

CLINTON-GLEN GARDNER BOARD OF EDUCATION

WORK SESSION MEETING MINUTES

March 16, 2016

Brendan McIsaac called the meeting together at 7:00 p.m. 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, Craig Sowell, Carl Sabatino, Lorraine Linfante and Charles Sampson (arrived at 7:05pm)

Also Present: Seth Cohen, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary

GENERAL INFORMATION: MONTHLY SCHOOL DATA**A. Enrollment Data Report****B. Student Suspensions:**

In-School Suspensions: 0

Out-of-School Suspensions: 0

C. School Nurse's Report:**D. Violence and Vandalism (EVVRS Data Q1), HIB 1 report and 1 confirmation****E. Fire Drill and Bus Evacuation Drill Report****RESOLUTION 2015-2016: 110****ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Student Presentation: Mrs. Russo and Mrs. Gurky's 8th Grade Spanish students Presented.

Clinton Educational Association (CEA) Report: Ms. Traphagen and Mrs. Weiss presented.

Assistant Principal/Curriculum Coordinator's Report: Dr. Cohen reported on Rutgers National Writing Project

Special Services Report: Dr. Cohen reported on Writing Workshop

Mission, Goals and Strategies: Dr. Cohen presented

RESOLUTION 2015-2016: 111 APPROVE MISSION, GOALS & STRATEGIES

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the Mission Statement, Goals and Strategies as presented and developed at the Clinton-Glen Gardner Strategic Planning meetings held on March 1 and 2, 2016. Motion carried unanimously with all "ayes" by roll call vote.

PUBLIC COMMENT: None

PERSONNEL REPORT:

RESOLUTION 2015-2016: 112 APPROVE SUB. NURSE JOB DESCRIPTION

Carl Sabatino moved, seconded by Craig Sowell, to approve Substitute Nurse Job Description. Motion carried unanimously with all "ayes" by roll call vote.

RESOLUTION 2015-2016: 113 APPROVE LEAVE REQUESTS

Carl Sabatino moved, seconded by Craig Sowell, to approve the following leave of absence. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Type of Leave	Effective Date	Att.
Speech Teacher(PCN 92)	Nicole Vazquez	Maternity Leave	June 1, 2016	#6

RESOLUTION 2015-2016: 114 APPROVE STAFF APPOINTMENTS

Carl Sabatino moved, seconded by Craig Sowell, to approve the following staff member for the listed position for the 2015-16 school year. Motion carried unanimously with all "ayes" by roll call vote.

Position	Name	Rate/ Salary	Effective Date	Att.
Sub Custodian	Cindy Harris	\$12.00/hr. \$15.00/hr. after 20 th day	3/17/16	#7
Sub Nurse & Administrative Assistant (PCN 75)	Veronica Upwood	\$250/diem not to exceed 150 days per year w/EPO single benefits	3/17/16	

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

STAFF DEVELOPMENT:

RESOLUTION 2015-2016: 115 APPROVE PROFESSIONAL DEVELOPMENT

Carl Sabatino moved, seconded by Craig Sowell, to approve the following requests for professional development and travel related mileage in accordance with NJAC18A:11-12. Motion carried with all "ayes".

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Understanding Sensory Processing and How to Develop a Sensory Diet	04/08/16	Carolyn Schorr		\$75.00	\$85.00	\$160.00
Dyslexia, Dyscalculia & Dysgraphia	05/19/16	Lisa Rizzi Maria Buniva		\$99.99 each + mileage	\$85.00 each	\$369.98 + mileage

FIELD TRIPS:

RESOLUTION 2015-2016: 116 APPROVE FIELD TRIPS

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

Date	Grade	Destination	Cost per student
June 2016	1 st Grade	Lakota Wolf Preserve	\$14.75
June 2016	6 th Grade	Princeton University Art Museum	\$9.50
May 2016	1 st Grade	The Conley School	\$4.00
May 2016	5 th Grade	YMCA – Camp Bernie	\$24.50
May 2016	4 th Grade	Waterloo Village	\$18.50
March 2016	8 th Grade Girls	Princeton University	\$0.00

POLICY AND REGULATIONS:

RESOLUTION 2015-2016: 117

APPROVE POLICY & REGULATIONS

Craig Sowell moved, seconded by Carl Sabatino, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Reading. Motion carried unanimously with all “ayes”.

#	TITLE	M	SUMMARY	ACTION
P4240	Employee Training		Continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board prepares regulations for participation in appropriate training programs.	2nd Reading (Att.#8)

GENERAL INFORMATION: BUSINESS ADMINISTRATOR’S REPORT:

Rick Trimmer is attending the Building & Grounds Association Conference Architect Meeting with Rick Trimmer and Lisa Craft on LRFP update

RESOLUTION 2015-2016: 118

ADOPT PRELIMINARY BUDGET

Carl Sabatino moved, seconded by Craig Sowell, to adopt the following Preliminary budget for the 2016-17 school year. Motion carried unanimously with all “ayes”.

Adoption of the Preliminary School Budget for 2016-17

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

The proposed budget includes the use of banked cap in the amount of \$41,175 in the base budget needed for increased Special Education costs, and these costs will be expended by June 30, 2017.

Anticipated Enrollment	445		
<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$7,992,713	Withdrawal from Capital Reserve	\$0
Capital Outlay	\$15,143	Local Tax Levy-General	\$6,719,149
		Surplus Appropriation	\$0
		Misc Revenue	\$28,000
		Tuition	\$18,000
		State Aid	\$1,242,707
Total Operating Budget	\$8,007,856	Total Operating Budget	\$8,007,856

	136,512		\$136,512
Special Revenue Fund		Special Revenue Fund	
Repayment of Debt	387,989	Debt Service Aid	\$78,371
		Local Tax Levy-Debt	\$309,618
Total Expenditures	\$8,532,357	Total Revenue	\$8,532,357

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2016-17 tentative budget includes a maximum travel appropriation of \$25,000

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2016-17 proposed budget is a maximum regular business travel amount of

 \$1000 per employee
(total travel not to exceed \$1500 per employee)

RESOLUTION 2015-2016: 119 APPROVE MINUTES & FINANCIAL REPORTS

Charles Sampson moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all “ayes”.

A. Approval of Board of Education Minutes from February 17, 2016 Work and Executive Sessions and February 23, 2016 Business Session.

B. 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 2015-2016 school year.

January, 2016 \$2,087,810.85

C. Approval of the Bill List in the specified amounts.

General Account: \$1,011,409.01
Cafeteria Account: \$ 0.00

D. Checking Account Balances –January, 2016

Student Activities: \$ 37,433.85
Cafeteria: \$ 32,828.32
Payroll Agency: \$ 20,517.46
Unemployment: \$ 52,517.46

E. **Transfers and Budget Amendments** in the amount of \$41,925.13 for February, 2016.

CORRESPONDENCE: None

NEW BUSINESS:

RESOLUTION 2015-2016: 120 APPROVE COMPREHENSIVE EQUITY PLAN

Carl Sabatino moved, seconded by Craig Sowell, to approve the Comprehensive Equity Plan for the school year 2016-17 through 2018-2019 and to approve submission to the County Office, Department of Education.. Motion carried unanimously with all “ayes”.

OLD BUSINESS:

Dear Parents:

Board Liaison Reports:

Board Goals 2015-16:

To work with the Administrative Team to develop a strategic plan for the district.

District Goals for 2015 – 2016

Continue to implement the math program and improving articulation with the high school.

Review the language arts program with a focus on curriculum and professional development.

Revise the facilities plan to reimagine and optimize the learning spaces in and around the building.

Develop a plan to provide service learning opportunities to all CPS students

PUBLIC COMMENT:

Concern over parking lot safety.

RESOLUTION 2015-2016: 121

EXECUTIVE SESSION

Carl Sabatino moved, seconded by Lorraine Linfante, to adjourn to Executive Session at 8:35p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Personnel. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist. Motion carried unanimously with all “ayes”.

RESOLUTION 2015-2016: 122

RE-ENTER BOARD MEETING

Carl Sabatino moved, seconded by Lorraine Linfante, to re-enter the Board Meeting at 8:40p.m. Motion carried unanimously with all "ayes".

DISCUSSION:

Lorraine Linfante discussed Board communications and CPS community interaction with Board of Education. Also, moving ahead with a student representative on the Board.

RESOLUTION 2015-2016: 123

ADJOURNMENT

Carl Sabatino moved, seconded by Lorraine Linfante, to adjourn the Board Meeting at 9:05p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Brendan McIsaac, President