

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JULY 8, 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 6:04 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 6:12 p.m., Ann Willard arrived at 6:58 p.m., Karen Yaskanin-Jones, Kay Daughters-Musnuff, Vice President and Robert Imhoff, President. Also present was Brian Bizzoco, Acting Superintendent, and Michele McCann, Board Secretary/Business Administrator.

RECOGNITION ITEMS

D. RECOGNITION ITEMS

None at this time.

E. REVIEW OF OFFICIAL CORRESPONDENCE

(Attachment #1)

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Mary Waldron	6/24/13	Notice of Retirement

CORRESPONDENCE

PUBLIC COMMENTS

F. PUBLIC COMMENTS

None

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

1. June 10, 2013 Regular Meeting Minutes
(Attachment #2)

H. REPORTS TO THE BOARD

1. Follow-Up Items

None at this time.

2. Board President's Report

- a) Health Benefits Waiver
 - b) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #3**)
 - Action list was reviewed.
 - c) The Board Members were polled for the August Board meeting.
 - The August Board Meeting will be the regularly scheduled date of August 12, 2013
 - d) Board Committees and Chairperson
- **Ad Hoc Committee: Negotiations – Karen Yaskanin-Jones, Chairperson**, Alan Schwartz, Robert Imhoff
 - Meeting with representatives of the High Bridge Teachers Association to discuss the Curriculum Coordinator stipend.
 - **Community Relations – Larissa Critelli, Chairperson**, Tom Wescoe, Robert Imhoff
 - Next meeting - July 30th at 5:30 PM
 - **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**, Alan Schwartz, Robert Imhoff
 - Next meeting – July 30th at 4:30 PM
 - **Finance/Facilities – Alan Schwartz, Chairperson**, Larissa Critelli, Robert Imhoff
 - Next meeting – July 30th at 6:00 PM

- **Personnel and Management – Karen Yaskanin-Jones, Chairperson,**
Ann Willard, Robert Imhoff
 - Advertisement for Physical Education teacher position.
 - Re-advertisement for Reading Specialist position.
 - Re-advertisement for part-time Guidance Counselor position.
 - Reviewed proposed para-professional appointments.
 - Reviewed recommendation for Kindergarten teacher position.
 - Reviewing job descriptions for athletic coaches and advisors.

- **Policy – Ann Willard, Chairperson,**
Tom Wescoe, Robert Imhoff

1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions: **(Attachment #4)**

1. Ann Willard motioned, seconded by Larissa Critelli, unanimously carried, to amend the following existing bylaws, policies and/or regulations:

- Bylaw #0000.02 Introduction
- Policy #5117 Interdistrict Public School Choice
- Policy #5120 Assignment of Pupils
- Policy #5300 Automated External Defibrillators (AED)
- Policy #5533 Pupil Smoking
- Policy #7434 Smoking in School Buildings and on School Grounds

2. Ann Willard motioned, seconded by Larissa Critelli, unanimously carried, to adopt the following new policies and/or regulations:

- Policy #3232 Tutoring Services
- Regulation #3232 Tutoring Services
- Regulation #5117 Interdistrict Public School Choice
- Regulation #5300 Automated External Defibrillators (AED)
 - Policy #7522 School District Provided Technology Devices to Staff Members

- Policy #7523 School District Provided Technology
- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

3. **Acting Superintendent’s Report**

Mr. Bizzoco discussed the following with the Board:

a. **INFORMATION ITEMS:**

- 1) Staff Attendance for June 2013 (**Attachment #5**)
- 2) 2013-2014 Projected Enrollment (**Attachment #6**)
- 3) Final Report on Harassment, Intimidation, and Bullying Incidents (**Attachment #7**)
- 4) Report on beginning of Extended School Year Program
- 5) Discussed and reviewed revised school day opening assignments at HBES

The Board mentioned reviewing the surveillance equipment

- 6) Review Curriculum Writing Process and Connection To Student Achievement (**Attachment #8**)
- 7) Review of May 2013 Legal Bills (**Attachment #9**)

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

a. **General Information Items**

- Completed NP transportation; SNEARS report for year end; contracts
- Reviewing PO open from 12-13, close out of fiscal year.

b. **Monthly Facility Maintenance Report**

- **ES** - work started 06/24 on this project for carpet & tile already completed.
- **MS** - work started 06/24 on this project for carpet & tile already completed.
- **MS** – gym floor screening is complete.

c. Vandalism Report

There was vandalism on the outside eating area identified on 6/26/13.

d. Monthly Investment Interest – June 2013

Account	Peapack-Gladstone Bank
Agency	\$ 5.64
Capital Reserve	\$ 16.82
Current	\$ 62.84
Food Service	\$.54
Maintenance	\$ 15.15
Payroll	\$ 4.39
Student Activity	\$ 2.01
Unemployment	\$ 2.18
FSA	\$.13
Total	\$ 151.31

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

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

I. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Acting Superintendent, Ann Willard motioned, seconded by Alan Schwartz to approve the following item.

- Motion to accept** the following out-of-district students for the 2013-2014 school year on a tuition basis.

STUDENT ID	SENDING DISTRICT	TUITION
MS BD-Autistic Program		
#6869365247	Califon	\$26,000 *
#4315866403	Franklin Twp.	\$26,000 *
#1412098401	Franklin Twp.	\$26,000 *

* Sending district will also be billed for instructional aide.

ROLL CALL

**M
S**

Roll Call:

Ann Willard - Aye
Alan Schwartz - Aye
Larissa Critelli – Aye
Tom Wescoe - Aye

Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff - VP - Aye
Robert Imhoff – Pres - Aye

7 Ayes; Motion Passes

PERSONNEL

J. PERSONNEL

Based upon a recommendation of the Acting Superintendent, Larissa Critelli motioned to approve the following items #1 – 5. Kay Daughters-Musnuff seconded the motion.

- 1. **Motion to accept** with regret and best wishes the notice of retirement from **Mary Waldron** as Elementary School Physical Education teacher, effective July 1, 2013. Miss Waldron retires with over 41 years of dedicated service to the district.
- 2. **Motion to approve** the employment of **Heidi Miller** as a part-time (.64) special education paraprofessional aide for the 2013-2014 school year at an annual salary of \$9,165.00.
- 3. **Motion to approve Kristine A. Naumann** as a full-time Kindergarten teacher for the 2013-2014 school year at Level BA Step 1 for an annual salary of \$ 50,505. (Attachment #10)
- 4. **Motion to rescind** the June 10, 2013 appointment of Katie Drude as part-time (.70) guidance counselor as in accordance with Article IX-B of the negotiated agreement the position is being readvertised and the successful candidate of the expanded search will be appointed at a later date.
- 5. **Motion to amend Emma Alparone**, Substitute Caller co-curricular contract, from \$2,457.60 to \$2,451.60.

Roll Call:

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

7 Ayes; Motion Passes

K. FINANCE/FACILITIES

FINANCE/FACILITIES

Based upon the recommendation of the Acting Superintendent and School Business Administrator/Board Secretary, Karen Yaskanin-Jones made a motion, seconded by Larissa Critelli to approve the following items # 1 – 9.

1. PAYMENT OF BILLS

PAYMENT OF BILLS

a) Audit of Invoices (Attachment #11)

Approve invoices for Current Expense in the following amounts:

Check Register June 7 - 30, 2013	\$	98,513.60
Payroll 6/13/13		245,665.45
Payroll 6/14/13		210,314.72
Payroll 6/28/13	\$	<u>46,541.29</u>
Total	\$	601,035.06

Invoices June 7-30, 2013
\$98,513.60
Payroll 6/13/13 \$245,665.45
6/14/13 \$210,314.72
6/28/13 \$46,541.29

Approve invoices for Current Expense in the following amounts:

Check Register July 1 - 3, 2013	\$130,780.74
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Invoices July 1-3, 2013
\$130,780.74
Cafeteria \$9,983.68

Approve invoices for **Cafeteria** Account in the amount of **\$9,983.68**

Date	Vendor	Amount	Description	Check No.
6/17/13	Maschio's Food Service, Inc.	\$ 9,981.18	Inv. IN0038060	1364
6/19/13	NJ Dept of Agriculture	\$ 2.50	Inv. 150946	1365
		-		
	Total	\$ 9,983.68		

FINANCIAL REPORTS

May 2013

2. FINANCIAL REPORTS

Report of the Board Secretary for May 2013 and Treasurer's Report for March 2013 (Attachment #12)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of May 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 June 30, 2013
(Attachment #13)**

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 8, 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.

July 8, 2013

Michele McCann
Business Administrator/Board Secretary

CAFETERIA REPORT
May 2013

3. CAFETERIA REPORT

The cafeteria financial report for the month of **May 2013**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$1,031.35 for the month and a year-to-date loss of \$4,315.92. Student participation was 17% in the Middle School and 33% in the Elementary School for the month of **May 2013**.

Last year’s report for **May 2012** indicated a profit of \$382.86 for the month and a year-to-date profit of \$3,228.17. Student participation was 21% in the Middle School and 32% in the Elementary School for the month of **May 2012**.

The cafeteria financial report for the month of **June 2013**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$4,315.92 for the month and a year-to-date loss of \$0.00. Student participation was 15% in the Middle School and 31% in the Elementary School for the month of **June 2013**.

Last year’s report for **June 2012** indicated 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**.

4. USE OF FACILITIES (Attachment #14)

- a. Motion to approve Girl Scouts #80196** use of ES Classroom on Wednesdays starting September 25, 2013 through May 21, 2014 from 3:15 P.M. until 4:30 p.m. Please see attached dates. **Advisor: Bernadette Wescott**
- b. Motion to approve Girl Scouts Troop #80091** use of ES Classroom on second Friday of the month starting September 13, 2013 through June 13, 2014 from 6:45 p.m. until 8:30 p.m. Please see attached dates. Please note change of date applications due to school closings. **Advisor – Michelle Angley**
- c. Motion to approve High Bridge Borough** for use the of the elementary school facility on August 13, 2014 from 5:30 a.m. until 8:30 p.m for a special election. **Contact - Diane Seals.** Any additional cost of the custodial staff will be paid by the county election board.

5. Motion to approve disposal of property

WHEREAS, in accordance with N.J.S.A. 18A:18-45F, the High Bridge Board of Education would like to dispose of property; and

WHEREAS, the following properties have been classified as no longer serviceable;

<u>Description:</u>	<u>Item:</u>
Textbooks (72) copyright 1999	Glencoe Life Science,
3 6ft folding tables wood	obsolete
6 laminated preschool tables	poor condition
1 wood stool	broken
1 metal stool	broken
1 metal filing cabinet	bent mental
2 rolling shelves	worn
1 floor buffer machine	burnt out motor
1 bookcase	worn
23 preschool chairs	poor condition
1 computer cart	obsolete

WHEREAS, the condition of the items above were established by the janitors and Superintendent, and

WHEREAS, a recommendation has been made by the Superintendent that the listed items be disposed;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, upon the recommendation of the superintendent, authorizes the administration to dispose of the assets via a dumpster;

6. Motion to memorialize the use of funds

WHEREAS, \$11,822.90 was from the State of New Jersey for a capital projects, **2140-060-04-1000(00HC)/2140-055-04-40100(00HB)**

WHEREAS, the aforementioned capital project was approved by the High bridge Board of education on March 8, 2004 as part of the elementary and middle school renovation project.

WHEREAS, the board has encumbered the funds for the repair of the middle school flooring repair project.

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, \$11K be transferred to the capital projects fund to be utilized for the floor project.

7. Motion to memorialize the use of funds.

WHEREAS, \$62,259.50 was from the State of New Jersey for a capital projects, **2140-060-04-1000(00HC)/2140-055-04-40100(00HB)**

WHEREAS, the aforementioned capital project was approved by the High bridge Board of education on March 8, 2004 as part of the elementary and middle school renovation project.

WHEREAS, the board will move the funds to capital reserve.

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education, \$62K be transferred to the capital reserve.

8. **Motion to approve** a payment of \$ 4,635.90, to Joseph Kennedy, Superintendent, upon his retirement for unused vacation time, as outlined in his 2011-2013 employment contract and in compliance with state regulations S 2220, P.L.2010, c. 3, s. 3.

9. **FOOD SERVICE MANAGEMENT CONTRACT RENEWAL – Amended (Attachment #15)**

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which remains at the same amount as the 2012-2013 school year. The contract with Maschio’s guarantees a “no-cost” operation for 2013-14 school year, with a 15 cent increase in the price of a school lunch.

Price	Paid	Reduced
Student Lunch	\$2.75	\$0.40
Adult Lunch	\$3.75	-
Special Milk Program	\$0.40	\$0.40

NEW BUSINESS

ROLL CALL
M
S

Roll Call:

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

7 Ayes; Motion Passes

L. NEW BUSINESS

None

M. PUBLIC COMMENTS

None

PUBLIC
COMMENTS

N. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Acting Superintendent, Alan Schwartz requested a motion to approve the following resolution to enter into Executive Session at 8:14 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.

- May 20, 2013 Executive Meeting Minutes (**Attachment ES #1**) Available at the meeting
- June 10, 2013 Executive Meeting Minutes (**Attachment ES #2**) Available at the meeting
- Legal Matter – Alparone vs. High Bridge Board of Education

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:52 p.m. Alan Schwartz seconded the motion. Unanimously carried.

O. RECOVENE PUBLIC SESSION

P. ACTION ITEMS

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, Kay Daughters-Musnuff motioned, seconded by Alan Schwartz, unanimously carried, to approve the following items.

May 20, 2013 Executive Meeting Minutes
June 10, 2013 Executive Meeting Minutes

T. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 8:53 p.m. The motion was seconded by Alan Schwartz. Unanimously carried.

Respectfully submitted,

Michele McCann
Board Secretary/ Business Administrator