

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, March 25, 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. Snyder

ROLL CALL

Members Absent: Mrs. Schneider, Mrs. Berwick, Mrs. Conover

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 Member, Mrs. Patricia Snyder, opened the meeting at 6:30 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 Member, Mrs. Patricia Snyder, 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 MARCH 21, 2013 WORK SESSION

The following updates/changes have been made from the March 21, 2013 Work Session:

- Item VIII. D. - added 8th grade field trip to Greater Philadelphia Expo Center, Oaks, PA on April 3, 2013.

PRESENTATIONS

The following items were presented at the March 21, 2013 Work Session:

- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Elmer *Eagles of the Month* for March, 2013;
- Principal for Elmer and Olivet Schools, Ms. Gaburo presented Olivet *Owls of the Month* for March, 2013;
- PTMS Interim Principal, Mr. Jolley presented PTMS *Top Cats* for February, 2013;
- APSHS Principal, Ms. Meyers presented the *Cougar of the Month* and *Cougar Pride* for March, 2013;
- Ms. Meyers and APSHS Teacher, Mr. Pierangeli presented the APSHS peer Mediators.

PRESENTATIONS

PUBLIC HEARING ON THE 2013-2014 BUDGET

The Public Hearing was presented at the March 21, 2013 Work Session.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

2013-2014
BUDGET

Following a review of the budget, it was moved by Mr. Schmidt and Mr. Miletta that the Board of Education, by Resolution, approve the 2013-2014 school budget totaling \$27,393,443. The local tax levy to be raised for current expense is \$9,003,134. The local tax levy to be raised for debt service is \$542,035.

BE IT RESOLVED, that there should be raised for General Funds \$9,003,134 for the ensuing 2013-2014 school year. (See pages 217-221)

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$ 25,861,756	\$ 9,003,134
Special Revenue Fund	\$ 673,402	\$ 0
Debt Service Fund	\$ 858,285	\$ 542,035
TOTAL BASE BUDGET	\$ 27,393,443	\$ 9,545,169
Transfers	\$ 0	
Net Base Budget	\$ 27,393,443	

Roll Call: Ayes (7) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rump, Mrs. Smith, Mr. Wentzell and Mrs. Snyder

Noes (0)

Abstain (0)

Motion Carried

Communications
No communications received.

MINUTES
2/13/13
2/21/13
2/25/13
3/7/13

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

- Special Board of Education Meeting and Closed Session February 13, 2013;
- Board of Education Work and Closed Session February 21, 2013;
- Board of Education Meeting and Closed Session February 25, 2013;
- Special Board of Education Meeting and Closed Session March 7, 2013.

Unanimously approved

BOARD OF EDUCATION BUSINESS

Unfinished Business - None

New Business

Moved by Mrs. Smith and seconded by Mr. Miletta that the Board of Education approve the following Board of Education Meeting schedule changes:

- reschedule the April BOE Work Session & Voting Session from April 18th and April 22nd to April 11th and April 15th, 6:30 P.M., Schalick Media Center;
- reschedule the May BOE Work Session & Voting Session from May 16th and May 20th to May 9th and May 13th, 6:30 P.M, Schalick Media Center.

Unanimously approved

Special Committee Reports - None

RESCHEDULE:
APRIL BOE
MEETINGS TO
4/11/13
4/15/13

MAY BOE
MEETINGS TO
5/9/13
5/13/13

NJ DELEGATE
REPORT

STUDENT REPRESENTATIVE'S REPORT – No report

NJ DELEGATE REPORT – Mr. Miletta reported that the dues will be reduced for districts hit by Sandy, the Budget passed, and mentioned policy manual checkup.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

SUPERINTENDENT'S REPORT

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

- With the Superintendent's recommendation, the appointment of Jennifer Bateman to the position of "as needed" security personnel, for the remainder of the 2012-13 school year, at \$15/hour. All appropriate documentation has been received;
- With the Superintendents recommendation, the appointment of Rachel Dingler as a SACC substitute caregiver for the remainder of the 2012-13 school year, at \$8.60/hour. Ms. Dingler is currently a S4T/Mission One employee. All appropriate documentation has been submitted;
- The Source 4 Teachers Substitute List for March, 2013. (*See page 222*)

JENNIFER
BATEMAN
AS NEEDED
SECURITY

SACC SUB
RACHEL
DINGLER

SOURCE 4
TEACHERS

Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve to revise the 2012-13 School District Calendar to reflect the addition of two (2) days, (June 20 & June 21, 2013), to the school calendar. Those days will compensate for the District being closed (October 29 & 30, 2012), due to Hurricane Sandy. Following approval of this change, June 17 & 18, 2013 become full school days, June 19, 20 & 21, 2013 will be early dismissal days for students. (*See page 223*)

2012-2013
DISTRICT
CALENDAR

Unanimously approved

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the fire/security drills for February, 2013. (*See pages 223-227*)

BUILDING
REPORTS

Unanimously approved

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

- To donate the high school lacrosse equipment to the Pittsgrove Township Youth Lacrosse League;
- The attached 2013 Track coaching appointments for Schalick High School:
(*See page 227*)

LACROSSE
EQUIPMENT

2013 TRACK
COACH APPTS
APSHS

- Darren Harris - Girls Track Head Coach, Step 3, \$5,439
- James Turner - 1st Asst-Boys Track, Step 3, \$3,391
Note: Todd Greenwood was erroneously listed as 1st Asst. for Boys Track on the memo approved by the BOE 2/25/13. He is 1st Assistant for Girls Track. The stipend remains the same. The remainder of the appointments on the attachment were approved at the BOE meeting on 2/25/13;

GARY CATTS
CHAPERONE

- Gary Catts as an additional chaperone on the 7th grade trip to Camp Speers Eljabar, April 24-26, 2013. Mr. Catts as served in this capacity for the past five years.

Unanimously approved

Moved by Mr. Miletta and seconded by Mrs. Smith that the Board of Education approve the One-Year Preschool Program Plan (ELLI) Update for 2013-2014. (*See pages 228-239*)

ONE YEAR
PRESCHOOL
PROGRAM
PLAN (ELLI)
2013-2014

Ayes (7): Mr. Miletta, Mrs. Smith, Mrs. Hayman, Mr. Rump, Mr. Schmidt, Mrs. Snyder, Mr. Wentzell

Noes: (0)

Abstain: (0)

Motion Carried

SPECIAL EDUCATION

MONTHLY
STUDENT
UPDATE

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve of the Special Education Update on Tuition Pittsgrove Students, dated March 7, 2013. (*See page 239*)

Unanimously approved

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

CURRICULUM & INSTRUCTION

Moved by Mr. Schmidt and seconded by Mr. Mileta that the Board of Education approve the staff workshop/mileage requests. *(See page 240)*

Unanimously approved

STAFF
WORKSHOP
MILEAGE
REQUESTS

BUSINESS AND FINANCE REPORT

Moved by Mrs. Smith and seconded by Mr. Mileta 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 January 31, 2013, 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 241-255)*
- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of January, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of January, 2013. *(See pages 256-264)*
- 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 January 31, 2013. *(See pages 265-266)*
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of March, 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 transfers of January 17, 2013, January 18, 2013, January 31, 2013 and February 15, 2013, and the Transfer Status Report for January, 2013. *(See pages 267-269)*
- The bills paid and the bills for payment. *(See pages 270-278)*
- The financial reports for January, 2013, 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

BOARD
SECRETARY'S
CERTIFICA-
TION

TREASURER'S
REPORT

REVENUE
SUMMARY

BOE
CERTIFICA-
TION

TRANSFERS
& TRANSFER
STATUS
REPORT
JANUARY 2013

WARRANTS

FINANCIAL
REPORTS

BUDGET
SUMMARY
REPORT
MARCH 2013

Unanimously approved

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

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

Moved by Mr. Mileta and seconded by Mr. Schmidt that the Board approve, by Resolution, to minimize the number of medical plans, offered under the School Employees' Health Benefits Program, effective January 1, 2014, for SHBP/SEHBP Group #0779-00 and Group #0779-01 (See page 278-279)

Ayes: (7) Mr. Mileta, Mr. Schmidt, Mrs. Hayman, Mr. Rump, Mrs. Smith, Mr. Wentzell, Mrs. Snyder

Noes: (0)

Abstain: (0)

Motion Carried

MEDICAL
PLANS
UNDER
SCHOOL
EMPLOYEES
HEALTH
BENEFITS
PROGRAM

NJASBO
SPRING
CONFERENCE

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

- The Superintendent and Business Administrator to attend the *NJASBO "51st Annual Spring Conference"*, June 5, 6 and 7, 2013, Borgata Hotel, Atlantic City, NJ. Registration fee is \$150/each, with no overnight hotel accommodations. Mileage in accordance with travel regulations. *Note: The registration fee will be covered by Shared Services for Mr. Bermann.*
- The Superintendent's attendance at the NJASA/NJAPSA 31st Annual Spring Conference, at Caesars, Atlantic City, May 20-22, 2013. Registration is \$425.
- Mr. Wentzell to attend the NJSBA Mandated Training Program, Governance I: New Board Member Orientation, on May 11, 2013 at Washington Township High School, Sewell, NJ. Cost of registration is free for mandated training. *Note: Mileage in accordance with travel regulations.*

NJASA/NJAPSA
SPRING
CONFERENCE

NJSBA
MANDATED
TRAINING
PROGRAM

Unanimously approved

Moved by Mr. Smith and seconded by Mr. Mileta that the Board of Education approve to accept the dividend received from *Utica National Insurance Group*, in the amount of \$5,849.27, for participants in the Southern New Jersey Schools Property/Casualty Safety Group. Members earned a 6.06% dividend for the July 1, 2011 to June 30, 2012 policy term.

Unanimously approved

UTICA
NATIONAL
INSURANCE
GROUP

AUDIENCE
PARTICIPATION II

AUDIENCE PARTICIPATION II

No Comments

FOR YOUR INFORMATION

- SACC Enrollment Report
- Discipline Reports
- Extraordinary Aid Application Filed
- County Approval of 2012-13 Bus. Adm. Contract

ADDENDUM

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve of the appointment of Douglas Volovar to the position of Assistant Principal, Schalick High School, effective upon completion of current contract obligations, (approximately 30 days), for the remainder of the 2012-13 school year, Step 5, \$90,929.00 prorated. This is a twelve-month position.

Roll Call: Ayes: (7) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Mileta, Mr. Rump, Mr. Wentzell, Mrs. Snyder

Noes: (0)

Abstain: (0)

Motion Carried

DOUGLAS
VOLOVAR
ASST.
PRINCIPAL
APSHS

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 25, 2013

ASHLEE
WYNNE SUB
BUS AIDE

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

- Ashlee Wynne, as a substitute bus aide for the 2012-2013 school year, pending the return of her criminal history review clearance;
- The Central Office Support Staff Proposal for 2012-2015. (*See page 280*)

Unanimously approved

2012-2015
CENTRAL
OFFICE
SUPPORT
STAFF
PROPOSAL

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve the additional warrants. (*See page 281*)

Unanimously approved

ADDITIONAL
WARRANTS

With regard to Harassment, Intimidation and Bullying reports filed it was moved by Mr. Miletta and seconded by Mrs. Smith that the Board of Education approve:

- The HIB incidents presented for review at the February 25th meeting; (*See page 282*)
- Review of the HIB incidents presented at this meeting.

Unanimously approved

HIB REPORTS

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

- The Field Trips for the 2012-2013 school year; (*See pages 282-283*)
- The Fundraisers for the 2012-2013 school year. (*See page 284*)

Unanimously approved

FIELD TRIPS
FUNDRAISERS

FOR YOUR INFORMATION

- Enrollment Report - March, 2013
- Article: "Who Does What In School Governance"
- School Reach Calls - A member of the public has raised some concern about the number of School Reach calls placed this year. I am providing a diary of all calls made by our schools, 7/1/12-3/19/13. Three (3) calls that were placed were not directly concerning a school function, but related to the school community-at-large.

AUDIENCE PARTICIPATION III

No Comments

AUDIENCE
PARTICIPATION
III

CLOSED SESSION I

No Closed Session

ADJOURNMENT

Moved by Mr. Wentzell and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (6:51 P.M.)

Unanimously approved

Bh