

**Clinton-Glen Gardner Board of Education**  
February 19, 2020

**WORK SESSION MINUTES**

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**

**Opening Statement:**

Brendan McIsaac called the meeting together at 7:06 pm 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: Mr. Brendan McIsaac, Mrs. Lorraine Linfante, Mr. Craig Sowell,  
Mr. Carl Sabatino  
Also Present: Seth Cohen, Superintendent/Principal  
Bernadette Wang, Business Administrator/Board Secretary  
Absent: Dr. Ashutosh Tewari

**RESOLUTION 2019-2020: 116 ACCEPT SCHOOL DATA REPORTS**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 4-0, to accept the following monthly school data reports.

**Monthly School Data:**

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

**Student Suspensions:**

In-School Suspensions: 0

Out-of-School Suspensions: 0

**School Nurse's Report (Attachment #2)**

**Violence and Vandalism (EVRVRS Data), HIB 0 investigation 0 confirmed**

**Fire Drill and Bus Evacuation Drill Report (Attachment #3)**

**RESOLUTION 2019-2020: 117 APPROVE 2020/2021 SCHOOL CALENDAR**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 4-0, to approve the 2020-2021 School Calendar (**Attachment #4**)

**Annual School Year Approval, Adoptions and Authorizations**

**RESOLUTION 2019-2020: 118 APPROVE 2020/2021 ANNUAL APPROVAL, ADOPTIONS AND AUTHORIZATIONS**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 4-0, to approve the listed Annual School Year Approval, Adoptions and Authorizations for the **2020-2021** 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 &amp; 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 &amp; 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 &amp; Brown as the Board's Broker of Record for dental insurance.</i>
11.	<i>To appoint Arthur Gallagher &amp; Company as our school commercial package insurance agent and NJSIG as General Insurance &amp; 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&amp;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.	<i>To authorize the following signatures for the depositories of the board of education:</i>

	<p>A. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer</p> <p>B. <u>Payroll Account</u> (1 Signature) Treasurer</p> <p>C. <u>Payroll Agency Account</u> (1 Signature) Treasurer</p> <p>D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator</p> <p>E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</p> <p>F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer</p> <p>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</p> <p>H. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</p> <p>I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Treasurer</p>
19.	<p>To designate the listed bank as approved depository, while authorizing the School Business Administrator to also select any depository which holds a current certificate of eligibility for the State of New Jersey Banking Association and offering the most financially beneficial services.</p> <p style="text-align: center;"><i>Investors Bank</i></p>
19a	To authorize investments to be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association
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.	<p>To approve the listed Tuition Rates plus related services.</p> <p>A. Preschool Integrated \$1,800</p>
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 Director of Special Services as the Anti-Bullying Coordinator.

33.	<p>To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC, as listed:</p> <ul style="list-style-type: none"> <li>A. Electricity</li> <li>B. General Supplies &amp; Materials</li> <li>C. Equipment</li> <li>D. Janitorial Supplies</li> <li>E. Maintenance Contracting</li> <li>F. OT/PT Evaluation</li> <li>G. Paraprofessionals</li> <li>H. Glen Gardner Regular &amp; Special Ed Bus Routes</li> <li>I. Clinton Town Regular &amp; Special Ed Bus Routes</li> </ul>												
34.	<p>To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.</p>												
35.	<p>To appoint Bernadette Wang as Board Secretary/ Business Administrator.</p>												
36.	<p>To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.</p>												
37.	<p>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.</p>												
38.	<p>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.</p>												
39.	<p>To appoint the School Business Administrator as the Custodian of Records.</p>												
40.	<p>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.</p>												
41.	<p>To appoint Kathleen Olsen as the School Treasurer.</p>												
42.	<p>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.</p>												
43.	<p>To approve the Substitute Rates as: Teacher \$95/day, Nurse \$125/day, Custodian \$12-\$16 hour and Secretary \$11/hour.</p>												
44.	<p>To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting</p>												
45.	<p>To approve time &amp; material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.</p> <table border="1" data-bbox="300 1640 1425 1904"> <thead> <tr> <th>Maintenance Contractor</th> <th>Hourly Rate</th> <th>Service</th> </tr> </thead> <tbody> <tr> <td>Stank Environmental</td> <td>\$195/month</td> <td>Pest Control</td> </tr> <tr> <td>Mack Industries</td> <td>\$82/hour</td> <td>Boilers</td> </tr> <tr> <td>Republic Disposal</td> <td>\$456.50/month</td> <td>Garbage Disposal</td> </tr> </tbody> </table>	Maintenance Contractor	Hourly Rate	Service	Stank Environmental	\$195/month	Pest Control	Mack Industries	\$82/hour	Boilers	Republic Disposal	\$456.50/month	Garbage Disposal
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	Fire & Securities Technologies FAST	Per proposal	Fire & Security
46.	To approve OMNI as 3rd Party Administrator for district 403B Plan.		
46a	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		
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.		

**SUPERINTENDENT/PRINCIPAL REPORT:**

Dr. Cohen announced celebrating Mrs. Hedden as Teacher of the year at February 25, 2020 meeting and updated that the 7/8 Band will perform.

- a. **Student Representative Report- NONE**
- b. **Assistant Principal- NONE**
- c. **Special Services Report NONE**
- d. **Public comment – NONE**
- e. **Celebration of Teacher of the Year, Mrs. Hedden**

**PERSONNEL REPORT: NONE**

**CURRICULUM, INSTRUCTION, ASSESSMENT & TECHNOLOGY:**

**A. Professional Development**

**RESOLUTION 2019-2020: 119 APPROVE PROFESSIONAL DEVELOPMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by roll call vote, 4-0, 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
NJALC Multisensory Strategies for All	5/1/2020	Judy Liptak	\$130 +mileage	\$95	\$225 +mileage
NJALC Multisensory Strategies for All	5/1/2020	Jenine Kastner	\$130 +mileage	\$0	\$130 +mileage
Regional Speech Language Pathologist Webinar	3/18/2020	Amanda Thomas and Nicole Vazquez	\$20 each +mileage	\$0	\$40 +mileage

**FIELD TRIPS**

**RESOLUTION 2019-2020: 120**

**APPROVE FIELD TRIPS**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 4-0, to approve the following requests for field trips as listed:

Date	Grade	Destination	Cost per student
April	TSA Elective Students	The College of New Jersey	\$15.00

**POLICY AND REGULATIONS – NONE**

**General Information: Business Administrator’s Report**

**Monthly Minutes and Financial Approval**

**RESOLUTION 2019-2020: 121 APPROVE MONTHLY MINUTES & FINANCIALS**

Mr. Sabatino moved, seconded by Mrs. Linfante and passed unanimously by roll call vote, 4-0, to approve the Minutes and accept monthly financial transactions and reports.

**A. Monthly Minutes and Financial Approval**

1. Approval of Board of Education Minutes from the January 28, 2020 Business Sessions. **(Attachment #5)**

2. Certification of the Secretary’s and Treasurer’s report 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 #6)**

December 2019      \$2,303,092.05

3. Approval of the Bill List in the specified amounts **(Attachment #7)**

General Account:    \$ Forthcoming  
 Cafeteria Account: \$ Forthcoming  
 (will be presented for approval at 2/25/2020 meeting)

Checking Account Balances – December 2019  
 Student Activities    \$ 79,903.00  
 Cafeteria:            \$ 14,176.61  
 Payroll Agency:     \$ 68,154.50  
 Unemployment:     \$ 55,332.17

Transfers in the amount of \$51,822.73 for January, 2020.  
**(Attachment #8)**

**B. Healthcare Broker (to be approved at 2/25/2020 Meeting)**

**Motion:** *To approve the selection of healthcare broker based on discussion result.*

**C. Transport for Choice Students**

**RESOLUTION 2019-2020: 122 AUTHORIZE TRANSPORT FOR CHOICE STUDENT**

Mr. Sabatino moved, seconded by Mrs. Linfante and passed unanimously by roll call vote, 4-0, to authorize for arrangement with Franklin Township BOE to transport eligible choice student for remainder of 2019/2020 school year at the cost of \$361.

**Correspondence –**

SEMI Waiver Approval **(Attachment #9)**

**New Business**

**A. Discussion for transitioning/selection of Healthcare broker**  
**B. Pritchard Industries Inc.**

Roundtable to be held next week and Mr. McIsaac will update. Town news is updated and Dear Parents as well.

**Old Business -**

**Dear Parents –**

**Board Liaison Reports – Student lunch- payment of past due balances discussed**  
**Update of 20-21 budget exercise- Mrs. Wang updated on current insurance increase estimations as well as 3 incoming Special Services students from Bethlehem Township.**

**Clinton Glen Gardner Board of Education Goals 2019-2020**

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

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 self-education on trends and acting as liaisons to district, county, and state organizations supportive of education.

**Clinton Public School Goals 2019-2020**

Increase teacher skill and use of questioning and discussion strategies to build curious and creative thinkers.

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

Increase learning opportunities by utilizing outside resources for STEAM learning experiences.

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.

**Public Comment** – Mrs. Judy Liptak, Clinton Public School discussed feedback regarding Health Care Broker choice.

**Executive Session- NONE**


**RESOLUTION 2019-2020: 123**

**ADJOURNMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino and passed unanimously by roll call vote, 4-0, to adjourn the Board Meeting at 8:17p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Bernadette Wang  
Business Administrator

  
\_\_\_\_\_  
Brendan McIsaac  
President