

**CLEMENTON BOARD OF EDUCATION
~JANUARY 19, 2017 WORK SESSION ~**

CLEMENTON BOARD OF EDUCATION

**WORK SESSION MEETING
JANUARY 19, 2017
7:00 PM**

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 Core Curriculum Content Standards and Common Core State 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.

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 three-minute time limit for individual speakers.

I. CALL TO ORDER

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

IV. ROLL CALL

V. PRESENTATIONS

1. Character Trait for December – Award for Generosity

VI. MINUTES

Approval of the Minutes from the following meetings:

1. December 19, 2016 Regular Meeting- (*Attachment VI.1*)
2. January 3, 2017 Executive Session - (*Attachment VI.2*)

VII. PUBLIC – AGENDA ITEMS ONLY

VIII. COMMITTEE REPORTS

1. Curriculum and Programs
(*Chairperson – TBA*)

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- a. Community Education Report – December 2016 (*Attachment VIII-1.a*)
- b. Camp Clementon Attendance Record – December 2016 (*Attachment VIII-1.b*)
2. Finance and Facilities
(*Chairperson – TBA*)
3. Policy and Personnel
(*Chairperson – TBA*)
4. Negotiations
(*To be determined at the time of negotiations.*)

IX. OTHER REPORTS

1. Camden County Educational Services Commission
(*Representative- TBA*)
2. Camden County School Boards Association
(*Representative-TBA*)
3. Legislation
(*Representative-TBA*)
4. Pine Hill Board of Education
(*Representative-TBA*)
 - a. Minutes from the November Regular Business Meeting (*Attachment IX-4.a*)
 - b. Minutes from the December Regular Business Meeting (*Attachment IX-4.b*)
5. Home and School Association
(*Representative-TBA*)

X. CORRESPONDENCE

1. Nutri-Serve Monthly Update – December 2016 (*Attachment X.1*)
2. Appreciation letter from secretaries (*Attachment X.2*)

XI. OTHER INFORMATION

1. Discussion Items: None
2. Clementon School Information:
 - a. Enrollment Report – December 2016 (*Attachment XI-2.a*)
 - b. Nurse's Report – None
 - c. Administrative Report – December 2016 (*Attachment XI 2.c*)
3. Fire and Security Drills – December 2016:

Drill Type	Date	Time
Fire Drill	12/13/16	2:17 PM
Security Drill (Table Top Activity)	12/15/16	N/A

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4. Harassment, Intimidation, and Bullying Report - None

XII. SUPERINTENDENT'S REPORT

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

1. Employment of the following personnel for the 2016-2017 school year, contingent upon satisfactory criminal history review:

- a. POSITION: Camp Clementon Assistant- part time
 NAME: Diedra Hill
 SALARY: \$12.50 per hour (Senior Staff)
 START DATE: January 24, 2017
 NOTE: Support staff hired with a 60 day probationary period.

- b. POSITION: Camp Clementon Assistant- part time
 NAME: Matthew Barford
 SALARY: \$12.50 per hour (Junior Staff)
 START DATE: January 24, 2017
 NOTE: Pending finger printing. Support staff hired with a 60 day probationary period.

1. WORKSHOP/MEETING REQUESTS:

- a. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: The Power of Legal Information: A Series of Practical Issues to Keep School Administrators Current and Compliant

 LOCATION: NJASA Headquarters, Trenton, NJ
 DATE: January 24, 2017
 COST: \$150.00 (Member)
 SPONSOR: NJASA

- b. EMPLOYEE: Joanne Clement
 WORKSHOP: The Power of Legal Information: A Series of Practical Issues to Keep School Administrators Current and Compliant

 LOCATION: NJASA Headquarters, Trenton, NJ
 DATE: January 24, 2017
 COST: \$200.00 (Non-Member)
 SPONSOR: NJASA

- c. EMPLOYEE: Steve Boianelli
 WORKSHOP: Mandatory Training for District Test Coordinators and District Technology Coordinators for 2017 Partnership for PARCC

 LOCATION: The Hotel ML, Mt. Laurel, NJ
 DATE: February 16, 2017
 COST: \$0.00
 SPONSOR: NJDOE

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- d. EMPLOYEE: Matt Torres
WORKSHOP: Mandatory Training for District Test Coordinators and District Technology Coordinators for 2017 Partnership for PARCC
LOCATION: The Hotel ML, Mt. Laurel, NJ
DATE: February 16, 2017
COST: \$0.00
SPONSOR: NJDOE
- e. EMPLOYEE: Lynn DiPietropolo
WORKSHOP: Bomb Threat Assessment, Awareness and Response
LOCATION: Southern Regional Institute and ETTC, School of Education, Galloway, NJ
DATE: February 8, 2017
COST: \$0.00
SPONSOR: NJDOE
- f. EMPLOYEE: Adrienne McManis
WORKSHOP: Bomb Threat Assessment, Awareness and Response
LOCATION: Southern Regional Institute and ETTC, School of Education, Galloway, NJ
DATE: February 8, 2017
COST: \$0.00
SPONSOR: NJDOE
- g. EMPLOYEE: Michele Eme
WORKSHOP: Bomb Threat Assessment, Awareness and Response
LOCATION: Southern Regional Institute and ETTC, School of Education, Galloway, NJ
DATE: February 8, 2017
COST: \$0.00
SPONSOR: NJDOE
- h. EMPLOYEE: Adrienne McManis
WORKSHOP: Hot Issues in Special Education Law
LOCATION: Monroe Twp., NJ
DATE: April 6, 2017
COST: \$150.00
SPONSOR: Foundation for Educational Administration
- i. EMPLOYEE: Michelle Panarella
WORKSHOP: Hot Issues in Special Education Law
LOCATION: Monroe Twp., NJ
DATE: April 6, 2017
COST: \$150.00
SPONSOR: Foundation for Educational Administration
- j. EMPLOYEE: Allison Palma
WORKSHOP: Hot Issues in Special Education Law
LOCATION: Monroe Twp., NJ

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DATE: April 6, 2017
COST: \$150.00
SPONSOR: Foundation for Educational Administration

3. SCHOOL ACTIVITIES:

- a. EVENT: Service Dog Visit
PERSON IN CHARGE: Karen Tropp
DATE: February 2, 2017
LOCATION: Multi-Purpose Room
PARTICIPANTS: 3rd Grade
NOTE: Demonstration of how service dogs help others.
- b. EVENT: Student/Faculty Basketball Game
PERSON IN CHARGE: Mike Rossi
DATE: January 27, 2017
LOCATION: Gym
TIME: 3:30 - 4:30 PM
PARTICIPANTS: 5th - 8th Grades
NOTE: End of season basketball party.
- c. EVENT: Field Day 2017
PERSON IN CHARGE: Jim Butz and Alicia Heverly
DATE: June 6, 2017
LOCATION: School fields, playgrounds and gym
PARTICIPANTS: Kindergarten - 5th grades
NOTE: Field day is an annual event to reinforce fitness, team work and fair play among students.
- d. EVENT: Cat in the Hat visit
PERSON IN CHARGE: Denise Brumbach and Kristyn Vance
DATE: February 15, 2017
PARTICIPANTS: Silver/Little Star Classrooms
NOTE: Visit will promote Read Across America and get students excited about reading.
- e. EVENT: NJHS Valentine's Day Grams
PERSON IN CHARGE: Nicole Palermo
DATE: February 1 - 13, 2017
COST: \$1.00 per gram
PARTICIPANTS: Grades 6 - 8
NOTE: NJHS will raise money for a field trip.
- f. EVENT: NJHS Snack Stand
PERSON IN CHARGE: Nicole Palermo
DATE: January 27, 2017
LOCATION: Gym
NOTE: NJHS will sell snacks during the CES Staff vs. Student basketball game. Money raised will go toward a field trip.

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- g. EVENT: Sale of patron/sponsor ads
PERSON IN CHARGE: Sal Mazzocca
DATE: The month of February 2017
PARTICIPANTS: Grades 3 - 8 cast members
NOTE: Money raised will benefit the Student Activity Fund.
- h. EVENT: Sale of Legally Blonde tee shirts
PERSON IN CHARGE: Sal Mazzocca
DATE: The month of February 2017
PARTICIPANTS: Grades 3 - 8 cast members
NOTE: Money raised will benefit the Student Activity Fund.

4. CLEMENTON HOME AND SCHOOL ACTIVITIES:

- a. EVENT: Family Night- Chili Cook-off
PERSON IN CHARGE: Jamie Messenger
DATE: February 9, 2017
TIME: 7:00 PM -8:30 PM
LOCATION: Cafeteria
PARTICIPANTS: All grades levels and parents invited.
NOTE: Winners will receive Clementon Park tickets.
- b. EVENT: Family Night- Book Fair
PERSON IN CHARGE: Veronica Martinis
DATE: February 9, 2017
TIME: 5:30 PM -7:00 PM
LOCATION: Library
PARTICIPANTS: All grades levels and parents invited.
NOTE: Families can shop during the annual book fair.

5. Source 4 Teachers January 2017 Substitute List (*Attachment XII-5*)

6. Homebound Instructor for the 2016-2017 school year:

STAFF: Kristyn Vance
RATE OF PAY: \$34.50 per hour

7. Abolish Regulation 2425 Physical Education (*Attachment XII-7*)

8. Pilot LinkIt! for the remainder of the 2016-2017 school year.

9. Rosa Ruiz, Collingswood School District Elementary Spanish Teacher, to visit Juana Paulino, Clementon School District Elementary Spanish Teacher, as part of Mrs. Ruiz professional development and to develop a collaborative relationship with teaching professionals in other school districts on March 17, 2017.

10. Request from employee # 10 for medical leave beginning November 14, 2016 through May 29, 2017. Employee will use available sick time followed by uncompensated time under NJFLA/FMLA. (*Attachment XII-10*)

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11. Request from Employee #110 for medical leave beginning May 15, 2017 through October 17, 2017. Employee will use available sick time followed by uncompensated time under the NJFLA/FMLA. (*Attachment XII.11*)
12. Request from Employee #170 for medical leave beginning May 3, 2017 through June 8, 2017. Employee is requesting a leave of absence from September 1, 2017 to May 31, 2018. Employee will use available sick time followed by uncompensated time under the NJFLA/FMLA. (*Attachment XII.12*)
13. Request from Employee #218 for medical leave beginning January 30, 2017 through February 10, 2017. Employee will use uncompensated time under the NJFLA/FMLA. (*Attachment XII.13*)

Approval of motions 1 through 13 above:

MOVED BY: _____
ON ROLL CALL VOTE: _____

SECOND BY: _____
MOTION CARRIED: _____

XIII. 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 (*Attachment XIII.1*):

<u>Bill List and Check Register</u>		<u>Amount</u>
1.	List # 1 (Payroll)	\$213,331.80
2.	List # 2 (Payroll)	\$20,529.94
3.	List # 3 (Payroll)	\$251,543.46
4.	List # 4 (Community Education)	\$ 8,539.76
5.	List # 5 (Bill list)	\$479,892.08

2. Payment Transactions: None
3. Requested transfer to the Executive County Superintendent in accordance with N.J.A.C. 6A:23-8.4. (*Attachment XIII-3*)

Tuition	11-000-100-566-00	(\$88,671)
To		
Charter School	10-000-100-56x-00	\$88,671

4. Professional Medical Staffing, LLC from January 22, 2017 - June 30, 2017 for nursing services.
5. Camden/Gloucester Joint County Meeting:

Date: February 23, 2017
Location: Sicklerville, NJ.
Cost: \$0.00

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Attendees:	Ellen Suckle	Randy Freiling
	Danielle Aubry	Katherine Anderson
	William Dilworth	Amanda McCourt
	Chris McKelvey	William Weyland
	Christy Weaver	Lynn DiPietropolo

6. Leadership for Board Presidents and Vice Presidents:

Date: February 4, 2017
Location: Sewell, NJ
Cost: \$100.00
Attendees: Ellen Suckle and Randy Freiling

7. Brookfield School for homebound instruction for the 2016-2017 school year at an hourly rate of \$34.50.

8. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR DECEMBER 31, 2016 (*Attachment XIII-8*)

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of 2016 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Clementon Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Clementon Board of Education certifies that as of DECEMBER 31, 2016 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, 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.

Approval of motions 1 through 8 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

XIV. PUBLIC

XV. EXECUTIVE SESSION

**BOARD OF EDUCATION OF THE
BOROUGH OF CLEMENTON**

**RESOLUTION 011917
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meeting of the Clementon Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Board of Education of the Borough of Clementon ("Board of Education") has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the ten (10) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- Any matter in which the release of information would impair a right to receive funds from the federal government;
- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;
- Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: _____);
- Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

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- _____Any investigations of violations or possible violations of the law;
- _____Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;
- Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact;*
- X_____Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion described as specifically as possible without undermining the need for confidentiality evaluation of performance of an employee;
- _____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after Which the public meeting of the Board shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Clementon Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board of Education Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to nay member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

XVI. UNFINISHED BUSINESS

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1. Develop Board goals.

Pick two goals, they do not have to go along with the superintendent's goals.
Some suggestions:

1. Review and refine CSA Evaluation Process.
2. Improve Board relationships.
3. Review of planning process with a calendar of events.
4. Schedule a Board Retreat to take place on a Saturday.
Topic: Board Relationships.

2. Superintendent/Principal job specifications.

3. Retreat Information- two possible dates and times:

- o Saturday, February 25, 2017 from 9:00 AM - 12: PM
or
- o Wednesday, March 1, 2017 from 5:30 PM to 8:30 PM

4. Board website discussion

5. Policy 1110 Organizational Chart- (*Attachment XVI-5*)

6. Code of Conduct

XVII. NEW BUSINESS

XVIII. ADJOURNMENT

