



Clinton-Glen Gardner Board of Education

Tuesday, January 26, 2009

7:30 pm

CPS Library/Media Center

BUSINESS SESSION MEETING AGENDA
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: 2
 - 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

a. Student Presentation – 5th Grade Published Writer

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 2009-10 school year for the following positions:

Position	Name	Rate/Salary	Guide Step	Effective	Att.
Substitute Teacher	Melissa Tremaine	\$75 per diem		1/20/10	
	Caroline Sergison	\$75 per diem		1/20/10	

Motion: To approve the following change in salary:

Position	Name	Rate/Salary	Guide Step	Effective	Att.
Teacher	Deborah Sarmir	From: \$65,902 To: \$66,867	From: MA+15 (K) To: MA+30 (K)	2/1/10	#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
Curriculum Coordinator's Mtg.	1/28/10	1		\$0.00	\$0.00	\$0.00
Stimulating Change for the Gifted Learner	03/04/10 03/05/10	1		\$260.00	\$0.00	\$260.00
Every Child Stronger Every Life Longer	01/26/10	1		\$60.00	\$75.00	\$135.00
Every Child Stronger Every Life Longer	01/25/10	1		\$60.00	\$75.00	\$135.00

Media Specialist Winter Workshop	02/02/10	1		\$0.00	\$0.00	\$0.00
PETE&C	02/22/10-02/23/10	3		\$513.00	\$150.00	\$663.00
NJ Middle School Conference –“Because We Believe”	03/19/10	3		\$330.00	\$150.00	\$480.00
Assistive Technology for the Developmentally Disabled	02/8/10	1		\$135.00	\$75.00	\$210.00
5 th Annual School Nursing Conference	03/19/10	1		\$195.00	\$55.00	\$250.00
Art Educators of New Jersey	01/30/10	1		\$10.00	\$75.00	\$85.00
Assessment and Goal selection for students with Autism	02/26/10	2		\$240.00	\$150.00	\$390.00

**11. Policy
(Attachment #5A-P)**

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

#	TITLE	M		SUMMARY	ACTION
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
6470	<i>Payment of Claims</i>	M		Delineates the rules governing the payment of claims and invoices, including the	1 st Reading

				requirements of the district's financial system in regards to payment of claims.	
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.	1 st Reading
6510	<i>Payroll Authorization</i>	M		Requirements for payroll, including a payroll check distribution verification to be conducted at least once every three years.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
8462	<i>Reporting Potentially Missing or Abused</i>	M		In accordance with law, delineates the requirements for employees, volunteers, or	1 st Reading

	<i>Children</i>			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.	
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.	1 st Reading
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.	1 st Reading

12. General Information: Business Administrator's Report

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

Motion: *To approve the Board of Education Meeting minutes from the December 16, 2009 Work Session and December 22, 2009 Business and Executive Session.*

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

- i. November, 2009 \$559,257.12

Motion: *To approve the Secretary's and Treasurer's reports for the month of November, 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 #8)

- ii. General Account: \$969,805.03
iii. Cafeteria Account: \$ 11,213.69

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

d. Checking Account Balances for November 2009

- a. Student Activities: \$ 28,762.00
b. Cafeteria: \$ 33,567.87
c. Payroll Agency: \$ 2,190.99
d. Unemployment: \$ 8,654.50

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

e. Transfers -

Motion: *To approve Transfers in the amount of \$45,590 for the month of November. (Attachment #9)*

- Budget Calendar **(Attachment #10)**
- Aramark Report **(Attachment #11)**

13. Correspondence

- a. Letter from Executive County Superintendent Gerald Vernotica approving employment contract for School Business Administrator/Board Secretary Lisa Craft. **(Attachment #12)**

- b. Memo from Executive County Superintendent Gerald Vernotica with our copy of the signed "Update to Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials". (**Attachment #13**)

14. New Business

15. Old Business –Public Hearing on Business Administrator’s Contract

- a. The board intends to take action at this meeting on an amended contract for Lisa Craft, Business Administrator for the 2009/10 school year as a result of the Clinton-Glen Gardner merger and increased responsibilities. The attached contract and approval timeline reflects the deletion of per diem language which was denied by the State, and a time amendment from .80 to .87, or \$99,652 to \$108,371 (increase of \$8,719).

Copies of the contract are available, and the board will, at this time, respectfully hear comments from the public as required by the Accountability Regulations. (**Attachment #14**)

Motion: To approve an amended contract for Lisa Craft, Business Administrator, for the 2009/10 school year from .80 to .87 representing a \$8,719 increase to \$108,371 for the additional responsibilities resulting from the Clinton-Glen Gardner merger (Page 2, Article III C. of the employment contract).

16. Public Comment

17. Executive Session

18. Adjournment