

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

MONDAY, MARCH 12, 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, March 12, 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. STAFF RECOGNITION

Request a motion to approve the attached resolutions recognizing the recipients of the 2012 Hunterdon County Governor’s Teacher Recognition Award (Attachment #1)

- HBES – Sherry Kerr
- HBMS – Susan Vogler

E. REVIEW OF OFFICIAL CORRESPONDENCE (None at this time)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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F. NEW BUSINESS

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

February 13, 2012 Regular Meeting Minutes (**Attachment #2**)

February 27, 2012 Special Meeting Minutes (**Attachment #3**)

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 #4**)

b. 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 first reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 2431 Athletic Competition
- Policy 5600 Pupil discipline/Code of Conduct
- Regulation 5600 Pupil Discipline/Code of Conduct
- Policy 7510 Use of School Facilities
- Policy 9270 Home Schooling and Equivalent Education Outside the Schools
- Regulation 9270 Home Schooling and Equivalent Education Outside the Schools

- b)** Motion to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
- Policy 1631 Residency Requirement for Person Holding School District Office, Employment, or Position
 - Policy 3324 Right of Privacy (Teaching Staff Members)
 - Policy 4324 Right of Privacy (Support Staff Members)
 - Policy 5117 Interdistrict Public School Choice
- c)** Motion to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
- 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
- d)** Motion to adopt, on second reading, the following new regulation: (Attachment via USB drive)
- Regulation 6810 Financial Objectives
- e)** Motion to abolish, on second 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	Ann Willard
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Alan Schwartz	William Stover – Vice President
Janice Stemple	Robert Imhoff – President

- **HCESC Representative – Joseph Kennedy**
 - Report on HCESC Delegate Assembly meeting held February 14, 2012 (Attachment #5)
- **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 February 2012 (Attachment #7)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of January 2012 legal bills (Attachment #8)
- 5) Principal Search Process
- 6) Business Administrator/Board Secretary Evaluation
- 7) Race To The Top 3 Update
- 8) Eagle Scout Project – Tommy Cucuzella (Attachment #9)

b. ACTION ITEMS:

- 1) Motion to acknowledge the Eagle Scout Project as proposed by Mr. Tommy Cucuzella to collect items for service men and women stationed overseas and to authorize the Superintendent to supervise the in-district portion of the project.

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 – February 2012 (Attachment #10)
- 2) School Ethics Commission – Personal/Relative Disclosure Statement
- 3) Budget Public Hearing – March 26, 2012
- 4) Advantage3 – Policy 9700 (Attachment #11)
- 5) Comcast/Century Link

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 – February 2012

Account	Peapack-Gladstone Bank
Agency	\$ 18.77
Capital Reserve	\$ 19.39
Current	\$ 177.37
Food Service	\$ 2.91
Maintenance	\$ 18.22
Payroll	\$ 4.46
Student Activity	\$ 4.07
Unemployment	4 \$ 7.48
Total	\$ 252.67

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Via e-mail)****J. PERSONNEL**

The Superintendent recommends approval of the following actions:

1. **Motion to approve** the employment of **Gary Mills** 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, pending receipt of Substitute Certificate.
2. **Motion to approve** the following substitutes for the remainder of the 2011-2012 school year:
 - a. Christina DiGioia (pending criminal history clearance)
3. **Motion to approve** Fred Fischetti as a substitute custodian at the rate of \$11.50. Mr. Fischetti does not have his black seal license.
4. **Motion to approve Kristin Cuccia**, Rutgers University graduate, to observe on March 19, 2012, with Brad Cox serving as the cooperating therapist.

K. CURRICULUM & INSTRUCTION

1. **Motion to approve** the 2012-2013 School Calendar as presented. (Attachment #12)
2. **Motion to approve** the participation of Middle School students in the Kiwanis Club's "Builders' Club" under the direction of the Student Leadership advisors.
3. **Motion to acknowledge** the submission of the 2012-2013 Preschool Plan to the New Jersey Department of Education, Division of Early Childhood Education which will provide \$6,600 to the district. (Attachment #13)

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 #14)

Approve invoices for Current Expense in the following amounts:

Check Register February 11 – 29, 2012:	\$ 32,332.83
Payroll - 2/15/12:	\$228,300.51
Payroll - 2/29/12:	<u>\$231,162.27</u>
Total	\$491,795.61

Approve invoices for Current Expense in the following amounts:

Check Register, March 1 – 9, 2012: **\$141,324.73**

Approve invoices for **Cafeteria** Account in the amount of **\$9,388.26**

Date	Vendor	Amount	Description	Check No.
02/23/12	Maschio’s Food Service, Inc.	\$ 9,324.51	Inv. 0030813	1330
02/24/12	NJ Dept of Agriculture	\$ 13.75	Inv. 136722	1331
		-		
03/01/12	NJ Dept of Agriculture	\$ 19.65	Inv. 137565	1332
	Total	\$ 9,388.26		

2. FINANCIAL REPORTS

Report of the Board Secretary for January 2012 (Attachment #15)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of January 2012 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 2012– (Attachment #16)

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 March 12, 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.

March 12, 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 #17)

- a. **Motion to approve Girl Scout Troop #80091** use of Elementary School on the second Friday of the month beginning March 9, 2012 through June 2012 from 6:15 p.m. to 8:15 p.m. In May the date will be May 18, 2012. Please see attached. Advisors – Kelly Lynch and Michelle Angley

- b. **Motion to approve (amend) PTO** to change two meeting times on April 4th and June 5th originally scheduled for morning and now to be scheduled for 7 p.m.. The dates were previously approved. Please see attached. Advisor – Cindy Sharkey

- 4. **Motion to authorize** Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to submit a Solar Array project at the following school to the State of New Jersey Department of Education for review and approval:

<u>School</u>	<u>NJ DOE Project #</u>
High Bridge ES - Roof Mounted Solar Array	DOE #:

The High Bridge Board of Education is not seeking any state funding for this project.

The High Bridge Board of Education authorizes Kevin M Settembrino, AIA, LEED AP, Settembrino Architects LLC to amend the District’s Long Range Facility Plan to include this project.

- 5. **Motion to approve** Dental/Vision with Guardian Line Insurance Company of America effective May 1, 2012

WHEREAS, the High Bridge Board of Education requires professional assistance in the area of retaining a new dental insurance provider.

RESOLVED, that the Board of Education retain Guardian Life Insurance Company of America as an insurance provider for the above-stated general purposes and that the terms of engagement shall be as contained in the consultant agreement annexed hereto.

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 #18)

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
- February 13, 2012 Executive Meeting Minutes (See Sealed Envelope)
- February 27, 2012 Executive Meeting Minutes (See Sealed Envelope)
- Personnel Matter
- 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

February 13, 2012 Executive Meeting Minutes

February 27, 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