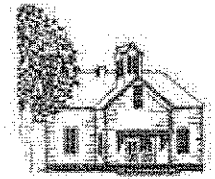


**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION MINUTES
Work Session Meeting - July 20, 2020 at 7:30 p.m.
Virtual Access**



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

PUBLICATION OF NOTICE: Ms. Brennan read the following public notice into the record.

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 8, 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	X		
Dr. Laura Brasher	X		
Ms. Mary Beth Brooks	X		
Ms. Catherine Mary Emery	X		Left at 9:21 p.m.
Ms. Maria Grant		X	Arrived at 7:45 p.m.
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Mrs. Jennifer Kaltenbach	X		
Dr. Catherine Riihimaki	X		

Administrators Present: Dr. Johanna Ruberto, Interim Superintendent of Schools
Mark Kramer, Interim School Business Administrator/Board Secretary

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

PROCESS GUARDIAN: Dr. Riihimaki was appointed Process Guardian.

FIRST RECOGNITION OF THE PUBLIC:

- Penny McFadden, Speech Language Specialist, Round Valley School commented on Covid 19, stressing that everyone should use masks and practice social distancing.
- Amy Marks, 5 Cottonwood Court, Clinton, commented on the survey; questioned if there would be leadership for online learning plans; questioned if we had enough space for students; complemented on the spending on professional development; questioned what circumstances would prompt school closure.
- Stacie-Ann Creighton, 22 Prescott Circle, Lebanon, questioned what the district would be doing if staff got sick; commented on online learning and concerns about mask wearing.
- Janine Quimby, 124 Annandale/Highbridge Road, commented on the push to return to school; students social and emotional effects; questioned about the process for students and teachers getting sick and if there were a death due to Covid 19; commented on the continuity of curriculum and the use of substitutes; question about aftercare procedures.
- Kevin Malloy, former BOE member, read excerpts of a Washington Post article citing both the American Academy of Pediatrics and public education advocate Carol Burris regarding the importance of in person learning; Mentioned the survey needs a technical check.
- Megan Verderamo, 19 Belvidere Avenue, Clinton, mentioned that it's important to get back to school, especially those in K - 1st grade; commented on masks and asked the administration to utilize the teachers for ideas.
- Lauren Vanover, 16 Bennington Road, Annandale, commented on difficulties with virtual learning; asked for an early focus on helping children better navigate virtual learning

BOARD PRESIDENT'S COMMENTS/REPORT:

- Introduced Dr. Ruberto and Mr. Kramer.
- Appointed Scot Hornick to replace her on the Ad-hoc Committee for Superintendent Search.
- Mentioned the filing deadline for the school board member seat is July 27, 2020. The school board election will be held on November 3, 2020.

SUPERINTENDENT'S REPORT:

- Acknowledgement - Thanked everyone.
- District reopening plan - Discuss the status.
- Continuity of instruction.
- Responding to parent emails.
- Surveys will continue.
- July Board Meeting Plan
 - District Mentoring Plan presentation
 - Technology Curriculum 2020-2021
- Moving Forward - August
 - Code of conduct
 - Staff faculty handbook
 - Initial review of specific job descriptions

July 20, 2020

Motion to approve Summer Hours for twelve (12) month non-custodial/maintenance staff working eight (8) hour days with a half hour lunch break and Fridays off starting effective July 1, 2020 ending August 22, 2020.

PRESENTATIONS:

Gwen Thornton, NJSBA - Professional Development and superintendent search.

- Presentation of timeline and process for permanent hire of new superintendent
- NJSBA conference will be virtual; conference information will be shared with the Board
- Several board members make comments and ask questions regarding the presentation.
- Ms. Brooks questioned Ms. Thornton about a hybrid model for the committee structure/committee of the whole.
 - Ms. Thorton mentioned that there were three main categories of committees:
 - Operations which includes finance, facilities, transportation and food service.
 - Education which includes curriculum, special development, co-curricular activities.
 - Policy.

Presentation for July 27, 2020 - Spring 2018 SLA-Science results, given by Jennifer Paccione (Supervisor of Instruction, Data and Assessment).

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

Mr. Kramer commented on the four BA resolutions and noted that the resolution for BA-A will be expanded and will use the state model resolution for appointing the Qualified Purchasing Agent.

BA-A

Motion to approve, that the Board of Trustees adopt the following resolution authorizing Mark Kramer, School Business Administrator/Board Secretary, as the district's Qualified Purchasing Agent for the 2020–2021 school year.

BA-B

Motion to approve the list of bills for payment in the grand sum of \$XXX,XXX.XX.

BA-C

Motion to accept the Board Secretary's and Treasurer's Reports for the month ending May 31, 2020.

BA-D

Motion to ratify and approve the transfers for the months of July 2019 through June 2020.

Next Meeting Dates:

- July 27, 2020 - Regular Meeting
- August 17, 2020 - Work Session
- August 24, 2020 - Regular Meeting
- September 10, 2020 - Work Session
- September 21, 2020 - Regular Meeting
- October 5, 2020 - Work Session
- October 19, 2020 - Regular Meeting
- November 16, 2020 - Work Session
- November 23, 2020 - Regular Meeting

- December 14, 2020 - Work Session
- December 21, 2020 - Regular Meeting

FACILITIES/FINANCE:

- Several comments and questions from board members.

FF-A

Motion to approve rolling over one unused professional development day from the 2019-2020 **Inspired Instruction** professional development agreement to the 2020-2021 school year, due to the Covid-19 closure.

FF-B

Motion to approve an agreement with **Sarah Polatchek** in the amount of \$25,000.00, for twenty-five (25) days of ELA professional development for grades 3-8 during the 2020-2021 school year.

FF-C

Motion to approve an agreement with **Erik Lepis** in the amount of \$15,000.00, for ten days of ELA professional development for grades K-2 during the 2020-2021 school year.

FF-D

Motion to approve Suburban Consulting Engineers, Inc.'s Proposal SCE-P05379.031 dated March 17, 2020, for additional services to perform the construction administration and construction inspection services for the Charlotte Drive Manhole Abandonment project, previously approved by the Board on February 24, 2020 in Action Item No. 20-FF-130, in the amount of \$3,700.00, per the fee structure set forth in the Proposal.

FF-E

Motion to approve the submission of the 2019-2020 CARES Emergency Relief Grant as follows:

- Clinton Township School District: \$11,775.00
- Acorn Montessori School: \$345.00
- Immaculate Conception School: \$2,216.00

FF-F

Motion to approve the submission of the FY21 ESEA Federal Grant as follows:

Title I-A: \$23,914

Title II-A: Total \$15,735

- Clinton Township School District: \$12,923
- Acorn Montessori School: \$379
- Immaculate Conception School: \$2,433

Title III: \$2,501

Title IV-A: Total \$10,000

- Clinton Township School District: \$8,213
- Acorn Montessori School: \$241
- Immaculate Conception School: \$1,546

FF-G

Motion to approve SID #8291912759 to attend Celebrate the Children for the 2020/2021 school year at a tuition of \$73,260.00.

FF-H

Motion to approve Celebrate the Children to provide a Teaching Assistant to SID #8291912759 during the 2020/2021 school year at a fee of \$27,000.00.

FF-I

Motion to approve, Commission for the Blind and Visually Impaired to provide Level 1 services to SID #2329622588 during the 2020/2021 school year at a cost of \$2,100.00.

FF-J

Motion to approve, Rutgers University Behavioral Health to provide Home Instruction to SID#6939190620 10 hours a week beginning September 27, 2019 until October 15, 2019 at an hourly rate of \$28.62.

FF-K

Motion to approve the submission of the FY21 IDEA Consolidated Grant as follows:

Preschool: \$12,373

Basic: Total \$376,303

- Clinton Township School District: \$328,434
- Non-public: \$47,869

FF-L

Motion to approve Summit Speech School to provide Itinerant Teachers services: one (1) session per week; one (1) consult per month to SID #2685225477 during the 2020/2021 school year at a cost of \$165.00 per hour.

FF-M

Motion to approve Summit Speech School to provide Itinerant Teachers services: one (1) session per week; to SID #6625646136 during the 2020/2021 school year at a cost of \$165.00 per hour.

PERSONNEL

- Several comments and questions from board members.

P-A

Motion to accept, that the Board of Education approves Chuck Roberto for an administrative internship through Centenary University at CTMS Middle School with Judith Hammond from August 2020 through May 2021.

P-B

Motion to approve Brian Farkas as Webmaster during the 2020-2021 school year, for a stipend in the amount of \$3,700.00.

P-C

Motion to approve paying Laura Jaw for preparing and facilitating an Introduction to Responsive Classroom training for new district staff on August 18, 2020, at the specified hourly rate of \$56.07 per hour, not to exceed 10 hours or \$560.70.

P-D

Motion to approve an adjustment/step in salary/step for Anna Dieterly from MA in F, Step M, at \$71,027.00 to MA in F, Step L, at 69,357.00, PCR#0000121.

P-E

Motion to approve an adjustment/step in salary for Nicole Spagnuolo from \$22,847.50, Step 4 to \$22,247.50, Step 1, PCR#0000079.

P-F

Motion to approve Maxwell Mazuca as a summer custodian on or about 5/13/2020 through 08/31/2020 at the rate of \$17.00 per hour.

P-G

Motion to approve the following substitute custodians at the rate of \$17.00 per hour effective July 1, 2020 for the 2020-2021 school year:

Bostock, Thomas	Schultz, Alan	Sherman, Susan
Christopher, Evan	Schumacher, Jaqueline	

P-H

Motion to accept, with regret, the resignation of **Hayley Booth** from Teaching Assistant position effective 8/30/2020, PCR# 0000116.

P-I

Motion to approve Michelle Rogers for the position of Special Education Teacher, FTE 1.0, Step C, MA with an annual salary of \$61,892.00 effective 08/31/2020 through June 30, 2021. (*Pending clearance of criminal history background check*), PCR#0000276.

P-J

Motion to approve the following employees to the District Response Team effective July 1, 2020 through September 30, 2020.

Barber, Sarah	Roberto, Charles	Stanley, Heather
Dombrowski, Caitlin	Shea, Katie	

P-K

Motion to approve a Memorandum of Agreement ("MOA") with the Clinton Township Education Association (CTEA) permitting secretaries, custodians, and maintenance staff to carry over vacation time from the 2019-20 school year they were unable to use due to extraordinary circumstances caused by the issuance by Governor Murphy, in response to the Coronavirus Pandemic, of Executive Order 107 which directed all residents to stay at home and which remained in force through the end of the 2019-20 school year, provided that such carry over is being permitted on a one-time, non-precedential basis, with any further requests for vacation carry over being determined on a case-by-case basis, as provided in the aforesaid MOA.

Motion to approve a Memorandum of Agreement ("MOA") with the Clinton Township Administrators Association permitting members of the District's administrative staff whose positions are within the CTAA negotiations unit, to carry over vacation time from the 2019-20 school year they were unable to use due to extraordinary circumstances caused by the issuance by Governor Murphy, in response to the Coronavirus Pandemic, of Executive Order 107 which directed all residents to stay at home and which remained in force through the end of the 2019-20 school year, provided that such carry over is being permitted on a one-time, non-precedential basis, with any further requests for vacation carry over being determined on a case-by-case basis, as provided in the aforesaid MOA.

Motion to approve requests by the following employees to carry over vacation time from the 2019-20 school year they were unable to use due to extraordinary circumstances caused by the issuance by Governor Murphy, in response to the Coronavirus Pandemic, of Executive Order 107 which directed all residents to stay at home and which remained in force through the end of the 2019-20 school year, provided that such carry over is being permitted on a one-time, non-precedential basis, with any further requests for vacation carry over being determined on a case-by-case basis.

Employee #	Total Carry Over Vacation Days	Total Carry Over Personal Days
51863454	11	
42112441	16	
47186929	8	
47101993	2	2
49834831	16	
49858913	5	
663325111	5	
34384776	7	

P-L

Motion to approve Elise Pozensky Cohen to provide individualized in-home or virtual training at the 20-21 contractual hourly rate of \$52.52, not to exceed 20 hours.

P-M

Motion to approve Sarah Barber to provide individualized in-home or virtual training at the 20-21 contractual hourly rate of \$30.05, not to exceed 20 hours.

P-N

Motion to approve the following teachers to work with students during the summer of 2020:

Teacher	Student	Total hours	Rate
Julie Tepper	SID #8022614230	4 hours total	\$49.39
Lisanne Bartram			\$48.73
Jessica Partridge	SID #3340489596	2 hours total	\$50.88
Heather Stanley			\$49.54
Kelly Hill	SID #1763590098	2 hours total	\$50.07
Kristin McRae	SID #4747649578	4 hours total	\$49.39

P-O

July 20, 2020

Motion to approve Gretchen Michelet and Kelly Weiland as Substitute Nurses for the 20/21 school year at a rate of \$200/day.

P-P

Motion to approve an adjustment/step for Jennifer Patuto from Step 1 at \$26,430 to Step 15/16 at \$31,525.

P-Q

Motion to approve Kathy Collins in the role of Teacher Assistants to participate in the District's Summer Extended School Year (ESY) from July 1, 2020 through July 30, 2020 at a rate of \$18.00 per hour.

P-R

Motion to approve Lisa Siefert for 2020 summer work at the specified hourly rate of \$45.74, not to exceed 32.5 hours.

P-S

Motion to approve Allison Lefebvre to participate in the District's Summer CST Evaluation period from July 1, 2020 through August 22, 2020 at a rate of \$60.89.

P-T

Motion to amend Action 20-P-287: Amend date from June meeting from August 22, 2020 to July 30, 2020.
Original Motion: Motion to approve the following Teacher's Assistants to participate in the District's Summer Extended School Year (ESY) from July 1, 2020 through August 22, 2020.

P-U

Motion to approve paid FMLA leave of absence for **Employee ID#83952499** using accrued time from 06/03/2020 through 07/24/2020 with a return to work on or about 07/27/2020.

P-V

Motion to approve the following requests for graduate course approval, in accordance with the Negotiated Agreement:

<i>Employee</i>	<i>Program Title</i>	<i>Location</i>	<i>Date</i>
Bartram, Lisanne	OL5702: Culturally Competent Educator	Augustana University	Fall 2020
Dieterly, Anna	15.291:511 Intro to Assessment, Applied Stats & Research	Rutgers University	Fall 2020
Dombrowski, Caitlin	NURS614: Role of the School Nurse I	New Jersey City University	Fall 2020
Domenic, MaryAnna	NU404: Concepts and Challenges in Professional Practice	Regis College	Fall 2020
Gallo, Kelly	GED642: Case Studies in Supervision	Centenary University	Fall 2020
Giordano, Christina	GCO581: Fundamentals of SAC	Centenary University	Fall 2020
Giordano, Christina	GCO591: Substance Abuse in the School Setting	Centenary University	Fall 2020
Harbison, Kerri	GED550: Seminar in Curricular Eval and Assessment Strategies	Centenary University	Fall 2020
Knapp, Kristina	GED652: Current Issues in Special Ed	Centenary University	Fall 2020

Paccione, Jen	GED560: Seminar in Instructional Leadership	Centenary University	Fall 2020
Prebor, Robyn	GED634: Innovative Approach to Literacy Instruction	Centenary University	Fall 2020

P-W
Motion to approve horizontal movement across the salary guide for **Chelsey Lindaberry** from BA to BA+15 effective February 15, 2018.

P-X
Motion to approve _____ for the position of Supervisor of Building and Grounds at an annual salary of \$XXX.XXX.XX effective XX/XX/XXXX through XX/XX/XXXX. (Pending successful completion of criminal history background check) PCR#xxxxxxx. -

P-Y
Motion to approve the following district lunch/recess substitutes at the hourly rate of **\$11.00 per hour**:

Bostock, Theresa	Gasior, Kathleen	Poling, Mary	Schumacher, Jacqueline
DeMeo, Susan	Pearly, Angela	Rochelle, Nancy	Zawadzki, Sharon

P-Z
Motion to approve summer hours for the district to reflect Monday through Thursday effective 7/1/2020 through 08/21/2020.

P-AA
Motion to approve a paid FMLA/NJ FLA leave of absence for **Employee ID# 80328925** using accrued time from 10/19/2020 through 11/13/2020, unpaid leave from 11/16/2020 through 3/26/2021 followed by a paid leave using accrued time from 03/29/2020 through 04/30/2020 with an anticipated return to work date of 5/3/2021.

P-AB
Motion to approve a Settlement Agreement ("Agreement") with the Clinton Township Education Association resolving the arbitration and related grievance docketed before the N.J. Public Employment Relations Commission as Docket No. AR-2020-256, and to authorize the Superintendent of Schools and the School Business Administrator to take such action, including the making of retroactive payment of all stipends provided, as is required to effectuate the terms and conditions of the Agreement, with such advice and counsel from the Board Attorney as is required, as recommended by the Superintendent of Schools.

POLICY:

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

- Dr. Ruberto explained the process being used and what will be forthcoming relating to the complete review and approval of the entire policy and regulations manual for the district.

CURRICULUM:

- Several comments and questions from board members.

CUR-A

Motion to approve participation in the Title III Consortium hosted by Readington Township School District for the 2020-2021 school year.

CUR-B

Motion to approve the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2020-2021 school year.

CUR-C

Motion to approve the readoption of all existing curriculum to be used during the 2020-2021 school year.

CUR-D

Motion to approve the 2020-2021 New Staff Orientation dates of August 17 and August 18, 2020.

CUR-E

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

- Technology, Grades K-8

CUR-F

Motion to approve, the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy #6471 "School District Travel." Only overnight stays are eligible for meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. Where more than five individuals from the district are to attend the same out-of-state conference, the school district shall obtain the prior written approval of the Executive County Superintendent, OMB Mileage Reimbursement Rate: \$0.35.

Employee/ School	Program Title/Location	Date	Cost	Mileage	Lodging/ Meals
Evans, Erin PMG	Foundations 2 Training Online	8/26/2020	\$350.00	\$0.00	\$0.00
Hammond, Judi CTMS	Pandemic Response: Planning for New Normal Online	7/8/2020 - 7/9/2020	\$270.00	\$0.00	\$0.00
Jaw, Laura PMG	Distance Learning in Kindergarten Online	7/31/2020	\$279.00	\$0.00	\$0.00
Loughman, Margaret PMG	Foundations 3 Training Online	8/27/2020	\$350.00	\$0.00	\$0.00
Mason, Luke CTMS	Pandemic Response: Planning for New Normal Online	7/8/2020 - 7/9/2020	\$270.00	\$0.00	\$0.00
Meyer, Mary PMG	Foundations 2 Training Online	8/26/2020	\$350.00	\$0.00	\$0.00
Mueller, Julia PMG	Foundations 2 Training Online	8/26/2020	\$350.00	\$0.00	\$0.00
Postma, Mary RVS	Pandemic Response: Planning for New Normal Online	7/8/2020 - 7/9/2020	\$270.00	\$0.00	\$0.00

CUR-G

Motion to approve the following teachers as summer curriculum writers, to be paid at the hourly rate of \$37.74, effective June 17, 2020, for a total amount not to exceed \$15,000 for all staff.

Tracey Carew	Angela Dmuchowski	Jill Jordan
Courtney Chipman	Joanne Filus	Laura Lucchetto
Jen Desjaden	JoAnn Gitto	Charles Roberto
		Lina Rothbard

CUR-H

Motion to approve, SID #2244583968 to attend The Midland School for the 2020/2021 school year at a tuition of \$63,130.00.

CUR-I

Motion to approve, SID #4838554343 to attend The Newmark School for the 2020/2021 school year at a tuition of \$59,423.40.

CUR-J

Motion to approve, SID #8573267839 to attend Warren Glen Academy School for the 2020/2021 school year at a tuition of \$56,863.80.

CUR-K

Motion to approve, Warren Glen Academy to provide a Teaching Assistant to SID #8573267839 during the 2020/2021 school year at a fee of \$51,450.00.

CUR-L

Motion to approve, SID #8496865066 to attend Rock Brook School for the 2020/2021 school year at a tuition of \$72,973.85.

CUR-M

Motion to approve, SID #9125338578 to attend Rock Brook School for the 2020/2021 school year at a tuition of \$72,973.85.

CUR-N

Motion to approve, the Board of Education approves the purchase of \$1,800.00 for a Zoom educational district subscription.

OLD BUSINESS:

- Ms. Brennan discussed the notification of board meetings and recommended procedures be set up.
- Ms. Brennan informed the board that her meetings with Dr. Ruberto will be provided in the end of week report provided by Dr. Ruberto.
- Dr. Ruberto explained her style for communicating with the board.

NEW BUSINESS:

July 20, 2020

- Ms. Brennan discussed the possibility of in person meetings and/or virtual hybrid meetings. Other board members commented.
- Dr. Riihimaki mentioned there is a virtual Somerset/Hunterdon County School Board Association meeting scheduled for August 3. She encouraged all board members to attend.
- Mr. Hornick gave accolades for having the agenda digitally sent to the community.

SECOND RECOGNITION OF THE PUBLIC:

- Penny McFadden, Speech Language Specialist, Round Valley School, commented on mandatory mask wearing.
- Kate Law, 117 Westchester Terrace, Annandale, thanked Dr. Ruberto; would like to see continuation of virtual meetings; commented on the surveys
- Dawn Napoli, Health and Physical Education teacher, P. McGaheran School, gave accolades to the technology staff.
- Carol Johnson, 9 Sunrise Circle, Clinton, thanked everyone and requested that virtual meetings continue.
- Stacie-Ann Creighton, 22 Prescott Circle, Lebanon, commented that she would like the board to stay with virtual board meetings.

EXECUTIVE SESSION:

No executive session.

ADJOURNMENT:

Action 21-AJ-001:

Motion made by Dr. Riihimaki, seconded by Dr. Brasher to adjourn the meeting of the Clinton Township Board of Education at 10:23 p.m.

By consensus: Ayes - 8 Nays - 0 Abstain - 0 Absent - 0

Respectfully Submitted,



Mark Kramer
School Business Administrator/Board Secretary

Board of Education Approved: 8/24/2020