



**Clinton-Glen Gardner Board of Education**

March 12, 2024

CPS Media Center 7:00pm

**WORK AND BUSINESS 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: 1
2. Out-of-School Suspensions: 0

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

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

**Motion:** *To accept the aforementioned monthly school data report, items 4A-D.*

## 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

<i>Motion: To approve the following staff member and rate for the listed position for the 2023-2024 school year</i>			
Position	Name	Rate	Effective Date
Substitute Teacher	Denise Rella	\$115.00 per diem	3/12/24 pending completion of paperwork

### B. Maternity Leave

*Motion:* To approve the maternity leave request for employee #8185 with an anticipated start of August 27, 2024 and return date of November 19, 2024. **(Attachment #4)**

### C. Leave Replacement

<i>Motion: To approve the following increase of FTE for the below staff member for the listed position for the 2023-2024 school year:</i>				
Position	Name	Rate	Effective Date	Att.
Leave Replacement	Katherine Kelsey	Step 10 MA FTE= .83 8:45-2:35	retro to 3/4/24	

### D. St. Catherine University Student Observation

*Motion:* To approve Elizabeth Garret to observe Pk-3 class for 2 hours during the spring 2024 semester.

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

### A. Professional Development

<i><b>Motion:</b> To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:</i>					
Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
NJASBO Annual Conference	6/4/2024-6/7/2024	Bernadette Wang	\$500 Conference \$238 lodging	\$0	\$738

### B. Field Trips

<i><b>Motion:</b> To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
NONE			

## 9. Policy and Regulations

<i><b>Motion:</b> To approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):</i>			
Policy #	Title	Action	Att. #
P 5530	Substance Abuse	2nd rdg.	5A
P 1140	Educational Equity Policies (M)	1st rdg	5B
P 1523	Comprehensive Equity Plan (M)	1st rdg	5C
P&R 1530	Equal Employment Opportunities (M)	1st rdg	5D
P 1550	Equal Employment/Anti-Discrimination Practices (M)	1st rdg	5E
R 2200	Curriculum Content (M)	1st rdg	5F
P&R 2260	Equity in School and Classroom Practices (M)	1st rdg	5G
P 2411	Guidance Counseling (M)	1st rdg	5H
P&R 2423	Bilingual Education (M)	1st rdg	5I
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	1st rdg	5J
P3211	Code of Ethics	1st rdg	5K

R 5540	Honoring Student Achievement	1st rdg	5L
P 5570	Sportsmanship	1st rdg	5M
P 5750	Equitable Educational Opportunity (M)	1st rdg	5N
P 5841	Secret Societies	1st rdg	5O
P 5842	Equal Access of Student Organizations	1st rdg	5P
P&R 7610	Vandalism	1st rdg	5Q
P 9323	Notification of Juvenile Offender Case Disposition	1st rdg	5R

**10. General Information: Business Administrator’s Report (To be updated after Municipality Confirmation)**

**A. 2024-2025 School Budget Tentative Approval**

**Motion:** To approve submission of the 2024-25 tentative budget.

The Board of Education of Clinton-Glen Gardner hereby adopts the following Preliminary 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 a \$XXXX 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 adjustment for Healthcare in the amount of \$XXXX. The district intends to utilize this adjustment for providing additional staffing for the increase in the number of students.

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.

Anticipated  
Enrollment

FORTHCOMING

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**Expenditures**

General Current  
Expense

**FORTHCOMING**

Capital Outlay

\$ 210,000

Capital Interest

\$1,000

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Total Operating  
Budget

**FORTHCOMING**

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Special  
Revenue Fund

**FORTHCOMING**

Repayment of  
Debt

\$446,470

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**Revenue**

Local Tax  
Levy-General

**FORTHCOMING**

Withdraw from  
Emergency  
Reserve

0

Withdraw from  
Cap Res

\$210,000

Misc Revenue

0

Tuition

**FORTHCOMING**

State Aid

\$1, 048, 095

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Total Operating  
Budget

**FORTHCOMING**

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Special  
Revenue Fund

**FORTHCOMING**

Debt Reserve

\$0

Debt Service  
Aid

\$151,800

LocalTaxLevy-  
Debt

\$294, 670

Budgeted Fund  
Balance

\$110,000

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Total Debt Fund

Total Expenditures

**FORTHCOMING**

Total Revenue

**FORTHCOMING**

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. 2024-2025 Preschool Expansion Aid tentative Budget**

**Motion:** To approve submission of the 2024-25 Preschool Expansion Aid tentative budget to State for approval. (**Attachment #6**)

#### **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 February 21, 2024 Work/Business Session and Executive Session(**Attachment #7**)
2. 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 #8**)

January 2024      \$3,739,383.73

3. Approval of the Bill List in the specified amounts (**Attachment #9**)
  - a. General Account: \$1,144,265.99 (2/22/24 to 3/12/24)
  - b. Cafeteria Account: \$ 26,583.29 (February 2024 checks)

4. Checking Account Balances – January 2024
  - a. Student Activities \$ 47,504.62
  - b. Cafeteria: \$213,514.80
  - c. Payroll Agency: \$ 54,084.70
  - d. Unemployment: \$104,232.07
  
5. Transfers in the amount of \$XXXX for February, 2024. **TBD**

**D. Installation of Lookout Windows for former Storage Room**

**Motion:** To authorize the Business Administrator to use the Maintenance Reserve to provide the installation of the two lookout windows on solid doors for former level storage room with D&E Window & Doors in the amount of \$3,950.00. **(Attachment #10)**

**11. Correspondence**

- A. SEMI Waiver Approval Letter (Attachment #11)**

**12. New Business**

**LDTC service provider**

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

**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 #12)

**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.**

**14. Public Comment**

**15. Executive Session**

**Call for a motion to adjourn to Executive Session in accordance with the 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 no longer exist.**

**Contracts, HIB**

**16. HIB Report # 4**

**Motion to affirm, reject or modify the recommendation of the superintendent that HIB #4 was found to be HIB. Second Reading**

**16A. Adjournment**