

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

January 26, 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 and Robert Pyle

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: 2
 - 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: 200**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT

Student Presentation – 5th Grade Published Writer, David Montes, read his poem.

Film Club – waning interest after students visited Clinton Township, will explore for next year.

Budget Workshop – Richard Katz and Robert Pyle will be attending. Featured speaker David Del Vecchio, Mayor of Lambertville.

ASSISTANT PRINCIPAL’S REPORT - None

CLINTON TEACHERS’ ASSOCIATION (CTA) UPDATE - None

PUBLIC COMMENT

Richard Katz explained Race to the Top.

PERSONNEL REPORT

RESOLUTION 2009-2010: 201

APPROVE PERSONNEL MOTIONS

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

Motion: To approve the following staff members for the 2009-10 school year for the following positions:					
<i>Position</i>	<i>Name</i>	<i>Rate/Salary</i>	<i>Guide Step</i>	<i>Effective</i>	<i>Att.</i>
<i>Substitute Teacher</i>	Melissa Tremaine	\$75 per diem		1/20/10	
	Caroline Sergison	\$75 per diem		1/20/10	
Motion: To approve the following change in salary:					
<i>Position</i>	<i>Name</i>	<i>Rate/Salary</i>	<i>Guide Step</i>	<i>Effective</i>	<i>Att.</i>
<i>Teacher</i>	Deborah Sarmir	From: \$65,902 To: \$66,867	From: MA+15 (K) To: MA+30 (K)	2/1/10	#4

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

RESOLUTION 2009-2010: 202

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
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

POLICY

RESOLUTION 2009-2010: 203

APPROVE POLICY READINGS

Amanda DiRienz 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
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.	1 st Reading
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 the preceding one year period.	1 st Reading
6422	Budget Transfers	M	Transfers among line items and program categories require a 2/3 affirmative vote of	1 st Reading

				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.	
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.	1st Reading
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.	1st Reading
6510	Payroll Authorization	M		Requirements for payroll, including a payroll check distribution verification to be conducted at least once every three years.	1st Reading
6830	Audit and Comprehensive Annual Financial Report	M		Delineates legal requirements for an annual audit and comprehensive annual financial report for the school district.	1st Reading
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.	1st Reading
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.	1st Reading
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.	1st Reading
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.	1st Reading
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	1st Reading

				for parents and adult pupils.	
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.	1st Reading
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.	1st Reading
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.	1st Reading
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.	1st Reading

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT**RESOLUTION 2009-2010: 204****BOARD MINUTES**

Amanda DiRienz moved, seconded by Cara Morris, to approve the Board of Education Meeting minutes from the December 16, 2009 Work Session and December 22, 2009 Business and Executive Sessions. Motion carried unanimously with all "ayes" except Marie Kisch abstained for the December 16th Minutes.

RESOLUTION 2009-2010: 205**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 \$559,257.12 for November 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: 206**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: | \$ 969,805.03 |
| 2. | Cafeteria Account: | \$ 11,213.69 |

RESOLUTION 2009-2010: 207**ACCOUNT BALANCES**

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

Checking Account Balances for November 2009:

- | | | |
|----|---------------------|-------------|
| 1. | Student Activities: | \$28,762.00 |
| 2. | Cafeteria: | \$33,567.87 |
| 3. | Payroll Agency: | \$ 2,190.99 |
| 4. | Unemployment: | \$ 8,654.50 |

RESOLUTION 2009-2010: 208**TRANSFERS**

Amanda DiRienz moved, seconded by Cara Morris, to approve transfers in the amount of \$45,590.00 for the month of November. Motion carried unanimously with all “ayes”.

Budget Calendar attached.

Aramark Report attached.

CORRESPONDENCE

1. Letter from Executive County Superintendent Gerald Vernotica approving employment contract for School Business Administrator/Board Secretary, Lisa Craft.

NEW BUSINESS:

Cara Morris opened discussion on holding a public budget information session next month. The Board decided to hold the meeting at 6:30 p.m. prior to the 7:30 p.m. Work Session on February 17, 2010. Marie Kisch, Cara Morris and Robert Pyle will meet with Mr. Katz and Lisa Craft on agenda.

OLD BUSINESS: Public Hearing on Business Administrator’s Contract

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)

RESOLUTION 2009-2010: 209

APPROVE CRAFT

Amanda DiRienz moved, seconded by Cara Morris, 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). Motion carried unanimously with all “ayes”.

PUBLIC COMMENT:

Molly Naughton discussed weighing budget priorities at the public budget information session and publicizing the revenue situation.

RESOLUTION 2009-2010: 210

ENTER EXECUTIVE SESSION

Amanda DiRienz moved, seconded by Marie Kisch, to enter into Executive Session at 8:25 p.m for the purpose of discussing Negotiations and Contracts. Motion carried unanimously with all “ayes”.

RESOLUTION 2009-2010: 211

ADJOURNMENT

Amanda DiRienz moved, seconded by Marie Kisch, to adjourn the Board Meeting at 9:10 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Lisa Craft
Business Administrator/Board Secretary

Robert Pyle, President