



Clinton-Glen Gardner Board of Education

Thursday, March 18, 2010

7:30 pm

CPS Library/Media Center

WORK SESSION MEETING AGENDA
No 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: 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. **Assistant Principal's Report**
- 7. **Clinton Teachers' Association (CTA) Update**
- 8. **Public Comment**
- 9. **Personnel**

Motion: To approve the following staff member for the 2009-10 school year for the following position:

Position	Name	Rate/Salary	Guide Step	Effective	Att.
Special Education Aide	TBD	TBD (To be paid by Union Township BOE)		4/6/10	
Substitute Teacher	Carrie Rountree	\$75 pre diem		03-17-10	
	Lyndsay Butler	\$75 per diem		03-17-10	

Motion: To accept with regret the retirement of Carol Behrens effective July 1, 2009. Ms. Behrens has served the students of Glen Gardner and Clinton for 35 years. (Attachment #4)

10. **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
21 st Century Learning for ELLS	05/18/2010	1		\$109.00	\$0.00	\$109.00
21 st Century Module A: Science 5 – 8	06/17/2010	1		\$0.00	\$0.00	\$0.00
Yale Study Center	03/12/2010	2		\$0.00	\$0.00	\$0.00
21 st Century Training – Phase 2	03/19/2010	1		\$75.00	\$0.00	\$75.00

- Discussion Topics:
 - QSAC
 - Pepsi Grant

11. Policy

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

3240	<i>Professional Development</i>	M	Board of Education encourages continuing professional development for all staff. The Board will approve all travel expenditures as required by statute. In accordance with NJAC 6A9-15.2 et seq, each active teacher must acquire 100 clock hours of professional development each five years.	2 nd Reading/Adoption
2423	<i>Bilingual and ESL Education</i>	M	Sets forth the legal requirements for provision of bilingual and English as a second language programs and English language services to pupils.	2 nd Reading/Adoption
6360	<i>Political Contributions</i>	M	Requirement for Political Disclosure Form and Business Registration Certificate from any business entity to receive a "non-fair and open" contract. This policy is being reintroduced as a first reading as mandated language revisions were issued in January 2010.	2 nd Reading/Adoption
6471	<i>School District Travel</i>	M	Set requirements for school district travel as established by N.J.S.A. 18A:11-12 including allowable expenditures, approval processes, etc. Sets a cumulative limit of \$500 for regular business travel per employee without prior board approval. This policy is being reintroduced as a first reading as mandated language revisions were issued in January 2010.	2 nd Reading/Adoption
2415.03	<i>Highly Qualified Teachers</i>	M	No Child Left Behind Act of 2001 requirements for highly qualified teacher status and documentation of such status.	2 nd Reading/Adoption
5338	<i>Diabetes Management</i>	M	Policy sets forth the requirements of an individualized health care plan and individualized emergency health care plan for a pupil with diabetes. In order to manage their diabetes, pupils must have access to the means to balance food, medications and physical activity while at school and at school-related activities.	2 nd Reading/Adoption

5512.01	<i>Harassment, Intimidation and Bullying</i>	M	Codifies the legal definition of harassment, intimidation or bullying by any gesture, written, verbal or physical act, or any electronic communication. General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. The development of these guidelines shall include input from school stakeholders. Delineates factors for determining consequences and remedial measures for such acts. Outlines required procedures for reporting and responding to acts of harassment, bullying or intimidation. This policy shall be disseminated annually to all staff, pupils and parents/legal guardians with a statement of explanation. This policy shall be accessible on the school district website.	2 nd Reading/Adoption
8461	<i>Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse</i>	M	The Board shall observe "School Violence Awareness Week" with appropriate activities on conflict resolution, issues of pupil diversity, and tolerance. The Board shall adopt a form for the reporting incidents of violence, vandalism, alcohol and other drug abuse. Delineates requirements and mechanisms for reporting all such incidents to the Board, to the bargaining unit, to the public and to the Commissioner of Education.	2 nd Reading/Adoption
6111	<i>Special Education Medicaid (SEMI) Program</i>	M	Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program by following policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).	2 nd Reading/Adoption
1570	<i>Internal Controls</i>	M	As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies,	2 nd Reading/Adoption

			and comply with law and regulation. The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment. The school district shall establish Standard Operating Procedures (SOPs) for each task or function of the business operations of the district by December 31, 2009. The SOP Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and 6A:23A-6.6(c).	
0177	<i>Professional Services</i>	M	The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. Contracts for professional services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement.	2 nd Reading/Adoption
2560	<i>Live Animals in School</i>		Recommended revision of existing policy regarding the proper precautions and procedures for the use of live animals as an educational resource.	2 nd Reading/Adoption

12. General Information: Business Administrator's Report

➤ Aramark Report (**Attachment #5**)

a. **Approval of Board of Education Minutes as follows (Attachment #6):**

Motion: *To approve the Board of Education Meeting minutes from the February 17, 2010 Work and Executive Sessions and February 23, 2010 Business and Executive Sessions.*

b. **Secretary's and Treasurer's Reports (Attachment #7)**

i. January, 2010 \$510,322.12

Motion: *To approve the Secretary's and Treasurer's reports for the month of January, 2010, 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 2009-2010 school year.

c. Bill List (Attachment #8)

- ii. General Account: \$737,935.24
- iii. Cafeteria Account: \$ 9,753.08

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

d. Checking Account Balances for January 2010

- a. Student Activities: \$ 29,656.50
- b. Cafeteria: \$ 36,640.34
- c. Payroll Agency: \$ 2,907.05
- d. Unemployment: \$ 8,658.92

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

e. Transfers

Motion: *To approve Transfers in the amount of \$22,043.07 for the month of February, 2010. (Attachment #9)*

Transfers were needed for HVAC Maintenance, Unemployment, Copier Maintenance Contract, Custodial Supplies, and Increments and Subs.

f. Tuition Contract for Foundations Program

Motion: *To approve a Special Education Tuition contract for one student to attend the CPS Foundations Program from Union Township with an anticipated start date of April 6, 2010 at the tuition rate of \$26,021 plus the cost of a 1:1 Instructional Aide as per the IEP.*

13. Correspondence

- Resolution from Hunterdon County Freeholders **(Attachment #10)**
- Efficiency Review Letter from Dr. Gerald Vernotica and Jeff Scott, Hunterdon County ECS and SBA. **(Attachment #11)**

14. New Business

- a. State Aid Allocations will be released following the Governor's Address on March 16, 2010.

15. Old Business

- a. Discussion of 2010-2011 Budget
- b. BOE Goals

16. Public Comment

17. Executive Session

- Personnel

18. Adjournment