

Clinton-Glen Gardner Board of Education
September 19, 2023
WORK AND 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 Moore 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: Meghan Moore, Ashley Dunker, Theresa Tsakalagos, Laura Burr, Dan Brkich, Jacyn Carruthers

Also Present: Seth Cohen, Superintendent/Principal

Bernadette Wang, Business Administrator/Board Secretary

Absent: NONE

School Safety Discussion

Dr. Cohen updated the Board on the incident on 9/12/23 and expressed appreciation for the police departments in the handling of the situation. Lockout will be noted as a drill.

4. Monthly School Data:

A. Enrollment Data Report (Attachment #1)

B. Student Suspensions:

1. In-School Suspensions: 0

2. Out-of-School Suspensions: 0

C. School Nurse's Report (Not Available This Month)

D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed

E. Fire Drill and Bus Evacuation Drill Report (Attachment #2)

RESOLUTION 2023-2024: 25**ACCEPT SCHOOL DATA REPORTS**

Mrs. Dunker 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-E.

5. Superintendent/Principal's Report

Dr Cohen updated the Board on:

- Great school year opening
- HVAC issues and lead times for parts
- Outdoor fountain made possible with the partnership with PTO will be installed hopefully by the weekend
- Back to school nights, this and next week
- Sports up and running
- No word on Preschool grant approval yet. Delay will make hiring and transportation more challenging
- CPS is fully staffed with the exception of 1 aide. Substitutes are needed!

A. Clinton Education Association Report

- Mrs. Schorr and Mrs. Evans presented the happenings around the school for each grade level

B. Assistant Principal- Curriculum Coordinator Report

- Mr. Stanbro expressed gratitude for the warm welcome and assistance during his first month onboard.
- Students and staff are presenting positive vibes
- Updates on assessments, sports, buddy classes
- Reorganization of the start time and distribution of students working very well.
- NJSLA scores are in and in process of being mailed Oct 4, 2023 with the report to the Board to be presented at the October Board meeting.

C. Special Services Report NONE**6. Public Comment**

- Mr. Brendan McIsaac, 8 Busher Place, Clinton, announced his running with hopes to fill the vacant Clinton Glen Gardner seat for the North Hunterdon/Voorhees Board of Education.

7. Personnel**RESOLUTION 2023-2024: 26****APPROVE PERSONNEL ITEMS A-C**

Mrs. Dunker 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-C**:

A. Staff approvals

Motion: To approve the following staff member and rates for the listed position for the 2023-2024 school year: RESOLUTION 2023-2024: 26		
Position	Name	Rate
Parental Training in Home	Carolyn Schorr	Instructors hourly rate/nte 6 hours
Homework Club/Detention	Sam Homan, Caitlin Reilly, Barbara Plundeke, Joe Harris, Bob Adase, Denise Grimm, Evelyn Ferro, Tonya Lunger, Lisa Rizzi	\$48 per hour

B. Summer Administrative Assignments

Motion: To approve the following staff members for the following summer 2023-2024 positions: RESOLUTION 2023-2024: 26		
Position	Name	Rate/Salary
Health Office Records and Information Preparation	Jennifer Sedlacek	\$48 per hour/total for 23/24 SY, nte 40 hours

C. LDTC Intern

Motion: To approve the placement of a LDTC intern, Kimberly Coke , under the direct supervision of Dr. Jenine Kastner. Internship will last for the duration of the SY 2023-2024 semester, upon completion of any required paperwork (credentials will be on file in the Superintendent's Office.) RESOLUTION 2023-2024: 26

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

RESOLUTION 2023-2024: 27 APPROVE PROFESSIONAL DEVELOPMENT

Mrs. Dunker 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

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

Working Families: The Burden We Carry	10/11/2023	Carolyn Schorr Dr. Jenine Kastner	\$0	\$0	\$0
32nd Annual School Health Conference	10/18/2023	Jen Sedlacek	\$200	\$50/Hour	\$200 + Substitute Pay
NJ Association of Learning Consultants Fall Symposium	10/4/23	Dr. Jenine Kastner	\$205	\$0	\$205

B. Field Trips

RESOLUTION 2023-2024: 28

APPROVE FIELD TRIPS

Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0, to approve the following requests for field trips as listed:

Motion: To approve the following requests for field trips as listed:			
Date	Grade	Destination	Cost per student
November 2023	7	New Jersey State House	\$12.00
October, December, January, February, March, April, May	7	Meals on Wheels Tewksbury	N/A
November 2023	8	Clinton Township Middle School	\$4.00
October 2023	2	Downtown Clinton	N/A
October 2023	K	Ort Farm	TBD

9. Policy and Regulations NONE

10. General Information: Business Administrator’s Report

RESOLUTION 2023-2024: 29 APPROVE BUSINESS ADMINISTRATOR ITEMS A-C

Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, to approve the following items A-C:

A. 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 August 23, 2023 Business Session and Executive session (**Attachment #3**)
2. Certification of the Secretary’s and Treasurer’s Reports 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 **per final audited details for the 2022-2023 school year. (Attachment #4)**

June, 2023 \$2,366,989.49

3. Certification of the Secretary’s and Treasurer’s Reports 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 2023-2024 school year. (Attachment #5)**

July, 2023 \$ 3,381,403.33

4. Approval of the Bill List in the specified amounts **(Attachment #6)**
 - a. General Account: \$753,443.08 (8/19/23-9/15/2023)
 - b. Cafeteria Account: \$ 0 (Checks written in August)
5. Checking Account Balances – July, 2023
 - a. Student Activities \$ 60,364.78
 - b. Cafeteria: \$ 155,983.07
 - c. Payroll Agency: \$ 12,039.73
 - d. Unemployment: \$ 102,269.60

Transfers: (Attachments #7 and #8)

June

Fund 11 \$499,263.21

Fund 20 \$ 89,020.15

Fund 30 \$ 0.40

July

Fund 11 \$ 3,733.98

6. Transfers in the amount of \$102,477.55 for August, 2023.

Bernadette updated the Board on the final closing numbers based on the 22-23 audit for June 2023. We are now well into the 23-24 school year. The transportation for the district remains high for out of district and if the pre-K program is approved, there will be another round of discussion for students requiring transport and impact on overall expenditure.

B. RFP for Service of Additional Board Attorney

Motion: To submit RFP of advertisement to secure service of additional Board Attorney starting in January 2024. **RESOLUTION 2023-2024: 29**

Bernadette updated the Board that the notice will be published in the Hunterdon Democrat this Thursday September 21. The closing of accepting documents will be Friday October 13, 2023. The information will be shared with the Board and discussion of applicants will be at the October Board meeting. The intention is to interview candidate(s) at the November meeting with appointment coming by January 2024.

C. Transport for Choice Students

Motion: to request authorization for arrangement with Lebanon Township to transport eligible choice students from our district attending Lebanon Township schools for 23-24 school year. The estimated cost is \$1,000 vs last year of \$865 per student (3 students total, destination Woodglen school) **RESOLUTION 2023-2024: 29**

11. Correspondence NONE

12. New Business

A. HCESC Medical assistant agreement

RESOLUTION 2023-2024: 30 APPROVE HCESC MEDICAL ASST AGREEMENT
Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, to approve the HCESC Medical Assistant agreement for 23/24 SY at the annual cost of \$53,527.50 (**Attachment #9**)

B. Nursing Services Plan

RESOLUTION 2023-2024: 31 APPROVE NURSING SERVICES PLAN FOR 23-24
Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, to approve 23-24 Nursing Services Plan (**Attachment #10**)

C. HIB

RESOLUTION 2023-2024: 32 APPROVE SELF ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI BULLYING BILL OF RIGHTS ACT
Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, **Motion:** To approve School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act (**Attachment #11**)

D. School Calendar

- Dr Cohen opened the school calendar topic for conversation. Many varying calendars in surrounding schools. To be considered, use of snow days and end of school year dates.
- Mrs. Dunker inquired about merging some PD days

13. Old Business

**A. 22-23 Audit
Transfer for Reserve
Recommendation
CAP**

Bernadette followed up with the Board on the 22-23 audit is now complete. The auditors met with Dr. Cohen and the Business Office to provide the result(s) of the audit. Expected transfer to both Capital Reserve and Maintenance Reserve will continue with the replenishment of the funds. There will be a recommendation from the audit due to missing quotes exceeding the threshold on purchased services. The CAP is to ensure no purchase order will be issued without the required quotes and backup documentation.

B. Bulldog Bulletin expected out before Halloween

C. Board Liaison Reports

- Dr Tsakalakos updated on the PTO purchasing Stand Up shirts for new students and the upcoming carnival.

D. District Goals for 2023-2024

E. 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

15. Executive Session

RESOLUTION 2023-2024: 33

ADJOURN TO EXECUTIVE SESSION

Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 6-0-0, to adjourn to Executive Session at 7:53 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.

Negotiations

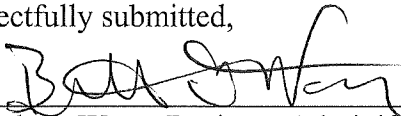
16. Adjournment

RESOLUTION 2023-2024: 34

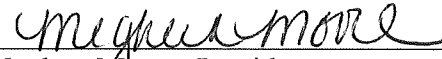
ADJOURNMENT

Mrs. Burr moved, seconded by Mrs. Dunker, and passed unanimously by a roll call vote, 6-0-0, to adjourn the Board Meeting at 8:53 pm.

Respectfully submitted,



Bernadette Wang, Business Administrator



Meghan Moore, President