

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA

Regular Meeting – August 24, 2009

CALL TO ORDER: _____ called the meeting to order at _____ PM.

**PUBLICATION
OF NOTICE:**

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided through the annual public notice on April 30, 2009 and on May 14, 2009 by:

- a. Faxing to five newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review, Courier News, Star-Ledger and Express Times
- b. Posting on the District Website, the main bulletin board in the Administration Office and in each Clinton Township School
- c. Filing with the Clerk of Clinton Township

ROLL CALL

Present:

Board Members:

_____ Jim Dincuff, President	_____ Jody Lebbing
_____ Donna Gregory, Vice President	_____ Gene Schaedel
_____ Michelle Cresti	_____ Roger Straight
_____ Grace Hoefig	_____ Debra Weiss
_____ Mark Kaplan	

District Administrators:

_____ Mr. Kevin Carroll, Superintendent of Schools
 _____ Mrs. Patricia A. Leonhardt, Business Administrator/Board Secretary

**PLEDGE OF
ALLEGIANCE:**

_____ led the Board in the Pledge of Allegiance.

PRESIDENT'S COMMENTS/REPORT

- Mr. Schaedel will discuss one of the facets of the New Jersey School Boards Code of Ethics for School Board Members
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REPORT OF THE SUPERINTENDENT OF SCHOOLS

Mr. Carroll will present the following reports to the Board of Education:

1. Anticipated Enrollment
2. 2009-2010 District Goals
3. Strategic Planning

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Action Items 10-BA-04 through 10-BA-10

Correspondence:

- a. Thank you from Polly Glowatz for 25 years of Service recognition
- b. Correspondence from NJSBA regarding Format for Tenure Recommendations
- c. Hunterdon County DOE Letter regarding Interim CSA Evaluation Requirements
- d. Strategic Planning References
- e. Notice of Retirement from Naomi Udut
- f. Notice of Retirement Antoinette (Annette) Patrick
- g. Letter of Resignation Christine Houser
- h. Notice of Retirement Elaine Studnicki

Informational:

- a. NJSBA Workshop 2009
- b. NJSBA Board Member Training Requirements

Action 10-BA-004:

BE IT RESOLVED that the Board of Education approves the Regular Meeting Minutes of July 27, 2009.

Action 10-BA-005:

BE IT RESOLVED that the Board of Education approves the Special Meeting Minutes of July 28, 2009.

Action 10-BA-006:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A: 23-2.11 (c) 3 does hereby certify that as the date of these reports, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23-2.11 (a);

BE IT FURTHER RESOLVED that the Superintendent of Schools recommends that the Clinton Township Board of Education accept the monthly financial reports of the Secretary and Treasurer of School Monies for the months of June and July 2009; and further recommends, in compliance with N.J.A.C. 6A: 23-2.11 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A: 23-2.11 (b), and that as of this report sufficient funds are available to meet the district's financial obligations for the remainder of the year.

Action 10-BA-007:

BE IT RESOLVED that the Board of Education approves the line item transfers for the period ending July 31, 2009.

Action 10-BA-008:

*BE IT RESOLVED that the Board of Education hereby appoints for the 2009-10 School Year Ms. **Janet Gangemi** as Affirmative Action Officer. This appointment supersedes the prior appointment made at the April 27, 2009 board reorganization meeting.*

Action 10-BA-009:

BE IT RESOLVED that the Board of Education hereby approves the attached goals for the 2009-10 School Year.

Action 10-BA-010:

BE IT RESOLVED that the Board of Education hereby approves the contract, in the amount of \$6,000, with New Jersey School Boards Association for their multi-faceted Strategic Planning Services.

OLD BUSINESS

PUBLIC COMMENTS – AGENDA ITEMS ONLY

COMMITTEE REPORTS

FACILITIES/FINANCE:

Mark Kaplan – Chair, Grace Hoefig, Jody Lebbing, Debbie Weiss
Action Items 10-FF-15 through 10-FF-31

Action 10-FF-015:

BE IT RESOLVED that the Board of Education approves the payment of bills in the amount of \$839,219.29 for the period ending August 24, 2009.

Action 10-FF-016:

BE IT RESOLVED that the Board of Education of the Township of Clinton approves an increase in the 2008-09 budget in the amount of \$ 256,949. This amount represents the difference between the \$ 221,788 the district budgeted, as directed by the New Jersey Department of Education, for Extraordinary Aid 2008-09, and the \$ 478,737 the district was awarded.

Action 10-FF-017:

BE IT RESOLVED that the Board of Education of the Township of Clinton approves an increase in the 2009-10 budget to recognize the 2008-09 Extraordinary Aid Revenue surplus in the amount of \$ 256,949 as follows:

Revenue Account: 10-3131 Extraordinary Aid (10-303 Budgeted Fund Balance)

Expense Account: 11-000-219-104 CST – Summer Evaluations

Action 10-FF-018:

BE IT RESOLVED that the Board of Education of the Township of Clinton approves an increase in the 2009-10 budget to recognize the 2008-09 Reimbursement of Non-Public School Transportation Cost in the amount of \$ 32,288.80, as follows:

Revenue Account: 10-3190 Other State Aid (10-303 Budgeted Fund Balance)

Expense Account: 11-000-270-503 Aid in Lieu of Transportation

Action 10-FF-019:

BE IT RESOLVED that the Board of Education allocates the previously recognized premium of \$160.42, the result of the short term borrowing necessitated by the Schools Development Authority's delay in funding construction reimbursement, to Miscellaneous Revenue, General Fund.

Action 10-FF-020:

BE IT RESOLVED that the Board of Education hereby authorizes Walter Wilson, acting on behalf of the board, to proceed with securing the necessary approvals for subdividing the property on which the Vought House is located.

Action 10-FF-021:

BE IT RESOLVED that the Board of Education hereby approves the following resolution requesting a Waiver of Requirements for the SEMI program in accordance with N.J.A.C. 6A: 23A-5.3:

WHEREAS, N.J.A.C. 6A: 23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2009-10; and

WHEREAS the Clinton Township Board of Education desires to apply for this waiver due to the fact that based upon the December 1, 2008 count, it projects having fewer than 30 Medicaid eligible classified students 2009-10 budget year;

NOW THEREFORE BE IT RESOLVED that the Clinton Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2009-10 school year.

Action 10-FF-022:

BE IT RESOLVED that the Board of Education approves the request for pupil transportation to Dual Residency within Clinton Township in accordance with Regulation R3541.1

“Transportation Routes and Services:”

SID	School
7429078403	CTMS

Action 10-FF-023:

BE IT RESOLVED that the Board of Education approves the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy No. 9250 “Expenses and Reimbursements.” Only overnight stays are eligible to meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. Where more than five individuals from the district are to attend the same out-of-state conference, the school district shall obtain the prior written approval of the Executive County Superintendent, 2008 OMB Mileage Reimbursement Rate: \$0.31; 1/1/09 IRS Reimbursement Rate: \$0.55.

Employee/ BOE Member	Program Title/Location	Date	Cost	Mileage	Lodging (per diem)	Meals (Per diem)
Gene Schaedel	New Board Member Orientation	8/29/09	N/A	OMB	N/A	N/A
Grace Hoefig	NJSBA’s Fall Public	9/29/09	\$50	OMB	N/A	N/A

	<i>Relations Forum</i>					
<i>Francis Kelly</i>	<i>Special Need Children: Strategies & Modifications</i>	<i>10/9/09</i>	<i>\$50</i>	<i>IRS</i>	<i>N/A</i>	<i>N/A</i>
<i>Christine Laudato</i>	<i>Lessons That Change Writers</i>	<i>10/2/09</i>	<i>\$199</i>	<i>IRS</i>	<i>N/A</i>	<i>N/A</i>
<i>Carla Molloy</i>	<i>NJ Science Convention</i>	<i>10/13/09</i>	<i>\$95</i>	<i>IRS</i>	<i>N/A</i>	<i>N/A</i>
<i>Jessica Schafer</i>	<i>Lessons That Change Writers</i>	<i>10/2/09</i>	<i>\$199</i>	<i>IRS</i>	<i>N/A</i>	<i>N/A</i>
<i>Mary McLoughlin</i>	<i>Understanding Analyzing AYP Data</i>	<i>9/15/09</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>
<i>Mary McLoughlin</i>	<i>ESL/Bilingual Supervisor's Training</i>	<i>9/21/09</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>
<i>Mary McLoughlin</i>	<i>APA Administrators State Training</i>	<i>9/24/09</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>
<i>Mary McLoughlin</i>	<i>ACCESS ELLs Test Ordering Training</i>	<i>12/14/09</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>

Action 10-FF-024:

BE IT RESOLVED that the Board of Education hereby approves the following requests for graduate course approval:

<i>Employee</i>	<i>Semester</i>	<i>Course</i>	<i>Credits</i>
<i>Lynn Avery</i>	<i>Fall 2009</i>	<i>Elementary 696 – Culminating Seminar</i>	<i>3</i>
<i>Laura O’Neil</i>	<i>Fall 2009</i>	<i>SPED 5068 – Transition in Special Education</i>	<i>3</i>
<i>Julie Snee</i>	<i>Fall 2009</i>	<i>Curriculum Development in Elementary School</i>	<i>3</i>
<i>Paula Stanwick</i>	<i>Fall 209</i>	<i>FD 629A – Clinical Practices in Assistive Technology</i>	<i>3</i>
<i>DeeDee Udovich</i>	<i>Fall 2009</i>	<i>500 Conceptual Frame Teaching & Learning</i>	<i>3</i>
<i>Kelly Helmstetter</i>	<i>Fall 2009</i>	<i>Teaching Students with Learning Disabilities</i>	<i>4</i>
<i>Kelly Helmstetter</i>	<i>Fall 2009</i>	<i>Action Research I</i>	<i>5</i>
<i>Roberta Grambor</i>	<i>Fall 2009</i>	<i>Foundations Of Literacy: Theory and Instruction</i>	<i>3</i>
<i>Roberta Grambor</i>	<i>Fall 2009</i>	<i>Comprehensive Literacy Curriculum</i>	<i>3</i>
<i>Kelli Portland</i>	<i>Fall 2009</i>	<i>Research Methods in</i>	<i>3</i>

		Education	
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Action 10-FF-025:

BE IT RESOLVED that the Board of Education hereby approves the contract with A.T.C. Services, Inc. for the 2009-10 School Year, in the amount of \$19,200, to be paid in quarterly installments. This contract includes 160 hours of labor, a 30% discount in the cost of parts, and eliminates daily travel charge of \$55.

Action 10-FF-026:

BE IT RESOLVED that the Board of Education hereby authorizes payment in the amount of \$10 per diem, for the transportation of SID #190515. Payment to be made to the parents upon proof of their payment to the transportation company.

Action 10-FF-027:

BE IT RESOLVED that the Board of Education hereby accepts, with gratitude, a donation, in the amount of \$125.04, representing matching funds from the Microsoft Matching Gifts and Giving Campaign. This gift is the result of a donation by Glenn E. Morris.

Action 10-FF-028:

BE IT RESOLVED that the Board of Education approves the following Special Education Tuition Contract(s):

State Id Number	School/Location	Cost	Dates*
7475004377	Montgomery Academy, Gladstone	\$46,110.60	9/9/2009
unknown	Montgomery Academy, Gladstone	\$46,110.60	9/9/2009

* Please note that only the start date is listed. The end date is assumed to be June of the School Year, unless otherwise noted

Action 10-FF-029:

BE IT RESOLVED that the Board of Education authorizes the submission of Fiscal Year 2010 NCLB Application as follows:

Title II-A (Training and Recruitment)	\$25,742
Title III (LEP Consortium TBD)	\$2163
Title IV (Safe and Drug Free Schools)	\$3,199

Action 10-FF-030:

BE IT RESOLVED that the Board of Education authorizes the submission of Fiscal Year 2010 IDEA Application as follows:

- 1.) **Basic:**

Total Allocation:	\$424,561
Public Share:	\$375,243
Non-Public:	\$49,318

- 2.) **Preschool:**
Total Allocation: \$12,685

Public Share: \$12,685
Non-Public Share: --

Action 10-FF-031:

BE IT RESOLVED that the Board of Education authorizes the submission of IDEA ARRA Application as follows:

- 1.) **Basic:**
Total Allocation: \$452,535

Public Share: \$399,968
Non-Public: \$52,567
- 2.) **Preschool:**
Total Allocation: \$16,377

Public Share: \$16,377
Non-Public Share: --

PERSONNEL/NEGOTIATIONS:

Michelle Cresti – Chair, Donna Gregory, Jim Dincuff, Debbie Weiss
Action Items 10-PN-22 through 10-PN-44

PLEASE NOTE THAT ALL STAFF APPOINTMENTS ARE AT THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS AND THAT ALL SALARIES ARE PRO-RATED TO THE EFFECTIVE DATE OF EMPLOYMENT.

Action 10-PN-022

BE IT RESOLVED that the Board of Education approves **Fern Dille** from 1:2 Resource Room Teacher Assistant in Gr. 5 at RVS to 1:1 Extraordinary Services Teacher Assistant in Gr. 3 at PMG.

Action 10-PN-023

BE IT RESOLVED that the Board of Education approves **Mary Lomuscio** as 1:2 Resource Room .5 Teacher Assistant at RVS.

Action 10-PN-024

BE IT RESOLVED that Board of Education approves **Pam Nicolai** from 1:3 Autism Teacher Assistant to 1:1 Extraordinary Services Teacher Assistant at SRS.

Action 10-PN-025

BE IT RESOLVED that Board of Education approves **Sarah Knight** from 1:1 Extraordinary Services Teacher Assistant to 1:3 Autism Teacher Assistant at SRS

Action 10-PN-026

BE IT RESOLVED that Board of Education approve the following Child Study personnel to complete summer evaluations to be compensated at their 2009/2010 per diem rates of pay:

Maureen Zappulla – an additional 4 hours
Julie Snee – an additional 2 hours
Denise Shaughnessy – an additional 2 hours
Karen Sinagra – an additional 2 hours
Emily Sheeler – an additional 2 hours

Action 10-PN-027

BE IT RESOLVED that Board of Education approve the following staff members to participate in eligibility and IEP meetings during the 2009 summer at a rate of \$28.62 per hour:

Maureen Zappulla – 6 hours
Ofeer Kearns – 2 hours
Julie Snee – 4 hours
Denise Shaughnessy – 4 hours
Susan Rivers – 15 hours

Action 10-PN-028

BE IT RESOLVED that Board of Education approve the hiring and payment of the following substitutes/replacements for the ACE and/or ESY Program:

Ruth Stieh	TA	6 days @ 4 hours/day	\$15/hour	\$360
Jamie Friedel	Teacher	1 day @ 4 hours/day	\$30/hour	\$120
Vicki Thrash	Teacher	2 days @ 4 hours/day	\$30/hour	\$240
Vicki Thrash	TA	1 day @ 4 hours/day	\$15/hour	\$60
Kelly Jones	Teacher	1 day @ 2 hours/day	\$30/hour	\$60
Leonora				
Possumato	TA	2 days @ 4 hours/day	\$15/hour	\$120
Annette Fodera	Teacher	1 day @ 4 hours/day	\$30/hour	\$120
Jen Sandorse	TA	13 days @ 5 hours/day	\$15/hour	\$780
Replacing G. MacQueen				

Action 10-PN-029

BE IT RESOLVED that Board of Education approve Ellen Jacobson for 2009 summer curriculum writing at a contractual hourly rate of \$35.94 not to exceed 15 hours.

Action 10-PN-030

BE IT RESOLVED that Board of Education approve the following new teachers to attend Harry Wong workshop at Kean University on August 26, 2009 at a cost of \$99.00 each:

Tracy O'Brien
Carolyn Schmid
Jeff Shanklin
Kristin McRae
Erica Klausz
Kathleen Shea

Action 10-PN-031

BE IT RESOLVED that Board of Education hereby accepts, with regret, the resignation of **Christine Houser**, Teaching Assistant, RVS, effective August 6, 2009.

Action 10-PN-032

BE IT RESOLVED that Board of Education hereby accepts, with regret, the Notice of Retirement from **Antoinette (Annette) Patrick**, CTMS School Secretary, effective February 1, 2010.

Action 10-PN-033

BE IT RESOLVED that Board of Education hereby accepts, with regret, the Notice of Retirement from **Naomi Udut**, CTMS School Secretary, effective February 1, 2010.

Action 10-PN-034

BE IT RESOLVED that Board of Education approves the following Request for Movement across the Salary Guide effective September 1, 2009:

Laura O'Neil	BA Step B \$47,490	MA in F STEP B \$51,240
Bonnie Birken	BA+30 Step D \$51,600	MA in F Step D \$52,850
Michele Beha	BA+30 Step I \$63,085	BA+45 Step I \$64,335

Action 10-PN-035

BE IT RESOLVED that Board of Education approves the appointment of **Melissa Carver** (replacement for Amy Schwartz) as a Lunch/Recess Monitor at \$12.50/hour at PMG, effective September 1, 2009.

Action 10-PN-036

BE IT RESOLVED that Board of Education approves the appointment of **Kristin Engisch McRae** (replacement for Jessica Jaynes) as a Grade 3 Special Education Teacher at Step D, BA, at an annual salary of \$49,100 effective September 1, 2009

Action 10-PN-037

BE IT RESOLVED that Board of Education hereby authorizes the following Substitute Secretaries for the 2009-10 school year:

Christopher, Cindy
Fitzpatrick, Bernard (Buddy)
Kilduff, Karen
Williams, Maria

Action 10-PN-038

BE IT RESOLVED that Board of Education hereby authorizes the following Substitute School Nurses for the 2009-10 school year:

Arnold, Rosemary
Fuhrman, Faith
Gianarkis, Denise
McClurg, Linda
O'Rourke, Tracey
Siefert, Lisa

Action 10-PN-039

BE IT RESOLVED that Board of Education hereby authorizes the following Substitute Lunch Aides for the 2009-10 school year:

Ferguson, Christina
Chroback, Eileen

Action 10-PN-040

BE IT RESOLVED that Board of Education hereby authorizes **Melissa Halsted** as a Substitute School Librarian for the 2009-10 school year.

Action 10-PN-041

BE IT RESOLVED that Board of Education hereby approves the job description for Assistant Principal, as attached.

Action 10-PN-042

BE IT RESOLVED that Board of Education hereby authorizes the Superintendent of Schools to tender an offer of employment to a van driver to meet our transportation needs as of the first day of school.

Action 10-PN-043

BE IT RESOLVED that Board of Education hereby accepts, with regret, the Notice of Retirement from **Elaine Studnicki**, Director of Technology, effective January 1, 2010.

Action 10-PN-044

BE IT RESOLVED that Board of Education hereby authorizes the following substitute teachers/teaching assistants for the 2009-10 school year:

Arnold, Rosemarie	Geyer, Loriann	O'Reilly, Nancy
Balick, Robin		O'Rourke, Tracey
Bartholomew, Lisa		Panzarino, Jeanne
Boll-Hughes, Maxine		Platt, Diane
Brown, Donna	Gianarkis, Denise	
Brown, Susan	Giordano, Sally	
Buontempo, Christina	Gonzer, Marc	
Burger, Denise	Grauerholz, JoEllen	Possumato, Leonora
Burnett, Ellen	Grider, Abigail	Prosky, Marissa
Cadematori, Catherine	Griffiths, Jean	Pyner, Betsy
Chamberlein, Helena	Hendricks, Anthony	Royer, Rosemarie
Christopher, Cindy	Henry, Marybeth	Ruggiero, Joanne
Connors, Kathleen	Henry, Justine	Ruiz, Pamela
DeRites, Dana	Jarvis, JoAnn	Schuck, Wendy
DiLeon, Jessica	Jones, Jennifer	Schwartz, Rosanne
Ennes-Schaible, Debra	Klein, Carol	Searles, Linda
Eugenio, Lorraine	Klepper, BethAnn	Secora, Eileen
Fabula, Kathleen	Klitzus, Ericka	Seidorf, David
Fader, Elizabeth	Komoroski, TraciAnn	Shanahan, Mary
Fancher, Linda	Kumar, Sowmya	Shideler, David
Flanigan, Caitlin	Linnen, Ann Marie	Shideler, Patricia
Fodera, Annette	Mattson, Helen	Siefert, Lisa
Follansbee, Carolyn	Menck, Mark	Sima, AnneMarie
Fountain, Sylvia	Merrill, Diane	Talis, Donna
Friedel, Jamie	Musumeci, John	Tracy, Elisabeth
Fuhrman, Faith	O'Connor, Ann	Trontell, Doreen
	O'Connor, Rebecca	Trubin, Jennifer

Walling, Linda
Wanko, Diane
Ward, Michael

Willsey, Patricia
Wood, Sharon
Woodhouse, Janis

Wyszkowski, Jeffrey

POLICY/CURRICULUM:

Roger Straight – Chair, Jody Lebbing, Gene Schaedel
Action Items 10-PC-01 through 10-PC-02

Action 10-PC-001

BE IT RESOLVED that Board of Education hereby authorizes a contract with Strauss Esmay, in the amount of \$16,000, to create Policy Manual and all associated Regulations, including creation of database, to be available online. Cost to be spread over three years.

Action 10-PC-002

BE IT RESOLVED that Board of Education hereby approves the first reading, second reading and adoption of the following policies and regulations:

4111.2	Sexual Harassment of Staff Policy
R4111.2	Sexual Harassment of Staff Regulation
5141.5	Sexual Harassment of Pupils Policy
R5141.5	Sexual Harassment of Pupils Regulation
5131	Pupil Discipline/Code of Conduct Policy
R5131	Pupil Discipline/Code of Conduct Regulation
5131.8	Harassment, Intimidation & Bullying Policy
R5131.8	Harassment, Intimidation & Bullying Regulation

COMMUNICATIONS:

Donna Gregory – Chair, Michelle Cresti, Grace Hoefig, Gene Schaedel

RECOGNITION OF THE PUBLIC:

NEW BUSINESS

ADJOURNMENT

Action 10-003:

BE IT RESOLVED that the Board of Education adjourns this meeting.