

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ March 28, 2011**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**March 28, 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	Absent	----
William Dilworth	7:30 PM	9:00 PM
Randall Freiling	7:30 PM	9:00 PM
Sara Paranzino	7:30 PM	9:00 PM
Kathleen Rappold	7:30 PM	9:00 PM
John Romer	7:30 PM	9:00 PM
Ellen Suckle	7:30 PM	9:00 PM
William Weyland	7:30 PM	8:15 PM
Irene Buchalter	7:30 PM	9:00 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

**MINUTES:**

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

- February 28, 2011 Regular Meeting (No Executive Session needed)
- March 14, 2011 Special Meeting with Pine Hill Board of Education

**MOVED BY:**       Mrs. Paranzino      

**SECOND BY:**       Mrs. Suckle      

**ON ROLL CALL VOTE:**

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

**PUBLIC - AGENDA ITEMS ONLY:**

No public comments.

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MOTION: Close meeting to the public.

MOVED BY: Mr. Freiling

SECOND BY: Mrs. Paranzino

ON ROLL CALL VOTE:

MOTION CARRIED: 8-0-0

**SUPERINTENDENT'S REPORT:**

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

1. Request from employee # 172 for medical leave beginning April 1, 2011 through April 8, 2011 utilizing available sick time.
2. Request from employee # 27 for medical leave beginning October 15, 2011 (if circumstances allow) through February 5, 2012 utilizing 20 days of earned sick time. Additional days compensated through the Family Medical Leave Act and the employee's disability plan.
3. Payment for course work to Jamie Kosmaczewski as per her contract. If Ms. Kosmaczewski should leave the district prior to two years after payment, she will repay the district for this course work.
4. Revised 2010-2011 School Calendar reflecting the addition of two days at the end of the school year to make up two inclement weather days.
5. First Reading of the following new and/or revised policies and regulations:

<b>Number</b>	<b>Type</b>	<b>Title</b>
0141.1	POL	Board Member and Term - Sending District
1522	POL	School-Level Planning
2461	POL	Special Education/Receiving Schools
2461	REG	Special Education/Receiving Schools
2461.01	REG	Special Education/Receiving Schools IEP Implementation
2461.02	REG	Special Education/Receiving Schools - Suspension
2461.03	REG	Special Education/Receiving Schools - Pupil Records
2461.04	REG	Special Education/Receiving Schools - Special Education and Related Services
2461.05	REG	Special Education/Receiving Schools - IEP Compliance
2461.06	REG	Special Education/Receiving Schools - Highly Qualified and Appropriately Certified Staff
2461.07	REG	Special Education/Receiving Schools - Termination of Placement
2461.08	REG	Special Education/Receiving Schools - In-Service Training
2461.09	REG	Special Education/Receiving Schools - Statewide and District-Wide Assessment Programs
2461.10	REG	Special Education/Receiving Schools - Full Educational Opportunity
2461.11	REG	Special Education/Receiving Schools - Staff Consultation
2461.12	REG	Special Education/Receiving Schools - Length of School Day and Academic Year
3144	REG	Certification of Tenure Charges
6150	POL	Tuition Income
6220	POL	Budget Preparation
6820	POL	Financial Reports
8420	POL	Emergency and Crisis Situations

6. 2011-2012 Professional Development Plan

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### 7. Field Experience (Practicum) Request:

- a. NAME: Kimberly Plute  
 COLLEGE: Rutgers University  
 GRADE : Grade 7-8 Social Studies  
 DATES: May 16, 2011 - May 26, 2011 (45 hours)  
 COOPERATING TEACHER: Nicole Palermo

### 8. Workshop/Meeting Requests:

- a. EMPLOYEE: Lisa Mason  
 WORKSHOP: Follett Spring Book Look  
 LOCATION: Whitman Square Fire Hall, Turnersville, NJ  
 DATE: April 13, 2011  
 COST: \$0.00  
 SPONSOR: Follett
- b. EMPLOYEE: Lynn Marcus  
 WORKSHOP: Title I Services for Nonpublic Students  
 LOCATION: Hilton East Brunswick, East Brunswick, NJ  
 DATE: April 5, 2011  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Joanne Clement  
 WORKSHOP: Audit and CAFRA Preparation  
 LOCATION: Double Tree, Mount Laurel, NJ  
 DATE: June 23, 2011  
 COST: \$75.00  
 SPONSOR: NJ Association of School Business Officials

### 9. School Activities:

- a. EVENT: **Rita's Celebrity Scoop Night**  
 FACULTY SPONSOR: Kelly Kolody  
 DATES: April 13, 2011 and May 18, 2011  
 TIMES: 5:00 PM - 8:00 PM  
 LOCATION: Rita's Water Ice, Erial Road, Pine Hill, NJ  
 NOTE: Parents/students will purchase water ice. 20% of proceeds earned during the specified time above will be donated to the CES athletic department.
- b. EVENT: **Art Show**  
 FACULTY SPONSOR: Bailey Viola  
 DATE: May 24, 2011  
 TIME: 7:00 PM - 8:30 PM  
 LOCATION: School-wide  
 NOTE: Students' artwork will be displayed on walls in hallways. Activities and possibly food will be available in MPR.
- c. EVENT: **Yearbook Fundraiser - Candy Sale**  
 FACULTY SPONSOR: Mary Ellen Haldeman  
 DATES: March 2011 - April 2011  
 NOTE: Order forms will be sent home with students.
- d. EVENT: **Yearbook Fundraiser - Spirit Wear Sale**  
 FACULTY SPONSOR: Mary Ellen Haldeman

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DATES: April - May 2011  
 NOTE: Order forms will be sent home with students.

- e. **EVENT: CES Community Carnival**  
 FACULTY SPONSOR: Kelly Kolody  
 DATE: Saturday, June 11, 2011  
 RAINDATE: N/A  
 TIME: 11:00 AM - 2:00 PM  
 LOCATION: Clementon Elementary School parking lots  
 NOTE: No cost to attend but donations are welcome. Funds raised shall benefit the Student Activity account.
- f. **EVENT: Student Council Spring Dance**  
 FACULTY SPONSORS: Nicole Palermo and Nancy Gundaker  
 DATE: April 15, 2011  
 TIME: 6:30 PM - 8:30 PM  
 LOCATION: Multi-Purpose Room  
 NOTE: Funds raised will benefit Student Council.

### 10. Field Trips:

- a. **TRIP: Eighth Grade Graduation Trip**  
 TRIP SPONSOR: Clementon Home and School Association  
 DATE: May 20, 2011  
 RAIN DATE: June 3, 2011  
 TIME: 8:30 AM - 4:00 PM  
 DESTINATION: Dorney Park  
 STUDENT ADMISSION: \$0.00 per student  
 CHAPERONE COST: \$0.00 per adult  
 TRANSPORTATION: \$0.00 (Motor coach will be used.)  
 PARTICIPANTS: Eligible eighth grade students, teachers and parent/HSA volunteers.  
 NOTE: All costs associated with this trip shall be paid by the Clementon Home and School Association as a gift to the Eighth Grade Graduating Class of 2011.
- b. **TRIP: Safety Patrol Day**  
 TRIP SPONSOR: Clementon Home and School Association  
 DATE: May 27, 2011  
 RAIN DATE: TBA  
 TIME: 8:45 AM - 4:00 PM  
 DESTINATION: Great Adventure, Jackson, NJ  
 STUDENT ADMISSION: \$0.00 per student (paid by HSA)  
 CHAPERONE COST: \$0.00 per adult (paid by HSA)  
 TRANSPORTATION: TBA (paid from funds earned by participating in Clementon Clean-Up days in fall and spring.)  
 PARTICIPANTS: Eligible safety patrol members in grades five, six, and seven  
 NOTE: Annual event in which safety patrol members from the state of NJ submit entries in the annual safety patrol poster contest.

### 11. Community Use of Facilities:

- a. **ORGANIZATION:** Eight Grade Dance Committee  
**PERSONS IN CHARGE:** Dana Yost and Kim Vanore  
**SPONSOR:** Community Education

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PURPOSE: Eight Grade Graduation Dance  
 DATE: June 10, 2011  
 TIME: 6:00 PM - 9:00 PM  
 LOCATION: Multi-Purpose Room  
 PARTICIPANTS: Eligible eighth grade students

MOVED BY: Mr. Freiling  
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino  
 MOTION CARRIED: 7-0-1  
 (Mr. Weyland abstained from items 10.b and 11 only.)

12. Discussion Items:

- a. Observations - 72 completed for tenured and non-tenured staff
- b. Teacher of the Year - Cheryl Pataky
- c. HSA Craig's List - Home and School will put a request for labels/box tops
- d. Fresh Fruit and Vegetable Grant
- e. Burlington County Insurance Pool (JIF) Online Training Courses
- f. Newsletter for the Budget

**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)	\$6,761.62
2. List # 2	\$124,958.94
3. List # 3	\$470,314.84
4. List # 4	\$192,956.72

2. Payment Transactions:

- a. Approve transfers in the amount of \$20,000.00.
- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
02/15/11	From: General To: Payroll	\$133,508.89
02/15/11	From: General To: Agency	\$81,701.66
02/28/11	From: General To: Payroll	\$136,736.01
02/28/11	From: General To: Agency	\$83,148.43

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
02/15/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,326.50
02/28/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,326.50

4. Tuition for homeless student D.C. to Palmyra School District for the 2010-2011 school year, pro-rated, \$10,500.00 (starting February 11, 2011).
5. Cancel April 25, 2011 board of education meeting due to election.

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6. Re-organization Meeting scheduled for May 2, 2011 at 7:00 PM.
7. 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 **February 2011**. 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 **February 28, 2011**, 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. Freiling            
MOTION CARRIED: **8-0-0**

**PRESENTATIONS:**

- *March 2011 Super Stars of the Month* – Ms. Kosmaczewski and Ms. Marcus
  - Gabrielle Noble – Kindergarten
  - Michael Senior – Fourth Grade
  - Jamilah Hollins – Life Stars
- *February 2011 Manner Banner Winner (Classroom 5C)* – Ms. Kosmaczewski
- *Middle School Points Reward Program* – Ms. Kosmaczewski
- *District Programs and Achievemen* – Ms. Marcus
- *Character Education Program* – Ms. Kosmaczewski

**CORRESPONDENCE:**

1. Notification from the Executive County Superintendent that the 2011-2012 school district budget has been approved for submittal to the board at the public hearing.

**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(Chairperson – Randall Freiling)
  - Mr. Freiling handed out the evaluation form for the superintendent. Please have your evaluation form completed by April 4, 2011. Also, complete your self-evaluation online.
2. Building and Maintenance  
(Chairperson – William Weyland)
  - Mr. Weyland reported that the grant for the roof was submitted. Phone system is working well. We are still investigating the Purchase Power Agreement for Solar on our roof. Mrs. Clement will contact the vendor again to see if we can set up a meeting.
3. Camden County Educational Services Commission  
(Representative – Virginia de Haan)
  - Mrs. de Haan was not present to give her report.

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4. Camden County School Boards Association  
(*Representatives – William Weyland and Kathleen Rappold*)
  - Mrs. Rappold reported on their meeting at the county.
  
5. Community Education  
(*Chairperson – John Romer*)
  - Camp Clementon Attendance Record – February 2011
  - Mr. Romer reported that Camp Clementon is getting geared up for Easter by decorating eggs to hang and waiting for spring. Community Education is finishing up with volleyball, cheerleading, and Good News Club. Our next big activity will be the DARE graduation.
  - Clementon Clean-Up is scheduled for April during spring break.
  
6. Policy  
(*Chairperson – Irene Buchalter*)
  - Mrs. Buchalter reported that policies were reviewed before the meeting. If anyone else on the board would like to review policies, please let Mrs. Buchalter know.
  
7. Core Curriculum and Technology  
(*Chairperson – Ellen Suckle*)
 

Mrs. Suckle reported the following:

Curriculum/Articulation:

  - The Title I staff conducted an articulation meeting with the basic skills teachers from Pine Hill and Berlin. Our staff presented the assessment tools we utilize to drive instruction, the academic programs we have in place, and the role of the Title I teacher.
  - Mr. Alvaro from the guidance department at the high school will be coming to meet with the 8<sup>th</sup> grade students to discuss course selection.
  - We are looking at utilizing the remainder of the ARRA money for Responders for the Smartboards. Please note that the ARRA grant can only be used for technology. We have previously purchased the Smartboards and a small amount of Responders with ARRA funds as indicated in the grant.
  - Students in grades 3-8 will be taking the NJASK starting in May. Additionally, students in K-2 will be taking the end of the year benchmark assessment.

Technology

  - This month, the Technology Department had the opportunity to participate in a product demo/seminar sponsored by HP. HP has new hardware to offer in many different market segments, including networking, wireless, storage, end-user machines, and others. They also introduced their managed print service, which is more appropriate for larger organizations.
  - Also this month, we downgraded our web hosting account with IPower to include only a domain name (clementonschool.org). In reality, the paid domain name is also superfluous due to our automatic domain name (clementon.k12.nj.us) due to our status as an educational institution, but too many people still have clementonschool.org bookmarked to be able to eliminate that expense which is about \$10 a year.
  
8. Finance  
(*Chairperson – Randall Freiling*)
  - Mr. Freiling reported that the bills were paid. He thanked Ms. Marcus for the budget presentation.

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9. Legislation

*(Representative - William Weyland)*

- Resolution on No-Vote on the Budget Cap. Mr. Weyland will attend the Legislative meeting.

MOVED BY:       Mrs. Suckle        
ON ROLL CALL VOTE:

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

10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Paranzino is requesting an Executive Session to discuss personnel.

11. Pine Hill Board of Education

*(Representative - Irene Buchalter)*

- Minutes from the January 25, 2011 Worksession/Regular Business Meeting
- Mrs. Buchalter reported that Pine Hill is continuing with Negotiations.

12. Municipal Alliance

*(Representative - Kathleen Rappold)*

- Nothing to report.

13. Negotiations

*(Representative - Randall Freiling)*

- Mr. Freiling is requesting an Executive Session to discuss Negotiations.

14. Leadership Committee

*(Representative - Kathleen Rappold)*

- Mrs. Rappold reported that the next meeting is scheduled for May.

15. Home and School Association

*(Representative - Virginia de Haan)*

- Agenda from the March 16, 2011 Meeting
- Treasurer's Report - February 2011
- Next meeting is April 20, 2011

**OTHER INFORMATION:**

1. Clementon School Information:

- Administrative Report - February 2011
- Enrollment Report - February 28, 2011
- Nurse's Report - February 11, 2011 - March 18, 2011

**PUBLIC:**

None

**EXECUTIVE SESSION:**

MOTION: To move into Executive Session at 8:15 PM.

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

MOVED BY:       Mrs. Suckle        
ON ROLL CALL VOTE:

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



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Mr. Weyland exited the meeting at 8:15 PM.

MOTION: To return from closed session at 8:52 PM.

MOVED BY:       Mrs. Suckle      

SECOND BY:       Mr. Freiling      

ON ROLL CALL VOTE:

MOTION CARRIED: 7-0-0

**ADJOURNMENT:**

MOTION: To adjourn the meeting at 9:00 PM.

MOVED BY:       Mrs. Paranzino      

SECOND BY:       Mr. Freiling      

ON ROLL CALL VOTE:

MOTION CARRIED: 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
May 2, 2011