

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 14, 2011**

Minutes

ROLL CALL

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND 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, Kay Daughters-Musnuff, Alan Schwartz, Janice Stemple, William Stover, Vice-President, Ann Willard, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

1. Ann Willard, seconded by William Stover, unanimously carried, motioned to approve the attached resolution recognizing members of the Cross Country Team on their successful season with the girls taking 2nd place at the regional championship and the boys finishing 1st at the regional championship. (Attachment #1)

CORRESPONDENCE

E. REVIEW OF OFFICIAL ORRESPONDENCE

(Attachment #A)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Paul Nigro	11/9/11	Letter of resignation

NEW BUSINESS

F. NEW BUSINESS

None

PUBLIC COMMENTS

G. PUBLIC COMMENTS

- The Superintendent recognized and acknowledged members of the High Bridge Boys' and Girls' Cross Country Team for their outstanding season.
- Mr. Morello presented a photograph of the cross country team to be utilized within the middle school as well as CD ROM containing other photos and videos of the teams' year.

- Mrs. Furka asked the Board if there was consideration to allow 5th grade students to participate on the cross-country team in the future.

ADOPTION OF MINUTES

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.

October 10, 2011

1. October 10, 2011 Regular Meeting Minutes (Attachment #2)

REPORTS TO THE BOARD

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 #3)

Board Committees

- b) Board Committees and Chairperson

Community Relations

- **Community Relations – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard

Curriculum and Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz

Finance/Facilities

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

Transportation Contract with Del Val

- 1) William Stover motioned, seconded by Karen Yaskanin-Jones to approve transportation contract with Delaware Valley Regional High School to transport High Bridge student to St. Ann’s in Raritan, NJ. (Attachment #4)

ROLL CALL
M
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Roll Call:

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

8 Ayes; Motion Passes

- **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
 - 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 amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics
 - Policy 0164 Conduct of Board Meeting
 - Regulation 1240 Evaluation of Superintendent
 - Regulation 2460.5 Special Education – Exemption from Statewide Testing
 - Regulation 2464 Gifted and Talented Pupils

Personnel and Management

Negotiations

Policy

ROLL CALL

M
S

Roll Call:

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

8 Ayes; Motion Passes

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

Discussed shared services, sharing positions,
schools

- **NJSBA Delegate – Robert Imhoff**

Robert Imhoff, President, will be attending NJSBA delegate assembly on November 19, 2011. If anyone is interested in attending, let Bob know.

Superintendent's Report

3. Superintendent's Report

Mr. Kennedy discussed the following with the Board:

Information Items

A. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for October 2011 (Attachment #6)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of September 2011 legal bills (Attachment #7)
- 5) Update on achievement of District Goals and Objectives
- 6) Report on Improvements to District Website
- 7) Report on Power Outage of October 31st and November 1st
- 8) Report on Need to Re-establish the District's Program for Multiply Disabled Students

The old equipment is stored. Hoping to get tuitions students as well.

- 9) Report on Inter-district School Choice Notices of Intent

1 in High Bridge School District;
4 not in High Bridge School District

- 10) Report on PTO Cultural Arts Middle School Assembly – "Mayhem Poets"

**School Business
Administrator's Report**

4. School Business Administrator's Report

A. General Information Items

- 1) NJ School Digest – October 2011

(Attachment #8)

- 2) 2010-2011 Financial Audit
- 3) Long Range Facilities Plan
- 4) DRTRS
- 5) ASSA
- 6) Debt Service Report
- 7) Ed Jobs Fund

B. Monthly Facility Maintenance Report

- 1) October 29th Storm Damage

Reported no power, fridge, freezers in both schools

- 2) Met with ESC regarding renewal of phone contract

Updated switches. Looking into “shut off”

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – September 2011

Account	Peapack-Gladstone Bank
Agency	\$ 28.32
Capital Reserve	\$ 1.12
Current	\$ 298.45
Food Service	\$ 6.50
Maintenance	\$ 0.00
Payroll	\$ 6.25
Student Activity	\$ 5.55
Unemployment	\$ 9.04
Total	\$ 355.23

MS Principal's Report

ES Principal's Report

PERSONNEL

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

6. Elementary School Principal's Report (Attachment #9)

Paul Nigro resignation
December 30, 2011

J. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 – 9.
Karen Yaskanin-Jones seconded the motion.

1. **Motion to accept** the resignation, with best wishes, of **Paul Nigro**, Elementary School Principal, effective close of business on December 30, 2011.

On behalf of the Board, Mr. Imhoff thanked Mr. Nigro for his service to the District and wished him well in his new position.

Approve employment of
Christine Cosgrove 57%
Paraprofessional November
15 2011 - June 30, 2012
\$7280.00

2. **Motion to approve** the employment of **Christine Cosgrove**, as part-time (57%) Elementary School Instructional Assistant from November 15, 2011 through June 30, 2012 for an annual prorated salary of \$7,280.00.

Amend Nicole Locorotondo
from BA2 to BA+30 2
\$32,230.80

3. **Motion to amend** the motion to approve **Nicole Locorotondo** for the position of part-time (63%) Elementary School Special Education Teacher, from BA Step 2 to BA+30 Step 2 for an annual salary of \$32,230.80 prorated, retroactive to October 11, 2011.

Appoint Carl Katzenberger
Boys' Basketball Coach
\$2,183.00

4. **Motion to approve the appointment of Carl Katzenberger** as Boys' Basketball Coach for the 2011-2012 season at the rate of \$2,183.00 in accordance with the 2008-2011 Negotiated Agreement.

Approve Megan Mondzak to
complete 60 hrs field
placement with Kim
Terzuolo

5. **Motion to approve Megan Mondzak**, Caldwell College student to complete 60 hours of field placement at High Bridge Elementary School with Kim Terzuolo as cooperating teacher.

Approve Jessica Prisco to
complete 2 weeks classroom
observation with Lynn
Hickey

6. **Motion to approve Jessica Prisco**, Fairleigh Dickenson University student to complete two weeks classroom observation at High Bridge Elementary School with Lynn Hickey as cooperating teacher.

Approve Rebecca Ewert to
complete 1 day field
observation with Brad Cox

7. **Motion to approve Rebecca Ewert**, Seton Hall University student to complete 1 day field observation at High Bridge Elementary School with Brad Cox, Occupational Therapist as cooperating therapist.

Substitutes

8. **Motion to approve** the following substitutes for the 2011-2012 school year:

School Nurse Subs

- | | |
|----|----------------|
| a) | Ashley Colnett |
| b) | Felice Lenaine |

Teacher/Aide Subs

- | | |
|----|-----------------|
| a) | Denise Housel |
| b) | Rachele Fortier |

Approve Superintendent's
goals for 2011-2012

- 9. **Motion to approve** the Superintendent’s goals for the 2011 – 2012 school year, as presented. (Attachment #10)

ROLL CALL

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Roll Call:

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

8 Ayes; Motion Passes

K. CURRICULUM & INSTRUCTION

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #1 - 4. Larissa Critelli seconded the motion.

Motion to approve the following class trips and transportation:

- (a) **Eighth Grade to McCarter Theatre in Princeton, NJ on Tuesday, December 20, 2011** to attend a performance of *A Christmas Carol*. This trip enriches the study of Victorian London and Charles Dickens. Transportation will be provided by First Student at a cost of \$850.50 for two buses. The charge per student of \$37.00 includes transportation and admission and will be borne by parents/guardians.
- (b) **Eighth Grade to Main Street in High Bridge on Wednesday, November 23, 2011** to decorate for holidays. There is no cost to the students for this trip as it is a walking trip.
- (c) **5th Grade to YMCA Camp Bernie on February 23-24, 2012.** This program provides students with hands-on experience that enhances science curriculum and gives them the opportunity to apply problem-solving and decision making skills. Transportation will be provided by First Student at a cost of \$182.25 for one bus. The charge per student of \$110.00 includes

CURRICULUM & INSTRUCTION

Approve Class Trips/Transportation

8th Grade to McCarter Theatre December 20, 2011

8th Grade to decorate Main Street on November 23, 2011

5th Grade to Camp Bernie February 23-24, 2012

transportation, program, lodging and meals and will be borne by parents/guardians. Cost of meals/lodging for chaperones of \$492.00 will be borne by the Board of Education.

Amend MS Field Trip
Plan 7th & 8th Grade
Chorus to High Note
Music Festival May 11,
2012

(d) **Motion to amend** the Middle School Field Trip Plan to include the following and to **approve Seventh & Eighth Grade Chorus to High Note Music Festival at Dorney Park in Allentown, PA on Friday, May 11, 2012** to perform in Music Festival. Transportation will be provided by First Student at a cost of \$522.87 for one bus. The charge per student of \$49.62 includes transportation and admission and will be borne by parents/guardians.

Approve Girls and Boys
Basketball Schedule

2. **Motion to approve the Interscholastic Sports Schedules** for the 2011-2012 school year for Girls and Boys Basketball with transportation for all away games provided by First Student Bus Company at a cost of approximately \$60.75/hour. (Attachment #11)

Approve 2011-2012
Nursing Services Plan

3. **Motion to approve the Nursing Services Plan** for the 2011-2012 school year and to authorize the Superintendent to submit plan to the Hunterdon County Office of Education on or before November 30, 2011. (Attachment #12)

Establish Multiple
Disabilities Program

4. **Motion to establish** a special education program at the elementary school for students with multiple disabilities and to authorize the superintendent to begin a personnel search that will enable the program to become operational on or before January 3, 2011.

ROLL CALL

M
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Roll Call:

Kay Daughters-Musnuff – Aye
Larissa Critelli – Aye
Alan Schwartz - Aye
Janice Stemple – Aye

William Stover - VP – Aye
Ann Willard - Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

**FINANCE &
FACILITIES**

8 Ayes; Motion Passes

L. 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 - 9.

1. PAYMENT OF BILLS

PAYMENT OF BILLS

a) Audit of Invoices (Attachment #13)

Approve invoices for Current Expense in the following amounts:

Invoices 10/11/2011

*	Check Register – Check 9207	\$ 2,248.93
	Check 9209	<u>\$ 2,696.35</u>
	Total	\$ 4,945.28

*Checks were issued after 10/10/11 Bills List was closed.

Check Register October 12 – 31, 2011:	\$146,539.39
Payroll - 10/15/11:	\$227,727.44
Payroll - 10/31/11:	<u>\$223,835.14</u>
Total	\$598,101.97

**Payroll 10/15/11
Payroll 10/31/11**

Approve invoices for Current Expense in the following amounts:

**Invoices
November 1 -7, 2011**

Check Register, November 1 – 7, 2011: **\$ 65,588.62**

Cafeteria \$10,525.00

Approve invoices for **Cafeteria** Account in the amount of **\$10,525.00**

Date	Vendor	Amount	Description	Check No.
10/14/11	NJ Dept of Agriculture	\$ 29.90	Inv. 132653 \$ 5.90 Inv. 132599 \$24.00	1317
10/18/11	Lisa Gannon Gottardo	\$ 65.00	Refund Overpayment	1318
10/24/11	Maschio’s Food Service, Inc.	\$10,430.10	Inv. 0029022	1319
	Total	\$10,525.00		

FINANCIAL REPORTS

2. FINANCIAL REPORTS

September 2011

Report of the Board Secretary for September 2011 (Attachment #14)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of September 2011 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 September 2011 - None

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 November 14, 2011, 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.

November 14, 2011

Gail Woicekowski
Business Administrator/Board Secretary

USE OF FACILITITES

3. USE OF FACILITIES (Attachment #15)

**GS Troop 80091 Use of
ES November 18 and
January 20, 2012**

- (a) Motion to approve (amend) High Bridge Girl Scout Troop #80091** – Use of ES on November 18, 2011 from 6:00 p.m. until 8:00 p.m. The original date was November 11, 2011 and **approve** use of ES on January 20, 2012 from 6:00 p.m. until 8:00 p.m. Advisor – Michelle Angley

CAFETERIA REPORT

September 2011

4. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$921.82 for the month and a year-to-date profit of \$921.82. Student participation was 26% in the Middle School and 25% in the Elementary School for the month of **September 2011**.

Last year's report for **September 2010**, indicated a loss of \$715.00 for the month and a year-to-date loss of \$715.00. Student participation was 25% in the Middle School and 28% in the Elementary School for the month of **September 2010**.

- 5. **Motion to approve** 2010-2011 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP. (Attachment #16)
- 6. **Motion to approve** A/E services for the High Bridge Board of Education Long Range Facilities Plan at a fixed cost of \$12,000.00 but not including any environmental or hazardous material investigations that may be necessary. (Attachment #17)
- 7. **Motion to approve** EJK Associates to purge and organize records of the Board Office and Storage Room #1 in the Middle School at a cost not to exceed \$2,550.00. (Attachment #18)
- 8. **Motion to accept** additional Ed Jobs Fund monies of \$1,687.00 making the total for 2011-2012 \$55,540.00.
- 9. **Request a motion** to properly discard and dispose of old, broken computer equipment.

Approve 2010-2011
Comprehensive Annual
Financial Report

Long Range Facilities
Plan

Approve EJK Associates
to purge records

Accept additional Ed Jobs
Funds of \$1,687.00

Dispose of old broken
computer equipment

ROLL CALL
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Roll Call:

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

8 Ayes; Motion Passes

TRAVEL
EXPENDITURE

**M. TRAVEL EXPENDITURE APPROVAL
(Attachment #19)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #19) 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 #19)

ROLL CALL
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Roll Call:

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

8 Ayes; Motion Passes

PUBLIC COMMENTS

N. PUBLIC COMMENTS

None

**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 8:00 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
- October 10, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Personnel Matters
- Public contact with emergency school closings/delayed openings

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:00 p.m. Janice Stemple 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, Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the following item.

October 10, 2011

1. October 10, 2011 Executive Meeting Minutes

ROLL CALL
M
S

Roll Call:

Janice Stemple – Aye	Janice Stemple – Aye
Karen Yaskanin-Jones – Aye	William Stover - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones- Aye
Kay Daughters-Musnuff – Aye	Robert Imhoff – Pres. - Aye

8 Ayes; Motion Passes

ADJOURNMENT

R. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:27 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator