

Clinton-Glen Gardner Board of Education
April 16, 2024
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

1. Call to Order

2. Opening Statement:

Mrs. Dunker 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.

3. Roll Call

Present: Ashley Dunker, Laura Burr, Meghan Moore, Dan Brkich,, Jaclyn Carruthers

Also Present: Seth Cohen, Superintendent/Principal

Bernadette Wang, Business Administrator/Board Secretary

Absent: Theresa Tsakalacos

4. Monthly School Data:

A. Enrollment Data Report (Attachment #1)

B. Student Suspensions:

1. In-School Suspensions: 0

2. Out-of-School Suspensions: 4

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

D. Violence and Vandalism

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

**RESOLUTION 2023-2024:100
REPORTS**

ACCEPT SCHOOL DATA

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

1. 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

RESOLUTION 2023-2024: 101

APPROVE PERSONNEL ITEM A

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0-0, upon the recommendation of the Superintendent, to approve motion for **PERSONNEL ITEM A:**

A. Staff Approval

Motion: To approve the following staff member and rates for the listed position for the 2023-2024 school year RESOLUTION 2023-2024: 101			
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

Motion: To approve the following staff member and rates for the listed position for the 2024-2025 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:

Motion: 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

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

E. Co-Curricular 2023-2024

Motion: To approve the following staff member(s) for the following co-curricular appointments for 2023-2024		
Activity	Staff Member	Rate
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

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
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

Motion: 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

<i>Motion: To approve the listed Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):</i>			
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

2024-25 School Budget tentative final approval received from County

**RESOLUTION 2023-2024: 102
BUDGET**

APPROVE 2024-2025 SCHOOL BUDGET

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, to approve the adoption of the 2024-25 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 in.

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 and will be completed by the end of the 24-25 budget year and cannot be deferred or incrementally completed over a longer period.

Anticipated Enrollment	491
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Expenditures

General Current Expense	\$9,883,845
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Capital Outlay	\$210,000
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Capital Interest	\$1,000
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Total Operating Budget	\$10,094,845
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Special Revenue Fund	\$1,221,381
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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
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Tuition	\$496,014
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State Aid	\$1, 129, 314
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Total Operating Budget	\$10,094,845
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Special Revenue Fund	\$1,221,381
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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	\$11,762,696	Total Revenue	\$11,762,696

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

RESOLUTION 2023-2024: 103 APPROVE SUBMISSION OF 23-24 SAFETY GRANT

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, 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

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. RESOLUTION 2023-2024: 104 ADJOURN TO EXECUTIVE SESSION

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, to adjourn to Executive Session at 7:09 pm in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss below listed 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.

Contracts, HIB

RESOLUTION 2023-2024: 105 RESUME BUSINESS SESSION MEETING
 Mrs. Burr moved, seconded by Mrs. Moore, at 8:13 pm and passed unanimously by roll call vote, 5-0-0, to resume the regular business session meeting.

RESOLUTION 2023-2024: 106 Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, RESOLVED, that the Clinton Glen Gardner Board of Education (hereinafter referred to as the “Board”) hereby moved as noted regarding the Superintendent’s decision(s) in the following HIB Investigations and directs the Assistant Principal to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

HIB Report Receipt #5: April 2024

HIB#	1st or 2nd reading	Status (Confirmed as HIB or 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
HIB Report Receipt# 5 Offender 4	1st reading	Confirmed as HIB
HIB Report Receipt# 5 Offender 5	1st reading	Confirmed as HIB

RESOLUTION 2023-2024: 106 RESUME BUSINESS SESSION MEETING
 Mrs. Moore moved, seconded by Mr. Brkich, and passed by a roll call vote, 3-0-2, Mrs. Dunker and Mrs. Burr abstained, to ratify the contract between the Clinton Glen Gardner Board of Education and the Clinton Education Association for the period of July 1, 2024 - June 30, 2029.

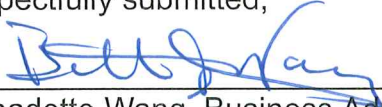
17. Adjournment

RESOLUTION 2023-2024: 107

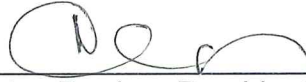
ADJOURNMENT

Mrs. Moore moved, seconded by Mr. Brkich, and passed unanimously by a roll call vote, 5-0-0, to adjourn the Board Meeting at 8:15 pm.

Respectfully submitted,



Bernadette Wang, Business Administrator



Ashley Dunker, President