

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MARCH 25, 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 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz, Tom Wescoe arrived at 7:03 p.m., Ann Willard , 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.

**D. RECOGNITION ITEMS**

**RECOGNITION ITEMS**

1. **Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to award** the attached certificates identifying Hailey Conroy, Sarah Furka, Sylvana Kaplan, Laura Markarian, Kayla Morello, Victoria Raefski, Caitlin Reilly, Janine Rosales, Suzannah Russell and Katie Ziegler as members of the 2013 Voorhees Elementary District Division-B Championship Basketball Team. **(Attachment #1)** Unanimously carried. Tom Wescoe absent.
  
2. **Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve** resolutions recognizing the recipients of the 2013 Hunterdon County Governor's Teacher Recognition Award: **(Attachment #2)** Unanimously carried
  - HBES – Barbara Mann
  - HBMS – Jennifer Smith

**CORRESPONDENCE**

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

<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>
Gail Woicekowski	2/13/13	Letter of Resignation
Kristine Naumann	2/13/13	Letter of Resignation
Kim Gorski	2/26/13	LOA request
Katherine Lazzara	3/5/13	Notice of Retirement
James Thornton	3/8/13	Letter of Resignation
Julien Rosenbloom	3/1/13	Thank you

**PUBLIC COMMENTS**

**F. PUBLIC COMMENTS**

Superintendent Search Process

- 1) The Board requested participation from parents, community members, teachers, administrators and staff members regarding strengths they would like to see in the next Superintendent.
- 2) Please see attached report

**ADOPTION OF MINUTES**

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator, Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to approve the following minutes. Unanimously carried.

- 1. February 11, 2013 Regular Meeting Minutes (**Attachment #4**)
- 2. March 5, 2013 Special Meeting Minutes (**Attachment #5**)

**REPORTS TO THE BOARD**

**H. REPORTS TO THE BOARD**

**Board President's Report**

- 1. Follow-Up Items**  
None at this time.

**2. Board President's Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #6**)
- b) Proposed 2013-2014 Board meeting dates (**Attachment #7**)
- c) Board Committees and Chairperson

**Board Committees and Chairperson**

**Community Relations**

- **Community Relations – Larissa Critelli, Chairperson, Tom Wescoe, Robert Imhoff**
  - Communications related to the 2013-2014 budget
  - April 11<sup>th</sup> meeting with High Bridge Borough Council on 2013-2014 budget
  - Advertising the school choice program for 2014-2105
  - Communicating about the superintendent search process

- Next meeting – Tuesday, March 26<sup>th</sup> at 5:30 PM

Curriculum and Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Alan Schwartz, Robert Imhoff
  - Math: Grades 6 – 8 curriculum revision update
  - Technology Plan update
  - QSAC update
  - 2013 – 2014 school calendar
  - Sixth grade field trip – New Jersey Renaissance Faire
  - Implementation of the full-day kindergarten program update
  - The Governor’s Teacher and Educational Services Professional Recognition Program
  - Exxon/Mobil Presentation – Review
  - High Bridge PTO Cultural Arts Committee – *Romeo and Juliet* – Review
  - High Bridge Drama Club – *Beauty and the Beast* – Update
  - Next meeting – Tuesday, March 26<sup>th</sup> at 4:30 PM

Finance/Facilities

- **Finance/Facilities – Alan Schwartz, Chairperson, Larissa Critelli, Robert Imhoff**
  - Planting of tree at Middle School
  - Cubbies proposal for MS
  - RFP – Food Service
  - Score Board MS
  - IDEA & NCLB Grant Amendments
  - Extraordinary Aid
  - Sale of Firewall & 25 chairs
  - Generator transfer switch HCOEM
  - Confidential record scanning
  - WFC Summer Program
  - ESIP
  - 2013-2014 Budget & Revised Banked Cap

Personnel and Management

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**  
Ann Willard, Robert Imhoff
  - Recommendation for Kindergarten position (via email)
  - Committee meeting to be scheduled

Policy

**Policy – Ann Willard, Chairperson,**

Tom Wescoe, Robert Imhoff

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

a) Ann Willard motioned, seconded by Larissa Critelli, unanimously carried, to amend, on second 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 second 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 March 5<sup>th</sup> Meeting  
The new Superintendent is Ms. Marie Kish. She will start July 1, 2013

HCSBA

- **HCSBA Representative – Robert Imhoff**

NJSBA

- **NJSBA Delegate – Robert Imhoff**

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 #8)**
- 2) 2012-2013 Enrollment  
**(Attachment #9)**
- 3) Monthly Report on Harassment, Intimidation, and Bullying Incidents – No new cases.
- 4) Review of January 2013 Legal Bills  
**(Attachment #10)**
- 5) Review of February 2013 Legal Bills  
**(Attachment #11)**
- 6) Review on Successful QSAC Visitation and Review **(Attachment #12)**
- 7) Family Reading Night at the Elementary School
- 8) Beauty and the Beast Drama Club Production
- 9) Kindergarten Search Process – Update and Recommendation
- 10) Kindergarten Parent Evening – March 26<sup>th</sup> at 7:00 PM
- 11) Business Administrator Search Process – Update and Recommendation
- 12) Report – Rapid Response Team Training
- 13) Spring Recess – Friday, March 29<sup>th</sup> through April 7<sup>th</sup>
- 14) Community Blood Drive – April 18<sup>th</sup> at HBMS
- 15) Wear purple day March 26, 2013 for epilepsy and seizures awareness

School Business  
Administrator's Report

4. School Business Administrator's Report

a. General Information Items

- 1) Hurricane Sandy update
- 2) Countryside Landscaping and Tree
- 3) Parking sign
- 4) Kindergarten Furniture from Stillwater School District
- 5) NJ School Digest – February 2013  
(Attachment #13)
- 6) HCESC Cooperative Purchasing  
(Attachment #14)

MS Principal's Report

ES Principal's Report

PERSONNEL

b. Monthly Facility Maintenance Report

- 1) HBMS Scoreboard Replacement – Community Fundraising – \$3,101.00
- 2) Stair tread replacement in the MS
- 3) ES Shed Door
- 4) Snow Removal – Gail Woicekowski thanked the custodians for keeping the outside of the schools safe and clean during the winter

Gail Woicekowski  
Resignation

Katherine Lazzara  
Retirement

c. PUBLIC HEARING AND 2013-2014 BUDGET PRESENTATION

The Superintendent and School Business Administrator presented the 2013-2014 proposed budget and answered questions from the public.

James Thornton Resignation

- Public Comments - None

Kristine Naumann  
Resignation of  
Paraprofessional

d. Vandalism Report

There was no vandalism since our last meeting.

Sherry Kerr Full Time  
Kindergarten Teacher 2013-  
2014

e. Monthly Investment Interest – February 2013

Account	Peapack-Gladstone Bank
Agency	\$ 2.97
Capital Reserve	\$ 15.69
Current	\$ 101.45
Food Service	\$ .76
Maintenance	\$ 18.29
Payroll	\$ 6.64
Student Activity	\$ 1.68
Unemployment	\$ 2.10
FSA	\$ .21
<b>Total</b>	<b>\$ 149.79</b>

Approve Harry Ogden FT  
MS Evening Custodian April  
18, 2013- June 20, 2013

Kim Gorski Unpaid FMLA

Lauren Richardson Mentor to  
Kristine Naumann

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

**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 – 13. Larissa Critelli seconded the motion.

1. **Motion to accept** with regret and best wishes, the resignation of Gail Woicekowski, School Business Administrator/Board Secretary, effective April 12, 2013.
2. **Motion to accept** with regret and best wishes, the notice of retirement of Katherine Lazzara, Speech Therapist, effective July 1, 2013.
3. **Motion to accept** with regret and best wishes, the resignation of James Thornton, middle school evening custodian, effective April 19, 2013.
4. **Motion to accept** the resignation of Kristine Naumann, elementary school paraprofessional aide, in order to accept the position of third grade leave replacement teacher, effective March 6, 2013.
5. **Motion to approve** Sherry Kerr as full time Kindergarten Teacher for the 2013-2014 school year at Level MA Step 16 for an annual salary of \$77,405.00. (**Attachment #15**)
6. **Motion to approve** Harry Ogden as full-time evening custodian at middle school from April 18, 2013 through June 30, 2013 for an annual prorated salary of \$32,342.
7. **Motion to approve** a request for an unpaid leave of absence for Kim Gorski from March 25, 2013 through April 12, 2013 in accordance with the Family Medical Leave Act.
8. **Motion to approve Lauren Richardson** to serve as mentor to novice teacher Kristine Naumann for the remainder of the 2012-2013 school year. Mentor fee of \$550.00 prorated, to be paid by Ms. Naumann through payroll deduction.

Student Nurses from RVCC to complete observation hours with Nicole Cahill

9. **Motion to approve Leigh Heinze and Kim Hicks**, student nurses at Raritan Valley Community College, to each complete a four hour observation between March 26<sup>th</sup> through April 30<sup>th</sup> at High Bridge Elementary School, with Nicole Cahill serving as the cooperating certified school nurse.

Heather Piell to complete 20 hours observation in Elementary School

10. **Motion to approve Heather Piell**, East Stroudsburg University student to complete 20 hours field observation from March 26<sup>th</sup> through May 24<sup>th</sup>, with Lauren Richardson, Karin Sharkey and Sharon Tryon serving as the cooperating teachers.

Extension for Matthew Magnuson to complete externship with Katherine Lazzara

11. **Motion to approve** an extension for **Matthew Magnuson**, East Stroudsburg University graduate student, to complete an externship in Speech-Language Pathology from April 5, 2013 through April 30, 2013, with Katherine Lazzara serving as the cooperating certified Speech-Language Pathologist.

Substitutes

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

Resolution for S-2163 Bill

- a. **Paola Sahulka**

13. **Motion to approve the following resolution:**

**WHEREAS**, the Senate Budget and Appropriations committee released S-2163, a bill that concerns binding arbitration for certain non-teaching staff, such as teacher aides, bus drivers, security guards, and cafeteria aides and

**WHEREAS**, this measure gives these employees the right to submit to binding arbitration virtually and disciplinary action imposed on them, including reprimands, withholding of increments, lack of continuation of employment, or the termination or non-renewal of an employment contract and,

**WHEREAS**, this bill includes language that grants employees the right to submit to binding arbitration, regardless of any negotiated or contractual provision to the contrary and irrespective of the reasoning behind our district's reasoning and

**WHEREAS**, this bill restricts our managerial prerogative to manage employee conduct:



**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education as follows:

**Trips/Transportation**

- (1) This Board strongly opposes the implementation of this bill
- (2) This bill inhibits our ability to efficiently and effectively manage employee performance and undermines the collective bargaining process
- (3) This bill ignores any economic rationale behind appropriate school district decisions

**ROL**

**Roll Call:**

ren Yaskanin-Jones – Aye	Ann Willard - Aye
rissa Critelli – Aye	Kay Daughters-Musnuff - VP - Aye
an Schwartz - Aye	Robert Imhoff – Pres. - Aye
m Wescoe – Aye	

**Grade 6 to NJ Renaissance Faire May 29, 2013**

**Ayes; Motion Passes**

**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 - 4.

**Student Leadership to Camp Bernie May 9 – 10 2013**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff amended the motion to approve items #1 – 3 and 4 b, c, d, e, f, & g.

1. **Motion to approve** the 2013-2014 school calendar as presented. **(Attachment #16)**
2. **Motion to acknowledge** the submission of the 2013-2014 Preschool Plan Update to the New Jersey Department of Education, Division of Early Childhood Education which will provide \$6,600 to the district. **(Attachment #17)**
3. **Motion to approve** formation of a Middle School Improvement Panel as required by Excellent Educators For New Jersey (EE4NJ) legislation. The participants on the Middle School Improvement Panel will be:
  - One (1) school principal – Mr. Brian Bizzoco
  - One (1) other administrator – Miss Lisa Fallon
  - One (1) full-time instructor – Regina Vuocolo

**2013-3104 School Calendar**

**Submission of 2013-2014 Preschool Plan**

**MS Improvement Plan**

**Grade 3 G/T to Valley View School March 20, 2013**

**Grade 3 to Waterloo Village May 28, 2013**

4. **Motion to approve** the following school trips and transportation:
  - a. **Seventh grade to High Point State Park** on Thursday, May 30, 2013 to study ecosystems. Transportation will be provided by US Coachways at a cost of \$990.00 for one bus. Cost per pupil of \$26.00 covers transportation and is to be borne by parents/ guardians. The cost of this trip is being offset by a \$165.00 donation by the High Bridge PTO.
  
  - b. **Sixth Grade to NJ Renaissance Faire, Bordentown, NJ** on May 29, 2013 which correlates to their study of the Renaissance. Transportation will be provided by US Coachways at a cost of \$940.00 for one bus. Total cost per student of \$31.00 includes transportation and admission and will be borne by parents/guardians. Students may purchase lunch at the fair. The cost of this trip has been offset by a \$165.00 donation by the High Bridge PTO.
  
  - c. **Student Leadership to Camp Bernie, Port Murray, NJ** on May 9 – 10, 2013 for problem-solving/team work activities. Transportation will be provided by First Student at a cost of \$198.00 for one bus. Admission costs of \$80.00 per student and transportation costs will be paid for by the NH-V Municipal Alliance.
  
  - d. **Eight selected Third Grade G/T Students to Valley View School, Califon, on Wednesday, March 20, 2013** for “Budding Engineers” program. Costs of \$8.00 per student will be paid form G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.
  
  - e. **Third grade to Waterloo Village, Byram Twp.,** on Tuesday, May 28, 2013 to visit recreated Lenape Village and program on Native Americans. Transportation for the trip will be provided by ESC at a cost of \$297.00 for one bus. The per student cost of \$13.00 includes admission and transportation, and is to be borne by parents/guardians. The cost of this trip is being offset by a \$165.00 donation by the High Bridge PTO.

f. **First Grade to Philadelphia Zoo, Philadelphia, PA** on Monday, May 20, 2013 with transportation to be provided by ESC at a cost of \$810.00 for two buses. Total cost per student of \$24.00 includes transportation and admission and will be borne by parents/guardians. The cost of this trip has been offset by a \$165.00 donation from the High Bridge PTO.

Grade 1 to Philadelphia Zoo May 20, 2013

g. **Second grade to Adventure Aquarium, Camden, NJ** on May 29, 2013 with transportation to be provided by ESC at a cost of \$398.75 for one bus. Total cost per student of \$18.50 includes admission and transportation and will be borne by parents/guardians. The cost of this trip has been offset by a \$165.00 donation from the High Bridge PTO.

Grade 2 to Adventure Aquarium May 29, 2013

**Kay Daughters-Musnuff thanked the PTO for subsidizing the trips.**

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; Motion Passes**

**ADOPTION OF 2013-2014 BUDGET**

**K. ADOPTION OF THE 2013-2014 BUDGET**

- 1. Based on the recommendation of the Superintendent in consultation with the Business Administrator, Alan Schwartz, seconded by Larissa Critelli** requested a motion to adopt the budget for the 2013-2014 school year.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment	_____	345
<u>Expenditures</u>		
General Current Expense	_____	6,796,313
Special Revenue Fund	_____	110,163
Repayment of Debt	_____	485,953
Total Expenditures		<u>\$ 7,393,925</u>
<u>Revenue</u>		
Withdraw from Maintenance Reserve	_____	50,000
Local Tax Levy		
Current	_____	5,055,774
Debt Service	_____	412,224
Interest on Capital Reserve	_____	450
Tuition	_____	90,750
State Aid		
Current	_____	1,438,553
Extraordinary Aid	_____	87,200
Special Revenue	_____	110,163
Debt Service	_____	73,729
Total Revenue		<u>\$ 7,393,925</u>

As per N.J.A.C. 6A:23A-7.1 et seq., the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2013-2014 tentative budget includes a maximum travel appropriation of \$2,500.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

- BE IT RESOLVED** that the High Bridge Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base

budget in the amount of \$69,893 for the purposes of continuing existing instructional programs. The district intends to complete said purposes by June 2014.

**ROLL CALL**  
**M**  
**S**

**Roll Call:**

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

**FINANCE/FACILITIES**

**7 Ayes; Motion Passes**

**L. 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 - 14.

**PAYMENT OF BILLS**

**1. PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #18)**

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

**Invoices Feb 8 – 28, 2013**  
**515,714.55**  
**Payroll 2/15/13 \$238,650.61**  
**Payroll 2/28/13 \$247.729/09**

Check Register February 8 - 28, 2013	\$ 515,714.55
Payroll 2/15/13	\$ 238,650.61
Payroll 2/28/13	\$ <u>247,729.09</u>
<b>Total</b>	<b>\$1,002,094.25</b>

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

**Invoices March 1-21, 2013**  
**\$184,974.17**  
**Payroll 3/15/13 \$237,437.51**

Check Register March 1 - 21, 2013	\$184,974.17
Payroll 3/15/13	\$ <u>237,437.51</u>
<b>Total</b>	<b>\$422,411.68</b>

**Cafeteria \$19,159.91**

**Approve** invoices for **Cafeteria** Account in the amount of **\$19,159.91**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
2/28/13	Maschio's Food Service, Inc.	\$ 10,814.67	Inv. IN0036165	1355
3/13/13	Maschio's Food Service,	\$ 8,301.24	Inv. IN0036507	1356

Inc.

3/13/13	NJ Dept. of Agriculture	\$ 44.00	Inv. 145997	1357
	T			
	total	\$ 19,159.91		

**FINANCIAL REPORTS**

January 2013

**2. FINANCIAL REPORTS  
Report of the Board Secretary for January 2013  
(Attachment #19)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of January 2013 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 28, 2013–  
(Attachment #20)**

**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 25, 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.

\_\_\_\_\_  
March 25, 2013

**CAFETERIA REPORT**

January 2013

\_\_\_\_\_  
Gail Woicekowski  
Business Administrator/Board Secretary

**3. CAFETERIA REPORT**

The cafeteria financial report for the month of **January 2013**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$636.15 for the month and a year-to-date loss of \$2,603.96. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **January 2013**.

Last year’s report for **January 2012** indicated a profit of \$478.89 for the month and a year-to-date profit of \$1,594.50. Student participation was 26% in the Middle School and 31% in the Elementary School for the month of **January 2012**.

February 2013

The cafeteria financial report for the month of **February 2013**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$370.71 for the month and a year-to-date loss of \$2,974.67. Student participation was 16% in the Middle School and 31 in the Elementary School for the month of **February 2013**.

Last year’s report for **February 2012** indicated a profit of \$930.94 for the month and a year-to-date profit of \$2,525.44. Student participation was 24% in the Middle School and 33% in the Elementary School for the month of **February 2012**.

**USE OF FACILITIES**

Approve MS Gym for Blood Drive April 18, 2013

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

- a. **Motion to approve** use of MS Gymnasium for Community Blood Drive on April 18, 2013 from 1:30 p.m. until 9:00 p.m. **Advisors – Jennifer Smith, Paige McGaheran and Barbara Pearson**

**DONATIONS**

Books for ES/MS Libraries from Mrs. Christa Ahlbrandt

**5. DONATION ACCEPTANCE**

- a. **Motion to accept** a donation of books from Mrs. Christa Ahlbrandt for the Elementary and Middle School libraries with an estimated value of \$1,559.60. **(Attachment #22)**
- b. **Motion to accept** a donation from Judy Rogers of over 900 books with an estimated value of \$1,784.00. **(Attachment #23)**
- c. **Motion to accept** a donation from Gail Woickowski of a SML Ebo-tone Clarinet serial number 6332 with an estimated value of \$300.00 and a Karl Meisel violin serial number 37315 with an estimated value of \$275.00.

Books from Judy Rogers

Musical instruments from Gail Woickowski

2011-2013 Extraordinary Aid

**6. WHEREAS**, the New Jersey Department of Education has notified the Board of its 2011-2012 Extraordinary Aid Award

totaling \$190,267; and

Amend IDEA 2012-2013 Grant Application

WHEREAS, the portion of the Extraordinary Aid payment not budgeted in 2012-2013 is recorded as revenue in the 2012-2013 Budget Year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education authorizes a 2012-2013 budgeted appropriation increase in the amount of \$81,884 (the amount not, as permitted under N.J.S.A. 18A:22-8.1).

Amend NCLB Consolidated 2012-2013 Grant Application

7. **Motion to Amend the IDEA 2012-2013 Grant Application**  
The amended IDEA 2012-2013 grant application is being filed with anticipated allocations in the following accounts:

IDEA – PRESCHOOL – Expenditure Category	Code	\$ Budget
Instructional Supplies	100-600	\$ 3,616
Other Purchased Services	200-300	\$ 640
	<b>TOTAL</b>	<b>\$ 4,256</b>

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

The amended NCLB Consolidated 2012-2013 grant application is being filed with anticipated allocations in the following accounts (accounts for 11-12 carryover):

Approve Longo School to construct MS cubbies

NCLB Consolidated – Expenditure Category	Code	\$ Budget
Title I – Supplies	100-600	\$ 20,611
Title I – Other Purchased Services	200-600	\$ 154
	<b>Title I - Total</b>	<b>\$ 20,765</b>

Approve School Business Administrator to sell Firewall

Title IIA – Professional & Technical Services	200-300	\$ 12,466
Title IIA – Supplies & Materials	200-600	\$ 114
	<b>Title IIA - Total</b>	<b>\$ 12,580</b>

Approve School Business Administrator to sell 25 chair seats

**NCLB CONSOLIDATED - TOTAL \$ 33,345**

9. **Motion to approve** Longo School to construct oak storage cubbies for outside the middle school gymnasium at a cost of \$3,900.00.

Discard and dispose furniture from ES

10. **Motion to permit** the School Business Administrator to sell a Cisco ASA5510-BUN-K9 Firewall at a price of \$2,027 (original paid price). This was purchased during the Call Manager Project. Based upon pricing research this is fair market value.

Hire AccuScan for Record Rention

11. **Motion to permit** the School Business Administrator to sell 25 chairs. The chairs (only the seats)



were sent to the district in error. The district was not charged for the seats.

**12. Request a motion** to properly discard and dispose of old table and chairs in the elementary school.

**13. Motion to permit** School Business Administrator to hire AccuScan to scan and digitally store 31 boxes of records that are to maintained for 100 years or permanently in conjunction with record retention and disposition schedules from the NJ Department of State Division of Archives and Records Management (DARM) at a cost of \$11,364.43

Resolution for Subcontracting Bill

**14. Motion to approve the following resolution:**

**WHEREAS,** the High Bridge Board of Education is aware the subcontracting bill restricts the ability of our district to enter into subcontracting agreements for services such as busing, cafeteria, school aides or custodial work and

**WHEREAS,** the bill makes the subcontracting process much more difficult by requiring us to negotiate with unions on any decision to subcontract services and

**WHEREAS,** the New Jersey School Boards Association performed a survey into subcontracting in 2009 which generated responses from 40 percent of public school districts; the responding districts reported savings from subcontracting that totaled at lease \$34.3 million a year

**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education as follows:

- (1) This Board of Education strongly opposes the implementation of this bill
- (2) This bill restricts the Board from its managerial prerogative to enter into subcontracting agreements
- (3) This bill would restrict our ability to apply the savings generated for tax relief, budget reductions, retaining staff and classroom programs, supplies and equipment

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 – Aye

7 Ayes; Motion Passes

**M. 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)

ROLL CALL

M  
S

NEW BUSINESS

**Roll Call:**

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

PUBLIC COMMENTS

EXECUTIVE/ CLOSED SESSION

7 Ayes; Motion Passes

**N. NEW BUSINESS**

None.

**O. PUBLIC COMMENTS**

None

**P. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following resolution to enter into Executive Session at 8:56 p.m.; Kay Daughters-Musnuff 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.

- February 11, 2013 Executive Meeting Minutes (Attachment ES#1)
- March 5, 2013 Executive Meeting Minutes (Attachment ES #2)

RECOVENE PUBLIC SESSION

ACTION ITEMS

- Legal Matter – Alparone vs. High Bridge Board of Education
- Potential Lawsuit
- Superintendent Search

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:16 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

**Q. RECOVENE PUBLIC SESSION**

**R. ACTION ITEMS**

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

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

1. February 11, 2013 Executive Meeting Minutes
2. March 5, 2013 Executive Meeting Minutes

**ADOPTION OF EXECUTIVE MINUTES**

**February 11, 2013  
March 5, 2013**

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; Motion Passes**

**ADJOURNMENT**

**T. ADJOURNMENT**

Having no further business to come before the Board, Karen Yaskanin-Jones motioned to adjourn the meeting at 9:16 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator