

**Clinton-Glen Gardner Board of Education**

**REORGANIZATION MINUTES**

*Monday, January 6, 2020*

Bernadette Wang called the meeting together at 7:03 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.

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

ROLL CALL: Present: Craig Sowell, Lorraine Linfante, Brendan McIsaac, Carl Sabatino,  
Ashutosh Tewari  
Also Present: Seth Cohen, Superintendent/Principal  
Bernadette Wang, Business Administrator/Board Secretary

**Reorganization Meeting**

Oath of Office for Craig Sowell

Election Results

Nominations for President: Mr. Sowell nominated Brendan McIsaac

**RESOLUTION 2019-2020: 92**

**NOMINATION OF BOARD PRESIDENT**

Bernadette Wang closed nominations and votes for Brendan McIsaac for President. Motion carried unanimously with all "ayes" by roll call vote.

**Board Secretary turns meeting over to President**

**Nominations for Vice President:** Mr. McIsaac nominated Mr. Craig Sowell

**RESOLUTION 2019-2020: 93**

**NOMINATION OF BOARD VICE PRESIDENT**

Mr. McIsaac moved, seconded by Mrs. Linfante, to close nominations and cast a vote for Mr. Craig Sowell for Vice President. Motion carried unanimously with all "ayes" by roll call vote, 5-0.

**President announces committees and delegates:**

- Policy Committee: Dr. Ashutosh Tewari and Lorraine Linfante
- Negotiations Committee: Carl Sabatino and Craig Sowell with Dr Tewari attending and being involved with the committee moving forward in anticipation of Mr. Sabatino leaving the Board 12/31/2020
- Education Foundation –CPSPIE Rep: Lorraine Linfante
- PTA & Booster Club Rep: Lorraine Linfante
- NJSBA & HCSBA Delegate: Lorraine Linfante
- HCESC School Board Rep: Seth Cohen
- Town Counsel Liaison: Brendan McIsaac
- NHVRSD Cluster BOE and Board Roundtable: Brendan McIsaac

**Ethics Training:** Code of Ethics presented to Board to read and sign for acknowledging the guidelines (attachment #2). All completed and returned to Business Administrator/Secretary.

**RESOLUTION 2019-2020: 94    ADOPTIONS, AUTHORIZATIONS&APPOINTMENTS**

Mr. Sabatino moved, seconded by Mrs. Linfante to acknowledge and re-approve the adoptions, authorizations and appointments for the 2019-2020 school year. Motion passed unanimously by a roll call vote, 5-0.

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 Wilentz 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 Risk Management Services Inc. 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.	<p><i>To authorize the following signatures for the depositories of the board of education:</i></p> <p><i>A. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer</i></p> <p><i>B. <u>Payroll Account</u> (1 Signature) Treasurer</i></p> <p><i>C. <u>Payroll Agency Account</u> (1 Signature) Treasurer</i></p> <p><i>D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator</i></p> <p><i>E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</i></p> <p><i>F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer</i></p> <p><i>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Treasurer</i></p>

	<p>H. <u>Emergency Reserve (Any 2 Signatures)</u> President, Business Administrator, Treasurer</p> <p>I. <u>Capital Projects Account and Sweep (Any 2 Signatures)</u> 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;">Investors Bank</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.	<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:</i> A. <i>Electricity</i> B. <i>General Supplies &amp; Materials</i> C. <i>Equipment</i> D. <i>Janitorial Supplies</i> E. <i>Maintenance Contracting</i> F. <i>OT/PT Evaluation</i> G. <i>Paraprofessionals</i> H. <i>Glen Gardner Regular &amp; Special Ed Bus Routes</i> I. <i>Clinton Town Regular &amp; 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 &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 Qualified Purchasing Agent; and authorize to award contracts up to the bid threshold, and set quote threshold at 15% of bid threshold amount.</i>
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 \$95/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.	<p><i>To approve time &amp; material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.</i></p> <table border="1" data-bbox="277 474 1398 793"> <thead> <tr> <th data-bbox="277 474 854 537"><i>Maintenance Contractor</i></th> <th data-bbox="854 474 1105 537"><i>Hourly Rate</i></th> <th data-bbox="1105 474 1398 537"><i>Service</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="277 537 854 600"><i>Stank Environmental</i></td> <td data-bbox="854 537 1105 600"><i>\$195/month</i></td> <td data-bbox="1105 537 1398 600"><i>Pest Control</i></td> </tr> <tr> <td data-bbox="277 600 854 663"><i>Mack Industries</i></td> <td data-bbox="854 600 1105 663"><i>\$82/hour</i></td> <td data-bbox="1105 600 1398 663"><i>Boilers</i></td> </tr> <tr> <td data-bbox="277 663 854 726"><i>Republic Disposal</i></td> <td data-bbox="854 663 1105 726"><i>\$456.50/month</i></td> <td data-bbox="1105 663 1398 726"><i>Garbage Disposal</i></td> </tr> <tr> <td data-bbox="277 726 854 793"><i>Fire &amp; Securities Technologies FAST</i></td> <td data-bbox="854 726 1105 793"><i>Per proposal</i></td> <td data-bbox="1105 726 1398 793"><i>Fire &amp; Security</i></td> </tr> </tbody> </table>	<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>Republic Disposal</i>	<i>\$456.50/month</i>	<i>Garbage Disposal</i>	<i>Fire &amp; Securities Technologies FAST</i>	<i>Per proposal</i>	<i>Fire &amp; Security</i>
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46.	<i>To approve OMNI as 3rd Party Administrator for district 403B Plan.</i>															
46a	<p><i>To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan:</i></p> <ul style="list-style-type: none"> <li data-bbox="277 953 748 995">a. <i>AXA Equitable</i></li> <li data-bbox="277 995 748 1037">b. <i>Ameriprise</i></li> <li data-bbox="277 1037 748 1079">c. <i>Lincoln Financial Group</i></li> <li data-bbox="277 1079 748 1121">d. <i>Lincoln National Life</i></li> </ul>															
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>															

**Curriculum, Instruction, Assessment & Technology**

**RESOLUTION 2019-2020: 95**

**ACCEPT PROFESSIONAL DEVELOPMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by roll call vote, 5-0, 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
Youth Mental Health First Aid	1/11/2020	MaryEllen Bowlby		0 +mileage	0 (Saturday)	0
NJECC Ed Tech Conference	1/14/2020	Scott Reilly		\$110 +mileage	0	\$110
NJMEA State Conference	2/20/2020- 2/22/2020	Stephanie Evans		\$170 +mileage and lodging	\$190	\$360 +mileage and lodging
NJTESOL 2020 Spring Conference	5/29/2020	Hanna Olczak		\$234 +mileage	0	\$234 + mileage

### Student Teacher

#### RESOLUTION 2019-2020: 96

#### APPROVE STUDENT TEACHER

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed by roll call vote, 5-0, to approve Brittany Miller from The College of New Jersey to student teach in the spring 2020 semester in the elementary special education and general education setting.

### New Business:

#### RESOLUTION 2019-2020: 97

#### APPROVE SCHOOL DATA REPORT

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed by roll call vote, 5-0 to accept the school data report, following items:

**Violence and Vandalism** (EVVRS Data) HIB 2 investigation 0 confirmed.

Discussed Resignation of ELES, Inc. Health care Broker as of March 1, 2020 – Mrs. Wang updated the Board on steps to identify the candidates that will take over the position as well as securing the necessary quotes for the healthcare cost in anticipation for the 20-21 school budget

**Old Business:** Dr. Cohen updated to the Board that Liz Hedden is nominated as the Teacher of the Year by the staff.

**Public Comment:** None

### Executive Session

#### RESOLUTION 2019-2020: 98

#### ADJOURN TO EXECUTIVE SESSION

Mr. Sabatino moved, seconded by Mrs. Linfante and passed unanimously by roll call vote, 5-0, to adjourn to Executive Session at 7:49pm in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Personnel and Negotiations. 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.

**Personnel and Negotiation matters**

**RESOLUTION 2019-2020: 99**

**RESUME BUSINESS SESSION MEETING**

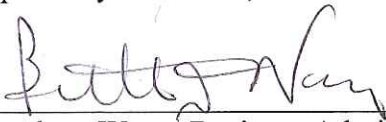
Mr. Sabatino moved, seconded by Mrs. Linfante at 8:12 pm and passed unanimously by roll call vote, 5-0, to resume regular business session meeting.

**RESOLUTION 2019-2020: 100**

**ADJOURNMENT**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by roll call vote, 5-0 to adjourn the Board Meeting at 8:13 pm.

Respectfully submitted,



Bernadette Wang, Business Administrator



Brendan McIsaac, President