

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

August 21, 2013

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

Absent: Robert Pyle

Also Present: Judy Burd, Interim Superintendent/Principal
Lisa Craft, Business Administrator

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 and Bus Evacuation Drill Report

RESOLUTION 2013-2014: 18

ACCEPT SCHOOL DATA REPORTS

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Handbooks for Substitutes and Volunteers

ASSISTANT PRINCIPAL'S REPORT:

Newcomer Breakfast
 August Staff Development
 1:1 Ipad Initiative Update
 Report Card Revisions
 All Curriculum Updates Completed

SPECIAL SERVICES REPORT:

Letter from Peggy McDonald, Director Office of Special Education
 Standard Response Protocol and Safety Check List
 HIB Training

CLINTON TEACHER'S ASSOCIATION (CTA) REPORT: None**PUBLIC COMMENT: None****PERSONNEL REPORT:****RESOLUTION 2013-2014: 19****APPROVE STAFF MEMBER**

Patricia Cooper 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 Date
Custodian	Scott Blazure Walter Smickle John DellaValle Gerard Gorman	\$15/Hour	09/01/13
Substitute Custodian	Walter Wright, Jr. Ann Vanella Janine McKinney	\$12/Hour	08/22/13
School Psychologist (PCR #84)	Ryan Hoover	\$54,872 (M+30 , 3Yrs)	08/27/13 Att. #5

RESOLUTION 2013-2014: 20

APPROVE EMERGENT HIRE

Patricia Cooper moved, seconded by Robert Moul, to approve the following for emergent hire. Motion carried unanimously with all “ayes” by roll call vote.

Ryan Hoover
Spanish Teacher - TBA

RESOLUTION 2013-2014: 21

APPROVE HCESC REPRESENTATIVE

Robert Moul moved, seconded by Brendan McIsaac, to approve the appointment of Judith Burd to represent the district as a member of the Representative Assembly of the Hunterdon County ESC. Motion carried unanimously with all “ayes” by roll call vote.

RESOLUTION 2013-2014: 22

ADVANCE ADASE

Brendan McIsaac moved, seconded by Robert Moul, to advance the following teacher on the salary guide in accordance with CTA negotiated agreement. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Current Step and Salary	New Step and Salary	Effective	Att.
Teacher	Bob Adase	BA \$52,547	BA+15 \$53,372	9/1/13	#6

RESOLUTION 2013-2014: 23

APPROVE CUSTODIAL CALENDAR

Robert Moul moved, seconded by Brendan McIsaac, to approve the Custodial Calendar for the 2013-14 school year. Motion carried unanimously with all “ayes”.

RESOLUTION 2013-2014: 24

RATIFY PARAPROFESSIONAL AGREEMENT

Brendan McIsaac moved, seconded by Robert Moul, to ratify the memorandum of agreement reached between the Clinton-Glen Gardner Board of Education and the Clinton Borough Paraprofessional Association for a one year contract at 1.5% increase in salary. Motion carried unanimously with all “ayes” by roll call vote.

RESOLUTION 2013-2014: 25

AMEND PARAPROFESSIONAL APPOINTMENTS

Robert Moul moved, seconded by Brendan McIsaac, to amend the Paraprofessional appointments for 2013-14, as approved April 23, 2013 by Resolution 191, to reflect FTEs from .8 to 1.0. Motion carried unanimously with all “ayes” by roll call vote.

RESOLUTION 2013-2014: 26**APPROVE FAMILY LEAVE**

Patricia Cooper moved, seconded by Robert Moul, to approve a Federal Family Leave Request for Monica Berkman effective August 27, 2013. Motion carried unanimously with all “ayes” by roll call vote.

Vacancies:

Chess Club
 Science Club
 3rd Grade Musical Director
 I&RS

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**STAFF DEVELOPMENT****RESOLUTION 2013-2014: 27****APPROVE PROFESSIONAL DEVELOPMENT**

Patricia Cooper moved, seconded by Margaret Layding, to approve the following requests for professional development and travel related mileage in accordance with NJAC18A:11-12. Motion carried unanimously with all “ayes” by.

Program Name	Date	Employees	Board Member	Event Cost	Substitute Pay	Total Cost
Active Shooters in School & Standard Response Protocol	08/07/2013	Sue Penn Jenine Kastner		\$0.00 + Mileage	\$0.00	\$0.00 + Mileage
CPI Training	09/11/2013 10/09/2013 11/03/2013	Carolyn Schorr Laurel Kelly Suzanne Stidworthy Ryan Hoover		\$46.00 each + Mileage	\$47.50 x 3	\$326.50 + Mileage
APA Conference	09/10/2013	Carolyn Schorr Jenine Kastner		\$0.00 + Mileage	\$85.00	\$85.00 + Mileage

RESOLUTION 2013-2014: 28**ADOPT MATHEMATICS CURRICULUM**

Brendan McIsaac moved, seconded by Robert Moul, to adopt the Mathematics (Grades 6-8) curriculum management system document (rewritten during the 2012-2013 school year). Motion carried unanimously with all “ayes”.

RESOLUTION 2013-2014: 29**TEXTBOOK DISPOSAL**

Brendan McIsaac moved, seconded by Patricia Cooper, to dispose of the textbooks as listed on or after September 6, 2013 in accordance with N.J.S.A. 18A:34-3. Motion carried unanimously with all "ayes".

Publisher	Title	Copyright	ISBN	Qty.
McGraw-Hill	McGraw Hill Math Gr 3	2004	0-02-104004-4	75
McGraw-Hill	McGraw Hill Math Gr 4	2004	0-02-104005-2	90
McGraw-Hill	McGraw Hill Math Gr 5	2004	0-02-104006-0	78

RESOLUTION 2013-2014: 30**FIELD TRIPS**

Robert Moul moved, seconded by Brendan McIsaac, to approve the following requests for field trips as listed below. Motion carried unanimously with all "ayes".

Date	Grade	Destination	Cost per student
September 2013	(8) 4 th grade students	Point Mountain, Hunterdon Cty	\$5.00
October 2013	(7) 5 th grade students	Grounds for Sculpture	\$0.00
November 2013	Selected 7 th /8 th graders	Clinton Township School	\$0.00
December 2013	Selected 6 th graders	Hunterdon Museum of Art	\$6.00
January 2014	Selected 5 th 8 th graders	Bethlehem Township Connelly	\$0.00
February 2014	Selected 7 th /8 th graders	Clinton Township School	\$0.00
March 2014	Selected 3 rd graders	Valley View School	\$0.00
May 2014	Selected 6 th graders	High Bridge School	\$0.00
May 2014	Selected 7 th /8 th graders	Clinton Township School	\$0.00

POLICY**RESOLUTION 2013-2014: 31****APPROVE POLICY**

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

#	TITLE	M	SUMMARY	ACTION
B 0000.01	Introduction (revised)	M	Revised to allow updates of titles or definitions without having to update every policy or regulation that does not require a substantive change	1st Reading Att. #9A
P 3232	Tutoring Services (new)		Makes distinction b/w additional help provided in school by a staff member and parent hiring services in excess of additional help	1st Reading Att. #9B
P 5120	Assignment of Pupils (revised)	M	Updated to address classroom placement of twins or higher order multiples	1st Reading Att. #9C
P 5300	AED Automated External Defibrillators (revised)	M	Janet's law takes effect 9/1/2014. Requirement of AEDs in school, an emergency action plan to include responding to cardiac event	1st Reading Att. #9D

R 5300	AED Automated External Defibrillators (new)	M		1 st Reading Att. #9E
P 5533	Pupil Smoking (revised)	M	Updated to include electronic smoking devices as act of smoking	1 st Reading Att. #9F
P 7434	Smoking in School building and on School grounds (revised)	M	Updated to include electronic smoking devices as act of smoking	1 st Reading Att. #9G
P 7523	School district provided technology devices to pupils (new)		General guidelines on providing devices to pupils and obligations from the addition of Anti-big brother act that took effect July 1, 2013	1 st Reading Att. #9H

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:

Facility Update:

Report from Rick Trimmer was distributed. Lisa Craft acknowledged the excellent work the crew has done this summer preparing for the school opening.

Audit Update:

Auditors were at the school the first week in August, and the audit went smoothly with no recommendations. Year end surplus and reserves were as projected with \$200,000 deposited to Capital Reserve to be used for Facility Projects.

RESOLUTION 2013-2014: 32

APPROVE FINANCIAL REPORTS

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

- A. **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 2013-2014 school year.

June, 2013 \$ 624,408.98

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

General Account: \$ 604,033.87
Cafeteria Account: \$ 0.00

C. Checking Account Balances – June, 2013

Student Activities:	\$ 48,211.91
Cafeteria:	\$ 38,608.28
Payroll Agency:	\$ 55,903.83
Unemployment:	\$ 66,496.75

D. Transfers and Amendments in the amount of \$22,985.94 and \$237.10 respectively for the month of June, 2013 and \$286,491.14 and \$0 respectively for the month of July.

RESOLUTION 2013-2014: 33**APPROVE TUITION CONTRACTS**

Patricia Cooper moved, seconded by Brendan McIsaac, to approve the following tuition contracts for the 2013-14 school year. Motion carried unanimously with all “ayes”.

School	Tuition	Effective Date
Stepping Stone School	\$44,085.60	09/04/13

RESOLUTION 2013-2014: 34**APPROVE FEDERAL GRANT APPLICATIONS**

Robert Moul moved, seconded by Patricia Cooper, to approve the following Federal Grant Applications for the 2013-14 school year. Motion carried unanimously with all “ayes”.

Grant	Amount	Allocation
IDEA FY 14	\$ 5,329	Preschool
IDEA FY 14	\$119,101	Basic
NCLB 14	\$ 28,958	Title I
NCLB 14	\$ 9,585	Title II
NCLB 14	\$ 1,546	Title III (Consortium)
Title I Salary Funded FY14 – Denise Grimm		29%

RESOLUTION 2013-2014: 35 APPROVE FACILITY PROJECT APPLICATION

Robert Moul moved, seconded by Brendan McIsaac, to approve the listed resolutions a. & b. for submission of the School Facility Project Applications to the Office of School Facilities and amendment to the Long Range Facility Plan. Motion carried unanimously with all “ayes” by roll call vote.

- a. WHEREAS, the district architect has updated the Long Range Facility Plan consistent with the Board of Education District Goals for 2013, and the Department of Education has announced another round of ROD grants funding 40% of facility projects with applications due September 4, 2013,

RESOLVED, upon the recommendation of the Business Administrator, that the Clinton-GlenGardner Board of Education, in the County of Hunterdon, Clinton, New Jersey authorizes Gianforcaro Architects Engineers Planner to submit all necessary plans and paperwork to the Department of Education concerning the following projects:

Renovations to the Clinton Public School as follows:

Level 1 – ROD Grant – Lighting and Restroom Renovations

Level 2 – ROD Grant – Cabinetry and Flooring

to serve as an application to the Office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

BE IT FURTHER RESOLVED, these projects shall be a “Regular Operating District Grant” project and the Board of Education is seeking State funding but will fund the remaining portion of the Projects through Capital Reserve, Local Budget, Lease Purchase, and/or a Future Referendum.

- b. WHEREAS, the district architect has updated the Long Range Facility Plan consistent with the Board of Education District Goals for 2013, and the Department of Education has announced Debt Service Aid funding of 40%,

RESOLVED, upon the recommendation of the Business Administrator, that the Clinton-GlenGardner Board of Education, in the County of Hunterdon, Clinton, New Jersey authorizes Gianforcaro Architects Engineers Planner to submit all necessary plans and paperwork to the Department of Education concerning the following projects:

Renovations to the Clinton Public School as follows:

Level 1 – Debt Service Aid – Roof, HVAC and Fire Alarm System

to serve as an application to the Office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

BE IT FURTHER RESOLVED, these projects shall be Debt Service Aid projects and the Board of Education is seeking State funding but will fund the remaining portion of the Projects through a future Referendum.

RESOLUTION 2013-2014: 36**APPROVE ESC PARAPROF. CONTRACTS**

Brendan McIsaac moved, seconded by Patricia Cooper, to approve the Paraprofessional Contract with HCESC for the 2013-14 school year. Motion carried unanimously with all "ayes".

RESOLUTION 2013-2014: 37**APPROVE ACES**

Patricia Cooper moved, seconded by Brendan McIsaac, to approve the resolution to purchase Natural Gas Services through ACES Cooperative Pricing System through May, 2018. Motion carried unanimously with all "ayes".

CORRESPONDENCE: None

NEW BUSINESS:

Back to School Night: Direction needed for parents to locate classrooms. Suggestion to use Student Council.

NJSBA Convention to be held in October.

OLD BUSINESS:

2013-14 District Goals: Edits on the draft goals need to be finished for September approval.

Communication Goal: Dear Parents update

Superintendent Search: Consultant firms for September meeting.

PUBLIC COMMENT: None

RESOLUTION 2013-2014: 38**EXECUTIVE SESSION**

Brendan McIsaac moved, seconded by Robert Moul, to adjourn to Executive Session at 10:00 p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Special Education Legal Proceedings. 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 2013-2014: 39

ADJOURNMENT

Brendan McIsaac moved, seconded by Robert Moul, to adjourn the Board Meeting at 10:15 p.m.
Motion carried unanimously with all "ayes".

Respectfully submitted,


Lisa Craft
Business Administrator


Margaret Layding, Vice President