

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA
MONDAY, OCTOBER 18, 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, October 18, 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	William Stover – Vice President
Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President
Janice Stemple	

E. STUDENT RECOGNITION

Request a motion to approve the attached resolutions recognizing Jared Crampton and Sarah Furka, 5th grade students, for being published in the 2010 edition of *Anthology of Poetry by Young Americans*. (Attachment #1)

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. PUBLIC HEARING

A Public Hearing is being conducted to accept the final violence and vandalism report of 2009-2010 according to State P.L. 2001, c299 (**Attachment – EVVRS**)

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Darcy Mojka	9/22/10	Letter of resignation

Betty Sutton	10/11/10	Disability Retirement
Elizabeth Tyrell	10/14/10	Request for LOA

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. September 20, 2010 Regular Meeting Minutes (Attachment #3)

J. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)

- b) 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

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

- 1) Motion to adopt the revised K-8 Social Studies Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

- **Finance/Facilities – William Stover, Chairperson**
Larissa Critelli, and Janice Stemple

The Finance/Facilities Committee, in consultation with the Superintendent, recommends the Board approve the following:

- 1) **Motion to approve** the Budget Development Calendar for fiscal year 2011-2012. (Attachment via e-mail)

- 2) **Motion to approve** the Initial Application for Temporary Instructional Space for 2010-2011 School Year requesting use of 4th level alcove area of the Middle School as instructional space to be used to deliver Speech/Language Therapy services.

- 3) **Resolved** by the High Bridge Board of Education to limit the total number of its students participating in the school choice program to two percent of the number of students per grade per year in the district.

4) **Motion to establish** the substitute pay rates for the 2010-2011 school year as follows effective October 18, 2010:

a.	Teacher	\$75.00/day *
b.	Paraprofessional	\$70.00/day *
c.	School Nurse	\$105.00/day

* New substitutes are paid the rate of \$65.00/day for the first five (5) days of service.

- **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

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

a) Motion to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)

- Regulation 3144 – Certification of Tenure Charges
- Policy 4159 Support Staff Member/School District Reporting Responsibilities
- Policy 5516 – Use of Electronic Communication and Recording Devices
- Policy 6112 – Reimbursement of Federal and Other Grant Expenditures
- Regulation 6112 – Reimbursement of Federal and Other Grant Expenditures

b) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 0146 – Board Member Authority
- Policy 0171 – Duties of Board President and Vice President
- Regulation 2361 – Acceptable Use of Computer Network/Computers and Resources

- Policy 3144 – Certification of Tenure Charges
- Policy 3160 – Physical Examination (Teaching Staff)
- Policy 4160 – Physical Examination (Support Staff)
- Policy 6830 – Audit and Comprehensive Annual Financial Report
- Policy 8310 – Public Records
- Regulation 8310 – Public Records

- **HCESC Representative – Tamara Davis**

- **NJSBA Delegate – Robert Imhoff**

- **Ad Hoc Committee on Public Relations**

Susan Connor, Chairperson, Tamara Davis and Ann Willard

- 1) Report on Community Organizations (Attachment via-mail)

3. Superintendent’s Report

A. INFORMATION ITEMS:

- 1) Staff Attendance for September 2010 (Attachment #5)
- 2) 2010-2011 Student Enrollment Update (Attachment #6)
- 3) Correspondence (Attachment #7)
- 4) Review of September 2010 legal bill (Attachment #8)
- 5) Interdistrict Public School Choice (Attachment via e-mail)
- 6) NJASK Spring 2010 Comparison Chart (Attachment via e-mail)

B. ACTION ITEMS:

- 1) Motion to designate the week of October 18th as School Violence Awareness Week.
- 2) Motion to acknowledge Superintendent’s report on 2009-2010 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).
- 3) Motion to approve the request from Nicole Locorotondo to tutor a High Bridge student and to use school facilities for tutoring sessions in cooperation with her Wilson Reading System certification (Attachment #J-3-B-3)

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	

4. School Business Administrator’s Report

A. General Information Items

1) Preliminary Audit Update (Attachment #9)

C. Monthly Facility Maintenance Report**Vandalism Report**

There were no acts of vandalism since our last meeting.

Monthly Investment Interest – TD Bank – September 2010

<u>Account</u>	<u>Amount</u>
Agency Account	\$ 6.84
Capital Reserve Account	\$ 0.60
Current Account	\$216.84
Food Service Account	\$ 1.95
Maintenance Account	\$ 0.00
Payroll Account	\$ 2.19
Student Activity Account	\$ 2.98
Unemployment Account	\$ 6.26
Total:	\$237.66

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Via e-mail)****K. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to accept** the resignation of **Darcy Mojka** as part-time middle school instructional aide effective 9/1/10.
2. **Motion to accept** the request for a medical leave of absence for **Elizabeth Tyrell** from October 8, 2010 through January 7, 2011, in accordance with the Family Medical Leave Act.
3. **Motion to approve** the request to continue an unpaid leave of absence for **Betty Sutton** from October 22, 2010 through November 15, 2010 or sooner pending approval of her application for Ordinary Disability pension benefits. Mrs. Sutton's entitlement under FMLA ends October 22, 2010 and her health benefits will terminate on October 31, 2010.
4. **Motion to extend** the employment of **Jennifer Smith** as long-term substitute in middle school from November 11, 2010 through November 15, 2010 at a Level BA, Step 8 salary of \$59,085.00 prorated.

5. **Motion to approve** the employment of **Linda Suttmeier** as part-time elementary school aide from October 19, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a yearly prorated salary of \$6,184.00, pending successful completion of a criminal history background check.

6. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year:
Heidi Miller – Retroactive to October 4, 2010

7. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2010-2011 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2008-2011 negotiated agreement:

- | | |
|----------------|-----------------------|
| Kathy Barone | Marisa Monaco |
| Susan Butkosky | Nancy Garcia-Owchariw |
| Kathleen Caton | Judy Rogers |
| Lynn Hughes | Kim Terzuolo |
| Kathryn Kunz | Jerry Tolomeo |

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 | |

L. CURRICULUM & INSTRUCTION

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

a) **Kindergarten and Inclusion Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on Monday, October 25, 2010 (rain date October 26th) to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on “animals and their habitats” and “how things grow”. The cost per student of \$14.75 which includes transportation and admission is to be borne by parents/guardians.

b) **4th Grade to Hunterdon County Clerks Office, Flemington,** on Wednesday, March 16, 2011 for a tour of Hall of Records, Clerk’s Office, Sheriff’s Office, Historic Court House and Jail, Freeholders meeting room and New Court House. Transportation to be provided by Educational Services Commission at a cost of \$214.50 for one bus. The cost per student of \$4.75 is to cover transportation and will be borne by parents/guardians.

- c) **4th Grade to State Capital, Trenton** on Tuesday, April 12, 2011 for a tour of the Barracks, State Museum, WWII Memorial and State House. This trip correlates to 4th grade Social Studies curriculum units on NJ History and Government and correlates to NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by First Student at a cost of \$394.87 for one bus. The cost per student of \$14.75 includes admission of \$6.00 and transportation and is to be borne by parents/guardians.
- d) **5th Grade Students to YMCA Camp Bernie, Port Murray** on February 24, 2011 through February 25, 2011. Transportation to be provided by First Student at a cost of \$364.50 for two buses. The charge per student of \$109.25 includes transportation, meals, lodging and program, and is to be borne by parents/guardians.
- e) **Select 5th Grade G/T Students to Grounds for Sculpture, Mercer, NJ** on Tuesday, October 19, 2010 for tour of sculptures and discussion. Students will return to school for follow-up art activity with Mr. Nicholas. Transportation costs will be divided up between participating districts and billed at the end of the school year.

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. 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 #10)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$162,569.33** (2010-2011 Schedule 3)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$226,920.01** (09/30/10)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$226,341.68** (10/15/10)
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$11,081.15**

Date	Vendor	Amount	Description	Check No.
10/13/10	Maschio’s Food Service, Inc.	\$11,081.15	Inv. 0024158	1301

2. FINANCIAL REPORTS

- a) Report of the Board Secretary for August 2010 (**Attachment #11**)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of August 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 August 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 October 18, 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.

October 18, 2010

Thomas Lambe
Business Administrator/Board Secretary

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	

3. IDEA APPLICATION

Motion to authorize the submission of the IDEA application for Fiscal Year 2011 and accept the grant award in the following amounts:

IDEIA Basic	\$93,198
Preschool	\$ 4,103

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	

4. USE OF FACILITIES (Attachment #12)

a) High Bridge PTO – Use of ES and MS for various meetings and activities for the 2010-2011 school year.

5. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2010**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$715.00 for the month and a year-to-date loss of \$715.00. Student participation was 25% in the Middle School and 28% in the Elementary School for the month of September 2009.

Last year’s report for **September 2009**, indicated a profit of \$978.13 for the month and a year-to-date profit of \$978.13. Student participation was 32% in the Middle School and 34% in the Elementary School for the month of September 2009.

N. TRAVEL EXPENDITURE APPROVAL (Attachment #13)

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

O. PUBLIC COMMENTS

P. 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
- Litigation – Special Education
- September 20, 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.

Q. RECONVENE PUBLIC SESSION

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. September 20, 2010 Executive Meeting Minutes

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

S. NEW BUSINESS

T. PUBLIC COMMENTS

U. ADJOURNMENT