

Clinton-Glen Gardner Board of Education
June 25, 2024
BUSINESS 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

1. Call to Order

2. Opening Statement:

Mrs. Dunker 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.

3. Roll Call

Present: Ashley Dunker, Meghan Moore, Dan Brkich, Theresa Tsakalakos, Jaclyn Carruthers

Also Present: Seth Cohen, Superintendent/Principal
Bernadette Wang, Business Administrator/Board Secretary

Absent: Laura Burr

4. 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 (Attachments #2 and #2A)

D. Violence and Vandalism (EVVRS Data)

E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)

RESOLUTION 2023-2024:126

ACCEPT SCHOOL DATA REPORTS

Mrs. Moore moved, seconded by Dr. Tsakalakos, and passed unanimously by a roll call vote, 5-0-0, to accept the aforementioned monthly school data report, items 4A-E.

5. Superintendent/Principal's Report

RESOLUTION 2023-2024:127 APPROVE NJDOE DESIGNATION OF HIGH PERFORMING FROM NJ QSAC REVIEW

Mrs. Moore moved, seconded by Dr. Tsakalakos, and passed unanimously by a roll call vote, 5-0-0, to approve the NJDOE designation of High Performing from the 2023-2024 NJQSAC review (**Attachment #4**)

A. Clinton Education Association Report NONE

B. Assistant Principal- Curriculum Coordinator Report

Mr. Stanbro updates on the curriculum upgrades, revisions and staff writing. He will have more information at the August meeting.

C. Special Services Report

Dr. Kastner updates on the SPED enrollment and intakes. Preschool enrollment has gone well with 54 students enrolled and 6 SPED spots open. YMCA and transportation is set.

6 Public Comment NONE

7. Personnel

A. Superintendent/Principal Contract

CLINTON-GLEN GARDNER SCHOOL DISTRICT BOARD OF EDUCATION RESOLUTION

RESOLUTION 2023-2024: 128 OPEN PUBLIC HEARING REGARDING SUPERINTENDENT/PRINCIPAL CONTRACT

Mrs. Moore moved, seconded by Dr. Tsakalakos, and passed unanimously by a roll call vote, 5-0-0, to Open public hearing on Superintendent/Principal contract:

RESOLUTION 2023-2024: 128A APPROVE SUPERINTENDENT/PRINCIPAL CONTRACT

Mrs. Moore moved, seconded by Dr. Tsakalakos, and passed unanimously by a roll call vote, 5-0-0, BE IT RESOLVED that the Clinton-Glen Gardner School District Board of Education does hereby appoint Dr. Seth Cohen as Superintendent/Principal for the term of July 1, 2024 through June 30, 2029 in accordance with the amended Employment Contract that was reviewed and approved by the Interim County Executive County Superintendent by letter dated June 7, 2024.

IT IS FURTHER RESOLVED that the School Board President, Ashley Dunker is authorized to sign the Employment Contract on behalf of the Clinton-Glen Gardner School District Board of Education.

RESOLUTION 2023-2024: 129

APPROVE PERSONNEL ITEMS B-F

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

PERSONNEL ITEMS B-F:

B. Staff Approval

<i>Motion:</i> To approve/adjust the following staff members for the listed positions for the 2024-2025 school year:		
Position	Name	Rate/Salary
ELL/ML Summer Testing	Jennifer Watkins	Per Diem Rate

C. Aftercare Directors

<i>Motion:</i> To approve the following staff members to serve as Aftercare Directors for the 2024-2025 school year.		
Name	Title	Stipend

D. Co-Curricular 2024-2025

<i>Motion:</i> To approve the following staff member(s) for the following co-curricular appointments for 2024-2025		
Activity	Staff Member	Rate
Aim High	Nolan	
Aim High	Galloway	
Aim High	D'Esposito	
Aim High	Kish	
Aim High	Larkin	
Aim High	Harris	
Aim High	Latanzio Crespo	

E. Curriculum/Committee Staffing

Motion: To approve the following staff members for the following 2024-2025 curriculum/committee/ESY positions:

Position	Name	Rate/Salary

F. ESY

Motion: To approve the following staff member to serve 2024-2025 extended school year roles as listed below per negotiated agreement:

Position	Name	Rate
ESY Social work	Lauren Peachey	\$56/hr; summer curriculum rate; per negotiated agreement
ESY Substitute	Suzanne Stidworthy	\$21/hr summer para rate per negotiated agreement

8. Curriculum, Instruction, Assessment, & Technology

A. Professional Development

Motion: 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
NONE					

B. Field Trips

Motion: To approve the following requests for field trips as listed:

Date	Grade	Destination	Cost per student
NONE			

9. Policy and Regulations

Motion: To approve the listed First and/or Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy #	Title	Action	Att. #
NONE			

10. General Information: Business Administrator’s Report

RESOLUTION 2023-2024: 119 APPROVE BUSINESS ADMINISTRATOR ITEMS A

Mrs. Moore moved, seconded by Mrs. Carruthers and passed unanimously by a roll call vote, 5-0-0, to approve the following items **A**:

A. Re-Approved the revised 24-25 Budget to include the one time Tax Cap flexibility

Motion: To re-approve the resubmission of 24-25 Budget to the county to accept the one time Tax Cap Flexibility of \$13,683

WHEREAS, P.L.2024, c.13: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts, and;

WHEREAS, Under the Stabilized School budget Aid Grant Program, a school district subject to a State school aid reduction in the 2024-2025 school year is eligible for an aid grant equal to 45% of the amount of the school district’s State school aid reduction, and;

WHEREAS, Districts were provided notice of the amounts eligible on or about May 15, 2024, and;

WHEREAS, Districts must appropriate these funds no later than July 5, 2024, and;

BE IT RESOLVED, that the Clinton-Glen Gardner Board of Education appropriates the additional funds received in the amount of \$ 13,683 in the following budgetary line items:

Budget line	Amount	Description
10-1210	\$13,683	Increase assessed tax levy
10-317	\$13,683	WD from Capital Reserve and transfer to Debt Svc Fund
40-5210	\$13,683	Transfer from Debt Service Fund
40-1210	(\$13,683)	Decrease assessed debt levy
11-000-26X	\$13,683	Cover increase Class 2 Security Officer cost
12-000-400-933	\$13,683	Transfer to Repayment of Debt

NOW, THEREFORE, BE IT RESOLVED that the Clinton-Glen Gardner Board of Education hereby adopts the following final budget for SY 2024-2025:

	General Fund	Special Revenue	Debt Service	TOTAL
2024-2025 Total Expenditures	\$10,122,211	\$ 1,221,381	\$ 446,470	\$11,790,062
Less:				

5. Transfers for May 2024. **(Attachment #8)**

Fund 10 \$136,584.37

D. Fiscal Year-end Reserve Deposits

Motion: To deposit into the following Reserves as of 6/30/2024:**RESOLUTION 2023-2024: 131**

Reserve	Current Balance	Maximum Deposit
Capital	\$1,809,631.52	\$750,000
Emergency	\$ 631.89	\$ 0
Maintenance	\$ 432,821.00	\$500,000

E. Toilet Room Facilities for Pre-K Classroom

Motion: To 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. **(Attachment #9) RESOLUTION 2023-2024: 131**

F. Tuition and related transportation cost for incoming and outgoing Special Ed Students for 2024-2025 ESY and Regular School year

Motion: to approve 2024-25 ESY and Regular School Year Tuition Contract(s) for incoming and outgoing Special Ed students. RESOLUTION 2023-2024: 131			
State Student ID#	School	Transportation	Est Tuition & Svc Cost per each student
State # 7139964337, 2718191200 and 3rd Student (# forthcoming)	INCOMING: Lebanon Boro School District	NA	ESY \$ 3774 each (Total \$11,322.00)
State # 7139964337	INCOMING: Lebanon Boro School District	NA	RSY \$33,959 Additional services, ie speech, special

			services evaluations, software and Spanish to be invoiced and approved where necessary separately 1:1 aide: Forthcoming
Local # 3410166	INCOMING: Alpha School District	NA	RSY Tuition: \$45,050 1:1 aide: Forthcoming
State #2614307124	INCOMING: Delaware Twp School District	NA	ESY \$4394.00
State #2614307124	INCOMING: Delaware Twp School District	NA	Tuition: \$45,050 1:1 aide: Forthcoming
State #2169505854 J	OUTGOING: Rutgers Day School	ESC cost to follow	\$99,720.00/annually this amount includes ESY if applicable
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District	ESC cost to follow	ESY \$8,750 (Total \$17,500)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		ESY Personal Assistant \$5,150 (Total \$10,300)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District	ESC cost to follow	RSY \$64,750 Tuition to be deducted from District's monthly State Aid (Total \$129,500)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		RSY Personal Assistant \$38,110 (Total \$76,220)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		Out Of County Fee \$5,550 (Total \$11,100)

G. Tuition, aide and related transportation cost for incoming and outgoing Special Ed Students for 2023-2024 Regular School year

Motion: to approve 2023-24 Regular School Year Tuition Contract, aide and out of county fee for outgoing Special Ed student . RESOLUTION 2023-2024: 131			
State Student ID#	School	Transportation	Est Tuition & Svc Cost
#1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District	ESC cost to follow	RSY \$63,825.00 Tuition to be deducted from District's monthly State Aid to be prorated for period of 5/8/24-6/19/24
#1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		RSY Personal Assistant \$37,000 to be prorated @ per diem \$200 for period of 5/8/24-6/19/24
#1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		Out Of County Fee \$4,810 to be prorated for period of 5/8/24-6/19/24

H. Annual School Year Approval, Adoptions and Authorizations

Motion: To approve the listed for the 2024-2025 School Year **RESOLUTION 2023-2024: 131**

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 Busch Law Group as general legal counsel and Wilenz Goldman & 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 & 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 & Brown as the Board's Broker of Record for dental insurance.</i>
11.	<i>To appoint Arthur Gallagher & Company as our school commercial package insurance agent and NJSIG as General Insurance & 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&L Payroll for Personnel and Payroll processing.</i>
15.	<i>To appoint Dr. Ronald Frank, M.D. as the School Physician @ \$1600/yr.</i>
16.	<i>To approve Bayada Nursing & Delta T 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: A. <u>General Account</u> (3 Signatures) President, Business Administrator, Supt/Principal B. <u>Payroll Account</u> (1 Signature) Supt/Principal C. <u>Payroll Agency Account</u> (1 Signature) Supt/Principal D. <u>Student Activities Account</u> (2 Signatures) Supt/Principal, Business Administrator E. <u>Cafeteria Account</u> (2 Signatures) Supt/Principal, Business Administrator</i>

	<p>F. <u>Unemployment Account</u> (Any 1 Signature) Business Administrator, Supt/Principal</p> <p>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Supt/Principal</p> <p>H. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Supt/Principal</p> <p>I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Supt/Principal</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.
28.	To appoint the Director of Special Education 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><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"> <i>A. Electricity</i> <i>B. General Supplies & 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. BCBA services</i> <i>I. Glen Gardner Regular & Special Ed Bus Routes</i> <i>J. Clinton Town Regular & Special Ed Bus Routes</i> <i>K. Public School Services</i>
34.	<p><i>To participate in the Hunterdon County Educational Services Commission and Warren County Special Services transportation programs.</i></p>
35.	<p><i>To appoint Bernadette Wang as Board Secretary/ Business Administrator.</i></p>
36.	<p><i>To appoint the Vice-President of the Board as the Acting Secretary in the absence of the Board Secretary.</i></p>
37.	<p><i>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.</i></p>
38.	<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>
39.	<p><i>To appoint the School Business Administrator as the Custodian of Records.</i></p>
40.	<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>
41.	<p><i>To appoint Cheryl Zarra as cash reconciler</i></p>
42.	<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>
43.	<p><i>To approve the Substitute Rates as: Teacher \$115/day, Nurse \$50/hr, Custodian \$15.13-\$18 hour and Secretary \$15.13/hour. (\$15.13/hr minimum wage as of 1/1/2024)</i></p>
44.	<p><i>To appoint the Business Administrator as the Public Agency Compliance Officer for the purpose of affirmative action with public contracting</i></p>

45.	<p><i>To approve time & material maintenance work with Hunterdon County Educational Services Commission, Middlesex Regional Educational Services Commission, Morris County Cooperative Purchasing.</i></p>		
	Maintenance Contractor	Rate	Service
	Stank Environmental	\$195/month	Pest Control
	Mack Industries	\$84/hour	Boilers
	Republic Disposal	\$466.24	Garbage Disposal
	Fire & Securities Technologies FAST	Per proposal	Fire & Security
46.	<p><i>To approve OMNI as 3rd Party Administrator for district 403B and 457 plans.</i></p>		
47.	<p><i>To approve the listed Tax Shelter Annuities as approved vendors in the district 403B/457 Plans:</i></p> <ul style="list-style-type: none"> A. AMERIPRISE FINANCIAL RIVERSOURCE (no 457 plan for this vendor) B. ASPIRE FINANCIAL SERVICES C. COREBRIDGE FINANCIAL FORMERLY AIG VALIC D. EQUITABLE FORMERLY AXA E. LINCOLN INVESTMENT PLANNING F. ROTH ASPIRE G. ROTH EQUITABLE FORMERLY AXA H. ROTH LINCOLN INVESTMENT I. ROTH SECURITY BENEFIT J. SECURITY BENEFIT 		
48.	<p><i>To adopt all other resolutions still in force as policy of the Board.</i></p>		
49.	<p><i>To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.</i></p>		
50.	<p><i>To approve all job descriptions as listed in the Board Office.</i></p>		
51	<p><i>To appoint Dr. Jenine Kastner as Handle with Care Act point of contact designee</i></p>		
52	<p><i>To approve Kid Therapy Chester LLC for occupational therapy evaluation services @ \$475 per evaluation</i></p>		
53	<p><i>To approve Jon A Lyman as a contractor to provide CST Case Management services as needed @\$75/hour</i></p>		

- 11. Correspondence NONE
- 12. New Business NONE
- 13. Old Business NONE
 - A. Board Liaison Reports NONE
- 14. Public Comment NONE
- 15. Executive Session

Call for Motion to adjourn to Executive Session

RESOLUTION 2023-2024: 132 ADJOURN TO EXECUTIVE SESSION

Mrs. Moore moved, seconded by Dr.Tsakalagos, and passed unanimously by a roll call vote, 5-0-0, to adjourn to Executive Session at 7:32 pm in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss below listed matters. 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

RESOLUTION 2023-2024: 133 RESUME BUSINESS SESSION MEETING

Mrs. Moore moved, seconded by Dr.Tsakalagos, at 7:43 pm and passed unanimously by roll call vote, 5-0-0, to resume the regular business session meeting.

RESOLUTION 2023-2024: 134 Mrs. Moore moved, seconded by Dr.Tsakalagos, and passed unanimously by a roll call vote, 5-0-0, RESOLVED, that the Clinton Glen Gardner Board of Education (hereinafter referred to as the “Board”) hereby moved as noted regarding the Superintendent’s decision(s) in the following HIB Investigations and directs the School Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

HIB Report Receipt: June 2024

HIB#	1st or 2nd reading	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)
HIB Report Receipt# 6	2nd reading	Confirmed as NOT HIB
HIB Report Receipt # 7	2nd reading	Confirmed as HIB
HIB Report #8	2nd reading	Confirmed as HIB

HIB Report # 9	1st reading	Confirmed as NOT HIB
HIB Report # 10	1st reading	Confirmed as NOT HIB

Motion to affirm, reject, or modify the superintendent’s decision by roll call voice vote incident #6 **Confirmed as NOT HIB.**

Motion to affirm, reject, or modify the superintendent’s decision by roll call voice vote incident #7 **Confirmed as NOT HIB**

17. Adjournment

RESOLUTION 2023-2024: 125

ADJOURNMENT

Mrs. Moore moved, seconded by Mrs. Carruthers, and passed unanimously by a roll call vote, 5-0-0, to adjourn the Board Meeting at 7:45 pm.

Respectfully submitted,



 Bernadette Wang, Business Administrator



 Ashley Dunker, President