

BORDENTOWN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING

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\*\*Consent Agenda Item

MINUTES - March 19, 2014

**A. CALL TO ORDER**

The Action Meeting of the Board of Education of the Bordentown Regional School District was convened on the above date at 7:00 p.m. with the Board President presiding.

**SUNSHINE LAW STATEMENT**

The Board Secretary read the following statement:

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: The date, the time, and the purpose of this special meeting were conveyed to the Burlington County Times and the Trenton Times on January 6, 2014.

The Secretary will enter this public announcement into the minutes of this meeting.

**B. FLAG SALUTE/SILENT REFLECTION**

The Board Secretary led the members of the Board and audience in the salute to the flag and moment of silent reflection.

**C. ROLL CALL**

The following members answered roll call: Mr. Creegan, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew.  
ABSENT: Ms. Goff (Arrived 7:15), Ms. Hartmann and Mr. Potts.

Also attending: Mr. Joseph Miller, Interim Superintendent and Mr. Eloi Richardson, School Business Administrator/Board Secretary.

Staff attending: Louise Sullivan, Patrick Lynch, Mike Brennan, Tara Planas-Borgstrom, Liz Brotherton, Chris O'Leary, and Penny McCutcheon.

Visitors attending: Jim Brotherton, Mae Hamilton, Marianne Jackson, Cathy Luyber, Melanie Kunkler, Mike Dauber, Bill Mercantini, Amy Hornbeck, Barbara Eget, Joann Dansbury, Rob Delaney, Howard Zablow, and Sharon Dauber..

**D. EXECUTIVE SESSION RESOLUTION - None**

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and

WHEREAS, the Board of Education of Bordentown Regional School District ("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 regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 7:00 pm this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

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 (Provision relied upon: \_\_\_\_\_);

Any matter in which the release of information would impair a right to receive funds from the federal government;

Any matter the disclosure of which constitutes an unwarranted invasion of Individual privacy;

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 (Specify contract: \_\_\_\_\_);

Any matter involving the purpose, 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;

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\_\_\_\_ 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 (If pending or anticipated litigation, the matter is entitled: \_\_\_\_\_)

(If contract negotiation, the nature of the contract and interested party is \_\_\_\_\_)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board of Education's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

\_\_\_\_ 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 meeting (Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing, 124 N.J. 478, the employee(s) and nature of discussion is \_\_\_\_\_);

\_\_\_\_ 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.

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

I, Mr. Eloi Richardson, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Bordentown Regional School District, Board of Education at its meeting held on 3/19/2014.

**E. PUBLIC FORUM - FOR AGENDA ITEMS**

Members of the public are invited to submit comments pertaining to educational Matters during the public comment portion of the meeting. The Board, pursuant to the Open Public Meetings Act, will not entertain comments pertaining to student or personnel matters or matters pertaining to negotiations or litigation and may choose not to respond to any comments made by members of the public during this portion of the meeting. However, the Board will give all comments appropriate consideration and will refer all complaints to the administration for resolution.

Please be aware that all Board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. The maximum time per member of the public shall be five minutes. Please state your name and address for the record.

- Mr. Dauber commented/inquired on the following:
  - a. Item N.4, shared service agreement with Bordentown Township for trash collection.
  - b. Budget Presentation-questioning proposed tax increases and solar revenue usage.
- Ms. Peg Saldry asserting special education basic skills reductions.
- Mr. deGroot commented/inquired on percentage mandated.
- Ms. Marianne Jackson commented on potential of transferring teachers between schools affecting the Driver's Ed program.

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**F. RECOGNITION/PRESENTATION**

A motion was made by Ms. Wehrman, seconded by Mr. Hartmann to approve the following:

1. +Motion to submit FY 2014-15 Budget to the Executive County Superintendent, Resolution below:

Resolutions for the FY 2014-15 Budget

- 1) RESOLVED, to approve Bordentown Regional School District's tentative budget for the FY2014-15 school year, as summarized below, for submission to the Executive County Superintendent of Schools, in accordance with statutory deadline(s):

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$ 37,626,810	\$ 26,630,061
Total Special Revenue Fund	\$ 872,881	n/a
Total Debt Service Fund	\$ 3,476,790	\$ 3,043,674
<b>Totals</b>	<b>\$ 41,976,481</b>	<b>\$ 29,673,735</b>

And to advertise said tentative budget in the Burlington County Times newspaper, the Trenton Times newspaper, and the district's website, in accordance with the format suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be scheduled on April 30, 2014 at the Board's normal meeting site in the high school library at 7:00 PM, (unless indicated otherwise), for the purpose of conducting a public hearing on the FY2014-15 budget.

- 2) RESOLVED, that the Bordentown Regional School District Board of Education include in the proposed budget for FY2014-15 an adjustment to the base tax levy in the amount of \$162,042 to pay for increased costs of health benefits.
- 3) RESOLVED, that the Bordentown Regional School District Board of Education include in the proposed budget for FY2014-15 an adjustment to the base tax levy in the amount of \$208,609 representing unused spending authority from prior years ("Banked Cap") to pay for instituting the PARCC initiation and for increased tuition costs which needs must be met (completed) by the end of the budget year and cannot be deferred or incrementally met over a longer period of time.
- 4) RESOLVED, to approve transfer a total of \$ 255,945 in unexpended funds in the Capital Project Fund, reflecting \$233,564 from the 2010 high school solar/field project and \$22,381 from the 2002 new high school/other renovations project, to the Debt Service Fund to offset annual debt service repayments.

ON A ROLL CALL VOTE (Item 1):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None. ABSENT: Ms. Hartmann and Mr. Potts.  
Motion approved by majority.

**G. STUDENT REPRESENTATIVES - None**

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H. UNFINISHED BUSINESS - None

I. CONSENT AGENDA APPROVAL (R.C.\*)

A motion was made by Mr. Hartmann, seconded by Ms. Goff to approve the following:

1. \*+Motion to approve Travel/Mileage reimbursement request
2. \*+Motion to approve Substitute List
3. \*+Motion to approve Minutes and Executive Minutes:  
2/12/2014 and 2/26/14
4. \*+Motion to approve Bill List, February 2014
5. \*+Motion to approve Board Secretary/Treasurer Report,  
February 2014
6. \*+Motion to approve Special Education Student Placements
7. \*+Motion to accept Enrollment & Principal Reports

BRHS	743
BRMS	567
MIS	405
CBS	252
PMS	603
	<u>2,570</u>

ON A ROLL CALL VOTE (Items 1-7):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None. ABSENT: Ms. Hartmann and Mr. Potts.  
Motion approved by majority.

J. COMMITTEE REPORTS

1. Buildings and Grounds Committee meeting, 3/06/14 Mr. Timothy Hartmann, Chair reported there on - report attached.
2. Negotiations Committee meeting, 3/11/14 Ms. Ellen Wehrman, Chair reported there on: Both parties exchanged positions; hope to get back with a fair settlement.
3. Finance Committee meeting, 3/14/14 Mr. Timothy Hartmann, Chair. Matter discussed under Budget presentation (Item F).
4. Safety & Security Committee meeting, 3/14/14 Mr. Kevin Creegan, Chair reported there on.

K. SUPERINTENDENT'S REPORT

A motion was made by Mr. Hartmann, seconded by Ms. Wehrman to approve the following:

1. +Motion to accept HIB Report & Determinations

School	# of Reports	# of HIB
CBS	0	0
PMS	1	1
MIS	0	0
BRMS	0	0
BRHS	1	1
TOTAL:	2	2

ON A ROLL CALL VOTE (Item 1):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None. ABSENT: Ms. Hartmann and Mr. Potts.  
Motion approved by majority.

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**L. CURRICULUM REPORTS**

A motion was made by Mr. Creegan, seconded by Mr. Hartmann to approve the following:

1. Motion to approve a field trip for the High School's Tomorrows Teachers class, approximately 12 students and 2 teachers, on May 2, 2014 to Rider University. Transportation fee is \$116.71 covered by allocated funds. The students will learn how to become a NJ Certified Teacher through college professors, current education students and spotlight speakers.
2. Motion to approve a field trip for High School students and teachers to attend Penn Jersey Renaissance Spring 2014 Conference at the Life Center Academy on April 4, 2014. Registration and transportation fees will be picked up by Josten's.

ON A ROLL CALL VOTE (Items 1-2):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms.

Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None.

ABSENT: Ms. Hartmann and Mr. Potts.

Motion approved by majority.

**M. PERSONNEL REPORT**

A motion was made by Ms. Wehrman, seconded by Mr. Heberling to approve the following:

Appointments, Per Superintendent's Recommendation:

Resolution: Criminal History Check

The following staff, positions, and salaries are appointed for emergent hiring pending completion and certification of the State of New Jersey criminal history check. Affidavit(s) is (are) from the applicant(s) attesting to no criminal record are in the Superintendent's possession. Staff to whom this resolution applies are noted in bold print.

1. Motion to accept resignation due to retirement of Ms. Susan Snyder from the position of Elementary Teacher at Clara Barton School, effective June 30, 2014.
2. Motion to accept resignation of Ms. Stephanie Platia from the position of Autistic Aide, effective April 3, 2014.
3. Motion to approve special services to post for an Orton Gillingham or Wilson certified teacher to provide one hour of after school tutoring, 5 days a week, to a BRMS student. This position will be compensated at the special project rate.
4. Motion to approve to temporarily extend the hours of Ms. Stacey Olhovsky, an instructional Aide, from 25.5 hr/wk to full time, effective April 10, 2014 through April 23, 2014, for 1:1 child support. The child's appointed Aide is out on medical leave.
5. Be it resolved that the commencement of the leave of absence requested by employee #5777, effective February 11, 2014 through March 7, 2014 is hereby approved subject to verification of the requested duration of such leave in accordance with the applicable provisions of FMLA and NJFLA and Board Policy 4151.2/4251.2 and further subject to employee's continued payment of all required health care contributions in accordance with Board policy and applicable law.
6. Motion to approve the transfer of Physical Education teachers, Mr. Jason D'Annunzio to the Bordentown Regional High School and Mr. Ernest Covington to the MacFarland Intermediate School, effective March 20, 2014. There is no change in current salaries.

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7. +Motion to approve Mr. Ted Eldridge, Jr. as a full-time day custodian, Step 3, with a pro-rated salary of \$34,416 (\$33,488 + \$928 Black Seal), effective April 28, 2014. Mr. Eldridge has been a night custodian for three years.
8. +Motion to approve Ms. Cathy Tilghman as a part-time general aide at Peter Muschal Elementary School, Step 1, with a pro-rated salary of \$9,448, effective March 20, 2014. This replaces a resignation.
9. +Motion to approve Ms. Kornelia Pokorny as a long term leave replacement at BRHS. Ms. Pokorny will be compensated in accordance with the long term, per diem, substitute pay scale from March 24, 2014 through April 25, 2014.
10. +Motion to approve Ms. Brittany Campbell as a long term leave replacement at BRHS. Ms. Campbell will be compensated in accordance with the long term, per diem substitute pay scale from May 14, 2014 through June 30, 2014.
11. Motion to approve Ms. Cathy Tilghman for the CDA Before School Program, \$12/hr, effective March 20, 2014.
12. Motion to approve Ms. Caren Guyett, a Fordham University student, to complete an internship for school psychologist in the 2014/15 school year under the mentorship of Dr. Diana McNeil.
13. Motion to approve Ms. Sima Hansalia, a Rowan University student and district employee, to complete an internship as a school Principal under the mentorship of Ms. Megan Geibel.

INFORMATION

14. +JOB POSTINGS: CDA Summer Positions - School Maintenance Mechanic.

ON A ROLL CALL VOTE (Items 1-13):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None.  
ABSENT: Ms. Hartmann and Mr. Potts.  
Motion approved by majority.

**N. BUSINESS, FINANCE & OPERATIONS**

A motion was made by Mr. Hartmann, seconded by Mr. Heberling to approve the following:

1. +Motion to approve Agriculture Lease Agreement with Mr. Stephen Turgyan and BRSD to farm the land behind the high school in the amount of \$40 per acre for a total of \$1,000.
2. +Motion to accept Board Secretary's Monthly Certification: Budgetary Line Item Status and Budgetary Major Account/Fund Status for February, 2014.
3. +Motion to approve Transfer of Funds
4. +Motion to enter into a shared service agreement with Bordentown Township for trash collection for a 30 month period commencing July 1, 2014 and ending December 31, 2016, at an aggregate cost of \$70,890, based on \$14,130 for July 1, 2014 to December 31, 2014; \$27,960 for calendar year 2015; and \$28,800 for calendar year 2017. This service was arrived at through a competitive bid by the Township that included servicing the school district and replaces the District's current contract, at an annual cost of \$30,890, which ends on June 30, 2014.

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5. +Motion to appoint Westchester Environmental to provide asbestos safety control monitoring services, including preparation of plans and specifications and project management, for the abatement project in the crawl space of the Clara Barton Elementary School, at a cost not expected to exceed \$3,550.
6. Motion to pre-approve, as recommended from the audit for June 30, 2012, annual limits for "regular business travel" for school year 2013-2014 by employees whose duties require such, as permitted by Board Policy #9250 and NJAC 6A:23A-7.3(b). These employees will still need to submit proper evidence of their "regular business travel".
  - a. Ms. Sima Hansalia, Speech/Language Therapist (not to exceed \$300.00)

ON A ROLL CALL VOTE (Items 1-6):

AYES: Mr. Creegan, Ms. Goff, Mr. Hartmann, Mr. Heberling, Ms. Wehrman, Ms. Zablow and Mr. Drew. NOES: None. ABSTENTIONS: None. ABSENT: Ms. Hartmann and Mr. Potts.  
Motion approved by majority.

O. POLICY - None

P. DISCUSSION/INFORMATION ITEMS - None

Q. BOARD and PUBLIC FORUM

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. Please report to the microphone and state your name and address for the record prior to addressing the Board of Education. The board, pursuant to *Open Public Meetings Act*, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the board will give all comments appropriate consideration and will refer all initial complaints to the administration for resolution.

Please be aware that all Board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. The maximum time per member of the public shall be five minutes. Please state your name and address for the record:

- Ms. Brotherton inquired about PARCC testing and Tech readiness.
- Ms. Hornbeck inquired about the Parent's Special Ed network and CPAC groups.
- Ms. Jackson inquired about when the fall and winter athletes will be recognized.
- Ms. Dansbury commented on the budget information; thanked all participants in the recent 5-K race.
- Mr. Delaney commented/inquired the following:
  - a. Pursuing other shared services with the Township.
  - b. Item N.5, Asbestos clean-up project at CBS.
  - c. Event security - undercover vs. identified.
  - d. Mechanical issues with Bus #7?

R. NEW BUSINESS

- Update on CSA search by Mr. Miller
  - a. 32 requests for applications.
  - b. 14 submitted completed applications.
  - c. Eight-member committee formed to review applications including a Board Member, BREA (2), BRAA, PTA, Local Government (3), with Mr. Miller as Chair.
  - d. Committee to select candidates for 1<sup>st</sup> round to interview and recommend finalist(s) to Board.
  - e. Final interviews by Board.

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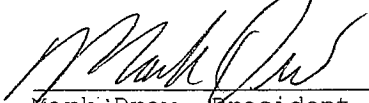
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- f. Goal: Decision by May 1, 2014 on offer.
- g. New CSA to start July 1, 2014.

S. ADJOURNMENT

A motion was made by Mr. Hartmann, seconded by Mr. Heberling to adjourn the meeting at 8:30 p.m.  
Motion unanimously approved.

Respectfully submitted,

  
Mark Drew, President

  
Eloi Richardson, SBA/BS