

# HIGH BRIDGE BOARD OF EDUCATION

## WORK SESSION MEETING

MONDAY, NOVEMBER 10, 2008

### A. OPENING OF MEETING - 7:00 PM

#### 1. Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary Schools' front doors, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspapers: Hunterdon Democrat and the Courier News, the meeting will convene at 7:00 pm, on Monday, November 10, 2008, in Room #209 (Computer Room) at the High Bridge Middle School, 50 Thomas Street, High Bridge, NJ 08829. Formal action will be taken if needed.

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL by Anthony Juskiewicz, Business Administrator

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

### D. PUBLIC COMMENTS

### OATH OF OFFICE TO NEW BOARD MEMBER

The Business Administrator will issue the oath of office to the newly appointed Board member Susan Connor.

### GUEST PRESENTATION BY CHRISTI ROLING: CANINE COMPANIONS FOR INDEPENDENCE - UPDATE

### EXECUTIVE SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel matters, pending litigation, negotiations and other such related matters.

- Board Attorney Nicholas Celso to meet with Board to discuss attorney-client privilege information regarding:  
(Each numbered item will have its own separate envelope of material.)
  1. Threatened Litigation – Paff vs. High Bridge Board of Education
  2. Potential Litigation- Former employees regarding salary overpayments.

3. Litigation-Filed by Emma Alparone et. al. vs. the High Bridge BOE re: salary overpayments.

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

## **E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Sean Reilly	11/2/08	Permission to sell drinks at Saturday basketball games for High Bridge Youth Basketball

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

1. October 6, 2008 Work Session Meeting
2. October 20, 2008 Regular Monthly Meeting

## **G. REPORTS TO THE BOARD**

### **1. Board President's Report**

### **2. Board Committees and Chairperson Reports**

- **Community Relations – Heather Thompson, Chairperson**  
Kay Daughters-Musnuff and Sheri Woliver
- **Curriculum and Instruction – Jeffrey Raefski, Chairperson**  
Valerie Jordan and Susan Connor
- **Finance/Facilities – Barbara Gallagher, Chairperson**  
Jeffrey Raefski and Robert Imhoff
- **Personnel and Management – Sheri Woliver, Chairperson**  
Heather Thompson and Robert Imhoff
- **HCESC Representative – Dr. Patricia Ash**
- **NJSBA Delegate – Janice Stemple**
- **Negotiations – Janice Stemple, Heather Thompson, Sheri Woliver**
- **Policy – Robert Imhoff, Chairperson, Valerie Jordan, and Kay Daughters-Musnuff**
  - **October 23, 2008, Policy Committee Report**

### **3. Superintendent's Report**

#### **A. INFORMATION ITEMS:**

- 1) Review of September's legal bills (Attachment G-3-A-1)
- 2) Student Enrollment Update as of October 31, 2008. Enrollment figures for October 2007 are provided for comparison. (Attachment G-3-A-2)
- 3) Employee Absence Report for October 2008 (Attachment G-3-A-3)
- 4) Minutes of Faculty Advisory Committee Meeting October 7, 2008 (Attachment G-3-A-4)

#### **B. ACTION ITEMS**

- 1) Approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials due to the county office by 11/15/08 (Attachment G-3-B-1)

**Roll Call:**

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

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

**A. General Information Items**

1. Salary overpayment litigation cost analysis. (Attachment G-4-A-1)
2. NJ School Digest (Attachment G-4-A-2)
3. Update on extended polling hours
4. LRFP approval letter (Attachment G-4-A-4)
5. High Bridge Youth Basketball request to sell drinks – discussion

**B. Monthly Facility Maintenance Report**

None

**C. Vandalism Report**

The Middle School rear stairs leading to the Columbia Trail were vandalized between 10/31 to 11/3. The stair railings were spray painted and a few spindles at the bottom of the trail were kicked out. Repairs to the spindles were made on 11/4. The spindles were again kicked out the next day. The police were contacted and have made two reports regarding these issues.

**D. Monthly Investment Interest**

Commerce Bank-Current Account – October, 2008	<u>Amount</u> <b>\$193.12</b>
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**H. PERSONNEL**

The Superintendent recommends the approval of the following actions:

1. **Rescind** an Interscholastic sports advisor contract for **Pat Tuma** for Cheerleading for the 2008-2009 school year in the amount of \$1,318.00.
2. **Approve** an Interscholastic sports advisor contract for **Pat Tuma** for Cheerleading for the 2008-2009 school year in the amount of \$1,517.00, which includes additional 20% for 5+ years experience on the co-curricular negotiated agreement base rate of \$1,264.00.
3. **Approve** the following **substitutes** for the remainder of the 2008-2009 school year:
  - a. Suzanne Reeds
  - b. Donna Brown
  - c. Katherine Cole

d. Sharon McCauley

**Roll Call:**

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

**I. CURRICULUM & INSTRUCTION**

The Superintendent recommends the Board approve the following:

1. **Approve** the following class trips and transportation:
  - a. **8<sup>th</sup> grade students to Voorhees High School** on Wednesday, January 7, 2009 from 9:00 a.m. until 12:00 noon with a snow date of January 9<sup>th</sup> for an orientation to High School program. Transportation to be provided by First Student at a cost of \$58.80/hour
2. **Approve** the following out of district tuition student for the behavioral disabled class to begin 11/11/2008 for the remainder of the 2008-2009 school year at an annual tuition rate of \$22,000. Cost of tuition, transportation and one-on-one aide will be the responsibility of the sending district.

<u><b>Student ID</b></u>	<u><b>Sending District</b></u>
Fr Twp-02	Franklin Township

**J. SCHOOL BUSINESS**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following:

**1. PAYMENT OF BILLS**

**Audit of Invoices (Attachment J-1a-b)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$142,998.76** (Schedule 5)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$241,466.01** (10/31/08)
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$2,462.91**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
10/30/08	Maschio's Food Service	2,434.71	Salaries/Wages	1159
11/3/08	State of NJ Dept. of Agriculture	28.20	Food/Supplies	1160
	<b>TOTAL</b>	<b>\$2,462.91</b>		

**2. RESOLUTION APPROVING TOLLING AGREEMENTS**

Resolved, upon the recommendation of the Superintendent, that the Board hereby approves the Tolling Agreement with the High Bridge Teachers Association, and the Tolling Agreements with Lori Ramsey, Jennifer Barker-Zeveney, Danielle Hamblin, Doris Martin and Donna Ingalls and authorizes the Board President to execute same on its behalf.

**K. FINANCIAL AUDIT (Attachment K)**

The Superintendent, in consultation with the Board Secretary recommends the Board approve the following:

**Comprehensive Annual Financial Report** for the school year 2007-2008 as prepared by the district's auditing firm of Ardito & Company.

**Corrective Action Plan** for the school year 2007-2008.

**No comments or recommendations were made.**

**Copies of schedules A & B, Corrective Action Plan Form and summary page will be available before the Board meeting**

**Roll Call:**

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

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

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board pre-approve the workshop and travel expenses listed on the attached chart as authorized by Board Resolution adopted on November 5, 2007.

**Roll Call:**

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

**M. PRESENTATION**

- Diane Morris of New Jersey School Boards to discuss Superintendent search process.

**N. EXECUTIVE/CLOSED SESSION**

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss personnel matters, pending litigation, negotiations and other such related matters.

- Discussion of teacher due for tenure. Teacher observation, evaluation and recommendation form is available for your review in the superintendent's office.
- October 20, 2008 Executive Meeting Minutes review (see sealed envelope)

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

**O. RECONVENE PUBLIC SESSION**

**PERSONNEL**

4. **Approval** to grant tenure contract to **Brenda Krushinski**, as of November 2, 2008.

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

1. October 20, 2008 Executive Meeting Minutes

**Roll Call:**

Susan Connor	Jeffrey Raefski
Kay Daughters-Musnuff	Sheri Woliver
Barbara Gallagher	Heather Thompson, Vice-President
Robert Imhoff	Janice Stemple, President
Valerie Jordan	

**Q. NEW BUSINESS**

**R. PUBLIC COMMENTS**

**S. ADJOURNMENT**