

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, January 28, 2013, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mrs. Hayman, Mr. Miletta, Mr. Schmidt, Mrs. Smith,
Mrs. Snyder, Mr. Wentzell, Mrs. Schneider, Mrs. Conover, Mr. Rump
(arrived at 6:37 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; the press, staff members, and the public.

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:

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

UPDATES FROM THE JANUARY 24, 2013 WORK SESSION

The following January 24, 2013 Work Session items have been added to the Voting session agenda:

- Item VIII. C. - NJSBA Delegate - *motion to approve NJSBA Delegate and Alternate*

PRESENTATIONS

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

- The Elmer *Eagles of the Month* for January, 2013;
- The Olivet *Owls of the Month* for January, 2013;
- The PTMS *Top Cats* for December, 2012;
- The APSHS *Cougar of the Month* and *Cougar Pride* for January, 2013.

PRESENTATIONS

Communications

No communications were received.

COMMUNICATIONS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

MINUTES
12/13/12
12/17/12
1/3/13

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

- Board of Education Work Meeting and Closed Session December 13, 2012;
- Board of Education Meeting and Closed Session December 17, 2012;
- Board of Education Reorganization Meeting and Closed Session January 3, 2013.

Ayes: (8*) Mr. Miletta, Mr. Wentzell*, Mrs. Hayman*, Mr. Schmidt, Mrs. Smith*, Mrs. Snyder, Mrs. Schneider, Mrs. Conover

Noes: (0) Abstain: (3*) Mrs. Smith (to 12/13 only); Mrs. Hayman, Mr. Wentzell (to 12/13 & 12/17 only)

Motion Carried

Mr. Rump arrived at 6:37 P.M.

BOARD OF EDUCATION BUSINESS

Unfinished Business

Moved by Mrs. Schneider and seconded by Mrs. Smith to appoint Mr. Miletta as the NJSBA Delegate and Mrs. Snyder as the Alternate.

Unanimously approved

New Business

- The Board of Education discussed the Family and Medical Leave (FMLA).
- The Board of Education discussed entering into an Interlocal Service Agreement with the Township of Pittsgrove to repair/maintain vehicles and equipment.

Special Committee Reports - None

STUDENT REP
REPORT

STUDENT REPRESENTATIVE'S REPORT- None

NJ DELEGATE
REPORT

NJ DELEGATE REPORT - VOTING SESSION ONLY

LT SUB
D. DAVENPORT

SUPERINTENDENT'S REPORT

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

- Retired teacher, Denisse Davenport, as a long-term substitute for a teacher who will be on a medical leave of absence for the remainder of the 2012-13 school year. She will be paid at \$135/day;
- Retired Guidance Counselor and ELL instructor, Patricia Drager, to work with a high school student, one day/week for 3 hours at \$36/hour, as the ELL instructor for the 2012-2013 school year;
- The Lane Changes, effective February 1, for the 2012-13 school year; *(See page 13)*
- The 2012-2013 Business Administrator/Board Secretary contract, with corrections made by the County Office of Education; *(See pages 13-15)*
- Two (2) PTMS detention monitors at the club rate of \$25/hour, as well as a 4PM Activity Bus for PTMS on Tuesdays and Thursdays, beginning February 5, 2013 through June 20, 2013 for after school detention;
- The 2012-13 Nursing Services Plan submitted for each school; *(See pages 15-18)*
- The 2013-2014 Budget Development Manual for review and discussion; Note: The Budget Development Manual is on file in the Business Office.
- The payroll projection for the 2013-2014 school year;
- The first reading of the following policies:
 - Revised Policy #3327, *Relations With Vendors*
 - New Policy #5519, *Dating Violence At School*
 - The fire/security drills for November, 2012; *(See pages 19-22)*
 - The list of substitutes for January, 2013. *(See pages 23-24)*

Unanimously approved

2012-2013
BUS. ADMIN
CONTRACT

PTMS
DETENTION

2012-2013
NURSING SVCS
PLAN

2013-2014
BUDGET
MANUAL

2013-2014
PAYROLL
PROJECTION

POLICIES

BUILDING
REPORTS

SOURCE4
TEACHERS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

Moved by Mrs. Schneider and seconded by Mr. Schmidt that Board of Education approve the Monthly Updates of Tuition Students. (See pages 24-25)
Unanimously approved

MONTHLY
UPDATE

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

- The additional staff appointments for the Title I Extended Day Programs. Staff members will be paid via NCLB grant funds; (See page 26)
- The following Spring 2013, Fairleigh Dickinson University Student Teacher request:
 - Lisa Coulter, Elementary K-6, with Karen Morton at Norma School.
- The submission of the 2012-2013 NCLB Amendment; (See pages 26-27)
- The first reading of the following new policies:
 - New Policy #5118.1, School Choice Program
 - New Policy #5118.2, Restrictions on Permitted Participation in School Choice Programs

TITLE I STAFF

STUDENT
TEACHER
LISA COULTER

2012-2013
NCLB
AMENDMENT

POLICIES

Unanimously approved

BUSINESS AND FINANCE REPORT

Moved by Mrs. Snyder 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 November 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. (See pages 28-43)
- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of November, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of November, 2012. (See pages 44-52)
- 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 November 30, 2012. (See pages 53-54)
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of January, 2013 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.
- The following Transfer related items: (See pages 55-58)
 - Transfers of December 20, 2012

BOARD
SECRETARY'S
CERTIFICA-
TION

TREASURER'S
REPORT

REVENUE
SUMMARY

BOE
CERTIFICA-
TION

TRANSFERS OF
12/20/12

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

TRANSFERS
FOR
INSTRUCT-
TIONAL AIDES

- Three transfers for Instructional Aides requiring County office approval:
Amount: \$19,000.00
From: 11-000-100-561-00-CST
To: 11-213-100-320A-22-CST

Amount: \$10,100.00
From: 11-000-100-561-00-CST
To: 11-215-100-320A-21-CST

Amount: \$40,500.00
From: 11-000-100-561-00-CST
To: 11-000-217-320A-22-CST

TRANSFER
STATUS
REPORT
NOVEMBER
2012

- Transfer Status Report for November, 2012.

WARRANTS

- The bills paid and the bills for payment. (*See pages 58-70*)

BUILDING
REPORTS

- The financial reports for November 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

Unanimously approved

BUDGET
SUMMARY

The Budget Summary for January, 2013 was submitted for review.

MIDDLE
SCHOOL
GENERAL
FUND

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

- Changing the authorized signers for the Middle School General Fund Account to Business Administrator/Board Secretary and Interim Building Principal. Two signatures are required for this account; (*See page 70*)
- The appointment of Payroll Secretary, Shelly Ellis, as the individual who will certify to the New Jersey Department of Treasury that all documentation prepared for income tax related purposes complies fully with the requirements of federal and state laws and regulations;
- The Addendum I to the GCA Service Agreement, effective December 1, 2012, reflecting the following changes: (*See page 71*)
Pennsville Public School District
 - The custodial average wage rate will increase to \$11.26/per hour
 - Minimum overtime hours will continue to be reduced to 1,500 annual hours
- The *Agreement for Professional Legal Services* provided by Schwartz, Simon Edelstein & Celso, LLC for future legal services of Paul Kalac, Esquire, for negotiations/collective bargaining agreement matters, The Agreement is effective January 1, 2013 through June 30, 2013 at an hourly rate of \$165.00; (*See pages 71-73*)
- Payment #3 from South Jersey Technology Partnership (SJTP), totaling \$121,264.64, for renovations at Olivet school; (*See pages 73-74*)
- The funds received from Verizon, totaling \$1,901.73, as part of the e-rate program.

Unanimously approved

SHELLY ELLIS

GCA
ADDENDUM I

SCHWARTZ,
SIMON
EDELSTEIN &
CELSE LLC
LEGAL
SERVICES

PAYMENT #3
FROM SJTP
FOR OLIVET

VERIZON E-
RATE FUNDS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve, by Resolution, the termination of the professional services contract between the Pittsgrove Township Board of Education and the law office of Kalac & Barger, LLC, effective December 31, 2012.
Ayes: (9) Mr. Schmidt, Mrs. Schneider, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mrs. Conover
Noes: (0) Abstain: (0) Motion Carried

KALAC &
BARGER, LLC
TERMINATION
OF SERVICES

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve, by Resolution, the submission of the paperwork for the refunding of the bonds, series 2005.
(See pages 75-76)
Ayes: (9) Mr. Schmidt, Mrs. Schneider, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mrs. Conover
Noes: (0) Abstain: (0) Motion Carried

REFUNDING
BONDS,
SERIES 2005

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve the revised Transportation Jointures, for the 2012-2013 school year. Prices have been adjusted for changes in the runs and match the October 31, 2012 NJ DRTRS report. *Note: Pittsgrove provides transportation for Elmer and Upper Pittsgrove. This is revenue for Pittsgrove.*
(See pages 76-78)
Ayes: (8) Mr. Schmidt, Mrs. Schneider, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell
Noes: (0) Abstain: (1) Mrs. Conover Motion Carried

2012-2013
TRANSPORTA-
TION
JOINTURES

AUDIENCE PARTICIPATION I
There were no comments.

AUDIENCE
PARTICIPATION I

FOR YOUR INFORMATION

- Enrollment Report
- SACC Enrollment Report
- Discipline Reports
- NJSBA - Mandated Training - In accordance with N.J.S.A. 18A:12-33, board members are required to complete mandated training programs which are prepared and offered by the NJSBA, and enforced by the School Ethics Commission. NJSBA will offer these mandated training programs throughout the state, during the year at no cost. Board members who are required to fulfill the mandated training:
 1. Mrs. Hayman - Governance I: New Board Member Orientation
 2. Mr. Wentzell - Governance I: New Board Member Orientation
 3. Mr. Miletta - Governance III: Student Achievement
 4. Mrs. Berwick - Governance IV: Legal Update & Anti-Bullying Bill of Rights
 5. Mrs. Snyder - Governance IV: Legal Update & Anti-Bullying Bill of Rights

Contact the business office to be registered for mandated training programs.

ADDENDUM

- Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve:
- The additional warrants; *(See page 79)*
 - With regard to Harassment, Intimidation and Bullying reports filed:
 - approval of the HIB incidents sent to the December 17, 2012 Board meeting; *(See pages 79-80)*
 - review of the HIB incidents presented at this meeting.

ADDITIONAL
WARRANTS
HIB REPORTS

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 28, 2013

STAFF
WORKSHOPS

FIELD TRIPS

FUNDRAISERS

DIANA SANTOS
SCHOOL PSY-
CHOLOGIST

RESIGNATION
DEBORAH
MORTON

STUDENT
PLACEMENT
#11045

- The staff workshop/mileage requests; *(See pages 80-81)*
- The Field Trips for the 2012-2013 school year; *(See page 82-83)*
- The Fundraisers for the 2012-2013 school year; *(See page 83)*
- With the Superintendent's recommendation, approval of Diana Santos to the position of School Psychologist, replacing Thomas Ward, effective February 6, 2013 for the remainder of the 2012-2013 school year, Step 1MA, \$51,894 prorated;
- To accept, with regret, the resignation of APSHS Assistant Principal, Deborah Morton, effective March 31, 2013;
- The placement of Student #11045, an Elmer resident, at the Salem County Alternative High School, effective January 23, 2013 for the remainder of the 2012-2013 school year, at a tuition rate of \$18,216 prorated. The Elmer Board of Education is responsible for tuition and transportation costs.

Roll Call: Ayes: (9) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Miletta, Mr. Rump, Mrs. Snyder, Mr. Wentzell, Mrs. Schneider, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

The Board discussed the Electronic APSHS Progress Reports & Student Report Cards.

AUDIENCE
PARTICIPATION II

AUDIENCE PARTICIPATION II

There were no comments

ADJOURN
INTO CLOSED
SESSION

CLOSED SESSION I

Moved by Mr. Schmidt 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:

1. Personnel

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (6:43 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education adjourn from Closed Session. (6:54 P.M.)

Unanimously approved

A Community Liaison Meeting will be held (possibly) on Wednesday, January 30, 2013 at 7 P.M. in the Board Office.

No date has been set yet for a Negotiations Committee Meeting with the PSSA.

Mrs. Snyder reported that she got an anonymous phone call regarding the article she read at the work session because the article mentioned God.

ADJOURNMENT

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (6:59 P.M.)

Unanimously approved

Bh