

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, SEPTEMBER 21, 2009**

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 7:02 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, Karen Yaskanin-Jones, Barbara Gallagher, Vice President, and Robert Imhoff, President. Also present was Dr. William Caldwell, Interim Superintendent of Schools. Anthony Juskiewicz, Board Secretary/Business Administrator, notified the Board that he would not be in attendance.

PUBLIC COMMENTS

D. PUBLIC COMMENTS

None

CORRESPONDENCE

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Nicole DiGeronimo	8/27/09	Advancement on Salary Guide (Attachment #1)

ADOPTION OF MINUTES

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Interim Superintendent, Kay Daughters-Musnuff motioned, seconded
by Karen Yaskanin-Jones, to approve the following minutes.

Unanimously carried. Barbara Gallagher abstained regarding the August 31, 2009 Special Meeting Minutes.

1. August 24, 2009 Regular Monthly Meeting
(Attachment#2)
2. August 31, 2009 Special Meeting (Attachment #3)

REPORTS TO THE
BOARD

Board President's
Report

G. REPORTS TO THE BOARD

1. Board President's Report

The search for new a Board member was extended until October 12, 2009.

Board Committees and
Chairperson Reports

2. Board Committees and Chairperson Reports

QSAC

- **QSAC Review Committee – Power Point Presentation, Dr. Caldwell**
- **Community Relations – Kay Daughters-Musnuff, Chairperson**
Susan Connor and Barbara Gallagher
- **Curriculum and Instruction – Vacant, Chairperson,** Susan Connor and Larissa Critelli
- **Finance/Facilities – Barbara Gallagher, Chairperson,** Vacant, and Janice Stemple
- **Personnel and Management – Janice Stemple, Chairperson,** Kay Daughters-Musnuff and Karen Yaskanin-Jones
- **Negotiations – Janice Stemple, Chairperson,** Vacant and William Stover
- **Policy – William Stover, Chairperson,** Kay Daughters-Musnuff and Karen Yaskanin-Jones

Policy

- 1) William Stover motioned, seconded by Karen Yaskanin-Jones, unanimously carried, in consultation with the Interim Superintendent to approve the following motions:

This group of policy motions are all second readings, previously approved, and may be merged together for second reading approval, if desired.

a) Motion to amend, on second reading, the following policies:

- Policy 0142.1 – Nepotism
- Policy 1220 –
Employment of Chief School
Administrator
- Policy 1620 –
Administrative Employment Contracts
- Policy 6423 –
Expenditures for Non-Employee
Activities, Meals and Refreshments
- Policy 6470 – Payment of
Claims
- Policy 6510 – Payroll
Authorization
- Policy 6830 – Audit and
comprehensive Annual Financial Report
- Policy 9120 – Public
Relations Program

b) Motion to adopt, on second reading, the following new policies and/or regulations:

- Policy 6471 – School
District Travel
- Regulation 6471 – School
District Travel Procedures
- Policy 6832 – Conditions
of Receiving State Aid

- 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 #4)
-

William Stover motioned, seconded by Janice Stemple, unanimously carried, in consultation with the Interim Superintendent to approve the following motions:

c) Motion to amend, on first reading, the following policies and/or regulations:

- Regulation 2340 – Field
Trips (Note: Regulation change only;

copy of Policy is included for your reference.)

- Policy 9100 – Public Relations
- Policy 1220 – Employment of Chief School Administrator

d) Motion to adopt, on first reading, the following new policy:

- Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities

e) Motion to delete, on first reading, Policy #9110 Quality Assurance Annual Report. This policy is being abolished due to a change in NJAC that invalidates current local board policy.

- **Ad Hoc Committee – Vacant, Chairperson**
Larissa Critelli and William Stover
- **HCESC Representative – Barbara Gallagher**
- **NJSBA Delegate – Robert Imhoff**

Interim
Superintendent's
Report

3. Interim Superintendent's Report

a) INFORMATION ITEMS:

- 1) Staff Attendance Report for August 2009 (Attachment #5)

b) ACTION ITEMS:

- 1) Based upon the recommendation of the Superintendent, Kay Daughters-

Interim
Musnuff

motioned, seconded by Janice Stemple to accept and implement 2009-2010

Professional

Development Plan. Unanimously carried. Larissa Critelli and Karen Yaskanin-Jones abstained.

2009-2010 Professional
Development

Art Curriculum Guide

- 2) Based upon the recommendation of the Interim Superintendent, Kay Daughters-Musnuff motioned, seconded by Karen Yaskanin-Jones to Approve Art Curriculum Guide as approved by the instructional staff and by the curriculum committee on June 9, 2008 as recommended by the Interim Superintendent. Unanimously carried. **(Attachment #6)**

**Extra Service
Contracts**

Drama

- 3) Based upon the recommendation of the Interim Superintendent, William Stover motioned, seconded by Janice Stemple to add the following extra service contracts:

HBMS-TV

- a) Drama Production/School Play 2 staff needed

(Middle School)

Advisor 50 hrs. x \$29.11 = \$1,455.50

Asst. Advisor 25 hrs. x \$29.11 = \$ 727.75

\$2,183.25

- b) HBMS-TV Production 2 staff needed

(Middle School)

Production Advisor 80 hrs. estimated)

Technical Advisor 40 hrs. estimated)

Total hours 120 hours

(capped at 120 hrs.)

Keyboarding

120 x \$29.11 = 3,493.20

(Exact % of the 120 hrs. TBD once advisors are identified)

ROLL CALL

- c) Keyboarding Club 1 staff needed

(Elementary School)

Advisor 14 hrs. x \$29.11 \$ **407.54**

Recap of above: \$2,183.25 + 3,493.20 + \$ 407.54 = \$6,083.99 total

\$6,083.99 minus FY10 budgeted funds \$2,089.76 = \$3,994.23

[to be re-allocated from other accounts]

**School Business
Administrator's
Report**

Roll Call:

William Stover – Aye

Janice Stemple – Aye

Susan Conner – Aye

Larissa Critlli – Aye

Kay Daughters-Musnuff - VP - Aye

Barbara Gallagher - VP - Aye

William Stover- Aye

Robert Imhoff – Pres. - Aye

8 Ayes; Motion Passes

4. School Business Administrator's Report

a. General Information Items

1. NJ School Digest (Attachment #7)

ES Principal's Report

b. Monthly Facility Maintenance Report

None

MS Principal's Report

c. Vandalism Report

None

PERSONNEL

d. Monthly Investment Interest Amount

TD Bank-Current Account – Aug 09 **\$318.45**

Approve Nicole
DiGeronimo from BA-8
to BA-15 \$57,940

**5. Elementary School Principal's Report
(Attachment #8)**

**6. Middle School Principal's Report (Previously
distributed via e-mail)**

Approve employment of
James Thornton FT
Evening Custodian
\$30,100.00

J. PERSONNEL

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

Approve employment of
Shelley Morales PT)
Paraprofessional
\$10.00/hr

Motion to Approve the movement across the salary guide for
Nicole Di Geronimo from BA Step 8 at \$56,685 to BA+15 Step 8
at \$57,940 to recognize completion of graduate credit as reviewed
and approved by Interim Superintendent effective September 1,
2009.

Approve employment of
Elizabeth Tyrell PT)
Paraprofessional
\$10.00/hr

Approve the employment of **James Thornton** as full-time
evening custodian to begin September 22, 2009 through the 2009-
2010 school year at an hourly rate of \$14.48 for an annual salary
of **\$30,100.** (Attachment #9)

Approve Emma
Alparone ABA)
Instruction \$39.82/hr

Approve the employment of **Shelley Morales** as a part-time
paraprofessional instructional aide in the Elementary School for
the 2009-2010 school year at an hourly rate of \$10.00 for an
annual salary of **\$7,280.00.**

) **Approve** the employment of **Elizabeth Tyrell** as a part-time
paraprofessional instructional aide in the Elementary School for
the 2009-2010 school year at an hourly rate of \$10.00 for an
annual salary of **\$7,280.00.**

) **Approve Emma Alparone** as program coordinator for home-
based ABA instruction for two autistic students at her hourly rate

of \$39.82. Each student will receive one hour per week from October 2, 2009 to June 30, 2010 to be revisited for continuation or termination by June 30, 2010. [Program coordinator includes parent training sessions, parent consults, oversight of paraprofessional aide (when required), writing ABA instructional program and tracking student progress.]

Approve Heather Trepiccione as home-based ABA Aide \$11.79/hr

- 6) **Approve Heather Trepiccione** as a home-based ABA aide to deliver direct ABA reinforcement for one autistic child two hours per week from October 2, 2009 to June 30, 2010 at her hourly rate of \$11.79/hour, to be revisited for continuation or termination by June, 30, 2010.

Approve course reimbursement for Marisa Monaco \$1,635.00

- 7) **Approve the course reimbursement** for the 2009-2010 school year for tuition paid by the following employees: (Attachment #10)

a) **Marisa Monaco**

Program: Teacher of Students with Disabilities
Course: Assessment in Special Education
College/University: Kean University
Semester: Fall 2009
Credits: 3 Graduate Credits
Tuition: \$1,635.00

Approve Restraint Training Workshop

- 8) **Approve** the following staff development workshop to be funded through IDEIA funds:

- a) Restraint Training – Handle With Care
Facilitator: Greg Brown to be paid \$1500.00
Attendees: 7 Teachers to be paid \$35.00 each for the two (2) hour session
Total: \$1,745.00

Approve substitutes for 09-10

- 9) **Approve** the following substitutes for the 2009-2010 school year:

Rachel Lazier	Mallory Potosky
Nicole Locorotondo	Natalie Glazer
Nancy Lucas	Carol Klein
Kaitlyn Symonds	Sara Best
Sonia Damanakis	Diane Wanko
Tara McGourty	Michael Ricketts
Stefanie Parmese	Maryann Sajor
Linda Searles	Carolyn King
Barbara Salas	

ROLL CALL

Roll Call:

Janice Stemple – Aye
Karen Yaskanin-Jones – Aye
Susan Connor – Aye
Larissa Critelli – Aye

Kay Daughters-Musnuff - Aye
Barbara Gallagher – VP Aye
William Stover - Aye
Robert Imhoff – Pres - Aye

**CURRICULUM &
INSTRUCTION**

8 Ayes; Motion Passes

K. CURRICULUM & INSTRUCTION

5th Grtade to Camp
Bernie Feb 18&19, 2010

1. Larissa Critelli motioned, seconded by Karen Yaskanin-Jones, unanimously carried, to approve the following class trips and transportation:
 - a) **Fifth Grade to Camp Bernie** on February 18th and 19th. Transportation is to be provided by First Student at a cost of \$364.50 for two buses. Cost per student of \$90.00 includes transportation, meals, lodging and program, and is to be borne by parents/guardians. \$702.25 is to be paid by Board of Education to cover teacher/aide/nurse chaperone admission costs.

SCHOOL BUSINESS

L. SCHOOL BUSINESS

Based upon the recommendation of the Interim Superintendent, in consultation with the School Business Administrator/Board Secretary, Barbara Gallagher made a motion, seconded by Kay Daughters-Musnuff to approve the following items:

PAYMENT OF BILLS

Approve invoices
\$158,176.25

Approve Payroll 8/31/09
\$45,629.55

Approve Payroll 9/15/09
\$214,466.94

1. PAYMENT OF BILLS

Audit of Invoices (Attachment #11)

- a) **Approve** invoices for Current Expense Fund 10 in the amount of **\$158,176.25 (2009-2010 Schedule 3)**
- b) **Approve** payroll for Current Expense Fund 10 in the amount of **\$45,629.55 (08/31/09)**
- c) **Approve** payroll for Current Expense Fund 10 in the amount of **\$214,466.94 (09/15/09)**

USE OF FACILITIES

Use of MS Gym for Co-ed Volleyball

2. APPROVE THE USE OF FACILITIES FOR THE FOLLOWING GROUPS: (Attachment #12)

- A) Co-ed Volleyball** – Use of Middle School gym on Wednesday evenings beginning on September 23, 2009 and ending on May 27, 2010 from 7:00 pm until 9:00 pm. **Advisor: Steve Bauernfiend**
- B) Women’s Volleyball** – Use of Middle School gym on Monday evening’s beginning on September 28,

Use of MS Gym for Women’s Volleyball

Use of ES for PTO Fun Fest 10/17/09

2009 and ending on May 24, 2010 from 7:00 pm
until 9:00 pm. **Advisor: Ruby Reuter**

Inventory list of computer
equipment to be
discarded

C) PTO Fall Fun Fest – Use of Elementary School on
October 17, 2009 from 10:00 am to 4:00 pm.
Advisor: Cara Staviski

ROLL CALL

D) Girl Scouts – Use of Elementary School classroom
on the various Tuesdays of each month from
October 8, 2009 to May 20, 2010
Advisor: Leigh Russell

TRAVEL
EXPENDITURE

3. Request a motion to properly discard and dispose of old,
broken computer equipment as per inventory list
attached. (Attachment #13)

Roll Call:

M
S

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

ROLL CALL

8 Ayes; Motion Passes

M. TRAVEL EXPENDITURE APPROVAL

Based upon the recommendation of the Interim
Superintendent, Karen Yaskanin-Jones motioned to approve
the following (Attachment #14) 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
#14)

PUBLIC COMMENTS

EXECUTIVE/
CLOSED SESSION

Roll Call:

M
S

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

8 Ayes; Motion Passes

N. PUBLIC COMMENTS

None

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 8:40 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.

- 2009-2009 Grievance #1 – Level Four
- Pending or anticipated litigation of a former public official.
- 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
- August 24, 2009 Executive Meeting Minutes review (see sealed envelope)
- August 31, 2009 Executive Meeting Minutes review (see sealed envelope)
- Interview of Superintendent Candidate

Kay Daughters-Musnuff motioned to exit executive session and return to public session at 9:20 p.m. Janice Stemple seconded the motion. Unanimously carried.

RECOVERNE PUBLIC
SESSION

P. RECOVERNE PUBLIC SESSION

ADOPTION OF
EXECUTIVE
MINUTES

Q. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETINGS

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

1. August 24, 2009 Executive Meeting Minutes
2. August 31, 2009 Executive Meeting Minutes
(as amended)

Roll Call:

Kay Daughters-Musnuff – Aye Barbara Gallagher - VP – Aye

M

S

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

Abstain 8/31/09
William Stover - VP - Aye
Karen Yaskanin-Jones – Aye
Robert Imhoff, Pres. - Aye

Motion Passes

R. NEW BUSINESS

NEW BUSINESS

Barbara Gallagher requested to be removed as Finance Chair and from the committee.

Susan Connor requested that Dr. Caldwell provide sports schedules and directions to parents. Also Susan Connor wondered how to raise money toward the 8th grade class trip.

Larissa Critelli questioned the Policy Committee about the process to look at and possibly create new extra co-curricular activities. What is the procedure?

Kay Daughters-Musnuff wondered who was participating in the Community Day parade.

Q. PUBLIC COMMENTS

PUBLIC COMMENTS

None.

R. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Kay Daughters-Musnuff motioned to adjourn the meeting at 9:43 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

Anthony Juskiewicz
Board Secretary/Business Administrator