

HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AGENDA

MONDAY, DECEMBER 10, 2012

A. OPENING OF MEETING - 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary Schools' front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon Democrat and the Hunterdon Review. This regular meeting will convene at 7:00pm on Monday, December 10, 2012, 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, Business Administrator

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

D. RECOGNITION ITEMS

1. **Request a motion** 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)

<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

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

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

H. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President’s Report

a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #3**)

b. Sequestration Resolution (**Attachment #4**)

c. Superintendent Goals

d. Board Committees and Chairperson

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

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

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

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

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

• **HCESC Representative – Joseph Kennedy**

• **HCSBA Delegate – Robert Imhoff**

• **NJSBA Delegate – Robert Imhoff**

1. Superintendent’s Report

a. 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 – will be at seats**)
- 10) Middle School Moustache Day (**Attachment #10**)

- 11) Elementary School 4th and 5th Grade Chorus – Tree Lighting Ceremony

2. 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
- 4) Call Manager Update
- 5) Middle School Capital Project
- 6) Middle School Score Board
- 7) District Energy Audit

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

3. Middle School Principal’s Report (Via e-mail)

4. Elementary School Principal’s Report (Via e-mail)

I. PERSONNEL

The Superintendent recommends approval of the following actions:

- 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.
4. **Motion to approve Pat Tuma** as co-curricular cheerleading coach for the 2012-2013 season to be compensated the rate of \$1517.00.

Roll Call:

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

J. CURRICULUM & INSTRUCTION

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

Roll Call:

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

K. 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: November 9 – 30, 2012 \$ 87,069.28
 Payroll 11/15/12 \$238,516.56
 Payroll 11/30/12 \$237,176.68
Total \$562,762.52

Approve invoices for Current Expense in the following amounts:

Check Register: December 1 – 6, 2012 \$ **171,477.94**

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		

2. FINANCIAL REPORTS

Report of the Board Secretary for October 2012 and August and 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

Roll Call:

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

3. USE OF FACILITIES (Attachment #16)

- 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**

4. CAFETERIA REPORT

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**.

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

- 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)**

- 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:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President

Janice Stemple

Robert Imhoff – President

L. TRAVEL EXPENDITURE APPROVAL (Attachment #19)

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

M. NEW BUSINESS

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:

- 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

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. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

November 12, 2012 Executive Meeting Minutes

Roll Call:

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

S. ADJOURNMENT