

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, NOVEMBER 16, 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, November 16, 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, Board Secretary

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

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

D. PUBLIC COMMENTS

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Dianne Paridy	10/20/08	Retirement effective 1/1/2010 (Attachment #1)
Emma Alparone	11/12/09	Leave of Absence (Attachment #2)

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. October 19, 2009 Regular Monthly Meeting (Attachment #3)
2. October 26, 2009 Goal Setting Meeting (Attachment #4)

G. REPORTS TO THE BOARD

1. Board President’s Report

2. Board Committees and Chairperson Reports

- **QSAC Review Committee – Janice Stemple, Representative (Attachment #5)**

WHEREAS, 18A:7a-10 establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating performance of each school district, and

WHEREAS, the evaluation of the district will be based upon five (5) key components of school district effectiveness: instruction and program; personnel; fiscal management; operations; and governance, and

WHEREAS, the High Bridge Board of Education has conducted a self-evaluation for the period 2006-2009 in the key components to assess the district’s capacity and effectiveness using quality performance indicators, and

WHEREAS, the High Bridge Board of Education has determined that the district has scored as follows:

- 81 * points out of 109 in Instruction and Program
- 82 points out of 100 in Personnel
- 96 points out of 100 in Fiscal Management
- 111 points out of 120 in Operations
- 66 points out of 100 in Governance,

* 81 points is our projected score for Instruction and Program. Data for indicators A1-6 will not be available prior to submission of the DPR Tally Excel file (see Department of Education letter of 11/5/09).

NOW THEREFORE BE IT RESOLVED, the High Bridge Board of Education shall submit to the County Office for review, these DPRs that have been approved by the High Bridge Board of Education.

Roll Call:

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

Janice Stemple
 William Stover
 Shaun Tertel
 Karen Yaskanin-Jones

Robert Imhoff - President

- **Community Relations – Kay Daughters-Musnuff , Chairperson**
Susan Conner and Barbara Gallagher

- **Curriculum and Instruction – Susan Connor, 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
Barbara Gallagher and William Stover

HCESC Representative – Barbara Gallagher

NJSBA Delegate – Robert Imhoff

3. Interim Superintendent’s Report

a) **INFORMATION ITEMS:**

- 1) Staff Attendance Report for October 2009 (Attachment #6)
- 2) Enrollment report as of October 2009. Also included is the enrollment report as of October 2008 for comparison. (Attachment #7)

b) **ACTION ITEMS:**

- 1) Motion to approve the amended 2009-2010 Basketball Schedule (Attachment #8)
- 2) Motion to approve the Nursing Services Plan for 2009-2010 (Attachment #9)

Roll Call:

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

4. School Business Administrator's Report**a) General Information Items**

- 1) NJ School Digest (Attachment #10)
- 2) Grievance Hearing question. Board attendance.
- 3) Salary overpayment litigation cost analysis. (Attachment #11)

b) Monthly Facility Maintenance Report

- 1) Update on going green in our schools

c) Vandalism Report

None

d) Monthly Investment Interest

	<u>Amount</u>
TD Bank-Current Account – October, 2009	\$159.92

5. Elementary School Principal's Report (Attachment #12)**6. Middle School Principal's Report (No report this week)****H. PERSONNEL**

The Interim Superintendent recommends the approval of the following motions:

- 1) **Accept** the request for retirement of **Dianne Paridy**, Middle School teacher, effective January 1, 2010.
- 2) **Approve** an amendment to the request for leave of absence for **Emma Alparone** to include a disability leave from November 16, 2009 through December 18, 2009 utilizing 12 illness days and 11 unpaid days, followed by a 12 week unpaid child rearing leave of absence in accordance with FMLA (previously Board approved on 6/15/09).
- 3) **Approve** the employment of **Sara Best** as maternity leave replacement teacher in Middle School Behavior Disabilities Class from November 17, 2009 through March 22, 2010 at MA Step 1 salary of \$49,550 prorated.
- 4) **Approve** the emergent hire of **Peggy Bond** as part-time, 4 hours per day, Elementary School Paraprofessional Instructional Aide from November 17, 2009 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated, pending the results of the criminal history background check.
- 5) **Approve** the following substitute teachers for the 2009-2010 school year. All have passed criminal history background clearance and have attended substitute orientation.
 - a) Karen (Katie) Smith
 - b) Kyle Johnson

- 6) **Approve** Heather Trepiccione, Debbie Cucuzella and Kim Gorski to be a one to one aide for special needs children at extra curricular and non-academic activities according to [N.J.A.C. 6A:14-3.7 (e) 4ii] at the rate of \$10.00/hr not to exceed total accumulated amount of \$575.00 to be funded by IDEIA FY10 grant.
- 7) **Approve Thomas Attanasio** as a substitute custodian at a rate of \$12.00 per hour. Mr. Attanasio has his black seal license and has his criminal history background clearance.
- 8) **Approve Edward Nichols** as a substitute custodian at a rate of \$11.50 per hour. Mr. Nichols does not have his black seal license but has his criminal history background clearance.

Roll Call:

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

I. CURRICULUM & INSTRUCTION

Nothing at this time.

J. 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 #13)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$158,018.98 (2009-2010 Schedule 5)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$216,521.24 (10/30/09)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$226,157.12 (11/13/09)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,749.26**

Date	Vendor	Amount	Description	Check No.
10/28/09	NJ Dept. of Agriculture	\$ 30.55	Inv. 112471	1196
10/28/09	Anthony Juskievicz	\$ 103.66	Printer rolls for cafeteria cash registers	1197

10/30/09	State of NJ – Dept. of the Treasury	\$ 94.38 89.46 208.93	Inv. 308494 Inv. 308493 Inv. 308492	1198
	Total	\$ 392.77		
11/3/09	Trek, Inc.	\$ 141.30	Inv. 18022 Lunch Tickets	1199
11/11/09	Maschio’s Food Service, Inc.	\$10,080.98	Inv. IN0019872	1200
	TOTAL	\$10,749.26		

2. CAFETERIA REPORT

The cafeteria financial report for the month of **September 2009**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$978.13 for the month and a year-to-date profit of \$978.13. Student participation was 32% in the Middle School and 34% in the Elementary School for the month of September 2009.

Last year’s report for **September 2008**, indicated a profit of \$317.44 for the month and a year-to-date profit of \$317.44. Student participation was 27% in the Middle School and 33% in the Elementary School for the month of September 2008.

The cafeteria financial report for the month of **October 2009**, as submitted by Maschio’s Food Service, Inc. indicates a profit of \$215.14 for the month and a year-to-date profit of \$1,193.13. Student participation was 27% in the Middle School and 39% in the Elementary School for the month of October 2009.

Last year’s report for **October 2008**, indicated a profit of \$179.18 for the month and a year-to-date profit of \$496.62. Student participation was 28% in the Middle School and 35% in the Elementary School for the month of October 2008.

3. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: (Attachment #14)

- a) **High Bridge Youth Basketball** – Use of Elementary School gymnasium Monday through Friday evenings from 6:15 pm until 8:45 pm, and Saturdays from 8:30 am until 4:00 pm per submitted schedule beginning on December 4, 2009 and ending on March 20, 2010. Use of Middle School gymnasium Monday through Friday evenings from 6:15 pm until 8:45 pm, and Saturdays from 8:30 am until 4:00 pm per submitted schedule beginning on December 22, 2009 and ending on March 20, 2010.

Advisor: Gary Mills (This will be contingent upon Mr. Mills obtaining the roster of participants to the Board office before the start of his January meeting.)

- b) **PTO Frosty’s Breakfast** – Use of Elementary School on December 5, 2009 from 8:00 am to 1:00 pm. **Advisor: Cara Staviski**

4. STUDENT ACTIVITY ACCOUNT

Accept the Student Activity Account financial reports for the month of July to October, 2009 (Attachment #15)

5. ACCEPT DONATION OF PRINTER

Request a motion to accept, pursuant to Policy #7230/Regulation #7230R, a net workable printer and new toner cartridge valued at approximately one thousand dollars (\$1,000), donated from Wolters Kluwer Pharma Solutions, in coordination with the Hunterdon/Somerset Business and Education Alliance, as recommended by the School Business Administrator.

Roll Call:

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

K. FINANCIAL AUDIT (Attachment #16)

The Interim Superintendent, in consultation with the Board Secretary recommends the Board approve the following:

Comprehensive Annual Financial Report for the school year 2008-2009 as prepared by the district’s auditing firm of Ardito & Company.

The following Corrective Action Plan addresses the condition/recommendation as submitted by Ardito & Company:

Condition 1: School Board acceptance of monthly board secretary and treasurer's reports were not approved within 60 days after the end of each month for five months out of the fiscal year.

Recommendation 1: That the monthly board secretary and treasurer's reports be approved and documented in the minutes within 60 days after the end of each month.

Condition 2: The accounting software allows the general ledger to be updated independently of the subsidiary records. Furthermore, the system does not capture all expenditure accounts in the board secretary reporting module. Expenditure detail did not agree with the board secretary report/trial balance as of June 30, 2009 by \$24,175.

Recommendation 2: That the detailed subsidiary records be reconciled to the board secretary report/trial balance/general ledger on a monthly basis.

Responsibility: School Business Administrator/Board Secretary

Completion: November 16, 2009

Roll Call:

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

L. HUNTERDON COUNTY DEPARTMENT OF EDUCATION FACILITY REVIEW FINDINGS & RECOMMENDATIONS (Attachment #17)

The Superintendent, in consultation with the Board Secretary recommends the Board approve the following:

The following Corrective Action Plan addresses the condition/recommendation as submitted by the Executive County Business Administrator:

1. In the Middle School, six foot metal shelving in the storage areas adjacent to the cafeteria need to be fastened to the wall.

Corrective Action: In the Middle School, six foot metal shelving in the storage areas adjacent to the cafeteria was fastened to the wall with screws and anchors on 11/5/09.

2. In the Middle School several of the evacuation diagrams were posted above the door. These should be moved to a height that school children can see.

Corrective Action: All evacuation diagrams were moved to a height that school children can see on 11/5/09.

3. In the Middle School boiler room, many items that are no longer used have been stored. Arrangements should be made to dispose of these items.

Corrective Action: Items that have been stored were disposed of and the room was organized and cleaned on 11/5/09.

4. In the Elementary School it was determined that no fire drills had been conducted during the summer program that is run out of that building. For NJQSAC the Elementary School is non-compliant.

Corrective Action: The building Principal, Mr. Nigro and CST Director, Ms. Fallon were notified and sent a copy of the finding on 11/2/09. Two fire drills will be conducted each month during any future summer programs run by the district.

- 5. In the Elementary School, teachers in several classrooms have covered the heating units, preventing heat in to the room as designed and also preventing the exchange of fresh air. Teachers should be advised to remove these items immediately.

Corrective Action: Teachers were advised through a building wide announcement to keep clear the air exchange of their unit ventilators. The principal has stated that all items have been removed from unit ventilators as of 11/5/09.

Responsibility: School Business Administrator/Board Secretary

Completion: November 5, 2009

Roll Call:

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

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 #18)

Roll Call:

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

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.

- 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
- Potential legal action: Tort claim Notice against the district in which plaintiff is seeking damages for alleged wrongful conduct – Update
- Discussion of Personnel matter regarding Superintendent Candidate.
- October 19, 2009 Executive Meeting Minutes review (see sealed envelope)
- October 26, 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. October 19, 2009 Executive Meeting Minutes
2. October 26, 2009 Executive Meeting Minutes

Roll Call:

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

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

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT