

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JANUARY 9, 2012**

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 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Kay Daughters-Musnuff, Alan Schwartz, Janice Stemple, William Stover, Vice-President, Ann Willard, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator.

D. RECOGNITION ITEMS

RECOGNITION ITEMS

1. None at this time.

E. REVIEW OF OFFICIAL ORRESPONDENCE

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

NEW BUSINESS

F. NEW BUSINESS

None

PUBLIC COMMENTS

G. PUBLIC COMMENTS

None

ADOPTION OF MINUTES

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following minutes. Larissa Critelli abstained.

December 12, 2011

1. December 12, 2011 Regular Meeting Minutes (Attachment #1)

I. 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 #2)
- b) Gwen Thornton from NJSBA discussed Superintendent and BOE evaluation process.
 - Superintendent evaluation is due April 30, 2012
 - Evaluation is on line
 - Superintendent enters goals first then it is available for BOE on February 1, 2012. This allows for merit goals with new contracts (Part IV)
 - Do Superintendent evaluation individually and then BOE as a whole
 - Fill out all parts of evaluation even with N/A
 - Complete by the end of March 2012
 - Board takes compilation of evaluations by NJSBA and prepares summative. Present as one voice. Discuss in closed session (personnel matter). Can then speak individually if one BOE member who doesn't completely share the feelings of the BOE as one voice.

Include:

- indicators of student achievement (scores from prior year)
- indicators of areas of strength and need of improvement. Don't create if it doesn't exist.
- indicate where you would like the Superintendent to do Professional Development (mutually agreed)
- tie Professional Development to District goals
- enhance Professional Development

Post conference

Superintendent has ten days to attach any information that clarifies items if they so choose. This becomes part of the evaluation.

Curriculum and
Instruction

The BOE President and Superintendent sign. Each get a Copy. The BOE copy goes to the Board Attorney (sealed). Superintendent signature is just to represent receipt not agreement.

Finance/Facilities

Board Self-Evaluation

- available now
- enter same as Superintendent
- NJSBA compiles results

Personnel and
Management

Negotiations

Policy

c) Board Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard

Article sent to “The Bridge”
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz

Looking at the 2012 – 2013 calendar
- **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
- **Policy – Karen Yaskanin-Jones, Chairperson,** Alan Schwartz and Ann Willard

- 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:
 - a) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, Larissa Critelli abstained, to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 0168 Recording Board Meetings
 - Policy 6424 Emergency Contracts
 - Policy 6620 Petty Cash
 - Policy 8451 Control of Communicable Disease
 - Regulation 8451 Control of Communicable Disease
 - Policy 8505 School Nutrition
 - b) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, Larissa Critelli abstained, to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
 - Policy 5519 Dating Violence at School
 - Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
 - c) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, Larissa Critelli abstained, to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
 - Policy 9180 School Volunteers
 - Policy 2200 Curriculum Content
 - d) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, Larissa Critelli abstained, to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
 - Policy 6472 Tuition Assistance
 - e) Karen Yaskanin-Jones motioned, seconded by Janice Stemple, Larissa Critelli abstained, to abolish, on first reading, the following

out-dated policies: (Attachment via USB drive)

- Policy 3440 Travel Expenses (Teaching Staff Members)
- Policy 4440 Travel Expenses (Support Staff Members)
- Policy 0147 Board Member Travel Expenses
- Policy 0147A Board Member Travel Expenses Appendix A

(The four Policies above were replaced by Policy 6471 School District Travel.)

ROLL CALL

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S

Roll Call:

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

7 Ayes; 1 Abstention; Motion Passes

- **HCESC Representative – Joseph Kennedy**
 - HCESC Delegate Assembly – February 7, 2012
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. Superintendent’s Report

Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

A. INFORMATION ITEMS:

- 1) 2011-2012 Enrollment Report Update (Attachment #3)
- 2) Staff Attendance for December 2011 (Attachment #4)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of November 2011 legal bills (Attachment #5)
- 5) Principal Search
- 6) Season of Service

Students made 452 cards that were sent. Mr. Kennedy thanked the staff for leading the effort.

- 7) HBMS Spelling Bee 1/10/12
- 8) County correspondence – Mid-Year Review (Attachment #6)
- 9) Thank you to 4th grade for providing Holiday cookies to Open Cupboard Food
- 10) Shared Services Seminar – January 18, 2012

School Business
Administrator’s
Report

4. School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest – December 2011 (Attachment #7)
- 2) Board of Education Criminal History Checks

b. Monthly Facility Maintenance Report

- 1) Long Range Facilities Plan

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – December 2011

Account	Peapack-Gladstone Bank
Agency	\$ 24.06
Capital Reserve	\$.77
Current	\$ 279.50
Food Service	\$ 2.91
Maintenance	\$ 0.00
Payroll	\$ 4.24
Student Activity	\$ 5.35
Unemployment	\$ 10.25
Total	\$ 327.08

MS Principal’s Report

ES Principal’s Report

PERSONNEL

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

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

J. PERSONNEL

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

Approve Nicole Fleming
PT (48%) Special Ed
Teacher

1. **Motion to approve** the employment of **Nicole Fleming**, as part-time (48%) Special Education Teacher in the Elementary School from January 10, 2012 through June 30, 2012, initially on a substitute basis at a per diem rate of \$60.00, to be adjusted to Level BA Step 1 annual salary of \$ 22,946.00 to be prorated once her teaching certificate is received from the State. (Attachment #8)

Approve Jessica Hoeing as Student Teacher with Michael Doerwant Jan. 17, 2012 – April 27, 2012

2. **Motion to approve Jessica Hoenig**, student from The College of New Jersey, to complete student teaching at High Bridge Middle School with Michael Doerwang as cooperating teacher from January 17, 2012 through April 27, 2012.

Approve Alex Fiorentino for 2 days observation with C. Shiffman and J. Thompson

3. **Motion to approve Alex Fiorentino**, Cornell University student, to complete two days of field observation at High Bridge School District between January 10, 2012 and January 20, 2012 with Courtney Shiffman and Jeff Thompson as cooperating teachers.

ROLL CALL

M
S

Roll Call:

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

CURRIULUM & INSTRUCTION

8 Ayes; Motion Passes

K. CURRICULUM & INSTRUCTION

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

8th Grade to Polytech February 2, 2012

Motion to approve the following class trips and transportation:

(a) **Eighth Grade to Polytech Campus, Flemington**, on February 2, 2012 for an introduction to Polytech programs. Students visit either Bartles Corner or Hunterdon Central Polytech campus dependent upon student selection of Polytech programs. This trip corresponds to our career education program. Transportation will be provided by First Student at a cost of \$455.62 for two buses to be paid by the Board of Education.

Approve Science and Social Studies Textbooks

2. **Motion to approve** the purchase and use of the

following new textbook series:

- a. Life Science – Grade 7: Life Science by Glencoe/McGraw-Hill. Copyright 2012. Online version accompanies the purchase.
 - b. Social Studies – United States History I and II: United States History – Beginnings to 1877 by William Deverell and Deborah Gray White. Holt/McDougall. Copyright 2012. Online version accompanies the purchase.
- 3. Motion to amend** the 2011-2012 school calendar as follows thereby recouping one instructional day lost due to October weather closings: (Attachment #9)
- a) February 20, 2012 becomes a staff in-service day
 - b) February 21, 2012 becomes an instructional day

Amend 2011-2012 school calendar

ROLL CALL

M
S

Roll Call:

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

8 Ayes; Motion Passes

FINANCE / FACILITIES

L. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Larissa Critelli to approve the following items # 1 - 9.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #10)

Approve invoices for Current Expense in the following amounts:

Invoices
Dec 13 – 31, 2011
\$98,097.79

12/15/11 Payroll
\$228,408.03

12/31/11 Payroll
\$232,395.71

Check Register December 13 – 31, 2011:	\$ 98,097.79
Payroll - 12/15/11:	\$228,408.03
Payroll - 12/23/11:	\$232,395.71
Total	\$558,901.53

Invoices
Jan 1 – 6, 2012
\$56,271.26

Approve invoices for Current Expense in the following amounts:

Check Register, January 1 – 6, 2012: **\$ 56,271.26**

Approve Cafeteria
\$8,666.97

Approve invoices for **Cafeteria** Account in the amount of **\$8,666.97**

Date	Vendor	Amount	Description	Check No.
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01/03/12	Maschio's Food Service, Inc.	\$ 8,468.14	Inv. 0029784	1324
01/03/12	Advance Pierre Foods	\$ 132.43	Inv. 999749	1325
01/04/12	NJ Dept of Agriculture	\$ 38.40	Inv. 134729	1326
		\$ 28.00	Inv. 135403	
		\$ 66.40		
	Total	\$ 8,666.97		

**FINANCIAL REPORTS
November 2011**

2. FINANCIAL REPORTS

**Report of the Board Secretary for November 2011
(Attachment #11)**

**Line Item Transfers
January 2012**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of November 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 January 2012
(Attachment #12)**

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 January 9, 2012, 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.

USE OF FACILITIES

**8th Grade Dinner Dance
Committee**

Advisor – Cynthia Sharkey

**Junior Girl Scouts
Advisor – Danielle Benevides**

January 9, 2012

Gail Woicekowski
Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment #13)

**8th Grade Lock In
Advisor – Pat Croghan**

- a. **Motion to approve 8th Grade Dinner Dance Committee** – Use of MS Parking Lot to load truck from clothing drive. Please see attached dates. Advisor – Cynthia Sharkey.
- b. **Motion to approve Junior Girl Scouts** – Use of ES beginning January 19, 2012 through May 24, 2012 (every other Thursday) from 3:00 p.m. until 4:30 p.m. Advisor – Danielle Benavides
- c. **Motion to approve 8th Grade Lock In** – Use of MS Gym and Cafeteria beginning 9:00 p.m. Friday, March 30, 2012 through 7:00 a.m. March 31, 2012. Advisor – Pat Croghan

CAFETERIA REPORT

November 2011

4. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2011**, as submitted by Maschio's Food Service, Inc. indicates a profit of \$407.42 for the month and a year-to-date profit of \$1,012.11. Student participation was 26% in the Middle School and 34% in the Elementary School for the month of **November 2011**.

Last year's report for **November 2010**, indicated 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**.

ES/MS 2011-2012 IPM
PLANS

5. 2011-2012 IPM PLANS FOR ELEMENTARY AND MIDDLE SCHOOLS

(Attachment via USB drive)

Motion to adopt the 2011-2012 Integrated Pest Management Plan for High Bridge Elementary School and High Bridge Middle School.

NJ SUSTAINABLE
SCHOOLS PROJECT

6. Motion to approve the following resolution permitting the High Bridge School District to participate in the New Jersey Sustainable Schools Project (**Attachment #14**).

Whereas the *High Bridge School District* seeks to participate in the 3-year NJ Sustainable Schools research project that proposes to determine if sustainability is the answer to academic and financial success of NJ Schools

Whereas *High Bridge School District* is a participant of the Alliance for Competitive Energy Services program (ACES)

Whereas the district commits to providing a team to attend the yearly 4-day Green Schools Leadership (GSLI) summer program, it will send a new team every year for the three years of the program

Whereas the district commits that the teams will produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site

Whereas the district commits that each team will implement the Green Strategic Plan during the school year and provide online interim reports regarding the status of the implementation

Whereas the district commits that all teams will participate in the green online professional learning community

Whereas the district commits the participation of a School Board Member in the GSLI, and their involvement in the three-year process

Whereas the district commits district team participation throughout the 3-year grant period

Whereas the district commits that a 5-member team – Superintendent or Assistant Superintendent, School Board Member, Facilities Director, Principal, Teachers (5 constant members attend the GSLI summer program) will participate in the GSLI Institute

Whereas the district commits to provide district/school data before, during, and after the project

Therefore it is resolved that *High Bridge School District* agrees to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education.

Submission of 2012
NCLB Grant

7. **Motion to authorize** the Business Administrator to submit 2012 NCLB grant totaling \$29,048.00.
8. **Motion to approve** the Flexible Spending Account (FSA) unreimbursed medical expense limit at \$1,200 for the February 1, 2012 – December 31, 2012 plan period.

FSA

Coordinated Trans
with Warrant Cty
Special Services 2012-
2013

9. **Motion to approve** the following resolution permitting the High Bridge School District to participate in a coordinated transportation agreement with Warren County Special Services for the 2012-2013 school year (**Attachment #A**).

ROLL CALL
M
S

Roll Call:

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

7 Ayes; 1 Abstention; Motion Passes

TRAVEL

M. TRAVEL EXPENDITURE APPROVAL
(Attachment #15)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #15) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Janice Stemple (Attachment #15)

ROLL CALL

M
S

Roll Call:

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

8 Ayes; Motion Passes

NEW BUSINESS

N. NEW BUSINESS

A discussion was held on resident parking on gravel lot at bottom of hill where parents pick up children.

PUBLIC COMMENTS

O. PUBLIC COMMENTS

None

**EXECUTIVE /
CLOSED SESSION**

P. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Janice Stemple requested a motion to approve the following resolution to enter into Executive Session at 8:55 p.m.; Ann Willard 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
- December 12, 2011 Executive Meeting Minutes (See Sealed Envelope)

Ann Willard motioned to exit executive session and return to public session at 9:25 p.m. Larissa Critelli seconded the motion. Unanimously carried.

Q. RECOVER PUBLIC SESSION

RECOVER PUBLIC SESSION

R. ACTION ITEMS

ACTION ITEMS

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF EXECUTIVE MINUTES

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned, seconded by Kay Daughters-Musnuff to approve the following item.

December 12, 2011

1. December 12, 2011 Executive Meeting Minutes

ROLL CALL
M
S

Roll Call:

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

8 Ayes; Motion Passes

ADJOURNMENT

T. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:26 p.m. The motion was seconded by Ann Willard. Unanimously carried.

**Regular Monthly Meeting
2012**

Monday, January 9,

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator