

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
ORGANIZATION MEETING MINUTES
Organization Meeting January 5, 2022 at 7:30 p.m.
Clinton Township Middle School Auditorium**



The Business Administrator/Board Secretary, served as presiding officer pro tempore until the election of a President.

CALL TO ORDER: Mark Kramer called the meeting to order at 7:30 p.m.

PUBLICATION OF NOTICE:

Mr. Kramer read the following:

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 9, 2021.

- a. Notice was sent to two newspapers designated by the Board: Express Times and Hunterdon Review.
- b. Notice was posted on the District Website, the main bulletin board in the Administration Offices and in each Clinton Township School.
- c. Notice was sent to the municipal clerk of Clinton Township.

ROLL CALL:

Board Member	Present	Absent	Time of arrival after meeting called to order:
Dr. Michael Blumenfeld	X		
Ms. Lana Brennan	X		
Ms. Stacie-Ann Creighton	X		
Ms. Catherine Emery	X		
Mr. Scott Hornick		X	
Ms. Jennifer Kaltenbach	X		
Ms. Alyssa Oliver	X		
Dr. Catherine Riihimaki	X		

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

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

ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION:**Combined Statement of School Board Election Results 2021**

Mr. Kramer read the following results:

Candidate	Number of Votes
Ms. Catherine Emery	2,997
Dr. Catherine Riihimaki	2,555
Mr. Daniel Rosa	2,515
Mr. Christopher Hackett	2,224

OATH OF OFFICE:

Mr. Mark Kramer, School Business Administrator/Board Secretary, administered the Oath of Office to the following newly elected Board members, pursuant to N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3:

- Ms. Catherine Emery
- Dr. Catherine Riihimaki
- Mr. Daniel Rosa

BOARD OFFICERS AND APPOINTMENTS:**NOMINATION FOR BOARD PRESIDENT**

Mr. Kramer called for nominations for Board President:

Dr. Riihimaki nominated Ms. Lana Brennan for Board President.

Mr. Kramer asked if there were any other nominations and heard none.

O.1A. CLOSE NOMINATIONS OF BOARD PRESIDENT

Motion to close nominations by Dr. Riihimaki, seconded by Ms. Kaltenbach.

Board of Education Roll Call Vote on O.1A

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion						2nd		Motioned	
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries

O.1B. ELECTION OF BOARD PRESIDENT

Motion for Ms. Lana Brennan to be appointed as President of the Clinton Township Board of Education: Ms. Emery motioned, seconded by Ms. Oliver.

Board of Education Roll Call Vote on O.1B

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion				Motioned			2nd		
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries

MS. BRENNAN, BOARD PRESIDENT, NOW PRESIDES AT THE MEETING.

NOMINATION FOR BOARD VICE-PRESIDENT

Ms. Brennan called for nominations for Board Vice-President:

Ms. Kaltenbach nominated Dr. Catherine Riihimaki for Board Vice-President.

Ms. Brennan asked if there were any other nominations and heard none.

O.2A. CLOSE NOMINATIONS OF BOARD VICE-PRESIDENT

Motion to close nominations by Ms. Oliver, seconded by Ms. Creighton.

Board of Education Roll Call Vote on O.2A

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion			2nd				Motioned		
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries

O.2B. ELECTION OF BOARD VICE-PRESIDENT

Motion for Dr. Catherine Riihimaki to be appointed as Vice-President of the Clinton Township Board of Education: Ms. Oliver motioned, seconded Ms. Creighton.

Board of Education Roll Call Vote on O.2B

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion			2nd				Motioned		
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries**SUPERINTENDENT'S REPORT:**

- District is short of substitutes
- Teachers will be compensated for prep-time if they are covering a class
- Survey sent to community
- Acknowledgements
 - Board
 - Staff
 - Support Services
- Hunterdon County expected to go to Red Covid level
 - Possible remote platform
- Friday is a possible snow day

FIRST RECOGNITION OF THE PUBLIC – AGENDA ITEMS ONLY:

- 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

- Welcome to new and returning board members
- Ms. Brennan brought up the Code of Ethics for discussion and had each board member read a section of the Code of Ethics.
- Ms. Brennan informed the board of her committee member selection:
 - Policy - Ms. Kaltenbach (Chair), Ms. Creighton, Ms. Oliver
 - Facilities & Finance - Ms. Brennan (Chair), Dr. Blumenfeld, Mr. Rosa
 - Curriculum - Dr. Riihimaki (Chair), Mr. Hornick, Ms. Kaltenbach
 - Personnel - Mr. Hornick (Chair), Ms. Creighton, Ms. Emery
 - Negotiations - Ms. Brennan (Chair), Dr. Blumenfeld, Ms. Oliver, Dr. Riihimaki
- Ms. Brennan discussed with the board members the selection for delegates and alternates for the Hunterdon County ESC Board of Directors, Hunterdon County School Board Association, New Jersey School Boards Association.

ORGANIZATION RESOLUTIONS:

Ms. Brennan requested a motion and a second on the following resolutions, organization items O.3 through O.35.

- O.3. CODE OF ETHICS**
- O.4. DELEGATE APPOINTMENTS**
- O.5. BOARD OF EDUCATION MEETING DATES**
- O.6. PARLIAMENTARY PROCEDURES**
- O.7. APPROVAL OF OFFICIAL DEPOSITORIES AND SIGNATURE AUTHORITY**
- O.8. APPROVAL/DESIGNATION OF NEWSPAPERS**
- O.9. APPOINTMENT OF TREASURER OF SCHOOL MONIES**
- O.10. AUTHORITY FOR BUDGET TRANSFERS, DESIGNATION OF CLAIMS AUDITOR AND PAYMENT OF BILLS**
- O.11. BOARD POLICIES/REGULATIONS**
- O.12. PETTY CASH ACCOUNTS**
- O.13. DISTRICT APPOINTMENTS**
- O.14. SCHOOL FUNDS INVESTOR**
- O.15. UNIFORM MINIMUM CHART OF ACCOUNTS**
- O.16. TAX SHELTERED ANNUITY COMPANIES**
- O.17. ADOPTION OF EMERGENCY MANAGEMENT PLAN**
- O.18. APPOINTMENT OF DISTRICT PURCHASING AGENT**
- O.19. USE OF STATE CONTRACTS**
- O.20. APPROVAL OF TEXTBOOKS AND CURRICULUM**
- O.21. PERMITTED STUDENT RECORDS**
- O.22. GRANT APPLICATION AND REPORT SUBMISSION**
- O.23. APPROVE AND GRANT AUTHORIZATION TO THE FOLLOWING TITLES TO REQUEST LEGAL SERVICES ON MATTERS PERTAINING TO DISTRICT MATTERS**
- O.24. APPROVE MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION**
- O.25. TRAVEL LIMITATION FOR REGULAR BUSINESS TRAVEL**
- O.26. AUTHORIZE COOPERATIVE PRICING AGREEMENTS WITH OTHER LEA's**
- O.27. AUTHORIZATION OF PAYROLL MANAGEMENT**
- O.28. AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES & INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD**
- O.29. MANDATORY DIRECT DEPOSIT**
- O.30. ORGANIZATION CHART**
- O.31. APPOINT POLICY PROVIDER SERVICE**
- O.32. SPECIAL EDUCATION**
- O.33. FEE FOR COPIES OF PUBLIC DOCUMENTS**
- O.34. CODE OF CONDUCT FOR REMOTE MEETINGS**
- O.35. APPROVAL FOR PAYMENT OF CLAIMS USING EFT TECHNOLOGIES**

O.3. CODE OF ETHICS

WHEREAS, each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act in accordance with N.J.S.A. 18A:12-24.1; and

WHEREAS, in accordance with Bylaw 0142.3, Code of Ethics, the Board of Education shall read and discuss the Board member Code of Ethics annually at a regularly scheduled public meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education adopts the New Jersey School Boards Association Code of Ethics for School Board Members, 18A:12-24.1, as follows:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

FURTHER BE IT RESOLVED, that the Board acknowledges receipt of the Code of Ethics material forwarded by the NJ School Boards Association; and

FURTHER BE IT RESOLVED, in accordance with N.J.A.C. 18A: 12-24.1, each Board Member will be asked to sign the *Acknowledgement of Receipt* of the Code of Ethics for School Board Members, and to forward the form to the Board Secretary.

O.4. COMMITTEE AND DELEGATE APPOINTMENTS

BE IT RESOLVED, that the Board of Education hereby establishes the following committees and delegates:

	Delegate	Alternate
Hunterdon County ESC Board of Directors	Ms. Kaltenbach	Dr. Blumenfeld
Hunterdon County School Boards Association	Ms. Creighton	Ms. Oliver
New Jersey School Boards Association	Ms. Oliver	Ms. Creighton

- Policy Committee
 - Ms. Kaltenbach (Chair), Ms. Creighton, Ms. Oliver
- Facilities & Finance Committee
 - Ms. Brennan (Chair), Dr. Blumenfeld, Mr. Rosa
- Curriculum Committee
 - Dr. Riihimaki (Chair), Mr. Hornick, Ms. Kaltenbach
- Personnel Committee
 - Mr. Hornick (Chair), Ms. Creighton, Ms. Emery
- Negotiations Committee
 - Ms. Brennan (Chair), Dr. Blumenfeld, Ms. Oliver, Dr. Riihimaki

O.5. BOARD OF EDUCATION MEETING DATES

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within several days following the Annual Organization Meeting of the Board;

BE IT RESOLVED, that the regular meetings of the Clinton Township Board of Education will be held at the Clinton Township Middle School Auditorium located at 34 Grayrock Road, Clinton, NJ 08809

BE IT FURTHER RESOLVED, the Clinton Township Board of Education approves the following regularly scheduled board meetings listed below commencing at 7:30 p.m. and will have action taken at each of these meetings:

January 31, 2022	August 22, 2022
March 14, 2022	September 19, 2022
May 2, 2022	October 17, 2022
June 27, 2022	December 12, 2022

January 4, 2023 (Organization Meeting)

BE IT FURTHER RESOLVED, that the Clinton Township Board of Education in compliance with Chapter 231, Public Laws of 1975, authorizes the Board Secretary to post a copy of the above schedule of meetings at the Clinton Township offices and to advertise these meeting dates in the official newspapers of the Clinton Township Board of Education.

O.6. PARLIAMENTARY PROCEDURES

BE IT RESOLVED, that the Clinton Township Board of Education adopts Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings pursuant to Bylaw #0164 and appoint the Board Secretary and Board Attorney to act as the Parliamentarians.

O.7. APPROVAL OF OFFICIAL DEPOSITORIES AND SIGNATURE AUTHORITY

BE IT RESOLVED, that the Clinton Township Board of Education hereby approves Investors Bank as the designated depository for the Clinton Township Board of Education funds, and affirms that Investors Bank is insured by either the SLIC or the FDIC as required by both Federal and State statutes; and

BE IT FURTHER RESOLVED, that the Clinton Township Board of Education hereby authorizes that investments can be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary and/or designee be authorized to wire transfer Board of Education funds between Board of Education accounts only; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary and/or designee be authorized to enter into agreement(s) with the State of New Jersey to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate; and

BE IT FURTHER RESOLVED, that any funds on deposit in the district accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile; and

BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to deliver, upon demand, signatures of required authorities to the above-approved depositories; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the following authorized signatures for money market, checking and savings accounts at Investors Bank or other bank holdings (facsimile stamps can be used):

Account	Number of Required Signatures	Authorized Signatories
General Checking Account	3	Board President Treasurer School Business Administrator/Board Secretary

Payroll Account	2	Board President Treasurer Superintendent School Business Administrator/Board Secretary
Payroll Agency Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Unemployment Trust Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Employee Flexible Spending Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Cafeteria Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
School Activities: Spruce Run School	2	Director of Special Services/Building Administrator Superintendent School Business Administrator/Board Secretary
School Activities: Patrick McGaheran School	2	Principal of Patrick McGaheran Superintendent School Business Administrator/Board Secretary
School Activities: Round Valley School	2	Principal of Round Valley School Superintendent School Business Administrator/Board Secretary
School Activities: Clinton Township Middle School	2	Principal of Clinton Township Middle School Superintendent School Business Administrator/Board Secretary
Clinton Township School District Petty Cash	2	Treasurer Superintendent School Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that, this resolution shall take effect immediately, and the Clinton Township Board of Education authorizes the Superintendent, Board President, Treasurer 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.

O.8. APPROVAL/DESIGNATION OF NEWSPAPERS

BE IT RESOLVED, that the Clinton Township Board of Education designates Express Times as the official newspaper for the publication of board meetings, legal notices and advertisements and the Star Ledger, Hunterdon Democrat or Hunterdon Review as the secondary newspapers for the publications of board meetings.

O.9. APPOINTMENT OF TREASURER OF SCHOOL MONIES

BE IT RESOLVED, that the Board of Education hereby authorizes that the Treasurer of School Monies be designated to prepare the district's monthly Treasurer's Report.

O.10. AUTHORITY FOR BUDGET TRANSFERS, DESIGNATION OF CLAIMS AUDITOR AND PAYMENT OF BILLS

BE IT RESOLVED, that the Clinton Township Board of Education hereby authorizes, pursuant to N.J.S.A. 18A:22-8.1, the Superintendent to approve line item transfers as necessary between board meetings and that such transfers shall be reported to the Board of Education, ratified, and duly recorded in the minutes of the next regular meeting; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary or designee, be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2, to direct pre-payment of claims for payroll, fixed charges and any other claim or demand which would be in the best interests of the Board to pay promptly.

BE IT FURTHER RESOLVED, that the Business Administrator may approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. and that such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

O.11. BOARD POLICIES/REGULATIONS

BE IT RESOLVED, that the Board of Education hereby re-adopts all existing Board Policies and Bylaws of the Board, Regulations of the Superintendent, the Student Handbook, Manuals and Standard Operating Procedures of the administrations for the Board's operation and the operation of the school system.

O.12. PETTY CASH ACCOUNTS

BE IT RESOLVED, that the Board of Education hereby authorizes the School Business Administrator/Board Secretary to establish the following petty cash fund accounts in accordance with N.J.S.A.18A:19-13 and N.J.A.C. 6A:23-2.9.

School/Department	Custodian	Amount	Maximum Expenditure
Clinton Township School District	Mark Kramer	\$500	\$50

BE IT FURTHER RESOLVED, that any receipt being reimbursed through the petty cash fund cannot exceed the maximum single expenditure limit set in the above table and that the signatories of the petty cash fund fully comply with the requirements within the District's Policy #6620 Petty Cash.

BE IT FURTHER RESOLVED, that funds are to be used for emergencies and small purchases not exceeding the maximum single expenditure limit \$50.00 and not to subvert the intent of the regular purchasing procedures or for routine expenditures.

BE IT FURTHER RESOLVED, that the minimum time period in which the designated person shall report to the district board of education on amounts disbursed from each fund shall be not less than when such funds disbursed has exceeded \$100.00;

BE IT FURTHER RESOLVED, that all unused petty cash funds will be returned to the depository prior to the end of the fiscal year in accordance with the District's Policy #6620 Petty Cash.

O.13. DISTRICT APPOINTMENTS

BE IT RESOLVED, that the Clinton Township Board of Education hereby approves/affirms the following annual appointments through June 30, 2023 school year:

Section 504 Compliance Officer	Alexa Ingram
Affirmative Action/Equity Officer	Joanne Hinkle
AHERA Coordinator	Frank Bolognini
Anti-Bullying Coordinator	Melissa Goad
Anti-Bullying Specialist - SRS	Alex Ruttenberg & Carole Frey
Anti-Bullying Specialist - PMG	Carole Frey & Alex Ruttenberg
Anti-Bullying Specialists - RVS	Alex Ruttenberg & Christina Giordano
Anti-Bullying Specialists - CTMS	Kerry Mueller & Greg James
Attendance Officer	Alexa Ingram
Board Secretary	Mark Kramer
Custodian of Records	Michele LaFevre
Homeless Liaison	Alexa Ingram
Indoor Air Quality Officer	Frank Bolognini
Integrated Pest Management Coordinator	Frank Bolognini
Public Agency Compliance Officer	Mark Kramer
Right to Know Officer	Frank Bolognini
Safety Officer	Clinton Township Police Department
School Safety Specialist	Mary Postma
Treasurer of School Monies	Judith Favino
Title IX Coordinator	Alexa Ingram
Substance Abuse Coordinator	Alexa Ingram
Chemical Hygiene Officer	Frank Bolognini
Asbestos Management & PEOSH Officer	Frank Bolognini
American Disabilities Act Officer	Alexa Ingram

Flexible Spending Administrator	AFLAC
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Brown and Brown
General Liabilities Insurance Broker	CBIZ
School Physician	Dr. Ronald Frank
Wellness Committee Coordinator	Alexa Ingram
ESEA/ESSA Grant Manager	Joanne Hinkle
IDEA & Nonpublic Grant Manager	Alexa Ingram
EFT Initiator	School Business Administrator
EFT Approver	Superintendent of Schools
EFT Activity Report Reviewer	Treasurer of School Monies

O.14. SCHOOL FUNDS INVESTOR

BE IT RESOLVED, that Clinton Township Board of Education designates the School Business Administrator/Board Secretary as the person responsible for any and all Board of Education investments and wires; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be authorized to make wire transfers from board accounts as necessary when required by Board action.

O.15. UNIFORM MINIMUM CHART OF ACCOUNTS

BE IT RESOLVED, that the Board of Education of the Clinton Township School District authorize the use and level of accounts from the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools to be used for reporting purposes.

O.16. TAX SHELTERED ANNUITY COMPANIES

BE IT RESOLVED, that the Clinton Township Board of Education hereby designates the following companies to provide 403B and 457B Tax Sheltered Annuity services:

- AIG Retirement
- Lincoln National
- AXA Equitable
- Legends
- Vanguard

BE IT FURTHER RESOLVED, that the Clinton Township Board of Education restricts any other Tax Sheltered Annuity Companies from entering the District without this board's consent and board action as established in Policy 6520 - Payroll Deductions.

O.17. ADOPTION OF EMERGENCY MANAGEMENT PLAN

BE IT RESOLVED, that the Clinton Township Board of Education hereby approves that emergency procedures described in the official Clinton Township School District's Emergency Management Plan and be re-adopted as recommended by the Superintendent of Schools.

O.18. APPOINTMENT OF DISTRICT PURCHASING AGENT

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$44,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37 c. provides that all contracts that are in the aggregate less than 15% of the bid threshold of \$6,600 may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution;

NOW, THEREFORE BE IT RESOLVED, that Clinton Township Board of Education, pursuant to the statutes cited above hereby appoints the School Business Administrator/Board Secretary, **Mark Kramer**, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Clinton Township Board of Education; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary, **Mark Kramer** is hereby authorized to award contracts on behalf of the Clinton Township Board of Education that are in the aggregate less than 15% of the bid threshold of \$6,600 without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary, **Mark Kramer** is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Clinton Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold of \$6,600 but are less than the bid threshold of \$44,000.

O.19. USE OF STATE CONTRACTS

BE IT RESOLVED, that the Board of Education hereby approves the use of State Contracts per Title 18A:18A-10 which provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Clinton Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Clinton Township School District desires to authorize its purchasing agent for the 2022 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and

THEREFORE BE IT RESOLVED, that Clinton Township School District does hereby authorize the District's Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

O.20 APPROVAL OF TEXTBOOKS AND CURRICULUM

WHEREAS, in accordance with District Policy 0154, Annual Motions and Designations, the Board of Education must approve the curriculum for all grades annually at the organizational meeting;

BE IT RESOLVED, in compliance with N.J.S.A. 18A:33-1 and 18A:35 that the Clinton Township Board of Education confirms the adoption of the existing textbooks and curricula resources in the district's schools and that no course of study shall be altered except by the recorded roll call majority vote of the full membership of the board of education of the District; and

BE IT FURTHER RESOLVED, the Clinton Township Board of Education approves for use in the district classrooms through the school year ending June 30, 2023, curricular, courses, textbooks, reference books, manuals, workbooks, library collections, ancillary materials, and related curricular resources.

O.21. PERMITTED STUDENT RECORDS

BE IT RESOLVED, that the Clinton Township Board of Education, in compliance with N.J.A.C. 6A:32-7.3, acknowledges the following language on student records in Policy 8330:

- Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3; and
- Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare; and
- The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

O.22 GRANT APPLICATION AND REPORT SUBMISSION

WHEREAS, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time sensitive; and

WHEREAS, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

WHEREAS, it is in the Districts' best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools and the School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between Board meetings; and

BE IT FURTHER RESOLVED, that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or other appropriate district staff, the respective committees of the Board if applicable and subsequently ratified by the Board.

O.23 APPROVE AND GRANT AUTHORIZATION TO THE FOLLOWING TITLES TO REQUEST LEGAL SERVICES ON MATTERS PERTAINING TO DISTRICT MATTERS

BE IT RESOLVED, that the Clinton Township Board of Education authorizes the following to request legal services on matters pertaining to Clinton Township Board of Education matters:

- Board President
- Superintendent
- School Business Administrator/Board Secretary
- Director of Special Services

BE IT FURTHER RESOLVED, the above list will maintain a legal log noting the time, date, duration, subject matter, persons included in the discussions and any other pertinent information.

O.24 APPROVE MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

BE IT RESOLVED, that the Clinton Township Board of Education approves membership through June 30, 2023 in the New Jersey School Boards Association and the Hunterdon County School Boards Association.

O.25 TRAVEL LIMITATION FOR REGULAR BUSINESS TRAVEL

WHEREAS, P.L. 2007, Chapter 53, approved March 15, 2007, requires that school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging and registration or conference fees to and from the travel event; and

WHEREAS, P.L. 2007, Chapter 53, requires school district travel expenditures to include costs for all required training and all travel authorized in existing school district employee contracts and school board policies, including but not limited to professional development and other staff training, required training for new school board members, and attendance at specific conferences, authorized in existing employee contracts; and

NOW, THEREFORE, BE IT RESOLVED, that the Clinton Township Board of Education establishes by resolution a maximum travel expenditure amount of \$75,000 for all funds including federal funds through fiscal year ending June 30, 2023;

BE IT FURTHER RESOLVED, that pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), an annual maximum amount per employee will not exceed \$1,500 for regular business travel only, for which prior Board approval is not required.

O.26 AUTHORIZE COOPERATIVE PRICING AGREEMENTS WITH OTHER LEA's

WHEREAS, the Clinton Township Board of Education authorizes administration to enter into cooperative pricing agreements with:

- Educational Services Commission of New Jersey (ESCNJ)
- Educational Services Commission of Morris County
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services Commission

WHEREAS, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions the school year ending June 30, 2023; and

WHEREAS, the Clinton Township Board of Education encourages the use of shared services through State approved cooperative entities; and

WHEREAS, the Clinton Township Board of Education encourages open public bidding for goods and services; and

WHEREAS, the Clinton Township Board of Education recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

WHEREAS, the agencies are cooperative pricing systems which allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at no cost; and

WHEREAS, this resolution shall be known and may be cited as the Cooperative Pricing resolution of the Clinton Township Board of Education; and

WHEREAS, the agencies entering into contracts on behalf of the Clinton Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J. S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

WHEREAS, pursuant to the provisions of N.J.S.A.-40A:11-11(5) the Clinton Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the listed agencies for the purchase of work materials and supplies, as needed;

THEREFORE BE IT RESOLVED, that the Clinton Township Board of Education affirms that the Purchasing Agent is hereby authorized to enter into a cooperative pricing agreement with the following

agencies for the purchase of work materials, supplies and services, through the school year ending June 30, 2023, as needed:

- Educational Services Commission of New Jersey (ESCNJ)
- Educational Services Commission of Morris County
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services Commission

O.27 AUTHORIZATION OF PAYROLL MANAGEMENT

BE IT RESOLVED, that the Clinton Township Board of Education gives authorization to the School Business Administrator/Board Secretary to transfer funds from the general accounts to the net payroll and payroll agency accounts, as needed to provide for payment of payrolls and legal obligations in connection herewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees; and

BE IT FURTHER RESOLVED, that the Board President, Superintendent and Business Administrator/Board Secretary shall certify each payroll as required by law.

O.28 AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES & INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD

WHEREAS, in order to ensure compliance with various Continuing Disclosure Agreements executed in conjunction with the district's issuance of bonds, the district must codify the requirements stipulated in those various Continuing Disclosure Agreements and compare those requirements with the filings, and correct any deficiencies; and

WHEREAS, Phoenix Advisors, LLC provides such continuing disclosure services and additionally is an independent registered principal advisor under the SEC regulations; and

WHEREAS, Phoenix Advisors, LLC designated as the district's Independent Registered Municipal Advisor and they will be available to answer general questions concerning outstanding debt issues, market conditions, and they will provide preliminary review of financing proposals, and prepare preliminary project analysis;

THEREFORE BE IT RESOLVED, that the Clinton Township Board of Education designates the Phoenix Advisors, LLC as the district's Continuing Disclosure Agent and as the Independent Registered Municipal Advisor through the fiscal year ending June 30, 2023.

O.29 MANDATORY DIRECT DEPOSIT

WHEREAS, the New Jersey State Legislature has authorized P.L. 2013, Chapter 28, a bill concerning the direct deposit of net pay for school district employees in the banking institution of their choice; and

WHEREAS, in accordance with P.L. 2013, Chapter 28, if a board provides for such direct deposit, compliance by an employee shall be mandatory; and

WHEREAS, the board adopted Policy #6511 Mandating Direct Deposit; and

WHEREAS, the board is authorized to grant an exemption for seasonal, temporary, etc. employees with prior approval by the Superintendent, as the board may deem necessary;

NOW THEREFORE BE IT RESOLVED, in compliance with P.L. 2013, Chapter 28, the net pay for all full and part time regular employees of the Clinton Township Board of Education which includes payments for annual contracts, extended school year, stipends and health benefit waivers shall be directly deposited from Investors Bank, into the banking institution of the employee's choice; and

BE IT FURTHER RESOLVED, that exemptions from the direct deposit requirement are granted for substitutes, summer seasonal workers and extreme circumstances with the approval of the Superintendent of Schools.

O.30 ORGANIZATION CHART

BE IT RESOLVED, that the Clinton Township Board of Education adopts the Organizational Chart as per Policy #1110.

O.31 APPOINT POLICY PROVIDER SERVICE

BE IT RESOLVED, that the Clinton Township Board of Education will utilize the services of Strauss Esmay for the District's Policies through June 30, 2023 school year.

O.32 SPECIAL EDUCATION

BE IT RESOLVED, that the Clinton Township Board of Education approve the attendance, tuition, tuition contracts and the transportation necessary, as recommended by the Superintendent of Schools, to provide an appropriate educational program at public, private or appropriate educational program at public, private or residential schools for students classified as handicapped by the district's Child Study Team in accordance with Title 18A, Chapter 46, N.J.S.A.

O.33 FEE FOR COPIES OF PUBLIC DOCUMENTS

BE IT RESOLVED, the Clinton Township Board of Education hereby establishes a photocopy fee of five cents (\$0.05) per page for letter size pages and a photocopy fee of seven cents (\$0.07) per page for legal size pages in accordance with policy #8310; and

BE IT FURTHER RESOLVED, that other materials, delivery and special service charges will be charged at the cost to the district; and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary can waive a fee up to \$5.00 per request; and

BE IT FURTHER RESOLVED, that all requests for public information which requires employee time shall be provided at the hourly rate(s) of the employee(s) assigned to produce that public information.

O.34 CODE OF CONDUCT FOR REMOTE MEETINGS

BE IT RESOLVED, that the Clinton Township Board of Education will follow the New Jersey School Boards Association Code of Conduct for Remote Meetings in accordance with Policy 0164.6 - Remote Public Board Meeting During a Declared Emergency.

O.35 APPROVAL FOR PAYMENT OF CLAIMS USING EFT TECHNOLOGIES

WHEREAS, in accordance with Policy 6470.01 - Electronic Funds Transfer and Claimant Certification, the Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for payment of claims; and

WHEREAS, Policy 6470.01 further states that the board shall provide annual authorizations on individuals processing EFT's and to which types of payments can be processed through EFT's;

NOW, THEREFORE BE IT RESOLVED, the School Business Administrator/Board Secretary shall be designated the person responsible to initiate a claim for payment using an EFT method; and

BE IT FURTHER RESOLVED, the Superintendent of Schools shall review the claim for payment initialized by the School Business Administrator/Board Secretary and authorize in writing the claim can be processed using the EFT method; and

BE IT FURTHER RESOLVED, all EFT activity reports shall be submitted and reviewed by the Treasurer of School Monies and shall perform a monthly reconciliation of the reviewed/approved weekly EFT activity reports of the EFT transactions appearing on the bank statements and in the accounting records;

BE IT FURTHER RESOLVED, the board approves that the standard EFT technologies can be used for the payment of claims for the following types of payments:

- Principal and interest payments.
- Payroll agency payments.
- Payroll payments.
- Payments to the state of New Jersey or a subdivision thereof.
- Payments the federal government or a subdivision thereof.

Board of Education Roll Call Vote on O.3 through O.35

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion						2nd		Motioned	
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries

BOARD ACTION:

Ms. Brennan requested a motion and a second on the following resolution, Action Item 22-BA-023.

**22-BA-023 APPROVE SIDEBAR TO CTEA COLLECTIVE BARGAINING AGREEMENT:
PAGE 37 ARTICLE XIV, PARAGRAPH 6**

Action Item 22-BA-023

**APPROVE SIDEBAR TO CTEA COLLECTIVE BARGAINING AGREEMENT: PAGE 37
ARTICLE XIV, PARAGRAPH 6**

WHEREAS, the Board and Association are parties to a Collective Bargaining Agreement ("CBA") for the term of July 1, 2021 through June 30, 2024; and

WHEREAS, the parties seek to modify the current CBA's language regarding an additional assignment of an instructional period for a marking period; and

WHEREAS, the terms set forth below contain the full agreement between the parties; and

NOW, THEREFORE, the Board and Association, in consideration of mutual covenants and promises contained herein, the legal sufficiency of which is hereby acknowledged, agree as follows:

1. The current CBA between the parties shall be modified as follows:

P. 37, Article XIV, Paragraph 6

DELETE: Compensation for after school, summer professional work, and class coverage for one period is set forth in the attached Activity Schedule E of this agreement. No other benefits will accrue for after school, summer professional work, or class coverage for one period.

SUBSTITUTE: Compensation for after school, summer professional work, class coverage for one period, and class coverage for a marking period is set forth in the attached Activity Schedule E of this agreement. No other benefits will accrue for after school, summer professional work, class coverage for one period, or an additional assignment of an instructional period for a marking period.

P. 57, Schedule E, Other

ADD: Assignment of an additional instructional period(s) at \$2,000 per marking period (prorated as indicated by board resolution for covering part of marking period)

No other portions of the CBA shall be modified.

Board of Education Roll Call Vote on Action Item 22-BA-023

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion				Motioned				2nd	
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

8 Yes Votes, 1 Absent - Motion Carries

PERSONNEL:

Mr. Hornick - Chair; Ms. Creighton, Ms. Emery

Ms. Brennan requested a motion and a second on the following resolutions, Action Items 22-P-074 through 22-P-081.

Action Item 22-P-074

Motion to accept, with regret, resignation of the following employee(s):

Name	Position	Effective Date	PCR#
Teixeira, Martha	World Language Teacher	2/16/2022	0000018
O'Connor, Caitlin	Special Education Teacher	2/14/2022	0000022

Action Item 22-P-075

Motion to offer employment for the 2021-2022 school year to the following, at the recommendation of the Interim Superintendent of Schools:

Name	Position	Guide	FTE	Effective Date	Annual Salary (Based on 1.0 FTE)	Tenure Date	PCR#
Arrieta, Candelaria*	World Language Teacher	MA in F, Step P	1.0	On or about 2/17/2022*	\$ 77,765.00	2/18/2026	0000018
Pierson, Alexandra	Teaching Assistant	BA, Step 1	1.0	1/3/2022	\$ 26,915.00	N/A	0000271
Fishburn, Rhonda	Teaching Assistant	BA, Step 6	1.0	On or about 2/1/2022	\$ 28,250.00	N/A	0000254

**Final employment status approved pending successful completion of criminal history background check and requested employment information pursuant to PL 2018, c.5 for all new staff.*

Action Item 22-P-076

Motion to approve the following club advisors/chaperones at Clinton Township Middle School for the 2021-2022 school year:

Sport/Club	Advisor/Coach	Stipend/ Hourly Rate	Effective Date
Drama Club Co-Advisor	Michelle Rogers	\$1,113.20	1/6/2022
Drama Club Co-Advisor	Caitlin Sim	\$1,113.20	1/6/2022
Ski Club Chaperone	Alexandra Pierson	\$157.50/night	1/6/2022

Action Item 22-P-077

Motion to approve stipendiary contracts to the following staff members:

Name	Stipend Position	Stipend Amount	Effective Date
Greco, Dean	Teaching - Extra Period Marking Periods 2-4	\$ 2,000.00 per marking period (to be prorated)	12/7/2021 - 6/30/2022
Spagnuolo, Nicole	Teaching - Extra Period Marking Period 2-4	\$ 2,000.00 per marking period (to be prorated)	12/7/2021 - 6/30/2022

Pending agreement & notification from the CTEA

Action Item 22-P-078

Motion to amend retirement date for the following staff:

Name	Position	Original Retirement Effective Date	Amended Retirement Effective Date	PCR#
Zappulla, Maureen	Teacher	2/1/2022	7/1/2022	0000088

Action Item 22-P-079

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

Employee ID#	Original LOA Dates	Revised Paid LOA Dates	Return to Work Date	PCR#
86652617	1/17/2022 - 1/28/2022	1/3/2022 - 1/21/2022	1/24/2022	0000226

Action Item 22-P-080

Motion to approve the following substitute(s) for the 2021-2022 school year

Substitute Teacher(s)	Daily Rate	Half-Day Rate	Effective Date
Mottley, Tyler	\$140.00	\$ 70.00	1/4/2022

Substitute Teaching Assistant(s)	Daily Rate	Half-Day Rate	Effective Date
Mottley, Tyler	\$140.00	\$ 70.00	1/4/2022

Action Item 22-P-081

Motion to amend date of hire for the following new hire:

Name	Position	Guide	FTE	Original Effective Date	Amended Effective Date	Annual Salary (Based on 1.0 FTE)	Tenure Date	PCR#
Karalevic, Priscila	School Nurse	BA+75, Step E	1.0	On or about 1/15/2022 (pending receipt of certification)	1/4/2022	\$69,580.00	Pending Official Start Date	0000038

Board of Education Roll Call Vote on Action Items 22-P-074 through 22-P-081

	Dr. Blumenfeld	Ms. Brennan	Ms. Creighton	Ms. Emery	Mr. Hornick	Ms. Kaltenbach	Ms. Oliver	Dr. Riihimaki	Mr. Rosa
Motion						Motioned		2nd	
Aye	X	X	X	X		X	X	X	X
Nay									
Abstain									
Absent					X				

Discussion: Ms. Creighton asked if there is coverage for the special education teacher who in 22-P-074. Dr. Ruberto said there is.

8 Yes Votes, 1 Absent - Motion Carries

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:

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, 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.

WHEREAS, the length of the executive session is expected to be approximately fifteen (15) 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;

BE IT FURTHER RESOLVED, that the Board hereby declares that its discussion of the subject will be made public at such time as the reason for confidentiality no longer exists.

ADJOURN TO EXECUTIVE SESSION:

Motion to approve the above executive session resolution for the board moving into closed session to discuss personnel matters, wherein the length of time for the executive session is expected to be fifteen (15) minutes, and upon returning, action may be taken.

Action 22-AJ-021

Motion made by Ms. Oliver, seconded by Ms. Kaltenbach, to move the meeting of the Clinton Township Board of Education into executive session at 7:59 p.m.

By Consensus - 8 Ayes, 1 Absent

RECONVENE TO PUBLIC SESSION:

Action 22-AJ-022

Motion made by Dr. Riihimaki, seconded by Ms. Kaltenbach, to move the meeting of the Clinton Township Board of Education out of executive session at 8:42 p.m.

By Consensus - 8 Ayes, 1 Absent

ADJOURNMENT:

Action 22-AJ-023:

Motion made by Dr. Riihimaki, seconded by Ms. Creighton, to adjourn the meeting of the Clinton Township Board of Education at 8:43 p.m.

By Consensus - 8 Ayes, 1 Absent

NEXT MEETING DATES

January 31, 2022

August 22, 2022

March 14, 2022

September 19, 2022

May 2, 2022

October 17, 2022

June 27, 2022

December 12, 2022

January 4, 2023 (Organization Meeting)

Respectfully submitted,



Mark Kramer

School Business Administrator/Board Secretary

Board of Education Approved: 1/31/2022