

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 23, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, September 23, 2013, 6:30 P.M., Arthur P. Schalick High School.

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

ROLL CALL

Members Absent: Mrs. Smith

Mr. Henry Bermann, Superintendent; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Donna Keech, Acting Board Secretary; Ms. Donna Meyers, Principal A.P. Schalick High School (for the Meet and Greet only); Ms. Patricia Gaburo, Principal Olivet, Elmer, and Norma Schools (for the Meet and Greet only); the press, staff members, and the public.

The Board held a "Meet & Greet" for new staff members at 6:00 P.M.

MEET & GREET

Board President, Mrs. Melissa Conover, opened the meeting at 6:45 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

In the absence of Board Secretary, Suzanne R. Fox Abdill, it was moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education appoint Ms. Donna Keech as Acting Board Secretary for this meeting.

DONNA KEECH
ACTING
BOARD
SECRETARY

Roll Call: Ayes: (9) Mrs. Snyder, Mrs. Schneider, Mrs. Hayman, Mr. Miletta, Mr. Rumpp,
Mr. Schmidt, Mr. Wentzell, Mrs. Berwick, Mrs. Conover
Noes: (0) Abstain: (0) Motion Carried

UPDATES FROM THE SEPTEMBER 19, 2013 WORK SESSION

The following updates/changes have been made from the September 19, 2013 Work Session.

- Item XXII.B.1.a: The attachment has been revised to reflect a revision to paragraph 1 of Policy 5118.3, *School Choice Program*.

UPDATES FROM WORK SESSION

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PRESENTATIONS

- A plaque was presented to Norma School Secretary, Malvese "Sandy" Penn, who will retire on October 1, 2013, at the September 19, 2013 Work Session.
- The District Strategic Plan was presented by Terri Lewis at the September 19, 2013 Work Session.

COMMUNICATIONS

No communications were received.

MINUTES
8/15/13
8/20/13

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

- Board of Education Work Meeting August 15, 2013;
- Board of Education Meeting August 20, 2013

Unanimously approved

MINUTES
CLOSED
SESSION
8/15/13
8/20/13

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the following Closed Session minutes:

- August 15, 2013
- August 20, 2013

Unanimously approved

STUDENT
REPRESENTA-
TIVE'S REPORT

STUDENT REPRESENTATIVE'S REPORT – October Board Meeting

NJ DELEGATE
REPORT

NJ DELEGATE REPORT –Mr. Miletta is seated on the NJSBA Nominating Committee and reported that voting for the Vice President in the State takes place in November. The state requests more participation at the County level. He also advised the Board of a meeting concerning Special Education being held at Creekside on September 25, 2013.

SUPERINTENDENT'S REPORT

Moved by Mrs. Schneider and seconded by Mrs. Snyder that the Board of Education approve the following:

LT SUB
ANNETTE
SIMPKINS

- With the Superintendent's recommendation, Annette Simpkins as a long-term substitute for APSHS Art Teacher, Carolyn Mortimer, who is out on medical leave of absence effective September 5, 2013 for approximately 8-10 weeks. Ms. Simpkins will substitute 20 days under Mission One. The remainder of the time, (approximately 40 days), will be as a Pittsgrove long-term substitute teacher at \$135/day. All appropriate paperwork has been submitted;

SOURCE 4
TEACHERS

- Approval of the Source4Teachers substitute list for September, 2013;
(See pages 291-293)

SACC SUB
RANDI
EVERLINE

- With the Superintendent's recommendation, Randi Everline as a SACC substitute caregiver at various SACC sites at the rate of \$8.60/hour, pending return of her criminal history clearance;

LORRAINE
HILL ARITS
LIAISON
POSITION

- Lorraine Hill for the Arts Liaison, K-12 position for the 2013-2014 school year. The position will be compensated at the current contractual rate for Liaisons, \$1324.

Unanimously approved

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

- Schalick High School's participation in the German-American Partnership program for the 2013-14 school year. Students will travel to Germany, April 24, 2014-May 7, 2014. \$3,600 has been budgeted for this trip; GERMAN-AMERICAN PARTNERSHIP PROGRAM
 - WSNJ 1240 AM radio and TV2 QBC television to broadcast the Cougars' Thanksgiving Day football game hosted by Cumberland Regional High School, 10 AM, November 28, 2013. Same will be streamed on the internet at www.wsnjam.com; THANKSGIVING DAY FOOTBALL BROADCAST
 - The following employees to work as night security on an "as needed" basis (\$15/hour) for the 2013-14 school year: SECURITY AS NEEDED
 - Michael Munafo M. MUNAFO
 - Terry Really T. REALLEY
 - The APSHS 2013-14 co/extra curricular athletic appointments. Note: Megan Neher will not work as a volunteer until all appropriate documentation is received. *(See pages 294-295)* 13-14 APSHS CO/EXTRA CURRICULAR APPTS.
 - The 7th grade trip to Camp Speers-Eljibar, Dingman's Ferry, PA, May 19-21, 2104; CAMP SPEERS-ELJIBAR FIELD TRIP
 - The Middle School participation in the SCRATCH Out Substance Abuse program's PRIDE Survey for students in grades 6-8. This program sponsored by the Salem-Cumberland Regional Action Toward Community Health Coalition. The purpose of the survey, to be administered in October 2013, is to assess students' attitudes, behaviors and beliefs regarding marijuana, tobacco, alcohol and prescription drugs; SCRATCH OUT SUBSTANCE ABUSE SURVEY
 - The following data submitted to the State of New Jersey on July 15, 2013, for Period 2 (January 1, 2013 - June 30, 2013) of the 2012-13 school year. This data must be approved by the Board of Education between September 1, 2013 and December 31, 2013. *(See pages 295-299)* PERIOD 2
 - District HIB Summary Report - Period 2 DISTRICT HIB SUMMARY
 - District Report of Vandalism and Violence - Period 2 DISTRICT REPORT VANDALISM & VIOLENCE
 - District Summary Report of HIB Investigations, Training & Programs - Period 2 DISTRICT HIB INVESTIGATIONS/ TRAINING & PROGRAMS
- Ayes: (9*) Mr. Schmidt, Mrs. Snyder, Mrs. Hayman*, Mr. Miletta, Mr. Rump, Mr. Wentzell, Mrs. Schneider*, Mrs. Berwick*, Mrs. Conover
 Noes:(*3)Mrs. Hayman*, Mrs. Schneider*,Mrs. Berwick* to survey only Abstain: (0) Motion Carried

SPECIAL EDUCATION

Moved by Mrs. Schneider and seconded by Mrs. Snyder that the Board of Education approve the following:

- The Monthly Update of Pittsgrove Students, dated September 10, 2013; *(See page 299)* MONTHLY STUDENT UPDATE
- Educational Based Services to provide Speech Therapy services 3 days/week, \$84/hour, effective September 1, 2013 through November 1, 2013. This service is necessary due to Paula Reeves' medical leave of absence; *(See pages 300-302)* EDUCATIONAL BASED SERVICES
- The Out-Of-District placements of Pittsgrove and Elmer students and their respective tuition costs for the 2013-14 school year; *(See pages 303-304)* OUT OF DISTRICT PLACEMENTS
- The Elmer students attending Pittsgrove special education programs for the 2013-14 school year and their respective tuition rates. *(See pages 304-305)* ELMER STUDENTS

Unanimously approved

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 23, 2013

CURRICULUM & INSTRUCTION

13-14 REVISED
CURRICULA

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the following revised curricula for 2013-2014: Note: Same in its entirety, is on file in the Curriculum Office.

- Art Grades 1 - 5
- French Grades 1 - 5
- Media Literacy Grades 1 – 5

Roll Call: Ayes: (9) Mr. Schmidt, Mrs. Snyder, Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Wentzell, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

13-14 NCLB
APPLICATION

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

- As part of the NCLB process, submission of the 2013-2014 NCLB application and funded salaries; (*See page 305-306*)
- The Rowan University Junior Field Experience placements. (*See page 306*)

ROWAN UNIV.
JR. FIELD
EXPERIENCE

Unanimously approved

FOR YOUR INFORMATION

- Title I Extended Day Program

AUDIENCE PARTICIPATION I

There were no comments.

AUDIENCE
PARTICIPATION

BUSINESS AND FINANCE REPORT

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

- Reports for June, 2013:
 - Board Secretary's Report (*Final*) (*See pages 307-324*)
 - Treasurer's Report (*Revised*) (*See pages 324-336*)
 - Transfers of June 17, 2013 through June 30, 2013 (*Final*) (*See pages 337-338*)
Note: The final Board Secretary's Report and revised Treasurer's Report are in agreement for the month of June, 2013.
- Board Secretary's Certification, Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of July 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 339-355*)
- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of July, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of July, 2013. (*See pages 356-367*)
- 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 July 31, 2013. (*See pages 367-371*)
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of September, 2013 and after review of the Secretary's Monthly Financial Report appropriations section, as presented, and upon consultation

JUNE 2013
REPORTS

BOARD
SECRETARY'S
CERTIFICATION

TREASURER'S
REPORT

REVENUE
SUMMARY

BOE
CERTIFICATION

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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 2013-2014 fiscal year.

- The transfers of July 15, 2013 and August 15, 2013, and the Transfer Status Report of July, 2013. *(See pages 371-373)* TRANSFERS & TRANSFER STATUS REPORT
- The bills paid and the bills for payment. *(See pages 374-380)*
- Voiding warrant check #74008, payable to Daytop Village of NJ, in the amount of \$6,270, due to duplicated purchase order. Warrant check #74109, in the amount of \$3,876, issued to Daytop. WARRANTS
VOID AND REISSUE CHECK
DAYTOP VILLAGE OF NJ
- The financial reports for July, 2013, as submitted:
 - Pittsgrove Community School-SACC Fund
 - Pittsgrove Township Schools Food Service Account
 - Norma General Fund
 - Olivet General Fund
 - PTMS General Fund
 - Student Activities Fund
 - Student Athletics Fund
 - APSHS Special AccountsFINANCIAL REPORTS
- The Budget Summary for September, 2013 for review; BUDGET SUMMARY
- The Homebound Instruction Agreement with Brookfield Schools, at an hourly rate of \$37.00, for the 2013-2014 school year. Brookfield will provide instruction to students in area hospitals; *(See page 381)* BROOKFIELD SCHOOLS HOMEBOUND INSTRUCTION AGREEMENT
- By Resolution, with EMEX for the procurement of electricity supply services for the District, through the use of an on-line auction service; *(See page 381)* EMEX
- The Business Administrator and Bookkeeper to attend NJASBO Professional Development Programs, for the 2013-2014 school year, as submitted; 13-14 NJASBO PROGRAMS
- Acceptance of the settlement check from Archway Programs, in the amount of \$11,118.17. *(See page 382)* ARCHWAY PROGRAMS

Unanimously approved

FOR YOUR INFORMATION

- Enrollment Report – September 2013
- SACC Enrollment – September 2013
- HESAA Ever FI -- Financial Literacy Platform
- Corrective Action Plan Accepted For ED Jobs and NCLB
- APSHS Mentor Program
- New Staff "Meet & Greet"

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 23, 2013

AUDIENCE PARTICIPATION II

Renee Jost, PEA President questioned when the Association would receive a response to its July 22, 2013 letter to the Board.

AUDIENCE
PARTICIPATION II

CLOSED SESSION

The Board of Education did not adjourn into Closed Session at this time.

ADDENDUM

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

- The additional warrants; *(See pages 382-384)*
- Submission of the following: *(See pages 385-409)*
 - IDEA FY2013 Grant Amendment due to consortium with Newfield
 - IDEA FY2014 Grant Application
- The NJ State Police Addendum to the Agreement for Police Services, to provide appropriate troopers and/or traffic control, as requested throughout the 2013-2014 school year; *(See pages 409-410)*
- The Harassment, Intimidation & Bullying Report for September, 2013, reflecting no incidents reported;
- To accept funds in the amount of \$700 for professional development service provided by John Kidd, Supervisor of Math, Science & Technology;
- The Articulation Agreement between Arthur P. Schalick High School and Rowan University. The agreement provides the potential for students of the Theatre Academy to receive 3-6 nontransferable credits, free of charge for Rowan University. In addition, graduates of Arthur P. Schalick High School who meet Rowan University and the Department of Theatre and Dance admission requirements will receive priority considerations for admission, subject to enrollment capacities. *(See pages 410-411)*
- PTMS Teacher, Christine Turner, to provide Wilson Training Services on an as-needed basis during the 2013-2014 School Year. Ms. Turner will be compensated at the current contractual rate for training paid via Title 1 funds;
- The staff workshop/mileage requests; *(See pages 411-412)*
- The Field Trips for the 2013-2014 school year; *(See page 413)*
- The Fundraisers for the 2013-2014 school year. *(See page 414)*

Unanimously approved

ADDITIONAL
WARRANTS

IDEA GRANTS
2013
AMMENDMENT
2014

NJ STATE
POLICE
ADDENDUM

HIB REPORT
SEPTEMBER 13

PROFESSIONAL
DEVELOPMENT
FUNDS

ARTICULATION
AGREEMENT
BETWEEN
ROWAN AND
APSHS

WILSON
TRAINING
SERVICES

STAFF
WORKSHOP/MI
LEAGE

FIELD TRIPS

FUNDRAISERS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 23, 2013

FOR YOUR INFORMATION

- 2013-14 Programs/Events Addressing Respect And School Violence - The following programs/events are being held in Pittsgrove Township Schools to address school respect and school violence. The state has designed October 7-11 as the Week of Respect, and October 21-15 as School Violence Awareness Week. (See pages 415-416)
- Guidance Counselors By FTE (See page 416)

BOARD OF EDUCATION BUSINESS

1. Unfinished Business

Moved by Mrs. Schneider and seconded by Mrs. Berwick that the Board of Education approve the following Bargaining Agreements:

- Central Office Support Staff Unit - July 1, 2013 through June 30, 2015;
- Business Operations Support Staff - July 1, 2013 through June 30, 2015.

Unanimously approved

BARGAINING
AGREEMENTS

CENTRAL
OFFICE

BUSINESS
OPERATIONS

2. New Business

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve the second reading and adoption of the following new policy: (See pages 417-419)

- 5118.3 - *School Choice*

Ayes: (7) Mr. Schmidt, Mr. Wentzell, Mrs. Hayman, Mr. Miletta, Mrs. Snyder, Mrs. Schneider, Mrs. Conover

Noes: (2) Mr. Rumpp, Mrs. Berwick

Abstain: (0)

Motion Carried

SCHOOL
CHOICE
POLICY

Moved by Mr. Schmidt and seconded by Mrs. Berwick that the Board of Education approve of the second reading and adoption of the following policies: (See pages 419-421)

- 4117.2 - *Recognition-Retirement/Dedicated Employees*
- 5127 - *Commencement Activities*
- 9140 - *Student Representation to the Board of Education*

Unanimously approved

POLICIES

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

- October 19, 2013, as the date for a Board Retreat. At this meeting, NJSBA representative Ms. Terry Lewis will review the Board self-evaluation, discuss setting small goals and conduct a session on team-building. The meeting will be held from 9 am to 12 pm and the location is to be determined;
- Board Member, Patricia Snyder to attend the NJSBA Governance IV "Legal Update" program, on October 24, 2013, Atlantic City, NJ. *Note:* Cost is free for this mandated training program.

Unanimously approved

BOARD
RETREAT

NJSBA
TRAINING
PROGRAM

Special Committee Reports - None

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 23, 2013

CLOSED SESSION I

ADJOURN
INTO CLOSED
SESSION

Moved by Mrs. Berwick and seconded by Mr. Miletta that the Board of Education, by Resolution, adjourn into Closed Session, from which the general public will be excluded, to discuss:

1. Contractual Agreement – PSSA
2. Litigation – Verizon Settlement

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:00 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION

Moved by Mr. Wentzell and seconded by Mr. Schmidt that the Board of Education adjourn from Closed Session. (7:25 P.M.)

Unanimously approved

VERIZON
SETTLEMENT

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve the Verizon Settlement. (*See page 422*)

Unanimously approved

2013-2014
SODEXO

Moved by Mrs. Conover and seconded by Mrs. Berwick that the Board of Education approve the food service management contract between the Pittsgrove Township Board of Education and Sodexo Management, Inc, pending state approval. Sodexo will manage and operate the district's food service operation for the 2013-2014 school year, beginning July 1, 2013 and ending June 30, 2014, based on the following:

- Annual Management Fee for the 2013-2014 contract year at \$.22/meal/meal equivalent;
- The 2013-2014 lunch prices are: \$2.50 Elementary; \$2.75 Middle School; \$3.00 High School. Breakfast price is \$1.35 at all locations;
- Pittsgrove continues its service agreement with Deerfield School and Upper Pittsgrove School for the 2013-2014 school year;
- Guaranteed annual return of \$15,000 for the 2013-2014 or Sodexo will pay the difference.

Unanimously approved

ADJOURNMENT

Moved by Mrs. Berwick and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (7:45 P.M.)

Unanimously approved

Bh