

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**December 20, 2010**

The Regular Meeting of the Clementon Board of Education was called to order at 7:30 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	Absent	----
William Dilworth	7:30 PM	8:40 PM
Randall Freiling	7:30 PM	8:40 PM
Sara Paranzino	Absent	----
Kathleen Rappold	7:30 PM	8:40 PM
John Romer	7:30 PM	8:40 PM
Ellen Suckle	7:30 PM	8:40 PM
William Weyland	7:30 PM	8:40 PM
Irene Buchalter	7:30 PM	8:40 PM

Quorum present.

Also present were:

Lynn Marcus, Interim Superintendent  
Joanne E. Clement, School Business Administrator/Board Secretary  
Frank Cavallo Jr., Esq., Solicitor

Also present in the audience were:

Members of the community and staff.

**MINUTES:**

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

- November 22, 2010 Regular Meeting and Executive Session

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

**SECOND BY:** Mr. Freiling  
**MOTION CARRIED:** 7-0-0

**PUBLIC - AGENDA ITEMS ONLY:**

No public comments.

**MOTION:** Close meeting to the public.

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

**SECOND BY:** Mr. Weyland  
**MOTION CARRIED:** 7-0-0

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

**SUPERINTENDENT'S REPORT:**

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

<p align="center">ITEM #2 TABLED UNTIL EXECUTIVE SESSION.</p>
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1. Acceptance, with regret, of the retirement notification from employee #16, Secretary to the Business Administrator, as of June 30, 2011.
2. Request for compensation of all unused and earned sick and vacation time from employee #16 upon her retirement.
3. Employment of the following individual as a Homebound Instructor for the 2010-2011 school year:
  - a. NAME: Karen Pickering  
RATE OF PAY: \$32.00 per hour
4. Spring Reading Fluency Clinics for Grades 2<sup>nd</sup> -5<sup>th</sup>:

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: one per grade level (4)

Dates: Tuesdays, Wednesdays, Thursdays February 22<sup>nd</sup> -April 14<sup>th</sup>  
Feb 22, 23, 24, Mar 1, 2, 3, 8, 10, 15, 16, 17, 22, 23, 24, 29, 30, 31,  
April 5, 6, 7, 12, 14

Workshop: 2hrs February 7<sup>th</sup> 4 teachers + 1 instructor

Cost: 4 teachers x 24hrs. x \$32 + 1 instructor x 2 hrs x \$32 = \$3136.00

Funded by Title IA and/or Title IIA (based on availability of funds)

5. 3<sup>rd</sup> Marking Period Back on Track Grades 6<sup>th</sup>-8<sup>th</sup> :

Objective: Students identified as failing in one or more subject area will be asked to participate in this after-school program. Students will be given time to work on missing assignments and study for up-coming tests and quizzes.

Teachers: one per grade level (3)

Number of Sessions: 17

Dates: Tuesdays, Wednesdays, Thursdays February 22-March 31  
Feb 22, 23, 24, Mar 1, 2, 3, 8, 10, 15, 16, 17, 22, 23, 24, 29, 30, 31

Cost: 3 teachers x 17hrs. x \$32 =\$1632.00

Funded by Title IA and/or Title IIA (based on availability of funds)

6. LEARNIA Item Bank Assessment Creation - Math

Objective: Teachers will create a Learnia Item Bank Assessment to address the areas of focus found in the Learnia Benchmark Form A taken in December 2010.

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010

Participants: Brenda Falkenstein, Lauren Roberts, Michelle Cirrincione, Lorraine Winters, Karen Tropp, Katie Agresta, Sheree Buttari, Audrey Pape, Tina Jennetta, Jessica Ballinghoff, Alyssa Martin, Lauren Wheeler, Cheryl Prescott, Michelle Endrizzi, Christine Fellona, Michelle Magilton, Michael O'Brien, Kim Schultz, Mary Ellen Haldeman, Karen Pickering, Rick Koch

Dates: January 10, 12, 24, 26, 2011

Cost: 21 teachers x 4hrs. x \$32 =\$2688

Funded by Title IA and/or Title IIA (based on availability of funds)

### 7. LEARNIA Item Bank Assessment Creation - Reading

Objective: Teachers will create a Learnia Item Bank Assessment to address the areas of focus found in the Learnia Benchmark Form A taken in December 2010.

Participants: Brenda Falkenstein, Lauren Roberts, Michelle Cirrincione, Lorraine Winters, Karen Tropp, Katie Agresta, Sheree Buttari, Audrey Pape, Tina Jennetta, Jessica Ballinghoff, Alyssa Martin, Lauren Wheeler, Cheryl Prescott, Candice Collins, Christine Fellona, Cathe Bare, Michele Small, Kim Schultz, Nicole Palermo, Erin Kelly, Christine Procopio, Karen Pickering, Cheryl Pataky, Karen Stiles

Dates: January 11, 13, 25, 27, 2011

Cost: 24 teachers x 4hrs. x \$32 =\$3072

Funded by Title IA and/or Title IIA (based on availability of funds)

### 8. LEARNIA Item Bank Assessment Creation - Science

Objective: Teachers will create a Learnia Item Bank Assessment to address the areas of focus found in the Learnia Benchmark Form A taken in December 2010.

Participants: Rick Koch, Nancy Gundaker

Cost: 2 teachers x 4hrs. x \$32 =\$256

Funded by Title IA and/or Title IIA (based on availability of funds)

### 9. Title I Math Tutoring Clinic (Grades 2-8)

Objective: Students identified in need of additional math help will be able to participate in an afterschool tutoring clinic.

Teachers: one per grade level (7)

Dates: January through March 2011 (Dates to be determined)

# of Sessions: 21 = 21 hours

2 hours Training Workshop: January 2011, 7 teachers + 1 instructor

Cost: 7 teachers x 21hrs. x \$32 + 1 instructor x 2 hrs x \$32 = \$4768

Funded by Title IA and/or Title IIA (based on availability of funds)

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

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10. Additional 2010-2011 Volunteer Extra-Curricular Activity Assistant:

- a. Christina Janka (CES Musical Performance; Mr. Mazzocca's colleague)

11. First Reading of the following revised policies/regulations:

<b>Number</b>	<b>Type</b>	<b>Title</b>
1140	POL	Affirmative Action Program
1523	POL	Comprehensive Equity Plan
1530	POL	Equal Employment Opportunity
1530	REG	Equal Employment Opportunity Complaint Procedure
1550	POL	Affirmative Action Program for Employment and Contract Practices
1550	REG	Affirmative Action Program for Employment and Contract Practices Complaint Procedure
2260	POL	Affirmative Action Program for School and Classroom Practices
2415.01	POL	Academic Standards, Academic Assessments, and Accountability
2423	REG	Bilingual and ESL Education
6360	POL	Political Contributions
8310	POL	Public Records
8310	REG	Public Records
8451	REG	Control of Communicable Disease

12. Second Reading and Adoption of New Regulation 3144 - Certification of Tenure Charges

13. Second Reading and Adoption of the following revised policies/regulations:

<b>Number</b>	<b>Type</b>	<b>Title</b>
0146	POL	Board Member Authority
0171	POL	Duties of Board President and Vice President
0173	POL	Duties of Public School Accountant
3144	POL	Certification of Tenure Charges
4159	POL	Support Staff Member/School District Reporting Responsibilities
5516	POL	Use of Electronic Communication and Recording Devices (ECRD)
6112	REG	Reimbursement of Federal and Other Grant Expenditures
6830	POL	Audit and Comprehensive Annual Financial Report

14. Workshop/Meeting Requests:

- a. EMPLOYEE: Janice Breon  
 WORKSHOP: Social Norms Tool Kit  
 LOCATION: NJDOE, 100 River View Plaza, Trenton, NJ  
 DATE: Monday, January 10, 2011  
 COST: \$0.00  
 SPONSOR: NJ Department of Education

15. School Activities:

- a. EVENT: **"Once on This Island, Jr." Musical Performance**  
 FACULTY SPONSOR: Salvatore Mazzocca  
 DATE CHANGES: *June 1, 2, 6, and 7, 2011*

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

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16. Community Use of Facilities:

- a. ORGANIZATION: Clementon Youth Athletic Association  
 PERSON IN CHARGE: Wayne Lemma, Sr.  
 SPONSOR: Community Education  
 PURPOSE: CYAA softball practice and conditioning  
 DATES: Mondays, Wednesdays, Fridays from January 19, 2011 through April 29, 2011.  
 TIME: 6:30 PM - 8:00 PM  
 LOCATION: Gym, when available  
 PARTICIPANTS: 10-15 girls aged 10-12 and parents  
 NOTE: When weather is appropriate, practice will be held at their field in town. Indoor-appropriate equipment such as sponge balls and wiffle balls will be used.

MOVED BY:           Mrs. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Weyland            
 MOTION CARRIED: 7-0-0

**SUPERINTENDENT'S REPORT = A D D E N D U M:**

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

17. Employment of the following individual for the 2010-2011 school year, contingent upon completion of acceptable criminal history review:

- a. POSITION: Instructional Aide  
 NAME: Edward Shilinsky  
 SALARY: \$8,792.00 per year (pro-rated)  
 START DATE: January 4, 2011

18. Accept the donation of an encyclopedia set from student Amanda Carpenter, for use in the media center.

MOVED BY:           Mrs. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Weyland            
 MOTION CARRIED: 7-0-0

**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 (Community Education)	\$7,135.27
2. List # 2	\$120,530.17
3. List # 3	\$461,176.97

2. Payment Transactions:

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

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
11/15/10	From: General	\$135,008.29
	To: Payroll	
11/15/10	From: General	\$83,807.20
	To: Agency	

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

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11/30/10	From: General	\$134,144.88
	To: Payroll	
11/30/10	From: General	\$82,820.21
	To: Agency	

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
11/15/10	To: First Niagara Bank	\$5,939.65
	For: Tax Sheltered Annuities	
11/30/10	To: First Niagara Bank	\$5,939.65
	For: Tax Sheltered Annuities	

4. Amend the IDEA B 2010 Consolidated Grant to include carryover funds for non-public purchased services.
5. Amend the NCLB ARRA 2010 Application Grant to include paying for presenters to do professional development in the district.
6. Student SH to Katzenbach School for the Deaf beginning December 16, 2010 in the amount of \$44,756.00 (pro-rated).
7. Transportation jointure with Winslow School District for a late bus for student SH for cheerleading at a cost of \$50.00 per day. (Quotes received from three bus companies for more than \$135.00 one way.)
8. Ross Concrete to do concrete repairs in the amount of \$2,820.00. (Received three quotes.)
9. Appoint Kimberly Medefindt, Architect, to complete grant application for roof replacement on D wing to include completion of job for 2010-2011 budget in the amount of \$6,000.00.
10. Workshop/Meeting:
- a. NAME: Irene Buchalter  
 MEETING: Legislative Meeting  
 LOCATION: Trenton, NJ  
 DATE: January 2011  
 COST: \$0.00

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. 6A:23-2.11(a) for the months of **November 2010**. 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 **November 30, 2010**, 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. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Romer            
 MOTION CARRIED: **6-0-1**

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010**

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(Mrs. Buchalter abstained from item #10 only.)

12. BE IT RESOLVED, the Clementon Board of Education approved the Final Eligible Costs for State project: 0880-010-10-1001 for replacement of telecommunications equipment in the amount of \$82,950.00,

Resolved that, our local share for this project was part of the 2009-2010 School Budget in Capital Outlay, Fund 12, in the amount of \$44,785.

Further, be it resolved, that the Board of Education authorizes the Business Administrator/Board Secretary to utilize these funds as our local share for State project: 0880-010-1001 (replacement of telecommunications equipment).

MOVED BY: Mr. Freiling  
ON ROLL CALL VOTE:

SECOND BY: Mr. Romer  
MOTION CARRIED: 7-0-0

**PRESENTATIONS:**

- *December 2010 Super Stars of the Month* - Ms. Lynn Marcus
  - Craig May - First Grade
  - Reyna Medina - Third Grade
  - Deep Desai - Eighth Grade
- *November 2010 Manner Banner Winner (Classroom 4A)* - Ms. Lynn Marcus and Ms. Jamie Kosmaczewski
- *MAP Test Results* - Ms. Lynn Marcus
- Mr. Cornwell and Mr. Weaver presented to the Board of Education plans to develop the property adjacent to the school. The proposed plan includes athletic fields which will include a concession stand and bathroom facilities. The Borough is in the process of purchasing additional land as "open space" to replace the now zoned wetlands that will be developed.

**CORRESPONDENCE:**

1. December 2010 SPELLJIF Newsletter
2. Letter from the Camden County Office of Education regarding the review of the 2010-2011 budget.
3. Notification from Michael Dereskewicz that the Dereskewicz Memorial Scholarship is no longer available.

**Accept correspondence**

MOVED BY: Mrs. Suckle  
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold  
MOTION CARRIED: 7-0-0

**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(Chairperson - Randall Freiling)
  - Goals for the Board

**Approve Board Goals for the 2010-2011 School Year.**

MOVED BY: Mr. Freiling  
ON ROLL CALL VOTE:

SECOND BY: Mrs. Suckle  
MOTION CARRIED: 7-0-0

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010

### 2. Building and Maintenance

*(Chairperson - William Weyland)*

- Mr. Weyland reported that the phone equipment will be delivered on Tuesday, December 21, 2010 and will be installed on December 28 and 29, 2010. Also, the controls for the 7<sup>th</sup> and 8<sup>th</sup> grade wing have not yet been resolved. Peterson Company is still working on a solution. The company has not been paid for this project.

Clementon Board of Education resolves to continue working with the Borough of Clementon to develop the fields for our students and the children of Clementon. In collaboration with the Borough of Clementon, the Clementon Board of Education resolves to assist with engineering fees for \$20,000.

MOVED BY:           Mrs. Suckle            
ON ROLL CALL VOTE:

SECOND BY:           Mrs. Weyland            
MOTION CARRIED: 7-0-0

### 3. Camden County Educational Services Commission

*(Representative - Virginia de Haan)*

- Mrs. de Haan was not present to give a report.

### 4. Camden County School Boards Association

*(Representatives - William Weyland and Kathleen Rappold)*

- Mrs. Rappold along with several board members and administrators attended the County meeting. There was extensive discussion on the governor's tool kit and how it may affect district budgets.

### 5. Community Education

*(Chairperson - John Romer)*

- Camp Clementon Attendance Record - November 2010
- Mr. Romer reported that the Holiday concert will be held on Thursday, December 23, 2010. He wished everyone a Happy Holiday.

### 6. Policy

*(Chairperson - Irene Buchalter)*

- Mrs. Buchalter and Mrs. Suckle met with Ms. Marcus to discuss policy updates.

### 7. Core Curriculum and Technology

*(Chairperson - Ellen Suckle)*

#### Curriculum and Instruction Update

- Students in grades 3 - 8 have completed their Learnia testing.
- Classroom teachers and Title I teachers have started to review the data from Learnia to drive classroom instruction.
- Teachers continue to meet as grade levels to discuss assessments, data analysis, and teaching strategies.

#### Technology Update

- The Technology Department has been working on the latest NJ Smart submission, which will result in Pre-ID labels for NJ ASK testing.
- We are in the process of mapping out projects for the upcoming winter break. Much effort will be focused on the installation of the district's new Siemens phone system. The new system and TDM phones will replace our aging and unreliable equipment and provide us with expansion and upgrade capability that we currently lack.
- Over the break, we will also be installing memory and network card upgrades to two of our servers, and finalizing the installation of the district's 13 new Smart

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 20, 2010

Boards, which were assembled within the last week. Service interruption will have minimal impact because of the timing of the upgrades.

8. Finance  
(*Chairperson - Randall Freiling*)
  - Mr. Freiling reported that the bills were reviewed and paid.
  
9. Legislation  
(*Representative - William Weyland*)
  - Mr. Weyland had nothing to report.
  
10. Personnel - Executive Session  
(*Chairperson - Sara Paranzino*)
  - Mrs. Buchalter requested Executive Session to discuss legal issues, student issues, and personnel.
  
11. Pine Hill Board of Education  
(*Representative - Irene Buchalter*)
  - Minutes from the October 26, 2010 Worksession/Regular Business Meeting
  - Mrs. Buchalter reported that the Pine Hill Board will meet on Tuesday.
  - Negotiations have started at Pine Hill.
  
12. Municipal Alliance  
(*Representative - Kathleen Rappold*)
  - Mrs. Rappold has nothing to report.
  
13. Negotiations  
(*Representative - Randall Freiling*)
  - Mr. Freiling reported that the committee met last week to discuss areas of concern for negotiations. The CEA has requested and received information pertaining to negotiations. The committee requested three dates in January to start the process.
  
14. Leadership Committee  
(*Representative - Kathleen Rappold*)
  - Mrs. Rappold reported that the Leadership Committee met on December 1, 2010. Ms. Marcus discussed teacher evaluation process, manner banner, student focus groups and character education. The next meeting is scheduled for Tuesday, February 8, 2011.
  
15. Home and School Association  
(*Representative - Virginia de Haan*)
  - No meeting in December. Mrs. de Haan will attend the January meeting.

### **OTHER INFORMATION:**

1. Clementon School Information:
  - a. Administrative Report - November 2010
    - i. Suspensions - 8 Total (2 Out-of-School; 6 In-School)  
(Contained in the Administrative Report)
  - b. Enrollment Report - November 30, 2010
  - c. Nurse's Report - November 15, 2010 - December 13, 2010

