

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, FEBRUARY 8, 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, Larissa Critelli, Kay Daughters-Musnuff, Janice Stemple, William Stover, Vice-President, 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) Student Recognition**

Request a motion to approve the attached resolution recognizing Faith Yukniewicz, 7<sup>th</sup> grade student, for her initiative and effort towards the formation of a Middle School Drama Club. (Attachment #1)

**This was postponed until the next meeting on  
February 8, 2010**

**PUBLIC COMMENTS**

**E. PUBLIC COMMENTS**

None

**EXECUTIVE/CLOSED  
SESSION**

**F. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Interim Superintendent, Karen Yasanin-Jones requested a motion to approve the following **Resolution** to enter into Executive Session at 7:05 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.

- Board member interview and candidate deliberations

Karen Yaskanin-Jones motioned to exit executive session and return to public session at 7:17 p.m. Larissa Critelli seconded the motion. Unanimously carried.

**RECONVENE PUBLIC SESSION**

**G. RECONVENE PUBLIC SESSION**

**ELECTION OF BOARD MEMBER**

**H. POSSIBLE ELECTION OF BOARD MEMBER**

1. President called for nomination

Larissa Critelli motioned, seconded by Janice Stemple to nominate **Rose Herzer** for Board Member.

**Roll Call:**

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

**5 Ayes; 2 Nayas; 1 Absence; Motion Passes**

**OATH OF OFFICE**

**OATH OF OFFICE TO NEW BOARD MEMBER**

The Business Administrator issued the oath of office to the newly appointed Board member Rose Herzer.

**CODE OF SCHOOL ETHICS**

**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 Business Administrator discussed with the new Board Member The Code of Ethics. Rose Herzer signed the documentation that he has received a copy of it and has read and understood it.

**ELECTION OF  
VICE PRESIDENT**

**I. ELECTION OF VICE PRESIDENT**

1. President called for nomination

Kay Daughters-Musnuff motioned, seconded by Janice Stemple to nominate **William Stover** for Board Vice President.

2. Larissa Critelli motioned, seconded by Karen Yaskanin-Jones that nominations be closed. Unanimously carried.

3. Board vote

**ROLL CALL**

**Roll Call**

**M  
S**

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

**8 Ayes; 1 Absence; Motion Passes**

**CORRESPONDENCE**

**J. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Ann Walton	12/17/09	Intent to retire (Attachment #2)
Kim Gorski	01/06/10	Revised FMLA Request (Attachment #3)
Rose Herzer	01/07/10	Board Vacancy (Attachment #4)

**ADOPTION OF MINUTES**

**December 14, 2009**

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

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

1. December 14, 2009 Regular Monthly Meeting (Attachment #5)

REPORT TO THE  
BOARD

Follow-up Items

Board President's  
Report

Board Committee and  
Chairperson Reports

**L. REPORTS TO THE BOARD**

**1. Follow-Up Items**

- a) Labor Relations Consultant Options – Anthony Juskiewicz
- b) Student Picture Package Options – William Caldwell (No Report)
- c) Parent Teacher Conference Concerns – William Caldwell (No Report)
- d) List of Board Committees' Roles and Responsibilities – Committee Chair  
Due Date: February 8, 2010

**2. Board President's Report**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #6)
- b) HCESC Representative from HBBOE

**3. Board Committees and Chairperson Reports**

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**  
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Shaun Tertel
- **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, William Stover and Vacant**
- **HCESC Representative – Larissa Critelli**
- **NJSBA Delegate – Robert Imhoff**

**Mrs. Rose Herzer decided that becoming a Board Member was not in her best interest and decided to resign and leave the meeting. Mrs. Herzer will be submitting a letter of resignation before the next board meeting on February 8, 2010. Mrs. Herzer left the meeting at 7:20 p.m.**

**Interim Superintendent's  
Report**

**INFORMATION ITEMS**

#### **4. Interim Superintendent's Report**

##### **a) INFORMATION ITEMS:**

- 1) Staff Attendance Report for December 2009  
(Attachment #7)
- 2) Enrollment report as of December 2009.  
Also included is the enrollment report as of  
December 2008 for comparison.  
(Attachment #8)
- 3) QSAC Update
- 4) Glance at the end-of-year calendar  
(Superintendent Handout)
- 5) Glance at the 2010-2011 calendar  
(Superintendent Handout)
- 6) Review of November 2009 legal bill  
(Attachment #9)
- 7) Committee meetings needed:

- Finance
- Personnel
- Curriculum
- Policy

**ACTION ITEMS**

##### **b) ACTION ITEMS:**

**Nothing at this time.**

**School Business  
Administrator's Report**

#### **5. School Business Administrator's Report**

**Anthony Juskiewicz, School Business Administrator, wanted to acknowledge and thank Dr. William Caldwell, Interim Superintendent, for condensing the Board meetings to once a month. This has allowed**

**Mr. Juskiewicz to accomplish and complete his work more efficiently.**

**The Board agreed and acknowledged the one meeting per month was enjoyable.**

**General Information**

**a. General Information Items**

- 1) Board Training NJSBA (Attachment #10)
- 2) Salary overpayment litigation cost analysis. (Attachment #11)
- 3) Seminar Current Issues-What is Next for School Districts (Attachment #12)
- 4) NJ School Digest (Attachment #13)
- 5) Article on cutting full time kindergarten hours. (Attachment #14)

**Facility Maintenance Report**

**b. Monthly Facility Maintenance Report**

None

**Vandalism Report**

**c. Vandalism Report**

None

**Interest – Dec 09**

<b>d. Monthly Investment Interest</b>	<b>Amount</b>
TD Bank-Current Account – Dec. 09	<b>\$249.36</b>

**ES Principal's Report**

**5. Elementary School Principal's Report (Attachment #15)**

**MS Principal's Report**

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

**PERSONNEL**

**M. PERSONNEL**

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

**Approve Ann Walton to MA Step L-1 \$74,610.00**

1. **Motion to Approve** the movement across the salary guide for Ann Walton from MA Step 14 at \$73,310 to MA Step L-1 at \$74,610 to recognize completion of time served as reviewed and approved by Interim Superintendent effective February 1, 2010.
2. **Motion to transfer Sherry Kerr** from full-time elementary teacher to 45% elementary teacher and 55% QSAC Curriculum Specialist assignment at same compensation effective February 1, 2010, as

**Approve transfer Sherry Kerr from FT ES teacher to 45% ES teacher and 55% QSAC**

per Board QSAC Plan approved on December 14, 2009.

3. **Motion to appoint Shelley Morales** as a temporary part-time 55% elementary teacher at BA Step 1 \$46,245 (prorated for part-time and starting date) to replace Mrs. Kerr, effective February 1, 2010. (Attachment #16)
4. **Motion to approve** the following teachers to work with the principals on the curriculum revision project at a rate of \$29.11 per hour effective February 1, 2010, as per the QSAC plan:
  1. Sherry Kerr
  2. Judy Rogers
  3. Kim Terzuolo
5. **Motion to extend Jane Nagy** from January 31, 2010 to February 26, 2010 as the full-time substitute for Dianne Paridy at \$125/day, as previously approved at the December 14, 2009 board meeting.
6. **Motion to approve** the employment of **Susan Butkosky** as part-time (4 hours/day) Elementary School Instructional Aide from January 12, 2010 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated.
7. **Motion to approve** the employment of **Tiffany Latino** as part-time (4 hours/day) Elementary School Instructional Aide from January 12, 2010 through June 30, 2010 at an hourly rate of \$10.00 for an annual salary of \$7,280 prorated.
8. **Motion to approve** as increase for **Richard Corso** as a substitute custodian from \$11.00 per hour to \$11.50 per hour. Mr. Corso has his criminal background check paperwork, but no black seal license.
9. **Motion to approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employee: (Attachment #17)

Approve Shelley Morales PT 55% teacher BA Step 1 \$46,245.00 prorated

Approve QSAC curriculum teachers \$29.11/hr

Approve Jane Nagy FT substitute from Jan 31, 2010 to Feb 26, 2010 \$125.00/day

Approve Susan Butkosky PT ES Instructional Aide \$10.00/hr

Approve Tiffany Latino PT ES Instructional Aide \$10.00/hr

Approve Richard Corso substitute custodian \$11.50/hr

Course Reimbursement

Nicole DiGeronimo  
Health Education Evaluation  
\$1,731.00

**DiGeronimo**

Course: Health Education Evaluation  
College/University: East Stroudsburg  
University  
Semester: Winter 2010  
Credits: 3 Graduate Credits  
Tuition: \$1,731.00

Nicole DiGeronimo  
Independent Study in PE  
\$577.00

**DiGeronimo**

Course: Independent Study in PE  
Curriculum  
College/University: East Stroudsburg  
University  
Semester: Winter 2010  
Credits: 1 Graduate Credit  
Tuition: \$577.00

**Roll Call**

M  
S

**Roll Call:**

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

**7 Ayes; 1 Absence; Motion Passes**

**CURRICULUM &  
INSTRUCTION**

**N. CURRICULUM & INSTRUCTION**

Based upon the recommendation of the Interim Superintendent, Kay Daughters-Musnuff motioned, seconded by Janice Stemple, unanimously carried, to approve the following items:

Accept general education resident student into the inclusion preschool program on tuition basis

1) **Motion to accept** general education resident student ID#GE07 into the inclusion preschool program on a tuition basis (\$100/month prorated) from January 12, 2010 through June 22, 2010. This is necessary in order to be compliant with the 50% ratio of general education to special education students.

Acknowledge non-special education program \$108.00/day

2) **Motion to acknowledge** the alternative (non-special education) program for a High Bridge pupil, pursuant to administrative code at \$108/day effective



January 4, 2010 and projected through June 22, 2010 or on the final day of school, as recommended by the Interim Superintendent/Principal.

Note: program may conclude sooner and pupil could return to school earlier than last day.

3) **Motion to approve** the following class trip and transportation:

Approve 6<sup>th</sup> Grade to Medieval Times June 3, 2010

- a) **6<sup>th</sup> Grade to Medieval Times in Lyndhurst, NJ** on Thursday, June 3, 2010. This trip correlates with social studies unit on Middle Ages. Transportation to be provided by First Student at a cost of \$789.74 for one bus. The cost per student of \$48.50 includes transportation, admission, lunch at show, and is to be borne by parents/guardians.

**SCHOOL BUSINESS**

**O. 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:

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover made a motion, seconded by Kay Daughters-Musnuff to approve the items 1, 2, 3,4, &6 and to table Item 5:

**PAYMENT OF BILLS**

**1. PAYMENT OF BILLS**

Invoices \$143,853.32

**Audit of Invoices (Attachment #18)**

Payroll 12/15/09 \$220,111.23

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$143,853.32 (2009-2010 Schedule 7)**

Payroll 12/31/09 \$219,671.64

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$220,111.23 (12/15/09)**

Cafeteria \$33.77

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$219,671.64 (12/31/09)**

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$33.77**

Date	Vendor	Amount	Description	Check No
1229/09	NJ Dept of Agriculture	\$ 25.85	Inv. 114131	1204
		7.92	Inv. 113946	

Total \$ 33.77

TOTAL \$ 33.77

FINANCIAL  
REPORTS

September 09 –  
December 09

2. FINANCIAL REPORTS

- a) **Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for September to December 2009. (Attachment #19)**

**Resolved**, that the Board of Education accept the Board Secretary's Financial Reports for the months of September to December 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 September to December 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.

CAFETERIA  
REPORT

December 09

January 11, 2010

Anthony Juskiewicz  
Board Secretary/Business Administrator

**3. CAFETERIA REPORT**

The cafeteria financial report for the month of **December 2009**, as submitted by Maschio's Food Service, Inc. indicates a loss of \$679.66 for the month and a year-to-date loss of \$476.37. Student participation was 27% in the Middle School and 35% in the Elementary School for the month of December 2009.

USE OF FACILITIES

Last year's report for **December 2008**, indicated a loss of \$886.42 for the month and a year-to-date loss of \$1,130.88. Student participation was 27% in the Middle School and 38% in the Elementary School for the month of December 2008.

PROFESSIONAL SERVICES

**4. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS:** Roster of participants for HBYBB league (**Attachment # 20**)

**5. CONTRACTS FOR PROFESSIONAL SERVICES**

**Tabled for next meeting February 8, 2010**

**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,

STUDENT ACTIVITY

**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:

Nov & Dec 09

ROLL CALL

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

**6. ACTIVITY ACCOUNT**

Accept the Student Activity Account financial report for the month of **November & December 2009.**  
**(Attachment #22)**

M  
S

**Roll Call:**

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

TRAVEL  
EXPENDITURE

**7 Ayes; 1 Absence; Motion Passes**

**P. TRAVEL EXPENDITURE APPROVAL**

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned to approve the following (Attachment #23) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Larissa Critelli. (Attachment #23)

ROLL CALL

**Roll Call:**

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

PUBLIC  
COMMENTS

**7 Ayes; 1 Absence; Motion Passes**

**Q. PUBLIC COMMENTS**

None

EXECUTIVE/  
CLOSED SESSION

**R. EXECUTIVE/CLOSED SESSION**

Based upon the recommendation of the Interim Superintendent, William Stover requested a motion to approve the following **Resolution** to enter into Executive Session at 8:45 p.m.; Janice Stemple 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
- December 14, 2009 Executive Meeting Minutes review (see sealed envelope)
- To discuss a confidential matter regarding parental allegations of teacher misconduct
- New Superintendent Negotiations

RECOVENE PUBLIC SESSION

ADOPTION OF EXECUTIVE MINUTES

December 14, 2009

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

**S. RECOVENE PUBLIC SESSION**

Janice Stemple motioned, seconded by William Stover to authorize Board President, Robert Imhoff, to continue negotiations with the Superintendent candidate. Unanimously carried.

ROLL CALL

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

Based upon the recommendation of the School Business Administrator/Board Secretary, Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to approve the following item:

RELEASE OF EXECUTIVE MINUTES

January 5, 2009  
January 6, 2009

1. December 14, 2009 Executive Meeting Minutes

**Roll Call:**

M  
S

Larissa Critelli – Aye	William Stover - VP – Aye
	Kay Daughters-Musnuff – Aye
	Shaun Tertel -

Aye

Susan Connor – Absent	Karen Yaskanin-Jones - Aye
Janice Stemple – Aye	Robert Imhoff, Pres. - Aye

**7 Ayes; 1 Absence; Motion Passes**

NEW BUSINESS

**U. APPROVE THE RELEASE OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator/Board Secretary, Janice Stemple motioned, seconded by Larissa Critelli to approve the following items. Unanimously carried.

1. January 5, 2009 Executive Meeting Minutes (Attachment #24 )
2. January 6, 2009 Executive Meeting Minutes (Attachment #25 )

**V. NEW BUSINESS**

Janice Stemple noted the Mrs. Debra Unger passed away. Mrs. Unger worked for the Board. Does the Board want to send a card or make a donation?

**PUBLIC COMMENTS**

**W. PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**X. ADJOURNMENT**

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:55 p.m. The motion was seconded by William Stover. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz  
Board Secretary/Business Administrator