

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 New Jersey Student Learning Standards along with the knowledge, skills, and experiences to succeed in a global society.

VISION STATEMENT: Preparing Students for the Opportunities of Today and the Future

DISTRICT GOALS:

- 1) Develop a 3-year District strategic plan by June 2018.
- 2) To apply and submit an application for Green Sustainability by June 2018 and work towards certification by January 2019.
- 3) Develop an evaluation tool to accurately assess the resources that support implementation of our District curriculum by June 2018.
- 4) Create and develop opportunities for adult programming throughout the 2017-2018 school year.

**ORDER OF BUSINESS  
BOARD OF EDUCATION  
CLAYTON PUBLIC SCHOOL DISTRICT  
Clayton High School Cafeteria  
January 9, 2018 7 p.m.**

I. REORGANIZATION OF THE BOARD OF EDUCATION

A. Call to Order by the School Business Administrator/Board Secretary

B. Pledge of Allegiance

C. Official Election Results

<b>Ronald Durham</b>	<b>1,170</b>
<b>Jeremiah Long</b>	<b>1,040</b>
<b>Milton Reuter, III</b>	<b>974</b>
Bailey M. Burnett	786
Write-In	83

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

2020	Ron Durham, Jeremiah Long, Milton Reuter
2019	Bailey Burnett*, Anthony Grafton, Caite Wolak *To fill the remainder of Scott Werkheiser’s term
2018	Paul Connell, Robin Roche, Stacey Ryan

E. Roll Call

- F. Elect the Board of Education President – Frances Adler
  - 1. Open the Floor for Nominations
  - 2. Close the Floor for Nominations
  - 3. Roll Call Vote

Newly Elected Board President Assumes the Chair

- G. Elect the Board of Education Vice President
  - 1. Open the Floor for Nominations
  - 2. Close the Floor for Nominations
  - 3. Roll Call Vote
- H. Appoint Bailey Burnett to fill the unexpired term of Scott Werkheiser.
- I. Presentation of Business by Visitor(s) for Approval as to Agenda Placement

II. COMMITTEE REPORTS

- A. Reports from the Liaisons
- B. Reports from the Standing Committees/Ad Hoc Committees - None

III. VISITORS’ REMARKS FOR COMMENTS ON AGENDA ITEMS

Anyone wishing to address the Board during Visitor’s’ 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 in Executive Session.

IV. SCHOOL BUSINESS

- A. Clippers of the Month/Recognitions/Principals’ Minutes - Attachment IV A

- 1. Clippers of the Month

ES	Harper Valenti, Sophia Wiseburn, Clara Menager, Tony Terregino, Noella Diaz, Robert Allen, Trinity Thornton
MS	William Pedrick, Cassidy Mazurek, Michaela Garrison
HS	Daniela Gonzalez, Kellie Praul, Emine Bicak, Charles Cliver

- 2. Recognition of Nia Thompson, Scholastic Storyworks’ Flood Contest Winner
- 3. Principals’ Minutes

BREAK

I. REORGANIZATION CONTINUED

J. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)

K. Approve collection and maintenance of student records according to 6A:32-7.3

L. Designate the Newspapers of Record – South Jersey Times; Sentinel; Clayton Free Press

M. Establish an Annual Meeting Calendar from January through December 2018 - Attachment I M

N. 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
Performing Arts Center	Business Administrator

O. Appointments January 1, 2018 Through December 31, 2018

Recommendation

Approve the following appointments:

1. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named
2. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – to be named
3. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association – to be named
4. Appoint a Parliamentarian and approve Parliamentary Procedures – to be named
5. Appoint a Public Agency Compliance Officer – Frances Adler
6. Appoint a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
7. Appoint a Board Secretary – Frances Adler
8. Appoint a Custodian of Records (OPRA) – Frances Adler
9. Appoint a Custodian of Student Records – Debra Hocker
10. Appoint an Acting Board Secretary for Emergency Purposes – Denise Cliver and/or Renee Lavelle
11. Appoint a Homeless Liaison – Rosalyn Downes
12. Appoint a Title IX Coordinator – Daniel Antonelli
13. Appoint an Affirmative Action Officer – Joseph Valentino
14. Appoint a HIB Coordinator – Joseph Valentino
15. Appoint Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
16. Appoint an ADA Coordinator – Charles Schriver
17. 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).
18. Appoint a Working Papers Issuance Officer – Debra Hocker
19. Appoint a Substance Awareness Coordinator – Debbie Marrero
20. Appoint Jeff Owens as Right to Know/Chemical Hygiene

Officer

and Adopt the Plan

21. Appoint Charles Schriver as Safety and Health Designee
22. Appoint Integrated Pest Management Coordinator – Charles Schriver
23. Appoint Indoor Air Quality Designee – Charles Schriver
24. Appoint Right to Know Coordinator - Charles Schriver
25. Renew the Recognition of the Official Bargaining Units – Clayton Education Association and the Clayton Administrators’ Association
26. School Safety Specialist - Nikolaos Koutsogiannis

P. Business Office  
Recommendation

1. Establish Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.
2. Approve Cooperative Purchasing Agreements
3. Approve Minimum Chart of Accounts
4. Approve Procurement of Goods and Services through State Agencies (State Contracts)
5. Approve Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
6. 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.
7. 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).

Q. Approve to Continue Participation with NJSIAA

R. Approve the existing Organizational Chart

S. Approve to dissolve all Standing Committees  
Board President to Appoint members to the following committees for the time period January 2018 through December 2018 per the Bylaws: Finance and Facilities; Policy and Legislation; Curriculum and Instruction.

IV. SCHOOL BUSINESS CONTINUED

B. Safety and Security Plan - Attachment IV B  
Recommendation

Approve the revised Safety and Security Plan.

C. Field Trips and Activities - Attachment IV C  
Recommendation

Approve the field trips and activities.

D. Field Experience/Practicum Placements  
Recommendation

Approve field experience and practicum placements for the spring 2018 semester as follows:

Xavier Joyner	Rowan	With Rebecca New and Christian Thomas for Health/Physical Education K-5
April Szymczyk	Rowan	With Rebecca New and Christian Thomas for Health/Physical Education K-5
Kim Dougherty	Rowan	With Rebecca New and Christian Thomas for Health/Physical Education K-5
Daniel Leanza	Rowan	With Guidance Department for Guidance
Chelsea Johnson	Rowan	With Gregory Esposito for School Psychology

E. Disposal of Equipment  
Recommendation

Grant approval for the disposal of old and broken drums, drum sets, incomplete and broken hardware, and broken wind cases at both buildings.

F. High School Course Selection Guide for 2018-2019 - Attachment IV F  
Recommendation

Approve the 2018-2019 High School Course Selection Guide.

G. On-Demand Tutoring Program  
Recommendation

Approve the On-Demand Tutoring Program to provide tutoring to students in ELA and Math as requested by students, parents, and teachers in first through twelfth grades for one-hour sessions.

H. Agreement with St. Michael's for Nonpublic Security Oversight  
Recommendation

Approve the agreement with St. Michael's for Nonpublic Security Oversight for the 2017-2018 school year.

I. Change in Disability Insurance Carriers from Aetna to Hartford  
Recommendation

Approve Hartford Insurance as an employee paid disability insurance provider effective January 1, 2018 as Aetna is selling its group disability line to Hartford.

J. Home Instruction  
Recommendation

Approve home instruction as follows:

Student 19095	January 9, 2018 through April 9, 2018	Cherrie Ligameri for Environmental Science CP & English II CP; Holly Shelson for Geometry CP; Frank Venuto for US History 1; and Leah Waring for Spanish 1 CP (\$40 per hour; 5 hours per week; 1 hour per subject)
Student 20050	January 2, 2018 through January 8, 2018	Jacque Rush from Hampton Behavioral Health Center for Algebra II HN, English II HN, Fitness and Nutrition for Life, French II CP, US History 1 AP, PE/Health 2L, Chemistry HN, and Public Speaking and Debate (2 hours per day at \$36 per hour)

V. BUILDINGS AND GROUNDS

- A. Buildings and Grounds Progress Report - Attachment V A  
Recommendation  
Accept the Report.

VI. SCHOOL SAFETY AND SECURITY

- A. School Emergency Evacuation Drills; Violence/Vandalism/Code of Conduct Violations - Attachment VI A  
Recommendation  
Accept the Reports.

VII. PERSONNEL

- A. Workshop Attendance - Attachment VII A  
Recommendation  
Approve attendance at workshops as per the attachment.
- B. Salary Adjustment  
Recommendation  
Approve a salary adjustment for Lisa Brodack to Step 3 Bachelor's Degree plus 30 credits effective February 1, 2018.
- C. Leave of Absence  
Recommendation  
Approve a leave of absence for Employee #7002 beginning April 9, 2017 for the remainder of the 2017-2018 school year.
- D. Course Enrollment/Tuition Reimbursement

Recommendation

Approve the following requests for course enrollment and tuition reimbursement in accordance with the CEA negotiated agreement:

Lisa Brodack (T)	Tuition Reimbursement; “Survey of Mild Learning Disabilities”; fall 2017; Stockton	Not to exceed \$1,950
Lisa Brodack (T)	Course Enrollment; “Assessment and Correction of Learning Disabilities; spring 2018; Stockton	Not to exceed \$2,494.41

E. Hiring

1. 21st CCLC Facilitator

Recommendation

Approve Marcina Hopkins as part-time facilitator for the 21st CCLC Create and Paint and Writing at the rate of \$25 per hour for up to 10 hours per week for the 2017-2018 school year pending receipt of required paperwork as recommended by the Superintendent.

2. On-Demand Tutoring Program Staff Members

Recommendation

Approve the following On-Demand Tutoring Program staff members funded through ESSA-Title I for the 2017-2018 school year pending receipt of required paperwork as recommended by the Superintendent:

Coordinator	Jennifer Guht	\$30/hour; 2 hours/week; 23 weeks
Teachers	Gina Davis, Kathleen DeMaris, Kaitlyn Greenwood, Denise Zambon, Tisa-Nicole Riccardi, Annie Hadley	\$40/hour; 1 hour sessions
Saturday Administrators	Marvin Tucker; Tanya Clark; Alicia Fragoso; Nikolaos Koutsogiannis; Joseph Valentino; Daniel Antonelli	\$50/hour

3. Homebound Instructors

Recommendation

Approve Holly Shelson, Frank Venuto, and Leah Waring as Homebound Instructors at the contracted rate for the 2017-2018 school year pending receipt of required paperwork as recommended by the Superintendent.

VIII. COMMUNICATIONS - None



IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS - None

XI. FINANCIAL REPORTS

A. Report of the Secretary to the Board of Education - Attachment XI A  
Recommendation

Approve the December 31, 2017 Report of the Secretary to the Board of Education.

B. Report of the Treasurer to the Board of Education - Attachment XI B  
Recommendation

Approve the December 31, 2017 Report of the Treasurer to the Board of Education.

C. Appropriations and Revenue Adjustments - Attachment XI C  
Recommendation

Approve the following Appropriations and Revenue Adjustments, if any, as per the attachment.

D. Bill Lists - Attachment XI D  
Recommendation

Approve payment of the Bill Lists as follows:

December 2017 Cafeteria Bill List	\$60,343.48
December 2017 2nd Bill List	\$51,027.27
January 2018 Bill List	\$290,571.44

E. Payroll Reports  
Recommendation

Approve the payroll reports as follows:

December 15, 2017	\$710,680.79
December 22, 2017	\$595,705.10

XII. VISITORS' REMARKS

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XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT