

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ August 22, 2011

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
August 22, 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	8:22 PM
William Dilworth	Absent	---
Randall Freiling	7:30 PM	8:22 PM
Sara Paranzino	7:30 PM	8:22 PM
Kathleen Rappold	7:30 PM	8:22 PM
John Romer	7:30 PM	8:22 PM
Ellen Suckle	7:30 PM	8:22 PM
William Weyland	7:30 PM	8:22 PM
Irene Buchalter	7:30 PM	8:22 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.

PRESENTATIONS:

- 2011-2012 EVVRS Report - Ms. Lynn Marcus
- 2011-2012 District Goals - Ms. Lynn Marcus

MINUTES:

MOTION: Approve the Minutes of the following meetings:

- July 25, 2011 Regular Meeting and Executive Session

MOVED BY: Mrs. Suckle

ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling

MOTION CARRIED: 7-0-1
(Mrs. Paranzino abstained.)

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PUBLIC - AGENDA ITEMS ONLY:

No public comments.

SUPERINTENDENT'S REPORT:

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

1. Community Education's fall 2011 course brochure. Please note that courses, instructors, dates, and times could change once the school year begins.
2. Employment of the following personnel for the Community Education fall 2011 courses. Please note that courses, instructors, dates, and times could change once the school year begins.
 - a. POSITION: Instructor - Volleyball (Adult)
NAME: Joseph Casella
RATE OF PAY: \$16.00 per session; four sessions maximum
 - b. POSITION: Instructor - Yoga (Adult)
NAME: Michelle Baldino
RATE OF PAY: \$28.00 per session; four sessions maximum
 - c. POSITION: Instructor - Board Games for Fun (Children)
NAME: Suzanne McClernan
RATE OF PAY: \$16.00 per session; four sessions maximum
 - d. POSITION: Instructor - Basketball (Children)
NAME: Candice Wilson
RATE OF PAY: \$32.00 per session; four sessions maximum
 - e. POSITION: Instructor - Flip for Fun (Children)
NAME: Alicia Heverly
RATE OF PAY: \$32.00 per session; four sessions maximum
 - f. POSITION: Instructor - Fun and Games (Children)
NAME: Jim Butz
RATE OF PAY: \$32.00 per session; four sessions maximum
 - g. POSITION: Instructor - Cooking for Fun (Children)
NAME: Tracy Stefan
RATE OF PAY: \$32.00 per session; four sessions maximum
 - h. POSITION: Instructor - American Sign Language (Children)
NAME: TBA
RATE OF PAY: \$32.00 per session; four sessions maximum
 - i. POSITION: Instructor - Video Expression (Children)
NAME: Jason Koralja
RATE OF PAY: \$32.00 per session; four sessions maximum
 - j. POSITION: Instructor - Book Club (Children)
NAME: TBA
RATE OF PAY: \$32.00 per session; four sessions maximum
 - k. POSITION: Substitute Instructor
NAME: Susan Brown

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- RATE OF PAY: \$16.00 per session; four sessions maximum
- l. POSITION: Substitute Instructor
 NAME: Candice Wilson
 RATE OF PAY: \$32.00 per session; four sessions maximum
- m. POSITION: Substitute Instructor
 NAME: Jessica Ballinghoff
 RATE OF PAY: \$32.00 per session; four sessions maximum
- n. POSITION: Substitute Instructor
 NAME: Suzanne McClernan
 RATE OF PAY: \$16.00 per session; four sessions maximum
3. 2011-2012 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
4. 2011-2012 Code of Conduct/Discipline Matrix
5. 2011-2012 Student Handbook/Code of Conduct
6. 2011-2012 Extra-Curricular and Sports Handbook
7. 2011-2012 Nursing Plan
8. 2011-2012 Standing Orders
9. 2011-2012 District S.M.A.R.T. Goals
10. 2011-2012 District Goals
11. Second Reading and Adoption of the following new and/or revised policies and regulations:
- | Number | Type | Title |
|---------------|-------------|--|
| 5512 | POL | Harassment, Intimidation, and Bullying |
| 5512 | REG | Harassment, Intimidation, or Bullying Investigation Procedure |
| 5350 | POL | Pupil Suicide Prevention |
| 5560 | REG | Disruptive Pupils |
| 2431.4 | POL | Prevention and Treatment of Sports-Related Concussions and Head Injuries |
| 2431.4 | REG | Prevention and Treatment of Sports-Related Concussions and Head Injuries |
| 0144 | POL | Board Member Orientation and Training |

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8461	REG	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse
3125.2	POL	Employment of Substitute Teachers
5230	REG	Late Arrival and Early Dismissal
2431.3	POL	Practice and Pre-season Heat-acclimation for Interscholastic Athletics
5600	POL	Pupil Discipline/Code of Conduct
5600	REG	Pupil Discipline/Code of Conduct
0142	POL	Board Member Qualifications, Prohibited Acts and Code of Ethics

12. Abolish the following policies/regulations:

<u>Number</u>	<u>Type</u>	<u>Title</u>
5512	POL	Hazing
5512	REG	Hazing
5512.02	POL	Cyber-Bullying

13. 2011-2012 Harassment, Intimidation, and Bullying district forms:

- a. HIB Report Form
- b. HIB Interview Information Statement Form
- c. HIB Investigation Report - Non-Pupil Accused
- d. HIB Investigation Report - Pupil Accused
- e. Superintendent/Principal Initial Letter to Parent of Accused Bully
- f. Superintendent/Principal Initial Letter to Parent of Target
- g. Superintendent/Principal Letter to Parent of Accused Bully After Investigation
- h. Superintendent/Principal Letter to Parent of Target After Investigation

14. Monroe Township Public Schools' staff members to observe the Olweus Bullying Prevention Program in various classrooms on September 19, 22, 27, and 29, 2011.

15. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn Marcus
 MEETINGS: 2011-2012 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: Jennifer Gregory
 WORKSHOP: Free and Reduced Price Application Workshop for Determining Officials
 LOCATION: Gloucester County College, Sewell, NJ
 DATE: August 25, 2011
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEES: Joanne Clement
 MEETINGS: 2011-2012 Camden County Meetings
 LOCATION: Voorhees, NJ
 DATES: One time each month, September through June
 COST: \$0.00
 SPONSOR: Camden County Association of School Business Officials
- d. EMPLOYEE: Joanne Clement

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WORKSHOP: Regional Emergency Training
 LOCATION: Blackwood, NJ
 DATE: November 17, 2011
 COST: \$0.00
 SPONSOR: NJ Department of Education

16. School Activities:

- a. **EVENT: Student Council Winter Ball**
 FACULTY SPONSOR: Nicole Palermo
 DATE: December 16, 2011
 TIME: 6:30 PM – 8:30 PM
 PARTICIPANTS: Students in grades 6, 7, 8
 LOCATION: Multi-Purpose Room
 NOTE: Funds raised will be used for the Student Council program.
- b. **EVENT: Student Council Winter-Gram Sale**
 FACULTY SPONSOR: Nicole Palermo
 DATES: December 9-15, 2011
 LOCATION: Homerooms/MPR (lunch)
 NOTE: Student Council will be selling Winter Grams to students.
 Funds raised will be used for the Student Council program.
- c. **EVENT: Variety Show**
 FACULTY SPONSOR: Nicole Palermo
 DATE: June 5, 2012
 TIME: 1:45 PM – 3:00 PM
 LOCATION: Multi-Purpose Room
 NOTE: Students will showcase their talents on stage in front of their peers. Talents include singing, dancing, and instrumental.
- d. **EVENT: Student Council Spring Dance**
 FACULTY SPONSOR: Nicole Palermo
 DATE: April 27, 2012
 TIME: 6:30 PM – 8:30 PM
 LOCATION: Multi-Purpose Room
 PARTICIPANTS: Students in grades 6, 7, 8
 NOTE: Funds raised will be used for the Student Council program.
- e. **EVENT: Student Council Lincoln Penny Drive**
 FACULTY SPONSOR: Nicole Palermo
 DATES: February 20-24, 2012
 LOCATION: Homerooms/MPR (lunch)
 NOTE: Student Council will raise funds for future events by providing a coin drive competition between homerooms.
 The winning homerooms will receive a pizza party.
- f. **EVENT: Student Council Spring-Gram Sale**
 FACULTY SPONSOR: Nicole Palermo
 DATES: April 13-19, 2012
 LOCATION: Homerooms/MPR (lunch)
 NOTE: Student Council will be selling Spring Grams to students.
 Funds raised will be used for the Student Council program.
- g. **EVENT: Student Council Canned Food Drive**
 FACULTY SPONSOR: Nicole Palermo

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DATES: November 1-18, 2011
 NOTE: Student Council and the Clementon Fire Department will work collectively to gather food and non-perishable items for the needy families in Clementon. A representative will pick up the items from our school and distribute them to Clementon families for Thanksgiving.

- h. **EVENT:** **NJHS Blanket Drive**
FACULTY SPONSOR: Cathe Bare
DATES: October - November 2011
NOTE: Service project to collect items for area animal shelters.
- i. **EVENT:** **Student Council Fall-Gram Sale**
FACULTY SPONSOR: Nicole Palermo
DATES: October 20-27, 2011
LOCATION: Homerooms/MPR (lunch)
NOTE: Student Council will be selling Fall Grams to students. Funds raised will be used for the Student Council program
- j. **EVENT:** **Student Council Good Work Gram Sale**
FACULTY SPONSOR: Nicole Palermo
DATES: February 9-10, 2012
TIME: 2:00 PM - 3:30 PM
LOCATION: Main Foyer
NOTE: Student Council will be selling Good Work Grams to parents to reward the students for their progress. This will take place during the parent/teacher conferences. Funds raised will be used for the Student Council program.
- k. **EVENT:** **Student Council Good Work Gram Sale**
FACULTY SPONSOR: Nicole Palermo
DATES: November 18-23, 2011
TIME: 2:00 PM - 3:30 PM
LOCATION: Main Foyer
NOTE: Student Council will be selling Good Work Grams to parents to reward the students for their progress. This will take place during the parent/teacher conferences. Funds raised will be used for the Student Council program.
- l. **EVENT:** **Student Council Halloween Dance**
FACULTY SPONSOR: Nicole Palermo
DATE: October 28, 2011
TIME: 6:30 PM - 8:30 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades 6, 7, 8
NOTE: Funds raised will be used for the Student Council program.
- m. **EVENT:** **P.R.I.D.E. Award**
FACULTY SPONSOR: Jamie Kosmaczewski
DATE: November 17, 2011
TIME: 12:30 PM - 3:00 PM
LOCATION: Cherry Hill Skating and Fun Center
TRANSPORTATION: TBD
PARTICIPANTS: Students in grades 6, 7, 8
- n. **EVENT:** **P.R.I.D.E. Award**
FACULTY SPONSOR: Jamie Kosmaczewski

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DATE: February 3, 2012
 TIME: 12:30 PM - 3:00 PM
 LOCATION: 30 Strikes Bowling Alley
 TRANSPORTATION: TBD
 PARTICIPANTS: Students in grades 6, 7, 8

- o. EVENT: **P.R.I.D.E. Award**
 FACULTY SPONSOR: Jamie Kosmaczewski
 DATE: April 18, 2012
 TIME: 12:30 PM - 3:00 PM
 LOCATION: Washington Township Parks and Recreation
 TRANSPORTATION: TBD
 PARTICIPANTS: Students in grades 6, 7, 8
- p. EVENT: **P.R.I.D.E. Award**
 FACULTY SPONSOR: Jamie Kosmaczewski
 DATE: June 11, 2012
 TIME: 1:30 PM - 3:00 PM
 LOCATION: Multi-Purpose Room
 PARTICIPANTS: Students in grades 6, 7, 8
- q. EVENT: **Student Council Valentine's Dance**
 FACULTY SPONSOR: Nicole Palermo
 DATE: February 3, 2012
 TIME: 6:30 PM - 8:30 PM
 LOCATION: Multi-Purpose Room
 PARTICIPANTS: Students in grades 6, 7, 8
 NOTE: Funds raised will be used for the Student Council program.

17. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 SPONSOR: Community Education
 PURPOSE: "Read With Santa" Night
 DATE: December 7, 2011
 TIME: 7:00 PM - 8:30 PM
 LOCATION: Multi-Purpose Room
- b. ORGANIZATION: Solid Rock Baptist Church
 PERSON IN CHARGE: Charles Clark, III
 SPONSOR: Community Education
 PURPOSE: Young Ambassadors Bible Club
 DATES: Tuesdays: October 4, 2011 through May 22, 2012 when school is in session.
 TIME: 3:15 PM - 4:45 PM
 LOCATION: Media Center
- c. ORGANIZATION: Love Apple Quilters
 PERSON IN CHARGE: Carol Henell
 SPONSOR: Community Education
 PURPOSE: Quilting workshops
 DATES: Saturdays: September 17, 2011; November 19, 2011; January 12, 2012; March 24, 2012; May 19, 2012

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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 (Community Education)	\$8,752.95
2. List # 2	\$9,794.78
3. List # 3	\$5,165.69
4. List # 4	\$241,302.72
5. List # 5	\$179,567.23
6. List # 6	\$75,709.00

2. Payment Transactions:

- a. Approve transfers in the amount of \$17,468.00.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/11	From: General To: Payroll	\$24,607.36
07/15/11	From: General To: Agency	\$12,349.18
07/30/11	From: General To: Payroll	\$26,004.42
07/30/11	From: General To: Agency	\$12,915.94

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$824.50
07/30/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$849.50

4. Be it resolved that the Clementon Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations for the 2011-2012 school year.
5. Amend the 2010-2011 IDEA Consolidated grant in the amount of \$11,293.00. This is due to non-public funds not being expended.
6. Resolution for Camden County Cooperative Pricing System #57-CCCPS for copy paper, computer paper, and envelopes.
7. Resolution to reimburse Board Members for the cost of criminal history background check.
8. Joint Consortium with Gloucester Township Board of Education for trash removal.
9. Change October 24, 2011 Board of Education meeting to October 17, 2011 due to School Board Conference.

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10. Educational Consortium for Telecommunications Savings to provide E-Rate services for the 2011-2012 school year for a fee of \$1,500.00.
11. Extended year tuition:

Student	School	Tuition
2279	Archway - Atco	6,685.00
1874	Archway - Atco	6,685.00
	Aide for Student	4,410.00
1806	Bancroft NeuroHealth	7,176.00
1884	Bankbridge	3,750.00
1884	Bankbridge - Aide	3,060.00
1949	Bankbridge	3,750.00
703	Bankgridge	3,750.00
165	Deveraux	7,623.00
2152	Holly Dell	6,532.00
2275	JFK Memorial - Berlin Twp.	990.00
1786	St. John of God	6,598.66
2018	Bancroft NeuroHealth	7,176.00
1788	Yale	7,267.00
	TOTAL	\$75,452.66

12. 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 **June 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 **June 30, 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.

CORRESPONDENCE:

1. Sunshine Notice from Pine Hill Public Schools regarding their August 23, 2011 Worksession/Regular Business Meeting.

COMMITTEE REPORTS:

1. Administrative Evaluation
(Chairperson - Randall Freiling)
 - Mr. Freiling reported that the Board Goals need to be completed. Mrs. Clement will contact School Boards concerning the Board Self-Evaluation report.
2. Building and Maintenance
(Chairperson - William Weyland)
 - Nothing to report.

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3. Camden County Educational Services Commission
(Representative - Virginia de Haan; Alternate - William Weyland)
 - Interim Superintendent had a meeting with the Executive County Superintendent.

4. Camden County School Boards Association
(Representatives - William Weyland and Kathleen Rappold)
 - Nothing to report.

5. Community Education
(Chairperson - John Romer)
 - Camp Clementon Attendance Record - June 2011
 - Nothing to report.

6. Policy
(Chairperson - Irene Buchalter)
 - Bullying policy is done.

7. Core Curriculum and Technology
(Chairperson - Ellen Suckle)
 - Curriculum
 - The staff members are done updating the curriculum. You will see on the Board agenda a copy of all of the curriculums for approval.
 - Staff has also been attending a variety of workshops throughout the summer to assist the teachers in using data to drive instruction and implementing instructional strategies in their classrooms.
 - The NJASK results have arrived. The Title I office and administration have been working on reviewing the data and are waiting for additional score reports from the state which should be available at the end of August. The results will be presented to the Board at the September Board Meeting.
 - Technology
 - The Technology Department is almost ready for September. The end-of-year NJ Smart submission has been posted, so we are now working on setting up our various software packages for the new year.
 - Among the new programs we'll be using this year is a web-based file storage service called eBackpack. This will replace our current vendor, School Web Lockers. eBackpack is far easier and friendlier to use and administrate. It is also much more impressive than School Web Lockers in terms of online document editing and homework submission.

8. Finance
(Chairperson - Virginia de Haan)
 - Audit completed. Mr. Stewart will present the audit at the September or October meeting.

9. Legislation
(Representative - William Weyland)
 - Nothing to report.

10. Personnel - Executive Session
(Chairperson - Sara Paranzino)
 - Nothing to report. Fill sign language and media specialist positions.

