

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
April 25, 2017 7 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. Approval of Minutes for the February 21 and March 20, 2017 Meetings - Attachment I D
- E. Presentation of Business by Visitor(s) for Approval as to Agenda Placement

II. SCHOOL BUSINESS

- A. Public Hearing on the 2017-2018 School District Budget
 - 1. Open the Public Hearing
 - 2. Presentation
 - 3. Public Comments
 - 4. Close the Public Hearing

III. 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

II. SCHOOL BUSINESS (CONTINUED)

B. Clippers of the Month/Principals' Minutes - Attachment II B

Elementary	Ella Davison, Cameron Benson, Brandon Collins, Jake Bao, Alexia Sontos, Alyssa Bobb-Samuel, Sarabeth Schwartz
Middle	Selina Yardim, Fatima Akin, Preston Forchion
High	Jasmine White, Madison Laganella, Edwin Aviles, Angel Foote

Recommendation

Acknowledge their significant achievement.

BREAK

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.

C. Motion to Adopt the 2017-2018 School District Budget

Recommendation

Adopt the following resolution:

WHEREAS, the 2017-2018 School Budget was approved by the Executive County Superintendent;

WHEREAS, the school district has not proposed programs and services in addition to the core curriculum content standards adopted by the State Board of Education and is below adequacy as defined by the School Funding Formula;

BE IT RESOLVED to adopt the 2017-2018 School District Budget for 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 RESOLVED, that the Borough of Clayton Board of Education requests use of banked cap in the amount of \$14,249 to support the guidance program for the 2017-2018 school year;

BE IT RESOLVED, that the Borough of Clayton Board of Education includes in the 2017-2018 budget the adjustment for health care costs in the amount of \$39,265 to support health and prescriptions appropriations;

BE IT RESOLVED, that the Borough of Clayton Board of Education also includes in the 2017-2018 budget a withdrawal from Capital Reserve in the amount of \$165,000 to be used for gym and locker room upgrades;

BE IT RESOLVED 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.

- D. 2017-2018 School District Calendar - Attachment II D
Recommendation
Approve the School District Calendar for the 2017-2018 school year.

- E. Field Trips and Activities - Attachment II E
Recommendation
Approve the field trips and activities as listed on the attachment.

- F. Championship Basketball Jackets
Recommendation
Approve the purchase of 34 championship basketball jackets at a cost of \$70 per jacket.

- G. Revised Medication Authorization Form - Attachment II G
Recommendation
Approve the revised Medication Authorization Form.

- H. 21st Century Community Learning Center Program Grant Renewal (Year 2)
Recommendation
Approve the renewal of the 21st Century Community Learning Center Program grant for year 2 in the amount of \$250,000.

I. Clinical Practice Request
Recommendation

Grant approval for Marie DiLeonardo, a Rowan University student, to do a clinical practice in Spanish at the High School from September 5, 2017 through December 21, 2017 with Sharon Blutinger as cooperating teacher.

J. Cooperative Sports Programs
Recommendation

Approve the following cooperative sports programs for the 2017-2018 school year:

Glassboro as LEA	Girls Tennis, Boys Tennis, Boys/Girls Swimming
Clayton as LEA	Wrestling, Golf

K. Summer Programs
Recommendation

1. Approve a Summer Kindergarten Transition Preparatory Program for approximately 40 students for 4 weeks July 10 through August 3, 2017 to assist preschool students in their transition into kindergarten. Staff requirements are 3 preschool teachers, 3 kindergarten teachers, and 3 aides for a total staff stipend not to exceed \$21,760. Supplies and snacks are estimated at \$1,200. The Preschool Expansion Grant funds will pay for stipends, supplies, and snacks.
2. Approve a Summer Credit Completion Program for High School and Middle School students July 10 through July 25, 2017 from 8:30 a.m. to 12:30 p.m. Monday through Thursday.

L. Grant Evaluation Contract with Linchpin Solutions for 21st Century Community Learning Center Program
Recommendation

Grant permission for the administration to contract with Linchpin Solutions for grant evaluation services where Linchpin Solutions will serve as the independent evaluator for the 21st Century Community Learning Center after-school program during the 2016-2017 school year in the amount of \$12,000 funded through the 21st Century Community Learning Center grant.

M. Homebound Instruction
Recommendation

Grant approval for the following students to receive homebound instruction at the contracted rate:

Student 20211	3-17-2017 until administration clears to return to school	Instruction: Frank Venuto 1 hour/week of History; Educere 1 hour/week online of Environmental Science/Algebra 1/English 1; PhysEd/Health/Spanish packets will be sent home.
Student 19121	3-20-2017 through 4-30-2017	Instruction: Christina Tiesi 1 hour/week of Spanish II/Biology; Frank Venuto 1 hour/week of English II/US History II; Frank Rago 1 hour/week of Geometry.
Student 20050	2-13-2017 through 6-16-2017	Instruction: Christina Tiesi 1 hour/week of Science/History; Educere 1 hour/week online of Math/English/French.

N. Home Schooling
Recommendation

Acknowledge home schooling of the following students for the 2016-2017 school year:

Student 22215	Middle School
School-age student who was never enrolled	Kindergarten

O. Tuition Contract
Recommendation

Approve the tuition contract with Archway for Student 2310799 beginning March 10, 2017 for the remainder of the 2016-2017 school year in the amount of \$199.20 per day.

P. 2017-2018 Agreements
Recommendation

Approve the following 2017-2018 school year agreements with GCSSSD:

1. Transportation for homeless, nonpublic, special education, and vocational routes with an administrative fee of 7%
2. Nonpublic technology and textbook purchasing

Q. Bylaws, Policies, and Regulations - Attachment II Q 1, 2, 3
Recommendation

1. Approve the second reading of the following policies; first reading took place at the March 20, 2017 meeting:

Policy 6471	School District Travel
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2. Approve the second reading of the following regulations; first reading took place at the March 20, 2017 meeting:

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

3. Approve the following revised bylaws on the first reading:

Bylaw 0134	Board Self Evaluation
Bylaw 0142	Board Member Qualifications, Prohibited Acts, and Code of Ethics
Bylaw 0144	Board Member Orientation
Bylaw 0146	Board Member Authority
Bylaw 0151	Organization Meeting
Bylaw 0153	Annual Appointments
Bylaw 0171	Duties of President and Vice President
Bylaw 0173	Duties of Public School Accountant
Bylaw 0174	Legal Services
Bylaw 0177	Professional Services

R. Approval to Apply for Grants
Recommendation

Grant the administration permission to apply for the following grants:

Pride Grant \$750	Funds to clean up and plant flowers at Autumn Pasquale Memorial Park; High School and Middle School MD classes, student council, National Junior Honor Society, and JROTC students will participate.
NEA Grant \$5,000	A-OK Program (Acts of Kindness); High School and Middle School MD classes, student council, National Junior Honor Society, and JROTC students will participate.
NJ Clean Communities Grant \$250	Supplies for clean up of Middle School garden and outside areas of the High School and Middle School; High School and Middle School MD classes, student council, National Junior Honor Society, and JROTC students will participate.

S. Breakfast and Lunch Prices for 2017-2018
Recommendation

Approve the breakfast and lunch prices for the 2017-2018 school year as follows:

High School & Middle School	\$2.70
Elementary School	\$2.60
Adult Lunch	\$3.50
Breakfast	\$1.45
Adult Breakfast	\$2.00

IV. BUILDINGS AND GROUNDS

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

Accept the report.

B. Use of Facilities
Recommendation

Approve the following requests for use of facilities pending receipt of appropriate insurance documentation:

Clayton Basketball Association's Basketball Banquet	April 12, 2017 in the Simmons Elementary Auditorium/Cafe
Concert to benefit Jeff Radio Scholarship Fund with GC Community Chorus & CHS Chorus	May 7, 2017 in the Performing Arts Center
Sewing Program through Rutgers Cooperative Extension 4H Program with Carol Wright	August 7, 2017 through August 11, 2017 in the High School
Comedy Show Fundraiser through the Education Foundation	October 21, 2017 in the Performing Arts Center

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. Leave of Absence
Recommendation

Approve an unpaid leave of absence for Employee #7009 for April 20, 2017 and April 21, 2017.

- B. Resignations - Attachment VI B
Recommendation

Accept the following resignations:

1. Nicholas Hughes from his position as Senior Computer Technician effective May 10, 2017
2. Shawn Allen from his position as Groundskeeper effective April 25, 2017
3. Kayla Vogdes from her position as Preschool Teacher effective June 30, 2017

- C. Workshop Attendance - Attachment VI C
Recommendation

Approve attendance at workshops as per the attachment.

D. Salary Adjustment
Recommendation

Approve a salary adjustment for Fanny Yu to Step 3 Bachelor’s Degree plus 15 credits effective May 1, 2017 in accordance with the Clayton Education Association negotiated agreement.

E. Course Enrollment/Tuition Reimbursement
Recommendation

Approve the following requests for course enrollment/tuition reimbursement for Spring 2017 in accordance with the Clayton Education Association negotiated agreement pending successful completion of the courses and submission of the appropriate paperwork:

Christian Thomas (T)	Course Enroll. Rowan Univ.	“Teaching Concepts of Driver Education”	Not to exceed \$1,465
Susan Verrico (T)	Tuition Reimb. Phoenix Univ.	“Theories & Best Practices of Curric. & Inst.”	Not to exceed \$1,005
Fanny Yu (T)	Tuition Reimb. Wilmington Univ.	“Authentic/ Differentiated Reading Instruction	Not to exceed \$1,410

F. Hiring

1. Homebound Instructors
Recommendation

Approve Frank Venuto, Christina Tiesi, and Frank Rago as Homebound Instructors for the District for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

2. Detention Monitor Substitutes
Recommendation

Approve Leonard Puggi, Christopher Baker, and Michael Ahern as Detention Monitor Substitutes for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

3. 21st Century Community Learning Center Positions
Recommendation

Approve the following individuals for the 2016-2017 school year funded through the 21st CCLC grant pending receipt of required paperwork as recommended by the Superintendent:

Rebecca Shugarts	Program Coordinator	\$20/hour for up to 20 hours/week
Jeremy Manon	Program Facilitator	\$20/hour for up to 15 hours/week

4. Microsociety Substitute
Recommendation

Approve Marie Lisa as a substitute for the Microsociety Program for the 2016-2017 school year pending receipt of required paperwork as recommended by the Superintendent.

5. Co-Curricular Appointment 2017-2018
Recommendation

Approve Corey Harvey as Head Football Coach for the 2017-2018 school year pending receipt of required paperwork as recommended by the Superintendent.

6. Rehiring of Staff - Attachment VI F 6
Recommendation

Approve the rehiring of staff for the 2017-2018 school year as per the attachment.

G. School Business Administrator/Board Secretary Contract
Recommendation

Approve the School Business Administrator/Board Secretary contract for submission to the County Office of Education for review; the only change for the 2017-2018 school year is a salary increase of 2.75%.

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 March 31, 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 March 31, 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:

March 2017 Cafeteria Bill List	\$64,738.45
March 2017 2nd Bill List	\$133,846.98
April 2017 Capital Projects Bill List	\$23,167.25
April 2017 Bill List	\$711,072.10

- E. Certifications

1. Board Secretary's Report March 2017: In accordance with 18A:17-36 and 18A:17-9 for the month March 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 March 2017: The March 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	March 15, 2017	\$621,332.90
Payroll/Agency	March 30, 2017	\$565,183.31

XI. VISITORS' REMARKS

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XII. EXECUTIVE SESSION

A. Resolution - Attachment XII A
Recommendation

Adopt Clayton Board of Education Resolution No. 2017-0425 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