

**Clinton-Glen Gardner Board of Education**  
April 30, 2019

**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.

**Adopted 3/2016**

**Opening Statement:**

Brendan McIsaac called the meeting together at 7:00 pm 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, Lorraine Linfante, Carl Sabatino, and Craig Sowell (arrived at 7:10)  
Also Present: Seth Cohen, Superintendent/Principal  
Bernadette Wang, Business Administrator/Board Secretary  
Absent: Dr. Ashutosh Tewari

**RESOLUTION 2018-2019: 144**

**ACCEPT SCHOOL DATA REPORTS**

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

**Monthly School Data:**

**Enrollment Data Report (Attachment #1) 427**

**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 0 investigation 0 confirmed**

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

**SUPERINTENDENT/PRINCIPAL REPORT:**

Documenting Goals towards next year

Dr Cohen will be providing more details in the coming month

2019-2020 strategic plan will be discussed in details

K orientation Thursday 5/9 6-7:30PM next week

3 sessions of Kindergarten and we have 48 current enrollment

The school will need county waiver regarding the bathroom location and availability to all the kindergarten classrooms

Re-configure rooms under the current set up to accommodate the incoming students for the 3 sessions.

### **Student Representative Report**

Discussed and reported at the April 17 work session

**Celebration of Technology Student Association**

**Celebration of Archery Team**

**Eagle Scout Proposal- Jacob Rispoli**

**World Language Update**

**2019-2020 Goals Discussion**

Mrs. DeJesus 2nd grade teacher presented updates from various grades progress

Too Smart to start was the theme for some of the upper grades

Physical fitness tests for various grades

The chicken eggs arrived, will hatch in 21 days

2nd grade garden is started

Mrs. Brownell updates Spec Svc

Celebration of Arbor Day in town

Poetry publishing

Ellis Island visit was a great success

Holocaust for 7th grader to visit RVCC play about the event

Annual June 4th concert of spring concert

#### **b. Clinton Education Association Report**

#### **c. Assistant Principal- Curriculum Coordinator Report**

NJSLA is replacing PARCC It is a lot less tedious than PARCC because there's just less testing

Science will be test in both 8th and 5th grades this year

Start testing right after announcement and then back to the teaching module

Lip Sync, Lego contest, Patriots Baseball Game, Camp Bernie and more

#### **d. Special Services Report**

**Public comment - NONE**

### **PERSONNEL REPORT:**

**RESOLUTION 2018-2019: 145**

**APPROVE SALARY GUIDE MOVEMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino to advance the following teacher on the salary guide in accordance with CEA negotiated agreement. Motion carried unanimously with all "ayes".

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****RESOLUTION 2018-2019: 146 APPROVE CLUB TO COCURRIC SPORT CHANGE**

Mrs. Linfante moved, seconded by Mr. Sabatino 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. Motion carried unanimously with all “ayes”.

**C. Substitute****RESOLUTION 2018-2019: 147****APPROVE SUBSTITUTE TEACHER**

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the following staff for the listed positions for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

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****RESOLUTION 2018-2019: 147a****APPROVE SUBSTITUTE CUSTODIANS**

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the following staff for the listed positions for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

Position	Name	Rate/Salary	Effective Date	Att.
Substitute Custodians	Robert Adase David Stoker Thomas Attanasio, Jr Joseph Harris	\$16/Hour	07/01/2018- 06/30/2019	
	Cal Harris	\$12/hour		

**E. Summer Sports Camp Staff****RESOLUTION 2018-2019: 148****APPROVE SUMMER SPORTS CAMP STAFF**

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the following staff for the listed positions for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

Name	Title
Joe Harris	Summer Sports Camp Teacher
Timothy Bidwell	Summer Sports Camp Teacher

#### F. Summer Sports Camp Coordinator

#### RESOLUTION 2018-2019: 149 APPROVE SUMMER SPORTS CAMP COORDINATOR

Mr. Sabatino moved, seconded by Mrs. Linfante to approve the following staff for the listed positions for the 2018-2019 school year. Motion carried unanimously with all “ayes”.

Name	Title
Joe Harris	Coordinator

#### G. Staff Retirements

#### RESOLUTION 2018-2019: 150 ACCEPT STAFF MEMBER RETIREMENT

Mr. Sabatino moved, seconded by Mr. Sowell to approve the following staff member with best wishes for the purpose of retirement. Motion carried unanimously with all “ayes”.

Position	Name	Effective Date	Att.
Administrative Assistant	Lily Epstein	8/01/2019	#5

#### H. ESY

#### RESOLUTION 2018-2019: 151

#### APPROVE ESY STAFF

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the following staff member to serve extended school year roles as listed below per negotiated agreement. Motion carried unanimously with all “ayes”.

Position	Name	Rate
<b>Teacher</b> (5 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Allyson Kubik, Carolyn Schorr, Jessica Asaro, Denise Rella, Robert Adase	\$48/hr
<b>Paraprofessional</b> (5 week, 4 days/wk, 3hr/day)	Laurel Kelly Ruth Arce Emily Schipper Janet Traphagen Melissa Bowlby Suzanne Stidworthy	\$17.50/hr

	Devyn McGrew <b>Pending</b> <b>Pending</b>	
<b>PreSchool Teacher</b> (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Kristin Pignio	\$48/hr
<b>PreSchool Paraprofessional</b> (4 week,4 days/wk, 3hr/day)	<b>Pending</b>	\$17.50/hr
<b>Nurse</b>	Mary Ellen Bowlby	\$48/hr
<b>Speech Therapy</b> (up to 5hr/wk)	Amanda Thomas	\$90/hr
<b>Substitute Para/Teachers</b>	Kelly DeJesus & Joe Harris	\$17.50/hr or \$48/hr

### I. Staff Appointments 2019-2020

#### RESOLUTION 2018-2019: 152

#### APPROVE 19-20 STAFF

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the attached staff members for the 2019-2020 school year through June 30, 2020. (Attachments #6). Motion carried unanimously with all “ayes”.

### J. School Nurse Practicum

#### RESOLUTION 2018-2019: 153

#### APPROVE SCHOOL NURSE PRACTICUM

Mrs. Linfante moved, seconded by Mr. Sabatino to approve Jennifer Sedlacek to complete her Certified School Nurse Practicum through Rutgers University during the 2019 fall semester. Motion carried unanimously with all “ayes”.

### K. Maternity Leave

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

### L. Student Information System Scheduling

#### RESOLUTION 2018-2019: 154

#### APPROVE 19-20 STAFF

Mrs. Linfante moved, seconded by Mr. Sabatino 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. Motion carried unanimously with all “ayes”.

**Motion:**

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

## CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY:

### A. Professional Development

#### RESOLUTION 2018-2019: 155

#### APPROVE PROFESSIONAL DEVELOPMENT

Mrs. Linfante moved, seconded by Mr. 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	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 SLSSs	5-10-19	Amanda Thomas Nicole Vazquez	\$109.00 each +mileage	\$0.00	\$218.00 +mileage

**B. Field Trips****RESOLUTION 2018-2019: 156****APPROVE FIELD TRIPS**

Mrs. Linfante moved, seconded by Mr. 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>
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****RESOLUTION 2018-2019: 156a****APPROVE UNIFIED HELP HORSES CLUB**

Mrs. Linfante moved, seconded by Mr. Sabatino 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 Motion carried unanimously with all “ayes”

**Policy and Regulations - None****General Information:****Business Administrator’s Report****A. 2019-20 School Budget Presentation****B. 2019-20 School Budget Final Approval****RESOLUTION 2018-2019: 157****APPROVE 2019-20 SCHOOL BUDGET**

Mrs. Linfante moved, seconded by Mr. Sabatino, to approve the 2019-2020 School Budget. Motion carried unanimously with all “ayes” by roll call vote.

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	427
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<u>Expenditures</u>		<u>Revenue</u>	
General Expense	Current		
	\$8,570,260	Local Tax Levy-General	\$7,195,106
Capital Outlay	\$14,143	Withdraw from Capital and Emergency Reserve	\$0
		Prior Year Encumbrance	\$93,068
		Misc Revenue	\$39,500
		Tuition	\$18,000
		State Aid	\$1,238,729



	_____		_____
Total Operating Budget	\$8,584,403	Total Operating Budget	\$8,584,403
	_____		_____
Special Revenue Fund	137,370	Special Revenue Fund	\$137,370
	_____		_____
Repayment of Debt	585,225	Debt Reserve	\$138,600
	_____		_____
		Debt Service Aid	\$147,033
			_____
		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)

**Monthly Minutes and Financial Approval**

**RESOLUTION 2018-2019: 158      APPROVE MONTHLY MINUTES & FINANCIALS**

Mrs. Linfante moved, seconded by Mr. 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 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: \$ 1,068,201.47
- 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)**

**RESOLUTION 2018-2019: 159                      APPROVE NJSIG Safety Grant Application  
submission for 2019-20**

Mrs. Linfante moved, seconded by Mr. Sabatino 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.

**RESOLUTION 2018-2019: 160                      Food Service for 2019-20 through 2023-2024  
School Year**

Mrs. Linfante moved, seconded by Mr. Sabatino to authorize the Business Administrator to seek bids for Food Service vendor for the 2019-20 through 2023-2024 School Year.

**RESOLUTION 2018-2019: 161                      Approve Technology Lease Purchase Financing Bid  
Award**

Mrs. Linfante moved, seconded by Mr. Sabatino to approve the resolution awarding the technology lease purchase bid to USBank. (**Attachment # 11**)

## **Correspondence**

## **New Business**

### **RESOLUTION 2018-2019: 162                    APPROVE 2019-2020 SCHOOL YR CALENDAR**

Mrs. Linfante moved, seconded by Mr. Sabatino to approve 2019-2020 12 month employee and custodial school calendars Motion carried unanimously with all “ayes”.

- A.     2019-2020 School 12 Month Employee Calendar (Attachment #12)**
- B.     2019-2020 School 12 Month Custodial Calendar (Attachment#13)**
- C.     Superintendent Evaluation date to be determined**
- D.     Graduation Dates June 18<sup>th</sup> 53 graduating**
- E.     Online Petition to Oppose School Aid Make constituents more aware of the situation**

## **Old Business**

- A. Dear Parents**
- B. Board Liaison Reports PTO liaison, 3 teachers had asked for grant from PTO**
- C. Board Goals 2018-2019 - Board Goal Discussion to be determined in coming months**
- 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 2018-2019 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.**

**E. District Goals for 2018-2019**

**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.**

Discussion with the Board on the proposed tuition to be charged to incoming Lebanon Borough students if the send/receive proposal has gone through

**Public Comment –NONE**

**RESOLUTION 2018-2019: 163**

**ADJOURNMENT**

Mr. Sabatino moved, seconded by Mr. Sowell to adjourn the Board Meeting at 8:30 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

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Bernadette Wang  
Business Administrator

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Brendan McIsaac  
President