

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
March 20, 2017 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: Bailey Burnett, Paul Connell, Ron Durham, Anthony Grafton, Milton Reuter, Robin Roche, Stacey Weinert, Scott Werkheiser, Caite Wolak
- D. 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

Curriculum	Caite Wolak (Chair); Bailey Burnett; Scott Werkheiser
Finance/Facilities	Ron Durham (Chair); Scott Werkheiser; Milton Reuter
Policy	Paul Connell (Chair); Stacey Weinert; Robin Roche
Executive	Caite Wolak; Ron Durham; Paul Connell; Anthony Grafton

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	Cody Brown, John Klink, Lana Kastrava, Deion Scott, Marcus Graham, Aubree Dahl, Omar Ruiz
Middle	Connor Gourley, Aiden Richardson, Essence Fields
High	Alexis Tiedman, Jeanne Barnett, Michelle Ly, Jesse Bryant

Recommendation

Acknowledge their significant achievement.

B. Recognitions

Football Coach	Marvin Tucker
Soccer Coach	Christopher Baker
District Educator of the Year	Christina Tiesi
Science Fair Winners	Rebecca Long, Daniela Gonzalez, Daniel White, Tianna Rogers, Ky’Juan Haynes, Ben Yeo

C. Capital Reserve Deposit

This money was budgeted for this year; however we did not need it.

Recommendation

Approve a Capital Reserve Deposit in the amount of \$165,000 for the 2016-2017 school year.

D. Submission of the Budget and Approval of the Resolution - Attachment III D

The Public Hearing on the Budget will be held on April 25, 2017.

Recommendation

Adopt the resolution for the 2017-2018 school district budget as follows:

BE IT RESOLVED that the Borough of Clayton Board of Education approve the 2017-2018 school district budget for submission to the Gloucester County Office of Education for review and approval for advertising as follows:

General Fund	\$20,137,938
Special Revenue Fund	\$ 2,637,756
Debt Service Fund	<u>\$ 1,257,825</u>
 Total Budget	 \$24,033,519

BE IT FURTHER RESOLVED to acknowledge that the 2017-2018 budget as described above results in a general fund tax levy of \$8,439,514 and a debt service tax levy of \$1,148,857.

BE IT RESOLVED that the Borough of Clayton Board of Education requests use of banked cap in the amount of \$14,249 to meet budgetary requirements for the 2017-2018 school year.

BE IT RESOLVED that the Borough of Clayton Board of Education includes in the proposed budget the adjustment for health care costs in the amount of \$39,265. The District intends to utilize this adjustment for supplies and materials necessary for the additional students.

E. Internship

Erika Van Mater, a University of Valley Forge student, is requesting permission to do an internship with the Clayton High School Guidance Department beginning May 1, 2017 through June 17, 2017.

Recommendation

Approve Erika Van Mater's request for the internship placement.

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

Recommendation

1. Approve the following new policies on second reading (first reading took place at the February 21, 2017 Board meeting):

Policy 2415.30	Title I - Educational Stability for Children in Foster Care
Policy 2418	Section 504 of the Rehabilitation Act of 1973 - Student

2. Approve the following new regulation on second reading (first reading took place at the February 21, 2017 Board meeting):

Regulation 2418	Section 504 of the Rehabilitation Act of 1973 - Student
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3. Approve the following revised policy on the first reading:

Policy 8130	School Organization
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4. Approve the first reading of the following policies:

Policy 6471	School District Travel
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5. Approve the first reading of the following regulations:

Regulation 2460.1	Special Education - Location, Identification, and Referral
Regulation 2460.8	Special Education - Free and Appropriate Public Education
Regulation 2460.9	Special Education - Transition From Early Intervention Programs to Preschool Programs
Regulation 2460.16	Special Education - Instructional Material to Blind or Print-Disabled Students
Regulation 5331	Management of Life Threatening Allergies in Schools
Regulation 6471	School District Travel Procedures

- G. Pascale Sykes Foundation Grant Renewal
Recommendation

Approve the submission of a renewal application for year 5 of the Pascale Sykes Foundation grant, South Jersey Strengthening Families Initiative, to support the Child Connection Center Program.

- H. Field Trips and Activities - Attachment III H
Recommendation

Approve the field trips and activities as listed on the attachment.

- I. Change Order Request #3
Recommendation

Approve change order #3 with Ogren in the amount of - \$2,210 which will reduce our contract amount with Ogren.

- J. Food Service Management Company Contract Renewal
Recommendation
Approve the renewal of the Food Service Management Contract with Nutri-Serve Food Management, Inc. at the per meal fee of \$0.1699 per student meal, \$0.0927 per meal equal, and the meal equal factor of \$1.00 for the 2017-2018 school year; this is year 4 of a 5-year contract.
- K. Agreement Between the CEA and the Clayton BOE - Attachment III K
Recommendation
Approve the Agreement effective July 1, 2016 through June 30, 2019.
- L. Chaperones
Recommendation
1. Approve Christina Tiesi as a chaperone for the performing arts trip to Washington, DC, March 30, 2017 through April 2, 2017.
 2. Approve Jeffrey Owens, Jessica Marchese, Christopher Gassler, and Kelly Citrone as chaperones and Daniel Antonelli as the administrator for the senior trip to Orlando, Florida April 26, 2017 through April 30, 2017.
- M. Out of District Placement
Recommendation
Approve out of district placement for Student 2310799 at Archway beginning March 10, 2017 for the 2016-2017 school year.
- N. Homebound Instruction
Recommendation
Approve homebound instruction for the 2016-2017 school year as follows:
1. Student 26000 5 hours per week increasing to 10 hours per week as appropriate with Jennifer Ott providing the service at \$39 per hour
 2. Student 22030 with Brookfield Schools/Inspira Memorial Hospital providing the service at \$36 per hour
- O. New Jersey School Boards' Association Insurance Group Safety Grant
Recommendation
Approve the New Jersey School Boards' Association Insurance Group Safety Grant in the amount of \$4,304.43 to purchase 2 strobe lights for the High School and Middle School and 2 strobe lights for the Elementary School to indicate a school-based emergency.

IV. BUILDINGS AND GROUNDS

A. Buildings and Grounds Progress Report - Attachment IV A
Recommendation

Accept the report.

B. Use of Facilities
Recommendation

Grant approval for St. Michael's Regional School to use our track and field on various weekdays from March to May depending on track availability pending receipt of appropriate insurance documentation.

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. Leaves of Absence
Recommendation

1. Approve an unpaid leave of absence for Employee #6532 from April 4, 2017 through April 7, 2017.
2. Approve an unpaid leave of absence for Employee # 6299 from March 1, 2017 through March 3, 2017.

B. Workshop Attendance - Attachment VI B
Recommendation

Approve attendance at workshops as per the attachment.

C. Salary Adjustment
Recommendation

Approve a salary adjustment for Andrea Bullock to Bachelor's Degree plus 30 credits effective April 1, 2017 in accordance with the Clayton Education Association negotiated agreement.

D. Course Enrollment/Tuition Reimbursement
Recommendation

Approve Susan Koreck-Maxwell's request for tuition reimbursement in the amount of \$1,390 for "Classification of Psychopathology" at Wilmington University during the spring 2017 semester in accordance with the Clayton Education Association negotiated agreement.

E. Volunteer
Recommendation

Approve Carol Wright as a volunteer for the Golf Team for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

F. Retirement

Deborah Welsh is retiring from her position as Paraeducator effective June 30, 2017.

Recommendation

Acknowledge retirement.

G. Hiring

1. School Nurse for the High School and Middle School

As a result of the resignation of Susan Weimer, we have an opening for School Nurse at the High School and Middle School.

Recommendation

Approve Sherry Richards as School Nurse at the High School and Middle School at a salary of Step 8 Bachelor's Degree \$52,278 prorated for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

2. High School Math Tutors

Recommendation

Approve Christopher Gassler and Tisa-Nicole Riccardi as High School Math Tutors at the rate of \$36 per hour 1 hour per day 5 days per week for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

3. Co-Curricular Appointments
Recommendation
Approve Jennifer McFadden and Tracy Moore as Middle School Softball Coaches for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent; each employee will receive ½ stipend.

4. 21st Century Community Learning Center Program Director
As a result of the resignation of Grace Connors, we have an opening for 21st CCLC Program Director.
Recommendation
Approve Bianca Matthews as 21st CCLC Program Director at a salary of \$50,823 prorated for the 2016-2017 school year funded through the 21st CCLC grant pending receipt of required paperwork as recommended by the Superintendent.

5. 21st Century Community Learning Center Program Substitute Facilitators
Recommendation
Approve the following individuals as Substitute Facilitators for the 21st CCLC Program at the rate of \$25 per hour for up to 15 hours per week for the 2016-2017 school year funded through the 21st CCLC grant pending receipt of required paperwork as recommended by the Superintendent: Jennifer McFadden, Joann Rider, Christopher Baker, Christine Pancoast.

6. Homebound Instructor
Recommendation
Approve Jennifer Ott as a Homebound Instructor for the District for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

VII. COMMUNICATIONS

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 February 28, 2017 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 February 28, 2017 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

Approve payment of the Bill Lists as follows:

2nd Bill List February 2017	\$60,326.88
Cafeteria Bill List February 2017	\$78,033.27
Bill List March 2017	\$526,208.64
Capital Projects Bill List March 2017	\$119,524.07
Debt Service Bill List March 2017	\$638,553.17

- E. Certifications

1. Board Secretary's Report February 2017: In accordance with 18A:17-36 and 18A:17-9 for the month February 2017, 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 February 2017: The February 2017 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	February 15, 2017	\$573,518.68
Payroll/Agency	February 28, 2017	\$579,672.14

XI. VISITORS' REMARKS

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XII. EXECUTIVE SESSION

A. Resolution - Attachment XII A
Recommendation

Adopt Clayton Board of Education Resolution No. 2017-0314 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.

XIII. ADJOURNMENT