

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, NOVEMBER 12, 2012**

**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, 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.

**RECOGNITION ITEMS**

**D. RECOGNITION ITEMS**

1. **Ann Willard requested a motion, seconded by Larissa Critelli** to approve the attached certificates identifying Ryan Morello, Franklin Musnuff and Jonathan Raefski as newest members of the 10-minute club with special recognition to Ryan Morello for establishing a new record for the championship course at Voorhees State Park with a time of 10:08. (**Attachment #1**)

**CORRESPONDENCE**

**E. REVIEW OF OFFICIAL CORRESPONDENCE  
(Attachment #2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christine Sullivan	10/26/12	Request for LOA
Cara Staviski	11/5/12	Request for Unpaid Leave

**PUBLIC COMMENTS**

**F. PUBLIC COMMENTS**

France Dion thanked Mr. Kennedy for the delayed openings after the storm.

**ADOPTION OF MINUTES**

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

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

1. October 8, 2012 Regular Meeting Minutes

(Attachment #3)

REPORTS TO THE  
BOARD

H. 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 thanked Joe Kennedy, Gail Woicekowski and Staff for all their efforts during and after the storm.

Committees/  
Chairperson

- b) Board Committees and Chairperson

Community Relations

- **Community Relations – Kay Daughters-Musnuff, Chairperson**  
Alan Schwartz and Ann Willard

Curriculum and  
Instruction

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Alan Schwartz

Finance/Facilities

- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**

Personnel and  
Management

- a) Kevin Settembrino, of Settembrino Architects, LLC discussed the results of the district energy audit.

Negotiations

Policy

- **Personnel and Management – Janice Stemple, Chairperson, Larissa Critelli and Karen Yaskanin-Jones**

Negotiations

- **Negotiations – Janice Stemple, Chairperson, William Stover and Karen Yaskanin-Jones**
  - a) Janice Stemple, chair of the committee, motioned, seconded by Kay Daughters-Musnuff to disband the Negotiation Committee having successfully completed its assigned task to negotiate a successor agreement with the High Bridge Teacher's Association.

ROLL CALL  
M  
S

**Roll Call:**

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

Superintendent's  
Report

INFORMATION  
ITEMS

**8 Ayes; Motion Passes**

- **Policy – Karen Yaskanin-Jones, Chairperson,**  
Alan Schwartz and Ann Willard
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Joe Kennedy updated the Board on the NJSBA  
Convention.

**3. Superintendent's Report**

Mr. Kennedy discussed the following with the Board:

- a. **INFORMATION ITEMS:**
  - 1) Staff Attendance for October 2012  
**(Attachment #5)**
  - 2) 2012-2013 Enrollment  
**(Attachment #6)**
  - 3) Monthly Report on Harassment, Intimidation,  
and Bullying Incidents
  - 4) Hurricane Sandy and School Closings
  - 5) School Choice Program Update
- 6) QSAC Update
- 7) Review of September 2012 Legal Bills **(Attachment #7)**
- 8) Parent Visitation Days – MS: 11/14/12;  
ES 11/20/12
- 9) State Report on Special Education Requirements **(Attachment #8)**

School Business  
Administrator's Report

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

**a. General Information Items**

- 1) Results of the November Election for Board of Education members
- 2) 2011-2012 Financial Audit Update (Enclosed)
- 3) Board email
- 4) Call Manager Update
- 5) Middle School Capital Project
- 6) 2013-2014 Budget Calendar **(Attachment #9)**
- 7) Mid Year Budget Review
- 8) October and November DOE report submissions

MS Principal's Report

ES Principal's Report

**b. Monthly Facility Maintenance Report**

- 1) Storm Damage – Elementary School
- 2) Storm Damage – Middle School

**c. Vandalism Report**

There were two acts of vandalism since our last meeting. Both were break-ins to the Morton building located at the Elementary School. One occurred in early October and the other during the power outage from Hurricane Sandy.

**d. Monthly Investment Interest – October 2012**

Approve Substitutes

Account	Peapack-Gladstone Bank
Agency	\$ 2.84
Capital Reserve	\$ 17.32
Current	\$ 51.46
Food Service	\$ .97
Maintenance	\$ 24.57
Payroll	\$ 2.71
Student Activity	\$ 1.24
Unemployment	\$ 4.36
FSA	\$ .09
<b>Total</b>	<b>\$ 105.56</b>

Approve Matthew  
Magnuson externship  
with K. Lazzara  
January 7, 2013 – April  
5, 2013

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

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

**H. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 – 9. Larissa Critelli seconded the motion.

- 1. Motion to approve** the following substitutes for the 2012-2013 school year:

Jason Feldman  
Brittney Johnson

- 2. Motion to approve Anthony Watkoskey** as a Black Seal Certified Substitute Custodian for the 2012-2013 school year at an hourly rate of \$12.25.
- 3. Motion to approve Heather Piell**, East Straudsbury University student, to complete 20 hours field observation from November 13, 2012 and December 12, 2012, with Karin Sharkey serving as the cooperating teacher and Laurie Piell as in class support.
- 4. Motion to approve Melanie Ikenson**, Kean University student, to complete 20 hours field observation from January 18, 2013 and May 14, 2013, with Lisa Kerr serving as the cooperating teacher.
- 5. Motion to approve Renee Colangelo**, Seton Hall University student, to complete an internship at High Bridge School District with Susan Vogler as Site School Psychology Supervisor from January 2, 2013 through August 31, 2013.
- 6. Motion to approve** a Leave of Absence for **Christine Sullivan**, Guidance Counselor, from on or about February 19<sup>th</sup>, 2013 through May 14<sup>th</sup>, 2013 utilizing 12 weeks FMLA.
- 7. Motion to approve** a leave of absence for **Cara Staviski** from November 30, 2012 through December 10, 2012 utilizing one (1) Personal Day and six (6) unpaid days.
- 8. Motion to amend** the employment contract for **Christine Cosgrove** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the

**PERSONNEL**

**Approve Substitutes**

**Approve Anthony Watkoskey Sub Custodian \$12.25/hr**

**Approve Heather Piell to complete 20 hrs field observation**

**Approve Melanie Ikenson 20 hrs field observation**

**Approve Renee Colangelo to complete internship January 2, 2013 – August 31, 2013**

**Approve LOA for Christine Sullivan Feb 19, 2013 – May 14, 2013**

**Approve LOA for Cara Staviski November 30, 2012 – December 10, 2012**

**Amend Christine Cosgrove contract from PT Paraprofessional to FT Paraprofessional**

2012-2013 school year from November 16, 2013 through June 30, 2013 at an annual prorated salary of \$9,841.50.

Approve Carl Katzenberger  
Boy's Basketball Coach

- 9. **Motion to approve Carl Katzenberger** as boy's basketball coach for the 2012-2013 season at the co-curricular rate of \$2,183.00.

ROLL CALL

M  
S

**Roll Call:**

Janice Stemple – Aye, Naye #7	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - Aye	William Stover - VP- Aye
Alan Schwartz – Aye	Robert Imhoff – Pres. – Aye;
	Abstain #7

**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 Larissa Critelli to approve the following trips/transportation items 1 -5.

Amended 2012-2013 School  
Calendar

- 1. **Motion to acknowledge** an amended 2012-2013 school calendar changing November 8<sup>th</sup> and November 9<sup>th</sup> to instructional days due to cancellation of NJEA Convention thereby recouping two days lost due to school closure from Hurricane Sandy. **(Attachment #10)**

Authorize Superintendent to  
submit QSAC

- 2. **Motion to authorize** the Superintendent to submit the Quality Single Accountability Continuum (QSAC) District Performance Review (DPR) and Statement Of Assurance (SOA) documents to the Hunterdon County Office of Education on or before November 15, 2012. **(Attachment #11)**

Class Trips/Transportation

- 3. **Motion to approve** the following class trips and transportation:
  - (a) **Fifth grade to YMCA Camp Bernie, Port Murray, NJ on February 21-22, 2013.** This program provides students with cooperative learning/team building, sensory awareness, night hike and wilderness survival experiences. Transportation will be provided by First Student at a cost of \$309.50 for two buses. The charge per student of \$100.00 includes transportation, program, lodging and meals and will be borne by parents/guardians. Cost of meals/lodging for chaperones of \$615.50 will be borne by the Board of Education.

Fifth Grade to YMCA Camp  
Bernie  
February 21-22, 2013

Acknowledge donation of  
Science based periodical  
materials by Ann Willard

4. **Motion to accept** a donation to Middle School Library of a book Quakertown Monthly Meeting – The Past... The Present by J.E. Stout C-1998, updated by Dan and Marty Campanelli, 2011, provided by Quakertown Friends Meeting.

5. **Motion to acknowledge** a donation to the Middle School Library of science based periodical materials, provided by Ann Willard.

FINANCE/  
FACILITIES

ROLL CALL

M  
S

**Roll Call:**

Kay Daughters-Musnuff - 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

PAYMENT OF BILLS

Checks 10/5 – 10/31/12  
\$73,401.36  
10/15/12 Payroll  
\$233,910.87  
10/31/12 Payroll  
\$234,760.85

FINANCE/  
FACILITIES

**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 - 8.

Checks 11/1 -11/8/12  
\$ 93,305.59

**1. PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #12)**

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

Cafeteria \$9,841.44

Check Register October 5 - 31, 2012	\$ 73,401.36
Payroll 10/15/12	\$233,910.87
Payroll 10/31/12	<u>\$234,760.85</u>
<b>Total</b>	<b>\$542,073.08</b>

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

Check Register, November 1- 8, 2012    **\$ 93,305.59**

**Approve** invoices for **Cafeteria** Account in the amount of **\$9,841.44**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
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Monthly Meeting  
2012

Monday, November 12,

10/16/12	Maschio's Food Service, Inc.	\$ 9,841.44	Inv. IN0034118	1346
	T			
	total	\$ 9,841.44		

## 2. FINANCIAL REPORTS

### Report of the Board Secretary for September 2012 (Attachment #13)

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the month of September 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 October 31, 2012– (Attachment #14)

**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 November 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.

### USE OF FACILITIES

Approve Daisy GS Troop  
#80187 use of ES Classroom

Amend Market Day Pickup

\_\_\_\_\_  
November 12, 2012

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

## 3. USE OF FACILITIES (Attachment #15)

- a. **Motion to approve** Daisy Girl Scouts Troop #80197 use of Elementary School Classroom from 3:00 p.m. to 4:00 p.m. beginning November 2012 through May 2013. Please see attached dates.



**Advisor – Maryanne Laffert**

- b. **Motion to amend** PTO Market Day pickup scheduled for November 6, 2012 to November 14, 2012. Please see attached.

**Advisor – Cindy Sharkey**

- c. **Motion to amend** High Bridge Youth Basketball scheduled use of ES All Purpose Room and MS Gym. Please see attached. **Advisor – Gary Mills**

**Amend HBYB Schedule**

**CAFETERIA REPORT**

**4. CAFETERIA REPORT**

**September 2012**

The cafeteria financial report for the month of **September 2012**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$127.20 for the month and a year-to-date loss of \$127.20. Student participation was 17% in the Middle School and 22% in the Elementary School for the month of **September 2012**.

Last year’s report for **September 2011**, indicated a profit of \$921.82 for the month and a year-to-date profit of \$921.82. Student participation was 26% in the Middle School and 25% in the Elementary School for the month of **September 2011**.

**2013 IDEIA GRANT SUBMISSION**

**5. 2013 IDEIA GRANT SUBMISSION**

**Motion to authorize** the Business Administrator to submit 2013 IDEIA grant totaling \$98,724 (\$94,628 Basic and \$4,096 Pre-School). (**Attachment #16**)

**MAINTENANCE BUDGET WORKSHEET**

**6. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET**

**BE IT RESOLVED** that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Superintendent. (**Attachment #17**)

**COMPREHENSIVE MAINTENANCE PLAN**

**7. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required”

maintenance activities for each of its public school facilities, and

Approve 2011-2012  
Audit

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

ROLL CALL

M  
S

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. (**Attachment #18**)

TRAVEL

- 8. Motion to approve 2011-2012**  
Comprehensive Annual Financial Report  
(audit) as prepared by Ardito & Co., LLP.  
(Enclosed)

**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

ROLL CALL

M  
S

**8 Ayes; Motion Passes**

**L. TRAVEL EXPENDITURE APPROVAL  
(Attachment #19)**

NEW BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #19) 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 #19)

PUBLIC COMMENTS

**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**

None.

**O. EXECUTIVE/CLOSED SESSION**

**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 8:40 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.

- Personnel – Support Staff
- Legal Matter – Alparone vs. High Bridge Board of Education
- October 8, 2012 Executive Meeting Minutes (Attachment ES#1)

Ann Willard motioned to exit executive session and return to public session at 8:58 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**P. RECOVENE PUBLIC SESSION**

**RECOVENE PUBLIC  
SESSION**

**Q. ACTION ITEMS**

**ACTION ITEMS**

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

**ADOPTION OF  
EXECUTIVE MINUTES**

Based upon the recommendation of the School Business Administrator/Board Secretary, Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to approve the following item.

1. October 8, 2012 Executive Meeting Minutes as amended

**October 8, 2012**

**ROLL CALL**

**M  
S**

**Roll Call:**

Karen Yaskanin-Jones – Aye  
Larissa Critelli – Aye  
Kay Daughters-Musnuff – Aye  
Alan Schwartz– Aye

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

**8 Ayes; Motion Passes**

**ADJOURNMENT**

**S. ADJOURNMENT**

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:01 p.m. The motion was seconded by Ann Willard. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator