



Clinton-Glen Gardner Board of Education

Wednesday, May 15, 2013

7:00 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

1. **Call to Order**

2. **Opening Statement:**

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.

3. **Roll Call**

4. **Monthly School Data:**

A. Enrollment Data Report (**Attachment #1**)

B. Student Suspensions:

a. In-School Suspensions: 1

b. Out-of-School Suspensions: 2

C. School Nurse's Report (**Attachment #2**)

D. Violence and Vandalism (EVVRS Data)

E. Fire Drill and Bus Evacuation Drill Report (**Attachment #3**)

Motion: *To accept the aforementioned monthly school data report, items 4A-E.*

5. **Superintendent/Principal's Report**
6. **Assistant Principal's Report**
7. **Special Services Report**
8. **Clinton Teachers' Association (CTA) Public Comment**
9. **Public Comment**
10. **Personnel**

A. Motion: To approve an increase in FTE from 0.5 to 0.8 for Karen Brownell (PCR 57), Paraprofessional, for the 2013-14 school year.

B. Motion: To approve the following staff member for the listed position for the 2013-14 school year:

Position	Name	Rate/Salary	Effective
5th and 6th Grade Science Teacher (PCR 27)			

C. Motion: To approve the following staff member for the 2013-14 school year for the following stipend position:

Position	Name	Rate/Salary
Aim High	Denise Rella	\$866
Cross Country Coach	Kate Fischer	\$1878
Girls' Basketball Coach	Taylor Covino	\$3158

D. Motion: To approve the following staff members for the following 2013-14 curriculum/committee positions:

Position	Name	Rate/Salary
Report Card Revisions (K-4)	Barbara Smith	\$37 per hour (not to exceed 5 hours each)
Language Arts – Teacher Reference Guide (5-8)		\$37 per hour (not to exceed 13 hours each)

E. Motion: To execute the contract for Lisa Craft, Business Administrator, with the base salary of \$107,850 as approved by the Hunterdon County Interim Executive County Superintendent for the 2013-14 school year.

- Vacancies:
 - Chess Club
 - Science Club
 - 3rd Grade Musical Director
 - Yearbook

- Cheerleading Coach
- Character Education Program Development (1)
- Teacher of Technology

11. Curriculum, Instruction, Assessment, & Technology

A. Staff Development

B. Field Trips

Motion: To approve the following requests for field trips as listed:			
Date	Grade	Destination	Cost per person
May 2013	Peer to Peer	Clinton Community Center	\$0.00
May 2013	Rebel2	Clinton Community Center	\$0.00
May 2013	Kindergarten	Crayola Factory	Estimated \$11.00
June 2013	1st Grade	A&P	\$0.00
June 2013	5-8 Student Council	Clinton Community Center	\$0.00

12. Policy

Motion: To approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings:				
#	TITLE	M	SUMMARY	ACTION
2415	NCLB (revised)	M	Waiver language	No vote needed
2431	Athletic Comp (revised)	M	Updated to include cheerleading to be consistent with legislation that added cheerleading to the 'interscholastic athletic' definition. Language/ code update. Approved/edited by Mary Ellen Bowlby	(Att. #4A)
R 2431.1	Emergency Procedures Athletics	M	Updated to include specific training requirements for coaches (sports related concussions & head injuries). Approved/edited by Mary Ellen Bowlby	(Att. #4B)
R 2431.2	Medical Exams Athletics	M	Updated to align with the edits to include cheerleading. Approved/edited by Mary Ellen Bowlby	(Att. # 4C)

2468	IEE		NEW- requested as guidance on districts obligation to pay for IEE under the IDEA 2004. Jeanine reviewed and approved	(Att. #4D)
3230/ 4230	Outside Activities		Minor language revision and code change	No vote needed
3281/ 4281	Inappropriate Staff Conduct		New code location for these policies and procedures. Updates and alignment provisions enacted in new tenure law	No vote needed
6113	E-Rate (New)		Policy was created as guidance for audited districts. We have an Erate consultant that keeps CPS compliant as the regs as they change frequently. Lisa recommends no policy needed.	No policy or vote needed
6163	Advertising on School Property		NEW- created to be consistent with (6164) advertising on school buses and new administrative code as guidance for districts	(Att. #4E)
6480	Purchase of Food Supplies	M	Recoded and changed provision of purchasing food supplies from \$250 to \$500 without soliciting quotes	No vote needed
8505	School Nutrition	M	Change notifying schools that low-fat (1%) milk offered	No vote needed
9180	School Volunteers			In Policy
9181	Volunteer Athletic Coaches and co-curricular activity advisors/assistants			In Policy

13. **General Information: Business Administrator's Report**

A. **Facility Update**

B. **Cafeteria Update**

C. **Monthly Minutes and Financial Approval**

Motion: *To approve the Minutes and monthly financial transactions and reports items 1-5.*

1. *Approval of Board of Education Minutes from the April 17, 2013 Work and Executive Sessions; and the April 23, 2013 Business and Executive Sessions. (Attachment # 5A, 5B)*

2. Certification of the Secretary's and Treasurer's Reports that the cash receipts, cash expenditures, and cash balances in the 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 2012-2013 school year. (Attachment #6A, 6B)

i. March, 2013 \$ 817,694.58

3. Approval of the Bill List in the specified amounts. (Attachment # 7)

ii. General Account: \$660,388.32

iii. Cafeteria Account: \$ 0.00

Special Note: N/A

4. Checking Account Balances – March, 2013

i. Student Activities: \$37,249.00

ii. Cafeteria: \$41,708.26

iii. Payroll Agency: \$96,578.05

iv. Unemployment: \$66,480.17

5. Transfers and Amendments in the amount of \$14,504.09 and \$0 respectively for the month of April, 2013.

(Attachment #8)

D. Motion: *To approve the resolution to amend the NJSBAIG Bylaws as proposed. (Attachment #9)*

E. Motion: Motion: *To approve the listed adoptions, authorizations and appointments for the 2013-14 school year, 1-44 as listed:*

1. To authorize the Superintendent/Principal to offer employment via a "Letter of Intent" to candidates for vacancies between regularly scheduled Board Meetings that require an emergent hire. This authority extends only to formerly approved Board of Education Positions, as represented on the district's Position Control Roster. The Superintendent/Principal is required to "straw poll" all members of the Board to discuss the candidate,

qualifications, salary requirements, and references. Candidates who receive three "individual approvals" will be placed on the next agenda for formal hire. Should any aspect of this process not be followed, the "Letter of Intent" is void as of midnight on the calendar date of the Board of Education Meeting.

2. To authorize the Business Administrator to requisition the taxes from the Town of Clinton and the Borough of Glen Gardner after the amounts to be raised have been certified.
3. To authorize the Superintendent/Principal and the Business Administrator to initiate any line item transfers as may be necessary to facilitate any unanticipated encumbrances/ expenditures that may arise between Board meetings, with disclosure to the Board at subsequent Board meetings.
4. To approve the following publications as official newspapers:
 - a. Hunterdon County Democrat
 - b. Courier News (alternate)
 - c. Express Times (alternate)
5. To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as legal counsel at \$145 per hour.
6. To approve Pediatric Workshop and SAM'S Kids for physical therapy services; and Therapeutic Intervention, Inc. for occupational therapy services for the 2013-14 school year.
7. To approve the firm of William Colantano as Financial Auditor.
8. To approve Gianforcaro Architects and Engineers as Architect of Record.
9. To name ELES, Inc as the Board's Broker of Record for medical insurance.
10. To name Brown & Brown as the Board's Broker of Record for dental insurance.
11. To appoint G.R. Murray as our school commercial package insurance agent.

12. To appoint Educational Consortium as the E-Rate Consultant.
13. To appoint Dr. Ronald Frank, M.D. as School Physician.
14. To appoint the Town of Clinton Police Chief as attendance officer.
15. To authorize the following signatures for the depositories of the board of education:
 - a. General Account (3 Signatures) President, Business Administrator, Treasurer
 - b. Payroll Account (1 Signature) Treasurer
 - c. Payroll Agency Account (1 Signature) Treasurer
 - d. Student Activities Account (2 Signatures) Supt/Principal, Business Administrator
 - e. Cafeteria Account (2 Signatures) Supt/Principal, Business Administrator
 - f. Unemployment Account (Any 1 Signature) Business Administrator, Treasurer
 - g. Capital Reserve (Any 2 Signatures) President, Supt/Principal, Business Administrator, Treasurer
 - h. Maintenance Reserve (Any 2 Signatures) President, Supt/Principal, Business Administrator, Treasurer
 - i. Emergency Reserve (Any 2 Signatures) President, Supt/Principal, Business Administrator, Treasurer
16. To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services.
 - i. Peapack-Gladstone
 - ii. Team Capital
 - iii. Skylands Foundation
 - iv. PNC Bank
 - v. Unity Bank
 - vi. Investors Savings

17. To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).
18. To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).
19. To adopt the textbook list (on file in Main Office).
20. To adopt the NJSBA Code of Ethics.
21. To set the petty cash account amount at \$150 and to appoint the Business Administrator as the disbursing agent, funds to be reviewed by another administrator before paid.
22. To designate the Business Administrator/Board Secretary as school funds investor.
23. To authorize Business Administrator to remit payment, as deemed necessary, between scheduled Board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees. All such expenditures shall be approved by the Superintendent/Principal or his designee.
24. To approve the listed Tuition Rates plus related services.

a.	Non-Resident	\$6,500
b.	Non-Resident-2 nd child	\$5,900
c.	Preschool Integrated	\$1,800
25. To appoint the Superintendent\Principal, as district Affirmative Action Officer
26. To appoint the Assistant Principal as the 504 Compliance Officer.
27. To appoint the School Nurse as the Chemical Hygiene Officer.
28. To appoint the School Nurse as the Chemical Hygiene Officer.
29. To appoint the Guidance Counselor as the Anti-Bullying Specialist.
30. To appoint the Supervisor of Special Services as the Anti-Bullying Coordinator.

31. To approve purchasing through the Hunterdon County ESC and the Middlesex County Regional ESC as listed.
 - a. Electricity
 - b. General Supplies & Materials
 - c. Equipment
 - d. Janitorial Supplies
 - e. Maintenance Contracting
32. To participate in the Hunterdon County Educational Services Commission transportation program at no increase over the 2012-13.
33. To appoint Lisa Craft as Board Secretary/ Business Administrator.
34. To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.
35. To appoint the Facility Manager as the Asbestos Management Officer, AHERA Officer, Safety & Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Right to Know Officer.
36. To appoint the School Business Administrator as the Qualified Purchasing Agent; and authorize to award contracts up to the bid threshold, and set quote threshold at 15% of bid threshold amount.
37. To appoint the School Business Administrator as the Custodian of Records.
38. To authorize Darlene Nardi to sign purchase orders, quarterly tax returns, and take minutes as needed in the absence of the Business Administrator/Board Secretary.
39. To appoint Kathleen Olsen as the School Treasurer.
40. To approve the rate of pay for leave replacements and long-term substitutes at \$150 per diem for the first 60 days, followed by a per diem equivalent of the first step, BA column, on the CTA negotiated agreement.
41. To approve the Substitute Rate of \$85 per day.

42. To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting.

43. To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan:

- a. AXA Equitable
- b. Ameriprise
- c. Lincoln Financial Group
- d. Lincoln National Life
- e. Siracusa
- f. Valic

44. To adopt all other resolutions still in force as policy of the Board.

14. **Correspondence**

- A. Contract Approval Letter for Business Administrator-Hunterdon Interim Executive County Superintendent. **(Attachment #10)**

15. **New Business**

16. **Old Business**

- A. District Goals Update

17. **Public Comment**

18. **Executive Session**

- A. Call for Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss matters listed below. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

- 1. Paraprofessional Association Contract Negotiations

19. **Adjournment**