

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**June 24, 2013**

**I. CALL TO ORDER:**

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.

**II. OPENING STATEMENT:**

“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.”

**III. PLEDGE OF ALLEGIANCE:**

Mrs. Buchalter led the Pledge of Allegiance.

**IV. ROLL CALL:**

The following members answered roll call:

	<u>Arrival</u>	<u>Departure</u>
Virginia de Haan	Absent	---
William Dilworth	7:30 PM	8:50 PM
Randall Freiling	Absent	---
Sara Paranzino	7:30 PM	8:50 PM
Kathleen Rappold	7:30 PM	8:50 PM
John Romer	7:30 PM	8:50 PM
Ellen Suckle	7:30 PM	8:50 PM
William Weyland	Absent	---
Irene Buchalter	7:30 PM	8:50 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.

**V. MINUTES:**

Approval of the Minutes of the May 28, 2013 Regular Meeting and Executive Session.

MOVED BY:                     Mr. Romer                      
ON ROLL CALL VOTE:

SECOND BY:                     Mrs. Rappold                      
MOTION CARRIED: 4-0-2  
(Mr. Romer and Mrs. Suckle abstained.)

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

**VI. PUBLIC - AGENDA ITEMS ONLY:**

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

**MOVED BY:**                      Mrs. Suckle            
**ON ROLL CALL VOTE:**

**SECOND BY:**                  Mrs. Paranzino            
**MOTION CARRIED:**    **6-0-0**

**VII. SUPERINTENDENT'S REPORT:**

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

1. Source 4 Teachers, together with its employees, to provide substitute services for the 2013-14 school year.
2. June 2013 additions to the Source 4 Teachers Master Substitute List (*Attachment VII-2*)
3. Accept, with regret, the retirement notification from employee # 104 effective July 1, 2013. (*Attachment VII-3*)
4. Request from employee #104 for compensation of all earned/ unused sick and personal days. (*Attachment VII-4*)
5. Request from employee # 228 for compensation of 7.5 days earned but unused vacation time. (*Attachment VII-5*)
6. 2012-2013 Camp Clementon Program Assistant Substitute: Brenda Falkenstein at \$12.00 per hour.
7. Summer 2013 Extended Year Tutoring for out-of-district student # 1984:
  - a. NAME: Rachel Friend
  - RATE OF PAY 1: \$32.50 per hour prior to July 1, 2013
  - RATE OF PAY 2: \$33.00 per hour July 1, 2013 and later
  - NOTE 1: This is the student's teacher during the school year. She has provided proof of satisfactory criminal history review.
  - NOTE 2: 15 hours tutoring maximum
8. Summer 2013 Professional Development - **Standards-Based Report Card Development (Grades K-2):**

Objective: Our report cards, progress reports, and five units of the model curriculum will be aligned with the common core, model curriculum, and state benchmarks. Title I teachers will be available to assist the K-2 teachers.

Facilitators: Michelle Magilton, Alyssa Martin, Kathryn Agresta

Teachers: Tracy Stefan, Karen Clayton, Gail Dragon, Bonnie Bhasin, Eileen Swan, Sandra Rambo, Kelly Kolody, Megan Frantz, Dawn Egan, Jessica Ballinghoff

Date and Length: July 25, 2013, 6 hrs each

Cost: 13 teachers x 6 hrs x \$33.00 =\$2,574.00

Funded by: Title IA
9. 2013-2014 Title I Salaries:
  - a. Kathryn Agresta: \$55,550.00
  - b. Alyssa Martin: \$46,750.00
  - c. Michelle Magilton: \$55,800.00

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

10. 2013-2014 Extra-Curricular Stipend Positions and Personnel:

Activity	Faculty Member	Stipend
Safety Patrol	Jennifer Gregory	\$878.00
News Media Coordinator	Helene Weyland	\$1,200.00

11. Multiple Disabilities Program approval - Little Stars 2013-2014 (*Attachment VII-11*)

12. Second reading and adoption of the following revised policies/regulations: (*Attachment VII-12*)

Number	Type	Title
4434	POL	Holidays (Support Staff)
5111	POL	Eligibility of Resident/Non-resident Pupils

13. 2013-2014 Soccer Program Volunteers:

- a. Rick Koch (staff member)
- b. Tina Jenetta (staff member)
- c. Audrey Pape (staff member)
- d. Mike Tropp (Coach's spouse)

14. Tuition Reimbursement:

- a. EMPLOYEE: Michelle Marino  
 COURSE TITLE: Evidence-Based Interventions  
 UNIVERSITY: Marygrove College  
 COURSE FEE: \$1,500.00  
 SEMESTER: Summer 2013  
 NOTE: Course reimbursements shall not exceed \$1,000.00 per individual per year and employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

15. Graduate Compensation Request:

- a. EMPLOYEE: Michelle Marino  
 UNIVERSITY: Marygrove College  
 TOTAL CREDITS: Masters + 15  
 DATE OF COMPLETION: April 2014  
 NEW SALARY/STEP: To be determined by negotiated agreement  
 EFFECTIVE DATE: September 1, 2014

16. Workshop/Meeting Requests:

- a. EMPLOYEE: Joanne Clement  
 WORKSHOP: Mold in Our Schools Seminar  
 LOCATION: Indian Springs County Club  
 DATE: July 12, 2013  
 COST: \$0.00  
 SPONSOR: Burlington County Insurance Pool
- b. EMPLOYEE: Jose Cruz  
 WORKSHOP: Mold in Our Schools Seminar  
 LOCATION: Indian Springs Country Club  
 DATE: July 12, 2013

---

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**


---

- COST: \$0.00  
SPONSOR: Burlington County Insurance Pool
- c. EMPLOYEE: Catherine Bare  
WORKSHOP: Teaching About the Holocaust and Genocide  
LOCATION: Stockton College, Galloway, NJ  
DATE: July 30 and 31, 2013  
COST: \$0.00  
SPONSOR: US Holocaust Memorial Museum
- d. EMPLOYEE: Candice Wilson  
WORKSHOP: Teaching About the Holocaust and Genocide  
LOCATION: Stockton College, Galloway, NJ  
DATE: July 30 and 31, 2013  
COST: \$0.00  
SPONSOR: US Holocaust Memorial Museum
- e. EMPLOYEE: Kim English  
WORKSHOP: Art Teachers' Conference  
LOCATION: Hyatt, New Brunswick, NJ  
DATE: October 4, 2013  
COST: \$125.00  
SPONSOR: Art Educators of NJ
- f. EMPLOYEE: Terry Farrell  
WORKSHOP: SPINFO End of Year Review Session  
LOCATION: Sewell, NJ  
DATE: June 20, 2013  
COST: \$0.00  
SPONSOR: Educational Management by Computer Center
- g. EMPLOYEE: Lynn Marcus  
WORKSHOP: SGO Training - Planning and Assessments  
LOCATION: Mullica Hill, NJ  
DATE: July 1, 2013  
COST: \$0.00  
SPONSOR: NJ Department of Education, Office of Assessments
- h. EMPLOYEE: Jared Peltzman  
WORKSHOP: SGO Training - Planning and Assessments  
LOCATION: Mullica Hill, NJ  
DATE: July 1, 2013  
COST: \$0.00  
SPONSOR: NJ Department of Education, Office of Assessments
- i. EMPLOYEE: Lauren Levine  
WORKSHOP: Sheltered Instruction Observation Protocol: The SIOP Model  
LOCATION: Edison, NJ  
DATE: July 16 and 17, 2013 (8:30 AM - 1:30 PM)  
COST: \$270.00 plus \$33.00 per hour teacher compensation  
SPONSOR: NJ Teachers of English to Speakers of Other Languages and NJ Bilingual Educators  
NOTE: Funded from Title III
- j. EMPLOYEE: Lynn Marcus  
WORKSHOP: Sheltered Instruction for Administrators  
LOCATION: Edison, NJ

---

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**


---

DATE: July 16, 2013  
 COST: \$150.00  
 SPONSOR: NJ Teachers of English to Speakers of Other Languages and  
 NJ Bilingual Educators  
 NOTE: Funded from Title III

## 17. School Activities:

- a. **EVENT: 2013-2014 Soccer Season**  
 FACULTY SPONSOR: Karen Tropp  
 DATES: As per schedule attached (*Attachment VII-17.a*)  
 TRANSPORTATION: As per bid  
 DATE/LOCATION: As per schedule attached (*Attachment VII-17.a*)

**Approval of motions 1 through 17 above:**

MOVED BY: Mr. Dilworth  
 ON ROLL CALL VOTE:

SECOND BY: Mrs. Rappold  
 MOTION CARRIED: 6-0-0  
 (Mr. Dilworth abstained from #1 and #2 only.)

**SUPERINTENDENT'S REPORT = ADDENDUM:**

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

## 18. Employment of the following individual for the 2013-2014 school year, contingent upon satisfactory criminal history review:

- a. POSITION: Special Education Teacher  
 NAME: Jennifer Campagnola  
 SALARY: \$46,000.00 per year  
 STEP: 1 BA  
 START DATE: September 1, 2013  
 NOTE: Pending receipt of Master's Degree transcripts. Upon receipt, salary and step will be adjusted.

## 19. Additional teacher, Jennifer Campagnola, to attend Summer 2013 professional development events:

- a. **IRLA and eIRLA**  
 Date and Length: August 21, 2013, 10:00 AM - 2:00 PM  
 Cost: 1 teacher x 4 hrs x \$33.00 = \$132.00  
 Funded by: Title IA
- b. **Common Core and Core Content Curriculum Writing**  
 Date and Length:  
 Initial Administrative Meeting:
  - June 27, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM, OR
  - July 9, 2013, 8:00 AM - 11:00 AM and 12:00 PM - 3:00 PM
 (Remaining hours after the initial administrative meeting will be scheduled by each grade level/subject area to write curriculum.)  
 Teachers grades K-5 (regular and special education), not to exceed 26 hours
  - 6 hours training + 20 hours curriculum writing = 26 hours
 Cost: 1 teacher x 26 hrs x \$33.00 = \$858.00  
 Note: If teacher attends the June 27, 2013 initial administrative meeting, the hourly rate for that day will be \$32.50.  
 Funded by: Title IA

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

c. **Units of Study - Writing**

Date and Length: August 8, 2013, 9:00 AM - 1:00 PM  
Cost: 1 teacher x 4 hrs. x \$33.00 = \$132.00  
Funded by: Title IA

d. **Daily 5/Cafe (grades 3-5)**

Date and Length: July 24, 2013, 12:00 PM - 3:00 PM  
Cost: 1 teacher x 3 hrs. x \$33.00 = \$99.00  
Funded by: Title IA

e. **Action CCSS Introduction and Application Using the IRLA**

Date and Length: August 21, 2013, 8:00 AM - 10:00 AM  
Cost: 1 teacher x 2 hrs. x \$33.00 = \$66.00  
Funded by: Title IA

**Approval of motions 18 and 19 above:**

MOVED BY: \_\_\_\_\_ **Mrs. Suckle**                      SECOND BY: \_\_\_\_\_ **Mr. Dilworth**  
ON ROLL CALL VOTE:    MOTION CARRIED: **6-0-0**

**VIII. 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 - May)	\$5,115.44	<i>(Attachment VIII-1.1)</i>
2. List # 2	\$502,416.65	<i>(Attachment VIII-1.2)</i>
3. List # 3	\$199,951.56	<i>(Attachment VIII-1.3)</i>
4. List # 4 (5/15/13 Payroll)	\$207,963.56	<i>(Attachment VIII-1.4)</i>
5. List # 5 (5/30/13 Payroll)	\$206,463.60	<i>(Attachment VIII-1.5)</i>
6. List # 6 (Community Education - June)	\$3,986.70	<i>(Attachment VIII-1.6)</i>

2. Approve transfers in the amount of \$18,593.00. *(Attachment VIII-2)*
3. In accordance with N.J.A.C. 6A:23A-14(a), resolved to deposit anticipated current year surplus not to exceed \$200,000.00 into tuition reserve account at year end.
4. In accordance with N.J.A.C. 6A:23A-14(a), resolved to deposit anticipated current year surplus not to exceed \$200,000.00 into capital reserve account for projects in our Long Range Facilities Plan.
5. Whereas, N.J.S.A. 18A:21-2, N.J.S.A. 10A:7G-31, and N.J.S.A. 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

Whereas, the aforementioned statutes authorize procedures, under the authority of the commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board Resolution, and

Whereas, the Clementon Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

Whereas, the Clementon Board of Education has determined that an amount not to exceed \$75,000 is available for such purpose for transfer;



**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

**ON ROLL CALL VOTE:**

**MOTION CARRIED: 6-0-0**

**IX. PRESENTATION:**

- *2012-2013 DARE Essay and Poster Winners*

**X. CORRESPONDENCE:**

1. May 2013 Nutri-Serve Update

**XI. COMMITTEE REPORTS:**

1. Administrative Evaluation  
(*Chairperson - Randall Freiling*)
  - Mrs. Buchalter reported that Mr. Freiling discussed the evaluation with the superintendent. The Committee will meet with Ms. Marcus at a later date.
2. Building and Maintenance  
(*Chairperson - William Weyland*)
  - Mr. Dilworth reported smart board installation is moving forward. General maintenance for the summer is continuing with the cleaning of classrooms, moving furniture, etc. Grant was submitted for the roof project.
3. Camden County Educational Services Commission  
(*Representative - Virginia de Haan; Alternate - William Weyland*)
  - Mrs. de Haan was not present for a report.
4. Camden County School Boards Association  
(*Representatives - John Romer and William Weyland*)
  - Mr. Romer had nothing to report.
5. Community Education and Extra-Curricular Information  
(*Chairperson - John Romer*)
  - Camp Clementon Attendance Record - May 2013 (*Attachment XI-5.a*)
  - Camp Clementon Attendance Record - June 2013 (*Attachment XI-5.b*)
  - Mr. Romer reported that summer is here.
6. Policy  
(*Chairperson - Irene Buchalter*)
  - Mrs. Buchalter reported that she will be reviewing more policies before the next meeting.
7. Common Core Curriculum and Technology  
(*Chairperson - Ellen Suckle*)
  - CURRICULUM -
    - This week the administration and staff are starting the summer professional development workshops.
    - Administration an additional professional development opportunity for the staff in grades K-2 to work on aligning report cards with the new state model curriculum and the common core state standards.
  - TECHNOLOGY -
    - This month, the Technology Department winds down the school year and prepares for summer equipment assessments, purchasing, upgrades, and installations.
    - We will also complete the rollover process in our student information system to enable configuration of the next school year.



## CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013

---

- We will also have summer NJ Smart submissions to work through in the coming month, including end-of-year and course roster data collections.

### 8. Finance

*(Chairperson - Virginia de Haan)*

- Mrs. Clement reported that the 2014 State Budget has been modified to neutralize the impact of the SDA assessments so that no school district experiences cutbacks in state aid.

### 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland was not present for a report.

### 10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Paranzino reported on the following:
  - As you saw on the agenda, administration has found a successful candidate to replace Lorraine Winters who retired. Other positions to fill:
    - School Secretary
    - Instrumental Music - Long Term Sub
    - School Psychologist - Maternity Leave
    - Part-time Physical Education - Maternity Leave
  - Tonight we will be going into executive session to discuss the personnel and negotiations.

### 11. Pine Hill Board of Education

*(Representative - Randall Freiling)*

- Minutes from the April 23, 2013 Worksession/Regular Business Meeting (*Attachment XI-11.a*)
- Mr. Freiling was not present for a report.

### 12. Municipal Liaison

*(Representative - Randall Freiling)*

- Mr. Freiling was not present for a report.

### 13. Home and School Association

*(Representative - Virginia de Haan)*

- Ms. Marcus will be meeting with the Committee over the summer to discuss fund raisers. Ms. Marcus was turned into an ice cream Sunday on the last day of school.

### 14. Negotiations

*(Chairperson - Ellen Suckle)*

## XII. OTHER INFORMATION:

### 1. Discussion Items:

- a. Ms. Marcus discussed changes in the offices.
- b. She will be looking for the new secretary.
- c. We are looking into a new data base for attendance.
- d. As of Friday, Ms. Marcus will become Ms. DiPietropolo
- e. Merit Goals update - Ms. Marcus did a power point presentation on how each goal was met.

**MOTION:** Submission to the County Superintendent the approved and completed goals for the superintendent for the 2012-2013 school year.

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ June 24, 2013**

---

MOVED BY:       Mrs. Suckle                            SECOND BY:       Mrs. Paranzino        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

2. Clementon School Information:
- a. Nurse's Report - May 2013 (*Attachment XII-2.a*)
  - b. Enrollment Report - June 19, 2013 (*Attachment XII-2.b*)
  - c. Administrative Report - May 2013 (*Attachment XII-2.c*)
  - d. Fire/Security Drills Held - May 2013
    - i. Fire Drill:                      05/29/13
    - ii. Security Drill:              05/30/13 (Bomb Threat)

XIII. **PUBLIC:**

No public comments.

MOVED BY:       Mr. Romer                            SECOND BY:       Mr. Dilworth        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

XIV. **EXECUTIVE SESSION:**

Motion to go into Executive Session for personnel and negotiations. No action will be taken.

MOTION:            To move into Executive Session at 8:01 PM.

MOVED BY:       Mrs. Paranzino                            SECOND BY:       Mrs. Suckle        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

MOTION:            To move out of Executive Session at 8:40 PM.

MOVED BY:       Mrs. Suckle                            SECOND BY:       Mr. Dilworth        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

MOTION:            Offer Ms. Lynn Marcus a new contract pending negotiations.

MOVED BY:       Mrs. Suckle                            SECOND BY:       Mr. Romer        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

XV. **ADJOURNMENT:**

MOTION:            To adjourn the meeting at 8:50 PM.

MOVED BY:       Mrs. Suckle                            SECOND BY:       Mrs. Rappold        
ON ROLL CALL VOTE:    MOTION CARRIED: 6-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
July 22, 2013