

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

CLEMENTON BOARD OF EDUCATION
Clementon, New Jersey

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
July 27, 2015

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:

Before the meeting was called to order, Mrs. Buchalter made the following statement: "After 36 years on the Clementon Board of Education, I must resign my position. I have moved out of Clementon. Thank you for all that you have given me in those 36 years and what I have given to you. I have enjoyed my time on the board and wish everyone success in the coming year."

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:

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	Absent	---
William Dilworth	7:30 PM	8:15 PM
Randall Freiling	7:30 PM	8:15 PM
Desiree Pizzo	7:30 PM	8:15 PM
Kathleen Rappold	7:30 PM	8:15 PM
John Romer	7:30 PM	8:15 PM
Ellen Suckle	7:30 PM	8:15 PM
William Weyland	7:30 PM	8:15 PM
Irene Buchalter	Resigned	---

Quorum present.

Also present were:

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

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

Frank Cavallo, Solicitor

Also present in the audience were:
Members of the community and staff.

V. MINUTES:

Approval of the Minutes from the following meetings:

1. June 22, 2015 Regular Meeting and Executive Session

MOVED BY: <u> Mrs. Rappold </u>	SECOND BY: <u> Mr. Romer </u>
ON ROLL CALL VOTE:	MOTION CARRIED: 7-0-0

VI. PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public for Agenda items only. There were no comments.

MOTION: To close the public portion of the meeting.

MOVED BY: <u> Mr. Romer </u>	SECOND BY: <u> Mr. Dilworth </u>
ON ROLL CALL VOTE:	MOTION CARRIED: 7-0-0

VII. SUPERINTENDENT'S REPORT:

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

1. Accept, with regret, the resignation of employee # 230. (*Attachment VII-1*)
2. Accept, with regret, the resignation of employee # 210. (*Attachment VII-2*)
3. Summer 2015 Child Study Team work (for student evaluations and meetings):
 - a. EMPLOYEE: Alison Palma
POSITION: School Psychologist/CST Coordinator
HOURS: Not to exceed 60 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
 - b. EMPLOYEE: Michelle Panarella
POSITION: School Social Worker
HOURS: Not to exceed 15 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
4. Summer 2015 Speech extended year services (for special education students, per their IEPs):
 - a. EMPLOYEE: Julie Sattinger
POSITION: Speech Therapist
HOURS: Not to exceed 14 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
5. Summer 2015 STEM Curriculum - Review resources and materials and plan for the 2015-2016 school year.
 - a. TEACHER: Kathleen Batchelor
HOURS: Not to exceed 15 hours (July 28, 2015 - August 28, 2015)

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)

6. Additional Summer 2015 Title I hours, June 23, 2015 through August 31, 2015, for the following staff:
 - a. Alyssa Martin - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
 - b. Katie Agresta - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
 - c. Michelle Magilton - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
7. Adjust teacher time during the Summer 2015 Student Program. New time is 8:45 AM to 12:15 PM.
8. Adjust teacher time during the Summer 2015 Extended School Year Program. New time is 8:45 AM to 12:15 PM.
9. Salary adjustment for Mary Ann Miles to reflect an earned Master's Degree. Documentation provided: transcript. Adjusted salary and step: \$49,450.00 per year; Step 1 MA. (To be adjusted upon completion of contract negotiations.)
10. 2015-2016 Non-Contracted Extra-Curricular Stipend Positions and Personnel:

Stipend Position	Faculty Member	Stipend
* Community Education Director	Kate Teschner	* \$8,607.00
* Camp Clementon Director	Kate Teschner	* \$8,607.00
Hourly Position	Faculty Member	Rate of Pay
Camp Clementon Senior Staff	Lynne Stang	\$13.05 per hour
Camp Clementon Senior Staff	Cheryl Branch	\$13.05 per hour
Camp Clementon Senior Staff	Kristin Egan	\$13.05 per hour
Camp Clementon Senior Staff	Diana Cieslesz	\$13.05 per hour
Camp Clementon Senior Staff	Lauren Murray	\$13.05 per hour

* If each specified program above shows a profit at the end of the school year, both positions will receive an additional \$175.00.

11. 2015-2016 Contracted Extra-Curricular Stipend Positions and Personnel (To be adjusted after completion of contract negotiations):

Activity	Faculty Member	Stipend
Head Coach, Co-ed Soccer	Steve Boianelli	\$2,068.00
Asst. Coach, Co-ed Soccer	Denise Brumbach	\$1,379.00
Head Coach, Baseball	Steve Boianelli	\$2,068.00
Asst. Coach, Baseball	Mike Terlizzi	\$1,379.00
Band Director	Bryan Williams	\$1,253.00
Art Challenge	Kim English	\$1,222.00

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

12. 2015-2016 Title I Salary Allocations (to be adjusted after completion of contract negotiations):
- a. Michelle Magilton - \$55,800.00 (Title I)
 - b. Kathryn Agresta - \$55,550.00 (Title I)
 - c. Alyssa Martin - \$26,246.00 (Title I)
 - d. Alyssa Martin - \$20,504.00 (Title IIA)
 - e. Cheryl Branch - \$11,790.00 (Title I)
13. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:
- a. POSITION: Learning Disabilities Teacher Consultant (10 months)
NAME: Andrea Gerrard
SALARY: \$55,550.00 (to be adjusted after completion of contract negotiations)
STEP: 7 MA
START DATE: September 1, 2015
NOTE: Included in salary is 5 days in summer 2015 for Child Study Team work.
14. Revised Job Descriptions for the following:
- a. Facility Manager (*Attachment VII-14.a*)
 - b. Administrative Secretary (*Attachment VII-14.b*)
15. Harassment, Intimidation, and Bullying Report – June 2015 (*Attachment VII-15*)
16. Approval of the NJ Department of Education Equivalency Application for Achieve NJ NJAC 6A:5. (*Attachment VII-16*)
17. Participation in the McKinney-Vento Homeless Education Project with the Gloucester County Special Services School District for the 2015-2016 school year at no cost to the district. (*Attachment VII-17*)
18. 2015-2016 District Mentoring Plan (*Attachment VII-18*)
19. Second Reading and Adoption of the following revised policies and regulations: (*Attachment VII-19*)

Number	Type	Title
0152	POL	Board Officers
3218	POL	Substance Abuse
3218	REG	Substance Abuse
4218	POL	Substance Abuse
4218	REG	Substance Abuse
8630	POL	Bus Driver/Bus Aide Responsibility
8630	REG	Emergency School Bus Procedures

20. First Reading of the following revised policies and regulations: (*Attachment VII-20*)

Number	Type	Title
0134	POL	Board Self Evaluation
5200	REG	Attendance – Students

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

21. Abolish the following policy: (*Attachment VII-21*)

Number	Type	Title
3435	POL	Anticipated Disability - Teaching Staff

22. Tuition Reimbursement Requests:

- a. EMPLOYEE: Kristy Taylor
 COURSE TITLE: Frameworks for Disabilities and Disorders in Childhood
 UNIVERSITY: University of Cincinnati
 COURSE FEE: \$1,920.00 plus \$77.00 for books
 SEMESTER: Summer 2015
 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.

23. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: SGO 2.1 - On the Road to Ownership
 LOCATION: NJ Forensic Science Tech Center, Hamilton, NJ
 DATE: June 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education
- b. EMPLOYEE: Adrienne McManis
 WORKSHOP: SGO 2.1 - On the Road to Ownership
 LOCATION: NJ Forensic Science Tech Center, Hamilton, NJ
 DATE: June 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Marzano Training Sessions
 LOCATION: Vineland/Millville Public Charter School, Millville, NJ
 DATES: July 22 and 23, 2015; August 17, 18, and 24, 2015
 COST: \$0.00
 SPONSOR: Vineland/Millville Public Charter School
- d. EMPLOYEE: Adrienne McManis
 WORKSHOP: Marzano Training Sessions
 LOCATION: Vineland/Millville Public Charter School, Millville, NJ
 DATES: July 22 and 23, 2015; August 17, 18, and 24, 2015
 COST: \$0.00
 SPONSOR: Vineland/Millville Public Charter School
- e. EMPLOYEE: Helene Weyland
 WORKSHOP: FY 2015-16 Direct Certification Training
 LOCATION: Gloucester County College, Sewell, NJ
 DATE: July 29, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Agriculture, Div. of Food and Nutrition
- f. EMPLOYEE: Joanne Clement
 WORKSHOP: Annual School Safety and Security Conference
 LOCATION: Washington Township High School, Sewell, NJ

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

DATE: August 18, 2015
 COST: \$0.00
 SPONSOR: Sonitrol Security of Delaware Valley

g. EMPLOYEE: Joanne Clement
 MEETINGS: 2015-16 CCASBO Meetings
 LOCATION: Camden County Educational Services, Clementon, NJ
 DATES: One time each month, September 2015 - June 2016
 COST: \$0.00
 SPONSOR: Camden County Association of School Business Officials

h. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Academy III
 LOCATION: Robbinsville, NJ
 DATE: October 20, 2015
 COST: \$0.00
 SPONSOR: NJ Association of School Business Officials

i. EMPLOYEE: Jose Cruz
 WORKSHOP: Southern Regional Facilities Evaluation Training
 LOCATION: Gloucester Township School District
 DATE: August 25, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education, Camden County Office

j. EMPLOYEE: John Williams
 WORKSHOP: Southern Regional Facilities Evaluation Training
 LOCATION: Gloucester Township School District
 DATE: August 25, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education, Camden County Office

24. Field Trip:

a. TRIP: Summer Title I Program Field Trip
 FACULTY SPONSOR: Lynn DiPietropolo
 DATE: August 11, 2015
 RAIN DATE: N/A
 TIME: 8:30 AM - 2:00 PM
 DESTINATION: Cape May Zoo
 PARTICIPANTS: Students in the Summer Title I Program
 ADMISSION: \$120.00 (Pavilion rental \$60.00; bus parking \$60.00)
 TRANSPORTATION: \$330.00 (Hillman's Bus Service; 1 bus)
 NOTE: Funded by Title I

25. Community Use of Facilities:

a. ORGANIZATION: Love Apple Quilters Guild
 EVENT: Quilting Workshops
 PERSONS IN CHARGE: Barbara Jakubowski
 PURPOSE: Quilting Workshops
 DATES: Saturdays - September 26, 2015; November 21, 2015; January 23, 2016; March 19, 2016; May 24, 2016
 TIME: 9:00 AM - 3:00 PM
 LOCATION: Multi-purpose Room and Media Center

Approval of motions 1 through 25 above:

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 7-1-1
(Mr. Weyland abstained from #23.e only.)

VIII. 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)	\$189,892.79	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$149,402.34	<i>(Attachment VIII-1.2)</i>
3. List # 3 (Payroll)	\$81,261.95	<i>(Attachment VIII-1.3)</i>
4. List # 4	\$97,118.39	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$179,901.14	<i>(Attachment VIII-1.5)</i>
6. List # 6 (Community Education)	\$31,806.91	<i>(Attachment VIII-1.6)</i>
7. List # 7	\$98,046.87	<i>(Attachment VIII-1.7)</i>

2. Approve transfers in the amount of \$5,303.00. *(Attachment VIII-2)*
3. Accept the notification from the Camden County Office of Education that the 2014-2015 Merit Goals for Lynn DiPietropolo, Superintendent, have been authorized for disbursement. *(Attachment VIII-3)*
4. Resolution to increase bid threshold for Joanne E. Clement, Qualified Purchasing Agent. *(Attachment VIII-4)*
5. 2015-2016 Joint Transportation Agreement with Cumberland County Educational Cooperative. *(Attachment VIII-5)*
6. Black Horse Pike Regional School District tuition for the 2015-2016 school year for special education student at a rate of \$23,000.00.
7. Ricoh State Contract A82709 for copiers. A 48 month lease agreement for 4 copiers at a monthly cost of \$1,703.70.
8. Revised 2015-2016 School Breakfast and Lunch Prices:
- | | | | |
|------------------------------|--------|------------------------|--------|
| • Student Breakfast: | \$1.00 | Student Lunch: | \$2.55 |
| • Student Reduced Breakfast: | \$.30 | Student Reduced Lunch: | \$.40 |
| • Faculty Breakfast: | \$1.50 | Faculty Lunch: | \$3.50 |

(We are required to increase prices for lunch by \$.10)

9. Acceptance of the Treasurer's Report and Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 30, 2015. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A - 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

(Treasurer's report) *(Attachment VIII-9)*

(Secretary's report) *(Board Book)*

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of June 30, 2015.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification - pursuant to N.J.A.C. 6A:23A - 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (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 - 16.10 (b) 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 9 above:

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 7-0-0

IX. PRESENTATIONS: None

X. CORRESPONDENCE:

1. June 2015 Nutri-Serve Update
2. Email correspondence from a parent regarding the great education her children have received at Clementon Elementary.

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling had nothing at this time.
2. Building and Maintenance
(*Chairperson - William Dilworth*)
 - Mr. Dilworth reported that the new security door system is almost complete.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan was not present for a report.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Mr. Romer reported that they will start meeting in September.
5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)
 - a. Community Education Report - June 2015 (*Attachment XI-5.a*)
 - b. Camp Clementon Attendance Record - June 2015 (*Attachment XI-5.b*)
 - Mr. Romer reported that the stipend positions were on the board agenda for approval this evening. Not all positions have been filled, but we will be asking the staff again in September when they return. Summer Band Camp was cancelled due to lack of enrollment. Camp Clementon is accepting registration forms this summer. The new prices are on the forms. We are still waiting to see if the staff is interested in teaching after school. Book exchange is going well. The students in the summer program come in and exchange books.
6. Policy
(*Chairperson - Irene Buchalter*)

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

- Mr. Weyland reported that the committee met last week and will be discussing policy in Executive Session this evening.
7. Common Core Curriculum and Technology
(*Chairperson - Kathleen Rappold*)
- Mrs. Rappold reported on the following:
 - CURRICULUM
 - Summer Book Exchange: Students have been coming in throughout the summer to exchange their books.
 - Summer Title I Program: Students have been attending the summer program for reading and math. Students in the reading program have also been exchanging their books at the summer book exchange each week.
 - Summer Professional Development: Teachers have been participating in a variety of math and English language arts workshops this summer.
 - PARCC Results: We have not received any PARCC results yet.
 - Curriculum Binders: Administration is currently reviewing all of the curriculum binders to make sure they have all of the requirements.
 - TECHNOLOGY
 - ACSG (our technology company) has been working with administration on the NJSMART data and upload.
 - They are now working on rolling over all Genesis data from the previous year to our current year.
8. Finance
(*Chairperson - Ellen Suckle*)
- Mrs. Suckle reported that the auditors are in and will be spending three weeks in the district for the 2014-2015 audit.
9. Legislation
(*Representative - William Weyland*)
- Mr. Weyland had nothing to report.
10. Personnel
(*Chairperson - TBD*)
- Mrs. Suckle reported that the committee met to discuss open positions for the 2015-2016 school year.
11. Pine Hill Board of Education
(*Representative - Randall Freiling*)
- Mr. Freiling stated that they have an interim Business Administrator. There is an interim Facilities Manager who is getting work done.
 - a. Minutes from the May 26, 2015 Worksession/Regular Business Meeting
(*Attachment XI-11.a*)
12. Municipal Liaison
(*Representative - Randall Freiling*)
- Mr. Freiling stated August 4, 2015 is National Night Out in Clementon.
13. Home and School Association
(*Representative - Kathleen Rappold*)
- Ms. DiPietropolo and administration met with the new officers.
14. Negotiations
(*Chairperson - Ellen Suckle*)

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 27, 2015

P4436 Personal Leave - Support Staff Members

Discretionary Unpaid Leave of Absence Policy - Teaching Staff Members
 Discretionary Unpaid Leave of Absence Policy - Support Staff Members

MOVED BY: Mr. Dilworth
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Pizzo
 MOTION CARRIED: 6-0-1
 (Mr. Weyland abstained.)

MOTION: Recommend for approval the amendment of:

P4250 Hours and Days of work

MOVED BY: Mrs. Pizzo
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
 MOTION CARRIED: 6-0-1
 (Mr. Weyland abstained.)

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:15 PM.

MOVED BY: Mrs. Pizzo
 ON ROLL CALL VOTE:

SECOND BY: Mr. Romer
 MOTION CARRIED: 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
 August 24, 2015