

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, AUGUST 27, 2012

A. OPENING OF MEETING - 6:00 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. This regular meeting will convene at 6:00pm on Monday, August 27, 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. 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.

- Legal Matter – Alparone vs. High Bridge Board of Education

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

E. RECONVENE PUBLIC SESSION**F. RECOGNITION ITEMS**

1. **Request a motion** to approve the attached resolutions recognizing Dutton, Butterfly, and Colonel, Canine Companions for Independence, as they leave High Bridge Elementary School to continue their training as service dogs. (Attachment #1)

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Fanny Olarte	7/30/12	Letter of Resignation
Christine St. Pierre-Berman	8/8/12	Letter of Resignation
Shannon O'Brien	8/21/12	Letter of Resignation

H. PUBLIC COMMENTS

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

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

July 9, 2012 Regular Meeting Minutes (Attachment #3)

J. REPORTS TO THE BOARD**1. Follow Up Items:****2. Board President's Report**

- a. Finalize 2012-2013 Board Goals (Attachment #4)
- b. Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)
- c. 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
 - a) Kevin Settembrino, of Settembrino Architects, LLC will discuss Solar Project.

- **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 first reading, the following policies and/or regulations: (Attachment via USB drive).
 - Policy 0151 Organization Meeting
 - Policy 0153 Annual Appointments
 - Policy 0167 Public Participation in Board Meetings
 - Policy 1110 Organizational Chart
 - Policy 2361 Acceptable Use of Computer Networks/computers and Resources
 - Regulation 2361 Acceptable Use of Computer Networks/computers and Resources
 - Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Policy 2622 Pupil Assessment
 - Policy 6470 Payment of Claims
 - Regulation 6470 Payment of Claims
 - Policy 8220 School Day
 - Regulation 8220 School Closings

 - b) Motion to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive).
 - Policy 2363 Pupil Use of Privately-Owned Technology
 - Policy 3282 Use of Social Networking Sites by Teaching Staff Members
 - Policy 4282 Use of Social Networking Sites by Support Staff Members.

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

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 July 2012 (Attachment #6)
- 2) 2012-2013 Projected Enrollment (Attachment #7)
- 3) 2012-2013 amended calendar (Attachment #8)
- 4) Budget Newsletter Correction (Attachment #9)
- 5) Leave of Absence Position Recommendation (Attachment #10)
- 6) Middle School Spanish Position Recommendation (Attachment #11 – [Document will be at your seat Monday evening.]
- 7) Student Teacher Request from Kean University
- 8) 2011-2012 Co-Curricular Participation (Attachment #12)
- 9) School Choice Application Approval (Attachment #13)
- 10) HBPD Active Shooter Drill – Friday, August 31, 2012
- 11) Review June & July 2012 Legal Bill (Attachment #14)
- 12) Student Code of Conduct (Attachment via USB drive)
- 13) NJASK Student Performance Results (Attachment #15)

4. School Business Administrator’s Report

a. General Information Items

1. NJ School Digest – June 2012 & July/August 2012 (Attachment #16)
2. Facility Checklists completed and submitted to Hunterdon County
3. Auditor September 4 and 5, 2012
4. NJ Direct 10 to NJ Direct 15 completed and submitted to State. Target date September 1, 2012.

b. Monthly Facility Maintenance Report

Call Manager
MS Roof/Corridor Project
ES Hot Water Heater
ES Playground Surfacing

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – July 2012

Account	Peapack-Gladstone Bank
Agency	\$ 1.62
Capital Reserve	\$ 14.11
Current	\$ 89.18
Food Service	\$ 1.24
Maintenance	\$ 14.62
Payroll	\$ 2.01
Student Activity	\$ 1.89
Unemployment	\$ 6.56
FSA	\$.14
Total	\$ 131.37

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 **Fanny Andrea Olarte** as part-time Spanish teacher at the middle school effective on or before September 29, 2012.
2. **Motion to accept** the resignation of **Christine St. Pierre-Berman** as part-time Special Education Aide at the Elementary School effective immediately.
3. **Motion to accept** the resignation of **Shannon O'Brien** as part-time Special Education Aide at the Middle School effective immediately.
4. **Motion to approve** the movement across salary guide and amendment of the employment contract for **Nicole DiGeronimo** from BA+30, Step 11, to MA, step 11, as per her request and submission of official transcripts showing her successful completion of graduate level coursework, for an annual salary of \$68,170.00 from August 28, 2012 through June 30, 2013.
5. **Motion to amend** the employment contract for **Laurie Perkalis** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$13,723.00
6. **Motion to amend** the employment contract for **Cara Staviski** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$14,315.00.

7. **Motion to approve** the employment of **Jaime McKay** as part-time paraprofessional aide for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$7,500.00.
8. **Motion to approve** the employment of **Jason Feldman** as Grade 6 Leave Replacement teacher on a full-time basis from August 28, 2012 through October 31, 2012 at a Level BA, Step 1 per diem rate of \$244.78.
9. **Motion to approve** the following **co-curricular activities and advisors** for the 2012-2013 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2012-2013
Student Leadership	Paige McGaheran Jennifer Smith	6-8	Total compensation not to exceed 3561.00	
MS Yearbook	Linda Stecker Judy LaGreca	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffinan Jeff Thompson	6-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	6-8	30	873.30
Elem. School Band	Jeff Thompson	4-5	10	291.10
Literary Magazine	Anthony Marinelli	7-8	20	582.20

10. **Motion to amend** the approval for **Emma Alparone** as substitute caller for 2012-2013 school year from the annual rate of \$2,457.60 to \$2,451.50.
11. **Motion to accept Kayleigh McGovern**, Kean University student, as student teacher at Elementary School from September 4, 2012 through October 19, 2012 with Mary Waldron as cooperating teacher and at Middle School from October 22, 2012 through December 21, 2012 with Nicole DiGeronimo as cooperating teacher.
12. **Motion to approve** the following new substitutes for the 2012-2013 school year:
- Elizabeth Denis
 - Henry Crouse
 - Hope Dell
 - Parijat Clemente

13. Motion to approve new and/or revised job descriptions for the following positions:

(Attachment via USB drive)

- a) Substitute Teacher (new)
- b) Special Education Teacher (revised)
- c) Special Education Aide (revised)
- d) Special Education One-on-One Aide (new)
- e) Early Childhood Education Teacher (new)

Roll Call:

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

L. CURRICULUM & INSTRUCTION

1. **Motion to approve** an amended 2012-2013 school calendar to include early dismissal days on October 18, and October 19, 2012 for fall parent teacher conferences.
2. **Motion to adopt** the revised English Language Arts Curriculum (Grades 3-6) as recommended by the Curriculum Committee. (Attachment via USB drive)
3. **Motion to approve** the interscholastic sports schedules for the 2012-2013 school year. (Attachment #17)
4. **Motion to approve** the Elementary School Code of Conduct and the Middle School Code of Conduct for the 2012-2013 school year. (Attachment via USB drive)
5. **Motion to approve** the placement of Student ID #599050 at Hunterdon County ESC School – West Amwell Campus, for the 2012-2013 with the following costs:

• Tuition - 10 mo	\$ 37,000.00
• Personal Aide (Classroom) – 10 mo.	\$ 35,000.00
• Approximate Transportation ((\$191/day x 180 days)	<u>\$ 34,380.00</u>
Total Anticipated Cost 2012-2013	\$106,380.00

Motion to approve the following class trips and transportation:

- a) **Eight selected 4th grade G/T Students to Pt. Mountain Farm, Asbury, NJ** on September 20, 2012 with a rain date of September 27, 2012 to study pond and forest ecosystems. Cost per student of \$3.00 to be paid through Enrichment G/T

budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Roll Call:

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

M. 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 #18)

Approve invoices for Current Expense in the following amounts:

Check Register: June 30, 2012 \$ 18,069.22

Approve invoices for Current Expense in the following amounts:

Check Register: July 6 – 31, 2012	\$ 59,109.90
Payroll 7/15/2012	\$ 42,202.07
Retro Payroll 7/30/2012	\$ 50,217.76
Payroll 7/31/2012	<u>\$ 41,508.70</u>
Total	\$193,038.43

Approve invoices for Current Expense in the following amounts:

Check Register: August 1 – 22, 2012	\$459,511.61
Payroll 8/15/2012	<u>\$ 51,580.30</u>
	\$511,091.91

Approve invoices for **Cafeteria** Account in the amount of **\$3,232.32**

Date	Vendor	Amount	Description	Check No.
7/30/12	Maschio’s Food Services, Inc.	\$3,226.42	Inv. IN0033397	1342
8/2/12	NJ Dept. of Agriculture	\$ 5.90	Inv. 140749	1343
	Total	\$3,232.32		

2. FINANCIAL REPORTS

Report of the Board Secretary for June 2012 (Attachment #19)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 June 19 – June 30, 2012– (Attachment #20)

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 August 27, 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.

August 27, 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 #21)

- a. **Motion to approve** Hunterdon Huskies use of ES All Purpose Room beginning September 6, 2012 through November 1, 2012 from 6:00 p.m. until 8:00p.m. Mondays through Thursdays. **Advisor – Aimee Markey**
- b. **Motion to approve** Girl Scout Troop 80847 use of ES classroom on Fridays beginning September 7, 2012 through May 31, 2013 from 3:00 p.m. until 4:30 p.m. **Advisor – Michelle Corley**

- c. **Motion to approve Religious Education Classes** at ES with the use of 14 classrooms and the All Purpose Room on Sundays beginning September 23, 2012 through May 5, 2013 from 8:30 a.m. to 11:00 a.m. **Advisor – Anne McGovern.**
- d. **Motion to approve Cub Scout Pack 149** use of ES All Purpose Room on Fridays, once a month, beginning October 26, 2012 from 7 p.m. to 9 p.m. Please see attached for additional dates. **Advisor – Todd Honeycutt**
- e. **Motion to approve Cub Scout Pack 149** (2nd Grade) use of ES Classroom on Wednesdays beginning October 3, 2012 from 3:00 p.m. to 4:30 p.m. Please see attached for additional dates. **Advisor – Tricia Simpson-Curtin**
- f. **Motion to approve Women’s Volleyball** use of MS Gym on Mondays beginning September 10, 2012 through May 20, 2013 from 7:00 p.m. to 9:30 p.m. **Advisor – Ruby M. Reuter**
- g. **Motion to approve Coed Volleyball** use of MS Gym on Wednesdays beginning September 12, 2012 through May 29, 2013 from 7:00 p.m. to 9:00 p.m. **Advisor – Raymon R. Schick**

Items f & g pending receipt of insurance certificate.

4. Accept a donation from Mr. & Mrs. Martin Jones of a 26” TV to High Bridge Middle School to be used in the Library, with an approximate value of \$250.00.

5. FOOD SERVICE MANAGEMENT FIFTH YEAR CONTRACT RENEWAL
Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which is a 2.5% increase from the 2011-12 school year. Maschio’s is guaranteeing High Bridge a “no-cost” operation for 2012-13 school year, with no increases to the lunch or milk prices:

	Paid	Reduced Price
Student Lunch	\$2.60	\$0.40
Adult Lunch	\$3.60	-
Special Milk Program	\$0.50	\$0.40

FYI – This is the fifth year of the Board’s five-year contract with Maschio’s.

6. Motion to authorize Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to submit a LRFP Amendment request and to amend the district’s Long Range Facility Plan to include the following projects:

- High Bridge Elementary School
 - Roof mounted solar array project

Roll Call:

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

N. TRAVEL EXPENDITURE APPROVAL (Attachment #22)

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

O. NEW BUSINESS

P. PUBLIC COMMENTS

Q. 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.

- July 9, 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	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

R. RECONVENE PUBLIC SESSION

S. ACTION ITEMS

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

July 9, 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

U. ADJOURNMENT