

CLEMENTON BOARD OF EDUCATION
Clementon, New Jersey

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
November 23, 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	7:30 PM	8:35 PM
William Dilworth	7:30 PM	8:35 PM
Randall Freiling	Absent	---
Christopher McKelvey	7:30 PM	8:35 PM
Desiree Pizzo	7:30 PM	8:35 PM
Kathleen Rappold	7:30 PM	8:35 PM
John Romer	7:30 PM	8:35 PM
William Weyland	7:30 PM	8:35 PM
Ellen Suckle	7:30 PM	8:35 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.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 23, 2015

V. MINUTES:

Approval of the Minutes from the following meetings:

1. October 19, 2015 Regular Meeting and Executive Session

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

SECOND BY: _____ Mr. Weyland _____
MOTION CARRIED: 8-0-0

VI. PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public for Agenda items only.

MOVED BY: _____ Mrs. de Haan _____
ON ROLL CALL VOTE:

SECOND BY: _____ Mrs. Pizzo _____
MOTION CARRIED: 8-0-0

- Mrs. Palermo, staff member, asked about item #8 on the agenda. Ms. DiPietropolo explained it was the QSAC District Performance Review, which was explained at the faculty meeting. The QSAC Committee, comprised of staff, board members, and administrators, reviewed the DPR as prescribed by law.
- Mrs. Weaver asked about the Media Specialist. Mrs. Suckle responded that this was not an agenda item, but she would have another opportunity to ask the question later in the meeting.

MOTION: To close the public portion of the meeting.

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

SECOND BY: _____ Mrs. Pizzo _____
MOTION CARRIED: 8-0-0

VII. SUPERINTENDENT'S REPORT:

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

1. Request from employee # 267 to take uncompensated leave during the 2015-2016 school year based on FMLA paperwork. (*Attachment VII-1*)
2. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Special Education Teacher - Little Stars MD K-3 (10 months)
NAME: Kristyn Vance
SALARY: \$46,000.00 per year (pro-rated)
To be adjusted after completion of collective bargaining negotiations.
STEP: 1 BA
START DATE: January 4, 2016
 - b. POSITION: Grade 1 Writing Teacher (10 months)
NAME: Courtney Pettet
SALARY: \$46,000.00 per year (pro-rated)
To be adjusted after completion of collective bargaining negotiations.
STEP: 1 BA
START DATE: January 4, 2016
3. 2015-2016 Contracted Extra-Curricular Stipend Positions and Personnel (To be adjusted after completion of contract negotiations):

Stipend Position	Faculty Member	Stipend
Softball Head Coach	Kristyn Vance	\$2,068.00
Cheerleading Advisor	Nicole Palermo	\$1,379.00

4. Employment of the following Mission One instructional aides for the 2015-2016 school year:

- a. POSITION: Instructional Aide – Silver Stars
 NAME: Ashley Rapone
 RATE OF PAY: As per existing Mission One contract
 START DATE: November 30, 2015

5. Source 4 Teachers, together with its employees, to provide substitute services for the 2015-2016 school year.

6. Source 4 Teachers November 2015 Substitute List (*Attachment VII-6*)

7. 2015-2016 NCLB School-Parent Compact (*Attachment VII-7*)

8. 2015-2016 QSAC DPR (*Attachment VII-8*)

9. Graduate Compensation Request:

- a. EMPLOYEE: Lauren Murray
 UNIVERSITY: Rowan University
 TOTAL CREDITS: 23
 DATE OF COMPLETION: Fall 2012
 NEW SALARY/STEP: To be determined by collective bargaining agreement
 EFFECTIVE DATE: September 1, 2016

10. Workshop/Meeting Requests:

- a. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Conference Committee Meeting
 LOCATION: Robbinsville, NJ
 DATE: November 19, 2015
 COST: \$0.00
 SPONSOR: NJ Association of School Business Officials
- b. EMPLOYEE: Joanne Clement
 WORKSHOP: Affordable Care Act Reporting Requirements
 LOCATION: Mount Laurel, NJ
 DATE: December 1, 2015
 COST: \$50.00
 SPONSOR: NJ Association of School Business Officials
- c. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Gang Awareness Training/MOA Signing
 LOCATION: Camden County College, Blackwood, NJ
 DATE: December 2, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education
- d. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Planning for Safer Schools for a Better Tomorrow
 LOCATION: Salem County Emergency Services, Woodstown, NJ

 CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 23, 2015

DATE: December 10, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education

- e. EMPLOYEE: Adrienne McManis
 WORKSHOP: Conversations Around PARCC
 LOCATION: NJ DOE, Trenton, NJ
 DATE: December 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education

11. Field Trip:

- a. TRIP: Grade 8 Overbrook High School Orientation
 FACULTY SPONSOR: Steve Boianelli
 DATE: November 30, 2015
 RAIN DATE: N/A
 TIME: 9:00 AM - 11:00 AM
 DESTINATION: Overbrook High School, Pine Hill, NJ
 PARTICIPANTS: Students in grade 8
 TRANSPORTATION: Provided by Pine Hill School District at no cost.
 NOTE: The eighth grade students will be introduced to the programs at OHS so they can make an informed decision regarding their high school choice.

12. School Activities:

- a. EVENT: 2015-2016 Home Basketball Games
 FACULTY SPONSOR: Steve Boianelli
 DATES: December 7, 2015; December 14, 2015; January 11, 2016; January 20, 2016; February 3, 2016
 TIME: 3:30 PM - 6:30 PM
 LOCATION: Gym
- b. EVENT: HSA Spaghetti Night
 PERSON IN CHARGE: Jamie Messenger
 DATE: December 16, 2015
 TIME: 7:00 PM - 8:30 PM
 LOCATION: MPR
 NOTE: \$5.00 admission per plate/ticket, payable by attendees.

13. Community Use of Facilities:

- a. ORGANIZATION: CYAA
 PERSON IN CHARGE: Christine Nucera
 SPONSOR: Community Education
 PURPOSE: Fun Fitness Class
 DATES: Monday through Thursday when school is in session
 December 2, 2015 through January 7, 2016
 TIME: 6:15 PM - 8:30 PM
 LOCATION: Gym or Multi-Purpose Room
- b. ORGANIZATION: CYAA
 PERSON IN CHARGE: Christine Nucera
 SPONSOR: Community Education
 PURPOSE: Winter Workouts
 DATES: Monday through Thursday when school is in session

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 23, 2015

January 11, 2016 through March 10, 2016
 TIME: 6:15 PM - 8:30 PM
 LOCATION: Gym or Multi-Purpose Room

Approval of motions 1 through 13 above:

MOVED BY: Mr. Dilworth
 ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
 MOTION CARRIED: 8-0-1
 (Mr. Dilworth abstained from #5 and #6 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)	\$197,701.29	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$199,575.27	<i>(Attachment VIII-1.2)</i>
3. List # 3 (Community Education)	\$3,588.17	<i>(Attachment VIII-1.3)</i>
4. List # 4	\$486,689.02	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$184,590.34	<i>(Attachment VIII-1.5)</i>

2. Approve transfers in the amount of \$3,050.69. *(Attachment VIII-2)*
3. REM Auditory Association for auditory evaluations at a rate of \$600.00 per test.
4. Event: Presentation by Kimberly Harrington: Common Core and State Standards
 Date: December 1, 2015
 Time: 6:45 PM - 9:00 PM
 Location: Villari's Lakeside
 Cost: \$0.00
 Attending: Ellen Suckle William Weyland
 Virginia de Haan William Dilworth
 Randall Freiling Christopher McKelvey
 Desiree Pizzo Kathleen Rappold
 John Romer Lynn DiPietropolo
5. 2015-2016 tuition contract with Black Horse Pike Regional School District for student DS in the amount of \$23,000.00.
6. Burlington County Insurance Pool Joint Insurance Fund Resolution to renew membership effective July 1, 2016. *(Attachment VIII-6)*
7. Burlington County Insurance Pool Joint Insurance Fund Indemnity and Trust Agreement. *(Attachment VIII-7)*
8. Void the following checks from Community Education account:

<u>Number</u>	<u>Check Date</u>	<u>Amount</u>
#1005	09/29/2015	\$25.00
# 385	11/20/2014	\$80.00

9. Budget Calendar for the 2016-2017 school year. *(Attachment VIII-9)*
10. Race to the Top Grant - Additional funding in the amount of \$300.00.

11. 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 September 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 VIII-11*)

(Secretary's report) (*Board Book*)

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

12. 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 October 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-12*)

(Secretary's report) (*Board Book*)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 31, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of October 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 12 above:

MOVED BY: Mrs. de Haan
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 8-0-0

IX. PRESENTATIONS:

- *2015 NJASK Science Results*
- *October 2015 Manner Banner (Classroom KC - Mrs. Bhasin)*
- *October 2015 Bulldogs Best*
- *Marking Period 1 PRIDE*

X. CORRESPONDENCE:

1. Nutri-Serve Monthly Update - October 2015
2. Notification from the New Jersey Department of Education that the district's Equivalency Application for Achieve NJ has been approved. This approval is in effect for one year.

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 Committee met to discuss budget items for the 2016-2017 school year; Long Range Facilities projects and updates on current projects. Mr. Dilworth also reported that the server was moved and the door locks were completed.
3. Camden County Educational Services Commission
(*Representatives - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan reported that the Commission received the Fact Finding Report. Also, the Commission has hired enough speech therapists for the year.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Mr. Weyland and Mr. Romer reported that December 1, 2015 is the next meeting.
5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)
 - Mr. Romer reported that adult volley ball has started. The I Can Club is on Thursdays for students. Events for December include Breakfast with Santa, which will be held on December, 12, 2015. Happy Thanksgiving to all from Camp Clementon.
 - a. Camp Clementon Attendance Record - October 2015 (*Attachment XI-5.a*)
6. Policy
(*Chairperson - William Weyland*)
 - Mr. Weyland had nothing to report. The superintendent just received new policies that the Committee will review shortly. A meeting is scheduled for the first week in December.
7. Common Core Curriculum and Technology
(*Chairperson - Kathleen Rappold*)
 - Mrs. Rappold reported the following:

Technology:

- Administration has been continuously meeting with the technology department to discuss inventory, issues, updates, etc. Recently, someone brought a virus into the building and caused our Faculty File Share (a place where we house all documents) to be corrupted. The technology group has since fixed this issue however some files have remained unusable or deleted. Every computer was individually checked for anti-virus software and cleaned-up to avoid this in the future. The staff have been told that updates are taking place, the technology group is working as fast as they can to fix their requests, orders are being placed for the most important items that need replacing, such as smartboard computers, bulbs for the projectors, and projectors to use the smartboards, and

we have let them know if they use a jump drive, the computer will scan it before opening any documents and will delete anything that has a virus attached to it so that it doesn't go through our system.

- New updates to come include an infrastructure update that will include wiring of the building for future technology, such as full Wi-Fi to run Chromebooks for every student, if that is a direction we decide to move towards. By doing this project, we are able to use E-rate to reimburse us for 80% of the project costs however we can't do the update until April 2016 due to the requirements from E-rate.
- Cheryl Pataky will be piloting the use of about 3 Chromebooks this year. We will develop a staff committee to discuss their use, how they are working in the classroom, how we can use them in the future, etc.
- The BOE committee will get together also to discuss this items and future funding and budget if we decide to move forward.
- Overall, we are moving forward with technology in the building. It just takes time and money.

Curriculum:

- The biggest piece of the curriculum at this time is our QSAC review.
- The teaching staff also met to review the QSAC document and documentation.
- Adrienne and Lynn have been reviewing each curriculum binder with staff members. The staff have worked really hard on them and they continuously make updates based on the students' need.

We will hold another meeting in the future to begin discussions on budget and our curriculum needs.

8. Finance

(Chairperson - Kathleen Rappold)

- Mrs. Rappold reported that the audit report will be given at our December Board meeting. The administration has held its first budget meeting to review staff for the 2016-2017 school year.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland and Mrs. Rappold attended the legislation meeting. There were 5 resolutions brought to the Committee. Three were removed and the only one voted on. He has the book if anyone is interested in reading it.

10. Personnel

(Chairperson - William Dilworth)

- Mr. Dilworth reported on the following:
 - The board approved a Special Education Teacher and a Grade 1 Writing Teacher to replace the ones that are retiring. Kristyn Vance will be replacing Karen Pickering (Little Stars MD K-3 classroom) and Courtney Pettet will be replacing Eileen Swan (Grade 1 Writing).
 - Kristyn has previous experience working with the special education population so she is coming to us with knowledge on IEPs, working with a Child Study Team, curriculum modifications and accommodations based on student need, and she is also interested in coaching softball, which is item #3 on the agenda.
 - This will be Courtney's third year working in the district. She was working with us as an aide and substitute, and is currently completing her student teaching in Kindergarten with Mrs. Bhasin. Courtney has been to all of our training sessions this year and has been either learning or working with our current district programs we have in place such as Foundations, IRLA, and working with updating curriculum.

- We are still searching for a Library/Media Specialist teacher.
- Ms. DiPietropolo would like to have a meeting in December to talk about our current personnel positions, possibilities for next year, updates on observations and walkthroughs, budget for staffing, etc.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Mr. Freiling was not present for a report.
 - a. Minutes from the September 22, 2015 Worksession/Regular Business Meeting *(Attachment XI-11.a)*
 - b. Minutes from the October 20, 2015 Worksession/Regular Business Meeting *(Attachment XI-11.b)*

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 the following:
 - There were about 100 people who attended the movie night on Friday night.
 - The book fair took place this week and it seemed to be successful.
 - Met on November 9th along with Lynn.
 - Sold 100 hoagies.
 - Spaghetti dinner in December.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that the Committee met prior to the Board meeting.

XII. OTHER INFORMATION:

1. Discussion Items: None
2. Clementon School Information:
 - a. Enrollment Report - October 2015 *(Attachment XII-2.a)*
 - b. Nurse's Report - October 2015 *(Attachment XII-2.b)*
 - c. Administrative Report - October 2015 *(Attachment XII-2.c)*
3. Fire and Security Drills:

October 2015 - Drill Type	Date	Time
Fire Drill	10/15/15	01:51 PM
Security Drill (Evacuation)	10/26/15	10:03 AM

4. Upcoming Events - December 2015 (Please see calendar.)
5. Board of Education Information:
 - a. Board of Education November 3, 2015 election results.

XIII. PUBLIC:

- Mrs. Nucera gave the Board an update on the CYAA fund raiser in September.
- Mr. McKelvey thanked the students for participating in the Veteran's Day celebration. He also thanked administration for placing the policies on our school website.

- Mrs. Falkenstein, Chairperson of Negotiations, read a statement concerning the salary guides and the lack of agreement. Mr. Cavallo responded to her questions.
- Mrs. Weaver inquired on the progress of finding a Media Specialist. She also asked if the students would be allowed to check out books. Ms. DiPietropolo responded.
- Mrs. Weaver asked if the Music Department would be allowed to sell DVDs for the school play.
- Mrs. Palermo, staff member, commented on the lack of settlement.
- Ms. Procopio, President of the CEA, asked if the Board looked at the entire salary guide that was presented.

MOTION: To close the public portion of the meeting.

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mrs. Pizzo
MOTION CARRIED: 8-0-0

XIV. EXECUTIVE SESSION:

The Clementon Board of Education will go into Executive Session in accordance with Resolution 112315 for negotiations. Action will be taken.

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

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 8-0-0

Mr. Weyland left during Executive Session.

MOTION: To move out of Executive Session at 8:30 PM.

MOVED BY: Mr. McKelvey
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 7-0-0

Mr. Weyland returned.

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:35 PM.

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mr. Romer
MOTION CARRIED: 8-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
December 21, 2015