

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 16, 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 7:03 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, Janice Stemple, Shaun Tertel, William Stover, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present Anthony Juskiewicz, Board Secretary/Business Administrator. Dr. William Caldwell, Interim Superintendent of Schools and Barbara Gallagher, Vice President, notified the Board that they would not be in attendance.

PUBLIC COMMENTS

D. PUBLIC COMMENTS

Valerie Jordan, 53 Beavers Street, questioned why the Board gave themselves a score of 66 out of 100 on QSAC.

Mrs. Jordan made comments regarding the School Business Administrator and audit comments and timeliness of the reports.

Mrs. Jordan asked about the forensic audit and where the District stands with this audit.

Mr. Imhoff, Board President, answered Mrs. Jordan's questions.

E. REVIEW OF OFFICIAL CORRESPONDENCE

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

ADOPTION OF MINUTES

Based upon the recommendation of the School Business Administrator, Janice Stemple motioned, seconded by Kay Daughters-Musnuff, to approve the following minutes. Unanimously carried.

October 19, 2009

1. October 19, 2009 Regular Monthly Meeting – As amended (Attachment#2)

October 26, 2009

2. October 26, 2009 Special Meeting (Attachment #3)

REPORTS TO THE BOARD

G. REPORTS TO THE BOARD

1. Board President’s Report

2. Board Committees and Chairperson Reports

QSAC Review Committee

- **QSAC Review Committee – Janice Stemple, Representative,** Janice Stemple motioned, seconded by Kay Daughters-Musnuff, to submit these DPRs to the County Office for review.

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

Roll Call:

**M
S**

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

8 Ayes; 1 Absence; Motion Passes

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

3. Interim Superintendent's Report

Given by Paul Nigro, ES Principal

Interim Superintendent's
Report

INFORMATION
ITEMS
ROLL CALL

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 2009 for comparison. (Attachment #7)

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 items:

School Business
Administrator's Report

- 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:

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

8 Ayes; 1 Absence; Motion Passes

4. School Business Administrator's Report

MS Principal's Report

a. **General Information Items**

- 1) NJ School Digest (Attachment #10)
- 2) Grievance Hearing question. Board attendance. Mr. Imhoff and Mrs. Stemple will attend.
- 3) Salary overpayment litigation cost analysis. (Attachment #11)

PERSONNEL

b. **Monthly Facility Maintenance Report**

- 1) Update on going green in our schools

Approve employment contract
for Bonnie Fleming, School
Treasurer, \$2,330

c. **Vandalism Report**

None

d. Monthly Investment Interest	Amount
TD Bank-Current Account – Oct. 09	\$159.92

**5. Elementary School Principal's Report
(Attachment #12)**

ES Principal's Report

6. Middle School Principal's Report (No report this week)

MS Principal's Report

PERSONNEL

H. PERSONNEL

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

Accept request for retirement of Dianne Paridy effective January 1, 2010

- 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

Approve amendment to request for LOA for Emma Alparone including disability leave from Nov 16, 2009 through Dec. 18, 2009

Approve Sara Best as maternity leave replacement from November 17, 2009 through March 22, 2010

Approve employment of Peggy Bond PT ES Paraprofessional \$10.00/hr

Approve substitutes

Approve H. Trepiccione, D. Cucuzell, K. Gorski to be one on one aide for special needs children at extra curricular 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.

CURRICULUM & INSTRUCTION
Approve Thomas Attanasio as substitute custodian \$12.00/hr

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.

Approve Edward Nichols as substitute custodian \$11/50/hr

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.

Rescind Personnel Item #4 to hire Peggy Bond as PT ES Paraprofessional

9) **Rescind Personnel item #4** to offer part-time instructional aide position to **Peggy Bond**. This candidate withdrew her name for personal reasons.

ROLL CALL

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

I. CURRICULUM & INSTRUCTION

Nothing at this time.

SCHOOL BUSINESS

J. SCHOOL BUSINESS

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

PAYMENT OF BILLS

1. PAYMENT OF BILLS

Invoices \$158,018.98

Audit of Invoices (Attachment #13)

Payroll 10/30/09 \$216,521.24

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$158,018.98 (2009-2010 Schedule 5)**

Payroll 11/13/09 \$226,157.12

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$216,521.24 (10/30/09)**

Cafeteria Invoices \$10,749.26

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 Juskiewicz	\$ 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		
11/03/09	Trek, Inc.	\$ 141.30	Inv. 18022 Lunch Tickets	1199
TOTALS 11/11/09	Maschio’s Food Service, Inc.	\$10,080.98	Inv. IN0019872	1200

CAFETERIA REPORT

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.

USE OF FACILITIES

HB Youth Basketball

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.)

PTO Frosty's Breakfast

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

STUDENT ACTIVITY
ACCT
July – October 2009

- 4. STUDENT ACTIVITY ACCOUNT**
Accept the Student Activity Account financial reports for the month of July to October, 2009 (Attachment #15)

DONATION OF
PRINTER

- 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

M
S

Roll Call:

William Stover – Aye
Janice Stemple – Aye
Susan Connor – Aye
Larissa Critelli – Aye
Kay Daughters-Musnuff - Aye

Barbara Gallagher - VP - Absent
Shaun Tertel - Aye
Karen Yaskanin-Jones - Aye
Robert Imhoff – Pres. - Aye

FINANCIAL AUDIT

8 Ayes; 1 Absence; Motion Passes

K. FINANCIAL AUDIT (Attachment #16)

Based upon the recommendation of the School Business Administrator/Board Secretary, Karen Yaskanin-Jones made a motion, seconded by William Stover to approve the following item:

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.

ROLL CALL

Responsibility: School Business Administrator/Board Secretary

Completion: November 16, 2009

M
S

Roll Call:

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

8 Ayes; 1 Absence; Motion Passes

HC DEPT OF ED
EDUCATION
FACILITY REVIEW

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

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli made a motion, seconded by Karen Yaskanin-Jones to approve the following item:

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

Roll Call:

M
S

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

TRAVEL
EXPENDITURE

8 Ayes; 1 Absence; Motion Passes

M. TRAVEL EXPENDITURE APPROVAL

Based upon the recommendation of the School Business Administraor/Board Secretary, Janice Stemple motioned to approve the following (Attachment #18) 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 #18)

ROLL CALL

Roll Call:

M
S

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

PUBLIC COMMENTS

EXECUTIVE/
CLOSED SESSION

8 Ayes; 1 Absence; Motion Passes

N. PUBLIC COMMENTS

None

O. 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 8:00 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.

- 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)

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:15 p.m. Janice Stemple seconded the motion. Unanimously carried.

**RECOVENE PUBLIC
SESSION**

P. RECOVENE PUBLIC SESSION

EXECUTIVE MINUTES

**Q. ADOPTION OF EXECUTIVE MINUTES FROM
PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Karen Yaskanin-Jones to approve the following items as amended:

October 19, 2009
October 26, 2009

1. October 19, 2009 Executive Meeting Minutes

2. October 26, 2009 Executive Meeting Minutes

ROLL CALL

Roll Call:

M
S

Larissa Critelli – Aye	Janice Stemple - Aye
Karen Yaskanin-Jones – Aye	William Stover - Aye
Susan Connor – Abstain	Shaun Tertel - Abstain
October 26, 2009 Minutes	October 26. 2009 Minutes
Kay Daughters-Musnuff – Aye	Robert Imhoff, Pres. - Aye
Barbara Gallagher – VP – Absent	

Motion Passes

Kay Daughters-Musnuff motioned, seconded by William Stover to authorize Robert Imhoff, Board President, to enter into contract negotiations with Superintendent/Principal candidate Joseph Kennedy.

Motion to enter into negotiations with Joseph Kennedy

ROLL CALL

Roll Call:

M
S

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

8 Ayes; 1 Absence; Motion Passes

NEW BUSINESS

NEW BUSINESS

R. NEW BUSINESS

Discussion about changing vendor for school pictures.

PUBLIC COMMENTS

School Board Member attendance and participation was discussed.

PUBLIC COMMENTS

ADJOURNMENT

S. PUBLIC COMMENTS

None.

ADJOURNMENT

T. ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:25 p.m. The motion was seconded by Larissa Critelli. Unanimously carried.

Respectfully submitted,

**Regular Monthly Meeting
2009**

Monday, November 16,

Anthony Juskiewicz
Board Secretary/Business Administrator