

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

**MONDAY, OCTOBER 10, 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, October 10, 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	Janice Stemple
Kay Daughters-Musnuff	William Stover – Vice President
Karen Yaskanin-Jones	Robert Imhoff – President
Ann Willard	

**D. RECOGNITION ITEMS**

1. **Motion to recognize** the following groups/individuals for their role in the QSAC/Curriculum Project leading to High Bridge being named a High Performing School District. (**Attachment #1**)
  - a. Teachers
  - b. Board Members
  - c. Sherry Kerr

**E. PUBLIC HEARING**

A Public Hearing is being conducted to accept the final violence and vandalism report of 2010-2011 according to State P.L. 2001, c299 (**Attachment #2**)

**F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Elizabeth Tyrell	9/22/11	Letter of Resignation
Alan Schwartz	9/27/11	Vacant Board Seat
Nicole Locorotondo	10/5/11	Letter of Resignation for Aide position

**G. NEW BUSINESS**

**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. NEW BOARD MEMBER INTERVIEW**

**J. EXECUTIVE 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.

- Candidate for School Board

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.

**K. RECONVENE PUBLIC SESSION**

**L. NEW BOARD MEMBER APPOINTMENT**

1. **Request a motion** to appoint \_\_\_\_\_ as board member.

**Roll Call:**

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

2. The School Business Administrator will issue the Oath of Office to the newly appointed Board Member.

**M. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

September 12, 2011 Regular Meeting Minutes (**Attachment #4**)

**N. REPORTS TO THE BOARD**

1. **Follow Up Items:**

2. **Board President's Report**

- a) Borough of Hampton School Exploratory Committee (**Attachment #5**)

- b) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)
- c) Board Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**  
Ann Willard and \_\_\_\_\_
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and \_\_\_\_\_
- **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,**  
Kay Daughters-Musnuff 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 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics
  - Policy 0164 Conduct of Board Meeting
  - Regulation 1240 Evaluation of Superintendent
  - Regulation 2460.5 Special Education – Exemption from Statewide Testing
  - Regulation 2464 Gifted and Talented Pupils

**Roll Call:**

Larissa Critelli	Karen Yaskanin-Jones
Kay Daughters-Musnuff	Ann Willard
Janice Stemple	Robert Imhoff – President
William Stover – Vice 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 #7)
- 2) Staff Attendance for September 2011 (Attachment #8)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of August 2011 legal bills (Attachment #9)
- 5) NCLB - AYP Results
- 6) Annual Field Trip Plan (Attachment #10)
- 7) Safety and Security Plan (Attachment #11)
- 8) Memorandum of Agreement between Education and Law Enforcement Officials (Attachment via USB drive)
- 9) Adopt – A – Cop Program
- 10) Update - School Logic implementation
- 11) Week of Respect – October 3<sup>rd</sup> through October 7<sup>th</sup>
- 12) Special Education Complaint Investigation resolution (Attachment #12)

#### B. ACTION ITEMS:

- 1) **Motion to designate** the week of October 17<sup>th</sup> as School Violence Awareness Week.
- 2) **Motion to acknowledge** Superintendent's report on 2010-2011 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).
- 3) **Motion to approve** the annual field trip plan for Elementary and Middle School.
- 4) **Motion to approve** the Safety and Security Plan.
- 5) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.

#### Roll Call:

Larissa Critelli

Karen Yaskanin-Jones

Kay Daughters-Musnuff

Ann Willard

Janice Stemple

Robert Imhoff – President

William Stover – Vice President

### 4. School Business Administrator's Report

#### A. General Information Items

- 1) NJ School Digest – September 2011 (Attachment #13)
- 2) Comprehensive Maintenance Plan (Attachment #14)
- 3) Long Range Facilities Plan
- 4) 2012-2013 Budget Calendar (Attachment #15)

**B. Monthly Facility Maintenance Report**

- 1) Ehrlich – Middle School

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

**D. Monthly Investment Interest – September 2011**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 31.69
Capital Reserve	\$ 1.50
Current	\$ 591.70
Food Service	\$ 7.90
Maintenance	\$ 0.00
Payroll	\$ 5.03
Student Activity	\$ 6.43
Unemployment	\$ 12.16
<b>Total</b>	<b>\$ 656.41</b>

**5. Middle School Principal's Report (Via e-mail)****6. Elementary School Principal's Report (Attachment #16)****O. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to approve Stephanie Marquez**, Raritan Valley Community College student to complete 15 hours of math tutoring at High Bridge Elementary School with Lynn Hughes as cooperating teacher.
2. **Motion to approve Kevin Nagy**, Raritan Valley Community College student to complete 4 hours of field observation at High Bridge Elementary School with Lauren Richardson as cooperating teacher.
3. **Motion to approve Megan Mondzak**, Caldwell College student to complete 25 hours of field observation at High Bridge Elementary School with Kim Terzuolo as cooperating teacher.
4. **Motion to approve Christine Wilkinson**, Centenary College student to complete 10 hours of field observation at High Bridge Elementary School with Karin Sharkey as cooperating teacher.
5. **Motion to accept** with regret, the resignation of **Elizabeth Tyrell** as Elementary School Instructional Aide effective immediately.

6. **Motion to amend** the employment contract of **Timothy Loughney** to full-time with benefits utilizing federal Education Jobs Funding effective October 11, 2011 through June 30, 2011 at a salary of \$22,859.00
7. **Motion to amend** the employment contract for **Anna Sbriscia** to full-time, without benefits, effective October 11, 2011 through June 30, 2011 at a salary of \$15,496.80.
8. **Motion to accept** the resignation of **Nicole Locorotondo** for the position of paraprofessional aide **and to approve** her employment as part-time (63%) Elementary School Special Education Teacher effective October 11, 2011 through June 30, 2012, at a Level BA Step 2 salary of \$30,747.00. (**Attachment #17**)
9. **Motion to approve Anthony Marinelli as Middle School Literary Magazine Club advisor** to be compensated at a rate of \$29.11 per hour not to exceed 20 hours.
10. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2011-2012 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2008-2011 negotiated agreement:
  - a) Judy Rogers
  - b) Maurica Hash
  - c) Michele Gomez
11. **Motion to approve** the following substitutes for the 2011-2012 school year:

**Teacher/Aide Subs**

- |    |                   |
|----|-------------------|
| a) | Melanie Fennell   |
| b) | Constance Rys     |
| c) | Carl Katzenberger |
| d) | Alan Craig        |
| e) | Mary Raefski      |

**School Nurse Subs – Pending submission of criminal history clearance**

- |    |                      |
|----|----------------------|
| f) | Dawn Bucher          |
| g) | Stephanie Trstensky  |
| h) | Chihping Walukiewicz |

**Roll Call:**

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

## P. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
  - (a) **Kindergarten and Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on October 17, 2011 to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on “animals and their habitats” and “how things grow”. The cost per student of \$16.00 which includes transportation and admission is to be borne by parents/guardians.
  - (b) **Fourth Grade to Solitude House Museum/TISCO Complex, High Bridge**, on Tuesday, October 18<sup>th</sup>, 2011 (raindate 10/19/11) to visit Solitude Falls, Solitude Museum, Union Forge and TISCO Office Site. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1. There are no transportation costs involved with the trip as students will be walking. A \$3.00 donation is being requested from each student.
  - (c) **Fourth Grade to Veterans Memorial Park, High Bridge** on Tuesday, November 8<sup>th</sup>, 2011 (raindate 11/9/11) for park tour given by American Legion Post #188 Captain. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.
  - (d) **Fourth Grade to Borough Hall, High Bridge**, on Monday, March 12<sup>th</sup>, 2012 (raindate 3/13/12) to visit Borough Hall and High Bridge Public Library. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.3. There are no costs involved with the trip as students will be walking.
  - (e) **Fourth Grade to Hunterdon County Clerk’s Office, Hall of Records, and County Courthouses** on Wednesday March 14, 2012. This trip correlates with social studies curriculum units on governments and local history and addresses NJ State core standards 6.1, 6.3. Transportation will be provided by ESC at a cost of \$214.50 for one bus. Cost per student of \$5.50 is to cover transportation and will be borne by parents/guardians.
  - (f) **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 17, 2012. This trip correlates to 4<sup>th</sup> grade Social Studies curriculum units on NJ History and Government and addresses NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by First Student at a cost of \$396.00 for one bus. The cost per student of \$17.00 includes admission of \$6.00 and transportation and is to be borne by parents/guardians.
  - (g) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on Friday, May 18<sup>th</sup>, 2012 for community service activity (weed, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
  - (h) **Fourth and Fifth Grade Environmental Club to South Branch of the Raritan River (behind Gronskey’s), High Bridge**, on Friday, May 25<sup>th</sup>, 2012 (rain date 5/31/12) for river monitoring activities with a trained South Branch Watershed Authority instructor. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no transportation costs involved with the trip as students will be walking.

- (i) **Eighth Grade Student Leaders** to Main Street, High Bridge on Wednesday, November 23, 2011 to decorate Main Street. There are no costs associated with the trip as students will be walking.
- (j) **Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

Date Rain/Snow Date	Activity	# Students Grade level	Location	Cost
10/17/11	Nature Walk	8 4 <sup>th</sup> -5 <sup>th</sup> Grade	Pt. Mountain Park	\$2.50 per student
10/20/11 10/21/11	Grounds for Sculpture	5 5 <sup>th</sup> Grade	Mercer, NJ	\$8.00 per student
12/9/11 12/12/11	ART Line I	8 6 <sup>th</sup> Grade	Hunterdon Museum of Art	\$6.00 per student
1/18/12 1/19/12	Poetry Slam	8 7/8 <sup>th</sup> Grade	Clinton Twp. Middle School	N/A
2/7/12 2/8/12	Math Workshop	12 5 <sup>th</sup> & 8 <sup>th</sup> grades	Conely School, Bethlehem Twp.	N/A
3/7/12 3/8/12	Debate	8 7/8 <sup>th</sup> Grade	Clinton Twp. Middle School	N/A
3/28/12 3/29/12	Crime Scene Investigation	8 6 <sup>th</sup> grade	Clinton Community Center	N/A
5/4/12	ART Line II	8 6 <sup>th</sup> grade	High Bridge Middle School	N/A
6/4/12	Film Fest	Up to 20 8 <sup>th</sup> grade	Clinton Twp. Middle School	N/A

- (k) **Elementary and Middle School BD classes** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation to be paid for with IDEIA funds. Admission costs where applicable are to be paid for by parents/guardians.

Date / Rain Date	Location	Admission Costs
10/19/11 / 10/20/11	West Portal Pumpkin Patch, Bloomsbury, NJ	\$8.00
11/16/11	ShopRite, Clinton, NJ	
11/30/11	Target, Phillipsburg, NJ	
12/7/11	ShopRite, Clinton, NJ	
12/21/11	Phillipsburg Mall, Phillipsburg, NJ	
1/11/12	ShopRite, Clinton, NJ	
1/25/12	Oakwood Lanes, Washington, NJ	
2/8/12	ShopRite, Clinton, NJ	
2/24/12	PeKing Acrobats, Raritan Valley Community College, Branchburg, NJ	\$10.00
3/7/12	ShopRite, Clinton, NJ	
3/21/12	Clinton Station Diner, Clinton, NJ	
4/18/12	ShopRite, Clinton, NJ	
5/16/12	ShopRite, Clinton, NJ	
5/30/12	Voorhees State Park, Glen Gardner, NJ	
6/6/12	Regal Cinema, Phillipsburg, NJ	\$8.50



2. **Motion to approve** the 2011-2012 Curriculum Plan (Attachment #18)
3. **Motion to approve** the addition of the novel *Michael Vey The Prisoner of Cell 25* by Richard Paul Evans to the 8th grade Language Arts curriculum.

**Roll Call:**

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

**Q. 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 #19)**

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

Check Register September 9 – 30, 2011:	<b>\$ 135,373.20</b>
Payroll - 9/15/11:	<b>\$ 226,110.33</b>
Payroll - 9/30/11:	<b>\$ 224,990.72</b>
Total	<b>\$586,474.25</b>

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

Check Register, October 1 – 11, 2011:	<b>\$108,588.62</b>
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**2. FINANCIAL REPORTS****Report of the Board Secretary for August 2011 (Attachment #20)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of August 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 August 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. 6A:23A-16.10(b), the Board of Education certify that as of October 10, 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.

October 10, 2011

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

**Roll Call:**

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

**3. USE OF FACILITIES (Attachment #21)**

- (a) **Motion to approve (amend) High Bridge PTO** – Use of ES and MS for various meetings and activities for the 2011-2012 school year. Advisor – Barbara Gallagher.
- (b) **Motion to approve 8<sup>th</sup> Grade Dinner Dance Parent Meetings** – Use of MS Home Ec Room beginning December 5, 2011 through May 2012 once a month with future dates to be determined from 7:00 p.m. – 8:30 p. Advisors – Kim Ziegler and Cindy Sharkey
- (c) **Motion to approve (amend) High Bridge Youth Basketball** – Use of MS Gym and ES All Purpose Room beginning November 4, 2011 and ending March 3, 2012 with the addition of November 8, 2011 from 6:30 p.m. – 8:30 p.m. in the Middle School. See attached calendar. Advisor – Gary Mills
- (d) **Motion to approve Girl Scouts Heart of NJ** – Use of MS Classroom beginning October 13, 2011 through May 24, 2012 (see attached list of dates) from 6:00 p.m. – 7:30 p.m. Advisor – Leigh Ann Russell
- (e) **Motion to approve High Bridge Cultural & Heritage Committee** – Use of Middle School Gym for Halloween Parade on Saturday, October 29, 2011 in the event of inclement weather, from 11:00 am until 3:00 pm. Advisor: Doug Walker
- (f) **Motion to approve Girl Scout Senior Troop 80243** – Use of ES Hall outside of Multi Purpose Room for bake sale fundraiser. See attached dates. Advisor - Jamie Taylor

4. **Motion to appoint** Buck Simperts Architect & Associates, Inc. as School Architect.
5. **Motion to add** William Stover, Board of Education Vice President, as a signatory for the current and payroll bank accounts.
6. **Motion to adopt** the 2012-2013 Budget Calendar (refer to Attachment #15).
7. **Motion to utilize** Ed Jobs Fund (**Attachment #22**).
8. **Motion to utilize** additional state aid of \$64,915.00 in the preparation of the 2012-2013 school budget.
9. **Motion to authorize** the Business Administrator to submit the IDEIA grant totaling \$97,715.00.

**10. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET**

**BE IT RESOLVED** that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. (**Refer to Attachment #14**)

**11. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. (**Refer to Attachment #14**)

**Roll Call:**

Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple  
William Stover – Vice President

Karen Yaskanin-Jones  
Ann Willard  
Robert Imhoff – President

**R. 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

Kay Daughters-Musnuff

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Ann Willard

Robert Imhoff – President

**S. PUBLIC COMMENTS**

**T. 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
- September 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.

**U. RECONVENE PUBLIC SESSION**

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

September 12, 2011 Executive Meeting Minutes

**Roll Call:**

Larissa Critelli

Kay Daughters-Musnuff

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Ann Willard

Robert Imhoff – President

**W. ADJOURNMENT**