

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –FEBRUARY 21, 2013**

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, February 21, 2013 6:30 P.M., Arthur P. Schalick High School.

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

ATTENDANCE

Members Absent: Mrs. Snyder, 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. Patricia Gaburo, Principal Olivet/Elmer/Norma Schools; Mr. William Jolley, Interim Principal Pittsgrove Township Middle School; Ms. Deborah Morton, Assistant Principal, A.P. Schalick High School; Mr. Tino Monti, Assistant Principal Olivet School; 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

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 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 ITEMS WERE CHANGED/UPDATED FOR THE AGENDA FOR THE VOTING SESSION ON FEBRUARY 25, 2013:

- Item VI. D. - Motion to Approve the Refunding of Bonds, Series 2005 and Refunding Bond Ordinance
- Item VI. E. - approval of Underwriter, Verification Agent and Escrow Agent for the Refunding of Bonds, Series 2013
- Item XII. B. New Policy 5118.3 *School Choice Program* - REMOVED for changes to policy language
- Item XV. L. - PTMS - Budget for 2013-14 School Year

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- Item XVIII. A. 2. 2012-13 Efficiency Standards Budget Review from Salem County Office of Education
- Item XVIII. A. 3. PSSA - *Notice of Impasse*

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON FEBRUARY 25, 2013:

V. PRESENTATIONS

A. STUDENT AWARDS

- APSHS Principal, Ms. Meyers and Assistant Principal, Ms. Morton presented the *Cougar of the Month* and *Cougar Pride* for February, 2013;
- PTMS Interim Principal, Mr. Jolley presented PTMS *Top Cats* for January, 2013;
- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Elmer *Eagles of the Month* for February, 2013;
- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Olivet *Owls of the Month* for February, 2013.

VI. PUBLIC HEARING - FEBRUARY 25, 2013

Approval to open the Public Hearing on the Refunding of Bonds, Series 2005.

A. REFUNDING OF BONDS, SERIES 2005

The Superintendent and Business Administrator will present the Resolution for Refunding of Bonds, Series 2005. *The Board requested that the agents be listed for approval.*

B. AUDIENCE PARTICIPATION I

C. CLOSE PUBLIC HEARING

Approval to close the Public Hearing on the Refunding of Bonds, Series 2005.

D. MOTION TO APPROVE – *Add - THE REFUNDING OF BONDS, SERIES 2005 AND REFUNDING BOND ORDINANCE.*

*E. APPROVAL OF UNDERWRITER, VERIFICATION AGENT AND ESCROW AGENT FOR THE REFUNDING BONDS, SERIES 2013 – Add to motion.*

VII. COMMUNICATIONS

No communications were received.

VIII. MINUTES

Approval of the following Minutes:

- Board of Education Work Meeting and Closed Session January 24, 2013;
- Board of Education Meeting and Closed Session January 28, 2013.

IX. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. SPECIAL MEETING MARCH 7, 2013

Approval of a Special Meeting of the Board of Education on March 7, 2013, 6:30 P.M., A.P. Schalick High School Media Center, to review the 2013-2014 school district budget for submission to the County Office of Education.

C. SPECIAL COMMITTEE REPORTS

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X. STUDENT REPRESENTATIVE'S REPORT – Ms. Sharp reported on the following: Boys Basketball, Tri County Diamonds, District Competition for Wrestling is this week, and Green and Gold is coming up on March 8, 2013.

XI. NJ DELEGATE REPORT - VOTING SESSION ONLY

XII. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. SOURCE 4 TEACHERS SUBSTITUTES

Approval of the Source 4 Teachers Substitute List for February, 2013.

2. CENTRAL OFFICE SUPPORT STAFF AGREEMENT 2008 - 2012

Retroactive approval of the *Central Office Support Staff Unit Agreement*, effective July 1, 2008 through June 30, 2012.

B. BOE POLICIES

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

- Revised Policy #3327, *Relations With Vendors*
- New Policy #5519, *Dating Violence At School*
- New Policy #5118.3. *School Choice Program – Note: Policy has been removed for changes to policy language.*
- New Policy #5118.4, *Restrictions on Permitted Participation in School Choice Programs- The Board requested this information to be reported on an annual basis with regard to grade distribution and number of seats available. The Board also requested that at any time the Board may vote to stop being a Choice School.*

Approval of the update to the following policies to reflect the name change of the Division of Youth and Family Services (DYFS) to the Division Child Protection and Permanency (DCP&P).

- Policy #1410, *Local Units*
- Policy #5141.4, *Child Abuse and Neglect*
- Policy #5145.5, *Photographs of Pupils\**
- Policy #5145.11, *Questioning and Apprehension*

C. DISTRICT HIB- INVESTIGATIONS, TRAININGS & PROGRAMS (HIB-ITP) REPORT FOR PERIOD 1

Approval of the District HIB Investigations, Trainings and Programs (HIB-ITP) Data Collection submitted to the State of New Jersey for Report Period #1, July 1 through December 31, 2012.

D. DISTRICT REPORT OF VANDALISM AND VIOLENCE AND DISTRICT HIB SUMMARY REPORT FOR PERIOD 1

Approval of the following items submitted to the State of New Jersey for Period #1, September 1, 2012 through December 31, 2012.

- 2012-13 District Report of Vandalism and Violence
- 2012-13 District HIB Summary Report

E. BUILDING SECURITY DRILLS

Approval of the fire/security drills for January, 2013.

F. SCHOOL REPORTS

1. APSHS

a. SCHOLARSHIPS

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Approval of a new \$500 scholarship to be awarded beginning in June 2013. This scholarship is sponsored by the United Way of Salem County Women's Leadership Council and is entitled, *Young Leaders Scholarship Award*.

b. AP SHS MARCHING BAND TO PEP BAND

Approval to eliminate the Schalick Marching Band and introduce a Schalick Pep Band beginning with the 2013-14 school year. This recommendation is being made by current Band Director, Scott Pieczara and Schalick Principal, Donna Meyers, due to the low band membership.

c. SPRING 2013 ATHLETIC SCHEDULES

Approval of the Schalick Spring 2013 Athletic Schedules.

d. EXTRA/CO-CURRICULAR APPOINTMENTS - ATHLETICS

Approval of the Spring Athletic Extra/Co-Curricular appointments for the 2012-13 school year.

2. PTMS

a. PTMS TRACK PROGRAM SCHEDULE

Approval of the 2012-13 PTMS Track Program to begin in March, 2013. The cost for two coaches and transportation will be funded by the PTMS and Schalick Track Boosters, as well as the PTSO.

b. EXTRA/CO-CURRICULAR APPOINTMENTS

Approval of the attached 2012-13 extra/co-curricular appointments and stipend amounts.

XIII. SPECIAL EDUCATION

A. UPDATE ON PITTSGROVE STUDENTS

Approval of the Special Education Update on Tuition Pittsgrove Students, dated February 8, 2013.

XIV. CURRICULUM & INSTRUCTION

A. STUDENT TEACHER

Approval of a Special Education Field Experience request for Jessica Saunderlin, University of Phoenix student, to be placed with Linda Clement as well as rotate through each area of the programs:

1 week LLD

1 week MD

1 week ICR

1 week Autism

1 week BD

*Note - Change for the voting session on February 25, 2013 - The Motion should read each rotation to 2 weeks.*

B. TITLE I EXTENDED DAY PROGRAM

Approval of Kim Hetzell as Title I Extended Day Program Alternate.

XV. 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 December 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

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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 December, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of December, 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 December 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 February, 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 transfers of January 15, 2013 and the Transfer Status Report for December, 2012.

**F. WARRANTS**

Approval of the bills paid and the bills for payment.

**G. FINANCIAL REPORTS**

Approval of the financial reports for December 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 February, 2013 is submitted for your review.

**I. 2012-2013 TUITION CONTRACT AGREEMENT**

Approval of the Tuition Contract Agreement with Monroe Township Public Schools for the 2012-2013 school year, effective January 2, 2013, at a tuition of \$11,201., to be pro-rated, for a student deemed homeless. It has been determined that Pittsgrove is the District of responsibility.

**J. 2012-2013 SALEM COUNTY VO-TECH SCHOOL**

Approval of the Education Contract Agreement with Salem County Vocational Technical Schools, for the *Career Technical High School In-County Tuition*, in the amount of \$48,500, for the 2012-2013 School Year.

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**K. 2013-2014 TUITION RATES**

Approval of the tuition rates for the 2013-2014 school year.

**L. 2013-2014 BUDGET**

Review and discussion of the following 2013-2014 Budget items:

- NORMA, ELMER & OLIVET SCHOOLS – Ms. Garburo gave an update on the following:
  - Elementary School Budget Synopsis
  
  - Norma School Staffing for 2013-2014 School Year
  - Elmer School Staffing for 2013-2014 School Year
  - Olivet School Staffing for 2013-2014 School Year
  
  - Norma School Budget for 2013-14 School Year
  - Elmer School Budget for 2013-14 School Year
  - Olivet School Budget for 2013-14 School Year
  
- A.P. SCHALICK HIGH SCHOOL – Ms. Meyers gave an update on the following:
  - APSHS Budget Synopsis
  - APSHS School Budget for 2013-14 School Year
  - Additional Budget Detail
  
- TECHNOLOGY- Mr. Bermann gave an update on the following:
  - Technology Budget for 2013-14 School Year
  
- CURRICULUM & INSTRUCTION – Ms. DuBois gave an update on the following:
  - Curriculum Budget for 2013-14 School Year
  
- CHILD STUDY TEAM – Ms. Deaver gave an update on the following:
  - CST Budget Synopsis
  - CST Budget for 2013-14 School Year
  
- PTMS – note – Added this item to agenda
  - *PTMS School Budget for 2013-14 School Year*

**XVI. AUDIENCE PARTICIPATION II**

Comments included the use of microphones at Board meetings, online electronic books, and class size equal at all grades.

**XVII. FOR YOUR INFORMATION**

- A. ENROLLMENT REPORT
- B. SACC ENROLLMENT REPORT
- C. DISCIPLINE REPORTS
- D. APSHS MEDIA CENTER - 2nd QUARTER REPORT
- E. COURIER POST ARTICLE
- F. OLIVET TEACHER NAMED TO NJ TEACHER ADVISORY PANEL PILOT
- G. SOLAR PROJECT SAVINGS ANALYSIS - Savings Analysis provided by Blue Sky Power for Pittsgrove School District project.

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XVIII. ADDENDUM

A. COMMUNICATIONS

1. NOTICE OF RETIREMENT

1. Notice of retirement from APSHS special education teacher, Patricia Giovanetti, effective March 1, 2013.

Acceptance of the retirement of APSHS special education teacher, Patricia Giovanetti, effective March 1, 2013.

*2. 2012-2013 Efficiency Standards Budget Review from Salem County Office of Education – Add to agenda*

*3. Notice of Impasse –Add to agenda*

B. ADDITIONAL WARRANTS

Approval of the additional warrants.

C. AGREEMENT WITH PITTSGROVE TWP. - MECHANIC

Approval of the agreement with the Township of Pittsgrove, for a Mechanic for the 2012-2013 school year. Pittsgrove will provide a Mechanic to repair and maintain vehicles and equipment owned by the Township of Pittsgrove, at an hourly rate of \$55., along with the cost of all necessary materials and/or supplies required.

D. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests

E. FIELD TRIPS 2012-2013

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

F. FUNDRAISERS 2012-2013

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

G. STUDENT TEACHERS

Approval of the following Rowan University student field placement requests for Spring, 2013. The following students will observe John Romano and Linda DuBois at PTMS for two half days:

Stephanie Lees  
Nicole Marincola  
Shane Massimillo  
LeAnne Miller  
Amanda Phillip  
Lindsey Sampolski  
Michael Sisholtz  
Timothy Vliet  
Michael Wasienko

H. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying reports filed:

- approval of the HIB incidents presented for review at January 28, 2013 Board meeting;
- review of the HIB incidents presented at this meeting.

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I. FOR YOUR INFORMATION

1. STAFF MEMBER UPDATE
2. SCHOOL IMPROVEMENT PANELS ESTABLISHED

XIX. AUDIENCE PARTICIPATION III

No Comments

CLOSED SESSION I

Moved by Mr. Wentzell and seconded by Mrs. Smith 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. (9:05 P.M.)

Unanimously approved

ADJOURN  
INTO CLOSED  
SESSION

Moved by Mrs. Berwick and seconded by Mr. Rumpp that the Board of Education adjourn from Closed Session. (9:22 P.M.)

Unanimously approved

ADJOURN  
FROM CLOSED  
SESSION

Moved by Mr. Rumpp and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (9:52 P.M.)

Unanimously approved

*Bh*

ADJOURNMENT

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SUZANNE R. FOX ABDILL, BOARD SECRETARY