

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING**

MONDAY, APRIL 23, 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’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, April 23, 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, Board Secretary

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. Presentation by High Bridge Middle School Broadcast Team

E. REVIEW OF OFFICIAL CORRESPONDENCE (None at this time)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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F. NEW BUSINESS

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. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- March 12, 2012 Regular Meeting Minutes (**Attachment #1**)
- March 26, 2012 Special Meeting Minutes (**Attachment #2**)

I. 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. The High Bridge Economic Development Committee (EDC) (**Attachment #4**)
- c. **Motion to approve the following Resolution to Educate for Sustainability**

WHEREAS, a sustainable community seeks to balance and integrate its economic, social and ecological objectives to improve quality of life for its residents; and

WHEREAS, we all have to *learn* how to live well in our places without undermining their ability to sustain us over time, and we recognize that the foundations of our knowledge, skills, and habits of mind are cultivated in our schools; and

WHEREAS, we understand that the children, the young people and the teachers of **High Bridge School District** are vital and integral to creating a healthy and sustainable future for themselves and future generations; and

WHEREAS we accept our responsibility to contribute to the individual and collective potential of our children and young people, and to that of the living systems upon which our lives depend; and

WHEREAS we commit to honoring our children, our young people and our teachers with teaching and learning experiences that prepare them to participate in, and to lead with us the shift toward a sustainable future; and

WHEREAS, there are programs that support school and community connections related to educating for sustainability. These programs include: New Jersey League of Municipalities' municipal certification program known as Sustainable Jersey and the Cloud Institute for Sustainability Education program known as New Jersey Learns.

BE IT RESOLVED that in order to educate for a sustainable future **High Bridge School District** will join with **High Bridge Borough** and the local Green Team to provide the following:

- 1) Actions that support student participation in authentic service, project based, and academic learning experiences dedicated to educating for sustainability, especially those that are part of the Sustainable Jersey program;
- 2) The development of curricular, instructional and organizational learning practices necessary for students to meet the standards and performance indicators of Education for Sustainability, especially those opportunities presented by New Jersey Learns;
- 3) Professional Development opportunities that will prepare teachers and administrators to educate for sustainability, especially those presented by New Jersey Learns;
- 4) Benchmarks and sustainable practices related to school buildings and grounds, procurement, operations and maintenance procedures.

We do hereby recognize **High Bridge School District** as an agent to carry out our commitment to building sustainable communities through Education for Sustainability in the state of New Jersey.

Adopted by **High Bridge Board of Education** with the concurrence of the Superintendent of Schools on this 23rd day of April 2012.

Roll Call:

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

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)

- Policy 2431 Athletic Competition
- Policy 5600 Pupil discipline/Code of Conduct
- Regulation 5600 Pupil Discipline/Code of Conduct
- Policy 7510 Use of School Facilities
- Policy 9270 Home Schooling and Equivalent Education Outside the Schools
- Regulation 9270 Home Schooling and Equivalent Education Outside the Schools

b) Motion to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)

- Policy 1631 Residency Requirement for Person Holding School District Office, Employment, or Position
- Policy 3324 Right of Privacy (Teaching Staff Members)
- Policy 4324 Right of Privacy (Support Staff Members)
- Policy 5117 Interdistrict Public School Choice

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) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for March 2012 (Attachment #6)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of February and March 2012 legal bills (Attachment #7)
- 5) Adjustment to 2011-2012 School Calendar (Attachment #8)
- 6) Race To The Top 3 Update
- 7) Interdistrict Public School Choice Application (Attachment #9)
- 8) NJASK
- 9) Professional Development Plan (Attachment #10)
- 10) 2012-2013 Budget Presentation to Borough Council, April 26, 2012 at 7:30 p.m.
- 11) EE4NJ – District Advisory Committee
- 12) NJSBA sponsored Special Education Week – May 13th – 19th

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – March 2012 (Attachment #11)
- 2) 2012-2013 Public Meeting Schedule (Attachment #12)

b. Monthly Facility Maintenance Report

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – March 2012

Account	Peapack-Gladstone Bank
Agency	\$ 23.03
Capital Reserve	\$ 20.26
Current	\$ 130.86
Food Service	\$ 2.66
Maintenance	\$ 19.49
Payroll	\$ 4.41
Student Activity	\$ 4.94
Unemployment	\$ 7.52
Total	\$ 213.17

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:

1. **Motion to approve** an employment contract appointing **Brian Bizzoco** as Elementary School Principal from July 1, 2012 through June 30, 2013 in the amount of \$92,000. Mr. Bizzoco has waived his entitlement for benefits.
2. **Motion to reappoint thirty-eight (38) tenured certificated staff members**, on guide, for the 2012-2013 school year as per **Attachment A**.
3. **Motion to reappoint one (1) tenured certificated staff member**, on guide, for the 2012-2013 school year with specific stipulations as have been communicated in writing. **Attachment B**.
4. **Motion to reappoint nine (9) non-tenured certificated staff members**, on guide, for the 2012-2013 school year as per **Attachment C**.
5. **Motion to reappoint one (1) certificated staff members**, with tenure on the appropriate date, for the 2012-2013 school year as per **Attachment D**.
6. **Motion to reappoint twelve (12) support staff members** for the 2012-2013 school year as per **Attachment E**.

7. **Motion to reappoint six (6) Non-Association Personnel** for the 2012-2013 school year as per **Attachment F**.
8. **Motion to approve** a medical leave of absence for **Cathy Hoos** from April 27, 2012 through May 11, 2012 utilizing eleven (11) of her accumulated illness days.
9. **Motion to approve Lisa Marinelli** as a long-term substitute from April 27, 2012 through May 11, 2012 at the daily substitute rate of \$75.00, prorated at 63%.
10. **Motion to approve** the following substitutes for the remainder of the 2011-2012 school year:
Cecilia Oxley – Teacher or Nurse

K. CURRICULUM & INSTRUCTION

Motion to approve the following class trips and transportation:

- a) **Sixth Grade to Medieval Times, Lyndhurst, NJ.** on May 18, 2012 with transportation to be provided by First Student at a cost of \$364.50 for one bus. Total cost per student of \$32.00 includes transportation, admission and lunch, and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation by the High Bridge PTO.
- b) **Kindergarten to Crayola Factory and Canal Boat Museum, Easton, PA** on Wednesday, June 6, 2012 with transportation provided by Hunterdon County ESC at a cost of \$296.00 for one bus. Total cost per student of \$2.00 includes admission and transportation and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.
- c) **Second Grade to Adventure Aquarium, Camden, NJ** on Thursday, May 31, 2012 with transportation to be provided by Hunterdon County ESC at a cost of \$410.00 for one bus. Total cost per student of \$10.00 includes transportation and admission and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.
- d) **First Grade to Philadelphia Zoo, Philadelphia, PA** on Monday, May 21, 2012 with transportation to be provided by First Student at a cost of \$577.13 for one bus. Total cost per student of \$14.00 includes transportation and admission and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.
- e) **Fifth Grade to Raritan Valley Community College Planetarium, Branchburg, NJ** on Tuesday, June 5, 2012 with transportation to be provided by Hunterdon County ESC at a cost of \$297.00 for one bus. There is no cost to the students for this trip as the transportation and admission costs are being offset by a \$495.00 donation from the High Bridge PTO and the balance will be covered with money left in Camp Bernie account.

2. **Motion to amend** the 2011-2012 school calendar to adjust for unused snow days as follows:

- a) Tuesday, May 29, 2012 becomes a school holiday
 - b) Students’ last day and Graduation moves to Tuesday, June 12, 2012 (1:00 p.m. dismissal)
 - c) Teachers’ last day becomes Wednesday, June 13, 2012
3. **Motion to acknowledge** the interscholastic spring softball and baseball schedule (Attachment #13)
4. **Motion to authorize** the Superintendent to submit to the New Jersey Department of Education the Interdistrict Public School Choice Application for the 2013-2014 school year.
5. **Motion to authorize** the Superintendent to submit to the Hunterdon County Office of Education the 2010-2012 amended Professional Development Plan.

L. 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 #14)

Approve invoices for Current Expense in the following amounts:

Check Register March 12 – 31, 2012:	\$ 20,589.82
Payroll - 3/15/12:	\$232,372.85
Payroll - 3/31/12:	<u>\$234,244.00</u>
Total	\$487,206.67

Approve invoices for Current Expense in the following amounts:

Check Register, April 1 – 20, 2012:	\$223,317.25
Payroll – 4/5/12:	<u>\$230,627.65</u>
Total	\$453,944.90

Approve invoices for **Cafeteria** Account in the amount of **\$19,603.47**

Date	Vendor	Amount	Description	Check No.
03/16/12	Maschio’s Food Service, Inc.	\$ 9,790.83	Inv. 0031386	1333
03/30/12	NJ Dept of Agriculture	\$ 18.40	Inv. 137825	1334
		-		
04/17/12	NJ Dept of Agriculture	\$ 32.00	Inv. 138410	1335
04/17/12	Maschio’s Food Service, Inc.	\$ 9,762.24	Inv. 0031931	1336

Total \$19,603.47

2. FINANCIAL REPORTS

Report of the Board Secretary for February 2012 (Attachment #15)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of February 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 March 2012– (Attachment #16)

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 April 23, 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.

April 23, 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 (None at this time)

4. CAFETERIA REPORT

The cafeteria financial report for the month of **February 2012**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$930.94 for the month and a year-to-date profit of \$2,525.44. Student participation was 24 % in the Middle School and 33% in the Elementary School for the month of **February 2012**.

Last year's report for **February 2011**, indicated 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**.

The cafeteria financial report for the month of **March 2012**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$650.59 for the month and a year-to-date profit of \$3,176.03. Student participation was 22 % in the Middle School and 34% in the Elementary School for the month of **March 2012**.

Last year's report for **March 2011**, indicated a profit of \$585.37 for the month and a year-to-date loss of \$3,145.55. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **March 2011**.

Roll Call:

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

M. TRAVEL EXPENDITURE APPROVAL (Attachment #17)

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

N. NEW BUSINESS

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.

- Personnel
- Negotiations with High Bridge Teachers Association
- March 12, 2012 Executive Meeting Minutes (See Sealed Envelope)
- March 26, 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.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

PERSONNEL

11. **Motion to invoice** one certificated tenured instructor in the amount of \$170.00 for inspection and repair services to school facility.

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

March 12, 2012 Executive Meeting Minutes

March 26, 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

T. ADJOURNMENT