

**CLINTON TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES**

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

**CALL TO ORDER:** Mrs. Spitzer called the meeting to order at 7:45 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

**Also Present:** Vito Gagliardi, 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 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 by M. Freda, seconded by K. Maloy. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

Nominations:

Kevin Sturges by Maria Grant

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

*Motion by M. Grant, seconded by R. McLaughlin. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

Call for the Vote of Board President

*The Board **ADOPTS** resolution to appoint Kevin Sturges as Board President.*

**BE IT RESOLVED** that the Board of Education hereby appoints Kevin Sturges 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 M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

Nominations:

Maria Grant by Kevin Sturges

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

*Motion by M. Freda, seconded by R. McLaughlin. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

Call for the Vote of Board Vice President

*The Board **ADOPTS** resolution to appoint Maria Grant as Board Vice President on a roll call vote as follows: ayes, 8; nays, 1 (Freda).*

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

Kevin Sturges explained the format of the Reorganization meeting.

- d. **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: Marc Freda, Maria Grant & Kevin Sturges*

*Personnel/Negotiations Committee:*

*Chair: D. McTiernan*

*Members: Michelle Cresti, John Higgins & Kevin Maloy*

*Policy/Curriculum Committee:*

*Chair: Rachel McLaughlin*

*Members: Michelle Cresti, Michelle Sullivan & Kevin Sturges*

*Communications Committee:*

*Chair: Maria Grant*

*Members: Marc Freda, Rachel McLaughlin & Dan McTiernan*

*Motion by M. Grant, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

#### **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**

No comments at this time.

#### **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**

No comments at this time.

## 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:

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

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 by K. Maloy, seconded by M. Freda. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

#### **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 by M. Grant, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

#### **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 by M. Sullivan, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

**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 by K. Maloy, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by D. McTiernan, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

**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 by M. Grant, seconded by K. Maloy. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

**l. Board Policies/Regulations**

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

*Motion by M. Freda, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.*

**m. Appointments**

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

<i>Health Insurance Consultant (Dental)</i> .....	<i>Brown &amp; Brown</i>
<i>Insurance Agent of Record</i> .....	<i>G. R. Murray Insurance</i>
<i>Affirmative Action Officer</i> .....	<i>Sue High</i>
<i>Right to Know Custodian</i> .....	<i>George Hutton</i>
<i>AHERA Representative</i> .....	<i>George Hutton</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>

504 Officer.....Mary McLoughlin  
Homeless Liaison.....Heather A. Spitzer  
Indoor Air Quality Officer.....George Hutton  
Safety Officer .....Detective 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 by R. McLaughlin, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by K. Maloy, seconded by M. Grant. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by D. McTiernan, seconded by K. Maloy. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by D. McTiernan, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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.

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

**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 by M. Freda, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by K. Maloy, seconded by M. Grant. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0

**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 by M. Sullivan, seconded by M. Freda. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by K. Maloy, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by R. McLaughlin, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by D. McTiernan, seconded by K. Maloy. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0.

**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 by K. Maloy, seconded by M. Grant. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 8; nays, 0; abstain, 1 (Higgins).

Dr. Clark explained the procedures in developing and implementing the emergency procedures. Mrs. Grant asked if the plan includes directions to parents. Dr. Clark responded this will be posted to the website. Mrs. Sullivan asked if substitutes and volunteers are trained in the emergency management procedures. Dr. Clark responded the district is looking for sub-training and volunteer parent training.

**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 by M. Sullivan, seconded by D. McTiernan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0*

**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 by M. Sullivan, seconded by M. Grant. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0*

#### **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 by M. Freda, seconded by M. Sullivan. The Board **ADOPTS** resolution on a roll call vote as follows: ayes, 9; nays, 0*

#### **PRESIDENT'S COMMENTS/REPORT**

Kevin Sturges thanked the board members for their support and stated that he is committed to students and staff.

#### **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Dr. Clark congratulated the new board members and reelected board members and new officers. Dr. Clark and the Board discussed the development and expectation of an Ad Hoc School Safety Committee.

#### **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.

Discussion:

Rachel McLaughlin asked "Is this Board of Education being fiscally responsible?" Yes, tax rate is up but tax levy is down, because the assessments are down.

Dan McTiernan asked about a recommendation on what we can do to prepare for state financial position? Forecasted revenues are not coming to fruition; however expenditures are extremely high due to Hurricane Sandy Storm. Keep doing what we're doing, by being creative with generating revenues (School Choice) and continue to control expenditures.

Kevin Maloy stated that there is \$472,000 in the capital reserve account, are we taking that into account for the roof project? Yes.

Kevin Sturges asked for the size of the district do we have enough in reserve accounts? Capital Reserve is too low for the size of our district and the Maintenance Reserve should be increased.

**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:

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

Motion by M. Sullivan; seconded by M. Grant. The Board **ADOPTS** resolution **13-BA-020 – 13-BA-021** on a roll call vote as follows: ayes, 9; nays, 0.

**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.

Motion by K. Maloy; seconded by D. McTiernan. The Board **ADOPTS** resolution **13-PN-145** on a roll call vote as follows: ayes, 9; nays, 0.

**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**

No comments at this time.

**ADJOURNMENT**

**Action 13-AJ-009:**

***BE IT RESOLVED** that the Board of Education adjourns this meeting at 9:03 pm. Motion by M. Sullivan; seconded by M. Grant. The resolution was **ADOPTED** by the full membership of the Board.*

Respectfully Submitted,

\_\_\_\_\_  
Heather A. Spitzer  
Business Administrator/Board Secretary

Minutes Prepared: 1/16/13  
Minutes remain unofficial until Board of Education approval.

Board of Education Approved:

\_\_\_\_\_  
Kevin Sturges, President

\_\_\_\_\_  
Date

For more detailed information, please go to the audio of this meeting at:  
<http://www.ctsd.k12.nj.us/2012-2013-meeting-agendas-minutes-and-audio/>