

CLAYTON PUBLIC SCHOOLS BOARD OF EDUCATION

Reorganization Meeting Minutes
January 4, 2022

Prior to the start of the meeting, Mrs. Adler, Board Secretary, swore in Paul Connell, Robin Roche and Nicole Shaw.

I. REORGANIZATION OF THE BOARD OF EDUCATION

- A. Call to Order by the School Business Administrator/Board Secretary - 6 p.m.
- B. Pledge of Allegiance
- C. Official Election Results

Nicole Shaw	1,879
Paul Connell	1,981
Robin Roche	1,879
Write-In (2 year unexpired term) Crystal Greene	15

- D. Announcement of Terms of Office and **Administration of the Oath of Office** to New Board/re-elected Members and Code of Ethics– Frances Adler - Attachment I D

2024	Paul Connell, Robin Roche, Nicole Shaw
2023	Crystal Greene , Jeremiah Long
2022	Susan Giordano, Anthony Grafton, Niamah King, April Ward

- E. Roll Call
Paul Connell, Susan Giordano, Anthony Grafton, Crystal Greene, Niamah King, Jeremiah Long, Robin Roche, Nicole Shaw
- F. Elect the Board of Education President – Frances Adler, Business Administrator
 1. Open the Floor for Nominations
Mr. Long nominated Mr. Connell. Mr. Connell accepted the nomination.
 2. Close the Floor for Nominations
Hearing no other nominations, Mrs. Adler Closed the Floor
 3. Roll Call Vote
Mrs. Adler conducted a roll call vote and Mr. Connell was unanimously elected as Board President and assumed chair.
- G. Elect the Board of Education Vice President
 1. Open the Floor for Nominations – Paul Connell, Board President
Mrs. King nominated Mrs. Roche for Vice President. Mrs. Roche accepted the nomination.
 2. Close the Floor for Nominations
Hearing no other nominations, Mr. Connell closed the Floor.

3. Roll Call Vote

Mrs. Adler conducted a roll call vote and Mrs. Roche was unanimously elected as the Board Vice President.

On motion by Jeremiah Long, seconded Robin Roche and carried by a roll call vote of eight ayes (Connell, Grafton, Giordano, Greene, King, Long, Roche, Shaw), zero nays, and zero abstentions, the Board took the following action on H through L:

- H. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)
- I. Approve collection and maintenance of student records according to 6A:32-7.3
- J. Designate the Newspapers of Record – South Jersey Times; Sentinel; Clayton Free Press
- K. Establish an Annual Meeting Calendar - Attachment I K
- L. Board of Education Accounts/Banking Resolution Recommendation

Approve the following resolution: BE IT RESOLVED that Fulton Bank of NJ be designated as the approved depository for Clayton 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
ES General Account/Activities	Building Principal, Business Administrator
Clayton BOE Athletic Account	Business Administrator, High School Principal, Assistant Principal, Athletics
Clayton HS Principal Checking Account	Business Administrator, Building Principal
Clayton HS General/Activities	Business Administrator, Building Principal
Clayton BOE Petty Cash Account	Business Administrator
Performing Arts Center	Business Administrator

On motion by Jeremiah Long, seconded Robin Roche and carried by a roll call vote of eight ayes (Connell, Grafton, Giordano, Greene, King, Long, Roche, Shaw), zero nays, and zero abstentions, the Board took the following action on letters M through Q.

M. Appointments January 1, 2022 through December 31, 2022
Recommendation

Approve the following appointments:

1. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – Mr. Long
2. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – Mrs. Roche
3. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association – Mr. Connell
4. Appoint a Parliamentarian and approve Parliamentary Procedures – Mr. Grafton
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 – Greg Esposito
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 - \$44,000; 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 – Susan Maxwell
20. Appoint Charles Schriver as Safety and Health Designee
21. Appoint Integrated Pest Management Coordinator – C. Schriver
22. Appoint Indoor Air Quality Designee – C. Schriver
23. Appoint Right to Know Coordinator - C. Schriver
24. Renew the Recognition of the Official Bargaining Units – Clayton Education Assn. and the Clayton Administrators' Assn.
25. School Safety Specialist - Matthew Slater
26. Appoint Wilentz Attorneys at Law as Bond Counsel per Agreement on file

- N. 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 & Standard Operating Procedures
 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).
- O. Approve to Continue Participation with NJSIAA
- P. Approve the existing Organizational Chart
- Q. Approve to dissolve all Standing Committees
Board President to Appoint members to the following committees for the time period January 2022 through December 2022
- New Committee Members and Chairs*
 - Curriculum/Instruction - Long*, Grafton, Ward
 - Finance/Facilities – Roche*, Shaw, King
 - Policy – Shaw*, Giordano, Greene
 - Executive – Long, Roche, Shaw
- R. Presentation of Business by Visitor(s) for Approval as to Agenda Placement

II. VISITORS' REMARKS FOR COMMENTS ON AGENDA ITEMS

Anyone wishing to address the Board 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 in Executive Session.

OPEN PUBLIC COMMENT SESSION

On motion by Jeremiah Long, seconded by Mr. Grafton and carried by voice vote, the meeting was opened to the public for their remarks at 6:18 p.m.

There were no public comments.

CLOSE PUBLIC COMMENT SESSION

On motion by Jeremiah Long, seconded by Anthony Grafton and carried by voice vote, the meeting was closed to the public for their remarks at 6:18 p.m.

III. SCHOOL BUSINESS

Mr. Koutsogiannis, Superintendent, updated the Board on the challenges of operating school due to increases in staff and students with positive Covid tests. He plans to provide an update to the Community about plan to continue virtual learning through January 18. The decision was not made lightly but Mr. Koutsogiannis believes it is best for the health & safety of our students and staff.

Mr. Koutsogiannis, Superintendent, also updated the Board on the policy and procedures for Harrassment, Intimidation and Bullying Appeals as we anticipate an appeal at the next meeting.

IV. UNFINISHED BUSINESS - None

V. NEW BUSINESS – Code of Ethics

Mr. Connell provided copies of the Board Member Code of Ethics and reviewed.

VI. VISITORS' REMARKS

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.

OPEN PUBLIC COMMENT SESSION

On motion by Anthony Grafton, seconded by Robin Roche and carried by voice vote, the meeting was opened to the public for their remarks at 6:41 p.m.

There were no public comments.

CLOSE PUBLIC COMMENT SESSION

On motion by Anthony Grafton, seconded by Nicole Shaw and carried by voice vote, the meeting was closed to the public for their remarks at 6:41 p.m.

VII. EXECUTIVE SESSION – No Executive Session

VIII. ADJOURNMENT

On motion by Anthony Grafton, seconded by Jeremiah Long and carried by voice vote, the meeting was adjourned at 6:42.

Respectfully submitted,

Frances Adler
School Business Administrator/Board Secretary