

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 13, 2012

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, December 13, 2012, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Berwick, Mrs. Conover, Mrs. Snyder (arrived at 6:36 p.m.), Mrs. Schneider (arrived at 6:36 p.m.)

ROLL CALL

Members Absent: Mr. Johnson, Mr. May, Mrs. Smith

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. Patty Gaburo, Principal Olivet/Elmer/Norma Schools; Ms. Debbie Morton, Assistant Principal, A.P. Schalick High School; Mr. Terrence Spencer, Assistant Principal Pittsgrove Township Middle School; Ms. Michelle Deaver, Director of Special Education; Ms. Angela Williams, Director of Guidance; 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 6:32 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.

IV. WORK SESSION STATEMENT

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 FOR THE AGENDA FOR THE VOTING SESSION ON DECEMBER 17, 2012:

- VIII. Board of Education Business: Strategic Planning Meeting;
- XVII. Addendum- A. Communications: Letter of retirement for Elmer School Nurse, Kathleen Schulte.

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THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON DECEMBER 17, 2012:

V. PRESENTATIONS

A. "BULLY BUSTERS"

Ms. Lewbart presented an anti-bullying video created by Sue Lewbart, Donna Poolake and Dan Bruce, featuring the Elmer School students. This video was a year in the making from its conception to the finished product. Filming and editing was done by Mrs. Daly's high school students. Ms. Lewbart's niece wrote the lyrics to the song played in the video.

Mrs. Snyder and Mrs. Schneider arrived at 6:36 p.m.

B. STUDENT AWARDS

- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Elmer *Eagles of the Month* for December, 2012;
- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Olivet *Owls of the Month* for December, 2012;
- PTMS Assistant Principal, Mr. Spencer presented PTMS *Top Cats* for November, 2012;
- APSHS Principal, Ms. Meyers, and APSHS Assistant Principal presented the *Cougar of the Month* and *Cougar Pride* for December, 2012;
- *Scout Presentation was given here, with regard to agenda item XI I 1d: approval of a student's request to complete his Eagle Scout Project by installing a new shot put area and discus area for the APSHS Track Team. This project will be completed by March 2013 and involves no cost to the program.*

C. AUDIT PRESENTATION

Mr. Raymond Colavita, Auditor with Nightlinger, Colavita and Volpa, P.A., provided a brief presentation of the Audit of Fiscal Year Ended June 30, 2012. (*Audit Presentation was done during the Business and Finance Report*).

1. 2011-2012 ANNUAL AUDIT REVIEW AND ACCEPTANCE

Acceptance and approval of the Annual Audit for the Fiscal Year Ended June 30, 2012, the Synopsis of Audit for the Fiscal Year Ended June 30, 2012, the recommendations, and the Corrective Action Plan, as submitted by the Business Administrator/Board Secretary.

VI. COMMUNICATIONS

1. *Retirement letter from Kathleen Schulte will be added to the Addendum Communications section.*

VII. MINUTES

Approval of the following Minutes:

- Board of Education Work Meeting and Closed Session November 15, 2012;
- Board of Education Meeting November 19, 2012.

VIII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. NJSBA - STRATEGIC PLANNING CONTRACT AGREEMENT

Approval of the NJ School Boards Association Strategic Planning Contract Agreement, in the amount of \$6,000, effective November 14, 2012.

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B. NEW BUSINESS

Added: A *Strategic Planning Meeting will be held on January 9, 2013 at 6:30 P.M. at A.P Schalick High School.*

C. SPECIAL COMMITTEE REPORTS- None

IX. STUDENT REPRESENTATIVE'S REPORT – VOTING SESSION

X. NJ DELEGATE REPORT - VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENTS

a. FULL TIME GUIDANCE COUNSELOR

The Superintendent recommends Board approval of the appointment of Joellen Collins-Cardona to the position of full time Guidance Counselor at APSHS, replacing Maggie Brown, effective January 1, 2013 for the remainder of the 2012-13 school year. She will be paid at Step 1MA, \$51,894 prorated.

b. PART TIME ELEMENTARY GUIDANCE COUNSELOR

The Superintendent recommends Board approval of the appointment of Tiffany Duca to the position of part time (50%) Elementary Guidance Counselor, effective January 1, 2013 for the remainder of the 2012-13 school year. Ms. Duca will work 17.5 hours/week and be paid at Step 1MA, \$25,947 prorated. Ms. Duca is not entitled to health benefits.

2. S4T SUBSTITUTES

Approval of the Source4Teachers substitutes submitted for the 2012-13 school year.

B. BUSINESS ADMINISTRATOR EMPLOYMENT CONTRACT

Approval for submission of the School Business Administrator contract, for the 2012-2013 and 2013-2014 school years, to the Salem County Office of Education for review and approval.

Note: *Only the 2012-2013 contract will be on the December 17, 2012 Voting Session Agenda.*

C. PASA AGREEMENT 2012-2015

Approval of the *Agreement Between the Pittsgrove Administrators and Supervisors Association and the Pittsgrove Township Board of Education*, effective July 1, 2012 through June 30, 2015.

D. EDUCATOR EVALUATION RUBRIC

Approval to adopt the Charlotte Danielson's Teacher Evaluation Model and Observation Tool (2011), as agreed upon by the District Evaluation Advisory Committee and as required by the Excellent Educators for New Jersey (EE4NJ).

E. PRINCIPAL/ADMINISTRATOR EVALUATION RUBRIC

Adoption of The Marshall Principal Evaluation Rubrics, as required by the Excellent Educators for New Jersey (EE4NJ).

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F. CONVEYANCE OF A TOWNSHIP VEHICLE

Acceptance of the conveyance of a 1975 Ford Dump Truck from the Township of Pittsgrove to the Pittsgrove Township Board of Education, for \$1.00. The Township of Pittsgrove has signed a Resolution authorizing the conveyance of this vehicle.

G. ACCEPTANCE OF MENTORING FEES

Acceptance of \$1,500 in mentoring fees from Karen Matthews upon completion of her mentoring program. Mr. Bermann will be mentoring Ms. Matthews on a part-time basis over the next year and a half. The \$1,500 will be used to defray district costs for workshop/seminar attendance, etc.

H. BUILDING SECURITY DRILLS

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

I. SCHOOL REPORTS

1. APSHS

a. PROGRAM OF STUDIES 2013-2014

Approval of the 2013-14 APSHS Program of Studies.

b. 2013-14 APSHS SCHEDULE

For Your Information.

c. ESTABLISH SPANISH CLUB

Approval to establish a Spanish Club for the 2012-13 school year. Ms. Behrens and Mrs. Moskalow have agreed to co-advise this group. Stipend amount of \$1,928 will be prorated to reflect January through June 2013, and two co-advisors.

d. EAGLE SCOUT PROJECT

Approval of a student's request to complete his Eagle Scout Project by installing a new shot put area and discus area for the APSHS Track Team. This project will be completed by March 2013 and involves no cost to the program. *Note: The Athletic Director was involved and will check with the Architect. This presentation was given after Student Awards.*

e. TRI-COUNTY CONFERENCE

Approval of the Tri-County Conference dues totaling \$1,325.00, reflecting a 2% increase over the 2011-12 amount. Ticket prices will remain the same as 2011-12.

f. WINTER GAME WORKERS

Approval of the Winter Game Workers for 2012-13.

2. PTMS

a. BUS EVACUATION DRILL

Approval of the PTMS Bus Evacuation Drill completed in November, 2012.

J. 2013-2014 BUDGET DEVELOPMENT MANUAL

The 2013-2014 Budget Development Manual will be reviewed and discussed.

Ray Colavita, from the firm of Nightlinger, Colavita & Volpa, presented the 2011-2012 Audit.

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF TUITION STUDENTS

Approval of the Monthly Update of Tuition Students, dated November 16, 2012.

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B. IDEA-B FINAL REPORT APPLICATION/AMENDMENT

Approval of the submission of the 2012 IDEA-B Final Report Application/Amendment.

XIII. CURRICULUM & INSTRUCTION

A. TITLE I PROGRAM

Approval of the staff appointments for the Title I Extended Day Programs. Staff members will be paid via NCLB grant funds.

B. FYI - SCHOOL CHOICE CONVERSION STUDENT

For your information, no action required.

C. STUDENT TEACHERS

Approval of the following Spring 2013, Rowan University Clinical Practice Student Teacher requests:

- Nicholas Turano, Secondary Health & Phys. Ed. with Bruce Konyak at SHS
- Alexa Angrisani, Early Childhood Education/Special Education with Alice Bowser and Natalie Carrozza at Norma School

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 October 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 October, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of October, 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 October 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 December, 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 November 15, 2012 and the transfer status report for October, 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 October 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 December, 2012 is submitted for your review.

I. DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER

Approval, by Resolution, the appointment of Suzanne R. Fox Abdill, Business Administrator, to serve as its Public Agency Compliance Office or P.A.C.O., in accordance with N.J.A.C. 17:27-3.2.

J. 2012-2013 TUITION CONTRACT AGREEMENTS

Approval of the following tuition contract agreements, for students received from other districts, for the 2012-2013 school year:

- Cumberland Regional School District, for student #13647, effective September 6, 2012, for the 2012-2013 school year, tuition of \$12,385.00;
- Penns Grove - Carneys Point Regional School District, for student #13700, effective September 13, 2012, for the 2012-2013 school year, tuition of \$12,385.00 to be prorated;
- Stratford School District, for student#13704, effective September 17, 2012, for the 2012-2013 school year, tuition of \$10,222.00 to be prorated.

K. ADDENDUM TO GCA SERVICE AGREEMENT

Approval of the GCA Services Group Addendum to Service Agreement, effective December 1, 2012, extending the agreement for one (1) year from December 1, 2012 through November 30, 2013. GCA provides custodial services.

L. SHARED SERVICE AGREEMENT WITH NEWFIELD BOARD OF EDUCATION

Approval of the Interlocal Service Agreement between Pittsgrove Board of Education and Newfield Board of Education for Electrical, HVAC, Plumbing, Maintenance Services and Materials. *Note: Change Motion to read with the recommendation of the Superintendent.*

M. RESOLUTION TO AMEND FEDERAL BUDGET CONTROL ACT OF 2011

Approval of the Resolution to Amend the Federal Budget Control Act of 2011, which urges Congress and the Administration to amend the Budget Control Act to mitigate the drastic cuts to education that would affect our students and community.

N. ACCEPTANCE OF FUNDS - SPRINT NEXTEL

Acceptance of the funds received from Sprint Nextel, totaling \$10,762.20, as part of the e-rate program

XV. AUDIENCE PARTICIPATION I

A question was asked regarding the Part-time guidance counselor and building assignment.

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XVI. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT
- B. SACC ENROLLMENT REPORT
- C. DISCIPLINE REPORTS
- D. LETTER COMMENDING STUDENTS AND A STAFF MEMBER-Letter from Wildwood Public Schools commending Athletic Director, Michael Clarke and the students of Pittsgrove Township Schools for their generous donations to Wildwood Public Schools in response to the recent flooding of coastal superstorm, Sandy.
- E. NJSBA - MANDATED TRAINING - Letters from NJSBA confirming the following Board Members attendance at mandated training programs:
 - Ms. Smith - Governance III, Student Achievement, October 25, 2012
 - Mr. Mileta - Governance II, Finance, October 25, 2012
- F. SPECIAL EDUCATION REQUIREMENTS MET - Letter from the Department of Education indicating that the district has "met the requirements" regarding the implementation of special education requirements for the 2010-11 school year.
- G. SCHALICK MEDIA CENTER - 1st QUARTER REPORT

XVII. ADDENDUM

A. COMMUNICATIONS

1. LETTER OF RESIGNATION

Letter of resignation from School Psychologist, Thomas Ward, effective February 8, 2013, (sixty days from receipt of notice), or upon finding a suitable replacement.

Acceptance of the resignation of School Psychologist, Thomas Ward, effective February 8, 2013 (sixty days from receipt of notice), or upon finding a suitable replacement.

2. *LETTER OF RESIGNATION*

Letter of resignation from Elmer School Nurse, Kathleen Schulte, effective June 30, 2013.

Acceptance of the letter of retirement, from Elmer School Nurse, Kathleen Schulte, effective June 30, 2013.

B. CERTIFICATED STAFF LANE CHANGES

Approval the certificated lane changes, effective February 1, 2013 for the 2012-13 school year.

C. INTERIM TRANSITION COORDINATOR

Approval of Les Berry as the Interim Transition Coordinator in the absence of the current Transition Coordinator. The remaining stipend of \$2,100 will be paid to Mr. Berry

D. CONTRACTING SPECIAL EDUCATION EVALUATIONS

Approval to contract with Salem County Special Services to conduct evaluations for the remainder of the 2012-13 school year due to the absence of a staff member.

E. ADDITIONAL WARRANTS

Approval of the additional warrants.

F. HARRASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying reports filed:

- approval the HIB incidents sent to the November 19, 2012 Board meeting;
- review of the HIB incidents presented at this meeting.

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G. STAFF WORKSHOP/MILEAGE REQUESTS
Approval of the staff workshop/mileage requests.

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

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

J. FOR YOUR INFORMATION
1. APSHS SCHOOL CALENDAR UPDATE
2. TENTATIVE SCHEDULE OF 2013 MEETING DATES
Tentative Schedule of 2013 Board of Education Meeting Dates

XVIII. AUDIENCE PARTICIPATION II
There were no comments.

CLOSED SESSION I
Moved by Mr. Miletta 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

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (9:34 P.M.)
Unanimously approved

Moved by Mrs. Schneider and seconded by Mr. Rump that the Board of Education adjourn from Closed Session. (10:27 P.M.)
Unanimously approved

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education meeting be adjourned. (10:41 P.M.)
Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY

ADJOURN
INTO CLOSED
SESSION

ADJOURN
FROM CLOSED
SESSION

ADJOURNMENT