

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA

**Reorganization Meeting January 4, 2016 at 7:30 PM
Clinton Township Middle School Auditorium**

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

CALL TO ORDER: Anthony Juskiewicz, SBA will call 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 January 8, 2015.

- 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

PLEDGE OF ALLEGIANCE: Anthony Juskiewicz led the Board in the Pledge of Allegiance.

Mr. Juskiewicz will explain that following the school board election, the law requires the Board of Education to reorganize and affirm the basic structure upon which it will function for the year. The Board Secretary runs the meeting until the election of the Board President, at which time he or she will preside over the meeting.

ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

Mr. Juskiewicz will read the results of the school board election of November 3, 2015 as follows.

Combined Statement of Results 2015

To have the combined statement of results of the 2015 School Election made part of the annual organization meeting minutes.

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

- Alissa Olawski with 915 votes, 3 year full term
- Yehara S. Raddalgoda with 869 votes, 3 year full term
- Rachel McLaughlin with 947 votes, 3 year full term

a. Mr. Juskiewicz will Administer the Oaths to the Newly Elected Board Members – Alissa Olawski, Yehara S. Raddalgoda and Rachel McLaughlin.

ROLL CALL

	Present	Absent	Time of Arrival after meeting has been called to order
Ms. Maria Grant			
Mrs. Rachel McLaughlin			
Mrs. Gina Hand			
Mrs. Alissa Olawski			
Mrs. Maria McHugh			
Mrs. Yehara Raddalgoda			
Mr. John Patuto			
Mr. Kevin Sturges			
Mrs. Susan Vanderoef			

Present: *District Administrators:*
 _____ Dr. Drucilla W. Clark, Superintendent of Schools
 _____ Mr. Anthony Juskiewicz, Business Administrator/Board Secretary

Also Present: _____ Vito Gagliardi, Esq., Board Attorney

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 _____)

_____ By _____ Second _____

_____ By _____ Second _____

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

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

Call for the Vote of Board 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:

(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 the 2016 calendar year:

*January 11, 2016**

*February 22, 2016**

*March 21, 2016**

April 25, 2016

*May 9, 2016**

June 27, 2016

July 25, 2016

August 22, 2016

September 26, 2016

October 24, 2016

*November 21, 2016**

*December 19, 2016**

January 4, 2017 – Reorganization This is a Wednesday*

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.

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 2016 calendar year.

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 2016 calendar year.

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;

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

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

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

Authorized Signatures Spruce Run School:

Principal//School Business Administrator/Superintendent

Authorized Signatures Round Valley School:

Principal/ School Business Administrator/Superintendent

Authorized Signatures Patrick McGaheeran School:

Principal/ School Business Administrator/Superintendent

Authorized Signatures Clinton Township Middle School:
Principal/ School Business Administrator/Superintendent

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 McGaheeran 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

k. 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's report.*

l. 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.*

m. Board Policies/Regulations

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

n. Appointments

***BE IT RESOLVED** that the Board of Education hereby appoints the following to annual appointments for 2016:*

<i>Board Secretary</i>	<i>Anthony Juskiewicz</i>
<i>Affirmative Action Officer</i>	<i>Joanne Hinkle</i>
<i>Right to Know Custodian</i>	<i>Anthony Juskiewicz</i>
<i>AHERA Representative</i>	<i>Anthony Juskiewicz</i>
<i>Attendance Officer</i>	<i>Clinton Township Police Department</i>
<i>Public Agency Compliance Officer</i>	<i>Anthony Juskiewicz</i>
<i>Custodian of Records</i>	<i>Anthony Juskiewicz</i>
<i>504 Officer</i>	<i>Alice Steinheimer</i>
<i>Homeless Liaison</i>	<i>Alice Steinheimer</i>
<i>Indoor Air Quality Officer</i>	<i>Anthony Juskiewicz</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 – SRS</i>	<i>Alex Ruttenberg</i>
<i>Anti-Bullying Specialist – PMG</i>	<i>Carol Frey</i>
<i>Anti-Bullying Specialists – RVS</i>	<i>Greg James, Christina Giordano</i>
<i>Anti-Bullying Specialists – CTMS</i>	<i>Kerry Mueller, Kendra Squindo</i>

o. School Funds Investor

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

p. 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 2016 Calendar Year.

q. 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 2016 calendar year.

<i>AXA Equitable 403(b)</i>	<i>Valic 403(b)</i>
<i>Lincoln Financial 403(b)</i>	<i>Legend Group 403(b) TPA</i>

r. 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>Anthony Juskiewicz</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.

s. 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.

t. Organization Chart

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

u. 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.

v. Appointment of Representative to County Educational Services Commission

BE IT RESOLVED that the Board of Education hereby appoints _____, as the Board representative to the Hunterdon County Education Services Commission for the 2016 calendar year. (Board President to appoint.)

w. 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.

x. 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.

y. 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 \$40,000), 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 \$6,000) 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 Anthony Juskiewicz, 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 Anthony Juskiewicz 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 \$6,000) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that Anthony Juskiewicz 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 \$6,000) but are less than the bid threshold of \$40,000.

z. 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 2016 Calendar Year:

Anthony Juskiewicz, 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.

aa. 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.

Board of Education Roll Call Vote

	Ms. Grant	Mrs. Hand	Mr. Olawski	Mrs. McHugh	Mrs. McLaughlin	Mr. Raddalgodan	Mr. Patuto	Mr. Sturges	Mrs. Vanderoef
Motion									
Aye									
Nay									
Abstain									
Absent									

COMMITTEE REPORTS

FACILITIES/FINANCE:

Action Item 16-FF-138

Action 16-FF-138:

***BE IT RESOLVED** that the Board of Education hereby approves the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy No. 6471 "School District Travel." Only overnight stays are eligible to meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. Where more than five individuals from the district are to attend the same out-of-state conference, the school district shall obtain the prior written approval of the Executive County Superintendent, OMB Mileage Reimbursement Rate: \$0.31.*

Employee	Program Title/Location	Date	Cost	Mileage	Lodging/Meals
Michele Cone Deb Grefe Joanne Hinkle	Science - NGSS For Administrators Montclair University	1/11/2016	\$150.00 per person	OMB	N/A

Board of Education Roll Call Vote

	Ms. Grant	Mrs. Hand	Mr. Olawski	Mrs. McHugh	Mrs. McLaughlin	Mr. Raddalgodan	Mr. Patuto	Mr. Sturges	Mrs. Vanderoef
Motion									
Aye									
Nay									
Abstain									
Absent									

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

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, and 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 matters 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:

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public’s interest and the employee’s privacy rights, the nature of the discussion to be had, described as specifically as possible without undermining the need for confidentiality, is the Superintendent’s evaluation and related personnel matters.

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

***WHEREAS**, the length of the Executive Session is estimated to be thirty (90) minutes after which the meeting shall reconvene and proceed with business.*

***NOW, THEREFORE, BE IT RESOLVED** that the Clinton Township Board of Education will go into Executive Session for only the above stated reasons;*

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

Action will not be taken upon return.

Time:

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

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

Time:

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

ADJOURNMENT

Action 16-AJ-008:

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

Time:

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