

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, FEBRUARY 8, 2010**

**Minutes**

**A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE 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 7:01 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 arrived at 7:02 p.m., Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present was Dr. William Caldwell, Interim Superintendent, and Anthony Juskiewicz, Board Secretary/ Business Administrator. Shaun Tertel and Rose Herzer notified the Board that they would not be in attendance.

**D. RECOGNITION ITEMS**

**STUDENT RECOGNITION**

**1) Student Recognition**

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolution recognizing Faith Yukniewicz, 7<sup>th</sup> grade student, for her initiative and effort towards the formation of a Middle School Drama Club. (Attachment #1)

**COMMUNITY RECOGNITION**

**2) Community Recognition**

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolution recognizing Shop Rite of Hunterdon County, Inc. for their substantial generosity and support of various programs throughout the school year. (Attachment #2)

**SPECIAL RECOGNITION**

**3) Special Recognition**

Janice Stemple motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolutions recognizing Barrett and Danby for their service as CCI companion dogs at High Bridge Elementary School. (Attachment #3a & 3b)

EXECUTIVE/CLOSED  
SESSION

**E. PUBLIC COMMENTS**

None

**F. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Interim Superintendent, William Stover requested a motion to approve the following **Resolution** to enter into Executive Session at 7:19 p.m.; Janice Stemple 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.

- New Superintendent Contract

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 7:47 p.m. Janice Stemple seconded the motion. Unanimously carried.

RECONVENE PUBLIC  
SESSION

CORRESPONDENCE

**G. RECONVENE PUBLIC SESSION**

**H. REVIEW OF OFFICIAL CORRESPONDENCE**

| <u>Name</u>    | <u>Date</u> | <u>Subject</u>  |
|----------------|-------------|---|
| Rose Herzer    | 1/14/10     | Resignation Board Member<br>(Attachment #4)           |
| Lauren Mount   | 1/15/10     | Intent to Retire (Attachment #5)                      |
| Christi Roling | 1/20/10     | Canine Companions for<br>Independence (Attachment #6) |

ADOPTION OF MINUTES

January 11, 2010

**I. 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. January 11, 2010 Regular Monthly Meeting  
(Attachment #7)

**J. REPORTS TO THE BOARD**

**REPORTS TO THE BOARD**

**1. Follow-Up Items**

- a) Labor Relations Consultant Options – Anthony Juskiewicz
- b) Student Picture Package Options – William Caldwell (No Report)
- c) Parent Teacher Conference Concerns (Mid-Nov.) – William Caldwell (No Report)
- d) List of Board Committees’ Roles and Responsibilities – Committee Chair  
Due Date: February 8, 2010

**Board President’s Report**

**2. Board President’s Report**

- a) Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to accept the resignation of Rose Herzer from the School board effective immediately. Unanimously carried.

**Resignation of Rose Herzer**

**ROLL CALL**

**Roll Call:**

**M  
S**

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

**7 Ayes; 1 Absence; Motion Passes**

- b) Based upon the recommendation of the Board President, Robert Imhoff, Janice Stemple motioned, seconded by Karen Yaskanin-Jones to change the number of Board members. Unanimously carried.

**Resolution Regarding Decreasing the Number of Board Members**

**Whereas**, the High Bridge Board of Education currently contains nine voting members; and

**Whereas**, a nine member board for a K-8 elementary district is large compared to the typical size of boards for other K-8 elementary districts across the State; and

**Whereas**, it is the intent of the current High Bridge Board of Education to operate as efficient as possible;

**Therefore Be It Resolved**, that the High Bridge Board of Education approves putting a special question of the April 20, 2010 ballot to request approval from High Bridge voters to reduce the size

of the Board of Education from nine to seven Board members;

**Be It Further Resolved**, that this reduction would take place over the 2010-2011 and 2011-2012 school years;

**Be It Further Resolved**, that the High Bridge Board of Education approves the following wording and interpretive statement for the ballot question:

Do you agree to reduce the size of the High Bridge Board of Education from nine to seven members during the course of the 2010-2011 and 2011-2012 school years so as to improve efficiency and to make the Board size more proportionate to the population of the school community?

**Interpretive Statement:** Approval of this question will authorize a reduction size of the High Bridge Board of Education from nine to seven board members over the course of the **next two** school years. **This will be accomplished through the election of two (2) board members at the 2011 annual school election and two (2) board members at the 2012 annual school election. It is anticipated that approval of this measure will** improve efficiency and have the Board size not only be more proportionate with the size of the school population but more in keeping with the size of Boards of Education for similar sized districts statewide.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

c) Based upon the recommendation of the Board

President, Robert Imhoff, Karen Yaskanin-Jones made a motion, seconded by Janice Stemple to approve the following item:

**Resolution Regarding the Extension of Polling Hours** for The April 20, 2010 Elections as Determined by the North Hunterdon/Voorhees Regional School District

Resolution Regarding  
Extension of Polling Hours

**Whereas**, the North Hunterdon-Voorhees Regional School District has unilaterally, without consultation with the Constituent District Boards, decided to extend the voting hours in regard to the April 20, 2010 Annual School Elections of all polling locations in each of the sending communities within the District, and

Resolution Regarding  
Extension of Polling Hours

**Whereas**, the voting hours will be changed from 3:00 p.m. until 9:00 p.m. to 7:00 a.m. until 9:00 p.m., an increase of 8 hours, and

**Whereas**, this will represent an increase in cost of approximately \$1,500.00 to the High Bridge Board of Education and the taxpayers of High Bridge over the prior year costs, and

**Resolved**, that the Board of Education of the Borough of High Bridge believes that the increase in hours is not projected to be beneficial for the taxpayers of the Borough of High Bridge, and be it further

**Resolved**, that the High Bridge Board of Education, representing the taxpaying citizens of the Borough of High Bridge believes that the unilateral decision to extend the polling hours, leading to an increase in costs is unnecessary and not beneficial for our taxpayers, and be it further

**Resolved**, the Board desires to formally and publicly express their disagreement with these unilateral decisions by the North Hunterdon-Voorhees Regional School District, and be it further

**Resolved**, that this resolution be recorded in the minutes of the public meeting of the Board of Education of the Borough of High Bridge on February 8, 2010 with a copy to the Supervisor of Elections in Hunterdon County New Jersey, North

Hunterdon-Voorhees Regional School District and  
North Hunterdon-Voorhees Regional Constituent  
Districts.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**NJSBA Board  
Tasks**

**7 Ayes; 1 Absence; Motion Passes**

- d) Review of NJSBA recommended Board tasks, as per  
checklist (Attachment #8)

**Board Committee  
Reports**

**3. Board Committees and Chairperson Reports**

- **QSAC Review Committee – Janice Stemple,  
Representative**
- **Community Relations – Susan Connor,  
Chairperson**  
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay  
Daughters-Musnuff, Chairperson**  
Larissa Critelli and Shaun Tertel
- **Finance/Facilities – William Stover,  
Chairperson, Larissa Critelli, and Janice Stemple**
- **Personnel and Management – Janice Stemple,  
Chairperson, Kay Daughters-Musnuff and  
Karen Yaskanin-Jones**
- **Negotiations – Janice Stemple, Chairperson,  
William Stover and Karen Yaskanin-Jones**
- **Policy – Shaun Tertel, Chairperson, Kay  
Daughters-Musnuff and Karen Yaskanin-Jones**

**Policy**

1. The Policy Committee in  
consultation with the Interim Superintendent  
recommends the Board approve the following  
motions:

This group of policy motions are all second readings, approved for first reading on September 21, 2009, and were inadvertently omitted from the October agenda. In order to bring closure on these items they are being presented for second reading and approval.

Karen Yaskanin-Jones motioned, seconded by Kay Daughters to approve the following items. Unanimously carried.

- a) Motion to amend, on second reading, the following policies:

- Policy 1220 –  
Employment of Chief School  
Administrator  
(Attachment P-1)

**Policy 1220  
Employment of CSA**

- b) Motion to adopt, on second reading, the following new policy:

- Policy 3159 – Teaching  
Staff Member/School District Reporting  
Responsibilities (Attachment P-2)

**Policy 3159  
Teaching Staff  
Member/SD Reporting  
Responsibilities**

- c) Motion to delete, on second reading, Policy #9110 Quality Assurance Annual Report. This policy is being abolished due to a change in NJAC that invalidates current local board policy. (Attachment P-3)

**Delete Policy 9110**

- **Ad Hoc Committee – Larissa Critelli,  
Chairperson, William Stover and Vacant**
- **HCESC Representative – Larissa Critelli**
- **NJSBA Delegate – Robert Imhoff**

**Interim  
Superintendent's  
Report**

#### **4. Interim Superintendent's Report**

**INFORMATION  
ITEMS**

a) **INFORMATION ITEMS:**

- 1) Staff Attendance Report for January 2010  
(Attachment #9)
- 2) Enrollment report as of January 2010. Also included is the enrollment report as of January 2009 for comparison.  
(Attachment #10)
- 3) Glance at the end-of-year calendar
- 4) Glance at the 2010-2011 calendar
- 5) Review of December 2009 legal bill  
(Attachment #11)

6) School Report Card due out February 10<sup>th</sup>



**ACTION ITEMS**

b) **ACTION ITEMS:**

Based upon the recommendation of the Interim Superintendent, Karen Yaskanin-Jones made a motion, seconded by Janice Stemple to approve the following items:

Change in 2010-2011  
School Calendar

1) **Motion to amend** the 2009-2010 school calendar changing Friday, May 7, 2010 from an in-service day to an instructional day, due to State testing at HBES, moving the last day of classes and graduation to Monday, June 21<sup>st</sup>, and making Tuesday, June 22<sup>nd</sup>, an in-service day.

**Note:** The teachers' final day will remain Wednesday, June 23<sup>rd</sup>.

Chaperones for  
Washington, DC

2) **Motion to approve** the following chaperones for the Eighth Grade Class trip to Washington, D.C.:

- a) Rich Kolton, Administrative Representative
- b) Linda Stecker, Lead Chaperone
- c) Lauren Mount
- d) Paige McGaheran
- e) Ellen Ingraham, School Nurse
- f) Steve Kovacs

**ROLL CALL**

**M**  
**S**

**Roll Call:**

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

**SBA Report**

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

**a. General Information Items**

- 1) Salary overpayment litigation cost analysis. (Attachment #12)
- 2) NJ School Digest (Attachment #13)
- 3) Article regarding Governor Christie and NJEA (Attachment #14)
- 4) HCESC current savings summary for 2009. (Attachment #15)
- 5) Discussion on Changes for upcoming meetings:

Add 3/22 as a special meeting because of state aid release 3/17 beginning at 7:00 p.m.  
Cancel 3/29/10 meeting and combining with the addition of 4/1/10 as a special meeting with Borough for budget for the public hearing –  
**Quorum needed**

**b. Monthly Facility Maintenance Report**

None

**c. Vandalism Report**

None

**d. Monthly Investment Interest            Amount**

TD Bank-Current Account – Dec. 09    **\$163.14**

ES Principal's Report

**5. Elementary School Principal's Report  
(Attachment #15)**

MS Principal's Report

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

PERSONNEL

**K. PERSONNEL**

Janice Stemple motioned to approve the following item.  
William Stover seconded the motion.

**1. Appointment of Superintendent/Middle School  
Principal**

Appointment of  
Superintendent/MS  
Principal effective April  
1, 2010

**Whereas**, a vacancy currently exists in the position of Superintendent/ Principal; and

**Whereas**, the Board wishes to employ Joseph J. Kennedy in the capacity of Superintendent/Principal; and

**Whereas**, Mr. Kennedy wishes to accept said employment and is appropriately certified to do so; and

**Whereas**, the terms and conditions of Mr. Kennedy's employment with the Board have been fully set forth in an Employment Contract for the term, April 1, 2010 to July 1, 2013; and

**Whereas**, the said Contract has been reviewed and approved by the Executive County Superintendent; now therefore

**Be it Resolved**, that the Board hereby appoints Mr. Kennedy as Superintendent/ Principal, effective on April 1, 2010, at the initial annual salary of \$130,000, prorated, subject to all of the terms and conditions set forth in full in the Contract; and

**Be it further Resolved**, that the Board President is hereby authorized to execute the Contract on behalf of the Board and that the Contract shall become a part of the minutes of this meeting

**Roll Call**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

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

**Curriculum Revision  
QSAC Plan**

2. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour effective February 1, 2010, as per the QSAC plan:
  1. Steve Kovacs
  2. Regina Vuocolo
3. **Motion to approve** the employment of **Jeff White** as interscholastic boy's baseball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.
4. **Motion to approve** the employment of **Carl Katzenberger** as interscholastic girl's softball coach at the rate of \$1,264.00 in accordance with the

**Jeff White baseball  
coach \$1,264.00 09-10**

**Carl Katzenberger  
Softball Coach  
\$1,264.00 09-10**

Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation.

5. **Motion to approve** the following substitute teachers for the remainder of the 2009-2010 school year:
  - a. Laureen Dunn
  - b. Robert Mandel
  - c. Susan Butkosky
  - d. Torie Esposito
  - e. Katherine Drude
  - f. Sarah Brittain
6. **Motion to approve** the substitute nurses as listed on the Approved Substitute Nurse list provided by the Hunterdon County Department of Education (Attachment #17)
7. **Motion to approve** Goryeb Children's Hospital at Morristown Memorial Hospital as a provider of Educational Assessments for Child Study Team evaluations.
8. **Motion to amend** the anticipated return date of **Kim Gorski** from February 22, 2010 to March 1, 2010 in accordance with Board policy 4431.1 and the Family Medical Leave Act.
9. **Approve Edward Nichols** as a substitute custodian at an hourly rate of \$11.50 per hour. Mr. Nichols has his criminal background check paperwork but no black seal license.

Approve Substitute Teachers 09-10

Approve Substitute Nurses 09-10

Approve Goryeb Children's Hospital CST

Amend Kim Gorski FMLA until March 1, 2010

Approve Edward Nichols @\$11.50/hr substitute custodian

ROLL CALL

**Roll Call:**

M  
S

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

**7 Ayes; 1 Absence; Motion Passes**

**CURRICULUM &  
INSTRUCTION**

**L. CURRICULUM & INSTRUCTION**

Based upon the recommendation of the Interim Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following items:

**Tournament of  
Champions  
May 19, 2010**

a) **1<sup>st</sup> - 6<sup>th</sup> Grade Special Education Students to Delaware Valley Regional High School in Frenchtown, NJ for Tournament of Champions** on Wednesday, May 19, 2010 (rain date 6/2/10). Transportation to be provided by ESC at a cost of \$560.00 for two busses and is to be paid by the Board of Education. The admission cost per student of \$5.00 is to be borne by parents/guardians.

**4<sup>th</sup> Grade to Trenton,  
NJ  
April 20, 2010**

b) **4<sup>th</sup> Grade to State Capital in Trenton, NJ** on Tuesday, April 20, 2010 to tour Old Barracks, State House and State Museum. This trip correlates to 4<sup>th</sup> grade Social Studies curriculum study of NJ history and government. Transportation to be provided by ESC at a cost of \$396.00 for one bus. Cost per student of \$3.50, which includes admission to Barracks and transportation, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

**4<sup>th</sup> Grade to  
Courthouse in  
Flemington, NJ  
March 18, 2010**

c) **4<sup>th</sup> Grade to tour Hunterdon County Clerks Office, Hall of Records, and historic Courthouse in Flemington, NJ** on Thursday, March 18, 2010. Students will meet with County Clerk, Sheriff and Freeholder. This trip correlates with 4<sup>th</sup> grade Social Studies curriculum on government. Transportation to be provided by ESC at a cost of \$214.50 for one bus. Cost per student of \$7.25 to cover transportation is to be borne by parents/guardians.

**2<sup>nd</sup> Grade to Camden  
Aquarium  
May 25, 2010**

d) **2<sup>nd</sup> Grade to Adventure Aquarium in Camden, NJ** on Tuesday, May 25, 2010. This trip correlates with 2<sup>nd</sup> grade Social Studies curriculum on ocean life. Transportation to be provided by ESC at a cost of \$478.50 for one bus. Cost per

student of \$12.75, which includes admission and transportation, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

e) **1<sup>st</sup> Grade to Union Forge Park** on Tuesday, June 22, 2010 (or last student day) for annual culminating activity. There is no cost involved with this activity as students will walk to the park and room parents will provide lunch/refreshments.

1<sup>st</sup> Grade to Union Forge  
Park last day of school

f) **5<sup>th</sup> Grade to Franklin Institute in Philadelphia, PA** on Wednesday, April 14, 2010. This trip correlates with 5<sup>th</sup> grade earth science curriculum. Transportation to be provided by Easton Coach at a cost of \$1095.00 for one bus. Cost per student of \$30.00, which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

5<sup>th</sup> Grade to Franklin  
Institute Philadelphia  
April 14, 2010

g) **3<sup>rd</sup> Grade to Liberty Science Center in Jersey City, NJ** on Friday, April 30, 2010. This trip correlates with 3<sup>rd</sup> grade science curriculum. Transportation to be provided by First Student at a cost of \$501.18 for one bus. Cost per student of \$17.00, which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

3<sup>rd</sup> Grade to Liberty  
Science Ctr  
April 30, 2010

h) **1<sup>st</sup> Grade to the Philadelphia Zoo in Philadelphia, PA** on Friday, May 14, 2010. This trip correlates with 1<sup>st</sup> grade science unit on study of animals. Transportation to be provided by ESC at a cost of \$560.00 for one bus. Cost per student of \$14.75 which includes transportation and admission, is to be borne by parents/guardians. Cost of this trip has been offset by a \$495.00 donation by High Bridge P.T.O.

1<sup>st</sup> Grade to Philadelphia  
Zoo  
May 14, 2010

ROLL CALL

**Roll Call:**

M  
S

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

7 Ayes; 1 Absence; Motion Passes

FINANCIAL  
REPORTS

January 2010

SCHOOL BUSINESS

M. 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 - 3:

PAYMENT OF BILLS

Invoices \$623,706.04

Payroll 1/15/10  
\$217,646.35

Payroll 1/29/10  
\$216,755.97

Cafeteria \$8,454.84

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #18)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$623,706.04 (2009-2010 Schedule 8)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$217,646.35 (1/15/10)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$216,755.97 (1/29/10)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,454.84**

| Date | Vendor                       | Amount            | Description                | Check No |
|------|------------------------------|-------------------|----------------------------|----------|
| 3/10 | Maschio's Food Service, Inc. | \$8,397.05        | Inv. IN0020804             | 1205     |
| 5/10 | NJ Dept of Agriculture       | \$ 20.19<br>37.60 | Inv. 114881<br>Inv. 115260 | 1206     |
|      | <b>Total</b>                 | <b>\$ 57.79</b>   |                            |          |
|      | <b>TOTAL</b>                 | <b>\$8,454.84</b> |                            |          |

2. FINANCIAL REPORTS

- a) **Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for January 2010. (Attachment #19)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of January 2010 as per the procedure instituted by the State Department of Education, wherein the

CAFETERIA  
REPORT

December 09

required certification by the Board Secretary is adhered to in the attachment.

**Line Item Transfers for January 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.

ROLL CALL

**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 February 8, 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.

\_\_\_\_\_ February 8, 2010

Anthony Juskiewicz  
Board Secretary/Business Administrator

**3. CAFETERIA REPORT**

The cafeteria financial report for the month of **January 2010**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$679.66 for the month and a year-to-date loss of \$476.37. Student participation was 30% in the Middle School and 36% in the Elementary School for the month of January 2010.

STUDENT ACTIVITY

Nov & Dec 09

ROLL CALL

Last year’s report for **January 2009**, indicated a profit of \$168.40 for the month and a year-to-date loss of \$962.48. Student participation was 30% in the Middle School and 38% in the Elementary School for the month of January 2009.

M  
S

**Roll Call:**



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

**7 Ayes; 1 Absence; Motion Passes**

**PROFESSIONAL  
SERVICES**

**4. CONTRACTS FOR PROFESSIONAL SERVICES**

**Tabled for future discussion**

**WHEREAS**, during the fiscal year 2009-2010, there exists a need for outside professional services, and

**WHEREAS**, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

**THEREFORE BE IT RESOLVED**, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/Board Secretary are authorized to affirm the following appointments:

| <b>PROFESSIONAL SERVICE</b>    | <b>PROVIDER</b> | <b>RATE 08-09</b> | <b>RATE 09-10</b> |
|--------------------------------|-----------------|-------------------|-------------------|
| <b>Negotiations Consultant</b> |                 | \$                | \$                |

**ACTIVITY ACCOUNT  
January 2010**

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple made a motion, seconded by Karen Yaskanin-Jones to approve the following items #5 - 9:

**USE OF FACILITIES**

**8<sup>th</sup> Grade Lock In**

**5. ACTIVITY ACCOUNT**

**Accept** the Student Activity Account financial report for the month of **January 2010.**  
**(Attachment #21)**

**MS Kids Night Out**

**6. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUP: (Attachment #22)**

ALLOWABLE TRAVEL  
EXPENSES,  
REGISTRATIONS &  
SUPPLIES

- a) **8<sup>th</sup> Grade Lock In** – Use of Middle School gym and cafeteria on Friday, April 9, 2010 beginning at 8:00 p.m. through April 10, 2010 ending at 8:00 a.m. **Advisor: Michele Benson**
- b) **MS Kids Night Out** – Use of Middle School gym and cafeteria on Friday, March 26, 2010 beginning at 6:30 p.m. until 9:00 p.m. **Advisor: Coleen Conroy**

Discard/Dispose  
computer equipment

**7. Approve** resolution binding the High Bridge BOE to participate in the Alliance for Competitive Telecommunication with the Monmouth-Ocean Educational Services Commission and the New Jersey Association of School Business Officials for the period July 1, 2010 to June 30, 2012. (Attachment #23)

ROLL CALL

**8. MAXIMUM ALLOWABLE TRAVEL EXPENSES, REGISTRATIONS & SUPPLIES**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following that in accordance with Board of Education Policy No. 9250, “Expenses” the maximum travel allowance for the 08/09 school year shall be established at **\$10,850**. The maximum travel allowance for the 09/10 school year shall be established at **\$10,850** (Attachment #24)

TRAVEL  
EXPENDITURE

**9. Request a motion** to properly discard and dispose of old, broken computer equipment as per inventory list attached. (Attachment #25)

ROLL CALL

**Roll Call:**

M  
S

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

**7 Ayes; 1 Absence; Motion Passes**

**N. TRAVEL EXPENDITURE APPROVAL**

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned to approve the following (Attachment #23) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Karen Yaskanin-Jones . (Attachment #26)

**Roll Call:**

|                            |                             |
|----------------------------|-----------------------------|
| Janice Stemple – Aye       | Kay Daughters-Musnuff - Aye |
| Karen Yaskanin-Jones – Aye | William Stover - VP - Aye   |
| Larissa Critelli – Aye     | Shaun Tertel - Absent       |
| Susan Connor – Aye         | Robert Imhoff – Pres. - Aye |
|                            | Abstain #7                  |

PUB  
M  
S  
RS  
  
EXE  
CLO

**7 Ayes; 1 Absence; Motion Passes**

**O. PUBLIC COMMENTS**

None

**P. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Interim Superintendent, William Stover requested a motion to approve the following **Resolution** to enter into Executive Session at 9:02 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.

RECOVENE PUBLIC  
SESSION

- January 11, 2010 Executive Meeting Minutes review (see sealed envelope)
- HBTA Grievance

ADOPTION OF  
EXECUTIVE  
MINUTES

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 9:10 p.m. Larissa Critelli seconded the motion. Unanimously carried.

**Q. RECOVENE PUBLIC SESSION**

January 11, 2010

ROLL CALL

