

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, December 17, 2012, 7:00 P.M., Arthur P. Schalick High School.

Members Present: Mr. Johnson, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith,
Mrs. Snyder, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

ROLL CALL

Members Absent: Mr. May

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 7:01 P.M., leading the group in the pledge to the flag and reading the following statement:

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.

PLEDGE TO
THE FLAG

OPEN PUBLIC
MEETINGS
LAW

Board President, Mrs. Melissa Conover, read the 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.

DISTRICT
MISSION
STATEMENT

The Board of Education held a moment of silence for the victims and families of Sandy Hook Elementary School in Newton, Connecticut.

IV. UPDATES FROM THE DECEMBER 13, 2012 WORK SESSION

The following December 13, 2012 Work Session items have been added to the agenda:

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

V. PRESENTATIONS

The following items were presented at the December 13, 2012 Work Session:

- "Bully Busters" An anti-bullying video created by Sue Lewbart, Donna Poolake and Dan Bruce, featuring the Elmer School students, will be presented. 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.
- The Elmer *Eagles of the Month* for December, 2012;
- The Olivet *Owls of the Month* for December, 2012;
- The PTMS *Top Cats* for November, 2012;

PRESENTA-
TIONS

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

- The APHS *Cougar of the Month* and *Cougar Pride* for December, 2012;
- 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.

ANNUAL AUDIT
FOR FISCAL YR
ENDED JUNE
30, 2012

After review and discussion, it was moved by Mrs. Schneider and seconded by Mr. Schmidt that the Board of Education accept and approve: *(See pages 417-420)*

- The Annual Audit for Fiscal Year Ended June 30, 2012;
- The Synopsis of Audit for the Fiscal Year Ended June 30, 2012;
- The following Audit recommendation:
 - Finding 2012-1: Based on a detailed administrative review of Title I, Education of Jobs Fund, and other Federal awards, various procedures and controls were deemed to be in need of revision, in order to satisfy federal award requirements, as determined appropriate by the state monitor.
 - Finding 2012-2: There exists \$195,568 in older prior year NJSDA grant accounts receivable that have not been received as of June 30, 2012 and related unexpended balances in various uncompleted projects totaling \$88,884.
 - Finding 2012-3: An analysis of Capital Lease activity, along with unexpended year-end balances, was not available for comparison to the amount of lease proceeds held on hand by the fiscal agent.
- The following Corrective Actions:
 - Finding 2012-1: The board office will review, revise and implement procedures to address the findings and recommendations that are reflected in the recent administrative review conducted by the New Jersey Department of Education, covering various federal award programs.
 - Finding 2012-2: The board office should continue efforts to collect the old grant funds receivables, due to the district from the NJSDA in the amount of \$195,568 and also determine a proper disposition of the remaining unexpended balances in uncompleted projects totaling \$88,884.
 - Finding 2012-3: The board office will review and revise procedures to analyze capital lease activity and year-end balances, in order to facilitate the balancing function in the financial statements.
- The Corrective Action Plan, as submitted by the Business Administrator/ Board Secretary

Roll Call Vote: Ayes (9) Mrs. Schneider, Mr. Schmidt, Mr. Johnson, Mr. Miletta, Mr. Rump, Mrs. Smith, Mrs. Snyder, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

COMMUNICA-
TIONS

Communications

There were no communications.

MINUTES
11/15/12
11/19/12

Moved by Mr. Miletta and seconded by Mr. Schmidt that the Board of Education approve the following Minutes:

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

Ayes: (8) Mr. Miletta, Mr. Schmidt, Mr. Johnson, Mr. Rump, Mrs. Smith, Mrs. Snyder, Mrs. Berwick, Mrs. Conover

Notes: (0)

Abstain: (1) Mrs. Schneider

Motion Carried

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BOARD OF EDUCATION BUSINESS

Unfinished Business

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the NJ School Boards Association Strategic Planning Contract Agreement, in the amount of \$6,000, effective November 14, 2012. (See pages 421-422)

Unanimously approved

NJSBA
STRATEGIC
PLANNING
CONTRACT
AGREEMENT

New Business

Moved by Mr. Mileta and seconded by Mrs. Smith that the Board of Education approve January 9, 2013, 6:30 P.M., at Arthur P. Schalick High School, Media Center as the date, time and location for a *Strategic Planning Meeting*.

Unanimously approved

STRATEGIC
PLANNING
MEETING
1/9/13

Special Committee Reports - None

STUDENT
REPRESENT-
ATIVE'S
REPORT

STUDENT REPRESENTATIVE'S REPORT - None

NJ DELEGATE REPORT – Mrs. Snyder reviewed the School Board Notes and reported on the following: The new teacher tenure evaluation system, Regional Achievement Centers to support priority, focus, and reward schools, and the Educational Leadership Foundation of NJ to start a Foundations grant.

NJ DELEGATE
REPORT

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mr. Rumpff that the Board of Education approve the following appointments:

- 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.
- 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.

GUIDANCE
COUNSELOR
JOELLE
COLLINS-
CARDONA

PT GUIDANCE
COUNSELOR
TIFFANY DUCA

Roll Call: Ayes: (9) Mr. Schmidt, Mr. Rumpff, Mr. Johnson, Mr. Mileta, Mrs. Smith, Mrs. Snyder, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve:

- The Source4Teachers substitutes submitted for the 2012-13 school year; (See pages 422-423)
- Submission of the School Business Administrator contract, for the 2012-2013 school year, to the Salem County Office of Education for review and approval;
- The *Agreement Between the Pittsgrove Administrators and Supervisors Association and the Pittsgrove Township Board of Education*, effective July 1, 2012 through June 30, 2015; (See pages 424-432)
- 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);
- To adopt the Marshall Principal Evaluation Rubrics, as required by the Excellent Educators for New Jersey (EE4NJ);

SOURCE4
TEACHERS

2012-2013
BUS. ADMIN.
CONTRACT

2012-2015
PASA
CONTRACT

CHARLOTTE
DANIELSON'S
TEACHER EVAL

MARSHAL
PRINCIPAL
EVAL RUBRICS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

DUMP TRUCK

- 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; *(See pages 432-433)*

K. MATTHEWS 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 and the \$1,500 will be used to defray district costs for workshop/seminar attendance, etc;

BUILDING REPORTS

- The fire/security drills for November, 2012; *(See pages 434-437)*

13-14 PROGRAM OF STUDIES

- The 2013-14 APSHS Program of Studies;

13-14 APSHS SCHEDULE

- The 2013-2014 APSHS schedule - For your information;

SPANISH CLUB

- 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;

EAGLE SCOUT PROJECT

- 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;

TRI COUNTY CONFERENCE

- 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;

WINTER GAME WORKERS

- The APSHS Winter Game Workers for 2012-13; *(See page 438)*

BUS EVAC DRILL

- The PTMS Bus Evacuation Drill completed in November, 2012; *(See page 438)*

13-14 BUDGET DEV. MANUAL

- The 2013-2014 Budget Development Manual. Note: On file in the Business Office.
- Unanimously approved

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve:

- The Monthly Update of Tuition Students, dated November 16, 2012; *(See page 439)*
- The submission of the 2012 IDEA-B Final Report Application/Amendment. *(See page 439)*

2012 IDEA-B FINAL REPORT

Unanimously approved

CURRICULUM & INSTRUCTION

Moved by Mrs. Schneider and seconded by Mr. Schmidt that the Board of Education approve:

- The staff appointments for the Title I Extended Day Programs. Staff members will be paid via NCLB grant funds; *(See page 440)*
- 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

SPRING 2013 STUDENT TEACHERS

Unanimously approved

FOR YOUR INFORMATION

- School Choice Conversion Student

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

BUSINESS AND FINANCE REPORT

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the following:

- 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. *(See pages 440-455)* BOARD SECRETARY'S CERTIFICATION
- 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. *(See pages 455-464)* TREASURER'S REPORT
- 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. *(See pages 464-466)* REVENUE SUMMARY
- 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. BOE CERTIFICATION
- The transfers of November 15, 2012 and the transfer status report for October, 2012. *(See pages 466-467)* TRANSFERS AND TRANSFER STATUS REPORT
- The bills paid and the bills for payment. *(See pages 468-477)* WARRANTS
- 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 AccountsFINANCIAL REPORTS
- The Budget Summary for December, 2012. BUDGET SUMMARY
- 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. *(See pages 477-478)* PUBLIC AGENCY COMPLIANCE OFFICER
- The following tuition contract agreements, for students received from other districts, for the 2012-2013 school year: *(See pages 478-479)* 2012-2013 TUITION AGREEMENTS
 - Cumberland Regional School District, for student #13647, effective September 6, 2012, for the 2012-2013 school year, tuition of \$12,385.00; CUMBERLAND REGIONAL

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

PENNS GROVE
CARNEYS
POINT

- 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.

STRATFORD

GCA SERVICES
ADDENDUM TO
SERVICE
AGREEMENT

- 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. (See pages 480-482)

INTERLOCAL
SERVICE
AGREEMENT
PITTSGROVE &
NEWFIELD

- With the Superintendent's recommendation, the Interlocal Service Agreement between Pittsgrove Board of Education and Newfield Board of Education for Electrical, HVAC, Plumbing, Maintenance Services and Materials. (See pages 482-483)

FEDERAL
BUDGET
CONTROL ACT
OF 2011

- 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. (See page 483)

SPRINT FUNDS
E-RATE

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

Unanimously approved

AUDIENCE
PARTICIPATION

AUDIENCE PARTICIPATION I

Comments included concerns about an Elmer School staff member discussing the Sandy Hook Elementary School shooting in the classroom.

FOR YOUR INFORMATION

- Enrollment Report
- SACC Enrollment Report
- Discipline Reports
- 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.
- 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
- 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.
- Schalick Media Center - 1st Quarter Report

COMMUNICATIONS

ADDENDUM

Communications

1. Letter of resignation from School Psychologist, Thomas Ward, effective February 8, 2013, (sixty days from receipt of notice), or upon finding a suitable replacement.
2. Letter of retirement, from Elmer School Nurse, Kathleen Schulte, effective June 30, 2013.

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –DECEMBER 17, 2012

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve:

- The resignation of School Psychologist, Thomas Ward, effective February 8, 2013 (sixty days from receipt of notice), or upon finding a suitable replacement;
- With regret, the retirement from Elmer School Nurse, Kathleen Schulte, effective June 30, 2013.

THOMAS
WARD

KATHLEEN
SCHULTE

Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve:

- The certificated lane changes, effective February 1, 2013 for the 2012-13 school year; *(See page 484)*
- 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;
- 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; *(See page 484)*
- The additional warrants; *(See pages 485-486)*
- With regard to Harassment, Intimidation and Bullying reports filed:
 - The HIB incidents sent to the November 19, 2012 Board meeting; *(See page 486)*
 - Review of the HIB incidents presented at this meeting;
- The staff workshop/mileage requests; *(See page 487)*
- The Field Trips for the 2012-2013 school year; *(See page 488)*
- The Fundraisers for the 2012-2013 school year. *(See page 489)*

CERTIFICATED
LANE
CHANGES

LES BERRY
TRANS.
COORD.

EVALS - SALEM
CO. SPECIAL
SERVICES

WARRANTS

HIB REPORTS

STAFF
WORKSHOPS

FIELD TRIPS

FUNDRAISERS

Unanimously approved

FOR YOUR INFORMATION

- APSHS School Calendar Update
- Tentative Schedule of 2013 Meeting Dates -Tentative Schedule of 2013 Board of Education Meeting Dates

AUDIENCE
PARTICIPATIO
N II

AUDIENCE PARTICIPATION II

There were no comments.

CLOSED SESSION I

Moved by Mrs. Snyder and seconded by Mrs. Schneider 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. Personnel

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

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ADJOURN
FROM CLOSED
SESSION

Moved by Mrs. Schneider and seconded by Mr. Rump that the Board of Education adjourn from Closed Session. (8:29 P.M.)
Unanimously approved

Send Strategic Plan ad to Elmer Times, Sunbeam and get a block ad, possibly do a letter to editor, and put on billboard at H.S.

ADDITIONAL
SICK LEAVE
PROPOSAL

Moved by Mrs. Berwick and seconded by Mrs. Schneider that the Board of Education approve to allow staff members who have a critical illness to receive 20 additional sick days if needed. (See page 489)
Ayes: (8) Mrs. Berwick, Mrs. Schneider, Mr. Johnson, Mr. Miletta, Mr. Schmidt, Mrs. Smith, Mrs. Snyder, Mrs. Conover
Noes: (0) Abstain: (1) Mr. Rump Motion Carried

STUDENT
TEACHER
VIDEO LESSON

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve to allow a student teacher to videotape a lesson and send to policy.
Ayes: (7) Mr. Schmidt, Mrs. Schneider, Mr. Johnson, Mr. Miletta, Mr. Rump, Mrs. Smith, Mrs. Conover
Noes: (2) Mrs. Snyder, Mrs. Berwick Abstain: (0) Motion Carried

ADJOURNMENT

Moved by Mr. Schmidt and seconded by Mr. Johnson that the Board of Education meeting be adjourned. (8:36 P.M.)
Unanimously approved

Bh