

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ August 27, 2012

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
August 27, 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	7:30 PM	8:40 PM
William Dilworth	7:42 PM	8:40 PM
Randall Freiling	7:37 PM	8:40 PM
Sara Paranzino	7:30 PM	8:40 PM
Kathleen Rappold	7:30 PM	8:40 PM
John Romer	7:30 PM	8:40 PM
Ellen Suckle	7:30 PM	8:40 PM
William Weyland	7:30 PM	8:40 PM
Irene Buchalter	7:30 PM	8:40 PM

Quorum present.

Also present were:

Lynn Marcus, Superintendent
Joanne E. Clement, School Business Administrator/Board Secretary
Brett Gorman, Solicitor

Also present in the audience were:

Members of the community and staff.

MINUTES:

MOTION: Approve the Minutes of the following meeting:

- July 23, 2012 Regular Meeting

MOVED BY: Mrs. Suckle

SECOND BY: Mr. Weyland

ON ROLL CALL VOTE:

MOTION CARRIED: 6-0-1
(Mrs. Rappold abstained)

PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public to Agenda items only - No public comment

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SUPERINTENDENT'S REPORT:

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

1. Accept, with regret, the stipend resignation of employee # 172, effective September 1, 2012.
2. Accept, with regret, the resignation of employee # 048, effective 60 days after receipt of notification.
3. Request from employee # 048 for compensation of unused vacation time.

ITEM # 3 DELETED.

4. Accept request from employee # 091 for one uncompensated day to be taken on October 17, 2012.
5. Salary adjustment for Michael Terlizzi to reflect a Master's Degree and additional credits received. Documentation provided: transcript. Adjusted salary and step: \$51,250.00 per year; Step 1 MA + 30.
6. Employment of the following individuals for the 2012-2013 school year:

- a. POSITION: Educational Clerical Assistant (12 months)
NAME: Megan Frantz
SALARY: \$30,000.00 per year
START DATE: August 23, 2012
- b. POSITION: Substitute Instructional Aide
NAME: Gail Dragon
SALARY: As per existing contract with Source 4 Teachers
DATES: October 1, 2012 - January 21, 2013

7. Employment of the following 2012-2013 stipend personnel:

Position	Faculty Member	Stipend
Head Soccer Coach	Tina Jennetta	\$2,068
Assistant Soccer Coach	Karen Tropp	\$1,379
Assistant Girls Basketball Coach	Karen Tropp	\$1,379

8. Summer 2012 Child Study Team work:

- a. EMPLOYEE: Rebecca Finley
DATES: Three days total
RATES OF PAY: \$32.00 per hour (June 2012); \$32.50 per hour (July and August 2012)

9. Professional Development - Writing With Spice

Description: Mike Devono will be working with teachers to focus on applying the core curriculum skills needed to track and enhance writing abilities. This will be an in-the-classroom type of presentation where Mr. Devono will demonstrate how SPICE works with the students during a guided writing lesson.

Presenter: Mike Devono from the EIRC

Cost: 0

Date: October 24, 2012

Time: 12:00 PM - 3:00 PM

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10. Community Education's fall 2012 course brochure. Please note that courses, instructors, dates, and times could change once the school year begins.
11. Employment of the following personnel for the Community Education fall 2012 courses. Please note that courses, instructors, dates, and times could change once the school year begins.
- a. POSITION: Instructor - Volleyball (Adult)
NAME: Joseph Casella
RATE OF PAY: \$12.50 per session; four sessions maximum
 - b. POSITION: Instructor - Flower Arranging (Adults)
NAME: Debbie Briggs
RATE OF PAY: \$12.50 per session; four sessions maximum
 - c. POSITION: Instructor - Volleyball (Adults)
NAME: Joseph Casella
RATE OF PAY: \$12.50 per session; four sessions maximum
 - d. POSITION: Instructor - Flip for Fun (Children)
NAME: Alicia Heverly
RATE OF PAY: \$12.50 per session; four sessions maximum
 - e. POSITION: Instructor - Fun and Games (Children)
NAME: Jim Butz
RATE OF PAY: \$12.50 per session; four sessions maximum
 - f. POSITION: Instructor - Cooking for Fun (Children)
NAME: Kelly Kolody
RATE OF PAY: \$12.50 per session; four sessions maximum
 - g. POSITION: Instructor - Arts and Crafts (Children)
NAME: Sue Brown
RATE OF PAY: \$12.50 per session; four sessions maximum
 - h. POSITION: Instructor - Book Club (Children)
NAME: Kelly Kolody
RATE OF PAY: \$12.50 per session; four sessions maximum
 - i. POSITION: Instructor - Quilting (Adults)
NAME: TBA
RATE OF PAY: \$12.50 per session; four sessions maximum
 - j. POSITION: Instructor - Couponing (Adults)
NAME: TBA
RATE OF PAY: \$12.50 per session; four sessions maximum
 - k. POSITION: Instructor - Yoga (Adults)
NAME: TBA
RATE OF PAY: \$12.50 per session; four sessions maximum
 - l. POSITION: Substitute Instructor
NAME: Suzanne McClernan
RATE OF PAY: \$12.50 per session; as needed; four sessions maximum

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- m. POSITION: Substitute Instructor
NAME: Jessica Ballinghoff
RATE OF PAY: \$12.50 per session; as needed; four sessions maximum
- n. POSITION: Substitute Instructor
NAME: Tracy Stefan
RATE OF PAY: \$12.50 per session; as needed; four sessions maximum
- o. POSITION: Substitute Instructor
NAME: Karen Pickering
RATE OF PAY: \$12.50 per session; as needed; four sessions maximum

12. 2012-2013 Curriculum

13. 2012-2013 Code of Conduct

14. 2012-2013 Nursing Plan

15. 2012-2013 Standing Orders

16. Amended Instructional Aide job specifications.

17. Second Reading and Adoption of the following new/revised policies and regulations:

Number	Type	Title
0151	POL	Organization Meeting
0153	POL	Annual Appointments
0167	POL	Public Participation in Board Meetings
2361	POL	Acceptable Use of Computer Networks/Computers and Resources
2361	REG	Acceptable Use of Computer Networks/Computers and Resources
2363	POL	Pupil Use of Privately-Owned Technology
2431.4	POL	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2431.4	REG	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2622	POL	Pupil Assessment
3282	POL	Use of Social Networking Sites
4282	POL	Use of Social Networking Sites
6470	POL	Payment of Claims
3470	REG	Payment of Claims

18. Amend the 2012-2013 appointments as follows:

- a. Ruth Anne Detwiler - Homebound Liaison
- b. Steven Boianella - DYFS Liaison
- c. Michele Brewster - Homeless Liaison

19. 2012-2013 School Volunteers

- a. Rose Marie Elson (Classroom)
- b. Nickoles Stankowski (Soccer)

20. Tuition Reimbursement Requests:

- a. EMPLOYEE: Jose Cruz
COURSE TITLE: Management Supervision and Human Resources

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UNIVERSITY: Rutgers University
 COURSE FEE: \$837.00
 SEMESTER: Fall 2012
 NOTE: Employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

b. EMPLOYEE: Jose Cruz
 COURSE TITLE: Structural and Mechanical Systems
 UNIVERSITY: Rutgers University
 COURSE FEE: \$465.00
 SEMESTER: Fall 2012
 NOTE: Employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

c. EMPLOYEE: Michelle Marino
 COURSE TITLES: Teacher as Leader/Meeting the Needs of All Students
 UNIVERSITY: Marygrove University
 TUITION: \$3,350
 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.

21. Fieldwork for Dissertation Request:

a. NAME: Dorothy Idris
 UNIVERSITY: Widener University
 COOPERATING SUPERVISOR: Jamie Flick
 NOTE: Mrs. Idris is working on her dissertation study with a focus on, "Adjectives to Improve Vocabulary Skills for Non Native Speakers of English Special Education Students." Under Mrs. Flick's supervision, she will be working with Mrs. Stiles and Ms. Levine. The minimum intervention implementation schedule will be the equivalence of twenty (20) 45 minute class periods conducted on Monday, Wednesday, and Friday during the 2012-2013 school calendar year.

22. Workshop/Meeting Requests:

a. EMPLOYEE: Lynn Marcus
 MEETINGS: 2012-2013 Camden County Association of School Administrators Meetings
 LOCATION: Voorhees Administration Building, Voorhees, NJ
 DATES: September 14, 2012; October 12, 2012; November 16, 2012; December 14, 2012; January 11, 2013; February 8, 2013; March 8, 2013; May 10, 2013
 COST: \$0.00
 SPONSORS: Camden County Association of School Administrators and NJ Department of Education (Camden County Office)

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- b. EMPLOYEE: Joanne Clement
 WORKSHOP: 2012 Southern Regional Facilities Evaluation Training
 LOCATION: Galloway, NJ
 DATE: August 27, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Joanne Clement
 WORKSHOP: Claim Coordinator Seminar
 LOCATION: Hammonton, NJ
 DATE: August 22, 2012
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool JIF

23. School Activities:

- a. EVENT: D.A.R.E. Holiday Caroling
 FACULTY SPONSOR: Lauren Murray
 DATE: December 20, 2012
 RAIN DATE: None
 TIME: 9:00 AM - 10:15 PM
 LOCATION: Wooster Towers, Clementon, NJ
 PARTICIPANTS: Students in fifth grade
 NOTE: Students will walk to Wooster Towers to entertain the senior citizens of the Clementon Community for the holiday season, as part of the D.A.R.E. program.

24. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 EVENT: Chuck E. Cheese Night Fundraiser
 DATE: March 28, 2013
 TIME: 3:00 PM - 9:00 PM
 LOCATION: Chuck E. Cheese Restaurant, Deptford, NJ
 PARTICIPANTS: Students and their families
 NOTE: A percentage of sales will be donated to Community Education. Funds raised will be used to offset Community Carnival expenses.
- a. ORGANIZATION: Linden Boro Women's Club
 PERSON IN CHARGE: Kelly Keating
 EVENT: Cheerleading Practices
 DATES: Monday - Thursday; September 10, 2012 through March 3, 2013
 TIME: 6:30 PM - 8:30 PM
 LOCATION: MPR and/or gym, depending on availability
 PARTICIPANTS: Linden Boro cheerleaders and coaches

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
 MOTION CARRIED: 7-0-0
 (Mr. Weyland voted no on #20 a and b only)

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

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

35. 2012-2013 School Volunteers:

- a. Rick Koch, Staff Member (Soccer)
- b. Audrey Pape, Staff Member (Soccer)

i. Employment of the following personnel for the 2012-2013 school year:

- a. POSITION: World Languages Teacher (10 months)
- NAME: Rosario Calixtro
- SALARY: \$45,450.00 per year
- STEP: 1 BA
- START DATE: September 1, 2012

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

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

(Mr. Freiling entered the meeting at 7:37 PM.)

(Mr. Dilworth entered the meeting at 7:42 PM.)

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	\$9,868.00
2. List # 2	\$293,320.09
3. List # 3	\$53,891.09

2. Payment Transactions:

a. Approve transfers in the amount of \$0.00.

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/12	From: General To: Agency	\$14,075.87
07/15/12	From: General To: Payroll	\$26,383.25
07/30/12	From: General To: Agency	\$14,503.43
07/30/12	From: General To: Payroll	\$27,431.65

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
07/15/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$824.50
07/30/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$849.50

4. Shred unused checks from General Fund: #1817 through #1767.

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5. 2011-2012 IDEA Amendment in the amount of \$3,686.00.
6. Accept donation of school book bags filled with supplies from Chews United Methodist Church.

MOVED BY: Mrs. de Haan
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino
MOTION CARRIED: 9-0-0

PRESENTATIONS:

- *Energy Audit* - John Marchiafava of Concord Engineering

CORRESPONDENCE:

None

COMMITTEE REPORTS:

1. Administrative Evaluation
(*Chairperson - Randall Freiling*)
 - Mr. Freiling reported that the Board Self-Evaluation must be completed. The Business Administrator will check to see who needs to complete this form. She will call anyone who has not completed the evaluation.
2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that all summer projects are completed. The building is cleaned and ready for school. The Business Administrator will schedule a meeting to discuss the projects presented in the Energy Audit.
3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan reported that the preschool has been put on hold due to lack of approvals from the state. There were eight students registered.
4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - Everyone is registered for the October conference. Those needed mandated training are also registered.
5. Community Education
(*Chairperson - John Romer*)
 - Mr. Romer reported that registration is ongoing for September. Brochure was in your packet for Fall classes. Soccer program has started.
6. Policy
(*Chairperson - Irene Buchalter*)
 - Second reading was approved tonight.
7. Common Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)
Mrs. Suckle reported the following:
COMMON CORE CURRICULUM
 - This summer the teachers have been working on using the new Common Core State Standards to develop units and benchmark assessments. The state has

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been rolling out model curriculum and benchmark assessments that the staff have been also using. During the school year the teachers will continue to work on additional units and benchmark assessments.

- We will be implementing a new assessment program this year to replace the MAP testing we have been using. The new program is called STAR. It is similar to the MAP test however it provides more information that is usable in terms of driving instruction and small group interventions for the students.
- We are just about to start the school year. During the September in-service there will be a variety of topics discussed with the staff. This includes:
 - Code of Conduct which includes Bullying
 - Assessments
 - Curriculum
 - Marzano Teacher Evaluation System
 - Lesson Planning
 - IEPs, 504, and I&RS
 - Other mandates as required by the state

TECHNOLOGY

- The Technology Department is busy preparing for the coming school year. We recently replaced our main network rack with a free one acquired from another school district. The new rack provides us with proper room for some of our most critical equipment, as well as additional expansion space.
- We have also received shipments of Apple iPads, new thin-client PCs for computer lab 1, and a server to run those thin clients. All are in the setup process, slated to be completed before the start of school.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported that the audit is finished. Presentation will be either September or October meeting. Bills were paid.

9. Legislation

(Representative - William Weyland)

- Mrs. Buchalter reported that she and the Business Administrator met with Senator Madden to discuss the cost of students in state facilities. Mr. Madden is going to look into the process of how districts are assessed for these students.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported that we have not found a Media Specialist at this time. This is the only teaching position to be filled. Interviews for the replacement for Assistant Principal are going on. A committee of the Board will meet for the second round. We will hold a special board meeting next Thursday at 6:30 PM for final interviews and appointment.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the June 26, 2012 Worksession/Regular Business Meeting
- Mrs. Buchalter reported that the work on ESEP project is going very slow. Last day for Carol is tomorrow. Roger was in the hospital. He fell and has two broken ribs.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mr. Freiling stated that the Borough has to document more now than ever before.

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13. Leadership Committee
(Representatives - Kathleen Rappold and John Romer)
- This committee will be eliminated.
14. Home and School Association
(Representative - Virginia de Haan)
- No meeting in August.

OTHER INFORMATION:

1. Clementon School Information:
- a. Administrative Report - July 2012
 - b. Update on replacing the VP. We received 70 applications. 18 to interview.

PUBLIC:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:40 PM.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 9-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary
 September 24, 2012