

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JULY 14, 2008**

Minutes

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:12 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Barbara Gallagher, Daniel Gallagher, Robert Imhoff, Valerie Jordan, Jeffrey Raefski, Janice Stemple, President and Heather Thompson, Vice President. Also present was Dr. Patricia Ash, Superintendent of Schools and Anthony Juskiewicz, Board Secretary/Business Administrator. Kay Daughters-Musnuff and Sheri Woliver notified the Board that they would not be in attendance.

D. PUBLIC COMMENTS - None

PUBLIC COMMENTS

E. REVIEW OF OFFICIAL CORRESPONDENCE

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF MINUTES

Based upon the recommendation of the Superintendent, Jeffrey Raefski motioned, seconded by Valerie Jordan to approve the following minutes. Barbara Gallagher and Daniel Gallagher abstained from the June 23, 2008 minutes. Unanimously carried.

1. June 23, 2008 Regular Monthly Meeting
2. June 30, 2008 Special Meeting

G. REPORTS TO THE BOARD

REPORTS TO THE BOARD

1. Board President's Report

Discussion on the formation of a policy committee.

Jeffrey Raefski motioned seconded by Valerie Jordan to form an Ad Hoc Committee for the sole purpose of dealing with Bylaw #0174 Duties of Board Attorney.

Discussion amongst members.

Mr. Raefski gave the Board his reasons for this committee.

Mr. Raefski withdraws motion and Mr. Gallagher seconds.

Mr. Gallagher motions to form a Policy committee.

2. Board Committees and Chairperson Reports

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

Superintendent's Report

3. Superintendent's Report

Dr. Ash presented the following items for review and discussion:

A. INFORMATION ITEMS:

- 1) 2008-2009 Enrollment as of July 10, 2008 with figures from July, 2007 for comparison:

GRADE	# of Students 2008	# of Students 2007	# OF SECTIONS 2008-09
Preschool (inclusion)	15	12	1
Kindergarten	29	29	2 (1 am/1 pm)
1 st	29	45	2
2 nd	47	29	3
3 rd	27	46	2
4 th	44	63	2
5 th	58	41	3
MD	1	3	1
BD	5	4	1
Elementary Sub-Total	255	275	
6 th	44	45	2
7 th	48	50	2
8 th	50	38	3
Middle Sub-Total	142	133	
GRAND TOTAL	397	408	

- 2) **Average Daily Attendance and Average Daily Enrollment** as reported to New Jersey Department of Education on June 30, 2008:

School	Average Daily Enrollment	Average Daily Attendance	ADA Rate
Elementary	261.4	251.4	96.2
Middle	132.8	129.5	97.5
District	394.2	380.9	96.6

FYI: The State rates pupil attendance as acceptable based upon the district’s daily attendance rate averaging 90% or higher over a three year period prior to the year in which the district is being monitored. Our district consistently performs above the 90% average as follows:

- 2006-2007 = 96.0%
- 2005-2006 = 96.2%
- 2004-2005 = 96.0%
- Three year average = 96.06%

3) Kindergarten Intervention Pilot Program Summary Report (Attachment G-3-A-5)

Mrs. Jordan acknowledged the above report was excellent.

Mrs. Jordan asked if parents can e-mail teachers.

Dr. Ash commented on the success of the program.

ACTION ITEMS

B. ACTION ITEMS:

Based upon the recommendation of the Superintendent, Valerie Jordan motioned to approve the following items. Daniel Gallagher seconded the motion. Unanimously carried.

Approve 3-year Mentoring Plan

- 1) **Approve** High Bridge School District 3-Year Mentoring Plan for 2008-2011, to be submitted to the Hunterdon County Office by August 1, 2008. (Attachment G-3-B-1)

Approve 3-year ESL Plan

- 2) **Approve** High Bridge School District 3-Year English Language Services (ELS) Plan for 2008-2011, to be submitted to the State and County Offices by July 15, 2008. (Attachment G-3-B-2)

Mrs. Jordan asked a few questions.

School Business Administrator's Report

4. School Business Administrator's Report

A. General Information Items

- 1. Copy of School Digest to review. (Attachment G-4-1)

B. Monthly Facility Maintenance Report

None

C. Vandalism Report

None

D. Monthly Investment Interest

Amount

Commerce Bank-Current Account – June 2008

\$200.18

CURRICULUM & INSTRUCTION

H. CURRICULUM & INSTRUCTION

Based upon the recommendation of the superintendent, Daniel Gallagher motioned to approve the following items. Robert Imhoff seconded the motion. Unanimously carried.

Approve district tuition student for MD class \$44,029

- 1. Approve the following out of district tuition student for the multiply disabled class for the 2008-2009 school year at an annual tuition rate of \$44,029.

Student ID

District

Wa Twp-01

Washington Township

Roll Call

Roll Call:

- Kay Daughters-Musnuff - Absent
Barbara Gallagher - Aye
Daniel Gallagher - Aye
Robert Imhoff - Aye
Valerie Jordan - Aye
Jeffrey Raefski - Aye
Sheri Woliver - Absent
Heather Thompson, VP - Aye
Janice Stemple, President - Aye

SCHOOL BUSINESS

I. SCHOOL BUSINESS

Based upon the recommendation of the Superintendent, in consultation with the School Business Administrator/Board Secretary, Barbara Gallagher made a motion, seconded by Robert Imhoff to approve the following items:

PAYMENT OF BILLS

1. PAYMENT OF BILLS

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

Approve invoices \$56,176.42

- a) Approve invoices for Current Expense Fund 10 in the amount of \$56,176.42 (2007-2008 Schedule 21)

Approve payroll (6/30/08) \$56,541.87

- b) Approve payroll for Current Expense Fund 10 in the amount of \$56,541.87 (06/30/08)

Approve invoices for cafeteria account \$2,395.39

- c) Approve invoices for Cafeteria Account in the amount of \$2,395.39

Date	Vendor	Amount	Description	Check#
7/08/08	Maschio's Food Svc	2,389.59	Food/Supplies	1152
7/08/08	State of NJ Dept. of Agriculture	5.80	Food/Supplies	1153
	TOTAL	2,395.39		

2. CAFETERIA REPORT

CAFETERIA
REPORT

The cafeteria financial report for the month of **June 2008**, as submitted by Maschio's Food Services, indicates a profit of \$2,551.20 for the month and a year-to-date profit of \$0.00. Student participation was 28% in the Middle School and 33% in the Elementary School for the month of June 2008.

The cafeteria financial report for the month of **June 2007**, as submitted by Maschio's Food Services, indicates a profit of \$2,533.20 for the month and a year-to-date profit of \$3000.00. Student participation was 34% in the Middle School and 36% in the Elementary School for the month of June 2007.

3. FINANCIAL REPORTS

FINANCIAL
REPORTS

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for April & May 2008. (See Attachment J-3a)

APRIL & MAY
2008

Resolved, that the Board of Education accept the Board Secretary's Financial Report for the months of April & May 2008 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 April & May 2008

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. 6:20-2.13(3), the Board of Education certify that as of May 31, 2008, after review of the Secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(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 14, 2008

Anthony Juskiewicz
Board Secretary/Business Administrator

USE OF FACILITIES

Girl Scouts Troop 1267 Sept 08 – May 09

Religious Classes St. Joseph’s Church Sept 08 – May 09

4. USE OF FACILITIES

- a) **Girl Scout Troop 1267** – Use of Elementary School art room on the 1st & 3rd Tuesday of each month from September 16, 2008 to May 26, 2009 **Advisor: Alisa Grossman** (Attachment J-4a)
- b) **Religious Classes** – St. Joseph’s Roman Catholic Church on specific Sundays as per their application, beginning on September 21, 2008 and ending on May 3, 2009, from 9:00 am to 11:00 am, utilizing the classrooms as per the listing attached to their application. **Advisor: Anne McGovern** (Attachment J-4b)

Roll Call

Roll Call:

Kay Daughters-Musnuff – Absent	Jeffrey Raefski - Aye
Barbara Gallagher – Aye	
Abstain 4a & 4b	Sheri Woliver - Absent
Daniel Gallagher – Aye	Heather Thompson, VP - Aye
Robert Imhoff - Aye	Janice Stemple, President - Aye
Valerie Jordan - Aye	

EXECUTIVE/ CLOSED SESSION

J. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Daniel Gallagher requested a motion to approve the following **Resolution** to enter into Executive Session at 9:06 p.m.; Robert Imhoff 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.

- Executive Meeting Minutes review (see sealed envelope)
- Discussion of possible litigation issue
- Personnel Issues – discussion of employee salary increases

Valerie Jordan motioned to exit executive session and return to public session at 9:37 p.m. Daniel Gallagher seconded the motion. Unanimously carried.

K. RECOVENE PUBLIC SESSION

RECOVENE
PUBLIC SESSION

L. PERSONNEL

PERSONNEL

Based upon the recommendation of the superintendent, Janice Stemple motioned to approve the following items. Heather Thompson seconded the motion.

- 1) **Approve Jennifer Jacobson**, of Staff Development for Educators, as a consultant to conduct a three day on-site training program on 10/13/08, 10/14/08 and 10/15/08 on the topic of Six Plus One Writing Traits for a maximum of six instructional hours per day for a total of \$8,650.00. (Attachment H-1)

Approve Jennifer Jacobson as consultant for 3 days

- 2) **Approve** the employment of **Kimberly Ziegler** as a permanent part-time (62%) substitute Basic Skills Instructor at a Step 1 BA prorated to 62% for a per diem rate of \$135.78/day from September 1, 2008 through June 30, 2008 or until receipt of her New Jersey teaching certificate. (Attachment H-2)

Approve Kimberly Ziegler part-time (62%) Basic Skills Instructor Step 1 BA

2007-2008 personnel contracts for items 3 through 10 (Attachment H-3-10)

- 3) **Approve** an employment contract for **Lisa Fallon**, Special Education Supervisor in the amount of \$97,466 for the 2008-2009 school year, effective July 1, 2008. This represents a 4.3% increase.
- 4) **Approve** an employment contract for **Lynn Van Assen**, Middle School Vice Principal (50%) in the amount of \$47,376 for the 2008-2009 school year, effective September 1, 2008. This represents a 4.3% increase.
- 5) **Approve** an employment contract for **Paul Nigro**, Elementary School Principal in the amount of \$93,870 for the 2008-2009 school year, effective September 1, 2008. This represents a 4.3% increase.

Approve Lisa Fallon 4.3% 08-09 \$97,466

Approve Lynn VanAssen (50%) 08-09 4.3% \$47,376

Approve Paul Nigro 4.3% 08-09 \$93,870

Approve Richard
Kolton (60%)
08-09 \$55,997

- 6) **Approve** an employment contract for **Richard Kolton**, District Technology Coordinator (60%) in the amount of \$55,997 for the 2008-2009 school year, effective July 1, 2008. This represents a 4.3% increase.

Approve Ann
Marie Byrne 08-09
4.3% \$33,376

- 7) **Approve** an employment contract for **Ann Marie Byrne**, Assistant to the Business Administrator in the amount of \$33,376 for the 2008-2009 school year, effective July 1, 2008. This represents a 4.3% increase.

Approve Susan
Johnson 08-09
4.3% \$40,241

- 8) **Approve** an employment contract for **Susan Johnson**, Superintendent's/Middle School Principal's Secretary in the amount of \$40,241 for the 2008-2009 school year, effective July 1, 2008. This represents a 4.3% increase.

Approve Helen
Meissner 4.3%
08-09 \$45,563

- 9) **Approve** an employment contract for **Helen Meissner**, Executive Secretary to the Superintendent in the amount of \$45,563 for the 2008-2009 school year, effective July 1, 2008. This represents a 4.3% increase.

Approve Bonnie
Fleming, School
Treasurer 08-09
\$2,400

- 10. **Approve** an employment contract for **Bonnie Fleming**, School Treasurer in the amount of **\$2,400** for the 2008-2009 school year, effective July 1, 2008. This represents a 3.0% increase.

Roll Call

Roll Call:

Kay Daughters-Musnuff – Absent	Jeffrey Raefski – Naye 3-10
Barbara Gallagher – Naye 3-10	Sheri Woliver - Absent
Daniel Gallagher – Abstain 3-10	Heather Thompson, VP - Aye
Robert Imhoff – Aye	Janice Stemple, President - Aye
Valerie Jordan – Naye 3-10	

Items 1 & 2: Motion Passes.

Items 3 through 10: 3 to 3 Tie with one abstention. Motion Fails.

ADOPTION OF EXECUTIVE MINUTES

M. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, Robert Imhoff motioned, seconded by Heather Thompson to approve the following items.

- 1. June 23, 2008 Executive Meeting Minutes
- 2. June 30, 2008 Executive Meeting Minutes

Roll Call

Roll Call:

Kay Daughters-Musnuff – Absent	Jeffrey Raefski – Naye 6/30
Barbara Gallagher – Abstain 6/23 Naye 6/30	Sheri Woliver - Absent
Daniel Gallagher – Abstain 6/23	Heather Thompson, VP – Aye
Robert Imhoff - Aye	Janice Stemple, President - Aye
Valerie Jordan – Naye 6/30	

June 23 Executive Minutes: 2 Abstentions, 1 Naye, 4 Ayes

June 30 Executive Minutes: 3 Naves, 4 Ayes

Motion Passes.

N. NEW BUSINESS

NEW BUSINESS

Jeffrey Raefski motioned to form Policy Committee to address Attorney Policy first and foremost. Barbara Gallagher seconded.

Roll Call:

Roll Call

Kay Daughters-Musnuff – Absent	Jeffrey Raefski - Aye
Barbara Gallagher – Aye	Sheri Woliver - Absent
Daniel Gallagher – Aye	Heather Thompson, VP - Abstain
Robert Imhoff - Aye	Janice Stemple, President - Naye
Valerie Jordan – Aye	

Motion Passes.

O. PUBLIC COMMENTS

PUBLIC COMMENTS

None

P. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Daniel Gallagher motioned to adjourn the meeting at 9:55 p.m. The motion was seconded by Robert Imhoff. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz
Board Secretary/Business Administrator