

**CLEMENTON BOARD OF EDUCATION MEETING MINUTES ~ March 25, 2013**

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

Public Hearing and Regular Meeting of the Clementon Board of Education  
Clementon Elementary School Media Center  
**March 25, 2013**

**CALL TO ORDER:** The Public Hearing and Regular Meeting of the Clementon Board of Education was called to order at 7:30 PM on the above date by Vice President Sara Paranzino.

**OPENING STATEMENT:** "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."

**PUBLIC HEARING**

**PLEDGE OF ALLEGIANCE:** Mrs. Paranzino led the Pledge of Allegiance.

**ROLL CALL:** 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	7:30 PM	8:45 PM
Ellen Suckle	Absent	---
William Weyland	7:30 PM	8:45 PM
Irene Buchalter	Absent	---

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.

**PRESENTATION:** *2013-2014 Educational Spending Plan*

**SUPERINTENDENT'S REPORT:**

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

**APPROVAL - 2013-2014 SCHOOL DISTRICT BUDGET**

BE IT RESOLVED, the Clementon Board of Education adopt 2013-2014 school district budget.

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund \$	_____ 11,415,533	\$ _____ 3,997,979

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Special Revenue Fund \$	_____ 443,526	\$	_____
Debt Service Fund \$	_____ 445,780	\$	_____ 328,678
TOTAL BASE BUDGET \$	_____ 12,264,839	\$	_____ 4,326,657

**Travel and Related Expense Reimbursement 2013-2014**

BE IT FURTHER RESOLVED that Policy #6471 - School District Travel (Travel Policy) and NJAC 6A:23B-1.2(b) provides that the board of education shall establish a maximum expenditure that may be allotted for such travel and expense reimbursement including registration fees for professional development workshops and conferences and that for the 2013-2014 school year the maximum is \$10,000; and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record travel costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED that the Board wishes to "bank" the unused 2013-2014 allowable tax levy for use in a subsequent budget year in accordance with N.J.S.A. 18A:7F-39.

Approval of the 2013-2014 Budget with Resolutions above.

MOVED BY: \_\_\_\_\_ Mrs. de Haan \_\_\_\_\_ SECOND BY: \_\_\_\_\_ Mrs. Rappold \_\_\_\_\_  
ON ROLL CALL VOTE: \_\_\_\_\_ MOTION CARRIED: 7-0-0

**REGULAR MEETING**

**MINUTES:**

Approval of the Minutes of the February 25, 2013 Regular Meeting.

MOVED BY: \_\_\_\_\_ Mr. Weyland \_\_\_\_\_ SECOND BY: \_\_\_\_\_ Mr. Romer \_\_\_\_\_  
ON ROLL CALL VOTE: \_\_\_\_\_ MOTION CARRIED: 6-0-1  
(Mr. Romer abstained.)

**PUBLIC - AGENDA ITEMS ONLY:**

Open meeting to Public to Agenda items only - No public comments.

MOVED BY: \_\_\_\_\_ Mr. Freiling \_\_\_\_\_ SECOND BY: \_\_\_\_\_ Mr. Romer \_\_\_\_\_  
ON ROLL CALL VOTE: \_\_\_\_\_ MOTION CARRIED: 7-0-0

**SUPERINTENDENT'S REPORT:**

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

1. Source 4 Teachers, together with its employees, to provide substitute services for the 2012-13 school year.
2. March 2013 additions to the Source 4 Teachers Master Substitute List
3. 2013-2014 One-Year Preschool Program Plan Update and Budget
4. Second reading and adoption of the following revised policies/regulations:

<u>Number</u>	<u>Type</u>	<u>Title</u>
0132	POL	Executive Authority
2415	POL	No Child Left Behind Programs

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### 5. Graduate Credit Compensation:

- a. EMPLOYEE: Tracy Stefan
- CREDITS: 30
- COMPLETION: May 2013
- NEW SALARY: TBD by Negotiated Agreement
- NEW STEP: 11 BA+30
- EFFECTIVE DATE: September 1, 2014

### 6. Approval for the following Clementon students to participate in playing baseball for Pine Hill Middle School for the spring 2013 season. Clementon is not responsible for providing transportation.

- a. Student # 1183
- b. Student # 1515
- c. Student # 1156

### 7. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn Marcus
- WORKSHOP: Educator Evaluation
- LOCATION: Rutgers - Camden Campus
- DATE: March 19, 2013
- COST: \$0.00
- SPONSOR: NJ Department of Education
  
- b. EMPLOYEE: Christine Procopio
- WORKSHOP: Educator Evaluation
- LOCATION: Rutgers - Camden Campus
- DATE: March 19, 2013
- COST: \$0.00
- SPONSOR: NJ Department of Education
  
- c. EMPLOYEE: Joanne Clement
- WORKSHOP: MRESC Co-op Vendor Expo and CEU
- LOCATION: Piscataway, NJ
- DATE: April 19, 2013
- COST: \$0.00
- SPONSOR: MRESC
  
- d. EMPLOYEE: Jose Cruz
- WORKSHOP: MRESC Co-op Vendor Expo and CEU
- LOCATION: Piscataway, NJ
- DATE: April 19, 2013
- COST: \$0.00
- SPONSOR: MRESC
  
- e. EMPLOYEE: Lynn Marcus
- WORKSHOP: Common Core and Using the Model Curriculum
- LOCATION: Gloucester County Fire Academy, Clarksboro, NJ
- DATE: April 22, 2013
- COST: \$0.00
- SPONSOR: NJ Department of Education
  
- f. EMPLOYEE: Jared Peltzman
- WORKSHOP: Common Core and Using the Model Curriculum
- LOCATION: Gloucester County Fire Academy, Clarksboro, NJ

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- DATE: April 22, 2013  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- g. EMPLOYEE: Rebecca Finley  
 WORKSHOP: Common Core and Using the Model Curriculum  
 LOCATION: Gloucester County Fire Academy, Clarksboro, NJ  
 DATE: April 22, 2013  
 COST: \$0.00  
 SPONSOR: NJ Department of Education
- h. EMPLOYEE: Lynn Marcus  
 WORKSHOP: NJASA/NJAPSA Annual Spring Conference  
 LOCATION: Atlantic City, NJ  
 DATES: May 20, 21, and 22, 2013  
 COST: \$425.00 plus lodging/meals  
 SPONSORS: NJASA and NJAPSA
- i. EMPLOYEE: Joanne Clement  
 WORKSHOP: NJASBO Annual Spring Conference  
 LOCATION: Atlantic City, NJ  
 DATES: June 5, 6, and 7, 2013  
 COST: \$150.00 plus lodging/meals  
 SPONSOR: NJASBO
- j. EMPLOYEE: Michelle Panarella  
 WORKSHOP: Dealing With Difficult Parents and Families  
 LOCATION: Cherry Hill Library, Cherry Hill, NJ  
 DATES: April 10, 2013  
 COST: \$129.00  
 SPONSOR: Rutgers School of Social Work
8. Field Trips:
- a. TRIP: **English Language Learners Trip**  
 FACULTY SPONSOR: Lauren Levine (with Dorothy Idris)  
 DATE: May 23, 2013  
 RAIN DATE: None  
 TIME: 9:00 AM - 2:00 PM  
 DESTINATION: American Theatre Arts for Youth - "Cinderella"  
 STUDENT ADMISSION: \$0.00 per student (paid by HSA)  
 CHAPERONE COST: \$0.00 per adult (paid by HSA)  
 TRANSPORTATION: \$210.00; 1 bus from T&L Transportation (Funded by a grant from American Youth Arts at the Kimmel Center.)  
 PARTICIPANTS: ELL students in grades 4-8
- b. TRIP: **8<sup>th</sup> Grade Graduation Trip**  
 TRIP SPONSOR: Clementon Home and School Association  
 FACULTY SPONSOR: Nicole Palermo  
 DATE: June 14, 2013  
 RAIN DATE: June 17, 2013  
 TIME: 8:00 AM - 6:00 PM  
 DESTINATION: Dorney Park  
 STUDENT ADMISSION: \$0.00 per student (paid by HSA)  
 CHAPERONE COST: \$0.00 per adult (paid by HSA)  
 TRANSPORTATION: \$0.00 (paid by HSA)  
 PARTICIPANTS: Eligible students in grade eight

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## 9. School Activities:

- a. **EVENT:** **NJHS Induction Ceremony**  
**FACULTY SPONSORS:** Catherine Bare and Andrea DiSalvo  
**DATE:** March 28, 2013  
**TIME:** 2:00 PM - 3:10 PM  
**LOCATION:** Multi-Purpose Room  
**PARTICIPANTS:** Students in grades 5-8
- b. **EVENT:** **Student Council Spring Dance**  
**FACULTY SPONSOR:** Nicole Palermo  
**DATE:** April 19, 2013  
**TIME:** 7:00 PM - 9:00 PM  
**LOCATION:** Multi-Purpose Room  
**PARTICIPANTS:** Eligible students in grades 6-8
- c. **EVENT:** **Fit Club**  
**FACULTY SPONSOR:** Steve Boianelli  
**DATES:** April 30, 2013 - May 30, 2013  
**TIME:** 3:20 PM - 4:00 PM  
**LOCATION:** Gym or back field  
**NOTE:** This will be an ongoing fitness program open to students in grades 6, 7, and 8. Students will work on flexibility, muscular endurance, and build social skills. Permission slips must be returned for students to participate. Mr. Boianelli will run this program on a voluntary basis.
- d. **EVENT:** **Field Day**  
**FACULTY SPONSOR:** Jim Butz  
**DATE:** June 13, 2013  
**RAIN DATE:** June 14, 2013  
**TIME:** 9:00 AM - 3:00 PM  
**LOCATION:** Gym, backfield, two playgrounds  
**PARTICIPANTS:** Students, families, and staff in grades K-6. Students and staff in grades 7-8 invited to watch.
- e. **EVENT:** **Math-a-thon Fundraiser**  
**FACULTY SPONSORS:** Rick Koch and Michelle Magilton  
**DATES:** May - June 2013  
**PARTICIPANTS:** Students in grades K-7  
**NOTE:** Students shall solve a set of math problems and complete activities during May - June 2013. Funds will be raised to assist St. Jude's Children Cancer Research
- f. **EVENT:** **Math-a-thon Awards/Prize Assembly**  
**FACULTY SPONSORS:** Rick Koch and Michelle Magilton  
**DATE:** September 2013 (Date TBD)  
**TIME:** 9:00 AM - 9:20 AM (grades 1-4)  
**TIME:** 9:20 AM - 9:40 AM (grades 5-8)  
**LOCATION:** Multi-Purpose Room  
**PARTICIPANTS:** Students in grades 1-8  
**NOTE:** Assembly to recognize the fundraising efforts of the students.

## 10. Community Use of Facilities:

- a. **ORGANIZATION:** Community Education

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PERSON IN CHARGE: Kate Teschner  
 EVENT: "Clementon Clean-Up"  
 DATES: April 13 and 14, 2013  
 TIME: 9:00 AM - 12:00 PM  
 LOCATION: Clementon, NJ  
 PARTICIPANTS: CES teams and clubs will participate in Clementon Clean Communities Weekend. Each participating group will receive \$200.00 from the Borough of Clementon.

Approval of Motions 1 through 10 above.

MOVED BY: Mr. Freiling SECOND BY: Mrs. de Haan  
 ON ROLL CALL VOTE: MOTION CARRIED: 7-0-1  
 (Mr. Dilworth abstained from #1 and #2 only.)

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

11. Community Use of Facilities:

- a. ORGANIZATION: Lindenwold Baseball Athletic Association  
 PERSON IN CHARGE: LaCarr Hamilton  
 SPONSOR: Community Education  
 EVENT: Conditioning - Youth Activities  
 DATES: Tuesdays and Thursdays; March 26, 2013 - June 6, 2013  
 TIME: 6:30 PM - 8:00 PM  
 LOCATION: Gym  
 PARTICIPANTS: 15 adults and 12 children  
 NOTE: Other organization(s) have already reserved these rooms. Lindenwold Baseball may use the rooms only if the other organizations are not using them.
- b. ORGANIZATION: Camden County Girl Scouts  
 PERSON IN CHARGE: Julie Warshaver  
 SPONSOR: Community Education  
 EVENT: Recruiting meetings for service unit of the Camden County Girl Scouts  
 DATES: Wednesdays; April 17, 2013 - June 5, 2013  
 TIME: 6:30 PM - 8:30 PM  
 LOCATION: MPR and/or classrooms  
 PARTICIPANTS: 50 people  
 NOTE: Other organization(s) have already reserved these rooms. Camden County Girl Scouts may use the rooms only if the other organizations are not using them.

Approval of Motion 25 above.

MOVED BY: Mrs. Rappold SECOND BY: Mr. Dilworth  
 ON ROLL CALL VOTE: 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: (*Attachment VIII-1*)
- | <u>Bill List and Check Register</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| 1. List # 1 (Community Education)   | \$4,943.28    |
| 2. List # 2                         | \$631,156.74  |

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3. List # 3 \$200,191.65
2. Payment Transactions:
- a. Approve transfers in the amount of \$62,094.00. (*Attachment VIII-2.a*)
- b. Payroll transfers:
- | <u>Date</u> | <u>Transaction</u>           | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 02/15/13    | From: General<br>To: Agency  | \$88,925.52   |
| 02/15/13    | From: General<br>To: Payroll | \$117,681.25  |
| 02/28/13    | From: General<br>To: Agency  | \$91,534.90   |
| 02/28/13    | From: General<br>To: Payroll | \$122,441.03  |
3. Wire Transactions:
- | <u>Date</u> | <u>Transaction</u>                                     | <u>Amount</u> |
|-------------|--|---------------|
| 02/15/13    | To: First Niagara Bank<br>For: Tax Sheltered Annuities | \$6,010.00    |
| 02/28/13    | To: First Niagara Bank<br>For: Tax Sheltered Annuities | \$6,285.00    |
4. Resolution extending the award contract for purchasing with Camden County Cooperative Pricing System, ID CCCPS-57. (*Attachment VIII-4*)
5. School Board Workshop:
- a. NAME: Randy Freiling  
DATE: April 26, 2013  
WORKSHOP: 2013 School Public Relations Forum  
LOCATION: Mercerville, NJ  
COST: \$50.00
6. Renewal for 2013-2014 school year with Nutri-Serve Food Management, Inc. Fee \$13,642.20. (1.5% increase, current CPI)
7. Clementon Refunding Bond Ordinance for the refunding of up to all of the outstanding callable school bonds, Series 2005. (*Attachment VIII-7*)
8. 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 **February 28, 2013** 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) (*Attachment VIII-8*)  
(Secretary's report) (*Board Book*)

Pursuant to N.J.A.C. 6:23A-16.10 (c) 4, the Board certifies that as of **February 28, 2013** 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.

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Approval of Motions 1 through 8 above.

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

### PRESENTATIONS:

- February 2013 Manner Banner (Classroom 4B)
- T.E.R.R.I.F.I.C. Kids
- Bulldog's Best Winners

### CORRESPONDENCE:

1. February 2013 Nutri-Serve Update

### COMMITTEE REPORTS:

1. Administrative Evaluation  
(Chairperson - Randall Freiling)
  - Mr. Freiling has not heard from the Executive County Superintendent concerning the goals and objectives for the superintendent.
2. Building and Maintenance  
(Chairperson - William Weyland)
  - Mr. Weyland reported that we are having a meeting tomorrow at 3:30 PM. The architect is working on the Long Range Facilities Plan.
3. Camden County Educational Services Commission  
(Representative - Virginia de Haan; Alternate - William Weyland)
  - Mrs. de Haan reported they had interviews for the superintendent's position. They will be making an announcement soon.
4. Camden County School Boards Association  
(Representatives - John Romer and William Weyland)
  - Mr. Weyland reported that the 8<sup>th</sup> Grade Dialogue was very well attended.
5. Community Education and Extra-Curricular Information  
(Chairperson - John Romer)
  - Camp Clementon Attendance Record - February 2013
  - Mr. Romer reported that after school classes are finished. Ice Cream Social scooped 155 bowls of ice cream. Next event is Chuck E. Cheese Night on March 28<sup>th</sup>.
6. Policy  
(Chairperson - Irene Buchalter)
  - Mrs. Buchalter was not present for a report.
7. Common Core Curriculum and Technology  
(Chairperson - Ellen Suckle)
 

Mrs. Suckle was not present for a report. Ms. Marcus stated that QSAC was in and the County was very impressed with our curriculum. In Technology, Matt is working on updating software for accounting system. We also have a new program in the library called destiny.
8. Finance  
(Chairperson - Virginia de Haan)



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- Mrs. de Haan reported that the district has been successful in refinancing the existing school bonds realizing a savings of 3%.

**MOTION:** To approve Resolution accepting offer of refunding bonds with TD Bank.

**MOVED BY:** \_\_\_\_\_ **Mr. Dilworth** \_\_\_\_\_  
**ON ROLL CALL VOTE:**

**SECOND BY:** \_\_\_\_\_ **Mrs. Rappold** \_\_\_\_\_  
**MOTION CARRIED:** 7-0-0

### 9. Legislation

*(Representative - William Weyland)*

- Mr. Weyland had nothing to report.

### 10. Personnel - Executive Session

*(Chairperson - Sara Paranzino)*

- Mrs. Paranzino reported that the Committee met this evening to discuss changes for the 2013-2014 school year. Reviewed a non-renewal for next year. April we will have rehires and staffing.

### 11. Pine Hill Board of Education

*(Representative - Randall Freiling)*

- Minutes from the January 22, 2013 Worksession/Regular Business Meeting
- Mr. Freiling reported that tomorrow night is the meeting. There have been several questions concerning the budget. \$35 million dollar budget tax increase \$104.

### 12. Municipal Liaison

*(Representative - Randall Freiling)*

- Mr. Freiling had nothing to report. The Municipal Alliance program is changing and he will be required to attend a workshop on the new mandates.

### 13. Home and School Association

*(Representative - Virginia de Haan)*

- Mrs. de Haan reported on the meeting. The treasurer was not present so no report was given. There was discussion with fund raising for the coming year. Home and School would like to schedule all their fundraising events at the beginning of the school year and send out a calendar to all the parents in advance. They are looking at different things in an effort to get the parents and community out more often.

### 14. Negotiation

*(Chairperson - Ellen Suckle)*

- Mrs. Suckle was not present for a report.

### **OTHER INFORMATION:**

#### 1. Discussion Items:

- a. QSAC Visit
- b. AchieveNJ
- c. School Choice Application
- d. School Performance Report

#### 2. Clementon School Information:

- a. Nurse's Report - February 2013
- b. Enrollment Report - March 20, 2013
- c. Administrative Report - February 2013
- d. Fire/Security Drills Held - February 2013
  - i. Fire Drill: 02/27/13

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ii. Security Drill: 02/21/13 (Shelter-in-place)

**PUBLIC:**

No public comments.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

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

**MOVED BY:** Mr. Weyland

**SECOND BY:** Mrs. Rappold

**ON ROLL CALL VOTE:**

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

Respectfully submitted,

Joanne E. Clement, Board Secretary  
April 29, 2013