

BOARD OF EDUCATION MEETING

AUDUBON HIGH SCHOOL MEDIA CENTER

WEDNESDAY, MARCH 18, 2020

6:30 P.M.

AGENDA

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 7:00 P.M. in the Audubon Junior-Senior High School 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 2018-2020

___ Pam Chiaradia ___ Jeff Whitman

SY 2019-2021

___ James Blumenstein ___ Allison Cox ___ Ralph Gilmore

SY 2020-2022

___ Ammie Davis ___ Joseph Ryan ___ Tara Sullivan-Butrica

SY 2020 Mt. Ephraim Representative

___ Nancy Schiavo

III. **Administration of the Oath of Office**

Board Members Elected to an Unexpired Term (1 Seat): Gina Osinski

Motion to Approve: _____ Second: _____

Roll Call:

___ James Blumenstein ___ Pam Chiaradia ___ Ralph Gilmore ___ Nancy Schiavo
___ Allison Cox ___ Joseph Ryan ___ Jeff Whitman
___ Tara Butrica ___ Ammie Davis

IV. **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 publicly;

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;

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. Motion to move the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. **Action may be taken.**

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

2. Motion to reconvene the Board of Education, by Resolution.

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

V. Call Meeting to Order

VI. Flag Salute

VII. Report: Student Council Representative Emily Grimm

VIII. Spotlight Program: POSTPONED

THE AUDUBON BOARD OF EDUCATION SPOTLIGHT PROGRAM RECOGNIZES THE FOLLOWING STUDENTS OF THE MONTH FOR FEBRUARY 2020:

Pre-Kindergarten

Kindergarten

Grade One

Grade Two

Grade Three

Grade Four

Grade Five

Grade Six

Grade Seven

Grade Eight

Freshman Class

Sophomore Class

Junior Class

Senior Class

IX. RECESS:

X. Approval of Board Minutes:

1. Motion to approve the following minutes:

February 19, 2020 Public Session

Motion to Approve: _____ Second: _____

Roll Call:

___ James Blumenstein ___ Pam Chiaradia ___ Ralph Gilmore ___ Nancy Schiavo
 ___ Allison Cox ___ Joseph Ryan ___ Jeff Whitman
 ___ Tara Butrica ___ Ammie Davis ___ Gina Osinski

XI. 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 +.

XII. GOVERNANCE: Chairperson: Mr. Blumenstein – Committee Members: Mr. Ryan, Ms. Schiavo, Ms. Butrica, Alternate: Gina Osinski

- Motion to approve the second reading and adoption of the following policies and regulations as recommended by the full Governance Committee of the Board.

Regulation	Title	New/Revised
3218	Use, Possession, or Distribution of Substances (M) Teachers	Revised
4218	Use, Possession, or Distribution of Substances (M)	Revised
3244	In-Service Training	Abolished
Policy	Title	New/Revised
1220	Employment of the Chief School Administrator	Revised
3244	In-Service Training	Abolished

Motion to Approve Item(s) 1: _____ Second: _____

Roll Call:

___ James Blumenstein ___ Pam Chiaradia ___ Ralph Gilmore ___ Nancy Schiavo
 ___ Allison Cox ___ Joseph Ryan ___ Jeff Whitman
 ___ Tara Butrica ___ Ammie Davis ___ Gina Osinski

XIII. OPERATIONS: Chairperson: Mrs. Cox – Committee Members: Mrs. Chiaradia, Mr. Gilmore, Mr. Whitman, Alternate: Mrs. Davis

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2020. 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.

January Board Secretary's Report

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2020. The Cash Reconciliation Report and Secretary's reports are in agreement for the month of January 2020.

January 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 January 2020.

January Line Item Transfers

6. Motion to approve the partial bills payable list for March 2020 in the amount of \$612,746.75 when certified.

March Bill List

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

Haviland Avenue School

February 12, 2020	Fire Drill
February 19, 2020	Lockout Drill

Mansion Avenue School

February 5, 2020	Lockout Drill
February 18, 2020	Fire Drill

Audubon High School

February 18, 2020	Fire Drill
February 28, 2020	Shelter In Place

8. Motion to approve the following resolution for Adoption of the 2020/2021 Tentative Budget:

BE IT RESOLVED that the tentative budget be approved for the 2020/2021 School Year using the 2020/2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the executive County Superintendent of Schools for the approval in accordance with the statutory deadline:

	2020/2021 Budget	Audubon Borough Tax Levy	Audubon Park Tax Levy
General Fund	24,861,569.00	12,250,593.00	364,293.00
Special Revenue Fund	487,476.00		
Debt Service Fund	928,300.00	928,300.00	
Total	26,277,345.00	13,178,893.00	364,293.00

WHEREAS, the Audubon Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1,1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

BE IT RESOLVED, that the Audubon Board of Education established \$36,000.00 as the allotted maximum expenditures for travel. To date thus far in the 2019/2020 school year, the Audubon Board of Education has spent \$8,447.52 on travel, out of the \$36,000.00 that was budgeted.

BE IT FURTHER RESOLVED, that a public hearing be held on Wednesday, _____ at the Audubon School Media Center in Audubon, New Jersey at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2020/2021 School Year.

Motion to Approve Item(s) 1 through 8: _____ Second: _____

Roll Call:

- | | | | |
|-----------------------|-------------------|-------------------|-------------------|
| ___ James Blumenstein | ___ Pam Chiaradia | ___ Ralph Gilmore | ___ Nancy Schiavo |
| ___ Allison Cox | ___ Joseph Ryan | ___ Jeff Whitman | |
| ___ Tara Butrica | ___ Ammie Davis | ___ Gina Osinski | |

XIV. EDUCATION: Chairperson: Ms. Schiavo - Committee Members: Mr. Blumenstein, Ms. Butrica, Mr. Ryan, Alternate: TBD

1. Approval of Attendance at Conferences and Workshops for the 2019-2020 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
Carl Ellinwood	NJMEA Music In-Service Conference Atlantic City, NJ	Retroactive to 2/20/20	Conference Cost \$180.00 Travel
Deborah Roncace	Pensions Mt. Laurel, NJ	Retroactive to 2/25/20	Conference Cost \$100.00 Travel
Kelly Reising	NJ Schools Mental Health Summit Pennsauken, NJ	Retroactive to 2/28/20	No Cost Travel
Cherie McNellis	Implementing GOLD, Exploring My Teaching Strategies Pitman, NJ	3/3/20	Conference Cost \$115.00 Travel
Ann Rossi-Alston	Bleed Control Kits and Training for School Districts Trenton, NJ	3/13/20	No Cost Travel
Cara Novick	Nurtured Heart Approach Training Voorhees, NJ	4/6/20	No Cost
Ralph Schiavo	Innovative Games, Movement Experiences & Resources For Enhancing your PE Program Cherry Hill, NJ	4/20/20	Conference Cost \$279.00 Travel
Patricia Martel	Legal One – Student Records & Public Records Cherry Hill, NJ	4/24/20	No Cost Travel
Kelly Reising	Legal One – Student Records & Public Records Cherry Hill, NJ	4/24/20	No Cost Travel
Ammie Davis	GPS for Visionary Leadership Weekend Princeton, NJ	4/24/20 – 4/26/20	No Cost Travel
Shamus Burke	NJ Content 1 Review Phase 1X Baltimore, MD	4/27/20 – 4/30/20	No Cost
Ann Rossi-Alston	2020 New Jersey Immunization Conference	5/28/20	Conference Cost \$55.00 Travel

2. + Motion to approve the issuance of written decisions affirming, rejecting, or modifying the Superintendent's determination in regard to incident(s) reported at the February 19, 2020 meeting of the Board of Education.

School	Incident Report Number	Board Determination
Haviland	None Reported	Not Applicable
Mansion	6834	Affirmed
Mansion	6851	Affirmed
Mansion	6875	Affirmed
Audubon High School	6760	Affirmed
Audubon High School	6840	Affirmed
Audubon High School	6842	Affirmed
Audubon High School	6847	Affirmed
Audubon High School	6878	Affirmed

3. + Motion to approve the following field trip requests for the 2019-2020 school year:

School	Destination of Trip/ Staff in charge	Date	Time(s)	Chaperones & Students	Purpose of Trip	Bus Cost
HS	Camden County College M. Bonvetti	4/3/20	Depart 8:30 am Return 2:15 pm	7 chaperones, 98 students	To expose students to different post- secondary options	\$573.52 Paid by ABOE
MAS	Smith Playground/ Lincoln Financial Field J. Battista	4/6/20	Depart 9:00 am Return 2:30 pm	12 chaperones, 66 students	To visit and explore Smith Playground and Lincoln Financial Field while comparing different communities.	\$345.26 Paid by Students
MAS	Smith Playground/ Lincoln Financial Field K. Angelone	4/7/20	Depart 9:00 am Return 2:30 pm	9 chaperones, 43 students	To visit and explore Smith Playground and Lincoln Financial Field while comparing different communities.	\$345.26 Paid by Students
HS	The College of New Jersey K. Little	4/22/20	Depart 7:50 am Return 5:00 pm	2 chaperones, 10 students	TSA Competition	\$190.00 Paid by TSA Club
HAS	Philadelphia Zoo Kindergarten Teachers	5/8/20	Depart 8:45 am Return 2:00 pm	16 chaperones, 83 students	To visit the zoo and see the animals in their habitat.	\$342.62 Paid by Students
HAS	Franklin Institutute Grade 2 Teachers	5/4/20 Revised Date	Depart 9:00 am Return 2:00 pm	15 chaperones, 85 students	To give the children the opportunity to explore & investigate various hands on activities to deepen their understanding of Science	\$335.47 Paid by Students
HS	Hershey Park R. Latham	6/1/20	Depart 7:30 am Return 8:00 pm	2 chaperone, 21 students	To observe stage set-ups & systems operations within the park	\$555.87 Paid by ABOE
HS	LGBTQIA & High School Youth Summit	6/2/20	Depart 8:30 am Return 2:30 pm	2 chaperones, 20 students	LGBTQIA & High School Youth Summit	\$62.70 Paid by Municipal Alliance

4. + Student Statistics March 2020

Date	Haviland Avenue	Mansion Avenue	Audubon Jr./Sr. HS	Out of District	Total
3/2/20	275	393	807	25	1500
2/3/20	273	392	806	25	1496
3/4/19	319	385	797	26	1527

5. + Motion to approve the following use of facilities requests:

School	Location	Activity	Start/End Date(s)	Time(s)	Contact
HS	B102	Fairleigh Dickinson University	6/2/20 – 8/4/20	6:00 pm – 9:45 pm	Lorraine Niensted
HS	Wrestling Room and Weight Room	Impulse Wrestling Club	3/19/20 – 3/19/21	7:00 pm – 9:00 pm	Kyle Muckley
HAS	Media Center/Pre-K Room	PTA Meeting	2/25/20	6:00 pm – 8:00 pm	Rachel Negro

6. + Motion to approve a request for a first grade student #10266 to complete the 2019-2020 school year in Audubon Public School District as defined by Board Policy 5111.
7. + Motion to approve a request for a fifth grade student #01964 to complete the 2019-2020 school year in Audubon Public School District as defined by Board Policy 5111.
8. Motion to approve a request for a Eighth grade student #00746 to complete the 2019-2020 school year in Audubon Public School District as defined by Board Policy 5111.
9. Motion to approve the following services for student ID #10348, in fulfillment of a settlement agreement:
 - Registered Behavior Tech (RBT) services in the form of a 1-1 aide for the length of the school day in the amount of \$58.75 per hour.
 - Certified Behavior Analyst (BCBA) oversight for 5% of the RBT hours, in the amount of \$121.75 per hour.

Both RBT and BCBA services will be provided by Bret DiNovi Associates following the student's return to district in mid-April and will continue for the remainder of the school year. To be paid for by the sending District.

10. Motion to approve the School Health-Related Closure Plan.

School Health-Related Closure Plan

Motion to Approve Items 1 through 10: _____ Second: _____

Roll Call:

James Blumenstein Pam Chiaradia Ralph Gilmore Nancy Schiavo
 Allison Cox Joseph Ryan Jeff Whitman
 Tara Butrica Ammie Davis Gina Osinski

XV. HUMAN RESOURCES: Chairperson: Mrs. Davis, Committee Members: Mrs. Cox, Mr. Gilmore, Mr. Whitman, Alternate: Mrs. Chiaradia

- 1 +. Motion to approve the long-term substitute Elementary Teacher contract for Brittany Green from February 21, 2020 through March 30, 2020 at BA Step 1 (\$256.00 per day) no benefits; time worked does not count towards the acquisition of tenure. Final approval is pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements.
- 2. Motion to approve Barbara Swain as a part time General Education Aide at the high school at Step 1, \$14.06 per hour, not to include benefits, effective March 30, 2020, pending the completion of all Audubon Board of Education and New Jersey Department of Education requirements, for the 2019-2020 school year.
- 3. + Motion to approve a request from Barbara McNulty, Special Education Aide at Haviland Avenue School, to invoke a Family Leave of Absence, effective May 18, 2020 to June 19, 2020, as described below:

May 18, 2020 through June 19, 2020 Paid Leave/Personal Day

May 18, 2020 through June 19, 2020 Federal FMLA

- 4. + Motion to approve an unpaid leave of absence request from Shelby Hamilton, Instructional Aide at Haviland Avenue School, effective March 30th & March 31st 2020. This motion does not establish past practice.
- 5. Motion to rescind the following 2019-2020 spring Athletic Department/Coaching Staff positions.

<u>Name</u>	<u>Position</u>
John Walsh	Spring Weight Training (0.6)

- 6. Motion to approve paid spring coaching positions for the 2019-2020 school year:

NAME	POSITION	AMOUNT
Chris Harris	Spring Weight Training (0.6)	\$1,461.60
Patrice Kilvington	7/8 Grade Coed Track & Field Assistant Coach	\$1,226.00
John Walsh	Spring Assistant Athletic Director	\$2,825.29

- 7. Motion to approve the following as district substitute teachers for the 2019-2020 school year, on an emergent basis, pending completion of all district and state requirements:

Bradley Ruggles

Christa Helminski

Joyce Paolucci

Motion to Approve Items 1 through 7: _____ Second: _____

Roll Call:

___ James Blumenstein	___ Pam Chiaradia	___ Ralph Gilmore	___ Nancy Schiavo
___ Allison Cox	___ Joseph Ryan	___ Jeff Whitman	
___ Tara Butrica	___ Ammie Davis	___ Gina Osinski	

XVI. REPORTS:

XVII. HIB District Report

	March 2020	BULLYING INCIDENTS REPORT		
	SCHOOL	Confirmed HIB	Non-HIB	Total
XVIII.	AHS	0	0	0
	HAS #7032	0	1	1
	MAS #6989, #7019, #7083	0	3	3

Superintendent's Report

- XIX. (2018) Program Representatives:**
 A. CCESC Rep. Rotation: **James Blumenstein**
 B. CCSBA Rep. Rotation: **Ammie Davis**
 C. AEF Representative: **Pam Chiaradia**

XX. Board Member Comments

XXI. 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.

XXII. Executive Session

- Motion to move the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. **Action may be taken.**

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

- Motion to reconvene the Board of Education, by Resolution.

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

XXIII. ADJOURNMENT

- The next Board of Education meeting is scheduled for Wednesday, April 8, 2020 in the Audubon Junior-Senior High School Library Media Center at 6:30 PM.
- Motion to adjourn meeting at approximately _____ pm.

Motion to Approve: _____ Second: _____

.Roll Call:

___ James Blumenstein ___ Pam Chiaradia ___ Ralph Gilmore ___ Nancy Schiavo
___ Allison Cox ___ Joseph Ryan ___ Jeff Whitman
___ Tara Butrica ___ Ammie Davis ___ Gina Osinski

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.