

CLINTON-GLEN GARDNER BOARD OF EDUCATION

REORGANIZATIONAL BOARD MEETING MINUTES

May 3, 2011

Board Secretary Lisa Craft 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 by having duly posted the same information in the Board Office, the faculty room, and the Town Hall.

ROLL CALL: Present: Amanda DiRienz, Robert Pyle, Cara Morris, Patricia Cooper, and Margaret Layding

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

REORGANIZATION MEETING

A. Oath of Office was administered to newly elected Board Members by Lisa Craft.

B. Election Results:

Patricia Cooper and Margaret Layding were elected to the two 3-year positions.

Cara Morris was elected unopposed to the one year position.

The Budget passed by a vote of 279 to 206.

C. Nominations for President:

Cara Morris nominated Robert Pyle for Board President.

RESOLUTION 2010-2011: 194**PYLE BOARD PRESIDENT**

Amanda DiRienz moved, seconded by Cara Morris, to approve Robert Pyle as School Board President. Motion carried unanimously with all "ayes" on roll call vote.

D. Board Secretary Lisa Craft turns meeting over to Board President, Robert Pyle.

E. Nominations for Vice President:

Robert Pyle nominated Cara Morris for the position of Board Vice President.

RESOLUTION 2010-2011: 195**MORRIS VICE PRESIDENT**

Patricia Cooper moved, seconded by Margaret Layding, to appoint Cara Morris as Board Vice President. Motion carried unanimously with all "ayes"

F. President announces committees and delegates:

Policy & Negotiations Committees
Education Foundation – CPSPIE Rep.
PTA & Booster Club Rep.: Patricia Cooper and Amanda DiRienz
NJSBA & HCSBA Delegate
HCESC School Board Rep.

RESOLUTION 2010-2011: 196**IMPLEMENT BUDGET**

Amanda DiRienz moved, seconded by Cara Morris, to authorize the Superintendent/Principal and Business Administrator to implement the 2011-2012 budget at which time the taxes have been certified. Motion carried unanimously with all ‘ayes’.

RESOLUTION 2010-2011: 197**AUTHORIZE “LETTER OF INTENT”**

Amanda DiRienz moved, seconded by Cara Morris, 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.

RESOLUTION 2010-2011: 198**REQUISITION TAXES**

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

RESOLUTION 2010-2011: 199**INITIATE TRANSFERS**

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

RESOLUTION 2010-2011: 200**BOARD MEETINGS**

Amanda DiRienz moved, seconded by Cara Morris, to set the third Wednesday of each month as the Board Work Session, and the 4th Tuesday of each month as the Regular Business Meeting of the Board. All meetings will be held in the Clinton Public School Library at 7:00 PM. Motion carried unanimously with all "ayes".

May 18, 2011 (3rd Wednesday Business & Work Session)
 June 8, 2011 (2nd Wednesday Work Session)
 June 14, 2011 (3rd Tuesday Business Session)
 July 26, 2011 (4th Tuesday Business & Work Session)
 August 23, 2011 (4th Tuesday Business & Work Session)
 September 21, 2011
 September 27, 2011
 October 19, 2011
 October 25, 2011
 November 16, 2011
 November 22, 2011
 December 14, 2011 (2nd Wednesday)
 December 20, 2011 (3rd Tuesday)
 January 18, 2012
 January 24, 2012
 February 15, 2012
 February 21, 2012
 March 21, 2012
 March 27, 2012
 April 18, 2012
 April 24, 2012

RESOLUTION 2010-2011: 201**OFFICIAL NEWSPAPER**

Amanda DiRienz moved, seconded by Cara Morris, to approve the following publications as official newspapers: Hunterdon County Democrat, Courier News (alternate), and Express Times (alternate). Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 202**GENERAL LEGAL COUNSEL**

Amanda DiRienz moved, seconded by Cara Morris, to approve Russ Weiss of Parker McCay as general legal counsel at \$165 per hour for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 203**LABOR NEGOTIATIONS LEGAL COUNSEL**

Amanda DiRienz moved, seconded by Cara Morris, to approve Paul Kalac of Kalac, Barger & Bacigalupo, as legal counsel for labor negotiations at \$160 per hour for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 204**SCHOOL AUDITOR**

Amanda DiRienz moved, seconded by Cara Morris, to approve William M. Colantano, Jr. CPA as the auditor at the maximum fee of \$15,500. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 205**GIANFORCARO ARCHITECTS AND ENGINEERS**

Amanda DiRienz moved, seconded by Cara Morris, to approve Gianforcaro Architects and Engineers for consulting services at \$100 per hour as needed for facility projects. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 206**BROKER OF RECORD FOR MEDICAL**

Amanda DiRienz moved, seconded by Cara Morris, to name ELES, Inc. as the Board's Broker of Record for medical insurance for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 207**BROKER OF RECORD FOR DENTAL**

Amanda DiRienz moved, seconded by Cara Morris, to name Brown & Brown as the Board's Broker of Record for dental insurance for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 208**SCHOOL COMMERCIAL INSURANCE**

Amanda DiRienz moved, seconded by Cara Morris, to appoint G.R. Murray as our school commercial package insurance agent for 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 209**SCHOOL PHYSICIAN**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Dr. Ronald Frank, M.D. as School Physician for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 210**ATTENDANCE OFFICER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint the Town of Clinton Police Chief as Attendance Officer. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 211**AUTHORIZED CHECKING ACCOUNT SIGNERS**

Amanda DiRienz moved, seconded by Cara Morris, to authorize the following signatures for the depositories of the board of education. Motion carried unanimously with all "ayes".

General Account (3 Signatures) President, Business Administrator, Treasurer

Payroll Account (1 Signature) Treasurer

Payroll Agency Account (1 Signature) Treasurer

Student Activities Account (2 Signatures) 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

RESOLUTION 2010-2011: 212**APPROVED DEPOSITORIES**

Amanda DiRienz moved, seconded by Cara Morris, to designate the following banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services: Peapack Gladstone Bank, TD Financial, PNC Bank, Unity Bank, and Investors Savings. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 213**CURRICULUM GUIDES**

Amanda DiRienz moved, seconded by Cara Morris, to adopt the existing curriculum guides for 2011-2012 and Curriculum Evaluation Schedule (on file in Main Office). Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 214**POLICY MANUAL**

Amanda DiRienz moved, seconded by Cara Morris, to adopt Clinton-Glen Gardner Board of Education Policy Manual for 2011-2012 (on file in Main Office). Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 215**TEXTBOOK LIST**

Amanda DiRienz moved, seconded by Cara Morris, to adopt the textbook list for 2011-2012 (on file in Main Office). Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 216**CODE OF ETHICS**

Amanda DiRienz moved, seconded by Cara Morris, to adopt the NJSBA Code of Ethics. Motion carried unanimously with all “ayes”.

RESOLUTION 2010-2011: 217**PETTY CASH**

Amanda DiRienz moved, seconded by Cara Morris, to set the 2011-2012 petty cash account amount at \$150 and to appoint the Business Administrator as disbursing agent, funds to be reviewed by another administrator before paid. Motion carried unanimously with all “ayes”.

RESOLUTION 2010-2011: 218**SCHOOL FUNDS INVESTOR**

Amanda DiRienz moved, seconded by Cara, to designate the Business Administrator/Board Secretary as school funds investor for 2011-2012. Motion carried unanimously with all “ayes”.

RESOLUTION 2010-2011: 219**PAYMENT BETWEEN BOARD MEETINGS**

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

RESOLUTION 2010-2011: 220**TUITION RATES**

Amanda DiRienz moved, seconded by Cara Morris, to approve the following base tuition rates (plus related services) for the 2011-12 school year. Motion carried unanimously with all “ayes”.

Non-Resident	\$ 6,500
Non- Resident – 2 nd Child	\$ 5,900
Foundations	\$23,500
Foundations ESY	\$ 3,200
Preschool Disabled	\$19,500
Preschool Integrated	\$ 2,500
Preschool Disabled ESY	\$ 1,500

RESOLUTION 2010-2011: 221**AFFIRMATION ACTION OFFICER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Richard Katz, the Superintendent/Principal, as the district Affirmation Action Officer, for the 2011-2012 school year. Motion carried unanimously with all “ayes”.

RESOLUTION 2010-2011: 222**504 COMPLIANCE OFFICER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Christine Steiner as the 504 Compliance Officer for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 223**504 COMMITTEE COORDINATOR**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Sue Penn as the 504 Committee Coordinator for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 224**CHEMICAL HYGIENE OFFICER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint the School Nurse as the Chemical Hygiene Officer for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 225**HUNTERDON COUNTY ESC**

Amanda DiRienz moved, seconded by Cara Morris, to approve purchase of 2011-2012 general supplies through the Hunterdon County ESC Cooperative Purchasing Program. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 226**OCCUPATIONAL THERAPIST**

Amanda DiRienz moved, seconded by Cara Morris, to approve Barbara Hofler as provider of Occupational Therapy services at the rate of \$84.00 per hour for the 2011/12 school year programs. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 227**PHYSICAL THERAPIST**

Amanda DiRienz moved, seconded by Cara Morris, to approve Sam's Kids as provider of Physical Therapy services at the rate of \$90.00 per hour for the 2011-12 summer and school year programs. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 228**WARREN COUNTY TRANSPORTATION**

Amanda DiRienz moved, seconded by Cara Morris, to participate, if deemed necessary, in the Warren County Special Services Transportation Consortium for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 229 HUNTERDON COUNTY ESC TRANSPORTATION

Amanda DiRienz moved, seconded by Cara Morris, to participate in the Hunterdon County Education Services Commission Transportation Program for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 230 SOMERSET COUNTY TRANSPORTATION

Amanda DiRienz moved, seconded by Cara Morris, to participate in Somerset County Educational Services Commission Transportation Program as needed for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 231 BOARD SECRETARY/BOARD ADMINISTRATOR

Amanda DiRienz moved, seconded by Cara Morris, to appoint Lisa Craft as Board Secretary/Business Administrator for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 232 ACTING BOARD SECRETARY

Amanda DiRienz moved, seconded by Cara Morris, to appoint the Vice-President of the Board as Acting Secretary in the absence of the Board Secretary. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 233 FACILITY MANAGER DESIGNATIONS

Amanda DiRienz moved, seconded by Cara Morris, to appoint the Facility Manager as the Asbestos Management Officer, Safety & Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Right to Know Officer, and Ahera Officer. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 234 QUALIFIED PURCHASING AGENT

Amanda DiRienz moved, seconded by Cara Morris, to appoint the School Business Administrator as the Qualified Purchasing Agent for the 2011-2012 school year; and authorize to award contracts up to the bid threshold, and set quote threshold at 15% of bid threshold amount. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 235**CUSTODIAN OF RECORDS**

Amanda DiRienz moved, seconded by Cara Morris, to appoint the School Business Administrator as the Custodian of Records for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 236**ADDITIONAL SIGNER**

Amanda DiRienz moved, seconded by Cara Morris, to authorized Darlene Nardi to sign purchase orders, quarterly tax returns, and take minutes as needed in the absence of the Business Administrator/Board Secretary. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 237**SCHOOL TREASURER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Kathleen Olsen as the School Treasurer for the 2011-2012 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 238**LEAVE REPLACEMENT/LONG TERM SUB**

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

RESOLUTION 2010-2011: 239**SUBSTITUTE RATE**

Amanda DiRienz moved, seconded by Cara Morris, to approve an increase in the Substitute Rate for the 2011-12 school year from \$75 to \$85. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 240**PUBLIC AGENCY COMPLIANCE OFFICER**

Amanda DiRienz moved, seconded by Cara Morris, to appoint Lisa Craft as the 2011-2012 Public Agency Compliance Officer for the purpose of affirmative action with public contracting. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 241**TAX SHELTER ANNUITIES**

Amanda DiRienz moved, seconded by Cara Morris, to approve the following Tax Shelter Annuities as approved vendors in the district 403B:

AXA Equitable
Ameriprise
Lincoln Financial Group
Lincoln National Life
Syracusa
Valic

RESOLUTION 2010-2011: 242**PRIOR RESOLUTIONS**

Amanda DiRienz moved, seconded by Cara Morris, to adopt all other resolutions still in force as policy of the Board. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 243**ENTER EXECUTIVE SESSION**

Robert Pyle moved, seconded by Amanda DiRienz, to enter into Executive Session at 8:30 p.m. for the purpose of discussing Personnel. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 244**RE-ENTER BOARD MEETING**

Robert Pyle moved, seconded by Amanda DiRienz, to re-enter the Board Meeting at 8:40 p.m. Motion carried unanimously with all "ayes".

PERSONNEL**RESOLUTION 2010-2011: 245****REAPPOINT TENURED & NON-TENURED**

Amanda DiRienz moved, seconded by Patricia Cooper, to reappoint, for the 2011-2012 school year, the Tenured and Non-Tenured Teaching Staff as listed on Attachment #1 pending the results of negotiations. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 246**REAPPOINT PARA-PROFESSIONALS**

Cara Morris moved, seconded by Amanda DiRienz, to reappoint, for the 2011-2012 school year, the Para-Professional Staff as listed on Attachment #2. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 247**REAPPOINT SUPPORT STAFF**

Amanda DiRienz moved, seconded by Patricia Cooper, to reappoint, for the 2011-2012 school year, the Administrative Staff, Child Care Director and Technology Coordinator as listed on Attachment #3 pending required approvals; and to submit the School Business Administrator's contract to the Acting Hunterdon County Executive Superintendent of Schools for approval at the listed salary with subsequent final board action regarding this contract on May 18th, or at which time the contract receives approval. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 248**APPROVE ASSIGNMENT TRANSFERS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the following assignment transfers for the 2011-12 school year. Motion carried unanimously with all "ayes".

	From	PCN	To	PCN	FTE
Kelly DeJesus	Grade 1	11	Grade 2	13	1.0
Denise Rella	Foundations	5	Grade 3	19	1.0
Anne Marie DeSavino	Foundations	99	Resource Rm	48	1.0
Caroline Schorr	Resource Rm	48	Foundations	99	1.0
Jennifer Merrigan	Middle School	28	Grade 5	23	.5
Jennifer Merrigan	Basic Skills	103	Grade 5	23	.5
Donna Zaugg	Middle School	31	Basic Skills	103	.5
Debby Sarmir	Basic Skills	110	Middle School	27	.5
Tracy Palomba	Middle School	27	Basic Skills	110	.5

RESOLUTION 2010-2011: 249**RE-APPOINT SUBSTITUTES**

Amanda DiRienz moved, seconded by Patricia Cooper, to re-appoint all substitute teachers for the 2011-12 school year per Attachment #4. Motion carried unanimously with all "ayes".

CORRESPONDENCE

Carolyn Schorr sent a Thank You note for the Teacher of the Year reception.

PUBLIC COMMENT – None**RESOLUTION 2010-2011: 250****ENTER EXECUTIVE SESSION**

Robert Pyle moved, seconded by Patricia Cooper, to enter into Executive Session at 9:00 p.m. for the purpose of discussing Negotiations. Motion carried unanimously with all "ayes".

RESOLUTION 2010-2011: 251

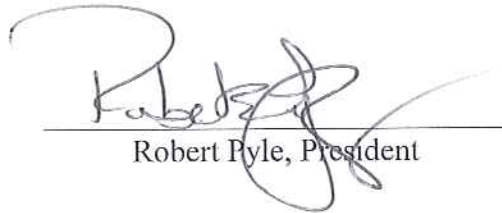
ADJOURNMENT

Cara Morris moved, seconded by Margaret Layding, to adjourn the Re-organization Board Meeting at 10:05 PM. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa J. Craft
Business Administrator/Board Secretary



Robert Pyle, President