



Clinton-Glen Gardner Board of Education

Wednesday, February 17, 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 5a-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 members for the 2010 summer programs for the following positions:

Position	Name	Rate/Salary	Guide Step	Effective	Att.
Summer School Coordinator	TBA	\$39/hr at a maximum of 100 hours		2/23/10	
Summer Sports Camp Coordinator	Joe Harris	\$1,500		2/23/10	

Motion: To approve the following staff members for the 2009-10 school year for the following positions:

Substitute Teacher	Christopher Neighbor	\$75 per diem		2/23/10	
	Glenn Warkala	\$75 per diem		02/23/10	
Rebel 2 Grant for Coordinating Program-Funded by Hunterdon Prevention	Sue Penn	\$572.23 for 2009/10 SY		School Year Program	
Substitute Nurse	Melissa Jordan	\$110.00 per diem		02/23/10	
Music Curriculum Writing/Development	Margaret Blickenderfer	\$35/hr at a maximum of 20 hours		2/23/10	

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
Lighting the Literacy Fire	02/5/2010	2		\$0.00	\$0.00	\$0.00
What's New in Children's Literature	03/17/2010	4		\$860.00	\$300.00	\$1,160.00
Communities that Learn, Lead & Last	02/22/2010	2		\$270.00	\$150.00	\$420.00
NJASBO Update on Payroll Issues	02/23/2010	1		\$100.00		\$100.00
21 st Century Schools – Phase I	02/26/2010	1		\$0.00	\$75.00	\$75.00
Lopatcong Technology Day	03/19/2010	1		\$0.00	\$75.00	\$75.00
NJ Ask DTC Training	03/16/2010	1		\$0.00	\$0.00	\$0.00
Module A: Mathematics K-12	02/19/2010	1			\$37.50	\$37.50
Phase II – Science K-4	02/19/2010	1		\$0.00	\$75.00	\$75.00
Language Arts Articulation	02/18/2010	2			\$75.00	\$75.00
Creating 21 st Century N.J. Schools Phase 2	03/5/2010	1		\$0.00	\$75.00	\$75.00
Web-Based Accountability Act Mandated Training	03/12/2010		2	\$100.00	\$0.00	\$100.00
The Yale Child Study Center	03/12/2010	2		\$0.00	\$0.00	\$0.00
School Social Workers Meeting	04/09/2010	1		\$90.00	\$0.00	\$90.00

- Discussion Topics:
 - Facility Report-Aramark Facility Manager, Ray Thompson
(Attachment #4)
 - District Goals Update
 - Technology Presentation
 - District Three Year Technology Plan
 - Internet Bandwidth **(Attachment #5)**
 - State of the Lease
 - Budget 2010-2011
 - February Staff Development Day

11. Policy

(Attachment #6A-L – First Read)

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

#	TITLE	M	SUMMARY	ACTION
6362	<i>Contributions to Board Members and Contract Awards</i>	M	In accordance with the provisions of NJAC 6A:23A-6.3, the Board will neither vote nor award a contract to a business entity that has made a political contribution to a board member during the preceding one year period.	2 nd Reading/Adoption
6422	<i>Budget Transfers</i>	M	Transfers among line items and program categories require a 2/3 affirmative vote of the Board. The Board designates the Superintendent to approve necessary transfers between meetings of the Board. Such transfers shall be reported to and ratified by the Board at a subsequent meeting. Delineates transfers that require Commissioner approval including transfers of surplus funds or transfers from any general funds that cumulatively exceed 10% of approved budget.	2 nd Reading/Adoption
6470	<i>Payment of Claims</i>	M	Delineates the rules governing the payment of claims and invoices, including the requirements of the district's financial system in regards to payment of claims.	2 nd Reading/Adoption
6510	<i>Payroll Authorization</i>	M	Requirements for payroll, including a payroll check distribution verification to be conducted at least once every three years.	2 nd Reading/Adoption
6830	<i>Audit and Comprehensive Annual Financial Report</i>	M	Delineates legal requirements for an annual audit and comprehensive annual financial report for the school district.	2 nd Reading/Adoption
7410	<i>Maintenance and Repair</i>	M	The Board will develop, approve and implement a comprehensive, multi-year maintenance plan for the district. The required annual budget amount in the comprehensive maintenance plan will be included in the district's annual budget.	2 nd Reading/Adoption
7650	<i>School Vehicle Assignment, Use, Tracking, Maintenance and Accounting</i>	M	Regulates the assignment, use, tracking, maintenance and accounting of a vehicle purchased, lease-purchased, or acquired without cost by gift, donation, or other method by the school district.	2 nd Reading/Adoption
8130	<i>School Organization</i>	M	The Superintendent will continually monitor the effectiveness of the district organizational plan and recommend such modifications as necessary to the Board.	2 nd Reading/Adoption

8140	<i>Pupil Enrollment</i>	M	Requirements for maintaining an accurate and up to date accounting of the number of pupils resident in the district and enrolled in the district's classes and programs.	2 nd Reading/Adoption
8330	<i>Pupil Records</i>	M	Board authorizes the establishment and maintenance of pupil records that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by the Board. Delineates maintenance and security of pupil records; access to pupil records; and rights of appeal for parents and adult pupils.	2 nd Reading/Adoption
8420	<i>Emergency Evacuation</i>	M	The Board authorizes the development and implementation of a plan for emergency preparedness. The Superintendent shall develop procedures for the handling of school emergencies.	2 nd Reading/Adoption
8462	<i>Reporting Potentially Missing or Abused Children</i>	M	In accordance with law, delineates the requirements for employees, volunteers, or interns to provide for the early detection of missing, abused or neglected children through notification of, reporting to, and cooperation with appropriate law enforcement and child welfare authorities. The School Guidance Counselor is designated as the district's liaison to child welfare agencies and is responsible for annual training of staff regarding reporting requirements.	2 nd Reading/Adoption
9120	<i>Public Relations Program</i>	M	The Board will determine release of information to the news media regarding its official actions. The Board President may release information regarding actions of lesser importance. The Superintendent or designee will approve the release of all other publications, photographs and documents depicting the accomplishments of pupils and staff. Necessity of written parent/guardian permission to release personally identifying information or photographs of any pupil. Requirements to minimize the cost of public relations as defined in NJAC 6A:23A-9.3(c)14.	2 nd Reading/Adoption
2220	<i>Adoption of Courses</i>	M	No course of study will be taught in this district unless it has been formally adopted by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.	2 nd Reading/Adoption

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.	1 st Reading Attachment #6A
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.	1 st Reading Attachment #6B
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.	1 st Reading Attachment #6C
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.	1 st reading Attachment #6D
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.	1 st Reading Attachment #6E
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.	1 st Reading Attachment #6F
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	1 st Reading Attachment #6G

			guardians with a statement of explanation. This policy shall be accessible on the school district website.	
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.	1 st Reading Attachment #6H
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).	1 st Reading Attachment #6I
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, 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).	1 st Reading Attachment #6J
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	1 st Reading Attachment #6K

			highest quality services at a fair and competitive price or through a shared service arrangement.	
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.	1 st Reading Attachment #6L

12. General Information: Business Administrator's Report

a. Approval of Board of Education Minutes as follows (Attachment #7):

Motion: *To approve the Board of Education Meeting minutes from the January 20, 2010 Work and Executive Sessions and January 26, 2010 Business and Executive Sessions.*

b. Secretary's and Treasurer's Reports (Attachment #8)

- i. December, 2009 \$607,583.55

Motion: *To approve the Secretary's and Treasurer's reports for the month of December, 2009, 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 #9)

- ii. General Account: \$ 1,039,892.20
- iii. Cafeteria Account: \$ 11,730.06

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

d. Checking Account Balances for December 2009

- a. Student Activities: \$ 22,215.97
- b. Cafeteria: \$ 31,547.46
- c. Payroll Agency: \$ 33,488.07
- d. Unemployment: \$ 8,656.71

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

e. Transfers -

Motion: To approve Transfers in the amount of \$151,809.32 for the month of December. **(Attachment #10)**

Summary of transfers

These are mid-year transfers following a review of all budget accounts in preparation for the 2011/12 budget. At a minimum, transfers will be presented to the board in the fall (September opening), prior to February 1st (point in time for budgeting purposes), and in June/July to close out the year. Throughout the year, transfers will be necessary for program or personnel changes, but we will make every effort to keep these at a minimum.

Transfers requested represent the following purposes:

- *Transportation for new special ed placement*
- *Shortfalls through June for OT/PT, Payroll Taxes/ Unemployment, Postage, Legal, Athletic Transportation (Camp shortfall), Copy Paper*
- *Reinstating partially funded Child Care/Café to fully funded by General Fund (we will have a resolution in the spring to transfer Child Care profits to the General Fund).*
- *Reallocating budget accounts within categories such as facility, substitutes, professional development and supply accounts.*

f. SEMI Waiver Approval

Motion: To approve the following resolution for waiving participation in the Special Education Medicaid Initiative (SEMI) Program **(Attachment #11):**

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 20010-11, 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 13*) 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 2010-11 school year.

13. Correspondence

14. New Business

- a. State Election and CPS Budget Calendars (**Attachment #12**)

15. Old Business

- a. Discussion of 2010-2011 Budget Priorities (**Attachment #13**)
- b. BOE Goals

16. Public Comment

17. Executive Session

18. Adjournment