

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, DECEMBER 13, 2010**

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 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff arrived at 7:04 p.m., 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 that Board that she would not be in attendance.

STUDENT RECOGNITION

E. PUBLIC COMMENTS

None

F. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Lauren Mount	11/23/10	Notice of Retirement
Ann Walton	12/1/10	Notice of Retirement
Bruce Nicholas	12/1/10	Notice of Retirement
Diane Alexanderson	12/1/10	Eleven-Minute Club
Maureen Gargas	12/8/10	Worker's Compensation Pay

PUBLIC COMMENTS

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Karen Yaskanin-Jones motioned, seconded by William Stover to approve the following minutes. Unanimously carried.

CORRESPONDENCE

1. November 15, 2010 Regular Meeting Minutes (Attachment #2)

H. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #3)
 - b) Board survey (Attachment #4)
 - c) Faculty Advisory Committee Minutes (Attachment #5)
 - d) I&RS Compensation - Discussion
 - e) February Board Meeting Date – Discussion. The February 14, 2011 meeting will be changed to February 7, 2011.
 - f) Mr. Imhoff mentioned the NJSBA meeting at North Hunterdon on February 26, 2011 regarding ELE-NJ Driving Student Achievement Forum.
 - g) **Board Committees and Chairperson**
- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Ann Willard

Mr. Kennedy reported that Mrs. Birchenoff notified him that the deadline for “The Bridge” newsletter submissions are due by January 5, 2011.

Personnel &
Management

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

- It was mentioned that Sherry Kerr, Nicole DiGeronimo and Mary Waldron are doing a great job.

- Music is the next curriculum to be revised.

The Curriculum Committee, in consultation with the Superintendent, recommends the Board approve the following:

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following items. Unanimously carried.

- 1) Motion to adopt the revised K-8 Physical Education Curriculum as recommended by the Curriculum Committee. (Attachment via USB Drive)

Roll Call:

M
S

- | | |
|-----------------------------|----------------------------|
| Kay Daughters-Musnuff – Aye | William Stover - VP- Aye |
| Larissa Critelli – Aye | 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

- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**
- **Personnel and Management – Janice Stemple, Chairperson, Tamara Davis and Karen Yaskanin-Jones**

Janice Stemple motioned, seconded by Tamara Davis to approve the following items. Unanimously carried.

- 1) Recommendation of candidate for School Treasurer
- 2) Recommendation of Superintendents’ Goals for 2010-2011 school year. (Attachment #6)
- 3) **Motion to adopt** the School Treasurer job description.

Action Item:

- 1) Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the Superintendent’s Goals for the 2010-2011 school year as recommended by the Personnel Committee. Unanimously carried.

Roll Call:

M
S

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

8 Ayes; 1 Absence; Motion Passes

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

1) Report on December 8, 2010 meeting with

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

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

a) Karen Yaskanin-Jones motioned, seconded by William Stover to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 0172 – Duties of Treasurer of School Moneys
- Policy 2340 – Pupil Trips
- Policy 7510 – Use of Facilities
- Regulation 7510 – Use of Facilities
- Regulation on Pupil Field Trips

Roll Call:

**M
S**

Karen Yaskanin-Jones – Aye	Tamara Davis- Aye
William Stover - VP – 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

- **HCESC Representative – Tamara Davis**

- **NJSBA Delegate – Robert Imhoff**

- **Ad Hoc Committee on Public Relations**
Susan Connor, Chairperson, Tamara Davis and Ann Willard

- 1) Community Organizations Update

The Board discussed sending representatives to attend various community organization meetings. Karen Yaskanin-Jones and Larissa Critelli volunteered to attend the PTO meeting on January 5, 2011. Tamara Davis volunteered to attend the Borough Council meeting on January 13, 2011.

3. Superintendent's Report

Mr. Kennedy discussed the following with the Board:

A. INFORMATION ITEMS:

- 1) Staff Attendance for November 2010
(Attachment #7)
- 2) 2010-2011 Student Enrollment Update
(Attachment #8)
- 3) Review of October 2010 legal bill
(Attachment #9)
- 4) Report on anticipated April 2011 School Election Board Seat contraction
(Attachment #10)
- 5) School Security Drills
 - The evacuation and lockdown drills were successfully conducted in both schools.
- 6) Walking Audit Report (Attachment #11)

4. School Business Administrator's Report

A. General Information Items

- 1) NJ School Digest (Attachment #12)

B. Monthly Facility Maintenance Report

- 1) Security camera moved in MS for improved vision of visitors

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – November 2010

Account	Peapack-Gladstone Bank
Agency	\$ 7.23
Capital Reserve	\$ 1.50
Current	\$ 488.61
Food Service	\$ 4.46
Maintenance	\$ 0.00
Payroll	\$ 0.00
Student Activity	\$ 6.99
Unemployment	\$ 28.16
Total	\$ 536.95

E. Comprehensive Maintenance Plan Approval**E. ACTION ITEM**

Janice Stemple motioned seconded by Karen Yaskanin-Jones to approve the following resolution.

- 1. Be It Resolved**, by the School Board of High Bridge, County of Hunterdon, State of New Jersey, that it hereby appoints **Thomas Lambe, School Business Administrator**, as the School Alliance Insurance Fund Commissioner, and

Be It Further Resolved that copies of this Resolution be forwarded to the following:

1. Thomas Lambe, Fund Commissioner
2. School Alliance Insurance Fund

Roll Call:

Janice Stemple – Aye

Karen Yaskanin-Jones – Aye

Tamara Davis- Aye

William Stover - VP – Aye

M
S

Susan Connor – Absent
 Larissa Critelli – Aye
 Kay Daughters-Musnuff – Aye

Ann Willard - Aye
 Robert Imhoff – Pres - Aye

8 Ayes; 1 Absence; Motion Passes

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

6. Elementary School Principal’s Report Via E-Mail)

I. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 9. Karen Yaskanin-Jones seconded the motion.

1. **Motion to appoint** Michael Doerwang as mentor for a middle school novice teacher to provide 20 hours of intensive mentoring at an hourly rate of \$29.11.
2. **Motion to approve** the employment of **Susan DeGasperis** as a part-time (57%) Instructional Aide in the Elementary School from December 14, 2010 through June 30, 2011 at an hourly rate of \$10.00 for a yearly salary of \$7,280.00 prorated.
3. **Motion to approve** the employment of **Patti Fischer** as Treasurer of School Moneys retroactive from July 1, 2010 to June 30, 2011 at an annual salary of \$2,430.00 for the 2010-2011 school year.
4. **Motion to approve** a request from Rowan University for **Lynn Yanulevich** to complete a clinical practice in health teaching consisting of 10 hours of observation and 50 hours classroom teaching in health with Nicole DiGeronimo as the cooperating teacher to be completed between January 27, 2011 and April 4, 2011.
5. **Motion to approve** the following substitute teachers and/or aides for the 2010-2011 school year:
 Renee Colangelo
6. **Motion to approve** the following student teachers to complete their practicum hours at High Bridge Schools with cooperating teachers and hours as noted:

Student	College/ University	School Building	Cooperating Teacher	Dates/Hours
Megan	Eastern	Elementary	Kim	90 hrs

O'Neal	University		Sandorff	Dec 14 th – Jan 30 th
Courtney Garber	Raritan Valley Community College	Middle	Paige McGaheran	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Kenneth Bobal	Raritan Valley Community College	Middle	Linda Stecker	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Kaitlynn Botelho	Raritan Valley Community College	Middle	Jeff Thompson	3 hrs., 1x per wk for 5 wks. Feb 7 th – Mar 7 th
Courtney Garber	Raritan Valley Community College	Elementary	Kim Sandorff	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Kenneth Bobal	Raritan Valley Community College	Elementary	Lynn Hickey	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Kaitlynn Botelho	Raritan Valley Community College	Elementary	Lauren Richardson	3 hrs., 1x per wk for 5 wks. Mar 14 th – Apr 11 th
Emily Irons	Raritan Valley Community College	Elementary	Kim Terzuolo	3 hrs., 1x per wk for 10 wks. Feb 7 th – Apr 11 th

7. **Motion to approve** Megan O'Neal, Eastern University student, to assist with Cheerleading practices on a volunteer basis on the following dates: December 13th, 14th, 16th and 22nd, 2010.
8. **Motion to accept** the resignation of **Dorise Benson** as part-time Speech/language Specialist, effective December 31, 2010. (Attachment B)
9. **Motion to approve** a shared-services contract with Franklin Twp. Board of Education for Dorise Benson to provide Speech/Language services two days per week from January 1, 2011 to June 30, 2011 at annual rate of \$30,000.00 prorated. (Attachment A)

M
S

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

J. CURRICULUM & INSTRUCTION

Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following items:

1. Motion to approve the following field trips and transportation where applicable:
 - a) **Sixth Grade to Medieval Times**, Lyndhurst, NJ on Thursday, May 26, 2011. This trip correlates with social studies unit on Middle Ages. Transportation to be provided by Easton Coach at a cost of \$1045.00 for one bus. The cost per student of \$53.42 includes transportation, admission, lunch at show, and is to be borne by parents/guardians.

ROLL CALL

M
S

Roll Call:

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

8Ayes; 1 Absence; Motion Passes

K. SCHOOL BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 5.

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #13)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$186,810.33 (2010-2011 Schedule 6)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$228,710.65 (11/30/10)**

PAYMENT OF BILLS

Invoices \$186,810.33

**Payroll 11/30/10
\$228,710.65**

Cafeteria \$10,108.26

c) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,108.26**

Date	Vendor	Amount	Description	Check No.
11/30/10	Maschio's Food Service, Inc.	\$10,065.96	IN0024599	1303
11/30/10	NJ Dept. of Agriculture	\$ 42.30	Inv. 123583	1304
Total		\$10,108.26		

2. FINANCIAL REPORTS

- a) Report of the Board Secretary, October 2010
(Attachment #14)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of October 2010 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 October 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.

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 December 13, 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.

December 13, 2010

Thomas Lambe
Board Secretary/Business Administrator

3. USE OF FACILITIES (Attachment #15)

- a) **Cub Scout Tiger Meetings** – Use of ES classroom twice a month beginning 12/16/2010 and ending 5/19/2011 from 3:00 p.m. to 4:30 p.m.

Advisor: Maryann Hagan

- b) **8th Grade Lock In** – Use of MS gym and cafeteria Friday, March 25, 2011 and Saturday, March 26, 2011 beginning 9:30 p.m (Friday) and ending 7:00 a.m. Saturday. **Advisor: Cathy Hoos**

4. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2010**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$320.80 for the month and a year-to-date loss of \$1,894.30. Student participation was 22% in the Middle School and 27% in the Elementary School for the month of November 2010.

Last year's report for **November 2009**, indicated a loss of \$989.98 for the month and a year-to-date profit of \$203.29. Student participation was 28% in the Middle School and 36% in the Elementary School for the month of November 2009.

5. TD BANK ACCOUNT

Motion to authorize the Business Administrator to close the remaining TD Bank accounts by December 31, 2010, after voiding any outstanding checks believed to be lost by the vendor. Checks will be reissued, if necessary, from the Peapack-Gladstone Bank account.

Roll Call:

William Stover - VP – Aye

Janice Stemple – Aye

Larissa Critelli - Aye

Ann Willard - Aye

Susan Connor – Absent

Karen Yaskanin-Jones - Aye

Kay Daughters-Musnuff – Aye

Robert Imhoff – Pres. - Aye

Tamara Davis – Aye

8 Ayes; 1 Absence; Motion Passes

L. PUBLIC COMMENTS

None

M. 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 9:08

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

ADOPTION OF EXECUTIVE MINUTES

- Opening negotiations with High Bridge Teachers' Association
- Personnel – Worker's Compensation case
- November 15, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Special Education

November 15, 2010

ROLL CALL

**M
S**

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:39 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

P. RECOVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

NEW BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the following items:

1. November 15, 2010 Executive Meeting Minutes

PUBLIC COMMENTS

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

R. NEW BUSINESS

Mr. Imhoff informed the Board of the Shared Services Seminars II meeting on January 31, 2011 at 7:30 p.m. at the

Hunterdon County Complex hosted by Freeholder Rob Walton.

S. PUBLIC COMMENTS

None.

T. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, William Stover motioned to adjourn the meeting at 9:42 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator