

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT**  
**MINUTES OF ACTION MEETING**  
**March 13, 2014**

Mr. Pat Wilson called to order the Regular Session at 6:00 pm at Triton High School.

Mr. David Cappuccio 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 1/28/14.
- Posting on the front door of the Central Office facility on 1/28/14.
- Mailing written notice to the Courier Post on 1/28/14.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 1/28/14.
- 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

ALSO PRESENT - Mr. David Cappuccio, Mrs. Janet Glover, Dr. Brian Repici, Mrs. Julie Scully, Mr. Matthew Szuchy, Mr. John Wade, Mr. Dan Long

ARRIVED AT 6:15 PM – Mr. Ben Zanghi

Dr. Repici presented the item appointing Mrs. Janet Glover as Board Secretary in the absence of Mrs. Jean Grubb.

On the motion of Mrs. Jenn Storer, seconded by Dr. Mark Schmitz, the item was approved.

Roll Call Vote

YES - 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 – Mr. Ben Zanghi

On the motion of Dr. Joyce Ellis, seconded by Mrs. Jenn Storer, the Board of Education Adjourned to Executive Session at 6:04 pm

Roll Call Vote

YES - 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 – Mr. Ben Zanghi

**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 "BHPKRD", 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 BHPKRD, 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 BHPKRD, 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 publicly;

- 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 BHPRS, 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 BHPRS, Board of Education will proceed with business.

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

**BE IT FURTHER RESOLVED** that the BHPRS, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPRS, 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 BHPRS, 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. Ben Zanghi, seconded by Mrs. Dawn Leary, the Board of Education adjourned from Executive Session at 6:40 pm  
Roll Call Vote

YES - Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson Mr. Ben Zanghi

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

Mr. Cappuccio presented awards to students and staff.

Students: Joshua Polanski, Klaudia Byra, Mustafa Franklin, Emily Lutz, John Gilchrist

Staff: Denise Merendino, Pam McCabe, Ashley Puderbach, Linda Vance, Andrew Haubois

Mrs. Wilson asked for any emergency items. There were none.

Mrs. Wilson asked for any public comments. There were none.

**A. INFORMATION ITEMS**

1. Required Monthly Drills/Bus Evacuation Drills

Drills were held on the following dates:

	Date	Time	Evacuation Time
Triton	02-21-14	10:52 am	2 minutes 57 seconds FIRE DRILL
	02-25-14	1:26 pm	8 minutes LOCKDOWN/STATE – ACTIVE SHOOTER
Highland	01-09-14	1:22 pm	5 minutes 25 seconds FIRE DRILL
	01-17-14	10:17 am	21 minutes FIRE EVACUATION
Timber Creek	02-06-14	9:25 am	2 minutes 35 seconds FIRE DRILL
	02-21-14	9:38 am	15 minutes LOCKDOWN
Twilight	01-16-14	6:45 pm	3 minute FIRE DRILL
	01-24-14	4:20 pm	4 minutes SHELTER IN PLACE

2. Board Attendance

3. Committee Meeting Schedule/Reports

- Finance/Technology – Nothing to Report
- 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

**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, 2014 Executive Session
- Minutes of February 20, 2014 Workshop/Action Meeting
- Minutes of January 9, 2014 Executive Session-Released to Public

Mrs. Glover presented item(s)7B: 2, 3, 4, 5, 6, 7, 8, 9, 10 for approval.

On the motion of Dr. Joyce Ellis, seconded by Mr. Kevin Bucceroni, Item(s) 7B: 2, 3, 4, 5, 6, 7, 8, 9, 10: approved

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

ABSTAINED FROM ITEM #3 –Mrs. Jenn Storer

ABSTAINED FROM ITEM #10 – Mrs. Dawn Leary, Mr. Ben Zanghi

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 2014. The Treasurer's Report and Secretary's report are in agreement for the month of February 2014. 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 2014. 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  
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**

Mrs. Glover presented item(s) 7C: 1 for approval.  
On the motion of Dr. Mark Schmitz, seconded by Mrs. Jenn Storer, Item(s) 7C: 1: approved.  
Roll Call Vote:  
YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

- 1. Adoption of 2014-2015 School Budget

- a) Move that the Board of Education adopt the 2014-2015 budget in the amount of \$71,629,552.  
BE IT RESOLVED to approve the 2014-2015 school district budget.

	<u>Budget</u>	<u>Local Tax Levy</u>
<b>General Fund</b>	\$ 67,036,355	\$29,116,326
<b>Special Revenue Fund</b>	\$ 963,228	-----
<b>Debt Service Fund</b>	<u>\$ 3,629,969</u>	<u>\$ 2,079,663</u>
<b>Total Base Budget</b>	\$ 71,629,552	\$31,195,989

- b) Move that the Board of Education approve the following:  
Resolved, that there be raised for General Fund \$ 29,116,326.00 for the ensuing school year 2014-2015 allocated among the constituent municipalities as follows:

	<u>2014-2015</u>	<u>Local Tax Levy</u>
<u>Municipality</u>	<u>Percent Share</u>	
Borough of Bellmawr	12.9832469	\$ 3,780,244.49
Township of Gloucester	77.3851250	\$22,531,705.27
Borough of Runnemede	9.6316281	<u>\$ 2,804,376.24</u>

\$29,116,326.00

Mrs. Glover presented item(s) 7C: 2, 3 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mr. Ben Zanghi, Item(s) 7C:2, 3: approved.

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

2. Safety Grant

Move that the Board of Education approve the Safety Grant\_application as per attached exhibit.

3. Disposal of Obsolete Equipment

Move that the Board approve of the disposal of obsolete equipment as per attached exhibit.

**A. PERSONNEL**

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 2013-2014 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 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.

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

On the motion of Mr. Ben Zanghi, seconded by Dr. Mark Schmitz, Item(s) 8A: 3, 4: approved.

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

ABSTAINED FROM ITEMS # 3 & 4: Mr. Bill Murray

3. Appointment: Per Diem Substitute Staff

The persons listed on SCHEDULE C are recommended for employment as per diem substitute staff for the 2013-2014 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.

Dr. Repici presented item(s) 8A: 5 and 8 for approval.

On the motion of Dr. Joyce Ellis, seconded by Dr. Mark Schmitz, Item(s) 8A: 5 & 8: approved.

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

5. Request to Serve Student Teaching

The Superintendent recommends permission be granted for the following Education student to serve her clinical experience assignment for the Spring semester of the 2013-2014 school year.

Student Teacher/ University	Supervised By	Dates	School	Subject
Molly Napolitano*	Kerri DiPietro	March 17, 2014 – May 9, 2014	Timber Creek	Health and PE

\*PENDING PROOF OF CRIMINAL HISTORY CLEARANCE

6. Retirement: Professional Staff

Mrs. Bertha Gibbs, a Social Studies teacher at Timber Creek High School has submitted a letter to the Board of Education indicating she will retire July 1, 2014. Mrs. Gibbs has been an employee of the district for seventeen years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

7. Appointment: Mentor 2013-2014 School Year

The Superintendent requests Board of Education appointment of the Mentor for Beginning Teacher Induction Program 2013-2014. Details are shown on SCHEDULE H.

8. Approval: Medical and Family Medical Leave

Kellilyn Mawson, a special education teacher at Timber Creek, is requesting to take FMLA leave from May 6, 2014 until June 30, 2014. During this time, she will be utilizing 20 sick days from May 6th through June 3<sup>rd</sup>. The remainder of the days will be unpaid leave. Mrs. Mawson intends to return to her position as Special Education teacher at Timber Creek High School on September 1, 2014.

Steve McHugh, special education teacher at Triton, is requesting to take FMLA from March 7, 2014 to March 21, 2014. He is requesting to use 3 personal days, 2.5 sick days and days without pay for the remainder of his leave.

Jamie Napoli, math teacher at Timber Creek, has requested a change to her FMLA leave. Her new anticipated return to work date is March 24, 2014.

Stacey Kind, a science teacher at Triton, has requested a medical leave for the remainder of the 2013-14 school year. She is requesting to use 77.5 sick days through June 13, 2014 and the remainder of the leave she is requesting to take without pay.

9. Appointment: Title IA Summer Read 180 Program

The Superintendent requests Board of Education the appointment of the employees listed on the attached schedule for the Title IA Summer Read 180 Program. Details are shown on SCHEDULE K.

10. Appointment: Summer ESY Special Education Aides

The Superintendent recommends the employees on the attached schedule be appointed as Special Education Aides for the Summer ESY Program for the 2014-2015 school year. Details are shown on SCHEDULE L.

11. Appointment: Summer ESY Special Education Teachers

The Superintendent recommends the employees on the attached schedule be appointed as Special Education Teachers for the Summer ESY Program for the 2014-2015 school year. Details are shown on SCHEDULE M.

B. ATHLETICS Nothing to Report

C. POLICY

1. Second Reading – Policies/Regulations

Policies

4340 Grievance

4434 Support Staff Vacations & Holidays

5111 Eligibility of Resident/Nonresident Pupils

Regulations

1550 Affirmation Action Program for  
Employment and Contract  
Practices/Employment Practices  
Plan Complaint

2624 Grading System

H. MISCELLANEOUS

1. Special Education – Out of District Placements 2013-14 Nothing to Report

For the school year 2013-14, 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.

Dr. Repici presented item(s) 8H: 2, 3 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mr. Ben Zanghi, Item(s) 8H: 2, 3: approved

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

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 13, 2014 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

3. Approval Highland Jazz Band Performance Schedule

The Superintendent recommends approval of the Highland Regional High School Jazz Band Performance schedule for the 2013-2014 school year. Details are shown on SCHEDULE G.

Dr. Repici presented item(s) 8H: 4 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mrs. Jenn Storer, Item(s) 8H: 4: approved

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer, Mrs. Pat Wilson, Mr. Ben Zanghi

4. Approval Proposed Revised Calendar – 2013-2014 School Year

The Superintendent recommends approval of the Proposed Revised 2013-2014 School Calendar. Details are shown on SCHEDULE I.

5. Approval Proposed Calendar – 2014-2015 School Year

The Superintendent recommends approval of the Proposed Revised 2014-2015 School Calendar. Details are shown on SCHEDULE J.

INFORMATION ITEMS

Dr. Brian Repici, Superintendent  
Nothing to Report

SPECIAL EDUCATION/POLICY UPDATE

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

BUSINESS/TECHNOLOGY UPDATE

Mrs. Jean Grubb, 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

Mrs. Wilson asked for public comments. There were none.

On the motion of Dr. Mark Schmitz, seconded by Mr. Ben Zanghi, the Board meeting adjourned at 7:22 pm.

Roll Call Vote:

YES — Mr. Kevin Bucceroni, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Mr. Bill Murray, Dr. Mark Schmitz, Mrs. Jenn Storer,  
Mrs. Pat Wilson, Mr. Ben Zanghi

Respectfully submitted,

Janet Glover  
Board Secretary  
JG/kc