

Board President Paul Connell announced that adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975. Notice of the time, place and reason for the meeting were filed with the Clerk of the Municipality, delivered to the South Jersey Times, and posted in the Borough Hall, Herma Simmons Elementary School, Clayton Middle School, Clayton High School and Clayton Board of Education Offices.

**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, Robin Roche, 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  
On motion by April Ward, seconded by Robin Roche and carried by voice vote, the Board approved the February 14, 2023 meeting minutes.
- 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.

**OPEN PUBLIC COMMENT SESSION**

On motion by April Ward, seconded by Susan Giordano 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.

**CLOSE PUBLIC COMMENT SESSION**

On motion by April Ward, seconded by Susan Giordano and carried by voice vote, the Public Comment Session was closed at 7:03 p.m.

IV. SCHOOL BUSINESS

- A. Audit Presentation - Carol McAllister, Bowman & Company LLP presented the audit. Copies of the Audit Synopsis are available for the public. Additionally, the recommendations were read and the board secretary prepared the corrective action plan for Board approval.

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

- 1. Clippers of the Month

The Board recognized the following 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

Scott Uribe, Principal of Simmons Elementary School, reported that the Elementary School has had a busy month since the last Board meeting. They concluded their celebration of Black History Month and are now focusing their celebration on Women’s History Month and National Reading Month. Friday, March 31<sup>st</sup>, will be a day where all Simmons classrooms will be, in one way or another, studying, working on activities, etc. focusing on the great history of achievements of women. March is also dedicated as National Reading Month. The Elementary School will be featuring different themes focusing around their favorite activity – reading. Last week at the Book Smiles Book Fair, students were able to take a few books to add to their personal collections. The Preschool students celebrated Dr. Suess’ birthday with special activities. A school and grade-level reading challenge will begin next week, and the Elementary School will host Camp Read a Lot, a Family Reading Night event next Tuesday evening from 6 p.m. to 7:30 p.m. Spring Picture Day was held on March 8<sup>th</sup>. ESL Family Night is scheduled to take place in the Simmons Media Center this Thursday, March 16<sup>th</sup>, from 6:30 p.m. to 8 p.m. The Boosterthon is back once again this year. The big kick-off is set for Monday, March 27<sup>th</sup>, and will culminate with the Fun Run on Tuesday, April 4<sup>th</sup>. There’s so much fun, fundraising, and learning ahead. Mr. Uribe expressed a big thank you to Ms. Fragoso, the Early Childhood Supervisor, for coordinating this extravaganza. He also thanked everyone for their support.

Marvin Tucker, Middle School Principal, reported that on February 28<sup>th</sup> the Middle School celebrated Black History Month with a focused lesson on an aspect of black history. The staff did a remarkable job with the lessons. Administration observed lessons with highly engaged students from a game in history class to math facts to the voice behind “Darth Vader” in language arts class, all involving black history contributions. The first week in March the Middle Schoolers enjoyed Read Across America activities. There was a book fair and a sit-in and read event as well as a Drop Everything and Read activity. Students and teachers read silently to themselves at the designated time for 20 minutes. Everyone sat in the hallways curled up with a good book. Hardback and paperback books were welcomed. No electronics were allowed! This year’s Middle School Science Fair will be held on March 16<sup>th</sup>. This is the first year we are encompassing sixth graders. We are expecting a packed house. The quarter 3 VIP Lunch is coming up on March 24<sup>th</sup>. March is Women’s Appreciation Month. On March 31<sup>st</sup> every class and lesson will be centered around the contributions of all women. March Madness is just about here. Our Sail to Success Initiative for Positive Behaviors in Schools will have the annual student basketball tournament with students against students on March 31<sup>st</sup>. The winning team will play staff on April 3<sup>rd</sup>. The Middle School Spring Concert is scheduled for March 29<sup>th</sup>. This will

include our delicious pizza fundraiser which helps us raise money for our Positive Behaviors in Schools.

Joseph Visalli, Principal of Clayton High School, reported that the Jazz Festival was held on February 17<sup>th</sup> with 11 bands and a top MC on the East Coast keeping the crowd entertained. The Winter Sports season is all wrapped up. Girls' Winter Track won the Group 1 State Title. The JRTOC Military Ball was held on March 3<sup>rd</sup> at the Clayton Elks Lodge. Springs sports begin this week with scrimmages next week and the season beginning on April 3<sup>rd</sup>. NJGPA State testing for Juniors is being held March 14<sup>th</sup> through the 16<sup>th</sup>. There is a District-wide in-service scheduled for March 17<sup>th</sup>. The third marking period will end on March 24<sup>th</sup>. The Band will be on their annual trip March 30<sup>th</sup> through April 1<sup>st</sup>. Spring break begins on April 7<sup>th</sup>.

3. Student Representative Report - Emilia Karpziel

B. Presentation to William Pedrick, Eagle Scout

BREAK: The Board took a brief recess from 7:30 p.m. to 7:46 p.m.

C. Audit Presentation moved to IV A above.

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

On motion by April Ward, seconded by Susan Giordano and carried by a roll call vote of six ayes (Connell, Giordano, Grant, Greene, Roche, and Ward), zero nays, and zero abstentions, the Board adopted 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.

On motion by Robin Roche, seconded by April Ward and carried by a roll call vote of five ayes (Connell, Giordano, Grant, Roche, and Ward), zero nays, and one abstention (Greene – Item VII A), the Board took the following action:

E. Disposal of Equipment

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

F. Home Instruction

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

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

1. Approved 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. Approved 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

Authorized 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

Approved 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  
Approved the Observation Rubric for the SEL Specialist.

M. Transportation Jointure  
Approved the following transportation jointure for the 2022-2023 school year:

Parent Transportation Contract - Delsea Regional	Student 32072 & Student 30101 to ES; Student 27690 to MS	Beginning 2/16/2023	\$5,775
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N. Sustainable Jersey Grants  
Granted 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. These awards will enable the Environmental Club Chairs to use the stipends to continue to make strides with the already-established Environmental Clubs.

O. Job Description - Attachment IV O  
Approved the Preschool Intervention and Referral Coach job description.

P. Change Order - Attachment IV P  
Approved Change Order 01-01 for LandTek 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  
Approved a Shared Services Agreement with SCSSSD as per the attached rates schedule.

R. Government Entity Settlement Agreement with JUUL Labs Inc.  
Accepted 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  
Approved the Preschool Budget in the amount of \$2,443,745 and the corresponding Plan for the 2023-2024 school year.

T. Resolution to Submit the 2023-2024 Preliminary Budget to the Office of Education  
Approved 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
<b>TOTAL BUDGET</b>	<b>\$34,716,491</b>

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

Approved the Maximum Travel Expenditures Resolution for the 2023-2024 school year as follows:

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; and

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

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.

W. ARP ESSER Grant Amendments

Authorized administration to amend the following grants as needed to accommodate program changes and HVAC projects:

ARP ESSER III (20-488) - Accelerated Learning Coach & Educator Support
ARP ESSER III (20-487)

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 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.

Clayton Men’s Senior Baseball Team	Use of field on Sundays during April & May 2023
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**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.
- C. Harassment, Intimidation, and Bullying Report - Attachment VI C  
Approved the Harassment, Intimidation, and Bullying Report.

**VII. PERSONNEL**

- A. Workshop Attendance - Attachment VII A  
Approved attendance at workshops.
- B. Resignation  
Accepted Matthew McGowan’s resignation from his position as Emotional Support Assistant effective 3/15/2023.
- C. Suspension  
Suspended Employee #7225 for 4 days without pay.
- D. Leave of Absence  
Approved a leave of absence for Employee #4138 beginning 4/27/2023 and returning to work no later than 6/12/2023.
- E. Salary Adjustment  
Approved a salary adjustment for Deborah Gelston to Step 13 Master’s Degree effective 4/1/2023.
- F. 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 (T)	“Evolving Role of Principal” summer 2023 semester at Wilmington University	Not to exceed \$1,566
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- G. Tuition Reimbursement  
Approved 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  
Approved 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 - None

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS – None

XI. FINANCIAL REPORTS

On motion by April Ward, seconded by Robin Roche and carried by a roll call vote of six ayes (Connell, Giordano, Grant, Greene, Roche, and 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, 2023 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, 2023 Report of the Treasurer 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:

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  
Approved the Payroll Reports as follows:

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

- F. Certifications  
Certified the following:

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**

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 Robin Roche, seconded by April Ward and carried by voice vote, the meeting was opened to the public for their remarks at 7:58 p.m.

There were no public comments.

**CLOSE PUBLIC COMMENT SESSION**

On motion by Susan Giordano, seconded by April Ward and carried by voice vote, the Public Comment Session was closed at 7:58 p.m.

**XIII. ADJOURNMENT**

On motion by April Ward, seconded by Robin Roche and carried by voice vote, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Frances Adler  
School Business Administrator/Board Secretary