

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, SEPTEMBER 10, 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, September 10, 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 (Attachment #1)

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|--------------|-------------|------------------------------|
| Nancy Belick | 9/4/12 | Letter of resignation |
| Maria Monaco | 9/5/12 | Request to move across guide |

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

August 27, 2012 Regular Meeting Minutes (**Attachment #2**)

G. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a. Motion to approve the 2012-2013 Board Goals (Attachment #3)
- b. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #4**)
- c. 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
 - **Policy – Karen Yaskanin-Jones, Chairperson,**
Alan Schwartz and Ann Willard
 - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
 - a) A Public Hearing is being held to address and receive public comment on the following district policies and regulations: (Copies for public will be provided)
 1. Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation #2361 (Internet Safety Protection policy). A second reading to adopt amendments to this policy and regulation will follow.
 2. Harassment, Intimidation and Bullying Policy and Regulation #5512

- Policy 2361 Acceptable Use of Computer Networks/Computers and Resources
 - Regulation 2361 Acceptable Use of Computer Networks/Computers and Resources
 - Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Policy 2622 Pupil Assessment
 - Policy 6470 Payment of Claims
 - Regulation 6470 Payment of Claims
 - Policy 8220 School Day
 - Regulation 8220 School Closings
- d) Motion to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive).
- Policy 2363 Pupil Use of Privately-Owned Technology
 - Policy 3282 Use of Social Networking Sites by Teaching Staff Members
 - Policy 4282 Use of Social Networking Sites by Support Staff Members.

Roll Call:

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

- **HCESC Representative – Joseph Kennedy**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

2. Superintendent’s Report

a. INFORMATION ITEMS:

- 1) Staff Attendance for August 2012 (Attachment #5)
- 2) 2012-2013 Enrollment (Attachment #6)
- 3) HBPD Active Shooter Drill
- 4) Action plan for implementation of Board goals (Attachment #7 will be at seats)
- 5) School Safety and Security Plan
- 6) School Choice Program

3. School Business Administrator’s Report

a. General Information Items

- 1) 2011-2012 Financial Audit
- 2) Call Manager update
- 3) Middle School Capital Project
- 4) Selling of old paper towel, toilet paper and soap dispensers

b. Monthly Facility Maintenance Report

- 1) Water Heater – ES
- 2) Air Conditioner MS
- 3) Summer Maintenance

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – August 2012

| Account | Peapack-Gladstone Bank |
|------------------|-------------------------------|
| Agency | \$.23 |
| Capital Reserve | \$ 9.39 |
| Current | \$ 138.25 |
| Food Service | \$.56 |
| Maintenance | \$ 9.75 |
| Payroll | \$.47 |
| Student Activity | \$ 1.23 |
| Unemployment | \$ 4.35 |
| FSA | \$.05 |
| Total | \$ 164.28 |

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

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

H. PERSONNEL

The Superintendent recommends approval of the following actions:

- 1. **Motion to amend** the employment contract for **Megan Mondzak** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.

2. **Motion to amend** the employment contract for **Kristine Naumann** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.
3. **Motion to amend** the employment contract for **Sharon Snyder** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.
4. **Motion to accept** the resignation of **Nancy Belick** as part-time paraprofessional aide at the Elementary School effective immediately.
5. **Motion to approve** the movement across salary guide and amendment of the employment contract for **Maria Monaco** from BA, Step 5, to BA+15, step 5, as per her request and submission of official transcripts showing her successful completion of graduate level coursework, for an annual salary of \$53,210 retroactive from August 28, 2012 through June 30, 2013.
6. **Motion to approve** the following **co-curricular activities and advisors** for the 2012-2013 school year:

| Activity | Staff Member(s) | Grade Level | # Hrs. | Compensation 2012-2013 |
|-------------------|------------------------------------|-------------|--------|--|
| Morning Broadcast | Jeff Thompson Anthony Marinelli | 8 | | Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20 |

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 following class trips and transportation:
 - a) **Five selected 5th grade G/T Students to Grounds for Sculpture, Hamilton, NJ** on October 12, 2012 (alternate dates of 10/19/12 or 10/26/12 – Consortium has not confirmed date) to study sculptures. Transportation costs will be divided up between participating districts and billed at the end of the school year.
 - b) **Eight selected 8th grade G/T Students to Clinton Twp. Middle School, Clinton, NJ** on October 25, 2012 for debate activities. Transportation costs will be divided up between participating districts and billed at the end of the school year.

- c) **Eighth grade to Clinton Twp. Middle School, Clinton, NJ** on October 3, 2012 for Michael Fowlin presentation which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” the first week of October. The admission fee is \$1.00 per student for a total of \$50.00. Transportation will be provided by First Student at a cost of \$185.70 for one bus.
- d) **Fourth grade to Solitude House and Tisco Complex, High Bridge, NJ** on October 16, 2012 (raindate October 17, 2012) to visit four historic sites in their hometown. There are no costs associated with this trip and the students walk along the Columbia Trail and the Taylor Iron Worker’s Trail.
- e) **BD Class to Pleasant Valley Orchard, Pittstown, NJ** on September 19, 2012 for a tour of a working farm. Transportation to be provided by Hunterdon County ESC at a cost of \$150.00 for one bus.
- f) **BD Class to Clinton Shoprite, Clinton, NJ** on October 10, 2012 to shop with list and budget. Transportation to be provided by Hunterdon County ESC at a cost of \$78.00 for one bus.

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 #8)

Approve invoices for Current Expense in the following amounts:

| | |
|--------------------------------------|---------------------|
| Check Register: August 24 - 31, 2012 | \$ 42,023.93 |
| Payroll 8/31/12 | <u>\$ 46,932.95</u> |
| Total | \$ 88,956.88 |

Approve invoices for Current Expense in the following amounts:

| | |
|---------------------------------------|--------------|
| Check Register: September 1 – 6, 2012 | \$126,989.59 |
|---------------------------------------|--------------|

2. FINANCIAL REPORTS

Report of the Board Secretary for July 2012 (Attachment #9)

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

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 September 10, 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.

September 10, 2012 ____

Gail Woicekowski
Business Administrator/Board Secretary

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 #10)

- a. **Motion to approve** Daisy Girl Scout Troop #80894 use of Elementary School Classroom from 6:30 p.m. to 8:00 p.m. beginning September 26, 2012 through May 22, 2013. Please see attached dates. **Advisor – Maryann Hagan**
- b. **Motion to approve** Girl Scout Troop #80427 use of Elementary School Classroom every other Thursday from 3:00 p.m. to 5:00 p.m. beginning September 27, 2012 through May 23, 2013. **Advisor – Danielle Benavides**

4. Motion to approve the School Business Administrator to sell old paper towel (45), toilet paper (62) and soap dispensers (75) through NJASBO and/or Business & Education Alliance.

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 #11)

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
- August 27, 2012 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.

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

August 27, 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