

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, SEPTEMBER 12, 2011**

Minutes

ROLL CALL

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND 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, Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones, Ann Willard, and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent and Gail Woicekowski, Board Secretary/Business Administrator.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

New Teachers

1. New Teacher Introductions

Mr. Kennedy introduced the following new teachers to the Board Members.

- a. Jamie Castillo, ES Spanish
- b. Cathleen McDonnell, ES Art
- c. Anthony Marinelli – MS Language Arts
- d. Tricia Morris – ES BSI
- e. Christopher Muller – MS Art
- f. Christine Sullivan – ES/MS Guidance Counselor

Item #2 was tabled until a future date.

2. **Motion to recognize** the following groups/individuals for their role in the QSAC/Curriculum Project leading to High Bridge being named a High Performing School District. **(Attachment #1)**
 - a. Teachers
 - b. Board Members
 - c. Sherry Kerr

CORRESPONDENCE

E. REVIEW OF OFFICIAL CORRESPONDENCE

(Attachment #2)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
April Babich	8/10/11	Letter of resignation
Erin Asai	8/19/11	Letter of resignation
Jackie Carruthers	8/2011	Request for LOA
Lynn Hughes HB OEM	8/28/11	Thank you for use of building
Cheryl Mojta NJCAP	8/29/11	CAP Grant Approval

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. Robert Imhoff abstained. Unanimously carried.

August 8, 2011

1. August 8, 2011 Regular Meeting Minutes (Attachment #3)

REPORTS TO THE BOARD

I. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

Board President's Report

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)

Robert Imhoff, President, appointed Ann Willard to the Community Relations and Policy Committees and Joe Kennedy as the HCESC representative.

Committees

- b) Board Committees and Chairperson

- **Community Relations – Kay Daughters-Musnuff, Chairperson**
Ann Willard 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
- **Policy – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff 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 Kay Daughters-Musnuff, unanimously carried, to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive)
 - Regulation 2431.4 – Concussion Management
 - 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 3233 – Political Activities
(Teaching Staff)
 - Policy 4233 – Political Activities
(Support Staff)
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**

- **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) 2011-2012 Enrollment Report Update (Attachment #5)
- 2) Staff Attendance for August 2011 (Attachment #6)
- 3) Review of July 2011 legal bills (Attachment #7)
- 4) Opening of 2011 – 2012 School Year
- 5) Embargoed AYP Results (Attachment #8)
- 6) New Jersey Child Assault Prevention Program

This program is funded through a grant from Catholic Charities

- 7) High Bridge School District Goals (Attachment #9)

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.

Accept Grant Awards for CAP Programs

- 1) **Motion to accept** two grant awards for the purpose of funding the implementation of the New Jersey Child Assault Prevention Programs. The first grant is in the amount of \$1,714.00 for the Kindergarten through Grade 6 program. The second grant is in the amount of \$550.00 for the Teen CAP Program which will be conducted in 7th grade.

Approve District Goals/Objectives

- 2) **Motion to approve** the High Bridge School District Goals/Objectives inclusive of adjusting Goal #2 for the 2011-2012 school year.

ROLL CALL

**M
S**

Roll Call:

Janice Stemple - Aye
 Karen Yaskanin-Jones - Aye
 Larissa Critelli - Aye
 Kay Daughters-Musnuff - Aye

William Stover- VP - Aye
 Ann Willard - Aye
 Robert Imhoff – Pres - Aye

7 Ayes; Motion Passes

School Business
Administrator's Report

4. School Business Administrator's Report

A. General Information Items

- 1) Criminal History Record Check for School Board Members
- 2) NJ School Digest – July - August 2011 (Attachment #10)
- 3) Mandatory BOE Education Training (Attachment #11)
- 4) BOE Attendants at NJSBA Convention October 24-26 in Atlantic City

B. Monthly Facility Maintenance Report

- 1) Summer projects completed
- 2) Storm damage

C. Vandalism Report

There were no acts of vandalism since our last meeting.

D. Monthly Investment Interest – July 2011

Account	Peapack-Gladstone Bank
Agency	\$ 39.17
Capital Reserve	\$ 1.55
Current	\$ 218.91
Food Service	\$ 6.13
Maintenance	\$ 0.00
Payroll	\$ 6.16
Student Activity	\$ 7.02
Unemployment	\$ 12.65
Total	\$ 291.59

E. Monthly Investment Interest – August 2011

Account	Peapack-Gladstone Bank
Agency	\$ 29.65
Capital Reserve	\$ 1.56
Current	\$ 571.20
Food Service	\$ 7.07
Maintenance	\$ 0.00
Payroll	\$ 2.66
Student Activity	\$ 6.63
Unemployment	\$ 12.61
Total	\$ 631.38

MS Principal's Report

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

ES Principal's Report

6. Elementary School Principal's Report (Attachment #12)

PERSONNEL

J. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 – 10, excluding #5. Karen Yaskanin-Jones seconded the motion.

Approve Barbara Mann
FT Preschool Teacher
9/16/11 \$69,882.61

1. **Motion to amend** an employment contract for **Barbara Mann** as Inclusive Preschool Teacher from part-time to full-time effective 9/16/11 for an annual salary of \$69,882.61.

Approve Donna Brown FT
Instructional Aide and
approve inter-local
agreement with Califon
\$24,569.44

2. **Motion to amend** an employment contract for **Donna Brown** as Elementary School Instructional Aide from part-time to full-time retroactive to 9/1/11 with health benefits, and to approve an inter-local services agreement with Califon School District in the amount of \$24,569.44.

Accept resignation of April
Babich

3. **Motion to accept** the resignation, with best wishes, of **April Babich** as part-time Middle School Instructional aide, effective immediately.

Accept resignation of Erin
Asai

4. **Motion to accept** the resignation, with best wishes, of **Erin Asai** as part-time Middle School Instructional aide, effective immediately.

5. **Motion to approve** the employment of **Linda Brodean**, as Elementary School part-time (4 hours/day - 55%)

instructional aide from September 13, 2011 through June 30, 2012 for an annual salary of \$7,280.00 prorated.

6. **Motion to amend** an employment contract for **Jaime McKay**, Elementary School Instructional Aide, from part-time to full-time with benefits effective September 16, 2011 through June 30, 2012 for an annual salary of \$12,103.00 prorated.
7. **Motion to approve** a request for a leave of absence for **Jacklyn Carruthers** beginning on or about November 7, 2011 through January 31, 2012 in accordance with the Family Medical Leave Act.
8. **Motion to approve** the following as **Homebound Instructors** to be used if needed during the 2011-2012 school year and to be compensated at the hourly rate of \$35.42 in accordance with the 2008-2011 negotiated agreement:
 - a) Lynn Hughes (Students in her class only)
 - b) Judy LaGreca
 - c) Nicole Locorotondo
 - d) Heidi Miller (1st, 2nd, 3rd, marking periods)
 - e) Jane Nagy (1st marking period only)
 - f) Kristine Naumann
 - g) Anna Sbriscia
 - h) Cara Staviski
 - i) Kim Terzuolo
 - j) Jerry Tolomeo
9. **Motion to approve** the following substitute custodians for the 2011-2012 school year:

Name	Rate	License
Richard Corso	\$12.25	Black Seal
Ed Nicholas	\$11.50	N/A
Joseph Roehrich	\$11.75	N/A

10. **Motion to approve** the following substitutes for the 2011-2012 school year:
 - a) Christin Cosgrove
 - b) Kate Feo
 - c) Danielle Leonard
 - d) Shannon O'Brien
 - e) Mingyen (Vicky) Pannicke
 - f) Joan Swartz

Approve Jaime McKay as ES FT Instructional Aide effective 9/16/11 \$12,103.00

Approve LOA for Jacklyn Carruthers

Homebound Instructors \$34.42/hr

Substitute Custodians

Substitutes

ROLL CALL

**M
S**

Roll Call:

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

7 Ayes; Motion Passes

CURRICULUM & INSTRUCTION

K. 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.

1-b amended.

Approve trips and transportation

Motion to approve the following class trips and transportation:

6-8 Grade Student Leadership to Camp Bernie October 13-14, 2011

- a) **6th -8th Grade Student Leadership representatives to Camp Bernie** on Thursday, October 13, 2011 through Friday, October 14, 2011. This trip will provide team building activities and develop leadership skills with elected student leadership representatives to prepare for the school year as the elected body. There is no cost to the students for the trip as it is paid for by a grant from the Voorhees Municipal Alliance. Transportation will be provided by First Student at an hourly rate of \$60.75 (no increase from 10-11 school year), to be paid for by the Board of Education.

4th Grade G/T Students to Pt. Mountain 9/29/11

- b) **Eight selected 4th grade G/T Students to Pt. Mountain Farm – Hunterdon County** on September 29, 2011 to participate in pond and forest study. Cost per student of \$2.50 to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

ES/MS BD Class to Shop Rite 10/5/11

- c) **Elementary and Middle School BD Class** to ShopRite in Clinton on Wednesday, October 5, 2011. Transportation is to be provided by Hunterdon County Educational Services Commission and paid with I.D.E.A. funds. Students will practice their individual daily living skills and address appropriate social behaviors and

skills. This trip directly relates to skills addressed in class vocational program.

d) **Eighth Grade class to Clinton Township Middle School**, on October 5th, 2011 for **Michael Fowlin presentation** which supports the regulations in the new Harassment, Intimidation and Bullying law which requires schools to observe a “week of respect” the first week of October. The admission fee is \$1.00 per student for a total of \$61.00. Transportation is to be provided by First Student at a cost of \$60.75 per hour. The cost of one bus will be shared with Califon School District.

8th Grade to Clinton Twp
MS 10/5/11 for Michael
Fowlin Presentation

2. 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)

Adopt revised curricula

a. Math: Grade 2

Math Gr 2

3. **Motion to establish a Middle School Literary Magazine Club** and to approve compensation for an advisor in the amount of \$29.11 per hour not to exceed 20 hours.

Establish a MS Literary
Magazine Club \$29.11/hr

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff – Aye
Karen Yaskanin-Jones – Aye
Larissa Critelli - Aye
Janice Stemple - Aye

William Stover - VP – Aye
Ann Willard - Aye
Robert Imhoff – Pres. - Aye

7 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 Janice Stemple to approve the following items # 1 - 3. **3-e amended.**

PAYMENT OF BILLS

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #13)

Approve invoices for Current Expense in the following amounts:

Check Register August 9 – 31, 2011:	\$ 10,287.52
Payroll - 8/15/11:	\$ 48,871.02
Payroll - 8/31/11:	\$ 49,367.36
Total	\$108,525.90

Approve invoices for Current Expense in the following amounts:

Check Register, September 1 – 8, 2011: **\$211,230.72**

FINANCIAL REPORTS

July 2011

2. FINANCIAL REPORTS

**Report of the Board Secretary for July 2011
(Attachment #14)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of July 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 July 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 September 12, 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.

September 12, 2011

Gail Woicekowski
Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment #15)

USE OF FACILITIES

Approve PTO ES/MS

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

Approve GS MS Classroom

- (b) **Motion to approve Girl Scout Meetings** – Use of MS classroom beginning September 20, 2011 and ending May 29, 2012 from 6:30 p.m. to 7:45 p.m.. Advisor – Alisa Grossman.

Approve HB Youth BB MS/ES

- (c) **Motion to approve High Bridge Youth Basketball** – Use of MS Gym and ES All Purpose Room beginning November 4, 2011 and ending March 3, 2012. See attached calendar. Advisor – Gary Mills.

Approve HB Cub Scouts Pack 149 ES Classroom

- (d) **Motion to approve High Bridge Cub Scouts Pack 149** – Use of ES classroom Beginning September 30, 2011 and ending May 18, 2011 from 6:30 p.m. to 9:00 p.m. Advisor – John Morello.

Approve Hunterdon Huskies Cheerleaders ES All Purpose Room

- (e) **Motion to approve (amend) Hunterdon Huskies Cheerleaders** to use ES All Purpose room Tues and Thurs and other days with advanced notice depending on availability for cheer practice beginning September 13, 2011 through October 26, 2011 from 6 p.m. to 8 p.m. Advisor – Aimee Markey

Approve Women's Volleyball MS Gym

- (f) **Motion to approve Women's Volleyball** – Use of MS Gym Monday evenings beginning September 19, 2010 and ending May 31, 2012 from 7:00 p.m. to 9:30 p.m. Advisor – Ruby M. Rueter.

Approve WFC ES All Purpose Room 9/14/11 6:30 – 7:30p.m.

- (g) **Motion to approve The Work Family Connection** – Use of ES All Purpose Room on September 14, 2011 from 6:30 p.m. to 7:30 p.m. for parent orientation. Advisor – Stephanie Gerrity.

ROLL CALL

**M
S**

Roll Call:

William Stover - VP – Aye
Janice Stemple – Aye
Larissa Critelli – Aye

Ann Willard – Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

Kay Daughters-Musnuff – Aye

7 Ayes; Motion Passes

**TRAVEL
EXPENDITURE**

**M. TRAVEL EXPENDITURE APPROVAL
(Attachment #16)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #16) 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 #16)

**ROLL CALL
M
S**

Roll Call:

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

7 Ayes; Motion Passes

PUBLIC COMMENTS

N. PUBLIC COMMENTS

A member of the audience commented that the Board Members need to speak louder.

**EXECUTIVE/
CLOSED SESSION**

O. 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 8:08 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
- Special Education Complaint Investigation
- August 8, 2011 Executive Meeting Minutes (See Sealed Envelope)

William Stover motioned to exit executive session and return to public session at 9:43 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

P. RECOVENE PUBLIC SESSION

**RECOVENE PUBLIC
SESSION**

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

**ADOPTION OF
EXECUTIVE MINUTES**

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

August 8, 2011

1. August 8, 2011 Executive Meeting Minutes

ROLL CALL
M
S

Roll Call:

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

6 Ayes; 1 Abstention; Motion Passes

ADJOURNMENT

R. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:58 p.m. The motion was seconded by William Stover. Unanimously carried.

Respectfully submitted,

Gail Woicekowski
Board Secretary/ Business Administrator