

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –NOVEMBER 15, 2012**

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, September 15, 2012, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mr. Miletta, Mr. Rump, Mr. Schmidt, Mrs. Smith, Mrs. Berwick, Mrs. Conover, Mr. May (arrived at 7:02 p.m.), Mrs. Snyder (arrived at 6:47 p.m.)

ROLL CALL

Members Absent: Mr. Johnson, Mrs. Schneider

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. Debbie Morton, Assistant Principal, A.P. Schalick High School (for awards only); Ms. Michelle Deaver, Director of Special Education; Ms. Amy Sharp, 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 6:30 P.M., leading the group in the pledge to the flag and reading the following statement:

PLEDGE TO THE FLAG  
OPEN PUBLIC MEETINGS LAW

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.

**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 21<sup>st</sup> 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 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 November, 2012;
- Principal for Elmer and Olivet schools, Ms. Gaburo presented the Olivet *Owls of the Month* for November, 2012;

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- PTMS Principal, Ms. Ocasio-Jimenez, presented the PTMS *Top Cats* for October, 2012;
- APSHS Principal, Ms. Meyers, and APSHS Assistant Principal, Ms. Morton, presented the APSHS *Cougar of the Month* and *Cougar Pride* for November, 2012.

Mrs. Snyder arrived at 6:47 P.M.

VI. COMMUNICATIONS

VII. MINUTES

Approval of the following Minutes:

- Board of Education Work Meeting October 18, 2012
- Board of Education Meeting and Closed Session October 22, 2012

VIII. BOARD OF EDUCATION BUSINESS

A. NOVEMBER 6, 2012 UNOFFICIAL ELECTION RESULTS

The following are the unofficial election results for November 6, 2012:

Three -- 3 year Terms:

Patricia Snyder	2,818 votes
Tracey Hayman	2,697 votes
Joseph Wentzel, Sr.	2,600 votes
Peter Voros	2,146 votes
Write In	92 votes

One -- 1 year Unexpired Term:

Cheryl Berwick	1,933 votes
Michael Brodzik	1,759 votes
Write In	29 votes

B. UNFINISHED BUSINESS - None

C. NEW BUSINESS- The Board discussed that there will be a presentation and packet regarding the Strategic Plan at the November 19, 2012 Board meeting.

D. SPECIAL COMMITTEE REPORTS – The Board will discuss Negotiations during Closed Session.

IX. STUDENT REPRESENTATIVE'S REPORT – Ms. Sharp reported that Spirit week was a success and that the Sophomore float won in the Homecoming parade.

X. NJ DELEGATE REPORT - VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. STATE UNIFORM MEMORANDUM OF AGREEMENT WITH LAW ENFORCEMENT - 2012-2013

Approval of *The State Uniform Memorandum of Agreement Between Education and Law Enforcement Officials* that includes 2011 Revisions. This Memorandum of Agreement was signed at the 2012 Annual Educators and Law Enforcement Breakfast on October 18, 2012.

B. BOARD OF EDUCATION POLICY REVISIONS

Approval of the second reading and adoption of the following revised policies:

- 6172- Alternative Educational Programs
- 9326 - Minutes

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**C. BUILDING SECURITY DRILLS**

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

**D. BUS EVACUATION DRILLS**

Approval of the bus evacuation drills completed October, 2012.

**E. SCHOOL REPORTS**

**1. APSHS**

**a. APSHS 2012-13 WINTER ATHLETIC SCHEDULES**

Approval of the APSHS Winter Athletic Schedules for the 2012-13 school year.

**b. APSHS VOLUNTEER/CO-CURRICULAR WINTER ATHLETIC APPOINTMENTS**

Approval of the following APSHS volunteer/co-curricular winter athletic appointments for the 2012-13 school year:

- Michael Calzonetti - Volunteer, Boys Basketball
- James Turner - Volunteer, Boys Basketball
- Farid Syed, JV Wrestling 1st Assistant Coach, Step 1, \$3,985

**2. PTMS**

**a. EXTRA/CO-CURRICULAR APPOINTMENT**

Approval of the extra/co-curricular appointment for the 21st Century program for the remainder of the 2012-13 school year.

**b. PTSO - COAT DRIVE**

Approval of the PTSO Coat Drive, November 20-30, 2012.

Mr. May arrived at 7:02 P.M.

**F. PERSONNEL**

**1. CONTRACTED BUS DRIVER**

Approval of Donna Matlack, substitute bus driver, to the position of contracted bus driver, effective December 1, 2012, for the remainder of the 2012-2013 school year, at an hourly rate of \$19.98, with a prorated salary of \$17,082.90. This position became available due to the retirement of a contracted bus driver. All appropriate documentation has been received.

**2. CONTRACTED BUS AIDE**

Approval of Sheri Lamplugh, substitute bus aide, to the position of contracted bus aide, full time with benefits, effective December 1, 2012, for the remainder of the 2012-2013 school year, at an hourly rate of \$16.52, with a prorated salary of \$15,611.40. This position became available due to the retirement of a full time bus aide. All appropriate documentation has been received.

**3. SUBSTITUTES**

**a. SOURCE4TEACHERS**

Approval of the S4T list of substitutes submitted for the November, 2012 Board meeting.

**b. SECRETARIAL**

Approval of Anne Marie George as a substitute secretary for the remainder of the 2012-13 school year. All appropriate documentation has been received.

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c. SUBSTITUTE BUS DRIVER

Approval of Lakiesha Jones as a substitute bus driver, effective December 1, 2012, for the remainder of the 2012-2013 school year. All appropriate documentation has been received.

d. SUBSTITUTE BUS AIDE

Approval of Scott Pace as a substitute bus aide, effective December 1, 2012, for the remainder of the 2012-2013 school year. All appropriate documentation has been received.

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE ON STUDENT PLACEMENTS

Approval of the Monthly Update of Pittsgrove and Elmer students, dated November 2, 2012.

B. MISSION ONE TEACHER ASSISTANTS - ADDITIONAL PLACEMENTS

Approval of two additional teacher assistants at Norma School, through Mission One Educational Staffing Services. *The Board requested to add "These two positions are in addition to what was budgeted for the 2012-2013 school year."*

A. BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of September 30, 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 September, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 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 September 30, 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 November, 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 transfers of September 18, 2012 and October 17, 2012 and the transfer status report for September, 2012.

F. WARRANTS

Approval of the bills paid and the bills for payment.

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**G. FINANCIAL REPORTS**

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

- Pittsgrove Community School-SACC Fund
- 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 November, 2012 is submitted for your review.

**I. WORKSHOPS/SEMINARS/CONFERENCES**

Approval of the Business Administrator/Board Secretary to attend the *"Purchasing Laws for Professionals"* workshop, December 14, 2012, Wyndham Hotel, Mt. Laurel, NJ.

Registration fee is \$99.00. Mileage in accordance with travel regulations.

**J. ACCEPTANCE OF FUNDS - UTICA NATIONAL INSURANCE**

Acceptance of the funds from Utica National Insurance Group, in the amount of \$3,349.03, for repairs to the 2004 International Bus damaged on October 11, 2012.

**XV. AUDIENCE PARTICIPATION I**

Comment included a welcome to Tracy Hayman, new Board of Education member.

**XVI. FOR YOUR INFORMATION**

- A. ENROLLMENT REPORT
- B. SACC ENROLLMENT REPORT
- C. DISCIPLINE REPORTS
- D. APSHS PROFILE
- E. SUMMER TRIP TO EUROPE

A summer trip to Europe is being organized by German Teacher, Ms. Kirschner. This 15-day trip, organized through EF Tours, will take place in July, 2013 and will not be part of the German Exchange Program or sponsored by APSHS. There will be no cost to the Board of Education. Trip participants will be responsible for all costs.

**XVII. ADDENDUM**

**A. NJSBA SALEM COUNTY MEET-UP**

This meeting encourages networking among board members. Light dinner will be served. Also current legal issues, labor issues and governance issues will be discussed. Date: Wednesday, 12/5/12, 6:00 PM Registration, 6:45 PM Program Start, at Salem County VoTech, 880 Route 45, Woodstown, NJ. If you are interested in attending, please contact the Business Office (358-3094 X4018) NLT 12/2/12. *Please register Pat Snyder.*

**B. STAFF WORKSHOP/MILEAGE REQUESTS**

Approval of the staff workshop/mileage requests.

**C. FIELD TRIPS 2012-2013**

Approval of the Field Trips for the 2012-2013 school year. The Board requested the destination to be added for the High School Mock Trial Field Trips.

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**D. FUNDRAISERS 2012-2013**

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

**E. HIB REPORTS**

With regard to Harassment, Intimidation and Bullying reports filed, it is recommended that the Board:

- approve the HIB incidents sent to the October 22, 2012;
- review of the HIB incidents presented at this meeting.

**F. PASA MEMORANDUM OF AGREEMENT**

Approval of the 2012-15 Pittsgrove Administrators and Supervisors Association Memorandum of Agreement. A completed contract will be forthcoming.

**G. BOE UPDATE**

The student hearing scheduled for this evening will not take place due to resolution of the matter.

**XVIII. AUDIENCE PARTICIPATION II**

There were no comments.

**CLOSED SESSION I**

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

1. Student Matter
2. Negotiations - PASA

ADJOURN  
INTO CLOSED  
SESSION

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:21 P.M.)

Unanimously approved

ADJOURN  
FROM CLOSED  
SESSION

Moved by Mr. Mileta and seconded by Mrs. Snyder that the Board of Education adjourn from Closed Session. (8:22 P.M.)

Unanimously approved

Mrs. Snyder left at 8:27 P.M.

Board of Education Members are to bring their iPads to the next meeting for an upgrade.

ADJOURNMENT

Moved by Mr. Rump and seconded by Mr. May that the Board of Education meeting be adjourned. (8:32 P.M.)

Unanimously approved

*Bd*

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SUZANNE R. FOX ABDILL, BOARD SECRETARY