

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
MINUTES OF ACTION MEETING
September 10, 2015**

Mr. Jay McMullin 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 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, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Patricia Wilson
ALSO PRESENT Mrs. Jean Grubb, Dr. Brian Repici, Mr. Matthew Szuchy, Mrs. Julie Scully, Mr. David Cappuccio, Mr. Dan Long

On the motion of Mr. Kevin Bucceroni, seconded by Mrs. Pat Wilson, the Board of Education Adjourned to Executive Session at 6:01 pm

Roll Call Vote

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Patricia 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 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. Bill Murray, seconded by Mrs. Jenn Storer, the Board of Education Adjourned from Executive Session at 6:50 pm

Roll Call Vote

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

Mr. McMullin asked for any emergency items. There were none

Mr. McMullin asked for public comment. There were none.

A. INFORMATION ITEMS

1. Required Monthly Drills – See attached Bus Evacuations

	Date	Time	Evac Time	
Triton	n/a	n/a	n/a	
Highland	n/a	n/a	n/a	
Timber Creek	08-25-15	2:18 pm	11 min	Fire Drill
Twilight	n/a	n/a	n/a	

2. [Board Attendance](#)

3. Committee Meeting Schedule/Reports

- Finance/Technology– Nothing to Report
- Facilities/Security/Transportation– Nothing to Report
- Curriculum/Special Ed/Student Affairs– See Attached
- 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

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 20, 2015 Executive Session
- Minutes of August 20, 2015 Workshop/Action

2. Budget/Account Transfers– Available 9/17/15

Move to approve the Budget Transfers as shown.

3. Bill List– Available 9/17/15

Move that the bills submitted be paid and the officers' action in making payment therefore is hereby approved.

4. Cash/Wire Transfers– Available 9/17/15

Move that the Board of Education approve the cash/wire transfers as shown.

5. Board Secretary/Business Administrator’s Report– Available 9/17/15

Move that the Board of Education approve the report of the Board Secretary/Business Administrator.

6. Treasurer of School Moneys Report– Available 9/17/15

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

7. Budget Certification– Available 9/17/15

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 August 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– Available 9/17/15

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

9. Student Activity Account Report – Available 9/17/15

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

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

On the motion of Mrs. Pat Wilson, seconded by Mrs. Jenn Storer, Item #8B: 10: approved

Roll Call Vote

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

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

Mrs. Grubb presented Item #8C: 1-6 for approval

On the motion of Dr. Joyce Ellis, seconded by Mrs. Jenn Storer, Item #8C: 1-6: approved

Roll Call Vote

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

1. Timber Creek Garage Repair Proposal from SJTP

Move that the Board of Education approve the proposal for SJTP to repair the Timber Creek garage for the amount of \$37,950.00.

2. Comegno Law Group, P. C.

Move that the Board of Education approve the proposed Agreement for Legal Services-Solicitor in the amount of \$180. per hour from August 31, 2015-June 30, 2016.

3. Drug Screen Agreement with Kennedy Health

Move that the Board of Education approve a drug screen agreement with Kennedy Health from July 31, 2015 – June 30, 2016. See attached exhibit.

4. Memorandum of Understanding with Gloucester Twp. Housing Authority

Move that the Board of Education approve the attached Memorandum of Understanding with GTHA.

5. Transportation Agreement with Parent

Move that the Board of Education approve an agreement with parent Cheryl LaSpada to transport her student to and from Bankbridge for the 2015-2016 school year in the amount of \$4000.

6. **Special Education Tuition Placement**

To approve C.L., classified student from the Lindenwold Public School District, to attend the Twilight Alternative Program on a tuition basis, as determined by the Business Office. The Lindenwold Public School District maintains responsibility for all transportation costs and services.

A. Personnel

Dr. Repici presented item(s) 9A:1,2,3,4,5 for approval.

On the motion of Mrs. Pat Wilson, seconded by Mrs. Jenn Storer, Item(s) 9A:1,2,3,4,5: approved.

Roll Call Vote

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

ABSTAINED 9A 1-5 – Mrs. Dawn Leary, Mr. Bill Murray, Mrs. Jenn Storer

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 2015-2016 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 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: Professional 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 I.

6. **Approval Resignation**

H. Fowler, a School Nurse at Highland High School, has submitted a letter of resignation, to be effective on or before October 28, 2015. The Superintendent recommends acceptance of the resignation.

L. Kohout, an instructional aide at Highland High School, has submitted letter of resignation, to be effective September 21, 2015.

Dr. Repici presented item(s) 9A: 7, 13, 14 for approval.

On the motion of Dr. Joyce Ellis, seconded by Mrs. Jenn Storer, Item(s) 9A: 7, 13, 14: approved.

Roll Call Vote

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

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

7. Appointment: Title 1A Coordinators 2015-2016 School Year

The Superintendent requests Board of Education appointment of the Title 1A Coordinators for the 2015-2016 school year. Details are shown on SCHEDULE G.

8. 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.

9. Approval Student Teacher

The Superintendent recommends permission be granted for the following Rowan and Stockton University students to serve their intern assignments for the Fall Semester of 2015-2016.

Student Teacher/ University	Supervised By	Dates	School	Subject
James Brannigan* Rowan	Josh Krowicki	October 26, 2015 to December 18, 2015	Highland Regional High School	Health and PE

**Pending completion of all necessary paperwork.*

10. Approval: Change in Assignment Special Education Aides

The Superintendent recommends Board of Education approval for the change in assignment for K. Hutzler, a 1:1 Special Education Aide at Highland High School to a 1:1 Special Education Aide at Timber Creek High School for the 2015-2016 school year.

The Superintendent recommends Board of Education approval for the change in assignment for J. Wilson, a 1:1 Special Education Aide at Timber Creek High School to a 1:1 Special Education Aide at Highland High School for the 2015-2016 school year.

11. Approval: Family Medical Leave & Family Leave & Leave of Absence

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

R.B., a secretary at the District Office, has requested to take an intermittent leave under FMLA beginning August 24, 2015 with no anticipated end date at this time. She will utilize her vacation and personal days.

J.F., a teacher at Triton High School, has requested a medical leave of absence effective September 21, 2015 through October 19, 2015.

S.W., ELL Aide at Triton has requested a leave of absence for the 2015-2016 school year.

S.B., a maintenance worker at Timber Creek has requested a medical leave of absence from August 5, 2015 through September 17, 2015.

S.G., a teacher at Triton High School, has requested to take FMLA from Monday, January 4, 2016

and returning Monday, May 16, 2016. She will utilize accumulated sick and personal leave time and then take the remainder of the leave unpaid.

M.D., a teacher at Highland has requested a medical leave of absence, utilizing accumulated sick days, starting September 1, 2015 until November 21, 2015.

A.O., an instructional aide at Triton has requested to take an unpaid leave of absence, to complete her student teaching from January 2, 2016 through March 25, 2016

12. Approval Change in Assignment

The Superintendent recommends Board of Education approval for the change in assignment for M. Schiffer, an Instructional Special Education Aide at Highland High School to a substitute teacher at Timber Creek High School for the 2015-2016 school year.

The Superintendent recommends Board of Education approval for the change in assignment for A. Owings, an Instructional Special Education Aide at Triton High School to a substitute teacher at Triton High School effective September 21, 2015 through October 19, 2015.

13. Appointment: Part-time Instructional Aide

The Superintendent recommends the appointment of the new hire for the school year 2015-2016. Details of the assignment and salary are shown on SCHEDULE K.

14. Appointment: Game Security, Ticket Sellers & Game Timers

The Superintendent recommends the appointment of the Triton High School employee on the attached schedule as Game Security, Ticket Sellers and Game Timers for sporting and activity events for the 2015-2016 school year. Details of the assignment and salary are shown on SCHEDULE L.

15. Appointment: Mentors 2015-2016 School Year

The Superintendent requests Board of Education appointment of the Mentors for Beginning Teacher Induction Program 2015-2016. Details are shown on SCHEDULE N.

Dr. Repici presented item(s) 9A:16, 19, 20 for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Miss Jill Dawson, Item(s) 9A:16, 19, 20: approved.

Roll Call Vote

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

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

16. Appointment: Title IA Parent Liaisons

The Superintendent recommends the appointment of the Title IA Parent Liaisons for the school year 2015-2016. Details of the assignment and salary are shown on SCHEDULE O.

17. Approval Resignation

W. Veroneau, the after school front desk monitor at Highland High School, has submitted a letter of resignation, to be effective September 1, 2015. The Superintendent recommends acceptance of the resignation.

18. Appointment: Change in Assignment

The Superintendent recommends the professional change in assignment for the school year 2015-2016. Details of the assignment and salary are shown on SCHEDULE P.

19. Approval: Revised Title IA Math Tutors

The Superintendent recommends Board of Education approval for the Revised Title IA Math Tutors for the 2015-2016 school year. Details are shown on SCHEDULE Q.

20. Appointment: Sign-in Desk Monitors

The Superintendent requests approval of the persons shown on SCHEDULE J to be appointed as Sign-in Desk Monitors for the 2015-2016 school year. Details of assignments and salaries are shown on the schedule.

B. ATHLETICS Nothing to Report

C. POLICY

Dr. Repici presented item(s) 9C: 1, and 9H: 3, 4, 5 for approval.

On the motion of Mrs. Pat Wilson, seconded by Mrs. Jenn Storer, Item(s) 9C: 1, and 9H: 3, 4, 5: approved.

Roll Call Vote

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

1. Second Reading – Policies & Procedure/Regulation

Policies:

- 4250 Hours and Days of Work
- 5512 Harassment, Intimidation, and Bullying
- 5512.01 Harassment, Intimidation, and Bullying (M)
- 5516 Remotely Activating Communication Devices-Pagers & Cellular Telephones (M)

Regulations:

- 5512 Reporting Procedure – Hazing and/or Harassment, Intimidation or Bullying (M)
- 5600 Student Discipline/Code of Conduct
- 5751 Sexual Harassment of Pupils (M)

H. MISCELLANEOUS

1. Special Education – Out of District Placements 2015-16

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 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 Nothing to Report

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 September 10, 2015 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

3. Approval: Foreign Exchange Student

The Superintendent requests approval for Laura Nietta Redi, a foreign exchange student from Italy, to attend Highland Regional High School for the 2015-2016 school year. Jennifer and William Landsaw, resident of Blackwood, is hosting Laura Nietta Redi, in their home. The superintendent recommends Board approval. Details are shown on SCHEDULE J.

4. Approval Grant Acceptance

The Superintendent requests approval for the acceptance of the **Allstate Agency Hands in the Community Grant** in the amount of \$1,000 awarded to the Black Horse Pike Regional School District c/o the Special Services Department.

5. Approval: Payment for Contracted Services for Timber Creek and Triton

The Superintendent recommends approval of the payment for contracted services for Timber Creek and Triton Marching Band employees. Details are shown on SCHEDULE M.

SUPERINTENDENT

Dr. Brian Repici, Superintendent
Lunch and Learn Update

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

Mr. McMullin asked for public comment.

A member of Gloucester Township La Crosse organization thanked the board for allowing them to grow to be a feed program to enlist district students.

Mrs. Pat Wilson thanked the administrators/teacher/public to move forward with the new school year bell schedule.

On the motion of Mrs. Pat Wilson, seconded by Mr. Kevin Bucceroni, the Board meeting adjourned at 7:17 pm.
Roll Call Vote:

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

Respectfully submitted,

Jean Grubb, Board Secretary
JG/kc