

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, January 24, 2013 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith,
Mrs. Snyder, Mr. Wentzell, Mrs. Schneider, Mrs. Conover

ATTENDANCE

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. Patty Gaburo, Principal Olivet/Elmer/Norma Schools; Mr. William Jolley, Interim Principal Pittsgrove Township Middle School; Ms. Michelle Deaver, Director of Special Education; 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 6:36 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

III. DISTRICT MISSION STATEMENT

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

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.

WORK SESSION STATEMENT

THE FOLLOWING ITEM WAS ADDED FOR THE AGENDA FOR THE VOTING SESSION ON JANUARY 28, 2013:

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

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON JANUARY 28, 2013:

V. PRESENTATIONS

A. STUDENT AWARDS

- APSHS Principal, Ms. Meyers presented the *Cougar of the Month* and *Cougar Pride* for January, 2013;
- PTMS Interim Principal, Mr. Jolley presented PTMS *Top Cats* for December, 2012;

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Elmer *Eagles of the Month* for January, 2013;
- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Olivet *Owls of the Month* for January, 2013.

VI. COMMUNICATIONS

No communications were received.

VII. MINUTES

Approval of 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.

VIII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. NJSBA DELEGATE

Appointment of a Pittsgrove Township Board of Education member as the NJSBA Delegate. *Currently: Mrs. Snyder*

Note: Add motion for appointment of Mr. Miletta as the NJSBA Delegate with Mrs. Snyder as the alternate.

B. NEW BUSINESS

1. DISCUSS FMLA POLICY

Discuss Family and Medical Leave (FMLA). *Discussion included FMLA policy samples to be returned to the BOE prior to the next work session on February 21, 2013.*

2. DISCUSS INTERLOCAL SERVICE AGREEMENT WITH TOWNSHIP OF PITTSGROVE FOR MECHANIC

Discuss entering into an Interlocal Service Agreement with the Township of Pittsgrove to repair/maintain vehicles and equipment. *The Board would like to arrange a meeting with the Township Liaison before next Board of Education meeting.*

C. SPECIAL COMMITTEE REPORTS - None

IX. STUDENT REPRESENTATIVE'S REPORT

X. NJ DELEGATE REPORT - VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. LONG-TERM SUBSTITUTE TEACHER

Approval of 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.

2. ENGLISH LANGUAGE LEARNER

Approval of 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. *Add for the 2012-2013 school year.*

3. LANE CHANGES

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

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

B. 2012-2013 BUSINESS ADMINISTRATOR CONTRACT

Approval of the 2012-2013 Business Administrator/Board Secretary contract, with corrections made by the County Office of Education.

C. PTMS REQUEST FOR TWO DETENTION MONITORS & 4PM ACTIVITY BUS

Approval of 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.

D. 2012-13 NURSING SERVICES PLAN

Approval of the 2012-13 Nursing Services Plan submitted for each school building.

E. 2013-2014 BUDGET

1. 2013-2014 BUDGET DEVELOPMENT MANUAL – For Your Information only:

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

2. 2013-2014 PAYROLL PROJECTION

Payroll projection for the 2013-2014 school year.

F. BOE POLICIES

Approval of the first reading of the following policies:

- Revised Policy #3327, *Relations With Vendors*
- New Policy #5519, *Dating Violence At School*

G. BUILDING SECURITY DRILLS

Approval of the fire/security drills for November, 2012. *Mrs. Snyder left her seat as a Board Member, and as a grandparent read an article on Columbine from the podium.*

H. SOURCE4TEACHERS SUBSTITUTES

Approval of the list of substitutes for January, 2013.

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF TUITION STUDENTS

Approval of the Monthly Updates of Tuition Students.

XIII. CURRICULUM & INSTRUCTION

A. TITLE I PROGRAM ADDITIONAL STAFF

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

B. STUDENT TEACHERS

Approval of the following Spring 2013, Fairleigh Dickinson University Student Teacher request:

- Lisa Coulter, Elementary K-6, with Karen Morton at Norma School.

C. 2012-2013 NCLB APPLICATION APPROVAL/AMENDMENT

Approval of submission of the 2012-2013 NCLB Amendment.

D. BOE POLICIES

Approval of the first reading of the following new policies:

- New Policy #5118.1, School Choice Program

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

- New Policy #5118.2, Restrictions on Permitted Participation in School Choice Programs

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 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.

B. TREASURER'S REPORT

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.

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 November 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 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.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the following Transfer related items:

- Transfers of December 20, 2012
- 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 for November, 2012

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of 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

H. BUDGET SUMMARY

The Budget Summary for January, 2013 is submitted for your review.

I. CHANGE TO PTMS GENERAL FUND BANK ACCOUNT

Approval of 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.*

J. CERTIFICATION FOR NJ DEPARTMENT OF TREASURY

Approval of 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.

K. GCA SERVICE AGREEMENT - ADDENDUM I

Approval of Addendum I to the GCA Service Agreement, effective December 1, 2012, reflecting the following changes:

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

L. TERMINATION OF PROFESSIONAL LEGAL SERVICES CONTRACT

Approval, 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.

As per the Agreement for Professional Services with Kalac & Barger, the Board may terminate services at any time. Mr. Kalac provided legal representation of the Board in the form of labor/negotiations counsel.

M. AGREEMENT FOR PROFESSIONAL LEGAL SERVICES

Approval of 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.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

N. OLIVET RENOVATIONS - SJTP PYMT REQUEST #3

Approval of payment #3 from South Jersey Technology Partnership (SJTP), totaling \$121,264.64, for renovations at Olivet school.

O. REFUNDING BOND ORDINANCE

Approval, by Resolution, the submission of the paperwork for the refunding of the bonds, series 2005.

P. 2012-2013 TRANSPORTATION JOINTURES

Approval of 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.

Q. ACCEPTANCE OF FUNDS - VERIZON

Acceptance of the funds received from Verizon, totaling \$1,901.73, as part of the e-rate program.

XV. AUDIENCE PARTICIPATION I

Comments included questions about wanting a brief summary on the policies being discussed and busing at the high school and middle schools for school activities.

XVI. FOR YOUR INFORMATION

A. ENROLLMENT REPORT

B. SACC ENROLLMENT REPORT

C. DISCIPLINE REPORTS

D. 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. Mileta - 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.

XVII. ADDENDUM

A. ADDITIONAL WARRANTS

Approval of the additional warrants.

B. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying reports filed:

- approval of the HIB incidents sent to the December 17, 2012 Board meeting;
- review of the HIB incidents presented at this meeting.

C. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests

D. FIELD TRIPS 2012-2013

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

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 24, 2013

E. FUNDRAISERS 2012-2013

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

F. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENT

The Superintendent recommends that Board 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.

2. RESIGNATION - APSHS ASST. PRINCIPAL

Acceptance of the resignation of APSHS Assistant Principal, Deborah Morton, effective March 31, 2013.

G. ALTERNATIVE HIGH SCHOOL PLACEMENT

Approval of 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.

H. FOR DISCUSSION: Electronic APSHS Progress Reports & Student Report Cards

XVIII. AUDIENCE PARTICIPATION II

Comment included a request for Board Members to use microphones when speaking.

AUDIENCE
PARTICIPATION
II

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:

ADJOURN
INTO CLOSED
SESSION

1. Negotiations

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8:58 P.M.)

Unanimously approved

Moved by Mr. Mileta and seconded by Mrs. Schneider that the Board of Education adjourn from Closed Session. (10:19 P.M.)

ADJOURN
FROM CLOSED
SESSION

Unanimously approved

The Board requested an update on the on-line course.

Moved by Mrs. Schneider and seconded by Mrs. Conover that the Board of Education meeting be adjourned. (10:20 P.M.)

ADJOURNMENT

Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY