

BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL MEDIA CENTER
WEDNESDAY, SEPTEMBER 19, 2012
7:30 P.M.
AGENDA

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:

August 15, 2012

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

OPEN TO THE PUBLIC

REPORT: Student Council Representative: **Madison Reilly**

FINANCE:

1. Motion to approve bills payable when properly certified.
2. Motion to approve the July 31, 2012 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 July 31, 2012, 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 July 31, 2012, 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 approve a shared services agreement with the Brooklawn Board of Education effective retroactive to July 1, 2012 through June 30, 2013 as follows:

Board Office Services: \$1,500.00

6. Motion to approve a contract with Xerox for all district printers, under NJ State Contract 51-500 at a cost of \$546 per month for the 2012-2013 school year.

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

1. + Motion to approve staff members' leave requests to attend workshops/conferences for the 2012-2013 school year as follows:

| School | Cost | Staff Member | Date of Conference | Name of Conference |
|--------|----------|-------------------|--------------------|---|
| MAS | \$225.00 | Annette Hartstein | November 16, 2012 | Technology Conference |
| HAS | \$189.00 | Beth Crosby | October 4, 2012 | Using Apps for Play Skills, Intervention, & Lesson Plans in Early Childhood Special Education |
| HAS | \$189.00 | Dana Kahlbon | October 4, 2012 | Using Apps for Play Skills, Intervention, & Lesson Plans in Early Childhood Special Education |
| MAS | \$350.00 | Eunice Englehart | October 9, 2012 | Fundations Level I Training |

2. + Motion to approve the following as classroom volunteers at Mansion Avenue School for the 2012-2013 school year:

| | | | |
|--------------|-----------------|-------------|-----------------|
| Kelly Colon | Marge Tomaselli | John Daly | Leah Barnhardt |
| Dana Wells | Sharon Sweeten | Mindy Ruoff | Jessica Johnson |
| Tina Mickles | | | |

3. Motion to approve a salary adjustment for Eric Miller for obtaining his Master of Arts in Education degree, from Step 16 BA to Step 16 MA, effective retroactive to September 1, 2012.
4. Motion to approve a salary adjustment for Brian Kulak for obtaining 30 credits towards his Master of Arts in Education degree, from Step 11 BA to Step 11 BA+30, effective retroactive to September 1, 2012.
5. Motion to approve a salary adjustment for Angela DiFilippo for obtaining her Master of Arts in Education degree from Step 2, BS to Step 2, MA, effective retroactive to September 1, 2012.
6. + Motion to approve an amendment to the leave of absence request from Cara Novick, elementary guidance counselor, as follows:

Original Approval: Paid Leave of Absence effective 9/4/12 through 9/7/12 – 4 sick days
 Revised Approval: Paid Leave of Absence effective 9/4/12 through 9/14/12 - 9 sick days and 1 comp day
 Original Approval: NJ Family Leave Act for the Purpose of Child Rearing from 9/10/12 through 11/30/12
 Revised: NJ Family Leave Act for the Purpose of Child Rearing from 9/17/12 through 12/7/12
 Original Approval: Unpaid Leave of Absence effective 9/10/12 through 12/21/12
 Revised: Unpaid Leave of Absence effective 9/17/12 through 12/21/12

7. Motion to approve the following staff members as chaperones for the 2013 Senior Class trip scheduled for March 2013:

| | | |
|------------------|-----------------|---------------|
| Sue Andrew | Dennis Bantle | Rob Buchs |
| Ashley McGuire | Eric Miller | Don Seybold |
| Dawn Ewing | Mike Tomasetti | Steve Ireland |
| Eileen Willis | Scott LaPayover | Melissa Wood |
| Sebastian Marino | | |

8. + Motion to approve the following mentors for the 2012-2013 school year. Novice teachers will compensate mentors as per state regulations and AEA contract:

| Teacher | School/Subject | Mentor | Date |
|--------------------------|------------------------------------|--------------|-----------------|
| Jennie Hartman | Resource Center Teacher – MAS | Cathy Samuel | 9/1/12-12/21/12 |
| Eunice DeJesus-Englehart | BSI Teacher – MAS | Cheryl Bortz | 9/1/12-6/30/13 |
| Carrie Figueroa | Special Education Teacher – MAS | Cathy Samuel | 9/1/12-6/30/13 |

9. Motion to approve a modification in overloads at the high school effective retroactive to September 1, 2012 through June 30, 2013:

Rescind: Full Overload – Kevin Clements
 Rescind: ¼ Overload – Angela Difilippo
 Approve: Full Overload – Mike Tiedeken
 Approve: ½ Overload – Angela Difilippo

10. Motion to approve the following staff members as local professional development committee members for the 2012-2013 school year, funded through NJEA:

| HAS | MAS | High School | District |
|--|--------------------------|--|---|
| JoAnne McCarty Karen Bowers Catherine Olivieri | Kim Brach Kelly Skala | Chris Sylvester Alvina LaCasse Brian Kulak | Don Borden Beth Canzanese Eric Miller Jane Byrne |

11. Motion to approve the following staff members to conduct a one hour Genesis question and answer session at Mansion Avenue School on one of the following dates: September 19, October 3 and October 4, 2012 at the contractual rate of \$55.00 per hour for one hour total:

Brian Kulak Nicole Szymanski Mary Knoll Kevin Greway

12. Motion to approve Gregory Smith for the Technical Support position in the district for up to 20 hours per week at \$10.00 per hour, to include no benefits, effective September 20, 2012 through June 30, 2013, on an emergent basis.

13. Motion to approve the following staff member to write curriculum for the 2012 school year at the contractual rate of \$600.00 per curriculum:

Mary Anne Kavanaugh Common Core Curriculum for 12 Grade CP English \$600.00

14. Motion to approve payment to the following staff members for training and turnkey training of the teacher evaluation system, as follows:

| | | |
|------------------|----------|--|
| Training | Two Days | \$25.00 p/hr. for 14 hours each staff member |
| Turnkey Training | One Day | \$55.00 p/hr. for 6 hours each staff member |

Total: \$680.00 per staff member

| | | | |
|------------------|----------------|-----------------|---------------------|
| Lisa McGilloway | Beth Canzanese | Kelly McShane | Roberta Ignaczewski |
| Kim Felix | Brian Kulak | Chris Sylvester | Ashley McGuire |
| Nicole Szymanski | Andi Collazzo | Betsy Kirkbride | |

15. Motion to accept, with best wishes, the letter of resignation from Deborah Illuminati, part-time BSI teacher at Mansion Avenue School, effective retroactive to August 24, 2012.

16. Motion to approve Eunice DeJesus-Englehart as 62% tenure track BSI teacher at Mansion Avenue School, for Deborah Illuminati, at Step 2, MA, \$32,364.00 effective retroactive to September 1, 2012 through January 31, 2013 and at Step 2, MA, \$32,736.00, not to include benefits, effective February 1, 2013 through June 30, 2013.
17. Motion to approve the following extra-curricular contracts for the 2012-2013 school year with compensation as per the negotiated agreement:
- | | |
|------------------|----------------------------|
| Adam Cramer | Saturday Detention Proctor |
| Teresa Weichmann | Saturday Detention Proctor |
| Susan Cain | Band Assistant/Front |
18. + Motion to amend the previous approval of Annette Hartstein as Gifted Student Program Instructor as follows:
- | | |
|--------------------|---|
| Original Approval: | Two hours per week of instruction at the contractual rate of \$55.00 per hour |
| Revised Approval: | Two hours per week of instruction at the contractual rate of \$55.00 per hour |
| | Three hours prep time per month at the contractual rate of \$25.00 per hour |
19. + Motion to approve an additional two hours per week for part-time BSI teacher at Haviland Avenue School, Joan Maguire, effective retroactive to September 4, 2012 through June 30, 2013.
20. Motion to approve a request from Mary Knoll, high school special education teacher, for an unpaid leave of absence as follows: (This does not establish past practice.)
- April 19, 2013 and April 22, 2013 2 Days
21. Motion to approve the following revisions to the original approval of the following fall 2012 coaching positions:
- Rescind: Volunteer – Blair MacMinn – Girls' Soccer
 Approve: Volunteer – Keighley Kilvington – Field Hockey
22. Motion to approve the following staff member for set up, communication and supervision of the virtual training for the MyAccess Online Writing Program for the 2012-2013 school year:
- Mike Tiedeken 3 hours at the contractual rate of \$25.00 per hour
23. + Motion to approve the following additional staff members for the 6th grade Theater Club for the 2012-2013 school year:
- | | | |
|---------------------------|---------------------------|------------------|
| Roberta Hanson | Assistant Director/Vocals | \$20.00 per hour |
| Students: Augustus Stolte | Helper | \$7.50 per hour |
| Anne Busarello | Helper | \$7.50 per hour |
24. Motion to approve an additional ticket taker for the 2012 fall sports season at the rate of \$40.00 per home event as per the negotiated agreement:
- Luanne Cross
25. Motion to rescind the following extra-curricular contracts for the 2012-2013 school year:
- | | |
|--------------------|---------------------------|
| Joan Jackson | Graduation (1/2 contract) |
| Lillian Mierkowski | Graduation (1/2 contract) |
26. Motion to approve district substitutes and home instruction tutors for the 2012-2013 school year, as listed: (Pending complete of state and district requirements)

| | | |
|----------------------|--------------------|-------------|
| Carmen Bowman | Substitute Teacher | Grades 1-5 |
| Marybeth Foyle | Substitute Teacher | Grades 7-12 |
| Ukiah Carbone-Gambon | Substitute Teacher | Grades K-12 |
| Sean O'Connor | Substitute Teacher | Grades K-12 |
| Francis Lee | Substitute Teacher | Grades K-12 |
| Stephen Grenhart | Substitute Teacher | Grades K-12 |
| Margaret DelSignore | Substitute Teacher | Grades K-12 |
| Rose Arcaini | Substitute Teacher | Grades K-6 |

27. Motion to approve Digits Training for district staff at a cost of \$2200.00 for 4 hours of onsite training for seven teachers, as listed:

Pearson Digits Online Math Program for Grades 7-8
 Pearson Environmental Online Program for Grade 9

28. + Motion to approve the following overload at Mansion Avenue School effective retroactive to September 1, 2012 through June 30, 2013:

Cheryl Bortz Full Overload

29. + Motion to approve the following staff members as RTI Coordinators for the 2012-2013 school year for a total of \$2500.00 each staff member:

Jane-Byrne – Haviland Avenue School
 Lisa McGilloway – Mansion Avenue School

30. + Motion to approve an adjustment in the hours for Karen Berghof, classroom aide at Mansion Avenue School, from 25 hours per week to up to 29.5 hours per week effective retroactive to September 4, 2012 through June 30, 2013.

31. Motion to approve hiring for a period of three months beginning September 20, 2012, pending completion of all district and state requirements, the Emergent Hiring of the following:

April Lorenzo – Nutri-Serve Staff
 Gregory Smith – Technology Support Staff

32. Motion to approve the following former Child Study Team personnel to serve as providers of CST coordination and support services in the absence of Pat Porreca, at the rate of \$375.00 per diem for one day per week for a total of 15 days each effective October 1, 2012 through December 2012:

Barbara Reeves Nancy Oberlander

33. Motion to approve Debbi Nanni-Zacher, district speech/language therapist, to provide six (6) hours of supervision (one hour every other week) to newly hired long-term substitute speech/language therapist, Jamie Bertini, in the absence of Pat Porreca, at a rate of \$400,00 total effective October 1, 2012 through December 2012.

PROGRAM:

1. Motion to approve the revised District Mentoring Plan for years 2008 through 2013.
2. Motion to approve the following curriculum as recommendation by the Curriculum Committee of the Board:

AHSA Math – New
 AHSA English – New

- Motion to approve the resolution authorizing Hampton Academy to include cost of meals provided in the annual tuition rate charged to students for the 2012-2013 school year.

- **Discussion:** School Choice

STUDENTS:

- Motion to approve the following out-of-district placements, as listed:

| Student ID# | Placement | Date |
|-------------|--|--|
| #1208 | (Placement for student who recently transferred into the district – continuation of previous out-of-district placement) Gloucester County Institute of Technology's 18-21 (post graduate) program | Effective 9/1/12- 6/30/13 Tuition and Transportation Costs - responsibility of Audubon Public Schools |
| 44177 | (Placement for student who recently transferred into the district – continuation of previous out-of-district placement) Y.A.L.E. School, Cherry Hill | Effective 9/1/12-6/30/13 Tuition and Transportation costs responsibility of Audubon Public Schools |
| 1144 | (Original approval for a continuation of placement at Katzenbach School for the Deaf – 8/15/12.) Revised to include weeknight boarding at the school. Audubon will be responsible for the additional cost. | Effective 9/1/12-6/30/13 |

- + Motion to approve the following out-of-district placements, as listed:

| Student ID# | Placement | Date |
|-------------|---|---|
| 1201 | (Placement for student who recently transferred into the district – continuation of previous out-of-district placement) Archway School, to include one-on-one nurse for bus and classroom – Bayada Nurse | Effective 9/1/12-6/30/13 Tuition and Transportation costs responsibility of Audubon Public Schools |

- Motion to approve homebound instruction for the following students:

| STUDENT ID# | DATE |
|-------------|---|
| 00112 | Effective retroactive to September 13, 2012 - ongoing |

- Motion to approve the following field trip requests:

BUILDINGS AND GROUNDS:

- Motion to approve the following use of facilities requests:

POLICY:

- Motion to approve revisions to the following policies as recommended by the Policy Committee of the Board:

| | |
|------------|--|
| 4121 | Substitute Teachers |
| 4111, 4211 | Recruitment, Selection and Hiring |
| 3541.1 | Transportation Routes and Services |
| 5131.6 | Drugs, Alcohol and Tobacco (Substance Abuse) |
| 9270 | Conflict of Interest |
| 1330 | Use of School Facilities |
| 6142.10 | Internet, Safety and Technology |
| 4251 | Attendance Patterns |

2. Motion to approve the following job description as recommended by the Policy Committee of the Board:

Technology Support

REPORTS:

1. Mansion Avenue School
2. Haviland Avenue School
3. High School
4. Child Study Team
5. RTI Report (September)

BOARD COMMITTEES:

- A. Buildings and Grounds: **Mr. Gilmore**, Chairperson, Mrs. Slack, Mrs. Dawson, Mr. Yacovelli, Alternate, Ms. Sullivan
- B. Community Relations: **Mrs. Hauske**, Chairperson, Mrs. Slack, Mr. Ingram, Mr. Yacovelli, Alternate, Mrs. Dawson
- C. Curriculum: **Ms. Brown**, Chairperson, Ms. Sullivan, Mrs. Sullivan-Butrica, Mrs. Cox, Alternate, Mrs. Hauske
- D. Finance: **Mr. Gilmore**, Chairperson, Mrs. Hauske, Mrs. Sullivan-Butrica, Mrs. Cox, Alternate, Mr. Yacovelli
- E. Negotiations: **Mrs. Slack**, Chairperson, Mrs. Hauske, Mrs. Cox, Mr. Gilmore, Alternate, Mrs. Sullivan-Butrica
- F. Policy: **Mrs. Slack**, Chairperson, Ms. Brown, Mrs. Cox, Ms. Sullivan, Alternate, Mrs. Dawson
- G. Scholarship: **Ms. Brown**, Chairperson, Mr. Gilmore, Ms. Sullivan, Mrs. Sullivan-Butrica, Alternate, Mrs. Dawson
- H. CCESC Rep. Rotation: **Mr. Borden**
- I. CCSBA Rep. Rotation: **Mrs. Dawson**
- J. AEF Representative:
- K. 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.

**AUDUBON BOARD OF EDUCATION
AUDUBON, NJ 08030**

**RESOLUTION
AUTHORIZING EXECUTIVE SESSION**

September 19, 2012

Date

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the **Audubon Board of Education** to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the **Audubon Board of Education** has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the **Audubon Board of Education** will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- Any matter in which the release of information would impair a right to receive funds from the federal government;
- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;
- Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body
- Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;
- Any investigations of violations or possible violations of the law;
- Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;
- Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public;

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the **Audubon Board of Education** will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene and the **Audubon Board of Education** will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the **Audubon Board of Education** will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the **Audubon Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Audubon Board of Education** attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the **Audubon Board of Education**, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Ralph Gilmore, Board President

Date

Robert Delengowski, Business Administrator/Board Secretary

PRIVATE:

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

Negotiations

Reconvene at approximately _____ pm.

PUBLIC PARTICIPATION:

1. Motion to adjourn meeting at approximately _____ pm.