

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, OCTOBER 19, 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, October 19, 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	Janice Stemple
Larissa Critelli	William Stover
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Barbara Gallagher – Vice President	Robert Imhoff - President

D. PUBLIC COMMENTS

E. 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.

- Superintendent interviews and candidate deliberations
- 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.

F. SCHOOL BOARD MEMBER INTERVIEW TO BE CONDUCTED BEGINNING AT 6:45 P.M. – Shaun Tertel

G. RECONVENE PUBLIC SESSION

H. ELECTION OF BOARD MEMBER

- 1. President calls for nomination
 Motion to nominate _____ Board Member.

Roll Call:

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

I. PUBLIC HEARING

A Public Hearing is being conducted to accept the final violence and vandalism report of 2008-2009 according to State P.L. 2001, c299 (Dr. Caldwell will give a Power Point presentation.)

J. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kim Gorski	10/5/09	Leave of absence request (Attachment #1)
Shaun Tertel	10/15/09	Board Candidate Vacancy (Attachment # 1A)

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- 1. September 21, 2009 Regular Monthly Meeting (Attachment #2)
- 2. September 23, 2009 Special Meeting (Attachment #3)

L. REPORTS TO THE BOARD

- 1. **Board President’s Report**
- 2. **Board Committees and Chairperson Reports**
- **QSAC Review Committee – Janice Stemple, Representative**
 Motion to acknowledge three NJ-QSAC required checklists from the “Operations” area and to authorize the Interim Superintendent to forward

said checklists to the Hunterdon County Office of Education pursuant to the upcoming NJ-QSAC evaluation process in January 2010, as listed below:

- a. Student Attendance Policies/Procedures Compliance Checklist (Attachment #4)
- b. Policies/Procedures on Harassment, Intimidation & Bullying (Attachment #5)
- c. Code of Student Conduct Compliance Checklist. (Attachment #6)

Roll Call:

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

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

Finance/Facilities – Vacant, Chairperson
Vacant and Janice Stemple

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

Negotiations – Janice Stemple, Chairperson, Vacant
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:
 - a) Motion to amend, on second reading, the following policies:
 - Policy 2340 – Field Trips
 - Policy 9100 – Public Relations

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

HCESC Representative – Barbara Gallagher

NJSBA Delegate – Robert Imhoff

3. Interim Superintendent’s Report

a) INFORMATION ITEMS:

- 1) Staff Attendance Report for September 2009 (Attachment #7)
- 2) Enrollment report as of September 2009. Also included is the enrollment report as of September 2008 for comparison. (Attachment #8)
- 3) Review of August 2009 legal bill (Attachment #9)
- 4) Review of September 2009 legal bill. (Attachment #10)

b) ACTION ITEMS:

- 1) Motion to designate the week of October 19th as School Violence Awareness Week.
- 2) Motion to acknowledge Superintendent’s report on 2008-2009 School Violence and Vandalism as required by N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f).
- 3) Motion to approve the annual field trip plan for:
 - a) Elementary School (Attachment #11)
 - b) Middle School (Attachment #12)
- 4) Motion to establish an award to be given annually to a graduating eighth grade student in memory of Linda Kesty as per attached. (Attachment #13)
- 5) Motion to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, as approved by High Bridge Chief of Police, Brett Bartman, and the Interim Superintendent and due to the county office by 11/15/09. (Attachment #14 - Signature page only)
Note: This document is 51 pages long and available for Board member review in the Interim Superintendent/Principal’s office.
- 6) **Motion** to approve and authorize the Interim Superintendent/Principal to utilize the administrative consultant services available from Lynn Van Assen for up to ten (10) days, as needed, starting October 20, 2009 at the per diem rate of \$395.00 (same as this past summer).

7) **Motion** to acknowledge the temporary “chain of command” procedures for the High Bridge School District from Friday, October 30th through Tuesday, November 17, 2009 during the Interim Superintendent/Principal’s approved absence:

HBMS Principal: Mr. Kolton has been approved as the Acting Principal and will be on duty in the Principal’s office. Mr. Kolton will fulfill and facilitate the various aspects of the Principal’s duties.

Superintendent’s Office: In areas that require a signature or “every-day” processing at the CSA’s level, Helen Meissner will facilitate the typical, normal and usual array of paperwork via the Interim Superintendent/Principal’s signature stamp.

If a matter requires an executive decision at the CSA’s level, and cannot wait until the Interim Superintendent returns to the office, Helen Meissner shall gather data, information and background on the matter and forward to Paul Nigro, who shall collaborate with the Board President to render a decision.

Roll Call:

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

4. School Business Administrator’s Report

a) General Information Items

- 1) NJ School Digest (Attachment #15)
- 2) Change with monthly reports due to ARRA funding.
- 3) Salary overpayment litigation cost analysis. (Attachment #16)

b) Monthly Facility Maintenance Report

- 1) None

c) Vandalism Report

None

d) Monthly Investment Interest

	<u>Amount</u>	
TD Bank-Current Account – September, 2009		\$250.66

5. Elementary School Principal’s Report (Attachment #17)

6. Middle School Principal’s Report (Sent via e-mail)

M. PERSONNEL

The Interim Superintendent recommends the approval of the following motions:

- 1) **Approve** an employment contract for **Bonnie Fleming**, School Treasurer for the 2009-2010 school year and salary in the amount of **\$2,330**, effective July 1, 2009 through June 30, 2010. This represents the same salary as the 2008-2009 employment contract.

- 2) **Approve** the following **co-curricular advisors** for the 2009-2010 school year to be paid at the hourly co-curricular rate of \$29.11 in accordance with the 2008-2011 negotiated agreement:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2009-2010
HBMS TV – Production Advisor	Paige McGaheran	6-8	90	2,619.90
HBMS TV – Technical Advisor	Jeff Thompson	6-8	30	873.30
Drama Club – Advisor	Courtney Shiffman	6-8	50	1,455.50
Drama Club – Asst. Advisor	Jeff Thompson	6-8	25	727.75
Keyboarding Club	Judy Marcelliano	Elem.	14	407.54

- 3) **Approve** the following **Interscholastic sports and advisors** for the 2009-2010 school year to be paid in accordance with rates set forth in the 2008-2011 negotiated agreement:

Activity	Staff Member(s)	Grade Level	Compensation 2009-2010
Girls Basketball	Jerry Tolomeo	6-8	2,620.00
Boys’ Basketball	Mike Jones	6-8	2,620.00

- 4) **Approve** the following **co-curricular advisors** for the 2009-2010 school year to be paid at the hourly co-curricular rate of \$29.11 in accordance with the 2008-2011 negotiated agreement:

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2009-2010
After School Homework Assistance General Ed Students	Maria Arbelo	6-8	20	582.20 Local Funds
After School Homework Assistance IEP Students	Susan Vogler	5-8	20	582.20 IDEA Grant Funds

- 5) **Approve** a request for an unpaid leave of absence for **Kim Gorski** from November 30, 2009 through February 21, 2010 (or earlier if possible) in accordance with the Family Medical Leave Act.
- 6) **Approve** the following substitutes for the 2009-2010 school year:
- | | |
|--------------------|-------------------|
| Matthew Petrozelli | Lynda Clar |
| Kelly Darish | Holly McDonald |
| Linda Carr | Anthony Hendricks |
| Jeff White | Patricia Burd |
| Rebecca Dietz | |
- 7) **Approve** the following employees as home instructors for the 2009-2010 school year on an as needed basis at the hourly rate of \$35.42 in accordance with the negotiated agreement:

STAFF MEMBER	AVAILABILITY
Christine Marucchi	Marking Periods 3 and 4
Jerry Tolomeo	Marking Periods 1, 3 and 4
Elizabeth Tyrell	Marking Periods 1, 2, 3, and 4
Cara Staviski	Marking Periods 1, 2, 3, and 4
Kim Terzuolo	Marking Periods 1, 2, 3, and 4
Kim Sandorff	Marking Periods 1, 2, 3, and 4
Judy Rogers	Marking Periods 1, 2, 3, and 4
Judy Marcelliano	Marking Periods 2 and 3
Marie Laurita	Marking Periods 2, 3 and 4
Lynn Hughes	Marking Periods 1, 2, 3, and 4 (her homeroom students only)
Nicole Locorotondo	Marking Periods 1, 2, 3, and 4
Anna Sbriscia	Marking Periods 1, 2, 3, and 4

- 8) **Transfer** the assignment of **Erin Asai**, on a voluntary basis, from part-time Elementary School Instructional Aide to part-time Middle School Instructional Aide to fill a pending Middle School need, at the same salary from October 20, 2009 through June 30, 2010. (Switch in schools to accommodate needs).

Roll Call:

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Barbara Gallagher – Vice President

Janice Stemple

William Stover

Karen Yaskanin-Jones

Robert Imhoff - President

N. CURRICULUM & INSTRUCTION

- 1) **Approve** the following class trips and transportation:
- a) **Eighth Grade to Voorhees High School** on January 6, 2010, for orientation to high school program. Transportation is to be provided by First Student at a cost of \$60.75 per hour.
 - b) **Eighth Grade to Hunterdon County Polytech** on February 2, 2010, for an introduction to Polytech programs. This trip correlates to Career Education and helps meet regulation N.J.A.C. 64:6. Transportation is to be provided by First Student at a cost of \$60.75 per hour.
 - c) **Fourth Grade to Solitude House Museum** on Tuesday, October 20, 2009, to visit Museum, Falls and Union Forge. This trip correlates with 4th grade social studies curriculum and enables students to gain an appreciation for High Bridge’s rich history dating back to 1700.
 - d) **Fourth Grade to Veterans Memorial Park** on Wednesday, November 11, 2009 (with a raindate of November 12th) for a tour of Veteran’s Memorial Park. This trip correlates with 4th grade social studies curriculum. There is no cost involved as students will walk from Elementary School to the Park.
 - e) **Eighth Grade to Main Street, High Bridge** on Wednesday, November 26, 2009 for the annual “Deck the Streets With Boughs of Holly” Student Leadership activity. There is no cost involved as students will be walking downtown.

- f) **Kindergarten and Inclusion Preschool to the West Portal Pumpkin Patch, Bloomsbury, NJ** on Wednesday, October 28, 2009 (rain date October 29th) to visit the animals, learn about the farm, pick pumpkins and go on a hayride. This trip correlates with science units on “animals and their habitats” and “how things grow”. The cost per student of \$14.50 which includes transportation and admission is to be borne by parents/guardians.
- g) **Behavior Disabilities Class (K-8)** to attend the following vocational trips during the 2009-2010 school year. Transportation is to be provided by Hunterdon County Educational Services Commission and paid with I.D.E.A. funds. Admission costs (where applicable) are to be paid by parents/guardians. Students will practice their individual daily living skills and address appropriate social behaviors and skills. Each trip directly relates to skills addressed in class vocational program.

Date	Location	Depart/Return Time	Cost per student
10/24/09	Hackettstown Movie Theater	11:00 am – 2:00 pm	\$8.00
11/12/09	Target, Phillipsburg, NJ	8:30 am – 11:30 am	N/A
11/19/09	McDonald’s in Clinton	10:00 am – 12:00 pm	N/A
12/3/09	ShopRite in Clinton	9:30 am – 11:00 am	N/A
12/17/09	Phillipsburg Mall, Phillipsburg, NJ	8:30 am – 12:00 pm	N/A
1/7/10	ShopRite in Clinton	8:30 am – 11:00 am	N/A
1/22/10	Oakwood Lanes, Washington, NJ	9:30 am – 12:00 pm	N/A
2/4/10	ShopRite in Clinton	9:30 am – 11:00 am	N/A
2/26/10	RVCC Theatre, Branchburg, NJ	10:30 am – 1:00 pm	N/A
3/4/10	ShopRite in Clinton	9:30 am – 11:00 am	N/A
3/18/10	Clinton/High Bridge Police and Rescue	9:30 am – 11:30 am	N/A
4/8/10	ShopRite in Clinton	9:30 am – 11:00 am	N/A
4/22/10	Country Griddle, Clinton, NJ	9:30 am – 11:00 am	N/A
5/5/10	ShopRite in Clinton	9:30 am – 11:00 am	N/A
5/20/10	Tetertown Nature Preserve, Califon, NJ	9:30 am – 11:30 am	N/A
6/18/10	Oakwood Lanes, Washington, NJ	9:30 am – 12:00 pm	N/A

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 **\$241,366.41 (2009-2010 Schedule 4)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$220,638.25 (09/30/09)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$217,554.48 (10/15/09)**
- d) **Approve** invoices for **Cafeteria** Account in the amount of **\$12,387.35**

Date	Vendor	Amount	Description	Check No.
9/22/09	Total Business Systems	\$ 667.00	Cash Registers	
10/6/09	State of NJ Dept. of Treasury	\$ 158.01 336.26 40.51	Inv. 306630 Inv. 306628 Inv. 306629	1191
	Total	\$ 534.78		
10/07/09	Maschio's Food Service, Inc.	\$ 8,103.64	IN0019383	1192
10/07/09	NJ Dept of Agriculture	\$ 96.35	Inv. 111838	1193
10/14/09	Restaurant Equipment Gallery	\$ 702.00	Inv. 6393 Trays	1194
10/14/09	Maschio's Food Service, Inc.	\$ 2,283.58	Salaries/Wages	1195
	TOTAL	\$12,387.35		

2. MAXIMUM ALLOWABLE TRAVEL EXPENSES, REGISTRATIONS & SUPPLIES

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following that in accordance with Board of Education Policy No. 9250, "Expenses" the maximum travel allowance for the 07/08 school year shall be established at **\$12,850**. The maximum travel allowance for the 08/09 school year shall be established at **\$10,850 (Attachment#19)**

3. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: (Attachment # 20)

- a) **Halloween Parade** – Use of Middle School gym on Saturday, October 31, 2009 in the event of inclement weather, from 11:00 am until 4:00 pm.
Advisor: Doug Walker

- b) **Daisy Girl Scouts** – Use of Elementary School classroom on the second Friday of every month, November 13, 2009 to June 11, 2010 6:00 am until 8:00 pm. **Advisor: Kelly Lynch**

4. ANNUAL MAINTENANCE BUDGET AMOUNT WORKSHEET (Form M-1) per NJAC 6:24, approving the district Comprehensive Maintenance Plan:

BE IT RESOLVED that the Board of Education approves the following resolution for the Maximum Capital Reserve Amount:

BE IT RESOLVED, the High Bridge Board of Education has 16 projects identified in its 2005 Five-Year Long Range Facility Plan; and,

BE IT RESOLVED, these projects have an estimated total cost over the five-year period of \$755,000; and,

BE IT RESOLVED, it is estimated that the district may be eligible for state debt service of EDA grant funds for these projects in the amount of \$302,000. Accordingly, the estimated local share of these projects is \$453,000; and,

BE IT RESOLVED, To date, the High Bridge Board of Education has completed four projects, the reseal of the elementary parking lot, curb upgrades, replacement of bathroom sink water cutoff handles, sink traps and the installation of a new 24X40 shed. This has resulted in a reduction of \$150,000 from the total estimated project costs.

BE IT RESOLVED, the local share \$363,000, less the current balance of the capital reserve \$3,628.77 equates to \$359,371.23 which represents the maximum the High Bridge Board of Education may deposit in its capital reserve fund for the 2009-2010 school year.

THEREFORE BE IT RESOLVED, the High Bridge Board of Education approves the Statement of Certification.

BE IT FURTHER RESOLVED that the Board of Education approves the High Bridge Board of Education School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its

submission to the Hunterdon County Superintendent. **(Attachment #21)**

5. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the High Bridge Board of Education in compliance with Department of Education requirements. **(Attachment #22)**

Roll Call:

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

- 2008-2009 Grievance #1 Level Four
- 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
- September 21, 2009 Executive Meeting Minutes review (see sealed envelope)
- September 23, 2009 Executive Meeting Minutes review (see sealed

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. September 21, 2009 Executive Meeting Minutes review
2. September 23, 2009 Executive Meeting Minutes review

Roll Call:

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

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

U. NEW BUSINESS

V. PUBLIC COMMENTS

W. ADJOURNMENT