

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

Mrs. Pat Wilson called to order the Regular Session at 6:04 pm at Highland 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 6/24/14.
- Posting on the front door of the Central Office facility on 6/24/14.
- Mailing written notice to the Courier Post on 6/24/14.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 6/24/14.
- 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

ABSENT - Mr. Ben Zanghi

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

On the motion of Dr. Mark Schmitz, seconded by Dr. Joyce Ellis, the Board of Education Adjourned to Executive Session at 6:05 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 "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 BHPERSD, 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 BHPERSD, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the BHPERSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPERSD, 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 BHPERSD, 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. Jenn Storer, seconded by Mr. Jay McMullin, the Board of Education Adjourned from Executive Session at 6:45 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

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

Mrs. Wilson asked for public comment. There was none.

The musical group Highland’s Vocal Resolution lead by Jessica Kolody, sang two selections.

Beth Petite presented awards to various Highland students.

Students from each school reported on events and school news.

A. INFORMATION ITEMS

Mrs. Grubb presented Item #7B: 1-7 for approval.

On the motion of Dr. Mark Schmitz, seconded by Dr. Joyce Ellis, Item #7B: 1-7: 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

ABSTAINED FROM 7B #3 – Mrs. Jenn Storer

ABSENT – Mr. Ben Zanghi

1. Required Monthly Drills/Bus Evacuation Drills

	Date	Time	Evacuation Time
Triton	10-14-14	1:25 pm	3 minutes 31 seconds FIRE DRILL
	10-28-14	9:19 am	6 min Evacuation Drill
Highland	10-10-14	1:10 pm	4 minutes 56 seconds FIRE DRILL
	10-27-14	10:47 am	4 minutes LOCKOUT
Timber Creek	10-06-14	7:34 am	2 minutes 54 seconds FIRE DRILL
	10-17-14	10:33 am	26 minutes SHELTER IN PLACE
	10-21-14	BHP 1&2 Bus Front Door Evacuation - Satisfactory	
	10-27-14	BHP 1&2 Bus Rear Door Evacuation – Satisfactory	
Twilight	10-29-14	Bus 73&64 Front & Rear Door Evacuation - Satisfactory	
	10-07-14	7:18 pm	4 minute FIRE DRILL
	10-27-14	7:05 pm	5 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 – See Attached
- 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 October 16, 2014 Workshop/Action Meeting
- Minutes of October 16, 2014 Executive Session
- Minutes of September 18, 2014 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 October 2014. The Treasurer's Report and Secretary's report are in agreement for the month of October 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 October 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**

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

On the motion of Dr. Mark Schmitz, seconded by Dr. Joyce Ellis, Item #7B: 8-10: 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

ABSENT – Mr. Ben Zanghi

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. Grubb presented Item #7C: 1-5 for approval.

On the motion of Dr. Mark Schmitz, seconded by Dr. Joyce Ellis, Item #7C: 1-5: 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

1. Close Out Project HH Baseball Fields

Move that the Board of Education close out project Highland Baseball Fields 7566-420 with a \$7,146. Return to capital reserve.

2. Whole Life Insurance Provider

Move that the Board of Education approve the addition of New York Life as a whole life insurance provider. See attached exhibit.

3. Comprehensive Maintenance Plan and M-1 2014-2015

Move that the Board of Education approve the 2014-2015 Comprehensive Maintenance Plan and M-1 as attached.

4. Discard Old, Obsolete Equipment

Move that the Board of Education approve discarding old, obsolete equipment as attached exhibit.

5. Rain Garden Agreement

Move that the Board of Education approve the attached Rain Garden/Urban Meadow Demonstration Project with Camden County Soil Conservation District.

A. PERSONNEL

Dr. Repici presented item(s) 8A:1-6 for approval.

On the motion of Dr. Mark Schmitz, seconded by Dr. Joyce Ellis, Item(s) 8A:1-6: 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

ABSTAINED FROM A1 – Mrs. Dawn Leary

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 **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.

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. Approval: Horizontal Adjustments for Academic Re-Classification on Salary Guide

The Superintendent recommends approval of the horizontal adjustments on the salary guide for staff listed on schedule G due to academic re-classification.

6. Approval Student Teachers

The Superintendent recommends permission be granted for the following Rowan and Rutgers University students to serve their student teaching assignments for the Spring Semester of 2014-2015.

Student Teacher/ University	Supervised By	Dates	School	Subject
Vincent Bonanno* Rutgers	Tom Gratton	1/21/15 to 5/8/15	Highland	Math
Ashley Adams* Rowan	Holly O'Donnell	March 16, 2015 to May 11, 2015	Triton	Health and Phys. Ed.
Dontay Stokes* Rowan	Joshua Krowicki	March 16, 2015 to May 11, 2015	Highland Regional High School	Health and Phys. Ed.

*Pending completion of all necessary paperwork.

Dr. Repici presented item(s) 8A:7-12 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mr. Kevin Bucceroni, Item(s) 8A:7-12: 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

7. Appointment: Support Staff

The Superintendent recommends the appointment of the new hires for the school year 2014-2015. Details of the assignment and salary are shown on SCHEDULE I.

8. Approval Nursing Students

The Superintendent recommends permission be granted for the following Thomas Jefferson University nursing students to complete their clinical assignments for the Spring Semester of 2014-2015.

Name	Supervised By	School	Dates
Martha Batista* Connor Cahill* Lauren Schwartz*	Donna Scola Heather Fowler Kristin Sagedy	Triton Regional High School Highland High School Timber Creek High School	January 15, 2015 to February 20, 2015
Elizabeth White* Joan Phu* Xavier Weber*	Donna Scola Heather Fowler Kristin Sagedy	Triton Regional High School Highland High School Timber Creek High School	March 12, 2015 to April 17, 2015

*Pending completion of all necessary paperwork.

9. Approval Additional Tutoring Hours

The Superintendent recommends Board of Education approval for additional tutoring hours for the 2014-2015 school year. Details are shown on SCHEDULE J.

10. Transfer-Professional/Support Staff (Involuntary)

The Superintendent recommends Board of Education approval of the involuntary transfers for Triton, Highland and Timber Creek professional/support staff, details listed on SCHEDULE L.

11. Approval Resignation Staff

MC, a long term Spanish teacher substitute at Timber Creek High School, has submitted a letter of resignation to be effective December 1, 2014. The Superintendent recommends acceptance of the resignation.

12. Approval Medical Leave and Family Medical Leave of Absence

RR, Social Studies teacher at Highland High School, has requested an anticipated medical leave from October 28th through December 23, 2014. He is requesting to use accumulated sick days for this leave.

ED, World Language teacher at Highland High School, has requested to extend her FMLA unpaid leave of absence for child rearing purposes until March 2, 2015.

JH, Counselor at Timber Creek High School, has requested Family Medical Leave starting January 5, 2015. Her anticipated return date is March 23, 2015. She is using accumulated sick days and nonpaid days for this leave.

DH, Science teacher at Triton High School, has requested Family Leave beginning November 5, 2014, for 8 to 12 weeks. This is an unpaid leave.

B. ATHLETICS Nothing to Report

C. POLICY

Dr. Repici presented item(s) 8C:1-2 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mrs. Jenn Storer, Item(s) 8C:1-2: 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

1. First Reading – Policies/Regulations

Policies

- 3218 Substance Abuse(teaching staff)
- 4218 Substance Abuse (support staff)
- 4219 Commercial Driver Controlled Substances & Alcohol Use Testing
- 5600 Student Discipline/Code of Conduct

Regulations

- 3218 Substance Abuse (teaching staff)
- 4218 Substance (support staff)
- 5600 Student Discipline/Code of Conduct

2. Second Reading – Policies/Regulations

Policies

- 5305 Health Services Personnel
- 5306 Health Services to Nonpublic Schools
- 5308 Student Health Records
- 5310 Health Services
- 5530 Substance Abuse
- 5339 Screening for Dyslexia
- 5756 Transgender Students
- 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods

Regulations

- 5306 Health Services to Nonpublic Schools
- 5308 Student Health Records
- 5310 Health Services
- 5530 Substance Abuse

H. MISCELLANEOUS

Dr. Repici presented item(s) 8H: 1-7 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mrs. Jenn Storer, Item(s) 8H: 1-7: 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

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

3. Overnight Field Trip

Date of Event: June 9 through June 10, 2015
Nature of Event: Part of American and Western Studies Program
Location: Washington, DC
Transportation: Bus
Students: 67 – Highland Students
Chaperone(s): Fay Lopez, Jeff Oberg, Nicole Baez and Kim Reilly
Cost to District: Costs covered by Students

Date of Event: November 23, 2014 through November 24, 2014
Nature of Event: Teen Pep
Location: Ocean City, NJ
Transportation: Bus
Students: 26 – Timber Creek Students
Chaperone(s): Chris Vittese and Kerri DiPietro
Cost to District: Costs covered by Physical Education Department

Date of Event: 8:00 AM on Monday, April 6, 2015 through 8:00 PM on Saturday, April 11, 2015 (Spring Break)
Nature of Event: Overnight – Myrtle Beach, SC – Mingo Bay Baseball Tournament
Students: 18 – Timber Creek Students
Chaperone(s): John Gladden, Chris Vittese, Nick Yotsko
Transportation: BUS
Cost: Paid for by Timber Creek Homerun Booster Club

4. Approval: Curriculum 2014-2015

The Superintendent recommends Board of Education approval of the following Curricula:

Algebra I
AP Physics II
Geometry

5. Approve AchieveNJ Waiver

The Superintendent recommends the attached AchieveNJ Waiver request be approved and sent to the New Jersey Department of Education for consideration. Details are shown on SCHEDULE K.

6. Approve Resolution to Participate in Sustainable Jersey for Schools

The Superintendent recommends Board of Education approve the Resolution to Participate in Sustainable Jersey for Schools. Details are shown on SCHEDULE H.

INFORMATION ITEMS

Dr. Brian Repici, Superintendent

Dr. Repici showed the Board members the Robotic Lab at 6:40 – 7:00 pm.

SPECIAL EDUCATION/POLICY UPDATE

Mr. David Cappuccio, Director of Special Education

Nothing to Report

PERSONNEL UPDATE

Julie Scully, Supervisor of Personnel Management

Nothing to Report

Mrs. Wilson asked for public comment.

On the motion of Dr. Mark Schmitz, seconded by Mr. Kevin Bucceroni, the Board meeting adjourned at 7:40 pm.

Roll Call Vote:

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

ABSENT - Mr. Ben Zanghi

Respectfully submitted,

Jean Grubb, Board Secretary

JG/kc