

CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ February 27, 2012

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

Regular Meeting of the Clementon Board of Education
Clementon Elementary School Media Center
February 27, 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	7:30 PM	8:40 PM
William Dilworth	7:30 PM	8:40 PM
Randall Freiling	7:30 PM	8:40 PM
Sara Paranzino	7:30 PM	8:40 PM
Kathleen Rappold	7:30 PM	8:40 PM
John Romer	7:30 PM	8:40 PM
Ellen Suckle	7:30 PM	8:40 PM
William Weyland	7:30 PM	8:40 PM
Irene Buchalter	7:30 PM	8:40 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.

MINUTES:

MOTION: Approve the Minutes of the following meeting:

- January 23, 2012 Regular Meeting (No Executive Session needed.)

MOVED BY: Mrs. Suckle

SECOND BY: Mr. Weyland

ON ROLL CALL VOTE:

MOTION CARRIED: 7-0-2
(Mr. Dilworth and Mrs. de Haan abstained.)

PUBLIC - AGENDA ITEMS ONLY:

No public comments.

MOTION: Close meeting to the public.

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SEMESTER: Spring 2012
 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.

- c. EMPLOYEE: Jose Cruz
 COURSE TITLE: Environmental and Governmental Code
 UNIVERSITY: Rutgers University
 COURSE FEE: \$553.00
 SEMESTER: Spring 2012
 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.

Items 9b and 9c tabled until Executive Session.

10. Workshop/Meeting Requests:

- a. EMPLOYEE: Jamie Kosmaczewski
 MEETING: Camden County Anti-Bullying Co-ordinators
 LOCATION: Camden County College - Cherry Hill Campus
 DATE: February 27, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- b. EMPLOYEE: Janice Breon
 WORKSHOP: NJ ASK DTC Training
 LOCATION: Enterprise Center, Mount Laurel, NJ
 DATE: March 21, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education
- c. EMPLOYEE: Tina Jennetta
 WORKSHOP: Regional DARE NJ Training Conference
 LOCATION: Atlantic City, NJ
 DATES: February 28, 2012; February 29, 2012; March 1, 2012
 COST: \$0.00
 SPONSOR: DARE NJ
- d. EMPLOYEE: Mary Beth Hernandez, RN
 WORKSHOP: Preparing for Diabetes Emergencies in the School Setting
 LOCATION: Virtua, Voorhees, NJ
 DATE: March 8, 2012
 COST: \$30.00
 SPONSOR: Virtua Health
- e. EMPLOYEE: Rick Koch
 WORKSHOP: Using Data to Improve and Inspire Student Performance
 LOCATION: Jamesburg, NJ
 DATE: February 9, 2012
 COST: \$0.00
 SPONSOR: NJ Department of Education

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- f. EMPLOYEE: Joanne Clement
 WORKSHOP: Prima's 2012 Annual Conference
 LOCATION: Nashville, TN
 DATES: June 3 - 6, 2012
 COST: \$0.00
 SPONSOR: Burlington County Insurance Pool

11. School Activities:

- a. EVENT: **Magical Night of Reading**
 FACULTY SPONSOR: Nicole Palermo
 DATE: March 7, 2012
 TIME: 7:00 PM - 8:30 PM
 LOCATION: MPR and Art Room
 PARTICIPANTS: All students and their families
 NOTE: The CEA plans to work alongside the HSA in promoting community involvement and the love of reading. Funded by PRIDE grant.
- b. EVENT: **Author Visit - Read Across America**
 FACULTY SPONSOR: Laura DeMatte
 DATE: March 1, 2012 (tentative)
 TIME: 1:00 PM - 3:00 PM
 LOCATION: Media Center
 PARTICIPANTS: Grades K-3
 NOTE: Children's book author will visit, read her book, and have question/answer session with students. Books will be pre-sold if approved.
- c. EVENT: **Jump Rope for Heart (Grades K-5)**
 EVENT: **Hoops for Heart (Grades 6-8)**
 FACULTY SPONSORS: Jim Butz and Alicia Heverly
 DATES: March 5-9, 2012
 TIME: During students' physical education classes
 LOCATION: Gym
 PARTICIPANTS: As noted above
 NOTE: Students will raise money for the American Heart Association while working on their own health and having fun while doing it.

12. Field Trips:

- a. TRIP: **Eighth Grade Graduation Trip**
 TRIP SPONSOR: Clementon Home and School Association
 DATE: June 1, 2012
 RAIN DATE: None
 TIME: 8:00 AM - 6:00 PM
 DESTINATION: Dorney Park
 STUDENT ADMISSION: \$0.00
 CHAPERONE COST: \$0.00
 TRANSPORTATION: \$0.00
 PARTICIPANTS: Eligible eighth grade students, teachers and parent/HSA volunteers.
 NOTE: All costs associated with this trip shall be paid by the Clementon Home and School Association as a gift to the Eighth Grade Graduating Class of 2012.

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- b. TRIP: **Fifth Grade Field Trip**
 FACULTY SPONSORS: Lauren Wheeler and Lauren Murray
 DATE: June 1, 2012
 RAIN DATE: None
 TIME: 9:00 AM - 2:30 PM
 DESTINATION: National Constitution Center, Philadelphia, PA
 STUDENT ADMISSION: \$0.00
 CHAPERONE COST: \$0.00
 TRANSPORTATION: \$0.00
 PARTICIPANTS: Eligible fifth grade students and teachers
 NOTE: All costs associated with this trip shall be reimbursed from a scholarship grant.

13. Community Use of Facilities:

- a. ORGANIZATION: Community Education
 PERSON IN CHARGE: Kate Teschner
 EVENT: Ice Cream Social
 DATE: March 7, 2012
 TIME: 7:00 PM - 8:30 PM
 LOCATION: MPR
 PARTICIPANTS: Students and their families

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

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

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

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

14. Memorandum of Understanding for the 2012 Race to the Top 3 Application.

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

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

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)	\$6,732.56
2. List # 2	\$702,748.37
3. List # 3	\$220,609.74

2. Payment Transactions:

- a. Approve transfers in the amount of \$16,343.95.

- b. Payroll transfers:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
01/15/12	From: General	\$84,541.90
	To: Agency	
01/15/12	From: General	\$125,379.70
	To: Payroll	
01/30/12	From: General	\$84,727.84

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01/30/12 To: Agency
 From: General \$124,893.12
 To: Payroll

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
01/15/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,336.50
01/30/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$6,211.50

4. In accordance with N.J.A.C. 6A:23A-16.10 (c) 2, it is certified that anticipated revenue has changed for the month ending January 31, 2012 as follows:

Increased - \$4,551.00

Increase appropriation Nonpublic transportation.

5. Renew Nutri-Serve Food Management for the 2012-2013 school year in the amount of \$13,449.15 with a guaranteed return of \$476.00. (This is a 2.5% increase.)

6. Tuition for students attending Overbrook High School, Pine Hill for the 2012-2013 school year at \$14,200.00 per student (2% increase).

7. Tuition for students attending Camden County Technical School for the 2012-2013 school year at \$2,900.00 per student (\$50.00 increase).

8. Resolution to be presented to the Delegate Assembly for consideration at the May 19, 2012 meeting.

9. Workshop/Meeting Request:

Meeting: Camden County School Boards - 8th Grade Dialogue
 Location: Camden County Technical School
 Date: March 5, 2012
 Time: 6:30 PM registration
 Cost: \$0.00
 Attendees: Irene Buchalter, Sara Paranzino, Virginia de Haan, William Dilworth, Randall Freiling, Kathleen Rappold, John Romer, Ellen Suckle, William Weyland, Lynn Marcus, Joanne Clement

Each board member abstained from their own travel.

10. BE IT RESOLVED, the Clementon Board of Education adopt 2012-2013 school district budget for submission to the Executive County Superintendent for approval as follows. Any changes will be made at Public Hearing.

<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund \$ <u>10,792,569</u>	\$ <u>3,918,979</u>
Special Revenue Fund \$ <u>476,670</u>	\$ <u> </u>
Debt Service Fund \$ <u>445,858</u>	\$ <u>345,000</u>
TOTAL BAS BUDGET \$ <u>11,715,097</u>	\$ <u>4,263,979</u>

(Amount subject to change after receipt of State Aid Figures.)

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The amount budgeted for travel expenses in the 2012-2013 budget will not exceed: \$10,000. Total spent to date is: \$2,985.04.

Included in the general fund appropriations is \$50,000 for deposit into the Board of Educations approved Capital Reserve account for future funding for the purpose of replacing the Roof in the D-Wing of our school. **(TABLED until Executive Session.)**

11. Public Hearing for the 2012-2013 budget on March 26, 2012 at 7:00 PM. Regular meeting to follow.
12. Tuition to Deptford School for the 2011-2012 school year for student A.C. in the amount of \$11,013.40 for tuition and \$17,702.00 for one-on-one aide.
13. Camden County Educational Services Commission for substitute school nursing services at a cost of \$275.00 per day.
14. Establish Library Fund in memory of Marie Mackey as requested by her family. To date, we have received \$930.00.
15. Acceptance of the Treasurer's Report and Secretary's Report in accordance with N.J.A.C. 6A23-16.10 (c) 3, I certify that as of **January 31, 2012**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Clementon Board of Education pursuant to N.J.S. A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over expended in violation of N.J.A. C. 6-23-2.12 (a) 1.

(Treasurer's report)

(Secretary's report)

Pursuant to N.J.A.C. 6:23A-16.10 (c) 4, the Board certifies that as of **January 31, 2012** after review of the secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6:23A-16.10 (a) 1 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: 9-0-0

PRESENTATIONS:

- *February 2012 Super Stars of the Month* - Ms. Marcus
- *January 2012 Manner Banner (Classroom KA)* - Ms. Kosmaczewski

CORRESPONDENCE:

1. January 2012 Nutri-Serve Update

COMMITTEE REPORTS:

1. Administrative Evaluation
(Chairperson - Randall Freiling)
 - Mr. Freiling reported that he met with Mrs. Marcus for her evaluation, which is due in April/May. Mrs. Marcus will complete her section of the evaluation. Mr. Freiling will compile the information for the board. He will meet with the Committee and then send out the evaluation form for each board member to complete. You must remember that Mrs. Marcus's goals are included in her evaluation this year. Forms will be distributed sometime next week.

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2. Building and Maintenance
(*Chairperson - William Weyland*)
 - Mr. Weyland reported that Blue Sky will be coming out to inspect the roof as part of their proposal for the solar project.

3. Camden County Educational Services Commission
(*Representative - Virginia de Haan; Alternate - William Weyland*)
 - Mrs. de Haan reported that the 192/193 program is in the red as the State has decreased funding by 15%. With the closing of so many schools, the need for services is decreasing. Currently teachers are going into the classroom to assist students. The Commission is requesting an increase in administrative fees for next year. They are also starting a preschool program in September and will be providing before and after school care for children at a nominal fee.

4. Camden County School Boards Association
(*Representatives - John Romer and William Weyland*)
 - There will be a meeting March 5th - Eighth grade dialog. Everyone is registered. Meeting will be held at Camden County Technical School.

5. Community Education
(*Chairperson - John Romer*)
 - Camp Clementon Attendance Record - January 2012
 - Mr. Romer reported that the Committee met to discuss the restructuring of fees for the 2012-2013 school year.

6. Policy
(*Chairperson - Irene Buchalter*)
 - There was nothing to report at this time.

7. Core Curriculum and Technology
(*Chairperson - Ellen Suckle*)

Mrs. Suckle reported on the following:

Curriculum

 - The Kindergarten, 1st, and 2nd grade teachers have been working with administration, Title I, and the American Reading Company with the implementation of the Independent Reading Level Assessment (IRLA). We have already had 4 professional development days with the company. This week the presenter visited every classroom and sat with each teacher to observe and offer suggestions for implementation. Administration and Title I also visited the classrooms and observed the teachers and listened to students read. The staff have been really dedicated to implementing this new program.

NJASK

 - The NJASK is quickly approaching. As you may have heard, the state was granted the NCLB waiver. Part of the waiver includes the elimination of AYP. We are unclear how this will be handled with the upcoming test. We do know that the state will determine where your school falls in one of the three categories (Priority school, Focus school, Reward school). As of right now we are not listed in any of these categories based on the lists I have seen. We have been told that not every school will fit into one of these categories.

Race To The Top

 - The state was awarded money for their application for the Race To The Top (RTTT). Our school is eligible to receive funds from RTTT. As of right now we are looking to receive almost \$17,000. I did apply for the funds (application is attached) and we are entitled to use the funds for the following:
 - ~ Professional development for Common Core State Standards

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~ Implementation of the Instructional Improvement System (IIS) in the Fall 2013

~ Implementation of the teacher and leader evaluation system

~ Implementation of State's science and math curriculum based on CCSS

Technology

- This month, the Technology Department continued to resolve routine issues at the endpoint, network, storage, and server levels. We are seeing a slight uptick in motherboard failures on our fleet of Dell Optiplex GX 270s. It may become more of an issue when the warranty runs out on these machines, but that isn't for another year. Introducing newer computers into the district will help to alleviate this.
- The Technology Department also continues to update NJ Smart and keep aware of changes in the NJ DOE data collection system. NJ Smart is introducing a new submission this summer for course information to go along with all of the end-of-year submissions already in place. This new initiative will allow the NJ DOE to tie students to staff members and the courses they participate in. With any luck, this will be the final new submission for a while - with this, the NJ DOE will have fulfilled the US DOE's requirements for data collection.

8. Finance

(Chairperson - Virginia de Haan)

- Mrs. de Haan reported we received \$20,000 more in State Aid along with additional aid for Preschool. We will have a 2% tax increase.

9. Legislation

(Representative - William Weyland)

- Mr. Weyland will present the Resolution for State Facility charges at the Delegate's Assembly.

10. Personnel - Executive Session

(Chairperson - Sara Paranzino)

- Mrs. Paranzino reported on the three filled positions. We will have Executive Session for personnel.

11. Pine Hill Board of Education

(Representative - Irene Buchalter)

- Minutes from the December 20, 2011 Worksession/Regular Business Meeting
- Mrs. Buchalter will attend the Pine Hill meeting on Tuesday evening.

12. Municipal Alliance

(Representative - Kathleen Rappold)

- Mrs. Rappold had nothing to report.

13. Leadership Committee

(Representatives - Kathleen Rappold and John Romer)

- Meeting will be held on March 19th at 3:45 PM to discuss the new teacher evaluation program.

14. Home and School Association

(Representative - Virginia de Haan)

- Balance: \$10,634; expenses: \$4,447. They received \$400 for box tops. After expenses the new balance is \$6,597.32. They are discussing making a donation for the library in memory of Mrs. Mackey.

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

- b. EMPLOYEE: Jose Cruz
 COURSE TITLE: Financial Management and Purchasing
 UNIVERSITY: Rutgers University
 COURSE FEE: \$503.00
 SEMESTER: Spring 2012
 NOTE: Employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.
- c. EMPLOYEE: Jose Cruz
 COURSE TITLE: Environmental and Governmental Code
 UNIVERSITY: Rutgers University
 COURSE FEE: \$553.00
 SEMESTER: Spring 2012
 NOTE: Employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.

ADJOURNMENT:

MOTION: To adjourn the meeting at 8:40 PM.

MOVED BY: Mrs. Suckle
 ON ROLL CALL VOTE:

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

Respectfully submitted,

Joanne E. Clement, Board Secretary
 March 26, 2012