

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, OCTOBER 18, 2010**

Minutes

A., B., C., & D OPENING OF MEETING, PLEDGE OF ALLEGIANCE, READING OF THE MISSION STATEMENT AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Susan Connor, Larissa Critelli, Kay Daughters-Musnuff, Janice Stemple arrived at 7:02 p.m., William Stover, Vice-President, and Karen Yaskanin-Jones and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator. Tamara Davis notified the Board that she would not be in attendance.

E. STUDENT RECOGNITION

STUDENT RECOGNITION

Mr. Kennedy along with Mr. Nigro and Mrs. Hughes recognized Jared Crampton and Sarah Furka, 5th grade students, with official Board Resolution for being published in the 2010 edition of *Anthology of Poetry by Young Americans*. (Attachment #1)

PUBLIC COMMENTS

F. PUBLIC COMMENTS

None

**PUBLIC HEARING
Violence & Vandalism**

G. PUBLIC HEARING

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

CORRESPONDENCE

**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

September 20, 2010

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin Jones to approve the following minutes. Unanimously carried.

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

Board President's
Report

J. REPORTS TO THE BOARD

1. Follow-Up Items **None at this time.**

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)
 - Mr. Imhoff asked for update on goals and objectives
 - Mr. Imhoff thanked the teachers and custodians for their help with both back to school nights
 - Mr. Imhoff attended the ES staff meeting in October and will be attending the MS staff meeting on October 21, 2010.
 - Mr. Imhoff attended the NJSBA meeting on October 13, 2010 with Dr. Vernotica. The focus was on shared services.
 - Mr. Imhoff plans to meet with student leadership in January.

Committees

b) Board Committees 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

Curriculum and
Instruction

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

- Thanks to Sherry Kerr and teachers for their work on curriculum

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following items. Unanimously carried.

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

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

Finance/Facilities

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

William Stover motioned, seconded by Larissa Critelli to approve the following items #1-4. Unanimously carried.

- 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.

Budget Development Calendar 11-12

Initial Application for Temporary Instructional Space

School Choice Program

Substitute pay for
2010-2011

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.

ROLL CALL

M
S

Roll Call:

William Stover – VP - Aye

Larissa Critelli - Aye

Susan Connor - Aye

Kay Daughters-Musnuff - Aye

Tamara Davis - Absent

Janice Stemple - Aye

Karen Yaskanin-Jones - Aye

Ann Willard - Aye

Robert Imhoff – Pres. - Aye

Policy

8 Ayes; 1 Absence; Motion Passes

- **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:

Karen Yaskanin-Jones motioned, seconded by Tamara Davis to approve the following items. Unanimously carried.

- 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**
Mr. Imhoff briefed the BOE on NJSBA Exposition in Somerset, NJ on October 19 & 20, 2010
 - **Ad Hoc Committee on Public Relations**
Susan Connor, Chairperson, Tamara Davis and Ann Willard
 - 1) Report on Community Organizations (Attachment via-mail)

BOE representatives will attend High Bridge meetings such as Council and civic groups.

Use Website
School Achievement in Democrat

ACTION ITEMS

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:

Based upon the recommendation of Joseph Kennedy, Superintendent, Janice Stemple made a motion seconded by William Stover to approve the following 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)

**M
S**

Roll Call:

- | | |
|---------------------------------|----------------------------|
| Janice Stemple – Naye #3 | Tamara Davis- Absent |
| William Stover - VP – Aye | Ann Willard – Aye |
| Susan Connor – Aye | Karen Yaskanin-Jones - Aye |
| Larissa Critelli – Aye | Robert Imhoff – Pres - Aye |
| Kay Daughters-Musnuff – Naye #3 | |

Motion Passes

4. School Business Administrator’s Report

A. General Information Items

- 1) Preliminary Audit Update (Attachment #9)

B. Monthly Facility Maintenance Report

- 1) School Business Administrator researching cooling options for the MS gym.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D

Monthly Investment Interest

<u>Account</u>	<u>Amount</u>
Agency Account	\$ 4.37
Capital Reserve Account	\$ 0.00
Current Account	\$256.04
Food Service Account	\$ 1.51
Maintenance Account	\$ 0.00
Payroll Account	\$ 2.17
Student Activity Account	\$ 3.32
Unemployment Account	\$ 6.47
Total:	\$273.88

Update given to the Board on Peapack-Gladstone Bank.

- The accounts are up and running.
- The October 15, 2010 processed smoothly.
- The TD Bank accounts remain open to clear outstanding checks.

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

6. Elementary School Principal's Report Via E-Mail)**K. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 7.
Karen Yaskanin-Jones seconded the motion.

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
Susan Butkosky
Kathleen Caton
Lynn Hughes
Kathryn Kunz

Marisa Monaco
Nancy Garcia-Owchariw
Judy Rogers
Kim Terzuolo
Jerry Tolomeo

Roll Call:

Janice Stemple – Aye
Karen Yaskanin-Jones – Aye
Susan Connor – Aye
Larissa Critelli – Aye
Kay Daughters-Musnuff – Aye
Tamara Davis – Absent
William Stover - VP – Aye
Ann Willard – Aye
Robert Imhoff – Pres. - Aye

8 Ayes; 1 Absence; Motion Passes

L. CURRICULUM & INSTRUCTION

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following items:

- 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

**M
S**

Roll Call:

Kay Daughters-Musnuff – Aye	Janice Stemple - Aye
Karen Yaskanin-Jones - Aye	William Stover - VP – Aye
Susan Connor – Aye	Ann Willard – Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Tamara Davis – Absent	

8 Ayes; 1 Absence; Motion Passes

SCHOOL BUSINESS

M. SCHOOL BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 5.

PAYMENT OF BILLS

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**

Invoices \$162,569.33

**Payroll 9/30/10
\$226,920.01**

**Payroll 9/15/10
\$226,341.68**

Cafeteria \$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, 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
Board Secretary/Business Administrator

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

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.

ROLL CALL

**M
S**

Roll Call:

William Stover - VP – Aye	Janice Stemple – Aye
Larissa Critelli - Aye	Ann Willard - Aye
Susan Connor – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff – Aye	Robert Imhoff – Pres. - Aye
Tamara Davis – Absent	

8 Ayes; 1 Absence; Motion Passes

**N. TRAVEL EXPENDITURE APPROVAL
(Attachment #13)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #13) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critilli (Attachment #13)

Roll Call:

William Stover - VP – Aye	Janice Stemple – Aye
Larissa Critelli - Aye	Ann Willard – Aye
Susan Connor – Aye	Karen Yaskanin-Jones - Aye

Kay Daughters-Musnuff – Aye Robert Imhoff – Pres. - Aye
Tamara Davis – Absent

8 Ayes; 1 Absence; Motion Passes

Q. PUBLIC COMMENTS

None

R. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, William Stover requested a motion to approve the following Resolution to enter into Executive Session at 8:48 p.m.; Kay Daughters-Musnuff seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- Personnel Matters
- Litigation – Special Education
- September 20, 2010 Executive Meeting Minutes
(See Sealed Envelope)

Larissa Critelli motioned to exit executive session and return to public session at 9:49 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

ROLL CALL

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S. RECOVENE PUBLIC SESSION

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Kay Daughters-Musnuff motioned, seconded by Janice Stemple to approve the following items:

NEW BUSINESS

PUBLIC COMMENTS

1. September 20, 2010 Executive Meeting Minutes

ADJOURNMENT

Roll Call:

Kay Daughters-Musnuff – Aye
Janice Stemple - Aye

William Stover - VP – Aye
Ann Willard – Abstain

Susan Connor - Abstain
Larissa Critelli - Aye
Tamara Davis - Absent

Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. –Aye

8 Ayes; 1 Absence; Motion Passes

U. NEW BUSINESS

The Board discussed feedback on the new cafeteria menu.

V. PUBLIC COMMENTS

None.

W. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 10:08 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator