

**HIGH BRIDGE BOARD OF EDUCATION**

**REGULAR MONTHLY MEETING**

**MONDAY, AUGUST 24, 2009**

**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, August 24, 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. PUBLIC COMMENTS**

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Debra Faust	8/6/09	Letter of resignation (Attachment #1)
Patricia Schaal	8/13/09	Overpayments to teachers (Attachment #2)

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

1. July 20, 2009 Regular Monthly Meeting (Attachment #3)

**G. REPORTS TO THE BOARD**

**1. Board President's Report**

**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
  - a) Motion to approve the “Basic Skills Improvement Program” description as recommended by the Interim Superintendent and endorsed by the Curriculum Committee, as presented. (Attachment 3A)
  - b) Motion to approve the “Maintenance of Effort” Requirement for advanced math classes as recommended by the Interim Superintendent and endorsed by the Curriculum Committee. (Attachment 3B)

**Finance/Facilities – Barbara Gallagher, Chairperson**  
Jeffrey Raefski and Janice Stemple

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

Review letter from Hunterdon County Interim County Superintendent, Dr. Chrys Harttraft confirming an interim superintendent does not require an evaluation. (Attachment #4)

Motion to approve Rich Kolton as “Acting Principal” in the Middle School and the Elementary School in the absence of the principal at the rate of \$100.00/administrative day (\$50.00/half administrative day) on an “as needed” basis, to be determined by the Interim Superintendent.

Motion to approve Lisa Fallon as a second option to serve as “Acting Principal” of either the Middle School or the Elementary School on an “as needed” basis, to be determined by the Interim Superintendent.

Recommendation from the Personnel Committee to set the salaries of the three district administrators for the 2009-2010 school year.

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

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

1) The Policy Committee in consultation with the Interim Superintendent recommends the Board approve the following motions: (Attachment #5)

a) Motion to amend, on first reading, the following policies:

- Policy 0142.1 – Nepotism
- Policy 1220 – Employment of Chief School Administrator
- Policy 1620 – Administrative Employment Contracts
- Policy 6423 – Expenditures for Non-Employee Activities, Meals and Refreshments
- Policy 6470 – Payment of Claims
- Policy 6510 – Payroll Authorization
- Policy 6830 – Audit and comprehensive Annual Financial Report
- Policy 9120 – Public Relations Program

b) Motion to adopt, on first reading, the following new policies and/or regulations:

- Policy 6471 – School District Travel
- Regulation 6471 – School District Travel Procedures
- Policy 6832 – Conditions of Receiving State Aid

**Ad Hoc Committee – Jeffrey Raefski, Chairperson  
Larissa Critelli and William Stover**

**HCESC Representative – Barbara Gallagher**

**NJSBA Delegate – Robert Imhoff**

### **3. Interim Superintendent’s Report**

#### **INFORMATION ITEMS:**

- 1) Staff Attendance Report for 2008-2009 school year (Attachment #6)
- 2) Staff Attendance Report for July 2009 (Attachment #7)
- 3) Review of July, 2009 legal bill (Attachment #8)
- 4) Update Kindergarten enrollment

**b) ACTION ITEMS:**

1) **Approve the Interscholastic Sports Schedules** for Cross Country, Volleyball, Basketball and Baseball/Softball, as recommended by the Athletic Coordinators, with the transportation for all away games provided by First Student Bus Company at a cost of \$60.75/hour. (Attachment #9)

2) Motion to authorize the Interim Superintendent to initiate discussion with the HBTA representatives to add new student activity extra service contracts to the 2009-2010 listing of positions, and report back to the Personnel Committee with recommendations, on the following:

- HBES** - Keyboarding Club    Advisor (1)
- HBMS** - Fall/Winter Play    Advisors (2)
- HBMS** - HBMS-TV            Advisors (2)

3) Motion to approve and accept PTA donations, in concert with Policy #7230, to support student activities at both schools, as follows:

- Cultural arts program donation \$ \_\_\_\_\_.  
(Board also provides supportive funding)
- School spirit/athletic gear apparel sale donation for Middle School athletic team supplies and uniforms  
\$ \_\_\_\_\_.
- Other: \_\_\_\_\_

**[Both donations are projected to exceed \$500.00]**

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

**a. General Information Items**

1. Salary overpayment litigation cost analysis. (Attachment #10)
2. Revised dates for St. Joseph’s Sunday school. (Attachment #11)

**b. Monthly Facility Maintenance Report**

1. Information regarding our Electrical bid with ACES and the potential savings. (Attachment #12)
2. Information regarding the quotation of our health benefits from another health benefit provider and the use of a Health Insurance Fund (**HIF**). (Attachment #13)

**c. Vandalism Report**

None

**d. Monthly Investment Interest**

TD Bank-Current Account – July, 2009	<u>Amount</u> <b>\$86.18</b>
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**J. PERSONNEL**

The Interim Superintendent recommends the approval of the following actions:

- 1) **Accept** the resignation of **Debra Faust** as part-time (63%) Middle School Special Education teacher effective 8/6/09. Ms. Faust is resigning to accept a full-time position in another school district.
- 2) **Approve** the employment of **Michele Ilg-Gomez** as third grade teacher (replacing Linda Kesty) from September 8, 2009 through June 30, 2010 at a BA Step 1 salary of \$46,245 (Attachment #14).
- 3) **Approve** the employment of **Donna Brown** as part-time (50%) Kindergarten teacher from September 8, 2009 through June 30, 2010 at BA Step 1 salary (50%) of \$23,123 (Attachment #15).
- 4) **Approve** the emergent hire of **Kathryn Kunz** as third grade maternity leave replacement teacher (replacing Gretchen DelloRusso) from September 8, 2009 through December 23, 2009 at a BA Step 4 salary of \$48,345 prorated, pending results of the criminal history background check. (Attachment #16)
- 5) **Approve** the emergent hire of **Karin Sharkey** as part-time (63%) Basic Skills Instructor from September 8, 2009 through June 30, 2010 at a MA Step 2 salary (63%) of \$31,721, pending results of the criminal history background check. (Attachment #17)  
**(Position partially funded through FY2010 ARRA – Title I Grant)**
- 6) **Transfer** the employment of **Emma Alparone** from full-time Elementary BD/Autistic Teacher to full-time Middle School BD/Autistic Teacher, at the same salary, from September 8, 2009 through June 30, 2010. (Attachment #18)
- 7) **Transfer** the employment of **Marisa Monaco** from part-time Inclusion Preschool Teacher (55%) at a BA Step 2 salary of \$25,875 to full-time Elementary BD/Autistic Teacher at a BA Step 2 salary of \$47,045 from September 8, 2009 through June 30, 2010. (Attachment #19)
- 8) **Approve** the emergent hire of **Marie Laurita** as part-time (55%) Inclusion Preschool Teacher from September 8, 2009 through June 30, 2010 at a BA+15 Step 1 salary (55%) of \$26,125 pending the results of the criminal history background check. (Attachment #20)
- 9) **Approve** the employment hire of **Nicole Locorotondo** as part-time (50%) Middle School Special Education Teacher from September 8, 2009 through June 30,

2010 at a BA+30 Step3 salary (50%) of \$25,063 pending results of the criminal history background check. (Attachment #21)

- 10) **Approve** the emergent hire of **Rachel Smith-Lazier** as part-time (55%) Middle School Special Education Teacher from September 8, 2009 through June 30, 2010 at a BA Step 1 salary (55%) of \$25,435 pending results of the criminal history background check. (Attachment #22)
- 11) **Approve** the employment of **Catherine Hoos** as a full-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$12.03 for an annual salary of \$15,325.22.
- 12) **Approve** the employment of **Tina McKenna** as a full-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$11.53 for an annual salary of \$14,689.22.
- 13) **Approve** the employment of \_\_\_\_\_ as a full-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$ \_\_\_\_\_.
- 14) **Approve** the employment of **Cara Staviski** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.43 for an annual salary of \$7,593.04.
- 15) **Approve** the emergent hire of **Katherine Barone** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 16) **Approve** the emergent hire of **Joan McDonough** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for the annual salary of \$7,280.00 pending results of the criminal history background check.
- 17) **Approve** the emergent hire of **Laura Hughes** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 18) **Approve** the emergent hire of **Bernadette Wescott** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 19) **Approve** the emergent hire of **Laurie Perkalis** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly

rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.

- 20) **Approve** the emergent hire of **Erin Asai** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 21) **Approve** the emergent hire of **Mary Ellen O'Neal** as a part-time paraprofessional instructional aide in the Middle School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 22) **Approve** the emergent hire of **Shawna Manfredi** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 23) **Approve** the emergent hire of **Christine St. Pierre-Berman** as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 24) **Approve** the emergent hire of **Sally Brunkus** as a part-time paraprofessional instructional aide in the Middle School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$7,280.00 pending results of the criminal history background check.
- 25) **Approve** the emergent hire of \_\_\_\_\_ as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$ \_\_\_\_\_ pending results of the criminal history background check.
- 26) **Approve** the emergent hire of \_\_\_\_\_ as a part-time paraprofessional instructional aide in the Elementary School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$ \_\_\_\_\_ pending results of the criminal history background check.
- 27) **Approve** the emergent hire of \_\_\_\_\_ as a part-time paraprofessional instructional aide in the Middle School for the 2009-2010 school year at an hourly rate of \$10.00 for an annual salary of \$ \_\_\_\_\_ pending results of the criminal history background check.
- 28) **Approve Lisa Fallon as Learning Disabilities Teacher/Consultant** at the rate of \$435.60 per case for the 2009-2010 school year.

- 29) **Approve** a contract with **Hunterdon County Educational Services Commission** to provide Learning Disabilities Teacher/Consultant Services on an as needed basis at the rate of \$450.00 per case for the 2009-2010 school year.
- 30) **Approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employees: (Attachment #23)
- a) **Nicole Cahill**  
 Program: School Nursing Practicum  
 College/University: Rutgers University – College of Nursing  
 Semester: Fall 2009  
 Credits: 6 Graduate Credits  
 Tuition: \$2,158.50
- b) **Nicole DiGeronimo**  
 Program: Intro to Research  
 College/University: East Stroudsburg University  
 Semester: Summer 2009  
 Credits: 3 Graduate Credits  
 Tuition: \$1,716.00
- c) **Nicole DiGeronimo**  
 Program: Evaluation in Movement Studies & Exercise Science  
 College/University: East Stroudsburg University  
 Semester: Summer 2009  
 Credits: 3 Graduate Credits  
 Tuition: \$1,716.00
- d) **Nicole DiGeronimo**  
 Program: Curriculum Development in PE  
 College/University: East Stroudsburg University  
 Semester: Summer 2009  
 Credits: 3 Graduate Credits  
 Tuition: \$1,716.00
- 31) **Motion to approve Emma Alparone** as program coordinator for home-based ABA instruction for student #01-IPS at her hourly rate of \$39.82 for a maximum of one hour per week from September 1, 2009 to January 31, 2010 to be revisited for continuation or termination by January 31, 2010. (Program coordinator includes parent-training sessions, parent consults, writing ABA instructional program and tracking student progress.)
- 32) **Approve** the attached list of substitutes for the 2009-2010 school year. (Attachment #24)

**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

**K. CURRICULUM & INSTRUCTION**

1. **Approve** the following class trips and transportation:
  - a) **Eighth Grade class to Clinton Township Middle School**, from 9:10 a.m. to 12:00 p.m. on October 13<sup>th</sup>, 2009 for **Michael Fowlin presentation** which correlates to our bullying, diversity and tolerance curriculum, with admission fees of \$1.00 per student for a total of \$51.00 to be paid with Character Education funds, and transportation to be provided by First Student at a cost of \$60.75/hour and paid for with Title IV, NCLB funds.
  - b) **Seventh grade to North Hunterdon High School** on September 21<sup>th</sup> and 28<sup>th</sup>, 2009, for **Project Adventure** which supports our character education program, with transportation to be provided by First Student at a cost of \$60.75/hour and paid for with N.C.L.B. funds.
  - c) **Approve the North Hunterdon Enrichment G/TConsortium trips** for the 2009-2010 school year as per attached schedule. The purpose/rationale is to enable students with like abilities and interests to work together in cooperative learning groups with students from other schools in the NH/VRHS sending districts to explore, create and showcase their talents through carefully designed activities. Students are selected through a screening that combines interest, ability and work ethic. Cost per student (where indicated) is to be paid through grants if at all possible. Transportation costs are split at the end of the school year by those schools participating in the activity and paid by the school districts. (Attachment #25)
  - d) **Sixth to Eighth grade** student leadership representatives to **Camp Bernie** on November 12<sup>th</sup> and 13<sup>th</sup> which supports our **Student Leadership** program with all costs to be paid by Voorhees Municipal Alliance.

**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 #26)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$91,779.94 (2008-2009 Schedule 20)**
- b) **Approve** invoices for Current Expense Fund 10 in the amount of **\$281,870.16 (2009-2010 Schedule 2)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$40,350.78 (07/31/09)**
- d) **Approve** payroll for Current Expense Fund 10 in the amount of **\$45,064.45 (08/15/09)**
- e) **Approve** invoices for **Cafeteria** Account in the amount of **\$36.25**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
8/18/09	State of NJ	\$10.15	Inv. 111257	1190
	Dept. of Agriculture	\$26.10	Inv. 111450	
	<b>TOTAL</b>	<b>\$36.25</b>		

**2. FINANCIAL REPORTS**

**Report of the Board Secretary, Treasurer January to June, Budget Transfers and Budget Status for June 2009. (Attachment #27)**

**Resolved**, that the Board of Education accept the Board Secretary’s Financial Reports for the month of June 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 June 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.

August 24, 2009

\_\_\_\_\_  
 Anthony Juskiewicz  
 Board Secretary/Business Administrator

**3. GRANT APPROVALS**

Motion to approve the FY2010 ARRA – Title I grant in the amount of \$6,181 to be utilized to expand a BSI teacher position from 50% to 63% [thus meeting the ARRA requirement of supplement not supplant] and authorize the Interim Superintendent to submit the grant application by August 28, 2009, as endorsed by the Personnel Committee.

Motion to approve the FY2010-2011 ARRA – IDEA two-year grant in the total amount of \$86,412 to be utilized for staff training, technology, testing protocols, supplies and new paraprofessional salaries [thus meeting the ARRA requirement of supplement not supplant] and authorize the Interim Superintendent to submit the grant application by August 28, 2009, as recommended by and written by the Supervisor of Special Services, as follows:

Basic Grant	\$83,397
Pre-School	<u>3,015</u>
	\$ 86,412

Motion to approve the FY2010 NCLB grant in the amount of \$32,875 and authorize the Interim Superintendent to submit the grant application by August 28, 2009, as endorsed by the Personnel Committee, as follows:

Title I - Part A	\$18,585 (BSI teacher salaries, supplies & prof. dev.)
Title II A	12,437 (Professional development – these funds really help)
Title II D	190 (Technology professional development)
Title III	865 (Will be forwarded to HC consortium)
Title IV	798 (Social decision making – alcohol/drug programs)
Total	\$32,875

Motion to approve the FY2010 IDEIA – Part B grant in the total amount of \$97,184 to be utilized for staffing, training contracted professional services and authorize the Interim Superintendent to submit the grant application by August 28, 2009, as recommended by and written by the Supervisor of Special Services.

Basic Grant	\$93,193
Pre-School	<u>3,991</u>
	\$97,184

**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	

**5. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS:**

- A) **Girl Scouts** – Use of Elementary School classroom on the various Tuesdays of each month from September 22, 2009 to May 25, 2010  
**Advisor: Alisa Grossman** (Attachment #28)
- B) **Boy Scouts** – Use of Elementary School APR on the various Fridays of each month from September 25, 2009 to May 21, 2010  
**Advisor: Kevin Thompson** (Attachment #29)

- 6. **Approve** resolution binding the High Bridge BOE to purchase electric generation services through the Alliance for Competitive Energy Services (“ACES”) bid. (Attachment #30)
- 7. **Approve** resolution binding the High Bridge BOE to purchase natural gas services through the Alliance for Competitive Energy Services (“ACES”) bid. (Attachment #31)
- 8. **STUDENT ACTIVITY ACCOUNT**  
**Accept** the Student Activity Account financial report the month of June, 2009 (Attachment #31A)

**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 #32)

**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**

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.

- 2008-2009 Grievance #1 Level Four
- Pending or anticipated litigation of a former public official.
- Litigation – Alparone et. al. vs. the High Bridge BOE re: salary overpayments (see sealed envelope)
- Litigation High Bridge Teachers Association vs. the High Bridge BOE re: salary overpayments (see sealed envelope)
- July 20, 2009 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.

**P. RECONVENE PUBLIC SESSION**

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

1. July 20, 2009 Executive Meeting Minutes

**Roll Call:**

Susan Connor	Janice Stemple
Larissa Critelli	William Stover

Kay Daughters-Musnuff  
Barbara Gallagher – Vice President  
Jeffrey Raefski

Karen Yaskanin-Jones  
Robert Imhoff - President

**R. NEW BUSINESS**

**S. PUBLIC COMMENTS**

**T. ADJOURNMENT**