

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, JUNE 28, 2010**

Minutes

A., B., C., & D OPENING OF MEETING, PLEDGE OF ALLEGIANCE, READING OF THE MISSION STATEMENT 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 6:02 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Susan Connor arrived at 6:04 p.m., Larissa Critelli, Kay Daughters-Musnuff, Tamara Davis arrived at 6:04 p.m., Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present were Joseph Kennedy, Superintendent, and Susan Joyce, Interim Board Secretary/ Business Administrator.

E. GOAL SETTING

GOAL SETTING

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

F. REVIEW OF OFFICIAL CORRESPONDENCE

CORRESPONDENCE

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

PUBLIC COMMENTS

G. PUBLIC COMMENTS

None

H. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

ADOPTION OF MINUTES

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

June 14, 2010

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

REPORTS TO THE BOARD

I. REPORTS TO THE BOARD

1. Follow-Up Items
None at this time.

Board President's Report

2. Board President's Report

It was nice that all the Board members attended graduation as was noted by the Superintendent in his weekly report.

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

Board Committees

b) Board Committees and Chairperson

- **Community Relations – Susan Connor, Chairperson**
Kay Daughters-Musnuff and Vacant
- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**
Larissa Critelli and Tamara Davis

Curriculum revision and unit plan development were the topics of the teacher in-service on June 23, 2010.
- **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

Curriculum/ Instruction

Ad hoc Committee for School Photography

Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to dissolve the Ad hoc

Photography Committee, effective immediately.
Unanimously carried.

- **Policy – Karen Yaskanin-Jones, Chairperson,**
Kay Daughters-Musnuff and Tamara Davis

Policy

1. The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

Karen Yaskanin-Jones motioned, seconded by Kay Daughters-Musnuff to approve the following items. Unanimously carried.

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

Superintendent’s Report

3. Superintendent’s Report

INFORMATION ITEMS

A. INFORMATION ITEMS:

- 1) Enrollment report as of June 22, 2010. Also included is the enrollment report as of May 2009 for comparison. (Attachment #4)
- 2) Review of April 2010 legal bill. (Attachment #5)
- 3) QSAC District Improvement Plan – Update (Attachment #6 – Via E-Mail)

ACTION ITEMS

B. ACTION ITEMS:

Based upon the recommendation of Joseph Kennedy, Superintendent, Janice Stemple made a motion seconded by Tamara Davis to approve the following 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

M
S

Roll Call:

Janice Stemple – Aye
 Tamara Davis – Aye
 Susan Connor – Aye
 Larissa Critelli – Aye

Kay Daughters-Musnuff - Aye
 William Stover – VP – Aye
 Karen Yaskanin-Jones - Aye
 Robert Imhoff – Pres - Aye

8 Ayes; Motion Passes

Interim School Business Administrator’s Report

4. Interim School Business Administrator’s Report

A. General Information Items

MS Principal’s Report

B. Action Items:

ES Principal’s Report

C. Monthly Facility Maintenance Report

PERSONNEL

- 1. None

D. Vandalism Report

There were no acts of vandalism since our last meeting.

Accept early repayment from Emma Alparone \$4,640.00

E. Monthly Investment Interest

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

Adjust Emma Alparone Salary for ESY

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

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

J. PERSONNEL

Based upon a recommendation of the Superintendent, Janice Stemple motioned to approve the following items #1 - 14. Kay Daughters-Musnuff seconded the motion.

Adjust Emma Alparone ESY salary from \$179.19/day to \$210.33/day

- 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

Approve Kathee Lazzara to provide speech evaluations \$51.70/hr

payment of salary overpayment, funded through IDEIA/10 Grant .

Increase hours for Cathy Hoos ESY Home Instructional Program from 8 hrs/wk to 13 hrs/wk

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.

Approve Sarah Etzold as substitute teacher for ESY

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.

Approve Erin Asai as substitute aide for ESY

6. **Motion to approve Sarah Etzold** as a substitute teacher for the Extended School Year 2010 program at the rate of \$70.00/day.

Approve Rich Kolton for grant writing services \$426.00 per diem

7. **Motion to approve Erin Asai** as a substitute aide for the Extended School Year 2010 program at the rate of \$10/hour.

Approve Rachel Lazier for curriculum revision project at \$29.11/hr

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.

Approve employment contract for Helen Meissner \$48,503.00

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**

Approve employment contract for Susan Johnson \$42,810.00

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.

Approve employment for Ann Marie Byrne \$35,507.00

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)
- 14. **Motion** to approve the employment of **Karen (Katie) Smith** as an instructional 1:1 aide for the ESY10 Summer Program at an hourly rate of \$10.00/hr, 4.5 hrs per day for 23 days, beginning on July 6, 2010 through August 12, 2010.

ROLL CALL

Approve Substitutes for 2010-2011

Approve employment of Karen Smith for ESY \$10.00/hr

Accept out of district student MS BD/Autistic program

Roll Call:

Janice Stemple – Aye	Tamara Davis – Naye #13
Kay Daughters- – Naye #13	William Stover - VP – Aye
Susan Connor – Naye #13	Karen Yaskanin-Jones – Naye #13
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye

#13 Motion Failed

Karen Yaskanin-Jones made a motion, seconded by Kay Daughters-Musnuff to adopt #13 with the deletion of substitute #11.

Roll Call:

M
S

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

Motion Passes

K. CURRICULUM & INSTRUCTION

Kay Daughters-Musnuff motioned, seconded by Janice Stemple, unanimously carried, to approve the following items:

Summer Workshops

Wilson Reading System

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

Accept out of district students ES/BD Autistic program

Student ID#	Sending District	Tuition Rate
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:

Approve training in Wilson Reading System

Student ID#	Sending District	Tuition Rate
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.

Approve Linda Mood-Bell Ctr to provide ESY 2010 Special Education Svcs \$3060.00

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

NJ Child Assault Prevention Application

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.

SCHOOL BUSINESS

5. **Motion** to authorize the Superintendent to proceed with application to NJ Child Assault Prevention for two elementary school and one middle school programs for the 2010-2011 school year at a cost not to exceed \$500.00

L. SCHOOL BUSINESS

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

PAYMENT OF BILLS
Invoices \$41,034.71

Payroll 6/15/10
\$236,400.00

Payroll 6/24/10
\$183,189.69

Cafeteria \$10,862.87

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**

Date	Vendor	Amount	Description	Check No
6/16/10	State of NJ Dept. of the Treasury	\$ 145.35	Inv. 316048	1220
6/16/10	Maschio's Food Service, Inc.	\$10,717.07	Inv. IN0023068	1221
	TOTAL	\$10,862.87		

**FINANCIAL
REPORTS**

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.

Due to technical issues, the Financial Reports will be re-presented to the Board at its July meeting for final approval.

June 28, 2010

RESOLUTION TO INCREASE 09-10 BUDGET

Susan Joyce
Interim Board Secretary/Business Administrator

3. RESOLUTION TO INCREASE THE 09-10 SCHOOL BUDGET BY \$89,213

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the following Resolution to approve the increase of the 09-10 budget by the amount received from the state for extraordinary aid.

Whereas, budget lines 11-401-100-930 will be increased \$50,000 to fund the unemployment account due to the economic conditions and increased expenditures, and

Whereas, budget line 12-120-100-730 will be increased by \$3,130.00, and

Whereas, budget line 11-230-100-101 will be increased by \$31,794.00, and

Whereas, budget lines 11-999-262-420 will be increased by \$4,289.00, therefore

Be it resolved that the 09-10 school year budget be increased \$89,213 for the above needs.

ROLL CALL

M
S

Roll Call:

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

TRAVEL EXPENDITURE

8 Ayes; Motion Passes

M. TRAVEL EXPENDITURE APPROVAL (Attachment #12)

Based upon the recommendation of the Interim School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #12) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Janice Stemple. (Attachment #12)

ROLL CALL

M
S

Roll Call:

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

8 Ayes; Motion Passes

PUBLIC COMMENTS

N. PUBLIC COMMENTS

None

REC
SESS

O. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Interim Superintendent, Larissa Critelli requested a motion to approve the following **Resolution** to enter into Executive Session at 8:25 p.m.; Karen Yaskanin-Jones seconded the motion. Unanimously carried.

EXECUTIVE/
CLOSED SESSION
EXE

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.

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

Larissa Critelli motioned to exit executive session and return to public session at 9:02 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

P. RECOVENE PUBLIC SESSION

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

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

ROLL CALL
M
S

- 1. June 14, 2010 Executive Meeting Minutes

Roll Call:

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

NEW BUSINESS

Approve Thomas Lambe as School Business Administrator \$77,500.00

8 Ayes; Motion Passes

R. NEW BUSINESS

William Stover motioned, seconded by Tamara Davis to approve the employment of **Thomas Lambe** as Business Administrator/Board Secretary from July 1, 2010 through June 29, 2011 at an annual salary of \$77,500.00 pending contract approval by the Executive County Superintendent and successful completion of the criminal history background check.

ROLL CALL
M
S

Roll Call:

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

Amend/Extend Susan Joyce for 7 business days \$400.00/day

8 Ayes; Motion Passes

Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to amend and extend the Interim Business Administrator/Board Secretary contract for Susan Joyce to work up to seven business days at \$400.00 per diem beginning July 1, 2010.

ROLL CALL
M
S

Roll Call:

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

PUBLIC COMMENTS

Susan Connor – Aye
Tamara Davis – Aye

Karen Yaskanin-Jones –Aye
Robert Imhoff – Pres - Aye

8 Ayes; Motion Passes

S. PUBLIC COMMENTS

None.

T. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Larissa Critelli motioned to adjourn the meeting at 9:05 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Susan Joyce
Interim Board Secretary/Business Administrator