

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 19, 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  
**December 19, 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	8:00 PM
William Dilworth	7:40 PM	8:00 PM
Randall Freiling	7:30 PM	8:00 PM
Sara Paranzino	Absent	---
Kathleen Rappold	7:30 PM	8:00 PM
John Romer	7:30 PM	8:00 PM
Ellen Suckle	7:30 PM	8:00 PM
William Weyland	7:30 PM	8:00 PM
Irene Buchalter	7:30 PM	8:00 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:

- November 28, 2011 Regular Meeting (No Executive Session needed.)

**MOVED BY:**           Mrs. Suckle          

**SECOND BY:**           Mr. Romer          

**ON ROLL CALL VOTE:**

**MOTION CARRIED:** 7-0-0

**PUBLIC - AGENDA ITEMS ONLY:**

No public comments.

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

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MOVED BY:           Mr. Freiling            
ON ROLL CALL VOTE:

SECOND BY:           Mrs. Suckle            
MOTION CARRIED: 7-0-0

**SUPERINTENDENT'S REPORT:**

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

1. Accept, with regret, the retirement notification from employee # 73, effective February 28, 2013.
2. Request from employee # 73 for compensation for earned, unused sick time.
3. Revision of medical leave of absence from employee # 90 as follows: beginning on or about March 5, 2012 utilizing approximately 45 days accumulated sick time and ending approximately May 14, 2012. Beginning May 15, 2012 and lasting through the remainder of the school year, uncompensated leave of absence in accordance with the NJ Family Leave Act. Employee plans to return to position on September 1, 2012.
4. Employment of the following personnel for the 2011-2012 school year, contingent upon satisfactory criminal history review:
  - a. POSITION:                 Substitute Custodian  
NAME:                     Stephanie Kirk  
RATE OF PAY:             \$7.50 per hour
5. Salary correction for Laura DeMatte to reflect additional 15 credits received prior to September 2011. Documentation provided: transcript. Corrected salary and step: \$23,245.00 (50%); Step BA+15.
6. December 2011 Source4Teachers Substitute List
7. Superintendent/Principal's Harassment, Intimidation, and Bullying consequences/remedial measures from October 18, 2011 through November 22, 2011.
8. 2012-2013 Preschool Program Plan Update
9. 2012-2013 District Budget Planning Workbook
10. 2012-2013 District One Year Enrollment Projections Workbook
11. First Reading of the following new and/or revised policies and regulations:

<b>Number</b>	<b>Type</b>	<b>Title</b>
0168	POL	Recording Board Meetings
5519	POL	Dating Violence at School
5519	REG	Dating Violence at School
5519	---	Additional Resources and District Forms for 5519
6424	POL	Emergency Contracts
6472	POL	Tuition Reimbursement
8505	POL	School Nutrition
9150	POL	School Visitors
9150	REG	School Visitors
9180	POL	School Volunteers
9181	POL	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/assistants

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### 12. Tuition Reimbursement:

- a. EMPLOYEE: Lynn Marcus  
 COURSE TITLE: Action Research in Educational Leadership  
 UNIVERSITY: Rowan University  
 TUITION: \$2,400.00  
 SEMESTER: Spring 2012  
 NOTE: As per administrator's negotiated contract

### 13. Workshop/Meeting Requests:

- a. EMPLOYEE: Ruth Anne Detwiler  
 WORKSHOP: Countywide District Homeless Liaison and Registrar Meeting  
 LOCATION: GCSSD, Sewell, NJ  
 DATE: December 15, 2011  
 COST: \$0.00  
 SPONSOR: McKinney-Vento Homeless Education Project
- b. EMPLOYEE: Diane Palogruto  
 WORKSHOP: Countywide District Homeless Liaison and Registrar Meeting  
 LOCATION: GCSSD, Sewell, NJ  
 DATE: November 14, 2011  
 COST: \$0.00  
 SPONSOR: McKinney-Vento Homeless Education Project

### 14. Field Trip:

- a. TRIP: **Safety Patrol Day**  
 TRIP SPONSOR: Clementon Home and School Association  
 DATE: May 18, 2012  
 RAIN DATE: May 25, 2012  
 TIME: 8:45 AM - 6:00 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.

### 15. School Activities:

- a. EVENT: **"Boomer's Book Buddies" School Assembly Program**  
 FACULTY SPONSOR: Laura DeMatte  
 DATE: Beginning January 20, 2012  
 PARTICIPANTS: Students in grades 1-4  
 NOTE: This program provides incentives for students to read, as detailed in the attached program description. *(Background)*

### 16. Community Use of Facilities:

- a. ORGANIZATION: Jersey Jaguars 14U Travel Softball

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SPONSOR: Community Education  
 PERSON IN CHARGE: Wayne Lemma  
 EVENT: Softball practice utilizing indoor equipment  
 DATES: Mondays and Wednesdays; January 3, 2012 - April 4, 2012  
 TIME: Mondays 6:00 PM - 7:15 PM; Thursdays 6:30 PM - 8:00 PM  
 LOCATION: Gymnasium  
 PARTICIPANTS: 12 players (13-14 year olds) and three adult coaches

MOVED BY:           Mrs. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Freiling            
 MOTION CARRIED: 7-0-0  
 (Mr. Weyland abstained from item # 14.)

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

17. Acceptance, with regret, of the resignation of employee # 176, effective in 60 days.

18. Professional Development for Grades K-2 - American Reading Company:

The American Reading Company Action Common Core Standards Professional Development Module is designed to support schools in their implementation of the Common Core State Standards, which are required to be implemented by September 2012. The professional development model will include the Independent Reading Level Assessment (IRLA) Common Core Standards, the Formative Assessment documents, School Pace (online student data tracking documentation for the district), 5 days of professional development. This assessment tool and teaching kit works in collaboration with our guided reading and Response to Intervention (RTI) programs.

Duration: 5 days (January 20, 2012 and 4 additional days)

Cost: \$16,500

Funding: Paid for by Title IA and/or Title IIA NCLB Grant

19. 360 Translations for substitute sign language interpreting services at a rate of \$110.00 per hour for the first two hours, then \$55.00 per each hour after, for a maximum of six hours and fifteen minutes per day (8:45 AM - 3:15 PM).

20. School Activities:

- a. EVENT: **“Adopt-a-Cop” Program (K-8)**  
 FACULTY SPONSOR: Kate Teschner  
 DATE: Beginning January 2012  
 PARTICIPANTS: Students in grades K-8  
 NOTE: Clementon Police officers will select various grades and “adopt” them. Officers will perform quick visits to their adopted classrooms to make themselves known to the students and foster communication between the students and the community.
- b. EVENT: **“Adopt-a-Cop” Program (Grade 3)**  
 FACULTY SPONSOR: Kate Teschner  
 DATE: Beginning January 2012  
 PARTICIPANTS: Students in grade 3  
 NOTE: Clementon Police officers will select third grade classrooms and “adopt” them. Officers will visit their adopted classrooms once a month to make themselves known to the students and foster communication between the students and the community.

MOVED BY:           Mrs. Suckle          

SECOND BY:           Mrs. de Haan

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ON ROLL CALL VOTE:

MOTION CARRIED: 7-0-0

**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 (Community Education)	\$7,345.66
2. List # 2	\$463,503.70

2. Payment Transactions:

- a. Approve transfers in the amount of \$19,307.69.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
11/03/11	From: General To: Agency	\$3,789.28
11/15/11	From: General To: Payroll	\$129,237.77
11/15/11	From: General To: Agency	\$84,461.36
11/30/11	From: General To: Payroll	\$125,052.04
11/30/11	From: General To: Agency	\$82,337.47

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
11/15/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,486.50
11/30/11	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,336.50

4. Workshop: Camden County School Boards Association  
 When: January 10, 2012  
 Where: Camden County College  
 Cost: \$0.00  
 Participants: Irene Buchalter  
 Ellen Suckle  
 William Weyland  
 Kathleen Rappold  
 John Romer  
 Lynn Marcus  
 Joanne Clement

5. Resolution to participate in Energy Audit Program offered by the New Jersey Board of Public Utilities.

6. 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 **November 30 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.

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(Treasurer's report) (Background)  
(Secretary's report) (Board Book)

Pursuant to N.J.A.C. 6:23A-16.10 (c) 4, the Board certifies that as of **November 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 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.

**SECRETARY'S REPORT = A D D E N D U M:**

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

7. The payment of the following bill lists from the General Account:

<u>Bill List and Check Register</u>	<u>Amount</u>
3. List # 3	\$95,948.70

<b>MOVED BY:</b> <u>          Mrs. Suckle          </u>	<b>SECOND BY:</b> <u>          Mr. Romer          </u>
<b>ON ROLL CALL VOTE:</b>	<b>MOTION CARRIED: 7-0-0</b>
<b>Each board member abstained from his/her travel on item # 4.</b>	

**PRESENTATIONS:**

- *December 2011 Super Stars of the Month* - Ms. Marcus
  - Madalyn Roach - First Grade
  - James Phillips - Third Grade
  - Candace Cain - Eighth Grade
- *November 2011 Manner Banner (Classroom 3A)* - Ms. Kosmaczewski

**(Mr. Dilworth entered the meeting at 7:40 PM.)**

**CORRESPONDENCE:**

1. November 2011 Nutri-Serve Update
2. Notification from the New Jersey School Boards Association that Irene Buchalter attended Governance 4 Legal Update training on October 26, 2011.
3. Notification from the New Jersey School Boards Association that William Dilworth attended Governance 2 Finance training on October 24, 2011.
4. Notification from the New Jersey School Boards Association that William Dilworth attended Governance 2 Finance training on November 29, 2011.
5. Notification from the New Jersey School Boards Association that Kathleen Rappold attended Governance 2 Finance training on October 24, 2011.
6. Notification from the New Jersey School Boards Association that John Romer attended Governance 3 Student Achievement training on October 24, 2011.
7. Notification from the New Jersey School Boards Association that Randall Freiling attended Governance 4 Legal Update training on October 24, 2011.
8. Notification from the New Jersey School Boards Association that William Weyland attended Governance 4 Legal Update training on October 24, 2011.

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**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(*Chairperson - Randall Freiling*)
  - Mr. Freiling reported that he has not met with the Committee yet to discuss the superintendent's evaluation. He did, however, speak with Mr. Bigley who stated that Ms. Marcus is doing very well. Mr. Bigley would be more than happy to sit with the Committee and Board if need be.
  
2. Building and Maintenance  
(*Chairperson - William Weyland*)
  - Mr. Weyland reported that one of the pumps has a slight leak. This will be repaired during the winter break as the system must be shut down for the repair.
  
3. Camden County Educational Services Commission  
(*Representative - Virginia de Haan; Alternate - William Weyland*)
  - Mrs. de Haan reported that the superintendent is moving toward substitute nursing services for the district. They also will be the Lead Agency for cooperative pricing agreements and will have cooperative pricing for the copier. Duff Technology will be creating a new website for the Commission.
  
4. Camden County School Boards Association  
(*Representatives - John Romer and William Weyland*)
  - Next meeting is January 10, 2012 at Camden County College.
  
5. Community Education  
(*Chairperson - John Romer*)
  - Mr. Romer reported that the students in Camp Clementon are making decorations for the Multi-Purpose Room.
  
6. Policy  
(*Chairperson - Irene Buchalter*)
  - Mrs. Buchalter reported that she spent an hour reading the policies.
  
7. Core Curriculum and Technology  
(*Chairperson - Ellen Suckle*)

Curriculum

- Title I LAL Title I teachers and Administration attended a training session on the new Language Arts Literacy Common Core State Standards. These standards are required to be implemented by September 2012.
- We have been reviewing our current guided reading and RTI programs and will be implementing a progress monitoring assessment tool and tracking system to provide staff and parents with more detailed skill levels for our student in Grades K-2. Professional development will be taking place starting January 20, 2012 and for an additional 4 days within the classroom.

January Assessments

There are a variety of mid-year assessments taking place to provide us with the skill levels of our students.

- Grades 3-8 Study Island Benchmarks in Reading - Online assessment tests students knowledge of the state standards

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- Grades K-5 Fluency Checks - Gives us our next round of data to see if students are increasing their fluency rates when they read
- Grade K Mid-Year Benchmark
- Grades 2-8 Math Constructed Response (open-ended questions)

### Technology

- We are continuing to look at options for refreshing the PCs in one of our computer labs. We sent a representative to an HP product demonstration in Trenton, and are speaking with HP resellers about product and financing options to get the best value for our students.
- We are continuing to work on NJ Smart's NJ ASK Pre-ID data submission. Work is nearly complete for that, just in time for the next submission to open up in mid-January.

### 8. Finance

*(Chairperson - Virginia de Haan)*

- Mrs. de Haan reported that the bills have been paid. Mrs. Clement shared the budget calendar with her. We will be awaiting State Aid number on or about February 23, 2012. The budget is in the review process with administration. Once that is completed, a Finance meeting will be held to review the proposed budget.

### 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland had nothing to report.

### 10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Suckle reported that our psychologist is leaving us to take a full-time position. Also, our LDTC will retire in October/November 2012.

### 11. Pine Hill Board of Education

*(Representative - Irene Buchalter)*

- Minutes from the September 27, 2011 Worksession/Regular Business Meeting
- Mrs. Buchalter reported that the Pine Hill Overtones will receive \$1,000 from B101 for winning third place in the annual Christmas Choir Competition.

### 12. Municipal Alliance

*(Representative - Kathleen Rappold)*

- Mrs. Rappold had nothing to report.

### 13. Negotiations

*(Representative - Randall Freiling)*

- Mr. Freiling had nothing to report.

### 14. Leadership Committee

*(Representatives - Kathleen Rappold and John Romer)*

- Meeting was held today where the Committee went over surveys. Teachers reviewed the strengths and weaknesses. Some suggestions were Homework Club and a program to help students who transfer into the district during the year. It's hard to make a connection for these students. This is the first of four surveys. Next meeting will be sometime in January/February.

### 15. Home and School Association



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*(Representative - Virginia de Haan)*

- Mrs. de Haan reported the balance on the Treasurer's Report was \$10,744. The Bake Sale and Holiday Sale were \$9,632. Expenses were \$9,749.

**OTHER INFORMATION:**

1. Discussion Item:
  - a. Donation from Bottom Dollar
2. Clementon School Information:
  - a. Administrative Report - November 2011
  - b. Nurse's Report - November 15, 2011 - December 12, 2011
  - c. Enrollment Report - November 30, 2011

**PUBLIC:**

No public comments.

**EXECUTIVE SESSION:**

Not needed.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 8:00 PM.

**MOVED BY:**       Mrs. Suckle      

**SECOND BY:**       Mr. Weyland      

**ON ROLL CALL VOTE:**

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

Respectfully submitted,

Joanne E. Clement, Board Secretary  
January 23, 2012