

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

**MONDAY, DECEMBER 12, 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, December 12, 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. 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. The Board wishes to acknowledge **Paul Nigro** for his service as principal, to the students and staff of High Bridge Elementary School from July 1, 2007 through December 30, 2011. (Attachment #1)

**E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jackie Carruthers	12/8/11	Return from LOA

**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**

November 14, 2011 Regular Meeting Minutes (**Attachment #3**)

### **I. REPORTS TO THE BOARD**

#### **1. Follow Up Items:**

#### **2. Board President's Report**

- a. Motion to approve the following resolution seeking amendment to Senate Bill 2925 (Ruiz)/Assembly Bill 4132 (Coutinho/Singleton) to retain local School Board and Superintendent authority over personnel decisions:

**Whereas**, under current law and practice, school district hiring decisions are made upon the recommendation of the chief school administrator to the local board of education; and

**Whereas**, hiring procedures leading up to the chief school administrator's recommendation should always consider the perspective of the school principal; and

**Whereas**, district-level factors, including the allocation of resources, programming considerations and educational goals, should take precedent when hiring and placing instructional staff; and

**Whereas**, proposed legislation to provide long-overdue reform of the state's tenure process and seniority system also includes provisions that would significantly diminish the involvement of the superintendent and local school board in personnel matters; and

**Whereas**, in particular, the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act.", Senate Bill 2925/Assembly Bill 4132, would give sole authority to appoint or remove instructional staff to the principal, in consultation with a "school improvement panel," consisting of the principal, an assistant principal and an instructional staff member nominated by the principal and approved by the staff; and

**Whereas**, the TEACHNJ Act would completely remove the local board of education and the district superintendent from future personnel decisions; and

**Whereas**, in New Jersey, the community selects a school board, which has a fiduciary relationship with taxpayers and which sets education policy goals; and

**Whereas**, the community vests in the board of education the authority to approve or reject personnel recommendations made by the superintendent; and

**Whereas**, in making his or her personnel recommendations to the local board of education, the superintendent normally seeks the input of district and building-level administrators, including school principals; and

**Whereas**, the current hiring and staffing process has worked successfully in school districts throughout the state, as evidenced by New Jersey students' performance on nationwide measures of achievement, such as the National Assessment of Education Progress. Now therefore be it

**Resolved**, that the High Bridge Board of Education urges the Legislature to amend Senate Bill 2925 and Assembly Bill 4132 to ensure that personnel hiring and placement decisions remain under the authority of the district superintendent, with the approval of the local board of education, the community's elected or appointed representatives; and be it further

**Resolved**, that this resolution be delivered to Governor Chris Christie; State Senate President Stephen M. Sweeney; Senator Teresa M. Ruiz, chair, and all members of the Senate Education Committee; Assembly Speaker Sheila Y. Oliver; Assemblyman Patrick Diegnan, chair, and all members of the Assembly Education Committee; Assemblyman Albert Coutinho; Assemblyman Troy Singleton; and the 23rd Legislative District's representatives in the state Senate and General Assembly; and be it finally

**Resolved**, that copies of this resolution be sent to the New Jersey School Boards Association and the Hunterdon County School Boards Association.

**Roll Call:**

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

- b. Letter to Hampton School Exploratory Committee regarding shared services. (Attachment #4)
- c. Review of NJSBA recommended Board tasks, as per checklist **(Attachment #5)**
- 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
    - 1) Sound/microphone amplification system for Board meetings

- **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 0168 Recording Board Meetings
    - Policy 6424 Emergency Contracts
    - Policy 6620 Petty Cash
    - Policy 8451 Control of Communicable Disease
    - Regulation 8451 Control of Communicable Disease
    - Policy 8505 School Nutrition
  - b) Motion to adopt, on first reading, the following policies and/or regulations: (Attachment via USB drive)
    - Policy 5519 Dating Violence at School
    - Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

**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 #6)
- 2) Staff Attendance for November 2011 (Attachment #7)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of October 2011 legal bills (Attachment #8)
- 5) QSAC – Statement of Assurance (Attachment #9 )
- 6) Principal Search

- 7) High Bridge Tree Lighting Ceremony – Thank you to the elementary school band and Mr. Thompson for providing holiday music.
- 8) Winter Concerts Schedule

**4. School Business Administrator’s Report**

**a. General Information Items**

- 1) NJ School Digest – November 2011 (Attachment #10)
- 2) Board of Education Criminal History Checks

**b. Monthly Facility Maintenance Report**

- 1) Steam Leak in the Middle School

**c. Vandalism Report**

There were no acts of vandalism since our last meeting.

**d. Monthly Investment Interest – November 2011**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 18.19
Capital Reserve	\$ .75
Current	\$ 318.78
Food Service	\$ 3.17
Maintenance	\$ 0.00
Payroll	\$ 4.49
Student Activity	\$ 4.33
Unemployment	\$ 8.35
<b>Total</b>	<b>\$ 358.06</b>

**e. ACTION ITEM**

- 1) Motion to approve the following resolution. (Attachment #11)

**Be It Resolved**, by the School Board of High Bridge, County of Hunterdon, State of New Jersey, that it hereby appoints **Gail Woicekowski, School Business Administrator**, as the School Alliance Insurance Fund Commissioner, and

**Be It Further Resolved** that copies of this Resolution be forwarded to the following:

- (1) Gail Woicekowski, Fund Commissioner
- (2) School Alliance Insurance Fund

**Roll Call:**

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

**5. Middle School Principal's Report (Via e-mail)****6. Elementary School Principal's Report (Attachment #12)****J. PERSONNEL**

The Superintendent recommends approval of the following actions:

**1. Motion to approve** a contract with **Skylands Educational Consultant Group LLC, with Dr. William A. Caldwell** serving as the consultant of record, to provide Interim Elementary School Principal services starting on January 3, 2012 and ending on or before June 30, 2012, at a per diem rate of \$395.00 with no benefits. Two additional transition days will be provided during December 2011 at no cost to the district. (Attachment #13)

**2. Motion to approve** the employment of **Jane Nagy**, as part-time (48%) Special Education Teacher in the Elementary School from December 13, 2011 through June 30, 2012 at a Level BA Step 1 for an annual prorated salary of \$22,946.00. (Attachment #14)

**3. Motion to approve** the employment of **Megan Mondzak**, as part-time (57%) Elementary School Instructional Assistant from December 13, 2011 through June 30, 2012 for an annual prorated salary of \$7,280.00.

**4. Motion to amend** the employment contract for **Maurica Hash** to full-time, without benefits, effective December 13, 2011 through June 30, 2011 at a salary of \$9,128.00.

**5. Motion to amend** the employment contract for **Christopher Muller** from the amount of \$39,924.00 to the amount of \$32,924.00 in accordance with the 2008-2011 Negotiated Agreement.

**6. Motion to approve** the following paraprofessional instructional aides to attend extra-curricular activities on an as needed basis to support special education students to be compensated at the substitute rate of \$10.00/hour.

Kim Gorski	Bernice Bellouny
Heather Trepiccione	Donna Brown
Cara Staviski	Debbie Cucuzella
Nancy Belick	Jill DeFederico
Sharon Snyder	Jaime McKay

7. **Motion to approve** the following substitutes for the 2011-2012 school year:

**Teacher/Aide Subs**

- a) Jennifer Peterson
- b) Derek Roling (pending receipt of certification)
- c) Alison Yanulevich (pending receipt of certification)

8. **Motion to approve** the revised job description for the position of Elementary School Principal. (Attachment #15)

9. **Motion to approve** the request from **Jacklyn Carruthers** to amend her leave of absence from a return date of February 1, 2012 to a return date on or about December 13, 2011.

10. **Motion to approve Rich Corso** as alternate custodian for the High Bridge Youth Association 2011-2012 basketball season at the custodial sub rate of \$12.25 per hour.

**Roll Call:**

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

**K. CURRICULUM & INSTRUCTION**

1. **Motion to approve** the following class trips and transportation:

a. **Eighth Grade to Voorhees High School for on January 5, 2012** for orientation program. Transportation will be provided by First Student at a cost of \$243.00 for two buses. There is no charge to the students for this trip. The cost of transportation will be borne by the Board of Education.

2. **Motion to approve** the annual **QSAC Statement of Assurance (SOR)** and authorize the Superintendent to submit same to the NJ State DOE by the January 9, 2012 deadline.

3. **Motion to approve** the placement of Student ID #OD-002 at Hunterdon County ESC School – West Amwell Campus, beginning December 13, 2011 with the following costs: (Attachment #16)

• Tuition - 6.5 mo	\$23,400.00
• Transportation 115 days @ \$191 per day	\$21,965.00
• Personal Aide (Classroom) – 6.5 mo.	\$22,750.00
• Personal Aide (Transportation) 115 days @ \$59 per day	<u>\$ 6,785.00</u>
<b>Total Anticipated Cost 2011-2012</b>	<b>\$74,900.00</b>





**Roll Call:**

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

**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 #17)**

**Approve** invoices for Current Expense in the following amounts:

Check Register November 15 – 30, 2011:	\$ 89,944.58
Payroll - 11/15/11:	\$238,915.29
Payroll - 11/30/11:	<u>\$236,294.03</u>
<b>Total</b>	<b>\$565,153.90</b>

**Approve** invoices for Current Expense in the following amounts:

Check Register, December 1 – 12, 2011: **\$ 56,948.88**

**Approve** invoices for **Cafeteria** Account in the amount of **\$9,611.35**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
11/14/11	NJ Dept of Agriculture	<b>\$ 24.00</b>	Inv. 133315	1320
11/29/11	Maschio’s Food Service, Inc.	<b>\$ 9,542.35</b>	Inv. 0029384	1321
11/29/11	NJ Dept of Agriculture	<b>\$ 30.00</b>	Inv. 134254	1322
12/1/11	NJ Dept of Agriculture	<b>\$ 15.00</b>	Inv. 133863	1323
	<b>Total</b>	<b>\$ 9,611.35</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for October 2011 (Attachment #18)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of October 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 November 2011 – (Attachment#19)**

**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 December 12, 2011, 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.

December 12, 2011 \_\_\_\_\_

\_\_\_\_\_  
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. CORRECTIVE ACTION PLAN**

- a. Motion to approve** corrective action plan based upon the 2010-2011 Financial Audit. (Attachment #20)

**4. LOCAL GOVERNMENT ENERGY AUDIT**

- a. Motion to approve** the following resolution.

**WHEREAS**, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

**WHEREAS**, the Governing Body of High Bridge Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

**WHEREAS**, the facilities to be audited are in New Jersey, are owned by the High Bridge Board of Education, are served by a New Jersey regulated public utility, and that the High Bridge Board of Education has not already reserved \$300,000 in the Program this year as of this application; and,

**WHEREAS**, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

**WHEREAS**, upon acceptance into the Program, the High Bridge Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

**WHEREAS**, the High Bridge Board of Education understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the High Bridge Board of Education, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities; and,

### **CERTIFICATION**

I, Gail Woicekowski, Clerk/Secretary of the Local Unit of the High Bridge Board of Education in the County of Hunterdon, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the High Bridge Board of Education at its meeting of December 12, 2011.

5. **Motion to approve** submission of the Application for Change of Educational Space to the Hunterdon County Office of Education thereby changing an Elementary School classroom from an instrumental music room to a Multiply Disabled classroom. (Attachment #21)
6. **Motion to approve** AFLAC as the school representative for the Flexible Spending Account (FSA) effective January 1, 2012.
7. **USE OF FACILITIES (Attachment #22)**
  - a. **Motion to approve PTO** – Use of ES Multipurpose Room on January 20, 2012 for Kids Night Out from 6:00 p.m. until 9:30 p.m. Advisor – Cynthia Sharkey.
  - b. **Motion to approve Daisy Troop 80197** – Use of ES Kindergarten Room beginning December 14, 2011 from 3:00 p.m. until 4:15 p.m. See attached dates. Advisor – Maryanne Laffert (Kessler)

### **8. CAFETERIA REPORT**

The cafeteria financial report for the month of **October 2011**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$317.13 for the month and a year-to-date profit of \$604.69. Student participation was 24% in the Middle School and 30% in the Elementary School for the month of **October 2011**.

Last year's report for **October 2010**, indicated a loss of \$858.50 for the month and a year-to-date loss of \$1,573.50. Student participation was 23% in the Middle School and 28% in the Elementary School for the month of **October 2010**.

#### **Roll Call:**

Larissa Critelli  
 Kay Daughters-Musnuff  
 Alan Schwartz  
 Janice Stemple

Ann Willard  
 Karen Yaskanin-Jones  
 William Stover – Vice President  
 Robert Imhoff – President

**M. TRAVEL EXPENDITURE APPROVAL (Attachment #23)**

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.

- Negotiations with High Bridge Teachers Association
- November 14, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Personnel

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**

**S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

November 14, 2011 Executive Meeting Minutes

**Roll Call:**

Larissa Critelli

Ann Willard

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Alan Schwartz

William Stover – Vice President

Janice Stemple

Robert Imhoff – President

**T. ADJOURNMENT**