

**CLEMENTON BOARD OF EDUCATION
WORK SESSION MEETING~ December 15, 2016**

Work Session Meeting of the Clementon Board of Education
Clementon Elementary School Library
December 15, 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

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

1. 2015-2016 Audit Report, Jarred Corn, Bowman and Company
2. 2016 PARCC Comparison of Districts
3. Character Trait-Award for Responsibility

VI. MINUTES

Approval of the Minutes from the following meetings:

1. November 28, 2016 Regular Meeting (*Attachment VI-1*)

VII. PUBLIC - AGENDA ITEMS ONLY

VIII. COMMITTEE REPORTS

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1. Curriculum and Programs
(*Chairperson - William Weyland*)
 - a. Community Education Report - November 2016 (*Attachment VIII-1.a*)
 - b. Camp Clementon Attendance Record - November 2016 (*Attachment VIII-1.b*)
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 Work Session/Regular Business Meeting- None
5. Home and School Association
(*Representative - Katherine Anderson*)

X. CORRESPONDENCE

1. Burlington County Insurance Pool Certificates of Excellence (*Attachment X-1*)

XI. OTHER INFORMATION

1. Discussion Items:
 1. Merit Goals for 2015-2016 (*Attachment XI-1.1*)
 2. Nutri-Serve Monthly Update - November 2016 (*Attachment XI-1.2*)
2. Clementon School Information:
 - a. Enrollment Report - November 2016 (*Attachment 2.a*)
 - b. Nurse's Report - November 2016 (*Attachment 2.b*)
 - c. Administrative Report - November 2016 (*Attachment 2.c*)

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3. Letter from Willowglen Academy (*Attachment XI-3*)

4. Fire and Security Drills - November 2016:

Drill Type	Date	Time
Fire Drill	11/02/16	2:27 PM
Security Drill (Shelter in Place)	11/30/16	9:07 AM

5. Upcoming Events -January 2017: (*Attachment XI-5*)

6. Harassment, Intimidation, and Bullying Report - November 2016- None

XII. SUPERINTENDENT'S REPORT

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

1. Source 4 Teachers sub list for December 2016. (*Attachment XII-1*)
2. 2016-2017 12-month staff off on December 28 and 29, 2016.
3. Second Reading and Adoption of the following policies and regulations:
(*Attachment XII-3*)

MANDATED

Number	Type	Title
1140	POL	Affirmative Action Program
1523	POL	Comprehensive Equity Plan
1530	POL	Equal Employment Opportunity
1530	REG	Equal Employment Opportunity Complaint Procedure
2610	REG	Educational Program Evaluation
5750	POL	Equal Educational Opportunity
5755	POL	Equity in Educational Programs and Services

RECOMMENDATIONS

Number	Type	Title
5200	REG	Attendance
0145	POL	Board Member Resignation and Removal

4. Revised Quality Single Accountability Continuum (QSAC) District Improvement Plan.
(*Attachment XII-4*)

5. Student Activities:

- a. EVENT: Spirit Day Fundraiser
FACULTY SPONSOR: Jessica Ballinghoff
DATE: January 6, 2017

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PARTICIPANTS: Staff
NOTE: Staff will pay \$5.00 for a dress down day. Money raised will go toward half the cost of a mascot purchase. Students will be asked to participate at no cost to them.

b. EVENT: Cupid Shuffle Dance
FACULTY SPONSOR: Anna Marie DeSanto
DATE: February 10, 2017
LOCATION: Multi-Purpose Room
TIME: 7:00 9:00 PM
PARTICIPANTS: 6th, 7th and 8th Grade
NOTE: This event will provide social interaction among students. Money raised will go to the student government.

6. Home and School Association Fundraisers:

a. EVENT: Basketball Concessions
PERSON IN CHARGE: Jen Rhine
DATES: January 17, 23 and 26, 2017
TIME: 3:15 - 6:30 PM
NOTE: HSA will sell drinks and snacks during basketball home games. Profits will help with HSA events and other HSA needs.

b. EVENT: Family Night Out
PERSON IN CHARGE: Jen Rhine
DATE: January 26, 2017
LOCATION: Domino's Pizza, 1 Berlin Road, Clementon
TIME: 3:00 - 9:00 PM
NOTES: HSA will receive a portion of sales.

Approval of motions 1 through 6 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
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:

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<u>Bill List and Check Register</u>	<u>Amount</u>	
1. List # 1 (Payroll)	\$4,924.99	<i>(Attachment XIII-1.1)</i>
2. List # 2 (Payroll)	\$209,188.99	<i>(Attachment XIII-1.2)</i>
3. List # 3 (Payroll)	\$212,617.98	<i>(Attachment XIII-1.3)</i>
4. List # 4 (Camp Clementon)	\$5,468.87	<i>(Attachment XIII-1.4)</i>
5. List # 5 (Bill List)	\$926.73	<i>(Attachment XIII-1.5)</i>

2. Payment transactions:

Approve transfers in the amount of \$0.00.

3. Void the following old checks as per auditor:

7141	Cumberland Co. Tech.	\$2,029.15
7833	United Freight Tools	\$ 84.75

4. Accept the Comprehensive Annual Financial Plan Report (CAFRA) for the fiscal year ending June 30, 2016 and the auditor's Management Report - Financial Compliance, and Performance for the fiscal year ending June 30, 2016. (A copy of the audit synopsis is available for the public.)

5. Accept Corrective Action Plan - no findings.

6. Workshop: Governance I
Attendee: Mrs. Amanda McCourt
Location: Princeton, NJ
Dates: January 6 - 8, 2016
Cost: \$0.00
Sponsor: N.J. School Boards Association

7. Board of Education meeting dates for 2017-2018. *(Attachment XIII-7)*

8. Resignation letter from Mr. Shaw *(Attachment XIII-8)*

9. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR MONTH OF NOVEMBER, 2016. *(Attachment XIII-8)*

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of November 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 November 30, 2016 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the

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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 9 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

XVI. PUBLIC

XVII. EXECUTIVE SESSION

**BOARD OF EDUCATION OF THE
BOROUGH OF CLEMENTON**

**RESOLUTION 121516
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meeting of the Clementon Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Board of Education of the Borough of Clementon ("Board of Education") has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the ten (10) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

-----Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

-----Any matter in which the release of information would impair a right to receive funds from the federal government;

-----Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program

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or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

-----Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);

-----Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

-----Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

-----Any investigations of violations or possible violations of the law;

-----Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

-----Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion described as specifically as possible without undermining the need for confidentiality evaluation of performance of an employee;

-----Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after Which the public meeting of the Board shall reconvene and proceed with business.

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NOW, THEREFORE, BE IT RESOLVED, that the Clementon Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to nay member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Ellen Suckle, Board President

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE CLEMENTON BOARD OF EDUCATION AT ITS PUBLIC MEETING HELD ON
December 15, 2016

Joanne E. Clement, Board Secretary

XVIII. UNFINISHED BUSINESS

1. Board calendar of events.

Terry Lewis from School Board's came to discuss the Board Self-Evaluation. Ms. Lewis suggested that the board have a retreat and discuss how to work as a team. She also suggested that the board develop goals for the coming year. Ms. Lewis will be providing the Business Administrator with a calendar of events that take place during the year as a guide.

2. Develop Board goals.

Pick two goals, they do not have to go along with the superintendent's goals. Some suggestions:

1. Review and refine CSA Evaluation Process.
2. Improve Board relationships.
3. Review of planning process with a calendar of events.

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4. Schedule a Board Retreat to take place on a Saturday.
Topic: Board Relationships.
3. Superintendent/Principal job specifications.

XIX. NEW BUSINESS

1. Mr. McKelvey- Board Website
2. Mrs. Suckle- Policy 1110 Organizational Chart- (*Attachment XIX-2*)

XX. ADJOURNMENT