



**Clinton-Glen Gardner Board of Education**

June 14, 2023

Media Center 7:00pm

**WORK AND 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: 2
2. Out-of-School Suspensions: 0

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

**D. Violence and Vandalism (EVVRS Data)**

**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**

**HIB Reports May 2023 3 Action Items:**

Motion to affirm, reject, or modify the superintendent’s decision by roll call voice vote incident #12 as not HIB

Motion to affirm, reject, or modify the superintendent’s decision by roll call voice vote incident # 14 as not HIB

**HIB Reports Receipt June 2023 3 Investigations 1 Confirmed**

**# 15 Not Confirmed HIB**

**#16 Not Confirmed HIB**

**#17 Confirmed HIB**

**B. Clinton Education Association Report**

**C. Assistant Principal- Curriculum Coordinator Report**

**D. Special Services Report**

**6 Public Comment**

**7. Personnel**

**A. Staff Approval**

<i>Motion: To approve/adjust the following staff members for the listed positions for the 2022-2023 school year: `</i>				
<b>Position</b>	<b>Name</b>	<b>Rate/Salary</b>	<b>Effective</b>	<b>Att.</b>
Leave Replacement Special Education	Lindsay Zengel	MA Step 1 \$63,010	8/30/2023	<b>#4</b>

**B. Retirement**

*Motion: To approve with best wishes and gratitude the retirement of Jacqueline Evans Turner effective July 31, 2023.*

**C. Aftercare Directors**

<b>Motion:</b> To approve the following staff members to serve as Aftercare Directors for the 2022-2023 school year.		
Name	Title	Stipend
Jenine Kastner	Aftercare Director	\$3,000

#### D. Summer Office & Clerical

<b>Motion:</b> To approve the following staff member(s) to serve as office and clerical support during the summer of 2023 NTE 60 hours total for split between staff listed below.		
Name	Hours	Rate
Barb Plundeke	TBD	\$16

#### E. Co-Curricular 2022-2023

<b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2022-2023		
3rd Grade Musical Asst Dir #1b	Caitlin Reilly	\$1099/\$549.50each(split)
I&RS	Angela McVerry	\$1099
I&RS	Toni Cespedes	\$1099
Character Ed	Toni Cespedes	\$1441

#### F. Co-Curricular 2023-2024

<b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2023-2024		
Activity	Staff Member	Rate
<b>Soccer - Girls</b>	<b>Amy Brenner</b>	2454
Soccer - Boys	Tim Bidwell	\$2454
Cross Country	Robert Adase/Sam Homan	\$2230
Volleyball	Evelyn Ferro	\$2454
Basketball - Boys	Tim Bidwell	\$4464
<b>Cheerleading</b>	<b>Evelyn Ferro</b>	4464
Basketball - Girls	Michelle Gallagher	\$4128
Baseball	Tim Bidwell	\$2454
<b>Softball</b>		
Golf	Tom Larkin/Stacy Viotto	\$2454 Split
Athletic Director	Joe Harris	\$2938
Peer to Peer Leader #1	Courtney Durea	\$1484
Peer to Peer Leader #2	Angela McVerry	\$1484
Team Leader Specials	Tim Bidwell	\$1132
Team Leader K-2	Cassie Rudd	\$1132
Team Leader 3-4	Kate Metelitsa	\$1132
Team Leader 5-8	Jamie Friedel	\$1132
Team Leader 5-8	Jennifer Merrigan	\$1132

Team Leader Special Ed	Judith Liptak	\$1132
I&RS #1	Toni Cespedes	\$1132
I&RS #2	Carolyn Schorr	\$1132
I&RS #3	Courtney Duryea	\$1132
I&RS #4	Angela McVerry	\$1132
I&RS #5	Coreen Decker	\$1132
I&RS #6	Jessica Crespo	\$1132
I&RS #7	Lauren Peachey	\$1132
I&RS #8	Krisitn Pignio	\$1132
I&RS Nurse	Jennifer Sedlacek	\$1132
Middle School Coordinator	Jessica Latanzio Crespo	\$6693.47
Character Ed Coord. #1	Toni Cespedes	\$1484
Character Ed Coord. #2	Lauren Peachey	\$1484
<b>Team Create #1</b>		
<b>Team Create #2</b>		
<b>Future Cities #1</b>		
<b>Future Cities #2</b>		
Aim High Session 1	Debra Nolan	\$1132
Aim High Session 1	Amy D'Esposito	\$1132
Aim High Session 1	Tom Larkin	\$1132
<b>Aim High Session 1</b>		
<b>Aim High Session 1</b>		
<b>Aim High Session 2</b>		
<b>Aim High Session 2</b>		
<b>Aim High Session 2</b>		
<b>Aim High Session 2</b>		
<b>Aim High Session 2</b>		
Spring Musical Director	Laurie Ruch	\$4484
<b>Spring Musical Asst Dir #1</b>		
Spring Musical Asst Dir #2	Tonya Lunger	\$1479
Spring Musical Asst Dir #3a	Suzanne Lauricella	\$1479
Spring Musical Asst Dir #3b		
3rd Grade Musical Director	Laurie Ruch	\$1132
3rd Grade Musical Asst Dir #1a	Lisa Rizzi	\$566
3rd Grade Musical Asst Dir #1b	Caitlyn Reilly	\$566
4th Grade Musical Director	Laurie Ruch	\$1132
4th Grade Musical Asst Dir #1a	Lisa Rizzi	\$566
4th Grade Musical Asst Dir #1b	Stephanie Evans	\$566
Student Council 5&6 Grade	Denise Grimm	\$1484
Student Council 7&8 Grade	Jessica Latanzio Crespo	\$1484
Yearbook (2)	Amy D'Esposito & Coreen Decker (Rescind Rispoli)	\$2097 each
Archery Club	Tim Bidwell	\$1132
Archery Club	Michelle Gallagher	\$1132
Chess Club	Tom Larkin	\$1132
<b>Art Club</b>		
Technology Student Assoc.	Evelyn Ferro	\$1132

<b>Chill Zone/Game Board Club</b>	Cassie Rudd	1132
Science Club	Stacy Viotto	\$1132
Track & Field Club	Samantha Homan	\$ 1132 x 2
Robotics & Engineering Club	Evelyn Ferro	\$1132
Student Ambassador Advisor		\$1484
Home Basketball Supervision	Barb Plundeke, Lisa Rizzi, Kelly DeJesus, Joe Harris, Deb Nolan	\$80 per event

### G. Curriculum/Committee Staffing

<b>Motion:</b> To approve the following staff members for the following 2023-2024 curriculum/committee/ESY positions:		
Position	Name	Rate/Salary
Crisis Management Committee /Safety Team Leaders	Jenine Kastner	NA
Crisis Management Committee/Safety Team Members	Tim Bidwell, Toni Cespedes, Karen Brownell, Jen Sedlack	NTE 8 Hours each per negotiated agreement in service course prep rate/ \$48/hr
HIB Coordinator	Jenine Kastner	NA
HIB Specialist	Angela McVerry	NTE 10 Hours
Character Education Program	Toni Cespedes	NTE 8 Hours each
Real Time Summer Schedule	Jennifer Merrigan/Joe Harris	NTE 45 Hours each per negotiated agreement / \$48/hr
Real Time Summer Schedule Specials	Tim Bidwell	NTE 10 hours per negotiated agreement / \$48/hr
Social Studies	Tom Lrkin, Kate Metelitsa, Robert Adase	NTE 60 hours cumulative
ELA	Jessica Latanzio Crespo, Cynthia Malmros, Denise Grimm	NTE 60 hours cumulative
Health	Tim Bidwell, Michelle Gallagher	NTE 60 hours cumulative
Spanish	Jennifer Watkins	NTE 60 hours cumulative

### H. ESY

<b>Motion:</b> To approve the following staff member to serve 2023-2024 extended school year roles as listed below per negotiated agreement:		
Position	Name	Rate
<b>Teachers</b> (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	Kristin Pignio Carolyn Schorr Amanda Petty	\$54/hr
<b>PreSchool Teacher</b> (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)		\$54/hr
<b>Paraprofessionals</b> (5 week,	Barbara Plundeke(7/5/23-7/27/23) Julianne Bavaro	\$20.00/hr

4 days/wk, 3hr/day)	Catherine Kapigian Sharon Schoendorf (pending new hire paperwork completion) Ruth Arce Courtney Wellet Emma Graham Elizabeth Upwood	
<b>Nurse</b>	Jennifer Sedlacek 3 weeks Mary Ellen Bowlby 2 weeks	\$54/hr
<b>Speech Therapy</b> (up to 3 hours each)	Amanda Thomas Nicole Vazquez (up to 3 hours each)	\$102/hr
<b>Substitute Para/Teachers</b>	Suzanne Stidworthy (Aide) Kaitlyn Schoendorf (aide) (pending new hire paperwork completion) Cora Hill Jennifer Watkins	\$20.00/hr sub para \$54/hr sub teacher

## 8. Curriculum, Instruction, Assessment, & Technology

### A. Professional Development

<i><b>Motion:</b> To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12:</i>					
Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
NONE					

### B. Field Trips

<i><b>Motion:</b> To approve the following requests for field trips as listed:</i>			
Date	Grade	Destination	Cost per student
NONE			

## 9. Policy and Regulations

<i><b>Motion:</b> To approve the listed First and/or Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):</i>			
Policy #	Title	Action	Att. #
NONE			

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

**A. Monthly Minute 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 24, 2023 Work/Business and Executive Sessions **(Attachments #5)**
- 2. Certification of the Board of 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 2022-2023 school year. **(Attachment #6)**

April 2023	\$3,050,393.47
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- 3. Approval of the Bill Lists in the specified amounts **(Attachments #7)**
  - a. General Account: \$905,372.54 (5/23/23-6/12/23)
  - b. Cafeteria Account: \$ 30256.25 (written in May)
- 4. Checking Account Balances – April, 2023
  - a. Student Activities \$ 40,281.88
  - b. Cafeteria: \$171,271.08
  - c. Payroll Agency: \$ 56,900.75
  - d. Unemployment: \$ 98,632.67
- 5. Transfers for May 2023. **(Attachment #8)**

Fund 10	\$144,797.23
Fund 20	\$ 5,643.00

**B. Tuition and related transportation cost for incoming Special Ed Students for 2023-2024 ESY and School year **UPDATES FORTHCOMING AS ADDENDUM****

**C. Special instructional services Contracts 2023-2024**

<i><b>Motion:</b> To approve the following Special instructional services contract for 2023-2024</i>			
School	# of Students	Tuition Amount	Effective Date

**D. Fiscal Year-end Reserve Deposits**

**Motion:** To deposit into the following Reserves as of 6/30/2023:

Reserve	Current Balance	Maximum Deposit
Capital	\$1,334,899.54	\$750,000
Emergency	\$ 619.54	\$ 0
Maintenance	\$ 302,946.56	\$500,000

**E. School Cash Reconciler**

**Motion:** To approve the appointment Cheryl Zarra to the position of cash reconciler for the district effective July 1, 2023 at an annual compensation of \$4,000.00. Cheryl will be taking over the cash reconciliation responsibilities that were previously done by Kathy Olsen as the district’s Treasurer who resigned effective June 30, 2023.

**F. Re-Approve Maschio’s Food Service Contract Renewal for 2023-2024**

**Motion:** To re-approve the renewal of Maschio’s Food service Inc. contract for the 2023-2024 school year for the fee of \$9,280 vs. previously rate of \$9,480. **(Attachment #9)**

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

**Motion:** To approve the listed for the 2023-2024 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: 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 &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. \$167.50/hr</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 Acrisure 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 Education 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 the School Physician at the fee of \$1500 annually.</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"> <li><i>A. <u>General Account</u> (3 Signatures) President, Business Administrator, Superintendent/Principal</i></li> <li><i>B. <u>Payroll Account</u> (1 Signature) Superintendent/Principal</i></li> <li><i>C. <u>Payroll Agency Account</u> (1 Signature) Superintendent/Principal</i></li> <li><i>D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator</i></li> <li><i>E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</i></li> <li><i>F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Superintendent/Principal</i></li> <li><i>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Superintendent/Principal</i></li> <li><i>H. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Superintendent/Principal</i></li> <li><i>I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Superintendent/Principal</i></li> </ul>
19.	<p><i>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.</i></p> <p style="text-align: center;"><i>Citizens Bank</i></p>

19a	<i>To authorize investments to be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association</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>
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.</i> <i>A. Preschool Integrated                      \$2000</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, the Educational Services Commission of Morris County, the County of Union Cooperative Pricing System and the Educational Services Commission of NJ, as listed:</i>  <i>A. Electricity</i> <i>B. General Supplies &amp; Materials</i> <i>C. Equipment</i> <i>D. Janitorial Supplies</i> <i>E. Maintenance Contracting</i> <i>F. OT/PT Evaluation</i> <i>G. Paraprofessionals</i> <i>H. 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 Cheryl Zarra to the position of cash reconciler</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 \$115/day, Nurse \$50/hour, Custodian \$14.13-\$17 hour and Secretary \$14.13/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 &amp; 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 (Safe Schools Integrated Pest Management)</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>\$440/month</i>	<i>Garbage Disposal</i>
	<i>Fire &amp; Securities Technologies FAST</i>	<i>Per proposal</i>	<i>Fire &amp; Security</i>
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>a. <i>Ameriprise</i></li> <li>b. <i>Aspire</i></li> <li>c. <i>Equitable (formerly AXA Equitable)</i></li> <li>d. <i>Lincoln Investment Planning</i></li> <li>e. <i>ROTH accounts for Aspire, Equitable, Lincoln and Security Benefits</i></li> <li>f. <i>Security Benefits</i></li> <li>g. <i>Corebridge Financial (formerly Valic/AIG)</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>
50	<i>To appoint Dr. Jenine Kastner as Handle with Care Act point of contact designee</i>
52	<p><i>To approve the following for providing Psychiatric/Neurodevelopmental evaluations and services: Dr. Steven Dyckman @ \$1500 per evaluation</i></p> <p><i>Hunterdon Medical Center, Developmental Pediatric Associates Neurodevelopmental Evaluation @ \$955.00</i></p>

**11. Correspondence**

**12. New Business**

**13. Old Business**

**A. Dear Parents**

**B. Board Liaison Reports**

**14. Public Comment**

**15. Executive Session**

- A. 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.**

HIB

B. Call for Motion to exit Executive Session

C. Motion to affirm, reject, or modify the superintendent's decision by roll call voice vote incident #13 as HIB confirmed against 1 student and unconfirmed against 2.

## **16. Adjournment**