

Clinton-Glen Gardner Board of Education
September 24, 2019

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 7:02 pm 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, Mrs. Linfante, Dr. Ashutosh Tewari, Mr. Sabatino and Mr. Sowell

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

RESOLUTION 2019-2020: 43

ACCEPT SCHOOL DATA REPORTS

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed by a roll call vote, 4-0, to accept the following monthly school data reports.

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)**

SUPERINTENDENT/PRINCIPAL REPORT 2019-2020:

- Jacob Rispoli Eagle Scout Project-

Presenting to the Board on the completion of the original proposal with focus on the basketball court, with adding another four Square Court. Trees surrounding the playground got trimmed to provide some clearing and clean up around the playground of the surrounding rock placement as well as added safety sign on perimeter of the entrance to school.

- Mrs. Kastner also wanted to acknowledged Mrs Kubik and Mrs Schorr for receiving the BCBA certification. It is a huge undertaking by the staff and it is definitely an asset to the school having them being certified.

- Lebanon Borough update
 - a. **Student Representative Report**

 - b. **Clinton Education Association Report**

 - c. **Assistant Principal- Curriculum Coordinator Report**
Mrs. Turner update on the test result received from the State LinkIT will be the tool that will provide assessment on the students for the teachers and help provide a strategy to improve the skills

 - d. **Special Services Report** Update from Mrs. Kastner on the various areas that will take place with the students.
Hill House swimming has started off on a great note. It is enjoyed by the students and supported by the staff attending the weekly event

Public comment – NONE

A. PERSONNEL REPORT:

RESOLUTION 2019-2020: 44 APPROVE SUBSTITUTE TEACHER

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 4-0, to approve the following staff members for the listed position for the 2019-2020 school year:

Position	Name	Rate	Effective Date	Att.
Substitute Nurse	Bonnie Adair	\$125 per diem	09/24/19	
Substitute Teacher	Sarah Bowbliss	\$85 per diem	09/24/19	
Substitute Teacher	Sarah Fiedler	\$85 per diem	09/24/19	
Substitute Nurse	Melissa Stowers	\$125 per diem	09/24/19	
Substitute Teacher	Phyllis Caccavelli	\$85.00 per diem	09/24/19	
Substitute Teacher	Morgan Reiner	\$85.00 per diem	09/24/19	

RESOLUTION 2019-2020: 45 APPROVE STAFF APPOINTMENTS

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 4-0, to approve the following staff members for the listed position for the 2019-2020 school year:

Position	Name	Rate	Effective Date	Att.
Aftercare	Kristin Ebersole	\$12.00		

Homework/Detention Club	Barbara Smith	\$43.00	9/17/19	
Homework/Detention Club	Lisa Rizzi	\$43.00	9/17/19	
Homework/Detention Club	Debbie Herold	\$43.00	9/17/19	
Homework/Detention Club	Barbara Plundeke	\$43.00	9/17/19	
Homework/Detention Club	Kate Lascelle	\$43.00	9/17/19	
Homework/Detention Club	Janet Traphagen	\$43.00	9/17/19	
Homework/Detention Club	Robert Adase	\$43.00	9/17/19	
Homework/Detention Club	Denise Grimm	\$43.00	9/17/19	
Homework/Detention Club	Patricia Weiss	\$43.00	9/17/19	
Homework/Detention Club	Shannon Mayurnik	\$43.00	9/17/19	
Homework/Detention Club	Kristin Pignio	\$43.00	9/17/19	
Homework/Detention Club	Tonya Lunger	\$43.00	9/17/19	
Homework/Detention Club	Joseph Harris	\$43.00	9/17/19	

CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY:

A. Professional Development

RESOLUTION 2019-2020: 46

APPROVE PROFESSIONAL DEVELOPMENT

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 4-0, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
NJASBO Legislative Updates	9/26/19	Bernadette Wang	\$100		\$100
NJASBO State Reporting Requirement	10/08/19	Bernadette Wang	\$100		\$100
NJASBO Audit Review	4/21/20	Bernadette Wang	\$100		\$100
NJASBO 19-20 Launch	9/19/19	Bernadette Wang	\$50		\$50
NJASBO Budget Software Review	2/11/2020	Bernadette Wang	\$50		\$50
NJASBO Purchasing updates	5/7/2020	Bernadette Wang	\$50		\$50
NJASBO Admin Asst Program	5/12/2020	Christina Muench	\$100		\$100
NJASBO Records Retention	11/14/2019	Christina Muench	\$50		\$50

NJASBO Purchasing Review	3/19/2020	Christina Muench	\$100		\$100
IXL Live	10/10/19	Denise Rella Judy Liptak	\$75.00 each +mileage	\$85.00 each	\$320.00 +mileage
Managing Students with Diabetes	10/14/19	MaryEllen Bowlby Veronica Upwood	\$50.00 each +mileage	\$0.00	\$100.00 +mileage
Autism Conference	10/17/19 10/18/19	Carolyn Schorr Ally Kubik	\$500 each +mileage	\$85.00 each per day	\$1,340.00 +mileage
Hunterdon Art Museum Art for Art's Sake	12/9/19	Suzanne Lauricella	\$75.00 +mileage	\$85.00	\$160.00 +mileage
NJPSA/FEA Fall Conference	10/17-10/18, 2019	Seth Cohen	\$375 + Mileage	NA	\$375 + Mileage
Pattern of Strength & Weakness RTI	10/18/2019	Jenine Kastner	\$180 + mileage	NA	\$180 + mileage

B. Field Trips

RESOLUTION 2019-2020: 47

APPROVE FIELD TRIPS

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 4-0, to approve the following requests for field trips as listed:

Date	Grade	Destination	Cost per student
October 2019	6-8 Future cities	Philadelphia Navy Yard	\$24.25
October 2019	2nd Grade	Pumpkin Race downtown Clinton	\$ 0.00
October 2019	8th Grade	Hellerick's Family Farm	\$39.25
October 2019	2nd Grade	Longmeadow Farm	\$ 7.50
May 2020	2nd Grade	Turtle Back Zoo	\$21.50
October 2019	6th Grade	Sterling Hill Mine	TBD
September 2019	4th Grade	Point Mountain Park	\$3.00
November 2019	E2	Amazon Warehouse	\$6.00

9. Policy and Regulations - NONE

RESOLUTION 2019-2020: 48

APPROVE POLICIES

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed by roll call vote, 4-0, to approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy # and Title	Action	Att. #
P 3159 Teaching Staff Member/School District and Reporting Responsibilities (M) (Revised)	1st reading	5
P & R 3218 Use, Possession, or Distribution of Substances (M) (Revised)	1st reading	5A
P & R 4218 Use, Possession, or Distribution of Substances (M) (Revised)	1st reading	5B
P 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)	1st reading	5C
P 5517 School District Issued Student Identification Cards (Revised)	1st reading	5D
P & R 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)	1st reading	5E
P & R 7440 School District Security (M) (Revised)	1st reading	5F
P 8600 Student Transportation (M) (Revised)	1st reading	5G
R 8600 Student Transportation (Revised)	1st reading	5H
P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)	1st reading	5I
R 8630 Emergency School Bus Procedures (M) (Revised)	1st reading	5J
P 8670 Transportation of Special Needs Students (M) (Revised)	1st reading	5K
P 9210 Parent Organizations (Revised)	1st reading	5L
P 9400 Media Relations (Revised)	1st reading	5M
P 1642 – Earned Sick Leave Law (M) (New) R 1642 – Earned Sick Leave Law (M) (New)	1st reading	5N

Strauss Esmay developed new Policy and Regulation Guides 1642 – Earned Sick Leave Law. An extensive Summary of the new earned sick leave law and the new Policy and Regulation Guides have been available for download on www.straussesmay.com since March 2019. Strauss Esmay also developed and made available for download “Sample” Policy and Regulation Guides 1642 designating the recommended options we believe are most advantageous to schools. The new Policy and Regulation Guides and the March 2019 Memorandum are included in this Policy Alert. These Guides are the same Guides that were available for download since March 2019. A Board that has previously downloaded and adopted these Guides does not need to re-adopt the Guides in this Policy Alert. Policy and Regulation Guides 1642 are mandated and must be adopted by the Board.

Policy and Regulation Guides 1642 are **MANDATED**

P 3159 – Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)

Policy Guide 3159 has been revised to incorporate a new law, P.L. 2019, c. 46 (N.J.S.A. 18A:6-38.5), which indicates in the event a Board of Education determines a teaching staff member has failed to report an incident of child abuse, pursuant to a tenure charge finding or the teaching staff member’s conviction for a disorderly persons violation pursuant to N.J.S.A. 9:6-8.14, the Board is now required to submit a report outlining their findings to the State Board of Examiners. The report will be reviewed by the Board of Examiners to determine if the teaching staff member’s failure to report warrants the revocation or suspension of a certificate. Policy Guide 4159 - Support Staff Member/School District Reporting Responsibilities is not affected as the new law only applies to teaching staff members issued a certificate by the Board of Examiners. Policy Guide 3159 is mandated.

Policy Guide 3159 is **MANDATED**

P 3218 – Use, Possession, or Distribution of Substances (M) (Revised)

R 3218 – Use, Possession, or Distribution of Substances (M) (Revised)

P 4218 – Use, Possession, or Distribution of Substances (M) (Revised)

R 4218 – Use, Possession, or Distribution of Substances (M) (Revised)

Two issues recently came up regarding a school district staff member suspected to be under the influence of a controlled dangerous substance or alcohol during work hours or at a school-sponsored function where the staff member had been assigned job responsibilities that have caused Strauss Esmay to revise the existing Policy and Regulation Guides 3218 and 4218.

A Board of Education, not using Strauss Esmay Policy Guides, recently requested the Commissioner of Education order a teacher to permit the release of blood test results that were ordered in relation to a claim the teacher was under the influence of alcohol during work hours. The Administrative Law Judge rejected the Board’s request, holding the Board did not prove they would suffer irreparable harm if the results were not released and the Commissioner

concurrent. Strauss Esmay is unsure if this Commissioner decision would be upheld on review; however, Policy and Regulation Guides 3218 and 4218 have been revised to prevent this situation from occurring. These Guides now indicate in the event the results of a medical examination and substance test are not provided to the Superintendent, the Board will treat the test as a positive result for substances. Strauss Esmay believes this will avoid an issue in which a staff member blocks a laboratory from turning over test results legally ordered by the district because doing so will result in the presumption the staff member tested positive and was under the influence.

In addition, Strauss Esmay has noticed a pattern, upon reading and reporting tenure dismissal cases decided by arbitrators under TEACHNJ in the *New Jersey School Digest*, that arbitrators are requiring evidence of progressive discipline that provides clear notice to staff members their previous conduct was unacceptable. Arbitrators are more supportive of termination of staff members found to be under the influence when the tenured staff member has violated a Last Chance Agreement. A Last Chance Agreement provides an employee with a second chance to continue employment in the district while establishing the staff member is on notice that the next disciplinary issue could result in their termination. The Last Chance Agreement is entered into by the employee and the Board on a case-by-case basis.

Policy and Regulation Guides 3218 and 4218 have been revised giving the Board the option to offer a Last Chance Agreement to a staff member upon the recommendation of the Superintendent and upon approval of the Board. The option should be selected if a Board of Education wants language addressing a Last Chance Agreement included in Board Policy. However, a Board of Education may, in its sole discretion, offer a Last Chance Agreement if this option is not included in their Board Policy. There is no statute or code that addresses the process to be used when a staff member is suspected to be under the influence while working. However, the provisions in these Guides provide a comprehensive procedure with adequate due process for staff members suspected of being under the influence and may be revised to meet local needs.

These Policy and Regulation Guides are mandated based on the need for a Policy and Regulation Guide that addresses this important issue.

Policy and Regulation Guides 3218 are **MANDATED**

Policy and Regulation Guides 4218 are **MANDATED**

P 4219 – Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)

Strauss Esmay has received requests to include a shortened version of Policy Guide 4219 for school districts that contract all transportation services and have no school buses, bus drivers, or other employees who operate a school vehicle that requires a commercial driver’s license. The only requirement for these school districts is to ensure all transportation contractors comply with the Federal drug and alcohol testing requirements for employees operating a commercial vehicle requiring a commercial driver’s license. Policy Guide 4219 has been revised to provide school districts that contract for all transportation services a shortened Policy Option 1 in lieu of adopting the existing comprehensive Policy Guide 4219, which is now Option 2. Board of Educations that have school district buses and/or employ bus drivers or other employees who operate a school

vehicle that requires a commercial driver's license should select the comprehensive Option 2 in this revised Policy Guide. School districts that have adopted the comprehensive Policy Guide updated in Policy Alert 217 - January 2019 do not need to consider this revised Guide as the Option 2 language in this updated Policy Guide is the same language from the comprehensive Guide revised in Alert 217 - January 2019. This Policy Guide is mandated for all school districts that transport students in a school vehicle that requires the driver to have a commercial driver's license and for school districts with employees who operate a school vehicle that require a commercial driver's license.

Policy Guide 4219 is **MANDATED**

P 5517 – School District Issued Student Identification Cards (Revised)

P.L. 2019, Chapter 57 was approved and codified at N.J.S.A. 18A:36-43. This law permits a Board to adopt and implement a Policy that may require students to carry an identification card issued by the school district at any school-sponsored, off-campus activity including, but not limited to, field trips or interscholastic sports programs. Revised Policy Guide 5517 includes this provision and permits the Principal to determine which school-sponsored, off-campus activity he/she wants students to carry the identification card. If the Principal or designee requires an identification card to be carried at any school-sponsored, off-campus activity the law mandates what information must be included on the identification card. The card shall be issued annually if the Principal or designee requires an identification card be carried at any school-sponsored, off-campus activity. The revised Policy Guide indicates the card may need to be presented any time during the school day or at a school-sponsored activity as required by the Principal and this Policy Guide no longer contains a specific list of activities for which the identification card may be required. The new law requires the Commissioner to develop guidelines, which are not yet available. A school district that issues student identification cards or a school district that wants the provision to require students to carry identification cards at a school-sponsored, off-campus activity should adopt this Policy.

Policy Guide 5517 is **RECOMMENDED**

P 6112 – Reimbursement of Federal and Other Grant Expenditures (M) (Revised)

R 6112 – Reimbursement of Federal and Other Grant Expenditures (M) (Revised)

The American Recovery and Reinvestment Act (ARRA) requires school districts to have a formal Board approved policy concerning requests for reimbursement by Federal grants to be submitted to the New Jersey Department of Education (NJDOE) for review. The NJDOE has published a revised policy and procedure guidance, New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures, which necessitated revisions in Policy and Regulation Guides 6112. The revisions align the Policy and Regulation Guide with the NJDOE guidance and include changes such as: reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds, no longer by the last calendar day of the month in which the request was made; and the

\$50,000 threshold for submitting amendment applications has been removed leaving the only threshold as more than 10% of the total award. The current NJDOE policy and procedure guidance does not reference the Federal Uniform Grant Guidance, which replaced the United States Education Department General Administrative Regulations (EDGAR). These Guides have also been revised to reference the Federal Uniform Grant Guidance. Policy and Regulation Guides 6112 are mandated as the NJDOE requires a policy and regulation/procedure for ARRA monitoring.

Policy and Regulation Guides 6112 are **MANDATED**

P 7440 – School District Security (M) (Revised)

R 7440 – School District Security (M) (Revised)

P.L. 2019, c. 33 known as “Alyssa’s Law” (N.J.S.A. 18A:41-10 through 13) was approved on

February 6, 2019 and requires school districts to equip each public elementary and secondary school building with at least one “panic alarm” school security system effective September 1, 2019. The law mandates the “panic alarm” security system be directly linked to local law enforcement authorities, capable of transmitting a signal or message to the authorities, and not be audible within the school building. In addition, P.L. 2019, c. 106 (N.J.S.A. 18A:41-7.1) was approved on May 10, 2019 and was effective immediately. This new law requires the Board or Superintendent to provide local law enforcement copies of current blueprints and maps of all schools and school grounds in the district and to provide revised copies to law enforcement upon any changes. Policy and Regulation Guides 7440 have been revised to incorporate the requirements of these two new laws and to include several additional security provisions regarding new school construction and existing school buildings, N.J.S.A. 18A:7G-5.2. “Alyssa’s Law” requires the New Jersey School Development Authority (SDA) to develop administrative code to provide further guidance on the new law. This administrative code is not yet available; however, Strauss Esmay wanted to proactively provide districts with an updated Policy and Regulation Guide as soon as possible. Strauss Esmay Associates will update these Guides if new administrative code or SDA guidance requires Guide revisions. Policy and Regulation Guides 7440 are mandated.

Policy and Regulation Guides 7440 are **MANDATED**

P 8600 – Student Transportation (M) (Revised)

R 8600 – Student Transportation (Revised)

Policy and Regulation Guides 8600 have been revised to address the following legislation P.L. 2018, c. 118 (N.J.S.A. 39:3B-10), P.L. 2018, c. 159 (N.J.S.A. 39:3B-27), and P.L. 2019 c. 43 (N.J.S.A. 39:3B-2 and 2.1). N.J.S.A. 39:3B-10 requires all buses manufactured 180 days after August 25, 2018 to be equipped with certain safety specifications. N.J.S.A. 39:3B-27 requires school districts to comply with various Federal regulations regarding school bus operations. N.J.S.A. 39:3B-2 requires every bus to display signs or legends which will inform

other drivers of the law with respect to passing a bus while it is loading or unloading. N.J.S.A. 39:3B-2 also requires the Board to place signage on the rear of all school buses providing school district contact information to the public for reporting misconduct by the bus driver while he or she is operating the school bus to school district officials. The mandated contact information needs to be for the school district or nonpublic school for which the school bus provides transportation. N.J.S.A. 39:3B-2.1 requires the Commissioner of Education to develop regulations to implement N.J.S.A. 39:3B-2. The Commissioner of Education's regulations will clarify the following issues for school districts regarding bus driver misconduct complaints: the appropriate official to respond to any such complaints, the appropriate action for a school to take in response to any such complaint, and the time period a school has to respond to any such complaint. These regulations are not yet available, but as soon as they are Strauss Esmay will make the necessary revisions to Policy and Regulation Guides 8600. Additionally, the Policy and Regulation Guides have been revised to incorporate by reference lengthy sections of the applicable transportation statutes and administrative code. These sections of the statute and code are too extensive to include in a Policy or Regulation Guide. In addition, Strauss Esmay revised and updated several legal citations located in these Policy and Regulation Guides and changed the title of the Policy Guide to be consistent with the Regulation Guide title. Policy Guide 8600 is mandated and Regulation Guide 8600 is recommended.

Policy Guide 8600 is **MANDATED**
Regulation Guide 8600 is **RECOMMENDED**

P 8630 – Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630 – Emergency School Bus Procedures (M) (Revised)

Policy and Regulation Guides 8630 have been revised to include a new statute, N.J.S.A. 18A:39-19.6. The new law requires that within one business day after the Commissioner of Education notifies a Board of Education that a school bus driver employed by the Board has had their bus driver's license suspended or revoked by the New Jersey Motor Vehicle Commission (NJMVC), the Board is required to provide a statement to the New Jersey Department of Education (NJDOE) that the school bus driver is no longer operating a school bus for the Board of Education. Policy Guide 8630 has been revised to reflect this requirement in the new law. In addition, the New Jersey Legislature recently passed N.J.S.A. 18A:39-19.1a that mirrors existing language in N.J.A.C. 6A:27-11.3 - School Bus Driver Training, with one additional section requiring a safety education program be administered twice per calendar year for school bus drivers and school bus aides. Previously, there was no legal requirement regarding the number of times the program needed to be administered each year. This new training requirement has been added to Section A.3. of Regulation Guide 8630.

Additionally, Policy Guide 8630 has been revised to address N.J.S.A. 39:3-10.1 and N.J.S.A. 39:3-10.1a which were recently passed by the New Jersey Legislature. These statutes mandate a school bus driver over a certain age must submit a medical examination and screening to a Board of Education before being permitted to begin or continue their employment. Policy and Regulation Guides 8630 are mandated.

Policy and Regulation Guides 8630 are **MANDATED**

P 8670 – Transportation of Special Needs Students (M) (Revised)

Policy Guide 8670 has been updated changing “disabled” to “special needs” when referring to a student with disabilities. The administrative code section, N.J.A.C. 6A:27-5.1, uses “special needs students” and “students with disabilities” and is used accordingly in this Policy. Additional details from the administrative code were added to this Policy Guide. This Policy Guide is mandated.

Policy Guide 8670 is **MANDATED**

P 9210 – Parent Organizations (Revised)

Policy Guide 9210 has been updated and is intended to provide guidance to a Board of Education regarding parent organizations and their involvement in the school district. This Policy Guide has been revised to require Superintendent or designee approval, rather than Board approval, for parent organizations that organize students, sponsor activities, or solicit moneys in the name of the school district or a school in the district. A Board does not have to make this recommended revision if the Board’s practice has been to receive and approve parent organization requests. The Policy Guide has also been revised to indicate a parent organization is independent from the Board of Education and Board of Education and/or district staff members are not responsible for the activities of a parent organization. The revised Policy Guide also indicates the representatives of a parent organization must comply with all applicable Board policies.

Policy Guide 9210 is **RECOMMENDED**

P 9400 – Media Relations (Revised)

Policy Guide 9400 provides guidelines governing cooperation between media and the school district. The Policy Guide establishes protocols for school district staff members communicating with the media regarding school business. Recently, a New Jersey Superior Court Judge ruling, in a matter between a Board of Education and an employee regarding several unrelated matters, suggested Policy Guide 9400 may be overbroad and could be interpreted to restrict a staff member from communicating with the media on their own behalf as a private citizen. The existing Policy Guide requires the Superintendent to designate a staff member to communicate with the media regarding school district related business as a representative of the Board. The existing Policy Guide was not intended to interfere with a staff member’s First Amendment rights to speak on their own behalf as a private citizen. Policy Guide 9400 has been revised to clarify that a staff member is not required to receive prior authorization from the Superintendent or designee to communicate with the media regarding school business provided the staff member indicates they are communicating on their own behalf as a private citizen and not as a representative of the Board. The revised Policy Guide indicates a staff member should be cognizant of privacy and