

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
WORK SESSION AGENDA**
Work Session Meeting - September 16, 2020 at 7:30 p.m.
Virtual Access



CALL TO ORDER: _____ called the meeting to order at _____ 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 31, 2020.

- a. Sent to three newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review and Express Times.
- b. Posting on the District Website.
- c. Emailing to Clerk of Clinton Township.

ROLL CALL:

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

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

Also Present: _____ Vito Gagliardi, Esq., Board Attorney

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

PROCESS GUARDIAN: _____ was appointed Process Guardian.

FIRST RECOGNITION OF THE PUBLIC:

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE, AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

BOARD PRESIDENT’S COMMENTS/REPORT:

SUPERINTENDENT’S REPORT:

- Acknowledgments
- Status/Report - Opening
- PTA - Dates Tricky Tray - October 3, 2020
- Emergency Management Plan
- Policies
- Ventilation
- Adaptive Work
- BOE Goals
- Interim Superintendent Goals
- Technology Problem Analysis
- After School Activities
- September 21, 2020 - BOE Meeting

SU-A

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

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. HIB Report Tracking Number xxxxxx

SU-C

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.

<i>Board Member</i>	<i>Program Title/Location</i>	<i>Date</i>	<i>Cost</i>	<i>Mileage</i>	<i>Lodging/Meals</i>
Brennan, Lana	School Law Essentials Virtual	10/8/2020	\$199.00	\$0.00	\$0.00

PRESENTATIONS:

None

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

- BA-A APPROVAL OF BILL LISTS**
- BA-B ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS**
- BA-C APPROVAL OF TRANSFERS**
- BA-D APPROVE THE CLOSING OF BANK ACCOUNT**
- BA-E ACKNOWLEDGEMENT OF RECEIPT OF THE 2020/2021 CUSTODIAL MANUAL**
- BA-F APPROVE MEETING MINUTES FOR THE MONTH OF AUGUST 2020**
- BA-G APPROVE MEETING MINUTES FOR THE MONTHS PRIOR TO JULY 2020**
- BA-H APPROVE RENEWAL WITH NEW JERSEY SCHOOLS INSURANCE GROUP**

**BA-A
APPROVAL OF BILL LISTS**

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations 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 August 24, 2020 through September 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 \$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 July 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 July 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 July 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 THE CLOSING OF BANK ACCOUNT**

Motion to approve the closing of the Capital Reserve bank account currently opened at Investors Bank and balances in the Capital Reserve bank account be transferred to the Clinton Township School District's General bank account at Investors Bank.

**BA-E
Motion to acknowledge receipt of the 2020-2021 Clinton Township Custodial Manual.**

**BA-F
Motion to approve** the following list of board meeting minutes as presented for the month of August 2020:

- August 24, 2020 - Regular Meeting
- August 17, 2020 - Work Session

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

- March 9, 2020 - Work Session
- April 6, 2020 - Work Meeting

- June 1, 2020 -Work Session

BA-H

Motion to approve the membership renewal with the **New Jersey Schools Insurance Group** for a three (3) year period, beginning July 1, 2020 and ending June 30, 2023.

FACILITIES/FINANCE:

FF-A

Motion to approve Patrick McGaheran School’s August 2020 donation of 650 used books to **Rockaway Reformed Church**.

FF-B

Motion to amend prior **Action 20-FF-192**, approved on June 15, 2020 to change the school year for **Meredith Lynar’s** Extended School Year contract from 2019/2020 to 2020/2021.

FF-C

Motion to amend prior **Action 20-FF-193**, approved on June 15, 2020 to change the school year for **Meredith Lynar’s** Extended School Year Counseling Groups Contract from 2019/2020 to 2020/2021.

FF-D

Motion to amend prior **Action 21-FF-002**, approved on July 27, 2020, to reduce the amount of professional days with **Sarah Polatchek** from fifteen (15) to three (3) days, and to reduce the total amount of the agreement from \$15,000.00 to \$3,000.00.

FF-E

Motion to approve the 2020-2021 Joint Transportation route agreement with **Lebanon Borough School District**, with the Clinton Township Board of Education serving as the Lead Educational Authority and Host District:

Route Number	Destination	# Joiner Students	Cost
CM10	Clinton Township Middle School	13	\$12,801.10
CM13	Clinton Township Middle School	17	16,739.90
Total Cost:			\$29,541.00

FF-F

Motion to approve the Send/Receive Regular Education and Special Education Tuition Contracts between the **Lebanon Borough School District** and the Clinton Township Board of Education for the 2020-2021 school year, invoicing Lebanon Borough a total cost of \$449,183.40 as follows:

Tuition Description	Student Count	Per Pupil Cost	Totals
2020/21 Regular Education Students	24	\$17,439.00	\$418,536.00
Tuition Adjustment from 18/19 school year			(73,986.60)
2020/21 Special Education Students	6	\$17,439.00	104,634.00
Total:			\$449,183.40

FF-G

Motion to approve the 2020-2021 Joint Transportation trip agreement with the **Delaware Valley Regional High School District** serving as the Lead Educational Authority and Host District:

Destination	Route Cost
Various Field and Athletic Trips	\$240.00 for the first 3 hours; then \$72.00 per hour each additional hour billed in quarter hour increments plus tolls and parking where applicable
Various Shuttles	\$168.00 per shuttle; If the first shuttle leaves 20 minutes or later after dismissal it is considered a trip for \$240.00. Additional shuttles with same bus on the same day \$72.00

FF-H

Motion to approve the 2020-2021 Joint Transportation route agreement with the **Delaware Valley Regional High School District** serving as the Lead Educational Authority and Host District:

Route Number	Destination	Cost
CM05	Clinton Township Middle School	\$24,874.00
CM05	Clinton Township Middle School - Aide	7,571.00
CR09	Round Valley School	24,874.00
CR09	Round Valley School - Aide	7,571.00
CM06	Clinton Township Middle School	24,874.00
CP02	Patrick McGaheran School	24,874.00
CP09	Patrick McGaheran School	27,952.00
Total Cost:		\$142,590.00

FF-I

Motion to approve the 2020-2021 Joint Transportation route agreement with the **Hunterdon County Educational Services Commission** serving as the Lead Educational Authority and Host District:

Route Number	Destination	Cost
CM01	Clinton Twp. Middle School	\$26,468.01
CM02	Clinton Twp. Middle School	26,468.01
CM03	Clinton Twp. Middle School	26,468.01
CM04	Clinton Twp. Middle School	26,468.01
CM07	Clinton Twp. Middle School	26,468.01
CM08	Clinton Twp. Middle School	26,468.01
CM08	Clinton Twp. Middle School-Aide	8,550.00
CM09	Clinton Twp. Middle School	26,468.01
CM10	Clinton Twp. Middle School	26,468.01
CM11	Clinton Twp. Middle School	26,468.01

CM11	Clinton Twp. Middle School-Aide	8,550.00
CM12	Clinton Twp. Middle School	26,468.01
CM12	Clinton Twp Middle School-Aide	8,550.00
CM13	Clinton Twp. Middle School	26,468.01
CM13	Clinton Twp. Middle School-Aide	8,550.00
CM14	Clinton Township Middle School	26,468.01
CM14	Clinton Twp. Middle School-Aide	8,550.00
CR01	Round Valley School	26,468.01
CR01	Round Valley School-Aide	8,550.00
CR02	Round Valley School	26,468.01
CR03	Round Valley School	26,468.01
CR03	Round Valley School-Aide	8,550.00
CR04	Round Valley School	26,468.01
CR05	Round Valley School	26,468.01
CR06	Round Valley School	26,468.01
CR07	Round Valley School	26,468.01
CR07	Round Valley School-Aide	8,550.00
CR08	Round Valley School	41,589.06
CR10	Round Valley School	26,468.01
CR10	Round Valley School-Aide	8,550.00
CP01	Patrick McGaheran School	41,589.06
CP01	Patrick McGaheran School-Aide	8,550.00
CP03	Patrick McGaheran School	26,468.01
CP04	Patrick McGaheran School	41,589.06
CP05	Patrick McGaheran School	26,468.01
CP05	Patrick McGaheran School-Aide	8,550.00
CP06	Patrick McGaheran School	26,468.01
CP06	Patrick McGaheran School-Aide	8,550.00
CP07	Patrick McGaheran School	41,589.06
CP07	Patrick McGaheran School-Aide	8,550.00
CP08	Patrick McGaheran School	26,468.01
CS01	Spruce Run School	34,369.52
CS01	Spruce Run School	8,550.00
CSPK in	Spruce Run School	10,265.88
CSPK out	Spruce Run School	10,265.88
CSPK in/out	Spruce Run School-Aide	8,550.00
CS02	Spruce Run School	26,468.01
CS02	Spruce Run School	8,550.00
CP10	Patrick McGaheran School	34,369.52
CP10	Patrick McGaheran School-Aide	8,550.00
Total Cost:		<u>\$1,062,677.40</u>

FF-J
Motion to approve the 2020-2021 Joint Transportation trip agreement with the **Hunterdon County Educational Services Commission** serving as the Lead Educational Authority and Host District:

Destination	Route Cost
Various Field and Athletic Trips: Bus	\$52.00 per hour
Various Field and Athletic Trips: Van	\$50.00 per hour

FF-K
Motion to approve the 2020-2021 Parental Contract for Student Transportation with **MG** for route PT2 to the Midland School in the amount of \$9,100.00.

PERSONNEL:

P-A
Motion to amend prior **Action 21-P-032** adjusting annual salary from \$22,820.00 to \$23,070.00 and start date from August 31, 2020 to reflect a start date of September 8, 2020. PCR#0000270.

P-B
Motion to amend prior **Action Item 21-P-038** adjusting the annual salary from \$59,392.00 to \$58,292.00 effective August 28, 2020 through November 30, 2020. PCR#0000226

P-C
Motion to approve Jennifer Graham for the position of Leave Replacement Teacher FTE=1, Step BA+15, with an annual prorated salary of \$58,142.00 from September 2, 2020 through October 31, 2020. PCR#0000121

P-D
Motion to approve Robyn Prebor for the position of Literacy Support Teacher FTE=1, Step MA in F, Step C with an annual salary of \$63,142.00 effective October 1, 2020. PCR# 0000130.

P-E
Motion to approve an unpaid leave of absence for **Employee ID#41427261** from September 8, 2020 through September 24, 2020 with a return on or about September 27, 2020. PCR#0000281

P-F
Motion to approve an intermittent FMLA leave of absence for **Employee ID#49843659** using accrued unused paid time beginning August 18, 2020 as deemed necessary.

P-G
Motion to approve movement across the salary guide for the following certificated staff effective September 15, 2020:

Name	From	To	Effective Date
Perkalis, Emily	BA	BA+15	September 15, 2020

P-H
Motion to approve the following nurses for additional Summer 2020 hours at the specified hourly rate of pay:

Name, Building	Additional Hours	Hourly Rate
Dombrowski, Caitlin, SRS	10	\$43.42
Domenic, MaryAnna, CTMS	19	\$46.99
Jentsch, Lori, SRS	1.05	\$44.99
Kane, Catherine, PMG	18.5	\$60.03
Teitelbaum, Anne, RVS	18.35	\$46.67

P-I

Motion to approve XXXXX for the position of Special Projects Secretary at an annual salary of \$XX,XXX effective XXXXXXXX XX, 2020 through June 30, 2021.

P-J

Motion to approve the following staff to serve as mentors during the 20-21 school year as per negotiated agreement:

Mentor Teacher	Novice Teacher	Certificate Type	Duration	Compensation (To Be Paid by Novice Teacher)
Dmuchowski, Angela	Rivas, Jaclyn	CE	30 weeks	\$1000.00
Friedel, William	Lovering, Robert	CE	9/2/20-11/30/20	\$400.00
Johnson, Judy	Simonelli, Susan	CE (Provisional)	TBD	TBD
Rosa, Stephanie	Mueller, Julia	CEAS - Incomplete	30 weeks	\$550.00

P-K

Motion to approve Amy Snyder for the position of lunch/recess aide at an hourly rate of \$13.00 per hour effective XX/XX/2020 through June 30, 2021. PCR#0000265 (Pending successful completion of criminal history background check).

P-L

Motion to approve paid FMLA leave of absence for **Employee ID#49815210** using accrued, unpaid time from August 11, 2020 through November 3, 2020 with an anticipated return to work date on or about November 6, 2020). PCR#0000097.

P-M

Motion to approve XXX for the position of substitute lunch/recess aide at an hourly rate of \$11.00 per hour effective XX/XX/2020 through June 30, 2021.

P-N

Motion to approve Paige Slinkowski for the position of replacement/substitute custodian at an hourly rate of \$XX.00 per hour effective 09/22/2020 through June 30, 2021.

P-O

Motion to approve XXX for the position of custodian at PMG at an hourly rate of \$XX.XX per hour effective XX/XX/2020 through June 30, 2021.

POLICY:

PR-A

Motion to approve the 2020-2021 Clinton Township School District Emergency Management Plan, subject to revision as situations arise.

Action Item 21-PR-003

Motion to approve the first reading of policies 1648.02, Remote Learning Options for Families, and 1648.03, Restart and Recovery Plan.

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 the policies at this Board Meeting on September 16, 2020; and

FURTHERMORE, BE IT RESOLVED, the policies shall be effective upon Board adoption after second reading at the September 21, 2020 Board Meeting.

CURRICULUM:

CUR-A

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

Employee	Program Title	Location	Date
LaFevre, Michele	GBA640: Quantitative Analysis	Centenary University	Spring 2021

CUR-B

Motion to approve inviting staff members from other school districts to attend district-hosted live or virtual professional development at the cost of \$99.00 per person per day for the 2020-2021 school year.

CUR-C

Motion to approve inviting staff members from nonpublic school districts to attend district-hosted live or virtual professional development at the cost of \$40.00 per person per day for the 2020-2021 school year.

CUR-D

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

- Health and Physical Education, Grades K-8

CUR-E

Motion to approve articulation during the 2020-2021 school year for Clinton Township math teachers with the Voorhees High School math coach.

CUR-F

Motion to approve the **2020-2021 Clinton Township School District Staff Handbook**.

CUR-G

Motion to approve the 2020-2021 agreements with Hunterdon County Educational Services Commission (HCESC) for the following programs:

- Non-Public Chapter 192-193 with a 5% surcharge
- Public School Services
- Paraprofessionals

CUR-H

Motion to amend prior **Action 21-CUR-021**, approved on August 24, 2020 to change the hours per week for **Mary Culcasi**, Independent Contractor from 18 hours to 30 hours a week.

CUR-I

Motion to approve an agreement with the Lebanon Borough School District for shared IEP Direct usage as follows:

Year	Per Student Cost	Total
2019-2020	\$63.68	\$573.12
2020-2021	66.84	601.56
Total:		\$1,174.68

OLD BUSINESS:

NEW BUSINESS:

SECOND RECOGNITION OF THE PUBLIC:

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

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.

ADJOURNMENT:

Action 21-AJ-005:

Motion made by _____, seconded by _____, to adjourn the meeting of the Clinton Township Board of Education at _____ (time).

(___ All ___ Ayes; ___ Nays; ___ Abstain; ___ Absent)

Next Meeting Dates:

- September 21, 2020 - Regular Meeting
- October 5, 2020 - Work Session
- October 19, 2020 - Regular Meeting
- November 16, 2020 - Work Session
- November 23, 2020 - Regular Meeting
- December 14, 2020 - Work Session
- December 21, 2020 - Regular Meeting