

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, MARCH 28, 2011

A. OPENING OF MEETING – 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School's and Elementary School's front doors, High Bridge Borough Hall office; and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: Hunterdon Democrat and the Courier News. This meeting will convene at 7:00 pm on Monday, March 28, 2011, 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. PUBLIC HEARING AND 2011-2012 BUDGET PRESENTATION

The Superintendent and School Business Administrator will present the 2011-2012 proposed budget and answer questions from the public.

F. ADOPTION OF THE 2011-2012 BUDGET

Based on the recommendation of the Superintendent in consultation with the Business Administrator request a motion to adopt the budget for the 2011-2012 school year.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment_____ 404

Expenditures

General Current Expense_____ 6,419,910

Capital Outlay_____ 25,198

Special Revenue Fund_____ 111,828

Repayment of Debt_____ 624,528

Total Expenditures _____ \$ 7,181,464

Revenue

Budgeted Fund Balance_____ 30,280

Local Tax Levy

 Current_____ 4,811,071

 Debt Service_____ 532,656

Interest on Capital Reserve_____ 18

Tuition_____ 95,001

State Aid

 Current_____ 1,454,885

 Special Revenue_____ 111,828

 Education Jobs Fund_____ 53,853

 Debt Service_____ 91,872

Total Revenue _____ \$ 7,181,464

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2011-12 tentative budget includes a maximum travel appropriation of \$2,500.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

G. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kimberly Sandorff	3/14/11	Leave of Absence
Jeffrey Raefski	3/23/11	2011-2012 Budget

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

March 7, 2011 Regular Meeting Minutes (Attachment #2)

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 #3)

b) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**

Kay Daughters-Musnuff and Ann Willard

1) Report on community outreach regarding the budget

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**

Larissa Critelli and Tamara Davis

1) Report on curriculum revision project

- **Finance/Facilities – William Stover, Chairperson**

Larissa Critelli, and Janice Stemple

1) Report on Board's joint meeting with High Bridge Borough Council – April 5, 2011

- **Personnel and Management – Janice Stemple, Chairperson**

Tamara Davis and Karen Yaskanin-Jones

- **Negotiations – Janice Stemple, Chairperson,**

William Stover and Karen Yaskanin-Jones

1) Report on the ongoing negotiations process with the High Bridge Teachers' Association

• **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)
 - Policy 3411 – Placement on Guide Step
 - Policy 3412 – Placement on Guide Column
 - Regulation 8420.10 – Active Shooter
 - b) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 2415.01 – Academic Standards, Academic Assessments and Accountability
 - Policy 2415.04 – Title I – District Wide Parental Involvement
 - Regulation 3240 – Professional Development
 - Regulation 7510 – Use of Facilities
 - Policy 8420 – Emergency and Crisis Situation
 - Regulation 8420 – Emergency and Non-Fire Evacuation Plan
 - Regulation 8420.2 – Bomb Threat
 - Regulation 8420.7 – Lockdown Procedures
 - Policy 8740 – Bonding

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	

• **HCESC Representative – Tamara Davis**

• **NJSBA Delegate – Robert Imhoff**

2. Superintendent's Report

A. INFORMATION ITEMS:

- 1) 2011-2012 Proposed School Calendar (Attachment #4)
- 2) Report on personnel search
- 3) Spring Athletic Schedules (Attachment #5)
- 4) May 2011 edition of the "The Bridge" – Articles due by 4/5/11
- 5) North Hunterdon-Voorhees Correspondence on Strategic Planning Meetings
March 29th at Voorhees High School and April 5th at North Hunterdon
- 6) Review of February 2011 legal bill (Attachment #6)
- 7) Next Faculty Advisory Committee meeting – 4/26/11 at 3:30 p.m.

B. ACTION ITEMS:

- 1) **Motion to approve** the proposed 2011-2012 school calendar as presented.
- 2) **Motion to amend** the 2010-2011 school calendar to make-up a rescheduled professional development day on Monday, June 20, 2011, setting the final teacher work day for Tuesday, June 21, 2011. Last day for students and graduation remains Friday, June 17, 2011.
- 3) **Motion to approve** the 2011 spring athletic schedules.

3. School Business Administrator's Report

A. General Information Items

- 1) Ethics Disclosure
- 2) 2011-2012 Public Meeting Schedule – Draft (Attachment #7)
- 3) Before/After Care Programs

B. Monthly Facility Maintenance Report

C. Vandalism Report

There were no acts of vandalism since our last meeting.

4. Middle School Principal's Report (Via e-mail)

5. Elementary School Principal's Report (Attachment #8)

J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to amend** the request for an unpaid leave of absence for **Kimberly Sandorff** to begin April 25, 2011 through June 30, 2011, in accordance with the Family Medical Leave Act.

2. **Motion to approve** the employment of **Cindy Caronia** as long-term substitute for second grade leave of absence from April 25, 2011 through June 30, 2011 at a BA Step 1 per diem rate of \$239.00.
3. **Motion to approve** the employment of **Jaime McKay** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from March 29, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated), pending successful completion of criminal history background check.
4. **Motion to approve** the employment of **Maurica Hash** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from April 4, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated), pending successful completion of criminal history background check.
5. **Motion to approve** the following Raritan Valley Community College nursing students to complete observation hours in the school health office.

Student	Cooperating Teacher	Total hours
Christopher Dietz	Lynn Yanulevich	1 day (minimum 4 hours)
Rose Grittner	Nicole Cahill	1 day (minimum 4 hours)

Roll Call:

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

K. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
 - a) **8th Grade Spanish Class** to Casa Maya Restaurant, High Bridge, NJ on Thursday, June 2, 2011. The cost per student of \$15.00 is for student's meal and is to be borne by parents/guardians. There is no cost for transportation as students will walk to and from the restaurant. This trip correlates with unit on grammar and vocabulary necessary for dining out and will allow students to apply their knowledge in a real life setting.
 - b) **High Bridge Middle School Broadcast Team** to NBC Studios, New York City, NY on Tuesday, May 17, 2011. Cost per student for this trip is \$61.00 which includes \$24.00 for train transportation, \$20.00 for a meal at Hard Rock Café, and \$17.00 for NBC Studio tour and is to be borne by parents/guardians. This trip correlates to NJ Core Curriculum Content Standards in Language Arts Literacy and Technology and would provide the opportunity for students involved with HBMS broadcast team to experience a professional broadcast studio.

- c) **Kindergarten** to Crayola Factory and Purple Cow Creamery in Easton, PA on Monday, June 6, 2011 for tour of the factory, then to Purple Cow (next to factory) for ice cream. Transportation to be provided by ESC at a cost of \$280.00 for one bus. Cost per student of \$17.50 includes transportation and admission and is to be borne by parents/guardians. Cost of ice cream treats will be paid for by Kindergarten teacher.
2. **Motion to adopt** the revised K-5 General Music Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

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. 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 #9)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$25,999.60** (2010-2011 Schedule 10)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$235,166.96** (3/15/11)
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$14,216.72**

Date	Vendor	Amount	Description	Check No.
3/9/11	Maschio’s Food Service, Inc.	\$ 7,820.01	IN0026056	1309
		\$ 6,359.90	IN0026277	
	Total	\$14,179.91		
3/22//11	NJ Dept. of Agriculture	\$ 12.76	Inv.126038	1310
		\$ 17.38	Inv.127160	
		\$ 6.67	Inv.127984	
	Total	\$ 36.81		
	Total	\$14,216.72		

2. FINANCIAL REPORTS

Report of the Board Secretary for February 2011 (Attachment #10)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of February 2011 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 February 2011

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 March 28, 2011, 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.

Thomas Lambe
Business Administrator/Board Secretary

March 28, 2011 _____

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. USE OF FACILITIES

None at this time

4. CAFETERIA REPORT

The cafeteria financial report for the month of February 2011, as submitted by Maschio's Food Service, Inc. indicates a loss of \$452.92 for the month and a year-to-date loss of \$3,730.92. Student participation was 20% in the Middle School and 29% in the Elementary School for the month of February 2011.

Last year's report for February 2010, indicated a loss of \$733.98 for the month and a year-to-date loss of \$1,686.30. Student participation was 32% in the Middle School and 37% in the Elementary School for the month of February 2010.

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

M. TRAVEL EXPENDITURE APPROVAL (Attachment #11)

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

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Ann Willard

Karen Yaskanin-Jones

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.

- Personnel Matter
- Negotiations with High Bridge Teachers Association
- March 7, 2011 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

March 7, 2011 Executive Meeting Minutes

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	

R. NEW BUSINESS

1. PTO Tricky Tray – Board Member participation

S. PUBLIC COMMENTS

T. ADJOURNMENT