

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 21, 2015

CLEMENTON BOARD OF EDUCATION
Clementon, New Jersey

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
December 21, 2015

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:

The Regular Meeting of the Clementon Board of Education was called to order at 7:30 PM on the above date by Ellen Suckle, President.

II. OPENING STATEMENT:

“Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the following manner:

- a. Posting written notice at the Board of Education Office.
- b. Sending written notice to the *Courier-Post* and *Record Breeze* newspapers.
- c. Filing written notice with the Clerk of Clementon.”

III. PLEDGE OF ALLEGIANCE:

Mrs. Suckle led the Pledge of Allegiance.

IV. ROLL CALL:

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	Absent	---
William Dilworth	7:30 PM	9:35 PM
Randall Freiling	7:30 PM	9:35 PM
Christopher McKelvey	7:30 PM	9:35 PM
Desiree Pizzo	7:30 PM	9:35 PM
Kathleen Rappold	7:30 PM	9:35 PM
John Romer	7:30 PM	9:35 PM
William Weyland	7:30 PM	9:35 PM
Ellen Suckle	7:30 PM	9:35 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

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V. MINUTES:

Approval of the Minutes from the following meetings:

1. November 23, 2015 Regular Meeting and Executive Session

MOVED BY: _____ Mr. Weyland _____

ON ROLL CALL VOTE:

SECOND BY: _____ Mrs. Pizzo _____

MOTION CARRIED: 7-1-0

(Mr. McKelvey voted no.)

VI. PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public for Agenda items only.

MOVED BY: _____ Mr. Romer _____

ON ROLL CALL VOTE:

SECOND BY: _____ Mrs. Rappold _____

MOTION CARRIED: 8-0-0

- Mrs. Falkenstein, faculty member, wanted to thank the administration, staff, and community for their support. A tentative agreement was signed which will be presented to the membership. She will keep us posted.
- Mr. McKelvey stated that he was not getting his agenda and minutes in a timely manner. Mrs. DiPietropolo stated that he was having trouble receiving emails from his phone.

MOTION: To close the public portion of the meeting.

MOVED BY: _____ Mr. Romer _____

ON ROLL CALL VOTE:

SECOND BY: _____ Mrs. Rappold _____

MOTION CARRIED: 8-0-0

VII. PRESENTATIONS

- *November 2015 Manner Banner (Classroom 5C - Mrs. Tropp)*
- *November 2015 Bulldogs Best*
- *Marking Period 1 Honor Roll*
- *2015-2016 District Goals*

VIII. COMMITTEE REPORTS

1. Administrative Evaluation

(Chairperson - Randall Freiling)

- Mr. Freiling had nothing to report.

2. Building and Maintenance

(Chairperson - William Dilworth)

- Mr. Dilworth reported that he and the Business Administrator met with the architect to discuss renovations of the front office for security of the front of the building.
- Administration attended a school safety meeting and are recommending that we purchase signs to be posted outside stating that we have surveillance cameras.

3. Camden County Educational Services Commission

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

- Mrs. de Haan was not present for a report.

4. Camden County School Boards Association

(Representatives - John Romer and William Weyland)

- Mr. Weyland reported that several board members attended the last meeting. The subjects included government relations update and curriculum content standards.

5. Community Education and Extra-Curricular Information

(Chairperson - John Romer)

- Mr. Romer reported that the students are looking forward to their winter break. Campers made decorations in the Multi-Purpose Room.
 - a. Camp Clementon Attendance Record - November 2015 (*Attachment VIII-5.a*)
 - b. Community Education Board Report - November 2015 (*Attachment VIII-5.b*)
 - c. "Breakfast with Santa" Report (*Attachment VIII-5.c*)

6. Policy

(Chairperson - William Weyland)

- Mrs. Pizzo reported that the Policy Committee met with the superintendent and reviewed all of the policies that are on the board agenda. We also talked about all of the policies that are available to the public on the school website. We reviewed the cost of our policy writing company, Strauss Esmay, and compared it to School Boards. Compared costs for both companies. School Boards fee is \$9,000. Strauss Esmay charges \$4,300.

7. Common Core Curriculum and Technology

(Chairperson - Kathleen Rappold)

- Mrs. Rappold reported that the superintendent is requesting approval of Title I funds to continue curriculum writing process. She will work with the staff to determine who is interested.
- NJ Department of Education will be monitoring the district on February 25, 2016.

8. Finance

(Chairperson - Kathleen Rappold)

- Mrs. Rappold reported that the audit for June 30, 2015 is complete and CAFRA was submitted to the state. Mr. Corn will be present for the January 4, 2016 board meeting to explain in detail pension information and the delay from the state in getting information out to all of the various school districts.
- Mrs. Clement reported that the auditors reviewed the following:
 - Personnel contracts
 - Board minutes
 - Travel reports
 - Purchase orders
 - Cafeteria, Student Activity, and Community Education accounts
 - All grants
 - Contracts for compliance
 - Special Education files to ensure that IDEA grant money was spent according to statute
 - All revenues received
 - ASSA (Annual school state aid)
 - DRTRS (Transportation report)
- Some of the highlights of the CAFRA are as follows: There were no audit findings that the Board needs to take formal corrective action on. An exit conference was held on September 10, 2015 where the auditors reviewed some of the financial highlights. Mr. Freiling was in attendance. Mr. Freiling was asked if he had anything to add at this time. There are no changes to the pension contributions. Are there any questions?

9. Legislation

(Representative - William Weyland)

- Mr. Weyland reported that the NJSBA website has updated proposals. Some of them could have a financial impact on school districts if they pass. Mr. Weyland suggested they read up on them. There is a lot of information on the website.

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- Mr. Weyland may be appointed at the Legislative Committee for the state.

10. Personnel

(Chairperson - William Dilworth)

- Mr. Dilworth reported that there are recommendations on the agenda to fill positions. After the break, the committee will meet to discuss current personnel positions and possibilities for next school year.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Mr. Freiling reported that Pine Hill has some personnel issues.
- The PARCC scores were not that good.
- Pine Hill is working with Camden County College to allow seniors to attend courses.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling had nothing to report.

13. Home and School Association

(Representative - Kathleen Rappold)

- Mrs. Rappold reported that there was a meeting on December 10, 2015 at 3:15 PM but she was unable to attend.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that the board will go into Executive Session. Action will be taken. She thanked Mrs. Falkenstein for her comments.

IX. CORRESPONDENCE

1. Nutri-Serve Monthly Update - November 2015

X. OTHER INFORMATION

1. Discussion Items:

- a. Board Member Discussion - Microphones
 - i. Mr. McKelvey is requesting that we have a better sound system so that people can hear what is being approved. He sent a letter to the ADA and they will be coming to inspect the building for compliance. Mr. Dilworth stated that we upgraded our sound system last year. Mrs. Suckle asked the board members if they wanted this topic to go to the Buildings and Grounds Committee for review.
 - ii. Ms. DiPietropolo informed the board that everyone will now have a district email address. Information is in your folders with password and log in information. All communications must go through that.
- b. Harassment, Intimidation, and Bullying Report - December 2015 *(Attachment X-1.b)*
- c. January 13, 2016 Joint Board Meeting - Topic Selection
 - i. Please select three topics you would like to be discussed at the January meeting.

2. Clementon School Information:

- a. Enrollment Report - November 2015 *(Attachment X-2.a)*
- b. Nurse's Report - November 2015 *(Attachment X-2.b)*
- c. Administrative Report - November 2015 *(Attachment X-2.c)*

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3. Fire and Security Drills - November 2015:

Drill Type	Date	Time
Fire Drill	11/04/15	12:08 PM
Security Drill (Lockout)	11/23/15	10:00 AM

4. Upcoming Events - January 2016 (*Attachment X-4*)

5. Board of Education Information:

- a. Press Release from the Burlington County Insurance Pool Joint Insurance Fund
(*Attachment X-5*)

XI. SUPERINTENDENT'S REPORT

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

1. Request from employee # 229 for medical leave beginning May 16, 2015 through November 27, 2016. Employee will use available sick time followed by uncompensated time under NJFLA/FMLA. (*Attachment XI-1*)
2. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Long Term Reading Specialist - 50%
NAME: Anna Marie DeSanto
SALARY: \$134.38 per diem
STEP: 1 MA
DATES: December 22, 2015 through the end of the school year
 - b. POSITION: Substitute Custodian
NAME: Wendy Chambers
RATE OF PAY: \$10.00 per hour
3. Employment of the following Mission One instructional aides for the 2015-2016 school year:
 - a. POSITION: Instructional Aide - Silver Stars
NAME: Haydee Guezada
RATE OF PAY: As per existing Mission One contract
START DATE: December 16, 2015
4. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.
5. Source 4 Teachers December 2015 Substitute List (*Attachment XI-5*)
6. Approval to use Title I funds, not to exceed \$35,000.00 for curriculum writing. Staff members selected will receive no more than 20 hours for curriculum writing.
7. Pilot "Just Words" by the Wilson Reading Company in grades 4-8 for the 2015-2016 school year.
8. Approval to use the Marzano Teacher Evaluation System rubric to include the four defined ratings of ineffective, partially effective, effective, and highly effective.
9. 2015-2016 District Goals (*Attachment XI-9*)
10. First Reading of the following revised policies and regulations: (*Attachment XI-10*)

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Number	Type	Title
3322	POL	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
4322	POL	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
5330	POL	Administration of Medication
5330	REG	Administration of Medication
5339	POL	Screening for Dyslexia
5615	POL	Suspected Gang Activity
8540	POL	School Nutrition Programs
8550	POL	Outstanding Food Service Charges
8820	POL	Opening Exercises/Ceremonies
1240	POL	Evaluation of Superintendent
1240	REG	Evaluation of Superintendent
3221	POL	Evaluation of Teachers
3221	REG	Evaluation of Teachers
		Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3222	POL	Administrators
3222	REG	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
3223	POL	Evaluation of Administrators. Excluding Principals, Vice Principals, and Assistant Principals
3223	REG	Evaluation of Administrators. Excluding Principals, Vice Principals, and Assistant Principals
3224	POL	Evaluation of Principals, Vice Principals, and Assistant Principals
3224	REG	Evaluation of Principals, Vice Principals, and Assistant Principals
3431.1	POL	Family Leave
4431.1	POL	Family Leave
5337	POL	Service Animals
5516	POL	Use of Electronic Communication and Recording Devices (ECRD)

11. Abolish Regulation 8540 Free and Reduced Rate Meals (*Attachment XI-11*)

12. Workshop/Meeting Requests:

- a. EMPLOYEE: Alison Palma
 WORKSHOP: NJASP Winter Conference
 LOCATION: East Windsor, NJ
 DATE: December 4, 2015
 COST: \$175.00
 SPONSOR: NJ Association of School Psychologists

- b. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Conversations Around PARCC
 LOCATION: Sewell, NJ
 DATE: December 8, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education

- c. EMPLOYEE: Michelle Panarella
 WORKSHOP: Building Effective IEPs Within Guidelines of NJ Law
 LOCATION: Bordentown, NJ
 DATE: December 11, 2015
 COST: \$129.00
 SPONSOR: Rutgers School of Social Work

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- d. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Efficiency Meeting with County Office
 LOCATION: Blackwood, NJ
 DATE: December 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education - Camden County Office
- e. EMPLOYEE: Adrienne McManis
 WORKSHOP: Efficiency Meeting with County Office
 LOCATION: Blackwood, NJ
 DATE: December 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education - Camden County Office
- f. EMPLOYEE: Joanne Clement
 WORKSHOP: Efficiency Meeting with County Office
 LOCATION: Blackwood, NJ
 DATE: December 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education - Camden County Office
- g. EMPLOYEE: Katie Agresta
 WORKSHOP: Teacher Academics
 LOCATION: Somerdale, NJ
 DATE: January 15, 2016
 COST: \$0.00
 SPONSOR: Microsoft
- h. EMPLOYEE: Cheryl Pataky
 WORKSHOP: Teacher Academics
 LOCATION: Somerdale, NJ
 DATE: January 15, 2016
 COST: \$0.00
 SPONSOR: Microsoft
- i. EMPLOYEE: Jim Butz
 WORKSHOP: NJAHPERD Annual Convention
 LOCATION: Long Branch, NJ
 DATE: February 23, 2016
 COST: \$110.00
 SPONSOR: NJAHPERD

13. Walking Trip:

- a. TRIP: Wooster Towers Holiday Caroling Trip
 FACULTY SPONSOR: Tina Jennetta
 DATE: December 22, 2015
 RAIN DATE: N/A
 TIME: 10:30 AM - 12:00 PM
 DESTINATION: Wooster Towers, Clementon, NJ
 PARTICIPANTS: Students in grade 5
 NOTE: To promote good will and to act as responsible and contributing citizens of the Clementon community.

14. School Activities:

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- a. EVENT: Classroom Visitor – Mr. Kremer and Certified Therapy Dog
 FACULTY SPONSOR: Christine Fellona
 VISITOR: Rick Kremer and Charlie, Certified Therapy Dog
 Comfort Caring Canines Therapy Dogs, Inc.
 DATES: January 28, 2016; March 31, 2016; May 26, 2016
 LOCATION: Life Stars classroom
 NOTE: Mr. Kremer, a Comfort Caring Canines volunteer (and the teacher's father) and Charlie will visit the classroom on three dates at no cost to the district. Insurance information will be obtained prior to the visits.
- b. EVENT: Musical Production DVD Sale
 FACULTY SPONSOR: Sal Mazzocca
 VENDOR: Frank Collins (FCollins@GBcollects.com)
 DATES: January 1, 2016 – January 31, 2016
 NOTE: The cost for the school will be \$7.00 or \$8.00 per shirt. Each shirt will be sold for \$20.00, resulting in a \$10.00 profit for the Student Activity Fund.

ITEM #14.b TABLED UNTIL NEXT MEETING.

- c. EVENT: Musical Production T-shirt Sale
 FACULTY SPONSOR: Sal Mazzocca
 VENDOR: Craig's Cosmic Tees, Williamstown, NJ
 DATES: January 2016 – March 2016
 NOTE: The cost for the school will be \$10.00 per DVD. Each DVD will be sold for \$15.00, resulting in a \$7.00 or \$8.00 profit for the Student Activity Fund.

ITEM #14.c TABLED UNTIL NEXT MEETING.

- d. EVENT: Grade 8 Promotion Ceremony
 FACULTY SPONSOR: Nancy Gundaker
 DATE: June 7, 2016 (Tentative)
 TIME: 6:00 PM – 9:00 PM
 LOCATION: Gym

15. Clementon Home and School Activities:

- a. EVENT: Snack Sales at Basketball Home Games
 PERSON IN CHARGE: Home and School Association
 DATES: December 2015 – January 2016
 TIME: 4:00 PM – 7:00 PM
 LOCATION: Hallway outside of the gym
- b. EVENT: Holiday Shop
 PERSON IN CHARGE: Jen Rhine
 DATES: December 7, 2015 – December 12, 2015
 LOCATION: MPR Stage
 NOTE: Holiday Shop for families will be held during Breakfast with Santa on Saturday, December 12, 2015.

Approval of motions 1 through 15 above:

MOVED BY: _____ Mr. Dilworth _____
 ON ROLL CALL VOTE:

SECOND BY: _____ Mrs. Rappold _____
 MOTION CARRIED: 8-0-1

(Mr. Dilworth abstained from #4 and #5 only.)

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)	\$188,426.44	(Attachment XII-1.1)
2. List # 2 (Payroll)	\$4,924.99	(Attachment XII-1.2)
3. List # 3 (Payroll)	\$198,245.15	(Attachment XII-1.3)
4. List # 4 (Community Education)	\$6,390.35	(Attachment XII-1.4)
5. List # 5	\$4,709.83	(Attachment XII-1.5)
6. List # 6	\$455,984.81	(Attachment XII-1.6)
7. List # 7	\$710.91	(Attachment XII-1.7)

2. Approve transfers in the amount of \$26,450.00. (Attachment XII-2)
3. Reorganization meeting of the Board of Education will be held on January 4, 2016 at 7:30 PM.
4. Joint Board of Education meeting with Pine Hill and Berlin Township on January 13, 2016 at Pine Hill Middle School at 6:30 PM.
5. Board of Education meeting dates for 2016. (Attachment XII-5)
6. Accept the Comprehensive Annual Financial Plan Report (CAFRA) for the fiscal year ending June 30, 2015 and the auditor's Management Report - Financial, Compliance, and Performance, for the fiscal year ending June 30, 2015. (A copy of the audit synopsis is available for the public.)
7. Accept Corrective Action Plan - no findings.
8. Workshop: Governance I
 - Attendee: Mrs. Christy Weaver
 - Location: Princeton, NJ
 - Dates: January 8-10, 2016
 - Cost: \$0.00
 - Sponsor: NJ School Boards Association
9. 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 November 30, 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 XII-9)
 - (Secretary's report) (Board Book)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 30, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of November 30, 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.

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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: Mr. Dilworth SECOND BY: Mr. Freiling
 ON ROLL CALL VOTE: MOTION CARRIED: 7-0-1
 (Mr. McKelvey abstained.)

XIII. PUBLIC

- Mrs. Nucera, Smith Terrace, voiced her concern over not being able to hear at the board meetings.
- Ms. Milano, Garfield Avenue, asked if a reminder of board meetings could be sent out on the School Messenger.
- Mrs. Weaver, Garfield Avenue, asked why the regulations would not be posted on the website. She addressed the board concerning the Lego Club. The 4H Club did not filled out a Use of Facilities form. She was then told that a \$10.00 fee would be charged and that there was no storage area. She respectfully asked the board to consider waiving the fee as the 4H has insurance and the program will run during school hours. This program is a service to the children. Ms. DiPietropolo stated that policy is now being attached to the Use of Facilities forms so that everyone knows the rules. Mrs. Weaver also stated that she spoke to Justin from the iCan Club and that they have a “contract” stating that they were exempt from paying fees. She is requesting that the board also exempt the Lego Club. She asked the Board to look into revisiting the policy.

MOTION: To close the public portion of the meeting.

MOVED BY: Mr. Romer SECOND BY: Mrs. Rappold
 ON ROLL CALL VOTE: MOTION CARRIED: 8-0-0

XIV. EXECUTIVE SESSION

The Clementon Board of Education will go into Executive Session in accordance with Resolution 122115 for personnel and negotiations. It will last approximately one hour. Action will be taken.

MOTION: To move into Executive Session at 8:15 PM for negotiations. Action will be taken.

MOVED BY: Mr. Dilworth SECOND BY: Mr. Freiling
 ON ROLL CALL VOTE: MOTION CARRIED: 8-0-0

MOTION: To move out of Executive Session at 9:20 PM.

MOVED BY: Mrs. Pizzo SECOND BY: Mrs. Rappold
 ON ROLL CALL VOTE: MOTION CARRIED: 8-0-0

The Superintendent recommends approval of the following items:

Approval of Policy 3439 Jury Duty for a first reading.

Approval of Regulation 3439 Jury Duty for a first reading.

Approval of Policy 0155 Board Committees for a first reading.

