

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

March 22, 2010

Robert Pyle called the meeting together at 7:35 p.m. by announcing 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.

ROLL CALL: Present: Amanda DiRienz, Deborah Broslawski, Marie Kisch, Robert Pyle, and Cara Morris arrived at 8:31pm

Absent: John Romagna

Also Present: Richard Katz, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary;

GENERAL INFORMATION: MONTHLY SCHOOL DATA

A. Enrollment Data Report

B. Student Suspensions:

In-School Suspensions: 0

Out-of-School Suspensions: 0

C. School Nurse's Report:

D. Violence and Vandalism (EVVRS Data):

E. Fire Drill Report and Bus Evacuation Drill Report

RESOLUTION 2009-2010: 234**ACCEPT SCHOOL DATA REPORTS**

Amanda DiRienz moved, seconded by Marie Kisch, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

SUPERINTENDENT/PRINCIPAL'S REPORT- None**ASSISTANT PRINCIPAL'S REPORT - None**

CLINTON TEACHERS' ASSOCIATION (CTA) UPDATE –

Cathy Ahart commented on the fabulous Wizard of OZ performance and complimented Laurie Ruch and others on a job well done. Also, Stacy Viotto and the 7 & 8 grade were congratulated for the Science Fair.

PUBLIC COMMENT

Kelly Love commented that everyone should see the play.

PERSONNEL REPORT**RESOLUTION 2009-2010: 235****APPROVE PERSONNEL MOTIONS**

Amanda DiRienz moved, seconded by Marie Kisch, to approve the following staff members for 2009-10 school year for the positions listed below. Motion carried unanimously with all “ayes”.

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	Karen Brownell	\$22,356 (To be paid by Union Township BOE)	6	4/6/10	#12
Substitute Teacher	Carrie Rountree	\$75 per diem		03-17-10	
	Lyndsay Butler	\$75 per diem		03-17-10	

RESOLUTION 2009-2010: 236

Marie Kisch moved, seconded by Deborah Broslawski, to accept with regret, the retirement of Carol Behrens effective July 1, 2010. Ms. Behrens has served the students of Glen Gardner and Clinton for 35 years. Motion carried unanimously with all “ayes”.

RESOLUTION 2009-2010: 237

Marie Kisch moved, seconded by Deborah Broslawski, to accept with regret, the retirement of Peter Peterson effective July 1, 2010. Mr. Peterson has served the students of Clinton Public School for 28 years. Motion carried unanimously with all “ayes”.

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

RESOLUTION 2009-2010: 238

STAFF DEVELOPMENT

Amanda DiRienz moved, seconded by Deborah Broslawski, to approve the requests below for professional development and travel related mileage in accordance with NJAC 18A: 11-12. Motion carried unanimously with all “ayes”.

Program Name	Date	# Employees	# Board Member	Event Cost	Substitute Pay	Total Cost
21st Century Learning for ELLS	05/18/2010	1		\$109.00	\$0.00	\$109.00
21st 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
21st Century Training – Phase 2	03/19/2010	1		\$75.00	\$0.00	\$75.00

POLICY

RESOLUTION 2009-2010: 239

APPROVE POLICY READINGS

Deborah Broslawski moved, seconded by Amanda DiRienz, to approve the First Readings and Adopt or Repeal the Policies with Second Readings listed below. Motion carried unanimously with all “ayes”.

3240	Professional Development	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.	2nd Reading/Adoption
2423	Bilingual and ESL Education	M	Sets forth the legal requirements for provision of bilingual and English as a second language programs and English language services to pupils.	2nd Reading/Adoption
6360	Political Contributions	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	2nd Reading/Adoption

			revisions were issued in January 2010.	
6471	School District Travel	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.	2nd Reading/Adoption
2415.03	Highly Qualified Teachers	M	No Child Left Behind Act of 2001 requirements for highly qualified teacher status and documentation of such status.	2nd Reading/Adoption
5338	Diabetes Management	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.	2nd Reading/Adoption
5512.01	Harassment, Intimidation and Bullying	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.	2nd Reading/Adoption
8461	Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse	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,	2nd Reading/Adoption

			to the bargaining unit, to the public and to the Commissioner of Education.	
6111	Special Education Medicaid (SEMI) Program	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).	2nd Reading/Adoption
1570	Internal Controls	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).	2nd Reading/Adoption
0177	Professional Services	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.	2nd Reading/Adoption
2560	Live Animals in		Recommended revision of existing policy	2nd

	School		regarding the proper precautions and procedures for the use of live animals as an educational resource.	Reading/Adoption
--	---------------	--	--	-------------------------

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

Aramark Report

RESOLUTION 2009-2010: 240

BOARD MINUTES

Amanda DiRienz moved, seconded by Deborah Broslawski, to approve the Board of Education Meeting minutes from the February 17, 2010 Work and Executive Session and February 26, 2010 Business and Executive Session. Motion carried unanimously with all "ayes".

RESOLUTION 2009-2010: 241

SECRETARY AND TREASURER'S REPORTS

Amanda DiRienz moved, seconded by Deborah Broslawski, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$510,322.12 for January 2010, 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. Motion carried unanimously with all "ayes".

RESOLUTION 2009-2010: 242

BILL LIST

Amanda DiRienz moved, seconded by Deborah Broslawski, to approve final payment of bills in the amounts specified below. Motion carried unanimously with all "ayes".

Bill List

- | | | |
|----|--------------------|---------------|
| 1. | General Account: | \$ 737,935.24 |
| 2. | Cafeteria Account: | \$ 9,753.08 |

RESOLUTION 2009-2010: 243

ACCOUNT BALANCES

Amanda DiRienz moved, seconded by Deborah Broslawski, to accept account balances as of January 2010 as specified below. Motion carried unanimously with all "ayes".

Checking Account Balances for January 2010:

- | | | |
|----|---------------------|-------------|
| 1. | Student Activities: | \$29,656.50 |
| 2. | Cafeteria: | \$36,640.34 |
| 3. | Payroll Agency: | \$ 2,907.05 |
| 4. | Unemployment: | \$ 8,658.92 |

RESOLUTION 2009-2010: 244**TRANSFERS**

Amanda DiRienz moved, seconded by Deborah Broslawski, to approve transfers in the amount of \$22,043.07 for the month of February, 2010. Motion carried unanimously with all “ayes”.

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

RESOLUTION 2009-2010: 245**APPROVE SPEC. ED. TUITION CONTRACT**

Marie Kisch moved, seconded by Amanda DiRienz, to approve a Special Education Tuition contract for one student to attend 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. Motion carried unanimously with all “ayes”.

CORRESPONDENCE

1. Resolution from Hunterdon County Freeholders.
2. Efficiency Review Letter from Dr. Gerald Vernotica and Mr. Jeff Scott, Hunterdon County ECS and SBA.

NEW BUSINESS: None

OLD BUSINESS:

1. Presentation and Preliminary Adoption of 2010-2011 Budget

Resolution to adopt 2010/2011 Budget

The Board of Education of Clinton-Glen Gardner hereby adopts the following budget for the 2010-11 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 495

<u>Expenditures</u>		<u>Revenue</u>	
<i>General Current Expense</i>	<u>\$7,151,344</u>	<i>Budgeted Fund Bal-Gen.</i>	<u>0</u>
<i>Capital Outlay</i>	<u>30,050</u>	<i>Local Tax Levy-General</i>	<u>\$6,021,990</u>
<i>Special Revenue Fund</i>	<u>168,313</u>	<i>Misc Revenue</i>	<u>\$2,050</u>
<i>Repayment of Debt</i>	<u>542,816</u>	<i>Tuition</i>	<u>\$158,000</u>
		<i>State Aid</i>	<u>\$999,354</u>
		<i>Special Revenue Fund</i>	<u>\$168,313</u>
		<i>Debt Service Aid</i>	<u>\$1,007</u>
		<i>Local Tax Levy-Debt</i>	<u>\$509,311</u>
		<i>Budget Fund Bal-Debt</i>	<u>\$32,498</u>
Total Expenditures	<u><u>\$7,892,523</u></u>	Total Revenue	<u><u>\$7,892,523</u></u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2010-11 tentative budget includes a maximum travel appropriation of \$18,000

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2010-11 proposed budget is a maximum regular business travel amount of \$500 per employee

(not to exceed \$1500 per employee)

**RESOLUTION 2009-2010: 246
BUDGET**

ADOPT PRELIMINARY 2010-2011

Amanda DiRienz moved, seconded by Cara Morris, to adopt the above resolution to approve the Preliminary 2010-2011 School Budget as presented. Motion carried unanimously with all “ayes by roll call vote.

PUBLIC COMMENT:

Andra Taylor asked how the High School for Math Skippers will be chosen.

Richard Katz responded that the H.S. that the Math Skippers attend will possibly be based on cost or which school the most students will be attending.

Rich D’Avanzo asked what the worst case scenario would be if the budget doesn’t pass.

Kelly Love asked what is being done to make sure the budget passes.

Jodi Lounds asked if the budget will be on the website.

Kelly Boyd asked if any budget notes were being sent home in the back packs.

Molly Naughton asked the Board to think outside of the box with respect to the Foundation.

Jodi Lounds asked if the website will have a voice narrative of the budget presentation.

Andra Taylor commented that the budget should be posted on the website as is as soon as possible.

RESOLUTION 2009-2010: 247

ENTER EXECUTIVE SESSION

Amanda DiRienz moved, seconded by Cara Morris, to enter into Executive Session at 8:45 p.m for the purpose of discussing Health Benefits and Negotiations. Motion carried unanimously with all “ayes”.

RESOLUTION 2009-2010: 248

ADJOURNMENT

Amanda DiRienz moved, seconded by Cara Morris, to adjourn the Board Meeting at 9:16 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Lisa Craft
Business Administrator/Board Secretary

Robert Pyle, President