

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES
Regular Board Meeting - November 23, 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 opening statement: 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 16, 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		
Ms. Maria Grant	X		
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Mrs. Jennifer Kaltenbach	X		
Dr. Catherine Riihimaki	X		

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

PLEDGE OF ALLEGIANCE: Mr. Hornick led the Board in the Pledge of Allegiance.

PROCESS GUARDIAN: Dr. Riihimaki was appointed Process Guardian.

FIRST RECOGNITION OF THE PUBLIC:

- Ms. Brennan asked if anybody was interested in speaking to the board and there were no requests made to speak from the public.

BOARD PRESIDENT’S COMMENTS/REPORT:

- Congratulated Stacy-Ann R. Creighton, Alyssa Oliver and herself for being elected to serve a three-year term on the Board of Education and thanked Rachel Sprague for her interest in running for the board.
- Wished everybody a happy Thanksgiving.

SUPERINTENDENT’S REPORT:

- Thank the board and community for all of the good wishes she received over the last week and wished them a very safe Thanksgiving.
- Provided multiple acknowledgments: the Board of Education and community; the staff from buildings and grounds; the staff from the board office; parents; our children; student counselors, the PTA and the hard work performed; the technology department; teachers and staff.
- Noted - additional tech support and the website; second marking period; balance between management/educational focus; formative assessments; QSAC; Memorandum of Agreement between the district and law enforcement; Emergency Management Plan and confirmed the receipt by the Interim Executive County Superintendent; budget planning; reminders relating to the CDC, tracing, SRS - extension.

PRESENTATIONS:

Ms. Goad, the district's Anti-Bullying Coordinator Provided a presentation on the HIB Self-Assessment.

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-SU-011 through 21-SU-015

Action Item 21-SU-011

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

Action Item 21-SU-012

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

Action Item 21-SU-013

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.

Action Item 21-SU-014

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

Action Item 21-SU-015

Motion to approve the Harassment, Intimidation and Bullying Self-Assessment Report as presented, in accordance with N.J.S.A. 18A:17-46.

Board of Education Roll Call Vote on 21-SU-011 through 21-SU-015

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

9 Yes Votes - Motion Carries

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

Mr. Kramer indicated that the administration is seeking board support on the following resolution.

- 21-BA-036 APPROVAL OF BILL LISTS**
- 21-BA-037 ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS**
- 21-BA-038 APPROVAL OF TRANSFERS**
- 21-BA-039 APPROVE MEETING MINUTES FOR THE MONTH OF OCTOBER 2020**
- 21-BA-040 ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH BOND REFINANCING JUNE 2011 SERIES**
- 21-BA-041 ACKNOWLEDGMENT OF ADMINISTRATION PROCEEDING WITH ALBRIGHT, LLC FOR A DISTRICTWIDE LIGHTING RETROFIT**

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-BA-036 through 21-BA-041

Action Item 21-BA-036

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 \$2,910,202.35; 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	\$2,851,468.51
Food Service Account	\$58,733.84
TOTAL	\$2,910,202.35

Action Item 21-BA-037

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.

Action Item 21-BA-038

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.

Action Item 21-BA-039

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

Action Item 21-BA-040

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.

Action Item 21-BA-041

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.

Board of Education Roll Call Vote on 21-BA-036 through 21-BA-041

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

9 Yes Votes - Motion Carries

PERSONNEL:

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-P-086 through 21-P-093

Action Item 21-P-086

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

Action Item 21-P-087

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

Action Item 21-P-088

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

Action Item 21-P-089

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

Action Item 21-P-090

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.

Action Item 21-P-091

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

Action Item 21-P-092

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

Action Item 21-P-093

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)

Board of Education Roll Call Vote on 21-P-086 through 21-P-093

	<u>Dr.</u> <u>Brasher</u>	<u>Ms.</u> <u>Brooks</u>	<u>Ms.</u> <u>Emery</u>	<u>Ms.</u> <u>Grant</u>	<u>Dr.</u> <u>Grantham</u>	<u>Mr.</u> <u>Hornick</u>	<u>Ms.</u> <u>Kaltenbach</u>	<u>Dr.</u> <u>Riihimaki</u>	<u>Ms.</u> <u>Brennan</u>
Motion					Motioned	2nd			
Aye	X	X	X	X*	X	X	X	X	X
Nay									
Abstain				*21-P-093					
Absent									

21-P-086 through 21-P-092 - 9 Yes Votes - Motion Carries
21-P-093 - 8 Yes Votes - 1 Abstention - Motion Carries

POLICY:

Ms. Brennan requested a motion and a second on the following resolution, action item 21-PR-012

Action Item 21-PR-012

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

WHEREAS, the Clinton Township Board of Education approved the first reading of policies 1648, Restart and Recovery Plan, and 8220, School Day, at the Board Meeting on November 16, 2020; and

NOW THEREFORE BE IT RESOLVED, that policies 1648, Restart And Recovery Plan, and 8220, School Day, are being presented to the Board for adoption as a second reading at this November 23, 2020 Board Meeting.

Board of Education Roll Call Vote on 21-PR-012

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

9 Yes Votes - Motion Carries

CURRICULUM:

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-CUR-042 through 21-CUR-047

Action Item 21-CUR-042

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.

Action Item 21-CUR-043

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.

Action Item 21-CUR-044

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.

Action Item 21-CUR-045

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

Action Item 21-CUR-046

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

Action Item 21-CUR-047

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

Board of Education Roll Call Vote on 21-CUR-042 through 21-CUR-047

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

9 Yes Votes - Motion Carries

OLD BUSINESS:

- Ms. Brennan discussed the options of committee of the whole, committees, hybrid with the board.
- Ms. Brennan attended the HCSBA virtual workshop on the new healthcare law.
- Ms. Brennan mentioned to the board members of the NJSBA workshop regarding the 3 R’s for new board members.
- Dr. Grantham virtually attended the delegate assembly Saturday, November 22.

NEW BUSINESS:

- Ms. Brennan asked if there was any new business, and no one spoke.

SECOND RECOGNITION OF THE PUBLIC:

Ms. Brennan asked if anybody was interested in speaking to the board and there were no requests made to speak from the public.

EXECUTIVE SESSION:

Mr. Kramer read the following resolution and Ms. Brennan asked for a motion and a second.

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; and

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; and

WHEREAS, the length of the Executive Session is estimated to be 8 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; and

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-016:

Motion made by Dr. Riihimaki, seconded by Ms. Kaltenbach to move the meeting of the Clinton Township Board of Education into executive session at 8:30 p.m.

By consensus - 9 Ayes

RECONVENE TO PUBLIC SESSION:

Action 21-AJ-017:

Motion made by Dr. Grantham, seconded by Ms. Emery to move the meeting of the Clinton Township Board of Education out of executive session at 8:49 p.m.

By consensus - 9 Ayes

ADJOURNMENT:

Action 21-AJ-018:

Motion made by Dr. Grantham, seconded by Ms. Emery to adjourn the meeting of the Clinton Township Board of Education at 8:50 p.m.

By consensus - 9 Ayes

NEXT MEETING DATES:

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Mark Kramer', followed by a horizontal line extending to the right.

Mark Kramer
School Business Administrator/Board Secretary
Board of Education Approved: 12/21/2020