

REVISED 12-17-2013

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
December 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 November 19, 2013 Meeting – Attendance 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 - Attachment II B 1
 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. Students and Clippers of the Month – Attachment III B
 - Elementary: Asiegul Akin, Layla Zieger, Logan Hunt, Jalen Rodriguez, Aiden Gilles, Allyson Koerner, Riley Cannon, Alex Bonacci
 - Middle: Bailey Lester, Justin Pitera, Samantha Perrone
 - High: Khyri Hill, Joseph Gonzalez, Aquasia Graham, Justin TribbettRecommendation
Acknowledge their significant achievement.

- C. Student Recognition
 - 1. Middle School Field Hockey Team
 - 2. Fire Safety Essay Contest Winners
 - 3. All State Choir and All South Jersey Choir Representatives
 - 4. NJ ASK Perfect Score Students
 - 5. **High School Select Choir**

BREAK

The Board will take a brief recess.

- D. Audit Presentation – Shawna Thomas, Bowman and Company, LLP
- E. Audit – Attachment III E
Recommendation
Accept the 2012-2013 School District Audit which indicates there is one recommendation and approve submission to the County Office of Education and State. A copy of the Audit Synopsis was made available to the public.
- F. Corrective Action Plan – Attachment III F
Recommendation
Approve the Corrective Action Plan for the 2012-2013 school year as attached.

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.

- G. Home Schooling
Recommendation
Acknowledge home schooling of Student 21117 for the remainder of the 2013-2014 school year.
- H. Job Description – Attachment III H
Recommendation
Approve the job description for Tutoring Coordinator.
- I. Textbook/Workbook Purchase for Simmons Elementary School – Attachment III I
Recommendation
Approve the sale of unused textbooks and workbooks to Follett Educational Services as per the attachment provided.
- J. Contracts
Recommendation
 - 1. Approve the contract with GCSSSD for CRESS/Autism services for the 2013-2014 school year as follows: Educational Consultation Services (Autism) 4 hours per month for 8 months for 32 hours at the rate of \$110 per hour (Total \$3,520); Homebound Program Assistant 3 hours per week for 26 weeks for 78 hours at the rate of \$34 per hour (Total \$2,652).

2. Approve tuition contracts for the 2013-2014 school year as follows:
Winslow Board of Education for LW 153199 at a cost of \$11,149; Pennsauken Board of Education for NO 1531199 at a cost of \$11,149.
3. Approve contracts for out of state tuition students for the 2013-2014 school year as follows: SP 22186 \$9,999; TP 27071 \$8,416; TP 20182 \$10,223
4. Approve a contract with Deptford Township Board of Education for Student 25139 from November 25, 2013, through June 18, 2014, in the amount of \$7,000 with a one on one aide in the amount of \$22,400.
5. Approve a contract with GCSSSD for additional remedial services for nonpublic Title I students for the 2013-2014 school year in the amount of \$750 per service; Students/services to be determined.

K. Transportation Jointures
Recommendation

1. Approve the following transportation jointures with Delsea for the 2013-2014 school year:
 - Route NP01 Cumberland Christian for 16 students at a cost to Clayton of \$14,144
 - Route NP02 Edgarton Christian/OLMA for 3 students at a cost to Clayton of \$2,652
 - Route NP03 GC Christian for 11 students at a cost to Clayton of \$9,724
 - Route NP04 St. Michael's/St. Mary's for 2 students at a cost to Clayton of \$1,768
 - Route SP01 St. John of God/Abilities Center/New Sharon/Duran for 2 students at a cost to Clayton of \$25,488
 - Route SP03A GC Alternative School/Bankbridge North and South for 1 student at a cost to Clayton of \$5,119
 - Route SP03 Bankbridge North and South for 7 students at a cost to Clayton of \$44,191
 - Route SP06 Archway Atco for 4 students at a cost to Clayton of \$29,380
 - Route SP09 GCIT Career Center/Glassboro Elementary/Pitman Elementary for 2 students at a cost to Clayton of \$33,404
 - Route SP10A Bankbridge Development Center for 1 student at a cost to Clayton of \$15,626
 - Route SP10 Bankbridge Elementary for 1 student at a cost to Clayton of \$17,647
 - Route SP12 Glassboro for 4 students at a cost to Clayton of \$3,536
 - Route SP14 Clifford School for 1 student at a cost to Clayton of \$38,129
2. Approve the following transportation jointures with the YES Facility for the 2013-2014 school year:
 - Route CSP204 for two students (LW 1531399 Winslow and NO 1531199 Pennsauken) at a cost of \$2,718 per student; Route SP01 for two students (SK 1625099 Clementon and CW 1720599 Rancocas Valley) at a cost of \$6,855 per student

L. Memorandum of Understanding with Gloucester County College Center for Career and College Readiness – Attachment III L

Recommendation

Approve the Memorandum of Understanding with Gloucester County College as per the attachment provided.

- M. Out of District Placements
Recommendation
1. Approve out of district placement for Student 15120 at GCSSSD Bankbridge for the remainder of the 2013-2014 school year.
 2. Approve out of district placement for Student 25139 at Deptford-Pine Acres Early Childhood Center for the remainder of the 2013-2014 school year.
- N. Field Trips and Activities – Attachment III N
Recommendation
1. Approve the field trips and activities as listed on the report provided.
 2. Grant approval for the following students and chaperone to attend the Elks Peer Leadership Weekend Workshop February 7, 2014 through February 9, 2014: Alexis Kilduff (Chaperone); Student 15024; Student 15104; Student 15091.
- O. Student Teaching/Practicum
Recommendation
- Approve a School Psychology practicum placement for Rowan student Paige Pfeiffer for 300 hours beginning January 2, 2014, under the supervision of Christine Williams.
- P. Homebound Instruction
Recommendation
1. Approve homebound instruction for Student 14055 for 10 hours per week with Cherrie Ligameri providing the instruction at the rate of \$36 per hour beginning December 13, 2013.
 2. Approve homebound instruction for Student 2000 for 5 hours per week with Brookfield Schools/Inspira Memorial Hospital providing the service at the rate of \$36 per hour beginning October 30, 2013 for approximately two weeks.
- Q. Policies and Regulations – Attachment III Q
Recommendation
- Approve the following policies and regulations: 1240 Policy and Regulation Evaluation of the Superintendent; 3142 Policy and Regulation Nonrenewal of Nontenured Teaching Staff Member; 3144 Policy and Regulation Certification of Tenure Charges; 4146 Policy and Regulation Nonrenewal of Nontenured Support Staff Member; 3221 Policy and Regulation Evaluation of Teachers; 3222 Policy and Regulation Evaluation of Teaching Staff Members Excluding Teachers and Administrators; 3223 Policy and Regulation Evaluation of Administrators Excluding Principals, Vice Principals, and Assistant Principals; 3224 Policy and Regulation Evaluation of Principals, Vice Principals, and Assistant Principals; 3144.12 Policy Certification of Tenure Charges; 3144.3 Policy Suspension Upon Certification of Tenure Charge; 3372 Policy Teaching Staff Member Tenure Acquisition; 3373 Policy Tenure Upon Transfer or Promotion; 3374 Policy Tenure Upon Transfer to an Underperforming School; 4124 Policy Employment Contract; 5512 Policy and Regulation Harassment, Intimidation, and Bullying
- R. Agreement Between the Clayton Administrators' Association and the Clayton Board of Education – Attachment III R
Recommendation
- Approve the Agreement Between the Clayton Administrators' Association and the Clayton Board of Education July 1, 2013, through June 30, 2016.

- S. Donation of Old Cell Phones
Recommendation
Authorize the donation of old cell phones to the High School Environmental Club for recycling.

- T. Curriculum
Recommendation
Approve the following curriculum: Calculus, Pre-Calculus, French II

IV. BUILDINGS AND GROUNDS

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

V. SCHOOL SAFETY & SECURITY

- A. School Bus Emergency Evacuation Drills; Drill Reports; Violence and Vandalism/Code of Conduct Violations; Harassment, Intimidation, and Bullying Reports
Recommendation
Accept the reports.

VI. PERSONNEL

- A. Resignations – Attachment VI A
 - 1. Jeanette Jackson is resigning from her position as Middle School Special Education Teacher.
Recommendation
Accept resignation.
 - 2. Robin Pompper is resigning from her position as Pre-School Aide effective December 31, 2013.
Recommendation
Accept resignation.

- B. Termination of Employee
Recommendation
Approve the termination of Employee #6852 effective December 11, 2013.

- C. Hiring
 - 1. Co-Curricular Appointments
Middle School Cheerleading – Lisa Warner
Baseball Head Coach – William Washington
Middle School Wrestling Coach – Steve Smith
Assistant Boys Basketball Coach – Scott DiCrescenzo
Assistant Football Coach – Lamont Robinson
Recommendation
Approve the above co-curricular appointments for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
 - 2. Substitutes
Custodians: Deanna Darius, Donald Snead, Robert Snead
Teachers: Michael Wepler
Recommendation
Approve the above individuals as substitutes for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.

3. Micro Society
Recommendation
Approve Rita Spaulding and Alexis Kilduff as a substitute facilitators for Micro Society at the rate of \$20 per hour for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
4. Homebound Instructors
Recommendation
Approve Cherrie Ligameri as homebound instructor for the District for the 2013-2014 school year pending receipt of required paperwork as recommended by the Superintendent.
5. Middle School Tutoring Program Coordinator
Recommendation
Approve Alicia Gravenor as Middle School Tutoring Program Coordinator for the 2013-2014 school year at the rate of \$27 per hour 1 hour per day 3 days per week funded through NCLB Title I pending receipt of required paperwork as recommended by the Superintendent.
6. Teacher to Supervise Students for Parent Events
Recommendation
Approve Beckie New as Teacher to Supervise Students for Parent Events to provide constructive activities for school-age children while parents attend informational/training session that will help them support their children with school at the rate of \$36 per hour as needed pending receipt of required paperwork as recommended by the Superintendent.

D. Course Enrollment/Tuition Reimbursement

1. Brianna Rucci has successfully completed “School Leadership: Theory and Practice” during the fall 2013 semester.
Recommendation
Approve tuition reimbursement in the amount of \$1,272 for Brianna Rucci.
2. Andrea Harner is requesting permission to enroll in “Advanced Assessment” for the spring 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’s negotiated agreement not to exceed \$2,339.70.
Recommendation
Grant permission for Andrea Harner to enroll in the course.

E. Workshop Attendance – Attachment VI E

- Recommendation
Approve attendance at workshops as per the list provided.

F. Leave of Absence

- Ryan Hahn is requesting a leave of absence under the Family Medical Leave Act beginning March 24, 2014, and returning May 5, 2014.
Recommendation
Approve Ryan Hahn’s request for a leave of absence.

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 November 30, 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 November 30, 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 Lists – Attachment X D
Recommendation
 - 1. Approve the second Bill List for November 2013 in the amount of \$326,411.41.
 - 2. Approve the Bill List for December 2013 in the amount of \$278,514.98.
 - 3. Approve the Cafeteria Bill List for December 2013 in the amount of \$42,538.03.
- E. Voided Check List
Recommendation
Approve the following:
Void Check 39898 to Kingdom Charter School and reissue; void Check 40004 to South Jersey Soccer Coaches Association and reissue; void Check 40578 to Suzanne Toigo and reissue; void Check 41212 to NJSCA (no reissue at this time).
- F. Payroll and Agency Reports
Recommendation
Approve the Payroll and Agency Reports as follows:

November 15, 2013	Payroll \$329,500.03
	Agency \$228,112.32
November 30, 2013	Payroll \$325,738.78
	Agency \$226,469.51
- G. Certifications
 - 1. Board Secretary's Report November 2013
In accordance with 18A:17-36 and 18A:17-9 for the month of November 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 November 2013
The November 2013 Reports 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. 0213-1217 authorizing an Executive Session for the purpose of discussing personnel. The length of the session will be approximately 60 minutes or less.

XIII. ADJOURNMENT