



# NORTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

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**John M. Petela**  
Assistant Superintendent

Dear Staff Member:

There will be a different approach to mandated policy training for the upcoming school year. Since you all have experienced the Global Compliance Network (GCN) tutorials this year, we are ready to use them more efficiently and effectively. Here is what you need to know:

- **ALL Staff** must log into GCN any time beginning July 1, 2016 to complete the 3 hours of tutorials listed below.
- You have until **Friday, September 30, 2016** to complete the training.

Topic – ALL STAFF	GCN Module Title	Time
Alcohol and Drug Awareness for Employees	GCN – Online Module	12 min.
Board Policies	GCN – Online Module	60 min.
Child Abuse - NJ	GCN – Online Module	20 min.
Concussions in Schools: Prevention-Control-Treatment	GCN – Online Module	29 min.
Diabetes Awareness	GCN – Online Module	20 min.
Section 504 Part II	GCN – Online Module	25 min.
Suicide Prevention	GCN – Online Module	16 min.

- As in past years, please refer to your classification below, for compensation details based on your job responsibilities.
  - **Teachers/Certified Staff:** You may leave ten minutes after students are dismissed on May 26, 2017
  - **Full-Time Aides:** You may leave when students are dismissed on May 26, 2016
  - **Secretarial/Clerical Staff:** Three hours compensation to be mutually agreed upon with your Building Principal or Supervisor
  - **Computer Technicians:** You may leave three hours earlier than your scheduled work day on October 12, 2016
  - **Custodial/Maintenance Staff:** You may leave three hours earlier than your scheduled work day on October 12, 2016
  - **Transportation Staff/Part-Time Aides and Part-Time Custodians:** You will be compensated three hours, at your regular hourly rate.

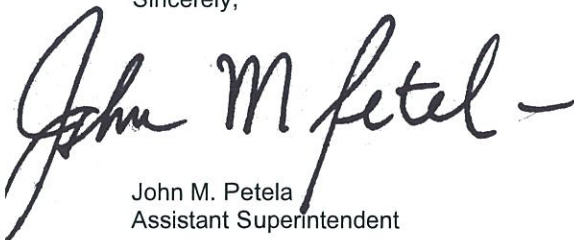
To access GCN, go to [www.gcntraining.com](http://www.gcntraining.com). The instructions for accessing the online mandatory training modules are on the Staff Portal under Mandates and Policies.

If any staff member is unable to complete the tutorials on their own, please arrange a time with the Building Principal or Immediate Supervisor to conduct the training on a district computer.

**In addition to the above, other trainings will be held at the school level. See the attached mandated policy trainings document for this upcoming school year.**

If you have any further questions and/or concerns, please contact Robin Finn, Human Resources Manager at (732) 289-3018 or [rfinn@nbtsschools.org](mailto:rfinn@nbtsschools.org).

Sincerely,



John M. Petela  
Assistant Superintendent