



Clinton-Glen Gardner Board of Education

April 30, 2019

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: 0

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

D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed

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

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

**5. Superintendent/Principal's Report
2019-2020 Goals Discussion**

- 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. Salary Increases

Motion: <i>To advance the following teachers on the salary guide in accordance with CEA negotiated agreement:</i>					
Position	Name	Current Step & Salary	New Step & Salary	Effective	Att.
Teacher	Denise Rella	MA+15/step 19 \$73,545	MA+30/step 19 \$74,470	5/1/19	#4

B. Co-Curricular

Motion: To approve changing Golf from a club to a co-curricular sport effective 2018-2019 school year with compensation for coach as per the negotiated agreement.

C. Substitute

Motion: To approve the following substitute teacher for the 2018-2019 school year:				
Position	Name	Rate	Effective Date	Att.
Substitute Teacher	Heather Hill	\$85.00 per diem	4/13/2019	
Substitute Nurse	Jennifer Sedlacek	\$125.00 per diem	4/17/2019	

D. Staff Appointments 2018-2019

Motion: To approve the following staff members for the listed position for the 2018-2019 school year:				
Position	Name	Rate/Salary	Effective Date	Att.
Substitute Custodians	Robert Adase	\$16/Hour	07/01/2018-	
	David Stoker			
	Thomas Attanasio, Jr	\$12/hour	06/30/2019	
	Joseph Harris			
	Cal Harris			

E. Summer Sports Camp Staff

Motion: To approve the following staff members to serve as summer sports camp teachers per negotiated agreement:	
Name	Title
Joe Harris	Summer Sports Camp Teacher
Timothy Bidwell	Summer Sports Camp Teacher
Sue Penn	Summer Sports Camp Teacher-Volleyball

F. Summer Sports Camp Coordinator

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

G. Staff Retirements

Motion: To approve the following staff member with best wishes for the purpose of retirement:			
Position	Name	Effective Date	Att.
Administrative Assistant	Lily Epstein	8/01/2019	#5

H. ESY

<i>Motion: To approve the following staff member to serve extended school year roles as listed below per negotiated agreement:</i>		
Position	Name	Rate
Teacher (5 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Allyson Kubik, Carolyn Schorr, Jessica Asaro, Denise Rella, Robert Adase	\$48/hr
Paraprofessional (5 week, 4 days/wk, 3hr/day)	Laurel Kelly Ruth Arce Emily Schipper Janet Traphagen Melissa Bowlby Suzanne Stidworthy Devyn McGrew Pending Pending	\$17.50/hr
PreSchool Teacher (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Kristin Pignio	\$48/hr
PreSchool Paraprofessional (4 week, 4 days/wk, 3hr/day)	Pending	\$17.50/hr
Nurse	Mary Ellen Bowlby	\$48/hr
Speech Therapy (up to 5hr/wk)	Amanda Thomas	\$90/hr
Substitute Para/Teachers	Kelly DeJesus & Joe Harri	\$17.50/hr or \$48/hr

I. Staff Appointments 2019-2020

Motion: To approve the attached staff members for the 2019-2020 school year through June 30, 2020. (**Attachments #6**)

J. School Nurse Practicum

Motion: To approve Jennifer Sedlacek to complete her Certified School Nurse Practicum through Rutgers University during the 2019 fall semester.

K. Maternity Leave

Motion: To approve the maternity leave request for employee #CES0000034 for the 2019-2020 school year. (**Attachment #6A**)

J. Student Information System Scheduling

Motion: To approve the following staff members to work on the scheduling transition from powerSchool to Realtime for the 2018-2019 school year not to exceed 50 hours.

Name	Title	Rate
Barbara Shaffer	Teacher	\$41
Jennifer Merrigan	Teacher	\$41

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
NJASBO Annual Conference	6-6-19 6-7-19	Bernadette Wang	\$275.00 Lodging \$228 +mileage	N/A	\$503.00 +mileage
ESNJ Expo	5-15-19	Bernadette Wang	\$0	N/A	\$0
CDK End of Year User Meeting Personnel and Accounting	5-3-19 and 5-6-19	Christina Muench	\$0.00	N/A	+mileage
CDK End of Year User Meeting Accounting	5-9-19	Bernadette Wang	\$0.00	N/A	\$0.00
CDK End of Year User Meeting Personnel	5-8-19	Lily Epstein	\$0.00	N/A	\$0.00
Hot Topics for SLs	5-10-19	Amanda Thomas Nicole Vazquez	\$109.00 each +mileage	\$0.00	\$218.00 +mileage

B. Field Trips

Motion: To approve the following requests for field trips as listed:

Date	Grade	Destination	Cost per student
April	Guitar Elective	Martin Guitar Factory	\$12.00
April	3rd grade	Downtown Clinton - Tree Planting	\$0.00

May	AM & PM Preschool	Hunterdon Art Museum	TBD
May	Kindergarten	Davinci Science Center	\$19.25
May	1st Grade	Echo Hill	\$10.75
May	7th/8th Track & Field	North Hunterdon High School	N/A
May	7th grade	RVCC	TBD
May	5th Grade	Sandy Hook	\$25.25
May	5th Grade	Camp Bernie	\$36.25
May	6th Grade	Princeton Art Museum	\$7.50
May	8th Grade	Pocono Springs Resort	\$133.00
June	7th Grade	NYC 9/11 Memorial	TBD
June	3rd Grade	Red Mill	\$11.00
June	8th Grade	Franklin Institute	TBD

C. Unified Sports Club

Motion: To approve the Unified Help the Horses Club, May and June 2019, as supported and funded through the Special Olympics of New Jersey; staffed by Lisa Rizzi and Maria Buniva.

9. Policy and Regulations

<i>None</i>			
	None		

10. General Information: Business Administrator’s Report

A. 2019-20 School Budget Presentation

B. 2019-20 School Budget Final Approval

Motion: To approve the adoption of 2019-20 School Budget.

Motion: The Board of Education of Clinton-Glen Gardner hereby adopts the following final budget for the 2019-20 school year:

The final budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

The final 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 final budget includes the use of Capital Projects Fund Balance from the 2014 Referendum transferred to Post-Merger Debt Payment in the amount of \$138,600.

The final budget includes a health care cost adjustment in the base budget in the amount of \$61,887, for the budget year 2019-2020, as well as allocate "banked cap" to be included in the 2019-2020 base budget in the amount \$2,808 from 2017-2018. The inclusion of the \$2,808 of "banked cap" is to help support behavior programs, social and emotional learning programs, autism programs and special needs student costs. The implementation of these programs will be completed by the end of the budget year on June 30, 2020 and will not be deferred or incrementally completed over a longer period of time.

Anticipated Enrollment	<u>427</u>
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Expenditures

Revenue

General Current Expense	<u>\$8,570,260</u>
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Local Tax Levy-General	<u>\$7,195,106</u>
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Capital Outlay	<u>\$14,143</u>
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Withdraw from Capital and Emergency Reserve	<u>\$0</u>
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Prior Year Encumbrance	<u>\$93,068</u>
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Misc Revenue	<u>\$39,500</u>
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Tuition	<u>\$18,000</u>
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State Aid	<u>\$1,238,729</u>
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Total Operating Budget	<u>\$8,584,403</u>
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Special Revenue Fund	<u>137,370</u>
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Special Revenue Fund	<u>\$137,370</u>
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Repayment of Debt	<u>585,225</u>
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Debt Reserve	<u>\$138,600</u>
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Debt Service Aid	<u>\$147,033</u>
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		Local Tax Levy-Debt	\$299,592
		Total Debt Fund	\$585,225
Total Expenditures	\$9,306,998	Total Revenue	\$9,306,998

As per NJAC 6A:34B-1.2(b), the final budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2019-2020 final budget includes a maximum travel appropriation of \$25,000.

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

Included in the 2019-20 final budget is a maximum regular business travel amount of \$1,000 per employee (total travel not to exceed \$1500 per employee)

C. 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 13, 2019 Business Session, March 19, 2019 Business Session. **(Attachment #7)**
2. Certification of the Secretary’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 2018-2019 school year. **(Attachment #8)**

February, 2019 \$2,000,717.42

3. Approval of the Bill List in the specified amounts **(Attachment #9)**
 - a. General Account: \$ 1,191,652.47
 - b. Cafeteria Account: \$ 8,656.97
4. Checking Account Balances – February, 2019
 - a. Student Activities: \$ 62,675.45
 - b. Cafeteria: \$ 16,595,.73
 - c. Unemployment: \$ 59,218.38

d. Payroll Agency \$129,628.84

5. Transfers in the amount of \$24,019.66 for February, 2019. **(Attachment #10)**

D. NJSIG Safety Grant Application Submission for 2019-20

Motion: To approve submission of the 2019-2020 Safety Grant in the amount of \$14,000 for the purchase of facility mapping service and replacement for the classroom door locks.

E. Food Service for 2019-20 through 2023-2024 School Year

Motion: To authorize the Business Administrator to seek bids for Food Service vendor for the 2019-20 through 2023-2024 School Year.

F. Technology Lease Purchase Financing Bid Award

Motion: To approve the resolution awarding the technology lease purchase bid to USBank. **(Attachment # 11)**

11. Correspondences

12. New Business

Motion: To approve 2019-2020 12 month employee and custodial school calendars.

A. 2019-2020 School 12 Month Employee Calendar (Attachment #12)

B. 2019-2020 School 12 Month Custodial Calendar (Attachment#13)

C. Superintendent Evaluation

D. Graduation Dates

E. Online Petition to Oppose School Aid Cuts

13. Old Business

A. Dear Parents

B. Board Liaison Reports

C. Board Goal Discussion 2019-2020

D. Discussion of tuition and annual percentage increase charged for Lebanon Borough students if approval for send/receive proposal is accepted

To support the CPS mission and 2019-2020 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 and engaging in appropriate DOE and legislative processes.

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 for 2019-2020

Ensure that all curricula provide opportunities for students to create and explore using inquiry based and project based learning.

Increase teacher use of community and other outside resources to enrich learning opportunities for students.

Utilize community resources to build and recreate spaces that will enrich school wide resources for learning opportunities.

Reinvent courtyard spaces as natural environments for learning.

Institute an enrichment/remediation program that improves academic skills through interesting topics, such as sharpening math skills through architecture.

Provide personalized enrichment such as mentorships or on-line learning 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