

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
MINUTES OF ACTION MEETING  
October 10, 2013**

Mr. Kevin Bucceroni 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 5/27/13.
- Posting on the front door of the Central Office facility on 5/27/13.
- Mailing written notice to the Courier Post on 5/27/13.
- Filing written notice with the Municipal Clerks of Bellmawr, Gloucester Township and Runnemede on 5/27/13.
- 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, Dr. Mark Schmitz, Mrs. Jenn Storer Mrs. Pat Wilson

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

ABSENT- Mr. Lou Johnston

ARRIVED AT 6:20 PM - 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 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.

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

Mr. Bucceroni asked for any public comments. There were none.

Students from each school reported on district activities and accomplishments.

**A. INFORMATION ITEMS**

1. Required Monthly Drills/Bus Evacuation Drills

Drills were held on the following dates:

	Date	Time	Evacuation Time
Triton	09.13.13	9:25 am	3 minutes 5 seconds FIRE DRILL
	09.18.13	8:37 am	6 minutes LOCKDOWN
Highland	09.12.13	7:50 am	4 minutes 10 seconds FIRE DRILL
	09.20.13	7:50 am	9 minutes LOCKDOWN
Timber Creek	09.16.13	11:30 am	1hour 40 minutes LOCKOUT
	09.17.13	8:35 am	2 minutes 48 seconds FIRE DRILL
Twilight	09.17.13	5:40 pm	3 minutes FIRE DRILL
	09.30.13	5:10 pm	4 minutes LOCKOUT

2. Board Attendance

3. Committee Meeting Reports – 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 September 12, 2013 Executive Session
- Minutes of September 12, 2013 Workshop/Action Meeting
- Minutes of September 19, 2013 Workshop/Action Meeting
- Minutes of August 15, 2013 Executive Meeting-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 September 2013. The Treasurer's Report and Secretary's report are in agreement for the month of September 2013. 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 September 2013. 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**

1. Acceptance of Standard Operating Manual, Internal Control Manual and Purchasing Manual  
Move that the Board of Education approve:  
Standard Operating Procedure Manual  
Internal Control Manual  
Purchasing Manual
2. Approval of CAP for FY 08-09 EXAID  
Move that the Board of Education approve the closing of the audit and follow up of the CAP implementation as conducted by the Office of Fiscal Accountability and Compliance. See attached exhibit.
3. SDA Grant Closeout  
Move that the Board of Education approve the SDA Grant Closeout as per attached exhibit.
4. Center For Family Guidance Contract  
Move that the Board of Education approve the attached agreement with the Center For Family Guidance adding a fourth session STOP.

5. Joint Transportation Agreement with Bordentown School District  
Move that the Board of Education approve the Jointure Transportation Agreement with Bordentown School District:  
Route # 51 at a jointure cost of \$17,629.20 to transport a student to Burlington City HS along with five other student. See attached exhibit.
6. Agreement to Provide Virtual Education Services  
Move that the Board of Education approve the agreement with Virtual Education Services as per attached exhibit.
7. Disposal of Old Books  
Move that the Board of Education approve the donation to the Rotary Club of duplicate and outdated books that will not be used by our students. See 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  
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 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.
5. Approval Job Descriptions  
The Superintendent recommends Board of Education approval for the following Job Descriptions: Building Mechanic, Custodial Maintenance Personnel, Night Foreman, Grounds Maintenance and Master Mechanic. Details are shown on SCHEDULE G.
6. Retirement: Support Staff  
Mr. Frank DeLayo, a Facilities Maintenance employee at Highland High School has submitted a letter to the Board of Education indicating he will retire October 1, 2013. Mr. DeLayo has been an employee of the district for twenty five years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.  
  
Ms. Roxann Fareney, a Cafeteria worker at Timber Creek High School has submitted a letter to the Board of Education indicating she will retire November 1, 2013. Ms. Fareney has been an employee of the district for eleven years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.  
  
Ms. Mary Frame, a 12 month Vice Principal Secretary at Triton High School has submitted a letter to the Board of Education indicating she will retire January 1, 2014. Ms. Frame has been an employee of the district for twelve and ½ years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.
7. Retirement: Professional Staff  
Ms. Michele Selfridge, a School Social worker at Timber Creek High School has submitted a letter to the Board of Education indicating she will retire January 1, 2014. Ms. Selfridge has been an employee of the district for twenty five and ½ years. The Superintendent recommends acceptance of this resignation, for the purpose of retirement, with regret.

Dr. Brian Repici presented Item(s) # 7A: 8, 9, 10 for approval.

On the motion of Dr. Mark Schmitz, seconded by Mr. Jay McMullin, Item(s) # 7A: 8, 9, 10: APPROVED

Roll Call Vote

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

- 8. Appointment: Title IA Math & Language Tutoring **Approved 10-10-2013**  
 The Superintendent recommends the appointment of the Title IA Math and Language Tutor for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE I.
- 9. Appointment: Title IA Night Counselors **Approved 10-10-2013**  
 The Superintendent recommends the appointment of the Title IA Night Counselors for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE J.
- 10. Appointment: Title IA Parent Liaison **Approved 10-10-2013**  
 The Superintendent recommends the appointment of the Title IA Parent Liaison for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE K.

Dr. Brian Repici presented Item(s) # 7A: 11, 12, 13, 15 for approval.  
 On the motion of Dr. Joyce Ellis, seconded by Dr. Mark Schmitz, Item(s) # 7A: 11, 12, 13, 15: APPROVED  
 Roll Call Vote

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

- 11. Appointment: Title IA LMC Literacy Program **Approved 10-10-2013**  
 The Superintendent recommends the appointment of the Title IA LMC Literacy Program for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE L.
- 12. Rescind: Twilight Alternative Secretary **Approved 10-10-2013**  
 The Superintendent requests Board of Education approval to rescind the appointment of Ms. Paulette Dell'Angelo as Secretary of the Twilight Alternative Program.
- 13. Appointment: Perkins Positions **Approved 10-10-2013**  
 The Superintendent recommends the appointment of the teachers for the 2013-2014 Perkins Positions. Details of the assignment and salary are shown on SCHEDULE M.
- 14. Approval Family Medical Leave of Absence  
 The Superintendent recommends Board of Education approval for J. Incarvite, an Instructional Aide at Timber Creek High School, has requested a Medical Leave of Absence, beginning October 25, 2013 to November 15, 2013. Her anticipated return to work is November 18, 2013.  
 The Superintendent recommends Board of Education approval for A. DiRienzo, an English teacher, at Highland High School, has requested a Medical Leave of Absence, beginning January 2, 2014 to March 21, 2014. Her anticipated return to work is March 24, 2014.
- 15. Approval Medical Leave of Absence **Approved 10-10-2013**  
 The Superintendent recommends Board of Education approval for S. McHugh, a Special Education teacher, at Triton High School, has requested a Medical Leave of Absence, beginning October 14, 2013 for 3 to 5 weeks using sick time.
- 16. Request to Serve Student Teaching  
 The Superintendent recommends permission be granted for the following Education students at Rowan University, to serve their clinical experience assignment for the Fall semester of the 2013-2014 school year while holding a standard certificate to teach Mathematics at Triton Regional High School:

Student Teacher	Supervised By	Dates	School	Subject
Jacqueline Trakimas	Melissa Sheppard	September 3 to October 28, 2013	Triton	Special Education

- 17. Appointment: Professional Staff  
 The Superintendent recommends the appointment of the new hires for the school year 2013-2014. Details of the assignment and salary are shown on SCHEDULE O.

Dr. Brian Repici presented Item(s) # 7A: 18, 19, 20 for approval.  
 On the motion of Mr. Jay McMullin, seconded by Dr. Mark Schmitz, Item(s) # 7A: 18, 19, 20: APPROVED  
 Roll Call Vote  
 YES – Mr. Kevin Bucceroni, Mrs. Pat Wilson, Dr. Joyce Ellis, Mrs. Dawn Leary, Mr. Jay McMullin, Dr. Mark Schmitz, Mrs. Jenn Storer, Mr. Ben Zanghi

ABSENT –Mr. Lou Johnston  
ABSTAINED FROM #19: Mrs. Jenn Storer

18. Appointment: Title IA English Language Learning/Spanish Tutor Para-Professional **Approved 10-10-2013**  
The Superintendent recommends the appointment of the Title IA English Language Learning/Spanish Tutor Para-Professional for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE P.
19. Appointment: Twilight Alternative Program Secretary **Approved 10-10-2013**  
The Superintendent recommends the appointment of the Twilight Alternative Secretary for the 2013-2014 school year. Details are shown on SCHEDULE Q.
20. Appointment: NCLB After-School/During-School Programs Cafeteria Supervision **Approved 10-10-2013**  
The Superintendent recommends the appointment of the Part-Time NCLB After-School/During-School Programs Cafeteria Supervision for the 2013-2014 school year. Details of the assignment and salary are shown on SCHEDULE R.

**B. ATHLETICS Nothing to Report**

**C. POLICY**

1. **Second Reading – Policies/Regulations**

**Policies**

P3144.12  
P3372  
P3373  
P4124  
P5512

**Regulations**

Certification of Tenure Charges - Inefficiency  
Teaching Staff Member Tenure Acquisition  
Tenure Upon Transfer or Promotion  
Employment Contract  
Harassment, Intimidation, and Bullying

**H. MISCELLANEOUS**

1. Special Education – Out of District Placements 2013-14  
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. Brian Repici presented Item(s) # 7H: 2 for approval.

On the motion of Mr. Ben Zanghi, seconded by Dr. Mark Schmitz, Item(s) # 7H: 2: APPROVED

Roll Call Vote

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

2. Harassment Intimidation & Bullying (HIB) Investigations **Approved 10-10-2013**  
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 October 10, 2013 Board of Education Meeting by the Superintendent of Schools and the District Anti Bullying Coordinator. Details are shown on SCHEDULE F.

Dr. Brian Repici presented Item(s) # 7H: 3 for approval.

On the motion of Dr. Joyce Ellis, seconded by Dr. Mark Schmitz, Item(s) # 7H: 3: APPROVED

Roll Call Vote

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

3. Overnight Field Trip **Approved 10-10-2013**

**Date of Event:** 11:00 a.m., Oct. 16, 2013 through 2:00 p.m., Oct. 17, 2013

**Nature of Event:** Overnight – Teen Pep Retreat – Ocean City, NJ  
**Students:** 23 – Timber Creek Students  
**Chaperone(s):** Kerri DiPietro and Chris Vitese  
**Cost:** Covered by Teen Pep Account

**Date of Event:** 7:00 a.m., March 6, 2014 through 6:30 p.m., March 7, 2013  
**Nature of Event:** Overnight – American Studies – Washington, DC  
**Students:** 30 – Highland Students  
**Chaperone(s):** Fay Lopez, Jeff Oberg  
**Cost:** Covered by American Studies

Dr. Brian Repici presented Item(s) # 7H: 4 for approval.

On the motion of Mr. Ben Zanghi, seconded by Dr. Mark Schmitz, Item(s) # 7H: 4: APPROVED

Roll Call Vote

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

ABSENT –Mr. Lou Johnston

4. Acknowledgement: 2012- 2013 Violence, Vandalism & Substance Abuse Reports **Approved 10-10-2013**  
Be it resolved that the Black Horse Pike Regional School District Board of Education acknowledges that the 2012-2013 district Violence, Vandalism and Substance Abuse Reports was presented within the Public portion of the October 10, 2013 Board of Education Meeting by the Superintendent of Schools and the Director of Curriculum and Instructions. Details are shown on SCHEDULE H.

INFORMATION ITEMS

Dr. Brian Repici, Acting Superintendent

Nothing to Report

SPECIAL EDUCATION/POLICY UPDATE

Mr. David Cappuccio, Director of Special Education

Mr. Cappuccio made a presentation regarding Opening of School Staff Development

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

Mrs. Scully made a presentation regarding Violence and Vandalism reports from the district schools

Mr. Bucceroni asked for public comment. There was none.

Board Comments

– Dr. Schmitz thanked Mrs. Sheppard, cheerleaders, football players, band, softball players and coaches for participating in the veterans' parade.

– Mr. Bucceroni suggested that all three schools participate next year.

– Mrs. Storer stated that Highland students raised \$1600 walking for Autism.

On the motion of Mr. Ben Zanghi, seconded by Mrs. Jenn Storer, the Board meeting adjourned at 7:17 pm.

Respectfully submitted,

Jean Grubb  
Business Administrator/Board Secretary  
JG/kc