



POLICY/COMMUNICATIONS COMMITTEE MEETING MINUTES

June 8, 2023

Virtual Meeting - 4:00 p.m.

Committee Members Present: Jennifer Wolf, Chair
Jodi Bettermann, Randall Peach, Beth Fiore

Administrative Staff: Dr. Jonathan Hart, Superintendent of Schools
Jason Bohm, SBA/Board Secretary

Minutes

1. Book Complaint Policies/Regulation

a. Regulation 9130 - Public Complaints and Grievances

- i. The committee reviewed Dr. Hart's updates to Regulation 9130 which included clarifying language on the definition of a layperson, utilizing a rubric or scale informed by the criteria, and requiring the committee to report its findings and recommendations to the Board within 60 days of receipt of the complaint. The committee did not reach a consensus on adding a requirement to the regulation for the board to "vote to accept or reject the report indicating removal or non-removal of the work" as part of the process. This would require an update to the corresponding policy that was previously reviewed. The committee would like to open it up to the full board for discussion on whether the board would like to send the policy back to committee for review with the intent of adding language to the policy requiring the Board to vote on the review committee's report.

2. Cell Phone Resolution Sample

- a. Dr. Hart brought forth a sample resolution for the committee to review. The committee discussed the resolution directing the administration to provide educational resources to both parents and students, such as a periodic screening of the documentary, Screenagers. Dr. Hart will make updates and put forth on a future agenda prior to September.

3. Safe Return Plan Update

- a. The Safe Return Plan is required to be updated every six months. Minor updates made including updating dates, the reference of looking to the county Department of Health for guidance, and updating tutoring partnership and clubs/enrichment. The committee discussed adding language regarding HVAC that the outside air intake be maximized, as long as air quality permits.

4. Alert 230

The New Jersey Department of Education (NJDOE) – Office of Fiscal Accountability and Compliance (OFAC) recently completed a Carl D. Perkins Federal Grant Audit for a school district and the NJDOE recently completed Federal Integrity Audits related to Federal COVID-19 funding conducted by the NJDOE in school districts. As a result of these Audits, the NJDOE is requiring one new Policy Guide 6115.04, revisions to two existing Policy Guides 6112 and 6311, and a new Regulation Guide 6115.01.

- a. Policy 6112 - Reimbursement of Federal and Other Grant Expenditures

- i. OFAC audit indicated that Perkins has been renamed the Strengthening Career and Technical Education. This updates the name.
- b. Regulation 6115.01 - Federal Awards/Funds Internal Controls – Allowability of Costs
 - i. The OFAC audit indicated that the school district needed a description of the process used for grant and budget development. The audit also recommended staff training. This regulation was created to outline both.
- c. Policy 6115.04 - Federal Funds – Duplication of Benefits
 - i. The OFAC audit indicated that the school district needed a description of the process used for grant and budget development. The audit also recommended staff training. This regulation was created to outline both.
- d. Policy 6311 - Contracts for Goods or Services Funded by Federal Grants
 - i. An OFAC Audit indicated a school district needed a Policy Guide requiring vendor suspension and disbarment checks completed by the school district for the purchase of goods or services funded by a Federal grant. The Policy Guide should indicate these checks are applicable for contracts or purchase orders over \$25,000, unless the district chooses a lower threshold; the Federal System for Award Management (SAM) is accessible at www.sam.gov; and compliance with the provisions of Policy Guide 6311 must be demonstrated with written evidence.
- e. Policy 9140 - Citizens Advisory Committees
 - i. Policy Guide 9140 is a long-standing Policy Guide establishing citizens advisory committees that are required for some Federal and State funded programs. The policy will allow, but not mandate, that citizen advisory committee meetings be held publicly. The Superintendent and Board President shall be included in the Citizen Advisory Committee.
- f. The following policies were tabled due to time: Policy 5305 Health Services Personnel, Policy & Regulation 5308 Student Health Records, Policy & Regulation 5310 Health Services. They will be added to a future committee agenda.

5. Abolish Policies (Alert 230)

- a. Policy 9100 – Public Relations
 - i. A district may have Policy Guide 9100 – Public Relations in their Policy Manual, which includes similar language that is included in N.J.A.C. 6A:23A-5.2 and Policy Guide 9120. Policy Guide 9210 is mandated as a result of the State Board of Education adopting Fiscal Accountability, Efficiency, and Budgeting Procedures (Accountability Regulations) first introduced in 2009. Therefore, the committee recommends abolishing Policy 9100.
- b. Regulation 9140 – Citizen Advisory Committee
 - i. It is recommended Regulation Guide 9140 be abolished as Policy Guide 9140 includes similar information.

6. Press Releases Tentative Topics (Based on Communications Plan):

- a. June (due May 15): Green Initiatives: How we celebrated Earth Day in April (Green Committee Chair, School Principal(s)), Final Budget (Mr. Bohm), Governor Educators of the Year (Mrs. Harris)
- b. Summer (due June 15): Summer Learning: Keeping up Skills Over the Summer (Dr. Brown and Ms. Pauch)

7. Agenda items: Safe Return Plan, Alert 230 Policies 6112, 6115.01, 6115.04, 6311, 9140.

8. Next Meeting: Wednesday, July 19, 2023 at 4pm