

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 Common Core State 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

**ORDER OF BUSINESS  
BOARD OF EDUCATION  
CLAYTON PUBLIC SCHOOL DISTRICT  
Clayton High School Cafeteria  
December 13, 2016 7:30 p.m.**

**I. OPENING PROCEDURES**

- A. Call to Order by the President
- B. Pledge of Allegiance
- C. Recording of Attendance by the Secretary: Paul Connell, Ron Durham, Anthony Grafton, Elizabeth Kellum, Milton Reuter, Robin Roche, Edwardo Rojas, Scott Werkheiser, Caite Wolak
- D. Approval of the Minutes for the November 15, 2016 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 Committees
  - 1. Curriculum and Instruction: Edwardo Rojas (Chair), Robin Roche, Scott Werkheiser
  - 2. Finance and Facilities: Ron Durham, (Chair), Milton Reuter, Edwardo Rojas
  - 3. Policy and Legislation: Paul Connell (Chair), Elizabeth Kellum, Caite Wolak
  - 4. Negotiations: Ron Durham, Paul Connell
  - 5. Executive: Anthony Grafton; Edwardo Rojas, Ron Durham, Paul Connell

**VISITORS' REMARKS FOR COMMENTS ON AGENDA ITEMS**

Anyone wishing to address the Board during Visitor's' 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.

III. SCHOOL BUSINESS

A. Clippers of the Month/Principals' Minutes - Attachment III A

Elementary: Sophia Hodson, Adriana Casas, Christian Nieves, Cameron Kling,  
Milan Harvey, Jacob Turpin, Isabella Uy

Middle: Brandon Williams, Justin Pessoa, Brian Rivera

High: Blessing Awogbamila, Hatice Akin, Courtney Schaeffer, Steven  
Jiang

Recommendation

Acknowledge their significant achievement.

B. Presentations

1. Audit Presentation - Bowman and Company

2. PARCC Test Results - Tanya Clark

C. Audit - Attachment III C

Recommendation

Accept the 2015-2016 Audit and approve submission to the County Office  
and State. A copy of the Audit Synopsis was made available to the public.

D. Bylaws, Policies, and Regulations - Attachment III D

Recommendation

1. Approve the second reading of the following policies (first reading  
took place at the November 15, 2016 meeting):

3125.2	Employment of Substitute Teachers
1140	Affirmative Action Program
7481	Unmanned Aircraft Systems (UAS also known as Drones)
8454	Management of Pediculosis

2. Approve the second reading of the following regulations (first  
reading took place at the November 15, 2016 meeting):

8441	Care of Injured & Ill Persons
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3. Approve the following revised policies:

2320	Independent Study Programs
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2363	Student Use of Privately-Owned Technology
2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
3431.3	New Jersey's Family Leave Insurance Program
4431.3	New Jersey's Family Leave Insurance Program

4. Approve the following revised regulation:

2440	Summer Session
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E. Tuition Contracts  
Recommendation

Approve the following tuition contracts for the 2016-2017 school year:

Student 27132	Elk Township	\$13,928 (student returned 11-7-2016; therefore, this will be prorated)
Student 26000	Hollydell	\$13,540.50 (estimated)

F. Flexible Spending Account  
Recommendation

Approve the flexible spending account adoption agreement with Benefit Express effective January 1, 2017 which reflects an increase in health care contributions from \$1,000 to \$2,500.

G. GCSSSD CRESS - Attachment III G  
Recommendation

Approve the agreement with CRESS through GCSSSD for professional services for the 2016-2017 school year; we will be billed for programs and services as per the attached rate sheet.

H. Tri-County Conference Budget and Ticket Prices - Attachment III H  
Recommendation

1. Approve the TCC Budget for the 2017-2018 school year.
2. Approve the TCC Ticket Prices for the 2017-2018 school year as follows: West Jersey Football: Adults \$4; Students \$2; TCC Events: Adults \$3; Students \$2

- I. Field Trips and Activities - Attachment III I  
Recommendation  
Approve the field trips and activities as per the attachment.
  
- J. Student Teacher/Field Experience Placements  
Recommendation  
Grant approval for Rowan University students Katherine Brown and Marisa Deal to complete 40 hours of field experience with Danielle Ranieri at Simmons Elementary School.
  
- K. Job Description - Attachment III K  
Recommendation  
Approve the revised job description for Buildings and Grounds Facilities Manager.
  
- L. Home Instruction  
Recommendation  
Approve home instruction for Student 23056 through January 2, 2017 with Denise Zambon providing language arts, science, and social studies instruction and Holly Shelson providing mathematics instruction.
  
- IV. BUILDINGS AND GROUNDS
  - A. Buildings and Grounds Progress Report - Attachment IV A  
Recommendation  
Accept the report.
  
- V. SCHOOL SAFETY AND SECURITY
  - A. School Emergency Evacuation Drills; Violence/Vandalism/Code of Conduct Violations; HIB Report - Attachment V A  
Recommendation  
Accept the reports.
  
- VI. PERSONNEL
  - A. Workshop Attendance - Attachment VI A  
Recommendation  
Approve attendance at workshops as per the attachment.

B. Resignation - Attachment VI B  
Recommendation

Accept Susan Weimer’s resignation from her position as High School and Middle School Nurse effective January 13, 2017.

C. Retirements - Attachment VI C  
Recommendation

Acknowledge the following retirements:

Rosemarie Gerle	Elementary School Teacher	Effective June 30, 2017
Eleonore Schad	Teacher of the Handicapped	Effective February 1, 2017
Patricia Bendell	Elementary School Aide	Effective July 1, 2017
Julia Lomax	Cafeteria Aide	Effective June 30, 2017

D. Course Enrollment/Tuition Reimbursement  
Recommendation

Grant approval of the following course enrollments for the spring 2017 semester; total reimbursement, upon successful completion of the course and submission of the appropriate paperwork, will be in accordance with the CEA negotiated agreement:

Susan Koreck-Maxwell (Tenured)	“Classification of Psychopathology”	Wilmington University	\$1,390
Taryn Simmons (Tenured)	“Distance Learning: Children’s Literature”	Fairleigh Dickinson University	\$2,373
Jamie Quinn (Tenured)	“Research Seminar in Special Education”	Rowan University	\$2,472.70
Susan Verrico (Tenured)	“Theories and Best Practices of Curriculum and Instruction”	University of Phoenix	\$1,005.

E. Termination of Employee #6520  
Recommendation

Discuss in Executive Session.

F. Leave of Absence - Attachment VI F  
Recommendation

Denise Zambon is requesting a medical leave of absence beginning April 24, 2017 for the remainder of the 2016-2017 school year.

G. Hiring

1. School Psychologist  
Recommendation

Approve Karlyn DeMaris as School Psychologist at a salary of Step 4 Master's Degree plus 30 credits \$53,318 prorated for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

2. School Nurse  
Recommendation

Approve Julie Kosylo as School Nurse for the High School and Middle School at a salary of Step 8 Bachelor's Degree \$52,263 prorated for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

3. Homebound Instructors  
Recommendation

Approve Denise Zambon and Holly Shelson as Homebound Instructors for the District at the contracted rate for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

4. Interim High School and Middle School Principal  
Recommendation

Approve Joseph Sottosanti as Interim High School and Middle School Principal at a salary of \$475 per day for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

VII. COMMUNICATIONS

A. Information from Educational Testing Service regarding the 2017 ETS  
Employees' Community Action Fund Scholarship Program - Attachment VII A

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. FINANCIAL REPORTS

- A. Report of the Secretary to the Board of Education - Attachment X A  
Recommendation  
Approve the November 30, 2016 Report of the Secretary to the Board of Education.
  
- B. Report of the Treasurer to the Board of Education - Attachment X B  
Recommendation  
Approve the November 30, 2016 Report of the Treasurer to the Board of Education.
  
- C. Appropriations and Revenue Adjustments - Attachment X C  
Recommendation  
Approve the Appropriations and Revenue Adjustments.
  
- D. Bill Lists - Attachment X D  
Recommendation
  - 1. Approve the 2nd November 2016 Bill List in the amount of \$240,034.40.
  - 2. Approve the November 2016 Cafeteria Bill List in the amount of \$77,559.06.
  - 3. Approve the December 2016 Bill List in the amount of \$520,463.40.
  - 4. Approve the December 2016 Capital Projects Bill List in the amount of \$565,310.23.
  - 5. Approve the December 2016 State Aid Bill List in the amount of \$298,811.
  
- E. Certifications
  - 1. Board Secretary's Report November 2016: In accordance with 18A:17-36 and 18A:17-9 for the month November 2016, 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 November 2016: The November 2016 Report of the Treasurer of School Funds for the 2016-2017 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:

Payroll/Agency	November 15, 2016	\$566,477.14
Payroll/Agency	November 30, 2016	\$570,068.26

G. Voided Checks  
Recommendation

Approve the following voided checks:

# 9523	Benefits Express, From Payroll Agency	Not re-issued
#45403	Great Adventure, Lost in the mail	Re-issued

XI. VISITORS' REMARKS

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XII. EXECUTIVE SESSION

- A. Adopt Clayton Board of Education Resolution No. 2016-1213 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. - Attachment XII A

XIII. ADJOURNMENT