

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ April 29, 2013

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
May 28, 2013

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	8:45 PM
William Dilworth	7:30 PM	8:45 PM
Randall Freiling	Absent	---
Sara Paranzino	7:30 PM	8:45 PM
Kathleen Rappold	7:30 PM	8:45 PM
John Romer	Absent	---
Ellen Suckle	Absent	---
William Weyland	7:30 PM	8:45 PM
Irene Buchalter	7:30 PM	8:45 PM

Quorum present.

Also present were:

Lynn Marcus, Superintendent
Joanne E. Clement, School Business Administrator/Board Secretary
George Morris, Solicitor

Also present in the audience were:

Members of the community and staff.

V. MINUTES:

Approval of the Minutes of the April 29, 2013 Regular Meeting and Executive Session.

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 6-0-0

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VI. PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public to Agenda items only - No public comments.

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
MOTION CARRIED: 6-0-0

VII. SUPERINTENDENT'S REPORT:

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

1. Source 4 Teachers, together with its employees, to provide substitute services for the 2012-13 school year.
2. May 2013 additions to the Source 4 Teachers Master Substitute List (*Attachment VII-2*)
3. Accept request from employee # 148 for medical leave beginning approximately October 18, 2013 through March 6, 2014 utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act and NJ Disability Insurance. Employee's anticipated date of return is March 7, 2014. (*Attachment VII-3*)
4. Accept request from employee # 213 for medical leave beginning early/mid October 2013 through March 2, 2014 utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act. Employee's anticipated date of return is March 3, 2014. (*Attachment VII-4*)
5. 2013-2014 Non-certificated staff listing and salaries (with the exception of secretarial and maintenance staff) for technology, treasurer, instructional aides, homebound instructor, and technology stipend. (*Attachment VII-5*)
6. Salary adjustment for Martha Moore to reflect a Master's Degree received. New salary and step for 2013-2014: \$49,450.00 per year, step 1 MA. Documentation provided: transcripts.
7. 2013-2014 Extra-Curricular Stipend Positions and Personnel:

Activity	Faculty Member	Stipend
Head Coach Boys Basketball		\$2,068.00
Asst. Coach Boys Basketball		\$1,379.00
Head Coach Girl's Basketball		\$2,068.00
Asst. Coach Girl's Basketball		\$1,379.00
Head Coach Co-ed Soccer	Karen Tropp	\$2,068.00
Asst. Coach Co-ed Soccer	Steve Boianelli	\$1,379.00
Head Coach, Softball	Candice Wilson	\$2,068.00
Asst. Coach, Softball	Tina Jennetta	\$1,379.00
Head Coach, Baseball	Steve Boianelli	\$2,068.00
Asst. Coach, Baseball	Mike Terlizzi	\$1,379.00
Drama	Sal Mazzocca	\$2,068.00
Cheerleading	Kelly Kolody	\$2,068.00
Student Government		\$1,379.00
National Junior Honor Society	Andrea DiSalvo	\$1,253.00

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Band		\$1,253.00
Chorus	Sal Mazzocca	\$1,127.00
Yearbook	Andrea DiSalvo	\$1,066.00
Art Challenge	Kim English	\$1,222.00
Safety Patrol		\$878.00
8th Grade Promotion	Brenda Falkenstein	\$752.00
Scorekeeper		\$285.00
Community Education Director	Kate Teschner	\$8,607.00
Camp Clementon Director	Kate Teschner	\$8,607.00
News Media Coordinator		\$1,200.00
Stock Room Supervisor	Sue McClernan/Lynne Stang (split)	\$1,200.00

8. Summer 2013 Professional Development - **Title I Data Analysis/Articulation:**

Objective: To analyze NJ ASK data and other academic data to identify at-risk students in the areas of reading, writing, and math. In addition, time will be dedicated to transition the new Title I teacher.

Facilitators: Karen Stiles, Michelle Magilton, Alyssa Martin, Kathryn Agresta

Date and Length: June-August 2013, 10 hrs each

Cost: Not to exceed 10 hours total

4 teachers x 10 hrs x \$32.50 = \$1,300.00 (prior to July 1, 2013)

4 teachers x 10 hrs x \$33.00 = \$1,320.00 (after July 1, 2013)

Funded by: Title IA

9. Summer 2013 Professional Development - **IRLA and eIRLA:**

Objective: Provide teachers with training to review of data from the 2012-2013 school year, share successful implementation strategies, use of the eIRLA on iPads, make and take of skill cards and power goals, and start to plan for the 2013-2014 school year.

Teachers: Clayton, Dragon, Bhasin, Swan, Rambo, Kolody, Frantz, Ballinghoff, Egan, Cirrincione, Falkenstein, Terlizzi, Tropp, Buttari, Moore, Jenetta, Murray, Fellona, DiMaria, Procopio, DiSalvo, Pape, Prescott, Pickering, Agresta, TBH

Facilitators: Karen Stiles and Alyssa Martin

Date and Length: August 21, 2013, 10:00 AM - 2:00 PM

Cost: Not to exceed \$3,729.00 total

28 teachers x 4 hrs. x \$33.00 = \$3,696.00

2 teachers x 2 hrs. PD Preparation x \$33.00 = \$132.00

Total = \$3,828.00

Funded by: Title IA

10. Summer 2013 Professional Development - **Common Core and Core Content Curriculum**

Writing:

Objective: Continue to write curriculum that is aligned to the Common Core/Core Content State Standards for implementation for the 2013-2014 school year. This will include the following areas; Math, English Language Arts, Science, Social Studies, ELL, Physical Education/Health, Art, Music, Computer Literacy, Spanish, Gifted and Talented, Media. This will include an initial meeting with administration to discuss benchmarking in each area and transitioning to Student Growth Objectives.

Teachers: All Teachers that teach in these areas for grades K-8. Teachers will sign-up to attend. Teachers are those contracted for the 2013-2014 school year.

Date and Length:

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Initial Administrative Meeting:

- June 27, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM, OR
- July 9, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM

(Remaining hours after the initial administrative meeting will be scheduled by each grade level/subject area to write curriculum.)

Teachers grades 6-8 (and special areas), not to exceed 16 hours

- 6 hours training + 10 hours curriculum writing = 16 hours
- 24 teachers x 16 hrs x \$33.00 (maximum), total not to exceed \$12,672.00

Teachers grades K-5 (regular and special education, including Fellona), not to exceed 26 hours

- 6 hours training + 20 hours curriculum writing = 26 hours
- 25 teachers x 26 hrs x \$33.00 (maximum), total not to exceed \$21,450.00

Funded by: Title IA

11. Summer 2013 Professional Development - Units of Study - Writing:

Objective: To provide teachers with a workshop that introduces the new Common Core writing program. Teachers will be instructed on the workshop model of writing instruction and how the new program will vertically align the writing curriculum across K-5.

Teachers: Clayton, Bhasin, Dragon, Swan, Kolody, Rambo, Ballinghoff, Frantz, Egan, Terlizzi, Falkenstein, Cirrincione, Buttari, Moore, Tropp, Jenetta, Murray, Stiles, DiMaria, DiSalvo, Pape, TBH, Prescott, Pickering, Martin, Agresta.

Facilitator: Jared Peltzman

Date and Length: Grades K-2: July 23, 2013, 8:00 AM - 11:00 AM
Grades 3-5: July 24, 2013, 8:00 AM - 11:00 AM

Cost: Not to exceed 3 hours total
26 teachers x 3 hrs. x \$33.00 = \$2,574.00

Funded by: Title IA

12. Summer 2013 Professional Development - Intervention and Enrichment (I&E):

Objective: To introduce the new I & E block of instruction. Teachers will be given instruction on how to analyze data to inform instruction, use data to form small groups, and design effective small group lessons for both students who are not achieving the Common Core standards and those who need enrichment beyond classroom instruction.

Teachers: Swan, Kolody, Rambo, Ballinghoff, Frantz, Egan, Falkenstein, Cirrincione, Terlizzi, Tropp, Moore, Buttari, Jenetta, Murray, Stiles, Levine, Prescott, TBH, Pape, DiSalvo, Agresta, Magilton, Martin

Facilitator: Jared Peltzman

Date and Length: August 8, 2013, 9:00 AM - 1:00 PM

Cost: Not to exceed 4 hours total
23 teachers x 4 hrs. x \$33.00 = \$3,036.00

Funded by: Title IA

13. Summer 2013 Professional Development - Daily 5 (Grades K-2):

Objective: To introduce the Daily 5 model of literacy management. Teachers will be given instruction on how to effectively implement the Daily 5 model in their literacy block and how it will assist in fostering literacy independence in their students.

Teachers: Clayton, Bhasin, Dragon, Kolody, Rambo, Swan, Egan, Ballinghoff, Frantz, Pape, Agresta, Martin

Facilitator: Jared Peltzman

Date and Length: July 23, 2013, 12:00 PM - 3:00 PM

Cost: Not to exceed 3 hours total
12 teachers x 3 hrs. x \$33.00 = \$1,188.00

Funded by: Title IA

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14. Summer 2013 Professional Development - **Daily 5/Cafe (grades 3-5):**

Objective: To introduce the Daily 5 and CAFE model of reading instruction. Teachers will be given instruction on how to effectively implement the Daily 5/Daily Cafe model in their literacy block and how it will assist in fostering literacy independence in their students.

Teachers: Falkenstein, Terlizzi, Cirrincione, Tropp, Moore, Buttari, Jennetta, Stiles, Murray, DiSalvo, Prescott

Facilitator: Jared Peltzman and Alyssa Martin

Date and Length: July 24, 2013, 12:00 PM - 3:00 PM

Cost: Not to exceed 3 hours total

12 teachers x 3 hrs. x \$33.00 = \$1,188.00

Funded by: Title IA

15. Summer 2012 Professional Development - **Action CCSS Introduction and Application Using the IRLA:**

Objective: Provide teachers training of Action CCSS/IRLA.

Teachers: Frantz, Moore, Dragon, DiMaria, TBH

Facilitator: Alyssa Martin

Date and Length: August 21, 2013, 8:00 AM - 10:00 AM

Cost: 6 teachers x 2 hrs. x \$33.00 = \$396.00

2 teachers x 2 hrs. PD Preparation x \$33.00 = \$132.00

Total = \$528.00

Funded by: Title IA

16. Second reading and adoption of the following new and revised policies/regulations:
(Attachment VII-16)

Number	Type	Title
2431	POL	Athletic Competition
2431.1	REG	Emergency Procedures for Athletic Practices and Competitions Medical Examination to Determine Fitness for Participation in
2431.2	REG	Athletics
2468	POL	Independent Educational Evaluations
3230	POL	Outside Activities (Teaching Staff)
3230	REG	Outside Activities (Teaching Staff)
3281	POL	Inappropriate Staff Conduct (Teaching Staff)
3281	REG	Inappropriate Staff Conduct (Teaching Staff)
3351	POL	Healthy Workplace Environment (Teaching Staff)
4230	POL	Outside Activities (Support Staff)
4230	REG	Outside Activities (Support Staff)
4281	POL	Inappropriate Staff Conduct (Support Staff)
4281	REG	Inappropriate Staff Conduct (Support Staff)
4351	POL	Healthy Workplace Environment (Support Staff)
8505	POL	School Nutrition

17. First reading of the following revised policies/regulations: (Attachment VII-17)

Number	Type	Title
4434	POL	Holidays (Support Staff)
5111	POL	Eligibility of Resident/Non-resident Pupils

18. 2013-2014 Professional Development Plan (Attachment VII-18)

19. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn Marcus

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- WORKSHOP: Educational Facilities Managers' Association Scholarship Luncheon
 LOCATION: Adelphia's, Deptford, NJ
 DATE: May 16, 2013
 COST: \$0.00
 SPONSOR: Educational Facilities Managers' Association
- b. EMPLOYEE: Jose Cruz
 WORKSHOP: Educational Facilities Managers' Association Scholarship Luncheon
 LOCATION: Adelphia's, Deptford, NJ
 DATE: May 16, 2013
 COST: \$0.00
 SPONSOR: Educational Facilities Managers' Association
- c. EMPLOYEE: Diane Palogruto
 WORKSHOP: Realtime 2013 Users' Group Meeting
 LOCATION: Gloucester School District, Gloucester City, NJ
 DATE: May 31, 2013
 COST: \$0.00
 SPONSOR: Realtime Student Information Systems
- d. EMPLOYEE: Kathleen Batchelor
 WORKSHOP: Realtime 2013 Users' Group Meeting
 LOCATION: Gloucester School District, Gloucester City, NJ
 DATE: May 31, 2013
 COST: \$0.00
 SPONSOR: Realtime Student Information Systems
- e. EMPLOYEE: Matt Duffield
 WORKSHOP: Realtime 2013 Users' Group Meeting
 LOCATION: Gloucester School District, Gloucester City, NJ
 DATE: May 31, 2013
 COST: \$0.00
 SPONSOR: Realtime Student Information Systems
- f. EMPLOYEE: Kate Teschner
 WORKSHOP: E-Child Care Training
 LOCATION: Camden County Department of Children's Services, Blackwood, NJ
 DATE: May 30, 2013
 COST: \$0.00
 SPONSOR: Camden County Department of Children's Services
- g. EMPLOYEE: Cheryl Branch
 WORKSHOP: E-Child Care Training
 LOCATION: Camden County Department of Children's Services, Blackwood, NJ
 DATE: May 30, 2013
 COST: \$0.00
 SPONSOR: Camden County Department of Children's Services

20. Field Trips:

- a. TRIP: **Student Council/NJHS Trip**
 FACULTY SPONSORS: Nicole Palermo, Cathe Bare, Andrea DiSalvo
 DATE: June 11, 2013
 RAIN DATE: June 12, 2013
 TIME: 7:30 AM - 7:00 PM
 DESTINATION: Washington, DC
 TRANSPORTATION: \$500.00 (1 bus; T&L Transportation)

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PARTICIPANTS: Eligible Student Council and NJHS members and various teachers.
 NOTE: All costs associated with this trip shall be paid from Student Council and NJHS funds (supported by fundraisers throughout the school year).

21. School Activities:

- a. EVENT: "Beauty and the Beast" Fundraiser - T-Shirt Sale**
 FACULTY SPONSOR: Sal Mazzocca
 DATE: See note below
 NOTE: The school would purchase the shirts from Cosmic in Williamstown, NJ at \$7.32 per shirt (sizes small up to XL) and \$9.38 per shirt (XXL and above). There is also a \$20.00 fee for the screening and \$15.00 fee for the art. The shirts would be sold to the students at \$12.00 per shirt. If at least ten students order shirts (and the shirts are all below XXL), we are guaranteed a profit. The students are usually very excited about purchasing these shirts and take pride in wearing them. Mr. Mazzocca estimates that many students will be interested in purchasing a shirt, so a considerable amount of money will be raised.
- b. EVENT: Service Dog Visit**
 GUEST: NJ State Police Trooper Poulton and his K-9
 FACULTY SPONSOR: Karen Tropp
 DATE: May 31, 2013
 TIME: 2:00 PM - 3:00 PM
 LOCATION: Multi-Purpose Room
 PARTICIPANTS: Students in grade four
 NOTE: This event shows students how dogs are trained to assist our police. Additionally, this event coincides with two stories the students have read this year.
- c. EVENT: Preschool Magician Visit**
 GUEST: Layton AKA Baba the Magician
 FACULTY SPONSOR: Tracy Stefan
 PARENT SPONSOR: Lisa Jarrell
 DATE: June 12, 2013
 TIME: 1:00 PM - 3:00 PM
 LOCATION: Classroom
 PARTICIPANTS: Preschool students
 NOTE: Certificate of insurance has been received.
- d. EVENT: Eighth Grade CCTS Visit**
 FACULTY SPONSOR: Steve Boianelli
 DATES: October 7, 2013 and October 21, 2013
 TIME: 9:00 AM - 2:30 PM
 LOCATION: Camden County Technical School, Sicklerville, NJ
 PARTICIPANTS: Students in grades eight.
 NOTE: This visit is part of the eighth grade high school articulation. Students will have an orientation, tour, and learn about various career options. Transportation will be provided by CCTS at no cost.

22. Community Use of Facilities:

- a. ORGANIZATION: Community Education**
 PERSON IN CHARGE: Kate Teschner

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- EVENT: **Community Education Booth – Clementon Day**
 DATE: June 1, 2013
 TIME: 2:00 PM – 10:00 PM
 LOCATION: Garfield Avenue, Clementon, NJ
 NOTE: Community Education will sponsor a booth selling glow sticks. Funds raised will benefit Community Education.
- b. ORGANIZATION: Community Education
 EVENT: **Basketball Camp 2013**
 PERSON IN CHARGE: Candice Wilson
 COACHES: Candice Wilson and Alyssa Vanore
 PURPOSE: Summer basketball camp for girls aged 9-15.
 DATES: Monday, August 5, 2013 through Friday, August 9, 2013
 TIME: 9:00 AM – 1:00 PM
 (8:30 AM arrival on Monday, August 5, 2013)
 LOCATION: Multi-Purpose Room and Gymnasium
 NOTE: Registrants will be charged \$75.00 to attend.
- c. ORGANIZATION: Community Education
 EVENT: **Instrumental Summer Music Camp 2013**
 PERSON IN CHARGE: Ryan Roemer
 ASSISTANT: William Conn, Jr., with a CE in music and has music degrees from Bowling Green University and Northwestern University.
 PURPOSE: This program will offer instrumental music students lessons and ensemble rehearsals over the summer. This is offered as an incentive to keep students involved all year round to maintain and increase levels of ability and performance.
 DATES: Mondays, Tuesdays, Wednesdays; July 8, 2013 through July 24, 2013
 TIME: 9:00 AM – 12:00 PM
 LOCATION: Music room and MPR stage
 NOTE: Registrants will be charged \$40.00 to attend. Community Education will receive 10% of the total registration fees collected with the balance to Ryan Roemer. At the conclusion of the three-week mini-camp, a solo/ensemble performance will be offered, either during the day or in the evening. (Dates/times to be determined.)
- d. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 EVENT: **Penny Party**
 DATE: November 21, 2013
 TIME: 6:30 PM – 8:30 PM
 LOCATION: Multi-Purpose Room
 NOTE: This event will have donated items that will be used to create gift baskets that attendees can win.

23. Home and School Events:

- a. EVENT: MacKenzie Karate Fundraiser
 DATES: June 3, 2013 – June 14, 2013
 ITEMS TO BE SOLD: Six-week memberships (each membership includes a uniform and belt).
- b. EVENT: Clementon Park 5K
 DATE: August 25, 2013 (forms need to be returned in June)

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DESCRIPTION: Entrance fee is \$25.00 for each participant. HSA will receive \$10.00 for every participant who signs up through HSA. All funds received will be used by HSA to offset the costs associated with the "Welcome back celebration" for staff members in September.

Approval of motions 1 through 23 above:

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 6-0-1
(Mr. Dilworth abstained from #1 and #2 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	\$425,798.12	<i>(Attachment VIII-1.1)</i>
2. List # 2 (4/15/13 Payroll)	\$210,122.44	<i>(Attachment VIII-1.2)</i>
3. List # 3 (4/30/13 Payroll)	\$206,085.32	<i>(Attachment VIII-1.3)</i>
4. List # 4 (Community Education)	\$3,618.61	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$192,520.95	<i>(Attachment VIII-1.5)</i>

2. Approve transfers in the amount of \$37,015.00. *(Attachment VIII-2)*
3. Shared Service Agreement with Collingswood Board of Education for the 2013-2014 school year for plumbing and electrical repairs. *(Attachment VIII-3)*
4. Designate news media for notices in accordance with Open Public Meetings Act: Courier-Post and/or Record Breeze.
5. Designate location for posting of meeting notices: Board of Education Office and the Clementon Borough Hall.
6. INVESTMENTS: The School Business Administrator shall be authorized to purchase CDs, Treasury Bills, or Bank Notes.
7. CHECK SIGNATURES:
- General Account - President, Business Administrator, Treasurer, Superintendent (any three of the four)
 - Payroll Account - President, Business Administrator, Treasurer (any one of the three)
 - Agency Account - President, Business Administrator, Treasurer (any one of the three)
 - Student Activities Account - Principal, Business Administrator, Superintendent (any two of the three)
 - Community Education Account - Coordinator, Business Administrator, Superintendent (any two of the three)
 - Petty Cash Account - Superintendent or Business Administrator
 - Unemployment Trust Fund - President, Business Administrator, Treasurer (any one of the three)
 - Capital Reserve Account - Superintendent or Business Administrator
 - Zero Interest Account: FSA/Child Care - Superintendent and Business Administrator

8. Tax Shelter Annuity Broker - Omni

9. Tax Shelter Annuity Companies:

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- a. MetLife
- b. Lincoln Investment Planning Inc.
- c. The Faller Company, LLC
- d. AXA Equitable
- e. Midland National
- f. AFLAC - 125 Café Plan and FSA

10. APPOINTMENTS:

- a. Board Secretary - Joanne E. Clement
- b. Treasurer - Mary Bakey
- c. Attendance Officer - Jared Peltzman
- d. Right-to-Know Coordinator - Mary Beth Hernandez
- e. Asbestos Compliance Officer - Joanne E. Clement
- f. Public Agency Compliance Officer - Joanne E. Clement
- g. PEOSHA Officer - Jose Cruz
- h. Custodian of Records - Joanne E. Clement
- i. Safety Coordinator - Joanne E. Clement
- j. Affirmative Action Officer - Jared Peltzman
- k. District Qualified Purchasing Agent up to \$36,000.00; and Authorization to award contracts up to bid threshold, and set quote threshold at 15% of bid threshold amount in accordance with 18A:18A-3 - Joanne E. Clement
- l. Homeless Person Contact - Michelle Panarella
- m. Issuing Officers of Employment Certificates (Working Papers) - Lynn Marcus, Joanne E. Clement, Theresa Farrell
- n. Resolution, Continuation of Services from Camden County Educational Services Commission and Naming the Representative to serve on the Committee - Virginia de Haan, William Weyland
- o. Resolution, Cooperative Pricing Agreement with County of Camden
- p. IPM Coordinator - Jose Cruz
- q. Camden County School Boards' Executive Committee - Irene Buchalter

11. Adopt the following items:

- a. The current Board Policies of Record, until revised
- b. The current School Board Curriculum,, until revised
- c. The current Bloodborne Pathogens Exposure Control Plan, until revised
- d. The Five-Year Maintenance Plan, 2010-2015, until revised
- e. The Five-Year Curriculum Evaluation Schedule, 2010-2015, until revised
- f. Approve Parliamentary Procedures

Approval of Appointments, motions 1 through 11 above:

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 6-0-1
(Mrs. de Haan abstained from #10.n; Mr. Weyland abstained from #10.n; Mrs. Buchalter abstained from #10.q.)

- 12. Pre-Payment Authorization Resolution for the 2013-2014 school year. (*Attachment VIII-12*)
- 13. Resolution authorizing Camden County Cooperative Pricing Agreement. (*Attachment VIII-13*)
- 14. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet. (*Attachment VIII-14*)

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15. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2013-2014 school year for supplies. (*Attachment VIII-15*)
16. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.
17. Non-Bid contracts for professional services for the 2013-2014 school year. (*Attachment VIII-17*)
18. Set date for Reorganization per statute for January 7, 2014 at 7:30 PM. Meeting to be held in the Media Center.
19. 2013-2014 school breakfast and lunch prices:
 - a. Breakfast
 - Reduced: \$.30
 - Paid: \$1.00
 - Adult: \$2.50
 - b. Lunch:
 - Reduced: \$.40
 - Paid: \$2.35
 - Adult: \$3.50

This is an increase in paid lunch prices of \$.10 in accordance with the USDA.

20. Establish Petty Cash Fund in the amount of \$300.00 for the 2013-2014 school year.
21. Ground Source Solutions 2013-2014 maintenance contract for closed loop geothermal system: \$5,940.00. (*Attachment VIII-21*)
22. Temptrol Corporation 2013-2014 maintenance contract for ground source water cooled equipment.
23. Revised proposal for prescription for the 2013-2014 school year with Benecard for \$172,378.80 (-12.54% premium reduction). (*Attachment VIII-23*)
24. 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 AS FOLLOWS:

The Private School, YALE SCHOOL, Williamstown Campus, Inc. ("YALE"), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2013 and ending June 30, 2014.

25. 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 AS FOLLOWS:

The Private School, ARCHWAY ("ARCHWAY"), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by ARCHWAY to them. This shall be effective for the school year beginning September 1, 2013 and ending June 30, 2014.

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26. 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 AS FOLLOWS:

The Private School, LARC ("LARC"), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by LARC to them. This shall be effective for the school year beginning September 1, 2013 and ending June 30, 2014.

27. Shared Service Agreement with Pine Hill Board of Education for the 2013-2014 school year for Business Services. Not to exceed. \$19,582.00.
28. Resolution and Agreement for Educational Services Commission for the 2013-2014 school year for the following services:
- a. Transportation Services
 - b. Substitute Nursing Services
 - c. Homebound Instruction
 - d. CST Services
 - e. Sign Language Interpreter
 - f. Camden County School Crisis Response Team
29. Partners in Pediatrics for physical therapy services for the 2013-2014 school year at a rate of \$68.00 per hour. (*Attachment VIII-29*)
30. Liberty Healthcare Services for special education student for the 2013-2014 school year at the following rates:
- a. Registered Nurse: \$46.00 per hour
 - b. LPN: \$38.00 per hour
31. Bayada Nursing Services for substitute nursing services for the 2013-2014 school year at the following rates:
- a. Registered Nurse: \$55.00 per hour
32. Resolved by the Board of Education of Clementon that the Board will continue to operate under the present policies/regulations/organizational chart until or unless further revised by the Board of Education.
33. 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 April 30, 2013. 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-33*)
(Secretary's report) (*Board Book*)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 30, 2013. The Treasurer's Report and Secretary's report are in agreement for the month of March 31, 2013.

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

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ April 29, 2013

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 12 through 33 above:

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
MOTION CARRIED: 6-0-0

IX. PRESENTATIONS:

- *April 2013 Manner Banner (Classroom 2C)*
- *T.E.R.R.I.F.I.C. Kids*
- *Bulldog's Best Winners*

X. CORRESPONDENCE:

1. April 2013 Nutri-Serve Update
2. Letter from the NJ Department of Education, Department of Agriculture, regarding "Healthy Hunger-Free Kids Act of 2010" funding.
3. Notification from the NJ Department of Education regarding the 2014 April School Election's change of date from April 15, 2014 to April 23, 2014, for those districts that hold April school elections.

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling was not present for a report. Please complete your Board Self-Evaluation. Mrs. Buchalter reported that the Board Self-Evaluation is available online. Please complete as soon as possible.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that the supplies for the smart boards are in. Installation will take place after school is dismissed for the summer. The new controls for the HVAC were installed today.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan reported new superintendent will be starting in June. The BA resigned and they want to fill the position as soon as possible. The Commission wants to peruse other services for schools and non-public schools; the nursing program is growing. Busing for Camden City and Hammonton for services. Also pursuing Preschool Program.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Mrs. Buchalter reported that the meeting was held in Barrington School. No further county meetings until the Fall. Mrs. Buchalter will be attending the Annual Legislative Day in Trenton on June 6, 2013.
5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ April 29, 2013

- Camp Clementon Attendance Record - April 2013 (*Attachment XI-5.a*)
 - Mr. Romer was not present for a report.
6. Policy
(*Chairperson - Irene Buchalter*)
- Mrs. Buchalter reported that policies were reviewed and approved earlier.
7. Common Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)
- Mrs. Suckle was not present for a report. Ms. Marcus reported the following:
 - CURRICULUM - Below are the summer professional development workshops we are holding for the staff this summer. The professional development is paid for through Title I funds. These items have been placed on the board agenda for approval.
 - Summer 2013 Professional Development - **Title I Data Analysis/Articulation:**
Objective: To analyze NJ ASK data and other academic data to identify at-risk students in the areas of reading, writing, and math. In addition, time will be dedicated to transition the new Title I teacher.
Facilitators: Karen Stiles, Michelle Magilton, Alyssa Martin, Kathryn Agresta
Date and Length: June-August 2013, 10 hrs each
Cost: Not to exceed 10 hours total
 4 teachers x 10 hrs x \$32.50 = \$1,300.00 (prior to July 1, 2013)
 4 teachers x 10 hrs x \$33.00 = \$1,320.00 (after July 1, 2013)
Funded by: Title IA
 - Summer 2013 Professional Development - **IRLA and eIRLA:**
Objective: Provide teachers with training to review of data from the 2012-2013 school year, share successful implementation strategies, use of the eIRLA on iPads, make and take of skill cards and power goals, and start to plan for the 2013-2014 school year.
Teachers: Clayton, Dragon, Bhasin, Swan, Rambo, Kolody, Frantz, Ballinghoff, Egan, Cirrincione, Falkenstein, Terlizzi, Tropp, Buttari, Moore, Jennetta, Murray, Fellona, DiMaria, Procopio, DiSalvo, Pape, Prescott, Pickering, Agresta, TBH
Facilitators: Karen Stiles and Alyssa Martin
Date and Length: August 21, 2013, 10:00 AM - 2:00 PM
Cost: Not to exceed \$3,729.00 total
 28 teachers x 4 hrs. x \$33.00 = \$3,696.00
 2 teachers x 2 hrs. PD Preparation x \$33.00 = \$132.00
 Total = \$3,828.00
Funded by: Title IA
 - Summer 2013 Professional Development - **Common Core and Core Content Curriculum Writing:**
Objective: Continue to write curriculum that is aligned to the Common Core/Core Content State Standards for implementation for the 2013-2014 school year. This will include the following areas; Math, English Language Arts, Science, Social Studies, ELL, Physical Education/Health, Art, Music, Computer Literacy, Spanish, Gifted and Talented, Media. This will include an initial meeting with administration to discuss benchmarking in each area and transitioning to Student Growth Objectives.
Teachers: All Teachers that teach in these areas for grades K-8. Teachers will sign-up to attend. Teachers are those contracted for the 2013-2014 school year.
Date and Length:
 Initial Administrative Meeting:
 - June 27, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM, OR
 - July 9, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM
 (Remaining hours after the initial administrative meeting will be scheduled by each grade level/subject area to write curriculum.)

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ April 29, 2013

Teachers grades 6-8 (and special areas), not to exceed 16 hours

- 6 hours training + 10 hours curriculum writing = 16 hours
- 22 teachers x 16 hrs x \$33.00 (maximum), total not to exceed \$11,616.00

Teachers grades K-5 (regular and special education, including Fellona), not to exceed 26 hours

- 6 hours training + 20 hours curriculum writing = 26 hours
- 25 teachers x 26 hrs x \$33.00 (maximum), total not to exceed \$21,450.00

Funded by: Title IA

- Summer 2013 Professional Development - **Units of Study - Writing:**
Objective: To provide teachers with a workshop that introduces the new Common Core writing program. Teachers will be instructed on the workshop model of writing instruction and how the new program will vertically align the writing curriculum across K-5.
Teachers: Clayton, Bhasin, Dragon, Swan, Kolody, Rambo, Ballinghoff, Frantz, Egan, Terlizzi, Falkenstein, Cirrincione, Buttari, Moore, Tropp, Jenetta, Murray, Stiles, DiMaria, DiSalvo, Pape, TBH, Prescott, Pickering, Martin, Agresta.
Facilitator: Jared Peltzman
Date and Length: Grades K-2: July 23, 2013, 8:00 AM - 11:00 AM
 Grades 3-5: July 24, 2013, 8:00 AM - 11:00 AM
Cost: Not to exceed 3 hours total
 26 teachers x 3 hrs. x \$33.00 = \$2,574.00
Funded by: Title IA
- Summer 2013 Professional Development - **Intervention and Enrichment (I&E):**
Objective: To introduce the new I & E block of instruction. Teachers will be given instruction on how to analyze data to inform instruction, use data to form small groups, and design effective small group lessons for both students who are not achieving the Common Core standards and those who need enrichment beyond classroom instruction.
Teachers: Swan, Kolody, Rambo, Ballinghoff, Frantz, Egan, Falkenstein, Cirrincione, Terlizzi, Tropp, Moore, Buttari, Jenetta, Murray, Stiles, Levine, Prescott, TBH, Pape, DiSalvo, Agresta, Magilton, Martin
Facilitator: Jared Peltzman
Date and Length: August 8, 2013, 9:00 AM - 1:00 PM
Cost: Not to exceed 4 hours total
 23 teachers x 4 hrs. x \$33.00 = \$3,036.00
Funded by: Title IA
- Summer 2013 Professional Development - **Daily 5 (Grades K-2):**
Objective: To introduce the Daily 5 model of literacy management. Teachers will be given instruction on how to effectively implement the Daily 5 model in their literacy block and how it will assist in fostering literacy independence in their students.
Teachers: Clayton, Bhasin, Dragon, Kolody, Rambo, Swan, Egan, Ballinghoff, Frantz, Pape, Agresta, Martin
Facilitator: Jared Peltzman
Date and Length: July 23, 2013, 12:00 PM - 3:00 PM
Cost: Not to exceed 3 hours total
 12 teachers x 3 hrs. x \$33.00 = \$1,188.00
Funded by: Title IA
- Summer 2013 Professional Development - **Daily 5/Cafe (grades 3-5):**
Objective: To introduce the Daily 5 and CAFE model of reading instruction. Teachers will be given instruction on how to effectively implement the Daily 5/Daily Cafe model in their literacy block and how it will assist in fostering literacy independence in their students.
Teachers: Falkenstein, Terlizzi, Cirrincione, Tropp, Moore, Buttari, Jenetta, Stiles, Murray, DiSalvo, Prescott
Facilitator: Jared Peltzman and Alyssa Martin
Date and Length: July 24, 2013, 12:00 PM - 3:00 PM

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Cost: Not to exceed 3 hours total
 12 teachers x 3 hrs. x \$33.00 = \$1,188.00

Funded by: Title IA

- Summer 2012 Professional Development - **Action CCSS Introduction and Application Using the IRLA:**

Objective: Provide teachers training of Action CCSS/IRLA.

Teachers: Frantz, Moore, Dragon, DiMaria

Facilitator: Alyssa Martin

Date and Length: August 21, 2013, 8:00 AM - 10:00 AM

Cost: 5 teachers x 2 hrs. x \$33.00 = \$330.00

2 teachers x 2 hrs. PD Preparation x \$33.00 = \$132.00

Total = \$462.00

Funded by: Title IA

- Summer 2013 Professional Development - **Title I Data Analysis/Articulation:**

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Funded by: Title IA

- Summer 2013 Professional Development - **Common Core and Core Content**

Curriculum Writing:

Objective: Continue to write curriculum that is aligned to the Common Core/Core Content State Standards for implementation for the 2013-2014 school year. This will include the following areas; Math, English Language Arts, Science, Social Studies, ELL, Physical Education/Health, Art, Music, Computer Literacy, Spanish, Gifted and Talented, Media. This will include an initial meeting with administration to discuss benchmarking in each area and transitioning to Student Growth Objectives.

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- TECHNOLOGY

- This month, the Technology Department continued to evaluate options for building-wide wireless coverage. In particular, we are looking at Meraki (now owned by Cisco) cloud-based wireless, HP's ProCurve WLAN equipment, and Cisco's self-branded Wireless Control System. We have several options for this project and are excited to get it off the ground.
- We have also priced out new computers for summer, or possibly pre-summer, purchase. Our older PCs are failing and need to be replaced, and we can do so cost-effectively with state-contract replacements from any of a number of vendors.
- Administration and I have been taking inventory of the computers in the building to determine our greatest need.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that the new auditors are in district this week for the preliminary audit. Final audit will take place the week of July 22nd.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland attended the Delegate Assembly meeting this past weekend. Topics were: superintendent's salary cap; changing of election dates by municipalities and other items. Mr. Weyland has the Resolution booklet if anyone would like to read it.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported the Personnel Committee met prior to the meeting to discuss personnel. We will need an Executive Session later on this evening.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Minutes from the March 26, 2013 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
- Mr. Freiling is attending the Pine Hill meeting this evening and will have a report next meeting.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling was not present for a report.

13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that Home and School participated in Teacher's Appreciation Week by proving cup cakes and a luncheon for the staff. Fund raising for next year will include for 6 lessons of karate for a week; Book Fair; Santa Workshop. They discussed

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the first fund raiser will not start until October. In the Spring they have one or two fund raisers.

14. Negotiation

(Chairperson - Ellen Suckle)

- Mrs. Suckle was not present for a report.

XII. OTHER INFORMATION:

1. Discussion Items:

- a. Harassment, Intimidation, and Bullying Report
- b. Educational Facilities Managers' Association Scholarship
- c. Carnival is this weekend, car wash
- d. QSAC letter was received. We scored 100% in four areas. We scored a 72% in instruction is 72%, area. A corrective action plan will be formulated before July.

2. Clementon School Information:

- a. Nurse's Report - April 2013 (*Attachment XII-2.a*)
- b. Enrollment Report - May 21, 2013 (*Attachment XII-2.b*)
- c. Administrative Report - April 2013 (*Attachment XII-2.c*)
- d. Fire/Security Drills Held - April 2013
 - i. Fire Drill: 04/09/13
 - ii. Security Drill: 04/10/13 (Exterior Evacuation)

XIII. PUBLIC:

No public comment.

MOVED BY: Mrs. Rappold **SECOND BY:** Mr. Dilworth
ON ROLL CALL VOTE: **MOTION CARRIED:** 6-0-0

XIV. EXECUTIVE SESSION:

Personnel and student matters will be discussed. Action will be taken.

MOTION: To move into Executive Session at 8:05 PM.

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. de Haan
ON ROLL CALL VOTE: **MOTION CARRIED:** 6-0-0

Mr. Weyland departed the meeting at 8:25 PM.

MOTION: To move out of Executive Session at 8:40 PM.

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. Paranzino
ON ROLL CALL VOTE: **MOTION CARRIED:** 5-0-0

Mr. Weyland returned to the meeting at 8:40 PM.

Motion to approve HIB Report as presented by Ms. Marcus.

MOVED BY: Mrs. de Haan **SECOND BY:** Mrs. Rappold
ON ROLL CALL VOTE: **MOTION CARRIED:** 6-0-0

1. Job Title changes as follows:

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Current

Secretary to Child Study Team
Main Office Secretary
Secretary to the CSA
Educational Assistant

New

Child Study Team Secretary
Secretary
Administrative Secretary
School Secretary

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 5-0-1
(Mr. Weyland abstained.)

2. Job Description changes as presented:

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 5-0-1
(Mr. Weyland abstained.)

3. Salaries for non-certified staff for the 2013-2014 school year as presented:

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 5-0-1
(Mr. Weyland abstained.)

4. Approval of contract for Joanne E. Clement, Business Administrator, for the 2013-2014 school year, as approved by the County Office.

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

SECOND BY: Mr. Dilworth
MOTION CARRIED: 5-0-1
(Mr. Weyland abstained.)

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:45 PM.

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
MOTION CARRIED: 6-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
June 24, 2013