

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MAY 17, 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 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, Tamara Davis, Janice Stemple, William Stover, Vice-President, Karen Yaskanin-Jones, and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent, and Susan Joyce, Interim Board Secretary/ Business Administrator.

OATH OF OFFICE

OATH OF OFFICE

Susan Joyce issued the oath of office to Larissa Critelli.

PUBLIC COMMENTS

D. PUBLIC COMMENTS

None

RECOGNITION ITEMS

E. RECOGNITION ITEMS

Student Recognition

1. Student Recognition

Karen Yaskanin-Jones motioned, seconded by Janice Stemple to approve the following resolution. Unanimously carried.

- a) Request a motion to approve the attached resolution recognizing Caitlin Reilly, 5th grade student, First Place – Personal Narrative winner of the Tri-County Reading Council's Award (Attachment #1)

Janice Stemple motioned, seconded by Karen Yaskanin-Jones to approve the following resolution. Unanimously carried.

- b) Request a motion to approve the attached resolutions recognizing the following students for their winning entries in Hunterdon County Cultural & Heritage

Commission’s *The Most Historic Place in My Town* essay contest: (Attachment #2)

- Zachary Lucash – 1st place - School and Grand Prize – County Winner
- Madeline Kearney – 2nd place

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

- c) Request a motion to present the following students with a Certificate of Achievement for recognition in the Hunterdon County Cultural & Heritage Commission’s *The Most Historic Place in My Town* essay contest: (Attachment #3)

- Jared Crampton – Honorable Mention
- Brian Sharkey – Honorable Mention
- Hailey Conroy – Honorable Mention
- James Hann – Honorable Mention
- Ian Harris – Honorable Mention

CORRESPONDENCE

F. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Betty Sutton	5/9/10	Request for FMLA (Attachment #4)
George Kamage	5/12/10	Lockdown Procedures (Attachment #4-A)
Valerie Jordan	5/16/10	Decline Board Seat*

*Susan Joyce read a letter aloud to the Board from Valerie Jordan. In her letter, Mrs. Jordan declined the seat on the BOE which she was elected to at the School Board election.

PUBLIC COMMENTS

G. PUBLIC COMMENTS

Lisa Peterson questioned why wasn’t the event related to the lockdown addressed by the school to the kids and services offered if they needed to talk about it. It was scary for everyone.

Robert Imhoff responded there was a meeting to address and review the District’s procedures.

James Lucash questioned the communication procedures and asked if there was support available at the school.

Robert Imhoff responded that these concerns were addressed at that morning’s meeting.

H. EXECUTIVE SESSION

EXECUTIVE SESSION

Based upon the recommendation of the Interim Superintendent, Kay Daughters-Musnuff requested a motion to approve the following **Resolution** to enter into Executive Session at 7:22 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.

- Negotiations consultant interviews (see sealed envelope)

William Stover motioned to exit executive session and return to public session at 8:34 p.m. Kay Daughters-Musnuff seconded the motion. Unanimously carried.

RECONVENE PUBLIC SESSION

I. RECONVENE PUBLIC SESSION

J. 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 Janice Stemple, to approve the following minutes. Susan Connor, Tamara Davis and Janice Stemple abstained April 29, 2010 minutes. Larissa Critelli abstained May 3, 2010 Reorganizational and Regular Meeting minutes. Unanimously carried.

1. April 29, 2010 Special Meeting Minutes (Attachment #5)
2. May 3, 2010 Reorganizational and Regular Meeting Minutes (Attachment #6)

April 29, 2010

May 3, 2010

K. REPORTS TO THE BOARD

REPORTS TO THE BOARD

1. Follow-Up Items
None at this time.
2. Board President's Report

Board President's Report

**Committees and
Chairperson**

- a) Review of NJSBA recommended Board tasks, as per checklist (Attachment #7)
- b) **Board Committees and Chairperson Assignments**

**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

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

HCESC Representative – Tamara Davis

NJSBA Delegate – Robert Imhoff

Superintendent's Report

Information Items

3. Superintendent's Report

A. INFORMATION ITEMS:

- 1) Staff Attendance Report for April 2010 (Attachment #8)
- 2) Enrollment report as of April 2010. Also included is the enrollment report as of April 2009 for comparison. (Attachment #9)
- 3) May 6th Code C – Lockdown Incident

Joseph Kennedy publicly acknowledged and recognized Paul Nigro and Rich Kolton for the great job they did during the lockdown incident.

4) School Calendar 2010-2011

Based upon the recommendation of the Superintendent, William Stover made a motion, seconded by Karen Yaskanin-Jones to approve participating in Round 2 RTTT provided we can back out.

Race to the Top Grant

5) Race to the Top Grant (Attachment #10)

ROLL CALL

Roll Call:

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

7 Ayes; 1 Naye; Motion Passes

- 6) Public Reporting on State Performance Plan Indicators (Attachment #11)
- 7) Need to amend the motion to reduce the FY 11 budget reduction.

Action Items

B. ACTION ITEMS:

- 1) The Finance Committee, in consultation with the Superintendent and the Interim School Business Administrator/Board Secretary recommends the Board consider the following actions:

Based upon the recommendation of Joseph Kennedy, Superintendent, and Susan Joyce, Interim School Business Administrator/Board Secretary, Karen Yaskanin-Jones made a motion seconded by Larissa Critelli to approve the following action:

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

Revised Budget for 2010-2011

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>6,235,996</u>
Capital Outlay	<u>25,195</u>
Special Revenue Fund	<u>116,414</u>
Repayment of Debt	<u>614,290</u>
Total Expenditures	<u>6,991,895</u>

Revenue

Budgeted Fund Balance	<u>0</u>
Local Tax Levy	
Current	<u>4,822,157</u>
Debt Service	<u>523,926</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>6,991,895</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.

Be it further resolved that the District’s general tax requirements to support the proposed 2010-2011 budget, as stipulated by the High Bridge Board of Education Finance Committee and High Bridge Borough Municipal Officials, as follows:

General Fund:	\$4,822,157
Debt Service:	<u>523,926</u>
Total:	\$5,346,083

Be it further resolved, that the Interim Superintendent and Business Administrator be authorized to implement the 2010-2011 school district budget.

*** Reductions in the amount of \$88,000 from the previously adopted budget as identified by the High Bridge Board of Education Finance Committee and the High Bridge Borough Municipal Officials as follows:**

Account Number	Account Description	Amount
11-110-100-101	Kindergarten Salaries	
	\$(7,593)	
11-190-100-101	Regular programs-Other Salary For Instruction.	\$(14,912)
11-190-100-270	Regular programs health benefits	\$(18,874)
11-214-100-106	Special Ed-Behavioral Disabilities Salaries of Aides	\$(7,593)
11-999-217-106	Extra Ordinary Salaries	\$(18,086)
11-999-217-270	Extra Ordinary Health Benefits	\$(15,122)
40-701-510-834	Interest on Bonds	<u>\$(5,820)</u>
	Total	\$(88,000)

ROLL CALL

Amend 10-11
Calendar to align with
NHVRHS

Roll Call:

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

8 Ayes; Motion Passes

Approve resubmission
of 2010 ARRA Grant

- Kay Daughters-Musnuff motioned, seconded by Tamara Davis, unanimously carried, to amend the 2010-2011 school calendar changing spring recess from April 22, 2011 through April 29, 2011 to April 18, 2011 through April 25, 2011 inclusive, thereby aligning the district calendar with NHVRHS’s calendar. (Attachment #12)**
- Kay Daughters Musnuff motioned, seconded by Janice Stemple to approve the resubmission of the 2010 ARRA Grant. (Attachment #13)**

ROLL CALL

Roll Call:

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

Approve ESY

- 4) **Motion to appoint** _____ as school physician from July 1, 2010 through June 30, 2011.

Do not have a cost for physicals. Postpone until June 14, 2010 meeting.

Interim SBA Report

- 5) **William Stover motioned, seconded by Larissa Critelli, unanimously carried, to approve** the six-week Special Education Extended Summer Program for eligible classified special education students from Preschool/BD-Autistic/Resource Center through grade eight, which will be held Monday through Thursday, from July 6, 2010 through August 12, 2010. **(Funded mostly by IDEA Grant)**

4. Interim School Business Administrator’s Report

a. General Information Items

- 1) NJ School Digest (Attachment #14)

MS Principal’s Report

b. Monthly Facility Maintenance Report

None

ES Principal’s Report

c. Vandalism Report

None

d. Monthly Investment Interest Amount

TD Bank-Current Account – Apr. 10 **not available**

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

PERSONNEL

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

Jennifer Jacobson mentioned us on her website. Paul Nigro’s page is now linked to her site.

Approve Salary Adjustment for Laurie Piell from BA+15 L-1 to BA+15 L-2

Discussion regarding the lockdown and the sequence of events.

L. PERSONNEL

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

- | | |
|---|---|
| <p>1. Motion to Approve a salary adjustment for Laurie Piell from BA+15 Step L-1 at \$74,060 to BA+15 Step L-2 at \$75,360 which includes longevity compensation of an additional \$1,300 in recognition of entering her 25th year of service for the 2010-2011 school year.</p> | <p>Approve Salary Adjustment for Kim Terzuolo to include longevity compensation</p> |
| <p>2. Motion to Approve a salary adjustment for Kim Terzuolo from \$70,300, (2010-2011 salary in accordance with her “Recovery Plan for Overpayment”) to \$71,600 which includes longevity compensation of an additional \$1,300 in recognition of entering her 20th year of service for the 2010-2011 school year.</p> | <p>Reappoint FT non-certificated paraprofessional personnel</p> <p>Reappoint PT non-certificated paraprofessional personnel</p> |
| <p>3. Motion to reappoint full-time non-certificated paraprofessional personnel for the 2010-2011 school year as per “Personnel List #1”.</p> | <p>Approve Betty Sutton for unpaid Medical Leave of Absence</p> |
| <p>4. Motion to reappoint part-time non-certificated paraprofessional personnel for the 2010-2011 school year as per “Personnel List #2”.</p> | <p>Reappoint non-tenured employees</p> |
| <p>5. Motion to approve the request from Betty Sutton for an unpaid medical leave of absence from half-day on May 25, 2010 through June 24, 2010, in accordance with the Family Medical Leave Act during which time her benefits will remain in effect.</p> | <p>Reappoint Maria Arbelo PT (50%) BA Step 4 with tenure 1/3/11</p> |
| <p>6. Motion to reappoint non-tenured employees for the 2010-2011 school year as per “Personnel List #3”.</p> | <p>Reappoint Nicole Cahill FT Nurse BA Step 6 with tenure 9/2/10</p> |
| <p>7. Motion to reappoint Maria Arbelo to a part-time (50%) instructional position for the 2010-2011 school year at a BA Step 4 salary of \$25,403 with tenure on January 3, 2011.</p> | <p>Reappoint Ellen Ingraham PT (60%) Nurse BA+15 Step 3</p> |
| <p>8. Motion to reappoint Nicole Cahill to a full-time school nurse position for the 2010-2011 school year at a BA Step 6 salary of \$54,945 with tenure on September 2, 2010.</p> | <p>Reappoint Nicole DiGeronimo FT Pe/Health BA+15 Step 9</p> <p>Approve substitutes</p> <p>Rebecca Zielinski
Carmela Vasta
Jill Gushard</p> |

- 9. **Motion to reappoint Ellen Ingraham**, a non-tenured employee, to a part-time (60%) school nurse position for the 2010-2011 school year at a BA+15, Step 3 salary of \$30,636.
- 10. **Motion to reappoint Nicole DiGeronimo** to a full-time PE/Health position for the 2010-2011 school year at a BA+15, Step 9 salary of \$62,410.
- 11. **Motion to approve** the following substitutes for the remainder of the 2009-2010 school year:
 - a) Rebecca Zielinski
 - b) Carmela Vasta
 - c) Jill Gushard
- 12. **Motion to approve** the employment and salary for the 2010 Extended School Year staff and Child Study Team summer referral work as per "Personnel List #4".
- 13. **Motion to reappoint April Babich** as part-time instructional aide (4 hours/day - .58 FTE) for the 2010-2011 school year at an hourly rate of \$12.65 for a yearly salary of \$9,360.

Approve ESY staff/salary

Reappoint April Babich
PT Instructional Aide
\$12.65/hr

ROLL CALL

CURRICULUM/
INSTRUCTION

Roll Call:

Janice Stemple – Abstain #7	Kay Daughters-Musnuff - Aye
Karen Yaskanin-Jones – Aye	Tamara Davis – Aye
Susan Connor – Naye #10	William Stover - VP - Aye
Larissa Critelli – Aye	Robert Imhoff – Pres. - Aye

7th Grade to High Point
State Park
June 3, 2010

Motion Passes

M. CURRICULUM & INSTRUCTION

1. **Kay Daughters-Musnuff motioned, seconded by Janice Stemple, unanimously carried, to approve** the following class trip and transportation:

SCHOOL BUSINESS

- a) **7th Grade to High Point State Park** in High Point, NJ on Thursday, June 3, 2010 to explore ecosystems. Transportation is to be provided by US Coachways at a cost of \$1,125 for one bus. Cost per pupil of \$22.96 includes transportation (there is no cost for admission) and is to be borne by parents/guardians. This trip correlates to 7th grade science curriculum.

PAYMENT OF BILLS

Invoices \$127,117.87

Payroll \$222,852.55
5/15/10

Cafeteria \$136.69

N. SCHOOL BUSINESS

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

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #17)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$127,117.87 (2009-2010 Schedule 13)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$222,852.55 (5/15/10)**
- c) **Approve** invoices for **Cafeteria** Account in the amount of **\$136.69**

Date	Vendor	Amount	Description	Check No
5/12/10	State of NJ	\$ 49.35	Inv. 118750	1215
5/12/10	Chef's Corner	\$ 87.34	Supplies/Can Opener	1216
	TOTAL	\$ 136.69		

2. FINANCIAL REPORTS

- a) Report of the Board Secretary, Budget Transfers, Budget Status and Treasurer's Report for March (Attachment #18)

FINANCIAL REPORTS
March 2010

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the months of March 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 March 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 May 17,

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.

E-RATE AGREEMENT

May 17, 2010

Susan Joyce
Interim Board Secretary/Business Administrator

ROLL CALL

3. E-RATE EXCHANGE SERVICES AGREEMENT (Attachment #19)

Roll Call:

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

TRAVEL APPROVAL

8 Ayes; Motion Passes

O. TRAVEL EXPENDITURE APPROVAL (Attachment #20)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #20) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Kay Daughters-Musnuff . (Attachment #20)

ROLL CALL

Roll Call:

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

PUBLIC COMMENTS

6 Ayes; 2 Naves; Motion Passes

EXECUTIVE/
CLOSED SESSION

P. PUBLIC COMMENTS

None

Q. 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 10:02 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.

- May 3, 2010 Executive Meeting Minutes (see sealed envelope)
- Litigation/Contracted Services
- Negotiations Consultant Candidates
- School Business Administrator position

RECOVENE PUBLIC SESSION

ADOPTION OF EXECUTIVE MINUTES

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 11:25 p.m. Janice Stemple seconded the motion. Unanimously carried.

R. RECOVENE PUBLIC SESSION

May 3, 2010

S. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

ROLL CALL

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

1. May 3, 2010 Executive Meeting Minutes

NEW BUSINESS

Roll Call:

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

PUBLIC COMMENTS

7 Ayes; 1 Abstention; Motion Passes

ADJOURNMENT

Q. NEW BUSINESS

Robert Imhoff directed Susan Joyce to advertise for the Board Member Vacancy.

R. PUBLIC COMMENTS

None.

S. ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 11:29 p.m. The motion was seconded by Kay Daughters-Musnuff. Unanimously carried.

Respectfully submitted,

Susan Joyce
Interim Board Secretary/Business Administrator