

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

**WEDNESDAY, AUGUST 23, 2017**

**7:00 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 7:00 p.m., in the Audubon High Media Center for Board Meeting to the *Retrospect* newspaper, filed with the Borough Clerk and posted copies on Edgewood Avenue at the main entrance (between Chestnut and Pine Streets) and the Pine Street entrance to the high school."

**PRIVATE:**

**AUTHORIZING EXECUTIVE SESSION**

**Date: August 23, 2017**

**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 **Audubon 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 **Audubon 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 **Audubon 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 material 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 purchase 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;

\_\_\_\_\_ 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;

X\_\_\_\_\_ 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; Specifically the evaluation of the Superintendent

\_\_\_\_\_ 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 **Audubon 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 and the **Audubon Board of Education** will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the **Audubon Board of Education** will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the **Audubon Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Audubon 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 **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.

1. Call meeting to order
2. Salute to the Flag

**APPROVAL OF BOARD MINUTES:**

1. Motion to approve the following minutes: July 26, 2017

**PARTICIPATION:** (Agenda Items Only)

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 Bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

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

## INTRODUCTION

Chartwells Food Management  
 Brandon Lang – Director of Dining Services  
 Jim Gillespie – District Manager

**OPERATIONS: Chairperson: Mrs. Davis – Committee Members: Mr. Yacovelli, Mr. Ryan, Mrs. Osinski, Alternate: Mrs. Greenwood**

1. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2017. 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 May 2017. The Treasurer’s Report and Secretary’s reports are in agreement for the month of April 2017.
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 the following distribution of Title I, II, III, IV funds for the 2017-2018 school year:**

Title I Allocation	172,561
Title II Allocation	29,281
Title III Allocation	1,530
Title IV Allocation	10,000

**Title I**

Instructional Staff:

Teachers	Salary from Grant	Total Salary	Percentage
Tanenbaum (Miller)	10,400.00	52,000.00	20.00%
Ireland	11,800.00	59,000.00	20.00%
Tappin	34,840.00	87,100.00	40.00%
Allman	25,800.00	64,500.00	40.00%
McLaren	20,553.00	33,150.00	62.00%

Instructional Aides	Salary from Grant	Total Salary	Percentage
Marsh	14,336.15	16,291.08	88.00%
Kappel	15,930.00	19,912.50	80.00%
Kasilowski	11,403.76	16,291.08	70.00%

Zipkin	11,403.76	16,291.08	70.00%
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Stipended Positions:

RTI Coordinators - 2 positions - 2500 stipend each - McGilloway & Byrne

Grant and Program Administration - \$5000 as part of salary of Coordinator of Testing, Data and Special Projects

Parent Involvement Activities - \$400

Instructional Supplies - \$1647

**Title II**

Professional Development 7920  
 Transfer to Title I 21361

**Title III**

Consortium with Lindenwold as Lead

Title I - Partners in Learning - Family and Community Involvement Activity - October 3, 2017

**Title IV**

Transfer to Title I

**EDUCATION: Chairperson: Mrs. Osinski, Committee Members: Mrs. DiVietro, Mr. Blumenstein, Mrs. Greenwood, Alternate: Mr. Simpson**

- Motion to approve up to 16 staff members to plan and present the following programs on September 5, 2017:

- Danielson, Evaluation Review, PDP, SGO
- Professional Learning Session Aligned to the District Goal

Up to two hours of prep at the non-instructional AEA contractual rate of \$30.00 per hour per staff member

Up to four hours of professional development at the AEA contractual rate of \$60.00 per hour per staff member

- Motion to affirm that the Audubon Board of Education is in receipt of the district Harassment, Intimidation and Bullying monthly report as presented by the superintendent, and is in agreement with all actions taken in regard to the incidents reported at the July 2017 meeting of the Board of Education.
- Motion to approve the 2016-2017 NJDOE School Self-Assessment Submission for HIB:

**Current NJDOE School Self-Assessment Submission**

n2016-2017 Data	Audubon Jr.-Sr. High School	Mansion Avenue School	Haviland Avenue School
HIB Programs, Approaches or Other Initiatives (MAX-15)	12	12	12
Training on the BOE-Approved HIB Policy (MAX-9)	7	7	7
Other Staff Instruction and Training Programs (Max-15)	11	11	11
Curriculum and Instruction on HIB and Related Information and Skills (Max-6)	4	4	4
HIB Personnel (Max-9)	7	7	7

School-Level HIB Incident Reporting Procedure (Max-6)	6	6	6
HIB Investigation Procedure (Max-12)	12	12	12
HIB Reporting (Max-6)	6	6	6
School Grade (Max-78)	65	65	65
		District Grade	
		65/78	

4. + Motion to accept the following donation from Lisa Funari Willever, author of the *Nicky Fifth* book series:
- 3 Teacher Guides                      1 Writing Guide                      1 Set of Books in Series #1-10  
1 Set of Books in Series #1-6, #8-9                      1 Copy of Book #5  
3 Copies of Curriculum
5. Motion to approve an agreement between the Audubon Public Schools and the Magnolia School District for library services for the 2017-2018 school year as listed:
- Library Services – three hours per week
6. Motion to approve the list of religious holidays permitting student absence from school for the 2016-2017 school year.
7. Motion to approve the following facility use requests:
- AHS Varsity Football Field – Use field on Sundays, September 10, 2017 to October 129, 2017 from 9am to 12pm. Contact: Brian Kulak
- AHS Lower Field – Audubon Soccer Youth Association, from August 2017 to October 2017 Monday through Friday from 6pm to 8pm. Contact: John Graham
- AHS Cafeteria – Interact Club, Scrapbooking Day, September 30, 2017 from 7am to 9:30pm. Contact: Eileen Willis
- AHS Fields – Special Olympics Area 13 BDA Iron Men, week of Augusts 21, 2017 and October 30, 2017, from 4pm to 7pm Contact: Rocco Bene, Kevin Kilvington
8. Motion to approve the submission of the SOA for District Professional Development and Mentoring Plans to the Department of Education for the 2017-2018 school year.

**HUMAN RESOURCES: Chairperson: Mr. Simpson, Committee Members: Mrs. Davis, Mrs. Cox, Ms. Brown, Alternate: Mrs. Osinski**

1. + Motion to accept, with best wishes, the letter of resignation from Olivia Shreeves, part time preschool teacher at Haviland Avenue School, effective on or before October 8, 2017.
2. Motion to approve a modification in the original approval (July 26, 2017) of Erica Venuti, high school math teacher, as follows and effective September 1, 2017:
- From: Step 1, BA - \$50,000.00  
To: Step 2, BA - \$50,600.00
3. + Motion to rescind the original approval of Employee ID#1131 effective August 24, 2017.
4. + Motion to accept, with best wishes, the letter of resignation from Brian Kasilowski as part time instructional aide at Mansion Avenue School effective August 24, 2017.
5. Motion to approve Regina DiGiambattista as long term substitute teacher of English at the high school effective September 1, 2017 through January 17, 2018 at the Step 1, BA per diem rate of \$250.00, not to include benefits, sick or personal days; time worked does not count towards the acquisition of tenure, pending completion of all district and state requirements.
6. Motion to approve Patricia Porreca to serve as interim Child Study Team Director, on an emergent basis, effective retroactive to August 14, 2017 through June 30, 2017 at the per diem rate of \$500.00, not to include benefits, sick and personal days; payment for days worked only.

7. Motion to approve Noelle Bisinger, school psychologist, as a coordinator of Child Study Team services, at a stipend TBD effective September 1, 2017 through June 30, 2018.
8. + Motion to approve a modification in the employment status of Denise Murphy as follows:  
 From: Part time (50%) academic support teacher at Mansion Avenue School  
 To: Part time basic skills teacher at Haviland Avenue School at Step 12, MA, 82%, \$55,678.00, 27.7 hours per week, effective September 1, 2017 through June 30, 2018.
9. + Motion to approve a modification in the employment status of Haley Carbone as listed:  
 From: Part time classroom aide at Mansion Avenue School  
 To: Part time special education teacher for the preschool disabled program at Haviland Avenue School at Step 1, BA, 54%, \$27,000.00, not to include benefits, effective September 1, 2017 through June 30, 2018.
10. + Motion to rescind Brian Kasilowski as breakfast proctor at Mansion Avenue School for the 2017-2018 school year.
11. Motion to approve a request for a maternity leave of absence from Lori Ann Tanenbaum (Miller), high school mathematics teacher, effective November 27, 2017 through April 27, 2018 as listed:
- Paid Leave of Absence: Effective November 27, 2017 through January 26, 2018
  - Unpaid Leave of Absence: Effective January 29, 2018 through April 27, 2018
  - Federal Family Leave Act: Effective November 27, 2017 through January 26, 2018
  - New Jersey Family Leave Act effective upon release from physician (12 weeks)
12. + Motion to rescind the original approval (June 21, 2017) of the following cafeteria aides effective August 24, 2017:  
 Robin Hocker – Three day per week cafeteria aide at Haviland Avenue School  
 Marisol DiFrancesco – Two day per week cafeteria aide at Haviland Avenue School
13. + Motion to approve Robin Hocker as cafeteria aide at Haviland Avenue School for five days per week at the salary of \$9.05 per hour for 2.5 hours per day effective September 7, 2017.
14. + Motion to approve an adjustment in the salary status of Chelsea Shupp for obtaining 30 credits beyond her bachelor's degree as follows:  
 From Step 3 BA to Step 3 BA+30 effective September 1, 2017
15. Motion to approve an adjustment in the salary status of Larae Drinkhouse for obtaining 30 credits beyond her bachelor's degree as follows:  
 From Step 4 BA to Step 4 BA+30 effective September 1, 2017
16. Motion to approve/rescind the following extra-curricular coaching positions for the 2017-18 school year:
- Rescind:**
- |      |                                   |                  |
|------|-----------------------------------|------------------|
| Fall | Middle School Girls' Soccer Coach | Kelly Vogt       |
| Fall | Middles School Boys' Soccer Coach | Brian Kasilowski |
- Approve:**
- |         |                                   |                                |
|---------|-----------------------------------|--------------------------------|
| Fall    | Middle School Girls' Soccer Coach | Elaine Root                    |
| Fall:   | Weight Training                   | Christopher Harris 2/5 Stipend |
| Winter: | Boys' Varsity Basketball Coach    | Kevin Greway                   |
| Winter: | Middle School Boys' Soccer        | Dustin Stiles                  |
| Winter: | Flag Football                     | Dustin Stiles                  |
17. Motion to approve the employment contract of Mr. Robert Delengowski, business administrator/board secretary, as reviewed and approved by the executive county superintendent effective retroactive to July 1, 2017 through June 30, 2018.

18. Motion to approve Bruce Dyer for up to one hundred (100) additional summer hours to provide technical support at the non-instructional rate as per the negotiated agreement effective July 1, 2017 through August 31, 2017.
19. Motion to approve the following student technology workers for up to nine (9) additional hours at \$8.50 per hour for the purposes of Chromebook distribution on August 22-24.

Ben Ryan      Sean Smith

20. Motion to approve Michele Ivancich as school social worker to attend evaluation planning meetings as the CST social worker representative for both elementary and high school students on an as needed basis during the summer of 2017, at the standard rate of \$55.00 per hour.
21. Motion to approve the following as substitutes for the 2017-2018 school year, on an emergent basis, pending completion of all district and state requirements:

Carly Burton	Substitute Teacher
Paula Caraballo	Substitute Teacher
Tamra Carraher	Substitute Teacher
Jennifer Marcucci	Secretary/Aide/Cafeteria Aide
Danielle Tomeo	Substitute Secretary
Erin Dever	Substitute Secretary (previously approved as cafeteria aide)
Marisol DiFrancesco	Substitute Cafeteria Aide (previously approved a permanent cafeteria aide)

22. Motion to approve previously employed substitutes/home instruction tutors to continue as substitutes for the 2017-2018 school year:
23. Motion to approve the following mentor for the 2017-18 school year. Novice teacher will compensate mentor as per state regulations and AEA contract:

<b>Novice Teacher</b>	<b>School/Subject</b>	<b>Mentor</b>	<b>Date</b>
Regina DiGiambattista	English	Dan Rowan	9/1/17-1/17/18

24. Motion to rescind the following mentoring approval for the 2017-2018 school year:

<b>New Teacher</b>	<b>School/Subject</b>	<b>Mentor</b>	<b>Date</b>
Erica Venuti	Math	Ron Latham	9/1/17-6/30/18

25. Motion to approve the following staff members to provide five hours of new teacher support for the 2017-18 school year at the non-instructional contractual rate of \$30.00 per hour for a total of \$150.00 per staff member:

<b>Staff Member</b>	<b>New Teacher</b>
Ron Latham	Erica Venuti

26. + Motion to approve the following adult volunteers at Mansion Avenue School for the 2017-2018 school year:

Roseann Endt      Kenneth Endt      Anna Marie Ferrell

27. Motion to approve payment to Steven Crispin for the completion of his merit goal as per approval by the executive county superintendent in the amount of \$800.00.

28. + Motion to approve Lauren Dougherty, part time preschool coordinator/nurse, to provide Blood Borne Pathogen training to the maintenance and custodial staff for up to one hour at the AEA professional development contractual rate of \$60.00 per hour on a date to be determined.

29. + Motion to approve Nicole Racite to complete 15 hours of observation as required by her Master's program for her Reading Specialist's degree at St. Joseph's University to be supervised by Kate Hueber.

30. Motion to approve TBD as Supervisor of Curriculum and Instruction in the district at a salary TBD effective TBD, pending completion of all district and state requirements.
31. Motion to approve all district certificated staff members as home instruction tutors for the 2017-2018 school year, on an as needed basis, to be compensated at the AEA contractual rate for homebound instructor tutors.
32. Motion to approve the overloads for the 2017-2018 school year at the high school as listed with compensation as per the AEA negotiated agreement:

**Full Overloads:**

T. D'Aprile	L. Georgel	M. Kavanaugh	K. Wilson
A McGuire	E. Miliareisis	J. Mueller	S. Selby
D. Stiles	M. Stubbs	D. Waite	M. Webb

**Partial Overloads:**

K. Greway	28 Periods
M. Harter	26 Periods
S. Marino	29 Periods
D. Niglio	27 Periods
C. Sylvester	26 Periods

**PE Partial overloads:**

Thea Ricci	.25 Overload
Angela DiFilippo	.25 Overload
Stacy Caltagirone	.25 Overload
Don Seybold	.25 Overload
Ryan Knaul	.25 Overload

**Special Education Full Overloads:**

D. Bantle	L. Drinkhouse	D. Ewing	P. Frantz
B. Gifford	P. Griffith	C. Harris	M. Knoll
S. Lewis –Deacon	P. Moran	A. Morrison	E. Willis

33. Motion to approve the following staff members to attend Map Training on **August 30, 2017:**

Francine Bechtel	Kim Brach	Jane Byrne	Alycia Colucci
Christine Batra	Natalie Busarello	Becky Gilbert	Katie Hueber
Jillian Matsysik	Lisa McGilloway	Sharon McLaren	Maddy Meehan
Kelly Miller	Denise Murphy	Cara Novick	Kelly Skala
Dana Zipkin	Kate Lin	Jen Beebe	Denise Allman
Larae Drinkhouse	Kevin Greway	Alvina LaCasse	Wendy Van Fossen
Emily Warren			

Up to 8 hours at the AEA contractual rate of \$30.00 per hour per staff member

**REPORTS:**

1. HIB District Report **(Summary 2016-2017 School Year)**

<b>BULLYING INCIDENTS REPORT</b>			
<b>SCHOOL</b>	<b>Confirmed HIB</b>	<b>Non-HIB</b>	<b>Total</b>
HS	1	6	7
HAS	0	1	1
MAS	2	4	6

2. Superintendent's Report:
3. Program Representatives:



- A. CCESC Rep. Rotation: **Mrs. Cox**
- B. CCSBA Rep. Rotation: **Mr. Blumenstein**
- C. AEF Representative: **Ms. Brown**

**PUBLIC PARTICIPATION:** (Open Discussion)

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 Board Bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

**PRIVATE:** (If Necessary)

1. Motion to move board to closed session at approximately \_\_\_\_\_ pm for the following:

Reconvene at approximately \_\_\_\_\_ pm.

**ADJOURNMENT**

1. Motion to adjourn meeting at approximately \_\_\_\_\_ pm.