

Clinton-Glen Gardner Board of Education
March 12, 2024
WORK & 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

1. Call to Order

2. Opening Statement:

Mrs. Dunker called the meeting together at 7:01 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, Theresa Tsakalacos, Jaclyn Carruthers

Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary

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)

RESOLUTION 2023-2024:89

ACCEPT SCHOOL DATA REPORTS

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, to accept the aforementioned monthly school data report, items 4A-D.

5. Superintendent/Principal's Report

- Discussed elective opportunities and turned to Mrs. Nolan and students to present

A. Student Representative Report

- Mrs. Nolan presented with 4 students representing the Unified program

B. Clinton Education Association Report

- Mrs. Duryea reported on the happenings around the school

C. Assistant Principal- Curriculum Coordinator Report

- Mr. Stanbro reported on the curriculum's upcoming changes. GoMath will wait one more year to find the right program for us and to stagger curriculum changes. Geodes supplemental curriculum is in and PD is underway.

D. Special Services Report

- Dr. Kastner updated the Board on the 24-25 Pre-K budget. 3-4 classes expected for the next school year.

6. Public Comment NONE

7. Personnel

RESOLUTION 2023-2024: 90

APPROVE PERSONNEL ITEMS A-D

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, upon the recommendation of the Superintendent, to approve motions for

PERSONNEL ITEM A-D:

A. Staff Approval

Motion: To approve the following staff member and rate for the listed position for the 2023-2024 school year **RESOLUTION 2023-2024: 90**

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) RESOLUTION 2023-2024: 90

C. Leave Replacement

Motion: To approve the following increase of FTE for the below staff member for the listed position for the 2023-2024 school year: **RESOLUTION 2023-2024: 90**

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. **RESOLUTION 2023-2024: 90**

8. Curriculum, Instruction, Assessment, & Technology

RESOLUTION 2023-2024: 91 APPROVE PROFESSIONAL DEVELOPMENT

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, 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
NJASBO Annual Conference	6/4/2024-6/7/2024	Bernadette Wang	\$500 Conference \$238 lodging	\$0	\$738
CAECMH Spring 2024 Pyramid eModules with Reflection	March 2024	Dr. Jenine Kastner	\$250	\$0	\$250

B. Field Trips NONE

9. Policy and Regulations

RESOLUTION 2023-2024: 92 APPROVE POLICIES AND BYLAWS

Mrs. Moore moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 6-0-0, to approve the listed first readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

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

12. General Information: Business Administrator's Report

RESOLUTION 2023-2024: 93 APPROVE BUSINESS ADMINISTRATOR ITEMS A-D

Mrs. Moore moved, seconded by Dr. Tsakalakos and passed unanimously by a roll call vote, 6-0-0, to approve the following items **A-D**:

A. 2024-2025 School Budget Tentative Approval

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

RESOLUTION 2023-2024: 93

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 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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Total Operating Budget	\$10,027,769
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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	\$1,062,238
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Total Operating Budget	\$10,027,769
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<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Special Revenue Fund</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$1,221,381</td> </tr> <tr> <td style="padding-top: 20px;">Repayment of Debt</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$446,470</td> </tr> <tr> <td style="padding-top: 20px;">Total Expenditures</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$11,695,620</td> </tr> </table>	Special Revenue Fund	\$1,221,381	Repayment of Debt	\$446,470	Total Expenditures	\$11,695,620	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Special Revenue Fund</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$1,221,381</td> </tr> <tr> <td style="padding-top: 20px;">Debt Reserve</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$0</td> </tr> <tr> <td style="padding-top: 5px;">Debt Service Aid</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$151,800</td> </tr> <tr> <td style="padding-top: 5px;">Local Tax Levy-Debt</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$184,670</td> </tr> <tr> <td style="padding-top: 5px;">Budgeted Fund Balance</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$110,000</td> </tr> <tr> <td style="padding-top: 5px;">Total Debt Fund</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$446,470</td> </tr> <tr> <td style="padding-top: 20px;">Total Revenue</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$11,695,620</td> </tr> </table>	Special Revenue Fund	\$1,221,381	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 Revenue	\$11,695,620
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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 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**) **RESOLUTION 2023-2024: 93**

C. Monthly Minutes and Financial Approval

Motion: To approve the Minutes and monthly financial transactions and reports items 1-5: **RESOLUTION 2023-2024: 93**

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**)
RESOLUTION 2023-2024: 93

11. Correspondence

SEMI Waiver Approval Letter (Attachment #11)

12. New Business

LDTC service provider

RESOLUTION 2023-2024: 94

APPROVE LDTC SERVICES PROVIDER

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, 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

RESOLUTION 2023-2024: 95

APPROVE 2024-2025 CALENDAR

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 6-0-0, to approve the 2024-2025 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.

14. Public Comment NONE

RESOLUTION 2023-2024: 96

ADJOURN TO EXECUTIVE SESSION

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 6-0-0, to adjourn to Executive Session at 8:23 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: 97

RESUME BUSINESS SESSION MEETING

Mrs. Burr moved, seconded by Mrs. Moore, at 8:36 pm and passed unanimously by roll call vote, 6-0-0, to resume the regular business session meeting.

RESOLUTION 2023-2024: 98 Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 6-0-0, 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 School Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents forthwith.

HIB#	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)	Board Affirmed, rejected, or modified or moved to Executive Session
HIB Report Receipt #4	February 2024 CONFIRMED HIB	Board Affirmed RESOLUTION 2023-2024: 98

8. Adjournment

RESOLUTION 2023-2024: 99


ADJOURNMENT

Mrs. Moore moved, seconded by Mrs. Carruthers, and passed unanimously by a roll call vote, 6-0-0, to adjourn the Board Meeting at 8:39 pm.

Respectfully submitted,



 Bernadette Wang, Business Administrator



 Ashley Dunker, President