

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MARCH 22, 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 arrived at 7:02 p.m., 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.

D. RECOGNITION ITEMS

RECOGNITION ITEMS

1) Staff Recognition

QSAC Committee

Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to approve multiple identical resolutions for the following members of the QSAC committee for their dedication and hard work: (Attachment #1)

Sherry Kerr	Lisa Kerr	Helen Meissner
Richard Kolton	Lisa Fallon	Janice Stemple
Paul Nigro	Anthony Juskiewicz	William Caldwell

PUBLIC COMMENTS

E. PUBLIC COMMENTS

The following people voiced displeasure and opinion regarding the cabaret 2010.

Linda Greta, 400 Green Ridge Ave, Stewartville, NJ

Annie Van Hassel, 48 Church Street

Cara Staviski, 21 Fine Road

Amy Rosenbloom, 20 Northwood Drive

Kathy Terrible, 88 Cregar Road

Christine Suver, 61A Dewey Avenue

Avery Van Hassel, 48 Church Street

Darlene Blanchard, 7 Winter View Road

Lauren Wyllie, 39 Church Street

Mark Ayotte, 8 Thomas Street

Juliana Ayotte, 8 Thomas Street

Tori Terrible, 88 Cregar Road

Brandy Van Hassel, 48 Church Street

Julia Silberman, 74 Valley View Road

Alisa Grossman, 74 Valley View Road, commented regarding the cabaret. She read the mission statement and asked the Board if the cabaret meets the mission statement.

Thomas Flynn, 53 Beavers Road, thanked Dr. Caldwell for his work and leadership.

CORRESPONDENCE

F. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
HBTA	3/5/10	2010-11 Calendar proposal (Attachment #2)

ADOPTION OF MINUTES

G. 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.

March 1, 2010

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

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

Board President’s Report

2. Board President’s Report

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

Board Committee and Chairperson Reports

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 Vacant

Curriculum and Instruction

A meeting is scheduled for March 25, 2010 at 7:00 a.m.

- **Finance/Facilities – William Stover, Chairperson,** Larissa Critelli, and Janice Stemple

Finance/Facilities

Based upon the recommendation of the Dr. William Caldwell, Interim Superintendent, and Anthony Juskiwicz, School Business Administrator/Board Secretary, William Stover made a motion seconded by Kay Daughters-Musnuff to approve the following actions:

- a) **Request a motion** to set the 2010-2011 general education student tuition rate for the High Bridge School District Pre-School program at \$100/month per child (general education) and to offer both a 50% discount rate for income eligible parents (meet reduced lunch parameters) and a full waiver (free) for income eligible (meet free lunch parameters) consistent with the proposed operational guidelines of the pre-school program. (Attachment #5)

2010-2011 General Education Preschool Tuition

Note: These are the same rates as 2010-2011. The above attachment is a copy from last year to be used as a refresher of the information. Should the High Bridge School District Pre-School program be over subscribed, participation will be determined via the lottery strategy previously used.

Based upon the recommendation of the Dr. William Caldwell, Interim Superintendent, and Anthony Juskiwicz, School Business Administrator/Board Secretary, William Stover made a motion seconded by Kay Daughters-Musnuff to approve the following actions:

- b) **The Board of Education of High Bridge hereby adopts** the following tentative budget for the 2010-11 school year:

2010-2011 Tentative Budget

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 394

Expenditures

General Current Expense	<u>6,318,176</u>
Capital Outlay	<u>25,195</u>
Special Revenue Fund	<u>116,414</u>
Repayment of Debt	<u>620,110</u>
Total Expenditures	<u>7,079,895</u>

Revenue

Budgeted Fund Balance	<u>0</u>
Local Tax Levy	
Current	<u>4,904,337</u>
Debt Service	<u>529,746</u>
Misc Revenue	<u>25,010</u>
Tuition	<u>113,250</u>
State Aid	
Current	<u>1,300,774</u>
Special Revenue	<u>116,414</u>
Debt Service	<u>90,364</u>
Total Revenue	<u>7,079,895</u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2010-11 tentative budget includes a maximum travel appropriation of \$10,800.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

ROLL CALL
M
S

Roll Call:

William Stover – VP - Aye

Janice Stemple - Aye

Kay Daughters-Musnuff - Aye
Susan Connor - Aye
Larissa Critelli - Aye

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

7 Ayes; Motion Passes

- **Personnel and Management – Janice Stemple, Chairperson,** Kay Daughters-Musnuff and Karen Yaskanin-Jones
- **Negotiations – Janice Stemple, Chairperson,** William Stover and Karen Yaskanin-Jones
 - **Policy – Karen Yaskanin-Jones, Chairperson,** Kay Daughters-Musnuff and Vacant
 1. The Policy Committee in consultation with the Interim Superintendent recommends the Board approve the following motions:

Policy

This group of policy motions is all second readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group.

Karen Yaskanin-Jones motioned, seconded by Larissa Critelli to approve the following items. Unanimously carried.

Amend
Second Reading
Policies/Regulations

- a) Motion to amend, on second 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

Policy 8760

Policy 2415.03

Policy 2423

Regulation 2423

Policy 2560

Regulation 2560

Policy 3126

Policy 3240

Regulation 3240

Adopt New
Policies/Regulations
Second Reading

Policy 3281

Regulation 3281

Policy 3431.3

- b) Motion to adopt, on second 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)

Policy 4281

Regulation 4281

Policy 4431.3

First Reading
Policies/Regulations

This group of policy motions is all first readings and unanimously recommended by the Policy Committee for Board consideration. They may be considered individually or as a group. (Attachment #6)

Policy 3351

Policy 4351

Policy 5338

Regulation 5338

- Policy 3351 – Healthy Workplace Environment (Teaching Staff Members)
- Policy 4351 – Healthy Workplace Environment (Support Staff Members)
- Policy 5338 – Diabetes Management
- Regulation 5338 – Diabetes Management

Amend First Reading
Policies/Regulations

Policy 5512.01

Policy 5533

Regulation 5533

Policy 6360

Policy 6660

Policy 7434

Policy 8461

Policy 9700

- d) Motion to amend, on first reading, the following policies and/or regulations:
 - Policy 5512.01 – Harassment, Intimidation, and Bullying
 - Policy 5533 – Pupil Smoking
 - Regulation 5533 – Pupil Smoking
 - Policy 6360 – Political Contributions

- Policy 6660 – Student Activity Fund
- Policy 7434 – Smoking on School Grounds
- Policy 8461 – Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse
- Policy 9700 – Special Interest Groups

ROLL CALL
M
S

Roll Call:

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

Ad Hoc Committee

7 Ayes; Motion Passes

- **Ad Hoc Committee – Larissa Critelli, Chairperson, William Stover and Vacant**
 - a) Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to dissolve the Ad Hoc Committee studying the shared Superintendent position, effective immediately.
- **HCESC Representative – Larissa Critelli**
- **NJSBA Delegate – Robert Imhoff**

Interim Superintendent's Report

INFORMATION ITEMS

4. Interim Superintendent's Report

- a) **INFORMATION ITEMS:**
 - 1) Staff Attendance Report for February 2010 (Attachment #7)
 - 2) Enrollment report as of February 2010. Also included is the enrollment report as of February 2009 for comparison.(Attachment #8)
 - 3) Review of February 2010 legal bill (Attachment #9)
 - 4) Superintendent transition – verbal report

ACTION ITEMS

- b) **ACTION ITEMS:**

Based upon information from the Interim Superintendent, Larissa Critelli made a motion, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following item 1b:

- 1) Presentation, discussion and probable approval of a school calendar for the 2010-2011 school year.
 - a. Traditional post Labor Day calendar (Attachment #10)
 - b. High Bridge Teacher Association calendar (Attachment #11)

Based upon the recommendation of the Interim Superintendent, William Stover made a motion, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following item:

- 2) **Motion to amend** the 2009-2010 school calendar to adjust for snow days, setting the final day of school (and graduation) on Tuesday, June 22, 2010 with teacher in-service on Wednesday, June 23rd and the final teacher work day on Thursday, June 24, 2010.

School Business
Administrator's
Report

Based upon the recommendation of the Interim Superintendent, Janice Stemple made a motion, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following item:

- 3) **Motion to approve** the spring athletic schedules as attached (Attachment #12)

5. School Business Administrator's Report

a. General Information Items

- 1) Salary overpayment litigation cost analysis. (Attachment #13)
- 2) NJ School Digest (Attachment #14)

- 3) Listing of meeting schedule dates for 2010-11
(Attachment #15)

b. Monthly Facility Maintenance Report

None

PERSONNEL

c. Vandalism Report

None

d. Monthly Investment Interest Amount

TD Bank-Current Account – Feb. 10	\$307.29
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6. Middle School Principal’s Report (Via E-Mail)

Curriculum Revision

I. PERSONNEL

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

Table items 4, 5, 7 & 8. Need to verify if a criminal background check is needed.

- 1. **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:

Approve Jane Nagy from April 5, 2010 – April 30 full time substitute @ \$125/day

- 1) Courtney Shiffman – Choral/Vocal
- 2) Jeff Thompson – Instrumental/Band
- 3) Nicole DiGeronimo – Health/PE
- 4) Mary Waldron – Health/PE
- 5) Nicole Cahill - Health
- 6) Lauren Mount – Language Arts
- 7) Mike Doerwang – Social Studies
- 8) Lauren Richardson - Elementary ILA
- 9) Lynn Hughes - Elementary ILA
- 10) Rich Kolton - Technology

Approve Nurses for 8th Grade Lock In \$72.53 per session

- 2. **Motion to extend Jane Nagy** from April 5, 2010 to April 30, 2010 as the temporary full-time substitute for Dianne Paridy at \$125/day, as previously approved at the January 11, 2010 board meeting.
- 3. **Approve** the following as “Nurses of Record” for 8th grade lock-in on April 9, 2010:
 - 1) Ellen Ingraham, R.N. (1st Shift: 9:30 p.m. -12:00 a.m.)
 - 2) Catharin Morello-Katy, R.N.
 - 3) John Morello, R.N.
(Mr. & Mrs. Morello will cover 3 shifts between them from 11:30 p.m. – 7:00 a.m. as is their preference).

Approve Edward Nichols as MS Summer Custodian \$11.50/hr

Pay for each session will be \$72.53 (based 2008-2011 co-curricular chaperone rate of \$72.53).

ROLL CALL

M
S

- 4. **Approve William Meissner** as a substitute custodian and Elementary School summer custodian at the rate of \$10.00 per hour.
- 5. **Approve** the employment of **Nathan Teich** as a substitute custodian and Elementary School summer custodian at the rate of \$10.00.

CURRICULUM & INSTRUCTION

- 6. **Approve** the employment of **Edward Nichols** as a Middle School summer custodian at the rate of \$11.50.
- 7. **Approve** the employment of **Joseph Byrne** as a substitute custodian at the rate of \$10.00 per hour.
- 8. **Approve** the employment of **William Bruton** as a substitute custodian at the rate of \$10.00 per hour.

8th Grade Spanish Class to Casa Maya April 9, 2010

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	

7 Ayes; Motion Passes

ROLL CALL

M
S

J. 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:

- a) **8th Grade Spanish Class** to Casa Maya Restaurant, High Bridge, NJ on Friday, April 9, 2010. The cost per student of \$15.00 is for student’s meal and is to be borne by parents/guardians. There is no cost for transportation as students will walk to and from the restaurant. This trip correlates with unit on grammar and vocabulary necessary for dining out and will allow students to apply their knowledge in a real life setting.

Roll Call:

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

7 Ayes; Motion Passes

K. SCHOOL BUSINESS

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.

1. PAYMENT OF BILLS

PAYMENT OF BILLS

Audit of Invoices (Attachment #16)

Invoices \$163,305.34

a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$163,305.34 (2009-2010 Schedule 10)**

**Payroll 3/15/10
\$218,163.70**

b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$238,163.70 (3/15/10)**

Cafeteria \$8,529.52

d) **Approve** invoices for **Cafeteria** Account in the amount of **\$8,529.52**

Date	Vendor	Amount	Description	Check No
3/10/10	NJ Dept of Agriculture	\$ 5.22	Inv. 116554	1210
3/10/10	Maschio’s Food Service, Inc.	\$ 8,487.95	Inv. IN0021672	1211
3/18/10	NJ Dept of Agriculture	\$ 30.55	Inv. 117288	1212
		\$ 5.80	Inv. 117769	
	Total	\$ 36.35		

TOTAL \$ 8,529.52

FINANCIAL REPORTS

February 2010

2. **FINANCIAL REPORTS**

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for February 2010. (Attachment #17)

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of February 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 February 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 February 8, 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.

March 22, 2010

Anthony Juskiewicz
Board Secretary/Business Administrator

ACTIVITY ACCOUNT
February 2010

3. ACTIVITY ACCOUNT

Accept the Student Activity Account financial report for the month of February. (**Attachment #18**)

CAFETERIA REPORT
February 2010

4. CAFETERIA REPORT

The cafeteria financial report for the month of **February 2010**, as submitted by Maschio’s Food Service, Inc. indicates a loss of \$733.98 for the month and a year-to-date loss of \$1,686.30. Student participation was 32% in the Middle School and 37% in the Elementary School for the month of February 2010.

Last year’s report for **February 2009**, indicated a loss of \$502.43 for the month and a year-to-date loss of \$1,464.91. Student participation was 28% in the Middle School and 38% in the Elementary School for the month of February 2009.

M
S**Roll Call:**

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

TRAVEL
EXPENDITURE**7 Ayes; Motion Passes****L. TRAVEL EXPENDITURE APPROVAL**

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #19) 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 #19)

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	

PUBLIC COMMENTS

7 Ayes; Motion PassesEXECUTIVE/
CLOSED
SESSION**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 8:50 p.m.; Karen Yaskanin-Jones 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.

ADOPTION OF
EXECUTIVE MINUTES

- 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
- March 1, 2010 Executive Meeting Minutes review (see sealed envelope)

Personnel:

- Consideration of Elementary Principal’s contract renewal
- Consideration of Supervisor of Special Services contract renewal

William Stover motioned to exit executive session and return to public session at 9:27 p.m. Karen Yaskanin-Jones seconded the motion. Unanimously carried.

RECOVENT PUBLIC SESSION

O. RECOVENE PUBLIC SESSION

ADOPTION OF EXECUTIVE MINUTES

P. 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:

March 1, 2010

1. March 1, 2010 Executive Meeting Minutes

**ROLL CALL
M
S**

Roll Call:

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

7 Ayes; Motion Passes

NEW BUSINESS

Q. NEW BUSINESS
Cabaret discussion

PUBLIC COMMENTS

R. PUBLIC COMMENTS
None.

S. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Larissa Critelli motioned to adjourn the meeting at 10:25 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz
Board Secretary/Business Administrator