



Clinton-Glen Gardner Board of Education

Tuesday, January 25 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: 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

A. Motion: *To approve the following as staff members for the 2010-11 school year for the following positions:*

| Position | Name | Rate/ Salary | Guide Step | Effective | Att. |
|--|---------------|--|-----------------------|------------------|-------------|
| Maternity Leave Replacement (Latanzio-Crespo) PC#34 | Laura Morris | \$100/diem for first 60 days and \$241/diem thereafter | | 1/21/11 | #4A |
| Maternity Leave Replacement (Palomba) PC#27 | Kimberly Tota | \$100/diem for first 60 days and \$241/diem thereafter | | 1/26/11 | #4B |

B. Family Medical Leave Designation

Motion: *To designate the leave of Absence for Mary Bulger as both a Federal and NJ Family Medical Leave entitlement for the care of a family member. Notice was provided on December 28, 2010 that the leave will begin on January 3, 2011, with medical coverage continuing for 12 weeks or as needed.*

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 |
|--|------------|-------------|----------------|----------------|----------------|------------|
| Making Best Use of Podcasts, Blogs, Wikis, and Other Cutting Edge Technology Tools | 03/09/2011 | 1 | | \$199.00 | \$0.00 | \$199.00 |
| Teaching Children with ASDs Using Video Modeling, | 02/17/2011 | 1 | | \$180.00 | \$75.00 | \$255.00 |
| Implementing Research-based | 04/08/2011 | 1 | | * fee included | \$75.00 | \$75.00 |

| | | | | | | |
|---|--------------------------|---|--|----------------------------|---------|----------|
| Strategies in School Settings | | | | in workshop from 2/17/2011 | | |
| NJ State School Nurse Association – Annual Conference | 03/18/2011 – 03/19/2011 | 1 | | \$210.00 | \$55.00 | \$265.00 |
| NJASHPERD Annual Convention | 02/17/2011 | 1 | | \$80.00 | \$75.00 | \$155.00 |
| N.A.I.S. | 02/24/2011 02/25/2011 | 1 | | \$0.00 | \$0.00 | \$0.00 |

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. | 1 st reading Att. #5A |
| 1523 | Comprehensive Equity Plan | M | Revised | 1523 has been revised to align with the provisions of N.J.A.C. 6A:7-1.9. | 1 st reading Att. #5B |
| 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 | 1 st reading Att. #5C |
| 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. | 1 st reading Att. #5D |
| 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. | 1 st reading Att. #5E |
| 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. | 1 st reading Att. #5F |

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| 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. | 1 st reading Att. #5G |
| 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. | 1 st reading Att. #5H |
| 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 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 | 1 st reading Att. #5I |

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|------|---------------------------------|---|---------|---|--|
| | | | | (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. | 1 st reading Att. #5J |
| 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. | 1 st reading Att. #5K |

11. General Information: Business Administrator's Report

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

Motion: *To approve the Board of Education Meeting minutes from the December 15, 2010 Work and Executive Sessions; and December 21, 2010 Business Session and Executive Sessions; and January 6, 2011 Special Session Meeting Minutes.*

**b. Secretary's and Treasurer's Reports
(Attachments #7A, 7B)**

i. November, 2010 \$ 726,080.74

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 #8)

i. General Account: \$675,970.31
ii. Cafeteria Account: \$ 0.00

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

d. Checking Account Balances for November, 2010

i. Student Activities: \$29,709.18
ii. Cafeteria: \$42,548.65
iii. Payroll Agency: \$ 3,859.64
iv. Unemployment: \$90,428.97

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

e. Transfers and Grant Budget Amendments

Motion: *To approve Transfers in the amount of \$49,989.43 and Grant Budget Amendments for allocations in the amount of \$11,619.00 (Attachment #9)*

f. Celebrate the Children Tuition Contract

Motion: *To approve the tuition contract for Celebrate the Children School at \$360.20 per diem for the remainder of the 2010-11 school year. Student was transferred to the school from Allegro on January 3, 2011.*

g. Clinton Township Tuition Contract

Motion: *To approve the tuition contract for the Autism Program at Clinton Township at \$2,500 per month for the remainder of the 2010-11 school year. Student is currently placed in program, and moved to Glen Gardner in January.*

h. Authorization to Bid Custodial & Maintenance Services

Motion: *To approve the specifications and authorize bidding of Custodial & Maintenance Services Contract expiring July 1, 2011, with anticipated contract awarded by the March 22, 2011 Business Session.*

i. Approval of Engineer for Roof Specifications

Motion: *To authorize the preparation of Technical Bidding Specifications by Anthony Gianfocarò, Architect of record, for the upcoming second floor Roof Project at a fee of 8% of project cost.*

j. SEMI Waiver Approval

Motion: *To approve the following resolution for waiving participation in the Special Education Medicaid Initiative (SEMI) Program:*

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare Initiative (SEMI) Program for the 2011-12, and

Whereas, the Clinton-Glen Gardner Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 (*CPS has 7*) Medicaid eligible classified students.

Now Therefore Be It Resolved, that the Clinton-Glen Gardner Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2011-12 school year.

Note: The information needed to apply for the SEMI waiver was just released by the State, and is due 45 days prior to budget submission so we could not wait until the February meeting for approval.

12. Correspondence

13. New Business

14. Old Business

a. Budget 2011-2012

15. Public Comment

16. Executive Session

17. Adjournment