

**Clinton-Glen Gardner Board of Education**  
March 20, 2018

**BUSINESS SESSION MINUTES**

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.

**Opening Statement:**

Brendan McIsaac called the meeting together at 7pm 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.

**Adopted 3/2016**

**ROLL CALL:** Present: Craig Sowell, Lorraine Linfante, Brendan McIsaac, Carl Sabatino, Charles Sampson  
Also Present: Seth Cohen, Superintendent/Principal  
Lisa Craft, Business Administrator/Board Secretary

**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 #2A, 2B**)
- D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed
- E. Fire Drill and Bus Evacuation Drill Report (**Attachment #3**)

**RESOLUTION 2017-2018: 117**

**ACCEPT SCHOOL DATA REPORTS**

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

**SUPERINTENDENT/PRINCIPAL REPORT:**

School calendar adjustment (approved under new business)

**Student Representative Report: None**

**Clinton Education Association (CEA) Report: None**

**Assistant Principal/Curriculum Coordinator's Report: None**

**Special Services Report: None**

**PUBLIC COMMENT:** Hunterdon Review Rep present

**PERSONNEL REPORT:**

**Hunterdon County Poly Tech - Approved at March 14, 2018 Work Session**

***Motion:** To approve Heather Kelly, a senior at Hunterdon County Polytech Teacher Academy, for an internship with Mrs. Schorr, Spring 2018.*

**CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY**

**Professional Development**

**RESOLUTION 2017-2018: 118                      APPROVE PROFESSIONAL DEVELOPMENT**

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the following requests for professional development mileage in accordance with NJAC 18A: 11-12. Motion carried unanimously with all “ayes” by roll call vote.

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
NJSSNA 2018 Spring Conference	03/16 - 3/17/18	MaryEllen Bowlby		\$0.00 +lodging	\$0.00	\$0.00 +lodging
NJTESOL/NJBE Inc Spring Conference	06/1/18	Hanna Olczak		\$239.00 +mileage	\$0.00	\$239.00 +mileage
Making Best use of Google Classroom	4/13/18	Lisa Rizzi Maria Buniva		\$249.00 +mileage	\$85.00 each	\$668.00 +mileage

**FIELD TRIPS**

**Approved at March 14, 2018 Work Session**

Date	Grade	Destination	Cost per student
March 2018	7/8th grade TSA elective	The College of New Jersey	TBD
April 2018	1st Grade	Echo Hill	\$12.00

**POLICY AND REGULATIONS**

**RESOLUTION 2017-2018: 119                      APPROVE POLICIES AND BY LAWS**

Lorraine Linfante moved, seconded by Carl Sabatino to approve the Second Readings and Adopt or Repeal the Policies and By Laws with Second Readings (summaries attached). Motion carried unanimously with all “ayes” by roll call vote.

Policy #	Title	Action	Att. #
<p><b>P 3437 &amp; P 4437</b></p>	<p><b>Military Leave</b> Recent clarification regarding the Board’s payment of an employee’s salary while the employee is serving “active duty” in a branch of the Federal or State military requires revisions in Policy Guides 3437 and 4437. Paragraphs 2 and 3 in the current Guides indicate “A permanent or full-time temporary officer or employee who has served less than one year in the district, shall receive this leave without pay, but without loss of time.” The replacement sentence in each paragraph has been revised to indicate “A permanent full-time temporary officer or employee who has served <b>under such temporary appointment for</b> less than one year in the district, shall receive this leave without pay, but without loss of time.” Striking-out the word “permanent” from these sentences means only a full-time temporary officer or employee who has served the district less than one year does not have to be paid for military service while a permanent officer or employee is required to be paid. In addition, some language has been added to these Guides to align with applicable statutes and codes. The Policy Guide has an option that permits a Board to provide additional military leave with pay.</p>	<p>1st Reading</p>	<p><b>6A 6B</b></p>
<p><b>P 5516.01</b></p>	<p>Several school districts have requested policy guidance when parents request their child be permitted to have a global positioning system (GPS) device in use while their child is in school. Many electronic devices including cellular telephones have tracking capability. A student possessing a device that enables a third party to track the student or device while the student is in school, at a school-sponsored event, or on a school bus is not governed by any Federal or State law or administrative code. However, a device on school grounds that enables recording and/or transmitting of audio and/or video communications that is either taped or provides one-way or two-way audio and/or video communications would be a violation of student privacy rights governed by Family Educational Rights and Privacy Act (FERPA) and New Jersey Administrative Code. Many GPS tracking devices have the ability to have a third person “listen in” or enables one-way and two-way communication between the student and a third person. Policy Guide 5516.01 has been developed permitting a student to have a tracking device, but prohibits the recording or transmission of audio or</p>	<p>1st Reading</p>	<p><b>6C</b></p>

	video. The Policy Guide indicates a violation of this Policy is a violation of the Student Code of Conduct and the student will be subject to appropriate discipline. School districts receiving requests from parents for their child to wear a tracking device to school or district concerns that students may be using a device for “listening-in” or for one-way or two-way communications may want to adopt this Policy Guide. A district may revise this Guide to meet local needs.		
<b>R 7101</b>	<b>Educational Adequacy of Capital Projects (Revised)</b> Regulation Guide 7101 has two minor revisions in section F.3.h. The words “District Factor” should be removed from “District Factor Group E” and the administrative code cite should be N.J.A.C. 6A: <del>25</del> -5.4 not 6A: <del>25</del> -5.4. “Group E” stands for educational buildings as determined by the Commissioner of the Department of Community Affairs. Only the page with the revised section of the Regulation Guide is included in the enclosed documents.	1st Reading	<b>6D</b>
<b>P 7425</b>	<b>Lead Testing of Water in Schools</b> N.J.A.C. 6A:26-12.4 – Safe Drinking Water requires lead testing of water in schools. New Jersey school districts, charter schools, renaissance schools, educational services commissions, and approved private schools for students with disabilities were required to have the water in schools tested for lead by July 13, 2017. Policy Guide 7425 has been developed and provides the lead testing requirements after July 13, 2017. Testing of water in schools is mandated by statute, but a Policy is not mandated. However, based on the importance of this issue, this Policy Guide is highly recommended.	1st Reading	<b>6E</b>
<b>P&amp;R 7440</b>	<b>School District Security</b> Public Law 2017, Chapter 162, was approved and requires the Superintendent of Schools to designate a school administrator as the School Safety Specialist for the school district with supervision and oversight responsibilities for all school safety and security personnel and school safety policies/procedures in the school district. The School Safety Specialist shall also serve as the school district liaison with law enforcement. The new law requires the New Jersey Department of Education (NJDOE) to establish a School Safety Academy with specific tasks, including the development and implementation of a School Safety	1st Reading	<b>6F</b> <b>6G</b>

	<p>Specialist Certification Program. The School Safety Specialist will be required to obtain this certification. The law takes effect 180 days after July 21, 2017. School districts should appoint a School Safety Specialist before the end of January 2018 and wait for guidance from the NJDOE regarding the School Safety Academy’s training and certification program. In addition, Regulation Guide 7440 has been updated to incorporate the new School Safety Specialist requirements and the school district’s use of key control systems for access to school buildings. School districts may revise this Regulation Guide accordingly to reflect current district practices, <u>except Section E. – School Safety Specialist should remain unchanged.</u> The Regulation Guide has many revisions and should replace a district’s existing Regulation 7440. The new requirements make the Policy and Regulation Guides mandated.</p>		
<p><b>P&amp;R 7441</b></p>	<p><b>Electronic Surveillance in School Buildings and on School Grounds</b> Public Law 2017, Chapter 119, was approved and requires a school district with at least one school building that is equipped with video surveillance equipment capable of streaming live video wirelessly to a remote location to enter into a Memorandum of Understanding (MOU) with local law enforcement providing the authorities the capacity to activate equipment and view the live streaming video. The new law, N.J.S.A. 18A:41-9, lists the minimum requirements of the MOU and states the County Prosecutor shall make a final determination should the district and law enforcement not be able to reach an agreement regarding any provision of the MOU. Districts that do not have equipment capable of streaming live video are not required to install such equipment. Policy and Regulation Guides 7441 have been revised to incorporate the requirements of this new law. It is our understanding at least one County Prosecutor’s Office has already communicated to school districts in their County regarding provisions they suggest should be included in the MOU. The revised Regulation Guide lists the minimum statutory provisions that must be included in the MOU. However, nothing in the law prevents a County Prosecutor from requiring the MOU to include additional provisions as the law gives the County Prosecutor the final authority should the district and law enforcement be unable to reach an agreement regarding the MOU. The</p>	<p>1st Reading</p>	<p><b>6H</b> <b>6I</b></p>

	MOU, for those school districts that have at least one school with equipment capable of streaming live video wirelessly to a remote location, shall be effective 180 days from July 21, 2017. This new requirement makes the Policy and Regulation Guides mandated.		
<b>P8507</b>	<b>Breakfast Offer Versus Serve (OVS)</b> A recent New Jersey Department of Agriculture (NJDOA) Administrative Review in a school district resulted in the NJDOA recommending additional language in Policy Guide 8507 for school districts that operate a “Breakfast Offer Versus Serve” program. The NJDOA wanted additional details on what food items a student must select in order for the meal to be eligible for a Federal reimbursement. Policy Guide 8507 has been revised to incorporate this additional language. This Policy Guide is only mandated for a school district that operates “Breakfast Offer Versus Serve” programs.	1st Reading	<b>6J</b>
<b>P&amp;R 8630</b>	Policy and Regulation Guides 8630 have been revised. N.J.S.A. 18A:39-19.3 – Administration of Training Program; Certification requires the “employer” to provide training for school bus drivers and aides. N.J.S.A. 18A:39-19.3.c. defines “employer” to mean a “Board of Education or a contractor that provides pupil transportation services under contract with a Board of Education.” Therefore, the training requirements outlined in N.J.S.A. 18A:39-19.3 for a district-employed school bus driver and bus aide and a contractor’s school bus driver and bus aide are the same. Policy Guide 8630 has been revised to define “employer” and Regulation Guide Section A. – Staff Training has been revised to have “employer” replace “Board of Education” as both the Board and a bus contractor have the same responsibilities in the training required in N.J.S.A. 18A:39-19.3.	1st Reading	<b>6K</b> <b>6L</b>
<b>P 9242</b>	<b>Use of Electronic Signatures (New)</b> School districts have requested policy guidance regarding the use of electronic forms, filings, and signatures in school district-parent communications. The use of electronic forms, filings, and signatures may result in improved efficiency and cost-savings over the transfer of paper forms, filings, and signatures back and forth between school and home. New Jersey’s Uniform Electronic Transactions Act (UETA), N.J.S.A. 12A:12-1 et seq., provides the statutory authority for electronic	1st Reading	<b>6M</b>

	records and signatures relating to the routine transactions or communications between school and home. Policy Guide 9242 has been developed to incorporate the requirements of the UETA relating to the school district’s use of electronic forms, filings, and signatures. This Policy Guide is recommended for a school district using or considering the use of		
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**General Information: Business Administrator’s Report**

**RESOLUTION 2017-2018: 120 Authorization use of Unexpended Capital Projects Fund Balance**

Lorraine Linfante moved, seconded by Carl Sabatino to authorize the use of unexpended capital projects fund balance from the 2014 bond referendum in the amount of \$450,668 to debt service payments as listed.

**A. Authorization on use of Unexpended Capital Projects Fund Balance**

2017-18	\$129,668
2018-19	\$135,300
2019-20	\$138,600
2020-21	\$ 47,100
Total	\$450,668

**B. Authorization of Bidding for Main Lobby Vestibule Doors**

**RESOLUTION 2017-2018: 121 AUTHORIZE BIDDING 2<sup>ND</sup> SET VESTIBULE DOORS**

Lorraine Linfante moved, seconded by Carl Sabatino to authorize bidding of a 2nd set of Main Lobby Vestibule Doors and the development of Specifications by Gianforcaro Architects and Engineers for an April 24, 2018 anticipated contract award. Project Completion - Summer 2018.

**C. 2018-19 School Budget Preliminary Approval**

**RESOLUTION 2017-2018: 122 APPROVE SUBMISSION OF 2018-19 PRELIMINARY BUDGET**

Lorraine Linfante moved, seconded by Carl Sabatino to approve submission of the 2018-19 Preliminary Budget.

The Board of Education of Clinton-Glen Gardner hereby adopts the following Preliminary budget for the 2018-19 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

The proposed budget includes the use of Capital Reserve transferred for Debt Payment in the amount of \$50,000 and the use of Capital Projects Fund Balance from the 2014 Referendum transferred to Post-Merger Debt Payment in the amount of \$135,300

The proposed budget includes the use of Emergency Reserve for Safety upgrades to the Clinton Public School in the amount of \$76,488.

The proposed budget includes a \$30,000 reduction in Borough of Glen Gardner tax certification to be paid by the reserve set aside by the Borough for school tax relief in July 2009 when the district was merged.

The Proposed Budget generated a \$108,028 Health Care Adjustment to be banked for a maximum of 3 years.

Anticipated Enrollment 412

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	8,329,893	Withdrawal from Capital Reserve Withdrawal from Emergency Reserve	50,000 76,488
Capital Outlay	141,131	Local Tax Levy-General	6,990,599
		Miscellaneous Revenue Transfer Other Funds	5,900 30,000
		Tuition	18,000
		State Aid	1,300,037
Total Operating Budget	8,471,024	Total Operating Budget	8,471,024
Special Revenue Fund	136,650	Special Revenue Fund	136,650
		Trf From Cap Reserve	50,000
		Debt Fund Balance	135,300

		Debt Service Aid	341,188
		Local Tax Levy-Debt	314,222
Repayment of Debt	840,710	Total Debt Fund	840,710
Total Expenditures	9,448,384	Total Revenue	9,448,384

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2018-19 tentative budget includes a maximum travel appropriation of \$25,000  
The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2018-19 proposed budget is a maximum regular business travel amount of \$1000 per employee (total travel not to exceed \$1500 per employee)

#### **D. ACES Resolution for a 5 Year Renewal**

##### **RESOLUTION 2017-2018: 123**

##### **APPROVE ACES RESOLUTION**

Lorraine Linfante moved, seconded by Carl Sabatino to approve the ACES Resolution as listed below.

A RESOLUTION BINDING THE CLINTON GLEN GARDNER BOARD OF EDUCATION  
TO PURCHASE NATURAL GAS SERVICES  
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid  
Cooperative Pricing System ID#E8801-ACESCPS

##### RESOLUTION NUMBER 123

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the CLINTON GLEN GARDNER BOARD OF EDUCATION is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for

its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the

Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

#### CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution Number 123 adopted by CLINTON GLEN GARDNER BOARD OF EDUCATION at its meeting on March 20, 2018

BY: Lisa Craft, Business Administrator  
Name and Title

ATTESTED BY: Christina Muench, Admin asst.  
Name and Title

On Behalf of: CLINTON GLEN GARDNER BOARD OF EDUCATION  
County of WARREN, State of New Jersey

#### Monthly Minutes and Financial Approval

##### **RESOLUTION 2017-2018: 124 APPROVE MINUTES & FINANCIAL REPORTS**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports items 1-5. Motion carried unanimously with all “ayes”.

1. Approval of Board of Education Minutes from the February 21, 2018 Work Session, February 27, 2018 Business Session. **(Attachment #5A, 5B)**
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 2017-2018 school year.

**(Attachment #6A, 6B)**

January, 2018                      \$2,470,686.47

3. Approval of the Bill List in the specified amounts **(Attachment #7)**
  - a. General Account: \$ 540778.69
  - b. Cafeteria Account: \$
4. Checking Account Balances – January, 2018
  - a. Student Activities: \$ 56,522.73
  - b. Cafeteria: \$ 9,419.43
  - c. Payroll Agency: \$ 18,802.93
  - d. Unemployment: \$ 59,218.38
5. Transfers in the amount of \$none and budget adjustments in the amount of \$208,654.35 for January, 2018 and \$48,090.32 February, 2018. **(Attachment #8A, 8B)**

**Correspondences:**

Thank you letter to Board from Lisa Craft for farewell gathering and gift  
 Thank you letter for George Street Playhouse 6th Grade Artist in Residence  
 Will be requesting straw poll on Speech Teacher

**NEW BUSINESS:**

**RESOLUTION 2017-2018: 125**

**ADJUST 17/18 SCHOOL CALENDAR**

Carl Sabatino moved, seconded by Lorraine Linfante to approve adjusting the 2017-18 school calendar to reflect 180 days of student contact if 3/21/18 closure. If closure is necessary on 3/22/18, school will be in session on 4/6/18 for students with an early dismissal schedule and a staff development day. Motion carried unanimously with all “ayes” by roll call vote.

**Old Business**

Dear Parents

Board Liaison Reports:

Board Goal Discussion 2017-2018

- **To support the CPS mission and 2017-2018 strategic district goals via policy, budget, and guidance in the governance of programs and personnel.**
- **Represent and advocate for the district by building bridges with the community and surrounding cluster districts.**

- **Enrich the strategic plan through ongoing board education on educational trends and by acting as liaisons to district, county, and state organizations supportive of education.**

District Goals 2017-18

- **Create optimal learning environments that are supportive of service learning and celebratory of our school environment.**
- **Increase service learning opportunities for students to enrich learning**
- **Convert classrooms and hallways into workshops for learning.**
- **Reinvent additional outdoor spaces to inspire creativity and curiosity.**
- **Expand elective and cycle options on special Interest topics to better stimulate student interests in cross-curricular and cross-grade level opportunities.**

**PUBLIC COMMENT:** None

**ADJOURNMENT**

**RESOLUTION 2017-2018: 126**

**ADJOURNMENT**

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn the Board Meeting at 7:30 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

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Lisa Craft  
Business Administrator

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Brendan McIsaac  
President