

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 25, 2016

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CLEMENTON BOARD OF EDUCATION  
Clementon, New Jersey

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
January 25, 2016

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:

The Regular Meeting of the Clementon Board of Education was called to order at 7:30 PM on the above date by Ellen Suckle, President.

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:

Mrs. Suckle led the Pledge of Allegiance.

IV. ROLL CALL:

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Katherine Anderson	7:30 PM	9:42 PM
William Dilworth	7:30 PM	9:42 PM
Randall Freiling	7:30 PM	9:42 PM
Christopher McKelvey	7:30 PM	9:42 PM
Kathleen Rappold	7:30 PM	9:42 PM
Ellen Suckle	7:30 PM	9:42 PM
Christy Weaver	7:30 PM	9:42 PM
William Weyland	7:30 PM	9:42 PM

Quorum present.

Also present were:

Lynn DiPietropolo, Superintendent/Principal  
Joanne E. Clement, School Business Administrator/Board Secretary  
Frank Cavallo, Solicitor

Also present in the audience were:

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Members of the community and staff.

V. MINUTES:

Approval of the Minutes from the following meetings:

1. December 21, 2015 Regular Meeting and Executive Session - As amended
2. January 4, 2016 Reorganization Meeting

MOVED BY: \_\_\_\_\_ Mr. Weyland \_\_\_\_\_  
ON ROLL CALL VOTE:

SECOND BY: \_\_\_\_\_ Mr. Dilworth \_\_\_\_\_  
MOTION CARRIED: 8-0-0

VI. PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public for Agenda items only.

There were no public comments.

MOTION: To close the public portion of the meeting.

MOVED BY: \_\_\_\_\_ Mrs. Rappold \_\_\_\_\_  
ON ROLL CALL VOTE:

SECOND BY: \_\_\_\_\_ Mr. Weyland \_\_\_\_\_  
MOTION CARRIED: 8-0-0

VII. PRESENTATIONS

- *2015 PARCC Results - NEXT MONTH*
- *December 2015 Manner Banner (Classroom 2C - Mrs. Ballinghoff) - NEXT MONTH*
- *December 2015 Bulldogs Best - NEXT MONTH*
- *Strauss Esmay Online Services - Ms. DiPietropolo*

VIII. COMMITTEE REPORTS

1. Administrative Evaluation  
(Chairperson - Ellen Suckle)
  - Mrs. Suckle - No report.
2. Building and Maintenance  
(Chairperson - William Dilworth)
  - Mr. Dilworth reported that the Committee met and discussed the camera improvements. There was discussion about microphones. The Committee will gather more information from the attorney. Further discussion is needed. We will keep everyone posted.
3. Core Curriculum and Technology  
(Chairperson - William Weyland)
  - a. Community Education Report - December 2015 (*Attachment VIII-3.a*)
  - b. Camp Clementon Attendance Record - December 2015 (*Attachment VIII-3.b*)
    - Mr. Weyland - No report.
4. Finance  
(Chairperson - Ellen Suckle)
  - Mrs. Suckle - No report.
5. Personnel  
(Chairperson - Randall Freiling)

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- Mr. Freiling - No report.
6. Policy  
(*Chairperson - Kathleen Rappold*)
- Mrs. Rappold reported that the Committee reviewed the policy and regulation for Use of Facilities. They need additional information for review. The Committee will meet again in February and hopefully the policy will be placed on the February agenda for a first reading.
  - On the agenda this evening is the second and final reading of Policy 0155 - Board Committees.
  - Also discussed was the posting of regulations online. Due to security, we do not want them all available to the public.
  - The Committee held a hearing with the Grievance Committee, which will be discussed in Executive Session.
7. Camden County Educational Services Commission  
(*Representative - Christopher McKelvey*)
- Mr. McKelvey attended the Commission meeting and was sworn in and welcomed by the Commission.
8. Camden County School Boards Association  
(*Representative - Kathleen Rappold*)
- Mrs. Rappold reported our next meeting will be on February 1, 2016. Mr. Weyland and Mr. McKelvey are registered.
9. Legislation  
(*Representative - William Weyland*)
- Mr. Weyland gave a combined report of both committees. He stated that these meetings are open to anyone, but you must be registered to attend. The next meeting will have legislators attending. He had a copy of the agenda for anyone who wished to see it.
10. Pine Hill Board of Education  
(*Representative - Randall Freiling*)
- a. Minutes from the November 17, 2015 Worksession/Regular Business Meeting  
(*Attachment VIII-10.a*)
    - Mr. Freiling did not attend the December meeting. The Reorganization Meeting was held in January. The next meeting is tomorrow.
    - Discussion of seniors taking classes at Camden County College is ongoing.

Home and School Association - Mrs. Anderson reported on the following:

Upcoming Fundraisers:

- Color Run: May 15 (Not expecting a big profit; more for community building/fun.)
- Giambri's Candy: February through March
- Family Nights: Scotto's Pizza, LaEsperanza
- Movie Nights: January 29, Cancel February, March - McKenzie's Karate partnership
- Book Fair: April
- Hoagie Sales: Continuing

Future Support:

- Financial support for the 8<sup>th</sup> grade trip.

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- Provide opportunities and support for the 8<sup>th</sup> grade students to raise funds for the class trip or dance (percentage of concessions, etc.).
- School Play: Money and possibly assistance with play bill.
- Art Show: Money for supplies and activities.
- Classroom Supplies: Offering teacher HSA members \$25.00 reimbursement for classroom supplies, etc.

Other Information:

- Received federal and state tax exemption numbers and letters.
- Writing procedures and policies for on-site fundraisers (Holiday Shop, Book Fair, etc.).
- Cleaning out HSA supply closet on January 21.
- Teacher's Pride: Acknowledging teachers to the community.
- Room Rep Meeting: Making sure room reps are aware of their role.

IX. CORRESPONDENCE

1. Nutri-Serve Monthly Update - December 2015
2. January 2016 All Star After School Snack Menu
3. "Camden County Gang Awareness Training" Certificate of Completion for Lynn DiPietropolo.
4. "Camden County Gang Awareness Training" Certificate of Completion for Adrienne McManis.
5. "Camden County Gang Awareness Training" Certificate of Completion for Joanne Clement.
6. New Jersey School Boards Association Certificate of Appreciation for Irene Buchalter.
7. Notification that William Weyland has been appointed to the New Jersey School Boards Association's Legislative Committee, representing legislative district #4.
8. "Planning for Safer Schools for a Better Tomorrow" Certificate of Participation for Joanne Clement.
9. "Planning for Safer Schools for a Better Tomorrow" Certificate of Participation for Lynn DiPietropolo.
10. "Planning for Safer Schools for a Better Tomorrow" Certificate of Participation for Adrienne McManis.

Mrs. Suckle thanked the administration for attending these meetings.

X. OTHER INFORMATION

1. Discussion Items:  
Mrs. Weaver needs to know the process for discussion items. Mrs. Suckle asked her to set up an appointment with administration.
2. Clementon School Information:
  - a. Enrollment Report - December 2015 (*Attachment X-2.a*)
  - b. Nurse's Report - December 2015 (*Attachment X-2.b*)
  - c. Administrative Report - December 2015 (*Attachment X-2.c*)
3. Fire and Security Drills - December 2015:

Drill Type	Date	Time
Fire Drill	12/16/15	09:44 AM
Security Drill (Lockdown)	12/22/15	09:21 AM

4. Upcoming Events - February 2016 (*Attachment X-4*)

#### XI. SUPERINTENDENT'S REPORT

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

1. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:
  - a. POSITION: Camp Clementon Aide  
NAME: Lauren Carian  
RATE OF PAY: \$13.05 per hour  
NOTE: Employee is a Mission One Instructional Aide
2. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.
3. Source 4 Teachers January 2016 Substitute List (*Attachment XI-3*)
4. 2015-2016 Volunteers for the school musical production "Once Upon a Mattress":
  - a. Dennis Lupinsky (Choreographer)
  - b. C.J. Coolsen (Sound)
  - c. Jordan Busch (Stage Crew)
  - d. Kevin Hill (Percussionist)
5. December 2015 Harassment, Intimidation, and Bullying Report (*Attachment XI-5*)
6. QSAC District Performance Review (*Attachment XI-6*)
7. School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Report for 2014-2015 (*Attachment XI-7*)
8. Second Reading and Adoption of the following revised policies and regulations: (*Attachment XI-8*)

Number	Type	Title
3322	POL	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
4322	POL	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
5330	POL	Administration of Medication
5330	REG	Administration of Medication
5339	POL	Screening for Dyslexia
5615	POL	Suspected Gang Activity
8540	POL	School Nutrition Programs
8550	POL	Outstanding Food Service Charges
8820	POL	Opening Exercises/Ceremonies
1240	POL	Evaluation of Superintendent

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1240	REG	Evaluation of Superintendent
3221	POL	Evaluation of Teachers
3221	REG	Evaluation of Teachers
3222	POL	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3222	REG	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223	POL	Evaluation of Administrators. Excluding Principals, Vice Principals, and Assistant Principals
3223	REG	Evaluation of Administrators. Excluding Principals, Vice Principals, and Assistant Principals
3224	POL	Evaluation of Principals, Vice Principals, and Assistant Principals
3224	REG	Evaluation of Principals, Vice Principals, and Assistant Principals
3431.1	POL	Family Leave
4431.1	POL	Family Leave
5337	POL	Service Animals
5516	POL	Use of Electronic Communication and Recording Devices (ECRD)
3439	POL	Jury Duty
3439	REG	Jury Duty

## 9. Workshop/Meeting Requests:

- a. EMPLOYEE: Joanne Clement  
 WORKSHOP: "StopIt" Cyber Bullying Workshop  
 LOCATION: Mount Laurel, NJ  
 DATE: January 19, 2016  
 COST: \$0.00  
 SPONSOR: SPELL JIF
- b. EMPLOYEE: Adrienne McManis  
 WORKSHOP: "StopIt" Cyber Bullying Workshop  
 LOCATION: Mount Laurel, NJ  
 DATE: January 19, 2016  
 COST: \$0.00  
 SPONSOR: SPELL JIF
- c. EMPLOYEE: Julie Sattinger  
 WORKSHOP: NJSJA Joint Conference/International Dyslexia Assoc.  
 LOCATION: Garwood, NJ  
 DATE: March 9, 2016  
 COST: \$180.00  
 SPONSOR: NJSJA/International Dyslexia Assoc.
- d. EMPLOYEE: Steve Boianelli  
 WORKSHOP: 2016 PARCC Training  
 LOCATION: Monroe Township, NJ  
 DATE: March 7, 2016  
 COST: \$0.00  
 SPONSOR: NJ Department of Education

## 10. Field Trips:

- a. TRIP: NJHS and Student Council Trip  
 FACULTY SPONSOR: Nicole Palermo

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DATE: June 2, 2016  
 RAIN DATE: N/A  
 TIME: 8:00 AM – 7:00 PM  
 DESTINATION: Arlington National Cemetery (Arlington, VA), Washington DC Mall (Washington, DC), National Holocaust Museum (Washington DC)  
 ADMISSION: \$0.00  
 TRANSPORTATION: \$800.00; 1 Bus (T & L Transportation)  
 PARTICIPANTS: NJHS and Student Council students in grade 8  
 NOTE: Students will visit tourist attractions in our nation's capital.  
 FUNDED BY: NJHS and Student Council

- b. TRIP: Grade 8 Class Trip  
 SPONSOR: Clementon Home and School Association  
 FACULTY SPONSOR: Nicole Palermo  
 DATE: May 26, 2016  
 RAIN DATE: May 27, 2016  
 TIME: 8:30 AM – 5:30 PM  
 DESTINATION: Six Flags Great Adventure, Jackson, NJ  
 ADMISSION: \$1,270.80, which will be funded by the Clementon Home and School Association  
 TRANSPORTATION: Obtained and funded by the Clementon Home and School Association  
 PARTICIPANTS: Students in grade 8

#### 11. School Activities:

- a. EVENT: Musical Production T-shirt Sale  
 FACULTY SPONSOR: Sal Mazzocca  
 VENDOR: Craig's Cosmic Tees, Williamstown, NJ  
 DATES: TBD  
 NOTE: The t-shirts will feature the show's logo, as well as a list of the cast and crew. The shirts will cost \$7.75 per shirt for the school and will be sold at \$12.00 per shirt.
- b. EVENT: Musical Production DVD Sale  
 FACULTY SPONSOR: Sal Mazzocca  
 VENDOR: Frank Collins (FCollins@GBcollects.com)  
 DATES: TBD  
 NOTE: Each DVD will cost the school \$10.00 and would be sold at \$15.00 per DVD.
- c. EVENT: "The Cat in the Hat" Visit  
 SPONSOR: NJEA Association, as part of Read Across America  
 FACULTY SPONSORS: Mike Rossi, Denise Brumbach  
 DATE: February 3, 2016  
 TIME: 8:45 AM – 9:30 AM  
 LOCATION: B-101 or C-101  
 PARTICIPANTS: Students in the Stars Classes  
 NOTE: The "Cat in the Hat" visitor will be a retired NJEA member.
- d. EVENT: Amblyopia Screening  
 SPONSOR: The Lion's Club  
 FACULTY SPONSOR: Mary Beth Hernandez, RN  
 DATE: April 1, 2016

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- TIME: TBD  
 LOCATION: TBD  
 PARTICIPANTS: Preschool students  
 NOTE: Screening performed free of charge by The Lion's Club.
- e. EVENT: 8<sup>th</sup> Grade Dance Fundraiser - "We♥CES"  
 SPONSOR: 8<sup>th</sup> Grade Dance Committee  
 DATES: February 1, 2016 - February 12, 2016  
 LOCATION: MPR (for display of hearts)  
 NOTE: A flyer will be sent home asking for \$1.00 donation to support the eighth grade efforts to raise funds for the dance. A heart will be displayed in the MPR for each donation received.
- f. EVENT: Yearbook Fundraiser - Spirit Wear Sale  
 FACULTY SPONSOR: Kim Schultz  
 DATES: February 1, 2016 - February 28, 2016  
 ITEMS SOLD: Spirit wear items  
 NOTE: Funds raised will be used to offset the costs of producing the yearbook.
- g. EVENT: 8<sup>th</sup> Grade Dance Fundraiser - "Good Luck CES"  
 SPONSOR: 8<sup>th</sup> Grade Dance Committee  
 DATES: March 1, 2016 - March 16, 2016  
 LOCATION: MPR (for display of shamrocks)  
 NOTE: A flyer will be sent home asking for \$1.00 donation to support the eighth grade efforts to raise funds for the dance. A shamrock will be displayed in the MPR for each donation received.
- h. EVENT: Student Council Fundraiser - Car Wash  
 FACULTY SPONSOR: Nicole Palermo  
 DATE: May 14, 2016  
 TIME: 10:00 AM - 2:00 PM  
 LOCATION: CES Parking Lot  
 NOTE: Funds raised will benefit the Student Council account.
- i. EVENT: Clementon Heroes Lunch  
 SPONSOR: NJHS  
 FACULTY SPONSOR: Nicole Palermo  
 DATE: May 25, 2016  
 TIME: 1:30 PM - 2:30 PM  
 LOCATION: MPR  
 NOTE: The members of the NJHS would like to express their gratitude for the Clementon heroes who have helped keep them safe - police officers, fire fighters, and crossing guards.

## 12. Community Use of Facilities:

- a. ORGANIZATION: 8<sup>th</sup> Grade Dance Committee  
 PERSON IN CHARGE: Jen Rhine  
 SPONSOR: Community Education  
 PURPOSE: Parent meeting to organize the 8<sup>th</sup> grade dance.  
 DATE: January 26, 2016  
 TIME: 3:15 PM - 4:30 PM  
 LOCATION: TBD



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- b. ORGANIZATION: Girl Scouts Troop 30481 - Clementon  
 PERSON IN CHARGE: Christine Nucera  
 SPONSOR: Community Education  
 PURPOSE: Mother/Daughter Social  
 DATE: April 1, 2016  
 TIME: 6:00 PM - 9:00 PM  
 LOCATION: MPR
- c. ORGANIZATION: Community Education  
 PERSON IN CHARGE: Kate Teschner  
 PURPOSE: Clementon "Clean Communities" Weekend - Spring 2016  
 DATE: May 14 and 15, 2016  
 TIME: 9:00 AM - 12:00 PM  
 LOCATION: Town-wide  
 NOTE: CES extra-curricular clubs and sports are encouraged to participate to raise funds for their activities. (Participating groups receive \$200.00 from the Borough of Clementon.)

A lengthy discussion was held concerning the policies in Motion #8 by Mrs. Weaver. Ms. DiPietropolo explained the process for reviewing changes in the policies. Mr. McKelvey commented on the need for the new board to see the policies before being presented to the entire Board. Again, Ms. DiPietropolo stated that the Committee met and reviewed all the mandated and suggested changes. Also, the Board can make changes at the second reading. Mrs. Weaver stated that she is a working mother with two children and does not have time to read all the policies. She would like to see a synopsis on the agenda of all the changes. Mr. Cavallo stated that everyone now has access to the website where they can review all the policies. Again, Mrs. Weaver asked if all of these policies required changes. Mrs. DiPietropolo answered her. Mrs. Weaver had extensive questions concerning the jury duty policy and need for substitute teachers. Ms. DiPietropolo answered all her questions. Mr. Weyland commented on the financial burden of substitutes on the district. Mr. Dilworth stated his concerns for the education of the students and that is why the policy makes sense.

Mr. McKelvey would like to have a copy of the policy alerts. Mr. Weyland commented that board members have a month to read the policies.

Approval of motions 1 through 12 above:

MOVED BY: Mr. Dilworth  
 ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland  
 MOTION CARRIED: 7-0-1 (Mr. Dilworth abstained from #2 and #3 only.)

OLD BUSINESS: The Superintendent recommends approval of the following item:

### 13. Second Reading and Adoption of Policy 0155 Committees

Mrs. Weaver had questions on this policy. Mrs. Suckle stated that the changes were suggestions from School Boards. The Business Administrator will send out the committee assignment. Mrs. Weaver needs to know the expectations for each committee.

Mrs. Weaver questioned, at length, the old Code of Ethics policy that she received prior to the reorganization meeting stating Code of Ethics that did not belong to us. The Business Administrator reported that the Strauss Esmay policy was e-mailed to the entire board, including the new board members, on December 30, 2015. Mr. Dilworth asked Mrs. Weaver what her goal was with this conversation.

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Approval of motion 13 above:

MOVED BY: \_\_\_\_\_ Mrs. Rappold \_\_\_\_\_  
ON ROLL CALL VOTE:

SECOND BY: \_\_\_\_\_ Mr. Dilworth \_\_\_\_\_  
MOTION CARRIED: 8-0-0

**XII. 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)	\$199,557.98	<i>(Attachment XII-1.1)</i>
2. List # 2 (Payroll)	\$231,837.63	<i>(Attachment XII-1.2)</i>
3. List # 3 (Community Education)	\$5,016.95	<i>(Attachment XII-1.3)</i>
4. List # 4	\$127,597.22	<i>(Attachment XII-1.4)</i>
5. List # 5	\$462,100.21	<i>(Attachment XII-1.5)</i>

2. Approve transfers in the amount of \$33,566.56. *(Attachment XII-2)*

3. RESOLUTION To Submit District Performance Review (DPR) - New Jersey Quality Single Accountability Continuum (QSAC)

Whereas, the Clementon Board of Education in the County of Camden is undergoing evaluation under NJ QSAC for the 2015-2016 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses with respect to this process, and

Whereas, the Clementon Board of Education in the County of Camden has reviewed the district's DPR responses and hereby approves these documents.

Now Therefore Be It Resolved, that the Clementon Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR to the Commissioner of Educations in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

4. Delaware City Bus Company to transport homeless students for the 2015-2016 school year at a per diem rate of \$148.40 and \$222.60 for after school activities. (Two students.)

5. Delaware City Bus Company to transport homeless students for the 2015-2016 school year at a per diem rate of \$148.40 and \$222.60 for after school activities. (Four students.)

6. Workshop/Meeting Requests:

a. NAME: William Weyland  
WORKSHOP: Tri-County Legislative Meeting  
LOCATION: Mantua, NJ  
DATE: February 1, 2016  
COST: \$0.00

b. NAME: Christopher McKelvey  
WORKSHOP: Tri-County Legislative Meeting  
LOCATION: Mantua, NJ  
DATE: February 1, 2016  
COST: \$0.00



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MOTION: Appoint Mrs. Danielle Aubry to the vacant seat on the board until December 31, 2016.

MOVED BY: Mr. McKelvey SECOND BY: Mrs. Weaver  
 ON ROLL CALL VOTE: MOTION CARRIED: 5-3-0 (Mrs. Rappold, Mr. Weyland, Mrs. Suckle)

MOTION: Resolution of the Borough of Clementon Board of Education concerning sale of real estate property by the Estate of John Zawinski.

MOTION: To deny grievance 20151101 as moot since the Board of Education agreed to follow policy 3439 as stated by the Clementon Education Association.

MOVED BY: Mrs. Rappold SECOND BY: Mrs. Anderson  
 ON ROLL CALL VOTE: MOTION CARRIED: 8-0-0

XV. ADJOURNMENT

MOTION: To adjourn the meeting at 9:42 PM.

MOVED BY: Mr. Dilworth SECOND BY: Mrs. Rappold  
 ON ROLL CALL VOTE: MOTION CARRIED: 8-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
 February 22, 2016