

**CLINTON-GLEN GARDNER BOARD OF EDUCATION****BUSINESS SESSION MEETING MINUTES**

June 19, 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 DiRienzo, Patricia Cooper and Margaret Layding

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

**ANNUAL SCHOOL BOARD RETREAT – NJSBA FIELD REPRESENTATIVE  
5:00 TO 7:00 P.M.**

- A. Board Evaluation: Gwen Thornton reviewed and highlighted the important points.
- B. Goal Setting – Gwen Thornton led the board in developing 2012-2013 goals.
- C. Ethics Training

**GENERAL INFORMATION: MONTHLY SCHOOL DATA**

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

**RESOLUTION 2011-2012: 237****ACCEPT SCHOOL DATA REPORTS**

Amanda DiRienz moved, seconded by Patricia Cooper, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

**SUPERINTENDENT/PRINCIPAL'S REPORT:**

- Tenure reform update.
- K-Care will be cancelled for the 2012-13 school year due to low enrollment
- Update on North-Voorhees region shared curriculum supervisor

**CLINTON TEACHER'S ASSOCIATION (CTA) UPDATE:** None

**PUBLIC COMMENT:** None

**PERSONNEL REPORT****RESOLUTION 2011-2012: 238****APPROVE STAFF MEMBERS**

Cara Morris moved, seconded by Amanda DiRienz, to approve the following staff member for the 2012-2013 School Year. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
Special Education Paraprofessional (0.5 FTE)	Laurel Kelly	\$11,597

**RESOLUTION 2011-2012: 239****APPROVE SUMMER WORK**

Cara Morris moved, seconded by Patricia Cooper, to approve the following staff members for 2012 summer work. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary	Effective
Powerschool Scheduling and Updating	Kathi Savarese	In accordance with CTA agreement (not to exceed 30 hours)	7/1/12
Scheduling (Grades 5-8)	Barbara Shaffer	In accordance with CTA agreement (not to exceed 25 hours)	7/1/12
Health Office Records and Information Preparation	Mary Ellen Bowlby	In accordance with CTA agreement (not to exceed 20 hours)	7/1/12
Preparation for K- Care/Child Care	Martie Orlando	\$36/hr (not to exceed 20 hours)	7/1/12

<b>Office/Clerical Assistance</b>	<b>Debbie Herold Barbara Plundeke</b>	<b>\$15.26/hr (not to exceed 60 combined total hours)</b>	<b>7/1/12</b>
<b>Library Media Center Inventory</b>	<b>Cathy Ahart</b>	<b>In accordance with CTA agreement (not to exceed 25 hours)</b>	<b>7/1/12</b>
<b>Summer Custodial Work</b>	<b>Michael Bonavita Ashley Zenerovitz</b>	<b>\$7.25/hr</b>	<b>6/20/12</b>

**RESOLUTION 2011-2012: 240****APPROVE ESY POSITIONS**

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

Position	Name	Rate/Salary
<b>Teacher (K-3)</b>	<b>Karen Brownell</b>	<b>In accordance with CTA Agreement</b>
<b>Paraprofessional</b>	<b>Margaret Blickenderfer</b>	<b>\$15.26/hr</b>

**RESOLUTION 2011-2012: 241****APPROVE STAFF MEMBERS**

Amanda DiRienz moved, seconded by Patricia Cooper, to approve the following staff members for the 2012-13 school year for the following curriculum writing and hourly work positions. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
<b>21st Century Life and Career Curriculum</b>	<b>Barbara Shaffer Jessica Crespo</b>	<b>In accordance with CTA Agreement (20 Hours Each)</b>
<b>Crisis Management Committee</b>	<b>Mary Ellen Bowlby Amy Kagan Susan Penn Kelly DeJesus Heather Alvarez</b>	<b>In accordance with CTA Agreement (20 Hours Each)</b>

**RESOLUTION 2011-2012: 242****APPROVE SUMMER WORK**

Amanda DiRienz moved, seconded by Robert Pyle, to approve the following staff members for summer work. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
<b>Leveled Library Committee</b>	<b>Denise Grimm Elizabeth Hedden</b>	<b>In accordance with CTA Agreement (20 Hours Each)</b>



**RESOLUTION 2011-2012: 243****APPROVE SUBSTITUTE**

Margaret Layding moved, seconded by Cara Morris, to approve the following staff members for the 2012-13 School Year Child Care Program. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary
<b>Substitute Teacher</b>	<b>Kalyn McHenry</b>	<b>\$85/diem</b>

**RESOLUTION 2011-2012: 244****APPROVE ADMINISTRATIVE CONTRACT**

Margaret Layding moved, seconded by Amanda DiRienz, to final approve the following Administrative Contract with approval received on May 18, 2012 for the Hunterdon County ECS. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Salary	Term of Contract
<b>School Business Administrator</b>	<b>Lisa Craft</b>	<b>\$105,751</b>	<b>07/01/12 - 06/30/12</b>

**RESOLUTION 2011-2012: 245****APPROVE SUPERINTENDENT MERIT PAY**

Amanda DiRienz moved, seconded by Robert Pyle, to acknowledge Dr. Katz on the achievement of the performance goals, as listed, and approve merit pay in accordance with his contract. Motion carried unanimously with all "ayes" by roll call vote.

Goal #1: To develop a district communication strategy.

Goal #2: By 2012, align all areas of the curriculum with the 2009 NJ Core Curriculum Content Standards and/or the National Common Core State Standards.

Goal #3: To establish a consistent and systematic implementation of new curricula, instructional strategies and district philosophy in every classroom.

**VACANCIES:**

Co-Curricular Stipend

Chess Club

Student Council 5-6

Yearbook

Aim High (1)

Curriculum Writing

Math Common Core Grades 6-8

**CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY****RESOLUTION 2011-2012: 246****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	Board Member	Event Cost	Substitute Pay	Total Cost
What's New in School Health Services	06/08/2012	MaryEllen Bowlby		\$0.00	\$110.00	\$110.00

**RESOLUTION 2011-2012: 247****ADOPT COMMON CORE MATH**

Amanda DiRienz moved, seconded by Margaret Layding, to adopt the Common Core Math (Grades 3-5) curriculum management system document (rewritten during the 2011-2012 school year). Motion carried unanimously with all "ayes".

**RESOLUTION 2011-2012: 248 APPROVE PROFESSIONAL DEVELOPMENT PLAN**

Patricia Cooper moved, seconded by Robert Pyle, to approve the Clinton-Glen Gardner Professional Development Plan for 2012-2013. Motion carried unanimously with all "ayes".

**POLICY****RESOLUTION 2011-2012: 249****ADOPT POLICIES**

Patricia Cooper moved, seconded by Margaret Layding, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings. Motion carried unanimously with all "ayes".

#	TITLE	M	SUMMARY	ACTION
0132	Executive Authority		Establishes that Superintendent is the executive officer and is a non-voting member of the Board. Also gives Superintendent the right to prepare regulations which are not inconsistent with policy, and gives Board the right to overrule regulations by a majority vote.	2 <sup>nd</sup> Reading
0143	Board Member Election and Appointment		Provides that election and appointment will be held in compliance with the law and codifies the current rules on filling a Board vacancy.	2 <sup>nd</sup> Reading

0145	Board Member Resignation and Removal		Defines, in accordance with the law, termination conditions for a Board member.	2 <sup>nd</sup> Reading
0146	Board Member Authority		Codifies that a Board member does not individually possess the authority to speak for the Board except as authorized by Policy 9120. Requires a Board member making a formal expression of opinion (letters to editor, etc.) that his/her opinion does not necessarily represent that of the Board.	2 <sup>nd</sup> Reading
0151	Organization Meeting		Provides for an annual organization meeting to be held in the first or second week of January at which time a President and Vice-President will be elected.	2 <sup>nd</sup> Reading
0152	Board Officers		Provides that a President and Vice-President are elected by majority via a verbal roll call and if the office becomes vacant the Board will fill the vacancy within 30 days.	2 <sup>nd</sup> Reading
0155	Board Committees		Formalizes that we will have two standing committees (Policy and Negotiations) and that other Committees may be formed on an ad-hoc basis by either the President or a majority of Board members.	2 <sup>nd</sup> Reading
0164	Conduct of Board Meetings		Formalizes timing of agendas and conduct of meetings via parliamentary procedure.	2 <sup>nd</sup> Reading
0167	Public Participation in Meetings		Defines how public participation will be included in the meeting, limits comments to 5 minutes per person	2 <sup>nd</sup> Reading
2361	Acceptable Use of Computer Networks/Computers and Resources	<b>M</b>	Federal Communications Commission (FCC) released an order that requires school districts to update their acceptable use Policy. The Policy needs to state that we are "educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.	2 <sup>nd</sup> Reading



2431	Athletic Competition (Revised)	M	New Jersey State Interscholastic Athletic Association's (NJSIAA) recent policy revision stating a Board of Education is not required to allow a child educated elsewhere than at school to participate in curricular and extracurricular activities or sports activities. Several other revisions are provided as well.	2nd Reading
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.	2nd Reading

## GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT

### RESOLUTION 2011-2012: 250

### BOARD MINUTES

Amanda DiRienz moved, seconded by Robert Pyle, to approve the Board of Education Meeting minutes from the May 9, 2012 Work and Executive Session, and the May 15, 2012 Business and Executive Sessions. Motion carried unanimously with all "ayes".

### RESOLUTION 2011-2012: 251

### SECRETARY AND TREASURER'S REPORTS

Amanda DiRienz moved, seconded by Robert Pyle, to approve the Secretary's and Treasurer's reports as the cash receipts, cash expenditures, and cash balances of \$1,011,506.44 for April, 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: 252****BILL LIST**

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

## Bill List

- |    |                    |               |
|----|--------------------|---------------|
| 1. | General Account:   | \$ 879,579.09 |
| 2. | Cafeteria Account: | \$ 10,468.50  |

**RESOLUTION 2011-2012: 253****ACCOUNT BALANCES**

Amanda DiRienz moved, seconded by Robert Pyle, to accept account balances as of April, 2012 as specified below. Motion carried unanimously with all "ayes".

## Checking Account Balances for April, 2012:

- |    |                     |             |
|----|---------------------|-------------|
| 1. | Student Activities: | \$44,899.25 |
| 2. | Cafeteria:          | \$54,141.07 |
| 3. | Payroll Agency:     | \$39,103.89 |
| 4. | Unemployment:       | \$65,802.69 |

**RESOLUTION 2011-2012: 254****TRANSFERS**

Amanda DiRienz moved, seconded by Robert Pyle, to approve Transfers and Amendments in the amount of \$34,299.25 for the month of May, 2012. Motion carried unanimously with all "ayes".

**RESOLUTION 2011-2012: 255****APPROVE RESERVE DEPOSITS**

Patricia Cooper moved, seconded by Robert Pyle, to approve maximum deposit amounts to the Maintenance Reserve, Emergency Reserve, and Capital Reserve as listed for the 2011-12 school year, and appropriate from surplus the 2011-12 Extraordinary Aide and deposit to the emergency reserve. Motion carried unanimously with all "ayes".

Reserve Account	Current Account Balance	Deposit Maximum
<b>Maintenance Reserve</b>	<b>\$20,000</b>	<b>Max of \$45,000</b>
<b>Emergency Reserve</b>	<b>\$36,547</b>	<b>Max of \$38,349</b>
<b>Capital Reserve</b>	<b>\$10,670</b>	<b>Max of \$50,000</b>



**RESOLUTION 2011-2012: 256****APPROVE OT/PT CONTRACTS**

Patricia Cooper moved, seconded by Robert Pyle, to approve the Occupational and Physical Therapy Service Contracts for 2012-13. Motion carried unanimously with all "ayes"

School	Vendor	Hourly Rate	Contract Duration
Clinton Public	Sam's Kids	\$78/hour	07/01/12-06/30/13
The Midland School	Pediatric Workshop	\$86/week	07/01/12-06/30/13

**RESOLUTION 2011-2012: 257****APPROVE TUITION CONTRACTS**

Robert Pyle moved, seconded by Cara Morris, to approve Tuition Contracts for out of district placements as listed. Motion carried unanimously with all "ayes"

School to Attend	Tuition Cost	Contract Duration
Celebrate the Children	\$62,000	09/01/12 to 06/30/13
The Midland School	\$52,180	07/01/12 to 06/30/13
Developmental Center for Children & Families	2 students @ \$4,450 plus \$2,200 Aide = \$13,300	07/01/12 to 08/31/12

**RESOLUTION 2011-2012: 258****ACCEPT CALIFON TUITION STUDENTS**

Robert Pyle moved, seconded by Cara Morris, to accept the placement of 3 Califon Preschool students and approve the contracts. Motion carried unanimously with all "ayes"

Resident District	Tuition Revenue	Contract Duration
Califon	3 students @ \$1,500 plus Related Services	07/01/12 to 08/31/12

**RESOLUTION 2011-2012: 259****ACKNOWLEDGE CHOICE STUDENTS**

Robert Pyle moved, seconded by Cara Morris, to acknowledge notice of Choice Students as listed below. Motion carried unanimously with all "ayes"

District to Attend	Number of Students Enrolled	Grades
Clinton Township	3 students	3 <sup>rd</sup> , 4 <sup>th</sup> , & 8 <sup>th</sup> (one family)
Alexandria Township	1 student	7 <sup>th</sup> Grade
Lebanon Borough	1 student	1 <sup>st</sup> Grade

**RESOLUTION 2011-2012: 260****APPROVE TRANSPORTATION CONTRACT**

Margaret Layding moved, seconded by Patricia Cooper, to approve the Transportation Contract with HCESC for the Glen Gardner Routes for the 2012-13 school year as listed below. Motion carried unanimously with all "ayes"

Route Name	Annual Cost
GG1	\$36,112.23
GG2	\$36,112.23
GG3	\$36,112.23
GG4	\$36,112.23
GG6	\$10,821.93
Fee for Route Coordination	\$2,500.00

**RESOLUTION 2011-2012: 261****APPROVE MAINTENANCE RATES**

Robert Pyle moved, seconded by Cara Morris, to approve hourly rates for various maintenance contracts for the 2012-13 school year listed below. Motion carried unanimously with all "ayes"

Maintenance Contractor	Hourly Rate	Service
Jurin Roofing	\$72/hour	Roof
Cintas Fire	\$95/hour	Fire Alarm System
Manner Plumbing	\$87.55/hour	Plumbing
Mack Industries	\$87/hour	Boilers

**RESOLUTION 2011-2012: 262****DONATE COMPUTER EQUIPMENT**

Robert Pyle moved, seconded by Cara Morris, to donate to the Urban Renewal Corporation, computer equipment that has been deemed unusable to CPS due to disrepair or obsolescence, as recommended by the Technology Coordinator. Motion carried unanimously with all "ayes"

**RESOLUTION 2011-2012: 263****APPROVE MASCHIO'S CONTRACT**

Patricia Cooper moved, seconded by Margaret Layding, to approve the contract renewal (Year 4) with Maschio's Food Service for the 2012-13 school year at the annual management fee of \$7,547 with a profit guarantee of \$3,000. Motion carried unanimously with all "ayes"

**RESOLUTION 2011-2012: 264****INCREASE SCHOOL LUNCH PRICE**

Patricia Cooper moved, seconded by Margaret Layding, to increase the school lunch price from \$2.50 to \$2.60 for the 2012-13 school year to accommodate the additional labor and food costs associated with the new standards of nutrition adopted by the National School Lunch Program. Motion carried unanimously with all "ayes"

**RESOLUTION 2011-2012: 265****APPROVE AGE 26 IMPLEMENTATION**

Robert Pyle moved, seconded by Margaret Layding, to approve Dependents to Age 26 implementation within the district's Horizon Health Benefit Plan as provided by the underwriter at Horizon. Motion carried unanimously with all "ayes"

**CORRESPONDENCE**

Letter from Jeff Scott, Interim County Superintendent/ECSBA approving the employment contract for Lisa Craft, SBA, for the term 07/01/12 to 06/30/13.

Letter from Sallee Lord, County Chariperson, with regard to approval of our District Professional Development Plan.

**NEW BUSINESS:** None

**OLD BUSINESS:**

Recommendation for Teacher Evaluation Model.

**RESOLUTION 2011-2012: 266****APPROVE C. DANIELSON FRAMEWORK**

Margaret Layding moved, seconded by Robert Pyle, to approve the Charlotte Danielson Framework as our model for teacher evaluations in compliance with Excellent Educators for New Jersey (EE4NJ). This approval allows for the purchase of related software, licensing, training and other related costs. Motion carried unanimously with all "ayes"

**PUBLIC COMMENT:** None



**RESOLUTION 2011-2012: 267****ENTER EXECUTIVE SESSION**

Cara Morris moved, seconded by Patricia Cooper, to adjourn to Executive Session at 7:50 p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Negotiations. 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 2011-2012: 268****ADJOURNMENT**

Margaret Layding moved, seconded by Patricia Cooper, to adjourn the Board Meeting at 8:10 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft  
Business Administrator



Robert Pyle, President