

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
MINUTES OF ACTION MEETING
March 17, 2016**

Dr. Mark Schmitz called to order the Regular Session at 6:00 pm at Highland 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 10/9/15.
- Posting on the front door of the Central Office facility on 10/9/15.
- Mailing written notice to the Courier Post and the South Jersey Times on 10/9/15.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 10/9/15.
- 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, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson

ABSENT – Miss Jill Dawson

ALSO PRESENT - Mrs. Jean Grubb, Mr. David Cappuccio, Dr. Brian Repici, Mr. Matthew Szuchy, Mrs. Julie Scully, Mrs. Melissa Sheppard, Ms. Beth Petite, Ms. Mae Robinson, Mr. John Wade, Mr. Dan Long

On the motion by Mrs. Jenn Storer, seconded by Mr. Jay McMullin, the Executive Session was called to order at 6:02 pm.

Roll Call Vote

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

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 BHPRSD, 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 BHPRSD, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the BHPRSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPRSD, 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 BHPRSD, 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 Mr. Jay McMullin, seconded by Mr. Kevin Bucceroni, the Board of Education Adjourned from Executive Session at 6:57 pm

Roll Call Vote

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

ROLL CALL:

PRESENT - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

Dr. Schmitz asked for any emergency items. Mr. Cappuccio asked that another HIB be added. Dr. Schmitz approved the addition of a HIB case

Dr. Schmitz asked for public comment. There were none.

Ms. Petite presented awards to various Highland students.

Students from each school reported on events and school news.

A. INFORMATION ITEMS

Mrs. Grubb presented Item #8B: 1,2,3,4,5,6,7 for approval

On the motion of Mr. Kevin Bucceroni, seconded by Miss. Jill Dawson, Item #8B: 1,2,3,4,5,6,7: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

1. Required Monthly Drills

	Date	Time	Evac Time	Type of Drill
Triton	02-15-16	11:50 am	6 min	Lock Down
	02-26-16	1:11 pm	2 min 35 sec	Fire Drill
Highland	02-17-16	1:55 pm	5 min 10 sec	Fire Drill
	02-26-16	7:35 am	6 min 42 sec	Shelter In Place
Timber Cree	02-10-16	9:30 am	10 min	Lock Out
	02-22-16	1:27 pm	2 min 32 sec	Fire Drill
Twilight	02-10-16	5:10 pm	5 min	Shelter In Place
	02-24-16	5:15 pm	2 min	Fire Drill
<u>Bus Evacuations – N/A</u>				

2. [Board Attendance](#)

3. Committee Meeting Schedule/Reports

Curriculum/Special Ed/Student Affairs See Attached

Facilities/Security/Transportation See Attached

Finance/Technology See Attached

Negotiations Nothing to

	Report
Personnel	See Attached
Policy/Planning	Nothing to Report
Public Relations/Media/Bd Relations	Nothing to Report
Shared Services	Nothing to Report

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 February 18, 2016 Executive Session
- Minutes of February 18, 2016 Workshop/Action
- Minutes of January 7, 2016 Executive Session – Released to Public
- Minutes of January 21, 2016 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

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2016. The Treasurer's Report and Secretary's report are in agreement for the month of February 2016. Move that the Board of Education approve the Treasurer of School Moneys reports.

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 2016. 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.

Mrs. Grubb presented Item #8B: 8, 9, 10 for approval

On the motion of Mrs. Pat Wilson, seconded by Miss. Jill Dawson, Item #8B: 8, 9, 10: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

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.

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 2016-2017 School Budget – Approved on March 10, 2016

a) Move that the Board of Education adopt the 2016-2017 budget in the amount of.

BE IT RESOLVED to approve the 2016-2017 school district budget.

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$72,073,371	\$31,986,710
Special Revenue Fund	\$ 1,292,606	-----
Debt Service Fund	\$ 3,378,498	\$ 1,935,592
Total Base Budget	\$76,744,475	\$33,922,302

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

Resolved, that there be raised for General Fund \$ 31,986,710 for the ensuing school year 2016-2017 allocated among the constituent municipalities as follows:

<u>Municipality</u>	<u>2016-2017</u>	
	<u>Percent Share</u>	<u>Local Tax Levy</u>
Borough of Bellmawr	11.8807	\$ 4,030,211
Township of Gloucester	80.0826	\$27,165,887
Borough of Runnemede	8.0366	\$ 2,726,204
		\$33,922,302

This budget reflects a tax levy increase of 2% plus \$276,348.00 of the banked cap from 2014-2015 to be used for Capital Projects.

2. Change Order for Highland Roof Upgrade- Approved on March 10, 2016

Move that the Board of Education approve the change order for Highland roof upgrade in the amount of \$28,622.50.

3. **Substitute Staffing Agreement – Approved on March 10, 2016**
Move that the Board of Education approve a staffing agreement with Maxim Staffing Solutions Nurse Staffing in the amount of \$48.00 per hour – RN, \$38.00 per hour – LPN.
4. **MRESC Name Change – Approved on March 10, 2016**
Move that the Board of Education approve the name change of Middlesex Regional Educational Services Commission to The Educational Services Commission of New Jersey.
5. **Joint Transportation Agreement – Approved on March 10, 2016**
Move that the Board of Education approve the Joint Transportation Agreement with Bridgewater-Raritan Regional School District for the 2015-2016 school year in the amount of \$1890.00 (student K. W.).
6. **Special Education Tuition Placement– Approved on March 10, 2016**
Approve TM, Student with Disabilities from the Berlin Twp. School District, to attend the Self-Contained Behavior Disabilities Program at Highland Regional High School effective March 14, 2016 at an annual tuition rate of \$23,000 (prorated monthly). The Berlin Twp. School District maintains fiscal responsibility for all educational transportation costs.

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

On the motion of Dr. Joyce Ellis, seconded by Miss. Jill Dawson, Item #8B: 7, 8: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

7. **NJDOE Other Capital Project**
Move that the Board of Education authorize Garrison Architects to prepare and submit an NJDOE Other Capital Project application for the Triton Interior Handicap ramp, Highland bleacher and partial roof replacement projects. The district acknowledges that it will receive no state aid for these projects and further authorizes Garrison Architects to amend the district Long Range Facility Plans to include these projects
8. **Communications Agreement**
Move that the Board of Education approve the PRI's and Pots lines agreement with Xtel Communications for a monthly fee of \$1,529.00.

A. Personnel

Dr. Repici presented item(s) 9A:1,3,4,5,6,7,8,9,10,11,12 for approval.

On the motion of Miss Jill Dawson, seconded by Dr. Joyce Ellis, Item(s) 9A:1,3,4,5,6,7,8,9,10,11,12: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

1. **Co-curriculum Appointments**
The Superintendent recommends the persons shown on SCHEDULE A be appointed to the listed co-curriculum positions at the stipends shown for the 2015-2016 school year and are paid for time served in the positions. Approval is recommended.

2. **Resolution for Emergency Hiring** **Nothing to Report**
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 2015-2016 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: Support Staff**
The Superintendent recommends the appointment of the new hires for the school year 2015-2016. Details of the assignment and salary are shown on SCHEDULE H.

6. **Approval of Student Teachers**
The Superintendent recommends permission be granted for the following **Rutgers University** students to serve their student teaching assignments for the 2016-2017 school year.

Student Teacher: Joe Brooks
Dates: September 7 – October 21, 2016
Supervised by: Kellilyn Mawson
School: Timber Creek Regional High School
Subject: Special Education

Student Teacher: Joe Brooks
Dates: October 24, 2016 – December 16, 2016
Supervised by: Chris Grottini
School: Timber Creek Regional High School
Subject: Social Studies

Student Teacher: Kaylee Mitchell
Dates: September 7 – October 21, 2016
Supervised by: Kim Loring
School: Highland Regional High School
Subject: Math

Student Teacher: Kaylee Mitchell
Dates: October 24, 2016 – December 16, 2016
Supervised by: Lorraine Snyder
School: Highland Regional High School
Subject: Special Education

7. **Approval: Payment for Contracted Employees of Activities**
The Superintendent recommends approval of the payment for contracted employees of activities. Details are shown on SCHEDULE J.
8. **Appointment Summer ESY Special Education Aides**
The Superintendent recommends the employees on the attached schedule be appointed as ESY Special Education Aides from June 27 through August 11, 2016. Details are shown on the attached schedule.
9. **Approval: Change in Assignment**
The Superintendent recommends Board of Education approval of the change in assignment starting May 23, 2016 for S. Kinney from a One to One Aide at Timber Creek to a SAC (long term substitute) at Timber Creek.
10. **Approval Transfer**
The Superintendent recommends Board of Education approval of the transfer of M. VanAtter, One to One Aide at Highland to a One to One Aide at Timber Creek effective immediately until the end of the 2015-2016 school year.
11. **Approval Retirement Professional**
Mr. J. Yarabinee, an Instructional Aide at Triton High School has submitted a letter to the Board of Education indicating he will retire June 30, 2016. Mr. Yarabinee has been an employee of the district for eleven and one half years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.
12. **Approval Employment Contract 2015-2016**
The Superintendent recommends the Board of Education approval of the 2015-2016 contract for the Director of Assistant Business Administrator. Details are shown on the schedule.

B. **ATHLETICS** **Nothing to report**

C. POLICY

Dr. Repici presented item(s) 9C:1,2 for approval.

On the motion of Mrs. Pat Wilson, seconded by Miss Jill Dawson, Item(s) 9C:1,2: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

1. First Reading - Policies & Procedures/Regulations

Policies:

6421.01 Environmentally Preferable Purchasing-Green Purchasing Policy

7461 Green Initiatives

2. Second Reading - Policies & Procedures/Regulations

Policies:

1110 Organizational Chart

Regulations:

2624 Grading System

H. MISCELLANEOUS

Dr. Repici presented item(s) 9H: 2 for approval.

On the motion of Mrs. Pat Wilson, seconded by Dr. Joyce Ellis, Item(s) 9H: 2: approved.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

1. Special Education - Out of District Placements 2015-2016 Nothing to Report

For the school year 2015-16, the Child Study Team has placed the classified students listed on SCHEDULE E in special education institutions believed to be the 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 17, 2016 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

Be it resolved that the Black Horse Pike Regional School District Board of Education approves the results of the HIB Investigations that were presented and acknowledged with in Executive Session portion of the March 10, 2016 Board of Education Meeting by the Superintendent of Schools and the District Anti-Bullying Coordinator. Details are shown on SCHEDULE G.

ADD

SUPERINTENDENT

Dr. Brian Repici, Superintendent
Nothing to Report

SPECIAL EDUCATION/POLICY UPDATE

Mr. David Cappuccio
Nothing to Report

BUSINESS/TECHNOLOGY REPORT

Mrs. Jean Grubb, Board Secretary/Business Administrator
Nothing to Report

CURRICULUM UPDATE

Matthew Szuchy, Director of Curriculum & Instruction
Nothing to Report

PERSONNEL UPDATE

Julie Scully, Supervisor of Personnel Management
Nothing to Report

Dr. Schmitz asked for public comment.
There was none.

On the motion of Mrs. Pat Wilson, seconded by Mr. Kevin Bucceroni, the Board meeting adjourned at 7:31 pm.

Roll Call Vote:

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Pat Wilson

ABSENT – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

Respectfully submitted,

Jean Grubb, Board Secretary
JG/kc