

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, JANUARY 11, 2010

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, January 11, 2010, 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, Board Secretary

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

D. RECOGNITION ITEM

1) Student Recognition

Request a motion to approve the attached resolution recognizing Faith Yukniewicz, 7th grade student, for her initiative and effort towards the formation of a Middle School Drama Club. (Attachment #1)

E. PUBLIC COMMENTS

F. 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 member interview and candidate deliberations

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.

G. RECONVENE PUBLIC SESSION

H. POSSIBLE ELECTION OF BOARD MEMBER

1. President calls for nomination

Motion to nominate _____ Board Member.

Roll Call:

Susan Connor	William Stover
Larissa Critelli	Shaun Tertel
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Janice Stemple	Robert Imhoff - President

I. ELECTION OF VICE PRESIDENT

1. President calls for nomination

Motion to nominate _____ for Board Vice President.

Motion to nominate _____ for Board Vice President.

Motion to nominate _____ for Board Vice President.

2. Motion that nominations be closed
3. Board vote

Roll Call:

Susan Connor	William Stover
Larissa Critelli	Shaun Tertel
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Janice Stemple	Robert Imhoff - President

Roll Call:

Susan Connor	William Stover
Larissa Critelli	Shaun Tertel
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Janice Stemple	Robert Imhoff - President

Roll Call:

Susan Connor	William Stover
Larissa Critelli	Shaun Tertel
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Janice Stemple	Robert Imhoff - President

J. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Ann Walton	12/17/09	Intent to retire (Attachment #2)
Kim Gorski	01/06/10	Revised FMLA Request (Attachment #3)
Rose Herzer	01/07/10	Board Vacancy (Attachment #4)

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. December 14, 2009 Regular Monthly Meeting (Attachment #5)

L. REPORTS TO THE BOARD

1. Follow Up Items:

- a) Labor Relations Consultant Options – Anthony Juskiewicz
- b) Student Picture Package Options – William Caldwell (No Report)
- c) Parent Teacher Conference Concerns – William Caldwell (No Report)
- d) List of Board Committees’ Roles and Responsibilities – Committee Chair
Due Date: February 8, 2010

2. Board President’s Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)
- b) HCESC Representative from HBBOE

3. Board Committees and Chairperson Reports

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Shaun Tertel

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

- **Personnel and Management – Janice Stemple, Chairperson**
Kay Daughters-Musnuff and Karen Yaskanin-Jones

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

Policy – Shaun Tertel, Chairperson
Kay Daughters-Musnuff and Karen Yaskanin-Jones

Ad Hoc Committee – Larissa Critelli, Chairperson
William Stover and Vacant

HCESC Representative – Vacant

NJSBA Delegate – Robert Imhoff

4. Interim Superintendent’s Report

a) **INFORMATION ITEMS:**

- 1) Staff Attendance Report for December 2009 (Attachment #7)
- 2) Enrollment report as of December 2009. Also included is the enrollment report as of December 2008 for comparison. (Attachment #8)
- 3) QSAC Update
- 4) Glance at the end-of-year calendar (Superintendent Handout)
- 5) Glance at the 2010-2011 calendar (Superintendent Handout)
- 6) Review of November 2009 legal bill (Attachment #9)
- 7) Committee meetings needed:

- Finance
- Personnel
- Curriculum
- Policy

b) **ACTION ITEMS: (Nothing at this time)**

- 1) _____
- 2) _____

Roll Call:

Susan Connor
Larissa Critelli

William Stover
Shaun Tertel

Kay Daughters-Musnuff
Janice Stemple

Karen Yaskanin-Jones
Robert Imhoff - President

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5. School Business Administrator’s Report

a) General Information Items

- 1) Board Training NJSBA (Attachment #10)
- 2) Salary overpayment litigation cost analysis. (Attachment #11)
- 3) Seminar Current Issues-What is Next for School Districts (Attachment #12)
- 4) NJ School Digest (Attachment #13)
- 5) Article on cutting full time kindergarten hours. (Attachment #14)

b) Monthly Facility Maintenance Report

None

c) Vandalism Report

None

d) Monthly Investment Interest

	<u>Amount</u>	
TD Bank-Current Account – December, 2009	\$249.36	

5. Elementary School Principal’s Report (Attachment #15)

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

M. PERSONNEL

The Interim Superintendent recommends the approval of the following motions:

- 1. Motion to Approve** the movement across the salary guide for Ann Walton from MA Step 14 at \$73,310 to MA Step L-1 at \$74,610 to recognize completion of time served as reviewed and approved by Interim Superintendent effective February 1, 2010.
- 2. Motion to transfer Sherry Kerr** from full-time elementary teacher to 45% elementary teacher and 55% QSAC Curriculum Specialist assignment at same compensation effective February 1, 2010, as per Board QSAC Plan approved on December 14, 2009.
- 3. Motion to appoint Shelley Morales** as a temporary part-time 55% elementary teacher at BA Step 1 \$46,245 (prorated for part-time and

starting date) to replace Mrs. Kerr, effective February 1, 2010.
(Attachment #16)

- 4. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour effective February 1, 2010, as per the QSAC plan:

1.	Sherr	4.	_____
	y Kerr		_____
2.	_____	5.	_____
	_____		_____
3.	_____	6.	_____
	_____		_____

- 5. **Motion to extend Jane Nagy** from January 31, 2010 to February 26, 2010 as the full-time substitute for Dianne Paridy at \$125/day, as previously approved at the December 14, 2009 board meeting.

- 6. **Motion to approve** the employment of **Susan Butkosky** as part-time (4 hours/day) Elementary School Instructional Aide from January 12, 2010 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated.

- 7. **Motion to approve** the employment of **Tiffany Latino** as part-time (4 hours/day) Elementary School Instructional Aide from January 12, 2010 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated.

- 8. **Motion to approve** as increase for **Richard Corso** as a substitute custodian from \$11.00 per hour to \$11.50 per hour. Mr. Corso has his criminal background check paperwork, but no black seal license.

- 9. **Motion to approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employee: (Attachment #17)

- a) **Nicole DiGeronimo**

Course: Health Education Evaluation
 College/University: East Stroudsburg University
 Semester: Winter 2010
 Credits: 3 Graduate Credits
 Tuition: \$1,731.00

- b) **Nicole DiGeronimo**

Course: Independent Study in PE Curriculum
College/University: East Stroudsburg University
Semester: Winter 2010
Credits: 1 Graduate Credit
Tuition: \$577.00

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

N. CURRICULUM & INSTRUCTION

1) **Motion to accept** general education resident student ID#GE07 into the inclusion preschool program on a tuition basis (\$100/month prorated) from January 12, 2010 through June 22, 2010. This is necessary in order be compliant with the 50% ratio of general education to special education students.

2) **Motion to acknowledge** the alternative (non-special education) program for a High Bridge pupil, pursuant to administrative code at \$108/day effective January 4, 2010 and projected through June 22, 2010 or on the final day of school, as recommended by the Interim Superintendent/Principal. Note: program may conclude sooner and pupil could return to school earlier than last day.

3) **Motion to approve** the following class trip and transportation:

a) **6th Grade to Medieval Times in Lyndhurst, NJ** on Thursday, June 3, 2010. This trip correlates with social studies unit on Middle Ages. Transportation to be provided by First Student at a cost of \$789.74 for one bus. The cost per student of \$48.50 includes transportation, admission, lunch at show, and is to be borne by parents/guardians.

O. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #18)

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$143,853.32 (2009-2010 Schedule 7)**

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$220,111.23 (12/15/09)**

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$219,671.64** (12/31/09)

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$33.77**

Date	Vendor	Amount	Description	Check No.
12/29/09	NJ Dept. of Agriculture	\$ 25.85	Inv. 114131	1204
		7.92	Inv. 113946	
	Total	\$ 33.77		
	TOTAL	\$ 33.77		

2. FINANCIAL REPORTS

**Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer’s Report for September to December 2009.
(Attachment #19)**

Resolved, that the Board of Education accept the Board Secretary’s Financial Reports for the months of September to December 2009 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 September to December 2009

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 August 24, 2009, after review of the Secretary’s monthly financial reports (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.

 Anthony Juskiewicz
 Board Secretary/Business Administrator

 January 11, 2010

3. CAFETERIA REPORT

The cafeteria financial report for the month of **December 2009**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$679.66 for the month and a year-to-date loss of \$476.37. Student participation was 27% in the Middle School and 35% in the Elementary School for the month of December 2009.

Last year’s report for **December 2008**, indicated a loss of \$886.42 for the month and a year-to-date loss of \$1,130.88. Student participation was 27% in the Middle School and 38% in the Elementary School for the month of December 2008.

4. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: Roster of participants for the HBYBB league (**Attachment #20**)

5. CONTRACTS FOR PROFESSIONAL SERVICES (Attachment #21)

WHEREAS, during the fiscal year 2009-2010, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/Board Secretary are authorized to affirm the following appointments:

PROFESSIONAL SERVICE	PROVIDER	RATE 08-09	RATE 09-10
Negotiations Consultant		\$160 p/h	\$ p/h

6. ACTIVITY ACCOUNT

Accept the Student Activity Account financial report for the month of **November & December 2009. (Attachment #22)**

Roll Call:

Susan Connor

William Stover

Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

P. TRAVEL EXPENDITURE APPROVAL

The Interim 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. (Attachment #23)

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

Q. PUBLIC COMMENTS

R. 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.

- Litigation – Alparone et. al. vs. the High Bridge BOE re: salary overpayments
- Litigation High Bridge Teachers Association vs. the High Bridge BOE re: salary overpayments
- December 14, 2009 Executive Meeting Minutes review (see sealed envelope)
- To discuss a confidential matter regarding parental allegations of teacher misconduct
- New Superintendent Negotiations

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.

S. RECONVENE PUBLIC SESSION

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. December 14, 2009 Executive Meeting Minutes

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Janice Stemple

William Stover
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

U. APPROVE THE RELEASE OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. January 5, 2009 Executive Meeting Minutes (Attachment #24)
2. January 6, 2009 Executive Meeting Minutes (Attachment #25)

V. NEW BUSINESS

W. PUBLIC COMMENTS

X. ADJOURNMENT