

TOWN OF CLINTON BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

November 24, 2009

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 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.

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;

STUDENT PERFORMANCE

Third and Fourth Grade Bucket Bangers performed with Mr. DiGiovanni

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: 163**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT

Richard Katz discussed: Public Relations
 Veterans Assembly
 Rebel 2 Activity – Great American Smoke Out Day
 Book Fair

CLINTON TEACHERS' ASSOCIATION (CTA) UPDATE

Alex Jordan reported on grade level activity.

PUBLIC COMMENT

Compliments to Cathy Ahart for the Public Relations work.

PERSONNEL REPORT

RESOLUTION 2009-2010: 164

APPROVE PERSONNEL MOTIONS

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

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	Nancy Randazzo	\$11.80/hr Lunch/Recess \$12.75/hr Child Care		TBD	#11
Substitute Teacher	Laura Urban-Heller	\$75 per diem		11/24/09	

RESOLUTION 2009-2010: 165

ACCEPT GROSS RESIGNATION

Cara Morris moved, seconded by Marie Kisch, to accept, with regrets, the resignation of Rose-Anne Gross, Lunch/Recess and K-Care Aide, effective on or before November 23, 2009. Motion carried unanimously with all “ayes”.

RESOLUTION 2009-2010: 166**LUNCH/RECESS AIDE PAY INCREASE**

Cara Morris moved, seconded by Marie Kisch, to increase the pay rate for current Lunch/Recess Aides (Laurie Scanniello and Tiffany Meyers) to \$12.00/hr effective November 19, 2009. Motion carried unanimously with all “ayes”.

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**RESOLUTION 2009-2010: 167****STAFF DEVELOPMENT**

Marie Kisch 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	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 21st 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

POLICY**RESOLUTION 2009-2010: 168****APPROVE POLICY READINGS**

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

0110	Identification/By laws		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	Legal Services/ Bylaws	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	Professional Services/ Bylaws	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	Duties of the School Business Administrator and Board Secretary		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	Evaluation of School Business Administrator		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	Evaluation of Board Secretary		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	Administrative Employment Contracts		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.	2 nd Reading Adoption
2631	NJQSAC		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.	2 nd Reading Adoption
3112	Abolishing Positions		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language.	2 nd Reading Adoption
3141	Resignation		Revision	Revision represents an abridged version of the current policy that eliminates unnecessary language. Requires	2 nd Reading

				60-day notice of resignation.	Adoption
3159	Teaching Staff Reporting Responsibility		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	2nd Reading Adoption
3240	Professional Development	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).	2nd Reading Adoption
3250	Hours and Days of Work		Repeal	Repeal of existing policy addressing the hours and days of teaching staff members not covered by negotiated agreement. Not applicable.	2nd Reading Repeal
3362	Sexual Harassment	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.	2nd Reading Adoption
3411	Placement of Guide Step		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.	2nd Reading Adoption
3412	Placement on Guide Column		New	Clarifies requirements for academic credit to determine placement on guide column. Parallels requirements for tuition reimbursement for academic credit in the negotiated agreement.	2nd Reading Adoption
4150	Discipline		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."	2nd Reading Adoption
4340	Grievance		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.	2nd Reading Adoption

4352	Sexual Harassment	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	Eligibility of Resident/Nonresident Students	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	Entrance Age		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	Administration of Medication	M	Revision	Mandated policy governing the administration of medication to pupils in accordance with applicable law.	1 st Reading
5331	Management of Life-Threatening Allergies in Schools	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	Reporting Pupil Progress	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	Graduation and Yearbook Fees		Repeal	Not applicable to K-8 district	1 st Reading
5512.01	Harassment, Intimidation and Bullying	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	Smoking	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	Equity in Educational Programs and Services	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

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT**RESOLUTION 2009-2010: 169****BOARD MINUTES**

Marie Kisch moved, seconded by Amanda DiRienz, to approve the Board of Education Meeting minutes from September 16, 2009 Business Session, October 21, 2009 Work and Executive Sessions and October 27, 2009 Business Session.

RESOLUTION 2009-2010: 170**SECRETARY AND TREASURER'S REPORTS**

Marie Kisch moved, seconded by Amanda DiRienz, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$783,426.18 for September 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: 171**BILL LIST**

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

Bill List

- | | | |
|----|--------------------|---------------|
| 1. | General Account: | \$ 767,652.33 |
| 2. | Cafeteria Account: | \$ 10,306.47 |

RESOLUTION 2009-2010: 172**ACCOUNT BALANCES**

Marie Kisch moved, seconded by Amanda DiRienz, to accept account balances as of September 2009 as specified below. Motion carried unanimously with all "ayes".

Checking Account Balances for September 2009:

- | | | |
|----|---------------------|-------------|
| 1. | Student Activities: | \$41,369.28 |
| 2. | Cafeteria: | \$35,464.63 |
| 3. | Payroll Agency: | \$ 1,397.89 |
| 4. | Unemployment: | \$14,706.69 |

RESOLUTION 2009-2010: 173**TRANSFERS**

Marie Kisch moved, seconded by Amanda DiRienz, to approve transfers in the amount of \$72,289.72. Motion carried unanimously with all "ayes".

CORRESPONDENCE

1. Letter from CTA Co-Presidents regarding Health Care Coverage change.

NEW BUSINESS None

OLD BUSINESS None

PUBLIC COMMENT None

RESOLUTION 2009-2010: 174

ADJOURNMENT

Amanda DiRienz moved, seconded by Cara Morris, to adjourn the Board Meeting at 8:05 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Lisa Craft
Business Administrator/Board Secretary

Robert Pyle, President