

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, JUNE 20, 2011**

**Minutes**

**A., B., C., & D OPENING OF MEETING, PLEDGE OF ALLEGIANCE, READING OF THE MISSION STATEMENT AND ROLL CALL**

**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, Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator. Susan Connor, Kay Daughters-Musnuff and Tamara Davis notified the Board that they would not be in attendance.

**E. RECOGNITION ITEMS  
STAFF RECOGNITION**

**RECOGNITION ITEMS**

1. William Stover motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolutions recognizing the following students for their winning entries in Hunterdon County Cultural & Heritage Commission's *The Most Historic Place in My Town* essay contest : (Attachment #1)
  - Abigail Thompson – 1<sup>st</sup> place - School
  - Julia Silberman – 2<sup>nd</sup> place - School
  
2. William Stover motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to present the following students with a Certificate of Achievement for recognition in the Hunterdon County Cultural & Heritage Commission's *The Most Historic Place in My Town* essay contest: (Attachment #2)
  - Michael Hann – Honorable Mention
  - Brady Krushinski – Honorable Mention
  - Victoria Raefski – Honorable Mention

Mr. Kennedy congratulated the students and presented them with Board resolutions honoring their achievements.

**Board Committees and**

**F. PUBLIC COMMENTS**

Mrs. France Dion gave the Board a listing that showed the high proportion of honor students at Voorhees High School that are former graduates of High Bridge School District.

**CORRESPONDENCE**

Robert Imhoff read a letter from Mr. Jeffrey Raefski congratulating the Board, Administration and Staff for a well organized award ceremony and graduation.

**G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)**

**ADOPTION OF MINUTES**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Tamara Davis	5/25/11	Board Member resignation
Katie Smith	6/3/11	Letter of resignation
Susan Connor	6/7/11	Board Member resignation
Lynn Yanulevich	6/10/11	Completion of School Nurse Coursework

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

May 9, 2011

Based upon the recommendation of the School Business Administrator, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Unanimously carried.

May 16, 2011

**REPORTS TO THE BOARD**

1. May 9, 2011 Reorganizational Meeting Minutes (Attachment #4)
2. May 16, 2011 Regular Meeting Minutes (Attachment #5)

**Board President's Report**

**I. REPORTS TO THE BOARD**

1. **Follow-Up Items**  
**None at this time.**
2. **Board President's Report**
  - a) William Stover motioned, seconded by Janice Stemple, unanimously carried, to accept the resignation of Tamara Davis as Board Member effective immediately.
  - b) Larissa Critelli motioned, seconded by Janice Stemple, unanimously carried, to accept the resignation of Susan Connor as Board Member effective immediately.

## c) July Board meeting date – discussion

There will not a be a Board Meeting in July. The next meeting is August 8, 2011.

## d) Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)

## e) Board Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**  
Vacant and Vacant
  
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Vacant  
  
Larissa Critelli updated the Board on curriculum updates for QSAC
  
- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**
  
- **Personnel and Management – Janice Stemple, Chairperson, Larissa Critelli and Karen Yaskanin-Jones**
  
- **Negotiations – Janice Stemple, Chairperson, William Stover and Karen Yaskanin-Jones**  
  
Janice Stemple updated the Board on Personnel and Negotiations
  
- **Policy – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff and Vacant**
  - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
    - a) Karen Yaskanin-Jones motioned, seconded by William Stover, unanimously carried, to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)

- Policy 2431.4 – Concussion Management
- Policy 5561 – Use of Physical Restraint
  - Policy 6311 – Contracts for Goods or Services Funded by Federal Grants
- Regulation 5561 – Use of Physical Restraint

b) Karen Yaskanin-Jones motioned, seconded by William Stover, unanimously carried, to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 0131 – Bylaws and Policies
- Policy 0141 – Board Member Number and Term
  - Policy 0141.3 – Board Member Appointment
- Policy 0144 – Board Member Orientation and Training
- Policy 0153 – Annual Appointments
- Policy 0154 – Annual Motions and Designations
- Policy 0164 – Conduct of Board Meeting
- Policy 1230 – Superintendent’s Duties
- Policy 1330 – Evaluation of School Business Administrator
- Policy 1522 – School-Level Planning
- Policy 5350 – Pupil Suicide Prevention
- Policy 5512 – Harassment, Intimidation, and Bullying
- Policy 5600 – Pupil Discipline/Code of Conduct
- Policy 6150 – Tuition Income
- Policy 6220 – Budget Preparation
- Policy 6820 – Financial Reports
  - Policy 8461 – Reporting Violence, Vandalism, Harassment,

Intimidation, Bullying, Alcohol and Other Drug Abuse

- Regulation 3144 – Certification of Tenure Charges
- Regulation 5512 – Harassment, Intimidation, and Bullying
- Regulation 5600 – Pupil Discipline/Code of Conduct
  - Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse

- **HCESC Representative – Vacant**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

**A. INFORMATION ITEMS:**

- 1) Staff Attendance for May 2011 (Attachment #7)
- 2) 2010-2011 Student Enrollment Update (Attachment #8)
- 3) 2011-2012 Projected Student Enrollment (Attachment #9)

Enrollment decreased from 404 at budget hearing to 401.

- 4) 2010-2011 Goals update report (Attachment #10)
- 5) 2011-2012 Goal setting retreat date

Robert Imhoff will talk to Jane Keishner and then advertise.

- 6) June 17<sup>th</sup> Graduation

Mr. Kennedy thanked Mrs. Johnson, the teachers, and everyone else whose effort made the graduation event successful.

- 7) Report on Professional Day held on June 20<sup>th</sup>

- 8) Report on Professional Development Plan
- 9) Criminal History Record Check for Board Members
- 10) Review of May 2011 legal bill (Attachment #11)
- 11) School Logic

**B. ACTION ITEMS:**

Based upon the recommendation of the Superintendent, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following item. Unanimously carried.

- 1) Motion to approve the 2011-2012 Professional Development Plan as approved by the Hunterdon County Professional Development Board. (Attachment #12)

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

**A. General Information Items**

- 1) NJ School Digest – May 2011 (Attachment #13)
- 2) Personnel and Accounting/Budgeting Software
- 3) IDEA ARRA Grant Amendment
- 4) Capital and Maintenance Reserve Accounts
- 5) Section 125, 403(b) and 457 Plan Documents (Attachment #14)

**B. Monthly Facility Maintenance Report**

None

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

**D. Monthly Investment Interest – May 2011**

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 42.46
Capital Reserve	\$ 1.55
Current	\$ 537.48
Food Service	\$ 5.84
Maintenance	\$ 0.00
Payroll	\$ 6.44
Student Activity	\$ 13.69
Unemployment	\$ 14.23

<b>Total</b>	<b>\$ 621.69</b>
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**5. Middle School Principal's Report (Via E-Mail)**

**6. Elementary School Principal's Report (Attachment #15)**

**1) Multimedia presentation – Principal on the roof**

**J. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following item #1. Larissa Critelli seconded the motion.

**PUBLIC HEARING** - A public hearing will be held to offer the opportunity for public comments and/or questions regarding the terms and conditions of the Business Administrator's employment contract for the 2011-2012 school year.

- Motion to approve** an employment contract for **Thomas Lambe** as Business Administrator/Board Secretary from July 1, 2011 through June 30, 2012 for an annual salary of \$78,275.00.

**Roll Call:**

Janice Stemple – Aye  
 Larissa Critelli – Aye  
 Kay Daughters-Musnuff - Absent  
 William Stover - VP – Aye  
 Karen Yaskanin-Jones - Naye  
 Robert Imhoff – Pres. - Aye

**4 Ayes; 1 Naye; 1 Absence; Motion Fails**

**EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Janice Stemple requested a motion to approve the following Resolution to enter into Executive Session at 7:20 p.m.; William Stover 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.

- Personnel

**Janice Stemple motioned to exit executive session and return to public session at 8:10 p.m. William Stover seconded the motion. Unanimously carried.**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following item #1. Karen Yaskanin-Jones seconded the motion.

- 1. Motion to approve** an employment contract for **Thomas Lambe** as Business Administrator/Board Secretary from July 1, 2011 through June 30, 2012 for an annual salary of \$78,275.00.

**Roll Call:**

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

**5 Ayes; 1 Absence; Motion Passes**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following item #2-6 as amended. Larissa Critelli seconded the motion.

- 2. Motion to approve** an employment contract for **Lisa Fallon** as Supervisor of Special Services from July 1, 2011 through June 30, 2012 for an annual salary of \$101,516.00.
- 3. Motion to approve** an employment contract for **Paul Nigro** as Elementary School Principal from July 1, 2011 through June 30, 2012 for an annual salary of \$97,262.00.
- 4. Motion to approve** an employment contract for **Ann Marie Byrne** as Assistant to the Business Administrator/Board Secretary from July 1, 2011 through June 30, 2012 for an annual salary of \$35,951.00.
- 5. Motion to approve** an employment contract for **Susan Johnson** as Superintendent/ Middle School Principal's



Secretary from August 1, 2011 through June 30, 2012 for an annual salary of \$43,345.00.

6. **Motion to approve** an employment contract for **Helen Meissner** as Executive Secretary to the Superintendent from July 1, 2011 through June 30, 2012 for an annual salary of \$49,109.00.

**Roll Call:**

Janice Stemple – Aye

William Stover – VP – Aye

Larissa Critelli – Aye

Karen Yaskanin-Jones - Aye

Kay Daughters-Musnuff – Absent

Robert Imhoff – Pres. - Aye

**5 Ayes; 1 Absence; Motion Passes**

**Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following item #7-25 as amended. Larissa Critelli seconded the motion.**

7. **Motion to approve** the employment of **Myrna Medina** as part-time (63%) Elementary School Spanish Teacher from August 30, 2011 through June 30, 2012 at a Level MA Step 5 for an annual prorated salary of \$35,488. Step and salary are based on the 2010-2011 salary guide and will be adjusted pending ratification of a new negotiated agreement. (Attachment #P-1)
8. **Motion to approve** the employment of **Fanny Andrea Olarte** as part-time (63%) Middle School Spanish Teacher from August 30, 2011 through June 30, 2012 at a Level BA Step 1 for an annual prorated salary of \$30,117. Step and salary are based on the 2010-2011 salary guide and will be adjusted pending ratification of a new negotiated agreement. (Attachment #P-2)
9. **Motion to approve** the reassignment of **Karin Sharkey** to full-time 5<sup>th</sup> grade teacher effective August 30, 2011 at a Level MA Step 4 for an annual salary of \$54,260. Step and salary are based on the 2010-2011 salary guide and will be adjusted pending ratification of a new negotiated agreement. (Attachment #P-3)
10. **Motion to approve** the employment of **Jane Nagy** as long-term substitute for Middle School Behavior Disabilities Teacher from August 30, 2011 through October 31, 2011 at a level BA, Step 1 per diem rate of \$239.00 with no benefits.

11. **Motion to approve Emma Alparone** to write ABA program, act as consult to teachers for BD/Autistic program and facilitate APA process during her maternity leave of absence at her hourly rate of \$46.74 for a maximum of 65 hours for a total not to exceed \$3,038.10.
12. **Motion to Accept** with regret the resignation of **Katie Smith** as part-time paraprofessional – special education aide effective June 30, 2011.
13. **Motion to approve Carla Nowell** as Elementary School Memory Book coordinator for the 2010-2011 school year to be paid 28 hours at the co-curricular rate of \$29.11 for total compensation of \$815.08
14. **Motion to approve** the attached list of substitutes for 2011-2012 school year (**Attachment #16**)
15. **Motion to approve** the following substitute rates for the 2011-2012 school year:
  - Substitute Aide - \$70.00 day \***
  - Substitute Teacher - \$75.00 day \***
  - Substitute Nurse - \$105.00 day**
  - Initial five (5) days of service in district will be paid \$65.00 per day.
16. **Motion to approve** the course reimbursement for the 2010-2011 school year for tuition paid by the following employee to be reimbursed through NCLB grant funds:
  - a) **Andrea Weinberg**
    - Course: Classroom Science: Weather/Water
    - College/University: Fresno Pacific University
    - Semester: Summer
    - Credits: Professional Development\*
    - Tuition: \$399.00
  - \* **Professional Development courses are not to be considered or utilized for advancement on salary guide.**
17. **Motion to approve** the per diem rates for Child Study Team members to complete evaluations for summer referrals and ESY Program

Thea Anaston	Evaluations / Case Management	\$48.84/hr	\$1500.00 cap
Jackie Carruthers	Evaluations	\$43.13/hr	\$1800.00 cap
Susan Vogler	Evaluations / Case Management	\$53.21/hr	\$2000.00 cap
Joan Murray	Speech/Language Therapy	\$51.70/hr	\$2500.00 cap
Kathee Lazzara	S/L Therapy, Evaluations / Case Management	\$51.70/hr.	\$3500.00 cap
ESC	CST Therapy/Evaluations	As needed	(see above caps)
Lee Rozycki	CST Secretary	7.5 hrs/day x 25 days (max) @ \$15.78/hr.	\$2958.75 cap

18. **Motion to approve Sandra Carazza-Stanton** to provide a home based Extended School Year program for one special education student for a total of eight (8) hrs. at an hourly rate of \$41.70 for a total of \$333.60.
19. **Motion to approve Sandra Carazza-Stanton** to complete twelve (12) hours of program/curriculum planning (Title I) at an hourly rate of \$29.11 for a total of \$339.42.
20. **Motion to extend** the Home Based Extended School Year program as follows in accordance with student's IEP:

Emma Alparone	July 5 – Sept. 1 for Student AM Write Program/Consultation	\$46.74/hr. for additional 3 hours (\$140.22)
Cathy Hoos	Aug. 15 – Sept. 1 for Student AM Aide – ABA reinforcement	\$12.55/hr for additional 3 hours (\$37.65)

21. **Motion to rescind** the approval granted May 16, 2011 for **Renee Colangelo** as Special Education Aide for ESY/Home Program for 46 hours at \$10.00 per hour, as per Ms. Colangelo's request.
22. **Motion to approve Heather Trepiccione** as Special Education Aide for ESY/Home Program for 46 hours at \$12.30 per hour for a total of \$565.80.
23. **Motion to approve** the following substitutes for 2011 Extended School Year program:

Bernice Bellouny	Substitute Aide/Teacher	Sub Aide - \$10/hour Sub Teacher - \$70/day
Debbie Cucuzella	Substitute Aide	\$10/hour
Maurcia Hash	Substitute Aide / Teacher	Sub Aide - \$10/hour Sub Teacher - \$70/day
Mel Loughney	Substitute nurse 8:00 – 12:00	\$120.00/day
Sharon Snyder	Substitute Aide	\$10/hour
Anna Sbriscia	Substitute Aide/Teacher	Sub Aide - \$10/hour Sub Teacher - \$70/day

24. **Motion to approve** the following summer staff training workshop:

**Transition Training Meeting** for three 7<sup>th</sup> grade students as per IDEIA requirements.

**Date:** July 27, 2011

**Time:** 12:00 p.m. – 3:30 p.m.

**Facilitators:** Emma Alparone, Special Education Teacher

Susan Vogler, Case Manager

**Attendees:** 7<sup>th</sup> grade teaching staff, special education aides and special area teachers

**Costs:** Facilitators - \$150.00 each  
Teachers - \$75.00 each – Not to exceed \$600.00  
Aides - \$70.00 each – Not to exceed \$140.00

25. **Motion to approve** the following summer staff training workshop:

**Preschool Teacher Training: High Scope** - as per IDEIA requirements.

**Dates:** Two full days - TBA

**Time:** 8:30 p.m. – 3:30 p.m.

**Facilitators:** Kathleen Priestly, former state department representative

**Attendees:** Two (2) Preschool teachers

**Costs:** Facilitator - \$1250.00  
Teachers - \$150.00/day each – Not to exceed \$600.00  
Materials - \$500.00

**Roll Call:**

Janice Stemple – Aye

Larissa Critelli – Aye

Kay Daughters-Musnuff – Absent

William Stover – VP – Aye

Karen Yaskanin-Jones - Aye

Robert Imhoff – Pres. - Aye

**5 Ayes; 1 Absence; Motion Passes**

**K. CURRICULUM & INSTRUCTION**

Based upon a recommendation of the Superintendent, Larissa Critelli motioned to approve the following items #1 - 2. Karen Yaskanin-Jones seconded the motion.

1. 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)
  - World Language Curriculum – Grades 6-8
  - English Language Arts (ELA) – Grades K-8
  - Career Education – Grades K-8
  
2. Motion to accept the following out-of-district students to the 2011 extended school year program on a tuition basis.

STUDENT ID	DISTRICT	TUITION
<b>Preschool Program:</b>		
PS01-ZB	Califon	\$3000.00 *
<b>BD-Autistic Program</b>		
BD02-CP	Califon	\$3600.00 *
BD02-JS	Franklin	\$3600.00 *
BD03-DD	Franklin	\$3600.00 *
BD04-DN	Franklin	\$3600.00 *
BD05-AN	Franklin	\$3600.00 *
* Plus an additional \$850.00 if an aide is required.		

**Roll Call:**

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

**5 Ayes; 1 Absence; Motion Passes**

**L. 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 - 3.

- 1. **Motion to Accept** with gratitude a donation of a clarinet from Mrs. Dianne Paridy with an estimated value of \$200.00.
- 2. **Motion to Accept** with gratitude a donation of a saxophone from Mrs. Dianne Paridy with an estimated value of \$400.00.
- 3. **Motion to Accept** with gratitude a donation of a Kimball piano from Mr. Donny Clucas with an estimated value of \$750.00.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**5 Ayes; 1 Absence; Motion Passes**

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following item # 4.

- 4. **Motion to approve** an agreement with Work Family Connection to operate Before and After School Programs at High Bridge Elementary School for the 2011-2012 school year. Terms of the contract to be developed. **(Attachment #17)**

**ROLL CALL**

**M  
S**

**Roll Call:**

William Stover - VP – Aye	Janice Stemple - Naye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Abstain
Kay Daughters-Musnuff – Absent	Robert Imhoff – Pres. - Aye

**3 Ayes; 1 Naye; 1 Absence; Motion Passes**

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 # 5 - 12.

**5. Motion to authorize** the transfer of funds to reserve accounts.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$200,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an Maintenance Reserve account and an amount not to exceed \$200,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$400,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**6. Motion to Amend the IDEA ARRA 2009-2011 Grant Application**

The amended IDEA ARRA 2009-2011 grant application is being filed with anticipated allocations in the following accounts:

<b>IDEA ARRA – BASIC – Expenditure Category</b>	<b>Code</b>	<b>\$ Budget</b>
Personal Services - Salaries	100-100	\$ 29,120
Instructional Supplies	100-600	\$ 17,297
Professional & Technical Services	200-300	\$ 17,256
Other Purchased Services	200-500	\$ 11,090
Instructional Equipment	400-731	\$ 8,634
	<b>TOTAL</b>	<b>\$ 83,397</b>

<b>IDEA ARRA – PRESCHOOL – Expenditure</b>	<b>Code</b>	<b>\$ Budget</b>
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<b>Category</b>		
Instructional Equipment	400-731	\$ 3,015
	<b>TOTAL</b>	<b>\$ 3,015</b>

**7. Motion to approve the following:**

**a) RESOLUTION TO ESTABLISH A SECTION 125 PLAN**

WHEREAS, the Borough of High Bridge Board of Education will establish a Section 125 Premium Only Plan commencing on July 1, 2011, and

WHEREAS, a Section 125 plan allows employees to pay their contribution to medical insurance expenses before payroll taxes are withheld, and

WHEREAS, a Section 125 plan will allow employees to lower their income tax liability; and

WHEREAS, the establishment of a Section 125 Premium Only Plan would have no direct expense to the High Bridge Board of Education, with potential savings in the Board's payroll tax expenditures, and

WHEREAS, all eligible employees of the district will participate in the plan unless they choose to decline in writing on the appropriate district waiver form,

NOW, THEREFORE, BE IT RESOLVED by the High Bridge Board of Education that the School Business Administrator, be authorized to execute the necessary agreement(s) to establish a Section 125 Premium Only Plan that allows employees to pay their share of health insurance costs using pre-tax income. Furthermore, the Borough of High Bridge Board of Education authorizes the School Business Administrator/Board Secretary to act as Administrator of the Plan, to execute the Plan, and to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

**b) RESOLUTION ADOPTING A 403(b) PLAN DOCUMENT**



WHEREAS, section 403(b) of the Internal Revenue Service Code requires all employers with 403(b) tax shelter plans to adopt a 403(b) Plan Document, and

WHEREAS, this document, a copy of which is provided as an attachment, is based upon model language released by the IRS for such purpose,

THEREFORE BE IT RESOLVED that the High Bridge Board of Education does hereby adopt the 403(b) Plan Document for Public Education Organizations (the "Plan"), which will conform to the regulations of Section 403(b) of the Internal Revenue Service Code and applicable regulations, and

BE IT FURTHER RESOLVED, that it is the intention of the High Bridge Board of Education that the 403(b) program will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the High Bridge School District is exempt from such requirements, and

BE IT FURTHER RESOLVED that AXA Advisors, Educators Financial (Lehigh Valley Investment Group), Lincoln Financial and the Vanguard Group were authorized at the May 9, 2011 Reorganizational Meeting to act as agents of this plan on behalf of the employees, and

BE IT FURTHER RESOLVED, that the High Bridge Board of Education authorizes the Business Administrator to act upon the Board's behalf with respect to this plan and to take any and all actions necessary or desirable to implement, maintain, and administer the plan set forth above in accordance with the Board's intentions and all applicable state and federal laws.

**e) RESOLUTION ADOPTING A 457(b) PLAN DOCUMENT**

WHEREAS, N.J.S.A. 18A:66-27 allows school boards to establish 457 deferred compensation plans for employees, and

WHEREAS, the High Bridge Board of Education wishes to make available to eligible employees the accrual of tax benefits under Section 457 of the Internal Revenue Service Code, and

WHEREAS, the Employer desires its Plan Document, which is attached, to conform with the changes in the IRS Code and Treasury regulations brought about by the Acts and Regulations, and

WHEREAS, implementation of a Section 457 Plan will occur at no cost to the High Bridge Board of Education, and

NOW THEREFORE BE IT RESOLVED that the High Bridge Board of Education hereby adopts a 457 Deferred Compensation Plan, and

BE IT FURTHER RESOLVED that AXA Advisors, Educators Financial (Lehigh Valley Investment Group), Lincoln Financial and the Vanguard Group be authorized to act as agents of this plan on behalf of the employees, and

BE IT FURTHER RESOLVED, that the High Bridge Board of Education authorizes the Business Administrator to act upon the Board’s behalf with respect to this plan and to take any and all actions necessary or desirable to implement, maintain, and administer the plan set forth above in accordance with the Board’s intentions and all applicable state and federal laws.

**8. Motion to approve** Tremco as a provider of its TremCare roof maintenance service to the High Bridge Board of Education from June 2011 through May 2012 at **\$5,485**, the same rate as for the 2010 – 2011 school year.

**9. PAYMENT OF BILLS**

**Audit of Invoices (Attachment #18)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$153,353.94** (2010-2011 Schedule 13)
- b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$30,522.77** (2010-2011 Schedule 14)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$235,277.61** (5/31/11)
- d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$241,606.82** (6/15/11)

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,954.29**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
6/13 /11	Maschio’s Food Service,	\$8,923.04	IN0027704	1314

Inc.

6/14/11	NJ Dept. of Agriculture	\$14.50	Inv. 121987	1315
		\$16.75	Inv. 123950	
		<b>\$31.25</b>		
	<b>Total</b>	<b>\$8,954.29</b>		

## 10. FINANCIAL REPORTS

### Report of the Board Secretary for May 2011 (Attachment #19)

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of May 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 April and May 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 June 20, 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.

\_\_\_\_\_  
June 20, 2011

\_\_\_\_\_  
Thomas Lambe  
Business Administrator/Board Secretary

## 11. USE OF FACILITIES (Attachment #20)

- (a) **Motion to approve High Bridge Recreation** to use ES parking areas, All Purpose Room and one classroom for annual Summer Recreation Program from Monday, July 11, 2011 through Friday, July 22, 2011 from 8:15 a.m. to 12:30 p.m.

Advisor – Gary Mills

- (b) **Motion to approve Girl Scout Meetings** at ES on Wednesdays beginning September 14, 2011 through May 9, 2012 from 3:00 p.m. to 4:30 p.m.  
Advisor – Bernadette Wescott

- (c) **Motion to approve Hunterdon Huskies Cheerleaders** to use ES All Purpose Room for cheer practice beginning September 26, 2011 through October 26, 2011  
From 6 p.m. to 8 p.m. Advisor – Aimee Markey

**12. CAFETERIA REPORT**

The cafeteria financial report for the month of **May 2011**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$474.71 for the month and a year-to-date loss of \$2,530.59. Student participation was 21% in the Middle School and 33% in the Elementary School for the month of **May 2011**.

Last year’s report for **May 2010**, indicated a loss of **\$1,083.46** for the month and a year-to-date loss of **\$4,991.29**. Student participation was 29% in the Middle School and 37% in the Elementary School for the month of **May 2010**.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**5 Ayes; 1 Absence; Motion Passes**

**M. TRAVEL EXPENDITURE APPROVAL**

**(Attachment #21)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #24) 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 #21)

**ROLL CALL**

**M  
S**

**Roll Call:**

Regular Monthly Meeting

Monday, June 20, 2011

William Stover - VP – Aye

Kay Daughters-Musnuff – Absent

Janice Stemple – Aye

Karen Yaskanin-Jones - Aye

Larissa Critelli – Aye

Robert Imhoff – Pres. - Aye

**5 Ayes; 1 Absence; Motion Passes**

## **N. PUBLIC COMMENTS**

Jeannie Taylor asked how is the contract for Work Family Connection. Mr. Imhoff answered one year.

Bruce Black of the YMCA thanked the Board for the opportunity to serve High Bridge for the past 21 years.

Karen Scarcia thanked the Board for their efforts and the YMCA for their response.

## **O. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following Resolution to enter into Executive Session at 9:21 p.m.; William Stover 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.

- Negotiations with High Bridge Teachers' Association  
Findings of Special Education Compliant Investigation #C2010-4101
- May 16, 2011 Executive Meeting Minutes  
(See Sealed Envelope)

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 9:40 p.m. William Stover seconded the motion. Unanimously carried.

## **P. RECOVENE PUBLIC SESSION**

## **Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Janice Stemple to approve the following items:

1. May 16, 2011 Executive Meeting Minutes

ROLL CALL  
M  
S

**Roll Call:**

Larissa Critelli – Aye  
Janice Stemple – Aye  
Kay Daughters-Musnuff - Absent

William Stover - VP – Aye  
Karen Yaskanin-Jones - Aye  
Robert Imhoff – Pres. - Aye

**5 Ayes; 1 Absence; Motion Passes**

**R. NEW BUSINESS**

None.

**S. PUBLIC COMMENTS**

None.

**T. ADJOURNMENT**

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 9:50 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Thomas Lambe  
Board Secretary/ Business Administrator