

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

**MONDAY, JANUARY 9, 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, January 9, 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. None at this time.

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
-------------	-------------	----------------

**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**

December 12, 2011 Regular Meeting Minutes (**Attachment #1**)

**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 #2**)
- b. Gwen Thornton from NJSBA will discuss Superintendent and BOE evaluation process.
- 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
  - **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 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 second reading, the following new 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

- c) Motion to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
  - Policy 9180 School Volunteers
  - Policy 2200 Curriculum Content
- d) Motion to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
  - Policy 6472 Tuition Assistance
- e) Motion to abolish, on first reading, the following out-dated policies: (Attachment via USB drive)
  - Policy 3440 Travel Expenses (Teaching Staff Members)
  - Policy 4440 Travel Expenses (Support Staff Members)
  - Policy 0147 Board Member Travel Expenses
  - Policy 0147A Board Member Travel Expenses Appendix A
 (The four Policies above were replaced by Policy 6471 School District Travel.)

**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**
  - HCESC Delegate Assembly – February 7, 2013
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

**3. Superintendent's Report****a. INFORMATION ITEMS:**

- 1) 2011-2012 Enrollment Report Update (Attachment #3)
- 2) Staff Attendance for December 2011 (Attachment #4)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2011 legal bills (Attachment #5)
- 5) Principal Search
- 6) Season of Service
- 7) HBMS Spelling Bee 1/10/12
- 8) County correspondence – Mid-Year Review (Attachment #6)
- 9) Thank you to 4<sup>th</sup> grade for providing Holiday cookies to Open Cupboard Food Pantry
- 10) Shared Services Seminar – January 18, 2013

#### 4. School Business Administrator's Report

##### a. General Information Items

- 1) NJ School Digest – December 2011 (Attachment #7)
- 2) Board of Education Criminal History Checks

##### b. Monthly Facility Maintenance Report

- 1) Long Range Facilities Plan

##### c. Vandalism Report

There were no acts of vandalism since our last meeting.

##### d. Monthly Investment Interest – December 2011

Account	Peapack-Gladstone Bank
Agency	\$ 24.06
Capital Reserve	\$ .77
Current	\$ 279.50
Food Service	\$ 2.91
Maintenance	\$ 0.00
Payroll	\$ 4.24
Student Activity	\$ 5.35
Unemployment	\$ 10.25
<b>Total</b>	<b>\$ 327.08</b>

##### 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** the employment of **Nicole Fleming**, as part-time (48%) Special Education Teacher in the Elementary School from January 10, 2012 through June 30, 2012, initially on a substitute basis at a per diem rate of \$60.00, to be adjusted to Level BA Step 1 annual salary of **\$ 22,946.00** to be prorated once her teaching certificate is received from the State. (Attachment #8)
2. **Motion to approve Jessica Hoenig**, student from The College of New Jersey, to complete student teaching at High Bridge Middle School with Michael Doerwang as cooperating teacher from January 17, 2012 through April 27, 2012.
3. **Motion to approve Alex Fiorentino**, Cornell University student, to complete two days of field observation at High Bridge School District between January 10, 2012 and January 20, 2012 with Courtney Shiffman and Jeff Thompson as cooperating teachers.

## K. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
  - a. **Eighth Grade to Polytech Campus, Flemington**, on February 2, 2012 for an introduction to Polytech programs. Students visit either Bartles Corner or Hunterdon Central Polytech campus dependent upon student selection of Polytech programs. This trip corresponds to our career education program. Transportation will be provided by First Student at a cost of \$455.62 for two buses to be paid by the Board of Education.
  
2. **Motion to approve** the purchase and use of the following new textbook series:
  - a. Life Science – Grade 7: Life Science by Glencoe/McGraw-Hill. Copyright 2012. Online version accompanies the purchase.
  - b. Social Studies – United States History I and II: United States History – Beginnings to 1877 by William Deverell and Deborah Gray White. Holt/McDougall. Copyright 2012. Online version accompanies the purchase.
  
3. **Motion to amend** the 2011-2012 school calendar as follows thereby recouping one instructional day lost due to October weather closings: (Attachment #9)  
 February 20, 2012 becomes a staff in-service day  
 February 21, 2012 becomes an instructional day

## 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 #10)

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

Check Register December 13 – 31, 2011:	\$ 98,097.79
Payroll - 12/15/11:	\$228,408.03
Payroll - 12/23/11:	<u>\$232,395.71</u>
Total	<b>\$558,901.53</b>

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

Check Register, January 1 – 6, 2012: **\$ 56,271.26**

**Approve** invoices for **Cafeteria** Account in the amount of **\$8,666.97**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
01/03/12	Maschio's Food Service, Inc.	\$ 8,468.14	Inv. 0029784	1324
01/03/11	Advance Pierre Foods	\$ 132.43	Inv. 999749	1325
01/04/12	NJ Dept of Agriculture	\$ 38.40	Inv. 134729	1326
		\$ 28.00	Inv. 135403	
		\$ 66.40		
<b>Total</b>		<b>\$ 8,666.97</b>		

## 2. FINANCIAL REPORTS

### **Report of the Board Secretary for November 2011 (Attachment #11)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of November 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 January 2012– (Attachment#12)**

**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 January 9, 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.

January 9, 2012

\_\_\_\_\_  
Gail Woicekowski  
Business Administrator/Board Secretary

### **Roll Call:**

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

### 3. USE OF FACILITIES (Attachment #13)

- a. **Motion to approve 8<sup>th</sup> Grade Dinner Dance Committee** – Use of MS Parking Lot to load truck from clothing drive. Please see attached dates. Advisor – Cynthia Sharkey.
- b. **Motion to approve Junior Girl Scouts** – Use of ES beginning January 19, 2012 through May 24, 2012 (every other Thursday) from 3:00 p.m. until 4:30 p.m. Advisor – Danielle Benavides
- c. **Motion to approve 8<sup>th</sup> Grade Lock In** – Use of MS Gym and Cafeteria beginning 9:00 p.m. Friday, March 30, 2012 through 7:00 a.m. March 31, 2012. Advisor – Pat Croghan

### 4. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$407.42 for the month and a year-to-date profit of \$1,012.11. Student participation was 26% in the Middle School and 34% in the Elementary School for the month of **November 2011**.

Last year's report for **November 2010**, indicated a loss of \$320.80 for the month and a year-to-date loss of \$1,894.30. Student participation was 22% in the Middle School and 27% in the Elementary School for the month of **November 2010**.

### 5. 2011-2012 IPM PLANS FOR ELEMENTARY AND MIDDLE SCHOOLS

(Attachment via USB drive)

Motion to adopt the 2011-2012 Integrated Pest Management Plan for High Bridge Elementary School and High Bridge Middle School.

### 6. **Motion to approve** the following resolution permitting the High Bridge School District to participate in the New Jersey Sustainable Schools Project (**Attachment #14**).

Whereas the *High Bridge School District* seeks to participate in the 3-year NJ Sustainable Schools research project that proposes to determine if sustainability is the answer to academic and financial success of NJ Schools

Whereas *High Bridge School District* is a participant of the Alliance for Competitive Energy Services program (ACES)

Whereas the district commits to providing a team to attend the yearly 4-day Green Schools Leadership (GSLI) summer program, it will send a new team every year for the three years of the program

Whereas the district commits that the teams will produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site

Whereas the district commits that each team will implement the Green Strategic Plan during the school year and provide online interim reports regarding the status of the implementation

Whereas the district commits that all teams will participate in the green online professional learning community

Whereas the district commits the participation of a School Board Member in the GSLI, and their involvement in the three-year process

Whereas the district commits district team participation throughout the 3-year grant period

Whereas the district commits that a 5-member team – Superintendent or Assistant Superintendent, School Board Member, Facilities Director, Principal, Teachers (5 constant members attend the GSLI summer program) will participate in the GSLI Institute

Whereas the district commits to provide district/school data before, during, and after the project

**Therefore it is resolved** that *High Bridge School District* agrees to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education.

- 7. **Motion to authorize** the Business Administrator to submit 2012 NCLB grant totaling \$29,048.00.

**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 #15)**

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  
Janice Stemple

William Stover – Vice President  
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
- December 12, 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.

**Q. RECONVENE PUBLIC SESSION**

**R. ACTION ITEMS**

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

December 12, 2011 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**