

CLEMENTON BOROUGH BOARD OF EDUCATION
4 AUDUBON AVENUE, CLEMENTON, NJ 08021
MARCH 23, 2023
EXECUTIVE CLOSED SESSION: 6:30 PM
PUBLIC MEETING 7:00 PM - MEDIA CENTER

The board will open the meeting and immediately enter into executive session at 6:30PM. The board will not resume public session or take action until 7PM or later.

Date: March 23, 2023

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**
Danielle Aubry
Jordan Busch
Tiara Farmer
Gilbert Geary
Christy Weaver
Kathleen Haines, **Superintendent**
Bruno Berenato, **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	Randall Freiling	Danielle Aubry
Jordan Busch	Tiara Farmer	Gilbert Geary
Christy Weaver	Board Member Vacancy	Board Member Vacancy

III. OPENING SUNSHINE STATEMENT

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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. EXECUTIVE SESSION

Motion: 1st: _____ 2nd: _____ - Roll Call
Time: PM

BE IT RESOLVED By the Board of Education of Clementon that in compliance with: The Open Public Meeting Act",P.L., 1975, C 173, NJSA 10:4-6 et seq., that the Board shall move to a closed portion of this meeting from which the public is excluded for the purpose of discussing a matter or matters permitted to be discussed by the Act. The general nature of the matter (s), which the Board intends to discuss is board vacancy interviews.

Minutes of such discussions shall be taken and released as soon as permitted by law in accordance with the specific individual topic discussed.

The Board shall take action as a result of such discussions only in an open to the Public session unless there is an express provision of the law authorizing or requiring that such action be taken in a closed to the Public portion of a Board Meeting.

Return to Regular Session:

Motion: 1st: _____ 2nd: _____ - Roll Call
Time: PM

VI. NOMINATIONS FOR APPOINTMENT OF BOARD MEMBERS

1.

Motion: 1st: _____ 2nd: _____ Roll Call

2.

Motion: 1st: _____ 2nd: _____ Roll Call

VII. PRESENTATIONS

1. NJHS Show the Love for Black History Month Contest Winner(s) Gr. 6-8 - D. Corry
2. February Character Awards (Determination)- J. Fudurich
3. Budgets and Programs - K. Haines, B. Berenato and M. Gifford
4. Enrollment Report - J. Fudurich

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

IX. OPEN MEETING TO THE PUBLIC - AGENDA ITEMS ONLY

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 regarding any item on the agenda. 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, and refer to the roman numeral of the agenda item(s) you are addressing.

X. CLOSE MEETING TO THE PUBLIC

Motion: 1st: _____ 2nd: _____ - Voice Vote

XI. COMMITTEE REPORTS

1. Curriculum and Assessments - (*Chairperson- Christy Weaver*)
2. Finance and Personnel - (*Chairperson- Gil Geary*)
3. Policy - (*Chairperson- Randall Freiling*)
4. Negotiations - (*Chairperson- Danielle Aubry*)

XII. REPORTS

1. Camden County Educational Services Commission (*Representative- Randall Freiling*)
2. Pine Hill Board of Education (*Representative- Randall Freiling*)
3. Home and School Association (*Representative- Katherine Anderson*)
4. Legislation (*Representative- Randall Freiling*)

XIII. OTHER INFORMATION

1. Nutri-Serve Monthly Update for February 2023- **See Attachment XIII1**
2. Nurse Report for February 2023- **See Attachment XIII2**
3. Administrative Enrollment and Security Report, February 2023- **See Attachments XIII3a, XIII3b**
4. Education Staffing Solution (ESS) Substitute List, March 2023- **See Attachment XIII4**

XIV. APPROVAL OF MINUTES

Motion: 1st: _____ 2nd: _____ - Roll Call

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1. January 26, 2023 Meeting Minutes- **See Attachment XIV1**
2. February 23, 2023 Meeting Minutes- **See Attachment XIV2**
3. March 16, 2023 Special Meeting Minutes- **See Attachment XIV3**

XV. PERSONNEL

The following items 1-3 as recommended by the Superintendent for approval.

Motion: 1st: _____ 2nd: _____ - Roll Call

1. Leave of Absence- Be it resolved that the employees listed below be approved for a leave of absence, with/without pay in accord with the data presented.

Employee No.	Employee Leave	Dates for Federal Family Medical Leave (FMLA)	Dates for NJ Medical Leave Act	Unpaid	Attachment
#429	FMLA	3/16/23- approx. 3/28/23		Yes	<u>XV1</u>

2. Appointments of the Administrative Staff and Non-Certified Support /Non-Unit staff, and certified staff with contracted salaries for the 2023-24 school year. **See Attachment XV2**
3. Approval for Jennifer O'Beda's salary for 2022-2023 to reflect the below accounts:
11-213-100-101-00 \$30,217.55
20-483-100-100-00 \$24,723.45
Totaling: \$54,941.00

XVI. POLICY

Motion to approve the Policies and/or Regulations on First Reading and/or Second Reading listed below in accord with the data presented.

Motion: 1st _____ 2nd: _____ - Roll Call

1. Policies- First Reading- No first reads.
2. Policies- Second Reading- No second reads

XVII. CURRICULUM

Motion to approve the following item(s): 1-3

Motion: 1st: _____ 2nd: _____ - Roll Call

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

Date	Participant	Event	Provider/Location	Cost
3/8/23	Rebecca Neri Stephanie Reilly	Lego Robotics Coach's Workshop	Camden County Vo Tech	n/a
3/14/23	Meghan Gifford Erica Risser Alyssa Gervasi	Inclusion Institute	Learning Resource Center/ Rowan University	n/a
5/18/23- 5/19/23	Kathleen Haines	NJASA / NJAPSA Spring Leadership Conference	NJASA/ Atlantic City	n/a

2. Student Activities/Fundraisers- The motion to approve the following events listed. Dates/times subject to change.

Date	Staff/Group	Event	Time/Location	Cost
3/2/23	Helene Weyland/ PreK & K	Cat-in-the-Hat Visit (w/ Mr. Paul - Parent Volunteer)	12:45pm-1:45pm PreK & K Classrooms	n/a
3/28/23- 3/30/23 (dates adjusted)	Sal Mazzocca/ Gr. 4-8	High School Musical (Students & Parents)	7:00pm-9:00pm/ MPR	\$5 per ticket/ +costs associated w/Rehearsals & Play (paid from Student Activities): \$1,148 Audio Equip, DFX -\$300 Sound Tech, Michael Blood -\$900 Set Constr., Pitman Theater -\$200 Electric Guitar, Michael Blood --Keyboard, Christopher Weed
3/31/23	Cassie Pickens/ Gr. 5-8 Pride Point Winners	Pride Point Movie Day	1:00pm-3:00pm/ Media Center	n/a
4/15/23- 4/16/23	Kate Teschner/ Groups & Clubs	Clementon Clean Community (\$200 to be paid by Public Works to each participating group)	9:00am-12:00pm/ Townwide	n/a
4/17/23- 4/21/23	Stephanie Reilly/ Gr. PreK-8	Wellness Week: Every Kid Gets Healthy (Sponsored/Funded by CamCare's Community Outreach Program: Flossie Laws & CamCare Staff	9:30am-3:15pm/ CES	n/a

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4/1/23- 4/12/23	Kim Schultz/ Gr. 8	8th Grade T-Shirt Sale	CES	Individual cost of items purchased
4/3/23- 4/14/23	Kim Schultz/ Gr. PreK-8	Spring Spirit Wear Sale	CES	Individual cost of items purchased
4/4/23	Kaitlyn McVicker & Meghan Gifford/ Prek only	PreK Fun Night	MPR	Cost of supplies - TBD
4/27/23	Jared Fudurich/ Gr. PreK-8 Children of CES Staff	National Take Your Child to Work Day	School Hours/ CES	Cost of snacks - TBD
5/1/23	Kim Schultz/ Gr. PreK-8	Yearbook Sales	CES	Individual cost of items purchased
5/3/23	Kim Ott-Clem PD/ Gr. 6-8	Internet Safety (Sponsored by NJ State Police Dept. of Child Crimes)	1:30pm-3:00pm MPR	n/a
5/5/23	Danielle Corry/ Gr. 7-8	NJHS & Student Gov. Medieval Times Field Trip	8:45am-3:15pm/ Lyndhurst, NJ	\$37.95 pp (paid from Student Activities Fund) Plus \$615 for bus
5/12/23	Danielle Corry/ Gr. 6-8	NJHS Induction Ceremony	1:45pm-3:05pm/ MPR	Cost of snacks - TBD
5/19/23	Jamie Messenger/ Gr. PreK-8	Bowling Night at 30 Strikes (Students & Parents)	6:00pm-8:00pm/ Stratford, NJ	\$5 pp or \$30 per lane (includes food/bev/shoes)
5/23 Day TBD	Kate Teschner/ Gr. PreK-8	Rita's Scoops Night (Students & Parents)	4:00pm-7:00pm/ Pine Hill, NJ	Individual cost of items purchased
6/2/23	Allison McNally/ Gr. 5-8	Athletic Awards (Students & Parents)	2:00pm-2:45pm/ MPR	n/a
6/2/23	Jamie Messenger Gr. PreK-8	Scholastic BOGO Book Fair & Family Night	School Hours & 6:00pm-7:00pm/ Media Center	n/a
6/2/23	Kate Teschner	Ice Cream Social	7:00pm-8:00pm/ MPR	\$5 per bowl

3. Extra-Curricular Advisors- Be it resolved that the Extra-Curricular Advisor listed below be approved for the 2022-2023 School Year. Stipends as per CEA contract.

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Staff Member	Position	Stipend
Tina Jennetta & Danielle Corry	Co-Advisors: 8th Grade Promotion	\$1,000 split evenly

XVIII. FINANCE

Motion to approve the following items 1-14

Motion: 1st: _____ 2nd: _____ - Roll Call

1. Secretary's Report- The Board Secretary certifies that no line item account in February 2023 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. **See Attachments XVIII1**
2. Cash Reconciliation Report- Cash Reconciliation Report for February 2023. The Cash Reconciliation and Secretary's Report are in agreement for the month of February 2023.. **See Attachments XVIII2**
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 February 2023 Secretary's Monthly Financial Report and the February 2023 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 February 2023- **See Attachments XVIII5**
6. Payment of Bills- **See Attachments**

Bill List and Check Register		Amount	Attachment
a.	Payroll- February 15, 2023	\$262,516.78	<u>XVIII6a</u>
b.	Payroll- February 28, 2023	\$272,887.08	<u>XVIII6b</u>
c.	Bills List- March, 2023	\$946,3447.47	<u>XVIII6c</u>
e.	Student Activities Checks - February, 2023	\$377.00	<u>XVIII6e</u>

7. Tuition Contracts - Pine Hill Board of Education- 2023-2024 **See Attachment XVIII7**
 - Regular Education-
164 students at \$18,338, prior year adjustment of \$559,238
 - Special Education-

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Resource Room \$100,000

MD - 8 Student at \$17,988: Totaling: \$143,904

BD - 2 students at \$29,498: Totaling \$58,996

8. Approval of the 2023-2024 Preschool Expansion Budget, totaling \$1,323,462 (\$1,213,725 PEA, and \$109,737 from carryover). **See Attachment XVIII8**
9. Resolution 2023-06 - to ratify submission of and approve the 2023-24 tentative budget for submission to the county office as follows: General Fund: \$17,110,699, Special Revenue \$3,960,191, total of \$21,070,890. Tax Levy \$4,547,069. Resolved, that taxes will be raised 2% from the Borough of Clementon for the General Fund for the 2023-24 school year. **See Attachment XVIII9**
10. Resolution 2023-07 -Approval of the 2023-2024 Preschool Expansion Budget for Preschool Expansion Aid (PEA) for a total funding of \$1,323,462 (\$1,213,725 PEA, and \$109,737 from carryover) for the 2023-2024 School Year. **See Attachment XVIII10**
11. Resolution 2023-08-Resolution to ratify submission of and approve the Application for the: Major Amendment to Long Range Facility Plan, Rod Grants- Pre-K Expansion- \$3,573,188, Partial Window Replacement- \$90,000, Lighting Retrofit- \$189,840, HVAC- \$3,280,590 Fire Alarm- \$404,600, Public Address System- \$341,824 and General Construction \$802,293. **See Attachment XVIII11**
12. Approval of the Addendum to extend the ESS Support Services Agreement through June 30, 2024 with provisions as detailed. **See Attachment XVIII12**
13. Approval of the following updated financial reports for January, 2023:
 - Secretary's Report - **See Attachment XVIII13a**
 - Treasurer's Report - **See Attachment XVIII13b**
 - Line Item Transfers - **See Attachment XVIII13c**
14. Approval to participate in the 2023 NJDA Summer Food Service Program (SFSP). **See Attachment XVIII14**

XIX. OTHER BUSINESS

Motion to approve items 1-8

Motion: 1st _____ 2nd: _____ - Roll Call

1. Approval of the proposed 2023-2024 CES Calendar. **See Attachment XIX1**
2. Approval to sell concessions at the Spring Musical (water, soda, snacks/candy) with all proceeds going to the Music Department/Musical Theater Department Student Activity Fund. Pricing will be approved by Bruno Berenato, School Business Administrator and the Board's Finance Committee.
3. Approval to sell patron and sponsor ads for the Spring Musical program with all proceeds going to the Music Department/Musical Theater Department Student Activity Fund. Pricing as follows:
 - Full-page patron ad - \$50
 - Full-page sponsor ad - \$60
 - Half-page patron ad - \$25
 - Half-page sponsor ad - \$35
 - Quarter-page patron ad - \$15
 - Quarter-page sponsor ad - \$25
 - One-liner patron ad - \$5
4. Approval of the Dynamic Learning Maps (DLM) testing window of April 3, 2023-May 26, 2023.
5. Comprehensive Annual Financial Report for Fiscal Year End 6/30/2021 - Resolution 2023-09. Accept the auditor report and the findings, and approve the Corrective Action Plan as follows. **See Attachments XIX5a, XIX5b, XIX5c, XIX5d**
 - a.) Finding 2022-001: the school District's Food Service Net Cash Resources exceeded its three months average expenditures by \$110,032.67.

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Corrective Action plan: Items have been purchased out of the cafeteria account, and more items for beautification will be purchased. Other ways to draw down the account will happen before the new school year.

- b.) Finding 2022-002: The reimbursement to the state of New Jersey - N.J.S.A. 18A:66-90 (Pension and Social security - Federally funded programs) form was not prepared in accordance with N.J.S.A. 18A:66-90

Corrective Action plan: The corrections have been made, and the funds were corrected. The handling was corrected and correct amounts were allocated in accordance with the law.

- c.) Finding 2022-003: Supporting Documentation, such as billing and cash receipts registers and a list of programs attendees, was not available to substantiate revenue billed and collected for the Camp Clementon Community Education fund. Additionally, the bank reconciliation did not agree to the cash activity in the general ledger.

Corrective Action plan: A third party is now handling all care programs at the school. All other programs such as this, are being tracked in the systems 3000 software in real time.

- d.) Finding 2022-004: The school district did not follow controls and written procedures, in place to ensure that workpapers and corresponding documentation agreed with the submitted A.S.S.A. report and as a result, differences were identified during testing. In addition, the school district did not maintain certain supporting workpapers, and as a result, certain audit procedures could not be performed with regards to A.S.S.A. testing of the eligibility requirements.

Corrective Action plan: The Administration will establish a data collection and review process to assure the accuracy of the filing of the ASSA information and will assure all documentation is available for audit and/or review and agrees with the reported ASSA. The district has also invited the auditors in to perform an audit prior to the submission of the A.S.S.A. report.

- e.) Finding 2022-005: The school district did not follow public school contracts law N.J.S.A. 18A:18A-1, for one contract that was awarded for an amount over the bid threshold. Additionally, 4 purchase orders included in the sample for testing and the supporting documentation for each of them was not available for audit.

Corrective Action plan: The district will now place state contracts or co/op contract purchasing programs on any PO larger than the bid threshold. The district will also be sure to get any POS over the threshold on the board agenda with attached state or co-op id numbers. New purchase order filing system by alphabet and PO numbers was established in order to track all PO's.

6. Approval of the Comprehensive Equity Plan Statement of Assurance. **See Attachment XIX6**
7. ESS Addendum - Approval to increase the pay rate for the ESS building-based substitute teachers from \$120 to \$150 a day for a full day and \$60 to \$75 for a half day, and for ESS daily substitute teachers from \$115 to \$140 for a full day and \$57.50 to \$70 for a half day.. **See Attachment XIX7**
8. Approval to include CES in the public notice for Professional Services or Extraordinary Unspecifiable Services 2023-24 SY for publication in the Courier Post on or around March 24, 2023. Cost covered by CCASBO. **See Attachment XIX8**

XX. OPEN MEETING TO PUBLIC

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

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Motion: 1st: _____ 2nd: _____ - Voice Vote

XXI. CLOSE MEETING TO THE PUBLIC

Motion: 1st: _____ 2nd: _____ - Voice Vote

XXII. EXECUTIVE SESSION

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Return to Regular Session:

Motion: 1st: _____ 2nd: _____ - Roll Call
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Action from executive session

Motion: 1st: _____ 2nd: _____ - Roll Call

XXIII. OLD BUSINESS

XXIV. NEW BUSINESS

XXV. NEXT BOARD MEETING: April 27, 2023

XXVI. MOTION TO ADJOURN

Motion: 1st: _____ 2nd: _____ - Voice Vote
Time: PM