

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

MONDAY, DECEMBER 14, 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, December 14, 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	Shaun Tertel
Barbara Gallagher – Vice President	Karen Yaskanin-Jones
Robert Imhoff - President	

D. STUDENT RECOGNITION

1. Introduction of student by Dr. William Caldwell.
2. Request a motion 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

F. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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

H. REPORTS TO THE BOARD

1. Board President’s Report

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

2. 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
 - a) **Motion 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:

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

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,
William Stover and Karen Yaskanin-Jones

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

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:**

- 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:

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

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**

	<u>Amount</u>	
TD Bank-Current Account – November, 2009		\$337.55

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

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

I. PERSONNEL

The Interim Superintendent recommends the approval of the following motions:

- 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.
- 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)
- 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.

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.

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.

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

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:

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 Barbara Gallagher – Vice President
 Robert Imhoff - President

Janice Stemple
 William Stover
 Shaun Tertel
 Karen Yaskanin-Jones

J. CURRICULUM & INSTRUCTION

No items at this time

K. 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 #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**

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 Treasury	\$ 109.67 127.55 214.97	Inv. 309631 Inv. 309632 Inv. 309633	1202
	Total	\$ 452.19		
12/10/09	Maschio’s Food Service, Inc.	\$8,449.48	Inv. IN0020399	
	TOTAL	\$8,929.87		

2. FINANCIAL REPORTS

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

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.

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

- 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**

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:

Susan Connor
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Kay Daughters-Musnuff
Barbara Gallagher – Vice President

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

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

Approve the attached Resolution for Waiver of requirements for the Executive County Superintendent of Schools of Hunterdon County.

Roll Call:

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

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

L. 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 #21)

Roll Call:

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

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William Stover
Shaun Tertel
Karen Yaskanin-Jones
Robert Imhoff - President

M. PUBLIC COMMENTS

N. 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.

- 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)

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.

O. RECONVENE PUBLIC SESSION

P. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

1. November 16, 2009 Executive Meeting Minutes

Roll Call:

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

Janice Stemple
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Q. NEW BUSINESS

R. PUBLIC COMMENTS

S. ADJOURNMENT