

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –APRIL 15, 2013**

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, April 15, 2013, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mrs. Hayman, Mr. Miletta, Mrs. Smith, Mrs. Schneider, Mrs. Berwick, Mrs. Conover, Mrs. Snyder (arrived at 6:37 P.M.), Mr. Rumpp (arrived at 6:47 P.M.)

ROLL CALL

Members Absent: Mr. Schmidt, Mr. Wentzell

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Theresa Lewis, NJSBA Representative; Mr. Frank Cavallo, Board Solicitor; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 6:33 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 21<sup>st</sup> century skills necessary to succeed in global environment.*

DISTRICT MISSION STATEMENT

**UPDATES FROM THE APRIL 11, 2013 WORK SESSION**

*The following updates/changes have been made from the April 11, 2013 Work Session:*

- Item X. A.1 - Substitute Bus Aide - *removed*
- Item X. A.3. - Business Operations Support Staff - *added*
- Item XIII. I. - Change to PTMS General Fund Account - *added*
- Item XXI. B. 1. - PTMS Participation in Salem County 21st Century Program - *added*

**PRESENTATIONS**

The following items were presented at the April 11, 2013 Work Session:

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

PRESENTATIONS

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –APRIL 15, 2013**

RETIREMENT  
JOANNE  
PFIZENMAYER

Communications

1. Notice of retirement from instructional aide, Joanne Pfizenmayer, effective June 30, 2013.

Moved by Mr. Miletta and seconded by Mrs. Smith that the Board of Education accept, with regret, the notice of retirement submitted by instructional aide, Joanne Pfizenmayer, effective June 30, 2013.

Unanimously approved

MINUTES  
3/21/13  
3/25/13

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

- Board of Education Work Meeting March 21, 2013;
- Board of Education Meeting March 25, 2013.

Unanimously approved

STUDENT  
REPRESENTA-  
TIVES REPORT

STUDENT REPRESENTATIVE'S REPORT- Work Session

NJ DELEGATE  
REPORT

NJ DELEGATE REPORT - VOTING SESSION ONLY – No report given.

SOURCE 4  
TEACHERS

SUPERINTENDENT'S REPORT

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

2012-2015  
BOSS  
PROPOSAL

- The Source 4 Teachers Substitute List for April, 2013; *(See page 295)*
- The Business Operations Support Staff Proposal for 2012-2015; *(See page 296)*
- District participation in the 2013-14 Salem County Homeless Student Agreement; *(See page 296)*
- The fire/security drills for March, 2013; *(See pages 297-300)*
- The proposal of a Schalick student to create an outdoor classroom space by landscaping a piece of ground outside the high school. The project will be at no cost to the district and will permit this student to earn a Girl Scout award;
- To accept an exchange student, CB, at Schalick High School for the 2013-14 school year. Application and placement was submitted through Youth for Understanding USA. This exchange student will reside with a local family who have students attending APSHS; *(See page 301)*
- The APSHS Bus Evacuation Drill held on March 20, 2013. *(See page 301)*

13-14 SALEM  
HOMELESS  
STUDENT  
AGREEMENT

BUILDING  
REPORTS

STUDENT  
PROPOSAL

EXCHANGE  
STUDENT

BUS  
EVACUATION  
DRILL

Unanimously approved

SPECIAL EDUCATION

Moved by Mr. Miletta and seconded by Mrs. Smith that the Board of Education approve the Special Education Updates on Pittsgrove students, dated March 25 & 26, 2013. *(See page 302)*

Unanimously approved

MONTHLY  
UPDATES

BOARD  
SECRETARY'S  
CERTIFICA-  
TION

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

- Board Secretary's Certification, Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of February 28, 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 303-318)*

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –APRIL 15, 2013**

- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of February, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of February, 2013; *(See pages 319-327)* TREASURER'S REPORT
- 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 February 28, 2013; *(See pages 328-329)* REVENUE SUMMARY
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of April, 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. BOE CERTIFICATION
- The transfers of March 15, 2013 and the Transfer Status Report for February, 2013; *(See pages 330-332)* TRANSFERS & TRANSFER STATUS REPORT
- The bills paid and the bills for payment; *(See pages 332-343)*
- The financial reports for February, 2013, as submitted: WARRANTS
  - Pittsgrove Community School-SACC Fund
  - Cafeteria Report
  - Norma General Fund
  - Olivet General Fund
  - PTMS General Fund
  - Student Activities Fund
  - Student Athletics Fund
  - APSHS Special AccountsFINANCIAL REPORTS
- The Budget Summary for April, 2013 was submitted for review; BUDGET SUMMARY
- To change the authorized signers for the Middle School General Fund Account *from Business Administrator/Board Secretary and "Interim" Building Principal*, to Business Administrator/Board Secretary and Building Principal with the Director of Curriculum & Instruction as the alternate to the Principal. *Two signatures are required for this account.* MIDDLE SCHOOL GENERAL FUND ACCOUNT

Unanimously approved

Ms. Snyder arrived at 6:37 P.M.

**AUDIENCE PARTICIPATION I**

No comments.

AUDIENCE PARTICIPATION I

**FOR YOUR INFORMATION**

- District Enrollment
- SACC Enrollment Report
- Discipline Reports
- 2013-14 One-Year Program Plan Update & Budget Statement Approved
- 21st Century Community Learning Centers Program - Evaluation

**ADDENDUM**

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

- The additional warrants; *(See page 343-344)* ADDITIONAL WARRANTS
- The HIB incidents presented for review at the March 25, 2013 meeting; *(See page 344)* HIB REPORT
- The staff workshop/mileage requests; *(See page 345)* STAFF WORKSHOPS
- The Field Trips for the 2012-2013 school year; *(See pages 345-346)* FIELD TRIPS
- The Fundraisers for the 2012-2013 school year. *(See page 347)* FUNDRAISERS

Unanimously approved

**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –APRIL 15, 2013**

FOR YOUR INFORMATION

- 2013-2014 District Calendar

AUDIENCE  
PARTICIPATION

AUDIENCE PARTICIPATION III

No Comments

The Board of Education recessed at 6:39 P. M.

Mr. Rumpp arrived at 6:47 P.M.

The Board of Education resumed the meeting at 6:50 P.M.

NJSBA REP  
STUDENT  
ACHIEVEMENT

NJSBA Representative, Theresa Lewis, provided information on Student Achievement and discussed the Board's responsibility in Student Achievement.

The Board of Education recessed at 8:30 P. M.

The Board of Education resumed the meeting at 8:40 P.M.

ADJOURN  
INTO CLOSED  
SESSION

CLOSED SESSION I

Moved by Mr. Mileta 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. (8:40 P.M.)

ADJOURN  
FROM CLOSED  
SESSION

Unanimously approved

Moved by Mrs. Smith and seconded by Mr. Mileta that the Board of Education adjourn from Closed Session. (10:46 P.M.)

Unanimously approved

SALEM  
COUNTY 21<sup>ST</sup>  
CENTURY  
COMMUNITY  
LEARNING  
CENTERS  
COMMUNITY

BOARD OF EDUCATION BUSINESS

Unfinished Business- None

New Business

Moved by Mr. Mileta and seconded by Mrs. Berwick that the Board of Education approve the Middle School's participation in the Salem County 21st Century Community Learning Centers Program. This is a new five-year cycle that begins with the 2013-14 school year.

*(See pages 348-350)*

Unanimously approved

Special Committee Reports-None

ADJOURNMENT

Moved by Mrs. Snyder and seconded by Mr. Rumpp that the Board of Education meeting be adjourned. (10:46 P.M.)

Unanimously approved

Bh