



Clinton-Glen Gardner Board of Education

May 19, 2015

CPS Library/Media Center 7:00pm

BUSINESS SESSION 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. Monthly School Data:

A. Enrollment Data Report (Attachment #1)

B. Student Suspensions:

1. In-School Suspensions: 0
2. Out-of-School Suspensions: 1

C. School Nurse's Report (Attachment #2)

D. Violence and Vandalism (EVVRS Data), HIB

- September 2014 Confirmed HIB (involved 3 offenders and two victims)
- December 2014 Confirmed HIB (Involved 1 offender and three victims)
- February 2015 Confirmed HIB (involved 1 offender and 1 victim)
- May 2015 Confirmed HIB (involved 3 offenders and 1 victim)

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/Curriculum Coordinator's Report**
7. **Special Services Report**
8. **Clinton Teachers'**
9. **Public Comment**
10. **Personnel**

A. Staff Appointments for 2014-15 School Year:

Motion: To approve the following staff member for the listed positions for the 2014-15 School Year:				
Position	Name	Rate/Salary	Effective Date	Att.
5 th Grade Long Term Substitute Teacher (PCN 25)	Christopher Neighbor	\$150 per diem	4/29/15	
Basic Skills Long Term Substitute Teacher (PCN 56)	Tracy Palomba (PCN 104) – as available	\$150 per diem, prorated for portion of day	5/4/15	
Substitute Nurse	Dawn Bucher	\$125.00 per diem	05/19/15	
Substitute Teacher	Mary Padmos	\$85.00 per diem	05/19/15	

B. Staff Appointments for the 2015-16 School Year:

Motion: To approve the following staff member for the listed positions for the 2015-16 School Year:				
Position	Name	Rate/Salary	Effective Date	Att.
Business Administrator (PCN 73)	Lisa Craft	\$127,500	07/01/15	
Asst Principal/Curr Coord (PCN 71)	Jacqueline Evans-Turner	\$93,840	07/01/15	
Tech Coordinator (PCN 87)	Scott Reilly	\$72,487	07/01/15	
Supervisor of Buildings & Grounds (PCN 117)	Richard Trimmer	\$78,030	07/01/15 - 06/30/16	

Motion: :Continued				
Position	Name	Rate/Salary	Effective Date	Att.
Custodian (PCN121)	Scott Blazure	\$15.60/Hr & \$600 Boiler (.625 FTE)	07/01/15-06/30/16	
Custodian (PCN 119)	Kelly Hanisak	\$15.60/Hr	07/01/15-06/30/16	
Custodian (PCN 122)	Walter Smickle	\$15.60/Hr & \$600 Boiler	07/01/15-06/30/16	
Custodian (PCN 120)	Brian Serridge	\$15.60/Hr	07/01/15-06/30/16	
CST Admin Assist (PCN 75)	Corinne Covino	\$35,831 (.84FTE)	07/01/15-06/30/16	
Supt Admin Assist (PCN 78)	Lily Epstein	\$53,815	07/01/15-06/30/16	
SBA Admin Assist (PCN 80)	Darlene Nardi	\$46,957	07/01/15-06/30/16	
School Treasurer (PCN81)	Kathleen Olsen	\$5,735 (.1 FTE)	07/01/15-06/30/16	
School Admin Assist (PCN 76)	Tonya Reese	\$47,900	07/01/15-06/30/16	
Substitute Teachers, Nurses & Secretaries	Complete list attached	Per Diem: Teacher- \$85 Nurse- \$125 Secretary- \$11/hr	07/01/15-06/30/16	#4
Substitute Custodians	Rosemary Hoffman David Stoker	\$12/hour; \$15/hour after 20 days.	07/01/15-06/30/16	

C. Child Care Appointments for the 2015-16 School Year:

Motion: To approve the following staff members for the 2015-16 school year Child Care Program:				
Position	Name	Rate/ Salary	Guide Step	Effective
Before and After Care	Debra Herold	\$16.00	19 YOE	9/1/2015
	Barbara Plundeke	\$16.00	19 YOE	
	Heidi Singer	\$16.00	15 YOE	
	Patricia Weiss	\$16.00	11 YOE	
	Janet Traphagen	\$15.40	8 YOE	
	Corinne Covino	\$12.75	1 YOE	

D. Co-Curricular

<i>Motion: To approve the following staff members for the 2015-2016 school year for the following stipend positions:</i>		
Position	Name	Rate/Salary
Future Cities Club (2)	Amy Santacross/Kate Lascelle	\$866 each
Team Create (2)	Kate Lascelle/Amy Santacross	\$866 each
Golf Club	Mary Bulger	\$866
Peer to Peer Instructors (2)	Tim Bidwell Sue Penn	\$1135 each
Science Club	TBD	\$866
Spring Musical Director	Laurie Ruch	\$3414
Spring Musical Assistant Directors (3)	Kelly De Jesus Donna Zaugg Lisa Rizzi (1/2) Suzanne Lauricella (1/2)	\$1131 \$1131 \$1131 shared
Student Council (5/6)	Denise Grimm	\$1135
Student Council (7/8)	Lynn Morang/Jessica Latanzio	\$1135 shared
4 th Grade Musical Director	Laurie Ruch	\$866
4 th Grade Musical Assistant Director	Lisa Rizzi (1/2) Evelyn Ferro (1/2)	\$866 shared
3 rd Grade Musical Director	Laurie Ruch	\$866
Aim High Instructor (2)	Jenine Kastner Carolyn Schorr	\$37/hour
I &RS (6)	MaryEllen Bowlby Kelly DeJesus Carolyn Schorr Denise Grimm Sue Penn Ryan Hoover	\$866 each
Character Education (2)	Tim Bidwell (K - 4) Sue Penn (5 - 8)	\$1135 each
Team Leaders/Administrative Council (6)	(K -2) Kelly De Jesus (3-4) Jamie Friedel (5 - 8) Jessica Latanzio-Crespo (5 - 8) Barbara Shaffer (Special Area) Tim Bidwell (Special Education) Judy Liptak	\$866 each
Athletic Director	Joe Harris	\$2247
Soccer Coach- Boys	Tim Bidwell	\$1878
Soccer Coach- Girls	TBD	\$1706
Cross Country Coach	Kate Lascelle	\$1878
Volleyball Coach	Sue Penn	\$1878
Basketball Coach - Boys	Tim Bidwell	\$3414
Basketball Coach - Girls	Joe Harris	\$3414
Cheerleading Coach	Amy Santacross	\$3158
Baseball Coach	Tim Bidwell	\$1878
Softball Coach	Amy Santacross	\$1878
Home Basketball Game Supervision	Kari Gursky, Debbie Herold, Donna Zaugg, Barbara Plundeke	\$61 per game

E. Extended School Year

Motion: To approve the following staff members for the 2015 Extended School Year program positions:

Position	Name	Rate/Salary
Foundations Teacher	Allyson Castellano	\$40/hr
Leaps Teacher	Carolyn Schorr	\$40/hr
Preschool Teacher	Lisa Rizzi	\$40/hr
K – 4 Teacher	Justine Brancato	\$40/hr
School Nurse	MaryEllen Bowlby	\$40/hr
Speech and Language Therapist	Amanda Thomas	\$77/hr
Paraprofessionals	Laurel Kelly Kari Gursky Barbara Smith Kelly DeJesus Janet Traphagen Elizabeth Hedden Margaret Blickenderfer	\$15.56/hr
Substitutes	Tracy Palomba Jenine Kastner	

F. Summer Sports/Art Camp

Motion: To approve the following staff members for the following 2015 Summer Sports Camps positions:

Summer Sports Camp	Name	Rate/Salary
Summer Sports Camp Coordinator	Joe Harris	\$1547
Baseball	Joe Harris	\$40 per hour
Soccer	Tim Bidwell	
Basketball (G and B)		
All-Sports		
Volleyball	Sue Penn	\$40 per hour
Art	Suzanne Lauricella	\$40 per hour
Substitutes	TBD	\$40 per hour

G. Administrative Stipends

Motion: To approve the following staff member for the 2015-16 school year for the following stipend position:

Position	Name	Rate/Salary
Supervisor of Special Services	Jenine Kastner	\$13,260
Substitute Caller	Tonya Reese	\$3,500

H. Curriculum/Committee Staffing

Motion: To approve the following staff members for the following 2015-2016 curriculum/committee positions:		
Position	Name	Rate/Salary
Crisis Management Committee/Safety Team Leaders	Jenine Kastner Sue Penn	\$37 per hour (not to exceed 16 hours each)
Crisis Management Committee/Safety Team Members	Ryan Hoover MaryEllen Bowlby Kelly DeJesus Lynn Morang Karen Brownell	\$37 per hour (not to exceed 8 hours each)
HIB Coordinator	Jenine Kastner	\$37 per hour (not to exceed 8 hours)
HIB Specialist	Sue Penn	\$37 per hour (not to exceed 10 hours)
Character Education Program	Sue Penn Tim Bidwell	\$37 per hour (not to exceed 8 hours each)

I. Summer Administrative Assignments

Motion: To approve the following staff members for the following summer 2015 positions:		
Position	Name	Rate/Salary
Health Office Records and Information Preparation	Mary Ellen Bowlby	\$37 per hour (not to exceed 20 hours)
Powerschool Scheduling and Updating	Jen Merrigan	\$37 per hour (not to exceed 55 hours)
Grade 5 – 8 Scheduling	Barbara Shaffer	\$37 per hour (not to exceed 30 hours)
Office/Clerical Assistance	Debbie Herold Janet Traphagen Barbara Plundeke	\$15.56 per hour (not to exceed 65 combined total hours)

11. Curriculum, Instruction, Assessment, & Technology

A. Professional 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	# BOE	Event Cost	Substitute Pay	Total Cost
Utilizing Resources in the Classroom to Teach about: Bias, Bullying, Genocide, Holocaust, Prejudice	05/08/15	Sue Penn		\$0.00 + mileage	\$0.00	\$0.00 + mileage
Practical Therapy Techniquet for Challenging Articulation Cases	05/13/15	Amanda Thomas Nicole Vazquez				

B. Field Trips

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

Date	Grade	Destination	Cost per student
May 28, 2015	Team Create Mrs. Lascelle	Ridgedale Middle School	\$0.00
May 27, 2015 with a May 29, 2015 raindate	6 th Grade	Leigh Street	\$0.00
June 8, 2015	1 st Grade	Clinton A&P	\$0.00

12. Policy and Regulations

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

#	TITLE	M	SUMMARY	ACTION
P 0134	Board Self Evaluation (Revised)		The most recent QSAC monitoring provisions no longer require a Board to perform an annual self-evaluation. Although a Board self-evaluation process may be a best practice, Bylaw 0134 has been revised to make this process optional. A district may revise or abolish this Bylaw.	2 nd Reading ATT. #5A
P 0152	Board Officers (Revised)		There have been recent requests for additional bylaw/policy guidance on the election of Board officers and Bylaw Guide 0152 has been updated to provide some additional guidance in the election of Board officers. (Select Option 1 or 2)	2 nd Reading ATT. #5B

#	TITLE	M	SUMMARY	ACTION
P 2622	Student Assessment (M) (Revised)	M	Policy Guide 2622 has been revised to incorporate the provisions outlined in the Memorandum to assist districts in addressing the "opt-out" inquiries and to align with the current administrative code subchapter, N.J.A.C. 6A:8-4 – Implementation of the Statewide Assessment System.	2 nd Reading ATT. #5C
P 3212	Attendance (Revised)	M	Policy Guides 3212 for teaching staff and 4211 for support staff have been revised. The updated Guides address two frequently asked questions. The N.J.S.A. 18A:30-1 definition of "sick leave has been added to these Policy Guides indicting sick leave is a person's absence from work because of "personal disability due to injury or illness...." The second issue is the Superintendent's right to require a physician's certificate as per N.J.S.A. 18A:30-4, which has also been added to the two Guides	2 nd Reading ATT.#5D
P 4212	(formerly P4211 – Attendance)	M	Policy Guides 3212 for teaching staff and 4211 for support staff have been revised. The updated Guides address two frequently asked questions. The N.J.S.A. 18A:30-1 definition of "sick leave has been added to these Policy Guides indicting sick leave is a person's absence from work because of "personal disability due to injury or illness...." The second issue is the Superintendent's right to require a physician's certificate as per N.J.S.A. 18A:30-4, which has also been added to the two Guides	2 nd Reading ATT. #5E
P & R 3218	Substance Abuse (M) (Revised)	M	New Policy and Regulation Guides 3218 and 4218 concerning a staff member's use of drugs, alcohol, and anabolic steroids have been significantly revised to reflect the current practices used in school districts if a staff member is suspected of reporting to work under the influence of drugs or alcohol.	2 nd Reading ATT. #5F
P & R 4218	Substance Abuse (M) (Revised)	M	New Policy and Regulation Guides 3218 and 4218 concerning a staff member's use of drugs, alcohol, and anabolic steroids have been significantly revised to reflect the current practices used in school districts if a staff member is suspected of reporting to work under the influence of drugs or alcohol.	2 nd Reading ATT. #5G
P & R 5200	Attendance (M) (Revised)	M	The New Jersey Department of Education (NJDOE) published a Broadcast Memorandum on September 30, 2014 regarding Reporting Student Absences. Based on this Memorandum, the reference to "unexcused absences that do not count toward truancy" can now be referred to as "excused absences." In addition, excused absences listed in the directions of the School Register for "Take Your Children to Work Day" and other NJDOE rules, excluding observances of religious holidays, are not mandatory excused absences and may be excused at the option of the school district.	2 nd Reading ATT. #5H

#	TITLE	M	SUMMARY	ACTION
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)	M	Policy Guide 8630 concerning bus driver/bus aide responsibility and Regulation Guide 8630 concerning emergency school bus procedures have been revised and updated.	2 nd Reading ATT. #5I
R 8630	Emergency School Bus Procedures	M	Policy Guide 8630 concerning bus driver/bus aide responsibility and Regulation Guide 8630 concerning emergency school bus procedures have been revised and updated	2 nd Reading ATT. #5J

13. General Information: Business Administrator's Report

A. Referendum Projects & Facility Update

B. Adoptions, Authorizations & Appointments for the 2015-16 SY

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 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.
3. To approve the following publications as official newspapers: <ul style="list-style-type: none"> a. Hunterdon County Democrat b. Courier News (alternate) c. Express Times (alternate)
4. To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as general legal counsel and Wilenz Goldman & Spitzer as Bond Counsel.
5. To approve Pediatric Workshop and SAM'S Kids for physical therapy services; and Therapeutic Intervention, Inc. for occupational therapy services.
6. To appoint Behavioral Consultants, LLC, for BCBA behavioral services.
7. To approve the firm of William Colantano as Financial Auditor and Phoenix Advisors, LLC as Financial Advisors.
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 approve Horizon of New Jersey for Health and Dental Insurance.
13. To appoint Educational Consortium as the E-Rate Consultant.
14. To appoint Dr. Ronald Frank, M.D. as School Physician.
15. To approve Bayada Nursing and Liberty Health Care Services for alternate mandated nursing services, as needed.
16. To appoint the Town of Clinton Police Chief as attendance officer.
17. To authorize the following signatures for the depositories of the board of education: <ul style="list-style-type: none"> a. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer b. <u>Payroll Account</u> (1 Signature) Treasurer c. <u>Payroll Agency Account</u> (1 Signature) Treasurer d. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator e. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator f. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer g. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer h. <u>Maintenance Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer i. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer j. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer
18. To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services. <ul style="list-style-type: none"> a. Investors Bank b. Team Capital c. PNC Bank
19. To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).
20. To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).
21. To adopt the textbook list (on file in Main Office).
22. To adopt the NJSBA Code of Ethics.
23. 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.
24. To designate the Business Administrator/Board Secretary as school funds investor.

25. 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.
26. To approve the listed Tuition Rates plus related services. a. Preschool Integrated \$1,800
27. To appoint the Superintendent\Principal, as district Affirmative Action Officer
28. To appoint the Assistant Principal as the 504 Compliance Officer.
29. To appoint the School Nurse as the Chemical Hygiene Officer.
30. To appoint the Guidance Counselor as the Anti-Bullying Specialist.
31. To appoint the Supervisor of Special Services as the Anti-Bullying Coordinator.
32. To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC and Morris County Co-op.
33. To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.
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 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.
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 Rates as: Teacher \$85/day, Nurse \$125/day, and Secretary \$11/hour.
43. To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting

44. To approve time & material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.

Maintenance Contractor	Hourly Rate	Service
Jurin Roofing	\$72/hour	Roof
Vail	\$98/hour	HVAC
Mack Industries	\$84/hour	Boilers

45. 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

46. To adopt all other resolutions still in force as policy of the Board.

C. Special Education Tuition 2015-16 for CPS Students Sent Out of District

School to Attend	Tuition Cost	Contract Duration
Celebrate the Children	\$69,431 plus Aide \$27,000	09/01/15 to 06/30/16
The Midland School	\$49,237	07/01/15 to 06/30/16
Developmental Center for Children & Families	\$7,200	07/01/15 to 08/31/15
The Craig School	\$35,000	09/01/15-06/30/16
Children's Center Monmouth County	\$62,443 plus Aide \$34,880	07/01/2015-06/30/16

Motion: To approve the Tuition Contracts for the 2015-16 School Year, as listed.

D. 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 April 15, 2015 Work and Executive Sessions; and April 21, 2015 Business and Executive Sessions. **(Attachment #6A, 6B,6C,6D)**

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 2014-2015 school year. (Attachment #7)

(a) March, 2015 \$ 3,096,131.56

3. Approval of the Bill List in the specified amounts (Attachment #8)

(a) General Account: \$ 716,845.83

(b) Cafeteria Account: \$ 18,708.06

4. Checking Account Balances – March, 2015

(a) Student Activities: \$ 23,125.43

(b) Cafeteria: \$ 49,330.44

(c) Payroll Agency: \$ 57,391.93

(d) Unemployment: \$ 48,410.25

5. Transfers in the amount of \$32,232.86 for March, 2015. (Attachment #9)

14. Correspondence

15. New Business

A. Board Goals 2015-2016

16. Old Business

A. Dear Parents

B. Negotiations

C. Board Liaison Reports

D. District Goals for 2014 – 2015/Action Plan

1. To successfully implement the K-8 math program-educating parents to understand and enable them to support their children.

2. To identify opportunity to provide additional supports to students and staff in ELA, K to grade 5.

3. To continue implementation of the district Long Range Facilities plan with a focus on referendum and energy saving projects.

E. Board Goals 2014-2015

1. To work to ensure a successful transition for our new administrative team.
2. To create a professional development plan for the board
3. To successfully complete negotiations balancing the needs of the students, staff and community

17. Public Comment

18. 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. Superintendent/Principal Contract
2. Negotiations

19. Adjournment