

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, JUNE 18, 2012

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 Hunterdon Review, the annual reorganizational meeting will convene at 7:00 pm on Monday, June 18th, 2012, 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. ROLL CALL by Gail Woicekowski, Business Administrator

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

D. RECOGNITION ITEMS

1. **Request a motion** to approve the attached resolution recognizing the following student for her winning entry in Hunterdon County Cultural & Heritage Commission's *The Most Historic Place in My Town* essay contest: (Attachment #1)

- Alexis Judd – 1st place – School & County Grand Prize

2. **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 #2)

- Joshua Kinsky – Honorable Mention
- Lucy Kucharski – Honorable Mention

3. **Request a motion** to present the following students with a Certificate of Achievement for recognition by the Tri-County Reading Council: (Attachment #3)

Emily Kearney – Honorable Mention, Short Story – Grades 3-4
Rachel Clucas – The Kathie Bush Memorial Award - Most Improved Writer

4. **Request a motion** to approve a resolution in recognition of **Dr. William A. Caldwell** for his dedicated service to High Bridge School District. (Attachment #4)
5. **Request a motion** to approve the attached resolution honoring the High Bridge PTO for their outstanding service to our schools. (Attachment #5)

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #6)

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|--------------------|-------------|----------------|
| Eighth Grade Class | 6/11/12 | Thank you |

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

May 21, 2012 Regular Meeting Minutes (Attachment #7)

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President’s Report

- a. Hampton inquiry – Shared Services (Attachment #8)
- b. Review of NJSBA recommended Board tasks, as per checklist (Attachment #9)
- c. Poll Board members for July and August Board Meeting attendance.
- d. Board Committees and Chairperson
 - **Community Relations – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz
 - **Finance/Facilities – William Stover, Chairperson**
Larissa Critelli, and Janice Stemple
 - **Personnel and Management – Janice Stemple, Chairperson**
Karen Yaskanin-Jones and Larissa Critelli

- **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones

- **Policy – Karen Yaskanin-Jones, Chairperson,**
Alan Schwartz and Ann Willard

- 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
 - a) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive – Added text is highlighted in yellow).
 - Policy 5516 Use of Electronic Communication and Recording Devices
 - b) Motion to amend, on second reading, the following policies and/or regulations as required by the Children’s Internet Protection Act update: (Attachment via USB drive – Added text is highlighted in yellow).
 - Policy 2361 Acceptable Use of Computer Network/Computers and Resources
 - Policy 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
 - Policy 4321 Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members.

Roll Call:

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

- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for May 2012 (Attachment #10)
- 2) 2011-2012 Student Enrollment Update (Attachment #11)
- 3) 2012-2013 Projected Enrollment (Attachment #12)
- 4) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 5) Review of April/May 2012 legal bills (Attachment #13)
- 6) Report on Graduation
- 7) Superintendent’s Vacation
- 8) Brian Bizzoco’s transition to ES Principal, effective 7/1/12

- 9) Extended School Year Program – 7/2/12 through 8/9/12
- 10) Professional Development Plan County Review
- 11) EE4NJ – Teacher Evaluation

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – May 2012 (Attachment #14)
- 2) Summer Recreation – July 9 – July 20, 2012

b. Monthly Facility Maintenance Report

- 1) Elementary School
- 2) Middle School
- 3) Bids for summer LRFPP projects

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – May 2012

| Account | Peapack-Gladstone Bank |
|------------------|-------------------------------|
| Agency | \$ 3.87 |
| Capital Reserve | \$ 15.09 |
| Current | \$174.10 |
| Food Service | \$ 1.88 |
| Maintenance | \$ 14.62 |
| Payroll | \$ 2.18 |
| Student Activity | \$ 5.02 |
| Unemployment | \$ 6.08 |
| FSA | \$.16 |
| Total | \$223.00 |

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

6. Elementary School Principal’s Report (Via e-mail)

J. PERSONNEL

The Superintendent recommends approval of the following actions:

I. OPEN PUBLIC HEARING

Request a motion to open a public hearing to offer the opportunity for public comments and/or questions regarding the terms and conditions of the Business Administrator’s employment contract for the 2012-2013 school year.

II. PUBLIC COMMENTS

III. CLOSE PUBLIC HEARING

Request a motion to close the Public Hearing and reconvene regular monthly meeting.

1. **Motion to approve** an employment contract for **Gail Woicekowski** as Business Administrator/Board Secretary from July 1, 2012 through June 30, 2013 for an annual salary of \$79,780.

Roll Call:

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

2. **Motion to reappoint Christopher Muller**, Art teacher, on a full-time basis for the 2012-2013 school year, at Level MA Step 3 for an annual salary of \$53,720.00, with full benefits.
3. **Motion to approve Emma Alparone** as substitute caller for 2012-2013 school year at the annual rate of \$2457.60.
4. **Motion to approve** the attached list of substitutes for 2012-2013 school year **(Attachment #15)**.
5. **Motion to approve Will Meissner** as a summer substitute custodian from June 25, 2012 through August 31, 2012 at the hourly rate of \$10.25.
6. **Motion to approve Tim Balsbaugh** as Special Education Aide for ESY Program from July 2, 2012 through August 9, 2012 for 3.5 hours/day at the rate of \$10.00/hour for a total of \$805.00, pending successful completion of criminal history background check.
7. **Motion to approve Christine Cosgrove** as Special Education Aide for ESY Program from July 2, 2012 through August 9, 2012 for 3.5 hours/day at the rate of \$10.00/hour for a total of \$805.00, pending successful completion of criminal history background check.

8. **Motion to approve** the following substitutes for 2012 Extended School Year program:

| | | |
|---------------------|-------------------------------|--|
| Judy Rogers | Substitute Aide/Teacher | Sub Aide - \$10/hour Sub Teacher - \$70/day |
| Anna Sbriscia | Substitute Aide/Teacher | Sub Aide - \$10/hour Sub Teacher - \$70/day |
| Kristine Naumann | Substitute Aide/Teacher | Sub Aide - \$10/hour Sub Teacher - \$70/day |
| Donna Brown | Substitute Aide / Teacher | Sub Aide - \$10/hour Sub Teacher - \$70/day |
| Laurie Perkalis | Substitute Aide/Teacher | Sub Aide - \$10/hour Sub Teacher - \$70/day |
| Mary Ellen Loughney | Substitute nurse 8:00 – 12:00 | \$120.00/day |
| Maurica Hash | Substitute Aide | \$10/hour |
| Jamie McKay | Substitute Aide | \$10/hour |
| Debbie Cucuzella | Substitute Aide | \$10/hour |
| Sarah Weinstein | Volunteer | N/A |

9. **Motion to approve** a summer staff workshop for TIENET training for between 14-16 Special Education teachers and Child Study Team members to be held between July 16, 2012 and August 10, 2012. Each staff member will attend two half day sessions and will be compensated at the rate of \$75.00 each per half day session, not to exceed \$2,400.00.
10. **Motion to approve** a summer staff workshop for Language Arts Curriculum Implementation for between 18-20 Elementary Education teachers to be held between August 20, 2012 and August 24, 2012. Each staff member will attend up to six (6) hours and will be compensated at the rate of \$29.11 per hour, not to exceed \$3,500.00. Funds from Title II – No Child Left Behind Grant will be utilized.
11. **Motion to approve Sandra Carraza-Stanton** for 15 hours of summer work in the area of Elementary School reading at the rate of \$29.11 per hour, not to exceed \$440.00.

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

I. CURRICULUM & INSTRUCTION

1. **Motion to approve** the 2012-2013 Professional Development Plan as approved by the Hunterdon County Professional Development Board. (Attachment #16 and via USB Drive)
2. **Motion to accept** the following out-of-district students to the 2012 extended school year program on a tuition basis.

| STUDENT ID | DISTRICT | TUITION + AIDE |
|--------------------------------|--------------------|-----------------------------------|
| BD-Autistic Program | | |
| BD-CP | Califon | \$3600.00 + \$850 for 1:1 aide |
| BD-AdeM | Bethlehem Township | \$3600.00 + \$850 for 1:1 aide |
| BD-DN | Franklin | \$3600.00 + \$850 for 1:1 aide |
| Resource Center Program | | |
| RC03-AN | Franklin | \$3000.00 + \$425 for shared aide |
| BD03-DN | Franklin | \$3000.00 + \$425 for shared aide |

3. **Motion to approve** an extended school year out of district placement for Student ID #599040 at Hunterdon County ESC School – West Amwell Campus for a tuition rate of \$4,300.00, 1:1 aide cost of \$3,300.00 and transportation costs of \$4,200.00.
4. **Motion to approve** transportation for student #200840 and student #400790 to attend High Bridge Extended School Year program at a cost of \$400.00 per student.
5. **Motion to authorize** the Superintendent to arrange administrative training for the teacher evaluation system as developed by Charlotte Danielson based upon the recommendation of the District Advisory Committee.

Roll Call:

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

K. FINANCE/FACILITIES

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

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #17)

Approve invoices for Current Expense in the following amounts:

| | |
|-----------------------------------|---------------------|
| Check Register May 21 – 31, 2012: | \$ 44.13 |
| Payroll - 5/31/12: | <u>\$230,980.93</u> |
| Total | \$231,025.06 |

Approve invoices for Current Expense in the following amounts:

| | |
|-----------------------------------|---------------------|
| Check Register June 1 – 15, 2012: | \$156,157.04 |
| Payroll – 6/12/12: | \$238,213.92 |
| Payroll – 6/13/12: | <u>\$197,828.89</u> |
| Total | \$592,199.85 |

Approve invoices for Cafeteria Account in the amount of **\$9,333.44**

| Date | Vendor | Amount | Description | Check No. |
|--------------|-------------------------------|-------------------|---------------------------------------|-----------|
| 6/13/12 | NJ Dept. of Agriculture | \$ 23.90 | Inv. 140074 15.90 Inv. 140381 8.00 | 1340 |
| 6/13/12 | Maschio’s Food Services, Inc. | \$9,309.54 | Inv. IN0032919 | 1341 |
| Total | | \$9,333.44 | | |

2. FINANCIAL REPORTS

Report of the Board Secretary for April 2012 (Attachment #18)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of April 2012 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 May 19 - June 18, 2012– (Attachment #19)

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. 6A:23A-16.10(b), the Board of Education certify that as of June 18, 2012, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(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.

June 18, 2012

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

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

3. USE OF FACILITIES (Attachment #20)

- a. **Motion to approve** use of ES Playground, All Purpose Room and Mrs. Peill’s Room for Summer Recreation Program beginning July 9, 2012 through July 20, 2012 from 8:15 a.m. to 12:30 p.m. Advisor – Gary Mills

4. CAFETERIA REPORT

The cafeteria financial report for the month of **May 2012**, as submitted by Maschio’s Food Service, Inc. indicates a profit of **\$382.86** for the month and a year-to-date profit of \$3,228.17. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of May 2012.

Last year’s report for **May 2011**, indicated a profit of **\$474.71** for the month and a year-to-date loss of **\$2,530.59**. Student participation was 21% in the Middle School and 33% in the Elementary School for the month of **May 2011**.

5. Motion to Amend the IDEIA 2011-2012 Grant Application

The amended IDEIA 2011-2012-Pre school grant application is being filed with anticipated allocations in the following accounts:

| IDEIA Preschool – Expenditure Category | Code | \$ Budget |
|--|---------|-----------------|
| Instructional Supplies | 100-600 | \$ 3,901 |
| Professional & Technical Services | 200-300 | \$ 800 |
| Other Professional Services | 200-500 | \$ 200 |
| TOTAL | | \$ 4,901 |

6. Motion to Amend the NCLB 2011-2012 Grant Application

The amended NCLB 2011-2012 grant application is being filed with anticipated allocations in the following accounts:

| Title IIA – Expenditure Category | Code | \$ Budget |
|-----------------------------------|---------|-----------------|
| Instructional Supplies | 200-600 | \$ 2,356 |
| Professional & Technical Services | 200-300 | \$10,869 |
| TOTAL | | \$13,225 |

7. Motion to authorize the transfer of funds to reserve accounts.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$1,000,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

8. **Motion to approve** the professional services agreement with Schenck, Price, Smith & King, LLP for legal services for the 2012-2013 school year.
9. **Motion to approve** the professional services agreement with Lake Drive (Mountain Lake BOE) for itinerate services for hearing impaired students for the 2012-2013 school year at an hourly rate of \$132.60.
10. **Motion to approve** the professional services agreement with Therapeutic Intervention for Occupational Therapy services for the 2012-2013 school year at an hourly rate of \$87.75.
11. **Motion to approve** the professional services agreement with Commission for the Blind and Visually Impaired (CBVI) for three students at the rate of \$1700.00 per student for the 2012-2013 school year to be paid through State Aid deduction.
12. **Motion to approve** the professional services agreement with Associated Water Conditioners, Inc. for water treatment services for the elementary and middle schools at a rate of \$2,678.00 for the period covering October 1, 2012 – March 31, 2013. This is the same price charged for the 2011-2012 heating season.
13. **Motion to approve** the replacement of the condensing unit in the elementary school computer lab by Vail Energy at a cost of \$3,400.00.
14. **Motion to reject** the rebid of the Summer 2012 LRFPP capital project by Gen II due to the bid being over budget.

- 15. **Motion to approve** Settembrino Architects, LLC to negotiate the Summer 2012 LRF project in accordance with the New Jersey Public School Contract Law.
- 16. **Motion to approve** the recommendation of Settembrino Architects, LLC, to accept the following quotes for the Summer 2012 LRF capital project:

Information will be provided via addendum 6/18/12.

Roll Call:

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

L. TRAVEL EXPENDITURE APPROVAL (Attachment #21)

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:

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

M. NEW BUSINESS

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.

- Negotiations with High Bridge Teachers Association
- May 21, 2012 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.

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

P. RECONVENE PUBLIC SESSION

Q. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

May 21, 2012 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

S. ADJOURNMENT