



CLEMENTON BOARD OF EDUCATION

REGULAR BUSINESS MEETING

August 24, 2015

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 - Mrs. Joanne Clement
- II. OPENING STATEMENT - Mrs. Joanne Clement

“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. Joanne Clement
- IV. ROLL CALL
- V. NOMINATION AND ELECTION FOR PRESIDENT
- VI. DECLARATION OF PRESIDENT
- VII. NOMINATION AND ELECTION FOR VICE-PRESIDENT
- VIII. MINUTES

Approval of the Minutes from the following meetings:

- 1. July 27, 2015 Regular Meeting and Executive Session

- IX. PUBLIC - AGENDA ITEMS ONLY



X. SUPERINTENDENT’S REPORT

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

1. Accept, with regret, the resignation of employee # 057. (*Attachment X-1*)
2. Additional Summer 2015 Child Study Team work (for student evaluations and meetings):
  - a. EMPLOYEE: Alison Palma  
 POSITION: School Psychologist/CST Coordinator  
 HOURS: Not to exceed 30 hours (August 2015)  
 RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
3. Summer 2015 IEP Meetings:
  - a. EMPLOYEE: Kim Schultz  
 HOURS: Not to exceed 5 hours  
 RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
  - b. EMPLOYEE: Tracy Stefan  
 HOURS: Not to exceed 5 hours  
 RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
4. Salary adjustment for Bryan Williams (Part-Time Instrumental Music-60%) to reflect an earned Master’s Degree. Documentation provided: transcript. Adjusted salary and step: \$29,670.00 per year; Step 1 MA. (To be adjusted upon completion of contract negotiations.)

5. 2015-2016 Non-Contracted Extra-Curricular Stipend Positions and Personnel:

Stipend Position	Faculty Member	Stipend
News Media Coordinator	Helene Weyland	\$1,200.00

6. 2015-2016 Contracted Extra-Curricular Stipend Positions and Personnel (To be adjusted after completion of contract negotiations):

Stipend Position	Faculty Member	Stipend
Safety Patrol Advisor	Jennifer Gregory	\$878.00

7. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:

- a. POSITION: World Language Teacher - Spanish (10 months)  
 NAME: Juana Paulino



- SALARY: \$46,000.00 (to be adjusted after completion of contract negotiations)
    - STEP: 1 BA
    - START DATE: September 1, 2015
  - b. POSITION: Special Education Teacher – MD Shining Stars (10 months)
  - NAME: Michael Rossi
  - SALARY: \$46,000.00 (to be adjusted after completion of contract negotiations)
  - STEP: 1 BA
  - START DATE: September 1, 2015
  - c. POSITION: STEM Teacher (10 months)
  - NAME: Stephanie Conti
  - SALARY: \$46,000.00 (to be adjusted after completion of contract negotiations)
  - STEP: 1 BA
  - START DATE: September 1, 2015
- 8. Employment of the following Mission One instructional aides for the 2015-2016 school year:
  - a. POSITION: Instructional Aide (Preschool AM and PM)
  - NAME: Holly Viguers
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015
  - b. POSITION: Instructional Aide (Shining Stars)
  - NAME: Crystal Fair
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015
  - c. POSITION: Instructional Aide (Life Stars)
  - NAME: Mary Polcynski
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015
  - d. POSITION: Instructional Aide (Gold Stars)
  - NAME: Lauren Carian
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015
  - e. POSITION: Instructional Aide (4/5 Resource Room)
  - NAME: Melanie Dilworth
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015
  - f. POSITION: Instructional Aide (7/8 Science and Social Studies)
  - NAME: Damien Damiano
  - RATE OF PAY: As per existing Mission One contract
  - START DATE: September 1, 2015



- g. POSITION: Instructional Aide (Silver Stars)
- NAME: Ashley Kersey
- RATE OF PAY: As per existing Mission One contract
- START DATE: September 1, 2015

9. Revised and/or New Job Descriptions for the following:

- a. Learning Disability Teacher-Consultant (*Attachment X-9.a*)
- b. Instructional Aide (*Attachment X-9.b*)
- c. Physical Education/Health Teacher (*Attachment X-9.c*)
- d. STEM Teacher (Science, Technology, Engineering, Math) (*Attachment X-9.d*)

10. 2015-2016 Proposed Office Recess Dates (*Attachment X-10*)

11. 2015-2016 Code of Conduct (*Attachment X-11*)

12. Bilingual/ESL Three-Year Program Plan for School Years 2014-2017 (*Attachment X-12*)

13. Approval to have a STEM (Science, Technology, Engineering, and Math) program for students in grades K-8 as a special area class beginning September 2015.

14. 2015-2016 Textbooks, Resources, Materials:

- a. English Language Arts
  - Grade K: Storytown - Harcourt
  - Grade 1: Storytown or Journeys - Harcourt
  - Grade 2: Storytown - Harcourt or Reading Street - Pearson
  - Grade 3: Storytown or Journeys - Harcourt
  - Grade 4: Storytown or Journeys - Harcourt
  - Grade 5: Storytown - Harcourt or Reading Street - Pearson
  - Grade 6: Novels
  - Grade 7: Holt Anthology
  - Grade 8: Holt Anthology
- b. Mathematics
  - Grade K: My Math - McGraw Hill
  - Grade 1: My Math - McGraw Hill
  - Grade 2: My Math - McGraw Hill
  - Grade 3: My Math - McGraw Hill
  - Grade 4: Go Math - Houghton Mifflin Harcourt
  - Grade 5: My Math - McGraw Hill
  - Grade 6: EnVisions - Pearson (2012) or GoMath - Harcourt
  - Grade 7: Go Math - Houghton Mifflin Harcourt
  - Grade 8: Go Math - Houghton Mifflin Harcourt
  - Grade 8: Algebra 1 - Pearson
- c. Writing
  - Grade K: Lucy Caukins, Scholastic
  - Grade 1: Lucy Caukins, Words We Use When We Write



- Grade 2: Lucy Caukins
- Grade 3: Lucy Caukins
- Grade 4: 6+1 Traits Box, Lucy Caukins
- Grade 5: 6+1 Traits Box, Lucy Caukins
- Grade 6: Ralph Fletcher, 6+1 Traits Box, Empowering Writers
- Grade 7: Common Core Writing Companion
- Grade 8: Common Core Writing Companion

d. Science

- Grade K: No text, supplemental materials
- Grade 1: Harcourt Science (2000)
- Grade 2: Harcourt Science (2000)
- Grade 3: Harcourt Science (2000)
- Grade 4: Harcourt Science (2000)
- Grade 5: Harcourt Science (2000)
- Grades 6-8: Physical Science - Glencoe (2008), Life Science - Glencoe (2005), Earth Science - Holt, Reinhart and Winston (2007)

e. Social Studies

- Grade K: No text, supplemental materials
- Grade 1: People and Places - MacMillian/McGraw-Hill 2005
- Grade 2: We Live Together, MacMillan/McGraw-Hill (2000)
- Grade 3: Social Studies: Our Communities, ISBN 0-02-150321-4, Macmillan McGraw-Hill, copyright 2005, Grade 3 Grade 4 - Our New Jersey - MacMillian/McGraw-Hill (2006)
- Grade 5: Our Nation - MacMillan-McGraw (2005)
- Grade 6: Our World - MacMillan-McGraw (2005) and World History Series - Mr. Donn and Maxie's Always Something You Can Use Series (2011)
- Grade 8: The American Journey - Glencoe (2007)

f. Music

- Grades K-8: Share The Music - McGraw Hill

g. World Language

- Grades K-5: Viva el espanol! - McGraw Hill (Workbook)
- Grades 6-8: Realidades - Prentice Hall

15. 2015-2016 Curriculum

16. The 2015-2016 Curriculum Unit Plans include the following courses of study/programs and the standards listed below.

Common Core State Standards:

- 2010 Mathematics
- 2010 English Language Arts
- 2010 Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

Core Curriculum State Standards:

- 2009 and 2014 World Language Arts
- 2009 and 2014 Visual and Performing Arts



2009 and 2014 Technology  
2009 and 2014 Science  
2009 and 2014 Social Studies  
2009 and 2014 Comprehensive Health and Physical Education  
2014 21st Century Life and Careers

Other Standards:

2010 National Association of Gifted Children Standards for PK-12  
2013 New Jersey Association of School Librarians

17. Approval of the following supplemental resources to be used as part of the Clementon Curriculum:

a. English Language Arts

Grade PK: Let's Find Out Weekly Reader  
Grade K: Ready Common Core  
Grades K-5: Reading Eggs  
Grades 1-8: Study Island  
Grades 1-5: Time For Kids  
Grades 3-5: Storyworks  
Grades K-8: Ready Common Core Reading, Achieve the Core  
Grades 1-5: Time for Kids  
Grades K-8: LearnZillion  
Grades 1-8: Study Island  
Grades 4-5: Coach Books  
Grades 7-8: Wordly Wise  
Grades 6-8: Scope Scholastic  
Grade 8: Mastery for Common Core

b. Mathematics

Grades K-8: Ready Common Core  
Grades K-2: MathSeeds  
Grades 1-8: Study Island  
Grades 1-8: IXL.com  
Grades K-8: LearnZillion

c. Science

Grades 3-5: Studies Weekly Science Newspaper  
Grades 4-5: Super Science, Study Island, Learn Zillion, Science-Studies news articles, Super Science magazines, some TFK's articles, NJ ASK Measuring Up books  
Grades 6-8: Science World

d. Social Studies

Grades 3-5: Studies Weekly Social Studies Newspaper  
Grades 6-8: Choices Magazine  
Grades 7-8: Junior Scholastic Magazine

e. Writing

Grades 4-5: Professional Learning Communities (PLC) Binder  
Grade 8: Common Core Writing Companion



18. Second Reading and Adoption of the following revised policies and regulations:  
*(Attachment X-18)*

Number	Type	Title
0134	POL	Board Self Evaluation
5200	REG	Attendance - Students
3432	POL	Sick Leave - Teaching Staff Members
3432	REG	Sick Leave - Teaching Staff Members
4432	POL	Sick Leave - Support Staff Members
4432	REG	Sick Leave - Support Staff Members
3212	POL	Attendance - Teaching Staff Members
3212	REG	Professional Staff Attendance - Teaching Staff Members
4212	POL	Attendance - Support Staff Members
4212	REG	Support Staff Attendance - Support Staff Members
3436	POL	Personal Leave - Teaching Staff Members
4436	POL	Personal Leave - Support Staff Members
3431	POL	Discretionary Unpaid Leave of Absence - Teaching Staff Members
4431	POL	Discretionary Unpaid Leave of Absence - Support Staff Members

19. First Reading of the following revised regulation: *(Attachment X-19)*

Number	Type	Title
2624	REG	Grading System

20. Workshop/Meeting Requests:

- a. EMPLOYEE: Adrienne McManis  
 WORKSHOP: Innovation Through Observation Pilot Summer Convening  
 LOCATION: Wall Intermediate School, Wall Township, NJ  
 DATE: August 3, 2015  
 COST: \$0.00  
 SPONSOR: NJ Department of Education, Office of Evaluation/Achieve NJ
  
- b. EMPLOYEE: Kate Teschner  
 WORKSHOP: EPP Training  
 LOCATION: DiPiero Center, Blackwood, NJ  
 DATE: August 26, 2015  
 COST: \$0.00  
 SPONSOR: Camden County Department of Children’s Services
  
- c. EMPLOYEE: Diana Cielesz  
 WORKSHOP: EPP Training  
 LOCATION: DiPiero Center, Blackwood, NJ  
 DATE: August 26, 2015  
 COST: \$0.00  
 SPONSOR: Camden County Department of Children’s Services
  
- d. EMPLOYEE: Lynn DiPietropolo  
 MEETINGS: 2015-16 CCASA Roundtable Meetings  
 LOCATION: Voorhees BOE Administration Bldg., Voorhees, NJ



DATES: One time each month, September 2015 - June 2016  
 COST: \$0.00  
 SPONSORS: Camden County Office of Education and Camden County Association of School Administrators

e. EMPLOYEE: Adrienne McManis  
 MEETINGS: 2015-16 Special Education Administrators' Meetings  
 LOCATION: CCEC, Clementon, NJ  
 DATES: One time each month, September 2015 - June 2016  
 COST: \$0.00  
 SPONSORS: Camden County Office of Education

f. EMPLOYEE: Lynn DiPietropolo  
 MEETINGS: 2015-16 CCCC Meetings  
 LOCATION: Voorhees BOE Administration Bldg., Voorhees, NJ  
 DATES: One time each month, September 2015 - June 2016  
 COST: \$0.00  
 SPONSORS: Camden County Curriculum Consortium

21. 2015-2016 School Activities/Community Use/Field Trips/Home and School Association Events:

a. PURPOSE/EVENT: 2015-2016 Clementon Home and School Association Monthly Meetings  
 ORGANIZATION: Clementon Home and School Association  
 PERSON IN CHARGE: Jennifer Rhine  
 LOCATION: Media Center  
 DATES and TIMES: September 14, 2015 - 7:00 PM  
 October 8, 2015 - 3:15 PM  
 November 9, 2015 - 7:00 PM  
 December 10, 2015 - 3:15 PM  
 January 11, 2016 - 7:00 PM  
 February 11, 2016 - 3:15 PM  
 March 14, 2016 - 7:00 PM  
 April 14, 2016 - 3:15 PM  
 May 9, 2016 - 7:00 PM  
 June 3, 2016 - 3:15 PM

b. EVENT: HSA Fundraiser - Back to School Pencil Grams  
 PERSON IN CHARGE: Jennifer Rhine  
 DATES: September 8, 2015 and September 9, 2015  
 TIME: 7:00 PM (During Open House/Back to School nights.)  
 LOCATION: MPR  
 NOTE: HSA will be selling pencil grams for \$1.00 at Open House/Back to School nights. Parents can purchase a pencil gram to be placed on their child's desk for the student to receive the next day.

c. EVENT: HSA Concession Sales at Sporting Events  
 PERSON IN CHARGE: Jennifer Rhine  
 DATES: Home games of soccer, basketball, softball, and baseball





- LOCATION:                   Gymnasium and field
- d. EVENT:                   HSA “School Store”  
PERSON IN CHARGE: Jennifer Rhine  
DATES:                        The last Friday of every month.  
LOCATION:                   MPR or Media Center  
NOTE:                        Once a month the HSA will set up a little “school store” to sell pencils, erasers, highlighters, notebooks and/or other school supplies. School spirit items will also be available.
- e. TRIP:                     Overbrook Visitation  
FACULTY SPONSOR: Steve Boianelli  
DESTINATION:           Overbrook High School, Pine Hill, NJ  
DATE:                        October 2015 (date TBA)  
TIME:                        TBA  
TRANSPORTATION: Provided by Pine Hill BOE  
ADMISSION:               N/A  
PARTICIPANTS:          Students in grade 8.  
NOTE:                        Students will be introduced to the programs the high school offers.
- f. PURPOSE/EVENT:      Clementon “Clean Communities” Weekend - Fall 2015  
ORGANIZATION:        Community Education  
PERSON IN CHARGE: Kate Teschner  
DATE:                        TBA - One weekend in October 2015  
TIME:                        9:00 AM - 12:00 PM  
LOCATION:                  Town-wide  
NOTE:                        CES extra-curricular clubs and sports are encouraged to participate to raise funds for their activities. (Participating groups receive \$200.00 from the Borough of Clementon.)
- g. EVENT:                   HSA Movie Nights  
PERSON IN CHARGE: Katie Anderson  
DATES:                        The first Friday of every month.  
LOCATION:                  MPR  
NOTE:                        Once a month the HSA will host a movie night. Tickets would cost \$5.00 each or 5 tickets for \$20.00 (children 3 years and under are free with a paid adult admission). The HSA will split the profit from movie nights with the CES Student Activities account.
- h. EVENT:                   Mobile Dentist  
FACULTY SPONSOR: Mary Beth Hernandez, RN  
DATE:                        October 6, 2015  
TIME:                        AM hours  
LOCATION:                  TBA  
PARTICIPANTS:          All students
- i. PURPOSE/EVENT:      Welcome Back Bingo  
ORGANIZATION:        Community Education  
PERSON IN CHARGE: Kate Teschner



- DATE: October 8, 2015  
 TIME: 7:00 PM - 8:30 PM  
 LOCATION: MPR
- j. PURPOSE/EVENT: Fall Community Education Courses  
 ORGANIZATION: Community Education  
 PERSON IN CHARGE: Kate Teschner  
 DATE: Beginning October 12, 2015 and lasting four weeks  
 TIME: After school and evening  
 LOCATION: Various classrooms, gymnasium, MPR  
 NOTE: Courses for children and adults will be offered.
- k. EVENT: BMX Anti-Bullying Program  
 FACULTY SPONSOR: Steve Boianelli  
 DATE: October 22, 2015  
 TIME: 9:00 AM - 1:00 PM  
 LOCATION: Front parking lot of CES  
 PARTICIPANTS: Students in grades K-8  
 NOTE: This is an anti-bullying kick-off assembly. Funded by the Clementon Municipal Alliance.
- l. EVENT: HSA Fundraiser - Hoagie Sales  
 PERSON IN CHARGE: Jamie Messenger  
 DATES: October 30, 2015; November 25, 2015; December 23, 2015; January 19, 2016; February 16, 2016; June 8, 2016  
 LOCATION: MPR  
 NOTE: HSA will sell hoagies through pre-orders and on site during early dismissal days and parent/teacher conference day.
- m. EVENT: HSA Fundraiser - Giambri's Pretzels  
 PERSON IN CHARGE: Megan Milano  
 DATES: End of November 2015 through early December 2015  
 NOTE: Flyer will be sent home with students.
- n. PURPOSE/EVENT: Breakfast with Santa  
 ORGANIZATION: Community Education  
 PERSON IN CHARGE: Kate Teschner  
 DATE: December 12, 2015  
 TIME: 9:00 AM - 11:00 AM  
 LOCATION: MPR  
 NOTE: Held in conjunction with the Home and School Association's Santa Secret Shop.
- o. EVENT: Winter Concert  
 FACULTY SPONSOR: Sal Mazzocca  
 DATE: December 17, 2015  
 TIME: 7:00 PM - 8:30 PM  
 LOCATION: MPR
- p. EVENT: Holiday Music Concert  
 FACULTY SPONSOR: Sal Mazzocca



DATE: December 23, 2015  
 TIMES: 9:30 AM - 10:15 AM (Grades K-2)  
 11:30 AM - 12:15 PM (Grades 3-5)  
 LOCATION: MPR  
 NOTE: Students in grades K-5 will sing holiday songs for their families.

Approval of motions 1 through 21 above:

MOVED BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_  
 ON ROLL CALL VOTE: \_\_\_\_\_ MOTION CARRIED: \_\_\_\_\_

XI. 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)	\$32,711.29	<i>(Attachment XI-1.1)</i>
2. List # 2 (Payroll)	\$42,359.01	<i>(Attachment XI-1.2)</i>
3. List # 3 (Payroll)	\$14,037.46	<i>(Attachment XI-1.3)</i>
4. List # 4 (Community Education)	\$1,634.24	<i>(Attachment XI-1.4)</i>
5. List # 5	\$28.43	<i>(Attachment XI-1.5)</i>
6. List # 6	\$216,479.26	<i>(Attachment XI-1.6)</i>
7. List # 7	\$58,384.10	<i>(Attachment XI-1.7)</i>

2. Approve transfers in the amount of \$0.00.

3. Contract award for 2015-2016 Waste/Recycling Services to Waste Management of NJ, Inc. in the amount of \$5,047.00 (increase of \$447.00).

4. Extended School Year Tuitions:

<u>School</u>	<u>Amount</u>
Archway Upper	
Bancroft	\$ 9,387.84
Bancroft- Aide	\$ 4,928.00
Bancroft	\$ 9,387.84
Bancroft- Aide	\$ 4,928.00
Bancroft	\$ 9,387.84
Bancroft- Aide	\$ 4,928.00
Bankbridge	\$ 4,776.00
Bankbridge	\$ 4,776.00
Bankbridge	\$ 4,776.00
Bankbridge	\$ 4,776.00
Katzenbach	\$ 3,450.00
Mary Dobbins	\$ 9,606.00
Pineland- Aide	\$ 6,825.00
Pineland Learning Center	\$ 9,189.00
St. John of God	\$ 7,070.40
Willowglen	\$ 8,183.40



Yale - West	\$ 8,800.80
Yale, Burlington	<u>\$ 7,706.10</u>
	\$122,882.22

- 2015-2016 Joint Transportation Agreement with Cumberland County Educational Cooperative.
- Roof gutter seam repairs to the lowest bidder, J. Wilhelm Roofing Company, for \$9,550.00.

Bids Received:

- J. Wilhelm Roofing \$ 9,550.00
- Jottan, Inc. \$11,127.00
- Patriot Roofing \$12,300.00

- Sidewalk repairs to the lowest bidder, Decker's, for \$30,186.00.

Bids Received:

- Decker's \$30,186.00
- Ranco Construction \$35,000.00
- Schiavone \$39,500.00

- Centris Group Managed Services Agreement for IEP Direct program for the 2015-2016 school year at a cost of \$7,146.38.
- 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 July 31, 2015. 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 XI-9*)  
(Secretary's report) (*Board Book*)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 31, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of July 31, 2015.

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 9 above:

MOVED BY: \_\_\_\_\_  
ON ROLL CALL VOTE:

SECOND BY: \_\_\_\_\_  
MOTION CARRIED:



XII. PRESENTATIONS

- 2014-2015 EVVRS Report
- Focused Intervention Time (FIT)

XIII. CORRESPONDENCE - None

XIV. COMMITTEE REPORTS

1. Administrative Evaluation  
(Chairperson - Randall Freiling)
2. Building and Maintenance  
(Chairperson - William Dilworth)
3. Camden County Educational Services Commission  
(Representative - Virginia de Haan; Alternate - William Weyland)
4. Camden County School Boards Association  
(Representatives - John Romer and William Weyland)
5. Community Education and Extra-Curricular Information  
(Chairperson - John Romer)
6. Policy  
(Chairperson - TBD)
7. Common Core Curriculum and Technology  
(Chairperson - Kathleen Rappold)
8. Finance  
(Chairperson - Ellen Suckle)
9. Legislation  
(Representative - William Weyland)
10. Personnel  
(Chairperson - TBD)
11. Pine Hill Board of Education  
(Representative - Randall Freiling)
  - a. Minutes from the June 25, 2015 Worksession/Regular Business Meeting  
(Attachment XIV-11.a)
  - b. Minutes from the June 30, 2015 Worksession/Regular Business Meeting  
(Attachment XIV-11.b)
12. Municipal Liaison  
(Representative - Randall Freiling)
13. Home and School Association  
(Representative - Kathleen Rappold)



- 14. Negotiations  
(Chairperson - Ellen Suckle)

XV. OTHER INFORMATION

- 1. Discussion Items: None
- 2. Clementon School District Fiscal Year 2015 SEMI District Snapshot for School Year 2014-2015. (Attachment XV-2)
- 3. Clementon School Information: None
- 4. Fire and Security Drills:

July 2015 - Drill Type	Date	Time
Fire Drill	07/08/15	11:02 AM
None		

- 5. Upcoming Events - September 2015 (Please see calendar.)

XV1. PUBLIC

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT

**CLEMENTON ELEMENTARY SCHOOL  
JOB SPECIFICATIONS  
~~~~~  
LEARNING DISABILITY TEACHER – CONSULTANT**

- QUALIFICATIONS:** New Jersey Certification – Learning Disability Teacher-Consultant
- REPORTS TO:** Superintendent/Principal or Assistant Principal/Director of Special Education
- JOB GOAL:** According to State guidelines, the Learning Disability Teacher-Consultant is involved in four general areas within the total school program:
1. To serve as a member of the Child Study Team in evaluating students, deciding classifications, determining special services or other individual needs.
  2. To formulate the Individualized Educational Programs of classified students with Special Education teachers; and follows through, and adapts their I.E.P.s as necessary.
  3. To serve as a resource person to regular and special area teachers, relative to instructional strategies, materials and evaluative instruments.
  4. To participate in district in-service sessions for the teachers in an effort to provide opportunities for on-going professional development.

**RESPONSIBILITIES:**

1. Write and maintain adequate reports and records on students.
2. Accurately interpret reports and test results of students.
3. Assists in placing new students who have been classified in previous district.
4. Assists in identifying and evaluating preschool handicapped students.
5. Evaluates referred students as a functioning member of the Child Study Team.
6. Serve as a consultant on an "as needed" basis on program and curriculum committees.
7. Assists the administrative staff in planning budget items related to the testing and evaluation program and special education curriculum.
8. Observe children and attend conferences at public/private special education classes in order to make recommendations.
9. Assists in coordinating the transition of classified children from elementary to secondary school.
10. Assists in interpreting and enforcing school/district policy to staff members, administrators, and members of the community and Board of Education in areas designated by job responsibilities.
11. Assists administration in conducting in-service sessions.
12. Attend all meetings conducted by the Child Study Team.
13. Develop and maintain good lines of communication between Child Study Team and teaching staff members.
14. Assume responsibility for the preparation of accurate, complete, and objective reports as required by job responsibilities.
15. Assume responsibility to keep up to date professionally by reading, attending professional meetings, and visiting other school systems.
16. Maintain an evaluation schedule and re-evaluation schedule which is in compliance with Federal and State Special Education Guidelines.
17. Complete walk-through observations observing students in various academic and social settings documenting the results of these observations.
18. Meet with teachers following these walk-throughs to discuss findings.
19. Arrange for substitutes for Child Study Team meetings and have Child Study Team secretary type up schedules for subs, classroom teachers, and Child Study Team members.
20. To serve as a member of the I&RS Team.
21. Perform any other duties as directed by administration

- EVALUATION:** Performance with this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**CLEMENTON ELEMENTARY SCHOOL  
JOB SPECIFICATIONS  
~~~~~  
INSTRUCTIONAL AIDE**

**QUALIFICATIONS:** High School Diploma; personal or career experience working with children; good command of the English language and understands basic mathematics; speaks clearly and distinctly.

**REPORTS TO:** Superintendent/Principal or Assistant Principal/Director of Special Education

**JOB GOAL:** Instructional aide will work with individual or small groups of students as directed by the classroom teacher to enhance literacy and mathematics skills.

**RESPONSIBILITIES:**

1. Work with individual or small groups of students as directed by the classroom teacher, or designee.
2. Assist students with independent skills working in reading and math, and any other content area under the direction of the classroom teacher.
3. Assist classroom teacher in providing appropriate educational programs for special education students.
4. Reinforce skills previously taught by the teacher utilizing a variety of learning materials.
5. Assist and monitor assessment procedures as directed by the classroom teacher.
6. Assist in scoring and recording of assessments administered in the classroom and district.
7. Assist in providing positive reinforcement to students.
8. Assist teacher with the implementation of individual and/or classroom behavior management plans.
9. Prepare learning activities and teaching materials as instructed by the classroom teacher in preparation for upcoming lessons.
10. If not assigned to a duty or other responsibility by administration, instructional aide is required to be in the classroom during all classroom/instructional time.
11. Participate in faculty meetings, in-service days, and other professional development as deemed appropriate by administration.
12. Assist with a variety of duties that are assigned by administration such as lunch duty, recess, hallway, exterior/interior school grounds, assemblies, etc.
13. Supervise the Breakfast Program, as directed by administration.
14. Perform any other instructional or non-instructional duties in the classroom or in the school as directed by administration.

**EVALUATION:** Performance with this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.



**CLEMENTON ELEMENTARY SCHOOL  
JOB SPECIFICATIONS  
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PHYSICAL EDUCATION/HEALTH TEACHER**

**QUALIFICATIONS:** New Jersey Certification – Physical Education

**REPORTS TO:** Superintendent/Principal and/or Assistant Principal/Director of Special Education

**JOB GOAL:** To provide a physical education and health program in an environment that will promote and enhance learning for students and staff.

**RESPONSIBILITIES:**

1. Implements by instruction the district's goals, objectives, and curriculum as adopted by the Board of Education.
2. Demonstrates techniques and procedures to effectively teach physical education and health.
3. Serves as a resource person in implementing and integrating physical education and health in other areas of the curriculum, as directed.
4. Serves as a consultant in physical education and health programs and assists in workshops or in-service programs, as directed.
5. Teaches DARE/LEAD to the appropriate grade levels in combination with health standards.
6. Assists in the selection, distribution, and use of physical education and health materials.
7. Assists pupils with special needs or talents to develop to their fullest potential.
8. Establishes and maintains standards of student behavior.
9. Provides supervision and instruction in sports and organized games during lunch/recess periods as assigned by administration.
10. Assists in any other physical education and health activities of the school.
11. Implements and organizes an annual Field Day for all students.
12. Makes updates to the physical education and health curriculum to align with the most up-to-date state standards. Updates can be done on a continuous basis.
13. Continue professional growth through in-service educational activities.
14. Perform any other duties as directed by administration.

**EVALUATION:** Performance with this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**CLEMENTON ELEMENTARY SCHOOL  
JOB SPECIFICATIONS  
~~~~~  
STEM TEACHER  
(Science, Technology, Engineering, Math)**

**QUALIFICATIONS:** New Jersey Certification – Appropriate Certification

**REPORTS TO:** Superintendent/Principal and/or Assistant Principal/Director of Special Education

**JOB GOAL:** To provide an instructional program and a favorable environment that will promote and enhance learning for students.

**RESPONSIBILITIES:**

1. Implements by instruction and action the district's goals and objectives, and the curriculum as adopted by the Board of Education.
2. Develops lesson plans and uses instructional materials in order to adapt the curriculum to the needs of the pupil.
3. Establishes and maintains standards of pupil behavior.
4. Evaluates pupils' academic growth and keeps appropriate records.
5. Communicates with parents/guardians through conferences and other means to discuss pupils' progress and interpret the school program.
6. Assists in identifying pupil problems and strives to cooperate with other staff members in assessing and helping pupils with health, attitude, and learning problems.
7. Continues professional growth through in-service education activities as provided by the district.
8. Upholds and enforces school rules, administrative regulations, and board policy.
9. Incorporates cross-curricular content areas, such as Science, Technology, Math, English Language Arts, Art, etc.
10. Performs such other related duties and responsibilities as assigned or as deemed appropriate by administration.

**EVALUATION:** Performance with this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Board Approved:

**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN**  
**SCHOOL YEARS 2014-2017**

**NEW JERSEY DEPARTMENT OF EDUCATION**  
**Division of Student and Field Services**  
**Office of Title I**  
**Bureau of Bilingual/ESL Education**  
**P.O. Box 500**  
**Trenton, NJ 08625-0500**

Email completed plan to: [ellreports@doe.state.nj.us](mailto:ellreports@doe.state.nj.us)

07-0880-clementon.docx

**NOTE: Districts that are requesting a waiver from a full-time bilingual education program must submit a bilingual waiver on <http://homerom.state.nj.us/> under "Bilingual" in addition to completing this plan.**

**District Information**

Camden/07  
County Name/Code

Clementon/0880  
District Name/Code

Lynn DiPietropolo,  
Superintendent/Principal  
Name and Title of Person Completing

Lynn DiPietropolo,  
Superintendent/Principal  
Name and Title of Contact Person

(856) 783-2300 x1014  
Telephone Number of Person Completing Plan

(856) 783-2300 x1014  
Telephone Number of Contact Person

dipietropolol@clementon.k12.nj.us  
Email Address

dipietropolol@clementon.k12.nj.us  
Email Address

4 Audubon Ave.  
Street Address of District

Clementon, NJ 08021  
City State Zip

**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN  
SCHOOL YEARS 2014-2017  
SECTION I: GENERAL ASSURANCES**

**A. General Assurances Based on N.J.A.C. 6A:15 [Mark "X" for each if in compliance]**

1. X The bilingual and/or ESL program is operated in compliance with New Jersey statutes and regulations.
2. X The ESL curriculum has been developed, aligned to the WIDA English Language Proficiency Standards for English Language Learners, and adopted by the local board of education.
3. X The parents/guardians of ELLs are notified annually by mail in their dominant language that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program and of their right to decline program services in accordance with New Jersey regulations. In addition, parents are notified by mail in their dominant language when a determination has been made to exit a student from a program. Parents/guardians also receive individual student progress reports as indicated in N.J.A.C.6A:15-1.13.
4. X A budget for the bilingual and/or ESL program is developed that specifies how state/local funds are directly related to the bilingual/ESL program instructional services and materials.
5. X The district uses a screening process, initiated by a home-language survey, to determine which students must be tested for English proficiency.
6. X All ELLs are identified for services and tested annually with one of the following assessments:
  - Maculaitis Test of English Language Proficiency (MACII)
  - Language Assessment Scale (LAS)
  - Language Assessment Scale Links
  - Comprehensive ELL Assessment (CELLA)
  - IDEA Proficiency Test (IPT)
  - WIDA-ACCESS Placement Test (W-APT)
  - WIDA ACCESS for ELLs
  - WIDA MODEL
7. X The district uses the following multiple measures to determine which students are ready to exit a language assistance program:
  - Department-established standard on an English language proficiency test:
  - Classroom performance and the student's reading level in English:
  - Judgment of the teaching staff member(s): and
  - Performance on achievement tests in English.

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date of Board Approval

**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN  
SCHOOL YEARS 2014-2017  
SECTION II: GENERAL PROGRAM INFORMATION**

**A. PROGRAM STAFF**

Indicate the number of certified teachers in the chart. Teachers counted in 1 and 2 should not be duplicated in 3.

	TEACHER CERTIFICATION	NUMBER OF TEACHERS
1.	Bilingual-certified	NA
2.	ESL-certified	NA
3.	Bilingual/ESL (dual certification)	NA

We have less than 10 students who will be receiving services through our ESL program. Certified teacher will be teaching these students using our curriculum

**B. PROGRAM TYPE**

For each program type, indicate the number of students in bilingual and/or ESL programs, and language(s) used for instruction in bilingual programs (if applicable). If any of the program types are not applicable, leave the section blank. Please refer to N.J.A.C. 6A:15 -1.2 located at: <http://www.state.nj.us/education/code/current/title6a/chap15.pdf> for definitions of program types.

Program Type	Number of Students	Language(s)
<b>Full-Time Bilingual</b> (self-contained or departmentalized) (list by language)		
<b>Alternative programs that use students' native-language for instruction</b> ( Bilingual Part-time, Bilingual Tutorial, Bilingual Resource)		
<b>Dual-Language (Two Way Immersion)</b>		
<b>Alternative programs that are English-based</b> ( High-Intensity ESL, Sheltered English Instruction)		
<b>ESL-Only Programs</b>	9	
<b>Other (Please specify)</b>		

**NOTE: ESL-ONLY PROGRAMS SHOULD CONTINUE TO SECTION V ON PAGE 7.**

Not Applicable

**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN  
SCHOOL YEARS 2014-2017**

**SECTION III: FULL-TIME BILINGUAL AND ALTERNATIVE PROGRAM DESCRIPTION**

**A. Full-Time Bilingual and Alternative\* Program Information**

\*Alternative programs are implemented as a result of a district requesting a waiver from the requirement to implement a full-time bilingual education program.

Name of language

Mark "X" in the appropriate box indicating the program(s) implemented in each school. Complete one SECTION III Part A form for each language for which you provide full-time bilingual and/or alternative programs.

SCHOOL NAME	Full-time bilingual program(s)		Alternative bilingual program(s)			Alternative English-based programs(s)		SCHOOL GRADE SPAN	
	Bilingual Full-Time	Dual Language	Bilingual Part-Time	Bilingual Tutorial	Bilingual Resource	High Intensity ESL	Sheltered English Instruction	FROM -	TO (one grade per box)

Not Applicable

**B. Full-Time Bilingual and Alternative\* Program Assurances [Mark (X) each if applicable]**

1. \_\_\_ A parent advisory committee has been established in the district consisting primarily of the parents of the ELL students.
2. \_\_\_ District staff receives professional development in strategies to meet the needs of ELL students.
3. \_\_\_ ELLs are instructed by teachers who have appropriate certifications/training that corresponds to their program type as follows:
  - All ELLs are provided at least one full period of ESL instruction per day from a certified ESL teacher. A period is the time allocated in the school schedule for instruction in core subjects.
  - Students in High-Intensity ESL programs receive at least 2 periods of ESL per day from a certified ESL teacher.
  - Students enrolled in a bilingual program receive instruction from bilingual teachers who are certified in bilingual education and the applicable content area(s) (unless otherwise noted in a bilingual waiver approved by the NJDOE).
  - Teachers in Sheltered English classes are regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELL students.

Not Applicable

**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN  
SCHOOL YEARS 2014-2017  
SECTION IV: FULL-TIME BILINGUAL AND ALTERNATIVE PROGRAM PARENT  
ADVISORY COMMITTEE**

Pursuant to N.J.A.C. 6A:15-1.15, "each district board of education implementing a bilingual education program shall establish a parent advisory committee on bilingual education on which majority will be parent(s) of students of limited English proficiency."

**Note: Districts with an alternative program as the result of a bilingual waiver must also have a bilingual parent advisory committee and complete this section.**

**A. Please provide tentative meeting dates for the district's bilingual parent advisory committee.**

2014-15	
---------	--

**B. Select which of the following groups participate in the bilingual parent advisory committee. [Mark (X) each if applicable]**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Bilingual/ESL teachers     | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Mainstream teachers        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Special education teachers | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parents                    |                                       |
| <input type="checkbox"/> Paraprofessionals          |                                       |
| <input type="checkbox"/> Community representatives  |                                       |

**C. Please succinctly provide examples of parental involvement in providing input and feedback regarding the bilingual program.**

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**BILINGUAL/ESL THREE-YEAR PROGRAM PLAN  
SCHOOL YEARS 2014-2017  
SECTION V: ENGLISH AS A SECOND LANGUAGE PROGRAM  
DESCRIPTION**

**A. ESL-Only Program Information**

Indicate the name of the school and the grade span in which an ESL-Only program is provided. ESL-Only programs are for students who are not enrolled in a Full-Time Bilingual or Alternative program in a school district with 10 or more ELLs.

SCHOOL NAME	SCHOOL GRADE SPAN	
	FROM -	TO
Clementon Elementary School	K	8

**B. ESL-Only Program Assurances [Mark (X) each if applicable]**

1. X\* Students are provided at least one full period of ESL instruction per day by a certified ESL teacher. A period is the time allocated in the school schedule for instruction in core subjects.
2. X\* Districtwide, there are less than 20 ELL students in any one language classification enrolled in the ESL-Only program.
3. X District staff receives professional development in strategies to meet the needs of ELL students.

\*Since we have less than 10 students, we do not have an ESL certified teacher. A certified teacher does instruct the students on a daily basis.

# REGULATION

## CLEMENTON BOARD OF EDUCATION

PROGRAM  
R 2624/Page 1 of 6  
GRADING SYSTEM

### R 2624 GRADING SYSTEM

- A. Purpose of Grading
1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
  2. Grades acknowledge a pupil's demonstrated proficiency in the New Jersey Core Curriculum Content Standards, Common Core State Standards, and/or locally established learning goals and objectives:
    - a. Active participation in and attention to daily lessons,
    - b. Frequent contribution to discussions,
    - c. Prompt, thorough, accurate, and neat preparation of assignments,
    - d. Thorough preparation and performance on tests and assessments,
    - e. Display of an eagerness to learn and an inquisitive approach to lessons,
    - f. Attention to the need for proper materials,
    - g. Cooperation with the teacher's efforts, and
    - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.
- B. Preparation for Grading
1. Each pupil must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
  2. Each pupil must be kept informed of his/her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
  3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.



4. Pupils should be encouraged to evaluate their own achievements.
  5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, pupils.
- C. Grading Periods
1. Grades will be awarded at the end of four marking periods in each school year.
  2. Pupils will be given notice of their mid-term grades at mid-point of each marking period.
  3. Pupils will be given a final grade in each subject at the end of the school year.
  4. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.
- D. Basis for Grading
- The teacher responsible for assigning a grade should take into consideration the pupil's:
1. Completion of written assignments prepared in the classroom or elsewhere;
  2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
  3. Performance on oral and written tests and quizzes;
  4. Research into standard references and other background materials;
  5. Oral and written reports on materials read by the pupil;
  6. Laboratory work;
  7. Term papers;
  8. Special oral or written reports;



9. Other evidences of the pupil's constructive efforts and achievements in learning; and
10. For the final grade, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period:
  - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
  - b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
  - c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
  - d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
  - e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.
2. The following grading scales and indicators shall be used:

Pre-School: Narrative and/or Skill Based



Kindergarten through Eight:

4 = Exceeds grade level standards

3 = Meets or exceeds grade level standards

2 = Developing proficiency on grade level standards

1 = Not yet meeting grade level standards

NA = Not assessed

Grades Two through Eight:

93 – 100 = A

86 – 92 = B

76 – 85 = C

70 – 75 = D

69 and below = F

Special Areas:

4 = Exceeds grade level standards

3 = Meets or exceeds grade level standards

2 = Developing proficiency on grade level standards

1 = Not yet meeting grade level standards

NA = Not assessed

F. Grade Validation

In order that he/she may justify a grade, each teacher is directed to retain in his/her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.



1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see paragraph E above) to substantiate any grade earned.
3. If a grade is challenged by a pupil or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or pupil is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.



# REGULATION

CLEMENTON  
BOARD OF EDUCATION

PROGRAM  
R 2624/Page 6 of 6  
GRADING SYSTEM

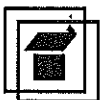
6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

Issued: 27 July 2009

Revised: 23 June 2014

Revised, First Reading: 24 August 2015

Revised, Second Reading and Adoption:





## 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include a warning, letters of reprimand, an attendance improvement plan, the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:



**CLEMENTON BOARD OF EDUCATION  
DRAFT DISCRETIONARY UNPAID LEAVE OF ABSENCE POLICY # 3431**

Teaching Staff

The Board of Education may provide for unpaid leaves of absence for teaching staff members as set forth herein. For teaching staff members, certain unpaid leaves of absence are covered under the collective bargaining agreement. These include disability (other than family medical leave which is covered by applicable federal and state family leave laws and Board Policy No. 3431.1, 3431.2, 4431.1, and 4431.2), child rearing, professional improvement, sabbatical, and military service (also covered by applicable law).

In addition to the leaves granted by applicable law and collective bargaining agreement, the Board may, at its discretion, consider granting unpaid leaves of absence to employees who have exceeded their allotted leave days on an individual (case-by-case) basis. A teaching staff member who anticipates the need for an unpaid leave of absence for reasons not otherwise granted by law, board policy, or collective bargaining agreement (if same applies) shall so notify and request said leave of the Superintendent as soon possible and in sufficient time for the Superintendent to present the request to the Board of Education at the next scheduled Board of Education meeting prior to the requested leave. In order to meet this timeframe, requests must be submitted at least thirty (30) days in advance of the Board meeting preceding the requested leave (however, more than 30 days may be provided and is encouraged, as it may be a consideration of the Superintendent and Board in using their discretion to grant the leave).

In the event of an emergency where it is not reasonable or possible to obtain Board approval in advance of the requested leave, the Superintendent may pre-approve the leave upon a showing/justification from the employee of the emergency. In doing so, the Superintendent shall indicate to the Board that the leave was pre-approved due to emergency circumstances.

The Clementon Board of Education will require any teaching staff member requesting an unpaid leave of absence under the provisions of this Policy to provide justification and documentation to support their need for the requested leave. Requests and documentation shall be submitted to the Superintendent on the request for absence form and indicate it as "other".

The Board reserves the right to require any teaching staff member who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken.

No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

All unpaid leaves of absence granted under this Policy shall be granted on an individual case-by-case basis. The granting of any unpaid leave of absence to one employee under this policy does not automatically mean it will be granted to any other employee and will not constitute a past

practice. Examples of reasons why the Board of Education may approve an unpaid leave of absence include once in a lifetime events that cannot be scheduled at other times (e.g. wedding of a child).

The examples listed herein are simply examples of what the Board of Education may be willing to consider. The Board of Education reserves the right to reject any and all requests for discretionary unpaid leaves of absence that are not otherwise required by law or collective bargaining agreement.

Employees who fail to follow the provisions and procedures set forth herein will subject to discipline.

Adopted:

## 3432 SICK LEAVE

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:



## R 3432 SICK LEAVE

### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury,
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
  - b. Has participated in a concerted work stoppage, or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

### B. Call in Procedures

1. An employee who anticipates a day of disability will call Source4Teachers or go online to Source4Teachers' website before 6:00 AM and follow the procedures set forth in the staff handbook.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must call the substitute service, Source4Teachers or go online to Source4Teachers' website before 6:00 AM.



# REGULATION

CLEMENTON  
**BOARD OF EDUCATION**

TEACHING STAFF MEMBERS  
R 3432/Page 2 of 4  
SICK LEAVE

4. An employee who becomes disabled during the school day must so inform the Superintendent/Principal, or designee, as promptly as possible and request permission to leave the school premises.
  5. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.
- C. Sick Leave Charges
1. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
  2. An employee scheduled for a sick leave absence on a day on which the school does not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
- D. Verification of Sick Leave
1. An employee absent for reasons of disability for three or more consecutive working days or ten or more cumulative working days in any one year shall submit the signed statement of his/her physician indicating:
    - a. The reason for the employee's absence, as personally known to the physician; and
    - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.
- E. Readmission After Disability



1. An employee who wishes to return to work after sick leave of three or more consecutive working days or ten or more cumulative working days in any one year shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Business office will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.
2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled within five working days, the Business office will so inform the employee by written notice.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

G. Accumulation of Sick Leave



1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. The unused sick leave of part-time employees will be accumulated on the basis of hours of work and pro-rated accordingly.
  - a. At the close of each school year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day.
  - b. At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.
  - c. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

#### H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

Issued: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:





# **POLICY**

**Clementon**

## **Board of Education**

Section: Teaching Staff Members

3436. PERSONAL LEAVE

Date Created: July, 2009

Date Edited: July, 2009

### 3436- PERSONAL LEAVE

Request for use of a personal day will only be granted as long as it is for a personal, legal, business, household, or family matter which requires absence during school hours. Personal days are not vacation days and will not be granted for that purpose. In addition, personal days will not be granted on the day before or after; a holiday, NJEA convention, in-service, or on the day of in-service, conferences, or back to school night (open house), except upon a showing of exceptional circumstances as determined by the Superintendent/Principal.

Adopted: 27 July 2009

Revised, First Reading:

## 4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include a warning, letters of reprimand, an attendance improvement plan, the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:



## R 4212 SUPPORT STAFF ATTENDANCE

### A. Reporting Intended Absence

1. A support staff member who anticipates absence from work will call Source4Teachers or go online to Source4Teachers' website before 6:00 AM and follow the procedures set forth in the staff handbook.
2. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the Superintendent/Principal.

### B. Analysis of Absence

1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
  - a. A pattern of absences on the same day(s) of the week;
  - b. A pattern of absences before or after nonworking days;
  - c. The exhaustion or near exhaustion of accumulated sick leave; and
  - d. The habitual exhaustion of personal leave.

### C. Review of Absence

1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave three or more consecutive school days or absent an aggregate of ten or more working days in any one year for any reason, the immediate supervisor shall conduct a conference with the employee to help the employee improve his/her performance. The supervisor shall keep record of this



conference. A letter indicating the policy and staff member's attendance documents were reviewed during the conference will be placed in the staff member's personnel file.

2. Administration shall review reports of any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.
3. If the abuse of absence continues the immediate supervisor shall:
  - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference;
  - b. Confer with the employee and, if the employee so chooses, his/her representative as well;
  - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation;
  - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto; and
  - e. Implement an Attendance Improvement Plan which will be developed in consultation with the staff member.
- D. Review and Record of Attendance Data
  1. A record shall be kept of the attendance of each teaching staff member.
  2. Any absence, for half or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, family illness, and other approved leaves.
  3. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.
  4. The employee's rate of absence shall be calculated every pay period and entered on his/her attendance record.



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5. At the end of each year, a cumulative attendance record shall be assembled for each employee and shall be a part of the employee's personnel file.
6. The attendance summary shall show the rate of absence for the staff member.
7. The attendance summary will be included in the staff members's summative evaluation.
8. All staff members will receive a copy of their absence summary and rate sheet at the end of each month to verify their absences.

E. Attendance Improvement Plan

1. The attendance summary of the district shall be analyzed by Administration for patterns of absence, such as excessive absenteeism among employees, for certain specific causes, or on certain days of the week, month, or year, etc.
2. In the event there are patterns of absences, the administration will develop an attendance improvement plan, in consultation with the staff member(s). Specific strategies for reducing the rate of absences for the staff member will be included in the plan.
3. Administration shall encourage the regular attendance of the teaching staff members in his/her building.
4. Administration shall incorporate the plan into the staff member's summative evaluation.

F. In-service Training

The Superintendent/Principal or designee shall meet with the staff members at the beginning of each school year to:

1. Inform employees of Board policy and district regulations on attendance;



2. Familiarize employees with the procedures to be used in reporting and verifying absences;
3. Acquaint employees with the degree to which attendance will affect evaluation reports.

## G. Conference

1. Administration may, in their discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.
2. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, Administration shall determine the nature of the absences and consider any extenuating circumstances.
3. A written report of any attendance conference shall be prepared and retained in the staff member's personnel file. The staff member shall, be permitted to examine the report and affix his/her comments, if any, to the report.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.

## H. Absent Requests

1. All staff members are required to use the "Request For Absence" form for each absence. This is to be completed prior to your absence. In the event you are unable to complete it prior to your absence, you are required to complete it on the day you return to work.
2. Staff members can only request a half or full day absence.
3. If a staff member is absent for three or more consecutive days due to illness, the staff member must produce a doctor's note for the days absent within two days of returning back to work. In the event the staff member does not provide documentation within two days of returning to work, appropriate employment



- action will be taken, up to and including a letter of reprimand and/or withholding of increment.
4. If a staff member uses their allotted sick days that they were given for the school year, (10 days), prior to the end of the school year, the staff member will be required to produce a doctor's note for each additional sick day over the allotted number of days within two days of returning back to work. In the event the staff member does not provide documentation, appropriate employment action will be taken, up to and including a letter of reprimand and/or withholding of increment.
  5. In the event a staff member calls out sick on the day before or after; a holiday, NJEA convention, in-service, or on the day of in-service, conferences, or back to school night (open house), a doctor's note will be required within two days of returning back to work. In the event the staff member does not provide documentation, appropriate employment action will be taken, up to and including a letter of reprimand and/or withholding of increment.
  6. In the event a staff member calls out for a family illness day before or after; a holiday, NJEA convention, in-service, or on the day of in-service, conferences, or back to school night (open house), a doctor's note will be within two days of returning back to work. In the event the staff member does not provide documentation, appropriate employment action will be taken, up to and including a letter of reprimand and/or withholding of increment.
  7. Request for use of a personal day will only be granted as long as it is for a personal, legal, business, household, or family matter which requires absence during school hours. Personal days are not vacation days and will not be granted for that purpose. In addition, personal days will not be granted on the day before or after; a holiday, NJEA convention, in-service, or on the day of in-service, conferences, or back to school night (open house), except upon a showing of exceptional circumstances as determined by the Superintendent/Principal.
  8. Staff members are expected to use personal days for religious observances. Should all personal days be exhausted due to the observance of another religious holiday, employees should speak to the Superintendent to discuss individual circumstances and any requests for religious accommodations.

Issued: 27 July 2009  
Revised, First Reading:



# REGULATION

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Revised, Second Reading and Adoption:





# **POLICY**

## **Clementon Board of Education**

Section: Support Staff  
4250. HOURS AND DAYS OF WORK  
Date Created: January, 2013  
Date Edited: May, 2015

### **4250- HOURS AND DAYS OF WORK**

The Clementon Board of Education reserves the right to specify the working hours for secretarial and custodial staff that are 12-month employees.

The Superintendent shall apply uniformly throughout the schools of this district the following rules for 12-month employee working periods:

1. Secretaries and the educational assistant in Clementon Elementary School shall work from 8:00AM to 4:00PM per day, five days per week, with 50 minutes off for lunch.

Secretaries and the educational assistant shall be entitled to the same holidays as the teaching staff except for the board approved days that they are required to work. The dates the secretarial and educational assistant are required to work include, but not limited to, NJEA Convention, winter, and spring breaks. Once the board approves the dates for the year, the secretarial and educational assistant staff will receive a copy. The starting and ending time for school building office personnel shall be established by the Superintendent/Principal.

2. Custodial and maintenance personnel shall work based upon their contract with 50 minutes off for lunch.

Custodial and maintenance personnel shall report to work during school vacation periods, holidays, and when schools are closed for inclement weather, unless otherwise specified by the Superintendent/Principal. The starting and ending time for custodial and maintenance personnel shall be established by the Superintendent/Principal and Business Administrator.

The Superintendent shall apply uniformly throughout the schools of this district the following rules for 12-month employees during an 8 week period, designated by the Superintendent/Principal, during the months of June, July and August working periods:

1. Secretaries in Clementon Elementary School shall work from 8:00AM to 4:15PM per day, four days per week (Monday through Thursday), with 45 minutes off for lunch.
2. Should a secretary or a member of the custodial and maintenance staff request a day off, which could include, but not limited to sick, personal, vacation, family illness, on any of

the days designated for summer hours, 1.25 days will be deducted from their allotment.

3. The starting and ending time for summer hours and lunch for the custodial and maintenance personnel shall be established by the Superintendent/Principal and Business Administrator.

First Reading: 17 December 2012

Second Reading and Adoption: 28 January 2013

UPDATE: First and Second Reading and Adoption: May 18, 2015

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**CLEMENTON BOARD OF EDUCATION  
DRAFT DISCRETIONARY UNPAID LEAVE OF ABSENCE POLICY # 4431**

Support Staff

The Board of Education may provide for unpaid leaves of absence for support staff members as set forth herein. For support staff members, certain unpaid leaves of absence are covered under the collective bargaining agreement. These include disability (other than family medical leave which is covered by applicable federal and state family leave laws and Board Policy No. 3431.1, 3431.2, 4431.1, and 4431.2), child rearing, professional improvement, sabbatical, and military service (also covered by applicable law).

In addition to the leaves granted by applicable law and collective bargaining agreement, the Board may, at its discretion, consider granting unpaid leaves of absence to employees who have exceeded their allotted leave days on an individual (case-by-case) basis. A support staff member who anticipates the need for an unpaid leave of absence for reasons not otherwise granted by law, board policy, or collective bargaining agreement (if same applies) shall so notify and request said leave of the Superintendent as soon possible and in sufficient time for the Superintendent to present the request to the Board of Education at the next scheduled Board of Education meeting prior to the requested leave. In order to meet this timeframe, requests must be submitted at least thirty (30) days in advance of the Board meeting preceding the requested leave (however, more than 30 days may be provided and is encouraged, as it may be a consideration of the Superintendent and Board in using their discretion to grant the leave).

In the event of an emergency where it is not reasonable or possible to obtain Board approval in advance of the requested leave, the Superintendent may pre-approve the leave upon a showing/justification from the employee of the emergency. In doing so, the Superintendent shall indicate to the Board that the leave was pre-approved due to emergency circumstances.

The Clementon Board of Education will require any support staff member requesting an unpaid leave of absence under the provisions of this Policy to provide justification and documentation to support their need for the requested leave. Requests and documentation shall be submitted to the Superintendent on the request for absence form and indicate it as "other".

The Board reserves the right to require any support staff member who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken.

No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

All unpaid leaves of absence granted under this Policy shall be granted on an individual case-by-case basis. The granting of any unpaid leave of absence to one employee under this policy does not automatically mean it will be granted to any other employee and will not constitute a past

practice. Examples of reasons why the Board of Education may approve an unpaid leave of absence include once in a lifetime events that cannot be scheduled at other times (e.g. wedding of a child).

The examples listed herein are simply examples of what the Board of Education may be willing to consider. The Board of Education reserves the right to reject any and all requests for discretionary unpaid leaves of absence that are not otherwise required by law or collective bargaining agreement.

Employees who fail to follow the provisions and procedures set forth herein will subject to discipline.

Adopted:

## 4432 SICK LEAVE

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:



## R 4432 SICK LEAVE

### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury,
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
  - b. Has participated in a concerted work stoppage, or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

### B. Call in Procedures

1. An employee who anticipates a day of disability will call Source4Teachers or go online to Source4Teachers' website before 6:00 AM and follow the procedures set forth in the staff handbook.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must call the substitute service, Source4Teachers or go online to Source4Teachers' website before 6:00 AM.



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4. An employee who becomes disabled during the school day must so inform the Superintendent/Principal, or designee, as promptly as possible and request permission to leave the school premises.
  5. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.
- C. Sick Leave Charges
1. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
  2. An employee scheduled for a sick leave absence on a day on which the school does not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
- D. Verification of Sick Leave
1. An employee absent for reasons of disability for three or more consecutive working days or ten or more cumulative working days in any one year shall submit the signed statement of his/her physician indicating:
    - a. The reason for the employee's absence, as personally known to the physician; and
    - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.
- E. Readmission After Disability



1. An employee who wishes to return to work after sick leave of three or more consecutive working days or ten or more cumulative working days in any one year shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Business office will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled within five working days, the Business office will so inform the employee by written notice.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

G. Accumulation of Sick Leave





1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. The unused sick leave of part-time employees will be accumulated on the basis of hours of work and pro-rated accordingly.
  - a. At the close of each school year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day.
  - b. At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.
  - c. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

#### H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 4212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

Issued: 27 July 2009

Revised, First Reading:

Revised, Second Reading and Adoption:



# **POLICY**

## **Clementon Board of Education**

Section: Support Staff  
4436. PERSONAL LEAVE  
Date Created: July, 2009  
Date Edited: July, 2009

### 4436- PERSONAL LEAVE

Request for use of a personal day will only be granted as long as it is for a personal, legal, business, household, or family matter which requires absence during school hours. Personal days are not vacation days and will not be granted for that purpose. In addition, personal days will not be granted on the day before or after; a holiday, NJEA convention, in-service, or on the day of in-service, conferences, or back to school night (open house), except upon a showing of exceptional circumstances as determined by the Superintendent/Principal.

Adopted: 27 July 2009

Revised, First Reading: