

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

January 31, 2017

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, Carl Sabatino, Lorraine Linfante,  
Charles Sampson and Craig Sowell

**Also Present:** Seth Cohen, Superintendent/Principal (Excused at 8:10pm)  
Lisa Craft, Business Administrator/Board Secretary (Excused at 8:10pm)

**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), HIB 2 investigations, 1 confirmed****E. Fire Drill and Bus Evacuation Drill Report****RESOLUTION 2016-2017: 83****ACCEPT SCHOOL DATA REPORTS**

Carl Sabatino moved, seconded by Lorraine Linfante, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

**SUPERINTENDENT/PRINCIPAL'S REPORT:****Student Representative Report: None****Clinton Education Association (CEA) Report: None**

**Assistant Principal/Curriculum Coordinator's Report:**

Assessment Grids  
Curriculum Review  
I&RS Routine  
Math Workshop

**Special Services Report: Seth Cohen Reported**

Additional Part Time Teacher

**RESOLUTION 2016-2017: 84****HIB REPORT SUBMISSION TO NJDOE**

Carl Sabatino moved, seconded by Lorraine Linfante, to acknowledge submission of HIB Investigations, Trainings and Programs report to the NJDOE for Report Period #1. Motion carried unanimously with all "ayes".

**RESOLUTION 2016-2017: 85****EVVRS REPORT SUBMISSION TO NJDOE**

Carl Sabatino moved, seconded by Lorraine Linfante, to acknowledge submission of Electronic Violence and Vandalism Report (EVVRS) to the NJDOE for Report Period #1. Motion carried unanimously with all "ayes".

**PUBLIC COMMENT:**

Francis Goger, NHVRS School Board President: Thank you for Bond Referendum Support. Creation of President's Roundtable.

Sherry Dineen, Town of Clinton Council

**PERSONNEL REPORT:****RESOLUTION 2016-2017: 86****APPROVE STAFF APPOINTMENTS**

Craig Sowell moved, seconded by Carl Sabatino, to approve the following staff member for the listed position for the 2016-2017 school year. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary	Effective Date	Att.
Substitute Teacher	Sarah Carlon	\$85.00 per diem	01/31/17	
Substitute Teacher	Emily Schipper	\$85.00 per diem	01/31/17	
Substitute Teacher	Nancy Tombs	\$85.00 per diem	01/31/17	
Substitute Teacher	Holly Warnowicz	\$85.00 per diem	01/31/17	
Daytime Custodian/Maintenance (PCN 127)	Robert Reese	\$16/hour, .4 FTE	02/01/17-06/30/17	

Evening Custodian (PCN 122)	Thomas Attanasio III.	\$16/hour .75 FTE	02/01/17-06/30/17	
Custodial Substitute w/ Black Seal	Thomas Attanasio Jr.	\$16/hour, as needed; \$24/hour for Saturdays	02/01/17-06/30/17	

**DISCUSSION:** Craig Sowell asked about the process for evaluating Substitute Teachers. Seth Cohen explained.

## CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

### PROFESSIONAL DEVELOPMENT:

#### RESOLUTION 2016-2017: 87

#### APPROVE PROFESSIONAL DEVELOPMENT

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A:11-12. Motion carried unanimously with all "ayes".

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Bomb Threat Assessment, Awareness and Response	02/16/17	MaryEllen Bowlby		\$0.00		\$0.00
Assessment - Intervention for Executive Function Difficulties	03/16/17	Ryan Patel		\$149.00 +mileage	\$0.00	\$149.00 +mileage
Framework for 21st Century School Nursing Practice	02/04/17	MaryEllen Bowlby		\$0.00 +mileage	\$125.00	\$125.00 +mileage
NJSSNA Spring Conference	01/24/17	MaryEllen Bowlby		\$199.00 +mileage	\$125.00	\$324.00 +mileage

### FIELD TRIPS:

#### RESOLUTION 2016-2017: 88

#### APPROVE FIELD TRIPS

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the following requests for Field Trips as listed. Motion carried unanimously with all "ayes".

Date	Grade	Destination	Cost per student
February 2017	5th Grade E2	Rutgers University - New Brunswick	\$18.50
February 2017	7th Grade	Liberty Science Center	\$23.50
March 2017	3rd Grade	RVCC Planetarium	\$19.25
March 2017	7th/8th Grade students	The College of New Jersey	\$0.00

**GRADE 8 FUNDRAISING:**

**RESOLUTION 2016-2017: 89**

**APPROVE FUND RAISING**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the following Fund Raisers for the Eighth Grade Class. Motion carried unanimously with all “ayes”.

<p><b>Gertrude Hawk</b>  <b>Self Defense Workshop at Impact Martial Arts</b>  <b>West Hunterdon Lanes</b>  <b>Shoe Drive</b>  <b>Photo Session</b></p>
--

**CURRICULUM WRITING:**

**RESOLUTION 2016-2017: 90 APPROVE K-4 NEXT GEN CURRICULUM WRITING**

Carl Sabatino moved, seconded by Charles Sampson, to approve the following staff members to write the K-4 Next Generation Science Standards curricula. Motion carried unanimously with all “ayes”.

<b>Date</b>	<b>Staff Member</b>	<b>Hours</b>
Spring & Summer 2017	Susan Haney Kelly DeJesus Hailey McGavisk Barbara Smith Jamie Friedel	18 Hours per staff member Rate: \$39 per hour

**POLICY AND REGULATIONS:**

**RESOLUTION 2016-2017: 91**

**APPROVE POLICY**

Charles Sampson moved, seconded by Craig Sowell, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings (summaries attached). Motion carried unanimously with all “ayes”.

Policy #	Title	Action	Att. #
P & R 1510	<p><b>Americans with Disabilities Act</b> Policy Guide 1510 has been revised, but due to major changes enacted in the Americans with Disabilities Act (ADA) Amendments Act of 2008 specifying how the definition of "disability" should be interpreted and applied, Policy Guide 1510 has been revised while Regulation Guide 1510 should be replaced with the new Regulation Guide 1510 included in this Alert. The intent of Congress in the amendment was to reassert a broad scope of protection under the ADA. Significant changes as summarized in the ADA Amendments Act Final Rule, which became effective October 11, 2016, are included in the new Regulation Guide and include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Applying the definition of "disability" "more generously" without demanding "extensive analysis." The new regulations restore the original intent of the ADA in "making it easier for an individual to establish that he or she has a disability."</li> <li>• Clarifying that an impairment that substantially limits a major life activity need not also limit other major life activities to be considered a disability.</li> <li>• Noting that impairments that are episodic or in remission are considered disabilities if the impairment would substantially limit a major life activity when in the active state.</li> <li>• Expanding the definition of what may constitute a "major life activity."</li> <li>• Policy Guide 1510 has removed reference to Section 504 as new Policy and Regulation Guides 2418 added Section 504 are included in this Policy Alert.</li> </ul>	1st Reading	#6A,6B
P 2415.30	<p><b>Title I - Educational Stability for Children in Foster Care</b> School districts recently received a NJDOE Memorandum dated October 4, 2016 requiring school districts to have policies and procedures in place by December 10, 2016 to ensure the educational stability for children in foster care. The Memorandum also indicates school districts will receive further written guidance on how to implement these requirements. Strauss Esmay contacted the NJDOE and the Division of Children and Families (NJDCF) representatives listed on the Memorandum who provided supporting documentation to our office. These representatives indicated they did not know when the policy guidance referenced in the Memorandum would be provided to school districts. Therefore, in order for school districts to have a Policy adopted and in place for December 10, 2016, Strauss Esmay developed a new Policy Guide 2415.30 – Title I – Educational Stability for Children in Foster Care. This new Policy Guide addresses the requirements outlined in the October 4, 2016 Memorandum and additional requirements outlined in the supporting documentation. This Policy Guide will likely need to be revised after the NJDOE/NJDCF guidance is developed and provided to school districts. It is recommended this Policy Guide be adopted by the Board to comply with the December 10, 2016 implementation date with the understanding this Policy Guide will be revised once written guidance is provided from the NJDOE/NJDCF</p>	1st Reading	#6C
P & R 2418	<p><b>Section 504 of the Rehabilitation Act of 1973 -- Students</b> Policy and Regulation Guides 2418 are new. Section 504 of the Rehabilitation Act of 1973 was previously referenced in Policy Guide 1510 which is updated in this Policy Alert. These new Policy and Regulation Guides reflect the broadened interpretation of "disability" in the implementation of this legislation. Section 504 for students is now presented in Policy and Regulation Guides 2418.</p>		#6D, 6E

P & R 5116	<p><b>Education of Homeless Children</b>  <b>Policy and Regulation Guides 5116 – Education of Homeless Children have been revised to incorporate current administrative code, N.J.A.C. 6A:17-2. These Guides expand the definition of a homeless child; require additional responsibilities of the district’s homeless liaison; and require an immediate decision and enrollment of a homeless child pending resolution of a dispute. A homeless Policy and Regulation Guide is not required by statute or code, but these Guides are highly recommended to be adopted by the Board as these Guides provide important guidance in this area and are aligned with the statute and administrative code.</b></p>		#6F, 6G
P 5330.04	<p><b>Administering an Opioid Antidote</b>  <b>The “Overdose Prevention Act” approved by the Legislature and signed by the Governor provides immunity from civil and criminal liability to a healthcare professional or pharmacist who prescribes or dispenses an opioid antidote to a person capable, in the judgment of the health care professional, of administering an opioid antidote in an emergency. In addition, the Act provides similar immunity to non-health care professionals who in an emergency administers an opioid antidote to a person who the person believes, in good faith, is experiencing an opioid overdose</b></p>		#6H
P & R 8330	<p><b>Student Records</b>  <b>N.J.A.C. 6A:32 – School District Operations was recently revised and adopted requiring revisions to Policy and Regulation Guides 8330. N.J.A.C. 6A:32-7 – Student Records requires revisions to Policy and Regulation Guides 8330 – Student Records. The revisions are not significant as the new code addresses the use and storage of electronic records, revises the parent appeal process to require a parent to appeal to the Board of Education before appealing to the Commissioner of Education, and several minor issues of clarification. The Policy Guide has been revised to avoid duplicating many of the same provisions that are also included in the Regulation Guide. The Policy Guide distinguishes the difference between a Student Information Directory and a School Contact Directory for Official Use and highlights the requirement that a parent may inform the district to exclude information from the Student Information Directory and School Contact Directory.</b></p>		#6I, 6J

## GENERAL INFORMATION: BUSINESS ADMINISTRATOR’S REPORT:

**RESOLUTION 2016-2017: 92**

**AUTHORIZATION TO BID**

Carl Sabatino moved, seconded by Charles Sampson, to authorize the Architect and Business Administrator to proceed with bidding for the projects listed below. Motion carried unanimously with all “ayes”.

**LED Lighting and Ceilings**  
**Boiler Replacement**  
**Maker Space Renovations**

**RESOLUTION 2016-2017: 93****APPROVE BOND COUNSEL RESOLUTION**

Carl Sabatino moved, seconded by Craig Sowell, to approve the resolution prepared by Bond Counsel to accept a proposal dated January 20, 2017 from TD Bank for a bond issuance in the amount of \$985,000 at 1.53% maturing February 2021. Motion carried unanimously with all “ayes”.

**RESOLUTION 2016-2017: 94****APPROPRIATE CAPITAL RESERVE**

Carl Sabatino moved, seconded by Lorraine Linfante, to appropriate Capital Reserve for transfer to the Debt Service Fund to make payment on the \$985,000 bond issuance according to the attached financing strategy for the December 13, 2016 Bond Referendum. Motion carried unanimously with all “ayes”.

**RESOLUTION 2016-2017: 95****APPROVE 2017-18 SEMI WAIVER**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the SEMI waiver for the 2017-18 school year due to State projected students being less than 40. Motion carried unanimously with all “ayes”.

**RESOLUTION 2016-2017: 96****APPROVE MINUTES & FINANCIAL REPORTS**

Craig Sowell moved, seconded by Charles Sampson, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all “ayes”.

**A. Approval of Board of Education Minutes** from December 14, 2016 Business Session; and the January 4, 2017 Reorganization 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 2016-2017 school year.

November, 2016     \$1,945,150.18

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

General Account: \$1,125,531.80  
Cafeteria Account: \$ 18,497.19

**D. Checking Account Balances –November, 2016**

Student Activities: \$ 38,362.27  
 Cafeteria: \$ 7,822.16  
 Payroll Agency: \$ 14,379.56  
 Unemployment: \$ 60,332.53

**E. Transfers and Budget Amendments** in the amount of \$80,059.79 and \$0.00 respectively for December, 2016.

**RESOLUTION 2016-2017: 97**

**ACCEPT DONATIONS**

Lorraine Linfante moved, seconded by Carl Sabatino, to accept the following donations to offset Grade 8 Museum of Natural History trip. Motion carried unanimously with all “ayes”.

Items	Donor	Att.
\$150	Richard Reiner	
\$150	Flor & Kenneth Sanchez	

**CORRESPONDENCE:**

**North Hunterdon Voorhees Regional High School District updated demographic study.** Discussion on enrollment change impacts.

**NEW BUSINESS:**

**2017-2018 Calendar:** Seth Cohen met with CEA Representative, drafting calendar.  
**School Board PD Highlights:** Amy Brenner reported on conference.

**OLD BUSINESS:**

Dear Parents:  
 Board Liaison Reports:  
 Board Goals 2016-2017: Draft Goals for 2017-18.

**Board Goals 2016-2017**

**Policy:** Review, revise and/or create policies that support the strategic plan initiatives in the areas of budget, personnel, programs and community partnerships.

**Resources:** Plan and build community support for a referendum to support the physical plan and program needs of the school facility and site consistent with the strategic plan.



**Governance:** Incorporate the progress and activities of the strategic plan into meetings and publications from the Board.

District Goals for 2016-2017

**District Goals 2016-2017**

Increase teacher knowledge and application of inquiry based learning and project based learning to build curious and creative thinkers.

Formalize a school wide Olweus program to foster and recognize compassionate behaviors.

Utilize community resources to enhance learning experiences that will occur both within and beyond the classroom.

Convert the media center to a maker space that sparks imagination and creativity and cultivates cognitive and physical development.

Create an annual whole school theme that cultivates compassion within the school community.

**PUBLIC COMMENT:** None

**RESOLUTION 2016-2017: 98**

**EXECUTIVE SESSION**

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn to Executive Session at 8:10p.m.in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Superintendent Contract. 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. Motion carried unanimously with all "ayes".

**RESOLUTION 2016-2017: 99**

**ADJOURNMENT**

Carl Sabatino moved, seconded by Craig Sowell, to adjourn the Board Meeting at 9:24p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft  
Business Administrator



Brendan McIsaac, President