

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
November 24, 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	7:30 PM	9:35 PM
Tracy Dougherty	Absent	--
Harry Gahm	7:30 PM	9:35 PM
Randall Freiling	7:30 PM	9:35 PM
Steven Manley	7:30 PM	9:35 PM
Sara Paranzino	7:30 PM	9:35 PM
Ellen Suckle	7:30 PM	9:35 PM
William Weyland	7:30 PM	9:35 PM
Irene Buchalter	7:30 PM	9:35 PM

Quorum present.

Also present were:

Michael W. Adams, Superintendent
Joanne E. Clement, SBA/Board Secretary
Frank Cavallo, Jr., Esq., Solicitor

Also present in the audience were:

Members of the community and staff.

PRESENTATIONS:

- *November 2008 Superstars of the Month* – Mr. Albert Wagner
 - Nicole Miller – Kindergarten
 - Valery Cerna – Fourth Grade
 - Taylor Vanore – Sixth Grade
- *District Adequate Yearly Progress* – Mr. Michael Adams, Ms. Lynn Marcus, Mr. Albert Wagner
- *"Letters to the Troops" Gift to CES* – Mrs. Kathleen Batchelor
- *October 2008 Manner Banner, Class 3B* – Mr. Michael Adams, Ms. Lynn Marcus, Mr. Albert Wagner

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MINUTES:

MOTION: Approve the Minutes of the following meeting:

- October 7, 2008 Special Meeting with Pine Hill Board of Education
- October 27, 2008 Special Meeting – Violence and Vandalism Reporting
- October 27, 2008 Regular Meeting (No Executive Session held.)

MOVED BY: Mr. Weyland
ON ROLL CALL VOTE:

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

PUBLIC – AGENDA ITEMS ONLY:

No comments from the public.

MOTION: To close the public portion of the meeting.

MOVED BY: Mr. Gahm
ON ROLL CALL VOTE:

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

SUPERINTENDENT'S REPORT:

1. Request for medical leave of absence from employee # 150, beginning approximately May 15, 2009 through the remainder of the 2008- 2009 school year utilizing all available illness days, and uncompensated time utilizing Family Medical Leave.
2. Employment of the following individuals for the 2008- 2009 school year:
 - a. POSITION: Part-Time Clerical Aide to the Assistant Principal
NAME: Amanda Reiser
RATE OF PAY: \$7.50 per hour
HOURS: Four hours per day, five days per week
START DATE: November 25, 2008
 - b. POSITION: Part-Time Student Supervision Aide
NAME: Julie Henry
RATE OF PAY: \$7.15 per hour
HOURS: Two hours per day, five days per week
START DATE: November 25, 2008
 - c. POSITION: Part-Time Student Supervision Aide
NAME: Ella Lucha
RATE OF PAY: \$7.15 per hour
HOURS: Two hours per day, five days per week
START DATE: November 25, 2008
 - d. NAME: Jeremy Cruz
POSITION: Part-Time Substitute Custodian
RATE OF PAY: \$7.50 per hour, not to exceed 20 hours per week
3. Employment of the following individuals as substitute teachers for the 2008- 2009 Title I Extended Day Program:
 - a. Michelle Cirrincione
 - b. Tina Jennetta
 - c. Charity Knecht
 - d. Nicole Palermo
 - e. Karen Tropp

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4. Addition to the Clementon School District 2008- 2009 Substitute List:
 - a. NAME: Adrienne Ruffin
POSITION: Substitute Teacher
5. Certified staff salary adjustments for the 2009- 2010 school year due upon satisfactory completion of graduate courses:
 - a. EMPLOYEE: Chelsea Eckhardt
COMPLETION: July 2009
NEW STEP: 2BA+ 30
NEW SALARY: \$46,555.00 per year
 - b. EMPLOYEE: Jamie Kosmaczewski
COMPLETION: August 2009
NEW STEP: 5 MA+ 15
NEW SALARY: \$49,600.00 per year
 - c. EMPLOYEE: Bonnie Bhasin
COMPLETION: August 2009
NEW STEP: 10 MA+ 15
NEW SALARY: \$58,750.00 per year
 - d. EMPLOYEE: Candice Collins
COMPLETION: November 2008
NEW STEP: 6 MA
NEW SALARY: \$48,450.00 per year
 - e. EMPLOYEE: Tina Jennetta
COMPLETION: November 2008
NEW STEP: 7 MA
NEW SALARY: \$49,150.00 per year
6. Workshop/Meeting Requests:
 - a. EMPLOYEE: Priscilla Taylor
WORKSHOP: Narrative Writing Workshop
DATE: Wednesday, December 3, 2008
COST: \$0.00
SPONSOR: Empowering Writers
 - b. EMPLOYEE: Dawn Monacella
MEETING: Camden County Technical School Meeting and Luncheon
DATE: Friday, December 5, 2008
COST: \$0.00
SPONSOR: Camden County Technical School
 - c. EMPLOYEE: Janice Breon
MEETING: Camden County Technical School Meeting and Luncheon
DATE: Friday, December 5, 2008
COST: \$0.00
SPONSOR: Camden County Technical School
 - d. EMPLOYEE: Joanne Clement
WORKSHOP: IDEA Final Report Training
DATE: Monday, December 8, 2008
COST: \$0.00
SPONSOR: NJ Department of Education

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- e. EMPLOYEE: Carol Kellogg
WORKSHOP: Up Close and Personal
DATE: Monday, December 8, 2008
COST: \$0.00
SPONSOR: NJ Disaster Mental Health/Mental Health Association of NJ

- f. EMPLOYEE: Terry Farrell
MEETING: Development of SOP and Internal Controls, and Luncheon
DATE: Wednesday, December 10, 2008
COST: \$15.00
SPONSOR: New Jersey Association of School Business Officials

- g. EMPLOYEE: Maryann Busch
MEETING: Development of SOP and Internal Controls, and Luncheon
DATE: Wednesday, December 10, 2008
COST: \$15.00
SPONSOR: New Jersey Association of School Business Officials

- h. EMPLOYEE: Christine Barrett
MEETING: CCASA Roundtable Meeting and Luncheon
DATE: Friday, December 12, 2008
COST: \$0.00
SPONSOR: Camden County Association of School Administrators

- i. EMPLOYEE: Cheryl Pataky
WORKSHOP: Response to Intervention: Implementation and Strategies
DATE: Wednesday, December 17, 2008
COST: \$199.00
SPONSOR: Bureau of Education and Research
NOTE: Payable from Title I and Professional Development Funds

- j. EMPLOYEE: Dawn Monacella
WORKSHOP: Response to Intervention: Implementation and Strategies
DATE: Wednesday, December 17, 2008
COST: \$199.00
SPONSOR: Bureau of Education and Research
NOTE: Payable from Title I and Professional Development Funds

- k. EMPLOYEE: Lynn Marcus
WORKSHOP: Creative Curriculum Visitation
DATE: Thursday, January 22, 2009
COST: \$0.00
SPONSOR: Child Family Center

- l. EMPLOYEE: Jan Thurston
WORKSHOP: Creative Curriculum Visitation
DATE: Thursday, January 22, 2009
COST: \$0.00
SPONSOR: Child Family Center

- m. EMPLOYEE: Jessica Ballinghoff
WORKSHOP: Advanced Guided Reading Strategies, Practical Ideas to Maximize the Effectiveness
DATE: Monday, January 26, 2009
COST: \$199.00
SPONSOR: Bureau of Education and Research

- n. EMPLOYEE: Catherine Bare
WORKSHOP: Annual NJ Association for Gifted Children Conference
DATE: Thursday, February 26 and Friday, February 27, 2009

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COST: \$260.00
SPONSOR: New Jersey Association for Gifted Children

- o. EMPLOYEE: Brenda Falkenstein
WORKSHOP: Using Guided Reading to Accelerate Success
DATE: Friday, March 27, 2009
COST: \$199.00
SPONSOR: Bureau of Education Research
- p. EMPLOYEE: Lorraine Winters
WORKSHOP: Using Guided Reading to Accelerate Success
DATE: Friday, March 27, 2009
COST: \$199.00
SPONSOR: Bureau of Education Research
- q. EMPLOYEE: Lisa Mason
WORKSHOP: Winners! A Closer Look at the Year's 100 Best Books
DATE: Tuesday, April 28, 2009
COST: \$179.00
SPONSOR: Libraries Unlimited

7. School Activities:

- a. EVENT: **Student Government Winter Dance**
FACULTY SPONSOR: Karen Stiles
DATE: Friday, December 19, 2008
TIME: 7:00 PM – 9:00 PM
LOCATION: Multi- Purpose Room
PARTICIPANTS: Students in grades six, seven, and eight.
- b. EVENT: **New Jersey State Police Canine Visitation**
DATE: Thursday, March 12, 2009
TIME: 2:00 PM
LOCATION: Multi- Purpose Room
PARTICIPANTS: Mrs. Tropp and students in grade four.
PRESENTER: New Jersey State Police Trooper II Scott Poulton and an associate unit member accompanied by their canine partners. (From the New Jersey State Police Canine Unit Training Academy.)
NOTE: This is a continuation of the fourth grade students learning about service dogs, as noted above.
- c. EVENT: **Student Government Spring Dance**
FACULTY SPONSOR: Karen Stiles
DATE: Friday, May 22, 2009
TIME: 7:00 PM – 9:00 PM
LOCATION: Multi- Purpose Room
PARTICIPANTS: Students in grades six, seven, and eight.
- d. EVENT: **DARE Dance**
FACULTY SPONSOR: Tina Jennetta
DATE: Friday, May 29, 2009
TIME: 6:00 PM – 8:30 PM
LOCATION: Multi- Purpose Room
PARTICIPANTS: Students in grades six, seven, and eight.
- e. EVENT: **Student Government Lip Sync Contest**
FACULTY SPONSOR: Karen Stiles
DATE: Thursday, June 11, 2009
TIME: 3:15 PM – 4:15 PM

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LOCATION: Multi- Purpose Room
PARTICIPANTS: Students in grades five through eight and staff members.

8. Community Use of Facilities:

- a. ORGANIZATION: South Jersey Bandits Softball
PERSON IN CHARGE: Richard Hohenberger
SPONSOR: Community Education
PURPOSE: Girls Softball Practice and Drills (using indoor balls)
DATES: Tuesdays and Thursdays (or whatever days are available)
November 25, 2008 through April 2, 2009
TIME: 6:00 PM – 7:30 PM
LOCATION: Multi- Purpose Room and Gym
- b. ORGANIZATION: I9 Sports
PERSON IN CHARGE: Michael Pohlman
SPONSOR: Community Education
PURPOSE: Basketball Games
DATES: Available weekdays Monday through Friday
January 5, 2009 through February 22, 2009
TIME: Evenings; two or three hours
LOCATION: Multi- Purpose Room and Gym

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

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

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

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

9. Acceptance, with regret, of the retirement notification from Carol Kellogg, School Nurse, as of June 30, 2009.
10. Payment of earned, unused sick time to Carol Kellogg after her retirement as per the Collective Bargaining Agreement.
11. Workshop Requests:
- a. EMPLOYEE: Albert Wagner
WORKSHOP: Classroom Walkthroughs with H.E.A.T.
DATE: Thursday, December 4, 2008
COST: \$0.00
SPONSOR: Loti Connection
- b. EMPLOYEE: Cheryl Pataky
WORKSHOP: Classroom Walkthroughs with H.E.A.T.
DATE: Thursday, December 4, 2008
COST: \$0.00
SPONSOR: Loti Connection
- c. EMPLOYEE: Michael Adams
WORKSHOP: Classroom Walkthroughs with H.E.A.T.
DATE: Friday, December 5, 2008
COST: \$0.00
SPONSOR: Loti Connection
- d. EMPLOYEE: Lynn Marcus
WORKSHOP: Classroom Walkthroughs with H.E.A.T.
DATE: Friday, December 5, 2008
COST: \$0.00

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SPONSOR: Loti Connection

- e. EMPLOYEE: Janice Breon
WORKSHOP: Up Close and Personal
DATE: Monday, December 8, 2008
COST: \$0.00
SPONSOR: NJ Disaster Mental Health/Mental Health Association of NJ

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

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

12. Clementon PTA Items:

- a. EVENT: **Santa's Workshop Family Night**
DATE: Thursday, December 11, 2008
TIME: 5:30 PM – 7:00 PM
LOCATION: Media Center
- b. EVENT: **Assembly – “The Plant That Ate Dirty Socks”**
PRESENTER: Theatreworks USA
DATE: Tuesday, December 16, 2008
TIME 1: 10:00 AM
TIME 2: 1:00 PM
LOCATION: Multi- Purpose Room
PARTICIPANTS: Students in preschool through grade five.
NOTE: The PTA will fund this assembly as part of its Arts In Education Committee.
- c. EVENT: **Assembly – “LIVE Gameshow”**
PRESENTER: Unique Entertainment
DATE: Friday, June 5, 2009
TIME: TBA – during the morning
LOCATION: Gym
PARTICIPANTS: Students in grades six through eight.
NOTE: The PTA will fund this assembly as part of its Arts In Education Committee.

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

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

13. Community Use of Facilities:

- a. ORGANIZATION: 8th Grade Semi- Formal Dance Committee
PERSON IN CHARGE: Christy Fabian- Manley
SPONSOR: Community Education
PURPOSE: Committee will discuss ideas for fundraising for the semi-formal dance, details, and decision making.
DATES: First Tuesday of each month,
December 2, 2008 through June 2, 2009
TIME: 7:00 PM – 8:00 PM
LOCATION: Media Center

MOVED BY: Mrs. Suckle
ON ROLL CALL VOTE:

SECOND BY: Mrs. de Haan
MOTION CARRIED: 7-0-1
(Mr. Manley abstained.)

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14. Discussion Items:
- a. Essay Contest
 - b. Informal Observations
 - c. School Leadership Team Meeting
 - d. Solar Panels – Publicity

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)	\$8,498.16
2. List # 2	\$148,856.81
3. List # 3	\$366,761.38

2. Payment Transactions:

- a. Approve transfers in the amount of \$50,690.00.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
10/15/08	From: General To: Payroll	\$126,082.68
10/15/08	From: General To: Agency	\$83,979.00
10/30/08	From: General To: Payroll	\$128,487.62
10/30/08	From: General To: Agency	\$83,990.91

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
10/15/08	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,606.65
10/30/08	To: First Niagara Bank Special For: Tax Sheltered Annuities	\$6,065.65

4. Investment Report:

a. Construction Bond Funds Activity:

Balance as of 09/30/08	\$187,688.93
Interest Earned as of 10/30/08	\$214.61
Deposits	\$0.00
Withdrawn for Expenses	\$0.00
Balance as of 10/30/08	\$187,903.54

5. Homebound instruction for student # 2051 provided by Burlington County Special Services School District at a rate of \$40.00 per hour.
6. Close out the Clementon Cafeteria Account and transfer balance to the General Fund as per auditor.
7. Sale of manual lift to Waterford Township Board of Education for \$500.00.
8. Resolution to amend the Long Range Facilities Plan.

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9. Purchase five SMART Boards in the amount of \$10,074.00, which includes accessories and a two hour training session, as per the lowest quote indicated below from Total Video Products, Inc.

Quotes Received From:

- Logical Choice Technologies - \$15,534.27 (no carts included)
- Keyboard Consultants, Inc. - \$10,746.00 (no carts included)
- **Total Video Products, Inc. - \$10,074.00 (including carts)**

10. Lease copiers for the main office and faculty room from IKON for 48 months at a monthly payment of \$1,877.42 (\$55.44 less per month).

11. 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 **October 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 **October 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. de Haan**
ON ROLL CALL VOTE:

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

CORRESPONDENCE:

1. October 2008 Food Service Update from Nutri-Serve Food Management, Inc.
2. Letter from Michael Adams to parents/guardians regarding the practice lock down drill on October 23, 2008.
3. New Jersey Department of Education/National Institute for Early Education Research's Preschool Expansion Needs Assessment Research Study.

COMMITTEE REPORTS:

1. Administrative Evaluation – Board Goals
(Chairperson – *Randall Freiling*)

MOTION: Acceptance of Board Goals with changes.

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

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

2. Building and Maintenance – Gave report.
(Chairperson – *Harry Gahm*)
3. Camden County Educational Services Commission – Gave report.
(Representative – *Virginia de Haan*)

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- f. National Junior Honor Society Induction Ceremony
1:45 PM – 2:45 PM, March 27, 2009; Multi- Purpose Room
- g. Athletic Awards Assembly
1:30 PM – 2:45 PM, May 19, 2009; Multi- Purpose Room
- h. Aladdin Show
7:00 PM, May 27, 2009; Multi- Purpose Room
- i. Shakespeare Festival
1:45 PM – 3:00 PM, June 11, 2009; Multi- Purpose Room

PUBLIC:

None

MOTION: To close the public portion of the meeting.

MOVED BY: Mrs. Paranzino
ON ROLL CALL VOTE:

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

EXECUTIVE SESSION:

MOTION: To move into Executive Session at 8:35 PM.

Mrs. Buchalter read the Open Public Meeting Acts Notice to move into a closed session for the purpose of discussing personnel and legal issues. Action may be taken after Executive Session.

MOVED BY: Mrs. Paranzino
ON ROLL CALL VOTE:

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

MOTION: To return from closed session at 9:25 PM.

MOVED BY: Mr. Gahm
ON ROLL CALL VOTE:

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

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

1. Contract with Source 4 Teachers from January 1, 2009 through June 30, 2009.
2. Release Karen Tropp from Substitute Sub- Service

MOVED BY: Mr. Gahm
ON ROLL CALL VOTE:

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

ADJOURNMENT:

MOTION: To adjourn the meeting at 9:35 PM.

MOVED BY: Mr. Gahm
ON ROLL CALL VOTE:

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
December 22, 2008