

## CLINTON-GLEN GARDNER BOARD OF EDUCATION

## REORGANIZATION MEETING MINUTES

January 4, 2017

Lisa Craft called the meeting together at 5:00 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: Brendan McIsaac, Craig Sowell (arrived at 5:10pm), Charles Sampson, and Lorraine Linfante

Absent: Carl Sabatino

Also Present: Seth Cohen, Superintendent/Principal  
Lisa Craft, Business Administrator/Board Secretary

**STUDENT RECOGNITION:**

**PNC Stock Market:** Amy Brenner and her students

**REORGANIZATION MEETING:****Oath of Office for Craig Sowell****Election Results**

**Nominations for President:** Craig Sowell nominated Brendan McIsaac

**RESOLUTION 2016-2017: 73****NOMINATION OF BOARD PRESIDENT**

Craig Sowell moved, seconded by Lorraine Linfante, to close nominations and cast a vote for Brendan McIsaac for President. Motion carried unanimously with all "ayes" by roll call vote.

**Board Secretary turns meeting over to the President**

**Nominations for Vice President:** Brendan McIsaac nominated Craig Sowell

**RESOLUTION 2016-2017: 74****NOMINATION OF BOARD VICE PRESIDENT**

Lorraine Linfante moved, seconded by Brendan McIsaac, to close nominations and cast a vote for Craig Sowell for Vice President. Motion carried unanimously with all "ayes" by roll call vote.

**President announces committees and delegates:**

- Policy - Charles Sampson and Lorraine Linfante
- Negotiations Committee - Craig Sowell and Carl Sabatino
- Education Foundation – CPSPiE Rep. Carl Sabatino
- PTO & Booster Club Rep. – Lorraine Linfante
- NJSBA - Brendan McIsaac
- HCSBA - Brendan McIsaac
- HCESC School Board Rep. – Seth Cohen

**Ethics Training:** Code of Ethics

**RESOLUTION 2016-2017: 75 ADOPTIONS, AUTHORIZATIONS & APPOINTMENTS**

Craig Sowell moved, seconded by Lorraine Linfante, to acknowledge and re-approve the adoptions, authorizations and appointments for the 2016-17 school year, as listed and approved at the May 24, 2016 Board Meeting. Motion carried unanimously with all “ayes”.

|    |  |
|----|--|
| 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:<br>a. Hunterdon County Democrat<br>b. Courier News (alternate)<br>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 for physical therapy services; and Therapeutic Intervention, Inc. for occupational therapy services.   |
| 6. | To appoint Glasberg Behavioral Consultants, LLC, for BCBA behavioral services.   |
| 7. | To approve the firm of Bedard, Kurowicki & company 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 Arthur Gallagher & Company 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 CDK Systems and R&L Payroll for Personnel and Payroll processing.   |
| 15. | To appoint Dr. Ronald Frank, M.D. as School Physician.   |
| 16. | To approve Bayada Nursing and Liberty Health Care Services for alternate mandated nursing services, as needed.   |
| 17. | To appoint the Town of Clinton Police Chief as attendance officer.   |
| 18. | <p>To authorize the following signatures for the depositories of the board of education:</p> <ul style="list-style-type: none"> <li>a. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer</li> <li>b. <u>Payroll Account</u> (1 Signature) Treasurer</li> <li>c. <u>Payroll Agency Account</u> (1 Signature) Treasurer</li> <li>d. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator</li> <li>e. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</li> <li>f. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer</li> <li>g. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</li> <li>h. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</li> <li>i. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer</li> </ul> |
| 19. | <p>To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services.</p> <ul style="list-style-type: none"> <li>a. Investors Bank</li> <li>b. Team Capital</li> <li>c. PNC Bank</li> </ul>   |
| 20. | To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).   |
| 21. | To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).   |
| 22. | To adopt the textbook list (on file in Main Office).   |
| 23. | To adopt the NJSBA Code of Ethics.   |



|     |  |
|-----|--|
| 24. | 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.  |
| 25. | To designate the Business Administrator/Board Secretary as school funds investor.  |
| 26. | 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.   |
| 27. | To approve the listed Tuition Rates plus related services.<br>a.       Preschool Integrated               \$1,800  |
| 28. | To appoint the Superintendent\Principal, as district Affirmative Action Officer  |
| 29. | To appoint the Assistant Principal as the 504 Compliance Officer.  |
| 30. | To appoint the School Nurse as the Chemical Hygiene Officer.   |
| 31. | To appoint the Guidance Counselor as the Anti-Bullying Specialist.   |
| 32. | To appoint the Supervisor of Special Services as the Anti-Bullying Coordinator.  |
| 33. | To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC and Morris County Co-op, as listed:<br>a.       Electricity<br>b.       General Supplies & Materials<br>c.       Equipment<br>d.       Janitorial Supplies<br>e.       Maintenance Contracting<br>f.       OT/PT Evaluation<br>g.       Paraprofessionals<br>h.       Glen Gardner Routes |
| 34. | To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.   |
| 35. | To appoint Lisa Craft as Board Secretary/ Business Administrator.  |
| 36. | To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.  |
| 37. | 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.   |
| 38. | 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.  |

| 39.                    | To appoint the School Business Administrator as the Custodian of Records.  |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
|------------------------|--|------------------------|-------------|---------|-------|-----------|------|---------------------|-------------|--------------|-----------------|-----------|---------|------------------|----------------|------------------|------|-------------|-----------------|
| 40.                    | 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.  |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 41.                    | To appoint Kathleen Olsen as the School Treasurer.   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 42.                    | 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.  |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 43.                    | To approve the Substitute Rates as: Teacher \$85/day, Nurse \$125/day, and Secretary \$11/hour.  |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 44.                    | To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting.   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 45.                    | To approve time & material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
|                        | <table border="1"> <thead> <tr> <th>Maintenance Contractor</th> <th>Hourly Rate</th> <th>Service</th> </tr> </thead> <tbody> <tr> <td>Jurin</td> <td>\$72/hour</td> <td>Roof</td> </tr> <tr> <td>Stank Environmental</td> <td>\$195/month</td> <td>Pest Control</td> </tr> <tr> <td>Mack Industries</td> <td>\$84/hour</td> <td>Boilers</td> </tr> <tr> <td>Premier Disposal</td> <td>\$456.50/month</td> <td>Garbage Disposal</td> </tr> <tr> <td>FAST</td> <td>As proposed</td> <td>Fire &amp; Security</td> </tr> </tbody> </table> | Maintenance Contractor | Hourly Rate | Service | Jurin | \$72/hour | Roof | Stank Environmental | \$195/month | Pest Control | Mack Industries | \$84/hour | Boilers | Premier Disposal | \$456.50/month | Garbage Disposal | FAST | As proposed | Fire & Security |
| Maintenance Contractor | Hourly Rate  | Service                |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| Jurin                  | \$72/hour  | Roof                   |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| Stank Environmental    | \$195/month  | Pest Control           |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| Mack Industries        | \$84/hour  | Boilers                |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| Premier Disposal       | \$456.50/month   | Garbage Disposal       |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| FAST                   | As proposed  | Fire & Security        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 46.                    | To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan: <ul style="list-style-type: none"> <li>a. AXA Equitable</li> <li>b. Ameriprise</li> <li>c. Lincoln Financial Group</li> <li>d. Lincoln National Life</li> </ul>   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 47.                    | To adopt all other resolutions still in force as policy of the Board.  |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 48.                    | To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |
| 49.                    | To approve all job descriptions as listed in the Board Office.   |                        |             |         |       |           |      |                     |             |              |                 |           |         |                  |                |                  |      |             |                 |

**Clinton Education Association (CEA) Report:** Barbara Shaffer and Mary Bulger reported on grade level activity.

**CORRESPONDENCE:**

Clinton Education Association Invitation of Negotiations letter\

**CURRICULUM, INSTRUCTION ASSESSMENT & TECHNOLOGY:****PROFESSIONAL DEVELOPMENT:****RESOLUTION 2016-2017: 76****APPROVE PROFESSIONAL DEVELOPMENT**

Charles Sampson moved, seconded by Craig Sowell, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A:11-12. Motion carried unanimously with all "ayes".

| <b>Program Name</b> | <b>Date</b>          | <b># Employees</b>  | <b># BOE</b> | <b>Event Cost</b>                     | <b>Substitute Pay</b> | <b>Total Cost</b>      |
|---------------------|----------------------|---|--------------|---------------------------------------|-----------------------|------------------------|
| NJECC               | 1/10<br>1/11<br>1/12 | Cynthia Malmros<br>Hailey McGavisk<br>Kate Metelitsa<br>Barbara Smith |              | \$110.00 per session<br>+mileage each | \$340.00              | \$1,000.00<br>+mileage |

**NEW BUSINESS:**

**Audit Hearing & Presentation:** Mr. Colantano and Mr. Bedard of Bedard, Kurowicki and Company

**RESOLUTION 2016-2017: 77****ACCEPT 15/16 AUDIT REPORT**

Craig Sowell moved, seconded by Lorraine Linfante, to accept the 2015-16 audit report with no corrective action plan. Motion carried unanimously with all "ayes".

**RESOLUTION 2016-2017: 78****ACCEPT IEEE CONTRIBUTION IN KIND**

Lorraine Linfante moved, seconded by Craig Sowell, to accept the contribution in kind of commercially purchased science kits from the Institute of Electrical and Electronic Engineers with a value of \$915.75. Motion carried unanimously with all "ayes".

**OLD BUSINESS:**

**Referendum Update:** Bond Sale Timeline, Bidding Timeline and Energy Rebates

**PUBLIC COMMENT:** None



**RESOLUTION 2016-2017: 79****EXECUTIVE SESSION**

Craig Sowell moved, seconded by Lorraine Linfante, to adjourn to Executive Session at 6:20 p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Custodial Contracts. 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 2016-2017: 80****RE-ENTER REGULAR SESSION**

Craig Sowell moved, seconded by Lorraine Linfante, to re-enter Regular Session at 6:25 p.m. Motion carried unanimously with all "ayes".

**RESOLUTION 2016-2017: 81****TERMINATION OF CUSTODIAL CONTRACTS**

Craig Sowell moved, seconded by Lorraine Linfante, to terminate the following employees effective 1/7/2017. Motion carried unanimously with all "ayes" by roll call vote.


- a. Randal Henson
- b. Rosemary Hoffman

**RESOLUTION 2016-2017: 82****ADJOURNMENT**

Craig Sowell moved, seconded by Lorraine Linfante, to adjourn the Board Meeting at 6:26 p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,

  
Lisa Craft  
Business Administrator

  
Brendan McIsaac, President