

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:

Goal 1: Benchmark assessment data will be utilized to determine student COVID-19 learning loss. This information will drive teaching practices, selection of programs, and professional development to positively impact student achievement.

Goal 2: Identify policies and practices in need of equitable attention that will positively impact student achievement for all subgroups. This process will include collecting data through stakeholder surveys, student assessments, and discourse with members of the school community.

Goal 3: Identify and implement strategies to address the social emotional and mental health issues that positively impact student achievement.

**ORDER OF BUSINESS
BOARD OF EDUCATION
CLAYTON PUBLIC SCHOOL DISTRICT
CLAYTON HIGH SCHOOL CAFETERIA
MARCH 14, 2023**

I. OPENING PROCEDURES

- A. Call to Order by the President
- B. Pledge of Allegiance
- C. Recording of Attendance: Paul Connell, Susan Giordano, Anna Grant, Crystal Greene, Niamah King, Jeremiah Long, Robin Roche, Nicole Shaw, April Ward

Paul Connell	12/31/2024	
Robin Roche	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	
Nicole Shaw	12/31/2024	
April Ward	12/31/2025	

- D. Approval of Minutes for the February 14, 2023 Meeting - Attachment I D
- E. 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 Committee - Attachment II B

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, Robin Roche, Jeremiah Long, April Ward

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.

IV. SCHOOL BUSINESS

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

1. Clippers of the Month

Elementary	Ava Coulter, Geneva MacFarland, Maimoona Latoundji, Brayden Bell, Malaya Williams, Robert Fistler, Warren Karwacki
Middle	Teagan Carey, Carson Hyder, Michael Akosah
High	William Barber, Chase Fronczkiewicz, Mario Alavez-Lopez, Anita Bertozzi

2. Principals' Minutes

3. Student Representative Report - Emilia Karpel

B. Presentation to William Pedrick, Eagle Scout

BREAK

C. Audit Presentation - Carol McAllister, Bowman & Company LLP - Attachment IV C
Copies of the Audit Synopsis are available for the public.

D. Accept the 2022 Audit and Approve the Corrective Action Plan
Recommendation

Adopt the following Resolution to accept the 2022 Audit and approve 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 account 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 14, 2023; NOW BE IT RESOLVED that the Clayton Board of Education accepts the audit for the 2021-2022 school year, fiscal year ending June 30, 2022, and approves the Corrective Action Plan (CAP) as follows:

Finding	Corrective Action	Method of Implementation
2022-001	School District's Food Service net cash resources exceeded three months' average expenditures.	District will continue to monitor expenses and 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 there as well.
2022-002	The School District should develop and implement procedures to ensure the low income category on the ASSA Report only includes students with appropriate qualifying documentation.	District will make sure all appropriate documentation is in order.

E. Disposal of Equipment
Recommendation

Approve the disposal of old, broken cafeteria tables at the Elementary School.

F. Home Instruction
Recommendation

Approve home instruction as follows:

Student 27647	3/3/2023 to 5/3/2023	Brookfield Schools at Jefferson providing the instruction at \$40 per hour 2 hours per day 5 days per week (10 hours per week) for Language Arts 8, Social Studies 8, Science 8, and Pre-Algebra 8
Student 28040	2/21/2023 to 4/21/2023	A Step Ahead Inspira Elmer providing the instruction at \$40 per hour 1 hour per day 5 days per week (5 hours per week) for Language Arts 7, Social Studies 7, Science 7, and Math 7
Student 26154	3/6/2023 to 3/20/2023	Brookfield Schools at Jefferson providing the instruction at \$40 per hour 2 hours per day 5 days per week (10 hours per week) for English I CP, Algebra I CP, Environmental Science CP, World Cultures CP

G. 21st Century Community Learning Center Leaders Program
Recommendation

Approve GEN Z Talk provided by Etiquettez for the 21st Century Community Learning Center Leaders Program for 5 sessions at \$50 per session.

H. Field Trips and Activities - Attachment IV H
Recommendation

Approve the field trips and activities as listed on the attachment.

I. Bylaws, Policies, and Regulations - Attachment IV I
Recommendation

1. Approve the first reading of the following new regulation; second reading to take place at the April Board meeting:

Regulation 8420.7	Lockdown Procedures
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2. Approve the following revised policies and regulations:

Policy 5200	Attendance
Regulation 5200	Attendance
Policy 8140	Student Enrollments
Regulation 8140	Enrollment Accounting
Policy 8330	Student Records
Regulation 8330	Student Records
Regulation 8420.2	Bomb Threats

J. Amendment to the 2023 ESEA and IDEA Grants
Recommendation

Authorize the administration to submit amendments to the ESEA & IDEA Grants to account for prior year carry over as follows:

IDEA	\$7,797
Title I (ESEA)	\$122,482
Title II (ESEA)	\$42,411

K. Out of District Placements
Recommendation

Approve the following out of district placements for the 2022-2023 school year:

Student 2200699	GCSSSD Bankbridge Regional South High School
Student 29060	Bankbridge Regional South Middle School

L. SEL Specialist Observation Rubric - Attachment IV L
Recommendation

Approve the Observation Rubric for the SEL Specialist.

M. Transportation Jointure
Recommendation

Approve the following transportation jointure for the 2022-2023 school year:

Parent Transportation Contract - Delsea Regional	Student 32072 & Student 30101 to Elementary School; Student 27690 to Middle School	Beginning 2/16/2023	\$5,775
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N. Sustainable Jersey Grants

These awards will enable the Environmental Club Chairs to use the stipends to continue to make strides with the already-established Environmental Clubs.

Recommendation

Grant permission for the administration to submit grant applications for the 2023 Sustainable Jersey for Schools Grant Program funded by NJEA in the amount of \$2,000 for Simmons Elementary School and \$2,000 for Clayton High School.

O. Job Description - Attachment IV O

Recommendation

Approve the Preschool Intervention and Referral Coach job description.

P. Change Order

Recommendation

Approve Change Order 01-01 in the amount of \$29,985.29 to come from project allowance.

Q. Shared Services Agreement with Salem County Special Services School District - Attachment IV Q

Recommendation

Approve a Shared Services Agreement with Salem County Special Services School District as per the attached rates schedule.

R. Government Entity Settlement Agreement with JUUL Labs Inc.

Recommendation

Accept the settlement offer for claims against JUUL Labs Inc. in the gross amount of \$8,325.

S. Preschool Budget for the 2023-2024 School Year - Attachment IV S

Recommendation

Approve the Preschool Budget in the amount of \$2,443,745 for the 2023-2024 school year.

T. Resolution to Submit the 2023-2024 Preliminary Budget to the Office of Education
Recommendation

Approve the preliminary 2023-2024 Budget submission and adopt the following resolution:

BE IT RESOLVED that the Clayton Board of Education approves the tentative 2023-2024 school district budget for submission to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

General Fund	\$29,054,320
Special Revenue Fund	\$4,442,663
Debt Service Fund	\$1,219,508
TOTAL BUDGET	\$34,716,491

BE IT RESOLVED to acknowledge that the tentative 2023-2024 budget as described above results in a general fund tax levy of \$9,036,488 and a debt service tax levy of \$1,107,729;

BE IT RESOLVED that a public hearing on the 2023-2024 school budget be held on April 25, 2023, 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.

U. Travel Resolution 2023-2024
Recommendation

Approve the Maximum Travel Expenditures for the 2023-2024 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 2023-2024 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 2022-2023 school year is not expected to exceed \$41,000;

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Clayton Board of Education hereby establishes the school district travel maximum for the 2023-2024 school year at a sum of \$45,000; 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. Authorize the Continuation of Regular Business
Recommendation

Authorize 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.

V. BUILDINGS AND GROUNDS

A. Buildings and Grounds Report - Attachment V A
Recommendation

Approve the Report.

B. Use of Facilities
Recommendation

Approve the following requests for use of facilities pending receipt of appropriate insurance documentation:

Special Olympics	Use of track & field for a track meet for a Special Olympics Qualifier on 4/22/2023
St. Michael the Archangel Regional School	Use of track 2 to 3 times per week from 6 p.m. to 7:30 p.m. and 2 Saturdays in March at 12:30 p.m.

VI. SCHOOL SAFETY AND SECURITY

A. Violence/Vandalism/Code of Conduct Violations Reports - Attachment VI A
Recommendation

Approve the Reports.

B. School Emergency Evacuation Drill Reports - Attachment VI B
Recommendation

Approve the Reports.

- C. Harassment, Intimidation, and Bullying Report - Attachment VI C
Recommendation
Approve the Harassment, Intimidation, and Bullying Report.

VII. PERSONNEL

- A. Workshop Attendance - Attachment VII A
Recommendation
Approve attendance at workshops.
- B. Resignation
Recommendation
Accept Matthew McGowan’s resignation from his position as Emotional Support Assistant effective 3/15/2023.
- C. Suspension
Recommendation
Suspend Employee #7225 for 4 days without pay.
- D. Leave of Absence
Recommendation
Approve a leave of absence for Employee #4138 beginning 4/27/2023 and returning to work no later than 6/12/2023.
- E. Salary Adjustment
Recommendation
Approve a salary adjustment for Deborah Gelston to Step 13 Master’s Degree effective 4/1/2023.
- F. Course Enrollment
Recommendation
Approve 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 (T)	“Evolving Role of Principal” summer 2023 semester at Wilmington University	Not to exceed \$1,566
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- G. Tuition Reimbursement
Recommendation
Approve the following requests for tuition reimbursement in accordance with the Clayton Education Association negotiated agreement:

Denise Zambon (T)	“Supervision of Curriculum, Instruction, & Assessment” spring 2023 semester at University of Phoenix	Not to exceed \$1,815
Christopher Baker (T)	“Fiscal Operations” spring 2023 semester at Wilmington University	Not to exceed \$1,566

H. Hiring
Recommendation

Approve the hiring of the following individuals for the 2022-2023 school year pending receipt of required paperwork as recommended by the Superintendent:

1. Co-Curricular Appointments

Head Softball Coach	Joseph Moore
Assistant Softball Coach	Nancy Kinsley
MS Softball Coach	Megan Rulon
Assistant Baseball Coach	Paul Flagg
Head Baseball Coach	Nicholas Ambrosius
MS Baseball Coach	Christopher Baker
Golf Coaches	Ryan Hahn & Frank Venuto; ½ stipend each
Boys Tennis Coach	Odilon Perez
Boys Track Head Coach	Katelyn Kammerer
Boys Track Assistant Coach	Allison Reuter
Head Girls Track Coach	Michael Placko
Assistant Girls Track Coach	Amanda Hall
MS Boys & Girls Track Coach	Paige Landgraf
MS Boys Track Coach	Tiaija Hampton

2. Victoria Molina-Metcalf as part-time Nurse’s Assistant at the rate of \$15 per hour not to exceed 30 hours per week
3. Ashley George as Cafeteria/Playground Aide at the rate of \$14.13 per hour not to exceed 20 hours per week
4. Kaitlin Whartenby as Cafeteria/Playground Aide at the rate of \$14.13 per hour not to exceed 20 hours per week

5. Volunteers

Canaan Gonzalez: Track	John Cali: Softball
Tracy Moore: Softball	Megan Colon: Softball
Ryan Rollo: Baseball	Noah Lehman: Baseball

VIII. COMMUNICATIONS

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

XI. FINANCIAL REPORTS

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

Approve the February 28, 2023 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 February 28, 2023 Report of the Treasurer to the Board of Education.

C. Appropriations and Revenue Adjustments - Attachment XI C
Recommendation

Approve the Appropriations and Revenue Adjustments.

D. Bill Lists - Attachment XI D
Recommendation

Approve payment of the Bill Lists:

February 2023 2nd Bill List	\$601,621.56
February 2023 Cafeteria Bill List	\$177,304.70
March 2023 Bill List	\$1,423,359.63

E. Payroll Reports
Recommendation

Approve the Payroll Reports as follows:

2/15/2023	\$765,970.39
2/28/2023	\$764,744.22

F. Certifications

1. Board Secretary's Report February 2023: 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 2023: The February 28, 2023 Report of the Treasurer of School Funds for the 2022-2023 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

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XIII. EXECUTIVE SESSION

- A. Resolution - Attachment XIII A
Recommendation

Adopt Clayton Board of Education Resolution No. 2023-0314 authorizing an Executive Session for the purpose of discussing matters which are exempt from the public. The length of the session will be approximately 60 minutes or less.

XIV. ADJOURNMENT