



Town of Clinton Board of Education

Wednesday, November 18, 2009

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 Town of Clinton 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 2009-10 school year for the following positions:					
Position	Name	Rate/Salary	Guide Step	Effective	Attachment
Grade 2 Teacher	Jamie Friedel	\$51,037	Step D (4 years of experience)	11/16/09	#4
Cheerleading Coach	Jamie Friedel	\$2,934	Year 1	11/24/09	#4
Lunch/Recess Aide and K-Care Aide	Interview process in progress. Information to be shared on or before Work Session Date if ready for discussion.				
Substitute Teacher	Laura Urban-Heller	\$75 per diem		11/24/09	

Motion: To accept, with regret, the resignation of Rose-Anne Gross, lunch/recess and K-Care Aide, effective on or before November 23, 2009. **(Attachment #5)**

- Discussion Topics:
 - Lunch/Recess Aide pay rate (recommend \$12.00/hr)
 - Paraprofessional Negotiations

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	Estimated Travel	Substitute Pay	Total Cost
CDK for Windows	11/9/09 5/7/10	1		\$0.00		\$0.00	\$0.00
A Closer Look at Accountability Regulations	11/17/09	1		\$100.00		\$0.00	\$100.00
Upgrading the Curriculum for 21 st Century Learners	12/2/09 & 12/3/09	1		\$435.00	\$55.80	\$0.00	\$490.80
State Aid and Budget Preparation	12/15/09	1		\$100.00		\$0.00	\$100.00
Mean Girls II – Solution-Focused	12/4/09	1		\$129.00	\$15.00	\$0.00	\$144.00
Training for Building-based Team of I&RS	1/7/10, 1/8/10	3		\$0.00	\$0.00	\$0.00	\$0.00
Language Circle – Project Read Training	11/4/09, 12/7/09, 12/14/09	1		\$180.00		\$225.00	\$405.00
Building a “First Class” Kindergarten	01/14/10	1		\$150.00	\$0.00	\$37.50	\$187.50

- Discussion Topics:
 - ARRA Purchases
 - Word Journeys
 - Partners in Education Foundation
 - Goals Update
 - Walk to School Day – HART (Safe Routes to School)
 - NJCAP

11. Policy

Attachments # 6

Motion: To approve the above First and Second Readings and Adopt the Policies with Second Readings.

#	TITLE	M		SUMMARY	ACTION
0110	<i>Identification/ Bylaws</i>		New	Establishes the official name of the Board of Education. Policy committee recommends, in light of consolidation, that the official name of the BOE be changed to the Clinton-Glen Gardner Board of Education.	2 nd Reading Adoption
0174	<i>Legal Services/ Bylaws</i>	M	New	In accordance with N.J.A.C 6A:23A-5.2, ensures appropriate use of and tracking of legal services. Designated person(s) to request services or advice from contracted legal counsel: the Superintendent; the Superintendent's designee; the School Business Administrator/Board Secretary; the Board President; and the Board President's designee. SBA will reconcile tracking logs with billing. The Board, prior to annual budget preparation, shall establish a maximum dollar limit for services. Any increase to this amount will require Board approval.	2 nd Reading Adoption
0175	<i>Professional Services/ Bylaws</i>	M	New	In accordance with N.J.A.C 6A:23A-5.2, the Board adopts this policy and its strategies to minimize the costs of professional services. The Board, prior to annual budget preparation, shall establish a maximum dollar limit for services. Any increase to this amount will require Board approval.	2 nd Reading Adoption
1320	<i>Duties of the School Business Administrator and Board Secretary</i>		Revision	Delineates the general duties and responsibilities of the School Business Administrator and Board Secretary. Eliminates existing policy language addressing terms of employment that are currently governed by Accountability Regulations or subject to negotiation.	2 nd Reading Adoption
1330	<i>Evaluation of School Business Administrator</i>		Revision	Current policy combines the evaluation of the roles of the School Business Administrator and Board Secretary as a joint task of the Superintendent and the Board. The separation of these two policies clarifies that the evaluation of the School Business Administrator is solely the responsibility of the Superintendent.	2 nd Reading Adoption
1331	<i>Evaluation of Board Secretary</i>		Revision	See comments above. This policy delineates that the Board of Education shall participate in the evaluation of the Board Secretary. The Superintendent then completes this evaluation.	2 nd Reading Adoption
1620	<i>Administrative Employment Contracts</i>		New	This policy reflects the 2007 School District Accountability Act and School District Accountability Regulations governing administrative contracts. Although not mandated, the Board may issue a public notice	2 nd Reading Adoption

				and/or hold a public hearing on new contracts if so decided.	
2631	<i>NJSAC</i>		New	The Board of Education and the Superintendent will work with the NJDOE to comply with the requirements of NJSAC in accordance with the provisions of N.J.A.C. 6A:30-1.1 et seq.	2 nd Reading Adoption
3112	<i>Abolishing Positions</i>		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language.	2 nd Reading Adoption
3141	<i>Resignation</i>		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language. Requires 60-day notice of resignation.	2 nd Reading Adoption
3159	<i>Teaching Staff Reporting Responsibility</i>		New	All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days in accordance with the provisions of N.J.A.C. 6A:9-17.1	2 nd Reading Adoption
3240	<i>Professional Development</i>	M	Revision	Updated language to mandated policy. The Board encourages all teaching staff members to pursue a program of continuing professional development. Request, reimbursement and reporting as per policy (general) and negotiated agreement (specific).	2 nd Reading Adoption
3250	<i>Hours and Days of Work</i>		Repeal	Repeal of existing policy addressing the hours and days of teaching staff members not covered by negotiated agreement. Not applicable.	2 nd Reading Repeal
3362	<i>Sexual Harassment</i>	M	Revision	Applies to teaching staff members. New language further defining an employee's right to freedom from employment discrimination including the opportunity to work in an environment untainted by sexual harassment. The Superintendent shall instruct all employees of the Board to recognize and correct speech that may be sexually offensive with or without the intent to offend.	2 nd Reading Adoption
3411	<i>Placement of Guide Step</i>		New	Superintendent shall report to the Board rationale for placement on guide of a new hire. Military service will receive up to four years credit as required by law.	2 nd Reading Adoption
3412	<i>Placement on Guide Column</i>		New	Clarifies requirements for academic credit to determine placement on guide column. Parallels requirements for tuition reimbursement for academic credit in the negotiated agreement.	2 nd Reading Adoption

4150	<i>Discipline</i>		Revision	Existing policy regarding violations of statutes, rules and policies by support staff members. One sentence has been revised to read, "The Superintendent shall deal with disciplinary matters on a case by case basis."	2 nd Reading Adoption
4340	<i>Grievance</i>		Revision	Policy delineates grievance procedure for support staff members not covered by the terms of a negotiated agreement. Revision includes the addition of a first step of presenting grievance to immediate supervisor.	2 nd Reading Adoption
4352	<i>Sexual Harassment</i>	M	Revision	Applies to support staff. New language further defining an employee's right to freedom from employment discrimination including the opportunity to work in an environment untainted by sexual harassment. The Superintendent shall instruct all employees of the Board to recognize and correct speech that may be sexually offensive with or without the intent to offend.	2 nd Reading Adoption
5111	<i>Eligibility of Resident/Nonresident Students</i>	M	Revision	Some language revisions in this mandated policy. The only optional language mirrors the current policy that allows enrollment of students whose guardians have entered into a contract to rent, buy or build a residence in the district for up to six weeks without incurring a tuition charge. If the anticipated move does not occur within six weeks of enrollment, legal guardian(s) will be charged tuition commencing at the beginning of the first week of attendance.	1 st Reading
5112	<i>Entrance Age</i>		Revision	Existing policy last revised in 1998. New language included. October 1 st remains "cut-off" for attainment of age requirement for kindergarten or first grade enrollment. Age exception for enrollment of kindergarten students who have completed more than ¼ of a school year in a public kindergarten in New Jersey or another state. Age exception for first grade enrollment for students who have completed kindergarten in a public kindergarten in New Jersey or another state.	1 st Reading
5330	<i>Administration of Medication</i>	M	Revision	Mandated policy governing the administration of medication to pupils in accordance with applicable law.	1 st Reading
5331	<i>Management of Life-Threatening Allergies in Schools</i>	M	Revision	New language requiring an Individualized Healthcare Plan (IHP) for each pupil at risk for a life-threatening allergic reaction and the reporting to the school nurse administration of epinephrine during the school day or during any school sponsored activities.	1 st Reading

5420	<i>Reporting Pupil Progress</i>	M	Revision	Slight language and format change to existing policy. No substantive change. The board directs the establishment of a program for reporting student progress to parents/legal guardian by both written reports and by parent-teacher conferences,	1 st Reading
5466	<i>Graduation and Yearbook Fees</i>		Repeal	Not applicable to K-8 district	1 st Reading
5512 .01	<i>Harassment, Intimidation and Bullying</i>	M	Revision	Newly revised in January 2009. This policy was approved on first reading in May 2009, but there was never a second reading/adoption.	1 st Reading
5533	<i>Smoking</i>	M	Revision	Prohibition of use of any matter or substance containing tobacco, smokeless tobacco or snuff by pupils on school grounds or at any Board-sponsored events	1 st Reading
5755	<i>Equity in Educational Programs and Services</i>	M	Revision	Mandated policy governing the responsibility of the Board to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services to all pupils in accordance with applicable law.	1 st Reading

- Discussion Topics:
 - Discussion of School Policy Services (NJSBA and Strauss-Esmay)
 - Policy Interpretation

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 September 16, 2009 Business Session; October 21, 2009 Work and Executive Sessions and October 27, 2009 Business Session.*

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

- i. September, 2009 \$783,426.18

Motion: *To approve the Secretary's and Treasurer's reports for the month of September, 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

- ii. General Account: \$ 767,652.33
- iii. Cafeteria Account: \$ 10,306.47

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

d. Checking Account Balances for September 2009

- a. Student Activities: \$ 41,369.28
- b. Cafeteria: \$ 35,464.63
- c. Payroll Agency: \$ 1,397.89
- d. Unemployment: \$ 14,706.69

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

e. Transfers (Attachment #9)

Motion: *To approve Transfers in the amount of \$72,289.72.*

13. Correspondence

- a. Letter from CTA Co-Presidents regarding Health Care Coverage Change. **(Attachment #10)**

14. New Business

- a. 2010-2011 School Calendar

15. Old Business

- a. BOE Goals
- b. Staff Health Benefits

16. Public Comment

17. Executive Session

- Personnel

18. Adjournment