

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, FEBRUARY 8, 2010

A. OPENING OF MEETING -7:00 PM

1. 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, the meeting will convene at 7:00 pm, on Monday, February 8, 2010, in Room #209 (Computer Room) 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 Anthony Juskiewicz, Board Secretary

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple
Rose Herzer

William Stover – Vice President
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

D. RECOGNITION ITEMS

1) Student Recognition

Request a motion to approve the attached resolution recognizing Faith Yukniewicz, 7th grade student, for her initiative and effort towards the formation of a Middle School Drama Club. (Attachment #1)

2) Community Recognition

Request a motion to approve the attached resolution recognizing Shop Rite of Hunterdon County, Inc. for their substantial generosity and support of various programs throughout the school year. (Attachment #2)

3) Special Recognition

Request a motion to approve the attached resolutions recognizing Barrett and Danby for their service to High Bridge Elementary School. (Attachment #3a & 3b)

E. PUBLIC COMMENTS

F. 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.

- New Superintendent Contract

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.

G. RECONVENE PUBLIC SESSION

H. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Rose Herzer	1/14/10	Resignation Board Member (Attachment #4)
Lauren Mount	1/15/10	Intent to retire (Attachment #5)
Christi Roling	1/20/10	Canine Companions for Independence (Attachment #6)

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. January 11, 2010 Regular Monthly Meeting (Attachment #7)

J. REPORTS TO THE BOARD

1. Follow Up Items:

- a) Labor Relations Consultant Options – Anthony Juskiewicz
- b) Student Picture Package Options – William Caldwell (No Report)
- c) Parent Teacher Visitation Day Concerns (Mid-Nov.) – William Caldwell
- d) List of Board Committees’ Roles and Responsibilities – Committee Chair
Due Date: February 8, 2010

2. Board President’s Report

- a) **Motion to accept** the resignation of Rose Herzer from the School Board, effective immediately.

Roll Call:

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

b) **Motion** to change the number of board members:

Whereas, the High Bridge Board of Education currently contains nine voting members; and

Whereas, a nine member board for a K-8 elementary district is large compared to the typical size of boards for other K-8 elementary districts across the State; and

Whereas, it is the intent of the current High Bridge Board of Education to operate as efficient as possible;

Therefore Be It Resolved, that the High Bridge Board of Education approves putting a special question of the April 20, 2010 ballot to request approval from High Bridge voters to reduce the size of the Board of Education from nine to seven Board members;

Be It Further Resolved, that this reduction would take place over the 2010-2011 and 2011-2012 school years;

Be It Further Resolved, that the High Bridge Board of Education approves the following wording and interpretive statement for the ballot question:

Do you agree to reduce the size of the High Bridge Board of Education from nine to seven members during the course of the 2010-2011 and 2011-2012 school years so as to improve efficiency and to make the Board size more proportionate to the population of the school community?

Interpretive Statement: Approval of this question will authorize a reduction size of the High Bridge Board of Education from nine to seven board members over the course of the **next two** school years. **This will be accomplished through the election of two (2) board members at the 2010 annual school election and two (2) board members at the 2011 annual school election. It is anticipated that approval of this measure will** improve efficiency and have the Board size not only be more proportionate with the size of the school population but more in keeping with the size of Boards of Education for similar sized districts statewide.

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover – Vice President
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

- c) **Resolution Regarding the Extension of Polling Hours** for The April 20, 2010 Elections as Determined by the North Hunterdon/Voorhees Regional School District

Whereas, the North Hunterdon-Voorhees Regional School District has unilaterally, without consultation with the Constituent District Boards, decided to extend the voting hours in regard to the April 20, 2010 Annual School Elections of all polling locations in each of the sending communities within the District, and

Whereas, the voting hours will be changed from 3:00 p.m. until 9:00 p.m. to 7:00 a.m. until 9:00 p.m., an increase of 8 hours, and

Whereas, this will represent an increase in cost of approximately \$1,500.00 to the High Bridge Board of Education and the taxpayers of High Bridge over the prior year costs, and

Resolved, that the Board of Education of the Borough of High Bridge believes that the increase in hours is not projected to be beneficial for the taxpayers of the Borough of High Bridge, and be it further

Resolved, that the High Bridge Board of Education, representing the taxpaying citizens of the Borough of High Bridge believes that the unilateral decision to extend the polling hours, leading to an increase in costs is unnecessary and not beneficial for our taxpayers, and be it further

Resolved, the Board desires to formally and publicly express their disagreement with these unilateral decisions by the North Hunterdon-Voorhees Regional School District, and be it further

Resolved, that this resolution be recorded in the minutes of the public meeting of the Board of Education of the Borough of High Bridge on February 8, 2010 with a copy to the Supervisor of Elections in Hunterdon County New Jersey, North Hunterdon-Voorhees Regional School District and North Hunterdon-Voorhees Regional Constituent Districts.

Roll Call:

Susan Connor
Larissa Critelli

William Stover – Vice President
Shaun Tertel

Kay Daughters-Musnuff
Janice Stemple

Karen Yaskanin-Jones
Robert Imhoff - President

d) Review of NJSBA recommended Board tasks, as per checklist (Attachment #8)

3. Board Committees and Chairperson Reports

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Shaun Tertel

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

- **Personnel and Management – Janice Stemple, Chairperson**
Kay Daughters-Musnuff and Karen Yaskanin-Jones

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

Policy – Shaun Tertel, Chairperson
Kay Daughters-Musnuff and Karen Yaskanin-Jones

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

This group of policy motions are all second readings, approved for first reading on September 21, 2009, and were inadvertently omitted from the October agenda. In order to bring closure on these items they are being presented for second reading and approval.

- a) Motion to amend, on second reading, the following policies:
 - Policy 1220 – Employment of Chief School Administrator (Attachment P-1)
- b) Motion to adopt, on second reading, the following new policy:
 - Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities (Attachment P-2)

- c) Motion to delete, on second reading, Policy #9110 Quality Assurance Annual Report. This policy is being abolished due to a change in NJAC that invalidates current local board policy. (Attachment P-3)

Ad Hoc Committee – Larissa Critelli, Chairperson
William Stover and Vacant

HCESC Representative – Larissa Critelli

NJSBA Delegate – Robert Imhoff

4. Interim Superintendent’s Report

- a) **INFORMATION ITEMS:**
 - 1) Staff Attendance Report for January 2010 (Attachment #9)
 - 2) Enrollment report as of January 2010. Also included is the enrollment report as of January 2009 for comparison. (Attachment #10)
 - 3) Glance at the end-of-year calendar
 - 4) Glance at the 2010-2011 calendar
 - 5) Review of December 2009 legal bill (Attachment #11)
 - 6) School Report Card due out February 10th

- b) **ACTION ITEMS:**
 - 1) **Motion to amend** the 2009-2010 school calendar changing Friday, May 7, 2010 from an in-service day to an instructional day, due to State testing at HBES, moving the last day of classes and graduation to Monday, June 21st, and making Tuesday, June 22nd, an in-service day.

Note: The teachers’ final day will remain Wednesday, June 23rd.
 - 2) **Motion to approve** the following chaperones for the Eighth Grade Class trip to Washington, D.C.:
 - a) Rich Kolton, Administrative Representative
 - b) Linda Stecker, Lead Chaperone
 - c) Lauren Mount
 - d) Paige McGaheran
 - e) Ellen Ingraham, School Nurse
 - f) Steve Kovacs

Roll Call:
Susan Connor

William Stover – Vice President

Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

5. School Business Administrator’s Report

a) General Information Items

- 1) Salary overpayment litigation cost analysis. (Attachment #12)
- 2) NJ School Digest (Attachment #13)
- 3) Article regarding Governor Christie and NJEA (Attachment #14)
- 4) HCESC current savings summary for 2009. (Attachment #15)
- 5) Discussion on Changes for upcoming meetings:
 Add 3/22 as a special meeting because of state aid release 3/17
 Keep March 29 meeting date for public hearing
 Add 4/1/10 as a special meeting with Borough for budget

b) Monthly Facility Maintenance Report

None

c) Vandalism Report

None

Monthly Investment Interest

	<u>Amount</u>
TD Bank-Current Account – January, 2010	\$163.14

6. Elementary School Principal’s Report (Attachment #16)

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

K. PERSONNEL

The Interim Superintendent recommends the approval of the following motions:

1. Appointment of Superintendent/Middle School Principal

Whereas, a vacancy currently exists in the position of Superintendent/Principal; and

Whereas, the Board wishes to employ Joseph J. Kennedy in the capacity of Superintendent/Principal; and

Whereas, Mr. Kennedy wishes to accept said employment and is appropriately certified to do so; and

Whereas, the terms and conditions of Mr. Kennedy's employment with the Board have been fully set forth in an Employment Contract for the term, April 1, 2010 to July 1, 2013; and

Whereas, the said Contract has been reviewed and approved by the Executive County Superintendent; now therefore

Be it Resolved, that the Board hereby appoints Mr. Kennedy as Superintendent/ Principal, effective on April 1, 2010, at the initial annual salary of \$130,000, prorated, subject to all of the terms and conditions set forth in full in the Contract; and

Be it further Resolved, that the Board President is hereby authorized to execute the Contract on behalf of the Board and that the Contract shall become a part of the minutes of this meeting.

2. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour effective February 1, 2010, as per the QSAC plan:
 1. Steve Kovacs
 2. Regina Vuocolo
3. **Motion to approve** the employment of **Jeff White** as interscholastic boy's baseball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.
4. **Motion to approve** the employment of **Carl Katzenberger** as interscholastic girl's softball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.
5. **Motion to approve** the following substitute teachers for the remainder of the 2009-2010 school year:
 - a. Laureen Dunn
 - b. Robert Mandel
 - c. Susan Butkosky
 - d. Torie Esposito
 - e. Katherine Drude
 - f. Sarah Brittain
6. **Motion to approve** the substitute nurses as listed on the Approved Substitute Nurse list provided by the Hunterdon County Department of Education (Attachment #17)

- 7. **Motion to approve** Goryeb Children’s Hospital at Morristown Memorial Hospital as a provider of Educational Assessments for Child Study Team evaluations.
- 8. **Motion to** amend the anticipated return date of **Kim Gorski** from February 22, 2010 to March 1, 2010 in accordance with Board policy 4431.1 and the Family Medical Leave Act.
- 9. **Approve Edward Nichols** as a substitute custodian at an hourly rate of \$11.50 per hour. Mr. Nichols has his criminal background check paperwork but no black seal license.

Roll Call:

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

L. CURRICULUM & INSTRUCTION

- 1) **Motion to approve** the following class trips and transportation as previously listed on annual field trip plan:
 - a) **1st - 6th Grade Special Education Students to Delaware Valley Regional High School in Frenchtown, NJ for Tournament of Champions** on Wednesday, May 19, 2010 (rain date 6/2/10). Transportation to be provided by ESC at a cost of \$560.00 for two busses and is to be paid by the Board of Education. The admission cost per student of \$5.00 is to be borne by parents/guardians.
 - b) **4th Grade to State Capital in Trenton, NJ** on Tuesday, April 20, 2010 to tour Old Barracks, State House and State Museum. This trip correlates to 4th grade Social Studies curriculum study of NJ history and government. Transportation to be provided by ESC at a cost of \$396.00 for one bus. Cost per student of \$3.50, which includes admission to Barracks and transportation, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.
 - c) **4th Grade to tour Hunterdon County Clerks Office, Hall of Records, and historic Courthouse in Flemington, NJ** on Thursday, March 18, 2010. Students will meet with County Clerk, Sheriff and Freeholder. This trip correlates with 4th grade Social Studies curriculum on government. Transportation to be provided by ESC at a cost of \$214.50 for one bus. Cost per student of \$7.25 to cover transportation is to be borne by parents/guardians.

- d) **2nd Grade to Adventure Aquarium in Camden, NJ** on Tuesday, May 25, 2010. This trip correlates with 2nd grade Social Studies curriculum on ocean life. Transportation to be provided by ESC at a cost of \$478.50 for one bus. Cost per student of \$12.75, which includes admission and transportation, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.
- e) **1st Grade to Union Forge Park** on Tuesday, June 22, 2010 (or last student day) for annual culminating activity. There is no cost involved with this activity as students will walk to the park and room parents will provide lunch/refreshments.
- f) **5th Grade to Franklin Institute in Philadelphia, PA** on Wednesday, April 14, 2010. This trip correlates with 5th grade earth science curriculum. Transportation to be provided by Easton Coach at a cost of \$1095.00 for one bus. Cost per student of \$30.00, which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.
- g) **3rd Grade to Liberty Science Center in Jersey City, NJ** on Friday, April 30, 2010. This trip correlates with 3rd grade science curriculum. Transportation to be provided by First Student at a cost of \$501.18 for one bus. Cost per student of \$17.00, which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.
- h) **1st Grade to the Philadelphia Zoo in Philadelphia, PA** on Friday, May 14, 2010. This trip correlates with 1st grade science unit on study of animals. Transportation to be provided by ESC at a cost of \$560.00 for one bus. Cost per student of \$14.75 which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

Roll Call:

Susan Connor
 Larissa Critelli
 Kay Daughters-Musnuff
 Janice Stemple

William Stover – Vice President
 Shaun Tertel
 Karen Yaskanin-Jones
 Robert Imhoff - President

M. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #18)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$623,706.04 (2009-2010 Schedule 8)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$217,646.35 (1/15/10)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$216,755.97 (1/29/10)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,454.84**

Date	Vendor	Amount	Description	Check No.
1/13/10	Maschio's Food Service, Inc.	\$8,397.05	Inv. IN0020804	1205
1/25/10	NJ Dept. of Agriculture	\$ 20.19	Inv. 114881	1206
		37.60	Inv. 115260	
	Total	57.79		
	TOTAL	\$8,454.84		

2. FINANCIAL REPORTS

Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for January 2010. (Attachment #19)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of January 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 January 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 February 8, 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.

February 8, 2010

 Anthony Juskiewicz
 Board Secretary/Business Administrator

3. CAFETERIA REPORT

The cafeteria financial report for the month of January 2010, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$475.95 for the month and a year-to-date loss of \$952.32. Student participation was 30% in the Middle School and 36% in the Elementary School for the month of January 2010.

Last year’s report for January 2009, indicated a profit of \$168.40 for the month and a year-to-date loss of \$962.48. Student participation was 30% in the Middle School and 38% in the Elementary School for the month of January 2009.

4. CONTRACTS FOR PROFESSIONAL SERVICES (Attachment #20)

WHEREAS, during the fiscal year 2009-2010, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/Board Secretary are authorized to affirm the following appointments:

PROFESSIONAL SERVICE	PROVIDER	RATE 08-09	RATE 09-10
Negotiations Consultant		\$	\$

5. ACTIVITY ACCOUNT

Accept the Student Activity Account financial report for the month of January. **(Attachment #21)**

6. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUP: (Attachment #22)

- a) **8th Grade Lock In** – Use of Middle School gym and cafeteria on Friday, April 9, 2010 beginning at 8:00 p.m. through April 10, 2010 ending at 8:00 a.m. **Advisor: Michele Benson**

- b) **MS Kids Night Out** – Use of Middle School gym and cafeteria on Friday, March 26, 2010 beginning at 6:30 p.m. until 9:00 p.m. **Advisor: Coleen Conroy**

7. **Approve** resolution binding the High Bridge BOE to participate in the Alliance for Competitive Telecommunication with the Monmouth-Ocean Educational Services Commission and the New Jersey Association of School Business Officials for the period July 1, 2010 to June 30, 2012. (Attachment #23)

8. MAXIMUM ALLOWABLE TRAVEL EXPENSES, REGISTRATIONS & SUPPLIES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following that in accordance with Board of Education Policy No. 9250, "Expenses" the maximum travel allowance for the 08/09 school year shall be established at **\$10,850**. The maximum travel allowance for the 09/10 school year shall be established at **\$10,850** (Attachment #24)

9. **Request a motion** to properly discard and dispose of old, broken computer equipment as per inventory list attached. (Attachment #25)

N. TRAVEL EXPENDITURE APPROVAL

The Interim 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. (Attachment #26)

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover – Vice President
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

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.

- New grievance by the HBTA
- January 11, 2010 Executive Meeting Minutes review (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. January 11, 2010 Executive Meeting Minutes

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Janice Stemple

William Stover – Vice President

Shaun Tertel

Karen Yaskanin-Jones

Robert Imhoff – President

S. NEW BUSINESS

T. PUBLIC COMMENTS

U. ADJOURNMENT