



CLEMENTON BOARD OF EDUCATION
 WORK SESSION MEETING AGENDA ~ June 20, 2016



CLEMENTON BOARD OF EDUCATION

WORK SESSION MEETING
 June 20, 2016
 7:30 PM

MISSION STATEMENT

The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, board of education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards and Common Core State Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of students and staff.

AGENDA

The Clementon Board of Education welcomes participation of interested organizations and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be 20 minutes with a three-minute time limit for individual speakers.

I. CALL TO ORDER

II. OPENING STATEMENT

“Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the following manner:
 a. Posting written notice at the Board of Education Office.
 b. Sending written notice to the *Courier-Post* and *Record Breeze* newspapers.
 c. Filing written notice with the Clerk of Clementon.”

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. PRESENTATIONS - None

VI. MINUTES

Approval of the Minutes from the following meetings:
 1. May 23, 2016 Regular Meeting

VII. PUBLIC - AGENDA ITEMS ONLY

VIII. COMMITTEE REPORTS

1. Curriculum and Programs
 (Chairperson - William Weyland)
 - a. Community Education Report - May 2016 (Attachment VIII-1.a)
 - b. Camp Clementon Attendance Record - May 2016 (Attachment VIII-1.b)



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2. Finance and Facilities
(Chairperson - William Dilworth)
3. Policy and Personnel
(Chairperson - Randall Freiling)
4. Negotiations
(To be determined at the time of negotiations.)

IX. OTHER REPORTS

1. Camden County Educational Services Commission
(Representative - Christopher McKelvey)
2. Camden County School Boards Association
(Representative - Kathleen Rappold)
3. Legislation
(Representative - William Weyland)
4. Pine Hill Board of Education
(Representative - Randall Freiling)
 - a. Minutes from the April 26, 2016 Worksession/Regular Business Meeting
(Attachment IX-4.a)
5. Home and School Association
(Representative - Katherine Anderson)

X. CORRESPONDENCE

1. Nutri-Serve Monthly Update - May and June 2016
2. Parent Letter
3. Post Travel Report from Joanne Clement for the June 2016 NJ School Business Officials Spring Conference.
4. Thank you note from Wayne Lemma, scholarship recipient.

XI. OTHER INFORMATION

1. Discussion Items:
 - a. 2016-2017 School Calendar *(Attachment XI-1.a)*
2. Clementon School Information:
 - a. Enrollment Reports - May 31, 2016 and June 9, 2016 *(Attachment XI-2.a)*
 - b. Nurse's Report - May 1, 2016 through June 9, 2016 *(Attachment XI-2.b)*
 - c. Administrative Report - May 2016 *(Attachment XI 2.c)*
3. Harassment, Intimidation, and Bullying Report - June 2016 *(Attachment XI-3)*



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4. Fire and Security Drills – May 2016:

Drill Type	Date	Time
Fire Drill	05/18/16	01:18 PM
Security Drill (Lockdown)	05/31/16	10:41 AM

5. Upcoming Events – Summer 2016 (*Attachment XI-5*)

XII. SUPERINTENDENT’S REPORT

Items for Action – The Superintendent recommends approval of the following items:

1. Accept, with regret, the retirement of employee # 212 effective June 30, 2016.
2. Revised request from employee # 229 for medical leave beginning May 16, 2016 through November 21, 2016. Employee will use available sick time followed by uncompensated time under NJFLA/FMLA. (*Attachment XII-2*)
3. Source 4 Teachers June 2016 Substitute List (*Attachment XII-3*)
4. Salary correction for Anna Marie DeSanto to \$32,106.00 (60%), Step 1-2 MA.
5. Approve the creation of the position of Reading Teacher.
6. Anna Marie DeSanto as the Reading Teacher.
7. Employment of the following personnel for the 2016-2017 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Grades 7/8 Science Teacher (10 months)
 NAME: Daniel Bower
 SALARY: \$50,060.00 per year
 STEP: 1-2 BA
 START DATE: September 1, 2016
 - b. POSITION: Special Education Math Resource Room Teacher Grades 6-8 (10 months)
 NAME: Stacey Anderson
 SALARY: \$51,100.00 per year
 STEP: 1-2 BA+15
 START DATE: September 1, 2016
8. 2016-2017 Title I and Title II certified staff salary allocations:
 - a. Christine Fellona \$58,150
 - b. Michelle Magilton \$60,250
 - c. Alyssa Martin \$57,000



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9. 2015-2016 Non-Contracted Additional Stipends (Programs showed a profit at the end of the school year.):

Stipend Position	Faculty Member	Additional Stipend
Community Education Director	Kate Teschner	\$175.00
Camp Clementon Director	Kate Teschner	\$175.00

10. 2016-2017 Contracted Extra-Curricular Stipend Positions and Personnel:

Stipend Position	Faculty Member	Stipend
Chorus	Salvatore Mazzocca	\$1,231.00
Yearbook	Kimberly Schultz	\$1,165.00
Art Challenge	Kimberly English	\$1,335.00
Drama	Salvatore Mazzocca	\$2,259.00

11. 2016-2017 Non-Contracted Extra-Curricular Stipend Positions and Personnel:

Stipend Position	Faculty Member	Stipend
* Community Education Director	Kate Teschner	* \$8,782.00
* Camp Clementon Director	Kate Teschner	* \$8,782.00
News Media Coordinator	Helene Weyland	\$1,231.00
Hourly Position	Faculty Member	
Camp Clementon Senior Staff	Lynne Stang	\$13.40 per hour
Camp Clementon Senior Staff	Cheryl Branch	\$13.40 per hour
Camp Clementon Senior Staff	Kristin Egan	\$13.40 per hour
Camp Clementon Senior Staff	Diana Cielez	\$13.40 per hour

* If each specified program above shows a profit at the end of the school year, both positions will receive an additional \$228.00

12. Summer 2016 Professional Development: Curriculum Writing – Training Session
Description: This workshop will work with the ELA and Math teachers to go through the New Jersey Student Learning Standards frameworks and looking ahead at updating curriculum for the 2016-2017 school year. Teachers should attend this workshop before working on any curriculum.
Facilitators: Lynn DiPietropolo, Adrienne McManis, Katie Agresta
Dates: Thursday, July 7, 2016 and ongoing July and August 2016
Teachers: Pettet, Ballinghoff, Bhasin, Kolody, Jennetta, Rambo, Egan, Cirrincione, Miles, Falkenstein, Cunliffe, Tropp, Terlizzi, Buttari, TBH 4/5 ELA, Murray, Stiles, Pataky, Marino, Small, Koch, Wilson, Haldeman, Vance, Rossi, Barker, Brumbach, Cullen, Schultz, McClave, Procopio, Taylor, TBH - Gr. 7 Inclusion, Gr. 6-8 Resource ELA, Gr. 6-8 Resource Math, Martin, Magilton, Fellona
Note: Staff will receive no more than 10 hours of curriculum writing time during July and August 2016. This includes the professional development offered on July 7, 2016.
Cost: 38 teachers x 10 hours x \$34.50 per hour = \$13,110.00
Funding: Title I and/or Title IIA



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13. Summer 2016 Professional Development: Curriculum Writing
Description: Staff listed will be provided no more than 10 hours total of curriculum writing time.
Dates: July and August 2016
Teachers: Paulino, English, Mazzocca, Butz, Heverly, DeSanto, Stefan, Pettet, Ballinghoff, Bhasin, Kolody, Jennetta, Rambo, Egan, Cirrincione, Miles, Falkenstein, Cunliffe, Tropp, Terlizzi, Buttari, 4/5 ELA TBH, Murray, Gundaker, Stiles, Pataky, Marino, Gregory, Small, Koch, 7/8 Science TBH, Palermo, Wilson, Haldeman, Vance, Rossi, Barker, Brumbach, Cullen, Schultz, McClave, Procopio, 7 Inclusion TBH, Taylor, 6-8 Resource ELA TBH, 6-8 Resource Math TBH
Cost: 46 teachers x 10 hrs. x \$34.50 per hour = \$15,870.00
Funding: Title I and/or Title IIA
14. Summer 2016 Professional Development: Writing - Grades K-2
Description: ELA teachers in grades K-2 will work with Jeanne Clements on implementing writing into the K-2 ELA curriculum.
Facilitator: Jeanne Clements from New Jersey Language Arts Association (Clements Education)
Date: Monday, July 18, 2016
Teachers: Bhasin, Pettet, Ballinghoff, Jennetta, Rambo, Miles, Cirrincione, Brumbach, Vance, Rossi, Fellona, Martin
Cost: 12 teachers x 6 hours x \$34.50 per hour = \$2,484.00
Funding: Title I and/or Title IIA
15. Summer 2016 Professional Development: Writing - Grades 3-8
Description: ELA teachers in grades 3-8 will work with Jeanne Clements on The *Writing Lessons Program* which is designed to break the cycle of students being given writing assignments with little or no instruction on how to craft a good essay. It is a “pre-emptive” approach in which students are taught how to write before writing. Some of the skills they will learn in the *Writing Lessons Program* are: understanding the structure of expository writing, use of transitions, citing evidence to prove a claim or thesis, incorporating cohesion with the use of explanations, paragraphing skills, outlining skills, use of key words, higher level word choice, varied word choice, self-assessment skills, logical progression of ideas, and conventions of language.
Facilitator: Jeanne Clements from New Jersey Language Arts Association (Clements Education)
Dates: July 19, 20, 21, 2016
Teachers: Cunliffe, Tropp, Terlizzi, TBH - 4/5 ELA, Stiles, Pataky, Small, Wilson, Rossi, Barker, Brumbach, Cullen, McClave, Procopio, TBH - Gr. 7 Inclusion, TBH - Gr. 6-8 Resource ELA, Taylor, Martin, Fellona
Cost: 18 teachers x 18 hours x \$34.50 per hour = \$11,178.00
Funding: Title I and/or Title IIA
16. Summer 2016 Professional Development: Technology Training of Office 365
Description: The technology group will go over One Drive, Microsoft Outlook, start the preparation for use of Chromebooks in the building, and can assist you in setting up Office 365 in your classroom.
Facilitator: Matt Torres
Dates: Monday, July 18, 2016 or Monday, August 8, 2016



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Staff: Open to any certificated staff member, administrative, and secretarial staff; only 10-month employees will get their hourly rate per the Collective Bargaining Agreement. 12-month employees can attend during their scheduled work day.

Cost: 49 teachers (10-mont) x 3 hours x \$34.50 per hour = \$5,071.50

Funding: Title I and/or Title IIA

17. Summer 2016 Professional Development: Preparing for the Technology Needs of the CCSS: Using Google's Cloud-Based Applications

Description: The Common Core State Standards require students to be able to research, produce, publish, collaborate and interact while achieving the standards throughout the curriculum. This course offers an in-depth exploration of Google Applications suited to support these needs. Participants will be given instruction on how to use these tools and will have the opportunity to create lessons that utilize this cloud-based environment to meet the needs of the CCSS in their classrooms and beyond.

Facilitator: Standards Solutions

Date: July 25, 2016

Time: 8:30 - 3:30 (1 hour lunch on your own)

Teachers: Paulino, English, Mazzocca, Butz, Heverly, DeSanto, Stefan, Pettet, Ballinghoff, Bhasin, Kolody, Jennetta, Rambo, Egan, Cirrincione, Miles, Falkenstein, Cunliffe, Tropp, Terlizzi, Buttari, 4/5 ELA TBH, Murray, Gundaker, Stiles, Pataky, Marino, Gregory, Small, Koch, 7/8 Science TBH, Palermo, Wilson, Haldeman, Vance, Rossi, Barker, Brumbach, Cullen, Schultz, McClave, Procopio, 7 Inclusion TBH, Taylor, 6-8 Resource ELA TBH, 6-8 Resource Math TBH, Martin, Magilton, Fellona

Cost: 49 teachers x 6 hrs. x \$34.50 per hour = \$10,143.00

Funding: Title I and/or Title IIA

18. Summer 2016 Professional Development: 21st Century Skills for Humanities Classrooms - Grades K-8

Description: While humanities studies mostly focus on the great ideas and people of the past, it is important for students to be able to apply 21st century skills to their learning. In this workshop, humanities instructors learn how to teach these skills in three critical areas: Critical Thinking and Problem Solving, Creativity and Innovation, and Communication and Collaboration. Participants also explore the latest e-learning apps, which provide students with a new form of interaction with their cultural heritage. Instructors who complete this workshop learn effective teaching approaches and receive useful materials to enable their students to master 21st century skills.

Facilitator: Standards Solutions

Date: Thursday, July 14, 2016

Teachers: Pettet, Ballinghoff, Bhasin, Jennetta, Rambo, Cirrincione, Miles, Cunliffe, Tropp, Terlizzi, TBH 4/5 ELA, Stiles, Pataky, Small, Wilson, Barker, Cullen, Gr. 6-8 Resource ELA, Martin, Fellona, Gundaker, Gregory, Palermo, TBH - 7/8 Science

Cost: 24 teachers x 3.5 hours x \$34.50 per hour = \$2,898.00

Funding: Title I and/or Title IIA



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19. Summer 2016 Professional Development: Pairing Texts in History, Science, and Technical Subjects – Grades 4-8

Description: When instructors use paired texts they have the opportunity to expand students’ content knowledge, increase their reading comprehension, and develop their critical thinking skills. Using paired texts promotes higher-order thinking. During this workshop, participants explore the literacy standards for history, science and technical subjects as they pertain to pairing text and media. This workshop will focus on central idea in informational text, analyzing how ideas are transformed from one text to another, integrating information, comparing text structures and analyzing elements such as illustrations, charts, graphs and maps.

Facilitator: Standards Solutions

Date: Thursday, July 14, 2016

Teachers: Terlizzi, TBH - Gr. 4/5 ELA, Gundaker, Stiles, Pataky, Gregory, Small, TBH - 7/8 Science, Wilson, Palermo, Barker, Cullen, McClave, Procopio, Taylor, TBH - Gr. 7 Inclusion, TBH - Gr. 6-8 Resource ELA, Martin

Cost: 18 teachers x 3.5 hours x \$34.50/hr = \$2,173.00

Funding: Title I and/or Title IIA

20. Approve Inspired Instruction, LLC - Standards Solutions to provide professional development services for the 2016-2017 school year.

21. Approve Association of Language Arts Teachers (Clements Education) of New Jersey to provide professional development services for the 2016-2017 school year.

22. Approve American Reading Company to provide professional development services for the 2016-2017 school year.

23. Harassment, Intimidation, and Bullying Report - May 2016 (*Attachment XII-23*)

24. Graduate Compensation Request:

- a. EMPLOYEE: Alyssa Martin
- COURSE TITLE: Measurement, Accountability, and Student Learning
- UNIVERSITY: Wilmington University
- COURSE FEE: \$1,332.00 plus \$100.00 for books
- SEMESTER: Summer 2016
- NOTE: Course reimbursements shall not exceed \$1,000.00 per individual per year and employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

25. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn DiPietropolo
- WORKSHOP: Conversations Around Curriculum and Instruction
- LOCATION: Rowan College at Gloucester County, Sewell, NJ
- DATE: June 30, 2016
- COST: \$0.00
- SPONSOR: NJ Department of Education



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- b. EMPLOYEE: Adrienne McManis
 WORKSHOP: Conversations Around Curriculum and Instruction
 LOCATION: Rowan College at Gloucester County, Sewell, NJ
 DATE: June 30, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education

- c. EMPLOYEE: Katie Agresta
 WORKSHOP: Conversations Around Curriculum and Instruction
 LOCATION: Rowan College at Gloucester County, Sewell, NJ
 DATE: June 30, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education

- d. EMPLOYEE: Joanne Clement
 WORKSHOP: Mold Management and Prevention
 LOCATION: Indian Springs Country Club, Marlton, NJ
 DATE: July 20, 2016
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

- e. EMPLOYEE: Jose Cruz
 WORKSHOP: Mold Management and Prevention
 LOCATION: Indian Springs Country Club, Marlton, NJ
 DATE: July 20, 2016
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

- f. EMPLOYEE: Joanne Clement
 MEETINGS: 2016-17 BCIP Meetings
 LOCATION: Lenape and Voorhees
 DATES: September 14, 2016; November 9, 2016; January 11, 2017;
 May 10, 2017
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

- g. EMPLOYEE: Joanne Clement
 WORKSHOP: SPELL JIF Joint Retreat
 LOCATION: Cape May, NJ
 DATES: September 28, 29, and 30, 2016
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

Approval of motions 1 through 25 above:

MOVED BY: _____ SECOND BY: _____
 ON ROLL CALL VOTE: _____ MOTION CARRIED: _____

26. Approval of contract for the 2016-2017 school year, as approved by the Camden County Office of Education: *(Attachment XII-26)*



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- a. EMPLOYEE: Joanne E. Clement
 POSITION: Business Administrator/Board Secretary
 SALARY: \$115,837.00 per year

Approval of motion 26 above:

MOVED BY: _____ SECOND BY: _____
 ON ROLL CALL VOTE: _____ MOTION CARRIED: _____

XIII. SECRETARY’S REPORT

Items for Action - The Superintendent recommends approval of the following items:

1. The payment of the following bill lists from the General Account:

<u>Bill List and Check Register</u>	<u>Amount</u>	
1. List # 1 (Payroll)	\$204,814.79	<i>(Attachment XIII-1.1)</i>
2. List # 2 (Payroll)	\$211,647.24	<i>(Attachment XIII-1.2)</i>
3. List # 3 (Community Education)	\$10,289.86	<i>(Attachment XIII-1.3)</i>

2. Approve transfers in the amount of \$29,893.72. *(Attachment XIII-2)*

3. 2016-2017 No Child Left Behind Allocations:
 - Title I: \$290,134.00
 - Title II: \$ 36,642.00
 - Title III: \$ 1,691.00

4. OMNI Service Agreement for the 2016-2017 school year in the amount of \$1,572.00. *(Attachment XIII-4)*

5. In accordance with N.J.A.C. 6A:23A-14.4(a), resolved to deposit anticipated current year surplus not to exceed \$50,000 into tuition Reserve account at year end.

6. In accordance with N.J.A.C. 6A:23A-14.4(a), resolved to deposit anticipated current year surplus not to exceed \$200,000 into tuition Reserve account at year end.

7. In accordance with N.J.A.C. 6A:23A-14.4(a), resolved to deposit anticipated current year surplus not to exceed \$200,000 into Capital Reserve account for projects in our Long Range Facilities Plan.

8. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2016-2017 school year for supplies.

9. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.

10. Permission for the Superintendent and Business Administrator to make transfers and pay the bills for the end of the month of June 30, 2016 prior to the July board meeting.



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11. Inter-Local Agreement between Clementon Board of Education and Borough of Clementon for IT services for the 2016-2017 school year.

12. 2016-2017 Transportation bids as follows:

	<u>McGough</u>	<u>Hillman</u>	<u>First Student</u>
Soccer	\$355.00	No bid	No bid
Basketball	\$355.00	No bid	No bid
Softball	\$355.00	No bid	No bid
Baseball	\$355.00	No bid	No bid
Independence Hall	\$460.00	No bid	No bid

13. Special Board Meeting on July 7, 2016 at 6:30 PM. Topic: Cadillac Tax presented by Brown and Brown Insurance.

14. Resolution to release excess surplus to the board in the amount of \$7,044.00. *(Attachment XIII-14)*

15. Attendance at the New Jersey School Boards Convention:

Dates:	October 25-27, 2016	
Cost:	\$1,400.00	
Attendees:	Ellen Suckle	Katherine Anderson
	William Dilworth	Danielle Aubry
	Randall Freiling	Christopher McKelvey
	Kathleen Rappold	Christy Weaver
	William Weyland	Lynn DiPietropolo
	Joanne Clement	

16. Peer Review Opinion Letter for Bowman and Company, LLP. *(Attachment XIII-16)*

17. In accordance with N.J.S.A. 40A:11-5(1)(a)(i) and 18A:18A-5(a)(1), professional bid exception, awards a contract to Advanced Computer Solutions Group (ACSG), for the 2016-2017 school year, in the amount of \$75,250.

18. In accordance with N.J.S.A. 40A:11-5(1)(a)(i) and 18A:18A-5(a)(1), professional bid exception, the Clementon Board of Education appoints Brown and Brown as our insurance broker.

19. Pursuant to PL 2015, Chapter 47 N.J.S.A. 18A:18A-42.2, the Clementon Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A. et. Seq., N.J.A.C. 6A Chapter 23A, and Federal Uniform Administrative Requirements 2CFR, Part200. *(Attachment XIII-19)*

20. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR MAY 2016 *(Attachment XIII-15)*



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Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of May 31, 2016 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Clementon Board of Education pursuant to N.J.S.A.18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Clementon Board of Education certifies that as of May 31, 2016 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board’s knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Approval of motions 1 through 20 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

XIV. PUBLIC

XV. EXECUTIVE SESSION

XVI. UNFINISHED BUSINESS

1. Policy 4125 (*Attachment XVI-1*)
2. Policy 3125 (*Attachment XVI-2*)

XVII. NEW BUSINESS

1. Work Session dates and times for the 2016-2017 school year.
2. Board of Education times for the 2016-2017 school year.

XVIII. ADJOURNMENT