



Clinton-Glen Gardner Board of Education

*Wednesday, January 7, 2019
7:00 PM, CPS Library/Media Center*

**REORGANIZATION AGENDA
Action will 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

A. Call to Order – Business Administrator/Board Secretary

B. 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.

C. Roll Call

D. Reorganization Meeting

- a. Oath of Office for newly elected Board Members
- b. Election Results (**Attachment #1**)
- c. Nominations for President
- d. Board Secretary turns meeting over to President
- e. Nominations for Vice President
- f. President announces committees and delegates:
 - Policy & Negotiations Committees
 - Education Foundation –CPSPiE Rep
 - PTA & Booster Club Rep
 - NJSBA & HCSBA Delegate
 - HCESC School Board Rep
- g. Ethics Training (**Attachment #2**)
- h. Annual Adoptions, authorizations and appointments

E. Annual School Year Approval, Adoptions and Authorizations

Motion: *To approve the listed for the 2018-19 school year*

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| 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 & 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 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 & 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> |

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| 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 for alternate mandated nursing services, as needed.</i> |
| 17. | <i>To appoint the Town of Clinton Police Chief as attendance officer.</i> |
| 18. | <p><i>To authorize the following signatures for the depositories of the board of education:</i></p> <ul style="list-style-type: none"> <i>A. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer</i> <i>B. <u>Payroll Account</u> (1 Signature) Treasurer</i> <i>C. <u>Payroll Agency Account</u> (1 Signature) Treasurer</i> <i>D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator</i> <i>E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</i> <i>F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer</i> <i>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</i> <i>H. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</i> <i>I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer</i> |
| 19. | <p><i>To designate the listed banks as approved depositories, while authorizing the School Business Administrator to select the depository offering the most financially beneficial services.</i></p> <ul style="list-style-type: none"> <i>A. Investors Bank</i> <i>B. Team Capital</i> <i>C. PNC Bank</i> |
| 20. | <i>To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).</i> |
| 21. | <i>To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).</i> |
| 22. | <i>To adopt the textbook list (on file in Main Office).</i> |
| 23. | <i>To adopt the NJSBA Code of Ethics.</i> |
| 24. | <i>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.</i> |
| 25. | <i>To designate the Business Administrator/Board Secretary as school funds investor.</i> |

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| 26. | <i>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.</i> |
| 27. | <i>To approve the listed Tuition Rates plus related services. A. Preschool Integrated \$1,800</i> |
| 28. | <i>To appoint the Superintendent\Principal, as district Affirmative Action Officer.</i> |
| 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 Middlesex County Regional ESC, as listed: A. Electricity B. General Supplies & Materials C. Equipment D. Janitorial Supplies E. Maintenance Contracting F. OT/PT Evaluation G. Paraprofessionals H. Glen Gardner Regular & Special Ed Bus Routes I. Clinton Town Regular & Special Ed Bus Routes</i> |
| 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 & Grounds as the Asbestos Management Officer, AHERA Officer, Safety & 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 Qualified Purchasing Agent; and authorize to award contracts up to the bid threshold, and set quote threshold at 15% of bid threshold amount.</i> |

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| 39. | <i>To appoint the School Business Administrator as the Custodian of Records.</i> | | |
| 40. | <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> | | |
| 41. | <i>To appoint Kathleen Olsen as the School Treasurer.</i> | | |
| 42. | <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 CEA negotiated agreement.</i> | | |
| 43. | <i>To approve the Substitute Rates as: Teacher \$85/day, Nurse \$125/day, Custodian \$12-\$16 hour and Secretary \$11/hour.</i> | | |
| 44. | <i>To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting</i> | | |
| 45. | <i>To approve time & 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>Stank Environmental</i> | <i>\$195/month</i> | <i>Pest Control</i> |
| | <i>Mack Industries</i> | <i>\$82/hour</i> | <i>Boilers</i> |
| | <i>Premier Disposal</i> | <i>\$456.50/month</i> | <i>Garbage Disposal</i> |
| | <i>Fire & Securities Technologies FAST</i> | <i>Per proposal</i> | <i>Fire & Security</i> |
| 46. | <i>To approve OMNI as 3rd Party Administrator for district 403B Plan.</i> | | |
| 47. | <i>To adopt all other resolutions still in force as policy of the Board.</i> | | |
| 48. | <i>To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.</i> | | |
| 49. | <i>To approve all job descriptions as listed in the Board Office.</i> | | |

F. Correspondence

G. Curriculum, Instruction, Assessment & Technology

Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:

| Program Name | Date | # Employees | # BOE | Event Cost | Substitute Pay | Total Cost |
|--------------|--------------------|-------------|-------|------------|----------------|------------|
| Techspo | 1/31/2019-2/1/2019 | Cohen | 1 | \$450 | | |

H. New Business

- a. **Send receive relationship with Lebanon Borough for seventh and eighth grade students.**

I. Old Business

J. Public Comment

K. Executive Session

Call for 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 exist.

L. Adjournment