



Clinton-Glen Gardner Board of Education

Wednesday, April 18, 2012

7:00 pm, CPS Library/Media Center

WORK SESSION MEETING AGENDA
Action will not 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:

i. In-School Suspensions: 2

ii. Out-of-School Suspensions: 0

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) Update**
9. **Public Comment**
10. **Personnel**

A. Motion: To approve the following staff members for the 2011-12 school year for the listed positions:

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

B. Motion: To approve the following staff members for 2012 Extended School Year positions:

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

C. Motion: 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.

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

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

D. Motion: To approve the listed personnel appointments for 2012-13:

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. Para-Professional 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)

11. Curriculum, Instruction, Assessment, & Technology

a. Staff Development

Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
Marzano and Danielson Presentations	04/19/2012	MaryEllen Bowlby	\$0.00	\$110	\$0.00
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

b. Field Trips

Motion: To approve the following requests for field trips as listed:

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

c. Roots Program Approval

Motion: To approve participation in the Roots Program (A Harassment, Intimidation, and Bullying (HIB) Prevention and School Climate Improvement Initiative for New Jersey Public Middle Schools) for the 2012-2013 school year.

Discussion Topics

- Grades 4 to 5 Transition

12. Policy

#	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.	1 st Reading (Attachment #6A)
7510	Use of School Facilities (Revised)		These new Guides were mandated that provides immunity to school districts for the injury or death of a person due to the action or inaction of persons employed by or under contract with a youth sports team organization that operates on school grounds provided the organization provides proof of a specific level of liability insurance and a statement of assurance the organization will comply with the district's Policy and Regulation 2431.4. The immunity from liability provisions of N.J.S.A. 18A:40-41.5 are required to protect all school districts that permit youth sports team organizations to use its school facilities.	1 st Reading (Attachment #6B)
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)

13. General Information: Business Administrator's Report

a. Approval of Board of Education Minutes as follows (Attachment #7A, 7B)

Motion: 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.

b. Secretary's and Treasurer's Reports (Attachments #8A, 8B)

- i. February, 2012 \$ 933,057.58

Motion: To approve the above referenced Secretary's and Treasurer's report as the cash receipts, cash expenditures, and cash balances in the above 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 2011-2012 school year.

c. Bill List (Attachment #9)

- i. General Account: \$708,655.35
- ii. Cafeteria Account: \$ 24,455.23

Motion: To approve the payment of the bills in the above-specified amounts.

d. Checking Account Balances –February, 2012

- i. Student Activities: \$37,173.91
- ii. Cafeteria: \$65,903.94
- iii. Payroll Agency: \$25,444.56
- iv. Unemployment: \$65,783.36

Motion: To approve the balances of the above specified amounts.

e. Transfers (Attachment #10)

Motion: To approve Transfers in the amount of \$ 15,801.59 for the months of March, 2012.

Note: Transfers include HVAC replacement units in Speech Room and Guidance Office

f. Special Education Tuition Contract Amendment

Motion: 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.

g. 2012-13 Adoptions, Authorizations, and Appointments

Motion: To approve the listed adoptions, authorizations and appointments for the 2012-13 school year.

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 Paul Kalac of Kalac, Barger & Bacigalupo, LLC as legal counsel for labor negotiations at \$160 per hour.
8. To approve the firm of William Colantano as Financial Auditor.

9. To approve Gianforcaro Architects and Engineers for consulting services at \$100 per hour as needed for facility projects.
10. To name ELES, Inc as the Board's Broker of Record for medical insurance.
11. To name Brown & Brown as the Board's Broker of Record for dental insurance.
12. To appoint G.R. Murray as our school commercial package insurance agent.
13. 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.
14. To appoint Dr. Ronald Frank, M.D. as School Physician.
15. To appoint the Town of Clinton Police Chief as attendance officer.
16. 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

17. 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

18. To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).
19. To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).
20. To adopt the textbook list (on file in Main Office).
21. To adopt the NJSBA Code of Ethics.
22. 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.
23. To designate the Business Administrator/Board Secretary as school funds investor.
24. 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.
25. 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

26. To appoint Richard Katz, Superintendent\Principal, as district Affirmative Action Officer.
27. To appoint Christine Maines as the 504 Compliance Officer.
28. To appoint Sue Penn as the 504 Committee Coordinator.
29. To appoint the School Nurse as the Chemical Hygiene Officer.
30. To appoint Sue Penn and Anti-Bullying Specialist.
31. To appoint Jenine Kastner District Anti-Bullying Coordinator.
32. To approve purchasing through the Hunterdon County ESC Cooperative Purchasing program as listed.

General Supplies & Materials
Equipment
Janitorial Supplies
Maintenance Contracting

33. To participate in the Hunterdon County Educational Services Commission transportation program.
34. To appoint Lisa Craft as Board Secretary/ Business Administrator.
35. To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.
36. 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.
37. 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.
38. To appoint the School Business Administrator as the Custodian of Records.

39. 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.
40. To appoint Kathleen Olsen as the School Treasurer.
41. 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.
42. To approve the Substitute Rate of \$85 per day.
43. To appoint Lisa Craft as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting.
44. 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
45. To adopt all other resolutions still in force as policy of the Board.

14. Correspondence

- a. School District Budget Statement for the School Year 2012-2013 Certification from Executive County Superintendent, Jeffrey Scott. **(Attachment # 11)**

15. New Business

16. Old Business

- a. District Goals and Action Plans
- b. Revised 2012-2013 School Year Calendar **(Attachment #12)**

17. Public Comment

18. Executive Session

- a. Personnel

19. **Adjournment**