

**CLINTON TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION  
WORK SESSION AGENDA**  
Work Session Meeting - November 16, 2020 at 7:30 p.m.  
Virtual Access



**CALL TO ORDER:** \_\_\_\_\_ called the meeting to order at \_\_\_\_\_ 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:**

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

**Present:** District Administrators:  
\_\_\_\_\_ Dr. Johanna Ruberto, Interim Superintendent of Schools  
\_\_\_\_\_ Mark Kramer, Interim Business Administrator/Board Secretary

**Also Present:** \_\_\_\_\_ Vito Gagliardi, Esq., Board Attorney

**PLEDGE OF ALLEGIANCE:** \_\_\_\_\_ led the Board in the Pledge of Allegiance.

**PROCESS GUARDIAN:** \_\_\_\_\_ was appointed Process Guardian.

**FIRST RECOGNITION OF THE PUBLIC:**

**PLEASE RESPECT THE 3-MINUTE SPEAKING RULE, AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.**

**BOARD PRESIDENT’S COMMENTS/REPORT:**

**SUPERINTENDENT’S REPORT:**

- Acknowledgment
- Our children
- Additional Tech Support - Website
- Second Marking Period
- Balance between Management/Educational Focus
- Formative Assessments
- QSAC
- Memorandum of Agreement
- HIB - Formal Presentation by Ms. Goad on November 23rd
- EMP - Confirmed received by Interim Executive County Superintendent
- Budget Planning
- Agenda items
- Reminders
  - CDC
  - Tracing
  - SRS - Extension

**SU-A**

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

<b>Building</b>	<b>Enrollment As of 10/30/20</b>	<b>October 2020 Suspensions</b>
SRS	41	0
PMG	330	0
RVS	379	0
CTMS	458	0
<b>District Total</b>	<b>1,208</b>	<b>0</b>

**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

#### **SU-C**

**BE IT RESOLVED**, that the Clinton Township Board of Education adopts the 2019 Revision of “A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials;”

**WHEREAS**, pursuant to NJAC 6A:16-6.1 and 6A:16-6.2(b)14, the Superintendent and local law enforcement officials must meet annually to discuss the implementation of the “Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials” and update as necessary.

**BE IT FURTHER RESOLVED**, that the Board of Education approve the Memorandum of Agreement and recognize that the Memorandum of Agreement continues to be in effect between the Clinton Township Police Department and the Clinton Township Board of Education.

#### **SU-D**

**Motion to approve** the 2020/2021 Clinton Township Board of Education Organizational Chart.

#### **PRESENTATIONS:**

None

#### **REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:**

**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 OCTOBER 2020**

**BA-E APPROVE ACCEPTANCE OF ALYSSA’S LAW GRANT AWARD**

**BA-F ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH BOND REFINANCING JUNE 2011 SERIES**

**BA-G ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH ALBRIGHT LLC FOR A DISTRICTWIDE LIGHTING RETROFIT**

**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 October 20, 2020 through November 23, 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 September 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 September 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 September 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 OCTOBER 2020**

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

- October 14, 2020 - Work Session Meeting
- October 14, 2020 - Executive Session
- October 19, 2020 - Regular Meeting
- October 19, 2020 - Executive Session

**BA-E**

**APPROVE ACCEPTANCE OF ALYSSA’S LAW GRANT AWARD**

**Motion to approve** the submission of Alyssa's Law Grant application and acceptance of the award in the amount not to exceed \$65,255.00.

**BA-F**

**ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH BOND REFINANCING JUNE 2011 SERIES**

**BE IT RESOLVED**, that the Clinton Township Board of Education acknowledges administration's actions to proceed with the bond refunding of the June 2011 series outstanding debt; and

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately, and the Clinton Township Board of Education authorizes the Superintendent, Board President and School Business Administrator/Board Secretary to sign any documents on behalf of the Clinton Township Board of Education with regard to exercising the intent of this resolution.

**BA-G**

**ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH ALBRIGHT, LLC FOR A DISTRICTWIDE LIGHTING RETROFIT**

**WHEREAS**, New Jersey Clean Energy Program is providing rebates to organizations that remove and retrofit existing lighting fixtures and replace them with long life high efficiency LED fixtures; and

**WHEREAS**, the district received a proposal from Albright, LLC to perform the task of removing and retrofitting the districts existing lighting fixtures and replacing them with the long life high efficiency LED fixtures; and

**WHEREAS**, the total project cost is \$370,300, with \$369,040 to be covered by the New Jersey Clean Energy Program rebate, and a cost of \$1,260 to the district; and

**WHEREAS**, the district will not experience any flow through reimbursements from New Jersey Clean Energy Program as Albright, LLC will be directly reimbursed by New Jersey Clean Energy Program in the amount of \$369,040; and

**WHEREAS**, the district’s general counsel has reviewed Albright, LLC’s proposal and suggested modifications to Albright, LLC’s proposal, which Albright, LLC modified and incorporated those said modifications into;

**NOW THEREFORE BE IT RESOLVED**, that the Clinton Township Board of Education acknowledges administration’s intent to contract with Albright, LLC to provide a districtwide lighting retrofit by removing and retrofitting existing fixtures and replacing them with long-life high-efficiency LED fixtures at a cost to the district not to exceed \$1,260 (\$370,300 total project cost, less \$369,040 rebate from the New Jersey Clean Energy Program).

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately, and the Clinton Township Board of Education authorizes the Superintendent, Board President and School Business Administrator/Board Secretary to sign any documents on behalf of the Clinton Township Board of Education with regard to exercising the intent of this resolution.

**PERSONNEL:**

**P-A**

**Motion to approve** the following staff to serve as mentors during the 2020-2021 school year as per negotiated agreement:

<b>Mentor Teacher</b>	<b>Novice Teacher</b>	<b>Certificate Type</b>	<b>Duration</b>	<b>Compensation (To Be Paid by Novice Teacher)</b>
Nugent, Danielle	Chakraborty, Malabika	CE TOSD	30 weeks	\$1,000.00
Lin, Fran	Stryker, Harmony	Provisional	18 weeks	\$ 293.38

**P-B**

**Motion to approve** the following substitutes for the 2020-2021 school year at a daily rate of \$90.00:

<b>Substitute Teacher</b>	<b>Substitute Teaching Assistant</b>
Sandra Engelhardt	Sandra Engelhardt

**P-C**

**Motion to approve** the following specified substitutes rates effective 1/1/2021 to align the hourly rate with New Jersey’s minimum wage requirements:

<b>Substitute Position</b>	<b>Substitute Rate</b>
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Secretary	\$12.00/hour
Nurse Assistant	\$12.00/hour
Lunch/Recess Aide	\$12.00/hour

**P-D**

**Motion to approve** the following leaves of absence:

Code	Employee ID	Details	Leave Start Date	Return to Work Date	PCR#
D1.	83024919	Using unused, accrued paid & unpaid time	03/26/2021	06/01/2021	0000117
D2.	50016674	Using unused, accrued paid & unpaid time	01/19/2021	05/24/2021	0000220
D3.	<b>4985566</b>	Paid leave using unused, accrued time	9/21/2020	12/14/2020	0000092

**P-E**

**Motion to approve** requiring Employee #49793060 to undergo a psychiatric examination in accordance with N.J.S.A. 18A:16-2 and Policy 3161, Examination for Cause.

**P-F**

**Motion to approve** a salary adjustment for Marianne Stokes to \$71,000, effective July 1, 2020.

**P-G**

**BE IT RESOLVED**, in accordance with policy 1400, Job Descriptions, the Clinton Township Board of Education adopts the following job descriptions effective November 23, 2020:

- Superintendent/Chief School Administrator
- School Business Administrator

**P-H**

**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 and revised job descriptions, effective November 23, 2020:

- Executive Secretary to Superintendent (new)
- Assistant to the School Business Administrator
- Payroll and Benefits Coordinator
- Accounts Payable Coordinator Administrative Assistant
- Human Resources Coordinator
- Coordinator of Communication, Central Registrar and Student Transportation
- Anti-Bullying Coordinator

- Media Specialist
- SRS Head Teacher (new)

**POLICY:**

**Action Item 21-PR-011**

**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 developed two updated policies; and

**NOW THEREFORE BE IT RESOLVED**, the Clinton Township Board of Education approves the first reading of policies 1648, Restart and Recovery Plan, and 8220, School Day policy at this Board Meeting on November 16, 2020; and

**FURTHERMORE BE IT RESOLVED**, policies 1648, Restart And Recovery Plan, and 8220, School Day, shall be presented to the Board for adoption as a second reading at the November 23, 2020 Board Meeting.

**Board of Education Roll Call Vote on 21-PR-011**

	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>
<b>Motion</b>									
<b>Aye</b>									
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**CURRICULUM:**

**CUR-A**

**Motion to approve Leah Charles** for a school counseling internship with the Special Services Department through Centenary University at the Clinton Township School District for 300 hours from November 1, 2020 through June 30, 2020 at no cost to the district.

**CUR-B**

**Motion to accept**, with gratitude, the donation of a flute and case, valued at approximately \$150.00, from Kelly Newgarde to the Round Valley School.

**CUR-C**

**Motion to approve Therese High** to work as an Administrative Consultant to complete professional observations one day a week, effective January 1, 2021 through June 30, 2021 at the rate of \$400.00 per day, not to exceed \$8,250.00.



**CUR-D**

**Motion to approve** the Nursing Services Plan for the 2020-2021 school year.

**CUR-E**

**Motion to approve** Round Valley School's participation in the "Pennies for Patients" program beginning March 1, 2021.

**CUR-F**

**Motion to approve** the Clinton Township School District's 33rd year of participation in the "Camden Collection" gift drive.

**OLD BUSINESS:**

**NEW BUSINESS:**

**SECOND RECOGNITION OF THE PUBLIC:**

**PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.**

**EXECUTIVE SESSION:**

Public bodies may meet in closed session when the matters under discussion are:

- 1) Matters made confidential by state, federal law or rule by court.
- 2) Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
- 3) Disclosure would impair the body's right to receive federal or state funds.
- 4) Collective bargaining.
- 5) Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
- 6) Investigations into violations of law.
- 7) Strategies to protect public security. Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
- 8) Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
- 9) Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Clinton Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

**WHEREAS**, the Clinton Township Board of Education has determined that the following issues are permitted by N.J.S.A. 10: 4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session.

**WHEREAS**, the nature of the matter(s) to be discussed, reviewed, or heard before the Board, detailed as specifically as possible without undermining the need for confidentiality pursuant to N.J.S.A. 18A:37-13.2 et. seq., shall include \_\_\_\_\_.

**WHEREAS**, the length of the Executive Session is estimated to be \_\_\_\_\_, after which the meeting shall reconvene and proceed with business wherein action may be taken.

**NOW THEREFORE BE IT RESOLVED**, that the Clinton Township Board of Education will go into Executive Session for the above stated reasons;

**BE IT FURTHER RESOLVED**, that the Board hereby declares that its discussion of the aforementioned subject will be made public at such time as the reason for confidentiality no longer exists.

**ADJOURN TO EXECUTIVE SESSION:**

**Action 21-AJ-015:**

**Motion made** by \_\_\_\_\_, seconded by \_\_\_\_\_, to move the meeting of the Clinton Township Board of Education into executive session at \_\_\_\_\_ (time).

( \_\_\_ All \_\_\_ Ayes; \_\_\_\_\_ Nays; \_\_\_\_\_ Abstain; \_\_\_\_\_ Absent)

**RECONVENE TO PUBLIC SESSION:**

**Action 21-AJ-016:**

**Motion made** by \_\_\_\_\_, seconded by \_\_\_\_\_, to move the meeting of the Clinton Township Board of Education out of executive session at \_\_\_\_\_ (time).

( \_\_\_ All \_\_\_ Ayes; \_\_\_\_\_ Nays; \_\_\_\_\_ Abstain; \_\_\_\_\_ Absent)

**ADJOURNMENT:**

**Action 21-AJ-017:**

**Motion made** by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting of the Clinton Township Board of Education at \_\_\_\_\_ (time).

( \_\_\_ All \_\_\_ Ayes; \_\_\_\_\_ Nays; \_\_\_\_\_ Abstain; \_\_\_\_\_ Absent)

**NEXT MEETING DATES:**

- November 23, 2020 - Regular Meeting
- December 14, 2020 - Work Session
- December 21, 2020 - Regular Meeting
- January 6, 2021 - Organization Meeting