

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

August 24, 2016

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,
and Charles Sampson

Absent: Craig Sowell

Also Present: Seth Cohen, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary

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 report****E. Fire Drill and Bus Evacuation Drill Report****RESOLUTION 2016-2017: 18****ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Enrollment Report
Nature Path
Gaga Pit
Water Theme Kayaking
Houghton Mifflin LA Materials

Clinton Education Association (CEA) Report: No Report

Assistant Principal/Curriculum Coordinator's Report: No Report

Special Services Report: No Report

School Board Presentation: Gwen Thorton: Elections and State Aid Formulas

PUBLIC COMMENT: None

PERSONNEL REPORT:**RESOLUTION 2016-2017: 19****APPROVE STAFF APPOINTMENTS**

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

Position	Name	Rate/Salary	Effective Date	Att.
Spanish Teacher (PCN 44)	Unfilled Vacancy		2016-17 School Year	
Middle School Language Arts Leave Replacement (PCN 34)	Denise Rella	Transfer Assignment (FTE .4) from Grade 5 (PCN 25)	2016-17 School Year Only	
Grade 3 Teacher (PCN-new)	Cynthia Malmros	.5 FTE step 3 MA \$28,476	2016-17 School Year Leave Replacement Funded (PCN 34)	#2
Substitute Custodian	Nicholas Buniva	\$12/Hour, \$15/Hour after 20 th Day	8/24/2016	
Child Care Worker	Katelyn Nardi	\$12/Hour	09/01/2016	

Child Care Worker	Allison Nardi	\$12/Hour	09/01/2016	
Child Care -Substitute	Carolyn Schorr	\$15.40/Hour	09/01/2016	
Grade 3 Teacher (PCN-new)	Kate Metelitsa	.5 FTE Step 3 MA \$28,476	2016-17 School Year PCN 44 Unfilled Vacancy Funded	#13
Speech Teacher Maternity Leave Replacement	Jessica Verrelli	\$56 per hour (Step 21, MA) .4FTE	08/30/16 Extended from 2016-17	

RESOLUTION 2016-2017: 20**APPROVE SUMMER ADMIN. ASSIGNMENTS**

Carl Sabatino moved, seconded by Charles Sampson, to approve additional hours for the listed positions. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/Salary	Effective Date	Att.
Grades 5-8 Scheduling	Barbara Shaffer	\$39 per hour-additional 5 hours	07/01/16- 08/29/16	
Office/Clerical Assistance	Barbara Plundeke	\$15.56 per hour-additional 2.5 hours	07/01/16- 08/29/16	
Science 5-8 Curriculum Writing	Stacy Viotto	\$39 per hour-additional 5 hours	07/01/16- 08/29/16	

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**STAFF DEVELOPMENT:****RESOLUTION 2016-2017: 21****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 NJAC18A:11-12. Motion carried with all "ayes".

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Back to the Basics/ Diabetes in School	10/10/16	MaryEllen Bowlby		\$50.00 + mileage	\$0.00	\$50.00 + mileage

RESOLUTION 2016-2017: 22**APPROVE CURRICULUM**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the revised grade 5-8 Science Curriculum. Motion carried with all “ayes”.

POLICY AND REGULATIONS:**RESOLUTION 2016-2017: 23****APPROVE POLICIES**

Carl Sabatino 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. Motion carried with all “ayes”.

**N.J.A.C. 6A:9 Recodification to N.J.A.C. 6A:9, 6A:9A, 6A:9B, and 6A:9C
Policy and Regulation Guide Updates**

Multi-Year Equity Plan Policy and Regulation Guide Updates

Policy #	Title	Action	Att. #
P 1140	Affirmative Action Program (M) (Revised) The only revision required in this Policy Guide is the inclusion of “gender identity or expression” in the protected class of individuals. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD).	2nd Reading	5A
P 1523	Comprehensive Equity Plan (M) (Revised) The only revision required in this Policy Guide is an additional paragraph on page 1 and a few word changes on page 2.	2nd Reading	5B
P & R 1530	Equal Employment Opportunities (M) (Revised) The only revision required in this Policy Guide is the inclusion of “gender identity or expression” in the protected class of individuals. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD).	2nd Reading	5C, 5D
P 1550	Affirmative Action Program for Employment and Contract Practices (M) (Revised) The only revision required in this Policy Guide is the inclusion of “gender identity or expression” in the protected class of individuals. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD).	2nd Reading	5E
P & R 2200	Curriculum Content (M) (Revised) No revisions are required in this Policy Guide due to the updated administrative code Chapter, but references to other policies have been updated within the Policy Guide.	2nd Reading	5F, 5G

P 2260	Affirmative Action Program for School and Classroom Practices (M) (Revised) One of the revisions required in this Policy Guide is the inclusion of “gender identity or expression” in the protected class of individuals. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD). The other revision is regarding English language learners (ELLs), which is a new term recently approved in N.J.A.C. 6A:15 – Bilingual Education.	2nd Reading	5H
P & R 2411	Guidance Counseling (M) (Revised) One of the revisions required in this Policy Guide is the inclusion of “gender, gender identity or expression” in the protected class of individuals. The other revision is changing “social or economic” status to “socioeconomic” status. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD). The other revision is the removal of the reference to “legal guardians.”	2nd Reading	5I, 5J
P & R 2423	Bilingual and ESL Education (M) (Revised) N.J.A.C. 6A:15 – Bilingual Education was approved on March 21, 2016 requiring significant revisions in Policy Guide 2423 – Bilingual and ESL Education. The new code revisions change the reference from student of Limited English Proficiency (LEP) to English language learners (ELL). In general, the new code Chapter provides some additional clarification to a school district in meeting the requirements of providing a bilingual, an English as a second language (ESL), and an English language services program for ELLs.	2nd Reading	5L, 5M
P 2610	Educational Program Evaluation (M) (Revised) No revisions are required in this Policy Guide due to the updated Chapter, but a deleted code citation has been removed from the bottom of the Policy Guide.	2nd Reading	5N
P 2622	Student Assessment (M) (Revised) The only revision required in this Policy Guide due to the updated Chapter is a revised citation.	2nd Reading	5O
P 5750	Equal Educational Opportunity (M) (Revised) One of the revisions required in this Policy Guide is the inclusion of “gender, gender identity or expression” in the protected class of individuals. The other revision is changing “social or economic” status to “socioeconomic” status. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD).	2nd Reading	5P
P 5755	Equity in Educational Programs and Services (M) (Revised) One of the revisions required in this Policy Guide is the inclusion of “gender, gender identity or expression” in the protected class of individuals. The other revision is changing “social or economic” status to “socioeconomic” status. The administrative code was revised to be consistent with New Jersey’s Law Against Discrimination (LAD). Several additional minor revisions are also included in this revised Policy Guide	2nd Reading	5Q

Additional Policy and Regulation Guide Updates

P 5339	<p>Screening for Dyslexia (M) (Revised) The New Jersey Department of Education (NJDOE) notified school districts in a February 23, 2016 Memorandum that the definition of dyslexia on the International Dyslexia Association (IDA) website that was used for New Jersey's administrative code approved by the NJDOE in February 2015 did not conform to the definition approved by the International Dyslexia Association Board. As the NJDOE was required by the authorizing statute to conform with the IDA Board-approved definition, the NJDOE made an administrative change on February 3, 2016. Policy Guide 5339 has been revised to align with the IDA Board-approved definition and the administrative change made by the NJDOE. The revision is just a few words in the definition.</p>	2nd Reading	6A
R 5514	<p>Student Use of Vehicles (Abolished)</p>		
P 7481	<p>Unmanned Aircraft Systems (UAS also known as Drones) (New) School districts have requested a Policy Guide addressing the use of unmanned aircraft systems (UAS) on school grounds. The operation of an UAS is regulated by the Federal Aviation Administration (FAA). The FAA drafted proposed regulations that have been released, but have not yet been approved. The operation of a UAS has new risks and liability issues for school districts. School districts throughout the country are universally prohibiting the operation of UAS and/or the flying of an unmanned aircraft over school property for any use not expressly authorized by the school district. However, school districts are permitting the use of an UAS for school-related use. Policy Guide 7481 has been developed to provide guidance to school districts in the area of UAS. The Policy Guide prohibits the operation of an UAS and/or the flying of an unmanned aircraft system on or over school grounds at all times. However, the Policy Guide provides the Board an option to permit the contracted use of a UAS for Board approved use with documentation supporting the contractor's compliance with FAA regulations and proof of adequate insurance coverage as determined by the Board upon consultation with the Board's insurance and legal experts. The Policy Guide also provides the Board an option for use of a school district owned UAS for purposes approved by the Superintendent or designee. This option also requires special insurance requirements as school district insurance policies typically exclude coverage for an UAS. In light of the FAA regulations not yet being finalized and any potential State or local laws that may be eventually approved as the use of UAS become more prevalent, the Policy Guide indicates any approved use requires a contractor or the school district to comply with all FAA regulations and any State and local laws and is not specific. Policy Guide 7481 also indicates the school district will take appropriate action against any violation of the Board's Policy or any FAA rule or State or local law. The FAA was consulted on this Policy Guide. School districts should be aware that it cannot control the airspace above school grounds and there is no FAA approved consequences for the flying of an unmanned aircraft over a landowner's property. So any Board Policy creating a no drone fly zone over school grounds would be unenforceable by the FAA. However, there are FAA regulations and penalties for maintaining a visual line of sight by the operator, staying clear of people and stadiums, and not being careless or reckless. Clearly, a Board can prohibit the launching, landing, and operating an UAS on school grounds with enforceable consequences. A district considering adopting this Policy should review this Policy with the district's insurance company and Board Attorney. This Policy is not mandated.</p>	2nd Reading	6B

P & R 8441	<p>Care of Injured and Ill Persons (M) (Revised) Revisions to N.J.A.C. 6A:16 relocated several sections of the administrative code requiring legal citation updates to Policy 8441 – Care of Injured and Ill Persons. N.J.A.C. 6A:16-2.1(a)4 requires each Board of Education to adopt policies and procedures for the provision of health services in emergency situations including: the care of any student who becomes ill or injured while at school or participating in school-sponsored functions; the transportation and supervision of any student determined to be in need of immediate care; and the notification to parents of any student determined to be in need of immediate medical care. The Policy Guide has been updated to provide clear language for a school district meeting these requirements.</p>	2nd Reading	6C, 6D
P 8454	<p>Management of Pediculosis (RECOMMENDED) (New) School districts have requested policy guidance dealing with students coming to school with head lice. Policy Guide 8454 has been developed to provide such guidance to school districts. There is no specific educational or health statute or code regarding head lice in schools, but this Policy Guide offers some guidance. School districts do not permit a child to come to school or stay in school (if determined while the child is in school) with active head lice and conditions the child's return to school upon evidence of treatment and no active head lice. Most school districts permit the child to come to school or stay in school with nits (the eggs of lice) upon evidence of treatment. However, some school districts treat active head lice and nits the same. This issue should be decided by the Board and outlined in the Board's Policy. Furthermore, in an attempt to limit the spread of head lice throughout a school, the Policy Guide also provides options for the school nurse to complete head checks of students who are in close contact with a student who has active head lice. The Policy Guide also establishes requirements to keep parents informed. Head lice can be very disruptive to a school and this Guide was developed to take a proactive approach.</p>	2nd Reading	6E
P & R 8630	<p>Bus Driver/Bus Aide Responsibility (M) (Revised) P.L. 2015, Chapter 123 (N.J.S.A. 18A:39-19.2, 19.3, and 19.4) was approved on November 9, 2015 requiring a Commissioner of Education developed training program for school bus drivers and bus aides on proper procedures for interacting with students with special needs. Current employees must be trained within 180 days after the training program is made available to districts while employees hired after the training program is made available shall be trained prior to operating a school bus or serving as an aide. The new law also requires a parent of a child with an IEP to complete a Commissioner-developed student information card to be provided, with parental consent, to the student's bus driver and aide. The purpose of the card is to promote proper interaction with the student. In addition, the new law requires trained bus drivers and bus aides provide a certification to the district that they completed this training and the certificate shall be maintained by the district for the duration of the individual's employment and the district shall forward a copy of the certification to the Department of Education. This law was effective immediately on November 9, 2015; however, the training program has not been made available to school districts as of mid-May 2016.</p>	2nd Reading	6F, 6G

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:

Audit Facility Program

RESOLUTION 2016-2017: 24 APPROVE MINUTES & FINANCIAL REPORTS

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all “ayes”.

A. Approval of Board of Education Minutes from July 27, 2016 Business Session.

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 2015-2016 school year.

June, 2016 \$1,560,142.15

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

General Account: \$511,549.82
Cafeteria Account: \$ 0.00

D. Checking Account Balances – June, 2016

Student Activities: \$ 52,922.81
Cafeteria: \$ 25,279.79
Payroll Agency: \$ 15,296.70
Unemployment: \$ 59,330.45

E. Transfers and Budget Amendments in the amount of \$38,370.00 for July, 2016.

CORRESPONDENCE:

HCDOE – 8/10/16 Merit Goal Approval Letter

NEW BUSINESS:

Referendum Communications

OLD BUSINESS:

Dear Parents:

Board Liaison Reports: Carl Sabatino-Grant update

Board Goals 2016-2017

Draft 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

Draft 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.

RESOLUTION 2016-2017: 25**APPROVE BOARD & DISTRICT GOALS**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve Board and District Goals for 2016-17. Motion carried unanimously with all "ayes".

PUBLIC COMMENT: None

RESOLUTION 2016-2017: 26**EXECUTIVE SESSION**

Charles Sampson moved, seconded by Lorraine Linfante, to adjourn to Executive Session at 8:40p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Legal Matter. 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: 27**ADJOURNMENT**

Carl Sabatino moved, seconded by Lorraine Linfante, to adjourn the Board Meeting at 8:42p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,


Lisa Craft
Business Administrator



Brendan McIsaac, President