

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING**

MONDAY, SEPTEMBER 12, 2011

A. OPENING OF MEETING – 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School's and Elementary School's front doors, High Bridge Borough Hall office; and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: Hunterdon Democrat and the Courier News. This meeting will convene at 7:00 pm on Monday, September 12, 2011, in Room #209 (Computer Lab) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Gail Woicekowski, Board Secretary

Larissa Critelli	Janice Stemple
Kay Daughters-Musnuff	William Stover – Vice President
Karen Yaskanin-Jones	Robert Imhoff – President
Ann Willard	

D. RECOGNITION ITEMS

1. New Teacher Introductions

a. Jamie Castillo	Tricia Morris
b. Cathleen McDonnell	Christopher Muller
c. Anthony Marinelli	Christine Sullivan

2. Motion 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

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
April Babich	8/10/11	Letter of resignation
Erin Asai	8/19/11	Letter of resignation
Jackie Carruthers	8/20/11	Request for LOA
Lynn Hughes – HB OEM	8/28/11	Thank you for use of building
Cheryl Mojta – NJCAP	8/29/11	CAP Grant approval

F. NEW BUSINESS

G. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

August 8, 2011 Regular Meeting Minutes (**Attachment #3**)

I. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #4**)

b) Board Committees and Chairperson

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

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

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

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

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

- **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) Motion to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)

- Regulation 2431.4 – Concussion Management

b) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 3233 – Political Activities (Teaching Staff)
- Policy 4233 – Political Activities (Support Staff)

Roll Call:

- | | |
|---------------------------------|---------------------------|
| Larissa Critelli | Karen Yaskanin-Jones |
| Kay Daughters-Musnuff | Ann Willard |
| Janice Stemple | Robert Imhoff – President |
| William Stover – Vice President | |

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

3. Superintendent’s Report

A. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for August 2011 (Attachment #6)
- 3) Review of July 2011 legal bills (Attachment #7)
- 4) Opening of 2011 – 2012 School Year
- 5) Embargoed AYP Results (Attachment #8)
- 6) New Jersey Child Assault Prevention Program
- 7) High Bridge School District Goals (Attachment #9)

B. ACTION ITEMS:

- 1) **Motion to accept** two grant awards for the purpose of funding the implementation of the New Jersey Child Assault Prevention Programs. The first grant is in the amount of \$1,714.00 for the Kindergarten through Grade 6 program. The second grant is in the amount of \$550.00 for the Teen CAP Program which will be conducted in 7th grade.
- 2) **Motion to approve** the High Bridge School District Goals/Objectives for the 2011-2012 school year.

Roll Call:

- | | |
|---------------------------------|---------------------------|
| Larissa Critelli | Karen Yaskanin-Jones |
| Kay Daughters-Musnuff | Ann Willard |
| Janice Stemple | Robert Imhoff – President |
| William Stover – Vice President | |

4. School Business Administrator’s Report

A. General Information Items

- 1) Criminal History Record Check for School Board Members
- 2) NJ School Digest – July – August 2011 (Attachment #10)
- 3) Mandatory BOE Education Training (Attachment #11)
- 4) BOE Attendants at NJSBA Convention October 24 -26, 2011 in Atlantic City

B. Monthly Facility Maintenance Report

- 1) Summer projects completed

2) Storm damage

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – July 2011

Account	Peapack-Gladstone Bank
Agency	\$ 39.17
Capital Reserve	\$ 1.55
Current	\$ 218.91
Food Service	\$ 6.13
Maintenance	\$ 0.00
Payroll	\$ 6.16
Student Activity	\$ 7.02
Unemployment	\$ 12.65
Total	\$ 291.59

E. Monthly Investment Interest – August 2011

Account	Peapack-Gladstone Bank
Agency	\$ 29.65
Capital Reserve	\$ 1.56
Current	\$ 571.20
Food Service	\$ 7.07
Maintenance	\$ 0.00
Payroll	\$ 2.66
Student Activity	\$ 6.63
Unemployment	\$ 12.61
Total	\$ 631.38

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Attachment #12)****PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to amend** an employment contract for **Barbara Mann** as Inclusive Preschool Teacher from part-time to full-time effective 9/16/11 for an annual salary of \$69,882.61.
2. **Motion to amend** an employment contract for **Donna Brown** as Elementary School Instructional Aide from part-time to full-time retroactive to 9/1/11 with health benefits,

and to approve an inter-local services agreement with Califon School District in the amount of \$24,569.44.

3. **Motion to accept** the resignation, with best wishes, of **April Babich** as part-time Middle School Instructional aide, effective immediately.
4. **Motion to accept** the resignation, with best wishes, of **Erin Asai** as part-time Middle School Instructional aide, effective immediately.
5. **Motion to approve** the employment of **Linda Brodean**, as Elementary School part-time (4 hours/day - 55%) instructional aide from September 13, 2011 through June 30, 2012 for an annual salary of \$7,280.00 prorated.
6. **Motion to amend** an employment contract for **Jaime McKay**, Elementary School Instructional Aide, from part-time to full-time with benefits effective September 16, 2011 through June 30, 2012 for an annual salary of \$12,103.00 prorated.
7. **Motion to approve** a request for a leave of absence for **Jacklyn Carruthers** beginning on or about November 7, 2011 through January 31, 2012 in accordance with the Family Medical Leave Act.
8. **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) Lynn Hughes (Students in her class only)
 - b) Judy LaGreca
 - c) Nicole Locorotondo
 - d) Heidi Miller (1st, 2nd, 3rd, marking periods)
 - e) Jane Nagy (1st marking period only)
 - f) Kristine Naumann
 - g) Anna Sbriscia
 - h) Cara Staviski
 - i) Kim Terzuolo
 - j) Jerry Tolomeo

9. **Motion to approve** the following substitute custodians for the 2011-2012 school year:

Name	Rate	License
Richard Corso	\$12.25	Black Seal
Ed Nicholas	\$11.50	N/A
Joseph Roehrich	\$11.75	N/A

10. **Motion to approve** the following substitutes for the 2011-2012 school year:
 - a) Christin Cosgrove
 - b) Kate Feo
 - c) Danielle Leonard
 - d) Shannon O'Brien

- e) Mingyen (Vicky) Pannicke
f) Joan Swartz

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Kay Daughters-Musnuff	Ann Willard
Janice Stemple	Robert Imhoff – President
William Stover – Vice President	

K. CURRICULUM & INSTRUCTION

Motion to approve the following class trips and transportation:

- a) **6th -8th Grade Student Leadership representatives to Camp Bernie** on Thursday, October 13, 2011 through Friday, October 14, 2011. This trip will provide team building activities and develop leadership skills with elected student leadership representatives to prepare for the school year as the elected body. There is no cost to the students for the trip as it is paid for by a grant from the Voorhees Municipal Alliance. Transportation will be provided by First Student at an hourly rate of \$60.75 (no increase from 10-11 school year), to be paid for by the Board of Education.
 - b) **Eight selected 4th grade G/T Students to Pt. Mountain Farm – Hunterdon County** on September 22, 2011 with a rain date of September 30, 2011 to participate in pond and forest study. Cost per student of \$2.50 to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.
 - c) **Elementary and Middle School BD Class** to ShopRite in Clinton on Wednesday, October 5, 2011. Transportation is to be provided by Hunterdon County Educational Services Commission and paid with I.D.E.A. funds. Students will practice their individual daily living skills and address appropriate social behaviors and skills. This trip directly relates to skills addressed in class vocational program.
 - d) **Eighth Grade class to Clinton Township Middle School**, on October 5th, 2011 for **Michael Fowlin presentation** which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” the first week of October. The admission fee is \$1.00 per student for a total of \$61.00. Transportation is to be provided by First Student at a cost of \$60.75 per hour. The cost of one bus will be shared with Califon School District.
2. Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, request a motion to adopt the following revised curricula (Attachment via flash drive)
 - a. Math: Grade 2

3. **Motion to establish a Middle School Literary Magazine Club** and to approve compensation for an advisor in the amount of \$29.11 per hour not to exceed 20 hours.

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Kay Daughters-Musnuff	Ann Willard
Janice Stemple	Robert Imhoff – President
William Stover – Vice President	

L. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #13)

Approve invoices for Current Expense in the following amounts:

Check Register August 9 – 31, 2011:	\$ 10,287.52
Payroll - 8/15/11:	\$ 48,871.02
Payroll - 8/31/11:	<u>\$ 49,367.36</u>
Total	\$108,525.90

Approve invoices for Current Expense in the following amounts:

Check Register, September 1 – 8, 2011:	\$211,230.72
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2. FINANCIAL REPORTS

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

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of July 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 July 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 September 12, 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.

September 12, 2011 _____

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

Larissa Critelli	Karen Yaskanin-Jones
Kay Daughters-Musnuff	Ann Willard
Janice Stemple	Robert Imhoff – President
William Stover – Vice President	

3. USE OF FACILITIES (Attachment #15)

- (a) **Motion to approve High Bridge PTO** – Use of ES and MS for various meetings and activities for the 2011-2012 school year. Advisor – Barbara Gallagher.
- (b) **Motion to approve Girl Scout Meetings** – Use of MS classroom beginning September 20, 2011 and ending May 29, 2012 from 6:30 p.m. to 7:45 p.m.. Advisor – Alisa Grossman.
- (c) **Motion to approve High Bridge Youth Basketball** – Use of MS Gym and ES All Purpose Room beginning November 4, 2011 and ending March 3, 2012. See attached calendar. Advisor – Gary Mills.
- (d) **Motion to approve High Bridge Cub Scouts Pack 149** – Use of ES classroom Beginning September 30, 2011 and ending May 18, 2011 from 6:30 p.m. to 9:00 p.m. Advisor – John Morello.
- (e) **Motion to approve (amend) Hunterdon Huskies Cheerleaders** to use ES All Purpose room for cheer practice beginning September 13, 2011 through October 26, 2011 from 6 p.m. to 8 p.m. Advisor – Aimee Markey
- (f) **Motion to approve Women's Volleyball** – Use of MS Gym Monday evenings beginning September 19, 2010 and ending May 31, 2012 from 7:00 p.m. to 9:30 p.m. Advisor – Ruby M. Rueter.
- (g) **Motion to approve The Work Family Connection** – Use of ES All Purpose Room on September 14, 2011 from 6:30 p.m. to 7:30 p.m. for parent orientation. Advisor – Stephanie Gerrity.

Roll Call:

Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple
William Stover – Vice President

Karen Yaskanin-Jones
Ann Willard
Robert Imhoff – President

M. TRAVEL EXPENDITURE APPROVAL (Attachment #16)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

Roll Call:

Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple
William Stover – Vice President

Karen Yaskanin-Jones
Ann Willard
Robert Imhoff – President

N. PUBLIC COMMENTS

O. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel matters, pending litigation, negotiations and other such related matters.

- Negotiations with High Bridge Teachers Association
- Special Education Complaint Investigation
- August 8, 2011 Executive Meeting Minutes (See Sealed Envelope)

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

P. RECONVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

August 8, 2011 Executive Meeting Minutes

Roll Call:

Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple
William Stover – Vice President

Karen Yaskanin-Jones
Ann Willard
Robert Imhoff – President

R. ADJOURNMENT