



Clinton-Glen Gardner Board of Education

June 18, 2025

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: 0
2. Out-of-School Suspensions: 1

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

D. Violence and Vandalism (EVVRS Data)

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

Motion: *To accept the aforementioned monthly school data report, items 4A-E.*

5. Superintendent/Principal’s Report

[Motion: To approve the NJDOE Virtual Learning Plan](#)–Linked

- A. Clinton Education Association Report
- B. Assistant Principal- Curriculum Coordinator Report
- C. Special Services Report

6 Public Comment

7. Personnel

A. Salary Increase

Motion: To advance the following teacher on the salary guide in accordance with CEA negotiated agreement:					
Position	Name	24/25 Current Step and Salary	25/26 Step and Salary	Effective	Attachment
Teacher	Nicole Gosselin	BA+15 Step 7 \$67080	MA Step 8 \$73130	8/27/2025	#4

B. Staff Approval

Motion: To approve the following staff members for the 2025-2026 School year			
Position	Name	25/26 Step and Salary	Attachment
Special Education	Sharon Schoendorf	BA Step 1	#5

C. Substitute Staff Approval

Motion: To approve the following Substitutes for the 2025-2026 School year			
Position	Name	Rate	Attachment
Substitute Teachers/Nurses/Secretaries	Please see attachment	\$125 per diem for substitute teacher;\$50 per hour for substitute nurse	#6

D. Co-Curricular 2025-2026

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
Link It Data Institute	7/30/25 - 7/31/25	Seth Cohen	\$350	\$0	\$350 + mileage
Essentials for Living Online Training	6/9/25	Carolyn Schorr	\$0	\$0	\$0

B. Field Trips

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

Date	Grade	Destination	Cost per student
NONE			

C. Curriculum/Committee Staffing

Motion: To approve the listed staff members for 2025-2026 curriculum revision at the negotiated rate

Subject and Grade	Staff Member
Science Curriculum Revisions Grades 6 - 8 NTE 30 Hours	Samantha Polenz Stacy Viotto (Split)
Math Curriculum Revisions Kindergarten NTE 10 Hours	Deb Wellet
Math Curriculum Revisions Grade 1 NTE 10 Hours	Alex Jordan
Math Curriculum Revisions Grade 2 NTE 10 Hours	Kelly DeJesus

Motion: To approve the listed staff members for 2025-2026 curriculum revision at the negotiated rate

Subject and Grade	Staff Member
Science Curriculum Revisions Grades 6 - 8 NTE 30 Hours	Samantha Polenz Stacy Viotto (Split)
Math Curriculum Revisions Kindergarten NTE 10 Hours	Deb Wellet
Math Curriculum Revisions Grade 1 NTE 10 Hours	Alex Jordan
Math Curriculum Revisions Grade 3 NTE 10 Hours	Susan Haney
Math Curriculum Revisions Grade 7 NTE 10 Hours	Joe Harris
Math Curriculum Revisions Grade 8 NTE 10 Hours	Jennifer Merrigan
WIDA Training(s) NTE 5 Hours	Jennifer Watkins
ELL/ML Curriculum Revisions Grades K-8 NTE 10 Hours	Jennifer Watkins
ELA Curriculum Revisions Grade 6 NTE 10 Hours	Jessical Latanzio-Crespo
Development of a Proactive Middle School Behavior System & Academic Alert Plan Grades 5-8 NTE 18 Hours	Amy Brenner Coreen Decker Jessical Latanzio-Crespo (Split)

9. Policy and Regulations

Motion: “Move the Board of Education suspend Bylaw 0131 requiring two readings of a policy to approved and adopt Policy 2428.1, Policy and Regulation 7102, Policy 8110, Policy 2421 with one reading because of the submission of the 2025-2028 Comprehensive Equity Plan. The suspension of Bylaw 0131 shall only be in effect for this action.”

Policy #	Title	Action	Att. #
P 2428.1	Standards-Based Instructional Priorities	1st & 2nd Reading	# 7
P&R 7102	SITE SELECTION AND ACQUISITION	1st & 2nd Reading	# 8
P 8110	ATTENDANCE AREAS	1st & 2nd Reading	#9
P 2421	CAREER AND TECHNICAL EDUCATION	1st & 2nd Reading	#10
R 2411	GUIDANCE COUNSELING	1st & 2nd Reading	#11

10. General Information: Business Administrator’s Report

A. 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 #12)

B. Tuition and related transportation cost for incoming and outgoing Special Ed Students for 2025-2026 ESY and Regular School year

Motion: To approve 2025-26 ESY and Regular School Year Tuition Contract(s) for incoming and outgoing Special Ed students.

State Student ID#	School	Transportation	Est Tuition & Svc Cost per each student w/ total
1)State # 7139964337 2)State # 2718191200 3)Local # 11931 4) # forthcoming G 5) # forthcoming V	INCOMING: Lebanon Boro School District	NA	ESY \$3849 each x 5 =19245
1)State # 7139964337 2)State # 2718191200 3)Local # 11931 4) # forthcoming G 5) # forthcoming V	INCOMING: Lebanon Boro School District	NA	ESY Lebanon will provide 2 aides (shared) If not provided bill for aide services will be approved and forwarded.
State # 7139964337	INCOMING: Lebanon Boro School District	NA	RSY \$34,638 Additional services, ie aide, speech, special services evaluations, software and Spanish to be invoiced and approved where necessary separately
Local # 3410166	INCOMING: Alpha School District	NA	RSY Tuition: \$45,951 1:1 aide: \$49571
#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 \$5,250 (Total \$10,500)

#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District	ESC cost to follow	RSY \$63,000 Tuition to be deducted from District's monthly State Aid (Total \$126,000)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		RSY Personal Assistant \$43,050 (Total \$86,100)
#11522 and #1030699541	OUTGOING: Mercer Elementary School/Mercer County Special Services School District		Out Of County Fee \$6,150 (Total \$12,300)
State # 6371299812	OUTGOING: Warren Glen Academy Warren County	Forthcoming	ESY = \$9,270.00 RSY = \$58320.00

C. Annual School Year Approval, Adoptions and Authorizations

Motion: To approve the listed for the 2025-2026 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. <i>Hunterdon County Democrat</i> B. <i>Courier News (alternate)</i> C. <i>Express Times (alternate)</i>
4.	To approve <i>Busch Law Group</i> as general legal counsel, <i>Schenck, Price, Smith & King, LLP</i> , <i>Special Education counsel</i> and <i>Wilenz Goldman & Spitzer</i> as <i>Bond Counsel</i> .
5.	To approve <i>Therapeutic Intervention, Inc.</i> for physical and occupational therapy services.
6.	To appoint <i>Glasberg Behavioral Consulting Services</i> , for <i>BCBA behavioral services @ \$175/hour up to 25 hours month</i>
7.	To approve the firm of <i>Bedard, Kurowicki & Co. CPA's</i> as <i>Financial Auditor</i> and <i>Phoenix Advisors, LLC</i> as <i>Financial Advisors</i> .
8.	To approve <i>Gianforcaro Architects and Engineers</i> as <i>Architect of Record</i> .
9.	To name <i>Acrisure</i> as the Board's <i>Broker of Record</i> for medical insurance.
10.	To name <i>Brown & Brown</i> as the Board's <i>Broker of Record</i> for dental insurance.
11.	To appoint <i>Arthur Gallagher & Company</i> as our school commercial package insurance agent and <i>NJSIG</i> as <i>General Insurance & Workers Compensation Provider</i> .
12.	To approve <i>Horizon of New Jersey</i> for <i>Health, Dental and Vision Insurance</i>
13.	To appoint <i>Education Consortium</i> as the <i>E-Rate Consultant</i> .
14.	To appoint <i>CDK Systems</i> and <i>R&L Payroll</i> for <i>Personnel and Payroll processing</i> .
15.	To appoint <i>Dr. Ronald Frank, M.D.</i> as the <i>School Physician @ \$1600/yr.</i>
16.	To approve <i>Bayada Nursing, Delta T</i> and <i>BrightStar Care of Hunterdon</i> for <i>alternate mandated nursing services, as needed</i> .
17.	To appoint the <i>Town of Clinton Police Chief</i> as <i>attendance officer</i> .
18.	To authorize the following signatures for the depositories of the board of education: A. <u>General Account</u> (3 Signatures) <i>President, Business Administrator, Supt/Principal</i> B. <u>Payroll Account</u> (1 Signature) <i>Supt/Principal</i> C. <u>Payroll Agency Account</u> (1 Signature) <i>Supt/Principal</i> D. <u>Student Activities Account</u> (2 Signatures) <i>Supt/Principal, Business Administrator</i> E. <u>Cafeteria Account</u> (2 Signatures) <i>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 Superintendent/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.
33.	To approve purchasing and contracting through the Hunterdon County ESC and the Middlesex County Regional ESC, as listed:

	<ul style="list-style-type: none"> A. Electricity B. General Supplies & Materials C. Equipment D. Janitorial Supplies E. Maintenance Contracting F. OT/PT Evaluation G. Paraprofessionals H. BCBA services I. Glen Gardner Regular & Special Ed Bus Routes J. Clinton Town Regular & Special Ed Bus Routes K. Public School Services
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 & 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>
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 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 \$125/day, Nurse \$50/hr, Custodian Substitutes \$18 hour 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 & 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	\$479.85	Garbage Disposal
Fire & Securities Technologies FAST	Per proposal	Fire & Security

46.	<i>To approve OMNI as 3rd Party Administrator for district 403B and 457 plans.</i>
47.	<i>To approve the listed Tax Shelter Annuities as approved vendors in the district 403B/457 Plans:</i> <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.	<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>

D. Donation of Obsolete Technology Equipment

Motion: To approve donation of obsolete technology equipment to **Urban Renewal Corp** at <https://urbanrenewal.org/>. (**Attachments #13**)

E. Fiscal Year-end Reserve Deposits

Motion: To deposit into the following Reserves as of 6/30/2025 if applicable and if there will be available funding:

Reserve	Current Balance	Maximum Deposit
Capital	\$1,700,415.00	\$750,000
Emergency	\$ 523.10	\$ 0
Maintenance	\$ 432,821.00	\$500,000

F. 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 21, 2025 Work/Business and Executive Sessions (**Attachments #14**)
2. Certification of the Board of Secretary’s and cash reconciler’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 6:23A-16/10(c) 3 and 4, there are sufficient funds available to meet financial obligations for the remainder of the 2024-2025 school year. That no major account or fund has been over-expended pursuant to NJSA 18A:22-9.1, and that no line-item account has encumbrances and expenditure, which is totally exceed the line item appropriation in violation of NJAC 6A 23-2.22(a) that as of the date of their report. (**Attachment March #15, April #15A, May #15B**)

Re-approve:

March 2025	\$3,583,444.24
April 2025	\$3,538,323.63

Approve:

May 2025	\$3,581,834.48
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3. Approval of the Bill Lists in the specified amounts (**Attachment #16**)
 - a. General Account: \$ FORTHCOMING
 - b. Cafeteria Account: \$20,809.35 (written in May)

4. Checking Account Balances – April, 2025
 - a. Student Activities \$ 86,832.49
 - b. Cafeteria: \$210,463.23
 - c. Payroll Agency: \$ 22,074.63
 - d. Unemployment: \$ 122,185.50

5. Checking Account Balances – May, 2025
 - e. Student Activities \$ 91,744.43
 - f. Cafeteria: \$232,135.48
 - g. Payroll Agency: \$ 25,921.75
 - h. Unemployment: \$ 122,294.46

6. Transfers for May 2025. (**Attachment #17 FORTHCOMING**)

11. Correspondence

12. New Business

Motion: To approve the 2025-2028 Three Year NJDOE Comprehensive Equity Plan and Statement of Assurance (**Attachment #18**)

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

HIB Report Receipt: June 2025

HIB#	1st or 2nd reading	Status (Confirmed as HIB <u>or</u> Not confirmed as HIB)
HIB Report Receipt# 8	1st reading	Confirmed as NOT HIB
HIB Report Receipt# 9	1st reading	Confirmed as HIB

16. Adjournment