



**Clinton-Glen Gardner Board of Education**

*Tuesday, March 22, 2011*

*7:30 pm, CPS Library/Media Center*

**BUSINESS SESSION MEETING AGENDA**  
**Action Will Be Taken**

The mission of Clinton Public School is to inspire our students to become contributing members of society who are independent, innovative, life-time learners equipped with the necessary skills to meet the demands of our ever-changing world.

*Adopted 11/2008*

**1. Call to Order**

**2. Opening Statement:**

*This meeting is held in compliance with the New Jersey Open Public Meetings Law. The Clinton-Glen Gardner Board of Education has given the public adequate notice by having the date, time, and place of the meeting published in the Hunterdon County Democrat and Hunterdon Review, and by having duly posted the same information in the Board Office, the school bulletin board, the faculty room and the Town Hall.*

**3. Roll Call**

**4. Monthly School Data:**

- a. Enrollment Data Report (**Attachment #1**)
- b. Student Suspensions:
  - i. In-School Suspensions: 1
  - ii. Out-of-School Suspensions: 0
- c. School Nurse's Report (**Attachment #2**)
- d. Violence and Vandalism (EVVRS Data)
- e. Fire Drill and Bus Evacuation Drill Report (**Attachment #3**)

**Motion:** *To accept the aforementioned monthly school data report, items 4a-e.*

**5. Superintendent/Principal's Report**

**6. Clinton Teachers' Association (CTA) Update**

**7. Public Comment**

**8. Personnel**

<b>A. Motion:</b> To approve the following staff members for the 2010-11 school year for the following positions:					
<b>Position</b>	<b>Name</b>	<b>Rate/Salary</b>	<b>Guide Step</b>	<b>Effective</b>	<b>Att.</b>
<b>Home Instruction Teacher</b>	Joe Harris Kate Fischer	\$39/hour		3/23/11	
<b>Substitute Teacher for the 2010-2011 School Year</b>	Susan Haney	\$75/day		2010-2011 School Year	

<b>B. Motion:</b> To approve the following staff members for 2011 summer sports camp positions:					
<b>Summer Sports Camps</b>	<b>Name</b>	<b>Rate/Salary</b>		<b>Effective</b>	
Baseball Soccer Basketball (G&B) All-Sports	Tim Bidwell	\$39/hr or \$780 per camp		6/21/10	
Baseball Soccer Basketball (G&B) All-Sports	Joe Harris	\$39/hr or \$780 per camp		6/21/10	
Volleyball	Sue Penn	\$39/hr or \$780		6/21/10	

## 9. Curriculum, Instruction, Assessment, & Technology

### a. Staff Development

**Motion:** To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12

Program Name	Date	# Employees	# Board Member	Event Cost	Substitute Pay	Total Cost
Social Skills Training by Jed Baker	03/16/2011	5		\$50.00	\$225.00	\$475.00
Lopatcong Tech Day	03/18/2011	2		\$50.00	\$150.00	\$250.00
43 <sup>rd</sup> Annual Conference on Reading and Writing	04/01/2011	2		\$195.00	\$150.00	\$440.00
NJTESOL 2011 Spring Conference	05/24/2011	1		\$109.00	\$0.00	\$109.00

### b. Field Trips

**Motion:** To approve the following requests for field trips as listed:

Date	Grade	Destination	Cost/Student
April 2011	7th grade	DaVinci Science Center	\$11.45
April - June 2011	Pre-K	Town of Clinton	\$0.00
May 2011	1st grade	Lakota Wolf	\$5.00
May 2011	6th grade	Liberty Science Center	\$21.50

**Motion:** To adopt the following content area curriculum management system documents (rewritten during the 2010-2011 school year)  
**(Attachments #4,5,6):**

- Guidance
- World Language
- Science

## 10. Policy

- a. **Motion:** To allow previously approved policies and bylaws to be updated without Board approval when the update is only a change in legal citation for reference purposes only and when there is not a revision in the content of the policy or bylaw.
- b. **Motion:** To approve the listed First and Second Readings and Adopt or Repeal the Policies with Second Readings.

#	TITLE	M	SUMMARY	ACTION
1522	School-level Planning (Revised)	M	The requirements for school-level planning remain unchanged with the exception of eliminating the reference to the Quality Assurance Annual Report (QAAR), which is now replaced by New Jersey Quality Single Accountability Continuum (QSAC).	1 <sup>st</sup> Reading <b>ATT. # 7A</b>
2461	Special Education/ Receiving Schools (Revised)	M	On February 9, 2011, school districts received a Memorandum from the New Jersey Department of Education (DOE) dated February 4, 2011 with a model policy and procedures required for private schools and public schools who receive special education children. Policy Guide 2461 has been revised to be consistent with the model policy and procedures.	1 <sup>st</sup> Reading <b>ATT. # 7B</b>
5561	Use of Physical Restraint (New)	M	Several districts have requested policy guidance regarding the use of physical restraint. N.J.S.A. 18A:6-1 permits the use of reasonable force to control a pupil for certain emergency situations outlined in N.J.S.A. 18A:6-1. The use of physical restraint in schools is the subject of much debate. Although New Jersey law expressly permits the use of reasonable force to control a pupil in an emergency situation, there is no statute or code to provide specific guidance on the use of physical restraint. Policy 5561 was developed upon reviewing the current research and other State laws regarding the use of physical restraints. This Guide provides a very conservative approach to the use of physical restraint by school staff members in an emergency situation.	1 <sup>st</sup> Reading <b>ATT. # 7C</b>
6220	Budget Preparation (Revised)	M	Policy Guide 6220 has been revised removing some of the details of budget development and referencing the new code sections that apply as the budget details are frequently revised. In addition, some of the new requirements regarding public inspection of the budget upon submission to the Executive County Superintendent and publication of the budget after adoption have been added. Administrative code legal citations have also been updated.	1 <sup>st</sup> Reading <b>ATT. # 7D</b>
6820	Financial Reports (Revised)		The revised Policy Guide provides some additional details, updates the legal code citations, expands the Board Secretary's title to School Business Administrator/Board Secretary, and provides for a Treasurer of School Moneys designee in the event the district elects not to have a Treasurer of School Moneys position consistent with the recent legislation making this position no longer a requirement. The new code and this Policy Guide does not change any financial reporting requirements.	1 <sup>st</sup> Reading <b>ATT. # 7E</b>

2414	Programs and Services for Pupils in High Poverty and in High Need School Districts		This policy is only relevant to high poverty and high need school districts as defined in the administrative code and requires certain programs and services in high poverty and high need school districts.	Repeal
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**11. General Information: Business Administrator’s Report**

**a. Approval of Board of Education Minutes as follows (Attachment #8):**

**Motion:** *To approve the Board of Education Meeting minutes from the February 16, 2011 Work and Executive Sessions; and February 24, 2011 Business and Executive Sessions; and February 28, 2011 Preliminary Budget Session.*

**b. Secretary’s and Treasurer’s Reports (Attachments #9A, 9B)**

- i. January, 2010      \$ 837,176.66

**Motion:** *To approve the above referenced Secretary’s and Treasurer’s report as the cash receipts, cash expenditures, and cash balances in the above specified amounts, are in agreement and further approve that in compliance with NJAC 6:20-2.13E, that no major account or fund has been over-expended and that as of the date of their reports there are sufficient funds available to meet financial obligations for the remainder of the 2010-2011 school year.*

**c. Bill List (Attachment #10)**

- i. General Account: \$ 687,406.53
- ii. Cafeteria Account: \$ 11,872.69

**Motion:** *To approve the payment of the bills in the above-specified amounts.*

**d. Checking Account Balances for January, 2011**

i. Student Activities:	\$26,035.48
ii. Cafeteria:	\$49,162.64
iii. Payroll Agency:	\$ 8,540.31
iv. Unemployment:	\$70,914.07

**Motion:** *To approve the balances of the above specified amounts.*

**e. Transfers (Attachment #11)**

**Motion:** *To approve Transfers in the amount \$ 6,831.21 for February, 2011*

**f. Transportation Jointure with DVRHS**

**Motion:** *To approve a transportation jointure with Delaware Valley Regional High School for one CPS student to West Orange, NJ in the amount of \$149.31 per day (route is shared with NHRVHS for sibling cost, actual cost is \$298.63).*

**g. Attorney's Contract**

**Motion:** *To approve a contract with Kalac, Barger and Bacigalupo, LLC for legal services for contract negotiations at an hourly rate of \$160 retroactive to March 7, 2011.*

**12. Correspondence**

**13. New Business**

**14. Old Business**

**a. PUBLIC HEARING-Presentation and Adoption of 2011-2012 School Budget**

2011-2012 Annual School Budget

The Board of Education of Clinton-Glen Gardner hereby adopts the following budget for the 2011-12 school year:

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	<u>494</u>		
<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$7,176,754</u>	Transfer from Child Care	<u>\$45,000</u>
Capital Outlay	<u>185,355</u>	Local Tax Levy-General	<u>\$6,055,296</u>
		Capital Reserve Withdraw	<u>\$100,050</u>
		Ed Jobs Funds	<u>\$19,909</u>
		Misc Revenue	<u>\$12,250</u>
		Tuition	<u>\$34,000</u>
		State Aid	<u>\$1,095,604</u>
Total Operating Budget	<u>\$7,362,109</u>	Total Operating Budget	<u>\$7,362,109</u>
Special Revenue Fund	<u>138,637</u>	Special Revenue Fund	<u>\$138,637</u>
Repayment of Debt	<u>527,088</u>	Debt Service Aid	<u>\$967</u>
		Local Tax Levy-Debt	<u>\$526,121</u>
			<u>\$0</u>
Total Expenditures	<u><u>\$8,027,834</u></u>	Total Revenue	<u><u>\$8,027,834</u></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 2011-12 tentative budget includes a maximum travel appropriation of \$18,000

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

Included in the 2011-12 proposed budget is a maximum regular business travel amount of \$500 per employee

(not to exceed \$1500 per employee)

**Motion: To adopt the 2011-2012 Budget as presented.**

**15. Public Comment**

**16. Executive Session**

**17. Adjournment**