

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MARCH 28, 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 6:32 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff, Tamara Davis, Janice Stemple, William Stover, Vice-President, Ann Willard, Karen Yaskanin-Jones and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator. Susan Connor notified the Board that she would not be in attendance. She attended a mandatory training conducted by NJSBA.

**E. PUBLIC HEARING AND 2011-2012 BUDGET PRESENTATION**

**PUBLIC HEARING &  
2011-2012 BUDGET  
PRESENTATION**

Mr. Kennedy and Mr. Lambe gave a powerpoint presentation on the 2011-2012 school budget. During the presentation they outlined the enrollment trends, current staffing numbers, the programs to be continued and restored, the sources revenues, expenditure allocations and the impact on local taxes. After they had finished, they opened the floor to questions from the public.

Mr. Jeff Raefski asked what percent pay raise would the teachers be receiving in 2011-2012? Mr. Imhoff replied that this was subject to negotiations with the teachers and would not be discussed in public.

Mr. Raefski asked again and stated something about the law and that the board chooses not to disclose this information. Mr. Imhoff said that he could not answer questions specific to negotiations and that the negotiations are covered by Executive Session.

Mr. Imhoff stated he could answer questions regarding the budget.

Mr. Raefski then asked what percent increase was budgeted for teacher salaries? Mr. Imhoff then replied that he could answer that question since it was specific to the budget. He explained that the 2011-2012 budget has a 0% increase budgeted.

Mr. Tom Flynn then asked what the board would do if the negotiations with the teachers resulted in a raise greater than a 0% increase? Mr. Imhoff explained that he could not speculate on that and the board would have to consider all options if such a situation did occur. The budget could not increase if this happened. The Board would need to find the money.

Mr. Flynn asked if teachers would receive an increment in 2011-2012. Mr. Lambe replied that he believed a salary increment was in the budget.

Mr. Kennedy thanked the public for attending the meeting and for their questions. Several members of the board thanked Mr. Kennedy and Mr. Lambe for their hard work on preparing the budget.

**ADOPTION OF  
2011-2012 BUDGET**

**F. ADOPTION OF THE 2011-2012 BUDGET**

**Based on the recommendation of the Superintendent in consultation with the Business Administrator, William Stover** motioned, seconded by Larissa Critelli to adopt the budget for the 2011-2012 school year.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment	404
<u>Expenditures</u>	
General Current Expense	6,419,910
Capital Outlay	25,198
Special Revenue Fund	111,828
Repayment of Debt	624,528
Total Expenditures	<u>\$ 7,181,464</u>

<u>Revenue</u>	
Budgeted Fund Balance _____	30,280
Local Tax Levy	
Current _____	4,811,071
Debt Service _____	532,656
Interest on Capital Reserve _____	18
Tuition _____	95,001
State Aid	
Current _____	1,454,885
Special Revenue _____	111,828
Education Jobs Fund _____	53,853
Debt Service _____	91,872
 Total Revenue	 <u>\$ 7,181,464</u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2011-12 tentative budget includes a maximum travel appropriation of \$2,500.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**ROLL CALL**

**Roll Call:**

**M  
S**

- William Stover – VP - Aye      Janice Stemple- Aye
- Larissa Critelli – Aye      Ann Willard – Aye
- Susan Connor – Absent      Karen Yaskanin-Jones - Aye
- Kay Daughters-Musnuff – Aye      Robert Imhoff – Pres - Aye
- Tamara Davis – Aye

**8 Ayes; 1 Absence; Motion Passes**

**PUBLIC COMMENTS**

**G. PUBLIC COMMENTS**

Mrs. Crocetti updated the Board on the YMCA’s before/after care school program and invited the parents to a meeting with Mr. Kennedy and Mr. Nigro on March 31, 2011 at 7 P.M. at the Elementary School.

**CORRESPONDENCE**

**H. REVIEW OF OFFICIAL CORRESPONDENCE**

**(Attachment #1)**

<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>
Kimberly Sandorff	3/14/11	Leave of Absence
Jeffrey Raefski	3/23/11	2011-2012 Budget

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

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following minutes. Unanimously carried.

March 7, 2011

1. March 7, 2011 Regular Meeting Minutes (Attachment #2)

**REPORTS TO THE BOARD****J. REPORTS TO THE BOARD**

1. **Follow-Up Items**  
**None at this time.**

**Board President's Report**

2. **Board President's Report**

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

Mr. Imhoff asked Mr. Kennedy to explain the High Bridge Police Department's recommendations for traffic safety during student drop off and pick up.

Mr. Imhoff emphasized the letter from the school attorney regarding executive session at Board meetings.

**Board Committees**

- b) Board Committees and Chairperson

**Community Relations**

- **Community Relations – Susan Connor, Chairperson**  
Kay Daughters-Musnuff and Ann Willard
  - 1) Report of community outreach regarding the budget

Mr. Kennedy mentioned that a newsletter coinciding with budget vote would be mailed to residents approximately one week before the election.

**Curriculum and Instruction**

Mr. Kennedy mentioned posters from Teachers' Association encouraging people to vote.

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Tamara Davis
  - 1) Report of curriculum revision project

**Finance/Facilities**

- **Finance/Facilities – William Stover, Chairperson,** Larissa Critelli, and Janice Stemple
  - 1) Report on Board’s joint meeting with Bridge Borough Council – April 5, 2011 at 7 P.M. at the firehouse.

**Personnel and Management**

- **Personnel and Management – Janice Stemple, Chairperson,** Tamara Davis and Karen Yaskanin-Jones

**Negotiations**

- **Negotiations – Janice Stemple, Chairperson,** William Stover and Karen Yaskanin-Jones
  - 1) Report on the ongoing negotiations process with the High Bridge Teachers’ Association. The next meeting is scheduled for March 30, 2011.

**Policy**

- **Policy – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff and Tamara Davis

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

- a) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
  - Policy 3411 – Placement of Guide Step
  - Policy 3412 – Placement of Guide Column
  - Regulation 8420.10 – Active Shooter

b) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 2415.01 – Academic Standards, Academic Assessments and Accountability

- Policy 2415.04 – Title I – District Wide Parental Involvement
- Regulation 3240 – Professional Development
- Regulation 7510 – Use of Facilities
- Policy 8420 – Emergency and Crisis Situation
- Regulation 8420 – Emergency and Non-Fire Evacuation Plan
- Regulation 8420.2 – Bomb Threat
- Regulation 8420.7 – Lockdown Procedures
- Policy 8740 – Bonding

**ROLL CALL**

**M  
S**

**Roll Call:**

Karen Yasanin-Jones – Aye	Janice Stemple- Aye
Kay Daughters-Musnuff – Aye	William Stover - VP – Aye
Susan Connor – Absent	Ann Willard - Aye
Larissa Critelli – Aye	Robert Imhoff – Pres - Aye
Tamara Davis – Aye	

**8 Ayes; 1 Abstention; Motion Passes**

**HCESC**

- **HCESC Representative – Tamara Davis**

Tamara Davis attended the March 1, 2011, HCESC meeting.

- **NJSBA Delegate – Robert Imhoff**

**Superintendent’s Report**

**3. Superintendent’s Report**

Mr. Kennedy discussed the following with the Board:

**INFORMATION ITEMS**

**A. INFORMATION ITEMS:**

- 1) 2011-2012 Proposed School Calendar (Attachment #4)
- 2) Report on personnel search

There was a strong response of resumes for all advertised positions.

- 3) Spring Athletic Schedules (Attachment #5)
- 4) May 2011 edition of the “The Bridge” – Articles due by 4/5/11
- 5) North Hunterdon-Voorhees Correspondence on Strategic Planning Meetings

March 29<sup>th</sup> at Voorhees High School and April 5<sup>th</sup> at North Hunterdon

- 6) Review of February 2011 legal bill (Attachment #6)
- 7) Next Faculty Advisory Committee meeting – 4/26/11 at 3:30 p.m.
- 8) PTO Tricky Tray is Saturday, April 9, 2011 at 5:30 p.m. at the Elementary School. Please attend.

**ACTION ITEMS**

**B. ACTION ITEMS:**

Based upon the recommendation of Joseph Kennedy, Superintendent, Janice Stemple made a motion seconded by Kay Daughters-Musnuff to approve the following items:

- 1) **Motion to approve** the proposed 2011-2012 school calendar as presented.
- 2) **Motion to amend** the 2010-2011 school calendar to make-up a rescheduled professional development day on Monday, June 20, 2011, setting the final teacher work day for Tuesday, June 21, 2011. Last day for students and graduation remains Friday, June 17, 2011.
- 3) **Motion to approve** the 2011 spring athletic schedules.

**ROLL CALL**

**Roll Call:**

**M  
S**

Janice Stemple – Aye	William Stover - VP- Aye
Kay Daughters-Musnuff – Aye	Ann Willard – Aye
Susan Connor – Absent	Karen Yaskanin-Jones - Aye
Larissa Critelli – Aye	Robert Imhoff – Pres - Aye
Tamara Davis – Aye	

**8 Ayes; 1 Absence; Motion Passes**

**School Business  
Administrator’s Report**

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

**A. General Information Items**

- 1) Ethics Disclosure
- 2) 2011-2012 Public Meeting Schedule – Draft (Attachment #7)
- 3) Before/After Care Programs

YMCA Before/After Care Surveys

YMCA and Work Family Connections have accepted our invitation to present their services

at a meeting on April 25, 2011.

- 4) Legal Newsletters – Executive Session and Bullying

**B. Monthly Facility Maintenance Report**

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

MS Principal's Report

**5. Middle School Principal's Report (Via E-Mail)**

ES Principal's Report

**6. Elementary School Principal's Report (Attachment #8)**

**PERSONNEL**

**K. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 6. Karen Yaskanin-Jones seconded the motion.

Approve unpaid LOA for Kimberly Sandorff From April 25, 2011 – June 30, 2011

- 1. **Motion to amend** the request for an unpaid leave of absence for **Kimberly Sandorff** to begin April 25, 2011 through June 30, 2011, in accordance with the Family Medical Leave Act.

Approve employment of Cindy Caronia as long-term substitute for 2<sup>nd</sup> Grade from April 25, 2011 – June 30, 2011

- 2. **Motion to approve** the employment of **Cindy Caronia** as long-term substitute for second grade leave of absence from April 25, 2011 through June 30, 2011 at a BA Step 1 per diem rate of \$239.00.

Approve employment of Jaime McKay PT Instructional Aide in ES March 29, 2011 – June 30, 2011 \$10/hr

- 3. **Motion to approve** the employment of **Jaime McKay** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from March 29, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated), pending successful completion of criminal history background check.

Approve employment of Maurica Hash PT Instructional Aide in ES April 4, 2011 – June 30, 2011 \$10/hr

- 4. **Motion to approve** the employment of **Maurica Hash** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from April 4, 2011 through June 30, 2011 for an annual salary of \$7,280.00

(prorated), pending successful completion of criminal history background check.

Approve RVCC Nursing Students to complete observation hours

5. **Motion to approve** the following Raritan Valley Community College nursing students to complete observation hours in the school health office.

Student	Cooperating Teacher	Total hours
Christopher Dietz	Lynn Yanulevich	1 day (minimum 4 hours)
Rose Grittner	Nicole Cahill	1 day (minimum 4 hours)

Approve Invo HealthCare Assoc. to provide speech/language services

6. **Motion to Approve** Invo HealthCare Associates to provide compensatory speech/language services for 7 hours/week for approximately 5 weeks at a rate of \$88.00/hour.

ROLL CALL

**Roll Call:**

M  
S

- Janice Stemple – Aye
- Karen Yaskanin-Jones – Aye
- Susan Connor – Absent
- Larissa Critelli – Aye
- Kay Daughters-Musnuff – Aye
- Tamara Davis – Aye
- William Stover - VP – Aye
- Ann Willard – Aye
- Robert Imhoff – Pres. - Aye

CURRICULUM & INSTRUCTION

**8 Ayes; 1 Absence; Motion Passes**

**L. CURRICULUM & INSTRUCTION**

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

8<sup>th</sup> Grade Spanish Class to Casa Maya

- a) **8<sup>th</sup> Grade Spanish Class** to Casa Maya Restaurant, High Bridge, NJ on Thursday, June 2, 2011. The cost per student of \$15.00 is for student’s meal and is to be borne by parents/guardians. There is no cost for transportation as students will walk to and from the restaurant. This trip correlates with unit on grammar and vocabulary necessary for dining out

HBMS Broadcast Team to NBC Studios, NYC

and will allow students to apply their knowledge in a real life setting.

- b) **High Bridge Middle School Broadcast Team** to NBC Studios, New York City, NY on Tuesday, May 17, 2011. Cost per student for this trip is \$61.00 which includes \$24.00 for train transportation, \$20.00 for a meal at Hard Rock Café, and \$17.00 for NBC Studio tour and is to be borne by parents/guardians. This trip correlates to NJ Core Curriculum Content Standards in Language Arts Literacy and Technology and would provide the opportunity for students involved with HBMS broadcast team to experience a professional broadcast studio.
- c) **Kindergarten** to Crayola Factory and Purple Cow Creamery in Easton, PA on Monday, June 6, 2011 for tour of the factory, then to Purple Cow (next to factory) for ice cream. Transportation to be provided by ESC at a cost of \$280.00 for one bus. Cost per student of \$17.50 includes transportation and admission and is to be borne by parents/guardians. Cost of ice cream treats will be paid for by Kindergarten teacher.

Kindergarten to Crayola Factory and Purple cow Creamery June 6, 2011

Adopt Revised K-5 General Music Curriculum

- 2. **Motion to adopt** the revised K-5 General Music Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

ROLL CALL  
M  
S

**Roll Call:**

Kay Daughters-Musnuff – Aye	Janice Stemple – Aye
Karen Yaskanin-Jones – Aye	William Stover - VP – Aye
Susan Connor – Absent	Ann Willard – Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Tamara Davis – Aye	

**8 Ayes; 1 Absence; Motion Passes**

SCHOOL BUSINESS

**M. SCHOOL BUSINESS**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 4.

PAYMENT OF BILLS

Invoices \$25,999.60

**1. PAYMENT OF BILLS**

**Audit of Invoices (Attachment #9)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$25,999.60 (2010-2011 Schedule 10)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$235,166.96 (3/15/11)**

Payroll 3/15/11 \$235,166.96

Cafeteria \$14,216.72

c) **Approve** invoices for Cafeteria Account in the amount of **\$14,216.72**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
3/9/11	Maschio's Food Service, Inc.	\$ 7,820.01	IN0026056	1309
		\$ 6,359.90	IN0026277	
	<b>Total</b>	<b>\$14,179.91</b>		
3/22//11	NJ Dept. of Agriculture	\$ 12.76	Inv.126038	1310
		\$ 17.38	Inv.127160	
		\$ 6.67	Inv.127984	
	<b>Total</b>	<b>\$ 36.81</b>		
	<b>Total</b>	<b>\$14,216.72</b>		

## **FINANCIAL REPORTS**

**February 2011**

### **2. FINANCIAL REPORTS**

#### **Report of the Board Secretary, February 2011** (Attachment #10)

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of February 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 February 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. 6:20-2.13(3), the Board of Education certify that as of March 28, 2011, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(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.

March 28, 2011

Thomas Lambe  
Board Secretary/Business Administrator

**USE OF FACILITIES**

**3. USE OF FACILITIES**

None at this time.

**CAFETERIA REPORT**

February 2011

**4. CAFETERIA REPORT**

The cafeteria financial report for the month of February 2011, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$452.92 for the month and a year-to-date loss of \$3,730.92. Student participation was 20% in the Middle School and 29% in the Elementary School for the month of February 2011.

Last year’s report for February 2010, indicated a loss of \$733.98 for the month and a year-to-date loss of \$1,686.30. Student participation was 32% in the Middle School and 37% in the Elementary School for the month of February 2010.

**ROLL CALL**

M  
S

**Roll Call:**

- |                             |                             |
|-----------------------------|-----------------------------|
| William Stover - VP – Aye   | Janice Stemple – Aye        |
| Larissa Critelli - Aye      | Ann Willard - Aye           |
| Susan Connor – Absent       | Karen Yaskanin-Jones - Aye  |
| Kay Daughters-Musnuff – Aye | Robert Imhoff – Pres. - Aye |
| Tamara Davis – Aye          |                             |

**8 Ayes; 1 Absence; Motion Passes**

**TRAVEL EXPENDITURE**

**N. TRAVEL EXPENDITURE APPROVAL (Attachment #11)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #11) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critilli (Attachment #11)

**ROLL CALL**

M  
S

**Roll Call:**

- |                           |                      |
|---------------------------|----------------------|
| William Stover - VP – Aye | Janice Stemple – Aye |
| Larissa Critelli - Aye    | Ann Willard - Aye    |

Susan Connor – Absent

Karen Yaskanin-Jones - Aye

Kay Daughters-Musnuff – Aye

Robert Imhoff – Pres. - Aye

Tamara Davis – Aye

**8 Ayes; 1 Absence; Motion Passes**

**O. PUBLIC COMMENTS**

**PUBLIC COMMENTS**

Mr. Kennedy invited the public to see the High Bridge students’ performance of Willie Wonka on Friday, April 1, 2011, at 7 p.m. at the Middle School.

**EXECUTIVE/  
CLOSED SESSION**

**P. 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 8:10 p.m.; Kay Daughters-Musnuff 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 Matters
- Negotiations with High Bridge Teachers’ Association
- March 7, 2011 Executive Meeting Minutes (See Sealed Envelope)

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:58 p.m. Larissa Critelli seconded the motion. Unanimously carried.

**RECOVENE PUBLIC  
SESSION**

**Q. RECOVENE PUBLIC SESSION**

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

**ADOPTION OF  
EXECUTIVE  
MINUTES**

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following items:

**March 7, 2011**

1. March 7, 2011 Executive Meeting Minutes

**ROLL CALL**  
**M**  
**S**

**Roll Call:**

Larissa Critelli – Aye	Janice Stemple - Aye
Karen Yaskanin-Jones - Aye	William Stover – VP – Aye
Susan Connor - Absent	Ann Willard - Aye
Tamara Davis - Aye	Robert Imhoff – Pres. –Aye
Kay Daughters-Musnuff - Aye	

**8 Ayes; 1 Absence; Motion Passes**

**NEW BUSINESS**

**S. NEW BUSINESS**

1. PTO Tricky Tray – Board Member participation

Kay Daughters-Musnuff suggested the idea of Board members combining their personal donations for the purpose of buying an Amazon.com gift card for the PTO tricky tray.

The Board discussed the food service program.

**PUBLIC COMMENTS**

**T. PUBLIC COMMENTS**

Robert Imhoff publicly apologized to the HBTA for “my personal remarks directed toward the teachers union at the March 7, 2011 negotiations meeting.”

**ADJOURNMENT**

**U. ADJOURNMENT**

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 10:00 p.m. The motion was seconded by Tamara Davis. Unanimously carried.

Respectfully submitted,

Thomas Lambe  
Board Secretary/ Business Administrator