

**Cranbury Township Board of Education
Cranbury, New Jersey
Reorganization Minutes
April 28, 2009
7:00 PM**

I. Called to order at 7:10 PM.

- a. Pledge of Allegiance
- b. Statement for Open and Public Meetings

STATEMENT TO BE READ BY PRESIDING OFFICER

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Board Secretary as follows: On March 31, 2009, a notice was sent to the Trenton Times, Township Clerk, and posted in the Public Library.

The Board Secretary served as the temporary chair.

II. Election Results

At the annual school election held on April 21, 2009, the following persons were elected for a **three-year term** of office (**2009-2012**):

Austin Schraudenbach	344 votes
Lynne Schwarz	373 votes
Nicole Pormilli	358 votes

The 2009-2010 school district budget vote was as follows:

**277 -yes
171 -no**

**451 Citizens voted out of 2,754 registered voters or 16.38%
7 Absentee Ballots included in count**

- a. Oath of Office - The Board Secretary administered the Oath of Office to the newly elected Board Members, Nicole Pormilli, Lynne Schwarz and Bill Schraudenbach (when he arrived at 7:15 PM).

III. Roll Call

<u> X </u>	Jennifer Cooke	<u> X </u>	Nicole Pormilli
<u> X </u>	Kevin Fox	<u> X </u>	William Schraudenbach (Arrived at 7:15 PM)
<u> X </u>	Julie Hardaker	<u> X </u>	Lynne Schwarz
<u> X </u>	Wendi Patella	<u> X </u>	Evelyn Spann
	<u> X </u>		Joan Weidner

Also Present:

<u> X </u>	John J. Haney, Chief School Administrator
<u> X </u>	Joyce Picariello, Board Secretary/Business Administrator
<u> 0 </u>	Members of the Public

IV. Election of President and Vice President

1. Election of President

- a. The chair entertained nominations for the office of President:

Motion to nominate Joan Weidner for the office of Board President

Moved by: Julie Hardaker Seconded by: William Schraudenbach
 Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

The Board Secretary asked if Joan Weidner would accept the nomination. She graciously accepted.

- b. The Board Secretary asked if there were any other nominations. Hearing none,

Motion to close the nominations for the office of President.

Moved by: Evelyn Spann Seconded by: Jennifer Cooke
 Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

- c. Motion to elect Joan Weidner to the office of Board President.

Moved by: Evelyn Spann Seconded by: Jennifer Cooke

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences									
Ayes	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
Nays									
Abstentions									<u>X</u>

Motion Carried: X Motion Rejected: _____

The Board Secretary congratulated Joan Weidner and turned the meeting over to the President.

2. Election of Vice President

- a. The Board President requested nominations for the office of Vice President:

Motion to nominate Lynne Schwarz for the office of Vice President

Moved by: William Schraudenbach Seconded by: Jennifer Cooke
 Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

The Board President asked Lynne Schwarz if she would accept the nomination. Lynne Schwarz agreed.

- b. The Board President asked if there were any other nominations. Hearing none, Motion to close the nominations for the office of Vice President.

Moved by: Evelyn Spann Seconded by: Wendi Patella
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

- c. Motion to elect Lynne Schwarz to the office of Board Vice President.

Moved by: Evelyn Spann Seconded by: Wendi Patella

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ayes	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Nays	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Abstentions	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Motion Carried: X Motion Rejected: _____

V. Schedule of Meetings

Approved the listed Board Meeting dates for the 2009-2010 school year.

Meeting Dates (7:00 PM—1st and 3rd Tuesday of Month)
 (unless otherwise noted)

- May 5, 2009
- May 19, 2009
- June 2, 2009 (Public Hearing for Business Admin./Board Secretary's contract)
- June 16, 2009
- July 21, 2009
- September 1, 2009
- September 15, 2009
- October 6, 2009
- October 20, 2009
- November 3, 2009
- November 17, 2009
- December 1, 2009
- December 15, 2009
- January 19, 2010
- February 2, 2010
- February 16, 2010
- March 2, 2010
- March 23, 2010 (Anticipated Public Hearing)
- April 6, 2010
- April 20, 2010

Moved by: Julie Hardaker Seconded by: Lynne Schwarz
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

VI. Parliamentary Procedures

Approved a motion that Robert's Rules of Order shall be the guide for Parliamentary Procedures for all meetings, and that roll shall be called in a random order with the President last.

Moved by: Wendi Patella Seconded by: Lynne Schwarz
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

VII. Official Depository

Approved a motion to designate the 1st Constitution Bank, and the New Jersey Asset and Rebate Management (NJARM) Program as official depository for all Board funds.

Moved by: Julie Hardaker Seconded by: Kevin Fox
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

VIII. Authorization to sign legal documents, payrolls, and warrants

Approved a motion to give Joyce Picariello authorization to sign legal documents, payrolls, and warrants with the following as signatories: President, Vice President, Chief School Administrator, Treasurer of School Monies, Board Secretary/School Business Administrator, and the Bookkeeper for 2009-2010 school year.

IX. Chart of Accounts

Approved the attached Chart of Accounts as presented.

X. Tax Shelter Annuity Companies and Brokers

Approved the following providers of 403(b) and 457 plans:

MetLife Resources

The Metropolitan Life Insurance Company
Contact: Mr. Michael Sumi, Reg. Managing Director

Lincoln Investment Planning, Inc.

Contact: Mr. Richard J. Gaglianese, Financial Rep.

The Legend Group

Contact: Mr. Clark Tatum, Registered Rep.

AIG VALIC
The Variable Annuity Life Insurance Company
Contact: Mr. David B. Dobin

XI. Official Newspapers

Designated the Cranbury Press, the Home News Tribune, and The Trenton Times as official Board newspapers for the 2009-2010 school year.

XII. Adoption of existing courses of study, course guides and curriculum

Adopted all curriculum guides and texts adopted by the previous Board.

XIII. Adoption of existing textbooks

Adopted all textbooks adopted by the previous Board.

XIV. Adoption of Policies and By laws

Adopted all Policies, By-Laws, and Regulations enacted or amended by the previous Board.

XV. Agreement with Princeton Regional High School

XVI. State Contracts

Motion to accept the RESOLUTION ON STATE CONTRACTS

WHEREAS, the Cranbury Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Cranbury Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

RESOLVED, the Cranbury Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the approved New Jersey State Contract Vendors for the 2009-2010 school year pursuant to all conditions of the respective individual State contracts.

XVII. Appointments of Professionals effective July 1, 2009 through June 30, 2010

a. Treasurer of School Monies

Appointed Denise Marabello as Treasurer of School Monies for the 2009-2010 school year, at a salary of \$350.00 per month.

b. Auditor

Appointed Robert Stewart of Inverso & Stewart, LLC as Auditor for the 2009-2010 school year.

- c. **Attorney**
Appointed Lindabury, McCormick, Estabrook & Cooper, P.C. as Board Attorney at an hourly rate of \$160.00 for the 2009-2010 school year.
- d. **Insurance Broker Of Record**
Appointed Rue Insurance Company as the Insurance Broker of Record for the 2009-2010 school year.
- e. **Risk Management Consultant**
Appointed MaryAnn Costabile as Risk Management Consultant for the 2009-2010 school year.
- f. **Benefits Consultant**
Appointed Business & Governmental Insurance Agency (BGIA) as benefits consultant for the 2009-2010 school year.
- g. **Policy Service**
Appointed Strauss Esmay Consultants, LLP for the 2009-2010 school year.
- h. **Medical Inspector**
Appointed Dr. Gerald Raymond, Princeton Jct., as Medical Inspector for the 2009-2010 school year. This exception to the advertised bidding requirements is in accordance with N.J.S.A. 18A:18A5

XVIII. Internal Appointments effective July 1, 2009 through June 30, 2010

- a. **Secretary of the Board**
Appointed Joyce Picariello as Secretary of the Board for the 2009-2010 school year.
- b. **Qualified Purchasing Agent**
Appointed Joyce Picariello as Qualified Purchasing Agent for the 2009-2010 school year.
- c. **Pubic Agency Compliance Officer**
Appointed Joyce Picariello as Public Agency Compliance Officer for the 2009-2010 school year.
- d. **Affirmative Action Officer**
Appointed Joyce Picariello as Affirmative Action Officer for the 2009-2010 school year.
- e. **Custodian of Government Records**
Appointed Joyce Picariello as Custodian of Public Records for the 2009-2010 school year.
- f. **EEO Compliance Officer**
Appointed Joyce Picariello as EEO Compliance Officer for the 2009-2010 school year.

- g. **504 Program and Coordinator**
Appointed Joann Charwin as 504 Program Coordinator for the 2009-2010 school year.
- h. **Integrated Pest Management Coordinator**
Designated responsibility for Integrated Pest Management to the Facilities Manager for the 2009-2010 school year.
- i. **Asbestos Management Officer and AHERA Coordinator**
Appointed the Facilities Manager as Asbestos Management Officer and AHERA Coordinator for the 2009-2010 school year.
- j. **Safety and Health Designee**
Appointed Joyce Picariello Safety and Health Designee for the 2009-2010 school year.
- k. **Indoor Air Quality Designee**
Designated responsibility for Indoor Air Quality to the Facilities Manager for the 2009-2010 school year.
- l. **Right to Know Officer**
Appointed Joyce Picariello and the Facilities Manager as Right-to-Know Officers for the 2009-2010 school year.

XIX. Petty Cash

Approved the establishment of the petty cash account in the amount of \$300 according to the Board Policy # for the 2009-2010 school year.

Items VIII - XIX

Moved by: William Schraudenbach Seconded by: Jennifer Cooke
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

XX. Code of Ethics

The Board reviewed and discussed the Code of Ethics.

Motion to accept the following Code of Ethics for School board members in Accordance with NJAC 18A: 12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- 1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- 2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- 3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
L.2001,c.178,s.5.

Moved by: Lynne Schwarz Seconded by: Julie Hardaker
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

XXI. Doctrine of Necessity

Motion to accept the RESOLUTION ON INVOKING THE DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998), but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

Moved by: Julie Hardaker Seconded by: Wendi Patella
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

XXII. Travel

WHEREAS, Pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the Cranbury Township Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by state and local funds; and

WHEREAS, The Cranbury Township Board of Education established a maximum travel expenditure amount for the 2008-2009 school year of \$100,000. To date \$14,637.78 has been expended from the 2008-2009 budget;

BE IT RESOLVED, That the Cranbury Township Board of Education established a maximum travel expenditure amount for the 2009-2010 school year of \$100,000.

Moved by: Wendi Patella Seconded by: Kevin Fox
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

XXIII. Appointment to Board Committees (TABLED)

- a. Finance
_____, Chair
- b. Facilities
_____, Chair
- c. Curriculum
_____, Chair

- d. Personnel
_____, Chair
- e. Policy
_____, Chair
- f. Negotiations – Not required during the 2009-10 school year.

The Board President requested that the Board Members send her an email with their Committee preferences in rank order and meeting availability. She also asked if they could provide her with a brief statement explaining their Committee preferences.

The Board will act on this motion at the next meeting.

XXIV. Appointment of Board Representatives and Liaisons

- a. NJSBA Delegate
Appointed Wendi Patella as Delegate to the New Jersey School Boards Association.

Moved by: Julie Hardaker Seconded by: Kevin Fox
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

- b. Alternate Delegate
Appointed Joan Weidner as Alternate-Delegate to the New Jersey School Boards Association.

Moved by: Jennifer Cooke Seconded by: William Schraudenbach
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

- c. MRESC
Appointed John Haney as the Board representative to the MRESC for the 2009-2010 school year.

Moved by: Evelyn Spann Seconded by: William Schraudenbach
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

- d. Cranbury Library Board of Trustees
Appointed Julie Hardaker as Cranbury Township School District's representative to the Cranbury Public Library Board of Trustees.

Moved by: Evelyn Spann Seconded by: Kevin Fox
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

- e. Cranbury Township Planning Board
Appointed Joan Weidner as Cranbury Township School District's representative to the Cranbury Township Planning Board.

Moved by: Julie Hardaker Seconded by: Jennifer Cooke
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

- f. **Princeton High School**
 Appointed Lynne Schwarz as Cranbury Township School District’s representative to Princeton High School.

Moved by: Evelyn Spann Seconded by: Julie Hardaker
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

- g. **Technology Liaison**
 Appointed Lynne Schwarz and Bill Schraudenbach as Cranbury Township School District’s Technology Liaisons.

Moved by: Evelyn Spann Seconded by: Julie Hardaker
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

- h. **TQM Community Representative**
 Appointed Jennifer Cooke as Cranbury Township School District’s TQM Community Representative.

Moved by: Julie Hardaker Seconded by: Evelyn Spann
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

- i. **Township Committee Liaison**
 Appointed Joan Weidner and Lynne Schwarz as Cranbury Township School District’s Township Committee Liaisons.

Moved by: William Schraudenbach Seconded by: Jennifer Cooke
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

XXV. BUDGET

- a. To BE IT RESOLVED to adopt the Cranbury Township School District’s 2009-2010 Budget as follows:

Fund	Budgeted Expenditures	Tax Levy	Tax Impact/Rate (cents per \$100 assessed valuation)
Fund 11 General Operating Fund	\$16,973,834		
Fund 12 Capital Outlay (Roof Project)	\$ 652,000		
Total General Operating Funds	\$17,625,834	\$15,465,852	85.86 cents
Fund 20 Special Revenue Funds	\$ 142,732		
Fund 30 Capital Project	\$ 0		
Fund 40 Debt Service	\$ 910,826	\$ 910,819	5.09 cents
Total Appropriations All Funds	\$18,679,392	\$16,376,671	90.95 cents

Fund	Budgeted Revenues from Reserves
Fund Balance	\$ 130,000
Excess Reserve	\$ 298,197
Tuition Reserve	\$ 200,000
Capital Reserve	\$ 650,000
Debt Service Reserve	\$ 7

- b. To BE IT RESOLVED to approve the authorization to implement the Cranbury Township School District's 2009- 2010 Budget to the Chief School Administrator and Business Administrator.

Moved by: Lynne Schwarz Seconded by: William Schraudenbach

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ayes	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>
Nays	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Abstentions	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Motion Carried: X Motion Rejected:

Cranbury Township Board of Education
Cranbury, New Jersey
Minutes
April 28, 2009
7:52 PM

I. APPROVAL OF MINUTES

Approved the Minutes of the meeting of April 14, 2009 as amended.

Moved by: Wendi Patella Seconded by: Julie Hardaker
Ayes: 9 Nays: 0 Abstentions: 0
Motion carried: X Motion rejected: _____

II. PRESENTATION

III. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

A. Correspondence - None

B. Information/Report

Budget and Board Elections

Congratulations to the Board on its successful budget and Board election of Bill Schraudenbach, Lynne Schwarz, and newcomer, Nicole Pormilli. The budget passed 277-171. There are 373 families of students in Cranbury School. With today's economic climate and with all eyes on the bottom line, it is a true measure of support by our residents for the Board and its commitment to the children of Cranbury! Special thanks to the PTO for getting the message out to the voters.

Governor's Teacher Recognition Award

John Haney was pleased to report to the Board that Lisa Csatari was selected for the Governor's Teacher Recognition Award. Ms. Csatari joined our staff as a 4th grade teacher in 2005 and has been an educator for 16 years. She was the recipient of this award in her previous district.

Science Expo

Once again, the level of research and the presentations of the sixth, seventh, and eighth grade science experiments was very impressive. The student presentations were succinct, thoughtful, and informative and showed understanding and knowledge of the content. The lower grade displays and the SITE inventions were also well received by the parents. Congratulations to the teachers and students for an outstanding Expo. Special thanks to Rosanne Budsock, Michele Waldron, Bridget Lundquist, Deanna Pankowitz and the custodians for their combined efforts on this monumental project.

NJOSAC

John Haney reported that he received a letter today from the Commissioner of Education. The letter stated that the New Jersey Department of Education has completed their review of the District Performance Review (DPR) in the five areas:

- Instruction and Program – 97%
- Fiscal Management – 93%

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- Operations – 100%
- Personnel – 90%
- Governance – 100%

C. Calendar

- April 28 NJASK 7,8
Kindergarten Orientation
- April 29 NJASK 7,8
- April 30 NJASK 7,8
Kindergarten Orientation
- May 1 NJASK 7,8
Studio Band Night, 7:00-10:00 PM
- May 4 NJASK 3,4
NJASK 7,8
6th Grade Parent Meeting, 7:00 PM, Large Group Room
- May 5 NJASK 3,4
NJASK 7,8 Makeups
PTO Board Meeting, 1:00 PM
Board of Education Meeting, 7:00 PM, Large Group Room
- May 6 NJASK 3,4
NJASK 7,8 Makeups
Spring Concert Rehearsal, 9:20 AM, Grade 7,8 (Audience, Grades 4-6)
NJASK 3,4
NJASK 7,8 Makeups
- May 7 NJASK 3,4
NJASK 7,8 Makeups
Spring Concert, Grades 7,8 and Percussion Ensemble - 7:30 PM
- May 8 NJASK 4
Women's Club Plan Sale
- May 11 8th Grade Diversity Week
NJASK 5,6
NJASK 3,4 Makeups
Scholastic BOGO Book Fair, 7:00-9:00 PM
- May 12 NJASK 5,6
NJASK 3,4 Makeups
Scholastic BOGO Book Fair, 7:00-9:00 PM
- May 13 NJASK 5,6
NJASK 3,4 Makeups
Scholastic BOGO Book Fair, 7:00-9:00 PM
- May 14 NJASK 5,6
NJASK 3,4 Makeups
- May 15 Kutztown Music in the Park Competition
NJASK 3,4 Makeup
Progress Reports Mailed, Grades 3-8
- May 16 Drug Free Fair
- May 18 NJASK 5,6 Makeup
Art Show - Grades 4-8, 7:00 PM
Grade 7 Parent Meeting, 7:00 PM
- May 19 Volunteer Appreciation Day
NJASK 5,6 Makeup
Board of Education Meeting, 7:00 PM
- May 20 Concert Rehearsal, 9:20 AM - (Audience, Grades K-3)
Choir - Grades 4-6
Band - Grades 5,6
- May 21 Total Quality Management Meeting, 1:00 PM
Spring Concert, 7:30 PM
Choir - Grades 4-6
Band - Grades 5,6

- May 22 Grade 8 French Trip
Grade 8 Spanish Trip
- May 25 School and Offices Closed - Memorial Day
- May 26 School-wide Field Day
- May 28 Grade 6 Science Trip
Spring Concert, 9:20 AM
Grades K-3; Grade 4 Band
- May 29 Grade 6 Science Trip

IV. REPORT OF THE BUSINESS ADMINISTRATOR

A. Correspondence - None

B. Information/Report – The Business Administrator reminded the Board that the Public Hearing for her contract is scheduled for the June 2, 2009 meeting.

V. PUBLIC COMMENT – None at this time.

VI. FINANCE

A. Committee Report – The Business Administrator briefed the Board on the Food Service Management Contract (Item 9).

B. Next Meeting - To be determined

C. Recommendation(s)

1. Approved the budgetary transfers for March 2009 as attached.
2. In accordance with N.J.A.C. 6A:23-2-11(c)4, Be It Resolved that the Board of Education hereby certifies that it is in receipt of the Financial Reports for March 2009, which indicates that no major accounts or funds have been over expended and that sufficient funds are available to meet the district's financial obligations for the fiscal year in accordance with N.J.A.C. 6A:23-2.11(b). In accordance with 6A:23-2.11(c), Be It Further Resolved that the Board Secretary certifies that the March 2009 Secretary's Report indicates that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in accordance with N.J.A.C. 6A:23-2.11(a).
3. Approved the Board Secretary's Report as of March 31, 2009.
4. Approved the Treasurer's Report as of March 31, 2009.
5. Approved the bill list as of April 23, 2009 as attached
6. Approved a school nurse for up to 17 hours for the 6th grade science trip to Fairview Lake, at the rate of \$36.25 per hour.
7. Approved a school nurse for up to ten hours for the music competition at Kutztown and Dorney Park at the rate of \$36.25 per hour.

8. TRAVEL AND RELATED EXPENSE AND REIMBURSEMENT

As required, pursuant to N.J.S.A 18A:11-12 the Board of Education must approve in advance all travel expenditures by district employees and board members. It has been determined that the training and informational programs detailed below are directly related to and within the scope of the employees and board members responsibilities and duties. Approved reimbursement for attendance of the following:

<u>Staff Member</u>	<u>Sponsor/Reason</u>	<u>Date(s)</u>	<u>Registration</u>	<u>Mileage</u>
Sean Cox	NJSIAA Annual Wrestling Clinic	5/1/09	\$80.00	\$11.16
Bridget Lundquist	NJ Bio Performance Assessment	6/4/09	NA	NA
Deanna Pankowitz	NJ Bio Performance Assessment	6/4/09	NA	NA
Joseph Caragiulo	Hazcom/Asbestos-AHERA	6/25-6/26/09	NA	\$50.22

9. Approved the Food Service Management Contract for the 2009-2010 school year with Sodexo School Services as follows:

Cranbury Township Board of Education shall pay Sodexo the following fees:

General Support Services Allowance: General Support Services Allowance equal to .08 cents per meal with a meal equivalent of \$1.00 September through June computed at the end of each accounting period and prorated for any partial accounting period.

Management Fee: Cranbury Township Board of Education shall pay Sodexo a Management Fee in an amount equal to .13 cents per meal with a meal equivalent of \$1.00 September through June for the 2009-10 contract year. The Management Fee shall be calculated at the end of each accounting period during the school year and prorated for any partial accounting period.

District and Sodexo agree to the following guarantee:

District and Sodexo shall work together to ensure a financially sound operation and shall guarantee financial results for the 2009-10 school year as follows:

BREAK-EVEN GUARANTEE:

If Food Service operations result in a Deficit during the 2009-10 school year, the following shall apply:

1. Sodexo shall reimburse Cranbury Township Board of Education for the Deficit in an amount not to exceed 100% of Sodexo’s annual Management Fee (“Sodexo’s Share”). Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year’s Surplus on a monthly basis; and
2. Deficit in excess of Sodexo’s Share shall be borne by the Cranbury Township Board of Education.

10. Approved 2009-10 summer training for Responsive Classroom Training for the following staff:

Name	Training Cost	Summer Salary Expense	Mileage	Total Cost
Barbara Adams	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Lisa Csatari	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Sharron Fass	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Paulette Kane	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Deborah Price	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Christine Sturtevant	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60

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Pam Szabo	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Donna Tarantino	\$695.00	\$1,117.50	\$ 65.10	\$ 1,877.60
Total Cost	\$5,560.00	\$8,940.00	\$520.80	\$15,020.80

Items 1-10

Moved by: Lynne Schwarz Seconded by: Kevin Fox

Board Member	<u>J.C.</u>	<u>K.F.</u>	<u>J.H.</u>	<u>W.P.</u>	<u>N.P.</u>	<u>W.S.</u>	<u>L.S.</u>	<u>E.S.</u>	<u>J.W.</u>
Absences	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ayes	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>
Nays	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Abstentions	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Motion Carried: X Motion Rejected:

VII. FACILITIES

A. Committee Report

Bill Schraudenbach reminded the Board about the need to meet with the Township’s Planning Board for the Development Review on May 7, 2009 regarding the construction of the Pole Barn. After the Development Review, it will be placed on the Agenda for the Planning Board in June. Lynne Schwarz suggested that the Board prepare for the Planning Board and provide pictures to show the storage problem in the school.

B. Next Meeting

C. Recommendation(s)

VIII. CURRICULUM

A. Committee Report

The Board discussed the need to develop philosophy and guidelines for: Green and Sustainability Initiatives, Field Trips, Awards Night, Graduation, and the Honor Roll.

B. Next Meeting

C. Recommendation(s)

1. Approved the following Field Trip(s):

Location	Participants
a. Philadelphia Zoo	Grade 1
b. Bon Appetit Café, Princeton	Grade 6 French

Moved by: Julie Hardaker Seconded by: William Schraudenbach

a. Ayes: 9 Nays: 0 Abstentions: 0
 b. Ayes: 8 Nays: 1 (LS) Abstentions: 0

Motion carried: X Motion rejected:

IX. POLICY

- A. Committee Report – No report at this time.
- B. Next Meeting
- C. Recommendations(s)

X. PERSONNEL

A. Committee Reports from meetings of April 16 and 20, 2009

Joan Weidner reported that the Committee has reviewed the recommendations from the Chief School Administrator for non-tenured staff.

B. Next Meeting

C. Recommendation(s): The Chief School Administrator recommended that the Board approve the following motions:

1. To approve the student teaching placement for Allison Velenger through The College of New Jersey from September 8, 2009 to December 18, 2009. Ms. Velenger’s cooperating teacher will be Lisa Csatari, fourth grade.
2. To approve the student placement for Larissa Merritt through The College of New Jersey from January 19, 2010 to May 7, 2010. Ms. Merritt’s cooperating teacher will be Linda Penney and a math teacher to be determined.
3. Motion to approve the following substitute teacher(s) for the 2008-2009 school year at the rate of \$85.00 per day, pending criminal history review.

Alexis Dervech Cranbury, NJ

4. Motion to approve the one-day unpaid leave of absence for Suzanne Bach for May 22, 2009.

Items 1-4

Moved by: Julie Hardaker Seconded by: Evelyn Spann

Board Member	<u>I.J.C.</u>	<u>I.K.F.</u>	<u>I.J.H.</u>	<u>I.W.P.</u>	<u>I.N.P.</u>	<u>I.W.S.</u>	<u>I.L.S.</u>	<u>I.E.S.</u>	<u>I.W.I.</u>
Absences	__	__	__	__	__	__	__	__	__
Ayes	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Nays	__	__	__	__	__	__	__	__	__
Abstentions	__	__	__	__	__	__	__	__	__

Motion Carried: X Motion Rejected:

XI. REPRESENTATIVE REPORTS

A. Princeton Regional

Lynne Schwarz reported that the Princeton Regional School District Board of Education is having their Reorganization Meeting this evening. The Princeton Budget was passed by the voters. Lynne also reported that the Studio Band and Princeton Jazz Band were highly successful at the State Competition. Lynne provided information regarding Triple C, which has been identified as a drug cocktail that students are discovering and experimenting with socially.

B. Planning Board – No report at this time.

C. Library Board

Julie Hardaker reported that the Committees are still working on the Lease Agreement. The Library attorney still has issues with paragraphs 15 and 18. The Library has suggested a joint meeting of attorneys. Julie Hardaker requested a quick meeting of the Library Committee at the end of this evening’s Board Meeting.

D. Technology

John Haney reported that the fifty laptops and carts that were donated by the PTO have arrived. He also explained that the recent issue with the website is a Comcast problem that the company is working to resolve.

E. Liaison – No report at this time.

XII. PUBLIC COMMENT – None at this time.

XIII. NEW/OLD BUSINESS

1. Joan Weidner asked the Board Members who have not completed their Self-Evaluations to complete them this week.
2. Joan Weidner confirmed that John Haney will be reporting on his 2008-09 goals at the Board’s June meeting.
3. Joan Weidner asked the Board to briefly introduce themselves.
4. Joan Weidner thanked everyone for all their efforts for Joan Rue’s celebration.

XIV. EXECUTIVE SESSION

Motion to enter into Executive Session at 10:00 PM.

Moved by: Kevin Fox Seconded by: Jennifer Cooke
 Ayes: 9 Nays: 0 Abstentions: 0
 Motion carried: X Motion rejected: _____

EXECUTIVE SESSION MOTION

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, negotiations, and legal matters and:

WHEREAS, The aforesaid subjects are not appropriate subjects to be discussed in a public meeting and:

WHEREAS, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P. L. 1975 Chapter 231, it is therefore:

RESOLVED That the aforesaid subjects shall be discussed in closed session by this Board and Administrative staff. Information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

Board moved into Executive Session to discuss personnel and contract matters. The Executive Session is expected to last 15 minutes and action will not be taken at the end of the session.

Returned to public session at 10:15 PM.

Moved by: William Schraudenbach Seconded by: Kevin Fox
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

XV. ADJOURNMENT at 10:18 PM.

Moved by: Julie Hardaker Seconded by: Evelyn Spann
Ayes: 9 Nays: 0 Abstentions: 0

Motion carried: X Motion rejected: _____

Respectfully submitted,

Joyce Picariello
Board Secretary