

**SUNSHINE NOTICE**

*Adequate notice of this meeting was provided by the Board Secretary. It was posted in the Borough Hall, communicated to the South Jersey Times, and filed with the Clerk of the Municipality.*

**MISSION STATEMENT**

*Clayton Public School District will collaborate with parents and the community to provide a safe, caring, and engaging learning environment where all students achieve the Common Core State Standards along with the knowledge, skills, and experiences to succeed in a global society.*

**ORDER OF BUSINESS  
CLAYTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
Clayton High School Cafeteria  
January 10, 2017 7 p.m.**

**I. OPENING PROCEDURES**

- A. Call to Order by the Chair – Frances Adler
- B. Pledge of Allegiance
- C. Presentation of Business by Visitors for Approval as to Agenda Placement

**II. SCHOOL BUSINESS**

**A. Reorganization of the Board of Education**

**1. Official Election Results (alphabetically)**

Three Year Term :

Anthony Grafton	2190 Votes
Scott Werkheiser	2169 Votes
Caitlin Wolak	2266 Votes

Two Year Term: Stacey Weinert 45 Write in Votes

One Year Term: Bailey Burnett 8 Write in Votes

**2. Announcement of Terms of Office and Administration of the Oath of Office to New Board Members and Code of Ethics– Frances Adler**

<u>2019</u>	<u>2018</u>	<u>2017</u>
Anthony Grafton	Paul Connell	Bailey Burnett
Scott Werkheiser	Robin Roche	Ron Durham
Caitlin Wolak	Stacey Weinert	Milton Reuter

**3. Roll Call: Bailey Burnett, Allen Paul Connell, Ron Durham, Anthony Grafton, Milton Reuter, Robin Roche, Stacey Weinert, Scott Werkheiser, Caitlin Wolak**

4. Elect the Board of Education President – Frances Adler
  - a. Open the Floor for Nominations
  - b. Close the Floor for Nominations
  - c. Roll Call Vote

Newly Elected Board President Assumes the Chair

5. Elect the Board of Education Vice President
  - a. Open the Floor for Nominations
  - b. Close the Floor for Nominations
  - c. Roll Call Vote
6. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)
7. Approve collection and maintenance of student records according to 6A:32-7.3
8. Designate the Newspaper of Record – South Jersey Times
9. Establish an Annual Meeting Calendar from January through December 2017 - Attachment II A 9
10. Board of Education Accounts/Banking Resolution Recommendation

Approve the following resolution: BE IT RESOLVED that Fulton Bank of New Jersey be designated as the approved depository for Clayton Public School District funds and that the financial institute be required to be insured by either SLIC or the FDIC and/or as required by both Federal and State statutes; AND BE IT FURTHER RESOLVED that the following warrant signatures be approved as follows:

Clayton BOE Warrant Account	Board President, Treasurer, Business Administrator
Clayton BOE Capital Reserve Account	Treasurer, Business Administrator
Clayton BOE Capital Projects Account	Treasurer, Business Administrator
Clayton BOE Payroll Account	Treasurer
Clayton BOE Payroll Agency Account	Treasurer
Clayton BOE Cafeteria Account	Accounts Payable Clerk, Business Administrator

Elementary General Account/Activities	Building Principal, Business Administrator
Clayton BOE Athletic Account	Business Administrator, High School Principal, Assistant Principal, Athletics
Clayton High School Principal Checking Account	Business Administrator, Building Principal
Clayton High School General/Activities	Business Administrator, Building Principal
Clayton BOE Petty Cash Account	Business Administrator
Clayton BOE POp Kramer Memorial Scholarship	Business Administrator
Clayton BOE Ed Anton Memorial Scholarship	Business Administrator
Clayton BOE Emma Painter Memorial Scholarship	Business Administrator
Autumn Pasquale Scholarship Fund	Business Administrator

11. Appointments January 1, 2017 Through December 31, 2017  
Recommendation

Approve the following appointments:

- a. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named
- b. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – to be named
- c. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association – to be named
- d. Appoint a Parliamentarian and approve Parliamentary Procedures – to be named
- e. Appoint a Public Agency Compliance Officer – Frances Adler
- f. Appoint a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
- g. Appoint a Board Secretary – Frances Adler
- h. Appoint a Custodian of Records (OPRA) – Frances Adler
- i. Appoint a Custodian of Student Records – Patricia Reuter
- j. Appoint an Acting Board Secretary for Emergency Purposes – Denise Cliver

- k. Appoint a Homeless Liaison – Rosalyn Downes
- l. Appoint a Title IX Coordinator – Daniel Antonelli
- m. Appoint an Affirmative Action Officer – Joseph Valentino
- n.. Appoint a HIB Coordinator – Joseph Valentino
- o. Appoint Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
  - p. Appoint an ADA Coordinator – Charles Schriver
  - q. Appoint a Qualified Purchasing Agent – Frances Adler with Thresholds: Bid - \$40,000; Quotes - \$6,000 pursuant to N.J.S.A. 40A:11-3(a) and (c); 18A:18A-3(1) and (c).
  - r. Appoint a Working Papers Issuance Officer – Patricia Reuter
  - s. Appoint a Substance Awareness Coordinator – Debbie Marrero
  - t.. Appoint Jeff Owens as Right to Know/Chemical Hygiene Officer and Adopt the Plan
  - u. Appoint Charles Schriver as Safety and Health Designee and Readopt the Safety and Security Plan
  - v. Appoint Integrated Pest Management Coordinator – Charles Schriver
  - w. Appoint Indoor Air Quality Designee – Charles Schriver
  - x. Appoint Right to Know Coordinator - Charles Schriver
  - y. Renew the Recognition of the Official Bargaining Units – Clayton Education Association and the Clayton Administrators’ Association

12. Business Office

Recommendation

- a. Establish Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.
- b. Approve Cooperative Purchasing Agreements
- c. Approve Minimum Chart of Accounts
- d. Approve Procurement of Goods and Services through State Agencies (State Contracts)
- e. Approve Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
- f. Approve payment of bills when necessary between Board meetings with the approval of the Superintendent of Schools. All bills paid will be submitted to the Board at the next regular meeting for ratification.
- g. Approve the Superintendent and Business Administrator to approve line item budget transfers as necessary between Board of Education meetings. All such transfers will be reported to the

Board of Education, ratified, and duly recorded in the minutes of the next regular meeting (N.J.S.A. 18A:22-8.1 amended).

13. Approve to Continue Participation with NJSIAA
14. Approve the existing Organizational Chart
15. Approve to dissolve all Standing Committees  
Board President to Appoint members to the following committees for the time period January 2017 through December 2017 per the Bylaws: Finance and Facilities; Policy and Legislation; Curriculum and Instruction.

III. PERSONNEL

A. Resignation - Attachment III A  
Recommendation

Daniel Marakowski is resigning from his position as Technology Coordinator for the District effective February 8, 2017.

IV. VISITORS' REMARKS

Anyone wishing to address the Board of Education during visitors' remarks must state their name and address prior to addressing the Board. Individuals should be aware that the Board cannot discuss personnel issues or items governed by confidentiality laws in the open public session. These matters need to be discussed with the Board of Education in Executive Session.

V. ADJOURNMENT