

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION MINUTES
Work Session Meeting - November 16, 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 August 5, 2020.

- a. Sent to three newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review and Express Times.
- b. Notice was posted on the District Website.
- c. Notice was sent to the municipal clerk of Clinton Township.

ROLL CALL:

	Present	Absent	Time of arrival after the meeting has been called to order.
Ms. Lana Brennan	X		
Dr. Laura Brasher	X		
Ms. Mary Beth Brooks	X		
Ms. Catherine Mary Emery		X	7:34 p.m. arrival
Ms. Maria Grant		X	
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Mrs. Jennifer Kaltenbach		X	
Dr. Catherine Riihimaki	X		

Present: District Administrators:
Ms. Hinkle, Director of Special Projects
Mark Kramer, Interim 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:

- None

BOARD PRESIDENT’S COMMENTS/REPORT:

- Dr. Ruberto will not be able to attend tonight’s meeting. Ms. Hinkle will help to address any agenda items.
- The board is working on action goals and will report on progress at an upcoming meeting.

SUPERINTENDENT’S REPORT:

- None

SU-A

BE IT RESOLVED, that the Board of Education accepts the enrollment and suspension reports presented by Superintendent of Schools, Dr. Johanna Ruberto.

Building	Enrollment As of 10/30/20	October 2020 Suspensions
SRS	41	0
PMG	330	0
RVS	379	0
CTMS	458	0
District Total	1,208	0

SU-B

BE IT RESOLVED, that the Board of Education hereby affirms the first reading of the Superintendent of Schools, Dr. Johanna Ruberto’s, recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for the following reports:

1. No reports at this time

SU-C

BE IT RESOLVED, that the Clinton Township Board of Education adopts the 2019 Revision of “A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials;”

WHEREAS, pursuant to NJAC 6A:16-6.1 and 6A:16-6.2(b)14, the Superintendent and local law enforcement officials must meet annually to discuss the implementation of the “Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials” and update as necessary.

BE IT FURTHER RESOLVED, that the Board of Education approve the Memorandum of Agreement and recognize that the Memorandum of Agreement continues to be in effect between the Clinton Township Police Department and the Clinton Township Board of Education.

SU-D

Motion to approve the 2020/2021 Clinton Township Board of Education Organizational Chart.

PRESENTATIONS:

- None

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

- The Ad-hoc committee met and discussed some of the proposed agenda items.
- Executive session minutes were sent to board members for their review.
- Mr. Kramer requested action be taken tonight on Alyssa's Law/School Security Grant resolution.

BA-A APPROVAL OF BILL LISTS

BA-B ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

BA-C APPROVAL OF TRANSFERS

BA-D APPROVE MEETING MINUTES FOR THE MONTH OF OCTOBER 2020

BA-E APPROVE ACCEPTANCE OF ALYSSA'S LAW GRANT AWARD

**BA-F ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH BOND REFINANCING
JUNE 2011 SERIES**

**BA-G ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH ALBRIGHT LLC FOR A
DISTRICTWIDE LIGHTING RETROFIT**

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 October 20, 2020 through November 23, 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 September 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 September 30, 2020; and

BE IT FURTHER RESOLVED, that the Board Secretary and Clinton Township Board of Education certify that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District's financial obligation.

BA-C

APPROVAL OF TRANSFERS

WHEREAS, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

WHEREAS, Board Policy #6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

WHEREAS, transfers in the reports "Transfers Before/After" for the month were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW THEREFORE BE IT RESOLVED, that Clinton Township Board of Education ratifies and approves the transfers in the reports "Transfers Before/After" for fiscal year 2020-2021 through September 30, 2020, approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations, as requested by various district administrators.

BA-D

APPROVE MEETING MINUTES FOR THE MONTH OF OCTOBER 2020

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

- October 14, 2020 - Work Session Meeting
- October 14, 2020 - Executive Session
- October 19, 2020 - Regular Meeting
- October 19, 2020 - Executive Session

BA-E (See below Action Item 21-BA-035)

APPROVE ACCEPTANCE OF ALYSSA'S LAW/SCHOOL SECURITY GRANT AWARD

Motion to approve the submission of Alyssa's Law/School Security Grant application and acceptance of the award in the amount not to exceed \$65,255.00.

BA-F

ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH BOND REFINANCING JUNE 2011 SERIES

BE IT RESOLVED, that the Clinton Township Board of Education acknowledges administration's actions to proceed with the bond refunding of the June 2011 series outstanding debt; 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-G

ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH ALBRIGHT, LLC FOR A DISTRICTWIDE LIGHTING RETROFIT

WHEREAS, New Jersey Clean Energy Program is providing rebates to organizations that remove and retrofit existing lighting fixtures and replace them with long life high efficiency LED fixtures; and

WHEREAS, the district received a proposal from Albright, LLC to perform the task of removing and retrofitting the districts existing lighting fixtures and replacing them with the long life high efficiency LED fixtures as outlined in their proposal; and

WHEREAS, the total project cost is \$370,300, with \$369,040 to be covered by the New Jersey Clean Energy Program rebate, and a cost of \$1,260 to the district; and

WHEREAS, the district will not experience any flow through reimbursements from New Jersey Clean Energy Program as Albright, LLC will be directly reimbursed by New Jersey Clean Energy Program in the amount of \$369,040; and

WHEREAS, the district's general counsel has reviewed Albright, LLC's proposal and suggested modifications to Albright, LLC's proposal, which Albright, LLC modified and incorporated those said modifications into;

NOW THEREFORE BE IT RESOLVED, that the Clinton Township Board of Education acknowledges administration's intent to contract with Albright, LLC to provide a districtwide lighting retrofit by removing and retrofitting existing fixtures and replacing them with long-life high-efficiency LED fixtures at a cost to the district not to exceed \$1,260 (\$370,300 total project cost, less \$369,040 rebate from the New Jersey Clean Energy Program).

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.

Action Item 21-BA-035

APPROVE ACCEPTANCE OF ALYSSA’S LAW/SCHOOL SECURITY GRANT AWARD

Motion to approve the submission of Alyssa's Law/School Security Grant application and acceptance of the award in the amount not to exceed \$65,255.00.

Board of Education Roll Call Vote on 21-BA-035

	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>
Motion		2nd			Motioned				
Aye	X	X	X		X	X		X	X
Nay									
Abstain									
Absent				X			X		

7 Yes, 2 Absent. Motion carries.

PERSONNEL:

P-A

Motion to approve the following staff to serve as mentors during the 2020-2021 school year as per negotiated agreement:

Mentor Teacher	Novice Teacher	Certificate Type	Duration	Compensation (To Be Paid by Novice Teacher)
Nugent, Danielle	Chakraborty, Malabika	CE TOSD	30 weeks	\$1,000.00
Lin, Fran	Stryker, Harmony	Provisional	18 weeks	\$ 293.38

P-B

Motion to approve the following substitutes for the 2020-2021 school year at a daily rate of \$90.00:

Substitute Teacher	Substitute Teaching Assistant
Sandra Engelhardt	Sandra Engelhardt

P-C

Motion to approve the following specified substitutes rates effective 1/1/2021 to align the hourly rate with New Jersey’s minimum wage requirements:

Substitute Position	Substitute Rate
Secretary	\$12.00/hour
Nurse Assistant	\$12.00/hour
Lunch/Recess Aide	\$12.00/hour

P-D

Motion to approve the following leaves of absence:

Code	Employee ID	Details	Leave Start Date	Return to Work Date	PCR#
D1.	83024919	Using unused, accrued paid & unpaid time	03/26/2021	06/01/2021	0000117
D2.	50016674	Using unused, accrued paid & unpaid time	01/19/2021	05/24/2021	0000220
D3.	4985566	Paid leave using unused, accrued time	9/21/2020	12/14/2020	0000092

P-E

Motion to approve requiring Employee #49793060 to undergo a psychiatric examination in accordance with N.J.S.A. 18A:16-2 and Policy 3161, Examination for Cause.

P-F

Motion to approve a salary adjustment for Marianne Stokes to \$71,000, effective July 1, 2020.

P-G

BE IT RESOLVED, in accordance with policy 1400, Job Descriptions, the Clinton Township Board of Education adopts the following job descriptions effective November 23, 2020:

- Superintendent/Chief School Administrator
- School Business Administrator

P-H

BE IT RESOLVED, that the Clinton Township Board of Education acknowledges receiving job descriptions, in accordance with board policy 1400, Job Descriptions, which requires the superintendent to prepare, approve and disseminate to the board job descriptions for the following new and revised job descriptions, effective November 23, 2020:

- Executive Secretary to Superintendent (new)
- Assistant to the School Business Administrator
- Payroll and Benefits Coordinator
- Accounts Payable Coordinator Administrative Assistant
- Human Resources Coordinator
- Coordinator of Communication, Central Registrar and Student Transportation

- Anti-Bullying Coordinator
- Media Specialist
- SRS Head Teacher (new)

Discussion on job description approvals versus acknowledgements. Dr. Brasher commented on redlining future versions of job descriptions.

POLICY:

Action Item 21-PR-011

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 reading of policies 1648, Restart and Recovery Plan, and 8220, School Day policy at this Board Meeting on November 16, 2020; and

FURTHERMORE BE IT RESOLVED, policies 1648, Restart And Recovery Plan, and 8220, School Day, shall be presented to the Board for adoption as a second reading at the November 23, 2020 Board Meeting.

Board of Education Roll Call Vote on 21-PR-011

Discussion of concerns with Policy 1648 Section A.2.d.(9) regarding face coverings being removed during gym and music class. Administration will discuss an addendum that masks may only be removed in outdoor locations while maintaining social distancing. Dr. Riihimaki also noted a typo in section A.1.a, line 3.

	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>
Motion						2nd		Motioned	
Aye	X	X	X		X	X		X	X
Nay									
Abstain									
Absent				X			X		

7 Yes, 2 Absent. Motion carries.

CURRICULUM:

CUR-A

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 November 1, 2020 through June 30, 2020 at no cost to the district.

CUR-B

Motion to accept, with gratitude, the donation of a flute and case, valued at approximately \$150.00, from Kelly Newgarde to the Round Valley School.

CUR-C

Motion to approve Therese High to work as an Administrative Consultant to complete professional observations one day a week, effective January 1, 2021 through June 30, 2021 at the rate of \$400.00 per day, not to exceed \$8,250.00.

CUR-D

Motion to approve the Nursing Services Plan for the 2020-2021 school year.

CUR-E

Motion to approve Round Valley School's participation in the "Pennies for Patients" program beginning March 1, 2021.

CUR-F

Motion to approve the Clinton Township School District's 33rd year of participation in the "Camden Collection" gift drive.

OLD BUSINESS:

Ms. Brennan requested discussion regarding working in committees versus working as a committee of the whole. The discussions included the importance of continuing to have a workshop meeting; going to a committee structure; and having some type of a hybrid structure. Ms. Brennan stated she will discuss the hybrid option with Ms. Thornton from the NJSBA and district administration.

Dr. Grantham stated she attended an informative training about school finance, and attended the NJSBA's workshop seminar on the bidding process for construction projects.

NEW BUSINESS:

Dr. Riihimaki mentioned to the board the HCSBA meeting is on Thursday at 6 pm. The topic is the new healthcare law, and newly elected board members are welcome to attend.

SECOND RECOGNITION OF THE PUBLIC:

Ms. Creighton, 22 Prescott Circle, Lebanon, appreciates the HCSBA meeting invitation, and agrees with the board regarding the earlier face mask policy discussion.

Ms. McFadden, staff member, discussed mask guidance in light of how the Covid situation has changed.

Ms. Guenther, 30 Valley Crest Rd. Annandale, questioned if Governor Murphy's new restrictions limiting indoor gatherings to no more than 10 people affects schools.

ADJOURNMENT:

Action 21-AJ-015:

Motion made by Mr. Hornick, seconded by Dr. Grantham to adjourn the meeting of the Clinton Township Board of Education at 8:19 p.m.

By consensus - (7 Ayes; 2 Absent)

NEXT MEETING DATES:

- November 23, 2020 - Regular Meeting
- December 14, 2020 - Work Session
- December 21, 2020 - Regular Meeting
- January 6, 2021 - Organization Meeting

Respectfully Submitted,



Mark Kramer
School Business Administrator/Board Secretary

Board of Education Approved: 12/21/2020