



**Clinton-Glen Gardner Board of Education**

*Thursday, February 24, 2011  
7:30 pm, CPS Library/Media Center*

**BUSINESS SESSION MEETING AGENDA**  
**Action Not 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: 0
  - 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**

**A. Motion:** 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>Summer Sports Camp Coordinator</b>	Joe Harris	\$1,500		2/25/11	
<b>Substitute Teacher</b>	Scott Kinzel	\$75.00 per diem		2/25/11	
<b>Substitute Teacher</b>	Jessica Weiss	\$75.00 per diem		2/25/11	

**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

<b>Program Name</b>	<b>Date</b>	<b># Employees</b>	<b># Board Member</b>	<b>Event Cost</b>	<b>Substitute Pay</b>	<b>Total Cost</b>
Legal One Advanced: New Jersey's New Bullying Law	3/17/2011	1		\$100.00		\$100.00
Legal One Advanced: New Jersey's New Bullying Law	3/31/2011	1		\$100.00		\$100.00
Smart Board Multimedia & More	3/16/2011	4		\$195.00 each	\$300.00	\$1,080.00
2011 NAIS Annual Conference	2/24/2011 2/25/2011	1		0.00	\$150.00	\$150.00
Executive Functions & Classroom Behavior Interventions	3/02/2011	1		\$149.00		\$149.00
Reducing Bullying Conflict & Mean Behavior	2/17/2011	1		\$50.00		\$50.00
Governance IV Mandated Training	3/28/2011		1			\$0.00
Legal One: NJ's New Bullying Law	3/18/2011	1		\$100.00		\$100.00
Smart Board	3/18/2011	1		\$195.00	\$75.00	\$270.00

Advanced					
NJASSW	4/11/2011	1		\$85.00	\$85.00
Scaffolding Reading Comprehension	4/06/2011	1		\$165.00	\$165.00
Innovation InSight	5/02/2011	1		\$249.00	\$249.00
Hunterdon County Consortium Meeting	2/17/2011	1		\$0.00	\$0.00

**b. Field Trips**

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

Date	Grade	Destination	Students	Cost/Student
March 2011	4	Ellis Island	64	\$10.50
March 2011	K	Crayola Factory	39	\$6.50
May 2011	Pre-K	Bob-o-link Farm	15	\$5.00
May 2011	5	Sandy Hook	50	\$16.00

**10. Policy**

**a. Motion:** To approve the listed First and Second Readings and Adopt or Repeal the Policies with Second Readings.

#	TITLE	M		SUMMARY	ACTION
1140	Affirmative Action Program	M	New	A new Policy Guide has been developed regarding a school district's general affirmative action responsibilities to include the required annual appointment of an Affirmative Action Officer and the school district's responsibilities for professional development as outlined in N.J.A.C. 6A:7-1.4, 6A:7-1.5 and 6A:7-1.6.	2 <sup>nd</sup> reading
1523	Comprehensive Equity Plan	M	Revised	1523 has been revised to align with the provisions of N.J.A.C. 6A:7-1.9.	2 <sup>nd</sup> reading
1530	Equal Employment Opportunities	M	Revised	1530 has been updated to incorporate an additional provision outlined in N.J.A.C. 6A:7-1.8(c). In addition, several minor revisions were made to be consistent with Section VI – Employment/Contract Practices of the Comprehensive Equity Plan Needs Assessment Checklist	2 <sup>nd</sup> reading
1550	Affirmative Action Program for Employment and Contract Practices	M	Revised	1550 has been revised to align with the provisions of N.J.A.C. 6A:7-1.8.	2 <sup>nd</sup> reading

2260	Affirmative Action Program For School and Classroom Practices	M	Revised	2260 has been revised to align with the provisions of N.J.A.C. 6A:7-1.7.	2 <sup>nd</sup> reading
2415.01	Academic Standards, Academic Assessments, and Accountability	M	Revised	New Jersey Department of Education recently published a Title I School Improvement Information Sheet 2010-2011 and information in this document and other recently published NCLB documents require an update to Policy Guide 2415.01.	2 <sup>nd</sup> reading
2423	Bilingual and ESL Education	M	Revised	Parents of limited English proficient children placed in a language instruction educational program have been notified, no later than thirty days after the start of the school year, of the reason for this placement and the child's level of proficiency.	2 <sup>nd</sup> reading
6360	Political Contributions	M	Revised	The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), significantly changes the Political Contribution Disclosure (PCD) requirements for school districts. N.J.A.C. 6A:23A-6.3 now requires PCD forms to be filed for all contracts with an anticipated value in excess of \$17,500, <i>regardless of the basis upon which the contract was awarded</i> . Therefore, there is no longer different PCD filing requirements when the Board awards a contract using a “non-fair and open” process or a “fair and open” process. Policy Guide 6360 has been revised removing the “fair and open” exception to a business entity filing a PCD form.	2 <sup>nd</sup> reading
6362	Contributions To Board Members and Contract Awards	M	Revised	The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3(a)1, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), prohibits the award of <i>all contracts</i> of \$17,500 or greater to any vendor that contributed more than the reportable amount (currently \$300) to a Board member during the previous year, and bars vendors from making contributions of more than the reportable amount (currently \$300) to individual Board members during the life of the contract. The practical application of this administrative code provision, as confirmed by the NJDCA, requires a Board of Education to disqualify a bidder who would otherwise be determined to be the lowest responsible bidder if the “business entity,” as defined in	2 <sup>nd</sup> reading

				N.J.S.A. 19:44A-20.7, made a contribution reportable ... to a member of the district Board of Education during the preceding one-year period. It is recommended this issue be reviewed by the Board Attorney before a Board disqualifies an apparent low bid under these circumstances. The January 15, 2010 LFN suggests Boards of Education include the Business Entity Disclosure Certification (BED-C) to facilitate disclosure contributions to Board members by vendors for use in the district's bid specifications, requests for quotations and proposals. Policy Guide 6362 has been updated to require a completed BED-C for <i>all</i> contracts in the amount of \$17,500 or greater.	
8420	Emergency and Crisis Situations	M	Revised	The New Jersey Department of Education and the New Jersey Office of Homeland Security and Preparedness recently published their School Security Drill Guide providing guidance on school security drills. Schools are required to conduct one fire drill and one school security drill each month. In addition, schools must hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills during the school year.	2 <sup>nd</sup> reading
8740	Bonding		Revised	Administrative code sections in N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures, adopted in final form in December 2009, replaced many of the administrative code sections of N.J.A.C. 6A:23 – Finance and Business Services. Many of the new N.J.A.C. 6A:23A administrative code sections were just relocated from N.J.A.C. 6A:23. N.J.A.C. 6A:23-2.5 – Minimum Bond Requirements for Treasurer of School Moneys was relocated to N.J.A.C. 6A:23A-16.4. Policy Guide 8740 has been revised to incorporate this change. In addition, P.L. 2010 Chapter 39 approved July 2, 2010, which provides an <i>option</i> for a district to employ a Treasurer of School Moneys, requires a new sentence regarding surety bonds for a district that elects not to have a Treasurer of School Moneys.	2 <sup>nd</sup> reading

## 11. General Information: Business Administrator's Report

### a. Approval of Board of Education Minutes as follows (Attachment #4 revised):

**Motion:** To approve the Board of Education Meeting minutes from the January 19, 2011 Work and Executive Sessions; and January 25, 2011 Business Session and Executive Sessions.

### b. Secretary's and Treasurer's Reports (Attachments #5A, 5B)

- i. December, 2010 \$ 627,506.98

**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 #6)

- i. General Account: \$ 1,040,939.97
- ii. Cafeteria Account: \$ 8,956.88

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

### d. Checking Account Balances for December, 2010

- i. Student Activities: \$25,993.30
- ii. Cafeteria: \$39,205.56
- iii. Payroll Agency: \$ 6,228.97
- iv. Unemployment: \$70,883.97

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

### e. Transfers

**Motion:** To approve Transfers in the amount \$ 3187.50 for substitute allocations in January. (**Attachment #6A**)

**f. Custodial Services Bid Award**

**Motion:** To award a contract to Pritchard Industries as the lowest responsive bidder for Custodial Services for the 2011/12 and 2012/13 school years for bids opened on February 16, 2010 at 2:00 p.m. as listed:

	<b>Pritchard</b>	<b>Aramark</b>
<b>Base Bid Yr1</b>	<b>\$208,714</b>	<b>\$206,745</b>
<b>Base Bid Yr2</b>	<b>208,714</b>	<b>208,714</b>
<b>Total Base Bid</b>	<b>417,428</b>	<b>419,692</b>
<b>Paper Alt. 1</b>	<b>8,580</b>	<b>12,500</b>
<b>Total 2 yr Bid</b>	<b>\$426,008</b>	<b>\$432,192</b>

**g. Facility Manager Shared Service**

**Motion:** To approve a Shared Service Agreement with Clinton Township Board of Education for a Facility Manager for the 2011-12 school year at the cost of \$16,250.

**h. Aramark Reports (Attachment #7 - December)**

**(Attachment #8 - January)**

- 12. **Correspondence –State approval Letter for SEMI Waiver (Attachment # 9)**
- 13. **New Business**
- 14. **Old Business**
  - a. Budget 2011-2012: State Aid Allocations
- 15. **Public Comment**
- 16. **Executive Session**
- 17. **Adjournment**