



**Clinton-Glen Gardner Board of Education**

April 24, 2018

CPS Library/Media Center 7:00pm

**BUSINESS SESSION AGENDA**

**Action may be taken**

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

**1. Call to Order**

**2. Opening Statement:**

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.

**3. Roll Call**

**4. Monthly School Data:**

**A. Enrollment Data Report (Attachment #1)**

**B. Student Suspensions:**

1. In-School Suspensions: 0

2. Out-of-School Suspensions: 1

**C. School Nurse's Report (Attachment #2)**

**D. Violence and Vandalism (EVVRS Data), HIB 2 investigation 1 confirmed**

**E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)**

**Motion:** *To accept the aforementioned monthly school data report, items 4A-E.*

**Superintendent/Principal's Report**

- A. Student Representative Report**
- B. Clinton Education Association Report**
- C. Assistant Principal- Curriculum Coordinator Report**
- D. Special Services Report**

**6. Public Comment**

**7. Personnel**

**A. Summer Sports Camp Staff**

<i><b>Motion:</b> To approve the following staff members to serve as summer sports camp teachers per negotiated agreement:</i>	
<b>Name</b>	<b>Title</b>
Kari Gursky & Tim Bidwell	Baseball/Volleyball - June
Joe Harris & Tim Bidwell	Basketball - July
Joe Harris & Tim Bidwell	Allsports/Basketball - July-Aug
Joe Harris	Soccer - Aug.
Joe Harris & Tim Bidwell	Allsports - Aug.

**B. Summer Sports Camp Coordinator**

<i><b>Motion:</b> To approve the following staff member to serve as summer sports camp coordinator per negotiated agreement:</i>	
<b>Name</b>	<b>Title</b>
Joe Harris	Coordinator

**C. Staff Appointments 2017-2018**

<i><b>Motion:</b> To approve the following staff member for the listed position for the 207-2018 school year:</i>				
<b>Position</b>	<b>Name</b>	<b>Rate/Salary</b>	<b>Effective Date</b>	<b>Att.</b>
<b>Amend- Aim High Stipend</b>	Carolyn Schorr-off session 2			
	Debra Wellet on session 2	\$988		
<b>Speech Therapist Leave Replacement</b>	Jessica Verilli	Step MA 22, \$81,555 hourly rate of \$58.00	4/19/2018	<b>#4</b>

**D. ESY**

<i><b>Motion:</b> To approve the following staff member to serve extended school year roles as listed below per negotiated agreement:</i>		
<b>Position</b>	<b>Name</b>	<b>Rate</b>
<b>Teacher</b> (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	<b>Roberty Adase</b> <b>Jessica Asaro</b> <b>Carolyn Schorr</b> <b>Allyson Kubik</b> (add'l 3 hr/wk for supplemental instruction)	\$47/hr
<b>Paraprofessional</b> (5 week, 4 days/wk, 3hr/day)	<b>Janet Traphagen</b> <b>Laurel Kelly</b> <b>Emily Swift</b> <b>Kelly DeJesus</b> <b>Meghan Castellano</b> <b>Barbara Smith</b> <b>Melissa Bowlby</b>	\$17/hr
<b>PreSchool Teacher</b> (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	<b>Maria Buniva</b>	\$47/hr
<b>PreSchool Paraprofessional</b> (4 week,4 days/wk, 3hr/day)	<b>Barbara Smith</b>	\$17/hr
<b>Nurse</b>	<b>MaryEllen Bowlby</b>	\$47/hr
<b>Speech Therapy</b> (4hr/wk)	<b>Amanda Thomas</b>	\$87/hr
<b>Substitute Teachers</b>	<b>Devyn McGrew ( ESC aide )</b> <b>Karen Brownell</b> <b>Kari Gursky</b>	\$17/hr or \$47/hr

**E. Staff Appointments 2018-2019**

**Motion:** To approve the attached staff members for the 2018-2019 school year through June 30, 2019. (**Attachments #5**)

**F. 2017-2018 Co Curricular**

<i><b>Motion:</b> To approve the following staff member to serve as Astronomy Club advisor for 16 sessions per negotiated agreement:</i>	
<b>Name</b>	<b>Title</b>
Kate Lascelle	Astronomy Club Advisor

## 8. Curriculum, Instruction, Assessment, & Technology

### A. Professional Development

<i>Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:</i>						
Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
NJASBO Seminar	5-18-18	Bernadette Wang		\$100.00	N/A	\$11.66
ERIC West Safety Meeting	5-18-18	Bernadette Wang		\$0.00	N/A	\$8.74
NJASBO Annual Conference	6-6-18 - 6-8-18	Bernadette Wang		\$275.00 Lodging \$220 +mileage	N/A	\$495.00 +\$48.50
CDK End of Year User Meeting	5-2-18 5-3-18	Christina Muench		\$50.00 for additional person above 2 attendees	N/A	+mileage
CDK End of Year User Meeting	5-3-18 5-7-18	Bernadette Wang		\$0.00	N/A	\$0.00
CDK End of Year User Meeting	5-3-18	Lily Epstein		\$0.00	N/A	\$0.00

### B. Field Trips

<i>Motion: To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
June	8th Grade	Franklin Institute	TBD
May	5th Grade	Stream Clean up/Fish Release	\$0.00
May	5th Grade	Sandy Hook	TBD
April	Kindergarten	Health Barn USA	\$26.75

## 9. Policy and Regulations

None			

## 10. General Information: Business Administrator's Report

### A. 2018-19 School Budget Approval

**Motion:** To approve the adoption of 2018-19 School Budget.

The Board of Education of Clinton-Glen Gardner hereby adopts the following budget for the 2018-19 school year:

The final 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 final budget includes the use of Capital Reserve transferred for Debt Payment in the amount of \$50,000 and the use of Capital Projects Fund Balance from the 2014 Referendum transferred to Post-Merger Debt Payment in the amount of \$135,300.

The final budget includes the use of Emergency Reserve transferred to Capital Outlay for the use of Safety Upgrades in the amount of \$75,000.

The final budget generated a \$108,028 Health Care Adjustment to be banked for a maximum of 3 years.

Anticipated Enrollment 421

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	8,329,893	Withdrawal from Capital & Emergency Reserves	126,488
Capital Outlay	141,131	Local Tax Levy-General	6,990,599
		Misc Revenue	35,900
		Tuition	18,000
		State Aid	1,300,037
		Total Operating Budget	8,471,024
Total Operating Budget	8,471,024	Special Revenue Fund	135,300

Special Revenue Fund	136,650	Trf From Cap Project	50,000
		Debt Reserve	135,300
		Debt Service Aid	341,188
		Local Tax Levy-Debt	314,222
Repayment of Debt	840,710	Total Debt Fund	840,710
Total Expenditures	9,448,384	Total Revenue	9,448,384

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 2018-19 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 2018-19 proposed budget is a maximum regular business travel amount of \$1000 per employee (total travel not to exceed \$1500 per employee)

**B. Monthly Minutes and Financial Approval**

**Motion:** To approve the Minutes and monthly financial transactions and reports items 1-5:

1. Approval of Board of Education Minutes from the March 14, 2018 Business Session, March 20, 2018 Business Session. **(Attachment #6A, 6B)**
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 2017-2018 school year. **(Attachment #7A, 7B)**

February, 2018      \$2,079,106.40

3. Approval of the Bill List in the specified amounts **(Attachment #8)**
  - a. General Account: \$ **989,411.00**
  - b. Cafeteria Account: \$ **11,746.88**

4. Checking Account Balances – February, 2018
  - a. Student Activities: \$ 55,007.77
  - b. Cafeteria: \$ 4,168.45
  - c. Payroll Agency: \$ 21,009.09
  - d. Unemployment: \$ 59,218.38
  
5. Transfers in the amount of \$none and budget adjustments in the amount of \$48,090.32 for February, 2018 and \$31,019.62 for March, 2018.  
**(Attachment #9)**

**C. Bid Opening for the Vestibule Doors April 20, 2018**

**Motion:** To accept the bid and award a contract for the safety upgrade of the vestibule doors, as recommended by the district attorney and architect of record.

The bid opening for the vestibule doors took place on Friday April 21st, the district received 1 bid and is recommended by the Architect with a final review pending by the board attorney. The funding for the vestibule doors will be utilizing the Emergency Reserve budgeted for the 18-19 school year.

**11. Correspondences**

**12. New Business**

**Motion:** To approve 2018-2019 12 month and custodial school calendars.

- A. 2018-2019 School 12 Month Calendar **(Attachment #10)**
- B. 2018-2019 School 12 Month CUSTODIAL Calendar **(Attachment #11)**

**13. Old Business**

- A. Dear Parents
- B. Board Liaison Reports
- C. Board Goal Discussion 2017-2018
  - **To support the CPS mission and 2017-2018 strategic district goals via policy, budget, and guidance in the governance of programs and personnel.**
  - **Represent and advocate for the district by building bridges with the community and surrounding cluster districts.**
  - **Enrich the strategic plan through ongoing board education on educational trends and by acting as liaisons to district, county, and state organizations supportive of education.**

D. District Goals 2017-18

- **Create optimal learning environments that are supportive of service learning and celebratory of our school environment.**
- **Increase service learning opportunities for students to enrich learning**
- **Convert classrooms and hallways into workshops for learning.**
- **Reinvent additional outdoor spaces to inspire creativity and curiosity.**
- **Expand elective and cycle options on special Interest topics to better stimulate student interests in cross-curricular and cross-grade level opportunities.**

**14. Public Comment**

**15. Executive Session**

- A.** Call for Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss matters listed below. 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.

**16. Adjournment**