

Clinton-Glen Gardner Board of Education  
January 2, 2024  
**REORGANIZATION SESSION MINUTES**

Bernadette Wang called the meeting together at 7:00 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: Meghan Moore, Ashley Dunker, Laura Burr, Dan Brkich, Theresa Tsakalacos  
Also Present: Seth Cohen, Superintendent/Principal  
Bernadette Wang, Business Administrator/Board Secretary  
Absent: Jacyn Carruthers

**Reorganization Meeting**

Oath of Office for Mr. Brkich  
Swearing in of Meghan Moore, President  
Election Results  
Nominations for President: Mr. Brkich nominated Ashley Dunker, seconded by Mrs. Burr  
Mrs. Tsakalacos nominated Mrs. Moore

**RESOLUTION 2023-2024: 58**

**NOMINATION OF BOARD PRESIDENT**

Bernadette Wang closed nominations and votes for Ashley Dunker for President. Motion passed by a roll call vote, 3-1, 1 abstention (Mrs. Dunker)

<b>Roll call: MM=Y; AD=A; TT=N; LB=Y; DB=Y; JC=(ABSENT)</b> <b>(Y=AYE, N=NAY, A=ABSTAIN)</b>
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**Board Secretary turns meeting over to President**

**Nominations for Vice President:** Mr. Brkich nominated Mrs Burr, seconded by Mrs. Moore.

**RESOLUTION 2023-2024: 59                      NOMINATION OF BOARD VICE PRESIDENT**

Mr. Brkich moved, seconded by Mrs. Moore, to close nominations and cast a vote for Mrs. Burr for Vice President. Motion carried unanimously with all “ayes” by roll call vote, 5-0-0.

**Roll call: MM=Y   AD=Y   TT=Y   LB=Y   DB=Y   JC=Y   (Y=AYE, N=NAY, A=ABSTAIN)**

**Mrs. Dunker requests discussion of committees and delegates and appointment at next meeting**

- Policy and Negotiations Committees
- Education Foundation –CPSPiE Rep
- PTA & Booster Club Rep
- NJSBA & HCSBA Delegate
- HCESC School Board Rep
- NHVRSD Cluster BOE and Board Roundtable
- Town Counsel Liaison

**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.

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

**RESOLUTION 2023-2024: 60    ADOPTIONS, AUTHORIZATIONS, APPOINTMENTS**

Mrs. Moore moved, seconded by Dr. Tsakalagos to acknowledge and approve the adoptions, authorizations and appointments for the 2023-2024 school year. Motion passed unanimously by a roll call vote, 5-0-0.

**A. 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.	To approve the following publications as official newspapers: A. Hunterdon County Democrat B. Courier News (alternate) C. Express Times (alternate)
4.	To approve Busch Law Group 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 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 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 Education 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 the School Physician.
16.	To approve Bayada Nursing & Delta T 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. <u>General Account</u> (3 Signatures) President, Business Administrator, Treasurer B. <u>Payroll Account</u> (1 Signature) Treasurer C. <u>Payroll Agency Account</u> (1 Signature) Treasurer D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Treasurer

	<p>G. <u>Capital Reserve (Any 2 Signatures)</u> President, Business Administrator, Treasurer</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;">Citizens Bank</p>
20	To authorize investments to be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association
21.	To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).
22.	To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).
23	To adopt the textbook list (on file in Main Office).
24.	To adopt the NJSBA Code of Ethics.
25.	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.
26.	To designate the Business Administrator/Board Secretary as school funds investor.
27.	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.
29.	To appoint the Superintendent/Principal, as district Affirmative Action Officer.
30..	To appoint the Assistant Principal as the 504 Compliance Officer.
31.	To appoint the School Nurse as the Chemical Hygiene Officer.
32.	To appoint the Guidance Counselor as the Anti-Bullying Specialist.
33.	To appoint the Director of Special Services as the Anti-Bullying Coordinator.

34.	<p><i>To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC, as listed:</i></p> <ul style="list-style-type: none"> <li><i>A. Electricity</i></li> <li><i>B. General Supplies &amp; Materials</i></li> <li><i>C. Equipment</i></li> <li><i>D. Janitorial Supplies</i></li> <li><i>E. Maintenance Contracting</i></li> <li><i>F. OT/PT Evaluation</i></li> <li><i>G. Paraprofessionals</i></li> <li><i>H. BCBA services</i></li> <li><i>I. Glen Gardner Regular &amp; Special Ed Bus Routes</i></li> <li><i>J. Clinton Town Regular &amp; Special Ed Bus Routes</i></li> </ul>
35.	<p><i>To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.</i></p>
36.	<p><i>To appoint Bernadette Wang as Board Secretary/ Business Administrator.</i></p>
37.	<p><i>To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.</i></p>
38.	<p><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></p>
39.	<p><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></p>
40.	<p><i>To appoint the School Business Administrator as the Custodian of Records.</i></p>
41.	<p><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></p>
42.	<p><i>To appoint Cheryl Zarra as cash reconciler</i></p>
43.	<p><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></p>
44.	<p><i>To approve the Substitute Rates as: Teacher \$115/day, Nurse \$50/hr, Custodian \$15.13-\$17 hour and Secretary \$15.13/hour. (\$15.13/hr minimum wage as of 1/1/2024) up from \$14.13 in 2023)</i></p>
45.	<p><i>To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting</i></p>

46.	<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"> <thead> <tr> <th data-bbox="282 386 797 453">Maintenance Contractor</th> <th data-bbox="802 386 1154 453">Rate</th> <th data-bbox="1159 386 1589 453">Service</th> </tr> </thead> <tbody> <tr> <td data-bbox="282 459 797 516">Stank Environmental</td> <td data-bbox="802 459 1154 516">\$195/month</td> <td data-bbox="1159 459 1589 516">Pest Control</td> </tr> <tr> <td data-bbox="282 522 797 579">Mack Industries</td> <td data-bbox="802 522 1154 579">\$82/hour</td> <td data-bbox="1159 522 1589 579">Boilers</td> </tr> <tr> <td data-bbox="282 585 797 764">Republic Disposal</td> <td data-bbox="802 585 1154 764">\$440.42 until June 2024. After any increases are capped at 3% only.</td> <td data-bbox="1159 585 1589 764">Garbage Disposal</td> </tr> <tr> <td data-bbox="282 770 797 863">Fire &amp; Securities Technologies FAST</td> <td data-bbox="802 770 1154 863">Per proposal</td> <td data-bbox="1159 770 1589 863">Fire &amp; Security</td> </tr> </tbody> </table>	Maintenance Contractor	Rate	Service	Stank Environmental	\$195/month	Pest Control	Mack Industries	\$82/hour	Boilers	Republic Disposal	\$440.42 until June 2024. After any increases are capped at 3% only.	Garbage Disposal	Fire & Securities Technologies FAST	Per proposal	Fire & Security
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47.	<p><i>To approve OMNI as 3rd Party Administrator for district 403B Plan.</i></p>															
48.	<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. AMERIPRISE FINANCIAL RIVERSOURCE</li> <li>B. ASPIRE FINANCIAL SERVICES</li> <li>C. COREBRIDGE FINANCIAL FORMERLY AIG VALIC</li> <li>D. EQUITABLE FORMERLY AXA</li> <li>E. LINCOLN INVESTMENT PLANNING</li> <li>F. ROTH ASPIRE</li> <li>G. ROTH EQUITABLE FORMERLY AXA</li> <li>H. ROTH LINCOLN INVESTMENT</li> <li>I. ROTH SECURITY BENEFIT</li> <li>J. SECURITY BENEFIT</li> </ul>															
49.	<p><i>To adopt all other resolutions still in force as policy of the Board.</i></p>															
50.	<p><i>To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.</i></p>															
51.	<p><i>To approve all job descriptions as listed in the Board Office.</i></p>															
52	<p><i>To appoint Dr. Jenine Kastner as Handle with Care Act point of contact designee</i></p>															
51	<p><i>To approve Kid Therapy Chester LLC for occupational therapy evaluation services @ \$475 per evaluation</i></p>															
53	<p><i>To approve the following for providing Psychiatric evaluation/services: Dr. Steven Dyckman @ \$1000 per evaluation</i></p>															

54	<i>To approve the NJ Commission for the Blind and Visually Impaired to provide services for blind/visually impaired.</i>
55	<i>Approve Student Code of Conduct</i>

**7. Personnel**

**RESOLUTION 2023-2024: 61**

**APPROVE PERSONNEL ITEMS A-B**

Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0-0, upon the recommendation of the Superintendent, to approve motions for **PERSONNEL ITEM A-B:**

**A. Staff approvals**

<i>Motion: To approve the following staff member and rates for the listed position for the 2023-2024 school year:</i>				
Position	Name	Rate	Effective Date	Att.
Before/Aftercare Jr. Asst	Kaylee Mclsaac	\$15.13/hr	1/3/24	

**B. After School Enrichment:**

<i>Motion: To approve the following staff members to teach the ASE Winter 2023 courses at ½ club stipend per negotiated agreement.</i>	
Class	Teacher
Crafts	Malmros

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

**RESOLUTION 2023-2024: 62**

**APPROVE PROFESSIONAL DEVELOPMENT**

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0-0, to approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12

**Curriculum, Instruction, Assessment, & Technology**

**A. Professional Development**

<i>Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12.</i> <b>RESOLUTION 2023-2024: 62</b>					
Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
SLPs: Enhance Therapy Effectiveness for Auditory	1/5/24	Nicole Vazquez Amanda Thomas	\$279 each	0	\$558

Processing Disorder, Memory Deficits, ADD, and Language Processing (Virtual)					
Significantly Increase ELL Students' Fluency in Reading, Writing and Speaking: Timesaving Strategies that Work! (Virtual)	January 2024 TBD	Judy Liptak	\$279	\$115	\$394
Principal/AP/VP Survival Guide (Virtual)	1/24/24	Matt Stanbro	\$0	\$0	\$0
Oppositional, Defiant, and Disruptive Children and Adolescents (Virtual)	2/12/24	Lauren Peachey	\$249	\$0	\$249
Early Childhood Education: CEEL Series 2A	to be completed between: 3/4/24 - 3/22/24	Dr. Jenine Kastner	\$245	\$0	\$245
Early Childhood Education: CEEL Series 2B	to be completed between: 4/6/24 - 4/28/24	Dr. Jenine Kastner	\$245	\$0	\$245
The Six Shifts Class 3-5	to be completed between: 1/15/24 - 2/25/24	Jessica Latanzio-Crespo	\$299	\$115	\$414
NJ Spring 2024 District test Coordinator Training	1/22/24	Matthew Stanbro	\$0	\$0	mileage

**Co-Curricular**

**A. Co-Curricular 2023-2024**

**RESOLUTION 2023-2024: 63**

**APPROVE CO-CURRICULAR/PERSONNEL**

Mrs. Dunker moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0-0, upon the recommendation of the Superintendent, to approve motions for

**CO-CURRICULAR/PERSONNEL:**

<b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2023-2024 <b>RESOLUTION 2023-2024: 63</b>		
Activity	Staff Member	Rate
Aim High <b>Session 1</b>	Denise Grimm (½)	\$566
Aim High <b>Session 1</b>	Tonya Lunger	\$1132
Aim High <b>Session 1</b>	Jessica Latanzio-Crespo(½)	\$566



**3. Correspondence**

**4. New Business**

**A. HIB Reports**

**HIB Report Receipt: December 2023 1 Investigation.**

**#1 Not HIB**

**B. FY24 Projected Preschool Enrollment**

**Motion:** To approve and authorize submission of the FY24 projected Preschool Enrollment-forthcoming.

**RESOLUTION 2023-2024: 64                      APPROVE SUBMISSION OF FY24 PROJECTED PRESCHOOL ENROLLMENT**

Mrs. Moore moved, seconded by Mrs. Burr, and passed unanimously by a roll call vote, 5-0-0, to approve and authorize submission of the FY24 projected Preschool Enrollment-forthcoming.

**5. Old Business**

**6. Public Comment**

**7. 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.

**NO EXECUTIVE SESSION HELD**

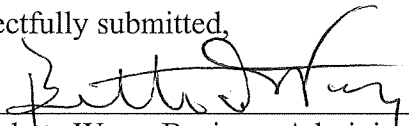
**8. Adjournment**

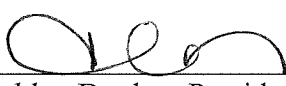
**RESOLUTION 2023-2024: 65**

**ADJOURNMENT**

Mrs. Moore moved, seconded by Mrs. Dunker, and passed unanimously by a roll call vote, 5-0-0, to adjourn the Board Meeting at 8:03 pm.

Respectfully submitted,

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

  
\_\_\_\_\_  
Ashley Dunker, President