

## CLINTON-GLEN GARDNER BOARD OF EDUCATION

## BUSINESS SESSION MEETING MINUTES

March 22, 2011

Robert Pyle called the meeting together at 7:30 p.m. by announcing 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.

ROLL CALL: Present: Robert Pyle, Amanda DiRienz, Cara Morris, John Romagna and Patricia Cooper

Also Present: Richard Katz, Superintendent/Principal  
Lisa Craft, Business Administrator

**GENERAL INFORMATION: MONTHLY SCHOOL DATA**

- A. Enrollment Data Report
- B. Student Suspensions:
  - In-School Suspensions: 1
  - Out-of-School Suspensions: 0
- C. School Nurse's Report:
- D. Violence and Vandalism (EVVRS Data ):
- E. Fire Drill Report and Bus Evacuation Drill Report

**RESOLUTION 2010-2011: 149****ACCEPT SCHOOL DATA REPORTS**

Cara Morris moved, seconded by Amanda DiRienz, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

**SUPERINTENDENT/PRINCIPAL'S REPORT**

Civil Rights student presentation has prompted consideration for recess for the 7<sup>th</sup> & 8<sup>th</sup> graders.

New curriculum will be on the website.

Play Dress Rehearsals.

Budget letter has been forwarded to newspapers.

**CLINTON TEACHER'S ASSOCIATION (CTA) UPDATE:** None

**PUBLIC COMMENT:** None

**PERSONNEL REPORT**

**RESOLUTION 2010-2011: 150**

**APPROVE STAFF MEMBERS**

Amanda DiRienz moved, seconded by Cara Morris, to approve the following staff members for the 2010-11 school year for the following positions. Motion carried unanimously with all "ayes".

Position	Name	Rate/ Salary	Guide Step	Effective	Att.
<b>Home Instruction Teacher</b>	<b>Joe Harris Kate Fischer</b>	<b>\$39/hour</b>		<b>3/23/11</b>	
<b>Substitute Teacher for the 2010-2011 School Year</b>	<b>Susan Haney</b>	<b>\$75/day</b>		<b>2010-2011 School Year</b>	

**RESOLUTION 2010-2011: 151****APPROVE STAFF MEMBERS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the following staff members for the 2011 summer sports camp positions. Motion carried unanimously with all "ayes".

Summer Sports Camps	Name	Rate/Salary	Effective
Baseball Soccer Basketball (G&B) All-Sports	Tim Bidwell	\$39/hr or \$780 per camp	6/21/11
Baseball Soccer Basketball (G&B) All-Sports	Joe Harris	\$39/hr or \$780 per camp	6/21/11
Volleyball	Sue Penn	\$39/hr or \$780	6/21/11

**CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY****RESOLUTION 2010-2011: 152****STAFF DEVELOPMENT**

Cara Morris moved, seconded by Amanda DiRienz, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A:11-12. Motion carried unanimously with all "ayes".

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

**RESOLUTION 2010-2011: 153****FIELD TRIPS**

Robert Pyle moved, seconded by John Romagna, to approve the following requests for field trips. Motion carried unanimously with all "ayes".

<u>Date</u>	<u>Grade</u>	<u>Destination</u>	<u>Cost/Student</u>
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

**RESOLUTION 2010-2011: 154****ADOPT CURRICULUM**

Cara Morris moved, seconded by Amanda DiRienz, to adopt the following content area curriculum management system documents (rewritten during the 2010-2011 school year). Motion carried unanimously with all "ayes".

- A. Guidance
- B. World Language
- C. Science

**POLICY****RESOLUTION 2010-2011: 155****ALLOW POLICY UPDATES**

John Romagna moved, seconded by Cara Morris, 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. Motion carried unanimously with all "ayes".

**RESOLUTION 2010-2011: 156****APPROVE POLICY**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the listed First and Second Readings and Adopt or Repeal the Policies with the Second Readings. Motion carried unanimously with all "ayes".

#	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 ATT. # 7A

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 ATT. # 7B
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 ATT. # 7C
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 ATT. # 7D
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 ATT. # 7E
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

## GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

RESOLUTION 2010-2011: 157

BOARD MINUTES

Robert Pyle moved, seconded by Cara Morris, 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. Motion carried unanimously with all "ayes".

**RESOLUTION 2010-2011: 158                      SECRETARY AND TREASURER'S REPORTS**

Amanda DiRienz moved, seconded by John Romagna, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$837,176.66 for January 2011, 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. Motion carried unanimously with all "ayes".

**RESOLUTION 2010-2011: 159                      BILL LIST**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve final payment of bills in the amounts specified below. Motion carried unanimously with all "ayes".

## Bill List

- |    |                    |               |
|----|--------------------|---------------|
| 1. | General Account:   | \$ 687,406.53 |
| 2. | Cafeteria Account: | \$ 11,872.69  |

**RESOLUTION 2010-2011: 160                      ACCOUNT BALANCES**

Amanda DiRienz moved, seconded by Patricia Cooper, to accept account balances as of January 2011 as specified below. Motion carried unanimously with all "ayes".

## Checking Account Balances for January 2011:

- |    |                     |             |
|----|---------------------|-------------|
| 1. | Student Activities: | \$26,035.48 |
| 2. | Cafeteria:          | \$49,162.64 |
| 3. | Payroll Agency:     | \$ 8,540.31 |
| 4. | Unemployment:       | \$70,914.07 |

**RESOLUTION 2010-2011: 161                      TRANSFERS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve Transfers in the amount of \$6,831.21 for February, 2011. Motion carried unanimously with all "ayes".

**RESOLUTION 2010-2011: 162                      TRANSPORTATION JOINTURE WITH DVRHS**

Cara Morris moved, seconded by Robert Pyle, 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 shared with NHVRHSD for sibling cost, actual cost is \$298.63). Motion carried unanimously with all "ayes".

**RESOLUTION 2010-2011: 163****ATTORNEY'S CONTRACT**

Robert Pyle moved, seconded by John Romagna, 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. Motion carried unanimously with all "ayes".

**CORRESPONDENCE - None****NEW BUSINESS - None****OLD BUSINESS****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>		
		<b>Revenue</b>	
<b>Expenditures</b>		Transfer from Child Care	<u>\$45,000</u>
General Current Expense	<u>\$7,176,754</u>	Local Tax Levy-General	<u>\$6,055,296</u>
Capital Outlay	<u>185,355</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>
<b>Total Operating Budget</b>	<u>\$7,362,109</u>	<b>Total Operating Budget</b>	<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>
<b>Total Expenditures</b>	<u><u>\$8,027,834</u></u>	<b>Total Revenue</b>	<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)

**RESOLUTION 2010-2011: 164**

**ADOPT 2011-2012 BUDGET**

Robert Pyle moved, seconded by Amanda DiRienz, to adopt the 2011-2012 Budget as presented. Motion carried unanimously with all "ayes" by roll call vote.

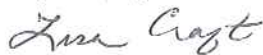
**PUBLIC COMMENT - None**

**RESOLUTION 2010-2011: 165**

**ADJOURNMENT**

Amanda DiRienz moved, seconded by Robert Pyle, to adjourn the Board Meeting at 8:45 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft  
Business Administrator

  
Robert Pyle, President