

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA
Reorganization Meeting January 6, 2020 at 7:30 p.m. Revised*
Clinton Township Middle School Auditorium**



CALL TO ORDER: _____ called the meeting to order at _____ p.m.

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 public notice on January 17, 2019.

- 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 Offices and in each Clinton Township School.
- c. Faxing to the Clerk of Clinton Township.

PLEDGE OF ALLEGIANCE: Kelly Morris will lead the Board in the Pledge of Allegiance.

Mrs. Morris 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 the Board President will preside over the meeting.

ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

Mrs. Morris will read the results of the School Board Election of November 6, 2019 as follows:

Combined Statement of Results 2019

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

- Laura Brasher with 1,686 votes, Two-Year Unexpired Term
- Alison Grantham with 1,756 votes, Three-Year Term
- Scott Hornick with 1,623 votes, Three-Year Term
- Jennifer Kaltenbach with 1,811 votes, Three-Year Term

Mrs. Morris will administer the Oath of Office to the Newly Elected and Re-elected Board Members.

ROLL CALL:

	Present	Absent	Time of arrival after meeting has been called to order.
Dr. Laura Brasher			
Ms. Lana Brennan			
Ms. Mary Beth Brooks			
Ms. Catherine Mary Emery			
Ms. Maria Grant			
Dr. Alison Grantham			
Mr. Scott Hornick			
Mrs. Jennifer Kaltenbach			
Dr. Catherine Riihimaki			

Present: *District Administrators:*
 _____ Dr. Michele Cone, Superintendent of Schools
 _____ Kelly Morris, Business Administrator/Board Secretary

R.1. Nomination(s) for Board President

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

Motion made by _____, seconded by _____ to appoint _____ as Board President.

Board of Education Roll Call Vote

	<u>Dr. Brasher</u>	<u>Ms. Brennan</u>	<u>Ms. Brooks</u>	<u>Ms. Emery</u>	<u>Ms. Grant</u>	<u>Dr. Grantham</u>	<u>Mr. Hornick</u>	<u>Ms. Kaltenbach</u>	<u>Dr. Riihimaki</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

Mrs. Morris, Board Secretary, to turn the meeting over to the newly elected President.

R.2. Nomination(s) for Vice-President

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

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

_____ By _____ Second _____

_____ By _____ Second _____

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

Motion made by _____, seconded by _____ to appoint _____ as Board Vice President.

Board of Education Roll Call Vote

	Dr. <u>Brasher</u>	Ms. <u>Brennan</u>	Ms. <u>Brooks</u>	Ms. <u>Emery</u>	Ms. <u>Grant</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Dr. <u>Riihimaki</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

R.3. Board Appointments

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

Finance/Facilities Committee:

Chair:

Members:

Personnel Committee:

Chair:

Members:

Curriculum Committee:

Chair:

Members:

CTAA Negotiations Committee:

Chair:

Members:

CTEA Negotiations Committee:

Chair:

Members:

Policy Committee:

Chair:

Members:

Communications Committee:

Chair:

Members:

Hunterdon County ESC:

Delegate:

Alternate:

Hunterdon County School Board:

Delegate:

Alternate:

New Jersey School Board Association:

Delegate:

Alternate:

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

FIRST RECOGNITION OF THE PUBLIC – AGENDA ITEMS ONLY:

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE, AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

ORGANIZATION RESOLUTIONS

R.4. Board of Education Meeting Dates

BE IT RESOLVED, that the Board of Education hereby approves the following Board meeting dates for the 2020 calendar year. (*attachment A*):

Monday, January 27, 2020
Monday, February 24, 2020
Monday, March 23, 2020
Monday, April 27, 2020
Monday, May 11, 2020
Monday, June 15, 2020
Monday, July 27, 2020

Monday, August 24, 2020
Monday, September 21, 2020
Monday, October 19, 2020
Monday, November 23, 2020
Monday, December 21, 2020
Wednesday, January 6, 2021

Time and Location of Meetings:

7:30 PM (unless otherwise noted)
Clinton Township Middle School Auditorium
34 Graylock Road, Clinton, N.J. 08833

R.5. Code of Ethics

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

RESOLVED, to adopt the New Jersey School Boards Association Code of Ethics for School Board Members, 18A:12-24.1 as follows:

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

- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.**
- i. I will support and protect school personnel in proper performance of their duties.**
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.**

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

FINALLY RESOLVED, in accordance with N.J.A.C. 18A: 12-24.1, each Board Member will be asked to sign the ACKNOWLEDGEMENT OF RECEIPT of the Code of Ethics for School Board Members, and to forward the form to the Board Secretary. (*attachment B*)

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

R.6. Parliamentary Procedures

BE IT RESOLVED, that the Board of Education adopts Robert's 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.

R.7. Approval of Depositories

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

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

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

AND BE IT FURTHER RESOLVED, that any funds on deposit in 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;

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

R.8. Signature Authority

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

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

Authorized Signatures:

Board President/Treasurer/Business Administrator
_____/Shari Schultz/Kelly Morris

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone /Shari Schultz

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone/Shari Schultz

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone /Shari Schultz

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone /Shari Schultz

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone/Shari Schultz

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

Authorized Signatures:

Business Administrator/Superintendent/Treasurer
Kelly Morris/Dr. Michele Cone/Shari Schultz

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

Authorized Signatures Spruce Run School:

Principal/Business Administrator/Assistant to the Business Administrator
Alexa Ingram/Kelly Morris/Robyn Bennett

Authorized Signatures Round Valley School:

Principal/Business Administrator/Assistant to the Business Administrator
Mary Postma/Kelly Morris/Robyn Bennett

Authorized Signatures Patrick McGaheran School:

Principal/Business Administrator/Assistant to the Business Administrator
Melissa Goad/Kelly Morris/Robyn Bennett

Authorized Signatures Clinton Township Middle School:

Principal/Business Administrator/Assistant to the Business Administrator
Judith Hammond/Kelly Morris/Robyn Bennett

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

Authorized Signatures District Office:

Business Administrator/Assistant to the Business Administrator/Superintendent
Kelly Morris/Robyn Bennett/Dr. Michele Cone

R.9. Appointment of Treasurer

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

R.10. Authority for Budget Transfers and Payment of Bills

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

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

R.11. Board Policies/Regulations

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

R.12. District Appointments

BE IT RESOLVED, that the Board of Education hereby approves/affirms the following annual appointments for 2019-2020 school year:

504 Officer	Alexa Ingram
Affirmative Action Officer	Joanne Hinkle
AHERA Representative	John Mazuca
Anti-Bullying Coordinator	Melissa Goad
Anti-Bullying Specialist - SRS	Alex Ruttenberg
Anti-Bullying Specialist - PMG	Carol Frey
Anti-Bullying Specialists - RVS	Alex Ruttenberg & Christina Giordano
Anti-Bullying Specialists - CTMS	Kerry Mueller & Greg James
Attendance Officer	Clinton Township Police Department
Board Secretary	Kelly Morris
Custodian of Records	Robyn Bennett
Homeless Liaison	Alexa Ingram
Indoor Air Quality Designee	John Mazuca
Integrated Pest Management Designee	John Mazuca
Public Agency Compliance Officer	Kelly Morris
Right to Know Custodian	Kelly Morris
Safety Officer	Clinton Township Police Department
School Safety Specialist	Judith Hammond
Treasurer of School Monies	Shari Schultz
Accounting Software	CDK Systems
Architect	Parette Somjen Architect, LLC
Auditor	Nisivoccia, LLC
Board Attorney	Porzio, Bromberg,& Newman, P.C.
Flexible Spending Administrator	AFLAC
Financial Advisory Services	Phoenix Advisors, LLC
Insurance Broker	Brown and Brown
Official Newspaper	Hunterdon Democrat - Primary Hunterdon Review - Secondary Express-Times - Tertiary
Payroll Services	R&L Payroll Services
Student Data Management System	PowerSchool

R.13. School Funds Investor

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

R.14. 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.

R.15. Tax Sheltered Annuity Companies

BE IT RESOLVED, that the Board of Education hereby approves the following companies to provide Tax Sheltered Annuity salary reduction agreements:

Valic 403B
Lincoln National 403B
AXA Equitable 403B
AXA Equitable 457B
Legends 403B
Legends 457B

R.16. Petty Cash Accounts

BE IT RESOLVED, that the Board of Education hereby authorizes the School Business Administrator to establish the following petty cash fund accounts for the period from July 1, 2019 through June 30, 2020 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	Alexa Ingram	\$250
Patrick McGaheran School	Melissa Goad	\$250
Round Valley School	Mary Postma	\$250
Clinton Township Middle School	Judith Hammond	\$250
Clinton Township School District	Kelly Morris	\$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 School Business Administrator.

R.17. 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.

R.18. Appointment of District Purchasing Agent

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

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (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 **Kelly Morris**, 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 **Kelly Morris** 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 **Kelly Morris** 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.

R. 19. Use of State Contracts

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

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

WHEREAS, the Clinton Township School District desires to authorize its purchasing agent for the 2020 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore, be it

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

R.20. Student Records

BE IT RESOLVED, that the Board of Education hereby authorizes certified school personnel to collect and maintain the following types of student records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 “Student Records”:

- Personal data identifying each student enrolled in the district including student’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
- Recording religious or political affiliation of student or parent is prohibited unless requested by the parent;
- Daily attendance;
- Description of student 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

	Dr. <u>Brasher</u>	Ms. <u>Brennan</u>	Ms. <u>Brooks</u>	Ms. <u>Emery</u>	Ms. <u>Grant</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Dr. <u>Riihimaki</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

SECOND RECOGNITION OF THE PUBLIC:

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0166R, SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

ADJOURNMENT:

Action 20-AJ-007:

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

Time:

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