

Clinton-Glen Gardner Board of Education  
January 7, 2025  
**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. Bernadette Wang called the meeting together at 7:02 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, Laura Burr, Meghan Moore, Dan Brkich, Theresa Tsakalakos

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

Absent: Lebanon Township representative

**Reorganization Meeting**

- a. Oath of Office for newly elected Board Members  
-Oath of Office for Mrs. Dunker and Dr. Tsakalakos
- b. Election Results Click for PDF [November 2024 Election Results](#)
- c. Nominations for President

Mrs. Burr nominated Ashley Dunker

**RESOLUTION 2024-2025: 35      NOMINATION OF BOARD PRESIDENT**

Bernadette Wang closed nominations and votes for Ashley Dunker for President. Motion passed by a roll call vote, 4-0, 1 abstention (Mrs. Dunker)

<b>Roll call: AD=A; MM=Y;TT=Y; LB=Y; DB=Y; Leb Twp rep=(ABSENT) (Y=AYE, N=NAY, A=ABSTAIN)</b>
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- d. Board Secretary turns meeting over to President
- e. Nominations for Vice President

Mr. Brkich nominated Mrs Burr

#### **RESOLUTION 2024-2025: 35a                      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: AD=A; MM=Y; TT=Y; LB=Y; DB=Y; Leb Twp rep=(ABSENT)  
(Y=AYE, N=NAY, A=ABSTAIN)**

- f. President announces committees and delegates and Board in agreement to leave as is:

***Policy Committee: Dr. Tsakalakos and Mrs. Moore***  
***Negotiations Committee: Mr. Brkich and Mrs. Moore***  
***Education Foundation –CPSPiE Rep: Mrs. Burr***  
***PTA & Booster Club Rep: Dr. Tsakalakos***  
***NJSBA & HCSBA Delegate: Mrs. Moore***  
***HCESC School Board Rep: Mrs. Dunker***  
***NHVRSD Cluster BOE and Board Roundtable: Mrs. Moore***  
***Town Counsel Liaison: Mrs. Burr***

- g. Ethics Training Click for PDF ([Click Here for Ethics Training PDF](#))
- h. Annual Adoptions, authorizations and appointments

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

#### **RESOLUTION 2024-2025: 36      ADOPTIONS, AUTHORIZATIONS, APPOINTMENTS**

Mrs. Burr moved, seconded by Mrs. Moore to acknowledge and approve the adoptions, authorizations and appointments for the 2024-2025 school year. Motion passed unanimously by a roll call vote, 5-0-0.

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|-----------|---|
| <b>1.</b> | <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</i> |
|-----------|---|

	<i>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 (digital/online versions can be used) :</i> <i>A. Hunterdon County Democrat</i> <i>B. Courier News (alternate)</i> <i>C. Express Times (alternate)</i>
4.	<i>To approve Busch Law Group 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.</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.</i>

16.	<i>To approve Bayada Nursing, BrightStar Care of Hunterdon &amp; 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.	<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, Supt/Principal</i></li> <li><i>B. <u>Payroll Account</u> (1 Signature) Supt/Principal</i></li> <li><i>C. <u>Payroll Agency Account</u> (1 Signature) Supt/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, Supt/Principal</i></li> <li><i>G. <u>Capital Reserve</u> (Any 2 Signatures) President, Business Administrator, Supt/Principal</i></li> <li><i>H. <u>Emergency Reserve</u> (Any 2 Signatures) President, Business Administrator, Supt/Principal</i></li> <li><i>I. <u>Capital Projects Account and Sweep</u> (Any 2 Signatures) President, Business Administrator, Supt/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>
20.	<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>
21.	<i>To adopt the existing curriculum guides and Curriculum Evaluation Schedule (on file in Main Office).</i>
22.	<i>To adopt Clinton-Glen Gardner Board of Education Policy Manual (on file in Main Office).</i>
23.	<i>To adopt the textbook list (on file in Main Office).</i>
24.	<i>To adopt the NJSBA Code of Ethics.</i>
25.	<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>
26.	<i>To designate the Business Administrator/Board Secretary as school funds investor.</i>
27.	<i>To authorize Business Administrator to remit payment, as deemed necessary, between scheduled Board meetings, for financial obligations that are contractual in nature, are</i>

	<i>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>
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.	<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>
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 as cash reconciler</i>		
42.	<i>To approve the rate of pay for leave replacements at the recommendation of the superintendent subject to the approval of the Board.</i>		
43.	<i>To approve the Substitute Rates as: Teacher \$125/day, Nurse \$50/hr, Custodian subs \$18/hr and Secretary \$15.49/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>		
	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.	<i>To approve OMNI as 3rd Party Administrator for district 403B Plan.</i>		
47.	<i>To approve the listed Tax Shelter Annuities as approved vendors in the district 403B Plan:</i> A. AMERIPRISE FINANCIAL RIVERSOURCE 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.	<i>To adopt all other resolutions still in force as policy of the Board.</i>		
49.	<i>To approve the Danielson 2011 and the MPPR model as the approved observation tools to comply with AchieveNJ.</i>		
50.	<i>To approve all job descriptions as listed in the Board Office.</i>		

51.	<i>To appoint Dr. Jenine Kastner as Handle with Care Act point of contact designee</i>
52.	<i>To approve Kid Therapy Chester LLC for occupational therapy evaluation services @ \$475 per evaluation</i>
53.	<i>To approve the following for providing Psychiatric evaluation/services: Dr. Steven Dyckman @ \$1000 per evaluation</i>
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>
56.	<i>To approve Jon A Lyman as a contractor to provide CST Case Management services as needed @\$75/hour</i>

### 3. Personnel

#### RESOLUTION 2024-2025: 36a

#### APPROVE ITEMS 3A-B AND 4A-B

Mrs. Burr moved, seconded by , and passed by a roll call vote, 5-0-0, to approve personnel items 3A - B, as well as Curriculum, Instruction, Assessment & Technology items 4 A - B:

#### A. Staff Approval:

<b>Motion:</b> To approve the following staff member and rates for the listed position for the 2024-2025 school year: <b>RESOLUTION 2024-2025: 38</b>				
Position	Name	Rate	Effective Date	Att.
Before/Aftercare Sr. Staff; Director Substitute if needed	Caroline Bavaro	\$20.50 (Sr Staff rate) \$48.50(Sub Director rate)	1/2/25	
Substitute Teacher	Louis Bruno Morgan Kneller	\$125.00 per diem	1/7/25 or pending completion of paperwork	

#### B. Staff Change:

<b>Motion:</b> To approve the following changes for the below staff members for the listed position for the 2024-2025 school year (correcting Guide to MA+15) <b>RESOLUTION 2024-2025: 38</b>				
Position	Name	Rate	Effective Date	Att.
Teacher	Kristin Pignio	Step 10 MA <b>+15 FTE= .57</b> 9:30am-1:30pm \$44,149.35	1/2/25-6/30/25	

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

#### A. Professional Development

<b>Motion:</b> To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12: <b>RESOLUTION 2024-2025: 36a</b>					
Program Name	Date	# Employees	Event Cost	Substitute Pay	Total Cost
NJMEA 2025 Annual Conference	2/20/25 - 2/21/25	Stephanie Evans Melissa Burton	\$200	\$125	\$900 + mileage and lodging
2025 Spring NJSLA Test Coordinator Training	1/15/25	Matt Stanbro	\$0	\$0	\$0 + mileage

## Co-Curricular

### B. Co-Curricular 2024-2025

<b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2023-2024 (reapproval for correcting year to 2024-2025 is set for 1/29/24 meeting) <b>RESOLUTION 2024-2025: 36a</b>		
Activity	Staff Member	Rate
Aim High <b>Session 2</b>	Jamie Friedel	\$1,177
Aim High <b>Session 2</b>	Amy D'Esposito	\$1,177
Aim High <b>Session 2</b>	Deb Nolan	\$1,177
Aim High <b>Session 2</b>	Nicole Gosselin	\$1,177
Aim High <b>Session 2</b>	Joe Harris	\$1,177

## 5. General Information: Business Administrator's Report

### **RESOLUTION 2024-2025: 37 APPROVE BUSINESS ADMINISTRATOR ITEMS A-E**

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 6-0-0, to approve the following items **A-B**

#### A. Trane Unit Ventilator

**Motion:** To authorize the Business Administrator to update the vendor to provide the service to replace hot water coil from Mack Industries to Robert Griggs Plumbing and Heating LLC. **(Attachment #1) RESOLUTION 2024-2025: 39**

#### B. Approving Plan for New Shed by NJ DOE

**Motion:** The Clinton-Glen Gardner Board of Education approves the plans for a New Shed to be sent to the New Jersey Department of Education as an Other Capital Project. No State Funding is being requested. **RESOLUTION 2024-2025: 39**

## 6. Correspondence

None

## 7. New Business



**A. 25-26 Calendar****8. Old Business**

- Discussed Coffee with Dr. Cohen
- Discussed Multicultural night
- Lebanon Township representative to be appointed at January 7 meeting at Lebanon
- Board agenda meeting dates confirmed already and access to the calendar online

**9. Public Comment****10. Executive Session None**

(HIB was discussed at the last meeting and no questions from the Board on the matters of HIB Report Receipt #1 and #2)

**11. HIB Report Receipt # 1 & #2 Second Reading**

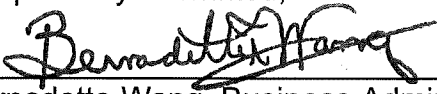
**RESOLUTION 2024-2025: 38** Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, RESOLVED, that the Clinton Glen Gardner Board of Education (hereinafter referred to as the "Board") hereby moved as noted regarding the Superintendent's decision(s) in the following 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#	1st or 2nd reading	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)
HIB Report Receipt# 1	2nd reading	Confirmed as HIB
HIB Report Receipt # 2	2nd reading	Confirmed as not HIB

**12. Adjournment****RESOLUTION 2024-2025: 39****ADJOURNMENT**

Mrs. Burr moved, seconded by Mrs. Moore, and passed unanimously by a roll call vote, 5-0-0, to adjourn the Board Meeting at 8:17 pm.

Respectfully submitted,

  
Bernadette Wang, Business Administrator

  
Ashley Dunker, President