

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION AGENDA**
Work Session Meeting - August 17, 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. Posting on the District Website.
- c. Faxing to Clerk of Clinton Township.

ROLL CALL:

	<i>Present</i>	<i>Absent</i>	<i>Time of arrival after the meeting has been called to order.</i>
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.

BOARD PRESIDENT’S COMMENTS/REPORT:

SUPERINTENDENT’S REPORT:

- Acknowledgement
- New Staff Orientation
- Reopening Update
- Annual HIB information

**SU-A
WORK-FAMILY CONNECTIONS**

BE IT RESOLVED, that the Board of Education hereby appoints Work-Family Connection as the provider for child care for the 2020 Summer Camp and the 2020/21 Before/After Care Programs.

Motion to approve Action Item 21-SU-003

Action Item 21-SU-003:

BE IT RESOLVED, the Board of Education hereby amends the 2020-2021 District Calendar dates as follows:

- August 28, 2020 - Professional Development Day for all staff
- August 31, 2020 - Professional Development Day for all staff
- September 1, 2020 - Professional Development Day for all staff
- September 2, 2020 - School Closed to Students Only, staff Professional Development day
- September 3, 2020 - School Closed to Students Only, staff Professional Development day
- September 8 - First day for students
- November 3, Election Day, will be a Remote Learning day for students and staff
- April 1, 2020 - Regular School Day (formerly half Professional Development Day)
- May 28, 2020 - School Closed (formerly half Professional Development Day)

Board of Education Roll Call Vote on 21-SU-003

	<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:

Upcoming presentation (August 24)
Virtual Academy by Luke Mason, Vice Principal, Clinton Township Middle School.

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.

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 APPROVAL OF REVISED 2020-2021 STATE AID**
- BA-E APPROVAL OF FEDERAL SCHOOL LUNCH PRICING 2020-2021**
- BA-F AUTHORIZING THE COMPLETION OF THE APPLICATION AND RECEIPT OF A SAFETY GRANT**
- BA-G APPROVE THE CLOSING OF BANK ACCOUNTS**
- BA-H APPROVE MEETING MINUTES FOR THE MONTH OF JULY 2020**
- BA-I APPROVE MEETING MINUTES FOR THE MONTHS PRIOR TO JULY 2020**

**BA-A
APPROVAL OF BILL LISTS**

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations 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 JULY XX, 2020 through AUGUST XX, 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 \$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	\$XXX,XXX.XX
Food Service Account	\$XXX,XXX.XX
TOTAL	\$XXX,XXX.XX

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 June 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 June 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 years 2019-2020 through August 21, 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**APPROVAL OF REVISED 2020-2021 STATE AID**

WHEREAS, New Jersey school districts have been advised that revised 2020/2021 state aid notices have been provided to each school district and that the Clinton Township Board of Education as of received a reduction in state aid in the amount of \$25,195; and

WHEREAS, districts experiencing a decrease in their 2020/2021 state aid as compared with the February 27, 2020 state aid notice must recognize the state aid presented on the revised state aid award notice as their

2020/2021 budgetary basis state aid revenue and receivable and will reflect the revised state aid as a midyear budget adjustment; and

WHEREAS, state aid reductions may be addressed through transfers from unassigned general fund surplus at any time during the budget year pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3(b) and (c), NJDOE approval to transfer/increase the amount of unassigned general fund surplus budgeted in the original budget certified for taxes to provide the resources necessary to offset the reduction to 2020/2021 state aid has been granted by the interim Commissioner on July 22, 2020,

NOW THEREFORE BE IT RESOLVED, that Clinton Township Board of Education approves the use of unassigned general fund surplus in the amount of \$25,195 by transferring/increasing the amount of unassigned general fund surplus budgeted in the original budget certified for taxes; and

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

BA-E

APPROVAL OF FEDERAL SCHOOL LUNCH PRICING 2020-2021

BE IT RESOLVED, the Clinton Township Board of Education hereby approves the following pricing schedule for the school lunch program in accordance with State and Federal guidelines.

School - Lunch	Paid-Student	Reduced Price-Student	Adult
Elementary	\$3.00	\$0.00	\$4.00
Middle	\$3.25	\$0.00	\$4.00

BA-F

AUTHORIZING THE COMPLETION OF THE APPLICATION AND RECEIPT OF A SAFETY GRANT

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Clinton Township School District, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that:

1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2020 fiscal year in the amount of \$14,500 for the following purposes:

Install LED lights at the Clinton Township Middle School. This upgrade is for the parking lot and school sign of the Clinton Township Middle School. This will save on electricity and make the parking

lot brighter, thus making it safer for students, staff and visitors as many activities are held at the Township Middle School in the evening.

2. The School Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

BA-G

APPROVE THE CLOSING OF BANK ACCOUNTS

Motion to approve the closing of the following dormant bank accounts currently opened at Investors Bank:

1. Middle School Petty Cash
2. RVS Petty Cash
3. Spruce Run Petty Cash
4. PMG Petty Cash

BA-H

Motion to approve the following list of Board Meeting minutes as presented for the month of July 2020:

- July 27, 2020 - Regular Meeting
- July 20, 2020 - Work Session
- July 1, 2020 - Special Meeting
- July 1, 2020 - Special Meeting Executive Session

BA-I

Motion to approve the following list of Board Meeting minutes as presented for months prior to July 2020:

- | | |
|-----------------------------------|-----------------------------------|
| ● March 9, 2020 - Work Session | ● May 4, 2020 -Work Session |
| ● March 30, 2020 - Board Retreat | ● May 11, 2020 - Regular Meeting |
| ● April 9, 2020 - Special Meeting | ● June 4, 2020 - Special Meeting |
| ● April 27, 2020 - Budget Hearing | ● June 15, 2020 - Regular Meeting |

Next Meeting Dates:

- | | |
|--|---------------------------------------|
| ● September 10, 2020 - Work Session | ● November 16, 2020 - Work Session |
| ● September 21, 2020 - Regular Meeting | ● November 23, 2020 - Regular Meeting |
| ● October 5, 2020 - Work Session | ● December 14, 2020 - Work Session |
| ● October 19, 2020 - Regular Meeting | ● December 21, 2020 - Regular Meeting |

FACILITIES/FINANCE:

FF-A

BE IT RESOLVED, that the Board of Education hereby approves a donation of PPE (72 protective glasses, 58 goggles, 20 boxes of gloves, six (6) boxes of surgical masks and one (1) box of N95 masks) made in April of 2020 to Hunterdon Medical Center.

PERSONNEL:**P-A**

Motion to approve Donna Donovan for the position of part-time school secretary (FTE= 0.64) at an annual salary of \$XXXXX, effective August 25, 2020 through June 30, 2021. (Pending successful completion of criminal history background check). PCR#0000279

P-B

Motion to approve Colleen Chrobak, AA, Step 3 for the position of 1:1 teaching assistant at an annual salary of \$22,820.00, effective August 31, 2020 through June 30, 2021. (Pending successful completion of criminal history background check). PCR#

P-C

Motion to approve XXXXXXXX for the position of teaching assistant at an annual salary of \$XXXXXX, effective August XX, 2020 through June 30, 2021. (Pending successful completion of criminal history background check).

P-D

Motion to amend prior **Action 21-P-029** dated July 27, 2020, from an effective date on August 1, 2020 to an effective date of August 31, 2020 for **Kathleen Fulse** for the position of special education teacher. PCR#0000278.

P-E

Motion to approve XXXXXXXXXXXX for the position of Assistant to the School Business Administrator at an annual salary of \$XX,XXX.00 effective XXXXXX XX, 2020 through June 30, 2021. PCR#0000004.

P-F

Motion to approve, with the support of the negotiating committee, to approve Non-Affiliated stipends as set forth in Schedule A.

P-G

Motion to approve the recommendation of the Superintendent of Schools, with the support of the negotiating committee, for the following 2020-2021 assignments of Non-Affiliated staff and salaries as set forth in Schedule B.

P-H

BE IT RESOLVED that the Board of Education hereby approves Don Helmstetter as the Athletic Coordinator for the 2020-2021 school year, with an annual stipend of \$5565.00 as per negotiated agreement.

P-I

BE IT RESOLVED that the Board of Education hereby approves (tentatively) **Robert Lovering** for the position of Leave Replacement Teacher for **Employee ID#49894116**, FTE =1, Step B, BA, with an annual salary of \$59,392.00 effective August 31, 2020 through November, 30, 2020. (Pending successful completion of criminal history background check).

P-J

BE IT RESOLVED that the Board of Education hereby approves RVS, Leave Replacement Teacher for **Employee ID#####**, effective [insert date] through November, x, 2020 at a salary of (Pending successful completion of criminal history background check).

P-K

BE IT RESOLVED that the Board of Education hereby approves **RVS**, for the position of **Special Education Teacher**, with an annual salary of xxxx effective xxx through xxx. (Pending successful completion of criminal history background check).

P-L

Motion to accept, with regret, the retirement of Roberta Grambor, effective 10/1/2020 following 21 years of dedication and service to the district. PCR#0000130

P-M

BE IT RESOLVED that the Board of Education hereby approves the following mentor/novice teacher pairings:

Mentor	Novice Teacher	School
Judy Johnson	Susan Simonelli	RVS
	Julia Mueller	PMG

P-N

BE IT RESOLVED, that the Board of Education hereby approves the following staff members to participate in one hour of HIB training at the specified rate of \$13/hr.

PMG	RVS:	CTMS:
Alina Chauvette - Health Office Sandra Englehardt Mitsa Lasky Stephanie Olivo Eileen Piekarski Christine Quinn Linda Pingitore Nancy Rochelle (substitute fill in)	Marybeth Goodwin- Health Office Debbie McManus Jaqueline Schumacher Sue Sherman Ruth Krysinski Nicole Randazzo	Donna Booth Gina Bunniceilli Carona Davis-Diop

P-O

Motion to approve Laura Lucchetto to perform summer curriculum work at the hourly rate of \$37.74, for a total amount not to exceed \$1,509.60.

P-P

Motion to approve, Nicole Spagnuolo, for the position of Leave Replacement Teacher for **Employee #924997771** (FTE=1) at Step C, BA with an annual salary of \$59,392.00 prorated based upon a start date of August 31, 2020 through November 20, 2020. (Pending successful completion of criminal history background check).

P-Q

Motion to approve, Deborah Ennes-Schaible, for the position of Leave Replacement Teacher for **Employee ID# 49985583**, FTE=1, Step DE, MA with an annual salary of \$62,992.00 effective August 31, 2020 through December 18, 2020. PCR#00000086

P-R

Motion to accept, with regret, the resignation of **Michaela Glover** from the Speech Language Pathologist position effective August 30, 2020. PCR#0000044

P-S

Motion to accept, with regret, the resignation of Amanda Smith from a Special Education Teaching position effective August 30, 2020. PCR#0000266

P-T

Motion to approve the following staff members to participate on the District Response Team at an hourly rate of \$27.83, not to exceed 10 hours effective July 1, 2020 through September 30, 2020.

Barber, Sarah	Roberto, Charles	Stanley, Heather	Shea, Katie
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P-U

Motion to approve the following staff members to participate on the School Response Team at an hourly rate of \$27.83, not to exceed 10 hours effective July 1, 2020 through September 30, 2020.

RVS	Spruce Run
Mrs. Katie Shea -Teacher; also on District Team Mrs. Rita Russomano - Teacher Mrs. Michele Major - Teacher Ms. Danielle Nugent- Originally RVS, but now SRS Mrs. Jennifer Desjadon- Teacher Mrs. Penny McFadden- Related Service Provider- Speech Dr. Tracy Menzie- CST Mrs. Christina Giordano- Guidance Mrs. Aly Pfenning- Teacher Mrs. Lisa Miller- Teaching Assistant Ms. Kelly Hill- Teacher and CTEA rep Mr. Jayson Hill – Instrumental Music	Ms. Maggie Bradfod Ms. Michelle Nor Ms. Leonora Possumato Ms. Heather Burd Ms. Julia Monge Ms. Sarah Barber - also on District Team Ms. Jaclyn Rivas Ms. Elise Pozensky Cohen Ms. Kim Zundel Dr. Allison Lefebvre Ms. Joan Slagus Ms. Jennifer Patuto Ms. Lori Jentsch Ms. Kaitlyn Vona
PMG	CTMS
Mrs. Sandy Fitzpatrick Mrs. Julie Snee - First Grade Rep Ms. Julie Tepper - Second Grade Rep Mrs. Heather Stanley - Special Ed Rep, also on District Team Mrs. Joy Boisclair - Enrichment/Support Teachers Rep Mrs. Joan Slagus - Related Services Mrs. Laura Greenstein - CST Mrs. Carole Frey - School Counselor Mrs. Julie Bruen - Special Area Rep Mrs. Jenna Graham - Teacher assistant rep Mrs. Stephanie Rosa - CTEA rep Mrs. Joanne Filus - Technology teacher	Mr. Chuck Roberto – Teacher, also on District Team Mrs. Joanne Gitto - Teacher Grade 8 Ms. Kathy Collins - CST Representative & CTEA Mrs. Bonnie Birken - Teacher Grade 7 Mr. Kevin Rudolph - TeacherGrade 6 Mrs. Courtney Chipman - Teacher Grade 6 Mr. Jeff Shanklin - U.Arts Teacher Mrs. Kerry Mueller - Counselor Mrs. Francis Lin - Special Educator Mr. Don Helmstetter - U.Arts Teacher Mrs. Rose Mastroianni - Teaching Assistant Mrs. Diane Cormican - Enrichment Mr. Rich Tarriff - U.Arts Teacher
<p><i>*Members of both the District and School Response teams will be limited to 20 hours total.</i></p>	

P-V

Motion to approve administration to increase part-time lunch aides hours to a maximum of twenty-four (24) hours during the hybrid school schedule to support arrival, dismissals and all monitoring.

P-W

Motion to approve the employment of **Carona Diopp Davis**, for the position of Lunch/Recess Aide at \$13.00 per hour, effective September 1, 2020 through June 30, 2021. (Pending successful completion of a criminal history background check.) PCR#0000073

P-X

Be it resolved, upon the recommendation of the Superintendent that the following individuals are hereby selected to serve as the Board's representatives on the Sick Bank Committee in accordance with N.J.S.A 18A:30-11 and the most recent Collective Negotiations Agreement between the Board and the Clinton Township Education Association:

- Joanne Hinkle, Director of Special Projects
- Alexa Ingram, Director of Special Services
- Luke Mason, Assistant Principal

P-Y

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 August 31, 2020 through December 31, 2020 . (Pending successful completion of a criminal history background check and school liability insurance.)

POLICY:

Motion to adopt the policies and regulations included in the new Policy and Regulation Manual on second reading.

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 a complete Policy and Regulation Manual that updated all policies and regulations; and

WHEREAS, the process is completed and the Clinton Township Board of Education Policy and Regulation Manuals are finalized and prepared for Board approval: and

WHEREAS, the Clinton Township Board of Education approved the first reading of the policies and regulations included in the new Policy and Regulation Manual at its Board Meeting on July 27, 2020;

NOW, THEREFORE BE IT RESOLVED, the Clinton Township Board of Education adopts the policies and regulations included in the new Policy and Regulation Manual with this second reading and shall become effective immediately.

CURRICULUM:**CUR-A**

BE IT RESOLVED that the Board of Education hereby approves the District Professional Development Plan for each school for the 2020-21 school year.

CUR-B

Motion to approve the submission of the FY2021 Digital Divide Grant application in the amount of \$24,916.

CUR-C

Motion to adopt the following curricula for the 2020-2021 school year to align with the current state standards:

- Preschool

CUR-D

Motion to approve the purchase of twelve Chromebook charging carts from CDW-G in the amount of \$11,746.08.

CUR-E

Motion to approve a proposal in the amount of **TBD** from the **Foundation for Educational Administration, Inc.** to conduct a presentation about Harassment, Intimidation, and Bullying for the Board of Education and community members during the September 21, 2020 meeting.

CUR-F

Motion to approve Mary Culcasi, Independent Contractor, to provide 18 hours a week of Speech/Language therapy services for a fee of \$80.00 per hour during the 2020/2021 school year.

CUR-G

Motion to approve **SID xxx to attend xxx School** for the 2020/2021 school year at a tuition of \$xx.xx.

CUR-H

BE IT RESOLVED that the Board of Education hereby approves the Code of Conduct Handbook for Round Valley Elementary School, Patrick McGaheran School and Spruce Run School and the Code of Conduct Handbook for the Clinton Township Middle School for the 2020/2021 school year.

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.

ADJOURNMENT:

Action 21-AJ-003:

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

(___ All ___ Ayes; _____ Nays; _____ Abstain; _____ Absent)