

Clinton-Glen Gardner Board of Education
April 17, 2019

WORK 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,
Dr. Ashutosh Tewari
Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary
Absent: Craig Sowell, Carl Sabatino

Monthly School Data:

Enrollment Data Report (Attachment #1) 427

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)

SUPERINTENDENT/PRINCIPAL REPORT:

Student Representative Report

Celebration of Technology Student Association

Dr. Cohen thank Mrs. Ferro for her effort on the Technology association to bring it to the State level

Mrs. Ferro introduce the program and the background of the set up challenge

Six participated in Rue Goldberg – 2nd place

Two for the children's story – CPS has a student come in 2nd place

Stem animation – 3rd place

Celebration of Archery Team

Mr. Bidwell and Mrs. Bulger-Student recognition on State level

Eagle Scout Proposal- Jacob Rispoli

Presentation by the Eagle Scout candidate
 Presented the Eagle Scout project he is proposing for the basketball court and the 4 square area
 Mr. Mclsaac commended Jacob for taking up the give back and service to the community. Dr. Tewari commented that Jacob is demonstrating leadership to motivate others to join in the project

World Language Update

North Voorhees director was here to look over the CPS current program recently. Assessment will be made from the Rosetta Stone details to see about progress. Depending on the outcome and result from the data, evaluation of the ongoing and future program will be reviewed. It is important to coordinate the program with input from the staff and the high school. Maybe technology can play a part in connecting the students with the high school's set up.

2019-2020 Goals Discussion

Steps in getting to the goals
 Select for discussion
 July & August as the timeline for setting the goals

- b. Clinton Education Association Report**
- c. Assistant Principal- Curriculum Coordinator Report**
- d. Special Services Report**

Public comment - NONE

***The Board went through the agenda to discuss the following areas of personnel, curriculum, financials details that will be presented for motion for approval at the April 30th meeting.**

Discussion on the employee calendar, the superintendent's evaluation, graduation date and retirement celebration were all covered at the meeting.

PERSONNEL REPORT:

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
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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. 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

E. 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

F. Staff Retirements

Motion: To approve the following staff member with best wishes for the purpose of retirement:

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

Motion: To approve the following staff member to serve extended school year roles as listed below per negotiated agreement:

Position	Name	Rate
Teacher (5 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Forthcoming	\$48/hr
Paraprofessional (5 week, 4 days/wk, 3hr/day)	Forthcoming	\$17.50/hr
PreSchool Teacher (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Forthcoming	\$48/hr
PreSchool Paraprofessional (4 week, 4 days/wk, 3hr/day)	Forthcoming	\$17.50/hr
Nurse	Forthcoming	\$48/hr
Speech Therapy (4hr/wk)	Forthcoming	\$90/hr
Substitute Para/Teachers	Forthcoming	\$17.50/hr or \$48/hr

H. Staff Appointments 2019-2020

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

I. School Nurse Practicum

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

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

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

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

Policy and Regulations

None			
	None		

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 tentative budget be approved for the 2019-20 school year and that the Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline of March 20, 2019.

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

The proposed 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 proposed 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 proposed 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 proposed budget includes a health care cost adjustment in the base budget in the amount of \$63,733, for the budget year 2019-2020, as well as allocate "banked cap" to be included in the 2019-2020 base budget in the amount \$962 from 2017-2018. The inclusion of the \$962 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, 2019 and will not be deferred or incrementally completed over a longer period of time.

Anticipated Enrollment	<u>430</u>
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Expenditures

Revenue

General Expense	Current	<u>\$8,577,072</u>
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Local Tax Levy-General	<u>\$7,195,376</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>\$99,610</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 Budget	Operating	<u>\$8,591,215</u>
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Total Operating Budget	<u>\$8,591,215</u>
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Special Fund	Revenue 137,370	Special Revenue Fund	\$137,370
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Repayment of Debt	585,225	Debt Reserve	\$138,600
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		Debt Service Aid	\$147,033
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		Local Tax Levy-Debt	\$299,592
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		Total Debt Fund	\$585,225
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Total Expenditures	\$9,313,810	Total Revenue	\$9,313,810
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As per NJAC 6A:34B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2019-2020 tentative 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 proposed 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: \$ 1,068,201.47
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)**

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)**

Correspondence

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**

Old Business

- A. Dear Parents**
- B. Board Liaison Reports**
- C. Board Goals 2018-2019**

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.

D. 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.

Public Comment –NONE

Executive Session

RESOLUTION 2018-2019: 141

EXECUTIVE SESSION

Mrs. Linfante moved, seconded by Dr Tewari to adjourn to Executive Session at 8:35 pm in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss Personnel matters. 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 no longer exist. Motion carried unanimously with all “ayes”.

RESOLUTION 2018-2019 142

RESUME REGULAR SESSION

Mrs. Linfante moved, seconded by Dr Tewari to reenter into regular session at 8:46

RESOLUTION 2018-2019: 143

ADJOURNMENT

Mr. Sabatino moved, seconded by Mrs. Linfante to adjourn the Board Meeting at 8:48 p.m. Motion carried unanimously with all “ayes”.

Respectfully submitted,

Bernadette Wang
Business Administrator

Brendan McIsaac
President