

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ January 23, 2012

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
January 23, 2012

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 | Absent | --- |
| Randall Freiling | 7:30 PM | 8:10 PM |
| Sara Paranzino | 7:30 PM | 8:10 PM |
| Kathleen Rappold | 7:30 PM | 8:10 PM |
| John Romer | Absent | --- |
| Ellen Suckle | 7:30 PM | 8:10 PM |
| William Weyland | 7:30 PM | 8:10 PM |
| Irene Buchalter | 7:30 PM | 8:10 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.

SPECIAL PUBLIC SESSION:

Mr. Bigley, mentor for our superintendent, gave the Board a report on the progress of Ms. Marcus. He stated that he and Ms. Marcus have been working for a full year and it's a process that every superintendent needs to go through. There are 52 indicators that must be met during the year's process. They both meet once or twice a month and he has completed two evaluations which have been excellent. Ms. Marcus will be completing this process in April. This evening, before the Board meeting, he met with the Administrative Committee and reported that Ms. Marcus is doing an excellent job as the superintendent. She has developed a very good network with her peers for assistance. He is very pleased with her progress. The administration sees that the school is well run on a daily basis. The Board is very fortunate.

MINUTES:

MOTION: Approve the Minutes of the following meetings:

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- December 14, 2011 Special Joint Meeting with Berlin Township and Pine Hill Boards of Education
- December 19, 2011 Regular Meeting (No Executive Session needed.)

MOVED BY: Mr. Weyland

SECOND BY: Mrs. Suckle

ON ROLL CALL VOTE:

MOTION CARRIED: 6-0-0

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

MOTION: Close meeting to the public.

MOVED BY: Mrs. Suckle

SECOND BY: Mrs. Paranzino

ON ROLL CALL VOTE:

MOTION CARRIED: 6-0-0

SUPERINTENDENT'S REPORT:

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

1. Request from employee # 27 to return from Family Medical Leave on January 17, 2012, approximately two weeks earlier than originally anticipated.
2. Request from employee # 61 for uncompensated Family Medical Leave beginning Thursday, February 23, 2012 through Friday, March 9, 2012.
3. Employment of the following personnel for the 2011-2012 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Substitute Custodian
NAME: Donald Holder
RATE OF PAY: \$9.00 per hour; 25 hours per week
 - b. POSITION: Custodian
NAME: Keith Dutil
RATE OF PAY ADJUSTMENT: \$9.00 per hour (current rate of pay is \$7.47 per hour)
4. Salary adjustment for Jamie Kosmaczewski, Assistant Principal, for the 2011-2012 school year to \$72,500.
5. January 2012 Source4Teachers Substitute List
6. Additional 2011-2012 school volunteer:
 - a. David Weyland (Camp Clementon): As part of Paul VI's Graduation Service Project, student wishes to satisfy his service requirement by volunteering in Camp Clementon for a total of 30 hours.
7. Second Reading and Adoption of the following new and/or revised policies and regulations:

| <u>Number</u> | <u>Type</u> | <u>Title</u> |
|---------------|-------------|--|
| 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 |

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| | | |
|------|-----|--|
| 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 |

8. Tuition Reimbursements:

- a. EMPLOYEE: Lynn Marcus
 COURSE TITLE: Changing Organizations
 UNIVERSITY: Rowan University
 TUITION: \$2,400.00
 SEMESTER: Spring 2012
 NOTE: As per administrator's negotiated contract
- b. EMPLOYEE: Laura DeMatte
 COURSE TITLE: Developing User Centered Media
 UNIVERSITY: Rutgers University
 TUITION: \$2,232.50
 NOTE: As per the negotiated agreement, course reimbursements shall not exceed \$1,000.00 per individual per year and non-tenured teachers who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

9. Anticipated Graduate Course Compensation Request for the 2012-2013 school year:

- a. EMPLOYEE: Laura DeMatte
 UNIVERSITY: Rutgers University
 TOTAL CREDITS: 30
 DATE OF COMPLETION: August 2012
 STEP/SALARY: BA+30/\$24,090 (50%)
 EFFECTIVE: September 1, 2012

10. Workshop/Meeting Requests:

- a. EMPLOYEE: Jamie Kosmaczewski
 MEETING: Camden County Curriculum Consortium Meeting
 LOCATION: Voorhees, NJ
 DATE: January 10, 2012
 COST: \$0.00
 SPONSOR: Camden County Curriculum Consortium
- b. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Strong Effective Teacher and Principal Evaluation Systems
 LOCATION: Monroe Township, NJ
 DATE: January 19, 2012
 COST: \$0.00
 SPONSOR: NJSPA and FEA
- c. EMPLOYEE: Lynn Marcus
 WORKSHOP: Implementing the Common Core Standards
 LOCATION: Monroe Township, NJ

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DATES: February 2, 2012; February 15, 2012; March 2, 2012
 COST: \$395.00 total
 SPONSOR: NJASCD and FEA

- d. EMPLOYEE: Lynn Marcus
 MEETING: 2012-13 ECPA/ELLI Plan Meeting
 LOCATION: CCESC, Clementon, NJ
 DATE: February 7, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education Office of Early Childhood
- e. EMPLOYEE: Karen Stiles
 MEETING: 2012-13 ECPA/ELLI Plan Meeting
 LOCATION: CCESC, Clementon, NJ
 DATE: February 7, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education Office of Early Childhood
- f. EMPLOYEE: Lynn Marcus
 WORKSHOP: Using Data to Improve and Inspire Student Achievement
 LOCATION: Jamesburg, NJ
 DATES: February 8, 2012 and February 9, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Jessica Ballinghoff
 WORKSHOP: Practical Strategies for Meeting the Rigorous Common Core State Standards for Reading
 LOCATION: Voorhees, NJ
 DATE: March 12, 2012
 COST: \$219.00 (funded by Title I)
 SPONSOR: Institute for Educational Development
- h. EMPLOYEE: Marilou Keefer
 WORKSHOP: Classroom Classifiers
 LOCATION: Gloucester County Institute of Technology
 DATE: March 24, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education Office of Special Education

11. School Activities:

- a. EVENT: **CES Community Carnival** (BOE approved in July 2011)
 FACULTY SPONSOR: Kelly Kolody
 DATE CHANGE: *Saturday, June 2, 2012*
- b. EVENT: **P.R.I.D.E. Award** (BOE approved in August 2011)
 FACULTY SPONSOR: Jamie Kosmaczewski
 DATE CHANGE: *February 9, 2012*
 TIME: 12:30-3:00
 LOCATION: 30 Strikes Bowling Alley
 TRANSPORTATION: Provided by 30 Strikes
 PARTICIPANTS: 30 students from grades 6, 7, and 8
 NOTE CHANGE: *Addition of Rick Koch as a 2nd chaperone*
- c. EVENT: **P.R.I.D.E. Award** (BOE approved in August 2011)
 FACULTY SPONSOR: Jamie Kosmaczewski

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DATE CHANGE: *April 19, 2012*
RAINDATE: *April 20, 2012*
TIME: 1:00-3:00
LOCATION: Washington Township Parks and Recreation
PARTICIPANTS: 30 students from grades 6, 7, and 8
NOTE CHANGE: *Addition of Cheryl Pataky as a 2nd chaperone*

- d. **EVENT:** **Camden County Municipal Utilities Authority Visit**
FACULTY SPONSOR: Jason Koralja
DATE: February 7, 2012
TIME: TBA
LOCATION: Media Center
PARTICIPANTS: Students in grades 6 and 7
NOTE: The CCMUA will give a presentation to students about what happens to waste/trash with a focus on wastewater treatment.
- e. **EVENT:** **The Wetlands Institute Visit**
FACULTY SPONSOR: Jason Koralja
DATE: March 1, 2012
TIME: TBA
LOCATION: Multi-Purpose Room
PARTICIPANTS: Students in grades 5 and 6
NOTE: The Wetlands Institute will provide the opportunity for students to have a hands-on interaction with New Jersey's sea creatures and teach about habitats, food chains, and anatomy.
- f. **EVENT:** **Art Show**
FACULTY SPONSOR: Kim English
DATE: May 15, 2012
TIME: 7:00 PM – 8:30 PM
LOCATION: School-wide
PARTICIPANTS: All students and their families
NOTE: Exhibition of students' artwork created throughout the school year.
- g. **EVENT:** **Elementary South Jersey Chorus Festival**
FACULTY SPONSOR: Sal Mazzocca
DATE: March 3, 2012
TIME: 9:00 AM – 5:00 PM
LOCATION: North Hanover Township Upper Elementary School
PARTICIPANTS: Selected choir students in grades 4, 5, and 6
NOTE: Four students will be selected to participate in this event. Auditions will be held to select those students. Students will then perform with other choral students from South Jersey elementary schools. Parents/guardians shall provide transportation to and from this event.
- h. **EVENT:** **Yearbook Committee Spirit Wear Sale**
FACULTY SPONSOR: Mary Ellen Haldeman
DATES: February/March 2012
NOTE: Proceeds will benefit the Student Activity Account for costs associated with the annual yearbook

12. Community Use of Facilities:

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- a. ORGANIZATION: Winslow Township Youth Soccer (Wolves and Warriors)
 SPONSOR: Community Education
 PERSON IN CHARGE: Nickoles Stankowski
 EVENT: Indoor soccer practice for the two teams
 DATES: One day a week; January 28, 2012 - March 30, 2012
 TIME: 5:30 PM - 8:30 PM
 LOCATION: Gymnasium when available or MPR when available
 PARTICIPANTS: 18 players (8 and 12 year olds) and five adult coaches
 NOTE: Contingent upon room(s) availability and receipt of proof of insurance.

13. Additional 2011-2012 Home and School Association fundraisers:

- a. EVENT: Spring Candy and Candle Fundraisers
 PERSON IN CHARGE: Dana Yost
 DATES: February 16, 2012 - February 19, 2012
 ITEMS SOLD: Candy and candles
 NOTE: Catalog fundraiser
- b. EVENT: Spring Book Fair (Scholastic)
 PERSON IN CHARGE: Jill Hornick
 DATES: March 5, 2012 - March 9, 2012
 ITEMS SOLD: Books and school supplies
- c. EVENT: Spring Book Fair Family Night
 PERSON IN CHARGE: Jill Hornick
 DATE: March 7, 2012
 TIME: 5:30 PM - 7:00 PM
 ITEMS SOLD: Family members are invited to shop with their children.

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
 MOTION CARRIED: 6-0-0
 (Mr. Weyland abstained from 6a and 13.)

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

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

14. Employment of the following personnel for the 2011-2012 school year, contingent upon satisfactory criminal history review and proper certification:

- a. POSITION: Part-Time Psychologist/CST Coordinator (60%-10 month)
 NAME: Rebecca Finley
 STEP: 1 MA + 30
 SALARY: \$51,250 per year
 START DATE: Anticipated February 13, 2012

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
 MOTION CARRIED: 6-0-0

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:

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| <u>Bill List and Check Register</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| 1. List # 1 | \$513,635.92 |
| 2. List # 2 (Community Education) | \$8,684.06 |
| 3. List # 3 | \$84,450.91 |

2. Payment Transactions:

a. Approve transfers in the amount of \$26,100.00.

b. Payroll transfers:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 12/15/11 | From: General To: Agency | \$83,900.32 |
| 12/15/11 | From: General To: Payroll | \$127,804.28 |
| 12/23/11 | From: General To: Agency | \$84,499.52 |
| 12/23/11 | From: General To: Payroll | \$132,324.28 |
| 12/28/11 | From: General To: Agency | \$2,180.43 |
| 12/28/11 | From: General To: Payroll | \$7,508.07 |

3. Wire Transactions:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|--|---------------|
| 12/15/11 | To: First Niagara Bank For: Tax Sheltered Annuities | \$6,336.50 |
| 12/23/11 | To: First Niagara Bank For: Tax Sheltered Annuities | \$6,336.50 |

4. 2010-2011 NCLB Consolidated Grant Amendment to include carryover funds from 2009-2010 grant.

| | |
|-----------|---------|
| Title I | \$8,134 |
| Title IIA | \$7,208 |

5. Accept server cabinet from Union County Vocational-Technical School.

6. Accept additional Ed Jobs allocation in the amount of \$6,770. These funds will be used to offset health benefit premiums.

7. Award ACT Bid # MRESC 11/12-38 to Xtel Communications, Inc. for the bid term 7/1/12 - 6/30/15.

8. Resolution to change School Board Election from April 2012 to November 2012.
(Discussion)

9. 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 **December 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)

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Pursuant to N.J.A.C. 6:23A-16.10 (c) 4, the Board certifies that as of **December 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. Rappold
MOTION CARRIED: 6-0-0

PRESENTATIONS:

- *January 2012 Super Stars of the Month* - Ms. Marcus
- *December 2011 Manner Banner (Classroom 6B)* - Ms. Kosmaczewski
- *Math-a-Thon: Outstanding Fundraising Results* - Mr. Koch and Mrs. Magilton

CORRESPONDENCE:

1. December 2011 Nutri-Serve Update
2. Thank you letter to Bottom Dollar Food from Ms. Marcus for the \$500.00 donation received.
3. Bottom Dollar Food - Dollars for Schools Program

COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling reported that the Committee met this evening with Mr. Bigley to discuss progress on Superintendent which we all heard this evening. Mr. Freiling will provide the superintendent with a written report.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that a pipe was repaired during the winter break.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan not present for a report.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Mr. Weyland reported that he and several board members attended the County meeting with Rob Andrews. He shared information on the federal laws.
5. Community Education
(*Chairperson - John Romer*)
 - Camp Clementon Attendance Record - December 2011
 - Mr. Romer was not present, but Mrs. Buchalter reported on the following activities that will be taking place. Volleyball started this evening and will continue for six weeks. The "I Can" Club started with 35 students. All tax statements were sent out to parents. Upcoming event in March is the Ice Cream Social.
6. Policy

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(Chairperson - Irene Buchalter)

- Mrs. Buchalter reported policies were approved this evening.

7. Core Curriculum and Technology

(Chairperson - Ellen Suckle)

Mrs. Suckle reported on the following:

Curriculum

- On January 20th we held our 2nd early dismissal day so our teachers could participate in professional development training. The staff participated in professional development activities that included writing analysis of the 2011 NJASK, Math anchor charts and word walls that will be used as references in preparation for the NJASK, and special area teacher articulation.
- Also on January 20th the teachers in grades K-2 participated in their 1st of 5 professional development days for the Independent Reading Level Assessment (IRLA). The teachers will be working with this new assessment tool to obtain each student's independent reading level while also gaining knowledge in the skills that the students are ready to learn. The additional training sessions will take place in February and March.

Technology

- The Technology Department continues to evaluate budgetary options for the 2012-2013 school year. Our highest priority is to acquire new PCs for at least one of our computer labs, whether through a lease or an outright purchase. We could then redistribute the existing computers to classrooms and enable full technology centers. Other "wish list" items being considered are a mobile lab, possibly with laptops, netbooks, or tablets, and building-wide wireless network coverage.
- The next NJ Smart submission has opened up, which is for testing labels for the ACCESS ELL test. This submission is due in February.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan was not available. Mrs. Buchalter reported that the Committee did review the budget last week. We are awaiting State Aid numbers before bringing the budget to the Board for approval.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland had nothing to report. Mrs. Buchalter would like to propose a resolution for the State to pro-rate funds for students sent to jail. Mrs. Buchalter will be contacting School Boards to see how the process is completed. Mr. Weyland will present this Resolution at the legislative meeting.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported that all personnel issues were voted on this evening.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the November 22, 2011 Worksession/Regular Business Meeting
- Mrs. Buchalter will be attending the board meeting on Tuesday.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mrs. Rappold had nothing to report.

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13. Negotiations

(Representative - Randall Freiling)

- Mr. Freiling had nothing to report. He requested that this Committee report be removed from the agenda until the next negotiations period.

14. Leadership Committee

(Representatives - Kathleen Rappold and John Romer)

- Mrs. Rappold had nothing to report.

15. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan was not present for a report.

OTHER INFORMATION:

1. Clementon School Information:

- a. Administrative Report - December 2011
- b. Nurse's Report - December 12, 2011 to January 18, 2012
- c. Enrollment Report - December 22, 2011

PUBLIC:

No public comments.

EXECUTIVE SESSION:

Not needed.

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:10 PM.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Weyland
MOTION CARRIED: 6-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
February 27, 2012