

The Regular Meeting of the Haddon Township Board of Education was held on April 18, 2013 at 7:37 pm in the Paul C. Gilligan Media Center, Mrs. 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 March 12, 2013.

II. ROLL CALL:

Mr. Robert Brown
 Mrs. Laura Chudd
 Mrs. Marie Dezii
 Mr. John Kendall
 Mr. William Mann
 Ms. Jill Noller
 Mr. James Mulroy
 Mrs. Bonnie Richards
 Mr. Mark Cavallo

Also present: Dr. Nancy Ward, Superintendent of Schools; Jennifer Gauld, School Business Administrator; Liz Mennig, Director of Curriculum and Instruction and 14 members of the public.

III. FLAG SALUTE

EXECUTIVE SESSION

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

WORK SESSION

Motion by Mrs. Chudd and seconded by Mrs. Dezii that the Board move to Work Session. The Board moved to Work Session at 7pm.

IV. APPROVAL OF MINUTES

Motion by Mr. Kendall and seconded by Mr. Brown that the minutes of the Regular Meeting, Executive Session and Work Session of March 27, 2013 be approved.

ROLL CALL

Mr. Robert Brown	Yes
Mrs. Laura Chudd	Yes
Mrs. Marie Dezii	Yes
Mr. John Kendall	Yes
Mr. William Mann	Yes
Mrs. Jill Noller	Yes
Mr. James Mulroy	Yes
Mrs. Bonnie Richards	Yes
Mr. Mark Cavallo	Abstain

Roll Call

7-0-1

V. PRESENTATIONS

None

VI. CORRESPONDENCE

None

VII. SUPERINTENDENT'S REPORT

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

Dr. Ward thanked the district for the warm welcome. She called Haddon Township a down to earth community with class. She spoke about the minor crisis that occurred on her second day with the district and how the community responded. She attended the Paul Gilligan Scholarship Dinner on April 17th and it further cemented her view of the community as a great one.

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. Chudd 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:

- 1 Report of the Secretary for the month of March 2013

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 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.

Attachment 1-1

- 2 Report of the Treasurer for the month of March 2013

Attachment 1-2

That the Report of the Treasurer as of March 31, 2013 be accepted.

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March, 2013. The Treasurer's Report and Secretary's report are in agreement for the month of March, 2013.

- 3 Payment of Bills

Attachment 1-3

- 4 2012-2013 School Year Budget Amendments

Attachment 1-4

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.

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.

- 5 Travel Requests Revised Attachment 1-5

 - 6 That the School Business Administrator present bills to the audit committee for approval after the March 27, 2013 regular meeting up to and including May 16, 2013. Further, that the Board ratifies the approval of the audit committee at the May 16, 2013 Board Meeting.

 - 7 The proposal from CRS Advanced Technology to purchase, install and provide training for SubFinder System software, automated substitute calling system. The fees included are \$4,000 for set up and training as well as a monthly recurring fee of \$507.36 based on 167 employees requiring substitutes and 74 employees not requiring substitutes. For the summer months of July and August there will be no minimum monthly fee for the SubFinder System. This contract will be in effect from July 1, 2013 through June 30, 2014.
 Total Cost for the 2013-2014 school year: \$9,073.60.

 - 8 The proposal from Educational Information and Resource Center (EIRC) to:
 Install, configure and test Avaya IP Office Phone System in replacement of existing Vodavi Phone System;
 Test all cross connections in telephone closets for connectivity;
 Provide user training along with administrative training on maintenance of phone system; and
 Provide post installation support for 1 full year.
 Total Cost: \$220,017.00

 - 9 That Chartwells School Dining Services be named the District Food Service Management vendor for the 2013-2014 school year. The following proposals were received by the Haddon Township Board of Education on March 27, 2013.
- | | <u>Management Fee</u> | <u>Profit/(Loss)</u> |
|-----------------------------------|--|--------------------------|
| Chartwells School Dining Services | \$0.080 per meal and meal equivalent to be \$10,000.00 | \$9,956.30 (guaranteed) |
| Nutri Serve | \$30,000.00 | \$28,500.00 (guaranteed) |
| Aramark | \$0.0633 per meal | \$16,822.00 (guaranteed) |
- 10 That Camden County Educational Services Commission on an as needed basis, the services specified under the following headings for the 2013-2014 school year:
 Transportation
 192-193 Program
 CST Services

 - 11 Payment of the licensing and maintenance fee of \$5,480.00 to participate in the New Jersey Cooperative Bid Maintenance Program through Educational Data Services, Inc. for the 2013-2014 school year.

ROLL CALL

Mr. Robert Brown Yes
 Mrs. Laura Chudd Yes
 Mrs. Marie Dezii Yes
 Mr. John Kendall Yes
 Mr. William Mann Yes
 Mrs. Jill Noller Yes
 Mr. James Mulroy Yes
 Mrs. Bonnie Richards Yes
 Mr. Mark Cavallo Yes

Roll Call 8-0-0

Motion by Mr. Mann and seconded by Mrs. Chudd 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 March. Attachment 2-1
- 2 An adjusted NWEA assessment contract for services rendered in the remainder of the 2012-2013 school year. The revised contract allows the district to administer the MAP assessment using a new web-based system rather than our own school-based server. The contract is still equal in value to the amount listed below:
 MAP Assessment (one year license) \$6,520.50
 The adjusted contract represents no additional expense to the district. Attachment 2-2
- 3 The following No Child Left Behind salaries for the 2012-13 school year:

Name	Title I	Title IIA	Title III - Immigrant	Full Salary
Lois Maynard – VS	\$31,527			\$85,209.00
Sharonne Ravid-Litz – JNGS	\$12,748			\$55,184.00
Sharonne Ravid-Litz – VS	\$25,881			
Nancy Murray - JNGS	\$12,391			\$82,609.00
Victoria Karpman – RMS	\$29,066			\$25,836.00
Darlene Sorensen – VS			\$ 4,910	\$ 4,910
Pam Fitzgerald – EDIS		\$24,810		\$24,810

ROLL CALL

Mr. Robert Brown Yes
 Mrs. Laura Chudd Yes
 Mrs. Marie Dezii Yes
 Mr. John Kendall Yes
 Mr. William Mann Yes
 Mrs. Jill Noller Yes
 Mr. James Mulroy Yes
 Mrs. Bonnie Richards Yes
 Mr. Mark Cavallo Yes

Roll Call 8-0-0

Motion by Mrs. Richards and seconded by Mr. Kendall 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 The retirement request of Jane Trent, Elementary Instrumental Music Teacher, effective July 1, 2013. See attached letter. Attachment 3-3
Adopt the resolution for Ms. Trent. Attachment 3-3.1
- 4 The retirement request of Christine Poyatt, High School Latin Teacher, effective July 1, 2013. See attached letter. Attachment 3-4
Adopt the resolution for Ms. Poyatt. Attachment 3-4.1
- 5 Create the new position of Supervisor of Instruction and approve new job description #0116. Attachment 3-5
- 6 Compensating Kathy McCutcheon and Cheryl Kay for sports physicals on May 13, May 20 and June 3, 2013 (and June 10 make-ups, if necessary), at the rate of \$41.05 per hour for an approximate total of ten hours for each nurse.
- 7 A change in the return date from medical leave for employee #90113705, from the previously approved date of May 23. She will now return on May 6, 2013.
- 8 An unpaid medical leave of absence for employee #90096686, middle school math teacher, for up to twelve weeks as of April 11, 2013.
- 9 The appointment of Samantha Super as a long-term substitute middle school math teacher, at the highly qualified rate of \$125.00 per day, beginning April 8, 2013, until return of the teacher.
- 10 A medical leave of absence for employee #81243123 commencing September 3, 2013. The employee is also eligible for FMLA during leave period and will be returning approximately December 16, 2013.
- 11 Compensating the following teachers for up to four hours at the curriculum rate to prepare for and present at the PreKindergarten Into Kindergarten Parent Information Night on the evening of May 23, 2013.

Name	Number of Hours	Rate
Chelsea McCann	4	\$39.65
MaryBeth Warfield	4	\$39.65
Courtney Smarro	4	\$39.65
Sara Kopacz	4	\$39.65

- 12 Compensating the following personnel for employment in Summer Rec 2013:

Bill Hoover	Program Supervisor	\$31.18
Stephanie Cunningham	Assistant Program Supervisor	\$27.72
Lauren Hosey	Assistant Program Supervisor	\$16.93
Patty Grady	Nurse	\$37.15
Debbie Frett	Adult Aide	\$13.24
Maria Reed	Adult Aide	\$13.24
Rafelle Perry	Adult Aide	\$12.99
Linda Styron	Adult Aide	\$13.24
Colleen Bevan	Adult Aide	\$12.74
Lauren Hosey	Adult Aide	\$12.74
Jennifer O’Kane	Adult Aide	\$12.74
Patrice Fietto	Adult Aide	\$12.74
Ashley Alliano	Adult Aide	\$12.25
Tyler Cunningham	College Aide	\$11.13
Alisha Harris	College Aide	\$11.13
Jenna Surmick	College Aide	\$11.13
Joe Teagan	College Aide	\$11.13
Taylor Harris	College Aide	\$10.92
Sam Oliver	College Aide	\$10.92
Debbie Frett	Art Lesson Planning Stipend	\$450 for summer
<u>Substitutes</u>		
Rosaria Petruz	Adult Aide Sub	\$12.74
Barbara Kondrla	Adult Aide Sub	\$12.74
Kristina Shaughnessy	Adult Aide Sub	\$12.74
Samantha Sleister	Adult Aide Sub	\$12.25
Mike Rossi	Adult Aide Sub	\$12.74
Gina Palumbo	Adult Aide Sub	\$12.74
Diana Trasatti	Adult Aide Sub	\$12.25
Taylor Kondrla	College Aide Sub	\$10.50
Nicole Cutrera	College Aide Sub	\$10.50

- 13 Appointment of the following substitute bus driver /aides for the remainder of the 2012-13 school year, effective immediately to June 30, 2013, pending completion of paperwork and fingerprinting.

FIRST	LAST	SUBSTITUTE POSITION	SCHOOL	RATE
Eugene	Morrell	bus aide	Transportation	\$14.90
“	“	bus aide - wheelchair bus	Transportation	\$15.40
“	“	bus driver	Transportation	\$17.50
Nancy	Eagan	bus aide	Transportation	\$14.90
		bus aide - wheelchair bus	Transportation	\$15.40

- 14 Payment of a stipend of \$925.00 to part-time custodian Joseph Schmitt, for the 2012-13 school year, prorated to January 25, 2013, for possession of Black Seal Boilers License, and reimbursement of \$500.00 for the associated training program.

- 15 Appointment of the following substitute teachers at the rate of \$80.00 per day, for the remainder of the 2012-13 school year, pending completion of paperwork:

Nicholas DiPasquale
Matthew Garren
 Erica Paolucci
 Kathleen Tyrrell
 Jessica Walsh
 Kimberly Weikel

- 16 Compensating the following event workers for 2013 Rowland Relays on Saturday, April 27, and Camden County Track & Field on Saturday, May 11:

<u>Assignment</u>	<u>Name</u>
Sellers	Linda Crist, Rosanne Arizzi
Awards	Jeremy Pond
Grounds	Joel Taylor
Site Manager	Nelson Epley
Work Crew	Rob Acar Jason Groff Jake Alessi Adam Hunt Hunter Andrew Ed Hutchinson Elijah Boukman Ken Lange Michael Cortese Chris Madden Steve Potter Mike Ucciferri Adam Dillon Chase Vermandel Makenna Douglas
Police	(2)
Refreshments	Football Booster Club (David Dale)

- 17 Compensating the following teachers for up to three hours at the curriculum rate for preparation to serve as presenters at the May 17, 2013 inservice day:

Name	Hours	Rate/Hour
Rose Austin	3	39.65
Steve Cossaboon	3	39.65
Dave Dale	3	39.65
Joanne Gattone	3	39.65
Kara Gordon	3	39.65
Sean Hengst	3	39.65
Danielle Jubanyik	3	39.65
Colleen Koepfel	3	39.65
Sara Kopacz	3	39.65
Bill Mann	3	39.65
Judith Mattson	3	39.65
Kathy McCutcheon	5	39.65
Maura McDermott	3	39.65
Christine Poyatt	3	39.65
Doug Richardson	3	39.65
Sylvia Smith	3	39.65
Lois Staas	3	39.65

- 18 A medical leave of absence for employee #89842827 commencing September 16, 2013. The employee is also eligible for FMLA during leave period and will be returning approximately January 27, 2014.
- 19 Revised job description #0253: School Medical Inspector. Attachment 3-19

- 20 Compensating the following staff members for revising curriculum support documents:

Name		Area	Rate	Hours (Up to)
DiBenedetto	Carla	MS Voc./Tech. Arts	\$39.65	10
DiPetrantonio	Melissa	Elem. Spanish	\$39.65	10

ROLL CALL

Mr. Robert Brown	Yes
Mrs. Laura Chudd	Yes
Mrs. Marie Dezii	Yes
Mr. John Kendall	Yes
Mr. William Mann	Yes
Mrs. Jill Noller	Yes
Mr. James Mulroy	Yes
Mrs. Bonnie Richards	Yes
Mr. Mark Cavallo	Yes

Roll Call 8-0-0

Motion by Mrs. Chudd and seconded by Mrs. Richards 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
Middle School and High School Suspensions during the month of March, 2013
(No Elementary Suspensions) Attachment 4-2
- 3 CDS (Controlled Dangerous Substance) Report
No CDS violations at high school for the month of March, 2013.
- 4 Violence, Vandalism, and Substance Abuse (VV-SA) Incident Report Attachment 4-4
- 5 Harassment, Intimidation, Bullying Report **Revised Attachment 4-5**
March 2013 Incidents (1st Reading)
- 6 Harassment, Intimidation, Bullying Report **Revised Attachment 4-6**
February 2013 Incidents (2nd Reading)
- 7 A change in placement for student #2240191626, to attend Audubon High School, ED Program, for the remainder of the 2012-2013 school year, effective April 8, 2013.
The tuition rate will be prorated from the annual amount of \$19,144.00.
- 8 A change in placement for student #7763800234, to attend Archway Program, for the remainder of the 2012-2013 school year, effective April 12, 2013. The tuition rate will be prorated from the annual amount of \$34,545.60.
Additionally, the student is to have a 1:1 aide. The tuition rate for the aide will also be prorated from the annual amount of \$23,400.00.
- 9 The following high school students for homebound instruction:
Student #20184059
Student #20157024

XI. ADJOURNMENT

Motion by Mrs. Richards and seconded by Mrs. Noller that the meeting be adjourned. The meeting adjourned at 7:52 pm.

Respectfully Submitted,

Jennifer Gauld
School Business Administrator