



Town of Clinton Board of Education

Wednesday, October 21, 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

Attachment

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

5. Monthly School Data: Year End Information

- a. Enrollment Data Report **#1**
- b. Student Suspensions:
 - In-School Suspensions: 0
 - Out-of-School Suspensions: 0
- c. School Nurse's Report: **#2**
- d. Violence and Vandalism (EVVRS Data)
- e. Fire Drill Report: 9/21 and **#3**

Motion: To accept the aforementioned monthly school data report, items 5a-e.

6. Superintendent/Principal's Report

- a. H1N1 – Return to School Note
- b. Regionalization Update
- c. K-Care Busing
- d. NJASK Presentation

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
Child care guide-Correction retroactive to 9/1/09	Janet Traphagen	From \$12.75 to \$13.90/hour
One Hour K-Care Aide	Rose-Anne Gross	\$12.75/hour
Substitute Teachers	Kristy Miller	\$75/per diem
	Patricia Palmer	\$75/per diem
	Sonia Damankis	\$75/per diem

#4

10. Curriculum, Instruction, Assessment, & Technology

a. Staff Development

#5

Motion: To approve the attached requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12

b. *Motion to approve the Goals and Objectives for the 2009-10 school year.*

- 1. By 2010, improve student performance in Math and Language Arts as measured by the NJ ASK test scores.

➤ Objective #1: By 2010, NCLB established subgroups

who have not met the 2009 Adequate Yearly Progress (AYP) benchmark in language arts and mathematics on the NJASK will meet or exceed it or achieve safe harbor.

- Objective #2: By 2010, the number of students in all testing grades who achieve advanced proficient on the language arts portion of the NJASK will increase by 20%.

2. By 2010, research and recommend a structure and format for a Gifted and Talented program for implementation in the 2010–2011 school year.
3. By 2012, align all areas of the curriculum with the 2009 Core Curriculum Content Standards.

- c. *To approve the 2009-2010 Clinton Public School Professional Development Plan submitted to the County Professional Development Board (CPDB) on February 15, 2009.* **#6**
- d. *To accept the donation of one copy of Photoshop CS4, at a value of \$765, from Linda Lum DeBono.*

11. Policy

- a. SECOND READING AND ADOPTION of Policy 1220 – Employment of Chief School Administrator; Policy 1230 – Superintendent’s Duties; Policy 1530 – Equal Employment Opportunity; Policy 1570 – Internal Controls; Policy 2110 – Philosophy of Education/District Mission Statement; Policy 2210 – Curriculum Development; Policy 2412 – Home Instruction Due To Health Condition; Policy 2417 – Pupil Intervention and Referral Service; Policy 2423 – Bilingual and ESL Education; Policy 2460 – Special Education; Policy 2481 – Home or Out-Of-School Instruction for General Education Pupils. **#7**
- b. FIRST READING of Policy 0110 – identification/Bylaws; Policy 0174 – Legal Services/Bylaws; Policy 0175 – Professional Services/Bylaws; Policy 1320 – Duties of School Business Administrator and Board Secretary; Policy 1330 – Evaluation of School Business Administrator; Policy 1331 – Evaluation of Board Secretary; Policy 1620 – Administrative Employment Contracts; Policy 2631 – NJQSAC; Policy 3112 – Abolishing Positions; Policy 3141 – Resignation; Policy 3159 – Teaching Staff Reporting Responsibility; Policy 3240 – Professional

Development; Policy 3250 – Hours and Days of Work; Policy 3362- Sexual Harassment; Policy 3411 – Placement of Guide Step; Policy 3412 – Placement of Guide Column; Policy 4150 – Discipline; Policy 4340 – Grievance; Policy 4352 – Sexual Harassment.

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

12. General Information: Business Administrator’s Report

a. Approval of Board of Education Minutes as follows:

#8

Motion: To approve the Board of Education Meeting minutes from the September 16, 2009 Regular Session.

b. Secretary’s and Treasurer’s Reports

- 1. July, 2009 \$256,713.63
- 2. August, 2009 \$611,409.88

**#9A,B
#10A,B**

Motion: To approve the Secretary’s and Treasurer’s reports 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

- 1. General Account: \$ 734,933.64
- 2. Cafeteria Account: \$ 13,237.28

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

d. Checking Account Balances for August 2009

- 1. Student Activities: \$ 44,114.03
- 2. Cafeteria: \$ 22,946.53
- 3. Payroll Agency: \$ 1,831.55
- 4. Unemployment: \$ 14,742.32

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

e. **Transfers -** **#11**

Motion: To approve Transfers in the amount of \$253,835.27.

f. **Comprehensive Maintenance Plan** **#12**

Motion: To approve the resolution for submission of the district's Comprehensive Maintenance Plan and Form M-1 Annual Maintenance Budget Worksheet.

g. **Child Assault Prevention Grant**

Motion: To approve the Child Assault Prevention Program and Grant award for the 2009-10 school year at no cost to the district.

h. **Special Education Tuition Contract**

Motion: To approve the tuition contract for one special education student to attend the Morris-Union Jointure Commission Developmental Learning Center-New Providence Program for the 2009-10 school year at the 10 month school year rate of \$76,220 (\$423.44 per diem) pro-rated to the October 2, 2009 date of enrollment.

i. **Special Education Transportation Contract with NHRVSD**

Motion: To approve a transportation jointure with the NHRVSD to transport one special education student to the Morris-Union Jointure Commission Developmental Learning Center in New Providence at an approximate cost of \$27,000, which includes a shared Bus Aide.

13. **Correspondence**

1. Letter dated September 24, 2009 from Robert Cicclurio, Director of Fiscal Accountability and Compliance regarding the Advanced Degree Verification Review concluding that all our staff with advanced degrees are properly accredited. **#13**
2. Letter dated October 5, 2009 from William Render, NJEA UniServ Representative regarding Paraprofessional Contract Bargaining and Letter dated October 8, 2009 response from Richard Katz, Superintendent/Principal. **#14**
#15

3. Letter dated September 30, 2009 from Duane Floyd, Supervisor Division of Public Contracts regarding our recent Affirmative Action Audit concluding that we are in compliance. **#16**
4. Letter dated October 5, 2009 from Dr. Vernotica approving the Superintendent/Principal contract for Rich Katz. **#17**
5. Response to Borough of Glen Gardner from John DiMaio, Assemblyman, 23rd District regarding district merger.

14. **New Business**

- BOE Goals
- Discussion of Committees to Remain
- BOE Legal Representation
 - To approve Barger & Bolger, LLC as general legal counsel at \$145 per hour for the 2009-2010 school year.*

15. **Old Business**

- Community Survey
- Staff Health Benefits

16. **Public Comment**

17. **Executive Session**

- Personnel

18. **Adjournment**

#	TITLE	M		SUMMARY	ACTION
1220	<i>Employment of CSA</i>	M	Revision	Additional language reflecting the 2007 School District Accountability Act and School District Accountability Regulations	2 nd Reading/ Adoption
1230	<i>Superintendent's Duties</i>	M	Revision	Delineates the general duties and responsibilities of the Superintendent. Eliminates existing policy language addressing terms of employment that are currently governed by Accountability Regulations or subject to negotiation.	2 nd Reading/ Adoption
1530	<i>Equal Employment Opportunity</i>	M	Revision	Addition of language referencing the Board's responsibility to use equitable practices in hiring and to "target underutilized" groups for employment.	2 nd Reading/ Adoption
1570	<i>Internal Controls</i>	M	New (2008)	New policy reflecting the 2007 School District Accountability Act and School District Accountability Regulations internal control requirements including business, human resource and information management.	2 nd Reading/ Adoption
2110	<i>Philosophy of Education/District Mission Statement</i>	M	Revision	Additional language stating the district expectation that all students will achieve the New Jersey Core Curriculum Standards at all grade levels.	2 nd Reading/ Adoption
2210	<i>Curriculum Development</i>	M	New	Superintendent responsible for the development of curriculum and procedures for curriculum development that involve school stakeholders. Superintendent shall report monthly to the Board on progress.	2 nd Reading/ Adoption
2412	<i>Home Instruction Due to Health Condition</i>	M	New	Describes the district's responsibilities in providing home instruction due to temporary or chronic health condition.	2 nd Reading/ Adoption
2417	<i>Pupil Intervention and Referral Service</i>	M	New	Delineates the guidelines for the establishment, functioning and evaluation of a pupil referral and intervention service.	2 nd Reading/ Adoption
2423	<i>Bilingual and ESL Education</i>	M	New	Board will provide programs of bilingual education, ESL and English language services as required by law and rules of the State Board of Education for pupils of Limited English Proficiency.	2 nd Reading/ Adoption
2460	<i>Special Education Policy</i>	M	New	Board assures compliance with IDEA and NJAC in providing a free and appropriate education to all pupils with disabilities.	2 nd Reading/ Adoption
2481	<i>Home or Out of School Instruction for General Education Pupils</i>	M	New	Delineates the Board's responsibility in providing out-of-school instruction for pupils awaiting placement in alternative educational setting; pupils on short or long term suspension; or if so ordered by a court.	2 nd Reading/ Adoption

#	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 Town of Clinton/Borough of Glen Gardner Board of Education.	1 st Reading
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; and the Board President. 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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading

#	TITLE	M		SUMMARY	ACTION
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 and/or hold a public hearing on new contracts if so decided.	1 st Reading
2631	<i>NJQSAC</i>		New	The Board of Education and the Superintendent will work with the NJDOE to comply with the requirements of NJQSAC in accordance with the provisions of N.J.A.C. 6A:30-1.1 et seq.	1 st Reading
3112	<i>Abolishing Positions</i>		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language.	1 st Reading
3141	<i>Resignation</i>		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language. Requires 60-day notice of resignation.	1 st Reading
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	1 st Reading
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).	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading
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.	1 st Reading

#	TITLE	M		SUMMARY	ACTION
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."	1 st Reading
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.	1 st Reading
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.	1 st Reading