

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ April 28, 2014

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Multi-Purpose Room
April 28, 2014

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	8:47 PM
William Dilworth	7:30 PM	8:47 PM
Randall Freiling	7:30 PM	8:47 PM
Sara Paranzino	7:30 PM	8:47 PM
Kathleen Rappold	7:30 PM	8:47 PM
John Romer	7:30 PM	8:47 PM
Ellen Suckle	7:30 PM	8:47 PM
William Weyland	7:30 PM	8:47 PM
Irene Buchalter	7:30 PM	8:47 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 of the following meetings:

- March 24, 2014 Regular Meeting and Executive Session

MOVED BY: _____ **Mrs. Suckle**
ON ROLL CALL VOTE:

SECOND BY: _____ **Mr. Weyland**
MOTION CARRIED: 7-0-3
(Mr. Dilworth, Mrs. Paranzino, and Mrs. Rappold abstained.)

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VI. PUBLIC - AGENDA ITEMS ONLY:

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

Close Meeting to the Public:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: **9-0-0**

VII. SUPERINTENDENT'S REPORT:

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

1. Appointment of Temporary Officer:

In accordance with 18A:16-1.1, the Clementon Board of Education designates Adrienne McManis, to act in place of Lynn DiPietropolo during her absence, for Board of Education meetings.

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

SECOND BY: Mr. Freiling
MOTION CARRIED: **9-0-0**

2. Request for medical leave from employee #100 beginning May 9, 2014 and lasting approximately six to eight weeks utilizing available illness days. (*Attachment VII-2*)
3. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-2014 school year.
4. Source 4 Teachers April 2014 Board Approval List (*Attachment VII-4*)
5. Employment of the following personnel for the remainder of the 2013-2014 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Substitute Custodian
 NAME: Patrick Morrissey
 RATE OF PAY: \$9.00 per hour
 START DATE: To be determined
 NOTE: Hired on a 60 day trial basis
6. Employment of the following Source4Teacher personnel for the remainder of the 2013-2014 school year:
 - a. POSITION: Substitute Teacher
 NAME: Maria Sebastiano
 RATE OF PAY: As per existing Source4Teachers contract
 DATES: May 7, 2014 through the end of the school year
7. Approval of Superintendent/Principal's Harassment, Intimidation, and Bullying consequences/remedial measures from March 2014 - April 2014. (*Attachment VII-7*)
8. Revised 2013-2014 School Calendar (*Attachment VII-8*)
9. Non-certificated staff list for the 2014-2015 school year (*Attachment VII-9*)
10. Revised 2014-2015 Preschool Budget (*Attachment VII-10*)
11. Additional 2013-2014 "Wizard of Oz" volunteer:

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- a. Caitlin Cantanella (Choreographer)

12. Summer 2014 Technology Work:

- a. NAME: Kathy Batchelor
 RATE OF PAY: \$33.00 per hour (To be adjusted upon completion of collective bargaining negotiations.)
 NOTE: Not to exceed \$4,000.00
 EFFECTIVE: July 1, 2014 - August 31, 2014

13. Graduate Compensation Request:

- a. EMPLOYEE: Steve Boianelli
 UNIVERSITY: Wilmington University
 TOTAL CREDITS: Masters + 30
 DATE OF COMPLETION: August 2014
 NEW SALARY/STEP: To be determined by collective bargaining agreement
 EFFECTIVE DATE: September 1, 2015

14. Submittal of Request to Establish a Special Education Program or Service to the NJ Department of Education (Camden County Office) for Behavioral Disabilities Elementary Special Class Program. (*Attachment VII-14*)

15. Submittal of Request to Establish a Special Education Program or Service to the NJ Department of Education (Camden County Office) for Multiple Disabilities Elementary Special Class Program. (*Attachment VII-15*)

16. Workshop/Meeting Requests: None

17. Field Trips:

- a. TRIP: **Safety Patrol Trip**
 FACULTY SPONSOR: Jennifer Gregory
 DATE: June 3, 2014
 RAIN DATE: N/A
 TIME: 9:30 AM - 2:30 PM
 DESTINATION: **Adventure Aquarium, Camden, NJ**
 ADMISSION: To be determined
 TRANSPORTATION: To be determined
 PARTICIPANTS: Safety Patrol members and teachers TBD
 NOTE: Admission and transportation costs will be paid from various fundraising efforts.
- b. TRIP: **Kindergarten Walking Trip**
 FACULTY SPONSORS: Bonnie Bhasin and Karen Clayton
 DATE: TBD - May or June 2014
 RAIN DATE: TBD - May or June 2014
 TIME: TBD (three classes stagger their departure times)
 DESTINATION: **Clementon Library, Clementon, NJ**
 ADMISSION: \$0.00
 TRANSPORTATION: \$0.00
 PARTICIPANTS: Kindergarten students, teachers, instructional aides, and possibly room representatives
- c. TRIP: **Kindergarten Walking Trip**
 FACULTY SPONSORS: Bonnie Bhasin and Karen Clayton

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DATE: TBD - May or June 2014
 RAIN DATE: TBD - May or June 2014
 TIME: TBD (three classes stagger their departure times)
 DESTINATION: **Clementon Police Station, Clementon, NJ**
 ADMISSION: \$0.00
 TRANSPORTATION: \$0.00
 PARTICIPANTS: Kindergarten students, teachers, instructional aides, and possibly room representatives

18. School Activities:

- a. **EVENT: Lion's Club Amblyopia Vision Screenings**
 FACULTY SPONSOR: Mary Beth Hernandez, RN
 DATE: April 9, 2014
 TIME: 10:30 AM - 2:00 PM
 LOCATION: Little room located in the Media Center
 PARTICIPANTS: Preschool students
- b. **EVENT: Spring Concert**
 FACULTY SPONSORS: Sal Mazzocca and William Conn
DATE CHANGE: June 4, 2014
 TIME: 7:00 PM - 8:30 PM
 LOCATION: Multi-Purpose Room
- c. **EVENT: NJHS Induction Ceremony**
 FACULTY SPONSOR: Andrea DiSalvo
 DATE: June 9, 2014
 TIME: 1:45 PM - 3:00 PM
 LOCATION: Multi-Purpose Room
 PARTICIPANTS: Inductees and current members of the NJHS. Families are invited to attend.
- d. **EVENT: Field Day 2014**
 FACULTY SPONSOR: Jim Butz
 DATE: June 11, 2014
 RAIN DATE: June 12, 2014
 TIME: 9:00 AM - 3:15 PM
 (One morning session and one afternoon session)
 LOCATION: Back field, two playgrounds, gymnasium
 PARTICIPANTS: Students in grades K-5

19. Community Use of Facilities:

- a. **ORGANIZATION: Community Education**
PERSONS IN CHARGE: Kate Teschner and Kelly Kolody
EVENT: "Celebrity Scoop Night" at Rita's
 DATE: April 24, 2014
 TIME: 5:00 PM - 8:30 PM
 LOCATION: Rita's Water Ice, Pine Hill, NJ
 NOTE: A percentage of sales during the event will be donated to the school.
- b. **ORGANIZATION: Community Education**
PERSONS IN CHARGE: Kate Teschner and Kelly Kolody
EVENT: "CES Family Night" at Chic-Fil-A
 DATE: TBD - May or June 2014
 TIME: 5:00 PM - 8:00 PM

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LOCATION: Chic-Fil-A, Sicklerville, NJ
 NOTE: A percentage of sales during the event will be donated to the school.

Approval of motions 2 through 19 above:

MOVED BY: Mrs. Suckle SECOND BY: Mr. Freiling
 ON ROLL CALL VOTE: MOTION CARRIED: 7-0-2
 (Mr. Weyland abstained from item #2 only.)
 (Mr. Dilworth abstained from item #3 and item #4 only.)

SUPERINTENDENT'S REPORT = A D D E N D U M:

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

20. Employment of the following Mission One personnel for the remainder of the 2013-2014 school year:

a. POSITION: Instructional Aide (LTS)
 NAME: Ellen Bonitatibus
 RATE OF PAY: As per Mission One contract
 DATES: May 19, 2014 through the end of the school year

21. Reschedule the Tuesday, May 27, 2014 regular board meeting to Monday, May 19, 2014 at 7:30 PM.

22. Employment of the following Mission One personnel for the remainder of the 2013-2014 school year:

a. POSITION: Instructional Aide (LTS)
 NAME: Gianna Rivera
 RATE OF PAY: As per Mission One contract
 DATES: May 5, 2014 through the end of the school year

MOVED BY: Mrs. Suckle SECOND BY: Mr. Romer
 ON ROLL CALL VOTE: MOTION CARRIED: 9-0-0

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)	\$210,763.94	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$197,744.27	<i>(Attachment VIII-1.2)</i>
3. List # 3	\$584.65	<i>(Attachment VIII-1.3)</i>
4. List # 4 (Community Education)	\$3,224.36	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$528,892.83	<i>(Attachment VIII-1.5)</i>
6. List # 6	\$395,863.42	<i>(Attachment VIII-1.6)</i>

2. Approve transfers in the amount of \$31,718.10. *(Attachment VIII-2)*

3. Contract for the Camden County Educational Services Commission for the 2014-2015 school year for the following services:

a. Transportation Services

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- b. 192-193 Program
- c. CST Services
- d. Psycho-Educational Evaluation and Eligible Conference
- e. IEP/Service Plan Development
- f. Substitute Nursing
- g. Public Home Instruction
- h. Camden County School Crisis Response Team

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 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, 2014 and ending June 30, 2015.

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 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, 2014 and ending June 30, 2015.

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 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, 2014 and ending June 30, 2015.

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 AS FOLLOWS:

The Private School, PINELAND, ("Pineland"), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by PINELAND to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.

8. 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, Willowglen Academy, ("Willowglen"), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by Willowglen to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.

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9. Shared Service Agreement for Business Services for the 2014-2015 school year, not to exceed \$19,104.00.
10. Pupil Transportation Services Jointure with Pine Hill Board of Education for the 2014-2015 school year.
11. Additional health insurance options for non-union employees for the 2014-2015 school year:
 - a. AmeriHealth POS Select
 - b. AmeriHealth HMO

12. 2014-2015 School Breakfast and Lunch Prices:

▪ Student Breakfast:	\$1.00	Student Lunch:	\$2.45
▪ Student Reduced Breakfast:	\$.30	Student Reduced Lunch:	\$.40
▪ Faculty Breakfast:	\$1.50	Faculty Lunch:	\$3.50

(Paid lunch prices increased by \$.10 as per state regulations.)

13. Award banking services to TD Bank, N.A. with the transition completed no later than July 30, 2014.
14. Automated External Defibrillator Emergency Action Plan (*Attachment VIII-14*)
15. 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 March 31, 2014. 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-15*)

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

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 31, 2014. The Treasurer's Report and Secretary's report are in agreement for the month of March 31, 2014.

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 15 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: **8-0-1**
(Mr. Weyland abstained from item #11 only.)

IX. PRESENTATIONS:

- *March 2014 Manner Banner (Classroom 2C)*
- *March 2014 Bulldog's Best*
- *PRIDE Awards*

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X. CORRESPONDENCE:

1. March 2014 Nutri-Serve Update
2. Notification from the NJ Department of Agriculture regarding the Administrative Review.
3. Notification from New Jersey School Boards Association that Ellen Suckle has received a Certificated Board Member award.

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling had nothing to report.
 - Mrs. Buchalter reminded the Board that the Board Self-Evaluation and Superintendent's Evaluation is online. These must be completed by June 30, 2014.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland had nothing to report.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan reported that the Commission has formed more partnerships with speech teachers.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - The next Camden County School Board's dinner will be held on May 6, 2014 at 6:00 PM at Villari's in Sicklerville. Mrs. Buchalter, Mrs. Suckle, Mrs. Rappold, and Mrs. Paranzino are registered to attend.
5. Community Education and Extra-Curricular Information
(*Chairperson - John Romer*)
 - Camp Clementon Attendance Record - March 2014 (*Attachment XI.5a*)
 - Mr. Romer reported Community Clean Up and the Carnival are coming up. Also, registration for Camp Clementon for next year has started.
6. Policy
(*Chairperson - Irene Buchalter*)
 - Mrs. Buchalter had nothing to report this month.
7. Common Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)

Mrs. Suckle reported on the following:

 - This month, the Technology Department continued sending information to our new student information system, Genesis. We still have some data to send over to them for the switchover, and there will be some training workshops over the next couple of months to get staff introduced to the new system.
 - We experienced some trouble this month with e-mail, as our primary IP address was placed on several spam blacklists. The problem that caused this had been resolved, but we still had difficulty getting removed from a few domains' blacklists, so the mail server's external addressing was changed in order to "start fresh". The issue is now completely resolved and we are able to send e-mail unfettered to all domains again.

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8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that Requests for Professional Proposals were received and will be voted on at the May meeting.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland will be attending the legislation meeting in May. Mrs. Buchalter will be attending the last Legislative meeting in Trenton this coming Saturday. She also reported on a suggested resolution addressing the superintendent's salary cap. If the Board decides to pass a Resolution, we should send copies to our local representatives. Mr. Weyland discussed this topic. The Board decided that they needed more information before making a decision.

10. Personnel

(Chairperson - Sara Paranzino)

- There will be an Executive Session during the meeting.

11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Minutes from the February 25, 2014 Worksession/Regular Business Meeting *(Attachment XI-11.a)*
- Mr. Freiling reported that the last strategic planning meeting was cancelled. The athletic director is retiring and there is discussion on who to hire.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling reported approval for a character education program. June begins the next grant cycle.

13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that the meeting was moved. Mrs. de Haan cannot serve on this Committee and Mrs. Rappold agreed to take the position.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle asked to have a discussion in Executive Session.

XII. OTHER INFORMATION:

1. Discussion Items: None

2. Clementon School Information:

- Enrollment Report - April 22, 2014 *(Attachment XII-2.a)*
- Nurse's Report - March 1, 2014 through March 31, 2014 *(Attachment XII-2.b)*
- Administrative Report - March 2014 *(Attachment XII-2.c)*

3. Fire and Security Drills:

March 2014 - Drill Type	Date	Time
Fire	03/11/14	10:11 AM
Security (Interior Relocation)	03/31/14	02:00 PM

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XIII. PUBLIC:

No public present.

XIV. EXECUTIVE SESSION:

The Clementon Board of Education will go into Executive Session in accordance with Resolution 42814 to discuss personnel and negotiations. Action will be taken.

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

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. Suckle
ON ROLL CALL VOTE: **MOTION CARRIED:** 9-0-0

Mr. Weyland left the Executive Session at 8:25 PM.

MOTION: To move out of Executive Session at 8:45 PM.

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

Mr. Weyland returned to the meeting at 8:45 PM.

MOTIONS AFTER EXECUTIVE SESSION:

1. Recommend the termination of employee # 015 effective May 16, 2014.

MOVED BY: Mr. Dilworth **SECOND BY:** Mrs. Suckle
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-1-1
(Mrs. Paranzino abstained.)
(Mr. Weyland voted "no".)

2. Recommend that employee # 066 maintain her current 2013-2014 salary for the 2014-2015 school year.

MOVED BY: Mrs. Suckle **SECOND BY:** Mr. Dilworth
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-1-1
(Mrs. Paranzino abstained.)
(Mr. Weyland voted "no".)

XV. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:47 PM.

MOVED BY: Mrs. Suckle **SECOND BY:** Mr. Dilworth
ON ROLL CALL VOTE: **MOTION CARRIED:** 9-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
May 19, 2014