

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ May 19, 2014

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
May 19, 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 Vice President Sara Paranzino.

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. Paranzino 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	9:45 PM
William Dilworth	Absent	---
Randall Freiling	Absent	---
Sara Paranzino	7:30 PM	9:45 PM
Kathleen Rappold	7:30 PM	9:45 PM
John Romer	7:30 PM	9:45 PM
Ellen Suckle	7:30 PM	9:45 PM
William Weyland	7:30 PM	8:55 PM
Irene Buchalter	Absent	---

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

V. MINUTES:

Approval of the Minutes of the following meetings:

- April 28, 2014 Regular Meeting
- May 1, 2014 Special Meeting - Public Hearing for the 2014-2015 Budget

MOVED BY: Mrs. Rappold **SECOND BY:** Mrs. de Haan

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ON ROLL CALL VOTE:

MOTION CARRIED: 6-0-0
(Mr. Romer abstained from the May 1, 2014 minutes.)

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. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-2014 school year.
2. Source 4 Teachers May 2014 Board Approval List (*Attachment VII-2*)
3. Employment of the following personnel for the 2014-2015 school year, contingent upon satisfactory criminal history review and contingent upon certification:
 - a. POSITION: Speech-Language Specialist (10 months)
 NAME: Juleann Sattinger
 SALARY: \$49,450.00 per year (To be adjusted upon completion of collective bargaining negotiations.)
 STEP: 1 MA
 START DATE: September 1, 2014
4. Summer hours for the school building beginning Monday, June 23, 2014 through Friday, August 22, 2014: 8:00 AM - 3:00 PM, Monday through Friday.
5. Approval of Superintendent/Principal’s Harassment, Intimidation, and Bullying consequences/remedial measures from April 28, 2014 - May 15, 2014. (*Attachment VII-5*)
6. Workshop/Meeting Requests:
 - a. EMPLOYEE: Joanne Clement
 WORKSHOP: EMC Year-end Closing
 LOCATION: Gloucester County Special Services District, Sewell, NJ
 DATE: May 21, 2014
 COST: \$0.00
 SPONSOR: EMC
 - b. EMPLOYEE: Adrienne McManis
 WORKSHOP: Camden County Curriculum Consortium
 LOCATION: Camden County Technical School, Sicklerville, NJ
 DATE: June 12, 2014
 COST: \$0.00
 SPONSOR: Camden County Curriculum Consortium
 - c. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Strauss Esmay Educational Policy and School Law
 LOCATION: Brookdale Community College, Lincroft, NJ

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DATE: June 13, 2014
 COST: \$0.00
 SPONSOR: Strauss Esmay

d. EMPLOYEE: Adrienne McManis
 WORKSHOP: Strauss Esmay Educational Policy and School Law
 LOCATION: Brookdale Community College, Lincroft, NJ
 DATE: June 13, 2014
 COST: \$0.00
 SPONSOR: Strauss Esmay

e. EMPLOYEE: Mary Beth Hernandez
 WORKSHOP: Advances in School Nursing
 LOCATION: Loews, Philadelphia, PA
 DATE: July 8, 2014
 COST: \$189.00
 SPONSOR: American Healthcare Institute

7. Field Trips:

a. TRIP: **One Act Play at Overbrook**
 FACULTY SPONSOR: Lynn DiPietropolo
 DATE: June 6, 2014
 RAIN DATE: N/A
 TIME: 9:00 AM - 12:00 PM
 DESTINATION: **Overbrook High School, Pine Hill, NJ**
 ADMISSION: \$0.00
 TRANSPORTATION: \$0.00 (Transportation provided by Pine Hill School District at no cost.)
 PARTICIPANTS: Students in grades 7 and 8
 NOTE: Invitation extended to students in grades 7 and 8 in an effort to expose them to activities that the high school offers.

8. School Activities:

a. EVENT: **Fundraiser - Pretzel Sale for Musical Theatre Program/Concessions**
 FACULTY SPONSOR: Sal Mazzocca
 DATES: One week TBA at the beginning of June 2014 and concessions sold during intermissions of "The Wizard of Oz" performance dates (May 28, 29, and 30, 2014)
 NOTE: There will be an in-school pretzel sale and a separate pretzel sale during the performances as noted above.

b. EVENT: **8th Grade Dance**
 FACULTY SPONSOR: Lynn DiPietropolo
 DATE: June 14, 2014
 TIME: 6:00 PM - 9:00 PM
 LOCATION: Clementon Fire Hall or Clementon Elementary School
 NOTE: Organized by the 8th Grade Dance Committee (parents of eighth grade students)

c. EVENT: **Yearbook Sale**
 FACULTY SPONSOR: Andrea DiSalvo
 DATES: June 2014
 NOTE: CES yearbook offered for sale to students in grades 6, 7, and 8 for \$10.00 per yearbook, payable by the students.

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9. Additional 2013-2014 Home and School Fundraising Activity:

- a. PERSONS IN CHARGE: Veronica Martinis and Danielle Aubry
 EVENT: Canvas Mixers (Painting Instruction)
 DATE: June 13, 2014
 TIME: 7:00 PM - 10:00 PM
 LOCATION: Clementon Community Center
 PARTICIPANTS: Parents only
 COST: \$40.00 per person, paid by attendees (no cost to the school)
 NOTE: Parents invited to learn to paint and have a fun night out.

Approval of motions 1 through 9 above:

MOVED BY: Mr. Romer SECOND BY: Mrs. Suckle
 ON ROLL CALL VOTE: MOTION CARRIED: 6-0-0

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

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

10. Additional volunteer for the 2013-2014 musical "The Wizard of Oz": C.J. Coolsen (sound)

11. School Activities:

- a. EVENT: "The Wizard of Oz" Program Patron/Sponsor Ads
 FACULTY SPONSOR: Sal Mazzocca
 DATE: See note below
 NOTE: Patron and sponsor ads for "The Wizard of Oz" production. Sponsor ads are intended for the advertisement of a company. Patron ads are intended to show support of a student through words. In addition, pictures can also be included as part of a sponsor or patron ad. The pictures will be depicted in black and white. The cost for the ads is as follows:
- FULL PAGE - Sponsor Ad: \$60.00
 - FULL PAGE - Patron Ad: \$50.00
 - HALF PAGE - Sponsor Ad: \$35.00
 - HALF PAGE - Patron Ad: \$25.00
 - QUARTER PAGE - Sponsor Ad: \$25.00
 - QUARTER PAGE - Patron Ad: \$15.00
 - ONE-LINER - Sponsor/Patron Ad: \$5.00

12. Additional Carnival Activities on June 7, 2014:

- a. EVENT: Home and School Photo Booth
 PERSONS IN CHARGE: Danielle Aubry and Veronica Martinis
- b. EVENT: Car Wash
 FACULTY SPONSOR: Candice Wilson
- c. EVENT: Dunk Tank (from Y-By Rental)
 FACULTY SPONSOR: Kelly Kolody
 COST: \$550.00
 NOTE: Y-By Rental will provide insurance certificate

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

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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>	
6. List # 6	\$320,300.43	<i>(Attachment VIII-1.6)</i>

MOVED BY: Mrs. Suckle

SECOND BY: Mr. Romer

ON ROLL CALL VOTE:

MOTION CARRIED: **6-0-0**

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)	\$206,498.33	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$215,644.47	<i>(Attachment VIII-1.2)</i>
3. List # 3	\$605.05	<i>(Attachment VIII-1.3)</i>
4. List # 4 (Community Education)	\$4,305.98	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$493,817.21	<i>(Attachment VIII-1.5)</i>

2. Approve transfers in the amount of \$16,640.00. *(Attachment VIII-2)*

3. Designate news media for notices in accordance with Open Public Meetings Act: "Courier-Post" and/or "Montgomery News".

4. Designate location for posting of meeting notices: Board of Education Office and the Clementon Borough Hall.

5. INVESTMENTS - The School Business Administrator shall be authorized to purchase CDs Treasury Bills, or Bank Notes.

6. CHECK SIGNATURES -

- a. General Account - President, Business Administrator, Treasurer, Superintendent (any three of the four)
- b. Payroll Account - President, Business Administrator, Treasurer (any one of the three)
- c. Agency Account - President, Business Administrator, Treasurer (any one of the three)
- d. Student Activities Account - Principal, Business Administrator, Superintendent (any two of the three)
- e. Community Education Account - Coordinator, Board Administrator, Superintendent (any two of the three)
- f. Petty Cash Account - Superintendent or Business Administrator
- g. Unemployment Trust Fund - President, Business Administrator Treasurer (any one of the three)
- h. Capital Reserve Account - Superintendent or Business Administrator
- i. Zero Interest Account - FSA/Child Care - Superintendent and Business Administrator

7. Tax Shelter Broker - Omni

8. Tax Shelter Annuity Companies -

- a. MetLife

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

9. APPOINTMENTS -

- a. Board Secretary - Joanne E. Clement
- b. Treasurer - Mary Bakey
- c. Attendance Officer - Adrienne McManis
- 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 Clement
- j. Affirmative Action Officer - Adrienne McManis
- k. District Qualified Purchasing Agent up to \$36,000; 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 DiPietropolo, 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

10. 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 motions 1 through 10 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

- 11. Pre-payment Authorization Resolution for the 2014-2015 school year. (*Attachment VIII-11*)
- 12. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet. (*Attachment VIII-12*)
- 13. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2014-2015 school year.
- 14. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.

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15. Non-bid contracts for professional services for the 2014-2015 school year. (*Attachment VIII-15*)
16. Set date for Reorganization per statute for January 5, 2015 at 7:30 PM. Meeting to be held in the Media Center.
17. Establish Petty Cash Fund in the amount of \$300.00 for the 2014-2015 school year.
18. Partners in Pediatrics for physical therapy services for the 2014-2015 school year at a rate of \$68.00 per hour.
19. Source4Teachers for the 2014-2015 school year for substitute teachers:
 - a. Daily Substitute Teacher: \$102.75 per day
 - b. Retired Teacher (In-district): \$123.30 per day
20. Mission One for the 2014-2015 school year for instructional aides at a rate of \$97.49 per day.
21. Interim Healthcare for nursing services for the 2014-2015 school year as follows:
 - a. RN: \$51.00 per hour
 - b. LPN: \$42.00 per hour
22. 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.
23. Board of Education has read and reviewed the Peer Review Report for Bowman and Company, LLP. (*Attachment VIII-23*)
24. Horizon Health Care Dental/Public Employer Trust for July 1, 2014 to June 30, 2016 with the following rates: (5% increase)
 - a. Single: \$ 54.83
 - b. Husband/Wife: \$ 88.02
 - c. Parent/Child: \$100.85
 - d. Family: \$134.09
25. Renewal for Benecard Prescription for the 2014-2015 school year with an annual premium of \$182,647.68 (6.5% increase).
26. Renewal for Public Sector Trust AmeriHealth (Patriot V) POS 5 for the 2014-2015 school year with an annual premium of \$541,303.44 (8.95% increase).
27. Renewal for Public Sector Trust AmeriHealth POS/HMO for the 2014-2015 school year with an annual premium of \$344,772.24.
28. Public Sector Trust AmeriHealth POS \$15/\$30 for the 2014-2015 school year for non-union employees only with the following rates:
 - a. Single: \$ 793.41
 - b. Husband/Wife: \$1,765.11
 - c. Parent/Child: \$1,173.49
 - d. Family: \$2,058.76
29. Wage Works, Plan Amendment, to elect carryover of funds for Flexible Spending Account. (*Attachment VIII-29*)
30. Ground Source Solutions, LLC for ground loop system maintenance contract for the 2014-2015 school year at a cost of \$5,940.00 (no increase). (*Attachment VIII-30*)

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31. 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, 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-31*)

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

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 30, 2014. The Treasurer's Report and Secretary's report are in agreement for the month of April 30, 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 11 through 31 above:

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

IX. PRESENTATIONS:

- *April 2014 Manner Banner (Classroom 1B)*
- *April 2014 Bulldog's Best*
- *Harassment, Intimidation, and Bullying Grade Report*

X. CORRESPONDENCE:

1. April 2014 Nutri-Serve Update
2. Arbor Day Proclamation from John Nicholson, Mayor of the Borough of Clementon
3. Thank you note from Diana Cielez, recipient of the Watsontown Memorial Scholarship.

XI. COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling was not present for a report.
 - Superintendent evaluations were handed out to each board member. Please return Mr. Freiling as soon as possible. Don't forget to do the Board Evaluation which is online.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that the executed grant agreement has been signed by the state. Roof project will start the day after school ends.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)

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- Mrs. de Haan reported that they did not have a meeting due to lack of members. First meeting for negotiations is scheduled for June. The Commission decided to stay with the Interim BA for another year and are negotiating his contract.
4. Camden County School Boards Association
(*Representatives – John Romer and William Weyland*)
 - Ellen Suckle received an award as a certified board member. Presentation on “Flip It”.
 5. Community Education and Extra-Curricular Information
(*Chairperson – John Romer*)
 - Camp Clementon Attendance Record – April 2014 (*Attachment XI.5a*)
 - Mr. Romer reported that the play is coming up. Clementon Block Party, Carnival, Assembly, and Arbor Day.
 6. Policy
(*Chairperson – Irene Buchalter*)
 - Mrs. Buchalter was not present for a report.
 7. Common Core Curriculum and Technology
(*Chairperson – Ellen Suckle*)

Mrs. Suckle reported on the following:

 - This month, the Technology Department prepared for the PARCC field test, slated to begin toward the end of the month. Over the course of the weeks that the test is administered, we will collect valuable information about our preparedness for the real implementation in the 2014-2015 school year. All computers that will be used for testing this year have been checked and all network-based preparations have been made, so we feel ready for these testing sessions.
 - Also this month, we continued to set up Genesis, our new student information system. This process will continue into the summer.
 - I wanted to let you know that both in curriculum and technology our focus has been on administering the NJASK for grades 3-8 graders and now we have started with the PARCC online assessments as part of the field test.
 - After school meetings have been taking place with the staff members to discuss report cards, grading, and school safety. Next week we will meet to talk about programs and the code of conduct to gather staff input to improve these initiatives.
 8. Finance
(*Chairperson – Virginia de Haan*)
 - Mrs. de Haan reported the bills were paid. Governor is talking about taking our last May payment. The Business Administrator negotiated a \$1,500 savings on auditing fees by completing the Management Data Analysis letter for the 2014-2015 school year.
 9. Legislation
(*Representative – William Weyland*)
 - Mr. Weyland reported on the Delegate Assembly. They cover so much. Discussed the report a study affects on superintendent caps. Report is very detailed. Four resolutions. Special education and trying to get private schools are held to the same standards and no caps. All four passed. Glassboro public school choice act. Include all grades. Change convention days for teachers. Early education preschool – funding source. Voting rights for send/receive.
 10. Personnel
(*Chairperson – Sara Paranzino*)
 - There will be an Executive Session during the meeting for personnel.

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11. Pine Hill Board of Education

(Representative - Randall Freiling)

- Minutes from the March 25, 2014 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
- Mr. Freiling was not present for a report.

12. Municipal Liaison

(Representative - Randall Freiling)

- Mr. Freiling was not present for a report.

13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. Rappold attended the Home and School meeting. As of May 15, 2014 they have a balance of \$3,031.15. They received several thank you cards from our staff for Teacher Appreciation Week. A vendor came to the meeting to discuss funding incentives for next year. The Book Fair was a success. The Media Center received \$150 worth of books. Home and School received \$561 from Campbell's Box Tops program. Four scholarships will be awarded this year. A letter will be sent home to parents explaining how the money is used for fundraising. The group is working on next year's budget and looking for new fundraising ideas.

14. Negotiations

(Chairperson - Ellen Suckle)

- Mrs. Suckle reported that the next meeting is scheduled for Tuesday, May 20, 2014.

XII. OTHER INFORMATION:

1. Discussion Items:

- a. 2014-2015 School Calendar (*Attachment XII-1.a*)
- b. Consolidated Monitoring Report (*Attachment XII-1.b*) - Board Action Required

Motion to accept Corrective Action Plan from Consolidated Monitoring Report

MOVED BY: **Mrs. Suckle**

SECOND BY: **Mrs. Rappold**

ON ROLL CALL VOTE:

MOTION CARRIED: 6-0-0

- c. 8th Grade Dinner Dance

Motion to have 8th Grade Trip to 30 Strikes Bowling Alley on June 16, 2014.

MOVED BY: **Mrs. de Haan**

SECOND BY: **Mr. Romer**

ON ROLL CALL VOTE:

MOTION CARRIED: 5-1-0

(Mrs. Suckle voted "no".)

2. Clementon School Information:

- a. Enrollment Report - May 12, 2014 (*Attachment XII-2.a*)
- b. Nurse's Report - April 1, 2014 through April 30, 2014 (*Attachment XII-2.b*)
- c. Administrative Report - April 2014 (*Attachment XII-2.c*)

3. Fire and Security Drills:

April 2014 - Drill Type	Date	Time
Fire	04/11/14	02:11 PM
Security (Shelter in Place with Instruction)	04/25/14	10:15 AM

