

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ November 26, 2012

SUPERINTENDENT'S REPORT:

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

1. Accept request from employee # 021 for an extension of medical leaving beginning January 21, 2013 utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act. Anticipated date of return is now March 4, 2013.
2. Accept request from employee # 172 for medical leaving beginning March 21, 2013 through the end of the school year 2013 utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act. Employee plans to return to position on September 1, 2013.
3. Accept request from employee # 192 for medical leaving beginning March 29, 2013 through the end of the school year 2013 utilizing available illness days then uncompensated time under the NJ Family Medical Leave Act. Employee plans to return to position on September 1, 2013.
4. Source 4 Teachers, together with its employees, to provide substitute services for the 2012-13 school year.
5. November 2012 additions to the Source 4 Teachers Master Substitute List
6. Employment extension of the following substitutes for the 2012-2013 school year:
 - a. POSITION: Substitute Teacher
 NAME: Stephanie Doelp
 RATE OF PAY: \$90.00 per day for the first 20 days, then \$247.01 for days 21 and later
 ORIGINAL DATES: October 1, 2012 through January 21, 2013
 EXTENSION: January 21, 2013 - March 4, 2013
 - b. POSITION: Substitute Instructional Aide
 NAME: Gail Dragon
 SALARY: As per existing contract with Source 4 Teachers
 ORIGINAL DATES: October 1, 2012 - January 21, 2013
 EXTENSION: January 21, 2013 - March 4, 2013
7. Payment of COBRA insurance in the amount of \$3,663.90 for Jared Peltzman, Assistant Principal, for 60 days.

ITEM # 7 TABLED

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 7-0-0

8. Revised Job Specifications:
 - a. Facility Manager
 - b. School Custodian
9. Approval of Superintendent/Principal's Harassment, Intimidation, and Bullying consequences/remedial measures from September 6, 2012 - November 19, 2012.

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10. 2nd Marking Period Back on Track - Grades 6th-8th :

Objective: Students identified as failing in one or more subject area will be asked to participate in this after-school program. Students will be given time to work on missing assignments and study for up-coming tests and quizzes.

Teachers: one per grade level (3)

Number of Sessions: 23

Dates: Tuesdays, Wednesdays, Thursdays; November 27, 2012 - January 24, 2013

Cost: 3 teachers x 23hrs. x \$32.50 = \$2,242.50

Funded: Title I and/or Title IIA

Staff: Jennifer Gregory (grade 6), Rick Koch (grade 7), Nicole Palermo (grade 8)

Substitutes: Jessica Ballinghoff, Jennifer Gregory, Rick Koch, Nicole Palermo, Kathleen Batchelor, Lauren Murray, Andrea DiSalvo

11. 3rd Marking Period Back on Track - Grades 6th-8th :

Objective: Students identified as failing in one or more subject area will be asked to participate in this after-school program. Students will be given time to work on missing assignments and study for up-coming tests and quizzes.

Teachers: one per grade level (3)

Number of Sessions: 24

Dates: Tuesdays, Wednesdays, Thursdays; February 12, 2013 - April 11, 2013

Cost: 3 teachers x 24hrs. x \$32.50 = \$2,340.00

Funded: Title I and/or Title IIA

Staff: Kathleen Batchelor (grade 6), Rick Koch (grade 7), Nicole Palermo (grade 8)

Substitutes: Jessica Ballinghoff, Jennifer Gregory, Rick Koch, Nicole Palermo, Kathleen Batchelor, Lauren Murray, Andrea DiSalvo

12. 4th Marking Period Back on Track - Grades 6th-8th :

Objective: Students identified as failing in one or more subject area will be asked to participate in this after-school program. Students will be given time to work on missing assignments and study for up-coming tests and quizzes.

Teachers: one per grade level (3)

Number of Sessions: 21

Dates: Tuesdays, Wednesdays, Thursdays; April 23, 2013 - June 6, 2013

Cost: 3 teachers x 21hrs. x \$32.50 = \$2,047.50

Funded: Title I and/or Title IIA

Staff: Kathleen Batchelor (grade 6), Andrea DiSalvo (grade 7), Nicole Palermo (grade 8)

Substitutes: Jessica Ballinghoff, Jennifer Gregory, Rick Koch, Nicole Palermo, Kathleen Batchelor, Lauren Murray, Andrea DiSalvo

13. Staff members from Clifford School (Swedesboro-Woolwich school district) will observe the Independent Reading Leveling Assessment (IRLA) on November 30, 2012 in a first grade classroom.

14. 2012-2013 NJQSAC Statement of Assurance

15. Amend the 2012-2013 appointments as follows:

a. Jared Peltzman - Affirmative Action Officer

16. Graduate Compensation Request:

| | |
|----------------|-------------------|
| a. EMPLOYEE: | Christine Fellona |
| UNIVERSITY: | Rowan University |
| TOTAL CREDITS: | Masters + 15 |

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DATE OF COMPLETION: December 2012
 NEW SALARY/STEP: \$53,170.00; step 5 MA + 15
 EFFECTIVE DATE: September 1, 2013

17. Student Teacher field placement requests:

- a. NAME: Allison McGuire
 UNIVERSITY: Rutgers
 SEEKING CEAS: Elementary Education K-5
 COOPERATING TEACHER: Bonnie Bhasin
 DATES: January 28, 2013 - May 3, 2013

- b. NAME: Maria Sebastiano
 UNIVERSITY: Rowan
 SEEKING CEAS: Elementary Education K-5
 COOPERATING TEACHER: Kelly Kolody
 DATES: January 22, 2013 - May 10, 2013

- c. NAME: Eileen O'Mara
 UNIVERSITY: Rowan
 SEEKING CEAS: Elementary Education K-5
 COOPERATING TEACHER: Sandy Rambo
 DATES: January 22, 2013 - May 10, 2013

18. Workshop/Meeting Requests:

- a. EMPLOYEE: Tracy Stefan
 WORKSHOP: Learning Through Doing: Focusing on Motor Skills
 Development within the Preschool Classroom
 LOCATION: LRC, Mullica Hill, NJ
 DATE: December 7, 2012
 COST: \$11.00
 SPONSOR: NJ Department of Education

- b. EMPLOYEE: Rebecca Finley
 WORKSHOP: Turning Three: Transition from Early Intervention Services
 to Preschool
 LOCATION: LRC, Mullica Hill, NJ
 DATE: November 30, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education

- c. EMPLOYEE: Terry Farrell
 WORKSHOP: EMC Windows Edge Presentation
 LOCATION: Tanyard Road, Sewell, NJ
 DATE: December 4, 2012
 COST: \$0.00
 SPONSOR: EMC

19. School Activities:

- a. EVENT: **Student Council Canned Food Drive**
 FACULTY SPONSOR: Nicole Palermo
 DATES: November 2012
 NOTE: Student Council and the Clementon Fire Department will work collectively to gather food and non-perishable items for the needy families in Clementon.

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- b. EVENT: **Boys Basketball**
 FACULTY SPONSORS: Michael O'Brien and Karen Tropp
 DATES: As per attached schedule
 TIME: As per attached schedule
 LOCATION: As per attached schedule
 TRANSPORTATION: As per bid
- c. EVENT: **Girls Basketball**
 FACULTY SPONSORS: Michael Terlizzi and Karen Tropp
 DATES: As per attached schedule
 TIME: As per attached schedule
 LOCATION: As per attached schedule
 TRANSPORTATION: As per bid

20. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 SPONSOR: Community Education
 PURPOSE: **Volleyball for Adults**
 DATES: Mondays; January 28, 2013 - March 25, 2013
 TIME: 7:15 PM - 8:30 PM
 LOCATION: Gym
- b. ORGANIZATION: Love Apple Quilters
 PERSON IN CHARGE: Carole Henell
 SPONSOR: Community Education
 PURPOSE: **Quilting Class**
 DATE: March 23, 2013
 TIME: 9:00 AM - 3:30 PM
 LOCATION: MPR and 3-4 classrooms
- c. ORGANIZATION: Trowbridge Condominium Assoc.
 PERSON IN CHARGE: Randall McGinnis
 SPONSOR: Community Education
 PURPOSE: **Annual Meeting**
 DATE: November 27, 2012
 TIME: 7:00 PM - 9:00 PM
 LOCATION: Music Room

21. Additional Clementon Home and School fundraiser:

- a. FUNDRAISER: "Kid Stuff" Fundraising Book
 PERSONS IN CHARGE: Dana Yost and Veronica Martinis
 DATES: December 3, 2012 - December 13, 2012
 NOTE: Children will receive coupon books to take home and show parents. Parents can purchase books for \$25.00 each or just return them if they do not wish to purchase. The HSA will make \$5.00 per each book sold.

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
 MOTION CARRIED: 7-0-0

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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:

22. School Activities:

- a. EVENT: **Student Council Winter-Gram Sale**
 FACULTY SPONSOR: Nicole Palermo
 DATES: December 10, 2012 - December 19, 2012
 NOTE: Student Council will sell Winter-Grams to students. The proceeds will benefit future Student Council events.
- b. EVENT: **Student Council Winter Ball**
 FACULTY SPONSOR: Nicole Palermo
 DATE: December 21, 2012
 TIME: 7:00 PM - 9:00 PM
 LOCATION: Multi-Purpose Room

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

SECOND BY: Mr. Dilworth
 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) | \$3,926.97 |
| 2. List # 2 | \$490,687.46 |
| 3. List # 3 | \$85,559.60 |

2. Payment Transactions:

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

- b. Payroll transfers:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 10/15/12 | From: General | \$94,212.35 |
| | To: Agency | |
| 10/15/12 | From: General | \$146,300.23 |
| | To: Payroll | |
| 10/30/12 | From: General | \$83,845.19 |
| | To: Agency | |
| 10/30/12 | From: General | \$123,626.27 |
| | To: Payroll | |

3. Wire Transactions:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 10/15/12 | To: First Niagara Bank | \$5,466.50 |
| | For: Tax Sheltered Annuities | |
| 10/30/12 | To: First Niagara Bank | \$5,791.50 |
| | For: Tax Sheltered Annuities | |

4. Camden and Gloucester County School Boards Meeting
 Date: December 3, 2012; 6:30 PM Dinner
 Location: Lindenwold High School
 Topic: STEM 101

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- a. Irene Buchalter
- b. Virginia de Haan
- c. Ellen Suckle
- d. Kathleen Rappold
- e. Sara Paranzino
- f. John Romer
- g. William Weyland
- h. Randy Freiling
- i. Lynn Marcus
- j. Jared Peltzman

- 5. Wage Works, third party provider, to administer the Health Flexible Spending and Dependent Day Care accounts in the amount of \$915.00 per year.
- 6. 2012-2013 Out of District Placements:

| | | |
|------|----------------------|-----------|
| 2209 | Berlin JFK | \$ 16,350 |
| 1984 | Bellmawr | \$ 21,467 |
| 1909 | IN DISTRICT | \$ 16,350 |
| 2218 | Berlin JFK | \$ 19,892 |
| 1786 | Archbishop | \$ 38,122 |
| 1874 | Archway, Atco | \$ 34,546 |
| 1988 | Archway | \$ 34,546 |
| 2561 | Archway | \$ 34,546 |
| 1111 | Archway, Atco | \$ 34,546 |
| 2279 | Archway | \$ 34,546 |
| 2418 | Archway, Atco | \$ 34,546 |
| 1797 | Archway, Atco | \$ 34,546 |
| 1017 | Archway, Atco | \$ 34,546 |
| 1861 | Archway, Atco | \$ 34,546 |
| 1806 | Bancroft NeuroHealth | \$ 44,896 |
| 2018 | Bancroft NeuroHealth | \$ 44,896 |
| 1005 | Brookfield | \$ 44,280 |
| 1010 | Brookfield | \$ 42,312 |
| 165 | Deveraux | \$ 43,844 |
| 1788 | YALE | \$ 44,851 |
| 1938 | Katzenbach School | \$ 46,564 |
| 1801 | Katzenbach School | \$ 52,209 |
| 2051 | Burlington | \$ 36,930 |
| 1884 | Gloucester County | \$ 36,930 |
| 2405 | Gloucester County | \$ 36,960 |
| 1195 | Gloucester County | \$ 35,310 |
| 1792 | Gloucester County | \$ 35,310 |
| 1584 | Gloucester County | \$ 36,930 |
| 2673 | Gloucester County | \$ 36,930 |
| 1949 | Gloucester County | \$ 36,930 |
| 703 | Gloucester County | \$ 36,930 |
| 1281 | Gloucester County | \$ 35,310 |

- 7. 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 **October 31, 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.

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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 **October 31, 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. Suckle
ON ROLL CALL VOTE:

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

PRESENTATIONS:

- T.E.R.R.I.F.I.C. Kids
- P.R.I.D.E. Winners
- October 2012 Manner Banner (Classroom KA)

CORRESPONDENCE:

1. October 2012 Nutri-Serve Monthly Update
2. Notification from the State of NJ Department of Education's Office of Special Education that the district has met requirements regarding implementation of special education requirements for the 2010-2011 school year.
3. Thank you note from Mrs. Teschner to the Board and staff for helping make the Penny Party a success. We raised over \$4,000.00.

COMMITTEE REPORTS:

1. Administrative Evaluation
(Chairperson - Randall Freiling)
 - Mr. Freiling had nothing to report. We are still waiting for the County Office to approve the goals for the superintendent.
2. Building and Maintenance
(Chairperson - William Weyland)
 - Mr. Weyland reported that since we have not received a response from Concord Engineering for the LRFP, he recommends we hire Kimberly Medefindt to revise the LRFP for \$7,750.00.

MOVED BY: Mr. Weyland
ON ROLL CALL VOTE:

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

3. Camden County Educational Services Commission
(Representative - Virginia de Haan; Alternate - William Weyland)
 - Mrs. de Haan was unable to attend the meeting.
4. Camden County School Boards Association
(Representatives - John Romer and William Weyland)
 - Mr. Romer was not present for a report. Ms. Marcus attended the meeting and gave a report.

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5. Community Education
(*Chairperson - John Romer*)
 - Camp Clementon Attendance Record - October 2012
 - The Penny Party was a success. Next event will be Reading with Santa.

6. Policy
(*Chairperson - Irene Buchalter*)
 - Mrs. Buchalter had no policies to review this month.

7. Common Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)

Mrs. Suckle reported the following:

COMMON CORE CURRICULUM

 - Grade Level meetings will take place this week. Topics will include the IRLA, STAR data, Progress Targets, and Writing.
 - The final professional development day for the IRLA will take place this Wednesday.

TECHNOLOGY

 - So far this month, the Technology Department has completed the NJ Smart State and Special Education data submissions and the PARCC survey. We will finalize the NJ Smart Staff submission and the US DoE CRDC submission in the coming weeks.
 - With the school year well underway, everything seems to be working as expected. We will soon begin to put together budget requests for the coming year.

8. Finance
(*Chairperson - Virginia de Haan*)
 - Mrs. de Haan reported that the bills were paid. Mrs. Clement is working on the budget for the 2013-2014 school year. You received a copy of the budget guidelines. The state has a new program for the budget which will be challenging to all.

9. Legislation
(*Representative - William Weyland*)
 - Mr. Weyland attended the legislation meeting. He will give the Business Administrator the materials for anyone to review.

10. Personnel - Executive Session
(*Chairperson - Sara Paranzino*)
 - Mrs. Paranzino reported that we have a teacher who will be resigning because her husband is being transferred. We have the two maternity leaves.

11. Pine Hill Board of Education
(*Representative - Irene Buchalter*)
 - Minutes from the September 25, 2012 Worksession/Regular Business Meeting
 - Mrs. Buchalter reported that Mr. Freiling will be the Clementon representative starting in January.

12. Municipal Alliance
(*Representative - Kathleen Rappold*)
 - Mrs. Rappold was not present for a report.

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13. Home and School Association
(Representative - Virginia de Haan)

- Mrs. de Haan reported that Home and School has a new president. She suggested that the group use School Messenger for meetings. Ms. Marcus will be meeting with her to discuss some new ideas to help the group grow.

OTHER INFORMATION:

1. Discussion Items:
 - a. 2012-2013 District Goals
Ms. Marcus discussed the attendance goal, referral reduction and testing data.
 - b. Sports Collaboration with Pine Hill - Update
Ms. Marcus has been meeting with Pine Hill to discuss Clementon participating in boys' baseball this Spring. She will be meeting with Dr. Koczur.
2. Clementon School Information:
 - a. Administrative Report - October 2012
 - b. Nurse's Report - October 2012
3. Clementon Board of Education Information:
 - a. 2013-2014 Budget Preparation Calendar
 - b. The unofficial votes were as follows:
 - i. Mrs. Suckle: 746
 - ii. Mr. Romer: 650
 - c. We will have an open seat in January. None of the write-in candidates accepted the position in writing to the Board of Elections.

PUBLIC:

No public.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:11 PM.

MOVED BY: Mrs. Paranzino
ON ROLL CALL VOTE:

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
December 17, 2012