

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

February 24, 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

RESOLUTION 2010-2011: 129**ENTER EXECUTIVE SESSION**

Amanda DiRienz moved, seconded by Cara Morris, to enter into Executive Session at 7:45 pm for the purpose of discussing Negotiations. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 130**ADJOURN EXECUTIVE SESSION**

Amanda DiRienz moved, seconded by Cara Morris, to adjourn the Executive Session at 8:00 p.m. Motion carried unanimously with all "ayes".

GENERAL INFORMATION: MONTHLY SCHOOL DATA

- A. Enrollment Data Report
- B. Student Suspensions:
 - In-School Suspensions: 0
 - 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: 131**ACCEPT SCHOOL DATA REPORTS**

John Romagna moved, seconded by Robert Pyle, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

Mrs. Hedden and Mrs. DeJesus accompanied the First Grade Students as they presented their Penguin Poetry.

SUPERINTENDENT/PRINCIPAL'S REPORT

Reported that Cheerleaders won the Spirit Award.

Freehold Borough presented NJASK and reading comprehension during the Professional Development Day.

Virtual Backpack is now on the website.

Announced that Lisa Craft was awarded the Distinguished Service Award.

CLINTON TEACHER'S ASSOCIATION (CTA) UPDATE: None

PUBLIC COMMENT

Meg Cox inquired about shared services.

PERSONNEL REPORT**RESOLUTION 2010-2011: 132****APPROVE STAFF MEMBERS**

John Romagna 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.
Summer Sports Camp Coordinator	Joe Harris	\$1,500		2/25/11	
Substitute Teacher	Scott Kinzel	\$75.00 per diem		2/25/11	
Substitute Teacher	Jessica Weiss	\$75.00 per diem		2/25/11	

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**RESOLUTION 2010-2011: 133****STAFF DEVELOPMENT**

Patricia Cooper moved, seconded by Cara Morris, 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
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	2/24/201102/25/2011	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 Advanced	3/18/2011	1		\$195.00	\$75.00	\$270.00
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

RESOLUTION 2010-2011: 134**FIELD TRIPS**

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

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

POLICY**RESOLUTION 2010-2011: 135****APPROVE POLICY**

Robert Pyle moved, seconded by John Romagna, 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
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 nd 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 nd 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 nd 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 nd 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 nd 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 nd 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 nd 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 (NJDC), 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, regardless of the basis upon which the contract was awarded. 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 nd 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 (NJDC), prohibits the award of all contracts 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 NJDC, 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 (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 all contracts in the amount of \$17,500 or greater.	2 nd reading
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 nd 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 option 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 nd reading
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GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

RESOLUTION 2010-2011: 136

BOARD MINUTES

Cara Morris moved, seconded by Patricia Cooper, to approve the Board of Education Meeting minutes from the January 19, 2011 Work and Executive Sessions; and January 25, 2011 Business and Executive Sessions. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 137

SECRETARY AND TREASURER'S REPORTS

Amanda DiRienz moved, seconded by Cara Morris, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$627,506.98 for December 2010, 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: 138

BILL LIST

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

Bill List

- | | | |
|----|--------------------|-----------------|
| 1. | General Account: | \$ 1,040,939.97 |
| 2. | Cafeteria Account: | \$ 8,956.88 |

RESOLUTION 2010-2011: 139**ACCOUNT BALANCES**

Cara Morris moved, seconded by Robert Pyle, to accept account balances as of December 2010 as specified below. Motion carried unanimously with all "ayes".

Checking Account Balances for December 2010:

1.	Student Activities:	\$25,993.30
2.	Cafeteria:	\$39,205.56
3.	Payroll Agency:	\$ 6,228.97
4.	Unemployment:	\$70,883.97

RESOLUTION 2010-2011: 140**TRANSFERS**

Cara Morris moved, seconded by Patricia Cooper, to approve Transfers in the amount of \$3,187.50 for substitute allocations in January. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 141**CUSTODIAL SERVICES BID AWARD**

Robert Pyle moved, seconded by Patricia Cooper, 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 below. Motion carried unanimously with all "ayes".

	Pritchard	Aramark
Base Bid Yr1	\$208,714	\$206,745
Base Bid Yr2	208,714	212,947
Total Base Bid	417,428	419,692
Paper Alt. 1	8,580	12,500
Total 2 yr Bid	\$426,008	\$432,192

RESOLUTION 2010-2011: 142**SHARED SERVICE AGREEMENT**

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

Aramark Reports: December and January

CORRESPONDENCE

State approval letter for SEMI Waiver

NEW BUSINESS - None

OLD BUSINESS

Budget 2011-2012 State Aid Allocations: Dr. Katz and Mrs. Craft presented the Proposed Budget. Dr. Katz opened discussions by explaining the process and newly received State Aid. Mrs. Craft reviewed tax impact of Proposed Budget and reserves.

PUBLIC COMMENT - None

RESOLUTION 2010-2011: 143

ADJOURNMENT

John Romagna moved, seconded by Amanda DiRienz, to adjourn the Board Meeting at 8:50 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Robert Pyle, President