



CLEMENTON BOARD OF EDUCATION
 REGULAR MEETING AGENDA ~ May 23, 2016



CLEMENTON BOARD OF EDUCATION

REGULAR MEETING
 May 23, 2016
 7:30 PM

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. MINUTES

Approval of the Minutes from the following meetings:

1. April 25, 2016 Executive Session
2. April 25, 2016 Special Meeting (Public Hearing)
3. April 25, 2016 Regular Meeting
4. May 16, 2016 Work Session Meeting

VI. PUBLIC - AGENDA ITEMS ONLY

VII. PRESENTATIONS

- April 2016 Manner Banner - Classroom 1B (Mrs. Rambo)
- April 2016 Bulldogs Best



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VIII. COMMITTEE REPORTS

1. Curriculum and Programs
(*Chairperson - William Weyland*)
 - a. Community Education Report - April 2016 (*Attachment VIII-1.a*)
 - b. Camp Clementon Attendance Record - April 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 March 22, 2016 Worksession/Regular Business Meeting
(*Attachment IX-4.a*)
5. Home and School Association
(*Representative - Katherine Anderson*)

X. CORRESPONDENCE

1. Nutri-Serve Monthly Update - April 2016
2. Notification that Joanne Clement has been awarded the Distinguished Service Award of the New Jersey Association of School Business Officials.
3. Notification from the Camden County Association of School Business Officials that a \$500.00 scholarship is being offered to a graduating Clementon high school senior furthering his/her education in business or finance.

XI. OTHER INFORMATION

1. Discussion Items: None



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2. Clementon School Information:
 - a. Enrollment Report – April 2016 (*Attachment XI-2.a*)
 - b. Nurse’s Report – April 2016 (*Attachment XI-2.b*)
 - c. Administrative Report – April 2016 (*Attachment XI 2.c*)
3. Harassment, Intimidation, and Bullying Report – May 2016 (*Attachment XI-3*)
4. Fire and Security Drills – April 2016:

Drill Type	Date	Time
Fire Drill	04/18/16	01:11 PM
Security Drill (Shelter in Place w/Instruction)	04/29/16	01:03 PM

5. Upcoming Events – June 2016 (*Attachment XI-5*)

XII. SUPERINTENDENT’S REPORT

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

1. Accept, with regret, the retirement notification from employee # 019 effective September 30, 2016. Employee is requesting compensation for unused sick time and the benefits which have been granted under the collective bargaining agreement. (*Attachment XII-1*)
2. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.
3. Source 4 Teachers May 2016 Substitute List (*Attachment XII-3*)
4. Non-Certified/Non-Union staff listing and salaries for the 2016-2017 school year. (*Attachment XII-4*)
5. Job Description for Extra-Curricular/Co-Curricular Activity – News Media Coordinator (*Attachment XII-5*)
6. Summer 2016 Title I hours, June 20, 2016 through August 31, 2016, for the following staff:
 - a. Alyssa Martin – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour
 - July 1, 2016 through August 31, 2016: \$34.50 per hour
 - b. Christine Fellona – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour
 - July 1, 2016 through August 31, 2016: \$34.50 per hour
 - c. Michelle Magilton – Not to exceed 30 hours at the following rates of pay, paid out of Title I:
 - June 13, 2016 through June 30, 2016: \$34.00 per hour



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- July 1, 2016 through August 31, 2016: \$34.50 per hour

7. Graduate Compensation Request:

- a. EMPLOYEE: Michael Rossi
UNIVERSITY: Rowan University
TOTAL CREDITS: 27 (upon completion of several courses)
DATE OF COMPLETION: 2017
NEW SALARY/STEP: Step 2-3/\$52,540.00
EFFECTIVE DATE: September 1, 2017

8. Second Reading and Adoption of the following revised policies and regulations:
(Attachment XII-8)

RECOMMENDED		
Number	Type	Title
1110	POL	Organizational Chart
2110	POL	Mission Statement
2230	POL	Curriculum Unit Plans
2230	REG	Curriculum Unit Plans

9. Workshop/Meeting Requests:

- a. EMPLOYEE: Jennifer Gregory
WORKSHOP: Camden County Curriculum Consortium Meeting: Next Generation Science Standards Presentation
LOCATION: Fellowship Road, Mount Laurel, NJ
DATE: May 19, 2016
COST: \$0.00
SPONSOR: Camden County Curriculum Consortium
- b. EMPLOYEE: Nancy Gundaker
WORKSHOP: Camden County Curriculum Consortium Meeting: Next Generation Science Standards Presentation
LOCATION: Fellowship Road, Mount Laurel, NJ
DATE: May 19, 2016
COST: \$0.00
SPONSOR: Camden County Curriculum Consortium
- c. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: Merit Goal Discussion Session
LOCATION: CCTS, Sicklerville, NJ
DATE: May 23, 2016
COST: \$0.00
SPONSOR: NJ Department of Education – Camden County Office
- d. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
LOCATION: Rowan College at Gloucester County, Sewell, NJ
DATE: June 7, 2016



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- COST: \$0.00
SPONSOR: NJ Department of Education
- e. EMPLOYEE: Adrienne McManis
WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
LOCATION: Rowan College at Gloucester County, Sewell, NJ
DATE: June 7, 2016
COST: \$0.00
SPONSOR: NJ Department of Education
- f. EMPLOYEE: Katie Agresta
WORKSHOP: Blending Online Learning Modules to Support Professional Learning Communities
LOCATION: Rowan College at Gloucester County, Sewell, NJ
DATE: June 7, 2016
COST: \$0.00
SPONSOR: NJ Department of Education
- g. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
LOCATION: 201 South Gulph Road, King of Prussia, PA
DATE: May 26, 2016
COST: \$0.00
SPONSOR: American Reading Company
- h. EMPLOYEE: Adrienne McManis
WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
LOCATION: 201 South Gulph Road, King of Prussia, PA
DATE: May 26, 2016
COST: \$0.00
SPONSOR: American Reading Company
- i. EMPLOYEE: Alyssa Martin
WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
LOCATION: 201 South Gulph Road, King of Prussia, PA
DATE: May 26, 2016
COST: \$0.00
SPONSOR: American Reading Company
- j. EMPLOYEE: Katie Agresta
WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
LOCATION: 201 South Gulph Road, King of Prussia, PA
DATE: May 26, 2016
COST: \$0.00
SPONSOR: American Reading Company
- k. EMPLOYEE: Michelle Magilton
WORKSHOP: American Reading Company's 3rd Annual Leadership Summit
LOCATION: 201 South Gulph Road, King of Prussia, PA
DATE: May 26, 2016



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COST: \$0.00
SPONSOR: American Reading Company

l. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: Evidence-Centered Leadership Conference
LOCATION: Camden County College, Blackwood, NJ
DATES: August 18 and 19, 2016
COST: \$350.00
SPONSOR: Teach 4 Results (Dr. Tracey Severn)

m. EMPLOYEE: Adrienne McManis
WORKSHOP: Evidence-Centered Leadership Conference
LOCATION: Camden County College, Blackwood, NJ
DATES: August 18 and 19, 2016
COST: \$350.00
SPONSOR: Teach 4 Results (Dr. Tracey Severn)

n. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: Camden County 2016-17 NCLB Technical Assistance Session
LOCATION: Camden County College, Blackwood, NJ
DATE: June 13, 2016
COST: \$0.00
SPONSOR: NJ Department of Education - Camden County Office

10. Class Trip:

a. TRIP: Grade 8 Class Trip
FACULTY SPONSOR: Mary Ellen Haldeman
SPONSOR: Home and School Association
DATE: May 25, 2016
RAIN DATE: May 26, 2016
TIME: 8:30 AM - 6:00 PM
DESTINATION: Dorney Park and Wild Water Kingdom
PARTICIPANTS: Students in grade 8
ADMISSION COST: \$0.00 (To be paid by the HSA.)
TRANSPORTATION: \$0.00 (HSA to book and pay for bus or buses.)
NOTE: This trip will celebrate the eighth grade students' final year at CES.

11. 2016-2017 High School Visitation Trip:

a. TRIP: Camden County Technical School Visit - Grade 8
FACULTY SPONSOR: Steve Boianelli
DATE: October 3, 2016
TIME: 9:00 AM - 2:00 PM
DESTINATION: CCTS, Berlin-Cross Keys Road, Sicklerville, NJ
PARTICIPANTS: Students in grade 8
TRANSPORTATION: \$0.00 (Provided by CCTS at no cost to the district.)
NOTE: This trip introduces the eighth grade students to career programs offered to them as high school students and allows



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them to make an informed decision about where they will attend high school.

Approval of motions 1 through 11 above:

MOVED BY: _____ SECOND BY: _____
ON ROLL CALL VOTE: _____ MOTION CARRIED: _____

12. 2016-2017 School Year:

- a. EMPLOYEE: Adrienne McManis
- POSITION: Assistant Principal/Director of Special Education
- SALARY: \$85,000.00 per year

13. Submission of contract for the 2016-2017 school year for County approval:

- a. EMPLOYEE: Joanne E. Clement
- POSITION: Business Administrator/Board Secretary
- SALARY: \$115,837.00 per year

Approval of motions 12 and 13 above:

MOVED BY: _____ SECOND BY: _____
ON ROLL CALL VOTE: _____ 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:

<u>Bill List and Check Register</u>	<u>Amount</u>	
1. List # 1 (Payroll)	\$206,734.84	<i>(Attachment XIII-1.1)</i>
2. List # 2 (Payroll)	\$202,554.33	<i>(Attachment XIII-1.2)</i>
3. List # 3 (Community Education)	\$4,916.00	<i>(Attachment XIII-1.3)</i>
4. List # 4	\$7,189.77	<i>(Attachment XIII-1.4)</i>
5. List # 5 (Payroll)	\$9,262.12	<i>(Attachment XIII-1.5)</i>
6. List # 6	\$460,370.34	<i>(Attachment XIII-1.6)</i>

2. Approve transfers in the amount of \$70,518.20. *(Attachment XIII-2)*

3. Designate news media for notices in accordance with the Open Public Meetings Act: "Courier-Post" and/or "Montgomery News".

4. Designate locations for posting of meeting notices: Board of Education Office and the Clementon Borough Hall.

5. INVESTMENTS - The School Business Administrator shall be authorized to purchase CDs, Treasury Bills, or Bank Notes.

6. CHECK SIGNATURES -



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- a. General Account - President, Business Administrator, Treasurer, Superintendent (any three of the four)
 - b. Payroll Account - President, Business Administrator, Treasurer (any one of the three)
 - c. Agency Account - President, Business Administrator, Treasurer (any one of the three)
 - d. Student Activities Account - Principal, Business Administrator, Superintendent (any two of the three)
 - e. Community Education Account - Coordinator, Board Administrator, Superintendent (any two of the three)
 - f. Petty Cash Account - Superintendent or Business Administrator
 - g. Unemployment Trust Fund - President, Business Administrator Treasurer (any one of the three)
 - h. Capital Reserve Account - Superintendent or Business Administrator
 - i. Zero Interest Account - FSA/Child Care - Superintendent and Business Administrator
7. Tax Shelter Annuity Broker - Omni
8. Tax Shelter Annuity Companies -
- a. MetLife
 - b. Lincoln Investment Planning Incorporated
 - c. The Faller Company, LLC
 - d. AXA Equitable
 - e. Midland National
 - f. Aflac - 125 Café Plan and FSA
9. APPOINTMENTS -
- a. Board Secretary - Joanne E. Clement
 - b. Treasurer - Mary Bakey
 - c. Attendance Officer - Adrienne McManis
 - d. Right-to-Know Coordinator - Mary Beth Hernandez, Jose Cruz
 - e. Asbestos Compliance Officer - Joanne E. Clement
 - f. Public Agency Compliance Officer - Joanne E. Clement
 - g. PEOSHA Officer - Jose Cruz
 - h. Custodian of Records - Joanne E. Clement
 - i. Safety Coordinator - Joanne E. Clement
 - j. Affirmative Action Officer - Adrienne McManis
 - k. District Qualified Purchasing Agent up to \$40,000; and Authorization to award contracts up to bid threshold, and set quote threshold at 15% of bid threshold amount in accordance with 18A:18A-3 - Joanne E. Clement
 - l. Homeless Person Contact - Michelle Panarella
 - m. Issuing Officers of Employment Certificates (Working Papers) - Lynn DiPietropolo, Joanne E. Clement, Theresa Farrell
 - n. Resolution, Cooperative Pricing Agreement with County of Camden
 - o. IPM Coordinator - Jose Cruz
10. Adopt the following items:
- a. The current Board Policies of Record, until revised
 - b. The current Bloodborne pathogens Exposure Control Plan, until revised (*Attachment XIII-10.b*)



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- c. The Five-Year Maintenance Plan, 2012-2017, until revised (*Attachment XIII-10.c*)
- d. Approve Parliamentary Procedures (*Attachment XIII-10.d*)

MOTION: To approve items 1 through 10 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

- 11. Pre-Payment Authorization Resolution for the 2016-2017 School Year. (*Attachment XIII-11*)
- 12. Resolution authorizing Camden County Cooperative Pricing Agreement. (*Attachment XIII-12*)
- 13. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet. (*Attachment XIII-13*)
- 14. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2016-2017 school year for supplies.
- 15. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.
- 16. Set date for Reorganization Meeting, per statute, for January 9, 2017 at 7:30 PM.
- 17. Establish Petty Cash Fund in the amount of \$300.00 for the 2016-2017 school year.
- 18. Resolved by the Board of Education of Clementon that the Board will continue to operate under the present policies/regulations/organizational chart until or unless further revised by the Board of Education.
- 19. Non-bid contracts for professional services for the 2016-2017 school year. (*Attachment XIII-19*)
- 20. Partners in Pediatrics for physical therapy services for the 2016-2017 school year at a rate of \$68.00 per hour.
- 21. Source 4 Teachers for the 2016-2017 school year for substitute teachers:
 - a. Daily Substitute Teacher: \$116.45 per day
 - b. Retired Teacher (In-district): \$123.30
- 22. Mission One for the 2016-2017 school year for instructional aides at a rate of \$97.49 per day.
- 23. Interim Healthcare for nursing services for the 2016-2017 school year as follows:
 - a. RN \$48.00 per hour
 - b. LPN \$42.00 per hour
- 24. Rehab Connection for physical therapy for the 2016-2017 school year at a rate of \$75.00 per hour.



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Approval of motions 11 through 24 above:

MOVED BY: _____ SECOND BY: _____
ON ROLL CALL VOTE: MOTION CARRIED:

25. Tuition to Gloucester Township Board of Education for homeless students for the 2015-2016 school year:

- a. Grade 8, Special Education: \$16,737.00
- b. Grade 6: \$12,666.00

26. Renewal for AmeriHealth Medical/Prescription (monthly rates) as follows:

	<u>POS \$10</u>	<u>POS \$5</u>
Single	\$ 1,090.84	\$ 912.29
Parent/Child	\$ 1,592.27	\$ 1,556.23
Employee/Spouse	\$ 2,443.79	\$ 1,948.84
Family	\$ 2,802.10	\$ 2,621.15
Over Age Dependent	\$ 735.22	\$ 614.88

AmeriHealth PPO High Deductible:

Single	\$ 762.44
Parent/Child	\$ 1,211.48
Employee/Spouse	\$ 1,660.30
Family	\$ 2,082.16
Over Age Dependent	\$ 513.89

Public Sector Trust AmeriHealth POS \$15/\$30 with the following rates:

Single	\$ 1,030.56
Husband/Wife	\$ 1,503.28
Parent/child	\$ 2,309.59
Family	\$ 2,645.91
Over Age	\$ 694.59

Public Sector Trust AmeriHealth HMO Select \$15/\$25 with the following rates:

Single	\$ 860.75
Husband/Wife	\$ 1,465.02
Parent/child	\$ 1,840.62
Family	\$ 2,468.86
Over Age	\$ 580.14

27. Horizon Dental for July 1, 2016 - June 30, 2018 (4% increase for two years):

Single	\$ 57.02
Husband/Wife	\$ 91.54
Parent/Child	\$ 104.88
Family	\$ 139.45

28. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR APRIL 2016
(Attachment XIII-28)



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Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of April 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 April 30, 2016 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Report and upon consultation with the 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 25 through 28 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

XIV. PUBLIC

XV. EXECUTIVE SESSION

XVI. UNFINISHED BUSINESS

1. Discuss administrative positions we currently have in place
2. Discuss job specifications of our administrative positions
3. Discuss chain of command of dual role of Superintendent/Principal
4. Discuss pros and cons of dual role

XVII. NEW BUSINESS

XVIII. ADJOURNMENT