Clinton-Glen Gardner Board of Education

WORK AND BUSINESS SESSION MINUTES

June 9, 2021 CPS All purpose room 7:00pm

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 7:00pm 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 and Mrs. Meghan Moore

Also Present: Dr. Seth Cohen, Superintendent/Principal

Mrs. Bernadette Wang, Business Administrator/Board Secretary

Absent:

Mr. Carl Sabatino

1. 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 (Attachment #2)
- D. Violence and Vandalism (EVVRS Data), 0 HIB investigation 0 confirmed
- E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)

RESOLUTION 2020-2021: 128

ACCEPT SCHOOL DATA REPORTS

Mrs Linfante moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 4-0, to accept the aforementioned monthly school data report, items 4A-E

1. Superintendent/Principal's Report

- Thanks for 8th grade dance contributors
- Lebanon Boro parent visit, mural by Mrs. Lauricella with signed pawprints
- 8th grade breakfast, all current and upcoming activities are bringing back signs of normalcy

- Linkit assessments
- End of Year activities
 - Graduation June 21 with rain date of June 22
 - Last student day June 22
 - Last staff day June 23
- Discussion upcoming in next few months re: planning and financial strategy for playground upgrade
- A. Student Representative Report NONE
- B. Clinton Education Association Report NONE
- C. Assistant Principal- Curriculum Coordinator Report
 - Summer Enrichment
 - July 6 2 weeks for MS students, no fridays
 - o July 19 grade 1-4 theme based 2 weeks, open enrollment
- D. Special Services Report
 - ESY
 - o Begins on July 6 for 35 students
 - annual reviews finishing up with great progress recorded thanks to the efforts of staff, students and parents
 - 2 preschool sessions
 - o looking to get back to Unified program for friendly competition
 - Response intervention

6 Public Comment

- Elvira Bruno, Goosetown Dr, Clinton re: fun run funds project completion timeline and expected time line for new playground.
- Dr. Cohen provided information on American Recovery Plan (ESSER III) funding from the Federal agency as part of the continued effort to help students with accelerated learning and mental health for NJ school districts. The ARP (ESSER III) is a follow up to the CRF (Covid Relief Fund) and ESSER II and it specified that district is required to solicit comments/input from the community and report back to the agency on a monthly basis.
- Melissa Stowers 26 Rachel Ct. Clinton re: Can the aforementioned APR (ESSER III) be used to defray the cost in a new playground?

7. Personnel

RESOLUTION 2020-2021: 129

APPROVE PERSONNEL ITEMS A-G

Mrs Linfante moved, seconded by Mr. Sowell and passed unanimously by a roll call vote, 4-0, to approve motions for **PERSONNEL ITEMS A-G**:

A. Salary Increases

		g teacher on the salary guide N 2020-2021: 129	in accordance with	CEA negotiate	d
Position	Name	Current Step & Salary	New Step & Salary	Effective	Att
Teacher	Kristen Pignio	BA15+/Step 7 \$60897 (2020-2021)	BA30+/Step 8 (2021-2022) \$64782	8/31/202 1	=

B. Staff Approval

Motion: To approve the following staff members for the listed positions for the 2020-2021/2021-2022 school year: **SEE RESOLUTION 2020-2021: 129**

Position	Name	Rate/Salary	Effective	Att.
Substitute Teacher	Emma Graham	\$95.00 per diem	06/09/21 pending completion of paperwork	
Substitute Teacher/Nurse/Se cretary	See Attachment	\$12.00/hour Secretary \$95.00 per diem Teacher \$200.00 per diem Nurse	2020-2021/2021-2022	Attachment #4
Special Education Teacher	David Kelleher (pending certification)	Step 1 BA \$56,542	2021-2022	Attachment #4a
Elementary .5 ESSR Grant Funded	Mary Ann Gallaway	Step 1 BA \$28,271	2021-2022	Attachment #4b
Elementary Teacher	Jennifer Rispoli	Step 2 BA \$57,542	2021-2022	Attachment #4c

ESL/Special Education	Amy D'Esposito (pending certifications)	Step 1 MA	2021-2022	Attachment # 4d
				11

C. Aftercare Directors

Motion: To approve the following staff members to serve as Aftercare Directors for the 2021-2022 school year.			
Name	Title	Stipend	

D. Summer Office & Clerical

Motion: To approve the following staff member(s) to serve as office and clerical support during the summer of 2021 NTE 60 hours total split between approved staff listed below or previously approved

Name	Hours	Rate
		\$16

E. Co-Curricular 2020-2021

	following staff member(s) for the follow	ng co-curricular appointments for		
Activity Staff Member Rate				
Chess Club	Tom Larkin	\$1035.00		

F. Co-Curricular 2021-2022

	ollowing staff member(s) for the following.UTION 2020-2021: 129	ing co-curricular appointments for	
Activity Staff Member Rate			
Soccer - Girls			
Soccer - Boys	Tim Bidwell	\$2314.00	
Cross Country	Kate Lascelle	\$2314.00	
Volleyball	Evelyn Ferro	\$2102.00	

Basketball - Boys	Tim Bidwell	\$4208.00
Cheerleading		
Basketball - Girls	Joe Harris	\$4208.00
Baseball	Tim Bidwell	\$2314.00
Softball	Jamie Friedel	\$2314.00
Golf	Tom Larkin/Stacy Viotto	\$2102.00/2
Athletic Director	Joe Harris	\$2769.00
Peer to Peer Leader #1	Tim Bidwell	\$1399
Peer to Peer Leader #2	Angela McVerry	\$1399
Team Leader Specials	Tim Bidwell	\$1067.00
Team Leader K-2	Elizabeth Hedden	\$1067.00
Team Leader 3-4	Kate Metelitsa	\$1067.00
Team Leader 5-8	Jessica Latanzio Crespo	\$1067.00
Team Leader 5-8	Jennifer Merrigan	\$1067.00
Team Leader Special Ed	Judith Liptak	\$1067.00
I&RS #1	Toni Cespedes	\$1067.00
I&RS #2	Denise Grimm	\$1067.00
I&RS #3		\$1067.00
I&RS #4		\$1067.00
I&RS #5	Carolyn Schorr	\$1067.00
I&RS #6	Allyson Kubik	\$1067.00
I&RS Nurse	Jennifer Sedlacek	\$1067.00
Middle School Coordinator	Jessica Latanzio Crespo	\$6309.24
Character Ed Coord. #1	Amy Brenner	\$1399.00
Character Ed Coord. #2	Tim Bidwell	\$1399.00
Team Create #1	Amy Brenner	\$1067.00
Team Create #2	Kate Lascelle	\$1067.00
Future Cities #1	Amy Brenner	\$1067.00
Future Cities #2	Kate Lascelle	\$1067.00
Aim High Session 1	Denise Grimm	\$1067.00
Aim High Session 1	Debra Nolan	\$1067.00
Aim High Session 1	Katherine Metelitsa	\$1067.00
Aim High Session 1		
Aim High Session 2		
Spring Musical Director	Laurie Ruch	\$4208
Spring Musical Asst Dir #1	Suzanne Lauricella	\$1394.00
Spring Musical Asst Dir #2	Tonya Lunger	\$1394.00
Spring Musical Asst Dir #3a	Stephanie Evans	\$1394.00
Spring Musical Asst Dir #3b		7.55.55
3rd Grade Musical Director	Laurie Ruch	\$1067.00
3rd Grade Musical Asst Dir #1a	Sue Haney	\$535.50
3rd Grade Musical Asst Dir #1b	Lisa Rizzi	\$535.50

4th Grade Musical Director	Laurie Ruch	\$1067.00
4th Grade Musical Asst Dir #1a	Lisa Rizzi	\$535.50
4th Grade Musical Asst Dir #1b	Stephanie Evans	\$535.50
Student Council 5&6 Grade	Denise Grimm	\$1399.00
Student Council 7&8 Grade	Jessica Latanzio Crespo	\$1399.00
Yearbook	Toni Cespedes	\$1976.00
Archery Club	Tim Bidwell	\$1067.00
Archery Club	Amy Brenner	\$1067.00
Chess Club	Tom Larkin	\$1067.00
Art Club	Suzanne Lauricella	\$1067.00
Technology Student Assoc.	Evelyn Ferro	\$1067.00
Chill Zone/Game Board Club	Judith Liptak	\$1067.00
Science Club	Stacy Viotto	
Robotics & Engineering Club	Evelyn Ferro	\$1067.00
Home Basketball Supervision	Joe Harris-Barb Plundeke-Robert Adase	\$75 per event
Color Guard Club	Stepahie Evans	\$1067.00

G. Extended School Year Staff & Summer Enrichment

Motion: To approve the following staff members to serve extended school year roles as listed below per negotiated agreement: 2021-2022: SEE RESOLUTION 2020-2021: 129 Name Position Hours/Rate Tom Larkin Summer Enrichment Tonya Lunger Joe Harris Jen Merrigan Jen Rispoli Suzanne Lauricella Jessica Latanzio Lexi Kripetz Summer Enrichment Helper Debra Wellet **ESY SUB** Emma Graham ESY AIDE SUB

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

RESOLUTION 2020-2021: 130 APPROVE PROFESSIONAL DEVELOPMENT

Mr. Sabatino moved, seconded by Mrs Linfante and passed 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
NJASBO 2021 virtual conference	June 9-11	Bernadette Wang	\$0		\$0

B. Field Trips NONE

Motion: To ap	oprove the following red	quests for field trips as listed:	
Date	Grade	Destination	Cost per student
None			

9. Policy and Regulations NONE

None

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. #

10. General Information: Business Administrator's Report

Fiscal Year-end Reserve Deposits

RESOLUTION 2020-2021: 131

APPROVE RESERVES DEPOSITS

Mrs. Linfante moved, seconded by Mr. Sowell , and passed unanimously by a roll call vote, 4-0, to approve the deposits into the following Reserves as of 6/30/2020 (NOTE: date correction to 2021 will be moved at 6/24/21 meeting):

Reserve	Current Balance	Maximum Deposit
Capital	\$760,970	\$750,000
Maintenance	\$406,069	\$500,000

B. Annual School Year Approval, Adoptions and Authorizations

RESOLUTION 2020-2021: 132 APPROVE ADOPTIONS, AUTHORIZATIONS & APPOINTMENTS

Mrs. Linfante moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 4-0, to acknowledge and approve the adoptions, authorizations and appointments for the 2021-2022 school year. Motion passed unanimously by a roll call vote, 4-0.

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. 2. 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. 3. To approve the following publications as official newspapers: A. Hunterdon County Democrat B. Courier News (alternate) C. Express Times (alternate) 4. To approve Matthew Giacobbe of Cleary, Giacobbe, Alfieri and Jacobs as general legal counsel and Wilenz Goldman & Spitzer as Bond Counsel. 5. To approve Therapeutic Intervention, Inc. for physical and occupational therapy services. 6. To appoint Glasberg Behavioral Consulting Services, for BCBA behavioral services. 7. To approve the firm of Bedard, Kurowicki & Co., CPA's, PC as Financial Auditor and Phoenix Advisors. LLC as Financial Advisors. 8. To approve Gianforcaro Architects and Engineers as Architect of Record.

9.	To name Acrisure, Inc as the Board's Broker of Record for medical insurance.
10.	To name Brown & Brown as the Board's Broker of Record for dental insurance.
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. General Account (3 Signatures) President, Business Administrator, Treasurer B. Payroll Account (1 Signature) Treasurer C. Payroll Agency Account (1 Signature) Treasurer D. Student Activities Account (2 Signatures) Supt/Principal, Business Administrator E. Cafeteria Account (2 Signatures) Supt/Principal, Business Administrator F. Unemployment Account (Any 1 Signature) Business Administrator, Treasurer G. Capital Reserve (Any 2 Signatures) President, Business Administrator, Treasurer H. Emergency Reserve (Any 2 Signatures) President, Business Administrator, Treasurer I. Capital Projects Account and Sweep (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.

	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.
	To approve purchasing and contracting through the Hunterdon County ESC and the ESC of NJ and ACES as listed:Paraprofessionals
	A. Electricity/Gas B. General Supplies & Materials C. Equipment D. Janitorial Supplies E. Maintenance Contracting F. OT/PT Evaluation G. Paraprofessionals H. Glen Gardner Regular Bus Routes
	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.
	To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.
	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 \$200/day, Sub Custodian \$16 or \$12/hour, and Secretary \$12/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.				
	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	\$453/month estimate	Garbage Disposal		
	Fire & Securities Technologies FAST	\$2315. per proposal	Fire & Security		
45.	To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan: A. Equitable Life Insurance Company (formerly AXA) 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	ce.			

C. 2021-2022 Lebanon Borough Tuition Contract Approval

RESOLUTION 2020-2021: 133 APPROVE LEBANON BOROUGH TUITION CONTRACT Mrs. Linfante moved, seconded by Mr. Sowell and passed by roll call vote, 4-0, to approve the 2021-2022 Lebanon Borough Tuition Contract for 9 sending students to the district.

D. Toilet Room Facilities for Pre-Kindergarten Classroom

RESOLUTION 2020-2021: 134 APPROVE SUBMISSION FORM/COMPLIANCE W/ALT METHOD FOR PRE-K TOILET FACILITY

Mrs. Linfante moved, seconded by Mr. Sowell, and passed by roll call vote, 4-0, to authorize/utilize alternate method of compliance in accordance with N.J.A.C 6A:26-6.3 (h) 4ii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

E. IDEA Applications for 2021-2022

RESOLUTION 2020-2021: 135

APPROVE IDEA 2021-2022

Mrs. Linfante moved, seconded by Mr. Sowell and passed unanimously by a roll call vote, 4-0 to approve application and submission of the following IDEA grants for the 2021-2022 school year

Grant	Amount	Allocation	
IDEA	\$ 5,575	Preschool	
IDEA	\$120,454	Basic	

F. Monthly Minutes and Financial Approval

RESOLUTION 2020-2021: 136 APPROVE MONTHLY MINUTES & FINANCIALS Mrs. Linfante moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 4-0, to approve the Minutes and monthly financial transactions and reports items 1-5:

- Approval of Board of Education Minutes from the May 18,2021 Work/Business and Executive Sessions. (Attachment #5)
- 2. Certification of the Secretary'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 2020-2021 school year.

(Attachment #6)

April, 2021

\$ 2,606,375.24

- 3. Approval of the Bill List in the specified amounts (Attachment #7)
 - a. General Account: \$472,212.10

b. Cafeteria Account: \$ 3,932.99

- 4. Checking Account Balances April, 2021
 - a. Student Activities \$63,663.78
 - b. Cafeteria: \$ 6,021.91
 - c. Payroll Agency: \$ 26,709.97
 - d. Unemployment: \$83,397.44
- 5. Transfers in the amount of \$8,565.14 for May, 2021. (Attachment #8)

11. Correspondences

Confirmation received from County approving contract for Bernadette Wang, Business Administrator.

A. Donations

RESOLUTION 2020-2021: 137

ACCEPT DONATION

Mrs. Linfante moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 4-0, to accept the following donations:

Donor	Amount
Coca-Cola give - based on community members participation (Attachment #9)	\$26.39

12. New Business

A. American Rescue Plan Act Elementary and Secondary School Emergency Relief

In addition to the information provided by Dr. Cohen in the Public Comment section, Business Administrator noted that there will also be an application that needs to be filed for the grant with the due date in November 2021.

B. Reporting of Reasonable Assurance Employees Discussion of processes and security

13. Old Business

- A. Cyber Insurance Policy for 21-22 School Year Policy coverage and deductibles discussed
- B. Dear Parents next by end of school year
- C. Board Liaison Reports Corinne Steinmetz replacing retiring Superintendent at HCESC
- C. Board Goal 2020-21

To begin the strategic planning process, building upon the 2016-2020 plan, charting a course for 2021-2026.

Quote from Hazard, Young and Atilla and School Boards - More on this next meeting

Connections/Community Goal

- D. District Goals for 2020-2021
- 14. Public Comment NONE

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 NONE, hold until end of month meeting

RESOLUTION 2020-2021: 138 APPROVE BUSINESS ADMIN 2021-2022 CONTRACT

Mr. Sowell moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 4-0, to approve the recommended 2021-2022 contract for Bernadette Wang, Business Administrator based on the Hunterdon County Office Of Education approval. (Attachment #10)

17. Adjournment

RESOLUTION 2020-2021: 139

ADJOURNMENT

Mrs. Linfante moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 4-0, to adjourn the Board Meeting at 7:59 pm.

Respectfully submitted,

Bernadette Wang

Business Administrator

Brendan McIsaac

President