

**BOARD OF EDUCATION MEETING**  
**AUDUBON HIGH SCHOOL LIBRARY MEDIA CENTER**  
**WEDNESDAY, MAY 10, 2023**  
**6:30 P.M.**  
**MINUTES**

I. **Call to Order:** In accordance with the provisions of the New Jersey Open Public Meeting Act of 1975, the Audubon Board of Education transmitted notice of this meeting, scheduled at 6:30 P.M. in the Audubon Junior-Senior High School Library Media Center to the Retrospect newspaper and the Borough Clerk and by postings on the Audubon Public School District website and at the Main and the Pine Street entrance of the Junior-Senior High School.

II. **Roll Call**

SY 2021-2023

  X   Joseph Miller

  AB   Alison Lipsky  
Arrived 6:40pm

  AB   Lori Cassidy  
Absent

SY 2022-2024

  X   James Blumenstein

  X   Allison Cox

  X   Andrea Robinson

SY 2023-2025

  X   Ammie Davis

  X   Stephen Wilson

  X   Tara Sullivan-Butrica

SY 2022 Mt. Ephraim Representative

  X   Nancy Schiavo

Motion by Mr. Wilson seconded by Mrs. Schiavo to approve the resolution for board to enter into closed Authorizing Executive session at 6:30pm for the following purposes. Motion approved by unanimous roll call (8-0), Member Cassidy was absent and Member Lipsky arrived at 6:40pm.

III. **Authorizing Executive Session:**

**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 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;

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.

Motion by Mr. Wilson seconded by Mrs. Schiavo to adjourn closed Authorizing Executive session at 7:05pm. Motion approved by unanimous roll call (8-0), Member Cassidy was absent and Member Lipsky arrived at 6:40pm.

**IV. Call Meeting to Order**

**V. Flag Salute**

**VI. Student Representatives to the Board Report:** Noah Brasteter, 12<sup>th</sup> Grade  
Monica Coller, 11<sup>th</sup> Grade

**VII. Spotlight Program:**

**THE AUDUBON BOARD OF EDUCATION SPOTLIGHT PROGRAM RECOGNIZES THE FOLLOWING STUDENTS OF THE MONTH FOR APRIL 2023:**

**Pre-Kindergarten**

Jackson Peffer

**Kindergarten**

Claire Cotter

**Grade One**

Brooke Chester

**Grade Two**

LaVanche Smith

**Grade Three**

Grant Heller

**Grade Four**

Rebecca Schmidt

**Grade Five**

Jaidon Rowe

**Grade Six**

Liam Smith

**Grade Seven**

Henry Stronski

**Grade Eight**

Morgan Wiltsey

**Freshman Class**

Taliah Bettis

**Sophomore Class**

Olivia White

**Junior Class**

Arthur Redd

**Senior Class**

David Aparicio

**VIII. District Reports:**

**IX. Superintendent's Report:**

**X. Presentation(s):** Not Applicable

**XI. Approval of Board Minutes:**

1. Motion by Mrs. Cox and seconded by Ms. Lipsky to approve the following minutes:

April 19, 2023 Public Session

April 19, 2022 Executive Session

April 27, 2023 Public Session

April 27, 2023 Executive Session



- ❖ To maintain a cost-effective budget that provides for educational resources, supports a preventative maintenance program, and encourages and facilitates long-range facility improvements.
- ❖ To foster a positive school climate and culture in order to positively impact student motivation, engagement, and achievement.

**MOTION TO APPROVE ITEMS 1-2**

Motion by Mr. Miller and seconded by Mrs. Cox

1. Motion to approve the first reading of the following policies and regulations as recommended by the full Governance Committee of the Board.

<b>Policy</b>	<b>Title</b>	<b>New/Revised</b>
P0144	Board Member Orientation and Training	Revised
P2520	Instructional Supplies	Revised
P5308	Student Health Record	Revised
P5310	Health Services	Revised
P6112	Reimbursement of Federal and Other Grant Expenditures	Revised
P6115.04	Federal Funds - Duplication of Benefits	New
P6311	Contracts for Good or Services Funded by Federal Grants	Revised
P7440	School District Security	Revised
P9100	Public Relations	Abolished
P9140	Citizens Advisory Committees	Revised
<b>Regulation</b>	<b>Title</b>	<b>New/Revised</b>
R5308	Student Health Records	Revised
R5310	Health Services	Revised
R6115.01	Federal Awards/Funds Internal Controls - Allowability of Costs	New
R9140	Citizen Advisory Committee (M)	Abolished

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- 2. Motion to approve the following resolution adopting and supporting the New Jersey Safe Routes to School program:

**WHEREAS**, there is a need to promote the health and safety of our children; and

**WHEREAS**, nearly one out of three children (31%) ages 10-17 are overweight or obese in New Jersey and New Jersey has the second highest rate of obesity (17.9%) for low-income children ages 2-5; and

**WHEREAS**, lack of physical activity has had a significant impact on children’s health and well-being, resulting in higher rates of obesity, diabetes, heart disease, and other related health concerns compared to 30 years ago; and

**WHEREAS**, driving children to school by private vehicle and idling in the school vicinity contributes to traffic congestion and air pollution near the school; and

**WHEREAS**, air pollution near schools can have adverse effects on student health, including decreased lung development, allergies and asthma, as well as on the local environment; and

**WHEREAS**, Congress has designated federal funding to develop the National Safe Routes to School Program to address these challenges; and

**WHEREAS**, bicycling and walking to school can have a positive mental and physical impact on the health of children and youth, and helps them arrive at school ready to learn; and

**WHEREAS**, providing safer routes to and from schools aims to decrease pedestrian and bicycling related injuries, not just for students but for the entire community; and

**WHEREAS**, the Safe Routes to School program uses education, encouragement, infrastructure and enforcement strategies to help make walking and bicycling to school safer and more attractive to children; and

**WHEREAS**, a successful Safe Routes to School program involves schools, school boards, citizens and local government to collaborate to enable and encourage children, including those with disabilities, to walk and bicycle to school safely; now, therefore, be it

**RESOLVED**, that the Audubon Board of Education supports the Safe Routes to School program and are proponents of developing and maintaining safe ways to walk and bicycle to school.

Motion to Approve Item(s) 1 through 2:   J. Miller                        Second:   A. Cox  

**Roll Call**

- |                                |                             |                                      |                            |
|--------------------------------|-----------------------------|--------------------------------------|----------------------------|
| <u>  X  </u> Ammie Davis       | <u>  X  </u> Stephen Wilson | <u>  X  </u> Tara Butrica            | <u>  X  </u> Nancy Schiavo |
| <u>  X  </u> Joseph Miller     | <u>  X  </u> Alison Lipsky  | <u>  AB  </u> Lori Cassidy<br>Absent |                            |
| <u>  X  </u> James Blumenstein | <u>  X  </u> Allison Cox    | <u>  X  </u> Andrea Robinson         |                            |

**VOTE FOR ITEMS 1-2**

Motion approved by unanimous roll call (9-0) Member Cassidy was absent

**XIV. OPERATIONS: Chairperson: Mrs. Cox – Committee Members: Ms. Butrica, Ms. Davis, Mr. Miller and Alternate: Mr. Wilson**

**Board of Education Goals**

- ❖ To continue to provide equitable access to a rigorous curriculum while focusing on improving student achievement and decreasing the achievement gaps.
- ❖ To maintain a cost-effective budget that provides for educational resources, supports a preventative maintenance program, and encourages and facilitates long-range facility improvements.
- ❖ To foster a positive school climate and culture in order to positively impact student motivation, engagement, and achievement.

**MOTION TO APPROVE ITEMS 1-29**

Motion by Mr. Wilson and seconded by Mrs. Butrica

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2023. 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.

[February Board Secretary's Report](#)

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Cash Reconciliation Report and Secretary's reports are in agreement for the month of February 2023.

[February Cash Reconciliation Report](#)

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 line item transfers for the month of February 2023.

[February Transfers](#)

6. Motion to approve the partial bills payable list for April 2023 in the amount of \$ when certified.

[April Bill List](#)

7. Motion to approve the bills payable list for May 2023 in the amount of \$ when certified.

[May Bill List](#)

8. Motion to acknowledge Safety Drills conducted in the District Schools:

**Audubon Park Preschool**

April 24, 2023

Fire Drill

April 28, 2023                      Secure Drill

**Haviland Avenue School**

April 26, 2023                      Fire Drill

April 28, 2023                      Hold Drill

**Mansion Avenue School**

April 4, 2023                        Secure Drill

April 21, 2023                      Fire Drill

**Audubon Jr./Sr. High School**

April 24, 2023                      Fire Drill

April 28, 2023                      Hold Drill

9. Motion to approve Inverso and Stewart, LLC as auditors for the 2023/2024 school year at a fee of \$25,700.00. A fee increase of \$500.00 from 2022/2023 school year.
10. Motion to approve Garrison Architects as architect of record for the 2023/2024 school year as per fee schedule on file. No fee increase from 2022/2023 school year.
11. Motion to approve the firm Parker McCay as Solicitor for the 2023/2024 school year as per fee schedule on file. No fee increase from 2022/2023 school year.
12. Motion to approve the following Physicians of Record for the 2023/2024 school year at a fee of \$6,000.00 each:  
    Dr. James J. Runfola  
    Rothman Institute
13. Motion to approve Plan Connect as 403 B (Tax Sheltered) Administrator for the 2023/2024 school year at a fee of \$1.50 per month per participant with active account.
14. Motion to approve 1st Colonial Bank and William Penn Bank as depositories of record for the 2023/2024 school year.
15. Motion to approve authorized signatories on following accounts:  
    Warrant - Superintendent, Business Administrator  
    Payroll - Superintendent, Business Administrator  
    Agency - Superintendent, Business Administrator  
    Student Activities - Superintendent, Business Administrator  
    Unemployment Trust - Superintendent, Business Administrator  
    Community Education - Business Administrator, Coordinator  
    Athletic Officials - Superintendent, Business Administrator, Supervisor of Athletics  
    Capital Project – Superintendent, Business Administrator
16. Motion to approve the Retrospect as the designated official newspaper of the Audubon Board of Education for releases and that the Courier Post be designated as an alternate, all in accordance with the Open Public Meetings Act.



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17. Motion to establish Petty cash amounts for the 2023-2024 school year as follows:

Board Office -	\$200.00
Superintendent -	\$100.00
Maintenance -	\$100.00
Mansion Ave -	\$100.00
Haviland Ave -	\$100.00
Keys Program -	\$100.00
  
18. Motion to approve the agreement with Camden County Educational Services Commission to provide the following services on an as needed basis at an administrative fee of 5% for the 2023/2024 school year:
  - Transportation Services
  - Non-public School Services
  - CST and Professional Services
  - Related Services
  - Public School Certificated staff services
  - Communications and Public Relations Services
  
19. Motion to approve the Risk Management Consultant Agreement with the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) for the 2023/2024 school year.

Risk Management Consultant Agreement
  
20. Motion to approve the Resolution appointing a Risk Management Consultant with the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) for the 2023/2024 school year.

Resolution Appointing A Risk Management Consultant
  
21. Motion to approve the food service management company cost reimbursable contract (base year) with Nutri-Serve Food Management, Inc at a cost of \$36,500.00 for the 2023/2024 school year. Increase by \$2,750.00 from the 2022-2023 school year.

Nutri-Serve Executive Financial Proposal
  
22. Motion to approve the agreement between the Collingswood Board of Education and the Audubon Board of Education whereas the Collingswood School District will provide maintenance services to the Audubon Public School District effective July 1, 2023 through June 30, 2024.
  
23. Motion to approve the Superintendent and the Business Administrator to perform all necessary transfers and adjustments to close out the 2022/2023 school year budget and present the same to the Board at the next available meeting.
  
24. Motion to approve the establishing of a portion of every meeting of the Board of Education as a closed session of the meeting to discuss any legally approved topics when needed.
  
25. Motion to approve the agreement between the Audubon Board of Education and Bellmawr Board of Education to provide technology services to the Bellmawr School District effective July 1, 2023 through June 30, 2024.

Bellmawr Technology Services Agreement
  
26. Motion to approve the agreement between the Audubon Board of Education and Haddon Township Board of Education to provide technology services to the Haddon Township School District effective July 1, 2023 through June 30, 2024.

Haddon Township Technology Services Agreement

27. Motion to approve the agreement between the Audubon Board of Education and Collingswood Board of Education to provide technology services to the Collingswood School District effective July 1, 2023 through June 30, 2024.

Collingswood Technology Services Agreement

28. Motion to approve Phoenix Advisors as Continuing Disclosure Agent and Independent Registered Municipal Advisor for the 2023/2024 school year as per fee schedule on file. No fee increase from 2022/2023 school year.
29. Motion to approve the Audubon School District to provide busing, if available, for field trips for the Brooklawn and Mount Ephraim School Districts for the 2023–2024 school year at the below rate:

Driver	\$35.00/hour
Fuel	\$0.585/miles
Tolls	If Applicable
Additional charge	25% above cost

Motion to Approve Item(s) 1 through 29: S. Wilson Second: T. Butrica

**Roll Call**

- X Ammie Davis      X Stephen Wilson      X Tara Butrica      X Nancy Schiavo
- X Joseph Miller      X Alison Lipsky      AB Lori Cassidy  
Absent
- X James Blumenstein      X Allison Cox      X Andrea Robinson

**VOTE FOR ITEMS 1-29**

Motion approved by unanimous roll call (9-0) Member Cassidy was absent

- XV. **EDUCATION:** Chairperson: Ms. Schiavo - Committee Members: Mr. Blumenstein, Ms. Cassidy, Ms. Robinson and Alternate: Ms. Lipsky

**Board of Education Goals**

- ❖ To continue to provide equitable access to a rigorous curriculum while focusing on improving student achievement and decreasing the achievement gaps.
- ❖ To maintain a cost-effective budget that provides for educational resources, supports a preventative maintenance program, and encourages and facilitates long-range facility improvements.
- ❖ To foster a positive school climate and culture in order to positively impact student motivation, engagement, and achievement.

**MOTION TO APPROVE ITEMS 1-10**

Motion by Mr. Miller and seconded by Mrs. Cox

1. Motion to approve the issuance of written decisions affirming the Superintendent’s determination in regard to incident(s) reported at the April 19, 2023 meeting of the Board of Education.

Item	School	Incident Report Number	Board Determination
1a	HS	#244990	HIB –Unfounded
1b	HS	#246287	HIB –Unfounded
1c	MAS	#245309	HIB –Confirmed
1d	MAS	#246345	HIB –Confirmed

2. Motion to approve the 2024 Senior Class Trip to Walt Disney World, Florida from March 18, 2024 through March 22, 2024 at a per student cost of \$1,725.00 from World Class Vacations which includes ground and air transportation, hotel and Disney passes.

3. + Student Statistics May 1, 2023

Date	Audubon Preschool	Haviland Avenue	Mansion Avenue	Audubon Jr./Sr. HS	Out of District	Total
5/1/2023	58	236	365	772	27	1,458
4/3/2023	57	236	362	772	27	1,454
5/1/2022	28	246	359	782	21	1,436

4. **Approval of Attendance at Conferences and Workshops for the 2022-2023 School Year**

**WHEREAS**, certain **Audubon Public School District employees** have requested authorization to attend the conference(s)/Workshop(s) listed below, and

**WHEREAS**, the attendance of each employee at the specified conference/workshop is educationally necessary, fiscally prudent and 1) directly related to and within the scope of the employee’s current responsibilities and the **District’s Professional Learning Plan**, and 2) critical to the instructional needs of the District or furthers the efficient operation of the District;

**NOW, THEREFORE BE IT RESOLVED**, that the **Audubon Board of Education** authorizes the attendance of the employees at the specified conferences/workshops listed below, and be it

**FURTHER RESOLVED**, that the **Board** hereby determines that the estimated expenses related to the authorized travel listed below are justified and

**THEREFORE**, authorizes payment of any registration fees and statutorily authorized travel expenditures to the designated employees, not to exceed District budgetary limitations and to be in accordance with the provisions of *N.J.S.A. 18A:11-12*, the District’s travel policy and procedures, State travel payment guidelines established by the Department of Treasury in NJOMB circular letter 08-13-OMB, and with the guidelines established by the federal Office of Management and Budget:

Participant	Conference Title & Location	Date(s)	Cost
Michael Tomasetti	RCSJ Professional Development Event for High School Counselors Glassboro, NJ	April 28, 2023	No Cost
Catherine Olivieri	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Gwen Klaus	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00

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Kristina Miller	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Patty Marsh	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Lisa Kappel	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Amy Conahan	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Blake Zetusky	Primary Numeracy (K-3) Live Virtual Math Intervention	May 3, 2023	\$75.00
Stacey Augustine	Establishing Community Partnerships & Engaging Families Blackwood, NJ	May 17, 2023	No Cost
Jeff Lebb	NJASA Spring Leadership Conference Atlantic City, NJ	May 17 - May 19, 2023	\$991.23 + Travel
Andrew Davis	NJASA Spring Leadership Conference Atlantic City, NJ	May 17 - May 19, 2023	\$241.26 +Travel

5. + Motion to approve the following field trip requests for the 2022-2023 school year:

School	Destination of Trip/ Staff in charge	Date	Time(s)	Chaperones & Students	Purpose of Trip	Bus Cost
HS	Audubon Senior Center R. Latini	5/24/23	Depart: 6:00pm Return: 8:00pm	1 chaperone, 7 students	Intergenerational Club Senior Citizen food & game night	No Cost
HS	Camden County College	5/24/23	Depart: 8:30am Return: 1:00pm	2 chaperones, 25 students	Registration Event	No Cost
HS	Liberty Lake, Bordentown A. LaCasse	5/31/23	Depart: 8:00am Return: 2:30pm	9 chaperones, 100 students	8th Grade Class Trip	\$740.00 Paid by Students
HS	Fun Plex Mt. Laurel D. Schwab	6/1/23	Depart: 9:30am Return: 2:30pm	3 chaperones, 27 students	NJHS Field Trip	\$180.00 Paid by Students
HS	Philadelphia's Magic Gardens J. Mueller, C. Burton	6/5/23	Depart: 11:40am Return: 2:00pm	2 chaperones, 37 students	Explore the work of a local mosaic artist	\$100.00 Paid by Students
HS	Westbrook Lanes D. Bantle, P. Myers-Griffith	6/6/23	Depart: 9:30am Return: 1:45pm	4 chaperones, 22 students	Life, IL, SLE Reward CBI Trip	\$150.00 Paid by BOE
MAS	Recreational Center Park 4th Grade Field Day	6/13/23	Depart: 10:30am Return: 12:00am	4th Grade Teachers chaperones, 86 students	End of Year Celebration	No Cost
MAS	Recreational Center Park 3rd Grade Field Day	6/13/23	Depart: 8:45am Return: 10:30am	3rd Grade Teachers chaperones, 78 students	End of Year Celebration	No Cost
MAS	Recreational Center Park 5th Grade Field Day	6/15/23	Depart: 9:00am Return: 10:30am	5th Grade Teachers chaperones, 79 students	End of Year Celebration	No Cost
MAS	Recreational Center Park	6/16/23	Depart: 9:00am Return: 10:30am	6th Grade Teachers	End of Year Celebration	No Cost

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	6th Grade Field Day			chaperones, 119 students		
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6. + Motion to approve the following use of facilities requests:

School	Location	Activity	Start/End Date(s)	Time(s)	Contact
MAS	Mansion Avenue Room	PTA Book Fair	4/24/23 & 4/25/23	6:30pm - 7:30pm	Sandy Masciantonio
MAS	Mansion Avenue School Grounds	PTA Cleanup day	5/13/23	9:00am - 11:00am	Ryan DeVito

7. Motion to approve homebound instruction for the following Audubon Jr./Sr. High School student(s):

STUDENT ID#	DATE
00068	Home instruction effective retroactive to April 6, 2023 through June 16, 2023
10521	Home instruction effective retroactive to April 28, 2023 through June 16, 2023
02703	Home instruction effective retroactive to April 28, 2023 through June 16, 2023

8. Motion to approve the following out of district placements for the 2022-2023 school year at the recommendation of Special Services Department.

State ID#	Placement	Tuition \$	ESY \$	Extraordinary Services \$
#01141	BCIT	11,249.00		

9. Motion to authorize the Audubon Board of Education to collect and maintain the following pupil records by authorized and certificated personnel:

- a. Attendance Reports
- b. Class Rank and Grade Point Average
- c. Counselor Notes of Parent/Student/Teacher Conferences
- d. Child Study Team Information
- e. Discipline Violations
- f. Driver Education Course Verification
- g. Grade Reports
- h. Health Records
- i. HIB Investigations & Correspondence
- j. Listing of Participants in Clubs and Activities
- k. New Jersey SMART Data (various)
- l. Progress Reports
- m. Recommendation Letters
- n. Registration Information and Proof of Residency (including Transfer Students)
- o. Sports Participation including Health Records
- p. Suspension Notices
- q. Transcripts 7 through 12
- r. Test Results including but not limited to Access for ELLs, ACT, AP Exams, ASVAB, DLM, DRA, PSAT, NJSLA (PARCC), NWEA MAP, SAT I, SAT II, Student Growth Objectives

- 10. Motion to approve the following students for Option II for the 2023-2024 school year. (All Option II courses will appear on the students' transcript, but will not be factored into the students' GPA.)

Student ID #00749 – Competitive Dancing as their PE, Training 10-15 hours per week.

Motion to Approve Items 1 through 10: J. Miller Second: A. Cox

**Roll Call**

- X Ammie Davis      X Stephen Wilson      X Tara Butrica      X Nancy Schiavo
- X Joseph Miller      X Alison Lipsky      AB Lori Cassidy  
Absent
- X James Blumenstein      X Allison Cox      X Andrea Robinson

**VOTE FOR ITEMS 1-10**

Motion approved by unanimous roll call (9-0) Member Cassidy was absent

- XVI. **HUMAN RESOURCES:** Chairperson: Mrs. Davis - Committee Members: Ms. Cassidy, Ms. Cox, Mrs. Schiavo and Alternate: Ms. Butrica

**Board of Education Goals**

- ❖ To continue to provide equitable access to a rigorous curriculum while focusing on improving student achievement and decreasing the achievement gaps.
- ❖ To maintain a cost-effective budget that provides for educational resources, supports a preventative maintenance program, and encourages and facilitates long-range facility improvements.
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**MOTION TO APPROVE ITEMS 1-72**

Motion by Mrs. Cox and seconded by Mr. Wilson

- 1. Motion to approve the long-term (FTE 1.0) Substitute School Counselor agreement for Beth Sokolic at the Audubon Jr./Sr. High Avenue School, effective August 30, 2023 through December 22, 2023 at \$270.00 per diem, no benefits; time worked does not count towards the acquisition of tenure, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, as recommended by the Superintendent of Schools.
- 2. Motion to approve the first-year tenure track Teacher of Science agreement for Jody Resnick, at the Audubon Jr./Sr. High School effective August 30, 2023 through June 30, 2024 for the 2023-2024 school year in accordance with the 2021-2024 negotiated contract between the Audubon Board of Education and the Audubon Education Association at Step 11, MA, FTE 1.0, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.
- 3. Motion to approve the Evening Custodial contract for Stephen Slashinski, effective May 11, 2023 through June 30, 2023 for the 2022-2023 school year in accordance with the 2021-2024 negotiated contract between the Audubon Board of Education and the Audubon Education Association at Step 2, FTE 1.0, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.

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4. + Motion to revise a request from employee #1706, to invoke the Federal Family Medical Leave Act, effective March 20, 2023 to November 15, 2023:

March 20, 2023 through June 9, 2023	Paid Leave (52 days)
June 12, 2023 through November 15, 2023	Unpaid Leave (12 weeks)
March 20, 2023 through June 9, 2023	Federal FMLA (11 weeks)
June 12, 2023 through June 16, 2023	NJ Family Leave (12 weeks)
September 1, 2023 through November 15, 2023	

5. + Motion to approve a request from employee #2117, for an unpaid Leave of Absence on June 6th, 7th, & 9th, 2023 at the recommendation of the Superintendent of Schools.

6. Motion to revise a request from employee #1303, to invoke the Federal Family Medical Leave Act, effective May 30, 2023 to November 22, 2023:

May 30, 2023 through June 16, 2023	Paid Leave (14 days)
August 30, 2023 through November 22, 2023	Unpaid Leave (12 weeks)
May 30, 2023 through June 19, 2023	Federal FMLA (3 weeks)
August 30, 2023 through November 1, 2023	Federal FMLA (9 weeks)
August 30, 2023 through November 22, 2023	NJ Family Leave (12 weeks)

7. Motion to approve a request for employee #1618, to invoke the Family and Medical Leave Act, with intermittent leave, effective retroactive to May 8, 2023 - 60 days maximum/12 months, using remaining paid sick and personal time, then unpaid days, at the recommendation of the Superintendent of Schools.

8. Motion to approve the long-term (FTE 1.0) Substitute Teacher of Music agreement for Alyssa Orapallo at the Audubon Jr./Sr. High Avenue School, effective May 22, 2023 through June 16, 2023 at \$260.00 per diem, no benefits; time worked does not count towards the acquisition of tenure, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, as recommended by the Superintendent of Schools.

9. Motion to approve the long-term (FTE 1.0) Substitute Teacher of Music agreement for Alyssa Orapallo at the Audubon Jr./Sr. High Avenue School, effective August 30, 2023 through December 22, 2023 at 270.00 per diem, no benefits; time worked does not count towards the acquisition of tenure, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, as recommended by the Superintendent of Schools.

10. + Motion to revise a request from employee #1100, to invoke the Federal Family Medical Leave Act, effective March 24, 2023 through May 22, 2023:

March 24, 2023 through May 22, 2023	Paid Leave (38 sick days)
March 24, 2023 through May 22, 2023	Federal FMLA (7 weeks)

11. + Motion to revise the long-term (FTE 1.0) Substitute Elementary Teacher agreement for Gail Erney, at Haviland Avenue School, retroactive to March 27, 2023 through May 22, 2023 at \$260.00 per diem; no benefits, time worked does not count towards the acquisition of tenure, as recommended by the Superintendent of Schools.

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- 12. + Motion to accept the letter of resignation from Melissa Muckley, Cafeteria Aide at Haviland Avenue School, effective May 3, 2023, at the recommendation of the Superintendent of Schools.
- 13. + Motion to accept the letter of resignation from Kristin Murphy-Slaton, School Nurse/Administrative Assistant at the Audubon Park Preschool, effective June 30, 2023, at the recommendation of the Superintendent of Schools.
- 14. Motion to accept the letter of resignation from Francine Silverman, Secretary to the Supervisor of Special Education Services, effective May 16, 2023, at the recommendation of the Superintendent of Schools.
- 15. Motion to revise the first-year tenure track part-time General Aide (Hallway/Bathroom Monitor) agreement for Elijah Smarrito, at the Audubon Jr./Sr. High School effective retroactive to September 19, 2022 through June 30, 2023 for the 2022-2023 school year in accordance with the 2021-2024 negotiated contract between the Audubon Board of Education and the Audubon Education Association at Step 1, 60 credits, FTE 0.87, 29.5 hours per week, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.
- 16. + Motion to authorize the re-appointment of the following non-tenured certificated personnel for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

<b>1<sup>st</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Degree</b>	<b>Step</b>	<b>FTE</b>
Stacey Augustine	4/18/27	MA	13	1.0
<b>2<sup>nd</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Degree</b>	<b>Step</b>	<b>FTE</b>
Dante Acerbo	9/2/26	BA	4	1.0
Jessica Barragan	9/2/26	BA + 30	4	1.0
Tamara Egner	12/13/26	MA	16	1.0
Silveria Galvan	3/8/26	BA	8	1.0
Valeria Henkel	3/18/26	BA + 30	3	1.0
Kristina Jakubowski	9/27/26	BA + 30	3	1.0
Erin Kabo	9/2/26	MA	15	1.0
Sierra Keyes	12/20/26	BA	6	1.0
Gwendolyn Klaus	9/2/26	BA + 30	3	0.87
Liam Korbul	9/2/26	MA	3	1.0
Mark McKee	12/6/26	BA	7	1.0



Alexis Miller	9/2/26	BA	2	1.0
Grace Morris	9/2/26	BA	2	1.0
Christa Timpano	9/2/26	BA	6	1.0
<b>3<sup>rd</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Degree</b>	<b>Step</b>	<b>FTE</b>
Palak Arora	9/2/25	MA	14	0.948
Susan Amorosi	9/2/25	BA	11	1.0
Stephanie Berenato	1/28/26	BA	3	0.87
Brittany Green	9/2/25	BA + 30	3	1.00
Brianna Henderson	9/14/25	BA	3	1.0
Ryan Latini	9/2/25	MA	4	1.0
Patricia Marsh	9/2/25	BA	3	0.87
Linda Rizzo	12/7/25	BA	9	1.0
Devon Schwab	9/2/25	MA	3	1.0
<b>4<sup>th</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Degree</b>	<b>Step</b>	<b>FTE</b>
Ryan Boland	10/27/24	BA	7	1.0
Carla Burton	9/2/24	MA	6	1.0
Carlina Fuscellaro	9/2/24	BA	4	1.0
Monica Ochal	9/2/24	BSN	7	1.0

17. + Motion to approve the following tenure contracts for the following certificated personnel for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Date of Tenure	Degree	Step	FTE
Yael Shemesh Lewandowski	9/2/23	MA + 30	12	1.0

18. Motion to authorize the re-appointment of the following tenured junior-senior high school certificated personnel for the 2022-2023 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

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<b>NAME</b>	<b>DEGREE</b>	<b>STEP</b>	<b>LONGEVITY</b>	<b>FTE</b>
Denise Allman	MA	16		1.0
Dennis Bantle	BA	16		1.0
Amy Bulskis	BA	16		1.0
Stacy Caltagirone	BA	7		1.0
Daniel Carter	MA	7		1.0
Melissa Cecchini	BA	13		1.0
Andrea Collazzo	MA	16	\$4,000.00	1.0
Luke Collazzo	BA	16		1.0
Daniel Cosenza	BA	7		1.0
Adam Cramer	BS	9		1.0
Lee DeLoach	BA	16	\$4,000.00	1.0
Angela DiFilippo	MA	10		1.0
Larae Drinkhouse	MA	8		1.0
Bruce Dyer	BS + 30	16	\$4,000.00 \$5,000.00	1.0
Dawn Ewing	MA	16	\$4,000.00	1.0
Laurie Georgel	BA	14		1.0
Catherine Gidjunis	BA	7		1.0
Brenda Gifford	BA	7		1.0
Roberta Hanson-Swinney	MA	9		1.0
Christopher Harris	BA	16	\$4,000.00	1.0
Matthew Harter	BA	10		1.0
Steven Ireland	BA	12		1.0
Ryan Knaul	BA	9		1.0
Mary Knoll	MA	11		1.0

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Alvina LaCasse	MA	16		1.0
Kathleen Lin	BA	16	\$4,000.00	1.0
Krista Little	BA	5		1.0
Dirk Manskopf	MA	14		1.0
Sebastian Marino	MA	16	\$4,000.00	1.0
Ashley McGuire	BA	16		1.0
Carly Meyer	MA	9		1.0
Erika Miliareisis	MA	12		1.0
Patrick Moran	BA	6		1.0
Andria Morrison	BA	7		1.0
Janelle Mueller	BA	11		1.0
Patty Myers-Griffith	BA	16	\$4,000.00	1.0
David Niglio	MA+30	16		1.0
Daniel Reed	BA	8		1.0
Thea Ricci	BA	16		1.0
Elaine Root	BA	10		1.0
Daniel Rowan	MA	16		1.0
Nancy Scully	MA+30	16		1.0
William Scully	BA	16		1.0
Sharon Selby	BA	16	\$4,000.00	1.0
Dustin Stiles	BA	9		1.0
Michael Stubbs	BA	16		1.0
Christopher Sylvester	BA	11		1.0
Lori Tanenbaum	BA	8		1.0
Virginia Tappin	BA	16		1.0

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Michael Tiedeken	BA+30	16		1.0
Michael Tomasetti	MA	16		1.0
Wendy VanFossen	MA	16	\$4,000.00	1.0
Deborah Waite	BA	15		1.0
John Walsh	MA	16		1.0
Emily Warren	MA	7		1.0
Matthew Webb	BA	16		1.0
Erica Wenzel	MA + 30	9		1.0
Katherine Wilson	BA	16		1.0

19. + Motion to authorize the re-appointment of the following tenured elementary school certificated personnel for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

NAME	DEGREE	STEP	LONGEVITY	FTE
Ilana Ablon	MA	16		1.0
Ann Rossi – Alston	BSN	16		1.0
Kelly Angelone	BA	10		1.0
Christine Batra	MA	15		0.664
Francine Bechtel	MA	10		1.0
Jennifer Beebe	BA	16		1.0
Zachary Bentley	BA	5		1.0
Patricia Bevelheimer	MA	16		0.474
Bridget Bialecki	MA	7		1.0
Pennie Bigelow	MA + 30	16		1.0
Kim Brach	BA	14		1.0
Christine Brady	BA	16		1.0
Amanda Brown	BA	11		1.0

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Jane Byrne	MA	16		1.0
Jenna Casey	MA	7		1.0
Shelly Chester	BA	14		1.0
Christie Cochran	BA	9		1.0
Alycia Colucci	BA	15		1.0
Debra Costello	BA + 30	11		1.0
Eunice DeJesus – Englehart	MA	9		1.0
Jordan Daminger	BA	6		1.0
Carl Ellinwood	MA + 30	8		1.0
Melissa Falkowski	BA	16		1.0
Carrie Figueroa	MA	9		1.0
Rebecca Gilbert	BA	5		1.0
Christine Fox - Kasilowski	MA + 30	8		1.0
Shannon Horan	MA	11		1.0
Katie Hueber	BA	16		1.0
Roberta Ignaczewski	BA	14		1.0
Sue Jenkinson	BA	16	\$4,000.00	1.0
Christine Karageorgis	BA	16		1.0
Rosemary Lang	MA	16		1.0
Jillian Long	BA	9		0.615
Patricia Martel	MA	16		1.0
Jillian Matysik	MA + 30	13		1.0
JoAnne McCarty	BA	12		1.0
Jennifer McClellan	MA	16		1.0
Elizabeth McCurdy	MA	11		1.0

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Maria McCutcheon	MA	12		1.0
Colleen McFetridge	MA	9		1.0
Lisa McGilloway	MA	16	\$4,000.00	1.0
Sharon McLaren	MA + 30	16		0.664
Cherie McNellis	BA	12		1.0
Maddy Meehan	BA	13		1.0
Kelly Miller	BA	15		1.0
Denise Murphy	MA	16	\$4,000.00	1.0
Pamela Niglio	BA	9		1.0
Cara Novick	MA	16		1.0
Catherine Olivieri	BA	13		0.664
Amy Phillips	BA + 30	9		1.0
Nicole Racite	MA	7		1.0
Bradley Rehn	BA	9		1.0
Christy Rehn	BA	15		1.0
Chelsea Rohner	BA + 30	7		1.0
Kristen Rosenberg	MA	7		1.0
Leslie Rybacki	MA	12		1.0
Theresa Salamone	MA	16		1.0
Bianca Saunders	BA	6		1.0
Ralph Schiavo	BA	16	\$4,000.00	1.0
Kyle Shireman	MA + 30	12		1.0
Theresa Sims	MA	8		1.0
Jaclyn Sloan	MA	16		0.20
Nicole Szymanski	MA	15		1.0

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Natalie Thorndike	MA	7		1.0
Blake Zetusky	BA	13		1.0

20. Motion to authorize the re-appointment of the following maintenance/grounds staff for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Months	Position	Step	License(s)	Longevity
Luke Difilippo	12	Maintenance Grounds	5	\$600.00 Core & Turf \$550.00 Pesticide	
Jose Gonzalez-Fernandez	12	Maintenance Mechanic	8		
James Hollander	12	Maintenance Grounds	12	\$600.00 Boiler \$600.00 HVAC \$550.00 LIC	
Joseph Keyek	12	Maintenance Mechanic	9		
Jeffrey Vilaro	12	Maintenance Grounds	12	\$600.00 Boiler \$2700.00 Head Grounds Keeper	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr. \$1200.00 – Long. 20 Yr.

21. Motion to authorize the re-appointment of the following custodial staff for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Months/Hours	Step	License(s)	Longevity	FTE
Philip Batista	12	3		\$600.00 – Long 5 Yr.	1.0
Hector Castro	12	8	\$600.00 – Boiler	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr.	1.0
Doretta Geserick	12	2			1.0
Richard Horan	10	2			0.5

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Theodore Jenkinson	12	16	\$600.00 Boiler \$4000.00-- Lead Cust.	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr. \$1200.00 – Long. 20 Yr.-	1.0
Lester Jones	12	4			0.625
Genevieve Kube	12	13	\$600.00 Boiler	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr.	1.0
Sonia Laracuente	12	11	\$600.00 Boiler	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr.	1.0
Ronald Lippincott	12	16	\$600.00 – Boiler	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr. \$1200.00 – Long. 20 Yr.	1.0
James O'Donnell	12	16	\$600.00 Boiler \$4000.00 – Lead Cust.	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr.	1.0
Denise Pooley	12	4		\$600.00 - Long 5 Yr.	1.0
Stephen Slashinski	12	2			1.0
Colleen Spatola	12	2			
Thomas VanFossen	12	16	\$600.00 – Boiler	\$600.00 – Long. 5 Yr. \$800.00 – Long. 10 Yr. \$1000.00 – Long. 15 Yr. \$1200.00 – Long. 20 Yr.	1.0
Chuck Robinson	2 D – 16 H	3			0.4

22. Motion to authorize the re-appointment of the following non- tenured secretarial staff for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

1 <sup>st</sup> Year Personnel	Date of Tenure	Title	Month	Step	FTE
Joann Vanoyen	4/18/26	Secretary to the Supervisor of Special Education	10	15	1.0
2 <sup>nd</sup> Year Personnel	Date of Tenure	Title	Month	Step	FTE



Jaime Cavallaro	9/20/25	Secretary to the High School Principal	12	4	1.0
Caitlyn Coombs	9/27/25	Secretary to the Athletic Director	12	4	1.0
Heather Weil	5/24/25	Student Personnel Services Administrative Assistant	12	8	1.0
<b>3<sup>rd</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Month</b>	<b>Step</b>	<b>FTE</b>
Kelly Burns	9/2/24	Secretary to the Jr./Sr. High School Vice Principal	12	4	1.0
Melissa Chisholm	12/17/24	Secretary to the Principal HAS	12	4	1.0

23. Motion to authorize the re-appointment of the following tenured secretarial staff for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

<b>Name</b>	<b>Month</b>	<b>Step</b>	<b>Longevity</b>	<b>FTE</b>
Dawn Bentley	12	16	\$500.00 - 10 Yr.	1.0
Melani Borodziuk	12	9		1.0
Michela Carr	10	9		0.74
Jill Greway	10	12		1.0
Cheryl Kane	12	16	\$500.00 – 10 Yr. \$600.00 - 15 Yr.	1.0

24. + Motion to authorize the re-appointment of the following part-time (not to exceed 29.5 hours per week) non-tenured aides (general, instructional, special education) for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

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<b>1<sup>st</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Step</b>	<b>Degree</b>	<b>Hours Per Week</b>
Anna Annand-Henry	1/24/27	Instructional Aide	2	60 Credits	29.5
Jenarae Dunne	2/2/27	Special Education Aide	1		29.5
<b>2<sup>nd</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Step</b>	<b>Degree</b>	<b>Hours Per Week</b>
Linda Ayala	3/1/26	Special Education Aide	2	60 Credits	29.5
Stephen Bellis	10/6/26	General Education Aide	2		29.5
Brianna Brown	2/18/26	Special Education Aide	3	BA	29.5
Maria Cianfrini	11/8/26	General Education Aide	2		29.5
Thomas Colbert	9/13/26	Special Education Aide	2		29.5
Amy Conahan	2/18/26	Instructional Aide	2	BA	29.5
Christine Eagan	9/2/26	Instructional Aide	2		29.5
Courtney Eckstadt	9/23/26	Instructional Aide	2		29.5
Olivia Lavecchio	9/2/26	Special Education Aide	2	BA	29.5
Maya Lipscomb	10/11/26	Instructional Aide	2		29.5
Patricia McHugh	9/2/26	Special Education Aide	2		29.5
Therese Perez	9/2/26	Instructional Aide	2		29.5
Elijah Smarrito	9/20/26	General Education Aide	2	60 Credits	29.5
<b>3<sup>rd</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Step</b>	<b>Degree</b>	<b>Hours Per Week</b>
Theresa Murray-Smith	9/2/25	Special Education Aide	2	BA	29.5

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Diebra Newman	11/9/25	Instructional Aide	2	60 Credits	29.5
Cynthia Staab	11/9/25	Special Education Aide	2	60 Credits	29.5
Johanna Urban	6/2/25	General Education Aide	16		29.5
Jessica Wells	9/23/25	Instructional Aide	2	BA	29.5
<b>4<sup>th</sup> Year Personnel</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Step</b>	<b>Degree</b>	<b>Hours Per Week</b>
Barbara Swain	8/25/24	General Education Aide	2		29.5

25. + Motion to authorize and issue a tenure contract to the following part-time (not to exceed 29.5 hours per week) aide (general, instructional, special education) for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Date of Tenure	Title	Step	Degree	Hours Per Week
Lisa Buzby	9/5/23	Instructional Aide	2	BA	29.5

26. + Motion to authorize the re-appointment of the following part-time (not to exceed 29.5 hours per week) tenured aides (general, instructional, special education) for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Title	Step	Degree	Longevity	Hours Per Week
Kristina Filachek	Instructional Aide	2	60 Credits		29.5
Diane Geissler	Special Education Aide	14	BA	\$766.00	29.5
Janine Gilbrook	Special Education Aide	5			29.5
Jessica Holland	Instructional Aide	5	BA		29.5
Lisa Kappel	Instructional Aide	14	60 Credits		29.5

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Patrice Kilvington	Special Education Aide	7	60 Credits		29.5
Sandra Masciantonio	General Education Aide	14		\$766.00	29.5
Robin Quinn	Special Education Aide	14	60 Credits	\$766.00	29.5
Danielle Reich	Instructional Aide	12	BA		29.5
Christine Smialowski	General Education Aide	14			29.5
Lisa Terlingo	Instructional Aide	5	60 Credits		29.5

27. Motion to approve Laurie Crea as a 12 month Secretary to the Superintendent at a salary of \$63,810.00 effective July 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.
28. Motion to approve Debra Horan as a 12 month Accounts Payable Clerk at a salary of \$71,740.00 plus longevity \$2,100.00 effective July 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.
29. Motion to approve Denise Bolognese as a 12 month Payroll/Benefits Clerk at a salary of \$58,410.00 effective July 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.
30. Motion to approve Michele Marchiano as 12 month Secretary to the Business Administrator at a salary of \$63,810.00 plus longevity \$2,100.00 effective July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
31. Motion to approve Michele Marchiano as Director of Community Education at a salary of \$16,161.00 effective July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
32. Motion to approve Michael Chisholm, as a 12 month Technology Coordinator, for the 2023-2024 School Year at a salary of \$110,762.00, at the recommendation of the Superintendent of Schools.
33. Motion to approve Gregory Smith as a Computer Systems Specialist at a salary of \$63,208.00 effective July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
34. Motion to approve Joseph Furlong as a 180 day In-School Suspension Monitor at a salary of \$42,624.00 effective September 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.
35. Motion to approve the part-time Computer Technician contract for Bella Kokocha for FTE 0.87, 29.5 hours per week, at \$19.15 per hour for the 2023-2024 school year pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, at the recommendation of the Superintendent of Schools.
36. Motion to authorize the re-appointment of the following non-tenured administrators for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Administrators Association at the recommendation of the Superintendent of Schools.

<b>2nd Year</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Months</b>	<b>Salary</b>
Jeffrey Lebb	9/7/2026	Audubon Junior-Senior High School Principal	12	\$143,170.00
<b>3rd Year</b>	<b>Date of Tenure</b>	<b>Title</b>	<b>Months</b>	<b>Salary</b>
Barbie Ledyard	8/2/2025	Haviland Avenue Principal	12	\$126,018.00
John McMichael	1/19/2026	Assistant Principal Student Personnel	12	\$122,122.00

37. Motion to authorize the re-appointment of the following tenured administrators for the 2023-2024 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Administrators Association at the recommendation of the Superintendent of Schools.

<b>Name</b>	<b>Title</b>	<b>Months</b>	<b>Salary</b>	<b>Longevity</b>
Noelle Bisinger	Supervisor of Special Education Services	12	\$126,508.00	0
Shamus Burke	Supervisor of Curriculum and Instruction	12	\$130,088.00	0
Anthony Carbone	Supervisor of Athletics	12	\$145,134.00	\$1,250.00
Frank Corley	Audubon Junior-Senior High School Vice Principal	12	\$140,574.00	\$1,250.00
Eric Miller	Audubon Junior-Senior High School Assistant Principal	12	\$133,817.00	\$1,250.00
Bonnie Smeltzer	Mansion Avenue Principal	12	\$158,066.00	\$1,250.00

38. Motion to authorize the re-appointment of Harry Rutter as the 12 month Director of Facilities for the 2023-2024 School Year at salary of \$157,024.00 plus longevity \$1,250.00, at the recommendation of the Superintendent of Schools.
39. Motion to authorize the re-appointment of Robin Jones as a 12 month Maintenance Department Evening Supervisor for the 2023-2024 School Year, at the salary of \$55,000.00 at the recommendation of the Superintendent of Schools.
40. Motion to approve Johanna Urban or Barbara Swain, part time General Aides, to work summer hours, July 1, 2023 through August 29, 2023, Monday through Thursday 8:00-3:30 (Individual hours not to exceed 29.5 hours weekly) at their contractual rate at the recommendation of the Superintendent of Schools.
41. Motion to approve the following compensation guides for certificated paraprofessional substituting for certificated staff members, in addition to their hourly rate, for the 2023-2024 school year:

\$25.00 for 1 period to up to ½ day  
\$50.00 per full day coverage

42. Motion to approve 100 summer hours (collective) for Child Study Team members, with duties assigned and pre-approved by the Supervisor of Special Education Services, for the purposes of case management, completion of student class schedules, transfer IEPs, and other summer responsibilities paid at the per diem rate of each team member per the negotiated agreement, with executed timesheets, from July 1, 2023 through August 29, 2023, at the recommendation of the Superintendent of Schools.
43. Motion to approve all Child Study Team members, Speech/Language Specialists, Occupational Therapists and Physical Therapist to perform summer per-case evaluation on an as-needed basis and assigned at the standard rate of \$250 per evaluation, effective July 1, 2023 through August 29, 2023 with executive time sheets, at the recommendation of the Superintendent of Schools.
44. + Motion to appoint the following individuals as building-based Anti-bullying Specialists for a term commencing July 1, 2023 through June 30, 2024:
  - i. Haviland Avenue Elementary School – Maria McCutcheon +
  - ii. Mansion Avenue Elementary School – Cara Novick +
  - iii. Mansion Avenue Elementary School – Christine Batra +
  - iv. Audubon Junior-Senior High School – Devon Schwab +
  - v. Audubon Junior-Senior High School – Beth Sokolic +
  - vi. Audubon Junior-Senior High School – Michael Tomasetti
  - vii. Audubon Junior-Senior High School – Wendy VanFossen
  - viii. Audubon Junior-Senior High School – Emily Warren
45. + Motion to appoint the following individuals as Section 504 Compliance Representatives for a term commencing July 1, 2023 through June 30, 2024:
  - i. Haviland Avenue Elementary School – Barbie Ledyard, Principal +
  - ii. Mansion Avenue Elementary School – Bonnie Smeltzer, Principal +
  - iii. Audubon-Junior Senior High School – John McMichael, Assistant Principal
46. Motion to approve Deborah J. Roncace, Business Administrator/Board Secretary for the following appointments for the 2023/2024 school year:
  - a. Board Secretary
  - b. Designated Employer Representative
  - c. Public Agency Compliance Officer as required
  - d. Qualified Purchasing Agent to award contracts up to bid threshold
  - e. Custodian of School Records
47. + Motion to appoint the following individuals as members of the School Counseling Team for a term commencing July 1, 2023 through June 30, 2024:
  - i. John McMichael, Director of Guidance (Lead)
  - ii. Maria McCutcheon, School Counselor, HAS
  - iii. Christine Batra, School Counselor, MAS +
  - iv. Cara Novick, School Counselor, MAS +
  - v. Devon Schwab, School Counselor, AHS (7-8) +
  - vi. Beth Sokolic, School Counselor, AHS (7-8) +
  - vii. Michael Tomasetti, School Counselor, AHS (9-12)
  - viii. Wendy VanFossen, School Counselor, AHS (9-12)
  - ix. Emily Warren, School Counselor, AHS (9-12)
  - x. Erin Kabo, Mental Health Assistance Counselor, AHS

48. Motion to approve the following high school guidance counselors with duties assigned and pre-approved by the Director of School Counseling for up to 280 hours of cumulative (4 counselors @ 70 hours) summer work at their individual hourly rate with executed time sheets:
- Devon Schwab  
Beth Sokolic  
Mike Tomasetti  
Wendy VanFossen  
Emily Warren
49. Motion to approve the following secretarial staff members to complete duties as assigned and preapproved by their direct supervisor for up to 60 hours at their contractual rate from July 1, 2023 through August 29, 2023 with executed time sheets:
- a. Secretary to the Principal AHS 7-9 – Jill Greway
  - b. Secretary to the Principal MAS – Michela Carr
  - c. CST Secretary – Joann Vanoyen
50. Motion to appoint John McMichael as the Section 504 Compliance Officer for a term commencing July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools
51. Motion to appoint Anthony Carbone as the Title IX Officer for a term commencing July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
52. Motion to approve Michael Chisholm as the Data Coordinator and Informational Technology Contact for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
53. Motion to approve Shamus Burke as the Professional Learning Contact for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
54. Motion to approve Shamus Burke as the District Coordinator of State Testing for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
55. Motion to approve Shamus Burke as the District ESEA Coordinator for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
56. Motion to approve Shamus Burke as the District Bilingual/ESL Point of Contact for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
57. Motion to approve Noelle Bisinger as the District Educational Stability Liaison for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
58. + Motion to approve Barbara Ledyard as the Early Childhood Contact for the 2023-2024 school year, effective July 1, 2023, at the recommendation of the Superintendent of Schools.
59. Motion to appoint Eric Miller as the District School Safety Specialist for a term commencing July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
60. Motion to appoint Bonnie Smeltzer as the District Affirmative Action Officer for a term commencing July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
61. Motion to appoint Erin Kabo as the District Homeless Education Liaison for a term commencing July 1, 2023 through June 30, 2024, at the recommendation of the Superintendent of Schools.
62. Motion to appoint Frank Corley, Audubon Jr./Sr. High School Vice Principal, as the Harassment, Intimidation, and Bullying District Coordinator for a term commencing July 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.

MINUTES OF MEETING OF THE AUDUBON BOARD OF EDUCATION MAY 10, 2023

63. Motion to appoint the following individuals as District Registrars for a term commencing July 1, 2023 through June 30, 2024, as recommended by the Superintendent of Schools.

Melissa Chisholm, Secretary the Havilland Avenue Elementary School Principal (PK-6)  
 Heather Weil, Secretary to the Assistant Principal of School Counseling (7-12)

64. + Motion to approve the following staff member to provide six hours of new teacher support and mentoring for the 2023-2024 school, year, at the non-instructional contractual rate of (\$30/hour) for a total of \$180.00 per staff member, at the recommendation of the Superintendent of Schools.

New Teacher	School/Subject	Mentor	Payment
Beth Sokolic	Audubon High School	Wendy VanFossen	\$180.00

65. + Motion to approve the following candidates for a Clinical Practice Experience, at the recommendation of the Superintendent of Schools.

Student	College/ University	Grade/Subject	Dates	Cooperating Teacher
<u>Chloe Baker</u>	Rowan University	Preschool Clinical Practice experience	Fall 2023: September 5, 2023 – December 13, 2023  Spring 2024: January 16, 2024 – May 3, 2024	Linda Rizzo
<u>Jessica Wells</u>	Counselor Education Program at Widener University	Mansion Avenue School	100 hours from 5/8/23 - 8/13/23	Cara Novick
<u>Caroline Flack</u>	Rowan University	Mansion Avenue School  Clinical Practice experience	Clinical Practice I Placement Session: - Fall 2023: September 5, 2023 – December 13th, 2023  Clinical Practice II Placement Start/End Dates: Spring 2024: January 16th, 2024 – May 3rd, 2024	Kelly Angelone
<u>Reilly Ehmann</u>	Rowan University	Mansion Avenue School  Clinical Practice experience	Clinical Practice I Placement Session: - Fall 2023: September 5, 2023 – December 13th, 2023  Clinical Practice II Placement Start/End Dates: Spring 2024: January 16th, 2024 – May	Zach Bentley



			3rd, 2024	
<u>Jenny Graham-Hougah</u>	Rowan University	Audubon Jr/Sr High School	Clinical Practice I Placement Session: - Fall 2023: September 5, 2023 – December 13th, 2023  Clinical Practice II Placement Start/End Dates: Spring 2024: January 16th, 2024 – May 3rd, 2024	Laurie Georgel

66. Motion to approve the following as district substitute teachers, secretaries, and custodians for the 2022-2023 school year, on an emergent basis, pending completion of all district and state requirements, at the recommendation of the Superintendent of Schools.

- Marie Kelly - Substitute Teacher
- Danielle Danenza - Substitute Teacher
- Rebecca Martel - Substitute Teacher

67.+ Motion to approve the list of Mansion Avenue School chaperones for the 6th grade safety patrol trip on May 18 - May 19, 2023, at the recommendation of the Superintendent of Schools.

- Brad Rehn
- Bonnie Smeltzer
- Melissa Falkowski
- Denise Murphy
- Eunice Englehart
- Monica Ochal

68. + Motion to rescind the following Mansion Avenue School extracurricular contract for the 2022-2023 school year, at the recommendation of the Superintendent of Schools.

Name	Position/Activity	Contractual Rate
Bianca Saunders	Running Club	\$320.00

69. + Motion to approve the following Mansion Avenue School extracurricular contracts for the 2022-2023 school year in accordance with the negotiated 2021-2024 contract between the Audubon Board of Education and the Audubon Education Association at the recommendation of the Superintendent of Schools.

Name	Position/Activity	Contractual Rate
Nicole Racite	Running Club	\$320.00

70. Motion to approve 80 summer hours for Liam Korbul, High School Athletic Trainer, to provide training services for our fall athletes, review and enter physical examination forms into Genesis at the contracted rate of \$40.00 per hour, with executed timesheets, from July 1, 2023 through August 29, 2023, at the recommendation of the Superintendent of Schools.

71. + Motion to authorize the Audubon Board of Education to create the position of a full-time, tenure track, Teacher of Preschool at the Audubon Park Preschool supported through Preschool Expansion Aid starting in the 2023-24 school year, in accordance with the recommendation of the Superintendent of Schools.

72. + Motion to authorize the Audubon Board of Education to create the position of a part-time (FTE 0.87), tenure track, Preschool Aide at the Audubon Park Preschool supported through Preschool Expansion Aid, in accordance with the recommendation of the Superintendent of Schools.

Motion to Approve Items 1 through 72:  A. Cox  Second:  S. Wilson

**Roll Call**

- X Ammie Davis      X Stephen Wilson      X Tara Butrica      X Nancy Schiavo
- X Joseph Miller      X Alison Lipsky      AB Lori Cassidy  
Absent
- X James Blumenstein      X Allison Cox      X Andrea Robinson

**VOTE FOR ITEMS 1-72**

Motion approved by unanimous roll call (9-0) Member Cassidy was absent

**XVII. REPORTS:**

**XVIII. HIB District Report**

May 2023	BULLYING INCIDENTS REPORT		
SCHOOL	Confirmed HIB	Non-HIB	Total
AHS	#246469	#246825, #246602	3
MAS	0	0	0
HAS	0	0	0
APPS	0	0	0

**XIX. Special Program Representatives:**

- A. CCESC Rep. Rotation: **Joseph Miller**
- B. CCSBA Rep. Rotation: **Ammie Davis**
- C. Audubon Education Foundation: **Lori Cassidy**
- D. Audubon Board of Education Community Outreach: **Andrea Robinson**
- E. Audubon/Mt. Ephraim Ad-Hoc:
- F. Board Member Orientation Committee:

**XX. Board Member Comments None**

**XXI. Public Participation: (Open Discussion)**

Katie Huber, teacher, read a statement from Cara Novick regarding the support of an additional counselor Mansion Ave. School

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board has set aside two portions of this Board meeting for public comment on any school or school district issue that a member of the public feels may be of interest to the residents of the school district.

For the first portion, public comments are invited on matters pertaining only to the agenda for tonight's meeting. For the second portion, public comments are invited on all matters pertaining to the school district.

Participants should announce their name, address, and any group they may represent, if applicable. The Board reserves the right to limit public discussion. Public discussion of a topic will be limited to fifteen (15) minutes, and individual speakers will be limited to three (3) minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. Reference bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

The Board uses the public comment period as an opportunity to listen to citizen. Not all issues brought to a Board meeting will be resolved at that particular meeting. Complaints stated or actions requested by the public may be taken under advisement by the Board for investigation, discussion, actions, or disposition at a later date or time. The public comments sessions are an opportunity for citizens to share their opinions and remarks with the Board; it is not a question and answer session. The Board may or may not respond to public comments at the time they are made and is under no obligation to do so.

The Board does not endorse public comments nor will the Board be held liable for comments made by members of the public. Any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey.

**XXII. ADJOURNMENT**

1. A special meeting of the Board of Education is scheduled for Thursday, May 25, 2023 at 7:00 pm in the Audubon Junior-Senior High School Shop Rite Lab.
2. The next regular meeting of the Board of Education is scheduled for Wednesday, June 7, 2023 at 6:30 pm in the Audubon Junior-Senior High School Auditorium.
3. Motion by Mrs. Cox seconded by Mrs. Schiavo to adjourn meeting at approximately 8:32pm. Motion approved by unanimous roll call (9-0), Member Cassidy was absent.

Motion to Approve:   A. Cox              Second:   N. Schiavo  

**Roll Call**

<u>  X  </u> Ammie Davis	<u>  X  </u> Stephen Wilson	<u>  X  </u> Tara Butrica	<u>  X  </u> Nancy Schiavo
<u>  X  </u> Joseph Miller	<u>  X  </u> Alison Lipsky	<u>  AB  </u> Lori Cassidy Absent	
<u>  X  </u> James Blumenstein	<u>  X  </u> Allison Cox	<u>  X  </u> Andrea Robinson	

*The Audubon Board of Education reserves the right to add and/or delete motions or make changes to motions in this agenda up to the time of the meeting and during the actual meeting.*

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**Deborah Roncace**  
**Business Administrator/Board Secretary**