

Clinton-Glen Gardner Board of Education
March 17, 2020

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 7:05 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 (via Google Meet into CPS Media Center): Mr. Brendan McIsaac, Mrs. Lorraine Linfante, Mr. Carl Sabatino, Dr. Ashutosh Tewari, and Mr. Craig Sowell

Also Present (at CPS Media Center): Dr. Seth Cohen, Superintendent/Principal
Mrs. Bernadette Wang, Business Administrator/Board Secretary

4. Monthly School Data:

A. Enrollment Data Report

B. Student Suspensions:

1. In-School Suspensions: 0
2. Out-of-School Suspensions: 0

C. School Nurse's Report

D. Student Safety Data System (SSDS Data), HIB 3 investigation 3 confirmed

E. Fire Drill and Bus Evacuation Drill Report

Will accept the aforementioned monthly school data report, items 4A-E after Executive Session

SUPERINTENDENT/PRINCIPAL REPORT:

3/17/2020 was 1st day of distance learning as well as distribution of Chromebooks and remote hotspot devices as needed. We will continue to monitor the process and adjust as necessary. Next week will be evaluation on what worked and what we need to improve and who is going to need additional help.

The distribution of food for families on free/reduce lunch status has started. We will adjust the number of meals ordered as we see how many pick ups we have through this initial week.

Student Representative Report-NONE

Clinton Education Association Report NONE

Assistant Principal- Curriculum Coordinator Report NONE

Special Services- NONE
Public comment – NONE

PERSONNEL REPORT: NONE

CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY:
PROFESSIONAL DEVELOPMENT - NONE
POLICY AND REGULATIONS – NONE

10. General Information: Business Administrator's Report

Bernadette updated the Board on the budget for 20-21 that requires Board approval before submission to the county by March 20th. The budget reflects the use of banked cap for continued funding of the required school programs and help close the gap due to loss of State Aid. The school will be getting some additional revenue from Bethlehem Township and Lebanon Borough for students attending our autism program.

The Board is also asked to approve the use the remaining Capital Project Fund balance form the 2014 referendum transferred to the post-merger debt payment in the amount of \$47,071.

Overall, the expenditure for 20-21 will be monitor closely to make sure all appropriation and spending will be in line with the expected budgeted total.

As a section of the School budget approval the Board will approve the maximum regular travel appropriation of \$25,000 along with the \$1,000 per employee with maximum total of \$1,500 allowed.

Mr. McIsaac asked for an update on the overall current travel budget and spending. Bernadette updated Mr. McIsaac on the status being in line and supported by proper approval and required documents.

2020-2021 School Budget Preliminary Approval –

RESOLUTION 2019-2020:146 2020-2021 SCHOOL BUDGET TENTATIVE APPROVAL

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to approve the tentative budget for the 2020-2021 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, 2020

The Board of Education of Clinton-Glen Gardner hereby adopts the following tentative budget for the 2020-21 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 \$47,071.

The proposed budget includes a “banked cap” to be included in the 2020-2021 base budget in the amount of \$65,045 from 2017-2018 and \$21,492 from 2018-2019. This is to help continue our behavior, social/emotional learning and autism programs along with our special needs student costs. The use of the “banked cap” also is necessary to reduce the impact of the loss of State Aid which came in at a much greater impact than originally anticipated.

Anticipated Enrollment	443
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Expenditures

Revenue

General Expense	Current	\$8,715,674	Local Tax Levy-General	\$7,425,545
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Capital Outlay		\$14,143	Withdraw from Capital and Emergency Reserve	\$0
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			Prior Year Encumbrance	\$0
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			Misc Revenue	\$71,200
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			Tuition	\$141,002
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			State Aid	\$1,092,070
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Total Budget	Operating	\$8,729,817	Total Operating Budget	\$8,729,817
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Special Fund	Revenue	136,672	Special Revenue Fund	\$136,672
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Repayment Debt	of	443,129	Debt Reserve	\$47,071
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			Debt Service Aid	\$100,417
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			LocalTaxLevy-Debt	\$295,641
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			Total Debt Fund	\$443,129
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Total Expenditures		\$9,309,618	Total Revenue	\$9,309,618
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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 2020-2021 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 2020-21 proposed budget is a maximum regular business travel amount of \$1,000 per employee (total travel not to exceed \$1500 per employee)

B. Maschio's Food Service Contract Renewal for 2020-2021

RESOLUTION 2019-2020: 147 APPROVE RENEWAL FOOD SERVICE CONTRACT

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, To approve the renewal of Maschio's Food service Inc. contract for the 2020-2021 school year for the fee of \$8,160.

C. Use of Maintenance Reserve for compliance with Alyssa’s Law

RESOLUTION 2019-2020: 148 Use of Maintenance Reserve for Alyssa’s Law compliance

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to authorize the appropriation from the existing Maintenance Reserve account balance of approximately \$10,000 for purchase and installation of the equipment in compliance with the State Alyssa’s Law.

Compliance is also a requirement for the school to be eligible for the safety grant allowed by the State. The application deadline for the filing is tentatively scheduled for May.

D. Use of Maintenance Reserve for supplies to deep clean the facility

RESOLUTION 2019-2020: 149 USE OF MAINT RESERVE CLEANING SUPPLIES

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, Authorize the appropriation from the existing Maintenance Reserve account balance of approximately \$15,000 for purchase of cleaning supplies to deep clean the school facility during the period of mandated closing and with limited occupants in the building.

E. Monthly Minutes and Financial Approval

RESOLUTION 2019-2020: 150 APPROVE MONTHLY MINUTES & FINANCIALS

Mr. Sabatino moved, seconded by Mrs. Linfante and passed unanimously by roll call vote, 5-0, to approve the Minutes and accept monthly financial transactions and reports.

1. Approval of Board of Education Minutes from the February 19, 2020 Work Session; and February 25, 2020 Business and Executive Sessions. **(Attachment #4, Attachment #5)**

2. Certification of the Secretary’s and Treasurer’s report 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 2019-2020 school year.

(Attachment #6)

January 2020 \$2,041,963.39

Approval of the Bill List in the specified amounts **(Attachment #7)**

a. General Account: \$634,670.77

b. Cafeteria Account: \$ 12,825.62

Checking Account Balances – January 2020

a. Student Activities	\$78434.10
b. Cafeteria:	\$ 19100.50
c. Payroll Agency:	\$ 76,666.23
d. Unemployment:	\$ 55,377.88

Transfers in the amount of \$102,694.81 for February, 2020. (**Attachment #8**)

Correspondence -NONE

New Business –

- Discussed the potential impact with the school closing
- Lack of social interaction with school mates
- Assessment of student's readiness for next grade level
- Proficiency of the students with current year material
- Dr. Cohen wants to assure the Board that assessment will be done thru LinkIt once the students return so there will be a starting point to know where we need to be prepared and accommodate the students in readiness for current year and the following year

Old Business

Dear Parents – will have updates to the current distance learning and as we get more updates from the State, we will advise the community.

Board Liaison Reports NONE

Clinton Glen Gardner Board of Education Goals 2019-2020

To support the CPS mission and 2019-2020 strategic district goals via policy, budget, and guidance in the governance of programs, personnel, and facilities.

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 self-education on trends and acting as liaisons to district, county, and state organizations supportive of education.

D. Clinton Public School Goals 2019-2020

Increase teacher skill and use of questioning and discussion strategies to build curious and creative thinkers.

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

Increase learning opportunities by utilizing outside resources for STEAM learning experiences.

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

14. Public Comment -NONE

15. Executive Session

RESOLUTION 2019-2020: 151

ADJOURN TO EXECUTIVE SESSION

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by roll call vote, 5-0, to adjourn to Executive Session at 7:58 in accordance with the Sunshine Law, Chapter 231, P.L. 1975 to discuss below 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 exist.

**STUDENT MATTER
PERSONNEL**

RESOLUTION 2019-2020: 152

ACCEPT SCHOOL DATA REPORTS

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 5-0, to accept the aforementioned monthly school data report, items 4A-E.

RESOLUTION 2019-2020: 153

RESUME BUSINESS SESSION MEETING

Mrs. Linfante moved, seconded by Mr. Sabatino, at 8:30 pm and passed unanimously by roll call vote, 5-0, to resume regular business session meeting.

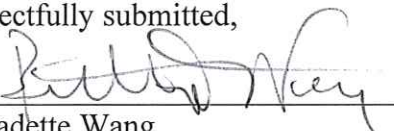
Adjournment

RESOLUTION 2019-2020: 154


ADJOURNMENT

Mrs. Linfante moved, seconded by Mr. Sabatino and passed unanimously by roll call vote, 5-0, to adjourn the Board Meeting at 8:35 p.m.

Respectfully submitted,



Bernadette Wang
Business Administrator



Brendan McIsaac
President