

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MARCH 12, 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 7:03 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, Ann Willard, Karen Yaskanin-Jones, William Stover, Vice-President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator.

**D. RECOGNITION ITEMS**

**RECOGNITION ITEMS**

**1. STAFF RECOGNITION**

Ann Willard motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolutions recognizing the recipients of the 2012 Hunterdon County Governor's Teacher Recognition Award. **(Attachment #1)**

- HBES – Sherry Kerr
- HBMS – Susan Vogler

**E. REVIEW OF OFFICIAL ORRESPONDENCE**

**CORRESPONDENCE**

**Name                      Date Subject**

None at this time

**NEW BUSINESS**

**F. NEW BUSINESS**

**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, William Stover motioned, seconded by Janice Stemple to approve the following minutes. Unanimously carried.

February 13, 2012

1. February 13, 2012 Regular Meeting Minutes  
(Attachment #2)

February 27, 2012

2. February 27, 2012 Special Meeting Minutes  
(Attachment #3)

**REPORTS TO THE  
BOARD**

**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 #4)

b) Board Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**  
Alan Schwartz and Ann Willard
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Alan Schwartz
- **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 Ann Willard, unanimously carried, to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive)
    - Policy 2431 Athletic Competition
    - Policy 5600 Pupil discipline/Code of Conduct
    - Regulation 5600 Pupil Discipline/Code of Conduct
    - Policy 7510 Use of School Facilities
    - Policy 9270 Home Schooling and Equivalent Education Outside the Schools
    - Regulation 9270 Home Schooling and Equivalent Education Outside the Schools
  - b) Karen Yaskanin-Jones motioned, seconded by Ann Willard, unanimously carried, to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive)
    - Policy 1631 Residency Requirement for Person Holding School District Office, Employment, or Position
    - Policy 3324 Right of Privacy (Teaching Staff Members)
    - Policy 4324 Right of Privacy (Support Staff Members)
    - Policy 5117 Interdistrict Public School Choice
  - c) Karen Yaskanin-Jones motioned, seconded by Ann Willard, unanimously carried, to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive)
    - Regulation 5130 Withdrawal From School By Transfer
    - Regulation 5240 Tardiness
    - Regulation 5530 Substance Abuse

- Regulation 5440 Honoring Pupil Achievement
  - Regulation 6421 Purchases Budgeted
  - Policy 8462 Reporting Potentially Missing or Abused Children
  - Regulation 8462 Reporting Potentially Missing or Abused Children
- d) Karen Yaskanin-Jones motioned, seconded by Ann Willard, unanimously carried, to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
- Regulation 6810 Financial Objectives
- e) Karen Yaskanin-Jones motioned, seconded by Ann Willard, unanimously carried, to abolish, on second reading, the following out-dated policies and/or regulations: (Attachment via USB drive)
- Policy 5860 Safety Patrol
    - Regulation 5860 Safety Patrol
    - Policy 8464 Missing Children
    - Regulation 8464 Missing Children

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**8 Ayes; Motion Passes**

- **HCESC Representative – Joseph Kennedy**
  - Report on HCESC Delegate Assembly Meeting held on February 14, 2012 (Attachment #5)
- **HCSBA Representative – Robert Imhoff**

- NJSBA Delegate – Robert Imhoff

**3. Superintendent’s Report**

Superintendent’s Report

Mr. Kennedy discussed the following with the Board:

INFORMATION ITEMS

**a. INFORMATION ITEMS:**

- 1) 2011-2012 Enrollment Report Update (Attachment #6)
- 2) Staff Attendance for February 2012 (Attachment #7)
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents
- 4) Review of January 2012 legal bills (Attachment #8)
- 5) Principal Search Process
- 6) Business Administrator/Board Secretary Evaluation
- 7) Race to the Top 3 Update
- 8) Eagle Scout Project – Tommy Cucuzella (Attachment #9)

ACTION ITEMS

**b. ACTION ITEMS:**

Based upon the recommendation of the Superintendent, Larissa Critelli motioned, seconded by Ann Willard to approve the following items:

- 1) **Motion to acknowledge** the Eagle Scout Project as proposed by Mr. Tommy Cucuzella to collect items for service men and women stationed overseas and to authorize the Superintendent to supervise the in-district portion of the project.

ROLL CALL

M  
S

**Roll Call:**

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

**8 Ayes; Motion Passes**

School Business  
Administrator’s Report

**4. School Business Administrator’s Report**

**a. General Information Items**

- 1) NJ School Digest – February 2012  
(Attachment #10)
- 2) School Ethics Commission –  
Personal/Relative Disclosure Statement

- 3) Budget Public Hearing – March 26, 2012
- 4) Advantage3 – Policy 9700 (Attachment #11)
- 5) Comcast/Century Link
- 6) Election – Petition Packet

**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 – February 2012**

Account	Peapack-Gladstone Bank
Agency	\$ 18.77
Capital Reserve	\$ 19.39
Current	\$ 177.37
Food Service	\$ 2.91
Maintenance	\$ 18.22
Payroll	\$ 4.46
Student Activity	\$ 4.07
Unemployment	\$ 7.48
<b>Total</b>	<b>\$ 252.67</b>

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 #1-4. Karen Yaskanin-Jones seconded the motion.

- 1. **Motion to approve** the employment of **Gary Mills** as interscholastic boys’ baseball coach at the rate of \$1,264.00 in accordance with the Negotiated Agreement, Article XVI, Co-Curricular Activities and Compensation, pending receipt of Substitute Certificate.
- 2. **Motion to approve** the following substitutes for the remainder of the 2011-2012 school year:
  - a. Christina DiGioia (pending criminal history clearance)

Approve Gary Mills as Boys’s Baseball Coach \$1,264.00

Approve Substitutes

- 3. **Motion to approve** Fred Fischetti as a substitute custodian at the rate of \$11.50.  
Mr. Fischetti does not have his black seal license.
- 4. **Motion to approve Kristin Cuccia**, Rutgers University graduate, to observe on March 19, 2012, with Brad Cox serving as the cooperating therapist.

Approve Fred Fischetti as substitute custodian \$11.50/hr

Approve Kristin Cuccia to observe with Brad Cox

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

**8 Ayes; Motion Passes**

**CURRICULUM & INSTRUCTION**

**K. CURRICULUM & INSTRUCTION**

Kay Daughters-Musnuff motioned, seconded by Larissa Critelli, unanimously carried, to approve the following class trips and transportation:

Approve 12-13 School Calendar

- 1. **Motion to approve** the 2012-2013 School Calendar as presented. (Attachment #12)

Approve MS Students in the “Builders’ Club”

- 2. **Motion to approve** the participation of Middle School students in the Kiwanis Club’s “Builders’ Club” under the direction of the Student Leadership advisors.

Acknowledge submission of 12-13 Preschool Plan

- 3. **Motion to acknowledge** the submission of the 2012-2013 Preschool Plan to the New Jersey Department of Education, Division of Early Childhood Education which will provide \$6,600 to the district. (Attachment #13)

ROLL CALL  
M  
S

**Roll Call:**

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

**FINANCE/ FACILITIES**

**8 Ayes; Motion Passes**

**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 - 6.



PAYMENT OF BILLS

Invoices

Checks 2/11-29/12  
\$32,332.83  
2/15/12 Payroll  
\$228,300.51  
2/29/12 Payroll  
\$232,162.27

Checks 3/1 -3/9/12  
\$141,324.73

Cafeteria \$9,388.26

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #14)

Approve invoices for Current Expense in the following amounts:

Check Register February 11 – 29, 2012:	\$ 32,332.83
Payroll - 2/15/12:	\$228,300.51
Payroll - 2/29/12:	<u>\$232,162.27</u>
Total	\$491,795.61

Approve invoices for Current Expense in the following amounts:

Check Register, March 1 – 9, 2012:	\$141,324.73
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Approve invoices for Cafeteria Account in the amount of \$9,388.26

Date	Vendor	Amount	Description	Check No.
01/17/12	Maschio’s Food Service, Inc.	\$ 6,754.51	Inv. 0030405	1327
02/01/12	NJ Dept of Agriculture	\$ 46.00	Inv. 136330	1328
02/08/12	NJ Dept of Agriculture	\$ 19.65	Inv. 135939	1329
	<b>Total</b>	<b>\$ 6,820.16</b>		

FINANCIAL REPORTS

January 2012

2. FINANCIAL REPORTS

Report of the Board Secretary for January 2012 (Attachment #15)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of January 2012 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 February 2012 (Attachment #16)

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 March 12, 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.

\_\_\_\_\_ February 13, 2012  
Gail Woicekowski  
Business Administrator/Board Secretary

**3. USE OF FACILITIES (Attachment #18)**

**USE OF FACILITIES**

- a. **Motion to approve Girl Scout Troop #80091** – Use of Elementary School, Room 113 on April 20, 2012 from 6:00 p.m. to 8:00 p.m. The original date approved, April 13, 2012, occurs during Spring Break. Please see attached.  
Advisor – Michelle Angley

**GS Troop #80091**

- 4. **Motion to authorize** Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to submit a Solar Array project at the following school to the State of New Jersey Department of Education for review and approval:

**Solar Array Project**

<u>School</u>	<u>NJ DOE Project #</u>
High Bridge ES - Roof Mounted Solar Array	DOE #:

The High Bridge Board of Education is not seeking any state funding for this project.

The High Bridge Board of Education authorizes Kevin M Settembrino, AIA, LEED AP, Settembrino Architects LLC to amend the District’s Long Range Facility Plan to include this project.

- 5. **Motion to approve** Dental/Vision with Guardian Life Insurance Company of America effective May 1, 2012.

**WHEREAS**, the High Bridge Board of Education requires professional assistance in the area of retaining a new dental insurance provider.

**RESOLVED**, that the Board of Education retain Guardian Life Insurance Company of America as an insurance provider for the above-stated general purposes and that the terms of engagement shall be as contained in the consultant agreement annexed hereto.

Application for Race To The Top Phase 3 Grant

ROLL CALL  
M  
S

- 6. **Motion to Authorize** the Superintendent to submit application for the Race To The Top Phase 3 grant in the amount of \$1,375.00.

TRAVEL

**Roll Call:**

William Stover - VP – Aye	Janice Stemple – Naye #4
Larissa Critelli – Aye	Ann Willard - Aye
Kay Daughters-Musnuff – Aye	Karen Yaskanin-Jones - Aye
Alan Schwartz – Aye	Robert Imhoff – Pres. - Aye

**Motion Passes**

**M. TRAVEL EXPENDITURE APPROVAL (Attachment #18)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #18) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli (Attachment #18)

ROLL CALL  
M  
S

NEW BUSINESS

**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 – Aye	Robert Imhoff – Pres. - Aye

**8 Ayes; Motion Passes**

**N. NEW BUSINESS**

None.

**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 7:54 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
- February 13, 2012 Executive Meeting Minutes February 27, 2012 Executive Meeting Minutes
- Personnel Matter
- Superintendent Evaluation

**RECOVENE PUBLIC SESSION**

**ACTION ITEMS**

**ADOPTION OF EXECUTIVE MINUTES**

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:34 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

**February 13, 2012**

**Q. RECOVENE PUBLIC SESSION**

**February 27, 2012**

**R. ACTION ITEMS**

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

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned, seconded by Kay Daughters-Musnuff to approve the following items.

1. February 13, 2012 Executive Meeting Minutes

(as amended)  
2. February 27, 2012 Executive Meeting Minutes

ROLL CALL  
M  
S

**Roll Call:**

Janice Stemple – Aye	Ann Willard – Aye
Kay Daughters-Musnuff – Aye	Karen Yaskanin-Jones - Aye
Larissa Critelli – Aye	William Stover - VP- 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 8:38 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator