

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
RETREAT MEETING MINUTES
Retreat Meeting - January 23, 2021 at 8:00 a.m.
Clinton Township Middle School**



CALL TO ORDER: Ms. Brennan called the meeting to order at 8:15 a.m.

PUBLICATION OF NOTICE:

Ms. Brennan read the following:

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 January 13, 2021.

- a. Notice was sent to two newspapers designated by the Board: Express Times and Hunterdon Review.
- b. Notice was posted on the District Website, the main bulletin board in the Administration Offices and in each Clinton Township School.
- c. Notice was sent to the municipal clerk of Clinton Township.

ROLL CALL:

Board Member	Present	Absent	Time of arrival after meeting called to order:
Dr. Laura Brasher	X		
Ms. Stacie-Ann Creighton	X		
Ms. Catherine Mary Emery	X		
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Ms. Jennifer Kaltenbach	X		
Ms. Alyssa Oliver	X		
Dr. Catherine Riihimaki	X		
Ms. Lana Brennan	X		

Also present were the following administrators:

- Dr. Ruberto, Superintendent of Schools
- Mr. Kramer, School Business Administrator/Board Secretary

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

PROCESS GUARDIAN: Mr. Hornick was appointed Process Guardian.

FIRST RECOGNITION OF THE PUBLIC:

No members of the public requested to make comments.

RETREAT AGENDA:

Mission Statement

The Clinton Township School District, in partnership with the community, achieves excellence for each child by ensuring a meaningful and challenging educational experience in a supportive environment; developing life-long learners who are responsible and productive citizens.

Welcome

Ms. Brennan and Dr. Riihimaki provided a few words of welcome.

Board Handbook

Ms. Brennan commented on the Clinton Township School District Board of Education Board handbook.

Glossary of Terms

Dr. Ruberto and Mr. Kramer commented on the glossary of terms which school districts use.

District Structure/Systems

Dr. Ruberto commented on the organization chart of the district, the current headcount of staffing, and annual resolutions that are usually approved by the board. Dr. Ruberto presented information about the “Decision-Making Matrix” and “Program Analysis.”

Committee Structure

Ms. Brennan, Dr. Ruberto and Mr. Kramer commented on the process for the board working in a board committee structure and provided to the board members a template for the committee meetings and a calendar of committee dates for the 2021 organization year.

2021- 2022 Budget Goals

Dr. Ruberto commented on the 2021/2022 budget priorities and goals. Mr. Kramer discussed some factors regarding the tax levy, banked cap, budget adjustments and other matters that relate to the budget development process.

Board Goals

Dr. Ruberto highlighted the board goals;

1. To further refine board member knowledge and skills through active participation in the NJSBA professional development course offerings in the following areas:
 - Equity, inclusion, and diversity
 - Finance, Facilities, and Personnel
 - Board member use of social media
2. The Board will review the Board By-laws to reflect current practice, statutes, and regulations.

3. The Board will hold a Retreat to foster teamwork with a particular focus on the district mission; and Continue to focus on community engagement and work to expand partnerships with Clinton Township officials and local businesses.

Moving Forward

Board members and Dr. Ruberto briefly discussed the history and some direction as to the future uses of the Spruce Run School.

Good of the Order

SECOND RECOGNITION OF THE PUBLIC:

No members of the public requested to make comments.

ADJOURNMENT:

Action 21-AJ-022:

Motion made by Dr. Riihimaki, seconded by Ms. Emery to adjourn the meeting of the Clinton Township Board of Education at 10:36 a.m.

By Consensus - 9 Ayes

NEXT MEETING DATES:

January 25, 2021	August 23, 2021
February 22, 2021	September 27, 2021
March 15, 2021	October 25, 2021
April 26, 2021	November 22, 2021
May 10, 2021	December 20, 2021
June 28, 2021	January 5, 2022 (Organization Meeting)
July 26, 2021	

Respectfully submitted,

Mark Kramer
School Business Administrator/Board Secretary
Board of Education Approved: February 22, 2021

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