

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 15, 2010**

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: Susan Connor, 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.

E. STUDENT RECOGNITION

STUDENT RECOGNITION

William Stover motioned, seconded by Kay Daughters-Musnuff to approve the attached resolution recognizing members of the Cross Country Team on their undefeated season and regional championship. (Attachment #1)

Mr. Imhoff read a letter from the Mrs. Alexanderson, cross country coach.

Mr. Kennedy presented the boys cross country team with certificates of recognition and displayed the trophy that the team had earned at the at the league championship.

PUBLIC COMMENTS

F. PUBLIC COMMENTS

Mr. Morello presented the BOE with a framed picture of the boys and girls cross country team.

CORRESPONDENCE

G. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Diane Alexanderson	11/8/10	Cross Country Recognition
Sarah Etzold	11/8/10	Family Temporary Disability Leave
Darlene Blanchard	11/9/10	Student Injury
Betty Sutton	11/11/10	Letter of Resignation

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

1. October 18, 2010 Regular Meeting Minutes (Attachment #3)

J. REPORTS TO THE BOARD

1. Follow-Up Items None at this time.

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)

- Mr. Imhoff clarified the January BOE meeting will be on 1/10/11.
- Mr. Imhoff spoke regarding long term goal of electronic report cards.
- Schools Boards meeting at Hunterdon Polytech on 12/9/10
- Mr. Imhoff read an e-mail from Leon Kaplan from Lawrence Township BOE regarding funding for children in tax-exempt housing.
- NHV hosted a meeting of BOE presidents with focus on shared services beginning with a common school calendar.
- Mrs. Connor addressed a discrepancy of Central/Poly's calendar vs. NHV

b) Board Committees and Chairperson

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Ann Willard

October 18, 2010

REPORTS TO THE
BOARD

Board President's
Report

Committees

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

The Curriculum Committee, in consultation with the Superintendent, recommends the Board approve the following:

- Mrs. Daughters-Musnuff thanked Sherry Kerr
- Mr. Kennedy thanked Nicole Cahill and Nicole DiGeronimo

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following items. Tamara Davis abstained. Unanimously carried.

- 1) Motion to adopt the revised K-8 Health Curriculum as recommended by the Curriculum Committee.
(Attachment via USB Drive)

- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**
- **Personnel and Management – Janice Stemple, Chairperson, Tamara Davis and Karen Yaskanin-Jones**

Janice Stemple motioned, seconded by Tamara Davis to approve the following items. Unanimously carried.

- 1) Recommendation of candidate for Boys' Basketball Coach
- 2) Job Description for School Treasurer
(Attachment #5)
- 3) **Motion to adopt** the School Treasurer job description.

Negotiations

- **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones
 - 1) Report on November 8, 2010 meeting with Allan Dzwilewski, Board Negotiator.
- **Policy – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff and Tamara Davis
- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**
 - **Ad Hoc Committee on Public Relations**
Susan Connor, Chairperson, Tamara Davis and Ann Willard
 - 1) Community Organizations Update

Superintendent's Report**Information Items****3. Superintendent's Report****A. INFORMATION ITEMS:**

- 1) Staff Attendance for October 2010 (Attachment #6)
- 2) 2010-2011 Student Enrollment Update (Attachment #7)
- 3) Report on 2010-2011 District Goals (Attachment #8)
- 4) 2010 Boys/Girls Basketball Schedule (Attachment #9)
- 5) January Board meeting date remains 1/10/11.
- 6) Report on amended report cards for grades Preschool, 2, 3/4, and 5 (Attachment #10)
- 7) Request from Girls' Cross Country Team (Attachment #11)
- 8) Uniform Memorandum of Agreement (Attachment via USB Drive)
- 9) School Nursing Plan (Attachment #12)

PUBLIC COMMENTS**PUBLIC COMMENTS**

A member of the audience mentioned that Mary Fogerty, a retired ES teacher, suffered a broken leg and is in rehab.

EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Larissa Critelli requested a motion to approve the following Resolution to enter into Executive Session at 7:55 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.

- Litigation – Special Education
- Personnel Matters

RECOVENE PUBLIC
SESSION

Larissa Critelli motioned to exit executive session and return to public session at 8:15 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

ACTION ITEMS

RECOVENE PUBLIC SESSION

B. ACTION ITEMS:

Based upon the recommendation of Joseph Kennedy, Superintendent, Karen Yaskanin-Jones made a motion seconded by Kay Daughters-Musnuff to approve the following item #1. Unanimously carried.

- 1) **Be it Resolved**, upon the recommendation of the Superintendent of Schools and Board Counsel, that the Settlement Agreement and Release for the matter of OAL Docket No. EDS 06776-2010, Agency Reference No. 2010-15858 be approved and executed on behalf of the Board.

ROLL CALL

Roll Call:

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

M
S

9 Ayes; Motion Passes

Based upon the recommendation of Joseph Kennedy, Superintendent, Janice Stemple made a motion seconded by Karen Yaskanin-Jones to approve the following items #2 -4.

- 2) **Motion to approve** amended report cards for grades Preschool, 2, 3/4, and 5 as presented.
- 3) **Motion to authorize** the Superintendent and Board President to sign the Uniform Memorandum of Agreement and to submit same to the Hunterdon County Office of Education.
- 4) **Motion to authorize** the Superintendent to implement the School Nursing Plan as presented.

ROLL CALL

**M
S**

Roll Call:

Janice Stemple – Aye	Tamara Davis- Abstain #3
Karen Yaskanin-Jones – Aye	William Stover - VP – Aye
Susan Connor – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Robert Imhoff – Pres - Aye
Kay Daughters-Musnuff – Aye	

Motion Passes

**School Business
Administrator’s Report**

4. School Business Administrator’s Report

A. General Information Items

- 1) Auditor’s Report (Attachment #13)
- 2) NJ School Digest (Attachment #14)
- 3) (2) Candidates for Treasurer

B. Monthly Facility Maintenance Report

- 1) NJ Dept of Health Asbestos Inspection successfully completed
- 2) SAIF insurance appraisal scheduled for 11/29/10
- 3) Broken pipe in Kindergarten classroom 11/15/10. There was a plumber onsite and problem was fixed. Thanks to Mr. Garfein.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – October 2010

Approve Carl Katzenberger – Boy’s Basketball coach \$1,264.00

Approve Jennifer Smith Homework Club Advisor 20/hrs \$582.20

Account	TD Bank	Peapack-Gladstone Bank
Agency	\$ 6.53	\$ 17.24
Capital Reserve	\$ 0.14	\$ 1.19
Current	\$ 49.75	\$ 106.79
Food Service	\$ 0.66	\$ 3.02
Maintenance	\$ 0.00	\$ 0.00
Payroll	\$ 1.15	\$ 0.00
Student Activity	\$ 0.73	\$ 5.58
Unemployment	\$ 1.46	\$ 12.52
Total	\$ 60.42	\$ 146.34
Total, TD Bank + PG Bank:		\$ 206.76

E. Comprehensive Maintenance Plan Approval

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff made a motion seconded by Karen Yaskanin-Jones to approve the Comprehensive Maintenance Plan. Unanimously carried.

Approve Sarah Etzold unpaid FMLA

MS Principal’s Report

Approve Substitute Teachers

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

ES Principal’s Report

6. Elementary School Principal’s Report Via E-Mail)

PERSONNEL

PERSONNEL

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #1 - 12. Karen Yaskanin-Jones seconded the motion.

Approve Substitute Teachers

1. **Motion to accept** the resignation of **Betty Sutton** as Middle School Math, Science and Computer teacher effective immediately.

Accept Betty Sutton Resignation

Approve Kristen Sodano, student teacher to complete practicum hrs with Lynn Hughes

2. **Motion to approve** the employment of **Jennifer Smith** as Middle School Math, Science and Computer teacher from November 16, 2010 through June 30, 2011 at a Level BA, Step 8 salary of \$59,085.00 prorated with full benefits.

Approve Jennifer Smith MS Teacher Level BA, Step 8 \$59,085.00

Approve Katherine Drude, student teacher to complete practicum hrs with Ann Walton

3. **Motion to approve** the following **interscholastic sports and advisors** for the 2010-2011 school year:

Continue employment of Lynn Yanulevich PT Substitute Nurse (60%) through Feb 2011 \$125/day

Activity	Staff Member(s)	Grade Level	Compensation 2010-2011
Boys' Basketball	Carl Katzenberger	6-8	\$1,264.00

4. **Motion to approve** the following **co-curricular activity and advisor** for the 2010-2011 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2010-2011
Homework Club (General Education)	Jennifer Smith	6-8	20	\$582.20

5. **Motion to approve** an unpaid leave of absence for **Sarah Etzold** in accordance with the Family Medical Leave Act to be used intermittently up to a maximum of twelve weeks.

6. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year pending successful completion of criminal history background check:

Karen Madden

Approve Edward Nicholas substitute custodian \$11.50/hr

7. **Motion to approve** the following substitute teacher and/or aide for the 2010-2011 school year:

Susan DeGasperis
Cynthia Salonish

Approve 1-day practicum through New Pathways to Teaching Program

8. **Motion to approve** Kristen Sodano, a student teacher at Centenary College, to complete her practicum hours at High Bridge Elementary School with Lynn Hughes as cooperating teacher.

ROLL CALL

9. **Motion to approve** Katherine Drude, a student teacher at Kean University, to complete her practicum hours at High Bridge Middle School with Ann Walton as cooperating teacher.

10. **Motion to continue the employment** of Lynn Yanulevich, RN as part-time substitute Middle School Nurse (60%) through February, 2011 at a per diem rate of \$125.00 pending County office approval of an emergency certificate.

CURRICULUM & INSTRUCTION

11. **Motion to approve** Edward Nichols as substitute custodian at a rate of \$11.50 per hour. Mr. Nichols does

Approve NH Enrichment Trips

not have his black seal license but has his criminal history background clearance.

12. **Motion to approve** William Mroraznik for 1-day practicum with Mr. Doerwang through the New Pathways to Teaching Program.

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Roll Call:

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

9 Ayes; Motion Passes

K. CURRICULUM & INSTRUCTION

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following items:

1. Motion to approve the following field trips and transportation where applicable:

a) North Hunterdon Enrichment Consortium Trips
as follows:

Date	Trip	Location	Students/Grade	Cost per student
12/3/10	Artline	Hunterdon Art Museum 7 Lower Center St., Clinton, NJ	Eight 6 th grade students	\$6.00 + bussing
1/12/11	Film Making	Clinton Twp. Mid. Sch. 34 Grayrock Rd Clinton, NJ	Twelve 7 th & 8 th grade students	Bussing only
2/15/11	Math Workshop	Clinton Public School 10 School St., Clinton, NJ	Twelve 5 th & 8 th grade students	Bussing only
3/1/11	Debate	TBD	Eight 8 th grade students	Bussing only
4/1/11	Crime Scene Investigation	TBD	Eight 6 th grade students	Bussing only
5/23/11	Film Fest	Clinton Twp. Mid.	Twelve 7 th & 8 th grade	Bussing only

		Sch. 34 Grayrock Rd Clinton, NJ	students	
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8th Grade to
McCarter Theatre

4th & 5th Grade
Environmental Club
to South Branch of
Raritan River High
Bridge

8th Grade “Deck the
Streets with Boughs
of Holly” Main Street
High Bridge

- b) **Eighth Grade to McCarter Theatre,** Princeton, NJ on Wednesday, December 15, 2010 to see a performance of “A Christmas Carol” with transportation to be provided by Easton Coach at a cost of \$985.00 for one bus. The cost per student of \$44.00 includes admission and transportation and is to be borne by parents/guardians. Following the play, students will go to Burger King where they will have the option of purchasing lunch or eating a packed lunch.
- c) **Fourth and Fifth Grade Environmental Club to South Branch of the Raritan River (behind Gronsky’s), High Bridge,** on Thursday, May 26th, 2011 (rain date 5/27/11) for river monitoring activities with a trained South Branch Watershed Authority leader. This trip correlates with science curriculum and State core standards 5.1, 5.3, 5.4. There are no transportation costs involved with the trip as students will be walking.
- d) 8th Grade students walking to Main Street on November 24, 2010 for Annual “Deck the Streets with Boughs of Holly” Student Leadership activity.

ROLL CALL

M
S

Roll Call:

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

SCHOOL BUSINESS

9Ayes; Motion Passes

L. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

PAYMENT OF BILLS
Invoices \$188,581.46
Payroll 10/31/10 \$226,968.31
Payroll 11/15/10 \$228,706.56
Cafeteria \$68.15

Audit of Invoices (Attachment #15)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$188,581.46 (2010-2011 Schedule 5)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$226,968.31 (10/31/10)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,706.56 (11/15/10)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$68.15**

Date	Vendor	Amount	Description	Check No.
11/02/10	NJ Dept. of Agriculture	\$68.15	Inv. 122197 \$44.65 Inv. 123028 \$23.50	1302

2. FINANCIAL REPORTS

FINANCIAL REPORTS

SEPT 2010

- a) Report of the Board Secretary, September 2010 (Attachment #16)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of September 2010 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 September 2010

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 November 15, 2010, 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.

November 15, 2010

Thomas Lambe
Board Secretary/Business Administrator

ROLL CALL

**M
S**

Roll Call:

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

9 Ayes; Motion Passes

USE OF FACILITIES

**HB PTO MS Gym
11/18/10**

3. USE OF FACILITIES (Attachment #17)

- a) **High Bridge PTO** – Use of MS gym and cafeteria on November 18, 2010 for 8th Grade vs. Faculty Volleyball game.
- b) **8th Grade Dinner Dance Committee** – Use of MS Home Ec Room one night per month beginning December 2010 through May 2011 from 7:00 p.m. until 8:30 p.m. A list of dates is attached.

**8th Grade Dinner
Dance Committee
MS Home Ec Room
Dec 2010 – May 2011**

**Daisy's Use of ES
Room Fridays 3:00p.m.
– 5:00p.m.**

-) **Daisy's (Girl Scouts)** – Use of ES Room 1st and 3rd Fridays from 3:00 p.m. – 5:00 p.m. **Advisor: Michelle Corley**

**CAFETERIA
REPORT**

4. CAFETERIA REPORT

The cafeteria financial report for the month of **October 2010**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$858.50 for the month and a year-to-date loss of \$1,573.50. Student participation was 23% in the Middle School and 28% in the Elementary School for the month of October 2010.

October 2010

Last year's report for **October 2009**, indicated a profit of \$215.14 for the month and a year-to-date profit of \$1,193.13. Student participation was 27% in the Middle

School and 39% in the Elementary School for the month of October 2009.

**M. TRAVEL EXPENDITURE APPROVAL
(Attachment #13)**

TRAVEL
EXPENDITURE

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #13) 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 #13)

ROLL CALL

Roll Call:

M
S

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

9 Ayes; 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 8:46 p.m.; Karen Yaskanin- Jones 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
- October 18, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Reviewing Medical Procedures when MS Nurse is N/A
- A Compensation Matter

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 10:05 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 William Stover to approve the following items:

October 18, 2010

- 1. October 18, 2010 Executive Meeting Minutes

ROLL CALL

M
S

Roll Call:

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

8 Ayes; 1 Abstention; Motion Passes

NEW BUSINESS

R. NEW BUSINESS

Larissa Critelli motioned, seconded by William Stover to approve \$1,000 expenditure for shared ID Scanner proposal from High Bridge Borough.

ROLL CALL

M
S

Roll Call:

Kay Daughters-Musnuff – Naye William Stover - VP – Naye

Janice Stemple– Naye Ann Willard – Naye
Susan Connor - Naye Karen Yaskanin-Jones - Naye
Larissa Critelli - Naye Robert Imhoff – Pres. – Naye
Tamara Davis - Naye

9 Naves; Motion Fails

PUBLIC COMMENTS

S. PUBLIC COMMENTS

None.

T. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Larissa Critelli motioned to adjourn the meeting at 10:16 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator