

CLINTON-GLEN GARDNER BOARD OF EDUCATION

BUSINESS SESSION MEETING MINUTES

August 23, 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, Charles Sampson, Carl Sabatino and Lorraine Linfante

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

Absent: Craig Sowell

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 2017-2018: 16

ACCEPT SCHOOL DATA REPORTS

Carl Sabatino moved, seconded by Charles Sampson, to accept the monthly school data reports. Motion carried unanimously with all “ayes”.

RESOLUTION 2017-2018: 17

APPROVE HIB INVESTIGATIONS

Charles Sampson moved, seconded by Lorraine Linfante, to approve HIB Investigations, Trainings and Reports (HIB-ITP) report period 2. Motion carried unanimously with all “ayes”.

**SUPERINTENDENT/PRINCIPAL'S REPORT:**

Opening day trainings, including Google docs and orientations

**Student Representative Report:** None

**Clinton Education Association (CEA) Report:** None

**Assistant Principal/Curriculum Coordinator's Report:** Curriculum Revisions and updates

**Special Services Report:** None

**PUBLIC COMMENT:** None

**PERSONNEL REPORT:****RESOLUTION 2017-2018: 18            APPROVE SUPERINTENDENT/PRIN CONTRACT**

Carl Sabatino moved, seconded by Lorraine Linfante, upon approval by the County Executive Superintendent and in accordance with N.J.A.C 6A:23A-3.1, the Board of Education approves a five year contract of employment for Seth E. Cohen, Ed.D., effective July1, 2017 through 11:59pm on June 30, 2022. The Superintendent's annual salary for school year 2017/2018 is established at \$147,794.00 (Contract on file in the Board Office). Motion carried unanimously with all "ayes" by roll call vote.

**RESOLUTION 2017-2018: 19            APPROVE STAFF RESIGNATION**

Carl Sabatino moved, seconded by Lorraine Linfante, to approve staff resignation. Motion carried unanimously with all "ayes" by roll call vote.

<b>Position</b>	<b>Name</b>	<b>Effective Date</b>	<b>Att.</b>
Strings (Teacher of Music) (PCN41)	Eileen O'Driscoll	June 30, 2017	
Administrative Assistant (PCN80)	Darlene Nardi	September 1, 2017	#2

**RESOLUTION 2017-2018: 20****APPROVE 17/18 STAFFING**

Carl Sabatino moved, 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.

<b>Position</b>	<b>Name</b>	<b>Rate/Salary</b>	<b>Att.</b>
Strings (Teacher of Music) <b>(PCN41)</b>	Melissa Burton Anderson	Step 0 BA @ .5 FTE \$26,472	#3
Administrative Assistant <b>(PCN80)</b>	Christina Muench	\$60,000 – Single Horizon Benefits Eff. 8/24/17 per diem, 9/7/17 start date	
Substitute Teachers	Emily Swift Angie Velazquez Keith Muccilli Rebecca Reese Amanda Kovacs Lisa Oertle Patricia Burd	\$85.00 per diem \$85.00 per diem \$85.00 per diem \$85.00 per diem \$85.00 per diem \$85.00 per diem \$85.00 per diem	
Admin Assistant <b>(PCN 76)</b>	Tonya Reese	\$60,000 inclusive of sub caller stipend eff 9/1/17	
Admin Assistant <b>(PCN78)</b>	Lily Epstein	\$60,000 eff 9/1/17	

**RESOLUTION 2017-2018: 21****CENTENARY STUDENT TEACHER APPROVAL**

Lorraine Linfante moved, seconded by Carl Sabatino, to approve Rebecca Clinebell to complete student teaching during the 2017-18 school year from Centenary University Elementary and Special Education. Motion carried unanimously with all “ayes”.

**RESOLUTION 2017-2018: 22****APPROVE SALARY INCREASE**

Carl Sabatino moved, seconded by Charles Sampson, to advance the following teacher on the salary guide in accordance with CTA negotiated agreement. Motion carried unanimously with all “ayes” by roll call vote.

<b>Position</b>	<b>Name</b>	<b>Current Step and Salary</b>	<b>New Step and Salary</b>	<b>Effective</b>	<b>Att.</b>
Teacher	Denise Rella	MA Step 18-\$70,025	MA+15 Step 18 \$70,450	8/31/17	#4



**RESOLUTION 2017-2018: 23****ASSIGNMENT TRANSFERS**

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the following assignment transfer requests. Motion carried unanimously with all “ayes”.

<i>Staff Member</i>	<i>From</i>	<i>PCN</i>	<i>FTE</i>	<i>To</i>	<i>PCN</i>	<i>FTE</i>	<i>FTE Change</i>
Denise Rella	Grade 5	25	1.0	Special Education	51	1.0	none
Jessica Asaro	Special Education	51	1.0	Kindergarten	8	1.0	none
Jennifer Merrigan	Grade 5	113	1.0	Middle School	31	1.0	none
Tonya Lungert	Middle School	26	1.0	Middle School/Basic Skills	26/104	1.0	none

**CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY:****RESOLUTION 2017-2018: 24****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
AENJ	10/1/17 - 10/2/17	Suzanne Lauricella		\$230.00 +mileage	\$85.00 each	\$400.00 +mileage
Foundations Training	09/28/17	4 TBA		\$125.00 each +mileage	\$85.00 each	\$840.00 +mileage
NJ Dyslexia	10/13/17	Jenine Kastner		\$230.00 +mileage	\$0.00	\$230.00 +mileage
World Maker Faire 2017	09/23/17	Evelyn Ferro		\$50.00 +mileage	\$0.00	\$50.00 +mileage

**FIELD TRIPS:****RESOLUTION 2017-2018: 25****APPROVE FIELD TRIPS**

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

<b>Date</b>	<b>Grade</b>	<b>Destination</b>	<b>Cost per student</b>
September 2017	selected 4th graders	Pointe Mountain State Park	\$5.00
October 2017	selected 5th graders	Grounds for Sculpture	\$5.00
November 2017	selected 7th/8th graders	Debate Competition, Clinton Township	TBD
December 2017	selected 6th graders	Hunterdon Art Museum	\$6.00
January 2018	selected 5th/8th graders	Bethlehem Township Conley School - Math Workshop	TBD
February 2018	selected 7th/8th graders	Poetry Slam	TBD
April 2018	selected 6th graders	Crime Scene Investigation - Round Valley	TBD
May 2018	selected 7th/8th graders	Film Festival - Clinton Township Middle School	TBD
May 2018	selected 6th graders	Artline II - Bethlehem Township	TBD

**CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY:****RESOLUTION 2017-2018: 26**

Lorraine Linfante moved, seconded by Carl Sabatino, to approve the following curriculum revisions as posted on the CPS site. Motion carried unanimously with all “ayes”.

- K-8 English Language Arts
- K-8 Mathematics
- K-4 Science



**POLICY AND REGULATIONS:**

**RESOLUTION 2017-2018: 27**

**APPROVE POLICIES**

Lorraine Linfante moved, seconded by Carl Sabatino, 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
<p><b>P8550</b></p>	<p><b>8550 – Unpaid Meal Charges/Outstanding Food Service Charges (Revised)</b>                      School districts participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) have been informed by the United States Department of Agriculture (USDA) that it must have an unpaid meal charge policy in place for the 2017-2018 school year. The Policy must explain how the food service program will handle situations where children eligible for reduced price or paid meals do not have money to cover the cost of their meal at the time of service. The USDA published the most recent Unpaid Meal Charges: Guidance and Q&amp;A dated March 23, 2017. The USDA has indicated a school district’s policy should allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account. The USDA has indicated the specifics of a policy are at the discretion of the school district. However, a required USDA unpaid meal charge policy must be consistent with the provisions of N.J.S.A. 18A:33-21 – School Meals, Notification to Parent of Payment in Arrears Before Denying Student, that are outlined in the existing Policy Guide 8550 – Unpaid Meal Charges/Outstanding Food Service Charges. Therefore, the USDA requirements for an unpaid meal charge policy have been incorporated into Policy Guide 8550 using the collection provisions of N.J.S.A. 18A:33-21 to collect breakfast and lunch charges that are in arrears. The revised Policy Guide includes three options:  <b>Option 2</b> – The Option provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. However, this option indicates a student will not be served breakfast or lunch as permitted by N.J.S.A. 18A:33-21 if payment is not made within a week of the second notice to the parent. This option also includes the DC&amp;F notification provisions of the existing Policy Guide 8550.  <b>Option 3</b> – The Option also provides the student a meal without payment, as encouraged by the USDA, and addresses repayment in accordance with the collection provisions of N.J.S.A. 18A:33-21 when arrears reach a pre-determined amount of money as determined by the Board. This Option indicates the school district will provide the student an alternate meal if payment is not made within a week of the second notice to the parent. However, this Option indicates an alternate meal will only be provided until the student’s account reaches a pre-determined amount of money as determined by the Board, at which time the student will no longer be served an alternate meal. Therefore, the alternate meal without payment cannot be permanent. This option also includes the DC&amp;F notification provisions of the existing Policy Guide 8550.                      ***** <b>Selected</b> ***** <b>Options 2 and 3</b> require the district to provide a meal if the student has money to pay for breakfast or lunch on that day regardless of the amount in arrears as the district cannot use the student’s money to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal. The last three paragraphs of the revised Policy Guide include new language required by the USDA.                      This Policy is now mandated for every school district that participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).</p>

**GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:**

Referendum Project Update -timeline through opening day  
 Staff recognition  
 Financial Audit Completion

**RESOLUTION 2017-2018: 28                    APPROVE MINUTES & FINANCIAL REPORTS**

Carl Sabatine moved, seconded by Charles Sampson, 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 July 31, 2017 Business and Executive Sessions. **(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 2016-2017 school year.

**(Attachment #7A, 7B)**

June, 2017	\$ 2,583,430.38
------------	-----------------

3. Approval of the Bill List in the specified amounts **(Attachment #8)**
  - a. General Account: \$860,240.31
  - b. Cafeteria Account: \$            0.00
4.    Checking Account Balances – June, 2017
  - a.    Student Activities    \$ 54,248.62
  - b.    Cafeteria:                \$    755.05
  - c.    Payroll Agency:        \$ 20,794.26
  - d.    Unemployment:        \$ 64,674.10
5.    Transfers - None

**CORRESPONDENCE:** None

**NEW BUSINESS:** Hunterdon County Education Tech Fest - Evelyn Ferro presented  
Commission of Ed presentation

**OLD BUSINESS:**

**Dear Parents:** Draft forwarded

**Board Liaison Reports:** No reports

**Board Goals 2017-2018:** Edit & finalize at September meeting

**District Goals 2017-2018**

- 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

**RESOLUTION 2017-2018: 29**

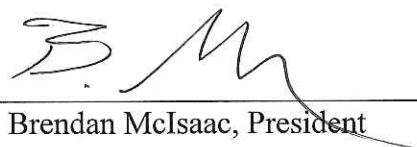
**ADJOURNMENT**

Lorraine Linfante moved, seconded by Carl Sabatino to adjourn the Board Meeting at 7:47p.m.  
Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft  
Business Administrator



---

Brendan McIsaac, President