

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

MONDAY, NOVEMBER 14, 2011

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, November 14, 2011, 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. Request a motion to approve the attached resolution recognizing members of the Cross Country Team on their successful season with the girls taking 2nd place at the regional championship and the boys finishing 1st at the regional championship. (Attachment #1)

E. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment A)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Paul Nigro	11/9/11	Letter of Resignation

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

October 10, 2011 Regular Meeting Minutes (**Attachment #2**)

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 #3**)
- 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

- 1) Motion to approve transportation contract with Delaware Valley Regional High School to transport High Bridge student to St. Ann's in Raritan, NJ.
(**Attachment #4**)

- **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 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics
 - Policy 0164 Conduct of Board Meeting
 - Regulation 1240 Evaluation of Superintendent
 - Regulation 2460.5 Special Education – Exemption from Statewide Testing
 - Regulation 2464 Gifted and Talented Pupils

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**
- **HCSBA Delegate – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

A. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for October 2011 (Attachment #6)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of September 2011 legal bills (Attachment #7)
- 5) Update on achievement of District Goals and Objectives
- 6) Report on Improvements to District Website
- 7) Report on Power Outage of October 31st and November 1st
- 8) Report on Need to Re-establish the District’s Program for Multiply Disabled Students
- 9) Report on Inter-district School Choice Notices of Intent
- 10) Report on PTO Cultural Arts Middle School Assembly – “Mayhem Poets”

4. School Business Administrator’s Report

A. General Information Items

- 1) NJ School Digest – October 2011 (Attachment #8)
- 2) 2010-2011 Financial Audit
- 3) Long Range Facilities Plan
- 4) DRTRS
- 5) ASSA
- 6) Debt Service Report
- 7) Ed Jobs Fund

B. Monthly Facility Maintenance Report

- 1) October 29th Storm Damage
- 2) Met with ESC regarding renewal of phone contract

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – October 2011

Account	Peapack-Gladstone Bank
Agency	\$ 28.32
Capital Reserve	\$ 1.12
Current	\$ 298.45
Food Service	\$ 6.50
Maintenance	\$ 0.00
Payroll	\$ 6.25
Student Activity	\$ 5.55
Unemployment	\$ 9.04
Total	\$ 355.23

5. Middle School Principal's Report (Via e-mail)**6. Elementary School Principal's Report (Attachment #9)****J. PERSONNEL**

The Superintendent recommends approval of the following actions:

- 1. Motion to accept** the resignation, with best wishes, of **Paul Nigro**, Elementary School Principal, effective close of business on December 30, 2011.
- 2. Motion to approve** the employment of **Christine Cosgrove**, as part-time (57%) Elementary School Instructional Assistant from November 15, 2011 through June 30, 2012 for an annual prorated salary of \$7,280.00.
- 3. Motion to amend** the motion to approve **Nicole Locorotondo** for the position of part-time (63%) Elementary School Special Education Teacher, from BA Step 2 to BA+30 Step 2 for an annual salary of \$32,230.80 prorated, retroactive to October 11, 2011.
- 4. Motion to approve the appointment of Carl Katzenberger** as Boys' Basketball Coach for the 2011-2012 season at the rate of \$2,183.00 in accordance with the 2008-2011 Negotiated Agreement.
- 5. Motion to approve Megan Mondzak**, Caldwell College student to complete 60 hours of field placement at High Bridge Elementary School with Kim Terzuolo as cooperating teacher.
- 6. Motion to approve Jessica Prisco**, Fairleigh Dickenson University student to complete two weeks classroom observation at High Bridge Elementary School with Lynn Hickey as cooperating teacher.
- 7. Motion to approve Rebecca Ewert**, Seton Hall University student to complete 1 day field observation at High Bridge Elementary School with Brad Cox, Occupational Therapist as cooperating therapist.

8. Motion to approve the following substitutes for the 2011-2012 school year:

School Nurse Subs

- a) Ashley Colnett
- b) Felice Lenaine

Teacher/Aide Subs

- a) Denise Housel
- b) Rachele Fortier

9. Motion to approve the Superintendent's goals for the 2011 – 2012 school year, as presented. (Attachment #10)

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

K. CURRICULUM & INSTRUCTION

1. Motion to approve the following class trips and transportation:

- (a) **Eighth Grade to McCarter Theatre in Princeton, NJ on Tuesday, December 20, 2011** to attend a performance of *A Christmas Carol*. This trip enriches the study of Victorian London and Charles Dickens. Transportation will be provided by First Student at a cost of \$850.50 for two buses. The charge per student of \$37.00 includes transportation and admission and will be borne by parents/guardians.
- (b) **Eighth Grade to Main Street in High Bridge on Wednesday, November 23, 2011** to decorate for holidays. There is no cost to the students for this trip as it is a walking trip.
- (c) **5th Grade to YMCA Camp Bernie on February 23-24, 2012.** This program provides students with hands-on experience that enhances science curriculum and gives them the opportunity to apply problem-solving and decision making skills. Transportation will be provided by First Student at a cost of \$182.25 for one bus. The charge per student of \$110.00 includes transportation, program, lodging and meals and will be borne by parents/guardians. Cost of meals/lodging for chaperones of \$492.00 will be borne by the Board of Education.
- (d) **Motion to amend** the Middle School Field Trip Plan to include the following and to **approve Seventh & Eighth Grade Chorus to High Note Music Festival at Dorney Park in Allentown, PA on Friday, May 11, 2012** to perform in Music Festival. Transportation will be provided by First Student at a cost of \$522.87 for one bus. The charge per student of \$49.62 includes transportation and admission and will be borne by parents/guardians.

Approve invoices for Cafeteria Account in the amount of \$10,525.00

Date	Vendor	Amount	Description	Check No.
10/14/11	NJ Dept of Agriculture	\$ 29.90	Inv. 132653 \$ 5.90 Inv. 132599 \$24.00	1317
10/18/11	Lisa Gannon Gottardo	\$ 65.00	Refund Overpayment	1318
10/24/11	Maschio's Food Service, Inc.	\$10,430.10	Inv. 0029022	1319
Total		\$10,525.00		

2. FINANCIAL REPORTS**Report of the Board Secretary for September 2011 (Attachment #14)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of September 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 September 2011 - None**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 October 10, 2011, 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.

November 14, 2011

Gail Woicekowski
Business Administrator/Board Secretary

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

3. USE OF FACILITIES (Attachment #15)

- a) **Motion to approve (amend) Girl Scout Troop #80091** – Use of ES on November 18, 2011 from 6:00 p.m. until 8:00 p.m. The original date was November 11, 2011 and **approve** use of ES on January 20, 2012 from 6:00 p.m. until 8:00 p.m. Advisor – Michelle Angley

4. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$921.82 for the month and a year-to-date profit of \$921.82. Student participation was 26% in the Middle School and 25% in the Elementary School for the month of **September 2011**.

Last year's report for **September 2010**, indicated a loss of \$715.00 for the month and a year-to-date loss of \$715.00. Student participation was 25% in the Middle School and 28% in the Elementary School for the month of **September 2010**.

5. **Motion to approve** 2010-2011 Comprehensive Annual Financial Report (audit) as prepared by Ardito & Co., LLP. (Attachment #16)
6. **Motion to approve** A/E services for the High Bridge Board of Education Long Range Facilities Plan at a fixed cost of \$12,000.00 but not including any environmental or hazardous material investigations that may be necessary. (Attachment #17)
7. **Motion to approve** EJK Associates to purge and organize records of the Board Office and Storage Room #1 in the Middle School at a cost not to exceed \$2,550.00. (Attachment #18)
8. **Motion to accept** additional Ed Jobs Fund monies of \$1,687.00 making the total for 2011-2012 \$55,540.00.
9. **Request a motion** to properly discard and dispose of old, broken computer equipment.

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

M. TRAVEL EXPENDITURE APPROVAL (Attachment #19)

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

Kay Daughters-Musnuff

Alan Schwartz

Janice Stemple

Ann Willard

Karen Yaskanin-Jones

William Stover – Vice President

Robert Imhoff – President

N. PUBLIC COMMENTS

O. 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
- October 10, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Personnel

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.

P. RECONVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

October 10, 2011 Executive Meeting Minutes

Roll Call:

Larissa Critelli

Kay Daughters-Musnuff

Alan Schwartz

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Robert Imhoff – President

R. ADJOURNMENT