

**HIGH BRIDGE BOARD OF EDUCATION  
REORGANIZATIONAL MEETING  
MONDAY, MAY 21, 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 7:04 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Kay Daughters-Musnuff, Alan Schwartz, Janice Stemple, 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. Larissa Critelli notified the Board that she would not be in attendance.

**RECOGNITION ITEMS**

**D. RECOGNITION ITEMS**

1. Presentation by High Bridge Middle School Eighth Grade Science Students on Student Mission Operation Center (SMOC).

**BOARD  
APPOINTMENTS,  
AUTHORIZATIONS AND  
ADOPTIONS**

**E. BOARD APPOINTMENTS, AUTHORIZATIONS AND ADOPTIONS**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Janice Stemple made a motion, seconded by Karen Yaskanin-Jones to approve the following items # 1 - 3.

**1. PARLIAMENTARY PROCEDURE**

Resolved that the Board of Education accept **Roberts' Rules of Order** (Newly Revised) as guiding principles and concepts in the conduct of its monthly Board meetings.

**2. DOCTRINE OF NECESSITY**

Resolved that the Board of Education accept the concept of **"Doctrine of Necessity"** (when the number of Board members prohibited from voting results in lack of a quorum).

### 3. APPOINTMENT OF BOARD OFFICIALS

**Resolved** that the Board of Education approves the following appointments/ reappointments for the 2012-2013 school year:

Board Secretary	Gail Woicekowski
Treasurer of School Monies	Patti Fischer
Affirmative Action Officer	Brian Bizzoco
Chief Equity Officer	Brian Bizzoco
Gender Equity Officer	Brian Bizzoco
504 Committee Coordinator	Brian Bizzoco
Home Liaison	Christine Sullivan
Liaison to DYFS	Christine Sullivan
Title IX Coordinator	Joseph Kennedy
Basic Skills Contact Person	Joseph Kennedy
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Gail Woicekowski
Right to Know Officer	Gail Woicekowski
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Gail Woicekowski
Safety Committee Coordinator	Gail Woicekowski
Toxic Hazard Preparedness Officer	Gail Woicekowski
Attendance Officer	Chief Brett Bartman
School Physician	Ronald Frank, M.D.
School Insurance Agent / Risk Management Consultant	Rue Insurance
FSA Provider	AFLAC
Ancillary Insurance Agency of Record	The Tarpey Group
E-Rate Consultant	E-Rate Exchange LLC
Integrated Pest Management Officer	Gail Woicekowski
Purchasing Agent	Gail Woicekowski
Air Quality Designee	Gail Woicekowski
Safety & Health Designee	Gail Woicekowski
Custodian of Records (OPRA)	Gail Woicekowski
Chemical Hygiene Officer	Gail Woicekowski
Substance Awareness Coordinator	Joseph Kennedy
Anti-bullying Specialist – Elementary School	Susan Vogler
Anti-bullying Specialist – Middle School	Christine Sullivan
Anti-bullying Coordinator	Joseph Kennedy

ROLL CALL

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**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**AUTHORIZATIONS &  
ADOPTIONS OF THE  
BOARD**

**4. AUTHORIZATIONS & ADOPTIONS OF THE BOARD**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Janice Stemple made a motion, seconded by Karen Yaskanin-Jones to approve the following item #4.

**a. POLICY MANUAL**

**RESOLVED**, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

**b. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

**RESOLVED**, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further

**RESOLVED**, that Gail Woicekowski, Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**c. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)**

**RESOLVED**, that the High Bridge Board of Education appoint Gail Woicekowski, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills, and be it further

**RESOLVED**, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

**d. CONTRACTS FOR PROFESSIONAL SERVICES**

**WHEREAS**, during the fiscal year 2012-2013, there exists a need for outside professional services, and

**WHEREAS**, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

**THEREFORE BE IT RESOLVED**, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/ Board Secretary are authorized to affirm the following appointments:

School Attorney	Schwartz, Simon, Edelstein & Celso, LLC
Special Education Attorney	Schenck, Price, Smith & King, LLP
School Auditor	Ardito & Co.
Negotiations Consultant	Schwartz, Simon, Edelstein & Celso, LLC
School Architect	Settembrino Architects, LLC
Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	1. Mountainside Children’s Specialized Hospital 2. CP Agency of New Jersey and TLC program 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ
Functional Behavioral Assessments	1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ
Neurodevelopmental Pediatrician	1. Janice Pronnicki, MD, Children’s Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Jesse Mintz, MD, East Brunswick, NJ
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck

Speech/Language Therapy	Invo HealthCare Associates, Inc., Jamison, PA Sharon Mathis (Compensatory Services)
Deaf/Hearing Impaired	1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Bilingual/ESL Consultant, Evaluators	Any State Approved Evaluator, i.e.: Mark Seidenstein, Matawan, NJ (Educational) Emily Donato, Princeton, NJ (Psychological) 3. Deborah Chitester, Name – Second Language, Literacy & Learning Connection, Pennington, NJ (Speech/Language) 4. Cross County Clinical & Educational Services 5. Supreme Consultants, Rutherford, NJ
Special Education Consultations/Evaluations	1. CP Agency of New Jersey 2. The College of New Jersey 3. Hunterdon County ESC 4. Morris-Union Jointure 5. Warren County Special Services 6. Somerset County Special Services 7. Middlesex County Special Services
Private Schools – Out-of-District Placements	Any State approved school (local), ie., Midland School, N. Branch; East Mountain Day School, Belle Mead; Rockbrook School, Belle Mead; Hunterdon Learning Center, Califon; Hunterdon County E.S.C.; Warren County E.S.C.; Somerset County E.S.C.; Summit Speech School, New Providence, NJ, Matheny, Peapack, NJ.
Psychiatric Evaluations	1. Dr. George Hecht, Clinton, NJ 2. Dr. Hong Chen, Psychiatric Associates of Hunterdon, Flemington, NJ 3. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ 4. Dr. Pamela Moss, Flemington, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Educational Services Commission First Student Bus Company Easton Coach North Hunterdon/Voorhees Regional High School U.S. Coachways Warren County Special Services

**e. BUDGET TRANSFERS**

**RESOLVED** that the Board authorize the Superintendent of Schools and the Business

Administrator to make budget transfers to be ratified at the next Board of Education meeting.

**ROLL CALL**

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**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**Item numbers 5 to 13 will be moved in one roll call.**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Janice Stemple to approve the following items #5 - 13.

**ADOPTION OF K-8 CURRICULUM**

**5. ADOPTION OF K-8 CURRICULUM (Attachment #1)**

**RESOLVED**, that the Board of Education approve the Pre-K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**FIVE YEAR CURRICULUM PROGRAM CYCLE 2012-2013**

**6. FIVE YEAR CURRICULUM/PROGRAM CYCLE - 2012-2013 (Attachment #2)**

**RESOLVED**, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2012-2013 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

**TEXTBOOKS**

**7. TEXTBOOKS (Attachment #3)**

**RESOLVED**, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**PETTY CASH**

**8. PETTY CASH**

Motion to authorize maintaining the following petty cash accounts:

Superintendent of Schools	\$150.00
Business Administrator	\$150.00
Elementary School Principal	\$150.00

Home Economics Teacher \$150.00  
No single petty cash expenditure may exceed \$30.00.

**9. 2012-2013 TUITION RATES**

2012-2013 TUITION RATES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

**Regular Education:**

Inclusionary Preschool:	\$11,822
Kindergarten	\$10,302
Grades 1-5	\$15,394
Grades 6-8	\$16,266

**Special Education:**

Behavioral Disability	\$25,000
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RETIREMENT PLANS

**10. 403b RETIREMENT PLANS**

**Resolved**, that the Board of Education approve the following employee paid tax sheltered annuity plans:

- a. AXA Equitable**
- b. Lincoln National**

BID/QUOTE THRESHOLD

**11. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD**

**WHEREAS**, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

**WHEREAS**, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

**WHEREAS**, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

**WHEREAS**, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$26,000 if it employs a qualifying purchasing agent as determined by the Department of Community Affairs, and;

**WHEREAS**, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education pursuant to the statutes cited above hereby appoints Gail Woickowski, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge Board of Education, and;

**BE IT FURTHER RESOLVED**, that Gail Woickowski, Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of the High Bridge Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

**BE IT FURTHER RESOLVED**, that Gail Woickowski, Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

**BE IT FURTHER RESOLVED**, that Gail Woickowski, Business Administrator/Board Secretary is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$26,000 without soliciting competitive bids.

**STATE CONTRACT**

**12. APPROVE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)**

**WHEREAS**, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

**WHEREAS**, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;



WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2012-2013 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize Gail Woicekowski, Business Administrator/Board Secretary, the district purchasing agent, to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

TRAVEL

13. TRAVEL LIMITATIONS

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30).

ROLL CALL

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Roll Call:

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

7 Ayes; 1 Absence; Motion Passes

Letters F to O will be moved in one roll call.

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Janice Stemple made a motion, seconded by Kay Daughters-Musnuff to approve the following items #F - O.

BANK ACCOUNT SIGNATURES

F. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary or Treasurer (1)
Food Service	President, Board Secretary or Treasurer (1)
Payroll	President, Board Secretary or Treasurer (1)

Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary & Superintendent's Executive Secretary (2)

**BANK DEPOSITORY**

**G. BANK DEPOSITORY**

Be it resolved that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and  
countersigned by the Board Secretary and  
countersigned by the Treasurer of School Funds

**SCHOOL FUNDS INVESTOR**

**H. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as Gail Woickowski, Board Secretary/Business Administrator pursuant to 17:12B-241.

**CHART OF ACCOUNTS**

**I. CHART OF ACCOUNTS**

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for 2012-2013 School Year.

**TAX PAYMENT SCHEDULE**

**J. TAX PAYMENT SCHEDULE**

Be it resolved that the High Bridge Board of Education approves the following Schedule of Borough Tax Payments for the 2012-2013 school year:

**August 1, 2012**  
**November 1, 2012**  
**February 1, 2013**  
**May 1, 2013**

**COOPERATIVE AGREEMENTS**

**HCESC/MCESC**

**K. COOPERATIVE AGREEMENTS WITH HCESC & MCESC**

**A RESOLUTION AUTHORIZING THE HIGH BRIDGE BOARD OF EDUCATION TO ENTER INTO A COOPERATIVE PRICING AGREEMENT (See Attachments #4 & #5)**

**PUPIL RECORDS**

**L. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil

records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**M. BEFORE & AFTER CARE PROGRAMS**

**Motion to approve** Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2012-2013 school year.

BEFORE/AFTER CARE

Work Family Connection

**N. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

PLANS & PROCEDURES

**BE IT RESOLVED** that the High Bridge Board of Education approves the following plans and procedures for the 2012-2013 school year.

- a. Integrated Pest Management (IPM)
- b. Emergency Operations Plan
- c. Crisis Intervention Procedures Manual
- d. Purchasing Manual
- e. Biosecurity Plan
- f. Indoor Air Quality

**O. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2012-2013 SCHOOL YEAR**

SUBSTITUTE RATES

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2012-2013 school year as follows:

- Substitute Aide - \$70.00 day \***
- Substitute Teacher - \$75.00 day \***
- Substitute Nurse - \$105.00 day**
- Substitute Administrator - \$115.00 day**

\* Initial five (5) days of service in district will be paid \$65.00 per day.

ROLL CALL

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**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

Conclusion of Annual Organization. On to regular business.

PUBLIC COMMENTS

**P. REVIEW OF OFFICIAL CORRESPONDENCE  
(Attachment #6)**

<b>ADOPTION OF MINUTES</b>	<u><b>Name</b></u>	<u><b>Date</b></u>	<u><b>Subject</b></u>
	Melissa Betz	5/3/12	Request for LOA

**Q. PUBLIC COMMENTS**

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

April 23, 2012

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

April 26, 2012

Based upon the recommendation of the School Business Administrator, William Stover motioned, seconded by Janice Stemple to approve the following minutes. April 23 Larissa Critelli absent and Kay Daughters-Musnuff and Alan Schwartz abstained. April 26 Kay Daughters-Musnuff, Alan Schwartz and Karen Yaskanin-Jones abstained.

**REPORTS TO THE BOARD**

1. April 23, 2012 Regular Meeting Minutes as amended **(Attachment #7)**
2. April 26, 2012 Special Meeting in Conjunction with High Bridge Borough **(Attachment #8)**

**Board Committees**

**S. 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 #9)**

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,** Larissa Critelli and Karen Yaskanin-Jones
- **Negotiations – Janice Stemple, Chairperson,** William Stover and Karen Yaskanin-Jones
- **Policy – Karen Yaskanin-Jones, Chairperson,** Alan Schwartz and Ann Willard

Policy

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

Amend of First Reading

- a) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, unanimously carried, to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive – Added text is highlighted in yellow).
  - Policy 5516 Use of Electronic Communication and Recording Devices

Policy 5516

- b) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, unanimously carried, to amend, on first reading, the following policies and/or regulations as required by the Children’s Internet Protection Act update: (Attachment via USB drive – Added text is highlighted in yellow).

Amend on First Reading

- Policy 2361 Acceptable Use of Computer Network/computers and Resources
- Policy 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
- Policy 4321 Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members.

Policy 2361

Policy 3321

Policy 4321

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

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

**Superintendent's Report**

**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for April 2012  
(Attachment #10)
- 2) 2011-2012 Student Enrollment Update  
(Attachment #11)
- 3) Monthly Report on Harassment, Intimidation,  
and Bullying Incidents
- 4) Review of April 2012 legal bills (Attachment  
#12)
- 5) High Notes Musical Festival
- 6) Hunterdon County Eighth Grade Dialogue
- 7) 8<sup>th</sup> Grade Washington, D.C. Class Trip
- 8) Graduation Ceremony, June 12<sup>th</sup> @ 7:00 p.m.  
– Board Member attendance
- 9) Summer Reading Program (Attachment #13)
- 10) School Logic Implementation Plan  
(Attachment #14)
- 11) Comprehensive Equity Plan Statement of  
Assurance (Attachment #15)
- 12) District Mentoring Plan (Attachment #16)

**School Business  
Administrator's Report**

**4. School Business Administrator's Report**

**a. General Information Items**

- 1) NJ School Digest – April 2012  
(Attachment #17)
- 2) NJSBA Elections
- 3) ACES – new natural gas & primary electric  
rates

**b. Monthly Facility Maintenance Report**

- 1) Elementary School
- 2) Middle School
- 3) Fire Marshall
- 4) Bids for summer LRFP projects

**c. Vandalism Report**

There were no acts of vandalism since our last meeting.

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

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 7.54
Capital Reserve	\$ 14.76
Current	\$ 49.06
Food Service	\$ 1.81
Maintenance	\$ 14.30
Payroll	\$ 3.77
Student Activity	\$ 4.24
Unemployment	\$ 5.51
FSA	\$ .07
<b>Total</b>	<b>\$ 101.06</b>

MS Principal's Report

ES Principal's Report

**CURRICULUM & INSTRUCTION**

Curricula

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

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

**T. CURRICULUM & INSTRUCTION**

1<sup>st</sup> Grade to Union Forge Park

1. Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to adopt the following revised curricula (Attachment via USB drive)

3<sup>rd</sup> Grade to Waterloo Village Museum, Stanhope, NJ

- a. Math: Grade 3-5
- b. Art: K-8

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following class trips and transportation:

- a. **1<sup>st</sup> grade to Union Forge Park** on Tuesday, June 12, 2012 for annual end-of-year picnic. There is no cost for this activity as students will walk to the park and parents will provide picnic lunch/refreshments.

- b. **3<sup>rd</sup> grade to Waterloo Village Museum, Stanhope, NJ** on Tuesday, June 5, 2012 for tour, interactive activities, craft, games and storytelling. This trip correlates with the Social Studies curriculum. Transportation for the trip will be provided by First Student at a cost of \$334.13 for one bus. The per student cost of \$4.50 includes admission

and transportation, and is to be borne by parents/guardians. The cost of this trip is being offset by a \$495.00 donation by the High Bridge PTO.

7<sup>th</sup> Grade to High Point State park

c. **Seventh grade to High Point State Park** on June 6, 2012 to study ecosystems. Transportation will be provided by US Coachways at a cost of \$850.00 for one bus. Cost per pupil of \$8.00 covers transportation and is to be borne by parents/guardians. The cost of this trip is being offset by a \$495.00 donation by the High Bridge PTO.

8<sup>th</sup> Grade Spanish Class to Casa Maya

d. **8<sup>th</sup> Grade Spanish Class** to Casa Maya Restaurant, High Bridge, NJ on June 6, 2012. The cost per student of approximately \$20.00 - \$25.00 is for student's meal and is to be borne by parents/guardians (each student is responsible for the cost of their own meal). There is no cost for transportation as students will walk to and from the restaurant. This trip correlates with unit on grammar and vocabulary necessary for dining out and will allow students to apply their knowledge in a real life setting.

Special Education Extended Summer Program

2. **Motion to approve the six-week Special Education Extended Summer Program** for eligible classified special education students from Preschool/BD-Autistic/Resource Center through grade eight, which will be held Monday through Thursday, from July 2, 2012 through August 9, 2012.

Summer Reading Program

3. **Motion to authorize the Superintendent to institute a Summer Reading Program** for students entering Grade 3 through Grade 8 for the 2012-2013 school year.

Summer Instrumental Music Program

4. **Motion to approve the operation of the Summer Instrumental Music Program** for students entering grades 4-9 to run on Tuesdays and Thursdays from June 26, 2012 through July 26, 2012, to be held in the Middle School. Fee for this program will be \$80.00 for five 30 minute lessons, or \$16.00 per single 30 minute lesson.

8<sup>th</sup> Grade Student Promotion

5. **Motion to approve the list of eighth grade students eligible for promotion to ninth grade. (Attachment #18)**

Donation of books for ES/MS Libraries

6. **Motion to accept a donation of books to High Bridge Elementary and Middle**



School Libraries from High Bridge resident, Mrs. Bonnie Shafer, with a total value of \$846.33 as per attached list. (Attachment #19)

7. **Motion to approve** the disposal of old unused assessment kits and textbooks as follows:

Disposal of Assessment Kits and Textbooks

- a) One (1) DRA kit
- b) One (1) DRA manual
- c) One (1) DIBELS kit – grade 1
- d) Algebra – Integrated Mathematics, Scott, Foresman and Company - Copyright 1998 – Number of Textbooks: 31
- e) Discovering Algebra, Key Curriculum Press – Copyright 2002 – Number of Textbooks: 8

ROLL CALL

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**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

PERSONNEL

**U. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1-3, and #7-18, excluding items #4 -6. Karen Yaskanin-Jones seconded the motion.

Reappoint Patti Fisher \$3060.00

1. **Motion to reappoint Patti Fischer** as Treasurer of School Moneys from July 1, 2012 through June 30, 2013 for an annual salary of \$3060.00.
2. **Motion to reappoint two (2) certificated staff members**, with tenure on the appropriate date, for the 2012-2013 school year as per **Attachment A**.
3. **Motion to reappoint three (3) non-tenured certificated staff members**, with a reduction in time for the 2012-2013 school year as per **Attachment B**.
4. **Motion to reappoint** Paraprofessional Special Education Aides for the 2012 - 2013 school year as per **Attachment C**.

Reappoint 2 certificated staff members with tenure

Reappoint 3 non-tenured certificated staff members

5. **Motion to approve** the employment of **Maureen Bukowski** as Paraprofessional - Special Education Aide – Full-Time from September 1, 2012 through June 30, 2013 at an annual salary of **\$12,740.00**, without benefits.
6. **Motion to approve** the employment of **Shannon O’ Brien** as Paraprofessional – Special Education Aide – Part-Time (.57) from September 1, 2012 through June 30, 2013 at an annual salary of **\$7,280.00**.
7. **Motion to approve** request from **Melissa Betz** for a maternity leave of absence from Wednesday, August 29, 2012 through October 26, 2012 in accordance with the Family Medical Leave Act utilizing eight (8) weeks of the twelve (12) week entitlement during which time her medical benefits will remain in full force.
8. **Motion to approve** the employment and salary of the 2012 Extended School Year personnel as per attached list. **(Attachment D)**
9. **Motion to approve** the employment and salary of the 2012 Extended School Year/ Home Program personnel as per attached list. **(Attachment E)**
10. **Motion to approve** the per diem rates for Child Study Team members to complete evaluations for summer referrals and ESY Program as per attached list. **(Attachment F)**
11. **Motion to approve Jeff Thompson** as director of the **Summer Instrumental Music Program** from June 26, 2012 to July 26, 2012 at the negotiated rate of \$29.11/hour for instruction with hours to be determined by the number of students in the program.
12. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Maintenance** at the Elementary School in the amount of \$2,500 for the 2012-2013 school year.
13. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Safety** at the Elementary School in the amount of \$2,000 for the 2012-2013 school year.
14. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of**

Approve Melissa Betz  
Maternity LOA August  
29, 2012 – October 26,  
2012

Approve  
Employment/Salary  
2012 ESY

Approve  
Employment/Salary  
2012 ESY Home  
Program

Per Diem Rates for ESY  
CST

Approve Jeff Thompson  
for Summer  
Instrumental Music  
Program

Approve stipend for  
Matthew Garfein  
Coordinator of  
Maintenance \$2500.00

Approve stipend for  
Matthew Garfein  
Coordinator of Safety  
\$2000.00

Approve stipend for  
Matthew Garfein  
Coordinator of  
Purchasing \$2000.00

**Purchasing** at the Elementary School in the amount of \$2,000 for the 2012-2013 school year.

- 15. **Motion to approve Alison Yanulevich**, Caldwell College student, to complete student teaching at High Bridge Elementary School with Lisa Kerr as cooperating teacher from September 4, 2012 through December 14, 2012.

Approve Alison Yanulevich for Student Teaching Sept 4, 2012 – December 14, 2012

ROLL CALL  
M  
S

- 16. **Motion to approve Renee Colangelo**, Seton Hall University student, to complete an internship at High Bridge School District with Susan Vogler as Site School Psychology Supervisor from September 1, 2012 through December 23, 2012.

Approve Renee Colangelo to complete internship from September 1, 2012 – December 23, 2012

- 17. **Approve** the employment of **Joseph Roehrich** as summer custodian from June 18, 2012 through August 31, 2012 at the rate of \$12.00 per hour. Mr. Roehrich has his criminal history background clearance but no black seal license.

Approve Joseph Roehrich, Summer Custodian, June 18, 2012 – August 31, 2012 \$12/hr

- 18. **Approve** the employment of **Ian Krisanits** as summer custodian from June 18, 2012 through August 31, 2012 at the rate of \$9.50 per hour. Mr. Krisanits has his criminal history background clearance but no black seal license.

Approve Ian Krisanits, Summer Custodian, June 18, 2012 – August 31, 2012 \$9.50/hr

**Items U-4, 5 and 6 were tabled prior to vote**

**Roll Call:**

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

**FINANCE/FACILITIES**

**7 Ayes; 1 Absence; Motion Passes**

**V. FINANCE/FACILITIES**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Janice Stemple to approve the following items # 1 - 8.

**PAYMENT OF BILLS**

**Invoices**

**1. PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #20)**

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

April 21 -30 \$1,223.02

4/30/12 payroll \$227,889.80

amounts:

Check Register April 21 – 30, 2012:	\$ 1,223.02
Payroll - 4/30/12:	<u>\$227,889.80</u>
Total	\$229,112.82

**Invoices**

May 1-8 \$161,741.40

5/15/12 Payroll  
\$228,439.95

Cafeteria \$6,907.93

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

Check Register, May 1 – 18, 2012:	\$161,741.40
Payroll - 5/15/12:	<u>\$228,439.95</u>
	<b>\$390,181.35</b>

**Approve** invoices for **Cafeteria** Account in the amount of **\$6,907.93**

Date	Vendor	Amount	Description	Check No.
05/08/12	NJ Dept of Agriculture	\$ 24.00	Inv. 138763	1334
05/14/12	NJ Dept of Agriculture	\$ 23.95	Inv. 138941	1338
05/14/12	Maschio’s Food Service, Inc.	\$ 6,859.98	Inv. 0032393	1339
	<b>Total</b>	<b>\$ 6,907.93</b>		

**FINANCIAL REPORTS**  
March 2012

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for March 2012 (Attachment #21)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of March 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 April – May 16, 2012 (Attachment #23)**

**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 May 21, 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.

\_\_\_\_\_  
May 21, 2012

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

**3. USE OF FACILITIES (Attachment #23)**

**USE OF FACILITIES**

- a. **Motion to approve Girl Scout Troop #196** - Use of Elementary School, beginning on September 12, 2012 through May 22, 2013 from 3:00 p.m. to 4:30 p.m. Attached is a list of dates. Advisor – Bernadette Wescott

**Girl Scout Troop #196**

**4. CAFETERIA REPORT**

**CAFETERIAL REPORT**

The cafeteria financial report for the month of **April 2012**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$330.72 for the month and a year-to-date profit of \$2,845.31. Student participation was 22 % in the Middle School and 31% in the Elementary School for the month of **April 2012**.

**April 2012**

Last year’s report for **April 2011**, indicated a profit of \$140.25 for the month and a year-to-date loss of \$3,005.30. Student participation was 21% in the Middle School and 34% in the Elementary School for the month of **April 2011**.

**ANTI-BULLYING ACT**

**5. APPLICATION FOR FUNDS TO SUPPORT ANTI-BULLYING ACT**

**Motion to approve** the submission by the superintendent, of the “Application For Funds to Support The Anti-Bullying Bill of Rights Act”

**WHEREAS**, the High Bridge Board of Education certifies that permission has been granted to apply for funds to support implementation of the *Anti-Bullying Bill of Rights Act* for the purposes described in the application, in the

amount of, \$13,076.00 for the time period starting on July 1, 2011 and ending on June 30, 2012.

REBID OF SUMMER LRFP PROJECTS

6. REBID OF SUMMER LRFP PROJECTS

The High Bridge Board of Education authorizes Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to rebid the Summer 2012 capital improvement projects due to the fact that no bids were received.

SOLAR PROJECT

7. COMPETITIVE CONTRACT FOR SOLAR PROJECT

The High Bridge Board of Education authorizes Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to put the district solar project RFP for a PPA out for competitive contracting.

PURCHASE CISCO EQUIPMENT

8. PURCHASE OF CISCO EQUIPMENT (TELEPHONE)

The High Bridge Board of Education approves the purchase and installation of a Call Manager, and Quality of Service from CISCO through the HCESC cooperative purchasing agreement at a price not to exceed \$47,100.00.

ROLL CALL

M  
S

Roll Call:

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

7 Ayes; 1 Absense; Motion Passes

TRAVEL

W. TRAVEL EXPENDITURE APPROVAL (Attachment #24)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #24) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Janice Stemple (Attachment #24)

ROLL CALL

M  
S

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**X. NEW BUSINESS**

None.

NEW BUSINESS

**Y. PUBLIC COMMENTS**

None

PUBLIC COMMENTS

**Z. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Ann Willard requested a motion to approve the following resolution to enter into Executive Session at 8:18 p.m.; Kay Daughters-Musnuff seconded the motion. Unanimously carried.

EXECUTIVE/  
CLOSED SESSION

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
- April 23, 2012 Executive Meeting Minutes (See Sealed Envelope)
- Legal Bill
- Concept of Outsourcing Aides

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:50 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

RECOVENE PUBLIC  
SESSION

**AA. RECOVENE PUBLIC SESSION**

ACTION ITEMS

**BB. ACTION ITEMS  
PERSONNEL**

PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following personnel items #4-6. Karen Yaskanin-Jones seconded the motion.

Reappoint  
Paraprofessional Special  
Aides

- 4. **Motion to reappoint** Paraprofessional Special Education Aides for the 2012 - 2013 school year as per **Attachment C**.
- 5. **Motion to approve** the employment of **Maureen Bukowski** as Paraprofessional - Special Education Aide – Full-Time from September 1, 2012 through June 30, 2013 at an annual salary of **\$12,740.00**, without benefits.
- 6. **Motion to approve** the employment of **Shannon O’ Brien** as Paraprofessional – Special Education Aide – Part-Time (.57) from September 1, 2012 through June 30, 2013 at an annual salary of **\$7,280.00**.

Approve Employment of Maureen Bukowski, FT Paraprofessional Sept 1, 2012 – June 30, 2013 \$12,740

Approve Employment of Shannon O’Brien PT Paraprofessional Sept 1, 2012 – June 30, 2013 \$7,280.00

**ROLL CALL**

M  
S

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**ADOPTION OF EXECUTIVE MINUTES**

April 23, 2012

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

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned, seconded by Ann Willard to approve the following item.

**ROLL CALL**

M  
S

- 1. April 23, 2012 Executive Meeting Minutes

**Roll Call:**

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

**5 Ayes; 2 Abstentions; 1 Absence; Motion Passes**

**ADJOURNMENT**

**DD. ADJOURNMENT**

Having no further business to come before the Board, Ann Willard motioned to adjourn the meeting at 8:52 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.



Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator