



**Clinton-Glen Gardner Board of Education**

June 12, 2019

CPS Library/Media Center 7:00pm

**BUSINESS SESSION AGENDA**

**Action may be taken**

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:**

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**

**4. Monthly School Data:**

**A. Enrollment Data Report (Attachment #1)**

**B. Student Suspensions:**

1. In-School Suspensions: 2
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)**

**Motion:** *To accept the aforementioned monthly school data report, items 4A-E.*

**5. Superintendent/Principal's Report**

**A. Student Representative Report**

**B. Clinton Education Association Report**

**C. Assistant Principal- Curriculum Coordinator Report**

**D. Special Services Report**

**6 Public Comment**

**7. Personnel**

**A. Extended School Year Staff**

*Motion: To approve the following staff member to serve extended school year roles as listed below per negotiated agreement: 2019-2020:*

Position	Name	Rate
Paraprofessional	Suzanne Stidworthy	\$17.50
Paraprofessional	Dawn Eberhard	\$17.50
Paraprofessional	Denem Teague	\$17.50
Paraprofessional	Sue Haney	\$17.50

**B. Director of Special Education**

*Motion: To approve the following staff member to serve as Director of Special Education for the 2019-2020 school year.*

Name	Title	
Jenine Kastner	Director of Special Education	\$15,375

**C. Co-Curricular**

*Motion: To approve the following staff members for the 2019-2020 school year for the following stipend positions, amounts to be adjusted for negotiated agreement:*

Position	Name	Rate/Salary
Curriculum/Program Development Middle School MD Program	Ally Kuibik	15 Hours/ \$43.00 per hr

**D. Aftercare Directors**

*Motion: To approve the following staff members to serve as Aftercare Directors for the 2019-2020 school year.*

Name	Title	Stipend
Jacqueline Turner	Aftercare Director	\$8,500
Jenine Kastner	Aftercare Director	\$3,000
Elizabeth Hedden	Aftercare Director	\$8,500

## E. Summer Office & Clerical

**Motion:** To approve the following staff member to serve as office and clerical support during the summer of 2019 NTE 60 hours total for split between staff listed below.

Name	Hours	Rate
Barbara Plundeke		\$16.00
Debbie Herold		\$16.00
Janet Traphagen		\$16.00

## F. Co-Curricular

**Motion:** To approve the following staff member(s) for the following co-curricular appointments for 2019-20

Activity	Staff Member	Rate
Soccer - Girls	Kelly DeJesus	\$1980.00
Soccer - Boys	Tim Bidwell	\$2179.00
Cross Country	Kate Lascelle	\$2179.00
Volleyball	Sue Penn	\$2179.00
Basketball - Boys	Tim Bidwell	\$3962.00
Cheerleading	Kristin Pignio	\$3664.00
Basketball - Girls	Joe Harris	\$3962.00
Baseball	Tim Bidwell	\$2179.00
Softball	Jamie Friedel	\$2179.00
Golf	Mary Bulger	\$2179.00
Athletic Director	Joe Harris	\$1317.00
Peer to Peer Leader #1	Kelly DeJesus	\$1317.00
Peer to Peer Leader #2	Tim Bidwell	\$1317.00
Team Leader Specials	Tim Bidwell	\$1005.00
Team Leader K-2	Elizabeth Hedden	\$1005.00
Team Leader 3-4	Jamie Friedel	\$1005.00
Team Leader 5-8	Barbara Shaffer	\$1005.00
Team Leader 5-8	Jennifer Merrigan	\$1005.00
Team Leader Special Ed	Judy Liptak	\$1005.00
I&RS #1	Jenine Kastner	\$1005.00
I&RS #2	Mary Ellen Bowlby	\$1005.00
I&RS #3	Carolyn Schorr	\$1005.00
I&RS #4	Denise Grimm	\$1005.00
I&RS #5	Allison Kubik	\$1005.00
I&RS #6	Brandon Rauchbach	\$1005.00
Middle School Coordinator	Jennifer Merrigan	\$5941.29
Character Ed Coord. #1	Tim Bidwell	\$1317.00
Character Ed Coord. #2	Amy Brenner	\$1317.00
Team Create #1	Amy Brenner	\$1005.00
Team Create #2	Kate Lascelle	\$1005.00
Future Cities #1	Kate Lascelle	\$1005.00
Future Cities #2	Amy Brenner	\$1005.00
Aim High Session 1	Denise Rella	\$1005.00

<b>Co- Curricular Cont.</b>		
<b>Activity</b>	<b>Staff Member</b>	<b>Rate</b>
Aim High Session 1	Denise Grimm	\$1005.00
Aim High Session 1		
Aim High Session 1		
Aim High Session 2	Denise Rella	\$1005.00
Aim High Session 2	Denise Grimm	\$1005.00
Aim High Session 2		
Aim High Session 2		
Spring Musical Director	Laurie Ruch	\$3962.00
Spring Musical Asst Dir #1	Kelly DeJesus	\$1313.00
Spring Musical Asst Dir #2	Tonya Lunger	\$1313.00
Spring Musical Asst Dir #3a	Suzanne Lauricella	\$656.50 (1313 Split)
Spring Musical Asst Dir #3b	Lisa Rizzi	\$656.50 (1313 Split)
3rd Grade Musical Director	Laurie Ruch	\$1005.00
3rd Grade Musical Asst Dir #1	Kelly DeJesus	\$502.50 (1005 split)
3rd Grade Musical Asst Dir #2	Lisa Rizzi	\$502.50 (1005 split)
4th Grade Musical Director	Laurie Ruch	\$1005.00
4th Grade Musical Asst Dir #1	Barbara Smith	\$502.50 (1005 split)
4th Grade Musical Asst Dir #2	Lisa Rizzi	\$502.50 (1005 split)
Student Council 5&6 Grade	Denise Grimm	\$1317.00
Student Council 7&8 Grade	Denise Grimm	\$1317.00
Yearbook	Cindy Malmros	\$1861.00
Archery Club	Timothy Bidwell	\$1005.00
Archery Club	Mary Bulger	\$1005.00
Chess Club	Tom Larkin	\$1005.00
Art Club		\$1005.00
Technology Student Assoc.	Evelyn Ferro	\$1005.00
Chill Zone/Game Board Club	Judy Liptak	\$1005.00
Science Club	Stacy Viotto	\$1005.00
Robotics & Engineering Club	Evelyn Ferro	\$1005.00
Home Basketball Supervision	Lisa Rizzi Debbie Herold Barb Plundeke Kelly DeJesus Robert Adase Debra Nolan Patricia Weiss Janet Traphagen Shannon Mayurnik	\$71.00

## **G. Maternity Leave**

***Motion:*** To accept letter to rescind maternity leave until a later date for Jessica Latanzio-Crespo  
***Attachment # 4***

## H. Staff Appointments 2019-2020

**Motion:** To approve the following staff members for the listed position for the 2019-2020 school year:

Position	Name	Rate/Salary	Effective Date	Att.
Substitute Custodians	Robert Adase David Stoker Thomas Attanasio, Jr Joseph Harris	\$16/Hour	07/01/2019- 06/30/2020	
Substitute Custodians	Cal Harris Ryan Ragozine	\$12/hour	07/01/2019- 06/30/2020	

## I. Curriculum/Committee Staffing

**Motion:** To approve the following staff members for the following 2019-2020 curriculum/committee/ESY positions:

Position	Name	Rate/Salary
Crisis Management Committee /Safety Team Leaders	Jenine Kastner	\$ 43 per hour (not to exceed 16 hours each)
Crisis Management Committee/Safety Team Members	Dawn Eberhard Mary Ellen Bowlby Kelly DeJesus Brandon Rauchbach Karen Brownell Tim Bidwell Angela McVerry	\$43 per hour (not to exceed 6 hours each)
HIB Coordinator	Jenine Kastner	\$43 per hour(not to exceed 8 hours)
HIB Specialist	Angela McVerry	\$43 per hour(not to exceed 10 hours)
ESY Teacher (Wilson)		\$43 per hour-- 4 hours per week
Character Education Program	Amy Brenner Tim Bidwell	\$43 per hour (not to exceed 8 hours each)
ESY Sub	Karen Brownell Denise Rella Heidi Singer Keri Mastriano	\$48/hr for Teacher or \$17.50/hr for Aide
Realtime Scheduling	Jennifer Merrigan Barbara Shaffer	\$ 43 NTE 25 hours each
MD Program Development	Ally Kibik	\$43 NTE 15 hours

## J. Boiler License Stipends

**Motion:** To approve the following staff members for Boiler License Stipends for the 2019-2020 school year:

Name	Boiler Stipend
Robert Reese	\$600
Robert Adase	\$600
Kerry Kennedy	\$600
Scott Blazure	\$600

## K. Salary Increases

**Motion:** To advance the following teachers on the salary guide in accordance with CEA negotiated agreement:

Position	Name	Current Step & Salary	New Step & Salary	Effective	Att.
Teacher	Elizabeth Hedden	BA/step 20 \$72,455	BA+15/step 21 \$76,587 (effective 2019-2020 school year)	7/1/19	# 5

## L. School Business Administrator's Contract for 2019-2020

**Motion:** To approve the recommended contract for the 2019-2020 school year for Bernadette Wang, Business Administrator, at the annual salary of \$102,500, based upon approval by the Hunterdon County Executive Superintendent. **(Attachment # 6)**

## 8. Curriculum, Instruction, Assessment, & Technology

### A. Professional Development

**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
None					

### B. Field Trips

**Motion:** To approve the following requests for field trips as listed:

Date	Grade	Destination	Cost per student
July	ESY Grades 4-8	HC Library, Community Center, Just Chill	\$0.00
July	ESY Grades 4-8	Hunterdon Art Museum	\$0.00

## 9. Policy and Regulations

**Motion:** To approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy #	Title	Action	Att. #
	None		

## 10. General Information: Business Administrator’s Report

### A. Fiscal Year-end Reserve Deposits

**Motion:** To deposit into the following Reserves as of 6/30/2018:

Reserve	Current Balance	Maximum Deposit
Capital	<b>TBA</b>	<b>\$500,000</b>
Emergency		<b>\$0</b>
Maintenance	<b>TBA</b>	<b>\$500,000</b>

### B. Annual School Year Approval, Adoptions and Authorizations

**Motion:** To approve the listed for the 2019-20 school year

1.	<i>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.</i>
2.	<i>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.</i>
3.	<i>To approve the following publications as official newspapers: A. Hunterdon County Democrat B. Courier News (alternate) C. Express Times (alternate)</i>
4.	<i>To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as general legal counsel and Wilenz Goldman &amp; Spitzer as Bond Counsel.</i>
5.	<i>To approve Therapeutic Intervention, Inc. for physical and occupational therapy services.</i>
6.	<i>To appoint Behavioral Consultants, LLC, for BCBA behavioral services.</i>
7.	<i>To approve the firm of Bedard, Kurowicki &amp; Co., CPA’s, PC as Financial Auditor and Phoenix Advisors, LLC as Financial Advisors.</i>
8.	<i>To approve Gianforcaro Architects and Engineers as Architect of Record.</i>
9.	<i>To name ELES, Inc as the Board’s Broker of Record for medical insurance.</i>
10.	<i>To name Brown &amp; Brown as the Board’s Broker of Record for dental insurance.</i>

11.	To appoint Arthur Gallagher & Company as our school commercial package insurance agent and NJSIG as General Insurance & Workers Compensation Provider.
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 Hunterdon Medical Center for alternate mandated nursing services, as needed.
17.	To appoint the Town of Clinton Police Chief as attendance officer.
18.	To authorize the following signatures for the depositories of the board of education: 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>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer
19.	To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services. A. Investors Bank B. Team Capital C. PNC Bank
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. A. Preschool Integrated                      \$1,800
28.	To appoint the Assisstant Principal as district Affirmative Action Officer.



29.	<i>To appoint the Assistant Principal as the 504 Compliance Officer.</i>		
30.	<i>To appoint the School Nurse as the Chemical Hygiene Officer.</i>		
31.	<i>To appoint the Guidance Counselor as the Anti-Bullying Specialist.</i>		
32.	<i>To appoint the Director of Special Services as the Anti-Bullying Coordinator.</i>		
33.	<i>To approve purchasing and contracting through the Hunterdon County ESC and the ESC of NJ and ACES as listed:</i>		
	<ul style="list-style-type: none"> <li><i>A. Electricity/Gas</i></li> <li><i>B. General Supplies &amp; Materials</i></li> <li><i>C. Equipment</i></li> <li><i>D. Janitorial Supplies</i></li> <li><i>E. Maintenance Contracting</i></li> <li><i>F. OT/PT Evaluation</i></li> <li><i>G. Paraprofessionals</i></li> <li><i>H. Glen Gardner Regular Bus Routes</i></li> </ul>		
34.	<i>To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.</i>		
35.	<i>To appoint Bernadette Wang as Board Secretary/ Business Administrator.</i>		
36.	<i>To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.</i>		
37.	<i>To appoint the Supervisor of Building &amp; Grounds as the Asbestos Management Officer, AHERA Officer, Safety &amp; Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, and Right to Know Officer.</i>		
38.	<i>To appoint the School Business Administrator as the Custodian of Records.</i>		
39.	<i>To authorize Christina Muench to sign purchase orders, quarterly tax returns, and take minutes as needed in the absence of the Business Administrator/Board Secretary.</i>		
40.	<i>To appoint Kathleen Olsen as the School Treasurer.</i>		
41.	<i>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.</i>		
42.	<i>To approve the Substitute Rates as: Teacher \$85/day, Nurse \$135/day, Custodian \$16/hour and Secretary \$11/hour.</i>		
43.	<i>To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting</i>		
44.	<i>To approve time &amp; material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.</i>		
	<i>Maintenance Contractor</i>	<i>Hourly Rate</i>	<i>Service</i>
	<i>Safe Schools Integrated Pest Management (formally doing business as Stank Environmental)</i>	<i>\$195/month</i>	<i>Pest Control</i>
	<i>Hobbie Heat &amp; Power</i>	<i>\$94/hour</i>	<i>Boilers</i>

	Republic Disposal formally Premier Disposal	\$502.50/month estimate	Garbage Disposal
	Fire & Securities Technologies FAST	\$2,315. Per proposal	Fire & Security
45.	To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan: A. AXA Equitable Life Insurance Company B. Ameriprise Financial Service Inc. C. Lincoln Investment Planning D. Aspire E. Security Benefit		
46.	To adopt all other resolutions still in force as policy of the Board.		
47.	To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.		
48.	To approve all job descriptions as listed in the Board Office.		

**C. Horizon Blue Cross/Blue Shields Health Insurance Renewal for 2019-20**

**Motion:** To approve the renewal with Horizon Blue Cross/Blue Shields Health Insurance for 2019-2020 school year at the rate of 5.00% increase over the current year.

**D. Horizon Blue Cross/BlueShields Dental Insurance Renewal for 2019-20**

**Motion:** To approve the renewal with Horizon Blue Cross/Blue Shields Dental Insurance for the period of 2019-2020 school year at the rate of 0% increase for the current year.

**E. NJSIG General Insurance and Workmens Compensation Renewal for 2019-20**

**Motion:** To approve the renewal with New Jersey School Insurance Group (NJSIG) to provide general insurance and workmens comopensation policy for the 2018-2019 school year at the estimated rate of 5.3% increase over the current year. **(Attachment #7)**

**F. 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 May 22, 2018 Business and Executive Sessions. **(Attachment #8)**
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 for the remainder of the 2017-2018 school year.

**(Attachment #9)**

April, 2019                      \$ 2,008,917

3. Approval of the Bill List in the specified amounts **(Attachment #10)**

- a. General Account: \$781,689.46
- b. Cafeteria Account: \$            0.00

4. Checking Account Balances – April, 2019

- a. Student Activities    \$ 62603.97
- b. Cafeteria:                \$    8381.61
- c. Payroll Agency:        \$ 26,128.51
- d. Unemployment:        \$ 59,219.20

5. Transfers in the amount of \$26,103.83 for May, 2019. **(Attachment #11)**

**G. Payroll Calendar Approval**

*Motion: To approve the payroll processing calendar for school year 2019-20 (Attachment #12)*

**11. Correspondence**

- A. Rise Against Hunger - receipt of our donation for \$1,697.08**

**12. New Business**

**13. Old Business**

- A. Dear Parents**
- B. Board Liaison Reports**
- C. Board Goal 2019-2020**

**To support the CPS mission and 2019-2020 strategic district goals via policy, budget, and guidance in the governance of programs and personnel.**

**Represent and advocate for the district by building bridges with the community and surrounding cluster districts and engaging in appropriate DOE and legislative processes.**

**Enrich the strategic plan through ongoing board education on educational trends and by acting as liaisons to district, county, and state organizations supportive of education.**

#### **D. District Goals for 2019-2020**

**Ensure that all curricula provide opportunities for students to create and explore using inquiry based and project based learning.**

**Increase teacher use of community and other outside resources to enrich learning opportunities for students.**

**Utilize community resources to build and recreate spaces that will enrich school wide resources for learning opportunities.**

**Reinvent courtyard spaces as natural environments for learning.**

**Institute an enrichment/remediation program that improves academic skills through interesting topics, such as sharpening math skills through architecture.**

**Provide personalized enrichment such as mentorships or on-line learning opportunities.**

#### **14. Public Comment**

#### **15. Executive Session**

**Call for a motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 231, P.L.1975, to discuss matters listed below. 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 no longer exist.**

##### **1. Superintendent's Evaluation**

#### **16. Adjournment**