

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

**MONDAY, NOVEMBER 12, 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, November 12, 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 the attached certificates identifying Ryan Morello, Franklin Musnuff and Jonathan Raefski as newest members of the 10-minute club with special recognition to Ryan Morello for establishing a new record for the championship course at Voorhees State Park with a time of 10:08. **(Attachment #1)**

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

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christine Sullivan	10/26/12	Request for LOA
Cara Staviski	11/5/12	Request for Unpaid Leave

**E. PUBLIC COMMENTS**

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

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

October 8, 2012 Regular Meeting Minutes (**Attachment #3**)

**G. 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**

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

a) Kevin Settembrino, of Settembrino Architects, LLC will discuss the results of the district energy audit.

• **Personnel and Management – Janice Stemple, Chairperson**

Karen Yaskanin-Jones and Larissa Critelli

• **Negotiations – Janice Stemple, Chairperson,**

William Stover and Karen Yaskanin-Jones

a) Request motion by the chair of the committee to disband the Negotiation Committee having successfully completed its assigned task to negotiate a successor agreement with the High Bridge Teachers’ Association.

**Roll Call:**

Larissa Critelli

Ann Willard

Kay Daughters-Musnuff

Karen Yaskanin-Jones

Alan Schwartz

William Stover – Vice President

Janice Stemple

Robert Imhoff – President

• **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 October 2012 (**Attachment #5**)
- 2) 2012-2013 Enrollment (**Attachment #6**)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Hurricane Sandy and School Closings
- 5) School Choice Program Update
- 6) QSAC Update
- 7) Review of September 2012 Legal Bills (**Attachment #7**)
- 8) Parent Visitation Days – MS: 11/14/12; ES 11/20/12
- 9) State Report on Special Education Requirements (**Attachment #8**)

**2. School Business Administrator’s Report**

**a. General Information Items**

- 1) Results of the November Election for Board of Education members
- 2) 2011-2012 Financial Audit Update – (Enclosed)
- 3) Board email
- 4) Call Manager Update
- 5) Middle School Capital Project
- 6) 2013-2014 Budget Calendar (**Attachment #9**)
- 7) Mid Year Budget Review
- 8) October and November DOE report submissions

**b. Monthly Facility Maintenance Report**

- 1) Storm Damage – Elementary School
- 2) Storm Damage – Middle School

**c. Vandalism Report**

There were two acts of vandalism since our last meeting. Both were break-ins to the Morton building located at the Elementary School. One occurred in early October and the other during the power outage from Hurricane Sandy.

**d. Monthly Investment Interest – October 2012**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 2.84
Capital Reserve	\$ 17.32
Current	\$ 51.46
Food Service	\$ .97
Maintenance	\$ 24.57
Payroll	\$ 2.71
Student Activity	\$ 1.24
Unemployment	\$ 4.36
FSA	\$ .09
<b>Total</b>	<b>\$105.56</b>

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

**H. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. **Motion to approve** the following substitutes for the 2012-2013 school year:  
Jason Feldman  
Brittney Johnson
- 2. **Motion to approve Anthony Watkoskey** as a Black Seal Certified Substitute Custodian for the 2012-2013 school year at an hourly rate of \$12.25.
- 3. **Motion to approve Heather Piell**, East Straudsborg University student, to complete 20 hours field observation from November 13, 2012 and December 12, 2012, with Laurie Piell serving as the cooperating teacher.
- 4. **Motion to approve Melanie Ikenson**, Kean University student, to complete 20 hours field observation from January 18, 2013 and May 14, 2013, with Lisa Kerr serving as the cooperating teacher.
- 5. **Motion to approve Renee Colangelo**, Seton Hall University student, to complete an internship at High Bridge School District with Susan Vogler as Site School Psychology Supervisor from January 2, 2013 through August 31, 2013.
- 6. **Motion to approve** a Leave of Absence for **Christine Sullivan**, Guidance Counselor, from on or about February 19th through \_\_\_\_\_ utilizing ..... (*additional information to be provided at the BOE meeting on November 12, 2012*)
- 7. **Motion to approve** a leave of absence for **Cara Staviski** from November 30, 2012 through December 10, 2012 utilizing one (1) Personal Day and six (6) unpaid days.
- 8. **Motion to amend** the employment contract for **Christine Cosgrove** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from November 16, 2013 through June 30, 2013 at an annual prorated salary of \$9,841.50.
- 9. **Motion to approve Carl Katzenberger** as boy’s basketball coach for the 2012-2013 season at the co-curricular rate of \$2,183.00.

**Roll Call:**

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

## I. CURRICULUM & INSTRUCTION

1. **Motion to acknowledge** an ammended 2012-2013 school calendar changing November 8<sup>th</sup> and November 9<sup>th</sup> to instructional days due to cancellation of NJEA Convention thereby recouping two days lost due to school closure from Hurricane Sandy. **(Attachment #10)**
2. **Motion to authorize** the Superintendent to submit the Quality Single Accountability Continuum (QSAC) District Performance Review (DPR) and Statement Of Assurance (SOA) documents to the Hunterdon County Office of Education on or before November 15, 2012. **(Attachment #11)**
3. **Motion to approve** the following class trips and transportation:
  - (a) **Fifth grade to YMCA Camp Bernie, Port Murray, NJ on February 21-22, 2013.** This program provides students with cooperative learning/team building, sensory awareness, night hike and wilderness survival experiences. Transportation will be provided by First Student at a cost of \$309.50 for two buses. The charge per student of \$100.00 includes transportation, program, lodging and meals and will be borne by parents/guardians. Cost of meals/lodging for chaperones of \$615.50 will be borne by the Board of Education.
4. **Motion to accept** a donation to Middle School Library of a book Quakertown Monthly Meeting – The Past... The Present by J.E. Stout C-1998, updated by Dan and Marty Campanelli, 2011, provided by Quakertown Friends Meeting.
5. **Motion to acknowledge** a donation to the Middle School Library of science based periodical materials, provided by Ann Willard.

### Roll Call:

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

## J. 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 #12)

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

Check Register: October 5 – 31, 2012	\$ 73,401.36
Payroll 10/15/12	\$233,910.87 _
Payroll 10/31/12	<u>\$234,760.85</u>

**Total                    \$542,073.08**

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

Check Register: November 1 – 8, 2012      **\$ 93,305.59**

**Approve** invoices for **Cafeteria** Account in the amount of **\$9,841.44**

Date	Vendor	Amount	Description	Check No.
10/16/12	Maschio's Food Service, Inc.	\$ 9,841.44	Inv. IN0034118	1346
<b>Total</b>		<b>\$ 9,841.44</b>		

## 2. FINANCIAL REPORTS

### **Report of the Board Secretary for September 2012 (Attachment #13)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of August 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. *Note: Due to Hurricane Sandy, the districts Treasurer is out of power and I have been unable to obtain the August Treasurer's report.*

### **Line Item Transfers for October 31, 2012– (Attachment #14)**

**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 November 12, 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.

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

\_\_\_\_\_  
November 12, 2012 \_\_\_\_\_

**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 #15)**

- a. Motion to approve** Daisy Girl Scouts Troop #80197 use of Elementary School Classroom from 3:00 p.m. to 4:00 p.m. beginning November 2012 through May 2013. Please see attached dates. **Advisor – Maryanne Laffert**
- b. Motion to amend** PTO Market Day pickup scheduled for November 6, 2012 to November 14, 2012. Please see attached. **Advisor – Cindy Sharkey**
- c. Motion to amend** High Bridge Youth Basketball scheduled use of ES All Purpose Room and MS Gym. Please see attached. **Advisor – Gary Mills**

**4. CAFETERIA REPORT**

The cafeteria financial report for the month of **September 2012**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$127.20 for the month and a year-to-date loss of \$127.20. Student participation was 17% in the Middle School and 22% in the Elementary School for the month of **September 2012**.

Last year's report for **September 2011**, indicated a profit of \$921.82 for the month and a year-to-date profit of \$921.82. Student participation was 26% in the Middle School and 25% in the Elementary School for the month of **September 2011**.

**5. 2013 IDEIA GRANT SUBMISSION**

**Motion to authorize** the Business Administrator to submit 2013 IDEIA grant totaling \$98,724 (\$94,628 Basic and \$4,096 Pre-School). (**Attachment #16**)

**6. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET**

**BE IT RESOLVED** that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. (**Attachment #17**)

**7. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. **(Attachment #18)**

**8. Motion to approve** 2011-2012 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP. (Enclosed)

**Roll Call:**

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

**K. 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

**L. NEW BUSINESS**

**M. 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.

- Legal Matter – Alparone vs. High Bridge Board of Education



- October 8, 2012 Executive Meeting Minutes (Attachment ES #1)

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.

**Roll Call:**

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

**P. RECONVENE PUBLIC SESSION**

**Q. ACTION ITEMS**

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

October 8, 2012 Executive Meeting Minutes

**Roll Call:**

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

**S. ADJOURNMENT**