

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION MINUTES
Work Session Meeting - December 14, 2020 at 7:30 p.m.
Virtual Access**



CALL TO ORDER: Ms. Brennan called the meeting to order at 7:31 p.m.

PUBLICATION OF NOTICE:

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided through public notice on August 5, 2020.

- a. Sent to three newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review and Express Times.
- b. Notice was posted on the District Website.
- c. Notice was sent to the municipal clerk of Clinton Township.

ROLL CALL:

	Present	Absent	Time of arrival after the meeting has been called to order.
Ms. Lana Brennan	X		
Dr. Laura Brasher	X		
Ms. Mary Beth Brooks	X		
Ms. Catherine Mary Emery		X	
Ms. Maria Grant		X	
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Mrs. Jennifer Kaltenbach	X		
Dr. Catherine Riihimaki	X		

Present: **District Administrators:**
Dr. Johanna Ruberto, Interim Superintendent of Schools

PLEDGE OF ALLEGIANCE: Ms. Kaltenbach led the Board in the Pledge of Allegiance.

PROCESS GUARDIAN: Dr. Riihimaki was appointed Process Guardian.

Ms. Brennan requested a motion and a second on the following resolution, action item 21-BA-042.

Action Item 21-BA-042

Motion to approve Michele LaFevre as the acting Board Secretary for the December 14, 2020 Work Session and December 21, 2020 Regular Session Meetings.

Board of Education Roll Call Vote on 21-BA-042

	<u>Dr.</u> <u>Brasher</u>	<u>Ms.</u> <u>Brooks</u>	<u>Ms.</u> <u>Emery</u>	<u>Ms.</u> <u>Grant</u>	<u>Dr.</u> <u>Grantham</u>	<u>Mr.</u> <u>Hornick</u>	<u>Ms.</u> <u>Kaltenbach</u>	<u>Dr.</u> <u>Riihimaki</u>	<u>Ms.</u> <u>Brennan</u>
Motion		2nd							Motioned
Aye	X	X			X	X	X	X	X
Nay									
Abstain									
Absent			X	X					

7 Yes Votes, 2 Absent - Motion Carries

FIRST RECOGNITION OF THE PUBLIC:

No requests to speak were received from the public.

BOARD PRESIDENT’S COMMENTS/REPORT:

- Ms. Brennan acknowledged Collin Keith, CTSD graduate, for completing his work on the Spruce Run School’s outdoor classroom as his Eagle Scout project.
- Ms. Brooks spoke about Mr. Keith’s accomplishments with Troop 288.
- Ms. Ingram thanked Mr. Keith for his enthusiasm and dedication to the students in completing his work.
- Ms. Brennan acknowledged the CTSD Governor’s Educators of the Year and invited them to next week’s board meeting for formal recognition.
- Ms. Brennan stated that the board has an action plan to achieve their goals, which they will begin implementing in January.

SUPERINTENDENT’S REPORT:

- Acknowledgements:
 - Former Student, Mr. Keith
 - GEOY Recipients
 - Systems in district
- Encouraged community involvement with PTA
- Has observed excellent work during formal teacher and administrator observations
- NJ QSAC DPRs have been completed
 - All areas but Personnel passed
- No notification of an official vaccine mandate
- Formative assessments
 - Not to classify students
 - Offer teachers information about student progress to promote equitable education
- District regulations and policies to the board for first reading
- Thanks to Ms. Hinkle and technology team for Google outage response
- Advisory Committee to meet Thursday
 - Discuss Thanksgiving fallout
 - Moving forward
- Ms. Ingram and nurses will produce video about orange advisory level
- No cases originated in the district
- Week 2 Post-Thanksgiving
 - Staff accommodations rose from 29 to 52

- 65 students under quarantine
- PM Sessions are doing well
- Upcoming snow day decision: Virtual Instruction or Full Closure TBD based on student needs

SU-A

BE IT RESOLVED, that the Board of Education accepts the enrollment and suspension reports presented by Superintendent of Schools, Dr. Johanna Ruberto.

Building	Enrollment As of 11/30/20	November 2020 Suspensions
SRS	41	0
PMG	328	0
RVS	378	0
CTMS	457	0
District Total	1,204	0

SU-B

BE IT RESOLVED, that the Board of Education hereby affirms the first reading of the Superintendent of Schools, Dr. Johanna Ruberto’s, recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for the following reports:

1. No reports at this time

Ms. Brennan requested a motion and a second on the following resolution, action item 21-SU-016.

Action Item 21-SU-016

WHEREAS, the Clinton Township Board of Education in the County of Hunterdon is undergoing evaluation under the New Jersey Quality Single Accountability Continuum (QSAC) for the 2020-2021 school year, and

WHEREAS, N.J.A.C. 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district’s District Performance Review (DPR) indicators and the Statement of Assurance with respect to this process, and

WHEREAS, the Clinton Township Board of Education in the County of Hunterdon has reviewed the district’s DPR and Statement of Assurance and hereby approves these documents.

NOW THEREFORE BE IT RESOLVED, that the Clinton Township Board of Education does hereby authorize the Superintendent of Schools to submit the DPR and Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f).

Board of Education Roll Call Vote on 21-SU-016

	Dr. <u>Brasher</u>	Ms. <u>Brooks</u>	Ms. <u>Emery</u>	Ms. <u>Grant</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Dr. <u>Riihimaki</u>	Ms. <u>Brennan</u>
Motion					Motioned			2nd	
Aye	X	X			X	X	X	X	X
Nay									
Abstain									
Absent			X	X					

7 Yes Votes, 2 Absent - Motion Carries

PRESENTATIONS:

None

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

- Ms. LaFevre informed the board that the CAFR approval will be postponed until the January meeting
 - Auditor’s report has not been received
 - Governor postponed the submission deadline until February 5, 2021

BA-A APPROVAL OF BILL LISTS

BA-B ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

BA-C APPROVAL OF TRANSFERS

BA-D APPROVE MEETING MINUTES FOR THE MONTH OF NOVEMBER 2020

BA-E APPROVE SUBMISSION OF FOOD SERVICE EQUIPMENT GRANT

BA-A

APPROVAL OF BILL LISTS

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

WHEREAS, a list of bills dating November 24, 2020 through December 21, 2020 is being presented to the board with the recommendation that it be ratified and paid,

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2.

NOW THEREFORE BE IT RESOLVED, that the Clinton Township Board of Education approves the list of bills for payment in the grand sum of \$X,XXX,XXX.XX; and

BE IT FURTHER RESOLVED, the list of bills are on file in the Office of the School Business Administrator, and

BE IT FURTHER RESOLVED, that the Clinton Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy #6470 – Payment of Claims.

General Account	\$
Food Service Account	\$
TOTAL	\$

BA-B

ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Clinton Township Board of Education to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District’s financial obligation, and

WHEREAS, N.J.A.C.6A:23A-16.10 further requires the Clinton Township Board of Education receive and accept the monthly financial statement, the Board Secretary’s and Treasurer’s Reports; and

WHEREAS, the Board Secretary’s and Treasurer’s Reports for the month ending October 30, 2020 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW THEREFORE BE IT RESOLVED, the Clinton Township Board of Education acknowledges receipt of and accepts the Board Secretary’s and Treasurer’s Reports for the month ending October 30, 2020; and

BE IT FURTHER RESOLVED, that the Board Secretary and Clinton Township Board of Education certify that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District’s financial obligation.

BA-C

APPROVAL OF TRANSFERS

WHEREAS, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

WHEREAS, Board Policy #6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

WHEREAS, transfers in the reports “Transfers Before/After” for the month were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW THEREFORE BE IT RESOLVED, that Clinton Township Board of Education ratifies and approves the transfers in the reports “Transfers Before/After” for fiscal year 2020-2021 through October 30, 2020, approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district’s financial obligations, as requested by various district administrators.

BA-D

APPROVE MEETING MINUTES FOR THE MONTH OF NOVEMBER 2020

Motion to approve the following list of board meeting minutes as presented for the month of November 2020:

- November 16, 2020 - Work Session Meeting
- November 23, 2020 - Regular Meeting
- November 23, 2020 - Executive Session

BA-E

APPROVE SUBMISSION OF FOODSERVICE EQUIPMENT GRANT APPLICATION

Motion to approve the submission of the National School Lunch Program (NSLP) Equipment Assistance Grant Application in the amount of \$27,935.48.

PERSONNEL:

P-A

Motion to rescind the following 2020-2021 school year mentorship, prior Action Item 21-P-071, previously approved on September 21, 2020:

Mentor Teacher	Novice Teacher	Certificate Type	Duration
Johnson, Judith	Simonelli, Susan	Provisional	12 weeks

P-B

Motion to approve the following staff to serve as mentor(s) during the 2020-2021 school year, as per negotiated agreement:

Mentor Teacher	Novice Teacher	Certificate Type	Duration	Compensation (To Be Paid by Novice Teacher)
Friedel, William	Lovering, Robert	CE	18 weeks	\$600.00
Pill, Katie	Kluchinski, Allison	Provisional	10 weeks	\$183.00
Zappulla, Maureen	Simonelli, Susan	Provisional	12 weeks	\$400.00

P-C

Motion to approve the following leaves of absence:

Employee ID	Details	Leave Start Date	Return to Work Date	PCR#
49910979	Paid using unused, accrued time	12/8/2020	01/04/2021	0000045

49943491	Paid using unused accrued time & unpaid time	12/9/2020	01/19/2021	0000162
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P-D

Motion to accept, with regret, the notice of retirement for the following employee(s):

Name	Years of Service	Effective Date	PCR#
Allen, Jean	20	07/01/2021	0000285
Anderson, Marlene	13	07/01/2021	0000099
Rivers, Susan	14.79	12/01/2020	0000226

P-E

BE IT RESOLVED, that the Clinton Township Board of Education acknowledges receiving job descriptions, in accordance with board policy 1400, Job Descriptions, which requires the superintendent to prepare, approve and disseminate to the board job descriptions for the following new job descriptions, effective December 22, 2020:

- Custodian
- Translator/Interpreter (new)

P-F

Motion to approve the specified, hourly rate of \$32.00 for the Translator/Interpreter position for the 2020-2021 school year.

P-G

Motion to amend the resignation date for the following employee:

Name	Position	Original Effective Date	New Effective Date	PCR#
Barber, Sarah	Behavior Specialist	12/3/2020	12/23/2020	0000263

P-H

Motion to offer employment for the 2020/2021 school year to the following:

Code	Name	Position	Guide	FTE	Effective Date	Annual Salary	Tenure Date	PCR#
H.1	Mahr, Dylan	Leave Replacement Teacher	BA, Step A	1.0	01/15/2021	\$57,192.00	N/A	0000220
H.2	Lovering, Robert	Teacher	BA, Step B	1.0	12/22/2020	\$58,292.00	9/1/2024	0000226

H.3	TBD	SRS Head Teacher	TBD	TBD	TBD	TBD	N/A	TBD
H.4	TBD	Teaching Assistant	TBD	TBD	TBD	TBD	N/A	TBD

P-I

Motion to extend assignment date for the following:

Name	Position	Original Assignment Dates	Revised Assignment Dates	PCR#
Ennes-Schaible, Debra	Leave Replacement Teacher	08/31/2020 - 12/18/2020	08/31/2020 - 12/21/2020	0000086

POLICY:

Ms. Brennan requested a motion and a second on the following resolution, action item 21-PR-013.

Action Item 21-PR-013

WHEREAS, New Jersey school districts are required by New Jersey statutes, administrative codes, and New Jersey Department of Education mandates to develop and adopt policies and regulations regarding school district operations; and

WHEREAS, the Clinton Township Board of Education and administrative staff, working with Strauss Esmay Associates, L.L.P, have updated policies and regulations; and

NOW THEREFORE BE IT RESOLVED, the Clinton Township Board of Education approves the first reading of the following policies and regulations at this Board Meeting on December 14, 2020:

- Policy 3161, Examination for Cause
- Policy 7440, School District Security (M)
- Regulation 7440, School District Security (M)
- Regulation 8600, Student Transportation

FURTHERMORE BE IT RESOLVED, these policies and regulations shall be presented to the Board for adoption after a second reading at the December 21, 2020 Board Meeting.

Board of Education Roll Call Vote on 21-PR-013

	Dr. <u>Brasher</u>	Ms. <u>Brooks</u>	Ms. <u>Emery</u>	Ms. <u>Grant</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Dr. <u>Riihimaki</u>	Ms. <u>Brennan</u>
Motion	2nd					Motioned			
Aye	X	X			X	X	X	X	X
Nay									
Abstain									
Absent			X	X					

Discussion about resolving minor typographical errors.

7 Yes Votes, 2 Absent - Motion Carries

CURRICULUM:

CUR-A

Motion to approve the following placement requests, at no cost to the district:

Student Name	School Attending	Request Type	Placement	Hours	Dates
Anna Dieterly	Rutgers University	LDTTC Practicum	Amy Shearer	90 Hours	1/4/21 - 6/30/21
Matthew Hall	St. Peter's University	Anonymous Research Study for Doctoral Program	STEM Teachers at CTMS	2 Weeks	2020-2021
Bridget Walsh	Seton Hall University	School Counseling Internship	Patrick McGaheran School	300 Hours	1/1/21 - 6/30/21

CUR-B

Motion to approve the following professional services:

Provider	Service	SID	Time	Cost Not to Exceed
Hunterdon Medical Center	Neurodevelopmental evaluation	2463274604	2020-2021	\$950.00
Dr. Theodore Petti, RJW Rutgers Medical University	Psychiatric assessment	2377693012	2020-2021	\$950.00

CUR-C

Motion to approve the Preschool Lottery Drawing at Spruce Run School on February 19, 2021 for the 2021-2022 school year.

CUR-D

Motion to accept, with appreciation, the donation of \$1,500 from E-rate Advantage, to be deposited in the CTMS Student Activity Account to support 6th grade students.

CUR-E

Motion to approve the English Language Service Three-Year Program Plan for 2020-2023, in accordance with N.J.A.C. 6A:15.

OLD BUSINESS:

None

NEW BUSINESS:

- Dr. Ruberto will send the board tentative board meeting and district calendars for next year prior to winter recess for their review.
- Dr. Grantham thanked the teachers for their work, especially in remote instruction and planning.
- Dr. Riihimaki acknowledged the 8th anniversary of the Sandy Hook tragedy.
- Dr. Ruberto acknowledged Ms. Hammond as our School Preparedness contact and the teachers on the building emergency response teams.

SECOND RECOGNITION OF THE PUBLIC:

No requests to speak were received from the public.

ADJOURNMENT:

Action 21-AJ-019:

Motion made by Dr. Grantham, seconded by Ms. Kaltenbach, to adjourn the meeting of the Clinton Township Board of Education at 8:17 p.m.

By Consensus - 7 Ayes, 2 Absent

NEXT MEETING DATES:

- December 21, 2020 - Regular Meeting
- January 6, 2021 - Organization Meeting

Respectfully submitted,



Michele LaFevre
Assistant to the Business Administrator/Acting Board Secretary
Board of Education Approved: 1/25/2021