

REVISED 8-20-2013

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 and enhanced articulation.*
2. *Increase community outreach and improve communication to allow for an efficient, effective, and positive student-centered environment.*
3. *Plan for facility and infrastructure needs of the future and improve the maintenance and appearance of current facilities.*

**ORDER OF BUSINESS
BOARD OF EDUCATION
CLAYTON PUBLIC SCHOOL DISTRICT
Clayton High School Cafeteria
August 20, 2013
7:30 p.m.**

I. OPENING PROCEDURES

- A. Call to Order by the Board President
- 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, Milton Reuter, Eduardo Rojas
- D. Approval of Minutes for the July 16, 2013 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 Standing Committees and Ad Hoc Committees
 1. Curriculum Committee: Jeremiah Long, Chair; John Connelly; Ed Rojas
 2. Finance & Facilities: Dawn Milligan, Chair; Ron Durham; Jeff Radio
 3. Policy Committee: Bud Reuter, Chair; Elizabeth Kellum; Ed Rojas
 4. Executive Committee: Jeremiah Long; Dawn Milligan; Bud Reuter

IV. EXECUTIVE SESSION

- A. Adopt Clayton Board of Education Resolution No. 0213-0820(a) authorizing an Executive Session for the purpose of discussing personnel. The length of the session will be approximately 60 minutes or less. – Attachment IV A

V. SCHOOL BUSINESS

- A. Principals' Minutes

VISITORS' REMARKS FOR COMMENTS ON AGENDA ITEMS

Anyone wishing to address the Board of Education during visitors' remarks regarding comments on agenda items 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.

- B. Amended Breakfast and Lunch Prices for the 2013-2014 School Year
Recommendation
Amend the breakfast and lunch prices for the 2013-2014 school year as follows:
Elementary School Lunch \$2.30; Reduced Student Breakfast \$.30; Split Session Milk \$.35.

- C. Instruction and Programs
 - 1. New Jersey Child Assault Prevention (CAP) Grant
Recommendation
Approve the implementation of the NJ CAP Program (K-6) and the NJ Teen CAP Program (7&8) to include staff and parent workshops preceding the student workshops funded through the NJ Cap CAP Project.
 - 2. Curriculum – Attachment V C 2
Recommendation
Approve the curriculum for the 2013-2014 school year as listed on the attachment.
 - 3. Weighted Grade Scale Change
Recommendation
Approve the weighted grade scale change as follows: Beginning with the Class of 2016: Honors (HN) = 8 points; Advanced Placement (AP) = 12 points.

- D. Policies and Regulations – Attachment V D
Recommendation
 - 1. Approve the following updated policies: 6112 Reimbursement of Federal and Other Grant Expenditures; 8468.1 Crisis Response; 2415.4 Title I Parental Involvement.
 - 2. Approve the placement of Athletic Department Protocol and Procedures for Management of Sports-Related Concussion with Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries.

- E. Field Trips and Activities – Attachment V E
Recommendation
Approve the field trips and activities as listed on the report provided.

- F. District Goals Action Plan – Attachment V F
Recommendation
Approve the District Goals Action Plan as per the attachment provided.

- G. Contracts/Agreements
 - 1. EdOptions Academy Online Education – Attachment V G 1
Recommendation
Approve EdOptions Academy Online Education as an online education partner as per the attachment provided.

2. Employee Assistance Program Services Contract
Recommendation
Approve the contract with the Employee Assistance Program for services for the 2013-2014 school year at a cost of \$30 per employee.
 3. GCSSSD Speech-Language Services Contract
Recommendation
Approve the GCSSSD Speech-Language Services Contract for the 2013-2014 school year for five days per week at a cost of \$509 per day for 180 days for a total of \$91,620.
 4. Source 4 Teachers Contract
Recommendation
Approve the contract with Source 4 Teachers to provide substitute teacher services for the 2013-2014 school year as needed.
 5. Shared Service Agreements with Delsea Regional School District
Recommendation
Approve the shared service agreements with Delsea Regional School District for the 2013-2014 school year for repair/maintenance of bus fleet and transportation coordinator services.
 6. Tuition Contracts
Recommendation
Approve the following tuition contracts for the 2013-2014 school year:
 - a. GCSSSD 2013-2014 Extended School Year One on One Teacher Assistant Contract for Student 24006, 27028, and 26021 at a cost of \$3120 each.
 - b. GCSSSD 2013-2014 Extended School Year for Student 24006, 27028, 26021, 21007599, 54011, 1362499, 22158 at a cost of \$3840 each.
 - c. School to Career Transition Services Abilities Center 2013-2014 School Year for Student 900799 at a cost of \$31,375.
 - d. Archway Programs, Atco Campus, 2013-2014 School Year for Student 54024 at a cost of \$35,856.
 - e. Archway Programs, Atco Campus, 2013-2014 School Year for Student 18174 at a cost of \$35,856.
 - f. Archway Programs, Atco Campus, 2013-2014 School Year for Student 16112 at a cost of \$35,856.
 - g. Kingsway Learning Center 2013-2014 School Year for Student 52016 at a cost of \$39,155.40 and \$28,260 for extra services.
 7. Consulting Services
Recommendation
Approve Carolyn Burke to provide consulting services for pre-school for the 2013-2014 school year not to exceed \$2400.
- H. Disposal of Equipment
Recommendation
Approve the disposal of 3 broken sound systems at Simmons Elementary School (2 Light Speed systems; 1 Radio Shack system).
- I. Revised School Calendar for the 2013-2014 School Year – Attachment V I
Recommendation
Approve the revised School Calendar for the 2013-2014 school year.

J. Resolution for Maximum Travel Expenditures

Recommendation

Adopt the following resolution for maximum travel expenditures:

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 2013-2014 school year; and

Whereas the Board of Education has elected to exclude travel expenditures supported by Federal 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 2012-2013 school year as \$15,000; and

Whereas travel expenditures may increase due to the implementation of EE4NJ;

Now, Therefore Be It Resolved that the Borough of Clayton Board of Education hereby establishes the school district travel maximum for the 2013-2014 school year at a sum of \$20,000; and

Be It Further Resolved that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

K. Out of District Placement

Recommendation

Approve out of district placement for Student 15302 at GCSSSD Bankbridge North Campus for the 2013-2014 school year.

L. Field Experience

Recommendation

Grant approval for Ashlee Cox, a Fairleigh Dickinson University student, to complete 60 hours of field experience with Susan Davenport at Clayton High School.

M. Trained Delegate for Glucagon Administration

Recommendation

Approve Valerie Dzindzio as the trained delegate for glucagon administration at Simmons Elementary School for the 2013-2014 school year for Student 23140.

VI. BUILDINGS AND GROUNDS

- A. Progress Report – Ivan D. Cox, Jr. Facilities Coordinator – Attachment VI A

VII. SCHOOL SAFETY & SECURITY

- A. Emergency Drills; Violence and Vandalism/Code of Conduct Violations; Harassment, Intimidation, and Bullying Reports – Attachment VII A

Recommendation

Accept the reports.

VIII. PERSONNEL

- A. Resignations – Attachment VIII A

1. Genesis Lomax has resigned from her position as Playground/Cafeteria Aide at Simmons Elementary School.

Recommendation

Accept resignation.

2. Jason Ferguson has resigned from his co-curricular position of Assistant Boys Soccer Coach.
Recommendation
Accept resignation.
 3. Laura Murray has resigned from her position as teacher with the District.
Recommendation
Accept resignation.
- B. Leave of Absence – Attachment VIII B
Employee # 6533 is requesting a leave of absence for maternity beginning approximately in early October through approximately February 2014 using accumulated sick days and family leave.
Recommendation
Approve Employee # 6533’s request for a leave of absence.
- C. Course Enrollment/Tuition Reimbursement
Andrea Harner is requesting permission to enroll in “Applied Theories of Learning” for the fall 2013 semester at Rowan University. Total reimbursement, upon successful completion of the course and submission of the appropriate paperwork, will be in accordance with the Clayton Education Association’s negotiated agreement not to exceed \$1,878.
Recommendation
Approve Andrea Harner’s request to enroll in the course.
- D. Workshop Attendance – Attachment VIII D
Recommendation
Approve attendance at workshops as per the attachment provided.
- E. Hiring
1. Special Education Teacher for Middle School
Recommendation
Approve Jeanette Jackson as Middle School Special Education Teacher at a salary of Master’s Degree Step 1 \$48,803 for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
 2. Substitutes
Teachers: Angela Shephard, Kristen Bartolome, Gail Hirst, Karen Johnson, James Johnson, Amy Super
Cafeteria Aides: Raven Haag, Zachary Lee
Playground Aides: Raven Haag, Zachary Lee
Recommendation
Approve the above individuals as substitutes for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
 3. Co-Curricular Appointments
Elementary School Art Club Advisor –Jessica Balzer
Elementary School Safety Patrol Advisor – Nancy Lee
Assistant Boys Soccer Coach – Robert Cuff
Recommendation
Approve the above co-curricular appointments for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
 4. Replacement Teacher for High School Special Education
Recommendation
Approve Honey Rogers as Replacement Teacher for High School Special Education for the duration of an employee’s leave of absence during the 2013-

2014 school year at a salary of Step 1 Bachelor's Degree \$46,084 pending receipt of required paperwork as recommended by the Superintendent.

5. Cafeteria/Playground Aides
Recommendation

1. Approve Nicole Richmond as part-time Cafeteria/Playground Aide at Simmons Elementary School at a salary of \$8.32 per hour for 5.25 hours per day for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
2. Approve Shawn Tyler Lee as part-time Cafeteria/Playground Aide at a salary of \$8.00 per hour not to exceed 12 ½ hours per week for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent

6. Summer Curriculum Development
Recommendation

Grant approval for Robert Cuff to participate in summer curriculum development for Middle School enrichment classes at the rate of \$27 per hour for 20 hours and grant permission for the District Curriculum Coordinator to adjust hours based upon availability of funds and curriculum development requirements.

7. **Permanent Substitutes**
Recommendation

1. **Approve Jason Ferguson as Permanent Substitute at the High School and Middle School at a salary of \$90 per day five days per week (no benefits) for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**
2. **Approve Michele Regruto as Permanent Substitute at the Elementary School at a salary of \$90 per day five days per week (no benefits) for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**

8. Secretary to the School Business Administrator/Board Secretary
Recommendation

Approve Donna Lahn as Secretary to the School Business Administrator/Board Secretary effective September 1, 2013, at an annual salary of \$42,065 pending receipt of required paperwork as recommended by the Superintendent.

9. **Security Guard**
Recommendation

Approve Joseph Hadrack as Security Guard at Simmons Elementary School at a salary of \$15 per hour with benefits for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

10. **Part-Time Basic Skills Instructors**
Recommendation

1. **Approve Harmony McQuillan as part-time Basic Skills Instructor at Simmons Elementary School at a salary of half of Step 1 Master's Degree \$24,401.50 for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**
2. **Approve Flavia Masino as part-time Basic Skills Instructor at Simmons Elementary School at a salary of half of Step 1 Bachelor's Degree \$23,042 for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**

11. **Replacement Teachers for Elementary School**
Recommendation

1. **Approve Laura Bink as Replacement Teacher at the Elementary School for the duration of an employee's leave of absence during the 2013-2014 school year at a salary of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.**
 2. **Approve Jessica Vega as Replacement Teacher at the Elementary School for the duration of an employee's leave of absence during the 2013-2014 school year at a Salary of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.**
- 12. Instructional Assistants at Simmons Elementary School Recommendation**
1. **Approve Eileen Baptiste as Instructional Assistant at Simmons Elementary School at a salary of \$10 per hour not to exceed 29 $\frac{3}{4}$ hours per week for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**
 2. **Approve Adrienne DiCiano as Instructional Assistant at Simmons Elementary School at a salary of \$11 per hour not to exceed 29 $\frac{3}{4}$ hours per week for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**
 3. **Approve Tonya Brooks as Instructional Assistant at Simmons Elementary School at a salary of \$10 per hour not to exceed 29 $\frac{3}{4}$ hours per week for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**

F. **Approval of Salaries for Non-Represented Staff Members – Attachment VIII F Recommendation**

Approve the salaries for non-represented staff members as per the attachment to be provided.

IX. **COMMUNICATIONS**

X. **UNFINISHED BUSINESS**

XI. **NEW BUSINESS**

XII. **FINANCIAL REPORTS**

A. **Report of the Secretary to the Board of Education – Attachment XII A Recommendation**

Approve the June 30, 2013, Report of the Secretary to the Board of Education.

B. **Report of the Treasurer to the Board of Education – Attachment XII B Recommendation**

Approve the June 30, 2013, Report of the Treasurer to the Board of Education.

C. **Appropriations and Revenue Adjustments Recommendation**

Approve the Appropriations and Revenue Adjustments.

D. **Bill List – Attachment XII D Recommendation**

Approve payment of the Bill List in the amount of \$687,083.78.

- E. Payroll and Payroll Taxes Reports
July 15, 2013 Payroll \$72,113.25; Agency \$44,787.70
July 30, 2013 Payroll \$90,375.42; Agency \$64,958.20
Recommendation
 Approve the Payroll and Payroll Taxes Reports.

- F. Certifications

- 1. Board Secretary's Report June 2013
In accordance with 18A:17-36 and 18A:17-9 for the month of June 2013, 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 June 2013
The June 2013 Report of the Treasurer of School Funds for the 2012-2013 school year are 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 fund has 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.

XIII. VISITORS' REMARKS

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XIV. EXECUTIVE SESSION

- A. Adopt Clayton Board of Education Resolution No. 0213-0820(b) authorizing an Executive Session for the purpose of discussing personnel. The length of the session will be approximately 60 minutes or less. – Attachment XIV A

XV. ADJOURNMENT