

SUNSHINE NOTICE

Adequate notice of this meeting was provided by the Board Secretary. It was posted in the Borough Hall, communicated to the Gloucester County Times and the Sentinel, 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 Common Core State Standards along with the knowledge, skills, and experiences to succeed in a global society.

DISTRICT GOALS

- 1) Improve student achievement through increased student engagement utilizing technology and enhanced articulation.
- 2) Increase community outreach and improve communication throughout the District to allow for a positive student-centered environment.
- 3) Continue fiscal responsibility by examining efficiencies, internal controls, and structure.

**ORDER OF BUSINESS
BOARD OF EDUCATION
CLAYTON PUBLIC SCHOOL DISTRICT
Clayton High School Cafeteria
January 7, 2014**

I. OPENING PROCEDURES

- A. Call to Order by the Chair – Frances Adler
- B. Pledge of Allegiance
- C. Recording of Attendance by the Secretary: John Connelly, Ron Durham, Anthony Grafton, Elizabeth Kellum, Jeremiah Long, Dawn Milligan, Jeff Radio, Edwardo Rojas, Bud Reuter.
- D. Presentation of Business by Visitor(s) for Approval as to Agenda Placement

II. SCHOOL BUSINESS

A. Reorganization of the Board of Education

1. Official Election Results

Three Year Term	Edwardo Rojas	1,230
	Elizabeth Kellum	1,228
	Anthony Grafton	1,179
	Write In Candidates	20
One Year Unexpired Term	Dawn Milligan	1,239
	Write In Candidates	7

- 2. Administration of the Oath of Office to New Board Members – Frances Adler
- 3. Elect the Board of Education President – Frances Adler
 - a. Open the Floor for Nominations
 - b. Close the Floor for Nominations
 - c. Roll Call Vote

Newly Elected Board President Assumes the Chair

- 4. Elect the Board of Education Vice President
 - a. Open the Floor for Nominations
 - b. Close the Floor for Nominations
 - c. Roll Call Vote

5. Minimum Wage Increase - \$8.25 per hour
 Recommendation
 Approve to increase hourly rate for the following employees in accordance with the new Federal Minimum Wage Requirements:
 Elaine Johnson
 Robert Sockwell
 Teresa Nunn
 Shawn Lee

6. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, and the Administrative Handbook)

7. Approve collection and maintenance of student records according to 6A:32-7.3

7. Designate the Newspapers – Gloucester County Times and Sentinel

9. Establish an Annual Meeting Calendar from January 2014 through December 2014
 Unless otherwise noted, meetings are held the third Tuesday of each month at 7:30 p.m. and are preceded by a Work Session which begins at 7 p.m.
 Recommendation
 Approve the Board Meeting Calendar as follows:

January 21, 2014	July 15, 2014
February 18, 2014	August 19, 2014
March 18, 2014	September 16, 2014
April 22, 2014	October 21, 2014
May 20, 2014	November 18, 2014
June 17, 2014	December 16, 2014

10. Board of Education Accounts/Banking Resolution
 Recommendation
 Approve the following resolution:
 BE IT RESOLVED that Fulton Bank of New Jersey be designated as the approved depository for Clayton Public School District funds and that the financial institute 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 Projects Account	CLOSE
Clayton BOE Capital Projects (2010)	CLOSE
Clayton BOE Capital Reserve Account	Treasurer Business Administrator
Clayton BOE Payroll Account	Treasurer
Clayton BOE Payroll Agency Account	Treasurer

Clayton BOE Cafeteria Account	Accounts Payable Clerk Business Administrator
Elementary General Account/Activities	Building Principal Business Administrator
Clayton BOE Athletic Account	Business Administrator High School Principal Asst. 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
Clayton Board of Education Clayton Superintendent Petty Cash Retirement Activities	Business Administrator and Superintendent's Secretary
Clayton BOE Pop Kramer Memorial Scholarship	Business Administrator
Clayton BOE Ed Anton Memorial Scholarship	Business Administrator
Clayton BOE Emma Painter Memorial Scholarship	Business Administrator
Autumn Pasquale Scholarship Fund	Business Administrator

11. Appointments January 1, 2014 Through December 31, 2014
Recommendation

Approve the following appointments:

- a. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named
- b. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – to be named
- c. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association – to be named
- d. Appoint a Parliamentarian and approve Parliamentary Procedures – to be named
- e. Appoint a Public Agency Compliance Officer – Frances Adler
- f. Appoint an Insurance Broker for the District – Brown & Brown, Inc. dba Dalton Insurance Agency and Connor Strong (Health/Dental Benefits)
- g. Appoint a Board Secretary – Frances Adler
- h. Appoint a Custodian of Records (OPRA) – Frances Adler

- i. Appoint a Custodian of Student Records – Rosalyn Downes
 - j. Appoint an Acting Board Secretary for Emergency Purposes – Denise Cliver
 - k. Appoint a Homeless Liaison – Rosalyn Downes
 - l. Appoint a Title IX Coordinator – Daniel Antonelli
 - m. Appoint a 504 Compliance Officer and Adopt the Grievance Procedures – Patrice Taylor (Elementary School); Dennis Haynes (Middle School); Nikolaos Koutsogiannis (High School)
 - n. Appoint an Affirmative Action Officer – Joseph Valentino
 - o. Appoint an HIB Coordinator – Joseph Valentino
 - p. Appoint a Liaison for the Department of Children Protection and Permanency – Joseph Valentino
 - q. Appoint an ADA Coordinator – Ivan Cox
 - r. Appoint a Qualified Purchasing Agent – Frances Adler with Thresholds: Bid - \$36,000; Quotes - \$5,400 pursuant to N.J.S.A. 40A:11-3(a) and (c); 18A:18A-3(1) and (c).
 - s. Appoint a Working Papers Issuance Officer – Patti Reuter
 - t. Appoint a Substance Awareness Coordinator – Debbie Marrero
 - u. Appoint Jeff Owens as Right to Know/Chemical Hygiene Officer and Readopt the Plan
 - v. Appoint Lisa Twomey as Safety and Health Designee and Readopt the Safety and Security Plan
 - w. Appoint Integrated Pest Management Coordinator – Ivan Cox
 - x. Appoint Indoor Air Quality Designee – Ivan Cox
12. Renew the Recognition of the Official Bargaining Units – Clayton Education Association and the Clayton Administrators’ Association
13. Business Office
- a. Establish Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.
 - b. Approve Cooperative Purchasing Agreements
 - c. Approve Minimum Chart of Accounts
 - d. Approve Procurement of Goods and Services through State Agencies (State Contracts)
 - e. Approve Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
 - f. 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.
 - g. 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).
14. Approve to Continue Participation with NJSIAA
15. Approve the existing Organizational Chart
16. Approve to dissolve all Standing Committees

17. School Solicitor
Recommendation
Approve Wayne Streit of Ware, Streit, and Thompson through June 30, 2014, \$130 per hour.
18. Special Counsel
Recommendation
Approve Parker Mc Cay LLC as Special Counsel for labor and special education through June 30, 2014 at the rate of \$160 per hour.
19. Treasurer
Recommendation
Approve Deborah Swietanski as Treasurer at the annual rate of \$6,279 prorated through June 30, 2014.
20. Board President to Appoint members to the following committees for the time period January 2014 through December 2014 per the Bylaws: Finance and Facilities; Policy and Legislation; Curriculum and Instruction.

III. VISITORS' REMARKS

Anyone wishing to address the Board of Education 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 of Education in Executive Session.

IV. ADJOURNMENT