

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MAY 16, 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, Kay Daughters-Musnuff, 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 and Tamara Davis notified the Board that they would not be in attendance.

**E. RECOGNITION ITEMS**

**RECOGNITION ITEMS**

**STAFF RECOGNITION (Attachment #1)**

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the attached resolution recognizing **Olivia Holthaus**, recipient of the 2011 Hunterdon County Distinguished Student Award.

Mr. Kennedy presented Olivia Holthaus with the framed resolution and congratulated her for her achievements. Olivia thanked Mr. Kennedy and the Board.

**PUBLIC COMMENTS**

**F. PUBLIC COMMENTS**

Mr. Michael Stemple, from the Borough council, congratulated the Board for doing a great job in successfully getting the budget passed. Mr. Imhoff agreed and thanked the finance committee, Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator.

Mr. John Hansen then commented about the relationship between the governor and the NJEA and the Board of Education with the local union.

**Board Committees and**

**CORRESPONDENCE**

**G. REVIEW OF OFFICIAL CORRESPONDENCE**

**(Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Stephen Kesty	5/8/11	Linda Kesty Friendship Award

**ADOPTION OF MINUTES**

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

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

April 25, 2011

1. April 25, 2011 Regular Meeting Minutes (Attachment #3)

William Stover motioned, seconded by Karen Yaskanin-Jones approve of Negotiations Committee

**REPORTS TO THE BOARD**

**I. REPORTS TO THE BOARD**

Board President's Report

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

Appointment of Board Committees/Chairperson

2. **Board President's Report**
  - a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)
  - b) **Appointment Of Board Committes And Chairperson**  
**RESOLVED**, that the Board President will appoint the committee members and chairpersons to the following committees for the 2011-2012 school year:

Community Relations

- **Community Relations – Kay Daughters-Musnuff, Chairperson**  
Susan Connor and Tamara Davis

Curriculum & Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Tamara Davis

Finance/Facilities

- **Finance/Facilities – William Stover, Chairperson,** Larissa Critelli, and Janice Stemple
- **Personnel and Management – Janice Stemple, Chairperson,** Larissa Critelli and Karen Yaskanin-Jones **Personnel & Management**
- **Negotiations – Janice Stemple, Chairperson,** William Stover and Karen Yaskanin-Jones **Negotiations**
- **Policy – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff and Tamara Davis **Policy**
- **HCESC Representative – Tamara Davis** **HCESC Representative**
- **HCSBA Representative – Robert Imhoff** **HCSBA Representative**
- **NJSBA Delegate – Robert Imhoff** **NJSBA Delegate**

Robert Imhoff updated the Board on the meeting with the parents, YMCA and Work Family Connections that occurred on May 11, 2011. **Superintendent’s Report**

**3. Superintendent’s Report** **INFORMATION ITEMS**

Mr. Kennedy discussed the following with the Board:

- A. INFORMATION ITEMS:**
- 1) Staff Attendance for March 2011 (Attachment #5)
  - 2) 2010-2011 Student Enrollment Update (Attachment #6)
  - 3) Review of April 2011 legal bill (Attachment #7)
  - 4) QSAC – Paperwork must be submitted to the County by June 24, 2011
  - 5) Graduation Ceremony – June 17<sup>th</sup> @ 7:00 p.m.
  - 6) Online Professional Development – Mr. Kolton setting up courses, funded with NCLB Title II grants.

**ACTION ITEMS**

Approve six-week Special Education ESY Program July 5, 2011 – August 11, 2011

Approve Summer Instrumental Music Program Tues/Thurs June 28, 2011 – July 28, 2011

Approve 8<sup>th</sup> Grade Students for promotion

School Business Administrator's Report

**B. ACTION ITEMS:**

Based upon the recommendation of the Superintendent, Janice Stemple motioned, seconded by Larissa Critelli to approve the following items 1-3. Unanimously carried.

- 1) **Motion to approve** the six-week **Special Education Extended Summer Program** for eligible classified special education students from Preschool/BD-Autistic/Resource Center through grade eight, which will be held Monday through Thursday, from July 5, 2011 through August 11, 2011.
- 2) **Motion to approve** the operation of the **Summer Instrumental Music Program** for students entering grades 4-9 to run on Tuesdays and Thursdays from June 28, 2011 through July 28, 2011, to be held in the Middle School. Fee for this program will be \$75.00 for five 30 minute lessons, or \$15.00 per single 30 minute lesson.
- 3) **Motion to approve** the list of eighth grade students eligible for promotion to ninth grade. **(Attachment #8)**

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

**A. General Information Items**

- 1) Update on IDEA, NCLB and ARRA grants
- 2) NJ School Digest – April 2011 (Attachment #9)

**B. Monthly Facility Maintenance Report**

None

**C. Vandalism Report**

There were no acts of vandalism since our last meeting.

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

<b>Account</b>	<b>Peapack-Gladstone Bank</b>
Agency	\$ 14.95
Capital Reserve	\$ 1.50
Current	\$ 192.07
Food Service	\$ 3.04
Maintenance	\$ 0.00
Payroll	\$ 6.20
Student Activity	\$ 13.61
Unemployment	\$ 15.20
<b>Total</b>	<b>\$ 246.57</b>

MS Principal's Report

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

ES Principal's Report

**6. Elementary School Principal's Report (Attachment #10)**

PERSONNEL

**J. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 16. Karen Yaskanin-Jones seconded the motion.

Approve Christopher Muller PT (63%) MS Art Teacher MA-2 \$39,924

- 1. Motion to approve** the employment of **Christopher Muller** as part-time (63%) Middle School Art Teacher for the 2011-2012 school year at a Level MA Step 2 salary of \$39,924. **(Attachment #11)**

Approve Anthony Marinelli MS Language Arts Teacher BA-1 \$47,805

- 2. Motion to approve** the employment of **Anthony Marinelli** as Middle School Language Arts Teacher for the 2011-2012 school year at a level BA Step 1 salary of \$47,805. **(Attachment #12 )**

Approve Christine Dougherty Guidance Counselor MA+30-3 \$55,460

- 3. Motion to approve** the employment of **Christine Dougherty** as Guidance Counselor for the 2011-2012 school year at a level MA+30 Step 3 salary of \$55,460. **(Attachment #13)**

Revised job descriptions

- 4. Motion to approve** revised job descriptions for the following positions: **(Attachment #14)**

- a. **Paraprofessional – Special Education Aide**
- b. **Paraprofessional – Library Aide**
- c. **Clerical Assistant**

Reappoint Special Education Paraprofessionals

5. **Motion to reappoint** Paraprofessional Special Education Aides for the 2011-2012 school year as per attached list. (Attachment #15)

Reappoint Veronica Plakotaris 2011-2012 \$15,323

6. **Motion to reappoint Veronica Plakotaris** as Paraprofessional Library Aide for the 2011-2012 school year at yearly salary of \$15,323.

Reappoint Clerical Assistants

7. **Motion to reappoint** Clerical Assistants for the 2011-2012 school year as per attached list. (Attachment #16)

Reappoint Richard Kolton 60% Technology Coordinator \$59,865

8. **Motion to reappoint Richard Kolton as Technology Coordinator (60%)** for the 2011-2012 school year at an annual salary of \$59,865.

Approve employment and salary ESY personnel

9. **Motion to approve** the employment and salary of the 2011 Extended School Year personnel as per attached list. (Attachment #17)

Approve employment and salary ESY Home Program

10. **Motion to approve** the employment and salary of the 2011 Extended School Year/ Home Program personnel as per attached list. (Attachment #18)

Approve Substitutes

11. **Motion to approve** the following substitute teachers/aides for the remainder of the 2010-2011 school year:

Approve Megan Mondzak Student Teacher – ES

- a. Darcy Mojka
- b. Era Patel
- c. Bridgette Godown

Approve Jeff Thompson for Summer Instrumental Music Program \$29.11/hr

12. **Motion to approve Megan Mondzak**, Caldwell College student teacher, to complete classroom observation hours at High Bridge Elementary School with cooperating teacher to be determined.

Approve stipend for M. Garfein Coordinator of Maintenance ES \$2,500.00

13. **Motion to approve Jeff Thompson** as director of the **Summer Instrumental Music Program** from June 28, 2011 to July 28, 2011 at the negotiated rate of \$29.11/hour for instruction with hours to be determined by the number of students in the program.

14. **Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Maintenance** at the Elementary School in the amount of \$2,500 for the 2011-2012 school year.

**15. Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Safety** at the Elementary School in the amount of \$2,000 for the 2011-2012 school year.

Approve M. Garfein stipend for Coordinator of Safety – ES \$2000.00

**16. Motion to approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Purchasing** at the Elementary School in the amount of \$2,000 for the 2011-2012 school year.

Approve M. Garfein stipend Coordinator of Purchasing ES \$2,000.00

Janice Stemple explained that the paraprofessionals were recommended for appointment; however the personnel committee is considering outsourcing these positions in the future. If this occurs, these paraprofessionals would likely be offered positions by the outsourced vendor.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**6 Ayes; 2 Absences; Motion Passes**

**CURRICULUM & INSTRUCTION**

**K. CURRICULUM & INSTRUCTION**

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

**3<sup>rd</sup> grade to RVCC June 13, 2011**

**Motion to approve** the following class trips and transportation:

- a) **3rd grade to Raritan Valley Community College** on Monday, June 13, 2011 to view exhibits and shows. This trip correlates with the Science and Social Studies curriculum. Transportation for the trip will be provided by First Student at a cost of \$212.62 for one bus. The per student cost of the trip is \$18.00, which includes admission and transportation, and is to be borne by parents/guardians.

1<sup>st</sup> Grade to Union Forge Park June 17, 2011 end of year picnic

b) **1<sup>st</sup> grade to Union Forge Park** on Friday, June 17, 2011 for annual end-of-year picnic. There is no cost for this activity as students will walk to the park and parents will provide picnic lunch/refreshments.

Adopt revised grades 1-5 World Language Curriculum

2. **Motion to adopt the revised World Language Curriculum (Grades 1-5) as recommended by the Curriculum Committee:**  
(Attachment via flash drive)

**ROLL CALL**

M  
S

**Roll Call:**

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

**6 Ayes; 2 Absences; Motion Passes**

**FINANCE/  
FACILITIES**

**L. FINANCE/FACILITIES**

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 items # 1 - 8.

Amendment IDEA BASIC 2010-11 Grant Application

**1. Amendment to the IDEA BASIC 2010-11 Grant Application**

The submission of the IDEA BASIC 2010-2011 grant amendment application to the NJ Department of Education. The amended application is being filed with anticipated allocations in the following accounts:

<b>Account Description</b>	<b>Code</b>	<b>\$ Budget</b>
IDEA Basic – General Supplies	100-600	\$ 1,711
IDEA Basic – Professional & Technical Services	200-300	\$ 66,074
IDEA Basic – Other Purchase Services	200-500	\$ 5,880
IDEA Basic – Supplies & Materials	200-600	\$ 3,574
IDEA Basic – Instructional Equipment	400-731	\$ 15,959
	<b>TOTAL</b>	<b>\$ 93,198</b>



**2. LABOR NEGOTIATOR (Attachment #19)**

**LABOR  
NEGOTIATOR**

**Be it Resolved** that the High Bridge Board of Education hereby reappoints the law firm of Schwartz, Simon, Edelstein & Celso, LLC as labor negotiator for the 2011-2012 school year, and be it

**Further Resolved,** that the Board’s President is authorized to execute proposed retainer agreement with Schwartz, Simon, Edelstein & Celso, LLC, outlining terms of agreement.

**3. APPOINTMENT OF SPECIAL EDUCATION BOARD ATTORNEY**

**SPECIAL  
EDUCATION BOARD  
ATTORNEY**

**Be it Resolved,** that the High Bridge Board of Education hereby appoints the law firm of Schenck, Price, Smith & King, LLP (“SPSK”) as Special Counsel in special education matters, upon the terms and conditions contained in the letter from Robin S. Ballard, Esq. of SPSK dated October 29, 2010; and be it

**Further Resolved,** that the Board’s President is authorized to execute an appropriate retainer letter with SPSK embodying the terms of this resolution upon receipt of such letter.

**4. PRESCHOOL PLAN - ACCEPTANCE OF FUNDS**

**ACCEPTANCE OF  
FUNDS PRESCHOOL  
PLAN**

**Motion to accept** \$6,600 in Preschool Education Aid (PEA) as awarded through 2011-2012 One-Year Preschool Program Plan Update and Budget Statement, as approved by the Division of Early Childhood Education, with special thanks and recognition to Lisa Fallon, Director of Special Education, for her efforts in writing this grant. (Attachment #20)

**PAYMENT OF BILLS**

**5. PAYMENT OF BILLS**

**Audit of Invoices (Attachment #21)**

**Approve invoices  
\$123,623.95**

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$123,623.95** (2010-2011 Schedule 12)

**Payroll 4/30/11  
\$228,133.90**

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,133.90** (4/30/11)

**Payroll 5/15/11  
\$229,605.89**

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$229,605.89** (5/15/11)

**Cafeteria \$7,134.32**

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$7,134.32**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
5/12/11	Maschio's Food Service, Inc.	\$7,134.32	IN0027261	1312
<b>Total</b>		<b>\$7,134.32</b>		

**FINANCIAL REPORTS**

April 2011

**6. FINANCIAL REPORTS****Report of the Board Secretary for April 2011  
(Attachment #22)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of April 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 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 May 16, 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.

\_\_\_\_\_  
May 16, 2011  
 \_\_\_\_\_

Thomas Lambe  
 Business Administrator/Board Secretary

**7. USE OF FACILITIES (Attachment #23)**

**USE OF FACILITIES**

**(a) Motion to approve** High Bridge Environmental Commission to use ES parking areas for a bicycle rodeo on Saturday, June 18, 2011 from 9:00 a.m. to 12:30 p.m.

**8. CAFETERIA REPORT**

**CAFETERIA REPORT**

**April 2011**

The cafeteria financial report for the month of **April 2011**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$140.25 for the month and a year-to-date loss of \$3,005.30. Student participation was 21% in the Middle School and 34% in the Elementary School for the month of **April 2011**.

Last year’s report for **April 2010**, indicated a loss of \$1,392.61 for the month and a year-to-date loss of \$3,907.83. Student participation was 29% in the Middle School and 38% in the Elementary School for the month of **April 2010**.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**6 Ayes; 2 Absences; Motion Passes**

**TRAVEL EXPENDITURE**

**M. TRAVEL EXPENDITURE APPROVAL (Attachment #24)**

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 Larissa Critelli (Attachment #24)

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**6 Ayes; 2 Absences; Motion Passes**

**PUBLIC COMMENTS**

**N. PUBLIC COMMENTS**

Ann Williard informed the Board that the public could not always hear questions from the Board members. Mr. Imhoff thanked her.

**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 7:51 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
- May 9, 2011 Executive Meeting Minutes (See Sealed Envelope)
- The Board discussed a student matter

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:17 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:

**May 9, 2011**

1. May 9, 2011 Executive Meeting Minutes

ROLL CALL  
M  
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**Roll Call:**

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

**6 Ayes; 2 Absences; Motion Passes**

**NEW BUSINESS**

**R. NEW BUSINESS**

The Board discussed possible new dates for the July 2011 board meeting.

**PUBLIC COMMENTS**

**S. PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**T. ADJOURNMENT**

Having no further business to come before the Board, William Stover motioned to adjourn the meeting at 8:35 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Thomas Lambe  
Board Secretary/ Business Administrator