

CLEMENTON BOARD OF EDUCATION REGULAR MEETING MINUTES ~ May 23, 2016

CLEMENTON BOARD OF EDUCATION
Clementon, New Jersey

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Multi-Purpose Room
May 23, 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	9:15 PM
Danielle Aubry	7:30 PM	9:15 PM
William Dilworth	7:30 PM	9:15 PM
Randall Freiling	7:30 PM	9:15 PM
Christopher McKelvey	7:30 PM	9:15 PM
Kathleen Rappold	7:30 PM	9:15 PM
Ellen Suckle	7:30 PM	9:15 PM
Christy Weaver	7:30 PM	9:15 PM
William Weyland	7:30 PM	9:15 PM

Quorum present.

Also present were:

Lynn DiPietropolo, Superintendent/Principal
Joanne E. Clement, School Business Administrator/Board Secretary
Adrienne McManis, Assistant Principal
Andrew Li, Solicitor

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

V. MINUTES

Approval of the Minutes from the following meetings:

1. April 25, 2016 Executive Session
2. April 25, 2016 Special Meeting (Public Hearing)
3. April 25, 2016 Regular Meeting
4. May 16, 2016 Work Session Meeting

Mr. McKelvey requested that the minutes from the May 16, 2016 Work Session reflect a discussion that took place during Executive Session.

MOVED BY: Mr. McKelvey
ON ROLL CALL VOTE:

SECOND BY: Mrs. Weaver
MOTION CARRIED: 3-6-0

Katherine Anderson	Yes
William Dilworth	No
Christopher McKelvey	Yes
Ellen Suckle	No
William Weyland	No

Danielle Aubry	No
Randall Freiling	No
Kathleen Rappold	No
Christy Weaver	Yes

Approval of minutes as presented:

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 7-2-0 (Mr. McKelvey
and Mrs. Weaver voted no.)

VI. PUBLIC - AGENDA ITEMS ONLY:

Mrs. Barrett, staff member, referred to Policy 3125 and 4125 concerning staff reassignments. She stated that she wished to retain the position for which she was hired for.

Mr. Armbruster, resident, questioned the percentage increases for items #12 and #13; questioned item #5 on the Secretary's Report concerning banking; and notice of our board meetings. The solicitor replied to Mr. Armbruster stating that the minutes from the executive session will be released once the matters were resolved.

MOTION: To close the public portion of the meeting.

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
MOTION CARRIED: 9-0-0

VII. PRESENTATIONS

- *April 2016 Manner Banner - Classroom 1B (Mrs. Rambo)*
- *April 2016 Bulldogs Best*

VIII. COMMITTEE REPORTS

1. Curriculum and Programs
(*Chairperson - William Weyland*)
 - a. Community Education Report - April 2016 (*Attachment VIII-1.a*)
 - b. Camp Clementon Attendance Record - April 2016 (*Attachment VIII-1.b*)
 - Mr. Weyland had nothing to report.

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2. Finance and Facilities
(*Chairperson - William Dilworth*)
 - Mr. Dilworth gave a report.
3. Policy and Personnel
(*Chairperson - Randall Freiling*)
 - Mr. Freiling gave a report.
4. Negotiations
(*To be determined at the time of negotiations.*)
 - No report was given at this time.

IX. OTHER REPORTS

1. Camden County Educational Services Commission
(*Representative - Christopher McKelvey*)
 - Mr. McKelvey gave a report.
2. Camden County School Boards Association
(*Representative - Kathleen Rappold*)
 - Mrs. Rappold gave a report.
3. Legislation
(*Representative - William Weyland*)
 - Mr. Weyland gave a report. He had additional information for any board member who wishes to review it.
4. Pine Hill Board of Education
(*Representative - Randall Freiling*)
 - a. Minutes from the March 22, 2016 Worksession/Regular Business Meeting
(*Attachment IX-4.a*)
 - Mr. Freiling had nothing to report.
5. Home and School Association
(*Representative - Katherine Anderson*)
 - Mrs. Anderson gave a report.

X. CORRESPONDENCE

1. Nutri-Serve Monthly Update - April 2016
2. Notification that Joanne Clement has been awarded the Distinguished Service Award of the New Jersey Association of School Business Officials.
3. Notification from the Camden County Association of School Business Officials that a \$500.00 scholarship is being offered to a graduating Clementon high school senior furthering his/her education in business or finance.

Mrs. Weaver asked if the DARE program would be continuing next year. Mr. Freiling responded.

XI. OTHER INFORMATION

1. Discussion Items: None

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2. Clementon School Information:
 - a. Enrollment Report – April 2016 (*Attachment XI-2.a*)
 - b. Nurse’s Report – April 2016 (*Attachment XI-2.b*)
 - c. Administrative Report – April 2016 (*Attachment XI 2.c*)
3. Harassment, Intimidation, and Bullying Report – May 2016 (*Attachment XI-3*)
4. Fire and Security Drills – April 2016:

Drill Type	Date	Time
Fire Drill	04/18/16	01:11 PM
Security Drill (Shelter in Place w/Instruction)	04/29/16	01:03 PM

5. Upcoming Events – June 2016 (*Attachment XI-5*)
6. Board Petitions are posted on the website. The petitions are also available in the Business Office. Petitions must be mailed to the County Clerk by 4:00 PM on Monday, July 25, 2016.

XII. SUPERINTENDENT’S REPORT

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

1. Accept, with regret, the retirement notification from employee # 019 effective September 30, 2016. Employee is requesting compensation for unused sick time and the benefits which have been granted under the collective bargaining agreement. (*Attachment XII-1*)
2. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.
3. Source 4 Teachers May 2016 Substitute List (*Attachment XII-3*)
4. Non-Certified/Non-Union staff listing and salaries for the 2016-2017 school year. (*Attachment XII-4*) #6 transfer, administrative secretary, attachment has not changed.
5. Job Description for Extra-Curricular/Co-Curricular Activity – News Media Coordinator (*Attachment XII-5*)
6. Summer 2016 Title I hours, June 20, 2016 through August 31, 2016, for the following staff:
 - a. Alyssa Martin – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour
 - July 1, 2016 through August 31, 2016: \$34.50 per hour
 - b. Christine Fellona – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour
 - July 1, 2016 through August 31, 2016: \$34.50 per hour
 - c. Michelle Magilton – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour
 - July 1, 2016 through August 31, 2016: \$34.50 per hour
7. Graduate Compensation Request:
 - a. EMPLOYEE: Michael Rossi
UNIVERSITY: Rowan University

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TOTAL CREDITS: 27 (upon completion of several courses)
 DATE OF COMPLETION: 2017
 NEW SALARY/STEP: Step 2-3/\$52,540.00
 EFFECTIVE DATE: September 1, 2017

8. Second Reading and Adoption of the following revised policies and regulations: (*Attachment XII-8*)

RECOMMENDED		
Number	Type	Title
1110	POL	Organizational Chart
2110	POL	Mission Statement
2230	POL	Curriculum Unit Plans
2230	REG	Curriculum Unit Plans

9. Workshop/Meeting Requests:

- a. EMPLOYEE: Jennifer Gregory
 WORKSHOP: Camden County Curriculum Consortium Meeting: Next Generation Science Standards Presentation
 LOCATION: Fellowship Road, Mount Laurel, NJ
 DATE: May 19, 2016
 COST: \$0.00
 SPONSOR: Camden County Curriculum Consortium
- b. EMPLOYEE: Nancy Gundaker
 WORKSHOP: Camden County Curriculum Consortium Meeting: Next Generation Science Standards Presentation
 LOCATION: Fellowship Road, Mount Laurel, NJ
 DATE: May 19, 2016
 COST: \$0.00
 SPONSOR: Camden County Curriculum Consortium
- c. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Merit Goal Discussion Session
 LOCATION: CCTS, Sicklerville, NJ
 DATE: May 23, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education - Camden County Office
- d. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
 LOCATION: Rowan College at Gloucester County, Sewell, NJ
 DATE: June 7, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education
- e. EMPLOYEE: Adrienne McManis
 WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
 LOCATION: Rowan College at Gloucester County, Sewell, NJ
 DATE: June 7, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education

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- f. EMPLOYEE: Katie Agresta
 WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
 LOCATION: Rowan College at Gloucester County, Sewell, NJ
 DATE: June 7, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
 LOCATION: 201 South Gulph Road, King of Prussia, PA
 DATE: May 26, 2016
 COST: \$0.00
 SPONSOR: American Reading Company
- h. EMPLOYEE: Adrienne McManis
 WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
 LOCATION: 201 South Gulph Road, King of Prussia, PA
 DATE: May 26, 2016
 COST: \$0.00
 SPONSOR: American Reading Company
- i. EMPLOYEE: Alyssa Martin
 WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
 LOCATION: 201 South Gulph Road, King of Prussia, PA
 DATE: May 26, 2016
 COST: \$0.00
 SPONSOR: American Reading Company
- j. EMPLOYEE: Katie Agresta
 WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
 LOCATION: 201 South Gulph Road, King of Prussia, PA
 DATE: May 26, 2016
 COST: \$0.00
 SPONSOR: American Reading Company
- k. EMPLOYEE: Michelle Magilton
 WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
 LOCATION: 201 South Gulph Road, King of Prussia, PA
 DATE: May 26, 2016
 COST: \$0.00
 SPONSOR: American Reading Company
- l. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Evidence-Centered Leadership Conference
 LOCATION: Camden County College, Blackwood, NJ
 DATES: August 18 and 19, 2016
 COST: \$350.00
 SPONSOR: Teach 4 Results (Dr. Tracey Severn)
- m. EMPLOYEE: Adrienne McManis
 WORKSHOP: Evidence-Centered Leadership Conference
 LOCATION: Camden County College, Blackwood, NJ
 DATES: August 18 and 19, 2016
 COST: \$350.00
 SPONSOR: Teach 4 Results (Dr. Tracey Severn)

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- n. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Camden County 2016-17 NCLB Technical Assistance Session
 LOCATION: Camden County College, Blackwood, NJ
 DATE: June 13, 2016
 COST: \$0.00
 SPONSOR: NJ Department of Education – Camden County Office

10. Class Trip:

- a. TRIP: Grade 8 Class Trip
 FACULTY SPONSOR: Mary Ellen Haldeman
 SPONSOR: Home and School Association
 DATE: May 25, 2016
 RAIN DATE: May 26, 2016
 TIME: 8:30 AM – 6:00 PM
 DESTINATION: Dorney Park and Wild Water Kingdom
 PARTICIPANTS: Students in grade 8
 ADMISSION COST: \$0.00 (To be paid by the HSA.)
 TRANSPORTATION: \$0.00 (HSA to book and pay for bus or buses.)
 NOTE: This trip will celebrate the eighth grade students' final year at CES.

11. 2016-2017 High School Visitation Trip:

- a. TRIP: Camden County Technical School Visit – Grade 8
 FACULTY SPONSOR: Steve Boianelli
 DATE: October 3, 2016
 TIME: 9:00 AM – 2:00 PM
 DESTINATION: CCTS, Berlin-Cross Keys Road, Sicklerville, NJ
 PARTICIPANTS: Students in grade 8
 TRANSPORTATION: \$0.00 (Provided by CCTS at no cost to the district.)
 NOTE: This trip introduces the eighth grade students to career programs offered to them as high school students and allows them to make an informed decision about where they will attend high school.

Approval of motions 1 through 11 above:

MOVED BY: Mr. Dilworth
 ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
 MOTION CARRIED: 9-3-2 (Mr. Dilworth abstained from # 2 and #3 only; Mr. Weyland abstained from #4 only; Mr. Freiling, Mr. McKelvey, and Mrs. Weaver voted no on #4 only.)

12. 2016-2017 School Year:

- a. EMPLOYEE: Adrienne McManis
 POSITION: Assistant Principal/Director of Special Education
 SALARY: \$85,000.00 per year

13. Submission of contract for the 2016-2017 school year for County approval:

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

Motion to Table #12 and #13:

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- i. Zero Interest Account - FSA/Child Care - Superintendent and Business Administrator
7. Tax Shelter Annuity Broker - Omni
8. Tax Shelter Annuity Companies -
- a. MetLife
 - b. Lincoln Investment Planning Incorporated
 - c. The Faller Company, LLC
 - d. AXA Equitable
 - e. Midland National
 - f. Aflac - 125 Café Plan and FSA
9. APPOINTMENTS -
- a. Board Secretary - Joanne E. Clement
 - b. Treasurer - Mary Bakey
 - c. Attendance Officer - Adrienne McManis
 - d. Right-to-Know Coordinator - Mary Beth Hernandez, Jose Cruz
 - e. Asbestos Compliance Officer - Joanne E. Clement
 - f. Public Agency Compliance Officer - Joanne E. Clement
 - g. PEOSHA Officer - Jose Cruz
 - h. Custodian of Records - Joanne E. Clement
 - i. Safety Coordinator - Joanne E. Clement
 - j. Affirmative Action Officer - Adrienne McManis
 - k. District Qualified Purchasing Agent up to \$40,000; and Authorization to award contracts up to bid threshold, and set quote threshold at 15% of bid threshold amount in accordance with 18A:18A-3 - Joanne E. Clement
 - l. Homeless Person Contact - Michelle Panarella
 - m. Issuing Officers of Employment Certificates (Working Papers) - Lynn DiPietropolo, Joanne E. Clement, Theresa Farrell
 - n. Resolution, Cooperative Pricing Agreement with County of Camden
 - o. IPM Coordinator - Jose Cruz
10. Adopt the following items:
- a. The current Board Policies of Record, until revised
 - b. The current Bloodborne pathogens Exposure Control Plan, until revised (*Attachment XIII-10.b*)
 - c. The Five-Year Maintenance Plan, 2012-2017, until revised (*Attachment XIII-10.c*)
 - d. Approve Parliamentary Procedures (*Attachment XIII-10.d*)

MOTION: To approve items 1 through 10 above:

MOVED BY: Mr. Weyland

SECOND BY: Mrs. Rappold

ON ROLL CALL VOTE:

MOTION CARRIED: 9-0-0

- 11. Pre-Payment Authorization Resolution for the 2016-2017 School Year. (*Attachment XIII-11*)
- 12. Resolution authorizing Camden County Cooperative Pricing Agreement. (*Attachment XIII-12*)
- 13. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet. (*Attachment XIII-13*)
- 14. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2016-2017 school year for supplies.
- 15. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.

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16. Set date for Reorganization Meeting, per statute, for January 9, 2017 at 7:30 PM.
17. Establish Petty Cash Fund in the amount of \$300.00 for the 2016-2017 school year.
18. Resolved by the Board of Education of Clementon that the Board will continue to operate under the present policies/regulations/organizational chart until or unless further revised by the Board of Education.
19. Non-bid contracts for professional services for the 2016-2017 school year. (*Attachment XIII-19*)
20. Partners in Pediatrics for physical therapy services for the 2016-2017 school year at a rate of \$68.00 per hour.
21. Source 4 Teachers for the 2016-2017 school year for substitute teachers:
- a. Daily Substitute Teacher: \$116.45 per day
 - b. Retired Teacher (In-district): \$123.30
22. Mission One for the 2016-2017 school year for instructional aides at a rate of \$97.49 per day.
23. Interim Healthcare for nursing services for the 2016-2017 school year as follows:
- a. RN \$48.00 per hour
 - b. LPN \$42.00 per hour
24. Rehab Connection for physical therapy for the 2016-2017 school year at a rate of \$75.00 per hour.

Approval of motions 11 through 24 above:

MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

SECOND BY: Mrs. Anderson
MOTION CARRIED: 9-0-2 (Mr. Dilworth abstained from #21 and #22 only.
Mr. Weyland abstained from #15 only.)

25. Tuition to Gloucester Township Board of Education for homeless students for the 2015-2016 school year:

- a. Grade 8, Special Education: \$16,737.00
- b. Grade 6: \$12,666.00

26. Renewal for AmeriHealth Medical/Prescription (monthly rates) as follows:

	<u>POS \$10</u>	<u>POS \$5</u>
Single	\$ 1,090.84	\$ 912.29
Parent/Child	\$ 1,592.27	\$ 1,556.23
Employee/Spouse	\$ 2,443.79	\$ 1,948.84
Family	\$ 2,802.10	\$ 2,621.15
Over Age Dependent	\$ 735.22	\$ 614.88

AmeriHealth PPO High Deductible:

Single	\$ 762.44
Parent/Child	\$ 1,211.48
Employee/Spouse	\$ 1,660.30
Family	\$ 2,082.16
Over Age Dependent	\$ 513.89

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Public Sector Trust AmeriHealth POS \$15/\$30 with the following rates:

Single	\$ 1,030.56
Husband/Wife	\$ 1,503.28
Parent/child	\$ 2,309.59
Family	\$ 2,645.91
Over Age	\$ 694.59

Public Sector Trust AmeriHealth HMO Select \$15/\$25 with the following rates:

Single	\$ 860.75
Husband/Wife	\$ 1,465.02
Parent/child	\$ 1,840.62
Family	\$ 2,468.86
Over Age	\$ 580.14

27. Horizon Dental for July 1, 2016 - June 30, 2018 (4% increase for two years):

Single	\$ 57.02
Husband/Wife	\$ 91.54
Parent/Child	\$ 104.88
Family	\$ 139.45

28. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR APRIL 2016
(Attachment XIII-28)

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of April 30, 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 April 30, 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 25 through 28 above:

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 9-0-0

XIV. PUBLIC

Mr. Armbruster, resident, asked about the school participating in Arbor Day. The Business Administrator responded.

MOTION: To close the public portion of the meeting.

MOVED BY: Mr. Weyland
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
MOTION CARRIED: 9-0-0

Mr. McKelvey requested an executive session to discuss personnel matter concerning the salary increase for the business administrator and a scholarship that was awarded to our high school student with the highest grade point average. Mr. McKelvey was concerned about a violation of the code of ethics.

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a hard copy. Mr. Li cautioned Mrs. Weaver that she was asking for preferential treatment for herself. Mr. Li further explained that under OPRA, attachments were not subject to OPRA. Mrs. Clement will provide copies when they are available.

XVIII. ADJOURNMENT

MOTION: To adjourn the meeting at 9:15 PM.

MOVED BY: Mr. Freiling

SECOND BY: Mrs. Rappold

ON ROLL CALL VOTE:

MOTION CARRIED: 9-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
June 27, 2016