

CLAYTON PUBLIC SCHOOLS BOARD OF EDUCATION

**Regular Meeting Minutes
March 15, 2022**

I. OPENING PROCEDURES

- A. Call to Order by the President
- B. Pledge of Allegiance
- C. Recording of Attendance: Paul Connell, Susan Giordano, Anthony Grafton, Jeremiah Long, Robin Roche, Nicole Shaw, April Ward
- D. Approval of Minutes for the February 15, 2022 Meeting - Attachment I D
On motion by Anthony Grafton, seconded by Robin Roche and carried by voice vote, the February 15, 2022 meeting minutes were approved.
- E. Presentation of Business by Visitor(s) for Approval as to Agenda Placement - None

II. COMMITTEE REPORTS

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

Curriculum/Instruction	Jeremiah Long (Chair), Anthony Grafton, April Ward
Finance/Facilities	Robin Roche (Chair), Nicole Shaw, Niamah King
Policy	Nicole Shaw (Chair), Crystal Greene, Susan Giordano
Executive	Paul Connell, Jeremiah Long, Robin Roche, Nicole Shaw

III. 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 Anthony Grafton, seconded by Jeremiah Long and carried by voice vote, the meeting was opened to the public for their remarks at 7:03 p.m.

There were no public comments.

On motion by Anthony Grafton, seconded by Jeremiah Long and carried by voice vote, the Public Comment Session was closed at 7:03 p.m.

IV. SCHOOL BUSINESS

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

Elementary	Riley Fluharty, Landen Sontos, Caden Kamara, Jillian Przelomiec, Mehmet Yardim, A.J. Holmes, Russell Eaddy
Middle	Lisa Weber, Aidan Zipkin, Betsairy Marte
High	Zion Brockington, Alexander Mecholsky, Emilia Karpel, Chayse McGough

Scott Uribe, Simmons Elementary School Principal, reported that it’s been a very busy month since our last Board meeting. The Elementary School has concluded their celebration of Black History Month and are now focusing their celebration on Women’s History Month. Wednesday, March 30th, will be a day where all Simmons classrooms will be, in one way or another, studying, working on activities, etc. focused on the great history of achievements of women. The week of February 28th was designated Read Across

America Week. The week featured different themes focusing around our favorite activity – reading! There were grade-level and school-wide challenges set as well. Our students came through with flying colors and completed reading over 64,000 minutes in one week! That is an incredible accomplishment! Because they read so many minutes, Mr. Uribe had to live up to his end of the bargain by dressing up like a giant hot dog last week. He expressed special thanks to Taryn Simmons for coordinating this outstanding week of activities. PBSIS had the Dunkin’ Cruiser return on March 2nd to help bring a little coffee and donut cheer to our faculty and staff for all of their hard work. Everyone always seems more cheerful with coffee and donuts. Spring Picture Day was held on March 4th. The Elementary School is currently collecting items for the people in the Ukraine through the charity “The Unforgotten Haven.” The deadline for this special collection is this coming Friday, March 18th. A list of items that are needed has been sent through our teachers as well as posted on the Simmons Facebook page and our Dojo. The Boosterthon is back once again this year. The big kickoff is set for March 24th with lots of fun, fundraising, and learning once again this year. Mr. Uribe expressed special thanks to our Assistant Principal Ms. Fragoso for coordinating this extravaganza.

Marvin Tucker, Principal of Clayton Middle School, reported that the Middle School Science Fair on February 24th went well. There were very creative projects on display. It was standing room only. A good time was had by all. Winners were as follows: 8th Grade – 1st Place Olivia Thornton; 2nd Place Maya Morrison; 3rd Place Alana Metcalf; 7th Grade – 1st Place Ayden Fajardo; 2nd Place Joseph Connell; 3rd Place Aidan Zipkin. On February 23rd the District held their “Clayton Celebrates Black History Month” event. Each classroom had a focused lesson on an aspect of Black History. There was an African-American Read-In where 6th graders, in class and over the school, recited or acted out poems and speeches and explained why a certain piece of literature is important to them. This was a Flip Grid activity with 69 total responses. There were 4,136 views across the District; 320 comments from students, teachers, and administrators, and 20 hours of discussion so far. The Middle School held a Drop Everything and Read activity on Read Across America Day. Students and teachers read silently to themselves at the designated time for 20 minutes. There was a movie in the Performing Arts Center on March 4th. The Middle School Spring Concert is scheduled for March 31st. The choir will be performing a song from the Disney movie “Encanto.” Spring track will begin on March 24th. There are 50 students participating. Baseball has 14 players. The first practice will be next week. The Middle School Positive Behavior Program, Sail to Success, has organized a basketball tournament for “March Madness” for students displaying respect, responsibility, and integrity. Students who used their tickets to participate will play each other on April 1st. The winning team will play the administrators on April 13th. In addition, there will be a V.I.P. luncheon for students who used their positive behavior tickets on April 3rd. Lunch will be served by staff members.

Joseph Visalli, Clayton High School Principal, reported that on March 3rd the High School students attended a presentation given by motivational speaker Reggie Dabbs. The JROTC Military Ball was held on March 11th. Spring sports have started. Course selection for next school year is in full swing. NJGPA Junior testing took place today and will be happening again tomorrow. There is a staff in-service for the District coming up on March 18th. The Spring Musical “Honk” is scheduled for March 24th through the 26th. April 1st will mark the end of the third marking period. Spring Break begins on April 15th. The Senior Trip is scheduled for April 25th through the 29th.

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- B. Student Representative Report: Nathaniel Pierce
- C. Presentation to Staff Member of the Month: Anna Yanzuk
- D. Audit Presentation - Glen Walton, CPA, Bowman & Co. LLP - Attachment IV D
Copies of the Audit Synopsis were made available to the public.
- E. Accept the 2021 Audit and Approve the Corrective Action Plan Audit - Attachment IV E

On motion by Anthony Grafton, seconded by Jeremiah Long and carried by a roll call vote of seven ayes (Connell, Giordano, Grafton, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board adopted the following Resolution to accept the 2021 Audit and approved the Corrective Action Plan:

WHEREAS the Board of Education of the Clayton Public School District, in accordance with NJSA 18A:23-1 must have a certified External Audit of the District’s accounting and financial transactions; and WHEREAS, the Board of Education received the audit performed by Bowman & Company, LLP and discussed said audit at its public meeting held on March 15, 2022; NOW BE IT RESOLVED that the Clayton Board of Education accepts the audit for the 2020-2021 school year, fiscal year ending June 30, 2021, and approves the Corrective Action Plan (CAP) as following:

Finding	Corrective Action	Method of Implementation
2021-001	The School District was not in compliance with CFR section 210.14, which requires that the net resources in the food service fund to be below its three-month average expenditures at year end.	District will allocate a portion of custodial staff salaries and benefits for time spent in cleaning the areas. Additionally, a portion of the audit fees will be applied here as well. District will also make sure that all equipment needs are met. This will be implemented no later than June 30, 2022.
2021-002	The School District did not complete the Application for State School Aid in accordance with instructions provided by the Office of School Finance, Department of Education. Districts must complete a set of workpapers that document the compilation of data and retain supporting documentation that provides an Audit Trail for testing the information reported on the ASSA report.	District will allocate additional staff to maintain records as needed to rectify this problem and do preliminary testing to ensure accuracy of workpapers. As of October 15, 2021, this is already completed.

- F. Green Team Presentation: Susan Taney

BREAK – The Board took a brief recess from 8 p.m. to 8:10 p.m.

On motion by Robin Roche, seconded by Anthony Grafton and carried by a roll call vote of seven ayes (Connell, Giordano, Grafton, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board took the following action:

G. Transportation Jointures

Approved the following transportation jointures with Clayton as the Host District for the 2021-2022 school year:

Winslow	1 Joiner Student on Route CHS02	3/7/2022 - 6/30/2022	\$1,810
Trenton	1 Joiner Student on Route CHS07	9/1/2022 - 6/30/2022	\$1,971
Pennsauken	1 Joiner Student on Route CHS07	9/1/2021 - 6/30/2022	\$1,971
Jersey City	1 Joiner Student on Route CHS07	9/1/2021 - 6/30/2022	\$,1971
Buena	1 Joiner Student on Route CHS07	9/1/2022 - 6/30/2022	\$,1971

H. Out of District Placement

Approved out of district placement for Student 2813799 at Pineland Learning Center for the remainder of the 2021-2022 school year.

I. Co-Curricular Position Additions

Approved the addition of the following co-curricular positions with a stipend of \$2,510 for each position: Middle School Track; E-Games Team.

J. “Mathical” Book Prize Grant

Granted permission for the administration to apply for the “Mathical” Book Prize grant to be used to update the High School/Middle School Media Center with the “Mathical” Book Prize Collection.

K. Bylaws, Policies, and Regulations - Attachment IV K

1. Approved the following new policies and regulations on the second reading; first reading took place at the February Board meeting:

Policy 5541	Anti-Hazing
Regulation 2460.30	Additional/Compensatory Special Education and Related Services
Regulation 2622	Student Assessment

2. Approved the following revised policies and regulations:

Policy 8465	Bias Crimes & Bias-Related Acts
Regulation 8465	Bias Crimes & Bias-Related Acts

L. ARP Homeless Children & Youth (ARP-HCY) Funds

Authorized the administration to accept the allocation in the amount of \$20,007 and join the consortium with the Gloucester County Special Services School District McKinney-Vento Office.

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- M. ESEA Grant Amendment (FY22)
Authorized the administration to amend Title I & II to account for FY 21 carryover as follows:

Title I	\$44,917
Title II	\$24,294

- N. Resolution to Submit the 2022-2023 Preliminary Budget to the Office of Education
Approved the preliminary 2022-2023 Budget submission and adopt the following resolution:

BE IT RESOLVED that the Clayton Board of Education approves the tentative 2022-2023 school district budget for submission to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

General Fund	\$27,279,246
Special Revenue Fund	\$3,306,791
Debt Service Fund	\$1,215,619
TOTAL BUDGET	\$31,801,656

BE IT RESOLVED to acknowledge that the tentative 2022-2023 budget as described above results in a general fund tax levy of \$9,036,488 and a debt service tax levy of \$1,101,384;

BE IT RESOLVED, that the 2022-2023 Borough of Clayton Board of Education Budget pursuant to N.J.A.C. 6A:23A-14.1 subsection (h)5(ii) includes a withdrawal in Capital Reserve in the amount of \$450,000 for stadium upgrades;

BE IT RESOLVED that a public hearing on the 2022-2023 school budget be held on April 26, 2022, at 7 p.m.;

BE IT THEREFORE RESOLVED that the Secretary to the Board of Education be authorized to advertise said tentative budget in the South Jersey Times in accordance with the form suggested by the State Department of Education and according to law once approved by the Executive County Superintendent.

- O. Authorize the Continuation of Regular Business
Authorized the Superintendent and the School Business Administrator to conduct all regular business including, but not limited to, purchasing, bill paying, payroll processing, line item transfers, grant applications, tuition contracts, transportation contracts, and personnel to be ratified at the next Board meeting.
- P. Home Schooling
Acknowledged home schooling of Student 29095 for the remainder of the 2021-2022 school year.

- Q. Home Instruction
Approved homebound instruction for the following students:

Student 2320999	Apex providing the service
Student 29183	Jefferson Behavioral Health providing the instruction for approximately 5 to 7 days; 2 hours per day
Student 2908599	GCSSSD CRESS providing the service for up to 228 hours
Student 30145	GCSSSD CRESS providing the service for up to 84 hours

- R. Field Trips and Activities - Attachment IV R
Approved the field trips and activities as listed on the attachment.
- S. NJ Commission for the Blind and Visually Impaired Contract
Approved the contract with the NJ Commission for the Blind and Visually Impaired for Student 34007 in the amount of \$2,113 for the 2021-2022 school year.
- T. Preschool Budget for the 2022-2023 School Year
Approved the Preschool Budget in the amount of \$1,621,080 for the 2022-2023 school year.
- U. Travel Resolution 2022-2023
Approved the Maximum Travel Expenditures for the 2022-2023 school year:

WHEREAS, the Borough of Clayton Board of Education policy and N.J.A.C. 6A:23A-7.3 provides that the board of education shall establish a maximum expenditure amount that may be allotted for such travel, workshops and expense reimbursements for the 2022-2023 school year; and

WHEREAS, the Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year;

WHEREAS, the Board of Education has elected to exclude travel expenditures supported by Federal and Local Grant Funds pursuant to N.J.A.C. 6A:23A-7.3; and

WHEREAS, the maximum expenditure amount allotted for travel and expense reimbursement for the 2021-2022 school year is not expected to exceed \$35,000;

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Clayton Board of Education hereby establishes the school district travel maximum for the 2022-2023 school year at a sum of \$41,000; and BE IT FURTHER RESOLVED, that the school business administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

- V. Tuition Contracts 2021-2022 School Year
Approved the tuition contract with Pineland Learning Center for Student 2813799 from March 11, 2022 through June 30, 2022 in the amount of \$20,410.

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- W. Ricoh Printers and Copiers Contract Renewal
Approved the renewal of the contract with Ricoh for printers and copiers for 48 months.

V. BUILDINGS AND GROUNDS

- A. Buildings and Grounds Report - Attachment V A
Approved the Report.
- B. Use of Facilities
Approved the following requests for use of facilities pending receipt of required insurance documentation:

St. Michael’s School	Use of track for practices through 6-30-2022
SJ Baseball League	Use of baseball field to games through 6-30-2022
Kids’ Choice	Use of Simmons Elementary School for the 2022-2023 school year
Play More Sports	Use of gymnasium 2 times per week in April and May 2022

VI. SCHOOL SAFETY AND SECURITY

- A. Violence/Vandalism/Code of Conduct Violations Reports - Attachment VI A
Approved the Reports.
- B. School Emergency Evacuation Drill Reports - Attachment VI B
Approved the Reports.

VII. PERSONNEL

- A. Termination of Employee
Approved the termination of Employee #6625 effective February 28, 2022.
- B. Resignation
Accepted Amy Simpson’s resignation from her position as Custodian effective February 15, 2022.
- C. Salary Adjustment
Approved a salary adjustment for Tisa Caltabiano to Step 6 Master’s Degree effective April 1, 2022.
- D. Course Enrollment
Approved the following request for course enrollment; total reimbursement, upon successful completion of the course and submission of the appropriate paperwork, will be in accordance with the Clayton Education Association negotiated agreement:

Christopher Baker	“Building a Shared Vision” summer 2022 at Wilmington	Not to exceed \$1,530
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- E. Tuition Reimbursement
Approved the following requests for tuition reimbursement in accordance with the Clayton Education Association negotiated agreement:

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Holly Harrington	“School & Community” spring 2022 at Wilmington	Not to exceed \$1,530
Christopher Baker	“School Leadership: Theory & Practice” spring 2022 at Wilmington	Not to exceed \$1,614
Tisa Caltabiano	“Administrative Internship” fall 2021 semester at Wilmington	Not to exceed \$1,548

F. Workshop Attendance - Attachment VII F
Approved attendance at workshops as per the attachment.

G. Volunteers
Approved the following individuals as Volunteers for the 2021-2022 school year pending receipt of required paperwork as recommended by the Superintendent:

Tiajia Hampton	Middle School Track
Ryan Rollo	Baseball
Marques Hall	Track
Steven Cook	Baseball

H. Hiring
Approved the hiring of the following individuals for the 2021-2022 school year pending receipt of required paperwork as recommended by the Superintendent:

1. Zakia Myers as Elementary School Permanent Substitute at the rate of \$100 per day
2. John Reifsneider as Custodian at a salary of \$31,200 prorated
3. Justin Lahn as Custodian at a salary of \$31,200 prorated
4. Richard Brusco as Custodian at a salary of \$31,200 prorated
5. Patricia Jackson as Bus Aide at the rate of \$14 per hour 4.5 hours per day
6. Shweta Gupta as 21st Century Community Learning Center Program Facilitator for Robotics at the rate of \$40 per hour for 2 to 4 hours per week
7. Canaan Gonzalez as 21st Century Community Learning Center Program Substitute Facilitator at the rate of \$40 per hour as needed
8. Deborah Gelston as 21st Century Community Learning Center Program Facilitator for Creative Writing at the rate of \$40 per hour for 2 to 4 hours per week

9. Co-Curricular Appointments

MS Musical	Emily Lupo/Brittany Vierling; ½ stipend each
Boys Track Head	Katelyn Kammerer
Assistant Boys Track	Allison Reuter
Head Girls Track	Michael Placko
Assistant Girls Track	Amanda Hall
Assistant Track	John Chamberlin
MS Boys & Girls Track	Paige Landgraf
Golf	Frank Venuto/Ryan Hahn; ½ stipend each
Head Baseball	Nick Ambrosius
Assistant Baseball	Christopher Baker
MS Baseball	Noah Lehman
Head Softball	Joseph Moore
Assistant Softball	Nancy Kinsley
Boys Tennis	Odilon Perez
Indoor Track Head	Manny Perdue
Weight Training	John Chamberlin
MS Softball	Megan Rulon
Robotics	Holly Jacobs - ½ stipend

VIII. COMMUNICATIONS

- A. 2021-2022 Efficiency Standards Budget Review - Attachment VIII A
- B. NJ School Boards’ Association 2022 Workshop Information - Attachment VIII B

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

XI. FINANCIAL REPORTS

On motion by Anthony Grafton, seconded by Jeremiah Long and carried by a roll call vote of seven ayes (Connell, Giordano, Grafton, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board took the following action:

- A. Report of the Secretary to the Board of Education - Attachment XI A
Approved the February 28, 2022 Report of the Secretary to the Board of Education.

- B. Report of the Treasurer to the Board of Education - Attachment XI B
Approved the February 28, 2022 Report of the Secretary to the Board of Education.
- C. Appropriations and Revenue Adjustments - Attachment XI C
Approved the Appropriations and Revenue Adjustments.

- D. Bill Lists - Attachment XI D
Approved payment of the Bill Lists as follows:

February 2022 2nd Bill List	\$437,194.07
February 2022 Cafeteria Bill List	\$104,853.40
March 2022 Bill List	\$1,014,689.25

- E. Payroll Reports
Approved the Payroll Reports as follows:

2/15/2022	\$702,005.89
2/28/2022	\$713,270.25

- F. Certifications
Certified the following:

1. Board Secretary’s Report February 2022: The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10c3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
2. Treasurer’s Report February 2022: The February 28, 2022 Report of the Treasurer of School Funds for the 2021-2022 school year is in agreement with the Report of the Board Secretary.
3. Board of Education Certification: The Clayton Board of Education hereby certifies, pursuant to N.J.A.C. 6A:23A-16.10c4, that after review of the secretary’s monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or funds have been over-expended in violation of N.J.A.C. 6A:23A-16.10c and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

XII. VISITORS’ REMARKS

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 Anthony Grafton, seconded by Robin Roche and carried by voice vote, the meeting was opened to the public for their remarks at 8:17 p.m.

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There were no public comments.

On motion by Anthony Grafton, seconded by Jeremiah Long and carried by voice vote, the Public Comment Session was closed at 8:17 p.m.

XIII. ADJOURNMENT

On motion by Anthony Grafton, seconded by Robin Roche and carried by voice vote, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Frances Adler
School Business Administrator/Board Secretary