

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MARCH 7, 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.

PRESENTATION

E. PRESENTATION

Diane Morris of New Jersey School Board Association discussed the Superintendent evaluation process.

EXECUTIVE/CLOSED SESSION

EXECUTIVE/CLOSED SESSION

Larissa Critelli requested a motion to approve the following Resolution to enter into Executive Session at 6:36 p.m.; Kay Daughters-Musnuff seconded the motion. Unanimously carried.

Mr. Kennedy and Mr. Lambe were excused by the Board President and left the room for the discussion.

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.

- Superintendent Evaluation Process

Ann Willard motioned to exit executive session and return to public session at 6:55 p.m. Tamara Davis seconded the motion. Unanimously carried.

RECOGNITION ITEMS

Mr. Kennedy and Mr. Lambe returned.

Staff Recognition

RECONVENE PUBLIC SESSION

F. RECOGNITION ITEMS

1. STAFF RECOGNITION (Attachment #1)

Karen Yaskanin-Jones motioned, seconded by Tamara Davis, unanimously carried, to accept the request for retirement from Emily Bruton and to approve the attached resolution recognizing her for her many years of dedicated service to the High Bridge School District.

PUBLIC COMMENTS

Mr. Kennedy presented Mrs. Bruton with a plaque honoring her service to the High Bridge School District and congratulated her on her retirement.

CORRESPONDENCE

G. PUBLIC COMMENTS

None

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Jeffrey Raefski	2/15/11	Teachers' salary
Christopher Hagan	2/12/11	School slogan

ADOPTION OF MINUTES

Robert Imhoff read a letter from Mr. Hagan regarding the District slogan "The Few, The Proud, The Hilltoppers!" The Board discussed the topic.

February 7, 2011

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

March 2, 2011

1. February 7, 2011 Regular Meeting Minutes (Attachment #3)
2. March 2, 2011 Special Meeting Minutes (Attachment #4)

J. REPORTS TO THE BOARD**1. Follow-Up Items****None at this time.****Board President's Report****2. Board President's Report****NJSBA Board Tasks**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)
- b) Faculty Advisory Committee Minutes (Attachment #6)
- c) **Board Committees and Chairperson**

FAC Minutes**Board Committees**

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Ann Willard
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Tamara Davis

Curriculum and Instruction

The next curriculums that will be rewritten are Music and World Language.

Finance/Facilities

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

The 2011–2012 preliminary budget was passed on March 2, 2011.

Mr. Lambe is preparing for public presentation scheduled for April 5, 2011.
- **Personnel and Management – Janice Stemple, Chairperson, Tamara Davis and Karen Yaskanin-Jones**

Negotiations

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

A negotiations meeting with the HBTA is scheduled for March 9, 2011 at 4:00 p.m.

- **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 first 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 first 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

Ann Willard had a question regarding allowing Use of Facilities for High Bridge residents only. Karen Yaskanin-Jones explained the committee's reasoning for the change.

M
S

Roll Call:

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

ROLL CALL

7 Ayes; 1 Abstention; 1 Absence; Motion Passes

- **HCESC Representative – Tamara Davis**

HCESC

Tamara Davis summarized her attendance at the March 1, 2011, HCESC meeting.

- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

Information Items

A. INFORMATION ITEMS:

- 1) Staff Attendance for February 2011 (Attachment #7)
- 2) 2010-2011 Student Enrollment Update (Attachment #8)
- 3) NJQSAC interim review status (Attachment A)

Mr. Kennedy explained our scores are higher than on the attachment as not all the information was updated due to the departure of Dr. Vernotica.

- 4) 2011-2012 Proposed School Calendar - Survey results

The HBTA will be discussing the proposed calendar on March 16, 2011.

- 5) Eighth Grade lock-in

The Eighth Grade lock-in is scheduled for Friday, March 25, 2011 through Saturday, March 26, 2011.

- 6) NJ Child Assault Prevention Program (NJCAP) March 7, 8, &9

- 7) Report on 2/26/11 Workshop – Driving Student Achievement

Mr. Kennedy attended this workshop

- 8) Eighth Grade VHS Elective Schedules (Attachment #9)

Mr. Kennedy noted the high number of High Bridge students registered for weighted elective classes at Voorhees High School

- 9) Review of January 2011 legal bill (Attachment #10)

- 10) Eighth Grade – Faculty Basketball Game

The game is scheduled for March 24, 2011

**School Business
Administrator's
Report**

4. School Business Administrator's Report

A. General Information Items

1) Before/After Care Programs

Mr. Lambe explained a table comparing before/after care programs of High Bridge and neighboring districts.

Robert Imhoff asked Wendy Crocetti from the YMCA to speak regarding the results of a parent Survey, which she said were very good overall.

Karen Scarcia, from the audience, explained the reasons for an independent survey of parents on the YMCA before/after care program.

Robert Imhoff proposed setting up a meeting between the YMCA, the parents and a school representative to work through any issues.

Tamara Davis asked the representatives from the YMCA about their training.

Janice Stemple emphasized that the Board does not hire the YMCA's leaders. The Board only approves the Use of Facilities.

- 2) NJ School Digest – February 2011
(Attachment #11)
- 3) The public presentation of the 2011-2012 budget in conjunction with High Bridge Council is scheduled for April 5, 2011 at 7 p.m. at the firehouse.
- 4) The Board petition packets are due March 8, 2011, at 4:00 p.m.

B. Monthly Facility Maintenance Report

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – February 2011

Account	Peapack-Gladstone Bank
Agency	\$ 11.11
Capital Reserve	\$ 1.40
Current	\$ 578.68
Food Service	\$ 1.13
Maintenance	\$ 0.00
Payroll	\$ 4.80
Student Activity	\$ 8.56
Unemployment	\$ 14.18
Total	\$ 619.86

MS Principal's Report

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

ES Principal's Report

6. Elementary School Principal's Report (Attachment #12)

PERSONNEL

K. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 9. Karen Yaskanin-Jones seconded the motion.

Approve Kristine Naumann PT ES Instructional Aide

- 1. **Motion to approve** the employment of **Kristine Naumann** as part-time instructional aide (57%, 4 hours/day) in the Elementary School from March 8, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated).

Approve Mary Sorgi PT
MS Instructional Aide

2. **Motion to approve** the employment of **Mary Sorgi** as part-time instructional aide (57%, 4 hours/day) in the Middle School from March 14, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated) pending successful completion of a criminal history review.

Approve Jeff White
Baseball Coach \$1,264.00

3. **Motion to approve** the employment of **Jeff White** as interscholastic boys' baseball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.

Approve Carl
Katzenberger Girls
Softball Coach \$1,264.00

4. **Motion to approve** the employment of **Carl Katzenberger** as interscholastic girls' softball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.

Approve Kristen Sodano,
Student Teaching
Experience, from 9/5/11 –
12/23/11 with Lynn
Hughes

5. **Motion to approve** Kristen Sodano, Centenary College Elementary Education Student Teacher, to complete fifteen weeks teaching experience from September 5, 2011 through December 23, 2011, with Lynn Hughes as cooperating teacher.

Approve Substitutes

6. **Motion to approve** the following substitutes for the remainder of the 2010-2011 school year:
- a) Brittany O'Neal
 - b) Rebecca Whiteley

Approve Supreme
Learning and Language
Resources for Evaluations

7. **Motion to approve Supreme Learning and Language Resources, Rutherford, NJ** to provide Bi-Lingual Child Study Team evaluations (Psychological Evaluation, Educational Evaluation and Speech/Language Evaluation) at a cost not to exceed \$650 per evaluation.

Approve Anna Sbriscia to
provide Home Instruction
from 3/7/11 – 3/18/11
\$35.42/hr

8. **Motion to approve** Anna Sbriscia to provide home instruction for a middle school student from March 7, 2011 through March 18, 2011 for five hours per week at a rate of \$35.42 per hour, in accordance with the Negotiated Agreement, Article VI A.3, SALARIES, Tutors and Bedside Instructors.

- 9. **Motion to Approve** the employment of Joan Murray as part-time (40%) Speech/Language Specialist beginning on or about May 2, 2011 through June 30, 2011 at level MA step 14, for a yearly salary of \$74,960, prorated, pending successful completion of a criminal background check.

Approve Joan Murray PT Speech/Language Specialist

Mr. Kennedy explained the situation creating the need for a new part-time Speech/Language Specialist.

ROLL CALL

**M
S**

Roll Call:

- 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

8 Ayes; 1 Absence; Motion Passes

CURRICULUM & INSTRUCTION

L. CURRICULUM & INSTRUCTION

No new business at this time.

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.

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #13)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$705,560.25 (2010-2011 Schedule 9)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$230,802.34 (2/15/11)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$229,827.51 (2/28/11)**

PAYMENT OF BILLS

Invoices \$705,560.25

Payroll 1/15/11 \$230,802.34

Payroll 1/31/11 \$229,827.51

FINANCIAL REPORTS

January 2011

2. FINANCIAL REPORTS

Report of the Board Secretary, January 2011
(Attachment #14)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of January 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 January 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 7, 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 7, 2011

Thomas Lambe
Board Secretary/Business Administrator

USE OF FACILITIES

3. USE OF FACILITIES

None at this time.

4. CAFETERIA REPORT

The cafeteria financial report for the month of January 2011, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$388.29 for the month and a year-to-date loss of \$3,278.00. Student participation was 20% in the Middle School and 28% in the Elementary School for the month of January 2011.

Last year’s report for January 2010, indicated a loss of \$475.95 for the month and a year-to-date loss of \$952.32. Student participation was 30% in the Middle School and 36% in the Elementary School for the month of January 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	

**TRAVEL
EXPENDITURE**

8 Ayes; 1 Absence; Motion Passes

**N. TRAVEL EXPENDITURE APPROVAL
(Attachment #15)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #15) 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 #15)

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	

9 Ayes; 1 Absence; Motion Passes

PUBLIC COMMENTS

N. PUBLIC COMMENTS

None

**EXECUTIVE/
CLOSED SESSION**

O. 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 8:18 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.

- Negotiations with High Bridge Teachers' Association
- Personnel
- February 7, 2011 Executive Meeting Minutes (See Sealed Envelope)
- A Contractual Matter

Janice Stemple motioned to exit executive session and return to public session at 9:20 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

P. RECOVENE PUBLIC SESSION

**ADOPTION OF
EXECUTIVE
MINUTES**

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

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

February 7, 2011

1. February 7, 2011 Executive Meeting Minutes

ROLL CALL

Roll Call:

M
S

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

S. NEW BUSINESS

NEW BUSINESS

The Board discussed their plan for completion of the Superintendent evaluation. A summary report will be written by the Board President based upon Board member on-line responses to a NJSBA questionnaire. The Board President will email the summary report to all Board members for their review.

Ad Hoc Committee needs to be removed from the Welcome cover page.

PUBLIC COMMENTS

T. PUBLIC COMMENTS

None.

ADJOURNMENT

U. ADJOURNMENT

Having no further business to come before the Board, William Stover motioned to adjourn the meeting at 9:25 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator