

Clinton-Glen Gardner Board of Education

April 26, 2022

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:**

Mr. Craig Sowell called the meeting together at 7:00pm 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.

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:

Present: Mr. Craig Sowell, Mrs. Lorraine Linfante, Mrs. Ashley Dunker

Also Present: Dr. Seth Cohen, Superintendent/Principal

Mrs. Bernadette Wang, Business Administrator/Board Secretary

Absent: Mrs. Meghan Moore, Dr. Theresa Tsakalacos

1. Superintendent/Principal's Report

Dr Cohen confirms with Board discussion that calendar will be 181 days to 180 days

End of Year Dates

- **12:45 Dismissal June 17**
- **Last day for Students 6/20 -12:45 Dismissal**
- **Graduation Date 6/20 –6:00 pm**
- **Last day for staff 6/21**

Dr. Cohen updates on Take child to work day on Thursday and Spring sports in action. Ad will be placed for Board meeting date change for May to the 18th.

- A. Student Representative Report NONE**
- B. Clinton Education Association Report** - Mrs. Duryea presents on current school happenings
- C. Assistant Principal- Curriculum Coordinator Report** - Mrs. Turner discussed Gr. 1 Incubators and chicks are on their way. State Testing prep is underway and testing starts 5/3/22
- D. Special Services Report -**
Dr. Cohen advises that Special Services department is working busily on year end reporting and testing

Dr. Cohen updated on awarding of the bid for playground space renovation grounds prep and on working on the final design. Project is planning to be completed by September barring any unforeseen circumstances. Sports camps and ESY should not be hugely affected and Summer Rec will have to work around outdoor renovation.

6. Public Comment NONE

7. Personnel

RESOLUTION 2021-2022: 93

APPROVE PERSONNEL ITEMS A-C

Mrs Linfante moved, seconded by Mrs. Dunker and passed unanimously by a roll call vote, 3-0, to approve motions for **PERSONNEL ITEMS A-C:**

A. Retirement & Resignation

RESOLUTION 2021-2022: 93

Motion: To approve with gratitude and best wishes the retirement of Janet Traphagen (Attachment #1)

Motion: To approve with gratitude and best wishes the resignation of Kate Lascelle (Attachment #2)

Motion: To approve the resignation of Maria Buniva from the substitute list for the school year 2021-2022. (Attachment #3)

B. Staff Approval

Motion approved the following staff member and rates for the listed position for the 2021-2022 school year **RESOLUTION 2021-2022: 93**

Position	Name	Rate	Effective Date	Att.
Substitute Teacher	Christine Mott	\$115.00 per diem	4/13/2022	

Motion approved the following staff member and rates for the listed position for the 2021-2022 school year **RESOLUTION 2021-2022: 93**

Position	Name	Rate	Effective Date	Att.
			(or upon completion of paperwork)	
Maintenance Custodian	Robert Reese	\$25.00 per hour 1.0FTE	5/1/2022	
Before/Aftercare Jr Asst	Julianne Bavaro	\$13/hr	4/13/22(or upon completion of paperwork)	
Before/Aftercare Jr Asst	Megan McIsaac	\$13/hr	4/13/22(or upon completion of paperwork)	

C. ESY

Motion approved the following staff member to serve 2022-2023 extended school year roles as listed below per negotiated agreement: **RESOLUTION 2021-2022: 93**

Position	Name	Rate
Teachers (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	Kristin Pignio(split day w/preschool) Carolyn Schorr(split day w/preschool) Amanda Petty Robert Adase	\$52/hr
Paraprofessionals (5 week, 4 days/wk, 3hr/day)	Catherine Kapigian Kristen Madriz(pending new hire paperwork) Courtney Wellet(pending new hire paperwork) Barbara Plundeke Jennifer Adase Joyce Petter (Lebanon Boro)	\$19.00/hr

	Robert Adase(split, 2 hrs/teacher; Dean Solomos (2 hours)	
PreSchool Teacher (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Kristin Pignio Carolyn Schorr	\$52/hr
PreSchool Paraprofessionals (4 week,4 days/wk, 3hr/day)	Forthcoming	\$19.00/hr
Nurse	Jennifer Sedlacek	\$52/hr
Speech Therapy (4hr/wk)	Amanda Thomas Nicole Vazquez (up to 4 hours each)	\$99/hr
Substitute Para/Teachers	Lisa Rizzi	\$19.00/hr sub para \$52/hr sub teacher

8. Curriculum, Instruction, Assessment, & Technology

RESOLUTION 2021-2022: 94

APPROVE PROFESSIONAL DEVELOPMENT

Mrs Linfante moved, seconded by Mrs. Dunker, and passed unanimously by a roll call vote, 3-0, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:

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
Healing through Art - Teaching Artistic Behavior	6/20/22 - 6/24/22	Suzanne Lauricella	\$556+mileage and lodging	\$115	\$671+ mileage and lodging
Practical Strategies for Improving the Behavior of Students	4/29/22	Jennifer Rispoli Denise Grimm	\$279 each	\$115	\$673

Developing an Effective & Preferred Treatment for Stereotypy	TBD	Carolyn Schorr	\$90	\$115	\$205
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B. Field Trips

<i>Motion: To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
05/24/2022	8th Grade	Gravity Vault	TBD
06/09/2022	8th Grade	Kayaking	TBD

9. Policy and Regulations NONE

10. General Information: Business Administrator's Report

2022-23 School Budget Presentation on April 26, 2022 after newspaper advertisement

2022-23 School Budget approval received from County

RESOLUTION 2021-2022: 95

APPROVE 2022-2023 SCHOOL BUDGET

Mrs. Dunker moved, seconded by Mrs. Linfante, and passed by roll call vote, 3-0, to approve the adoption of the 2022-23 School Budget.

The Board of Education of Clinton-Glen Gardner hereby approve the following budget for the 2022-23 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 Reserve transferred to the General Fund for the proposed renovation of two student bathrooms in the estimated amount of \$200,000.

The proposed budget includes \$125,000 to be withdrawn from the Board of Education's approved Capital Reserve account to supplement the approved January 24, 2022 referendum of \$985,000 for the playground project.

The proposed budget includes the use of Capital Reserve transferred to the Debt Service Fund of \$150,000 for the loss of State Aid due to the instrument sales occurring only in March of 2022 which delay the disbursement of State Aid for 22-23.

The proposed budget includes the use of the Emergency Reserve transferred to the General Fund for the use of loss of contribution due to Chapter 44 healthcare implementation in the amount of \$110,462.

Anticipated Enrollment 452

Expenditures

Revenue

General Current Expense \$9,444,352

Local Tax Levy-General \$7,813,804

Capital Outlay \$ 475,000

Withdraw from
Emergency Reserve \$110,462

Capital Interest \$ 650

Withdraw from Cap Res \$475,000

Misc Revenue \$15,755

Tuition \$520,278

State Aid \$ 984,703

Total Operating Budget \$9,992,002

Total Operating Budget \$9,920,002

Special Revenue Fund 217,176

Special Revenue Fund \$217,176

Repayment of Debt 416,191

Debt Reserve \$150,000

Debt Service Aid \$83,573

		Local Tax Levy-Debt	\$182,553
		Budgeted Fund Balance	\$65
		Total Debt Fund	\$416,191
Total Expenditures	\$10,533,369	Total Revenue	\$10,553,369

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 2022-2023 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 2021-22 proposed budget is a maximum regular business travel amount of \$1,000 per employee (total travel not to exceed \$1500 per employee)

RESOLUTION 2021-2022: 96 APPROVE BUSINESS ADMINISTRATOR ITEMS B-H

Mrs. Dunker moved, seconded by Mrs Linfante, and passed unanimously by a roll call vote, 3-0, to approve the following items, **B-H**:

B. Monthly Minutes and Financial Approval

Motion: To approve the Minutes and monthly financial transactions and reports items 1-5:

RESOLUTION 2021-2022: 96

1. Approval of Board of Education Minutes from March 22, 2022 Work/Business and Executive Sessions. Note: March 9, 2022 meeting was canceled. **(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 2021-2022 school year. **(Attachment #6) (Attachment #6A)**

February, 2022 \$3,013,049.75

3. Approval of the Bill List in the specified amounts (**Attachment #7**)
4.
 - a. General Account: **\$1,220,081.92**
 - b. Cafeteria Account: \$ 25,495.27
 - c. Approval of revised 7/21/21 bill list (omitted 7/9/21 payroll merge) correct total = \$413866.63
 - d. Approval of revised 12/22/21 bill list amount reported. (changed range to include additional days in the period and did not revise the amount on agenda. (Correct bill list was previously signed and approved)
Correct total = \$1,427,266.98
5. Checking Account Balances – February, 2022
 - a. Student Activities: \$ 38,639.94
 - b. Cafeteria: \$ 55,170.50
 - c. Unemployment: \$ 87,313.02
 - d. Payroll Agency \$ 50,802.43
- 4a. Checking account balance correction January 2022
 - a. Cafeteria: \$34692.94 (clerical error, difference .37)
6. Transfers in the amount of \$169,214.23 for March, 2022 (**Attachment #8**)

C. NJSIG Safety Grant Application Submission for 2022-23

Motion: To approve submission of the 2022-2023 Safety Grant in the amount of \$4,600 for improving parking safety. (**Attachment #9**) **RESOLUTION 2021-2022: 96**

D. Staff Appointments 2022-2023

Motion: To approve the attached staff members for the 2022-2023 school year through June 30, 2023. (**Attachment #10**) **RESOLUTION 2021-2022: 96**

E. Horizon Blue Cross/Blue Shields Health Insurance Renewal for 2022-2023

Motion: To approve the renewal with Horizon Blue Cross/Blue Shields Health Insurance for 2022-2023 school year at the rate of 7.50% increase over the current year. **RESOLUTION 2021-2022: 96**

F. Horizon Blue Cross/BlueShields Dental Insurance Renewal for 2022-2023

Motion: To approve the renewal with Horizon Blue Cross/Blue Shields Dental Insurance for the period of 2022-2023 school year at 2% increase over the current year and 0% increase for 2023-2024 school year. **RESOLUTION 2021-2022: 96**

(G. Inadvertently not used)

H. Transportation programs approval for 2022-2023

Motion: To participate in the Hunterdon County Educational Services Commission and Warren County Special Services (costs plus 4% administrative fee per the agreement) transportation programs for the 2022-2023 school year. **RESOLUTION 2021-2022: 96**

11. Correspondences NONE

12. New Business

RESOLUTION 2021-2022: 97 APPROVE PAYROLL CALENDAR ITEMS A-C

Mrs Linfante moved, seconded by Mrs. Dunker, and passed unanimously by a roll call vote, 3-0, to approve the following items, A-C:

A. 2022-2023 School 12 Month Employee Calendar (Attachment #11)

B. 2022-2023 School 12 Month Custodial Calendar (Attachment #12)

Motion: To approve 2022-2023 12 month employee and custodial school calendars

C. Payroll Calendar Approval

Motion: To approve the payroll processing calendars for school year 2022-2023 for 10/12 month staff and custodial staff **(Attachment # 12a)**

D. May 2022 BOE Meeting Date Board is in favor of a change for the May Board meeting date to May 18, 2022, all appropriate advertising and postings will be handled.

13. Old Business

A. Dear Parents

B. Board Liaison Reports

To begin the strategic planning process, building upon the 2016-2020 plan, charting a course for 2021-2026.

14. Public Comment

15. Executive Session**RESOLUTION 2021-2022: 97****ADJOURN TO EXECUTIVE SESSION**

Mrs. Dunder moved, seconded by Mrs. Linfante, and passed by roll call vote, 3-0, to adjourn to Executive Session at 7:39 pm in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Negotiations/Superintendent Contract. 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.

Personnel/HIB**RESOLUTION 2021-2022: 98****RESUME BUSINESS SESSION MEETING**

Mrs. Linfante moved, seconded by Mrs. Dunker at 7:50 pm and passed unanimously by roll call vote, 3-0, to resume regular business session meeting.

RESOLUTION 2021-2022: 99**APPROVE SUBMISSION OF BA 22-23 CONTRACT**

Mrs. Linfante moved, seconded by Mrs. Dunker and passed unanimously by a roll call vote, 3-0, to approve submission of the 2022-2023 contract for Bernadette Wang, Business Administrator to the Hunterdon County Office Of Education for review.(Attachment #13)

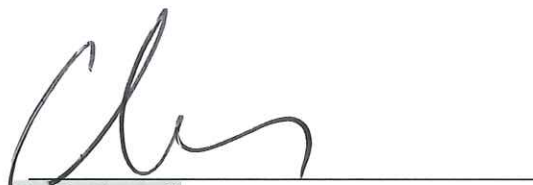
Adjournment**RESOLUTION 2021-2022: 100****ADJOURNMENT**

Mrs. Dunder moved, seconded by Mrs. Linfante, and passed unanimously by roll call vote, 3-0, to adjourn the Board Meeting at 7:51pm.

Respectfully submitted,



Bernadette Wang
Business Administrator



Craig Sowell
Vice President