

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JULY 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 6:04 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli arrived at 6:07 p.m., 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. Gail Woicekowski, Board Secretary/Business Administrator notified the Board that she would not be in attendance.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

None

**E. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment A)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Maurica Hash	7/5/12	Letter of Resignation

F. PUBLIC COMMENTS

None.

G. 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 abstained.

1. June 18, 2012 Regular Meeting Minutes
(Attachment #1)

H. REPORTS TO THE BOARD

1. Presentation by Gwen Thornton, NJSBA Representative

- a. Board Self-Evaluation
- b. 2012-2013 Board Goal Setting – Goals to be refined by Ms. Thornton and sent to Board for further discussion. Discussion centered around increasing enrollment, implementing new teacher evaluation system, community communication, fiscal efficiencies, begin preparation for new PARCC testing in 18 months.

2. Follow-Up Items

None at this time.

3. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #2**)

Robert Imhoff requested an updated list of tasks from NJSBA.

- b) Poll Board members for August Board Meeting attendance.

The August meeting was changed from August 13, 2012 to August 27, 2012.

- c) 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

The K-2 English/ILA curriculum will be voted on tonight.

- **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

Contract signed by HBTA so completed.
- **Policy – Karen Yaskanin-Jones, Chairperson,** Alan Schwartz and Ann Willard
- **HCESC Representative – Joseph Kennedy**

Dennis Cox retiring 6/13, keeping all officers in place through November elections reflecting new election cycle.
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

4. Superintendent's Report

Mr. Kennedy discussed the following with the Board:

a. INFORMATION ITEMS:

- 1) Staff Attendance for June 2012
(Attachment #3)
- 2) 2012-2013 Projected Enrollment
(Attachment #4)
- 3) Fine 2011-2012 Report on Harassment, Intimidation, and Bullying Incidents

9 reported ES, 1 confirmed
2 reported MS, 1 confirmed
- 4) Leave of Absence Position Update
- 5) Return to the Top 3 (RTT3) Update

Race to the Top received \$1375.00
- 6) School Choice Application Update
- 7) HBPD Active Shooter Drill

The drill will be August 30 or 31, 2012

- 8) EE4NJ Teachscape Professional Services Contract
- 9) Staff Development Plan
- 10) District Mentoring Plan
- 11) Curriculum Writing Process 2012-2013

5. School Business Administrator’s Report

a. General Information Items

b. Monthly Facility Maintenance Report

- 1) ES Carpeting
- 2) MS Roof Project and Carpeting

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – June 2012

Account	Peapack-Gladstone Bank
Agency	\$ 7.87
Capital Reserve	\$ 13.82
Current	\$ 99.28
Food Service	\$ 1.50
Maintenance	\$ 14.15
Payroll	\$ 7.71
Student Activity	\$ 2.63
Unemployment	\$ 6.10
FSA	\$.11
Total	\$ 153.17

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

**7. Elementary School Principal’s Report
(Dr. Caldwell’s 6/29/12 report)**

I. 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** a summer staff workshop for Language Arts Curriculum Implementation for seven (7) Middle School teachers to be held between July 18, 2012 and July 20, 2012. Each staff member will attend up to six (6) hours and will be compensated at the rate of \$29.11 per hour, not to exceed \$1,225.00.

2. **Motion to approve** the following **co-curricular activities and advisors** for the 2012-2013 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2012-2013
Art Club (Fall)	Christopher Muller	6-8	10	291.10
Art Club (Spring)	Christopher Muller	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	Jamie Castillo	6-8	20	582.20
Middle School Show Choir	Courtney Shiffman	6-8	30	873.30
HBES Memory Book	Carla Nowell	PS-5	28	815.08
Athletic Director	Jerry Tolomeo	6-8		1043.00
Environmental Club (Fall)	Lynn Hughes Gretchen DelloRusso Michele Gomez	4-5		Total compensation not to exceed 22 hours ÷ 3 advisors Total: 640.42
Environmental Club (Spring)	Lynn Hughes Gretchen DelloRusso Michele Gomez	4-5		Total compensation not to exceed 22 hours ÷ 3 advisors Total: 640.42
Young Authors' Club	Lynn Hughes Michele Gomez	4-5		Total compensation not to exceed 36 hours ÷ 2 advisors Total: 1047.96

3. **Motion to approve** the following **Interscholastic sports and advisors** for the 2012-2013 school year:

Activity	Staff Member(s)	GradeLevel	Compensation 2012-2013
Volleyball	Carl Katzenberger	6-8	\$1,264.00
Cross Country	Diane Alexanderson	5-8	1,517.00
Girls' Basketball	Jerry Tolomeo	6-8	2,620.00

4. **Motion to accept** the resignation of **Maurica Hash** as full-time instructional aide effective 7/16/12.

ROLL CALL
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Roll Call:

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

8 Ayes; Motion Passes

CURRICULUM &
INSTRUCTION

J. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by Janice Stemple to adopt the following items #1-3.

1. **Motion to adopt** the revised English Language Arts Curriculum (Grades K-2) as recommended by the Curriculum Committee: (Attachment via flash drive)

2. **Motion to approve** the disposal of old unused textbooks as follows:

American Nation, Prentice H – Copyright 2000
Number of Textbooks: 70

3. **Motion to accept** the following out-of-district students for the 2012-2013 school year on a tuition basis.

STUDENT ID	SENDING DISTRICT	TUITION
ES BD-Autistic Program		
#020418	Califon	\$25,000 *
#866403	Franklin Twp.	\$25,000
#098401	Franklin Twp.	\$25,000
MS BD-Autistic Program		
#860440	Lebanon Twp.	\$25,000
#980307	Bethlehem Twp.	\$25,000 *

* Additionally sending district will be billed for salary and benefits for full-time 1:1 instructional aide.

ROLL CALL
M
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Roll Call:

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

8 Ayes; Motion Passes

K. 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 - 13.

1. PAYMENT OF BILLS

a) Audit of Invoices (Attachment #5)

Approve invoices for Current Expense in the following amounts:

Check Register June 18 – 30, 2012:	\$ 51,340.59
Payroll - 5/31/12:	\$ 48,884.47
Total	\$100,225.06

Approve invoices for Current Expense in the following amounts:

Check Register, July 1 – 5, 2012:	\$ 17,222.15
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2. FINANCIAL REPORTS

Report of the Board Secretary for May 2012 (Attachment #6)

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the month of May 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 June 19 – June 30, 2012 (Attachment #7)

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 July 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.

July 9, 2012

Gail Woicekowski
Business Administrator/Board Secretary

3. USE OF FACILITIES (Attachment K-3)

- a. **Motion to approve High Bridge Police Department** use of Elementary School on August 30th or 31st, 2012 for the purpose of an Active Shooter Drill. Advisor – Ptl. Brian Shipps
- b. **Motion to approve American Red Cross and Hunterdon Huskies** use of Elementary School All Purpose Room from 12:00 p.m. to 9:00 p.m. on August 14, 2012 for a Blood Drive. Advisor – Aimee Markey

4. CAFETERIA REPORT

The cafeteria financial report for the month of **June 2012**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$1,434.85 for the month and a year-to-date profit of \$2,400.18. Student participation was 23 % in the Middle School and 34% in the Elementary School for the month of **June 2012**.

Last year's report for **June 2011**, indicated a profit of \$2,530.59 for the month and a year-to-date loss of \$0. Student participation was 20% in the Middle School and 41% in the Elementary School for the month of **June 2011**.

5. HIB LETTER OF AWARD

Motion to Accept funds to support the implementation of the Anti-Bullying Bill of Rights in the amount of \$98.00 out of the \$13,000 requested amount. (Attachment #8)

6. **Motion to Amend the May 2012 bills list for the following items:**
 - (a) Check 9699 on May 2012 bills list payable to Jim Cregar as \$62.50, check written and cashed as \$78.75. \$62.50 represents payment for a baseball game while \$78.75 represents a softball game. Reviewed issue with CDK.
 - (b) Payroll for May 15, 2012. Substitute pay for Grades 1-5 in the amount of \$1,106.14 was accounted for in bank transfer for payroll but did not come through on payroll file merge into CDK. Appears to be an isolated incident. Issue reviewed with CDK & R&L payroll.

7. **Motion to authorize** Kevin Settembrino, AIA, Settembrino Architects LLC to amend the approved 2005 Long Range Facilities Plan for the High Bridge School District in accordance with the New Jersey Department of Education five year reporting requirements. Updates to the LRFP will include the following areas: enrollment projections, building capacities (room inventories) and health and safety conditions (capital maintenance needs).

8. **Motion to authorize** Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC, to submit a LRFP Amendment request and to amend the district's Long Range Facility Plan to include the following project:

High Bridge Elementary School - Roof Mounted Solar Array

9. **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:

High Bridge ES - Roof Mounted Solar Array DOE
#: 2140-060-12-1000

This project is another capital project, the High Bridge Board of Education is not seeking any state funding for this project.

Discussion regarding solar array process, BOE wants more information from Architect. Motion to table K9 approved unanimously.

10. **Motion to approve** the replacement of two Skidmore (VJS-302 1 1/1 HP 208 V3) pumps by Hobbie Heat at a cost of \$3,450.00. (Attachment #9)

11. **Motion to Amend the NCLB 2011-2012 Grant Application**

The amended NCLB 2011-2012 grant application is being filed with anticipated allocations in the following accounts (movement from 200-600 to 200-300 of \$631):

Title IIA – Expenditure Category	Code	\$ Budget
Instructional Supplies	200-600	\$ 1,725
Professional & Technical Services	200-300	\$11,500
TOTAL		\$13,225

12. **Motion to approve** the following service agreements for the 2012-2013 school year:

- a. Otis Elevator – Elementary School - \$3,168.86
- b. Otis Elevator – Middle School - \$4,100.04

13. **Motion to approve** a Professional Services contract with Teachscape in the amount of \$13,038.00 for training and software associated with Charlotte Danielson Teacher Evaluation Model. (Attachment #10)

Roll Call:

- | | |
|-------------------------------|---|
| William Stover - VP – Aye | Alan Schwartz – Aye |
| Janice Stemple – Aye, Naye #8 | Ann Willard - Aye |
| Larissa Critelli – Aye | Karen Yaskanin-Jones - Aye |
| Kay Daughters-Musnuff – Aye | Robert Imhoff – Pres. – Aye,
Naye #8 |

ROLL CALL

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8 Ayes; Motion Passes

L. TRAVEL EXPENDITURE APPROVAL

(Attachment #11)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #11) 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 #11)

Roll Call:

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

8 Ayes; Motion Passes

M. NEW BUSINESS

None.

N. PUBLIC COMMENTS

France Dion commented on some ideas for web site.

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 8:41 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

RECOVENE PUBLIC SESSION

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.

ACTION ITEMS

- Negotiations with High Bridge Teachers’ Association
- June 18, 2012 Executive Meeting Minutes (See Sealed Envelope)

ADOPTION OF EXECUTIVE MINUTES

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:02 p.m. Janice Stemple seconded the motion. Unanimously carried.

June 18, 2012

P. RECOVENE PUBLIC SESSION

Q. ACTION ITEMS

R. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned, seconded by Karen Yaskanin-Jones to approve the following

item.

1. June 18, 2012 Executive Meeting Minutes

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– Abstain	Robert Imhoff – Pres. - Aye

7 Ayes; 1 Abstention; Motion Passes

S. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:05 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

William Stover
Vice President - HBBOE