



## **Clinton-Glen Gardner Board of Education**

*February 17, 2016*

*CPS Library/Media Center 7:00pm*

# **WORK 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. Teacher of the Year Reception for Tim Bidwell**

### **5. 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 5A-E.*

### **6. Superintendent/Principal's Report**

- 7. **Assistant Principal/Curriculum Coordinator's Report**
- 8. **Special Services Report**
- 9. **Clinton Educational Association (CEA) Report**
- 10. **Technology Presentation for 2016-17 School Budget**

**Motion:** To award a contract effective 7/1/16 to Carousel for Wireless services in the amount of \$33,245.74. An RFP was issued as part of the ERate process for these services, and Carousel was the most responsive quote as evaluated by our Technology Coordinator, Scott Reilly.

- 11. **Public Comment**
- 12. **Personnel**

**A. Staff Approvals**

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

**B. Leave of Absence Requests**

<i><b>Motion:</b> To approve the following leave of absence</i>				
<b>Position</b>	<b>Name</b>	<b>Type of Leave</b>	<b>Effective Date</b>	<b>Att.</b>
Speech Teacher	Amanda Thomas	Maternity Leave	May 8, 2016	<b>#5A</b>
Custodian	Scott Blazure	Personal Leave	March 28, 2016- June 1, 2016	<b>#5B</b>

**13. Curriculum, Instruction, Assessment, & Technology**

**A. Professional Development**

<i><b>Motion:</b> To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:</i>						
<b>Program Name</b>	<b>Date</b>	<b># Employees</b>	<b># BOE</b>	<b>Event Cost</b>	<b>Substitute Pay</b>	<b>Total Cost</b>
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

### 14. 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
<b>P &amp; R 1240</b>	<b>Evaluation of Superintendent</b>	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.	<b>2<sup>nd</sup> Reading Att. #6A, 6B</b>
<b>P &amp; R 3221</b>	<b>Evaluation of Teachers</b>	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	<b>2<sup>nd</sup> Reading Att. #6C, 6D</b>

			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	
<b>P &amp; R 3222</b>	<b>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</b>	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.	<b>2<sup>nd</sup> Reading Att. #6E, 6F</b>
<b>P &amp; R 3223</b>	<b>Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals</b>	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	<b>2<sup>nd</sup> Reading Att. #6G, 6H</b>

			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.	
<b>P &amp; R 3224</b>	<b>Evaluation Principals, Vice Principals and Assistant Principals</b>	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>	<b>2<sup>nd</sup> Reading Att. #6I, 6J</b>
<b>P 3431.1</b>	<b>Family Leave</b>	M	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	<b>2<sup>nd</sup> Reading Att. #6K</b>

			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.	
<b>P 4431.1</b>	<b>Family Leave</b>	M	See above	<b>2<sup>nd</sup> Reading Att. #6L</b>
<b>P 5337</b>	<b>Service Animals</b>	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.	<b>2<sup>nd</sup> Reading Att. #6M</b>
<b>P5516</b>	<b>Use of Electronic Communication and Recording Devices (ECD)</b>	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	<b>2<sup>nd</sup> Reading Att. #6N</b>

		<p>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>	
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**15. 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. Special Education Medicaid Initiative (SEMI) Waiver**

**Motion:** To approve a waiver in SEMI participation for the 2016-17 school year due to projected students being less than 40.

**E. 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.

## **F. 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)**

**16. Correspondence –**

**17. 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)*

**18. 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

## **19. 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

## **20. Public Comment**

## **21. Adjournment**