

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

MINUTES

**Reorganization Meeting January 7, 2014 at 7:30 PM
Clinton Township Middle School Library**

CALL TO ORDER: Mrs. Spitzer called the meeting to order at 7:36 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 a public notice on January 2, 2014.

- 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:*
Marc Freda
Maria Grant Dan McTiernan
Gina Hand John Patuto
Kevin Maloy Kevin Sturges
Rachel McLaughlin Megan Verderamo

Present: *District Administrators:*
Dr. Drucilla W. Clark, Superintendent of Schools
Mrs. Heather A. Spitzer, Business Administrator/Board Secretary

Also Present: Raquel Lord, Esq., Board Attorney

**PLEDGE OF
ALLEGIANCE:**

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

ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

Combined Statement of Results 2013

To have the combined statement of results of the 2013 School Election made part of the annual organization meeting minutes.

Election of the following individuals to the Clinton Township Board of Education:

- Megan Verderamo with 1255 votes, 1 year unexpired term
- Gina Hand with 1673 votes, 3 year full term
- John Patuto with 1584 votes, 3 year full term
- Kevin Sturges with 1599 votes, 3 year full term

a. Administer Oaths to Elected Board Members – Gina Hand, John Patuto, Kevin Sturges and Megan Verderamo

Dr. Clark and Mr. Sturges gave recognition to John Higgins for his tenure as a Board Member.

b. Nomination(s) for Board President (conducted by the Board Secretary)

Motion to open the floor to nomination(s) for Office of Board President.

Motion by K. Maloy, Seconded by M. Verderamo. The Board moves as follows: ayes 9; nays 0

Marc Freda nominated Kevin Sturges
Megan Verderamo nominated Maria Grant

Mr. Freda remarked that Mr. Sturges is a reasonable and practical candidate for nomination. Mr. Freda also commented that the Board has been moving in the right direction under Mr. Sturges' tenure this past year as Board President.

Motion to close floor to nomination(s) for Office of Board President.

Motion by M. Freda, Seconded by D. McTiernan. The Board moves as follows: ayes 9; nays 0

Call for a plurality Vote of Board President

K.S M. Freda; M.G. M. Grant; M.G. G. Hand; K.S. K. Maloy; M.G. R. McLaughlin; M.G. D. McTiernan; M.G. J. Patuto; K.S. K. Sturges; M.G. M. Verderamo

BE IT RESOLVED that the Board of Education hereby appoints **Maria Grant** as Board President.

c. Nomination(s) for Vice-President (conducted by the Board President)

Motion to open the floor to nomination(s) for the Office of Board Vice-President.

Motion by K. Maloy, Seconded by R. McLaughlin. The Board moves as follows: ayes 9; nays 0

Maria Grant nominated Rachel McLaughlin
Kevin Maloy nominated Kevin Sturges

Mr. Sturges declined the nomination for the office of Vice President.

Motion to close the floor to nominations for the Office of the Board Vice President.

Motion by D. McTiernan, Seconded by M. Verderamo. The Board moves as follows: ayes 8; nays 0 (K. Maloy abstained)

Mr. Freda commented that he has a philosophical and fundamental opposition to any NJEA member selected as an officer of the Board of Education, he feels that it is a conflict.

Dr. Clark noted that there is nothing within the regulations that would prevent a member of NJEA to serving as an officer of the Board.

Call for the Vote of Board Vice President

The Board votes as follows: ayes 6; nays 2 (K. Maloy abstained)

BE IT RESOLVED that the Board of Education hereby appoints ***Rachel McLaughlin*** as Board Vice-President.

Mrs. Grant conveyed to the Board that each member is important to the process and she is eager to support Dr. Clark and Mrs. Spitzer to move the district forward. She thanked Mr. Sturges for his tenure as Board President and welcomed the new members to the Board as well welcoming back the veteran members. Mrs. Grant then requested that Mr. Maloy act as the process guardian for this Board meeting.

Mrs. Grant addressed the Board on the following:

- Mandated training for School Board Members, as per the accountability act.
 - Mrs. Grant inquired on the availability of Board members for the purpose of meeting for the Board of Education's goal setting.
 - New Board Member Orientation to include Full Day Kindergarten, Demographic Study, 2014-15 Budget and state initiatives.
 - Board's Core Values
- e. ***BE IT RESOLVED*** that the Board of Education hereby approves to establish the following committees, chairs, and members:

Finance/Facilities Committee:

Chair: Kevin Maloy

Members: Maria Grant, Dan McTiernan, John Patuto

Personnel/Negotiations Committee:

Chair: Dan McTiernan

Members: Maria Grant, Kevin Maloy, Gina Hand

Policy/Curriculum Committee:

Chair: Rachel McLaughlin

Members: Gina Hand, Kevin Sturges, Megan Verderamo

Communications Committee:

Chair: Megan Verderamo

Members: Marc Freda, Gina Hand, Rachel McLaughlin

Discussion on committees, delegates and liaison appointments took place, Mrs. Grant will disseminate additional information to Board members to ascertain interest prior to the January meeting.

Motion by M. Verderamo, Seconded by D. McTiernan. The Board moves as follows: ayes 9; nays 0

Mrs. Grant expressed concerns on snow days and calendar impact. Dr. Clark responded that the calendar includes 4 emergency closing days (not only snow days), and so far we have used 2. The calendar explains how we make up days (early dismissals and delayed openings do not count as closings). Dr. Clark would like to send home to families' information on how closing decisions are made and how it impacts the calendar.

PUBLIC COMMENTS – AGENDA ITEMS ONLY

No comments at this time.

FIRST RECOGNITION OF THE PUBLIC

No comments at this time.

ORGANIZATION RESOLUTIONS

f. Code of Ethics

In accordance with Bylaw 0142 "Code of Ethics", the Board of Education shall discuss the Board member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

g. Open Public Meetings Act

Open Public Meetings Act – Establish Meeting Dates, Time and Place

BE IT RESOLVED that the Clinton Township Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Clinton Township Middle School Auditorium, 34 Grayrock Road, Clinton NJ 08809 at 7:30 p.m., as set forth below unless indicated otherwise;

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary;

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Hunterdon Democrat, Hunterdon Review and The Express-Times as official newspapers to receive notices of meetings;

BE IT FURTHER RESOLVED that the Board of Education hereby approves that notices of meetings of the Board of Education will be posted in the Clinton Township Board of Education

Administration Office, each Clinton Township School, posted on the District website and filed with the Clerk of Clinton Township;

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution describing as specifically as possible the nature of the subject to be discussed without undermining the need for confidentiality the estimated length of the executive session, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made;

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so, and

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following Board meeting dates for the 2014 calendar year:

January 27, 2014	May 19, 2014*	September 22, 2014
February 24, 2014	June 23, 2014	October 27, 2014
March 24, 2014	July 28, 2014	November 17, 2014*
April 28, 2014	August 25, 2014	December 15, 2014*
January 5, 2015* – Reorganization		

Meetings will be held on the fourth Monday of the month, except where noted *.

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

h. Adoption of Official Newspapers

BE IT RESOLVED that the Board of Education authorizes the *Hunterdon Democrat*, *Hunterdon Review* and *The Express-Times* be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2014 calendar year.

i. Parliamentary Procedures

BE IT RESOLVED that the Board of Education adopts *Roberts Rules of Order* as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2014 calendar year.

j. Approval of Depositories

BE IT RESOLVED that the Board of Education hereby approves that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Clinton Township Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories: Investor's Bank

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

AND BE IT FURTHER RESOLVED that the Board Secretary and/or the Executive Secretary to the School Business Administrator be authorized to enter into agreement/s with the State 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 and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements;

AND BE IT FURTHER RESOLVED that any funds on deposit in Board of Education 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 investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association;

AND BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, signatures of required authorities to the above-approved depositories.

k. Authorized Signatures

BE IT RESOLVED that the Board of Education hereby authorizes the following signatures for money market, checking and savings accounts:

Regular Checking Account – Investors Savings Bank, N.A. (3 signatures required)

Authorized Signatures:

Board President/Vice President/School Business Administrator

Clinton Township School Activities – Investors Savings Bank, N.A. (2 signatures required)

Authorized Signatures Spruce Run School:

Principal/School Secretary/School Business Administrator

Authorized Signatures Round Valley School:

Principal/ School Secretary/School Business Administrator

Authorized Signatures Patrick McGaheran School:

Principal/School Secretary/School Business Administrator

Authorized Signatures Clinton Township Middle School:

Principal/School Secretary/School Business Administrator

Clinton Township School District Petty Cash – Investors Savings Bank, N.A. (2 signatures required)

Authorized Signatures District Office:

School Business Administrator/Exec. Secretary to Business Administrator/Superintendent

Authorized Signatures Spruce Run School:

Principal/School Secretary/School Business Administrator

Authorized Signatures Round Valley School:

Principal/School Secretary/School Business Administrator

Authorized Signatures Patrick McGaheran School:

Principal/School Secretary/School Business Administrator

Authorized Signatures Clinton Township Middle School:

Principal/School Secretary/School Business Administrator

Payroll Account – Investors Savings Bank, N.A. (2 signatures required)

Authorized Signature:

School Business Administrator/Board President/Board Vice-President

Payroll Agency Account – Investors Savings Bank, N.A. (2 signatures required):

Authorized Signature:

School Business Administrator/Board President/Board Vice-President

Unemployment Trust Account – Investors Savings Bank, N.A. (2 signatures required):

Authorized Signature:

School Business Administrator/Board President/Board Vice-President

Capital and Capital Reserve Accounts – Investors Savings Bank, N.A. (3 signatures required)

Authorized Signatures:

School Business Administrator/Board President/Board Vice-President

Employee Flexible Spending Account – Investors Savings Bank, N.A. (2 signatures required):

Authorized Signatures:

School Business Administrator/Board President/Board Vice-President

Cafeteria Account – Investors Savings Bank, N.A. (2 signatures required):

Authorized Signatures:

School Business Administrator/Board President/Board Vice-President

l. Appointment as District Designee for Treasurer Report

***BE IT RESOLVED** that the Board of Education hereby authorizes that the Executive Secretary to the School Business Administrator be designated to prepare the district's monthly treasurer report.*

m. Appointment of Representatives Requesting Federal and State Funds

***BE IT RESOLVED** that the Board of Education hereby authorizes that the Superintendent of Schools and the Business Administrator/Board Secretary for the Clinton Township Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.*

n. Board Policies/Regulations

***BE IT RESOLVED** that the Board of Education hereby readopts all existing Board Policies, Bylaws and Regulations.*

o. Appointments

***BE IT RESOLVED** that the Board of Education hereby appoints the following to annual appointments for 2014:*

<i>Affirmative Action Officer</i>	<i>Joanne Hinkle</i>
<i>Right to Know Custodian</i>	<i>TBD</i>
<i>AHERA Representative</i>	<i>TBD</i>
<i>Attendance Officer</i>	<i>Clinton Township Police Department</i>
<i>Public Agency Compliance Officer</i>	<i>Heather A. Spitzer</i>
<i>Custodian of Records</i>	<i>Heather A. Spitzer</i>
<i>504 Officer</i>	<i>Director of Child Study Team</i>
<i>Homeless Liaison</i>	<i>Heather A. Spitzer</i>
<i>Indoor Air Quality Officer</i>	<i>TBD</i>
<i>Safety Officer</i>	<i>Detective Hash, Clinton Twp. Police Department</i>
<i>Anti-Bullying Coordinator</i>	<i>Melissa Goad</i>
<i>Anti-Bullying Specialist – RVS</i>	<i>Greg James</i>
<i>Anti-Bullying Specialist – PMG</i>	<i>Carol Frey</i>
<i>Anti-Bullying Specialist – SRS</i>	<i>Alex Ruttenberg</i>
<i>Anti-Bullying Specialist – CTMS</i>	<i>Kerry Mueller</i>

p. School Funds Investor

***BE IT RESOLVED** that the Board of Education hereby designates the Business Administrator/Board Secretary as the School Funds Investor.*

q. Uniform Minimum Chart of Accounts

BE IT RESOLVED that the Board of Education hereby authorizes the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2014 Calendar Year.

r. Tax Shelter Annuity Companies

BE IT RESOLVED that the Board of Education hereby approves the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2014 calendar year.

AXA Equitable 403(b)
Lincoln Financial 403(b)
Valic 403(b)

s. Petty Cash Accounts

BE IT RESOLVED that the Board of Education hereby authorizes the Board Secretary to establish the following petty cash fund accounts for the period from July 1st through June 30th during the next fiscal year in accordance with N.J.S.A.18A:19-13 and Title 6 of the N.J.A.C. 6A:23-2.9.

<u>School/Department</u>	<u>Name</u>	<u>Amount</u>
<i>Spruce Run School</i>	<i>Melissa Goad</i>	<i>\$250</i>
<i>Patrick McGaheran School</i>	<i>Mary Postma</i>	<i>\$250</i>
<i>Round Valley School</i>	<i>Sue High</i>	<i>\$250</i>
<i>Clinton Township Middle School</i>	<i>Judith Hammond</i>	<i>\$250</i>
<i>Clinton Township School District</i>	<i>Heather A. Spitzer</i>	<i>\$250</i>

AND BE IT FURTHER RESOLVED to establish a maximum single Petty Cash expenditure of \$50.00 to any one individual on any one occasion not to be exceeded without prior approval by the Board Secretary;

AND BE IT FURTHER RESOLVED that each account be replenished within a period of time not to exceed sixty (60) days without prior approval of the Board Secretary.

t. Claims Auditor Pre-Payment Authority

BE IT RESOLVED that the Board of Education hereby authorizes that the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct prepayment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

u. Organization Chart

BE IT RESOLVED that the Board of Education hereby recommends the approval of the Organization Chart for the Board of Education. **(Attachment)**

v. Designation of Superintendent and Transfer Authority

BE IT RESOLVED that the Board of Education hereby approves that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

w. Appointment of Representative to County Educational Services Commission

BE IT RESOLVED that the Board of Education hereby approves that the Superintendent of Schools, is designated as the Board representative to the Hunterdon County Education Services Commission for the 2014 calendar year.

x. Fee for Copies of Public Documents

BE IT RESOLVED that the Board of Education hereby establishes a photocopy fee of (\$.05) five cents for printed matter of letter size page or smaller and (\$.07) seven cents for printed matter of legal size or larger for official Board Minutes and other public documents.

y. Adoption of Emergency Management Plan

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

z. Appointment of District Certified Purchasing Agent

WHEREAS, 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 (Currently \$36,000), 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 (Currently \$5,400) 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 Heather A. Spitzer, 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 Heather A. Spitzer 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 (Currently \$5,400) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that Heather A. Spitzer 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 (Currently \$5,400) but are less than the bid threshold of \$36,000.

aa. Integrated Pest Management Coordinator

BE IT RESOLVED that the Board of Education hereby appoints the following individuals to serve as the Integrated Pest Management Coordinator for District Schools, for the 2014 Calendar Year:

*TBD, District Administration
Judith Hammond, Clinton Township Middle School
Sue High, Round Valley School
Mary Postma, Patrick McGaheran
Melissa Goad, Spruce Run School*

The IPMC(s) shall insure that all state regulations, including licensing requirements and label precautions, must comply with all components of the School Integrated Pest Management Policy.

ab. Pupil Records

BE IT RESOLVED that the Board of Education hereby authorizes certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 8330 "Pupil Records":

- *Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;*
- *Recording religious or political affiliation of pupil or parent is prohibited unless requested by the parent;*
- *Daily attendance;*
- *Description of pupil progress, including grade level, according to evaluation system used by the district;*
- *History and status of physical health per state regulations;*
- *Special education records pursuant to relevant rules and laws;*
- *All other records required by the New Jersey State Board of Education.*

Motion for friendly amendment to reorganization item u to reflect the updated organization chart.

Motion by D. McTiernan, Seconded by R. McLaughlin. The Board amends resolution u on a roll call vote as follows: ayes 9; nays 0

Motion by D. McTiernan, Seconded by K. Sturges. The Board adopts reorganization resolutions f through ab on a roll call vote as follows: ayes 9; nays 0

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Informational:

- The current date of the Board of Education's next meeting is Monday, January 27, 2014.
- Audit Presentation by William Colantano, CPA, School Auditor, for the period ending June 30, 2013.

Discussion on the audit presentation took place, including school choice, declining enrollment, and special education costs.

FACILITIES/FINANCE:

Kevin Maloy - Chair; Marc Freda, Maria Grant & Kevin Sturges

Action Items 14-FF-116 through 14-FF-117

Action 14-FF-116:

***BE IT RESOLVED** that the Board of Education accepts the June 30, 2013 Comprehensive Annual Financial Report (CAFR) as presented.*

Action 14-FF-117:

***BE IT RESOLVED** that the Board of Education approves the Corrective Action Plan with no audit recommendations as follows:*

<i>1. Administrative Practices & Procedures</i>	<i>No recommendation</i>
<i>2. Financial Planning, Accounting & Reporting</i>	<i>No recommendation</i>
<i>3. School Purchasing Programs</i>	<i>No recommendation</i>
<i>4. School Food Service</i>	<i>No recommendation</i>
<i>5. Student Body Activities</i>	<i>No recommendation</i>
<i>6. Application for State School Aid</i>	<i>No recommendation</i>
<i>7. Pupil Transportation</i>	<i>No recommendation</i>
<i>8. Facilities and capital assets</i>	<i>No recommendation</i>
<i>9. Miscellaneous</i>	<i>No recommendation</i>
<i>10. Follow-up on prior year findings</i>	<i>No recommendation</i>

Motion by R. McLaughlin, Seconded by M. Freda. The Board adopts resolutions 14-FF-116 through 14-FF-117 on a roll call vote as follows: ayes 9; nays 0

PERSONNEL/NEGOTIATIONS:

Dan McTiernan – Chair; Kevin Maloy

Action Item 14-PN-145

Action 14-PN-145:

***BE IT RESOLVED** that the Board of Education approves a contract with Source for Teachers effective February 1, 2014 for the 2013/14 school year.*

Motion by D. McTiernan, Seconded by M. Verderamo. The Board adopts resolution 14-PN-145 on a roll call vote as follows: ayes 7; nays 0 (G. Hand and J. Patuto abstained)

SECOND RECOGNITION OF THE PUBLIC

No comments at this time.

ADJOURNMENT

Action 14-AJ-008:

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

Motion by M. Freda, Seconded by R. McLaughlin. The resolution was adopted by the full membership of the Board at 9:50 p.m.

Respectfully Submitted,




Heather A. Spitzer
Business Administrator/Board Secretary

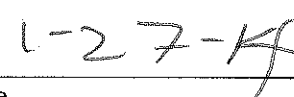
Minutes Prepared: 1/9/14

Minutes remain unofficial until Board of Education approval.

Board of Education Approved:



Maria Grant, President



Date