

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL & REGULAR MONTHLY
MEETING AGENDA
MONDAY, MAY 3, 2010**

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, Kay Daughters-Musnuff, Tamara Davis, Robert Imhoff, Janice Stemple, William Stover and Karen Yaskanin-Jones. Also present was Joseph Kennedy, Superintendent of Schools, Susan Joyce, Interim Board Secretary/Business Administrator and Anthony Juskiewicz.

C. RECOGNITION ITEMS

RECOGNITION ITEMS

Karen Yaskanin-Jones motioned, seconded by Janice Stemple to approve the following resolutions.

1. Student Recognition

Student Recognition

Request a motion to approve the attached resolution recognizing **Madison Conroy** as Hunterdon County Distinguished Student for 2010. (Attachment #1)

Madison Conroy

2. Staff Recognition

Staff Recognition

Request a motion to approve the attached resolution for **Anthony Juskiewicz**, for his service to the district. (Attachment #2)

Anthony Juskiewicz

D. OATH OF OFFICE TO NEW BOARD MEMBERS

OATH OF OFFICE

Anthony Juskiewicz issued the oaths of office to new Board members, Susan Connor and Tamara Davis.

ORGANIZATION OF BOARD

E. ORGANIZATION OF THE BOARD

- 1. The results of the 2010/2011 school board elections are as follows:**

	Term	# of Votes
Susan Connor	3 year	410
Larissa Critelli	3 year	399
Tamara Davis	1 year	3

(Write-In)

The initial election results reported that for one three-year seat there were four (4) write-in candidates who each received two votes. One of those candidates has withdrawn, leaving three who are interested in the seat: Tom Waldron, Elizabeth Wescott, Ann Willard

However, we just received notice that upon the conclusion of the required recount conducted by the County Board of Elections, it was found that Valerie Jordan received 3 write-in votes. The certified election results are as follows:

	Term	# of Votes
Susan Connor	3 yr	410
Larissa Critelli	3 yr	399
Valerie Jordan	3 yr	3
Tamara Davis	1 yr	3

- b) High Bridge Borough Question #1 - Resolved that there should be raised for General Funds \$4,904,337 for the ensuing school year 2010 – 2011 (Tax Levy)

	Vote Count	Percent
Yes	234	31.37%
No	512	68.63%
Total	746	100.00%

- c) High Bridge Boro Question #2 – Do you agree to reduce the size of the High Bridge Board of Education from nine to seven members during the course of the 2011 – 2012 and 2012 – 2013 school years so as to improve efficiency and to make the Board size more proportionate to the population of the school community?

	Vote Count	Percent
Yes	542	72.85%
No	202	27.15%
Total	744	100.00%

2. ROLL CALL by Anthony Juskiewicz

- | | |
|-----------------------------|----------------------------|
| Susan Connor - Aye | Robert Imhoff - Aye |
| Larissa Critelli - Absent | Janice Stemple - Aye |
| Kay Daughters-Musnuff - Aye | William Stover - Aye |
| Tamara Davis - Aye | Karen Yaskanin-Jones - Aye |

ROLL CALL

3. NOMINATIONS FOR PRESIDENT

- Anthony Juskiewicz calls for nominations.
Janice Stemple motioned, seconded by William Stover to nominate **Robert Imhoff** for Board President.
- Motion that nominations be closed
- Board vote

Roll Call:

M
S

- | | |
|---------------------------|-----------------------------|
| Janice Stemple – Aye | Kay Daughters-Musnuff - Aye |
| William Stover – Aye | Tamara Davis - Aye |
| Susan Connor – Aye | Robert Imhoff - Abstain |
| Larissa Critelli – Absent | Karen Yaskanin-Jones - Aye |

ELECTION OF VICE PRESIDENT

6 Ayes; 1 Abstention; 1 Absent; Motion Passes

4. ELECTED PRESIDENT ASSUMES THE CHAIR

5. ELECTION OF VICE PRESIDENT

- Robert Imhoff, President calls for nominations.
Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to nominate **William Stover** for Board Vice President.
- Motion that nominations be closed
- Board vote

ROLL CALL

Roll Call:

M
S

- | | |
|-----------------------------|----------------------------|
| Kay Daughters-Musnuff - Aye | Tamara Davis - Aye |
| Karen Yaskanin-Jones - Aye | Janice Stemple - Aye |
| Susan Connor - Aye | William Stover - Aye |
| Larissa Critelli - Absent | Robert Imhoff - Pres - Aye |

7 Ayes; 1 Absent; Motion Passes

**APPOINTMENT OF
BOARD OFFICIALS**

6. APPOINTMENT OF BOARD OFFICIALS

Based upon the recommendation of the Superintendent, in consultation with the Interim School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Janice Stemple to approve the following items a - t:

a. TREASURER OF SCHOOL MONIES

RESOLVED, that the Board of Education reappoint Bonnie Fleming, Treasurer of School Monies, effective July 1, 2010 to June 30, 2011.

b. AFFIRMATIVE ACTION OFFICER

RESOLVED, that the Board of Education appoint Paul Nigro as the Affirmative Action Officer, effective July 1, 2010 to June 30, 2011.

c. CHIEF EQUITY OFFICER

RESOLVED, that the Board of Education appoint Paul Nigro as the Chief Equity Officer, effective July 1, 2010 to June 30, 2011.

d. GENDER EQUITY OFFICER

RESOLVED, that the Board of Education appoint Paul Nigro, Elementary School Principal, as Gender Equity Officer, effective July 1, 2010, to June 30, 2011.

e. 504 OFFICER

RESOLVED, that the Board of Education appoint Paul Nigro, Elementary School Principal, as 504 Officer, effective July 1, 2010, to June 30, 2011.

f. BASIC SKILLS CONTACT PERSON

RESOLVED, that the Board of Education appoint Paul Nigro, Elementary School Principal, as Basic Skills Contact Person, effective July 1, 2010, to June 30, 2011.

g. PUBLIC AGENCY COMPLIANCE OFFICER (PACO)

RESOLVED, that the Board of Education appoint Board Secretary/Business Administrator as the Public Agency Compliance Officer, effective July 1, 2010 to June 30, 2011.

- h. RIGHT TO KNOW CONTACT PERSON**
RESOLVED, that the Board of Education appoint School Business Administrator, as the Right to Know Contact Person, effective July 1, 2010, to June 30, 2011.
- i. ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) REPRESENTATIVE**
RESOLVED, that the Board of Education appoint School Business Administrator, as the AHERA Representative, effective July 1, 2010, to June 30, 2011.
- k. SCHOOL INSURANCE AGENCY AND RISK MANAGEMENT CONSULTANT**
WHEREAS, the High Bridge Board of Education, (“Educational Facility”) has resolved to join the School Alliance Insurance Fund (“SAIF”) following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the High Bridge Board of Education, does hereby appoint **Rue Insurance** as its Risk Management Consultant in accordance with School Alliance Insurance Fund (“SAIF”) Fund’s Bylaws.
- l. HEALTH INSURANCE AGENCY OF RECORD**
RESOLVED, that the Board of Education appoint L.D.P. Consulting, Inc. as the Health Insurance Agency of Record, effective July 1, 2010 to June 30, 2011.
- m. INTEGRATED PEST MANAGEMENT OFFICER**
RESOLVED, that the Board of Education appoint Anthony Juskiewicz, Board Secretary/Business Administrator as the Integrated Pest Management officer, effective July 1, 2010 to June 30, 2011.
- n. PURCHASING AGENT**
RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the Purchasing Agent, effective July 1, 2010 to June 30,

2011.

o. AIR QUALITY DESIGNEE

RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the Air quality designee, effective July 1, 2010 to June 30, 2011.

p. SAFETY & HEALTH DESIGNEE

RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the safety & health designee, effective July 1, 2010 to June 30, 2011.

q. CUSTODIAN OF RECORDS

RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the custodian of records, effective July 1, 2010 to June 30, 2011.

r. ASBESTOS MANAGEMENT OFFICER

RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the asbestos management officer, effective July 1, 2010 to June 30, 2011.

s. CHEMICAL HYGEINE OFFICER

RESOLVED, that the Board of Education appoint the Board Secretary/Business Administrator as the chemical hygiene officer, effective July 1, 2010 to June 30, 2011.

t. SUBSTANCE AWARENESS OFFICER

RESOLVED, that the Board of Education appoint Joseph Kennedy Superintendent/ Middle School Principal as the substance awareness officer, effective July 1, 2010 to June 30, 2011.

ROLL CALL

**M
S**

Roll Call:

Kay Daughters-Musnuff - Aye	Tamara Davis - Aye
Janice Stemple - Aye	William Stover- VP - Aye
Susan Connor - Aye	Karen Yaskanin-Jones - Aye
Larissa Critelli - Absent	Robert Imhoff - Pres - Aye

AUTHORIZATIONS & ADOPTIONS OF THE BOARD

7. AUTHORIZATIONS & ADOPTIONS OF THE BOARD

Based upon the recommendation of the Superintendent, in consultation with the School Business Administrator/Board Secretary, Karen Yaskanin-Jones made a motion, seconded

by Janice Stemple to approve the following items a - e:

**a. ANNUAL MEETING SCHEDULE (Attachment #3)
3rd Monday of Every Month**

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq.) requires that the annual regular meeting schedule be posted publicly, sent to at least two newspapers and the municipal clerks within seven (7) days following the annual Organization Meeting, and **WHEREAS**, it has been the practice of this Board of Education to schedule its meetings on the second and fourth Monday evenings and to avoid meeting during the holiday periods, except for Special Meetings, if necessary, be it therefore

RESOLVED, that the Board of Education approve the attached meeting schedule for the ensuing Board year as listed and request the Secretary to addend a copy to the minutes.

b. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

**c. NEWSPAPERS AND LEGAL
ADVERTISEMENTS**

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger and the Courier News all of which circulate in the school district, as official newspapers for legal advertising, and be it further

RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

d. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint the Business Administrator/Board Secretary as the individual responsible for approval and payment of bills, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures.

e. CONTRACTS FOR PROFESSIONAL SERVICES

WHEREAS, during the fiscal year 2010-2011, 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:

School Attorney	Schwartz, Simon, Edelstein, Celso & Kessler, LLP
School Auditor	Williams & Ardito
Negotiations Consultant	
School Architect	The Reynolds Group & USA Architects, AIA
Audiological Evaluations:	1. Hunterdon Medical Center (Speech and Hearing Dept) 2. Hackettstown Hospital (Speech and Hearing Dept)
Central Auditory Processing Evaluation	1. Craig I. Barth, M.A., CCC-A, Morristown 2. Shaila Nanjundiah, AudD CCC-A/MS CCC-SLP of Audio Pedics, LLC, Bloomsbury
Augmentative Communication Evaluation, Assistive Technology Evaluations & Consultations	1. Mountainside Children’s Specialized Hospital 2. CP Agency of New Jersey and TLC program 3. C.A.T.I.E.S. – College of New Jersey, Ewing, NJ
Functional Behavioral Assessments	1. Rutgers Developmental Institute, New Brunswick, NJ 2. Eden Institute, Princeton, NJ
Neurological Evaluations	1. Trevor DeSouza, MD, Pediatric Neurology Assoc. Morristown, NJ 2. David E. Mandelbaum, MD, RWJ University, Div. of Child Neurology, New Brunswick, NJ
Neurodevelopmental Pediatrician	1. Janice Prontnicki, MD, Children’s Specialized Hospital, Mountainside, NJ 2. Kapila Seshadri, MD, Neurodevelopmental Disabilities, New Brunswick, NJ 3. Dr. Mars, Dr. Willems, Dr. Atkins, Dr. Rhoads Hunterdon Medical Ctr., Developmental Pediatric Associates, Flemington, NJ 4. Jesse Mintz, MD, East Brunswick, NJ 5. Aparna Mallik, MD, St. Joseph’s Children’s Hospital, Paterson, NJ
Occupational Therapy	Therapeutic Intervention, Inc. - Nancy Lenahan
Physical Therapy	Allison Peck

Deaf/Hearing Impaired	1. Lake Drive School, Mountain Lakes, NJ 2. Summit Speech School, Summit, NJ
Bilingual Consultant/ESL Consultant, Evaluators	Any State Approved Evaluator, i.e.: 1. Mark Seidenstein, Matawan, NJ (Educational) 2. Emily Donato, Princeton, NJ (Psychological) 3. Deborah Chitester, Name – Second Language, Literacy & Learning Connection, Pennington, NJ (Speech/Language) 4. Cross County Clinical & Educational Services
Special Education Consultations/Evaluations	1. CP Agency of New Jersey 2. The College of New Jersey
Private Schools – Out-of-District Placements	Any State approved school (local), ie., Midland School, N. Branch; Sand Hill School, Flemington, Stepping Stone, Bloomsbury; East Mountain Day School, Belle Mead; Rockbrook School, Belle Mead; Hunterdon Learning Center, Califon Hunterdon County E.S.C.; Warren County E.S.C.; Summit Speech School, New Providence, NJ, Matheny, Peapack, NJ
Psychiatric Evaluations	1. Dr. George Hecht, Clinton, NJ 2. Dr. Hong Chen, Dr. Padma Palvai, Psychiatric Associates of Hunterdon, Flemington, NJ 3. Dr. William Hayes, Dr. Charles Martinson, Alexander Road Associates, Princeton, NJ 4. Dr. Pamela Moss, Flemington, NJ
Neuropsychiatric Evaluations	Dr. Dale Jacobs, Summit, NJ
Visually Disabled Services	Commission for the Blind and Visually Impaired, Toms River, NJ
Transportation	Educational Services Commission First Student Bus Company Easton Coach North Hunterdon/Voorhees Regional High School U.S. Coachways

Roll Call:

ROLL CALL

**M
S**

Karen Yaskanin-Jones – Aye

Janice Stemple – Aye
Susan Connor – Aye
Larissa Critelli – Absent

Kay Daughters-Musnuff – Aye
Abstain E
Tamara Davis - Aye
William Stover – VP – Aye
Robert Imhoff - Pres - Aye

Motion Passes

ADOPTION OF K-8 CURRICULUM

Item numbers 8 to 17 will be moved in one roll call.

8. ADOPTION OF K-8 CURRICULUM (Attachment #4) RESOLVED, that the Board of Education approve the K-8 curricula for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

FIVE YEAR CURRICULUM

9. FIVE YEAR CURRICULUM/PROGRAM CYCLE -2010-2011 (Attachment #5) RESOLVED, that the Board of Education, on the recommendation of the Superintendent, approve the Five-Year Curriculum/Program Cycle for 2010-2011 for the High Bridge Public Schools as per attachment and request the Secretary to addend a copy to the minutes.

TEXTBOOKS

10. TEXTBOOKS RESOLVED, that the Board of Education approve textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes. **(Attachment #6)**

APPOINTMENT OF BOARD COMMITTEES & CHAIRPERSON

11. APPOINTMENT OF BOARD COMMITTES AND CHAIRPERSON RESOLVED, that the Board President will appoint the committee members and chairpersons to the following committees for the 2009-2010 school year:

Mr. Imhoff declined to appoint committees and stated he would do so on May 17, 2010.

- Community Relations –
- Curriculum and Instruction –
- Finance/Facilities –
- Personnel and Management –
- Board Liaison Roles –
- HCESC Representative – Barbara Gallagher
- NJSBA Delegate –
- Policy -

12. PETTY CASH

PETTY CASH

Motion to authorize maintaining the following petty cash accounts:

Superintendent of Schools	\$150.00
Business Administrator	\$150.00
Elementary School Principal	\$150.00
Middle School Principal	\$150.00
Home Economics Teacher	\$150.00
Science Teacher	\$150.00
Child Study Team	\$150.00

13. 2010-2011 TUITION RATES

2010-2011 TUITION RATES

The Interim Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following tuition rates:

Regular Education:

Inclusionary Preschool:	\$11,822
Kindergarten	\$10,302
Grades 1-5	\$15,394
Grades 6-8	\$16,266

Special Education:

Behavioral Disability	\$24,955
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14. 403b RETIREMENT PLANS

403b RETIREMENT PLANS

Resolved, that the Board of Education approve the following employee paid tax sheltered annuity plans:

- a. AXA Equitable
- b. SIRACUSA
- c. Lincoln National

(Their reappointment is subject to termination upon 30 days written notice by the Board.)

CODE OF ETHICS

15. ADOPTION OF THE CODE OF SCHOOL ETHICS

In accordance with Bylaw 9271 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

See attachment #7. Sign and return copy to Business Administrator.

APPROVE
AUTHORIZATION TO
AWARD CONTRACTS
UP TO BID
THRESHOD AND SET
QUOTE THRESHOLD

16. APPROVE AUTHORIZATION TO AWARD CONTRACTS UP TO BID THRESHOLD AND SET QUOTE THRESHOLD

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$29,000 if they employ a purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education pursuant to the statutes cited above hereby appoints the Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge Board of Education , and;

BE IT FURTHER RESOLVED, that the Business Administrator & Board Secretary is hereby authorized to award contracts on behalf of the High Bridge Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that the Business Administrator & Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that the Business Administrator & Board Secretary is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts **up to \$29,000** without soliciting competitive bids.

**APPROVE
PROCUREMENT OF
GOODS & SERVICES**

17. **APPROVES PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCIES (STATE CONTRACT)**

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge Board of Education desires to authorize its purchasing agent for the 2010-2011 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorize the Business Administrator & Board Secretary, the district purchasing agent to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

ROLL CALL

Roll Call:

**M
S**

Kay Daughters-Musnuff - Aye
Janice Stemple - Aye
Susan Connor - Aye
Larissa Critelli - Absent

Tamara Davis - Aye
William Stover- VP - Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff - Pres - Aye

Letters F to G will be moved in one roll call.

F. BANK ACCOUNT SIGNATURES

Based upon the recommendation of the Superintendent, in consultation with the Interim School Business Administrator/Board Secretary, Kay Daughters-Musnuff made a motion, seconded by Karen Yaskanin-Jones to approve the following items:

Approval to authorize the following signatures on the accounts maintained by the Board of Education:

- General Checking Account: President or Vice President, Board Secretary & Treasurer (3)
- Building Fund Checking Accts: President or Vice President, Board Secretary & Treasurer (3)
- Cafeteria Checking Account: President, Board Secretary or Treasurer (1)
- Payroll Net Account: President, Board Secretary or Treasurer, (1)
- Unemployment Account: Board Secretary or Treasurer (1)
- Agency Account: Board Secretary or Treasurer (1)
- Student Activity Account: Board Secretary & Superintendent's Secretary (2)

G. BANK DEPOSITORY

Be it resolved that TD Bank of Clinton, New Jersey be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the General Checking Account are signed by any one of the following:

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds

H. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

ROLL CALL

Roll Call:

M
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- | | |
|-----------------------------|----------------------------|
| Kay Daughters-Musnuff - Aye | Tamara Davis - Aye |
| Karen Yaskanin-Jones - Aye | Janice Stemple - Aye |
| Susan Connor - Aye | William Stover - VP - Aye |
| Larissa Critelli - Absent | Robert Imhoff - Pres - Aye |

REGULAR BUSINESS

Conclusion of Annual Organization. On to regular business.

CORRESPONDENCE

I. REVIEW OF OFFICIAL CORRESPONDENCE

None at this time.

PUBIC COMMENTS

J. PUBLIC COMMENTS

Carl Katzenberger, 64 Beavers Street, requested to preserve the co-curricular and sports programs since these activities means a great deal to the students.

Tom Flynn, 52 Beavers Street, spoke regarding cutting the School budget \$88,000.00.

ADOPTION OF
MINUTUES

K. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, William Stover motioned, seconded by Karen Yaskanin-Jones to approve the following minutes.

April 14, 2010
April 19, 2010

1. April 14, 2010 Special Meeting Minutes (Attachment #8)
2. April 19, 2010 Regular Meeting Minutes (Attachment #9)

REPORTS TO BOARD

L. REPORTS TO THE BOARD

1. Follow Up Items:

- a) Labor Relations Consultant
Options – Anthony Juskiewicz
Scheduling consultants at the May meetings: Whalen & Fogarty

Board President's Report

2. Board President's Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #10)
Meeting scheduled for May 10, 2010 to finalize budget

Board Reports

3. **Board Committees and Chairperson Reports**

Community Relations

a. **Community Relations – Susan Connor, Chairperson**

Kay Daughters-Musnuff and Vacant

Discussion of Board accomplishments and update Board’s page on website

Curriculum/Instruction

b. **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**

Larissa Critelli and vacant

Discussion of timeline

Finance/Facilities

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

Larissa Critelli and Janice Stemple

Meeting scheduled May 5, 2010

Personnel/Management

d. **Personnel and Management – Janice Stemple, Chairperson**

Kay Daughters-Musnuff and Karen Yaskanin-Jones

Schedule meeting for May 10, 2010 at 6:00 p.m.

e. **Negotiations – Janice Stemple, Chairperson,**

William Stover and Karen Yaskanin-Jones

School Photography

f. **Ad hoc Committee for School Photography Proposals**

Karen Yaskanin-Jones, Chairperson

Kay Daughters-Musnuff and Larissa Critelli

Meeting scheduled for May 10, 2010

Policy

g. **Policy – Karen Yaskanin-Jones, Chairperson**

Kay Daughters-Musnuff and Vacant

1. The Policy Committee in consultation with the 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.

Karen Yaskanin-Jones motioned, seconded by William Stover to approve the following items. Unanimously carried.

a) Motion to adopt, on second reading, the following new policies and/or regulations:

Adopt Second Reading

- Policy 4216 – Dress Code (Support Staff)
- Regulation 4216 – Dress Code (Support Staff)
- Regulation 3216 – Dress Code (Teaching Staff)
- Policy 1110 – Organization Chart

Policy 4216

Regulation 4216

Regulation 3216

Policy 1110

b) Motion to amend, on second reading, the following policies and/or regulations:

Amend Second Reading

- Policy 2200 – Curriculum Content
- Policy 2310 – Pupil Grouping
- Policy 0142.1 – Nepotism
- Policy 0174 – Legal Services
- Policy 0177 – Professional Services
- Policy 1570 – Internal Controls
- Regulation 1570 – Internal Controls
- Policy 1620 – Administrative Employment Contracts
- Policy 6111 – Special Education Medicaid Initiative (SEMI) Program
- Regulation 6111 - Special Education Medicaid Initiative (SEMI) Program
- Policy 6471 – School District Travel
- Regulation 6471 – School District Travel

Policy 2200

Policy 2310

Policy 0142.1

Policy 0174

Policy 0177

Policy 1570

Regulation 1570

Policy 1620

Policy 6111

Regulation 6111

Policy 6471

Regulation 6417

Superintendent’s Report

4. Superintendent’s Report

A. INFORMATION ITEMS:

- 1) Review of March 2010 legal bill (Attachment #11)
- 2) School Physician options for 2010-2011

- (Attachment #12) **Tabled for 5/17/10 Meeting**
- 3) Policy #0164 Conduct of Board Meeting
(Attachment #13)
- 4) QSAC Final Report (Attachment #14)
- 5) High Bridge Identification Badges
- 6) 2010-2011 School Calendar

B. ACTION ITEMS:

Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the following items.

- 1) **Request** a motion to authorize the submission of the Statement of Assurance of Comprehensive Equity Plan Implementation for 2010-2011 and 2011-2012. (Attachment #15)
- 2) **Request** a motion to appoint _____, as the School Physician, effective July 1, 2010, to June 30, 2011.

ROLL CALL

M
S

Table #2 for May 17, 2010 Meeting. Determine the population that would be affected by changes in the School Physician and services he provides.

Roll Call:

- | | |
|----------------------------|-----------------------------|
| Janice Stemple – Aye | Kay Daughters-Musnuff - Aye |
| Karen Yaskanin-Jones – Aye | Tamara Davis - Aye |
| Susan Connor – Aye | William Stover - VP - Aye |
| Larissa Critelli - Absent | Robert Imhoff - Pres - Aye |

School Business
Administrator's
Report

7 Ayes; 1 Absence; Motion Passes

2. School Business Administrator's Report

A. General Information Items

- 1. Salary overpayment litigation cost analysis.
(Attachment #16)
- 2. Loss analysis report from SAIF insurance.
(Attachment #17)

B. Monthly Facility Maintenance Report

- 1. None

C. Vandalism Report

There were no acts of vandalism since our last meeting.

PERSONNEL

D. Monthly Investment Interest

Amount

TD Bank-Current Account – April 10

Not Available

Personnel List "A"

M. PERSONNEL

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

Approve William Meissner Substitute Custodian \$10/hr

- 1. **Motion to authorize** the Superintendent to provide written notice to all non-certificated paraprofessional staff members on “**Personnel List A**” that their contract with the High Bridge School District will not be renewed for the 2010-2011 school year due to the implication of the FY2011 budget issues.

Approve Joseph Roehlich Summer Custodian \$11.50/hr

Approve Richard Corso Substitute Custodian \$11.50/hr

- 2. **Approve** the employment of **William Meissner** as Elementary School summer custodian from June 22, 2010 through August 31, 2010 at the rate of \$10.00 per hour. Mr. Meissner has submitted proof of his criminal history background clearance.

Approve Russell Strohmaier ES Summer Custodian pending background check \$10/hr

- 3. **Approve** the employment of **William Meissner** as substitute school custodian from April, 2010 to June 2011 at the rate of \$10.00 per hour.

Approve Russell Strohmaier Substitute Custodian pending background check \$10/hr

ROLL CALL

- 4. **Approve Joseph Roehlich** as summer custodian at a rate of \$11.50 per hour. Mr. Roehlich has his criminal history background clearance but no black seal license.

- 5. **Approve Richard Corso** as a substitute custodian at a rate of \$11.50 per hour. Mr. Corso has his criminal history background clearance but no black seal license.

CURRICULUM & INSTRUCTION

- 6. **Approve** the employment of **Russell Strohmaier** as Elementary School summer custodian from June 22, 2010 through August 31, 2010 at the rate of \$10.00 per hour, pending successful completion of his criminal history background clearance.

SCHOOL BUSINESS

- 7. **Approve** the employment of **Russell Strohmaier** as substitute school custodian from May 2010 to June 2011 pending successful completion of criminal history background clearance at the rate of \$10.00 per hour.

Roll Call:

M
S

Janice Stemple – Aye
Karen Yaskanin-Jones – Aye
Susan Connor – Aye
Larissa Critelli - Absent

Kay Daughters-Musnuff - Aye
Tamara Davis - Aye
William Stover - VP - Aye
Robert Imhoff - Pres - Aye

N. CURRICULUM & INSTRUCTION

Nothing at this time.

O. SCHOOL BUSINESS

Based upon the recommendation of the Superintendent, in consultation with 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 #18)

Approve Invoices
\$23,295.87

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$23,295.87** (2009-2010 Schedule12)

Approve Payroll
\$223,582.15
(04/30/10)

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$223,582.15** (04/30/10)

**REVISED BUDGET
FOR 2009-2010**

2. MOTION TO APPROVE A REVISED 2009-2010 BUDGET AS A RESULT OF A \$41,251 REDUCTION IN STATE AID REVENUE AS FOLLOWS:

Operating Budget	
Revenue from Local Sources:	
...Budgeted Fund Balance	89,213
...Local Tax Levy	4,728,192
...Tuition	113,250
...Interest	50
...Unrestricted Misc. Revenues	<u>25,000</u>
Subtotal	4,866,492
Revenues from State Sources:	
...Categorical Spec. Ed. Aid	205,878
...Equalization Aid	872,066 (reduced by 41,251)
...Categorical Security Aid	26,737
...Adjustment Aid	466,410
...Categorical Transportation Aid	<u>12,615</u>
Subtotal	\$ 1,590,306
Adjustment for Prior year	<u>106,064</u>
Encumbrances	
Total Operating Budget	6,645,471(reduced by 41,251)

Appropriations:

Total Operating Budget	6,686,726
...Less 11-999-100-569 Tuition	<u>- 41,251</u>
Revised Operating Budget	6,645,471

ROLL CALL

Roll Call:

M S	William Stover - VP – Aye	Tamara Davis - Aye
	Kay Daughters-Musnuff – Aye	Janice Stemple - Aye
	Susan Connor – Aye	Karen Yaskanin-Jones- Aye
	Larissa Critelli - Absent	Robert Imhoff - Pres – Aye

7 Ayes; 1 Absence; Motion Passes

TRAVEL

**P. TRAVEL EXPENDITURE APPROVAL
(Attachment #19)**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #19) 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.

ROLL CALL

Roll Call:

M S	William Stover - VP – Aye	Tamara Davis - Aye
	Kay Daughters-Musnuff – Aye	Janice Stemple - Aye
	Susan Connor – Aye	Karen Yaskanin-Jones- Aye
	Larissa Critelli - Absent	Robert Imhoff - Pres – Aye

7 Ayes; 1 Absence; Motion Passes

PUBLIC COMMENTS

**Q. PUBLIC COMMENTS
None**

**EXECUTIVE/
CLOSED SESSION**

R. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Karen Yaskanin-Jones requested a motion to approve the following **Resolution** to enter into Executive Session at 8:50 p.m.; Kay Daughters-Musnuff 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.

- April 14, 2010 Executive Meeting Minutes (See Sealed Envelope)
- April 19, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Discussion of personnel matters
- HBTA Association Discussion

RECOVENE PUBLIC SESSION

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:37 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

ADOPTION OF EXECUTIVE MINUTES

S. RECOVENE PUBLIC SESSION

T. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to approve the following items.

ROLL CALL
M
S

1. April 14, 2010 Executive Meeting Minutes
2. April 19, 2010 Executive Meeting Minutes

Roll Call:

Kay Daughters-Musnuff – Aye	Tamara Davis - Abstain
Karen Yaskanin-Jones – Aye	Janice Stemple - Aye
Susan Connor – Abstain 4/14/10	William Stover - VP - Aye
Larissa Critelli - Absent	Robert Imhoff - Pres - Aye

NEW BUSINESS

Motion Passes

U. NEW BUSINESS

Mr. Kennedy will be away May 6 & 7, 2010. Rich Kolton will be in charge.

Mrs. Kesty’s dedication was celebrated over the weekend and was excellent.

PUBLIC COMMENTS

The reserved parking spaces at the ES should be changed. There should be a fewer number of restricted parking spaces and more 15 minute visitor parking spaces. Mr. Imhoff informed the Board that new signs have already been ordered and reassignment of spaces will take place this summer.

V. PUBLIC COMMENTS

None

W. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 9:44 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Susan Joyce
Interim Board Secretary/Business Administrator