



Clinton-Glen Gardner Board of Education

July 19, 2017

CPS Library/Media Center 7:00pm

BUSINESS SESSION AGENDA

Action may be taken

The Clinton-Glen Gardner School District is a community who values traditions. Our MISSION is to nurture and cultivate each child to be a compassionate, curious, and creative thinker, entrusted and empowered to build and lead the future.

Adopted 3/2016

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

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

D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed

E. Fire Drill and Bus Evacuation Drill Report (N/A)

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

Motion: *Approve HIB Investigations, Trainings and Reports (HIB-ITP) report period 2. (Attachment # 3)*

5. Superintendent/Principal's Report

A. Student Representative Report

B. Clinton Education Association Report

C. Assistant Principal- Curriculum Coordinator Report

D. Special Services Report

6. Public Comment

Executive Session

Call for a 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 no longer exist: Personnel Contracts

7. Personnel

A. School Business Administrator's Contract for 2017-18

Motion: To approve the recommended contract for the 2017-18 school year for Lisa Craft, Business Administrator, at the annual salary of \$135,402 , contingent upon approval by the Hunterdon County Executive Superintendent.

B. Curriculum/Committee Staffing

<i>Motion: To approve the following staff members for the following 2017-2018 curriculum/committee/ESY positions:</i>		
Position	Name	Rate/Salary
Crisis Management Committee /Safety Team Leaders	Jenine Kastner	\$ 40 per hour (not to exceed 16 hours each)
Crisis Management Committee/Safety Team Members	Ryan Patel Mary Ellen Bowlby Kelly DeJesus Lisa Morra Karen Brownell Tim Bidwell	\$40 per hour (not to exceed 8 hours each)
HIB Coordinator	Jenine Kastner	\$40 per hour(not to exceed 8 hours)

HIB Specialist	Sue Penn (completed June 2017)	\$39 per hour(not to exceed 10 hours)
Character Education Program	Amy Brenner Tim Bidwell	\$40 per hour (not to exceed 8 hours each)
ESY Sub	Kelly DeJesus	\$45/hr for Teacher or \$16.50/hr for Aide

C. NJL2L Program Enrollment Fee Payment

Motion: To approve BOE payment to enroll Jenine Kastner into the NJDOE NJL2L program. \$800 registration, \$1,500 after month 10 and \$1,000 by month 24

D. Staff Resignations

<i>Motion: To approve the following staff resignations:</i>			
Position	Name	Effective Date	Att.
Kindergarten (PCN8)	Lauren Gallagher	June 30, 2017	#4

E. Staff Appointments

<i>Motion: To approve the following staff members for the 2017-2018 school year</i>			
Position	Name	Rate/Salary	Att.
Strings (Teacher of Music) (PCN41)	Eilleen O'Driscoll	Step 3 BA	#5
Kindergarten (PCN8)	TBD		
Summer Custodian	Joseph Abbas	\$12/hr	

F. Teacher Assignment Transfers

G. Salary Increase

<i>Motion: To advance the following teacher on the salary guide in accordance with CTA negotiated agreement:</i>					
Position	Name	Current Step and Salary	New Step and Salary	Effective	Att.
Teacher	Katherine Metelitsa	MA Step 4 \$57,935.00	MA+15 Step 4 \$58,360.00	8/31/2017	#6

H. Health care adjustment

Motion: To provide a \$1000 health care adjustment to the following employees if they enrolled in health care provided by the Clinton Glen Gardner BOE:

Position	Name
Business Administrator	Lisa Craft
Supervisor Buildings & Grounds	Richard Trimmer
Technology Coordinator	Scott Reilly
Administrative Assistant	Lily Epstein
Administrative Assistant	Darlene Nardi
Administrative Assistant	Tonya Reese

I. Salary Increase

Motion: To adjust 2017-2018 salary for the following employees:

Position	Name	Salary	Effective
Administrative Assistant	Lily Epstein	57,439	7/1/2017
Administrative Assistant	Darlene Nardi	50,120	7/1/2017
Administrative Assistant	Tonya Reese	51,126	7/1/2017

9. Policy and Regulations

Motion: To approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy #	Title	Action	Att. #
P & R 1240	<p>Evaluation of Superintendent (Revised)</p> <p>The New Jersey State Board of Education (NJDOE) recently adopted additional revisions to N.J.A.C. 6A:10 – Educator Effectiveness. The only revision required in Policy and Regulation Guides 1240 is removal of “written” from “annual written performance report.” The explanation provided by the NJDOE for this revision is below:</p> <p>The Department proposes throughout the chapter to replace "written performance report" and "annual written performance report" with "annual</p>	2nd Reading	#7A,7B

	<p>performance report." "Annual performance report" is the correct, defined term to describe a teaching staff member's performance report. The proposed amendment does not alter policy or practice regarding the development and storage of annual performance reports.</p> <p>A Policy and Regulation Guide for the evaluation of the Superintendent is mandated; however, a district may decide to defer making these minor revisions until additional revisions are required to this Policy and Regulation Guide in the future. The Policy and Regulation Guides are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.</p>		
P 1511	<p>Board of Education Website Accessibility (New)</p> <p>Several school districts in New Jersey have been cited by the United States Department of Education, Office of Civil Rights (OCR) for its website content and functionality not being accessible to people with disabilities. These school districts were required to develop and adopt a Policy as part of a Resolution Agreement between the school district and OCR. Strauss Esmay, in working with the school district, the Board Attorneys, and OCR, developed Policy Guide 1511 - Board of Education Website Accessibility. This new Policy Guide has been accepted by OCR as part of the Resolution Agreement. The requirements outlined in the Policy Guide are technical and will require additional information technology (IT) work by the school district. OCR has indicated to these several school districts these requirements are applicable for all public school district websites. There is no law mandating this Policy</p>	2nd Reading	#7C
P & R 3126	<p>District Mentoring Program (Revised)</p> <p>The New Jersey State Board of Education, when revising N.J.A.C. 6A:10 revised N.J.A.C. 6A:9C – Professional Development. The revisions in the administrative code require a few revisions in Policy and Regulation Guides 3126 – District Mentoring Program. The Regulation Guide was revised as the revised code clarifies the length of time a new non-tenured teacher shall be employed in their first year of employment to receive support (See Regulation Guide Section B.3.). In addition, the Policy and Regulation Guides replace the term “Core Curriculum Content Standards” with “New Jersey Student Learning Standards”. These Policy and Regulation Guides are not mandated by statute or code, but adopting these Policy and Regulation Guides are highly recommended</p>	2nd Reading	#7D, 7E
P & R 3221	Evaluation of Teachers (Revised)	2nd Reading	#7F, 7G
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Revised)		#7H, 7I
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Revised)		#7J, 7K
P & R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (Revised)		#7L, 7M
	<p>The New Jersey State Board of Education recently adopted additional revisions to N.J.A.C. 6A:10 – Educator Effectiveness. This Chapter addresses the evaluation procedures for all teaching staff members</p>		

	<p>including: classroom teachers (Policy and Regulation 3221); educational services staff members, including school nurses, guidance counselors, child study team members, library media specialist, etc. (Policy and Regulation 3222); administrators, excluding Principals, Vice Principals, and Assistant Principals (Policy and Regulation 3223); and Principals, Vice Principals, and Assistant Principals (Policy and Regulation 3224). Strauss Esmay developed separate policy and regulation guides for these four categories of teaching staff members as TEACHNJ and the AchieveNJ administrative code initially only addressed classroom teachers and Principals, Vice Principals, and Assistant Principals and not educational services staff members and administrators other than Principals, Vice Principals, and Assistant Principals. The changes are in the details of the Regulation Guides as the Policy Guides refer to the detailed code sections that are outlined in the Regulation Guides. Each Policy Guide has only a minor revision. Below is a summary of the more important revisions that are incorporated into the updated Regulation Guides:</p> <ol style="list-style-type: none"> 1. Definitions – There are some minor revisions in several definitions. The new code deletes the definition of “long observation” and “short observation” and each observation shall now be at least twenty minutes. Several sections of the new code refer to the person designated by the Superintendent to complete the evaluation to be the “designated supervisor”; 2. Training – The new code requires annual updates and refresher training for supervisors who complete evaluations; 3. Co-observations – The new code permits a co-observation to count as one observation for the purposes of evaluation; 4. District Evaluation Advisory Committee - The new code provides a district some discretion to continue such committees; 5. Student Growth Objectives (SGOs) – The new code requires the Superintendent to develop a process for developing and scoring SGOs; 6. Corrective Action Plan (CAP) – The new code makes several revisions regarding the development and timelines for a CAP and timelines for mid-year evaluations for a staff member with a CAP; 7. Timelines – The new code revises several timelines for the development of Professional Development Plans (PDPs) and SGOs; 8. Observations – The new code no longer makes a distinction between long and short observations and all observations must be at least twenty minutes. Non-tenured staff must be observed three times per school year and tenured staff must receive at least two observations per school year; 9. Principal Practice – The new code increases the percentage of the principal practice from “thirty percent” to “no less than fifty percent” to account for the removal of the leadership practice component from the principal’s evaluation rubric; 10. Administrator Goals – The new code provides some additional requirements regarding the establishment of administrator goals; and Performance Reports – The new code revises “written annual performance reports” to “annual performance reports”. Below is the New 		
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	<p>Jersey Department of Education (NJDOE) explanation for this change: These revisions impact the evaluation procedures school districts are required to implement. These revisions should be carefully reviewed to ensure the school district is complying with these requirements. These revised Policy and Regulation Guides 3221, 3222, 3223, and 3224 are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.</p>		
P & R 3240	<p>Professional Development for Teachers and School Leaders (Revised) The New Jersey State Board of Education, when revising N.J.A.C. 6A:10 revised N.J.A.C. 6A:9C – Professional Development. The revisions in the administrative code require a few revisions in Policy and Regulation Guide 3240 - Professional Development for Teachers and School Leaders. The revised code requires a teacher's or school leader's Professional Development Plan (PDP) to be developed by October 31 except if the teacher is hired after October 1, then the PDP must be developed within twenty-five working days of hire. The new code also eliminates the provision that the PDP is effective for one year indicating a PDP is a living document that has no start and stop date once it is initially written.</p>	2nd Reading	#7N, 7O
P & R 5610	<p>Suspension (Revised) P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools. N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems. Policy Guide 5610 has been revised to incorporate the limitations outlined in the new law and the requirement to implement an early detection and prevention program. The only revision in Regulation Guide 5610 is updating the term "Core Curriculum Content Standards" to "New Jersey Student Learning Standards" in two places. The Policy and Regulation Guides are mandated and are listed on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.</p>	2nd Reading	#7P, 7Q
P5620	<p>Expulsion (Revised) P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools. N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems. Policy Guide 5620 has been revised to incorporate</p>	2nd Reading	#7R

	<p>the limitations outlined in the new law and the requirement to implement an early detection and prevention program. There is a new section specific to Charter Schools at the end of the Policy Guide. Policy Guide 5620 also has a few formatting revisions. This Policy Guide is mandated</p>		
P8505	<p>Local Wellness Policy/Nutrient Standards for Meals and Other Foods (Revised)</p> <p>School districts that are participating in any program of the National School Lunch Program and/or School Breakfast Program are required to develop a local wellness Policy. In July 2016, the United States Department of Agriculture (USDA) finalized regulations of the Healthy, Hunger Free Kids Act of 2010 (HHFKA) and a required Wellness Policy. The existing Policy Guide 8505 was developed by Strauss Esmay Associates when the HHFKA was approved in September 2014. However, an updated Policy consistent with the implementing regulations adopted in July 2016 is now required and must be in place for the 2017-2018 school year. The New Jersey Department of Agriculture (NJDOA) did not publish a model New Jersey Wellness Policy; therefore, this updated Policy Guide has been revised after reviewing many USDA documents and model policies recommended by the USDA. When this Policy Guide was updated in September 2014 there were questions from school districts asking whether all the obligations listed in the Policy Guide were required. The answer to this question then and now is Strauss Esmay cannot confirm the minimum policy requirements of the HHFKA. We can confirm Strauss Esmay's existing Policy Guide 8505 has been accepted by the NJDOA since September 2014 as not one client school district was cited for a deficient Wellness Policy. Wellness policy goals; goals for nutrition education and physical activity; the establishment of a district wellness committee; annual school and district progress reports; the designation of a district and school wellness policy coordinator; and a wellness policy assessment every one, two, or three years, are required to be included in a district's Wellness Policy. The goals listed in the Policy Guide may be revised or adjusted accordingly, but we do not know if there is a requirement for a minimum number of goals. However, we know the goals listed in the existing Policy Guide have been accepted by the NJDOA during their reviews and remain in this updated Policy Guide 8505.</p>	2nd Reading	#7S
P8550	<p>8550 – Unpaid Meal Charges/Outstanding Food Service Charges (Revised)</p> <p>School districts participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) have been informed by the United States Department of Agriculture (USDA) that it must have an unpaid meal charge policy in place for the 2017-2018 school year. The Policy must explain how the food service program will handle situations where children eligible for reduced price or paid meals do not have money to cover the cost of their meal at the time of service. The USDA published the most recent Unpaid Meal Charges: Guidance and Q&A</p>	2nd Reading	#7T

	<p>dated March 23, 2017. The USDA has indicated a school district's policy should allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account. The USDA has indicated the specifics of a policy are at the discretion of the school district. However, a required USDA unpaid meal charge policy must be consistent with the provisions of N.J.S.A. 18A:33-21 – School Meals, Notification to Parent of Payment in Arrears Before Denying Student, that are outlined in the existing Policy Guide 8550 – Unpaid Meal Charges/Outstanding Food Service Charges. Therefore, the USDA requirements for an unpaid meal charge policy have been incorporated into Policy Guide 8550 using the collection provisions of N.J.S.A. 18A:33-21 to collect breakfast and lunch charges that are in arrears. The revised Policy Guide includes three options:</p> <p>Option 1 – The Option does not provide a student a meal without payment and will place a call to the parent to arrange for breakfast or lunch or money to be brought to school. This option is permitted by the USDA and N.J.S.A. 18A:33-21. However, it is more likely than not that a school district will provide a student a meal if the child does not have money one day. This option includes the Department of Children and Families (DC&F) notification provisions of the existing Policy Guide 8550.</p> <p>Option 2 – The Option provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. However, this option indicates a student will not be served breakfast or lunch as permitted by N.J.S.A. 18A:33-21 if payment is not made within a week of the second notice to the parent. This option also includes the DC&F notification provisions of the existing Policy Guide 8550.</p> <p>Option 3 – The Option also provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. This Option indicates the school district will provide the student an alternate meal if payment is not made within a week of the second notice to the parent. However, this Option indicates an alternate meal will only be provided until the student's account reaches a pre-determined amount of money as determined by the Board, at which time the student will no longer be served an alternate meal. Therefore, the alternate meal without payment cannot be permanent. This option also includes the DC&F notification provisions of the existing Policy Guide 8550.</p> <p>Options 2 and 3 require the district to provide a meal if the student has money to pay for breakfast or lunch on that day regardless of the amount in arrears as the district cannot use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal. The last three paragraphs of the revised Policy Guide include new language required by the USDA.</p>		
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	This Policy is now mandated for every school district that participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).		
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10. General Information: Business Administrator’s Report

A. Public Hearing on 2017-18 Budget Revision due to State Aid decrease

Motion: To revise the 2017-18 Budget to reduce State Aid by \$24,854 and appropriate general fund surplus of \$24,854 with no change to the tax rate, and submit the budget to the Hunterdon County DOE for approval.

B. Food Service Management Company RFP Contract Award

Motion: To award a contract to Maschio’s Foods for the 2017-18 school year for the management fee of \$7,696.00 and a no cost or breakeven food service operation, including the management fee.

C. Monthly Minute Approval

Motion: To approve the Minutes and monthly financial transactions and reports items 1-5:

1. Approval of Board of Education Minutes from the June 12, 2017 Business and Executive Sessions. **(Attachment #8A, 8B)**
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 2016-2017 school year. **(Attachment #9A, 9B)**

May, 2017 \$ 3,029,739

3. Approval of the Bill List in the specified amounts **(Attachment #10)**
 - a. General Account: **\$ forthcoming**
 - b. Cafeteria Account: \$ 25,707.98
4. Checking Account Balances – May, 2017
 - a. Student Activities \$ 45,079.55
 - b. Cafeteria: \$ 9,857.50
 - c. Payroll Agency: \$ 26,386.87
 - d. Unemployment: \$ 56,470.21

5. Transfers in the amount of **\$ forthcoming** for June, 2017. (**Attachment #11**)

11. Correspondence

12. New Business

13. Old Business

A. Dear Parents

B. Board Liaison Reports

C. 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.

D. District Goals for 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.

E. Superintendent's Goals and Merit Pay for 2016-2017

Motion: To approve the listed resolution for the Superintendent's attainment of goals and merit pay for the 2016-2017 school year.

WHEREAS, the Clinton-Glen Gardner Board of Education (the "Board") approved Merit Goals for the Superintendent for the 2016-2017 school year consisting of three (3) quantitative merit goals and two (2) qualitative goals (collectively referred to as the "Merit

Goals”) and submitted the Merit Goals to the Executive County Superintendent for approval in accordance with the provisions of N.J.A.C. 6A:23A-3.1; and

WHEREAS, on or about November 23, 2016 the Executive County Superintendent approved the Merit Goals, thereby authorizing the Board to award to the Superintendent merit pay upon his successful achievement of each Merit Goal; and

WHEREAS, upon the continued evaluation of the Superintendent’s performance, the Board has determined that to date, the Superintendent has successfully achieved completion of quantitative Goal #1, thereby entitling the Superintendent to a quantitative bonus of 3.33% of his annual salary, or \$4,387; quantitative Goal # 2, the goal of , thereby entitling the Superintendent to a quantitative bonus of 3.33% of his annual salary, or \$4,387; qualitative Goal # 1, the goal of , thereby entitling the Superintendent to a quantitative bonus of 2.5% of his annual salary, or \$3,322. Qualitative Goal # 2, the goal of , thereby entitling the Superintendent to a quantitative bonus of 2.5% of his annual salary, or \$3,322.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby certifies that the Superintendent, Dr. Seth Cohen, has satisfactorily achieved this qualitative merit goal for 2016-2017 and approves payment of the merit bonus for achievement of this goal upon approval by the Executive County Superintendent that quantitative goals 1 and 2, and qualitative goals 1 and 2 have been satisfied.

14. Public Comment

15. Executive Session

Call for a 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 no longer exist.

Personnel Contracts

16. Adjournment