

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, SEPTEMBER 10, 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 7:05 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: 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. Larissa Critelli notified the Board that she would not be in attendance.

**CORRESPONDENCE**

**D. REVIEW OF OFFICIAL CORRESPONDENCE  
(Attachment 1)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Nancy Belick	9/4/12	Letter of Resignation
Maria Monaco	9/5/12	Request to move across guide

**PUBLIC COMMENTS**

**E. PUBLIC COMMENTS**

None

**ADOPTION OF MINUTES**

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

Based upon the recommendation of the School Business Administrator, Ann Willard motioned, seconded by Alan Schwartz to approve the following minutes. Kay Daughters-Musnuff abstained. Unanimously carried.

**August 27, 2012**

1. August 27, 2012 Regular Meeting Minutes  
(Attachment #2)

**REPORTS TO THE BOARD**

**G. REPORTS TO THE BOARD**

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

**Board President's  
Report**

**2. Board President's Report**

- a) Ann Willard motioned seconded by William Stover to approve the 2012-2013 Board Goals. Unanimously carried. **(Attachment #3)**
- b) Review of NJSBA recommended Board tasks, as per checklist **(Attachment #4)**
- c) Board Committees and Chairperson

**Committees/  
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**

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

**Negotiations**

- **Negotiations – Janice Stemple, Chairperson, William Stover and Karen Yaskanin-Jones**

**Policy**

- **Policy – Karen Yaskanin-Jones, Chairperson, Alan Schwartz and Ann Willard**

**Public Hearing**

- 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 to approve a Public Hearing to address and receive public comment on the following district policies and regulations: (Copies for public were provided)
    - 1. Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation #2361 (Internet Safety Protection policy).  
A second reading to adopt

amendments to this policy and regulation will follow.

2. Harassment, Intimidation and Bullying Policy and Regulation #5512

Public Comments

**b) Public Comments**

None

Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to close the Public Hearing. Unanimously carried.

- c) Karen Yaskanin-Jones motioned, seconded by William Stover to amend, on second reading, the following policies and/or regulations: (Attachment via USB drive).

- Policy 0151 Organization Meeting
- Policy 0153 Annual Appointments
- Policy 0167 Public Participation in Board Meetings
- Policy 1110 Organizational Chart
- Policy 2361 Acceptable Use of Computer Networks/Computers and Resources – Amended w/spelling correction
- Regulation 2361 Acceptable Use of Computer Networks/Computers and Resources
- Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- Policy 2622 Pupil Assessment
- Policy 6470 Payment of Claims
- Regulation 6470 Payment of Claims
- Policy 8220 School Day
- Regulation 8220 School Closings

- d) Karen Yaskanin-Jones motioned, seconded by William Stover to adopt, on second reading, the following new policies and/or regulations: (Attachment via USB drive).

- Policy 2363 Pupil Use of Privately-Owned Technology
- Policy 3282 Use of Social Networking Sites by Teaching Staff Members
- Policy 4282 Use of Social Networking Sites by Support Staff Members.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

- **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:

**a. INFORMATION ITEMS:**

- 1) Staff Attendance for August 2012 (Attachment #5)
- 2) 2012-2013 Enrollment (Attachment #6)
- 3) HBPD Active Shooter Drill
- 4) Action plan for implementation of Board goals (Attachment #7 were at seats)
- 5) School Safety and Security Plan
- 6) School Choice Program
- 7) School Calendar
- 8) HBPD Fitness Program
- 9) NJASK Scores Comparison

**INFORMATION  
ITEMS**

**School Business  
Administrator's Report**

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

**a. General Information Items**

- 1) 2011-2012 Financial Audit
- 2) Call Manager update
- 3) Middle School Capital Project

- 4) Selling of old paper towel, toilet paper and soap dispensers
- 5) Email account (Simplicato)

**b. Monthly Facility Maintenance Report**

- 1) Water Heater - ES
- 2) Air Conditioner - MS Library
- 3) Summer Maintenance

**c. Vandalism Report**

There were no acts of vandalism since our last meeting.

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

Account	Peapack-Gladstone Bank
Agency	\$ .23
Capital Reserve	\$ 9.39
Current	\$ 138.25
Food Service	\$ .56
Maintenance	\$ 9.75
Payroll	\$ .47
Student Activity	\$ 1.23
Unemployment	\$ 4.35
FSA	\$ .05
<b>Total</b>	<b>\$ 164.28</b>

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

MS Principal’s Report

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

ES Principal’s Report

- An all school meeting was organized by 5<sup>th</sup> grade teachers
- The PTO sponsored a freezer pop Friday on September 7, 2012.

PERSONNEL

**H. PERSONNEL**

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 – 6. Karen Yaskanin-Jones seconded the motion.

- 1. **Motion to amend** the employment contract for **Megan Mondzak** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.

Approve Megan Mondzak from PT to FT Paraprofessional 9/11/12 – 6/30/13

**Approve Kristine Naumann  
from PT to FT  
Paraprofessional 9/11/12 –  
6/30/13**

**2. Motion to amend** the employment contract for **Kristine Naumann** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.

**Approve Sharon Snyder from  
PT to FT Paraprofessional  
from 9/11/12 – 6/30/13**

**3. Motion to amend** the employment contract for **Sharon Snyder** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from September 11, 2012 through June 30, 2013 at an annual prorated salary of \$12,589.50.

**Nancy Belick Resignation**

**4. Motion to accept** the resignation of **Nancy Belick** as part-time paraprofessional aide at the Elementary School effective immediately.

**Amend Maria Monaco from  
BA Step 5 to BA+15 Step 5  
\$53,210**

**5. Motion to approve** the movement across salary guide and amendment of the employment contract for **Maria Monaco** from BA, Step 5, to BA+15, step 5, as per her request and submission of official transcripts showing her successful completion of graduate level coursework, for an annual salary of \$53,210 retroactive from August 28, 2012 through June 30, 2013.

**Approve co-curricular  
activities and advisors**

**6. 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
Morning Broadcast	Jeff Thompson Anthony Marinelli	8		Total compensation not to exceed 120 hours ÷ 2 advisors Total: \$3493.20

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

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**L. CURRICULUM & INSTRUCTION**

**CURRICULUM &  
INSTRUCTION**

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Kay Daughters-Musnuff motioned, seconded by William Stover to approve the following trips/transportation.

**1. Motion to approve** the following class trips and transportation:

- a) **Five selected 5<sup>th</sup> grade G/T Students to Grounds for Sculpture, Hamilton, NJ** on October 12, 2012 (alternate dates of 10/19/12 or 10/26/12 – Consortium has not confirmed date) to study sculptures. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- b) **Eight selected 8<sup>th</sup> grade G/T Students to Clinton Twp. Middle School, Clinton, NJ** on October 25, 2012 for debate activities. Transportation costs will be divided up between participating districts and billed at the end of the school year.
- c) **Eighth grade to Clinton Twp. Middle School, Clinton, NJ** on October 3, 2012 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 \$50.00. Transportation will be provided by First Student at a cost of \$185.70 for one bus.
- d) **Fourth grade to Solitude House and Tisco Complex, High Bridge, NJ** on October 16, 2012 (raindate October 17, 2012) to visit four historic sites in their hometown. There are no costs associated with this trip and the students walk along the Columbia Trail and the Taylor Iron Worker’s Trail.
- e) **BD Class to Pleasant Valley Orchard, Pittstown, NJ** on September 19, 2012 for a tour of a working farm. Transportation to be provided by Hunterdon County ESC at a cost of \$150.00 for one bus.
- f) **BD Class to Clinton Shoprite, Clinton, NJ** on October 10, 2012 to shop with list and budget. Transportation to be provided by Hunterdon County ESC at a cost of \$78.00 for one bus.

**5<sup>th</sup> Grade to Grounds  
for Sculpture, Hamilton,  
NJ**

**8<sup>th</sup> Grade G/T to Clinton  
Twp. School**

**8<sup>th</sup> Grade to Clinton Twp  
School – Michael Fowlin**

**4<sup>th</sup> Grade to Solitude  
House**

**BD Class to Pleasant  
Valley Orchard,  
Pittstown, NJ**

**BD Class to Clinton  
Shop Rite**

ROLL CALL

M  
S

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

FINANCE/  
FACILITIES

**J. 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 - 4.

PAYMENT OF BILLS

**1. PAYMENT OF BILLS**

**a) Audit of Invoices (Attachment #8)**

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

Aug 24-31, 2012  
\$42,023.93  
Payroll 8/31/12  
\$46,932.95

Check Register August 24 - 31, 201	\$ 42,023.93
Payroll 8/31/12	\$ <u>46,932.95</u>
<b>Total</b>	<b>\$ 88,956.88</b>

Invoices

Sept 1 - 6, 2012  
\$126,989.59

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

Check Register, September 1- 6,2012	\$126,989.59
-------------------------------------	--------------

**2. FINANCIAL REPORTS**

**Report of the Board Secretary for July 2012 (Attachment #9)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of July 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.

**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 10, 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.

\_\_\_\_\_  
September 10, 2012

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

**3. USE OF FACILITIES (Attachment #10)**

a. **Motion to approve** Daisy Girl Scout Troop #80894 use of Elementary School Classroom from 6:30 p.m. to 8:00 p.m. beginning September 26, 2012 through May 22, 2013. Please see attached dates.  
**Advisor – Maryann Hagan**

b. **Motion to approve** Girl Scout Troop #80427 use of Elementary School Classroom every other Thursday from 3:00 p.m. to 5:00 p.m. beginning September 27, 2012 through May 23, 2013.  
**Advisor – Danielle Benavides**

**4. Motion to approve** the School Business Administrator to sell old paper towel (45), toilet paper (62) and soap dispensers (75) through NJASBO and/or Business & Education Alliance.

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**K. 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

M  
S

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

EXECUTIVE/  
CLOSED SESSION

**L. NEW BUSINESS**

The Back to School Nights are scheduled for September 24, 2012 at the Middle School and September 27, 2012 at the Elementary School.

S

**M. PUBLIC COMMENTS**

None.

**Q. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Superintendent, William Stover requested a motion to approve the following resolution to enter into Executive Session at 7:59 p.m.; Janice Stemple 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.

RECOVENE  
PUBLIC SESSION

ACTION ITEMS

- Legal Matter – Alparone vs. High Bridge Board of Education
- August 27 2012 Executive Meeting Minutes (See Sealed Envelope)

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:16 p.m. Alan Schwartz seconded the motion. Unanimously carried.

ROLL CALL

M  
S

**P. RECOVENE PUBLIC SESSION**

**Q. 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, Janice Stemple motioned, seconded by Alan Schwartz to approve the following item.

**August 27, 2012**

1. August 27, 2012 Executive Meeting Minutes as amended

**ROLL CALL**

**M  
S**

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**S. ADJOURNMENT**

**ADJOURNMENT**

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 8:20 p.m. The motion was seconded by William Stover. Unanimously carried.

Respectfully submitted,

Gail Woicekowski  
Board Secretary/ Business Administrator