

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 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  
**November 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	7:30 PM	8:08 PM
William Dilworth	7:36 PM	8:08 PM
Randall Freiling	7:30 PM	8:08 PM
Sara Paranzino	Absent	---
Kathleen Rappold	7:30 PM	8:08 PM
John Romer	7:30 PM	8:08 PM
Ellen Suckle	7:30 PM	8:08 PM
William Weyland	7:30 PM	8:08 PM
Irene Buchalter	7:30 PM	8:08 PM

Quorum present.

Also present were:

Lynn Marcus, 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:

- October 17, 2011 Regular Meeting and Executive Session

**MOVED BY:** Mr. Weyland

**SECOND BY:** Mrs. Suckle

**ON ROLL CALL VOTE:**

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

**PUBLIC - AGENDA ITEMS ONLY:**

No public comments.

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

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

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MOVED BY:           Mrs. Suckle            
ON ROLL CALL VOTE:

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

**SUPERINTENDENT'S REPORT:**

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

1. Accept, with regret, the resignation of employee # 203, effective December 9, 2011.
2. Accept, with regret, the retirement notification from employee # 23, effective July 1, 2012.
3. Request from employee # 23 for compensation for earned, unused sick time.
4. Accept, with regret, the retirement notification from employee # 70, effective July 1, 2012.
5. Request from employee # 70 for compensation for earned, unused sick time.
6. Accept, with regret, the tentative retirement notification from employee # 73, effective a date yet to be determined in the 2012-2013 school year.
7. Request from employee # 73 for compensation for earned, unused sick time.

**ITEM 6 AND ITEM 7 WERE REMOVED FROM THE AGENDA.**

8. Request from employee # 90 for medical leave beginning March 5, 2012 through the last day of school in 2012 utilizing available sick time. Employee plans to return to position on September 1, 2012.
9. Request from employee # 74 for medical leave beginning April 16, 2012 through the last day of school in 2012 utilizing available sick time followed by uncompensated family medical leave of absence.
10. Revision of medical leave of absence from employee # 137 as follows: beginning on or about January 23, 2012 utilizing 30 days accumulated sick time and ending on March 5, 2012. Beginning March 6, 2012 and ending May 29, 2012, uncompensated leave of absence in accordance with the NJ Family Leave Act. Employee plans to return to work on May 30, 2012.
11. 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:                   Educational Sign Language Interpreter (10 months)  
NAME:                        Marilou Keefer  
SALARY:                     \$30,000.00 per year (pro-rated)  
START DATE:                December 12, 2011
12. Employment of the following staff member as a Homebound Instructor at \$32.00 per hour, on an as-needed basis, for the 2011-2012 school year:
  - a. Kelly Kolody

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

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13. November 2011 Source4Teachers Substitute List

14. Professional Development REVISION: 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: 3-8<sup>th</sup> grade LAL teachers *and Science/Social Studies teachers*

Facilitators: Candice Wilson, Karen Tropp

Prep Time: November 1, 2011 (1 hour)

Times: 3:45-6:45 pm

Dates: November 14, 2011

Cost:

*Facilitators: 2 x 4 hrs x \$32 = \$256*

*Teachers: 21 x 3 hrs x \$32 = \$2,016*

*TOTAL: \$2,272*

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

15. Creation of a School Wellness Council for the 2011-2012 school year, beginning January 2012. (The school wellness council is a part of the administrative code and is essentially an advisory group concerned with the health and wellbeing of staff and students. It will provide a way to inform families, teachers, staff and students about the work the school is doing to improve the health and academic success of its students and ensure that district level health policies are implemented. In addition, these councils represent the unique perspective of the community in a school building. This enables the health priorities and activities put in place to truly reflect the needs and interests of that school.)

16. 2011-2012 NJQSAC Statement of Assurance

17. 2011-2012 Preschool Curriculum

18. Additional 2011-2012 school volunteer:

a. Rose Marie Elson

19. Tuition Reimbursement:

a. EMPLOYEE:	Jose Cruz
COURSE TITLE:	Energy Management
UNIVERSITY:	Rutgers University
COURSE FEE:	\$225.00
SEMESTER:	Fall 2011

b. EMPLOYEE:	Lynn Marcus
COURSE TITLE:	Leadership Through Professional Learning Communities
UNIVERSITY:	Rowan University
TUITION:	\$2,400.00

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 28, 2011

SEMESTER: Fall 2011

### 20. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn Marcus  
 WORKSHOP: The McREL Teacher Evaluation System  
 LOCATION: EIRC, Mullica Hill, NJ  
 DATE: November 14, 2011  
 COST: \$0.00  
 SPONSOR: EIRC
- b. EMPLOYEE: Matt Duffield  
 WORKSHOP: Power of HP and WSCA  
 LOCATION: Trenton, NJ  
 DATE: December 7, 2011  
 COST: \$0.00  
 SPONSOR: MRA International
- c. EMPLOYEE: Janice Breon  
 WORKSHOP: Camden County School Counselors' Holiday Luncheon  
 LOCATION: CCTS, Sicklerville, NJ  
 DATE: December 8, 2011  
 COST: \$0.00  
 SPONSOR: Camden County Technical School
- d. EMPLOYEE: Christine Fellona  
 WORKSHOP: Motivating the Unmotivated  
 LOCATION: BER, Cherry Hill, NJ  
 DATE: January 19, 2012  
 COST: \$215.00 (funded by Title I)  
 SPONSOR: Bureau of Education and Research
- e. EMPLOYEE: Catherine Bare  
 WORKSHOP: NJAGC Annual Conference  
 LOCATION: Somerset, NJ  
 DATE: March 9, 2012  
 COST: \$189.00  
 SPONSOR: NJ Association for Gifted Children
- f. EMPLOYEE: Lynn Marcus  
 WORKSHOP: Integrate the Common Core Standards for Reading and Writing into Daily Instruction  
 LOCATION: EIRC, Mullica Hill, NJ  
 DATE: December 9, 2011 (afternoon session)  
 COST: \$0.00  
 SPONSOR: EIRC
- g. EMPLOYEE: Cheryl Pataky  
 WORKSHOP: Integrate the Common Core Standards for Reading and Writing into Daily Instruction  
 LOCATION: EIRC, Mullica Hill, NJ  
 DATE: December 9, 2011 (afternoon session)  
 COST: \$0.00  
 SPONSOR: EIRC

## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 28, 2011

- h. EMPLOYEE: Jamie Kosmaczewski  
 WORKSHOP: Integrate the Common Core Standards for Reading and Writing into Daily Instruction  
 LOCATION: EIRC, Mullica Hill, NJ  
 DATE: December 9, 2011 (morning session)  
 COST: \$0.00  
 SPONSOR: EIRC
- i. EMPLOYEE: Karen Stiles  
 WORKSHOP: Integrate the Common Core Standards for Reading and Writing into Daily Instruction  
 LOCATION: EIRC, Mullica Hill, NJ  
 DATE: December 9, 2011 (morning session)  
 COST: \$0.00  
 SPONSOR: EIRC

### 21. School Activities:

- a. EVENT: **Holiday Caroling at Wooster Towers**  
 FACULTY SPONSOR: Jessica Ballinghoff  
 DATE: December 21, 2011  
 TIME: 12:00 PM - 1:30 PM  
 LOCATION: Wooster Towers, Clementon, NJ  
 PARTICIPANTS: Fifth grade students  
 NOTE: Fifth grade students will walk to Wooster Towers to perform holiday carols to promote good will to the senior citizens of our community.
- b. EVENT: **"Wear Red" Day - Fundraiser**  
 FACULTY SPONSOR: Mary Beth Hernandez, R.N.  
 DATE: February 3, 2012  
 PARTICIPANTS: Teachers and staff  
 NOTE: National "Wear Red" Day to support the American Heart Association. Staff can voluntarily donate \$5.00 to wear red. All proceeds shall benefit the American Heart Association.
- c. EVENT: **Walking Club**  
 FACULTY SPONSOR: Mary Beth Hernandez, R.N.  
 DATES: Mondays and Wednesdays  
 TIME: 3:20 PM - 3:45 PM  
 PARTICIPANTS: Students in grades five through eight  
 NOTE: An initiative to reduce obesity.
- d. EVENT: **Boys and Girls Basketball Games and Practices**  
 FACULTY SPONSORS: Jim Butz and Candice Wilson  
 DATES: As per schedule  
 PARTICIPANTS: Members of the boys and girls basketball teams  
 TRANSPORTATION: As per bid

### 22. Community Use of Facilities:

- a. ORGANIZATION: Adult Basketball League  
 SPONSOR: Community Education  
 PERSON IN CHARGE: Candice Wilson  
 EVENT: Basketball practices  
 DATES: Thursdays for eight weeks, beginning December 1, 2011  
 TIME: 6:00 PM - 7:30 PM

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

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LOCATION:                   Gymnasium  
 PARTICIPANTS:         Adult basketball league

MOVED BY:                   Mrs. Suckle                                   SECOND BY:                   Mrs. de Haan        
 ON ROLL CALL VOTE:   MOTION CARRIED:     8-0-0

**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	\$351,300.24
2. List # 2	\$177.00
3. List # 3	\$148,494.83
4. List # 4 (Community Education)	\$7,281.56
5. List # 5	\$26.04
6. List # 6	\$107,666.00

2. Payment Transactions:

- a. Approve transfers in the amount of \$99,912.00.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
10/15/11	From: General To: Payroll	\$151,006.99
10/15/11	From: General To: Agency	\$94,707.68
10/30/11	From: General To: Payroll	\$131,067.74
10/30/11	From: General To: Agency	\$84,406.76

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
10/15/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,486.50
10/30/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,486.50

4. Special joint board meeting with Pine Hill and Berlin Township on Wednesday, December 14, 2011 at 6:30 PM. This meeting will take place in the media center of Clementon Elementary School. The topic for discussion will be the changes in QSAC.
5. Inter-local services agreement for the provision of Blue Sky Power, LLC to complete a solar panel feasibility study for the Pine Hill Board of Education, Clementon Board of Education, Berlin Borough Board of Education, Borough of Pine Hill and Borough of Clementon. Cost for Phase I is \$3,500.00.
6. Employee Use of Facility Waiver Form
7. Para-Plus Translations, Inc. for sign language interpreter for November 14, 2011 through November 18, 2011 at a cost of \$550.00 per day.



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

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**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(*Chairperson - Randall Freiling*)
  - Mr. Freiling reported that an informal observation of the CSA will be done in accordance with the superintendent's contract. He will contact members of the Administrative Evaluation Committee to meet with Ms. Marcus shortly.
2. Building and Maintenance  
(*Chairperson - William Weyland*)
  - Mr. Weyland reported that the district received a Safety Award of \$2,500.00 this year. Mr. Weyland also read a letter commending the district on its Safety Award from BCIP. A committee meeting was held to discuss the Inter-Local agreement with Pine Hill for the solar project.
3. Camden County Educational Services Commission  
(*Representative - Virginia de Haan; Alternate - William Weyland*)
  - Mrs. de Haan reported that the transition with the new superintendent is going well. He is looking at new programs and is looking to start a preschool program. A fee has not been set as of yet. This program can accommodate up to 12 students per classroom. They will be advertising shortly.
4. Camden County School Boards Association  
(*Representatives - John Romer and William Weyland*)
  - No report was given.
5. Community Education  
(*Chairperson - John Romer*)
  - Mr. Romer reported on upcoming events.
6. Policy  
(*Chairperson - Irene Buchalter*)
  - Mrs. Buchalter reported no new policies this month.
7. Core Curriculum and Technology  
(*Chairperson - Ellen Suckle*)  
Curriculum
  - The Kindergarten students took the Early-Year Benchmark assessment. The teachers will gather the information and use it to drive their instruction.
  - Parent/Teacher conferences just ended. Teachers utilized data to provide the parents with an academic snapshot of their child.
  - This year we have been focusing on incorporating more non-fiction text into the classrooms. We have started to implement a supplemental Social Studies program that we are using in grades 4-8 called Research Labs. Research Labs use project-based learning to stimulate, challenge, and empower students to become experts in their chosen topic within a shared unit of study. The labs are designed with a multi-disciplinary approach that combines reading, writing, and discussion, culminating in a Final Project: a student-authored and illustrated book. The program comes with leveled text to meet individual students' reading levels and they are based on the Core Content Standards.
  - The School Leadership Team will be meeting on Monday, November 28th. We are going to conduct a needs assessment of our school in the areas of academic excellence, developmental responsiveness, social equity, and organization structures and processes.



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

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Technology

- The Technology Department completed the October 15th NJ Smart submissions, which were due on November 19. These included the State, Special Education, and Staff data collections. This was a successful submission season. The next submission, due in the middle of December, is the Pre-ID submission, which generates test labels for the NJ ASK.
- It is only November, but we are already evaluating areas of need for the 2012-2013 budget. One target will be to upgrade the computers in at least one of our labs. The PCs in the newest of the three labs are 6 years old, so they are overdue for replacement. We are evaluating financing options, including leasing, to lessen the burden on the borough taxpayers.

## 8. Finance

*(Chairperson - Virginia de Haan)*

- Mrs. de Haan reported that the bills were paid. Budget process will be starting next week with the administration.

## 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland did not attend the Delegate Assembly.

## 10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Suckle reported for Mrs. Paranzino on several maternity leaves and retirements.

## 11. Pine Hill Board of Education

*(Representative - Irene Buchalter)*

- Minutes from the September 27, 2011 Worksession/Regular Business Meeting
- Mrs. Buchalter reported that Pine Hill will participate in an ESCO program that will allow the district to pay for improvement and utilize the savings pays the debt.

## 12. Municipal Alliance

*(Representative - Kathleen Rappold)*

- Mrs. Rappold had nothing to report. Santa is coming on December 18<sup>th</sup> at 5:00 PM.

## 13. Negotiations

*(Representative - Randall Freiling)*

- Mr. Freiling had nothing to report.

## 14. Leadership Committee

*(Representatives - Kathleen Rappold and John Romer)*

- Mr. Romer reported that a meeting was held today.

## 15. Home and School Association

*(Representative - Virginia de Haan)*

- Mrs. de Haan reported on November meeting. Total sales for November fundraisers was over \$9,000.00. In January, they will be voting on paying for the paint for the café. Santa's Workshop is scheduled in December. The HSA is discussing a family night with movies.

