

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

- A. Call to Order by the Business Administrator at 6 p.m.
- 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

The Oath of Office was administered to newly elected Board Member Robert Fedore by Frances Adler, School Business Administrator/Board Secretary.

- 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	X
Robert Fedore	12/2026	X
Susan Giordano	12/2025	X
Anna Grant	12/2025	X
Crystal Greene	12/2026	X
Jeremiah Long	12/2026	X
Robin Roche	12/2024	X
Nicole Shaw	12/2024	X
April Ward	12/2025	X

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

- 1. Open the Floor for Nominations  
Ms. Adler opened the floor for nominations. Mr. Long nominated Mr. Connell for Board 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.

Mr. Connell, newly elected Board President, assumed the Chair.

G. Elect the Board of Education Vice President

1. Open the Floor for Nominations  
Mr. Connell opened the floor for nominations. Ms. Giordano nominated Ms. Roche for Board 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 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 - Attachment IV A

The following Clippers of the Month were recognized:

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

4. Principals’ Minutes

Scott Uribe, Elementary School Principal, reported that Clipperville is up and running. The Great Kindness Challenge is set for the week of January 22<sup>nd</sup>. All things kind, all week long. One hundred days of school is right around the corner, and our students and staff are working on some special activities to celebrate. February is Black History Month. Our students will be busy learning and creating wonderful projects to commemorate this special month.

Marvin Tucker, Middle School Principal, reported that the Middle School held their winter concert on December 14<sup>th</sup>. It was a well-attended event, as always. The students sung and played beautifully. He thanked everyone for their support. On December 15<sup>th</sup> all students who demonstrated respect, responsibility, and integrity earned tickets to attend a movie in the Performing Arts Center. Each student in attendance was permitted to bring a friend. Middle School sports are well underway. The girls’ basketball team has 12 students. Upcoming games are January 12<sup>th</sup>, 16<sup>th</sup>, 19<sup>th</sup>, 23<sup>rd</sup>, and 25<sup>th</sup> as well as February 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. The boys’ team has 15 students and will have their first game January 4<sup>th</sup>. The Junior National Honor Society induction ceremony is scheduled for January 11<sup>th</sup>.

Joseph Visalli, Principal of Clayton High School, reported that the High School winter concert was held on December 13<sup>th</sup>. The annual graduate panel discussion where graduates return to talk to current seniors will be held on January 4<sup>th</sup>. On January 24<sup>th</sup> the 9<sup>th</sup> grade elective showcase and freshmen orientation event will be held.

4. Student Representative Report - Elijah Ortiz

BREAK – The Board took a brief recess from 6:35 p.m. to 6:45 p.m.

- 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  
On motion by Jeremiah Long, seconded by Robin Roche and carried by voice vote, the Board approved the minutes for the December 12, 2023 meeting.
- I. Presentation of Business by Visitor(s) for Approval as to Agenda Placement - None
- J. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)  
On motion by Jeremiah Long, seconded by Susan Giordano and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board adopted 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  
On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board approved the collection and maintenance of students records according to 6A:32-73.
- L. Establish an Annual Meeting Calendar - Attachment I L  
On motion by Jeremiah Long, seconded by Nicole Shaw and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board established an Annual Meeting Calendar as follows: February 13, 2024; March 19, 2024; April 30, 2024 (Regular and Public Hearing on the 2024-2025 School District Budget); May 14, 2024; June 11, 2024; August 13, 2024; September 10, 2024; October 8, 2024; November 12, 2024; December 10, 2024; January 7, 2025 (Reorganization Meeting 6 p.m.).
- M. Designate the Newspapers of Record – South Jersey Times; Courier Post  
On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board designated the South Jersey Times and the Courier Post as the Newspapers of Record.
- N. Board of Education Accounts/Banking Resolution  
On motion by Robin Roche, seconded by Jeremiah Long and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board 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, 2024 through December 31, 2024  
 On motion by Jeremiah Long, seconded by Nicole Shaw and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board approved the following appointments:
1. approved a Delegate to the Gloucester County New Jersey School Boards’ Association – Crystal Greene
  2. approved an Alternate Delegate to the Gloucester County New Jersey School Boards’ Association 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 Jeremiah Long as Parliamentarian and approved the Parliamentary Procedures
  5. appointed Frances Adler as Public Agency Compliance Officer
  6. appointed Joseph Valentino as 504 Compliance Officer and adopted the Grievance Procedures
  7. appointed Frances Adler as Board Secretary
  8. appointed Frances Adler as Custodian of Records (OPRA)
  9. appointed Mary Pfeifer as Custodian of Student Records
  10. appointed Megan Mancini as Acting Board Secretary for Emergency Purposes
  11. appointed Rosalyn Downes as Homeless Liaison
  12. appointed Daniel Antonelli as Title IX Coordinator
  13. appointed Gregory Esposito as Affirmative Action Officer
  14. appointed Joseph Valentino as HIB Coordinator
  15. appointed Rosalyn Downes as Liaison for the Department of Children Protection and Permanency
  16. appointed Charles Schriver as ADA Coordinator
  17. appointed Frances Adler as Qualified Purchasing Agent 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. appointed Susan Maxwell as Substance Awareness Coordinator
19. appointed Garrison Architects as Architect of Record
20. appointed Charles Schriver as Safety and Health Designee
21. appointed Charles Schriver as Integrated Pest Management Coordinator
22. appointed Charles Schriver as Indoor Air Quality Designee
23. appointed Charles Schriver as Right to Know Coordinator
24. renewed the recognition of the official bargaining units – Clayton Education Association and the Clayton Administrators’ Association
25. appointed Matthew Slater and Alicia Fragoso as School Safety Specialists
26. appointed Wilentz Attorneys at Law as Bond Counsel of Record
27. appointed Colliers Engineering as Engineer of Record
28. appointed Denise Zambon as Performing Arts Center Manager at a stipend of \$5,531 for the 2023-2024 school year

**P. Business Office**

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

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. Approve to Continue Participation with NJSIAA**

On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board approved continued participation with NJSIAA.

**R. Approve the existing Organizational Chart**

On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board approved the existing Organization Chart.

**S. Approve to dissolve all Standing Committees**

On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board dissolved all Standing Committees and appointed the following committees for the time period January 2024 through December 2024 (Chairs\*):

Curriculum/Instruction ( 5 p.m.)	Jeremiah Long*, Anna Grant, Nicole Shaw
Finance/Facilities (7 p.m.)	Robin Roche*, Crystal Greene, April Ward
Policy (6 p.m.)	Crystal Greene*, Robert Fedore, Susan Giordano

Executive *	Paul Connell, Crystal Greene, Jeremiah Long, Robin Roche
Negotiations	None

**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 April Ward and carried by voice vote, the meeting was opened to the public for their remarks at 7:08 p.m.

There were no public comments.

**CLOSE PUBLIC COMMENT SESSION**

On motion by Jeremiah Long, seconded by April Ward and carried by voice vote, the Public Comment Session was closed at 7:08 p.m.

**IV. SCHOOL BUSINESS CONTINUED**

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

On motion by Jeremiah Long, seconded by Robin Roche and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board adopted the following Resolution to accept the 2023 AFCR 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:

<u>Finding</u>	<u>Corrective Action</u>	<u>Method of Implementation</u>	<u>Person Responsible for Implementation</u>
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 (Rosalyn Downes) and Student Services Coordinator (Donna Hill).

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

D. Parent Transportation Contract approved 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  
approved 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  
approved 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
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G. Rutgers Subaward Agreement #3160  
approved the Rutgers Subaward Agreement #3160.

H. Appropriate 2022-2023 Extraordinary Aid in 2023-2024 Budget  
approved 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  
granted approval for the administration to amend the following grants:

ESEA: FY 24 Title I	ESEA: FY 24 Title II
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On motion by Jeremiah Long, seconded by Nicole Shaw and carried by a roll call vote of nine ayes (Connell, Fedore, Giordano, Grant, Greene, Long, Roche, Shaw, Ward), zero nays, and zero abstentions, the Board took the following action:

**V. BUILDINGS AND GROUNDS**

A. Buildings and Grounds Report - Attachment V A  
approved the Report.

**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**

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

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

B. Stipends  
approved 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 approved 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 approved 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) (Tabled) 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
- B. Code of Ethics Forms Distributed

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



**XI. FINANCIAL REPORTS**

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

December 2023 Bill List	\$987,478.36
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- E. Certifications certified the following:

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 approved 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.

**OPEN PUBLIC COMMENT SESSION**

On motion by Jeremiah Long, seconded by April Ward and carried by voice vote, the meeting was opened to the public for their remarks at 7:15 p.m.

There were no public comments.

**CLOSE PUBLIC COMMENT SESSION**

On motion by Jeremiah Long, seconded by April Ward and carried by voice vote, the Public Comment Session was closed at 7:15 p.m.

**XIII. ADJOURNMENT**

On motion by Jeremiah Long, seconded by Robin Roche and carried by voice vote, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Frances Adler  
School Business Administrator/Board Secretary