

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION BUDGET HEARING MEETING MINUTES

April 26, 2017

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 and Lorraine Linfante

Absent: Charles Sampson

Also Present: Seth Cohen, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary
(excused at 8:45pm)

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), HIB 0 investigations, 0 confirmed****E. Fire Drill and Bus Evacuation Drill Report****RESOLUTION 2016-2017: 127****ACCEPT SCHOOL DATA REPORTS**

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

SUPERINTENDENT/PRINCIPAL'S REPORT:

Student Representative Report: None

Clinton Education Association (CEA) Report: Pamela Lorenson reported.

Assistant Principal/Curriculum Coordinator’s Report: Discussed start of student run CPS Literary Magazine.

Special Services Report: Discussed Dyslexia Program.

PUBLIC COMMENT: None

PERSONNEL REPORT:

RESOLUTION 2016-2017: 128

APPROVE STAFF APPOINTMENTS

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the following staff member for the listed position for the 2016-2017 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Rate/Salary	Eff. Date	Att.
Amend- Middle School Musical Stipend	Donna Zaugg-off			
	Tonya Lunger	\$1,200		

RESOLUTION 2016-2017: 129

EXECUTIVE SESSION

Lorraine Linfante moved, seconded by Craig Sowell, to adjourn to Executive Session at 7:25p.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 2016-2017: 130

RE-ENTER REGULAR SESSION

Lorraine Linfante moved, seconded by Craig Sowell, to re-enter Regular Session at 7:40p.m. Motion carried unanimously with all “ayes”.

RESOLUTION 2016-2017: 131

APPROVE 17/18 STAFF APPOINTMENTS

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the attached staff members for the 2017-18 school year through June 30, 2018, salaries pending final CEA negotiations. Motion carried unanimously with all “ayes” by roll call vote.

RESOLUTION 2016-2017: 132

APPROVE 17/18 CURRICULUM WRITING

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the following staff members to write elective course curriculum not to exceed 7 hours at the curriculum writing negotiated agreement. Motion carried unanimously with all “ayes” by roll call vote.

Name	Elective Title
Tonya Lunger	Stand Up! (Debate-Speech--Poetry)
Tonya Lunger	Mindfulness
Kyle Rehrig	Coding--Google Swift

RESOLUTION 2016-2017: 133

EXECUTIVE SESSION

Lorraine Linfante moved, seconded by Craig Sowell, to adjourn to Executive Session at 7:45p.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 2016-2017: 134

RE-ENTER REGULAR SESSION

Lorraine Linfante moved, seconded by Carl Sabatino, to re-enter Regular Session at 7:50p.m. Motion carried unanimously with all “ayes”.

RESOLUTION 2016-2017: 135

APPROVE STIPEND JOB DESCRIPTION

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the job description as attached for the Director of Special Education Stipend. Motion carried unanimously with all “ayes”.

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY

PROFESSIONAL DEVELOPMENT:

RESOLUTION 2016-2017: 136

APPROVE PROFESSIONAL DEVELOPMENT

Lorraine Linfante moved, seconded by Carl Sabatino, 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
Rutgers Center for Literacy	04/24/17	Pam Lorenson		\$150.00 +mileage	\$85.00	\$235.00 +mileage

Applied Suicide Intervention Skills Training	05/16/17 - 05/17/17	Lisa Morra		\$60.00 materials +mileage	\$0.00	\$60.00 materials +mileage
An Insider's Guide to Legal Tactics Used Against Schools & Vice Versa	05/05/17	Jenine Kastner Lisa Morra		\$20.00 each +mileage	\$0.00	\$40.00 +mileage
Oppositional, Defiant & Disruptive Children & Adolescents	05/02/17	Ryan Patel		\$199.99 +mileage	\$0.00	\$199.99 +mileage

FIELD TRIPS:**RESOLUTION 2016-2017: 137****APPROVE FIELD TRIPS**

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

Date	Grade	Destination	Cost per student
May	7th/8th Grade Students	North Hunterdon Track & Field	n/a
May	1st Grade (Graffis/Gilmore)	Conley School	\$3.75
May	4 th Grade Students (10)	ExxonMobil	n/a
May	Junior Solar Sprints	Kingwood	n/a

POLICY AND REGULATIONS:**RESOLUTION 2016-2017: 138****APPROVE POLICY & REGULATIONS**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By-Laws with Second Readings. Motion carried unanimously with all "ayes".

Policy #	Title	Action	Att. #
P 2320	Independent Study Programs	Abolished	#6A
P 2415.06	Unsafe School Choice Option (M) (Revised)	2nd Reading	#6B
P & R 2460	Special Education (M) (Revised)	2nd Reading	#6C,D
R 2460.1	Special Education -- Location, Identification, and Referral (M) (Revised)	2nd Reading	#6E

Policy # (cont.)	Title	Action	Att. #
R 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)	2nd Reading	#6F
R 2460.9	Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)	2nd Reading	#6G
R 2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)	2nd Reading	#6H
R 2460.16	Special Education - Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)	2nd Reading	#6I
P 2464	Gifted and Talented Students (M) (Revised)	2nd Reading	#6J
P 2467	Surrogate Parents and Foster Parents (M) (Revised)	2nd Reading	#6K
P 2622	Student Assessment (M) (Revised)	2nd Reading	#6L
P & R 3160	Physical Examination (M) (Revised)	2nd Reading	#6M,N
P & R 4160	Physical Examination (M) (Revised)	2nd Reading	#6O,P
P & R 5116	Education of Homeless Children (Revised)	2nd Reading	#6Q,R
P 8350	Records Retention (New)	2nd Reading	#6T
P 4433	Vacations	2nd Reading	#6U

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:

2017-18 School Budget Presentation

RESOLUTION 2016-2017: 139

ADOPT 2017-18 BUDGET

Carl Sabatino moved, seconded by Lorraine Linfante, to adopt the following Budget for the 2017-18 School Year. Motion carried unanimously with all "ayes" by roll call vote.

The Board of Education of Clinton-Glen Gardner hereby adopts the following Preliminary budget for the 2017-18 school year:

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 Capital Reserve transferred for Debt Payment in the amount of \$200,000 and the use of Capital Projects Fund Balance from the 2014 Referendum transferred to Post-Merger Debt Payment in the amount of \$128,700.

The proposed budget includes a \$30,000 reduction in Borough of Glen Gardner tax certification to be paid by the reserve set aside by the Borough for school tax relief in July 2009 when the district was merged.

The Proposed Budget generated a \$67,853 Health Care Adjustment to be banked for a maximum of 3 years.

Anticipated Enrollment 446

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	8,129,396	Withdrawal from Capital Reserve	200,000
Capital Outlay	214,643	Local Tax Levy-General	6,853,532
		Misc Revenue	29,800
		Tuition	18,000
		State Aid	1,242,707
		Total Operating Budget	8,344,039
Total Operating Budget	8,344,039	Special Revenue Fund	133,222
Special Revenue Fund	133,222	Trf From Cap Project	200,000
		Debt Reserve	129,699
		Debt Service Aid	78,779
		Local Tax Levy-Debt	311,324
Repayment of Debt	719,802	Total Debt Fund	719,802
Total Expenditures	9,197,063	Total Revenue	9,197,063

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 2017-18 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 2017-18 proposed budget is a maximum regular business travel amount of \$1000 per employee (total travel not to exceed \$1500 per employee)

RESOLUTION 2016-2017: 140**APPROVE MINUTES & FINANCIAL REPORTS**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all "ayes".

1. **Approval of Board of Education Minutes** from March 16, 2017 Business Session.
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 2016-2017 school year.

February, 2017 \$3,108,205.71

3. **Approval of the Bill List in the specified amounts.**

General Account: \$ 896,059.16

Cafeteria Account: \$ 11,014.25

4. **Checking Account Balances** – February, 2017

Student Activities: \$ 35,194.60

Cafeteria: \$ 5,732.21

Payroll Agency: \$ 18,735.22

Unemployment: \$ 60,332.53

5. **Transfers** in the amount of \$84,705.34 for March, 2017.

CORRESPONDENCE: Thank you note from CEA for Bagel breakfast and treats.

NEW BUSINESS: Discussion of NHVRSD Presidents Roundtable
Request Gwen Thornton attend June Board Meeting

OLD BUSINESS:

Dear Parents: Brendan McIsaac is drafting Board discussion section.

Board Liaison Reports: Carl Sabatino reported

Negotiations:

Board Goals 2016-2017:

Board Goals 2016-2017

Policy: Review, revise and/or create policies that support the strategic plan initiatives in the areas of budget, personnel, programs and community partnerships.

Resources: Plan and build community support for a referendum to support the physical plan and program needs of the school facility and site consistent with the strategic plan.

Governance: Incorporate the progress and activities of the strategic plan into meetings and publications from the Board.

District Goals for 2016-2017:

District Goals 2016-2017

Increase teacher knowledge and application of inquiry based learning and project based learning to build curious and creative thinkers.

Formalize a school wide Olweus program to foster and recognize compassionate behaviors.

Utilize community resources to enhance learning experiences that will occur both within and beyond the classroom.

Convert the media center to a maker space that sparks imagination and creativity and cultivates cognitive and physical development.

Create an annual whole school theme that cultivates compassion within the school community.

PUBLIC COMMENT: None

RESOLUTION 2016-2017: 141

EXECUTIVE SESSION

Carl Sabatino moved, seconded by Lorraine Linfante, to adjourn to Executive Session at 8:45p.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 2016-2017: 142


ADJOURNMENT

Carl Sabatino moved, seconded by Lorraine Linfante, to adjourn the Board Meeting at 9:07p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Brendan McIsaac, President