

**Clinton-Glen Gardner Board of Education**  
March 14, 2018  
CPS Library/Media Center 7:00pm

**WORK SESSION AGENDA**  
**Action will not be taken**

**The purpose of the Work Session Meeting is to review the agenda for action to be taken at the Regular Business Session of March 20 2018. The action items were reviewed and the following discussions took place.**

**1. Call to Order**

Meeting called to order at 7pm by Brendan McIsaac

**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:**

**Present: Brendan McIsaac, Carl Sabatino, Lorraine Linfante**

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

**Absent: Craig Sowell, Charles Sampson**

**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 (Attachment #3)**

**Motion:** To accept the aforementioned monthly school data report, items 4A-E.

**5. Superintendent/Principal's Report**

Student Walk-out report

Spring Musical

**A. Student Representative Report** None

**B. Clinton Education Association Report** None

**C. Assistant Principal- Curriculum Coordinator Report** None

**D. Special Services Report** None

**E. Gianforcaro Architect Vestibule** Anthony and Matthew Gianforcaro, Architects of Record, reviewed proposed vestibule project with Board. Timeline discussed of April Bid Opening and Summer 2018 construction.

**6. Public Comment** – Parent comments heard on Door Safety

**7. Personnel**

**Staff Appointments 2017-2018**

**A. Hunterdon County Poly Tech**

**RESOLUTION 2017-2018: 113**

**INTERSHIP APPROVAL**

Lorraine Linfante moved, seconded by Carl Sabatino to approve Heather Kelly, a senior at Hunterdon County Polytech Teacher Academy, for an internship with Mrs. Schorr, Spring 2018. Motion carried unanimously with all “ayes”.

**8. Curriculum, Instruction, Assessment, & Technology**

**A. Professional Development**

<i>Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:</i>						
<b>Program Name</b>	<b>Date</b>	<b># Employees</b>	<b># BOE</b>	<b>Event Cost</b>	<b>Substitute Pay</b>	<b>Total Cost</b>
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

**B. Field Trips**

**RESOLUTION 2017-2018: 114**

**APPROVE FIELD TRIPS**

Charles Sampson moved, seconded by Lorraine Linfante, to approve the following requests for field trips. Motion carried unanimously with all “ayes” by roll call vote.

Date	Grade	Destination	Cost per student
May	8th Grade	Camp Speers Eljibar	TBD
May	Junior Solar Sprints	Kingwood School	TBD
June	3rd Grade	Red Mill	\$11.50
May	Track and Field 7th/8th	North Hunterdon High School	TBD
May	2nd Grade	Grow-a-Row - Pittstown	\$3.75
May	5th Grade	YMCA Camp Bernie	TBD
May	6th Grade	Princeton University Art Museum	TBD
April	7th Grade	NYC - Holocaust Museum	TBD
March	8th Grade	Princeton University	0

## 9. Policy and Regulations

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

Policy #	Title	Action	Att. #
<b>P 3437 &amp; P 4437</b>	<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.	2nd Reading	<b>4A 4B</b>
<b>P 5516.01</b>	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	2nd Reading	<b>4C</b>

	<p>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 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.</p>		
<b>R 7101</b>	<p><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:26-5.4 not 6A:25-5.4. “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.</p>	2nd Reading	<b>4D</b>
<b>P 7425</b>	<p><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.</p>	2nd Reading	<b>4E</b>
<b>P&amp;R 7440</b>	<p><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 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</p>	2nd Reading	<b>4F</b> <b>4G</b>

	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.		
<b>P&amp;R 7441</b>	<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 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.	2nd Reading	<b>4H 4I</b>
<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.	2nd Reading	<b>4J</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	2nd Reading	<b>4K 4L</b>

	<p>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.</p>		
<p><b>P 9242</b></p>	<p><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 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</p>	<p>2nd Reading</p>	<p><b>4M</b></p>

**10. General Information: Business Administrator’s Report**

**A. 2018-19 School Budget Preliminary Approval - DRAFT ONLY**

**Motion:** 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 transferred to Capital Outlay for the use of Safety Upgrades in the amount of \$75,000.

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 \$ \_\_\_\_\_ TBD \_\_\_\_\_ Health Care Adjustment to be banked for a maximum of 3 years.

Anticipated Enrollment 445

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	8,266,467	Withdrawal from Capital & Emergency Reserves	125,000
Capital Outlay	<u>139,643</u>	Local Tax Levy-General	<u>6,990,603</u>
		Misc Revenue	<u>29,800</u>
		Tuition	<u>18,000</u>
		State Aid	<u>1,242,707</u>
		Total Operating Budget	<u>8,406,110</u>
Total Operating Budget	<u>8,406,110</u>	Special Revenue Fund	<u>133,222</u>
Special Revenue Fund	<u>133,222</u>	Trf From Cap Project	<u>50,000</u>
		Debt Reserve	<u>135,300</u>
		Debt Service Aid	<u>339,114</u>
		Local Tax Levy-Debt	<u>311,324</u>
Repayment of Debt	<u>835,738</u>	Total Debt Fund	<u>835,738</u>
Total Expenditures	<u>9,375,070</u>	Total Revenue	<u>9,375,070</u>

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 2017-18 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 2017-18 proposed budget is a maximum regular business travel amount of \$1000 per employee (total travel not to exceed \$1500 per employee)

## B. 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 February 21, 2018 Business 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 **Treasurer Report Forthcoming**

3. Approval of the Bill List in the specified amounts **Forthcoming (Attachment #7)**

a. General Account: \$

b. Cafeteria Account: \$

4. Checking Account Balances – January, 2018

a. Student Activities: \$ 56,522.73

b. Cafeteria: \$ 9,419.43

c. Payroll Agency: \$ **Forthcoming**

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**)

## 11. Correspondences

## 12. New Business

A. 2018-2019 School Calendar (**Attachment #9**)

**Motion:** To approve 2018-2019 School Calendar

## 13. Old Business

A. Dear Parents

B. Board Liaison Reports – Relationship building w/ community activities  
Art Installations

C. 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.**

E. 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.**

**14. Public Comment** None

**15. Executive Session** – Lisa Craft left before Executive session

**RESOLUTION 2017-2018: 115**

**EXECUTIVE SESSION**

Craig Sowell moved, seconded by Lorraine Linfante, to adjourn to Executive Session at 8:24p.m.in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Confidential Student Matters. 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”.

**16. Adjournment**

**RESOLUTION 2017-2018: 116**

**ADJOURNMENT**

Carl Sabatino moved, seconded by Lorraine Linfante to adjourn the Board Meeting at 8:00p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

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Lisa Craft  
Business Administrator

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Brendan McIsaac  
President