



Clinton-Glen Gardner Board of Education

January 20, 2016

CPS Library/Media Center 7:00pm

BUSINESS SESSION AGENDA
Action will 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. Monthly School Data:

A. Enrollment Data Report (Attachment #1)

B. Student Suspensions:

1. In-School Suspensions: 1
2. Out-of-School Suspensions: 0

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

D. Violence and Vandalism (EVVRS Data), HIB

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

Motion: *To accept the aforementioned monthly school data report, items 5A-E.*

5. Superintendent/Principal's Report

- A.** Therapy Dogs
- B.** Strategic Planning Update

6. Assistant Principal/Curriculum Coordinator Report

7. Supervisor of Special Services Report

8. Clinton Education Association Report

A. Student Presentation

9. Public Comment

10. Personnel

A. Staff Appointments

Motion: To approve the following staff member for the listed position for the 2015-16 school year:

Position	Name	Amount	Effective Date
4 th Grade Play	Barb Smith (Previously approved for Evelyn Ferro)	\$446	2015-16 SY
Custodian (PCN122)	Rose Hoffman (Replacement for Walter Smickle)	\$15.60/Hr w/Single EPO benefits	12/1/15-06/30/15

B. RVCC Students 30 Hour Field Experience Pk-6

Student Name	Effective Date
Jimenez, Eyislendt	1/21/2016
Wydner, Nicole	1/21/2016
DelPrado, Cynthia	1/21/2016
Greene, Christiana	1/21/2016

11. 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
Healthy Homes Training	01/13/2016	MaryEllen Bowlby		\$0.00 + mileage	\$125.00	\$125.00 + mileage

Professional Development (cont.)

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Running Effective Preschool Programs for children with ASD	02/19/2016	Lisa Morra		\$0.00 + mileage	\$0.00	\$0.00 + mileage
2016 FLENJ Conference	02/26/2016	Kari Gursky		\$180.00 + mileage	\$85.00	\$265.00 + mileage
NJTESOL/NJBE, Inc.	01/23/2016	Hanna Olczak		\$65.00 + mileage	\$0.00	\$65.00 + mileage
NJASPERD Annual Convention	02/22/2016	Tim Bidwell Mary Bulger		\$70.00 each + mileage	\$85.00 each	\$310.00 + mileage

B. Field Trips

Motion: To approve the following requests for field trips as listed:			
Date	Grade	Destination	Cost per student
March 2016	4 th Grade	Ellis Island	\$8.25
March 2016	3 rd Grade	Raritan Valley Theatre and Planetarium	\$22.50
April 2016	7 th Grade	Jewish Heritage Museum	\$15.50
February 2016	E2	Rutgers – Busch Campus	\$16.25
May 2016	8 th Grade	Camp Speers Eljabar	TBD
March 2016 April 2016	6 th Grade	North Branch Library	\$0.00

12. 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
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.	1st Reading Att. #4A, 4B

#	TITLE	M	SUMMARY	ACTION
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	1st Reading Att. #5A, 5B
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.	1st Reading Att. #6A, 6B

#	TITLE	M	SUMMARY	ACTION
P & R 3223	Evaluation of Administrators, Excluding 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. 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.</p>	1st Reading Att. #7A, 7B
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>	1st Reading Att. #8A, 8B

#	TITLE	M	SUMMARY	ACTION
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 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>	1st Reading Att. #9A
P 4431.1	Family Leave	M	See above	1st Reading Att. #10A

#	TITLE	M	SUMMARY	ACTION
P 5337	Service Animals	S	<p>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.</p>	<p>1st Reading Att. #11A</p>

#	TITLE	M	SUMMARY	ACTION
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 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.	1st Reading Att. #12A

13. General Information: Business Administrator's Report

A. Finance & Facility Report

B. Maintenance Reserve

Motion: To withdraw \$10,000 from the district maintenance reserve for the remainder of the 2015-16 school year to reimburse the general fund for flooring work.

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 December 16, 2015 Business Session.

(Attachment #13)

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 #14A) (14B)**

(a) November, 2015 \$2,247,880.62

3. Approval of the Bill List in the specified amounts **(Attachment #15)**

(a) General Account: \$782,604.00

(b) Cafeteria Account: \$ 7,549.35

4. Checking Account Balances – November, 2015

(a) Student Activities: \$ 43,019.19

(b) Cafeteria: \$ 27,269.46

(c) Payroll Agency: \$ 9,388.73

(d) Unemployment: \$ 52,517.46

5. Transfers and Budget Adjustments in the amount of \$28,497.42 and \$1500, respectively for November & December, 2015.

(Attachment#16)

14. Correspondence

Hunterdon County DOE – January 8, 2016 Letter Merit Goal Approval
New Business (Attachment#17)

A.

B. 2016-17 School Budget – Curriculum

15. Old 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

16. Public Comment

17. 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. Special Education

18. Adjournment