

CLINTON-GLEN GARDNER BOARD OF EDUCATION**WORK SESSION MEETING MINUTES**

February 23, 2016

Brendan McIsaac called the meeting together at 7:00 p.m. by announcing this meeting is held in compliance with the New Jersey Open Public Meetings Law. The Clinton-Glen Gardner Board of Education has given the public adequate notice by having the date, time, and place of the meeting published in the Hunterdon County Democrat and Hunterdon Review, and by having duly posted the same information in the Board Office, the school bulletin board, the faculty room, and the Town Hall.

ROLL CALL: Present: Brendan McIsaac, Craig Sowell, Charles Sampson, Carl Sabatino and Lorraine Linfante

Also Present: Seth Cohen, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary

RECOGNITION OF CPS GIRLS BASKETBALL TEAM CHAMPIONSHIP WIN:

Dr. Cohen presented certificates.
Mr. Harris recognized the team.

TEACHER OF THE YEAR RECEPTION FOR TIM BIDWELL**GENERAL INFORMATION: MONTHLY SCHOOL DATA****A. Enrollment Data Report****B. Student Suspensions:**

In-School Suspensions: 0

Out-of-School Suspensions: 0

C. School Nurse's Report:**D. Violence and Vandalism (EVVRS Data Q1), HIB Investigations, Trainings & Program Q1****E. Fire Drill and Bus Evacuation Drill Report**

RESOLUTION 2015-2016: 98**ACCEPT SCHOOL DATA REPORTS**

Carl Sabatino moved, seconded by Craig Sowell, to accept the monthly school data reports. Motion carried unanimously with all “ayes”.

CLINTON EDUCATIONAL ASSOCIATION (CEA) REPORT:

Judy Liptak and Jodi Lounds reported on grade level activities.

FACILITY WALK THROUGH:

Rick Trimmer, Supervisor of Building & Grounds
 Lisa Craft reviewed Capital Reserve Balances and Options
 The Board toured the 1923 and 1969 classroom wings in anticipation of proposed upgrades in 2017.

SUPERINTENDENT/PRINCIPAL’S REPORT:**Therapy Dogs:**

Friday Afternoons in Preschool Program

Strategic Planning Update:

Dr. Cohen outlined Survey & Planning Meetings on 2/25, 3/1 and 3/2.

PUBLIC COMMENT: None

PERSONNEL REPORT:**RESOLUTION 2015-2016: 99****APPROVE STAFF APPOINTMENTS**

Craig Sowell moved, seconded by Charles Sampson, to approve the following staff member for the listed position for the 2015-16 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Rate/ Salary	Effective Date	Att.
ABA Home Program	Jillian Hoolihan	\$65/Hour	3/18/2016	
ABA Home Program	Erica Norris	\$65/Hour	3/18/2016	
Aim High	Lisa Rizzi	\$892	2/16/16	
Substitute Custodian	Sonny Harris	\$10/Hour	2/1/16	

RESOLUTION 2015-2016: 100**APPROVE LEAVE REQUESTS**

Craig Sowell moved, seconded by Charles Sampson, to approve the following RVCC students for 30 hours of field experience PK-6. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Type of Leave	Effective Date	Att.
Speech Teacher	Amanda Thomas	Maternity Leave	May 8, 2016	#5A
Custodian	Scott Blazure	Personal Leave	March 28, 2016- June 1, 2016	#5B

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**STAFF DEVELOPMENT:****RESOLUTION 2015-2016: 101****APPROVE PROFESSIONAL DEVELOPMENT**

Craig Sowell moved, seconded by Lorraine Linfante, to approve the following requests for professional development and travel related mileage in accordance with NJAC18A:11-12. Motion carried with all “ayes”.

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
NJ Buildings & Grounds Association	03/14/16 – 03/16/16	Rick Trimmer		\$0.00 + mileage		\$0.00 + mileage
Career Ready Practices	03/21/16	Sue Penn		\$0.00 + mileage		\$0.00 + mileage
Conn Selmer School Program	02/22/16 – 02/23/16	Rob Stein		\$0.00 + mileage		\$0.00 + mileage
Preschool Roundtable	02/26/16	Lisa Morra		\$0.00 + mileage		\$0.00 + mileage
RTI: You know about it, now what do you do? (online)		Nicole Vazquez Amanda Thomas		\$136.00		\$136.00
NJSSNA Spring Conference	04/09/16	MaryEllen Bowlby		\$210.00 + mileage		\$210.00 + mileage

FIELD TRIPS:

RESOLUTION 2015-2016: 102

APPROVE FIELD TRIPS

Carl Sabatino moved, seconded by Craig Sowell, to approve the following requests for field trips as listed. Motion carried unanimously with all “ayes”.

Date	Grade	Destination	Cost per student
February 2016	Foundations	Clinton Police Department	\$0.00

POLICY AND REGULATIONS:

RESOLUTION 2015-2016: 85

APPROVE POLICY & REGULATIONS

Craig Sowell moved, seconded by Carl Sabatino, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Reading. Motion carried unanimously with all “ayes”.

#	TITLE	M	SUMMARY	ACTION
P & R 1240	Evaluation of Superintendent	M	The only revisions in the Policy Guide are a few minor changes and the Code section has been recodified from N.J.A.C. 6A:10-7 to 6A:10-8. The only revision in the Regulation Guide is the revised Code citation in Section C.1.b. The Policy and Regulation must be approved by the Board.	2nd Reading Att. #6A, 6B
P & R 3221	Evaluation of Teachers	M	There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and for a “teacher.” The definition of “model evaluation rubric” and “teacher practice instrument” were also added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. Additional revisions in the Regulation Guide provide clarification to the original Administrative Code and mostly concern student achievement components (Section K), student growth percentiles, and student growth objectives. The revisions to the Policy Guide revise the definition of “teacher” and the Code citations at the bottom of the Policy Guide. The Policy and Regulation must be approved by the Board	2nd Reading Att. #6C, 6D

P & R 3224	Evaluation Principals, Vice Principals and Assistant Principals	M	<p>There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. A “supervisor” definition was also added to the definition section of the Regulation Guide.</p> <p>Additional revisions in the Regulation Guide provide clarification to the original Administrative Code and mostly concern student achievement components of Principal Evaluation Rubrics (Section J). One revision to the Policy Guide provides for a designated supervisor to complete an observation and the other change is Code citations at the bottom of the Policy Guide. The Policy and Regulation must be approved by the Board.</p>	2nd Reading Att. #6I, 6J
P 3431.1	Family Leave	M	<p>The Federal (FMLA) and State (NJFLA) Family Leave Acts are two very complex laws. Implementing these laws is problematic because the laws are slightly different and employees are entitled to the best benefits of each law. The provisions of the NJFLA have not changed; however, the FMLA has been revised for an eligible employee to care for a covered servicemember or veteran. Therefore, the FMLA section of Policy Guide 3431.1 covering teaching staff members and 4431.1 covering support staff members have been revised to incorporate definitions and eligibility requirements relative to servicemembers and veterans have been added to these Guides. A comprehensive list detailing the two new types of FMLA military leave, “qualifying exigency leave” and “military caregiver leave” has also been incorporated into these Guides. These Policy Guides have also been updated to reflect general FMLA and NJFLA eligibility based on the recent United States Supreme Court decision on same sex marriage. These updated Guides provide clarification regarding the use of sick time concurrent with FMLA or NJFLA leave time. These Policy Guides clarify the granting of simultaneous leave to more than one eligible employee from the same family under NJFLA, as well as district requirements under NJFLA for leaves of absence beyond the period of requested family leave. A section addressing the processing of complaints for both FMLA and NJFLA has also been added to these Guides. Strauss Esmay considers these Guides as mandated in compliance with the FMLA and the NJFLA a topic of high importance, even though a Policy on the FMLA or the NJFLA is not required in either law.</p>	2nd Reading Att. #6K
P 4431.1	Family Leave	M	See above	2nd Reading Att. #6L

P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	M	There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. The new Code revisions included a new subsection, N.J.A.C. 6A:10-6.2, that aligns with N.J.S.A. 18A:27-3.1 regarding observations and evaluations for teaching staff members that are not teachers, Principals, Vice Principals, or Assistant Principals, which would apply to the teaching staff members covered in this Policy and Regulation Guide (educational services certificated staff). The revisions in the Policy Guide clarify when the evaluations will be complete and a new Code citation at the bottom of the Policy Guide. The procedures in this Policy and Regulation Guide align with N.J.S.A. 18A:27-3.1 and the new Code subsection, N.J.A.C. 6A:10-6.2. The Policy and Regulation must be approved by the Board.	2nd Reading Att. #6E, 6F
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals	M	There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. The new Code revisions included a new subsection, N.J.A.C. 6A:10-6.2, that aligns with N.J.S.A. 18A:27-3.1 regarding observations and evaluations for teaching staff members that are not teachers, Principals, Vice Principals, or Assistant Principals, which would apply to the teaching staff members covered in this Policy and Regulation Guide (administrative certificated staff). Additional revisions in the Regulation Guide provide clarification to the original Administrative Code. The procedures in this Policy and Regulation Guide align with N.J.S.A. 18A:27-3.1 and the new Code subsection, N.J.A.C. 6A:10-6.2. The Policy and Regulation must be approved by the Board.	2nd Reading Att. #6G, 6H

<p>P 5337</p>	<p>Service Animals</p>		<p>2nd Reading Att. #6M</p>
<p>P5516</p>	<p>Use of Electronic Communication and Recording Devices (ECRD)</p>	<p>M</p> <p>Policy Guide 5516 has been revised to remove reference to N.J.A.C. 6A:16-5.8 as this Code section has been repealed in the Administrative Code because N.J.S.A. 2C:33-19, the other legal citation at the bottom of the Policy Guide, is a statute regarding possession of remotely activated paging devices on school property that was essentially the same as the Administrative Code. In reviewing the Policy Guide, a few minor revisions have also been made mostly formatting options and removing any reference to the repealed N.J.A.C. 6A:16-5.8 Code section and replacing it with N.J.S.A. 2C:33-19. An option has been added to prohibit remotely activated paging devices on school grounds. N.J.S.A. 2C:33-19 continues to permit an emergency responder student to possess a paging device with certain conditions, which is reflected in this Guide. Important language in this Policy Guide is the option that permits students to possess and use an ECRD on school grounds with certain guidelines. This option prohibits the use of an ECRD during the school day or when a student is participating in a school-sponsored activity and it prohibits an audio or video recording by a student while participating in a curricular or school sponsored co-curricular activity without permission of the person(s) being recorded. A district may revise this option to reflect the district's preference.</p>	<p>2nd Reading Att. #6N</p>
<p>P4240</p>	<p>Employee Training</p>		<p>1st Reading</p>

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:**RESOLUTION 2015-2016: 104****APPROVE BID THRESHOLD INCREASE**

Carl Sabatino moved, seconded by Craig Sowell, to approve an increase in the Bid Threshold from \$36,000 to \$40,000 consistent with New Jersey purchasing law. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 105**APPROVE BOILER CONTRACTOR RATE**

Carl Sabatino moved, seconded by Craig Sowell, to approve the hourly rate for time and material boiler repairs with Mack Industries in the amount of \$100/hour. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 106**APPROVE TUITION & TRANSP. CONTRACT**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve a Special Education Tuition Contract with North Hunterdon Voorhees for the 2015-16 school year prorated to February 1, 2016 for one student in the amount of \$12,781.32 and related transportation in the estimated amount of \$6,000 with Hunterdon County ESC. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 107**APPROVE MINUTES & FINANCIAL REPORTS**

Charles Sampson moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all "ayes".

A. Approval of Board of Education Minutes from January 4, 2016 Reorganization Session and January 20, 2016 Business and Executive Sessions.

B. Certification of the Secretary's and Treasurer's Reports that the cash receipts, cash expenditures, and cash balances in the specified amounts, are in agreement and further approve that in compliance with NJAC 6:20-2.13E, that no major account or fund has been over-expended and that as of the date of their reports there are sufficient funds available to meet financial obligations for the remainder of the 2015-2016 school year.

December, 2015 \$1,768,435.70

C. Approval of the Bill List in the specified amounts.

General Account: \$748,230.82
Cafeteria Account: \$ 12,757.80

D. Checking Account Balances – December, 2015

Student Activities: \$ 39,651.86
Cafeteria: \$ 26,807.26
Payroll Agency: \$ 19,405.88
Unemployment: \$ 52,517.46

E. Transfers and Budget Amendments in the amount of \$158,970.77 and \$37,512.00 for January, 2016.

CORRESPONDENCE: None

NEW BUSINESS:

RESOLUTION 2015-2016: 108

APPROVE 2016-17 CALENDARS

Craig Sowell moved, seconded by Charles Sampson, to approve the 2016-17 Calendars as listed below. Motion carried unanimously with all “ayes”.

2016-17 Calendars

- School Calendar
- Twelve Month Employee Calendar
- Custodial Calendar

State Aid 2016-17

Lisa Craft reviewed State Aid Notice and Budget Summary for 2016-17 in terms of operating cost and tax impacts.

OLD BUSINESS:

Dear Parents:

Board Liaison Reports: Carl Sabatino PIE update on grants.

Board Goals 2015-16:

To work with the Administrative Team to develop a strategic plan for the district.

District Goals for 2015 – 2016

Continue to implement the math program and improving articulation with the high school.

Review the language arts program with a focus on curriculum and professional development.

Revise the facilities plan to reimagine and optimize the learning spaces in and around the building.

Develop a plan to provide service learning opportunities to all CPS students

PUBLIC COMMENT: None

DISCUSSION:

Seth Cohen reminded about the Soup Bowl night.

Brendan McIsaac commented that it was a pleasure to have tonight's celebrations and that the Board should continue this tradition.

RESOLUTION 2015-2016: 109

ADJOURNMENT

Carl Sabatino moved, seconded by Craig Sowell, to adjourn the Board Meeting at 8:30p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Brendan McIsaac, President