

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ August 26, 2013**

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**CLEMENTON BOARD OF EDUCATION  
Clementon, New Jersey**

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**August 26, 2013**

**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 President Irene Buchalter.

**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. Buchalter led the Pledge of Allegiance.

**IV. ROLL CALL:**

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	7:30 PM	8:50 PM
William Dilworth	7:30 PM	8:50 PM
Randall Freiling	7:30 PM	8:50 PM
Sara Paranzino	Absent	---
Kathleen Rappold	7:30 PM	8:50 PM
John Romer	7:30 PM	8:50 PM
Ellen Suckle	7:30 PM	8:50 PM
William Weyland	Absent	---
Irene Buchalter	7:30 PM	8:50 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

**V. MINUTES:**

Approval of the Minutes of the July 22, 2013 Regular Meeting and Executive Session.

**MOVED BY:** \_\_\_\_\_ **Mr. Romer**  
**ON ROLL CALL VOTE:**

**SECOND BY:** \_\_\_\_\_ **Mrs. de Haan**  
**MOTION CARRIED:** 7-0-0

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**VI. PUBLIC - AGENDA ITEMS ONLY:**

Open meeting to Public - Agenda items only

Councilman Weaver gave the Board an update on the Audubon Avenue property. The cost of permits and approvals from the DEP are expensive. There is no guarantee that we will be allowed to use the wetlands for athletic fields. The Board will discuss the options available and meet with Borough Council again. Mrs. Buchalter thanked Councilman Weaver for his time.

Close Meeting to the Public:

**MOVED BY:** Mrs. Suckle                      **SECOND BY:** Mr. Dilworth  
**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 request from employee # 018 for medical leave beginning approximately January 22, 2014 through approximately the end of the school year utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act. (*Attachment VII-1*)
2. Employment transfer of the following personnel for the 2013-2014 school year:
  - a. POSITION: Elementary Teacher  
NAME: Stephanie Doelp  
SALARY/STEP: \$46,000.00 per year; Step 1 BA  
START DATE: September 1, 2013  
NOTE: Approval pending the resignation of employee # 228.
3. Employment of the following personnel for the 2013-2014 school year, contingent upon satisfactory criminal history review:
  - a. POSITION: Substitute School Psychologist  
NAME: Christine Hussey  
RATE OF PAY: \$90.00 per day for the first 20 days, then Step 1 BA \$251.36 per day  
START DATE: Mid-October 2013 (date to be determined)  
NOTE: Pending receipt of Master's Degree transcripts. After receipt of transcripts, rate of pay will be adjusted accordingly.
  - b. POSITION: Substitute Custodian  
NAME: Jeremy Cruz  
RATE OF PAY: \$9.50 per hour, 5 hours per day  
START DATE: August 1, 2013
  - c. POSITION: Substitute Custodian  
NAME: Darnell Coleman  
RATE OF PAY: \$9.50 per hour, 20 hours per week  
START DATE: To be determined  
NOTE: Hired on a 60 day trial basis
  - d. POSITION: Substitute Custodian  
NAME: Ryan Saunders  
RATE OF PAY: \$9.50 per hour, 15 hours per week  
START DATE: To be determined

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NOTE: Hired on a 60 day trial basis

4. Source 4 Teachers instructional aide employee for the 2013-2014 school year, as per contract:

a. POSITION: Instructional Aide  
 NAME: Eileen O'Mara  
 SALARY: As per contract with Source 4 Teachers  
 START DATE: September 1, 2013

**ITEM #4 DELETED FROM AGENDA**

5. Summer 2013 Professional Development - **Standards-Based Report Card Development (Grades 3-5):**

Objective: Our report cards, progress reports, and five units of the model curriculum will be aligned with the common core, model curriculum, and state benchmarks. Title I teachers will be available to assist the grades 3-5 teachers.

Teachers: Michelle Cirrincione, Karen Tropp, Lauren Murray

Date and Length: July 25, 2013, 6 hrs each

Cost: 3 teachers x 6 hrs x \$33.00 = \$594.00

Funded by: Title IA

6. 2013-2014 Non-certified Personnel:

a. POSITION: Title I Clerk (Part-Time)  
 NAME: Cheryl Branch  
 SALARY: \$11,275.00 per year  
 NOTE: Funded by Title I

7. Salary adjustment for Ramona DiMaria to reflect additional credits received. New salary and step for 2013-2014: \$47,040.00, Step 1 BA+15. Documentation provided: transcripts.

8. Employment of the following 2013-2014 Camp Clementon personnel:

Position	Faculty Member	Hourly Rate
Camp Clementon Senior Staff	Cheryl Branch	\$12.50
Camp Clementon Senior Staff	Lynne Stang	\$12.50
Camp Clementon Senior Staff	Marie Bondiskey	\$12.50
Camp Clementon Assistant	Kristin Egan	\$7.95
Camp Clementon Assistant	Danielle Teschner	\$9.95
Camp Clementon Assistant	Jacob McVicar	\$7.95
Camp Clementon Substitute	Lauren Murray	\$12.50

9. Employment of the following 2013-2014 Substitute personnel:

Position	Name	Rate of Pay
Substitute Instructional Aide	Marie Bondiskey	\$8.50 per hour
Substitute Instructional Aide	Val Costino	\$8.50 per hour
Substitute Instructional Aide	Andrea Rambo	\$8.50 per hour
Substitute Instructional Aide	Karen Thumm	\$8.50 per hour
Substitute Nurse	Carol Kellogg	\$125.00 per day

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Substitute Nurse	Grace Dubiel	\$125.00 per day
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10. Employment of the following 2013-2014 Breakfast Program personnel:

Position	Faculty Member	Hourly Rate
Breakfast Program Supervisor	Suzanne McClernan	\$12.50
Breakfast Program Supervisor	Lauren Murray	\$12.50

11. 2013-2014 Breakfast Program rate of pay for teaching and/or instructional aide staff: \$12.50 per hour.

12. Revision of the following 2013-2014 stipend positions and personnel:

Activity	Faculty Member	Stipend
Baseball Coach	Steve Boianelli	\$1,723.50
Baseball Coach	Mike Terlizzi	\$1,723.50

13. Revision of the following 2013-2014 appointment:

a. Affirmative Action Officer: Adrienne McManis

14. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-2014 school year.

15. No Child Left Behind (NCLB) School-Parent Compact (*Attachment VII-15*)

16. Participate in a consortium with Lindenwold School District to be eligible for and to receive No Child Left Behind (NCLB) 2013-2014 Title III funds in the amount of \$4,380.00.

17. Second Reading and Adoption of the following new/revised policies/regulations:  
(*Attachment VII-17*)

Number	Type	Title
0000.02	POL	Introduction
3232	POL	Tutoring Services
3232	REG	Tutoring Services
5117	POL	Interdistrict Public School Choice
5117	REG	Interdistrict Public School Choice
5120	POL	Assignment of Pupils
5300	POL	Automated External Defibrillators (AEDS)
5300	REG	Automated External Defibrillators (AEDS)
5533	POL	Pupil Smoking
7434	POL	Smoking in School Buildings and on School Grounds
7522	POL	School District Provided Technology Devices to Staff Members
7523	POL	School District Provided Technology Devices to Pupils

18. First reading of the following new policies: (*Attachment VII-18*)

Number	Type	Title
1631	POL	Residency Requirement for Person Holding School District Office, Employment, or Position
4123	POL	Probationary Period

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### 19. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn DiPietropolo  
 MEETINGS: 2013-2014 Camden County Curriculum Consortium Meetings  
 LOCATION: Voorhees Administrative Building, Voorhees, NJ  
 DATES: September 19, 2013; October 17, 2013; November 14, 2013;  
 December 12, 2013; January 16, 2014; February 20, 2014; March  
 20, 2014; April 10, 2014; May 15, 2014  
 COST: \$0.00  
 SPONSOR: Camden County Curriculum Consortium
- b. EMPLOYEE: Lynn DiPietropolo  
 MEETINGS: 2013-2014 Camden County Association of School Administrators  
 Meetings  
 LOCATION: Voorhees Administrative Building, Voorhees, NJ  
 DATES: September 13, 2013; October 11, 2013; November 15, 2013;  
 December 13, 2013; January 10, 2014; February 7, 2014; March 7,  
 2014; June 13, 2014  
 COST: \$0.00  
 SPONSOR: Camden County Association of School Administrators
- c. EMPLOYEE: Joanne Clement  
 MEETINGS: 2013-2014 Burlington County Insurance Pool Meetings  
 LOCATION: Voorhees Administrative Building, Voorhees, NJ  
 DATES: September 11, 2013; November 13, 2013; January 15, 2014; March  
 12, 2014; May 14, 2014; June 25, 2014  
 COST: \$0.00  
 SPONSOR: Burlington County Insurance Pool
- d. EMPLOYEE: Joanne Clement  
 MEETINGS: 2013-2014 Camden County Association of School Business  
 Officials Meetings  
 LOCATION: Voorhees Administrative Building, Voorhees, NJ  
 DATES: September 18, 2013; October 23, 2013; November 21, 2013;  
 December 18, 2013; January 15, 2014; February 19, 2014; March  
 19, 2014; April 16, 2014; May 14, 2014; June 18, 2014  
 COST: \$0.00  
 SPONSOR: Camden County Association of School Business Officials
- e. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: Shifting Gears to the District: Turn-keying CCSS, PARCC, and SGOs  
 to District Stakeholders  
 LOCATION: NJ Department of Education, Trenton, NJ  
 DATE: August 16, 2013  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- f. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Shifting Gears to the District: Turn-keying CCSS, PARCC, and SGOs  
 to District Stakeholders  
 LOCATION: NJ Department of Education, Trenton, NJ  
 DATE: August 16, 2013  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: Common Core Leadership Workshop for Language Arts

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LOCATION: Stockton College, Galloway Township, NJ  
 DATE: August 27, 2013  
 COST: \$0.00  
 SPONSOR: Association of Language Arts Teachers of NJ

- h. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Common Core Leadership Workshop for Language Arts  
 LOCATION: Stockton College, Galloway Township, NJ  
 DATE: August 27, 2013  
 COST: \$0.00  
 SPONSOR: Association of Language Arts Teachers of NJ
- i. EMPLOYEE: Kim English  
 WORKSHOP: AENJ (Art Teachers' Conference)  
 LOCATION: Hyatt, New Brunswick, NJ  
 DATE: October 4, 2013  
 COST: \$70.00 additional  
 SPONSOR: Art Educators of NJ  
 NOTE: Workshop approved on June 24, 2013; additional \$70.00 discovered during event registration.
- j. EMPLOYEE: Joanne Clement  
 WORKSHOP: SDA Forms and Submission Review  
 LOCATION: Double Tree, Mount Laurel, NJ  
 DATE: September 19, 2013  
 COST: \$50.00  
 SPONSOR: NJ Association of School Business Officials
- k. EMPLOYEE: Helene Weyland  
 WORKSHOP: Free/Reduced Lunch Verification Workshop  
 LOCATION: Gloucester County College, Sewell, NJ  
 DATE: September 25, 2013  
 COST: \$0.00  
 SPONSOR: NJ Department of Agriculture

### 20. Field Trip:

- a. TRIP: **Fifth Grade Field Trip**  
 FACULTY SPONSORS: Lauren Murray  
 DATE: May 30, 2014  
 RAIN DATE: None  
 TIME: 9:00 AM - 3:00 PM  
 DESTINATION: National Constitution Center, Philadelphia, PA  
 STUDENT ADMISSION: \$0.00  
 CHAPERONE COST: \$0.00  
 TRANSPORTATION: \$0.00  
 PARTICIPANTS: Eligible fifth grade students accompanied by fifth grade teachers and parent volunteers  
 NOTE: All costs associated with this trip shall be reimbursed from a scholarship grant.

### 21. Community Use of Facilities:

- a. ORGANIZATION: Lindenboro Women's Club Cheerleading  
 PERSON IN CHARGE: Kelly Keating  
 SPONSOR: Community Education  
 PURPOSE: Cheerleading Practices

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**DATES:** Monday - Thursday; September 1, 2013 - April 1, 2014  
**TIME:** 6:30 PM - 8:30 PM  
**LOCATION:** Multi-Purpose Room and/or Gym  
**PARTICIPANTS:** 6 adults and 40 children per room

### Approval of motions 1 through 3 and 5 through 21 above:

**MOVED BY:** \_\_\_\_\_ **Mrs. Suckle** \_\_\_\_\_  
**ON ROLL CALL VOTE:**

**SECOND BY:** \_\_\_\_\_ **Mrs. Rappold** \_\_\_\_\_  
**MOTION CARRIED:** 7-0-0

### 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	\$294,770.26	<i>(Attachment VIII-1.1)</i>
2. List # 2 (07/15/13 Payroll)	\$35,778.55	<i>(Attachment VIII-1.2)</i>
3. List # 3 (07/15/13 Payroll)	\$2,674.03	<i>(Attachment VIII-1.3)</i>
4. List # 4 (07/15/13 Payroll)	\$41.17	<i>(Attachment VIII-1.4)</i>
5. List # 5 (07/30/13 Payroll)	\$23,648.10	<i>(Attachment VIII-1.5)</i>
6. List # 6 (07/30/13 Payroll)	\$33,819.90	<i>(Attachment VIII-1.6)</i>
7. List # 7 (Community Education)	\$2,148.42	<i>(Attachment VIII-1.7)</i>
8. List # 8	\$69,355.61	<i>(Attachment VIII-1.8)</i>

2. Approve transfers in the amount of \$46,640.35. *(Attachment VIII.2)*
3. Centris Group Managed Services Agreement for IEP Direct program for the 2013-2014 school year at a cost of \$6,890.35.
4. Submission of IDEA Grant for the 2013-2014 school year:
- a. IDEA Basic \$150,108.00
  - b. IDEA Preschool \$3,259.00
5. The Clementon Board of Education acknowledges the receipt, review, and evaluation of the external peer/quality report for Bowman & Company, LLC.
6. New Jersey School Boards training for the following board members:
- When: Thursday, October 24, 2013, 9:30 AM - 11:30 AM  
Where: Atlantic City Convention Center  
Cost: \$0.00  
Who: Kathleen Rappold Governance IV  
John Romer Governance IV  
Ellen Suckle Governance IV  
Virginia de Haan Governance IV
7. Cancel Student Activity check #157, dated November 30, 2011 in the amount of \$42.79.
8. Preschool salaries for the 2013-2014 school year:
- a. Tracy Stefan \$58,705.00
  - b. Susan Brown \$11,060.00
9. Retroactive budget line transfer:

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From: 11-000-270-518-00  
 To: 11-000-100-565-00 \$42,000.00

10. 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, 2013. 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-10*)

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

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2013. The Treasurer's Report and Secretary's report are in agreement for the month of March 31, 2013.

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 10 above:**

MOVED BY:       Mrs. Suckle        
 ON ROLL CALL VOTE:

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

**IX. PRESENTATIONS:**

- *2012-2013 Electronic Violence and Vandalism Report (EVVRS)*

MOVED BY:       Mrs. Rappold        
 ON ROLL CALL VOTE:

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

**X. CORRESPONDENCE:**

None

**XI. COMMITTEE REPORTS:**

1. Administrative Evaluation

(*Chairperson - Randall Freiling*)

- Mr. Freiling distributed the Goals for the superintendent for the 2013-2014 school year. The Committee reviewed and discussed changes with the superintendent.

Approval to submit 2013-2014 Goals to the Executive County Superintendent for approval.

MOVED BY:       Mrs. Suckle        
 ON ROLL CALL VOTE:

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

2. Building and Maintenance

(*Chairperson - William Weyland*)

- Mr. Dilworth reported that the building looks great. He gave the board a report on the lighting project. All summer projects are completed. The district is waiting to hear from the state on our roof project.



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3. Camden County Educational Services Commission  
(*Representative - Virginia de Haan; Alternate - William Weyland*)
  - Mrs. de Haan reported on the many projects at the Commission. They are working on upgrading computer system and phone system. They are now using Realtime for substitute services. The Commission acquired all the busing for Camden City.
4. Camden County School Boards Association  
(*Representatives - John Romer and William Weyland*)
  - Mr. Romer and Mrs. Buchalter reported that there will be dinner at our County meetings.
5. Community Education and Extra-Curricular Information  
(*Chairperson - John Romer*)
  - Mr. Romer reported that soccer is going on.
6. Policy  
(*Chairperson - Irene Buchalter*)
  - Mrs. Buchalter reported second readings and one new policy.
7. Common Core Curriculum and Technology  
(*Chairperson - Ellen Suckle*)
  - Mrs. Suckle reported that the professional development is completed for the summer. Administration conducted the new student orientation. Computers are in and ready for September.
8. Finance  
(*Chairperson - Virginia de Haan*)
  - Mrs. de Haan reported that the auditors are finished reviewing the financial records of the district. They will present their findings at an upcoming Board of Education meeting.
9. Legislation  
(*Representative - William Weyland*)
  - Mr. Weyland was not present for a report.
10. Personnel - Executive Session  
(*Chairperson - Sara Paranzino*)
  - Ms. DiPietropolo reported that we have another maternity leave.
11. Pine Hill Board of Education  
(*Representative - Randall Freiling*)
  - Minutes from the June 25, 2013 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
  - Mr. Freiling reported the majority of their construction is going well. The meeting is scheduled for Tuesday evening.
12. Municipal Liaison  
(*Representative - Randall Freiling*)
  - Mr. Freiling reported Councilman Weaver presented an update of the property for the fields.

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13. Home and School Association

*(Representative - Virginia de Haan)*

- Mrs. de Haan reported HSA is changing their rules and regulations for membership. Fund raising has changed for the upcoming year.

14. Negotiations

*(Chairperson - Ellen Suckle)*

- Mrs. Suckle distributed the current negotiated contract asking each board member to review and send her any suggestions. Negotiations will be starting in January.

**XII. OTHER INFORMATION:**

1. Discussion Items:

- a. 2013-2014 School Calendar
- b. Standards Based Report Cards for 2013-2014
- c. Breakfast Program for 2013-2014
- d. ACCASBO JIF - BCIP JIF - GCSSD JIF: 2013-2014 Program Improvements, Enhancements, and Additions

2. Clementon School Information: None

**XIII. PUBLIC:**

No public present.

**XIV. EXECUTIVE SESSION:**

None

**XV. ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 8:50 PM.

**MOVED BY:** Mr. Dilworth  
**ON ROLL CALL VOTE:**

**SECOND BY:** Mrs. Suckle  
**MOTION CARRIED:** 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
 September 23, 2013