

A regular meeting of the Clayton Public School District was held in the Cafeteria of Clayton High School on January 3, 2023 and was called to order by Board President Paul Connell at 6 p.m. 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.

I. REORGANIZATION OF THE BOARD OF EDUCATION

- A. Call to Order by the Business Administrator
- B. Pledge of Allegiance
- C. Official Election Results

1. Three Year Term

Anna Grant	2,093
Susan Giordano	2,108
April Ward	2,119
Write-In Votes (miscellaneous)	81

2. One Year Unexpired Term (Write Ins)

Niamah King	17
Anthony Grafton	13
Write-In Votes (miscellaneous names)	79

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

2025	Susan Giordano, Anna Grant, April Ward
2024	Paul Connell, Robin Roche, Nicole Shaw
2023	Crystal Greene, Niamah King, Jeremiah Long

E. Roll Call

Paul Connell	12/31/2024	
Susan Giordano	12/31/2025	
Anna Grant	12/31/2025	
Crystal Greene	12/31/2023	
Niamah King	12/31/2023	
Jeremiah Long	12/31/2023	
Robin Roche	12/31/2024	
Nicole Shaw	12/31/2024	
April Ward	12/31/2025	

F. Elect the Board of Education President – Frances Adler, Business Administrator Opens

1. Open the Floor for Nominations – Ms. Adler
Mr. Long nominated Mr. Connell for President. Mr. Connell accepted the nomination.
2. Close the Floor for Nominations
Hearing no other nominations. Ms. Adler closed the floor.
3. Roll Call Vote
Ms. Adler conducted a roll call vote, and Mr. Connell was unanimously elected as Board President and assumed the chair.

G. Elect the Board of Education Vice President

1. Open the Floor for Nominations – Mr. Connell
Mr. Long nominated Ms. Roche for Vice President. Ms. Roche accepted the nomination.
2. Close the Floor for Nominations
Hearing no other nominations, Mr. Connell closed the floor.
3. Roll Call Vote
Ms. Adler conducted a roll call vote, and Ms. Roche was unanimously elected as the Board Vice President.

IV. SCHOOL BUSINESS

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

1. Report from the Liaison
2. Clippers of the Month

The following Clippers of the Month were recognized:

Elementary	Luna Jenny, Alexa Negrete-Salazar, Alayna Martin-Gunther, Amelia Messick, Nicholas Jasinski, Donald Palm, Nyla Dayne-Johnson
Middle	Jayden Hennessey, Trevor Rehm, Layla Zieger
High	Maryella Gillies, Brooke Ryder, Elijah Rodriguez, Joshua Jacobs

3. Principals’ Minutes

Scott Uribe, Principal of Simmons Elementary School, reported that they are looking forward to their first ever 5th Grade Winter Dance on January 27th. He expressed special thanks to the 5th grade parents for their help in coordinating this terrific event. The 100th day of school is right around the corner, and the Elementary School students and staff are working on some special activities to celebrate the day. February is the month where we recognize black history. Elementary School students are busily learning and creating wonderful projects to commemorate this special month.

Marvin Tucker, Clayton Middle School Principal, reported that the Middle School held their winter concert on December 14th. /They had a wonderful event with a large turnout. The Student Council organized a stocking and toy drive for families in need. The Middle School girls’ basketball team will play a game on January 11th at home at 4 p.m. against Berlin. Middle School cheerleading has 22 students involved. The Junior National Honor Society Induction Ceremony will be rescheduled from January 10th to a date not yet determined. School will be closed on January 16th in honor of Dr. Martin Luther King, Jr. Day. January 20th marks the end of the marking period for quarter 2.

Joseph Visalli, Principal of Clayton High School, reported that the winter drama production was a huge success. The winter concert also drew a big crowd. Our girls’ basketball team won the Angela Anderson Classic over winter break. Girls’ wrestler Adrianna Still won 2 matches in the first ever Lady Clipper Classic. Five Clayton wrestlers won titles in the Danny Allen Classic. The Graduate Panel event will return on Thursday, January 5th, with graduates coming back and speaking to the senior class. Fall athletic Awards Night will be held on January 12th. Freshmen Orientation is scheduled for January 25th in the PAC lobby.

4. Student Representative Report - Rebecca Beare

BREAK – The Board took a brief recess from 6:35 p.m. to 6:40 p.m.

I. REORGANIZATION OF THE BOARD OF EDUCATION CONTINUED

H. Approved the Minutes for the December 6, 2022 Meeting - Attachment I H
On motion by Robin Roche, seconded by Crystal Greene and carried by a roll call vote of nine ayes (Connell, Giordano, Grant, Greene, King, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board approved the December 6, 2022 meeting minutes.

I. Presentation of Business by Visitor(s) for Approval as to Agenda Placement - None

On motion by Robin Roche, seconded by Crystal Greene and carried by a roll call vote of nine ayes (Connell, Giordano, Grant, Greene, King, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board took the following action:

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

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

L. Designated the Newspapers of Record – South Jersey Times; Courier Post

M. Established an Annual Meeting Calendar - Attachment I M

N. Board of Education Accounts/Banking Resolution
Approved 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 institution 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

O. Appointments January 1, 2023 through December 31, 2023

Approved the following appointments:

1. Approved a Delegate to the Gloucester County New Jersey School Boards’ Association – Jeremiah Long
2. Approved an Alternate Delegate to the Gloucester County New Jersey School Boards’ Association – Robin Roche
3. Appointed a Gloucester County Representative to the Executive Committee of the New Jersey School Boards’ Association – Paul Connell
4. Appointed a Parliamentarian and approve Parliamentary Procedures – Jeremiah Long
5. Appointed a Public Agency Compliance Officer – Frances Adler
6. Appointed a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
7. Appointed a Board Secretary – Frances Adler
8. Appointed a Custodian of Records (OPRA) – Frances Adler
9. Appointed a Custodian of Student Records – Debra Hocker
10. Appointed an Acting Board Secretary for Emergency Purposes – Denise Cliver and/or Renee Lavelle
11. Appointed a Homeless Liaison – Rosalyn Downes
12. Appointed a Title IX Coordinator – Daniel Antonelli
13. Appointed an Affirmative Action Officer – Gregory Esposito
14. Appointed a HIB Coordinator – Joseph Valentino
15. Appointed Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
16. Appointed an ADA Coordinator – Charles Schriver
17. Appointed a Qualified Purchasing Agent – Frances Adler with Thresholds: Bid - \$44,000; Quotes - \$6,00 pursuant to N.J.S.A.40A:11-3(a) and (c); 18A:18A-3(1) and (c).
18. Appointed a Working Papers Issuance Officer – Debra Hocker
19. Appointed a Substance Awareness Coordinator –Susan Maxwell
20. Appointed Charles Schriver as Safety and Health Designee
21. Appointed Integrated Pest Management Coordinator – Charles Schriver
22. Appointed Indoor Air Quality Designee – Charles Schriver
23. Appointed Right to Know Coordinator - Charles Schriver
24. Renewed the Recognition of the Official Bargaining Units –Clayton Education Assn. and the Clayton Administrators’ Assn.
25. Appointed School Safety Specialists - Matthew Slater and Alicia Fragoso
26. Appointed Wilentz Attorneys at Law as Bond Counsel of Record
27. Appointed Colliers Engineering as Engineer of Record

P. Business Office

1. Established Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.

2. Approved Cooperative Purchasing Agreements
3. Approved Minimum Chart of Accounts & Standard Operating Procedures
4. Approved Procurement of Goods and Services through State Agencies (State Contracts)
5. Approved Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
6. Approved 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. Approved 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. Approved to Continue Participation with NJSIAA

R. Approved the existing Organizational Chart

S. Approved to dissolve all Standing Committees; Board President appointed members to the following committees for the time period January 2023 through December 2023. Chairs*

Curriculum/Instruction	Jeremiah Long*, Robin Roche, Nicole Shaw
Finance/Facilities	Robin Roche*, Niamah King, Susan Giordano
Policy	April Ward*, Crystal Greene, Anna Grant
Executive *	Paul Connell, Jeremiah Long, Robin Roche, April Ward
Negotiations	Paul Connell, Crystal Greene, Nicole Shaw

II. COMMITTEE REPORTS

A. Committee Reports - None

III. VISITOR 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 Nicole Shaw and carried by voice vote, the meeting was opened to the public for their remarks at 6:51 p.m.

There were no public comments.

CLOSE PUBLIC COMMENT SESSION

On motion by Jeremiah Long, seconded by Nicole Shaw and carried by voice vote, the Public Comment Session was closed at 6:51 p.m.

IV. SCHOOL BUSINESS CONTINUED

On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of eight ayes (Connell, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and one abstention (King on Item IV D and IV G), the Board took the following action:

- B. Job Description - Attachment IV B
Approved the revised Preschool Instructional Coach job description.
- C. Donation Acceptance
Accepted a donation of coats for District students from International Paper Retail Packaging.
- D. Gloucester County Special Services School District CRESS Service Proposal
Approved the 2022-2023 Proposal for student 260099 from 11/7/22 through the end of the school year as follows:

Homebound Instruction	308 hours @ \$60/hr	\$24,640
Occupational Therapy	28 hours @ \$98/hr	\$2,744
Physical Therapy	28 hours @ \$98/hr	\$2,744

- E. Field Trips and Activities - Attachment IV E
Approved the field trips and activities.
- F. Receiving Tuition Student
Approved a receiving tuition student contract for Student 24248 with Glassboro Public Schools for the 2022-2023 school year.
- G. Home Instruction
Approved home instruction for Student 2614899 beginning 1/3/2023 through 3/3/2023 with Ariana Cecil/Educere providing the service at \$40 per hour.
- H. Join Purchasing Consortium
Approved administration to join The Interlocal Purchasing System (TIPS) as another cooperative purchasing option.

V. BUILDINGS AND GROUNDS

- A. Buildings and Grounds Report - Attachment V A
Approved the Report.
- B. Use of Facilities
Approved the use of facilities as follows pending receipt of appropriate insurance documentation:

Clayton Junior Wrestling	For practices and matches on various dates
St. Michael's Track Team	For practices two times per week

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. Workshop Attendance - Attachment VII A
Approved attendance at workshops.

- B. **Rescind Employment Offer**
Rescinded employment offer made to Sean Maloney for the Groundskeeper position due to lack of paperwork.
- C. **Rescind Resignation**
Rescinded the acceptance of Melissa Johnston’s resignation from her position as teacher.
- D. **Resignation**
Accepted Solomon Jones’ resignation from his position as Small Group Instructor effective January 4, 2023.
- E. **Leave of Absence**
Approved a leave of absence for Employee # 7195 beginning 2/17/2023 with an estimated return date of 5/30/2023.
- F. **Course Enrollment**
Approved the following requests for course enrollment in accordance with the Clayton Education Association negotiated agreement:

Jamie Eddis (T)	“Child Study Basis Edu Planning” at NJ City University for the fall 2022 semester	Not to exceed \$2,834
Jamie Eddis (T)	“Theory Into Practice” at NJ City University for the spring 2023 semester	Not to exceed \$2,834
Marisa VanOstenbridge (T)	“Multisensory Reading IV” at Fairleigh Dickinson University for the spring 2023 semester	Not to exceed \$2,550
Susan Redfield (T)	“Leadership, Policy, & Ethics in Special Education” at Rowan for the spring 2023 semester	Not to exceed \$2,799
Sandra Grafton (T)	“Multisensory Reading 4” at Fairleigh Dickinson University for the spring 2023 semester	Not to exceed \$2,550
Nancy Lee (T)	“Leading Curriculum Changes” at NJ City University for the spring 2023 semester	Not to exceed \$1858

- G. **Tuition Reimbursement**
Approved the following requests for tuition reimbursement in accordance with the Clayton Education Association negotiated agreement:

Jamie Eddis (T)	“Child Study Basis Edu Planning” at NJ City University for the fall 2022 semester	Not to exceed \$2,834
Marisa VanOstenbridge (T)	“Multi-Sensory Reading III” at Fairleigh Dickinson University for the fall 2022 semester	Not to exceed \$2,550
Susan Redfield (T)	“Current Issues & Research in Access, Success, and Equity in Education for the fall 2022 semester at Rowan University	Not to exceed \$2,799.45
Sandra Grafton (T)	“Multisensory Reading 3” at Fairleigh Dickinson University for the fall 2022 semester	Not to exceed \$2,550

- H. **Hiring**
Approved the hiring of the following individuals for the 2022-2023 school year pending receipt of required paperwork as recommended by the Superintendent:

- 1. Susan Taney as Preschool Instructional Coach at a salary of Step 9 Master’s Degree \$67,172 prorated
- 2. Co-Curricular: Ponce Tinkham as Assistant Football Coach per contracted rate
- 3. Emily Ryan as On-Demand I&RS Tutor for 4 to 8 weeks at the contracted rates
- 4. Jason Berni as Groundskeeper/Maintenance at a salary of \$49,625 prorated
- 5. Melissa Johnson as Elementary School Basic Skills Teacher at a salary of Step 7 ` Bachelor’s Degree \$58,253 prorated

VIII. COMMUNICATIONS - None

IX. UNFINISHED BUSINESS

- A. Revised Budget Calendar - Attachment IX A

X. NEW BUSINESS

- A. Code of Ethics

XI. FINANCIAL REPORTS

On motion by Jeremiah Long, seconded by April Ward and carried by a roll call vote of nine ayes (Connell, Giordano, Grant, Greene, King, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board took the following action:

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

December 2022 2nd Bill List	\$413,222.13
December 2022 Cafeteria Bill List	\$51,544.88

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

12/15/2022	\$847,026.17
12/23/2022	\$755,990.15

XII. VISITORS’ REMARKS

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OPEN PUBLIC COMMENT SESSION

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CLOSE PUBLIC COMMENT SESSION

On motion by Jeremiah Long, seconded by Nicole Shaw and carried by voice vote, the Public Comment Session was closed at 6:51 p.m.

XIII. ADJOURNMENT

On motion by Jeremiah Long, seconded by Nicole Shaw and carried by voice vote, the meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Frances Adler
School Business Administrator/Board Secretary