

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, FEBRUARY 11, 2013**

**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 7:03 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz, Ann Willard , and Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent, and Gail Woicekowski, Board Secretary/Business Administrator. Tom Wescoe notified that Board that he would not be in attendance.

**RECOGNITION ITEMS**

**D. RECOGNITION ITEMS**

1. **Ann Willard motioned, seconded by Alan Schwartz to approve** a resolution recognizing the following students for being selected as members of the Central Jersey Music Educators Association Intermediate Chorus: (**Attachment #1**) Unanimously carried
  - Claire Ayotte
  - Dylan Novick
  - Sara Staviski
  
2. **Kay Daughters-Musnuff motioned, seconded by Larissa Critelli to approve** a resolution recognizing **Zachary Lucash**, 7<sup>th</sup> grade student, for placing first in the High Bridge Middle School annual spelling bee. (**Attachment #2**) Unanimously carried

**CORRESPONDENCE**

**E. REVIEW OF OFFICIAL CORRESPONDENCE  
(Attachment #3)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Susan Vogler	1/3/13	Retirement Letter
Rachel Lazier	1/15/13	Graduation Award

**PUBLIC COMMENTS**

**F. PUBLIC COMMENTS**

None

**ADOPTION OF  
MINUTES**

**G. 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. Unanimously carried.

January 2, 2013  
Reorganizational/  
Regular Meeting

1. January 2, 2013 Reorganizational/Regular Meeting Minutes  
(Attachment #4)

**REPORTS TO THE  
BOARD**

**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 #5)

Professional Development Plan due in May only requires Board of Education approval. No submission to NJDOE.

- b) Reserved parking sign bottom of bunny trail

Bunny trail sign for crossing guard is needed. She is parking 4-5 spaces down and cannot see the children when the weather is bad. Gail Woicekowski will order the sign. "Subject to towing"

Parent complained last week regarding using salt vs. sand/ash on sidewalk.

- c) Superintendent Search Process – Special Board of Education meeting on March 5, 2013 at 7 p.m. to review applications for Superintendent/Middle School Principal. There are 40 applications. There will be a 3 hour executive session to review resumes.
- d) Califon is looking to share services with Superintendent position.

Board President's  
Report

e) Board Committees and Chairperson

Committees and  
Chairperson

• **Community Relations – Larissa Critelli,  
Chairperson, Tom Wescoe**

Community Relations

- Meeting was held on January 29<sup>th</sup>
- May 1<sup>st</sup> Board article for “The Bridge”  
Add recognition to “The Bridge”
- Communications related to the 2013 – 2014  
budget development
- Advertising the school choice program -  
earlier
- Communicating about the superintendent  
search process

Curriculum and  
Instruction

• **Curriculum and Instruction – Kay  
Daughters-Musnuff, Chairperson**

Alan Schwartz

- Meeting was held on January 29<sup>th</sup>
- Math: Grades 6 – 8 curriculum revision –  
July 2013
- Curriculum Brochures – Sherry Kerr did a  
great job
- Technology Plan – Will be presented to  
BOE at the 4/8/13 meeting
- QSAC
- Fifth grade Camp Bernie field trip
- Implementation of the full-day  
Kindergarten program
- School Improvement Panel
- Update on the implementation of the  
district goals
- District’s ELS plan
- Multidimensional Principal Performance  
Report (MPPR) – evaluation of the  
Elementary School Principal and the  
Director of Special Education beginning  
with the 2013 – 2014 school year
- The Governor’s Teacher and Educational  
Services Professional Recognition Program

Request PTO assist with communication  
to parents to promote Teacher of the  
Year

District e-mail to parents

Finance/Facilities

- **Finance/Facilities – Alan Schwartz,  
Chairperson, Larissa Critelli**
  - 2013 – 2014 budget development started
  - LGEA/ESIP/DI
  - Lighting & cubbie proposals for MS
  - RFP Food Service
  - 2013 Pre-School Application
  - Transfer switch for potential generator with OEM

Personnel and Management

- **Personnel and Management – Karen  
Yaskanin-Jones, Chairperson,  
Ann Willard**
  - Replacement third grade teacher
  - Baseball Coach
  - Softball Coach
  - Revised job description for Superintendent/Principal position
  - New substitute teachers
  - Chaperones for fifth grade Camp Bernie field trip

Policy

- **Policy – Ann Willard, Chairperson,  
Tom Wescoe**
  - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: (**Attachment #6**)
    - a) Ann Willard motioned, seconded by Larissa Critelli, unanimously carried, to amend, on first reading, the following policies and/or regulations:

**Going forward policy changes only require one reading.**

- Policy 0131 Bylaws and Policies
- Policy 0132 Executive Authority
- Policy 2415 No Child Left Behind Programs
- Policy 2431 Athletic Competition
- Policy 3230 Outside Activities (Teaching Staff)

- Policy 3281 Inappropriate Staff Conduct (Teaching Staff)
  - Regulation 3281 Inappropriate Staff Conduct (Teaching Staff)
  - Policy 4230 Outside Activities (Support Staff)
  - Policy 4281 Inappropriate Staff Conduct (Support Staff)
  - Regulation 4281 Inappropriate Staff Conduct (Support Staff)
  - Policy 8505 School Nutrition
- b) Ann Willard motioned, seconded by Larissa Critelli, unanimously carried, to adopt, on first reading, the following new policies and/or regulations:
- Regulation 2431.1  
Emergency Procedures For Athletic Practices and Competitions
  - Regulation 2431.2 Medical Examination To Determine Fitness For Participation In Athletics
  - Policy 2468 Independent Educational Evaluations
  - Regulation 3230 Outside Activities (Teaching Staff)
  - Regulation 4230 Outside Activities (Support Staff)
  - Policy 6113 E-Rate
  - Policy 6480 Advertising on School Property
- HCESC
- **HCESC Representative – Joseph Kennedy**
    - Report on February 5<sup>th</sup> Meeting – Reorganization for HCESC
- HCSBA
- **HCSBA Representative – Robert Imhoff**
- NJSBA
- **NJSBA Delegate – Robert Imhoff**

There was an NJSBA January 2013. Mr. Imhoff attended. He spoke with NJSBA attorney/lobbyist. Mail association contract in June and he will review/analyze HBTA contract. He will attend a BOE meeting to review results and define rules of negotiation committee on both sides.

Superintendent's Report

**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for January 2013  
**(Attachment #7)**
- 2) 2012-2013 Enrollment  
**(Attachment #8)**
- 3) Monthly Report on Harassment, Intimidation,  
and Bullying Incidents – No new cases.
- 4) Review of December 2012 Legal Bills  
**(Attachment #9)**
- 5) Presentation on progress towards district goals  
**(Attachment #10)**
- 6) Curriculum Brochures

This is a nice addition to the District. The parents can see the curriculum in the Superintendent's office.

- 7) QSAC Update
- 8) ExxonMobil – Introduce Girls to Science and Engineering Day
- 9) Romeo & Juliet Cultural Arts Program

Thank you to the PTO. This will be presented on 2/20/13 at the Middle School at 1:30 p.m.

School Business  
Administrator's Report

- 10) Beauty and the Beast Drama Club Production  
March 15, 2013
- 11) Lazier Family Graduation Award

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

**a. General Information Items**

- 1) Call Manager Update/Middle School Score Board
- 2) Middle School Capital Project
- 3) NJ School Digest – December 2012 &

January 2013 (Attachment #11)

**b. Monthly Facility Maintenance Report**

- 1) Reprogramming of all district radios for new FCC standards
- 2) Radiator leak in MS hallway repaired
- 3) Heating repairs in MS & ES Computer labs, Pre-K room
- 4) Plumbing ES
- 5) Simplex Inspection ES

**c. Vandalism Report**

There was no vandalism since our last meeting.

**d. Monthly Investment Interest – January 2013**

Account	Peapack-Gladstone Bank
Agency	\$ 2.30
Capital Reserve	\$ 17.37
Current	\$ 54.25
Food Service	\$ .73
Maintenance	\$ 24.65
Payroll	\$ 1.73
Student Activity	\$ 1.66
Unemployment	\$ 3.47
FSA	\$ .37
<b>Total</b>	<b>\$ 106.53</b>

MS Principal's Report

ES Principal's Report

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

PERSONNEL

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

**I. PERSONNEL**

Based upon a recommendation of the Superintendent, Karen Yaskanin-Jones motioned to approve the following items #1 – 8. Alan Schwartz seconded the motion.

Accept Joseph Kennedy's Retirement June 30, 2013

1. **Motion to accept**, with regret and best wishes, notice of retirement from Joseph Kennedy, Superintendent/ Middle School Principal, effective June 30, 2013.

Accept Susan Vogler Retirement January 1, 2014

2. **Motion to accept**, with regret and best wishes, notice of retirement from Susan Vogler, School Psychologist, effective January 1, 2014.

Approve Kristine Naumann 3<sup>rd</sup> Grade Replacement March 11, 2013 – June 30, 2013

3. **Motion to approve Kristine Naumann** as 3<sup>rd</sup> grade leave replacement teacher from March 11, 2013 though

Approve Gary Mills Boys' Baseball Coach 12-13

the remainder of the 2012-2013 school year at level BA step 1 per diem rate of \$244.78 with two additional days for transition training.

**(Attachment #12)**

4. **Motion to approve Gary Mills** as Interscholastic Boy's Baseball Coach for the 2013 season at a rate of \$1,264.00.

Approve Carl Katzenberger  
Softball Coach 12-13

5. **Motion to approve Carl Katzenberger** as Interscholastic Girl's Softball Coach for the 2013 season at a rate of \$1,264.00.

Approve Substitutes

6. **Motion to approve** the following substitute teacher and/or aides for the remainder of the 2012-2013 school year:

- **Carol Clark**
- **Samantha Davey**
- **Dimitius Doogas**
- **Nicole Peoni**
- **Rachel Wicks**

Superintendent Job Description

7. **Motion to amend** the Superintendent Job Description to a Superintendent/Principal Job Description. **(Attachment #13)**

Chaperones for Camp Bernie  
Feb. 21-22, 2013

**Motion to acknowledge** the following chaperones for the Fifth grade Camp Bernie trip February 21-22, 2013 to be compensated at the substitute pay rate for the overnight stay in accordance with Article XVI-A.4 of the negotiated agreement:

- a. Brian Bizzoco
- b. Nicole Cahill
- c. Sherry Kerr
- d. Anthony Marinelli
- e. Marisa Monaco
- f. Christopher Muller
- g. Karin Sharkey
- h. Kim Terzuolo
- i. Kim Ziegler
- j. (4) Paraprofessionals

Alternate Chaperones for Camp  
Bernie

The following staff members will serve as alternates should any of the above named chaperones be unable to attend:

Sallie Etzold



Jamie Castillo  
Kim Sandorff  
Emma Alparone  
Megan Scotchlas  
Matt Garfein

ROLL CALL  
M  
S

**Roll Call:**

Karen Yaskanin-Jones – Aye      Tom Wescoe - Absent  
Alan Schwartz – Aye      Ann Willard - Aye  
Larissa Critelli - Aye      Robert Imhoff – Pres. - Aye  
Kay Daughters-Musnuff – VP- Aye

**6 Ayes; 1 Absence; Motion Passes**

**J. CURRICULUM & INSTRUCTION**

**CURRICULUM &  
INSTRUCTION**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following items #1 - 6.

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned to approve items #1 – 4 & 6 and to amend #5, seconded by Ann Willard.

- 1. Motion to approve** the 2011-2014 English Language Services (ELS) Plan. (**Attachment #14**)
- 2. Motion to approve** up to six members of Fifth and Sixth Grade Chorus to participate in the Central Jersey Music Educator’s Association Treble Honors Chorus.
- 3. Motion to establish** a graduation award in memory of Rick and Robin Lazier, to be presented annually to two graduating eighth grade students in accordance with criteria as established by Rachel and Matthew Lazier.
- 4. Motion to acknowledge** Multidimensional Principal Performance Rubric (MPPR) as the district’s selection for the Principal Evaluation system.
- 5. Motion to approve** formation of a School Improvement Panel as required by Excellent Educators For New Jersey

Approve 2011-2014 ELS Plan

Approve 5<sup>th</sup> & 6<sup>th</sup> Grade Chorus to participate Central Jersey Music Educator’s Association Treble Honors Chorus

Establish graduation award in memory of Rick and Robin Lazier

MPPR

School Improvement Panel

(EE4NJ) legislation. The participants on the 2013-2014 School Improvement Panel will be:

- One (1) school principal – Mr. Brian Bizzoco
- One (1) other administrator – Miss Lisa Fallon
- One (1) full-time instructor – Kim Terzuolo

2013 Governor’s Teacher Recognition

6. **Motion to acknowledge** the district’s participation in the 2013 Governor’s Teacher/Educational Services Professional Recognition Program and to authorize Mr. Brian Bizzoco, Elementary School Principal, to form a committee and to oversee the selection process.

ROLL CALL

M  
S

Roll Call:

Kay Daughters-Musnuff –VP - Aye	Tom Wescoe - Absent
Ann Willard – Aye	Karen Yaskanin-Jones- Aye;
Larissa Critelli – Aye; Naye #5	Abstain #5
Alan Schwartz – Aye	Robert Imhoff – Pres. - Aye

Motion Passes

FINANCE/  
FACILITIES

K. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, Alan Schwartz made a motion, seconded by Larissa Critelli to approve the following items # 1 - 12.

NJSBA

1. **Motion to approve** New Jersey School Boards Association for Superintendent Search Services at a lump sum fee of \$6,500.00.

PAYMENT OF BILLS

2. PAYMENT OF BILLS

a) **Audit of Invoices (Attachment #15)**

**Approve** invoices for Current Expense in the following amounts:

Invoices Jan. 1-31, 2013  
\$118,346.54  
Payroll 1/15/13  
\$235,429.27  
Payroll 1/31/13  
\$237,202.06

Check Register January 1 - 31, 2011	\$118,346.54
Payroll 1/15/13	\$235,429.27
Payroll 1/31/13	<u>\$237,202.06</u>
<b>Total</b>	<b><u>\$590,977.09</u></b>

Invoices Feb 1-7, 2013  
\$178,940.35

**Approve** invoices for Current Expense in the following amounts:

Cafeteria \$14,856.30

Check Register February 1 - 7, 2013	\$178,940.35
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**Approve invoices for Cafeteria Account in the amount of \$14,856.30**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
1/10/13	Maschio's Food Service, Inc.	\$ 10,167.50	Inv. IN0035341	1350
1/10/13	NJ Dept. of Agriculture	\$ 32.00	Inv. 144898	1351
1/15/13	Maschio's Food Service, Inc.	\$ 4,607.80	Inv. IN0035501	1352
1/22/13	NJ Dept. of Agriculture	\$ 15.00	Inv. 144462	1353
2/4/13	NJ Dept. of Agriculture	\$ 34.00	Inv. 145367	1354
	<b>T</b>			
	<b>otal</b>	<b>\$ 14,856.30</b>		

**Financial Reports  
December 2012**

**3. FINANCIAL REPORTS  
Report of the Board Secretary for December 2012  
(Attachment #16)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of December 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 December 31, 2012–  
(Attachment #17)**

**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 February 11, 2013, 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 11, 2013  
Gail Woicekowski  
Business Administrator/Board Secretary

**CAFETERIA REPORT**

December 2012

**4. CAFETERIA REPORT**

The cafeteria financial report for the month of **December 2012**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$1,707.86 for the month and a year-to-date loss of \$1,967.81. Student participation was 18% in the Middle School and 31% in the Elementary School for the month of **December 2012**.

Last year’s report for **December 2011**, indicated a profit of \$103.50 for the month and a year-to-date profit of \$1,115.61. Student participation was 25% in the Middle School and 34% in the Elementary School for the month of **December 2011**.

Amend Bank Acct  
Signature

Cafeteria

**5. BANK ACCOUNT SIGNATURES**

Motion to amend the following signatures on checks from the Agency Account maintained by the Board of Education:

Account	Signatures
Cafeteria	President, Board Secretary, Treasurer, & Superintendent’s Executive Secretary (1)

**SEMI**

**6. SEMI**

- a. **Motion to approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

**Resolution for Waiver of Requirements in Special Education Medicaid Initiative (SEMI) Program**

**Whereas**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2012-2013 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2012-2013 school year.

Adopted:  
Date:

7. NCLB

NCLB

a. Motion to Amend the NCLB Consolidated 2012-2013 Grant Application

USE OF FACILITIES  
Approve ES Cub Scout Pack 149

The amended NCLB Consolidated 2012-2013 grant application is being filed with anticipated allocations in the following accounts:

NCLB Consolidated – Expenditure Category		C
Title IIA – Professional & Technical Services		200
Title IIA – Supplies & Materials		200
<b>Title IIA</b>		

Approve ES Multipurpose Room from CJ Chorus

8. USE OF FACILITIES (Attachment #18)

a. Motion to approve use of ES Classroom for Cub Scout Den Meetings Pack 149 from 6:15 p.m. until 7:45 p.m. Please see attached dates.

Amend dates for MS GS Troop \$80894

Advisors – Barbara Kinsky and Lisa Desire

Approve MS for 8<sup>th</sup> Grade parent meetings

b. Motion to approve use of ES Multipurpose Room for Central Jersey Intermediate Chorus Rehearsal March 1, 2013 beginning 4:30 p.m. to 9:30 p.m.

Advisor - Courtney Shiffman

2013-2014 PRESCHOOL CONTRACT

c. Motion to amend use of Middle School for Girl Scout Troop #80894. Please see attached dates.

Advisor – Leigh Ann Moore

d. Motion to approve use of Middle School Home Economics Room for 8<sup>th</sup> Grade Parent Meeting Dinner Dance/Lock In beginning 7:00 p.m. Please see attached dates. Advisors – Ginger Howell, Hope Fischetti, and Shari Schultz

Donation of Books

9. PRESCHOOL CONTRACT

MAINTENANCE  
RESERVE TRANSFER

ROLL CALL

M  
S

**Motion to Approve** the 2013-2014 Preschool Application at the tuition rate of \$1,300.00. (**Attachment #19**)

**10. DONATION ACCEPTANCE**

**Motion to accept** a donation from Judy Rogers of over 1200 books with an estimated value of \$2,737.51.

TRAVEL

**Mr. Imhoff thanked July Rogers for the donation.**

**11. MAINTENANCE RESERVE TRANSFER**

**Motion to approve** transfer \$76,000 from maintenance reserve to cover the maintenance of the district buildings.

**12. WARREN COUNTY SPECIAL SERVICES DISTRICT (WCSSD) TRANSPORTATION**

**Motion to approve** resolution to participate in the WCSSD Coordinated Transportation (**Attachment #20**)

ROLL CALL

M  
S

**Roll Call:**

Alan Schwartz – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - VP – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent	

NEW BUSINESS

**6 Ayes; 1 Absence; Motion Passes**

PUBLIC COMMENTS

**L. TRAVEL EXPENDITURE APPROVAL (Attachment #21)**

Based upon the recommendation of the School Business Administrator/Board Secretary, Alan Schwartz motioned to approve the following (Attachment #21) 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 #21)

EXECUTIVE/  
CLOSED SESSION

**Roll Call:**

Alan Schwartz – Aye	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - VP – Aye	Robert Imhoff – Pres. - Aye
Tom Wescoe – Absent	

**6 Ayes; 1 Absence; Motion Passes**

**M. NEW BUSINESS**



Alan Schwartz – Aye  
Tom Wescoe - Absent

Robert Imhoff- Pres. - Aye

**6 Ayes; 1 Absence; Motion Passes**

**S. 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 Alan Schwartz. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator