

Clinton-Glen Gardner Board of Education
August 23, 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 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, Theresa Tsakalakos, Laura Burr, Dan Brkich

Also Present: Seth Cohen, Superintendent/Principal

Bernadette Wang, Business Administrator/Board Secretary

Absent: Meghan Moore, Jaclyn Carruthers

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 (Attachment #2)

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

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

RESOLUTION 2023-2024: 17

ACCEPT SCHOOL DATA REPORTS

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

1. Superintendent/Principal's Report

Mentor Plan Fiscal Update - Two Staff will need mentoring that the Board will continue to pay for the cost

High Impact Tutoring Program Grant Approval–Motion to approve submission of NJDOE High Impact Tutoring Program Grant

Dr. Cohen requested a motion to approve the application and explained the purpose of the tutoring grant that is offered by the State of NJ. It only affects grade 3 and 4 students in a small group setting. It will need to be coordinated with the staff if the district is to receive funding for the program. It is only for one year and it is specific to only those two grades.

RESOLUTION 2023-2024: 18 APPROVE HIGH IMPACT TUTORING GRANT SUBMISSION

Dr. Tsakalakos moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 4-0-0, to approve submission of NJDOE High Impact Tutoring Program Grant

Strategic Planning Update

Dr. Cohen discussed the goals for 23-24 school year regarding the strategic planning that was reviewed by the Board. The Board would like to see if the following selection would be under consideration:

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

Dr. Cohen noted the following for the start of the school year:

- Almost 100% for staffing
- Before Care will now start at 7:00AM
- Pre-K application submitted with the State
- Facility is looking great and ready for the opening
- Outdoor field is ready to go
- First bell starts at 8:35AM
- A bit more students than last year with 4 coming from the newly built complex on Main Street
- Update on added Web based Spanish program in addition to Mrs. Watkins and North teacher's visit

A. Clinton Education Association Report

Mrs. Lunger in attendance for CEA. Looking forward to starting the 23-24 school year.

B. Assistant Principal- Curriculum Coordinator Report NONE

C. Special Services Report

Dr. Kastner updated the board on the pre-K application and agreement with the YMCA for securing the classroom in their facility. The award for granting the pre-K program will be September 8th with the start date anticipated as of January 2024. The literacy guide for K-3 is in transition from the current program DRA to Dibels assessment.

Dr. Cohen also offered that the district has signed up using LinkIt Data Locker for tracking historical data for students which will help identify help needed throughout the students' time at CPS.

Mrs. Dunker also asked if there could be a better way where highlights of important dates/events can be summarized in one place on the CPS website. The current display requires multiple access to various locations to get the information needed. Dr. Cohen agrees to look into a better way to capture the data and display it

6 Public Comment NONE

7. Personnel

RESOLUTION 2023-2024: 19

APPROVE PERSONNEL ITEMS A-I

Mrs. Burr moved, seconded by Mrs. Tsakalakos, and passed unanimously by a roll call vote, 4-0-0, upon the recommendation of the Superintendent, to approve motions for **PERSONNEL ITEM A-I:**

Motion: To approve the following staff member and rates for the listed position for the 2023-2024 school year:**RESOLUTION 2023-2024: 19**

Position	Name	Rate
Before/Aftercare	Barbara Plundeke Carolyn Schorr Christina Muench Julianne Bavaro Catherine Kapigan Heidi Singer	\$18.25/hr
Before/Aftercare Junior assistants	Tatum Pfuelb (pending working paper completion); Miranda Abarca, Bridget Nugent , Mia Lione, Mia Cancelliere, Alli Kripetz	Currently \$14.13/hr; to be increased accordingly with the NJ State minimum wage schedule.

B. Salary Increases

Motion: To advance the following teachers on the salary guide in accordance with CEA negotiated agreement: **RESOLUTION 2023-2024: 19**

Position	Name	Current Step & Salary	New Step & Salary	Effective
Teacher	Robert Adase	MA/16; \$82,840	MA+15/16; \$83,740	9/1/2023

C. Preschool Program Director

Motion: To approve Jenine Kastner as Preschool Program Director for the 23/24 school year.
RESOLUTION 2023-2024: 19

D. Substitute

Motion: To approve the following substitute teachers for the 2023-2024 school year: RESOLUTION 2023-2024: 19				Att. #
Position	Name	Rate	Effective Date	
Substitute Teacher	Madison Viotto	\$115.00 per diem	8/23/2023	
Substitute Teacher	Marisa Estrada	\$115.00 per diem	8/23/2023 pending completion of paperwork	
Substitute Teacher	Jessica Reilly	\$115.00 per diem	8/23/2023 pending completion of paperwork	
Substitute Teacher	Samantha Reilly	\$115.00 per diem	8/23/2023 pending completion of paperwork	
Substitute Teacher Roster			8/23/2023	4

E. Resignation

Motion: To approve with best wishes the resignation of Kyle Rehrig effective August 21, 2023.
RESOLUTION 2023-2024: 19

F. Summer RealTime Scheduling

Motion: To approve the Timothy Bidwell additional summer scheduling hours NTE 10 hours.

RESOLUTION 2023-2024: 19

G. Summer Sports Camp Staff

Motion: To approve the following staff members to serve as summer sports camp teachers per negotiated agreement: RESOLUTION 2023-2024: 19

Name	Title
Joe Harris	Summer Sports Camp Teacher
Timothy Bidwell	Summer Sports Camp Teacher
Michelle Gallagher	Summer Sports Camp Teacher

H. Summer Sports Camp Coordinator

Motion: To approve the following staff member to serve as summer sports camp coordinator per negotiated agreement: RESOLUTION 2023-2024: 19

Name	Title
Joe Harris	Coordinator

I. Staff Adjustments

Motion: To compensate Cora Hill at the daily substitute rate until NJDOE certification is complete RESOLUTION 2023-2024: 19

Motion: To adjust Lindsay Zengel from leave replacement to tenure track special education teacher at Step 1 BA. RESOLUTION 2023-2024: 19

Motion: To approve Sarah Molle as special education leave replacement teacher until on or about February 1, 2024 at Step 1 BA. RESOLUTION 2023-2024: 19

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

RESOLUTION 2023-2024: 20

APPROVE PROFESSIONAL DEVELOPMENT

Mrs. Tsakalacos moved, seconded by Mr. Brkich, and passed unanimously by a roll call vote, 4-0-0, 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: RESOLUTION 2023-2024: 20

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
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NJASBO seminars 23-24	10/17/23, 11/14/23,12/12/2 3 01/16/24	Bernadette Wang	\$125 per session	\$0	\$500
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B. Field Trips

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

9. Policy and Regulations

RESOLUTION 2023-2024: 21

APPROVE POLICIES

Mrs. Tsakalakos moved, seconded by Mr. Brkich, and passed unanimously by a roll call vote, 4-0-0 to approve the listed First/Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Move the Board of Education suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023.”

<i>Motion:</i> To approve the listed First and/or Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):			
Policy #	Title	Action	Att. #
P&R 1642.01	Sick Leave	1st/2nd reading	5
P &R 2419	School Threat Assessment Teams	1st/2nd reading	6

10. General Information: Business Administrator’s Report

RESOLUTION 2023-2024: 22 APPROVE BUSINESS ADMINISTRATOR ITEMS A-H

Dr. Tsakalakos moved, seconded by Mrs.Burr, and passed unanimously by a roll call vote, 4-0-0, to approve the following items A-H:

A. Monthly Minutes and Financial Approval

Motion: To approve the Minutes and accept monthly financial transactions and reports items 1-5: **RESOLUTION 2023-2024: 22**

- 1. Approval of Board of Education Minutes from the July 18,2023 Business and Executive Sessions. **(Attachment #7)**
- 2. Certification of the preliminary 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 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 the 2022-2023 school year. **(Attachment #8 and Attachment #9)**

June, 2023	\$ 2,366,989.49
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- 3. Approval of the Bill List in the specified amounts **(Attachment #10)**
 - a. General Account: \$ 899,204.28 (7/1/23-8/18/2023)
 - b. General Account: \$498,867.79 (6/13/23-6/30/23 REVISED)
 - c. Cafeteria Account: \$0 (Checks written in July)
- 4. Checking Account Balances – June, 2023
 - a. Student Activities \$ 59,084.47
 - b. Cafeteria: \$152,138.30
 - c. Payroll Agency: \$ 63,626.44
 - d. Unemployment: \$102,117.82
- 5. Transfers - will be provided once the final June numbers have been signed off by the auditor based on the 22-23 audit.

B. NJ School Insurance Group- ERIC West Membership Renewal (Attachment #11)

Motion: To approve the attached resolution to renew membership in NJ Schools Insurance Group for 3 years effective July 1, 2023 through July 1, 2026. **RESOLUTION 2023-2024: 22**

C. Annual School Year Approval for Warren County Special Services (addition of the administration fee as required by vendor)

Motion: To approve Warren County Special Services transportation programs with a 4.5% administration fee for the 2023-2024 School Year **RESOLUTION 2023-2024: 22**

D. Hunterdon County ESC Joint and Coordinated transportation agreements

Motion: To approve Hunterdon County ESC to provide Joint and Coordinated transportation services for the 2023-2024 School Year **RESOLUTION 2023-2024: 22**

E. North Hunterdon Shared Services - Spanish

Motion: To approve certificated staff member from the North Hunterdon Regional High School to provide Spanish instruction to students at Clinton Public School for one period daily at the NHVRSD sixth period rate of \$6,800 for the 2023-2024 school year. **RESOLUTION 2023-2024: 22**

F. 2023-2024 Tuition From Sending District

Motion: To approve 2023-2024 tuition from sending district for the following student. RESOLUTION 2023-2024: 22		
State Student ID	Sending School	Tuition Cost
2614307124	Delaware Township School	\$ 43,775.00

B. Tuition and related transportation cost for outgoing Special Ed Students for 2023-2024

Motion: to approve 2023-24 Regular School Year Tuition Contract(s) for outgoing Special Ed students. RESOLUTION 2023-2024: 22			
State Student ID#	School	Transportation	Est Tuition & Svc Cost
2169505854	OUTGOING: Rutgers Day School	ESC cost to follow	RSY \$79,900

H. Sale of Obsolete Technology Equipment

Motion: To approve the awarding sale of obsolete technology equipment to Universal Waste Solutions. At the opening of all the bids submitted on August 21, 2023 at 1:00PM, they were the highest bidder with the amount of \$2,300. We have requested that payment will need to clear the bank prior to pick up of the equipment.

Bernadette updated the Board on the action for the Business Administrator’s section of the meeting. The sale of the obsolete equipment has been awarded to the vendor that also won the bid last year. The district is still waiting for cost of transportation from ESC for our regular routes as well as the Special Services out of district transport. That is currently the biggest unknown impacting the 23-24 budget. **RESOLUTION 2023-2024: 22**

12. New Business

22-23 Annual Audit Update

Bernadette updated the Board on the wrap up of 22-23 annual audit. It was noted that there will be one audit finding and recommendation due to the lack of required quotes for contracted services. This is fairly easy to correct and it will be limited to the one audited year of 22-23. The Corrective Action Plan is never put forth a purchase order for encumbrance if we don't have the necessary number of quotes for services needed. Bernadette will touch base with the Facility Manager to ensure compliance.

Plan for Health Benefit broker's visit at September's Board meeting

Bernadette advised the Board that our Health Benefit broker from Accrisure will visit to make a presentation on the current climate of the cost for health care. The cost of health care continues to climb with no relief in sight for the near future. Since health care cost accounts for a substantial portion of the yearly budget, an update from the broker would help to provide a base line prior to the 24-25 budget preparation.

13. Old Business

A. Dear Parents

B. Board Liaison Reports

Mrs. Tsakalacos noted PTO will be sponsoring the annual carnival on September 8 from 5-8. The PTO will provide the breakfast to staff on Tuesday back to school August 29th.

Mrs. Burr noted Clinton Town will have its town picnic on September 9th. The mayor invites all to attend.

C. Board Goal 2023-24

D. District Goals for 2023-24

14. Public Comment

Mrs. Brkich asked about how the PTO can reimburse the district for the purchases of requested school software and equipment

- Bernadette advise Mrs. Brkich once the items has been scheduled for payment and sign off on the bill list by the Board, the PTO will receive a copy of the check and all supporting documentation of the item(s) to the PTO as request for reimbursement.

15. Executive Session

RESOLUTION 2023-2024: 23

ADJOURN TO EXECUTIVE SESSION

Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, 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.

**Personnel
Contract**

16. Adjournment

RESOLUTION 2023-2024: 24

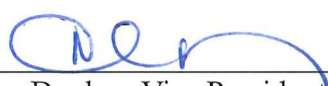
ADJOURNMENT

Mrs. Burr moved, seconded by Dr. Tsakalakos, and passed unanimously by a roll call vote, 4-0-0 to adjourn the Board Meeting at 8:36 pm.

Respectfully submitted,



Bernadette Wang, Business Administrator



Ashley Dunker, Vice President