

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

February 23, 2010

Robert Pyle called the meeting together at 7:30 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, Cara Morris, Deborah Broslawski,
Marie Kisch, Robert Pyle, and 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: 214**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT

Student Presentation – 6th Grade SmartBoard Presentation by Mrs. Palomba, Mrs. Merrigan and Mrs. Lunger's classes.

Sports Camp Fees – Discussed offering a reduction of 20% for siblings and repeat campers.

Policy Change – Discussion regarding entrance age for 1st grade. Agreement that any family enrolled in a private kindergarten for 2009/10 would be grandfathered to the policy in place as of September 2009. The new policy would apply for kindergarten enrollments for 2010/11.

Barger & Bolger – Paul Barger’s firm has merged with a larger firm. The Board would like to have Paul briefly attend a future meeting.

Painting – The ceiling painting of the second floor hallway has resumed.

ASSISTANT PRINCIPAL’S REPORT - None

CLINTON TEACHERS’ ASSOCIATION (CTA) UPDATE - None

PUBLIC COMMENT

Joanne Bursin commented that Visitor Parking lot spaces are needed.

Lori Broton inquired about offering summer camps other than sports.

PERSONNEL REPORT

RESOLUTION 2009-2010: 215

APPROVE PERSONNEL MOTIONS

John Romagna moved, seconded by Marie Kisch, to approve the following staff members for the 2010 summer program and 2009-10 school year for the positions listed below. Motion carried unanimously with all “ayes”.

2010 summer program position:					
Position	Name	Rate/Salary	Guide Step	Effective	Att.
Summer Sports Camp Coordinator	Joe Harris	\$1,500		2/23/10	

2009-10 school year 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	Margaret	\$35/hr at a maximum of		2/23/10	

Writing/Development	Blickenderfer	20 hours			
---------------------	----------------------	-----------------	--	--	--

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

RESOLUTION 2009-2010: 216

STAFF DEVELOPMENT

John Romagna moved, seconded by Cara Morris, 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
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

POLICY

RESOLUTION 2009-2010: 217

APPROVE POLICY READINGS

John Romagna moved, seconded by Cara Morris, to approve the First Readings and Adopt or Repeal the Policies with Second Readings listed below. Motion carried unanimously with all “ayes”.

#	TITLE	M	SUMMARY	ACTION
6362	Contributions to Board Members and Contract Awards	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	2 nd Reading/Adoption

			the preceding one year period.	
6422	Budget Transfers	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	Payment of Claims	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	Payroll Authorization	M	Requirements for payroll, including a payroll check distribution verification to be conducted at least once every three years.	2 nd Reading/Adoption
6830	Audit and Comprehensive Annual Financial Report	M	Delineates legal requirements for an annual audit and comprehensive annual financial report for the school district.	2 nd Reading/Adoption
7410	Maintenance and Repair	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	School Vehicle Assignment, Use, Tracking, Maintenance and Accounting	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	School Organization	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	Pupil Enrollment	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	Pupil Records	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	Emergency Evacuation	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	Reporting Potentially Missing or Abused Children	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	Public Relations Program	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	Adoption of Courses	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	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.	1st Reading Attachment #6A
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	1st Reading Attachment #6B

			pupils.	
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 revisions were issued in January 2010.	1st Reading Attachment #6C
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.	1st reading Attachment #6D
2415.03	Highly Qualified Teachers	M	No Child Left Behind Act of 2001 requirements for highly qualified teacher status and documentation of such status.	1st Reading Attachment #6E
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.	1st Reading Attachment #6F
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.	1st Reading Attachment #6G
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, to the bargaining unit, to the public and to the Commissioner of Education.	1st Reading Attachment #6H
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	1st Reading Attachment #6I

			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).	
1570	Internal Controls	M	<p>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.</p> <p>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).</p>	1st Reading Attachment #6J
0177	Professional Services	M	<p>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.</p>	1st Reading Attachment #6K
2560	Live Animals in School		<p>Recommended revision of existing policy regarding the proper precautions and procedures for the use of live animals as an educational resource.</p>	1st Reading Attachment #6L

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

Amanda DiRienz moved, seconded by Cara Morris, 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. Motion carried unanimously with all "ayes".

RESOLUTION 2009-2010: 219 SECRETARY AND TREASURER'S REPORTS

Amanda DiRienz moved, seconded by Cara Morris, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$607,583.55 for December 2009, 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: 220 BILL LIST

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

Bill List

- | | | |
|----|--------------------|-----------------|
| 1. | General Account: | \$ 1,039,892.20 |
| 2. | Cafeteria Account: | \$ 11,730.06 |

RESOLUTION 2009-2010: 221 ACCOUNT BALANCES

Amanda DiRienz moved, seconded by Cara Morris, to accept account balances as of December 2009 as specified below. Motion carried unanimously with all "ayes".

Checking Account Balances for December 2009:

- | | | |
|----|---------------------|-------------|
| 1. | Student Activities: | \$22,215.97 |
| 2. | Cafeteria: | \$31,547.46 |
| 3. | Payroll Agency: | \$33,488.07 |
| 4. | Unemployment: | \$ 8,656.71 |

RESOLUTION 2009-2010: 222 TRANSFERS

Amanda DiRienz moved, seconded by Cara Morris, to approve transfers in the amount of \$151,809.32 for the month of December. Motion carried unanimously with all "ayes".

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 ChildCare/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.

RESOLUTION 2009-2010: 223

ACCEPT BANDWIDTH CONTRACT

Amanda DiRienz moved, seconded by Cara Morris, to accept the contract with Century Link for 10mg of Internet bandwidth beginning July 1, 2010 for 36 months at a rate of \$1,655 per month including a non-appropriation clause with no penalty for cancellation in the event of budgetary constraints, and filing of e-rate forms for a 40% reimbursement of cost. Motion carried unanimously with all ‘ayes’.

RESOLUTION 2009-2010: 224

APPROVE SEMI WAIVER

Deborah Broslawski moved, seconded by Marie Kisch, to approve the following resolution for waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

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 2010-11, 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.

Motion carried unanimously with all "ayes".

CORRESPONDENCE

1. SEMI Waiver Approval

NEW BUSINESS:

1. Child Care Rates for 2010-2011: K-Care program to continue.

RESOLUTION 2009-2010: 225

ACCEPT CHILD CARE RATES

John Romagna moved, seconded by Amanda DiRienz, to accept Child Care program fees as per schedule below. Motion carried unanimously with all "ayes".

Before Care Program:

Full time (3days or more per week) 1st child 76.50 mthly, Siblings 25% reduced fee of \$56 mthly.

Part time (2 days or less per week) 1st child 56.00 mthly, Siblings 25% reduced fee of \$46 mthly.

K-Care Program:

\$360 monthly fee.

After Care Program:

Full time (8 hours 15 minutes to 15 hours per week) 1st child \$230.00, Sibling \$168.00 (25% reduced fee).

Part time (up to 8 hours per week) 1st child \$173.00, Sibling \$133.00 (25% reduced fee).

Financial Sliding Scale Fee: (For families who qualify for Free/Reduced Lunch)

Free: 40% of the contracted fee

Reduced: 70% of the contracted fee

Hardship: A determination will be made by the Administration.

2. State Election and CPS Budget Calendars:

March 10th Budget Work Session

March 17th Work Session

March 22nd Business Session

March 26th Public Hearing

OLD BUSINESS:

1. Paraprofessional Negotiations

**RESOLUTION 2009-2010: 226
PROPOSAL****APPROVE PARAPROFESSIONAL**

Amanda DiRienz moved, seconded by John Romagna, to approve the proposal for agreement between the Clinton-Glen Gardner Board of Education and the Clinton-Glen Gardner Paraprofessionals Association. Motion carried unanimously with all “ayes.”

2. Discussion of 2010-2011 Budget Priorities:

Richard Katz reviewed possible budget reductions to reach \$529,000. Board discussion followed.

Summer School offering at a fee for both enrichment and remedial.

Concern about the \$100 fee for Athletics as being too high.

Position eliminations were discussed in detail.

Math Skippers bus expense was discussed.

3. BOE Goals**PUBLIC COMMENT:**

Molly Naughton discussed rental of space and consideration of change of policy for-profit organization not allowed. Also, inquired about G&T Program.

Sheri Lieffrig inquired about Health Benefits.

Beth Sosidka inquired about Administrative elimination considerations.

Lori Broton inquired about the timing on determining Kindergarten classes.

RESOLUTION 2009-2010: 227**ENTER EXECUTIVE SESSION**

Cara Morris moved, seconded by Deborah Broslawski, to enter into Executive Session at 10:15 p.m for the purpose of discussing Health Benefit Negotiations. Motion carried unanimously with all “ayes”.

RESOLUTION 2009-2010: 228**ADJOURNMENT**

John Romagna moved, seconded by Cara Morris, to adjourn the Board Meeting at 10:40 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Lisa Craft
Business Administrator/Board Secretary

Robert Pyle, President