

BOARD OF EDUCATION MEETING
AUDUBON HIGH SCHOOL MEDIA CENTER
WEDNESDAY, NOVEMBER 16, 2022

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 6:30 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 2020-2022

___ Ammie Davis

___ Joseph Ryan

___ Tara Sullivan-Butrica

SY 2021-2023

___ Joseph Miller

___ Lori Cassidy

SY 2022-2024

___ James Blumenstein

___ Allison Cox

___ Andrea Robinson

SY 2022 Mt. Ephraim Representative

___ Nancy Schiavo

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):

 X 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;

X 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;

X 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;

X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public; Specifically the evaluation of the Superintendent

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the **Audubon Board of Education** will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene and the **Audubon Board of Education** will proceed with business.

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

BE IT FURTHER RESOLVED that the **Audubon Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Audubon Board of Education** attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the **Board of Education**, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

1. 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.

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

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

Motion to Approve: _____ Second: _____

Time: _____ Voice Count: _____

IV. Call Meeting to Order

V. Flag Salute

- VI. Student Representatives to the Board Report:** Noah Brasteter, 12th Grade
Monica Coller, 11th Grade

VII. Spotlight Program:

THE AUDUBON BOARD OF EDUCATION SPOTLIGHT PROGRAM RECOGNIZES THE FOLLOWING STUDENTS OF THE MONTH FOR OCTOBER 2022:

Pre-Kindergarten
Matteo Negrete Juarez

Kindergarten
Eleanora Blumenstein

Grade One
Avery Reiter

Grade Two
Brody Preston

Grade Three
Quinn Johnson

Grade Four
Charley Martin

Grade Five
Grace Martin

Grade Six
Leah Schiavo

Grade Seven
Jackson Fishwick

Grade Eight
Kaci Broadhurst

Freshman Class
Charles Carr

Sophomore Class
Haley Kerper

Junior Class
Emily Dove

Senior Class
Hayden Wiltsey

VIII. District Reports

IX. Superintendent’s Report

- X. Presentation(s)** School Safety & Security Plan, Eric Miller

XI. Approval of Board Minutes:

- 1. Motion to approve the following minutes:

October 19, 2022 Public Session

October 19, 2022 Executive Session

Motion to Approve: _____ Second: _____

Roll Call

- ___ Ammie Davis ___ Joseph Ryan ___ Tara Butrica ___ Nancy Schiavo
- ___ Joseph Miller ___ Lori Cassidy

XIV. OPERATIONS: Chairperson: Mrs. Cox – Committee Members: Ms. Davis, Mr. Miller, Mr. Ryan and Alternate: TBD

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.

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of August 2022. 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.

August Board Secretary's Report

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2022. The Cash Reconciliation Report and Secretary's reports are in agreement for the month of August 2022.

August 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 August 2022.

August Transfers

6. Motion to approve the bills payable list for October 2022 in the amount of \$382,765.48 when certified.

October Bill List

7. Motion to approve the bills payable list for November 2022 in the amount of \$1,023,882.26 when certified.

November Bill List

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

Audubon Park Preschool

October 31, 2022	Fire Drill
October 31, 2022	Shelter in Place Drill

Haviland Avenue School

October 31, 2022	Fire Drill
October 31, 2022	Secure Drill

Mansion Avenue School

- October 26, 2022 Hold Drill
- October 27, 2022 Fire Drill

Audubon Jr./Sr. High School

- October 8, 2022 Lockdown Drill
- October 20, 2022 Fire Drill

- 9. Motion to approve the 2023-2024 Tentative Budget Calendar
2023-2024 Tentative Budget Calendar

- 10. Motion to approve resolution to submit Comprehensive Maintenance Plan:

**Resolution
Approving Submission of Comprehensive Maintenance Plan
For Years 2021/22, 2022/23 and 2023/24**

Whereas, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Audubon Public School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

Now Therefore, Be It Resolved, that the Audubon Public School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Audubon Public School District in compliance with Department of Education requirements.

Comprehensive Maintenance Plan

- 11. Motion to authorize the submission of the 2023-2024 projected Preschool Enrollment.
Projected Preschool Enrollment

- 12. Motion to approve and submit the Annual Preschool Operational Plan Update.
Preschool Operational Plan

- 13. Motion to approve the NJDOE Statement of Assurance submission for the Audubon Public School District's School Safety and Security Plan as presented.

School Safety & Security Plan SOA

- 14. Motion to authorize the Business Administrator to enter into a professional services agreement for construction management services with New Road Construction Management at a fee not to exceed \$600,000.00 with final terms and conditions to be negotiated.

Motion to Approve Item(s) 1 through 14: _____ Second: _____

Roll Call

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
Erin Kabo	McKinney-Vento Homeless Education Countywide Fall Workshop Sewell, NJ	11/15/22	No Cost Travel
Patricia Martel	Educational Technology Conference Virtual	11/18/22	\$49.99
Barbie Ledyard	2022-23 Regional Preschool Administrator Meeting-South-Session#2 Clementon, NJ	12/12/22	No Cost Travel
Yael Shemesh-Lewandowski	Winter Middle School Workshop Sicklerville, NJ	12/9/22	No Cost Travel
Shamus Burke	Gifted and Talented Education Institute Virtual	1/1/22, 12/13/22, 2/8/23, 4/26/23	\$310.00

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

School	Location	Activity	Start/End Date(s)	Time(s)	Contact
Audubon Sr. Center	Building Entrance	Pie Pickup Project Graduation	11/22/22	6:00pm - 8:00pm	Kelly Tomeo
AHS	Auxiliary Gym	Luke's Place Inc. Basketball Practice	12/6/22 - 3/21/23	7:00pm - 8:00pm	William Jenson
Audubon Sr. Center	Building Entrance	Panzerotti Pickup Project Graduation	12/15/22	7:00pm - 9:00pm	Kelly Tomeo

5. Motion to approve homebound instruction for the following student(s):

STUDENT ID#	DATE
00757	Home instruction effective retroactive to September 6, 2022 through November 3, 2022

6. + 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 Public Library R. Swinney	11/15/22	Depart: 1:15 pm Return: 2:00 pm	1 chaperone, 33 students	Community Outreach	\$33.17
MAS	Revolutionary War Museum E. Englehart	12/21/22	Depart: 9:15 am Return: 2:00 pm	8 chaperones, 39 students	5th Grade Soc. Stud. Curriculum	\$200.00 Paid by Students
MAS	Revolutionary War Museum E. Englehart	12/22/22	Depart: 9:15 am Return: 2:00 pm	8 chaperones, 37 students	5th Grade Soc. Stud. Curriculum	\$200.00 Paid by Students
HS	Audubon Public Library R. Swinney	2/21/23	Depart: 1:15 pm Return: 2:00 pm	1 chaperone, 40 students	Community Outreach	\$33.17
HAS	Mansion Avenue	6/5/22	Depart: 8:45 am	7 chaperones,	Tour Mansion	\$85.00

- ❖ 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.

1. + Motion to approve the Mansion Avenue School Elementary Guidance Counselor contract for Rachel Simonetti, for the 2022-2023 school year prorated, MA, Step 1, FTE 1.0, with benefits effective November 28, 2022 through June 16, 2023, as negotiated with the Audubon Board of Education, at the recommendation of the Superintendent of Schools. Non-tenure track position funded through ESSER until June 30, 2023.
2. + Motion to approve the Mansion Avenue School Teacher of Basic Skills contract for Alison Campbell, for the 2022-2023 school year prorated, BA, Step 1, FTE 1.0, with benefits effective November 17, 2022 through June 30, 2023, as negotiated with the Audubon Board of Education, at the recommendation of the Superintendent of Schools. Non-tenure track position funded through ESSER until June 30, 2023.
3. 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.

Steven McCormack- Substitute Teacher
John Wojcik - Substitute Teacher

4. Motion to approve the following Student Technology Assistant at the hourly rate of \$13.00, retroactive to October 21, 2022 through June 30, 2023 with executed time sheets at the recommendation of the Superintendent of Schools:

Kaylynn Hawk

5. Motion to rescind the following Audubon Junior-Senior High 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
Devon Schwab	Intervention & Referral Service	\$1,341.43

6. Motion to approve the following Audubon Junior-Senior High 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.

As a result of the health-related closures due to COVID-19, payments and stipends may be impacted by cancellation of events, school closures, hybrid schedules, etc. The following stipends will be compensated as follows for the 2022-2023 school year:

Cancellation of Season/Event	
When notified; one week or more prior to the start of the season or three days prior to the event	0.0%
School Closure & Hybrid Schedules	
Greater Than 50% of Season or Event Occurred	100.0%

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/Mt.Ephraim Ad-Hoc:
 - E. Board Member Orientation Committee:

XX. Board Member Comments

XXI. Public Participation: (Open Discussion)

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. Executive Session

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/may not 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: _____

XXIII. ADJOURNMENT

1. The next meeting of the Board of Education for Board member interviews is scheduled for Wednesday, November 30, 2022 at 7:00 PM in the Audubon Junior-Senior High School Media Center.
2. The next Regular Board of Education meeting is scheduled for Wednesday, December 14, 2022 at 6:30 PM in the Audubon Junior-Senior High School Media Center.
3. Motion to adjourn meeting at approximately _____ pm.

Motion to Approve: _____ Second: _____

Roll Call

___ Ammie Davis	___ Joseph Ryan	___ Tara Butrica	___ Nancy Schiavo
___ Joseph Miller		___ Lori Cassidy	
___ James Blumenstein	___ Allison Cox	___ 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.