

# **REVISED 9-16-2014**

**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 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.

**VISION STATEMENT:** Preparing Students for the Opportunities of Today and the Future

## **DISTRICT GOALS:**

- To increase pride in the District and foster a positive climate for both staff and students in order to assist them in attaining success.
- To increase community outreach and improve communication to allow for a successful student-centered environment.
- To prepare and plan for a public referendum to fund facility maintenance and/or additions.

**ORDER OF BUSINESS  
BOARD OF EDUCATION  
CLAYTON PUBLIC SCHOOL DISTRICT  
Clayton High School Cafeteria  
September 16, 2014 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, Dawn Milligan, Jeff Radio, Milton Reuter, Edwardo Rojas
  - D. Approval of Minutes for the August 19, 2014, and September 10, 2014, Meetings - 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 and Instruction Committee: Chair (Vacant); Elizabeth Kellum; Edwardo Rojas
    2. Finance and Facilities Committee: Chair Dawn Milligan; Ron Durham; Jeff Radio
    3. Policy and Legislation Committee: Chair Edwardo Rojas; Milton Reuter; John Connelly
    4. Executive Committee: Anthony Grafton; Dawn Milligan; Milton Reuter; Vacant

## 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.

### III. SCHOOL BUSINESS

- A. Recognition of Joy Wagner for 30 Years of Service as Choreographer for Clayton High School Musicals
- B. Field Trips and Activities – Attachment III B  
Recommendation  
Approve Field Trips and Activities as per the attachment.
- C. Memorandum of Agreement Between the School District and the Police Department – Attachment III C  
Recommendation  
Approve the Memorandum of Agreement Between the School District and the Police Department.
- D. NJ QSAC District Improvement Plan – Attachment III D  
Recommendation  
Accept the NJ QSAC Report and approve the NJ QSAC District Improvement Plan.
- E. Job Descriptions – Attachment III E  
Recommendation  
Approve the following revised job descriptions: Student Assistance Counselor; Guidance Counselor.
- F. Policies, Regulations, and Bylaws – Attachment III F  
Recommendation
  - 1. Approve the first reading of the following new policies, regulations, and bylaws: Policy 5613 Removal of Students for Assaults with Weapons Offenses; Regulation 5613 Removal of Students for Assaults with Weapons Offenses; Policy 5620 Expulsion; Regulation 5612 Assaults on District Board of Education Members or Employees; Policy 3283 Electronic Communications Between Teaching Staff Members and Students; Policy 4283 Electronic Communications Between Support Staff Members and Students
  - 2. Approve the following revised policies, regulations, and bylaws: Policy 1510 Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination; Regulation 1510 Rights of Persons with Handicaps or Disabilities/Non-Discrimination; Policy 2412 Home Instruction Due to Health Condition; Regulation 2412 Home Instruction Due to Health Condition; Policy 2417 Student Intervention and Referral Services; Regulation 2417 Student Intervention and Referral Services; Policy 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition;

Regulation 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition; Policy 5200 Attendance; Regulation 5200 Attendance; Policy 5610 Suspension; Regulation 5610 Suspension Procedures; Policy 5611 Removal of Students for Firearms Offenses; Regulation 5611 Removal of Students for Firearms Offenses; Policy 5612 Assaults on District Board of Education Members or Employees; Policy 8462 Reporting Potentially Missing or Abused Children; Regulation 8462 Reporting Potentially Missing or Abused Children

- G. High School Profile for 2014-2015 – Attachment III G  
Recommendation  
Approve the 2014-2015 High School Profile.
- H. Curriculum Revisions – Attachment III H  
Recommendation  
Approve the revisions made to the curricula as per the attachment.
- I. Donation  
Recommendation  
Accept a donation from Acme of brand new books for Simmons Elementary School to support literacy instruction.
- J. District Mentoring Plan – Attachment III J  
Recommendation  
Approve the 2014-2015 District Mentoring Plan as per the attachment.
- K. Home and School Association Events for Elementary School – Attachment III K  
Recommendation  
Approve the Home and School Association events for Simmons Elementary School for the 2014-2015 school year as per the attachment.
- L. Co-Curricular Volunteer Club  
Recommendation  
Approve the Gay/Lesbian/Straight Alliance as a volunteer co-curricular club for the 2014-2015 school year.
- M. Tuition Contract  
Recommendation  
Approve a tuition contract with Archway Atco Campus for Student 54024 for the 2014-2015 school year in the amount of \$40,149.10.
- N. Source 4 Teachers Contract  
Recommendation  
Approve the extension of the agreement with Source 4 Teachers for the 2014-2015 school year for substitutes; full-day rate \$140.73; half-day rate \$73.64.

O. Resolution for Special Election for Sale of Bonds – Attachment III O

Recommendation

Adopt a resolution authorizing a special election of the Board of Education on December 9, 2014, for the purpose of undertaking authorizing the issuance of bonds to finance various capital improvements as per the attachment.

P. Professional Services Agreement – Attachment III P

Recommendation

Approve the Agreement with McManimon and Scotland for legal services for the 2014-2015 school year and adopt the Resolution authorizing same as per the attachment.

Q. RFP Solution Services Contracts

Recommendation

Approve the service contracts with RFP Solutions from July 1, 2014, through June 30, 2015 for the paging system and the CATV system at the High School in the amount of \$2,330 and the paging system and clock system at the Elementary School in the amount of \$1,146.

R. GCSSSD Non-Public Services Agreement for Chapters 192 and 193

Recommendation

Approve the Non-Public Services Agreement with GCSSSD for Chapters 192 and 193 for the 2014-2015 school year funded through the Non-Public Chapters 192 and 193 allocations.

S. Homebound Instruction

Recommendation

1. Approve homebound instruction for Student 1908899 through October 17, 2014, with Carol Wright providing the service in all subject areas at the contracted rate.
2. **Approve homebound instruction for Student 1708799 with Brookfield/Inspira providing the instruction at the rate of \$36 per hour for up to 10 hours per week from September 4, 2014, for approximately 10 school days.**

T. Grants

Recommendation

1. **Grant the administration permission to partner with the New Jersey Department of Education to apply for a federal government early childhood education grant.**
2. **Grant the administration permission to partner with “student working professionals” in applying for the Youth Transitions to Work Program with the State of New Jersey.**

IV. BUILDINGS AND GROUNDS

A. Progress Report – Attachment IV A

Recommendation

Accept the report.

B. Use of Facilities

Recommendation

1. Approve the use of facilities by the Clayton Booster Club for a DAWG event on September 26, 2014 pending receipt of appropriate insurance documentation.
2. Approve the use of facilities by the Girls Scouts every other Friday evening starting September 12, 2014 pending receipt of appropriate insurance documentation.

V. SCHOOL SAFETY AND SECURITY

VI. PERSONNEL

A. Resignations – Attachment VI A

Recommendation

1. Accept Nanci Moore's resignation from her position as School Psychologist/LDTC.
2. Accept Beth Georgette's resignation from her position as Administrative Assistant with the Child Connection Center effective September 8, 2014.
3. Accept Joseph Hadrick's resignation from his position as Security Officer/Hall Monitor at the Elementary School effective September 1, 2014.

B. Resignations – Co-Curricular

Recommendation

1. Accept Sharon Ceravolo's resignation from her co-curricular position of Middle School Student Council Co-Advisor.
2. Accept Chelsea Barney's resignation from her co-curricular position of Clipperettes (Color Guard) Advisor.

C. Leaves of Absence – Attachment VI C

Recommendation

1. Approve Kathleen Bress' request for a leave of absence beginning September 12, 2014, through October 24, 2014.
2. Approve Julianne Fallon's request for an extension to her leave of absence beginning in November and extending through April 30, 2015.

D. Workshop Attendance – Attachment VI D

Recommendation

Approve attendance at workshops as per the attachment.

E. Course Enrollment/Tuition Reimbursement

1. Jennifer Schoepflin, Elementary School Teacher, is requesting permission to enroll in "Curriculum Education" for the fall 2014 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 negotiated agreement not to exceed \$1,980.

Recommendation

Approve Jennifer Schoepflin's request to enroll in the course.

2. Ryan Caltabiano, Middle School Teacher, is requesting permission to enroll in “Seminar in Supervision” for the fall 2014 semester at Wilmington University. Total reimbursement, upon successful completion of the course and submission of the appropriate paperwork, will be in accordance with the Clayton Education Association negotiated agreement not to exceed \$1,352.  
Recommendation

Approve Ryan Caltabiano’s request to enroll in the course.

3. Brianna Rucci, Middle School Teacher, is requesting permission to enroll in “Seminar in Supervision” for the fall 2014 semester at Wilmington University. Total reimbursement, upon successful completion of the course and submission of the appropriate paperwork, will be in accordance with the Clayton Education Association negotiated agreement not to exceed \$1,352.  
Recommendation

Approve Brianna Rucci’s request to enroll in the course.

#### F. Hiring

1. Speech/Language Pathologist  
Recommendation

Approve Corey Grisi as Speech/Language Pathologist for the District at a salary of Step 2 Master’s Degree pro-rated for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent.

2. Micro Society After-School Facilitators  
Recommendation

Grant approval for the following individuals to facilitate the Micro Society Club which will begin on September 22, 2014, through May 20, 2015 and meet Mondays through Wednesdays from 3:35 p.m. to 5:35 p.m.; positions will be funded through the Family Friendly Center grant at the hourly rate of \$20 per hour for the 2014-2015 school year: Fabrian Johnson; Christian Thomas; Alexis Kilduff; Margaret Fallstick; Kelly Franklin-Moxley; Charles Lezenby; Jeffrey Lake; Rebecca New (Substitute); Rita Spaulding( Substitute).

3. Co-Curricular Appointments  
Recommendation

Approve the following co-curricular appointments for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent: Middle School Student Council Co-Advisor (1/2 Stipend): Carol Wright; Clipperettes (Color Guard) Advisor: Honey Rogers.

4. Volunteers  
Recommendation

Approve the following individuals as volunteer advisors for the Gay/Lesbian/Straight Alliance for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent: Alexis Kilduff; Gregory Esposito.

5. Substitutes

Recommendation

Approve the following individuals as substitutes for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent:

Teachers: Brittany Herrington; Francis D'Autrechy; Michelle Emmons; Brandon Cage; Victoria Cliver-DeFrance, **Karen Edwards**  
Nurses: Pamela Myers  
Classroom Aides: Margaret Muller  
Secretaries: Margaret Muller

6. Alternative School Program Staff

Recommendation

Approve the following individuals as staff members for the Alternative School for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent: Joseph Visalli (Administrative Coverage); Deborah Gelston (English Instructor)

7. Security Guard for Simmons Elementary School

Recommendation

Approve Carlos Candelaria as Security Guard for Simmons Elementary School at a salary of \$21,000 pro-rated for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent.

8. Replacement for Athletic Trainer

Recommendation

Approve Breann Lewis as Replacement for Athletic Trainer to cover for a leave of absence at the rate of \$36 per hour pending receipt of required paperwork as recommended by the Superintendent.

9. Homebound Instructors

Recommendation

Approve Carol Wright as Homebound Instructor for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent.

**10. Replacement Teachers for Simmons Elementary School**

**Recommendation**

- 1. Approve Alicia Higginson as Replacement Teacher at Simmons Elementary School to cover for a leave of absence at a salary of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.**
- 2. Approve Michelle Stanisce as Replacement Teacher at Simmons Elementary School to cover for a leave of absence at a salary of \$90 per day pending receipt of required paperwork as recommended by the Superintendent.**

**11. Classroom Aide  
Recommendation**

**Approve Valerie Labonne as part-time Classroom Aide at Simmons Elementary School at a salary of \$10 per hour not to exceed 29 ¾ hours per week for the 2014-2015 school year pending receipt of required paperwork as recommended by the Superintendent.**

**12. Administrative Assistant for the Child Connection Center  
Recommendation**

**Approve Lisa Addario as part-time Administrative Assistant for the Child Connection Center at a salary of \$15 per hour not to exceed 29 ¾ hours per week for the 2014-2015 school year funded through the Pascale Sykes Grant pending receipt of required paperwork as recommended by the Superintendent.**

VII. COMMUNICATIONS

- A. 2014-2017 Bilingual/English as a Second Language (ESL) Three-Year/English Language Services (ELS) Plan Approval – 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 July 2014 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 2014 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 payment of the second Bill List from August 2014 in the amount of \$322,672.89.
2. Approve payment of the Cafeteria Bill List in the amount of \$19,767.24.
3. Approve payment of the September Bill List in the amount of \$622,592.68.

- E. Payroll and Agency Reports  
Recommendation

Approve the Payroll and Agency Reports as follows:

August 15, 2014	Payroll \$123,041.51	Agency \$58,931.30
August 30, 2014	Payroll \$75,895.83	Agency \$46,206.90



F. Certifications

1. Board Secretary's Report July 2014

In accordance with 18A:17-36 and 18A:17-9 for the month of July 2014, 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 2014

The July 2014 Report of the Treasurer of School Funds for the 2014-2015 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 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. 2014-0916 authorizing an Executive Session. The length of the session will be approximately 60 minutes or less.

XIII. ADJOURNMENT