



**Clinton-Glen Gardner Board of Education**

April 16, 2024

Media Center 7:00pm

**WORK 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: 3

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

**D. Violence and Vandalism**

**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**

- 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. Staff Approval**

<b>Motion:</b> To approve the following staff member and rates for the listed position for the 2023-2024 school year			
Position	Name	Rate	Effective Date
Substitute Teacher	Lexi Kripetz	\$115.00 per diem	4/16/2024 upon completion of paperwork
Substitute Teacher	Kathleen Nodes	\$115.00 per diem	4/16/2024 upon completion of paperwork

**B. 2024-2025 Staff Approvals**

<b>Motion:</b> To approve the following staff member and rates for the listed position for the <b>2024-2025</b> school year:				
Position	Name	Rate	Effective Date	
Substitute Custodians	David Stoker Liam Love Jonathan Valko Kaitlyn Fonseca	\$18	7/1/2024	

**C. After School Enrichment:**

<b>Motion:</b> To approve the following staff members to teach the ASE Spring 2024 courses at ½ club stipend per negotiated agreement.	
Class	Teacher
Bulldog Baking	Kish, Viotto, T. Reese, Duryea; each ½ club stipend
DIY Board Games	Homan
Indoor Games	Gallagher, Malmros; each ½ club stipend
Lego Club	J. Harris
Paper Crafts	DeJesus
Ukelele	Larkin

**D. ESY**

<b>Motion:</b> To approve the following staff members to serve 2024-2025 extended school year roles as listed below per negotiated agreement:		
<b>Position</b>	<b>Name</b>	<b>Rate</b>
<b>Teachers</b> (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	Carolyn Schorr Lindsay Zengel Nicole Kish	
<b>Paraprofessionals</b> (5 week, 4 days/wk, 3hr/day)	Julianne Bavaro Kaitlyn Schoendorf Elizabeth Upwood Clare Bubb Samantha Zangari	
<b>PreSchool Teacher</b> (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Melissa Valente	
<b>PreSchool Paraprofessionals</b> (4 week,4 days/wk, 3hr/day)	Catherine Kapigian Madison Viotto	
<b>Nurse</b>	Maryellen Bowlby	
<b>Speech Therapy</b> (3hr/wk)	Amanda Thomas Nicole Vazquez	
<b>Substitute Para/Teachers</b>	Robert Adase	

**E. Co-Curricular 2023-2024**

<b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2023-2024		
<b>Activity</b>	<b>Staff Member</b>	<b>Rate</b>
Spring Musical Asst Dir #1	Lisa Rizzi	\$1479
Spring Musical Asst Dir #3a	Kelly DeJesus (split)	\$739.50
Softball Club	Joe Harris	\$1132

**F. Resignation**

**Motion:** To approve the resignation of Jennifer Sedlacek effective June 30, 2024.  
**(Attachment #4)**

## 8. Curriculum, Instruction, Assessment, & Technology

### A. Professional Development

<b>Motion:</b> 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
NJPSA/FEA Annual Special Education Summit	4/26/24	Carolyn Schorr	\$150	\$115	\$265 + mileage
CEEL Series 2 Learn C: Leveraging Diversity for Improvement	5/6/24 - 5/24/24	Dr Jenine Kastner	\$245	\$0	\$245
CEEL Series 2 Learn D: Effective Teams 6/3/24-6/21/24	6/3/24-6/21/24	Dr Jenine Kastner	\$245	\$0	\$245
NJPSA Illuminate Assistant Principal Conference	10/16/24	Matt Stanbro	\$200	\$0	\$200 + mileage and lodging
2024 NJSHA Convention	5/9/24	Nicole Vazquez	\$255	\$0	\$255 + mileage and lodging

### B. Field Trips

<b>Motion:</b> To approve the following requests for field trips as listed:			
Date	Grade	Destination	Cost per student
April 2024	Select 7th Graders	Lebanon Borough School	N/A
April 2024	8th Grade	New York City	\$94.50
May 2024	6th Grade	Grounds for Sculpture	TBD
April 2024	7th Grade	Red Mill	\$11.00
May 2024	8th Grade	Pocono Springs	\$139.00
May 2024	7th Grade	Hellerick's Family Farm	\$33.75
May 2024	1st Grade	Echo Hill Park	\$13.00
May 2024	5th/6th Grade	Somerset Patriots Stadium	TBD
June 2024	3rd Grade	Red Mill	\$12.50
June 2024	5th Grade	RVCC Pool	TBD

## 9. Policy and Regulations

*Motion: To approve the listed Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):*

Policy #	Title	Action	Att. #
P 1140	Educational Equity Policies (M)	2nd rdg	5A
P 1523	Comprehensive Equity Plan (M)	2nd rdg	5B
P&R 1530	Equal Employment Opportunities (M)	2nd rdg	5C
P 1550	Equal Employment/Anti-Discrimination Practices (M)	2nd rdg	5D
R 2200	Curriculum Content (M)	2nd rdg	5E
P&R 2260	Equity in School and Classroom Practices (M)	2nd rdg	5F
P 2411	Guidance Counseling (M)	2nd rdg	5G
P&R 2423	Bilingual Education (M)	2nd rdg	5H
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	2nd rdg	5I
P3211	Code of Ethics	2nd rdg	5J
R 5540	Honoring Student Achievement	2nd rdg	5K
P 5570	Sportsmanship	2nd rdg	5L
P 5750	Equitable Educational Opportunity (M)	2nd rdg	5M
P 5841	Secret Societies	2nd rdg	5N
P 5842	Equal Access of Student Organizations	2nd rdg	5O
P&R 7610	Vandalism	2nd rdg	5P
P 9323	Notification of Juvenile Offender Case Disposition	2nd rdg	5Q

## 10. General Information: Business Administrator's Report

### A. 2024-25 School Budget Approval

2024-25 School Budget Presentation on April 30, 2024 after newspaper advertisement

**Motion: To approve the 2024-2025 School Budget**

The Board of Education of Clinton-Glen Gardner hereby adopts the following budget for the 2024-25 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 the adjustment for Healthcare in the amount of \$28,301. The district intends to utilize this adjustment for pay for the additional increase in health benefit premium.

The proposed budget includes the use of Capital Reserve transferred to the General Fund for the proposed renovation of classrooms in the estimated amount of \$100,000.

The proposed budget includes the use of Capital Reserved transferred to the Debt Service Fund of \$110,000 for mitigating impact of new financing in effect for 23-24 from 22-23 approved referendum.

The proposed budget includes the adjustment for banked cap in the amount of \$51,721. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to increase the tax levy above the 2% legal budget cap.

Anticipated Enrollment	491
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Expenditures

General Current Expense	\$9,816,769
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Capital Outlay	\$210,000
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Capital Interest	\$1,000
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Revenue

Local Tax Levy-General	\$8,242,181
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Withdraw from Emergency Reserve	0
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Withdraw from Cap Res	\$210,000
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		Misc Revenue	\$17,336
		Tuition	\$496,014
		State Aid	\$1,062,238
Total Operating Budget	\$10,027,769	Total Operating Budget	\$10,027,769
Special Revenue Fund	\$1,221,381	Special Revenue Fund	\$1,221,381
Repayment of Debt	\$446,470	Debt Reserve	\$0
		Debt Service Aid	\$151,800
		Local Tax Levy-Debt	\$184,670
		Budgeted Fund Balance	\$110,000
		Total Debt Fund	\$446,470
Total Expenditures	\$11,695,620	Total Revenue	\$11,695,620

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 2024-2025 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 2024-25 proposed budget is a maximum regular business travel amount of \$1,000 per employee (total travel not to exceed \$1500 per employee)

## B. 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 March 12, 2024 Work/Business and Executive Sessions. **(Attachment #6)**
2. Certification of the Secretary's and Treasurer's report that the cash receipts, Certification of the Board of Secretary's and Cash reconciler'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 6A:23A-16/10(c) 3 and 4, there are sufficient funds available to meet financial obligations for the remainder of the 2023-2024 school year. That no major account or fund has been over-expended pursuant to NJSA 18A:22-9.1, and that no line-item account has encumbrances and expenditure, which is totally exceed the line item appropriation in violation of NJAC 6A 23-2.22(a) that as of the date of their reports. **(Attachment #7)**

February, 2024      \$3,675,396.26

3. Approval of the Bill List in the specified amounts
  - a. General Account: **Forthcoming at 4/30/24 meeting**
  - b. Cafeteria Account: **\$26,583.29** Checks written in March
4. Checking Account Balances – February, 2024
  - a. Student Activities: \$ **58,537.74**
  - b. Cafeteria: \$ **211,497.75**
  - c. Unemployment: \$ **104,376.60**
  - d. Payroll Agency: \$ **12,762.50**
5. Transfers in the amount of \$X for March, 2024 **Forthcoming at 4/30/24 meeting**

## C. NJSIG Safety Grant Application Submission for 2023-24

**Motion:** To approve submission of the 2023-2024 Safety Grant in the amount of \$2,400 for the hall monitoring security products.

## D. Staff Appointments 2024-2025



**Motion:** To approve the attached staff members for the 2024-2025 school year through June 30, 2025. **Forthcoming at 4/30/24 meeting**

**E. 2024-2025 School 12 Month Employee Calendar (Attachment #8)**

**F. 2024-2025 School 12 Month Custodial Calendar (Attachment #9)**

**Motion:** To approve 2024-2025 12 month employee and custodial school calendars

**G. Payroll Schedule Approval**

**Motion:** To approve the payroll processing schedule for the school year 2024-2025 for 10/12 month staff. Hourly custodial staff will be converted to a set schedule paying hours worked from the 1st through the 15th on the second pay of each month and 16th through the last day of month on the first payroll of the following month. **(Attachment #10)**

**H. Food Service Contract RFP for 2024-2025**

**Motion:** To approve the advertisement of RFP for 2024-2025 Food service contract with the bid opening on May 1, 2024. **(Attachment #11)**

**I. Hunterdon County ESC Coordinated transportation agreements**

**Motion:** To approve Hunterdon County ESC to provide Coordinated transportation services for the 2024-2025 School Year **(Attachment #12)**

**11. Correspondences**

**12. New Business**

**13. Old Business**

**A. Dear Parents**

**B. Board Liaison Reports**

**C. 2024-2025 School Year Calendar**

**Motion:** To approve the 2024-2025 school year calendar **(Attachment #13)**

**Clinton Public School Goals 2023-2024**

- **Incorporate general wellness opportunities**
- **Incorporate real world experiences through assemblies**
- **Interdisciplinary experiences to increase relations with stakeholders and develop an open door sense of community belonging.**

## LDTTC service provider

**Motion:** To approve Lisa Fallon for providing LDTTC services, as needed, upon completion of paperwork and criminal history check @ the rate of **TBD**.

### 14. Public Comment

### 15. Executive Session

- A. Call for Motion to adjourn to Executive Session in accordance with the
- B. 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.

### Contracts, HIB

### HIB Report Receipt #5: April 2024

HIB#	1st or 2nd reading	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)
HIB Report Receipt# 5 Offender 1	1st reading	Confirmed as NOT HIB
HIB Report Receipt #5 Offender 2	1st reading	Confirmed as HIB
HIB Report Receipt# 5 Offender 3	1st reading	Confirmed as HIB
<b>HIB Report Receipt# 5 Offender 4</b>	<b>1st reading</b>	<b>Confirmed as HIB</b>

### 16. Doctrine of Necessity.

#### RESOLUTION INVOKING THE DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A.18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998), but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A.18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

WHEREAS, the State Department of Education promulgated N.J.A.C. 6A:23A-6.2, which also places standards and restrictions upon the ability of a board member to vote on a particular issue; and

WHEREAS, the Clinton-Glen Gardner Board of Education (Board) is required by law to Ratify the Clinton Education Association Contract (CEA); and

WHEREAS, the Board desires to complete the negotiation process with the CEA; and

WHEREAS, the Board Attorney has reviewed the State regulations and the advisory decisions of the Commission and determined that Board member conflicts prohibit 3 of the 5 members of the Board from voting on the CEA contract; and

WHEREAS, the board member conflicts are as follows for out-of-district conflicts;

1. Ashley Dunker's spouse is a teacher for the Livingston School District. 2. Theresa Tsakalagos is a teacher for the Hunterdon County Polytechnic School District. 3. Laura Burr is a teacher for the Summit School District.

WHEREAS, the inability of the aforementioned Board members to vote as a result of their conflicts will result in a lack of quorum necessary to approve the aforesaid Ratification of the CEA Contract; and

WHEREAS, in order to Ratify the CEA Contract, as required by law and contract, the Board desires to invoke the Doctrine of Necessity, in accordance with the procedures established by the School Ethics Commission.

NOW THEREFORE BE IT RESOLVED by the Clinton-Glen Gardner Board of Education,

County of Hunterdon, State of New Jersey, as follows:

1. That the aforementioned members are prohibited from participating in negotiations for such time as members of their family are members of the same Statewide union; and 2. That the Board therefore invokes the Doctrine of Necessity in order to allow the full body of the Board to Ratify the CEA Contract, in accordance with State law;
3. That this resolution shall be read at a regularly scheduled meeting of the Board and be posted on the Board's website for a minimum of thirty (30) days, as well as posted at the School Office, Faculty Room and Town Hall.
4. That a copy of this resolution shall be forwarded to the School Ethics Commission.

**17. *Motion:* To ratify contract between the Clinton Glen Gardner Board of Education and the Clinton Education Association for the period of July 1, 2024 - June 30, 2029.**

**18. Adjourn**