

Clinton-Glen Gardner Board of Education

February 21, 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 February 27, 2018. The action items were reviewed and the following discussions took place.

1. Call to Order

Meeting called to order at 7pm by Brendan Mclsaac

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

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

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 & TB Testing (**Attachment #2A, 2B**)
- 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

Classroom close-up program
QSAAC Update
Custodial procedures with Flu prevalence
School Security MOA Agreement
Discussion over Class III Officers

Emergency Reserve Use for Safety
 PARCC Update
 Mrs Cray OT Specialist Kindergarten Program Anxiety

A. Student Representative Report

B. Clinton Education Association Report

C. Assistant Principal- Curriculum Coordinator Report

D. Special Services Report

6. Public Comment

7. Personnel

A. Staff Appointments 2017-2018

Motion: To approve the following staff member for the listed position for the 2017-2018 school year:

Position	Name	Rate/Salary	Effective Date	Att.
Substitute Teacher	Ruth Arce	\$85.00 per diem	pending completed paperwork	

B. Co-Curricular

Motion: To accept the following staff Co-Curricular activity for the 2017-2018 school year:

Position	Name	Effective Date	Stipend
Grade 3 Musical Assistant Director	Pamela Lorenson	2017-2018	\$947

C. Centenary University Observation

Motion: To approve Allison Manly to complete 10 hours of classroom observation.

D. Maternity Leave of Absence

Motion: To approve a Maternity Leave of Absence and Federal Family Leave for listed staff:

Position	Name	Effective	Att.
Speech Teacher (PCN91)	Amanda Thomas	May, 2018	#4

E. Increment Approval

Motion: To approve the following staff member for a Salary Increment for the 2017-2018 school year:				
Position	Name	Rate/Salary	Effective Date	Att.
Foundations Teacher (PCN6)	Allyson Kubik	Step 3 Masters (\$57,430) to Masters +15 (\$57,855)	Retroactive to February 1, 2018	#5

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:						
Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Wilson Reading System	03/21 - 03/23	Deb Nolan		\$825.00 +mileage	\$255.00	\$1,080.00 +mileage
NJ Schools Building and Grounds Expo 2018	03/11,03/12,03/13,03/14	Rick Trimmer		\$260.00 +351.00 lodging +mileage	\$0.00	\$611.00 +mileage

B. Field Trips

Motion: To approve the following requests for field trips as listed:			
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

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. #
P 3437 & P 4437	Military Leave 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	1st Reading	6A 6B

	<p>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 under such temporary appointment for 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 5516.01	<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 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>	1st Reading	6C
R 7101	<p>Educational Adequacy of Capital Projects (Revised) 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>	1st Reading	6D
P 7425	<p>Lead Testing of Water in Schools N.J.A.C. 6A:26-12.4 – Safe Drinking Water requires lead testing of water in schools. New</p>	1st Reading	6E

	<p>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>		
P&R 7440	<p>School District Security 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 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>	1st Reading	6F 6G
P&R 7441	<p>Electronic Surveillance in School Buildings and on School Grounds 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</p>	1st Reading	6H 6I

	<p>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.</p>		
P8507	<p>Breakfast Offer Versus Serve (OVS) 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.</p>	1st Reading	6J
P&R 8630	<p>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.</p>	1st Reading	6K 6L
P 9242	<p>Use of Electronic Signatures (New) 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>	1st Reading	6M

10. General Information: Business Administrator's Report

Budget Timeline
 Facility Budget 2018-19
 LRFP-Capital Reserve
 POS System

A. 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 January 3, 2018 Reorganization Meeting, January 18, 2018 Business Session, January 30, 2018 Business Session. **(Attachment #7A, 7B, 7C)**

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 #8A, 8B)

December, 2017	\$ 2,447,720.11
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3. Approval of the Bill List in the specified amounts **(Attachment #9)**
 - a. General Account: \$ 804,157.06
 - b. Cafeteria Account: \$ 8,289.84

4. Checking Account Balances – December, 2017
 - a. Student Activities: \$ 57,869.17
 - b. Cafeteria: \$ 318.30
 - c. Payroll Agency: \$ 28,671.53
 - d. Unemployment: \$ 59,218.38

5. Transfers in the amount of **\$Forthcoming** for January, 2018, and budget adjustments in the amount of \$0. **(Attachment #10 Forthcoming)**

11. Correspondences

- A. Food Service Fix Price Contact Response (**Attachment #11**)
- B. SEMI Waiver Approval (**Attachment #12**)

12. New Business

Motion: To approve with gratitude the following donations for the eighth grade trip:

- Richard Reiner \$250
- Tranquili Financial \$250
- Town of Clinton Rec \$100
- Apartments Seldon Scene \$500
- Tranquili Financial \$200

13. Old Business

- A. 2018-2019 Budget- Facility See Business Administrators report
- B. Dear Parents None
- C. Board Liaison Reports – Brendon McIsaac reported on 2nd Strategic Planning meeting
- D. 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**
- 15. **Executive Session- NONE**
- 16. **Adjournment**

RESOLUTION 2017-2018: 99

ADJOURNMENT

Carl Sabatino moved, seconded by Lorraine Linfante to adjourn the Board Meeting at 8:10p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Lisa Craft
Business Administrator

Brendan McIsaac
President