

**AUDUBON SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
AUDUBON HIGH SCHOOL MEDIA CENTER  
WEDNESDAY, DECEMBER 16, 2009  
7:30 P.M.**

1. Call meeting to order.
2. Sunshine Law Statement by presiding officer.

“In accordance with the provisions of the Open Public Meetings Law, the Audubon Board of Education transmitted notice of this meeting, scheduled at 7:30 p.m., in the Audubon High Media Center, to the *Courier Post* and *Retrospect* newspapers, filed with the Borough Clerk and posted copies on the Chestnut Street and Pine Street entrances to the high school.”

3. Salute to the Flag.
4. Motion to approve the following minutes:

**November 18, 2009**

All motions are voted on by all members unless otherwise marked with an +.

OPEN TO THE PUBLIC

**THE AUDUBON RENAISSANCE PROGRAM RECOGNIZES THE FOLLOWING STUDENTS AS STUDENTS OF THE MONTH FOR NOVEMBER**

**Grade Seven**

Emily Tubbs  
Jacob VanArnam

**Grade Eight**

Sara Arnold  
Kyle Hauske

**Freshman Class**

Brandi Scullan  
Nickolas Hall

**Sophomore Class**

Emily Howard  
Osvaldo Marrero

**Junior Class**

Colleen Devine  
Mokarom Hossain

**Senior Class**

Erica Paolucci  
David Swanson

**REPORT:** Student Council Representative: **Michael Villhauer**

**FINANCE:**

1. Motion to approve bills payable when properly certified.
2. Motion to approve the September 30, 2009 financial reports of the Board Secretary/Business Administrator and Treasurer of School Funds. These reports are in agreement.
3. Motion to accept the Board Secretary's certification, pursuant to NJAC 6A: 23-2.11(c) 3, that as of September 30, 2009, no budgetary line item account has been over expended in violation of NJAC 6A: 2.11(a).

4. Motion to certify, pursuant to NJAC 6A: 23-2.11(c) 4, that as of September 30, 2009 to the best of the board's knowledge, no major account or fund has been overextended in violation of NJAC 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.
5. Motion to amend the Audubon Education 403 (b) Retirement Plan as adopted on December 17, 2008.
6. Motion to approve Garrison Architects to submit the necessary NJDOE Round 3 ROD grant documents for the capital projects at the Haviland Avenue School and also approve authorization for Garrison Architects to amend the district's Long Range Facility Plan to include these projects.
7. Motion to accept the 2008-2009 audit.
8. Motion to approve the Corrective Action Plan for the 2009 audit as listed:

RECOMMENDATION	BOARD APPROVAL DATE	METHOD OF IMPLEMENTATION	RESPONSIBILITY FOR IMPLEMENTATION	DATE OF IMPLEMENTATION
<u>Financial Planning, Accounting &amp; Reporting</u>  The financial records reflect certain items such as outstanding checks, open receivables and open purchase orders that due to the date of these items should be investigated by the Business Administrator and appropriate action taken.	12/16/09	All records will be reviewed prior to the close of the month to ensure their accuracy	Business Administrator	11/30/09
The Treasurer's Report and the Board Secretary Report were not in agreement at June 30 <sup>th</sup> . The Business Administrator did not record in the financial records the audit adjustments from the prior year nor were the current year adjustments noted by the Treasurer recorded.	12/16/09	All account adjustments will be coordinated between the Business Office and the Treasurer on a monthly basis to ensure that all accounts are in agreement.	Business Administrator	11/30/09
The school district is not maximizing its efforts under the Special Education Medicaid Initiative (SEMI) for obtaining Federal funding	12/16/09	The district has already applied for and received its medicare provider number and is currently working with PCG to receive our reimbursements	Business Office/CST	11/30/09
The policy titled 'Internal Controls Policies & Procedures' as promulgated by NJAC6A:23A to ensure financial accountability of the school district was not adopted by the Board of Education	12/16/09	All necessary policies were adopted in July 2009.	Superintendent's Office/Policy Committee	8/18/09

The Borough Tax Levy was not paid in full as of June 30, 2009 as required by RS 54:4-75	12/16/09	All efforts were made to collect the outstanding tax levy on a timely basis	Business Administrator	N/A
Adjustments to the Business Office reconciliations for the payroll agency account were necessary in order to agree with the Treasurer's bank reconciliation	12/16/09	Corrections given to the Treasurer, by the Payroll Clerk were not always completed timely. All future corrections will be made on a timely basis.	Payroll Clerk	11/30/09
There are outstanding prior year grant balances that should have been returned to the Department of Education for the following:  IDEA – Basic \$8,849 IDEA – PSH \$634	12/16/09	Balances will returned prior to January	Business Administrator	11/30/09
<u>Student Body Activities</u> There were 9,756 general admission tickets that were unaccounted for. The total dollar value of these tickets is \$25,946	12/16/09	Subsequent to the completion of the audit, all of these tickets were accounted for.	Athletic Director	N/A

**PERSONNEL: (All motions are upon Superintendent's recommendation:)**

1. Motion to approved substitutes/home-instruction tutors, as listed, for the 2009-2010 school year:
2. + Motion to approve staff members' leave requests to attend workshops/conferences for the 2009-2010 school year, as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
HAS	\$219.00	Christine Brady	February 18, 2010	NJ Kindergarten Teachers
HAS	\$219.00	Sue Selby	February 18, 2010	NJ Kindergarten Teachers
MAS	\$199.00	Kathy Giambri	January 7, 2010	The Best of the Best Websites (K-6) to Enhance Instruction and Strengthen Student Learning

3. Motion to approve staff members' leave requests to attend workshops/conferences for the 2009-2010 school year, as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
District	\$349.00	Mike Sloan	January 28, 29, 2010	TECHSPO 2010
District	\$199.00	Donald Borden	January 29, 2010	TECHSPO 2010

4. + Motion to approve an additional volunteer for the Audubon Basketball Club for the 2009-2010 school year as listed:

VOLUNTEER	POSITION
Joe Mannion	Assisting Coach Coyle for 7/8 grade Traveling Basketball

5. Motion to approve the following student from Rutgers University to complete a 45 hour practicum requirement at the high school effective January 25, 2010 through April 30, 2010 as follows:

STUDENT	SUBJECT/GRADE	COOPERATING TEACHER
Caitlin Marmion	English	Melissa Wood

6. + Motion to approve the following student from Rutgers University to complete a 45 hour practicum requirement at Mansion Avenue School between January 25, 2010 through April 30, 2010 as follows:

STUDENT	SUBJECT/GRADE	COOPERATING TEACHER
Patricia Bianco	Grade 3	Kathleen Hueber

7. Motion to approve Rutgers University student, Joseph Turkot, to complete his English student teaching requirement at the high school with Kate Wilson serving as cooperating teacher effective January 25, 2010 through May 7, 2010.

8. Motion to approve Rowan University student, John Leopardi, to complete his Mathematics student teaching requirement at the high school with Patricia Martel serving as cooperating teacher effective January 19, 2010 through May 7, 2010.

9. + Motion to approve Tara Domin to continue as long-term substitute special education self-contained teacher at Mansion Avenue School, for Leslie Rybacki, at Step 1, BA, 46,000 (prorated) effective January 4, 2010 through June 30, 2010.

10. + Motion to rescind the current contract for Mary Knoll as full-time special education aide at Mansion Avenue School effective December 31, 2009.

11. Motion to approve Mary Knoll, current special education aide at Mansion Avenue School, as full-time special education resource teacher at the high school, for Vivian Gubbings, at Step 1, MA, \$49,400.00 (prorated) effective January 1, 2010 through June 30, 2010.

12. + Motion to approve payment to the following part-time teachers for hours worked outside regular schedule for the purpose of parent/teacher conferences at the AEA Non-Instructional rate:

Rose Lang	November 19, 2009	6:00 pm-9:00 pm	Total: 3 hours
			<b>TOTAL: 3 hours</b>
Deborah Illuminati	November 19, 2009	6:00 pm-9:00 pm	Total: 3 hours
	November 24, 2009	1:45 pm-2:30 pm	Total 45 minutes
			<b>TOTAL: 3 hours 45 mins.</b>

13. Motion to accept, with best wishes, the letter of resignation from Jessica Cooper, high school special education aide, effective retroactive to November 30, 2009.

14. Motion to approve Julie Driscoll, certified Learning Disabilities Teacher Consultant, to perform Child Study Team learning evaluations on an as needed basis, per case basis, at the currant rate of \$240.00 per evaluation.

15. + Motion to approve a request for leave without pay for Kim Coyle-Felix as follows:

Leave without pay – March 17, 18, and 19, 2010

16. Motion to approve the following winter 2009 coaching positions:

NAME	SPORT	POSITION
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Rich Horan III	Boys' Basketball	Volunteer Coach
Tom Diaz	Boys' Basketball	Volunteer Coach
Keristan Welsh	Girls' Basketball	Volunteer Coach
Mark Valentine	Wrestling	Assistant Coach (shared stipend)
John Battillo	Wrestling	Assistant Coach (shared stipend)
Justin Carvelli	Swimming	Volunteer Coach
Anthony Van Dexter	Swimming	Volunteer Coach

17. + Motion to approve an additional volunteer for the Audubon Community Education's Elementary Wrestling Program for the 2009-2010 school year:

Todd Weaver – Volunteer Coach

18. + Motion to approve the following as mentor for the 2009-2010 school year. Novice teacher will compensate mentor as per state regulations and AEA contract:

MENTOR	TEACHER
Teresa Gornowski	Kenneth Visconti

- **DISCUSSION** - Brooklawn Shared Services

**PROGRAM:**

- Motion to approve participation in Camden County's modified Youth Risk Behavior Survey (YRBS) in fall 2010.
- Motion to approve the 2009-2010 Nursing Services Plan.
- Motion to approve the following curricula as recommended by the Curriculum Committee of the Board:
  - Consumer Economics
  - Business Economics
  - Technology Independent Study
- Motion to approve the following new course approval request:
  - Art and Technology Education (IA)*
- Motion to approve revisions to the Three Year Plan as recommended by the Curriculum Committee of the Board.

- **DISCUSSION** - School Choice

**STUDENTS:**

- Motion to approve field trips as listed.
- Motion to approve homebound instruction for the following student:

STUDENT ID#	DATE
#43711	Effective retroactive to December 1, 2009 - Ongoing

3. + Motion to rescind the motion approved at the November 18, 2009 meeting of the Board of Education to change the cut-off date for kindergarten students from October 1 to August 31, effective immediately. The cut-off date is October 1.

- **INFORMATION:**  
Kindergarten Registration Dates: Haviland Avenue School

- Wednesday, February 24, 2010
- Thursday, February 25, 2010

4. Motion to approve cheerleading competitions for the 2010 winter season as listed.

**POLICY:**

1. Motion to approve revisions to the following policy as recommended by the Policy Committee of the Board:
- #5145.7 Prohibiting Harassment, Intimidation and Bullying

**BUILDINGS AND GROUNDS:**

1. Motion to approve use of facilities as listed.
- **DISCUSSION** Y.A.L.E. School

**REPORTS:**

1. Mansion Avenue School
2. Haviland Avenue School
3. Audubon High School
4. Child Study Team
5. Home Tutoring Report (September, October and November)

**BOARD COMMITTEES:**

- A. Alternate Sources of Funding: **Mrs. Bentley**, Chairperson, Mr. Lee, Mrs. Hauske, Mr. Harvey, Alternate, Mr. Martin
- B. Buildings and Grounds: **Mr. Gilmore**, Chairperson, Mrs. Cox, Mr. Martin, Mrs. Bentley, Alternate, Mrs. Slack
- C. Community Relations: **Mrs. Slack**, Chairperson, Mrs. Hauske, Mr. Martin, Mrs. Bentley, Ms. DeFrates, Alternate, Mr. Cipolone
- D. Curriculum: **Ms. Brown**, Chairperson, Mrs. Bentley, Mr. Lee, Mrs. Cox, Ms. DeFrates Alternate, Mrs. Slack
- E. Finance: **Mr. Gilmore**, Chairperson, Mr. Harvey, Mrs. Cox, Mr. Lee, Alternate, Mrs. Bentley
- F. Negotiations: **Mrs. Slack**, Chairperson, Mrs. Hauske, Mrs. Cox, Mr. Harvey, Alternate, Mrs. Bentley
- G. Policy: **Mrs. Slack**, Chairperson, Ms. Brown, Mrs. Cox, Mrs. Hauske, Alternate, Mr. Martin
- H. Scholarship: **Ms. Brown**, Chairperson, Mr. Lee, Mr. Gilmore, Mr. Harvey, Ms. DeFrates, Alternate, Mr. Martin
- I. CCESC Rep. Rotation: **Mr. Borden**
- J. CCSBA Rep. Rotation: **Mr. Martin**
- K. AEF Representatives: **Mrs. Bentley**
- L. State/Federal Programs: **Mr. Borden**  
Affirmative Action Officer: **Mr. Delengowski**  
Public Agency Compliance Officer: **Mr. Delengowski**

**The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The board reserves the right to limit public discussion. Public discussion of a topic will be limited to fifteen minutes, and individual speakers will be limited to five minutes. Reference Policy #9322 of the Audubon Public Schools Board of Education Policy Manual.**

**PRIVATE:**

1. Motion to move board to closed session at approximately \_\_\_\_\_ pm for the following:

Reconvene at approximately \_\_\_\_\_ pm.

**PUBLIC PARTICIPATION:**

1. Motion to adjourn meeting at approximately \_\_\_\_\_ pm.