

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
MINUTES OF ACTION MEETING
January 19, 2017**

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

Mr. Anthony Tarsatana 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 6/23/16.
- Posting on the front door of the Central Office facility on 6/23/16.
- Mailing written notice to the Philadelphia Inquirer and the South Jersey Times on 6/23/16.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 6/23/16.
- 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 troops and first responders.

PRESENT - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

ALSO PRESENT - Mr. Dan Long, Dr. Brian Repici, Mr. Frank Rizzo, Mrs. Julie Scully, Mrs. Melissa Sheppard, Ms. Kasha Giddins, Ms. Beth Petite, Mr. Anthony Tarsatana

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, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, 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 BHPKSD, 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 BHPKSD, Board of Education will proceed with business.

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

BE IT FURTHER RESOLVED that the BHPKSD, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the BHPKSD, 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 BHPKSD, 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 Mrs. Jenn Storer, the Board of Education Adjourned from Executive Session at 6:47 pm

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

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

Mr. Jay McMullin asked for public comment. There were no public comments

Mrs. Sheppard presented awards to various Triton students.

Students from each school reported on events and school news.

A. INFORMATION ITEMS

1. Required Monthly Drills

	Date	Time	Evac Time	Type of Drill
Triton	12/16/16	9:00 am	7 min	Lockout
	12/21/16	11:50 am	2 min 33 sec	Fire Drill
Highland	12/6/16	9:35 am	6 min	Fire Drill
	12/7/16	8:05 am	4 min	Shelter in Place
Timber Creek	12/07/16	11:27 am	6 min	Shelter in Place
	12/09/16	11:18 am	3 min 49 sec	Fire Drill
Twilight	12/15/16	4:20 pm	3 min	Fire Drill
	12/21/16	5:00 pm	5 min	Shelter in Place
Bus Evacuations – N/A				

2. Board Attendance

3. Committee Meeting Schedule/Reports

Curriculum/Special Ed/Student Affairs	Nothing to Report
Facilities/Security/Transportation	Nothing to Report
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

4. ROD Grant Projects Letter and OFAC Investigation Report

South Jersey Technology Partners and NJ Office of Fiscal Accountability and Compliance investigation report (see the attached exhibit). Mr. Rizzo reviewed the information received from Sterling High School and read into the minutes the corrective action plan for the Sterling High School District.

Mr. Frank Rizzo presented item #8B: 1, 2, 3, 4, 5 for approval

On the motion of Ms. Jill Dawson, seconded by Mrs. Dawn Leary, Item #8B: 1, 2, 3, 4, 5 approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

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 December 15, 2016 Executive Session
- Minutes of December 15, 2016 Workshop/Action

Minutes of January 5, 2017 Reorganization Meeting

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.

Mr. Frank Rizzo presented item #8B: 6, 7, 8, 9, 10 for approval

On the motion of Mr. Jay McMullin, seconded by Mrs. Jenn Storer, Item #8B: 6, 7, 8, 9, 10 approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

ABSTAINED from 8B: 10 – Mrs. Jenn Storer

6. Reconciliation of Statements Report

Reconciliation of Statements Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2016. The Treasurer's Report and Secretary's report are in agreement for the month of November 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 November 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.

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.

Mr. Frank Rizzo presented item #8C: 1, 2, 3 for approval

On the motion of Mrs. Dawn Leary, seconded by Mrs. Jenn Storer, Item #8C: 1, 2, 3 was approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

C. Other Monthly Action Items

1. Private School Free Lunch Program

Be it resolved that the Black Horse Pike Regional School District Board of Education in accordance with NJAS 6A:23A-18.5, effective 7/1/07, does not require the** New Jersey private schools: to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulation for the 2017-2018 school year.

** including but not limited to: LARC School; Hampton Academy, Pineland Learning Center; Yale School; Bancroft; Archway; Garfield Park Academy

2. School Board Committees

Move that the Board of Education approve the attached list of School Board Committees (see attached exhibit)

3. Appointment of Purchasing Agent

Move that the Board of Education approve the appointment of Frank Rizzo as the District Qualified Purchasing Agent from January 17, 2017 through June 30, 2017 bid threshold \$ 40,000.

A. PERSONNEL

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

On the motion of Mr. Kevin Bucceroni, seconded by Mrs. Dawn Leary, Item #9A: 1, 3, 4, 5, 6, 7, 8, 9, 10 approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

ABSTAINED from #9A: 1 – Mrs. Dawn Leary

ABSTAINED from #9A: 4 – Mr. Bill Murray

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 2016-2017 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 2016-2017 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. **Rescind Student Teacher**

The Superintendent recommends the following **Rowan University** student teacher assignment to be rescinded.

Student Teacher: Cody Fauver
Dates: January 18, 2017 to May 8, 2017
Supervised by: Kim Loring
School: Highland Regional High School
Subject: Math

6. **Approval PT Clinical Internship**

Approve Ms. Danielle Griscom, a student physical therapist from Rutgers University, to complete her clinical internship within the BHPRSD under the supervision of an employee from Rehab Connection which is currently contracted with the district.

7. **Approval: Payment for Contracted Services**

The Superintendent recommends approval of the payment for contracted services of activities for Triton Marching Band. Details are shown on SCHEDULE H.

8. **Appointment: Title IA ELL Tutors**

The Superintendent recommends the appointment of Title IA ELL Tutors for the 2016-2017 school year. Details are shown on SCHEDULE I.

9. **Approval Student Teacher/Student Nurse**

The Superintendent recommends permission be granted for the following **Eastern University** student to serve his **Student Teacher Assignment** for the 2016-2017 school year.

Student Teacher: Mason O'Donnell*
Dates: January 20, 2017 to April 27, 2017
Supervised by: Tom Gratton
School: Highland Regional High School
Subject: Math

*Pending completion of all paperwork.

The Superintendent recommends permission be granted for the following **Rutgers University** student to serve her **School Nurse Practicum** assignment for the 2016-2017 school year.

Student Nurse: Jeanine Oxenberg, RN
Dates: January 19, 2017 to May 25, 2017
Supervised by: Monica Coslove, RN, BSN, SNSC
School: Timber Creek Regional High School
Subject: School Nursing

10. Approval Resignation

L. Williams (#0650), bus driver, has submitted a letter of resignation, to be effective on January 9, 2017. The Superintendent recommends acceptance of the resignation.

Dr. Repici presented Item #9A: 11, 12, 13, 14, 15: for approval
 On the motion of Mrs. Dawn Leary, seconded by Mr. Bill Murray, Item #9A: 11, 12, 13, 14, 15: approved.
 ROLL CALL VOTE
 YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin
 ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson
 ABSTAINED from #9A: 11 – Mrs. Jenn Storer

11. Approval Retirement

T. Storer (2698), Vice Principal at Highland High School has submitted a letter to the Board of Education indicating he will retire July 1, 2017. Mr. Storer has been an employee of the district for thirty seven years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

B. Bartley (7544), Cafeteria worker at Highland High School has submitted a letter to the Board of Education indicating she will retire July 1, 2017. Ms. Bartley has been an employee of the district for sixteen years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

12. Approval: Job Description

The Superintendent recommends Board of Education approval for the following Job Description: Television & Broadcasting Production Advisor. Details are shown on SCHEDULE L.

13. Approval Family Leave of Absence

The Superintendent recommends Board of Education approval for the following Family Leave of Absences:

Employee	Building	Reason	Dates
0862	Highland	Maternity/FMLA	4-10-14 through 6-30-17 (using 47.5 sick days and the remainder will be unpaid)
1066	Triton	FMLA	Approximately 2-28-17 and continue for 6 weeks - unpaid

14. **Approval: Club**

The Superintendent recommends Board of Education approval for a new club called The Tech Squad club. Details are shown on SCHEDULE N.

15. **Approval Curriculum Writing**

The Superintendent recommends Board of Education approval for the Curriculum Writing for the 2016-2017 school year. Details are shown on SCHEDULE O.

B. ATHLETICS

1. **Approval Spring Sports Schedules**

The Superintendent recommends Board of Education approval of the Spring Sports Schedules for Highland, Timber Creek and Triton for the 2016-2017 school year. Details are on the attached SCHEDULE M.

C. POLICY

Dr. Repici presented Item #9C: 1, 2, 3; #9H 1, 2, 3, 4, 5: for approval

On the motion of Mr. Bill Murray, seconded Mrs. Dawn Leary by, Item #9C: 1, 2, 3; #9H 1, 2, 3, 4, 5: approved.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

NO Mr. Bucceroni - #9C: 2 Policy 4125

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

1. **First Reading – Policies & Procedures/Regulations**

Policies:

- 1510 Americans with Disabilities Act
- 2415.30 Title I – Educational Stability for Children in Foster Care
- 2418 Section 504 of the Rehabilitation Act of 1973-Students
- 5116 Education of Homeless Children
- 5330.04 Administering an Opioid Antidote
- 8330 Student Records

Regulations:

- 1510 Americans with Disabilities Act
- 2418 Section 504 of the Rehabilitation Act of 1973-Students
- 5116 Education of Homeless Children
- 5330 Administration of Medication
- 8330 Student Records

2. **Second Reading – Policies & Procedures/Regulations**

Policies:

- 1211 Administrative Staff Attendance at Board Meetings

4125 Employment of Support Staff Members

H. MISCELLANEOUS

1. **Special Education - Out of District Placements 2016-2017**

For the school year 2016-17, 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 January 19, 2017 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 December 15, 2016 Board of Education Meeting by the Superintendent of Schools and the District Anti-Bullying Coordinator. Details are shown on SCHEDULE G.

3. **Approval Overnight Field Trip**

Date of Event: February 24 through February 26, 2017
Nature of Event: National Cheerleading Competition
Location: Ocean City, MD

Transportation: Bus
Students: 23 – Triton Students
Chaperone(s): Andrea Owings and Amanda Parisi
Cost to District: To be paid from Cheerleading Account

Date of Event: March 10 through March 11, 2017
Nature of Event: Western Studies Class Field Trip
Location: Washington, DC
Transportation: Bus
Students: 35 – Triton Students
Chaperone(s): Sherrie Erickson and Candace Vrooman
Cost to District: To be paid from Western Studies Account

Date of Event: March 26 through March 27, 2017
Nature of Event: Teen Pep
Location: Port-O-Call Hotel, Ocean City, NJ
Transportation: Bus
Students: 28 – Highland Students
Chaperone(s): Teresa Pasquarello and Anita Rowland
Cost to District: To be paid from Teen Pep

4. **Approval: Club**

The Superintendent recommends Board of Education approval for a new club called Dance Club. Details are shown on SCHEDULE J.

5. **Approval: Timber Creek Indoor Percussion Competition Bus Schedule**

The Superintendent recommends approval of the Timber Creek Indoor Percussion Competition and Bus Schedule. Details are shown on the attached schedule K.

INFORMATION ITEMS

Dr. Brian Repici, Superintendent

Nothing to Report

SPECIAL EDUCATION/POLICY UPDATE

Mr. David Cappuccio, Jr., Director of Special Services & Policy

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, Director of Personnel Management

Nothing to Report

Mr. Jay McMullin asked for public comment.

Mr. Bill Murray publicly thanked the Triton students for coming to Bellmawr and performing a clean-up as part of the Martin Luther King Day of Service.

On the of Mr. Kevin Bucceroni, seconded by Mr. Bill Murray the Board meeting adjourned at 7:17 pm.

ROLL CALL VOTE

YES - Mr. Kevin Bucceroni, Miss Jill Dawson, Mrs. Dawn Leary, Mrs. Jenn Storer, Mr. Bill Murray, Mr. Jay McMullin

ABSENT - Dr. Joyce Ellis, Mr. Kevin McElroy, Mrs. Patricia Wilson

Respectfully submitted,

Frank Rizzo, Board Secretary

FR/gb