



Clinton-Glen Gardner Board of Education

April 20, 2016

CPS Library/Media Center 7:00pm

**WORK SESSION
Action will be taken**

The Clinton-Glen Gardner School District, a community who values traditions, nurtures and cultivates each child to be a compassionate, curious, and creative thinker entrusted and empowered to build and lead the future.

Adopted 3/2016

1. Call to Order

2. Opening Statement:

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.

3. Roll Call

4. Monthly School Data:

A. Enrollment Data Report (Attachment #1)

B. Student Suspensions:

1. In-School Suspensions: 0

2. Out-of-School Suspensions: 0

C. School Nurse's Report (Attachment #2)

D. Violence and Vandalism (EVVRS Data), HIB 1 report and 1 confirmation

E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)

Motion: *To accept the aforementioned monthly school data report, items 4A-E.*

5. Superintendent/Principal's Report

- A. Student Presentation**
- B. Clinton Education Association (CEA) Report**
- C. Assistant Principal/Curriculum Coordinator's Report**
- D. Special Services Report**

6. Public Comment

7. Personnel

A. Staff Appointment

Motion: To approve the following staff member for the listed position for the 2015-2016 school year:

Position	Name	Rate/ Salary	Effective Date	Att.
Student Substitute Custodian	Sonny Harris	\$12/Hour	April 26, 2016	
Speech Teacher Maternity Leave Replacement	Jessica Verrelli	\$56/Hour (MA, 21 years \$78,687)	Anticipated April, 27, 2016	#4
Substitute Teacher	Karoline Taylor	\$85.00 per diem	April 26, 2016	
Substitute Teacher	Jodi Rousseau	\$85.00 per diem	April 26, 2016	

B. Administrative Contract Submission to HCDOE for 2016-7

1. Business Administrator's Contract

Motion: To approve submission of the 2016-17 contract for Lisa Craft, Business Administrator, to the Hunterdon County Interim Executive County Superintendent at the annual salary of \$132,100. **(PCN 73)**

C. Teachers, Paraprofessionals, Custodians, and Administrative Staff Appointments for 2016-17

Motion: To approve tenured and non-tenured Teachers, Paraprofessionals, Custodians, and Administrative Staff for the 2016-17 school year effective July 1, 2016-June 30, 2017 per attached listing. (Attachment #5)

D. Supervisor of Building and Grounds HVAC License Salary Adjustment

Motion: To approve a \$5,000 salary adjustment for Richard Trimmer, Supervisor of Building and Grounds, for obtaining his HVAC license in the State of New Jersey effective July 1, 2016.

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Power Up! Learning All Day, Every Day	04/15/16	Amy Brenner Denise Grimm		\$109.50 + mileage	\$85.00	\$109.50 + mileage
Theory of Mind	06/02/16	Jeanne Steinberg		\$199.99 + mileage	\$85.00	\$284.99 + mileage
CDK Personnel	05/10/16	Lily Epstein		\$0.00 + mileage	\$85.00	\$85.00 + mileage
Understanding and Managing School Avoidance	04/27/16	Sue Penn		\$0.00 + mileage	\$0.00	\$0.00 + mileage
APAS Training	05/25/16 – 05/26/16	Lisa Morra		\$0.00 + mileage	\$0.00	\$0.00 + mileage
NJASBO Monthly Workshops	04/14/16	Lisa Craft		\$50.00 + mileage	\$0.00	\$50.00 + mileage
NJASBO Annual Conference	06/08/16 – 06/10/16	Lisa Craft		\$150.00 + mileage and lodging		\$150.00 + mileage and lodging

Program Name Cont.	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
2016 Virginia School & Campus Safety	08/01/16 – 08/04/16	Carolyn Schorr Jenine Kastner		\$236.00 each + mileage and travel expense		\$472.00 each + mileage and travel expenses
PicoTurbine Stem Education	06/03/16	Evelyn Ferro		\$0.00 + mileage	\$85.00	\$85.00 + mileage
RTI Data Driven Decision Making	04/14/16	Sue Penn		\$0.00 + mileage	\$0.00	\$0.00 + mileage
Practical Co-Teaching Strategies for Helping Your Students with Special Needs Meet or Exceed your State Standards	04/14/16	Barb Smith Lisa Rizzi		\$239.00 each + mileage	\$85.00 each	\$648.00 + mileage
Managing Challenging Behaviors of Students with Disabilities	04/29/16	Carolyn Schorr		\$70.00 + mileage	\$85.00	\$155.00 + mileage

B. Field Trips

<i>Motion: To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
April 2016	3 rd Grade	Town of Clinton Arbor Day Tree Planting	\$0.00
May 2016	7 th & 8 th Grade Students	Casa Maya	\$4.50 transportation
June 2016	5 th Grade	Sandy Hook	\$24.50
June 2016	3 rd Grade	Red Mill	\$11.00
May 2016	Team Create	Kingwood Township School	\$0.00
May 2016	Kindergarten	Crayola	TBD

9. Policy and Regulations

Motion: To approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings:				
#	TITLE	M	SUMMARY	ACTION
P0143.2	Student Representatives to the BOE		The Board recognizes that students are the primary reason for the existence of the school district and considers student involvement in governance a valuable learning experience.	Att. # 6A First Read
P 0167	Public Participation in Board Meetings (Revised)		Bylaw 0167 has been revised concerning the public's participation at Board Meetings. The Bylaw Guide suggests a minimum of a three minute limit, if a limit is established, for a public statement; a recommended manner for the presiding officer to address questions from the public that are directed to another Board Member; and a recommended approach for the presiding officer to deal with a member of the public making statements that are too lengthy, abusive, obscene, or defamatory. Although these are not significant revisions and will likely not affect the manner in which the Board functions, a Board may find these revisions helpful.	Att. # 6B First Read
P 0168	Recording Board Meetings		Bylaw 0168 has been revised concerning members of the public video and audio recording public Board Meetings. The revisions make a distinction between different size recording devices and permits unobtrusive recording with smaller devices from the public seating area. The revised Policy Guide requires prior notice from a member of the public who wants to record a public meeting from an area other than the area designated for public seating. A provision providing the Board an opportunity to obtain a copy of a recording made by a member of the public has been removed from the Bylaw as being unnecessary. The provisions of this Bylaw and these updates are consistent with several Court cases that have addressed the public's right to record public meetings.	Att. # 6C First Read
P 2422	Health and Physical Education (Revised)		Policy Guides 2422 and 2425 have been updated and merged into one new Policy Guide 2422 – Health and Physical Education. Strauss Esmay's Policy Guides typically incorporate the requirements of the Core Curriculum Content Standards (CCCS) by reference. However, the CCCS for Comprehensive Health and Physical Education have many statutory requirements for school districts and have been included in the new Policy Guide 2422 – Health and Physical Education. The updated Policy Guide 2422 does not include all the details in the previous Policy Guides 2422 and 2425 as many of these details are included in the CCCS and incorporating these details by referencing the CCCS prevents revising the Policy every time a detail in the CCCS is revised by the New Jersey Department of Education. It is recommended the Board abolish Policy Guide 2425 – Physical Education and adopt the new Policy Guide 2422 – Health and Physical Education to replace the existing 2422 – Health Education. Adoption of a Policy listing	Att. # 6D First Read

# Cont.	TITLE	M	SUMMARY	ACTION
2425			ABOLISHED	
P 2431 R 2431.2	Athletic Competition Revised	M	<p>The "Scholastic Student-Athlete Safety Act" revised sections of N.J.S.A. 18A and was approved June 27, 2013. The new law included a new student-athlete cardiac screening requirement, a professional development training module for physicians who complete these screenings, the development and distribution of a sudden cardiac arrest pamphlet, and the development of a Preparticipation Physical Evaluation (PPE) Form to include history and physical examination requirements. On April 29, 2014 all school districts received a New Jersey Department of Education (NJDOE) Memorandum with the Scholastic Student-Athlete Safety Act material that included guidance and direction of the PPE Form that included a Preparticipation Physical Evaluation History Form, an Athlete with Special Needs Supplemental History Form, a Physical Evaluation Form, and a Clearance Form. The April 29, 2014 Memorandum indicated the Administrative Code would need to be revised to include the N.J.S.A. 18A revisions made by the Scholastic Student-Athlete Safety Act. Administrative code N.J.A.C. 6A:16 was recently revised to incorporate these revisions required by the Act. Policy Guide 2431 and Regulation Guide 2431.2 have been revised to incorporate these revisions.</p> <p>Policy Guide 2431 has been revised to remove many of the details of the required sports physicals and indicates the requirements for these physicals shall be in accordance with the Preparticipation Physical Evaluation (PPE) Form as required by the NJDOE. Regulation Guide 2431.2 has been updated to align with the revised administrative code, N.J.A.C. 6A:16-2.2(h)1 and should replace a district's existing Regulation 2431.2 as the updated Regulation Guide addresses all the physical examination requirements of the Scholastic Student-Athlete Safety Act and the recent revisions in administrative code, N.J.A.C. 6A:16-2.2(h)1. These updates should not affect a district's practices regarding required physicals as districts have been following the new requirements since the NJDOE's April 29, 2014 Memorandum. This Policy and Regulation are mandated for districts that have school-sponsored interscholastic or intramural teams or squads.</p>	Att. # 6E, 6F First Read

# Cont.	TITLE	M	SUMMARY	ACTION
P & R 5111	Eligibility of Resident/ Nonresident Students (Revised)	M	A few recent revisions to N.J.S.A. 18A:38-1 et seq., Persons Who May Attend Schools, and an update to the related administrative code, N.J.A.C. 6A:22 Student Residency, requires several revisions to Policy and Regulation Guides 5111. The two substantive changes resulting from new legislation include a provision to permit a student to remain in school for the remainder of the school year if the move is a result of domestic violence, sexual abuse, or other family crisis and a provision permitting the school district to request from the New Jersey Motor Vehicle Commission the parent's name and address for use in verifying a student's eligibility for enrollment in the district in the case of a dispute. The additional revisions in the Policy and Regulation Guide provide clarification to existing language or are minor revisions. Just a reminder, in 2003 the New Jersey Department of Education (NJDOE) informed all school districts that Federal and State laws prohibit denying enrollment of students in public schools on the basis of immigration status. In April 2014, the American Civil Liberties Union of New Jersey (ACLU-NJ) identified many school districts that required overly restrictive forms of identification for an adult to enroll a child in school contrary to Federal and State laws. This Policy and Regulation Guide is consistent with Federal law and New Jersey statutes and administrative code. School districts should be sure any registration forms developed and used by the district are consistent with the provisions of this Policy and Regulation Guide.	Att. # 6G, 6H First Read
P & R 5310	Health Services (Revised)	M	The recent revisions to N.J.A.C. 6A:16-2 have caused several revisions to Policy and Regulation Guide 5310 – Health Services. The defibrillator requirement has been added to this Policy and the new administrative code requirements for medical examinations prior to participation in school-sponsored interscholastic or intramural team or squad has also been added to this Policy and Regulation Guide. These medical examination requirements are the same revisions made in Policy Guide 2431 and Regulation Guide 2431.2 in this Policy Alert.	Att. # 6I, 6J First Read

# Cont.	TITLE	M	SUMMARY	ACTION
P & R 5330.01	Administration of Medical Marijuana (New)	M	N.J.S.A. 18A:40-12.22 (P.L. 2015 Chapter 158) was recently approved requiring school districts to develop a policy authorizing parents, guardians, and primary caregivers to assist a student in the medical use of marijuana pursuant to the "Compassionate Use Medical Marijuana Act" (N.J.S.A. 24:6I-1 et seq.) while on school grounds, aboard a school bus, or attending a school-sponsored event. N.J.S.A. 18A:40-12.22 indicates the Policy must: establish protocols for verifying the New Jersey Department of Health registration process for the primary caregiver and the student; identify locations on school grounds where the medical marijuana may be administered; and prohibit the administration of medical marijuana to a student by smoking or other form of inhalation. The legislation indicates the Commissioner of Human Services and the State Board of Education may, in consultation with the Commissioner of Health, adopt rules and regulations. Strauss Esmay has developed a new Policy and Regulation Guide 5330.01 – Administration of Medical Marijuana for school districts to consider adopting until the New Jersey Department of Education (NJDOE) provides school districts additional guidance. A Board may want to adopt these Guides to be used until additional guidance is provided by the NJDOE or delay the formal Board adoption of these Guides and use the Policy and Regulation cGuides as guidance if a parent request is submitted to the district. Strauss Esmay has no timeline for the NJDOE guidance on this issue. N.J.S.A. 18A:40-12.22 requires school districts adopt a Policy permitting the administration of medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event.	Att. # 6K, 6L First Read
P & R 8462	Reporting Potentially Missing or Abused Children (Revised)	M	Recent revisions to N.J.A.C. 6A:16-11.1 – Reporting Potentially Missing, Abused, or Neglected Children and Attempted or Completed Suicide, requires one significant revision in Policy Guide 8462. The revised administrative code indicates "... any employee, volunteer, or intern with reasonable cause to suspect or believe a student has attempted or completed suicide shall report the information to a division in the Department of Human Services . The old code had contemplated suicide where the new code has completed suicide . In addition, the old code had the report going to the Department of Children and Families as the new code has the report going to the Department of Human Services . One additional change was made in this updated Policy Guide regarding the telephone number to report abuse. The updated Guides include the same telephone number to report abuse as the previous Guides and adds "or any other telephone number designated by the appropriate child welfare authorities." This revision will not require the Board to immediately change the Policy in the event the authorities designate another telephone reporting number for reporting purposes.	Att. # 6M, 6N First Read

# Cont.	TITLE	M	SUMMARY	ACTION
P 8550	Outstanding Food Service Charges (Revised)		This Policy Guide was developed and provided to school districts in Policy Alert 206 - July 2015 in response to legislation regarding outstanding food service charges. The current Policy Guide indicates the school district will report to the Department of Children and Families (DC&F) if a parent repeatedly sends their child to school without lunch or lunch money and refuses to meet with the Principal or designee to resolve the matter as the parent's conduct may meet the legal definition of "abuse." The DC&F recently contacted our office requesting a modification in this Policy. The current Policy Guide <i>presumes</i> a child is an "abused" child under these circumstances and requires a report to DC&F. The DC&F requested the Policy be revised to not <i>presume</i> a child is abused under these circumstances, but require the Principal or designee to consult with the County Board of Social Services and the DC&F. The DC&F has informed Strauss Esmay that it will determine if a Child Protection Report; an investigation into the potential of child abuse or neglect; or if a Child Welfare Assessment, a determination that a family may be in need of assistance; is required. This Policy is only required if the district needs or wants to address a food service charge problem.	Att. # 60 First Read

10. General Information: Business Administrator's Report

A. Referendum Projects & Facility Update

B. Adoption of the Preliminary School Budget for 2016-17

C. Monthly Minutes and Financial Approval

Motion: To approve the Minutes and monthly financial transactions and reports items 1-5:

1. Approval of Board of Education Minutes from the March 16, 2016 Special Budget & Business Session and Executive Session. **(Attachment #7A, 7B)**
2. 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.
(Attachment #8A, 8B)

February, 2016

\$1,932,498.38

3. Approval of the Bill List in the specified amounts (**Attachment #9**)
 - a. General Account: \$ 772,035.35
 - b. Cafeteria Account: \$ 29,511.76
4. Checking Account Balances – February, 2016
 - a. Student Activities: \$ 37,363.98
 - b. Cafeteria: \$ 42,281.32
 - c. Payroll Agency: \$ 21,453.30
 - d. Unemployment: \$ 52,517.46
5. Transfers and budget adjustments in the amount of \$8,275.74 for March, 2016 (**Attachment #10**)

11. Correspondence

12. New Business

A. Dear Parents

B. Board Liaison Reports

C. Board Goals 2015-2016

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

D. 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

13. Public Comment

14. Executive Session

A. Call for Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss matters listed below. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

15. Adjournment