

Clinton-Glen Gardner Board of Education
October 17, 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.

Adopted 3/2016

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.

ROLL CALL: Present: Brendan McIsaac, Lorraine Linfante, Carl Sabatino, Craig Sowell
(Craig Sowell arrived at 7:02)

Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary

Monthly School Data:

- A. Enrollment Data Report 432 (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)**

RESOLUTION 2018-2019: 54

ACCEPT SCHOOL DATA REPORTS

Lorraine Linfante moved, seconded by Craig Sowell to accept the aforementioned monthly school data reports. Motion carried unanimously with all "ayes".

SUPERINTENDENT/PRINCIPAL REPORT:

Few new students with IEP moving in that will impact our 18-19 approved budget. It will be necessary to review all options for managing the potential costs associated with the special students.

As part of Jenine's post doctorate degree, she will be analyzing a Facility Efficiency for Enrollment to see how best the current space is being utilized for the current school plan.

Mold mediation has been completed.

The schedule is to test again in May when the weather turns warmer as part of the proactive game plan for managing the mold exposure.

Enlisted our architect to draw up plan for installing permanent wall between 2 sets of classrooms to control possible situation with flexible partition arrangement in classrooms that would increase mold exposure.

Dr. Cohen noted that the route for Halloween parade and updates have been distributed to parents. If not previously arranged with the staff, parents will not be allowed in the building.

Parents and teachers conference will be starting the afternoon of 10/31/18.

LINKIT assessment – Language and math assessment tool is currently being tested. The goal is to have the result from the testing to be entered into the student data locker to use for assessment.

Student Representative Report

Clinton Education Association Report:

1st grade: Now that classroom rules and routines have been established our Social Studies time has been dedicated to fire safety, community and community helpers

2nd grade: We are eagerly anticipating The Great Pumpkin Race which will be held on Friday, Oct. 26th at 12:30 downtown on the old trestle bridge on Main Street. It's such a great opportunity to involve the community. The rescue squad will be releasing the pumpkins, town council and Mayor Kovach will be attending. We will also be traveling to Grow a Row in Hope, NJ this month

3rd grade: Third grade is working hard on publishing their first narrative of the year. Students have been working on using their storyteller's voices in order to show, not tell! They have also been working on adding exciting leads to catch their reader's attention.

4th grade: In keeping with our theme of community, the 4th grade classes recently visited the Hunterdon Art Museum.

6th grade ELA: walked to the Hunterdon Art Museum. They enjoyed the Lace Not Lace exhibit and wrote an Art analysis on their favorite piece

7th graders are getting excited for their 1st Project Lit bookclub on Friday, October 26th and we invite all to attend!!!

Jessica Kolodziej and Lisa Morra are working on Unified Sports again this year. We are expanding into the younger grades (preK -2nd) by adding the young athletes program.

For Health/PE: On the beautiful morning of October 5, nearly 300 CPS students, teachers, parents and community friends enjoyed walking to school together. As goHunterdon's Safe Routes to School theme this fall was "Be Part of a Winning Team, Walk to School!", many

walkers wore their favorite team's jersey, hat and/or colors. The CPS Walk to School Day team of staff members is looking forward to organizing another walk in the spring. With the help of Ryan Fisher, goHunterdon's Pedestrian and Bicycle Safety Coordinator, we hope to include a safe route for those students who want to ride their bikes to school that day.

Music Stop in front of The Towne Restaurant during our annual Halloween Parade to listen to the band play Fright Night, a medley of songs including Jaws, Addams Family, Night on Bald Mountain, and Thriller! Please save the date for the annual Winter Concert on Tuesday, December 18 at 7:00pm in the gym

Week of Respect: Last week all of our CPS students participated in a variety of activities to recognize our Week of Respect.

Sing & Sign Language: the younger students in grades K through 2 have learned to sign the seasons of the year along with signs for events that occur within each season. Older students in grades 3 and 4 have learned the signs for family members along with fingerspelling the alphabet. They then have been testing each other by signing names. (Mrs. Buniva, Mrs. Burton, Ms. Rooney)

Media Center/MakerSpace - The tinkercad elective students have really come a long way in their 3D printing designs. They will be creating some signage for the media center book genres and custom hooks along with other creative ideas as well.

Speech Department: Voluntary kindergarten speech and language screenings have been underway this month. We had an 89% participation rate this year. All screenings will be finished by the end of this week.

BASF grant - \$5000 received for artist in residence, laser cutter comes with the grant (elaboration needed if to include write up)

RVCC – arts academy – Involvement by CPS/Readington/Union – participate in the winter concert at the RVCC – connect between local schools and RVCC

Assistant Principal- Curriculum Coordinator Report

Special Services Report

Public Comment NONE

PERSONNEL REPORT:

RESOLUTION 2018-2019: 55

APPROVE SUBSTITUTE TEACHER

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following staff for the listed positions for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

Substitute Teacher

Position	Name	Rate	Effective Date	Att.
Substitute	Meghan Moore	\$85.00 per diem	10/17/18 Pending completed paperwork	

RESOLUTION 2018-2019: 56**APPROVE CHEERLEADING VOLUNTEERS**

Craig Sowell moved, seconded by Carl Sabatino to approve the following cheerleading volunteers for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

Position	Name	Rate	Effective Date	Att.
Volunteer	Kelly Cradace & Lauren Humphries	NA	10/18/2018	NA

RESOLUTION 2018-2019: 57**APPROVE SPEECH OBSERVATION**

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following college student for speech observation. Motion carried unanimously with all “ayes”.

Position	Name	Rate	Effective Date	Att.
Volunteer	Mary Kate Bulger	NA	10/18/2018	NA

CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY**PROFESSIONAL DEVELOPMENT****RESOLUTION 2018-2019: 58****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 NJAC 18A: 11-12: Motion carried unanimously with all “ayes”.

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
Accounting and Audit checkup NJASBO	January 15, 2019	Christina Muench	100.00	n/a	100.00

Purchasing NJASBO	March 21, 2019	Christina Muench	100.00	n/a	100.00
Getting Ready for Audit NJASBO	April 11, 2019	Christina Muench	100.00	n/a	100.00
Admin Assistant Program NJASBO	May 9, 2019	Christina Muench	100.00	n/a	100.00
ESSA & Submission of AudSum NJASBO	Oct 30, 2018	Bernadette Wang	100.00	n/a	100.00
Capital Projects Start to Finish NJASBO	Dec 4, 2018	Bernadette Wang	100.00	n/a	100.00
Steps & Reqs on Lease Purchasing NJASBO	Dec 11, 2018	Bernadette Wang	50.00	n/a	50.00
Accounting and Audit checkup NJASBO	Jan 17, 2019	Bernadette Wang	100.00	n/a	100.00
Reveiw of 1st Download of Budget NJASBO	Jan 30, 2019	Bernadette Wang	50.00	n/a	50.00
Legislative & Legal Update & Purchasing NJASBO	March 27, 2019	Bernadette Wang	50.00	n/a	50.00
Preparing for Audit NJASBO	May 14, 2019	Bernadette Wang	50.00	n/a	50.00
New Jersey Science Convention	October 23, 2018	Stacy Viotto	\$175.00 +mileage	\$85.00	\$260.00 +mileage
NGSS PD Workshop @ RVCC	Nov 14, 2018	Dejesus, Hedden, Rudd	\$125 each + mileage	\$85.00 each	\$600

FIELD TRIPS**RESOLUTION 2018-2019: 59****APPROVE FIELD TRIPS**

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following requests for field trips. Motion carried unanimously with all “ayes”.

Date	Grade	Destination	Cost per student
November	5th/6th/7th Elective	Martin Guitar Factory	\$11.50
October	2	Downtown Clinton	\$0.00

RESOLUTION 2018-2019: 60**SUSPEND BYLAWS AND APPROVE POLICY**

Lorraine Linfante moved, seconded by Carl to suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512 – Harassment, Intimidation, and Bullying with one reading to have this Policy effective for October 17, 2018. Motion carried unanimously with all “ayes”.

RESOLUTION 2018-2019: 61**APPROVE POLICIES**

Lorraine Linfante moved, seconded by Carl: 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 1613	Disclosure and Review of Applicant’s Employment History (New)(M) In accordance with the provisions of N.J.S.A. 18A:6-7.6 et seq. effective June 1, 2018 a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any persons serving in a position which involves regular contact with students without a current and prior employment history review for past child abuse or sexual misconduct to be consented to by the applicant, disclosed by a former employer, and reviewed by the school district, charter school, or nonpublic school (hiring entity) considering the applicant for employment.		4A,B
P 5512	Harassment, Intimidation, and Bullying (HIB) (M) (Revised) The New Jersey State Board of Education (NJDOE) approved revisions to the Harassment, Intimidation, and Bullying (HIB) administrative code, N.J.A.C. 6A:16-7.7, on November 1, 2017. The code revisions appear minor, but some of the revisions are complicated in their implementation.		4C
R 5512	Harassment, Intimidation, or Bullying Investigation Procedure (M) (Abolished)		

P & R 5561	<p>Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)</p> <p>P.L. 2017, Chapter 291, N.J.S.A. 18A:46-13.4 through 13.7, concerning the use of restraint and seclusion techniques on students with disabilities was approved on January 2018. Strauss Esmay provided updated Policy and Regulation Guides 5561 in Policy Alert 215 in April 2018 because the new law was effective immediately. Our office informed school districts these Guides would need to be revised when the New Jersey Department of Education (NJDOE) published guidelines as required in the law. This Guidance was provided by the NJDOE on July 10, 2018.</p>		4D,E
P 8561	<p>Procurement Procedures for School Nutrition Programs (Revised)</p> <p>The New Jersey Department of Agriculture (NJDA) is currently conducting audits of school districts to verify compliance with the new Federal regulations regarding procurement procedures for the United States Department of Agriculture (USDA) School Nutrition Program. Strauss Esmay Associates worked with the first school district in the State audited under these new requirements and the NJDA to develop Policy Guide 8561 to ensure compliance with the USDA's new regulations. The new Policy Guide 8561 was provided to school districts in Alert 215 in April 2018. However, Strauss Esmay Associates was recently notified by the NJDA the following statement on page one of Policy 8561 needed to be removed, <i>"FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract."</i> This revision was recommended to Strauss Esmay by the NJDA and explained in an NJDA Memorandum titled <u>Clarification about School Food Authority (SFA) Monitoring Responsibilities when Contracting with a Food Services Management Company (FSMC)</u> dated July 5, 2018 addressed to School Business Administrators, Charter School Leads, Non-Public School Administrators, and Food Service Directors</p>		4F

General Information:

Business Administrator's Report

RESOLUTION 2018-2019: 62 AUTHORIZE USE OF MAINT RESERVE FUNDS

Lorraine Linfante moved, seconded by Carl Sabatino to authorize the withdraw from existing Maintenance Reserve account balance of \$12,500 for mold remediation and HVAC cleaning of the four classroom payable to Aspen Inc. (**Attachment #5**)

RESOLUTION 2018-2019: 63 APPROVE MONTHLY MINUTES & FINANCIALS

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”.

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

1. Approval of Board of Education Minutes from the September 25, 2018 Business Sessions. (**Attachment #6**)
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 2018-2019 school year.

(Attachment #7)

August, 2018	\$1,665,115.36
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3. Approval of the Bill List in the specified amounts (**Attachment #8**)
 - a. General Account: \$ 530,232.50
 - b. Cafeteria Account: \$ 0
4. Checking Account Balances – August, 2018
 - a. Student Activities \$ 61,914.43
 - b. Cafeteria: \$ 5,806.01
 - c. Payroll Agency: \$ 26,635.84
 - d. Unemployment: \$ 59,218.38
5. Transfers in the amount of \$0 for September, 2018. (**Attachment #9**)

Correspondence –

letter shared with the Board from Mr. Roger Jinks, interim executive county superintendent that came and visited school

Mary Melfi correspondence regarding the write in on the ballot – corrective action will be in place

New Business

Looking at the new construction affordable housing to see the impact.

Out of District – start internal program to attract other students to boost revenue

Swim program at the Hills House

Hampton 7-8 grader is going to Lebanon Township smaller districts are really feeling the downturn of attendance

The school works hard to continue keeping with the program, quality of teacher and unique learning opportunity to attract and maintain the attendance

County liaison round table is coming up

Brendan McIsaac and Lorraine Linfante attending Board convention

Old Business

A. Dear Parents

B. Board Liaison Reports

Board Goals 2018- To support the CPS mission and 2018-2019 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 and engaging in appropriate DOE and legislative processes.

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 for 2018-2019 – Community theme

Ensure that all curricula provide opportunities for students to create and explore using inquiry based and project based learning.

Increase teacher use of community and other outside resources to enrich learning opportunities for students.

Utilize community resources to build and recreate spaces that will enrich school wide resources for learning opportunities.

Reinvent courtyard spaces as natural environments for learning.

Institute an enrichment/remediation program that improves academic skills through interesting topics, such as sharpening math skills through architecture. *(Note: Dr Cohen will work with Staff on this, could include summer program with a 2 year goal, still in works)*

Provide personalized enrichment such as mentorships or on-line learning opportunities. *(Note: works well with World Language)*

PUBLIC COMMENT: Clinton Town council member Meghan – appreciative thank you to Dr. Cohen for looking into the growth of the school for the upcoming years so there's a better sense of the numbers.

RESOLUTION 2018-2019: 64

ADJOURNMENT

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn the Board Meeting at 8:02 p.m.
Motion carried unanimously with all “ayes”.

Respectfully submitted,

Bernadette Wang
Business Administrator

Brendan McIsaac
President