



Clinton-Glen Gardner Board of Education

June 17, 2020

online at www.cpsnj.org 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: 0
2. Out-of-School Suspensions: 0

C. School Nurse's Report May and June (Attachment #2, #2A)

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: 20-21 agreement:*

Position	Name	Rate
Teacher	Alex Jordan	8 hours per week per negotiated agreement
Teacher	Karen Brownell	8 hours per week per negotiated agreement

B. Aftercare Directors

***Motion:** To approve the following staff members to serve as Aftercare Directors for the 2020-2021 school year (contingent upon aftercare being able to convene given current/potential COVID 19 restriction and guidelines from New Jersey Department of Health and New Jersey Department of Education) for the 2020-2021 school year.*

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

C. Summer Office & Clerical

***Motion:** To approve the following staff members to serve as office and clerical support during the summer of 2020 NTE 60 hours total for split between staff listed below.*

Name	Hours	Rate

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D. Curriculum Writing

Motion: To approve the following staff members for the following 2020-2021 Curriculum writing:		
Position	Name	Rate/Salary
Curriculum Writing	Kaitlyn Rooney - Sign Language Not to exceed 10 Hours	\$44 per hour
	Debra Wellet - Geometry Not to exceed 10 Hours	\$44 per hour

E. Co-Curricular

Motion: To approve the following staff member(s) (contingent upon said club/sport/activity being able to convene given current/potential COVID 19 restriction and guidelines from New Jersey Department of Health and New Jersey Department of Education) for the following co-curricular appointments for 2020-2021		
Activity	Staff Member	Rate
Soccer - Girls		
Soccer - Boys	Tim Bidwell	\$2,244
Cross Country	Kate Lascelle	\$2,244
Volleyball		
Basketball - Boys	Tim Bidwell	\$4,081
Cheerleading	Amy Brenner	\$4,081
Basketball - Girls	Joe Harris	\$4,081
Baseball	Tim Bidwell	\$2,244
Softball	Jamie Friedel	\$2,244
Golf	Mary Bulger	\$2,244
Athletic Director	Joe Harris	\$2,686
Peer to Peer Leader #1	Tim Bidwell	\$1,357
Peer to Peer Leader #2	Angela McVerry	\$1,357
Team Leader Specials	Tim Bidwell	\$1,035
Team Leader K-2	Elizabeth Hedden	\$1,035
Team Leader 3-4	Kate Metelitsa	\$1,035
Team Leader 5-8	Barbara Shaffer	\$1,035
Team Leader 5-8	Jessica Latanzio-Crespo	\$1,035
Team Leader Special Ed	Judy Liptak	\$1,035
I&RS #1	Brandon Rauchbach	\$1,035

I&RS #2	Mary Ellen Bowlby	\$1,035
I&RS #3	Carolyn Schorr	\$1,035
I&RS #4	Angela McVerry	\$1,035
I&RS #5	Allison Kubik	\$1,035
I&RS #6	Denise Grimm	\$1,035
Middle School Coordinator	Jessica Latanzio-Crespo	\$6119.53
Character Ed Coord. #1	Tim Bidwell	\$1,357
Character Ed Coord. #2	Amy Brenner	\$1,357
Team Create #1	Amy Brenner	\$1,035
Team Create #2	Kate Lascelle	\$1,035
Future Cities #1	Kate Lascelle	\$1,035
Future Cities #2	Amy Brenner	\$1,035
Aim High Session 1	Debra Nolan	\$1,035
Aim High Session 1	Denise Grimm	\$1,035
Aim High Session 1		
Aim High Session 1		
Aim High Session 2	Debra Nolan	\$1,035
Aim High Session 2	Denise Grimm	\$1,035
Aim High Session 2		
Aim High Session 2		
Spring Musical Director	Laurie Ruch	\$4,081
Spring Musical Asst Dir #1	Tonya Lunger	\$1,352
Spring Musical Asst Dir #2	Suzanne Lauricella	\$1,352
Spring Musical Asst Dir #3a	Lisa Rizzi	\$676 (1352 Split)
Spring Musical Asst Dir #3b	Karen Brownell	\$676 (1352 Split)
3rd Grade Musical Director	Laurie Ruch	\$1,035
3rd Grade Musical Asst Dir #1	Lisa Rizzi	\$517 (1005 split)
3rd Grade Musical Asst Dir #2	Hailey McGavisk	\$517 (1005 split)
4th Grade Musical Director	Laurie Ruch	\$1,035
4th Grade Musical Asst Dir #1	Barbara Smith	\$517 (1005 split)
4th Grade Musical Asst Dir #2	Lisa Rizzi	\$517 (1005 split)
Student Council 5&6 Grade	Denise Grimm	\$1,357
Student Council 7&8 Grade	Jessica Latanzio-Crespo	\$1,357
Yearbook		\$1861.00
Archery Club	Timothy Bidwell	\$1035.00
Archery Club	Mary Bulger	\$1035.00
Chess Club		\$1035.00
Art Club	Suzanne Lauricella	\$1035.00
Technology Student Assoc.	Evelyn Ferro	\$1035.00
Chill Zone/Game Board Club	Judy Liptak	\$1035.00
Science Club	Stacy Viotto	\$1035.00
Robotics & Engineering Club	Evelyn Ferro	\$1035.00
Home Basketball Supervision	Kelly DeJesus Tonya Lunger Jamie Friedel Lisa Rizzi Patti Weis	\$73.00

	Karen Brownell Debra Nolan Deb Wellet Robert Adase Kristin Pignio	
Color Guard Club	Stephanie Evans	\$1035.00

F. Staff Appointments 2020-2021

<i>Motion: To approve the following staff members for the listed position for the 2020-2021 school year:</i>				
Position	Name	Rate/Salary	Effective Date	Att.

G. Curriculum/Committee Staffing

<i>Motion: To approve the following staff members for the following 2020-2021 curriculum/ committee/</i>		
Position	Name	Rate/Salary
Crisis Management Committee/Safety Team Members	Mary Ellen Bowlby Kelly DeJesus Brandon Rauchbach Karen Brownell Tim Bidwell Angela McVerry	\$44 per hour (not to exceed 8 hours each)
HIB Specialist	Angela McVerry	\$44 per hour(not to exceed 10 hours)
Character Education Program	Amy Brenner Tim Bidwell	\$44 per hour (not to exceed 8 hours each)
Realtime Scheduling	Jennifer Merrigan Barbara Shaffer	\$ 44 NTE 45 hours each
Health Office Records	Mary Ellen Bowlby	\$44 per hour (not to exceed 20 hours)

H. Salary Increases

<i>Motion: To advance the following teachers on the salary guide in accordance with CEA negotiated agreement:</i>

Position	Name	Current Step & Salary	New Step & Salary	Effective	Att.

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
None			

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 6/30/2020:

Reserve	Current Balance	Maximum Deposit
Capital	\$476,013	\$750,000
Emergency	\$ 508	\$0

Maintenance	\$452,385	\$500,000
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B. Annual School Year Approval, Adoptions and Authorizations

Motion: *To approve the listed for the 2020-21 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:</i> A. <i>Hunterdon County Democrat</i> B. <i>Courier News (alternate)</i> C. <i>Express Times (alternate)</i>
4.	<i>To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as general legal counsel and Wilenz Goldman & Spitzer as Bond Counsel.</i>
5.	<i>To approve Therapeutic Intervention, Inc. for physical and occupational therapy services.</i>
6.	<i>To appoint Glasberg Behavioral Consulting Services, for BCBA behavioral services.</i>
7.	<i>To approve the firm of Bedard, Kurowicki & 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 Acrisure, Inc as the Board's Broker of Record for medical insurance.</i>
10.	<i>To name Brown & Brown as the Board's Broker of Record for dental insurance.</i>
11.	<i>To appoint Arthur Gallagher & Company as our school commercial package insurance agent and NJSIG as General Insurance & Workers Compensation Provider.</i>
12.	<i>To approve Horizon of New Jersey for Health and Dental Insurance.</i>
13.	<i>To appoint Educational Consortium as the E-Rate Consultant.</i>
14.	<i>To appoint CDK Systems and R&L Payroll for Personnel and Payroll processing.</i>
15.	<i>To appoint Dr. Ronald Frank, M.D. as School Physician.</i>
16.	<i>To approve Bayada Nursing and Hunterdon Medical Center for alternate mandated nursing services, as needed.</i>

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 \$1,950
28.	To appoint the Assistant 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 Director of Special Services as the Anti-Bullying Coordinator.
33.	To approve purchasing and contracting through the Hunterdon County ESC and the ESC of NJ and ACES as listed: A. Electricity/Gas B. General Supplies & Materials C. Equipment

	<p>D. Janitorial Supplies E. Maintenance Contracting F. OT/PT Evaluation G. Paraprofessionals H. Glen Gardner Regular Bus Routes</p>																	
34.	To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.																	
35.	To appoint Bernadette Wang 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 Custodian of Records.																	
39.	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.																	
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 Rates as: Teacher \$95/day, Nurse \$135/day, Sub Custodian \$16 or \$12/hour, and Secretary \$11/hour.																	
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.																	
	<table border="1"> <thead> <tr> <th>Maintenance Contractor</th> <th>Hourly Rate</th> <th>Service</th> </tr> </thead> <tbody> <tr> <td>Safe Schools Integrated Pest Management (formally doing business as Stank Environmental)</td> <td>\$195/month</td> <td>Pest Control</td> </tr> <tr> <td>Hobbie Heat & Power</td> <td>\$94/hour</td> <td>Boilers</td> </tr> <tr> <td>Republic Disposal formally Premier Disposal</td> <td>\$502.50/month estimate</td> <td>Garbage Disposal</td> </tr> <tr> <td>Fire & Securities Technologies FAST</td> <td>\$2,315. Per proposal</td> <td>Fire & Security</td> </tr> </tbody> </table>			Maintenance Contractor	Hourly Rate	Service	Safe Schools Integrated Pest Management (formally doing business as Stank Environmental)	\$195/month	Pest Control	Hobbie Heat & Power	\$94/hour	Boilers	Republic Disposal formally Premier Disposal	\$502.50/month estimate	Garbage Disposal	Fire & Securities Technologies FAST	\$2,315. Per proposal	Fire & Security
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45.	To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan: <ul style="list-style-type: none"> A. AXA Equitable Life Insurance Company B. Ameriprise Financial Service Inc. C. Lincoln Investment Planning D. Aspire E. Security Benefit 																	

46.	<i>To adopt all other resolutions still in force as policy of the Board.</i>
47.	<i>To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.</i>
48.	<i>To approve all job descriptions as listed in the Board Office.</i>

C. Horizon Blue Cross/Blue Shields Health Insurance Renewal for 2020-21

Motion: To approve the renewal with Horizon Blue Cross/Blue Shields Health Insurance for 2020-2021 school year at the rate of 7.00% increase over the current year.

D. Horizon Blue Cross/BlueShields Dental Insurance Renewal for 2020-21

Motion: To approve the renewal with Horizon Blue Cross/Blue Shields Dental Insurance for the period of 2020-2021 school year at the rate of 2% increase for the current year.

E. NJSIG General Insurance and Workman's Compensation Renewal for 2020-21

Motion: To approve the renewal with New Jersey School Insurance Group (NJSIG) to provide general insurance and workman's compensation policy for the 2020-2021 school year at the estimated rate of 7.68% increase over the current year. **(Attachment #4)**

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 11 and May 19, 2020 Business and Executive Sessions. **(Attachment #5, Attachment #6)**
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 2019-2020 school year. **(Attachment #7)**

April, 2020 \$ 2,067,146

3. Approval of the Bill List in the specified amounts **(Attachment #8)**
 - a. General Account: \$ 515,192.39
 - b. Cafeteria Account: \$ 8,440.00
4. Checking Account Balances – April, 2020

- a. Student Activities \$ 80,771.08
- b. Cafeteria: \$ 22,801.00
- c. Payroll Agency: \$ 81,517.97
- d. Unemployment: \$ 52,979.80

5. Transfers in the amount of \$0 for May, 2020. **(No Attachment)**

G. Payroll Calendar Approval

Motion: To approve the payroll processing calendar for school year 2020-2021 **(Attachment #9, Attachment #10)**

H 2020-2021 School 12 Month Employee Calendar Revised (Attachment #11)

Motion: To approve revision of 2020-2021 12 month employee school calendars to update the start of winter recess date.

I. Federal Grant Applications for 2020-2021

Motion: To approve application and submission of the following Federal Grants for the 2020-2021 school year:		
Grant	Amount	Allocation
IDEA	\$ 5,531	Preschool
IDEA	\$12,959	Basic
ESSA	\$29,228	Title I
ESSA	\$ 6,348	Title II-A
ESSA	\$ not eligible	Title III (Consortium)
ESSA	\$10,000	Title IV Part A
Title I Salary Funded – Jessica Latanzio		20%

11. New Business

Motion: To approve pro-rate of Aid in Lieu reimbursement for the second half of the 19-20 school year to the date of school closing due to COVID19.

Motion: To approve the cost of cafeteria pricing with breakfast at \$1.60 and lunch at \$3.10. Increase of \$0.10 for each category.

12. 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.

13. Public Comment

14. 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

15. Adjournment