

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: Literacy will be promoted among the school community as essential for life.
- Goal 2: All classrooms will function in alignment with the goals of behavior management resulting in the promotion of positive, prosocial classroom behaviors and creating classroom environments with few disruptions so students can focus on learning.
- Goal 3: Increase awareness of mental health and its effect on teaching and learning.

**ORDER OF BUSINESS  
BOARD OF EDUCATION  
CLAYTON PUBLIC SCHOOL DISTRICT  
HIGH SCHOOL CAFETERIA  
JANUARY 2, 2024**

**I. REORGANIZATION OF THE BOARD OF EDUCATION**

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

|                  |       |
|------------------|-------|
| Claudine Bond    | 844   |
| Robert Fedore    | 965*  |
| Crystal Greene   | 1426* |
| Erica Leithead   | 919   |
| Jeremiah M. Long | 1208* |
| Write-Ins        | 81    |

\*Newly Elected Board Members

- 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

|      |  |
|------|--|
| 2026 | Robert Fedore, Crystal Greene, Jeremiah Long |
| 2025 | Susan Giordano, Anna Grant, April Ward       |
| 2024 | Paul Connell, Robin Roche, Nicole Shaw       |

E. Roll Call

| Board Member   | Term Expiration | Present Y/N |
|----------------|-----------------|-------------|
| Paul Connell   | 12/2024         |             |
| Robert Fedore  | 12/2026         |             |
| Susan Giordano | 12/2025         |             |
| Anna Grant     | 12/2025         |             |
| Crystal Greene | 12/2026         |             |
| Jeremiah Long  | 12/2026         |             |
| Robin Roche    | 12/2024         |             |
| Nicole Shaw    | 12/2024         |             |
| April Ward     | 12/2025         |             |

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

1. Open the Floor for Nominations
2. Close the Floor for Nominations
3. Roll Call Vote

Newly Elected Board President Assumes the Chair

G. Elect the Board of Education Vice President

1. Open the Floor for Nominations
2. Close the Floor for Nominations
3. Roll Call Vote

**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 - Attachment IV A

|            |  |
|------------|--|
| Elementary | Camryn McCants; Dream Wiggins; Oliver Hamilton; Brayden Feldman; Benjamin Wetzel; Jeremiah Parton; Corey Hewes |
| Middle     | Spencer Leon; Roman Robinson; Noah Crewalk   |
| High       | Zander Taylor; Leigh Ann Nage; Julianna Aguilar; Emmaleigh Smith   |

3. Principals’ Minutes
4. Student Representative Report - Elijah Ortiz

BREAK

B. Audit Presentation 2023 - Bowman and Company - Attachment IV B

**I. REORGANIZATION OF THE BOARD OF EDUCATION CONTINUED**

- H. Approval of Minutes for the December 12, 2023, Meeting - Attachment I H
- I. Presentation of Business by Visitor(s) for Approval as to Agenda Placement
- J. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)
- K. Approve collection and maintenance of student records according to 6A:32-7.3
- L. Establish an Annual Meeting Calendar - Attachment I L
- M. Designate the Newspapers of Record – South Jersey Times; Courier Post
- N. 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 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, 2024 through December 31, 2024  
Recommendation

Approve the following appointments:

1. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named (TBN)
2. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – TBN
3. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association - TBN
4. Appoint a Parliamentarian and approve Parliamentary Procedures – TBN
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 – Mary Pfeifer
10. Appoint an Acting Board Secretary for Emergency Purposes – Megan Mancini
11. Appoint a Homeless Liaison – Rosalyn Downes
12. Appoint a Title IX Coordinator – Daniel Antonelli
13. Appoint an Affirmative Action Officer – Gregory 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 - \$6,600 pursuant to N.J.S.A. 40A:11-3(a) and (c); 18A:18A-3(1) and (c).
18. Appoint a Substance Awareness Coordinator –Susan Maxwell
19. Appoint Architect of Record - Garrison Architects
20. Appoint Charles Schriver as Safety and Health Designee
21. Appoint Integrated Pest Management Coordinator – Charles Schriver
22. Appoint Indoor Air Quality Designee – Charles Schriver
23. Appoint Right to Know Coordinator - Charles Schriver
24. Renew the Recognition of the Official Bargaining Units – Clayton Education Assn. and the Clayton Administrators' Assn.
25. Appoint School Safety Specialists - Matthew Slater and Alicia Fragoso
26. Appoint Wilentz Attorneys at Law as Bond Counsel of Record

- 27. Appoint Colliers Engineering as Engineer of Record
- 28. Appoint Denise Zambon as Performing Arts Center Manager at a stipend of \$5,531 for the 2023-2024 school year

P. 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).

Q. Approve to Continue Participation with NJSIAA

R. Approve the existing Organizational Chart

S. Approve to dissolve all Standing Committees  
Board President to Appoint members to the following committees for the time period January 2024 through December 2024. Chairs\*

|                        |     |
|------------------------|-----|
| Curriculum/Instruction | TBD |
| Finance/Facilities     | TBD |
| Policy                 | TBD |
| Executive *            | TBD |
| Negotiations           | TBD |

**II. COMMITTEE REPORTS**

A. Committee Reports

**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.

**IV. SCHOOL BUSINESS CONTINUED**

- C. Accept the 2023 Annual Financial Comprehensive Report (Audit) and Approve the Corrective Action Plan Recommendation

Adopt the following Resolution to accept the 2023 AFRCR 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, provided an audit synopsis to the public and discussed said audit at its public meeting held January 2, 2024. NOW BE IT RESOLVED that the Clayton Board of Education accepts the annual audit for the 2022-2023 school year, fiscal year ending June 30, 2023, and approves the Corrective Action Plan (CAP) as follows:

| Finding  | Corrective Action  | Method of Implementation  | Person Responsible for Implementation   |
|----------|--|---|---|
| 2023-001 | 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. | Data Coordinator and Student Services Coordinator will meet to compare data prior to submission of ASSA | Data Coordinator (Roselyn Downes) and Student Services Coordinator (Donna Hill) |

- D. Parent Transportation Contract Recommendation

Approve the Parent Transportation Contract with Parent SP to transport Student 3217899 to West End School at \$75 per day for 124 days (\$9,675 total).

- E. Home Instruction Recommendation

Approve home instruction for Student 2506199 with Denise Zambon, Benjamin Lloyd, Noah Schoeler, and Mia Searles providing the instruction for 2 hours per subject at \$45 per hour for 14 hours per week.

- F. Transportation Jointures Recommendation

Approve the following transportation jointures for the 2023-2024 school year:

|  |                           |             |
|--|---------------------------|-------------|
| Camden County ESC - (109 Days) Jan - June 2024 | 2025 Highland High School | \$31,195.80 |
|--|---------------------------|-------------|

- G. Rutgers Subaward Agreement #3160  
Recommendation

Approve the Rutgers Subaward Agreement #3160.

- H. Appropriate 2022-2023 Extraordinary Aid in 2023-2024 Budget  
Recommendation

Approve FY 2023 Extraordinary aid in the amount of \$229,208 into the 2023-2024 Budget in accordance with NJAC 6A:23A-13.3(d) 6. Commission Approval is not required.

- I. Grant Amendment  
Recommendation

Grant approval for the administration to amend the following grants:

|      |                |
|------|----------------|
| ESEA | FY 24 Title I  |
| ESEA | FY 24 Title II |

**V. BUILDINGS AND GROUNDS**

- A. Buildings and Grounds Report - Attachment V A  
Recommendation

Approve the Report.

**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.

**VII. PERSONNEL**

- A. Workshop Attendance - Attachment VII A  
Recommendation

Approve attendance at workshops.

- B. Stipends  
Recommendation

Approve the following grant-funded stipends for the 2023-2024 school year:

|                  |                         |         |
|------------------|-------------------------|---------|
| Emily Martin     | BSCA Grant              | \$2,500 |
| Kathryn Hallinan | BSCA Grant              | \$2,500 |
| Matthew Slater   | 21st CCLC Program Grant | \$5,000 |

C. Course Enrollment/Tuition Reimbursement Recommendation

Approve the following requests for course enrollment and tuition reimbursement in accordance with the Clayton Education Association negotiated agreement:

|                       |                       |  |                          |
|-----------------------|-----------------------|--|--------------------------|
| Mary Ellen Walker (T) | Course Enrollment     | “Instructional Leadership & Supervision” spring 2024 semester at Rowan | Not to exceed \$2,352.72 |
| Jamie Eddis (T)       | Course Enrollment     | “Seminar & Practice in ECE” spring 2024 at NJCU                        | Not to exceed \$2,474.16 |
| Nancy Lee (T)         | Tuition Reimbursement | “EDIC Integrating STEM” fall 2023 semester at NJCU                     | Not to exceed \$2,402.10 |
| Mary Ellen Walker (T) | Tuition Reimbursement | “Educational Organization & Leadership” fall 2023 semester at Rowan    | Not to exceed \$1,347.24 |
| Jamie Eddis (T)       | Tuition Reimbursement | “Intro to Special Education” fall 2023 semester at NJCU                | Not to exceed \$2,464.89 |

D. Hiring Recommendation

Approve the hiring of the following individuals for the 2023-2024 school year pending receipt of required paperwork as recommended by the Superintendent:

- 1) Marisa Lydon as full-time Custodian at a salary of \$32,500 prorated
- 2) Melissa Manon as Emotional Support Assistant at a salary of \$23,500 prorated
- 3) Kristy Stead as Emotional Support Assistant at a salary of \$23,500 prorated
- 4) Denise Zambon and Mia Searles as Homebound Instructors at the contracted rate
- 5) Tina Yilmaz as Aide Support for the Twilight Program at the rate of \$20 per hour 16 hours per week



- 6) Christina Tiesi, Benjamin Lloyd, and Susan Davenport as teachers to supervise the Title I High School Clinic beginning 1/8/2024 through 6/7/2024 at the rate of \$45 per hour 2 days per week
- 7) Zhabre Russell as Social Emotional Learning Specialist at a salary of \$57,178 prorated

**VIII. COMMUNICATIONS**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

- A. Budget Calendar - Attachment X A

**XI. FINANCIAL REPORTS**

- A. Report of the Secretary to the Board of Education - Attachment XI A  
Recommendation  
Approve the November 30, 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 November 30, 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 as follows:

|                         |              |
|-------------------------|--------------|
| December 2023 Bill List | \$987,478.36 |
|-------------------------|--------------|

- E. Certifications
  - 1. Board Secretary’s Report  
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**  
The November 30, 2023 Report of the Treasurer of School Funds for the 2023-2024 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.

F. **Payroll Reports**  
**Recommendation**

Approve the Payroll Reports as follows:

|            |              |
|------------|--------------|
| 12/15/2023 | \$883,758.08 |
| 12/22/2023 | \$755,249.56 |

**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.

**XIII. EXECUTIVE SESSION**

A. **Resolution - Attachment XIII A**  
**Recommendation**

Adopt Clayton Board of Education Resolution No. 2024-0102 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**