

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 15, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, August 15, 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 6:39 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. Rumpp, Mr. Schmidt, Mrs. Smith,
Mrs. Snyder, Mr. Wentzell, Mrs. Schneider, Mrs. Berwick,
Mrs. Conover

ROLL CALL

Members Absent: All present

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Patricia Gaburo, Principal Olivet/Elmer/Norma Schools; Mr. Terrence Spencer, Assistant Principal, Pittsgrove Township Middle School; Ms. Michelle Deaver, Director of Special Education; 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 AUGUST 20, 2013:

- All staff appointments on this Agenda and going forward will reflect whether this is a new position or identify who the new appointment is replacing;
- Item X.B.: The APSHS Student/Parent Handbook reflects a change to Page 12, Cafeteria And Lunch Procedures;
- Item XII: A & G: Revisions will be reflected on Tuesday, August 20, 2013 Voting Session Agenda;
- Item XII, Item E.: Updated to reflect stipend amount;
- Item XII, F.: Language added to Motion;
- Item XIV. G.: "Cafeteria Report" renamed "Pittsgrove Township Schools Food Service Account";
- XV. B. 2.: Motion withdrawn by the Superintendent;

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- Item XV. E.: Motion will be revised on Monday, August 19, 2013;
- Item XV. I.: Field Trip attachment revised to reflect correct dates;
- Item XVI: C.: New Motion Added - Early Graduation;
- Item XX. B. Policy: All policies will be updated on Monday, August 19, 2013;
- Item XXI.: FOR YOUR INFORMATION section added to include State letter naming PERC Fact Finder for PSSA Negotiations.

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON AUGUST 20, 2013:

V. PLAQUE PRESENTATION

Mrs. Gaburo and Mrs. Berwick presented a plaque to retired SACC Caregiver, Patricia A. Snyder.

VI. COMMUNICATIONS

A. LETTERS OF RESIGNATION

Letters of resignation were received from the following employees:

1. Cheryl Catts, PTMS Math Teacher
2. Scott Hogan, PTMS Social Studies Teacher
3. Corinne Mesmer, Olivet 3rd Grade Teacher

Acceptance of the resignations of the above-named employees and approval to release them from their contract following the 60-day contractual period, or upon finding a suitable replacement, whichever occurs first.

B. LETTER FROM THE PEA

1. Letter from the PEA to the Board of Education

C. LETTER FROM A TOWNSHIP RESIDENT.

1. Letter from a Township resident.

The Superintendent's response appears under FOR YOUR INFORMATION

VII. MINUTES

Approval of the Minutes of July 25, 2013, Board of Education Meeting.

VIII. STUDENT REPRESENTATIVE'S REPORT- None

IX. NJ DELEGATE REPORT - VOTING SESSION ONLY- None

X. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENTS

The Superintendent recommends approval of the following certificated staff appointments, effective September 1, 2013 for the 2013-14 school year:

- Norma Kindergarten Teacher - Kathryn Giocondo, Step 1BA, \$49,500 (new position)
- Norma Kindergarten Teacher - Erika Knorr, Step 1BA, \$49,500 (to replace C. Mesmer)

Also approval to hire retired Guidance Counselor and ELL instructor, Patricia Drager, to provide ELL instruction on an as-needed basis for the 2013-14 school year at the rate of \$37/hour.

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Note: The Board requested that all staff appointments on this agenda and going forward to reflect whether this is a new position or identity who the new appointment is replacing.

2. LONG TERM MATERNITY LEAVE SUBSTITUTE

The Superintendent recommends approval of the appointment of Sheryl Smith to the position of long-term maternity leave substitute, effective September 1, 2013 through January 30, 2014, pending emergent certification. She will be paid at the long-term substitute rate, \$135/day. January 30, 2014 reflects the end of the term.

3. CERTIFICATED STAFF LANE CHANGES

Approval of the Certificated Staff Lane Changes, effective September 1, 2013 for the 2013-14 school year.

B. 2013-14 STUDENT/PARENT HANDBOOKS

Approval of the 2013-14 Student/Parent Handbooks.

Note: The Board requested a Language change to the APSHS Student/Parent Handbook to page 12, Cafeteria and Lunch Procedures to address school lunch and the restricted list so that the policy remains consistent between all schools.

C. SECURITY DRILLS

Approval of the Olivet security drills for July and August, 2013.

D. SCHOOL REPORTS

1. APSHS

a. 2013-14 ATHLETIC CHANGE FUND

Approval to establish a \$450 Athletic Change Fund for the 2013-14 school year.

b. BAND VOLUNTEER

Approval of John Toth as a Band Volunteer for the 2013-14 school year.
Mr. Toth has served as a volunteer since the 2010-11 school year.

2. PTMS

a. 2013-14 EXTRA/CO-CURRICULAR APPOINTMENTS

Approval of the PTMS 2013-14 extra/co-curricular appointments:

- 6th Grade Lead Teacher - Julie Suwala (replacing Scott Hogan), \$3,028.
- 7th Grade Lead Teacher - Jessica Downer (replacing Cheryl Catts), \$3,028.

XI. SPECIAL EDUCATION

A. DESIGNATION OF PITTSGROVE AS LEAD LEA FOR IDEA CONSORTIUM

Approval of the designation of Pittsgrove to act as Lead LEA agent for IDEA funding, with the following districts:

- Consortium with *Newfield Borough Board of Education*, to participate with Pittsgrove, for submission of IDEA entitlement applications for both Basic and Preschool funding, for fiscal year 2013;
- Consortium with *Elmer Borough Board of Education* and *Newfield Borough Board of Education*, to participate with Pittsgrove, for submission of IDEA entitlement applications for both Basic and Preschool funding, for fiscal year 2014.

XII. CURRICULUM & INSTRUCTION

A. SCHOOL CHOICE PRESENTATION

Presentation on the School Choice program. *Note: Revisions to this item will be prepared and discussed at the August 20, 2013 meeting.*

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B. BOE REPRESENTATIVE TO THE QSAC COMMITTEE

Approval of the Board President's appointment of one member of the Board of Education to serve on the QSAC Committee.

C. STUDENT TEACHER

Approval of the Special Education Practicum Placement for Wilmington University student, Ronald Walters, with Maryann Molis for Fall 2013.

D. GIFTED AND TALENTED PROGRAM REVISIONS

Approval of the revised Gifted and Talented Program that incorporates changes to the 6th Grade Accelerated Mathematics Program.

E. ART LIAISON, K-12 POSITION

Approval of creating an Arts Liaison, K-12 position for the 2013-2014 school year. *Note: Add to the motion stipend amount of \$1324.*

F. SIGN LANGUAGE PROFESSIONAL DEVELOPMENT

Approval of Sign Language Professional Development services to be provided by Mrs. Donna Yeagle. *Note: Add "for selected staff to service the needs of our students".*

G. CURRICULA

Approval of the new and revised curricula for 2013-2014. *Note: Revisions to this item will be prepared and discussed at the August 20, 2013 meeting.*

XIII. AUDIENCE PARTICIPATION I

Comments included questions about School Choice and a letter from Pittsgrove Education Association.

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 June 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 June, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of June, 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 June 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.

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E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the following transfer items, as recommended by the Superintendent:

- Transfers of June 14, 2013
- Transfer Status Report for June, 2013
- Transfer for June 2013 requiring Salem County Office of Education approval

F. WARRANTS

Approval of the bills paid and the bills for payment.

1. VOID AND RE-ISSUE WARRANT CHECK

Approval to void warrant check # 73921, payable to PODS Enterprises, in the amount of \$907.89 and re-issue warrant check # 73922, payable to PODS Enterprises, for the correct invoice amount of \$880.78.

G. FINANCIAL REPORTS

Approval of the financial reports for June, 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 – *Note: \$250 bus driver tip and student refund.*

H. NEW ACCOUNT/CHANGE NAME OF ACCOUNT

Approval of the following account items:

- Open new activity account #228, for the Class of 2017
- Change title of golf account #513 to "Special Projects for Athletics" account.

I. 2013-2014 ELLI TUITION

Approval of Elli tuition, for 2013-2014 full day program, of \$6,460.

J. ELMER BOARD OF EDUCATION MATTERS

1. 2013-2014 TUITION CONTRACT AGREEMENTS WITH ELMER BOE

Approval of the following tuition agreements with the Elmer Borough Board of Education, for the 2013-2014 school year:

<u>REGULAR EDUCATION PROGRAMS</u>	<u>Contract Total</u>
- Kindergarten @ Norma School	\$ 133,884.00
- Grades 1 – 2 @ Elmer School	\$ 283,088.00
- Grades 3 – 5 @ Olivet School	\$ 653,280.00
- Grades 6 – 8 @ PTMS	\$ 659,946.00
- Grades 9 – 12 @ APSHS	\$ 893,227.00
- Resource Room	\$ 228,514.00
<u>EXTENDED SCHOOL YEAR</u>	
- Olivet School (07/08/13 - 08/08/13)	\$ 24,348.00

2. SUPERINTENDENT

Approval of Henry Bermann as Superintendent for the Elmer Borough Board of Education, for reporting purposes for the 2013-2014 school year.

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3. TREASURER

Approval of Cindy Strang as Treasurer for the Elmer Borough Board of Education, for the 2013-2014 school year. All related costs to be billed to Elmer.

K. 2013-2014 CONTRACT FOR IN SCHOOL NURSING SERVICES

Approval of the Contract for In School Nursing Services with Bayada Nurses, Inc., for substitute nursing services for the 2013-2014 school year, at the following hourly rates:

- \$49.00/hour for Registered Nurse services
- \$39.00/hour for Licensed Practical Nurse services

Note: Hourly rates are the same as the 2012-2013 school year.

XV. ADDENDUM

A. COMMUNICATIONS

1. LETTER OF RETIREMENT

1. Letter of retirement from Norma School secretary, Malvese (Sandy) Penn, effective October 1, 2013.

Acceptance of the retirement of Norma School secretary, Malvese (Sandy) Penn, effective October 1, 2013.

B. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENT

The Superintendent recommends approval of the following certificated staff appointment for the 2013-14 school year:

- *Olivet 3rd Grade Teacher* - Kelly Bottino, Step 12MA, \$62,895 (replacing C. Mesmer who replaced J. Mosley)

2. TRANSFERS OF NON-CERTIFICATED STAFF FOR 2013-14

The Superintendent recommends approval of the following transfers of non-certificated staff, effective for the 2013-14 school year:

- Darlene DelBaugh, from the Child Study Team Office to PTMS;
- Susan Ledden, from PTMS to the Child Study Team Office.

Note: This item was withdrawn by the Superintendent.

3. SOURCE 4 TEACHERS SUBSTITUTES - AUGUST 2013

Approval of the Source 4 Teachers Substitute List submitted in August, 2013, for the 2013-14 school year.

C. AGREEMENT WITH CM3 BUILDING SOLUTIONS FOR 2013-2014

Approval of the CM3 Building Solutions Support Services Agreement, for all District buildings, including the Elmer School, in the amount of \$16,440., effective July 1, 2013 through June 30, 2014. The 2013-14 agreement reflects a reduction in the services performed by CM3. CM3 will provide technical support only, all preventative maintenance will be performed by in-house staff.

D. MISSION ONE EDUCATIONAL STAFFING SERVICES 2013-14 AGREEMENT

Approval of the Mission One Teacher Assistants Agreement, effective July 1, 2013 through June 30, 2014, *pending legal counsel review*. Mission One will provide teacher assistants to the District for the 2013-2014 school. Hourly rates are the same as 2012-2013 rates.

E. MISSION ONE EDUCATION STAFFING - ADDENDUM I PAID TIME OFF 2013-2014

Approval of Addendum I with Mission One Educational Staffing Services, reflecting teacher assistants who have been employed with Mission One since the initial start of services, or

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who have worked for the District for two (2) or more years as of September 1, shall be provided with three (3) personal days, at the expense of the District, effective September 5, 2013, for the 2013-2014 school year.

Note: This item has been tabled from the August 15, 2013 Work Session Meeting. A revision will be made to the motion for the August 20, 2013 Meeting.

F. 2013-2014 BUS ROUTES

Approval of the bus routes for the 2013-2014 school year.

G. ACCEPTANCE OF FUNDS - WOODRUFF ENERGY

Acceptance of the funds received from Woodruff Energy, in the amount of \$38,056.74, for the period of January, 2013 through June, 2013.

H. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

I. FIELD TRIPS 2013-2014

Approval of the Field Trips for the 2013-2014 school year. *Note: Attachment dates revised to reflect correct 2014 dates.*

J. FUNDRAISERS 2013-2014

Approval of the Fundraisers for the 2013-2014 school year.

K. REVISED SUMMER PROFESSIONAL DEVELOPMENT

Approval of the updated summer professional development list.

L. FOR YOUR INFORMATION

1. EDUCATION LAW CENTER ARTICLE: Advocates Advance Rights of Students With Disabilities In New Jersey
2. EXTENDED SCHOOL YEAR 2013-14
3. 2013-14 ONE-YEAR PROGRAM PLAN UPDATE & BUDGET STATEMENT APPROVAL
4. SUPERINTENDENT'S RESPONSE TO TOWNSHIP RESIDENT'S LETTER.
5. NJSBA POLICY Q&A: Reimbursing Teachers for Supervisory Courses

XVI. ADDENDUM II

A. COMMUNICATIONS

1. LETTER OF RETIREMENT

1. Letter of retirement from Child Study Team secretary, Darlene DelBaugh, effective January 1, 2014.

Acceptance of the notice of retirement from Child Study Team secretary, effective January 1, 2014.

2. LETTER OF RESIGNATION

1. Letter of resignation from Head Field Hockey Coach, Lauren Frazier, effective immediately.

Acceptance of the resignation of Head Field Hockey Coach, Lauren Frazier, effective immediately.

B. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENTS 2013-14

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The Superintendent recommends approval of the following certificated staff appointments for the 2013-14 school year:

- PTMS Social Studies Teacher - Daniel Wyckoff, Step 3MA, \$53,145 (to replace S. Hogan)
- Speech/Language Specialist - Laurence Devlin, Step 3MA, \$53,145*
*Candidate possesses PA Certification. Appointment is pending receipt of NJ Certification. (to replace M. Jacobs)

C. Note: Add Motion XVI: Approval of Student #13194 exercising Option 2, enabling her to graduate one year earlier than her scheduled graduation date of June 2015.

XVII. AUDIENCE PARTICIPATION II

No comments were made.

XVIII. RECESS INTO CLOSED SESSION

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. Student Matter
2. Personnel
3. Negotiations

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (10:18 P.M.)

Unanimously approved

XIX. ADJOURN FROM CLOSED SESSION

Moved by Mr. Mileta and seconded by Mr. Rump that the Board of Education adjourn from Closed Session. (11:02 P.M.)

Unanimously approved

XX. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. REVIEW OF STARTING SALARY PROPOSAL 2012-15

Review of the Central Office Support Staff Unit *Starting Salary Proposal 2012-15*.

Note: BOSS and COSS contracts to be reviewed at the September Board Meeting.

B. NEW BUSINESS

1. POLICY - Note: All policies will be updated and discussed at the August 20, 2013 Board Meeting.

a. NJSBA REVISED POLICIES

Approval of the following NJSBA revised policies:

- 4112.2 - *Certification*
- 4131/4131.1 - *Staff Development; Inservice Education/Visitations/Conferences*
- 6142.10 - *Internet Safety And Technology (Note: on page 248, delete cell phone)*
- 9111 - *Qualifications And Requirements Of Board Members (Note: electronics ethics change)*

b. NEW POLICY FOR REVIEW

Review, for the first reading, the following new policy:

- 5118.3 - *School Choice (Note: Revise policy to spell out 6A:12, if state stops funding for School Choice students then choice students will be given the option to revert to a tuition student).*

ADJOURN
INTO CLOSED
SESSION

ADJOURN
FROM CLOSED
SESSION

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c. DISTRICT POLICIES FOR BOARD REVIEW

Attached are district policies for the Board's review:

- 4117.2 - *Recognition-Retirement/Dedicated Employees (Note: Remove #3 Resolution from Policy)*
- 5127 - *Commencement Activities (Note: Add wording "or other criteria")*
- 9140 - *Student Representation to the Board of Education (Note: Change dates)*

2. NJSBA/NJASA/NJASBO - FALL 2013 WORKSHOP

Information regarding the NJSBA/NJASA/NJASBO Fall 2013 Workshop, being held at the Atlantic City Convention Center, Atlantic City, NJ on October 22, 2013 through October 24, 2013.

a. RESOLUTION - NJSBA/NJASA/NJASBO - FALL 2013 WORKSHOP

Approval by Resolution, that the Board of Education bear the appropriate expenses incurred by Board of Education members and School District Administration who attend the NJSBA/NJASA/NJASBO Annual Workshop, October 22, 2013 through October 24, 2013, Atlantic City Convention Center, Atlantic City, NJ.

b. NJSBA/NJASA/NJASBO - FALL 2013 GROUP REGISTRATION

Approval of the group registration for Board members, Superintendent, Business Administrator, Director of Curriculum and Instruction, and Technology Supervisor for the NJSBA/NJASA/NJASBO Annual Workshop, October 22, 2013 through October 24, 2013, Atlantic City Convention Center, Atlantic City, NJ. Group registration fee is \$1,000, reflecting an increase of \$100 from the 2012 rate.

3. NJSBA PROGRAMS & MANDATED TRAINING - In accordance with N.J.S.A. 18A:12-33, board members are required to complete mandated training programs which are prepared and offered by NJSBA and enforced by the School Ethics Commission. Below please find information on the 2013 mandated training requirements for Board members:

- Mrs. Hayman - *Governance I: New Board Member Orientation* - registered to attend on 09/07/13
 - Mr. Wentzell - *Governance I: New Board Member Orientation* - completed program on 05/11/13
 - Mr. Miletta - *Governance III: Student Achievement* - registered to attend on 10/24/13
 - Mrs. Snyder - *Governance IV: Legal Update & Anti-Bullying Bill of Rights* - Registration pending
- * *Registration is free for all mandated training programs. Mileage in accordance with travel regulations.*

a. NJSBA - MANDATED TRAINING

Approval of the following Board members to attend NJSBA mandated training:

- Mrs. Hayman - *Governance I - New Board Member Orientation Program*, September 7, 2013, at Jackson Liberty High School, Jackson, NJ
- Mr. Miletta - *Governance III - Student Achievement*, October 24, 2013, at Atlantic City Convention Center, Atlantic City, NJ

Note: Registration is free for mandatory training programs provided by NJSBA.

b. NJSBA BARGAINING & TRAINING PROGRAMS

Approval of the Board President to attend the NJSBA Bargaining Training program, at a total cost of \$298, at the Robert Wood Johnson Center for Health and Wellness, Mercerville, NJ. Program dates and times are as follows:

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September 21, 2013, 9:00 A.M. to 4:15 P.M. - Preparing for Bargaining
October 5, 2013, 9:00 A.M. to 4:15 P.M. - *Bargaining at the Table*

c. NJSBA - GLOUCESTER COUNTY SBA: SPECIAL EDUCATION MEETING 09/12/13
Information from NJSBA about the Gloucester County SBA Meeting to be held on
September 12, 2013, 6:00 P.M., for networking, sharing information and NJDOE
presentation on the intricacies of special education. Meeting will be held at Villari's
Lakeside Restaurant, 2375 Sicklerville Rd., Sicklerville, NJ. Registration is free.
Please contact the business office by September 9, 2013, if interested in attending.

C. SPECIAL COMMITTEE REPORTS

*XXI. FOR YOUR INFORMATION: Note: Add Item XXI For Your Information section to include
State letter naming PERC fact finder for PSSA Negotiations.*

XXI ADJOURNEMENT

Moved by Mr. Mileta and seconded by Mrs. Smith that the Board of Education meeting be
adjourned. (12:45 A.M.)
Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY

ADJOURNMENT