

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION AGENDA
Work Session Meeting - December 14, 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:

	Present	Absent	Time of arrival after the meeting has been called to order.
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

Also Present: _____ Vito Gagliardi, Esq., Board Attorney

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

PROCESS GUARDIAN: _____ was appointed Process Guardian.

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

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:

- Eagle Scout Recognition

SUPERINTENDENT’S REPORT:

- Acknowledgements
- QSAC Report
- Formative Assessments
- District Regulation/Policy Revisions
- The current evolving situation

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

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

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

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 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

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:

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

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

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	LDTC 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 McGaheeran School	300 Hours	1/1/21 - 6/30/21

CUR-B

Motion to approve the following professional service:

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:

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:

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 TBD.

WHEREAS, the length of the Executive Session is estimated to be TBD, 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-019:

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-020:

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-021:

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:

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