

BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL MEDIA CENTER
WEDNESDAY, NOVEMBER 14, 2018

7:00 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 7:00 p.m., in the Audubon High Media Center for Board Meeting to the *Retrospect* newspaper, filed with the Borough Clerk and posted copies on Edgewood Avenue at the main entrance (between Chestnut and Pine Streets) and the Pine Street entrance to the high school.”

PRIVATE:

AUTHORIZING EXECUTIVE SESSION
November 14, 2018

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 material 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;

X 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. Call meeting to order
2. Salute to the Flag

REPORT: Student Council Representative: Zachary Olszewski

APPROVAL OF BOARD MINUTES:

1. Motion to approve the following minutes:
October 17, 2018 Executive Session
October 18, 2018 Public Session

PARTICIPATION: (Agenda Items Only)

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 Bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

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

GOVERNANCE: Chairperson: Ms. Brown – Committee Members: Mr. Simpson, Mr. Ryan, Mr. Blumenstein, Alternate: Ms. Schiavo

1. Motion to approve the second reading of the following revised policies and regulations below after Superintendent and Governance Committee review:

Policy/Regulation	Title	New/Revised
P & R 1613	Disclosure and Review of Applicant's Employment History	New
P & R 1550	Equal Employment/Anti-Discrimination Practices	Revised
P2431 / R2431.2	Athletic Competition/Medical Exams Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad	Revised
P & R 5350	Suicide Prevention	Revised
R 5460.1	High School Transcripts	Revised
P 5533	Student Smoking	Revised
P & R 5561	Use of Physical Restraint and Seclusion Techniques for Students With Disabilities	Revised
P & R 7100	Long-Range Facilities Planning	Revised
P 7425	Lead Testing of Water in Schools	New
P & R 7440	School District Security	Revised
P & R 7441	Electronic Surveillance in School Buildings and on School Grounds	Revised
P 8462	Reporting Potentially Missing or Abused Children	Revised
P 8507	Breakfast Offer vs. Serve	Revised
P8561	Procurement Procedures for School Nutrition Programs	New
P & R 8630	Bus Driver/Aide Responsibility/Emergency School Bus Procedures	Revised
P 9242	Use of Electronic Signatures	New

OPERATIONS: Chairperson: Mrs. Cox – Committee Members: Mrs. Osinski, Mrs. Chiaradia, Mrs. Davis, Alternate: Mr. Whitman

1. Motion to approve the 2018-2019 Budget Calendar
2. Motion to approve the district's Comprehensive Maintenance Plan for Haviland Avenue School, Mansion Avenue School and Audubon High School.
3. Motion to approve the M-1 Report for 2018.
4. Motion to approve the Settlement Agreement and Release between DZv.Hampton Academy, et.al. Civil Action No 18.ev08907.
5. Motion to approve the bills payable list for October 2018 in the amount of \$893,640.25 when certified.
6. Motion to approve the bills payable list for November 2018 in the amount of \$278,409.81 when certified.
7. Motion to approve change to bank signatories, for purpose of signing of checks due to personnel changes.
8. Motion to approve the following use of facilities requests:

AHS – B102 Fairleigh Dickinson University Wednesdays beginning 1/16/19 consecutively and including 4/3/19 from 6:15-9:30pm
Aux. Gym – Audubon Fathers Association – 3:00pm-8:00pm

Haviland – Hallway by Library upstairs (Holiday Shoppe) – PTA 12/12, 12/13, 12/14 8:00am-2:00pm
GYM – Audubon Girls Softball – beginning Feb. 19th thru March 28th (Mon., Tues., Wed 5:15pm-6:15pm)
Thurs & Fri 5:30pm-7:00pm

Mansion - All Purp Rm. Audubon Fathers Association 3/2/18 1:00pm-5:00pm

INFORMATION:

Haviland Avenue Preschool

October 1, 2018	Fire Drill
October 11, 2018	Shelter in Place

Haviland Avenue School

October 1, 2018	Fire Drill
October 10, 2018	Shelter in Place

Mansion Avenue School

October 2, 2018	Evacuation Drill
October 16, 2018	Fire Drill

Audubon High School

October 25, 2018	Fire Drill
October 30, 2018	Lock Down Drill

EDUCATION: Chairperson: Mr. Blumenstein, Committee Members: Mrs. Osinski, Ms. Schiavo. Mrs. Chiaradia, Alternate: Mr. Simpson

1. Motion to affirm that the Audubon Board of Education is in receipt of the district Harassment, Intimidation and Bullying monthly report as presented by the superintendent, and is in agreement with all actions taken in regard to the incident reported at the October 2018 meeting of the Board of Education.
2. Motion to approve the following field trip requests for the 2018-2019 school year:

Various Dates HS: Mr. Niglio, 3-6 chaperones and 15-30 students, to Haviland Avenue School, Purpose: STEAM Initiative Departure: 12:45 am. Return: 2:15 pm. School bus. **Total Cost: \$53.63 per trip (Paid by ABOE)**

11/20/18 HS: Ms. Swinney, 1 chaperone and 29 students, to Audubon Senior Center, Purpose: to bring the choral ensemble to perform selections from our winter concert and make connections with the local senior citizen community at the Young at Hearts Club meeting; Departure 1:00 pm. – Return 2:00 pm., **Total Cost: \$0**

11/26/18 HAS/MAS: Mr. Ellinwood, Ms. Moore, 2 chaperones, 120 students to Marlton United Methodist Church: Purpose: rehearsal with SJ Pop3: Departure 6:00 pm – Return 8:30 pm, **Cost: \$0**

11/30/18 HAS/MAS: Mr. Ellinwood, Ms. Moore, 3 chaperones, 120 students, to Audubon Savings Bank: Purpose: tree lighting ceremony: Departure 6:15 pm. – Return 8:30 pm, School bus \$145.28, **Total Cost: \$145.28**

12/7/18 HAS/MAS: Mr. Ellinwood, Ms. Moore, 2 chaperones, 120 students to Merchant Street, Audubon: Purpose: performing for Winter Festival: Departure 5:00 pm – Return 9:30 pm, **Cost \$0**

12/16/18 HAS/MAS: Mr. Ellinwood, Ms. Moore, 2 chaperones, 120 students to Lenape HS: Purpose: singing with South Jersey Pops: Departure 12:30 pm – Return 5:00 pm, **Cost \$0**

1/14/19 MAS: Ms. Fox, 8 chaperones, 50 students, to Rowan University/Planetarium, Purpose: Aligns with Science curriculum; Departure 9:30 am. – Return 12:00 pm. **School bus \$296.94**

1/15/19 MAS: Ms. Meehan, 11 chaperones, 50 students to Rowan University/Planetarium, Purpose: Aligns with Science curriculum: Departure 10:15 am. – Return 1:00 pm., **School bus \$303.42**

1/16/19 HS: Ms. Bonvetti, 9 chaperones, 93 students to Camden County College, Blackwood campus, Purpose: To expose to different post-secondary options and programs: Departure 8:30 am. – Return 2:15 pm., **School Bus \$359.80 (Paid by ABOE)**

2/8/19 HS: Ms. Bonvetti, 4 chaperones, 48 students, to Haviland Avenue School, Purpose: to provide character development lessons to Grades 1 and 2, Departure 10:00 am. – Return 12:45 pm., **School bus \$86.04 (Paid by ABOE)**

2/19/18 HS: Ms. Swinney, 1 chaperone, 29 students, to Audubon Senior Center, Purpose: to bring members of the spring musical Into the Woods to perform selections from the play and make connections with the local senior citizen community at the Young at Hearts Club meeting: Departure 1:00 pm. – Return 2:00 pm., **Total Cost \$0**

3/6/19 MAS: Ms. Meehan, 5 chaperones, 26 students, to Penn Museum, Purpose: Aligns with our Social Studies Curriculum: Departure 8:50 am. – 2:30 pm., **School Bus \$181.23**

3/7/19 MAS: Ms. Busarello, 5 chaperones, 26 students, to Penn Museum, Purpose: Aligns with our Social Studies Curriculum: Departure 8:50 am. – 2:30 pm., **School Bus \$181.23**

3/13/19 MAS: Ms. Rehn, 5 chaperones, 23 students, to Penn Museum, Purpose: Aligns with our Social Studies Curriculum: Departure 8:50 am. – 2:30 pm., **School Bus \$181.23**

3/14/19 MAS: Ms. Fox, 4 chaperones, 25 students, to Penn Museum, Purpose: Aligns with our Social Studies Curriculum: Departure 8:50 am. – 2:30 pm., **School Bus \$181.23**

3/22/19 HAS: Grade Two Teachers, 12 Chaperones, 109 students to Franklin Institute, Purpose: to provide students with an interactive experience that will help them develop a deeper understanding of science: Departure 9:00 am. – Return 2:00 pm., **School bus \$931.20**

3/29/19 HS: Ms. VanFossen, Ms. Bonvetti, 2 chaperones, 16 students to Mansion Avenue School, Purpose: to provide character development lessons to grades 5 and 6: Departure 12:45 pm. – Return 2:30 pm., **Total Cost: \$0**

5/10/19 HAS: Kindergarten Teachers, 16 chaperones, 96 students to Philadelphia Zoo, Purpose: to visit the zoo to see the animals in their habitat: Departure 8:45 am. – Return 2:00 pm., **School bus \$938.78**

5/15/19 HS: Ms. Warren, 10 chaperones, 1 nurse, 93 students, to Tall Pines, Purpose: 8th grade field trip: Departure 8:00 am. – 2:30 pm., **School Bus \$403.67**

5/30/19 HS: Ms. Bonvetti, 5 chaperones, nurse and 21-46 students to Educational Extravaganza – Peer Leadership Workshop, Purpose: Peer Leadership Workshop for National Junior Honor Society: Departure 8:20 am. – Return 5:30 pm., **School bus \$184.83**

6/6/19 MAS: Ms. Busarello, Ms. Fox, Ms. Meehan, Ms. Rehn, 100 students to Audubon High School, Purpose moving up day for 6th grade: Departure 9:00 am. – Return 11:15 am., **School bus \$71.87**

3. Motion to approve homebound instruction for the following students:

STUDENT ID#	DATE
42679	Home Instruction effective retroactive to October 22, 2018 through December 22, 2018

4. Motion to approve the following out of district placement:

STUDENT ID#	Placement	Dates
#10334	Brookfield Elementary School	Effective retroactive to 10/29/18

5. Motion to approve the 2018-2019 Nursing Services Plan.

6. Motion to approve the revisions to the 2018-2019 Technology Handbook for Parents and Students.

7. Motion to approve up to fifteen staff members to facilitate Professional Learning during the March 28, 2019 District In Service:

Up to 2 hours of prep at the non-instructional AEA contractual rate of \$30 per hour per staff member
Up to 5 hours of professional development at the AEA contractual rate of \$60 per hour per staff member

HUMAN RESOURCES: Chairperson: Mrs. Davis, Committee Members: Mrs. Cox, Ms. Brown, Mr. Whitman, Alternate: Mr. Ryan

1. + Motion to accept, with best wishes, the letter of resignation from Erin Dever, part time cafeteria aide at Mansion Avenue School, effective November 21, 2018.
2. Motion to accept, with best wishes, the letter of resignation from Amy Elbertson, part time special education aide at the high school, effective November 20, 2018.
3. Motion to approve the employment contract for Dr. Andrew Davis, Superintendent, as approved by the County Executive Superintendent.
4. + Motion to approve Corey Swan to continue as a long term substitute teacher of Grade 1 at Haviland Avenue School at the Step 1 BA, per diem rate of \$253.00 not to include benefits, time worked does not count towards the acquisition of tenure, effective September 6, 2018 to December 5, 2018.
5. + Motion to approve Patrice Kilvington as a special education aide at the high school, at Step 5, \$16.19 per hour, not to include benefits, sick or personal days effective November 15, 2018 through June 19, 2018 or the last day for students, pending completion of all district and state requirements
6. + Motion to approve the following teachers to facilitate the Mansion Avenue School Family Writing Nights:

Jen Beebe Theresa Salamone
7. Motion to approve the following staff members as ticket takers for the 2018-2019 winter sports season at a rate of \$40.00 per home event as per the negotiated agreement:

Barbara McNulty
8. Motion to approve the following as district substitutes/home instruction tutors for the 2018-2019 school year, on an emergent basis, pending completion of all district and state requirements.

Fred Brendlinger Substitute Custodian
9. Motion to approve the formation of the Roots and Shoots club, no stipend or materials expense, use of facilities only, with Mrs. Cheryl Fisher as the advisor.

10. + Motion to approve the construction of a greenhouse on campus and is currently part of the STEM class tasks for the year.
11. + Motion to approve the following Rowan University student to complete her student teaching requirement at Mansion Avenue School, as listed:

Student Teacher	Grade/Subject	Dates	Cooperating Teacher
Elyse Realy	Health Teaching	1/8/19 – 4/15/19	Ralph Schiave

12. + Motion to approve the following Rutgers University student to complete a winter practicum requirement at Haviland Avenue School effective January 2016 as follows:

Student Teacher	Grade/Subject	Dates	Cooperating Teacher
Brittany Green	Elementary Education	1/22/19 – 5/10/19	Shelly Chester

13. Motion to approve the following Wilmington University student, Courtney Puca, to complete a school counseling Internship experience at the high school for the 2018-2019 school year as follows:

Student Teacher	Grade/Subject	Dates	Cooperating Teacher
Courtney Puca	School Counseling	15 week semester, 3 credit hours	Wendy VanFossen

14. Motion to approve the following requests to attend workshops/conferences for the 2018-2019 school year:

School	Cost	Staff Member	Date of Conference	Name of Conference
HS	\$165.00	Scott LaPayover	1/12/19 – 1/14/19	Eastern Athletic Trainer's Association Symposium

15. + Motion to approve Kathy Giambri to provide an Hour of Code at Haviland Avenue School on Monday, December 3, 2018 and Monday, December 10, 2018 from 2:35 pm to 3:35 pm each day with compensation for two hours at the AEA negotiated agreement non-instructional rate of \$30.00 per hour for a total of \$60.00.

16. + Motion to approve the following staff members as supervisors of the After School Tutoring Program at Haviland Avenue School (*Study Buddies*) for the 2018-2019 school year not to exceed 37 hours total at the AEA instructional rate. (Shared position)

Denise Murphy: Facilitator
 Kate Mueller : Facilitator

17. + Motion to approve the following list of adult volunteers to be approved as assistant coaches for the 2018-2019 Elementary Youth Wrestling Program.

Ryan Graham	Andrew Byrd	David Borodziuk
Lou Deleonardis	Doak Walker	Pat Gardner
Thomas Battillo	Thomas A. Battillo	Troy Tucker
Blaise Lafrance	Kevin Donnelly	Jeffrey Lamancuso
James Bunt	John Patti	Andrew Haubois
Tom Monteferante		

18. + Motion to approve the following list of adult volunteers to be approves as coaches and assistant coaches for the 2018-2019 Elementary ABC Traveling Basketball Program.

Bridget Garrity-Bantle	Frank King	Diane Bonanno
Karen Felli	Mike Sullivan	Stephanie Sullivan
Morgan Crothers	Sean Leahan	Dennis Bantle

19. Motion to approve the following rescissions and approvals of fall and winter 2018-2019 coaching positions:

RESCIND:

- Winter 7/8 Girls' Basketball Coach – Kevin Quirk
- Winter Wrestling Assistant Varsity Coach – Devin McMonagle

APPROVE:

- Winter Wrestling Assistant Varsity Coach – Dylan Bushby and John Walsh
- Winter 7/8 Girls' Basketball Coach – Katie Dunn – Stipend TBD
- Winter Volunteer Boys' Basketball Coach – Mark Wiltsey

- 20. + Motion to approve a request from Cara Novick, guidance counselor at Mansion Avenue School, to invoke the Federal Family Medical Leave Act on an intermittent basis effective retroactive to November 12, 2018.
- 21. Motion to approve a medical leave of absence for Eileen Willis, special education teacher, teacher of English, effective retroactive to October 17, 2018 through to January 17, 2019.
- 22. Motion to approve a request from Kyle Shireman, school psychologist at the high school, to invoke the Federal Family Medical Leave Act effective retroactive to November 12, 2018.

REPORTS:

- 1. HIB District Report

BULLYING INCIDENTS REPORT			
SCHOOL	Confirmed HIB	Non-HIB	Total
HS	0	0	0
HAS	0	0	0
MAS	0	0	0

- 2. Superintendent's Report
- 3. Program Representatives:
 - A. CCEESC Rep. Rotation: **Ms. Brown**
 - B. CCSBA Rep. Rotation: **Mr. Blumenstein**
 - C. AEF Representative: **Mr. Whitman**
- 4. Board Member Comments

PUBLIC PARTICIPATION: (Open Discussion)

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 Board Bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

CLOSED SESSION: (If Necessary)

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

ADJOURNMENT

1. Motion to adjourn meeting at approximately _____ pm.