

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, FEBRUARY 7, 2011**

Minutes

A., B., C., & D OPENING OF MEETING, PLEDGE OF ALLEGIANCE, READING OF THE MISSION STATEMENT AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Susan Connor, Larissa Critelli, Kay Daughters-Musnuff, Tamara Davis, Janice Stemple, William Stover, Vice-President, Ann Willard, Karen Yaskanin-Jones and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator.

RECOGNITION ITEMS

E. RECOGNITION ITEMS

1. STUDENT RECOGNITION (Attachment #1)

Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff, unanimously carried, to approve the attached resolution recognizing Jacob Bukowski, 7th grade student, for placing 1st in the High Bridge Middle School Spelling Bee. Mr. Kennedy also presented Jacob with two certificates. One was from the Scripps Spelling Bee and another from Britannica which included a free one-year subscription to one of their online products. On February 24, 2011 Jacob will compete in a Regional preliminary round at Northampton County College.

2. PARENT RECOGNITION (Attachment #2)

Karen Yaskanin-Jones motioned, seconded by Larissa Critelli, unanimously carried, to approve the attached resolution recognizing Mrs. Conroy and Mrs. Terblanche for their tremendous efforts in raising 100% of the funds necessary for the purchase of the new basketball uniforms. Mr. Kennedy thanked Mrs. Conroy and Mrs. Terblanche for their efforts. Mr. Kennedy noted the uniforms are reversible blue/white and that the students have taken great pride in wearing them.

PUBLIC COMMENTS

3. EXECUTIVE COUNTY SUPERINTENDENT RECOGNITION (Attachment #3)

Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the attached resolution in support of Dr. Gerald Vernotica, Hunterdon County Executive Superintendent. Robert Imhoff read the resolution in support of Dr. Vernotica. Unanimously carried. Tamara Davis abstained.

CORRESPONDENCE

F. PUBLIC COMMENTS

Mrs. Scarcia asked the Board to consider all options before renewing the child care contract with the Hunterdon County YMCA. Robert Imhoff thanked her for her input and said the Board would consider her concerns.

ADOPTION OF MINUTES

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #4)

January 10, 2011

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|--------------|-------------|----------------------------|
| Emily Bruton | 2/1/11 | Notification of Retirement |

REPORTS TO THE BOARD

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Unanimously carried.

Board President's Report

1. January 10, 2011 Regular Meeting Minutes (Attachment #5)

I. REPORTS TO THE BOARD

1. **Follow-Up Items**
None at this time.

2. **Board President's Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)

Finance/Facilities

Robert Imhoff asked Mr. Lambe to follow up with Mr. David Kinsky regarding technology resources for the High Bridge Schools.

- b) Discussion item – The Board is rescheduling the April 18, 2011, which is during spring recess, to April 25, 2011. This will be advertised.

Board Committees

c) **Board Committees and Chairperson**

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Ann Willard
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Tamara Davis

Finance/Facilities

- **Finance/Facilities – William Stover, Chairperson,** Larissa Critelli, and Janice Stemple

The Finance Committee will meet on February 10, 2011.

Personnel and Management

- **Personnel and Management – Janice Stemple, Chairperson,** Tamara Davis and Karen Yaskanin-Jones

The Personnel Committee met on January 31, 2011.

Negotiations

- **Negotiations – Janice Stemple, Chairperson,** William Stover and Karen Yaskanin-Jones

1) Janice Stemple motioned, seconded by William Stover, unanimously carried, to approve a resolution in support of Senate Bill 2043 and Assembly Bill 2960 - Restoration of “Last Best Offer” in Public School District Collective Bargaining (Attachment #7)

Policy

- **Policy – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff and Tamara Davis

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

a) Karen Yaskanin-Jones motioned, seconded by William Stover to adopt, on second reading, the following new policies

and/or regulations: (Attachment via USB drive)

- Policy 1140 – Affirmative Action Program
- Regulation 1530 – Equal Employment Opportunities

b) Karen Yaskanin-Jones motioned, seconded by William Stover to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 1523 – Comprehensive Equity Plan
- Policy 1530 – Equal Employment Opportunities
- Policy 1550 – Affirmative Action Programs for Employment and Contract Practices
- Regulation 1550 – Affirmative Action Programs for Employment and Contract Practices
- Policy 2260 – Affirmative Action Programs for School and Classroom Practices
- Policy 2423 – Bilingual and ESL Education
- Regulation 2423 – Bilingual and ESL Education
- Policy 6360 – Political Contributions
- Policy 6362 – Contribution to Board Members and Contract Awards

ROLL CALL

**M
S**

Roll Call:

| | |
|-----------------------------|----------------------------|
| Karen Yasanin-Jones – Aye | Tamara Davis- Aye |
| William Stover - VP – Aye | Janice Stemple – Aye |
| Susan Connor – Aye | Ann Willard - Aye |
| Larissa Critelli – Aye | Robert Imhoff – Pres - Aye |
| Kay Daughters-Musnuff – Aye | |

9 Ayes; Motion Passes

HCESC Representative

- **HCESC Representative – Tamara Davis**

The meeting was cancelled due to snow. The next scheduled meeting is March 1, 2011.

- **NJSBA Delegate – Robert Imhoff**

3. **Superintendent’s Report**

Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

Information Items

A. INFORMATION ITEMS:

- 1) Staff Attendance for December 2010
(Attachment #8)

Mr. Kennedy explained the reason for an Employee taking ½ workers comp day in January 2011.

- 2) 2010-2011 Student Enrollment Update
(Attachment #9)
- 3) 2010-2011 School Calendar (Attachment #10)

Mr. Kennedy explained the options for making up missed school days due to snow.

- 4) 2011-2012 Proposed School Calendar -
Survey letter (Attachment #11)

Mr. Kennedy explained that the School calendar may be influenced by the County’s aim to have a more unified school calendar.

- 5) School Report Card

The School Report Card scheduled statewide release date was February 8, 2011 at noon.

- 6) QSAC six month report

The QSAC six month report was delayed due To the Hunterdon County Executive Superintendent vacancy

- 7) Hunterdon County Shared Services Meeting -
January 31, 2011

Several school districts are sharing services and presentations were made by South Hunterdon Regional, Delaware Valley Regional and

Lambertville School Districts. Mr. Jeff Scott, Hunterdon County Business Administrator, also gave a presentation on shared services.

8) Before/After Care Program

Mr. Kennedy and Mr. Nigro met with the YMCA. The YMCA will be conducting a survey of parents with children in their program.

Robert Imhoff asked Mr. Lambe to seek other options and have three to five providers to consider before the organization meeting.

9) Superintendent Mentor Program Finalized (Attachment #12)

Mr. Kennedy's mentor, Mr. Bill King, recommended to the NJDOE that Mr. Kennedy obtain a permanent superintendent certificate.

10) Review of December 2010 legal bill (Attachment #13)

11) Eighth Grade Washington, D.C. Class Trip Chaperones

Mr. Kennedy also mentioned these items:

On Saturday, February 5, 2011, a child fell on the ice before recreation basketball.

A High Bridge family had a fire at their house.

Preliminary budget is due March 4, 2011.

Recommended BOE meeting on March 2, 2011 at 7:00 p.m.

Action Items

A.

ACTION ITEMS:

- 1) Kay Daughters-Musnuff motioned, seconded by Janice Stemple, unanimously carried, to amend the 2010-2011 school calendar making Friday, February 18, 2011,

Monday, February 21, 2011 and Monday, April 25, 2011 instructional days due to exceeding the snow days built in to the calendar.

2) Kay Daughters-Musnuff motioned, seconded by Janice Stemple, unanimously carried, to approve the following chaperones for the Eighth Grade Class trip to Washington, D.C.:

- a) Rich Kolton, Administrative Representative
- b) Linda Stecker, Lead Chaperone
- c) Lauren Mount
- d) Paige McGaheran
- e) Lynn Yanulevich, School Nurse
- f) Steve Kovacs

School Business
Administrator's Report

4. School Business Administrator's Report

A. General Information Items

1) Budget and School Election

Preliminary budget due March 4, 2011 and the final budget is due March 22, 2011.

The nominating petitions are due March 8, 2011.

2) Department of Agriculture review of Food Service operations

3) NJ School Digest – December 2010 (Attachment #14)

4) NJ School Digest – January 2011 (Attachment #15)

5) Girl Scout Troop 243 Fundraiser

The Girl Scouts asked the Board if they could sell baked goods at the High Bridge Youth Basketball games on Saturdays for a trip to Maryland.

B. Monthly Facility Maintenance Report

Snow Removal

The Board discussed snow removal of unpaved parking spaces in the lot at the bottom of the Elementary School property.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – January 2011

| Account | Peapack-Gladstone Bank |
|------------------|-------------------------------|
| Agency | \$ 6.69 |
| Capital Reserve | \$ 1.54 |
| Current | \$ 394.54 |
| Food Service | \$ 2.87 |
| Maintenance | \$ 0.00 |
| Payroll | \$ 4.77 |
| Student Activity | \$ 7.75 |
| Unemployment | \$ 15.69 |
| Total | \$ 388.85 |

5. Middle School Principal's Report (Via E-Mail)**J. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 7.
Karen Yaskanin-Jones seconded the motion.

1. **Motion to approve** the course reimbursement for the 2010-2011 school year for tuition paid by the following employee:

a) **Judy LaGreca**

Course: Wilson Reading Program II
College/University: Fitchburg State University
Semester: Winter
Credits: 3 Graduate Credits
Tuition: \$295.00

b) **Judy LaGreca**

Course: Wilson Reading Program III
College/University: Fitchburg State University
Semester: Winter
Credits: 3 Graduate Credits
Tuition: \$295.00

2. **Motion to approve** the following substitutes for the remainder of the 2010-2011 school year:
 - a) France Boudreau (pending receipt of substitute certificate)
 - b) Melissa Baker

3. **Motion to approve** the payment of an extra-service activity stipend to Rachel Lazier at the \$29.11 per hour rate for an amount not to exceed a maximum of 54 hours (3 hours per week times 18 weeks) for the remainder of the 2010 – 2011 school year for the purpose of addressing a special education accommodation.

Approve Rachel Lazier
\$29.11/hr
Stipend special
education
accommodation

4. **Motion to approve** the payment of \$10.10 per period for one period each day for the remainder of the 2010 – 2011 school year to Anna Sbriscia as compensation for a teaching assignment in the study skills program retroactive to January 11, 2011.

Approve Anna Sbriscia
\$10.10 one period/day
teaching assignment

5. **Motion to approve** the employment of **Kathleen Meyer-Crane** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from February 8, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated), pending successful completion of a criminal history background check.

Approve Kathleen
Meyer-Crane PT
Instructional Aide ES
\$10.00/hr

6. **Motion to Approve** the movement across the salary guide for Nicole DiGeronimo from BA+15 Step 9 to BA+30 Step 9 for a salary of \$63,510 prorated from February 1, 2011 through June 30, 2011.

Approve Nicole
DiGeronimo to BA+30
\$63,510 prorated

7. **Motion to approve** the following nurse substitute for the remainder of the 2010-2011 school year:

Approve nurse
substitute

a) Jane Bill

Jane Bill

ROLL CALL

M
S

Roll Call:

Janice Stemple – Aye

Tamara Davis – Aye

Karen Yaskanin-Jones – Aye

William Stover - VP – Aye

Susan Connor – Aye

Ann Willard – Aye

Larissa Critelli – Aye

Robert Imhoff – Pres. - Aye

Kay Daughters-Musnuff – Aye

9 Ayes; Motion Passes

CURRICULUM & INSTRUCTION

K. CURRICULUM & INSTRUCTION

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following items 1 - 4:

Reviewed K-8 Music Curriculum

1. The Curriculum committee reviewed the current progress on the K-8 Music Curriculum with recommendation for anticipated approval at the March 2011 Board meeting.

Approve Trips/Transportation

**8th Grade Washington DC
May 25-27 2011**

2. **Approve** the following class/field trips and transportation:
 - a) **Eighth Grade Class** to Washington, D.C. on May 25th through 27th, 2011 with transportation to be provided by Easton Coach Company at a cost of \$3,555.00 for one bus. Total cost per student will be \$345.00 with all costs to be borne by parents/guardians.

Accept out of district student to MS/BD program on a tuition basis

3. **Accept** the following out-of-district student on a tuition basis into **Middle School BD/Autistic program** beginning February 9, 2011 for the remainder of the 2010-2011 school year:

| Student ID# | Sending District | Tuition Rate |
|--------------------|-------------------------|---------------------|
| LEB-01 | Lebanon Twp. | \$24,955 (prorated) |

Permission to GS Troop 80243 to sell baked goods at ES during recreation basketball games

4. Motion to grant permission to **Girl Scout Troop 80243** to sell baked goods as a fundraiser during recreation basketball games at the elementary school in February and March 2011.

ROLL CALL

**M
S**

Roll Call:

| | |
|-----------------------------|-----------------------------|
| Kay Daughters-Musnuff – Aye | Janice Stemple - Aye |
| Karen Yaskanin-Jones - Aye | William Stover - VP – |
| Susan Connor - Aye | Abstained #4 |
| Larissa Critelli – Aye | Ann Willard – Aye |
| Tamara Davis – Aye | Robert Imhoff – Pres. - Aye |

SCHOOL BUSINESS

Motion Passes

PAYMENT OF BILLS

Invoices \$531,161.73

Payroll 1/15/11 \$225,358.80

Payroll 1/31/11 \$231,567.85

Cafeteria \$7,234.62

L. SCHOOL BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 4.

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #16)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$531,161.73 (2010-2011 Schedule 8)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$225,358.80 (1/15/11)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$231,567.85 (1/31/11)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,234.62**

| Date | Vendor | Amount | Description | Check No. |
|-------------|------------------------------|----------------------|----------------------------|------------------|
| 1/31/11 | Maschio's Food Service, Inc. | \$ 7,196.79 | IN0025553 | 1307 |
| 1/31/11 | NJ Dept. of Agriculture | \$ 11.98 \$ 25.85 | Inv. 124918 Inv. 125525 | 1308 |
| | Total | \$ 7,234.62 | | |

FINANCIAL REPORTS

December 2010

2. FINANCIAL REPORTS

Report of the Board Secretary, December 2010 (Attachment #17)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of December 2010 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 2010

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. 6:20-2.13(3), the

Board of Education certify that as of February 7, 2011, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(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 7, 2011

Thomas Lambe
Board Secretary/Business Administrator

USE OF FACILITIES

- 3. **USE OF FACILITIES**
 - (a) **Motion to amend** PTO application for use of MS Gym on Friday, April 8, 2011 for Tricky Tray Fundraiser. PTO now requests use of ES All Purpose Room on Saturday, April 9, 2011. This will require custodial services overtime to be paid by PTO.

CAFETERIA REPORT

December 2010

- 4. **CAFETERIA REPORT**
The cafeteria financial report for the month of December 2010, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$995.41 for the month and a year-to-date loss of \$2,889.71. Student participation was 21% in the Middle School and 31% in the Elementary School for the month of December 2010.

Last year’s report for December 2009, indicated a loss of \$679.66 for the month and a year-to-date loss of \$476.37. Student participation was 27% in the Middle School and 35% in the Elementary School for the month of December 2009.

ROLL CALL

**M
S**

Roll Call:

William Stover - VP – Aye
Larissa Critelli - Aye
Susan Connor – Aye
Kay Daughters-Musnuff – Aye
Tamara Davis – Aye

Janice Stemple – Aye
Ann Willard - Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

9 Ayes; Motion Passes

**TRAVEL
EXPENDITURE**

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

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #13) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critilli (Attachment #18)

ROLL CALL

**M
S**

Roll Call:

William Stover - VP – Aye
Larissa Critelli - Aye
Susan Connor – Aye
Kay Daughters-Musnuff – Aye
Tamara Davis – Aye

Janice Stemple – Aye
Ann Willard - Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

9 Ayes; Motion Passes

PUBLIC COMMENTS

N. PUBLIC COMMENTS

Mrs. Scarcia spoke again and suggested using a third party to survey before/after care providers.

**EXECUTIVE/
CLOSED SESSION**

O. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following Resolution to enter into Executive Session at 8:41 p.m.; Karen Yaskanin- Jones seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- Negotiations with High Bridge Teachers’ Association
- Personnel
- Shared Services Contract
- January 10, 2011 Executive Meeting Minutes (See Sealed Envelope)

Tamara Davis motioned to exit executive session and return to public session at 9:11 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

RECOVENE PUBLIC SESSION

P. RECOVENE PUBLIC SESSION

ADOPTION OF EXECUTIVE MINUTES

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following items:

January 10, 2011

1. January 10, 2011 Executive Meeting Minutes

ROLL CALL

**M
S**

Roll Call:

| | |
|-----------------------------|----------------------------|
| Larissa Critelli – Aye | Janice Stemple - Aye |
| Karen Yaskanin-Jones - Aye | William Stover – VP – Aye |
| Susan Connor - Aye | Ann Willard - Aye |
| Tamara Davis - Aye | Robert Imhoff – Pres. –Aye |
| Kay Daughters-Musnuff - Aye | |

9 Ayes; Motion Passes

NEW BUSINESS

R. NEW BUSINESS

The FAC meeting was cancelled for February 8, 2011.

PUBLIC COMMENTS

S. PUBLIC COMMENTS

None.

U. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:14 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Regular Monthly Meeting

Monday, February 7, 2011

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator