

Clinton-Glen Gardner Board of Education
April 24, 2018

BUSINESS SESSION MINUTES

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.

Opening Statement:

Brendan McIsaac called the meeting together at 7pm 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.

Adopted 3/2016

ROLL CALL: Present: Carl Sabatino, Lorraine Linfante, Brendan McIsaac,
Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary
Absent: Craig Sowell, Charles Sampson

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**)

RESOLUTION 2017-2018: 128

ACCEPT SCHOOL DATA REPORTS

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

SUPERINTENDENT/PRINCIPAL REPORT:

RESOLUTION 2017-2018: 129

APPROVE ADDITIONAL TRIP FUNDING

Carl Sabatino moved, seconded by Lorraine Linfante approved the funding for the additional Meals on Wheels trips discussed below. Motion carried unanimously with all "ayes".

Student Representative Report: Student representative Maggie Samptson for Meals on Wheels is asking for additional two trips in May and June to further experience for give back. It will involve extra funding for buses and formally being requested of the Board to make allowance for this. Jessica Crespo-Latanzio is the teacher responsible for mentoring the program. She updated the Board the route the students are working with through Meals on Wheels with her in charge and how she involved her students. She also updated the Board on the additional efforts with the students to be conscious of the community involvement and fund raising effort. May 31st is the target date for the additional working with celebrating young men and women culminating from the fund raising and the dance a thon.

Clinton Education Association (CEA) Report:

Karen Brownell's highlights -

June 6th spring concert.

Update for the various section on testing updates, ESL, trip reports from recent ones taken.

Trout release schedule for Monday April 30th.

\$2400 raised by students for heart association

Archery participants achieved high honors

Susan Haney's highlights –

Echo Hill trip for 1st graders leading to the next science unit

2nd grade performed musical

Garden is planted soil and rainfall learning

4th grade reading biographies

Math on area and perimeter

Science fair in May will have be one date available to classes and a separate date for everyone

2nd grade 28 students have their work displayed at the Hunterdon Art Museum

Horse painting for fund raiser on behalf of the Horse Rescue group

Assistant Principal/Curriculum Coordinator's Report:

Students have been busy with various projects that require them to do research, enjoying field trips such as the visit this week to the Holocaust Museum, and participating in various after school activities from the PTO Talent Show, to Solar Sprints, and Spring sports. More details next month.

Special Services Report:

Safety team grant: Clinton police and CPS awarded \$500 from Wal-Mart, \$200 from Wegmans, \$1400-2000 from North Hunterdon Municipal Alliance for Alice training

Special education wrapping up annual reviews

Continuing to monitor needs of students

Great event April 24, 2018 for students to raise money for horse rescue

PUBLIC COMMENT: None

PERSONNEL REPORT:

Summer Sports Appointments

RESOLUTION 2017-2018: 130

SUMMER SPORTS CAMP TEACHER APPOINTMENTS 2017-18

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following staff members for Summer Sports Camp Teachers for the 2017-18 school year. Motion carried unanimously with all “ayes” by roll call vote.

Name	Title
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.

RESOLUTION 2017-2018: 131

SUMMER SPORTS CAMP COORDINATOR APPOINTMENT 2017-2018

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following staff member as Summer Sports Camp Coordinator for the 2017-18 school year. Motion carried unanimously with all “ayes” by roll call vote.

Name	Title
Joe Harris	Coordinator

Staff Appointments 2017-2018

RESOLUTION 2017-2018: 132

STAFF APPOINTMENTS 2017-2018

Carl Sabatino moved, and seconded by Lorraine Linfante to approve the following staff members for the 2017-18 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Rate/Salary	Effective Date	Att.
Amend- Aim High Stipend	Carolyn Schorr-off session 2			
	Debra Wellet on session 2	\$988		
Speech Therapist Leave Replacement	Jessica Verrelli	Step MA 22, \$81,555 hourly rate of \$58.00	4/19/2018	#4

ESY**RESOLUTION 2017-2018: 133****EXTENDED SCHOOL YR STAFF 2017-2018**

Lorraine Linfante moved, seconded by Carl Sabatino to approve the following staff member for the 2017-18 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Rate
Teacher (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	Roberty Adase Jessica Asaro Carolyn Schorr Allyson Kubik (add'l 3 hr/wk for supplemental instruction)	\$47/hr
Paraprofessional (5 week, 4 days/wk, 3hr/day)	Janet Traphagen Laurel Kelly Emily Swift Kelly DeJesus Meghan Castellano Barbara Smith Melissa Bowlby	\$17/hr
PreSchool Teacher (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Maria Buniva	\$47/hr
PreSchool Paraprofessional (4 week,4 days/wk, 3hr/day)	Barbara Smith	\$17/hr
Nurse	MaryEllen Bowlby	\$47/hr
Speech Therapy (4hr/wk)	Amanda Thomas	\$87/hr
Substitute Teachers	Devyn McGrew (ESC aide) Karen Brownell Kari Gursky	\$17/hr or \$47/hr

RESOLUTION 2017-2018: 134**STAFF APPOINTMENTS 2017-2018**

Carl Sabatino moved, Lorraine Linfante seconded to approve tenured and non-tenured Teachers, Paraprofessional, Custodians, and Administrative Staff for 2018-2019 school year effective July 1, 2018-June 30, 2019. Motion carried unanimously with all “ayes” by roll call vote.

RESOLUTION 2017-2018: 135 APPROVE ASTRONOMY CLUB ADVISOR 2017-18

Carl Sabatino moved, seconded by Lorraine Linfante to approve the following staff member to serve as Astronomy Club advisor for 16 sessions per negotiated agreement for the 2017-18 school year. Motion carried unanimously with all “ayes” by roll call vote.

Name	Title
Kate Lascelle	Astronomy Club Advisor

CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY**Professional Development****RESOLUTION 2017-2018: 136****APPROVE PROFESSIONAL DEVELOPMENT**

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the following requests for professional development mileage in accordance with NJAC 18A: 11-12. Motion carried unanimously with all “ayes” by roll call vote.

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
------------------------------	--------	--------------	--	--------	-----	--------

FIELD TRIPS

RESOLUTION 2017-2018: 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” by roll call vote.

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

POLICY AND REGULATIONS -None

GENERAL INFORMATION: BUSINESS ADMINISTRATORS REPORT

RESOLUTION 2017-2018: 138

APPROVE 2018-19 SCHOOL BUDGET

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the 2018-19 School Budget. Motion carried unanimously with all “ayes” by roll call vote.

School Budget Approval

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)

Monthly Minutes and Financial Approval

RESOLUTION 2017-2018: 139**APPROVE MINUTES & FINANCIAL REPORTS**

Lorraine Linfante, seconded by Carl Sabatino, to approve the Minutes and monthly financial transactions and reports items 1-5. Motion carried unanimously with all “ayes”.

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)**

RESOLUTION 2017-2018: 140**ACCEPT BID FOR VESTIBULE DOORS**

Carl Sabatino moved, seconded by Lorraine Linfante, 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. Motion carried unanimously with all “ayes”.

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.

Correspondences: None

NEW BUSINESS:

RESOLUTION 2017-2018: 141
APPROVE 2018-2019 12 MONTH EMPLOYEE AND 12 MONTH CUSTODIAL
SCHOOL CALENDARS

Lorraine Linfante moved, seconded by Carl Sabatino, to approve 2018-2019 12 month employee and 12 month custodial school calendars. Motion carried unanimously with all “ayes”.

Old Business

Dear Parents

Board Liaison Reports: Lorraine updated the Board on the PTO

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.**

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.**

PUBLIC COMMENT: None

ADJOURNMENT

RESOLUTION 2017-2018: 142

ADJOURNMENT

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn the Board Meeting at 8:20 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Bernadette Wang
Business Administrator

Brendan McIsaac
President