prices for the 2010-2011 school year: (All prices remain the same as 2009-10 school year)

**2010-2011**

- Student Lunch – Middle School  
\$2.50
- Student Lunch – Elementary School  
\$2.50
- Adult Lunch  
\$3.45
- Student Milk  
\$ .50
- Kindergarten Milk  
\$ .20
- Adult Milk  
\$ .50
- Reduced Lunch  
\$ .40

**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**

- Mulch added to the elementary school playground
- Tree trimming at the elementary school
- Waterproofing - elementary school chimney and the middle school gym outside wall

**Vandalism Report**

There were no acts of vandalism since our last meeting.

**Monthly Investment Interest**

	<u>Amount</u>
TD Bank-Current Account – June, 2010	<b>\$1.83</b>

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

**6. Elementary School Principal’s Report (No Report for July/August)**

**J. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. Motion to approve** an adjustment in hours for Cathy Hoos for the ESY'10 program from 3.5 hours/day to 4.5 hours/day at an hourly rate of \$10.00 for a total salary of \$1,035.00 for the 23 day program. (This is an additional \$230.00 over what was previously approved).

2. **Approve** the following **Interscholastic sports and advisors** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	Compensation 2010-2011
Cross Country	Diane Alexanderson	6-8	1,517.00
Cheerleading	Pat Tuma	6-8	1,517.00
Girls' Basketball	Jerry Tolomeo	6-8	2,620.00

3. **Approve** the following **co-curricular activities and advisors** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2010-2011
Environmental Club (Fall)	Lynn Hughes	3-5	10	291.10
	Christine Marucchi		6	174.66
	Emily Bruton		6	174.66
Environmental Club (Spring)	Lynn Hughes	3-5	10	291.10
	Christine Marucchi		6	174.66
	Emily Bruton		6	174.66
Youth Authors' Club	Lynn Hughes	4-5	18	523.98
	Emily Bruton		18	523.98
Yearbook – Middle School	Lauren Mount	7-8	25	727.75
	Linda Stecker		25	727.75
Elementary School Band	Jeff Thompson	5	10	291.10
Jazz Band	Jeff Thompson	6-8	30	873.30
Elementary School Chorus	Courtney Shiffman	4-5	10	291.10
Middle School Show Choir	Courtney Shiffman	6-8	30	873.30
Art Club (Fall)	Bruce Nicholas	7-8	10	291.10
Art Club (Spring)	Bruce Nicholas	5	10	291.10
Homework Assistance (Spec. Ed. Students)	Susan Vogler	5-8	20	582.20
HBMS TV – Advisor	Paige McGaheran	6-8	90	2619.90
HBMS TV – Asst. Advisor	Linda Stecker	6-8	30	873.30
Drama Club – Advisor	Courtney Shiffman	6-8	50	1455.50
Student Leadership	Ann Walton	6-8	Stipend	1,780.50
	Paige McGaheran	6-8	Stipend	1,780.50

4. **Motion to appoint** Rose Anne Gross to the position of Part-time Spanish teacher (.50) from September 1, 2010 through June 30, 2011 at a Level MA Step 1 for the salary of \$25,630 pending successful completion of criminal background check.
5. **Motion to appoint** Lynn Yanulovich, RN to the position of Part-time Substitute Middle School Nurse (.60) from September 1, 2010 through September 30, 2011 at a per diem rate of \$125.00 pending County office approval of an emergency certificate and successful completion of criminal background check.
6. **Motion** to accept the early repayment of salary by **Evelyn Mickel** in the amount of \$4,505.00 on July 1, 2010. Effective July 1, 2010, Mrs. Mickel will be placed at her regular step on the salary guide of BA+15 Step14 with twenty equal payments of \$3,638.00 commencing in September of 2010.

**Roll Call:**

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

**K. CURRICULUM & INSTRUCTION**

1. **Motion to approve** contracts to provide services from the Commission for the Blind and Visually Impaired for the following students for the 2010-2011 school year:

Student	Level of Service	Amount (Paid via reduction in State aid)
ID#200840	Level 1	\$1700.00
ID#104150	Level 1	\$1700.00

**Roll Call:**

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

**L. 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 #16)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$55,021.33** (2009-2010 Schedule 17)



b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$31,534.27** (2010-2011 Schedule 1)

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$48,104.79** (06/30/10)

d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$53,028.27** (07/15/10)

e) **Approve** invoices for **Cafeteria** Account in the amount of **\$10.15**

Date	Vendor	Amount	Description	Check No.
7/13/10	State of NJ Dept. of Agriculture	\$10.15	Inv. 120838	1222

**2. FINANCIAL REPORTS**

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer’s Report for April and May (Attachment #17)

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the months of April and May 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 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 June 28, 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.

April 2010

\_\_\_\_\_  
Susan Joyce  
Interim Business Administrator/Board Secretary

July 19, 2010

May 2010

\_\_\_\_\_  
Thomas Lambe  
Business Administrator/Board Secretary

July 19, 2010

**Roll Call:**

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

3. **FOOD SERVICE MANAGEMENT THIRD YEAR CONTRACT RENEWAL**  
**Approve** Maschio’s Food Service Management Company, Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$6,760**, which is the same fee for the 2008-09 & 2009-10 school years. Maschio’s is guaranteeing High Bridge a “no-cost” operation for 2010-11 school year.

**FYI** – This is the third year of the Board’s five-year contract with Maschio’s.

**4. USE OF FACILITIES**

a) **Religious Classes** – St. Joseph’s Roman Catholic Church on specific Sundays as per their application, beginning on September 19, 2010 and ending on May 8, 2011, from 9:00 am to 11:00 am, utilizing the classrooms as per the listing attached to their application. **Advisor: Anne McGovern** (Attachment #18)

**M. TRAVEL EXPENDITURE APPROVAL (Attachment #19)**

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

**N. PUBLIC COMMENTS**

**O. 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.

- June 9, 2010 Executive Meeting Minutes (See Sealed Envelope)
- June 28, 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.

**P. RECONVENE PUBLIC SESSION**

**Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

1. June 9, 2010 Executive Meeting Minutes
2. June 28, 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

**R. NEW BUSINESS**

**S. PUBLIC COMMENTS**

**T. ADJOURNMENT**