

**CLINTON TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES**

**Regular Meeting – August 24, 2009**

**CALL TO ORDER:** Vice President Donna Gregory called the meeting to order at 7:37 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:

- 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:*

<input type="checkbox"/> Jim Dincuff, President	<input type="checkbox"/> Jody Lebbing
<input checked="" type="checkbox"/> Donna Gregory, Vice President	<input checked="" type="checkbox"/> Gene Schaedel
<input checked="" type="checkbox"/> Michelle Cresti	<input checked="" type="checkbox"/> Roger Straight
<input checked="" type="checkbox"/> Grace Hoefig	<input type="checkbox"/> Debra Weiss
<input type="checkbox"/> Mark Kaplan	

*District Administrators:*

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

**PLEDGE OF  
ALLEGIANCE:**

The board and audience recited the Board in the Pledge of Allegiance.

**PRESIDENT'S COMMENTS/REPORT**

- Mrs. Gregory introduced Mr. Schaedel, who discussed Item F from the New Jersey School Boards Code of Ethics for School Board Members. He spoke of supporting administrators as they lead our district, however noting the important role of the board in oversight and asking questions where appropriate.

**REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Mr. Carroll began his report with a discussion of the process regarding our new paperless board meeting, thanking all those involved. He then presented the following reports to the Board of Education:

1. Anticipated Enrollment – Mr. Carroll reviewed projected enrollment for 2009-10.
2. 2009-2010 District Goals – Mr. Carroll reviewed the district goals, as formulated at the Goal Setting Session facilitated by New Jersey School Boards Association on July 28.

3. Strategic Planning – Mr. Carroll and the board discussed the process involved in creating a Strategic Plan for the district, with input from representatives from all community stakeholders.

## **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 – Mrs. Leonhardt reminded the board of their need to RSVP concerning their attendance at the workshop.
- b. NJSBA Board Member Training Requirements – Mrs. Leonhardt reviewed with the board their individual paperwork, detailing training already taken, as well as state-mandated future training requirements.

#### **Action 10-BA-004:**

***BE IT RESOLVED*** that the Board of Education approves the Regular Meeting Minutes of July 27, 2009. Motion by R. Straight, seconded by G. Hoefig. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

#### **Action 10-BA-005:**

***BE IT RESOLVED*** that the Board of Education approves the Special Meeting Minutes of July 28, 2009. Motion by R. Straight, seconded by G. Hoefig. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

#### **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.

Motion by R. Straight, seconded by G. Hoefig. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**Action 10-BA-007:**

*BE IT RESOLVED* that the Board of Education approves the line item transfers for the period ending July 31, 2009. Motion by R. Straight, seconded by G. Hoefig. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Motion by R. Straight, seconded by G. Hoefig. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**Action 10-BA-009:**

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

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**OLD BUSINESS**

Mr. Carroll requested the board's input regarding the new paperless format. In discussing the time-consuming nature of the process for assembling the agenda and creation of minutes, Mr. Carroll proposes the hiring of a part-time clerical staff member for the Business Office. A budgeted expense line has been identified.

Mrs. Leonhardt reported on the ongoing process of pursuing sub-dividing the Greyrock Road property, as well as the conveyance of Vought house. Mrs. Leonhardt reported on her lengthy meeting with Mr. Walter Wilson, as well as an enlightening phone conversation with Mr. Sherbloom.

Mr. Carroll spoke of his meeting with Mr. Marvin Joss, Clinton Township Administrator. The discussion covered many topics, among them the potential uses for the property across the street from the Middle School.

Mr. Straight expressed his gratitude for the quick implementation of the paperless board meeting process. Mrs. Leonhardt informed the board of the integral role played by Mr. Carroll, Mrs. Studnicki and Mr. Ramos.

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

Mr. Franklyn Isaacson suggested that the board make use of the screen behind the board's head table seating to display those docs associated with the board agenda.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Fees to not exceed \$10,000 without additional board approval. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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.*

*Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**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."

<b>SID</b>	<b>School</b>
7429078403	CTMS

*Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**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.

<i>Employee/ BOE Member</i>	<i>Program Title/Location</i>	<i>Date</i>	<i>Cost</i>	<i>Mileage</i>	<i>Lodging (per diem)</i>	<i>Meals (Per diem)</i>
<i>Gene Schaedel</i>	<i>New Board Member Orientation</i>	<i>8/29/09</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>
<i>Grace Hoefig</i>	<i>NJSBA's Fall Public Relations Forum</i>	<i>9/29/09</i>	<i>\$50</i>	<i>OMB</i>	<i>N/A</i>	<i>N/A</i>
<i>Francis Kelly</i>	<i>Special Need Children:</i>	<i>10/9/09</i>	<i>\$50</i>	<i>IRS</i>	<i>N/A</i>	<i>N/A</i>

	<i>Strategies &amp; Modifications</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>

*Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**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 &amp; 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 Education</i>	<i>3</i>

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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: --

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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: --

Motion by G. Hoefig, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**PERSONNEL/NEGOTIATIONS:**

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

**DISCUSSION:**

Ms. Cresti reviewed the Personnel/Negotiations meeting held in July. Upon a thorough review of the current contract, the committee created their proposals for the upcoming negotiations. Mr. Carroll reported that he has already reached out to the CTEA.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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*

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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*

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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				

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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  
Chrobak, Eileen

Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**Action 10-PN-041**

**BE IT RESOLVED** that Board of Education hereby approves the job description for Assistant Principal, as attached. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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. Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was **ADOPTED** as follows: ayes, 5; nays, 0.

**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  
Balick, Robin  
Bartholomew, Lisa  
Boll-Hughes, Maxine  
Brown, Donna  
Brown, Susan  
Buontempo, Christina  
Burger, Denise  
Burnett, Ellen  
Cadematori, Catherine  
Chamberlein, Helena  
Christopher, Cindy  
Connors, Kathleen  
DeRites, Dana  
DiLeon, Jessica  
Ennes-Schaible, Debra  
Eugenio, Lorraine  
Fabula, Kathleen  
Fader, Elizabeth

Fancher, Linda  
Flanigan, Caitlin  
Fodera, Annette  
Follansbee, Carolyn  
Fountain, Sylvia  
Friedel, Jamie  
Fuhrman, Faith  
Geyer, Loriann  
Gianarkis, Denise  
Giordano, Sally  
Gonzer, Marc  
Grauerholz, JoEllen  
Grider, Abigail  
Griffiths, Jean  
Hendricks, Anthony  
Henry, Marybeth  
Henry, Justine  
Jarvis, JoAnn  
Jones, Jennifer

Klein, Carol  
Klepper, BethAnn  
Klitzus, Ericka  
Komoroski, TraciAnn  
Kumar, Sowmya  
Linnen, Ann Marie  
Mattson, Helen  
Menck, Mark  
Merrill, Diane  
Musumeci, John  
O'Connor, Ann  
O'Connor, Rebecca  
O'Reilly, Nancy  
O'Rourke, Tracey  
Panzarino, Jeanne  
Platt, Diane  
Possumato, Leonora  
Prosky, Marissa  
Pyner, Betsy

Royer, Rosemarie  
Ruggiero, Joanne  
Ruiz, Pamela  
Schuck, Wendy  
Schwartz, Rosanne  
Searles, Linda  
Secora, Eileen  
Seidorf, David  
Shanahan, Mary

Shideler, David  
Shideler, Patricia  
Siefert, Lisa  
Sima, AnneMarie  
Talis, Donna  
Tracy, Elisabeth  
Trontell, Doreen  
Trubin, Jennifer  
Walling, Linda

Wanko, Diane  
Ward, Michael  
Willsey, Patricia  
Wood, Sharon  
Woodhouse, Janis  
Wyszkowski, Jeffrey

*Motion by M. Cresti, seconded by R. Straight. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**POLICY/CURRICULUM:**

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

**DISCUSSION:**

Mr. Straight reported that the Policy Committee had met and come to the conclusion that it is in the district's best interest to retain the services of Strauss Esmay. This will provide the district with policies and regulations which will guide and protect the district. The board discussed the process Strauss Esmay utilizes in keeping a district current.

**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. Motion by R. Staight, seconded by M. Cresti. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**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*

*Motion by R. Staight, seconded by M. Cresti. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

**COMMUNICATIONS:**

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

**DISCUSSION:**

Mrs. Gregory reported that the newsletter has been assembled, with valuable input from district administration. Mr. Carroll spoke of the district's year-long program for Harassment, Intimidation and Bullying.

### **RECOGNITION OF THE PUBLIC:**

Mr. and Mrs. Higgins addressed the board concerning a request to allow non-public transportation to use the parking lot at RVS, both in the morning and afternoon. Mr. Carroll shared the feedback from our insurance agent, whose spoke of increased liability for the board and recommended against approval. Mr. and Mrs. Higgins will be following up with the Kensington Bus Company.

Mr. Kevin Sturges spoke of his concerns regarding some staffing changes at SRS. Mr. Carroll spoke of the need to re-allocate staff among different schools within the district, as well as assuring all that all guidelines will be followed, and student services needs will be met. Mr. Sturges requested that the situation be closely monitored.

Mr. Isaacson asked of the board's plan for coverage during Mrs. McLoughlin's maternity leave. Mr. Carroll conveyed that the work load will be covered by current staff.

Ms. Rachel McLaughlin questioned the status of 1<sup>st</sup> grade staffing.

Ms. Megan Verderamo spoke of the teacher aides of the district, and their quest to become teachers in the district.

Ms. V. Thrash asked some questions of the bill list, including questioning the purchase of Titles 6A and 18A books. Mrs. Leonhardt will review and respond. In addition, it was requested that the bill list refer to students by means other than initials.

Ms. Verderamo approached the board concerning our Kindergarten curriculum. Ms. Verderamo has documentation she would like the board to receive. She will drop it off at the Board Office, and it will then be scanned and distributed to the board.

Ms. C. Decowski asked the board if they knew there is a date discrepancy for the 2009-10 school start date, as as listed in last year's calendar. Mrs. Gregory suggested that an email blast go out to all parents.

Ms. Verderamo requested a further explanation regarding the notification process for students affected by the re-distribution of staff.

Ms. Thrash requested information regarding the meeting schedule for the Special Education Parents' Advisory group.

### **NEW BUSINESS**

### **ADJOURNMENT**

#### **Action 10-003: 9:39 P.M.**

*BE IT RESOLVED that the Board of Education adjourns this meeting. Motion by R. Straight seconded by G. Hoefig. On a roll call vote, the resolution was ADOPTED as follows: ayes, 5; nays, 0.*

Respectfully Submitted,

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Patricia A. Leonhardt

School Business Administrator/Board Secretary

Minutes Prepared: 8/26/2009

Minutes remain unofficial until Board of Education approval

Board of Education Approved:

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Frank "Jim" Dincuff  
Board President

9/21/09

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Date