

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING MINUTES
Regular Meeting - December 21, 2020 at 7:30 p.m.
Virtual Access**



CALL TO ORDER: Ms. Brennan called the meeting to order at 7:33 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 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: **District Administrators:**
Dr. Johanna Ruberto, Interim Superintendent of Schools

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

PROCESS GUARDIAN: Dr. Riihimaki was appointed Process Guardian.

FIRST RECOGNITION OF THE PUBLIC:

No requests to speak were received from the public.

BOARD PRESIDENT'S COMMENTS/REPORT:

- Acknowledgement of outgoing board members Ms. Brooks and Ms. Grant
- Acknowledgement of the 2020-2021 Governor's Educator of the Year Professionals:
- Clinton Township Middle School
 - Barbara Pisano
 - Sonia Damanakis
- Round Valley School
 - Christina Giordano
 - Michelle Major
- Patrick McGaheran School
 - Kendra Squindo
 - Heather Stanley
- Spruce Run School
 - Elizabeth Tracey
- Acknowledgement of district administrators
- Review of board accomplishments in 2020

SUPERINTENDENT'S REPORT:

- Acknowledgements: Parents, Students
- Snow Day
- Appointing Dr. Lefebvre as Head Teacher at Spruce Run School
- Interim Superintendent's office may be relocated
- Policies and Regulations for Adoption
- Budget Planning is on track
 - Will meet with each administrator in new year to finalize requests
 - First phase to budget end of January
 - Anticipated approval in March
- District Reopening Advisory Committee Meeting
 - Closing district buildings prior to winter recess
 - 50 staff members quarantine or out on accommodations last week
 - Moving district to remote platform first week of January
 - Will monitor Qualtrics data towards end of recess

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-SU-017 through 21-SU-018.

Action Item 21-SU-017

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 11/30/20	November 2020 Suspensions
SRS	41	0
PMG	328	0
RVS	378	0
CTMS	457	0
District Total	1,204	0

Action Item 21-SU-018

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

Board of Education Roll Call Vote on 21-SU-017 through 21-SU-018

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

9 Yes Votes - Motion Carries

PRESENTATIONS:

None

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

- 21-BA-043 APPROVAL OF BILL LISTS**
- 21-BA-044 ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS**
- 21-BA-045 APPROVAL OF TRANSFERS**
- 21-BA-046 APPROVE MEETING MINUTES FOR THE MONTH OF NOVEMBER 2020**
- 21-BA-047 APPROVE SUBMISSION OF FOOD SERVICE EQUIPMENT GRANT**

Ms. Brennan requested a motion and a second on the following resolutions, action items 21-BA-043 through 21-BA-047.

21-BA-043

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 November 24, 2020 through December 21, 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 \$2,560,289.06; 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	\$2,520,656.57
Food Service Account	\$39,632.49
TOTAL	\$2,560,289.06

21-BA-044

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 October 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 October 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.

21-BA-045
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 October 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.

21-BA-046
APPROVE MEETING MINUTES FOR THE MONTH OF NOVEMBER 2020

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

- November 16, 2020 - Work Session Meeting
- November 23, 2020 - Regular Meeting
- November 23, 2020 - Executive Session

21-BA-047
APPROVE SUBMISSION OF FOODSERVICE EQUIPMENT GRANT APPLICATION

Motion to approve the submission of the National School Lunch Program (NSLP) Equipment Assistance Grant Application in the amount of \$27,935.48.

Board of Education Roll Call Vote on 21-BA-043 through 21-BA-047

	<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-094 through 21-P-103.

Action Item 21-P-094

Motion to rescind the following 2020-2021 school year mentorship, prior Action Item 21-P-071, previously approved on September 21, 2020:

Mentor Teacher	Novice Teacher	Certificate Type	Duration
Johnson, Judith	Simonelli, Susan	Provisional	12 weeks

Action Item 21-P-095

Motion to approve the following staff to serve as mentor(s) during the 2020-2021 school year, as per negotiated agreement:

Mentor Teacher	Novice Teacher	Certificate Type	Duration	Compensation (To Be Paid by Novice Teacher)
Friedel, William	Lovering, Robert	CE	18 weeks	\$600.00
Pill, Katie	Kluchinski, Allison	Provisional	10 weeks	\$183.00
Zappulla, Maureen	Simonelli, Susan	Provisional	12 weeks	\$400.00

Action Item 21-P-096

Motion to approve the following leaves of absence:

Employee ID	Details	Leave Start Date	Return to Work Date	PCR#
49910979	Paid using unused, accrued time	12/8/2020	01/04/2021	0000045
49943491	Paid using unused accrued time & unpaid time	12/9/2020	01/19/2021	0000162

Action Item 21-P-097

Motion to accept, with regret, the notice of retirement/resignation for the following employee(s):

Name	Years of Service	Effective Date	PCR#
Allen, Jean	20	07/01/2021	0000285
Anderson, Marlene	13	07/01/2021	0000099
Rivers, Susan	14.79	12/01/2020	0000226
Schumacher, Jacqueline	1.93	12/18/2020	0000230
Stieh, Ruth	17	07/01/2021	0000253

Action Item 21-P-098

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 job descriptions, effective December 22, 2020:

- Custodian
- Translator/Interpreter (new)

Action Item 21-P-099

Motion to approve the specified, hourly rate of \$32.00 for the Translator/Interpreter position for the 2020-2021 school year.

Action Item 21-P-100

Motion to amend the resignation date for the following employee:

Name	Position	Original Effective Date	New Effective Date	PCR#
Barber, Sarah	Behavior Specialist	12/3/2020	12/23/2020	0000263

Action Item 21-P-101

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

Code	Name	Position	Guide	FTE	Effective Date	Annual Salary	Tenure Date	PCR#
H.1	Mahr, Dylan	Leave Replacement Teacher	BA, Step A	1.0	01/15/2021	\$57,192.00	N/A	0000220
H.2	Lovering, Robert	Teacher	BA, Step B	1.0	12/22/2020	\$58,292.00	9/1/2024	0000226
H.3	Lefebvre, Allison	SRS Head Teacher, 10 Month Position	N/A	N/A	1/4/2021 - 6/30/2021	Annual Stipend of \$19,040.00, prorated	N/A	N/A
H.4	Smith, Maureen	Lunch Aide, SRS	N/A	0.35	01/4/2021	\$13.00/hr.	N/A	0000230

Action Item 21-P-102

Motion to extend assignment date for the following:

Name	Position	Original Assignment Dates	Revised Assignment Dates	PCR#
Ennes-Schaible, Debra	Leave Replacement Teacher	08/31/2020 - 12/18/2020	08/31/2020 - 12/21/2020	0000086

Action Item 21-P-103

Motion to amend the leave of absence for the following employee(s):

Employee ID#	Original LOA Dates	Revised LOA Dates	Return to Work Date	PCR#
49856636	09/21/20 - 12/14/20	09/21/2020 - 12/18/2020	12/21/2020	0000092

Board of Education Roll Call Vote on 21-P-094 through 21-P-103

	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

POLICY:

Ms. Brennan requested a motion and a second on the following resolution, action item 21-P-014.

Action Item 21-PR-014

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 updated policies and regulations; and

WHEREAS, the Clinton Township Board of Education approved the first reading of these policies and regulations at the Board Meeting on December 14, 2020; and

NOW THEREFORE BE IT RESOLVED, the Clinton Township Board of Education approves the following policies and regulations for adoption as a second reading at this Board Meeting on December 21, 2020:

- Policy 3161, Examination for Cause
- Policy 7440, School District Security (M)
- Regulation 7440, School District Security (M)
- Regulation 8600, Student Transportation

Board of Education Roll Call Vote on 21-PR-014

	<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-048 through 21-CUR-052.

Action Item 21-CUR-048

Motion to approve the following placement requests, at no cost to the district:

Student Name	School Attending	Request Type	Placement	Hours	Dates
Anna Dieterly	Rutgers University	LDTC Practicum	Amy Shearer	90 Hours	1/4/21 - 6/30/21
Matthew Hall	St. Peter's University	Anonymous Research Study for Doctoral Program	STEM Teachers at CTMS	2 Weeks	2020-2021
Bridget Walsh	Seton Hall University	School Counseling Internship	Patrick McGaheran School	300 Hours	1/1/21 - 6/30/21

Action Item 21-CUR-049

Motion to approve the following professional services:

Provider	Service	SID	Time	Cost Not to Exceed
Hunterdon Medical Center	Neurodevelopmental evaluation	2463274604	2020-2021	\$950.00
Dr. Theodore Petti, RJW Rutgers Medical University	Psychiatric assessment	2377693012	2020-2021	\$950.00

Action Item 21-CUR-050

Motion to approve the Preschool Lottery Drawing at Spruce Run School on February 19, 2021 for the 2021-2022 school year.

Action Item 21-CUR-051

Motion to accept, with appreciation, the donation of \$1,500 from E-rate Advantage, to be deposited in the CTMS Student Activity Account to support 6th grade students.

Action Item 21-CUR-052

Motion to approve the English Language Service Three-Year Program Plan for 2020-2023, in accordance with N.J.A.C. 6A:15.

Board of Education Roll Call Vote on 21-CUR-048 through 21-CUR-052

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

9 Yes Votes - Motion Carries

OLD BUSINESS: None

NEW BUSINESS:

- Newly Elected Board Members
 - Ms. Creighton
 - Ms. Oliver
- Organization meeting will be held on Wednesday, January 6, 2021 at 7:30 p.m.

SECOND RECOGNITION OF THE PUBLIC:

No requests to speak were received from the public.

ADJOURNMENT:

Action 21-AJ-020:

Motion made by Ms. Emery, seconded by Ms. Brook to adjourn the meeting of the Clinton Township Board of Education at 8:13 p.m.

By Consensus - 9 Ayes

NEXT MEETING DATES:

- January 6, 2021 - Organization Meeting

Respectfully submitted,



Michele LaFevre
Assistant to the Business Administrator/Acting Board Secretary
Board of Education Approved: 1/25/2021