

**HIGH BRIDGE BOARD OF EDUCATION**

**REGULAR MONTHLY MEETING**

**MONDAY, MARCH 22, 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, March 22, 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 – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**D. RECOGNITION ITEMS**

**1) Staff Recognition**

Request a motion to approve multiple identical resolutions for the following members of the QSAC committee for their dedication and hard work:  
(Attachment #1)

Sherry Kerr  
Richard Kolton  
Paul Nigro

Lisa Kerr  
Lisa Fallon  
Anthony Juskiewicz

Helen Meissner  
Janice Stemple  
William Caldwell

**E. PUBLIC COMMENTS**

**F. REVIEW OF OFFICIAL CORRESPONDENCE**

Name                      Date                      Subject

HBTA                      3/5/10              2010-11 Calendar proposal (Attachment #2)

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

- 1. March 1, 2010 Regular Monthly Meeting (Attachment #3)

**H. REPORTS TO THE BOARD**

**1. Follow Up Items:**

- a) Labor Relations Consultant Options – Anthony Juskiewicz  
Scheduling consultants over the April and May meetings
- b) Student Picture Package Options – William Caldwell (No Report)
- c) List of Board Committees’ Roles and Responsibilities – Committee Chair  
Due Date: April 19, 2010

**2. Board President’s Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)
- b) Other

**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 Vacant

**Finance/Facilities – William Stover, Chairperson**

Larissa Critelli and Janice Stemple

The Finance Committee, in consultation with the Interim Superintendent and the School Business Administrator/Board Secretary recommends approval of the following actions:

- a) **Request a motion** to set the 2010-2011 general education student tuition rate for the High Bridge School District Pre-School program at \$100/month per child (general education) and to offer both a 50% discount rate for income eligible parents (meet reduced lunch parameters) and a full waiver (free) for income eligible (meet free

lunch parameters) consistent with the proposed operational guidelines of the pre-school program. (Attachment #5)

**Note:** These are the same rates as 2009-2010. The above attachment is a copy from last year to be used as a refresher of the information.

**Note:** Should the High Bridge School District Pre-School program be over subscribed, participation will be determined via the lottery strategy previously used.

b) **The Board of Education of High Bridge hereby adopts** the following tentative budget for the 2010-11 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment     394    

**FY 11 Budget data will be distributed at Monday’s meeting**

Expenditures

General Current Expense	_____
Capital Outlay	_____
Special Revenue Fund	_____
Repayment of Debt	_____

Total Expenditures	<b>_____</b>
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Revenue

Budgeted Fund Balance	_____
Local Tax Levy	
Current	_____
Debt Service	_____
Misc Revenue	_____
Tuition	_____
State Aid	
Current	_____
Debt Service	_____

Total Revenue	<b>_____</b>
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As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2009-10 tentative budget includes a maximum travel appropriation of \_\_\_\_\_ \$10,800 \_\_\_\_\_.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

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

**Policy – Vacant, 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:

This group of policy motions are all second readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group.

- a) Motion to amend, on second reading, the following policies and/or regulations:
  - Policy 8760 – Pupil Accident Insurance
  - Policy 2415.03 – Highly Qualified Teachers
  - Policy 2423 – Bilingual and ESL Education
  - Regulation 2423 – Bilingual and ESL Education
  - Policy 2560 – Live Animals in School
  - Regulation 2560 – Live Animals in School
  - Policy 3126 – Induction Program for Provisional Teachers
  - Policy 3240 – Professional Development
  - Regulation 3240 – Professional Development
  
- b) Motion to adopt, on second reading, the following new policies and/or regulations:
  - Policy 3281 – Inappropriate Staff Conduct (Teaching Staff Members)
  - Regulation 3281 – Inappropriate Staff Conduct (Teaching Staff Members)
  - Policy 3431.3 – NJ’s Family Leave Insurance Program (Teaching Staff Members)
  - Policy 4281 – Inappropriate Staff Conduct (Support Staff Members)
  - Regulation 4281 – Inappropriate Staff Conduct (Support Staff Members)

- Policy 4431.3 – NJ’s Family Leave Insurance Program (Support Staff Members)

This group of policy motions are all first readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group. (Attachment #6)

- Policy 3351 – Healthy Workplace Environment (Teaching Staff Members)
  - Policy 4351 – Healthy Workplace Environment (Support Staff Members)
  - Policy 5338 – Diabetes Management
  - Regulation 5338 – Diabetes Management
- d) Motion to amend, on first reading, the following policies and/or regulations:
- Policy 5512.01 – Harassment, Intimidation, and Bullying
  - Policy 5533 – Pupil Smoking
  - Regulation 5533 – Pupil Smoking
  - Policy 6360 – Political Contributions
  - Policy 6660 – Student Activity Fund
  - Policy 7434 – Smoking on School Grounds
  - Policy 8461 – Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse
  - Policy 9700 – Special Interest Groups

**Ad Hoc Committee – Larissa Critelli, Chairperson**

William Stover and Vacant

- a) **Motion** to dissolve the Ad Hoc Committee studying the shared Superintendent position, effective immediately.

**HCESC Representative – Larissa Critelli**

**NJSBA Delegate – Robert Imhoff**

**4. Interim Superintendent’s Report**

- a) **INFORMATION ITEMS:**
- 1) Staff Attendance Report for February 2010 (Attachment #7)
  - 2) Enrollment report as of February 2010. Also included is the enrollment report as of February 2009 for comparison.(Attachment #8)
  - 3) Review of February 2010 legal bill (Attachment #9)
  - 4) Superintendent transition – verbal report

b) **ACTION ITEMS:**

- 1) Presentation, discussion and probable approval of a school calendar for the 2010-2011 school year.
  - a. Traditional post Labor Day calendar (Attachment #10)
  - b. High Bridge Teacher Association calendar (Attachment #11)
- 2) **Motion to amend** the 2009-2010 school calendar to adjust for snow days, setting the final day of school (and graduation) on Tuesday, June 22, 2010 with teacher in-service on Wednesday, June 23<sup>rd</sup> and the final teacher work day on Thursday, June 24, 2010.
- 3) **Motion to approve** the spring athletic schedules as attached (Attachment #12)

**Roll Call:**

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

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

a) **General Information Items**

- 1) Salary overpayment litigation cost analysis. (Attachment #13)
- 2) NJ School Digest (Attachment #14)
- 3) Listing of meeting schedule dates for 2010-11 (Attachment #15)

b) **Monthly Facility Maintenance Report**

None

c) **Vandalism Report**

None

**Monthly Investment Interest**

TD Bank-Current Account – February, 2010

Amount

**\$307.29**

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

**I. PERSONNEL**

The Interim Superintendent recommends the approval of the following motions:

1. **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) Courtney Shiffman – Choral/Vocal
  - 2) Jeff Thompson – Instrumental/Band
  - 3) Nicole DiGeronimo – Health/PE
  - 4) Mary Waldron – Health/PE
  - 5) Nicole Cahill - Health
  - 6) Lauren Mount – Language Arts
  - 7) Mike Doerwang – Social Studies
  - 8) \_\_\_\_\_ - Elementary ILA
  - 9) \_\_\_\_\_ - Elementary ILA
  - 10) Rich Kolton - Technology
  
2. **Motion to extend Jane Nagy** from April 5, 2010 to April 30, 2010 as the temporary full-time substitute for Dianne Paridy at \$125/day, as previously approved at the January 11, 2010 board meeting.
  
3. **Approve** the following as “Nurses of Record” for 8<sup>th</sup> grade lock-in on April 9, 2010:
  - 1) Ellen Ingraham, R.N. (1<sup>st</sup> Shift: 9:30 p.m. -12:00 a.m.)
  - 2) Catharin Morello-Katy, R.N.
  - 3) John Morello, R.N.  
(Mr. & Mrs. Morello will cover 3 shifts between them from 11:30 p.m. – 7:00 a.m. as is their preference).

Pay for each session will be \$72.53 (based 2008-2011 co-curricular chaperone rate of \$72.53).
  
4. **Approve William Meissner** as a substitute custodian and Elementary School summer custodian at the rate of \$10.00 per hour.
  
5. **Approve** the employment of **Nathan Teich** as a substitute custodian and Elementary School summer custodian at the rate of \$10.00.
  
6. **Approve** the employment of **Edward Nichols** as a Middle School summer custodian at the rate of \$11.50.

- 7. **Approve** the employment of **Joseph Byrne** as a substitute custodian at the rate of \$10.00 per hour.
- 8. **Approve** the employment of **William Bruton** as a substitute custodian at the rate of \$10.00 per hour.

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple

William Stover – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**J. CURRICULUM & INSTRUCTION**

- 1) **Motion to approve** the following class trips and transportation as previously listed on annual field trip plan:

**None at this time.**

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple

William Stover – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**K. 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 #16)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$163,305.34 (2009-2010 Schedule 10)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$238,163.70 (3/15/10)**
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,529.52**



<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
3/10/10	NJ Dept of Agriculture	\$ 5.22	Inv. 116554	1210
3/10/10	Maschio's Food Service, Inc.	\$8,487.95	Inv. IN0021672	1211
3/18/10	NJ Dept of Agriculture	\$ 30.55	Inv. 117288	1212
		\$ 5.80	Inv. 117769	
	<b>Total</b>	<b>\$ 36.35</b>		
	<b>TOTAL</b>	<b>\$8,529.52</b>		

## 2. FINANCIAL REPORTS

### **Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for February 2010. (Attachment #17)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the months of February 2010 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 February 2010**

**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 February 8, 2010, 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.

\_\_\_\_\_  
March 22, 2010

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

**3. ACTIVITY ACCOUNT**

**Accept** the Student Activity Account financial report for the month of February. **(Attachment #18)**

**4. CAFETERIA REPORT**

The cafeteria financial report for the month of **February 2010**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$733.98 for the month and a year-to-date loss of \$1,686.30. Student participation was 32% in the Middle School and 37% in the Elementary School for the month of February 2010.

Last year’s report for **February 2009**, indicated a loss of \$502.43 for the month and a year-to-date loss of \$1,464.91. Student participation was 28% in the Middle School and 38% in the Elementary School for the month of February 2009.

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple

William Stover – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**L. 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 #19)**

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple

William Stover – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**M. PUBLIC COMMENTS**

**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.

- 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
- March 1, 2010 Executive Meeting Minutes review (see sealed envelope)

Personnel:

- Consideration of Elementary Principal’s contract renewal
- Consideration of Supervisor of Special Services contract renewal

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**

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

1. March 1, 2010 Executive Meeting Minutes

**Roll Call:**

Susan Connor  
Larissa Critelli  
Kay Daughters-Musnuff  
Janice Stemple

William Stover – Vice President  
Karen Yaskanin-Jones  
Robert Imhoff- President

**Q. NEW BUSINESS**

**R. PUBLIC COMMENTS**

**S. ADJOURNMENT**