

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

May 21, 2013

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, Margaret Layding, Brendan McIsaac, Robert Moul, and Patricia Cooper

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

GENERAL INFORMATION: MONTHLY SCHOOL DATA

A. Enrollment Data Report

B. Student Suspensions:

1. In-School Suspensions: 1
2. Out-of-School Suspensions: 2

C. School Nurse's Report:

D. Violence and Vandalism (EVVRS Data)

E. Fire Drill and Bus Evacuation Drill Report

RESOLUTION 2012-2013: 195**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Personnel Topics

Need for additional special education teacher with growth of preschool

Posting for paraprofessionals

Parent Portal on track for middle school to begin 2013-14

PUBLIC COMMENT: Mrs. Bulger gave a CTA report.**PERSONNEL REPORT:****RESOLUTION 2012-2013: 196****ACCEPT KATZ RESIGNATION**

Margaret Layding moved, seconded by Patricia Cooper, to accept with regret, the resignation of Richard Katz, Superintendent/Principal effective on or before July 31, 2013. Motion carried unanimously with all "ayes" by roll call vote.

RESOLUTION 2012-2013: 197**APPROVE BROWNELL**

Margaret Layding moved, seconded by Robert Moul, to approve an increase in FTE from 0.5 to 0.8 for Karen Brownell (PCR 57), Paraprofessional, for the 2013-2014 school year.

RESOLUTION 2012-2013: 198**APPROVE FISCHER**

Brendan McIsaac moved, seconded by Robert Moul, to approve the following staff member for the listed position for the 2013-14 school year. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/ Salary	Effective
5 th and 6 th Grade Science Teacher (PCR 27)	Kathryn Fischer	Step 4, MA \$55,022	2013-14 School Year

RESOLUTION 2012-2013: 199**APPROVE STIPEND POSITIONS**

Brendan McIsaac moved, seconded by Robert Moul, to approve the following staff members for the 2013-14 school year for the following stipend positions. Motion carried unanimously with all "ayes" by roll call vote.

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

RESOLUTION 2012-2013: 200**AMEND 7-8 STUDENT COUNCIL STIPEND**

Brendan McIsaac moved, seconded by Robert Moul, to amend the 7-8 Student Council stipend for the 2013-14 school year as stated below. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
7-8 Student Council	Jessica Latanzio-Crespo (.5)	\$567.50
7-8 Student Council	Amy Santacross (.5)	\$567.50

RESOLUTION 2012-2013: 201**APPROVE CURRICULUM/COMMITTEE**

Brendan McIsaac moved, seconded by Robert Moul, to approve the following staff members for the following 2013-14 curriculum/committee positions. Motion carried unanimously with all "ayes" by roll call vote.

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)	Judy Liptak Barbara Shaffer Jessica Latanzio Crespo	\$37 per hour (not to exceed 13 hours each)

RESOLUTION 2012-2013: 202**EXECUTE CRAFT CONTRACT**

Brendan McIsaac moved, seconded by Margaret Layding, 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. Motion carried unanimously with all "ayes" by roll call vote.

RESOLUTION 2012-2013: 203

APPROVE OBSERVATION

Robert Moul moved, seconded by Brendan McIsaac, to approve the following observation for the 2012-13 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name
High School Student Career Shadowing	Danielle Reilly

Vacancies:

- Chess Club
- Science Club
- 3rd Grade Musical Director
- Yearbook
- Cheerleading Coach
- Character Education Program Development (1)
- Teacher of Technology

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

RESOLUTION 2012-2013: 204

FIELD TRIPS

Patricia Cooper moved, seconded by Margaret Layding, to approve the following requests for Field Trips as listed. Motion carried unanimously with all “ayes”.

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

POLICY

RESOLUTION 2012-2013: 205

APPROVE POLICY

Robert Pyle moved, seconded by Robert Moul, 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
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
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

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

- A. Custodial Staffing Update
- B. Monthly Minutes and Financial Approval

RESOLUTION 2012-2013: 206 APPROVE MINUTES & FINANCIAL REPORTS

Robert Moul moved, seconded by Brendan McIsaac, to approve the Minutes and monthly financial transactions and reports as listed below. Motion carried unanimously with all "ayes".

- A. **Approval of Board of Education Minutes** from the April 17, 2013 Work and Executive Sessions; the April 23, 2013 Business and Executive Sessions.

- B. 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.

March, 2013 \$ 817,694.58

- C. Approval of the Bill List in the specified amounts.**

General Account: \$ 660,388.32
Cafeteria Account: \$ 0.00

- D. Checking Account Balances – March, 2013**

Student Activities: \$37,249.00
Cafeteria: \$41,708.26
Payroll Agency: \$96,578.05
Unemployment: \$66,480.17

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

RESOLUTION 2012-2013: 207

APPROVE NJSBAIG BYLAWS

Margaret Layding moved, seconded by Robert Moul, to approve the resolution to amend the NJSBAIG Bylaws as proposed. Motion carried unanimously with all "ayes".

RESOLUTION 2012-2013: 208

ADOPTNS, AUTHORIZATNS, & APPOINMTS

Robert Pyle moved, seconded by Brendan McIsaac, for approve the listed adoptions, authorizations and appointments for 2013-14 school year. Motion carried unanimously with all "ayes".

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 Guidance Counselor as the Anti-Bullying Specialist.
29. To appoint the Supervisor of Special Services as the Anti-Bullying Coordinator.
30. 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
31. To participate in the Hunterdon County Educational Services Commission transportation program at no increase over the 2012-13.
32. To appoint Lisa Craft as Board Secretary/ Business Administrator.
33. To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.
34. To appoint the Supervisor of Building & Grounds as the Asbestos Management Officer, AHERA Officer, Safety & Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Right to Know Officer.
35. 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.
36. To appoint the School Business Administrator as the Custodian of Records.
37. 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.
38. To appoint Kathleen Olsen as the School Treasurer.

- 39. 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.
- 40. To approve the Substitute Rate of \$85 per day.
- 41. To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting.
- 42. 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
- 43. To adopt all other resolutions still in force as policy of the Board.

RESOLUTION 2012-2013: 209 APPROVE PROJECT SUBMISSIONS

Robert Pyle moved, seconded by Margaret Layding, to approve submission of the following projects to the Department of Education as Other Capital Projects: Window and Hot Water Heater Replacements. Motion carried unanimously with all “ayes”.

RESOLUTION 2012-2013: 210 ACCEPT BIDS

Brendan McIsaac moved, seconded by Robert Pyle, to accept the bids received May 14, 2013, and award contracts, as recommended by the district architect for the projects as listed below. Motion carried unanimously with all “ayes”.

Project	Contractor Awarded	Bid Reference	Award Amount
Window Replacement	Panoramic Window & Door System, Piscataway, NJ	Base Bid and Alternates 1, 2, & 3	\$107,800
Hot Water Heater Replacement	Ranco Mechanical, Augusta, NJ	Base Bid	\$22,000

CORRESPONDENCE:

Contract Approval Letter for Business Administrator-Hunterdon Interim Executive County Superintendent

NEW BUSINESS: None

OLD BUSINESS:

Wilson Courtyard Project update on plantings in June.

PUBLIC COMMENT:

Suzanne Stidworthy made a statement for the Paraprofessionals.
Nancy Ebersole spoke on behalf of the Paraprofessionals.

RESOLUTION 2012-2013: 211**EXECUTIVE SESSION**

Brendan McIsaac moved, seconded by Robert Pyle, to adjourn to Executive Session at 9:00 p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Paraprofessional Contract Negotiations, Superintendent Search, Custodial Contract, and Personnel. 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. Motion carried unanimously with all "ayes".

RESOLUTION 2012-2013: 212**RE-ENTER BUSINESS SESSION**

Brendan McIsaac moved, seconded by Robert Moul, to re-enter the Business Session at 10:36pm. Motion carried unanimously with all "ayes" by.

RESOLUTION 2012-2013: 213**TERMINATE PRITCHARD**

Brendan McIsaac moved, seconded by Robert Moul, to early terminate the contract with cause between the Clinton-Glen Gardner Board of Education and Pritchard Industries for Custodial Services effective May 31, 2013. Motion carried unanimously with all "ayes" by roll call vote.

RESOLUTION 2012-2013: 214**NON-RENEWAL SHARED FACILITY MGR.**

Brendan McIsaac moved, seconded by Robert Moul, to not renew the contract with Clinton Township Board of Education for shared facility management services, effective June 30, 2013. Motion carried unanimously with all "ayes" by roll call vote.

RESOLUTION 2012-2013: 215**CREATE POSITIONS**

Brendan McIsaac moved, seconded by Robert Pyle, to create the positions of Supervisor of Building and Grounds (1 FTE), Head Custodian (Night) (1 FTE), and Part Time Custodians (1.5 FTE); and approve the following staff members effective June 1, 2013. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
Supervisor of Building & Grounds	Richard Trimmer	\$75,000/yr through 6/30/14
Part time Custodian – Sub	Scott Blazure	\$12/hr
Part time Custodian – Sub	George Skic	\$12/hr
Part time Custodian – Sub	Gerard Gorman	\$12/hr
Part time Custodian – Sub	John DellaValle	\$12/hr
Part time Custodian – Sub	Victor Santimit	\$12/hr
Part time Custodian – Sub	Susan Sherman	\$12/hr
Part time Custodian – Sub	Gary Cesta	\$12/hr
Part time Custodian – Sub	Curtis Saffold	\$12/hr
Part time Custodian – Sub	Walter Smickel	\$12/hr

RESOLUTION 2012-2013: 216**AWARD KATZ MERIT**

Patricia Cooper moved, seconded by Robert Pyle, to award merit pay to Richard Katz as per Superintendent/Principal contract as follows. Motion carried unanimously with all “ayes” by roll call vote.

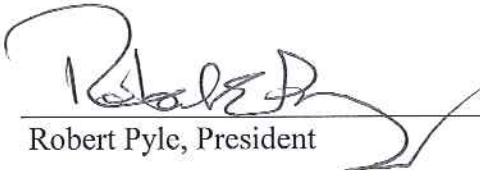
Achieves Goals – 2 at 1.5% each
 Significant Progress – 1 at 1%

RESOLUTION 2012-2013: 217**ADJOURNMENT**

Brendan McIsaac moved, seconded by Robert Moul, to adjourn the Board Meeting at 10:45 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,


 Lisa Craft
 Business Administrator


 Robert Pyle, President