

BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL MEDIA CENTER
WEDNESDAY, SEPTEMBER 18, 2013
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 21, 2013

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

OPEN TO THE PUBLIC

PRESENTATIONS

Introduction of New Staff Members: Building Principals

(Brief Recess)

RECOGNITION OF THE FOLLOWING STAFF MEMBER UPON HER RETIREMENT

Cheryl Bortz – 1988-2013

2012-2013 Period 2 Report on Violence, Vandalism and Substance: Dr. Edward Wasilewski

2013-2014 RTI Handbook for Intervention Specialists: Beth Canzanese

REPORT: **Student Council Representative:** Annie Busarello (Alternate: Katie Grimm)

FINANCE:

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A –

16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2013. The Treasurer's Report and Secretary's report are in agreement for the month of July 2013.
3. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
4. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (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, 2013 through June 30, 2014 as follows:

Board Office Services: \$1,500.00

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

1. Motion to approve Kristen Tegan as full time, tenure track social studies teacher at the high school, for Casey Clements, at Step 1, BA, \$48,600.00, effective retroactive to September 1, 2013, through January 31, 2014 and at Step 2, BA, \$49,600.00, effective February 1, 2014 through June 30, 2014.
2. + Motion to approve the emergent hire of Marisa Reca as full time, tenure track third grade teacher at Mansion Avenue School, for Katie Hueber, at Step 1, BA, \$48,600.00, effective retroactive to September 1, 2013 through January 31, 2014 and at Step 2, BA, \$49,600.00, effective February 1, 2014 through June 30, 2014.
3. + Motion to approve the emergent hire of Nicole Racite as part time instructional aide at Mansion Avenue School at Step 8, \$11.30 per hour for up to 29.5 hours per week, not to include benefits, effective September 19, 2013 through June 19, 2014 or the last day for students.
4. Motion to approve the following district substitutes and home instruction tutors for the 2013-2014 school year pending completion of all district and state requirements:

Sam Bonavita	Substitute Teacher
John Dutton	Substitute Teacher
Joanna DeMayo	Substitute Teacher
Kyle Muckley	Substitute Teacher
Leah Barnhardt	Substitute Teacher
Kathy Miller	Substitute Teacher
Matthew Crawford	Substitute Teacher
Katie Reilly	Substitute Teacher

5. Motion to approve the following staff members as chaperones for the 2014 Senior Class Trip to Disney World in March 2014:

Administrator:

Rob Buchs

Teachers/Counselors:

Sue Andrew	Dennis Bantle	Angela DiFilippo
Dawn Ewing	Gregg Francis	Steve Ireland
Betsy Kirkbride	Scott Lapayover	Ashley McGuire
Don Seybold	Mike Tomasetti	Melissa Wood
Kelly Young		

6. + Motion to approve a request for leave without pay from Kim Coyle-Felix, kindergarten teacher at Haviland Avenue School, effective retroactive to September 3, 2013. *(This does not establish past practice.)*
7. Motion to approve the following Wilmington University student to complete his student teaching requirement as listed: (Previously approved; requesting approval of change in cooperating teacher)

Student Teacher	School	Grade/Subject	Dates	Cooperating Teacher
Tyler Inkster	HS	Teacher of Students with Disabilities	September 2013 through December 2013	Dawn Ewing

8. + Motion to approve Elizabeth McCurdy to be added to the summer RTI Block committee for four (4) hours at the contractual rate of \$25.00 per hour for a total of \$100.00.
9. + Motion to approve the following staff for additional 2013 summer committee hours:

Jane Byrne:	16 additional hours	RTI Block Committee	\$25.00 per hour	Total: \$400.00
Jane Byrne:	5 additional hours	Elem. Curriculum Committee	\$25.00 per hour	Total: \$25.00
Jane Byrne:	2 additional hours	Math Committee	\$25.00 per hour	Total: \$50.00
Blake Marchese:	5 additional hours	Elem. Curriculum Committee	\$25.00 per hour	Total: \$125.00

10. + Motion to approve the following Camden County College student to complete a 15 hour field experience requirement at Haviland Avenue School during the 2013 fall semester:

Jennifer Shirk

11. + Motion to rescind Michael Weppler as supervisor of the Audubon Community Education Chess Club at Mansion Avenue School for the 2013-2014 school year.
12. + Motion to approve John Tegan as supervisor of the Mansion Avenue School Audubon Community Education Chess Club for the 2013-2014 school year, pending completion of all district and state requirements, for a stipend in the amount of \$400.00.
13. Motion to accept, with best wishes, the letter of retirement from Danielle Comisky, district Learning Disabilities Teacher Consultant, effective January 1, 2014.
14. Motion to approve a modification in the high school overloads effective retroactive to September 1, 2013 through June 30, 2014:

Rescind: Full Overload – Luke Collazzo

15. Motion to approve payment to Lillian Mierkowski for an additional 21 hours, at her hourly rate, for 2013 summer work, due to the increase in athletic paperwork required by the NJSIAA.
16. + Motion to approve the following mentor for the 2013-2014 school year. Novice teacher will compensate mentor as per state regulations and AEA contract:

Teacher	School/Subject	Mentor	Date
Olivia Shreeves	Resource Center Teacher	Jane Byrne	9/1/2013-6/30/2014

17. Motion to approve the following mentor for the 2013-2014 school year. Novice teacher will compensate mentor as per state regulations and AEA contract:

Teacher	School/Subject	Mentor	Date
Kristen Tegan	Social Studies	Gregg Francis	9/1/2013-6/30/2014

18. + **Motion to approve the following adult/parent volunteers at the elementary schools for the 2013-2014 school year:**

HAVILAND

Donna Bunnell	June Jones	Margaret Metzler	Judy Perna
Miller Rhoda	Doris Schopfer	William Simpson	Mary Tharon

MANSION

Leah Barnhardt	Kelly Colon	Mrs. DeFilippo	Kenneth Endt
Rosann Endt	Mrs. Alvin	Susan Jones	Mrs. Sweeten
Mindy Ruoff	Marge Tomaselli		

19. + Motion to approve Lauren VanSciver, current district substitute teacher, as part time instructional aide at Haviland Avenue School at Step 8, \$11.30 per hour for up to 29.5 hours per week, not to include benefits, effective September 19, 2013 through June 19, 2014 or the last day for students.

20. + Motion to approve the following modifications in previously approved certificated staff salary steps as listed: *(All steps effective February 1, 2014 through June 30, 2014)*

Christine Fox	Step 1 MA to Step 2 MA
Jennie Hartman	Step 3 BA to Step 4 BA
Christine Karageorgis	Step 13 BA to Step 14 BA – 66%
Olivia Shreeves	Step 1 BA to Step 2 BA – 53%
Casey Snock	Step 1 MA to Step 2 MA – 61.5%
Jamie Bertini	Step 2 MA to Step 3 MA
Ilana Ablon	Step 14 MA to Step 15 MA - 60%

21. Motion to approve the following modifications in previously approved certificated staff salary steps as listed: *(All steps effective February 1, 2014 through June 30, 2014)*

Larae D'Angelo	Step 1 BA to Step 2 BA
Matthew Harter	Step 3 BA to Step 4 BA
Ryan Knaul	Step 2 BA to Step 3 BA
Jessica Lindsay	Step 1 BS to Step 2 BS
Julia Pounds	Step 3 BA to Step 4 BA
Daniel Reed	Step 1 BA to Step 2 BA – 66%
Elaine Root	Step 3 BS to Step 4 BS

22. + Motion to approve the 2014 Community Education After School Enrichment staff as listed:

<u>Instructors</u>	<u>Activity</u>	<u>Stipend</u>
Sue Moore	Theater Club	\$25.00 per hour
Roberta Hanson	Theater Club	\$20.00 per hour
Augustus Stolte	Theater Club Assistant	\$ 7.50 per hour
Mad Science Staff	NJ Mad Science Program	\$82.00 per child
Diane Geissler	Arts and Crafts Class for HAS LO	\$25.00.per hour
Mike Chazin	Woodworking Class	\$45.00 per hour
Sandy Masciantonio	MAS Liaison	\$12.25 per hour

Amanda Brown Kids in Motion \$40.00 per hour
 Ellyne Dombro Chocolate Creations
 This class is offered in our Adult Evening Brochure and we advertise in After School Enrichment Program as well. This class is for child accompanied by parent.
 Mitch Winkler Tennis Juniors - Ages 6-8
 Tennis Juniors - Ages 9-11 This class is offered in our Adult Evening Brochure and we advertise in After School Enrichment Program as well. Mr. Winkler is fingerprinted and has background check.

23. + Motion to approve a modification in the hours and position for Francesca Eagan, current kindergarten classroom aide, as follows:

From part time kindergarten classroom aide at Haviland Avenue School at Step 9, \$15.00 per hour for up to 17 hours per week to part time instructional aide at Haviland Avenue School at Step 9, \$15.00 per hour for up to 29.5 hours per week, not to include benefits, effective September 20, 2013.

24. Motion to approve the following rescissions and approvals in fall 2013 coaching positions:

Rescind: Jennifer Owens Assistant Field Hockey Coach
 Keighley Kilvington 7/8 Field Hockey Coach
 Approve: Keighley Kilvington Assistant Field Hockey Coach
 Melissa Stratton 7/8 Girls' Soccer Coach
 Amanda Parisi Assistant Cheerleading Coach

25. Motion to approve staff members' leave requests to attend workshops/conferences for the 2013-2014 school year as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
HS	\$285.14	AnneMarie Harris	October 4, 2013	Art Educators of NJ Conference
CST	\$158.40	Maria Pousatis	October 25, 2013	19 th Annual Symposium for School Psychologists and Counselors

26. Motion to approve, with best wishes, the letter of retirement from Patricia Porreca, Director of Special Services, effective January 1, 2014.

27. + Motion to approve Mary Johnston, Audubon resident and student of Western Governors (Online) University, to complete her pre-clinical experience at Haviland Avenue School during the 2013 Fall semester with Debra Costello and her second grade class.

28. + Motion to approve the following as KEYs caregivers for the 2013-2014 school year: (Pending completion of all state and district requirements.)

Jenna Chiarulli Victoria Quinn

29. + Motion to approve staff members' leave requests to attend workshops/conferences for the 2013-2014 school year as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
MAS	\$185.00	Judy Gabardi	October 4, 2013	Art Educators of NJ Conference

30. + Motion to approve an increase in hours for Olivia Shreeves, part time resource center teacher at Haviland Avenue School for Terry Salamone from 53%, Step 1, BA to 69%, Step 1, BA from September 1, 2013 through January 31, 2014 and from 53%, Step 2, BA to 69%, Step 2, BA from February 1, 2014 through

June 30, 2014, effective September 19, 2013, **allowing Ms. Shreeves to provide an hour of in-class resource center support services at Mansion Avenue School one additional hour per day to fulfill student IEPs at Mansion Avenue School.**

- 31. + Motion to approve the emergent hire, pending completion of all state and district requirements, of Cari Morales, as part time kindergarten aide at Haviland Avenue School at Step 8, \$11.30 per hour for up to 17 hours per week, not to include benefits, effective September 20, 2013 through June 19, 2014 or last day for students.**

PROGRAM:

- 1. Motion to approve the Violence, Vandalism and Substance Abuse Report for Period 2 for the 2012-2013 school year as presented, and submission of the report and related documents to the New Jersey Department of Education.
- 2. Motion to approve the 2013 Uniform State Memorandum of Agreement between law enforcement and the district.
- 3. Motion to approve the contract between Genesis Counseling Center, Inc. and the Audubon Board of Education for the 2013-2014 school year to continue to provide student assistance and guidance related support services by a counselor to the student population for 10 weeks effective November 2013 through June 2014 for approximately one hour each session. Parents are responsible to pay \$30.00 per session up front to Genesis and are entitled to reimbursement by the Audubon Board of Education at the conclusion of the program to families who meet the participation requirement.
- 4. + Motion to approve "Study Buddies" – After-school Tutoring Program for elementary students effective November 1, 2013 through May 2014.
- 5. Motion to approve the 2013-2014 RTI Handbook for Intervention Specialists.
- 6. Motion to approve the number of School Choice seats available for the 2014-2015 school year:
Grade 9: 35 Grade 10: 5 Grade 11: 5 Grade 12: 5

STUDENTS:

- 1. Motion to approve the following field trip requests for the 2013-2014 school year:
- 2. Motion to approve a parent letter requesting senior privilege for student for the 2013-2014 school year.
- 3. + **Motion to approve homebound instruction for the following students:**

STUDENT ID#	DATE
42595	Retroactive to September 11, 2013 through October 23, 2013

- 4. **Motion to approve a parent letter requesting senior privilege for student for the 2013-2014 school year.**

BUILDINGS AND GROUNDS:

- 1. **Motion to approve the following use of facilities requests:**

REPORTS:

- 1. Mansion Avenue School
- 2. Haviland Avenue School

- 3 High School
- 4. Child Study Team

BOARD COMMITTEES:

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

RESOLUTION

AUTHORIZING EXECUTIVE SESSION

Date: September 18, 2013

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 purpose, 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; Specifically the evaluation of the Superintendent
- _____ 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 **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.

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

Personnel

Reconvene at approximately _____ pm.

PUBLIC PARTICIPATION:

1. Motion to adjourn meeting at approximately _____ pm.