

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ February 23, 2009**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
February 23, 2009

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	9:10 PM
Tracy Dougherty	Absent	--
Randall Freiling	8:00 PM	9:10 PM
Harry Gahm	7:30 PM	9:10 PM
Steven Manley	Absent	--
Sara Paranzino	7:30 PM	9:10 PM
Ellen Suckle	7:30 PM	9:10 PM
William Weyland	7:30 PM	9:10 PM
Irene Buchalter	7:30 PM	9:10 PM

Quorum present.

Also present were:

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

Also present in the audience were:

Members of the community and staff.

**PRESENTATIONS:**

- *Smart Board Presentation* – Mrs. Karen Stiles and Mrs. Kimberly Schultz
- *February 2009 Superstars of the Month* – Mr. Albert Wagner
  - Janee’ Sewell – First Grade
  - Jacob Traenkner – Fifth Grade
  - Taylur Warthen – Eighth Grade
- *January 2009 Manner Banner, Class 7B* – Mr. Michael Adams, Ms. Lynn Marcus, and Mr. Albert Wagner

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**MINUTES:**

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

- January 26, 2009 Regular Meeting and Executive Session

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

**SECOND BY:** \_\_\_\_\_ **Mrs. de Haan** \_\_\_\_\_  
**MOTION CARRIED:** 5-0-1  
 (Mr. Weyland abstained.)

**PUBLIC - AGENDA ITEMS ONLY:**

Councilman David Cornwell, Liaison from Borough Council, asked for approval to host a Guitar Hero Competition on April 3, 2009 and May 8, 2009 in the Multi-Purpose Room. President Buchalter asked Mrs. Teschner to provide Councilman Cornwell with the proper application for submittal at the next board meeting.

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

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

**SECOND BY:** \_\_\_\_\_ **Mr. Gahm** \_\_\_\_\_  
**MOTION CARRIED:** 6-0-0

**SUPERINTENDENT'S REPORT:**

1. Additions (dated February 2009) to the Source 4 Teachers master substitute list.
2. Community Education's Spring 2009 courses beginning March 9, 2009 for a duration of four weeks.
3. Employment of the following individuals for the Community Education Spring 2009 courses:
  - a. POSITION: Instructor – Cooking for Fun (Children)  
 NAME: Tracy Stefan  
 RATE OF PAY: \$29.00 per session; four sessions maximum
  - b. POSITION: Instructor – Board Games for Fun (Children)  
 NAME: Suzanne McClernan  
 RATE OF PAY: \$14.50 per session; four sessions maximum
  - c. POSITION: Instructor – Basketball I (Children)  
 NAME: James Butz  
 RATE OF PAY: \$29.00 per session; four sessions maximum
  - d. POSITION: Instructor – Fun and Games (Children)  
 NAME: James Butz  
 RATE OF PAY: \$29.00 per session; four sessions maximum
  - e. POSITION: Instructor – Floor Hockey (Children)  
 NAME: Richard Hohenberger  
 RATE OF PAY: \$14.50 per session; four sessions maximum
  - f. POSITION: Instructor – Arts and Crafts (Children)  
 NAME: Eileen Beach  
 RATE OF PAY: \$14.50 per session; four sessions maximum
  - g. POSITION: Instructor – Scrapbooking Memories (Children)

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- NAME: Nicole Palermo  
RATE OF PAY: \$29.00 per session; four sessions maximum
- h. POSITION: Instructor – Flip for Fun (Children)  
NAME: Alicia Heverly  
RATE OF PAY: \$29.00 per session; four sessions maximum
- i. POSITION: Instructor – CPR (Adults)  
NAME: American Red Cross  
RATE OF PAY: To be determined; three sessions maximum
- j. POSITION: Instructor – Flower Arranging (Adults)  
NAME: Debbie Briggs  
RATE OF PAY: \$14.50 per session; four sessions maximum
- k. POSITION: Instructor – Yoga (Adults)  
NAME: Michelle Baldino  
RATE OF PAY: \$14.50 per session; four sessions maximum
- l. POSITION: Instructor – Volleyball (Adults)  
NAME: Joseph Cassella  
RATE OF PAY: \$14.50 per session; four sessions maximum
- m. POSITION: Substitute Instructor  
NAME: Susan Brown  
RATE OF PAY: \$14.50 per session; four sessions maximum
- n. POSITION: Substitute Instructor  
NAME: James Butz  
RATE OF PAY: \$29.00 per session; four sessions maximum
4. Summer 2009 Child Study Team Work:
- a. POSITION: School Psychologist/CST Coordinator  
NAME: Dawn Monacella  
RATE OF PAY: \$333.26 per diem  
DATES: July 8, 2009; July 28, 2009; August 17, 2009;  
September 4, 2009
5. Course Permission/Tuition Reimbursement Requests:
- a. EMPLOYEE: Lynn Marcus  
COURSE TITLE: Leadership Theory  
UNIVERSITY: Rowan University  
COURSE TUITION: \$2,336.70  
COURSE REIMBURSEMENT: A maximum of \$2,000.00 for the 2008-2009 school  
year upon successful completion and confirmation of  
acceptable grades.  
SEMESTER: Spring 2009
6. Student Teacher Field Experience Request:
- a. Cooperating Teacher: Marianne Williams  
Grade: Two  
Camden County College Student: Tiffany Beach  
Field Experience: “Teaching, An Introduction to the Profession”  
Dates: 15 hours during Spring 2009

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7. New 2009- 2010 Language Arts Literacy Series

- a. Kindergarten through Sixth Grade: Harcourt School Publishers, "StoryTown"
- b. Seventh and Eighth Grade: Holt McDougal, "Elements of Literature"

8. Workshop/Meeting Requests:

- a. EMPLOYEE: Michael Adams  
MEETING: Annual CCSBA 8<sup>TH</sup> Grade Dialogue and Dessert Reception  
LOCATION: Eastern Regional Intermediate School, Voorhees, NJ  
DATE: Wednesday, March 11, 2009  
COST: \$0.00  
SPONSOR: Camden County School Boards Association
- b. EMPLOYEE: Joanne Clement  
MEETING: Annual CCSBA 8<sup>TH</sup> Grade Dialogue and Dessert Reception  
LOCATION: Eastern Regional Intermediate School, Voorhees, NJ  
DATE: Wednesday, March 11, 2009  
COST: \$0.00  
SPONSOR: Camden County School Boards Association
- c. EMPLOYEE: Lynn Marcus  
MEETING: Annual CCSBA 8<sup>TH</sup> Grade Dialogue and Dessert Reception  
LOCATION: Eastern Regional Intermediate School, Voorhees, NJ  
DATE: Wednesday, March 11, 2009  
COST: \$0.00  
SPONSOR: Camden County School Boards Association
- d. EMPLOYEE: Albert Wagner  
MEETING: Annual CCSBA 8<sup>TH</sup> Grade Dialogue and Dessert Reception  
LOCATION: Eastern Regional Intermediate School, Voorhees, NJ  
DATE: Wednesday, March 11, 2009  
COST: \$0.00  
SPONSOR: Camden County School Boards Association
- e. EMPLOYEE: Michael Adams  
WORKSHOP: NJASK Test Coordinator Training  
LOCATION: Enterprise Center, Mount Laurel, NJ  
DATE: Tuesday, March 17, 2009  
COST: \$0.00  
SPONSOR: NJ Department of Education
- f. EMPLOYEE: Lynn Marcus  
WORKSHOP: NJASK Test Coordinator Training  
LOCATION: Enterprise Center, Mount Laurel, NJ  
DATE: Tuesday, March 17, 2009  
COST: \$0.00  
SPONSOR: NJ Department of Education
- g. EMPLOYEE: Janice Breon  
WORKSHOP: NJASK Test Coordinator Training  
LOCATION: Enterprise Center, Mount Laurel, NJ  
DATE: Tuesday, March 17, 2009  
COST: \$0.00  
SPONSOR: NJ Department of Education

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- h. EMPLOYEE: Cheryl Pataky  
 WORKSHOP: NJASK Test Coordinator Training  
 LOCATION: Enterprise Center, Mount Laurel, NJ  
 DATE: Tuesday, March 17, 2009  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- i. EMPLOYEE: Kelly Kolody  
 WORKSHOP: Motivating the Unmotivated  
 LOCATION: BER, Cherry Hill, NJ  
 DATE: Tuesday, March 24, 2009  
 COST: \$199.00  
 SPONSOR: Bureau of Education and Research
- j. EMPLOYEE: Rick Koch  
 WORKSHOP: Engaging the Disaffected Student: Analyzing and Responding to Student Behavior Issues  
 LOCATION: Quality Inn, Maple Shade, NJ  
 DATE: Wednesday, March 25, 2009  
 COST: \$0.00  
 SPONSOR: Southern Regional Institute and ETTC
- k. EMPLOYEE: Janice Breon  
 WORKSHOP: Engaging the Disaffected Student: Analyzing and Responding to Student Behavior Issues  
 LOCATION: Quality Inn, Maple Shade, NJ  
 DATE: Wednesday, March 25, 2009  
 COST: \$0.00  
 SPONSOR: Southern Regional Institute and ETTC
- l. EMPLOYEE: Joanne Clement  
 WORKSHOP: NJASBO Conference  
 LOCATION: Bally's at Atlantic City  
 DATES: May 6, 7, and 8, 2009  
 COST: \$520.00  
 SPONSOR: NJ Association of School Business Officials

### 9. School Activities:

- a. EVENT: **“Math-A-Thon” Fundraiser**  
 FACULTY SPONSOR: Charity Knecht and Rick Koch  
 DATES: February 24, 2009 through March 20, 2009  
 PARTICIPANTS: Students in grades Kindergarten through eight.  
 NOTE: Math- A- Thon is an educational fundraiser that benefits St. Jude’s Children’s Research Hospital. With parental permission, students can take part in this fundraiser by obtaining sponsors and completing their “Math Funbooks”. After completing the math problems, students collect donations from their sponsors. The math problems the students complete are designed to improve math and comprehension skills. Participation also helps the students understand the importance of helping others.
- b. EVENT: **Jump Rope for Heart Fundraiser**  
 FACULTY SPONSORS: James Butz and Alicia Heverly  
 DATES: March 2009  
 PARTICIPANTS: Students in grades kindergarten through five

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NOTE: Students will raise money and then participate in various jump rope games and activities during P.E. classes.

10. Community Use of Facilities:

- a. ORGANIZATION: Clementon Borough Special Events  
 SPONSOR: Community Education  
 PURPOSE: Little Miss and Mister Clementon Pageant  
 DATE: Saturday, March 14, 2009  
 TIME: 12:00 PM – 2:00 PM  
 LOCATION: Multi-Purpose Room and Stage  
 ESTIMATED ATTENDANCE: 25 adults; 25 children

MOVED BY:       Mrs. Paranzino        
 ON ROLL CALL VOTE:

SECOND BY:       Mr. Gahm        
 MOTION CARRIED: 6-0-0

11. Employment of the following individual for the Community Education Spring 2009 Courses:

- a. POSITION: Instructor – Geocaching (Family Course)  
 NAME: Sheila Freiling  
 RATE OF PAY: \$14.50 per session; four sessions maximum

MOVED BY:       Mr. Weyland        
 ON ROLL CALL VOTE:

SECOND BY:       Mr. Gahm        
 MOTION CARRIED: 6-0-0

12. Additional Clementon PTA Fundraisers:

- a. NAME: Joe Corbi's Pizza Fundraiser  
 DATES: Monday, March 9 through Friday, March 20, 2009  
 ITEMS TO BE SOLD: Pizza Kits and Cheese Breads
- b. EVENT: Fat Jack's Night  
 DATE: Tuesday, March 24, 2009  
 TIME: 4:00 PM – 8:00 PM  
 LOCATION: Fat Jack's, Blackwood- Clementon Road, Clementon, NJ  
 NOTE 1: A percentage of the sales made during the specified time above will be donated to the Clementon PTA.  
 NOTE 2: Information advertising this event will be sent home with students, a floor decal will be placed in the cafeteria, and Fat Jack's mascot will visit during lunchtime to promote this fundraiser.

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

SECOND BY:       Mrs. Suckle        
 MOTION CARRIED: 5-0-1  
 (Mr. Weyland abstained.)

Mr. Freiling entered the meeting at 8:00 PM.

13. Discussion Items:

- a. Video equipment for Access Channel (Channel 19) in the amount of \$2,000.00 for equipment

MOVED BY:       Mr. Gahm        
 ON ROLL CALL VOTE:

SECOND BY:       Mrs. Suckle        
 MOTION CARRIED: 6-0-1  
 (Mrs. de Haan abstained.)

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b. New Professional Development Plan and Annual Summary Evaluation Forms

MOVED BY: Mr. Gahm  
ON ROLL CALL VOTE:

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

c. Informal Observation Forms

MOVED BY: Mr. Gahm  
ON ROLL CALL VOTE:

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

- d. Lockdown Drill – January 30, 2009
- e. Board Policy Update
- f. “Read Across America” next week
- g. Classroom Aide for the 2009- 2010 school year

Appoint Ms. Lynn Marcus as Affirmative Action Officer and Mr. Michael Adams as District Safety Coordinator.

MOVED BY: Mrs. Suckle  
ON ROLL CALL VOTE:

SECOND BY: Mrs. Paranzino  
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)	\$9,173.40
2. List # 2	\$465,614.28
3. List # 3	\$435,385.55

2. Payment Transactions:

- a. Approve transfers in the amount of \$9,985.00.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
01/15/09	From: General To: Payroll	\$127,996.09
01/15/09	From: General To: Agency	\$84,137.96
01/30/09	From: General To: Payroll	\$125,177.88
01/30/09	From: General To: Agency	\$83,341.20

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
01/15/09	To: First Niagara Bank For: Tax Sheltered Annuities	\$5,956.65
01/30/09	To: First Niagara Bank Special For: Tax Sheltered Annuities	\$5,781.65

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4. Investment Report:
- a. Construction Bond Funds Activity:
 

Balance as of 12/30/08	\$337,838.94
Interest Earned as of 01/30/09	\$100.43
Deposits	\$0.00
Withdrawn for Expenses	\$0.00
Balance as of 01/30/09	\$337,939.37
5. Special Board of Education meeting on March 16, 2009 at 7:00 PM to approve tentative 2009- 2010 school district budget.
6. Special Board of Education meeting on April 2, 2009 at 7:00 PM for the purpose of holding a Public Hearing on the 2009- 2010 school district budget.
7. Out of district placement for student MC to New Jersey Regional Day School starting February 6, 2009 through June 30, 2009 at the tuition rate of \$43,000.00 (pro-rated).
8. Award food service contract to Nutri-Serve Food Management, Inc. for the 2009-2010 school year at the management fee of \$12,870.00 (3% increase).
9. Resolution to procure a solar system through a grant from the New Jersey Board of Public Utilities.
10. Resolution to extend Bid A- 57 between Camden County Cooperative and Office Basics to purchase office supplies.
11. Attendance at the Camden County School Boards Association 8<sup>th</sup> Grade Dialogue on March 11, 2009 at Eastern Regional Intermediate School starting at 6:30 PM at no cost to the district:
- a. Irene Buchalter
  - b. Virginia de Haan
  - c. Harry Gahm
  - d. Tracy Dougherty
  - e. Randall Freiling
  - f. Steven Manley
  - g. Sara Paranzino
  - h. Ellen Suckle
  - i. William Weyland
12. 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 **January 2009**. 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 **January 31, 2009**, 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: Mr. Gahm  
ON ROLL CALL VOTE:

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



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1. January 2009 Food Service Update from Nutri-Serve Food Management, Inc.
2. Letter from Michael Adams to parent/guardians regarding the practice lockdown drill held on January 30, 2009.
3. Notification from the New Jersey Department of Education, Office of Special Education Programs, that Clementon School District meets the requirements of the Individuals with Disabilities Education Act of 2004 (IDEA 2004).
4. Letter from Margaret Nicolosi, Executive County Superintendent, and Rita Hanna, Interim County Business Administrator, regarding the 2009-2010 school district budget submission.

**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(*Chairperson - Randall Freiling*)
  - Superintendent forms handed out. Please return to Board Office by March 12, 2009.
2. Building and Maintenance  
(*Chairperson - Harry Gahm*)
  - Application and grant have been submitted. Bid documents are being worked on. Bid sometime in April. Mrs. Clement will contact three or four architects for the committee to interview.
3. Camden County Educational Services Commission  
(*Representative - Virginia de Haan*)
  - Mrs. de Haan reported that the Commission approved their budget at their last meeting.
4. Camden County School Boards Association  
(*Representatives - Harry Gahm and Ellen Suckle*)
  - Board will be attending next meeting on 8<sup>th</sup> Grade Dialogue.
5. Community Education  
(*Chairperson - Steven Manley*)
  - Mr. Manley was not present.
    - a. Camp Clementon Attendance - January 2009
6. Policy  
(*Chairperson - Tracy Dougherty*)
  - Mrs. Dougherty was not present.
7. Core Curriculum and Technology  
(*Chairperson - Ellen Suckle*)
  - Mrs. Suckle reported: The Technology Department has been hard at work this month with several ongoing projects in various areas to improve the district's technology utilization and presence. We have been, and continue to, move more content to the new website template; we have begun to revive retired servers; and we have assisted the instructional staff with setting up and using the new Smart Board technology in the classroom. We have also received the newest batch of 35 machines and finished imaging their hard disks.

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In an effort to improve the professional appearance of the district's website, the Technology Department has migrated more content from the old site design to the new template. Of particular interest to the present company is the newly redesigned Board of Education page, accessible from the "District Information" link. Finally, we continue to improve the technology in the classroom. We participated in training for the new Smart Boards to learn their capabilities, and five of them have been installed and are serving as useful tools in their classrooms. We also finished imaging the hard drives on the 35 new PCs that recently arrived on-site, and will be installing them in their end locations over the next few weeks.

8. Finance  
(*Chairperson - Randall Freiling*)
  - Finance Committee met on the budget to discuss the changes that have taken place since the first budget meeting. Discussion to follow in Executive Session.
  
9. Legislation  
(*Representative - William Weyland*)
  - Nothing to report.
  
10. Personnel – Executive Session  
(*Chairperson - Sara Paranzino*)
  - Mrs. Paranzino reported that the committee met. Discussion in Executive Session is needed.
  
11. 7<sup>th</sup> and 8<sup>th</sup> Grade Committee  
(*Chairperson - Steven Manley*)
  - Upcoming events include softball, NJHS, Gifted Trip.
  
12. Pine Hill Board of Education  
(*Representative - Irene Buchalter*)
  - Mrs. Buchalter reported that the Pine Hill Board is looking to do several renovation projects.
    - a. Minutes from the December 16, 2008 Worksession/Regular Business Meeting
    - b. Sunshine Notice that the next Pine Hill Board of Education Worksession/Regular Business Meeting will be held on Tuesday, February 24, 2009 at 6:30 PM in the Auditorium of the Pine Hill Middle School.
  
13. Municipal Alliance  
(*Representative - William Weyland*)
  - Mr. Weyland attended meeting at the Borough. We will not be receiving any additional funds this year.

### OTHER INFORMATION:

1. Clementon School Information:
  - a. Enrollment Report – January 30, 2009
  - b. Nurse's Report – January 2009
  - c. Principal's Report – January 2009
    - i. Suspensions – 19 Total (7 Out-of-School; 12 In-School)  
(Contained in the Principal's Report)
    - ii. Fire Drill Data (Contained in the Principal's Report)

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2. Clementon School Events:
- a. Overbrook High School Course Selection Overview (Grade Eight)  
9:00 AM – 11:55 AM, March 9, 2009; Mrs. Haldeman's Classroom

**PUBLIC:**

No public present.

**EXECUTIVE SESSION:**

**MOTION:** To move into Executive Session at 8:31 PM.

Mrs. Buchalter read the Open Public Meeting Acts Notice to move into a closed session for reasons of finance and personnel items without names.

<b>MOVED BY:</b> <u>          <b>Mrs. Suckle</b>          </u>	<b>SECOND BY:</b> <u>          <b>Mrs. deHaan</b>          </u>
<b>ON ROLL CALL VOTE:</b>	<b>MOTION CARRIED: 7-0-0</b>

**MOTION:** To return from closed session at 9:07 PM.

<b>MOVED BY:</b> <u>          <b>Mr. Gahm</b>          </u>	<b>SECOND BY:</b> <u>          <b>Mrs. Suckle</b>          </u>
<b>ON ROLL CALL VOTE:</b>	<b>MOTION CARRIED: 7-0-0</b>

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 9:10 PM.

<b>MOVED BY:</b> <u>          <b>Mrs. Suckle</b>          </u>	<b>SECOND BY:</b> <u>          <b>Mrs. de Haan</b>          </u>
<b>ON ROLL CALL VOTE:</b>	<b>MOTION CARRIED: 7-0-0</b>

Respectfully submitted,

Joanne E. Clement, Board Secretary  
March 30, 2009