

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –MARCH 21, 2013

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

Members Present: Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Wentzell, Mrs. Schneider, Mrs. Berwick, Mrs. Conover, Mrs. Smith (arrived at 6:35 P.M.)

ATTENDANCE

Members Absent: Mr. Schmidt, Mrs. Snyder

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; 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:

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

Mrs. Smith arrived at 6:35 P.M.

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

- Item XVIII. D. - added 8th grade field trip to Greater Philadelphia Expo Center, Oaks, PA on April 3, 2013 to the Field Trip Approval Spreadsheet submitted for March 25, 2013.

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

V. PRESENTATIONS

A. STUDENT AWARDS

- 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.

VI. PUBLIC HEARING ON THE 2013-2014 BUDGET - March 21, 2013

Moved by Mrs. Schneider and seconded by Mr. Rump that the Board of Education open the Public Hearing on the 2013-2014 Budget. (6:48 P.M.)

Unanimously approved

A. PRESENTATION OF THE 2013-2014 BUDGET

Administration presented the proposed budget for the 2013-2014 school year.

B. AUDIENCE PARTICIPATION I

Comments included getting more people involved in the district.

C. CLOSE PUBLIC HEARING

Moved by Mrs. Schneider and seconded by Mr. Miletta that the Board of Education approve to close the Public Hearing on the 2013-2014 Budget. (7:47 P.M.)

Unanimously approved

D. MOTION TO APPROVE 2013-2014 BUDGET

Approval, by Resolution, of 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 \$542,035.

VII. COMMUNICATIONS

No communications received.

VIII. MINUTES

Approval of 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.

IX. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

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B. NEW BUSINESS

1. BOE MEETING DATE CHANGES

Approval of 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.

The April meeting is being changed due to a myriad of scheduling conflicts and the May meeting is being changed to meet the statutory requirement of hiring staff by May 15th.

C. SPECIAL COMMITTEE REPORTS

X. STUDENT REPRESENTATIVE'S REPORT

XI. NJ DELEGATE REPORT - VOTING SESSION ONLY

XII. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. "AS NEEDED" SECURITY PERSONNEL

The Superintendent recommends approval of 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.

2. SACC SUBSTITUTE CAREGIVER

The Superintendent recommends approval of the appointment of Rachel Dingler as a SACC substitute caregiver for the remainder of the 2013-14 school year, at \$8.60/hour. Ms. Dingler is currently a S4T/Mission One employee. All appropriate documentation has been submitted.

3. SOURCE 4 TEACHERS SUBSTITUTES

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

B. REVISED 2012-13 SCHOOL CALENDAR

Approval 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.

C. BUILDING SECURITY DRILLS

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

D. SCHOOL REPORTS

1. APSHS

a. LACROSSE EQUIPMENT DONATION

Approval to donate the high school lacrosse equipment to the Pittsgrove Township Youth Lacrosse League.

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b. SPRING 2013 COACHING APPOINTMENTS

Approval of the attached 2013 Track coaching appointments:

- 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.

2. PTMS

a. ADDITIONAL CHAPERONE FOR 7th GRADE CAMPING TRIP

Approval of 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.

3. NORMA

a. 2013-14 ELLI PLAN

Approval of the One-Year Preschool Program Plan (ELLI) Update for 2013-2014.

XIII. SPECIAL EDUCATION

A. UPDATE ON PITTSGROVE STUDENTS

Approval of the Special Education Update on Tuition Pittsgrove Students, dated March 7, 2013.

XIV. CURRICULUM & INSTRUCTION

A. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

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 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.

B. TREASURER'S REPORT

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.

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 January 31, 2013.

D. 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.

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E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfers of January 17, 2013, January 18, 2013, January 31, 2013 and February 15, 2013, and the Transfer Status Report for January, 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of 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

H. BUDGET SUMMARY

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

I. RESOLUTION FOR SEHBP TO MINIMIZE PLANS FOR 2014

Approval, by Resolution, to minimize the number of medical plans, offered under the School Employees' Health Benefits Program, effective January 1, 2014.

J. WORKSHOPS/SEMINARS/CONFERENCES

1. NJASBO 51st ANNUAL SPRING CONFERENCE

Approval of 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.

2. NJASA/NJAPSA 31st ANNUAL SPRING CONFERENCE

Approval of the Superintendent's attendance at the NJASA/NJAPSA 31st Annual Spring Conference, at Caesars, Atlantic City, May 20-22, 2013. Registration is \$425.

3. NJSBA MANDATED TRAINING PROGRAM

Approval of 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.

K. ACCEPTANCE OF FUNDS - UTICA NATIONAL INSURANCE

Acceptance of 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.

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XVI. AUDIENCE PARTICIPATION II

Comments included the revised school calendar, a car in the community that won't stop for a bus with flashing lights, the amount of automated phone calls, and praise for Ms. Gaburo, Principal Olivet/Elmer/Norma Schools.

XVII. FOR YOUR INFORMATION

- A. SACC ENROLLMENT REPORT
- B. DISCIPLINE REPORTS
- C. EXTRAORDINARY AID APPLICATION FILED
- D. COUNTY APPROVAL OF 2012-13 BUS. ADM. CONTRACT

XVIII. ADDENDUM

A. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENT

The Superintendent recommends Board approval 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.

2. SUBSTITUTE BUS AIDE

Approval of Ashlee Wynne, as a substitute bus aide for the 2012-2013 school year, pending the return of her criminal history review clearance.

3. CENTRAL OFFICE SUPPORT STAFF PROPOSAL 2012-15

Approval of the Central Office Support Staff Proposal for 2012-2015.

B. ADDITIONAL WARRANTS

Approval of the additional warrants.

C. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying reports filed:

- approval of the HIB incidents presented for review at the February 25th meeting;
- review of the HIB incidents presented at this meeting.

D. FIELD TRIPS 2012-2013

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

Note: A field trip was added to the spreadsheet at the March 21, 2013 meeting for the Regional Science Fair – PTMS.

E. FUNDRAISERS 2012-2013

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

F. FOR YOUR INFORMATION

1. ENROLLMENT REPORT - MARCH, 2013

2. ARTICLE: "WHO DOES WHAT IN SCHOOL GOVERNANCE"

3. 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.

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XIX. AUDIENCE PARTICIPATION III

No Comments

CLOSED SESSION I

No Closed Session

The Board discussed the possibility of having a table at Pittsgrove Day.

ADJOURNMENT

Moved by Mrs. Schneider and seconded by Mr. Rump that the Board of Education meeting be adjourned. (8:15 P.M.)

Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY