

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JUNE 13, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, June 13, 2013 6:30 P.M., Arthur P. Schalick High School.

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, South Jersey Times, 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

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

ROLL CALL

Members Absent: Mrs. Schneider

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Dr. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Ms. Patricia Gaburo, Principal Olivet/Elmer/Norma Schools; the press, staff members, and the public.

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

THE FOLLOWING ITEMS WERE CHANGED/UPDATED FOR THE AGENDA FOR THE VOTING SESSION ON JUNE 17, 2013:

- 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

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THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON JUNE 17, 2013:

V. PRESENTATIONS

A. STUDENT AWARDS

- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo presented Elmer *Eagles of the Month* for June, 2013;
- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo presented Olivet *Owls of the Month* for June, 2013;
- PTMS Principal, Dr. Ocasio-Jimenez, presented PTMS *Top Cats* for May, 2013;
- Director of Curriculum and Instruction, Ms. DuBois, presented *Cougar Pride* for June, 2013. *The Cougars of the Month will be presented at the June 17, 2013 meeting.*

B. PLAQUE PRESENTATION TO RETIRING STAFF

Ms. Gaburo presented the following Retirement plaques:

- 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
- Mr. John Waselik - Science Teacher at A.P. Schalick High School will be presented his plaque on Monday, June 17, 2013.

C. EAGLE SCOUT PROJECT PROPOSAL

Former Olivet student, Daniel Coppage, will present his Eagle Scout project proposal to the Board.

VI. COMMUNICATIONS

A. EAGLE SCOUT PROJECT PROPOSAL

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

Approval of the student request to renovate the Olivet Butterfly Garden as part of an Eagle Scout Project. Ms. Gaburo and Mr. Hall support this effort.

VII. MINUTES

Approval of the following Minutes:

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

VIII. STUDENT REPRESENTATIVE'S REPORT

IX. NJ DELEGATE REPORT - VOTING SESSION ONLY

X. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. CERTIFICATED STAFF TRANSFERS

The Superintendent recommends approval of 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

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2. REAPPOINTMENT OF NON-CERTIFICATED STAFF FOR 2013-14 SCHOOL YEAR

The Superintendent recommends approval of the reappointment of the non-certificated staff for the 2013-2014. The reappointment includes: reduction-in-force of one supervisor, effective June 30, 2013.

3. SOURCE 4 TEACHERS SUBSTITUTES

Approval of the Source4Teachers substitute list for June, 2013.

4. SUMMER 2013 BUS DRIVERS AND BUS AIDES

The Superintendent recommends approval of the following bus drivers and bus aides, at their respective rates, for the 2013 summer school programs.

5. 2013-14 DISTRICT SUBSTITUTES

Approval of the 2013-14 list of District Substitutes.

6. SUBSTITUTE BUS DRIVERS & SUBSTITUTE BUS AIDES FOR 2013-14

The Superintendent recommends approval of 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.

7. SUBSTITUTE BUS DRIVER

The Superintendent recommends approval of Sarah Parkhurst as a substitute bus driver, for the 2013-2014 school year, pending the return of her criminal history review clearance.

8. SUBSTITUTE BUS AIDES

The Superintendent recommends approval of 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.

B. 2013-2014 SUBSTITUTE RATES

Approval of the substitute rates for the 2013-2014 school year. *Note: Add no increase from 2012-2013 school year.*

C. BUILDING SECURITY DRILLS

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

D. BUS EVACUATION DRILLS

Approval of the following Bus Evacuation Drills:

- Olivet
- PTMS

E. WORKSHOPS/SEMINARS/CONFERENCES

Approval of 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. Room is \$219/night for 3 nights, plus other costs per travel regulations.

F. SCHOOL REPORTS

1. APSHS

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a. 2013-14 STUDENT EXCHANGE

Acceptance of 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.

b. 2013-14 CO-CURRIULAR APPOINTMENTS

Approval of the 2013-14 APSHS co-curricular appointments.

c. NIGHT SECURITY WORKERS - 2013-14

Approval of the Night Security Workers for the 2013-14 school year. They will be paid at \$15/hour and work on an "as needed" basis.

d. 2013-14 ATHLETIC APPOINTMENTS

Approval of the 2013-14 athletic appointments.

e. 2013-14 NJSIAA MEMBERSHIP

Approval of Schalick High School's NJSIAA membership for the 2013-2014 school year. Membership is \$2,160.

f. 2013-14 FALL ATHLETIC SCHEDULES

Approval of the 2013 Schalick fall athletic schedules.

g. 2013-14 FOOTBALL CAMP

Approval for the APSHS football team to attend football camp at Lake Greeley Camp, Greeley, PA, August 26-30, 2013. Approximately cost is \$200/player.

2. PTMS

a. CURRICULAR APPOINTMENTS 2013-14

Approval of the PTMS 2013-14 co-curricular appointments. *Note: Changed the wording of motion to read Curricular instead of Co-Curricular.*

XI. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSGROVE STUDENTS

Approval of the Monthly Update of Pittsgrove Students, dated May 31, 2013.

B. 2013 SUMMER EMPLOYMENT

Approval of the 2013 Special Education Summer Employment listing.

C. 2013 SUMMER ENRICHMENT PROGRAM STAFF

Approval of 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.

D. 2013 SUMMER ENRICHMENT PROGRAM AIDES

Approval of the Aides for the 2013 Summer Enrichment Program. All are Mission One or Pittsgrove employees. Rate is \$19/hour.

E. AUDIOLOGIST/SIGN LANGUAGE SERVICES

Approval of 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.

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F. 2013-14 BEHAVIORAL CONSULTANT - NEW BEHAVIOR NETWORK

Approval of 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.

G. TUTOR & HOMEBOUND INSTRUCTOR 2013-14

Approval of Terry Langley as a Tutor and Home Bound Instructor for the 2013-14 school year at \$37/hr.

XII. CURRICULUM & INSTRUCTION

A. ART LIAISON, K-12 POSITION

Approve creating an Arts Liaison, K-12 position for the 2013-2014 school year.

B. ADDITIONAL SUMMER PROFESSIONAL DEVELOPMENT

Approval of the additional summer professional development.

C. FOR YOUR INFORMATION

ACHIEVE NJ UPDATE. NJDOE Memo received May 28, 2013.

D. TEXTBOOK REVIEW AND ADOPTION - Presentation by Anne Daly, Supervisor of Language Arts & Social Studies. It is recommended that the Board of Education review/adopt Journeys Common Core (2014) Houghton Mifflin Harcourt.

If there are no additional questions or concerns, it is requested to recommend that the Board adopt the Journey's Literacy Series at the Voting Session on Monday, June 17, 2013.

E. TEXTBOOK APPROVAL

Approval of 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)

XIII. AUDIENCE PARTICIPATION I

Comments included questions about the Middle School band coming back to the school, how much the district spends on diesel fuel, who is attending the ASCD conference, The Humanities Supervisor/Arts Liaison position, and Strategic Planning.

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XIV. 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 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.

B. TREASURER'S REPORT

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.

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 April 30, 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 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.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfers of April 16, 2013 and May 15, 2013 and the Transfer Status Report for April, 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of 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
- Student Athletics Fund
- APSHS Special Accounts

H. BUDGET SUMMARY

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

I. SACC PROGRAM 2013-2014 RATES

Approval of the SACC rates for the 2013-2014 school year. Rates reflect a 1% increase over the 2012-2013 school year.

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J. REQUISITION OF DISTRICT TAXES

Approval of 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.

K. PROFESSIONAL SERVICES CONTRACT FOR 2013-2014

Approval of 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.

L. eBOARD SOFTWARE - RENEWAL FOR 2013-2014

Approval of 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.

M. SERVICE AGREEMENT WITH SCHOOL REACH

Approval of 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.

N. RESOLUTION - ARCHWAY PROGRAMS NOT TO CHARGE FOR MEALS

Approval, by Resolution, that Pittsgrove Township Board of Education does 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.

O. ACCEPTANCE OF FUNDS

Acceptance of 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

XV. AUDIENCE PARTICIPATION II

There were no comments.

XVI. FOR YOUR INFORMATION

- A. DISTRICT ENROLLMENT
- B. SACC ENROLLMENT REPORT
- C. DISCIPLINE REPORTS
- D. ECS APPROVAL TO OPERATE SUMMER SCHOOL 2013
- E. 2013-14 ONE-YEAR PROGRAM PLAN UPDATE & BUDGET STATEMENT APPROVAL

XVII. ADDENDUM

A. PERSONNEL

1. 2013-14 CONTRACT ADJUSTMENT

Approval of a 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.

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2. SUBSTITUTE BUS DRIVER

The Superintendent approval of Stewart Richardson as a substitute bus driver, effective for the 2013-14 school year, pending his receipt of a valid permit. All other appropriate documentation has been submitted.

3. APPROVAL TO HIRE STAFF BETWEEN BOARD MEETINGS

Approval for 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.

B. ESTABLISH MULTIPLE DISABILITIES PROGRAM - NORMA SCHOOL

The Superintendent recommends approval 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.

C. MCKINNEY-VENTO EDUCATION OF HOMELESS CHILDREN & YOUTH PROGRAM GRANT

Approval of 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.

D. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying Reports filed: approval of the HIB incident presented at the May 13, 2013 Board meeting; review of the HIB incidents presented at this meeting.

E. ADDITIONAL WARRANTS

Approval of the additional warrants.

F. ADDENDUM II TO GCA SERVICE AGREEMENT

Approval of 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.

G. INTERLOCAL SERVICE AGREEMENTS FOR GCA SERVICES

Approval of the Interlocal Service Agreements for GCA Services to provide custodial services with the following districts, effective July 1, 2013 through November 30, 2013:

- 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

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H. 2013-2014 MEAL PRICING

Approval of 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

Approval of 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

Approval of 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.

I. DISTRICT TECHNOLOGY PROGRAM AND RESOURCES UPDATE

For your information, district technology and resources update.

J. SUMMER TECHNOLOGY WORKSHOPS

Approval of the staff presenters for summer technology workshops.

K. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

L. FIELD TRIPS 2012-2013

Approval of the Field Trips for the 2012-2013 school year. *Note: The German Field Trip was removed from the list.*

M. FUNDRAISERS 2012-2013

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

CLOSED SESSION I

Moved by Mr. Schmidt 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. (9:38 P.M.)

Unanimously approved

ADJOURN
INTO CLOSED
SESSION

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Moved by Mrs. Berwick and seconded by Mrs. Conover that the Board of Education adjourn from Closed Session. (10:10 P.M.)
Unanimously approved

ADJOURN
FROM CLOSED
SESSION

XX. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. UPDATED JOB DESCRIPTIONS FOR CENTRAL OFFICE STAFF

Approval of the updated job descriptions for the following central office positions:

- 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
- Payroll Secretary
- Bookkeeper
- Accounts Payable Secretary
- Secretary/Business Office
- Secretary/Receptionist - Central Office
- Technology Secretary/SIS Administrator
- Technology Assistant
- Technology Specialist

B. NEW BUSINESS

1. SUMMER BOARD MEETING SCHEDULE

Approval of the following Board of Education Meeting schedule for July and August, 2013. All Sessions will begin at 6:30 P.M., APSHS Media Center.

- Board of Education Work & Voting Session - July 11, 2013
- Board of Education Work & Voting Session - August 8, 2013
- Board of Education Work Session - August 22, 2013
- Board of Education Voting Session - August 26, 2013

Meetings previously scheduled for July 18th and July 22nd, August 15th and 19th will be canceled. *Note: Add Board Meeting July 25, 2013. The August meetings will be discussed at the July 25, 2013 Board Meetings.*

C. SPECIAL COMMITTEE REPORTS

D. FOR YOUR INFORMATION

1. NJSBA - MANDATED TRAINING

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

ADJOURNMENT

Moved by Mrs. Smith and seconded by Mrs. Berwick that the Board of Education meeting be adjourned. (10:13 P.M.)
Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY