

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ July 28, 2014**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**July 28, 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	8:47 PM
William Dilworth	7:30 PM	8:47 PM
Randall Freiling	7:30 PM	8:47 PM
Sara Paranzino	7:30 PM	8:47 PM
Kathleen Rappold	7:30 PM	8:47 PM
John Romer	7:30 PM	8:47 PM
Ellen Suckle	7:30 PM	8:47 PM
William Weyland	7:30 PM	8:47 PM
Irene Buchalter	7:30 PM	8:47 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

**V. MINUTES:**

Approval of the Minutes as Amended of the following meeting:

- June 23, 2014 Regular Meeting and Executive Session

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

**SECOND BY:** \_\_\_\_\_ **Mr. Freiling**  
**MOTION CARRIED:** 8-0-1  
(Mr. Romer abstained.)

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**VI. PUBLIC – AGENDA ITEMS ONLY:**

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

**VII. SUPERINTENDENT’S REPORT:**

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

1. Accept, with regret, the resignation of employee # 234, effective June 16, 2014. (*Attachment VII-1*)
2. Accept, with regret, the resignation of employee # 213, effective July 10, 2014. (*Attachment VII-2*)
3. Accept, with regret, the resignation of employee # 152, effective July 11, 2014. (*Attachment VII-3*)
4. Accept, with regret, the retirement notification from employee # 066, effective July 1, 2014. (*Attachment VII-4*)
5. Request from employee # 066 for compensation of unused accumulated sick days. (*Attachment VII-5*)
6. Request from employee # 175 for an uncompensated leave of absence beginning October 24, 2014 through November 28, 2014. Employee will return to work on December 1, 2014. (*Attachment VII-6*)
7. Employment of the following personnel for the 2014-2015 school year, contingent upon satisfactory criminal history review:
  - a. POSITION: School Psychologist/Child Study Team Coordinator  
(10 months)  
NAME: Alison Palma  
SALARY: \$51,800.00 per year (To be adjusted upon completion of collective bargaining negotiations.)  
STEP: 1 MA + 30  
START DATE: September 1, 2014
  - b. POSITION: Special Education Teacher (10 months), MD “Shining Stars”  
NAME: Colleen Davis  
SALARY: \$49,450.00 per year (To be adjusted upon completion of collective bargaining negotiations.)  
STEP: 1 MA  
START DATE: September 1, 2014
8. Employment of the following Mission One instructional aides for the 2014-2015 school year:
  - a. POSITION: Instructional Aide (Preschool)  
NAME: Kelly Dawson  
RATE OF PAY: As per existing Mission One contract  
START DATE: September 1, 2014
  - b. POSITION: Instructional Aide (Grades 7 and 8 Science and Social Studies)  
NAME: Aaron Righter  
RATE OF PAY: As per existing Mission One contract  
START DATE: September 1, 2014

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- c. POSITION: Instructional Aide (Kindergarten)  
 NAME: Lisa Hart  
 RATE OF PAY: As per existing Mission One contract  
 START DATE: September 1, 2014
- d. POSITION: Instructional Aide (1:1 Aide)  
 NAME: Holly Viguers  
 RATE OF PAY: As per existing Mission One contract  
 START DATE: September 1, 2014
- e. POSITION: Instructional Aide (BD Gold Stars)  
 NAME: Taylor Cragin  
 RATE OF PAY: As per existing Mission One contract  
 START DATE: September 1, 2014

9. 2014-2015 salary for the School Business Administrator/Board Secretary:

- a. POSITION: School Business Administrator/Board Secretary (12 months)  
 NAME: Joanne E. Clement  
 SALARY: \$110,796.00 per year

10. Summer 2014 Professional Development (additional hours) - **Common Core and Core Content Curriculum Writing – Science:**

Objective: Continue to write Science curriculum that is aligned to the Common Core/Core Content State Standards for implementation for the 2014-2015 school year. This will include an initial meeting with administration to discuss dividing up standards and creating standards based lessons.

Teacher: Nancy Gundaker

Date and Length: July 2014 - August 2014

Cost: Additional 10 hours for Nancy Gundaker

10 hrs. x \$33.00 = \$330.00 (after July 1, 2014 and to be adjusted after completion of contract negotiations)

Funded by: Title IA

11. Adjusted 2014-2015 salary information for Community Education and Breakfast Program personnel (*Attachment VII-11*)

12. 2014-2015 Non-certified Personnel:

- a. POSITION: Title I Clerk (Part-Time)  
 NAME: Cheryl Branch  
 SALARY: \$11,556.00 per year  
 NOTE: Funded by Title I

13. 2014-2015 Contracted Extra-Curricular Stipend Positions and Personnel (To be adjusted after completion of contract negotiations):

Activity	Faculty Member	Stipend
Head Coach Boys Basketball	<i>Vacant</i>	\$2,068.00
Asst. Coach Boys Basketball	<i>Vacant</i>	\$1,379.00
Head Coach Girl's Basketball	<i>Vacant</i>	\$2,068.00
Asst. Coach Girl's Basketball	<i>Vacant</i>	\$1,378.00
Head Coach Co-ed Soccer	Steve Boianelli	\$2,068.00

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Asst. Coach Co-ed Soccer	<i>Vacant</i>	\$1,379.00
Head Coach, Softball	<i>Vacant</i>	\$2,068.00
Asst. Coach, Softball	<i>Vacant</i>	\$1,379.00
Head Coach, Baseball	Steve Boianelli and Mike Terlizzi	\$2,068.00
Asst. Coach, Baseball	None. Both stipends split between both.	\$1,379.00
Drama	Sal Mazzocca	\$2,068.00
Cheerleading	<i>Vacant</i>	\$2,068.00
Student Government	Nicole Palermo	\$1,379.00
National Junior Honor Society	Andrea DiSalvo	\$1,253.00
Band	<i>Vacant</i>	\$1,253.00
Chorus	Sal Mazzocca	\$1,127.00
Yearbook	Andrea DiSalvo	\$1,066.00
Art Challenge	Kim English	\$1,222.00
Safety Patrol	Jennifer Gregory	\$878.00
8th Grade Promotion	Brenda Falkenstein	\$752.00
Scorekeeper	<i>Vacant</i>	\$285.00

14. 2014-2015 Non-Contracted Extra-Curricular Stipend Positions and Personnel:

<b>Activity</b>	<b>Faculty Member</b>	<b>Stipend</b>
<b>REMOVED FROM AGENDA</b> Community Education Director	<b>REMOVED</b> Kate Teschner	<b>REMOVED</b> \$8,779.14
<b>REMOVED FROM AGENDA</b> Camp Clementon Director	<b>REMOVED</b> Kate Teschner	<b>REMOVED</b> \$8,779.14
News Media Coordinator	Helene Weyland	\$1,224.00
Stock Room Supervisor	Sue McClernan and Lynne Stang (SPLIT)	\$1,224.00

15. Accept request from Adrienne McManis for New Jersey Leader 2 Leader program tuition reimbursement in the amount of \$2,000.00. Program completion is a requirement for New Jersey standard principal certification. Should Ms. McManis leave the district within the next two years, she shall reimburse the district the full amount. (*Attachment VII-15*)

16. 2014-2015 Nursing Plan (*Attachment VII-16*)

17. 2014-2015 Standing Orders for Health Personnel (*Attachment VII-17*)

18. 2014-2015 Code of Conduct (*Attachment VII-18*)

19. Minor revisions to the following policies/regulations: (*Attachment VII-19*)

<b>Number</b>	<b>Type</b>	<b>Title</b>
2624	REG	Grading System

20. First Reading of the following new/revised policies and regulations: (*Attachment VII-20*)

<b>Number</b>	<b>Type</b>	<b>Title</b>
0141	POL	Board Member Number and Term
0143	POL	Board Member Election and Appointment
1581	POL	Victim of Domestic or Sexual Violence Leave

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2412	POL	Home Instruction Due to Health Condition
2412	REG	Home Instruction Due to Health Condition
2417	POL	Student Intervention and Referral Services
2417	REG	Student Intervention and Referral Services
2464	POL	Gifted and Talented Pupils
2464	REG	Gifted and Talented Pupils
2481	POL	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
2481	REG	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
3125	POL	Employment of Teaching Staff Members
3230	POL	Outside Activities
3240	POL	Professional Development for Teachers and School Leaders
3240	REG	Professional Development for Teachers and School Leaders
3283	POL	Electronic Communications Between Teaching Staff Members and Students
4125	POL	Employment of Support Staff Members
4230	POL	Outside Activities
4283	POL	Electronic Communications Between Support Staff Members and Students
5200	POL	Attendance
5200	REG	Attendance
5610	POL	Suspension
5610	REG	Suspension Procedures
5611	POL	Removal of Students for Firearms Offenses
5611	REG	Removal of Students for Firearms Offenses
5612	POL	Assaults on District Board of Education Members or Employees
5612	REG	Assaults on District Board of Education Members or Employees
5613	POL	Removal of Students for Assault with Weapons Offenses
5613	REG	Removal of Students for Assault with Weapons Offenses
5620	POL	Expulsion
6155	POL	Direct Deposit
8462	POL	Reporting Potentially Missing or Abused Children
8462	REG	Reporting Potentially Missing or Abused Children
8507	POL	Breakfast Offer Versus Serve (OVS)
8508	POL	Lunch Offer Versus Serve (OVS)
9150	POL	School Visitors
9150	REG	School Visitors

**21. Workshop/Meeting Requests:**

- a. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: Standards Based Report Cards and Grading Meeting  
 LOCATION: Lindenwold Administration Bldg., Lindenwold, NJ  
 DATE: July 24, 2014  
 COST: \$0.00  
 SPONSOR: Lindenwold School District
- b. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Standards Based Report Cards and Grading Meeting  
 LOCATION: Lindenwold Administration Bldg., Lindenwold, NJ  
 DATE: July 24, 2014  
 COST: \$0.00  
 SPONSOR: Lindenwold School District

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- c. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: Improving Discussion, Questioning, and Student Engagement  
 LOCATION: Camden County College, Blackwood, NJ  
 DATE: July 8, 2014  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- d. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Improving Discussion, Questioning, and Student Engagement  
 LOCATION: Camden County College, Blackwood, NJ  
 DATE: July 8, 2014  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- e. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: Standards Based Report Cards and Grading Meeting  
 LOCATION: Lindenwold High School, Lindenwold, NJ  
 DATE: August 11, 2014  
 COST: \$0.00  
 SPONSOR: Lindenwold School District
- f. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Standards Based Report Cards and Grading Meeting  
 LOCATION: Lindenwold High School, Lindenwold, NJ  
 DATE: August 11, 2014  
 COST: \$0.00  
 SPONSOR: Lindenwold School District
- g. EMPLOYEE: Lynn DiPietropolo  
 WORKSHOP: SGO 2.0: From Compliance to Quality  
 LOCATION: Stockton College, Galloway, NJ  
 DATE: August 12, 2014  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- h. EMPLOYEE: Adrienne McManis  
 WORKSHOP: SGO 2.0: From Compliance to Quality  
 LOCATION: Stockton College, Galloway, NJ  
 DATE: August 12, 2014  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- i. EMPLOYEE: Joanne Clement  
 WORKSHOPS: 2014-2015 Burlington County Insurance Pool JIF Meetings  
 LOCATION: Shamong, NJ and Voorhees, NJ  
 DATES: September 10, 2014; November 12, 2014; January 14, 2015; March 11, 2015; May 13, 2015; June 24, 2015  
 COST: \$0.00  
 SPONSOR: Burlington County Insurance Pool
- j. EMPLOYEE: Joanne Clement  
 WORKSHOPS: 2014-2015 CCASBO Meetings  
 LOCATION: Camden County Educational Services, Clementon, NJ  
 DATES: September 17, 2014; October 15, 2014; December 17, 2014; January 21, 2015; February 18, 2015; March 18, 2015; April 15, 2015; May 20, 2015; June 17, 2015  
 COST: \$0.00

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SPONSOR: Camden County Association of School Business Officials

22. School Activities:

- a. EVENT: **Ticket Price Increase for the 2014-2015 Musical**  
 FACULTY SPONSOR: Sal Mazzocca  
 NOTE: Increase admission ticket price from \$3.00 per ticket to \$4.00 per ticket.

**SUPERINTENDENT'S REPORT = A D D E N D U M:**

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

23. Employment of the following Source 4 Teachers substitute teachers for the 2014-2015 school year:

- a. POSITION: Long Term Substitute (Grade 4 Math)  
 NAME: Shannon Bailey  
 RATE OF PAY: As per existing Source 4 Teachers contract  
 DATES: November 3, 2014 through February 27, 2015
- b. POSITION: Long Term Substitute (Grade 6 Math)  
 NAME: Rebecca Lee  
 RATE OF PAY: As per existing Source 4 Teachers contract  
 DATES: October 15, 2014 through the end of the school year

24. Summer 2014 Professional Development (additional hours) - **Common Core and Core Content Curriculum Writing – Social Studies:**

Objective: Continue to write Social Studies curriculum that is aligned to the Common Core/Core Content State Standards for implementation for the 2014-2015 school year. This will include an initial meeting with administration to discuss dividing up standards and creating standards based lessons.

Teacher: Nicole Palermo

Date and Length: July 2014 - August 2014

Cost: Additional 10 hours for Nicole Palermo

10 hrs. x \$33.00 = \$330.00 (after July 1, 2014 and to be adjusted after completion of contract negotiations)

Funded by: Title IA

25. Workshop/Meeting Requests:

- a. EMPLOYEE: Matt Duffield  
 WORKSHOP: Camden County Tech Meeting  
 LOCATION: CCESC, Clementon, NJ  
 DATE: August 19, 2014  
 COST: \$0.00  
 SPONSOR: Camden County Educational Services

**Approval of motions 1 through 25 above:**

MOVED BY:           Mrs. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Romer            
 MOTION CARRIED: 9-0-1  
 (Mr. Weyland abstained from item #9 and item #14 only.)

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**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 (Community Education)	\$8,443.64	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$201,079.92	<i>(Attachment VIII-1.2)</i>
3. List # 3 (Payroll)	\$157,238.81	<i>(Attachment VIII-1.3)</i>
4. List # 4 (Payroll)	\$71,877.87	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$603.25	<i>(Attachment VIII-1.5)</i>
6. List # 6	\$169,721.92	<i>(Attachment VIII-1.6)</i>
7. List # 7	\$182,021.44	<i>(Attachment VIII-1.7)</i>

2. Approve transfers in the amount of \$35,206.93. *(Attachment VIII-2)*
3. New Behavioral Network for behavioral consultation services for the 2014-2015 school year as per attached. *(Attachment VIII-3)*
4. 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, 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-4)*

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

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2014. The Treasurer's Report and Secretary's report are in agreement for the month of June 30, 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.

**SECRETARY'S REPORT = ADDENDUM:**

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

5. The payment of the following bill lists from the General Account:

<u>Bill List and Check Register</u>	<u>Amount</u>	
8. List # 8	\$52,198.47	<i>(Attachment VIII-1.8)</i>
9. List # 9	\$76,950.00	<i>(Attachment VIII-1.9)</i>

**Approval of motions 1 through 5 above:**

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

**SECOND BY:** \_\_\_\_\_ **Mr. Dilworth**  
**MOTION CARRIED:** 9-0-0

**IX. PRESENTATIONS:**

- *Gifted and Talented - Program and Policy*



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➤ *2013-2014 EVVRS Report*

Approve first reading of Policy and Regulation for Gifted and Talented Program.

MOVED BY: \_\_\_\_\_ Mrs. Suckle \_\_\_\_\_

SECOND BY: \_\_\_\_\_ Mr. Dilworth \_\_\_\_\_

ON ROLL CALL VOTE:

MOTION CARRIED: **9-0-0**

X. CORRESPONDENCE:

1. June 2014 Nutri-Serve Update

XI. COMMITTEE REPORTS:

1. Administrative Evaluation

*(Chairperson - Randall Freiling)*

- Mr. Freiling asked if everyone completed the Board Self-Evaluation. Mr. Freiling distributed copies of the Superintendent's Evaluation which was discussed with the whole board and accepted.

2. Building and Maintenance

*(Chairperson - William Weyland)*

- Mr. Weyland reported that the roof project is going well.

3. Camden County Educational Services Commission

*(Representative - Virginia de Haan; Alternate - William Weyland)*

- Mrs. de Haan reported that there was no meeting in July and they are in mediation.

4. Camden County School Boards Association

*(Representatives - John Romer and William Weyland)*

- Mr. Romer had nothing to report. Meeting dates will be forthcoming.

5. Community Education and Extra-Curricular Information

*(Chairperson - John Romer)*

- Camp Clementon Attendance Record - June 2014 *(Attachment XI.5a)*
- Mr. Romer had nothing to report.

6. Policy

*(Chairperson - Irene Buchalter)*

- Mrs. Buchalter reported that the Committee met and the Board approved the first reading of policies at this meeting.

7. Common Core Curriculum and Technology

*(Chairperson - Ellen Suckle)*

Mrs. Suckle reported on the following:

**Technology**

- We are working on finalizing the transition to our new student information system, Genesis. Training sessions for the secretarial and administrative staff have already taken place to go over various features within the program.
- With a few NJ Smart submissions due next month, we have also been busy cleaning that data for upload into the state DOE's site. After that, the next major NJ Smart date will be October 15 when SID and SMID data needs to be up-to-date.
- We also still working with Comcast to upgrade our internet service. We have the new equipment installed, but have to get our DNS settings in order before making the switch. This is actively being configured.

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- Finally, we are due to receive a shipment of 35 new PCs in August. These will be used to upgrade the computer labs, after which all three labs will have modern PCs. This will help to ensure that technology will not be a worry during PARCC testing next year.

### Curriculum

- This summer, teachers have been working on updating their curriculum and lesson plans. The teachers are working on electronic and hard copies of the curriculum in preparation for QSAC, who will be here during the 2015-2016 school year. They have also been updating Reading, Writing, and Math so that lessons and assessments align with PARCC. PARCC will be fully implemented this year with testing taking place in March and April/May 2015.
- Each grade level and subject areas have updated our report cards to be standards-based. A presentation of the new report cards will be presented during the August BOE meeting once Genesis has developed the template. The new report cards include specific state standards that will give the parents and teachers more information about how their child is progressing with grade level standards and if they are working above grade level.

### 8. Finance

*(Chairperson - Virginia de Haan)*

- Mrs. de Haan had nothing to report. We're still waiting for the auditors to come.

### 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland had nothing to report.

### 10. Personnel

*(Chairperson - Sara Paranzino)*

- Mrs. Paranzino reported on the following:
  - Approved instructional aide coming from Mission One.
  - Music position is open.
  - CST changes.
  - Personnel Committee meeting after the meeting.
  - Four letters for maternity, FMLA, and NJMLA

### 11. Pine Hill Board of Education

*(Representative - Randall Freiling)*

- Minutes from the May 27, 2014 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
- Mr. Freiling reported on the progress of negotiations. There are nine contracts to negotiate. They are in mediation for the teachers.

### 12. Municipal Liaison

*(Representative - Randall Freiling)*

- Mr. Freiling reported that the plan was done and waiting for approval from the State.

### 13. Home and School Association

*(Representative - Virginia de Haan)*

- Mrs. Rappold had nothing to report.

### 14. Negotiations

*(Chairperson - Ellen Suckle)*

- Mrs. Suckle reported that we now have a mediator. Dates for mediation are September 22, 2014 or October 2, 2014.

