

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ October 22, 2012**

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

Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**October 22, 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	8:45 PM
William Dilworth	7:30 PM	8:45 PM
Randall Freiling	7:30 PM	8:45 PM
Sara Paranzino	7:30 PM	8:45 PM
Kathleen Rappold	7:30 PM	8:45 PM
John Romer	Absent	---
Ellen Suckle	7:30 PM	8:45 PM
William Weyland	Absent	---
Irene Buchalter	7:30 PM	8:45 PM

Quorum present.

Also present were:

Lynn Marcus, Superintendent  
Joanne E. Clement, School Business Administrator/Board Secretary  
Brett Gorman, Solicitor

Also present in the audience were:

Members of the community and staff.

**MINUTES:**

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

- September 24, 2012 Regular Meeting
- October 9, 2012 Special Meeting with Pine Hill and Berlin Township

**MOVED BY:**           Mrs. Suckle          

**SECOND BY:**           Mrs. Rappold          

**ON ROLL CALL VOTE:**

**MOTION CARRIED:** 7-0-0

**PUBLIC - AGENDA ITEMS ONLY:**

Open meeting to Public to Agenda items only

Mr. Armbruster was present to answer any questions the Board may have concerning the use of the MPR for basketball.

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### SUPERINTENDENT'S REPORT:

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

1. Employment of the following individual for the 2012-2013 school year, contingent upon satisfactory criminal history review:
  - a. POSITION: Long Term Substitute Teacher  
 NAME: Ramona Di Maria  
 RATE OF PAY: \$90.00 per diem for the first 20 days, then \$247.01 per diem on days 21 and later  
 START DATE: September 27, 2012
2. Salary adjustment for Carole Paulus to reflect an additional 15 credits received. New salary and step: \$23,245.00 per year (50%; pro-rated), step 1 BA + 15. Documentation provided: transcripts.
3. Source 4 Teachers, together with its employees, to provide substitute services for the 2012-13 school year.
4. October 2012 additions to the Source 4 Teachers Master Substitute List (*Background*)
5. Staff for the 2012-2013 Title I Afterschool Tutoring Clinics:
  - a. **Fall Clinics:**  
 Math, Grade 2 - Brenda Falkenstein, Sandra Rambo  
 Math, Grade 3 - Sheree Buttari, Michelle Marino  
 Reading, Grade 4 - Christine Fellona, Andrea DiSalvo  
 Reading, Grade 5 - Lauren Wheeler, Lauren Murray
  - b. **Winter:**  
 Math, Grade 4 - Brenda Falkenstein, Christine Fellona  
 Math, Grade 5 - Sheree Buttari, Tina Jennetta  
 Reading, Grade 2 - Kathryn Agresta, Kelly Kolody  
 Reading, Grade 3 - Lauren Murray, Audrey Pape
  - c. **Spring:**  
 Math, Grade 2 - Tracy Stefan  
 Math, Grade 3 - Sandra Rambo  
 Math, Grade 4 - Michael Terlizzi  
 Math, Grade 5 - Michelle Marino  
 Reading, Grade 2 - Kelly Kolody  
 Reading, Grade 3 - Kathryn Agresta  
 Reading, Grade 4 - Andrea DiSalvo  
 Reading, Grade 5 - Lauren Wheeler

**Substitutes:**  
 All of the above plus Cheryl Pataky
6. Additional 2012-2013 school volunteer:
  - a. Nick Budd (Basketball)
7. Second Reading and Adoption of the following revised policy:

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<b>Number</b>	<b>Type</b>	<b>Title</b>
0155	POL	Board Committees

8. Proposed school recess schedule for the 2012-2013 school year.

9. School Safety and Security Plan Review Checklist

10. Student teacher field placement request:

- |                      |  |
|----------------------|--|
| a. STUDENT:          | Martel Thompkins                                   |
| UNIVERSITY:          | Burlington County College                          |
| COURSE:              | NJTNJ Introduction to Teaching Pre-service Program |
| CE SEEKING:          | Teacher of Art                                     |
| COOPERATING TEACHER: | Kim English  |
| DATES:               | TBD (four hour observation only)                   |

11. Classroom observation request

12. Workshop/Meeting Requests:

- |              |  |
|--------------|--|
| a. EMPLOYEE: | Karen Pickering  |
| WORKSHOP:    | APA Training   |
| LOCATION:    | Online   |
| DATE:        | September 28, 2012   |
| COST:        | \$0.00   |
| SPONSOR:     | NJ Department of Education   |
| b. EMPLOYEE: | Jared Peltzman   |
| WORKSHOP:    | Improving School Climates (HIB)                                    |
| LOCATION:    | Cumberland County College, Vineland, NJ                            |
| DATE:        | November 15, 2012  |
| COST:        | \$0.00   |
| SPONSOR:     | NJ Department of Education   |
| c. EMPLOYEE: | Rebecca Finley   |
| WORKSHOP:    | Post-Traumatic Stress Management Training: Psychological First Aid |
| LOCATION:    | Stockton College, Galloway, NJ                                     |
| DATES:       | November 13 and 14, 2012   |
| COST:        | \$195.00   |
| SPONSOR:     | Traumatic Loss Coalition   |
| d. EMPLOYEE: | Joanne Clement   |
| WORKSHOP:    | Burlington County Insurance Pool JIF                               |
| LOCATION:    | Voorhees Administration Building, Voorhees, NJ                     |
| DATE:        | October 17, 2012   |
| COST:        | \$0.00   |
| SPONSOR:     | BCIP   |
| e. EMPLOYEE: | Jared Peltzman   |
| WORKSHOP:    | Bullying Prevention Training Program                               |
| LOCATION:    | Strauss Esmay Associates, Toms River, NJ                           |
| DATES:       | December 4 and 11, 2012  |
| COST:        | \$295.00   |
| SPONSOR:     | Strauss Esmay Associates   |
| f. EMPLOYEE: | Steve Boianelli  |

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WORKSHOP: Bullying Prevention Training Program  
 LOCATION: Strauss Esmay, Toms River, NJ  
 DATES: December 6 and 13, 2012  
 COST: \$295.00  
 SPONSOR: Strauss Esmay Associates

### 13. School Activities:

- a. **EVENT:** **Student Council Fundraiser – Fall Candy Gram Sale**  
**FACULTY SPONSOR:** Nicole Palermo  
**DATES:** October 22, 2012 – October 26, 2012  
**NOTE:** Funds raised will benefit Student Council events.
- b. **EVENT:** **Student Council Halloween Dance**  
**FACULTY SPONSOR:** Nicole Palermo  
**DATE:** October 26, 2012  
**TIME:** 7:00 PM – 9:00 PM  
**LOCATION:** MPR  
**PARTICIPANTS:** Students in grades 6, 7, 8  
**NOTE:** This
- c. **EVENT:** **Yearbook Fundraiser – Spirit Wear Sale**  
**FACULTY SPONSOR:** Mary Ellen Haldeman  
**DATES:** TBD (November/December 2012 and March/April 2013)  
**ITEMS SOLD:** Spirit Wear (t-shirts, sweatshirts, etc.)  
**NOTE:** Funds raised will benefit the Student Activity account for yearbook production costs.
- d. **EVENT:** **HEADS UP (Heroin Education and Dangerous Substance Understanding Program) Assembly**  
**FACULTY SPONSOR:** Tina Jennetta  
**PRESENTER:** Philadelphia Police Department – Narcotics Bureau  
**DATE:** October 30, 2012  
**TIME:** 1:30 PM – 2:45 PM  
**LOCATION:** Multi-Purpose Room  
**PARTICIPANTS:** Students in grades 6, 7, 8.  
**NOTE 1:** The HEADS UP program was established to attack drug problems and violence from a preventative standpoint. Members of the police department, volunteers, and family members who have lost loved ones to drugs and violence devote time and energy to educate children to prevent their involvement in drug use and to give them the tools to build solid character. This assembly will be presented free of charge and is part of the district’s annual “Violence and Vandalism Prevention Week” activities.  
**NOTE 2:** Signed parental permission forms will be obtained for students to participate. An alternate activity will be provided for any students who have not secured parental permission.

### 14. Community Use of Facilities:

- a. **ORGANIZATION:** Community Education  
**PERSON IN CHARGE:** Kate Teschner  
**SPONSOR:** Community Education  
**PURPOSE:** **Kindergarten Fingerprinting**  
**DATE:** November 16, 2012

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TIME: 9:05 AM - 12:50 PM  
 LOCATION: MPR Stage  
 NOTE: Officers from Clementon Police department will fingerprint kindergarten students as part of the "Kid ID" program.

- b. ORGANIZATION: Solid Rock Baptist Church  
 PERSON IN CHARGE: Kate Teschner  
 SPONSOR: Community Education  
 EVENT: **"F.B.I. (Faithful Bible Investigators)"**  
 DATES: Tuesdays; October 30, 2012 - December 4, 2012  
 TIME: 3:15 PM - 4:30 PM  
 LOCATION: Science Lab  
 NOTE: This is an older group of the "I Can Club" for children in grades 6, 7, 8.
- c. ORGANIZATION: C.Y.A.A.  
 PERSON IN CHARGE: Christine Nucera  
 SPONSOR: Community Education  
 PURPOSE: **Instructional Basketball Team**  
 DATES: November 5, 2012 - December 17, 2012 (day of week TBD)  
 TIME: 6:00 PM - 8:00 PM  
 LOCATION: MPR and/or gym, depending on room availability
- d. ORGANIZATION: D.A.R.E.  
 PERSONS IN CHARGE: Kate Teschner and Officer Clark  
 SPONSOR: Community Education  
 PURPOSE: **"Halloween Safety"**  
 DATE: October 26, 2012  
 TIME: 9:00 AM - 3:00 PM  
 LOCATION: Classrooms  
 NOTE: In this annual event, Officer Clark will speak to students in grades pre-K through 2 about how to stay safe on Halloween.

MOVED BY:           Mrs. Suckle            
 ON ROLL CALL VOTE:

SECOND BY:           Mr. Romer            
 MOTION CARRIED: 7-0-0  
 (Mrs. Paranzino abstained from item #6.a.  
 Mr. Dilworth abstained from item #10.)

**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)	\$3,644.67
2. List # 2	\$529,901.57
3. List # 3	\$89,901.35

2. Payment Transactions:

a. Approve transfers in the amount of \$0.00.

- b. Payroll transfers:

Date	Transaction	Amount
09/15/12	From: General	\$86,405.90
	To: Agency	

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09/15/12	From: General To: Payroll	\$126,404.60
09/30/12	From: General To: Agency	\$85,319.44
09/30/12	From: General To: Payroll	\$122,547.65

3. Wire Transactions:

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>
09/15/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$5,641.50
09/30/12	To: First Niagara Bank For: Tax Sheltered Annuities	\$5,666.50

4. Burlington County Insurance State Dinner, November 14, 2012 at Charlie's Other Brother:

- a. Virginia de Haan
- b. Ellen Suckle
- c. Joanne Clement
- d. Sara Paranzino
- e. William Weyland
- f. Lynn Marcus
- g. Jared Peltzman

5. Attendance at STEM (Science, Technology, Engineering, and Mathematics) workshop at Rowan University on November 5, 2012 from 6:30 PM - 9:00 PM for the following, at no cost to the board:

- a. Lynn Marcus
- b. Randy Freiling

6. Accept furniture from University of Medicine and Dentistry of New Jersey.

7. Three-Year Comprehensive Maintenance Plan and Annual Maintenance Plan

8. Resolution between Archway Programs and Clementon School District approving settlement of overpayment of tuition in the amount of \$16,154.17.

9. Approve transfer of \$5,403.00 to purchase security equipment. Sent request to County Office for approval.

10. Approve Board Goals for the 2012-2013 school year.

11. 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 **September 30, 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 **September 30, 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

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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. de Haan            
ON ROLL CALL VOTE:

SECOND BY:           Mrs. Suckle            
MOTION CARRIED: 7-0-0  
(Each board member abstained from his/her own travel.)

**PRESENTATIONS:**

- Present Plaque for the "Marie Mackey Reading Center"- Ms. Marcus and Mrs. Clement
- 2012 Clementon, Pine Hill, Berlin Township NJASK Comparison - Ms. Marcus
- Perfect NJASK Scores - Ms. Marcus
- Olweus Kick-Off Poster Winners - Ms. Marcus
- September 2012 Manner Banner (Classroom 4A) - Ms. Marcus

**CORRESPONDENCE:**

1. September 2012 Nutri-Serve Monthly Update

**COMMITTEE REPORTS:**

1. Administrative Evaluation  
(Chairperson - Randall Freiling)
  - Mr. Freiling distributed copies of the evaluation for the superintendent.
2. Building and Maintenance  
(Chairperson - William Weyland)
  - Mr. Weyland was not present. Mr. Dilworth reported on the QSAC Report from the County Office. He also reported on a Committee meeting that was held prior to the board meeting. We are investigating updating our 5 year Facilities Plan
3. Camden County Educational Services Commission  
(Representative - Virginia de Haan; Alternate - William Weyland)
  - Mrs. de Haan reported that the meeting was cancelled.
4. Camden County School Boards Association  
(Representatives - John Romer and William Weyland)
  - Mr. Romer and Mr. Weyland were not present for a report. Ms. Marcus and Mr. Freiling attended the meeting.
5. Community Education  
(Chairperson - John Romer)
  - Camp Clementon Attendance Record - September 2012
  - Mr. Romer was not present for a report.
6. Policy  
(Chairperson - Irene Buchalter)
  - Mrs. Buchalter reported that the Board approved the first reading on Committees.
7. Common Core Curriculum and Technology  
(Chairperson - Ellen Suckle)
 

Mrs. Suckle reported the following:  
COMMON CORE CURRICULUM

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- On October 5th we conducted a full day in-service. The focus for that day was being trained with a classroom management program called Time To Teach. The entire staff was trained on a variety of strategies that can be utilized to reduce behaviors within the classroom. In addition, I developed a Time To Teach Committee that staff members have joined in an effort to implement the program. As a committee we will be implementing the Teach To's and Refocus. The Teach To's is a book that contains ways to teach procedures in the classroom in a positive manner. The Refocus part of the program is utilized in every classroom and it is used when a student is not following a procedure that was taught. The students are required to complete a Refocus form that has them reflect on the behavior and procedures set forth in the class.
- On October 26th we will have an early dismissal day where the teachers will be looking at the Common Core State Standards, state benchmark assessments, and the student learning objectives to continue to write curriculum and plan for the upcoming Unit. In addition, they will be analyzing the first state benchmark assessment that will be administered this week.

### TECHNOLOGY

- This month, the Technology Department cleared all of the errors out of NJ Smart's SID Management and SMID Management modules. We are now ready to work on the October 15 submissions, which run from October 18 to November 13 for the State. The Special Education submissions, and until November 20 for the Staff submission.
- We also had an electronics recycling pickup earlier this month, in which nearly a half-ton of old or otherwise unusable computers and electronics will be kept out of landfills and disposed of properly.

#### 8. Finance

*(Chairperson - Virginia de Haan)*

- Mrs. de Haan reported that the bills were paid. IDEA Report completed. DRTRS and ASSA are being completed and will be submitted shortly.

#### 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland was not present for a report.

#### 10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Paranzino reported that we will be posting for a new LDTC, who will replace Mrs. Detwiler. The Committee met this evening to discuss job descriptions for environmental engineers and Facilities Manager.

#### 11. Pine Hill Board of Education

*(Representative - Irene Buchalter)*

- Minutes from the August 28, 2012 Worksession/Regular Business Meeting
- Mrs. Buchalter reported that Pine Hill held their board meeting last week. Auditor presented the audit report. Pine Hill will be depositing money into their Capital Reserve. Leah, Curriculum Coordinator, presented the test scores for Pine Hill, Clementon, and Berlin Township.

#### 12. Municipal Alliance

*(Representative - Kathleen Rappold)*

- Mrs. Rappold had nothing to report. Halloween things coming up: Trick or Treat from 3 to 8 PM. Trunk or Treat from 7 - 8 PM. Town Hall meeting October 24<sup>th</sup>.



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13. Home and School Association  
(Representative - Virginia de Haan)

- Mrs. de Haan reported the Home and School had a balance of \$2,000 - \$3,000. Person in charge is out on leave, and meeting was disorganized. There were some new parents who brought new concerns over fundraising in the Fall. It was suggested that they combine fundraising next year.

**OTHER INFORMATION:**

1. Discussion Items:
  - a. District Goals - See background.
  - b. QSAC Committee - Members will be Lynn, teacher, SBA, curriculum, Title I and board member.
  - c. School Choice - Discussion to see if we are interested in becoming a Choice School as our enrollment is declining. Deadline for submission is April 2013.
  
2. Clementon School Information:
  - a. Administrative Report - September 2012
  - b. Nurse's Report - September 2012
  - c. Enrollment Report - October 18, 2012
  - d. Lockdown - Verbal Report from Mr. Freiling

**PUBLIC:**

No public.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 8:45 PM.

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

**SECOND BY:**           Mr. Freiling            
**MOTION CARRIED:** 7-0-0

Respectfully submitted,

Joanne E. Clement, Board Secretary  
November 26, 2012