

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, APRIL 25, 2011**

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 7:04 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: 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. Susan Connor notified the Board that she would not be in attendance.

RECOGNITION ITEMS

E. RECOGNITION ITEMS

STAFF RECOGNITION (Attachment #1)

The Board, the Superintendent and the HBES principal recognized Mrs. Emily Bruton on her selection as the 2011 High Bridge Elementary School Teacher of the Year. Mr. Kennedy presented Mrs. Bruton with a plaque of the Board resolution. Mrs. Bruton thanked Mr. Kennedy and the Board.

The Board and the Superintendent recognized “Jersey” for his Service to the High Bridge Elementary School as he moves on To advanced training. Mrs. Roling then introduced “Colonel” who may be in our school community for the next 15+ months. Mrs. Roling also updated the Board on the current placements of former puppies who shared time at HBES.

PRESENTATIONS

F. PRESENTATIONS

The following agencies made a 30-minute presentation to the Board on their before and after school child care program:

Work Family Connection

- Work Family Connection – Aurora Pipeling & Heather Turco
- YMCA – Wendy Crocetti & Bruce Black

YMCA

PUBLIC COMMENTS

G. PUBLIC COMMENTS

Wayne Hally addressed the Board with two concerns:

- 1) There are no attachments included at the meeting or on the website.
- 2) Executive session in the middle of a meeting.

Mr. Imhoff explained the need to have two executive sessions for this meeting in order to discuss personnel decisions.

CORRESPONDENCE

H. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Emma Alparone	4/1/11	Request for leave of absence

ADOPTION OF IMINUTES

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

- 1. March 28, 2011 Regular Meeting Minutes (Attachment #3)
- 2. April 5, 2011 Special Meeting Minutes (Attachment #4)

March 28, 2011

April 5, 2011

REPORTS TO THE BOARD

J. REPORTS TO THE BOARD

1. **Follow-Up Items**
None at this time.

2. **Board President's Report**

- a) Apology to the High Bridge Teacher's Association for comment made at March 7, 2011 Board meeting.
- b) Jane Kershner has replaced Diane Morris as the Hunterdon County liaison for NJSBA. Diane Morris is still with School Boards in charge of training.
- c) Review of NJSBA recommended Board tasks, as per checklist (Attachment #5)

Board President's Report

d) Board Committees and Chairperson

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

Community Relations

The Bridge newsletter will be released in May.

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

Curriculum and Instruction

Mr. Kennedy explained the music curriculum was emailed to everyone.

- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**

Finance/Facilities

Wednesday, April 27, 2011, is the school budget election. Please vote.

- **Personnel and Management – Janice Stemple, Chairperson, Tamara Davis and Karen Yaskanin-Jones**

Personnel and Management

There are several personnel items on tonight's agenda.

- **Negotiations – Janice Stemple, Chairperson, William Stover and Karen Yaskanin-Jones**

Negotiations

The next meetings are scheduled for May 11 and May 18, 2011.

- **Policy – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff and Tamara Davis**

Policy

- **HCESC Representative – Tamara Davis**

HCESC Representative

Tamara Davis summarized her attendance at the March 1, 2011, HCESC meeting.

NJSBA Representative

- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

Information Items**A. INFORMATION ITEMS:**

- 1) Staff Attendance for March 2011
(Attachment #6)
- 2) 2010-2011 Student Enrollment Update
(Attachment #7)

There were two new students received today, April 25, 2011. One student at each school.

- 3) Report on personnel search

The first round interviews are completed for Guidance Counselor and MS Art Teacher. Demo lessons are scheduled for this week.

- 4) Report on School Choice
- 5) Report on Parent/YMCA March 31st Meeting

The meeting was hosted by Mr. Kennedy and Mr. Nigro. There was a strong turnout of parents.

- 6) Review of March 2011 legal bill
(Attachment #8)
- 7) Faculty Advisory Committee
- 8) Honor Roll Breakfast is scheduled for April 26, 2011
- 9) Budget Vote and School Board Election is Wednesday, April 27, 2011. Polls are open from 7 a.m. – 9 p.m. Please vote.

School Business Administrator's Report**4. School Business Administrator's Report****A. General Information Items**

- 1) NJ School Digest – March 2011 (Attachment #9)
- 2) Ethics Disclosure

B. Monthly Facility Maintenance Report

Several Smart Boards were installed in both schools during spring recess.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – February 2011

Account	Peapack-Gladstone Bank
Agency	\$ 14.21
Capital Reserve	\$ 1.55
Current	\$ 382.01
Food Service	\$ 3.40
Maintenance	\$ 0.00
Payroll	\$ 4.34
Student Activity	\$ 11.79
Unemployment	\$ 15.71
Total	\$ 433.01

MS Principal’s Report

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

ES Principal’s Report

6. Elementary School Principal’s Report (Attachment #10)

To accommodate the public, the Board discussed items M, N, and O before going into Executive Session for item K.

EXECUTIVE/ CLOSED SESSION

K. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following Resolution to enter into Executive Session at 8:39 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.

- Personnel

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.

RECOVENE PUBLIC SESSION

RECOVENE PUBLIC SESSION

PERSONNEL

L. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 11. Karen Yaskanin-Jones seconded the motion.

Reappoint 32 Tenured Certified Staff Members

1. Motion to reappoint thirty-two (32) tenured certificated staff members, on guide, for the 2011-2012 school year as per **Attachment A**.

Reappoint 4 Tenured Certified Staff “Recovery Plan for Overpayment of Salaries”

2. Motion to reappoint four (4) tenured certificated staff members for the 2011-2012 school year pursuant to their individual “Recovery Plan for Overpayment of Salaries” developed by the former Superintendent as per **Attachment B**.

Reappoint 10 Non-Tenured Certified Staff

3. Motion to reappoint ten (10) non-tenured certificated staff members, on guide, for the 2011-2012 school year as per **Attachment C** as amended.

Reappoint 3 Certified Staff with Tenure

4. Motion to reappoint three (3) certificated staff members, with tenure on the appropriate date, for the 2011-2012 school year as per **Attachment D**.

Reappoint Support Staff

5. Motion to reappoint support staff members, for the 2011-2012 school year as per **Attachment E**.

Approve transfer for Sharon Tryon from PT to FT Special Education Teacher MA 12 \$70,820

6. Motion to approve the transfer request of Sharon Tryon from part-time to full-time special education teacher at the Elementary School for the 2011-2012 school year at a level MA step 12 salary of \$70,820.

Approve Cathleen McDonnell PT (63%) ES Art Teacher BA 1 \$30,117

7. Motion to approve the employment of Cathleen McDonnell as part-time (63%) Elementary School Art Teacher for the 2011-2012 school year at a level BA step 1 salary of \$30,117. (**Attachment F**)

Approve unpaid LOA for Emma Alparone August 30, 2011 – October 31, 2011

8. Motion to approve an unpaid leave of absence for Emma Alparone, Middle School Behavior Disabilities Teacher, from August 30, 2011 through October 31, 2011, in accordance with the Family Medical Leave Act, during which time her medical benefits will remain in full effect.

Approve France Boudreau Dion PT ES Instructional Aide (57%)

9. Motion to approve the employment of France Boudreau Dion as part-time instructional aide (57%, 4 hours/day) in the Elementary School from April 26, 2011 through June 30, 2011 for an annual salary of \$7,280.00 (prorated).

10. **Motion to approve** the following substitute teachers/aides for the remainder of the 2010-2011 school year:

- a. Mary Raefski – Pending criminal history clearance
- b. Cathleen McDonnell
- c. Maureen Strohm
- d. Marta Pulley

Approve Substitute Teachers/Aides

11. **Motion to approve Lauren Cozze**, Raritan Valley Community College student teacher, to complete four hours of classroom observation with Lynn Hickey as cooperating teacher.

Approve Lauren Cozze RVCC Student Teacher

ROLL CALL

M
S

Roll Call:

Janice Stemple – Aye	Tamara Davis – Aye
Karen Yaskanin-Jones – Aye	William Stover - VP – Abstain 7 and 10b
Susan Connor - Absent	Ann Willard – Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Kay Daughters-Musnuff – Aye	

8 Ayes; 1 Absence; Motion Passes

CURRICULUM & INSTRUCTION

M. CURRICULUM & INSTRUCTION

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #1 - 3. Karen Yaskanin-Jones seconded the motion.

Motion to approve the following class trips and transportation:

5th grade to Raritan Valley Community College on Thursday, June 9, 2011 to view two Planetarium shows. This trip correlates with the Earth Science curriculum. Transportation for the trip will be provided by First Student at a cost of \$291.52 for one bus. The per student cost of the trip is \$20.00, which includes admission and transportation, and is to be borne by parents/guardians.

5th Grade to RVCC June 9, 2011 for Planetarium Shows

Adopt Revised Music Curriculum

- 2. **Motion to adopt** the revised Music Curriculum as recommended by the Curriculum Committee: (Attachment via E-mail)
 - a. General Music Grades 6-8
 - b. Vocal Music Grades 4-8
 - c. Instrumental Music Grades 4-8

Approve 2011-2012 Presechool Plan

ROLL CALL

M
S

- 3. **Motion to approve** the 2011-2012 Preschool Plan as submitted to the New Jersey Department of Education, Division of Early Childhood Education. (Attachment #11)

Roll Call:

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

SCHOOL BUSINESS

8 Ayes; 1 Absence; Motion Passes

PAYMENT OF BILLS

Invoices \$163,433.57

Payroll 3/31/11 \$233,335.48

Payroll 4/15/11 \$233,458.83

Cafeteria Invoices \$9,192.91

N. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #12)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$163,433.57 (2010-2011 Schedule 9)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$233,335.48 (3/31/11)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$233,458.83 (4/15/11)**
- d) **Approve** invoices for Cafeteria Account in the amount of **\$9,192.91**

Date	Vendor	Amount	Description	Check No.
4/12/11	Maschio’s Food Service, Inc.	\$ 9,192.91	IN0026674	1311
	Total	\$14,216.72		

FINANCIAL REPORTS

March 2011

2. FINANCIAL REPORTS

Report of the Board Secretary, March 2011
(Attachment #14)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of March 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 March 2011

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 April 25, 2011, 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.

Thomas Lambe
Board Secretary/Business Administrator

USE OF FACILITIES

3. USE OF FACILITIES

None at this time.

CAFETERIA REPORT

March 2011

4. CAFETERIA REPORT

The cafeteria financial report for the month of **March 2011**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$585.37 for the month and a year-to-date loss of \$3,145.55. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **March 2011**.

Last year’s report for **March 2010**, indicated a loss of \$828.92 for the month and a year-to-date loss of \$2,515.22. Student participation was 31% in the Middle School and 38% in the Elementary School for the month of **March 2010**.

ROLL CALL

**M
S**

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

TRAVEL EXPENDITURE

O. TRAVEL EXPENDITURE APPROVAL (Attachment #14)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #14) 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 #14)

ROLL CALL

**M
S**

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

P. PUBLIC COMMENTS

France Boudreau Dion commented that the format of the agenda posted on the website sometimes shows a technical glitch.

PUBLIC COMMENTS

**EXECUTIVE/
CLOSED SESSION**

Q. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff requested a motion to approve the following Resolution to enter into Executive Session at 9:15 p.m.; William Stover 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 with High Bridge Teachers' Association
- March 28, 2011 Executive Meeting Minutes (See Sealed Envelope)
- Litigation – Alparone et al vs. High Bridge of Education
- Labor Relations Retainer Agreement

Janice Stemple motioned to exit executive session and return to public session at 9:55 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

R. RECOVENE PUBLIC SESSION

**ADOPTION OF
EXECUTIVE
MINUTES**

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following items:

March 28, 2011

1. March 28, 2011 Executive Meeting Minutes

ROLL CALL
M
S

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

NEW BUSINESS

T. NEW BUSINESS

Mr. Kennedy confirmed May 9, 2011 as the reorganization meeting and May 16, 2011 as the regular monthly meeting.

The Board discussed meeting schedule options for the 2011-2012 Board meetings.

The Board discussed posting non-confidential attachments to the website.

The Board discussed the cost of class trips.

PUBLIC COMMENTS

U. PUBLIC COMMENTS

None.

ADJOURNMENT

V. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 10:06 p.m. The motion was seconded by Tamara Davis. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator