

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING**

MONDAY, FEBRUARY 13, 2012

A. OPENING OF MEETING – 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School’s and Elementary School’s front doors, High Bridge Borough Hall office; and advertised, in accordance with the Open Public Meetings Act, in the following newspapers: Hunterdon Democrat and the Courier News. This meeting will convene at 7:00 pm on Monday, February 13, 2012, in Room #209 (Computer Lab) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Gail Woicekowski, Board Secretary

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

D. RECOGNITION ITEMS

1. **Motion to approve** a resolution recognizing the following students for being selected as members of the Central Jersey Music Educators Association Intermediate Chorus:

(Attachment #1)

- Rose Fox
- Emily Christensen
- Sabrina Nasi
- Dylan Novick
- David Thompson

2. **Motion to approve** a resolution recognizing **Dylan Novick**, 7th grade student, for placing first in the High Bridge Middle School annual spelling bee. **(Attachment #2)**

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #3)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Borough of Lebanon	1/11/12	Resolution Supporting Shared Services and Discussion on County Wide School District
Assemblyman Erik Peterson	1/20/12	Teacher Effectiveness and Accountability for the Children of NJ Act
Katie Drude	2/1/12	Letter of Resignation

F. NEW BUSINESS

Presentation by Kevin Settembrino of Settembrino Architects regarding Solar Energy Project and Long Range Facilities Plan Summer 2012 projects.

G. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

January 9, 2012 Regular Meeting Minutes (**Attachment #4**)

I. REPORTS TO THE BOARD

1. Follow Up Items:

2. Board President's Report

- a. Review of NJSBA recommended Board tasks, as per checklist (**Attachment #5**)
 - b. Special Board Meeting – February 27, 2012
 - c. Board Committees and Chairperson
 - **Community Relations – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz
 - **Finance/Facilities – William Stover, Chairperson**
Larissa Critelli, and Janice Stemple
 - **Personnel and Management – Janice Stemple, Chairperson**
Karen Yaskanin-Jones and Larissa Critelli
 - **Negotiations – Janice Stemple, Chairperson,**
William Stover and Karen Yaskanin-Jones
 - **Policy – Karen Yaskanin-Jones, Chairperson,**
Alan Schwartz and Ann Willard
- 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
- a) Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 9180 School Volunteers (**Revised for 2nd reading**)

- Policy 2200 Curriculum Content
- b) Motion to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
 - Policy 6472 Tuition Assistance
- c) Motion to abolish, on second reading, the following out-dated policies: (Attachment via USB drive)
 - Policy 3440 Travel Expenses (Teaching Staff Members)
 - Policy 4440 Travel Expenses (Support Staff Members)
 - Policy 0147 Board Member Travel Expenses
 - Policy 0147A Board Member Travel Expenses Appendix A
 (The four Policies above were replaced by Policy 6471 School District Travel.)
- d) Motion to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 2431 Athletic Competition
 - Regulation 5130 Withdrawal From School By Transfer
 - Regulation 5240 Tardiness
 - Regulation 5530 Substance Abuse
 - Regulation 5440 Honoring Pupil Achievement
 - Regulation 6421 Purchases Budgeted
 - Policy 8462 Reporting Potentially Missing or Abused Children
 - Regulation 8462 Reporting Potentially Missing or Abused Children
- e) Motion to adopt, on first reading, the following new regulation: (Attachment via USB drive)
 - Regulation 6810 Financial Objectives
- f) Motion to abolish, on first reading, the following out-dated policies and regulations: (Attachment via USB drive)
 - Policy 5860 Safety Patrol
 - Regulation 5860 Safety Patrol
 - Policy 8464 Missing Children
 - Regulation 8464 Missing Children

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

- **HCESC Representative – Joseph Kennedy**
 - HCESC Delegate Assembly rescheduled for February 14, 2012
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent's Report

a. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #6)
- 2) Staff Attendance for January 2012 (Attachment #7)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of December 2011 legal bills (Attachment #8)
- 5) Update on progress toward achievement of District goals and objectives (Attachment #9)
- 6) High Bridge Borough Ordinance #2009-9 – ES Lower Lot Parking (Attachment #10)
- 7) Superintendent evaluation available online
- 8) Principal Search
- 9) Shared Services Seminar V
- 10) Report on Highly Qualified teacher status
- 11) Governor's Teacher Recognition Program
- 12) 8th Grade Health Guest Presenters – High Bridge Police and Hunterdon County Prosecutor's Office
- 13) NJ Child Assault Prevention Program (NJCAP)
- 14) A-4394 / S-3148 (P.L. 2011 Chapter 202) – Moving School Election (Attachment #11)

b. ACTION ITEMS:

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

- 1) **Motion to acknowledge** the district's participation in the 2012 Governor's Teacher/Educational Services Professional Recognition Program and to authorize Dr. William Caldwell, Elementary School Interim Principal to form a selection committee.
- 2) **Motion to approve the following** Resolution Establishing the Election of Members of the High Bridge Board of Education as the First Tuesday after the First Monday in November

WHEREAS, P.L. 2011, c. 202 authorizes changing the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and

WHEREAS, Such action requires the adoption of a resolution by a school district or the municipality or municipalities constituting such district, as set forth in P.L. 2011, c. 202; and

WHEREAS, P.L. 2011, c. 202 requires that the change to a November election remain in effect for four years; and

WHEREAS, P.L. 2011, c. 202 eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are elected at the General Election; and

WHEREAS, P.L. 2011, c. 202 requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and

WHEREAS, the High Bridge Board of Education believes that more citizens will participate in the selection of school board members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and

WHEREAS, the High Bridge Board of Education is committed to the non-partisan status of school board membership and the non partisan conduct of school elections, and believes this principle will not be compromised by conducting board member elections in November.

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to P.L. 2011, c. 202, the High Bridge Board of Education changes the annual election date for school board members from the third Tuesday in April to the November General Election, beginning in 2012; and be it further

RESOLVED, that, pursuant to P.L. 2011, c. 202, the annual organization meeting of the High Bridge Board of Education will take place in the first week of January following the November General Election and that the board of education's next organization meeting will take place in the first week of January 2013; and be it further

RESOLVED, that, pursuant to P.L. 2011, c. 202, members of the High Bridge Board of Education whose terms would have expired by May 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

RESOLVED, that this resolution be transmitted to the Hunterdon County Clerk; the Hunterdon County Board of Elections and/or Superintendent of Elections; the High Bridge municipal clerk(s) and school board secretary or secretaries; the Department of State, Division of Elections; the Department of Education’s Executive County Superintendent; and the Department of Community Affairs, Division of Local Government Services; and be it finally

RESOLVED, that a copy of this resolution also be provided to the New Jersey School Boards Association and New Jersey State League of Municipalities.

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – January 2012 (Attachment #12)
- 2) School Ethics Commission – Personal/Relative Disclosure Statement
- 3) HCESC Cooperative Purchasing (Attachment #13)
- 4) Advantage3 (Attachment #14)

b. Monthly Facility Maintenance Report

- 1) Long Range Facilities Plan

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – January 2012

Account	Peapack-Gladstone Bank
Agency	\$ 21.97
Capital Reserve	\$ 16.99
Current	\$ 168.40
Food Service	\$ 2.83
Maintenance	\$ 15.71
Payroll	\$ 3.81
Student Activity	\$ 5.51
Unemployment	\$ 10.23
Total	\$ 245.45

5. Middle School Principal’s Report (Via e-mail)

6. Elementary School Principal’s Report (Via e-mail)

J. CURRICULUM & INSTRUCTION

1. **Motion to approve** the following class trips and transportation:
 - a) **Eighth Grade to Washington, D.C.** on May 23-25, 2012 with transportation to be provided by Easton Coach at a cost of \$7,450.00 for two buses. Total cost per student of \$365.00 includes transportation, lodging, meals, and admission/activity fees and will be borne by parents/guardians. The cost of this trip has been offset by a \$495.00 donation by the High Bridge PTO.

K. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the following substitutes for the remainder of the 2011-2012 school year:
 - (a) Kathleen Oswald
 - (b) Deirdre Parker
 - (c) Elizabeth Fisher
2. **Motion to acknowledge** the following chaperones for the Fifth grade Camp Bernie trip February 23-24, 2012 to be compensated at the substitute pay rate for the overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:
 - (a) Nicole Cahill
 - (b) Matt Garfein
 - (c) Sherry Kerr
 - (d) Anthony Marinelli
 - (e) Marisa Monaco
 - (f) Christopher Muller
 - (g) Karin Sharkey
 - (h) Cara Staviski
 - (i) Kim Terzuolo
 - (j) Kim Ziegler
3. **Motion to acknowledge** the following chaperones for the Eighth grade Washington D.C. trip May 23-25, 2012 to be compensated at the substitute pay rate for each overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:
 - (a) Rich Kolton - Administrator
 - (b) Linda Stecker
 - (c) Lynn Gresko
 - (d) Jennifer Smith
 - (e) Paige McGaheran
 - (f) Michael Doerwang
4. **Motion to approve** Harry Ogden as substitute custodian at \$12.25 per hour. Mr. Ogden has his black seal.

- 5. **Motion to accept**, with regret, the resignation of **Katie Drude** as Middle School Paraprofessional Aide, effective end of the day February 29, 2012.

L. FINANCE/FACILITIES

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

1. PAYMENT OF BILLS

a. Audit of Invoices (Attachment #15)

Approve invoices for Current Expense in the following amounts:

Check Register January 7 – 31, 2012:	\$ 21,024.59
Payroll - 1/15/12:	\$231,536.22
Payroll - 1/31/12:	<u>\$228,378.87</u>
Total	\$480,939.68

Approve invoices for Current Expense in the following amounts:

Check Register, February 1 – 10, 2012:	\$689,521.87
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Approve invoices for **Cafeteria** Account in the amount of **\$6,820.16**

Date	Vendor	Amount	Description	Check No.
01/17/12	Maschio’s Food Service, Inc.	\$ 6,754.51	Inv. 0030405	1327
02/01/12	NJ Dept of Agriculture	\$ 46.00	Inv. 136330	1328
		-		
02/08/12	NJ Dept of Agriculture	\$ 19.65	Inv. 135939	1329
	Total	\$ 6,820.16		

2. FINANCIAL REPORTS

Report of the Board Secretary for December 2011 (Attachment #16)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of December 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 2012– (Attachment #17)

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 February 13, 2012, 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.

February 13, 2012

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

3. USE OF FACILITIES (Attachment #18)

- a. Motion to approve Girl Scout Troop #80091** use of Elementary School, Room 113 on April 20, 2012 from 6:00 p.m. to 8:00 p.m. The original date approved, April 13, 2012, occurs during Spring Break. Please see attached.
Advisor – Michelle Anglely

4. CAFETERIA REPORT

The cafeteria financial report for the month of **December 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$103.50 for the month and a year-to-date profit of \$1,115.61. Student participation was 25% in the Middle School and 34% in the Elementary School for the month of **December 2011**.

Last year's report for **December 2010**, indicated a loss of \$995.41 for the month and a year-to-date loss of \$2,889.71. Student participation was 21% in the Middle School and 31% in the Elementary School for the month of **December 2010**.

The cafeteria financial report for the month of **January 2012**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$478.89 for the month and a year-to-date profit of \$1,594.50. Student participation was 26% in the Middle School and 31% in the Elementary School for the month of **January 2012**.

The cafeteria financial report for the month of **January 2011**, indicated 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**.

5. **Motion to approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Resolution for Waiver of Requirements in Special Education Medicaid Initiative (SEMI) Program

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2011-2012 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2011-2012 school year.

Adopted:

Date:

6. **Motion to Amend the NCLB 2010-2011 Grant Application**

The amended NCLB 2010-2011 grant application is being filed with anticipated allocations in the following accounts:

Title IA NCLB – Expenditure Category	Code	\$ Budget
Professional and Technical Services	200-300	\$ 2,232
Supplies	200-600	\$ 157
Equipment	400-371	\$15,260
Title IA NCLB - TOTAL		\$ 17,649

Title IIA NCLB – Expenditure Category	Code	\$ Budget
Professional and Technical Services	200-300	\$13,420
Supplies	200-600	\$ 1,280
Title IIA NCLB - TOTAL		\$ 14,700

Title IID NCLB – Expenditure Category	Code	\$ Budget
Professional and Technical Services	200-300	\$ 29
Title IID NCLB - TOTAL		\$ 29

7. **Motion to Approve** the 2012-2013 Preschool Application at the tuition rate of \$1,250.00. **(Attachment #19)**

- 8. **Motion to Approve** the proposal from Settembrino Architects, LLC for Long Range Facilities Plan Summer 2012 projects. (**Attachment #20**).
- 9. **Motion to Authorize** the Board President and Superintendent to submit the Memorandum of Understanding to the NJDOE for participation in the Race to the Top Phase 3 grant in the amount of \$1,145.00. (**Attachment #21**)

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

M. TRAVEL EXPENDITURE APPROVAL (Attachment #22)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

Roll Call:

Larissa Critelli	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

N. NEW BUSINESS

O. PUBLIC COMMENTS

P. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel matters, pending litigation, negotiations and other such related matters.

- Negotiations with High Bridge Teachers Association
- January 9, 2012 Executive Meeting Minutes (See Sealed Envelope)
- Personnel Matters (See Sealed Envelope)
- Superintendent Evaluation

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

Q. RECONVENE PUBLIC SESSION

R. ACTION ITEMS

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

January 9, 2012 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

T. ADJOURNMENT