

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ March 26, 2012

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
March 26, 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	7:30 PM	8:15 PM
Randall Freiling	7:30 PM	8:15 PM
Sara Paranzino	7:30 PM	8:15 PM
Kathleen Rappold	7:30 PM	8:15 PM
John Romer	Absent	---
Ellen Suckle	7:30 PM	8:15 PM
William Weyland	7:30 PM	8:15 PM
Irene Buchalter	7:30 PM	8:15 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 meeting:

- February 27, 2012 Regular Meeting and Executive Session

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

MOTION: Close meeting to the public.

MOVED BY: Mr. Freiling

SECOND BY: Mrs. Suckle

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ON ROLL CALL VOTE:

MOTION CARRIED: 7-0-0

SUPERINTENDENT'S REPORT:

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

1. Termination of employee # 209 effective May 4, 2012 due to the elimination of the position.
2. Request from employee # 200 for time off beginning March 30, 2012 through April 5, 2012 utilizing two personal days and three uncompensated days.
3. Employment of the following personnel for the 2011-2012 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: Part-Time Media Specialist - 50% (10 months)
 NAME: Deborah Share
 SALARY: \$22,725.00 per year (pro-rated)
 STEP: 1 BA
 START DATE: April 16, 2012
4. Employment of the following individual for the 2012-2013 school year, contingent upon satisfactory criminal history review:
 - a. POSITION: School Guidance Counselor
 NAME: Steven Boianelli
 SALARY: \$48,900.00 per year
 STEP: 1 MA
 START DATE: September 1, 2012
5. March 2012 Source4Teachers Substitute List
6. Approval of Superintendent/Principal's Harassment, Intimidation, and Bullying consequences/remedial measures from January 24, 2012 - March 20, 2012.
7. Accept the Race to the Top (RTTT3) grant in the amount of \$20,163.00.
8. First Reading of the following revised policies and regulations:

Number	Type	Title
1631	POL	Residency Requirement for Person Holding School District Office, Employment, or Position
5600	POL	Pupil Discipline/Code of Conduct
5600	REG	Pupil Discipline/Code of Conduct
9270	POL	Home Schooling and Equivalent Education Outside the Schools
9270	REG	Home Schooling and Equivalent Education Outside the Schools
8613	POL	Waiver of Pupil Transportation

9. Tuition Reimbursements:
 - a. EMPLOYEE: Lynn Marcus
 COURSE TITLE: Instructional Leadership and the Curriculum
 UNIVERSITY: Rowan University
 TUITION: \$2,400.00
 SEMESTER: Summer 2012
 NOTE: As per administrator's negotiated contract

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10. Workshop/Meeting Requests:

- a. EMPLOYEE: Kimberly English
 WORKSHOP: Working Successfully with Difficult and Disruptive Students
 LOCATION: The Mansion, Voorhees, NJ
 DATE: April 18, 2012
 COST: \$215.00
 SPONSOR: Bureau of Education and Research
- b. EMPLOYEE: Lynn Marcus
 WORKSHOP: NJASK Test Coordinator Training
 LOCATION: Enterprise Center, Mount Laurel, NJ
 DATE: March 21, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Lynn Marcus
 WORKSHOP: NJDOE Information Session
 LOCATION: Salem Community College, Salem, NJ
 DATE: April 3, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- d. EMPLOYEE: Samara Leventhal
 WORKSHOP: Working with Troubled and Troubling Students
 LOCATION: SJ Technology Park at Rowan University, Mullica Hill, NJ
 DATE: May 14, 2012
 COST: \$129.00
 SPONSOR: Rowan University
- e. EMPLOYEE: Lynn Marcus
 WORKSHOP: NJASA/NJSBA Annual Spring Conference
 LOCATION: Caesar's, Atlantic City, NJ
 DATES: May 21, 22, and 23, 2012
 COST: \$425.00 plus lodging
 SPONSOR: NJASA and NJSBA
- f. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Annual Spring Conference
 LOCATION: Borgata, Atlantic City, NJ
 DATES: June 6, 7, and 8, 2012
 COST: \$150.00 plus \$200.00 lodging
 SPONSOR: NJASBO

11. School Activities:

- a. EVENT: **Field Day**
 FACULTY SPONSOR: Jim Butz
 DATE: June 8, 2012
 RAIN DATE: June 11, 2012
 TIME: 9:00 AM - 11:00 AM (Grades 3-6)
 TIME: 1:00 PM - 3:00 PM (Grades 1-2)
 LOCATION: Backfield, 2 playgrounds, and gym
 PARTICIPANTS: All students and their families

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12. Field Trip:

- a. TRIP: **Clementon Historical Museum Walking Trip**
 FACULTY SPONSOR: Nicole Palermo
 DATE: May 9, 2012
 RAIN DATE: May 16, 2012
 TIME: 9:00 AM - 11:00 AM
 DESTINATION: Clementon Historical Museum
 STUDENT ADMISSION: \$0.00
 CHAPERONE COST: \$0.00
 TRANSPORTATION: \$0.00
 PARTICIPANTS: Students in grades 7 and 8
 NOTE: To bridge the gap between children and senior citizens in our community; research the history of Clementon.

13. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 EVENT: Clementon Clean-up
 DATES: May 5 and 6, 2012
 TIME: 9:00 AM - 12:00 PM
 LOCATION: Town-wide
 PARTICIPANTS: Various CES clubs and athletic groups will participate in Clementon Clean-up. Each group will receive \$200.00 for its efforts.
- b. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 EVENT: "Stubby the Helicopter" Visit at CES Carnival
 DATE: June 2, 2012
 LOCATION: Parking Lot
 NOTE 1: Additional attraction at the Board of Education approved CES Community Carnival. "Stubby the Helicopter" simulates the experience of flight in a real helicopter; however, "Stubby" does not fly.
 NOTE: Simulated helicopter provided by the American Helicopter Museum and Education Center at a cost of \$350.00.
- c. ORGANIZATION: Community Education
 PERSONS IN CHARGE: Kate Teschner and Kelly Kolody
 EVENT: Chuck E. Cheese Night
 DATE: TBA
 TIME: 3:00 PM - 9:00 PM
 LOCATION: Chuck E. Cheese Restaurant, Deptford, NJ
 NOTE: Chuck E. Cheese will donate 15% of the profit to Community Education. Funds raised will be used to offset costs associated with the CES Community Carnival.
- d. ORGANIZATION: Community Education
 PERSONS IN CHARGE: Kate Teschner and Kelly Kolody
 EVENT: Chick-Fil-A Night
 DATE: TBA
 TIME: 5:00 PM - 8:00 PM
 LOCATION: Chick-Fil-A Restaurant, Sicklerville, NJ

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NOTE: Chick-Fil-A will donate 20% of the profit to Community Education. Funds raised will be used to offset costs associated with the CES Community Carnival.

- e. ORGANIZATION: None
 PERSON IN CHARGE: Jessica Ballinghoff
 PRESENTER: Stephanie Huston
 EVENT: Couponing Class (for faculty)
 DATE: April 16, 2012
 TIME: 4:00 PM - 6:00 PM
 LOCATION: Media Center
 NOTE: Admittance is \$10.00 per person, for the presenter

MOVED BY: Mrs. Suckle SECOND BY: Mrs. Paranzino
 ON ROLL CALL VOTE: MOTION CARRIED: 7-0-0

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

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

14. Revised 2012-2013 Preschool Budget Planning Worksheet. (Please note that the Preschool Plan was previously approved on December 19, 2011; however, the budget summary has been updated to include Preschool Education Aid.)

15. Clementon Board of Education board meeting schedule, April 2012 through April 2013.

16. School Activity:

- b. EVENT: **Yearbook Committee Fundraiser - Spirit Wear Sale**
 FACULTY SPONSOR: Mary Ellen Haldeman
 DATES: March/April 2012
 NOTE: Funds raised will be used to offset the cost of producing the yearbook.

MOVED BY: Mrs. Suckle SECOND BY: Mr. Dilworth
 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	\$90,985.15
2. List # 2	\$465,921.46
3. List # 3 (Community Education)	\$8,001.32

2. Payment Transactions:

a. Approve transfers in the amount of \$20,190.00.

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
02/15/12	From: General	\$86,303.06
	To: Agency	

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02/15/12	From: General To: Payroll	\$127,242.49
02/29/12	From: General To: Agency	\$88,318.67
02/29/12	From: General To: Payroll	\$131,485.57

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
02/15/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,161.50
02/29/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,161.50

4. Recommend not to participate in ACES (Alliance for Competitive Energy Services) program for the 2012-2013 school year. We will be investigating other companies.

5. Requests for proposals for energy audit:

a. Camp Dresser McKee	Declined
b. Clough Harbour and Associates	\$ 8,132.00
c. Concord Engineering Group	\$ 8,010.00
d. Dome-Tech Group	No response
e. Steven Winters Associates	\$10,355.00

Recommending Concord Engineering Group for energy audit.

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 **February 29, 2012**, 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 **February 29, 2012** 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. Paranzino
ON ROLL CALL VOTE:

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

PRESENTATIONS:

- *March 2012 Super Stars of the Month* - Ms. Marcus
- *February 2012 Manner Banner (Classroom 6A)* - Ms. Kosmaczewski

CORRESPONDENCE:

None

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COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling handed out the superintendent's evaluation packet to each board member. Please complete and return by April 6, 2012. Mrs. Buchalter will get the Board Self-Evaluation form for each board member to complete.

2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that we will be entering into an agreement with Metromedia Power for our electric for the 2012-2013 school year at a rate of .07254.

MOTION: To approve Metromedia Power for Power Agreement for May 2012 through April 30, 2013 at a rate of .07254.

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

3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan was not present for her report. There was no meeting this past month at the Commission.

4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Mrs. Buchalter, Mrs. Rappold, Mr. Weyland, Ms. Marcus and Mrs. Clement attended the meeting with the 8th grade dialog. It was very informative.

5. Community Education
(*Chairperson - John Romer*)
 - Mr. Romer was not present to report. Mrs. Clement reported that during the month of March, Community Education held an Ice Cream Social. Mrs. Teschner wanted to thank the staff and parents who donated all the toppings. The upcoming events are Chuck E. Cheese night, Chick-fil-A night, as well as DARE events and the carnival in June. Adult volleyball will end this month. The children will be going outside in the afternoon when the weather gets warmer.

6. Policy
(*Chairperson - Irene Buchalter*)
 - Mrs. Buchalter reported that she read 41 pages of policies and updated new regulations.

7. Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)
 Mrs. Suckle reported on the following:
Curriculum
 - We have completed all 5 professional development days for the IRLA in grades Kindergarten, first, and second. Jamie and I receive updates on the progress of the students and their reading levels through the School Pace software system. Students have been reading more on their independent reading level and clearly know their Power Goals when asked.

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- An advisory committee has been created to review the 4 teacher evaluation models. One of the models will be selected and implemented during the 2012-2013 school year.
- NJASK will start when we return from Spring Break.
- After NJASK end of year assessments begin to take place such as the MAP, Study Island, DRA2, Fluency Checks, and Math Facts.

Technology

- Matt has been keeping an eye on our network and storage and everything is in good shape.
- He has been gathering quotes and researching computers as we prepare to update a computer lab. He is also looking into some deals for iPads or tablets.
- In addition, we are keeping Real Time (our student information system) and the DOE's NJ Smart database synchronized.
- Finally, in the coming month, we will prepare for the end-of-year NWEA MAP testing to iron out any issues prior to test administration.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan was not present. Mr. Freiling reported that Ms. Marcus did an excellent job with the budget presentation. Also, the bills were paid.

9. Legislation

(Representative - William Weyland)

- Mrs. Buchalter reported School Boards asked us to withdraw our resolution to address the issue of tuition assessments for incarcerated children in New Jersey. Mrs. Buchalter was assured that this issue would be discussed directly with the legislature. We will be invited to attend this meeting.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported that we would go into Executive Session to discuss personnel. Also, a Personnel Committee meeting is scheduled for April 17, 2012 to discuss staffing for the upcoming year.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the January 24, 2012 Worksession/Regular Business Meeting
- Pine Hill approved an ESCO for improving the building upgrades. Debt will be paid off in 15 years. If the district realizes more savings than proposed, Pine Hill gets to keep it. Work will start this summer. Work will be done on all four buildings at once. Pine Hill has two new board members.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mrs. Rappold had nothing to report.

13. Leadership Committee

(Representatives - Kathleen Rappold and John Romer)

- The committee met on March 19th and discussed teacher evaluation models. The funding will come from the RTTT3.

14. Home and School Association

(Representative - Virginia de Haan)

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- Mrs. de Haan was unable to attend the meeting. Mrs. Clement reported on the beginning and ending balances for the month of March.

OTHER INFORMATION:

1. Clementon School Information:
 - a. Administrative Report - February 2012
 - b. Nurse's Report - February 17, 2012 to March 20, 2012
 - c. Enrollment Report - February 29, 2012

PUBLIC:

No public comments.

EXECUTIVE SESSION:

As per attached resolution N.J.S.A. 10:4-6 et. seq. the Board will be going into Executive Session for Personnel. Action will be taken.

MOTION: To move into Executive Session at 8:00 PM.

MOVED BY: Mrs. Suckle **SECOND BY:** Mrs. Paranzino
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

MOTION: To return from closed session at 8:10 PM.

MOVED BY: Mrs. Suckle **SECOND BY:** Mr. Dilworth
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

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

Motion to reduce Social Worker position from 60% to 10% for the 2012-2013 school year.

MOVED BY: Mrs. Suckle **SECOND BY:** Mrs. Rappold
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:15 PM.

MOVED BY: Mrs. Suckle **SECOND BY:** Mrs. Rappold
ON ROLL CALL VOTE: **MOTION CARRIED:** 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
 April 30, 2012