

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, DECEMBER 14, 2009**

Minutes

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Susan Connor, Larissa Critelli, Kay Daughters-Musnuff arrived at 7:02 p.m., Barbara Gallagher, Vice-President left at 8:45 p.m., Janice Stemple arrived at 7:07 p.m., William Stover, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present was Dr. William Caldwell, Interim Superintendent, and Anthony Juskiewicz, Board Secretary/Business Administrator. Shaun Tertel notified the Board that he would not be in attendance.

D. STUDENT RECOGNITION

STUDENT RECOGNITION

1. Introduction of student by Dr. William Caldwell.
2. Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the attached resolution recognizing Mandy Winzenried, 8th grade student, for the publication of her poem "Grammy" in the book, *Inspired*, a collection of poetry published by The America Library of Poetry. (Attachments #1, 2 & 3)

E. PUBLIC COMMENTS

PUBLIC COMMENTS

None

F. REVIEW OF OFFICIAL CORRESPONDENCE

CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

**ADOPTION OF
MINUTES**

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

Based upon the recommendation of the School Business Administrator, Kay Daughters-Musnuff motioned, seconded by William Stover, to approve the following minutes. Unanimously carried. Barbara Gallagher abstained.

November 16, 2009

1. November 16, 2009 Regular Monthly Meeting (Attachment #4)

**REPORTS TO THE
BOARD**

H. REPORTS TO THE BOARD

Follow-up Items

1. Follow-Up Items

- Picture Vendors
- Negotiator

**Board President's
Report**

2. Board President's Report

- a) Discussion regarding moving January 18th, 2010 Board Meeting to January 11th, 2010 and February 15th, 2010 Board Meeting to February 8th, 2010. Unanimously carried.
- b) Review of New Jersey School Board Association recommended Board tasks, as per checklist. (Attachment #5)
- c) Update on Board Committees roles and responsibilities.

Committee Reports

3. Board Committees and Chairperson Reports

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Barbara Gallagher

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Shaun Tertel

Curriculum
and Instruction

- a) Kay Daughters-Musnuff motioned, seconded by Janice Stemple to approve the curriculum committee’s recommendation for an “action plan” to be initiated December 15, 2009 to facilitate bringing the district’s curriculum into full compliance with QSAC standards and fulfill the Board’s goal of being a “high performing” school district by December 2010. (Attachment #6)

Roll Call

Roll Call:

M
S

Kay Daughters-Musnuff - Aye	William Stover - Aye
Janice Stemple - Aye	Shaun Tertel - Absent
Susan Connor - Aye	Karen Yaskanin-Jones - Aye
Larissa Critelli - Aye	Robert Imhoff – Pres - Aye
Barbara Gallagher – VP - Aye	

8 Ayes; 1 Absence; Motion Passes

- **Finance/Facilities – William Stover, Chairperson,** Larissa Critelli, and Janice Stemple

Finance/
Facilities

The Finance/Facilities Committee met to discuss the direction of improving the curricula and the use of monies for consultation for a curriculum director.

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

Personnel and
Management

The Personnel and Management Committee met to discuss personnel matters and discuss the new Superintendent’s contract.

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

- **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**

Interim
Superintendent's
Report

4. Interim Superintendent's Report

a) INFORMATION ITEMS:

- 1) Review of October 2009 legal bill (Attachment #7)
- 2) Staff Attendance Report for November 2009 (Attachment #8)
- 3) Enrollment report as of November 2009. Also included is the enrollment report as of November 2008 for comparison. (Attachment #9)
- 4) Middle School Drama production update (Attachment #10)
- 5) Grade 6 Medieval Times field trip information (Attachment #11)
- 6) QSAC Update

b) ACTION ITEMS:

Based upon the recommendation of the
Robert Imhoff, Board President, William Stover
motioned, seconded by Karen Yaskanin-Jones
to approve the following item:

- 1) Motion to authorize the Interim Superintendent/Principal to cooperate with the Bloustein Center for Survey Research at Rutgers University to survey grade 7 and 8 students as part of the Hunterdon County data set pursuant to statewide study entitled "2009-2010 New Jersey Middle School Risk and Protective Factor Survey" as recommended by the Interim Superintendent/Principal. (Attachment #12)

Roll Call:

William Stover – Aye	Barbara Gallagher - VP - Aye
Karen Yaskanin-Jones – Aye	Janice Stemple - Aye
Susan Conner – Aye	Shaun Tertel - Absent
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Kay Daughters-Musnuff - Aye	

8 Ayes; 1 Absence; Motion Passes

ES Principal's Report

MS Principal's Report

4. School Business Administrator's Report

a. General Information Items

1) NJ School Digest (Attachment #13)

b. Monthly Facility Maintenance Report

None

c. Vandalism Report

None

d. Monthly Investment Interest	Amount
---------------------------------------	---------------

TD Bank-Current Account – Nov. 09	\$337.55
-----------------------------------	----------

PERSONNEL

Receipt of Gretchen DelloRusso's request to extend unpaid LOA until February 28, 2010

5. Elementary School Principal's Report (Attachment #14)

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

Approve Kathryn Kunz to extend maternity leave until February 28, 2010

I. PERSONNEL

Based upon a recommendation of the Interim Superintendent, Janice Stemple motioned to approve the following items. Karen Yaskanin-Jones seconded the motion.

Approve Jane Nagy as long-term certified substitute until January 29, 2010 \$125/hr

1) **Motion** to acknowledge receipt of **Gretchen DelloRusso's** December 8, 2009 letter and to approve her request for an extension of her unpaid leave of absence from December 23, 2009 through February 28, 2010, as presented. This motion also carries with it the express understanding that continuation of her health benefits via "COBRA" is at her option and expense. Mrs. DelloRusso will return to her instructional position on March 1, 2010. (Attachment #15)

2) **Motion** to extend the employment of **Kathryn Kunz**, third grade maternity replacement teacher from December 23, 2009 through February 28, 2010 at a BA

Step 4 salary of \$48,345 prorated with full benefits.

- 3) **Motion** to approve the employment of **Jane Nagy** as a long-term certified substitute for Dianne Paridy from January 4, 2010 through January 29, 2010 plus two transition days in December, 2009 at a per diem rate of \$125.00.

Approve James Byrne
increase \$12/hr for
completion of Black Seal

- 4) **Motion to acknowledge** the completion of the Black Seal Boiler Operators license by James Byrne, part-time Middle School evening custodian, and approve an increase in his hourly rate from \$11.00 to \$12.00 per hour, retroactive to 12/1/2009. (Attachment #16)

Approve employment of
Darcy Mojka as FT ES
Instructional Aide \$10/hr

- 5) **Motion to approve** the employment of **Darcy Mojka** as full-time Elementary School Instructional Aide from December 15, 2009 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$12,740 prorated.

Approve employment of
Nancy Lucas as PT ES
Instructional Aide \$10/hr

- 6) **Motion to approve** the employment of **Nancy Lucas** as part-time (4 hours/day) Elementary School Instructional Aide from December 15, 2009 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated.

Approve one-to-one aides
for extra curricular
activities \$10/hr

- 7) **Approve** payment to one-to-one aides 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 \$500.00 to be funded by IDEIA FY10 grant.

Approve Bill Bruton
substitute

- 8) **Motion to approve Bill Bruton** as a substitute teacher for the remainder of the 2009-2010 school year.

Approve co-curricular
Advisor

- 9) **Motion to approve** the following **co-curricular advisor** 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
Golf Club	Mike Doerwang	6-8	15	436.65
Chess Club	Mike Doerwang	6-8	10	291.10

Roll Call

M
S

Roll Call:

Janice Stemple – Aye	Barbara Gallagher - VP - Aye
Karen Vockonin Jones Aye	William Stover – Aye
Susan Connor – Aye	Shaun Tertel - Absent
Larissa Critelli – Aye	Robert Imhoff – Pres - Aye
Kay Daughters-Musnuff – Aye	

8 Ayes; 1 Absence; Motion Passes

J. CURRICULUM & INSTRUCTION

**CURRICULUM &
INSTRUCTION**

Nothing at this time.

SCHOOL BUSINESS

K. SCHOOL BUSINESS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Kay Daughters-Musnuff to approve the following items:

PAYMENT OF BILLS

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #17)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$124,706.78 (2009-2010 Schedule 6)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$223,408.09 (11/30/09)**
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,929.87**

Invoices \$124,706.78

**Payroll 11/30/09
\$223,408.09**

**Cafeteria
\$8,929.87**

Date	Vendor	Amount	Description	Check No
11/19/09	NJ Dept of Agriculture	\$ 28.20	Inv. 113256	1201
12/7/09	State of NJ – Dept of the Treasury	\$ 109.67 127.55 214.97	Inv. 309631 Inv. 309632 Inv. 309633	1202
	Total	\$ 452.19		
TOTALS 8,929.871 2/10/09	Maschio’s Food Service, Inc.	\$ 8,449.48	Inv. IN0020399	1203

2. FINANCIAL REPORTS

**FINANCIAL REPORTS
July/August 2009**

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for July and August 2009. (Attachment #18)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of July and August 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 July and August 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.

December 14, 2009

Anthony Juskiewicz
Board Secretary/Business Administrator

CAFETERIA REPORT

3. CAFETERIA REPORT

The cafeteria financial report for the month of **November 2009**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$989.98 for the month and a year-to-date profit of \$203.29. Student participation was 28% in

the Middle School and 36% in the Elementary School for the month of November 2009.

Last year’s report for **November 2008**, indicated a loss of \$741.08 for the month and a year-to-date loss of \$244.46. Student participation was 27% in the Middle School and 35% in the Elementary School for the month of November 2008.

USE OF FACILITIES

4. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: (Attachment # 19)

Brownie Troop 423

- a) **Brownie Troop #423** – Use of Elementary School Room 113 on Friday’s beginning January 8th, 2010 through May 2nd, 2010 from 3:00 p.m. until 5:00 p.m. **Advisors: Danielle Benavides and Kim Judd**

PROFESSIONAL SERVICES

5. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2009-2010, there exists a need for outside professional services, and

WHEREAS, the Public School Contracts law (Chapter 114, Laws of 1977) requires a resolution to authorize the awarding of contracts for “professional services” without competitive bids,

THEREFORE BE IT RESOLVED, by the Board of Education of the High Bridge School District that the Superintendent of Schools and the Business Administrator/Board Secretary are authorized to affirm the following appointments:

PROFESSIONAL SERVICE	PROVIDER	RATE 08-09	RATE 09-10
Negotiations Consultant	Garry M. Whalen	\$160 p/h	\$160 p/h

Roll Call

M
S

Roll Call:

William Stover – Aye
Kay Daughters-Musnuff – Aye
Susan Connor – Aye
Larissa Critelli – Aye
Barbara Gallagher - VP - Aye
Janice Stemple - Aye
Shaun Tertel - Absent
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

8 Ayes; 1 Absence; Motion Passes

Amend to remove #5

SEMI PROGRAM

6. Resolution for the Waiver of Requirements for the Special Education Medicaid Initiative (SEMI) Program (Attachment #20)

William Stover motioned, seconded by Kay Daughters-Musnuff to approve the attached Resolution for Waiver of requirements for the Executive County Superintendent of Schools of Hunterdon County.

Roll Call

M
S

Roll Call:

William Stover – Aye
Kay Daughters-Musnuff – Aye
Susan Connor – Aye
Larissa Critelli – Aye
Barbara Gallagher - VP - Aye
Janice Stemple - Aye
Shaun Tertel - Absent
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

8 Ayes; 1 Absence; Motion Passes

**TRAVEL
EXPENDITURE**

L. TRAVEL EXPENDITURE APPROVAL

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned to approve the following (Attachment #21) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Kay Daughters-Musnuff. (Attachment #21)

Roll Call

M
S

Roll Call:

Janice Stemple – Aye	William Stover - Aye
Kay Daughters-Musnuff – Aye	Shaun Tertel - Absent
Susan Connor – Aye	Karen Yaskanin-Jones - Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye
Barbara Gallagher – VP -Aye	

8 Ayes; 1 Absence; Motion Passes

**EXECUTIVE/
CLOSED SESSION**

M. PUBLIC COMMENTS

None

N. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Interim Superintendent, Janice Stemple requested a motion to approve the following **Resolution** to enter into Executive Session at 8:25 p.m.; William Stover seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- 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
- Threatened litigation – Paff vs. High Bridge Board of Education (see sealed envelope)
- November 16, 2009 Executive Meeting Minutes review (see sealed envelope)

**RECOVENE PUBLIC
SESSION**

**ADOPTION OF
EXECUTIVE
MINUTES**

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:37 p.m. Barbara Gallagher seconded the motion. Unanimously carried.

November 16, 2009

O. RECOVENE PUBLIC SESSION

Roll Call

P. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned, seconded by Janice Stemple to approve the following item:

- 1. November 16, 2009 Executive Meeting Minutes

Roll Call:

M
S

Janice Stemple – Aye Barbara Gallagher - VP - Abstained
William Stover – Aye Shaun Tertel - Absent
Larissa Critelli – Aye Karen Yaskanin-Jones - Aye
Susan Connor – Aye Robert Imhoff, Pres. - Aye
Kay Daughters-Musnuff - Aye

NEW BUSINESS

Motion Passes

Q. NEW BUSINESS

Barbara Gallagher's
resignation

Barbara Gallagher spoke to the Board regarding how the Board questioned her commitment. Mrs. Gallagher felt hurt that no one from the Board called to check on her.

Barbara Gallagher resigned from the Board effective immediately.

Roll Call

M
S

Barbara Gallagher motioned, seconded by Larissa Critelli to accept Barbara Gallagher's resignation effective immediately.

Roll Call:

NEW

Barbara Gallagher - VP – Aye William Stover - Aye
Larissa Critelli – Aye Shaun Tertel - Absent
Susan Connor – Aye Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff – Aye Robert Imhoff – Pres. - Aye
Janice Stemple - Aye

PUBL

8 Ayes; 1 Absence; Motion Passes

ADJO

PUBLIC COMMENTS

Parent visitation days were discussed. It was mentioned that the days or back to back for the ES and MS. ES is only one-half day and lunch is served. The MS has a full day. ES should be a full day. It is only another two hours.

ADJOURNMENT

R. PUBLIC COMMENTS

None.

S. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 8:51 p.m. The motion was seconded by William Stover. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz
Board Secretary/Business Administrator