

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA

Annual Organization Meeting – April 27, 2009; 7:30 PM

The Board Secretary will maintain the Chair until such time as the new Board President has been elected and will turn the conduct of the meeting over to the President immediately upon his/her election.

1. Call to Order.
2. Roll Call Attendance.
3. Sunshine 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 public notice on April 3, 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.
4. Pledge of Allegiance.

5. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

- a. Administer Oaths to New Board Members – Frank Dincuff, Donna M. Gregory, Grace Hoefig Gene E. Schaedel, Sr., Roger Straight,
- b. Nomination(s) for Board President.
- c. Motion to appoint _____ as Board President.
- d. Nominations(s) for Board Vice-President.
- e. Motion to appoint _____ as Board Vice-President.
- f. Motion to establish the following committees, chairs, and members:

Finance/Facilities Committee:

Chair:

Members:

Personnel/Negotiations Committee:

Chair:

Members:

Authorized Signatures:

Board President, Vice President, Patricia Leonhardt (School Business Administrator/Board Secretary) Kathleen Colognato (Treasurer of School Monies)

- 2) Clinton Township School Activities – TD Bank, N.A. (2 signatures required)

Authorized Signatures Spruce Run School:

Melissa Goad/Kathleen Redmond/Patricia Leonhardt

Authorized Signatures Round Valley School:

Judith Hammond/Elizabeth Saccente/Patricia Leonhardt

Authorized Signatures Patrick McGaheran School:

Mary Postma/Donna Daku/Patricia Leonhardt

Authorized Signatures Clinton Township Middle School:

Gerard Dalton/Annette Patrick/Patricia Leonhardt

- 3) Clinton Township School District Petty Cash – TD Bank, N.A. (2 signatures required)

Authorized Signatures District Office:

Patty MacKenzie/Patricia Leonhardt (School Business Administrator/Board Secretary)/Kevin Carroll (Superintendent)

Authorized Signatures Special Services:

Mary McLoughlin/Eileen Arnold/Patricia Leonhardt

Authorized Signatures Spruce Run School:

Lindsay Nahm/Kathleen Redmond/Patricia Leonhardt

Authorized Signatures Round Valley School:

Judith Hammond/Elizabeth Saccente/Patricia Leonhardt

Authorized Signatures Patrick McGaheran School:

Mary Postma/Marianne Della Serra/Patricia Leonhardt

Authorized Signatures Clinton Township Middle School:

Gerard Dalton/Annette Patrick/Patricia Leonhardt

- 4) Payroll Account – TD Bank, N.A.

Authorized Signature:

Kathleen Colognato (Treasurer of School Monies)

- 5) Payroll Agency Account – TD Bank, N.A.

Authorized Signature:

Kathleen Colognato (Treasurer of School Monies)

- 6) Unemployment Trust Account – TD Bank, N.A.

Authorized Signature:

Kathleen Colognato (Treasurer of School Monies)

- 7) Capital and Capital Reserve Accounts – TD Bank, N.A. (3 signatures required)

Authorized Signatures:

Kathleen Colognato (Treasurer of Monies), Board President/Patricia Leonhardt (School Business Administrator/Board Secretary)

- 8) Employee Flexible Spending Account – TD Bank, N.A.

Authorized Signatures:

Kathleen Colognato (Treasurer of Monies)

- 9) Foundation for Educational Excellence Account – TD Bank, N.A. (3 signatures required)

Authorized Signatures:

Kathleen Colognato (Treasurer of Monies), Board President/Patricia Leonhardt (School Business Administrator/Board Secretary)

- j. Motion to approve the following resolution:

BE IT RESOLVED that TD Bank, N.A. of New Jersey be designated as the depository of record for the Clinton Township Board of Education accounts, with the exception of the debt service account;

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

- k. Motion to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

- l. Motion to have the combined statement of results of the 2009 school election made a part of the organization meeting minutes as follows:

Members to the Board of Education for the following terms:

One Year Unexpired – Roger Straight

Two Year Unexpired – Gene E. Schaedel, Sr.

Three Year Full Term – Donna M. Gregory, Frank Dincuff, Grace Hoefig

Question:	Amount	Yes	No
#1 General Fund Tax Levy	\$21,803,969	793	824

- m. Motion to approve the policies, by-laws, and administrative procedures of the Clinton Township Board of Education for the ensuing school year.
- n. Motion to approve the existing curriculum and textbooks for implementation in the 2009/2010 school year.
- o. Motion to authorize the Superintendent and Business Administrator to implement the 2009/2010 budget, once authorized and finalized, pursuant to local and state policies and regulations.
- p. Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 “Pupil Records”:
 - Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender.
 - Recording religious or political affiliation of pupil or parent is prohibited unless requested by the parent;
 - Daily attendance;
 - Description of pupil progress, including grade level, according to evaluation system used by the district;
 - History and status of physical health per state regulations;
 - Special education records pursuant to relevant rules and laws;
 - All other records required by the New Jersey State Board of Education.
- q. Reading of School Board Code of Ethics – Board President
In accordance with Bylaw 9271 “Code of Ethics”, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.
- r. Motion to approve the following Board Meeting dates for 2009-2010: Meetings will be held on the fourth Monday of the month, except where noted*.

May 18, 2009*
 June 22, 2009
 July 27, 2009
 August 24, 2009
 September 21, 2009*
 October 26, 2009
 November 23, 2009
 December 21, 2009
 January 25, 2010

February 22, 2010
March 22, 2010
April 26, 2010

TIME AND LOCATION OF MEETING:

7:30 P.M.
Round Valley Middle School
All Purpose Room
128 Cokesbury Road
Lebanon, NJ 08833

- s. Motion to approve the following Board Committee Meeting dates for 2009-2010: Meetings will be held on the second Monday of the month, except where noted*.

May 11, 2009
June 8, 2009
September 14, 2009
October 12, 2009
November 9, 2009
December 7, 2009
January 11, 2010
February 8, 2010
March 8, 2010

Committee Meetings will be held in the Board Offices located at the Round Valley School and will begin at 7:00 PM.

- t. Motion to establish the 2009/2010 Petty Cash Accounts in the amount of \$250 each with a maximum reimbursement of \$50 to any individual on any one occasion.
- u. Motion to approve the following resolution:

WHEREAS, Board of Education Bylaw No. 9250 “Expenses and Reimbursements” requires annually in the prebudget year, the board shall establish by resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year; and

WHEREAS Bylaw No. 9250 “Expenses and Reimbursements” also requires that the resolution include the maximum amount established for the prebudget year and the amount spent to date.

WHEREAS the maximum travel allowance for the 2008/2009 school year was established at \$100,000.

WHEREAS the district-wide travel amount spent/encumbered as of April 1, 2009 is \$29,814.

THEREFORE BE IT RESOLVED that the maximum travel allowance for the 2009/2010 school year shall be established at \$75,000.

BE IT FURTHER RESOLVED that the Clinton Township Board of Education provides that the maximum school district travel expenditure amount shall include all travel in

accordance with Bylaw No. 9250 “Expenses and Reimbursements” supported by local and State funds.

- v. Motion to approve, for regular business travel only, an annual maximum amount of \$2,500 per employee for regular business travel for which school board approval is not required. As defined by law, “regular school district business travel” is distinct from “training and seminars” and “conventions and conferences” in accordance with Bylaw 9250 “Expenses and Reimbursements”.

CONCLUSION OF ANNUAL ORGANIZATION – ON TO REGULAR BUSINESS

6. Report of the Superintendent of Schools – Dennis Fyffe

-Enrollment and Suspension Reports

7. Public Comment

8. Approval of Minutes

- a. Motion to approve the following meeting minutes:

March 23, 2009 – Regular Meeting Minutes

March 23, 2009 – Executive Session Minutes

March 30, 2009 – Adoption of 2009-2010 Final Proposed Budget and Addendum

March 30, 2009 – Executive Session Minutes

April 6, 2009 – Special Meeting to Appoint a School Business Administrator

April 6, 2009 – Executive Session Minutes

9. Interim School Business Administrator/Board Secretary – James H. Strimple, Jr.

In accordance with Board of Education Policy # 3570, District Records and Reports - the Board Secretary hereby presents to the Board at the regular meeting following the organization meeting the attached comprehensive list of legally mandated school district financial and other records and reports. The list identifies the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the appropriate reports at regular meetings of the board.

- a. Correspondence:

- April 1, 2009 Letter from Matt Kaup/Tiff’s Casual Grill & Bar – application to NJDEP for permit for Letter of Interpretation for improvements to property
- March 27, 2009 Letter from Susan Hendershot County Chairperson of the Hunterdon County Professional Development Board – indicating the district’s Local Professional Development Plan has been approved.
- March 19, 2009 Letter from Kelly A. Helmstetter thanking the Board for the opportunity to work part time.

- b. Points of Information:

- None
- c. Motion to approve line item transfers for period ending March 31, 2009.
- d. Motion to accept the Report of the Office of Fiscal Accountability and Compliance regarding the review of the Clinton Township Board of Education’s Application for Extraordinary Aid for Special Education Costs for Fiscal Years 2006-2007 and 2007-2008.
- e. WHEREAS, the Legislature passed and the Governor signed S-15 as Chapter 22, P.L. 2009 that reduces the State Aid for the Clinton Township School District for the 2008-2009 school by an amount of \$96,197.00
 AND WHEREAS, the Legislature passed and the Governor signed S-21 as Chapter 19, P.L. 2009 that provides school districts with two options concerning their obligation to pay the Public Employees Retirement System , namely payment in full by April 30, 2009, or payment of one-half of the pension obligation by April 30, 2009;
 AND WHEREAS, payment of one-half of the pension obligation requires the district to apply for a deferral schedule which will start in April 2012 and continue for 15 years to repay the deferred portion to the retirement system;
 AND WHEREAS, deferred payments are subject to normal actuarial growth on accrued liabilities of the pension system, which most recently was a rate of 8.25%;
 AND WHEREAS, the School Business Administrator has reviewed the cash flow needs of the Clinton Township School District, the surplus balance position of the district, and the impact of the deferral on future budgets if the district should elect to take the deferral or reject the deferral;
 NOW BE IT RESOLVED by the Clinton township Board of Education that:
- It hereby accepts the offer of a deferral by the New Jersey Public Employees Retirement System and authorizes the School Business Administrator to pay one-half of the 2009 PERS pension obligation before April 30, 2009 and apply for a deferral schedule that begins in April 2012.
- f. Motion to revise the 2008-2009 Budget and Revenues as follows:

APPROPRIATIONS

<u>Line Item</u>	<u>Present Budget</u>	<u>Increase/ (Decrease)</u>	<u>Revised Budget</u>
11-401-100-100-00-009 Co.curric. Salaries CTMS	\$47,068	\$12,600	\$59,668
11-000-291-241-000-000 Other Retirement Contrib.	\$275,000	(\$96,197)	\$178,803

REVENUES

Miscellaneous Revenue	\$288,800	\$12,600	\$301,400
State Aid	\$1,793,092	(\$96,197)	\$1,696,895

10. Old Business

11. Committee Reports

- A. Facilities/Finance
- B. Personnel/Negotiations
- C. Policy/Curriculum
- D. Communications

12. Public Comment

13. Executive Session

Resolved by the Board of Education of Clinton Township as per Chapter 231, P. L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on Monday, April 27, 2009 to discuss matters of Student Discipline.
- b. The matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. The length of the meeting is thought to be approximately 30 minutes.

14. New Business

15. Adjournment

A. Facilities/Finance:

- A-1 Motion to approve payment of bills in the amount of \$734,920.28 for the period ending April 27, 2009.
- A-2 Motion to approve the revised submission amount for 2008/2009 Extraordinary Aid in the amount of \$516,772 due to the classification of a state facility as a public school.
- A-3 Motion to accept the following 2008/2009 grants from the Clinton Township Foundation for Educational Excellence:

Grant Recipient	School	Title	Amount
Amy Dandeo, Adrienne Hodulik, Ben Cozin, Suzanne Gitomer	CTMS	Payaway MP# Audio Books	\$2,520
Tara Kopec	SRS	New Teacher Grant	\$250
Suzanne Gitomer, J. Mangino, C. Norjiri, C. Mallory, J. Selbo	CTMS	Research & Academic Program Materials	\$7,500

- A-4 Motion to accept \$9,418 of IDEA Non-public Carryover Funds.
- A-5 Motion to approve the Tuition Contract Agreement between Clinton Township and Lebanon Borough for the 2009-2010 school year in the amount of \$270,582 (26 pupils at \$10,407 per pupil) plus back tuition of \$57,275 for a total tuition amount of \$327,857 effective September 1, 2009.
- A-6 Motion to approve the Special Education Tuition Contract Agreement between Clinton Township and Lebanon Borough for the 2009-2010 school year in the amount of \$48,064 (1:1 Teacher Assistant for 1 special needs student) effective September 1, 2009.
- A-7 Motion to approve the Interlocal Services Agreement between the Clinton Township and Lebanon Borough Boards of Education for the 2009-2010 school year for Administrative Services in the amount of \$86,320 effective July 1, 2009.
- A-8 Motion to approve the Interlocal Services Agreement between the Clinton Township and Lebanon Borough Boards of Education for the 2009-2010 school year for 7th and 8th grade regular pupil transportation services in the amount of \$19,800 effective September 1, 2009.
- A-9 Motion to approve the 2009/2010 Contract for School Physician Services with Ronald M. Frank, M.D. FAAFP, 328 Greenbrook Road, Green Brook, NJ in the amount of \$3,250 in accordance with his April 6, 2009 proposal.

A-10 Motion to approve the 2009/2010 Contract for Professional Legal Services with Porzio, Bromberg and Newman, 100 Southgate Parkway, Morristown, NJ at an hourly rate of \$175 for attorney time and \$115 for paralegals.

A-11 Motion to approve the 2009/2010 Wastewater Treatment Plant Licensed Operator Agreement with Garco Research Company, Annandale, NJ at a monthly rate of \$1,107.00 (same as 2008/2009) for the Round Valley School, and a monthly rate of \$554.00 (50% reduction from 2008/2009) for the Patrick McGaheeran plant. It is also recommended to approve a fee of \$55 per hour for additional services not included in the operational fee.

A-12 Motion to approve a contract with Physical Therapy Contractual Agreement for the 2009 – 2010 school year in the following amounts:

School Based therapy (in district)	\$86.50 per hour
Home based therapy	\$97.00 per visit
Evaluations	\$330 per evaluation

A-13 Motion to approve 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 for 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 Mileage Reimbursement Rate: \$0.55.

Employee/BOE Member	Program Title/Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Kendra Squindo	Adolescent Depression & Suicide, Lancaster, PA.	3/30/09	\$17	NA	NA	NA
Kelly DiGioia	Arts Education Series, Monroe, NJ	4/29/09	\$135	IRS	NA	NA
Mary McLoughlin	Section 504 Practical Tips for Compliance, Long Branch, NJ	5/11/09	\$149	OMB	NA	NA
Bobbie Felip	Supervisors as Agents of Change... Monroe Twp. NJ	5/4, 5/11/09	\$175	OMB	NA	NA
James Strimple, Jr	NJASBO Annual Conference, Atlantic City, NJ	5/6/2009 thru 5/8/2009	\$0	OMB	\$110 per night	NA

Patrick Gugliandolo	Art Education Series: The Future: Are We Ready, Monroe , N.J.	4/29/09	\$135	IRS	NA	NA
Julie Tepper	Functional Skill for students with Autism, Morris Union Jointure, New Providence, NJ	5/5/09	\$110	IRS	NA	NA
Kate Zimmerbaum	Literacy Consortium, Kean Univ., Union, NJ	5/5/09	\$108	IRS	NA	NA
Susan Rivers	Literacy Consortium, Kean Univ., Union, NJ	5/5/09	\$108	IRS	NA	NA
Bobbie Felip	Literacy Consortium, Kean Univ., Union, NJ	5/5/09	\$108	OMB	NA	NA
Elaine Studnicki	Professional Learning that improves Student Learning, Kean Univ., Union, NJ	4/30/09	NA	OMB	NA	NA

A-14 Motion to amend the Tapping The Power of Thinking to Teach Reading Comprehension conference in Philadelphia, PA due to the fact that the presenter became ill and rescheduled for May 7, 2009. Previously Marygrace Flynn and Lisanne Bartram were approved to attend this conference on February 23, 2009. However, neither one can attend on the new date. It is recommended that Lynne Avery and Ofeer Kern attend in their place.

A-15 Motion to amend Fiscal Year 2008-2009 Non-public grants as follows:

<u>Grants</u>	<u>Original Award</u>	<u>Additional</u>	<u>Total 2009 Grant Award</u>
NP Technology	\$16,898	\$4,182	\$21,080
NP Textbooks	\$23,610	\$6,529	\$ 30,139
NP Nursing	\$ 32,613	\$8,071	\$40,684
NP 192/193 Services	\$134,347	\$81,462	\$215,809

A-16 Motion to approve the 2009/2010 Contract for Professional Auditing Services with William Colantano, CPA, P.C., 100 Route 31 North, Washington, NJ at an annual not to exceed fee \$27,800 and at the hourly rates for additional services as documented in their proposal.

B. Personnel/Negotiation Committee:

B-1 Motion to approve the following requests for graduate course approval:

Employee	Semester	Course	Credits
Erin Covell Evans	Summer 2009	Supervision of Instruction	3
Erin Covell Evans	Summer 2009	Admin. & Super. Of elementary & Secondary Schools	3
Rita Russomano	Summer 2009	Research Seminar in Special Ed.	3
Rita Russomano	Fall	Developmental & Communication Skills for Atypical Children	3
Carla Molloy	Summer 2009	Organizational Leadership	3
Carla Molloy	Summer 2009	Educating and Including Individuals Special Needs	3

B-2 Motion to approve the following Request for Movement across the Salary Guide effective January 1, 2009:

Employee	From	To
Elizabeth Salazar	MA in F \$49,495	MA in F+15 \$51,695

B-3 Motion to approve the revised technology support staff payments for the In-service Technology Conference held on March 21, 2009 at the contractual 1.5 hourly rate:

Matt Cirigliano	8 hours	\$54.88 per hour	\$439.04
Kim Police	8 hours	\$36.95 per hour	\$295.60
Lauren Lee	9.5 hours	\$32.45 per hour	\$308.28

B-4 Motion to correct the 2009/2010 salary of **Colleen Caballero** initially approved on March 23, 2009 at \$54,135 to the correct annual salary of \$52,850.

B-5 Motion to approve a child rearing/adoption leave of absence for **Heather Stanley** effective September 2, 2009 through June 30, 2010.

B-6 Motion to accept, with regret, the Notice of Resignation from **Tracy Shoudt Denkovic** elementary teacher, effective June 30, 2009.

B-7 Motion to accept, with regret, the Notice of Resignation from **Ashley Buchanan**, RVS Teacher Assistant for the Resource Program, effective June 30, 2009.

B-8 Motion to approve the following as substitute teachers:

Robin Balick	Jennifer Trubin	Catherine Cademartori
Odette Haight		

B-9 Motion to approve **Bernard D. Fitzpatrick** as a clerical substitute at \$11 per hour.

B-10 Motion to appoint **Shannon Rolak** as a maternity leave replacement teacher effective on or about May 26, 2009 till the last day of school (June 22, 2009) at the per diem rate of \$230.98.

B-11 Motion to correct the 2009/2010 salary of **Linda Szwedo** initially approved on March 23, 2009 at Step 0, MA+45 at \$84,885 to the correct step of Step 0, MA in F+45 and annual salary of \$86,135.

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

C. Policy/Curriculum Committee:

C-1 Motion to approve the second reading of the following policy:

Special Education.....6171.4

C-2 Motion to approve the following field trips:

Grade 6	Law Fair Center	April 28, 2009	\$264 Transportation
Grade 6	American Museum of Natural History	May 27, 2009	Price Per Student \$32
Grade 3	Red Mill	May 5, 11, 2009	\$132 per bus (5 buses)
Grade 7 & 8	N.J. Bar Foundation	May 27, 2009	\$396

C-3 Motion to accept the 2009-2010 Professional Development Plan for Clinton Township School District as approved by the Hunterdon County Superintendent's Office.

C-4 Motion to approve the 2009/2010 Chapter 192/192 Nonpublic Services Agreement with Hunterdon County Educational Services Commission.

C-5 Motion to approve the 2009/2010 Nonpublic School Nursing Services Agreement with Hunterdon County Educational Services Commission.

D. Communications: