

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, APRIL 8, 2013**

**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 7:04 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz, Tom Wescoe, Ann Willard , Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent, and Gail Woicekowski, Board Secretary/Business Administrator.

**D. RECOGNITION ITEMS**

**RECOGNITION ITEMS**

1. **Ann Willard motioned, seconded by Kay Daughters-Musnuff to acknowledge Gail Woicekowski** for her service as School Business Administrator and Board Secretary from September 1, 2011 through April 12, 2013. **(Attachment #1)** Unanimously carried.
  
2. **Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to approve** a resolution recognizing Engles, Canine Companions for Independence (CCI). **(Attachment #2)** Unanimously carried

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

**CORRESPONDENCE**

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

**PUBLIC COMMENTS**

**F. PUBLIC COMMENTS**

None

**ADOPTION OF MINUTES**

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

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

March 18, 2013  
March 19, 2013  
March 25, 2013

- 1. March 18, 2013 Special Meeting Minutes (**Attachment #3**)
- 2. March 19, 2013 Special Meeting Minutes (**Attachment #4**)
- 3. March 25, 2013 Regular Meeting Minutes (**Attachment #5**)

**REPORTS TO THE BOARD**

**H. REPORTS TO THE BOARD**

**1. Follow-Up Items**

None at this time.

**Board President's Report**

**2. Board President's Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)
- b) Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the 2013-2014 Board meeting dates as amended. April 29, 2013 was added. (**Attachment #7**)

**ROLL CALL**

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**Roll Call:**

Kay Daughters-Munsnuff - VP – Aye	Tom Wescoe - Aye
Karen Yaskanin-Jones – Aye	Ann Willard - Aye
Larissa Critelli - Aye	Robert Imhoff – Pres. - Aye
Alan Schwartz – Aye	

**7 Ayes; Motion Passes**

**Board Committees**

- c) Board Committees and Chairperson

**Community Relations**

- **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff**
  - April 11<sup>th</sup> meeting with High Bridge Borough Council regarding the 2013-2014 budget at the High Bridge Firehouse beginning at 7:30 PM
  - Reviewed proposed article for “The Bridge”
  - Reviewed format for budge newsletter that will be posted on the district website
  - Next meeting – Tuesday, April 23<sup>rd</sup> at 5:30 PM

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Alan Schwartz, Robert Imhoff
  - Discussed math: Grades 6 – 8 curriculum revision
  - Discussed math purchase for K-5 program
  - Reviewed draft of Technology Plan
  - Reviewed draft of Professional Development Plan
  - Discussed the make-up schedule for school closing days that is posted on the 2013 – 2014 school calendar
  - Discussed seventh grade field trip – High Point State Park
  - Discussed seventh grade field trip – Washington Crossing State Park
  - Middle school instrumental field trip – High Notes Music Festival.
  - Discussed implementation of the full-day kindergarten program
  - Discussed New Jersey School Performance Reports
  - Next meeting – Tuesday, April 23<sup>rd</sup> at 4:30 PM
  
- **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli, Robert Imhoff**
  - No report at this time
  - Next meeting – To be determined
  
- **Personnel and Management – Karen Yaskanin-Jones, Chairperson, Ann Willard, Robert Imhoff**
  - Reviewed superintendent recommendation for 2013-2014 renewal of four faculty members who will obtain tenure
  - Reviewed the Reduction in Force (RIF) for 2013-2014 due to budgetary limitations
  - Discussed the need for a leave replacement teacher
  - Reviewed the recommendation for the new business administrator
  - Reviewed the recommendation for an interim business administrator
  - Held preliminary discussion about non-association contracts and salaries
  - Next meeting – To be determined

Curriculum and Instruction

Finance/Facilities

Personnel and Management

Policy

- **Policy – Ann Willard, Chairperson,**  
Tom Wescoe, Robert Imhoff
  - No report at this time
  - Next meeting – To be determined
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**

Superintendent's Report

- **NJSBA Delegate – Robert Imhoff**

**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for March 2013  
**(Attachment #8)**
- 2) 2012-2013 Enrollment  
**(Attachment #9)**
- 3) Monthly Report on Harassment, Intimidation,  
and Bullying Incidents
- 4) Business Administrator Search Process –  
Update and Recommendation
- 5) Community Blood Drive – April 18<sup>th</sup> at  
HBMS
- 6) New Jersey School Performance Report
- 7) NJASK Assessment Dates

School Business  
Administrator's Report

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

**a. General Information Items**

- 1) Roof update
- 2) ExxonMobile Volunteer Improvement Program

**b. Monthly Facility Maintenance Report**

- 1) HBMS Scoreboard
- 2) Stair Treads MS
- 3) Skylight - ES

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – March 2013**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 5.61
Capital Reserve	\$ 17.38
Current	\$ 64.06
Food Service	\$ .65
Maintenance	\$ 15.65
Payroll	\$ 1.85
Student Activity	\$ 1.98
Unemployment	\$ 2.17
FSA	\$ .18
<b>Total</b>	<b>\$ 109.53</b>

MS Principal's Report

ES Principal's Report

PERSONNEL

Appoint Michele McCann as School Business Administrator/Board Secretary June 13, 2013 \$76,000

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

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

**I. PERSONNEL**

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 4. Larissa Critelli seconded the motion.

Approve Gail Woickowski as Interim School Business Administrator from April 15, 2013 – June 12, 2013 \$30/hr

1. **Motion to appoint Michele McCann** as School Business Administrator/Board Secretary from June 13, 2013 through June 30, 2013, at an annual salary of \$ 76,000.00, prorated, subject to all terms and conditions set forth in the employment contract, as approved by the Hunterdon County Executive Superintendent. **(Attachment #10)**
2. **Motion to approve Gail Woickowski** to provide interim Business Administrator services from April 15, 2013 through June 12, 2013, at the hourly rate of \$30.00, as per contract approved by the Hunterdon County Executive Superintendent. **(Attachment #11)**
3. **Motion to reappoint four (4) certificated staff members**, with tenure on the appropriate date, for the 2013-2014 school year as per **(Attachment #12)**.
4. **Motion to appoint Donna Brown** as 2<sup>nd</sup> grade leave replacement teacher from April 29, 2013 through May 24, 2013 at level BA step 1 per diem rate of \$244.78. The appointment may continue beyond May 24, 2013 on a full or half-day basis based upon physician's recommendation of the faculty member's readiness to return to work. **(Attachment #13)**

Tenure

Appoint Donna Brown 2<sup>nd</sup> Grade Leave Replacement Teacher April 29, 2013 – May 24, 2013 \$244.78/day

ROLL CALL

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**Roll Call:**

Karen Yaskanin-Jones – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Kay Daughters-Musnuff - VP - Aye
Alan Schwartz - Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Aye	

**7 Ayes; Motion Passes**

CURRICULUM & INSTRUCTION

CURRICULUM & INSTRUCTION

PUBLIC HEARING

**J. CURRICULUM & INSTRUCTION**

2013 – 2016 TECHNOLOGY PLAN

**1. Kay Daughters-Musnuff motioned, seconded by Larissa Critelli, unanimously carried, to conduct Public Hearing on Technology Plan (Attachment #14)**

a. **A public hearing** was held to present the 2013-2016 Educational Technology Plan and to offer the opportunity for the public to comment or ask questions on this topic.

**b. Public Comments**

Ms. Willard expressed a concern about Windows XP in the District.

Mr. Kennedy explained Windows XP will be phased out over the next three years.

Mr. Kennedy and The Board of Education thanked Mr. Kolton.

c. **Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to close the Public Hearing on the 2013-2016 Technology Plan.**

d. **Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to adopt the district’s 2013-2016 Educational Technology Plan and to authorize the Superintendent to submit same to the Hunterdon County Department of Education for their review and approval.**

ROLL CALL

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**Roll Call:**

Kay Daughters-Musnuff – VP - Aye	Tom Wescoe - Aye
Karen Yaskanin-Jones - Aye	Ann Willard - Aye
Larissa Critelli - Aye	Robert Imhoff – Pres. - Aye
Alan Schwartz - Aye	

**7 Ayes; Motion Passes**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following items #2 - 3.

- 2. **Motion to approve** the 2013-2014 School and District Professional Development Plan. (**Attachment #15**)

2013-2014 School and District Professional Plan

Mr. Kennedy and The Board of Education thanked the Professional Development Plan committee.

- 3. **Motion to approve** the following school trips and transportation:
  - a. **Seventh grade to High Point State Park** on Thursday, May 30, 2013 to study ecosystems. Transportation will be provided by US Coachways at a cost of \$990.00 for one bus. Cost per pupil of \$26.00 covers transportation and is to be borne by parents/ guardians. The cost of this trip is being offset by a \$165.00 donation by the High Bridge PTO.
  - b. **Seventh Grade to Washington Crossing Park, Washington Crossing, PA** on June 7, 2013. Transportation will be provided by First Student at a cost of \$402.35 for one bus. Cost per pupil of \$10.00 includes admission and transportation and will be borne by parents/guardians.

Trips/Transportation

Gr 7 to High Point State Park May 30, 2013

Gr 7 to Washington Crossing Park June 7, 2013

**ROLL CALL**

**M  
S**

**Roll Call:**

Kay Daughters-Musnuff –VP - Aye	Tom Wescoe - Aye
Karen Yaskanin-Jones– Aye	Ann Willard Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Alan Schwartz – Aye	

**7 Ayes; Motion Passes**

**K. FINANCE/FACILITIES**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Larissa Critelli to approve the following items # 1 – 5 & 7.

Alan Schwartz made a motion, seconded by Larissa Critelli to remove #6.

**PAYMENT OF BILLS**

Invoices March 22-31 2013  
\$10,325.18

3/28/13 Payroll \$238,099.36

Invoices April 1-4, 2013  
\$100,164.99

**FINANCIAL REPORTS**

February 2013

**1. PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #16)**

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

Check Register March 22 - 31, 2013	\$ 10,325.18
Payroll 3/38/13	<u>\$ 238,099.36</u>
<b>Total</b>	<b>\$ 248,424.54</b>

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

Check Register April 1 - 4, 2013	\$100,164.99
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**2. FINANCIAL REPORTS**

**Report of the Board Secretary and Treasurer Report for February 2013 (Attachment #17)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of February 2013 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.

**Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of April 8, 2013, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-

16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

April 8, 2013

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

**USE OF FACILITIES**

**3. USE OF FACILITIES**

**None at this time**

**DISCARD  
EQUIPMENT &  
SUPPLIES**

**4. DISCARD EQUIPMENT/SUPPLIES:**

a. **Motion to approve** disposing of :

- Titmus vision screener from 1958, Beltone  
Hearing System (40 years) old
- Brother Printer from Middle School Health  
Office.

**DONATION  
ACCEPTANCE**

**5. DONATION ACCEPTANCE**

a.

**Motion to**

**accept** a donation of a southern magnolia tree by the DeStefano family to be planted in front of the middle school near the park bench. This tree will replace the tree that was destroyed during Hurricane Sandy. The tree has an estimated value of \$400.00. The planting of the tree will be coordinated with the middle school student participation as arranged through our Student Leadership Program. The tree planting activity will accompany a planned fall planting of flowering perennials that will be purchased by funds raised by middle school students along with a contribution of mulch provided by the PTO.

- b. **Motion to acknowledge** a donation from Skylands Educational Consultant Group, LLC, Dr. William Caldwell, CEO/Principal Consultant, of \$499.99 to be used for High Bridge Elementary School field day activities.

Amend NCLB  
Consolidated 2012-2013  
Grant Application

**7. Motion to Amend the NCLB Consolidated 2012-2013 Grant Application**

The amended NCLB Consolidated 2012-2013 grant application is being filed with anticipated allocations in the following accounts (accounts for 11-12 carryover):

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title I – Supplies	100-600	\$ 20,486
Title I – Other Purchased Services	200-600	\$ 154
<b>Title I - Total</b>		<b>\$ 20,640</b>

Title IIA – Professional & Technical Services	200-300	\$ 12,466
Title IIA – Supplies & Materials	200-600	\$ 114
<b>Title IIA - Total</b>		<b>\$ 12,580</b>

**NCLB CONSOLIDATED - TOTAL \$ 33,345**

**Roll Call:**

Alan Schwartz – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - VP – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Aye	

**7 Ayes; Motion Passes**

**L. TRAVEL EXPENDITURE APPROVAL (Attachment #18)**

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

**Roll Call:**

Alan Schwartz – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - VP – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Aye	

**7 Ayes; Motion Passes**

**M. NEW BUSINESS**

None.

ROLL CALL

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NEW BUSINESS

RECOVENE PUBLIC  
SESSION

ACTION ITEMS

**N. PUBLIC COMMENTS**

**PUBLIC COMMENTS**

None

**P. EXECUTIVE/CLOSED SESSION**

**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 7:59 p.m.; Ann Willard 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.

- March 18, 2013 Executive Meeting Minutes **(Attachment ES#1)**
- March 19, 2013 Executive Meeting Minutes **(Attachment ES #2)**
- March 25, 2013 Executive Meeting Minutes **(Attachment ES #2)**
- Legal Matter – Alparone vs. High Bridge Board of Education
- Potential Lawsuit
- Superintendent Search

Ann Willard motioned to exit executive session and return to public session at 10:12 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**P. RECOVENE PUBLIC SESSION**

**RECOVENE PUBLIC SESSION**

**Q. ACTION ITEMS**

**ACTION ITEMS**

**ADOPTION OF EXECUTIVE MINUTES**

March 18, 2013  
March 19, 2013  
March 25, 2013

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

Based upon the recommendation of the School Business Administrator/Board Secretary, Kay Daughters-Musnuff motioned, seconded by Tom Wescoe to approve the following items.

- 1. March 18, 2013 Executive Meeting Minutes
- 2. March 19, 2013 Executive Meeting Minutes
- 3. March 25, 2013 Executive Meeting Minutes

**ROLL CALL**

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**Roll Call:**

Kay Daughters-Musnuff - VP – Aye	Ann Willard – Aye
Tom Wescoe – Aye	Karen Yaskanin-Jones - Aye
Larissa Critelli – Aye	Robert Imhoff- Pres. - Aye
Alan Schwartz - Aye	

**7 Ayes; Motion Passes**

**ADJOURNMENT**

**T. ADJOURNMENT**

Having no further business to come before the Board, Ann Willard motioned to adjourn the meeting at 10:14 p.m. The motion was seconded by Larissa Critelli. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator