

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

April 24, 2012

Robert Pyle called the meeting together at 7:00 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: Robert Pyle, Cara Morris, Amanda DiRienz, Patricia Cooper and Margaret Layding

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

GENERAL INFORMATION: MONTHLY SCHOOL DATA

- A. Enrollment Data Report
- B. Student Suspensions:
 - In-School Suspensions: 0
 - Out-of-School Suspensions: 2
- C. School Nurse's Report:
- D. Violence and Vandalism (EVVRS Data):
- E. Fire Drill Report and Bus Evacuation Drill Report

RESOLUTION 2011-2012: 195**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Dr. Katz reported on meeting for teacher evaluation model presentations. The next step is to meet and dissect the pros and cons of the details of the models. Margaret Layding asked if an update can be provided.

CLINTON TEACHER'S ASSOCIATION (CTA) UPDATE:

Mrs. Steinberg was present to give a report on grade level activities.

PUBLIC COMMENT: None

PERSONNEL REPORT**RESOLUTION 2011-2012: 196****APPROVE STAFF MEMBERS**

Patricia Cooper moved, seconded by Cara Morris, to approve the following staff member for the listed positions below. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/ Salary	Effective
Special Education Paraprofessional	Laurel Kelly [PNC 57]	\$23,194 pro rated	4/16/12-6/12/12
Substitute Teacher	Eram Tun	\$85/diem	4/25/12-6/12/12
Student Teacher	Jenna Crincoli (Ramapo College) Grade 4 - McGavisk	N/A	9/4/12 -12/7/12

RESOLUTION 2011-2012: 197**APPROVE ESY STAFF MEMBERS**

Amanda DiRienz moved, seconded by Margaret Layding, to approve the following staff members for the 2012 Extended School Year positions below. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
Primary Teacher	Carolyn Schorr	In accordance with CTA Agreement
Preschool Teacher	Lisa Rizzi Denise Rella	In accordance with CTA Agreement
School Nurse	Mary Ellen Bowlby	In accordance with CTA Agreement
Speech and Language Therapist	Susan DeSapio Camille Reilly	\$75/hr

Paraprofessionals	Jennifer Truby Janet Traphagen Kelly DeJesus Denise Rella Laurel Kelly	\$15.26/hr
Substitute Teacher	Joe Harris Tracy Palomba Laurel Kelly Ashley Hoffman	In accordance with CTA Agreement

RESOLUTION 2011-2012: 198**MIDDLE SCHOOL POSITION CHANGES**

Margaret Layding moved, seconded by Patricia Cooper, to restore one Middle School teacher position (PCN 27) to full time after granting part time status for one year, and eliminate a .5 Grade 5 Science position (PCN 24) which will no longer be needed. Motion carried unanimously with all "ayes" by roll call vote.

Tracy Palomba (PCN 27) .5 FTE increased to 1.0 FTE

Kimberly Tota (PCN 24) Reduction in Force due to temporary arrangement following maternity leave coverage.

RESOLUTION 2011-2012: 199**APPROVE 2012-13 APPOINTMENTS**

Amanda DiRienz moved, seconded by Cara Morris, to approve the listed personnel appointments for 2012-13 Motion carried unanimously with all "ayes" by roll call vote.

1. Tenured and Non-Tenured Teaching Staff with salary pending the results of negotiations with the Clinton Teachers Association for 2011-14. (**Attachment #4A**)
2. Paraprofessional Staff (**Attachment #4B**)
3. Administrative Staff, Child Care Director and Technology Coordinator; for Business Administrator approval is pending the Hunterdon County Office contract review and approval. (**Attachment #4C**)
4. Teacher Assignment Transfers:

Teacher	From	PCN	To	PCN	FTE
Sandy Adams	Grade 2	109	Grade 1	10	1.0
Liz Hedden	Grade 1	10	Grade 2	109	1.0
Jamie Friedel	Grade 2	95	Grade 3	19	1.0
Jodie Lounds	Grade 5	25	Grade 3	18	1.0
Denise Rella	Grade 3	19	Grade 5	25	1.0
Barb Smith	Grade 3	18	Grade 4	20	1.0

5. Substitute Teachers (**Attachment #5**)

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**RESOLUTION 2011-2012: 200****STAFF DEVELOPMENT**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A:11-12. Motion carried unanimously with all "ayes".

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
Marzano and Danielson Presentations	04/19/2012	MaryEllen Bowlby Tom Larkin Judy Liptak	\$0.00	\$110 \$85 \$85	\$280.00
Utilizing Children's Story Books	04/18/2012	Denise Rella	\$0.00	\$42.50	\$42.50
Social Skills – get them, have them, use them	04/27/2012	Heather Alvarez Amy Kagan Jenine Kastner	\$0.00	\$0.00	\$0.00
Understanding Hunterdon County Youth Services	04/27/2012	MaryEllen Bowlby Sue Penn	\$0.00	\$110	\$110
CDK Annual Spring Users Meeting	05/24/2012	Lisa Craft Darlene Nardi	\$0.00	\$0.00	\$0.00
Managing Problem Behavior in School and Home Settings	05/22/2012 05/23/2012	AnneMarie DeSavino Carolyn Schorr	\$0.00	\$340	\$340
Autism & Sensory: The Dir/floor time method	05/09/2012	AnneMarie DeSavino	\$179	\$85	\$264

RESOLUTION 2011-2012: 201**APPROVE FIELD TRIPS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the following field trips as listed. Motion carried unanimously with all "ayes".

Date	Grade	Destination	Cost per person
May 2012	1st grade	A&P	\$0.00
May 2012	5th grade	YMCA - Camp Bernie	\$25.00

RESOLUTION 2011-2012: 202**ROOTS PROGRAM APPROVAL**

Cara Morris moved, seconded by Patricia Cooper, to approve participation in the Roots Program, (A Harassment, Intimidation, and Bullying (HIB) Prevention and School Climate Improvement Initiative for New Jersey Public Schools) for the 2012-2013 school year. Motion carried unanimously with all "ayes".

POLICY**RESOLUTION 2011-2012: 203****ADOPT POLICIES**

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

#	TITLE	M	SUMMARY	ACTION
5600	Pupil Discipline/Code of Conduct (Revised)	M	The new dating violence at school law requires consequences and remedial/intervention measures for acts or incidents of dating violence at school.	1st Reading (Attachment #6A)
9270	Home Schooling and Equivalent Education (Revised)	M	When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws.	1st Reading (Attachment #6C)

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

State Grant funds received for roof project in the amount of \$64,576, closing out the project.

Architect came to CPS last Thursday to see the parking lot now that School Street is paved. He will cost out including the front third section as an alternate price.

RESOLUTION 2011-2012: 204**BOARD MINUTES**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the Board of Education Meeting minutes from the March 21, 2012 Work and Executive Sessions; and the March 27, 2012 Business and Executive Sessions. Motion carried unanimously with all "ayes".

RESOLUTION 2011-2012: 205**SECRETARY AND TREASURER'S REPORTS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$933,057.58 for February, 2012, 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 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2011-2012: 206**BILL LIST**

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

Bill List

- | | | |
|----|--------------------|---------------|
| 1. | General Account: | \$ 708,655.35 |
| 2. | Cafeteria Account: | \$ 24,455.23 |

RESOLUTION 2011-2012: 207**ACCOUNT BALANCES**

Amanda DiRienz moved, seconded by Patricia Cooper, to accept account balances as of February, 2012 as specified below. Motion carried unanimously with all "ayes".

Checking Account Balances for February, 2012:

- | | | |
|----|---------------------|-------------|
| 1. | Student Activities: | \$37,173.91 |
| 2. | Cafeteria: | \$65,903.94 |
| 3. | Payroll Agency: | \$25,444.56 |
| 4. | Unemployment: | \$65,783.36 |

RESOLUTION 2011-2012: 208**TRANSFERS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve Transfers in the amount of \$15,801.59 for the month of March, 2012. Motion carried unanimously with all "ayes".

RESOLUTION 2011-2012: 209 SPECIAL ED. TUITION CONTRACT AMENDMENT

Cara Morris moved, seconded by Robert Pyle, to amend the Clinton Township tuition contract for one student to include a Personal Aide through the remainder of the school year, retroactive to March 12, 2012, at a cost of \$7,465. Motion carried unanimously with all "ayes".

RESOLUTION 2011-2012: 210**TERMINATE ATTORNEY AGREEMENT**

Margaret Layding moved, seconded by Cara Morris, to terminate the agreement for labor relations with Kalac & Barger effective immediately. Motion carried unanimously with all "ayes".

RESOLUTION 2011-2012: 211**2012-13 APPROVALS**

Cara Morris moved, seconded by Amanda DiRienz, to approve the listed adoptions, authorizations, and appointments for the 2012-13 school year. Motion carried unanimously with all "ayes".

1. To authorize the Superintendent/Principal and Business Administrator to implement the 2012-2013 budget at which time the taxes have been certified.
2. 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.
3. 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.
4. 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.
5. To approve the following publications as official newspapers:
 - Hunterdon County Democrat
 - Courier News (alternate)
 - Express Times (alternate)
6. To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as legal counsel at \$145 per hour.
7. To approve the firm of William Colantano as Financial Auditor.
8. To approve Gianforcaro Architects and Engineers for consulting services at \$100 per hour as needed for facility projects.

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 for the 2012-13 school year at the rate of 15% of funding not to exceed \$1,750.
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:
 - General Account (3 Signatures) President, Business Administrator, Treasurer
 - Payroll Account (1 Signature) Treasurer
 - Payroll Agency Account (1 Signature) Treasurer
 - Student Activities Account (2 Signatures) Supt/Principal, Business Administrator
 - Cafeteria Account (2 Signatures) Supt/Principal, Business Administrator
 - Unemployment Account (Any 1 Signature) Business Administrator, Treasurer
 - Capital Reserve (Any 2 Signatures) President, Supt/Principal, Business Administrator, Treasurer
 - Maintenance Reserve (Any 2 Signatures) President, Supt/Principal, Business Administrator, Treasurer
 - 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.
 - Peapack-Gladstone
 - Team Capital

Skylands Foundation
PNC Bank
Unity Bank
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.

Non-Resident	\$6,500
Non-Resident-2 nd child	\$5,900
Foundations ESY	\$3,200
Preschool Disabled ESY	\$1,500
Preschool Integrated	\$2,500
25. To appoint Richard Katz, Superintendent\Principal, as district Affirmative Action Officer.
26. To appoint Christine Maines as the 504 Compliance Officer.
27. To appoint Sue Penn as the 504 Committee Coordinator.
28. To appoint the School Nurse as the Chemical Hygiene Officer.
29. To appoint Sue Penn as Anti-Bullying Specialist.
30. To appoint Jenine Kastner as District Anti-Bullying Coordinator.

31. To approve purchasing through the Hunterdon County ESC Cooperative Purchasing program.
32. To participate in the Hunterdon County Educational Services Commission transportation program.
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 Lisa Craft 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:
AXA Equitable
Ameriprise
Lincoln Financial Group
Lincoln National Life
Syracusa
Valic
44. To adopt all other resolutions still in force as policy of the Board.

CORRESPONDENCE

School Budget – 2012/13, Certification from Executive County Superintendent, Jeffrey Scott.

NJQSAC District Performance Review from Bari Erlichson, Chief Performance Officer

NEW BUSINESS: None

OLD BUSINESS:

District Goals and Action Plans – Goal for consistency in instruction. Dr. Katz reported that My Access is providing valuable data that appears to be effective. Otter Creek has also provided qualitative data.

RESOLUTION 2011-2012: 212**REVISE 2012/13 SCHOOL CALENDAR**

Margaret Layding moved, seconded by Cara Morris, to revise the 2012-13 School Calendar to change December 21, 2012 as a 12:45 pm dismissal. Motion carried unanimously with all “ayes”.

PUBLIC COMMENT: None

RESOLUTION 2011-2012: 213**ENTER EXECUTIVE SESSION**

Margaret Layding moved, seconded by Cara Morris, to enter into Executive Session at 7:55 p.m. for the purpose of discussing Personnel and Negotiations. Motion carried unanimously with all “ayes”.

RESOLUTION 2011-2012: 214

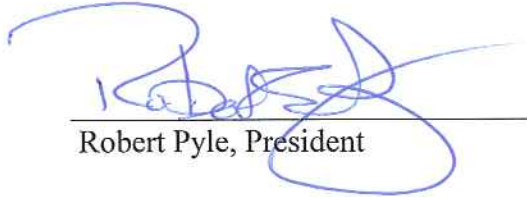
ADJOURNMENT

Amanda DiRienz moved, seconded by Margaret Layding, to adjourn the Board Meeting at 9:00 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Robert Pyle, President