



Clinton-Glen Gardner Board of Education

February 23, 2016

CPS Library/Media Center 7:00pm

BUSINESS SESSION AGENDA
Action may be taken

The mission of Clinton Public School is to inspire our students to become contributing members of society who are independent, innovative, life-time learners equipped with the necessary skills to meet the demands of our ever-changing world.

Adopted 11/2008

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. Recognition of CPS Girls Basketball Team Championship Win

5. Teacher of the Year Reception for Tim Bidwell

6. 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 Submission Q1), HIB Investigations, Trainings & Program Q1 (Attachment #3A, 3B)

E. Fire Drill and Bus Evacuation Drill Report (Attachment #4)

Motion: *To accept the aforementioned monthly school data report, items 6A-E.*

- 7. **Clinton Educational Association (CEA) Report**
- 8. **Facility Walk Through – Rick Trimmer, Supervisor of Building & Grounds**
- 9. **Superintendent/Principal’s Report**
- 10. **Public Comment**
- 11. **Personnel**
 - A. **Staff Approvals**

Motion: To approve the following staff member for the listed position for the 2015-16 school year:				
Position	Name	Rate/ Salary	Effective Date	Att.
ABA Home Program	Jillian Hoolihan	\$65/Hour	TBD	
ABA Home Program	Erica Norris	\$65/Hour	TBD	
Aim High	Lisa Rizzi	\$892	2/16/16	
Substitute Custodian	Sonny Harris	\$10/Hour	2/1/16	

B. Leave of Absence Requests

Motion: To approve the following leave of absence				
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

12. 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
NJ Buildings & Grounds Association	03/14/16 – 03/16/16	Rick Trimmer		\$0.00 + mileage		\$0.00 + mileage

Professional Development (cont.)

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
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

B. Field Trips

<i>Motion: To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
February 2016	Foundations	Clinton Police Department	\$0.00

13. Policy and Regulations

<i>Motion: To approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings:</i>				
#	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	2nd Reading Att. #6C, 6D

			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	
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	2nd Reading Att. #6G, 6H

			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.	
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 servicemenbers 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 Untied 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</p>	2nd Reading Att. #6K

			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 4431.1	Family Leave	M	See above	2nd Reading Att. #6L
P 5337	Service Animals	S	Title II of the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, requires public school districts to permit the use of service animals by individuals with disabilities who require such support. A new Policy Guide 5337 – Service Animals has been developed to specifically address this issue, including defining which animals may be considered “service animals” and the specific work or tasks a service animal can perform, as well as under what conditions. Specific information regarding the conditions under which a service animal may be permitted in a school district is included, as is the delegation of responsibility for animal care and supervision. This new Policy Guide provides school districts guidance regarding the notification and documentation required when service animals are introduced as part of the school community. A section regarding the legal limitations and conditions on the use of a miniature horse by a student has also been included in this Policy Guide. This Policy Guide is recommended as it expands upon the reference to service animals that will be incorporated into an updated ADA Policy Guide to be provided to school districts in the next Policy Alert.	2nd Reading Att. #6M
P5516	Use of Electronic Communication and Recording Devices (ECRD)	M	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	2nd Reading Att. #6N

			<p>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>	
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14. General Information: Business Administrator's Report

A. Referendum Projects & Facility Update

B. Bid Threshold Increase

Motion: To approve an increase in the Bid Threshold from \$36,000 to \$40,000 consistent with New Jersey purchasing law.

C. Boiler Contractor Rate Approval

Motion: To approve the hourly rate for time and material boiler repairs with Mack Industries in the amount of \$100/hour.

D. Tuition and Transportation Contract Approval

Motion: 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.

E. 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 January 4, 2016 Reorganization Session, and January 20, 2016 Business and Executive Sessions. **(Attachment #7A, 7B, 7C)**

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 2014-2015 school year. **(Attachment # 8A, 8B)**

(a) December, 2015 \$ 1,768,435.70

3. Approval of the Bill List in the specified amounts **(Attachment #9)**

(a) General Account: \$748,230.82

(b) Cafeteria Account: \$ 12,757.80

4. Checking Account Balances – December, 2015

(a) Student Activities: \$39,651.86

(b) Cafeteria: \$26,807.26

(c) Payroll Agency: \$19,405.88

(d) Unemployment: \$52,517.46

5. Transfers and budget adjustments in the amount of \$158,970.77 and \$37,512.00 for January, 2016. **(Attachment #10)**

15. Correspondence –

16. New Business

A. 2016-17 Calendars

1. School Calendar

2. Twelve Month Employee Calendar

3. Custodial Calendar

Motion: To approve the 2016-17 calendars, as listed. **(Attachment #11A, 11B, 11C)**

17. Old Business

A. Dear Parents

B. Negotiations

C. Board Liaison Reports

D. Board Goals 2015-2016

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

E. 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

18. 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.

- 1.** Personnel – CST Administrative Assistant

19. Public Comment

20. Adjournment