

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
MINUTES OF ACTION MEETING
September 13, 2012**

Dr. Joyce Ellis called to order the Regular Session at 6:00 pm at Highland Regional High School.

Mrs. Jean Grubb read the Open Public Meetings Preamble.

The New Jersey Open Public Meetings Law was enacted to insure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Black Horse Pike Regional Board of Education has cause notice of this meeting to be published by having the date, time, and place thereof posted by the Board Secretary in the following manner:

- Posting of the official school bulletin boards located on the schoolhouse door at Triton, Highland, and Timber Creek Regional High Schools on 4/27/12.
- Posting on the front door of the Central Office facility on 4/27/12.
- Mailing written notice to the Courier Post on 4/27/12.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 4/27/12.
- Upon being read at the opening of this public meeting, this notice will be incorporated into the minutes of this meeting.
- Everyone was invited to join in the flag salute.
- The Board agreed to have a moment of silence to honor our military.

PRESENT - Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson,
ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

On the motion of Dr. Mark Schmitz, seconded by Mr. Jay McMullin, the Board of Education Adjourned to Executive Session at 6:02 pm.

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 Blackhorse Pike Regional School District (hereinafter "BHPRS", 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 BHPRS, 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 BHPRS, 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; including, but not limited to HIB cases.
- 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 BHRPSD, 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 at 7:00 pm and the BHRPSD, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the BHRPSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHRPSD, 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 BHRPSD, 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.

On the motion of Mrs. Jenn Storer, seconded by Mr. Lou Johnston, the Board adjourned from Executive Session at 6:51 pm.

The Board of Education went into Public Session at 7:00 pm.

Dr. Ellis asked if there were emergency items to be added to the agenda.

John Golden presented Item 8H:4 for approval.

On the motion of Dr. Mark Schmitz seconded by Mr. Jay McMullin, Item 8H:4 was approved.

Roll Call Vote

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

8H: 4 Superintendent recommends the BOE approve a parent (E.T.'s) request to have his son (T.T.) a student from CCTS playing football at Timber Creek, dropped off by a Gloucester Township bus at Maynard and Jarvis Rd. intersection. Parent understands the safety concerns explained to him by Mr. Bittner and Mrs. Grubb. He agrees to take full responsibility for his son being dropped off at this bus stop. Pending a modification of his letter verifying he will take full responsibility for his safety once he steps off the bus.

Dr. Ellis asked for public comments. There were none.

Roll Call: PRESENT - Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Jenn Storer Mrs. Pat Wilson,
ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

Dr. Ellis then asked for the Board Secretary's Report.

A. INFORMATION ITEMS

1. Required Monthly Drills

Fire drills were held on the following dates:

No fire drills were held.

2. Board Attendance

B. MANDATED MONTHLY ACTION ITEMS

1. Minutes

Move that the Board of Education act to approve the minutes of the following meetings as submitted by the Board Secretary/Business Administrator and that the Executive Session minutes be released to the public for all items that no longer need to be held confidential:

Minutes of August 16, 2012 Workshop/Action Meeting

Minutes of August 16, 2012 Executive Session

Minutes of the June 21, 2012 Executive Session – Released to Public

2. Budget/Account Transfers
Move to approve the Budget Transfers as shown.
3. Bill List
Move that the bills submitted be paid and the officers' action in making payment therefore is hereby approved.
4. Cash/Wire Transfers
Move that the Board of Education approve the cash/wire transfers as shown.
5. Board Secretary/Business Administrator's Report
Move that the Board of Education approve the report of the Board Secretary/Business Administrator.
6. Treasurer of School Moneys Report
Move that the Board of Education approve the Treasurer of School Moneys reports.

7. Budget Certification

BOARDS' CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Black Horse Pike Regional Board of Education certifies that as of August 31, 2012 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A: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.

BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of August 31, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Black Horse Pike Regional 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. 6:23A-16.10(a) 1.

CHANGE IN ANTICIPATED REVENUE

In accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that anticipated revenue has changed for the month ending August 31, 2012 as follows:

Increase – Use of Facilities	\$ 0.
Increase – Refund or Prior Years Expenditures	\$ 0.
Increase – Miscellaneous Income/Admission/Interest	\$ 0.
Increase – Tuition – Other LEA's/Individuals	\$ 0.
Decrease – Medicaid Semi	\$ 0.
Increase – Employees Health	\$ 0.
Increase – Extraordinary Aid	\$ 0.

8. Cafeteria Fund Analysis
Move that the Board of Education approve the Cafeteria Fund Analysis.
9. Student Activity Account Report
Move that the Board of Education approve the Student Activities Account Reports.

Mrs. Jean Grubb presented Item 7B: 10 for approval.

On the motion of Mr. Kevin Bucceroni seconded by Dr. Mark Schmitz, Item 7B: 10 was approved.

Roll Call Vote

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

ABSTAINED: Mrs. Jenn Storer

10. Use of Facilities

Move that the Board of Education approve the Use of Facilities requests as submitted by the principals.

C. Other Monthly Action Items

1. Transportation Interlocal Service Agreement
Move that the Board of Education approve the Interlocal Transportation Service Agreement for the 2012-2013 school year as attached.
2. Disposal of Old Cheerleading Uniforms

Move that the Board of Education approve the disposal of faded and dry rotted cheerleading uniforms as attached.

3. Tuition Contract with CCTS for 2012-2013 school year

Move that the Board of Education approve the Tuition contract with CCTS for the 2012-2013 school year as attached.

A. PERSONNEL

Mr. John Golden presented items 8A: 1 - 5 for approval

On the motion of Dr. Mark Schmitz, seconded by Mr. Jay McMullin, Items 8A: 1 - 5 were approved.

Roll Call Vote:

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson, Mrs. Jenn Storer

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

1. Co-curricular Appointments

The Superintendent recommends the persons shown on **SCHEDULE A** be appointed to the listed co-curricular positions at the stipends shown for the 2012-2013 school year and are paid for time served in the positions. Approval is recommended.

2. Resolution for Emergency Hiring

We are now required to submit to the County Education Office each month a list of persons we have hired that have not yet received final approval of their criminal history check. The Superintendent recommends approval of the Resolution shown on **SCHEDULE B** that lists those persons and the positions to which they have been appointed.

3. Appointment: Per Diem Substitute Staff

The persons listed on **SCHEDULE C** are recommended for employment as per diem substitute staff for the 2012-2013 school year, pending completion of all pre-employment requirements. Certificates held and compensation rates are also shown. Approval is recommended.

4. Approval: Professional Development/School Business Requests

The Superintendent recommends approval of the Professional Development/School Business requests shown on **SCHEDULE D**. Details of these requests and costs to the district are shown on the schedule.

5. Appointment: Writing the Percussion and Instrument Arrangement for THS Marching Band

The Superintendent recommends the appointment of the employees listed on **SCHEDULE F** for writing the Percussion and Instrument Arrangement for Triton High School Marching Band for the school year 2012-2013. Details are shown on the schedule.

Mr. John Golden presented items 8A: 6-11 for approval

On the motion of Dr. Mark Schmitz, seconded by Mr. Lou Johnston, Items 8A: 6 - 11 were approved.

Roll Call Vote:

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson, Mrs. Jenn Storer

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

6. Resignation: Professional Staff

Kathleen Monti, a Special Education Teacher at Timber Creek High School, has submitted a letter of resignation, to be effective August 30, 2012. The superintendent recommends acceptance of the resignation.

Jenna Driscoll, a Learning Disabilities Teacher Consultant at Timber Creek, has submitted a letter of resignation, to be effective on October 29, 2012, or before if position is filled.

Rebecca Newsham, a Math Teacher at Triton High School, has submitted a letter of resignation, to be effective August 31, 2012.

7. Request: Leave of Absence

Cathryn Currie a Special Education Teacher at Triton High School, has requested a Medical Leave of Absence, using sick days beginning September 4, 2012. Her anticipated return to work September 18, 2012.

Tamara McGovern has requested a Medical Leave of absence using 11 days with pay and remaining days without pay and benefits, beginning September 4, 2012. Her anticipated return to work is March 31, 2013.

John Perkis a Music Teacher at Timber Creek High School, has requested a Family Medical Leave of Absence, beginning September 24, 2012. His anticipated return to work is October 8, 2012.

8. Revised: Leave of Absence
Lauren Griffin a Social Studies teacher at Timber Creek High School, has revised her Family Medical Leave beginning date to November 5, 2012. Her anticipated return to work is March 18, 2013.

Kerri DiPietro a Health & Physical Education teacher at Timber Creek, has revised her leave of absent beginning date to September 10, 2012. Her anticipated return to work is October 22, 2012.
9. Rescind Transfer: 1:1 Aide
The Superintendent requests Board of Education approval to rescind the voluntary transfer of Ms. M. Ivuara to Highland High School. Due to the needs of the Special Services Department, Ms. Ivuara will remain at Timber Creek High School, for the 2012-2013 school year.
10. Resignation: Detention Monitor THS
The Superintendent requests the Board of Education accept the resignation of Robert Wankel as a Detention Monitor at Triton High School, for the 2012-2013 school year.
11. Resignation: 1:1 Aide/Job Coach
Jonathan Moore, a 1:1 Aide/Job Coach at Timber Creek High School, has submitted a letter of resignation, to be effective August 31, 2012. The superintendent recommends acceptance of the resignation.

Mr. John Golden presented items 8A: 12 - 18 for approval
On the motion of Dr. Mark Schmitz, seconded by Mrs. Pat Wilson, Items 8A: 12 - 18 were approved.
Roll Call Vote:
YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson, Mrs. Jenn Storer
ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi
12. Change in Assignment Support Staff
The Superintendent recommends the approval of a change in assignment for Mr. Richard Bilo, a 1:1 Aide/Job Coach at Timber Creek High School to a 1:1 Aide at Highland High School for the 2012-2013 school year.
13. Approval: 1:1 Aide/Job Coaches (HHS)
The Superintendent requests Board approval of the individual listed on Schedule G, as a 1:1 Aide/Job Coaches at Highland High School, effective September 1, 2012. Details are shown on SCHEDULE G.
14. Twilight English and Math Teacher
The Superintendent requests Board approval of the individuals listed on Schedule H, as the Twilight English and Math Teacher at Highland High School for the 2012-2013 school year. Details are shown on SCHEDULE H.
15. Retirement: Support Staff
Mrs. Elaine Ratliff, secretary to the Director of Curriculum & Instruction has submitted a letter indicating that she will be retiring effective February 1, 2013. Mrs. Ratliff has been an employee of the District for three years and seven months. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.
16. Approval of Job Descriptions
The Superintendent recommends the Board acknowledge and approve the AVA Technician and Cafeteria worker job descriptions. Details are shown on SCHEDULE I.
17. Appointments: Professional Staff
The Superintendent recommends the appointment of new hires for the school year 2012-2013. Details of the assignment and salary are shown on SCHEDULE J.
18. Appointment: NCLB Title IA – English Language Learning para-professional
The Superintendent recommends the appointment of a NCLB Title IA – English Language Learning para-professional at Triton High School for the school year 2012-2013. Details of the assignment and salary are shown on SCHEDULE K.

Mr. John Golden presented items 8A: 19 - 22 for approval

On the motion of Mr. Lou Johnston, seconded by Dr. Mark Schmitz, Items 8A: 19 - 22 were approved.

Roll Call Vote:

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson, Mrs. Jenn Storer

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

19. Request to Serve Junior Field Experience

The Superintendent recommends permission be granted for the following education student from Rowan University to serve his junior field experience during the 2012-2013 school year:

Education Student	Supervised By	Dates	School	Subject
Nicholas Guy Turano	Nicholas Martinelli	September 19,24,26 & October 1, 3,8,10,15,17,22,24 & 29	Triton	Physical Ed.

20. Approval: LOA Substitute (THS)

The Superintendent requests Board approval of the individual listed on SCHEDULE L, as a Substitute Math Teacher at Triton High School, effective September 10, 2012. Details are shown on the schedule.

21. Approval: Mentors

The Superintendent recommends approval of the Mentors for Beginning Teacher Induction Program. Details are shown on SCHEDULE N.

22. Appointment: NCLB Title IA – Language Arts Literacy Tutoring

The Superintendent recommends the appointment of a NCLB Title IA – Language Arts Literacy tutoring at Highland High School for the school year 2012-2013. Details of the assignment are shown on SCHEDULE M.

B. ATHLETICS *Nothing to report*

C. POLICY *Nothing to report*

H. MISCELLANEOUS

Mr. John Golden presented items 8H: 2, 3 for approval

On the motion of Dr. Mark Schmitz, seconded by Mrs. Jenn Storer, Items 8H: 2, 3 were approved.

Roll Call Vote:

YES – Dr. Joyce Ellis, Mr. Kevin Bucceroni, Mr. Lou Johnston, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson, Mrs. Jenn Storer

ABSENT: Mr. Joe Baldino, Mr. Ben Zanghi

1. Special Education – Out of District Placements 2012-13 *Nothing to report*

For the school year 2012-13, the Child Study Team has placed the classified students listed on SCHEDULE E in special education institutions believed to be best staffed and equipped to deal with the specific learning disabilities identified for these students. Acknowledgement of the Board of Education for these placements is requested.

2. Approval: LADIES Program

The superintendent recommends Board of Education approval for Timber Creek Counselors, Mrs. T. Phillips, Mrs. J. Harley and Ms. Cappello, to implement the LADIES Program at Timber Creek High School for the 2012-2013 school year. The program will support the social/emotional needs of at-risk female students. The LADIES Program will not require any financial assistance from the district, and Mrs. Phillips, Mrs. Harley and Ms. Cappello are volunteering to run the program.

3. Overnight Field Trip

Date of Event: 11:00 a.m., April 1, 2013 – through 8:00 a.m., April 16, 2013
Nature of Event: Overnight – Grand Strand Softball Classic – Myrtle Beach, SC
Students: 15 – Timber Creek Students
Chaperone(s): Marcie Logan and Jacqueline Massara
Cost to District: No Cost to District.

INFORMATION ITEMS

Mr. John Golden, Superintendent
Nothing to Report

SPECIAL EDUCATION

Mr. David Cappuccio, Director of Special Education
Nothing to Report

BUSINESS/TECHNOLOGY UPDATE

Mrs. Jean Grubb, Business Administrator
Nothing to Report

CURRICULUM UPDATE

Dr. Brian Repici, Director of Curriculum
Nothing to Report

PERSONNEL/POLICY UPDATE

Dr. Brian Repici, Director of Curriculum
Nothing to Report

Dr. Joyce Ellis asked for public comments.

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On the motion of Mr. Jay McMullin, seconded by Dr. Mark Schmitz, the Board meeting adjourned at 7:21pm.

Respectfully submitted,

Jean Grubb
Business Administrator/Board Secretary
JG/kc