

The Regular Meeting of the Haddon Township Board of Education was held on November 21, 2013 at 7:09 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 October 25, 2013.

II. ROLL CALL:

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

Also present: Dr. Nancy Ward, Superintendent, Mrs. Jennifer Gauld, Business Administrator/Board Secretary, Mrs. Liz Mennig, Director of Curriculum and Instruction and 29 members of the public.

III. FLAG SALUTE

IV. MINUTES OF THE PREVIOUS MEETINGS

Motion by Mrs. Dezii and seconded by Mr. Kendall that the minutes of the Regular Meeting and Work Session of October 17, 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	Yes

ROLL CALL

9-0-0

V. PRESENTATIONS

- Mr. Kirk Applegate from Bowman and Company presented the Board with the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the 2012-2013 School Year.

Mr. Applegate notified the Board that there were no findings or recommendations. He stated that it was a clean audit and that the District has good internal controls and monitoring.

President Mark Cavallo congratulated Jen Gauld and her staff for another clean audit.

VI. CORRESPONDENCE

- HTEA Letter

Attachment VI-1

VII. SUPERINTENDENT'S REPORT

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

Dr. Ward congratulated the re-elected board members.

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

NONE

IX. RECOMMENDATIONS

Motion by Mr. Mann and seconded by Mrs. Richards 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 October 2013

CASH BALANCES – October 31, 2013

10	General	\$7,169,760.46
20	Special Revenue Funds	6,209.13
30	Capital Projects Funds	0.00
40	Debt Service Funds	(148,417.82)
60	Enterprise Funds	<u>305,856.83</u>
Total:		<u>\$ 7,333,408.60</u>

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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 October 2013

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

Attachment 1-2

- 3 Payment of Bills

Attachment 1-3

- 4 2013-2014 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 31, 2013, 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 not changed for the month ending October 31, 2013 as per the attachment.

- 5 Travel Requests

Revised Attachment 1-5

- 6 That the School Business Administrator present bills to the Board for approval after the October 19, 2013 regular meeting up to and including December 19, 2013. Further, that checks be issued, dated October 31, 2013 for said bills, and December 1, 2013 for selected payments for the 2013-2014 School Year budget, and that the Board ratifies the approval of said payments at the October Board Meeting.

- 7 Approve School Safety and Security Plan for 2013-2014 (A complete copy of the School Safety and Security Plan is available for Board Member review at the Board Office.)
Yearly SOA form attached.

Attachment 1-7

- 8 Approve Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the 2012-2013 School Year as prepared by Bowman and Company. There are no findings of non-compliance.

- 9 Appoint Debra M. Kriete, Esq., as E-Rate Consultant for Haddon Township School District, from November 1, 2013 through October 31, 2014 at a cost of \$6,000.00.

- 10 Preliminary 2014-2015 Budget Preparation Calendar

Attachment 1-10

- 11 Approve the Consortia Agreement between the Educational Information & Resource Center (EIRC) and the Haddon Township Board of Education 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 **9-0-0**

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

#2 INSTRUCTION AND PROGRAM

The Superintendent and the Director of Curriculum and Instruction 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, 2013. Attachment 2-1

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 **9-0-0**

Motion by Mrs. Richards and seconded by Mrs. Chudd 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 for the month of October. Attachment 3-1
- 2 Student Teachers for the 2012-13 School Year Attachment 3-2
- 3 Medical leave of absence for employee # 12201497, commencing February 10, 2014. The employee is also eligible for FMLA during leave period and will be returning on May 15, 2014.
- 4 Appointment of Jennifer Crugnale as long-term substitute special education teacher at Van Sciver School, effective November 25, 2013 through March 31, 2014, at Step 1, B.A., at an annual salary of \$47,572, prorated. This includes an initial three-day overlap with the classroom teacher where she will be teaching.
- 5 Compensation for Kathy McCutcheon and Cheryl Kay for sports physicals on October 28 and November 4, 2013, at the rate of \$41.05 per hour for up to ten hours per nurse.

- 6 The following 2013-14 wrestling coach appointments:

FIRST	LAST	POSITION	STEP	STIPEND
Justin	Lazzery	Asst. Wrestling, Level 3	1	\$3,450.00
James	Casey	Volunteer Wrestling		Volunteer
William	Hoover	Volunteer Wrestling		Volunteer
Michael	Thomson	Volunteer Wrestling		Volunteer

- 7 That the following athletic event workers be approved as substitutes for the 2013-14 School Year, at the appropriate approved rates:

Sheila Forbes--Ticket Seller/Taker
 Steve Cossaboon--Video
 Dominic Olivo--Video
 Nelson Epley--AV Assistant
 Joe Burke--Timer, Announcer, Supervisor
 Nelson Epley—Timer, Announcer, Site Manager, Supervisor

- 8 Appointment of the following substitute teachers at the rate of \$80.00 per day, for the 2013-2014 School Year, pending completion of paperwork:

Alisha Harris
 Jessica Harbridge
 Amanda Neeff
 Theresa Reagan
 Joseph Taormino
 Glenna Tredinnick
 John Tribble
 Dana Kelly, RN Substitute School Nurse for Paul VI HS only

- 9 Aide Appointments for the 2013-14 School Year, effective immediately through June 30, 2014:

Name		Position	Location	Rate per hour
Bird	Miriam	substitute aide	Van Sciver	\$ 15.30
Cosenza	Sue	substitute aide	Stoy	\$ 15.30
Dempsey	Mary	substitute aide	RMS	\$ 15.30
Dunn	Silvia	child care aide	School Age Child Care	\$ 12.25
Harris	Alisha	sub. lunch supervisor	Edison	\$ 41.05
Harris	Alisha	substitute aide	Edison	\$ 15.30
Harris	Alisha	sub. site supervisor	School Age Child Care	\$ 15.60
Jackson	Frank	child care aide	School Age Child Care	\$ 7.95
Longo	Lauren	child care aide	School Age Child Care	\$ 10.50
Oliver	Samuel	sub. site supervisor	School Age Child Care	\$ 15.60
Weachter	Denise	child care aide	School Age Child Care	\$ 12.25

- 10 Appointment of the following staff members to supervise the Extended Day and Homework Club programs at RMS. Both programs are funded through Title I.

Last Name	First Name	Program	Rate	Hours
Arena	Claire	Homework Club	\$39.65	50
Monahan	Judy	Homework Club	\$39.65	50
Jubanyik	Danielle	Homework Club	\$39.65	20
Larkin	Missy	Extended Day	\$39.65	50
Richardson	Doug	Extended Day	\$39.65	50
Ravid-Litz	Sharonne	Extended Day	\$39.65	20

- 11 Compensation of the following school nurses to participate in a required CPR certification course on December 11, 2013 at a rate of \$41.05 per hour up to 4.5 hours per person:

Cheryl Kay
 Kathleen McCutcheon
 Patricia Thompson
 Lynn Owen
 Nancy Woloszyn

- 12 The resignation of Jeffrey Saxton from the position as substitute custodian, effective immediately. See attached letter.

Attachment 3-12

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 9-0-0

Motion by Mrs. Richards and seconded by Mr. Mann 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 Attachment 4-2
 High School Suspensions during the month of October, 2013
 (No MS and Elementary Suspensions)
- 3 CDS (Controlled Dangerous Substance) Report:
 One high school CDS violation for the month of October 2013.
- 4 Violence, Vandalism, and Substance Abuse (VV-SA) Incident Report Attachment 4-4

- 5 Harassment, Intimidation, Bullying Report
October 2013 Incidents (1st Reading) Attachment 4-5
- 6 Harassment, Intimidation, Bullying Report
September 2013 Incidents (2nd Reading) Attachment 4-6
- 7 Approve the following high school students for homebound instruction:
Student # 20161036
Student # 20144021
- 8 Approve transfer student #5134874251 (Multiple Disabilities), to continue to attend Kingsway Upper School in Moorestown, for the remainder of the 2013-2014 School Year, effective October 28, 2013. The tuition rate will be pro-rated from the annual rate of \$45,681.30.
- 9 Approve student #3650664613 (Autistic), currently attending Kingsway Upper School in Moorestown, be provided with a 1:1 aide, effective October 9, 2013, at a rate of \$157.00 per diem.
- 10 Approve homebound instruction for student #20174047, to be provided by Silvergate Prep, at a cost of \$50.00 per hour, 5 hours per week, up to 8 weeks total. Estimated cost to the district is \$2,000.00.
- 11 Approve homebound instruction for student #20146001, to be provided by Education Inc., at a cost of \$35.00 per hour. These services will be provided during the student's hospital stay.
- 12 Approve student #1903361037(Multiple Disabilities), to attend Creative Achievement Academy, Vineland, for the remainder of the 2013-2014 School Year, effective October 29, 2013. The tuition rate will be pro-rated from the annual rate of \$46,800.00.
- 13 Approve the following company to provide additional related services for students during the 2013-2014 school year due to increased IEP service needs. Estimated annual fees of \$38,500.00 are to be increased to \$130,000.00

Name	Notice of Award	Contract Period	Contract Amount
Brett Di Novi & Associates Current cases only – no new cases.	Behavioral Intervention/Autism Support	July 1, 2013 to June 30, 2014	\$120 Per Hour Board Certified Behavior Analyst (BCBA) \$55 Per Hour Clinical Associate

BOARD DISCUSSION ON AGENDA ITEMS INCLUDED IN SECTION 4

The Board was concerned with a CDS violation in the month of October. Dr. Ward stated that she would meet with the school principals about it and get some more information.

Bob Brown asked about homebound instruction, specifically, how long does a student have to be out

in order for homebound instruction to be provided? A student has to be out sick for 10 days in order to qualify for homebound instruction.

Jim Mulroy asked why the HIB information was in a different format? Dr. Ward explained that the district is now using an electronic system for HIB.

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 9-0-0

Motion by Mrs. Richards and seconded by Mrs. Chudd that items 5-1, 5-2 and 5-3 be approved:

PRIOR TO VOTING ON POLICY, THE BOARD HAD THE FOLLOWING DISCUSSION ON THE PROPOSED CLUB SPORTS POLICY:

Dr. Ward noted that Haddon Township currently has 2 club sports and has received requests for 2 additional club sports.

Bob Brown stated that any policy we develop should be as least restrictive as possible. He spoke about some confusion in the language that references similar programs in the area. He also suggested that we table the policy in order to further develop clarifying language.

John Kendall commended Bob Brown for his comments and stated that they were very insightful. Mr. Kendall sees a problem with coaches having to be approved by the Board and suggested that the Board table the policy and form a committee.

Laura Chudd expressed concern with the Board tabling the policy and doing things piecemeal. If the problem is "access to a similar program", maybe the Board is better off taking that sentence out.

Dr. Ward talked about the hiring of the coaches. She consulted with Joe Betley and it was determined that it would have to be an advertised position and the Board would have to approve the employee.

Jim Mulroy expressed concern with the cost of additional field maintenance. The Buildings & Grounds department would need at least another half a person.

The Board asked if the coaches would be under a contract. The coaches would work under a contract but would not be covered by the bargaining unit. The Board for each sport would establish the salaries after consulting with the District and reaching an agreement.

Bonnie Richards brought up the 30-hour rule under the Affordable Care Act. The administration does not think it would affect the club coaches because of the look back period.

Jill Noller questioned why the Board was policing this. She thought they just wanted to use our fields. It was explained that the reason behind this was the request to be part of the HTBOE.

Bill Mann commented that 2 club sports have existed and operated without a policy and that much of the concern of the policy is a metric to disqualify the request. He also stated that Board should have more information on the effect this policy would have on our fields.

Laura Chudd stated that it seemed the Board was setting up metrics to qualify or disqualify, and stated that we need a policy for the basic planning and for putting club sports into the school context.

Dr. Ward said that having basic requirements in a policy does not mean a guaranteed approval if requirements are met. It means that the Board will review the club sport's proposal and decide if the district needs it or doesn't need it.

Bill Mann agrees with the need for a policy, maybe just not one that is this restricted. He would also like more information on the level of participation, locations of where the sports would play, and structure of the clubs. He would also be interested to see what other districts are doing with club sports.

John Kendall does not think the club sport coaches should be part of the collective bargaining unit. He suggested that corporate sponsorship would pay for the club and one could help the other.

Jim Mulroy does not think we should table the policy, but instead, approve the first reading. He suggested it should then go out to the interested parties for their input.

Laura Chudd stated that procedurally we could get input from other people after the first reading and possibly do a second reading.

Bob Brown asked if we could get some direction on the trainer issue. Dr. Ward answered that that there is an athletic trainer present at all home events.

Bob Brown stated that the Board did have a discussion last winter about corporate sponsorship and noted that Recchino & HTAA signs are costly so you have to get a commitment from the sponsor for 2-3 years.

Jim Mulroy suggested following the little league model.

Bob Brown asked if there was any concern with prospective club sports concerning corporate sponsorships? He also stated that it may not be in the best interest of the students to have them be walking corporate advertisements.

#5 POLICY

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

- 1 Second Reading of the following state mandated policy:
8462. REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

Attachment 5-1

- 2 First Reading of the revised 1110 ORGANIZATIONAL CHART Attachment 5-2
- 3 First Reading of the following state mandated policies and regulations which have been revised to reflect the new TEACHNJ Statute and AchieveNJ Administrative Code: Attachment 5-3
 - 3221. EVALUATION OF TEACHERS (M)
 - R3221. EVALUATION OF TEACHERS (M)
 - 3222. EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)
 - R 3222. EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)
- 4 First Reading of following new policy: Revised Attachment 5-4
6162. CORPORATE SPONSORSHIPS
- 5 First Reading of following new policy: Revised Attachment 5-5
9195. CLUB SPORTS

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 **9-0-0**

DISCUSSION AND QUESTIONS FROM PUBLIC FOR BOARD OF EDUCATION

1. Sally Duva stated that the Board was totally focused on crew for the club sports policy and asked if the District would lose winter track with this policy?

Dr. Ward responded that she could take the question of winter track to the solicitor to see if it can be viewed any differently.

2. Marie Dezii stated that she was approached by a number of teachers and SACC staff regarding the safety of the children on Election Day. She also stated that the conference day schedule led to too much instructional disruption and asked if the Board would consider having no classes on Election Day and, instead, having conferences all day.

Dr. Ward said we would absolutely take it into consideration.

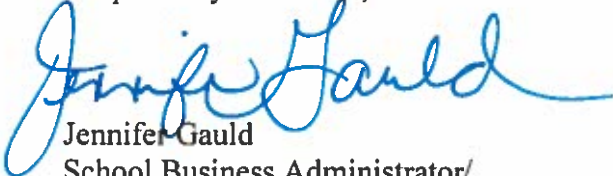
Mr. Brown said the discussion should include whether or not our schools are open on Election Day, because the access to the school is so great.

Dr. Ward stated that we have the same concerns and we are looking into it.

XI. ADJOURNMENT

Motion by Mrs. Richards and seconded by Mrs. Chudd that the meeting be adjourned. The meeting adjourned at 8:52 pm.

Respectfully submitted,



Jennifer Gauld
School Business Administrator/
Board Secretary