

HIGH BRIDGE BOARD OF EDUCATION

REORGANIZATIONAL/REGULAR BUSINESS MEETING AGENDA

WEDNESDAY, JANUARY 2, 2013

REORGANIZATION

A. OPENING OF MEETING - 6:00 PM

Gail Woickowski, Board Secretary will preside over meeting until which time a board president is elected.

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, the annual reorganizational meeting will convene at 6:00 pm on Wednesday, January 2, 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. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

Ann Willard	1032 – 1 year unexpired term
Karen Yaskanin-Jones	1013 – 2 year unexpired term
Kay Daughters-Musnuff	990 – 3 year term
Alan Schwartz	999 – 3 year term
Tom Wescoe (Write-In)	3 – 3 year term

D. OATH OF OFFICE TO NEW BOARD MEMBERS

The Business Administrator will issue the oath of office to the newly elected Board members

E. ROLL CALL by Gail Woickowski, Business Administrator

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

F. ORGANIZATION OF THE BOARD

1. ELECTION OF OFFICERS

a. NOMINATIONS FOR PRESIDENT

- 1) Business Administrator calls for nominations:
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
 - Motion to nominate _____ for Board President.
- 2) Motion that nominations be closed
- 3) Board vote

Roll Call:

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

2. ELECTED PRESIDENT ASSUMES THE CHAIR

3. ELECTION OF VICE PRESIDENT

- 1) President calls for nominations
 - Motion to nominate _____ for Board Vice President.
 - Motion to nominate _____ for Board Vice President.
 - Motion to nominate _____ for Board Vice President.
- 2) Motion that nominations be closed
- 3) Board vote

Roll Call:

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

REGULAR BUSINESS

G. NEW JERSEY SCHOOL BOARD’S PRESENTATION

Gwen Thornton, New Jersey School Board’s representative, will address the Board on the process of recruiting a Chief School Administer.

H. ADOPTION OF THE CODE OF SCHOOL ETHICS (Attachment #1)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

Sign and return copy to Business Administrator.

I. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/13/12	Holiday donation to PTO
Caryn Snyder	12/20/12	LOA request
Joseph Kennedy	12/27/12	Retirement Letter

J. PUBLIC COMMENTS

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

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

December 10, 2012 Regular Meeting Minutes (**Attachment #3**)

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

a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #4**)

b. Board Committees and Chairperson

• **Community Relations** – _____, **Chairperson**

• **Curriculum and Instruction** – _____, **Chairperson**

• **Finance/Facilities** – _____, **Chairperson**

• **Personnel and Management** – _____, **Chairperson**

• **Policy** – _____, **Chairperson,**

• **HCESC Representative** – **Joseph Kennedy**

- **HCSBA Delegate** – _____
- **NJSBA Delegate** – _____

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for December 2012 (**Attachment #5**)
- 2) 2012-2013 Enrollment (**Attachment #6**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2012 Legal Bills (**Attachment #7**)
- 5) Hunterdon County Office of Education: Mid-year Budget Review
- 6) School Security
 - All building and security plans have been reviewed by the administration
 - Consultation with the High Bridge Police Department is ongoing
 - Thank you to the HBPD and Chief Bartman for their assistance and for increased visibility in the week following the tragic Connecticut events.

b. PUBLIC HEARING:

- 1) **Request a motion to open Public Hearing**
In accordance with the *Anti-Bullying Bill of Rights Act* (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period September 1st through December 31st, 2012. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (**Attachment #8**)
- 2) **Public Comments**
- 3) **Request a motion to close Public Hearing** and reconvene regular business.

4. School Business Administrator's Report

a. General Information Items

- 1) Call Manager Update/Middle School Score Board
- 2) Middle School Capital Project

b. Monthly Facility Maintenance Report

- 1) Storm update

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – December 2012 (Will be available for the night of the meeting.)

Account	Peapack-Gladstone Bank
Agency	\$
Capital Reserve	\$
Current	\$
Food Service	\$
Maintenance	\$
Payroll	\$
Student Activity	\$
Unemployment	\$
FSA	\$
Total	\$

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

M. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve Katherine A. Drude** as leave replacement Guidance Counselor from February 19, 2013 through June 30, 2013 at a level MA, Step 1, prorated salary of \$23,724.00, with three (3) additional transition days prior to February 19th to be compensated at a per diem rate of \$263.60.
2. **Motion to approve Superintendent goals for the 2012-2013 school year. (Attachment #9)**
3. **Motion to approve** a request from **Caryn Snyder** for a leave of absence to begin March 11, 2013 though the remainder of the 2012-2013 school year utilizing ten (10) illness days and twelve (12) weeks of leave for care of newborn child, in accordance with the New Jersey Family Leave Act, during which time her benefits will remain in full effect.
4. **Motion to approve** the employment of **Carl Katzenberger** as full-time Paraprofessional Special Education Aide from January 3, 2013 through June 30, 2013 at an annual prorated salary of \$7,644.00, without benefits.
5. **Motion to approve Kayleigh McGovern** as substitute teacher and/or aide for the remainder of the 2012-2013 school year.

6. **Motion to approve Ashley Bee**, Licensed Practical Nurse with Maxim Healthcare Services, to provide nursing services for student ID#1861303753 with start date to be determined pending successful completion of criminal history background check. Nursing services are being provided through student's private health insurance and are at no cost to the school district.

Roll Call:

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

N. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
 - a. **8th grade to Hunterdon County Polytech**, on February 4, 2013 for orientation program. Transportation will be provided by First Student at an approximate cost of \$175.00 for one bus and will be paid by the district.
2. **Motion to accept** the following out-of-district student into the Elementary School Behavior Disabilites/Autistic Program on a tuition basis beginning January 3, 2012 for the remainder of the 2012-2013 school year. Transportation arrangements and costs will be the responsibility of the sending district.

STUDENT ID	SENDING DISTRICT	TUITION (Prorated)	1:1 Aide Salary/Benefits
#2336696133	Califon	\$15,000.00	\$21,035.22

Roll Call:

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

O. 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 7 – 26, 2012	\$ 41,106.36
Payroll 12/15/12	\$235,839.32
Payroll 12/21/12	<u>\$240,500.61</u>
Total	\$517,446.29

Approve invoices for **Cafeteria** Account in the amount of **\$8,597.89**

Date	Vendor	Amount	Description	Check No.
11/14/12	NJ Dept. of Agriculture	\$ 28.00	Inv. 142976	1347
11/14/12	Maschio’s Food Service, Inc.	\$ 8,545.89	Inv. IN0034610	1348
12/5/12	NJ Dept. of Agriculture	\$ 24.00	Inv. 143914	1349
	Total	\$ 8,597.89		

2. FINANCIAL REPORTS

Report of the Board Secretary for November 2012 (Attachment #11)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of November 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 November 30, 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 2, 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.

January 2, 2013

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

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

3. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2012**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$1,948.96 for the month and a year-to-date loss of \$3,675.67. Student participation was 17% in the Middle School and 30% in the Elementary School for the month of **November 2012**.

Last year’s report for **November 2011**, indicated 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**.

4. BANK ACCOUNT SIGNATURES

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

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

Roll Call:

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

P. TRAVEL EXPENDITURE APPROVAL (Attachment #13)

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	Robert Imhoff
Tom Wescoe	

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:

- Legal Matter – Alparone vs. High Bridge Board of Education
- December 10, 2012 Executive Meeting Minutes (Attachment ES #1)
- 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

December 10, 2012 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Ann Willard

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Alan Schwartz

Robert Imhoff

Tom Wescoe

W. ADJOURNMENT