

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ March 24, 2014

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Multi-Purpose Room
March 24, 2014

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	8:25 PM
William Dilworth	Absent	---
Randall Freiling	7:30 PM	8:25 PM
Sara Paranzino	Absent	---
Kathleen Rappold	Absent	---
John Romer	7:30 PM	8:25 PM
Ellen Suckle	7:30 PM	8:25 PM
William Weyland	7:30 PM	8:25 PM
Irene Buchalter	7:30 PM	8:25 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

V. MINUTES:

Approval of the Minutes of the following meetings:

- February 24, 2014 Regular Meeting
- March 10, 2014 Special Meeting

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

SECOND BY: _____ **Mr. Weyland**
MOTION CARRIED: 6-0-0

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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: Mr. Romer
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: **6-0-0**

VII. SUPERINTENDENT’S REPORT:

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

1. Accept, with regret, the retirement notification from employee # 005, effective July 1, 2014. (*Attachment VII-1*)
2. Accept request from employee # 005 for unused sick pay upon retirement. (*Attachment VII-2*)
3. Accept request from employee # 221 for medical leave beginning approximately September 1, 2014 through approximately January 1, 2015 utilizing available illness and days then uncompensated time under the Family Medical Leave Act. Employee’s anticipated date of return is January 2, 2015. (*Attachment VII-3*)
4. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-2014 school year.
5. Source 4 Teachers March 2014 Board Approval List (*Attachment VII-5*)
6. 2013-2014 Softball Volunteers (*Attachment VII-6*):
 - a. Sydney Ott (former student)
 - b. Ana Guerrero (former student)
7. Approval of Superintendent/Principal’s Harassment, Intimidation, and Bullying consequences/remedial measures from February 28, 2014 – March 19, 2014. (*Attachment VII-7*)
8. Certificated staff and salaries for the 2014-2015 school year (*Attachment VII-8*)
9. One-Year Preschool Program Plan Update for 2014-2015 (*Attachment VII-9*)
10. 2014-2015 Preschool Budget (*Attachment VII-10*)
11. Second Reading and Adoption of the following new/revised policies and regulations: (*Attachment VII-11*)

<u>Number</u>	<u>Type</u>	<u>Title</u>
1240	POL	Evaluation of Superintendent
1240	REG	Evaluation of Superintendent
3142	POL	Nonrenewal of Nontenured Teaching Staff Member
3142	REG	Nonrenewal of Nontenured Teaching Staff Member
3144	POL	Certification of Tenure Charges
3144	REG	Certification of Tenure Charges
4146	POL	Nonrenewal of Nontenured Support Staff Member
4146	REG	Nonrenewal of Nontenured Support Staff Member

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3221	POL	Evaluation of Teachers
3221	REG	Evaluation of Teachers
3222	POL	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3222	REG	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223	POL	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3223	REG	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3224	POL	Evaluation of Principals, Vice Principals, and Assistant Principals
3224	REG	Evaluation of Principals, Vice Principals, and Assistant Principals
6112	POL	Reimbursement of Federal and Other Grant Expenditures
6112	REG	Reimbursement of Federal and Other Grant Expenditures
6311	POL	Contracts for Goods or Services Funded by Federal Grants

12. Workshop/Meeting Requests:

- a. EMPLOYEE: Jose Cruz
 WORKSHOP: Energy Smart 2014 Conference
 LOCATION: Philadelphia Convention Center, Philadelphia, PA
 DATE: March 26, 2014
 COST: \$0.00
 SPONSOR: Energy Smart

- b. EMPLOYEE: Salvatore Mazzocca
 WORKSHOP: Camden County Middle School Music Teacher Workshop
 LOCATION: CCTS, Sicklerville, NJ
 DATE: March 28, 2014
 COST: \$0.00
 SPONSORS: Cole's Music/The Musical Source, Inc.

- c. EMPLOYEE: William Conn
 WORKSHOP: Camden County Middle School Music Teacher Workshop
 LOCATION: CCTS, Sicklerville, NJ
 DATE: March 28, 2014
 COST: \$0.00
 SPONSORS: Cole's Music/The Musical Source, Inc.

- d. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: NJASA/NJAPSA Spring Conference
 LOCATION: Atlantic City, NJ
 DATE: May 21, 22, and 23, 2014
 COST: \$450.00 plus lodging
 SPONSORS: NJASA/NJAPSA

- e. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Spring Conference
 LOCATION: Atlantic City, NJ
 DATE: June 4, 5, and 6, 2014
 COST: \$150.00 plus lodging
 SPONSOR: NJASBO

- f. EMPLOYEE: Joanne Clement
 WORKSHOP: MRESC Co-op Expo and Continuing Education Units
 LOCATION: Piscataway, NJ
 DATE: May 2, 2014

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COST: \$0.00
 SPONSOR: MRESC

g. EMPLOYEE: Joanne Clement
 WORKSHOP: How to Prepare for Your Annual Audit
 LOCATION: Mount Laurel, NJ
 DATE: April 8, 2014
 COST: \$50.00
 SPONSOR: NJASBO

h. EMPLOYEE: Matt Duffield
 WORKSHOP: DRLAP Seminar for PARCC
 LOCATION: Mullica Hill, NJ
 DATE: March 27, 2014
 COST: \$0.00
 SPONSOR: NJ Department of Education

13. Field Trips:

a. TRIP: **NJHS/Student Council Trip**
 FACULTY SPONSORS: Nicole Palermo and Andrea DiSalvo
 DATE: June 12, 2014
 RAIN DATE: None
 TIME: 8:45 AM - 4:00 PM
 DESTINATION: The Spirit of Philadelphia
 ADMISSION: \$48.00 each
 TRANSPORTATION: \$175.00 (1 bus; T & L Transportation)
 PARTICIPANTS: Eighth grade members of NJHS and Student Council.
 NOTE: Admission and transportation costs will be paid from NJHS and Student Council accounts, from various fundraisers.

b. TRIP: **8th Grade Class Trip**
 FACULTY SPONSORS: Mary Haldeman
 DATE: June 13, 2014
 RAIN DATE: June 16, 2014
 TIME: 8:00 AM - 9:00 PM
 DESTINATION: Washington, DC
 ADMISSION: To be determined
 TRANSPORTATION: To be determined
 PARTICIPANTS: Eighth grade students, teachers, and instructional aide.
 NOTE: Admission and transportation costs will be paid from various fundraisers held in April and May 2014

14. School Activities:

a. EVENT: **Spring Dance (sponsored by Student Council)**
 FACULTY SPONSOR: Nicole Palermo
 DATE: April 25, 2014
 TIME: 7:00 PM - 9:00 PM
 LOCATION: MPR
 PARTICIPANTS: Students in grades 6, 7, 8

b. EVENT: **Yearbook Fundraiser – Spring Spirit Wear Sale**
 FACULTY SPONSOR: Andrea DiSalvo
 DATES: April 2014 (the entire month)
 ITEMS SOLD: School spirit wear items.
 NOTE: Funds raised will be used to offset yearbook production costs.

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- c. **EVENT:** **8th Grade Trip Fundraiser – NJASK Incentives from Friends**
FACULTY SPONSOR: Mary Haldeman
DATES: Week of April 27, 2014
ITEMS SOLD: “Good Luck Grams” will be sold in the MPR during lunches to wish good luck on NJASK testing.
PARTICIPANTS: Students in grades 7-8
NOTE: Proceeds will be used to fund the 8th grade class trip to Washington, DC.
- d. **EVENT:** **8th Grade Trip Fundraiser – Lincoln Penny Drive**
FACULTY SPONSOR: Mary Haldeman
DATES: May 5, 2014 – May 9, 2014
PARTICIPANTS: Students in grades 6-8
NOTE: Proceeds will be used to fund the 8th grade class trip to Washington, DC.
- e. **EVENT:** **8th Grade Trip Fundraiser – Jelly Bean Count Contest**
FACULTY SPONSOR: Mary Haldeman
DATES: April 7, 2014 – April 16, 2014
ITEMS SOLD: Students can guess the number of jelly beans in a container for \$.50 per guess. This activity will take place in the MPR during lunches.
PARTICIPANTS: Students in grades 7-8
NOTE: Proceeds will be used to fund the 8th grade class trip to Washington, DC.
- f. **EVENT:** **8th Grade Trip Fundraiser – Graduation T-shirts**
FACULTY SPONSOR: Mary Haldeman
DATES: To be determined (May 2014)
ITEMS SOLD: “Class of 2014” graduation t-shirts
PARTICIPANTS: Students in grade 8
NOTE: Proceeds will be used to fund the 8th grade class trip to Washington, DC.

15. Community Use of Facilities:

- a. **ORGANIZATION:** Community Education
PERSON IN CHARGE: Kate Teschner
EVENT: **“Clementon Clean-Up”**
DATES: May 17 and 18, 2014
TIME: 9:00 AM – 12:00 PM
LOCATION: Clementon, NJ
PARTICIPANTS: CES teams and clubs will participate in Clementon Clean Communities Weekend. Each participating group will receive \$200.00 from the Borough of Clementon.
- b. **ORGANIZATION:** Community Education
PERSON IN CHARGE: Kate Teschner
EVENT: **CES Community Carnival**
FACULTY SPONSOR: Kelly Kolody
DATE: Saturday, June 7, 2014
RAINDATE: N/A
TIME: TBA
LOCATION: Clementon Elementary School parking lots.
NOTE: No cost to attend but donations are welcome. Funds raised shall benefit the Student Activity account.

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Approval of motions 1 through 15 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: **6-0-1**
(Mr. Weyland abstained from item #11, Policy
1240; 3223; 3224 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)	\$204,729.26	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$216,870.14	<i>(Attachment VIII-1.2)</i>
3. List # 3 (Payroll)	\$10,151.68	<i>(Attachment VIII-1.3)</i>
4. List # 4	\$586.10	<i>(Attachment VIII-1.4)</i>
5. List # 5 (Community Education)	\$4,777.41	<i>(Attachment VIII-1.5)</i>
6. List # 6	\$473,336.43	<i>(Attachment VIII-1.6)</i>
7. List # 7	\$168,421.45	<i>(Attachment VIII-1.7)</i>

2. Approve transfers in the amount of \$1,798.56. *(Attachment VIII-2)*
3. Transportation to National Constitution Center, May 30, 2014, with Berlin Township at a cost of \$200.00.
4. Joint Board of Education meeting with Pine Hill on April 15, 2014 at 6:30 PM.
5. Cooper Health Systems for evaluations at a cost of \$350.00 per evaluation.
6. Yale School for the 2013-2014 school year for student H.M. at the rate of \$49,584.60 (prorated).
7. Contract for shared services between Collingswood Board of Education and Clementon Board of Education for Maintenance Services for the 2014-2015 school year.
8. Resolution with Camden County Cooperative Pricing System for Bid A41/2013 for office supplies.
9. Tuition rate for the 2014-2015 school year for Overbrook High School in Pine Hill is \$14,775.00.
10. BE IT RESOLVED, the Clementon Board of Education approve the Preliminary Eligible Costs for DOE Project #: 0880-010-13-1001; SDA #: 0880-010-13-G1MN; Grant #: G5-5071 in the amount of \$168,096.
11. BE IT RESOLVED, the Clementon Board of Education approve the Final Eligible Costs for DOE Project #: 0880-010-13-1001; SDA #0880-010-13-G1MN; Grant #: G5-5071 in the amount of \$168,096.
12. BE IT RESOLVED, The Clementon Board of Education approves Garrison, as Architects for Project #: 0880-010-13-1001; SDA #0880-010-13-G1MN; Grant #: G5-5071 in the amount of \$168,096.

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Further, BE IT RESOLVED, that the Clementon Board of Education delegates authority to the Business Administrator/Board Secretary to supervise the School Facilities Project #: 0880-010-13-1001; SDA #0880-010-13-G1MN; Grant #: G5-5071 in the amount of \$168,096.

13. Employment contract as approved by the Executive County Superintendent, for Lynn DiPietropolo, Superintendent of Schools/Principal/Director of Curriculum for the period commencing July 1, 2014 through June 30, 2019. (*Attachment VIII-13*)
14. Renewal for 2014-2015 Management Fee for Nutri-Serve Food Management, Inc. of \$13,127.70. No increase in fee.

Nutri-Serve Food Management agreement for the 2014-2015 school year as follows:

- a. Management Fee: \$13,127.70
 - b. Guaranteed Return: Breakeven
 - c. Certifying Statement
15. 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 February 28, 2014. 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-15*)
(Secretary's report) (*Board Book*)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 28, 2014. The Treasurer's Report and Secretary's report are in agreement for the month of February 28, 2014.

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 15 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: **6-0-0**
(Mr. Weyland abstained from item #13 only.)

IX. PRESENTATIONS:

- *February 2014 Manner Banner (Classroom 1C)*
- *February 2014 Bulldog's Best*

X. CORRESPONDENCE:

1. February 2014 Nutri-Serve Update

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)

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- Mr. Freiling reported that the contract for the superintendent was approved by the County Superintendent.

2. Building and Maintenance
(*Chairperson - William Weyland*)

- Mr. Weyland reported on the bid opening for the D-wing roof replacement.

<u>Company</u>	<u>Bid Amount</u>
J. Wilhelm Roofing	\$148,800.00
Robert Ganter Contractors, Inc.	\$159,000.00
Winchester Roofing	\$162,398.21
D. A. Nolt	\$164,560.00
McMullen Roofing	\$168,484.00
Jottan, Inc.	\$196,527.00
Mike Kobithen Roofing	\$267,569.00

Motion to award bid for Clementon Elementary School Classroom D-wing Roof Replacement to Robert Ganter Contractors, Inc.

MOVED BY: Mr. Weyland
ON ROLL CALL VOTE:

SECOND BY: Mr. Romer
MOTION CARRIED: 6-0-0

3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)

- Mrs. de Haan reported that they had their meeting and that the superintendent is working again.

4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)

- Camden County School Boards "8th Grade Dialogue" has been rescheduled to March 26, 2014 at Somerdale Park School, 301 Grace Street, Somerdale, NJ. Registration begins at 6:00 PM; program and dessert commence at 6:45 PM.

5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)

- Camp Clementon Attendance Record - February 2014 (*Attachment XI.5a*)
- Mr. Romer reported the Ice Cream Social is Thursday night. Spring sports are up and running. First softball game was played today.

6. Policy
(*Chairperson - Irene Buchalter*)

- Mrs. Buchalter reported the Board approved the second reading and adoption of policies and regulations.

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

Mrs. Suckle reported on the following:

Curriculum

- The schedule for departmentalizing is almost complete. A committee of teachers will review the schedule so that any adjustments can be made before a final version is given to the teachers.
- We have been working on a summer professional development schedule of workshops to offer the teachers, as we do each summer.

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Technology

- This month, the Technology Department started preparations for our summer internet connectivity upgrade. Comcast sent field technicians to do a site survey and splice in additional fiber-optic lines for the transition period. We are anticipating a cutover date of July 1. We will also be attending the NJ DOE's DRLAP broadband consortium seminar later this month to see if there are further cost-savings to be had.
- Additionally, we uploaded student data into the PARCC site in preparation for testing later this spring.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that we are waiting to hear from the County Office for the approval of the budget.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland had nothing to report.

10. Personnel

(Chairperson - Sara Paranzino)

- Mrs. Paranzino was not present for a report. We have need of Executive Session to discuss personnel.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Minutes from the January 28, 2014 Worksession/Regular Business Meeting *(Attachment XI-11.a)*
- Mr. Freiling reported that they had a budget meeting for approval to the County Office. They are going to Cap. Second strategic meeting and they agree that the high school needs help. They are in negotiations.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling reported the school applied for a program that will be utilized in the fall. We will have funding for that program.

13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that the Book Fair is being held this week. Final total on March events will be given next month.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that we are moving right along.

XII. OTHER INFORMATION:

1. Discussion Items:

- a. Revised 2013-2014 School Calendar *(Attachment XII-1.a)*
Ms. DiPietropolo reported that we lost three early dismissal days due to inclement weather. Ms. DiPietropolo would like to have early dismissal days June 6, 13, and 16 for workshops. Last day of school is June 18. Promotion is on June 17.
- b. Staff and Student Hours for 2014-2015

2. Clementon School Information:

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- a. Enrollment Report - March 19, 2014 (*Attachment XII-2.a*)
- b. Nurse's Report - February 1, 2014 through February 28, 2014 (*Attachment XII-2.b*)
- c. Administrative Report - February 2014 (*Attachment XII-2.c*)

3. Fire and Security Drills:

February 2014 - Drill Type	Date	Time
Fire	02/24/14	01:52 PM
Security (Lockout)	02/28/14	01:18 PM

4. Board of Education Items:

- a. Please complete your Ethics Forms.

XIII. **PUBLIC:**

Close Meeting to the Public:

MOVED BY: Mrs. Suckle SECOND BY: Mr. Freiling
ON ROLL CALL VOTE: MOTION CARRIED: 6-0-0

XIV. **EXECUTIVE SESSION:**

The Clementon Board of Education will go into Executive Session in accordance with Resolution 32414 for the purposes of personnel and student issues. Action may be taken.

MOTION: To move into Executive Session at 8:00 PM.

MOVED BY: Mrs. Suckle SECOND BY: Mr. Romer
ON ROLL CALL VOTE: MOTION CARRIED: 6-0-0

Mr. Freiling left the meeting at 8:00 PM.

MOTION: To move out of Executive Session at 8:20 PM.

MOVED BY: Mr. Weyland SECOND BY: Mrs. Suckle
ON ROLL CALL VOTE: MOTION CARRIED: 5-0-0

MOTION: To amend the superintendent's recommendation regarding remedial measure for student number 14-3-24-1 until a decision is made by the courts.

MOVED BY: Mr. Weyland SECOND BY: Mrs. Suckle
ON ROLL CALL VOTE: MOTION CARRIED: 5-0-0

Mr. Freiling returned to the meeting at 8:20 PM.

XV. **ADJOURNMENT:**

MOTION: To adjourn the meeting at 8:25 PM.

MOVED BY: Mr. Weyland SECOND BY: Mrs. Suckle
ON ROLL CALL VOTE: MOTION CARRIED: 6-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
April 28, 2014