

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ February 23, 2015

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
February 23, 2015

I. CALL TO ORDER:

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

II. OPENING STATEMENT:

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

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

III. PLEDGE OF ALLEGIANCE:

Mrs. Buchalter led the Pledge of Allegiance.

IV. ROLL CALL:

The following members answered roll call:

| | <u>Arrival</u> | <u>Departure</u> |
|------------------|----------------|------------------|
| Virginia de Haan | 7:30 PM | 8:15 PM |
| William Dilworth | 7:30 PM | 8:15 PM |
| Randall Freiling | Absent | --- |
| Sara Paranzino | 7:30 PM | 8:15 PM |
| Kathleen Rappold | 7:30 PM | 8:15 PM |
| John Romer | Absent | --- |
| Ellen Suckle | 7:30 PM | 8:15 PM |
| William Weyland | 7:30 PM | 8:15 PM |
| Irene Buchalter | 7:30 PM | 8:15 PM |

Quorum present.

Also present were:

Joanne E. Clement, School Business Administrator/Board Secretary
Adrienne McManis, Assistant Principal

Also present in the audience were:

Members of the community and staff.

V. MINUTES:

Approval of the Minutes from the following meeting:

- January 29, 2015 Regular Meeting

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 7-0-0

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VI. PUBLIC – AGENDA ITEMS ONLY:

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

MOTION: To close the public portion of the meeting.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 7-0-0

VII. SUPERINTENDENT’S REPORT:

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

1. Accept, with regret, the resignation of employee # 145, effective April 5, 2015 and per Part A of attachment # VII-1. (*Attachment VII-1*)
2. Request from employee # 145 for compensation of earned but unused vacation time per Part B of attachment # VII-1. (*Attachment VII-1*)
3. Source 4 Teachers, together with its employees, to provide substitute services for the 2014-2015 school year.
4. Source 4 Teachers February 2015 Board Approval List (*Attachment VII-4*)
5. Revised Job Description for District Technology Coordinator (*Attachment VII-5*)
6. One-Year Preschool Program Plan Update for 2015-2016 (*Attachment VII-6*)
7. Additional “Hairspray, Jr.” 2014-2015 volunteers: (*Attachment VII-7*)
 - a. Dennis Lupinsky (Choreographer)
 - b. Chuck Bennett (Assistant Director)
8. Approval to suspend Bylaw 0131 to permit the Board of Education to revise the following Policy on a first reading and to create the following Procedure on a first reading: (*Attachment VII-8*)
 - a. Policy 2622 Student Assessment
 - b. Procedure 2622 Student Assessment
9. Approval to adopt the following Policy and Procedure on first reading: (*Attachment VII-9*)
 - a. Policy 2622 Student Assessment
 - b. Procedure 2622 Student Assessment
10. Student Teacher Field Experience Request:
 - a. NAME: Courtney Pettet
 COLLEGE: Fairleigh Dickinson University
 COURSE: QUEST Program
 DATES: 60 hours during the spring 2015 semester
 COOPERATING TEACHER: Bonnie Bhasin
11. Workshop/Meeting Requests:
 - a. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Marzano Educator Evaluation Information Session

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LOCATION: Freehold Regional High School, Englishtown, NJ
 DATE: February 17, 2015 (snow day; rescheduled date TBA)
 COST: \$0.00
 SPONSOR: Learning Sciences

b. EMPLOYEE: Adrienne McManis
 WORKSHOP: Marzano Educator Evaluation Information Session
 LOCATION: Freehold Regional High School, Englishtown, NJ
 DATE: February 17, 2015 (snow day; rescheduled date TBA)
 COST: \$0.00
 SPONSOR: Learning Sciences

c. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Conference
 LOCATION: Borgata, Atlantic City, NJ
 DATE: June 3, 4, and 5, 2015
 COST: \$150.00 + lodging
 SPONSOR: NJ Association of School Business Officials

12. Field Trips:

a. TRIP: 8th Grade High School Orientation
 FACULTY SPONSOR: Steve Boianelli
 DATE: March 20, 2015
 RAIN DATE: N/A
 TIME: 9:15 AM - 11:00 AM
 DESTINATION: Overbrook High School, Pine Hill, NJ
 TRANSPORTATION: Provided by Pine Hill School District at no cost.
 NOTE: Eighth grade students will visit Overbrook to learn about the educational and extra-curricular opportunities that they will be offered during their high school years.

b. TRIP: Kindergarten Walking Trip - Clementon Police Station
 FACULTY SPONSOR: Bonnie Bhasin
 DATE: June 1, 2015
 RAIN DATE: June 5, 2015
 TIMES: KB = 9:15 AM - 10:30 AM
 KA = 10:00 AM - 11:15 AM
 KC = 1:10 PM - 2:20 PM
 DESTINATION: Clementon Police Station
 PARTICIPANTS: Kindergarten students, teachers, and instructional aides.

13. School Activities:

a. EVENT: Yearbook Fundraiser - 8th Grade Cap and Gown Pictures
 FACULTY SPONSOR: Andrea DiSalvo
 DATE: March 13, 2015
 TIME: 8:30 AM - 3:00 PM
 LOCATION: Gym
 NOTE: Fundraiser for yearbook.

b. EVENT: "Hairspray, Jr." T-shirt Sale (*Attachment VII-13.b*)
 FACULTY SPONSOR: Sal Mazzocca
 DATES: To be determined
 NOTE: Funds raised will benefit the Student Activity Account.

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14. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 SPONSOR: Community Education
 PURPOSE: **Ice Cream Social**
 DATE CHANGE: *April 2, 2015*
 TIME: 7:00 PM - 8:30 PM
 LOCATION: Multi-Purpose Room

15. Additional 2014-2015 8th Grade Dance Fundraising Activities:

- a. EVENT: Pot of Gold
 PERSON IN CHARGE: Veronica Martinis
 DATES: March 1, 2015 - March 31, 2015
 NOTE: Students can purchase paper "gold coins" which can have their names written on them. The "gold coins" will be displayed in the cafeteria. Funds raised will benefit the 8th grade dance.
- a. EVENT: CES in Bloom
 PERSON IN CHARGE: Veronica Martinis
 DATES: April 1, 2015 - April 30, 2015
 NOTE: Students can purchase paper "flowers" which can have their names written on them. The "flowers" will be displayed in the cafeteria. Funds raised will benefit the 8th grade dance.

Approval of motions 1 through 15 above:

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
 MOTION CARRIED: **6-0-1 (Mr. Dilworth
 abstained from item #'s 3 and 4 only.)**

VIII. SECRETARY'S REPORT:

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

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

| <u>Bill List and Check Register</u> | <u>Amount</u> | |
|-------------------------------------|---------------|------------------------------|
| 1. List # 1 (Payroll) | \$198,287.19 | <i>(Attachment VIII-1.1)</i> |
| 2. List # 2 (Payroll) | \$195,428.33 | <i>(Attachment VIII-1.2)</i> |
| 3. List # 3 (Community Education) | \$3,816.94 | <i>(Attachment VIII-1.3)</i> |
| 4. List # 4 | \$144,571.54 | <i>(Attachment VIII-1.4)</i> |
| 5. List # 5 | \$127,902.92 | <i>(Attachment VIII-1.5)</i> |

2. Approve transfers in the amount of \$2,054.00. *(Attachment VIII-2)*
3. Special Board Meeting on Monday, March 16, 2015 at 7:30 PM to approve submitting the 2015-2016 Budget to the County Office for approval.
4. Public Hearing on Monday, April 27, 2015 at 7:30 PM for the 2015-2016 Budget. The regular board meeting will follow.
5. 2015-2016 tuition for Pine Hill School District in the amount of \$14,774.00. No increase.
6. Maintenance contract with Ground Source Solutions, LLC for the 2015-2016 school year in the amount of \$5,940.00. No increase. *(Attachment VIII-6)*

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7. Maintenance service agreement with Collingswood Board of Education for the 2015-2016 school year. (*Attachment VIII-7*)
8. Approve Respond Power for electricity for a 24 month period at a fixed rate of \$.0841.
9. Three year contract for Study Island in the amount of \$\$29,681.80 paid over three years.
10. 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 January 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 VIII-10*)
 (Secretary's report) (*Board Book*)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 31, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of January 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 10 above:

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
 MOTION CARRIED: 7-0-0

IX. PRESENTATIONS:

- *January 2015 Manner Banner (Classroom 4C - Ms. Bailey/Mrs. Buttari)*
- *Bulldogs Best (1C - Ms. Kolody)*
- *PRIDE*
- *Honor Roll*

X. CORRESPONDENCE:

1. January 2015 Nutri-Serve Update

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
 (*Chairperson - Randall Freiling*)
 - Mr. Freiling was not present for a report.
2. Building and Maintenance
 (*Chairperson - William Dilworth*)
 - Mr. Dilworth reported that the borough has been very helpful with clearing the snow from the school parking lot. We are waiting for prices to replace the sign out front.
3. Camden County Educational Services Commission
 (*Representative - Virginia de Haan; Alternate - William Weyland*)

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- Mrs. de Haan had nothing to report as there was no meeting this past month.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
- Mrs. Buchalter reported that the next county meeting will be held on March 3, 2015 at Samuel S. Yellin Middle School, 111 Warwick Road, Stratford, NJ. The annual 8th Grade Dialogue will take place.

Motion to attend the 8th Grade Dialogue on March 3, 2015 for the following board members:

| | |
|----------------|------------------|
| Mrs. Buchalter | Mrs. Paranzino |
| Mrs. Suckle | Ms. DiPietropolo |

MOVED BY: _____ Mrs. Suckle _____ SECOND BY: _____ Mrs. Paranzino _____
ON ROLL CALL VOTE: _____ MOTION CARRIED: 7-0-0

5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)
- a. Community Education Report - January 2015 (*Attachment XI-5.a*)
 - b. Camp Clementon Attendance Record - January 2015 (*Attachment XI-5.b*)
- Mrs. Rappold reported that the committee met last week. Ms. DiPietropolo sent out a report from that meeting.
 - Afterschool Activities
 - Due to lack of interest, we have decided not to do a spring brochure for the afterschool activities.
 - NEW Program - Afterschool Activities
 - Community Education will be funding after school STEM (Science, Technology, Engineering, Math) classes for gifted students who qualify.
 - This will be a pilot program for grades 3-5 and 6-8.
 - The school will be running the program and following the gifted and talented policy in place for criteria.
 - Upcoming Events
 - Ice Cream Social - April 2nd
 - Clementon Clean-up - April/May
 - Carnival - We are not sure this is taking place yet.
 - Building Use Groups
 - I Can Club
 - Volleyball
 - CYAA Baseball
 - Lindenboro Cheerleaders
 - Love Apple Quilters
 - School Sports/Activities
 - Softball and baseball will be starting soon.
 - We have no updated news on the building of fields in town.
6. Policy
(*Chairperson - Irene Buchalter*)
- Mrs. Buchalter reported that the board approved the first reading of policies this evening.
7. Common Core Curriculum and Technology
(*Chairperson - Kathleen Rappold*)
- Mrs. Rappold reported on the following:

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- Overbrook
 - 8th grade parent and student orientation will be held in March. More information will be coming from Pine Hill.
 - 8th grade students will attend an orientation at Overbrook - March 20.
 - 8th grade course selection with guidance - April 1 and April 8 at CES
- PARCC Procedures/Policy
 - Information was already sent in a previous email.
- Professional Development
 - On February 13 the teachers had 2 hours of professional development where they worked on reviewing pilot materials among grade levels, working with assessments, Common Core, and PARCC.
 - Summer PD - We surveyed the teachers and got ideas on where they want to move next with assessments, Common Core, PARCC, lesson plans, and curriculum.
 - Standards Solutions (Math) and Jeanne from the NJ Language Arts Association have been a big hit and the staff want them to return.
 - Teachers had and will have training for the PBA and EOY (March 31) assessments with types of questions.
- Pilot Materials
 - We surveyed the teachers asking for feedback to determine our budget needs.
 - We will look more at the materials closer to the end of the year to see what will fit within our curriculum and needs.
- Gifted and Talented
 - We are going to pilot an afterschool GT class for grades 3-5 and 6-8 in April/May.
 - We are looking at calling this a STEM class and utilize a curriculum from eie - Engineering is Elementary company.
 - We will use our gifted and talented policy to determine the criteria to select students - everyone is being looked at to determine the cut-off results of different programs - STAR, Study Island, report cards, scales, attendance, NJASK, growth rates from NJSMART, teacher recommendation.
- Algebra Students
 - Students who have 8th grade Algebra will be taking the PARCC Algebra assessment.
- Kindergarten Screening at Registration
 - We are going to develop an assessment to screen incoming kindergarten students so that we can evenly distribute the students and have a baseline of data of skills.
- Matt
 - As you will see on the board agenda, Matt Duffield resigned as the Technology Coordinator.
 - We are in the process of reviewing applications to conduct interviews.
 - On the agenda is an updated job description for this position.
- Technology Needs
 - Matt has provided us with quotes for software.
 - We are still in the process of determining our needs.
 - We also interviewed a company who looked at our infrastructure and they will be giving us a quote if we want to use them instead of hiring a person to replace Matt. It is just one option.
- Curriculum
 - The staff are still working on binders/folders of units, lesson plans, resources, and assessments that are aligned with QSAC (which will take place next year).
- 2015-2016 School Schedules
 - We are going to keep departmentalized for next year.
 - We decided to develop a Schedules Committee with the staff to gain their perspective and come up with innovative scheduling to maximize instructional time.

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- Technology Statement - Matt Duffield's Information for the BOE

This month, the Technology Department has been preparing for the PBA PARCC assessment, to be administered through the month of March. The PCs in the labs will be used, as this will provide for peak performance. They will be moved to their testing locations during the last week of February.

In addition, preparation is underway for the hire of a new Technology Coordinator. The outgoing Technology Coordinator would like to thank the Board of Education, administration, staff, and students of the Clementon School District as well as the parents and other residents of the Borough of Clementon for the opportunity to serve them over the past several years.

8. Finance

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that the Finance Committee met again to review the budget requests. At your places this evening, you have a copy of the proposed 2015-2016 budget. State Aid figures should be coming out on February 26, 2015. If you have any questions, please call the superintendent or business administrator.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland had nothing new to report.

10. Personnel

(Chairperson - Sara Paranzino)

- Mrs. Paranzino had nothing to report.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Mr. Freiling was not present for a report.
 - a. Minutes from the December 16, 2014 Worksession/Regular Business Meeting
(Attachment XI-11.a)

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling was not present for a report.

13. Home and School Association

(Representative - Kathleen Rappold)

- Mrs. Rappold reported that box tops are being sent in by March 2. The HSA is still waiting to open a new account. On May 16 they are presenting a color run event. On March 29, they are having a bowling night. Their next meeting is scheduled for March 12.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that we are still waiting for a fact finder.

XII. OTHER INFORMATION:

1. Discussion Items:

- a. Harassment, Intimidation, and Bullying Report - February 2015 *(Attachment XII-1.a)*

2. Clementon School Information:

- a. Enrollment Report - January 2015 *(Attachment XII-2.a)*
- b. Nurse's Report - January 2015 *(Attachment XII-2.b)*

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c. Administrative Report - January 2015 (*Attachment XII-2.c*)

3. Fire and Security Drills:

| January 2015 - Drill Type | Date | Time |
|--|----------|----------|
| Fire | 01/29/15 | 08:47 AM |
| Security (Shelter in place w/no instruction) | 01/30/15 | 08:54 AM |

4. Upcoming Events - March 2015 (Please see calendar.)

XIII. PUBLIC:

Mr. Chris McKelvey asked if we could contact the Borough and have the sidewalks cleaned on Erial Road. The Business Administrator will contact the Borough tomorrow.

MOTION: To close the public portion of the meeting.

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. Rappold
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

XIV. EXECUTIVE SESSION:

The Clementon Board of Education will go into Executive Session in accordance with Resolution 22315 for legal reasons. No action will be taken.

MOTION: To move into Executive Session at 7:55 PM for legal reasons. Action will not be taken.

MOVED BY: Mrs. Suckle **SECOND BY:** Mrs. Paranzino
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

MOTION: To move out of Executive Session at 8:10 PM.

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. Suckle
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:15 PM.

MOVED BY: Mrs. de Haan **SECOND BY:** Mrs. Rappold
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
 March 23, 2015