

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING AND GOAL SETTING
MONDAY, AUGUST 8, 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 6:05 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff, Janice Stemple, William Stover, Vice-President, and Karen Yaskanin-Jones. Also present was Joseph Kennedy, Superintendent and Thomas Lambe, Board Secretary/Business Administrator. Robert Imhoff, President, notified the Board that he would not be in attendance.

E. GOAL SETTING

GOAL SETTING

Jane Kershner of New Jersey School Board Association discussed goal setting for 2011-2012 with the Board and commended them on their accomplishments in 2010-2011, particularly in curriculum development. The goals discussed for 2011 – 2012 included Language Arts and Math curriculum, technology and community relations.

PUBLIC COMMENTS

F. PUBLIC COMMENTS

Rori Pipeling of the Work Family Connection introduced Christina DeJoy. Christina will run the Before/After Care Program at the High Bridge Schools.

EXECUTIVE SESSION

G. EXECUTIVE 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 6:37 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

Board Committees and

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.

- Interview candidate for School Board
- Personnel

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 7:05 p.m. Larissa Critelli seconded the motion. Unanimously carried.

RECOVENE PUBLIC SESSION

H. RECOVENE PUBLIC SESSION

BOARD MEMBER APPOINTMENT

I. NEW BOARD MEMBER APPOINTMENT

Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to appoint Ann Willard as the new Board Member. Unanimously carried.

Thomas Lambe issued the oath of office to new Board member, Ann Willard.

CORRESPONDENCE

J. REVIEW OF OFFICIAL CORRESPONDENCE (Attachment #1)

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|-------------------------------------|-------------|-----------------------------------|
| 8 th grade Class of 2011 | 5/21/11 | Washington D.C. trip thank you |
| Thomas Lambe | 6/30/11 | Letter of resignation |
| Myrna Medina | 7/1/11 | Letter of resignation |
| Kathryn Kunz | 7/20/11 | Letter of resignation |
| Kathleen Barone | 7/26/11 | Letter of resignation |
| Kathleen Meyer-Crane | 7/26/11 | Letter of resignation |
| Catherine Hoos | 7/28/11 | Letter of resignation |
| Sally Brunkus | 7/29/11 | Letter of resignation |
| Maureen Gargas | 8/1/11 | Letter of resignation |
| Marie Laurita | 8/4/11 | Letter of resignation |
| Mary F. Sorgi | 8/5/11 | Letter of resignation |

ADOPTION OF MINUTES

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Kay Daughters-Musnuff and Ann Willard abstained. Unanimously carried.

June 20, 2011

1. June 20, 2011 Regular Meeting Minutes (Attachment #2)

L. REPORTS TO THE BOARD

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 Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**
Vacant and Vacant

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

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

- **Personnel and Management – Janice Stemple, Chairperson, Larissa Critelli and Karen Yaskanin-Jones**

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

The next meeting is scheduled for August 29, 2011.

- **Policy – Karen Yaskanin-Jones, Chairperson, Kay Daughters-Musnuff and Vacant**
 - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
 - a) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff, unanimously carried, to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)

- Policy 2431.4 – Concussion Management
 - Policy 5561 – Use of Physical Restraint
 - Policy 6311 – Contracts for Goods or Services Funded by Federal Grants
 - Regulation 5561 – Use of Physical Restraint
- b) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff, unanimously carried, to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
- Policy 0131 – Bylaws and Policies
 - Policy 0141 – Board Member Number and Term
 - Policy 0141.3 – Board Member Appointment
 - Policy 0144 – Board Member Orientation and Training
 - Policy 0153 – Annual Appointments
 - Policy 0154 – Annual Motions and Designations
 - Policy 0164 – Conduct of Board Meeting
 - Policy 1230 – Superintendent’s Duties
 - Policy 1330 – Evaluation of School Business Administrator
 - Policy 1522 – School-Level Planning
 - Policy 5350 – Pupil Suicide Prevention
 - Policy 5512 – Harassment, Intimidation, and Bullying
 - Policy 5600 – Pupil Discipline/Code of Conduct
 - Policy 6150 – Tuition Income
 - Policy 6220 – Budget Preparation
 - Policy 6820 – Financial Reports
 - Policy 8461 – Reporting Violence, Vandalism, Harassment,

Intimidation, Bullying, Alcohol and Other Drug Abuse

- Regulation 3144 – Certification of Tenure Charges
- Regulation 5512 – Harassment, Intimidation, and Bullying
- Regulation 5600 – Pupil Discipline/Code of Conduct
 - Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse

c) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff, unanimously carried, to adopt, on first reading, the following policies and/or regulations: (Attachment via USB drive)

- Regulation 2431.4 – Concussion Management

d) Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff, unanimously carried, to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)

- Policy 3233 – Political Activities (Teaching Staff)
- Policy 4233 – Political Activities (Support Staff)

- **HCESC Representative – Vacant**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. **Superintendent’s Report**

Mr. Kennedy discussed the following with the Board:

A. INFORMATION ITEMS:

Superintendent’s Report

Information Items

- 1) Average Daily Attendance and Average Daily Enrollment as reported to New Jersey Department of Education on July 1, 2011:

| School | 2010-2011 School Year | | | Past 3 yrs data for comparison purposes | | |
|-------------------|--------------------------|--------------------------|------------------|---|------------------|------------------|
| | Average Daily Enrollment | Average Daily Attendance | ADA Rate 2010-11 | ADA Rate 2009-10 | ADA Rate 2008-09 | ADA Rate 2007-08 |
| Elementary | 242 | 228.7 | 94.5 | 95.9 | 96.5 | 96.2 |
| Middle | 148.4 | 143.5 | 96.6 | 95.5 | 96.2 | 97.5 |
| District | 390.4 | 372.2 | 95.3 | 95.8 | 96.4 | 96.6 |

- 2) Staff Attendance Summary Report for 2010-2011 (Attachment #4)
- 3) Staff Attendance for July 2011 (Attachment #5)
- 4) Review of June 2011 legal bills (Attachment #6)
- 5) QSAC Final Report (Attachment #7)

High Bridge is a high performing District. It will be in the paper in September.

- 6) Opening of 2011 – 2012 School Year (Attachment #8)
- 7) 2011-2012 Projected Student Enrollment (Attachment #9)
- 8) SBA Search
- 9) NJDOE Pre-School Program Plan and Budget Statement Approval
- 10) NJDOE Certification of Special Education compliance.
- 11) District Code of Conduct and Harassment, Intimidation & Bullying (HIB) Presentation

Mr. Kennedy gave the Board a required training on Anti-Bullying via a PowerPoint presentation.

Action Items

B. ACTION ITEMS:

Based upon the recommendation of the Superintendent, Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the following items. Unanimously carried.

- 1) **Motion to approve** the High Bridge Elementary School and High Bridge Middle

School Student Code of Conduct for the 2011 – 2012 school year. (Attachment via USB drive)

- 2) **Motion to approve** the following appointments for the 2011 – 2012 school year:
 - a) Anti-bullying Specialist at Elementary School – Susan Vogler
 - b) Anti-bullying Specialist at Middle School – Christine Sullivan
 - c) Anti-bullying Coordinator – Joseph Kennedy
- 3) **Motion to approve the Interscholastic Sports Schedules** for the 2011-2012 school year for Volleyball and Cross Country with transportation for all away games provided by First Student Bus Company at a cost of approximately \$60.75/hour. (Attachment #10)

4. School Business Administrator’s Report

School Business Administrator’s Report

A. General Information Items

- 1) Criminal History Record Check for School Board Members (Attachment #11)
- 2) Personnel and Accounting/Budgeting Software
- 3) NCLB and Title I ARRA Grant Amendments
- 4) 2011 Pension and Health Benefits Reforms (Attachment #12)

B. Monthly Facility Maintenance Report

- 1) Summer projects

MS blacktop resealed and painted; MS carpet; MS Guidance Room painted.

ES speed bump; plumbing – new hot water holding tank; Preschool tile/carpet; ES basement wall resealed and painted.

Smart Boards installed.

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – June 2011

| Account | Peapack-Gladstone Bank |
|-----------------|------------------------|
| Agency | \$ 48.80 |
| Capital Reserve | \$ 1.50 |
| Current | \$ 309.12 |

| | |
|------------------|------------------|
| Food Service | \$ 4.39 |
| Maintenance | \$ 0.00 |
| Payroll | \$ 13.58 |
| Student Activity | \$ 7.91 |
| Unemployment | \$ 12.24 |
| Total | \$ 397.54 |

MS Principal's Report

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

- 1) Honor Roll 2010-2011 (Attachment #13)
- 2) High Bridge Middle School and High Bridge Police Department – Fitness Training (Attachment #14)

ES Principal's Report

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

PERSONNEL

M. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 -2. Karen Yaskanin-Jones seconded the motion.

2011-2011
Paraprofessional
Contracts

1. Motion to amend 2011 – 2012 contracts for the following paraprofessional personnel to adjust the hours to part-time (4 hours per day - 57%) with no benefits.

- a) Bernice Bellouny
- b) Deborah Cucuzella
- c) Jill DeFederico
- d) Kim Gorski
- e) Veronica Plakotaris
- f) Heather Trepiccione

Inter-local agreement
with HCESC to provide
HBSD 10
paraprofessionals

2. Motion to approve an inter-local agreement with Hunterdon County Educational Services Commission to provide ten (10) para-professional positions to the High Bridge School District for the 2011 – 2012 school year. (Attachment via USB Drive)

ROLL CALL

M
S

Roll Call:

- Janice Stemple – Naye
- Karen Yaskanin-Jones – Naye
- Larissa Critelli - Naye
- Kay Daughters-Musnuff – Naye
- William Stover - VP – Naye
- Ann Willard - Abstain
- Robert Imhoff – Pres. - Absent

5 Nays; 1 Abstention; 1 Absence; Motion Fails

Based upon a recommendation of the Superintendent, Kay Daughters-Musnuff motioned to approve the following items #3 -24. William Stover seconded the motion.

During the discussion period, Mr. Kennedy thanked Mr. Lambe for all of his efforts on behalf of the school district during his time as the School Business Administrator. Members of the Board also thanked Mr. Lambe for his dedication and contributions to the district.

Reappointment of Patti
Fisher \$3000.00

3. **Motion to approve** the reappointment of **Patti Fischer** as Treasurer of School Monies for the 2011-2012 school year at an annual salary of \$3,000.00.

Approve revised job description for Guidance Counselor
4. **Motion to approve** a revised job description for the position of Guidance Counselor. (Attachment #16)

Accept resignation of Catherine Hoos
Paraprofessional and approve 63% PT MS Special Ed Teacher BA-1 \$30,117.00
5. **Motion to accept the resignation of Catherine Hoos** for the position of paraprofessional aide **and to approve** her employment as part-time (63%) special education teacher in the Middle School at a Level BA Step 1 salary of \$30,117.00 from August 30, 2011 through June 30, 2012. (Attachment #17)

Approve Tricia Morris
63% ES Basic Skills MA-4 \$34,184.00
6. **Motion to approve** the employment of **Tricia Morris** as part-time (63%) basic skills teacher in the Elementary School at a level MA step 4 salary of \$34,184.00 from August 30, 2011 through June 30, 2012. (Attachment #18)

Accept resignation of Kathryn Kunz
7. **Motion to accept** the resignation, with best wishes, of **Kathryn Kunz** as part-time (63%) basic skills instructor in the Elementary School effective immediately.

Approve Suzanne Lawn
ES Basic Skills Teacher
63% BA+15-2 \$31,538.00
8. **Motion to approve** the employment of **Suzanne Lawn** as part-time (63%) basic skills teacher in the Elementary School at a level BA+15 step 2 salary of \$31,538.00 from August 30, 2011 through June 30, 2012. (Attachment #19)

Accept resignation of Myrna Medina
9. **Motion to accept** the resignation of **Myrna Medina** as part-time (63%) Elementary School Spanish Teacher, effective immediately.

Approve Jamie Castillo
ES Spanish Teacher 63%
BA-1 \$30,117.00
10. **Motion to approve** the employment of **Jamie Castillo** as part-time (63%) Elementary School Spanish Teacher from August 30, 2011 through June 30, 2012, at a Level BA Step 1 salary of \$30,117.00. (Attachment #20)

Approve Lisa Marinelli
replacement teacher
9/6/11 – 11/4/11 BA-1 per diem \$151.00
11. **Motion to approve** the employment of **Lisa Marinelli** as part-time (63%) leave replacement teacher for a Middle School Special Education teacher from September 6, 2011 through November 4, 2011 at a Level BA, Step 1 per diem rate of \$151.00.

Accept resignation of Thomas Lambe
12. **Motion to accept** the resignation, with best wishes, of **Thomas Lambe** as School Business Administrator/ Board Secretary effective August 31, 2011.

Approve Gail Woicekowski, School Business Administrator \$74,000.00

13. Motion to approve the employment of **Gail Woickowski** as School Business Administrator/Board Secretary for an annual salary of \$74,000, pro-rated, beginning on or about September 8, 2011 or soon thereafter, through June 30, 2012. (Attachment #21)

Approve Gail Woickowski 5 days per diem \$285.00

14. Motion to approve the employment of **Gail Woickowski** on a per diem basis for up to five (5) days in August 2011 for transition training at a per diem rate of \$285.00.

Accept resignation of Kathleen Barone

15. Motion to accept the resignation, with best wishes, of **Kathleen Barone** as part-time Elementary School Instructional aide, effective immediately.

Accept resignation of Kathleen Meyer-Crane

16. Motion to accept the resignation, with best wishes, of **Kathleen Meyer-Crane** as part-time Elementary School Instructional aide, effective immediately.

Accept resignation of Maureen Gargas

17. Motion to accept the resignation, with best wishes, of **Maureen Gargas** as part-time Elementary School Instructional aide, effective immediately.

Accept resignation of Sally Brunkus

18. Motion to accept the resignation, with best wishes, of **Sally Brunkus** as part-time Elementary School / Pre-School Instructional aide, effective immediately.

Accept resignation of Marie Laurita

19. Motion to accept the resignation, with best wishes, of **Marie Laurita** as part-time Pre-School Teacher, effective on or before October 4, 2011.

Accept resignation of Mary Sorgi

20. Motion to accept the resignation, with best wishes, of **Mary F. Sorgi** as part-time Elementary and Middle School Instructional aide, effective immediately.

Mentors

21. Motion to approve the following employees to serve as mentors to newly appointed novice teachers. Mentor fees of \$550.00 are to be paid by the novice teacher to the mentor through payroll deduction proportionately over the duration of the program.

| Mentor | Novice Teacher | Program duration |
|---------------|-------------------|------------------|
| Linda Stecker | Anthony Marinelli | 30 weeks |
| Patricia Tuma | Fanny Olarte | 60 weeks |
| Kim Terzuolo | Jamie Castillo | 60 weeks |

Approve Interscholastic Sports and Advisors

22. Motion to approve the following **Interscholastic sports and advisors** for the 2011-2012 school year:

| Activity | Staff Member(s) | Grade Level | Compensation 2011-2012 |
|----------|-----------------|-------------|------------------------|
| | | | |

| | | | |
|-------------------|--------------------|-----|------------|
| Volleyball | Carl Katzenberger | 6-8 | \$1,264.00 |
| Cross Country | Diane Alexanderson | 6-8 | 1,517.00 |
| Cheerleading | Pat Tuma | 6-8 | 1,517.00 |
| Girls' Basketball | Jerry Tolomeo | 6-8 | 2,620.00 |

Approve co-curricular
activities and advisors

23. Motion to approve the following co-curricular activities and advisors for the 2011-2012 school year:

| Activity | Staff Member(s) | Grade Level | # Hrs. | Compensation 2011-2012 |
|--|--|-------------|---|------------------------|
| Art Club (Fall) | Christopher Muller | 7-8 | 10 | 291.10 |
| Art Club (Spring) | Christopher Muller | 6 | 10 | 291.10 |
| Elementary School Band | Jeff Thompson | 4-5 | 10 | 291.10 |
| Elementary School Chorus | Courtney Shiffman | 4-5 | 10 | 291.10 |
| Homework Assistance (Spec. Ed. Students) | Susan Vogler | 5-8 | 20 | 582.20 |
| Homework Club | Anthony Marinelli | 6-8 | 20 | 582.20 |
| Jazz Band | Jeff Thompson | 6-8 | 30 | 873.30 |
| Middle School Show Choir | Courtney Shiffman | 6-8 | 30 | 873.30 |
| HBES Memory Book | Carla Nowell | PS-5 | 28 | 815.08 |
| Yearbook – Middle School | Linda Stecker | 7-8 | 50 | 1455.50 |
| Athletic Director | Jerry Tolomeo | 6-8 | | 1043.00 |
| Drama Club | Courtney Shiffman Jeff Thompson | 6-8 | Total compensation not to exceed 75 ÷ 2 | 2183.25 |
| HBMS TV | Paige McGaheran Linda Stecker | 6-8 | Total compensation not to exceed 120 ÷ 2 | 3493.20 |
| Environmental Club (Fall) | Lynn Hughes Gretchen DelloRusso Michele Gomez | 4-5 | Total compensation not to exceed 22 ÷ 3 | 640.42 |
| Environmental Club (Spring) | Lynn Hughes Gretchen DelloRusso Michele Gomez | 4-5 | Total compensation not to exceed 22 ÷ 3 | 640.42 |
| Young Authors' Club | Lynn Hughes Michele Gomez | 4-5 | Total compensation not to exceed 36 ÷ 2 | 1047.96 |
| Student Leadership | Jennifer Smith Paige McGaheran Courtney Shiffman | 6-8 | Total compensation not to exceed | 3561.00 |

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

Substitutes

Lisa Marinelli
Kristen Sodano
Catherine Vail
Danielle Leonard

ROLL CALL

**M
S**

Roll Call:

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

5 Ayes; 1 Abstention; 1 Absence; Motion Passes

CURRICULUM & INSTRUCTION

N. CURRICULUM & INSTRUCTION

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 2. William Stover seconded the motion.

Revised curricula

Math – K & Gr 1

1. Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, request a motion to adopt the following revised curricula (Attachment via flash drive)
 - a) Math: Kindergarten and Grade 1

Out of district students

2. Motion to accept the following out-of-district students for the 2011-2012 school year on a tuition basis.

| STUDENT ID | DISTRICT | TUITION |
|-------------------------------|-----------------|----------------|
| ES BD-Autistic Program | | |
| CP-CA-01 | Califon | \$25,000 |
| DD-FT-01 | Franklin Twp. | \$25,000 |
| AN-FT-02 | Franklin Twp. | \$25,000 |
| MS BD-Autistic Program | | |
| AB-LT-01 | Lebanon Twp. | \$25,000 |

ROLL CALL

**M
S**

Roll Call:

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

5 Ayes; 1 Abstention; 1 Absence; Motion Passes

FINANCE/ FACILITIES

O. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Janice Stemple to approve the following items # 1 - 3.

1. Motion to Amend the NCLB Consolidated 2010-2011 Grant Application

Amend NCLB 10-11 Grant Application

The amended NCLB Consolidated 2009-2011 grant application is being filed with anticipated allocations in the following accounts:

| NCLB Consolidated – Expenditure Category | Code | \$ Budget |
|---|-------------|------------------|
| Title I – Professional & Technical Services | 200-300 | \$ 266 |
| Title I – Other Purchased Services | 200-600 | \$ 157 |
| Title I – Instructional Equipment | 400-731 | \$ 15,260 |
| Title I - Total | | \$ 15,683 |

| | | |
|---|---------|------------------|
| Title IIA – Professional & Technical Services | 200-300 | \$ 11,528 |
| Title IIA – Supplies & Materials | 200-600 | \$ 1,280 |
| Title IIA - Total | | \$ 12,808 |

| | | |
|--|---------|--------------|
| Title IID –Professional & Technical Services | 200-300 | \$ 29 |
| Title IID - Total | | \$ 29 |

NCLB CONSOLIDATED - TOTAL \$ 28,520

2. Motion to Amend the Title I ARRA 2009-2011 Grant Application

Amend Title I ARRA 09-11 Grant Application

The amended Title I ARRA 2009-2011 grant application is being filed with anticipated allocations in the following accounts:

| Title I ARRA – Expenditure Category | Code | \$ Budget |
|--|-------------|------------------|
| Salaries (non-TPAF) | 100-100 | \$ 5,457 |
| Benefits (FICA only) | 200-200 | \$ 417 |
| Professional and Technical Services | 200-300 | \$ 307 |
| Title I ARRA - TOTAL | | \$ 6,181 |

3. Motion to authorize the School Business Administrator / Board Secretary to amend the Section 125 Plan Document to include a Premium Flexible Spending Account, as required by Chapter 78, P.L. 2011 of the Health Benefits Reform Law and N.J.S.A. 40A:10-23.

Section 125

WHEREAS, the Borough of High Bridge Board of Education established, at its June 20, 2011 meeting a Section 125 Premium Only Plan, which provides for a reduction in an employee's salary, through payroll deductions or otherwise, in exchange for payment by the employer of medical or dental expenses not covered by a health benefits plan, and

WHEREAS, the Health Benefits Reform Law of June 28, 2011 also requires that Boards of Education establish a Section 125 Plan to include Flexible Spending

Accounts (FSA) allows an employee to voluntarily set aside a portion of their earnings to pay for qualified medical expenses, including dependent care expenses.

NOW, THEREFORE, BE IT RESOLVED that the Borough of High Bridge Board of Education authorizes the Business Administrator / Board Secretary to amend the Section 125 Plan Document to include provisions for providing its employees with the option of creating Flexible Spending Accounts, to act as Administrator of the Plan, to execute the Plan, to set up adequate accounting and administrative procedures, and to take such actions that are deemed necessary and proper in order to implement the Plan, including the possible retention of a third party administrator, and, to provide benefits under the Plan.

Accept donation of floor wax \$200.00

- 4. **Motion to accept**, with gratitude, a donation of floor wax with an estimated value of \$200.00 from Gwen Hughes.

Approve Work Family Connections

- 5. **Motion to approve** a contract with Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2011-2012 school year. (Attachment via USB drive)

PAYMENT OF BILLS

6. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #22)

June 2011 Invoices

Approve invoices for Current Expense in the following amounts:

6/21/11 Payroll
6/30/11 Payroll

| | |
|---------------------------------------|----------------------------|
| Current Account, 2010-11 Schedule 15: | \$198,334.05 |
| Payroll - 6/21/11: | \$193,223.65 |
| Payroll - 6/30/11: | <u>\$ 54,819.24</u> |
| Total | \$446,376.94 |

July 2011 Invoices

Approve invoices for Current Expense in the following amounts:

7/15/11 Payroll
7/31/11 Payroll

| | |
|------------------------------------|----------------------------|
| Check Register, July 1 – 31, 2011: | \$ 71,254.23 |
| Payroll - 7/15/11: | \$ 85,918.67 |
| Payroll - 7/31/11: | <u>\$ 43,210.14</u> |
| Total | \$200,383.04 |

August 1-4 2011 Invoices

Approve invoices for Current Expense in the following amounts:

Cafeteria Account

| | |
|-------------------------------------|---------------------|
| Check Register, August 1 – 4, 2011: | \$ 16,538.70 |
|-------------------------------------|---------------------|

Approve invoices for **Cafeteria** Account in the amount of **\$2,186.65**

| Date | Vendor | Amount | Description | Check No. |
|----------|------------------------------|-------------------|-------------|-----------|
| 7/19 /11 | Maschio's Food Service, Inc. | \$2,186.65 | IN0028285 | 1316 |
| | Total | \$2,186.65 | | |

7. FINANCIAL REPORTS

FINANCIAL REPORTS

Report of the Board Secretary for June 2011 (Attachment #23)

June 2011

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 June 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. 6A:23A-16.10(b), the Board of Education certify that as of August 8, 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.

_____ August 8, 2011

Thomas Lambe
Business Administrator/Board Secretary

USE OF FACILITIES

8. USE OF FACILITIES (Attachment #24)

GS Daisy Troop 847

- (a) **Motion to approve Girl Scout Daisy Troop 847 Meetings** at ES on Fridays beginning September 9, 2011 through June 1, 2012 from 3:00 p.m. to 5:00 p.m. Advisor – Michelle Corley & Michelle Anglely

Religious Classes

- (b) **Motion to approve Religious Education Classes** at ES with the use of 14

classrooms and the All Purpose Room on Sundays beginning September 18, 2011 through May 6, 2012 from 8:30 a.m. to 11:00 a.m. Advisor – Anne McGovern.

PTO Events/Meetings

- (c) **Motion to approve High Bridge PTO** – Use of ES and MS for various meetings and activities for the 2011-2012 school year.

2011-2012 School Nutrition Program

9. 2011-2012 SCHOOL NUTRITION PROGRAM

- a) **Approve** the following Agreements and Policies for the 2011-2012 School Nutrition Program from the state. Approval is required for our participation in the free & reduce lunch program.
 - **School Nutrition Program LEA Agreement** – This agreement outlines the regulations of the program. (**Attachment #25**)
 - **Food Distribution Agreement** – This agreement covers the rules and regulations regarding commodity distribution with the State of New Jersey Department of Agriculture. (**Attachment #26**)
 - **School Nutrition Program LEA Policy for Free and Reduced Meals/Milk** – The policy and guidelines for determining children who are eligible for free and reduced price meal/milk. (**Attachment #27**)

Approve Maschio’s Food Service, Inc.

**10. FOOD SERVICE MANAGEMENT
FOURTH YEAR CONTRACT RENEWAL**

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$6,895**, which is a 2% increase from the 2010-11 school year. Maschio’s is guaranteeing High Bridge a “no-cost” operation for 2011-12 school year, with the following meal prices being a 10 cent increase from the prior year, and no increase to the milk prices:

| | Paid | Reduced |
|----------------------|---------------|---------------|
| Price | | |
| Student Lunch | \$2.60 | \$0.40 |
| Adult Lunch | \$3.60 | - |
| Special Milk Program | \$0.50 | \$0.40 |

Approve Maschio’s Trucking

FYI – This is the fourth year of the Board’s five-year contract with Maschio’s.

- 11. **Approve** Maschio’s Trucking as the official Food Service transportation provider of the High Bridge School District’s food service program for the 2011-2012 school

year.

12. CAFETERIA REPORT

The cafeteria financial report for the month of **June 2011**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$2,530.59 for the month and a year-to-date loss of \$0.00. Student participation was 20% in the Middle School and 41% in the Elementary School for the month of **June 2011**.

CAFETERIA REPORT

June 2011

Last year’s report for **June 2010**, indicated a profit of \$4,991.29 for the month and a year-to-date profit of \$0.00. Student participation was 27% in the Middle School and 33% in the Elementary School for the month of **June 2010**.

ROLL CALL

**M
S**

Roll Call:

| | |
|-----------------------------|--------------------------------|
| Janice Stemple – Naye #5 | Ann Willard – Abstain |
| William Stover - VP – Aye | Karen Yaskanin-Jones – Naye #5 |
| Larissa Critelli – Aye | Robert Imhoff – Pres. - Absent |
| Kay Daughters-Musnuff – Aye | |

5 Ayes; 1 Abstention; 1 Absence; Motion Passes

TRAVEL APPROVAL

P. TRAVEL EXPENDITURE APPROVAL (Attachment #28)

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned to approve the following (Attachment #28) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by William Stover (Attachment #28)

ROLL CALL

**M
S**

Roll Call:

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

5 Ayes; 1 Abstention; 1 Absence; Motion Passes

PUBLIC COMMENTS

Q. PUBLIC COMMENTS

Bernice Bellouny, Deborah Cucuzzella and Heather

Trepiccione individually thanked the Board for their action and for maintaining their current employment status.

**EXECUTIVE/
CLOSED SESSION**

R. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Larissa Critelli requested a motion to approve the following Resolution to enter into Executive Session at 8:00 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.

- Negotiations with High Bridge Teachers' Association
- June 20, 2011 Executive Meeting Minutes (See Sealed Envelope)

Janice Stemple motioned to exit executive session and return to public session at 8:14 p.m. Ann Willard seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

S. RECOVENE PUBLIC SESSION

**ADOPTION OF
EXECUTIVE MINUTES**

**T. ADOPTION OF EXECUTIVE MINUTES FROM
PREVIOUS MEETINGS**

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

1. June 20, 2011 Executive Meeting Minutes

June 20, 2011

**ROLL CALL
M
S**

Roll Call:

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

4 Ayes; 2; Abstentions; 1 Absence; Motion Passes

NEW BUSINESS

U. NEW BUSINESS

The Board discussed feedback from the High Bridge Police Department regarding a new traffic pattern that was tested at the Middle School in June.

PUBLIC COMMENTS

V. PUBLIC COMMENTS

Mr. Kennedy requested the Board consider approving a Use of Facilities request that was delivered today for use of MS gym on Wednesday evenings from 7:00 p.m. – 9:00 p.m. by the Adult Coed HB Volleyball Club from September 14, 2011 through June 7, 2012.

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve the use of MS gym to the Adult Coed HB Volleyball Club from September 14, 2011 through June 7, 2012. Unanimously carried.

ADJOURNMENT

W. ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 8:26 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Thomas Lambe
Board Secretary/ Business Administrator