

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.

DISTRICT GOALS

- 1) *Improve student achievement through increased student engagement utilizing technology and enhanced articulation.*
- 2) *Increase community outreach and improve communication throughout the District to allow for a positive student-centered environment.*
- 3) *Continue fiscal responsibility by examining efficiencies, internal controls, and structure.*

ORDER OF BUSINESS

BOARD OF EDUCATION

CLAYTON PUBLIC SCHOOL DISTRICT

Clayton High School Cafeteria

January 5, 2016 6:30 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 :	Alan Paul Connell	778 Votes
	Jeff Radio	649 Votes
	Robin Roche	812 Votes
	Write In Candidates	35 Votes
 - 2. Administration of the Oath of Office to New Board Members – Frances Adler
 - 3. Roll Call: Allen Paul Connell, Ron Durham, Anthony Grafton, Elizabeth Kellum, Dawn Milligan, Milton Reuter, Robin Roche, Edwardo Rojas
 - 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, 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 2016 through January 2017 Reorganization. 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, 2016 Through December 31, 2016
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 Property & Casualty Insurance Broker for the District – Brown & Brown, Inc.
- 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 a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
- n. Appoint an Affirmative Action Officer – Joseph Valentino
- o. Appoint a HIB Coordinator – Joseph Valentino
- p. Appoint Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
- q. Appoint an ADA Coordinator – Dwayne Hickman
- r. 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).
- s. Appoint a Working Papers Issuance Officer – Patricia Reuter
- t. Appoint a Substance Awareness Coordinator – Debbie Marrero
- u. Appoint Jeff Owens as Right to Know/Chemical Hygiene Officer and Adopt the Plan
- v. Appoint Lisa Twomey as Safety and Health Designee and Readopt the Safety and Security Plan
- w. Appoint Integrated Pest Management Coordinator – Dwayne Hickman
- x. Appoint Indoor Air Quality Designee – Dwayne Hickman
- y. Renew the Recognition of the Official Bargaining Units – Clayton Education Association and the Clayton Administrators' Association

12. Business Office

- 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 2016 through December 2016 per the Bylaws: Finance and Facilities; Policy and Legislation; Curriculum and Instruction.

III. 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.

IV. SCHOOL BUSINESS

- A. Change Order for Arthur J. Ogren, Inc. - Attachment IV A
Recommendation

Approve the change order for Arthur J. Ogren Inc. in the amount of (\$339,115) as per the attachment provided. Total new contract sum will be \$7,336,885.

- B. Contract with ATC Group Services LLC
Recommendation

Approve the contract with ATC Group Services LLC for construction testing and inspection on the capital project in the amount \$33,755. Proposal available to review at Board meeting.

V. PERSONNEL

- A. Bus Driver
Recommendation

Approve Barbara Metzger as a Bus Driver for the St. Michael's run 5 hours per day 5 days per week at the rate of \$13.50 per hour plus sports runs for the 2015-2016 school year pending receipt of required paperwork as recommended by the Superintendent.

- B. Resignation - Attachment V B
Recommendation

Accept Gabrielle Leone's resignation from her position as part-time Elementary School Nurse effective immediately.

VI. ADJOURNMENT