

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, SEPTEMBER 21, 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, September 21, 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 William Stover, Board Member

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. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Nicole Di Geronimo	8/27/2009	Advancement on Salary Guide (Attachment #1)

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. August 24, 2009 Regular Monthly Meeting (Attachment #2)
2. August 31, 2009 Special Meeting (Attachment #3)

G. REPORTS TO THE BOARD

1. Board President's Report

2. Board Committees and Chairperson Reports

- **QSAC Review Committee – Power Point Presentation, Dr. Caldwell**
- **Community Relations – Kay Daughters-Musnuff , Chairperson**
Susan Connor and Barbara Gallagher
- **Curriculum and Instruction – Vacant, Chairperson**
Susan Connor and Larissa Critelli

Finance/Facilities – Barbara Gallagher, 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:

This group of policy motions are all second readings, previously approved, and may be merged together for second reading approval, if desired.

- a) Motion to amend, on second 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 second 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

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 #4)

- c) Motion to amend, on first reading, the following policies and/or regulations:
- Regulation 2340 – Field Trips (Note: Regulation change only; copy of Policy is included for your reference.)
 - Policy 9100 – Public Relations
 - Policy 1220 – Employment of Chief School Administrator
- d) Motion to adopt, on first reading, the following new policy:
- Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities
- e) Motion to delete, on first reading, Policy #9110 Quality Assurance Annual Report. This policy is being abolished due to a change in NJAC that invalidates current local board policy.

Ad Hoc Committee – Vacant, 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 August 2009 (Attachment #5)

b) ACTION ITEMS:

- 1) Motion to Approve Art Curriculum Guide as approved by the instructional staff and by the curriculum committee on June 9, 2008 as recommended by the Interim Superintendent. (Attachment #6)
- 2) Consideration of Interim Superintendent's recommendation to add the following extra service contracts:

a) Drama Production/School Play 2 staff needed
(Middle School)
 Advisor 50 hrs. x \$29.11 = \$1,455.50
 Asst. Advisor 25 hrs. x \$29.11 = \$ 727.75
\$2,183.25

b) HBMS-TV Production 2 staff needed
(Middle School)
 Production Advisor 80 hrs. (estimated)
 Technical Advisor 40 hrs. (estimated)
 Total hours 120 hours (capped at 120 hrs.)

120 x \$29.11 = 3,493.20

(Exact % of the 120 hrs. TBD once advisors are identified)

c) Keyboarding Club 1 staff needed
(Elementary School)
 Advisor 14 hrs. x \$29.11 \$ 407.54

Recap of above: \$2,183.25 + 3,493.20 + \$ 407.54 = \$6,083.99 total

\$6,083.99 minus FY10 budgeted funds \$2,089.76 = \$3,994.23

[to be re-allocated from other accounts]

4. School Business Administrator's Report

a. General Information Items

1. NJ School Digest (Attachment #7)

b. Monthly Facility Maintenance Report

c. Vandalism Report

None

d. Monthly Investment Interest	<u>Amount</u>
TD Bank-Current Account – August, 2009	\$318.45

5. Elementary School Principal's Report (Attachment #8)

6. Middle School Principal's Report (Previously distributed via e-mail)

J. PERSONNEL

The Interim Superintendent recommends the approval of the following actions:

- 1) **Motion to Approve** the movement across the salary guide for **Nicole Di Geronimo** from BA Step 8 at \$56,685 to BA+15 Step 8 at \$57,940 to recognize completion of graduate credit as reviewed and approved by Interim Superintendent effective September 1, 2009.
- 2) **Approve** the employment of **James Thornton** as full-time evening custodian to begin September 22, 2009 through the 2009-2010 school year at an hourly rate of \$14.48 for an annual salary of **\$30,100**. (Attachment #9)
- 3) **Approve** the employment of **Shelley Morales** 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**.
- 4) **Approve** the employment of **Elizabeth Tyrell** 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**.
- 5) **Approve Emma Alparone** as program coordinator for home-based ABA instruction for two autistic students at her hourly rate of \$39.82. Each student will receive one hour per week from October 2, 2009 to June 30, 2010 to be revisited for continuation or termination by June 30, 2010. [Program coordinator includes parent training sessions, parent consults, oversight of paraprofessional aide (when required), writing ABA instructional program and tracking student progress.]
- 6) **Approve Heather Trepiccione** as a home-based ABA aide to deliver direct ABA reinforcement for one autistic child two hours per week from October 2, 2009 to June 30, 2010 at her hourly rate of \$11.79/hour, to be revisited for continuation or termination by June, 30, 2010.

7) **Approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employees: (Attachment #10)

a) **Marisa Monaco**

Program: Teacher of Students with Disabilities
Course: Assessment in Special Education
College/University: Kean University
Semester: Fall 2009
Credits: 3 Graduate Credits
Tuition: \$1,635.00

8) **Approve** the following staff development workshop to be funded through IDEIA funds:

a) Restraint Training – Handle With Care

Facilitator: Greg Brown to be paid \$1500.00
Attendees: 7 Teachers to be paid \$35.00 each for the two (2) hour session
Total: \$1,745.00

9) **Approve** the following substitutes for the 2009-2010 school year:

Rachel Lazier	Mallory Potosky
Nicole Locorotondo	Natalie Glazer
Nancy Lucas	Carol Klein
Kaitlyn Symonds	Sara Best
Sonia Damanakis	Diane Wanko
Tara McGourty	Michael Ricketts
Stefanie Parmese	Maryann Sajor
Linda Searles	Carolyn King
Barbara Salas	

Roll Call:

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

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

K. CURRICULUM & INSTRUCTION

Approve the following class trips and transportation:

- a) **Fifth Grade to Camp Bernie** on February 18th and 19th.
Transportation is to be provided by First Student at a cost of \$364.50 for two buses. Cost per student of \$90.00 includes transportation, meals, lodging and program, and is to be borne by parents/guardians. \$702.25 is to be paid by Board of Education to cover teacher/aide/nurse chaperone admission costs.

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 #11)**

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$158,176.25 (2009-2010 Schedule 3)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$45,629.55 (08/31/09)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$214,466.94 (09/15/09)**

2. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: (Attachment #12)

- A) Co-ed Volleyball** – Use of Middle School gym on Wednesday evenings beginning on September 23, 2009 and ending on May 27, 2010 from 7:00 pm until 9:00 pm. **Advisor: Steve Bauernfiend**
- B) Women's Volleyball** – Use of Middle School gym on Monday evening's beginning on September 28, 2009 and ending on May 24, 2010 from 7:00 pm until 9:00 pm. **Advisor: Ruby Reuter**
- C) PTO Fall Fun Fest** – Use of Elementary School on October 17, 2009 from 10:00 am to 4:00 pm. **Advisor: Cara Staviski**
- D) Girl Scouts** – Use of Elementary School classroom on the various Tuesdays of each month from October 8, 2009 to May 20, 2010
Advisor: Leigh Russell

- 3. **Request a motion** to properly discard and dispose of old, broken computer equipment as per inventory list attached. (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

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 #14)

Roll Call:

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

- 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 Litigation High Bridge Teachers Association vs. the High Bridge BOE re: salary overpayments
- August 24, 2009 Executive Meeting Minutes review (see sealed envelope)
- August 31, 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. August 24, 2009 Executive Meeting Minutes
2. August 31, 2009 Executive Meeting Minutes

Roll Call:

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

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

R. NEW BUSINESS

S. PUBLIC COMMENTS

T. ADJOURNMENT