

**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  
September 17, 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, Edwardo Rojas
- D. Approval of Minutes for the August 20, 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

**III. SCHOOL BUSINESS**

- A. Principals' Minutes
- B. Program Highlights – Clayton Place

**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.

- C. Field Trips and Activities – Attachment III C  
Recommendation
1. Approve the field trips and activities as listed on the attachment.
  2. Approve the 2014 Annual Music Department Tour to Detroit/Ann Arbor, Michigan, and Cleveland, Ohio, Thursday, April 3<sup>rd</sup> through Sunday, April 6<sup>th</sup> as per the attachment provided.
- D. Job Description – Attachment III D  
Recommendation  
Approve the revised Special Services Supervisor job description.
- E. Textbook  
Recommendation  
Approve the adoption of American Military History, volumes 1 and 2, as the book for the new High School American Military History course.
- F. Out of District Placement  
Student 54022 requires an out of district placement.  
Recommendation  
Approve out of district placement for Student 54022 at Archway for the 2013-2014 school year.
- G. 2013-2014 School Profile – Attachment III G  
Recommendation  
Approve the 2013-2014 School Profile.
- H. Instructional Aide/Paraprofessional Evaluation Form – Attachment III H  
Recommendation  
Approve the Instructional Aide/Paraprofessional Evaluation form.
- I. NJ QSAC Statement of Assurance – Attachment III I  
Recommendation  
Approve the submission of the NJ QSAC Statement of Assurance.
- J. Micro Society Program “Micro Mentee Society”  
Recommendation  
Approve the Micro Mentee Society program for student volunteers.
- K. Homebound Instruction  
Recommendation
1. Approve homebound instruction for Student 1620899 for medical reasons beginning September 3, 2013, for approximately 12 weeks with the following homebound instructors providing the services at the contracted rate: Modern Music and Art 1 – Denise Calore; Integrated Geometry RC – Brianna Rucci; PE/Health 2, US History 1 RC, Biology RC, Financial Literacy, and English 2 RC – Leonard Puggi.
  2. Approve homebound instruction for Student 21109 for medical reasons with PESI providing the services at the rate of \$36 per hour for 10 hours per week beginning September 3, 2013, for approximately 6 weeks.

- L. Policies and Regulations – Attachment III L  
Recommendation  
Approve the revised Regulation 5200 Attendance and revised Policy 8468 Crisis Response.
- M. Additional Signer on Account  
Recommendation  
Add Daniel Antonelli as a signer on the Athletics Account.
- N. Contracts  
Recommendation
1. Approve the contract with the Gloucester County Vocational-Technical School District for 48 students to attend for the 2013-2014 school year at a cost of \$2120 each (Total \$101,760).
  2. Approve the contract with Brookfield Schools for homebound instruction services for the 2013-2014 school year.
  3. Approve the contract with Kennedy Memorial Hospital for student drug screening services for the 2013-2014 school year at the following rates: Service Fee \$50; Medical Examination \$87; Alcohol/Drug Assessment \$50; Urine Alcohol/Drug Screen \$90; LSD Urine \$80; Ecstasy \$271; Mescaline \$200; Methadone Screen \$20; Anabolic Steroid Qualitative \$175; Oxycodone \$35.
  4. Approve the contract with GCSSSD to provide P.L. 1991 Chapter 226 Nonpublic Nursing Services for the 2013-2014 school year.
  5. Approve the following tuition contracts for the 2013-2014 school year:

a)	Bridgeton Public Schools	15303	\$11,149
b)	Mantua Township Public Schools	24149	\$9,999
		26095	\$8,416
c)	Buena Regional Public Schools	25132	\$9,999
d)	Washington Township Public Schools	20007	\$9,999
e)	Paulsboro Public Schools	24151	\$9,999
		15285	\$11,149
		10171	GCIT
f)	Burlington City Public Schools	1420799	TBD
g)	Monroe Township Public Schools	1624799	\$11,149
h)	Salem City Public Schools	18217	\$10,223
  6. **Approve the contract with GCSSSD to provide educational interpretation with sign language services for a student for the 2013-2014 school year at a cost of \$48,825.**
  7. **Approve the contract with Archway for Student 5402299 beginning September 5, 2013, for the 2013-2014 school year in the amount of \$35,856.**
  8. **Approve the non-public services agreement with GCSSSD for Chapters 192/193 for the 2013-2014 school year; the administrative fee will be 6% of the final grant amount.**
- O. Bus Request  
Subscription bus guardian is requesting a door to door pick up for her granddaughter for the 2013-2014 school year due to the guardian's own personal illness. A doctor's note has been provided to the Superintendent's Office.  
Recommendation  
Approve the request.

P. Field Experience  
Recommendation  
Grant approval for Farleigh Dickinson University student Melissa Arsenault to serve 60 hours of field experience with high school teacher Frank Venuto.

Q. Middle School Cross Country – Attachment III Q  
Recommendation  
Approve a Middle School Cross Country program as per the attachment provided.

**R. Transportation Jointures for Summer 2013 – Attachment III R  
Recommendation  
Approve the transportation jointures with Delsea Regional School District for the summer 2013 in the amount of \$14,397 as listed on the attached.**

IV. BUILDINGS AND GROUNDS

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

V. SCHOOL SAFETY & SECURITY

A. Emergency Drills; Violence and Vandalism/Code of Conduct Violations; Harassment, Intimidation, and Bullying Reports - None

VI. PERSONNEL

A. Resignations – Attachment VI A

1. Laura Bink has resigned from her position as Replacement Teacher at Simmons Elementary School.

Recommendation

Accept resignation.

2. Julie Schneider has resigned from her position as Spanish Teacher at Clayton High School.

Recommendation

Accept resignation.

3. Eileen Baptiste has resigned from her position as Classroom Aide at Simmons Elementary School.

Recommendation

Accept resignation.

4. Stefanie Bucco has resigned from her position as Classroom Aide at Simmons Elementary School.

Recommendation

Accept resignation.

5. Darius Convery has resigned from his position as part-time Groundskeeper with the District.

Recommendation

Accept resignation.

B. Termination of Employee

Recommendation

Approve the termination of a classroom aide at Simmons Elementary School who was to begin employment this school year.

- C. Leave of Absence – Attachment VI C  
Suzanne Toigo is requesting an unpaid leave of absence for 12 weeks beginning October 21, 2013, through **January 24, 2014**.  
Recommendation  
Approve Suzanne Toigo’s request for a leave of absence.
- D. Hiring
1. Administrative Assistant for the High School and Middle School  
Recommendation  
Approve Mariella Candelaria as part-time Administrative Assistant for the High School and Middle School at a salary of \$10.50 per hour not to exceed 27 ½ hours per week for 180 days for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
  2. Social Worker for the Child Connection Center  
Recommendation  
Approve Kate Bechs as Social Worker for the Child Connection Center at a salary of \$25,200 pro-rated for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
  3. Administrative Assistant/Data Manager for the Child Connection Center  
Recommendation  
Approve Beth Georgette as Administrative Assistant/Data Manager for the Child Connection Center at a salary \$12,000 pro-rated for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
  4. Department Chairs for Simmons Elementary School  
Recommendation  
Approve the following individuals as Department Chairs for Simmons Elementary School for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent: Jennifer Guht K-2 Language Arts; Jennifer Schoepflin 3-5 Language Arts; Matthew Neeld K-2 Mathematics; Rosemarie Gerle 3-5 Mathematics; Meredith Lex Preschool.
  5. Replacement Teacher for Maternity Leave at Simmons Elementary School  
Recommendation  
Approve Jessica Berry as replacement teacher for a maternity leave at Simmons Elementary School from September 1, 2013, through October 1, 2013, at a salary of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.
  6. Detention Monitors for the High School  
Recommendation  
Approve Keith Controvich and Denise Calore as detention monitors for the high school for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
  7. Micro Society Staff  
Recommendation  
Approve Caitlyn Lawlor, Jeffrey Lake, Kelly Franklin-Moxley, Charles Lezenby, Christian Thomas, Margaret Fallstick, and Fabrian Johnson as staff members for Micro Society and Rebecca New, Terra Madden, and Kimberly Lombardi as substitutes at a rate of \$20 per hour funded through the Family Friendly Center Grant for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

8. Replacement Teacher for Maternity Leave for High School English  
Recommendation  
Approve Michael Placko as replacement teacher for High School English for the duration of an employee's maternity leave of absence at the rate of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.
9. Bus Aides  
Recommendation
1. Approve Dorcas Kull as Bus Aide at a salary of \$8.75 per hour not to exceed 29 <sup>3</sup>/<sub>4</sub> hours per week for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
  2. **Approve Perry Wiese as Bus Aide at a salary of \$8.75 per hour for 2 <sup>3</sup>/<sub>4</sub> hours per day for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.**
10. Co-Curricular Appointments  
Elementary School Yearbook Advisor – Nicole Colamarino  
Middle School Art Club Advisor – Jessica Balzer  
Recommendation  
Approve the above co-curricular appointments for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
11. Morning Cafeteria Duty  
Recommendation  
Approve Christopher Baker and Ryan Caltabiano for Morning Cafeteria Duty at the Middle School for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
12. Substitutes  
Teachers: William Julio, Ernest Johnson, Laura Spaar, Steve Coyne, Kevin Byrne, Cynthia Rambone, Jeffrey Wyse, Shonta Washington, Aaron Shugarts, Renee Stewart, Melody Gervasi-Malone, Dawn Cartwright, Jason Waligore, Tacarlfree Jones, **Julianne Janocha**  
Classroom Aides: Laura Spaar, Amy DiDonato  
School Nurses: Judith Perry  
Cafeteria Aides: Amy DiDonato  
Playground Aides: Amy DiDonato  
Recommendation  
Approve the above individuals as substitutes for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
13. Homebound Instructors  
Recommendation  
Approve the following individuals as homebound instructors for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent: Denise Calore, Brianna Rucci, Leonard Puggi.
14. Spanish Teacher for High School  
Recommendation  
Approve Abel Garcia as High School Spanish Teacher at a salary of Step 1 Master's Degree \$48,803 pro-rated for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

15. Social Studies Teacher for Middle School  
Recommendation  
Approve Paul Weiland as Social Studies Teacher for Middle School at a salary of Step 1 Bachelor's Degree \$46,084 pro-rated for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

16. **Classroom Aides for the Elementary School**  
**Recommendation**

1. **Approve Robin Pompper as Pre-School Classroom Aide at Simmons Elementary School at a salary of \$12 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 Hope Millward as Kindergarten Classroom Aide at Simmons Elementary School at a salary of \$12 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 Renee Stewart as Education Enrichment Support (EES) Classroom Aide at Simmons Elementary School at a salary of \$12 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.**

E. Reassignments

Recommendation

1. Approve the reassignment of Charles Marcheski from maintenance personnel at Simmons Elementary School to daytime custodian at Simmons Elementary School effective October 1, 2013.
2. Approve the reassignment of William Latona from maintenance/custodial personnel at Clayton High School to maintenance/custodial personnel at Simmons Elementary School effective October 1, 2013.
3. Approve the reassignment of Emmanuel Williams from daytime custodian at Simmons Elementary School to daytime custodian in the cafeteria at Clayton High School effective October 1, 2013.

F. Salary Adjustments

1. Jennifer Schoepflin has completed thirty credits beyond the Bachelor's Degree.

Recommendation

Approve a salary adjustment for Jennifer Schoepflin to Bachelor's Degree plus 30 credits \$48,566 effective October 1, 2013.

2. **Christopher Baker has completed fifteen credits beyond the Master's Degree.**

**Recommendation**

**Approve a salary adjustment for Christopher Baker to Master's Degree plus 15 credits \$69,240 effective October 1, 2013.**

G. Course Enrollment/Tuition Reimbursement

1. Alicia Gravenor has successfully completed "Seminar in Supervision and Curriculum Improvement."

Recommendation

Approve tuition reimbursement for Alicia Gravenor in the amount of \$1242.

2. Leonard Puggi is requesting permission to enroll in “Ed Psych Except” and “Educ Assessment” for the fall 2013 semester. 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 \$4,273.50.

Recommendation

Approve Leonard Puggi’s request to enroll in the course.

3. Maria Schneider has successfully completed “Clinical Practice/Clinical Seminar” during the summer 2013 semester.

Recommendation

Approve tuition reimbursement for Maria Schneider in the amount of \$782.26.

4. Christopher Baker has successfully completed “Designing Curriculum Instruction and Assessment for Special Needs Students.”

Recommendation

Approve tuition reimbursement for Christopher Baker in the amount of \$1650.

H. Workshop Attendance – Attachment VI H

Recommendation

Approve attendance at workshops as per the list provided.

I. Volunteers

Recommendation

1. Approve Dale Kean as a volunteer for Marching Band for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
2. Approve Shannon Zipkin as a volunteer at Simmons Elementary School for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

VII. COMMUNICATIONS - None

VIII. UNFINISHED BUSINESS - None

IX. NEW BUSINESS - None

X. FINANCIAL REPORTS

- A. Report of the Secretary to the Board of Education – Attachment X A

Recommendation

Approve the July 2013 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 July 2013 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 List – Attachment X D

Recommendation

1. Approve the second August 2013 Bill List in the amount of \$353,364.25.
2. Approved the September 2013 Bill List in the amount of \$407,828.21.
3. Approve the Cafeteria Bill List in the amount of \$7,970.17.

E. Payroll and Payroll Taxes Reports

Recommendation

Approve the Payroll and Payroll Taxes Reports as follows:

8-15-2013	Payroll	\$118,841.26
	Agency	\$58,242.74
8-30-2013	Payroll	\$74,628.50
	Agency	\$45,702.55

F. Certifications

1. Board Secretary’s Report July 2013

In accordance with 18A:17-36 and 18A:17-9 for the month of July 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 July 2013

The July 2013 Report of the Treasurer of School Funds for the 2013-2014 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.

XI. 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.

XII. EXECUTIVE SESSION

- A. Adopt Clayton Board of Education Resolution No. 0213-0917 authorizing an Executive Session for the purpose of discussing personnel. The length of the session will be approximately 60 minutes or less. – Attachment XII A

XIII. ADJOURNMENT