

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, FEBRUARY 11, 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, February 11, 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. Motion to approve a resolution recognizing the following students for being selected as members of the Central Jersey Music Educators Association Intermediate Chorus:

(Attachment #1)

- Claire Ayotte
- Dylan Novick
- Sara Staviski

2. Motion to approve a resolution recognizing **Zachary Lucash**, 7th grade student, for placing first in the High Bridge Middle School annual spelling bee. **(Attachment #2)**

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Susan Vogler	1/3/13	Retirement letter
Rachel Lazier	1/15/13	Graduation Award

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

January 2, 2013 Reorganizational/Regular Meeting Minutes (**Attachment #4**)

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 #5**)
- b. Reserved parking sign bottom of bunny trail
- c. Superintendent Search Process
- d. Board Committees and Chairperson
 - **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe**
 - Meeting was held on January 29th
 - May 1st Board article for “The Bridge”
 - Communications related to the 2013 – 2014 budget development
 - Advertising the school choice program
 - Communicating about the superintendent search process
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson, Alan Schwartz**
 - Meeting was held on January 29th
 - Math: Grades 6 – 8 curriculum revision
 - Curriculum Brochures
 - Technology Plan
 - QSAC
 - Fifth grade Camp Bernie field trip
 - Implementation of the full-day Kindergarten program
 - School Improvement Panel
 - Update on the implementation of the district goals
 - District's ELS plan
 - Multidimensional Principal Performance Report (MPPR) – evaluation of the Elementary School Principal and the Director of Special Education beginning with the 2013 – 2014 school year
 - The Governor's Teacher and Educational Services Professional Recognition Program

- **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli**
 - 2013 – 2014 budget development started
 - LGEA/ESIP/DI
 - Lighting & cubbie proposals for MS
 - RFP Food Service
 - 2013 Pre-School Application

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Ann Willard**
 - Replacement third grade teacher
 - Baseball Coach
 - Softball Coach
 - Revised job description for Superintendent/Principal position
 - New substitute teachers
 - Chaperones for fifth grade Camp Bernie field trip

- **Policy – Ann Willard, Chairperson, Tom Wescoe**
 - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: (**Attachment #6**)
 - a) Motion to amend, on first reading, the following policies and/or regulations:
 - Policy 0131 Bylaws and Policies
 - Policy 0132 Executive Authority
 - Policy 2415 No Child Left Behind Programs
 - Policy 2431 Athletic Competition
 - Policy 3230 Outside Activities (Teaching Staff)
 - Policy 3281 Inappropriate Staff Conduct (Teaching Staff)
 - Regulation 3281 Inappropriate Staff Conduct (Teaching Staff)
 - Policy 4230 Outside Activities (Support Staff)
 - Policy 4281 Inappropriate Staff Conduct (Support Staff)
 - Regulation 4281 Inappropriate Staff Conduct (Support Staff)
 - Policy 8505 School Nutrition

 - b) Motion to adopt, on first reading, the following new policies and/or regulations:
 - Regulation 2431.1 Emergency Procedures For Athletic Practices and Competitions
 - Regulation 2431.2 Medical Examination To Determine Fitness For Participation In Athletics
 - Policy 2468 Independent Educational Evaluations
 - Regulation 3230 Outside Activities (Teaching Staff)
 - Regulation 4230 Outside Activities (Support Staff)
 - Policy 6113 E-Rate
 - Policy 6480 Advertising on School Property

- **HCESC Representative – Joseph Kennedy**
 - Report on February 5th Meeting
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for January 2013 (**Attachment #7**)
- 2) 2012-2013 Enrollment (**Attachment #8**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of December 2012 Legal Bills (**Attachment #9**)
- 5) Presentation on progress towards district goals (**Attachment #10**)
- 6) Curriculum Brochures
- 7) QSAC Update
- 8) ExxonMobil – Girls to Science and Engineering Day
- 9) Romeo & Juliet Cultural Arts Program
- 10) Beauty and the Beast Drama Club Production
- 11) Lazier Family Graduation Award

4. School Business Administrator's Report

a. General Information Items

- 1) Call Manager Update/Middle School Score Board
- 2) Middle School Capital Project
- 3) NJ School Digest – December 2012 & January 2013 (**Attachment #11**)

b. Monthly Facility Maintenance Report

- 1) Reprogramming of all district radios for new FCC standards
- 2) Radiator leak in MS hallway repaired
- 3) Heating repairs in MS & ES Computer labs

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – January 2013

Account	Peapack-Gladstone Bank
Agency	\$ 2.30
Capital Reserve	\$ 17.37
Current	\$ 54.25
Food Service	\$.73
Maintenance	\$ 24.65
Payroll	\$ 1.73
Student Activity	\$ 1.66
Unemployment	\$ 3.47
FSA	\$.37
Total	\$ 106.53

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 accept**, with regret and best wishes, notice of retirement from Joseph Kennedy, Superintendent/ Middle School Principal, effective June 30, 2013.
- 2. Motion to accept**, with regret and best wishes, notice of retirement from Susan Vogler, School Psychologist, effective January 1, 2014.
- 3. Motion to approve Kristine Naumann** as 3rd grade leave replacement teacher from March 11, 2013 through the remainder of the 2012-2013 school year at level BA step 1 per diem rate of \$244.78 with two additional days for transition training.
(Attachment #12)
- 4. Motion to approve Gary Mills** as Interscholastic Boy's Baseball Coach for the 2013 season at a rate of \$1,264.00.
- 5. Motion to approve Carl Katzenberger** as Interscholastic Girl's Softball Coach for the 2013 season at a rate of \$1,264.00.
- 6. Motion to approve** the following substitute teacher and/or aides for the remainder of the 2012-2013 school year:
 - **Carol Clark**
 - **Samantha Davey**
 - **Dimitius Doogas**
 - **Nicole Peoni**
 - **Rachel Wicks**

- 7. **Motion to amend** the Superintendent Job Description to a Superintendent/Principal Job Description. (**Attachment #13**)

- 8. **Motion to acknowledge** the following chaperones for the Fifth grade Camp Bernie trip February 21-22, 2013 to be compensated at the substitute pay rate for the overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:
 - a. Brian Bizzoco
 - b. Nicole Cahill
 - c. Sherry Kerr
 - d. Anthony Marinelli
 - e. Marisa Monaco
 - f. Christopher Muller
 - g. Karin Sharkey
 - h. Kim Terzuolo
 - i. Kim Ziegler
 - j. (4) Paraprofessionals

The following staff members will serve as alternates should any of the above named chaparones be unable to attend:

- a. Sallie Etzold
- b. Jamie Castillo
- c. Kim Sandorff
- d. Emma Alparone
- e. Megan Scotchlas
- f. Matt Garfein

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Alan Schwartz	Kay Daughters-Musnuff - VP
Tom Wescoe	Robert Imhoff – Pres.
Ann Willard	

J. CURRICULUM & INSTRUCTION

- 1. **Motion to approve** the 2011-2014 English Language Services (ELS) Plan. (**Attachment #14**)

- 2. **Motion to approve** up to six members of Fifth and Sixth Grade Chorus to participate in the Central Jersey Music Educator’s Association Treble Honors Chorus.

- 3. **Motion to establish** a graduation award in memory of Rick and Robin Lazier, to be presented annually to two graduating eighth grade students in accordance with criteria as established by Rachel and Matthew Lazier.

4. **Motion to acknowledge** Multidimensional Principal Performance Rubric (MPPR) as the district’s selection for the Principal Evaluation system.

5. **Motion to approve** formation of a School Improvement Panel as required by Excellent Educators For New Jersey (EE4NJ) legislation. The participants on the School Improvement Panel will be:
 - One (1) school principal – Mr. Brian Bizzoco
 - One (1) other administrator – Miss Lisa Fallon
 - One (1) full-time instructor – Carla Nowell / Jerry Tolomeo depending upon availability at the time of meetings

6. **Motion to acknowledge** the district’s participation in the 2013 Governor’s Teacher/Educational Services Professional Recognition Program and to authorize Mr. Brian Bizzoco, Elementary School Principal, to form a committee and to oversee the selection process.

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. **Motion to approve** New Jersey School Boards Association for Superintendent Search Services at a lump sum fee of \$6,500.00.

2. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #15)

Approve invoices for Current Expense in the following amounts:

Check Register: January 1 – 31, 2013	\$118,346.54
Payroll 1/15/13	\$235,429.27
Payroll 1/31/13	<u>\$237,202.06</u>
Total	\$590,977.09

Approve invoices for Current Expense in the following amounts:

Check Register: February 1 – 7, 2013	\$178,940.35
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Approve invoices for Cafeteria Account in the amount of \$14,856.30

Date	Vendor	Amount	Description	Check No.
1/10/13	Maschio's Food Service, Inc.	\$10,167.50	Inv. IN0035341	1350
1/10/13	NJ Dept of Agriculture	\$ 32.00	Inv. 144898	1351
1/15/13	Maschio's Food Service, Inc.	\$ 4,607.80	Inv. IN0035501	1352
1/22/13	NJ Dept of Agriculture	\$ 15.00	Inv. 144462	1353
2/4/13	NJ Dept of Agriculture	\$ 34.00	Inv. 145367	1354
Total		\$14,856.30		

3. FINANCIAL REPORTS**Report of the Board Secretary and Treasurer Report for December 2012 (Attachment #16)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of December 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 December 31, 2012– (Attachment #17)

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 February 11, 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.

February 11, 2013

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

Larissa Critelli
 Alan Schwartz
 Tom Wescoe
 Ann Willard

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

4. CAFETERIA REPORT

The cafeteria financial report for the month of **December 2012**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$1,707.86 for the month and a year-to-date loss of \$1,967.81. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **December 2012**.

Last year’s report for **December 2011** indicated a profit of \$103.50 for the month and a year-to-date profit of \$1,115.61. Student participation was 25% in the Middle School and 34% in the Elementary School for the month of **December 2011**.

5. BANK ACCOUNT SIGNATURES

Motion to amend the following signatures on checks from the Cafeteria Account maintained by the Board of Education:

Account	Signatures
Cafeteria	President, Board Secretary, Treasurer, & Superintendent’s Executive Secretary (1)

6. SEMI

- a. Motion to approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Resolution for Waiver of Requirements in Special Education Medicaid Initiative (SEMI) Program

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2012-2013 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2012-2013 school year.

Adopted:

Date:

7. NCLB**a. 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:

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title IIA – Professional & Technical Services	200-300	\$ 10,134
Title IIA – Supplies & Materials	200-600	\$ 712
Title IIA - Total		\$ 10,846

8. USE OF FACILITIES (Attachment #18)

a. Motion to approve use of ES Classroom for Cub Scout Den Meetings Pack 149 from 6:15 p.m. until 7:45 p.m. Please see attached dates.

Advisors – Barbara Kinsky and Lisa Desire

b. Motion to approve use of ES Multipurpose Room for Central Jersey Intermediate Chorus Rehearsal March 1, 2013 beginning 4:30 p.m. to 9:30 p.m.

Advisor - Courtney Shiffman

c. Motion to amend use of Middle School for Girl Scout Troop #80894. Please see attached dates. **Advisor – Leigh Ann Moore**

d. Motion to approve use of Middle School Home Economics Room for 8th Grade Parent Meeting Dinner Dance/Lock In beginning 7:00 p.m. Please see attached dates. **Advisors – Ginger Howell, Hope Fischetti, and Shari Schultz**

9. PRESCHOOL CONTRACT

Motion to Approve the 2013-2014 Preschool Application at the tuition rate of \$1,300.00. **(Attachment #19)**

10. DONATION ACCEPTANCE

Motion to accept a donation from Judy Rogers of over 1200 books with an estimated value of \$2,737.51.

11. MAINTENANCE RESERVE TRANSFER

Motion to approve transfer \$76,000 from maintenance reserve to cover the maintenance of the district buildings.

12. WARREN COUNTY SPECIAL SERVICES DISTRICT (WCSSD) TRANSPORTATION

Motion to approve resolution to participate in the WCSSD Coordinated Transportation **(Attachment #20)**

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

P. TRAVEL EXPENDITURE APPROVAL (Attachment #21)

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.

Q. NEW BUSINESS

R. PUBLIC COMMENTS

S. EXECUTIVE/CLOSED SESSION

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

- January 2, 2013 Executive Meeting Minutes (**Attachment ES #1**)
- Legal Matter – Alparone vs. High Bridge Board of Education (**Attachment ES #2**)
Will be available at the meeting
- Personnel Matter

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.

T. RECONVENE PUBLIC SESSION

U. ACTION ITEMS

V. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

January 2, 2013 Executive Meeting Minutes

Roll Call:

Larissa Critelli
Alan Schwartz
Tom Wescoe
Ann Willard

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

W. ADJOURNMENT