

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**June 23, 2008**

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	7:35 PM	9:25 PM
Tracy Dougherty	7:30 PM	9:25 PM
Harry Gahm	7:30 PM	9:25 PM
Randall Freiling	8:20 PM	9:25 PM
Steven Manley	7:30 PM	9:25 PM
Sara Paranzino	Absent	--
Ellen Suckle	7:30 PM	9:25 PM
William Weyland	7:30 PM	9:25 PM
Irene Buchalter	7:30 PM	9:25 PM

Quorum present.

Also present were:

- John F. Bigley, Interim Superintendent
- Joanne E. Clement, SBA/Board Secretary
- Russ Weiss, Solicitor

Also present in the audience were:

Members of the community and staff.

**PRESENTATIONS:**

- “Soles for Souls” Art Contest Winners – Mr. John Bigley
- Board Policy Services – New Jersey School Boards Association
- Board Policy Services – Strauss Esmay Associates

**MINUTES:**

**MOTION:** Approve the Minutes of the following meetings:

- May 27, 2008 Regular Meeting (No Executive Session held)
- May 13, 2008 Special Joint Clementon Council/Clementon Board Meeting

**MOVED BY:** Mr. Weyland

**SECOND BY:** Mr. Manley

**ON ROLL CALL VOTE:**

**MOTION CARRIED: 6-0-1**

**(Mrs. de Haan abstained.)**

**PUBLIC - AGENDA ITEMS ONLY:**

None

**MOTION:** To close the public portion of the meeting.

**MOVED BY:** Mr. Manley  
**ON ROLL CALL VOTE:**

**SECOND BY:** Mrs. Dougherty  
**MOTION CARRIED:** 7-0-0

**SUPERINTENDENT'S REPORT:**

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

1. Additions (dated June 2008) to the Source 4 Teachers Master Substitute List for the remainder of the 2007- 2008 school year.
2. Modification of summer hours for the following individual for the Extended Year 2008 Title I Summer School Program:
  - a. **NAME:** Brenda Falkenstein, *Lead Teacher*  
**TIME:** Additional 16 hours  
**SALARIES:** \$29.00 per hour  
**NOTE:** Payable from the No Child Left Behind Title I grant.
3. Employment of Chelsea Eckhardt, Speech Therapist, to perform speech therapy services for student # 1227 for one hour each Wednesday (10:30 AM - 11:30 AM) beginning July 9, 2008 and ending August 13, 2008 at the hourly rate of \$29.00.
4. Personnel for the contracted and non- contracted stipend positions for the 2008-2009 school year.

<b>Activity</b>	<b>Faculty Member</b>	<b>Stipend</b>
Head Coach Boys Basketball	James Butz, Jr.	\$ 1,894
Asst. Coach Boys Basketball	<i>Vacancy</i>	\$ 1,262
Head Coach Girl's Basketball	Candice Collins	\$ 1,894
Asst. Coach Girl's Basketball	Michael O'Brien	\$ 1,262
Head Coach Co- ed Soccer	Rick Koch	\$ 1,894
Asst. Coach Co- ed Soccer	Tina Jenetta	\$ 1,262
Head Coach, Softball	Candice Collins	\$ 1,894
Asst. Coach, Softball	Tina Jenetta	\$ 1,262
Drama	Salvatore Mazzocca	\$ 1,894
Cheerleading	Nicole Palermo	\$ 1,894
Student Government	Karen Stiles	\$ 1,262
National Junior Honor Society	Catherine Bare	\$ 1,147
Band	Kathleen Mitchell	\$ 1,147
Chorus	Salvatore Mazzocca	\$ 1,032
Yearbook	Mary Ellen Haldeman	\$ 976
Art Challenge	Teresa Dougherty	\$ 1,119
Safety Patrol	Kelly Kolody	\$ 804
8 <sup>th</sup> Grade Promotion	Brenda Falkenstein	\$ 689
Score Keeper	<i>Vacancy</i>	\$ 261

Stock Room Supervisor	Maryann Busch	\$ 920
Community Education Director	Kathleen Teschner	\$ 8,035
Camp Clementon Director	Kathleen Teschner	\$ 8,035
News Media Coordinator	Cheryl Branch	\$ 2,300
Substitute Teacher Service	Karen Tropp	\$ 2,615

5. Workshop/Meeting Requests:

- a. EMPLOYEE: Joanne Clement  
 WORKSHOP: Open Discussion for QSAC Process: Planning, Preparation, and Documentation  
 DATE: Wednesday, June 4, 2008  
 COST: \$0.00  
 SPONSOR: Camden County Educational Services Commission
  
- b. EMPLOYEE: Victoria DeVone  
 WORKSHOP: Motivating Challenging, Uninterested, and Hard to Reach Learners  
 DATE: Monday, July 28, 2008  
 COST: \$120.00  
 SPONSOR: Educational Technology Training Center (ETTC)
  
- c. EMPLOYEE: Jessica Ballinghoff  
 WORKSHOP: Motivating Challenging, Uninterested, and Hard to Reach Learners  
 DATE: Monday, July 28, 2008  
 COST: \$120.00  
 SPONSOR: Educational Technology Training Center (ETTC)

6. Community Use of Facilities:

- a. EVENT: Summer Music Camp 2008  
 ORGANIZATION: Community Education  
 PERSON IN CHARGE: Kathleen Mitchell  
 PURPOSE: Offered as an incentive to keep students involved in music all year round. Students can sign up for instrumental music lessons and will also be able to work in a more relaxed atmosphere to improve and get a jump- start on the fall months.  
 DATES: Monday through Thursday, July 7 through July 31, 2008  
 TIME: 8:45 AM to 12:15 PM  
 LOCATION: Music Room and/or MPR Stage  
 PARTICIPANTS: 35- 40 CES music students  
 NOTES: Registrants will be charged \$80.00 to attend. Community Education will receive ten percent of the total registration fees collected with the balance to Kathleen Mitchell.

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

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

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

7. Employment of the following personnel for the 2008- 2009 school year:

- a. POSITION: Educational Media Specialist (Part- Time)  
 NAME: Lisa Mason  
 SALARY: \$21,981.00 per year  
 STEP: 1 BA + 15

HOURS: 2.50 days per week = 18.075 hours  
START DATE: September 1, 2008

b. POSITION: Technology Coordinator  
NAME: Matthew Duffield  
SALARY: \$58,000.00 per year (pro-rated)  
START DATE: On or before July 15, 2008

c. POSITION: Camp Clementon Program Aide  
NAME: Jacob McVicar  
RATE OF PAY: \$7.15 per hour  
START DATE: September 1, 2008

- 8. Employment of Donna Stephan as an independent computer contractor, on an as-needed basis, for the 2008- 2009 school year at an hourly rate of \$60.00.
- 9. Board Policy Services to be provided by Strauss Esmay Associates to update the bylaws/policies and prepare a manual for administrative regulations (procedures) for the Clementon School District at a fee of \$16,000.00.
- 10. Purchase office furniture for the superintendent’s office, principal’s office, and main office not to exceed \$5,000.00.
- 11. Creation of a part- time Physical Education teaching position for the 2008- 2009 school year.

**(Mr. Freiling entered the meeting at 8:20 PM.)**

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

**SECOND BY: Mr. Manley**  
**MOTION CARRIED: 8-0-0**  
**(Mrs. de Haan abstained from item 7C only.)**  
**(Mr. Weyland abstained from item 10 only.)**

**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	\$1,400.00
2.	List # 2	\$69,358.00
3.	List # 3	\$140,267.15
4.	List # 4 (Community Education)	\$7,038.55
5.	List # 5 (Cafeteria)	\$33,435.02
6.	List # 6	\$416,938.60

- 2. Payment Transactions:

a. Approve transfers in the amount of \$78,491.80

b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
05/15/08	From: General To: Payroll	\$201,755.02
05/15/08	From: General To: Agency	\$81,518.23
05/30/08	From: General To: Payroll	\$190,040.87
05/30/08	From: General To: Agency	\$80,001.87

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
05/15/08	To: First Niagara Bank For: Tax Sheltered Annuities	\$7,324.65
05/30/08	To: First Niagara Bank Special For: Tax Sheltered Annuities	\$7,324.65

4. Investment Report:

a. Construction Bond Funds Activity:

Balance as of 04/30/08	\$771,663.98
Interest Earned as of 05/31/08	\$1,091.50
Deposits	\$0.00
Withdrawn for Expenses	\$0.00
Balance as of 05/31/08	\$772,755.48

5. Establish the Petty Cash account in the amount of \$300.00 for the 2008- 2009 school year.

6. School breakfast and lunch prices for the 2008- 2009 school year as follows:  
(Background)

<u>Student</u>		<u>Adult</u>	
Breakfast	\$1.00	Breakfast	\$1.50
Lunch	\$2.00	Lunch	\$3.00

7. Century Consulting rate for the 2008- 2009 school year in the amount of \$115.00 per hour.

8. Bayada Nursing Services for the 2007- 2008 school year in the amount of \$45.00 per hour for RN.

9. Permission for the Superintendent and Business Administrator to pay the bills for the months of July and August 2008.

10. Source 4 Teachers for the 2008- 2009 school year at a daily rate of \$150.24 for the first 500 teachers and \$140.24 for teachers in excess of 500. (This is the same rate as last year.)

11. Bayada Nursing for the 2008- 2009 school year for substitute nursing services at the rate of \$55.00 per hour.

12. Pupil Transportation Services Jointure with Pine Hill Board of Education for the 2008- 2009 school year.

13. Ross Concrete to replace steps at the rear of school building at a cost of \$2,385.00.

14. Charles Reel Company to remove old base coving and replace at a cost of \$4,900.00.

15. Payment of earned, unused sick pay to Donna Stephan in the amount of \$2,800.00 from the 2009- 2010 budget.

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

**SECOND BY:**           Mrs. Dougherty            
**MOTION CARRIED:** 8-0-0

16. WHEREAS, NJSA 18A:24- 54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service

fund of the district; and

WHEREAS, the Clementon Board of Education has determined that \$30,047.00 is available for such transfer;

NOW THEREFORE BE IT RESOLVED by the Clementon Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer to the debt service fund consistent with all applicable laws and regulations.

MOVED BY: Mr. Manley  
ON ROLL CALL VOTE:

SECOND BY: Mr. Freiling  
MOTION CARRIED: 8-0-0

17. WHEREAS, NJSA 18A:21- 2 and NJSA 18A:7G- 13 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 anticipated 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 deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Clementon Board of Education has determined that \$100,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Clementon Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

MOVED BY: Mrs. Suckle  
ON ROLL CALL VOTE:

SECOND BY: Mr. Manley  
MOTION CARRIED: 8-0-0

18. Bayada Nursing Services for # 55- 165 for the 2008- 2009 school year:  
a. RN at a rate of \$55.00 per hour  
b. LPN at a rate of \$45.00 per hour

MOVED BY: Mr. Freiling  
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan  
MOTION CARRIED: 8-0-0

19. Acceptance of the Treasurer's Report and Secretary's Report in accordance with N.J.A.C. 6A:23- 2.11(c)3 and N.J.A.C. 6A23- 2.11(a) for the months of May 2008. The Treasurer's Report and the Secretary's Report are in agreement for the months. The Board Secretary certifies that no line account has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

(Treasurer's Report)  
(Secretary's Report)

Pursuant to N.J.A.C. 6A:23- 2.11(c)4, the Board certifies that as of May 31, 2008, after review of the Secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23- 2.11(b) 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. de Haan  
MOTION CARRIED: 8-0-0

20. Award bid for parking lot underdrain system and resurfacing to:

Command Company, Inc. Base Bid Plus Alt. # 1 \$46,355.00

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

**SECOND BY:**       Mr. Gahm        
**MOTION CARRIED:** 8-0-0

**CORRESPONDENCE**

1. Parent/Guardian letter from John Bigley regarding delivery of supplies for the solar project.

**COMMITTEE REPORTS:**

1. Administrative Evaluation – Self- evaluations were mailed to School Boards.  
(Chairperson – Randall Freiling)
2. Building and Maintenance – Mr. Gahm gave an update on the solar project.  
(Chairperson – Harry Gahm)
3. Camden County Educational Services Commission – Mrs. de Haan gave an update on the White Horse Academy  
(Representative – Virginia de Haan)
4. Camden County School Boards Association – Dinner June 4<sup>th</sup>  
(Representatives – Harry Gahm and Ellen Suckle)
5. Community Education – Mr. Manley reported on mandated meeting for August.  
(Chairperson – Steven Manley)
  - a. Camp Clementon Attendance – May 2008
  - b. Camp Clementon Attendance – June 2008
6. Policy  
(Chairperson – Tracy Dougherty)
7. Core Curriculum and Technology – The committee will be meeting with Mrs. Marcus for 7<sup>th</sup> and 8<sup>th</sup> grade science.  
(Chairperson – Ellen Suckle)
8. Finance  
(Chairperson – Randall Freiling)
9. Legislation – New regulations  
(Representative – William Weyland)
10. Personnel – Executive Session  
(Chairperson – Sara Paranzino)
11. 7<sup>th</sup> and 8<sup>th</sup> Grade Committee – Mr. Manley reported on graduation.  
(Chairperson – Steven Manley)
12. Pine Hill Board of Education  
(Representative – Irene Buchalter)
  - a. Minutes from the April 22, 2008 Reorganization Meeting
  - b. Minutes from the April 22, 2008 Worksession/Regular Business Meeting
  - c. Minutes from the May 8, 2008 Special Meeting
13. Municipal Alliance – Nothing new  
(Representative – William Weyland)

**OTHER INFORMATION:**

1. Designation of Clementon Elementary School as a 2007 Just for the Kids–New Jersey Benchmark School as published in the June 12, 2008 edition of “The Courier-Post” and courierpostonline.com.
2. Clementon School Information:
  - a. Fire Drill Data – May 2008
  - b. Suspension Report – May 2008 (29 Suspensions)
  - c. Nurse’s Board Reports – May 2008 and June 2008
  - d. Enrollment Reports – May 30, 2008 and June 17, 2008

**PUBLIC:**

- Ms. Kelly Kolody requested permission to address the Board of Education regarding “Alex’s Lemonade Stand” Clementon Carnival Day.

**MOTION:** To close the public portion of the meeting.

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

**SECOND BY:**       Mr. Gahm        
**MOTION CARRIED:** 8-0-0

**EXECUTIVE SESSION:**

**MOTION:** To move into Executive Session at 8:50 PM.

Mrs. Buchalter read the Open Public Meeting Acts Notice to move into a closed session for the purpose of discussing the contract for the superintendent.

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

**SECOND BY:**       Mrs. Dougherty        
**MOTION CARRIED:** 8-0-0

**MOTION:** To return from closed session at 9:10 PM.

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

**SECOND BY:**       Mr. Gahm        
**MOTION CARRIED:** 8-0-0

Item for Action – Mrs. Buchalter recommended amending the contract for the superintendent as follows:

POSITION:	Superintendent
NAME:	Michael Adams
SALARY:	\$116,000.00 per year
START DATE:	July 1, 2008

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

**SECOND BY:**       Mr. Freiling        
**MOTION CARRIED:** 7-0-1  
(Mr. Weyland abstained.)

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 9:25 PM.

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

**SECOND BY:**       Mr. Manley        
**MOTION CARRIED:** 8-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
June 23, 2008