

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ December 17, 2012

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Multi-Purpose Room
December 17, 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 | 7:40 PM | 8:35 PM |
| William Dilworth | 7:30 PM | 8:35 PM |
| Randall Freiling | 7:30 PM | 8:35 PM |
| Sara Paranzino | 7:30 PM | 8:35 PM |
| Kathleen Rappold | 7:30 PM | 8:35 PM |
| John Romer | 7:30 PM | 8:35 PM |
| Ellen Suckle | 7:30 PM | 8:35 PM |
| William Weyland | 7:30 PM | 8:35 PM |
| Irene Buchalter | 7:30 PM | 8:35 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:

- November 26, 2012 Regular Meeting

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling
MOTION CARRIED: 6-0-2
(Mr. Romer and Mrs. Rappold abstained.)

PUBLIC - AGENDA ITEMS ONLY:

Open meeting to Public to Agenda items only - No public comments.

MOVED BY: Mr. Romer
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
MOTION CARRIED: 8-0-0

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SUPERINTENDENT'S REPORT:

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

1. Accept request from employee # 104 for an extension of medical leave lasting through the month of January. Anticipated date of return is now February 4, 2013.
2. Accept updated retirement notification from employee # 073. Date of retirement is February 28, 2013.
3. Accept request for compensation of accrued vacation days upon retirement for employee # 073.
4. Accept the resignation of employee # 074 effective 60 days from date of notification. Employee asks to be released sooner than 60 days should a suitable replacement be found prior to the end of the 60 day period.
5. Termination of employee # 222. Notification has been provided to the employee per individual employment contract.

ITEM # 5 HELD UNTIL AFTER COMMITTEE REPORTS.

6. Source 4 Teachers, together with its employees, to provide substitute services for the 2012-13 school year.
7. December 2012 additions to the Source 4 Teachers Master Substitute List
8. Employment/position change for the following individual for the 2012-2013 school year:
 - a. POSITION: School Social Worker - 40%
 NAME: Michele Brewster
 SALARY/STEP: \$19,560.00 per year (pro-rated)/Step 1 MA
 DATES: Beginning December 18, 2012 and lasting until the release of her current part-time contract with another district.
 - b. POSITION: School Social Worker - Full Time (10 months)
 NAME: Michele Brewster
 SALARY/STEP: \$48,900.00 per year (pro-rated)/Step 1 MA
 START DATE: Upon release of her current part-time contract with another district.
9. 2012-2013 Stipend personnel:
 - a. POSITION: Boys Basketball Assistant Coach (currently vacant)
 NAME: Karen Tropp
 STIPEND: \$1,379.00
 START DATE: Immediately
10. Additional Homebound Instructors for the 2012-2013 school year:
 - a. NAME: Ramona DiMaria
 RATE OF PAY: \$32.50 per hour
 - b. NAME: Audrey Pape
 RATE OF PAY: \$32.50 per hour

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11. Revised Student Teacher field placement request:

- a. NAME: Eileen O'Mara
 UNIVERSITY: Rowan University
 SEEKING CEAS: Elementary Education K-5
 COOPERATING TEACHER: Sandy Rambo (General Education)
 DATES: January 22, 2013 - March 29, 2013
 COOPERATING TEACHER: Audrey Pape (Special Education)
 DATES: April 1, 2013 - May 10, 2013

12. First Reading of new policy # 4250 - Hours and Days of Work

13. 2012-2013 Update to the 2011 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

14. Workshop/Meeting Requests:

- a. EMPLOYEE: Rebecca Finley
 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: Lynn Marcus
 WORKSHOP: The Principal's Role in Leading Implementation of the Common Core State Standards
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: December 13, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Principal's Role in Using Instructional Strategies to Improve Student Performance
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: January 17, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education
- d. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Principal's Role in Using Assessment to Improve Student Achievement
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: February 13, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education
- e. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Principal's Role in Using Data to Improve Student Achievement
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: March 4, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education

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- f. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Principal's Role in Creating a Culture and Climate for Learning
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: April 11, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Lynn Marcus
 WORKSHOP: The Principal's Role in Closing the Achievement Gap
 LOCATION: The Enterprise Center at BCC, Mount Laurel, NJ
 DATE: May 10, 2013
 COST: \$0.00
 SPONSOR: NJ Department of Education

15. Additional Home and School fundraisers/events:

- a. ITEMS TO BE SOLD: HSA Cookbook
 PERSON IN CHARGE: Veronica Martinis
 DATES: January 7, 2013 - February 1, 2013 for recipe collection
 DATES: Spring 2013 for the sale of the cookbook
 NOTE: The HSA would like to make a cookbook (to sell in spring 2013). Recipe flyers will be sent home. The homeroom that returns the most recipe entries will receive an award from the HSA.
- b. EVENT: Cherrydale Fundraiser Award Party
 PERSONS IN CHARGE: Veronica Martinis and Meghan Milano
 DATE: February 15, 2013
 TIME: 3:15 PM - 4:30 PM
 LOCATION: MPR
 NOTE: Cherrydale awards its top sellers. They provide a DJ and refreshments. Last year's party was a huge success.

16. Community Use of Facilities:

- a. ORGANIZATION: Solid Rock Baptist Church
 PERSON IN CHARGE: Jeff Wassleman
 SPONSOR: Community Education
 PURPOSE: **"I Can Club"**
 DATES: Tuesdays; January 15, 2013 - May 28, 2013
 TIME: 3:15 PM - 4:30 PM
 LOCATION: Media Center
 PARTICIPANTS: Children in grades 1-5
- b. ORGANIZATION: Solid Rock Baptist Church
 PERSON IN CHARGE: Jeff Wasselman
 SPONSOR: Community Education
 PURPOSE: **"F.B.I. Club"**
 DATES: Tuesdays; January 15, 2013 - May 28, 2013
 TIME: 3:15 PM - 4:30 PM
 LOCATION: Science Lab
 PARTICIPANTS: Children in grades 6-8

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MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mr. Dilworth
MOTION CARRIED: 7-0-1
(Mr. Weyland abstained from #12 only.)

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

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

17. Accept request from employee # 094 for medical leave beginning January 7, 2013 through February 1, 2013. Employee's anticipated date of return is February 4, 2013.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold
MOTION CARRIED: 8-0-0

Mrs. de Haan entered the meeting at 7:40 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 (Community Education) | \$6,529.63 |
| 2. List # 2 | \$481,469.28 |
| 3. List # 3 | \$51,608.59 |

2. Payment Transactions:

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

- b. Payroll transfers:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 11/15/12 | From: General | \$85,536.57 |
| | To: Agency | |
| 11/15/12 | From: General | \$127,516.47 |
| | To: Payroll | |
| 11/19/12 | From: General | \$4,351.22 |
| | To: Agency | |
| 11/19/12 | From: General | \$2.00 |
| | To: Payroll | |
| 11/30/12 | From: General | \$85,227.29 |
| | To: Agency | |
| 11/30/12 | From: General | \$125,064.04 |
| | To: Payroll | |

3. Wire Transactions:

| <u>Date</u> | <u>Transaction</u> | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 11/15/12 | To: First Niagara Bank | \$5,791.50 |
| | For: Tax Sheltered Annuities | |
| 11/30/12 | To: First Niagara Bank | \$5,791.50 |
| | For: Tax Sheltered Annuities | |

4. Resolution and Indemnity and Trust Agreement to renew membership with the Burlington County Insurance Pool for the three year membership term commencing on July 1, 2013.

5. Camden and Gloucester County School Boards Meeting

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Date: January 10, 2013
 Time: 6:00 PM Registration; 6:45 PM Program
 Location: Deptford High School
 Topics: Sunshine Law, TEACHNJ, Contract Negotiations, Policy Cycle – Why It Is Important, Getting Items on the Board Meeting Agenda, Best Practices

- 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. Joanne Clement
- j. Lynn Marcus
- k. Jared Peltzman

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

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

PRESENTATIONS:

- November 2012 Manner Banner (Classroom 2B)
- T.E.R.R.I.F.I.C. Kids

CORRESPONDENCE:

1. Notification from Brookfield Schools regarding tuition increase for the 2012-2013 school year.

COMMITTEE REPORTS:

1. Administrative Evaluation
 (Chairperson - Randall Freiling)
 - Mr. Freiling had nothing to report.
2. Building and Maintenance
 (Chairperson - William Weyland)
 - Mr. Weyland had nothing to report.
3. Camden County Educational Services Commission
 (Representative - Virginia de Haan; Alternate - William Weyland)
 - Mrs. de Haan had nothing to report.
4. Camden County School Boards Association
 (Representatives - John Romer and William Weyland)
 - Mr. Weyland attended the meeting with several other board members. The topic was the new STEM program.
5. Community Education
 (Chairperson - John Romer)
 - Camp Clementon Attendance Record - November 2012
 - Mr. Romer attended the winter concert and it was wonderful.
6. Policy
 (Chairperson - Irene Buchalter)

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- Mrs. Buchalter had nothing to report.
7. Common Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)
- Mrs. Suckle reported the following:
- COMMON CORE CURRICULUM
- This week the teachers are wrapping up Unit 2 of the state's model curriculum. This includes the Common Core State Standards and the Unit 2 State Benchmark assessment. When we return in January, administration and Title I will be holding grade level meetings to review the benchmark results to guide our instruction.
 - In January, students in grades K-8 will take the STAR assessment. This is an online assessment that tests the students' mastery of the Common Core State Standards.
- TECHNOLOGY
- This month, the Technology Department completed the following data submissions:
 - NJ Smart Staff submission
 - NJ Smart NJ ASK Pre-ID submission
 - Federal Civil Rights Data Collection
 - Updated PARCC data for the December snapshot
 - Updated NJ Smart SID and State student management data
 - We are also in the process of assembling a tentative budget for the 2013-2014 school year. As we still have quite a bit of equipment in need of updating, we would like to budget to replace another computer lab. Particularly with the inevitability of the PARCC online assessment, we want to make sure our technology can meet the ever-increasing demands being placed on it.
8. Finance
(*Chairperson - Virginia de Haan*)
- Mrs. de Haan reported that the bills were paid. Budget software should be out middle of January. No date for training. The Business Administrator is working on the budget.
9. Legislation
(*Representative - William Weyland*)
- Mr. Weyland had nothing to report.
10. Personnel - Executive Session
(*Chairperson - Sara Paranzino*)
- Mrs. Paranzino reported that there was a personnel meeting this past week. Everyone received the updated report from the Superintendent today.
11. Pine Hill Board of Education
(*Representative - Irene Buchalter*)
- Minutes from the October 16, 2012 Worksession/Regular Business Meeting
 - Mrs. Buchalter reported that tomorrow will be her last meeting. Mr. Freiling will represent Clementon next year.
 - Leah will be Assistant Superintendent/Curriculum Director.
12. Municipal Alliance
(*Representative - Kathleen Rappold*)
- Mrs. Rappold had nothing to report.

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13. Home and School Association

(Representative - Virginia de Haan)

- Mrs. de Haan reported that she and Ms. Marcus met with the new H&S president. They discussed new fundraiser such as a cookbook. The awards party is scheduled for February 15, DJ dance. New officers were elected. New parents came to the meeting which is very exciting. Next year there will be some changes.

OTHER INFORMATION:

1. Discussion Item:

- a. Public Hearing for the 2013-2014 budget can be held between March 22, 2013 and March 29, 2013.

MOTION: The public hearing will take place on March 25, 2013 at 7:00 PM**MOVED BY:** Mr. Romer
ON ROLL CALL VOTE:**SECOND BY:** Mr. Dilworth
MOTION CARRIED: **9-0-0**

- 2. Ms. Marcus thanked the Music Department for a wonderful job with the Holiday Concert. The MPR was filled. Also, Reading with Santa was a huge success. Ms. Marcus thanked the staff for their help during these two events
- 3. Emergency procedures were reviewed with the board. Discussed Tiers I, II, and III. We practice all the mandates each month. The main office secretaries require everyone to state the reason for the visit before entering the school. The board discussed several options for security including adding additional security to the front of the building. Ms. Marcus assured the board that we are doing everything mandated by law. One suggestion was to change the location of the main office to the business office. Master keys will be given to staff members so that they have access to all classrooms. Mr. Dilworth said Mrs. Weyland does a great job and he appreciates her. We will be adding emergency procedures to Use of Facilities form for outside groups.
- 4. Ms. Marcus and Mr. Peltzman interviewed over 20 people for the second grade position.

Item for Action - The Superintendent recommends approval of the following item:

Hire Megan Frantz as a second grade teacher starting January 2, 2013.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:**SECOND BY:** Mr. Dilworth
MOTION CARRIED: **9-0-0**

- 5. Termination of employee # 222. Notification has been provided to the employee per individual employment contract.

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:**SECOND BY:** Mr. Freiling
MOTION CARRIED: **9-0-0**

6. Clementon School Information:

- a. Administrative Report - November 2012
- b. Nurse's Report - November 2012
- c. Enrollment Report - December 12, 2012

PUBLIC:

No public.

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EXECUTIVE SESSION:

None.

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:35 PM.

MOVED BY: Mr. Dilworth
ON ROLL CALL VOTE:

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
January 28, 2013