The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, June 17, 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. Conover

ROLL CALL

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

Mr. Henry Bermann, Superintendent; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Donna Meyers, Principal A.P. Schalick High School; Ms. Michelle Deaver, Director of Special Education; Ms. Donna Keech; Acting Board Secretary; 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, South Jersey Times, 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 21st century skills necessary to succeed in global environment.

DISTRICT MISSION STATEMENT

In the absence of Board Secretary, Suzanne R. Fox Abdill, by consensus the Board appointed Ms. Donna Keech as Acting Board Secretary for this meeting.

DONNA KEECH ACTING BOARD SECRETARY

UPDATES FROM THE JUNE 13, 2013 WORK SESSION

The following updates/changes have been made from the June 13, 2013 Work Session:

- Item X. F 2 a: PTMS Co-Curricular Appointments 2013-2014, changed title and wording to "Curricular Appointments 2013-2014"
 Item XVII. L: Field Trips 2012-2013 removed German Field Trip of 06/14/13, updated attachment
- Item XX, A 1: Human Resources Administrator position to be added to the BOSS Group
- Item XX. B 1: "Summer Board Meeting Schedule" removed
- Item XX. B 2: Added: Board Meeting of July 25, 2013 as Work & Voting Session Note: August 2013 Board of Education meeting schedule will be discussed at the July 25, 2013 meeting

PRESENTATIONS

The following items were presented at the June 13, 2013 Work Session:

- The Elmer Eagles of the Month for June, 2013;
- The Olivet Owls of the Month for June, 2013;
- The PTMS Top Cats for May, 2013;
- Cougar Pride for June, 2013;
- Former Olivet student, Daniel Coppage, presented his Eagle Scout project proposal to the Board;
- Retirement plagues were presented to:
 - Mrs. Joanne Pfizenmayer Instructional Aide at Norma School
 - Mrs. Judith Mosley 3rd Grade Teacher at Olivet School
 - Mrs. Kathleen Schulte, R.N. Nurse at Elmer School

The following items were presented at the June 17, 2013 Meeting:

- APSHS Cougars of the Month for June, 2013;
- Retirement plaque was presented to Mr. John Waselik Science Teacher at A.P. Schalick High School.

Communications

1. Letter from a student proposing the renovation of the Olivet Butterfly Garden as his Eagle Scout Project.

EAGLE SCOUT PROJECT OLIVET BUTTERFLY GARDEN

PRESENTA-

Moved by Mr. Rumpp and seconded by Mr. Schmidt that the Board of Education approve the student request to renovate the Olivet Butterfly Garden as part of an Eagle Scout Project. Ms. Gaburo and Mr. Hall support this effort.

Unanimously approved

MINUTES 5/9/13 5/13/13 Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve the following Minutes:

- Board of Education Work Meeting and Closed Session May 9, 2013;
- Board of Education Meeting May 13, 2013.

Ayes: (7*) Mr. Schmidt, Mr. Wentzell, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Smith,

Mrs. Conover

Noes: (0) Abstain: (1*) Mrs. Conover to 5/13/13 Meeting only Motion Carried

STUDENT REPRESENTA-TIVE'S REPORT

STUDENT REPRESENTATIVE'S REPORT

NJ DELEGATE

NJ DELEGATE REPORT - None

REPORT

13-14 TRANSFERS

A. LEE

A. SCHOLL C. MESMER

K. SNYDFR

SUPERINTENDENT'S REPORT

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the following transfers of certificated staff for the 2013-14 school year. All transfers were consensual:

- Amanda Lee from Norma MD Teacher to Elmer MD Teacher
- Annette Scholl from PTMS Special Education to Elmer Grade 1 In-Class Resource
- Corinne Mesmer from Norma Kindergarten to Olivet Grade 3
- Karen Snyder from Elmer 1st Grade to Elmer Basic Skills

Roll Call: Ayes: (7) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rumpp, Mrs. Smith, Mr. Wentzell, Mrs. Conover

Noes: (0) Abstain: (0) Motion Carried

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the reappointment of the non-certificated staff for the 2013-2014. The reappointment includes: (See pages 482-484)

REAPPOINT-MENT OF NON CERTIFCATED STAFF

reduction-in-force of Custodial Supervisor, Howard Seals, effective June 30, 2013. Roll Call: Ayes: (7) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rumpp, Mrs. Smith, Mr. Wentzell, Mrs. Conover

Noes: (0) Abstain: (0) Motion Carried

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

The Source4Teachers substitute list for June, 2013; (See page 485)

- With the Superintendent's recommendation the bus drivers and bus aides, at their respective rates, for the 2013 summer school programs; (See page 486)
- The 2013-14 list of District Substitutes; (See page 486)
- With the Superintendent's recommendation, the substitute bus drivers and substitute bus aides for the 2013-2014 school year. Drivers are paid at \$18.54/hour; Aides at \$15.38/hour: (See page 487)
- With the Superintendent's recommendation Sarah Parkhurst as a substitute bus driver, for the 2013-2014 school year, pending the return of her criminal history review clearance:
- With the Superintendent's recommendation Brittany Hogate and Tammy Seagrave, as substitute bus aides, for the 2013-2014 school year, pending the return of criminal history review clearance on both applicants;
- The substitute rates for the 2013-2014 school year, reflecting no increase from 2012-13 rates; (See page 487)
- The fire/security drills for May, 2013; (See pages 488-491)
- The following Bus Evacuation Drills: (See page 492)
 - Olivet
 - PTMS
- The Superintendent's attendance at the ASCD Conference on Teaching Excellence 2013, Washington, D.C. June 27-30, 2013. Pre-conference registration - \$249; Conference registration - \$429.
- To accept the exchange student application for student RC, as submitted by Cultural Homestay International. Upon acceptance, student RC will attend APSHS for the 2013-14 school year; (See page 493)
- The 2013-14 APSHS co-curricular appointments; (See page 493)
- The Night Security Workers for the 2013-14 school year. They will be paid at \$15/hour and work on an "as needed" basis: (See page 494)
- The 2013-14 athletic appointments; (See page 494)
- Schalick High School's NJSIAA membership for the 2013-2014 school year. Membership is \$2,160; (See page 495)
- The 2013 Schalick fall athletic schedules; (See pages 495-500)
- The APSHS football team to attend football camp at Lake Greeley Camp, Greeley, PA, August 26-30, 2013. Approximate cost is \$200/player.
- The PTMS 2013-14 curricular appointments; (See page 1)

Unanimously approved

NJSIAA **FALL SCHEDULES**

PTMS CURR. APPTS

SPECIAL EDUCATION

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

- The Monthly Update of Pittsgrove Students, dated May 31, 2013; (See page 1)
- The 2013 Special Education Summer Employment listing; (See page 2)

MONTHLY **UPDATE**

SPEC. ED. SLIMMER **EMPLOYMENT**

S4T

SUMMER SCHOOL TRANS. RATES

DISTRICT SUBS

SUB BUS **DRIVERS & AIDES**

SUB BUS DRIVER S. PARKHURST

SUB BUS AIDE B. HOGATE T. SEAGRAVE

SUB RATES

BUILDING REPORTS

BUS EVAC DRILLS

WORKSHOP

EXCHANGE STUDENT

CO-CURR. APPTS.

NIGHT SECURITY

ATHLETIC APPTS.

FOOTBALL CAMP

SUMMER ENRICHMENT STAFF AND AIDES

MARGARET MARIOTTI

NEW BEHAVORIAL NETWORK

TERRY LANGLEY

- The 2013 Summer Enrichment Program Staff. This 4 day/week program is 3 hrs/day. It begins July 8th and runs through August 8, 2013. Certificated staff is paid at \$37/hour; (See page 2)
- The Aides for the 2013 Summer Enrichment Program. Rate is \$19/hour; (See page 3)
- Margaret Mariotti to provide audiology/sign language services for the 2013-2014 school year. Services are provided at \$40/session, reflecting no increase over the 2012-13 school year; (See page 4)
- The Letter of Agreement from New Behavioral Network for the 2013-14 school year.
 They will be contracted as the Behavioral Consultant at \$110/hour. The 2012-13 rate was \$125/hour; (See pages 4-5)
- Terry Langley as a Tutor and Homebound Instructor for the 2013-14 school year at \$37/hr.

Unanimously approved

CURRICULUM & INSTRUCTION

ADDITIONAL SUMMER PROF. DEVELOPMENT

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the additional summer professional development. (See page 5)

Unanimously approved

FOR YOUR INFORMATION

• Achieve NJ Update- NJDOE Memo received May 28, 2013.

ADOPTION OF JOURNEYS COMMON CORE TEXTBOOK

Following a presentation given by Anne Daly, Supervisor of Language Arts & Social Studies, it was moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve Journeys Common Core (2014) Houghton Mifflin Harourt.

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

Mrs. Conover

Noes: (0) Abstain: (0) Motion Carried

TEXTBOOKS

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

Larson Algebra 2 (2012) Holt McDougal

Course: Algebra II CP & Honors

Replaces: Algebra II: An Integrated Approach (1998)

Algebra 2 Concepts and Skills (2010) McDougal Littell

Course: Algebra II AB Replaces: None

• Prentice Hall Literature, The American Experience, Common Core Edition (2012) Pearson

Course(s): 11th Grade English

Replaces: Prentice Hall Literature, The American Experience (1996)

• Prentice Hall Literature, Common Core Edition (2012) Pearson

Course(s): 7th Grade Language Arts

Replaces: Prentice Hall Literature, Bronze (1994)

Roll Call: Ayes: (7) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rumpp, Mrs. Smith, Mr. Wentell,

Mrs. Conover

Noes: (0) Abstain: (0) Motion Carried

Moved by Mr. Schmidt and seconded by Mr. Rumpp that the Board of Education table creating an Arts Liaison, K-12 position for the 2013-2014 school year until the July Board of Education meeting.

Unanimously approved

AUDIENCE PARTICIPATION I

No comments from the public were made.

Ms. Meyers, Principal A.P. Schalick High School, presented a plaque to APSHS Teacher, Mr. Jack Waselik to acknowledge years of service and dedication to the students.

AUDIENCE PARTICIPA-TION I

PRESENTA-TION

BUSINESS AND FINANCE REPORT

Moved by Mrs. Smith and seconded by Mr. Schmidt 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 April 30, 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 6-19)

BOARD SECRETARY'S CERTIFICA-TION

 Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of April, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of April, 2013. (See pages 20-29) 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 April 30, 2013. (See pages 30-39)

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 June, 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.

CERTIFICA-

 The transfers of April 16, 2013 and May 15, 2013 and the Transfer Status Report for April, 2013. (See pages 40-43) TRANSFERS & TRANSFER STATUS

RFPORT

• The bills paid and the bills for payment. Also, authorization for the Business Administrator to pay all bills due and owing prior to June 30, 2013, and make all transfer of funds necessary so that no budgetary line item is over expended for the 2012-2013 school year. A list of bills paid and transfers made will be provided. (See pages 43-53)

WARRANTS

- The financial reports for April, 2013, as submitted:
 - Pittsgrove Community School-SACC Fund
 - Cafeteria Report
 - Norma General Fund
 - Olivet General Fund
 - PTMS General Fund
 - Student Activities Fund

FINANCIAL REPORTS

- · Student Athletics Fund
- APSHS Special Accounts

BUDGET SUMMARY

• The Budget Summary for June, 2013 submitted for review.

13-14 SACC RATES

• The SACC rates for the 2013-2014 school year. Rates reflect a 1% increase over the 2012-2013 school year. (See page 54)

DISTRICT TAXES TO TOWNSHIP OF PITTSGROVE

• The requisition letter for district taxes to the Township of Pittsgrove, detailing twelve (12) monthly payments totaling \$9,489,062, for the 2013-2014 school year. (See page 54)

PARKER MCCAY

• The professional services contract agreement with Parker McCay, for Bond Counsel Services, for the 2013-2014 school year. *Note: Parker McCay was appointed as Bond Counsel on May 13, 2013. (See pages 55-56)*

EBOARD RENEWAL

• The eBoard Solutions subscription renewal, at a yearly fee of \$7,425, for the 2013-2014 school year. Reflecting no increase from the 2012-13 fee.

SCHOOL REACH SERVICE AGREEMENT

• The School Reach Service Agreement, at a price of \$3,800, for the 2013-2014 school year. The fee is the same as the 2012-2013 school year. (See page 57)

ARCHWAY SCHOOLS

 By Resolution, that Pittsgrove Township Board of Education not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program, in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations, for the 2013-2014 school year. (See page 57)

FUNDS RECEIVED UTICA WOODRUFF

- The following funds received:
 - Utica National Insurance Group, in the amount of \$13,026.72, for the wind/lightning damage claim of July 2012, at various locations in the district.
 - Woodruff Energy US LLC., in the amount of \$13,802.93, for the period of January 2012 through June 2012.

Aves: (7) Mrs. Smith, Mr. Schmidt, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Wentzell,

Mrs. Conover

Noes: (0) Abstain: (1*) *Mrs. Conover on SACC Rates only Motion Carried

AUDIENCE PARTICIPA-TION II

AUDIENCE PARTICIPATION II

There was no public comment.

FOR YOUR INFORMATION

- District Enrollment
- SACC Enrollment Report
- Discipline Reports
- ECS Approval To Operate Summer School 2013 (See page 58)
- 2013-14 One-Year Program Plan Update & Budget Statement Approval

SCOTT PIECZARA CONTRACT ADJUSTMENT

ADDENDUM

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

• Contract adjustment for APSHS music teacher, Scott Pieczara. The adjustment increases his original contract by \$7,313.40, reflecting an extra one-half teaching block for the 2013-14 school year;

- The Superintendent to hire staff members between Board of Education meetings over the summer months so that all positions can be filled as soon as possible. The Superintendent will confer with the Board President prior to hiring any personnel;
- With the Superintendent's recommendation, to establish a Multiple Disabilities Program at Norma School for the 2013-14 school year. This program, as stated in the memo from the Director of Special Education, would require hiring one Special Education Teacher, one Aide and supplies as necessary to address the needs of these students;
- District participation in the Stewart B. McKinney-Vento Education of Homeless Children and Youth Program with the Bridgeton Public School District for the 2013-14 school year, year 2 of the grant cycle; (See pages 58-59)
- With regard to Harassment, Intimidation and Bullying Reports filed:
 - The HIB incidents presented at the May 13, 2013 Board meeting; (See page 59)
 - Review of the HIB incidents presented at this meeting
- The additional warrants; (See page 60)
- Addendum II to the GCA Service Agreement, effective July 1, 2013, to provide custodial services to Salem County Vo-Tech Salem County Special Services School District. GCA will provide five and a half (5.5) custodial FTE's, two (2) custodial lead FTE's, one half (.50) clerical FTE, and one (1.0) supervisor FTE, as outlined in Schedule 1A of the agreement; (See pages 61-64)
- The Interlocal Service Agreements for GCA Services to provide custodial services with the following districts, effective July 1, 2013 through November 30, 2013: (See page 64)
 - Camden Charter Schools
 - Deerfield School District
 - Fairfield Township School District
 - Merchantville School District
 - Salem County Special Services School District
 - South Harrison Township School District
 - · Waterford School District
 - · Pennsville School District
 - Commercial Township School District
 - Salem County Vocational Technical School
- The following meal prices for the 2013-2014 school year:

2013-2014 STUDENT LUNCH PRICES

APSHS \$3.00

PTMS \$3.00

OLIVET \$2.75

ELMER \$2.75

NORMA \$2.75

Student lunch prices reflect a \$.25 increase from the 2012-2013 school year.

2013-2014 BREAKFAST PRICES

The 2013-2014 breakfast price for Pittsgrove Township School District and Elmer School. The 2013-2014 price is \$1.50/breakfast, reflecting \$.25 increase over the 2012-2013 school year price.

2013-2014 REDUCED PRICES

The 2013-2014 Reduced Lunch/Breakfast price reflects no increase over the 2012-2013 school year:

- Reduced Breakfast \$.30
- Reduced Lunch \$.40
- 2013-2014 ADULT LUNCH PRICES

The adult lunch price of \$4.25 for the 2013-2014 school year. This is an increase of \$.25 from the 2012-2013 school year.

- For your information, district technology program and resources update.
- The staff presenters for summer technology workshops; (See page 65)

SUPERINTEND ENT TO HIRE STAFF OVER SUMMER

MULTIPLE DISABILITIES PROGRAM AT NORMA

STEWART B.
MCKINNEYVENTO
EDUCATION
OF HOMELESS

HIB REPORTS

WARRANTS

GCA SERVICES ADDENDUM II

INTERLOCAL SERVICE AGREEMENT FOR GCA

13-14 MEAL PRICES

SUMMER TECH. WORKSHOPS

STAFF WORKSHOPS

- The staff workshop/mileage requests; (See page 65)
- The Field Trips for the 2012-2013 school year; (See pages 66-67)
- The Fundraisers for the 2012-2013 school year. (See pages 67-68)

FIELD TRIPS
FUNDRAISERS

Unanimously approved

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education table the matter of Stewart Richardson as a substitute bus driver, effective for the 2013-14 school year. Unanimously approved

CLOSED SESSION

No Closed Session was held.

BOARD OF EDUCATION BUSINESS

1. Unfinished Business

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve the updated job descriptions for the following central office positions:

CENTRAL
OFFICE JOB
DESCRIPTIONS

- Administrative Assistant to the Superintendent of Schools
- Administrative Assistant to the Business Administrator/Board Secretary
- Administrative Assistant to the Director of Curriculum and Instruction
- Human Resources Administrator position to be added to the Business Operations Support Staff Unit
- Payroll Secretary
- Bookkeeper
- Accounts Payable Secretary
- Secretary/Business Office
- Secretary/Receptionist Central Office
- Technology Secretary/SIS Administrator
- Technology Assistant
- Technology Specialist

Note: All job descriptions are on file in the Superintendent's Office. Unanimously approved

2. New Business

JULY 25, 2013 BOARD MEETING Moved by Mr. Rumpp and seconded by Mr. Wentzell that the Board of Education approve July 25, 2013 as a Work and Voting Session of the Board of Education, 6:30 P.M., APSHS Media Center. A presentation on the district's *Anti-Bullying Bill of Rights* Self-Assessment, including public comment, will be held during this meeting. *NOTE: Meetings previously scheduled for July 18th (Work) and July 22nd (Voting) will be cancelled.* Unanimously approved

3. Special Committee Reports - None

FOR YOUR INFORMATION

 NJSBA - Mandated Training - Letter from NJSBA confirming Governance I training completed by Mr. Wentzell.

ADDENDUM II

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the following certificated appointments for the 2013-14 school year:

PTMS SCHOOL NURSE BETH TIMBERMAN

SPECIAL EDUCATION

TEACHER

ROSALYN WODLINGER

- PTMS School Nurse Beth Timberman, Step 2BA, \$50,000;
- High School Special Education Teacher Rosalyn Wodlinger, Step 1BA, \$49,500.

Roll Call: Ayes: (7) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Wentzell, Mrs. Conover

Noes: (0) Abstain: (0) **Motion Carried**

> SDA GRANTS **ADJUSTMENTS** AND CLOSEOUT

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve by Resolution, for the Business Administrator to make any necessary adjustments to the SDA Grants and to close-out certain SDA Grants, by the end of this fiscal school year.

Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (7:20 P.M.) Unanimously approved

ADJOURNMENT

Bh