

Clinton-Glen Gardner Board of Education
August 21, 2024
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

Call to Order

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.

Roll Call

Present: Ashley Dunker, Laura Burr, Dan Brkich, Theresa Tsakalacos
Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary
Absent: Jaclyn Carruthers, Meghan Moore

1. 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 N/A)

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

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

- Dr. Cohen reports on enrollment, class sizes 15-18 average, 24 students from Lebanon.

RESOLUTION 2024-2025: 1

ACCEPT SCHOOL DATA REPORTS

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

5. Superintendent/Principal's Report

- Staffing - Looking for leave replacement and more paras
- New teacher orientation
- Facilities are coming together. Floor replacements, emergent tree work on walkers path and by Beaver Brook. Looking to use the area by Beaver Brook for educational opportunities.
- Newcomers day
- Class assignments on portal and regular mail

RESOLUTION 2024-2025: 2 APPROVE 23/24 STUDENT SAFETY DATA REPORTS

Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, to approve the Student Safety Data System report for the 2023-2024 school year. **(Attachment #3)**

RESOLUTION 2024-2025: 3 APPROVE 24/25 EMERGENCY VIRTUAL/REMOTE INSTRUCTION PROGRAMS

Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, to **approve the Emergency Virtual or Remote Instruction Programs for the 2024-2025 School Year. Please click here for link**

School District Mentoring Plan for review of fiscal impact.

- Mentor is needed for Ms. Viotto only
- Discussion of the process of the new garage and classroom conversion of current garage.

Student Representative Report NONE**Clinton Education Association Report NONE****Assistant Principal- Curriculum Coordinator Report**

- Mr. Stanbro presented on the upcoming curriculum and acknowledged the staff who worked tirelessly on the curriculum with him.

1. Curriculum Updates**RESOLUTION 2024-2025: 4 APPROVE CURRICULUM UPDATES FOR ELA/MATH**

Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, to **approve the following curriculum updates: Please click here for link**

ELA:

K-8 English Language Arts curricula and instruction aligned to the 2023 NJSLs – ELA

Math:

K-8 Mathematics curricula and instruction aligned to the 2023 NJSLs – Mathematics.

B. Special Services Report - HIB

- Dr. Kastner reports on the Score of 78/78 on self assessment:

RESOLUTION 2024-2025: 5 APPROVE SUBMISSION 23/24 SCHOOL SELF ASSESSMENT FOR DETERMINING GRADES

Mrs. Burr moved, seconded by Dr.Tsakalagos , and passed unanimously by a roll call vote, 4-0-0, to approve the submission of the 2023-2024 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act (**Attachment #4**)

- ESY went well
- Staffing assignments
- 3 SPED programs being offered
- Created an ED class modified resource center program for social/behavioral needs
- Preschool 4 classrooms
- Thanks PTO and Site One Landscape for donations (bench and tree) to memorialize our student recently passed.

6 Public Comment NONE

7. Personnel

RESOLUTION 2024-2025: 6 APPROVE PERSONNEL ITEMS A-O

Mrs. Burr moved, seconded by Dr.Tsakalagos , and passed unanimously by a roll call vote, 4-0-0, to approve personnel items A-O

A. Threat Assessment Team 2024-2025

Motion: To approve the following staff member(s) to the Threat Assessment Team for 2024-2025 school year: RESOLUTION 2024-2025: 6
Staff Member
Jenine Kastner, School Safety Specialist, Director of Special Services
Angela McVerry, Guidance Counselor
Courtney Duryea, Guidance Counselor
Toni Cespedes, School Psychologist
Timothy Bidwell, Physical Education Teacher
Scott Reilly, Technology Director
Karen Brownell, Special Education Teacher
Seth Cohen, Superintendent/Principal
Matthew Stanbro , Assistant Principal
Lauren Peachey, Social Worker

B. RN Job Description

Motion: To approve the Registered Nurse Job Description. [Link to Job Description](#)

RESOLUTION 2024-2025: 6

C. Summer Curriculum 2024-2025

Motion: To approve the following staff member(s) for the following summer curriculum work. RESOLUTION 2024-2025: 6		
Activity	Staff Member	Rate
ELA Curriculum Revisions - 6-8 NTE 24 Hours	Jessica Latanzio Crespo (Revision to move 12 hours previously approved on 5/21/24 for Denise Grimm to Jessica Crespo for a total NTE 24 hours)	\$50

D. Approval

Motion: To approve the following staff members for the listed positions for the 2024-2025 school year. RESOLUTION 2024-2025: 6		
Position	Name	Rate/Salary
Summer Tech Support Meeting	Ruth Arce	@\$50/hr

E. Before and Aftercare Staff 2024-25

Motion: To approve the staff and hourly wages for before and after care 24-25 school year RESOLUTION 2024-2025: 6		
Position	Rate/Salary	Effective
Sr Before/Aftercare Staff	\$18.50 per hour	24/25 school Year
Jr Assistant staff	\$15.13 per hour	24/25 school Year
Director sub coverage	\$ 48.50 per hour	24/25 school Year

Miranda Abarca	Jr Assistant
Alli Kripetz	Jr Assistant
Madeline Sowell	Jr Assistant
Tatum Pfuelb	Jr Assistant
Natalie Ochs	Jr Assistant
Eva Liu	Jr Assistant
Kaylee Mclsaac	Jr Assistant
Mia Cancelliere	Jr Assistant
Mia Lione	Jr Assistant
Brooke Ruiz	Jr. Assistant

Julianne Bavaro	Sr. Staff
Elizabeth Upwood	Sr. Staff/Director substitute
Madison Viotto	Sr. Staff/Director substitute
Christina Muench	Sr. Staff/Director substitute
Barbara Plundeke	Sr. Staff/Director substitute
Heidi Singer	Sr. Staff

F. Aftercare Directors

Motion: To approve the following staff members to serve as Aftercare Directors for the 2024-2025 school year. RESOLUTION 2024-2025: 6		
Name	Title	Stipend
Carolyn Schorr	Director	\$ 8500
Catherine Kapigian	Director	\$ 8500
Jenine Kastner	Director	\$ 3250

G. Lead Night Custodian

Motion: To approve Nicholas Buniva as Lead Night Custodian with a stipend to be paid in the amount of \$2500. for the 2024-2025 school year. RESOLUTION 2024-2025: 6
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H. Summer Office & Clerical

Motion: To approve the following staff member(s) to serve as office and clerical support during the summer of 2024 NTE 60 hours total for split between staff listed below. RESOLUTION 2024-2025: 6		
Name	Hours	Hourly Rate
Catherine Kapigian	TBD	\$16
Erica O'Dell	TBD	\$16
Elizabeth Upwood	TBD	\$16

I. Elementary Teacher Approval

Motion: To approve the following staff members for the listed positions for the 2024-2025 school year. RESOLUTION 2024-2025: 6			
Position	Name	Rate/Salary	Att #
Elementary	Madison Viotto	Step 1 BA/\$60,600	5

J. Summer Health Office Records

Motion: To approve the following staff member for Summer Health Office Records Information Preparation NTE 20 Hours 2024-2025 school year: RESOLUTION 2024-2025: 6			
Position	Name	Rate/Salary	Att #
Summer Health Office Records	Jessica Storey	Per negotiated agreement	NA

K. Staff Member Increase

Motion: To approve the following staff member increase for the 2024-2025 school year RESOLUTION 2024-2025: 6		
Position	Name	Rate/Salary
Spanish	Jennifer Watkins	From .8 FTE to .9FTE = \$73,309
Special Education Leave Replacement	Katherine Kelsey	From .83 FTE to .9 FTE = \$66798.00

L. Substitute Teachers

Motion: To approve the following substitute teachers for the 2024-2025 school year RESOLUTION 2024-2025: 6			
Position	Name	Rate/Salary	Att #
Substitutes	See Attachment	Substitute Teachers \$115.00 per diem Substitute Nurse \$50.00 per hour Substitute Secretary \$15.13 per hour	6

M. Salary Increase

Motion: To advance the following teacher on the salary guide in accordance with CEA negotiated agreement: RESOLUTION 2024-2025: 6				
Position	Name	Current Step and Salary	New Step and Salary	Effective
Speech teacher	Amanda Thomas	MA/12 \$76555	MA+15/12 \$77,455	8/27/2024

N. Retirement and Resignation

Motion: To approve with gratitude and best wishes the retirement of Judy Liptak (Attachment #4A) **RESOLUTION 2024-2025: 6**

O. Staff Leave approvals

Motion: To approve the following leaves for listed staff RESOLUTION 2024-2025: 6			
Employee #	Effective	Leave type	Att #
8101	8/27/24-1/1/25	extended Maternity	7

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

RESOLUTION 2024-2025: 7 APPROVE PROFESSIONAL DEVELOPMENT/ TRAVEL

Mrs. Burr moved, seconded by Dr. Tsakalacos, 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:

Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
Autism NJ Annual Conference	10/24/24 and 10/25/24	Carolyn Schorr Jenine Kastner	\$500	\$115	\$1,230 +mileage and lodging
NJASBO Seminar	9/12/2024	Bernadette Wang or Christina Muench	\$145	0	\$145

9. Policy and Regulations

RESOLUTION 2024-2025: 8

APPROVE POLICIES AND BYLAWS

Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, to approve the listed first readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy #	Title	Action	Att. #
P 0141	Board Member Number and Term	1st rdg	8A
P 0141.1	Board Member Number and Term - Sending District	1st rdg	8B
P 0141.2	Board Member Number and Term - Receiving District	1st rdg	8C
P 2200	Curriculum Content	1st rdg	8D
P&R 3160	Physical Examination	1st rdg	8E

P&R 4160	Physical Examination	1st rdg	8F
R 5200	Attendance	1st rdg	8G
P 5337	Service Animals	1st rdg	8H
P 5350	Student Suicide Prevention	1st rdg	8I
P 8420	Emergency and Crisis Situations	1st rdg	8J
P&R 8467	Firearms and Weapons	1st rdg	8K
P 9181	Volunteer Athletic Coaches	1st rdg	8L

10. General Information: Business Administrator’s Report

RESOLUTION 2024-2025: 9 APPROVE BUSINESS ADMINISTRATOR ITEMS A-N

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

A. ESEA Grant Applications for 2023-2024

Motion: To re-approve application and submission of ESEA Grant applications for the 2023-2024 school year: RESOLUTION 2024-2025: 9

Grant	Amount	Allocation
ESEA	\$10,893	Title I
ESEA	\$12,438	Title II-A
ESEA	\$ 2,022	Title III (Consortium)
ESEA	\$ 2,565	Title III Immigrant
ESEA	\$10,000	Title IV Part A
Title I Salary Funded – BSI teacher		20%

B. IDEA Applications for 2023-2024

Motion: To re-approve application and submission of IDEA for the 2023-2024 School Year
RESOLUTION 2024-2025: 9

Grant	Amount	Allocation
IDEA	\$ 6,043	Preschool

IDEA	\$133,687	Basic
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C. ESEA Grant Applications for 2024-2025

Motion: To approve application and submission of ESEA Grant applications for the 2024-2025 school year: **RESOLUTION 2024-2025: 9**

Grant	Amount	Allocation
ESEA	\$17,465	Title I
ESEA	\$ 6,630	Title II-A
ESEA	\$ 2,370	Title III (Consortium)
ESEA	\$ 1,549	Title III Immigrant
ESEA	\$10,000	Title IV Part A

D. IDEA Applications for 2024-2025

Motion: To approve application and submission of IDEA for the 2024-2025 School Year **RESOLUTION 2024-2025: 9**

Grant	Amount	Allocation
IDEA	\$ 5,926	Preschool
IDEA	\$134,247	Basic

E. 2023-2024 Extraordinary Aid

Motion: To accept 2023-2024 Extraordinary Aid from the State of New Jersey in the amount of \$638,284 for special education student excess costs. An increase of \$170,212 from 2022-2023 of \$468,072 (**Attachment #9**) **RESOLUTION 2024-2025: 9**

F. 2023-2024 Non Public School Transportation Aid

Motion: To accept 2023-2024 Non Public School Transportation Aid from the State of New Jersey in the amount of 5,005 for transportation of the nonpublic school students. An increase of \$2,821 from 2022-2023 of \$2,184 (**Attachment #10**) **RESOLUTION 2024-2025: 9**

G. Student Activities

Motion: To transfer balances within the student activities account(s) to close out inactive accounts and re-align additional funds to other active account(s).

RESOLUTION 2024-2025: 9

Close obsolete accounts and transfer to miscellaneous (\$5,310.72) within student activities:

Bell Project (\$635.26); Challenge 20/20 (\$294.73); Early Act (\$821.86); Field Maintenance (\$1.49); iPad (\$2.62); Multiage (\$944.19); Peer to Peer (\$211.97); Soda (\$184.09); Sports (\$579.71); Foundations (\$1,634.80)

Close obsolete accounts and transfer to Life Skills (\$1,165.04) within student activities:

Walmart Grant (\$34.30); Unified Sports (1,130.74)

Close Student Council Accounts and Transfer them to Student Ambassadors (\$5,865.90) within student activities:

5th/6th student council (\$3,016.31); 7th/8th student council (\$2,849.59)

H. Special instructional services Contracts 2024-2025

Motion: To approve the following Special instructional services contract for 2024-2025			
RESOLUTION 2024-2025: 9			
School	# of Students	Tuition Amount	Effective Date
Mountain Lakes BOE	1 student	\$6840.00 1 50 min session/week	2024/2025 School Year

I. Tuition and related transportation cost for incoming and outgoing Special Ed Students for 2024-2025 ESY and Regular School year

<i>Motion: to approve 2024-25 ESY and Regular School Year Tuition Contract(s) for incoming and outgoing Special Ed students. RESOLUTION 2024-2025: 9</i>			
State Student ID#	School	Transportation	Est Tuition & Svc Cost per each student
State # 7139964337 Local #11633	INCOMING: Lebanon Boro School District	NA	RSY .5 of 1:1 aide: \$23947.50 (\$47895/2=\$23947.50)
Local # 3410166	INCOMING: Alpha School District	NA	RSY 1:1 aide: \$47895.00

J. Hunterdon County ESC Joint transportation agreements

Motion: To approve Hunterdon County ESC to provide Joint transportation services for the 2024-2025 School Year **RESOLUTION 2024-2025: 9**

K. Donations

Motion: To accept the donation of the memorial tree from Site One Landscape Supply in Branchburg, NJ. (Tree: Japanese Maple) planted in courtyard **RESOLUTION 2024-2025: 9**

L. Removal of Trees

Motion: To authorize the Business Administrator the use of Maintenance Reserve of \$12,000 for removal of trees around the property **RESOLUTION 2024-2025: 9**

Motion: To authorize the Business Administrator to secure a vendor to provide the service to remove trees around the property with Rich Tree Services State contract #18-DPP-00645. **(Attachment #11) RESOLUTION 2024-2025: 9**

L1. COMPRESSOR REPLACEMENT

Motion: To authorize the Business Administrator the use of Maintenance Reserve of \$15,200 for compressor replacement. **RESOLUTION 2024-2025: 9**

Motion: To authorize the Business Administrator to secure a vendor for replacement Class room #1 and #14 compressor with Mack Industries/EDS Bid #11659 **RESOLUTION 2024-2025: 9**

M. Void Stale dated checks

Motion: To approve the void of stale dated checks for cafeteria and student activities accounts **(Attachment #12) RESOLUTION 2024-2025: 9**

N. Monthly Minutes and Financial Approval

Motion: To approve the Minutes and monthly financial transactions and reports items 1-5:**RESOLUTION 2024-2025: 9**

1. Approval of Board of Education Minutes from the June 25, 2024 Work/Business session and Executive Session. (June 12, 2024 and July 24, 2024 meetings were canceled) **(Attachment #13)**
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 6:23A-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 report. **(Attachment #14A and #14B)**

May, 2024 \$ 3,371,251.30

June, 2024 \$ 3,005,635.33

1. Approval of the Bill List in the specified amounts **(Attachment #15)**
 - a. General Account: 6/26/24-6/30/24 \$225,590.04
 - b. General Account: 7/1/24-8/15/24 \$793,514.98
 - c. Cafeteria Account: \$ 23829.49 (checks written in June)
 - d. Cafeteria Account: \$ 0 (checks written in July)
2. Checking Account Balances – **May, 2024**
 - a. Student Activities \$ 74,913.35
 - b. Cafeteria: \$ 194,264.73
 - c. Payroll Agency: \$ 14,272.34
 - d. Unemployment: \$ 109,981.27

Checking Account Balances – **June, 2024**

 - e. Student Activities \$ 78,054.25
 - f. Cafeteria: \$ 171,902.96
 - g. Payroll Agency: \$ 65,475.41
 - h. Unemployment: \$ 113,857.34

3. Transfers in the amount of \$136,584.37 for May, 2024 (**Attachment #16**)

Transfers in the amount of \$209,989.07 for June, 2024 (**Attachment #17**)

11. Correspondence

12. New Business

- A. Discussion of remainder of 2024 Board meeting dates
- B. 23-24 Audit Wrap up
- C. 2024-2025 Goal Selection from Strategic Plan

13. Old Business

- A. Dear Parents
- B. Board Liaison Reports

14. Public Comment

15. Executive Session

Call for Motion to adjourn to Executive Session

RESOLUTION 2024-2025: 10

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 8:32 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.

HIB

RESOLUTION 2024-2025: 11

RESUME BUSINESS SESSION MEETING

Mrs. Burr moved, seconded by Dr. Tsakalacos, at 8:35 pm and passed unanimously by roll call vote, 4-0-0, to resume the regular business session meeting.

RESOLUTION 2024-2025: 12 Mrs. Burr moved, seconded by Dr. Tsakalacos, and passed unanimously by a roll call vote, 4-0-0, 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 Report Receipt: June 2024 Second Reading

HIB#	1st or 2nd reading	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)
HIB Report # 9	2nd reading	Confirmed as NOT HIB
HIB Report # 10	2nd reading	Confirmed as NOT HIB

- A. Motion to affirm, reject, or modify the superintendent's decision by roll call voice vote incident #9 **Confirmed as NOT HIB.**
Motion to affirm, reject, or modify the superintendent's decision by roll call voice vote incident #10 **Confirmed as NOT HIB**

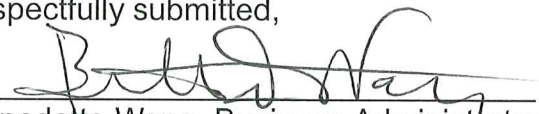
17. Adjournment

RESOLUTION 2024-2025: 13


ADJOURNMENT

Mrs. Burrmoved, seconded by Dr Tsakalagos, and passed unanimously by a roll call vote, 4-0-0, to adjourn the Board Meeting at 8:37 pm.

Respectfully submitted,



 Bernadette Wang, Business Administrator



 Ashley Dunker, President