

**CLINTON TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION  
WORK SESSION MINUTES  
Work Session Meeting - October 14, 2020 at 7:30 p.m.  
Virtual Access**



**CALL TO ORDER:** Lana Brennan called the meeting to order at 7:31 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 October 1, 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	X		
Dr. Laura Brasher	X		
Ms. Mary Beth Brooks		X	
Ms. Catherine Mary Emery		X	Arrived at 8:27 p.m.
Ms. Maria Grant	X		
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Mrs. Jennifer Kaltenbach	X		
Dr. Catherine Riihimaki	X		

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

**PLEDGE OF ALLEGIANCE:** Ms. Grant led the Board in the Pledge of Allegiance.

**PROCESS GUARDIAN:** Dr. Riihimaki was appointed Process Guardian.

**FIRST RECOGNITION OF THE PUBLIC:**

- None

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

- Volunteer needed for the district QSAC Committee
- Recognized the Clinton Township Principals for National Principals' Month

**SUPERINTENDENT’S REPORT:**

- National Principals’ Month - acknowledgment of principals
- Introduction of new faculty members by the principals
- Professional Day on October 12, 2020 went well
- Acknowledgement of nurses, principals, the Supervisor of Building and Grounds, and the Director of Special Services for their work on the district Covid response
- PTA Tricky Tray to be held on Saturday, October 17th
- PTA looking for new members
- 10/15 Meeting of District Response Team regarding moving forward
- Watch Thanksgiving travel
- Acknowledged work on Qualtrics email issue from this morning
- No school buildings will be open for instruction on Election Day
- State waived mandated assessments for 2020-2021, but federal government has not approved yet
- Start Strong Assessments for grades 4-8 to measure progress from March closing to present
- District goals address equity and equality, with SGOs aligned to district goals
- NJDOE issued executive order 187 regarding minimum and high risk sports
- QSAC district formal review in 5 areas:
  - Instruction & Program
  - Fiscal
  - Governance
  - Operations
  - Personnel

QSAC DPRs and Declaration are due by December 15th. The first training will be next week.

- The state is reviewing their earlier decision not to count virtual emergency weather days as instructional day
- No change in 6-foot distancing or mask requirements
- Discussion of parent survey results regarding switches from hybrid to virtual and vice versa
- Federal government is offering free lunch for all students through December, maybe all year
- Demographic data discussed with board
  - Waiting for results on CTSD student achievement in high school
- Board discussion about QSAC
  - Mr. Hornick volunteered to join the committee

**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 9/30/20</b>	<b>September 2020 Suspensions</b>
SRS	42	0
PMG	331	0

RVS	381	0
CTMS	459	0
<b>District Total</b>	<b>1,213</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**

**Motion to approve** the revised 2020-2021 School Calendar.

**SU-D**

**Motion to approve** the following Clinton Township School District QSAC Committee members to complete the internal QSAC district review for the NJDOE QSAC review during the 2020-2021 school year:

<b>Name</b>	<b>Building</b>	<b>Position</b>
Dr. Ruberto	CTSD	Interim Superintendent
Mark Kramer	CTSD	Interim School Business Administrator/Board Secretary
Lana Brennan	BOE	BOE President
Scott Hornick	BOE	BOE Representative
Joanne Hinkle	CTSD	Director of Special Projects
Jennifer Paccione	CTSD	Supervisor of Instruction, Data and Assessment
Alexa Ingram	CTSD	Director of Special Services
Melissa Goad	PMG	Principal CTAA Representative
Judi Hammond	CTMS	Principal CTAA Representative
XXX	XXX	CTEA Representative
XXX	XXX	CTEA Representative
Frank Bolognini	CTSD	Supervisor of Buildings and Grounds

Claudia Cantelmi	CTSD	Human Resources Coordinator
Michele LaFevre	CTSD	Assistant to the Business Administrator
Carmella Shaw	CTSD	Business Office Coordinator
Mary Postma (alternate)	RVS	Principal CTAA Representative

**PRESENTATIONS:**

District and Board Goals, presented by Ms. Gwen Thornton

- Suggested Board Goals for 2020-2021:
  - Equity, inclusion and diversity
  - Board’s role in Finance and Personnel
  - Board member usage of Social Media
  - Effective meetings and teamwork
- Discussion of board’s role in supporting administration with district goals
- Professional Development for understanding that role
- Dr. Ruberto to host a board retreat

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

- Field work of audit started Monday, with a draft expected in 3 weeks
- Monday’s public hearing on bond referendum would allow the board to make a decision in the next year for any bond refinancing of the scenarios discussed
- Board discussion surrounding the change order and history of railing at PMG
- Board discussion of law firm selection criteria

**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 MONTHS PRIOR TO JULY 2020**

**BA-E APPROVE MEETING MINUTES FOR THE MONTH OF SEPTEMBER 2020**

**BA-F APPROVE BOND REFINANCING SECOND READING**

**BA-G APPROVE CHANGE ORDERS HVAC UPGRADES AT PATRICK MCGAHERAN SCHOOL**

**BA-H APPROVE PARENT TRANSPORTATION CONTRACT**

**BA-I APPROVE USE OF 2019-20 EXTRAORDINARY STATE AID FOR 2020-21 APPROPRIATIONS**

**BA-J APPROVE LAW FIRM FOR NEGOTIATIONS**

**BA-K APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

**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 September 22, 2020 through October 19, 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 August 31, 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 August 31, 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 August 31, 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 MONTHS PRIOR TO JULY 2020**

**Motion to approve** the following list of board meeting minutes as presented for months prior to July 2020:

- April 6, 2020 - Work Session Meeting

**BA-E**

**APPROVE MEETING MINUTES FOR THE MONTH OF SEPTEMBER 2020**

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

- September 16, 2020 - Work Session Meeting
- September 21, 2020 - Regular Meeting

**BA-F**

**APPROVE BOND REFINANCING SECOND READING**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF CLINTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, AUTHORIZING CERTAIN ACTIONS NECESSARY IN CONNECTION WITH THE SALE AND ISSUANCE OF NOT TO EXCEED \$14,600,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS AND AUTHORIZING THE APPROPRIATE OFFICIALS TO DO ALL ACTS AND THINGS DEEMED NECESSARY AND ADVISABLE IN CONNECTION WITH THE SALE, ISSUANCE AND DELIVERY OF SAID BONDS**

**WHEREAS**, on June 30, 2011, The Board of Education of the Township of Clinton, in the County of Hunterdon, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed by the Board) issued \$12,100,000 aggregate principal amount of tax-exempt Refunding School Bonds, Series 2011 (the “June 2011 Bonds”); and

**WHEREAS**, on December 22, 2011, the Board issued \$10,630,000 aggregate principal amount of tax-exempt Refunding School Bonds, Series 2011 (the “December 2011 Bonds”); and

**WHEREAS**, the Board has determined that the current interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School Bonds (the “Refunding School Bonds”) to refund (A) all or a portion of the \$3,400,000 aggregate principal amount of the outstanding June 2011 Bonds maturing on or after January 15, 2022 (the “June 2011 Refunded Bonds”) and (B) all or a portion of the \$10,155,000 aggregate principal amount of the

outstanding December 2011 Bonds maturing on or after January 15, 2023 (the “December 2011 Refunded Bonds” and collectively with the June 2011 Refunded Bonds, the “Refunded Bonds”); and

**WHEREAS**, the Board introduced a refunding school bond ordinance (the “Refunding Bond Ordinance”) on first reading by resolution of the Board on September 21, 2020; and

**WHEREAS**, on the date hereof, the Board held a public hearing on the Refunding Bond Ordinance; and

**WHEREAS**, the Board has determined to issue and sell such Refunding School Bonds; and

**WHEREAS**, the Board now desires to authorize certain actions in connection with the sale and issuance of the Refunding School Bonds.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF CLINTON IN THE COUNTY OF HUNTERDON, NEW JERSEY (by not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:**

**SECTION 1.** The Refunding Bond Ordinance is hereby adopted and shall take effect immediately.

**SECTION 2.** There is hereby delegated to the Business Administrator/Board Secretary, subject to the limitations contained herein and in consultation with Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey, Bond Counsel to the Board (“Bond Counsel”), and Phoenix Advisors, LLC, as Municipal Advisor to the Board (the “Municipal Advisor”), the power with respect to the Refunding School Bonds, which may be sold in one or more series, to determine and carry out the following:

a) the sale of the Refunding School Bonds at private sale, provided that the purchase price paid by the purchaser thereof shall not be less than ninety-five percent (95%) of the principal amount of the Refunding School Bonds so sold;

b) the principal amount of Refunding School Bonds to be issued, provided that (i) such amount shall not exceed \$14,600,000, and (ii) such amount shall not exceed the amount necessary to pay the costs of issuance associated with the Refunding School Bonds and to fund the deposit to the escrow fund as set forth in the Escrow Deposit Agreement (as defined herein) in an amount that, when invested, will be sufficient to provide for the timely payments required for the Refunded Bonds;

c) the maturity dates and the principal amount of each maturity or sinking fund redemption amount of the Refunding School Bonds, provided that no Refunding School Bonds refunding the Refunded Bonds shall mature later than the maturity date of the respective Refunded Bonds;

d) the interest payment dates and the interest rates on the Refunding School Bonds, provided that the true interest cost on the Refunding School Bonds shall produce a present value debt service savings of at least three percent (3%) of the principal amount of the Refunded Bonds;

e) the denomination or denominations of and the manner of numbering and lettering the Refunding School Bonds, provided that all Refunding School Bonds of like maturity shall be identical in all respects, except as to denominations, amounts, numbers and letters;

f) provisions for the sale or exchange of the Refunding School Bonds and for the delivery thereof;

g) the form of the Refunding School Bonds shall be substantially in the form set forth in Exhibit A attached hereto, with such additions, deletions and omissions as may be necessary for the Board to market the Refunding School Bonds in accordance with the requirements of The Depository Trust Company, New York, New York, (“DTC”) and the Purchase Contract (as defined herein);

h) the direction for the application and investment of the proceeds of the Refunding School Bonds;

i) the terms of redemption of the Refunding School Bonds, if any;

j) the determination to issue such Refunding School Bonds on a current or forward basis;

k) the determination to issue such Refunding Bonds on a taxable or tax-exempt basis;

l) The determination to sell the Bonds to a purchaser (the “Purchaser”) as selected by the Business Administrator/Board Secretary, in consultation with the Municipal Advisor after a solicitation process conducted by the Placement Agent (as defined herein), in accordance with the forward commitment letter to be entered into by and between the Purchaser and the Board (the “Forward Commitment Letter”) pursuant to this resolution. The purchase price for the Bonds shall be as set forth in the Forward Commitment Letter, plus unpaid accrued interest, if any, from the dated date of the Bonds to, but not including, the delivery date of the Bonds. The Board President, Superintendent and/or Business Administrator is hereby authorized to enter into the Forward Commitment Letter on behalf of the Board with the Purchaser in a form satisfactory to Bond Counsel for the sale of the Bonds to the Purchaser in accordance with the provisions of this resolution. The signature of the Board President, Superintendent or Business Administrator on the Forward Commitment Letter shall be conclusively presumed to evidence any necessary approvals. If the Bonds are sold to a Purchaser pursuant to this provision, the Board shall utilize RBC Capital Markets as placement agent (the “Placement Agent”), and to pay any associated fees, to provide specialized services necessary in connection with the authorization and issuance of the Bonds;

m) the determination to sell the Bonds via a public offering to an underwriter(s) (the “Underwriter”) to be selected by the Business Administrator in consultation with the Municipal Advisor; and

n) any other provisions deemed advisable by the Business Administrator/Board Secretary not in conflict with the provisions hereof.

In addition, the issuance of the Refunding School Bonds shall comply with the provisions of N.J.A.C. 5:30-2.5, including that within ten (10) days of the date of the closing on the Refunding School Bonds, the Business Administrator/Board Secretary shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth (a) a comparison of the Refunding School Bonds’ debt service and the Refunded Bonds’ debt service, which comparison shall set forth the present value savings achieved by the issuance of the Refunding School Bonds; (b) a summary of the issuance of the Refunding School Bonds; (c) an itemized accounting of all costs of issuance in connection with the issuance of the Refunding School Bonds; and (d) a certification of the Business Administrator/Board Secretary that (i) all of the conditions of Section (b) of N.J.A.C. 5:30-2.5 have been met, and (ii) this resolution authorizing the issuance of the Refunding School Bonds, adopted pursuant to 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

The Business Administrator/Board Secretary shall execute a certificate evidencing the determinations or other actions taken pursuant to the authority granted hereunder, and any such certificate shall be conclusive evidence of the actions or determinations of the Business Administrator/Board Secretary as to the matters stated therein.



**SECTION 4.** The President and Vice President of the Board are hereby authorized and directed to execute by manual or facsimile signature the Refunding School Bonds in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Refunding School Bonds.

**SECTION 5.** The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Municipal Advisor, is hereby authorized and directed to approve a Bond Purchase Contract (the “Purchase Contract”), if required, for the Refunding School Bonds, to be dated the date of sale of such Refunding School Bonds and to be executed by the Purchaser. The President, Vice President and Business Administrator/Board Secretary are hereby authorized and directed on behalf of the Board to execute and deliver said Purchase Contract.

**SECTION 6.** The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Municipal Advisor, is hereby authorized and directed to apply and qualify for the issuance of any policy of municipal bond insurance and to approve a Commitment for Municipal Bond Insurance (the “Commitment”) setting forth the terms and conditions (including premium charges) upon which a bond insurer proposes to issue its bond insurance policy covering the Refunding School Bonds. The Business Administrator/Board Secretary is hereby authorized and directed on behalf of the Board to execute and deliver said Commitment.

**SECTION 7.** The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Municipal Advisor, is hereby authorized and directed to approve the Escrow Deposit Agreement (the “Escrow Deposit Agreement”) with an escrow agent (the “Escrow Agent”) to be selected by the Business Administrator/Board Secretary, in consultation with Bond Counsel and the Municipal Advisor, with respect to the Refunded Bonds, to be dated the date of the closing on the Refunding School Bonds. The President and Vice President of the Board are hereby authorized and directed to execute and deliver the Escrow Deposit Agreement in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Escrow Deposit Agreement. The Municipal Advisor is hereby authorized to act as the agent and representative of the Board for the purpose of subscribing for the purchase of United States Treasury Securities – State and Local Government Series to be held by the Escrow Agent. In the alternative, if United States Treasury Securities – State and Local Government Series are not available, the Municipal Advisor is hereby authorized to seek bids for the acquisition of United States Treasury Securities – Open Market Securities.

**SECTION 8.** The Business Administrator/Board Secretary is hereby authorized and directed to select a verification agent (the “Verification Agent”), if required, in consultation with Bond Counsel and the Municipal Advisor, with respect to the Refunded Bonds. The Verification Agent shall prepare the verification report required to verify the sufficiency of the escrowed monies to refund the Refunded Bonds.

**SECTION 9** It is hereby delegated to the Business Administrator/Board Secretary the authority to “deem final” (as defined under Rule 15c2-12, as amended and supplemented (the “Rule”), promulgated by the Securities and Exchange Act of 1934, as amended and supplemented), a Preliminary Official Statement (the “Preliminary Official Statement”) and such official is hereby authorized and directed to execute and deliver a certificate to the Underwriter evidencing the same. The preparation and distribution by the Board, in consultation with Bond Counsel, and counsel to the Underwriter, if any, of a Preliminary Official Statement for the Refunding School Bonds to be used in connection with the marketing of such Refunding School Bonds, is hereby approved and any previous actions undertaken by various representatives and officers of the Board with respect thereto are hereby ratified and confirmed. Upon the sale of the Refunding School Bonds to the Underwriter, the Preliminary Official Statement shall be so modified by the Business Administrator/Board Secretary, in consultation with Bond

Counsel, to reflect the effect of the pricing of the Refunding School Bonds and the Purchase Contract and any other revision not inconsistent with the substance thereof deemed necessary or advisable by Bond Counsel, and said Preliminary Official Statement as so modified shall constitute the final Official Statement (the "Official Statement"). The Business Administrator/Board Secretary is authorized and directed on behalf of the Board to execute and deliver said Official Statement.

**SECTION 10.** The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Certificate (the "Certificate") which will set forth the obligation of the Board to file budgetary, financial and operating data on an annual basis and notices of certain enumerated events deemed material in accordance with the provision of the Rule. The Business Administrator/Board Secretary is hereby authorized and directed to execute and deliver this Certificate evidencing the Board's undertaking with respect to the Rule. Notwithstanding the foregoing, failure of the Board to comply with the Certificate shall not be considered a default on the Refunding School Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance to cause the Board to comply with its obligations hereunder.

**SECTION 11.** The President, Vice President and Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by this resolution, the Purchase Contract, the Escrow Deposit Agreement and the Commitment, and for the authorization, sale and issuance of the Refunding School Bonds. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with Bond Counsel, as hereinabove provided, shall be conclusive and no further ratification or other action by the Board shall be required with respect thereto.

**SECTION 12.** All other resolutions adopted in connection with the Refunding School Bonds and inconsistent herewith are hereby rescinded to the extent of such inconsistency.

**SECTION 13.** This resolution shall take effect immediately.

## **BA-G**

### **APPROVAL OF CHANGE ORDERS HVAC UPGRADES AT PATRICK MCGAHERAN SCHOOL**

**WHEREAS**, on March 18, 2019 the Clinton Township Board of Education awarded a contract to AMCO Enterprises for HVAC upgrades at the Patrick McGaheran School in the total contract lump sum of \$266,900.00 inclusive of a \$15,000 general allowance; and

**WHEREAS**, the Clinton Township Board of Education has approved change orders #1 through #3 listed below based on the recommendation of the district architect, Parette, Somjen Architects, for the following HVAC upgrades at the Patrick McGaheran School:

- Change order #1 in the amount of \$32,500.00 to modify steel framing and rooftop ductwork.
- Change order #2 in the amount of \$2,685.00 for credits for the fire alarm work and 3<sup>rd</sup> party testing.
- Change order #3 in the amount of \$2,827.73 for the roof-mounted railing to meet code official requirements.

**WHEREAS**, the district architect, Parette, Somjen Architects, for the HVAC upgrades at the Patrick McGaheran School has determined a need for and is recommending to the board the following change order:

- Change order #4 in the amount of \$13,780.99 to install a new guardrail per code official's requirements.

**WHEREAS**, below is an accounting of the contract and allowances inclusive of change orders 1 through 4:

Original Contract Amount Including Allowances		\$ 266,900.00
Total General Allowances Included in Contract	\$ 15,000.00	
Change Orders Affecting Allowances		
Change Order #1	<u>(15,000.00)</u>	
Unused Allowances		-
Change Orders Not Affecting Allowances		
Change Order #1	\$ 17,500.00	
Change Order #2	(2,685.00)	
Change Order #3	2,827.73	
Change Order #4	<u>13,780.99</u>	
Total Change Orders Not Affecting Allowances		<u>31,423.72</u>
Adjusted Contract Balance		<u>\$ 298,323.72</u>

**NOW, THEREFORE BE IT RESOLVED**, upon the recommendation of the district's Architect of Record, Parette, Somjen Architects, that the Clinton Board of Education approves the following change order:

- Change order #4 in the amount of \$13,780.99 to install a new guardrail per code official's requirements.

**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-H  
APPROVE PARENT TRANSPORTATION CONTRACT**

**Motion to approve** the 2020-2021 Parental Contract for Student Transportation with SL for route PT3 to the Rock Brook School in the amount of \$49.50 per diem for up to 168 days, for a total amount not to exceed \$8,316.00.

**BA-I  
APPROVE USE OF 2019-20 EXTRAORDINARY STATE AID FOR 2020-21 APPROPRIATIONS**

**WHEREAS**, the Clinton Township Board of Education has received Extraordinary Aid revenues for the 2019-2020 fiscal year in the amount of \$721,996; and

**WHEREAS**, \$300,000 was originally budgeted for during the 2019-2020 budgeting process creating an additional \$421,996 in unanticipated revenues from Extraordinary Aid, and

**WHEREAS**, the Department of Education allows districts to appropriate these funds in the next fiscal year (2020-2021) without Commissioner approval, and

**WHEREAS**, the district has determined that there is a need for the use of these funds for contracted salaries which occurred after the 2020-2021 budget process was completed.

**BE IT RESOLVED**, that the Clinton Township Board of Education hereby approves the unanticipated revenues from the 2019-2020 Extraordinary Aid in the amount of \$421,996 and to appropriate said funds in the 2020-2021 budget for contracted salaries which occurred after the 2020-2021 budget process was completed, and

**BE IT FURTHER RESOLVED**, that the \$421,996 will be distributed into the following accounts:

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
11.212.100.106	Other Salaries for Instruction - Multiple Disabilities	\$ 40,000
11.214.100.106	Other Salaries for Instruction - Autism	105,000
11.216.100.106	Other Salaries for Instruction - Preschool Disabilities	85,000
11.213.100.101	Salaries for Teachers - Resource Room	191,996
		<u>\$ 421,996</u>

**BE IT FURTHER RESOLVED**, such appropriation shall be consistent with guidance and direction as provided by the Commissioner of Education and the Department of Finance.

**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 process this action on behalf of the Clinton Township Board of Education with regard to exercising the intent of this resolution.

**BA-J**

**APPROVE LAW FIRM FOR NEGOTIATIONS**

**WHEREAS**, the Clinton Township Board of Education has determined that it is necessary to secure the services of a labor negotiator with demonstrated experience in school district collective negotiations and related litigation; and

**WHEREAS**, the Clinton Township Board of Education has a need to negotiate with the Clinton Township Education Association and the Clinton Township Administrators Association; and

**WHEREAS**, the following law firms were solicited for proposals:

- Adams Gutierrez & Lattiboudere
- Schenck, Price, Smith & King
- Lindabury, McCormick, Estabrook & Cooper
- Sciarrillo Cornell, Merlino, Mckeever & Osborne
- Busch Law Group
- Porzio, Bromberg & Newman
- Scarinci Hollenbeck
- Comegno Law Group

**WHEREAS**, the following law firms responded to the district’s request for proposals:

- Schenck, Price, Smith & King
- Sciarrillo Cornell, Merlino, Mckeever & Osborne
- Busch Law Group
- Porzio, Bromberg & Newman
- Scarinci Hollenbeck

**WHEREAS**, the Negotiation Committee reviewed the proposals and has determined that XXXXXXXXXX has demonstrated expertise in school district collective negotiations and in related arbitration proceedings and proceedings before the Public Employment Relations Commission; and

**WHEREAS** pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., legal services constitute “professional services,” and N.J.S.A. 18A:18A-5(a)(i) permits the awarding of a contract for professional services without public advertising for bids and bidding; and

**NOW THEREFORE, BE IT RESOLVED** that the Clinton Township Board of Education recommends the appointment of the law firm XXXXXXXX to provide negotiation services at a rate of \$XXXXXXX through June 30, 2021; and

**BE IT FURTHER RESOLVED** that the Board of Education shall cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service and amount of this contract consistent with the requirements of N.J.S.A. 18A:18A-5.a.(1); 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-K**

#### **APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

**WHEREAS**, the Department of Education requires New Jersey School Districts to a submit three-year maintenance plan documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed on the attached document for the various school facilities of the Clinton Township School District are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

**WHEREAS**, specific proposed expenditures will be subject to the compliance of New Jersey’s purchasing requirements prior to the commitment of any funds, and

**NOW THEREFORE, BE IT RESOLVED** that, the Clinton Township School District hereby authorizes the School Business Administrator/Board Secretary to submit the Comprehensive Maintenance Plan for the Clinton Township School District in compliance with Department of Education requirements.

#### **PERSONNEL:**

#### **P-A**

**Motion to offer employment for the 2020/2021 school year to the following:**

Code	Name	Position	Guide	FTE	Effective Date	Annual Salary	PCR#
A.1	Malabika Chakraborty	Special Education Teacher	MA, Step C	1.0	10/1/2020 - 6/30/2021	\$61,892.00 (prorated)	0000224

**P-B**

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

Code	Employee ID	Details	Leave Start Date	Return to Work Date	PCR#
B.1	49805450	Using accrued, unused benefit time	On or about 9/25/2020	On or about 10/19/2020	0000196

**P-C**

**Motion to approve** the following certificated employee(s) for horizontal movement across the salary guide:

Code	Name	From	To	Effective Date
C.1	Bartram, Lisanne	BA+15	BA+30/MA	02/15/2020

**P-D**

**Motion to approve** additional assignments/work hours for the following district staff:

Code	Building	Name	Assignment	Compensation
D.1	SRS	Caitlin Dombrowski	District Response Team	Hourly rate of \$27.83, not to exceed 10 hours
D.2	CTSD	Lauren Besecker	Additional Speech/Language Specialist hours	Hourly rate of \$42.64, not to exceed 40 hours
D.3	CTMS	Rich Tarriff	Camerata Singers Advisor	\$1,252.35 stipend
D.4	CTMS	Diane Cormican	Video Journalism/Online News Advisor	\$5,009.40 stipend
D.5	CTMS	Steve Schaefer	Guitar Club Advisor	\$834.90 stipend
D.6	CTMS	Steve Schaefer	Rock Band Advisor	\$834.90 stipend
D.7	CTMS	Steve Schaefer	Jazz Band Advisor	\$834.90 stipend
D.8	CTMS	Kelly DiGioia	Yearbook Co-Advisor	\$1781.12 stipend
D.9	CTMS	Tarra Bendorf	Yearbook Co-Advisor	\$1781.12 stipend
D.10	CTMS	Diane Cormican	School Council	\$1,113.20 stipend

D.11	CTMS	Rich Tarriff	Drama Production/Cabaret/Talent Show Co-Advisor	\$1,113.20 stipend
D.12	CTMS	Caitlyn O'Connor	Drama Production/Cabaret/Talent Show Co-Advisor	\$1,113.20 stipend
D.13	RVS	Noel McCormick	Golden Eagle Singers Advisor	\$1,113.20 stipend
D.14	RVS	Jennifer Desjadon	Memory Book Advisor	\$787.50 stipend
D.15	RVS	Jennifer Desjadon	School Council Advisor	\$566.60 stipend

**P-E**

**Motion to adjust** the start date for the following new hires:

Code	Employee	Original Start Date	New Start Date	PCR#
E.1	Kenneth Askew	10/6/2020	10/13/2020	0000098
E.2	Patricia Corral	8/28/2020	10/26/2020	0000121

**P-F**

**Motion to accept**, with regret, the following employees retiring or resigning:

Code	Employee	Description	Effective Date	Years of Service	PCR#
F.1	Kathleen Kavin	Retirement	1/1/2021	20	0000201
F.2	Sarah Barber	Resignation	12/3/2020	15	0000263

**P-G**

**Motion to approve**, the Successor Collective Negotiations Agreement With Clinton Township Administrators' Association July 1, 2019 Through June 30, 2022.

**WHEREAS**, the Clinton Township Board of Education ("Board") and the Clinton Township Administrators' Association ("CTAA") are signatories to a collective negotiations agreement for the period of July 1, 2016 through June 30, 2019 ("Expired Agreement"), covering certain administrators employed by the Board; and

**WHEREAS**, the Negotiations Committees for both the Board and the CTAA have been engaged in negotiations for a successor to the Expired Agreement; and

**WHEREAS**, following extensive good faith negotiations, with the aid of a State-appointed mediator, on September 18, 2020, the Board and CTAA negotiations committees, reached an agreement upon the complete terms and conditions of a successor collective negotiations agreement for the period of July 1, 2019 through June 30, 2022 ("Successor Agreement"), executing a Memorandum of Agreement ("MOA") memorializing their agreement; and

**WHEREAS**, pursuant to the agreements set forth in the MOA, the parties' representatives prepared a form of the Successor Agreement containing all the modifications required by the MOA; and

**WHEREAS**, the CTAA's rank and file have ratified the Successor Agreement; and

**WHEREAS**, the Board's Negotiations Committee, unanimously and without qualification, recommends that the Board ratify and approve the Successor Agreement which satisfies all the Board's goals set out prior to the commencement of negotiations for the Successor Agreement; and

**WHEREAS**, the Board believes that the agreement for a Successor Agreement negotiated by the Board's Negotiations Committee fulfills the Board's negotiations goals and that approval of the Successor Agreement is in the best interests of the school district and all its constituents;

**NOW, THEREFORE, BE IT RESOLVED** that the Clinton Township Board of Education hereby ratifies and approves the Successor Agreement between the Board and the CTAA for the period of July 1, 2019 through June 30, 2022; and it is

**FURTHER RESOLVED** that the Board authorizes and directs its President to execute the Successor Agreement on its behalf; and be it

**FURTHER RESOLVED** that the Board authorizes and directs the Superintendent of Schools and the School Business Administrator/Board Secretary, with guidance as required from the Board Attorney, to take all actions and sign all documents required to implement the terms and conditions of the Successor Agreement except as precluded under law, including, but not limited to the preparation of all retroactive payments required by the Successor Agreement and the enrollment of the CTAA's members in the New Jersey School Employees Health Benefits Program ("SEHBP") during the ongoing SEHBP open enrollment period, as provided in the Successor Agreement.

#### **P-H**

**Motion to approve** the following Interim Superintendent Goals for the 2020/2021 year:

- To implement and refine the current systems, structures and processes within the Clinton Township School District to result in consistent communication (internal/external), established internal operations, maintenance of facilities, the repositioning of the position of Superintendent, and financial planning and considerations.
- To provide all students with a societal awareness of equity as it relates to their citizenship and the development of the students' global citizenship, professional learning will be offered to the faculty/staff to heighten sensitivity and the modeling of equity as it relates to our school and classroom environment, the modeling of equity through class discussion, appropriate resource materials, and planned focused activities and projects.
- To support our staff with the implementation of instructional designs and organization within the alternative learning schedule and the ever-evolving situation as it relates to Domain Two, Classroom Environment, with professional learning to apply the characteristics and indicators of a highly effective classroom environment to the hybrid and synchronized classroom organization.

#### **Action Item 21-P-077**

**Motion to offer employment for the 2020/2021 school year to the following:**



Code	Name	Position	Guide	FTE	Effective Date	Salary	PCR#
A.1	Roger Miller	District Technology Technician (emergent hire)	N/A	0.69	10/15/2020, pending criminal background clearance	\$24.00 (hourly)	0000284
A.2	Harmony Stryker	MLR Teacher (Emergent Hire)	BA Step B	1.0	10/19/20 pending criminal background clearance	\$58,292.00 (prorated)	0000067

**Board of Education Roll Call Vote on 21-P-077**

	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>					2nd			Motioned	
<b>Aye</b>	X		X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>		X							

**8 Yes, 1 Absent. Motion carries.**

**POLICY:**

**PR-A**

**Motion to amend** Prior Action Item 20-P-239, approved on 5/11/2020, to modify the evaluation model for teachers to the Danielson Framework for "Remote" Learning, to utilize the items within each of the four domains that are most applicable to remote and hybrid learning.

**Action Item 21-PR-007**

**Motion to approve** the first reading of Policy 7523 School District Provided Technology Devices To Students and Policy 2360 Use of Technology.

**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 readings of these policies at this Board Meeting on October 14, 2020; and

**FURTHERMORE, BE IT RESOLVED**, the policies shall be effective upon Board adoption after second reading at the October 19, 2020 Board Meeting.

Discussion of adding a sentence to Policy 7523 on Page 2, Section 4 regarding parental responsibility for damaged Chromebooks that “Exceptions may be made at the discretion of the Superintendent.”

**Board of Education Roll Call Vote on 21-PR-007**

	Dr. Brasher	Ms. Brooks	Ms. Emery	Ms. Grant	Dr. Grantham	Mr. Hornick	Ms. Kaltenbach	Dr. Riihimaki	Ms. Brennan
<b>Motion</b>					Motioned		2nd		
<b>Aye</b>	X		X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>		X							

**8 Yes, 1 Absent. Motion carries.**

**CURRICULUM:**

- Dr. Riihimaki acknowledged Dr. Ruberto for the goals.

**CUR-A**

**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(s)	Cost	Mileage	Lodging/ Meals
Shaw, Carmella BOE	Fleet Management Online	10/21, 10/28, 11/4, and 11/11/2020	\$390.00	\$0	\$0
Shaw, Carmella BOE	Emergency Management Online	10/24, 11/7, 11/14, and 11/21/2020	\$390.00	\$0	\$0
Simonelli, Susan RVS	Foundations 3 Training Online	11/13/2020	\$289.00	\$0	\$0

**CUR-B**

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

Employee	Program Title	School	Semester
XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX

**CUR-C**

**Motion to approve** Hunterdon County Educational Services to provide Speech/Language Specialists to perform evaluations during the 2020/2021 for a fee of \$425 per evaluation; not to exceed 20 evaluations or \$8,500.00 total.

**CUR-D**

Code	SID	Provider	Description	Hours	Total Cost
D.1	7415091886	Advancing Opportunities	AAC Support and Training	8	\$1,480.00
D.2	6939190620	Bergen County Division of Child Protection and Permanency School	Tuition	N/A	\$39,872.00 (paid by the State of NJ)

**CUR-E**

**Motion to approve** the 2020/2021 Assessment Information to Parents and General Public.

**CUR-F**

**Motion to approve** the following District Goals for the 2020/2021 year:

**Goal One:**

To provide all students with a societal awareness of equity as it relates to their citizenship and the development of the students' global citizenship, professional learning will be offered to the faculty/staff to heighten sensitivity and the modeling of equity as it relates to our school and classroom environment, the modeling of equity through class discussion, appropriate resource materials, and planned focused activities and projects.

**Goal Two:**

To support the continued integration of technology to amplify learning within the alternative learning schedule and the ever-evolving situation to best integrate 21st Century skills into lesson design and organization.

**Goal Three:**

To continue to promote the philosophy/concept of Social and Emotional learning (SEL) to the staff and students within the alternative learning schedule and the ever evolving situation in order to better understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Goal Four:**

To support our staff with the implementation of instructional designs/organization within the alternative learning schedule and the ever-evolving situation as it relates to Domain Two, Classroom Environment, with professional learning to apply the characteristics and indicators of a highly effective classroom environment to the hybrid and synchronized classroom organization.

**OLD BUSINESS:**

- BOE Meetings will remain virtual as hybrid instruction continues
- NJSBA Conference will be held next week, with sessions being accessible for one year
- Ms. Brennan attended an informative NJSBA Ethics Meeting and recommends NJSBA workshops

**NEW BUSINESS:**

- Dr. Riihimaki mentioned the Hunterdon County SBA meeting tomorrow at 6:30 p.m.

**SECOND RECOGNITION OF THE PUBLIC:**

- None

**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 **Personnel Matters**.

**WHEREAS**, the length of the Executive Session is estimated to be **30 minutes**, 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-009:**

**Motion made** by Dr. Riihimaki, seconded by Dr. Grantham to move the meeting of the Clinton Township Board of Education into executive session at 9:29 p.m.

By consensus - (8 Ayes; 1 Absent)

**RECONVENE TO PUBLIC SESSION:**

**Action 21-AJ-010:**

**Motion made** by Ms. Emery, seconded by Ms. Kaltenbach, to move the meeting of the Clinton Township Board of Education out of executive session at 9:53 p.m.

By consensus - (8 Ayes; 1 Absent)

**ADJOURNMENT:**

**Action 21-AJ-011:**

**Motion made** by Dr. Grantham, seconded by Dr. Brasher to adjourn the meeting of the Clinton Township Board of Education at 9:53 p.m.

By consensus - (8 Ayes; 1 Absent)

**NEXT MEETING DATES:**

- 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

Respectfully Submitted,



Mark Kramer  
School Business Administrator/Board Secretary

Board of Education Approved: 11/23/2020