

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, JULY 20, 2009

A. OPENING OF MEETING -6:00 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 6:00 pm, on Monday, July 20, 2009, 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	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President
Jeffrey Raefski	

D. EXECUTIVE SESSION (See sealed envelope)

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.

- Pending or anticipated litigation of a former public official.
- 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
- 2008-2009 Grievance #1 Level Four

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. RECONVENE PUBLIC SESSION

F. PUBLIC COMMENTS

G. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. June 29, 2009 Regular Monthly Meeting (Attachment #1)

I. REPORTS TO THE BOARD

1. Board President’s Report

- a) Board of Education Self-Evaluation – process/update

2. Board Committees and Chairperson Reports

- **Community Relations – Kay Daughters-Musnuff , Chairperson**
Susan Connor and Barbara Gallagher
- **Curriculum and Instruction – Jeffrey Raefski, Chairperson**
Susan Connor and Larissa Critelli

The Curriculum and Instruction committee recommends the Board approve the following motion:

- a) Request a motion to approve two (2) sections of Kindergarten for the 2009-2010 school year.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President
Jeffrey Raefski	

Report from committee and recommendations on:

b) Kindergarten Wraparound program

Finance/Facilities – Barbara Gallagher, Chairperson

Jeffrey Raefski and Janice Stemple

• **Personnel and Management – Janice Stemple, Chairperson**

Kay Daughters-Musnuff and Karen Yaskanin-Jones

HCESC Representative – Barbara Gallagher

NJSBA Delegate – Robert Imhoff

Negotiations – Janice Stemple, Chairperson, Jeffrey Raefski
and William Stover,

Policy – William Stover, Chairperson, Kay Daughters-Musnuff
and Karen Yaskanin-Jones

a) The Policy Committee in consultation with the Interim Superintendent recommends the Board approve the following motion:

Motion to amend, for second reading and adoption, the following policies and/or regulations:

- Policy 7230 – Gifts, Grants, and Donations
- Regulation 7230 – Gifts, Grants, and Donations

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President
Jeffrey Raefski	

Ad Hoc Committee – Jeffrey Raefski, Chairperson

Larissa Critelli and William Stover

- Report from committee

3. Interim Superintendent’s Report

a) **INFORMATION ITEMS:**

- 1) QSAC orientation and update (Power Point presentation)
- 2) BSI program overview
- 3) Advanced Math “Maintenance of Effort” Statement

- 4) Review of May, 2009 legal bill (Attachment #2)
- 5) Website upgrade information

b) ACTION ITEMS:

- 1) Request a motion to accept, pursuant to Policy #7230/Regulation #7230R, a one thousand dollar (\$1,000) gift from a local resident donor, (who wishes to remain anonymous), for the purpose of assisting a marginal income family(s) to have their child(ren) participate in the early childhood preschool program, as recommended by the Interim Superintendent.
- 2) Request a motion to contract Beverly Meyer, Technology Consultant, to provide technical assistance in building the new district website at the rate of \$50.00 per hour up to a maximum of twenty (20) hours to assist Rich Kolton in website development as recommended by the Interim Superintendent.

4. School Business Administrator’s Report

a. General Information Items

- 1. NJ School Digest (Attachment #3)
- 2. Salary overpayment litigation cost analysis. (Attachment #4)

b. Monthly Facility Maintenance Report

Boiler inspection report from insurance company. (Attachment #5)
The recommendation repairs were completed.

c. Vandalism Report

None

d. Monthly Investment Interest

	<u>Amount</u>
TD Bank-Current Account – June, 2009	\$123.94

J. PERSONNEL

The Interim Superintendent recommends the approval of the following actions:

- 1. **Approve** an employment contract for **Emma Alparone** as **substitute caller** for the 2009-2010 school year at a salary of **\$2,451.50**.
- 2. **Approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Maintenance** in the amount of \$2,500 for the 2009-2010 school year.

3. **Approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Safety** in the amount of \$2,000 for the 2009-2010 school year.
4. **Approve** a stipend contract for **Matthew Garfein** for the position of **Coordinator of Purchasing** in the amount of \$2,000 for the 2009-2010 school year.
5. **Approve Rich Kolton** to provide grant writing services (NCLB and APRA) for up to five (5) days and three (3) days for web site development during July/August, 2009 at the per diem rate of \$401.00 as recommended by the Interim Superintendent/Principal.
6. **Approve Courtney Shiffman and Brenda Krushinski** to work one full day to develop modifications to music curriculum lessons (as monitored during QSAC) for special needs students at the rate of \$140.00 per day each to be funded through unspent FY2009 IDEIA funds.
7. **Approve Emma Alparone** to write ABA program, act as consult to teachers for BD/Autistic program and facilitate APA process during her maternity leave of absence at her hourly rate of \$39.82 for a maximum of 65 hours for a total not to exceed \$2,588.30. (Attachment #6)
8. **Approve** the following **Interscholastic sports and advisors** for the 2009-2010 school year:

Activity	Staff Member(s)	Grade Level	Yrs. Exper.	Compensation 2009-2010
Cross Country	Diane Alexanderson	6-8	7+	1,517.00
Volleyball	Melissa Dilgard	6-8	7 (08-09)	1,517.00
Cheerleading	Pat Tuma	6-8	6(08-09)	1,517.00

9. **Approve** the following **co-curricular activities and advisors** for the 2009-2010 school year:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2009-2010
Safety Patrol	Melissa Dilgard	6-8	36	1,047.96
Environmental Club (Fall)	Lynn Hughes	3-5	10	291.10
	Christine Marucchi		6	174.66
	Emily Bruton		6	174.66
Environmental Club (Spring)	Lynn Hughes	3-5	10	291.10
	Christine Marucchi		6	174.66
	Emily Bruton		6	174.66

Youth Authors' Club	Lynn Hughes	4-5	18	523.98
	Emily Bruton		18	523.98
Yearbook – Middle School	Lauren Mount	7-8	25	727.75
	Linda Stecker		25	727.75
Elementary School Band	Jeff Thompson	5	10	291.10
Jazz Band	Jeff Thompson	6-8	30	873.30
Cabaret	Jeff Thompson		25	727.75
	Courtney Shiffman		25	727.75
Elementary School Chorus	Courtney Shiffman	4-5	10	291.10
Middle School Show Choir	Courtney Shiffman	6-8	30	873.30
Art Club (Fall)	Bruce Nicholas	7-8	10	291.10
Art Club (Spring)	Bruce Nicholas	5	10	291.10
Tourn. of Champions	Laurie Piell	K-5	10	291.10
	Pat Tuma	6-8	6	174.66
Elementary School Memory Book	Carla Nowell	K-5	28	815.08
Student Leadership	Ann Walton	6-8	Stipend	1,780.50
	Melissa Dilgard	6-8	Stipend	1,780.50
Athletic Director(s)	Melissa Dilgard	6-8	Stipend	521.50
	Nicole DiGeronimo	6-8	Stipend	521.50

10. Approve Middle School Student Leadership Advisors Ann Walton and Melissa Dilgard for up to three full-day sessions to plan all leadership, student government and school spirit programs for the 2009-2010 school year at the rate of \$140/day for a total of \$840.

11. Rescind the approval of **James Thorton** as a substitute custodian at a rate of \$11.75 per hour. Mr. Thorton has his black seal license but had not completed his criminal background check paperwork.

12. Approve James Thorton as a substitute custodian at a rate of \$12.00 per hour. Mr. Thorton has his black seal license and has now completed his criminal background check paperwork.

13. Approve Anthony Hendricks as a substitute custodian at a rate of \$11.75 per hour. Mr. Hendricks has his and criminal background check paperwork but no black seal license.

14. **Approve Robert Sherwin** as a substitute custodian at a rate of \$11.75 per hour. Mr. Sherwin has his and criminal background check paperwork but no black seal license.

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President
Jeffrey Raefski	

K. CURRICULUM & INSTRUCTION

Nothing at this time

L. 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 #7)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$73,747.83 (2008-2009 Schedule 19)**
- b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$140,800.98 (2009-2010 Schedule 1)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$47,447.63 (06/30/09)**
- d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$39,468.38 (07/15/09)**
- e) **Approve** invoices for **Cafeteria** Account in the amount of **\$2,030.22**

Date	Vendor	Amount	Description	Check No.
7/9/09	Maschio’s Food Service, Inc.	\$2,030.22	IN0018849 June Expenses	1189
	TOTAL	\$2,030.22		

2. FINANCIAL REPORTS

Report of the Board Secretary, Treasurer, Budget Transfers and Budget Status for March to April 2009. (Attachment #8)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of March to April 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 March to April 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 July 20, 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.

July 20, 2009

Anthony Juskiewicz
Board Secretary/Business Administrator

Roll Call:

Susan Connor
Larissa Critelli
Kay Daughters-Musnuff
Barbara Gallagher – Vice President
Jeffrey Raefski

Janice Stemple
William Stover
Karen Yaskanin-Jones
Robert Imhoff - President

2. **CAFETERIA REPORT**

The cafeteria financial report for the month of June 2009, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$2,338.60 for the month and a year-to-date profit of \$0.00. Student participation was 25% in the Middle School and 37% in the Elementary School for the month of June 2009.

Last year’s report for June 2008, indicated a profit of \$2,251.20 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.

3. **USE OF FACILITIES**

a) **Religious Classes** – St. Joseph’s Roman Catholic Church on specific Sundays as per their application, beginning on September 20, 2009 and ending on May 2, 2010, from 9:00 am to 11:00 am, utilizing the classrooms as per the listing attached to their application. **Advisor: Anne McGovern (Attachment #9)**

4. **2009-2010 SCHOOL NUTRITION PROGRAM**

a) **Approve** the following Agreements and Policy for the 2009-2010 School Nutrition Program from the state: Approval is required for our participation in the free & reduce lunch program.

☉ **School Nutrition Program Agreement** – This agreement outlines the regulations of the program. (**Attachment #10**)

☉ **Food Distribution Agreement** – This agreement covers the rules and regulations regarding commodity distribution with the State of New Jersey Department of Agriculture. (**Attachment #11**)

☉ **Free and Reduced Meals/Milk** – This policy outlines guidelines for determining children who are eligible for free and reduced price meal/milk. (**Attachment #12**)

b) **Approve** the following recommended lunch and milk prices for the 2009-2010 school year:

	08-09	09-10	Inc/(Dec)
☉ Student Lunch – Middle School	\$2.45	\$2.50	\$.05
☉ Student Lunch – Elementary School	\$2.45	\$2.50	\$.05
☉ Adult Lunch	\$3.45	\$3.45	\$.00
☉ Student Milk	\$.50	\$.50	\$.00
☉ Kindergarten Milk	\$.20	\$.20	\$.00
☉ Adult Milk	\$.50	\$.50	\$.00
☉ Reduced Lunch	\$.40	\$.40	\$.00

5. FOOD SERVICE MANAGEMENT SECOND YEAR CONTRACT RENEWAL

Approve Maschio's Food Service Management Company, Flanders, NJ to continue the administration and management of the district's food service and nutrition program for a fee of \$**6,760**, which is the same as last year for the 2008-09 & 2009-10 school year. Maschio's is guaranteeing High Bridge a "no-cost" operation for 2009-10 school year.

FYI – This is the second year of the Board's five-year contract with Maschio's.

M. 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 #13)

Roll Call:

Susan Connor	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President
Jeffrey Raefski	

N. PUBLIC COMMENTS

O. EXECUTIVE/CLOSED SESSION (see sealed envelope)

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- Pending or anticipated litigation of a former public official.
- 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
- June 15, 2009 Executive Meeting Minutes review
- Superintendent Candidate Interviews

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.

P. RECONVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. June 29, 2009 Executive Meeting Minutes

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Barbara Gallagher – Vice President

Jeffrey Raefski

Janice Stemple

William Stover

Karen Yaskanin-Jones

Robert Imhoff - President

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT