

**CLEMENTON BOROUGH BOARD OF EDUCATION  
4 AUDUBON AVENUE, CLEMENTON, NJ 08021  
SPECIAL BOARD MEETING, JUNE 1, 2021  
GOVERNANCE MEETING, CLOSED SESSION: 6:30 PM  
PUBLIC MEETING 7:00 PM - MEDIA CENTER**

**Date:** June 1, 2021

**Time:** 7:00 PM

**Place:** Clementon Elementary School

**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 Student Learning 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.*

**BOARD OF EDUCATION**

Katherine Anderson, **President**

Randall Freiling, **Vice President**

Nicole Allen

Danielle Aubry

Gilbert Geary

Tiara Farmer

Christopher McKelvey

Michael Nichols

Christy Weaver

Kathleen Haines, **Superintendent**

Donna L. Phillips, **School Business Administrator**

**The Clementon Board of Education is an Equal Opportunity Employer**

**I. CALL TO ORDER**

**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 five-minute time limit for individual speakers.*

**II. ROLL CALL**

Katherine Anderson	Nicole Allen	Danielle Aubry
Tiara Farmer	Randall Freiling	Gilbert Geary
Christopher McKelvey	Michael Nichols	Christy Weaver

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**III. OPENING SUNSHINE STATEMENT**

Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the following manner: Posting written notice on the district website, sending written notice to the Courier-Post and publishing to the Legal Notices of that newspaper, filing written notice with the Clerk of Clementon.

**IV. PLEDGE OF ALLEGIANCE**

**V. PRESENTATIONS**

1. Start Strong Assessments: M. Gifford
2. Care Solace: M. Gifford
3. District Goals 2021-2022: K. Haines and Pandemic Recovery Committee
4. Superintendent Annual Review: K Haines

**VI. OPEN THE FLOOR FOR BOARD DISCUSSION (10-MINUTES)**

**VII. OPEN MEETING TO THE PUBLIC**

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Voice Vote

The Clementon Board of Education welcomes and values input from the community. The public comment portion of the board meeting is the time where any member of the public can share their thoughts directly with the board. At the same time, the board encourages members of the public to bring specific, individual issues to the attention of the administration first. Anyone who wishes to speak has five minutes to make their comments. Please keep your comments respectful, not defamatory, and suitable for a meeting of a public body, topics at this time will be agenda items only. When you approach the podium, please begin by stating your name and address.

**VIII. CLOSE MEETING TO THE PUBLIC**

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Voice Vote

**IX. COMMITTEE REPORTS**

1. Curriculum and Programs - (*Chairperson- Christy Weaver*)
2. Finance and Facilities - (*Chairperson- Gilbert Geary*)
3. Policy and Personnel - (*Chairperson- Randall Freiling*)
4. Negotiations - (*Chairperson- Gilbert Geary*)

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**X. REPORTS**

1. Camden County Educational Services Commission (*Representative- Christopher McKelvey*)
2. Pine Hill Board of Education (*Representative- Randall Freiling*)
  - a. Minutes from March 16, 2021- **See Attachment X2a**
  - b. Minutes from April 14, 2021- **See Attachment X2b**
  - c. Minutes from April 19, 2021- **See Attachment X2c**
  - d. Minutes from April 22, 2021- **See Attachment X2d**
3. Home and School Association (*Representative- Katherine Anderson*)
4. Legislation (*Representative- Randall Freiling*)

**XI. OTHER INFORMATION**

1. Nutri-Serve Monthly Update- **See Attachment XI1**
2. Nurse report(s)- **See Attachment XI2**
3. Administrative Enrollment and Security Report- **See Attachment XI3**
4. Education Staffing Solution (ESS) Substitute List- **See Attachment XI4**

**XII. APPROVAL OF MINUTES**

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

1. April 26, 2021 Meeting Minutes- **See Attachment XII1**
2. May 3, 2021 Budget Hearing Minutes- **See Attachment XII2**

**XIII. PERSONNEL**

The following items 1-10 as recommended by the Superintendent for approval.

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

1. Resignation or Retirement- Be it resolved the separation of employment of the following employee(s) be approved for the reasons listed and hereby accepted on the dates listed below.

Employee No.	Effective Date	Reason	Attachment
a. #229	June 30, 2021	Resignation	<u>XIII1a</u>
b. #244	June 30, 2021	Retirement	<u>XIII1b</u>
c. #356	Revised, May 12, 2021	Retirement	<u>XIII1c</u>
d. #370	May 13, 2021	Resignation	<u>XIII1d</u>



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2. New Hire/Sub/Step Adjustment- Be it resolved the following employee(s) be approved for the reasons listed below.

Employee Name	Replacement of:	Assignment	Effective Date	Step	Salary
Kelsie McVicker	Employee #399	Preschool Teacher	9/1/2021	1BA +15	\$54,371
Kaitlyn McVicker	New Position	Preschool Teacher	9/1/2021	1BA	\$53,331
Marilyn Graves	New Position	Social Worker	9/1/2021 (Short-term contract, ESSER III)	1MA	\$56,781
Erica Risser	Employee #229	Social Worker	9/1/2021 (pending certification)	1MA	\$56,781
Kelly Kolody	Employee #350	Title I Teacher	9/1/2021	15BA	\$68,381
Cheryl Pataky	New Position	Reading Specialist	9/1/2021 (Short-term contract ESSER III)	18MA	\$85,880

3. Teacher Assignment - Approve the following personnel teaching assignment for the 2021-2022 school year:

Staff Member	Previous Assignment	New Assignment
Jennifer Phelan	4th Grade Math	1st Grade Math and Science

4. Approval of the 2021 ESY Program as follows:

Teacher Positions	Staff Member	Dates/Time	Rate of Pay
Grade K-3 Special Ed Grade 4-8 Special Ed Sub	A. McNally A. Wright	July 13-August 11, 2021, Tuesday-Thursday 9:00 am - 12:00 pm	\$35.00 per hour
Grade K-3 Aide Grade 4-8 Aide	K. Teschner	July 13-August 11, 2021, Tuesday-Thursday 9:00 am - 12:00 pm	\$15.00 per hour

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5. Approval of the 2021 Summer Programs as follows:

<b>Teacher Positions</b>	<b>Staff Member</b>	<b>Dates/Time</b>	<b>Rate of Pay</b>
Grade 5th-8th Coding Academy (ESSER II)	R. Neri	July 13-August 11, 2021 (Flexible hours not to exceed 30 hours)	\$35.00 per hour
Grade K-8th Enrichment Summer Program (ESSER II)	M. Cirrincione A. Gervasi K. Tropp L. Murray N. Smith K. Schultz M. Erario	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour NTE \$5,320
ELL Summer Enrichment Support (ESSER II)	TBD	July 13-August 11, 2021 , Tuesday-Thursday 9am-12pm	\$35.00 per hour
Preschool (ESY)	TBD	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour
Preschool Aide (ESY)	S. McClellan	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$15.00 per hour
Guidance Counselor (ESSER II)	L. Mason	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour
BCBA (ESSER II)	D. Walshe	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour
Nurse (ESSER II)	M. Addison	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour
Speech (ESSER II)	J. Sattinger	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour
Bulldog Academy Coordinator (ESSER II)	TBD	July 13-August 11, 2021, Tuesday-Thursday 9am-12pm	\$35.00 per hour

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6. Approval of the following staff members to be approved for CST student evaluations and meetings:

Employee	Position	Hours	Rate of Pay
E. Risser	Social Worker	Not to exceed 20 hours during June, July and August 2021	\$35.00 per hour
K. Gaull	School Psychologist	Not to exceed 20 hours during June, July and August 2021	\$35.00 per hour
D. Foster	LDTC	Not to exceed 20 hours during June, July and August 2021	\$35.00 per hour

7. Approval of the following staff members to be approved for Title I services:

Employee	Position	Hours	Rate of Pay
K. Kolody	Title I Teacher	Not to exceed 15 hours during June, July and August 2021	\$35.00 per hour
M. Magilton	Title I Teacher	Not to exceed 15 hours during June, July and August 2021	\$35.00 per hour
N. McAlpin	Title I Teacher	Not to exceed 15 hours during June, July and August 2021	\$35.00 per hour

8. Be it resolved that employee #310 be approved for unpaid leave of absence under the Family Leave NJFMLA from May 24, 2021 through June 4, 2021. **See Attachment XIII1**
9. Approval of the retirement of the Clementon Elementary School's physician. **See Attachment XIII2**
10. Appointments of Camp Clementon salaries for the 2021-2022 school year. **See Attachment XIII3**

**XIV. CURRICULUM**

Motion to approve the following item(s) 1-5

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

1. Approval of the following Summer Professional Development to be conducted in July and August 2021:

Professional Development	Number of teachers	Facilitators	Hours	Rate of Pay (Funded by ESSER II)
Cross Grade Level Articulation	All K-8 Teachers (45)	K. Tropp M. Haldeman	Not to exceed 15 hours over 3	\$35.00 per hour



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			days July and/or August 2021	
Bridge Marking Period Planning	All 1-8 Teachers (45)	Admin	Not to exceed 20 hours during July and/or August 2021	\$35.00 per hour
Inclusivity in Read Alouds	All K-8 ELA Teachers (20)	M. Bruce	4 hours	\$35.00 per hour
Aligning Curriculum to the New Standards	N. Smith, J. Butz, S. Mazzocca, K. English, C. Cruz, A. Cunliffe, M. Terlizzi, T. Jennetta, J. Gregory, M. Erario, N. Palermo, A. Heverly	Admin	Not to exceed 12 hours during July and/or August 2021	\$35.00 per hour

2. Workshop/ Meeting/ Professional Development- The motion to approve the following events listed.  
 Dates/times subject to change.

Date	Participant	Event	Provider/ Location	Cost
4/29/21	Kathleen Haines Donna Phillips	"Using Federal Funds to Meet District Reopening Goals"	NJ School Boards Association/ Virtual	\$0.00
5/19/21	Michelle Magilton	"Bridges Intervention Remote Grade K-5 Workshop"	Bridges Intervention/ Virtual	\$75.00
6/8/21	Meghan Gifford Cheryl Pataky Karen Tropp	"K-3 Early Reading Inst. Guidance for The Read Forward"	Rutgers/Virtual	\$0.00

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10/26/21 - 10/28/21	Administration and/or Board Members	2021 NJSBA's Virtual Workshops	NJSBA	\$900 Group Rate
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3. Student Activities- The motion to approve the following events listed. Dates/times subject to change.

<b>Date</b>	<b>Staff/Group</b>	<b>Event</b>	<b>Time/Location</b>	<b>Cost</b>
5/1/21 - 5/11/21	Kim Schultz/ Yearbook Committee	8th Grade Graduation T-shirt Sale	N/A	N/A
6/1/21 - 6/15/21	Kimberly Schultz/ Yearbook Committee	Yearbook Sales	N/A	N/A
6/7/21	Nicole Palermo/ Jared Fudurich	8th Grade Celebration Pool Party	10:30 am - 1:30 pm Stratford Swim Club	\$500.00 facility rental fee plus misc.costs paid by CES and HSA
4/1/21 - 5/17/21	Melissa Bruce	Autism Awareness T-shirt Sale for Staff	N/A	TBD

4. Student Teachers/Internships/Field Experiences/Practicum Student- Be it resolved the following student be approved for the assignment listed.

<b>Student</b>	<b>Assignment</b>	<b>Date(s)/Time</b>
Savannah Finn, Brookdale Community College, Lyncroft, NJ	Practicum Observation Middle School Science	Date(s) TBD Four hours



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5. Graduate Compensation Request:

Employee No.	University	Course Title	Course Fee	Date of Completion	New Salary/Step	Effective Date
#264	Fairleigh Dickinson University	Master's Degree	\$9,350.00	Fall 2021	8 MA	09/01/2022

**XV. FINANCE**

Motion to approve the following item(s)1-8

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

1. Secretary's Report- The Board Secretary certifies that no line item accounts in March 2021 and April 2021, have 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. **See Attachments XV1a and XV1b**
2. Cash Reconciliation Report- Cash Reconciliation Report for March 2021. The Cash Reconciliation and Secretary's Report are in agreement for the month of March 2021 and April 2021. **See Attachments XV2a and XV2b**
3. Board Secretary- Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) certifies that there are no changes in anticipated revenue amounts or revenue sources.
4. Board of Education Certification- Pursuant of N.J.A.C. 6A:23A-6.10 (c)4, the Clementon Board of Education certifies that after review of the March 2021 Secretary's Monthly Financial Report and the March 2021 Cash Reconciliation Financial Report and upon consultation with the appropriate district officials, that to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
5. Line Item Transfers for March 2021 and April 2021- **See Attachments XV5a and XV5b**
6. Payment of Bills- **See Attachments**

Bill List and Check Register		Amount	Attachment
a.	Payroll- 4.15.21	\$214,020.85	<u>XV6a</u>
b.	Payroll- 4.30.21	\$216,288.43	<u>XV6b</u>

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c.	Bill List- May 2021	\$634,251.16	<u><b>XV6c</b></u>
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7. Approval to ratify the 2021-22 CEA MOA and the 2021-22 salary guide. **See Attachment XV7**
8. Contract with BarksDale Photography for school portraits and yearbook for the 2021-22 school year. **See Attachment XV8**

**XVI. ANNUAL BUSINESS**

Motion to approve the following item(s) 1-23

Motion: 1st \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

1. Approval to participate in the Public Employer Trust Benefits Program, administered by Brown and Brown Benefits Advisors, for the period July 1, 2021 to June 30, 2022, and to further approve the monthly rates as attached. **See Attachment XVI1**
2. Designate media for notices in accordance with Open Public Meetings Act: Courier-Post and Clementon School District website.
3. Designate Location for Posting of Meeting Notices: Board of Education Office and the Clementon Borough Hall.
4. Investments- The School Business Administrator shall be authorized to purchase CDs, Treasury Bills, or Bank Notes.
5. Resolution authorizing the Business Administrator to transfer and wire funds by internet.
6. Establish Petty Cash Fund in the amount of \$300.00 for the 2021-2022 school year, with an over total of \$1,000 (\$300 in petty cash box, \$400 in petty cash account)
7. Tax Payments - The motion to approve the following 2021-2022 payment schedule of school taxes based upon the tax levy for the General Fund at \$4,457,911. Each payment will be \$371,492.50 per month (July 2021 to May 2022) and \$371,493.50 for the month of June 2022. **See Attachment XVI7**
8. Check Signatures:
  - a. General Account – President, Business Administrator, Superintendent  
(any three of the three)
  - b. Payroll Account – President, Business Administrator (any one of the two)
  - c. Agency Account – President, Business Administrator (any one of the two)
  - d. Student Activities Account – Principal, Business Administrator, Superintendent  
(any two of the three)
  - e. Community Education Account – Coordinator, Business Administrator, Superintendent  
(any two of the three)
  - f. Petty Cash Account – Superintendent or Business Administrator
  - g. Unemployment Trust Fund – President, Business Administrator  
(any one of the two)
  - h. Capital Reserve Account – Superintendent or Business Administrator
  - i. Zero Interest – FSA/Child Care – Superintendent and Business Administrator



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9. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.
10. Tax Shelter Annuity Broker – Omni- **See Attachment XVI10**
11. Tax Shelter Annuity Companies:
  - a. MetLife
  - b. Lincoln Investment Planning Incorporated
  - c. The Faller Company, LLC
  - d. AXA Equitable
  - e. Midland National
  - f. Aflac – 125 Café Plan and FSA
12. Appointments:
  - Attendance Officer – Jared Fudurich
  - Right-to-Know Coordinator – Jose Cruz
  - Asbestos Compliance Officer – Jose Cruz
  - Public Agency Compliance Officer – Donna L. Phillips
  - PEOSHA Officer – Jose Cruz
  - Custodian of Records – Donna L. Phillips
  - Safety Coordinator – Donna L. Phillips
  - Affirmative Action Officer – Jared Fudurich
  - School Safety Specialist - Kathleen Haines
  - Issuing Officers of Employment Certificates (Working Papers) – Jared Fudurich and Theresa Farrell
  - IPM Coordinator – Jose Cruz
13. 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. Approve Parliamentary Procedures
14. 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.
15. Resolution authorizing participation in the following Cooperative Pricing Consortiums for 2021-22:
  - Camden County Cooperative Pricing Agreement
  - Middlesex Regional Educational Services Commission
  - Camden County Educational Services Commission
16. In accordance with N.J.S.A. 40A:11-5(1)(a)(i) and 18A:18A:-5(a)(1), professional bid exception, the Clementon Board of Education awards/appoints professional service contracts for the following Request for Proposals:
  - Attorney/Board Solicitor - Parker McCay
  - Auditor/Accounting - Bowman and Company, LLP
  - School Physician - TBD June
  - Architect - Garrison Architects; Radey and Associates
  - Insurance Broker of Record - Business - TBD June



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- Insurance Broker of Record - Health - Brown and Brown
  - Physical Therapy - TBD June
  - Occupational Therapy - TBD June
  - Speech Therapy - TBD June
  - Nursing Services - TBD June
  - Substitute Professional Staffing - TBD June
  - Instructional Paraprofessional Aides, RBTs, and Behavioral Staffing - TBD June
  - Technology Support Services - TBD June
17. Resolution- School Lunch – As it pertains to New Jersey State Board of Education permitting private schools for students with disabilities to continue providing meals to students and not collect copayments from parents and guardians for the 2021-2022 school year.

**Be It Resolved** that the Clementon Board of Education does not require the private school for handicapped to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture's Child Nutrition Program regulations. Schools currently contracted with Clementon Board of Education include the following:

Abilities Center, Archbishop Damiano, Archway, Bancroft, Brookfield Academy, Brookfield Elementary, GCSSSD, BCSSSD, Creative Achievement, Durand Academy, Hampton Academy, High Point, Hollydell, Garfield Park Academy, Kingsway Learning Center, LARC, Pinelands Learning Center, Princeton House, REAL Center, YALE Schools, YCS Fort Lee.

18. Clementon Tuition Rates 2021-2022 - The motion to approve the tuition rates for the 2021-2022 school year. They are as follows:
- PreK/Kindergarten- \$11,327
  - Elementary 1-5- \$12,368
  - Middle 6-8- \$13,430
  - Multiple Disabilities- \$20,088
  - Behavioral Disabilities- \$53,035
19. Extraordinary Unspecifiable Service (EUS)  
**BE IT RESOLVED** by the Board of Education of the Borough of Clementon, County of Camden and State of New Jersey that the following Extraordinary Unspecifiable Service (EUS) is approved for the Clementon Board of Education for the 2021-2022 school year beginning July 1, 2021 and ending on June 30, 2022, as the law permits insurances to be considered an EUS. The certificate of insurance is filed with the Board in accordance with N.J.A.C. 5:84-2.3.
- AmeriHealth Estimated \$1,510,656.60 (1.9% increase)  
Horizon Blue Cross, Blue Shield Estimated \$68,910 (0% increase)
20. Payroll Schedule- Approval of the 2021-22 payroll schedule. **See Attachment XVI20**
21. Approval to participate in the Horizon Healthcare Dental/Public Employer Trust, administered by Brown and Brown Benefits Advisors, for the period July 1, 2021 to June 30, 2022, and to further approve the monthly rates as attached. **See Attachment XVI21**
22. Resolution to ratify the submission and the approval of the School Security Grant application totaling \$25,035.00. **See Attachment XVI22**

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23. Approval for Catapult to serve as the communication service between the Clementon Elementary School and parents for the 2021-22 school year, totaling \$2,178.65. **See Attachment XVI23**

**XVII. OPEN MEETING TO PUBLIC**

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Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Roll Call

**XVIII. CLOSE MEETING TO THE PUBLIC**

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**XIX. OLD BUSINESS**

**XX. NEW BUSINESS**

**XXI. NEXT BOARD MEETING: Regular Meeting, June 28, 2021**

**XXII. MOTION TO ADJOURN**

Motion: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ - Voice Vote  
Time: PM

