

**BOARD OF EDUCATION  
BOROUGH OF NORTH HALEDON**

*Regular Meeting*

*June 29, 2011*

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**CALL TO ORDER**

**TIME: 7:30pm**

**Flag Salute**

**Roll Call**

Present: Mrs. Antropow, Mrs. Contegiacomo, Mr. Dudas, Mr. Gorga,  
Mrs. Lampe, Mr. Vaccaro, Mr. Jordan  
Ms. Cardiello, Ms. Lordi, Esq., Mrs. Di Bartolo

Absent: Mrs. Foti, Mrs. Melone

**OPEN PUBLIC MEETING NOTICE**

In accordance with the provisions of the Open Public Meetings Act, the North Haledon Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at the North Haledon Municipal Building and Memorial and High Mountain Schools and mailed to The Hawthorne Press, on May 6, 2011, which has been designated as the Board's official newspaper and to The Gazette and The Record, alternate newspapers. Notice was also filed with the Borough Clerk and will be sent to those persons requesting that such notice be mailed to them.

**Superintendent's Report**

**Business Administrator's Report**

**Finance**

Investment report as of May 31, 2011  
Total Governmental Funds \$ 932,441.76

**Communications**

All correspondence to the Board received during the month is on the attached list and has been distributed.

**Sender**

Victor J. D'Ambrosio Manchester Utilities Authority  
Mayor Randy George  
Vincent E. Ciarleglio  
NJSBA

**Subject**

Billing Matters  
Rain Garden  
Time Capsule  
2011 Annual Workshop Information

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**Committee Reports**

**Facilities & Services:** Mr. Gorga provided an update with regards to the status of the district's litigation as it relates to referendum project. He also provided a brief update on upgrades for our security systems.

**Curriculum:** Mrs. Antropow explained that she was very pleased with the Professional Development Plan and that we would be having a curriculum committee meeting soon.

**Finance:** Mr. Vaccaro referred the board to the written report that was provided detailing the discussion of the last Finance Committee Meeting on 6-21-11.

**Personnel:** Mrs. Lampe explained the hiring process that was discussed in committee for the positions of Vice Principal and Principal.

**Policy:** Mrs. Lampe – No report.

**Public Relations:** Mr. Gorga explained that we will be keeping a binder of all correspondence to the board.

**Technology:** Mr. Dudas – We will be scheduling a meeting soon. Possible July 20.

**Negotiations:** Mrs. Contegiacomo – No Report.

**Representative's Reports**

**Board of Recreation:** Mr. Dudas – No report

**Borough Council:** Mrs. Lampe – No Report

**Planning Board:** Mr. Vaccaro – No Report

**PCSBA/NJSBA:** Mrs. Melone – No Report

**P.C. Educational Service Commission:** Miss Cardiello – No Report

**Accept Reports**

Motion: Mrs. Lampe

Second: Mr. Vaccaro

Be it resolved: That the Superintendent's, Business Administrator's, Committee and Representatives reports be accepted.

Vote: All in Favor

**Petition of Citizens**

Mr. Ciarleglio asked the board's permission to pursue locating and exhuming a time capsule that was buried on the High Mountain School property sometime in the 72-73 school year.

Tina Rowe provided an update with regards to the playground project for Memorial School.

Mayor Randy George explained to the board the assistance that will be provided to install the playground. Also, he believes that the playground should not be lighted. Mayor George also provided comment on the letter that the board received from the Manchester Utilities Authority.

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Motion to Close the Floor: Mrs. Lampe  
Second: Mrs. Contegiacomo  
Vote: All in favor

**New Business**

**Finance:**

**The Finance Committee recommends the following motions for approval by the Board:**

Motion: Mr. Vaccaro  
Second: Mrs. Lampe

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves motions 1). **District Claims** 2). **Financial Reports** 3) **Budget Transfers** 4) **Approval of the June 2011 payroll** 5) **Purchasing Agent Authorization** 6) **Payment of Claims** 7) **Transfer of Funds** 8) **Renewal Health Benefit and Prescription Agreement with Horizon** 9). **Renewal Dental Coverage** 10) **Student Accident Insurance Renewal** 11) **Real Time Information Technology** 12) **Scientific Water Conditioning Agreement** 13) **Appointment of Wilentz, Goldman and Spitzer for the month of July 2011.**

Vote:  
Ayes: 7  
Nays: 0  
Abstentions: 0

**1). District Claims**

Be it resolved: That the attached list of claims in the amount of \$870,743.10 be approved for payment immediately or as funds of this Board become available. This list includes the following payments per fund \$803,794.01 General Fund, \$11,329.11 Special Revenue Fund, \$6,407.23Capital Fund, \$49,212.75 Cafeteria Fund

**2). Financial Reports**

Be it resolved: That the Board Secretary and Treasurer of School Monies reports for May 2011 be received as per copies distributed to each member and their totals spread in the minutes. Included within the Secretary's report is the budgetary account status and pursuant to N.J.A.C. 6A:23A-16.10(c)3 which requires certification from the Business Administrator that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a), the Business Administrator so certifies, and be it further resolved: the Board hereby certifies that, after review of the Secretary's monthly financial report for May 2011, to the best of its knowledge, no major accounts or funds have been over expended in violation of N.J.A.C.6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year

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**3). Budget Transfers**

Be it resolved: That the transfers on the attached list in the amount of \$51,996.99 are approved for the 2010-2011 school budget; inclusive of a transfer from Fund 11-Supplies to Fund 12- Capital Non-Instructional Equipment in the amount of \$8000.00.

**4) Approval of the June 2011 payroll**

Be it resolved: The Board approves the June, 2011 payroll in the amount of \$610,171.18 having been duly audited by the business administrator and previously paid.

**5) Purchasing Agent Authorization**

**WHEREAS, N.J.S.A. 18A:18A-2** provides that a Board of Education shall assign the authority, responsibility, and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by this chapter, and

**WHEREAS, N.J.S.A. 18A-18A-3** provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$26,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

**WHEREAS, N.J.S.A. 18A-18A-37c** provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$3,900) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, North Haledon Board of Education, pursuant to the statutes cited above, hereby appoints Nancy Di Bartolo, Business Administrator/Board Secretary, as its duly authorized purchasing agent and is duly assigned the authority, responsibility, and accountability for the purchasing activity of the North Haledon School District, and

**BE IT FURTHER RESOLVED**, that Nancy Di Bartolo is hereby authorized to award contracts on behalf of the North Haledon Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$3,900) without soliciting competitive quotations, and

**BE IT FURTHER RESOLVED** that Nancy Di Bartolo is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$3,900) but less than the bid threshold of \$26,000.

**BE IT FURTHER RESOLVED** that the North Haledon Board of Education shall ratify all purchases made by Nancy Di Bartolo by resolution to be adopted by the Board.

**6) Payment of Claims:** Be it resolved: Upon the recommendation of the Superintendent. The Board hereby authorizes the Business Administrator/Board Secretary to make payment, without prior approval of the Board. All such payments are to be ratified at the ensuing Regular meeting of the Board.

**7) Transfer of Funds:** Be it resolved: Upon the recommendation of the Superintendent. The Board hereby authorizes the Business Administrator/Board Secretary to approve transfer of funds between line items and program categories, as necessary, between meetings of the Board, with ratification by the Board at the next meeting of the Board, in accordance with N.J.S.A. 18A:22-8.1.

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**8) Renewal Health Benefit and Prescription Agreement with Horizon**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the agreements with Horizon for Health Benefit and Prescription coverage for the employees of the North Haledon Board of Education for the period beginning July 1, 2011 through June 30, 2012 at the following monthly rates: Health Benefits: Single \$628.76, 2 Adults \$1,414.68, Parent/Child \$880.24, Family \$1,695.74, and Prescription rates of: Single \$138.34, 2 Adults \$301.80, Parent/Child \$212.38 and Family \$407.

**9). Renewal Dental Coverage**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the Dental renewal with Metlife for July 1, 2011 through June 30, 2012 at a composite monthly rate of \$47.88.

**10) Student Accident Insurance Renewal**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the renewal of our Student Accident Insurance with Bollinger, Inc. through Lobosco Insurance Agency for the 2011-2012 school year at an annual cost of \$7,247.00.

**11) Real Time Information Technology Agreement**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the renewal agreement with RealTime Information Technology for scheduling, grading, discipline, health office information and medical records along with IEP and 504 plans as well as student and staff attendance at the following costs for the 2011-2012 school year.

Student Information Basic System	\$7,462.00
Special Education Mgmt/IEP Writer	<u>\$2,502.50</u>
Total Annual Fee	\$9,964.50

**12) Scientific Water Conditioning Agreement**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the renewal agreement with Scientific Water Conditioning, Co., for water treatment services and cleaning for High Mountain School water system at the following costs:

Water Treatment Service	\$928.00
Cleaning	\$855.00

**13) Appointment of Wilentz, Goldman and Spitzer for the month of July 2011.**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby appoints Wilentz, Goldman and Spitzer, P.A. as Board Attorney for the period of July 1, 2011 – July 31, 2011.

**Personnel:**

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**The Personnel Committee recommends the following motions for approval by the Board.**

Motion: Mrs. Lampe

Second: Mrs. Contegiacomo

**Be it resolved: Upon the recommendation of the Superintendent. The Board hereby approves motions: 1). School Physician 2). Maternity Leave 3) Settlement Agreement 4) Maternity Leave Amendment – K.Londino 5) Extended School Year Employment – Nurse 6) On-Call Administrative Assistant 7) Part Time Professional Staff 8) Full Time Instructional Staff 9). Resignation 10). Full time Instructional Staff 11). Admission of Children of a Non-Resident Staff Member 12). Resignation 13) Physical Therapy Consultant 14). Full Time Instructional Staff 15) Stipend Rate**

Vote:

Ayes: 7

Nays: 0

Abstentions: 0

**1) School Physician**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the agreement with Dr. Carmelina Tirri, M.D. for the period of July 1, 2011 – June 30<sup>th</sup>, 2012 as School Physician as per the solicitation of proposals for professional services. The board hereby approves the agreement for services at a cost of \$1000 for the school year.

**2). Maternity Leave**

Be it resolved that the Board of Education hereby approves a maternity/child rearing leave of absence for teaching staff member Janelle Metzler for the period from October 18, 2011 through the end of the 2011-2012 school year in accordance with Part Two, Article 3 of the collective negotiations agreement between the Board and the North Haledon Education Association. Ms. Metzler shall utilize 42 paid sick leave days during this leave of absence. Ms. Metzler's unpaid leave shall commence on December 19, 2011 and shall continue through the end of the 2011-2012 school year. The first 12 weeks of Ms. Metzler's unpaid leave will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate, and Ms. Metzler's medical benefits shall continue during this 12 week period. The remainder of Ms. Metzler's unpaid leave of absence during the 2011-2012 school year shall be without medical benefits. The Superintendent of Schools and the Board's Business Administrator/Board Secretary are hereby authorized to take all necessary steps to implement this action of the Board.

**3) Settlement Agreement**

Be it resolved that the Board of Education hereby approves the previously submitted Settlement Agreement and General Release between the Board and Donna Hastie. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement the aforesaid Settlement Agreement and General Release.

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**4) Maternity Leave Amendment – K.Londino**

Be it resolved that the Board of Education hereby amends the Board's resolution dated May 4, 2011 approving a maternity/child rearing leave of absence for teaching staff member Kelly Londino so that a maternity/child rearing leave of absence for Kelly Londino shall commence, retroactively, on June 20, 2011 through the end of the 2011-2012 school year in accordance with Part Two, Article 3 of the collective negotiations agreement between the Board and the North Haledon Education Association. Ms. Londino shall utilize 17 paid sick leave days during this leave of absence. Ms. Londino's unpaid leave shall commence on September 23, 2011 and shall continue through the end of the 2011-2012 school year. The first 12 weeks of Ms. Londino's unpaid leave will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate, and Ms. Londino's medical benefits shall continue during this 12 week period. The remainder of Ms. Londino's unpaid leave of absence during the 2011-2012 school year shall be without medical benefits. The Superintendent of Schools and the Board's Business Administrator/Board Secretary are hereby authorized to take all necessary steps to implement this action of the Board.

**5) Extended School Year Employment - Nurse**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby Jane Ann Linde for the ESY program from July 5, 2011 through July 29, 2011 at a salary not to exceed \$2992.50.

**6) On-Call Administrative Assistant**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby appoints Cecilia Weston as on-call/temporary administrative assistant at an hourly rate of \$15.00, no benefit coverage, with a schedule limited to no more than 30 hours per week **as scheduled** by the business administrator, beginning July 1, 2011 through August 31, 2011.

**7) Part Time Professional Staff**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby re-appoints the following part time professional staff members for the period of July 1, 2011 through June 30, 2012.  
Audrey Dean – Social Worker – \$49,440

**8). Full Time Instructional Staff**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby appoints Ms. Christina Depetro as a middle school math/science teacher for the 2011-2012 school year. Ms. Depetro will be placed on BA Step 1 of the NHEA salary guide with an annual salary not to exceed \$50,550. This appointment is pending criminal history review.

**9). Resignation**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby accepts with regret, the resignation of Miss Laura Belluzzi effective June 30, 2011.

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**10). Full Time Instructional Staff**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby appoints Ms. Sara Neely as an elementary teacher for the 2011-2012 school year. Ms. Neely will be placed on BA Step 2 of the NHEA salary guide with an annual salary not to exceed \$50,750. This appointment is pending criminal history review.

**11). Admission of Children of a Non-Resident Teacher**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves admission of children for non-resident teachers according to Article 10 of the NHEA Agreement. Admission includes one (1) Kindergarten student and one (1) Eighth Grade student.

**12). Resignation**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby accepts with regret, the resignation of Ms. Lauren Primavera – Recess Aide effective June 30, 2011.

**13) Physical Therapy Consultant**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves Mrs. Sara Friedman as the Physical Therapy Consultant for the 2011-2012 school year at an hourly cost of \$55 per hour for hours work depending upon services rendered.

**14). Full Time Instructional Staff**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby appoints Mr. Eric Lurie as an elementary teacher for the 2011-2012 school year. Mr. Lurie will be placed on MA Step 1 of the NHEA salary guide with an annual salary not to exceed \$54,300. This appointment is pending criminal history review.

**15) Stipend Rate**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves a one-time stipend for Melissa Tait and Karen Gabriele to complete scheduling for both Memorial and High Mountain Schools. Mrs. Tait and Mrs. Gabriele will receive a stipend rate of \$41.00 hourly for 40 hours for a total not to exceed of \$1640.00 each. The work will begin during the week of June 30<sup>th</sup>, 2011.

**Public Hearing on Administrator's Contracts**

At this point in our meeting, we would like to conduct the Public Hearing with regard the Business Administrator/Board Secretary contract. If anyone would like to make a comment, please state your name and address prior to addressing the Board.

**The Personnel Committee recommends the following motions for approval by the Board.**

Motion: Mrs. Lampe

Second: Mrs. Contegiacomo

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**Be it resolved: Upon the recommendation of the Superintendent. The Board hereby approves motions: 16). Business Administrator's Contract**

Vote:

Ayes: 7

Nays: 0

Abstentions: 0

**16) Business Administrator's Contract**

Be it resolved: Upon the recommendation of the Personnel Committee, the Board hereby approves the Employment Contract with Nancy DiBartolo, Business Administrator/Board Secretary, for a term commencing July 1, 2011 and expiring on June 30, 2012. Mrs. DiBartolo shall be paid an annual salary of \$107,100.

**Policy:**

**The Policy Committee recommends the following motions for approval by the Board.**

Motion: Mrs. Lampe

Second: Mr. Vaccaro

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves motions

Vote:

Ayes: 7

Nays: 0

Abstentions: 0

**1). Minutes**

**1). Minutes**

Be it resolved: The minutes listed below be approved as per copies distributed to each Board Member:

Regular Meeting – May 26, 2011  
June 15, 2011

Private Session – May 26, 2011  
June 15, 2011

**Curriculum:**

**The Curriculum Committee recommends the following motions for approval by the Board**

Motion: Mrs. Antropow

Second: Mrs. Lampe

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves motions:

- 1). Travel and Related Expenses 2). Professional Development Plan 3). Discovery Education  
4).English Language Services Plan**

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Vote:

Ayes: 6

Nays: 0

Abstentions: 1 (Mr. Dudas abstained as to himself in item #1) Travel and Related Expenses)

**1). Travel and Related Expenses**

Approve reimbursement and expenses, previously approved by the Superintendent for the following staff training, workshops, conventions, conferences and/or seminars as they are directly related to and within the scope of participant's duties and are critical to the instructional needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified:

<b>Date</b>	<b>Participant</b>	<b>Workshop</b>	<b>Location</b>	<b>Fee*</b>	<b>Lodging &amp; M&amp;IE</b>
9/17/11	Michelle Melone	New Board Member Orientation	Allendale, NJ	No Charge	
9/17/11	Peter Dudas	New Board Member Orientation	Allendale, NJ	No Charge	

**2). Professional Development Plan**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves The District Professional Development Plan for the 2011-2012 school year.

**3) Discovery Education**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the subscriber agreement with Discovery Education, Inc. for Middle/Elementary Streaming License at the cost of \$3140.00 for the 2011-2012 school year.

**4). English Language Services Three Year Plan**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the English Language Services Three Year Plan for the school years 2011-2012 through 2013-2014.

**Facilities & Services:**

**The Facilities & Services Committee recommends the following motions for approval by the Board.**

Motion: Mr. Gorga

Second: Mr. Vaccaro

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Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves motions:  
**1). Use of District Facilities 2), Donations 3) Transportation Renewals 4) Delta Mechanical Systems – HVAC Preventive Maintenance Contract 5) Agreement with Bayada Nurses, Inc.-ESY 6) Agreement with Bayada Nurses, Inc.-SY 2011-2012 7)Approval to Search for Time Capsule**

Vote:

Ayes: 7

Nays: 0

Abstentions: 0

**1). Use of District Facilities**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the following use of district facilities subject to non-conflicting events:

Daisy Troop #646 – Memorial School Room #112, 3pm-4:30pm, Alternate Mondays beginning September 19<sup>th</sup>. Meeting Dates:  
9/19/11,10/3,10/17,11/21,12/5,12/19,1/9/12,1/23,2/13,2/27,3/12,3/26,4/16,4/23,5/7,5/21,6/4.

NH Education Foundation – HMS Media Center 7:15  
Meeting Dates: 8/9/11, 9/13, 10/11, 11/8,12/13, 1/10/12, 2/7, 3/13, 4/16, 5/8, 6/12  
Pancake Breakfast: HMS Kitchen and All Purpose Room, Saturday, April 7, 2012

**2), Donations**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby accepts the following donations:

Donation of books in the amount of \$1395.04 to support the Lit Life Balanced Literacy initiative from the North Haledon Education Foundation.

Donation of books in the amount of \$1303.00 to support the Lit Life Balanced Literacy initiative from the North Haledon Parent Teachers Organization

The Board of Education would like to thank both the PTO and the Education Foundation for their continued support of our educational program for all students in the North Haledon School District.

**3) Transportation Renewals**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the following Transportation Contract renewals with First Student for the 2011-2012 school year as listed below:

Route M2006	Memorial School	Bid #200606T	per diem \$174.41	Total \$32,265.85
Route 200804	Memorial School	Bid #200804	per diem \$172.29	Total \$31,320.50

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**4) Delta Mechanical Systems – HVAC Preventive Maintenance Contract**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the following HVAC Contracts with Delta Mechanical for the 2011-2012 school year as listed below:

High Mountain School	\$3,100.00
Memorial School	\$5,671.00

**5) Agreement with Bayada Nurses, Inc.-ESY**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves an agreement with Bayada Nurses, Inc. for the Extended School Year beginning on July 6, 2011 and ending on July 29, 2011 for transportation nursing services for Student # 1002 at a cost of \$40-\$50/hour

**6) Agreement with Bayada Nurses, Inc.-SY 2011-2012**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves an agreement with Bayada Nurses, Inc. for the Extended School Year beginning on September 6, 2011 and ending on June 25, 2012 for transportation nursing services for Student # 1002 at a cost of \$40-\$50/hour.

**7) Approval to Search for Time Capsule**

Be it resolved: Upon the recommendation of the Superintendent, the Board hereby approves the request to search for a time capsule on the property of the High Mountain School.

**Unfinished Business**

**ADJOURNMENT**

Motion: Mrs. Lampe  
Second: Mrs. Contegiacomo  
Time: 8:25 pm  
Vote: All in Favor

Respectfully Submitted,



Nancy Di Bartolo  
Board Secretary