

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
MINUTES OF ACTION MEETING
March 12, 2015**

Mr. Jay McMullin called to order the Regular Session at 6:06 pm at Timber Creek 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 1/8/15.
- Posting on the front door of the Central Office facility on 1/8/15.
- Mailing written notice to the Courier Post on 1/8/15.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 1/8/15.
- 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 - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ALSO PRESENT Mrs. Jean Grubb, Dr. Brian Repici, Mr. David Cappuccio, Mr. Dan Long, Mr. Matthew Szuchy, Mrs. Julie Scully

ABSENT - Dr. Joyce Ellis, Mrs. Pat Wilson

On the motion of Mr. Kevin Bucceroni, seconded by Mrs. Jenn Storer, the Board of Education Adjourned to Executive Session at 6:06 pm

Roll Call Vote

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT - Dr. Joyce Ellis, Mrs. Pat Wilson

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 Black Horse Pike Regional School District (hereinafter "BHPRSD", 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 BHPRSD, 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 BHPRSD, 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 BHPKSD, 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 BHPKSD, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the BHPKSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPKSD, 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 BHPKSD, 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. Dawn Leary, seconded by Miss Jill Dawson, the Board of Education Adjourned from Executive Session at 7:02 pm

Roll Call Vote

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

Mr. McMullin asked for any emergency items.

Dr. Repici presented an emergency item regarding a residency issue of Timber Creek student D. T. for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Mrs. Jenn Storer, the student D. T. is permitted to stay as a registered student of Timber Creek.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

A. INFORMATION ITEMS

1. Required Monthly Drills/Bus Evacuation Drills

	Date	Time	Evacuation Time
Triton	02-24-15	9:15 am	5 minutes LOCKDOWN-SHELTER IN PLACE
	02-25-15	1:20 pm	2 minutes 33 seconds FIRE DRILL
Highland	02-10-15	9:30 am	2 minutes 3 seconds FIRE DRILL
	02-26-15	1:18 pm	6 minutes SHELTER IN PLACE
Timber Creek	02-11-15	1:22 pm	3 minutes 48 seconds FIRE DRILL
	02-18-15	10:05 am	11 minutes 14 seconds UNSCHEDULED FIRE DRILL
	02-19-15	1:45 pm	13 minutes LOCKOUT/SHELTER IN PLACE
	02-26-15	9:40 pm	10 minutes UNSCHEDULED FIRE DRILL
Twilight	02-11-15	6:40 pm	7 minutes SHELTER IN PLACE
	02-26-15	7:30 pm	3 minutes FIRE DRILL

2. Board Attendance

3. Committee Meeting Schedule/Reports

- Finance/Technology – See Attached
- Facilities/Security/Transportation – Nothing to Report
- Curriculum/Special Ed/Student Affairs – Nothing to Report
- Personnel – Nothing to Report
- Policy/Planning – Nothing to Report
- Public Relations/Media/Bd Relations – Nothing to Report
- Negotiations – Nothing to Report
- Shared Services -- Nothing to Report

B. MANDATED MONTHLY ACTION ITEMS

Mrs. Grubb presented Item #7B: 1, 2, 4, 5 for approval.

On the motion of Mrs. Jenn Storer, seconded by Mr. Bill Murray, Item #7B: 1, 2, 4, 5: approved

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

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 February 19, 2015 Executive Session
- Minutes of February 19, 2015 Workshop/Action
- Minutes of January 22, 2015 Executive Session-Released to Public

2. Budget/Account Transfers

Move to approve the Budget Transfers as shown.

3. Bill List N/A

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 N/A

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2015. The Treasurer's Report and Secretary's report are in agreement for the month of February 2015. Move that the Board of Education approve the Treasurer of School Moneys reports.

Mrs. Grubb presented Item #7B: 7, 8, 10 for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Mrs. Jenn Storer, Item #7B: 7, 8, 10: approved
Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSTAINED FROM #7B:10 – Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

7. Budget Certification

BOARDS' CERTIFICATION

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.

BOARD SECRETARY'S CERTIFICATION

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2015. 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.

CHANGE IN ANTICIPATED REVENUE

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. **Nothing To Report**

8. Cafeteria Fund Analysis

Move that the Board of Education approve the Cafeteria Fund Analysis.

9. Student Activity Account Report N/A

Move that the Board of Education approve the Student Activities Account Reports.

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. Adoption of 2015-2016 School Budget - TO BE COMPLETED MARCH 19, 2015

a) Move that the Board of Education adopt the 2015-2016 budget in the amount of.

BE IT RESOLVED to approve the 2015-2016 school district budget.

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$	\$
Special Revenue Fund	\$	-----
Debt Service Fund	\$	\$
Total Base Budget	\$	\$

b) Move that the Board of Education approve the following:

Resolved, that there be raised for General Fund \$ _____ for the ensuing school year 2015-2016 allocated among the constituent municipalities as follows:

	<u>2015-2016</u>	<u>Local Tax Levy</u>
<u>Municipality</u>	<u>Percent Share</u>	
Borough of Bellmawr		\$
Township of Gloucester		\$
Borough of Runnemede		\$
		\$

Mrs. Grubb presented Item #7C: 2, 3 for approval.

On the motion of Mrs. Jenn Storer, seconded by Mrs. Dawn Leary, Item #7C: 2, 3: approved

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

2. Safety Grant

Move that the Board of Education approve the Safety Grant application \$4009.

3. Disposal of Old Books

Move that the Board of Education approve the disposal of old books, as listed below:

<u>Department/Course</u>	<u>Textbook</u>	<u>Copyright</u>	<u>ISBN #</u>	<u>Total</u>	<u>Replacement Date</u>
Phys. Ed/Health III	First Aid	2001	1-58480-101-8	28	2011
Phys. Ed/Health 1	Health	2001	0-13-0521226-4	49	2007/2010(add'l)

A. PERSONNEL

Dr. Repici presented item(s) 8A:1, 3, 4, 5, 6 for approval.

On the motion of Mrs. Jenn Storer, seconded by Mrs. Dawn Leary, Item(s) 8A:1, 3, 4, 5, 6: approved.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSTAINED FROM 8A:1 – Miss Jill Dawson

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

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 2014-2015 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 each month to the County Education Office 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 2014-2015 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: Mentors 2014-2015 School Year

The Superintendent requests Board of Education appointment of the Mentors for Beginning Teacher Induction Program 2014-2015. Details are shown on SCHEDULE G.

6. Appointment: Substitute Sign-in Desk Monitor

The Superintendent requests Board of Education approval of the person shown on the attached schedule to be appointed as a Substitute Sign-in Desk Monitor at Triton High School for the 2014-2015 school year. Details are shown on SCHEDULE I.

Dr. Repici presented item(s) 8A:7, 8, 9, 10, 11, 12 for approval.

On the motion of Mrs. Jenn Storer, seconded by Mrs. Dawn Leary, Item(s) 8A:7, 8, 9, 10, 11, 12: approved.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSTAINED FROM 8A:9 – Mr. Bill Murray

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

7. Appointment: Title II Professional Development Staff

The Superintendent recommends the appointment of the Title II Professional Development Staff for the 2014-2015 school year. Details are shown on SCHEDULE K.

8. Approval: Family Medical Leave & Family Leave

The Superintendent recommends Board of Education approval for Family Medical Leave and Family Leave for the following employees:

(JH), school counselor at Timber Creek High School, has requested to extend her medical leave for child rearing purposes from March 23, 2015 until April 3, 2015.

(MC), teacher at Triton High School, has requested to extend her paid medical leave utilizing accumulated sick days until March 27, 2015.

(LS), a Supervisor, has requested intermittent family leave to care for her mother beginning March 2, 2015.

(MH), a school counselor at Highland High School, has requested an extension of her use of sick days for maternity leave until April 22, 2015. She will take the remainder of her leave until April 30, 2015 unpaid.

9. Appointment: Summer ESY Special Education Aides

The Superintendent recommends the employees on the attached schedule be appointed as Special Education Aides for the 2015 Summer ESY Program. Details are shown on SCHEDULE M.

10. Approval: Contract Extension

The Superintendent recommends Board of Education approval to extend the per diem contract for K.F. at the rate of \$255.35 through the end of the 2015-16 school year.

11. Approval: Evening AVA Support at Triton

The Superintendent recommends Board of Education approval for the following personnel to provide evening AVA support at Triton High School. Details are shown on SCHEDULE N.

12. Approval Resignation

The Superintendent recommends Board of Education approval for the following resignation:

D.R., custodian at Timber Creek High School, has submitted a letter of resignation, as of June 30, 2015. The Superintendent recommends acceptance of the resignation.

Dr. Repici presented item(s) 8A:13, 14, 15 for approval.

On the motion of Mrs. Jenn Storer, seconded by Mrs. Dawn Leary, Item(s) 8A:13, 14, 15: approved.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSTAINED FROM 8A:15 – Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

13. Approval Termination

The Superintendent recommends Board of Education approval for the termination of M.W., AVA Technician at Triton High School effective April 12, 2015.

14. Approval Days' Pay Withheld

The Superintendent recommends Board of Education approval for withholding two days' pay for J.E. Details are shown on SCHEDULE P.

15. Approval Suspension Without Pay

The Superintendent recommends Board of Education approval for a two-day suspension without pay for H.L. Details are shown on SCHEDULE Q.

B. ATHLETICS Nothing to Report

C. POLICY

Dr. Repici presented item(s) 8C:1, 2 8H: 1, 2, 3, 4, 5, 6 for approval.

On the motion of Miss Jill Dawson, seconded by Mr. Bill Murray, Item(s) 8C:1, 2 8H: 1, 2, 3, 4, 5, 6: approved.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

1. Second Reading – Policies & Procedure/Regulations

Policy

2622 Student Assessment

Procedure

2622 Student Assessment

2. First Reading – Policies & Procedure/Regulation

Policy

2428.1 Standards-Based Instructional Priorities

3233 Political Activities

5460 High School Graduation

5465 Early Graduation

Regulation

2624 Grading System

5460 High School Graduation

H. MISCELLANEOUS

1. Special Education – Out of District Placements 2014-15

For the school year 2014-15, 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. Harassment Intimidation & Bullying (HIB) Investigations

Be it resolved that the Black Horse Pike Regional School District Board of Education acknowledges that the HIB Investigations were presented within the Executive Session portion of the March 12, 2015 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

3. Approval: Payment for Contracted Employees of Activities

The Superintendent recommends approval of the payment for contracted employees of activities as on SCHEDULE H.

4. Acknowledgement: Equivalency and Waiver Process

Be it resolved that the Black Horse Pike Regional School District Board of Education acknowledges the approved request through the Equivalency and Waiver Process for N.J.A.C. 6A:10-4.4(c) and (d)3. Details are shown on the attached SCHEDULE J.

5. Approval Calendar 2015-2016 School Year

The Board of Education approval is requested to accept the Calendar for the 2015 - 2016 School Year. Details are shown on SCHEDULE L.

6. Approval Donation of Electrical Supplies

The Superintendent recommends Board of Education approval to accept a donation of electrical supplies from Gibson Electrical Contractors, a local business to the Technology Department. Details are shown on SCHEDULE O.

Mr. McMullin asked for public comment.

A Gloucester Township resident had a comment regarding English Class Benchmark testing and the effect it has on her student.

BOARD RETREAT

Dr. Brian Repici, Superintendent, reviewed his goals:

- Advanced Placement enrollment increase by 15% and Advanced Placement test participation increase by 10%
- Increase the graduation rate in each school by three percentage points.
- Reduce our electricity and gas usage by 15%.
 - Timber Creek Regional School District awarded New Jersey Green Ribbon Award.

SPECIAL EDUCATION/POLICY UPDATE

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

BUSINESS/TECHNOLOGY REPORT

Mrs. Jean Grubb, Board Secretary/Business Administrator, reviewed Facilities Projects

CURRICULUM UPDATE

Matthew Szuchy, Director of Curriculum & Instruction, Mr. Matt Szuchy reviewed the following new bell schedule; Science, Technology, Engineering, Art & Mathematics (STEAM) Academy

PERSONNEL UPDATE

Julie Scully, Supervisor of Personnel Management, reviewed Diversity Job Fair

On the motion of Mr. Kevin Bucceroni, seconded by Dr. Mark Schmitz, the Board meeting adjourned at 8:30 pm.

Roll Call Vote:

YES- Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer

ABSENT – Dr. Joyce Ellis, Mrs. Pat Wilson

Respectfully submitted,

Jean Grubb, Board Secretary
JG/kc