CLINTON TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION

MINUTES

Regular Meeting November 18, 2013 at 7:30 PM Clinton Township Middle School Auditorium

CALL TO ORDER: Mr. Sturges called the meeting to order at 7:37 pm.

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 the annual public notice on January 10, 2013.

- a. Faxing to three newspapers designated by the Board Hunterdon County Democrat, Hunterdon Review and Express Times
- b. Posting on the District Website, the main bulletin board in the Administration Office and in each Clinton Township School
- c. Faxing to the Clerk of Clinton Township

ROLL CALL

Present:

Board Members:

Kevin Sturges, President

Maria Grant, Vice President

Michelle Cresti

Marc Freda

Rachel McLaughlin

Dan McTiernan

Megan Verderamo

Not Present: John Higgins

Kevin Maloy

Present:

District Administrators:

Dr. Drucilla W. Clark, Superintendent of Schools

Mrs. Heather A. Spitzer, Business Administrator/Board Secretary

Also Present: Vito Gagliardi, Esq., Board Attorney

PLEDGE OF

ALLEGIANCE:

Mrs. Verderamo led the Board in the Pledge of Allegiance.

PRESIDENT'S COMMENTS/REPORT

Mr. Sturges commented that there are Board members absent due to travelling. He also commented that there are 2 executive sessions on the agenda, the first being for discussion on Superintendent Merit Pay and the second for an update on negotiations with the Clinton Township Education Association.





Mr. Sturges reported that an Ad Hoc Committee for Full Day Kindergarten will be comprised of the following individuals:

Mrs. Rachel McLaughlin, Chair

Mr. Kevin Maloy

Mrs. Heather Spitzer, School Business Administrator

Mrs. Melissa Goad, Principal Spruce Run School

Ms. Mary Postma, Principal Patrick McGaheran School

- (2) Kindergarten Teachers
- (2) Parents
- (1) Community Member without a student currently in the school

EXECUTIVE SESSION:

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, Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is a discussion on Superintendent's Merit Goals.

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after which the meeting shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Clinton Township Board of Education will go into Executive Session for only 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.

Action may be taken upon return.

Motion by R. McLaughlin, Seconded by M. Grant. The resolution was adopted by the full membership of the Board at 7:44 p.m.



BE IT RESOLVED that the Board of Education hereby approves reconvening the regular Board meeting.

Motion by M. Freda, Seconded by R. McLaughlin. The resolution was adopted by the full membership of the Board at 8:05 p.m.

Mr. Sturges, on behalf of the Board, thanked Dr. Clark for her hard work and appreciate the progress and effort made during the 2012-13 school year. The Board is very pleased to be able to grant merit pay for a job very well done.

Action 14-FF-100:

WHEREAS, the Superintendent of Schools is contractually entitled to have this Board consider whether she has met the established criteria for the award of qualitative and quantitative merit pay, and;

WHEREAS, the Executive County Superintendent of Schools has determined that the Superintendent of Schools has met the established criteria for those goals, as provided by law, and;

WHEREAS, the Board has deliberated in executive session as to the award of contractual merit pay for the Superintendent of Schools,

NOW THEREFORE BE IT RESOLVED that the Superintendent of Schools, Dr. Drucilla Clark, has achieved one quantitative merit goal and two qualitative merit goals and is hereby awarded \$12,911.50, a one-time non-pensionable, and non-cumulative merit payment for the 2012/13 school year.

Motion by M. Grant, Seconded by M. Cresti. The Board adopts resolution 14-FF-100 on a roll call vote as follows: ayes 6; nays 0 (M. Verderamo abstained)

REPORT OF THE SUPERINTENDENT OF SCHOOLS Action Items 14-SU-006 through 14-SU-007

Dr. Clark will present the following to the Board of Education:

- 1. Enrollment Report 1,547
- 2. Suspension Report
 - (1) One day in school suspension RVS
 - (1) One day in school suspension CTMS
- 3. HIB Report
 - (4) Investigations at SRS All determined not to be HIB
 - (1) Investigation at PMG Determined not to be HIB
 - (3) Investigations at RVS All determined not to be HIB
 - (4) Investigations at CTMS 1 determined to be HIB





4. Violence & Vandalism Report – Reporting period January 1, 2013 - June 30, 2013.

Action 14-SU-006:

BE IT RESOLVED that the Board of Education accepts the enrollment, suspension and HIB reports of the superintendent as presented.

Action 14-SU-007:

BE IT RESOLVED that the Board of Education approves the following resolution approving the Clinton Township School District Electronic Violence and Vandalism and Harassment, Intimidation & Bullying Reports:

WHEREAS, N.J.S.A. 18A: 17-46, N.J.A.C. and N.J.A.C. 6A: 16-5.3(f); require that at two public hearings each year, the superintendent of schools provides a report to the board of education on all acts of violence and vandalism which occurred in the school district during the previous school year;

WHEREAS, N.J.S.A. 18A: 36-5.1 and N.J.A.C. 6A: 16-5.2 designated October 21-25, 2013 as School Violence Awareness Week in the state of New Jersey.

WHEREAS, the Clinton Township School District has observed this week by organizing activities to prevent school violence, including, but not limited to, age appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance;

WHEREAS, law enforcement personnel were invited to join members of the teaching staff in the discussions;

WHEREAS, programs designated to help recognize warning signs of school violence and to instruct on recommended conduct during an incident of school violence were provided for school employees;

WHEREAS, this public hearing is specifically conducted to fulfill the district's legal obligation to present school violence and vandalism information to the public and to conduct public hearings on the violence and vandalism report;

WHEREAS, pursuant to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(a) 4, the Superintendent has provided a presentation to the board of education at the public hearing on all acts of violence and vandalism which occurred during the previous school year, including a report on the district's verified violence and vandalism data submitted under the Electronic Violence and Vandalism Reporting System (EVVRS) to the NJDOE for the previous school year (2012-2013).

THEREFORE BE IT RESOLVED, that the Board of Education accepts the Superintendent's public report on Violence and Vandalism and HIB.



Mr. Freda commented on the declining enrollment figures and inquired as to the status of a demographics Study.

Motion by R. McLaughlin, Seconded by M. Grant. The Board adopts resolutions 14-SU-006 through 14-SU-007 on a roll call vote as follows: ayes 7; nays 0

PUBLIC COMMENTS - AGENDA ITEMS ONLY

No comments at this time.

FIRST RECOGNITION OF THE PUBLIC

Public comment session opened at 8:14 pm.

- Mrs. MacIssac questioned the status of observing religious holidays during September in the 14/15 school calendar. She also requested that the District consider evening conferences in the future.
- Mrs. Brennan commended Mrs. Goad on the Evacuation Drill that took place at Spruce Run School on November 18, 2013. She also inquired on the Highscope curriculum grade level. She also requested clarification on motion PC-013.

Public comment session closed at 8:18 pm.

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY Action Item 14-BA-012

Informational:

• The current date of the Board of Education's next meeting is scheduled for Monday December 16, 2013 at 7:30 p.m., in the Auditorium of Clinton Township Middle School.

Action 14-BA-012:

BE IT RESOLVED that the Board of Education hereby approves the following Board Meeting minutes and Executive Session minutes for:

<u>Minutes</u>	Executive Session
October 21, 2013	October 21, 2013
October 28, 2013	October 28, 2013

Motion by D. McTiernan, Seconded by M. Grant. The Board adopts resolution 14-BA-012 on a roll call vote as follows: ayes 7; nays 0 (M. Cresti abstained on 10/21/13 Regular/exec session, M. Freda abstained on 10/21/13 regular/exec session, R. McLaughlin abstained on 10/28/13 exec session only, M. Verderamo abstained on 10/21/13 regular/exec session & 10/28/13 exec session)

COMMITTEE REPORTS

FACILITIES/FINANCE:

Kevin Maloy - Chair; Marc Freda, Maria Grant & Kevin Sturges Action Items 14-FF-080 through 14-FF-099

Mr. Sturges reported on behalf of the committee that they met on 11/13/13 and discussed the following:

- School choice notification within district. The impact of moving during the school year,
- Affordable Healthcare Law. The impact on staffing and possible solutions.
- Budget calendar district is starting to build the 2014/15 budget.
- Status update on the Barn removal.
- Update on the annual Audit.
- New Transportation routes, parents were notified last week, with changes to be implemented on 12/2/13
- Superintendent Merit Goals
- Radon & Air Quality testing
- Demographic Study.

Action 13-FF-080:

BE IT RESOLVED that the Board of Education hereby approves the payment of bills in the amount of \$1,524,647.97 for the period ending November 30, 2013.

Action 14-FF-081:

BE IT RESOLVED that the Board of Education hereby approves the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy No. 6471 "School District Travel." Only overnight stays are eligible to 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: \$0.31.

Employee/School	Program Title/Location	Date	Cost	Mileage	Lodging/ Meals
Karen Sinagra, SRS	Brain Rules for Pediatric Treatment New Brunswick NJ	12/5/13	\$199	OMB	N/A
Allison Lefebvre, SRS	Using the DSM-5 for Revolutionary Diagnosis & Treatment East Brunswick NJ	12/10/13	\$199	OMB	N/A

Action 14-FF-082:

BE IT RESOLVED that the Board of Education amends prior motion 14-FF-062 (10/28/13) to reflect a change in date and location of travel for Joan Slagus from December 2, 2013 at Newark, NJ to December 3, 2013 in Long Branch, NJ.

Action 14-FF-083:

BE IT RESOLVED that the Board of Education amends prior motions 14-FF-048 (9/23/13) & 14-FF-078 (10/28/13) to reflect a change in travel date for Catharine Miller from November 18 -21, 2013 to March 24 - 27, 2014.

Action 14-FF-084:

BE IT RESOLVED that the Board of Education hereby acknowledges the following requests for graduate course approval, in accordance with the Negotiated Agreement:

Employee/BOE Member	Program Title/Location	Date
Kelly DiGioia	Curriculum Design & Engineering, Seton Hall University	Spring 2014
Laura Nish	Advanced Seminar in Special Education II, Kean University	Spring 2014

Action 14-FF-085:

BE IT RESOLVED that the Board of Education approves a contract with HighScope Inc. for preschool curriculum professional development in the amount of \$7,600 for the 2013/14 school year.

Action 14-FF-086:

BE IT RESOLVED that the Board of Education approves a contract with Houghton Mifflin Harcourt for Go Math curriculum professional development in the amount of \$8,400 for the 2013/14 school year.

Action 14-FF-087:

BE IT RESOLVED that the Board of Education approves Alexander Road Associates to conduct a psychiatric assessment on SID# 5382900979 during the 2013/14 school year with a fee not to exceed \$495.



Action 14-FF-088:

BE IT RESOLVED that the Board of Education approves Dr. James Ball of JB Autism Consulting to provide independent ABA evaluation and consultation services for SID# 9909918200 during the 2013/14 school year. Total fee for services not to exceed \$3,500.

Action 14-FF-089:

BE IT RESOLVED that the Board of Education approves a Bus Aide for SID# 7420986628 at a shared cost of \$35.00 per diem for the 2013/14 school year, effective November 4, 2013.

Action 14-FF-090:

BE IT RESOLVED that the Board of Education approves an increase in the 2013/14 budget to recognize the 2012/13 Reimbursement of Non-Public School Transportation Cost in the amount of \$19,697.98, as follows:

Revenue Account: 10-303 Budgeted Fund Balance

Expense Account: 11-000-270-513 Regular Transportation - Joint Agreement

Action 14-FF-091:

BE IT RESOLVED that the Board of Education approves the Comprehensive Maintenance Plan and accompanying M-1 form for the 2013/14 school year.

Action 14-FF-092:

BE IT RESOLVED that the Board of Education solicited bids for (24) Classroom Amplification Systems including installation (budgeted expense) and awards as follows:

Video Technologies

\$42,952.00

Action 14-FF-093:

BE IT RESOLVED that the Board of Education hereby accepts grant funding from NJ Child Assault Prevention in the amount of \$827.00 to implement the CAP program in Kindergarten, with the district's financial responsibility in the amount of \$355.00.

Action 14-FF-094:

BE IT RESOLVED that the Board of Education approves a Joint Transportation Agreement with Delaware Valley Regional for Winter athletic trips for the 2013/14 school year not to exceed \$2,800 for the regular season schedule (does not include playoff trips).



Action 14-FF-095:

BE IT RESOLVED that the Board of Education adopts the following TENTATIVE 2014/15 Budget Calendar:

Preliminary Budget Requests to Business Administrator
CSA/Business Administrator evaluate submitted budget
December 2013
Preliminary Budget to Finance Committee
January 2014
Tentative Adoption 2014/15 Budget
February 24, 2014
Public Hearing of the Budget
March 31, 2014
Meeting with Town Council and Mayor
March/April 2014

Action 14-FF-096:

BE IT RESOLVED that the Board of Education authorizes the Business Administrator to notify the NJ School Employee's Prescription Drug Benefits Plan, that the Board of Education will terminate participation in said plan, effective January 31, 2014 at 11:59pm.

Action 14-FF-097:

BE IT RESOLVED that the Board of Education approves the proposal for Prescription Drug Benefits from BeneCard Services, Inc. as Prescription Benefit Program carrier, effective February 1, 2014.

Action 14-FF-098:

BE IT RESOLVED that the Board of Education appoints Brown & Brown Benefit Advisors of Lambertville, New Jersey as the District's Broker of Record for Prescription Drug Benefits, effective February 1, 2014.

Action 14-FF-099:

BE IT RESOLVED that the Board of Education approves the payment application to Smitty's Door Service for District wide Door Hardware Replacement Project as follows:

Payment Application #	Payee	Amount
1	Smitty's Door Service	\$8,550.00

Mrs. McLaughlin asked for clarification on transportation for the agreement for winter athletics.

^{**}Please note that ALL dates are TENTATIVE as of November 1, 2013

Dr. Clark has contacted Mr. Habor to request a proposal for a broadscope Demographics study and requested that a building usage study be conducted at the same time. Mr. McTiernan asked if the analysis will include the effects of School Choice as part of the study.

Motion by M. Freda, Seconded by R. McLaughlin. The Board adopts resolutions 14-FF-080 through 14-FF-099 on a roll call vote as follows: ayes 7; nays 0 (M. Verderamo abstained on 14-FF-080)

PERSONNEL/NEGOTIATIONS:

Dan McTiernan – Chair; Michelle Cresti, John Higgins & Kevin Maloy Action Items 14-PN-116 through 14-PN-124

Mr. McTiernan reported from the committee on the following:

- DEAC will meet again in January
- Update on Negotiations regarding non-affiliated & administrative staff
- CST Director, status update on permanent replacement.

Action 14-PN-116:

BE IT RESOLVED that the Board of Education hereby accepts, with regret, the resignation of Mary Lomuscio, RVS Teaching Assistant, effective January 1, 2014.

Action 14-PN-117:

BE IT RESOLVED that the Board of Education approves Ronda Ferri as an Administrative Intern (Seton Hall University) for a minimum of 550 hours with Melissa Goad for the period January 2014 through November 2014.

Action 14-PN-118:

BE IT RESOLVED that the Board of Education hereby approves the contract extension for **Dr. Harold Tarriff** as Interim Director of Special Services at a per diem rate of \$700, three days a week, effective December 23, 2013 through March 31, 2014.

Action 14-PN-119:

BE IT RESOLVED that the Board of Education hereby approves the request for Disability/Maternity Leave of Absence for **Heather Steinhauer**, PMG Teacher – Grade 3, for the period beginning March 5, 2014 through April 1, 2014, and Child Rearing Leave beginning April 2, 2014 through June 30, 2014.

Action 14-PN-120:

BE IT RESOLVED that the Board of Education hereby approves the request for the change in the effective date of Disability/Maternity Leave of Absence for **Erin Repsher**, PMG Music Teacher, from February 20, 2014 to October 25, 2013 through March 27, 2014, and Child Rearing Leave from March 28, 2014 through May 30, 2014.

Action 14-PN-121:

BE IT RESOLVED that the Board of Education hereby approves the employment of **David Anderson** as CTMS Science Teacher – Grade 7 – Maternity Leave Replacement (replacing J. Selbo) at Step ABC, BA, \$49,142 (pro-rated to start date) (salary to be adjusted upon settlement of Negotiated Agreement) effective January 2, 2014 through May 8, 2014.

Action 14-PN-122:

BE IT RESOLVED that the Board of Education hereby approves the employment of **Evan Straley** as PMG Teacher - Music — Maternity Leave Replacement (replacing E. Repsher) at Step ABC, BA, \$49,142 (pro-rated to start date) (salary to be adjusted upon settlement of Negotiated Agreement) effective November 19, 2013 through May 30, 2014.

Action 14-PN-123:

BE IT RESOLVED that the Board of Education hereby approves the employment of **Kaitlyn** Asinelli, PMG Lunch Aide, at an hourly rate of \$12.75, effective November 19, 2013.

Action 14-PN-124:

BE IT RESOLVED that the Board of Education hereby approves the following Substitute Teacher/Teaching Assistant(s), on an as needed basis, for the 2013/14 school year:

David Anderson Lindsay Schmidt

Mr. Sturges asked Dr. Clark to explain the process in hiring a CST Director.

Motion by D. McTiernan, Seconded by M. Verderamo. The Board adopts resolutions 14-PN-116 through 14-PN-124 on a roll call vote as follows: ayes 7; nays 0

POLICY/CURRICULUM:

Rachel McLaughlin – Chair; Michelle Cresti, Kevin Sturges & Megan Verderamo Action Items 14-PC-012 through 14-PC-013





Mrs. McLaughlin reported from the committee on the following:

- Preliminary Calendar
- Preliminary Budget
- Full Day Kindergarten
- Policy Review

Action 14-PC-012:

BE IT RESOLVED that the Board of Education hereby approves the first reading of the following policies and regulations, as presented to the Board as follows:

Bylaws	
0000.02	Introduction
0132	Executive Authority
0143	Board Member Election and Appointment
0151	Organization Meeting
0152	Board Officers
0153	Annual Appointments
0155	Board Committees
0167	Public Participation in Board Meetings
Policies	
2622	Pupil Assessment
3232	Tutoring Services
5117	Interdistrict Public School Choice
5120	Assignment of Pupils
5300	Automated External Defibrillators (AEDs)
5333	Pupil Smoking
7434	Smoking in School Buildings and on School Grounds
Regulation	<u>s</u>
5117	Interdistrict Public School Choice
5300	Automated External Defibrillators (AEDs)

Action 14-PC-013:

BE IT RESOLVED that the Board of Education hereby limits the total enrollment of its students in any and all receiving districts as established through N.J.S.A. 18A:36B, commonly known as the Interdistrict Public School Choice Program Act of 2010, to a maximum of 10% per grade level as calculated based on ASSA enrollment counts.

Mr. McTiernan inquired on whether the district's protocols have been updated for the new AED policies. Dr. Clark responded that the Nurses track all data and staff training.

Motion by R. McLaughlin, Seconded by M. Cresti. The Board adopts resolutions 14-PC-012 through 14-PC-013 on a roll call vote as follows: ayes 7; nays 0





Maria Grant, Chair - Rachel McLaughlin & Dan McTiernan

Mrs. Grant reported from the committee on the following:

• The committee did not meet this past month, however changes to the website have begun and moving along quickly.

OLD BUSINESS

- Mrs. McLaughlin inquired on the process and timeframe for setting the annual Board Goals.
- Mr. Sturges requested an update on the status of the district's Capital Projects. Further discussion will take place in December in committee.
- Mr. Freda commented that the Board needs to do its due diligence with regards to School Choice funding during the upcoming budget season.

NEW BUSINESS

None at this time.

SECOND RECOGNITION OF THE PUBLIC

Public comment session opened at 8:49 pm

• Mrs. MacIssac suggested a calendar survey for community input. She also commented that there is a general opinion that School Choice "lowers property values" in the community.

Mr. Sturges responded with an explanation on school choice revenue.

Public comment session closed at 8:59 pm.

EXECUTIVE SESSION:

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, any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body. The collective bargaining contract discussed is between the Clinton Township Board of Education and the Clinton Township Education Association, and





WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the meeting shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Clinton Township Board of Education will go into Executive Session for only 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.

Action will not be taken upon return.

Motion by D. McTiernan, Seconded by M. Cresti. The resolution was adopted by the full membership of the Board at 9:01 p.m.

BE IT RESOLVED that the Board of Education hereby approves reconvening the regular Board meeting.

Motion by D. McTiernan, Seconded by K. Sturges. The resolution was adopted by the full membership of the Board at 9:04 p.m.

Motion to amend Executive Session motion to include discussion on the Clinton Township Administrator Association collective bargaining contract and discussion on non-affiliated staff.

Motion by D. McTiernan, Seconded by M. Grant. The amended resolution was adopted by the full membership of the Board at 9:06 p.m.

Ms. McLaughlin and Ms. Verderamo left the meeting at 9:21 pm.

BE IT RESOLVED that the Board of Education hereby approves reconvening the regular Board meeting.

Motion by D. McTiernan, Seconded by M. Grant. The resolution was adopted by the full membership of the Board at 10:42 p.m.

ADJOURNMENT

Action 14-AJ-006:

BE IT RESOLVED that the Board of Education hereby adjourns this meeting.

Motion by K. Sturges, Seconded by M. Freda. The resolution was adopted by the full membership of the Board at 10:42 p.m.



Respectfully Submitted,

Heather A. Spitzer

Business Administrator/Board Secretary

Minutes Prepared: 11/19/13 Minutes remain unofficial until Board of Education approval.

Board of Education Approved:

Kevin Sturges, President