

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ August 23, 2010

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
August 23, 2010

The Regular Meeting of the Clementon Board of Education was called to order at 6:30 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	6:30 PM	9:40 PM
William Dilworth	6:30 PM	9:40 PM
Randall Freiling	6:30 PM	9:40 PM
Sara Paranzino	6:30 PM	9:40 PM
Kathleen Rappold	6:30 PM	9:40 PM
John Romer	6:30 PM	9:40 PM
Ellen Suckle	6:30 PM	9:40 PM
William Weyland	6:30 PM	9:40 PM
Irene Buchalter	6:30 PM	9:40 PM

Quorum present.

Also present were:

Lynn Marcus, Interim Superintendent
Joanne E. Clement, School Business Administrator/Board Secretary
Shannon Hudak, Solicitor

Also present in the audience were:

Members of the community and staff.

EXECUTIVE SESSION I:

MOTION: To move into Executive Session at 6:36 PM.

Mrs. Buchalter read the Open Public Meeting Acts Notice to move into a closed session for the purpose of discussing personnel.

MOVED BY: Mr. Freiling
ON VOICE VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 9-0-0

MOTION: To return from closed session at 8:40 PM.

MOVED BY: Mr. Freiling
ON VOICE VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 9-0-0

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MOTION: Appoint Jamie Kosmaczewski as Assistant Principal, pending certification, for the 2010-2011 school year. As of September 1, 2010, Jamie Kosmaczewski will continue as the Title I teacher until certification is issued.

MOVED BY: Mrs. Suckle
ON VOICE VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 8-0-1
(Mr. Weyland abstained.)

MINUTES:

MOTION: Approve the Minutes of the following meeting:

- July 26, 2010 Regular Meeting and Executive Session

MOVED BY: Mr. Weyland
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 8-0-1
(Mrs. de Haan abstained.)

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

SUPERINTENDENT'S REPORT:

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

1. Acceptance, with regret, of the resignation of Heather Mostosky, new employee.
2. Acceptance, with regret, of the resignation of Albert Wagner, Assistant Principal.
3. Acceptance, with regret, of the resignation of Kim Baylock, Student Supervision Aide.
4. Employment of the following individuals for the 2010-2011 school year, contingent upon completion of satisfactory criminal history review:
 - a. POSITION: Instructional Aide (10 months)
NAME: Dana Aaron
SALARY: \$8,792.00 per year
START DATE: September 1, 2010
 - b. POSITION: Educational Sign Language Interpreter/Educational Assistant (10 months)
NAME: Irene McClure
SALARY: \$30,000.00 per year
ADDT'L SALARY: \$20.00 per hour for student extra-curricular activities, if necessary
5. Summer 2010 New Teacher Orientation, additional attendees:
 - a. ATTENDEES: Irene McClure and Dana Aaron
DATE: August 24, 2010
TIME: 9:00 AM - 12:00 PM
6. Re-approval of the 2010-2011 employment contract for Joanne Clement, School Business Administrator, at \$104,406.00.
7. Course Permission/Tuition Reimbursement Requests:
 - a. EMPLOYEE: Nancy Gundaker

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COURSE TITLE: Building Organizational Capacity Through Leadership and Supervision
 UNIVERSITY: Rowan University
 COURSE TUITION: \$2,243.70
 COURSE REIMBURSEMENT: A maximum of \$1,000.00 for the 2010-2011 school year upon successful completion and confirmation of acceptable grades as per the negotiated agreement. Should employee leave the district within two years of receiving reimbursement, employee shall refund the reimbursement to the district.
 SEMESTER: Fall 2010

8. Certified staff salary adjustment for the 2011-2012 school year due upon satisfactory completion of graduate course:

a. EMPLOYEE: Nancy Gundaker
 COMPLETION: May 2011
 NEW STEP: 9 MA
 NEW SALARY: To be determined by negotiated agreement

9. Clementon Elementary School delayed opening preschool hours, as follows:

One Hour Delayed Opening

AM Preschool: 9:45 AM - 12:05 PM
 PM Preschool: 12:55 PM - 3:15 PM

Two Hour Delayed Opening

AM Preschool: 10:45 AM - 12:35 PM
 PM Preschool: 1:25 PM - 3:15 PM

10. Title I After-School Fluency Tutoring for Grades 2-5:

Objective: Students will work to increase reading fluency, particularly accuracy and rate using reading intervention materials. Increasing the student's reading accuracy and rate will build their reading stamina which will result in the ability to read longer passages with greater comprehension.

Teachers: 4 teachers (one per grade level)

Number of Sessions: 24

Dates: Tuesdays, Wednesdays, Thursdays; October 12 - December 16, 2010

Cost: \$32.00 per hour, per teacher (4 teachers x 24 hrs. x \$32 = \$3,072.00)

Note: Funded by Title I

11. 2010-2011 State Testing Dates:

a. Grade 3 (NJ ASK 3)

Regular Testing: May 9, 10, 11, 12, 2011
 Make-up Testing: May 16, 17, 18, 19, 20, 2011

b. Grade 4 (NJ ASK 4)

Regular Testing: May 9, 10, 11, 12, 13, 2011
 Make-up Testing: May 16, 17, 18, 19, 20, 2011

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- c. Grade 5 (NJ ASK 5)
Regular Testing: May 9, 10, 11, 12, 2011
Make-up Testing: May 16, 17, 18, 19, 20, 2011
 - d. Grade 6 (NJ ASK 6)
Regular Testing: May 3, 4, 5, 6, 2011
Make-up Testing: May 9, 10, 11, 12, 13, 2011
 - e. Grade 7 (NJ ASK 7)
Regular Testing: May 3, 4, 5, 6, 2011
Make-up Testing: May 9, 10, 11, 12, 13, 2011
 - f. Grade 8 (NJ ASK 8)
Regular Testing: May 3, 4, 5, 6, 2011
Make-up Testing: May 9, 10, 11, 12, 13, 2011
12. Participation in the NJ Department of Education's 2011 National Assessment of Educational Progress (NAEP) testing for grade 4 (reading and mathematics assessments). Testing is scheduled for February 23, 2011.
13. 2010-2011 Curriculum
- a. Science
 - b. Mathematics
 - c. Social Studies
 - d. Language Arts Literacy
 - e. Career, Consumer, Family and Life Skills
 - f. World Language
 - g. Art
 - h. Health and Physical Education
 - i. Technology
 - j. Visual Performing Arts
 - k. English Language Learners
 - l. Gifted and Talented
14. 2010-2011 Nursing Plan
15. 2010-2011 Standing Orders
16. Educational Sign Language Interpreter/Educational Assistant Job Specifications
17. Revised Regulation 5200 - Attendance (Revised for preschool arrival and dismissal times only.)
18. Second Reading and adoption of the following updated and/or new bylaws, policies, and regulations:

Number	Type	Title
0000.02	POL	Introduction
0142.10	POL	Nepotism
0174	POL	Legal Services
0177	POL	Professional Services
1220	POL	Employment of Chief School Administrator
1570	POL	Internal Controls
1620	POL	Administrative Employment Contracts
2415.03	POL	Highly Qualified Teachers

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2423	POL	Bilingual and ESL Education
2560	POL	Live Animals In Schools
3126	POL	Induction Program for Provisional Teachers
	POL	Teaching Staff Member/School District Reporting Responsibilities
3159		
3240	POL	Professional Development
3281	POL	Inappropriate Staff Conduct
3431.3	POL	New Jersey's Family Leave Insurance Program
4281	POL	Inappropriate Staff Conduct
4431.3	POL	New Jersey's Family Leave Insurance Program
5111	POL	Eligibility of Resident/Nonresident Pupils
5338	POL	Diabetes Management
5512.01	POL	Harassment, Intimidation, and Bullying
5533	POL	Pupil Smoking
6111	POL	Special Education Medicaid Initiative (SEMI) Program
6360	POL	Political Contributions
6422	POL	Budget Transfers
6471	POL	School District Travel
6660	POL	Student Activity Fund
6740	POL	Reserve Accounts
7434	POL	Smoking on School Grounds
8420	POL	Emergency and Crisis Situations
8420.1	REG	Fire and Fire Drills
	POL	Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
8461		
8760	POL	Pupil Accident Insurance
9130	POL	Public Complaints and Grievances
9700	POL	Special Interest Groups

19. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn Marcus
 MEETINGS: 2010-2011 Camden County Roundtable Meetings
 LOCATION: Voorhees BOE Office, Voorhees, NJ
 DATES: One time each month, September through June
 COST: \$0.00
 SPONSOR: Camden County Association of School Administrators
- b. EMPLOYEE: Lynn Marcus
 MEETINGS: 2010-2011 Camden County Curriculum Consortium Meetings
 LOCATION: Voorhees BOE Office, Voorhees, NJ
 DATES: One time each month, September through May
 COST: \$0.00
 SPONSOR: Camden County Curriculum Consortium
- c. EMPLOYEE: Joanne Clement
 WORKSHOP: 4th Annual School Safety and Security Conference
 LOCATION: Washington Township High School
 DATE: August 12, 2010
 COST: \$10.00
 SPONSOR: County Prosecutor's Office
- d. EMPLOYEE: Joanne Clement
 MEETINGS: 2010-2011 Burlington County Insurance Pool Meetings

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LOCATION: Lenape Regional BOE Office
 DATES: September 16, 2010; November 10, 2010; January 12, 2011;
 May 11, 2011; June 22, 2011
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

- e. EMPLOYEE: Joanne Clement
 MEETINGS: 2010-2011 Camden County ASBO Meetings
 LOCATION: Voorhees BOE Office, Voorhees, NJ
 DATES: One time each month, September through June
 COST: \$0.00
 SPONSOR: Camden County Association of School Business Officials

20. School Activities:

- a. EVENT: **National Junior Honor Society Monthly Meetings**
 FACULTY SPONSOR: Cathe Bare
 DATES: Second Tuesday of every month
 TIME: 3:20 PM - 3:45 PM
 LOCATION: Room B-207
- b. EVENT: **National Junior Honor Society Pretzel Sales**
 FACULTY SPONSOR: Cathe Bare
 DATES: November 19, 2010 - November 24, 2010
 December 16, 2010 - December 23, 2010
 February 14, 2011 - February 17, 2011
 LOCATION: Main Entrance
 NOTE: November and February sales will take place during Parent/Teacher conference. Proceeds will benefit NJHS events and materials.
- c. EVENT: **Shakespeare Festival**
 FACULTY SPONSOR: Cathe Bare
 DATE: Friday, January 28, 2011
 LOCATION: Multi-Purpose Room
 TIME: 1:45 PM - 3:05 PM
 NOTE: Festival presented as the culmination of Elizabethan Unit and Drama Unit of the Gifted and Talented curriculum.
- d. EVENT: **"Read Across America" Celebration**
 FACULTY SPONSOR: Cathe Bare
 DATES: March 1, 2011 - March 4, 2011
 LOCATION: Media Center
 NOTE: The entire school will celebrate reading in class and win spirit posters with cooperative spirit days (to be announced). Grades Preschool through three will meet "The Cat in the Hat" (school employee in costume) during Media time.
- e. EVENT: **National Junior Honor Society Induction Ceremony**
 FACULTY SPONSOR: Cathe Bare
 DATE: Friday, March 18, 2011
 TIME: 2:00 PM - 3:00 PM
 LOCATION: Multi-Purpose Room
- f. EVENT: **DARE Graduation Bowling Trip**
 FACULTY SPONSOR: Tina Jennetta

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DATE: Thursday, May 26, 2011
 TIME: 1:00 PM - 3:00 PM
 LOCATION: 30 Strikes Bowling Alley
 NOTE: Transportation provided by 30 Strikes at no cost to the district.

21. Community Use of Facilities:

- a. ORGANIZATION: CYAA
 PERSON IN CHARGE: Wayne Lemma
 SPONSOR: Community Education
 PURPOSE: Pine Valley Golf Club "Krump Cup" Parking
 DATE: Sunday, September 12, 2010
 TIME: 10:00 AM - 5:30 PM
 LOCATION: CES Parking Lot
 NOTE: CYAA to provide parking to Krump Cup attendees. School parking lot to be used if needed.
- b. ORGANIZATION: Laurel Hill Bible Church
 PERSON IN CHARGE: Pastor Claude Soriano
 SPONSOR: Community Education
 PURPOSE: Bible Club Meetings
 DATES: Tuesdays beginning September 21, 2010
 TIME: 3:15 PM - 4:30 PM
 LOCATION: Classroom
- c. ORGANIZATION: Cub Scouts of America, Pack 54
 PERSON IN CHARGE: Dina Paradiso
 PURPOSE: Cub Scout Meetings
 DATES: September 20, 2010; then the first and fourth Wednesdays of each month through June. Additional days: May 11, 2011; May 25, 2011; June 1, 2011; and one more day in June 2011 to be determined.
 TIME: 6:15 PM - 7:30 PM
 LOCATION: Art Room or another classroom.
- d. ORGANIZATION: NJ School Boards Association
 PERSON IN CHARGE: Marcia Lavigne
 SPONSOR: Community Education
 PURPOSE: Board Member Training Session
 DATE: Tuesday, September 7, 2010
 TIME: 6:00 PM - 9:00 PM
 LOCATION: Multi-Purpose Room
 NOTE: Boards of Education from other districts will also be attending. Estimated attendance is 40-60 adults.
- e. ORGANIZATION: Community Education
 PERSONS IN CHARGE: Kate Teschner and Gus Vanore
 SPONSOR: Community Education
 PURPOSE: Practice sessions for girls' basketball team
 DATES: Mondays and Wednesdays, beginning September 13, 2010 through May 25, 2011.
 TIME: 6:30 PM - 8:30 PM
 LOCATION: Gymnasium

MOVED BY: Mr. Freiling
 ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
 MOTION CARRIED: 9-0-0

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22. Clementon Home and School Association 2010-2011 Fundraisers:

- a. EVENT: "Something Sweet" and Holiday Collection Sale
PERSON IN CHARGE: Dana Yost
DATES: September 20, 2010 - October 1, 2010
ITEMS SOLD: Pies and holiday items/gifts
- b. EVENT: Cookie Dough and Auntie Anne's Pretzel Sale
PERSON IN CHARGE: Dana Yost
DATES: November 1, 2010 - November 12, 2010
ITEMS SOLD: Cookie dough and Auntie Anne's pretzels
- c. EVENT: Fall Book Fair
PERSON IN CHARGE: Jill Hornick
DATES: November 12, 2010 - November 19, 2010
LOCATION: Media Center
ITEMS SOLD: Books and items from Scholastic
- d. EVENT: Fall Book Fair Family Night
PERSON IN CHARGE: Jill Hornick
DATE: Thursday, November 18, 2010
TIME: 5:30 PM - 7:00 PM
LOCATION: Media Center
ITEMS SOLD: Books and items from Scholastic
- e. EVENT: Santa's Workshop
PERSON IN CHARGE: Jill Hornick
DATES: December 6, 2010 - December 10, 2010
LOCATION: Science Lab
ITEMS SOLD: Holiday gifts
- f. EVENT: Spring Book Fair
PERSON IN CHARGE: Jill Hornick
DATES: March 4, 2011 - March 11, 2011
LOCATION: Media Center
ITEMS SOLD: Books and items from Scholastic
- g. EVENT: Spring Book Fair Family Night
PERSON IN CHARGE: Jill Hornick
DATE: Thursday, March 10, 2011
TIME: 5:30 PM - 7:00 PM
LOCATION: Media Center
ITEMS SOLD: Books and items from Scholastic

MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

SECOND BY: Mrs. Suckle
MOTION CARRIED: 8-0-1
(Mr. Weyland abstained.)

23. Discussion Items:

- a. Field Trips - Grade levels can take class trips as long as there is no admission or no transportation. The trip must be a walking trip for grades PK-8.
- b. Extended medical leave for employee #14 due to broken leg.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 9-0-0

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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	\$231,617.87
2. List # 2	\$156,769.11
3. List # 3	\$37,036.00

2. Payment Transactions:

- a. Approve transfers in the amount of \$0.00.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/10	From: General To: Payroll	\$134,005.74
07/15/10	From: General To: Agency	\$84,619.67
07/30/10	From: General To: Payroll	\$100,716.00
07/30/10	From: General To: Agency	\$66,781.12

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/10	To: First Niagara Bank For: Tax Sheltered Annuities	\$5,386.50
07/30/10	To: First Niagara Bank For: Tax Sheltered Annuities	\$5,050.56

4. New Board Member Orientation Training for Kathleen Rappold on Saturday, September 11, 2010. Location: Jackson, NJ.
5. Standard Operating Procedure Manual - Updated to reflect new QPA rate.
6. Kennedy Health System - Behavioral Health Services for the 2010-2011 school year (see attached fee schedule).
7. Accept Final Eligible Costs for replacement of telecommunications equipment. State project # 0880-010-10-1001 in the amount of \$82,950.00.
8. Bayada Nursing Services for student # 263-136 to ride on bus with student at \$158.00 per day.
9. Attendance at the NJ School Boards Association's Board Member Training Workshop at Clementon Elementary School on September 7, 2010 for the following individuals:
 - a. Lynn Marcus
 - b. Joanne Clement
 - c. Irene Buchalter
 - d. Sara Paranzino
 - e. Randy Freiling
 - f. Virginia de Haan
 - g. Ellen Suckle

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- h. Kathleen Rappold
- i. William Weyland
- j. William Dilworth
- k. John Romer

10. Approve transfers as approved by the Executive County Superintendent (for the cost of sign language interpreter and benefits):

11-000-100-562-00 to 11-000-217-104-00	\$31,000
11-000-100-562-00 to 11-000-291-270-00	\$10,000

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 9-0-0

PRESENTATIONS:

➤ None

CORRESPONDENCE:

1. August 2010 SPELLJIF Newsletter

COMMITTEE REPORTS:

1. Administrative Evaluation
(Chairperson - Randall Freiling)
 - The Board is still waiting for the Board Self-Evaluation report from School Boards Association.
2. Building and Maintenance
(Chairperson - William Weyland)
 - Mr. Weyland reported that the committee is waiting for information on phone system and wiring. A meeting will be set up shortly.
3. Camden County Educational Services Commission
(Representative - Virginia de Haan)
 - Mrs. de Haan reported that they will start negotiations this year.
4. Camden County School Boards Association
(Representatives - William Weyland and Kathleen Rappold)
 - 2010-2011 Meeting Schedule
 - Annual Convention - Business Administrator will register the Board members who are interested in attending.
5. Community Education
(Chairperson - John Romer)
 - Brochure was presented to Superintendent. Classes will start in January. Ms. Marcus assured the members that they would see the brochure before it is mailed.
6. Policy
(Chairperson - Irene Buchalter)
 - Mrs. Buchalter had nothing to report.
7. Core Curriculum and Technology
(Chairperson - Ellen Suckle)

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- The Technology Department continues to prepare for the coming school year. We have finished student scheduling in our student information system, Real Time. In addition, Real Time is rolling out a new security model to its customers, so we are also preparing for that.
- We are expecting some new equipment within the next week, including memory and network interface cards for two of our servers, and another core switch. The new switch will improve our fault tolerance and allow for easier network expansion. In a very exciting development, our supplier is able to procure a demo model of the switch for us, which saved the district over \$1500.
- There was a power outage in the middle of the month, but this did not affect our core networking equipment because of our main uninterruptible power supply.
- Finally, we had been investigating different options for managed IT services for budgetary savings. We were looking into managed printing services in particular. It turns out that this would cost the district much more money than it would save time, so we are continuing with our current printer supply purchasing setup.

8. Finance

(Chairperson - Randall Freiling)

- Mr. Freiling reported that the bills were paid.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland had nothing to report.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino had nothing to report.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Mrs. Buchalter reported the next meeting is scheduled for Tuesday evening.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mrs. Rappold had nothing to report.

13. Negotiations

(Representative - Randall Freiling)

- Mr. Freiling had nothing to report at this time.

14. Leadership Committee

(Representative - Kathleen Rappold)

- Mrs. Rappold reported that the next meeting will be in October.

OTHER INFORMATION:

None

PUBLIC:

None

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EXECUTIVE SESSION II:

Not needed.

ADJOURNMENT:

MOTION: To adjourn the meeting at 9:40 PM.

MOVED BY: Mrs. Suckle

SECOND BY: Mr. Freiling

ON ROLL CALL VOTE:

MOTION CARRIED: 9-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
September 27, 2010