



CLEMENTON BOARD OF EDUCATION

WORK SESSION MEETING
May 16, 2016
6:30 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

VI. PUBLIC - AGENDA ITEMS ONLY

VII. COMMITTEE REPORTS

1. Curriculum and Programs
(*Chairperson - William Weyland*)
 - a. Community Education Report - April 2016 (*Attachment*)
 - b. Camp Clementon Attendance Record - April 2016 (*Attachment*)



- 2. Finance and Facilities
(Chairperson - William Dilworth)
- 3. Policy and Personnel
(Chairperson - Randall Freiling)
- 4. Negotiations
(To be determined at the time of negotiations.)

VIII. 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)
- 5. Home and School Association
(Representative - Katherine Anderson)

VIX. 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.

X. OTHER INFORMATION

- 1. Discussion Items: None
- 2. Clementon School Information:
 - a. Enrollment Report - April 2016 *(Attachment)*
 - b. Nurse's Report - April 2016 *(Attachment)*
 - c. Administrative Report - April 2016 *(Attachment)*
- 3. Harassment, Intimidation, and Bullying Report - May 2016 *(Attachment)*
- 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. 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*)
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*)
4. Non-Certified/Non-Union staff listing and salaries for the 2016-2017 school year. (*Attachment*)
5. Job Description for Extra-Curricular/Co-Curricular Activity - News Media Coordinator (*Attachment*)
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
 - 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)

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
 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

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

Approval of motions 1 through 10 above:

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

XII. 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)</i>
2. List # 2 (Payroll)	\$202,554.33	<i>(Attachment)</i>
3. List # 3 (Community Education)	\$4,916.00	<i>(Attachment)</i>
4. List # 4	\$7,189.77	<i>(Attachment)</i>
5. List # 5	\$	<i>(Attachment)</i>
2. Approve transfers in the amount of \$. *(Attachment)*
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 -



- 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
 - c. The Five-Year Maintenance Plan, 2012-2017, until revised



d. Approve Parliamentary Procedures

MOTION: To approve items 1 through 10 above:

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

- 11. Pre-Payment Authorization Resolution for the 2016-2017 School Year (*Attachment*)
- 12. Resolution authorizing Camden County Cooperative Pricing Agreement.
- 13. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet.
- 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*)
- 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.

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)

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:

XIII. PUBLIC

XIV. EXECUTIVE SESSION

XV. 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

XVI. NEW BUSINESS

XVII. ADJOURNMENT