

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, DECEMBER 10, 2012**

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, 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.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

1. **Ann Willard requested a motion, seconded by Larissa Critelli** to approve resolutions recognizing the following individuals for their service to High Bridge School District:
 - a. **William Stover – Board Member**
 - b. **Janice Stemple – Board Member**

**E. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment #1)**

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
The Lazier Family	12/3/12	Thank You
Land Sharks (Avon Walk)	12/5/12	Thank You

F. PUBLIC COMMENTS

PUBLIC COMMENTS

Mrs. Conroy thanked Mr. Stover and Mrs. Stemple for their service.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF MINUTES

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

November 12, 2012

1. November 12, 2012 Regular Meeting Minutes
(Attachment #2)

**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 #3**)

b) **Kay Daughters-Musnuff motioned, seconded by William Stover to approve Sequestration Resolution. Unanimously carried. (Attachment #4)**

**Committees/
Chairperson**

c) Superintendent Goals

Community Relations

d) Board Committees and Chairperson

**Curriculum and
Instruction**

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

Finance/Facilities

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

**Personnel and
Management**

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

Policy

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

**Superintendent's
Report**

- **Policy – Karen Yaskanin-Jones, Chairperson, Alan Schwartz and Ann Willard**

- **HCESC Representative – Joseph Kennedy**

- **HCSBA Representative – Robert Imhoff**

- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

Mr. Kennedy discussed the following with the Board:

a. INFORMATION ITEMS:

INFORMATION ITEMS

- 1) Staff Attendance for November 2012
(Attachment #5)
- 2) 2012-2013 Enrollment
(Attachment #6)
- 3) Monthly Report on Harassment, Intimidation,
and Bullying Incidents
- 4) 2012-2013 School Calendar and School
Closing Days **(Attachment #7)**
- 5) Parent Visitation Days – MS 11/14/12; ES
11/20/12
- 6) Elementary & Secondary Education Act (ESEA) Progress Targets
(Attachment #8)
- 7) School Choice Program Update
- 8) QSAC Update – New on-site visit date is February 28, 2013
- 9) Main Street Decorating **(Attachment #9)**
- 10) Middle School Moustache Day **(Attachment #10)**
- 11) Elementary School 4th and 5th Grade Chorus – Tree Lighting
Ceremony

Mr. Kennedy acknowledged 4th, 5th grade
students and Ms. Shiffman

- 12) Hunterdon Huskies Junior PeeWee were crowned National
Champions. Junior Midgets took 3rd nationally.

4. School Business Administrator's Report

a. General Information Items

- 1) NJ School Digest – October & November
2012 **(Attachment #11)**
- 2) Results of the Nov. Election for Board of
Education members **(Attachment #12)**
- 3) Board email – Spam high?
- 4) Call Manager Update
- 5) Middle School Capital Project
- 6) Middle School Score Board
- 7) District Energy Audit

**School Business
Administrator's Report**

b. Monthly Facility Maintenance Report

- 1) Storm Update

c. Vandalism Report

There was an act of vandalism since our last

meeting.

d. Monthly Investment Interest – November 2012

Account	Peapack-Gladstone Bank
Agency	\$ 3.95
Capital Reserve	\$ 16.76
Current	\$ 97.68
Food Service	\$.67
Maintenance	\$ 23.79
Payroll	\$ 2.03
Student Activity	\$ 1.21
Unemployment	\$ 3.71
FSA	\$.19
Total	\$ 149.99

MS Principal's Report

ES Principal's Report

PERSONNEL

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, Janice Stemple motioned to approve the following items #1 – 4. Larissa Critelli seconded the motion.

Approve Substitutes

1. **Motion to approve** the following substitutes for the 2012-2013 school year:
 - a. Susan Adair
 - b. Catherine Hazlett (pending successful completion of criminal history background check)
2. **Motion to extend the approval for Alison Yanulevich**, Caldwell College student, to complete student teaching at High Bridge Elementary School through December 19, 2012 to make up days lost due to Hurricane Sandy.
3. **Motion to approve** a Leave of Absence for **Christine Sullivan**, Guidance Counselor, from on or about February 19th through June 30th utilizing ten (10) days of accumulated sick leave, four (4) weeks of disability leave and twelve (12) weeks of leave as per the New Jersey Family Leave Act for the care of a newborn child.

Approve extension for
Alison Yanulevich

Approve LOA Christine
Sullivan

Approve Pat Tuma
Cheerleading Coach

- 4. **Motion to approve Pat Tuma** as co-curricular cheerleading coach for the 2012-2013 season to be compensated the rate of \$1,517.00.

ROLL CALL
M
S

Roll Call:

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

8 Ayes; Motion Passes

J. CURRICULUM & INSTRUCTION

CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following trips/transportation items 1 -2.

- 1. **Motion to approve** the following class trips and transportation:

- (a) **8th grade to McCarter Theatre, Princeton, NJ** on December 13, 2012 to view performance of “A Christmas Carol”. Transportation will be provided by First Student at a cost of \$443.00 for one bus. Cost per student of \$31.00 includes transportation and admission and will be borne by parents/guardians.

8th Grade to McCarter Theatre December 13, 2012

- (b) **8th grade to Voorhees High School**, on January 8, 2013 for transition/ orientation to high school. Transportation will be provided by First Student at a cost of \$175.00 for one bus and will be paid by the district.

8th Grade to Voorhees High School January 8, 2013

- 2. **Motion to approve** five (5) members of Middle School Chorus to participate in the Central Jersey Music Educator’s Association Intermediate Chorus.

Central Jersey Music Educator’s Association Intermediate Chorus

Mr. Kennedy acknowledged Ms. Shiffman for using her personal time for rehearsals.

ROLL CALL
M
S

Roll Call:

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

8 Ayes; Motion Passes

K. 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 - 7.

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #13)

Approve invoices for Current Expense in the following amounts:

Check Register November 9 - 30, 2012	\$ 87,069.28
Payroll 11/15/12	\$238,516.56
Payroll 11/30/12	<u>\$237,176.68</u>
Total	\$562,762.52

Approve invoices for Current Expense in the following amounts:

Check Register, December 1- 6, 2012	\$171,477.94
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Approve invoices for **Cafeteria** Account in the amount of **\$8,597.89**

Date	Vendor	Amount	Description	Check No.
11/14/12	NJ Dept. of Agriculture	\$ 28.00	Inv. 142976	1347
11/14/12	Maschio's Food Service, Inc.	\$ 8,545.89	Inv. IN0034610	1348
12/5/12	NJ Dept. of Agriculture	\$ 24.00	Inv. 143914	1349
	Total	\$ 8,597.89		

USE OF FACILITIES

Approve Daisy GS Troop #80187 use of ES Classroom

Amend Market Day Pickup

2. FINANCIAL REPORTS

**Report of the Board Secretary for October 2012
August & September 2012 Treasurer's Report
(Attachment #14)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of October

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 November 30, 2012–
(Attachment #15)**

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 December 10, 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.

December 10, 2012

Gail Woicekowski
Business Administrator/Board Secretary

USE OF FACILITIES

3. USE OF FACILITIES (Attachment #16)

Approve 8th Grade Lock In

- a. Motion to approve** use of MS Cafeteria and Gym for 8th Grade Lock In on Friday, April 19th 2013 beginning 9:30 p.m. and ending Saturday, April 20th, 2013 at 7:00 a.m. **Advisor – Ginger Howell**

CAFETERIA REPORT

4. CAFETERIA REPORT

October 2012

The cafeteria financial report for the month of **October 2012**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$1,599.51 for the month and a year-to-date loss of \$1,726.71. Student participation was 18% in the Middle School and 25% in the Elementary School for the month of **October 2012**.

Last year’s report for **October 2011**, indicated a loss of \$317.13 for the month and a year-to-date profit of \$604.69. Student participation was 24% in the Middle School and 30% in the Elementary School for the month of **October 2011**.

Submit 2013 NCLB

5. Motion to authorize the Business Administrator to submit 2013 NCLB grant totaling \$26,168.00. (**Attachment #17**)

Direct Install Agreement

6. Motion to accept the Direct Install agreement to perform electric energy incentives in the High Bridge Elementary and High Bridge Middle School at a district cost of \$76,533.27 to be funded by the district Capital Reserve Account. (**Attachment #18**)

Accept donations

Amended to confirm Direct Install with LGEA

7. Motion to accept the following donations to the High Bridge School District:

- a) Easy Stand 7000 Magician SN#73074400019 at an approximate value of \$750.00 from Jeff Hoffman, 10 High View Street, Califon, NJ 07830
- b) Various art supplies worth \$50.00 from Gail Woicekowski, 31 Hampton Terrace, Phillipsburg, NJ 08865

ROLL CALL

M
S

Roll Call:

William Stover - VP – Aye	Alan Schwartz – Aye, Naye #6
Janice Stemple – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones-Aye
Kay Daughters-Musnuff – Aye	Robert Imhoff – Pres. –Aye

TRAVEL

Motion Passes

L. 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

M
S

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

NEW BUSINESS

8 Ayes; Motion Passes

M. NEW BUSINESS

None.

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 8:16 p.m.; Janice Stemple 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.

- Legal Matter – Alparone vs. High Bridge Board of Education
- Student legal matter
- November 12, 2012 Executive Meeting Minutes (Attachment ES#1)
- Vandalism at High Bridge Elementary School
- Personnel Matter

Ann Willard motioned to exit executive session and return to public session at 8:51 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

P. RECOVENE PUBLIC SESSION

ACTION ITEMS

Q. ACTION ITEMS

**ADOPTION OF
EXECUTIVE MINUTES**

**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 Karen Yaskanin-Jones to approve the following item.

1. November 12, 2012 Executive Meeting Minutes

ROLL CALL

**M
S**

Roll Call:

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

8 Ayes; Motion Passes

ADJOURNMENT

S. ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 8:52 p.m. The motion was seconded by William Stover. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator