

BOARD OF EDUCATION
GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

School Board Meeting
January 29, 2014

Call to Order: President Calvo called the meeting of the Glassboro Board of Education to order at 6:00 p.m. at the Beach Administration Building.

Executive Session: Mr. Calvo moved, seconded by Ms. Volz for the Board to convene in Executive Session at 6:30 p.m.
The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Ms. Volz that the Executive Session be adjourned.
The motion was approved by unanimous roll call vote.

Public Session: President Calvo reconvened the Glassboro Board of Education at 7:00 p.m. at the Beach Administration Building.

Statement of Public Notice of Meeting in accordance with New Jersey Open Public Meetings Act: President Calvo announced that public notice of the meeting has been made in accordance with the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975.

Notice included the time, date and place of the meeting and to extent known, the agenda.

Members Present: Mr. Calvo, Mrs. Longley, Mr. McDonald, Mr. Stephens, Ms. Volz, Superintendent Silverstein, Curriculum Director Sochor, and Business Administrator/Board Secretary Pudelko.

Members Absent: Mrs. Jones, Mrs. Kane, Mr. Keith, Mr. Marino

Visitors: 13

Flag Salute: The Flag Salute was given by all present.

Approval of Minutes: President Calvo asked if there were any additions or corrections to the minutes. Mr. Stephens moved, seconded by Ms. Volz that the minutes of the Executive Session, December 18, 2013, the minutes of the Public Session, December 18, 2013, and the Minutes of the Reorganization Meeting be approved.
The motion was approved by unanimous roll call vote.

Administration of Oath: Mr. Pudelko administered the Oath of Office to recently elected Board Member Ben Stephens.

Opportunity for Public to Address the Board: None at this time

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Superintendent's
Report:

Recognition of the Glassboro High School Championship
Football Team presented by Dr. Silverstein and Mr. Calvo.

The Superintendent reported on the following:

- Thanked the Board of Education for his Mid-Year Evaluation
- Dr. Danielle Sneathen is doing well in her new position as Principal of Glassboro High School.
- Met with Union Representatives to amend school calendar due to snow days
- Attended J. Harvey Rodgers Holiday Concerts
- New Hire: Anthony Cianciarulo, Math Remediation, Intermediate School
- The Superintendent expressed his appreciation to Mr. Bill Lundahl for his years of service to the district. Mr. Lundahl will be retiring the end of March after 25 years at Glassboro Public Schools.
- Teachers of the Year:
 - Sherry White – J. Harvey Rodgers School
 - Melanie Storey – Dorothy L. Bullock School
 - Diane Villone – Thomas E. Bowe School
 - Lisa Montana – Intermediate School
 - Maureen Morrison – Glassboro High School
- QSAC Audit is underway and they will be visiting every building.
- Met with Senator Sweeney to discuss Choice Schools Caps
- Referendum Update
- 3 HIB cases in December with 13 year-to-date (2 – Bowe School and 1 – Glassboro High School)

Mr. Calvo thanked the Board Members for their work on the Superintendent's Mid-Year Evaluation.

Mr. McDonald moved, seconded by Mr. Stephens that the Superintendent's Report be accepted.
The motion was approved by unanimous roll call vote.

Presentation:

Mr. Bill Lundahl presented the Child Study Team Annual Report.

Mr. Calvo thanked Mr. Lundahl for his candor and hard work especially during negotiations, and congratulated him on his upcoming retirement.

Administration
Report:

Resignation:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the resignation of Wayne Rulon as Boys Tennis Head Coach for the 2014 season.
The motion was approved by unanimous roll call vote.

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Leaves of
Absence:

Danielle Williams will be utilizing FMLA beginning March 10, 2014. Her anticipated return date is September 2, 2014.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the Leave of Absence for Melissa Satterfield beginning January 2, 2014. Her anticipated return date is January 21, 2014. The motion was approved by unanimous roll call vote.

Margaret Marcasciano will be utilizing FMLA beginning February 25, 2014. Her anticipated return date is April 25, 2014.

Wayne Rulon will be utilizing NJFLA beginning January 22, 2014. His anticipated return date is February 5, 2014.

Retirement:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the retirement of Gail Clark, Kindergarten Teacher, effective July 1, 2014. The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the retirement of Mary Finucane, Kindergarten Teacher, effective July 1, 2014. The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the retirement of Gayle Parlett, Classroom Aide, J. Harvey Rodgers School, effective July 1, 2014. The motion was approved by unanimous roll call vote.

Substitute
List #5:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the Substitute List #5 for the 2013-2014 school year. (Attachment A:1) The motion was approved by unanimous roll call vote.

Mathematics Teacher,
Intermediate School:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Anthony Cianciarulo, pending a positive criminal history background check, as Mathematics Teacher, Intermediate School, for the 2013-2014 school year, effective date to be determined. Mr. Cianciarulo will be placed on Step 1, BA, at a prorated salary rate of \$46,855.00. The motion was approved by unanimous roll call vote.

Bus Driver,
2013-2014:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Corey Rivers as Bus Driver for the 2013-2014 school year, 3 hours per day, Step L1Y1, at a salary of \$19.27 per hour, effective January 30, 2014. The motion was approved by unanimous roll call vote.

Bus Driver,
2013-2014:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Jay Ent as Bus Driver for the 2013-2014 school year, 2.5 hours per day, Step L1Y1, at a salary of \$19.27 per hour. Effective date to be determined. The motion was approved by unanimous roll call vote.

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Mr. Ent is being hired on an emergent basis pending approval by the New Jersey Department of Education.

Substitute Bus Drivers and Aides, 2013-2014:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Dana Long, pending a positive criminal history background check, as Substitute Bus Driver on an as-needed basis for the 2013-2014 school year, at a pay rate of \$17.50 per hour, effective date to be determined.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Sylvia Holsey, pending a positive criminal history background check, as Substitute Bus Driver on an as-needed basis for the 2013-2014 school year, at a pay rate of \$17.50 per hour, effective date to be determined.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Thomas Velykis, pending a positive criminal history background check, as Substitute Bus Driver on an as-needed basis for the 2013-2014 school year, at a pay rate of \$17.50 per hour, effective date to be determined.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Anna Marie Santore, pending a positive criminal history background check, as Substitute Bus Aide on an as-needed basis for the 2013-2014 school year, at a pay rate of \$13.50 per hour, effective date to be determined.

The motion was approved by unanimous roll call vote.

Increase of Hours:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve to increase the hours of Joeann VanDeMark, Bus Driver, from 4.5 hours per day to 5 hours per day effective January 30, 2014. The rate of pay will remain the same at \$20.94 per hour.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve to increase the hours of Sona Turner, Bus Driver, from 2.5 hours per day to 4.5 hours per day, effective January 30, 2014. The rate of pay will remain the same at \$19.27 per hour.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve to increase the hours of William Gee, Bus Driver, from 3 hours per day to 4.5 hours per day, effective January 30, 2014. The rate of pay will remain the same at \$19.27 per hour.

The motion was approved by unanimous roll call vote.

Advertise for Special Education Classroom Aide, 2013-2014:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve to advertise for a Special Education Classroom Aide for the Dorothy L. Bullock School for the remainder of the 2013-2014 school year due to an increase in class size.

The motion was approved by unanimous roll call vote.

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Statement of Assurance –
Paraprofessional Staff:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the Statement of Assurance regarding the Use of Paraprofessional Staff for the 2013-2014 school year. (Attachment A:2)
The motion was approved by unanimous roll call vote.

Superintendent’s Mid-Year
Evaluation:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the 2013-2014 Mid-Year Superintendent Evaluation.
The motion was approved by unanimous roll call vote.

Change of Degree and/or
Salary Status:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the request for a Change of Degree and/or Salary Status for the staff members listed below. After reviewing their records, it is recommended that the Change of Degree and/or Salary Status be effective February 1, 2014.

| <u>Staff Member</u> | <u>From</u> | <u>To</u> |
|---------------------|-------------|-----------|
| Lynlee Phillips | M.A. | M.A.+15 |
| Cheryl Tartaglione | B.S.+15 | B.A.+36 |
| Bruce Farquhar | M.A. | M.A.+15 |
| Nicholas Forte | B.A.+30 | M.A. |
| Gin Keefer | B.A.+15 | M.A. |
| Danielle Fiscella | B.A.+30 | M.A. |

The motion was approved by unanimous roll call vote.

All South Jersey
Chorus Auditions:

Mr. Calvo moved, seconded by Mr. McDonald that the Board ratify payment to Katherine Baer, Music Teacher, for accompanying students to the All South Jersey Chorus Auditions held on November 16, 2013 at Woodstown High School, 6.5 hours at \$31.00 per hour.
The motion was approved by unanimous roll call vote.

Three or More
Preparations:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve payment to the following list of staff members for teaching Three or More Preparations during the Fall 2013-2014 school year at a stipend amount of \$500.00:

| | |
|--------------------|------------------|
| Christi Baldissero | Tara Guiliani |
| Sue Evans | Will Gallon |
| Nancy Brown | Christine Brown |
| Janet Donnell | Michael Belh |
| Karmin Humes | Rich Morrison |
| Bruce Farquhar | Alexis George |
| Wayne Rulon | John Cino |
| Nick Forte | Barbara Jones |
| Kim Syvertsen | Michele Memis |
| Susan Powers | Christina Duffey |
| Tina Spadafora | |

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board accept the Administration Report.

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The motion was approved by unanimous roll call vote.

Operations
Report:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following Reports and Attachments:

- Warrant Account Bill List – January 2014 (Attach. O:1)
- Handwritten Check List – December 1-31, 2013 (Attachment O:2)
- Board Secretary’s Report – December 2013 (Attachment O:3)
- Revenue Report – December 2013 (Attachment O:4)
- Treasurer’s Report – December 2013 (Attachment O:5)

The motion was approved by roll call vote with Mrs. Kane abstaining on the NJSBA reimbursement.

Board Secretary’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of December 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23-2. 11(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Treasurer’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of December 2013. The Treasurer’s Reports and Secretary’s Reports are in agreement for the month of December 2013.

Board Secretary in accordance with N.J.A.C. 6A-23-2.11 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23-2.11 (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:23-2.11 (c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Transfer
Authorization:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the authorized transfers for December 2013. (Attachment O:6)

The motion was approved by unanimous roll call vote.

Board
Policies:

Second Reading and
Adoption:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following Policies and Regulations for a Second Reading and Adoption:

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- a. Policy 1240 – Evaluation of Superintendent (Attach. O:7)
- b. Regulation 1240 – Evaluation of Superintendent (Attachment O:8)
- c. Policy 3142 – Nonrenewal of Nontenured Teaching Staff Member (Attachment O:9)
- d. Regulation 3142 – Nonrenewal of Nontenured Teaching Staff Member (Attachment O:10)
- e. Policy 3144 – Certification of Tenure Charges (Attachment O:11)
- f. Policy 3144.3 – Suspension Upon Certification of Tenure Charge (New) (Attachment O:12)
- g. Policy 3144.12 – Certification of Tenure Charges – Inefficiency (New) (Attachment O:13)
- h. Regulation 3144 – Certification of Tenure Charges (Attachment O:14)
- i. Policy 3221 – Evaluation of Teachers (New) (Attachment O:15)
- j. Regulation 3221 – Evaluation of Teachers (New) (Attachment O:16)
- k. Policy 3222 – Evaluation of Teaching Staff Members, excluding Teachers and Administrators (New) (Attachment O:17)
- l. Regulation 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (New) (Attachment O:18)
- m. Policy 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (New) (Attachment O:19)
- n. Regulation 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (New) (Attachment O:20)
- o. Policy 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (New) (Attachment O:21)
- p. Regulation 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (New) (Attach. O:22)
- q. Policy 3372 – Teaching Staff Member Tenure Acquisition (New) (Attachment O:23)
- r. Policy 3373 – Tenure Upon Transfer or Promotion (New) (Attachment O:24)
- s. Policy 3374 – Tenure Upon Transfer to an Underperforming School (New) (Attachment O:25)
- t. Policy 4124 – Employment Contract (Attachment O:26)
- u. Policy 4146 – Nonrenewal of Nontenured Support Staff (Attachment O:27)
- v. Regulation 4146 – Nonrenewal of Nontenured Support Staff Member (Attachment O:28)
- w. Policy 5512 – Harassment, Intimidation and Bullying (Attachment O:29)
- x. Regulation 5512 – Harassment, Intimidation and Bullying Investigation Procedure (Attachment O:30)

The motion was approved by unanimous roll call vote.

Plan Document
Carryover Amendment:

Mr. Calvo moved, seconded by Mr. McDonald that the Board adopt the Plan Document Carryover Amendment from Total Administrative Services Corporation for our existing Health

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Flexible Spending Account. (Attachment O:31)
The motion was approved by unanimous roll call vote.

HSA Plan
Adoption:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the HSA Plan Adoption for the Plan Year January 1, 2014 through December 31, 2014. (Attachment O:32)
The motion was approved by unanimous roll call vote.

Security Drill
Report:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached Security Drill Report for December 2013. (Attachment O:33)
The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board accept the Operations Report.
The motion was approved by unanimous roll call vote.

Instruction
Report:
Child Connection Center
Minutes:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached Child Connection Center Minutes. (Attachment I:1)
The motion was approved by unanimous roll call vote.

Youth Career Connect
Grant:

Mr. Calvo moved, seconded by Mr. McDonald that the Board ratify the submission of the Youth CareerConnect Grant in partnership with Rowan University to secure \$2-6 million dollars which focuses on STEM and acceptance of the grant award of these funds upon subsequent approval. (Attachment I:2)
The motion was approved by unanimous roll call vote.

Piano
Classes:

Mr. Calvo moved, seconded by Mr. McDonald that Board approval be given for Nicholas Forte to teach Piano (I, II, III, IV) at Glassboro High School beginning the Fall 2014. This would be a tiered class, like music theory, with one section offered for 16 students. This course would be worth 5 credits.
The motion was approved by unanimous roll call vote.

Professional
Development:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached Professional Development list. (Attachment I:3)
The motion was approved by unanimous roll call vote.

Field
Experience:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following Rutgers University student for Practicum/Observation at the Thomas E. Bowe School for the spring 2014 semester. The student will be spending 30 hours between January 27, 2014 and May 2, 2014.

| <u>Student</u> | <u>Staff Members</u> | <u>Grade</u> |
|-------------------|------------------------------------|--------------|
| Ashley D'Ambrosio | Megan Millard & Cheryl Tartaglione | 4-6 |

The motion was approved by unanimous roll call vote.

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Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following Stockton College student for Intermediate Fieldwork Placement at the Dorothy L. Bullock School for the spring 2014 semester. The student will be spending 80 hours between January 23, 2014 and May 2, 2014.

| <u>Student</u> | <u>Staff Members</u> | <u>Grade</u> |
|----------------|--------------------------------|--------------|
| Aliccia Hans | Donna Romalino & Rita Procopio | 1 |

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following Rowan University student for an Internship in Teaching English as a Second Language (ESL) at the Dorothy L. Bullock School. The visitations will occur between January 29, 2014 and May 9, 2014.

| <u>Student</u> | <u>Staff Member</u> | <u>Grade</u> |
|-----------------|---------------------|--------------|
| Polina Kapchits | Madjiguene Fall | 1-3 |

The motion was approved by unanimous roll call vote.

Enrollment Report:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached Enrollment Report for December 2013. (Attachment I:4)

The motion was approved by unanimous roll call vote.

Out-of-District Placements:

Mr. Calvo moved, seconded by Mr. McDonald that the Board ratify placement of Student ID #14-17 at the Bankbridge School for the remainder of the 2013-2014 school year effective January 6, 2014. Cost to the district is \$12,112.00.

The motion was approved by unanimous roll call vote.

Mr. Calvo moved, seconded by Mr. McDonald that the Board ratify placement of Student ID #1-18 at the Bankbridge School for the remainder of the 2013-2014 school year effective January 8, 2014. Placement and busing is the responsibility of the student's home district. There is no cost to our district.

The motion was approved by unanimous roll call vote.

District Evaluation Observation Committee:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the following staff to serve as members on the District Evaluation Observation Committee for the 2013-2014 school year:

| Name | Position | Location |
|-------------------|--|---------------------------|
| June Longley | Board of Education | Central Office |
| Mark Silverstein | Superintendent | Central Office |
| Danielle Sochor | Director of Curriculum/ Special Education | Central Office |
| Danielle Sneathen | Principal | Glassboro High School |
| Andrea LoCastro | Parent | Thomas E. Bowe School |
| Anne-Sophie Kruse | French Teacher | Glassboro High School |
| Jackie Applegate | Grade 2 Teacher | Dorothy L. Bullock School |

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| | | |
|--------------------|---------------------------|---------------------------|
| Mary Aruffo | Gifted/Talented Teacher | Thomas E. Bowe School |
| Renee Hart | Grade 4 Teacher | Thomas E. Bowe School |
| Rob Hemmes | Business/Computer Teacher | Glassboro High School |
| Susan Mallardi | Math – Grade 7 Teacher | Intermediate School |
| Eileen Miller | Math – Grade 8 Teacher | Intermediate School |
| Patricia Paulsen | Grade 3 Teacher | Dorothy L. Bullock School |
| Erin Pimpinella | Kindergarten Teacher | J. Harvey Rodgers School |
| Robert Preston | English Teacher | Glassboro High School |
| Carol Sharp | Language Arts Teacher | Intermediate School |
| Cheryl Tartaglione | Special Education Teacher | Thomas E. Bowe School |

The motion was approved by unanimous roll call vote.

School Nursing Services Plan, 2013-2014:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the resubmitted School Nursing Services Plan for the 2013-2014 school year previously submitted and approved excluding the attached NJDOE Nursing Service Plan Checklists. (Attachment I:5)

The motion was approved by unanimous roll call vote.

Course Reimbursement:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve for tuition reimbursement to the following staff members for Excel Classes taken during the semester. All required documentation has been submitted.

| <u>Staff Member</u> | <u>Amount</u> |
|---------------------|---------------|
| Carol Yaksta | \$57.00 |
| Joan Mannino | \$57.00 |
| Bernadette Gennaoui | \$57.00 |

The motion was approved by unanimous roll call vote.

Home Schooling:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve Home Schooling for the attached student for the 2013-2014 school year. (Attachment I:6)

The motion was approved by unanimous roll call vote.

Harassment, Intimidation and Bullying (HIB) Report:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached HIB Report for the month of December 2013.

(Attachment I:7)

The motion was approved by unanimous roll call vote.

Suspension Report:

Mr. Calvo moved, seconded by Mr. McDonald that the Board approve the attached Suspension Report for December 2013. (Attachment I:8)

The motion was approved by unanimous roll call vote.

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Mr. Calvo moved, seconded by Mr. McDonald that the Instruction Report be accepted.
The motion was approved by unanimous roll call vote.

Old
Business:

None at this time.

New
Business:

Mr. Calvo moved, seconded by Mr. Stephens that the Board approve changing the Calendar of Snow Days for the 2013-2014 school year. (Attachment NB:1)
The motion was approved by unanimous roll call vote.

Glassboro High School Athletic Hall of Fame Committee will meet on March 3, 2014.

Opportunity for Public to
Address the Board:

A resident discussed a residency issue with the Board of Education and Administration.

Adjournment:

Mr. McDonald moved, seconded by Mrs. Longley that the meeting be adjourned (7:45 p.m.).
The motion was approved by unanimous roll call vote.

Respectfully submitted,

Walter S. Pudelko
Business Administrator/
Board Secretary