

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
MINUTES OF ACTION MEETING  
April 2, 2020**

Mr. Kevin McElroy called to order the Regular Session at 6:00 pm at Administrative Office (Telephonically)

Everyone was invited to join in the flag salute.

The Board agreed to have a moment of silence to honor our troops and first responders.

Mr. Frank Rizzo 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 6/20/19. Posting on the front door of the Central Office facility on 6/20/19. Mailing written notice to the Courier Post and the South Jersey Times on 6/20/19. Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 6/20/19: Upon being read at the opening of this public meeting, this notice will be incorporated into the minutes of this meeting.

PRESENT – Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin, Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

ALSO PRESENT - Mr. Dan Long, Dr. Brian Repici, Mr. Frank Rizzo, Mrs. Julie Scully, Mr. Matthew Szuchy, Mr. Anthony Tarsatana, Dr. Luis Amberths, Jr.

ABSENT – Dr. Joyce Ellis

Mr. Kevin McElroy asked for any emergency items.

Mr. Kevin McElroy asked for public comment.

**A. INFORMATION ITEMS**

**1. Required Monthly Drills**

	Date	Time	Evac Time	Type of Drill
<b>Triton</b>	3/12/2020	10:40 am	15 minutes	Shelter in Place
<b>Highland</b>	3/12/2020	11:40 am	20 minutes	Shelter in Place
<b>Timber Creek</b>	3/4/2020	8:31 am	21 minutes	Fire Drill
<b>Twilight</b>	3/13/2020	4:06 pm	4 minutes	Fire Drill
<b>Bus Evacuations – Nothing to report</b>				

**2. Board Attendance**

**3. Committee Meeting Schedule/Reports**

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

Mr. Frank Rizzo presented Item #7B: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 for approval.  
On the motion of Mr. Kevin Bucceroni, seconded by Mr. Jay McMullin, Item #7B: 1, 2, 3, 4, 5, 6,7,8,9,10:  
approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin,  
Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

ABSENT: Dr. Joyce Ellis

ABSTAINED FROM #7B: 1 – Ms. Kaitlyn Hutchison

## **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 20, 2020 Executive Session – Released to the Public

Minutes of March 12, 2020 Workshop/Action

Minutes of March 12, 2020 Executive Session

### **2. Budget/Account Transfers – Nothing to Report**

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. Reconciliation of Statements Report- Nothing to Report**

Reconciliation of Statements Report in accordance with 18A:17-36 and 18A:17-9 for the month of \_\_\_\_\_. The Reconciliation Report and Secretary's report are in agreement for the month of \_\_\_\_\_. Move that the Board of Education approve the Reconciliation of Statements report.

### **7. Budget Certification**

#### **BOARD'S 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 March 2020. 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.

### **8. Cafeteria Fund Analysis – Nothing to Report**

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

**9. Student Activity Account Report – Nothing to Report**

**10. Use of Facilities – Nothing to Report**

**C. Other Monthly Action Items**

Mr. Frank Rizzo presented Item #7C: 1, 2, 3 for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Mr. Jay McMullin, Item #7B: 1, 2, 3: approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin, Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

ABSENT: Dr. Joyce Ellis

**1. Approve Bill Payments between Board Meetings**

Due to the Covid 19 pandemic and to insure that the district is able to meet its financial obligations to its vendors. Move that the Board of Education authorize the Business Administrator to approve bill payments between board meetings.

**2. Shared Service Agreement with Gloucester Township School District**

Move that the Board of Education approve the Shared Services Agreement for Vehicle Inspection Services to be provided by Gloucester Twp. School District. ( Bus Inspection see attached exhibit).

**3. Bid Results**

Move that the Board of Education accept and approve the bid results for the Timber Creek Regional High School 2020 Partial Roof Coating (March 31, 2020) and award the contract to Jottan Inc. pending available funds. The Board authorizes the Business Administrator to issue a "notice to proceed" and execute contract and documents. (see attached exhibit)

**A. PERSONNEL**

Dr. Repici presented Item #8A: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Mr. Jay McMullin, Item #8A: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin, Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

ABSENT: Dr. Joyce Ellis

**1. Co-curriculum Appointments**

The Superintendent recommends the persons shown on schedule A, highlighted in yellow, be appointed to the listed co-curriculum/athletic coaching positions at the stipends shown for the 2019-2020 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**

The persons listed on SCHEDULE C are recommended for employment as per diem substitute staff

for the 2019-2020 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. Approval: Job Descriptions**

The Superintendent recommends Board of Education approve the Career Education Counselor and CARE Program Aide Job Descriptions. Details are shown on the attached SCHEDULE H.

**6. Approval: Support Staff Change in Position**

The Superintendent recommends Board of Education approve the change for R. Zielinski, Timber Creek Aide, from part time to full time effective April 20, 2020.

**7. Approval: Leave of Absence**

The Superintendent requests Board of Education approve the leave of absence for the following employee:

#1524, revision of leave of absence return date to May 23, 2020 or earlier.

#0219, medical leave of absence from March 31, 2020 through the end of the 2019-20 school year.

#3086, FMLA beginning April 1, 2020 through the end of the 19-20 school year, using remaining sick days, then unpaid

**8. Appointment: Revised 2019-2020 Summer ESY Program**

The Superintendent recommends Board of Education approval for the employees on the attached revised schedule be appointed for the 2019-2020 Summer ESY Program. Details are shown on SCHEDULE I.

**9. Approval Retirement**

Mrs. M. Mucerino, a Secretary at Timber Creek High School has submitted a letter to the Board of Education indicating she will retire December 31, 2020. Mrs. Mucerino has been an employee of the district for fourteen years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

Mr. J. Feighan, a Science teacher at Triton High School has submitted a letter to the Board of Education indicating he will retire June 30, 2020. Mr. Feighan has been an employee of the district for twelve and a half years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

**10. Approval Resignation**

**J. Dockins**, a Special Education Aide at Timber Creek High School, has submitted a letter of resignation, to be effective on April 13, 2020. The Superintendent recommends acceptance of the resignation.

**11. Approval Letter Assistant Superintendent Contract**

The Assistant Superintendent's contract has been approved by the County Superintendent. Details are shown on the attached SCHEDULE J.

**12. Approval: Title IA Summer Reading Enhancement Program**

The Superintendent requests Board of Education approval of the employees listed on the attached schedule to be appointed for the Title IA Summer Reading Enhancement Program for the 2019-2020 school year. Details are shown on SCHEDULE K.

**B. ATHLETICS Nothing to Report**

**C. POLICY      Nothing to Report**

**H. MISCELLANEOUS**

Dr. Repici presented Item #8H: 1, 2, 3, 4, 5, 6 for approval.

On the motion of Mr. Kevin Bucceroni, seconded by Mr. Jay McMullin, Item #8H: 1, 2, 3, 4, 5, 6 approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin, Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

ABSENT: Dr. Joyce Ellis

**1. Special Education - Out of District Placements 2019-2020      Nothing to Report**

For the school year 2019-2020, 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 April 2, 2020 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 within Executive Session portion of the March 12, 2020 Board of Education Meeting by the Superintendent of Schools and the District Anti-Bullying Coordinator. Details are shown on the attached schedule.

**3. Approval: Authorization to Make Hiring Decisions**

The Superintendent recommends Board of Education approval for the Superintendent to make hiring decisions after consultation with the Board Personnel Committee and Board President in between Board meetings.

**4. Approval: Release/Settlement**

Move that the Board of Education approve the Release/Settlement with regard to #1030 vs. Black Horse Pike Regional School District Civil Action Number 1:17-cv-06633.

**5. Long-term Student Suspensions**

#2012502, is suspended from Black Horse Pike Regional School District. Student will receive home instruction.

#2012382, is suspended from Black Horse Pike Regional School District. Student will receive home instruction.

#2012101, is suspended from Black Horse Pike Regional School District. Student will receive home instruction.

**6. Approval: Resolution**

The Board authorizes the Superintendent to schedule, alter, and change school events as necessary between Board meetings.

Dr. Joyce Ellis joined the meeting at 6:25 pm.

**INFORMATION ITEMS**

Dr. Brian Repici, Superintendent  
Nothing to Report

**BUSINESS/TECHNOLOGY UPDATE**

Mr. Frank Rizzo, Board Secretary/Business Administrator  
Nothing to Report

**CURRICULUM UPDATE**

Mr. Matthew Szuchy, Director of Curriculum & Instruction  
Nothing to Report

**PERSONNEL UPDATE**

Mrs. Julie Scully, Assistant Superintendent  
Nothing to Report

Mr. Kevin McElroy asked for public comment. The District received several questions/comments on [Askboe@Bhprsd.org](mailto:Askboe@Bhprsd.org). The questions/comments were as follows:

1. Student Registration
2. Senior Trip Refunds
3. Home instruction
4. AP Testing Concerns
5. Steps to verify Education while remote
6. Senior Events, Prom, Graduation and Senior Awards Update

On the motion of Mr. Kevin Bucceroni, seconded by Mr. Jay McMullin the Board of Education adjourned at 6:35 pm.

HAND VOTE - Mr. Kevin Bucceroni, Mr. Michael Eckmeyer, Dr. Joyce Ellis, Ms. Kaitlyn Hutchison, Mrs. Dawn Leary, Mr. Jay McMullin, Mrs. Jenn Storer, Mrs. Patricia Wilson, Mr. Kevin McElroy

Respectfully submitted,

Frank Rizzo Board  
Secretary / Business Administrator

FR/GB