

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, July 25, 2013, 6:30 P.M., Arthur P. Schalick High School.

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

ROLL CALL

Members Absent: Mrs. Schneider, Mrs. Berwick

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; Mr. Terrence Spencer, Assistant Principal Pittsgrove Township Middle School; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 6:35 P.M., leading the group in the pledge to the flag and reading the following statement:

PLEDGE TO THE FLAG

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.

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

PRESENTATIONS

PRESENTATIONS

Director of Guidance, Ms. Angela Williams presented the Self Assessment of Each School's Implementation of the Anti-Bullying Bill of Rights Act.

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education open the Public Hearing on the District's Anti-Bullying Bill of Rights Self-Assessment. (6:36 P.M.)
Unanimously approved

OPEN PUBLIC HEARING

PUBLIC HEARING

No comments from the public were made.

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education approve to close the Public Hearing. (6:45 P.M.)
Unanimously approved

CLOSE PUBLIC HEARING

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve each school's ratings on the implementation of the Anti-Bullying Bill of Rights Act for submission to the New Jersey Department of Education. (See pages 78-80)
Unanimously approved

ANTI-BULLYING BILL OF RIGHTS ACT SUBMISSION TO NJ DEPT OF ED

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

2013-2014
SCHOOL
SCHEDULES
PRESENTATION

The following 2013-2014 school year school schedules were presented:

- The APSHS school schedule by APSHS Principal, Ms. Meyers;
- The PTMS school schedule by PTMS Assistant Principal, Mr. Spencer;
- The Norma/Elmer/Olivet school schedules by Director of Curriculum & Instruction, Ms. DuBois.

Communications

1. Letter of retirement from SACC Caregiver, Patricia Snyder, effective July 1, 2013.

RETIREMENT
PATRICIA
SNYDER

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education accept, with regret, the notice of retirement from SACC Caregiver, Patricia Snyder, effective July 1, 2013. Unanimously approved

2. Request from an APSHS teacher, Kara Bianco, for an extended unpaid leave of absence. This teacher will exhaust her leave under FMLA/NJFLA approximately December 17, 2013 and is requested to be placed on an unpaid leave of absence through January 30, 2014. This teacher plans to return to work on January 31, 2014.

EXTENDED
LOA
KARA BIANCO

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve of an APSHS teacher's request, Kara Bianco, for an extended unpaid leave of absence, effective December 18, 2013 through January 30, 2014. Unanimously approved

MINUTES
6/13/13
6/17/13

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

- Board of Education Work Meeting and Closed Session June 13, 2013;
- Board of Education Meeting June 17, 2013.

Unanimously approved

STUDENT
REPRESENTATIVE'S
REPORT

STUDENT REPRESENTATIVE'S REPORT – None

NJ DELEGATE
REPORT

NJ DELEGATE REPORT - VOTING SESSION ONLY (WILL BEGIN AGAIN IN SEPTEMBER)

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 certificated appointments, effective September 1, 2013 for the 2013-14 school year:

13-14
CERTIFICATED
STAFF APPTS

- *Emily Ambrosius*, APSHS Biology Teacher, Step 1BA, \$49,500;
- *Raechal Weiner*, Norma School Multiple Disabilities Teacher, Step 5BA, \$52,500;
- *Tiffany Duca*, from PT Elementary Guidance Counselor to FT Elementary Guidance Counselor, Step 2MA, \$52,645;
- *James Turner*, PTMS PE/Health Teacher, Step 1BA, \$49,500.

E. ABROSIUS
R. WEINER
T. DUCA
J. TURNER

Roll Call: Ayes: (8) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

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With the Superintendent's recommendation, it was moved by Mr. Miletta and seconded by Mr. Wentzell that the Board of Education approve:

- The appointment of Ronald Caldwell to the position of an "as-needed" security worker for the 2013-2014 school year. All appropriate documentation has been received;
- Deborah Basilone as a substitute teacher for the 2013-14 school year.

Unanimously approved

R. CALDWELL
AS NEEDED
SECURITY

D. BASILONE
SUB

Moved by Mrs. Smith and seconded by Mr. Miletta that the Board of Education approve the fire/security drills for June, 2013. *(See pages 80-84)*

Unanimously approved

BUILDING
REPORTS

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

- The placement of five students at the Salem County Alternative High School for the 2013-14 school year, at a tuition cost of \$20,000/student; *(See page 84)*
- Schalick High School's participation in the 2013 Lindsey Meyer Teen Institute Summer Leadership Conference, August 19-23, 2013. Tuition is paid by Pittsgrove Township MAPSA. Pittsgrove will cover the cost of the advisor and split transportation cost with Woodstown School District;
- The co-curricular coaching appointments for the 2013-14 school year; *(See page 85)*
- The 2013-14 co-curricular appointments; *(See page 85)*
- The 2013-14 Senior trip to Orlando, Florida, April 26-29, 2014. *(See page 86)*

Unanimously approved

APSHS
2013-2014:

STUDENT
PLACEMENTS

LINDSEY
MEYER TEEN
INSTITUTE
SUMMER
CONFERENCE

CO-CURR.
COACHING

CO-CURR.
APPTS.

SENIOR TRIP

Moved Mrs. Snyder and seconded by Mr. Miletta that the Board of Education approve the 2013-2014 PTMS extra/co-curricular appointments. *(See page 87)*

Unanimously approved

13-14
PTMS EXTRA
CO-CURR.
APPTS

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the 2013-2014 Norma/Olivet/Elmer Elementary School co-curricular and coaching appointments. *(See page 87)*

Unanimously approved

13-14
ELEMENTARY
SCHOOLS CO-
CURR. &
COACHING
APPTS.

Moved by Mrs. Snyder and seconded by Mrs. Smith that the Board of Education approve the following Special Education items:

- With regard to the Summer Enrichment Program for the 2013 summer:
 - the revised list of aides *(See page 88)*
 - appointment of Lisa Magnan-Bricker as a substitute nurse for the program;
- The *Monthly Update of Pittsgrove Students*, dated July 15, 2013; *(See page 89)*
- The 2013 Extended Year Special Education Out-Of-District placements; *(See page 89)*

SUMMER
ENRICHMENT
PROGRAM
AIDES
SUB NURSE

MONTHLY
UPDATE

SPED OUT OF
DISTRICT
PLACEMENTS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

SPEECH/LANG.
SPECIALISTS

- With the Superintendent’s recommendation, to employ the following Speech/Language Specialists to provide services for students in 2013 Extended School Year programs. Rate is \$35/session (1/2 hour). All appropriate documentation has been received:
 - Val Probasco, Gina Wertz, Kathleen Yates (*See page 90*)

Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the following Curriculum and Instruction items:

SUMMER
PROF.
DEVELOPMENT

- The updated summer professional development list with changes in bold;
(*See pages 90-91*)

TECH
MENTORS

- The Tech Mentors for the 2013-2014 school year. Stipend is \$1,200/mentor;
(*See page 91*)

PROF.
DEVELOPMENT
PLAN

- The 2013-2014 District Professional Development Plan; Note: The 2013-2014 District Professional Development Plan is on file in its entirety in the Curriculum Office.

SUMMER TECH
WORKSHOPS

- The revised list of staff members presenting Summer Technology Workshops;
(*See page 92*)

FALL 2013
STUDENT
TEACHERS

- The student teacher placements for Fall, 2013; (*See page 92*)

STAFF
WORKSHOP/
MILEAGE

- The staff workshop/mileage requests. (*See page 93*)

Unanimously approved

AUDIENCE
PARTICIPATION I

AUDIENCE PARTICIPATION I

Comments included employee concerns of transportation and questions about the application of a sub bus driver.

BOARD
SECRETARY'S
CERTIFICATION

BUSINESS AND FINANCE REPORT

Moved by Mrs. Snyder 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 May 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 94-109*)

TREASURER'S
REPORT

- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of May, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of May, 2013. (*See pages 110-120*)

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 May 31, 2013. (*See pages 120-122*)

BOE
CERTIFICATION

- 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.

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- The bills paid and the bills for payment. *(See pages 122-135)*

WARRANTS

- The financial reports for May, 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

FINANCIAL
REPORTS

Unanimously approved

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

- Tuition contract agreements, for students received during the 2012-2013 school year: *(See pages 136-137)*
 - Bordentown Regional School District - foster student attending Olivet School, effective February 25, 2013, with a pro-rated tuition of \$4,430, for the 2012-13 school year;
 - Hammonton Public School District - foster student attending PTMS, effective February 25, 2013, with a pro-rated tuition of \$4,693, for the 2012-2013 school year;
 - Lodi Public School District - foster student attending Olivet School, effective March 14, 2013, with a pro-rated tuition of \$3,634, for the 2012-2013 school year.

12-13 TUITION
CONTRACT
AGREEMENTS

BORDENTOWN

HAMMONTON

LODI

- The final 2012-2013 transportation jointures, totaling \$190,284.16. *This is revenue for Pittsgrove. (See page 137)*

12-13 FINAL
TRANSPORTA-
TION
JOINTURES

Ayes: (8*) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mrs. Conover*

Noes: (0)

Abstain: (1*) Mrs. Conover to Upper Pittsgrove Only

Motion Carried

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

- The Audit Engagement Letter from Nightlinger, Colavita & Volpa, for single auditing services for the period ended June 30, 2013, at a total fee of \$27,715. This reflects a decrease of \$805 from the June 30, 2012 fee. *(See pages 138-140)*
Note: Nightlinger, Colavita & Volpa appointed as School Auditor on May 13, 2013

NIGHTLINGER,
COLAVITA &
VOLPA

- The Architect of Record Agreement with Garrison Architects, for the 2013-2014 school year. *(See pages 140-144)*

GARRISON
ARCHITECTS

Note: Garrison Architects appointed as Architect of Record on May 13, 2013

Unanimously approved

Moved by Mrs. Smith and seconded by Mr. Schmidt that the Board of Education approve a three-year agreement with Alert Solutions, for unlimited email, voice and SMS services, effective July 1, 2013 at a fee of \$2,737.50/per year, totaling \$8,212.50. The Board rescinded its agreement with School Reach, at \$3,800 for the 2013-2014 school year, to provide identical services. The School Reach Agreement was approved 6/17/13. *(See page 145)*

ALERT
SOLUTIONS

Unanimously approved

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

EDVOCATE,
INC

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

- The following agreements with Edvocate, Inc., effective July 1, 2013 through June 30, 2014: *(See pages 145-147)*
 - Consulting services for monitoring the food service program, at a total fee of \$14,172;
 - Consulting services for monitoring the custodial consortium contracts, at a total fee of \$32,256.

Note: These items are covered under the program cost with Sodexo and GCA Services Group.

FOOD
SERVICES

CUSTODIAL
CONSORTIUM

ADDENDUM III
GCA

- The Addendum III of the GCA Services Agreement, effective July 1, 2013, with the following amendments: *(See page 148)*
 - GCA will not provide custodial services to Salem County Vo-Tech. This results in a reduction of four and one half (4.5) custodial FTE's, one (1.0) lead custodian, one half (.50) clerical FTE and one (1) supervisor FTE;
 - GCA will provide (1.0) additional custodial supervisor FTE to Pittsgrove, for a total of (11.02) custodial FTE's and (1.0) supervisor FTE.

Unanimously approved

TODD BOSTON
NJ MOTOR
VEHICLE
COMMISSION

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve and authorize, by Resolution, Todd Boston to act as the Board's representative to complete and deliver paperwork regarding district vehicles to the NJ Motor Vehicle Commission, for the 2013-2014 school year. *(See page 149)*

Ayes: (8) Mr. Schmidt, Mr. Wentzell, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

DISTRIC
MAINTENANCE
VEHICLES

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve to permit designated employees the use of district maintenance vehicles during the 2013-2014 school year. *(See page 150)*

Unanimously approved

AUDIENCE
PARTICIPA-
TION II

AUDIENCE PARTICIPATION II

Comments included questions about the music program proposal.

FOR YOUR INFORMATION

- SACC Enrollment
- Discipline Reports
- APSHS Media Center Report- February Through June, 2013
- Technology Plan Approval Letter
- 2013-14 Organizational Charts
- PTMS 2013-14 Building Usage
- PTMS Progress Reports/Report Cards
- Acknowledgement From Retired Employee -Acknowledgement from Kathleen Schulte, retired Elmer School Nurse.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

ADDENDUM

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mr. Miletta to approve:

- Anthony Busnardo to the position of PTMS Special Ed, Language Arts, Step3BA+15, \$51,600 effective September 1, 2013 for the 2013-14 school year;
- The appointment of Ian Martini and Dan Rozanski to the position of Technology Workers for the 2013-14 school year. Mr. Martini will be paid at \$9.75/hour and Mr. Rozanski at \$15/hour, retroactive to July 1, 2013.

Roll Call: Ayes: (8) Mr. Schmidt, Mr. Miletta, Mrs. Hayman, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

A. BUSNARDO
PTMS SPED

SUMMER
TECHNOLOGY
WORKERS
D. ROZANSKI
I. MARTINI

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve the Music Program Proposal between Pittsgrove Township School District and Appel Farm Arts & Music Center for the 2013-14 school year, at a cost of \$33,445. The Music Program Proposal in its entirety is on file in the Curriculum Office.

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

Noes: (1) Mrs. Snyder

Abstain: (0)

Motion Carried

MUSIC
PROGRAM
PROPOSAL

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education accept and approve the revision to Board Policy 6171.4-*Special Education*. The revision appears on page 10 of the policy. (See pages 150-161)

Unanimously approved

REVISION
BOARD POLICY
6171.4-SPEC.
EDUCATION

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the 2013-2014 transportation jointures, for the 2013-2014 summer routes, with the following districts: (See pages 161-166)

- Elmer Borough Board of Education in the amount of \$15,995.65;
- Newfield Borough Board of Education in the amount of \$980.00;
- Upper Pittsgrove Township Board of Education, in the amount of \$980.00

Pittsgrove provides transportation. This is revenue for Pittsgrove.

Ayes: (8) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mrs. Conover (abstained for Upper Pittsgrove)

Noes: (0)

Abstain: (0)

Motion Carried

13-14
TRANSPORTA-
TION
JOINTURES

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

- The lease agreement with Victory Assembly of God, totaling \$35,892, for the use of SHS, each Sunday, for the 2013-2014 school year. Beginning August 4, 2013, Victory Assembly of God has requested that the hours of occupancy be extended to 9:00 P.M., from their initial request of 7:00 A.M. to 2:00 P.M. *Note: Lease agreement total reflects extended hours of use 7:00 A.M. to 9:00 P.M. (See pages 167-168)*

- The lease agreement with The Parish of the Holy Cross, totaling \$3,796, for the use of Olivet School, on Wednesday's, beginning September 18, 2013 through April 30, 2014. *Lease total reflects a 2% increase from the 2012-2013 school year. (See pages 168-169)*

Unanimously approved

VICTORY
ASSEMBLY OF
GOD LEASE
AGREEMENT

THE PARISH
OF THE HOLY
CROSS LEASE
AGREEMENT

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

- The Field Trips for the 2013-2014 school year; (*See page 170*)
- The Fundraisers for the 2013-2014 school year; (*See page 170*)

FIELD TRIPS

FUNDRAISERS

Unanimously approved

FOR YOUR INFORMATION

- Correspondence Regarding A Tabled Matter - The Superintendent rescinds his recommendation of this candidate, for substitute bus driver, for hire.

AUDIENCE
PARTICIPATION III

AUDIENCE PARTICIPATION III

Comments included additional questions about the Music Program proposal.

ADJOURN
INTO CLOSED
SESSION I

CLOSED SESSION I

Moved by Mr. Miletta and seconded by Mr. Rump 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. (9:24 P.M.)

Unanimously approved

The Board recessed for 16 minutes.

ADJOURN
FROM CLOSED
SESSION I

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education adjourn from Closed Session. (9:41 P.M.)

Unanimously approved

ADDITIONAL
KINDERGARTEN
TEACHER

After a discussion, it was moved by Mr. Rump and seconded by Mr. Schmidt that the Board of Education approve an additional Kindergarten teacher.

Unanimously approved

ADJOURN
INTO CLOSED
SESSION II

CLOSED SESSION II

Moved by Mr. Miletta and seconded by Mr. Schmidt 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. (10:23 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION II

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education adjourn from Closed Session. (10:42 P.M.)

Unanimously approved

BOARD OF EDUCATION BUSINESS

1. Unfinished Business – The Board reviewed a letter written by Ms. Jost. The following policies on recognition, student representative, and commencement should be reviewed at the August Board of Education Meeting.

2. New Business

The Superintendent handed out a book on How not to be a bad Board Member.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JULY 25, 2013

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve to schedule the August 2013 Board of Education meeting as follows:

- Board Working Session: 08/15/13, 6:30 P.M.
- Board Voting Session: 08/20/13, 6:30 P.M.

Unanimously approved

AUGUST BOE
MEETING
8/15/13
8/20/13

3. Special Committee Reports - None

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve to extend 20 additional sick days for PASA employee experiencing a serious illness once all days have been exhausted.

Unanimously approved

EXTENDED
SICK LEAVE

Moved by Mr. Mileta and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (11:23 P.M.)

Unanimously approved

ADJOURNMENT

Bh