

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR MONTHLY MEETING AGENDA**

**MONDAY, JUNE 28, 2010**

**A. OPENING OF MEETING - 6:00 PM**

**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 at 6:00 pm on Monday, June 28<sup>th</sup>, 2010, in Room #209 (Computer Lab) 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. READING OF THE MISSION STATEMENT**

**D. ROLL CALL** by Susan Joyce, Interim Board Secretary

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

**E. GOAL SETTING**

Diane Morris of New Jersey School Board Association will discuss with the Board their goals for the 2010-2011 school year.

**F. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Emma Alparone	6/15/10	Repayment of salary overpayment (Attachment #1)

**G. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools.

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

1. June 14, 2010 Regular Meeting Minutes (Attachment #2)

**I. REPORTS TO THE BOARD**

**1. Follow Up Items:**

**2. Board President's Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #3)

- b) Board Committee and Chairperson

- **Community Relations – Susan Connor, Chairperson**  
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Tamara Davis
- **Finance/Facilities – William Stover, Chairperson**  
Larissa Critelli, and Janice Stemple
- **Personnel and Management – Janice Stemple, Chairperson**  
Tamara Davis and Karen Yaskanin-Jones
- **Negotiations – Janice Stemple, Chairperson,**  
William Stover and Karen Yaskanin-Jones
- **Ad hoc Committee for School Photography Proposals –  
Karen Yaskanin-Jones, Chairperson**  
Kay Daughters-Musnuff and Larissa Critelli
  - a) **Motion** to dissolve the Ad hoc Committee studying School Photography Proposals, effective immediately.
- **Policy – Karen Yaskanin-Jones, Chairperson,**  
Kay Daughters-Musnuff and Tamara Davis
  1. The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

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. (Policies have been distributed via e-mail)

- a) Motion to adopt, on first reading, the following new policies and/or regulations:
  - Policy 6740 – Reserve Accounts
- b) Motion to amend, on first reading, the following policies and/or regulations:
  - Policy 0164 – Conduct of Board Meeting
  - Policy 6360 – Political Contributions
  - Policy 6422 – Budget Transfers
  - Regulation 6422 – Budget Transfers
  - Regulation 6740 – Reserve Accounts
  - Policy 8420 – Emergency and Crisis Situations
  - Regulation 8420.1 – Fire and Fire Drills

- **HCESC Representative – Tamara Davis**
- **NJSBA Delegate – Robert Imhoff**

### 3. Superintendent's Report

#### A. INFORMATION ITEMS:

- 1) Enrollment as of June 22, 2010 (Attachment #4)
- 2) Review of May 2010 legal bill. (Attachment #5)
- 3) QSAC District Improvement Plan – Update (Attachment #6 – Via E-Mail)
- 4)

#### B. ACTION ITEMS:

- 1) **Motion to authorize** the Superintendent to submit the District Improvement Plan to the Executive County Superintendent.
- 2) **Motion to approve** the 2010-2011 Professional Development Plan as approved by the Hunterdon County Professional Development Board. (Attachment #7)
- 3) **Motion to authorize** the Superintendent to dispose of old sports uniforms and sports equipment. (Attachment #8)

#### Roll Call:

Susan Connor  
 Larissa Critelli  
 Kay Daughters-Musnuff  
 Tamara Davis

Robert Imhoff  
 Janice Stemple  
 William Stover  
 Karen Yaskanin-Jones

#### 4. Interim School Business Administrator's Report

##### A. General Information Items

##### B. Action Items:

##### C. Monthly Facility Maintenance Report

1. None

#### Vandalism Report

There were no acts of vandalism since our last meeting.

Monthly Investment Interest	<u>Amount</u>	
TD Bank-Current Account – June, 2010		\$ N/A

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

#### 6. Elementary School Principal's Report (Attachment #9)

#### J. PERSONNEL

The Superintendent recommends approval of the following actions:

1. **Motion** to accept the early repayment of salary by **Emma Alparone** in the amount of \$4,640.00 during the month of June 2010. Effective July 1, 2010, Mrs. Alparone will be placed at her regular step on the salary guide of MA+15 Step10 with twenty equal payments of \$3,389.00 commencing in September of 2010.
2. **Motion to adjust salary for Emma Alparone** to provide Extended School Year/Home Program services from July 6, 2010 through September 2, 2010 for two special needs students as per their IEP, from a total amount of \$557.48 to \$654.36 be funded through IDEIA/10 Grant due to early payment of salary overpayment.
3. **Motion to adjust** salary for **Emma Alparone** for Extended School Year program from \$179.19/day to \$210.33/day for 23 days (total \$4837.59) due to early payment of salary overpayment, funded through IDEIA/10 Grant .
4. **Motion to approve Kathee Lazzara** to provide speech evaluations/case management for Child Study Team summer referrals at the rate of \$51.70/hr. not to exceed \$2,585.00.
5. **Motion to increase** hours provided by **Cathy Hoos** for Extended School Year/Home Program Instructional reinforcement services from 8 hrs/wk to 13 hrs/wk from August 16, 2010 through September 2, 2010 for one special needs student as determined by the IEP team, for a total amount of \$489.45 to be funded through IDEIA/10 Grant.

6. **Motion to approve Sarah Etzold** as a substitute teacher for the Extended School Year 2010 program at the rate of \$70.00/day.
7. **Motion to approve Erin Asai** as a substitute aide for the Extended School Year 2010 program at the rate of \$10/hour.
8. **Motion to approve Rich Kolton** to provide grant writing services (NCLB) for up to five days during July/August 2010 at the per diem rate of \$426.00 as recommended by the Superintendent/Principal.
9. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour, as per the QSAC plan:
  - 1) **Rachel Lazier - Technology**
10. **Motion to approve** an employment contract for **Helen Meissner** as Executive Secretary to the Superintendent from July 1, 2010 through June 30, 2011 for an annual salary of \$48,503.00 with all other terms and conditions aligned with the 2008-2011 negotiated agreement between the High Bridge Teachers' Association and the High Bridge Board of Education.
11. **Motion to approve** an employment contract for **Susan Johnson** as Superintendent/ Middle School Principal's Secretary from August 1, 2010 through June 30, 2011 for an annual salary of \$42,810.00 with all other terms and conditions aligned with the 2008-2011 negotiated agreement between the High Bridge Teachers' Association and the High Bridge Board of Education.
12. **Motion to approve** an employment contract for **Ann Marie Byrne** as Assistant to the Business Administrator/Board Secretary from July 1, 2010 through June 30, 2011 for an annual salary of \$35,507.00 with all other terms and conditions aligned with the 2008-2011 negotiated agreement between the High Bridge Teachers' Association and the High Bridge Board of Education.
13. **Motion** to approve the attached list of substitute teachers for the 2010-2011 school year (Attachment #10)

**Roll Call:**

Susan Connor

Larissa Critelli

Kay Daughters-Musnuff

Tamara Davis

Janice Stemple

William Stover – Vice President

Karen Yaskanin-Jones

Robert Imhoff – President

**K. CURRICULUM & INSTRUCTION**

1. **Accept** the following out-of-district student on a tuition basis into **Middle School BD/Autistic program** for the 2010-2011 school year:

<b>Student ID#</b>	<b>Sending District</b>	<b>Tuition Rate</b>
BO-BT-01	Branchburg Twp.	\$24,955

2. **Accept** the following out-of-district students on a tuition basis into the **Elementary School BD/Autistic program** for the 2010-2011 school year:

<b>Student ID#</b>	<b>Sending District</b>	<b>Tuition Rate</b>
DD-FT-01	Franklin Twp.	\$24,955
AN-FT-02	Franklin Twp.	\$24,955

3. **Motion to approve** the following special education teachers to be trained in Wilson Reading System Level I, facilitated by New Grange School during the 2010-2011 school year in the amount of \$9,500 funded through 2010 ARRA grant.

- a) Rachel Lazier
- b) Judy Marcialiano
- c) Kim Terzuolo
- d) Sally Etzold

4. **Motion to approve** Linda Mood-Bell Center of Morristown to provide ESY 2010 Special Education services for Student ID#239 at a cost of \$3060.00 funded through Extraordinary Aid.

**L. SCHOOL BUSINESS**

The Superintendent, in consultation with the Interim 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 **\$41,034.71** (2009-2010 Schedule 16)
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$236,400.00** (06/15/10)
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$183,189.69** (06/24/10)

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,862.87**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No.</b>
6/16/10	State of NJ Dept. of the Treasury	\$ 145.80	Inv. 316048	1220
6/16/10	Maschio's Food Service, Inc.	\$10,717.07	Inv. IN0023068	1221

**2. FINANCIAL REPORTS**

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for April

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the months of April 2010 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 April 2010

**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 June 28, 2010, 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.

\_\_\_\_\_  
June 28, 2010

\_\_\_\_\_  
Susan Joyce  
Interim Board Secretary/Business Administrator

**Roll Call:**

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

**M. TRAVEL EXPENDITURE APPROVAL (Attachment #12)**

The Superintendent, in consultation with the Interim 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.

**Roll Call:**

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

- June 14, 2010 Executive Meeting Minutes (See Sealed Envelope)
- Litigation/Health Benefits Grievance
- Discussions with High Bridge Teachers' Association
- Negotiations Consultant Candidates
- School Business Administrator position

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. June 14, 2010 Executive Meeting Minutes

**Roll Call:**

Susan Connor	Janice Stemple
Larissa Critelli	William Stover – Vice President
Kay Daughters-Musnuff	Karen Yaskanin-Jones
Tamara Davis	Robert Imhoff – President

**R. NEW BUSINESS**

**S. PUBLIC COMMENTS**

**T. ADJOURNMENT**