

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, APRIL 23, 2012**

Minutes

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, 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 7:02 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Janice Stemple arrived at 7:05 p.m., Ann Willard, Karen Yaskanin-Jones, William Stover, Vice-President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator. Kay Daughters-Musnuff and Alan Schwartz notified the Board that they would not be in attendance.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

1. The High Bridge Middle School Broadcast Team presented the Board and members of the public a live broadcast that highlighted their trip to NYC and ABC Studios on April 5, 2012.

There is a possibility of a trip to Good Morning America in July 2012.

CORRESPONDENCE

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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None at this time

NEW BUSINESS

F. NEW BUSINESS

Karen Yaskanin-Jones raised concern and disappointment regarding lack of faculty participation in the 8th grade vs. faculty volleyball and basketball games. Robert Imhoff, Board President, referred the matter to the next Faculty Advisory Committee meeting.

PUBLIC COMMENTS

G. PUBLIC COMMENTS

None

ADOPTION OF MINUTES

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Ann Willard motioned, seconded by Karen Yaskanin-Jones to approve the following minutes.

Unanimously carried.

March 12, 2012

1. March 12, 2012 Regular Meeting Minutes (Attachment #1)

March 26, 2012

2. March 26, 2012 Special Meeting Minutes (Attachment #2)

REPORTS TO THE BOARD

I. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

Board President's Report

2. Board President's Report

a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #3)

b) The High Bridge Economic Development Committee (EDC) (Attachment #4)

c) Karen Yaskanin-Jones motioned, seconded by Ann Willard to approve the following Resolution to Educate for Sustainability

WHEREAS, we all have to learn how to live well in our places without undermining their ability to sustain us over time, and we recognize that the foundations of our knowledge, skills, and habits of mind are cultivated in our schools; and

WHEREAS, we understand that the children, the young people and the teachers of High Bridge School District are vital and integral to creating a healthy and sustainable future for themselves and future generations; and

WHEREAS we accept our responsibility to contribute to the individual and collective potential of our children and young people, and to that of the living systems upon which our lives depend; and

WHEREAS we commit to honoring our children, our young people and our teachers with teaching and learning experiences that prepare them to participate in, and to lead with us the shift toward a sustainable future; and

WHEREAS, there are programs that support school and community connections related to educating for sustainability. These programs include: New Jersey League of Municipalities’ municipal certification program known as Sustainable Jersey and the Cloud Institute for Sustainability Education program known as New Jersey Learns.

BE IT RESOLVED that in order to educate for a sustainable future **High Bridge School District** will join with **High Bridge Borough** and the local Green Team to provide the following:

- 1) Actions that support student participation in authentic service, project based, and academic learning experiences dedicated to educating for sustainability, especially those that are part of the Sustainable Jersey program;
- 2) The development of curricular, instructional and organizational learning practices necessary for students to meet the standards and performance indicators of Education for Sustainability, especially those opportunities presented by New Jersey Learns;
- 3) Professional Development opportunities that will prepare teachers and administrators to educate for sustainability, especially those presented by New Jersey Learns;
- 4) Benchmarks and sustainable practices related to school buildings and grounds, procurement, operations and maintenance procedures.

We do hereby recognize **High Bridge School District** as an agent to carry out our commitment to building sustainable communities through Education for Sustainability in the state of New Jersey.

Adopted by **High Bridge Board of Education** with the concurrence of the Superintendent of Schools on this 23rd day of April 2012.

ROLL CALL
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Roll Call:

- | | |
|-------------------------------|-----------------------------|
| Karen Yaskanin-Jones - Aye | Alan Schwartz - Absent |
| Ann Willard – Aye | Janice Stemple - Abstain |
| Larissa Critelli - Aye | William Stover - VP - Aye |
| Kay Daughters-Musnuff– Absent | Robert Imhoff – Pres. - Aye |

5 Ayes; 1 Abstention; 2 Absences; Motion Passes

Board Committees

d) 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, Larissa Critelli and

Karen Yaskanin-Jones

Negotiations – Janice Stemple, Chairperson,

William Stover and Karen Yaskanin-Jones

Policy

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:

Second Reading
Policies/Regulations

- a) Karen Yaskanin-Jones motioned, seconded by William Stover, unanimously carried, to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
- Policy 2431 Athletic Competition
 - Policy 5600 Pupil discipline/Code of Conduct
 - Regulation 5600 Pupil Discipline/Code of Conduct
 - Policy 7510 Use of School Facilities
 - Policy 9270 Home Schooling and Equivalent Education Outside the Schools
 - Regulation 9270 Home Schooling and Equivalent Education Outside the Schools

Policy 2431

Policy 5600

Regulation 5600

Policy 7510

Policy 9270

Regulation 9270

- b) Karen Yaskanin-Jones motioned, seconded by William Stover, unanimously carried, to adopt, on second reading, the following new policies and/or regulations:
(Attachment via USB drive)
 - Policy 1631 Residency Requirement for Person Holding School District Office, Employment, or Position
 - Policy 3324 Right of Privacy (Teaching Staff Members)
 - Policy 4324 Right of Privacy (Support Staff Members)
 - Policy 5117 Interdistrict Public School Choice

Second Reading
New Policies
Regulations

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Policy 1631

IN

Policy 3324

Policy 4324

Policy 5117

ROLL CALL

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Roll Call:

Karen Yaskanin-Jones - Aye	Alan Schwartz - Absent
William Stover - VP – Aye	Janice Stemple - Aye
Larissa Critelli - Aye	Ann Willard - Aye
Kay Daughters-Musnuff– Absent	Robert Imhoff – Pres. - Aye

6 Ayes; 2 Absences; Motion Passes

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

3. Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for March 2012 (Attachment #6)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of February and March 2012 legal bills (Attachment #7)
- 5) Adjustment to 2011-2012 School Calendar

School Business
Administrator’s Report

(Attachment #8)

- 6) Race to the Top 3 Update
- 7) Interdistrict Public School Choice Application (Attachment #9)
- 8) NJASK
- 9) Professional Development Plan (Attachment #10)
- 10) 2012-2013 Budget Presentation to Borough Council, April 26, 2012 at 7:30 p.m.
- 11) EE4NJ – District Advisory Committee

Needs BOE member, Janice Stemple, and parent to assist in decision for which model to use.

- 12) NJSBA sponsored Special Education Week May 13th – 19th

School Business
Administrator's
Report

4. School Business Administrator's Report

a. General Information Items

- 1) NJ School Digest – February 2012 (Attachment #10)
- 2) School Ethics Commission – Personal/Relative Disclosure Statement
- 3) Safe Deposit Box – TD Bank

b. Monthly Facility Maintenance Report

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – March 2012

Account	Peapack-Gladstone Bank
Agency	\$ 23.03
Capital Reserve	\$ 20.26
Current	\$ 130.86
Food Service	\$ 2.66
Maintenance	\$ 19.49
Payroll	\$ 4.41
Student Activity	\$ 4.94
Unemployment	\$ 7.52
Total	\$ 213.17

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

MS Principal’s Report

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

ES Principal’s Report

J. PERSONNEL

PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1-10. Karen Yaskanin-Jones seconded the motion.

Approve Brian Bizzoco
ES Principal July 1, 2012
– June 30, 2013 \$92,000

1. **Motion to approve**
an employment contract appointing **Brian Bizzoco** as
Elementary School Principal from July 1, 2012 through
June 30, 2013 in the amount of \$92,000. Mr. Bizzoco has
waived his entitlement for benefits.

Reappoint 38 Tenured
Staff

2. **Motion to reappoint**
thirty-eight (38) tenured certificated staff members,
on guide, for the 2012-2013 school year as per
Attachment A.

Reappoint 1 Tenured
Staff

3. **Motion to reappoint**
one (1) tenured certificated staff member, on guide, for
the 2012-2013 school year with specific stipulations as
have been communicated in writing. **Attachment B.**

Reappoint 9 Non-Tenured
Staff

4. **Motion to reappoint**
nine (9) non-tenured certificated staff members, on
guide, for the 2012-2013 school year as per **Attachment**
C.

Reappoint 1 Staff Tenure

5. **Motion to reappoint**
one (1) certificated staff members, with tenure on the
appropriate date, for the 2012-2013 school year as per
Attachment D.

Reappoint 12 Support
Staff Members

6. **Motion to reappoint**
twelve (12) support staff members for the 2012-2013
school year as per **Attachment E.**

Reappoint 6 Non-
Association Personnel

7. **Motion to reappoint**
six (6) Non-Association Personnel for the 2012-2013
school year as per **Attachment F.**

Approve medical leave for
Cathy Hoos April 27,
2012 – May 11, 2012

8. **Motion to approve a**
medical leave of absence for **Cathy Hoos** from April 27,

Approve Lisa Marinelli
Long-Term Sub April 27,
2012 – May 11, 2012

2012 through May 11, 2012 utilizing eleven (11) of her accumulated illness days.

9. **Motion to approve Lisa Marinelli** as a long-term substitute from April 27, 2012 through May 11, 2012 at the daily substitute rate of \$75.00, prorated at 63%.

Approve Substitutes

10. **Motion to approve** the following substitutes for the remainder of the 2011-2012 school year:

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Cecilia Oxley – Teacher or Nurse

Roll Call:

- | | |
|--------------------------------|-----------------------------|
| Janice Stemple - Aye | Alan Schwartz - Absent |
| Karen Yaskanin-Jones – Aye | William Stover – VP - Aye |
| Larissa Critelli – Aye | Ann Willard- Aye |
| Kay Daughters-Musnuff - Absent | Robert Imhoff – Pres. - Aye |

CURRICULUM & INSTRUCTION

6 Ayes; 2 Absences; Motion Passes

K. CURRICULUM & INSTRUCTION

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following class trips and transportation:

Approve class trips and transportation

1. **6th Grade to Medieval Times May 18, 2012**

Motion to approve the following class trips and transportation:

- a) **Sixth Grade to Medieval Times, Lyndhurst, NJ.** on May 18, 2012 with transportation to be provided by First Student at a cost of \$364.50 for one bus. Total cost per student of \$32.00 includes transportation, admission and lunch, and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation by the High Bridge PTO.
- b) **Kindergarten to Crayola Factory and Canal Boat Museum, Easton, PA** on Wednesday, June 6, 2012 with transportation provided by Hunterdon County ESC at a cost of \$296.00 for one bus. Total cost per student of \$2.00 includes admission and transportation and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.

Kindergarten to Crayola Factory and Canal Boat Museum June 6, 2012

Second Grade to Adventure Aquarium May 31, 2012

c) **Second Grade to Adventure Aquarium, Camden, NJ** on Thursday, May 31, 2012 with transportation to be provided by Hunterdon County ESC at a cost of \$410.00 for one bus. Total cost per student of \$10.00 includes transportation and admission and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.

d) **First Grade to Philadelphia Zoo, Philadelphia, PA** on Monday, May 21, 2012 with transportation to be provided by First Student at a cost of \$577.13 for one bus. Total cost per student of \$14.00 includes transportation and admission and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation from the High Bridge PTO.

First Grade to Philadelphia Zoo May 21, 2012

e) **Fifth Grade to Raritan Valley Community College Planetarium, Branchburg, NJ** on Tuesday, June 5, 2012 with transportation to be provided by Hunterdon County ESC at a cost of \$297.00 for one bus. There is no cost to the students for this trip as the transportation and admission costs are being offset by a \$495.00 donation from the High Bridge PTO and the balance will be covered with money left in Camp Bernie account.

Fifth Grade to RVCC Planetarium June 5, 2012

2. **Motion to amend** the 2011-2012 school calendar to adjust for unused snow days as follows:

- a) Tuesday, May 29, 2012 becomes a school holiday
- b) Students' last day and Graduation moves to Tuesday, June 12, 2012 (1:00 p.m. dismissal)
- c) Teachers' last day becomes Wednesday, June 13, 2012

Amend 2011-2012 School Calendar

ROLL CALL

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3. **Motion to acknowledge** the interscholastic spring softball and baseball schedule (Attachment #13)

Softball/Baseball Schedule

4. **Motion to authorize** the Superintendent to submit to the New Jersey Department of Education the Interdistrict Public School Choice Application for the 2013-2014 school year.

Submission of 13-14 Interdistrict Public School Choice Application

5. **Motion to authorize** the Superintendent to submit to the Hunterdon County Office of Education the 2010-2012 amended Professional Development Plan.

Submission of Professional Development Plan

Roll Call:

Larissa Critelli - Aye	Janice Stemple - Aye
Karen Yaskanin-Jones – Aye	Ann Willard - Aye
Kay Daughters-Musnuff – Absent	William Stover – VP - Aye
Alan Schwartz - Absent	Robert Imhoff – Pres. - Aye

6 Ayes; 2 Absences; Motion Passes

**FINANCE/
FACILITIES**

L. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 5.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #14)

Approve invoices for Current Expense in the following amounts:

**Invoices
March 12-31, 2012
\$20,589.82**

**Payroll 3/15/12
\$232,372.85**

**Payroll 3/31/12
\$234,244.00**

Check Register March 12 – 31, 2012:	\$ 20,589.82
Payroll - 3/15/12:	\$232,372.85
Payroll - 3/29/12:	\$234,244.00
Total	\$487,206.67

**Invoices
April 1 – 20, 2012
\$223,317.25**

**Payroll 4/5/12
\$230,627.65**

Approve invoices for Current Expense in the following amounts:

Check Register, April 1 – 20, 2012:	\$223,317.25
Payroll - 4/5/12:	\$230,627.65
	\$453,944.90

Cafeteria \$19,603.47

Approve invoices for **Cafeteria** Account in the amount of **\$19,603.47**

Date	Vendor	Amount	Description	Check No.
03/16/12	Maschio’s Food Service, Inc.	\$ 9,790.83	Inv. 0031386	1333
03/30/12	NJ Dept of Agriculture	\$ 18.40	Inv. 137825	1334
04/17/12	NJ Dept of Agriculture	\$ 32.00	Inv. 138410	1335
04/17/12	NJ Dept of Agriculture	\$ 9,762.24	Inv. 0031931	1336
	Total	\$19,603.47		

**FINANCIAL
REPORTS
February 2012**

2. FINANCIAL REPORTS

**Report of the Board Secretary for February 2012
(Attachment #15)**

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of February 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 March 2012
(Attachment #16)**

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 April 23, 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.

_____ April 23, 2012

Gail Woicekowski
Business Administrator/Board Secretary

3. USE OF FACILITIES (None at this time)

USE OF FACILITIES

4. CAFETERIA REPORT

The cafeteria financial report for the month of **February 2012**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$930.94 for the month and a year-to-date profit of \$2,525.44. Student participation was 24 % in the Middle School and 33% in the Elementary School for the month of **February 2012**.

CAFETERIAL REPORT

February 2012

Last year’s report for **February 2011**, indicated a loss of \$452.92 for the month and a year-to-date loss of \$3,730.92. Student participation was 20% in the Middle School and 29% in the Elementary School for the month of **February 2011**.

March 2012

The cafeteria financial report for the month of **March 2012**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$650.59 for the month and a year-to-date profit of \$3,176.03. Student participation was 22 % in the Middle School and 34% in the Elementary School for the month of **March 2012**.

MEETING SCHEDULE

Last year’s report for **March 2011**, indicated a profit of \$585.37 for the month and a year-to-date loss of \$3,145.55. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **March 2011**.

5. ANNUAL MEETING SCHEDULE

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 seq.) requires that the annual regular meeting schedule be posted publicly, sent to at least two newspapers and the municipal clerks within seven (7) days of this meeting, and be it therefore

ROLL CALL

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RESOLVED, that the Board of Education approve the attached meeting schedule for the ensuring Board year as listed and request the Secretary to addend a copy the minutes.

Roll Call:

- | | |
|--------------------------------|-----------------------------|
| William Stover - VP – Aye | Janice Stemple – Aye |
| Larissa Critelli – Aye | Ann Willard - Aye |
| Kay Daughters-Musnuff – Absent | Karen Yaskanin-Jones - Aye |
| Alan Schwartz – Absent | Robert Imhoff – Pres. - Aye |

TRAVEL EXPENDITURE

6 Ayes; 2 Absenses; Motion Passes

**M. TRAVEL EXPENDITURE APPROVAL
(Attachment #17)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #18) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli (Attachment #17)

ROLL CALL

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Roll Call:

William Stover - VP – Aye	Janice Stemple – Aye
Larissa Critelli – Aye	Ann Willard - Aye
Kay Daughters-Musnuff – Absent	Karen Yaskanin-Jones - Aye
Alan Schwartz – Absent	Robert Imhoff – Pres. - Aye

NEW BUSINESS

6 Ayes; 2 Absences; Motion Passes

N. NEW BUSINESS

None.

PUBLIC COMMENTS

O. PUBLIC COMMENTS

None

**EXECUTIVE/CLOSED
SESSION**

P. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, William Stover requested a motion to approve the following resolution to enter into Executive Session at 8:01 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.

- Personnel
- Negotiations with High Bridge Teachers' Association
- March 12, 2012 Executive Meeting Minutes
- March 26, 2012 Executive Meeting Minutes

**RECOVENE PUBLIC
SESSION**

Ann Willard motioned to exit executive session and return to public session at 8:51 p.m. Janice Stemple seconded the motion. Unanimously carried.

Q. RECOVENE PUBLIC SESSION

R. ACTION ITEMS

ACTION ITEMS

PERSONNEL

11. Janice Stemple motioned, seconded by Karen Yaskanin-Jones to invoice one certified tenured instructor in the amount of \$170.00 for inspection and repair services to school facility.

Roll Call:

ROLL CALL
M
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Janice Stemple – Aye	Alan Schwartz – Absent
Karen Yaskanin-Jones – Aye	Ann Willard - Aye
Larissa Critelli – Aye	William Stover - VP- Aye
Kay Daughters-Musnuff – Absent	Robert Imhoff – Pres. - Aye

6 Ayes; 2 Absences; Motion Passes

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF EXECUTIVE MINUTES

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Janice Stemple to approve the following items.

March 12, 2012

March 26, 2012

1. March 12, 2012 Executive Meeting Minutes
2. March 26, 2012 Executive Meeting Minutes

ROLL CALL

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Roll Call:

Larissa Critelli – Aye	Ann Willard – Aye
Janice Stemple – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff – Absent	William Stover - VP- Aye
Alan Schwartz – Absent	Robert Imhoff – Pres. - Aye

6 Ayes; 2 Absences; Motion Passes

ADJOURNMENT

T. ADJOURNMENT

Having no further business to come before the Board, Ann Willard motioned to adjourn the meeting at 8:55 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator