

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ October 17, 2011

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
October 17, 2011

The Regular Meeting of the Clementon Board of Education was called to order at 7:30 PM on the above date by Vice President Virginia de Haan.

“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. de Haan led the Pledge of Allegiance.

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	7:30 PM	8:35 PM
William Dilworth	7:36 PM	8:35 PM
Randall Freiling	7:30 PM	8:35 PM
Sara Paranzino	7:30 PM	8:35 PM
Kathleen Rappold	7:30 PM	8:35 PM
John Romer	7:30 PM	8:35 PM
Ellen Suckle	7:30 PM	8:35 PM
William Weyland	7:30 PM	8:35 PM
Irene Buchalter	Absent	---

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

Mr. Dilworth entered the meeting at 7:36 PM.

PRESENTATIONS:

- *October 2011 Super Stars of the Month* - Ms. Marcus
 - Simone Pratt - Second Grade
 - Jaice Reyes - Fourth Grade
 - Kimberly Krier - Seventh Grade
- *September 2011 Manner Banner (Classroom 1C)* - Ms. Kosmaczewski
- *2011 State Testing Perfect Scores* - Ms. Marcus and Ms. Kosmaczewski

MINUTES:

MOTION: Approve the Minutes of the following meetings:

- September 26, 2011 Regular Meeting and Executive Session

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MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
MOTION CARRIED: 7-0-1
(Mr. Romer abstained.)

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

MOTION: Close meeting to the public.

MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

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

SUPERINTENDENT'S REPORT:

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

1. Accept, with regret, the retirement notification from employee # 14, beginning July 1, 2012.
2. Request from employee # 14 for compensation for earned, unused sick time.
3. Accept, with regret, the retirement notification from employee # 65, beginning January 1, 2012.
4. Transfer of assignment: Audrey Pape from Special Education 4th Grade Inclusion to Special Education Resource Room during the 2011-2012 school year beginning January 1, 2012.
5. Employment of the following personnel for the 2011-2012 school year, contingent upon satisfactory criminal history review and the acquiring of proper certification, if applicable:
 - a. POSITION: Substitute Speech Therapist
NAME: Kristen Stang
RATE OF PAY: \$90.00 per day for the first 20 days; then Step 1 BA
\$45,450.00 (pro-rated).
START DATE: January 23, 2012
 - b. POSITION: Substitute Custodian
NAME: Kristopher Issel
RATE OF PAY: \$7.50 per hour
 - c. POSITION: Special Education Teacher (10 months)
NAME: Andrea DiSalvo
SALARY: \$45,450.00 per year (pro-rated)
STEP: 1 BA
START DATE: January 1, 2012
NOTE: 2011-2012 assignment is 4th Grade Inclusion Teacher
6. October 2011 Source4Teachers Substitute List
7. Request from employee # 203 for five days uncompensated leave beginning November 14, 2011 through November 18, 2011 due to plans made one year prior to accepting a position in the district.
8. Title I 2011-2012 Teachers for After-School Clinics:

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- a. **Fall Fluency, Grades 2-5: WORKSHOP: October 4, 2011 CLINIC: October 11, 2011 - December 15, 2011**
 2nd grade: Candice Collins & Christine Fellona
 3rd grade: Audrey Pape
 4th grade: Sheree Buttari
 5th grade: Cheryl Pataky

- b. **Fall Math, Grades 6-8: October 18, 2011 - December 15, 2011**
 6th grade: Lauren Wheeler
 7th grade: Jessica Ballinghoff
 8th grade: Michelle Endrizzi

- c. **Spring Fluency, Grades 2-5: February 14, 2012 - April 5, 2012**
 2nd grade: Sandy Rambo
 3rd grade: Kelly Kolody
 4th grade: Cheryl Pataky
 5th grade: Katie Agresta

- d. **Spring Math, Grades 3-5: January 17, 2012 - March 8, 2012**
 3rd grade: Lauren Wheeler
 4th grade: Michelle Endrizzi
 5th grade: Jessica Ballinghoff

- e. **2nd MP Back on Track, Grades 6-8: November 29, 2011 - January 26, 2012**
 6th grade: Kathy Batchelor
 7th grade: Michelle Magilton
 8th grade: Nicole Palermo

- f. **3rd MP Back on Track, Grades 6-8: February 14, 2012 - March 29, 2012**
 6th grade: Kathy Batchelor
 7th grade: Michelle Magilton
 8th grade: Nicole Palermo

- g. **4th MP Back on Track, Grades 6-8: April 17, 2012 - June 7, 2012**
 6th grade: Christine Fellona
 7th grade: Kathy Batchelor
 8th grade: Nicole Palermo

Substitutes for all clinics:

Cheryl Pataky
 Sheree Buttari
 Jason Koralja
 Jessica Ballinghoff
 Candice Collins
 Lauren Wheeler
 Brenda Falkenstein (Wednesdays only)
 Christine Fellona

9. Professional Development: Student Writing Analysis

Objective: Teachers will analyze and score January writing prompts and create individualized improvement plans for each of their students.

Invited Staff: K-8th grade writing teachers

Facilitators: Cheryl Pataky, Karen Stiles

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Times: 3:45-5:45 pm

Dates: February 2012 (dates to be determined)

Total Possible Cost: \$2880

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

10. Professional Development: Turnkey of Information from “Laying the Foundation for Year-Long NJASK Prep and Literacy Achievement”:

Objective: Teachers who attended the workshop will share core best practices of reading and writing that should be embedded into the LAL curriculum early in the school year and scaffolded throughout the entire year, laying the foundation for increased student achievement.

Invited Staff: 3-8th grade LAL teachers

Facilitators: Cheryl Pataky, Candice Wilson, Karen Tropp

Times: 3:45-6:45 pm

Dates: November 14, 2011

Total Possible Cost: \$1920

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

11. Additional 2011-2012 Volunteer Coaching Assistants and Volunteer Extra-Curricular Activity Assistants:

- a. Michael Dively (Basketball and Softball)
- b. Rosanne Parzanise (Softball)

12. Request from Christine Fellona to complete 300 field work hours under the supervision of Lynn Marcus, as part of her graduate course requirements.

13. Request from Mrs. Otobo to observe one preschool class as part of Montclair State University’s (Cumberland County College Cohort) P-3 Alternate Route Certification Program.

14. 2011 Revisions to the Memorandum of Agreement Between Education and Law Enforcement Officials

15. Proposed school recess dates for the 2011-2012 school year

16. Approval of Superintendent/Principal’s Harassment, Intimidation, and Bullying consequences/remedial measures from September 7, 2011 through September 26, 2011.

17. Workshop/Meeting Requests:

- a. ATTENDEES: Joanne Clement, Lynn Marcus, members of the Board of Education
- WORKSHOP: NJSBA Convention
- LOCATION: Atlantic City, NJ

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DATES: October 24, 25, and 26, 2011
 COST: \$2,200.00, plus travel and meals
 SPONSOR: New Jersey School Boards Association

18. School Activities:

- a. **EVENT:** **HEADS UP (Heroin Education and Dangerous Substance Understanding Program) Assembly**
- FACULTY SPONSOR:** Tina Jennetta
PRESENTER: Philadelphia Police Department - Narcotics Bureau
DATE: October 26, 2011
TIME: 1:30 PM - 2:45 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades six, seven, and eight.
NOTE 1: The HEADS UP program was established to attack drug problems and violence from a preventative standpoint. Members of the police department, volunteers, and family members who have lost loved ones to drugs and violence devote time and energy to educate children to prevent their involvement in drug use and to give them the tools to build solid character. This assembly will be presented free of charge and is part of the district's annual "Violence and Vandalism Prevention Week" activities.
NOTE 2: Signed parental permission forms will be obtained for students to participate. An alternate activity will be provided for any students who have not secured parental permission.
- b. **EVENT:** **Multi-Cultural Music Festival**
- FACULTY SPONSOR:** Salvatore Mazzocca
DATE: February 28, 2012
TIME: 1:30 PM - 2:45 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades 2-5
NOTE: Students will sing songs of ethnic diversity. Parents and families are invited to attend.
- c. **EVENT:** **Spring Concert**
- FACULTY SPONSORS:** Salvatore Mazzocca and Ryan Roemer
DATE: May 17, 2012
TIME: 7:00 PM - 8:30 PM
LOCATION: Multi-Purpose Room
PARTICIPANTS: Band and choir students in grades 3-8
NOTE: Instrumental and choral ensembles will perform for parents and family members.
- d. **EVENT:** **Mobile Dentist**
- FACULTY SPONSOR:** Mary Beth Hernandez, R.N.
DATE: December 2, 2011
TIME: 8:00 AM - 12:00 PM
LOCATION: TBD
PARTICIPANTS: All students, with parental permission
NOTE: A free service offered to better the dental health of our students.
- e. **EVENT:** **Fluoride Treatments**
- FACULTY SPONSOR:** Mary Beth Hernandez, R.N.

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DATE: Throughout the school year
 TIME: N/A
 LOCATION: Classrooms
 PARTICIPANTS: Students in grades 1-3, with parental permission
 NOTE: A free service offered to better the dental health of our students. Fluoride treatments will be administered by the school nurse.

- f. **EVENT:** **Yearbook Fundraiser – “Terracycle”**
FACULTY SPONSOR: Mary Ellen Haldeman
DATE: Throughout the school year
NOTE: As a fundraising event for the yearbook, Terracycle (www.terracycle.com) will donate a few cents for select items of trash. Many items are bags/containers that are bought and used at lunch. Containers will be provided for collection of the items.

19. Community Use of Facilities:

- a. **ORGANIZATIONS:** Clementon Elementary School and Clementon Borough Special Events Committee
SPONSOR: Community Education
PERSON IN CHARGE: Kate Teschner
EVENT: Clementon “Clean Community” Days
DATES: Saturday, October 15 and Sunday, October 16, 2011
TIME: 9:00 AM
LOCATION: Town-wide
PARTICIPANTS: Softball team, basketball teams, soccer team, Student Council, National Junior Honor Society, etc.
NOTE: Various school sports teams/organizations will participate in Clementon “Clean Community” Days. Each group that participates receives \$200.00 to benefit their team/group.
- b. **ORGANIZATION:** Trowbridge/MAMCO
PERSON IN CHARGE: Matt Dobos
SPONSOR: Community Education
PURPOSE: Annual association meeting
DATE: November 16, 2011
TIME: 7:00 PM – 8:30 PM
LOCATION: Classroom TBD
- c. **ORGANIZATION:** Community Education
PERSONS IN CHARGE: Kate Teschner and Candice Wilson
SPONSOR: Community Education
PURPOSE: Community Education Basketball Classes (children)
DATE CHANGE: October 17, 2011 – November 21, 2011
NOTE 1: Course and instructor previously approved. Dates have changed.
NOTE 2: *Pizza party will be held on November 21, 2011 from 1:00 PM – 1:30 PM.*

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

20. Field Experience Request:

- a. **NAME:** Christina Rappold

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UNIVERSITY: Camden County College
 COURSE: "Introduction to Interpreting" (Sign Language course)
 COOPERATING STAFF MEMBER: Holly Lindner
 DATES: November 29, 2011 and December 1, 2011

MOVED BY: _____ Mrs. Suckle _____ **SECOND BY:** _____ Mr. Freiling _____
ON ROLL CALL VOTE: _____ **MOTION CARRIED:** 7-0-1
 (Mrs. Rappold abstained.)

21. Additional 2011-2012 Home and School Fundraisers:

- a. **EVENT:** Santa's Workshop
PERSON IN CHARGE: Jill Hornick
DATES: December 5 through December 9, 2011
LOCATION: Science Lab
ITEMS SOLD: Holiday gifts
NOTE: Students and staff will be able to shop for holiday gifts for family members. "Elves" will be available to assist students.
- b. **EVENT:** Santa's Workshop Family Night
PERSON IN CHARGE: Jill Hornick
DATE: December 7, 2011
TIME: 5:30 PM - 7:00 PM
LOCATION: Science Lab
ITEMS SOLD: Holiday gifts
NOTE: Parents/guardians invited to shop for holiday gifts.
- c. **EVENT:** Fall Bookfair
PERSON IN CHARGE: Jill Hornick
DATES: November 14 through November 18, 2011
LOCATION: Media Center
ITEMS SOLD: Books and school supplies
NOTE: Students will be able to purchase books and school supplies. (Free books will be available for those students who are unable to purchase books.) Scholastic will donate a percentage of the total amount earned during the event for books for the Media Center.
- d. **EVENT:** Fall Bookfair Family Night
PERSON IN CHARGE: Jill Hornick
DATE: November 17, 2011
TIME: 5:30 PM - 7:00 PM
LOCATION: Media Center
ITEMS SOLD: Books and school supplies
NOTE: Parents/guardians invited to shop for books and school supplies.

MOVED BY: _____ Mrs. Suckle _____ **SECOND BY:** _____ Mr. Freiling _____
ON ROLL CALL VOTE: _____ **MOTION CARRIED:** 7-0-1
 (Mr. Weyland 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:

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<u>Bill List and Check Register</u>		<u>Amount</u>
1.	List # 1	\$13,035.37
2.	List # 2	\$396,619.11
3.	List # 3	\$41,960.00
4.	List # 4 (Community Education)	\$5,881.45
5.	List # 5	\$177.00
6.	List # 6	\$184,580.80

2. Payment Transactions:

a. Approve transfers in the amount of \$6,895.00.

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
09/15/11	From: General To: Payroll	\$132,394.57
09/15/11	From: General To: Agency	\$83,509.28
09/30/11	From: General To: Payroll	\$132,022.83
09/30/11	From: General To: Agency	\$83,858.54

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
09/15/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,401.50
09/30/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,326.50

4. 2011-2012 Special Education Contracts:

<u>Student #</u>	<u>District</u>	<u>Amount</u>
2051	Archway	\$ 39,171
1874	Archway, Aide	\$ 25,370
505	Archway, Atco	\$ 32,794
1797	Archway, Atco	\$ 32,794
1833	Archway, Atco	\$ 32,794
1874	Archway, Atco	\$ 39,171
2279	Archway, Atco	\$ 39,171
1909	Archway, Atco	\$ 39,171
2099	John Glenn School	\$ 25,125
2018	Bancroft NeuroHealth	\$ 47,543
960	Brookfield	\$ 40,680
2275	Berlin Township School	\$ 21,255
2218	Berlin Township School	\$ 17,394
1239	Berlin Township School	\$ 13,934
1909	Berlin Township School	\$ 16,350
703	Gloucester County	\$ 36,300
165	Deveraux	\$ 38,896
1281	Gloucester County	\$ 34,680
2405	Gloucester County	\$ 36,300
1584	Gloucester County	\$ 36,300
1792	Gloucester County	\$ 34,680
1884	Gloucester County	\$ 36,300

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	Aide for student	\$ 37,650
1949	Gloucester County	\$ 36,300
1806	Hollydell	\$ 52,569
1786	St, John of God	\$ 36,776
1873	Woods Services	\$ 58,400
1788	YALE	\$ 44,203
2218	John Glenn - Pine Hill	\$ 25,125
		\$ 1,007,196

5. Workshop:

- a. WORKSHOP: Annual State of the Fund Dinner
 LOCATION: Charley's Other Brother
 DATE: Wednesday, November 2, 2011 at 6:00 PM
 ATTENDEES: Irene Buchalter, Sara Paranzino, Randy Freiling, Ellen Suckle, William Dilworth, William Weyland, Kathleen Rappold, Lynn Marcus, Jamie Kosmaczewski, Joanne Clement

6. Annual Maintenance Form as per N.J.A.C. 6A:26A and Comprehensive Maintenance Plan

7. Acceptance of the Treasurer's Report and Secretary's Report in accordance with N.J.A.C. 6A23-16.10 (c) 3, I certify that as of **August 31, 2011**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Clementon Board of Education pursuant to N.J.S. A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over expended in violation of N.J.A. C. 6-23-2.12 (a) 1.

(Treasurer's report)

(Secretary's report)

Pursuant to N.J.A.C. 6:23A-16.10 (c) 4, the Board certifies that as of **August 31, 2011** after review of the secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6:23A-16.10 (a) 1 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: Mrs. Paranzino
 MOTION CARRIED: **8-0-0**
(Each board member abstained from their travel.)

CORRESPONDENCE:

1. September 2011 Nutri-Serve Update
2. Information concerning the criminal history record checks for school board members.

COMMITTEE REPORTS:

1. Administrative Evaluation
(Chairperson - Randall Freiling)
 - Mr. Freiling handed out the Board Self-Evaluation Report. He asked everyone to read the document. Discussion will take place at the next Board of Education meeting.

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Curriculum

- We just finished MAP, DRA2, Fluency Checks, and Study Island Benchmark assessments. The information has been used to determine each students' skill level and areas to focus on in the classroom.
- This Friday the staff will be meeting after the early dismissal to analyze the MAP data to drive instruction and continue to update curriculum.

Technology

- This month the Technology Department has put effort into the October 15th NJ Smart submissions. We have been organizing and cleaning our data in both Real Time (our student information system) and our staff database. The first round of NJ Smart submissions, for SID and SMID (student ID and staff member ID, respectively) management, were finished by October 14.
- The next round of NJ Smart submissions, which include the state, special education, and staff submissions, are due sometime in mid-November.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that the bills were paid. The budgeting process will begin mid-November.

9. Legislation

(Representative - William Weyland)

- Nothing to report.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported on the change in teaching assignments. Ms. Pollock is retiring and another teacher is expecting and will be leaving in May.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the August 23, 2011 Worksession/Regular Business Meeting

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Nothing to report.

13. Negotiations

(Representative - Randall Freiling)

- Nothing to report.

14. Leadership Committee

(Representative - Kathleen Rappold)

- Mrs. Rappold reported that a meeting will be held in November.

15. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that a starting balance was \$2,466. The fund raiser for pies and pretzels sale realized \$1,475. A revised letter will be going out to the parents explaining the prizes for the next fund raiser.

OTHER INFORMATION:

1. Discussion Items:

- a. Anti-Bullying Training for Board Members

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2. Clementon School Information:
- a. Administrative Report - September 2011
 - b. Nurse's Report - September 23, 2011 to October 13, 2011
 - c. Enrollment Report - September 30, 2011

PUBLIC:

None

MOTION: Close meeting to the public.

MOVED BY: Mrs. Rappold
ON ROLL CALL VOTE:

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

EXECUTIVE SESSION:

MOTION: To move into Executive Session at 8:20 PM.

The Clementon Board of Education went into Executive Session for the purposes of Negotiations.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

MOTION: To return from closed session at 8:30 PM.

MOVED BY: Mr. Freiling
ON ROLL CALL VOTE:

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

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:35 PM.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
 November 28, 2011