

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, OCTOBER 10, 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 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff, Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones, Ann Willard, and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator.

**RECOGNITION ITEMS**

**D. RECOGNITION ITEMS**

**QSAC**

1. **William Stover, seconded by Karen Yaskanin-Jones, unanimously carried, motioned to recognize** the following groups/individuals for their role in the QSAC/Curriculum Project leading to High Bridge being named a High Performing School District. **(Attachment #1)**
  - a. Teachers
  - b. Board Members
  - c. Sherry Kerr

**PUBIC HEARING**

**E. PUBLIC HEARING**

A Public Hearing was conducted to accept the final violence and vandalism report of 2010-2011 according to State P.L. 2001, C299 **(Attachment #2)**

**2010-2011 Violence and Vandalism Report**

**CORRESPONDENCE**

**F. REVIEW OF OFFICIAL ORRESPONDENCE  
(Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Elizabeth Tyrell	9/22/11	Letter of resignation
Alan Schwartz	9/27/11	Vacant Board Seat
Nicole Locorotondo	10/5/2011	Letter of Resignation for Aide Position

**NEW BUSINESS**

**G. NEW BUSINESS**

Karen Yaskanin-Jones mentioned the 5<sup>th</sup> graders joining the cross country team. The coach is supportive. Are there insurance or legal liabilities?

**PUBLIC COMMENTS**

**H. PUBLIC COMMENTS**

None

**BOARD MEMBER INTERVIEW**

**I. NEW BOARD MEMBER INTERVIEW**

**EXECUTIVE/CLOSED SESSION**

**J. 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 7:27 p.m.; Kay Daughters-Musnuff 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.

- Candidate for School Board

Ann Willard motioned to exit executive session and return to public session at 7:30 p.m. William Stover seconded the motion. Unanimously carried.

**RECONVENE PUBLIC SESSION**

**K. RECONVENE PUBLIC SESSION**

**BOARD MEMBER APPOINTMENT**

**L. NEW BOARD MEMBER APPOINTMENT**

Alan Schwartz

1. **Ann Willard, seconded by Kay Daughters-Musnuff motioned** to appoint Alan Schwartz as board member.

**Roll Call:**

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

**7 Ayes; Motion Passes**

- 2. The School Business Administrator issued the Oath of Office to the newly appointed Board Member.

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

**ADOPTION OF MINUTES**

Based upon the recommendation of the School Business Administrator, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Alan Schwartz abstained.

**September 12, 2011**

- 1. September 12, 2011 Regular Meeting Minutes (Attachment #4)

**N. REPORTS TO THE BOARD**

**REPORTS TO THE BOARD**

**1. Follow-Up Items**

None at this time.

**2. Board President’s Report**

**Board President’s Report**

- a) Borough of Hampton School Exploratory Committee (Attachment #5)

A representative of the Hampton Committee briefly addressed the Board.

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

Robert Imhoff, President, reviewed items discussed at the HCSBA Meeting on Thursday, October 13, 2011.

**Committees**

- c) Board Committees and Chairperson

**Community Relations**

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

**Curriculum and Instruction**

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

**Finance/Facilities**

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

**Personnel and Management**

- **Personnel and Management – Janice Stemple, Chairperson, Larissa Critelli and Karen Yaskanin-Jones**

**Negotiations**

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

**Policy**

- **Policy – Karen Yaskanin-Jones, Chairperson,  
Kay Daughters-Musnuff 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 Kay Daughters-Musnuff, to adopt, on first reading, the following new policies and/or regulations:  
(Attachment via USB drive)

Policy 0142

Policy 0164

Regulation 1240

Regulation 2460.5

Regulation 2464

ROLL CALL

M  
S

- 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

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

Superintendent’s Report

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

Information Items

**3. Superintendent’s Report**

Mr. Kennedy discussed the following with the Board:

**A. INFORMATION ITEMS:**

- 1) 2011-2012 Enrollment Report Update  
(Attachment #7)
- 2) Staff Attendance for September 2011  
(Attachment #8)

Action Items

- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of August 2011 legal bills (Attachment #9)
- 5) NCLB - AYP Results
- 6) Annual Field Trip Plan (Attachment #10)
- 7) Safety and Security Plan (Attachment #11)
- 8) Memorandum of Agreement between Education and Law Enforcement Officials (Attachment via USB drive)
- 9) Adopt – A – Cop Program/Exercise Program with Law Enforcement & PE Grades 6-8
- 10) Update - School Logic implementation - 3 days
- 11) Week of Respect – October 3<sup>rd</sup> through October 7<sup>th</sup>
- 12) Special Education Complaint Investigation resolution (Attachment #12)

**B. ACTION ITEMS:**

**ACTION ITEMS**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones motioned, seconded by Ann Willard to approve the following item.

- 1) **Motion to designate** the week of October 17<sup>th</sup> as School Violence Awareness Week.

**School Violence Awareness Week  
Oct 17**

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

Based upon the recommendation of the Superintendent, William Stover motioned, seconded by Karen Yaskanin-Jones to approve the following item.

- 2) **Motion to acknowledge** Superintendent’s report on 2010-2011 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).

**2010-2011 School Violence and Vandalism Report**

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following item.

Annual Field Trip Plan  
ES/MS

Motion 3 amended the annual field trip plan for ES and MS except for High Note Music Festival which is tabled until November 14, 2011 Meeting.

- 3) **Motion to approve, as amended**, the annual field trip plan for Elementary and Middle School.

**ROLL CALL**

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S

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following items.

Safety and Security Plan

Uniform Memorandum  
of Agreement

- 4) **Motion to approve** the Safety and Security Plan.
- 5) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.

**ROLL CALL**

M  
S

**Roll Call:**

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

School Business  
Administrator’s Report

**7 Ayes; 1 Abstention; Motion Passes**

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

**A. General Information Items**

- 1) NJ School Digest – September 2011 (Attachment #13)
- 2) Comprehensive Maintenance Plan

- (Attachment #14)
- 3) Long Range Facilities Plan
- 4) 2012-2013 Budget Calendar  
(Attachment #15)
- 5) Audit completed last week. Discussion with the Finance Committee prior to the next meeting.

**B. Monthly Facility Maintenance Report**

- 1) Ehrlich – Middle School

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

**D. Monthly Investment Interest – September 2011**

Account	Peapack-Gladstone Bank
Agency	\$ 31.69
Capital Reserve	\$ 1.50
Current	\$ 591.70
Food Service	\$ 7.90
Maintenance	\$ 0.00
Payroll	\$ 5.03
Student Activity	\$ 6.43
Unemployment	\$ 12.16
<b>Total</b>	<b>\$ 656.41</b>

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

MS Principal’s Report

**6. Elementary School Principal’s Report (Attachment #16)**

ES Principal’s Report

**O. PERSONNEL**

PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 – 11. Karen Yaskanin-Jones seconded the motion.

- 1. **Motion to approve Stephanie Marquez**, Raritan Valley Community College student to complete 15 hours of math tutoring at High Bridge Elementary School with Lynn Hughes as cooperating teacher.
- 2. **Motion to approve Kevin Nagy**, Raritan Valley Community College student to complete 4 hours of field

Approve Stephanie Marquez 15 hrs math tutoring with Lynn Hughes

Approve Kevin Nagy 4 hrs field observation with Lauren Richardson

observation at High Bridge Elementary School with Lauren Richardson as cooperating teacher.

Approve Megan Mondzak  
25 hrs field observation with  
Kin Terzuolo

3. **Motion to approve Megan Mondzak**, Caldwell College student to complete 25 hours of field observation at High Bridge Elementary School with Kim Terzuolo as cooperating teacher.

Appro Christine Wilnson  
10 hrs field observation with  
Karen Sharkey

4. **Motion to approve Christine Wilkinson**, Centenary College student to complete 10 hours of field observation at High Bridge Elementary School with Karin Sharkey as cooperating teacher.

Accept resignation of  
Elizabeth Tyrell

5. **Motion to accept** with regret, the resignation of **Elizabeth Tyrell** as Elementary School Instructional Aide effective immediately.

Approve Timothy Loughney  
full-time October 11, 2011 –  
June 30, 2011

6. **Motion to amend** the employment contract of **Timothy Loughney** to full-time with benefits utilizing federal Education Jobs Funding effective October 11, 2011 through June 30, 2011 at a salary of \$22,859.00

Approve Anna Sbriscia full-  
time, without benefits,  
effective October 11, 2011 –  
June 30, 2011

7. **Motion to amend** the employment contract for **Anna Sbriscia** to full-time, without benefits, effective October 11, 2011 through June 30, 2011 at a salary of \$15,496.80.

Accept resignation of Nicole  
Locorotondo from  
paraprofessional.

8. **Motion to accept** the resignation of **Nicole Locorotondo** for the position of paraprofessional aide **and to approve** her employment as part-time (63%) Elementary School Special Education Teacher effective October 11, 2011 through June 30, 2012, at a Level BA Step 2 salary of \$30,747.00. (**Attachment #17**)

Approve Anthony Marinelli  
as MS Literary Magazine  
Club Advisor

9. **Motion to approve Anthony Marinelli** as **Middle School Literary Magazine Club advisor** to be compensated at a rate of \$29.11 per hour not to exceed 20 hours.

Approve Homebound  
Instructors

10. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2011-2012 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2008-2011 negotiated agreement:

- a) Judy Rogers
- b) Maurica Hash
- c) Michele Gomez



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

Approve Substitutes

Teacher/Aide

**Teacher/Aide Subs**

- a) Melanie Fennell
- b) Constance Rys
- c) Carl Katzenberger
- d) Alan Craig
- e) Mary Raefski

ROLL CALL

M  
S

**School Nurse Subs – Pending submission of criminal history clearance**

Nurse

- f) Dawn Bucher
- g) Stephanie Trstensky
- h) Chihping Walukiewicz

**Roll Call:**

- Janice Stemple - Aye
- Karen Yaskanin-Jones – Naye #11d
- Larissa Critelli - Aye
- Kay Daughters-Musnuff - Aye
- Alan Schwartz - Abstain
- William Stover – VP - Aye
- Ann Willard- Abstain #11
- Robert Imhoff – Pres. - Aye

**Motion Passes**

**P. CURRICULUM & INSTRUCTION**

CURRICULUM & INSTRUCTION

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #1 - 3. William Stover seconded the motion.

**Motion to approve** the following class trips and transportation:

Class Trips and Transportation

- a) **Kindergarten and Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on October 17, 2011 to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on “animals and their habitats” and “how things grow”. The cost per student of \$16.00 which includes transportation and admission is to be borne by parents/guardians.
- b) **Fourth Grade to Solitude House Museum/TISCO Complex, High Bridge,** on Tuesday, October 18<sup>th</sup>, 2011 (raindate 10/19/11) to visit Solitude Falls, Solitude Museum, Union Forge and TISCO Office Site. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1. There are no transportation costs involved with the trip as students will be walking. A \$3.00 donation is being requested from each student.

Kindergarten and Preschool to West Portal Pumpkin Patch Oct 17, 2011

4<sup>th</sup> Grade to Solitude House October 18, 2011

4<sup>th</sup> Grade to Veterans  
Memorial Park November 8,  
2011

4<sup>th</sup> Grade to Borough Hall  
March 12, 2012

4<sup>th</sup> Grade to Flemington March  
14, 2012

4<sup>th</sup> Grade to Trenton  
April 17, 2012

4<sup>th</sup> & 5<sup>th</sup> Environmental Club to  
Commons Park  
May 18, 2012

4<sup>th</sup> & 5<sup>th</sup> Environmental Club to  
SB of Raritan River May 25,  
2012

- c) **Fourth Grade to Veterans Memorial Park, High Bridge** on Tuesday, November 8<sup>th</sup>, 2011 (raindate 11/9/11) for park tour given by American Legion Post #188 Captain. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.2, 6.3. There are no costs involved with the trip as students will be walking.
- d) **Fourth Grade to Borough Hall, High Bridge**, on Monday, March 12<sup>th</sup>, 2012 (raindate 3/13/12) to visit Borough Hall and High Bridge Public Library. This trip correlates to 4<sup>th</sup> grade social studies curriculum and State core standards 6.1, 6.3. There are no costs involved with the trip as students will be walking.
- e) **Fourth Grade to Hunterdon County Clerk's Office, Hall of Records, and County Courthouses** on Wednesday March 14, 2012. This trip correlates with social studies curriculum units on governments and local history and addresses NJ State core standards 6.1, 6.3. Transportation will be provided by ESC at a cost of \$214.50 for one bus. Cost per student of \$5.50 is to cover transportation and will be borne by parents/guardians.
- f) **Fourth Grade to State Capital, Old Barracks, State House and WWII Memorial, Trenton, NJ** on Tuesday, April 17, 2012. This trip correlates to 4<sup>th</sup> grade Social Studies curriculum units on NJ History and Government and addresses NJ Core Standards: 6.1, 6.2, & 6.3. Transportation to be provided by First Student at a cost of \$396.00 for one bus. The cost per student of \$17.00 includes admission of \$6.00 and transportation and is to be borne by parents/guardians.
- g) **Fourth and Fifth Grade Environmental Club to High Bridge Commons Park**, on Friday, May 18<sup>th</sup>, 2012 for community service activity (weed, mulch, plant, litter pick-up at park). This trip correlates with health, science social studies curriculums and State core standards 5.1, 5.3, 5.4, 6.1. There are no costs involved with the trip as students will be walking.
- h) **Fourth and Fifth Grade Environmental Club to South Branch of the Raritan River (behind Gronsky's), High Bridge**, on Friday, May 25<sup>th</sup>, 2012 (rain date 5/31/12) for river monitoring activities with a trained South Branch Watershed Authority instructor. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no transportation costs involved

8<sup>th</sup> Grade to decorate  
Main Street November  
23, 2011

G/T Trips

ES/MS BD Classes  
Vocational Trips

with the trip as students will be walking.

- i) Eighth Grade Student Leaders** to Main Street, High Bridge on Wednesday, November 23, 2011 to decorate Main Street. There are no costs associated with the trip as students will be walking.
- j) Selected G/T Students** to participate in the following North Hunterdon Consortium activities/trips. Admission fees where applicable are paid from G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

<b>Date Rain/Snow Date</b>	<b>Activity</b>	<b># Students Grade level</b>	<b>Location</b>	<b>Cost</b>
10/17/11	Nature Walk	8 4 <sup>th</sup> -5 <sup>th</sup> Grade	Pt. Mountain Park	\$2.50 per student
10/20/11 10/21/11	Grounds for Sculpture	5 5 <sup>th</sup> Grade	Mercer, NJ	\$8.00 per student
12/9/11 12/12/11	ART Line I	8 6 <sup>th</sup> Grade	Hunterdon Museum of Art	\$6.00 per student
1/18/12 1/19/12	Poetry Slam	8 7/8 <sup>th</sup> Grade	Clinton Twp. Middle School	N/A
2/7/12 2/8/12	Math Workshop	12 5 <sup>th</sup> & 8 <sup>th</sup> grades	Conely School, Bethlehem Twp.	N/A
3/7/12 3/8/12	Debate	8 7/8 <sup>th</sup> Grade	Clinton Twp. Middle School	N/A
3/28/12 3/29/12	Crime Scene Investigation	8 6 <sup>th</sup> grade	Clinton Community Center	N/A
5/4/12	ART Line II	8 6 <sup>th</sup> grade	High Bridge Middle School	N/A
6/4/12	Film Fest	Up to 20 8 <sup>th</sup> grade	Clinton Twp. Middle School	N/A

- k) Elementary and Middle School BD classes** to participate in the following vocational trips with transportation to be provided by ESC with all costs of transportation to be paid for with IDEIA funds. Admission costs where applicable are to be paid for by parents/guardians.

Date / Rain Date	Location	Admission Costs
10/19/11 / 10/20/11	West Portal Pumpkin Patch, Bloomsbury, NJ	\$8.00
11/16/11	ShopRite, Clinton, NJ	
11/30/11	Target, Phillipsburg, NJ	
12/7/11	ShopRite, Clinton, NJ	
12/21/11	Phillipsburg Mall, Phillipsburg, NJ	
1/11/12	ShopRite, Clinton, NJ	
1/25/12	Oakwood Lanes, Washington, NJ	\$5.64/Child Family Pay
2/8/12	ShopRite, Clinton, NJ	
2/24/12	PeKing Acrobats, Raritan Valley Community College, Branchburg, NJ	\$10.00
3/7/12	ShopRite, Clinton, NJ	
3/21/12	Clinton Station Diner, Clinton, NJ	
4/18/12	ShopRite, Clinton, NJ	
5/16/12	ShopRite, Clinton, NJ	
5/30/12	Voorhees State Park, Glen Gardner, NJ	
6/6/12	Regal Cinema, Phillipsburg, NJ	\$8.50

**2011-2012 Curriculum Plan**

2. **Motion to approve** the 2011-2012 Curriculum Plan (Attachment #18)

**Addition of novel to Gr 8 LA Curriculum**

3. **Motion to approve** the addition of the novel *Michael Vey the Prisoner of Cell 25* by Richard Paul Evans to the 8<sup>th</sup> grade Language Arts curriculum.

**ROLL CALL**

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**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

**FINANCE/  
FACILITIES**

**Q. 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 - 12. **4 amended.**

**1. PAYMENT OF BILLS**

**PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #19)**

**Invoices  
Sept 9 -30, 2011**

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

**Payroll 9/15/11  
Payroll 9/30/11**

Check Register September 9 – 30, 2011:	<b>\$135,373.20</b>
Payroll - 9/15/11:	<b>\$226,110.33</b>
Payroll - 9/30/11:	<b><u>\$224,990.72</u></b>
Total	<b>\$586,474.25</b>

**Invoices  
October 1 -11, 2011**

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

Check Register, October 1 – 11, 2011:	<b>\$108,588.62</b>
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**2. FINANCIAL REPORTS**

**FINANCIAL REPORTS**

**Report of the Board Secretary for August 2011  
(Attachment #20)**

**August 2011**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of August 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 August 2011**

**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 October 10, 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.

\_\_\_\_\_

\_\_\_\_\_ October 10, 2011

Gail Woicekowski  
Business Administrator/Board Secretary

USE OF FACILITIES

3. USE OF FACILITIES (Attachment #21)

PTO

(a) **Motion to approve (amend) High Bridge PTO** – Use of ES and MS for various meetings and activities for the 2011-2012 school year. Advisor – Barbara Gallagher.

8<sup>th</sup> Grade Dinner Dance  
Parent Meetings

(b) **Motion to approve 8<sup>th</sup> Grade Dinner Dance Parent Meetings** – Use of MS Home Ec Room beginning December 5, 2011 through May 2012 once a month with future dates to be determined from 7:00 p.m. – 8:30 p.

Amend HB Youth BB

Advisors – Kim Ziegler and Cindy Sharkey

Addition of November 4,  
2011

(c) **Motion to approve (amend) High Bridge Youth Basketball** – Use of MS Gym and ES All Purpose Room beginning November 4, 2011 and ending March 3, 2012 with the addition of November 8, 2011 from 6:30 p.m. – 8:30 p.m. in the Middle School. See attached calendar. Advisor – Gary Mills

GS Heart to NJ use of  
MS October 13, 2011 –  
May 24, 2012

(d) **Motion to approve Girl Scouts Heart of NJ** – Use of MS Classroom beginning October 13, 2011 through May 24, 2012 (see attached list of dates) from 6:00 p.m. – 7:30 p.m.

HB Cultural & Heritage  
Committee use of MS  
October 29, 2011

Advisor – Leigh Ann Russell

(e) **Motion to approve High Bridge Cultural & Heritage Committee** – Use of Middle School Gym for Halloween Parade on Saturday, October 29, 2011 in the event of inclement weather, from 11:00 am until 3:00 pm. Advisor: Doug Walker

GS Senior Troop 80243  
bake sale ES

(f) **Motion to approve Girl Scout Senior Troop 80243** – Use of ES Hall outside of Multi Purpose Room for bake sale fundraiser. See attached dates. Advisor - Jamie Taylor

Daisy GS Troop 80315  
use of ES

(g) **Motion to approve Daisy Girl Scout Troop 80315** – Use of ES Classroom from 3:00 p.m. – 4:45 p.m. See attached dates.

Cub Scouts ES  
beginning October 12,  
2011

Advisor – Maryann Hagan.

Buck Simperts A&A

(h) **Motion to approve Cub Scouts** – Use of ES Classroom from 3:15 p.m. – 4:45 p.m. every other Wednesday beginning October 12, 2011. Advisor – Lisa Pierro.

William Stover  
signatory on bank  
accounts

4. **Motion to replace USA Architect with Buck Simperts Architect & Associates, Inc. as School Architect.**

5. **Motion to add** William Stover, Board of Education Vice President, as a signatory for the current and payroll bank accounts.

6. **Motion to adopt** the 2012-2013 Budget Calendar (refer to Attachment #15).

2012-2013 Budget  
Calendar

Ed Jobs Fund

7. **Motion to utilize** Ed Jobs Fund (**Attachment #22**).

Additional State Aid of  
\$64,915

8. **Motion to utilize** additional state aid of \$64,915.00 in the preparation of the 2012-2013 school budget.

Submission of IDEIA

9. **Motion to authorize** the Business Administrator to submit the IDEIA grant totaling \$97,715.00.

MAINTENANCE  
BUDGET WORKSHEET

#### 10. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET

**BE IT RESOLVED** that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. (**Refer to Attachment #14**)

COMPREHENSIVE  
MAINTENANCE PLAN

#### 11. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge

Board of Education in compliance with Department of Education requirements. **(Refer to Attachment #14)**

**COOPERATIVE PRICING**

**12. APPROVE THE MEMBER PARTICIPATION AGREEMENT FOR A COOPERATIVE PRICING SYSTEM (Attachment 24)**

**ROLL CALL**  
**M**  
**S**

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

**TRAVEL EXPENDITURE**

**R. TRAVEL EXPENDITURE APPROVAL (Attachment #23)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #23) 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 #23)

**ROLL CALL**  
**M**  
**S**

**Roll Call:**

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

**PUBLIC COMMENTS**

**7 Ayes; 1 Abstention; Motion Passes**

**S. PUBLIC COMMENTS**

None

**EXECUTIVE/ CLOSED SESSION**

**T. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following Resolution to enter into Executive Session at 8:46 p.m.; Kay Daughters-Musnuff 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
- September 12, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Personnel Matters

Janice Stemple motioned to exit executive session and return to public session at 9:25 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**P. RECOVENE PUBLIC SESSION**

RECOVENE PUBLIC SESSION

**Q. 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 Ann Willard to approve the following item.

September 12, 2011

1. September 12, 2011 Executive Meeting Minutes

ROLL CALL  
M  
S

**Roll Call:**

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

**7 Ayes; 1 Abstention; Motion Passes**

ADJOURNMENT

**W. ADJOURNMENT**

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

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator