

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 25, 2013

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
November 25, 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	8:30 PM
William Dilworth	7:30 PM	8:30 PM
Randall Freiling	7:30 PM	8:30 PM
Sara Paranzino	7:30 PM	8:30 PM
Kathleen Rappold	Absent	---
John Romer	7:30 PM	8:30 PM
Ellen Suckle	7:30 PM	8:30 PM
William Weyland	7:30 PM	8:30 PM
Irene Buchalter	7:30 PM	8:30 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 following meetings:

- October 28, 2013 Regular Meeting

MOVED BY: _____ **Mrs. Suckle**
ON ROLL CALL VOTE:

SECOND BY: _____ **Mr. Weyland**
MOTION CARRIED: 7-0-1
(Mr. Romer abstained.)

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VI. PUBLIC – AGENDA ITEMS ONLY:

Open meeting to Public for Agenda items only - no comments.

Close Meeting to the Public:

MOVED BY: _____ **Mrs. Paranzino**
ON ROLL CALL VOTE:

SECOND BY: _____ **Mrs. Suckle**
MOTION CARRIED: 8-0-0

VII. SUPERINTENDENT’S REPORT:

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

1. Accept request from employee # 175 for medical leave beginning approximately April 21, 2014 through the remainder of the 2013-2014 school year utilizing available illness and personal days then uncompensated time under the NJ Family Medical Leave Act. (*Attachment VII-1*)
2. Employment of the following 2013-2014 Camp Clementon personnel:

Position	Faculty Member	Hourly Rate
Camp Clementon Substitute	Brenda Falkenstein	\$12.50

3. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-2014 school year.
4. Source 4 Teachers November 2013 Board Approval List (*Attachment VII-4*)
5. 2013-2014 Volunteer Basketball Assistants (minors will have signed permission slips from their parents/guardians): (*Attachment VII-5*)
 - a. William White (former student)
 - b. Najee Bey (former student)
 - c. Michael Dively (annual basketball volunteer)
 - d. Nick Budd (former student and former employee)
 - e. Josie Budd (former student)
 - f. Sydney Ott (former student)

6. Middle School ELA Assessment Alignment:

Objective: To align Unit 4 NJ model curriculum benchmark assessment to PARCC assessment. To create Unit 4 assessments which are PARCC-like.

Instructors: Cheryl Pataky, Michele Small, Candice Wilson, Cathe Bare

Date and Length: December 2013, 4 hours, after-school

Cost: 4 teachers x 4 hrs x \$33.00 = \$528.00

Funded by: Title IA

7. Second Reading and Adoption of the following new/revised policies and regulation: (*Attachment VII-7*)

Number	Type	Title
3144.12	POL	Certification of Tenure Charges – Inefficiency
3144.3	POL	Suspension Upon Certification of Tenure Charge
3372	POL	Teaching Staff Tenure Acquisition
3373	POL	Tenure Upon Transfer or Promotion
4124	POL	Employment Contract

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5512 POL Harassment, Intimidation, and Bullying
 5512 REG Harassment, Intimidation, or Bullying Investigation Procedure

8. Workshop/Meeting Requests:

- a. EMPLOYEE: Michelle Magilton
 WORKSHOP: Tri-State Quality Review Rubric – Mathematics
 LOCATION: 399 Monmouth Street, East Windsor, NJ
 DATE: November 13, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education
- b. EMPLOYEE: Adrienne McManis
 WORKSHOP: School Choice Technical Assistance Session
 LOCATION: 100 Riverview Plaza, Trenton, NJ
 DATE: November 15, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Adrienne McManis
 WORKSHOP: Camden County Special Education Administrators' Meeting
 LOCATION: CCESC, Clementon, NJ
 DATE: November 21, 2013
 COST: \$0.00
 SPONSOR: Camden County Special Education Administrators
- d. EMPLOYEE: Adrienne McManis
 WORKSHOP: NJ DOE Presentation by Tracy Severns
 LOCATION: Burlington County College, Pemberton, NJ
 DATE: January 10, 2014
 COST: \$0.00
 SPONSOR: NJ Department of Education
- e. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: NJ DOE Presentation by Tracy Severns
 LOCATION: Burlington County College, Pemberton, NJ
 DATE: January 10, 2014
 COST: \$0.00
 SPONSOR: NJ Department of Education

9. School Activities:

- a. EVENT: **Holiday Caroling at Wooster Towers**
 FACULTY SPONSOR: Lauren Murray
 DATE: December 20, 2013
 TIME: 9:00 AM - 10:30 AM
 PARTICIPANTS: Students in grade 5
 NOTE: Students will walk to Wooster Towers and sing holiday carols to the residents to promote good will toward the senior citizens of our community.
- b. EVENT: **NJHS Fundraiser – Pretzel Sale**
 FACULTY SPONSOR: Andrea DiSalvo
 DATE: November 22, 2013 (Parent/Teacher conference day)
 TIME: 9:00 AM - 3:00 PM
 LOCATION: Main Entrance Lobby
 NOTE: Funds raised will benefit the NJHS.

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- c. **EVENT:** NJHS Fundraiser – Candy Cane Pretzel Sale
FACULTY SPONSOR: Andrea DiSalvo
DATES: December 11, 2013 – December 18, 2013
NOTE: Candy cane-shaped pretzels will be offered for sale on a pre-order basis. Funds raised will benefit the NJHS.
- d. **EVENT:** NJHS Fundraiser – Valentine’s Day Heart Pretzel Sale
FACULTY SPONSOR: Andrea DiSalvo
DATES: March 3, 2014 – March 12, 2014
NOTE: Heart-shaped pretzels will be offered for sale on a pre-order basis. Funds raised will benefit the NJHS.
- e. **EVENT:** Yearbook Fundraiser – Baby Picture/Message in Yearbook
FACULTY SPONSOR: Andrea DiSalvo
DATES: December 2, 2013 – January 10, 2014
NOTE: Families of eighth grade students will have the opportunity to submit their child’s baby picture for inclusion in the yearbook and pay for a message to accompany it. Funds raised will be used to offset yearbook production costs.

10. Community Use of Facilities:

- a. **ORGANIZATION:** South Jersey Rebels Softball
PERSON IN CHARGE: Wayne Lemma
SPONSOR: Community Education
PURPOSE: Softball practice (physical conditioning and strength training) for 14-16 year old girls.
DATES: Tuesdays; December 10, 2013 – March 18, 2014
TIME: 6:30 PM – 8:30 PM
LOCATION: Gym (depending on availability)
PARTICIPANTS: 10 girls plus parents, and three coaches

11. Home and School Fundraising Activity:

- a. **EVENT:** Parents’ Night Out
PERSON IN CHARGE: Veronica Martinis
DATE: December 20, 2013
TIME: 6:30 PM – 8:30 PM
NOTE: This event will allow parents to go out for a few hours while the HSA watches their children. Movies will be shown and refreshments will be provided. The cost to the parents will be \$10.00 for the first child and \$5.00 for each additional child.

Approval of motions 1 through 11 above:

MOVED BY: Mrs. de Haan
ON ROLL CALL VOTE:

SECOND BY: Mr. Romer
MOTION CARRIED: 8-0-1
(Mr. Dilworth abstained from #3 and #4 only.)

SUPERINTENDENT’S REPORT = A D D E N D U M:

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

12. Employment of the following individual for the 2013-2014 school year:

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- a. POSITION: Long-Term Substitute Teacher
 NAME: Alyson Cunliffe
 RATE OF PAY: \$90.00 per day for the first 20 days, then \$46,000.00 per year (step 1 BA), pro-rated, for days 21 and later
 DATES: Approximately January 22, 2014 through the end of the school year.

13. Approval of Superintendent/Principal's Harassment, Intimidation, and Bullying consequences/remedial measures from October 24, 2013 – November 21, 2013. (*Attachment VII-13*)

Approval of motions 12 and 13 above:

MOVED BY: Mrs. de Haan SECOND BY: Mr. Weyland
 ON ROLL CALL VOTE: MOTION CARRIED: **8-0-0**

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 (Payroll 10/15/13)	\$207,137.64	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll 10/30/13)	\$221,103.65	<i>(Attachment VIII-1.2)</i>
3. List # 3	\$480,897.13	<i>(Attachment VIII-1.3)</i>
4. List # 4 (Community Education)	\$3,810.39	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$183,265.66	<i>(Attachment VIII-1.5)</i>

2. Approve transfers in the amount of \$32,000.00. (*Attachment VIII-2*)

3. Demand Response Program with Enernoc, an energy management company. (*Attachment VIII-3*)

4. Homeless tuition contract for S.K. to Lindenwold Public Schools for the 2013-2014 school year in the amount of \$11,425.69.

5. Homeless tuition for high school student to Camden City School District for the 2013-2014 school year from September through March 19, 2014, in the amount of \$13,427.00.

6. Participate in Camden County School District Consortium, to solicit proposals for banking services, effective January 2014.

7. Transportation for Boy's and Girl's Basketball for the 2013-2014 School year to McGough Bus Company.

Hillman Bus Company	\$237
McGough Bus Company	\$225
First Student Company	\$292
Holcomb Bus Company	\$300 for two games only

8. Resolution to adjust the Budget Submission Calendar for 2014-2015. (*Attachment VIII-8*)

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 October 31, 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.

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(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 October 31, 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.

10. 2013-2014 Joint Transportation Agreement with Clayton Board of Education to transport special education student from YES Facility to Archway in the amount of \$2,718.00.

Approval of motions 1 through 10 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: **8-0-0**

IX. PRESENTATIONS:

- *October 2013 Manner Banner (Classroom 2B)*
- *October 2013 Bulldog's Best*
- *October 2013 PRIDE Winners*

X. CORRESPONDENCE:

1. October 2013 Nutri-Serve Update
2. Notification from the New Jersey School Boards Association that the following Clementon board of education members completed Governance 4 training:
 - Ellen Suckle
 - John Romer
 - Kathleen Rappold
3. Thank you letter from Clementon School District to Ms. Brooke Thompson and her daughter Tiffany for their generous donation of brand new pencils. (Every classroom received a supply for the students' use.)

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling reported that the superintendent requested to change two of her goals to reflect student growth. While this is difficult and challenging, it will benefit both teachers and students.

Motion to accept and approve revised 2013-2014 goals for Lynn DiPietropolo, Superintendent.

MOVED BY: Mr. Freiling

SECOND BY: Mrs. Suckle

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ON ROLL CALL VOTE:

MOTION CARRIED: 8-0-1
(Mr. Weyland abstained.)

2. Building and Maintenance
(Chairperson - William Weyland)
 - Mr. Weyland reported that the Committee will be interviewing three architectural firms on Tuesday and will bring someone for approval at the next meeting. Eneroc was approved to help us with our electrical usage.

3. Camden County Educational Services Commission
(Representative - Virginia de Haan; Alternate - William Weyland)
 - Mrs. de Haan reported that the Commission is hiring teachers back. They have a new computer program where teachers can log in their time directly. Their audit was completed and everything is good.

4. Camden County School Boards Association
(Representatives - John Romer and William Weyland)
 - Mrs. Buchalter reported that we attended the meeting. The subject was on sustainability use of energy. Our district is doing well in that area.

5. Community Education and Extra-Curricular Information
(Chairperson - John Romer)
 - Camp Clementon Attendance Record - October 2013 *(Attachment XI.5a)*
 - Mr. Romer reported that the Penny Party made \$2,981.29 profit. Basketball is ready to go. Holiday parade is coming up along with Breakfast with Santa.

6. Policy
(Chairperson - Irene Buchalter)
 - Mrs. Buchalter reported that policies were read and approved.

7. Common Core Curriculum and Technology
(Chairperson - Ellen Suckle)

Mrs. Suckle reported on the following:

Curriculum

 - By November 15th each teacher was required to have a Student Growth Objective created and approved. Adrienne and I worked with each staff member on developing their SGOs. As of November 15th, all SGOs have been approved. These SGOs will be uploaded to the Marzano's iObservation system. At the end of the school year, I will be rating their progress on their SGOs and assigning them a rating. This rating will get combined with the Marzano teacher evaluation score to get an overall evaluation score.
 - The Title I after school programs have begun for reading and math.
 - The Title I reading teachers, 2 classroom teachers, and administration have begun the PARCC workshop series for English Language Arts. The workshops so far have been very informative. We are beginning to turnkey this information to other staff members, especially the grade levels that will have the PARCC field test this year.

Technology

 - The Technology Department completed three NJ Smart submissions this month - State, Special Education, and Staff - with low or zero error rates on each. The next submission will be for NJ ASK Pre-IDs, which has a deadline of December 23.
 - We updated our device information in the DOE's new NJ TRAx system. This is a technology survey to determine, for each district, the level of readiness for online testing in general and PARCC in particular. The NJ TRAx system is a replacement for the PARCC Technology Readiness Tool.
 - We are also investigating a change in our internet connection. We are in talks with Comcast to double the speed of our current fiber-based connection to 20 Mbps, which

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would ease the escalating bandwidth demands that we continue to observe. This change should come at no additional cost, as Comcast is attempting to decommission the portion of their network on which we currently sit. As mentioned, though, we are still in preliminary discussion and will keep open to other possibilities.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that the bills were paid. A budget meeting was held with administration only.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland attended the meeting on November 16th and reported that nothing interesting happened. He had handouts to share with the board on superintendent CAPS and the concerns that districts cannot keep superintendents because of the CAPS.

10. Personnel

(Chairperson - Sara Paranzino)

- There will be an addendum that will be emailed out to everyone. I have selected Alyson Cunliffe to replace Michelle Cirrincione (Grade 3 Teacher) while she is on maternity leave. Ms. Cunliffe is already employed here as an instructional aide and is currently working with the 3rd grade population. She is already familiar with the students and staff at this grade level. This transition will take place in January.
- I will be posting for Ms. Cunliffe's position through Source 4 Teachers.
- I was also informed that the school nurse needs to take a medical leave to have surgery. She has a doctor's note and will be out from December 16, 2013 to January 13, 2014. We are currently looking for a long-term sub for her.
- Michelle Panarella is our social worker and will be leaving for her maternity leave as Mrs. Finley is returning in March 2014. We are going to post now for a social worker. It is possible that her doctor is putting her on bed rest starting in January. This is not confirmed but I just want to prepare.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Minutes from the September 24, 2013 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
- Mr. Freiling reported Pine Hill is moving and things are very interesting. He will be attending a Finance meeting on December 6th where the auditor will give a report. Mr. O'Donnell is leaving to go to Gateway.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling stated that the rules are changing for the grant.

13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that no treasurer or fund raising report were available at the meeting. The first combined events, pies, pretzels and cookies fund raisers went well, They finalized parent's night out with the following fees: First child \$10, second \$5. We now have 54 parents who joined.

14. Negotiations

(Chairperson - Ellen Suckle)

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- Mrs. Suckle reported that the administration received a letter from the association and is looking forward to a productive negotiations process. We will start meeting in January.

XII. OTHER INFORMATION:

1. Discussion Items:
2. Clementon School Information:
 - a. Enrollment Report - November 20, 2013 (*Attachment XII-2.a*)
 - b. Nurse's Report - October 1, 2013 through October 31, 2013 (*Attachment XII-2.b*)
 - c. Administrative Report - October 2013 (*Attachment XII-2.c*)
3. Fire and Security Drills:

October 2013 - Drill Type	Date	Time
Fire	10/18/13	09:59 AM
Security (Exterior Evacuation)	10/28/13	01:56 PM

4. Clementon Board of Education Information:
 Congratulations to our four board members for winning their elected seats.

XIII. PUBLIC:

None

XIV. EXECUTIVE SESSION: None

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:30 PM.

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
 December 16, 2013