

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
January 24, 2011

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	7:30 PM	8:15 PM
William Dilworth	7:30 PM	8:15 PM
Randall Freiling	7:30 PM	8:15 PM
Sara Paranzino	7:30 PM	8:15 PM
Kathleen Rappold	7:30 PM	8:15 PM
John Romer	Absent	----
Ellen Suckle	7:30 PM	8:15 PM
William Weyland	7:30 PM	8:15 PM
Irene Buchalter	7:30 PM	8:15 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.

MINUTES:

MOTION: Approve the Minutes of the following meetings:

- December 20, 2010 Regular Meeting and Executive Session

MOVED BY: Mrs. Paranzino
ON ROLL CALL VOTE:

SECOND BY: Mrs. Suckle
MOTION CARRIED: 7-0-1
(Mrs. de Haan abstained.)

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

MOTION: Close meeting to the public.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

SUPERINTENDENT'S REPORT:

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

1. Request from employee # 121 for the use of eight sick days for family medical leave beginning January 4, 2011 through January 14, 2011.
2. Employment of the following individual as a Homebound Instructor for the 2010-2011 school year:
 - a. NAME: Karen Tropp
RATE OF PAY: \$32.00 per hour
3. REVISED Title I Math Tutoring Clinic (Grades 2-5):

Objective: Students identified in need of additional math help will be able to participate in an afterschool tutoring clinic.
Teachers: one per grade level (4)

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

of Sessions: 21 = 21 hours

5 hours Training Workshop, January 2011:
4 teachers + 1 instructor x 5 hrs x \$32 = \$800

Cost: 4 teachers x 21hrs. x \$32 = \$2,688

Funded by Title IA and/or Title IIA (based on availability of funds)
4. ADDITIONAL STAFF: LEARNIA Item Bank Assessment Creation - Science

Additional Participant: Jason Koralja

Cost: 1 teacher x 4hrs. x \$32 = \$128

Funded by Title IA and/or Title IIA (based on availability of funds)
5. Personnel for Title I After-school Tutoring Program - Spring 2011 Reading Fluency Clinic (Grades 2 - 5):
 - a. Karen Stiles (Grade 2), \$32.00 per session
 - b. Michelle Cirrincione (Grade 3), \$32.00 per session
 - c. Sheree Buttari (Grade 4), \$32.00 per session
 - d. Jessica Ballinghoff (Grade 5), \$32.00 per session
 - e. Kathryn Agresta (Substitute), \$32.00 per session
 - f. Jason Koralja (Substitute), \$32.00 per session
6. Personnel for Title I After-school Tutoring Program - Third Marking Period Back on Track (Grades 6 - 8):
 - a. Kathleen Batchelor (Grade 6), \$32.00 per session
 - b. Michelle Magilton (Grade 7), \$32.00 per session
 - c. Nicole Palermo (Grade 8), \$32.00 per session
 - d. Christine Fellona (Substitute), \$32.00 per session

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

7. Personnel for Title I After-school Tutoring Program – Title I Math Tutoring Clinic (Grades 2 – 5):
 - a. Kelly Kolody (Grade 2), \$32.00 per session
 - b. Sandra Rambo (Grade 3), \$32.00 per session
 - c. Lauren Wheeler (Grade 4), \$32.00 per session
 - d. Alyssa Martin (Grade 5), \$32.00 per session
 - e. Michelle Endrizzi (Substitute), \$32.00 per session
 - f. Karen Tropp (Substitute), \$32.00 per session
8. Additional 2010-2011 Volunteer Extra-Curricular Activity Assistant:
 - a. Edward Shilinsky (Boys' Basketball; staff member)
9. Camden County College Field Work Agreement
10. Second Reading and Adoption of the following revised policies/regulations:

Number	Type	Title
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

11. First Reading of revised policy 2415.04 Title I – District-Wide Parental Involvement

12. Workshop/Meeting Requests:

- a. EMPLOYEE: Jason Koralja
 WORKSHOP: Co-Teaching in the Inclusive Classroom
 LOCATION: Atlantic City, NJ
 DATE: Wednesday, January 26, 2011
 COST: \$215.00 (paid from Title I)
 SPONSOR: Bureau of Education and Research

13. School Activities:

- a. EVENT: **Student Council Lincoln Penny Drive**
 FACULTY SPONSORS: Nicole Palermo and Nancy Gundaker
 DATES: February 5, 2011 – February 19, 2011
 LOCATION: Homerooms
 PARTICIPANTS: Students in grades six, seven, and eight
 NOTE: Students will raise money for the Student Council to benefit upcoming events.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

- b. **EVENT:** **Student Council Candy-Gram Sale**
FACULTY SPONSORS: Nicole Palermo and Nancy Gundaker
DATES: February 7, 2011 - February 11, 2011
LOCATION: Homerooms
PARTICIPANTS: Students in grades six, seven, and eight
NOTE: Students will raise money for the Student Council to benefit upcoming events.
- c. **EVENT:** **Student Council Good Work Grams**
FACULTY SPONSORS: Nicole Palermo and Nancy Gundaker
DATES: February 14, 2011 - February 17, 2011
LOCATION: Foyer (outside the main office)
NOTE: The Student Council will recognize students' hard work and success. Good Work Grams will be sold during parent/teacher conferences.
- d. **EVENT:** **Student Council Valentine's Dance**
FACULTY SPONSORS: Nicole Palermo and Nancy Gundaker
DATE: Thursday, February 17, 2011
TIME: 6:30 PM - 8:30 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades six, seven, and eight
NOTE: DJ shall be paid utilizing Student Council funds.
- e. **EVENT:** **Meteorologist Visit and Presentation**
FACULTY SPONSOR: Jason Korajla
DATE: Thursday, February 24, 2011
TIMES: 11:55 AM and 1:30 PM
LOCATION: Media Center
PARTICIPANTS: Students in grade six
NOTE: Presentation from NBC 40 Meteorologist.
- f. **EVENT:** **Black History Bee**
FACULTY SPONSOR: Nicole Palermo
DATE: Friday, February 25, 2011
TIME: 1:45 PM - 3:00 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades seven and eight
NOTE: Thirteen seventh and eighth grade students will exhibit knowledge gained from research in black history.
- g. **EVENT:** **Elementary South Jersey Chorus Festival**
FACULTY SPONSOR: Sal Mazzocca
DATE: Saturday, March 5, 2011
TIME: 9:00 AM - 5:00 PM
LOCATION: Mays Landing, NJ
PARTICIPANTS: Selected choir students in grades four, five, and six
NOTE: Four students will be selected to participate in this event. Auditions will be held to select those students. Students will then perform with other choral students from South Jersey elementary schools. Participating students shall incur the cost of participating (\$25.00 per student). Parents/guardians shall provide transportation to and from this event.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

14. Community Use of Facilities:

- a. ORGANIZATION: Arborwood Condominium Association
 PERSON IN CHARGE: Jennifer Karge
 SPONSOR: Community Education
 PURPOSE: Board Meetings
 DATES: Thursday, February 10, 2011; Thursday, February 17, 2011;
 and Thursday, February 24, 2011
 TIME: 7:00 PM - 8:30 PM
 LOCATION: Science Lab
 PARTICIPANTS: 15 adults

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

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

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

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

15. Field Experience Request:

- a. NAME: Jacob McVicar
 COLLEGE: Camden County College
 COURSE: "Teaching: An Introduction to the Profession"
 SUBJECT: History
 DATES: Spring 2011; 15 hours
 COOPERATING TEACHER: Nicole Palermo

MOVED BY: Mr. Freiling
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
 MOTION CARRIED: 6-0-2
 (Mrs. de Haan abstained.)
 (Mrs. Paranzino abstained.)

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	\$119,537.79
2. List # 2 (Community Education)	\$8,045.39
3. List # 3	\$506,093.33

2. Payment Transactions:

- a. Approve transfers in the amount of \$28,586.00.

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
12/15/10	From: General To: Payroll	\$132,091.82
12/15/10	From: General To: Agency	\$82,935.46
12/23/10	From: General To: Payroll	\$146,947.83
12/23/10	From: General	\$86,684.47

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

To: Agency

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
12/15/10	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,176.50
12/30/10	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,176.50

4. Change Order for Professional Services, Inc. to include the two additional phones and cable runs in the media center for a total of \$534.12.

5. In accordance with the requirements of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20) the Clementon Board of Education hereby agrees and consents to the following:

BE IT RESOLVED, the private school, Larc (LARC), is not required to charge district students for any "paid or reduced meals" furnished directly or indirectly by LARC to them. This shall be effective for the school year 2011-2012.

6. Tuition contract for KG to Berlin Township for the 2010-2011 school year at a rate of \$27,625.00 (pro-rated from December 6, 2010).

7. Homeless tuition for student DC, homeless, attending Thomas E. Bowe School in Glassboro. Tuition rate: \$12,942.00.

8. Camden County School Boards Meeting on February 1, 2011
Program: A Conversation with the Educational Community

Irene Buchalter	Sara Paranzino
Virginia de Haan	Ellen Suckle
William Dilworth	Randall Freiling
Kathleen Rappold	John Romer
William Weyland	Joanne Clement
Lynn Marcus	

9. 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 **December 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 **December 31, 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. de Haan
ON ROLL CALL VOTE:

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

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

PRESENTATIONS:

- *January 2011 Super Stars of the Month* – Ms. Lynn Marcus
 - Lyana Crespo – First Grade
 - Dayana Rubio – Fifth Grade
 - Anthony Diaz – Seventh Grade
- *December 2010 Manner Banner Winner (Classroom 1B)* – Ms. Lynn Marcus and Ms. Jamie Kosmaczewski
- *Math-a-Thon: Outstanding Fundraising Results* – Mr. Koch and Mrs. Magilton
 - Katelin Barcia – Seventh Grade (Highest Total)
 - Luke Weaver – Kindergarten (Second)
 - Jillian Dilworth – Seventh Grade (Third)

CORRESPONDENCE:

None

COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Nothing to report.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Solar Meeting was cancelled.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan*)
 - No meeting in January and budget meeting in February.
4. Camden County School Boards Association
(*Representatives - William Weyland and Kathleen Rappold*)
 - Next meeting is February 1.
5. Community Education
(*Chairperson - John Romer*)
 - Camp Clementon Attendance Record – December 2010
6. Policy
(*Chairperson - Irene Buchalter*)
 - Policy for Title I list how we involve parents with School Leadership Team. This is a requirement.
7. Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)
 - Assessments
 - Learnia was administered to grades 3-8 in language arts and math
 - January 2011 - Fluency checks will be completed in grades K-3
 - January 2011 - MAP testing will be conducted for grades 1 & 2
 - February 2011 - 4th grade students (with permission from the parents) will be administered the NAEP (National Assessment of Educational Progress) assessment. The National Center for Educational statistics within the U.S. Department of Education, administers NAEP, a program mandated and funded by Congress. The President, Congress and policymakers use NAEP to

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

develop ways to improve education. The NAEP collects and reports information on student trends and performance at the national, state and local levels. This year Clementon's fourth graders were chosen to participate.

Curriculum

- We have been working with the Title I staff in determining our curriculum needs for the 2011-2012 budget.

Student Focus Groups

- During the week of January 24th we will be holding several Student Focus Groups to discuss the following topics:
 - **Cafeteria** - This will focus on tasting different food possibilities to add to our breakfast and/or lunch menus
 - **Technology** - This will focus on our school website and to gain information on how our students use the website and what they would like to see added or changed.
 - **Instruction** - This will focus on how students feel they learn best such as hands-on, small group setting, in center activities, etc.
- The information that is collected will be discussed during the next School Leadership Team Meeting in February.

Articulation

- We continue to work in collaboration with Pine Hill and have been conducting articulation meetings. During the month of January I met with the Administrative staff in Pine Hill to provide them with information about our Title I Schoolwide program. They are looking into moving in this direction and wanted to know how we implemented our Title I funds from the NCLB grant as a Schoolwide program. I also met with Carol Evans (Pine Hill and Clementon's Director of Special Services) and our Language Arts Title I teachers to discuss our Response to Intervention (RTI) program and how we have reduced the number of special education students utilizing this program. Finally, I had the opportunity to meet with Jim Vacca, the Principal at John Glenn School in Pine Hill. He wanted to talk about how well we have been performing with our different programs and assessments in our school and how we use data. After having these conversations with Pine Hill, they are impressed with what we have done here in Clementon.

Technology

- This month, the Technology Department assisted in the district's transition to a new phone system. The new system has much greater expansion capability and several modern features and should serve the district well for many years.
- We also upgraded two of our servers with additional memory and network adapters. These will enable a move to a virtualized data center in the future with cost, maintainability, and performance benefits.
- At the request of the Business Office, our network is now capable of supporting remote-access users via virtual private networking (VPN) over the public Internet. At the moment, the VPN is only enabled for a small subset of users, but we may expand that if the functionality is needed.
- Over the next month, our department will focus on some other projects. Some of these may include evaluating Blackberry Enterprise Server, renewing our anti-virus support agreement, setting up spam filtering through our servers, and evaluating a router-based content filter.

8. Finance

(Chairperson - Randall Freiling)

- Mr. Freiling reported that the budget submission to the County Office is on March 4, 2011. Public Hearings can take place between March 22nd to March 29th.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

We can have the public hearing at our March 28, 2011 board meeting at 7:00 PM before the regular meeting.

MOTION: Public Hearing on March 28, 2011 at 7:00 PM.

MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

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

9. Legislation

(Representative - William Weyland)

- Mrs. Buchalter went to the State meeting. Criminal background checks will be required for all board members. Also, board members must have training in bullying because board members are always in the school. We will be holding a bullying training session at our next meeting with Pine Hill and Berlin Township.
- Mrs. Clement will be the Bullying Coordinator.
- The voucher system is now called Opportunity Scholarship Act.
- There is a health benefit reform bill requiring a 30% of the premium instead of 1.5%.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Our newest staff member is Ed Shilinsky. He took over for Dana Heck as the 7th and 8th grade instructional aide for Science and Social Studies. He is working out well with both the students and the staff. He has also asked to volunteer to help out with the basketball team.
- Jamie and I are continuing with both informal and formal observations. We do weekly highlights and send them to the staff and board of education. These are also posted on the school website.
- At the conclusion of our second round of non-tenured formal observations, I would like to sit with the Personnel Committee and review the observations at this point in the school year. This should take place before the next BOE meeting. I'll keep everyone posted with a date.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the November 23, 2010 Worksession/Regular Business Meeting
- Doing well with negotiations. All language and time is done. They have had seven retirements. Moving along nicely.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mr. Freiling reported that they are allowing the Borough and school district to fund the Olweus program. Meeting on February 9th at 6:00 PM.

13. Negotiations

(Representative - Randall Freiling)

- Negotiations Committee will be having their first meeting with the CEA on Thursday, January 27, 2011 at 5:30 PM.

14. Leadership Committee

(Representative - Kathleen Rappold)

- Next meeting on February 8th at 3:45 to discuss the different Focus Groups. The student information packet will have information about the next meeting along with School Messenger.

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 24, 2011

15. Home and School Association
(Representative - Virginia de Haan)
- The next meeting is February 9th.

OTHER INFORMATION:

1. Clementon School Information:
 - a. Administrative Report - December 2010
 - b. Enrollment Report - December 23, 2010
 - c. Nurse's Report - December 13, 2010 - January 19, 2011

2. Board of Education Information:
 - a. Old phones were given to the Borough of Clementon as part of another shared service.
 - b. Petitions for April Election - Due March 1, 2011
 - c. Up for election: Irene Buchalter, Randy Freiling, William Dilworth

DISCUSSION:

Exercise program for staff after school at 3:45 PM. We will provide a DVD and TV for staff to work out.

The Educational Facilities Managers Association of Camden and Gloucester Counties selected Clementon to receive a \$1,000 scholarship for one of our seniors.

The Camden County ASA also is presenting districts with scholarships.

PUBLIC:

None

EXECUTIVE SESSION:

Not needed

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:15 PM.

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

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
 February 28, 2011