

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, September 20, 2012, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mr. Johnson, Mr. Mileta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith,
Mrs. Snyder, Mrs. Schneider, Mrs. Conover, Mr. May (arrived at 6:55
p.m.)

ROLL CALL

Members Absent: Mrs. Berwick

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Donna Meyers, Principal A.P. Schalick High School; Ms. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Ms. Patty Gaburo, Principal Olivet/Elmer/Norma Schools; Ms. Michelle Deaver, Director of Special Education; Ms. Ashley Creighton, Student Representative; the press, staff members, and the public.

I. PLEDGE TO THE FLAG

II. CALL TO ORDER

Board President, Mrs. Melissa Conover, opened the meeting at 6:35 P.M., leading the group in the pledge to the flag and reading the following statement:

PLEDGE TO THE FLAG

The New Jersey Open Public Meeting law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Pittsgrove Township Board of Education has caused notice of this meeting to be published by notifying the Clerk of the Township of Pittsgrove and having the date, time and place thereof posted in the Pittsgrove Township Municipal Building, Today's Sunbeam, The News of Cumberland County, The Daily Journal and the Elmer Times.

OPEN PUBLIC MEETINGS LAW

III. DISTRICT MISSION STATEMENT

Board President, Mrs. Melissa Conover, read the District Mission Statement:

DISTRICT MISSION STATEMENT

The Pittsgrove Township School District promotes the academic and personal growth of all students to the best of their abilities with a rigorous program that supports personal strengths and self-sufficiency, inspiring an ethic of lifelong learning. We strive to instill traditional values and a diversity of 21st century skills necessary to succeed in global environment.

WORK SESSION STATEMENT

IV. WORK SESSION STATEMENT

Board President, Mrs. Melissa Conover, read the Work Session Statement:

This is a Board of Education work session. All items on the Agenda appear for discussion only. No action will be taken during this session. All action items will be voted on at the Board Meeting on the Monday following the Thursday work session.

THE FOLLOWING ITEMS WERE ADDED TO THE AGENDA FOR THE VOTING SESSION ON OCTOBER 22, 2012:

- Item V. C. - Blue Sky Update - *motion to approve bidding the expandable solar project;*
- Item XI. A. 1. - Assistant Principal - Olivet - *motion to appoint Assistant Principal at Olivet School;*
- Item XIII. A. - NCLB Presentation - *Power Point presentation will be e-mailed on October 19, 2012 from the Superintendent's office;*
- Item XIII. C. - Revised Job Description - *attachments are updated.*

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

THE REMAINING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON SEPTEMBER 24, 2012:

V. PRESENTATIONS

A. STUDENT AWARDS

- Principal for Elmer and Olivet schools, Ms. Gaburo, presented the Elmer *Eagles of the Month* for October, 2012;
- Principal for Elmer and Olivet schools, Ms. Gaburo presented the Olivet *Owls of the Month* for October, 2012;
- PTMS Principal, Ms. Ocasio-Jimenez, presented the PTMS *Top Cats* for September, 2012;
- APSHS Principal, Ms. Meyers, presented the APSHS *Cougar of the Month* and *Cougar Pride* for October, 2012.

B. PLAQUE PRESENTATION TO RETIRING BUS AIDE

Transportation Secretary, Ms. Bonvechio, presented a plaque to retiring bus aide, Iola Orth.

C. BLUE SKY UPDATE

Mr. Matt Stanger from Blue Sky gave an update on our potential solar project. Mr. Stanger explained the following timeframe: bid out before the year end, 6 weeks to bid award which will happen around mid-March, two months with PPA negotiations, 2 months of permits, with construction happening around late summer or early fall.

The Board added a motion to approve bidding the expandable solar project to the voting session of October 22, 2012.

VI. COMMUNICATIONS

VII. MINUTES

Approval of the following Minutes:

- Board of Education Work Meeting September 20, 2012
- Board of Education Meeting and Closed Session September 24, 2012

Mr. May arrived at 6:55 P.M.

VIII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS - None

B. NEW BUSINESS- None

C. SPECIAL COMMITTEE REPORTS – Mr. Miletta discussed the Liaison Committee with Pittsgrove Education Association and reported that dialogue will begin again in 2 months.

IX. STUDENT REPRESENTATIVE'S REPORT – Ms. Creighton reported that there were no student concerns at this time, spirit week begins next week, and the floats' theme for homecoming is seasons.

X. NJ DELEGATE REPORT - VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

1a. ASSISTANT PRINCIPAL - OLIVET

The Superintendent recommends approval of the appointment of Tino Monti, Step 1, \$79,063, to the position of Assistant Principal at Olivet Elementary School. Mr. Monti will begin upon being released from his current contract. Salary to be adjusted upon completion of negotiations and prorated upon start date. This is a 12-month position. *The Board requested the motion to appoint Assistant Principal at Olivet School be added to this item on the agenda.*

1b. FULL TIME BUS AIDE

The Superintendent recommends Board approval of Tracy DeAngelis as a full time Bus Aide, effective November 1, 2012 for the 2012-13 school year at a prorated salary of \$15,611.40. Ms. DeAngelis has worked as a substitute bus aide and substitute bus driver.

2. SUBSTITUTE BUS DRIVER

The Superintendent recommends Board approval of James J. Issertell as a substitute bus driver, effective November 1, 2012, for the 2012-13 school year. All appropriate documentation is on file.

3. SACC CAREGIVER

The Superintendent recommends approval of Jessica Duda as a substitute SACC caregiver at the rate of \$8.60/hour due to increased SACC enrollment at all sites. Ms Duda has supplied all necessary documentation.

4. SACC CAREGIVER

Approval of the appointment of Nicole Nonnemacher as a substitute SACC caregiver at the rate of \$8.60/hour. She will be used on an "as needed" basis for the remainder of the 2012-13 school year.

5. SOURCE4TEACHERS SUBSTITUTES

Approval of the Source4Teachers substitute list for October, 2012.

6. CERTIFICATED STAFF LANE CHANGES

Approval of the Certificated Lane Changes, effective September 1, 2012, for the 2012-13 school year.

7. 2012-2013 BUS DRIVER/BUS AIDE CONTRACT ADJUSTMENTS

Approval of the adjustments in bus driver/aide hours and salaries for the 2012-2013 school year.

B. BOARD OF EDUCATION POLICY REVISIONS

Review, for the second reading and adoption, the following revised policies:

- 1330 - Use of Facilities
- 4111 - Recruitment, Selection and Hiring
- 4121 - Substitute Teachers
- 4211 - Recruitment, Selection and Hiring
- 5141.1 - Accidents
- 6142.10 - Internet Safety and Technology
- 9270 - Conflict of Interest

C. NURSING STANDING ORDERS 2012-13

Approval of the 2012-13 Nursing Standing Orders. They have been revised after consultation with School Physician, Dr. Madison.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

D. BUILDING SECURITY DRILLS

Approval of the fire/security drills for September, 2012.

E. SCHOOL REPORTS

1. APSHS

a. ACADEMY FALL PRODUCTION & SPRING MUSICAL PROPOSALS

Approval of the proposal for the Theater, Visual Arts and Dance Academies' joint production of *Alice in Wonderland*, November 30, 2012 and December 1, 2012, and the Theater Academy's production of the musical, *The Wiz*, February 28, 2013, March 1, 2013, and March 2, 2013. Approval of the B3 Play on bullying to be presented at area schools.

b. EQUIPMENT REMOVAL

Approval of the removal of the listed equipment from the high school for use by other district buildings or appropriate recycling.

c. JV WRESTLING TOURNAMENT FOR FUNDRAISER

Approval of the JV Wrestling Tournament at Schalick High School, December 16, 2012. This fundraiser has been held for the past four years. Registration fee is \$300/team. Teams with less than 9 participants pay \$30/wrestler.

2. PTMS

a. EXTRA/CO-CURRICULAR APPOINTMENTS

Approval of the 2012-13 Middle School extra/co-curricular appointments and substitutes for the 21st Century program. *There are 93 students part of the program with 145 total participants.*

3. OLIVET-ELMER-NORMA

F. NJ HEALTH DEPARTMENT SURVEY - ORAL HEALTH

Approval for Olivet School to participate in a survey conducted by the NJ Department of Health concerning the oral health of third grade students.

G. SEMINARS & WORKSHOPS

Approval for the Superintendent to attend the *The Role of the School Board in Integrating an Interdisciplinary Science, Technology, Engineering & Math (STEM) Curriculum*, (STEM 101) November 5, 2012, Rowan University, 6:30 PM -9PM. Board members are also invited to attend. More information will be forthcoming.

XII. SPECIAL EDUCATION

A. PITTSGROVE OUT-OF-DISTRICT PLACEMENTS

Approval of the Pittsgrove out-of-district placements for the remainder of the 2012-13 school year.

B. MONTHLY UPDATE ON STUDENT PLACEMENTS

Approval of the Monthly Update on Pittsgrove Students dated October 9, 2012.

C. NOTE: TUITION CORRECTION

Approval of a correction to the tuition rate of student TI-11884. Corrected tuition rate is \$10,970. It was approved at the 9/24/12 Board meeting as \$17,722.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

XIII. CURRICULUM & INSTRUCTION

A. NCLB PRESENTATION – *Power point presentation will be e-mailed on October 19, 2012 from the Superintendent's Office.*

B. QSAC STATEMENT OF ASSURANCE

Approval of the NJQSAC Statement of Assurance for the 2012-2013 school year.

C. REVISED JOB DESCRIPTIONS

Approval of the revised job description for Supervisor of Instruction and Supervisor of Mathematics/Science/Technology.

(The attachments will be updated for the October 22, 2012 Board Meeting.)

D. STUDENT TEACHERS

Approval of Fairleigh Dickinson University Field Experience student, Rebecca Peters for 30 hours of observation with Christine Laspata for Fall, 2012.

E. FYI - TITLE I EXTENDED DAY PROGRAM

XIV. BUSINESS AND FINANCE REPORT

A. BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of August 31, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Pittsgrove Township 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. 6:23A-16.10(c)4.

B. TREASURER'S REPORT

Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of August, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of August, 2012.

C. REVENUE SUMMARY

The 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 and sources for the month ending August 31, 2012.

D. CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of October, 2012 and after review of the Secretary's Monthly Financial Report appropriations section, as presented, 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 that sufficient funds are available to meet the district's financial obligations for the 2012-2013 fiscal year.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfer status report for August, 2012.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of the financial reports for August 2012, as submitted:

- Pittsgrove Community School-SACC Fund

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

- Cafeteria Report
- Norma General Fund
- Olivet General Fund
- PTMS General Fund
- Student Activities Fund
- Student Athletics Fund
- APSHS Special Accounts

H. BUDGET SUMMARY

The Budget Summary for October, 2012 is submitted for your review.

I. COMPREHENSIVE MAINTENANCE PLAN

Authorization, by Resolution, for the Business Administrator to submit the three year Comprehensive Maintenance Plan for the Pittsgrove Township School District, in compliance with the Department of Education requirements. Also authorization to submit the Evaluation of School Buildings facilities checklist to the Salem County Office. The Evaluation of School Buildings facilities checklist is on file in the Business Administrator's office.

J. RESOLUTION FOR SEHBP PRESCRIPTION CHANGE

Approval, by Resolution, of the participation of all bargaining units into an inclusive Rx SEHBP plan, effective January 1, 2013.

K. AGREEMENT FOR HOMEBOUND INSTRUCTION

Approval of the agreement with K & K Educational Services for the 2012-2013 school year. K & K will provide educational instruction to homebound students at a cost of \$47/hour, reflecting a \$5 increase over the 2011-2012 rate.

L. 2012-2013 POOL CONTRACT

Approval of the Swim Team Rental Agreement between APSHS and the Cumberland Cape Atlantic YMCA, effective November 15, 2012 through February 7, 2013. Contract totals \$3,960., reflecting no increase from the 2011-2012 rental fee.

M. 2013-2014 TENTATIVE BUDGET DEVELOPMENT SCHEDULE

Approval of the tentative budget development schedule for the 2013-2014 budget.

N. EQUIPMENT REMOVAL & DISPOSAL

Approval of the removal and disposal of a Brother EM-340 typewriter in the Maintenance/Custodial office. This typewriter has water damage from the June, 2012 derecho.

O. NJSBA/NJASA/NJASBO - FALL 2012 WORKSHOP

Approval of the NJSBA/NJASA/NJASBO 2012 Annual Workshop costs, October 23, 2012 through October 25, 2012, as follows:

- Caesars Atlantic City - \$870
(Hotel Accommodations - Bermann, Abdill & DuBois - 10/23/12 & 10/24/12)
- Trump Taj Mahal Casino Resort - \$636
(Hotel Accommodations - Berwick Miletta & Snyder - 10/23/12 & 10/24/12)

Note: meals and mileage in accordance with travel regulations

XV. AUDIENCE PARTICIPATION I

There were no comments.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

CLOSED SESSION I

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education, by Resolution, adjourn into Closed Session, from which the general public will be excluded, to discuss:

ADJOURN
INTO CLOSED
SESSION I

1. Student Matter-Hearing

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8:02 P.M.)

Unanimously approved

Moved by Mrs. Schneider and seconded by Mrs. Smith that the Board of Education adjourn from Closed Session. (9:49 P.M.)

ADJOURN
FROM CLOSED
SESSION I

Unanimously approved

XVI. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT
- B. SACC ENROLLMENT REPORT
- C. DISCIPLINE REPORTS
- D. SCHOOL BOARD NOTES - Ethics Commission Increases Restrictions on CSA Searches
- E. 2012-13 PROGRAMS/EVENTS ADDRESSING BULLYING AND RESPECT

The following programs/events are being held in Pittsgrove Township Schools to address bullying and respect. The state has designated Week of Respect as October 1-5, 2012 and School Violence Awareness Week as October 15-19, 2012.

- F. NJSBA/NJASA/NJASBO - FALL 2012 WORKSHOP
 - 1. GARRISON ARCHITECTS
 - 2. NJ SCHOOL BOARDS ASSOCIATION
 - 3. PARKER MCCAY
 - 4. PORZIO, BROMBERG & NEWMAN

XVII. ADDENDUM

A. BOARD OF EDUCATION POLICY REVISIONS

Approval, for a first reading, the following revised policies:

- 6172- Alternative Educational Programs
- 9326 - Minutes

B. ADDITIONAL WARRANTS

Approval of the additional warrants.

C. TRANSPORTATION AGREEMENT WITH SCVTS - 21st CENTURY PROGRAM

Approval of the Transportation Agreement with Salem County Vocational Technical School for two (2) buses to transport enrolled students in the *21st Century Program*, beginning September 25, 2012 through May 22, 2013, a total of 130 days. Pittsgrove will bill SCVTS \$17,927.00 for the 2012-2013 school year.

D. HIB REPORTS

With regard to Harassment, Intimidation & Bullying Reports filed:

- approval of the listing sent to the September 24, 2012 BOE meeting;
- review of the listing sent to this meeting.

E. WORKSHOPS/SEMINARS/CONFERENCES

1. NJSBA FALL SCHOOL LAW FORUM

Approval of the Board President, Superintendent, Business Administrator and Director of Curriculum and Instruction to attend the NJSBA Fall School Law Forum, October 25, 2012, Atlantic City, NJ. Registration fee is \$75./per person. *Note: This program will be held on the last day of the NJASA/NJASBO/NJSBA 2012 Fall Conference.*

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 18, 2012

2. NJSBA MANDATED TRAINING PROGRAMS

Approval of the following Board members to attend NJSBA Mandated Training programs being offered during the NJASA/NJASBO/NJSBA 2012 Fall Conference:

- Marlene Smith - Governance III, October 25, 2012
- Dominick Miletta - Governance II, October 25, 2012

Note: There is no registration fee for mandated training programs.

F. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop and mileage requests.

G. FIELD TRIPS 2012-2013

Approval of the Field Trips for the 2012-2013 school year.

H. FUNDRAISERS 2012-2013

Approval of the Fundraisers for the 2012-2013 school year.

I. FOR YOUR INFORMATION

1. NJSBA STRATEGIC PLAN PROGRAMS -For discussion and immediate consideration
2. DISTRICT EVALUATION ADVISORY COMMITTEE (DEAC) ESTABLISHED
3. ED-TECH FIRMS SHAPING EDUCATION TECHNOLOGY

The Assistant Principal application was hand carried and the Board reviewed the application and requested to add the item it to the Superintendent's report for voting at the October 22, 2012 Board of Education Meeting.

XVIII. AUDIENCE PARTICIPATION II

There were no comments.

XIX. RECESS INTO CLOSED SESSION II

Moved by Mr. Miletta and seconded by Mr. Rumpp that the Board of Education, by Resolution, adjourn into Closed Session, from which the general public will be excluded, to discuss:

1. Contractual Matter

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (10:17 P.M.)

Unanimously approved

ADJOURN
INTO CLOSED
SESSION II

ADJOURN
FROM CLOSED
SESSION II

XX. ADJOURN FROM CLOSED SESSION

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education adjourn from Closed Session. (10:29 P.M.)

Unanimously approved

The Liaison Committee met with the Township and will meet again in the future. They are working on a Shared Services Agreement and taking it slow.

ADJOURNMENT

XXI. ADJOURNMENT

Moved by Mrs. Snyder and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (10:29 P.M.)

Bd

SUZANNE R. FOX ABDILL, BOARD SECRETARY