

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA

**Reorganization Meeting January 3, 2013 at 7:30 PM
Clinton Township Middle School Auditorium**

CALL TO ORDER: _____ called the meeting to order at _____ 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 April 25, 2012.

- 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. Filing with the Clerk of Clinton Township

ROLL CALL

Present:

Board Members:

_____ Michelle Cresti	_____ Rachel McLaughlin
_____ Marc Freda	_____ Dan McTiernan
_____ Maria Grant	_____ Kevin Sturges
_____ John Higgins	_____ Michelle Sullivan
_____ Kevin Maloy	

Present:

District Administrators:

_____ Dr. Drucilla W. Clark, Superintendent of Schools
_____ Mrs. Heather A. Spitzer, Business Administrator/Board Secretary

**PLEDGE OF
ALLEGIANCE:**

_____ led the Board in the Pledge of Allegiance.

ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

Combined Statement of Results 2012

To have the combined statement of results of the 2012 School Election made part of the annual organization meeting minutes.

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

- John Higgins with 3513 votes, 1 year unexpired term
- Kevin Maloy with 3277 votes, 3 year full term
- Dan McTiernan with 3169 votes, 3 year full term
- Rachel McLaughlin with 2825 votes, 3 year full term

- a. Administer Oaths to New Board Members – John Higgins, Kevin Maloy, Rachel McLaughlin and Dan McTiernan
- 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 _____ Second _____ / Yes _____ No _____ Abstain _____)

Nominations

_____ By _____

_____ By _____

_____ By _____

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

Call for the Vote of Board President

_____ M. Cresti; _____ M. Freda; _____ M. Grant; _____ J. Higgins; _____ R. McLaughlin;
_____ K. Maloy; _____ D. McTiernan; _____ K. Sturges; _____ M. Sullivan

BE IT RESOLVED that the Board of Education hereby appoints _____ 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 _____ Second _____ / Yes _____ No _____ Abstain _____)

Nominations

_____ By _____

_____ By _____

_____ By _____

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

Call for the Vote of Board Vice President

_____ M. Cresti; _____ M. Freda; _____ M. Grant; _____ J. Higgins; _____ R. McLaughlin;
_____ K. Maloy; _____ D. McTiernan; _____ K. Sturges; _____ M. Sullivan

BE IT RESOLVED that the Board of Education hereby appoints _____ as Board Vice-President.

d. ***BE IT RESOLVED*** that the Board of Education hereby approves to establish the following committees, chairs, and members:

Finance/Facilities Committee:

Chair:

Members:

Personnel/Negotiations Committee:

Chair:

Members:

Policy/Curriculum Committee:

Chair:

Members:

Communications Committee:

Chair:

Members:

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

PUBLIC COMMENTS – AGENDA ITEMS ONLY

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER

FIRST RECOGNITION OF THE PUBLIC

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER

ORGANIZATION RESOLUTIONS

e. 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. **(Attachment)**

f. 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 2013 calendar year:

January 28, 2013	August 26, 2013
February 25, 2013	September 23, 2013
March 25, 2013	October 28, 2013
April 29, 2013	November 18, 2013*
May 20, 2013*	December 16, 2013*
June 24, 2013	January 6, 2014* – Reorganization
July 29, 2013	

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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

g. 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 2013 calendar year.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

h. 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 2013 calendar year.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

i. 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

j. 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/ Treasurer of school monies

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/Treasurer of School Monies/Board President

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

Authorized Signature:

School Business Administrator/Treasurer of School Monies/Board President

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

Authorized Signature:

School Business Administrator/Treasurer of School Monies/Board President

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

Authorized Signatures:

Treasurer of Monies/Board President/School Business Administrator/Vice President

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

Authorized Signatures:

School Business Administrator/ Treasurer of Monies/Board President

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

Authorized Signatures:

School Business Administrator/ Treasurer of Monies/Board President

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

k 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

l. Board Policies/Regulations

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

m. Appointments

BE IT RESOLVED that the Board of Education hereby appoints the following to annual appointments for 2013:

- Health Insurance Consultant (Dental).....Brown & Brown
- Insurance Agent of Record.....G. R. Murray Insurance
- Affirmative Action Officer.....Sue High
- Right to Know Custodian.....George Hutton
- AHERA Representative.....George Hutton
- Attendance Officer.....Clinton Township Police Department
- Public Agency Compliance Officer.....Heather A. Spitzer
- Custodian of Records.....Heather A. Spitzer
- 504 Officer.....Mary McLoughlin
- Homeless Liaison.....Heather A. Spitzer
- Indoor Air Quality Officer.....George Hutton
- Safety OfficerDetective Hash, Clinton Twp. Police Department
- Anti-Bullying Coordinator.....Judith Hammond
- Anti-Bullying Specialist – RVS.....Greg James
- Anti-Bullying Specialist – PMG.....Carol Frey
- Anti-Bullying Specialist – RS.....Alex Ruttenberg
- Anti-Bullying Specialist – CTMS.....Kerry Mueller

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

n. School Funds Investor

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

o. 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 2013 Calendar Year.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

p. 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 2013 calendar year.

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

q. 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.

<i>School/Department</i>	<i>Name</i>	<i>Amount</i>
<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>Judi Hammond</i>	<i>\$250</i>
<i>Clinton Township Middle School</i>	<i>John Grebeck</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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

r. 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

s. Organization Chart

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

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

t. 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

u. 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 2013 calendar year.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

v. 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

w. 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

x. 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.*

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

y. 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 2013 Calendar Year:*

- George Hutton, District Administration*
- John Grebeck, Clinton Township Middle School*
- Judith Hammond, 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.

(Motion _____ Second _____ / Yes _____ No _____ Abstain _____)

z. 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 _____ Second _____ / Yes _____ No _____ Abstain _____)

PRESIDENT'S COMMENTS/REPORT

REPORT OF THE SUPERINTENDENT OF SCHOOLS

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Action Items 13-BA-020 through 13-BA-021

Informational:

- The current date of the Board of Education's next meeting is Monday, January 28, 2012.
- Audit Presentation by William Colantano, CPA, School Auditor, for the period ending June 30, 2012.

Action 13-BA-020:

BE IT RESOLVED that the Board of Education accepts the June 30, 2012 Comprehensive Annual Financial Report (CAFR) as presented.

Action 13-BA-021:

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>

_____ M. Cresti; _____ M. Freda; _____ M. Grant; _____ J. Higgins; _____ R. McLaughlin;
_____ K. Maloy; _____ D. McTiernan; _____ K. Sturges; _____ M. Sullivan

PERSONNEL/NEGOTIATIONS:

Action Item 13-PN-145

Action 13-PN-145:

***BE IT RESOLVED** that the Board of Education hereby approves the employment of **Karen Kilduff** as Accounts Payable Coordinator, at a salary of \$42,000 (pro-rated) effective January 4, 2013 for the 2012/13 school year.*

_____ M. Cresti; _____ M. Freda; _____ M. Grant; _____ J. Higgins; _____ R. McLaughlin;
_____ K. Maloy; _____ D. McTiernan; _____ K. Sturges; _____ M. Sullivan

SECOND RECOGNITION OF THE PUBLIC

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER

ADJOURNMENT

Action 13-AJ-009:

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

(_____ Moved; _____ Seconded _____ Ayes; _____ Nays)

Time: _____ adjourned