

Clinton-Glen Gardner Board of Education

July 25, 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: Lorraine Linfante, Brendan McIsaac, Craig Sowell
Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary
Absent: Charles Sampson, Carl Sabatino

Monthly School Data:

- A. Enrollment Data Report (**Attachment #1**)
425 total count as of present/38 for Kindergarten
Swing into Kindergarten was a success with 13 students in attendance
- 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: 1**ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL REPORT:**Student Representative Report: None****Clinton Education Association (CEA) Report: None****Assistant Principal/Curriculum Coordinator's Report:****Special Services Report:**

Seth Cohen reported on Princeton Arts Integration and shared an art board created.

Both Dr Cohen and Denise Grimm went to a Data Management workshop which covered the ability to predict a student's future educational needs based on PARCC and benchmark data. This will allow starting each year with fingertip profiles helping both the staff and parents to best assist students' needs. Craig Sowell inquired regarding backup on data quality, wanting to be sure there is support to ensure there is minimum taint to the statistics. Dr Cohen explained the process of what will be examined against the guidelines that are set for the school and the PARCC testing for comparison purposes.

Strategic planning goals are in the works, will be working on the details in preparation to present at the August board meeting

PUBLIC COMMENT: None

PERSONNEL REPORT:

RESOLUTION 2018-2019: 2

APPROVE PRESCHOOL TEACHER

A. Elementary Special Education Preschool Teacher

Craig Sowell moved, seconded by Lorraine Linfante to approve Kristin Pignio as Elementary Special Education Preschool Teacher. Motion carried unanimously with all "ayes".

Position	Name	Rate/Salary	Att.
Preschool (PCN003)	Kristin Pignio	Step 5 BA + 15 \$56,720	#4A

RESOLUTION 2018-2019: 3

APPROVE GUIDE MOVEMENT-L.MORRA

Craig Sowell moved, seconded by Lorraine Linfante to approve Lisa Morra salary increase for guide movement. Motion carried unanimously with all "ayes".

B. Salary Increase for Guide Movement

Position	Name	New Rate/Salary
School Social Worker	Lisa Morra	Step 14 MA + 30 \$71,690

RESOLUTION 2018-2019: 4 ACCEPT STAFF FOR CURRICULUM WRITING &

REPORT CARD REVISIONS

Craig Sowell moved, seconded by Lorraine Linfante to approve the following staff members for 2018-2019 curriculum writing and report card revisions. Motion carried unanimously with all “ayes”.

C. Curriculum Writing

Position	Name	Rate/Salary
3 Math Curriculum	Hailey McGavisk	\$41 per hour (5 hours)
7-8 Math Curriculum	Joe Harris	\$41 per hour (10 hours)

RESOLUTION 2018-2019: 5 APPROVE STAFF DATA FORMATTING/INPUT

Craig Sowell moved, seconded by Lorraine Linfante to approve the following staff member to coordinate k-8 student performance data formatting and input during August 2018 NTE 15 hours. Motion carried unanimously with all “ayes”.

C 2. Student Data (addendum)

Name	Rate/Salary
Denise Grimm	\$41 per hour (NTE 15 Hours)

RESOLUTION 2018-2019: 6 APPROVE STAFF RESIGNATION-K GURSY

Craig Sowell moved, seconded by Lorraine Linfante to approve the following staff resignations:. Motion carried unanimously with all “ayes”.

D. Staff Resignations

Position	Name	Effective Date	Att.
Spanish K-8	Kari Gursky	7-1-2018	#4B

Dr Cohen offered the current situation with the vacancy for the Spanish teacher opening for the 18-19 school year. The use of Rosetta Stone software last year during the maternity leave received positive feedback. Proposing the choice of offering 4 possible different languages (French, German, Latin, Spanish) to align the language program to how the high school operates and this would help transition them into the high school track. The high school is willing to send the teachers in person and/or virtually for the different languages to communicate and check in with the grade 5-8 CPS students. Matters of discussion included communicating concepts to

parents, and how the offerings may affect those students who will not attend Voorhees/North Hunterdon High School.

K-4 will be integrating sign language intertwined with the music teacher. Sign Language qualified as a language and may be the best proposal for the K-4 classes. Dr. Cohen will explore the mix of staff and program and report back to Board.

RESOLUTION 2018-2019: 7 APPROVE MATH LEAVE REPLACEMENT TEACHER
Craig Sowell moved, seconded by Lorraine Linfante to approve Heather Hill as Middle School Math leave replacement Teacher. Motion carried unanimously with all “ayes”.

E. Middle School Math Leave Replacement

Position	Name	Effective Date	Att.
Math 5-8	Heather Hill	8-28-2018	#4C

RESOLUTION 2018-2019: 8 APPROVE COCURRICULAR POSITIONS
Craig Sowell moved, seconded by Lorraine Linfante to approve the following staff members for the 2018-2019 co-curricular positions. Motion carried unanimously with all “ayes”.

F. Co-Curricular

Position	Name	Rate/Salary
I&RS	Angela McVerry	\$976
Home Basketball Supervision	Debbie Herold	\$69
Aim High	Karen Brownell	per negotiated agreement
Volleyball	TBD	

CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY

Professional Development

RESOLUTION 2018-2019: 9 APPROVE PROFESSIONAL DEVELOPMENT

Lorraine Linfante moved, seconded by Craig Sowell to approve the following staff 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	# BOE	Event Cost	Substitute Pay	Total Cost
4th Annual Data Forward Summer Institute Strategic Planning, Training, and Collaboration	7/16 - 7/17/18	Seth Cohen Denise Grimm		\$400.00 +mileage	\$0.00	\$400.00 +mileage
Educational Leaders as Scholars: Using Art Integration to Enhance NJ's Learning Standards	7/16 - 7/18/18	Tonya Lunger Maria Buniva Suzanne Lauricella Amy Brenner		\$75 each +mileage	\$0.00	\$300.00 +mileage
Autism Conference	10/18 - 10/19-18	Carolyn Schorr Ally Kubik		\$500.00 each +mileage	\$170.00	\$1,170.00 +mileage
NJ School Counselor Conference	10/11 - 10/12/18	Angela McVerry		\$134.00 +mileage	\$0.00	\$134.00 +mileage
Demystifying Dyslexia	9/21/2018	Karen Brownell Alex Jordan Denise Rella Judy Liptak Jenine Kastner		\$235.00 +mileage	\$340.00	\$1,515.00 +mileage
NJMEA Summer Workshop	08/07/18	Melissa Burton Stephanie Evans		\$160.00 each +mileage	\$0.00	\$320.00 +mileage

RESOLUTION 2018-2019: 10**APPROVE POLICIES**

Craig Sowell moved, seconded by Lorraine Linfante to approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached): Motion carried unanimously with all "ayes".

Policy #	Title	Action	Att. #
P1613 R1613	<p>Disclosure and Review of Applicant’s Employment History (M) NEW</p> <p>N.J.S.A. 18A:6-7.6 et seq. - “Pass the Trash” requires a Policy Guide and an extensive Regulation Guide. The law requires applicants for certain positions in school districts, charter schools, and non-public schools to authorize the release of employment history from current and/or former employers regarding any issue of child abuse and sexual misconduct of the applicant. On June 25, 2018 the NJDOE published guidance on the new law to include a FAQ and recommended forms. Strauss Esmay developed a new Policy and Regulation Guide 1613 – Disclosure and Review of Applicant’s Employment History consistent with the new law and the NJDOE Guidance.</p>	1st Reading	#5A #5B
P1550 R1550	<p>Equal Employment/Anti-Discrimination Practices (M) (Revised)</p> <p>A recent audit of a school district conducted by the United States Department of Education - Office of Civil Rights (OCR) resulted in a recommendation that Regulation Guide 1550 be revised. OCR recommended revisions to the affirmative action complaint procedure to include: a provision for a Complainant to report to a person other than their immediate supervisor during the initial step of the grievance procedure if the immediate supervisor is potentially conflicted or not available; a provision that provides a substitute for the Affirmative Action Officer (AAO) if the AAO is conflicted; a reduction in the time period for resolution of a matter between the Complainant and the immediate supervisor; specific language requiring Affirmative Action training; and a revised title. The only revisions in the Policy Guide are a title change and the addition of a statement regarding minority businesses, women’s business enterprises, and labor surplus area firms. The OCR’s recommendations on the complaint procedure have been incorporated into the updated Regulation Guide 1550, which is a mandated Regulation.</p>	2nd Reading	#5C #5D

Policy #	Title	Action	Att. #
<p>P2431 R2431.2</p>	<p>Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised) School districts received a January 30, 2018 Memorandum from the New Jersey Department of Education (NJDOE) requiring that, in accordance with N.J.S.A. 18A:40-41.10, public school districts, approved private schools for students with disabilities (APSSDs), and nonpublic schools participating in interscholastic athletic sports programs must distribute a Commissioner of Education-developed <u>Opioid Use and Misuse Educational Fact Sheet</u> to all student-athletes and cheerleaders. Schools and districts must obtain a signed acknowledgment of receipt of the Fact Sheet from each student-athlete and cheerleader, and for students under age eighteen, the parent must also sign. The school or district shall annually distribute and collect a signed acknowledgement of the Fact Sheet prior to a student’s first official practice of each school year. Policy Guide 2431 has been revised to require the school or school district to distribute the Commissioner-developed sudden cardiac arrest pamphlet pursuant to N.J.S.A. 18A:40-41 (included in the current Regulation Guide 2431.2) and the Opioid Use and Misuse Educational Fact Sheet to students and parents as required by statute. Regulation Guide 2431.2 has been revised to include a new section (Section C.) addressing opioid use and misuse. The Regulation Guide had a Section addressing the distribution of the sudden cardiac arrest pamphlet, this Section has been revised and re-aligned as Section B. In addition, cheerleaders are considered student-athletes by the law, making cheerleading programs no longer optional in the Guides. These Policy and Regulation Guides are mandated.</p>	<p>2nd Reading</p>	<p>#5E #5F</p>
<p>R5350 P8462</p>	<p>Student Suicide Prevention (M) (Revised) The New Jersey Department of Education (NJDOE) released a Memorandum on June 27, 2017 with the subject line “School Staff Required to Report Youth Suicide Attempts or Completions”. This Memorandum requires school districts to report online attempted or completed youth suicides to the New Jersey Department of Children and Families (DCF). The Division of Mental Health and Addiction Services (DMHAS) was recently transferred from the Department of</p>	<p>2nd Reading</p>	<p>#5G #5H</p>

	<p>Human Services to the Department of Health and DMHAS recently informed Strauss Esmay that school districts are no longer required to report attempted or completed student suicides to DMHAS's office as per N.J.A.C. 6A:16-11.1(b) and N.J.S.A. 30:9A-24, and as required in Policy Guide 8462. Therefore, the only reporting requirement for a school district is to report to the DCF in accordance with the June 27, 2017 NJDOE Memorandum. This new reporting requirement to DCF has been incorporated into revised Policy and Regulation Guides 5350 and reporting an attempted or completed student suicide to the DMHAS has been removed from Policy 8462. The Regulation Guide 5350 has been rewritten and should replace the district's existing Regulation Guide 5350. The revisions and updates in the Policy and Regulation Guide include updated warning signs of suicide; an immediate preliminary assessment of the risk of suicide to be conducted by the Child Study Team or a Suicide Intervention Team; an immediate notification to parents; a requirement for the parent to arrange for medical and psychiatric services, if needed; and a medical clearance to be provided before a student determined to be at-risk returns to school. There is no statute or code that addresses these specific issues and a district may revise these provisions to meet local needs.</p>		
<p>P 5533</p>	<p>Student Smoking (M) (Revised) There have been many requests from school districts requesting policy guidance regarding students using an electronic smoking device during school, on school grounds, at school-sponsored events away from school, or on a school bus. Student use of an electronic smoking device presents several problems that have to be considered in developing policy guidance. N.J.S.A. 26:3D-58 prohibits smoking anywhere in school buildings or on school grounds. N.J.S.A. 26:3D-57 defines an "electronic smoking device" to be an electronic device to deliver nicotine or other substances to the person inhaling from the device and the law also defines "smoking" to include burning of, inhaling from, exhaling the smoke from, or the possession of a lighted tobacco product or any matter that can be smoked, or the inhaling or exhaling of smoke or vapor using an electronic smoking device. N.J.S.A. 2A:170-51.4 prohibits the sale of cigarettes, tobacco products, and electronic smoking devices to any person under the age of twenty-one years old. There is no law that explicitly prohibits possessing these items by a person under twenty-one years</p>	<p>2nd Reading</p>	<p>#51</p>

	old; however, since the law prohibits the sale of cigarettes, tobacco products, and electronic smoking devices to any person under the age of twenty-one years old, it is reasonable for a school district Policy to prohibit the possession of any of these items by students in school buildings, on school grounds, at school-sponsored events away from school, or on a school bus.		
P 5561 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 16, 2018. This new law requires revisions to Strauss Esmay's current Policy and Regulation Guides 5561. The new law includes several new definitions; only applies to students with disabilities; requires parent notification; requires a full written report for each incident of restraint; addresses the utilization of seclusion techniques; and requires the New Jersey Department of Education (NJDOE) to establish guidelines for a district to ensure a review process is in place to examine the use of such restraints or seclusion techniques. The Policy and Regulation Guides have been completely rewritten and align with the provisions of the new law and should replace the district's existing Policy and Regulation Guides 5561. The Policy and Regulation Guides have many similar provisions except the Regulation Guide - Section D lists intervention strategies and Section E.4.a. through e. lists additional requirements for the use of physical restraint. Provisions in these sections are not listed or required in the new law and may be revised by the district to meet local needs. Although this new law only addresses restraint and seclusion techniques on students with disabilities, it does not prohibit a school staff member from using force as is reasonable and necessary with any student for the reasons outlined in N.J.S.A. 18A:6-1 and Policy Guide 3217 – Use of Corporal Punishment. These Guides will be revised again when the NJDOE publishes guidelines as required in the new law. However, our office did not want to delay distribution of these Guides until the NJDOE guidelines are developed as the effective date of the new law was the date of approval, which was January 16, 2018. These Guides have been available on Strauss Esmay's website since early March. The requirements in this new law make the issue of restraint and seclusion of a student with a disability a mandated Policy and Regulation Guide.</p>	2nd Reading	#5J #5K

Dr Cohen shared that current practices are sufficient to deal with any related issues at the school.

General Information: Business Administrator's Report

RESOLUTION 2018-2019: 11 APPROVE TUITION/TRANSPORT FOR SPECIAL ED

Craig Sowell moved, seconded by Lorraine Linfante to approve tuition contract and related transportation cost for the following special education students during the 2018-19 school year with related services as required in their Individual Education Plans

A. Tuition and related transportation cost for Special Ed Student

ID#	School	Transportation	Est Tuition Cost	ESY
11424	High Bridge School	YES	\$41,737.75	Y

RESOLUTION 2018-2019: 12 APPROVE DEFFERING STATE AID

Craig Sowell moved, seconded by Lorraine Linfante to approve Deferring the State Aid from the revised State Budget Notification for the 2018-2019 as of July 13, 2018 in the amount of \$6,542 increase to be designated for use in the 2019-2020 school year

RESOLUTION 2018-2019: 13 APPROVE USE OF CAPITAL RESERVE

Craig Sowell moved, seconded by Lorraine Linfante to approve the use of Capital Reserve to replace the air conditioning unit for the All Purpose Room at the approximate cost of \$75,000.00.

RESOLUTION 2018-2019: 14 ACCEPT FEDERAL GRANTS 2019-19 SY

Craig Sowell moved, seconded by Lorraine Linfante accept the following Federal Grants for the 2018-19 school year:

D. Federal Grant Acceptance for 2018-19

Grant	Amount	Allocation
IDEA	\$5,490.00	Preschool
IDEA	\$118,242.00	Basic
ESEA	\$47,980.00	Title I

ESEA	Combined w/Title I	Title II
ESEA	\$1,912.00	Title III (Consortium)
Title I Salary Funded – Pam Lorenson		67%

Monthly Minutes and Financial Approval

RESOLUTION 2018-2019: 15 APPROVE MONTHLY MINUTES & FINANCIALS

Lorraine Linfante moved, seconded by Craig Sowell 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 May 22, 2018 Business and Executive Sessions. **(Attachment #6A, 6B)**

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 #7A, 7B)

May, 2018 \$ 1,110,614.77

3. Approval of the Bill List in the specified amounts **(Attachment #8)**

a. General Account: \$712,104.34

b. Cafeteria Account: \$ 39,198.94

4. Checking Account Balances – May, 2018

a. Student Activities \$ 72,779.64

b. Cafeteria: \$ 29,059.25

c. Payroll Agency: \$ 26,654.76

d. Unemployment: \$ 59,218.38

5. Transfers in the amount of \$215,804.90 for June, 2018. **(Attachment #9)**

11. Correspondence None

12. New Business

A. New Residential Construction – Increase of residency by 30% over the next 7-8 years as more affordable housing and regular housing will be constructed in the town. Projecting .3 student increase over the total 250 units, resulting in potential 100 student increase

B. State Funding

C. Graduation Debrief – Board discussed and agreed the diploma should be handed from Superintendent with a handshake from Board President and not the parents (past and present Board members) as the administration should have the honor as they are who elevated the students' experience at CPS.

D. Board Opening Board opening Discussion of Mr. Charles Sampson leaving the current Board. It is necessary for the Board to accept his resignation before posting and interviewing for potential candidate.

13. Old Business

A. Dear Parents

B. Board Liaison Reports

C. Board Goals 2018-2019 Dr Cohen highlighted the Board's goals for the upcoming school year to be under consideration. The theme mentioned would be Community with some residual of volunteering carried over from 17-18 school year. The Board will review the write up and be prepared to discuss relevant objectives to formalize at the August's Board meeting.

D. District Goals for 2018-2019

E. Negotiations

Mr McIsaac updated the Board on the town council's status with fund raising for the benefit of the School may be at a transition point

Security Door update – Glass window to go in next week, Vestibule door 7/31 ship date, Interior door installation on second floor to begin after school starts when school has concluded for the day.

14. Public Comment NONE

RESOLUTION 2018-2019: 16

ADJOURNMENT

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn the Board Meeting at 8:45 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Bernadette Wang
Business Administrator

Brendan McIsaac
President