



**Clinton-Glen Gardner Board of Education**

*Wednesday, September 18, 2013  
7:00 PM, CPS Library/Media Center*

**BUSINESS SESSION MEETING AGENDA**  
**Action will 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. NJSBA Field Rep – Gwen Thornton, Superintendent Search**

**5. Monthly School Data:**

A. Enrollment Data Report **(Attachment #1)**

B. Student Suspensions:

In-School Suspensions: 0

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 6A-E.

- 6. **Superintendent/Principal’s Report**
- 7. **Clinton Teachers’ Association (CTA) Report**
- 8. **Public Comment**
- 9. **Personnel**

**A. Staff Appointments**

| <b>Motion:</b> To approve the following staff member for the listed position for the 2013-14 school year: |                     |   |                                |
|---|---------------------|---|--------------------------------|
| <b>Position</b>   | <b>Name</b>         | <b>Rate/<br/>Salary</b>                         | <b>Effective<br/>Date</b>      |
| <b>Custodial Substitute</b>   | Joyce Flower        | \$12/Hour                                       | <b>09/25/13</b>                |
| <b>Custodian –Full Time and Single EPO Benefits(PCR119)</b>   | John Della Valle    | \$15/hour plus<br>Plus \$600<br>Boilers License | <b>10/01/13-<br/>06/30/14</b>  |
| <b>Custodian –Full Time and Single EPO Benefits(PCR122)</b>   | Walter Smickle      | \$15/hour                                       | <b>10/01/13-<br/>06/30/14</b>  |
| <b>Custodian – Part Time -5 Hrs/Day (PCR121)</b>  | Scott Blazure       | \$15/hour plus<br>\$600<br>Boilers License      | <b>10/01/13 -<br/>06/30/14</b> |
| <b>Long term substitute – Spanish Teacher</b>   | Carlos Valencia     | \$150/day                                       | <b>9/3/13<br/>Att. #4</b>      |
| <b>I&amp;RS Committee</b>   | Ryan Hoover         | \$866   | <b>9/3/13</b>                  |
| <b>Science Club</b>   | Stacy Viotto        | \$866   | <b>9/25/13</b>                 |
| <b>Substitute Teacher</b>   | MaryAnn Gallaway    | \$85.00 per diem                                | <b>09/24/13</b>                |
| <b>Substitute Teacher</b>   | Katherine Steinberg | \$85.00 per diem                                | <b>09/24/13</b>                |
| <b>Substitute nurse</b>   | Deborah Melillo     | \$125.00 per diem                               | <b>09/24/13</b>                |

## B. Maternity Leave of Absences

| <b>Motion:</b> To approve the following requests for a Maternity Leave of Absence /Federal Family Medical Leave. <b>(Attachment 5A, 5B, 5C)</b> |                 |                   |
|---|-----------------|-------------------|
| Position  | Name            | Anticipated Leave |
| 4 <sup>th</sup> Grade Teacher (PCN 22 )   | Hailey McGavisk | 10/21/13          |
| Middle School Teacher (PCN 34)  | Jessica Crespo  | 12/23/13          |
| BSI Teacher (PCN 104)   | Tracy Palomba   | 11/25/13          |

## C. Nurse substitute pay increase

**Motion:** To approve an increase in the Nurse's Substitute rate effective for the 2013-14 school year to \$125/day.

Note: This item was discussed at the May Work Session, but was not officially approved by the Board at a Business Session.

- Vacancies:
  - Chess Club
  - 3<sup>rd</sup> Grade Musical Director
  - 1 FTE Night Custodian

## D. Observation Request

**Motion:** To approve the request by Samantha Schoor to observe the district's occupational therapist to fulfill course requirement for Elizabeth town College.

## 10. 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

| <b>Program Name</b>  | <b>Date</b>              | <b># Employees</b>   | <b># Board Member</b> | <b>Event Cost</b>          | <b>Substitute Pay</b> | <b>Total Cost</b>     |
|--|--------------------------|--|-----------------------|----------------------------|-----------------------|-----------------------|
| Autism New Jersey 31 <sup>st</sup> Conference                                  | 10/17/2013<br>10/18/2013 | Carolyn Schorr   |                       | \$400<br>\$50<br>+ mileage | \$85.00 each          | \$620<br>+ mileage    |
| Art Educators of New Jersey Convention   | 10/4/2013                | Suzanne Lauricella   |                       | \$185.00<br>+ mileage      | \$85.00               | \$270.00<br>+ mileage |
| Section 504 The ADA & IDEA – What’s New  | 10/9/2013                | Amy Kagan<br>MaryEllen Bowlby<br>Sue Penn<br>Christine Steiner         |                       | \$75.00 each<br>+ mileage  | \$60.00               | \$360.00<br>+ mileage |
| Crisis Management Prevention   | 09/04/2013               | Amy Kagan  |                       | \$0.00<br>+ mileage        | \$0.00                | \$0.00<br>+ mileage   |
| Artists for Art’s Sake   | 10/21/2013               | Suzanne Lauricella   |                       | \$45.00<br>+ mileage       | \$85.00               | \$130.00<br>+ mileage |
| The Challenges Our Youth Face  | 11/1/2013                | Sue Penn<br>Amy Kagan  |                       | \$25.00<br>+ mileage       | \$0.00                | \$25.00<br>+ mileage  |
| Using the DSM-V for effective Assessment & Treatment                           | 9/24/2013                | Ryan Hoover  |                       | \$89.99 +<br>mileage       | \$0.00                | \$89.99<br>+ mileage  |
| Teaching Social Skills   | 11/14/2013               | Amy Kagan  |                       | \$75.00<br>+ mileage       | \$0.00                | \$75.00<br>+ mileage  |
| Coming together to Raise Achievement in Writing: Addressing the Para Assesment | 10/23/2013               | Denise Grimm   |                       | \$0.00<br>+ mileage        | \$0.00                | \$0.00<br>+ mileage   |
| Access to Literacy for All   | 10/18/2013               | Jenine Kastner   |                       | \$200.00<br>+ mileage      | \$0.00                | \$200.00<br>+ mileage |
| The Blending of Virtual Worlds & Augmented Reality: Kids at Risk               | 10/28/2013               | Sue Penn<br>Amy Kagan<br>Ryan Hoover<br>Barbara Shaffer<br>Judy Liptak |                       | \$0.00<br>+ mileage        | \$85.00               | \$85.00<br>+ mileage  |
| Presentation by the Division of Children & Families                            | 09/27/2013               | Sue Penn   |                       | \$0.00<br>+ mileage        | \$0.00                | \$0.00<br>+ mileage   |
| APA Training   | 09/10/2013               | Jenine Kastner<br>Carolyn Schorr                                       |                       | \$0.00<br>+ mileage        | \$0.00                | \$0.00<br>+ mileage   |
| Enrichment Consortium Meeting  | 09/10/2013               | Denise Grimm<br>Amy Santacross<br>Cathy Ahart                          |                       | \$0.00<br>+ mileage        | \$42.50 each          | \$127.50<br>+ mileage |

|   |  |  |  |                         |              |                    |
|---|--|--|--|-------------------------|--------------|--------------------|
| How to Investigate HIB claims                       | 11/13/2013   | Sue Penn   |  | \$150.00 each + mileage | \$0.00       | \$300.00 + mileage |
| Non-Violent Physical Crisis Intervention            | 09/11/2013<br>10/09/2013<br>11/3/2013  | Carolyn Schorr<br>Laurel Kelly<br>Jodi Lounds<br>Ryan Hoover |  | \$46.00 each + mileage  | \$42.50 each | \$807.00 + mileage |
| NJECC Meetings                                      | 09/20/13,<br>10/18/2013,<br>11/15/2013,<br>12/20/2013,<br>1/17/2014,<br>2/28/2014,<br>03/11/2014,<br>4/11/2014,<br>05/16/2014,<br>06/13/2014 | Scott Reilly   |  | \$0.00 + mileage        | \$0.00       | \$0.00 + mileage   |
| HC Curriculum Coordinators Meeting                  | 09/17/2013   | Scott Reilly   |  | \$0.00 + mileage        | \$0.00       | \$0.00 + mileage   |
| The Hunterdon County Education Association Luncheon | 09/30/2013   | Judy Liptak  |  | \$0.00 + mileage        | \$42.50      | \$42.50 + mileage  |
| SGO Special Ed. Meeting                             | 09/25/2013   | Judy Liptak<br>Jenine Kastner                                |  | \$0.00 + mileage        | \$85.00      | \$85.00 + mileage  |

**b. Field Trips**

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

| <b>Date</b> | <b>Grade</b>          | <b>Destination</b>                | <b>Cost per student</b> |
|-------------|-----------------------|-----------------------------------|-------------------------|
| 10/2/2013   | 8 <sup>th</sup> grade | Clinton Township – Michael Fowlin | \$2.25                  |
| 10/16/2013  | Pre-K                 | Melick’s Town Farm                | \$6.95                  |
| 01/07/2014  | 8 <sup>th</sup> grade | Voorhees High School              | \$0.00                  |
| 10/10/2013  | 1 <sup>st</sup> grade | Walking trip through Clinton      | \$0.00                  |

**12. Policy**

***Motion:*** To approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings

| <b>#</b>  | <b>TITLE</b>           | <b>M</b> | <b>SUMMARY</b>   | <b>ACTION</b>           |
|-----------|------------------------|----------|--|-------------------------|
| 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 | 2 <sup>nd</sup> Reading |

|        |   |   |   |   |
|--------|---|---|---|---|
| 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        | 2 <sup>nd</sup> Reading                   |
| P 5120 | Assignment of Pupils (revised)                              | M | Updated to address classroom placement of twins or higher order multiples   | 2 <sup>nd</sup> Reading                   |
| 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         | 2 <sup>nd</sup> Reading                   |
| R 5300 | AED Automated External Defibrillators (new)                 | M |   | 2 <sup>nd</sup> Reading                   |
| P 5533 | Pupil Smoking (revised)                                     | M | Updated to include electronic smoking devices as act of smoking   | 2 <sup>nd</sup> Reading                   |
| P 7434 | Smoking in School building and on School grounds (revised)  | M | Updated to include electronic smoking devices as act of smoking   | 2 <sup>nd</sup> Reading                   |
| 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 | 2 <sup>nd</sup> Reading                   |
| P 9181 | Volunteer Coaches   |   | Updated to include co-curricular volunteers   | 2 <sup>nd</sup> Reading<br><b>Att. #6</b> |

**13. Motion:** *To designate the week of October 21 – 25 as School Violence Awareness Week.*

**14. General Information: Business Administrator's Report**

**A. Facility Projects Update**

**B. Monthly Minutes and Financial Approval**

**Motion:** *To approve the Minutes and monthly financial transactions and reports items 1-5.*

**1.** Approval of Board of Education Minutes from the July 17, 2013 Business and Executive Sessions and the August 21, 2013 Business and Executive Sessions. **(Attachment #7A, 7B, 7C, 8A, 8B)**

**2.** 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.

i. July, 2013 \$ **Approval in September due to a medical leave.**

**3. Approval of the Bill List in the specified amounts. (Attachment #9)**

- ii. General Account: \$ 361,127.58
- iii. Cafeteria Account: \$ 0.00

**4. Checking Account Balances – July, 2013**

- i. Student Activities: \$ 50,961.64
- ii. Cafeteria: \$ 38,611.65
- iii. Payroll Agency: \$ 14,315.28
- iv. Unemployment: \$ 74,025.74

**5. Transfers and Amendments in the amount of \$65,489.79 and \$0 respectively for the month of August, 2013. (Attachment #10)**

**C. Maintenance Vendors -Hourly Rate Approvals 2013-14**

| 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        | \$84/hour    | Boilers           |

**Motion:** To approve hourly rates for various maintenance contracts for the 2013-14 school year as listed.

**D. Bond Counsel Services Contract**

**Motion:** To accept the proposal dated August 19, 2013 from Wilentz Goldman & Spitzer for Bond Counsel Services to support funding of District Long Range Facility Plan Projects. **(Attachment #11)**

**E. Architect Services Contract**

**Motion:** To accept the proposal dated September 12, 2013 from Gianforcaro Architects & Engineers as the Architect of Record for the District Long Range Facility Plan Projects. **(Attachment #12)**

**F. Behavioral Consultant Contract**

**Motion:** To approve a contract with Behavioral Consultants, LLC for the 2013-14 school year at the rate of \$125/hour, not to exceed 20 hours. Report writing to be billed at \$62.50/hour.

**G. Nursing Services**

**Motion:** To approve a contract with Bayada Home Health Care, Inc. for Nursing Services, as needed, at the rate of \$56 per hour for the 2013-14 school year.

**H. Exxon Mobil Grant**

**Motion:** To accept a grant from Exxon Mobil in the amount of \$2,200 for Science Materials. **(Attachment #13)**

**15. Correspondence**

**16. New Business**

Superintendent Search

**17. Old Business**

**A. 2013-14 District Goals**

**Motion:** To approve Goals for 2013-2014 as listed.

**District Goals:**

1. To complete preparations for the implementation of PARCC
2. To successfully implement Achieve NJ

**Board Goals:**

1. To hire a Superintendent/Principal for CPS. The Board will first place an Interim and then complete a search for a Permanent Superintendent/Principal.



2. To secure funding for the CPS Facility Plan.

**B. Dear Parents**

**18. Public Comment**

**19. Executive Session**

A. Call for Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss matters listed below. 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.

1. Special Education Legal Proceedings (**Attachment #14**)

**20. Adjournment**