

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

**MONDAY, OCTOBER 8, 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 and Elementary Schools' 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 7:00pm on Monday, October 8, 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, Business Administrator

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

**D. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

**E. PUBLIC COMMENTS**

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

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

September 10, 2012 Regular Meeting Minutes (**Attachment #1**)

**G. 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. 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
    - 1. *Hunterdon County Democrat*, Letter to Editor, September 27, 2012
  - **Policy – Karen Yaskanin-Jones, Chairperson,**  
Alan Schwartz and Ann Willard
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

## 1. Superintendent's Report

- a. **INFORMATION ITEMS:**
  - 1) Staff Attendance for September 2012 (Attachment #3)
  - 2) 2012-2013 Enrollment (Attachment #4)
  - 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - 4) Revised Action plan for implementation of Board goal #2 (Attachment #5)
  - 5) School Safety and Security Plan (Attachment #6)
  - 6) School Choice Program Update (Attachment #7)
  - 7) Week of Respect – October 1<sup>st</sup> through October 5<sup>th</sup>
  - 8) Fire Prevention Week – October 8<sup>th</sup> through October 12<sup>th</sup>
  - 9) School Violence Awareness Week – October 15<sup>th</sup> through October 19<sup>th</sup>
  - 10) Red Ribbon Week – October 22<sup>nd</sup> through October 29<sup>th</sup>
  - 11) Electronic Violence and Vandalism Report (Attachment #8)
  - 12) Memorandum of Agreement between Education and Law Enforcement Officials (Attachment #9)

- 13) School Nursing Services Plan (Attachment #10)
- 14) QSAC Review
- 15) Review of August 2012 Legal Bill (Attachment #11)
- 16) Report Card Format Grades 5-8 (Attachment #12)

### **ACTION ITEMS:**

- 1) **Motion to approve** the Safety and Security Plan and to authorize the Superintendent to submit same to the NJDOE.
- 2) **Motion to approve** the School Nursing Services Plan for 2012-2013 and to authorize the Superintendent to submit same to the Hunterdon County Office of Education.
- 3) **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	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

### **4) Electronic Violence and Vandalism Report 2011-2012**

#### **a. OPEN PUBLIC HEARING**

**Motion to open a Public Hearing** so that the Superintendent may report on 2011-2012 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).

#### **b. PUBLIC COMMENTS**

This time is offered so that the public may offer comments and/or ask questions regarding the 2011-2012 School Violence and Vandalism Report.

#### **c. CLOSE PUBLIC HEARING**

**Motion to close Public Hearing** and return to the Regular Business portion of the Board meeting.

## **2. School Business Administrator's Report**

### **a. General Information Items**

- 1) 2011-2012 Financial Audit Update
- 2) Call Manager Update
- 3) Middle School Capital Project
- 4) 2013-2014 Budget Parameters (Attachment #13)
- 5) Mid Year Budget Review
- 6) NJ School Digest – September 2012 (Attachment #14)

**b. Monthly Facility Maintenance Report**

- 1) ES – Hot water in library sink; aquastat on domestic hot water circulating pump;  
fresh air makeup for hot water heater – external louvers and fire panel
- 2) MS – replaced circulating pump

**c. Vandalism Report**

There were no acts of vandalism since our last meeting.

**d. Monthly Investment Interest – September 2012**

Account	Peapack-Gladstone Bank
Agency	\$ 1.83
Capital Reserve	\$ 15.25
Current	\$ 96.19
Food Service	\$ .76
Maintenance	\$ 18.05
Payroll	\$ 1.15
Student Activity	\$ 1.20
Unemployment	\$ 4.20
FSA	\$ .03
<b>Total</b>	<b>\$138.66</b>

**3. Middle School Principal’s Report (Via e-mail)**

**4. Elementary School Principal’s Report (Via e-mail)**

**H. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2012-2013 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2011-2014 negotiated agreement:

- a. Susan Butkosky
- b. Roselli Guardia
- c. Lynn Hughes (4<sup>th</sup> grade only)
- d. Judy LaGreca (Mrkg. Pds. 2-4)
- e. Nicole Locorotondo
- f. Paige McGaheran
- g. Kristine Naumann
- h. Kim Sandorff
- i. Anna Sbriscia
- j. Judy Rogers
- k. Kim Terzuolo

- 2. **Motion to approve** the following substitutes for the 2012-2013 school year:

Andrea Damboise  
Kevin Vitale

3. **Motion to approve Matthew Magnuson**, East Stroudsburg University graduate student, to complete an externship in Speech-Language Pathology from January 7, 2013 through April 5, 2013, with Kathryn Lazzara serving as the cooperating certified Speech-Language Pathologist.

**Roll Call:**

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

**I. CURRICULUM & INSTRUCTION**

1. **Motion to approve** the annual field trip plan for Elementary and Middle School. (Attachment #15)
2. **Motion to approve** the following class trips and transportation:
  - (a) **Kindergarten and Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on October 26, 2012 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”. Transportation will be provided by ESC at a cost of \$330.00 for one bus. The cost per student of \$14.25 which includes transportation and admission is to be borne by parents/guardians.
  - (b) **Fourth Grade to Veterans Memorial Park, High Bridge** on November 6<sup>th</sup>, 2012 (raindate 11/7/12) 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.
  - (c) **Fourth Grade to Borough Hall, High Bridge**, on March 8<sup>th</sup>, 2013 (raindate 3/11/13) 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.
  - (d) **Fourth Grade to Hunterdon County Clerk’s Office, Hall of Records, and County Courthouses** on Wednesday, March 13, 2013. 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 \$5.75 is to cover transportation and will be borne by parents/guardians.

- (e) **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 16, 2013. 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 \$395.00 for one bus. The cost per student of \$3.75 includes admission of \$6.00 and transportation and is to be borne by parents/guardians. (Per pupil cost is offset by PTO Contribution of \$495.00).
- (f) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on May 17<sup>th</sup>, 2013 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.
- (g) **Fourth and Fifth Grade Environmental Club to Raritan Headwaters, High Bridge, (behind Gronsky’s)**, on May 24<sup>th</sup>, 2013 (rain date 5/30/13) 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.
- (h) **Eighth Grade Student Leaders** to Main Street, High Bridge on Wednesday, November 21, 2012 to decorate Main Street. There are no costs associated with the trip as students will be walking.
- (i) **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.

<b>Date Rain/Snow Date</b>	<b>Activity</b>	<b># Students Grade level</b>	<b>Location</b>	<b>Cost</b>
12/7/12 12/10/12	ART Line I	8 6 <sup>th</sup> graders	Hunterdon Museum of Art	\$6.00 per student
1/15/13 1/17/13	Math Convocation	4 7 <sup>th</sup> graders 8 5 <sup>th</sup> graders	Clinton Public School	N/A
2/5/13 2/7/13	Poetry Slam	TBD	Conely School, Bethlehem Twp.	N/A
4/18/13	Crime Scene Investigation	8 6 <sup>th</sup> graders	Clinton Public School	N/A
5/10/13	ART Lines II	8 6 <sup>th</sup> graders	High Bridge Middle School	N/A
5/23/13	Documentary Film Fest	7 <sup>th</sup> & 8 <sup>th</sup> grade Unlimited	Clinton Twp. Middle School	N/A

- (j) **Elementary and Middle School BD classes and Elementary MD class \*** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation and admission to be paid for by the district as part of community based instruction.

Date / Rain Date	Location	Admission Costs	Transportation
10/24/12	West Portal Pumpkin Patch, Bloomsbury, NJ	\$8.00	\$150.00
11/14/12	* ShopRite, Clinton, NJ		\$156.00 (2 buses)
12/5/12	ShopRite, Clinton, NJ		\$78.00
12/19/12	* Phillipsburg Mall, Phillipsburg, NJ		\$300.00 (2 buses)
1/9/13	ShopRite, Clinton, NJ		\$78.00
1/23/13	* Clinton Station Diner, Clinton, NJ		\$156.00 (2 buses)
2/6/13	* ShopRite, Clinton, NJ		\$156.00 (2 buses)
2/20/13	* Oakwood Lanes, Washington, NJ		\$300.00 (2 buses)
3/4/13	* Cirque, Raritan Valley Community College, Branchburg, NJ	\$10.00	\$210.00 (2 buses)
3/6/13	ShopRite, Clinton, NJ		\$78.00
3/20/13	* Target, Phillipsburg, NJ		\$300.00 (2 buses)
4/10/13	ShopRite, Clinton, NJ		\$78.00
5/15/13	ShopRite, Clinton, NJ		\$78.00
6/2013 (TBD)	Regal Cinema, Phillipsburg, NJ	\$8.50	\$300.00

- 4. **Motion to adopt** the revised English Language Arts Curriculum (Grades 6-8) as recommended by the Curriculum Committee. (Attachment #16)

**Roll Call:**

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

**J. 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 #17)**

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

Check Register: September 7 – 30, 2012	\$ 84,361.24
Payroll 09/15/12	\$237,646.34
Payroll 09/30/12	<u>\$233,257.49</u>
<b>Total</b>	<b>\$555,265.07</b>

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

Check Register: October 1 – 4, 2012      **\$142,029.88**

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

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
9/20/12	NJ Dept. of Agriculture	\$ 10.90	Inv. 141283	1344
10/2/12	NJ Dept. of Agriculture	\$ 54.00	Inv. 142342	1345
<b>Total</b>		<b>\$ 64.90</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for August 2012 & Treasurer’s Report for July 2012 (Attachment #18)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of August 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 September 30, 2012– (Attachment #19)**

**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 8, 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.

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

\_\_\_\_\_  
October 8, 2012      \_\_\_\_\_

**Roll Call:**

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President



Janice Stemple

Robert Imhoff – President

**3. USE OF FACILITIES (Attachment #20)**

- a. **Motion to approve** Cadet Girl Scouts Troop #80894 use of Middle School Classroom from 6:00 p.m. to 7:30 p.m. beginning October 11, 2012 through May 23, 2013. Please see attached dates. **Advisor – Leigh Ann Russell**
- b. **Motion to approve** Cub Scout Pack 149, Den 2, use of Elementary School Classroom from 3:00 p.m. to 4:30 p.m. beginning October 11, 2012 through May 30, 2013. Please see attached dates. **Advisor – David M. Gove**
- c. **Motion to approve** High Bridge Youth Basketball use of Elementary School All Purpose Room and Middle School Gym beginning November 1, 2012 through March 2013. Please see attached dates. **Advisor – Gary Mills**  
**Some dates/times may conflict with other prior approved activities.**
- d. **Motion to approve** PTO use of Elementary School Classrooms and All Purpose Room and Middle School Classrooms, Gym and Cafeteria for various activities beginning October 2012 through June 2013. Please see attached list.  
**Advisor – Cynthia Sharkey**
- e. **Motion to approve High Bridge Cultural & Heritage Committee** – Use of Middle School Gym for Halloween Parade on Saturday, October 27, 2012 in the event of inclement weather, from 11:00 am until 3:00 pm.  
**Advisor: Doug Walker**

- 4. **Motion to approve** the proper disposal of a broken TV from the Elementary School and the following computers, monitors and printers:
  - HP Laser Jet CB410A
  - Brother Fax Machine LS0087001
  - HPLaserjet Printer, BOE# 00660
  - HP Scanner, S# c7690a
  - HP Printer, S# mx52150s2
  - Phillips TV/Monitor, S# 11933343
  - Dell Monitor, S# mx-08d466-47741-2bb-40a7
  - Dell Monitor, S# cn-095wup-46633-25f-81qd
  - Dell Desktop Computer, BOE# 00668
  - Dell Desktop Computer, S# 09d224
  - Vision Graphic Monitor, S# 8822009620
  - Vision Graphic Monitor, S# 8822009597

**5. Resolution for Use of Capital Reserve funds for 2012 Capital Projects**

**Whereas** the High Bridge Board of Education (hereinafter referred to as the “Board of Education) has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and

3 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

**Whereas**, pursuant to N.J.A.C. 6A:23A-14.1, the Board of Education may use the capital reserve account to implement a capital project in the District’s Long Range Facility Plan (hereinafter referred to as “LRFP”) as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**Whereas**, pursuant to N.J.A.C. 6A:23A-14.1, the Board of Education may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay/major account/fund to fund the total costs for other capital projects that would not otherwise be eligible for State support as determined in accordance with N.J.A.C. 6A:26-3; and

**Whereas**, as the original purpose of other capital project is within the scope of the school district’s approved LRFP and approval of the other capital project was obtained when the funds were deposited in to the capital reserve account; and

**Whereas**, the Project entitled, “Exterior Door, Partial Roof & Flooring Replacement,” DOE Project No. 2140-055-12-2000 is an approved other capital project in the District’s approved LRFP which is being funded by funds in the capital reserve account for the local share of the school facilities project.

**Now**, therefore, be it resolved that the Board of Education hereby approves the transfer from the capital reserve account to the capital outlay/major account/fund in the amount of \$82,000, representing the amount necessary to fund the additional costs in connection with the approved school facilities project, the “Exterior Door, Partial Roof & Flooring Replacement,” DOE Project No. 2140-055-12-2000. This resolution shall take effect immediately.

- 6. **Motion to approve** submission of the Renewal Application for Change of Educational Space to the Hunterdon County Office of Education for the Multiple Disabled Self-Contained Classroom in the Elementary School and the Speech Language Service area in the Middle School. **(Attachment #21)**

**Roll Call:**

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

**K. TRAVEL EXPENDITURE APPROVAL (Attachment #22)**

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  
Alan Schwartz  
Janice Stemple

Ann Willard  
Karen Yaskanin-Jones  
William Stover – Vice President  
Robert Imhoff – President

**L. NEW BUSINESS**

**M. 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 personnel matters, pending litigation, negotiations and other such related matters.

- Legal Matter – Alparone vs. High Bridge Board of Education (Attachment ES#1)
- September 10, 2012 Executive Meeting Minutes (Attachment ES #2)

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.

**Roll Call:**

Larissa Critelli  
Kay Daughters-Musnuff  
Alan Schwartz  
Janice Stemple

Ann Willard  
Karen Yaskanin-Jones  
William Stover – Vice President  
Robert Imhoff – President

**P. RECONVENE PUBLIC SESSION**

**Q. ACTION ITEMS**

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

September 10, 2012 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

**S. ADJOURNMENT**