

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

**MONDAY, APRIL 8, 2013**

**A. OPENING OF MEETING - 7:00 PM**

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School 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 7:00 pm on Monday, April 8, 2013, 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	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

**D. RECOGNITION ITEMS**

1. **Request a motion** to acknowledge **Gail Woicekowski** for her service as School Business Administrator and Board Secretary from September 1, 2011 through April 12, 2013. (**Attachment #1**)
2. **Request a motion** to approve a resolution recognizing Engles, Canine Companions for Independence (CCI), (**Attachment #2**)

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None at this time		

**F. PUBLIC COMMENTS**

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

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

March 18, 2013 Special Meeting Minutes (**Attachment #3**)  
March 19, 2013 Special Meeting Minutes (**Attachment #4**)  
March 25, 2013 Regular Meeting Minutes (**Attachment #5**)

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

- a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)
- b. Motion to approve the 2013-2014 Board meeting dates (**Attachment #7**)

**Roll Call:**

Larissa Critelli

Karen Yaskanin-Jones

Alan Schwartz

Kay Daughters-Musnuff - VP

Tom Wescoe

Robert Imhoff – Pres.

Ann Willard

**c. Board Committees and Chairperson**

- **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff**
  - April 11<sup>th</sup> meeting with High Bridge Borough Council regarding the 2013 – 2014 budget at the High Bridge Firehouse beginning at 7:00 PM
  - Reviewed proposed article for “The Bridge”
  - Reviewed format for budget newsletter that will be posted on the district website
  - Next meeting – Tuesday, April 23<sup>rd</sup> at 5:30 PM
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Alan Schwartz, Robert Imhoff**
  - Discussed math: Grades 6 – 8 curriculum revision
  - Discussed math purchase for K-5 program
  - Reviewed draft of Technology Plan
  - Reviewed draft of Professional Development Plan
  - Discussed the make-up schedule for school closing days that is posted on the 2013 – 2014 school calendar
  - Discussed seventh grade field trip – High Point State Park
  - Discussed seventh grade field trip – Washington Crossing State Park
  - Middle school instrumental field trip – High Notes Music Festival.
  - Discussed implementation of the full-day kindergarten program
  - Discussed New Jersey School Performance Reports
  - Next meeting – Tuesday, April 23<sup>rd</sup> at 4:30 PM
- **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli, Robert Imhoff**
  - No report at this time
  - Next meeting – To be determined

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**  
Ann Willard, Robert Imhoff
  - Reviewed superintendent recommendation for 2013-2014 renewal of four faculty members who will obtain tenure
  - Reviewed the Reduction in Force (RIF) for 2013-2014 due to budgetary limitations
  - Discussed the need for a leave replacement teacher
  - Reviewed the recommendation for the new business administrator
  - Reviewed the recommendation for an interim business administrator
  - Held preliminary discussion about non-association contracts and salaries
  - Next meeting – To be determined
- **Policy – Ann Willard, Chairperson,** Tom Wescoe, Robert Imhoff
  - No report at this time
  - Next meeting – To be determined
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

### 3. Superintendent's Report

#### a. INFORMATION ITEMS:

- 1) Staff Attendance for March 2013 (**Attachment #8**)
- 2) 2012-2013 Enrollment (**Attachment #9**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Business Administrator Search Process – Update and Recommendation
- 5) Community Blood Drive – April 18<sup>th</sup> at HBMS
- 6) New Jersey School Performance Report
- 7) NJASK Assessment Dates

### 4. School Business Administrator's Report

#### a. General Information Items

- 1) Roof update
- 2) ExxonMobil Volunteer Improvement Program

#### b. Monthly Facility Maintenance Report

- 1) HBMS Scoreboard
- 2) Stair Treads - MS

#### c. Vandalism Report

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – March 2013**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 5.61
Capital Reserve	\$ 17.38
Current	\$ 64.06
Food Service	\$ .65
Maintenance	\$ 15.65
Payroll	\$ 1.85
Student Activity	\$ 1.98
Unemployment	\$ 2.17
FSA	\$ .18
<b>Total</b>	<b>\$ 109.53</b>

**5. Middle School Principal's Report (Via e-mail)****6. Elementary School Principal's Report (Via e-mail)****I. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. Motion to appoint Michele McCann** as School Business Administrator/Board Secretary from June 13, 2013 through June 30, 2013, at an annual salary of \$ 76,000.00, prorated, subject to all terms and conditions set forth in the employment contract, as approved by the Hunterdon County Executive Superintendent. **(Attachment #10)**
- 2. Motion to approve Gail Woickowski** to provide interim Business Administrator services from April 15, 2013 through June 12, 2013, at the hourly rate of \$30.00, as per contract approved by the Hunterdon County Executive Superintendent. **(Attachment #11)**
- 3. Motion to reappoint four (4) certificated staff members**, with tenure on the appropriate date, for the 2013-2014 school year as per **(Attachment #12)**.
- 4. Motion to appoint Donna Brown** as 2<sup>nd</sup> grade leave replacement teacher from April 29, 2013 through May 24, 2013 at level BA step 1 per diem rate of \$244.78. The appointment may continue beyond May 24, 2013 on a full or half-day basis based upon physician's recommendation of the faculty member's readiness to return to work. **(Attachment #13)**

**Roll Call:**

Larissa Critelli  
 Alan Schwartz  
 Tom Wescoe  
 Ann Willard

Karen Yaskanin-Jones  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**J. CURRICULUM & INSTRUCTION**

**1. Motion to conduct Public Hearing on Technology Plan (Attachment #14)**

- a. **A public hearing** is being held to present the 2013-2016 Educational Technology Plan and to offer the opportunity for the public to comment or ask questions on this topic.
- b. **Public Comments**
- c. **Motion to close** the Public Hearing on the 2013-2016 Technology Plan.
- d. **Motion to adopt** the district’s 2013-2016 Educational Technology Plan and to authorize the Superintendent to submit same to the Hunterdon County Department of Education for their review and approval.

**Roll Call:**

Larissa Critelli  
 Alan Schwartz  
 Tom Wescoe  
 Ann Willard

Karen Yaskanin-Jones  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**2. Motion to adopt** the 2013-2014 School and District Professional Development Plan. (Attachment #15)

**3. Motion to approve** the following school trips and transportation:

- a) **Seventh grade to High Point State Park** on Thursday, May 30, 2013 to study ecosystems. Transportation will be provided by US Coachways at a cost of \$990.00 for one bus. Cost per pupil of \$26.00 covers transportation and is to be borne by parents/guardians. The cost of this trip is being offset by a \$165.00 donation by the High Bridge PTO.
- b) **Seventh grade to Washington Crossing Park, Washington Crossing, PA** on June 7, 2013. Transportation will be provided by First Student at a cost of \$402.35 for one bus. Cost per pupil of \$10.00 includes admission and transportation and will be borne by parents/guardians.

**Roll Call:**

Larissa Critelli  
 Alan Schwartz  
 Tom Wescoe  
 Ann Willard

Karen Yaskanin-Jones  
 Kay Daughters-Musnuff - VP  
 Robert Imhoff – Pres.

**K. 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 #16)**

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

Check Register:	March 22 – 31, 2013	\$ 10,325.18
Payroll 3/28/13		<u>\$ 238,099.36</u>
	<b>Total</b>	<b>\$ 248,424.54</b>

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

Check Register:	April 1 – 4, 2013	<b>\$100,164.99</b>
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**2. FINANCIAL REPORTS**

**Report of the Board Secretary and Treasurer Report for February 2013 (Attachment #17)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of February 2013 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.

**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 8, 2013, 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.

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

April 8, 2013

**3. USE OF FACILITIES**

**None at this time**

**4. DISCARD EQUIPMENT/SUPPLIES:**

- a. **Motion to approve** disposing of :
  - Titmus vision screener from 1958, Beltone Hearing System (40 years) old
  - Brother Printer from Middle School Health Office.

**5. DONATION ACCEPTANCE**

- a. **Motion to accept** a donation of a southern magnolia tree by the DeStefano family to be planted in front of the middle school near the park bench. This tree will replace the tree that was destroyed during Hurricane Sandy. The tree has an estimated value of \$400.00. The planting of the tree will be coordinated with the middle school student participation as arranged through our Student Leadership Program. The tree planting activity will accompany a planned fall planting of flowering perennials that will be purchased by funds raised by middle school students along with a contribution of mulch provided by the PTO.
- b. **Motion to acknowledge** a donation from Skylands Educational Consultant Group, LLC, Dr. William Caldwell, CEO/Principal Consultant, of \$499.99 to be used for High Bridge Elementary School field day activities.

**6. LONG RANGE FACILITIES PLAN (LRFP)**

**Be it resolved** that the High Bridge Board of Education approves the amended 2005 Long Range Facilities Plan in accordance with the LRFP reporting requirements per N.J.S.A. 18A: 7G-4 (a), in which the district is required to amend its LRFP at least once every five years to update enrollment projections, building capacities, and health and safety conditions.

**Be it further resolved** that the High Bridge Board of Education approves submittal of the amended Long Range Facilities Plan to the New Jersey Department of Education for review and approval.

**7. Motion to Amend the NCLB Consolidated 2012-2013 Grant Application**

The amended NCLB Consolidated 2012-2013 grant application is being filed with anticipated allocations in the following accounts (accounts for 11-12 carryover):

<b>NCLB Consolidated – Expenditure Category</b>	<b>Code</b>	<b>\$ Budget</b>
Title I – Supplies	100-600	\$ 21,486
Title I – Other Purchased Services	200-600	\$ 154
<b>Title I - Total</b>		<b>\$ 21,640</b>
Title IIA – Professional & Technical Services	200-300	\$ 12,466
Title IIA – Supplies & Materials	200-600	\$ 114
<b>Title IIA - Total</b>		<b>\$ 12,580</b>

**NCLB CONSOLIDATED - TOTAL \$ 33,345**

**L. TRAVEL EXPENDITURE APPROVAL (Attachment #18)**

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  
Alan Schwartz  
Tom Wescoe  
Ann Willard

Karen Yaskanin-Jones  
Kay Daughters-Musnuff - VP  
Robert Imhoff – Pres.

**M. NEW BUSINESS**

**N. PUBLIC COMMENTS**

**O. EXECUTIVE/CLOSED SESSION**

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- March 18, 2013 Executive Meeting Minutes (**Attachment ES #1**)
- March 19, 2013 Executive Meeting Minutes (**Attachment ES #2**)
- March 25, 2013 Executive Meeting Minutes (**Attachment ES #3**)
- Legal Matter – Alparone vs. High Bridge Board of Education
- Potential lawsuit
- Superintendent Candidate interview

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.

**P. RECONVENE PUBLIC SESSION**

**Q. ACTION ITEMS**

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

March 18, 2013 Executive Meeting Minutes  
March 19, 2013 Executive Meeting Minutes  
March 25, 2013 Executive Meeting Minutes

**Roll Call:**

Larissa Critelli  
Alan Schwartz  
Tom Wescoe  
Ann Willard

Karen Yaskanin-Jones  
Kay Daughters-Musnuff - VP  
Robert Imhoff – Pres.

**S. ADJOURNMENT**