

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JANUARY 10, 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.

E. STAFF RECOGNITION

STAFF RECOGNITION

William Stover requested a motion, seconded by Karen Yaskanin-Jones to accept the request for retirement from Lauren Mount, Bruce Nicholas and Ann Walton and to approve the attached resolutions recognizing them for their many years of dedicated service to the High Bridge School District.
(Attachment #1)

Mr. Kennedy presented the three honorees with plaques. Each thanked the Board, their colleagues and the students. Mr. Kennedy and Mr. Imhoff both offered praise for their service to the District.

PUBLIC COMMENTS

F. PUBLIC COMMENTS

Mrs. Dion thanked all three retirees and stated that they would be missed.

PRESENTATION

G. PRESENTATION by Diane Morris of New Jersey School Boards Association

Diane Morris

Ms. Morris discussed the Board's self-evaluation and the Superintendent's evaluation process. Ms. Morris also encouraged the Board members to attend the Driving Student Achievement workshop at the Wyndham Princeton Forrestal Hotel & Conference Center, Plainsboro, NJ on February 26, 2011.

CORRESPONDENCE**H. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Dorise Benson	12/22/10	Letter of resignation
Susan DeGasperis	1/5/11	Letter of resignation
Kimberly Sandorff	1/3/11	Request for leave of absence
Elizabeth Tyrell	1/6/11	Request to extend LOA with physician

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

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

December 13, 2010

1. December 13, 2010 Regular Meeting Minutes (Attachment #3)

REPORTS TO THE BOARD**J. REPORTS TO THE BOARD****Personnel & Management****1. Follow-Up Items**

None at this time.

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)
- b) Faculty Advisory Committee Minutes (Attachment #5)
- 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 – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**

Board President's Report

Finance/Facilities

The Finance Committee will meet on January 12, 2011.

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

Personnel and Management

The Personnel Committee is planning a meeting for

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

Negotiations

Mr. Kennedy will e-mail negotiator to schedule a meeting.

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

Policy

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

a) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)

Second Reading

- Policy 0172 – Duties of Treasurer of School Moneys
- Policy 2340 – Pupil Trips
- Policy 7510 – Use of Facilities
- Regulation 7510 – Use of Facilities

Policy 0172

Policy 2340

Policy 7510

Regulation 7510

b) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

First Reading

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

Policy 1140

Regulation 1530

First Reading

c) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

Policy 1523

Policy 1530

Policy 1550

Regulation 1550

Policy 2260

Policy 2423

Regulation 2423

Policy 6360

Policy 6362

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

9 Ayes; Motion Passes

- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**

- **Ad Hoc Committee on Public Relations**
Susan Connor, Chairperson, Tamara Davis and
Ann Willard

**Ad Hoc Committee on
Public Relations**

- a) Susan Connor motioned, seconded by Tamara Davis to dissolve the Ad Hoc Committee on Public Relations, effective immediately.

**ROLL CALL
M
S**

Roll Call:

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

9 Ayes; Motion Passes

Superintendent’s Report

3. Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

Information Items

A. INFORMATION ITEMS:

- 1) Staff Attendance for December 2010
(Attachment #6)
- 2) 2010-2011 Student Enrollment Update
(Attachment #7)

There was one new preschool student enrolled in December 2010.

- 3) Executive County Superintendent vacancy
- 4) Update on district goals (Attachment #8)

Mr. Kennedy commended Mr. Kolton for his quick response to technology needs, specifically those related to the school website.

- 5) Review of November 2010 legal bill
(Attachment #9)
- 6) Faculty Advisory Committee Meeting
Date/Time

The meeting is scheduled for February 8, 2011

**School Business
Administrator's Report**

4. School Business Administrator's Report

A. General Information Items

School Board Candidate Kits available by the end of January and due back to Board Secretary by the end of February

B. Monthly Facility Maintenance Report

Snow Removal

Mr. Lambe praised the custodians for their effort and noted that some changed their vacation schedules to accommodate the District's need for snow removal.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – December 2010

Account	Peapack-Gladstone Bank
Agency	\$ 2.90
Capital Reserve	\$ 1.55
Current	\$ 546.59
Food Service	\$ 3.91
Maintenance	\$ 0.00
Payroll	\$ 0.00
Student Activity	\$ 8.42
Unemployment	\$ 15.69
Total	\$ 579.06

E. Comprehensive Maintenance Plan Approval

MS Principal's Report

ES Principal's Report

PERSONNEL

Mr. Lambe noted that all TD Bank accounts were Officially closed by the end of December 2010.

Approve Lynn Yanulevich
PT (75%)
MS Nurse BA Step 1

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

6. Elementary School Principal's Report Via E-Mail)

K. PERSONNEL

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

1. **Motion to approve** the appointment of **Lynn Yanulevich** to the position of part-time (75%) Middle School Nurse at level BA Step 1 salary of \$47,805 prorated, with full benefits, beginning January 11, 2011 through June 30, 2011.
2. **Motion to rescind** the resignation of Dorise Benson, part-time speech therapist, that was accepted at the December 13, 2010 meeting and accept the resignation of Dorise Benson, part-time speech therapist, effective February 21, 2011.
3. **Motion to accept** the resignation of **Susan DeGasperis**, part-time (57%) Elementary School Instructional Aide effective January 14, 2011.in the Elementary School from December 14, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a yearly salary of \$7,280.00 prorated.
4. **Motion to approve** the employment of **Renee Colangelo** as a part-time (57%) Instructional Aide in the Elementary School from January 11, 2011 through June 30, 2011 at an hourly rate of \$10.00 for a yearly salary of \$7,280 prorated.
5. **Motion to approve** an unpaid leave of absence for **Kimberly Sandorff**, 2nd grade teacher, in accordance with the Family Medical Leave Act, beginning on or about May 16, 2011 through June 30, 2011 during which time her benefits will remain in full effect.
6. **Motion to approve** an unpaid leave of absence for **Elizabeth Tyrell**, part-time Elementary School Instructional Aide, from January 10, 2011 through June 30, 2011 or sooner if medical clearance is issued. Mrs. Tyrell's entitlement under the Family Medical Leave Act was exhausted as of January 7, 2011.
7. **Motion to approve** course reimbursement for tuition paid by the following employee:
 - a) **Employee: Maria Monaco**
Course: Differentiated Instruction for the Inclusive Classroom

Rescind Resignation of Dorise Benson effective 12/31/10 and Accept Resignation effective 2/21/11

Accept Resignation of Susan DeGasperis effective 1/14/11

Approve employment of Renee Colangelo PT ES Instructional Aide

Approve Unpaid LOA for Kimberly Sandorff

Approve Unpaid LOA for Elizabeth Tyrell

Approve course reimbursement for Maria Monaco

College/University: Kean University
 Semester: Spring 2011
 Credits: 3 Graduate Credits
 Tuition: \$1,500.00

ROLL CALL

**M
S**

Roll Call:

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

9 Ayes; Motion Passes

CURRICULUM & INSTRUCTION

L. CURRICULUM & INSTRUCTION

The Curriculum committee next will be reviewing the K-8 Music Curriculum and the K-8 World Language Curriculum.

SCHOOL BUSINESS

M. 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.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #10)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$212,174.77 (2010-2011 Schedule 7)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$230,669.38 (12/15/10)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$231,929.42 (12/23/10)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,959.76**

Invoices \$212,174.77

**Payroll 12/15/10
\$230,669.38**

**Payroll 12/23/10
\$231,929.42**

Cafeteria \$7,959.76

Date	Vendor	Amount	Description	Check No.
1/4/11	Maschio’s Food Service, Inc.	\$ 7,926.86	IN0025031	1305
1/4/11	NJ Dept. of Agriculture	\$ 32.90	Inv. 124505	1306
Total		\$ 7,959.76		

FINANCIAL AUDIT**2. FINANCIAL AUDIT**

Comprehensive Annual Financial Report for the school year 2009-2010 as prepared by the district's auditing firm of Ardito & Company, and distributed to the board at the November 15, 2010 meeting.

The following Corrective Action Plan addresses the condition/recommendation as submitted by Ardito & Company:

Condition 1: School Board acceptance of monthly board secretary and treasurer's reports were not approved within 60 days after the end of each month for five months out of the fiscal year.

Recommendation 1: That the monthly board secretary and treasurer's reports be approved and documented in the minutes within 60 days after the end of each month.

Responsibility: School Business Administrator/Board Secretary

The superintendent, in consultation with the Business Administrator, recommended the board approve the audit previously presented to the board at the November 15, 2010 meeting. Mr. Kennedy and Mr. Lambe noted that there was one finding in the audit: that the board secretary's report had not been approved within 60 days after the end of the month five times during the fiscal year. They explained a corrective action plan, which included a new superintendent (hired in April 2010), new business administrator (hired in June 2010) and a new treasurer (hired in December 2010) all monitoring the deadlines. As a result, the report has been approved on time during the past several months. Additionally, Mr. Lambe is researching the possibility of implementation of a new accounting software that would allow the report to be completed in a more efficient manner.

3. FINANCIAL REPORTS

Report of the Board Secretary, November 2010
(Attachment #11)

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

**FINANCIAL
REPORTS**

November 2010

November 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 November 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 January 10, 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.

USE OF FACILITIES

8th Grade Parent Lock in Meetings

January 10, 2011

Thomas Lambe
Board Secretary/Business Administrator

ROLL CALL

4. USE OF FACILITIES (Attachment #12)

**M
S**

(a) 8th Grade parent lock-in meetings – Use of MS classroom Tuesdays, beginning January 18, 2011 through Marach 22, 2011 from 7:00 p.m. to 4:30 p.m. **Advisor: Cathy Hoos**

Roll Call:

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

**TRAVEL
EXPENDITURE**

9 Ayes; Motion Passes

**N. TRAVEL EXPENDITURE APPROVAL
(Attachment #13)**

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 #13)

ROLL CALL

**M
S**

Roll Call:

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

PUBLIC COMMENTS

**EXECUTIVE/CLOSED
SESSION**

9 Ayes; Motion Passes

O. PUBLIC COMMENTS

The Board discussed a letter from Maschio’s Food Service to parents.

P. 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 8:51 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
- December 13, 2010 Executive Meeting Minutes (See Sealed Envelope)

**RECOVENE PUBLIC
SESSION**

William Stover motioned to exit executive session and return to public session at 9:35 p.m. Kay Daughters-Musnuff

**ADOPTION OF
EXECUTIVE MINUTES**

seconded the motion. Unanimously carried.

Q. RECOVENE PUBLIC SESSION

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

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

December 13, 2010

- 1. December 13, 2010 Executive Meeting Minutes

ROLL CALL

**M
S**

Roll Call:

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

8 Ayes; 1 Abstention; Motion Passes

NEW BUSINESS

S. NEW BUSINESS

Mr. Kennedy addressed parents’ concerns about after-care and discussed this with the Board.

Kay Daughters-Musnuff addressed the loss of instructional time for school activities and state mandates.

PUBLIC COMMENTS

T. PUBLIC COMMENTS

None.

ADJOURNMENT

U. ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 9:59 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator