

CLINTON-GLEN GARDNER BOARD OF EDUCATION**REORGANIZATION AND WORK SESSION MINUTES**

January 7, 2015

Lisa Craft called the meeting together at 7:00 p.m. 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: Robert Moul, Brendan McIsaac(excused for Executive Negotiations), Craig Sowell, Charles Sampson, and Erin Roop

Also Present: Seth Cohen, Superintendent/Principal(excused for Executive Negotiations)
Lisa Craft, Business Administrator

REORGANIZATION MEETING:

- Oath of Office for newly elected Board Members, Charles Sampson and Erin Roop.
- Election Results
- Nominations for President: Brendan McIsaac nominated Robert Moul.

RESOLUTION 2014-2015: 76**NOMINATION OF BOARD PRESIDENT**

Craig Sowell moved, seconded by Erin Roop, to close nominations and cast a vote for Robert Moul for President. Motion carried unanimously with all “ayes” by roll call vote.

- Board Secretary turns the meeting over to the President.
- Nominations for Vice President: Robert Moul nominated Brendan McIsaac.

RESOLUTION 2014-2015: 77**NOMINATION OF BOARD VICE PRESIDENT**

Craig Sowell moved, seconded by Erin Roop, to close nominations and cast a vote for Brendan McIsaac for Vice President. Motion carried unanimously with all “ayes” by roll call vote.

- President announces committees and delegates:
 - Policy – Brendan McIsaac & Erin Roop
 - Negotiations Committee – Craig Sowell & Charles Sampson
 - Education Foundation-CPSPIE Rep. – Brendan McIsaac
 - PTO – Erin Roop
 - Booster Club Rep.- Charles Sampson

- NJSBA – Craig Sowell
- HCSBA – Craig Sowell
- HCESC School Board Rep.- Seth Cohen

- Ethics Training & Orientation: Gwen Thornton, NJSBA
- Annual Adoptions, Authorizations and Appointments

RESOLUTION 2014-2015: 78 ADOPTNS, AUTHORIZATNS & APPOINTMTS

Brendan McIsaac moved, seconded by Craig Sowell, to acknowledge and re-approve the adoptions, authorizations and appointments for the 2014-15 school year, as listed below. Motion carried unanimously with all “ayes” by roll call vote.

1. To authorize the Superintendent/Principal to offer employment via a “Letter of Intent” to candidates for vacancies between regularly scheduled Board Meetings that require an emergent hire. This authority extends only to formerly approved Board of Education Positions, as represented on the district’s Position Control Roster. The Superintendent/Principal is required to “straw poll” all members of the Board to discuss the candidate, qualifications, salary requirements, and references. Candidates who receive three “individual approvals” will be placed on the next agenda for formal hire. Should any aspect of this process not be followed, the “Letter of Intent” is void as of midnight on the calendar date of the Board of Education Meeting.
2. To authorize the Superintendent/Principal and the Business Administrator to initiate any line item transfers as may be necessary to facilitate any unanticipated encumbrances/ expenditures that may arise between Board meetings, with disclosure to the Board at subsequent Board meetings.
3. To approve the following publications as official newspapers: <ul style="list-style-type: none"> a. Hunterdon County Democrat b. Courier News (alternate) c. Express Times (alternate)
4. To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as general legal counsel and Wilenz Goldman & Spitzer as Bond Counsel.
5. To approve Pediatric Workshop and SAM’S Kids for physical therapy services; and Therapeutic Intervention, Inc. for occupational therapy services.
6. To appoint Behavioral Consultants, LLC, for BCBA behavioral services.
7. To approve the firm of William Colantano as Financial Auditor and Phoenix Advisors, LLC as Financial Advisors.
8. To approve Gianforcaro Architects and Engineers as Architect of Record.
9. To name ELES, Inc as the Board’s Broker of Record for medical insurance.
10. To name Brown & Brown as the Board’s Broker of Record for dental insurance.
11. To appoint G.R. Murray as our school commercial package insurance agent.
12. To approve Horizon of New Jersey for Health and Dental Insurance.
13. To appoint Educational Consortium as the E-Rate Consultant.
14. To appoint Dr. Ronald Frank, M.D. as School Physician.
15. To approve Bayada Nursing and Liberty Health Care Services for alternate mandated nursing services, as needed.

16. To appoint the Town of Clinton Police Chief as attendance officer.
17. To authorize the following signatures for the depositories of the board of education: <ol style="list-style-type: none"> a. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer b. <u>Payroll Account</u> (1 Signature) Treasurer c. <u>Payroll Agency Account</u> (1 Signature) Treasurer d. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator e. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator f. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer g. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer h. <u>Maintenance Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer i. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer j. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer
18. To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services. <ol style="list-style-type: none"> a. Peapack-Gladstone b. Team Capital c. PNC Bank d. Investors Bank
19. To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).
20. To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).
21. To adopt the textbook list (on file in Main Office).
22. To adopt the NJSBA Code of Ethics.
23. To set the petty cash account amount at \$150 and to appoint the Business Administrator as the disbursing agent, funds to be reviewed by another administrator before paid.
24. To designate the Business Administrator/Board Secretary as school funds investor.
25. To authorize Business Administrator to remit payment, as deemed necessary, between scheduled Board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees. All such expenditures shall be approved by the Superintendent/Principal or his designee.
26. To approve the listed Tuition Rates plus related services. <ol style="list-style-type: none"> a. Preschool Integrated \$1,800
27. To appoint the Superintendent/Principal, as district Affirmative Action Officer
28. To appoint the Assistant Principal as the 504 Compliance Officer.
29. To appoint the School Nurse as the Chemical Hygiene Officer.
30. To appoint the Guidance Counselor as the Anti-Bullying Specialist.
31. To appoint the Supervisor of Special Services as the Anti-Bullying Coordinator.
32. To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC and Morris County Co-op.
33. To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.
34. To appoint Lisa Craft as Board Secretary/ Business Administrator.
35. To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.

36. To appoint the Supervisor of Building & Grounds as the Asbestos Management Officer, AHERA Officer, Safety & Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Right to Know Officer.		
37. To appoint the School Business Administrator as the Qualified Purchasing Agent; and authorize to award contracts up to the bid threshold, and set quote threshold at 15% of bid threshold amount.		
38. To appoint the School Business Administrator as the Custodian of Records.		
39. To authorize Darlene Nardi to sign purchase orders, quarterly tax returns, and take minutes as needed in the absence of the Business Administrator/Board Secretary.		
40. To appoint Kathleen Olsen as the School Treasurer.		
41. To approve the rate of pay for leave replacements and long-term substitutes at \$150 per diem for the first 60 days, followed by a per diem equivalent of the first step, BA column, on the CTA negotiated agreement.		
42. To approve the Substitute Rate of \$85 per day.		
43. To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting.		
44. To approve time & material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing, and as listed.		
Maintenance Contractor	Hourly Rate	Service
Jurin Roofing	\$72/hour	Roof
45. To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan:		
a. AXA Equitable		
b. Ameriprise		
c. Lincoln Financial Group		
d. Lincoln National Life		
e. Siracusa		
f. Valic		
46. To adopt all other resolutions still in force as policy of the Board.		

CORRESPONDENCE: None

NEW BUSINESS:

- 2015-16 School Budget Calendar
- CAP Discussion for framework on budget.

OLD BUSINESS:

- Negotiations
- QSAC Resolution

RESOLUTION 2014-2015: 79 APPROVE EQUIVALENCY APPLICATION

Brendan McIsaac moved, seconded by Craig Sowell, to approve the Equivalency Application (N.J.A.C. 6A:5) to the NJDOE consistent with the Governor's Task Force regarding NJQSAC. Motion carried unanimously with all "ayes".

- HVAC Controls Award of Contract

RESOLUTION 2014-2015: 80 AWARD OF HVAC CONTROLS CONTRACT

Brendan McIsaac moved, seconded by Craig Sowell, to award a contract for bids received January 6, 2015 for the HVAC Controls Referendum Project as listed below. Motion carried unanimously with all "ayes".

To reject a non-responsive bid from Environmental Control Corporation, and award a contract to ATC Systems, Inc. in the amount of \$305,000 as the lowest responsible bidder for the HVAC Control Project.

- Audit Approval: William Colantano, District Auditor

RESOLUTION 2014-2015: 81 ACCEPT FINANCIAL AUDIT

Brendan McIsaac moved, seconded by Craig Sowell, to accept the financial audit for the year ended 06/30/14 with no recommendations or corrective action plan necessary. Motion carried unanimously with all "ayes".

PUBLIC COMMENT: None

RESOLUTION 2014-2015: 82 EXECUTIVE SESSION

Brendan McIsaac moved, seconded by Craig Sowell, to adjourn to Executive Session at 9:15 p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Negotiations. 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. Motion carried unanimously with all "ayes".


RESOLUTION 2014-2015: 83

ADJOURNMENT

Craig Sowell moved, seconded by Erin Roop, to adjourn the Board Meeting at 9:41 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,


Lisa Craft
Business Administrator



Robert Moul, President