

## MINUTES OF THE REGULAR MEETING OF NOVEMBER 15, 2012

The Regular Meeting of the Haddon Township Board of Education was held on November 15, 2012, at 6:00 pm in the Paul C. Gilligan Media Center, Mr. Cavallo, President, presiding.

- I.            **OPENING STATEMENT:** Due notice of this meeting has been provided to The Retrospect and the Courier Post as legal ads on April 27, 2012, and May 19, 2012, respectively.
- II.           **ROLL CALL:**    Mr. Albino  
                               Mr. Brown  
                               Mrs. Caputi  
                               Mrs. Chudd  
                               Mr. Kendall  
                               Mr. Mann  
                               Mr. Mulroy  
                               Mrs. Richards  
                               Mr. Cavallo

Also present: Dr. Cheryl Simone, Interim Superintendent of Schools; Jennifer Gauld, School Business Administrator; and 19 members of the public.

### III.           FLAG SALUTE

### EXECUTIVE SESSION

Motion by Mrs. Richards and seconded by Mr. Mann that the Board move to Executive Session. The Board moved into Executive Session at 6:20 pm.

**Unanimous Voice Vote**

### REGULAR SESSION

Motion by Mrs. Richards and seconded by Mr. Mann that the Board move to Regular Session. The Board moved into Regular Session at 7:34 pm.

**Unanimous Voice Vote**

### IV.           APPROVAL OF MINUTES

Motion by Mrs. Caputi and seconded by Mrs. Richards that the minutes of the Work Session, Executive Session and Regular Meeting of September 20, 2012 be approved.

### ROLL CALL

Mr. Albino	Abstain
Mr. Brown	Yes

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Mrs. Caputi	Yes
Mrs. Chudd	Yes
Mr. Kendall	Yes
Mr. Mann	Abstain
Mr. Mulroy	Abstain
Mrs. Richards	Yes
Mr. Cavallo	Abstain

**Roll Call            5-0-4**

Motion by Mrs. Richards and seconded by Mrs. Caputi that the minutes of the Work Session, Executive Session and Regular Meeting of October 18, 2012 be approved.

**ROLL CALL**

Mr. Albino	Yes
Mr. Brown	Yes
Mrs. Caputi	Yes
Mrs. Chudd	Abstain
Mr. Kendall	Yes
Mr. Mann	Yes
Mr. Mulroy	Abstain
Mrs. Richards	Yes
Mr. Cavallo	Yes

**Roll Call            7-0-2**

V.        CORRESPONDENCE

NONE

VI.       PRESENTATIONS

Recognition of Elementary Health and Physical Education Teacher, William Hoover, for being honored with the American Heart Association's Open Door Award. As a result of his commitment over the past 13 years, every student in the district has been introduced to Jump Rope for Heart or Hoops for Heart, and has helped raise over \$125,000.00 to further the mission of the American Heart Association.

VII.      SUPERINTENDENT'S REPORT

The Superintendent recommends acceptance/approval of the Superintendent's Report.

Dr. Simone congratulated new board members, Marie Dezii and Jill Noller and reminded everyone that the reorganization meeting will be held on January 3, 2013. During that meeting, the new board members will be sworn in. Dr. Simone also thanked Chuck Albino and Wendy Caputi for their years of service.

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Dr. Simone spoke about the October storm and noted that none of our buildings were damaged. She thanked the board for allowing us to recoup one of the lost days on November 8, 2012 and noted that almost every staff member came to work that day. Dr. Simone suggested ideas for altering the calendar in the event snow days would need to be made up.

Mrs. Mennig gave a presentation on the Quality Single Accountability Continuum, QSAC. She also explained the new teacher evaluation system, the James Stronge Teacher Effectiveness Performance Evaluation System. She commended the group on the selection of the program and expressed gratitude for a job well done. Mr. Albino also commended the committee for the selection. Mr. Mann asked about the selection of the program and Mrs. Mennig explained how the selection process worked. Mr. Kendall asked about the administrative time. Dr. Simone answered that the Commissioner said he was not going to increase funding and to work with what you have. One option is for districts to look into shared services.

Budgeting for this program will be discussed in January. Mr. Mulroy asked if Facilitators could do observations. Mrs. Mennig answered that they cannot. The question was raised if the job description could be changed to Administrator. No, they will be in the administrative line, but if the job description changes, we would be over the administrative cap.

Dr. Simone explained that policy is being mandated by QSAC. Mrs. Chudd helped review & edit the policies.

Mrs. Richards asked about the policy on the number of students in the classroom. We will visit at the next meeting.

### VIII. DISCUSSION AND QUESTIONS FROM PUBLIC FOR BOARD OF EDUCATION ON ITEMS INCLUDED ON THE AGENDA

None

### IX. RECOMMENDATIONS

Motion by Mrs. Richards and seconded by Mrs. Caputi that the following items be approved:

#### 1. FINANCE/FACILITIES

The Superintendent and the School Business Administrator/Board Secretary recommend acceptance/approval of the following items:

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- 1. Report of the Secretary for the month of October, 2012

***CASH BALANCES – October 31, 2012:***

10	General	\$6,627,648.66
20	Special Revenue Funds	(4,011.67)
30	Capital Projects Funds	0.00
40	Debt Service Funds	(161,370.82)
60	Enterprise Funds	<u>78,236.86</u>
Total:		<u>\$ 6,540,503.03</u>

- 2. Report of the Treasurer for the month of October, 2012

The Treasurer's Report is in agreement with the Secretary's Report. Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Haddon Township Board of Education certifies that as of October 31, 2012, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- 3. Payment of Bills

Bills in the General Account in the amount of \$1,297,776.03 and \$57,159.57 in the Student Activities Account.

- 4. 2012-2013 School Year Budget Amendments Attachment 1-4

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of October, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Haddon Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-2.12(a)1.

In accordance with N.J.A.C. 6A:23A-16.10(c)2, it is certified that the anticipated revenue has changed for the month ending October, 2012 as per the attachment.

- 5. Approve Travel Requests Attachment 1-5

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- 6. Accept a grant of \$500 from the Haddon Township 2012 Clean Communities Mini-Grant Program. Elementary art teacher, Ellen Hargrove, has offered to oversee both components of the program: a clean up of Edison Woods, and art projects created by the students that relate to the environment.
- 7. Authorize the Administration to dispose of the items on the attached list in the most efficient, cost effective and environmentally friendly manner. There will be no cost to the Haddon Township Board of Education for this disposal. Attachment 1-7
- 8. Approve the School Business Administrator to present bills to the audit committee for approval after the October 18, 2012 regular meeting up to and including December 20, 2012.  
Further, that the Board ratifies the approval of the audit committee at the December 20, 2012 Board Meeting. This is in order to facilitate the timely completion of the audit.
- 9. Approve acceptance of the proposal from EIRC to maintain the district's phone system for the remainder of the 2012-13 school year at a cost of \$8,750.00.

### ROLL CALL

Mr. Albino	Yes
Mr. Brown	Yes
Mrs. Caputi	Yes
Mrs. Chudd	Yes
Mr. Kendall	Yes
Mr. Mann	Yes
Mr. Mulroy	Yes
Mrs. Richards	Yes
Mr. Cavallo	Yes

**Roll Call                    9-0-0**

Motion by Mr. Kendall and seconded by Mrs. Caputi that the following items be approved:

### 2. INSTRUCTION AND PROGRAM

The Superintendent and the Supervisor of Teaching and Learning recommend the acceptance/approval of the following items:

- 1 Fire and Security Drill Report  
In accordance with Title 18A:41-1 through 41-4, at least one fire drill and one security drill were held in each school during the month of October.
- 2 Adopt the James Stronge Teacher Effectiveness Performance Evaluation System.

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- 3 Approve the submission of the NJ Quality Single Accountability Continuum District Performance Reviews and the accompanying Statement of Assurance to the Camden County Office of Education. Attachment 2-3

**ROLL CALL**

Mr. Albino	Yes
Mr. Brown	Yes
Mrs. Caputi	Yes
Mrs. Chudd	Yes
Mr. Kendall	Yes
Mr. Mann	Yes
Mr. Mulroy	Yes
Mrs. Richards	Yes
Mr. Cavallo	Yes

**Roll Call                    9-0-0**

Motion by Mrs. Richards and seconded by Mrs. Caputi that the following items be approved:

3. **PERSONNEL**

The Superintendent recommends the acceptance/approval of the following items:

- 1. Summary of Work-related Lost Time Injuries Attachment 3-1
- 2. Student teachers for the 2012-13 school year. Attachment 3-2
- 3. Approve the following teachers as middle school team leaders for the 2012-2013 school year, at a stipend of \$1,320:
 

Grade 6:	Kurt Trauger
Grade 6:	Trish Silverstein
Grade 7:	Claire Arena
Grade 7:	Bob Meng
Grade 8:	Danielle Jubanyik
Grade 8:	Kathy Ellis
- 4. Accept the resignation of Alicia Hall as Educational Media Specialist in Haddon Township School District, effective December 22, 2012, or sooner if a replacement is found. Attachment 3-4

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- 5. Approve up to 10 hours for an acting Grade Level Representative, Mae Valenzuela, at \$39.65 per hour, replacing a staff member on a leave of absence:
- 6. Approve the following hours for preparation to serve as presenters at the November 6<sup>th</sup> inservice day at the curriculum rate of \$39.65 per hour.

<b>Name:</b>	<b>Hours Up to:</b>
Mike Engle	2
John Gluckman	2
Trisha McGinley	4

- 7. Approve Doris Irvin as a professional development consultant in the area of literacy for one day, at the rate of \$300 per day. Her work will include supporting special education teachers.
- 8. Approve the following people who proctored the PSATs on Saturday, October 20, 2012, at the rate of \$40.00 per hour.  
 PSAT Proctors, up to 4.5 hours:  
 Elissa Ginsburg  
 Judith Mattson  
 Nina Scully  
 Kelly Winkelspecht  
 Brielle Fredericks  
 Alexis Fisher  
  
 PSAT Test Administrator, up to 6.5 hours  
 Cristin Campbell
- 9. Approve the appointment of Victoria Karpman as .5 Instructional Support Teacher at Rohrer Middle School for the 2012-13 school year, at an annual salary of \$25,836.00, prorated, Step 1, MA, effective November 26, 2012, through June 30, 2013.
- 10. Approve the appointment of Lauren Van Sciver as a long-term substitute grade one teacher during the 2012-13 school year, for Mary Beth Warfield, at Van Sciver School, at a rate of \$90.00 per day, beginning on or about November 19, 2012 through approximately May 3, 2013, with an overlap of two days, at the rate of \$80.00/day.
- 11. Approve the appointment of Sheila Forbes, for the position as 12-month High School Secretary for the 2012-13 year, Step 14, at a salary of \$46,372.00, prorated, effective December 1, 2012 through June 30, 2013. She will be replacing Michele Tesoro Sangillo, who is retiring.
- 12. Create an hourly one-on-one aide position for a PM kindergarten student with a temporary 504 plan at Van Sciver School. The aide would be needed from 12:30-3:00

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5 days a week totaling 12.5 hours per week.

- 13. Approve the extra hours for Barbara Kondrla, part-time aide, as a one-on-one aide for the Van Sciver kindergarten student with a temporary 504 plan, at a rate of \$16.20 per hour.
- 14. Approve the appointment of the following substitute teachers at the rate of \$80.00 per day, for the 2012-13 school year, pending completion of paperwork:

Sue	Cosenza
Gerard	Harter
Regina	Ritchie
Sean	Thompson
Harrison	Webb

- 15. Approve the following SACC substitute appointments and rates for the 2012-13 School year:

Debbie Frett	Substitute Site Supervisor	\$15.60
Stephanie Mattoccia	Substitute Adult Aide	\$12.25
Kristina Shaughnessy	Substitute Site Supervisor	\$15.60
Kristina Shaughnessy	Substitute Site Aide	\$12.25

- 16. Approve the appointment of Christina DiCamillo as a substitute high school aide at the rate of \$14.90/hr.
- 17. Approve the appointment of the following instructional personnel as tutors for classified students at Paul VI as mandated in the students' Service Plans for the hours, rate and amount indicated.

<u>Name</u>	<u>Hrs/Week</u>	<u>Rate</u>	<u>Account</u>
Catherine Bidini	4	\$35.00	20-250-100-100-12-P13
Marie Staley	4	\$35.00	20-250-100-100-12-P13
Maureen Phillips	4	\$35.00	20-250-100-100-12-P13
Maria Barrucci	4	\$35.00	20-250-100-100-12-P13
Lisa M. Broder	4	\$35.00	20-250-100-100-12-P13
Krista Comito	4	\$35.00	20-250-100-100-12-P13

- 18. Approve up to 3 hours of curriculum work for Sean Hengst in the area of elementary social studies at the rate of \$39.65 per hour.
- 19. Approve the appointment of Amanda Tagmire as Educational Media Specialist in the Haddon Township School District for the 2012-13 school year, at an annual salary of \$55,490.00, prorated, Step 5, M+30, effective January 14, 2013, or sooner depending on release from current district.



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- 20. Approve the following revision to split a stipend of a high school co-curricular position:

First	Last	Club	Step	Salary
Linda	Webb	Scenery/Props (Fall Play) (50%)	2	\$ 704.50
Katie	Schafer	Scenery/Props (Fall Play) (50%)	2	\$ 704.50

- 21. Approve a request for a family medical leave for Deb Huber, first grade teacher at Jennings School, for approximately three weeks, starting date to be determined, for a family medical emergency.

**ROLL CALL**

Mr. Albino Yes  
 Mr. Brown Yes  
 Mrs. Caputi Yes  
 Mrs. Chudd Yes  
 Mr. Kendall Yes  
 Mr. Mann Yes  
 Mr. Mulroy Yes  
 Mrs. Richards Yes  
 Mr. Cavallo Yes

**Roll Call 9-0-0**

Motion by Mrs. Richards and seconded by Mrs. Caputi that the following items be approved:

4. **STUDENT SERVICES/ACTIVITIES**

Administration recommends the acceptance/approval of the following items:

- 1. Enrollment Report Attachment 4-1
- 2. Suspension Report  
 No Elementary or Middle School Suspensions during the month of October, 2012.  
 High School Suspensions: Attachment 4-2
- 3. CDS (Controlled Dangerous Substance) Report  
 No CDS violations for the month of October, 2012.
- 4. Vandalism Report Attachment 4-4

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- 5. Harassment, Intimidation, Bullying Report  
(October Incidents – 1<sup>st</sup> Reading) Attachment 4-5
- 6. Harassment, Intimidation, Bullying Report  
(September Incidents – 2<sup>nd</sup> Reading) Attachment 4-6
- 7. Approve the following high school student for homebound instruction:  
Student # 20147057
- 8. Approve an additional 9 hours per week for DiNovi & Associates for student #3712218477, as required by the IEP. Additional hours are requested for more support for transition of behavior and life skill support and community outings.
- 9. Approve a change in placement for student #8897569436, classification ED, grade 11. Placement change has been made from DCF Regional School, Ocean Campus to Collier High School as of September 5, 2012. Tuition rate for the 2012-2013 school year is \$54,571.00.
- 10. Approve the reinstatement of the Winter Track Program for the 2012-13 school year at no cost to the Board of Education – all costs to be paid through the donations from the High School Track alumni.

### **ROLL CALL**

Mr. Albino	Yes
Mr. Brown	Yes
Mrs. Caputi	Yes
Mrs. Chudd	Yes
Mr. Kendall	Yes
Mr. Mann	Yes
Mr. Mulroy	Yes
Mrs. Richards	Yes
Mr. Cavallo	Yes

**Roll Call                    9-0-0**

Motion by Mrs. Richards and seconded by Mrs. Caputi that the following items be approved:

### 5. POLICY

The Superintendent recommends the acceptance/approval of the following items:

- 1 Second Reading of the following state mandated policies: ATTACHMENT 5-1
  - 0142 BD MEMBER QUALIFICATIONS (M)
  - 1140 AFFIRMATIVE ACTION PROGRAM (M)
  - 1230 SUPERINTENDENT'S DUTIES (M)
  - 1522 SCHOOL-LEVEL PLANNING (M)
  - 1523 COMPREHENSIVE EQUITY PLAN (M)
  - 1530 EQUAL EMPLOY OPPORTUNITIES (M)

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1550 AFFIRMATIVE ACTION PROGRAM (M)  
 1570 INTERNAL CONTROLS (M)  
 2361 ACCEPTABLE USE OF COMPUTER NETWORK COMPUTERS AND  
 RESOURCES (M)  
 2415.20 NO CHILD LEFT BEHIND COMPLAINTS (M)  
 2423 BILINGUAL AND ESL EDUCATION (M)  
 2431 ATHLETIC COMPETITION (M)  
 2431.4 CONCUSSION TESTING & RETURN TO PLAY (M)  
 2464 GIFTED AND TALENTED PUPILS (M)  
 2622 PUPIL ASSESSMENT (M)  
 3240 PROFESSIONAL DEVELOPMENT (M)  
 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)  
 4160 PHYSICAL EXAMINATION (M)  
 4218 SUBSTANCE ABUSE (M)  
 4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL  
 USE TESTING (M)  
 4352 SEXUAL HARASSMENT (M)  
 4431.1 FAMILY LEAVE (M)  
 5307 NURSING SERVICES PLAN (M)  
 5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES  
 (ECD) (M)  
 5519 DATING VIOLENCE AT SCHOOL (M)  
 9270 HOME SCHOOLING AND EQUIVALENT EDUCATION (M)

- 2 First Reading of the following mandated policy:  
 5460 HIGH SCHOOL GRADUATION (M)

ATTACHMENT 5-2

**ROLL CALL**

Mr. Albino	Yes
Mr. Brown	Yes
Mrs. Caputi	Yes
Mrs. Chudd	Yes
Mr. Kendall	Yes
Mr. Mann	Yes
Mr. Mulroy	Yes
Mrs. Richards	Yes
Mr. Cavallo	Yes

**Roll Call 9-0-0**

X. DISCUSSION AND QUESTIONS FROM PUBLIC FOR BOARD OF EDUCATION

Dave Donohue asked if the fee for the summer track program could go towards winter track?

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Dr. Simone asked what was needed to elevate the program?

Mr. Donohue stated that it ran for less than \$ 5,000. He has 3 kids on scholarship for track and would like to re-allocate the facility rental fee.

Dr. Simone asked to have a separate meeting with Mr. Donohue to discuss this matter further.

Mr. Kendall mentioned that his fundraiser for crew and the world premiere of his movie, Kennedy Reagan would be November 29th at 7pm.

XI. ADJOURNMENT

Motion by Mrs. Richards and seconded by Mrs. Caputi that the meeting be adjourned. The meeting adjourned at 9:03 pm.

Respectfully Submitted,

Jennifer Gauld  
School Business Administrator/Board Secretary