## CLEMENTON BOARD OF EDUCATION Clementon, New Jersey

Regular Meeting of the Clementon Board of Education Clementon Elementary School Media Center March 21, 2016

### 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. <u>CALL TO ORDER:</u>

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>
7:30 PM	10:05 PM
7:35 PM	10:05 PM
7:30 PM	10:05 PM
8:10 PM	10:05 PM
7:30 PM	10:05 PM
	7:30 PM 7:35 PM 7:30 PM 8:10 PM 7:30 PM 7:30 PM 7:30 PM 7:30 PM

### Quorum present.

#### Also present were:

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

Also present in the audience w	vere:
Members of the commu	nity and staff.

V. MINUTES:

VI.

1. February 2	22, 2016 Regular Meeting				
MOVED BY: ON ROLL CALL	Mr. Weyland VOTE:	SECOND BY: MOTION CARRIED:	Mr. Dilworth		
Motion was tab	oled.				
MOVED BY: ON ROLL CALL	. Wote:	SECOND BY: MOTION CARRIED:			
PUBLIC - AGENDA ITEMS ONLY:					
Open meeting to Public for Agenda items only.					
There were no public comments.					
MOTION:	To close the public portion of the	meeting.			
MOVED BY:	Mr. Dilworth	SECOND BY:	Mr. Weyland		

MOTION CARRIED: 8-0-0

## VII. PRESENTATIONS

- February 2016 Manner Banner (Classroom 8C Mrs. Palermo)
- February 2016 Bulldoas Best
- Marking Period 2 Honor Roll

### VIII. COMMITTEE REPORTS

ON ROLL CALL VOTE:

1. Curriculum and Programs

(Chairperson - William Weyland)

- a. Community Education Report February 2016 (Attachment VIII-1.a)
- b. Camp Clementon Attendance Record February 2016 (Attachment VIII-1.b)
- A report was given by Mr. Weyland.
- 2. Finance and Facilities

(Chairperson - William Dilworth)

- A report was given by Mr. Dilworth.
- 3. Policy and Personnel

(Chairperson - Randall Freiling)

- A report was given by Mrs. Rappold.
- Mr. McKelvey requested that the minutes reflect the following statement: Mr. McKelvey requested that the job description for the Superintendent/Principal be given to each board member so that they could make an informed decision concerning the supervisor position.
- Mrs. DiPietropolo shared her rationale for the new supervisor position and stated that there are more mandates than before.
- Mr. McKelvey asked for the procedures for requesting that information be given to fellow board members.

4. Negotiations

(Chairperson - To be determined at the time of negotiations.)

• Mrs. Suckle had nothing to report.

### IX. OTHER REPORTS

- 1. Camden County Educational Services Commission
  - a. (Representative Christopher McKelvey)
  - A report was given by Mr. McKelvey.
- 2. Camden County School Boards Association (Representative Kathleen Rappold)
  - A report was given by Mrs. Rappold.
- 3. Legislation

(Representative - William Weyland)

- A report was given by Mr. Weyland.
- 4. Pine Hill Board of Education

(Representative - Randall Freiling)

- a. Minutes from the January 26, 2016 Worksession/Regular Business Meeting (*Attachment IX-4.a*)
- Mr. Freiling was not present for his report.
- 5. Home and School Association

(Representative - Katherine Anderson)

• A report was given by Mrs. Anderson.

## X. CORRESPONDENCE

1. Nutri-Serve Monthly Update - February 2016

## XI. OTHER INFORMATION

- 1. Discussion Items: None
- 2. Clementon School Information:
  - a. Enrollment Report February 2016 (Attachment XI-2.a)
  - b. Nurse's Report February 2016 (Attachment XI-2.b)
  - c. Administrative Report February 2016 (Attachment XI-2.c)
- 3. Harassment, Intimidation, and Bullying Report February 2016 (Attachment XI-3)
- 4. Fire and Security Drills February 2016:

Drill Type	Date	Time
Security (Interior Relocation)	02/16/16	10:11 AM
Fire	02/22/16	09:51 AM

5. Upcoming Events - April 2016 (Attachment XI-5)

## XII. SUPERINTENDENT'S REPORT

<u>Items for Action</u> - The Superintendent recommends approval of the following items:

1. PROGRAM: Special Education Extended School Year 2016

DATES: Tuesdays, Wednesdays, Thursdays

July 5, 2016 through August 4, 2016

STUDENT/STAFF TIME: 9:00 AM - 12:00 PM TEACHER PREP TIME: 2.5 hours total

STAFF: 2 Special Education Teachers TBD and 1 Aide TBD

SUBSTITUTES: TBD

TEACHER COST: \$34.50 per hour x 47.5 hours x 2 = \$3,277.50AIDE COST: \$12.00 per hour x 45 hours = \$540.00

- 2. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.
- 3. Source 4 Teachers February 2016 Substitute List (Attachment XII-3)
- 4. Revised 2015-2016 School Calendar (Attachment XII-4)
- 5. Harassment, Intimidation, and Bullying Report January 2016 (Attachment XII-5)
- 6. Three-year Comprehensive Equity Plan (2016-2019) (Attachment XII-6)
- 7. First Reading of the following revised policies and regulations: (Attachment XII-7)

MANDATED			
Number 5111 5111	Type POL REG	Title Eligibility of Resident/Nonresident Students Eligibility of Resident/Nonresident Students	
8462 8462	POL REG	Reporting Potentially Missing or Abused Children Reporting Potentially Missing or Abused Children	
RECOMMENDED			
Number 0131 0167 0168	Type POL POL POL	Title Bylaws and Policies Public Participation in Board Meetings Recording Board Meetings	

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

RECOMMENDED			
Number	Type	Title	
7510	REG	Use of School Facilities	

9. Tuition Reimbursement Requests:

a. EMPLOYEE: Michael Rossi
COURSE TITLE: Teaching Literacy
UNIVERSITY: Rowan University

COURSE FEE: \$1,425.00 plus \$100.00 for books

SEMESTER: Summer 2016

NOTE: Course reimbursements shall not exceed \$1,000.00 per individual

per year and employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same

to the Board of Education.

## 10. Workshop/Meeting Requests:

a. EMPLOYEE: Adrienne McManis

WORKSHOP: Camden County Curriculum Consortium Meeting

LOCATION: Voorhees, NJ DATE: March 17, 2016

COST: \$0.00

SPONSOR: Camden County Curriculum Consortium

b. EMPLOYEE: Michelle Magilton

WORKSHOP: Camden County Curriculum Consortium Meeting

LOCATION: Voorhees, NJ DATE: March 17, 2016

COST: \$0.00

SPONSOR: Camden County Curriculum Consortium

c. EMPLOYEE: Alyssa Martin

WORKSHOP: Camden County Curriculum Consortium Meeting

LOCATION: Voorhees, NJ DATE: March 17, 2016

COST: \$0.00

SPONSOR: Camden County Curriculum Consortium

d. EMPLOYEE: Katie Agresta

WORKSHOP: Camden County Curriculum Consortium Meeting

LOCATION: Voorhees, NJ DATE: March 17, 2016

COST: \$0.00

SPONSOR: Camden County Curriculum Consortium

e. EMPLOYEE: Steve Boianelli
WORKSHOP: NJASK DTC Training
LOCATION: Mount Laurel, NJ
DATE: March 24, 2016

COST: \$0.00

SPONSOR: NJ Department of Education

f. EMPLOYEE: Joanne Clement
WORKSHOP: NJASBO Conference
LOCATION: Atlantic City, NJ
DATE: June 8, 9, 10, 2016
COST: \$150.00 plus lodging

SPONSOR: NJ Association of School Business Officials

### 11. Field Trips:

a. TRIP: National Constitution Center/Independence Mall

FACULTY SPONSOR: Tina Jennetta DATE: May 23, 2016

RAIN DATE: None

TIME: 9:00 AM - 3:00 PM

DESTINATION: National Constitution Center and Independence Mall, Philadelphia,

PA

ADMISSION: \$0.00 TRANSPORTATION: TBD

PARTICIPANTS: Students in grade 5

NOTE: This trip will correlate with the standards taught in Social Studies

and Research Labs.

b. TRIP: Kindergarten Walking Trip - Clementon Police Station

FACULTY SPONSOR: Bonnie Bhasin DATE: May 24, 2016 RAIN DATE: June 1, 2016

TIMES: Group 1 = 9:15 AM - 10:45 AM

Group 2 = 11:45 AM - 1:15 PM Group 3 = 12:30 - 2:00 PM

DESTINATION: Clementon Police Station

PARTICIPANTS: Kindergarten students, teachers, and instructional aides.

c. TRIP: Kindergarten Walking Trip - Clementon Library

FACULTY SPONSOR: Bonnie Bhasin DATE: May 31, 2016 RAIN DATE: June 7, 2016

TIMES: Groups 1 and 2 = 9:00 AM - 10:30 AM

Group 3 = 9:30 AM - 10: 50 AM

DESTINATION: Clementon Library

PARTICIPANTS: Kindergarten students, teachers, and instructional aides.

## 12. Community Use of Facilities:

a. ORGANIZATION: Community Education

PERSON IN CHARGE: Kate Teschner
PURPOSE: Ice Cream Social
DATE: June 1, 2016
TIME: 6:30 PM - 8:00 PM

LOCATION: MPR

#### 13. Home and School Association Events:

a. EVENT: Family Night at Burger King

PERSON IN CHARGE: Jaime Messenger
DATE: March 23, 2016
TIME: 5:00 PM - 10:00 PM

LOCATION: 21 South White Horse Pike, Stratford, NJ

NOTE: Families can order dine-in and the HSA will receive a percentage of

the sales.

b. EVENT: MacKenzie's Karate School Demonstration

PERSON IN CHARGE: Jen Rhine
DATE: April 8, 2016
TIME: 6:00 PM - 7:00 PM

LOCATION: MPR

NOTE: MacKenzie's will do a demo for HSA movie night patrons to go

along with a karate-themed movie.

c. EVENT: "Art to Remember" Fundraiser

PERSON IN CHARGE: Jen Rhine

DATES: April 8, 2016 - June 1, 2016

ITEMS SOLD: Gifts and keepsakes designed by students

NOTE: Students will create artwork and parents can then order

gifts/keepsakes with their child's artwork on them. Items to be supplied by Art to Remember at no cost: drawing paper, display items, personalized order forms, and shipping to and from the

school. Proceeds will benefit the CES art show.

d. EVENT: Family Night at Rita's Water Ice

PERSON IN CHARGE: Jaime Messenger DATE: April 20, 2016 TIME: 5:00 PM - 10:00 PM

LOCATION: 511 Erial Road, Pine Hill, NJ

NOTE: Families can order treats at this location and the HSA will receive a

percentage of the sales.

e. EVENT: Spring Book Fair

PERSON IN CHARGE: Jen Rhine

DATES: May 23, 2016 - May 27, 2016

LOCATION: Media Center

f. EVENT: Spring Book Fair Family Night

PERSON IN CHARGE: Jen Rhine
DATE: May 26, 2016
TIME: 5:30 PM - 6:30 PM
LOCATION: Media Center

g. EVENT: Franklin Institute Traveling Science Show Assembly

PERSON IN CHARGE: Jaime Messenger DATE: June 3, 2016 TIME: 9:27 AM - 10:07 AM

LOCATION: MPR

PARTICIPANTS: Students in grades 1-4

NOTE: This event is an interactive science show hosted by the Franklin

Institute. Funded by the HSA.

## 14. 8<sup>th</sup> Grade Dance Committee Events:

a. EVENT: "We are Blooming at CES" Fundraiser

PERSON IN CHARGE: Jen Rhine

DATES: April 4, 2016 - April 22, 2016

NOTE: CES friends and family can donate \$1.00 to support the 8<sup>th</sup> grade

dance and receive a flower to be displayed in the multi-purpose

room.

b. EVENT: Family Night at Scotto's

PERSON IN CHARGE: Jen Rhine
DATE: April 13, 2016
TIME: 5:00 PM - 10:00 PM

LOCATION: 16 Berlin Road, Clementon, NJ

NOTE: Families can order dine-in and a percentage of the sales will be

donated to support the 8<sup>th</sup> grade dance.

c. EVENT: 8<sup>th</sup> Grade Graduation Dance

PERSON IN CHARGE: Jen Rhine
DATE: June 3, 2016
TIME: 6:00 PM - 10:00 PM

LOCATION: Wedgewood Country Club, Turnersville, NJ

NOTE: 8<sup>th</sup> grade students will have a promenade in town from 5:00 PM -

6:00 PM followed by traveling to the dance at Wedgewood Country

Club.

15. Job Description for Supervisor (Attachment XII-15) - TABLED

Approval of motions 1 through 14 above:

MOVED BY: ON ROLL CALL VOTE:	Mr. Dilworth	SECOND BY:  MOTION CARRIED: abstained from #2 a McKelvey and Mrs.	•
		#14.c only.)	suchite . stea no on

### XIII. SECRETARY'S REPORT

<u>Items for Action</u> - The Superintendent recommends approval of the following items:

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

<u>Bill I</u>	<u>List and Check Register</u>	<u>Amount</u>	
1.	List # 1 (Payroll)	\$196,205.76	(Attachment XIII-1.1)
2.	List # 2 (Payroll)	\$74,377.90	(Attachment XIII-1.2)
3.	List # 3 (Payroll)	\$207,989.96	(Attachment XIII-1.3)
4.	List # 4 (Community Education)	\$5,662.36	(Attachment XIII-1.4)
5.	List # 5	\$17,573.05	(Attachment XIII-1.5)
6.	List # 6	\$118,621.16	(Attachment XIII-1.6)
7.	List # 7	\$437,381.51	(Attachment XIII-1.7)

- 2. Approve transfers in the amount of \$30,056.00. (Attachment XIII-2)
- 3. In accordance with the requirement of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Clementon Board of Education agrees and consents to the following:

IT IS RESOLVED, that the Clementon Board of Education does not require the private school, YALE SCHOOL, Williamstown Campus, Inc., ("YALE"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2016 and ending June 30, 2017.

4. In accordance with the requirement of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Clementon Board of Education agrees and consents to the following:

IT IS RESOLVED, that the Clementon Board of Education does not require the private school, ARCHWAY, ("ARCHWAY"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2016 and ending June 30, 2017.

5. In accordance with the requirement of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Clementon Board of Education agrees and consents to the following:

IT IS RESOLVED, that the Clementon Board of Education does not require the private school, LARC., ("LARC"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2016 and ending June 30, 2017.

6. In accordance with the requirement of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Clementon Board of Education agrees and consents to the following:

IT IS RESOLVED, that the Clementon Board of Education does not require the private school, PINELAND, ("Pineland"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2016 and ending June 30, 2017.

7. In accordance with the requirement of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Clementon Board of Education agrees and consents to the following:

IT IS RESOLVED, that the Clementon Board of Education does not require the private school, Willowglen Academy, ("Willowglen"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2016 and ending June 30, 2017.

- 8. Maintenance Service Agreement with Collingswood Public Schools for the 2016-2017 school year. (Attachment XIII-8)
- 9. 2016-2017 School Breakfast and Lunch Prices:

Student Breakfast: \$1.00
Student Reduced: \$ .30
Faculty Breakfast: \$1.50
Lunch: \$3.50
\$3.50

(Increase of \$.10 for lunch as per state requirement.)

- 10. Joint board meeting with Pine Hill and Berlin Township Boards of Education on March 30, 2016 at 6:30 PM in the CES media center. Program will be provided by Terry Lewis from the New Jersey School Boards Association.
- 11. Resolution authorizing an award of contracts by and between the County of Camden and various vendors, for the purchase of copy, computer paper and envelopes, under the Camden County Cooperative Pricing System, ID# 57-CCPS. (Attachment XIII-11)
- 12. Interlocal Service Agreement between Newfield Board of Education and Clementon Board of Education. (Attachment XIII-12)
- 13. Agreement with Phoenix Advisors for continuing disclosure agent services and appointment as independent registered municipal advisor of record for the 2016-2017 school year at a cost of \$850.00.
- 14. Workshop/Meeting Request:

a. Workshop: Board Member Training

Location: Princeton, NJ

Date: March 11, 2016 - March 13, 2016

Cost: \$0.00

Attendee: Danielle Aubry

- 15. State Contract with A+ Technology and Security Solutions, Inc. for security camera system upgrade in the amount of \$45,454.19. (Attachment XIII-15) TABLED
- 16. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR FEBRUARY 2016 (Attachment XIII-16)

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of February 29, 2016 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Clementon Board of Education pursuant to N.J.S.A.18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Clementon Board of Education certifies that as of February 29, 2016 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

	MOVED BY:	Mr. Dilworth	SECOND BY:	Mrs. Rappold
	ON ROLL CALL	VOTE:	MOTION CARRIED:	9-0-0
XIV.	<u>PUBLIC</u>			
	MOTION:	To open the public portion of the	meeting.	
	MOVED BY:	Mrs. Dilworth	SECOND BY:	Mrs. Anderson
	ON ROLL CALL	VOTE:	MOTION CARRIED:	9-0-0

- Mrs. Falkenstein, staff member, asked if she would be able to get a copy of the job description and salary for the supervisor position. Ms. DiPietropolo responded.
- Stephanie Girgenti, parent, asked why the school did not observe Veteran's Day. Mrs. Suckle thanked Ms. Girgenti.
- Mark Armbruster, resident, asked why the school no longer had the DARE program or a drug abuse program in the school. He recognized that the borough did not have the manpower. Mr. Freiling responded.
- Mr. Armbruster stated that the borough would be more than willing to work with the 8<sup>th</sup> grade dinner dance committee to bring the dance back.
- Mrs. Suckle thanked Mr. Armbruster.
- Mr. McKelvey stated that he did not feel the discussion concerning the job description will meet the executive session requirements. Mr. Li stated that the job description was not going to be discussed, but the board member conflict would be.

MOTION: To close the public portion of the meeting.

	MOVED BY: ON ROLL CALL	Mrs. Rappold VOTE:	SECOND BY: MOTION CARRIED:	Mr. Weyland 9-0-0	
XV.	EXECUTIVE SES	<u>SSION</u>			
		Board of Education will go into Execuney/client matters. It will last approx			
	MOTION:	To move into Executive Session at 8 be taken.	:28 PM for attorney/cl	ient matters. Action will	
	MOVED BY: ON ROLL CALL	Mr. Dilworth VOTE:	SECOND BY:	Mr. Weyland 9-0-0	
	MOTION:	To move out of Executive Session at	t 9:27 PM.		
	MOVED BY: ON ROLL CALL	Mr. McKelvey VOTE:	SECOND BY: MOTION CARRIED:	Mr. Weyland 9-0-0	
XVI.	UNFINISHED BU	<u>USINESS</u>			
■ <u>February 22, 2016 Minutes</u>					
MOTION: Approve the February 22, 2016 minutes as presented.					
	MOVED BY: ON ROLL CALL	Mr. Dilworth VOTE:	SECOND BY: MOTION CARRIED:	Mr. Weyland 9-0-0	
	■ Policy/Byla	w 0131			
	MOTION:	Recommend Policy/Bylaw 0131 for	a First Reading.		
	MOVED BY: ON ROLL CALL	Mr. Dilworth VOTE:	SECOND BY: MOTION CARRIED:	Mr. McKelvey 9-0-0	
	■ <u>Job Descrip</u>	otion – Item #XII-15			
	MOTION: Approve the job specifications with additional language, "for students as directed."				
	MOVED BY: ON ROLL CALL	Mrs. Anderson VOTE:	MOTION CARRIED:	stained. Mr. McKelvey	
	MOTION PASSES.				

# XVII. <u>NEW BUSINESS</u>

- **School Board Goals** 
  - 1. Roles and Responsibilities for Board Members
  - Implement a Packet for New School Board Members
     Continue New Board Member Training

	MOTION:	Approve School Board Goals		
	MOVED BY: ON ROLL CALL	Mr. Weyland VOTE:	SECOND BY: MOTION CARRIED:	Mrs. Weaver 9-0-0
XVIII.	ADJOURNMENT	<u>[</u>		
	MOTION: To adjourn the meeting at 10:05 PM.			
	MOVED BY:ON ROLL CALL	= =	SECOND BY: MOTION CARRIED:	Mr. Dilworth 9-0-0
	Respectfully submitted,			

Joanne E. Clement, Board Secretary April 25, 2016