

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
MONDAY, MARCH 1, 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. PUBLIC COMMENTS**

**PUBLIC COMMENTS**

None

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

**CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Gretchen DelloRusso	2/8/10	Extension of LOA (Attachment #1)
Kim Gorski	2/8/10	Extension of LOA (Attachment #2)
Shaun Tertel	2/27/10	Letter of Resignation
Anthony Juskiewicz	3/1/10	Letter of Resignation

William Stover, Vice President, motioned, seconded by Kay Daughters Musnuff to accept the resignation of Shaun Tertel, Board Member, effective March 1, 2010. Unanimously carried.

**Resignation of  
Shaun Tertel**

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

**ADOPTION OF MINUTES**

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

**February 8, 2010**

1. February 8, 2010 Regular Monthly Meeting  
(Attachment #3)

**G. EMPLOYEE RECOGNITION**

Robert Imhoff motioned and read Dr. William Caldwell's resolution, seconded by Janice Stemple. Unanimously carried.

**In recognition and appreciation for:**

**Dr. William Caldwell and the Skylands Educational Consultant Group**

**RESOLUTION FOR  
DR. WILLIAM  
CALDWELL**

**Whereas**, in February 2009, the High Bridge Board of Education was in need of an acting Superintendent/ Principal for the High Bridge School District and selected Dr. William A. Caldwell, the Principal Consultant with the Skylands Educational Consultant Group; and

**Whereas**, Dr. William A. Caldwell of the Skylands Educational Consultant Group served as acting Superintendent and Principal from February 2, 2009 to March 31, 2010; and

**Whereas**, Dr. William A. Caldwell of the Skylands Educational Consultant Group has assisted the High Bridge Board of Education to improve ourselves and make our Board and Committee meetings more productive and less time consuming; and

**Whereas**, Dr. William A. Caldwell of the Skylands Educational Consultant Group, has implemented and improved upon our quality and professional administrative controls, resulting in higher standards, improved school operations, and more effective communication with staff and with the Board of Education; and

**Whereas**, Dr. William A. Caldwell of the Skylands Educational Consultant Group, has served as a positive role model and spokesperson for the High Bridge School District, its staff and our community; and

**Whereas**, the High Bridge Board of Education, as the governing body for the High Bridge School District, wishes to acknowledge Dr. William A. Caldwell and the Skylands Educational Consultant Group; now

**Therefore be it resolved**, that the High Bridge Board of Education acknowledges and commends Dr. William A. Caldwell of the Skylands Educational Consultant Group for his contributions to the High Bridge School District; and

**Be it further resolved**, that this resolution be recorded in the minutes of the Public Meeting of the Board of Education of the Borough of High Bridge on March 1, 2010, and that the resolution become part of the permanent and lasting record of the High Bridge Board of Education; and

**Be it finally resolved**, that the High Bridge Board of Education provide a framed copy of this resolution to Dr. William A. Caldwell and the Skylands Educational Consultant Group as a token of our appreciation for his service to the High Bridge School District.

Robert Imhoff, Board President

Anthony Juskiewicz, Board Secretary

**REPORTS TO THE BOARD**

**H. 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) List of Board Committees’ Roles and Responsibilities – Committee Chair  
Due Date: April 19, 2010

**2. Board President’s Report**

Board President’s Report

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #4)

Board Committee/  
Chairperson Reports

**3. Board Committees and Chairperson Reports**

- **QSAC Review Committee – Janice Stemple, Representative**
- **Community Relations – Susan Connor, Chairperson**  
Kay Daughters-Musnuff and Vacant

Community Relations

Attempting to make a list of accomplishments of the past year to be published in the quarterly newsletter and sent home to parents and also have it posted on the website.

- **Curriculum and Instruction – Kay Daughters-Musnuff, Chairperson**  
Larissa Critelli and Shaun Tertel
- **Finance/Facilities – William Stover, Chairperson, Larissa Critelli, and Janice Stemple**  
  
Met on February 26, 2010 to discuss the budget and examine salaries.
- **Personnel and Management – Janice Stemple, Chairperson, Kay Daughters-Musnuff and Karen Yaskanin-Jones**

Finance/Facilities

- **Negotiations – Janice Stemple, Chairperson,**  
William Stover and Karen Yaskanin-Jones

**Policy**

- **Policy – Shaun Tertel, Chairperson, Kay**  
Daughters-Musnuff and Karen Yaskanin-Jones

1. The Policy Committee in consultation with the Interim 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. (Attachment #5)

William Stover motioned, seconded by Kay Daughters to approve the following items. Unanimously carried.

**Amend first reading policies/regulations**

**Policy 8760**

**Policy 2415.03**

**Policy 2423**

**Regularion 2423**

**Policy 2560**

**Regulation 2560**

**Policy 3126**

**Policy 3240**

**Regulation 3240**

- a) Motion to amend, on first reading, the following policies and/or regulations:
- Policy 8760 – Pupil Accident Insurance
  - Policy 2415.03 – Highly Qualified Teachers
  - Policy 2423 – Bilingual and ESL Education
  - Regulation 2423 – Bilingual and ESL Education
  - Policy 2560 – Live Animals in School
  - Regulation 2560 – Live Animals in School
  - Policy 3126 – Induction Program for Provisional Teachers
  - Policy 3240 – Professional Development
  - Regulation 3240 – Professional Development

**Adopt first reading policies/regulations**

**Policy 3281**

**Regulation 3281**

Janice Stemple motioned, seconded by Kay Daughters to approve the following items. Unanimously carried.

**Policy 3431.3**

**Policy 4281**

- b) Motion to adopt, on first reading, the following new policies and/or regulations:
- Policy 3281 – Inappropriate Staff Conduct (Teaching Staff Members)

- Regulation 3281 – Inappropriate Staff Conduct (Teaching Staff Members)
- Policy 3431.3 – NJ’s Family Leave Insurance Program (Teaching Staff Members)
- Policy 4281 – Inappropriate Staff Conduct (Support Staff Members)
- Regulation 4281 – Inappropriate Staff Conduct (Support Staff Members)
- Policy 4431.3 – NJ’s Family Leave Insurance Program (Support Staff Members)

Regulation 4281  
Policy 4431.3

Larissa Critelli motioned, seconded by Kay Daughters-Musnuff to Approve the following Ad Hoc Committee recommendations. Unanimously carried.

Ad Hoc Committee

- **Ad Hoc Committee – Larissa Critelli, Chairperson,** William Stover and Vacant
  - a) Committee Recommendations (Attachment #6)

See recommendations on attachment

- **HCESC Representative – Larissa Critelli**
- **NJSBA Delegate – Robert Imhoff**

INFORMATION ITEMS

**4. Interim Superintendent’s Report**

a) **INFORMATION ITEMS:**

ACTION ITEMS

- 1) Review of January 2010 legal bill (Attachment #7)

b) **ACTION ITEMS:**

- 1) **Motion to approve the proposed 2010-2011 School Calendar as previously presented to the Board. (Attachment #8) Tabled for next meeting 3/22/10**

Based upon the recommendation of the Interim Superintendent, Janice Stemple made a motion, seconded by William Stover, unanimously carried, to approve the following item:

2) **Motion to approve** the district's participation in the New Jersey Governor's Teacher Recognition program at Elementary and Middle School and to authorize the Interim Superintendent to appoint the district selection committee consistent with program guidelines.

Based upon the recommendation of the Interim Superintendent, Janice Stemple made a motion, seconded by Kay Daughters-Musnuff, unanimously carried, to approve the following item:

3) **Motion to acknowledge and approve** April 22, 2010 and April 23, 2010 as early dismissal days in order to facilitate spring parent/teacher conferences at both schools.

School Business  
Administrator's  
Report

## 5. School Business Administrator's Report

### a. General Information Items

- 1) Salary overpayment litigation cost analysis. (Attachment #9)
- 2) Article regarding 15% cut in aide (Attachment #10)
- 3) Express Times article regarding New Superintendent (Attachment #11)
- 4) Hunterdon County Democrat article regarding New Superintendent. (Attachment #12)
- 5) Resolution from the Washington Township Public Schools (Attachment #13)
- 6) Information regarding Charter Schools (Attachment #14)
- 7) Possible adoption of resolution from Hunterdon County Board of Chosen Freeholders (Attachment #15)
- 8) Discussion of State Aid reduction & surplus reduction

### b. Monthly Facility Maintenance Report

None

### c. Vandalism Report

None

ES Principal's Report

MS Principal's Report

- d. **Monthly Investment Interest**      **Amount**  
 TD Bank-Current Account – Feb. 10    **not available**

6. **Elementary School Principal’s Report (Attachment #16)**

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

**PERSONNEL**

**I. PERSONNEL**

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

1. **Motion** to approve **Gretchen DelloRusso’s** request to extend her unpaid leave of absence from March 1, 2010 through June 30, 2010. This motion also carries with it the express understanding that continuation of her health benefits via “COBRA” is at her option and expense.
2. **Motion** to extend the employment of **Kathryn Kunz**, third grade maternity replacement teacher from March 1, 2010 through June 30, 2010 at a BA Step 4 salary of \$48,345 prorated with full benefits.
3. **Motion** to approve **Kim Gorski’s** request to extend her unpaid leave of absence from March 1, 2010 to May 1, 2010.
4. **Motion** to extend the employment of **Carolyn King**, as substitute instructional aide from March 1, 2010 to May 1, 2010 at the substitute aide rate of \$55.00 per day.
5. **Motion to extend Jane Nagy** from February 26, 2010 to March 31, 2010 as the full-time substitute for Dianne Paridy at \$125/day, as previously approved at the January 11, 2010 board meeting.
6. **Motion to approve** the following substitute teachers for the remainder of the 2009-2010 school year:

Approve Gretchen DelloRusso’s request to extend unpaid LOA through June 30, 2010

Extend employment of Kathryn Kunz through June 20, 2010

Approve Kim Gorski’s request to extend unpaid LOA until May 1, 2010

Extend employment of Carolyn King until May 1, 2010

Extend Jane Nagy through March 31, 2010 as full time substitute

Approve substitute teachers

- e) Rachel Lazier
- f) Carrie Roundtree

Approve Homework Assistance IEP Students for April/May @\$29.11/hr

7. **Motion to approve** the co-curricular activity and in-house advertisement for an advisor for April & May 2010 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
After School Homework Assistance IEP Students	TBA	3-5	8	232.88 IDEA Grant Funds

Course Reimbursement for Lucille Arnold

1 Grad Credit  
\$160.00

8. **Motion to approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employee: (Attachment #17)

**Lucille Arnold**

Course: Virtual Field Tripping: Explore the World without Leaving School  
 College/University: Colorado State University  
 Semester: Spring 2010  
 Credits: 1 Graduate Credit  
 Tuition: \$160.00

Accept resignation of Anthony Juskiewicz, SBA, effective April 30, 2010

9. **Motion** to accept the resignation of Anthony Juskiewicz, School Business Administrator, effective April 30, 2010.

RC

M  
S

**Roll Call:**

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

CURRICULUM & INSTRUCTION

**7 Ayes; Motion Passes**



**J. CURRICULUM & INSTRUCTION**

Nothing at this time.

**K. SCHOOL BUSINESS**

**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 \$49,762.24**

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

**Payroll 1/15/10  
\$218,018.65**

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$49,762.24 (2009-2010 Schedule 9)**

**Payroll 1/29/10  
\$221,334.25**

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$218,018.65 (2/12/10)**

c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$221,334.25 (2/26/10)**

**Cafeteria \$10,152.37**

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$10,152.37**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Check No</b>
2/22/10	NJ Dept of Agriculture	\$ 16.80	Inv. 115851	1207
		\$ 35.25	Inv. 116225	
	<b>Total</b>	<b>\$ 52.05</b>		
2/22/10	State of NJ	\$ 117.77	Inv. 311780	1208
		132.94	Inv. 311781	
		182.27	Inv. 311782	
	<b>Total</b>	<b>\$ 432.98</b>		
2/22/10	Maschio's Food Service, Inc.	\$ 9,667.34	Inv. IN0021256	1209
	<b>TOTAL</b>	<b>\$10,152.37</b>		

**KESTY FUND**

**2. ACTIVITY ACCOUNT**

**Approve** the addition of the Kesty Fund to the account names in the student activity fund.

USE OF FACILITIES

3. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUP: (Attachment #19)

HB Summer Recreation

High Bridge Summer Recreation – Elementary School Multi-Purpose Room (in case of inclement weather also request use of a 5th grade classroom) Monday through Friday from 8:00 a.m. to 12:30 p.m. beginning on July 12, 2010 and ending on July 23, 2010 for Summer Recreation Program. Advisor: Gary Mills

(This will be contingent upon receipt of roster of participants prior to the start of the program).

ROLL CALL

M S

Roll Call:

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

7 Ayes; Motion Passes

TRAVEL EXPENDITURE

L. TRAVEL EXPENDITURE APPROVAL

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover 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 Janice Stemple . (Attachment #20)

ROLL CALL

M S

Roll Call:

William Stover - VP – Aye Kay Daughters-Musnuff- Aye

**Regular Monthly Meeting**

**Monday, March 1, 2010**

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

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

**7 Ayes; Motion Passes**

**PUBLIC COMMENTS**

**M. PUBLIC COMMENTS**

None

**N. 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 7:50 p.m.; Kay Daughters-Musnuff seconded the motion. Unanimously carried.

**RECOVENE PUBLIC  
SESSION**

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

**ADOPTION OF  
EXECUTIVE MINUTES**

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.

**RECOVENE PUBLIC  
SESSION**

- February 8, 2010 Executive Meeting Minutes review (see sealed envelope)
- Contract Negotiation Discussion

**February 8, 2010**

**ADOPTION OF  
EXECUTIVE  
MINUTES**

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 8:13 p.m. Janice Stemple seconded the motion. Unanimously carried.

**ROLL CALL**

**O. RECOVENE PUBLIC SESSION**

**January 11, 2010**

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

**NEW BUSINESS**

**ROLL CALL**

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

1. February 8, 2010 Executive Meeting Minutes

**Roll Call:**

**M  
S**

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

**7 Ayes; Motion Passes**

**Q. NEW BUSINESS**

Advertise for the School Business Administrator position

**PUBLIC COMMENTS**

**R. PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**S. ADJOURNMENT**

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 8:24 p.m. The motion was seconded by Janice Stemple. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz  
Board Secretary/Business Administrator