CLEMENTON BOARD OF EDUCATION
REGULAR MEETING
May 22, 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- Award Citizenship

VI. MINUTES

Approval of the Minutes from the following meetings:

1. March 23, 2017 Work Session Minutes
2. April 20 2017 Work Session Minutes
3. April 25, 2017 Public Hearing Minutes
4. April 25, 2017 Regular Meeting Minutes
5. May 1, 2017 Special Meeting Minutes
6. May 2, 2017 Special Meeting Minutes

VII. PUBLIC – AGENDA ITEMS ONLY

VIII. COMMITTEE REPORTS

Curriculum and Programs
(Chairperson - Katherine Anderson)

a. Community Education Report - March 2017 *(Attachment VIII-1.a)*
b. Camp Clementon Attendance Record - March 2017 *(Attachment VIII-1.b)*

2. Finance and Facilities
(Chairperson - William Dilworth)

3. Policy and Personnel
(Chairperson - William Weyland)

4. Negotiations
(To be determined at the time of negotiations.)

IX. OTHER REPORTS

1. Camden County Educational Services Commission
(Representative - Christopher McKelvey)

2. Camden County School Boards Association
(Representative - Christy Weaver)

3. Legislation
(Representative - William Weyland)

4. Pine Hill Board of Education
(Representative - Randall Freiling)

a. Minutes from the March 21, 2017 Regular Business Meeting.
(Attachment IX-4.a)

5. Home and School Association
(Representative - Katherine Anderson)

X. CORRESPONDENCE

1. Nutri-Serve Monthly Update - April 2017 *(Attachment X-1)*
2. Camden County Educational Services Commission Board minutes from April 5, 2017.
(Attachment X-2)

XI. OTHER INFORMATION

1. Harassment, Intimidation, and Bullying Report - April and May 2017 *(Attachment XI-1)*

2. Clementon School Information:

a. Enrollment Report - April 2017 *(Attachment XI-2.a)*
b. Nurse's Report - April 2017 *(Attachment XI-2.b)*
c. Administrative Report - April 2017 *(Attachment XI 2.c*

3. Fire and Security Drills – April 2017:

Drill Type	Date	Time
Fire Drill	4/18/17	1:24 pm
Security Drill (Lockdown)	4/24/17	10:15 am

XII. SUPERINTENDENT'S REPORT

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

1. Harassment, Intimidation, and Bullying Report – March 2017 *(Attachment XII-1)*

2. 2017-2018 School District Calendar *(Attachment XII-2)*

3. Source 4 Teachers May 2017 Substitute List *(Attachment XII-3)*

4. Community Ed Summer Musical Theatre Camp for Clementon Elementary students ages 6 - 9. *(Attachment XII-4)*

5. Field Trip:

a. TRIP:	7th and 8th Grade Walking Trip
FACULTY SPONSOR:	Nicole Palermo
DATE:	June 7, 2017
TIME:	7:30 AM – 3:30 PM
DESTINATION:	Clementon Historical Museum
PARTICIPANTS:	7th and 8th Grade
NOTE:	Students will explore the history of Clementon and discuss the past with lifelong Clementon residents.

6. Student Activities:

a. EVENT:	Yearbook Fundraiser- "Class of 2017" T-shirt Sale
PERSON IN CHARGE:	Kim Schultz
DATE:	May 1 – 16, 2017
NOTE:	Proceeds will be used to offset yearbook production costs.

b. EVENT:	Grade 8 Promotion Exercises
PERSONS IN CHARGE:	Nancy Gundaker/Melissa Bruce
DATE:	June 12, 2017
PARTICIPANTS:	Grade 8
LOCATION:	Gym
TIME:	7:00 – 9:00 PM
NOTE:	Students will celebrate the culmination of their education at Clementon Elementary School.

c. EVENT:	Yearbook Sale
PERSON IN CHARGE:	Kim Schultz
DATE:	June 1 – 12, 2017
NOTE:	Sale is open to all grade levels.

d. EVENT:	Athletic T-shirt Sale for Staff
PERSON IN CHARGE:	Denise Brumbach
DATE:	May 8-22, 2017
PARTICIPANTS:	Staff members
COST:	$10.00 per shirt
NOTE:	This is a staff t-shirt sale. All money raised will benefit the athletic award event.

7. Second Reading and Adoption of the following revised policies and regulations: *(Attachment XII-8)*

MANDATED/NEW

Number	Type	Title
3240	POL	Professional Development for Teachers and School Leaders
2622	POL	Student Assessment
2414	REG	Programs and Services for Students in High Poverty and in High Need School Districts
2260	POL	Affirmative Action Program for School and Classroom Practices
2467	POL	Surrogate Parents and Foster Parents
2460	POL	Special Education
2460	REG	Special Education
2460.15	REG	Special Education- In-Service Training Needs for Professional and Paraprofessional Staff
2460.8	REG	Special Education- Free and Appropriate Public Education
2460.9	REG	Special Education- Transition from Early Intervention Programs to Preschool Programs
2460.16	REG	Blind or Print-Disabled Students
2464	POL	Gifted and Talented

BYLAW- MANDATED

Number	Type	Title
0000.02	POL	Introduction

RECOMMENDED/NEW

Number	Type	Title
3240	REG	Professional Development for Teachers and School Leaders
3231	POL	Outside Employment as Athletic Coach
9541	POL	Student Teacher/Interns
3125.2	POL	Employment of Substitute Teachers
3124	POL	Employment Contracts
4159	POL	Support Staff Member/School District Report Responsibilities
3144	POL	Certification of Tenure Charges
3144	REG	Certification of Tenure Charges

3159	POL	Teaching Staff Member/School District Reporting Responsibilities
3141	POL	Resignation
3111	POL	Creating Positions
5305	POL	Health Services Personnel
8350	POL	Records Retention

ABOLISH

Number	Type	Title
2414	REG	At Risk Students

SUGGESTED

Number	Type	Title
7481	POL	Unmanned Aircraft Systems (UAS also known as DRONES)

8. Seton Hall University student, Amanda Pelkey, internship with Steve Boianelli beginning January 2018 – May, 2018 for a total of 300 hours. *Pending criminal background check at her own expense or something comparable from Seton Hall. (Attachment XII-9)*

9. Request from employee #058 to take a medical leave of absence beginning May 9 – May 26, 2017. Employee will use available sick time.

10.

POSITION:	Full-Time Custodian (12 months)
NAME:	Thomas Lemm
SALARY:	$30,000.00 per year
START DATE:	June 1, 2017
NOTE:	Pending finger printing. Support staff hired with a 60 day probationary period.

11. First Reading and adoption of the following revised policies/regulations: *(Attachment XII-12)*

MANDATED/NEW

Number	Type	Title
2460.1	REG	Special Education- Location, Identification, and Referral
8505	POL	Wellness Policy/Nutrient Standards for Meals and Other Food

12. Accept, with regret, the resignation of employee # 295 effective June 30, 2017. *(Attachment XII-13)*

13.

POSITION:	Principal/Director of Special Education
NAME:	Adrienne McManis
SALARY:	$95,000.00 per year
START DATE:	July 1, 2017

14. Submit Business Administrator/Board Secretary contract proposed for Joanne Clement to the Camden County Superintendent for review and approval.

15. Principal Job Specification *(Attachment XVII-12)*

16. Director of Curriculum and Instruction Job Specification *(Attachment XVII-13)*

Approval of motions 1 and 16 above:

MOVED BY: _____ **SECOND BY:** _____
ON ROLL CALL VOTE: **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)*

Bill List and Check Register		Amount
1.	List # 1 (Payroll)	$213,998.50
2.	List # 2 (Payroll)	$213,099.50
3.	List # 3 (General Funds)	$531,508.25
4.	List # 4 (Camp Clementon)	$6,918.12
5.	List #5 (General Funds)	$111,252.90

2. Payment Transactions:

   a. Approve transfers in the amount of $33,059.02. *(Attachment XIII- 2.a)*

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

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

5. Designate Location for Posting of Meeting Notices: Board of Education Office and the Clementon Borough Hall.

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

7. 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

8. Tax Shelter Annuity Broker - Omni

9. 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

10. Appointments:
   - Board Secretary - Joanne E. Clement
   - Treasurer - Mary Bakey
   - Attendance Officer - Adrienne McManis
   - Right-to-Know Coordinator - Stephanie Reilly
   - Asbestos Compliance Officer - Joanne E. Clement
   - Public Agency Compliance Officer - Joanne E. Clement
   - PEOSHA Officer - Jose Cruz
   - Custodian of Records - Joanne E. Clement
   - Safety Coordinator - Joanne Clement
   - Affirmative Action Officer - Adrienne McManis
   - District Qualified Purchasing Agent up to $40,000; 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
   - Homeless Person Contact - Michelle Panarella
   - Issuing Officers of Employment Certificates (Working Papers) -Superintendent, Joanne E. Clement, Theresa Farrell

- Resolution, Continuation of Services from Camden County Educational Services Commission and Naming the Representative to Serve on the Committee – Christopher McKelvey
- Resolution, Cooperative Pricing Agreement with County of Camden
- IPM Coordinator – Jose Cruz
- Camden County School Boards' Executive Committee – William Weyland

11. Adopt the Following Items:
    1. The current Board Policies of Record, until revised
    2. The current School Board Curriculum, until revised
    3. The current Bloodborne Pathogens Exposure Control Plan, until revised
    4. The Five-Year Maintenance Plan, 2013-2018, until revised
    5. Approve Parliamentary Procedures

MOTION: To approve items 1 through 11 above:

MOVED BY: _____ **SECOND BY:** _____
ON ROLL CALL VOTE: **MOTION CARRIED:**

12. Pre-Payment Authorization Resolution for the 2017-2018 School year. *(Attachment XIII-12)*
13. Resolution authorizing Camden County Cooperative Pricing Agreement.
14. Resolution authorizing the Business Administrator to transfer and wire funds by telephone and internet.
15. Participate in Middlesex Regional Educational Services Commission for cooperative pricing for the 2017-2018 school year for supplies.
16. Resolve adopting Section 125 Plan to pre-tax employee contributions for all health insurance and to enable cash-in-lieu of benefits.
17. Non-Bid contracts for professional services for the 2017-2018 school year. *(Attachment XIII-17)*
18. Set date for Reorganization per statute for January 3, 2018 at 7:30 p.m. Meeting to be held in the Library.
19. Establish Petty Cash Fund in the amount of $300.00 for the 2017-2018 school year.
20. Partners in Pediatrics for physical therapy services for the 2017-2018 school year at a rate of $70.00 per hour.
21. Source 4 Teachers for the 2017-2018 school year for substitute teachers:

Daily Substitute Teacher	$102.75
Retired Teacher - In-District	$123.30

22. Mission One for Instructional Aides for the 2017-2018 school year $97.49 per day.

23. Professional Healthcare for nursing services for the 2017-2018 school year as follows:

RN:	$49.00 per hour
LPN:	$43.00 per hour

24. 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.

25. Board of Education has read the Peer Review Report for Bowman and Company LLP. *(Attachment XIII-25)*

26. Horizon Health Care Dental/Public Employer Trust for July 1, 2017 to June 30, 2018 with 0% rate increase.

27. Renewal for Public Sector Trust AmeriHealth (Patriot V) POS 5 for the 2017-2018 school year with an annual premium increase of 6.9%.

28. Renewal for Public Sector Trust Amerihealth POS/HMO for the 2017-2018 school year with an annual premium increase of 6.9%..

29. Public Sector Trust Amerihealth POS $15/$30 for the 2017-2018 school year for non-union employees an annual premium increase of 6.9%.

30. Public Sector Trust Amerihealth HMO Select $15/$25 for the 2017-2018 school year for non-union employees with an annual premium increase of 6.9.

31. REM Auditory Therapy Center, LLC for the 2017-2018 school year:

Diagnostics Evaluation:	$295.00
Central Auditory Processing Disorder Evaluation:	$595.00

32. Resolution authorizing the use of contracts with approved Pennsylvania Education purchasing program for IPVIDEO (PEPPM) vendors. (*Attachment* XIII—*32)*

33. **IT IS RESOLVED**, that the Clementon Board of Education does not require the private school, ARCHWAY, ("Archway"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2017 and ending June 30, 2018.

34. **IT IS RESOLVED**, that the Clementon Board of Education does not require the private school, LARC, ("LARC"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ

Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2017 and ending June 30, 2018.

35. **IT IS RESOLVED**, that the Clementon Board of Education does not require the private school, Bancroft, ("Bancroft"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2017 and ending June 30, 2018.

36. **IT IS RESOLVED**, that the Clementon Board of Education does not require the private school, Willowglen, ("Willowglen"), to charge students for reduced and/or paid meals provided as part of their education program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation effective for the school year beginning September 1, 2017 and ending June 30, 2018.

37. 2017-2018 Student transportation for School Related Activities to Hillman Bus Company as follows:

Soccer	$400	Softball	$450
Basketball	$300	Baseball	$450
Softball	$450	Independence Hall	$450

37. BOARD SECRETARY'S CERTIFICATION AND TREASURER'S REPORT FOR April 30, 2017 *(Attachment XIII-37)*

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary certifies that as of APRIL 30, 2017 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 APRIL 30, 2017 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 12 through 37 above:

MOVED BY: _____ **SECOND BY:** _____
ON ROLL CALL VOTE: **MOTION CARRIED:**

XIV. PUBLIC

MOVED BY: _____ **SECOND BY:** _____

ON ROLL CALL VOTE: **MOTION CARRIED:**

XIV. EXECUTIVE SESSION

BOARD OF EDUCATION OF THE BOROUGH OF CLEMENTON

RESOLUTION 51817
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;

__X__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;

_____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.

XV. UNFINISHED BUSINESS

XVI. NEW BUSINESS

Appointment of Interim Superintendent

The Clementon Board of Education, hereby ratifies and affirms the employment of James Bathurst as Interim Superintendent, beginning on July 1, 2017, through on or about August 31, 2017, to be compensated at a rate of $75 per hour, not to exceed twenty-four hours per week, per receipt of county approval.

MOVED BY: _____ **SECOND BY:** _____
ON ROLL CALL VOTE: **MOTION CARRIED:**

Appointment of Superintendent

The Clementon Board of Education, hereby ratifies and affirms the employment of Kathleen Haines as Superintendent, on or about July 1, 2017, pending contract negotiations, per receipt of county approval.

MOVED BY: _____ **SECOND BY:** _____
ON ROLL CALL VOTE: **MOTION CARRIED:**

XVII. OLD BUSINESS

1. Board Goals- Presentations to start by June Board meeting.

XVIII. ADJOURNMENT