

**MINUTES OF THE BOARD OF EDUCATION  
October 13, 2015**

**Flag Salute** Mrs. Kitchmire called the meeting to order at 7:30 p.m. and started with a moment of silence. Mr. Adams led in the salute to the flag.

**Roll Call** Mrs. Long, Mrs. Lucia, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Mrs. Kitchmire; Superintendent, Michael Adams; and Business Administrator, Mark Stratton; Ms. Stuart and Mrs. Alexander arrived at 7:35 p.m., Mrs. McCauley left at 8:12 p.m., Ms. Venable was absent.

**Approve Minutes** Mrs. Sheilds moved, seconded by Mrs. Long, to approve the minutes of the regular session meeting of September 8, 2015.

Roll Call Vote:

YESES: Mrs. Long, Mr. Lucia, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

**Approve Minutes** Mr. Quinn moved, seconded by Mrs. Shissler, to approve the minutes of the executive session meeting of September 8, 2015.

Roll Call Vote:

YESES: Mrs. Long, Mr. Lucia, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

**Information:** Fire drills were held in all buildings according to statute:

Atlantic Avenue – 9/16

Glenview – 9/11

Seventh Avenue – 9/13

Jr./Sr. High School – 9/16

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Evacuation Drills were held in the following buildings according to statute:

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Atlantic Avenue – 9/16

Seventh Avenue – 9/17

Jr./Sr. High School – 9/25

A Lockdown drill was held in the following building according to statute:

Glenview – 9/15

**Presentations:**

Special Education Presentation; District Enrollment Update; Presentation on Activities going on in Haddon Heights, Barrington, Lawnside; Recognition of Glenview Students by Mr. Adams.

**Committee Reports:**

Barrington – Mrs. McCauley – Gave update on what happened at Barrington’s board meeting last night.

Property – Mr. Quinn – Property committee met and discussed various issues; roofs, track, lighting, Long Range Facility Plan and science lab in high school. Maintaining the buildings’ is important and a big expense.

Finance - Mrs. Long – Starting the process of the 2016/17 budget.

Policy – Mrs. Shields – Items on agenda tonight.

Curriculum – Mrs. Shissler – Reviewed curriculum being approved tonight.

Extra Curricular – Mrs. Kitchmire – Met and reviewed coaches, extracurricular, and the musical. Gave update on records of all current items.

Mrs. Shields moved, seconded by Mr. Quinn, to approve the following recommendations of the Superintendent.

**RECOMMENDATIONS OF THE SUPERINTENDENT:**

**Personnel:**

**Approve Costello**                      Approve a salary increase for Rebecca Costello in recognition of obtaining her Master’s Degree retroactive to September 1, 2015, for the 2015-2016 school year.

**Approve Seifritz**                      Approve Diana Seifritz as a Jr./Sr. High School English teacher, MA, Level 1, at a salary of \$54,472.00 (pro-rated) effective November 2, 2015, for the 2015-2016 school year.

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**Approve Leave George** Approve maternity/family leave of absence for Kelly George, part-time (.5) Business teacher at the Jr./Sr. High School, effective January 4, 2016, through June 30, 2016, returning to work on the first teacher day in September 2016.

**Approve Title I Employees** Approve the following employees for the tutoring of Title I students for the 2015-2016 school year:

Name	Course	Title I	Contracted Rate	# of Hours
Henry Kelsey	English	\$3400	\$34.00	Up to 100
Dominick Macaluso	Math	\$3400	\$34.00	Up to 100

**Approve Mentors** Approve the following mentors to be paid by the teachers enrolled in required Novice Teacher Program:

Name	Amount (state mandated)	Program completion
Heather McCracken	\$550	30 weeks
Melissa DelCollo	\$550	30 weeks
Dot Egner	\$550	30 weeks
Alice Borden	\$550	30 weeks
Bill Schoch	\$550	30 weeks
Kelly Hornbach	\$367	20 weeks
Dan Fraga	\$550	30 weeks
Beth Ann Lutz	\$275	15 weeks
Theresa Klawunn	\$275	15 weeks
Alison Myers	\$550	30 weeks
Kiely McAnulty	\$367	20 weeks

**Approve Resign Helms** Accept, with regret, the resignation of Joan Helms, part-time special education instructional aide, retroactive to September 22, 2015.

**Approve Kudatzky** Approve the following Jr./Sr. High School special education part-time instructional aide, at a rate of \$15.00 per hour, with no medical benefits, for the 2015-2016 school year:

Kyle Kudatzky – 4.75 hrs./day (retroactive to September 24, 2015)

Michael Youngkin – 5.75 hrs./day (4.75 hrs. paid by Barrington)

**Approve Grasso** Approve Dana Grasso to provide home carryover services for students as assigned per their IEPs retroactive to September 1, 2015, through June 30, 2016, at a rate of \$34.00 per hour.

**Approve Gaddis** Approve Mary Kate Gaddis to provide home carryover services for students as assigned per their IEPs effective October 14, 2015, through

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June 30, 2016, at a rate of \$34.00 per hour.

**Approve  
Passage**

Approve Michael Passage, Board Certified Behavior Analyst, to be added to the list of approved service providers, to provide supervision of staff and consultation for home carryover services for students as assigned per their IEPs effective October 14, 2015, through June 30, 2016, at a rate of \$100 per hour.

**Approve  
Quattrone**

Approve Melissa Quattrone, LDT/C, to be added to the list of approved providers to complete Learning Evaluations, as assigned by the Director, at the rate of \$250.00 per evaluation.

**Approve Staff  
Spec Ed**

Approve the following staff members to provide after school student supervision of Special Education students on an as-needed basis at the individual aide's contracted hourly rate and at a rate of \$34.00 per hour for teachers:

**Aides**

Cheryl Alvin  
Jeff Eppright  
Dorothy Bovio  
Charlotte Ruoff  
Maureen Corcoran

**Teachers**

Brett Weber  
Sandra Locke  
Dana Grasso  
Cory Mueller

**Approve Staff  
AM Supervision**

Approve the following personnel for AM Supervision at the Jr./Sr. High School at a rate of \$34.00 per hour retroactive to September 1, 2015, for the 2015-2016 school year:

Graham Gilbert  
Brian Clark  
Brian Simpson

Jeff Eppright  
Caleigh Greer  
Naomi Guerrasio

Jim Smith  
Beth Kovach

**Approve  
Subs**

Approve the following substitute personnel for the 2015-2016 school year:

**Teacher**

Matthew Walder  
Eileen Whitman

**Finance:  
Approve  
Bill List**

Approve the bill list in the amount of \$580,650.58.

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Roll Call Vote:

YESES: Mrs. Alexander, Mrs. Long, Mr. Lucia, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

Mrs. Sheilds moved, seconded by Mrs. Shissler, to approve the following recommendations of the Superintendent.

**Personnel:**

**Approve Resign  
Logan**

Accept, with regret, the resignation of Heather Logan, part-time special education instructional aide, retroactive to October 2, 2015.

**Approve Resign  
Strobel**

Accept, with regret, the resignation of Jason Strobel, part-time special education instructional aide, retroactive to October 8, 2015.

Roll Call Vote:

YESES: Mrs. Alexander, Mrs. Long, Mr. Lucia, Mrs. McCauley, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

Mrs. Sheilds moved, seconded by Mrs. Shissler, to approve the following recommendations of the Superintendent.

**Approve  
PT Aides**

Approve the following elementary special education part-time instructional aides, at a rate of \$15.00 per hour, with no medical benefits, for the 2015-2016 school year

Lindsey Paradise – 5.75 hrs./day (retroactive to September 22, 2015)

Virginia Peters – 5.75 hrs./day (retroactive to October 5, 2015)

Erica Fox – 3 hrs./day (effective October 26, 2015; Paid by Mt. Ephraim)

Roll Call Vote:

YESES: Mrs. Alexander, Mr. Lucia, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES: None.

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ABSTAINS: Mrs. Long

Mrs. Shields moved, seconded by Mrs. Shissler, to approve the following recommendations of the Superintendent.

**Approve Revise Gaddis** Approve to revise the start date, credentials and salary for Mary Kate Gaddis, BA, at a salary of \$33,281.00 (pro-rated), retroactive to October 1, 2015.

**Approve Revise Fitzgibbon** Approve to revise the start date of maternity/family leave of absence for Katherine Fitzgibbon, retroactive to October 12, 2015.

**Approve Revise McBride** Approve to revise the start date for Theresa McBride retroactive to October 12, 2015.

**Approve Revise Sub Salaries** Approve to revise the pro-rated salaries of the following long-term substitutes due to the new Teacher Contract:

Caitlin Burke	\$54,472.00
Kaitlin Dolan	\$54,472.00
Stefanie Maro	\$54,472.00
Theresa McBride	\$50,702.00
Jillian Soriano	\$54,472.00

**Approve Siktar** Approve April Siktar to provide home carryover services for students as assigned per their IEP retroactive to July 1, 2015, through June 30, 2016, at an hourly rate of \$34.00.

**Approve IDEA Grant Employees** Approve the following employees for curriculum development with funds to be paid from the 2015-2016 IDEA Grant:

Name	Curriculum	IDEA	Contracted Rate	# of Hours
Jennifer Gallimore	Preschool/REACH	\$1734	\$34.00	Up to 51
Dana Grasso	Preschool/REACH	\$1734	\$34.00	Up to 51

**Approve Staff Salaries** Approve the salaries for the following staff retroactive to July 1, 2015, for the 2015-2016 school year:

David Bauman	\$34,597	Anna Daugherty	\$52,262
David Binder	\$56,977	Christopher Lina	\$79,012
Laurie Crea	\$33,489		

**Approve Day** Approve Jessica Day, Board Certified Behavior Analyst, to be added to the list of approved service providers, to provide

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consultation/training to staff retroactive to September 1, 2015, through June 30, 2016, at a rate of \$100 per hour.

**Approve Mandel** Approve Scott Mandel and/or designee from Royal Fitness as a volunteer to provide yoga instruction in the Elementary REACH classroom for the 2015-2016 school year.

**Approve Powell** Approve Beth Powell as a para-professional aide for fall and winter cheerleading for the 2015-2016 school year.

**Approve Walker** Approve William Walker as a volunteer choir accompanist for the 2015-2016 school year.

**Approve Fucetola** Approve Katherine Fucetola as a substitute Certified Athletic Trainer for the 2015-2016 school year at a rate of \$30 per hour.

**Approve Hansen** Approve Kyle Hansen as a volunteer coach for the boys' soccer team for the 2015-2016 school year.

**Approve Volunteer Co-Curricular** Approve the following non-paid co-curricular positions for the 2015-2016 school year:

Ecology Club	Kristi Blundetto
Next Step Club	Theresa Klawunn

**Approve Subs** Approve the following substitute personnel for the 2015-2016 school year:

<b><u>Teachers</u></b> (retro to 9/8/15)	<b><u>Admin Asst/Aide</u></b> (retro to 9/1/15)
Tricia Campbell	Bernadette Bailey
Kathy Miller	Margie Kent
Jennifer Schuster	

**Approve Personnel Tuition** Approve tuition reimbursement for the following personnel for the 2015-2016 school year:

Rebecca Costello	\$2,255.63
Melissa DelCollo	1,161.09
Daniel Fraga	2,242.88
Alissa Grace	2,288.20
Brad Kent	2,342.00
Robert Lynch	901.68
Lee Anne Macolino	509.75
Matthew Martin	2,340.87
Marc Pelerin	1,579.08
Brett Weber	<u>2,378.82</u>

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**Total** **\$18,000.00**

**Approve McDonalds** Approve Tom McDonald as a part-time night custodian at a rate of \$9.35 per hour, with no medical benefits, effective October 14, 2015, through June 30, 2016.

**Approve Kaiser** Approve Rachel Kaiser, a student at Camden County College, to observe a class at Glenview School for four hours during the first semester of the 2015-2016 school year.

**Students:**

**Approve Tuition Students** Approve student # 9658 as a Special Education tuition student from Barrington for the 2015-2016 school year at the tuition rate of \$14,620 plus the case management rate of \$3,545.

Approve a Special Education Pre-school tuition student from Mt. Ephraim for the 2015-2016 school year at the tuition rate of \$12,485 plus services as indicated in the IEP.

**Programs:**

**Approve Contract Agreements** Approve the contract agreements and Memorandums of Agreement between the Haddon Heights Board of Education and the Haddon Heights Education Association for the 2015-2016 through 2017-2018 school years.

**Approve Staff Salary Guides** Approve the Teacher and Support Staff salary guides, B and C Scales, and employee salaries for the 2015-2016 through 2017-2018 school years.

**Approve Revise Teacher Contract** Approve to revise all personnel previously approved for the 2015-2016 school year at a contracted rate of \$33.00/hour to \$34.00/hour per the new Teacher Contract as found in the following minutes:

March 10, 2015

April 14, 2015

June 9, 2015

July 14, 2015

August 5, 2015

September 8, 2015

**Approve Prof. Development** Approve the following professional development request as well as mileage reimbursement at the approved rate for the 2015-2016 school year:

Mark Stratton

NJSBA Workshop 2015

10/27-28

\$250.00

Paid for with Administrator's budgeted Professional Development money as per contract

**Approve State Memorandum** Approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2015-2016 school year.



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- Approve QSAC** Approve the 2015-2016 NJ QSAC Statement of Assurance.
- Approve NSP Stand Orders** Approve the Revised 2015-2016 Nursing Service Plan and Standing Orders.
- Approve Revise Manual** Approve the revised Crisis Response Manual for the 2015-2016 school year.
- Approve School Musical** Approve "Shrek The Musical" as the 2015-2016 Jr./Sr. High School musical.
- Approve Early Dismissal** Approve the following dates as 12:22 dismissal days for the Jr./Sr. High School Midterm Examinations for the 2015-2016 school year:
- |            |            |
|------------|------------|
| January 27 | January 29 |
| January 28 | February 1 |
- Approve Report** Approve the 2015-2016 Violence, Vandalism, and Substance Abuse Incident Report form and the Report of Suspension of Students with Disabilities form.
- Approve Guides & Curricula** Approve the following pacing guides and curricula:  
 Financial Literacy (Special Education Resource Center or TAP)
- Approve Curricula** Approve the following curricula:
- English: Reach Grade 7
  - Math: Reach Grade 7
  - Math: Reach Grade 8
  - Math: Reach High School
  - Reach HS Life Skills
  - Reach JH Life Skills
- Approve Anti-Bullying Program** Approve the Bullying-Busting Program to be used in Grades K – 6 as part of class meetings.
- Approve Basketball Camp** Approve the Garnet Basketball Camp November 3<sup>rd</sup> through November 6<sup>th</sup> from 9 am -12:30 pm in the HS gym. Coach Ricci and Coach Kendra will be the camp directors along with assistant coaches, coaches from HHYA and players. The camp is for boys and girls in grades 2<sup>nd</sup> thru 8<sup>th</sup> from Haddon Heights, Barrington, Lawnside and Merchantville. The cost is \$75 for 1 child, \$50 for the 2<sup>nd</sup> and \$25 for the

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3<sup>rd</sup> child. All money will go toward the cost of the camp and the boys' and girls' basketball programs.

**Approve Club**

Approve a "Recess Runners Club" for all elementary students supervised by Matt Baals on a volunteer basis for the 2015-2016 school year.

**Approve Program**

Approval for the elementary schools to participate in the "Adopt a Cop" program supervised by Matt Baals on a volunteer basis for the 2015-2016 school year.

**Approve Preschool**

Approve to combine the AM and PM Preschool classes on Wednesday, October 21, 2015, for a field trip to Johnson's Farm.

**Approve Job Description**

Approve the job description for Job Coaches assigned to students participating in the Structured Learning Experiences.

**Approve Speech Evaluations**

Approve Burlington County Deaf and Hard of Hearing Education Initiative to complete Deaf and Hard of Hearing Speech Evaluations.

**Approve Pre-school**

Approve the Haddon Heights Child Study Team Pre-school program to participate in the Williams Syndrome Association assistive technology initiative funded by a grant.

**Approve Revise Policies**

Approve revisions to the following Policies: (1<sup>st</sup> reading)

- P 3322 Staff Member's Use of Personal Cellular Telephones/  
Other Communication Devices
- P 4322 Staff Member's Use of Personal Cellular Telephones/  
Other Communication Devices
- P 5330 Administration of Medication
- P 5339 Screening for Dyslexia
- P 5615 Suspected Gang Activity
- P 5756 Transgender Students
- P 8540 School Nutrition Programs
- P 8820 Opening Exercises/Ceremonies

**Approve Revise Regulation**

Approve revisions to the following Regulation: (1<sup>st</sup> reading)

- R 5330 Administration of Medication

**Approve New Policy**

Approve the following new Policy: (1<sup>st</sup> reading)

- P 8550 Outstanding Food Service Charges

**Facility Use:**

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**Approve Facility Use**                      Approve the following facility use requests:

Girl Scouts of Southern & Central New Jersey to hold their Daisy Troop meetings at Seventh Avenue School library from 6-7:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month from October 22, 2015, through June 23, 2016.

Daisy and Brownie Girl Scouts of Southern & Central New Jersey to hold their meetings at Atlantic Avenue School cafeteria from 3:15-4:15 p.m. one Wednesday each month from October 14, 2015, through May 4, 2016.

HHYA Basketball to use the Jr./Sr. High School or Atlantic Avenue School gyms or the Glenview School multi-purpose room from 2-3pm October 18-November 22; and from 11:00am-5:00pm December 1, 2015, through March 6, 2015, according to a schedule made by the Athletic Director. Custodial fee will apply.

HHBL Wrestling to use the Jr./Sr. High School Wrestling Room, Gym, or Cafeteria for their wrestling practices and tournament as per the attached dates and times. Custodian fees will apply.

**Finance:**

**Approve Transfers**                      Approve transfers.

11-000-100-565-00-REG	11-000-100-566-00-REG	34,000.00
11-000-291-272-00-REG	11-000-230-531-00-REG	5,000.00
11-000-291-272-00-REG	11-000-291-299-00-REG	4,072.50
11-190-100-590-01-MAT	11-190-100-640-01-MAT	88.00
11-190-100-590-01-MAT	11-190-100-610-01-MAT	362.00
11-190-100-610-01-ENG	11-190-100-640-01-ENG	258.24
11-000-223-580-01-MAT	11-190-100-610-01-MAT	831.00
11-402-100-890-01-TRA	11-402-100-610-01-REG	5,400.00
11-190-100-610-01-SCI	11-000-223-580-01-SCI	400.00
11-000-262-610-01-REG	11-000-262-490-01-REG	3,205.00
11-000-100-565-00-REG	11-190-100-640-03-REG	5,273.00
11-000-100-565-00-REG	11-190-100-640-04-REG	360.00
11-000-240-610-04-REG	11-000-240-590-04-REG	700.00
12-000-400-450-00-REG	12-000-260-730-10-REG	10,541.80
11-190-100-590-01-SOC (475.00)	11-190-100-610-01-SOC	1,875.00
11-190-100-640-01-SOC (1,400.00)		

**Approve Maint. Plan**                      Approve the Comprehensive Maintenance Plan for the 2015-2016 school year.

**Approve Budget Calendar**                      Approve the 2016-2017 Budget Preparation Calendar.

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**Approve Cafeteria**

Approve to change the use of educational space at Seventh Avenue School. The Multi-Purpose Room will now also be used for the Cafeteria.

**Approve Reports**

Approve the Treasurer's and Secretary's Reports for the months of July and August, 2015. Reports are in agreement. In addition, pursuant to N.J.A.C. 6A:23A-16/10 (c) 4, the Haddon Heights Board of Education certifies that as of July 31, 2015, and August 31, 2015, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and the sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**Approve Resolution**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of July 31, 2015, and August 31, 2015, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Haddon Heights Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

\_\_\_\_\_  
 Mark J. Stratton, Business Administrator/Board Secretary

\_\_\_\_\_  
 Date

Roll Call Vote:

YESES:

Roll Call Vote:

YESES: Mrs. Alexander, Mrs. Long, Mr. Lucia, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES: None.

ABSTAINS: None

**Board Comments:**

Mr. Quinn – Wanted to recognize the people that are being recommended who are volunteering.

**Public Comments:**

Andy Egner – Comments on the current GPA calculation and how it is unfair to students.

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Ms. Stuart moved, seconded by Mr. Quinn, and approved by unanimous voice vote to adjourn to executive session at 8:12pm to discuss a student hearing. Returned from executive session at 9:20pm.

Mr. Quinn moved, seconded by Ms. Stuart, to approve, by unanimous vote, to permit student # 173050 to return to school following the completion of the suspension. Student #173050 is also required to attend counseling sessions twice a month for the remainder of their academic career in Haddon Heights School District.

Roll Call Vote:

YESES: Mrs. Alexander, Mrs. Long, Mr. Lucia, Mr. Quinn, Mrs. Sheilds, Mrs. Shissler, Ms. Stuart, Mrs. Kitchmire

NOES: None

ABSTAINS: None

On the motion of Mr. Quinn, seconded by Mrs. Sheilds, the meeting was adjourned at 9:25 p.m.

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Mark J. Stratton  
Business Administrator/Board Secretary