

**CLINTON TOWNSHIP SCHOOL DISTRICT  
 BOARD OF EDUCATION  
 ORGANIZATION MEETING MINUTES  
 Organization Meeting January 6, 2021 at 7:30 p.m.  
 Virtual Access**



The School Business Administrator/Board Secretary, is serving as presiding officer pro tempore until the election of a President.

**CALL TO ORDER:** Mark Kramer called the meeting to order at 7:34 p.m.

**PUBLICATION OF NOTICE:**

Mr. Kramer announced that 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 16, 2020.

- 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:** Mark Kramer led the Board in the Pledge of Allegiance.

**ROLL CALL:**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>	<b>Time of arrival after meeting called to order:</b>
Dr. Laura Brasher	X		
Ms. Lana Brennan	X		
Ms. Stacie-Ann Creighton	X		
Ms. Catherine Emery	X		
Dr. Alison Grantham	X		
Mr. Scott Hornick	X		
Ms. Jennifer Kaltenbach	X		
Ms. Alyssa Oliver	X		
Dr. Catherine Riihimaki	X		

**Present:** District Administrators:  
 Dr. Johanna Ruberto, Interim Superintendent of Schools  
 Mark Kramer, Business Administrator/Board Secretary

**ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION:**

**Combined Statement of School Board Election Results 2020**

Mr. Kramer read the following results:

Candidate	Number of Votes
Alyssa Oliver	4,316
Stacie-Ann R. Creighton	4,274
Lana Brennan	4,035
Rachel Sprague	2,579

**OATH OF OFFICE:**

Mr. Mark Kramer, School Business Administrator/Board Secretary, administered the Oath of Office to the following newly elected Board members, pursuant to N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3:

- Lana Brennan
- Stacie-Ann Creighton
- Alyssa Oliver

**BOARD OFFICERS AND APPOINTMENTS:**

**NOMINATION FOR BOARD PRESIDENT**

Mr. Kramer called for nominations for Board President:

Dr. Riihimaki nominated Ms. Lana Brennan for Board President.

Mr. Kramer asked if there were any other nominations and heard none.

**O.1A. CLOSE NOMINATIONS OF BOARD PRESIDENT**

Motion to close nominations by Dr. Riihimaki, seconded by Ms. Emery.

**Board of Education Roll Call Vote on O.1A**

	Dr. <u>Brasher</u>	Ms. <u>Brennan</u>	Ms. <u>Creighton</u>	Ms. <u>Emery</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Ms. <u>Oliver</u>	Dr. <u>Riihimaki</u>
<b>Motion</b>				2nd					Motioned
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**O.1B. ELECTION OF BOARD PRESIDENT**

Motion for Ms. Lana Brennan to be appointed as President of the Clinton Township Board of Education: Dr. Riihimaki motioned, seconded by Dr. Brasher.

**Board of Education Roll Call Vote on O.1B**

	<u>Dr. Brasher</u>	<u>Ms. Brennan</u>	<u>Ms. Creighton</u>	<u>Ms. Emery</u>	<u>Dr. Grantham</u>	<u>Mr. Hornick</u>	<u>Ms. Kaltenbach</u>	<u>Ms. Oliver</u>	<u>Dr. Riihimaki</u>
<b>Motion</b>	2nd								Motioned
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**MS. BRENNAN, BOARD PRESIDENT, NOW PRESIDES AT THE MEETING.**

**NOMINATION FOR BOARD VICE-PRESIDENT**

Ms. Brennan called for nominations for Board Vice-President:

Ms. Kaltenbach nominates Dr. Catherine Riihimaki for Board Vice-President.

Ms. Brennan asked if there were any other nominations and heard none.

**O.2A. CLOSE NOMINATIONS OF BOARD VICE-PRESIDENT**

Motion to close nominations by Ms. Kaltenbach, seconded by Mr. Hornick.

**Board of Education Roll Call Vote on O.2A**

	<u>Dr. Brasher</u>	<u>Ms. Brennan</u>	<u>Ms. Creighton</u>	<u>Ms. Emery</u>	<u>Dr. Grantham</u>	<u>Mr. Hornick</u>	<u>Ms. Kaltenbach</u>	<u>Ms. Oliver</u>	<u>Dr. Riihimaki</u>
<b>Motion</b>						2nd	Motioned		
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**O.2B. ELECTION OF BOARD VICE-PRESIDENT**

Motion for Dr. Catherine Riihimaki to be appointed as Vice-President of the Clinton Township Board of Education: Dr. Brasher motioned, seconded Ms. Kaltenbach

**Board of Education Roll Call Vote on O.2B**

	Dr. <u>Brasher</u>	Ms. <u>Brennan</u>	Ms. <u>Creight on</u>	Ms. <u>Emery</u>	Dr. <u>Grantham</u>	Mr. <u>Hornick</u>	Ms. <u>Kaltenbach</u>	Ms. <u>Oliver</u>	Dr. <u>Riihimaki</u>
<b>Motion</b>	Motioned						2nd		
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**FIRST RECOGNITION OF THE PUBLIC – AGENDA ITEMS ONLY:**

No requests to speak were received from the public.

**BOARD PRESIDENT'S COMMENTS**

- Ms. Brennan brought up the Code of Ethics for discussion and had each board member read a section of the Code of Ethics.
- Ms. Brennan informed the board of her committee member selection:
  - Policy - Ms. Kaltenbach- Chair, Dr. Brasher, Ms. Oliver
  - Personnel - Mr. Hornick- Chair, Ms. Creighton, Ms. Emery
  - Facilities & Finance - Dr. Grantham- Chair, Dr. Brasher, Ms. Brennan
  - Curriculum - Dr. Riihimaki- Chair, Mr. Hornick, Ms. Kaltenbach
  - Negotiations - Ms. Brennan- Chair, Dr. Brasher, Dr. Grantham, Dr. Riihimaki
- Ms. Brennan discussed with the board members the selection for delegates and alternates for the Hunterdon County ESC Board of Directors, Hunterdon County School Board Association, New Jersey School Boards Association.

**ORGANIZATION RESOLUTIONS**

Ms. Brennan requested a motion and a second on the following resolutions, organization items O.3 through O.35.

- O.3. CODE OF ETHICS**
- O.4. DELEGATE APPOINTMENTS**
- O.5. BOARD OF EDUCATION MEETING DATES**
- O.6. PARLIAMENTARY PROCEDURES**
- O.7. APPROVAL OF OFFICIAL DEPOSITORIES AND SIGNATURE AUTHORITY**
- O.8. APPROVAL/DESIGNATION OF NEWSPAPERS**
- O.9. APPOINTMENT OF TREASURER OF SCHOOL MONIES**
- O.10. AUTHORITY FOR BUDGET TRANSFERS, DESIGNATION OF CLAIMS AUDITOR AND PAYMENT OF BILLS**
- O.11. BOARD POLICIES/REGULATIONS**
- O.12. PETTY CASH ACCOUNTS**
- O.13. DISTRICT APPOINTMENTS**

- O.14. SCHOOL FUNDS INVESTOR
- O.15. UNIFORM MINIMUM CHART OF ACCOUNTS
- O.16. TAX SHELTERED ANNUITY COMPANIES
- O.17. ADOPTION OF EMERGENCY MANAGEMENT PLAN
- O.18. APPOINTMENT OF DISTRICT PURCHASING AGENT
- O.19. USE OF STATE CONTRACTS
- O.20. APPROVAL OF TEXTBOOKS AND CURRICULUM
- O.21. PERMITTED STUDENT RECORDS
- O.22. GRANT APPLICATION AND REPORT SUBMISSION
- O.23. APPROVE AND GRANT AUTHORIZATION TO THE FOLLOWING TITLES TO REQUEST LEGAL SERVICES ON MATTERS PERTAINING TO DISTRICT MATTERS
- O.24. APPROVE MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION
- O.25. TRAVEL LIMITATION FOR REGULAR BUSINESS TRAVEL
- O.26. AUTHORIZE COOPERATIVE PRICING AGREEMENTS WITH OTHER LEA's
- O.27. AUTHORIZATION OF PAYROLL MANAGEMENT
- O.28. AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES & INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD
- O.29. MANDATORY DIRECT DEPOSIT
- O.30. ORGANIZATION CHART
- O.31. APPOINT POLICY PROVIDER SERVICE
- O.32. SPECIAL EDUCATION
- O.33. FEE FOR COPIES OF PUBLIC DOCUMENTS
- O.34. COOPERATIVE PRICING AGREEMENT WITH EDUCATIONAL DATA SERVICES
- O.35. CODE OF CONDUCT FOR REMOTE MEETINGS

### **O.3. CODE OF ETHICS**

**WHEREAS**, each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act in accordance with N.J.S.A. 18A:12-24.1; and

**WHEREAS**, 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.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education adopts 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

**FURTHER BE IT 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.

**O.4. COMMITTEE AND DELEGATE APPOINTMENTS**

**BE IT RESOLVED**, that the Board of Education hereby establishes the following committees and delegates:

	<b>Delegate</b>	<b>Alternate</b>
<b>Hunterdon County ESC Board of Directors</b>	Ms. Kaltenbach	Mr. Hornick
<b>Hunterdon County School Boards Association</b>	Ms. Oliver	Dr. Riihimaki

<b>New Jersey School Boards Association</b>	Ms. Creighton	Dr. Grantham
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- Policy Committee
- Facilities & Finance Committee
- Curriculum Committee
- Personnel Committee
- Negotiations Committee

#### **O.5. BOARD OF EDUCATION MEETING DATES**

**WHEREAS**, the Open Public Meetings Act requires notice of regularly scheduled meetings within several days following the Annual Organization Meeting of the Board;

**BE IT RESOLVED**, until such time COVID-19 restrictions are lifted, the Clinton Township Board of Education meetings will be held virtual with access by registering at: [http://www.ctsdnj.org/board\\_of\\_education/agenda\\_minutes\\_audio/2020-2021](http://www.ctsdnj.org/board_of_education/agenda_minutes_audio/2020-2021) through June 30, 2021 and [http://www.ctsdnj.org/board\\_of\\_education/agenda\\_minutes\\_audio/2021-2022](http://www.ctsdnj.org/board_of_education/agenda_minutes_audio/2021-2022) starting July 1, 2021.

**BE IT FURTHER RESOLVED**, once access is obtained through the district website for participation in a board meeting, click on “here” at the end of the statement “Meeting participants can register here” under the meeting date that you wish to participate in which will allow you access to that meeting; and

**BE IT FURTHER RESOLVED**, that all documents for that date’s board meeting will be listed under that date and access to those documents will be obtained by clicking on the name of the document; and

**BE IT FURTHER RESOLVED**, at the time for public comments, the board president will ask if anyone participating wishes to address the board at which time you will be given the opportunity to speak; and

**BE IT FURTHER RESOLVED**, that the regular meetings of the Clinton Township Board of Education will be held at the Clinton Township Middle School Auditorium located at 34 Grayrock Road, Clinton, NJ 08833 when COVID-19 restrictions are lifted; and

**BE IT FURTHER RESOLVED**, the Clinton Township Board of Education approves the following regularly scheduled board meetings listed below commencing at 7:30 p.m. and will have action taken at each of these meetings:

- |                           |   |
|---------------------------|---|
| Monday, January 25, 2021  | Monday, August 23, 2021                           |
| Monday, February 22, 2021 | Monday, September 27, 2021                        |
| Monday, March 15, 2021    | Monday, October 25, 2021                          |
| Monday, April 26, 2021    | Monday, November 22, 2021                         |
| Monday, May 10, 2021      | Monday, December 20, 2021                         |
| Monday, June 28, 2021     | Wednesday, January 5, 2022 (Organization Meeting) |
| Monday, July 26, 2021     |   |

**BE IT FURTHER RESOLVED**, that the Clinton Township Board of Education in compliance with Chapter 231, Public Laws of 1975, authorizes the Board Secretary to post a copy of the above schedule of meetings at the Clinton Township offices and to advertise these meeting dates in the official newspapers of the Clinton Township Board of Education.

**O.6. PARLIAMENTARY PROCEDURES**

**BE IT RESOLVED**, that the Clinton Township Board of Education adopts Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings pursuant to Bylaw #0164 and appoint the Board Secretary and Board Attorney to act as the Parliamentarians.

**O.7. APPROVAL OF OFFICIAL DEPOSITORIES AND SIGNATURE AUTHORITY**

**BE IT RESOLVED**, that the Clinton Township 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 Clinton Township 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/Board Secretary and/or the Assistant to the School Business Administrator/Board Secretary 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/Board Secretary and/or the Assistant to the School Business Administrator/Board Secretary 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 the district 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 the School Business Administrator is hereby authorized to deliver, upon demand, signatures of required authorities to the above-approved depositories; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the following authorized signatures for money market, checking and savings accounts at Investors Bank or other bank holdings (facsimile stamps can be used):

Account	Number of Required Signatures	Authorized Signatories
General Checking Account	3	Board President Treasurer School Business Administrator/Board Secretary
Payroll Account	2	Board President



		Treasurer Superintendent School Business Administrator/Board Secretary
Payroll Agency Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Unemployment Trust Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Employee Flexible Spending Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
Cafeteria Account	2	Treasurer Superintendent School Business Administrator/Board Secretary
School Activities: Spruce Run School	2	Director of Special Services/Building Administrator Superintendent School Business Administrator/Board Secretary
School Activities: Patrick McGaheran School	2	Principal of Patrick McGaheran Superintendent School Business Administrator/Board Secretary
School Activities: Round Valley School	2	Principal of Round Valley School Superintendent School Business Administrator/Board Secretary
School Activities: Clinton Township Middle School	2	Principal of Clinton Township Middle School Superintendent School Business Administrator/Board Secretary
Clinton Township School District Petty Cash	2	Treasurer Superintendent School Business Administrator/Board Secretary

**BE IT FURTHER RESOLVED** that, this resolution shall take effect immediately, and the Clinton Township Board of Education authorizes the Superintendent, Board President, Treasurer and School Business Administrator/Board Secretary to sign any documents on behalf of the Clinton Township Board of Education with regard to exercising the intent of this resolution.

**O.8. APPROVAL/DESIGNATION OF NEWSPAPERS**

**BE IT RESOLVED**, that the Clinton Township Board of Education designates Express Times as the official newspaper for the publication of board meetings, legal notices and advertisements and the Star Ledger, Hunterdon Democrat or Hunterdon Review as the secondary newspapers for the publications of board meetings.

**O.9. APPOINTMENT OF TREASURER OF SCHOOL MONIES**

**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.

**O.10. AUTHORITY FOR BUDGET TRANSFERS, DESIGNATION OF CLAIMS AUDITOR AND PAYMENT OF BILLS**

**BE IT RESOLVED**, that the Clinton Township Board of Education hereby authorizes, pursuant to N.J.S.A. 18A:22-8.1, the Superintendent 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; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary or designee, be designated as the Board of Education’s Claims Auditor with authority, as provided by 18A:19-2, to direct pre-payment of claims for payroll, fixed charges and any other claim or demand which would be in the best interests of the Board to pay promptly.

**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.

**O.11. BOARD POLICIES/REGULATIONS**

**BE IT RESOLVED**, that the Board of Education hereby re-adopts all existing Board Policies and Bylaws of the Board, Regulations of the Superintendent and the Student Handbook, Manuals and Standard Operating Procedures of the administrations for the Board's operation and the operation of the school system.

**O.12. PETTY CASH ACCOUNTS**

**BE IT RESOLVED**, that the Board of Education hereby authorizes the School Business Administrator/Board Secretary to establish the following petty cash fund accounts in accordance with N.J.S.A.18A:19-13 and Title 6 of the N.J.A.C. 6A:23-2.9.

School/Department	Custodian	Amount	Maximum Expenditure
Spruce Run School	Alexa Ingram	\$250	\$50
Patrick McGaheran School	Melissa Goad	\$250	\$50

Round Valley School	Mary Postma	\$250	\$50
Clinton Township Middle School	Judith Hammond	\$250	\$50
Clinton Township School District	Mark Kramer	\$250	\$50

**BE IT FURTHER RESOLVED**, that any receipt being reimbursed through the petty cash fund cannot exceed the maximum single expenditure limit set in the above table and that the signatories of the petty cash fund fully comply with the requirements within the District's Policy #6620 Petty Cash.

**BE IT FURTHER RESOLVED**, that funds are to be used for emergencies and small purchases not exceeding the maximum single expenditure limit \$50.00 and not to subvert the intent of the regular purchasing procedures or for routine expenditures.

**BE IT FURTHER RESOLVED**, that the minimum time period in which the designated person shall report to the district board of education on amounts disbursed from each fund shall be not less than when such funds disbursed has exceeded \$100.00;

**BE IT FURTHER RESOLVED**, that all unused petty cash funds will be returned to the depository prior to the end of the fiscal year in accordance with the District's Policy #6620 Petty Cash.

### **O.13. DISTRICT APPOINTMENTS**

**BE IT RESOLVED**, that the Clinton Township Board of Education hereby approves/affirms the following annual appointments through June 30, 2022 school year:

Section 504 Compliance Officer	Alexa Ingram
Affirmative Action/Equity Officer	Joanne Hinkle
AHERA Coordinator	Frank Bolognini
Anti-Bullying Coordinator	Melissa Goad
Anti-Bullying Specialist - SRS	Alex Ruttenberg & Carole Frey
Anti-Bullying Specialist - PMG	Carole Frey & Alex Ruttenberg
Anti-Bullying Specialists - RVS	Alex Ruttenberg & Christina Giordano
Anti-Bullying Specialists - CTMS	Kerry Mueller & Greg James
Attendance Officer	Clinton Township Police Department
Board Secretary	Mark Kramer
Custodian of Records	Michele LaFevre
Homeless Liaison	Alexa Ingram
Indoor Air Quality Officer	Frank Bolognini
Integrated Pest Management Coordinator	Frank Bolognini
Public Agency Compliance Officer	Mark Kramer
Right to Know Officer	Frank Bolognini

Safety Officer	Clinton Township Police Department
School Safety Specialist	Judith Hammond
Treasurer of School Monies	Judith Favino
Title IX Coordinator	Alexa Ingram
Substance Abuse Coordinator	Alexa Ingram
Chemical Hygiene Officer	Frank Bolognini
Asbestos Management & PEOSH Officer	Frank Bolognini
American Disabilities Act Officer	Alexa Ingram
Architect	Parette Somjen Architect, LLC
Auditor	Nisivoccia, LLC
Board Attorney	Porzio, Bromberg, & Newman, P.C.
Board Negotiator	Scarinci Hollenbeck
Flexible Spending Administrator	AFLAC
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Brown and Brown
General Liabilities Insurance Broker	CBIZ
School Physician	Dr. Ronald Frank

#### **O.14. SCHOOL FUNDS INVESTOR**

**BE IT RESOLVED**, that Clinton Township Board of Education designates the School Business Administrator/Board Secretary as the person responsible for any and all Board of Education investments and wires; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary be authorized to make wire transfers from board accounts as necessary when required by Board action.

#### **O.15. UNIFORM MINIMUM CHART OF ACCOUNTS**

**BE IT RESOLVED**, that the Board of Education of the Clinton Township School District authorize the use and level of accounts from the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools to be used through the 2022 school year.

#### **O.16. TAX SHELTERED ANNUITY COMPANIES**

**BE IT RESOLVED**, that the Clinton Township Board of Education hereby designates the following companies to provide 403B and 457B Tax Sheltered Annuity services:

- AIG Retirement
- Lincoln National
- AXA Equitable
- Legends

**BE IT FURTHER RESOLVED**, that the Clinton Township Board of Education restricts any other Tax Sheltered Annuity Companies from entering the District without this board's consent and board action.

**O.17. ADOPTION OF EMERGENCY MANAGEMENT PLAN**

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

**O.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 of \$44,000 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 of \$6,600 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 the School Business Administrator/Board Secretary, **Mark Kramer**, 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 the School Business Administrator/Board Secretary, **Mark Kramer** 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 of \$6,600 without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary, **Mark Kramer** 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 of \$6,600 but are less than the bid threshold of \$44,000.

**O.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 2021 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's Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

#### **O.20 APPROVAL OF TEXTBOOKS AND CURRICULUM**

**WHEREAS**, in accordance with District Policy 0154, Annual Motions and Designations, the Board of Education must approve the curriculum for all grades annually at the organizational meeting;

**BE IT RESOLVED**, in compliance with N.J.S.A. 18A:33-1 and 18A:35 that the Clinton Township Board of Education confirms the adoption of the existing textbooks and curricula resources in the district's schools and that no course of study shall be altered except by the recorded roll call majority vote of the full membership of the board of education of the District; and

**BE IT FURTHER RESOLVED**, the Clinton Township Board of Education approves for use in the district classrooms through the school year ending June 30, 2022, curricular, courses, textbooks, reference books, manuals, workbooks, library collections, ancillary materials, and related curricular resources.

#### **O.21. PERMITTED 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. 6A:32-7.1 and Board of Education Policy 8330, 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.

#### **O.22 GRANT APPLICATION AND REPORT SUBMISSION**

**WHEREAS**, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time sensitive; and

**WHEREAS**, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

**WHEREAS**, it is in the Districts' best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Superintendent of Schools and the School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between Board meetings; and

**BE IT FURTHER RESOLVED**, that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or other appropriate district staff, the respective committees of the Board if applicable and subsequently ratified by the Board.

**O.23 APPROVE AND GRANT AUTHORIZATION TO THE FOLLOWING TITLES TO REQUEST LEGAL SERVICES ON MATTERS PERTAINING TO DISTRICT MATTERS**

**BE IT RESOLVED**, that the Clinton Township Board of Education authorizes the following to request legal services on matters pertaining to Clinton Township Board of Education matters:

- Board President
- Superintendent
- School Business Administrator/Board Secretary
- Director of Special Services

**BE IT FURTHER RESOLVED**, the above list will maintain a legal log noting the time, date, duration, subject matter, persons included in the discussions and any other pertinent information.

**O.24 APPROVE MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION**

**RESOLVED**, that the Clinton Township Board of Education approves membership through June 30, 2022 in the New Jersey School Boards Association and the Hunterdon County School Boards Association.

**O.25 TRAVEL LIMITATION FOR REGULAR BUSINESS TRAVEL**

**WHEREAS**, P.L. 2007, Chapter 53, approved March 15, 2007, requires that school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging and registration or conference fees to and from the travel event; and

**WHEREAS**, P.L. 2007, Chapter 53, requires school district travel expenditures to include costs for all required training and all travel authorized in existing school district employee contracts and school board policies, including but not limited to professional development and other staff training, required training for new school board members, and attendance at specific conferences, authorized in existing employee contracts; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Clinton Township Board of Education establishes by resolution a maximum travel expenditure amount of \$75,000 for all funds including federal funds through fiscal year ending June 30, 2022;

**BE IT FURTHER RESOLVED**, that pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), an annual maximum amount per employee will not exceed \$1,500 for regular business travel only, for which prior Board approval is not required.

**O.26 AUTHORIZE COOPERATIVE PRICING AGREEMENTS WITH OTHER LEA's**

**WHEREAS**, the Clinton Township Board of Education authorizes administration to enter into cooperative pricing agreements with:

- Educational Services Commission of New Jersey (ESCNJ)
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services

**WHEREAS**, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions the school year ending June 30, 2022; and

**WHEREAS**, the Clinton Township Board of Education encourages the use of shared services through State approved cooperative entities; and

**WHEREAS**, the Clinton Township Board of Education encourages open public bidding for goods and services; and

**WHEREAS**, the Clinton Township Board of Education recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

**WHEREAS**, the agencies are cooperative pricing systems which allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at no cost; and

**WHEREAS**, this resolution shall be known and may be cited as the Cooperative Pricing resolution of the Clinton Township Board of Education; and

**WHEREAS**, the agencies entering into contracts on behalf of the Clinton Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J. S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, pursuant to the provisions of N.J.S.A.-40A:11-11(5) the Clinton Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the listed agencies for the purchase of work materials and supplies, as needed;

**THEREFORE BE IT RESOLVED**, that the Clinton Township Board of Education affirms that the Purchasing Agent is hereby authorized to enter into a cooperative pricing agreement with the following agencies for the purchase of work materials, supplies and services, through the school year ending June 30, 2022, as needed:

- Educational Services Commission of New Jersey (ESCNJ)
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services



**O.27 AUTHORIZATION OF PAYROLL MANAGEMENT**

**RESOLVED**, that the Clinton Township Board of Education gives authorization to the School Business Administrator/Board Secretary to transfer funds from the general accounts to the net payroll and payroll agency accounts, as needed to provide for payment of payrolls and legal obligations in connection herewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees; and

**BE IT FURTHER RESOLVED**, that the Board President, Superintendent and Business Administrator/Board Secretary shall certify each payroll as required by law.

**O.28 AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES & INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD**

**WHEREAS**, in order to ensure compliance with various Continuing Disclosure Agreements executed in conjunction with the district's issuance of bonds, the district must codify the requirements stipulated in those various Continuing Disclosure Agreements and compare those requirements with the filings, and correct any deficiencies; and

**WHEREAS**, Phoenix Advisors, LLC provides such continuing disclosure services and additionally is an independent registered principal advisor under the SEC regulations; and

**WHEREAS**, Phoenix Advisors, LLC designated as the district's Independent Registered Municipal Advisor and they will be available to answer general questions concerning outstanding debt issues, market conditions, and they will provide preliminary review of financing proposals, and prepare preliminary project analysis;

**THEREFORE BE IT RESOLVED**, that the Clinton Township Board of Education designates the Phoenix Advisors, LLC as the district's Continuing Disclosure Agent and as the Independent Registered Municipal Advisor through the fiscal year ending June 30, 2022.

**O.29 MANDATORY DIRECT DEPOSIT**

**WHEREAS**, the New Jersey State Legislature has authorized P.L. 2013, Chapter 28, a bill concerning the direct deposit of net pay for school district employees in the banking institution of their choice; and

**WHEREAS**, in accordance with P.L. 2013, Chapter 28, if a board provides for such direct deposit, compliance by an employee shall be mandatory; and

**WHEREAS**, the board adopted Policy #6511 Mandating Direct Deposit; and

**WHEREAS**, the board is authorized to grant an exemption for seasonal, temporary, etc. employees with prior approval by the Superintendent, as the board may deem necessary;

**NOW THEREFORE BE IT RESOLVED**, in compliance with P.L. 2013, Chapter 28, the net pay for all full and part time regular employees of the Clinton Township Board of Education which includes payments for annual contracts, extended school year, stipends and health benefit waivers shall be directly deposited from Investors Bank, into the banking institution of the employee's choice; and

**BE IT FURTHER RESOLVED**, that exemptions from the direct deposit requirement are granted for substitutes, summer seasonal workers and extreme circumstances with the approval of the Superintendent of Schools.

### **O.30 ORGANIZATION CHART**

**RESOLVED**, that the Clinton Township Board of Education adopts the Organizational Chart as per Policy #1110.

### **O.31 APPOINT POLICY PROVIDER SERVICE**

**RESOLVED**, that the Clinton Township Board of Education will utilize the services of Strauss Esmay for the District's Policies through June 30, 200 school year.

### **O.32 SPECIAL EDUCATION**

**BE IT RESOLVED**, that the Clinton Township Board of Education approve the attendance, tuition, tuition contracts and the transportation necessary, as recommended by the Superintendent of Schools, to provide an appropriate educational program at public, private or appropriate educational program at public, private or residential schools for students classified as handicapped by the district's Child Study Team in accordance with Title 18A, Chapter 46, N.J.S.A.

### **O.33 FEE FOR COPIES OF PUBLIC DOCUMENTS**

**BE IT RESOLVED**, the Clinton Township Board of Education hereby establishes a photocopy fee of five cents (\$0.05) per page for letter size pages and a photocopy fee of seven cents (\$0.07) per page for legal size pages in accordance with policy #8310; and

**BE IT FURTHER RESOLVED**, that other materials, delivery and special service charges will be charged at the cost to the district; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary can waive a fee up to \$5.00 per request; and

**BE IT FURTHER RESOLVED**, that all requests for public information which requires employee time shall be provided at the hourly rate(s) of the employee(s) assigned to produce that public information.

### **O.34 AUTHORIZE COOPERATIVE PRICING AGREEMENT WITH EDUCATIONAL DATA SERVICES**

**WHEREAS**, the Clinton Township Board of Education is authorized to enter into a cooperative pricing agreement with the Educational Data Services, Inc. (Ed-Data), hereinafter referred to as the "lead agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions; and

**WHEREAS**, the Clinton Township Board of Education encourages the use of shared services through State approved cooperative entities; and

**WHEREAS**, the Clinton Township Board of Education encourages open public bidding for goods and services; and

**WHEREAS**, the Clinton Township Board of Education recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

**WHEREAS**, the Educational Data Services, Inc. (Ed-Data) hereinafter referred to as the "lead agency", is a Service Cooperative to allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power for Licensing and Maintenance, Cooperative Skilled Trades, Compliance Services and Ancillary bids and the Right to Know service; and

**WHEREAS**, this resolution shall be known and may be cited as The Educational Data Services, Inc. (Ed-Data) Cooperative Pricing resolution; and

**WHEREAS**, the Lead Agency entering into contracts on behalf of the Clinton Township Board of Education shall be responsible for complying with the provision of the Local Public Contracts Law (N.J.S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, pursuant to the provisions of N.J.S. 40A:11-11(5) Clinton Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency for the purchase of work materials and supplies, as needed;

**NOW, THEREFORE, BE IT RESOLVED**, that the Clinton Township Board of Education authorizes administration to enter into a cooperative pricing agreement with Educational Services Inc. for the purchase of work materials and supplies, for the 2021-2022 school year as needed.

**O.35 CODE OF CONDUCT FOR REMOTE MEETINGS**

**BE IT RESOLVED**, that the Clinton Township Board of Education will follow the New Jersey School Boards Association Code of Conduct for Remote Meetings.

**Board of Education Roll Call Vote on O.4 through O.35**

	<u>Dr.</u> <u>Brasher</u>	<u>Ms.</u> <u>Brennan</u>	<u>Ms.</u> <u>Creighton</u>	<u>Ms.</u> <u>Emery</u>	<u>Dr.</u> <u>Grantham</u>	<u>Mr.</u> <u>Hornick</u>	<u>Ms.</u> <u>Kaltenbach</u>	<u>Ms.</u> <u>Oliver</u>	<u>Dr.</u> <u>Riihimaki</u>
<b>Motion</b>				Motioned	2nd				
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**POLICY:**

**Ms. Brennan requested a motion and a second on the following resolution, Action Item 21-PR-015.**

**Action Item 21-PR-015**

**WHEREAS**, New Jersey school districts are required by New Jersey statutes, administrative codes, and New Jersey Department of Education mandates to develop and adopt policies and regulations regarding school district operations; and

**WHEREAS**, the Clinton Township Board of Education and administrative staff, working with Strauss Esmay Associates, L.L.P, have updated a bylaw; and

**WHEREAS**, the Board of Education is allowed to suspend Bylaw 0131 that requires two readings and adopt Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, in accordance with N.J.A.C. 5:39-1.1 through 1.7, promulgated by the Department of Community Affairs;

**NOW THEREFORE BE IT RESOLVED**, the Clinton Township Board of Education approves the reading of the following bylaw at this Board Meeting on January 6, 2021:

- Bylaw 0164.6, Remote Public Board Meetings During a Declared Emergency (M)

**FURTHERMORE BE IT RESOLVED**, this bylaw shall be approved by the Board for adoption after this reading at the January 6, 2021 Board Meeting.

**Board of Education Roll Call Vote on 21-PR-015**

	<u>Dr.</u> <u>Brasher</u>	<u>Ms.</u> <u>Brennan</u>	<u>Ms.</u> <u>Creighton</u>	<u>Ms.</u> <u>Emery</u>	<u>Dr.</u> <u>Grantham</u>	<u>Mr.</u> <u>Hornick</u>	<u>Ms.</u> <u>Kaltenbach</u>	<u>Ms.</u> <u>Oliver</u>	<u>Dr.</u> <u>Riihimaki</u>
<b>Motion</b>							Motioned		2nd
<b>Aye</b>	X	X	X	X	X	X	X	X	X
<b>Nay</b>									
<b>Abstain</b>									
<b>Absent</b>									

**9 Yes Votes - Motion Carries**

**SECOND RECOGNITION OF THE PUBLIC:**

No requests to speak were received from the public.

**ADJOURNMENT:**

Ms. Brennan announced that the next meeting is scheduled for January 25, 2021.

**Action 21-AJ-021:**

**Motion made** by Ms. Oliver, seconded by Ms. Creighton to adjourn the meeting of the Clinton Township Board of Education at 7:57 p.m.

**By Consensus - 9 Ayes**

**NEXT MEETING DATES**

January 25, 2021	July 26, 2021
February 22, 2021	August 23, 2021
March 15, 2021	September 27, 2021
April 26, 2021	October 25, 2021
May 10, 2021	November 22, 2021
June 28, 2021	December 20, 2021
	January 5, 2022 (Organization Meeting)

Respectfully submitted,



Mark Kramer  
School Business Administrator/Board Secretary  
Board of Education Approved: 1/25/2021