

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL/REGULAR MONTHLY MEETING
WEDNESDAY, JANUARY 2, 2013**

Minutes

ROLL CALL

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 by Gail Woicekowski, Board Secretary at 6:02 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff, Robert Imhoff, Tom Wescoe, Ann Willard arrived at 6:50 p.m., and Karen Yaskanin-Jones. Also present was Joseph Kennedy, Superintendent, and Gail Woicekowski, Board Secretary/Business Administrator.

D. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESULTS OF SCHOOL BOARD ELECTION

Ann Willard	1032 – 1 year unexpired term
Karen Yaskanin-Jones	1013 – 2 year unexpired term
Kay Daughters-Musnuff	990 – 3 year term
Alan Schwartz	999 – 3 year term
Tom Wescoe (Write-In)	3 – 3 year term

OATH OF OFFICE

E. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary issued the oath of office to the newly elected Board members.

ROLL CALL

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Roll Call:

Larissa Critelli - Aye	Ann Willard – Arrived 6:50 p.m.
Kay Daughters-Musnuff – Aye	Karen Yaskanin-Jones - Aye
Alan Schwartz – Aye	Robert Imhoff - Aye
Tom Wescoe - Aye	

F. ORGANIZATION OF THE BOARD

REORGANIZATION OF BOARD

1. ELECTION OF OFFICERS

a. NOMINATIONS FOR PRESIDENT

PRESIDENT

- 1) Board Secretary called for nominations:
Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to nominate Robert Imhoff for Board President.
- 2) Karen Yaskanin-Jones motioned, seconded by Alan Schwartz that nominations be closed

REGULAR BUSINESS

NJSBA

CODE OF ETHICS

3) Board vote

ROLL CALL
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S

Roll Call:

Karen Yaskanin-Jones - Aye
Larissa Critelli - Aye
Kay Daughters-Musnuff - Aye
Alan Schwartz - Aye

Tom Wescoe - Aye
Ann Willard - Absent
Robert Imhoff - Abstain

Motion Passes

**2. ROBERT IMHOFF, ELECTED PRESIDENT
ASSUMES THE CHAIR**

3. ELECTION OF VICE PRESIDENT

- 1) President calls for nominations
Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to nominate Kay Daughters-Musnuff for Board Vice President.
- 2) Karen Yaskanin-Jones motioned, seconded by Larissa Critelli that nominations be closed
- 3) Board vote

VICE PRESIDENT

ROLL CALL

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S

Roll Call:

Karen Yaskanin-Jones - Aye
Larissa Critelli - Aye
Kay Daughters-Musnuff - Abstain
Alan Schwartz - Aye

Tom Wescoe - Aye
Ann Willard - Absent
Robert Imhoff - Aye

Motion Passes

REGULAR BUSINESS

REGULAR BUSINESS

NJSBA

G. NEW JERSEY SCHOOL BOARD'S PRESENTATION

Gwen Thornton, New Jersey School Board's representative addressed the Board on the process of recruiting a Chief School Administrator.

CODE OF ETHICS

**H. ADOPTION OF THE CODE OF SCHOOL ETHICS
(Attachment #1)**

Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following item.
Unanimously carried.

The Board Secretary issued the oath of office to Ann Willard.

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

7 Ayes; Motion Passes

Sign and return copy to Business Administrator.

CORRESPONDENCE

**I. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/13/12	Holiday donation to PTO
Caryn Snyder	12/20/12	LOA request
Joseph Kennedy	12/27/12	Retirement Letter

PUBLIC COMMENTS

J. PUBLIC COMMENTS

Mrs. Sharkey mentioned the families in the community are sad the Mr. Kennedy is retiring.

**ADOPTION OF
MINUTES**

**K. 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. Mr. Wescoe abstained.

December 10, 2012

**1. December 10, 2012 Regular Meeting Minutes
(Attachment #3)**

Mr. Schwartz questioned a portion of the Direct Install. Mr. Imhoff indicated that a second vote in the future would be necessary prior to proceeding with the project.

**REPORTS TO THE
BOARD**

L. 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 #4**)

**Committees and
Chairperson**

b) Board Committees and Chairperson

- **Community Relations – Larissa Critelli,
Chairperson, Tom Wescoe**
- **Curriculum and Instruction – Kay
Daughters-Musnuff, Chairperson
Alan Schwartz**
- **Finance/Facilities – Alan Schwartz,
Chairperson, Larissa Critelli**
- **Personnel and Management – Karen
Yaskanin-Jones, Chairperson,
Ann Willard**
- **Policy – Ann Willard, Chairperson,
Tom Wescoe**
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report

3. Superintendent's Report

INFORMATION ITEMS

Mr. Kennedy discussed the following with the Board:

- a. **INFORMATION ITEMS:**
- 1) Staff Attendance for December 2012
(Attachment #5)
 - 2) 2012-2013 Enrollment
(Attachment #6)
 - 3) Monthly Report on Harassment, Intimidation,
and Bullying Incidents
 - 4) Review of November 2012 Legal Bills
(Attachment #7)
 - 5) School Security
 - All building and security plans have been reviewed by the administration
 - Consultation with the High Bridge Police Department is ongoing

- Thank you to the HBPD and Chief Bartman for their assistance and for increased visibility in the week following the tragic Connecticut events.
- 6) Letter from Jeff Scott referencing mid year budget review
 - 7) Thank you from Allison Yanulevich for student teaching

b. PUBLIC HEARING:

- 1) **Kay Daughters-Musnuff requested a motion, seconded by Karen Yaskanin-Jones, unanimously carried to open Public Hearing**

In accordance with the *Anti-Bullying Bill of Rights Act* (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harrassment, intimidation and bullying for the reporting period September 1st through December 31st, 2012. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harrassment, Intimidation and Bullying- Investigations, Trainings & Programs report (HIB-ITP). (**Attachment #8**)

- 2) **Public Comments**
- 3) **Kay Daughters-Musnuff requested a motion, seconded by Karen Yaskanin-Jones, unanimously carried to close Public Hearing and reconvene regular business.**

PUBLIC HEARING

Anti-Bullying Bill of Rights Act

4. School Business Administrator's Report

School Business Administrator's Report

a. General Information Items

- 1) Call Manager Update
- 2) Middle School Capital Project

b. Monthly Facility Maintenance Report

- 1) Storm Update
- 2) Proceeding with roof replacement project at MS

c. Vandalism Report

There was no vandalism since our last meeting.

d. Monthly Investment Interest – December 2012

Account	Peapack-Gladstone Bank
Agency	\$ 4.78
Capital Reserve	\$ 17.33
Current	\$ 82.40
Food Service	\$.75
Maintenance	\$ 24.57
Payroll	\$ 2.55
Student Activity	\$ 1.37
Unemployment	\$ 3.45
FSA	\$.28
Total	\$ 137.48

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)

M. PERSONNEL

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 6 and #5 as amended. Alan Schwartz seconded the motion.

Approve Katherine
Drude replacement
Guidance Counselor
February 19, 2013 –
June 30, 2013

- 1. Motion to approve Katherine A. Drude** as leave replacement Guidance Counselor from February 19, 2013 through June 30, 2013 at a level MA, Step 1, prorated salary of \$23,724.00, with three (3) additional transition days prior to February 19th to be compensated at a per diem rate of \$263.60.
- 2. Motion to approve Superintendent goals** for the 2012-2013 school year. (**Attachment #9**)
- 3. Motion to approve** a request from **Caryn Snyder** for a leave of absence to begin March 11, 2013 though the remainder of the 2012-2013 school year utilizing ten (10) illness days and twelve (12) weeks of leave for care of newborn child, in accordance with the New Jersey Family Leave Act, during which time her benefits will remain in full effect.

2012-2013
Superintendent Goals

Approve LOA for
Caryn Snyder

- 4. **Motion to approve** the employment of **Carl Katzenberger** as full-time Paraprofessional Special Education Aide from January 3, 2013 through June 30, 2013 at an annual prorated salary of \$7,644.00, without benefits.

Approve Carl Katzenberger as FT Paraprofessional January 3, 2013 – June 30, 2013

- 5. **Motion to approve** the following as substitute teacher and/or aide for the remainder of the 2012-2013 school year:

Approve Substitutes

- **Kayleigh McGovern**
- **Cara Brzezinski**

Approve Ashley Bee for nursing services

- 6. **Motion to approve Ashley Bee**, Licensed Practical Nurse with Maxim Healthcare Services, to provide nursing services for student ID#1861303753 with start date to be determined pending successful completion of criminal history background check. Nursing services are being provided through student’s private health insurance and are at no cost to the school district.

ROLL CALL
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S

Roll Call:

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

CURRICULUM & INSTRUCTION

7 Ayes; Motion Passes

N. 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 item 1.

8th Grade to Polytech February 4, 2013

- 1. **Motion to approve** the following class trips and transportation:
 - a. **8th grade to Hunterdon County Polytech**, on February 4, 2013 for orientation program. Transportation will be provided by First Student at an approximate cost of \$175.00 for one bus and will be paid by the district.

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

**FINANCE/
FACILITIES**

O. 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 - 4.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #10)

Approve invoices for Current Expense in the following amounts:

Invoices Dec. 7-26, 2012
\$41,106.36
Payroll 12/15/12
\$235,839.32
Payroll 12/21/12
\$240,500.61

Check Register December 7 - 26, 2012	\$ 41,106.36
Payroll 12/15/12	\$235,839.32
Payroll 12/21/12	<u>\$240,500.61</u>
Total	\$517,446.29

Approve invoices for **Cafeteria** Account in the amount of **\$8,597.89**

Cafeteria \$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
	T			
	otal	\$ 8,597.89		

2. **FINANCIAL REPORTS**
Report of the Board Secretary for November 2012
(Attachment #11)

Financial Reports
November 2012

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of November 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 #12)

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 January 2, 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.

January 2, 2013

Gail Woicekowski
Business Administrator/Board Secretary

CAFETERIA REPORT
November 2012

3. **CAFETERIA REPORT**

The cafeteria financial report for the month of **November 2012**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1,948.96 for the month and a year-to-date loss of \$3,675.67. Student participation was 17% in the Middle School and 30%

in the Elementary School for the month of **November 2012.**

TRAVEL

Last year's report for **November 2011**, indicated a profit of \$407.42 for the month and a year-to-date profit of \$1,012.11. Student participation was 26% in the Middle School and 34% in the Elementary School for the month of November **2011.**

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4. BANK ACCOUNT SIGNATURES

Motion to amend the following signatures on checks from the Agency Account maintained by the Board of Education:

ROLL CALL

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S

Account	Signatures
Agency	President, Board Secretary, Treasurer, & Superintendent's Executive Secretary (1)

NEW BUSINESS

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	

PUBLIC COMMENTS

7 Ayes; Motion Passes

P. TRAVEL EXPENDITURE APPROVAL (Attachment #13)

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #13) 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 #13)

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

Q. NEW BUSINESS

None.

R. PUBLIC COMMENTS

Mrs. Conroy spoke regarding the Middle School scoreboard. She mentioned going through the PTO and High Bridge Youth Basketball athletic fund as an option for the purchase of a scoreboard.

Mr. Kennedy gave board members progress/target explanation used by DOE for each school. Follow up from Board request at December 10, 2012 meeting.

EXECUTIVE/
CLOSED SESSION

S. 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 7:39 p.m.; Alan Schwartz 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
- December 10, 2012 Executive Meeting Minutes (Attachment ES#1)
- Personnel Matter

Larissa Critelli motioned to exit executive session and return to public session at 8:21 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

RECOVENE PUBLIC
SESSION

T. RECOVENE PUBLIC SESSION

ACTION ITEMS

U. ACTION ITEMS

V. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF
EXECUTIVE
MINUTES

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned, seconded by Karen Yaskanin-Jones to approve the following item.

1. December 10, 2012 Executive Meeting Minutes

December 10, 2012

ROLL CALL

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Roll Call:

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

ADJOURNMENT

6 Ayes; 1 Abstention; Motion Passes

W. ADJOURNMENT

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 8:25 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator