

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**September 28, 2009**

The Regular Meeting of the Clementon Board of Education was called to order at 7:15 PM on the above date by President Irene Buchalter.

“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.”

Mrs. Buchalter led the Pledge of Allegiance.

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	7:15 PM	8:35 PM
Tracy Dougherty	Absent	--
Randall Freiling	7:15 PM	8:35 PM
Harry Gahm	7:15 PM	8:35 PM
Sara Paranzino	7:15 PM	8:35 PM
John Romer	7:15 PM	8:35 PM
Ellen Suckle	7:15 PM	8:35 PM
William Weyland	7:15 PM	8:35 PM
Irene Buchalter	7:15 PM	8:35 PM

Quorum present.

Also present were:

Michael W. Adams, Superintendent  
Joanne E. Clement, School Business Administrator/Board Secretary  
Steve Mushinski, Solicitor

Also present in the audience were:

Members of the community and staff.

**EXECUTIVE SESSION I:**

**MOTION:** To move into Executive Session at 7:16 PM.

Mrs. Buchalter read the Open Public Meeting Acts Notice to move into a closed session for the purpose of discussing student issues and contract information.

**MOVED BY:** Mr. Weyland  
**ON ROLL CALL VOTE:**

**SECOND BY:** Mrs. Suckle  
**MOTION CARRIED:** 8-0-0

**MOTION:** To return from closed session at 7:32 PM.

**MOVED BY:** Mrs. Suckle  
**ON ROLL CALL VOTE:**

**SECOND BY:** Mrs. de Haan  
**MOTION CARRIED:** 8-0-0

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**PRESENTATIONS:**

- 2008-2009 Audit Report – Mr. Robert Stewart (Inverso and Stewart)
- Overbrook 2008-2009 Ninth Grade Report Card Analysis – Mr. Adams and Ms. Marcus
- 2008-2009 ASK Analysis – Mr. Adams and Ms. Marcus
- Security Camera Information – Mr. Adams

**MINUTES:**

**MOTION:** Approve the Minutes of the following meetings:

- August 24, 2009 Regular Meeting (No Executive Session held.)

**MOVED BY:** \_\_\_\_\_ **Mr. Weyland** \_\_\_\_\_  
**ON ROLL CALL VOTE:**

**SECOND BY:** \_\_\_\_\_ **Mrs. Paranzino** \_\_\_\_\_  
**MOTION CARRIED:** 8-0-0

**PUBLIC – AGENDA ITEMS ONLY:**

No public present.

**MOTION:** To close the public portion of the meeting.

**MOVED BY:** \_\_\_\_\_ **Mr. Freiling** \_\_\_\_\_  
**ON ROLL CALL VOTE:**

**SECOND BY:** \_\_\_\_\_ **Mr. Romer** \_\_\_\_\_  
**MOTION CARRIED:** 8-0-0

**SUPERINTENDENT'S REPORT:**

1. Acceptance, with regret, of the resignation of Shannon Swanson, Student Supervision Aide.
2. Employment of the following individuals for the 2009- 2010 school year:
  - a. POSITION: Part-Time Title I Clerk  
 NAME: Cheryl Branch  
 RATE OF PAY: \$8.00 per hour  
 HOURS: 29 hours per week maximum, Monday through Friday  
 START DATE: September 29, 2009
  - b. POSITION: Part-Time Student Supervision Aide  
 NAME: Montesia Bates  
 RATE OF PAY: \$7.25 per hour  
 HOURS: Two hours per day  
 START DATE: September 29, 2009 provided a satisfactory criminal history review has been completed.
  - c. POSITION: Part-Time Student Supervision Aide  
 NAME: Jennifer Rhine  
 RATE OF PAY: \$7.25 per hour  
 HOURS: Two hours per day  
 START DATE: September 29, 2009 provided a satisfactory criminal history review has been completed.
  - d. POSITION: Part-Time Substitute Student Supervision Aide  
 NAME: Geraldine Trost  
 RATE OF PAY: \$7.25 per hour  
 HOURS: Two hours per day

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START DATE: As needed beginning September 29, 2009 provided a satisfactory criminal history review has been completed.

3. 2009- 2010 Title I Salary Allocations:
  - a. NAME: Cheryl Pataky  
SALARY: \$67,525.00  
ALLOCATION: Title I, Title IIA and General Fund
  - b. NAME: Rick Koch  
SALARY: \$48,450.00  
ALLOCATION: Title I
  - c. NAME: Jamie Kosmaczewski  
SALARY: \$49,600.00  
ALLOCATION: Title I
  
4. Employment of the following personnel for the Community Education Fall 2009 courses:
  - a. POSITION: Instructor – Floor Hockey (Children)  
NAME: Richard Hohenberger  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - b. POSITION: Instructor – Board Games for Fun (Children)  
NAME: Suzanne McClernan  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - c. POSITION: Instructor – Basketball I (Children)  
NAME: Candice Collins  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - d. POSITION: Instructor – Arts and Crafts (Children)  
NAME: Susan Brown  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - e. POSITION: Instructor – Scrapbooking (Children)  
NAME: Nicole Palermo  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - f. POSITION: Instructor – Flip for Fun (Children)  
NAME: Alicia Heverly  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - g. POSITION: Instructor – Fun and Games (Children)  
NAME: Jim Butz  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - h. POSITION: Instructor – Cooking for Fun (Children)  
NAME: Tracy Stefan  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - i. POSITION: Instructor – Volleyball (Adults)  
NAME: Joseph Cassella  
RATE OF PAY: \$15.50 per session; four sessions maximum

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- j. POSITION: Instructor – Yoga (Adults)  
NAME: Michelle Baldino  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - k. POSITION: Instructor – Flower Arranging (Adults)  
NAME: Debbie Briggs  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - l. POSITION: Substitute Instructor  
NAME: Susan Brown  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - m. POSITION: Substitute Instructor  
NAME: Candice Collins  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - n. POSITION: Substitute Instructor  
NAME: Jessica Ballinghoff  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - o. POSITION: Substitute Instructor  
NAME: Christopher Yoder  
RATE OF PAY: \$31.00 per session; four sessions maximum
  - p. POSITION: Substitute Instructor  
NAME: Suzanne McClernan  
RATE OF PAY: \$15.50 per session; four sessions maximum
  - q. POSITION: Substitute Instructor  
NAME: Kate Teschner  
RATE OF PAY: \$15.50 per session; four sessions maximum
- 5. Certified staff salary adjustment for the 2010- 2011 school year due upon satisfactory completion of graduate courses:
  - a. EMPLOYEE: Jessica Ballinghoff  
COMPLETION: May 2010  
NEW STEP: 4 BA+ 30  
NEW SALARY: \$48,830.00
- 6. School volunteers for the 2009- 2010 school year:
  - a. Marie Mackey
  - b. Rosemary Cornwell
  - c. Fayette Wells
  - d. Ruth Warren
- 7. Additions (September 2009) to the Source 4 Teachers Master Substitute List for the 2009- 2010 school year
- 8. Professional Development Workshops:
  - a. DRA2 Course for Grades 4- 8:  
Date: September 30, 2009  
Time: 3:45 PM – 5:15 PM  
Description: Teachers will review how to administer and score the DRA2 (Developmental Reading Assessment).

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Participants: Elizabeth Letizia, Karen Tropp, Karen Stiles, Kim Schultz, Lorraine Winters, Jessica Ballinghoff, Audrey Pape, Tina Jennetta, Alyssa Martin, Candice Collins, Christina Fellona, Cheryl Prescott, Michele Small, Christine Procopio, Michelle Cirrincione, Cathe Bare, Karen Pickering

Facilitator: Cheryl Pataky

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

b. Accelerated Reader Course for Grades 5- 8:

Date: October 6, 2009

Time: 3:45 PM – 5:15 PM

Description: Teachers will review how to utilize and manage the Accelerated Reader Online Quizzes.

Offered to: Jessica Ballinghoff, Audrey Pape, Tina Jennetta, Alyssa Martin, Candice Collins, Christina Fellona, Cheryl Prescott, Michele Small, Christine Procopio, Michelle Cirrincione, Cathe Bare, Kathy Batchelor

Facilitator: Cheryl Pataky

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

c. Criterion Online Writing Evaluation Course for Grades 7 and 8:

Date: October 13, 2009

Time: 3:45 PM – 5:15 PM

Description: Teachers will review how to utilize and manage the Criterion Online Writing Evaluation.

Offered to: Michele Small, Christine Procopio, Michelle Cirrincione, Cathe Bare, Kathy Batchelor, Nicole Palermo, Nancy Gundaker

Facilitator: Cheryl Pataky

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

d. 6 + 1 Traits of Writing with StoryTown for Grades K- 1:

Date: Thursday, October 15, 2009

Time: 3:45 PM – 5:15 PM

Description: Teachers will be given an overview of how the 6 + 1 Traits are being utilized by all the grades working with StoryTown to deepen the understanding of the universal connection. Sharing of successful lessons held so far will take place along with recommendations for future lessons.

Participants: Karen Clayton, Karen Thumm, Bonnie Bhasin, Eileen Swan, Sandra Rambo, Kelly Kolody, Lynne Pollock

Facilitator: Jamie Kosmaczewski

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

e. HOLT Elements of Literature Routines for Grades 7 and 8:

Date: October 20, 2009

Time: 3:45 PM – 5:45 PM

Description: Teachers will learn literature routines to use in the classroom including: Think- Pair- Share, Numbered Heads Together, Pin- Wheel discussion, Quick Write, Admit/Exit, Three- Minute Review, Send a Problem, Jigsaw with Experts, Double- Entry Journal, and Reciprocal Teaching.

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009

Participants: Michele Small, Christine Procopio, Michelle Cirrincione,  
Cathe Bare, Nicole Palermo, Nancy Gundaker  
Facilitator: Cheryl Pataky  
Rate of Pay: \$31.00 per hour/per teacher  
Funded by: Title IA and/or Title IIA

f. Guided Reading with StoryTown for Grades 2- 3:

Date: October 22, 2009  
Time: 3:45 PM - 5:45 PM  
Description: Review of how Guided Reading groups should be formed and how often they should take place. Ideas of how to use both materials from StoryTown along with outside sources will be discussed.

Participants: Lauren Levine, Dawn Egan, Marianne Williams, Lynne Pollock, Mary Ann Egan, Lauren Roberts, Brenda Falkenstein, Traci Boone, Lorraine Winters

Facilitator: Jamie Kosmaczewski  
Rate of Pay: \$31.00 per hour/per teacher  
Funded by: Title IA and/or Title IIA

g. Incorporating Word Walls for Grades K- 3:

Date: October 26, 2009  
Time: 3:45 PM - 5:15 PM  
Description: Teachers will share ideas of how word walls are being developed and utilized in their classrooms. Further techniques and methods for including them instructionally will be modeled and explained.

Participants: Karen Clayton, Karen Thumm, Bonnie Bhasin, Eileen Swan, Sandra Rambo, Kelly Kolody, Lauren Levine, Dawn Egan, Marianne Williams, Lynne Pollock, Mary Ann Egan, Lauren Roberts, Brenda Falkenstein, Traci Boone, Lorraine Winters

Facilitator: Jamie Kosmaczewski  
Rate of Pay: \$31.00 per hour/per teacher  
Funded by: Title IA and/or Title IIA

h. Guided Reading with StoryTown for Grades 4- 6:

Date: October 27, 2009  
Time: 3:45 PM - 5:45 PM  
Description: Teachers will review materials and strategies to be used during guided reading instruction.

Participants: Elizabeth Letizia, Karen Tropp, Karen Stiles, Kim Schultz, Lorraine Winters, Jessica Ballinghoff, Audrey Pape, Tina Jennetta, Alyssa Martin, Candice Collins, Christina Fellona, Cheryl Prescott

Facilitator: Cheryl Pataky  
Rate of Pay: \$31.00 per hour/per teacher  
Funded by: Title IA and/or Title IIA

i. Guided Reading with StoryTown for Grades K- 1:

Date: October 29, 2009  
Time: 3:45 PM - 5:45 PM  
Description: Review of how Guided Reading groups should be formed and how often they should take place. Ideas of how to use both materials from StoryTown along with outside sources will be discussed.

Participants: Karen Clayton, Karen Thumm, Bonnie Bhasin, Eileen Swan, Sandra Rambo, Kelly Kolody, Lynne Pollock

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Facilitator: Jamie Kosmaczewski  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA and/or Title IIA

j. 6 + 1 Traits of Writing with StoryTown for Grades 4- 6:

Date: November 9, 2009  
 Time: 3:45 PM – 5:15 PM  
 Description: Teachers will be given an overview of how the 6 + 1 Traits are being utilized by all the grades working with StoryTown to deepen the understanding of the universal connection. Sharing of successful lessons held so far will take place along with recommendations for future lessons.  
 Participants: Elizabeth Letizia, Karen Tropp, Karen Stiles, Kim Schultz, Lorraine Winters, Jessica Ballinghoff, Audrey Pape, Tina Jenetta, Alyssa Martin, Candice Collins, Christina Fellona, Cheryl Prescott, Karen Pickering, Cathe Bare  
 Facilitator: Jamie Kosmaczewski  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA and/or Title IIA

k. MAP Course Training for Grades 1- 5:

Date: November 10, 2009  
 Time: 3:45 PM – 5:15 PM  
 Description: To work on accessing student performance data from the on- line NWEA Map tests in Math and Reading so as to help differentiate instruction in the classroom to meet students' needs.  
 Participants: Eileen Swan, Sandy Rambo, Kelly Kolody, Lauren Levine, Dawn Egan, Marianne Williams, Mary Ann Egan, Brenda Falkenstein, Traci Boone, Lauren Roberts, Karen Tropp, Karen Stiles, Kim Schultz, Jessica Ballinghoff, Audrey Pape, Tina Jenetta, Elizabeth Letizia  
 Facilitator: Rick Koch  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA and/or Title IIA

l. MAP Course Training for Grades 6- 8:

Date: November 12, 2009  
 Time: 3:45 PM – 5:15 PM  
 Description: To work on accessing student performance data from the on- line NWEA Map tests in Math and Reading so as to help differentiate instruction in the classroom to meet students' needs.  
 Participants: Candice Collins, Cheryl Prescott, Michele Small, Christine Procopio, Michelle Cirrincione, Cathe Bare, Kathy Batchelor, Mary Ellen Haldeman, Michelle Magilton, Nicole Palermo, Nancy Gundaker, Tracy Stefan, Karen Pickering  
 Facilitator: Rick Koch  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA and/or Title IIA

m. 6 + 1 Traits of Writing with StoryTown for Grades 2- 3:

Date: November 12, 2009  
 Time: 3:45 PM - 5:15 PM  
 Description: Teachers will be given an overview of how the 6 + 1 Traits are being utilized by all the grades working with StoryTown to deepen the understanding of the universal connection.

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Sharing of successful lessons held so far will take place along with recommendations for future lessons.

Participants: Lauren Levine, Dawn Egan, Marianne Williams, Lynn Pollock, Mary Ann Egan, Lauren Roberts, Brenda Falkenstein, Traci Boone, Lorraine Winters

Facilitator: Jamie Kosmaczewski

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

n. Learnia Course Training for Grades 3- 5

Date: December 8, 2009

Time: 3:45 PM – 5:15 PM

Description: To review previous results for LEARNIA as well as get set for upcoming LEARNIA testing. Review LEARNIA standards based reporting and discuss strategies to meet students' areas for improvement in preparation for the NJ ASK testing in May 2010.

Participants: Mary Ann Egan, Brenda Falkenstein, Traci Boone, Lauren Roberts, Elizabeth Letizia, Karen Tropp, Karen Stiles, Kim Schultz, Jessica Ballinghoff, Audrey Pape, Alyssa Martin, Tina Jenetta

Facilitator: Rick Koch

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

o. Learnia Course Training for Grades 6- 8

Date: December 16, 2009

Time: 3:45 PM – 5:15 PM

Description: To review previous results for LEARNIA as well as get set for upcoming LEARNIA testing. Review LEARNIA standards based reporting and discuss strategies to meet students' areas for improvement in preparation for the NJ ASK testing in May 2010.

Participants: Candice Collins, Michelle Endrizzi, Cheryl Prescott, Michele Small, Christine Procopio, Michelle Cirrincione, Cathe Bare, Kathy Batchelor, Mary Ellen Haldeman, Michelle Magilton, Nicole Palermo, Nancy Gundaker, Tracy Stefan, Karen Pickering

Facilitator: Rick Koch

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA and/or Title IIA

9. 2009- 2010 Title I Tutoring Program:

a. Back on Track Clinic for Grades 6- 8:

Date: December 1, 2009 - February 4, 2010 Tuesdays, Wednesdays, Thursdays  
February 16, 2010 - April 15, 2010 Tuesdays, Wednesdays, Thursdays  
April 20, 2010 - June 10, 2010 Tuesdays, Wednesdays, Thursdays

Time: 3:15 PM – 4:00 PM

Description: Students will work on missing class assignments, preparing for tests, and homework.

Teachers: 3

Rate of Pay: \$31.00 per hour/per teacher

Funded by: Title IA

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10. 2009- 2010 Title I Extended Day Program:

- a. Expository Writing for Grades 3- 5:  
 Date: January 12 - 28, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Students will review the components of expository writing and practice best writing techniques.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA
- b. Mathematical Problem Solving for Grades 3- 5:  
 Date: January 12 - 28, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Each session will focus on a problem solving strategy with practice problems to provide students skill practice that they can use in the classroom.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA
- c. Phonics review for Grade 2:  
 Date: January 12 - 28, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Students will review phonics by working with manipulatives and decodable books to practice blends, digraphs, and other sounds in order to improve reading fluency.  
 Teachers: 1  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA
- d. Expository Writing for Grades 6- 8:  
 Date: February 2 - 4 and February 16- 25, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Students will review the components of expository writing and practice best writing techniques.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA
- e. Mathematical Problem Solving for Grades 6- 8:  
 Date: February 2 - 4 and February 16 - 25, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Each session will focus on a problem solving strategy with practice problems to provide students skill practice that they can use in the classroom.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA
- f. Reading Comprehension for Grades 3- 5:  
 Date: March 9 - 25, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM

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Description: Students will utilize the Study Island lessons to review specific comprehension skills which they showed weaknesses in based on LEARNIA data.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA

g. NJASK Math Review for Grades 3- 5:

Date: March 9 - 25, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Each session will focus on a different grade level core mathematical skill area to help students get ready for state testing.  
 Teachers: 3  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA

h. Math Facts Review for Grades 2:

Date: March 9 - 25, 2010 Tuesdays, Wednesdays, Thursdays  
 Time: 3:15 PM – 4:00 PM  
 Description: Students will practice basic mathematical facts through activities and games.  
 Teachers: 1  
 Rate of Pay: \$31.00 per hour/per teacher  
 Funded by: Title IA

11. Appointment of Dawn Anderson as the Homeless Liaison for the 2009- 2010 school year.

12. Revised policy # 8601 Pupil Supervision After School Dismissal

13. Field Experience Request:

a. NAME: Cynthia Brown  
 UNIVERSITY: Camden County College  
 COOPERATING TEACHER: Karen Tropp (Grade 4)  
 NOTE: Field experience request is for 15 hours only.

14. Extra- Curricular Advisor and Coach/Assistant Coach Annual Evaluation Forms

15. Participation in Smile Programs – Mobile Dentist, an in- school dental prevention program. Dates available are December 15, 2009 and June 8, 2010. Mary Beth Hernandez, R.N. (school nurse) would be the facilitator.

16. Proposed school recess dates for the 2009- 2010 school year.

17. Workshop/Meeting Requests:

a. EMPLOYEE: Michael Adams  
 WORKSHOP: New Title I Directors' Training  
 LOCATION: Camden County College, Blackwood, NJ  
 DATE: Tuesday, September 29, 2009  
 COST: \$0.00  
 SPONSOR: NJ Department of Education

b. EMPLOYEE: Lynn Marcus  
 WORKSHOP: New Title I Directors' Training

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- LOCATION: Camden County College, Blackwood, NJ  
 DATE: Tuesday, September 29, 2009  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Michael Adams  
 WORKSHOP: Negotiations in Difficult Times  
 DATE: Monday, October 5, 2009 at 6:30 PM  
 LOCATION: Gloucester County Institute of Technology  
 COST: \$0.00  
 SPONSOR: NJ School Boards Association
- d. EMPLOYEE: Joanne Clement  
 WORKSHOP: Negotiations in Difficult Times  
 DATE: Monday, October 5, 2009 at 6:30 PM  
 LOCATION: Gloucester County Institute of Technology  
 COST: \$0.00  
 SPONSOR: NJ School Boards Association
- e. EMPLOYEE: Janice Breon  
 WORKSHOP: NJSCA Fall 2009 Professional Day Conference  
 DATE: Monday, October 19, 2009  
 LOCATION: Ocean Place, Long Branch, NJ  
 COST: \$110.00  
 SPONSOR: NJ School Counselor Association
- f. EMPLOYEE: Jamie Kosmaczewski  
 WORKSHOP: Part 1: Lesson Planning and Differentiated Instruction  
 using  
 WIDA  
*DATE CHANGE: Friday, October 23, 2009*  
 LOCATION: Middlesex County College, Edison, NJ  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Jamie Kosmaczewski  
 WORKSHOP: One Size Does Not Fit All: Developing Strategies to Address  
 the Learning and Behavior Problems of Students in Grades  
 K- 4  
 DATE: Thursday, November 19, 2009  
 LOCATION: Robbinsville High School, Robbinsville, NJ  
 COST: \$0.00  
 SPONSOR: The I&RS Technical Assistance Project Team
- h. EMPLOYEE: Lynn Marcus  
 WORKSHOP: Early childhood Leadership Series – South 1  
 DATES: October 27, 2009; December 14, 2009; January 29, 2010;  
 March 8, 2010  
 LOCATION: EIRC, Sewell, NJ  
 COST: \$0.00  
 SPONSOR: NJ Department of Education and EIRC
- i. EMPLOYEE: Kerith Kraft  
 MEETINGS: 2009- 2010 Special Education Administrators’ Meetings  
 DATES: One time each month, October through June  
 LOCATION: Camden County Educational Services, Clementon, NJ

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- COST: \$0.00  
SPONSOR: Camden County Special Education Administrators
- j. EMPLOYEE: Michael Adams  
MEETINGS: 2009- 2010 Camden County Curriculum Consortium Meetings  
DATES: One time each month, September through June  
LOCATION: Voorhees School District Administration, Voorhees, NJ  
COST: \$0.00  
SPONSOR: Camden County Curriculum Committee
- k. EMPLOYEE: Lynn Marcus  
MEETINGS: 2009- 2010 Camden County Curriculum Consortium Meetings  
DATES: One time each month, September through June  
LOCATION: Voorhees School District Administration, Voorhees, NJ  
COST: \$0.00  
SPONSOR: Camden County Curriculum Committee
- l. EMPLOYEE: Janice Breon  
WORKSHOP: Camden County School Crisis Team Training  
DATE: Tuesday, November 3, 2009 (In- service Day)  
LOCATION: Camden County Educational Services, Clementon, NJ  
COST: \$0.00  
SPONSOR: Camden County Educational Services Commission
- m. EMPLOYEE: Albert Wagner  
WORKSHOP: Camden County School Crisis Team Training  
DATE: Tuesday, November 3, 2009 (In- service Day)  
LOCATION: Camden County Educational Services, Clementon, NJ  
COST: \$0.00  
SPONSOR: Camden County Educational Services Commission
18. Field Trip:
- a. TRIP: **First Grade Class Trip**  
DATE: Friday, October 16, 2009  
RAIN DATE: TBA - Spring 2010  
TIME: 9:00 AM - 2:45 PM  
DESTINATION: Cape May County Zoo  
STUDENT ADMISSION: \$60.00 donation per bus (two buses required)  
CHAPERONE COST: \$0.00  
TRANSPORTATION: \$360.00 (Provided by T & L Transportation)  
PARTICIPANTS: Students in grade one, teachers, aides, and parent volunteers.
19. School Activities:
- a. EVENT: **"Math-A-Thon" Fundraiser**  
FACULTY SPONSORS: Rick Koch and Michelle Magilton  
DATES: October 2009 - January 2010  
PARTICIPANTS: Students in grades Kindergarten through eight.  
NOTE: Math- A- Thon is an educational fundraiser that benefits St. Jude's Children's Research Hospital. With parental permission, students can take part in this fundraiser by obtaining sponsors and completing their "Math Funbooks". After completing the math problems, students collect

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donations from their sponsors. The math problems the students complete are designed to improve math and comprehension skills. Participation also helps the students understand the importance of helping others.

**TIMELINE:**

Oct. 14th - Faculty Meeting announcement to get teachers on-board with the effort

Oct. 16th - Two (2) 45 minute kickoff assemblies in the MPR:

9:00- 9:45 For Grades K- 4

9:45- 10:30 For Grades 5- 8

Distribute parent consent and sponsorship forms

Oct. 28th - Parent consent forms collected through homerooms to main office and place order for Funbooks on Math- a- thon site

Oct. 29th - Hand out fun books and kickoff sheet to each homeroom

Nov. 2nd- Dec. 1st - Students do Math- a- thon on- line and funbook

Dec. 1st- Dec. 19th - Collect donations in HR and send it in to BOE office

Dec. 21st - Mail donation check to St. Jude

Dec. 22nd - Collate order for prizes

Dec. 23rd (or over break) - Rick and Michelle order prizes on- line

Week of January 18 - Prizes delivered to classes through quick grade level assemblies held in MPR

Jan. 26th - Wrap- up meeting to go over improvements for next year

- b. **EVENT:** **Clementon Community Clean-Up Day**  
**FACULTY SPONSORS:** Various CES Coaches and Advisors  
**DATE:** Saturday, October 3 and Sunday, October 4, 2009  
**TIME:** 9:00 AM – 12:00 PM  
**LOCATION:** All groups to meet at the Clementon Fire Hall.  
**PARTICIPANTS:** Cheerleaders, basketball teams, softball team, student government members, National Junior Honor Society members, safety patrol members.  
**NOTE:** Various school sports teams/organizations will participate in “Clementon Clean-Up Day.” The groups are paid for their efforts.
- c. **EVENT:** **Annual Fire Prevention Assemblies**  
**FACULTY SPONSOR:** Kate Teschner  
**DATE:** Wednesday, October 7, 2009  
**TIME:** TBA – Daytime  
**LOCATION:** Multi- Purpose Room  
**PARTICIPANTS:** Students in grades preschool through eight.
- d. **EVENT:** **Student Council Fundraiser – *Halloween Candy Gram Sale***  
**FACULTY SPONSOR:** Karen Stiles  
**DATES:** October 26 through October 30, 2009  
**NOTE:** Funds collected will benefit Student Council activities.
- e. **EVENT:** **Student Council Fundraiser – *“Keep Up the Good Work” Candy Gram Sale***  
**FACULTY SPONSOR:** Karen Stiles  
**DATES:** November 20 through November 25, 2009  
**NOTE 1:** Funds collected will benefit Student Council activities.  
**NOTE 2:** Students will sell candy grams to parents during parent/teacher conferences.

## **CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009**

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- f. **EVENT:** **Student Council Fundraiser – Winter Candy Gram Sale**  
**FACULTY SPONSOR:** Karen Stiles  
**DATES:** December 16 through December 22, 2009  
**NOTE:** Funds collected will benefit Student Council activities.
- g. **EVENT:** **Winter Concert**  
**FACULTY SPONSORS:** Salvatore Mazzocca and Ryan Roemer  
**DATE:** Thursday, December 17, 2009  
**TIME:** 7:00 PM  
**LOCATION:** Multi- Purpose Room
- h. **EVENT:** **Student Council Fundraiser – “Keep Up the Good Work” Candy Gram Sale**  
**FACULTY SPONSOR:** Karen Stiles  
**DATES:** February 8 through February 11, 2010  
**NOTE 1:** Funds collected will benefit Student Council activities.  
**NOTE 2:** Students will sell candy grams to parents during parent/teacher conferences
- i. **EVENT:** **Student Council Fundraiser – Valentine’s Day Candy Gram Sale**  
**FACULTY SPONSOR:** Karen Stiles  
**DATES:** February 8 through February 11, 2010  
**NOTE:** Funds collected will benefit Student Council activities.
- j. **REVISED EVENT:** **School Play – “Seussical, Jr.”**  
**FACULTY SPONSOR:** Salvatore Mazzocca  
**DATE:** Wednesday, May 19, 2010  
**TIME:** 7:00 PM  
**LOCATION:** Multi- Purpose Room
- k. **EVENT:** **Open Gym – Basketball**  
**FACULTY SPONSOR:** Candice Collins  
**DATES:** Tuesdays; October 6, 20, 27, 2009 and November 10 and 17, 2009  
**TIME:** 3:15 PM – 4:00 PM  
**LOCATION:** Gymnasium  
**PARTICIPANTS:** Students in grades five through eight are invited to attend. They must have a physical before participating and a signed parent permission form.  
**NOTE:** Ms. Collins will volunteer her time for this program. Program created to get more students involved in the basketball program. Also, a warm- up for the upcoming basketball season, students will work on skills and have fun.

### 20. Community Use of Facilities:

- a. **ORGANIZATION:** South Jersey Bandits Softball  
**PERSON IN CHARGE:** Richard Hohenberger  
**SPONSOR:** Community Education  
**PURPOSE:** Softball Practice Sessions  
**DATES:** Whenever the previously reserved rooms are available, October 6, 2009 through April 2010  
**TIME:** 6:00 PM – 8:00 PM  
**LOCATION:** Multi- Purpose Room and Gym  
**NOTE:** Other organization(s) have already reserved these rooms.



## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009

- LOCATION: Camden County Regional Emergency Training Center,  
Blackwood, NJ
- COST: \$0.00
- SPONSOR: Camden County Board of Health
- NOTE: Notification for this workshop was received via email on  
Thursday, September 24, 2009.
- b. EMPLOYEE: Michael Adams
- MEETING: Camden County Board of Health H1N1 Meeting
- DATE: Friday, October 9, 2009
- LOCATION: Camden County Regional Emergency Training Center,  
Blackwood, NJ
- COST: \$0.00
- SPONSOR: Camden County Board of Health
- NOTE: Notification for this workshop was received via email on  
Thursday, September 24, 2009.
- c. EMPLOYEE: Joanne Clement
- MEETING: Camden County Board of Health H1N1 Meeting
- DATE: Friday, October 9, 2009
- LOCATION: Camden County Regional Emergency Training Center,  
Blackwood, NJ
- COST: \$0.00
- SPONSOR: Camden County Board of Health
- NOTE: Notification for this workshop was received via email on  
Thursday, September 24, 2009.
- d. EMPLOYEE: Mary Beth Hernandez
- WORKSHOP: Vaccinator Training for School Nurses
- DATE: Wednesday, October 21, 2009
- TIME: 6:00 PM – 8:00 PM
- RATE OF PAY: \$31.00 per hour
- LOCATION: Camden County Regional Emergency Training Center,  
Blackwood, NJ
- COST: \$0.00
- SPONSOR: Camden County Board of Health
- NOTE: Notification for this workshop was received via email on  
Thursday, September 24, 2009.

MOVED BY:       Mrs. de Haan        
ON ROLL CALL VOTE:

SECOND BY:       Mrs. Suckle        
MOTION CARRIED: 8-0-0

26. Discussion Items:

- a. Informal Observations
- b. School Leadership Teams
- c. H1N1 Information

**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	\$280,320.04
2. List # 2 (Community Education)	\$1,868.70
3. List # 3	\$183.00

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009

4.	List # 4	\$642,483.45
5.	List # 5	\$16,647.16

2. Payment Transactions:

a. Approve transfers in the amount of \$7,535.00.

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
08/15/09	From: General To: Payroll	\$27,841.37
08/15/09	From: General To: Agency	\$13,157.94
08/30/09	From: General To: Payroll	\$34,784.19
08/30/09	From: General To: Agency	\$14,952.22

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
08/15/09	To: First Niagara Bank For: Tax Sheltered Annuities	\$616.50
08/30/09	To: First Niagara Bank I For: Tax Sheltered Annuities	\$616.50

4. Investment Report:

*Account closed. Money moved into General Fund for solar project.*

5. Approve nonpublic school funding for Children of Promise School for nonpublic textbooks in the amount of \$3,255.00.

6. Accept the Comprehensive Annual Financial Report (CAFRA) for the fiscal year ending June 30, 2009 and the Auditor's Management Report – Financial, Compliance, and Performance for the fiscal year ending June 30, 2009. There were no audit findings.

7. Accept the donation of book bags and lunch boxes from the Chews United Methodist Church.

8. Special Board of Education Meeting with Pine Hill, Berlin Township, and the New Jersey School Boards Association on October 14, 2009 at 6:30 PM at Clementon.

9. Out of District Placements for the 2009- 2010 school year:

<u>Student #</u>	<u>District</u>	<u>Amount</u>
1874	Archway, Atco	\$ 33,324
1874	Archway, Aide	\$ 24,080
505	Archway, Atco	\$ 33,327
1833	Archway, Atco	\$ 33,324
1808	Archway, Washington	\$ 32,607
2018	Bancroft NeuroHealth	\$ 38,345
1949	Gloucester County	\$ 30,420
703	Burlington County	\$ 31,000
165	Deveraux	\$ 43,669
1884	Gloucester County	\$ 32,220

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1884	Gloucester County - Aide	\$	17,000
1797	Gloucester County	\$	30,420
492	White Horse Academy	\$	23,000
1795	Gloucester County	\$	30,420
1792	Gloucester County	\$	28,980
1989	Gloucester County	\$	32,220
1281	Gloucester County	\$	30,420
1806	Hollydell	\$	53,000
2152	Larc	\$	37,370
1801	Moorestown	\$	44,127
1817	Pinelands Learning Ctr.	\$	38,299
1867	Regional Day	\$	46,563
2051	Somerset	\$	74,239
1786	St, John of God	\$	36,616
2099	White Horse Academy	\$	23,000
1584	Gloucester County	\$	23,220
1873	Woods Services	\$	54,750
1788	YALE	\$	42,669
1323	YALE	\$	37,161

### 10. Workshop/Meeting Requests:

- a. ATTENDEE: Randy Freiling  
 WORKSHOP: Negotiations in Difficult Times  
 DATE: Monday, October 5, 2009 at 6:30 PM  
 LOCATION: Gloucester County Institute of Technology  
 COST: \$0.00  
 SPONSOR: NJ School Boards Association
- b. ATTENDEE: Harry Gahm  
 WORKSHOP: 39<sup>th</sup> Annual School Law Forum  
 DATE: Thursday, October 29, 2009  
 COST: \$75.00
- c. ATTENDEES: Irene Buchalter, Sara Paranzino, Virginia de Haan, Tracy Dougherty, Randy Freiling, Harry Gahm, John Romer, Sr., Ellen Suckle, William Weyland, Michael Adams, Joanne Clement  
 WORKSHOP: Annual NJ School Boards Association Convention  
 DATES: October 28 through October 30, 2009  
 LOCATION: Harrah's, Atlantic City, NJ  
 REGISTRATION: \$1,100.00  
 HOTEL: \$252.00 per person  
 TRAVEL: OMB rate  
 SPONSOR: NJ School Boards Association
- d. ATTENDEES: Irene Buchalter, Sara Paranzino, Virginia de Haan, Tracy Dougherty, Randy Freiling, Harry Gahm, John Romer, Sr., Ellen Suckle, William Weyland, Michael Adams, Joanne Clement, Lynn Marcus, Al Wagner  
 MEETING: Annual State of the Fund Dinner  
 DATE: Tuesday, November 10, 2009  
 LOCATION: Charley's Other Brother  
 COST: \$0.00

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11. Acceptance of the Treasurer's Report and Secretary's Report in accordance with N.J.A.C. 6A:23- 2.11(c)3 and N.J.A.C. 6A23- 2.11(a) for the months of **July 2009 and August 2009**. The Treasurer's Report and the Secretary's Report are in agreement for the months. The Board Secretary certifies that no line account has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.  
 (Treasurer's Report)  
 (Secretary's Report)

Pursuant to N.J.A.C. 6A:23- 2.11(c)4, the Board certifies that as of **July 31, 2009 and August 31, 2009**, after review of the Secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23- 2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOVED BY:       Mrs. de Haan        
 ON ROLL CALL VOTE:

SECOND BY:       Mrs. Suckle        
 MOTION CARRIED: 8-0-0

**SECRETARY'S REPORT = A D D E N D U M**

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

12. Resolved that, the Clementon Board of Education approve the Final Eligible Costs for the Project SP #0880- 010- 09- 1001 in the amount of \$225,014.00.
13. Resolved that, the Board of Education authorizes the Business Administrator/Board Secretary authority to execute and deliver Grant Agreement;
14. Further, be it resolved that the Board of Education delegate's authority to the Business Administrator/Board Secretary to supervise the School Facility Project.

MOVED BY:       Mrs. de Haan        
 ON ROLL CALL VOTE:

SECOND BY:       Mrs. Paranzino        
 MOTION CARRIED: 8-0-0

15. Resolved that, the Board of Education authorizes the Business Administrator/Board Secretary authority to withdraw \$\$80,596.42 from Capital Reserve Account and depositing said amount in Fund 30 as part of our local share in accordance with the grant application.

MOVED BY:       Mr. Freiling        
 ON ROLL CALL VOTE:

SECOND BY:       Mrs. Suckle        
 MOTION CARRIED: 8-0-0

16. Request to transfer \$30,000.00 from local tuition account to Fund 12 for additional security cameras as approved by the County Office of Education.

MOVED BY:       Mrs. Suckle        
 ON ROLL CALL VOTE:

SECOND BY:       Mr. Freiling        
 MOTION CARRIED: 8-0-0

17. Quote from Security and Data Technologies, Inc. for security cameras not to exceed \$28,935.00.

MOVED BY:       Mr. Freiling        
 ON ROLL CALL VOTE:

SECOND BY:       Mrs. de Haan        
 MOTION CARRIED: 8-0-0

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009

18. Quote from Security and Data Technologies, Inc. for maintenance contract on existing cameras. Adjustment for a cost of \$3,520.00.

MOVED BY:       Mrs. Suckle        
ON ROLL CALL VOTE:

SECOND BY:       Mr. Gahm        
MOTION CARRIED: 8-0-0

19. Contract between the County of Camden and Clementon School District for the distribution of H1N1 vaccinations.

MOVED BY:       Mr. Freiling        
ON ROLL CALL VOTE:

SECOND BY:       Mr. Gahm        
MOTION CARRIED: 8-0-0

### CORRESPONDENCE:

1. Sunshine Notice from Pine Hill Public Schools regarding the September 22, 2009 Worksession/Regular Business Meeting.
2. Letter from Michael Adams to parents regarding student N.M. being selected to represent Camden County in the 2008- 2009 NJ Division of Fire Safety's Fire Prevention Poster Contest.

### COMMITTEE REPORTS:

1. Administrative Evaluation  
(Chairperson - Randall Freiling)
  - Mr. Freiling would like to have a meeting to discuss the Board's goals for the 2009- 2010 school year.
2. Building and Maintenance  
(Chairperson - Harry Gahm)
  - Mr. Gahm reported on the camera purchase and the geo- thermal project. A committee meeting is set for Wednesday, September 30, 2009 at 1L30 PM with the architect.
3. Camden County Educational Services Commission  
(Representative - Virginia de Haan)
  - Mr. Weyland attended the quick meeting.
4. Camden County School Boards Association  
(Representatives - Harry Gahm and Ellen Suckle)
  - No report.
5. Community Education  
(Chairperson - John Romer)
  - Mr. Romer reported that the brochure for the fall classes was sent out to the community.
6. Policy  
(Chairperson - Irene Buchalter)
  - Nothing to report.
7. Core Curriculum and Technology  
(Chairperson - Ellen Suckle)
  - This month, the technology department has made some purchases to streamline and enhance our users' experience. We were able to purchase a new

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009

core switch, 12 workgroup laser printers, and 50 refurbished classroom computers.

- The new switch is a Cisco 3750G, which will provide much-needed core-layer functionality and gigabit interconnectivity speeds between our wiring closets. This switch will aggregate the connections from our access-layer switches and enable layer 2 redundancy, improving uptime and bandwidth utilization. This switching system will allow for further future growth. Virtualization of resources begins with a solid network foundation, and this purchase puts us in a strong position.
- We also procured 12 Samsung workgroup laser printers to replace the aging inkjets found in most of the classrooms. Inkjet printers, particularly older models like the ones we have, are notoriously poor performers in almost all categories: performance, durability, price per page, and lifetime of consumables, among others. With these new printers, one of which will go to each grade level and a few other select locations, we will save a non-trivial amount of money in ink purchases alone. The fact that the new printers are networkable will also provide enhanced failover options. Local printing will now be a much better option for our teachers than it has been in the past.
- Finally, we purchased 50 refurbished computers to clean out the remaining Windows 98 PCs. These machines, Dell Optiplex GX 270s, run Windows XP, which is really the minimum acceptable Microsoft operating system in any computing environment today. Students will be able to take advantage of real, functional computer centers in the classroom, with all of the educational and real-life benefits that provides.

### 8. Finance

*(Chairperson - Randall Freiling)*

- The audit was presented and accepted.

### 9. Legislation

*(Representative - William Weyland)*

- Nothing to report.

### 10. Personnel – Executive Session

*(Chairperson - Sara Paranzino)*

- Nothing to report.

### 11. 7<sup>th</sup> and 8<sup>th</sup> Grade Committee

*(Chairperson - William Weyland)*

**MOTION:** To disband the 7<sup>th</sup> and 8<sup>th</sup> Grade Committee

**MOVED BY:**           Mrs. Suckle          

**SECOND BY:**           Mr. Romer          

**ON ROLL CALL VOTE:**

**MOTION CARRIED:** 8-0-0

### 12. Pine Hill Board of Education

*(Representative - Irene Buchalter)*

- Mrs. Buchalter reported that the opening of school went well. Dr. Hanna passed them for QSAC.
  - a. Minutes from the June 23, 2009 Worksession/Regular Business Meeting

### 13. Municipal Alliance

*(Representative - William Weyland)*

- Nothing to report.

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ September 28, 2009**

14. Leadership Committee  
*(Representative - Irene Buchalter)*
- Mr. Adams gave a report.

**OTHER INFORMATION:**

1. Extra-Curricular coaching changes for the 2009-2010 basketball season:
  - Assistant Boys Basketball Coach – Michael O'Brien (formerly Assistant Girls Basketball Coach)
  - Assistant Girls Basketball Coach – Christine Fellona (formerly Assistant Boys Basketball Coach)
  
2. School Activities:
  - EVENT: Joanne Dereskewicz Scholarship Information Session (Students)  
 DATE: October 2, 2009  
 TIME: 9:30 AM – 10:00 AM  
 PARTICIPANTS: Students in grade 6.
  
  - EVENT: Joanne Dereskewicz Scholarship Information Session (Parents)  
 DATE: October 8, 2009  
 TIME: 3:15 PM – 3:45 PM  
 PARTICIPANTS: Parents/guardians of students in grade 6.
  
  - EVENT: Peer Mediation Training  
 DATE: October 8 and 9, 2009  
 TIME: 2:00 PM – 3:00 PM  
 PARTICIPANTS: Peer Mediators in grades 7 and 8 on October 8, 2009  
 Peer Mediators in grade 6 on October 9, 2009
  
3. Clementon School Information:
  - a. Nurse's Report – September 8 through September 17, 2009

**PUBLIC:**

No public present.

**MOTION:** To close the public portion of the meeting.

**MOVED BY:**           Mrs. Suckle            
**ON ROLL CALL VOTE:**

**SECOND BY:**           Mrs. de Haan            
**MOTION CARRIED:** 8-0-0

**EXECUTIVE SESSION II:** Not needed.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 8:35 PM.

**MOVED BY:**           Mrs. Suckle            
**ON ROLL CALL VOTE:**

**SECOND BY:**           Mrs. Paranzino            
**MOTION CARRIED:** 8-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
 October 26, 2009