

**BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL MEDIA CENTER**

WEDNESDAY, MAY 15, 2013

7:30 P.M.

AGENDA

1. Call meeting to order.
2. Sunshine Law Statement by presiding officer.

“In accordance with the provisions of the Open Public Meetings Law, the Audubon Board of Education transmitted notice of this meeting, scheduled at 7:30 p.m., in the Audubon High Media Center, to the *Courier Post* and *Retrospect* newspapers, filed with the Borough Clerk and posted copies on the Chestnut Street and Pine Street entrances to the high school.”

3. Salute to the Flag.
4. Motion to approve the following minutes:

April 17, 2013

All motions are voted on by all members unless otherwise marked with an +.

OPEN TO THE PUBLIC

THE AUDUBON RENAISSANCE PROGRAM RECOGNIZES THE FOLLOWING STUDENTS AS STUDENTS OF THE MONTH FOR APRIL

Grade Seven

Dorotea Enriquez
Ryan Dobleman

Grade Eight

Alyssa Davis
Kevin Vogt

Freshman Class

Courtney Bocchicchio
Joe Hunt

Sophomore Class

Sarah Froomjian
Sam Czernski

Junior Class

Lauren Ford
Brandon Lanchang

Senior Class

Tania Delgado
Jeff Proko

RECOGNITION OF THE FOLLOWING AUDUBON HIGH SCHOOL STUDENTS FOR ACHIEVING THE RANK OF EAGLE SCOUT, THE HIGHEST RANK IN SCOUTING IN THE UNITED STATES

*Karl Morgan
Matthew Bonamassa*

RECOGNITION OF THE FOLLOWING STAFF MEMBERS UPON THEIR RETIREMENT

THEODORE CLARKE **2000 – 2013**
SUSANN COWEN **1977 – 2013**
DONALD A. BORDEN **1979 – 2013**

PRESENTATIONS

The Audubon Father's Association: Robert Jakubowski, President

2012-2013 Instructional Council:

- Data: Tricia Martel
- Curriculum: Beth Canzanese
- RTI: Lisa McGilloway and Jane Bryne

FINANCE:

1. 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.
2. 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. 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.
4. 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. Motion to approve Nutri-Serv Food Management, Inc. for the 2013-2014 school year at a flat fee cost of \$22,631.25.

Base Year 2009-2010: \$21,250.00
Previous Year 2012-2013: \$22,312.50
CPI 1.5% Increase: \$ 318.75
6. Motion to appoint the firm of INVERSO AND STEWART as auditors of the school district of the Borough of Audubon for the fiscal year 2013-2014 at a cost of \$29,500.00. (\$29,000.00)
7. Motion to appoint the firm of PARKER-MCCAY as the Board Solicitor from May 16, 2013 through June 30, 2014 at the hourly rate of \$160.00 (\$160.00) for shareholders.
8. Motion to appoint the firm of GARRISON ARCHITECTS as Board Architects from May 16, 2013 through June 30, 2014 - per fee schedule on file.
9. Motion to appoint the following medical specialists from July 1, 2013 through June 30, 2014:
Physician of record: Haddonfield Family Practice, P.A. \$6,000.00 (\$6,000)

Dr. Paul Marchetto

\$4,800.00 (\$4,800)

10. Motion to approve the law firm of McManimon and Scotland, L.L.C. to provide bond counsel for the 2013-2014 school year, per fee schedule on file.
11. Motion to approve the Borough of Audubon Board of Education Travel and Related Expense Reimbursement Resolution as listed:
12. Motion to approve Bayada Home Health Care, Inc. to provide nursing services to students in accordance with the student's IEP at the following rates effective May 16, 2013 through June 30, 2014.

Registered Nurse:	\$48.00 per hour (\$45.00)
LPN	\$40.00 per hour (\$35.00)
13. Motion to approve the following banks as the approved bank depositories of Board funds from May 16, 2013 through June 30, 2014:
 - SUSQUEHANNA BANK
 - TD BANK
 - AUDUBON SAVINGS BANK
 - BENEFICIAL SAVINGS BANK
14. Motion to approve the following as check signatures for the payment of obligations during the period from May 16, 2013 through June 30, 2014:
 - AUDUBON BOARD OF EDUCATION (General Fund)
 1. Treasurer of School Funds
 2. President or Vice President
 3. Board Secretary/Business Administrator
 - AUDUBON BOARD OF EDUCATION PAYROLL ACCOUNT
 1. Treasurer of School Funds or Board Secretary/Business Administrator
 - AUDUBON PUBLIC SCHOOLS STUDENT ACTIVITIES ACCOUNT
 1. High School Principal
 2. Board Secretary/Business Administrator
 - AUDUBON BOARD OF EDUCATION GOVERNMENT UNEMPLOYMENT TRUST FUND ACCOUNT AND CHECKING ACCOUNT
 1. Treasurer of School Funds or Board Secretary/Business Administrator
 - AUDUBON BOARD OF EDUCATION PAYROLL AGENCY ACCOUNT
 1. Treasurer of School Funds or Board Secretary/Business Administrator
 - AUDUBON BOARD OF EDUCATION COMMUNITY EDUCATION ACCOUNT
 1. Board Secretary/Business Administrator
 2. Coordinator
 - ATHLETIC OFFICIALS ACCOUNT
 1. Athletic Director
 2. Board Secretary/Business Administrator
 - CD(s)
 1. Superintendent
 2. Board Secretary/Business Administrator
15. Motion to approve membership and payment to the New Jersey State Interscholastic Athletic Association (NJSIAA) for 2013-2014 NJSIAA Annual Dues in the amount of \$2,150.00.

16. Motion to approve Rehab Connection and Voorhees Pediatric Rehabilitation to continue to provide occupational, physical, and/or speech-language therapy services to special education students on an as needed basis from July 1, 2013 through June 30, 2014.
17. Motion to approve Joint Purchasing Agreement with Pittsgrove Township Board of Education for the purchase of copy paper and supplies for the 2013-2014 school year.
18. Motion to authorize the Business Administrator to borrow funds in the amount of \$739,590 (approximately) in advance of the June 2013 state aid payments per the following details:

Lending Institution: Susquehanna Bank, Audubon, NJ
 Closing Date: 6/7/2013
 Interest Rate: 2.1% (est.)
 Repayment Date: 7/5/2013 or 7/8/2013

Note that the interest will be paid by the State of New Jersey

PERSONNEL: (All motions are upon Superintendent's recommendation:)

1. Motion to approve the following as substitutes and/or homebound instruction tutors for the 2012-2013 school year, pending completion of all district and state requirements:

William Taulane	Substitute Teacher	Grades 7-12
Nicole Valianti	Substitute Teacher	Grades K-6
Joanna Carter	Substitute Teacher	Grades K-6
Lauren Van Sciver	Substitute Teacher	Grades K-6

2. Motion to approve the submission of the 2013-2014 School Business Administrator's contract to the County Office for review and approval.

3. Motion to approve staff members' leave requests to attend workshops/conferences for the 2012-2013 school year as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
Central Administration	Not to Exceed \$500.00	Robert Delengowski	June 4, 2013 through June 7, 2013	NJASBO Conference

4. Motion to approve the following staff members as 504 Committee Coordinators for the 2013-2014 school year:

Haviland Avenue School:	Cara Novick
Mansion Avenue School:	Bobbi Graham
Audubon High School:	Wendy Van Fossen

5. Motion to appoint Tony Carbone as Title IX officer for the 2013-2014 school year.
6. Motion to appoint Bud Rutter as ADA officer for the 2013-2014 school year.
7. Motion to appoint Maria Pousatis as homeless liaison for the 2013-2014 school year.
8. Motion to appoint Robert Delengowski as custodian of school records for the 2013-2014 school year.
9. Motion to appoint **Robert Delengowski** as Qualified Purchasing Agent for school year 2013-2014 with a bid threshold of \$36,000.00.
10. Motion to appoint **Robert Delengowski** as Affirmative Action Officer for school year 2013-2014.

11. Motion to appoint **Robert Delengowski** as Public Agency Compliance Officer from May 16, 2013 through June 30, 2014.
12. + Motion to approve Amy Phillips, district substitute teacher, as part time, tenure track basic skills teacher at Haviland Avenue School, at Step 2, BA, effective September 1, 2013 through January 31, 2014 and Step 3, BA, effective February 1, 2014 through June 30, 2014, to include no benefits.
13. Motion to approve Anna Muessig, long-term substitute English teacher, as full time, tenure track English teacher at the high school at Step 5, MA, effective September 1, 2013 through January 31, 2014 and at Step 6, MA, effective February 1, 2013 through June 30, 2014.
14. Motion to accept, with best wishes, the letter of resignation from Erin Buthusiem, high school math teacher, effective June 30, 2013.
15. Motion to approve the request for an extended unpaid leave of absence from Jaclyn Sloan, district speech/language therapist, effective September 1, 2013 through June 30, 2014.
16. Motion to approve all Child Study Team members, including Speech/Language Therapists, Occupational Therapists, and Physical Therapists, to perform summer per case evaluations, on an as-needed basis, at the standard rate of \$250.00 per evaluation, effective June 2013 through August 30, 2013.
17. Motion to approve Curtis Finnegan and Maria Pousatis for up to 15 additional 2013 summer work days during July and August to ensure that evaluations, case management, and student scheduling are covered, at the per diem rate for each staff member.
18. Motion to approve the following district employees, Dana Kahlbom, Speech/Language Therapist, Marge Walsh, Occupational Therapist, and Patricia Bevelheimer, Physical Therapist, to provide up to 20 hours of summer services to special education students as per their IEPs, at a compensation of each staff member's contractual hourly rate, effective June 2013 through August 30, 2013.
19. + Motion to approve personnel, as listed, for the 2013 Special Education Summer School program:

NAME	POSITION	RATE	DAYS AND HOURS
Beth Crosby	Elementary Special Education Teacher	\$35.00 per hour	22 Days 3.5 hours per day
Jane Byrne	Elementary Special Education Teacher	\$35.00 per hour	22 Days 4.5 hours per day
Cherie McNellis	Preschool Disabled Teacher	\$35.00 per hour	16 days 4.5 hours per day
Diane Geissler ½ Bianca Berkowitz ½	Preschool Disabled Classroom Aide	\$12.00 per hour	16 days 4.5 hours per day
Stefani Clune	Preschool Disabled Classroom Aide	\$12.00 per hour	16 days 4.5 hours per day
Jennifer Hartman	Elementary Aide	\$12.00 per hour	22 days 3 hours per day
Joy Steel	Elementary Aide	\$12.00 per hour	22 days 4 hours per day

20. Motion to approve personnel, as listed, for the 2013 Special Education Summer School program:

NAME	POSITION	RATE	DAYS AND HOURS
Brad Rehn	High School Special Education Teacher	\$35.00 per hour	24 days 5.5 hours per day
Brian Kulak	High School Aide	\$12.00 per hour	24 days 5 hours per day
Eileen Willis Jennifer Hartman	Substitute Teachers	\$35.00 per hour	As needed
Robyn Quinn	Substitute Aide	\$12.00 per hour	As needed

21. Motion to approve a modification in the employment status of Janelle Mueller from part time art teacher at the high school to full time art teacher at the high school at Step 4, BA, effective September 1, 2013 through January 31, 2014 and at Step 5, BA, effective February 1, 2014 through June 30, 2014.
22. Motion to approve staff members' leave requests to attend workshops/conferences for the 2012-2013 school year as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
MAS	\$1,319.73 Travel Expenses- Workshop – No Charge	Elizabeth McCurdy	April 17-21, 2013	Library of Congress

23. Motion to approve Tricia Martel to conduct a five-hour Benchmark Assessments, Rubrics and Student Growth Objectives workshop on June 16, 2013 at the contractual rate of \$55.00 per hour with an additional one-hour prep at the contractual rate of \$25.00 per hour for a total of \$300.00.
24. + Motion to approve the following elementary Aides for the 2013-2014 school year:

NAME	SCHOOL	POSITION	STEP	HOURS
Christine Smialowski	HAS/MAS	Classroom Aide	9	Up to 20
Carol Souder	HAS	Classroom Aide	9	Up to 29 ½
Francesca Eagan	HAS	Classroom Aide	9	Up to 17
Kathy Marshall	MAS/HAS	Computer Aide	9	Up to 20
Lisa Terlingo	HAS	Library Aide	7	Up to 29 ½ Plus 20 minutes each day to serve as traffic facilitator

25. + Motion to approve the following Rutgers University student to complete her student teaching requirement as listed:

Student Teacher	School	Grade/Subject	Dates	Cooperating Teacher
Brandi Cuspilich	MAS	Teacher of Students with Disabilities	9/9/2013- 12/13/2013	Kim Brach

26. Motion to approve the following staffing requirements for the Mansion Avenue School 2013 Summer Program for incoming students in grades three through six as follows:

2 Teachers
 Five weeks; four days per week
 3.5 hours per day at the contractual rate of \$35.00 per hour
 Five hours of prep time at the contractual rate of \$25.00 per hour
 Total: \$5150.00

27. Motion to approve 7th and 8th Grade Morning Math and Literacy Programs staffing requirements for the 2013-2014 school year as follows:

4 Teachers for a total of 190 hours of instruction at the contractual rate of \$35.00 per hour for a total of \$6,650.

28. + Motion to approve payment to Stephanie Dib, elementary art teacher, for an additional 3 hours at the contractual rate of \$25.00 per hour to attend the Teacher Evaluation Consortium Session on Benchmark Assessments in May 2013 for a total of \$75.00.

29. Motion to approve Kim Felix to conduct a three hour training at the new teacher orientation on the Danielson Model for Effective Teaching on August 28, 2013 at the contractual rate of \$55.00 per hour plus one hour prep time at the contractual rate of \$25.00 per hour for a total of \$190.00.

30. Motion to approve the following staff members to conduct a three hour training at the new teacher orientation on the Danielson Model for Effective Teaching on August 28, 2013 at the contractual rate of \$55.00 per hour; and to conduct four hours of district and high school orientation at the contractual rate of \$55.00 per hour plus one hour prep at the contractual rate of \$25.00 per hour for a total of \$410.00 each:

Ashley McGuire Adam Cramer

31. Motion to approve Lori Miller, long-term substitute math teacher at the high school, as a full-time, tenure track math teacher at the high school at Step 1, BA as per the AEA negotiated agreement salary guide, effective September 1, 2013 through January 31, 2014 and at Step 2, BA effective February 1, 2014 through June 30, 2014.

32. Motion to approve payment to Beth Canzanese for 2013 summer work hours related to curriculum and supervision of summer committees for a total of 100 hours at the AEA non-instructional rate of \$25.00 per hour for a total of \$2,500.00.

33. Motion to accept, with regret, the letter of retirement from Donald A. Borden, Superintendent, effective July 1, 2013.

34. + Motion to approve the following 2013 Haviland Avenue School Summer Pre-K Experience and Summer Enrichment staff members:

- Summer Pre-Kindergarten Experience and Summer Enrichment Teachers:

16 days – July 8, 2013 through August 1, 2013 for 3.5 hours per day at \$35.00 per hour

Sue Selby Blake Marchese

- Summer Pre-Kindergarten Experience and Summer Enrichment Aides:

16 days – July 8, 2013 through August 1, 2013 for 3.25 hours per day at \$12.00 per hour

Carol Souder Amy Phillips

35. Motion to approve the resolution to create a part time special education teacher position at the high school for the purpose of meeting the IEP needs of special education students requiring resource center services for the 2013-2014 school year.

36. Motion to approve the following Camden County College students to complete 15 hour observation requirements at the high school effective May 20, 2013 through June 11, 2013 as listed:

Student	Subject	Cooperating Teacher
Neil Titus	History	Luke Collazzo
Kathleen Wilkinson	Math	Bill Scully
Shakira Taylor	English	Mary Anne Kavanaugh

37. Motion to approve the following staff as High School I & RS team members for the 2013- 2014 school year:

Michael Tomasetti Mike Stubbs Dave Ricci Curtis Finnegan
 Kelly Young John Skrabonja Dennis Bantle

38. Motion to approve Scott LaPayover to work 30 hours during the 2013 summer to approve the health history questionnaires and the physical evaluation forms at a rate of \$25.00 per hour.

39. Motion to approve Lillian Mierkowski to assist with the athletic physicals process during summer 2013 for up to 52 hours at \$30.52 per hour.
- 40 + Motion to approve Eric Miller, current science teacher at the high school, as principal at Mansion Avenue School at the annual salary of \$114,000.00 effective July 1, 2013 through June 30, 2014.
41. + Motion to approve Roberta Hanson, current elementary long term vocal music substitute teacher, as full time, tenure track, elementary vocal music teacher at Step 2, BA effective September 1, 2013 through January 31, 2014 and at Step 3, BA, effective February 1, 2014 through June 30, 2014.
42. Motion to approve the following student workers in the maintenance department effective July 8, 2013 through August 29, 2013, Monday through Thursday for 6 hours each day at \$8.00 per hour for a total of \$12,288.00:

Patrick Brunett	Zak Chiaradia	Mike Coyle	James Dizzley
Adam Hoinkis	Quashon Johnson	Brandon Lanchang	Jacob Mistalski

43. Motion to rescind the employment contract for Eric Miller, high school biology teacher, for the 2013-2014 school year, effective June 30, 2013.
44. Motion to approve Bruce Dyer for two-hundred (200) summer hours to provide technical support at the high school at the non-instructional rate as per the negotiated agreement effective July 1, 2013 through August 31, 2013.
45. + Motion to approve Kathy Marshall for one hundred (100) summer hours to provide technical support in the elementary schools at the hourly rate of \$15.00 effective July 1, 2013 through August 31, 2013.
46. Motion to approve the following high school students to provide technical assistance in the technology department during summer 2013 for six (6) hours per day at a rate of \$8.00 per hour:

Vincent Livecchi	Michael Cameron
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47. + Motion to approve Greg Smith for up to two-hundred (200) summer hours to provide technical support in the elementary schools at the hourly rate of \$10.20 effective July 1, 2013 through August 31, 2013.
48. Motion to approve the following mentor for the 2013-2014 school year. Novice teacher will compensate mentor as per state regulations and AEA contract:

Teacher	School/Subject	Mentor	Date
Jessica Lindsay	Math	Steve Ireland	9/1/2013-6/30/2014
Lori Miller	Math	Bill Scully	9/1/2013-6/30/2014

49. Motion to approve staff members' leave requests to attend workshops/conferences for the 2013-2014 school year as follows:

School	Cost	Staff Member	Date of Conference	Name of Conference
HS	\$175.00	Andi Collazzo	August 22,-23, 2013	The iPad Institute

PROGRAM:

1. Motion to approve the curriculum for Grades 9-12 as listed:
2. + Motion to approve the curriculum for Grades Pre-K through 8 as listed:

3. Motion to approve continuing the rules and regulations (Policy Manual) presently in effect or until regularly revised by the Board.
4. Motion to approve the resolution for the continuation of services provided by the Camden County Educational Services Commission for the school year 2013-2014.

Services:

Special Education Transportation
 Vocational Transportation
 Substitute Nursing Services

5. Motion to approve establishing a portion of every meeting of the Board of Education as a Closed Session portion of the meeting to discuss any legally approved topics when such topics need discussion.
6. Motion to approve naming the following newspapers for school legal publications:
 1. *RETROSPECT* Primary
 2. *COURIER POST* Alternate
7. Motion to amend New Jersey School Boards Association Insurable Group By-Law as recommended by (NJSBAIG) Board of Trustees.

- INFORMATION:

Mansion Avenue School:

April 8, 2013 Fire Drill
 April 29, 2013 Security Drill - Lock-Down

Haviland Avenue School:

April 8, 2013 Fire Drill
 April 9, 2013 Bomb Evacuation Drill

Audubon High School:

April 10, 2013 Fire Drill
 April 10, 2013 1000 Ft. (Bomb/Hazmat)

STUDENTS:

1. Motion to approve the following field trip requests:
2. + Motion to approve the following out-of-district placement:

Student ID#	Placement	Date
44527	Burlington County Special Services School District- Elementary Campus	Effective July 2, 2013 Tuition, out of county fee, and transportation cost is the responsibility of Audubon Board of Education

3. + Motion to approve homebound instruction for the following student :

STUDENT ID#	DATE
44465	Retroactive to April 17, 2013 through May 17, 2013

BUILDINGS AND GROUNDS:

1. Motion to approve the following use of facilities requests:

REPORTS:

1. Mansion Avenue School
2. Haviland Avenue School

- 3. High School
- 4. Child Study Team

BULLYING INCIDENTS REPORT		
SCHOOL	# INCIDENTS	# CONFIRMED
HS	0	0
MAS	2	0
HAS	0	0

BOARD COMMITTEES:

- A. Buildings and Grounds: **Mr. Gilmore**, Chairperson, Mrs. Slack, Mrs. Dawson, Mr. Yacovelli, Alternate, Mr. Ingram
- B. Community Relations: **Mrs. Hauske**, Chairperson, Mr. Yacovelli, Mr. Ingram, Mrs. Sullivan-Butrica, Alternate, Mrs. Slack
- C. Curriculum: **Ms. Brown**, Chairperson, Ms. Sullivan, Mrs. Dawson, Mrs. Cox, Alternate, Mrs. Sullivan-Butrica
- D. Finance: **Mr. Gilmore**, Chairperson, Mrs. Hauske, Mrs. Dawson, Mr. Yacovelli, Alternate, Mrs. Cox
- E. Negotiations: **Mrs. Slack**, Chairperson, Mrs. Hauske, Mrs. Cox, Mr. Gilmore, Alternate, Mrs. Sullivan-Butrica
- F. Policy: **Mrs. Slack**, Chairperson, Ms. Brown, Mrs. Sullivan-Butrica, Ms. Sullivan, Alternate, Mrs. Hauske
- G. Scholarship: **Ms. Brown**, Chairperson, Mrs. Cox, Ms. Sullivan, Mrs. Sullivan-Butrica, Alternate, Mrs. Dawson
- H. CCESC Rep. Rotation: **Mrs. Slack**
- I. CCSBA Rep. Rotation: **Ms. Sullivan**
- J. AEF Representative: **Mrs. Hauske**
- K. State/Federal Programs: **Mr. Borden**
 Affirmative Action Officer: **Mr. Delengowski**
 Public Agency Compliance Officer: **Mr. Delengowski**

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The board reserves the right to limit public discussion. Public discussion of a topic will be limited to fifteen minutes, and individual speakers will be limited to five minutes. Reference Policy #9322 of the Audubon Public Schools Board of Education Policy Manual.

PRIVATE:

- 1. Motion to move board to closed session at approximately _____ pm for the following:
 Reconvene at approximately _____ pm.

PUBLIC PARTICIPATION:

- 1. Motion to adjourn meeting at approximately _____ pm.