

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, September 19, 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 6:34 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. Rumpp, Mr. Schmidt, Mrs. Snyder, Mr. Wentzell, Mrs. Schneider, Mrs. Berwick, Mrs. Conover, Mr. Miletta (arrived at 8:43 P.M.)

ROLL CALL

Members Absent: Mrs. Smith

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; Dr. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Ms. Patricia Gaburo, Principal Olivet/Elmer/Norma Schools; Mr. Tino Monti, Assistant Principal, Olivet 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 SEPTEMBER 23, 2013:

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

V. PLAQUE PRESENTATION – SEPTEMBER 19, 2013

Mr. Bermann and Mrs. Conover presented a plaque to Norma School Secretary, Malvese "Sandy" Penn, who will retire on October 1, 2013.

VI. PRESENTATION – SEPTEMBER 19, 2013

Terri Lewis presented The District Strategic Plan.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

VII. COMMUNICATIONS

No communications were received.

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON SEPTEMBER 23, 2013:

VIII. MINUTES

Approval of the following minutes:

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

IX. MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:

- August 15, 2013
- August 20, 2013

X. STUDENT REPRESENTATIVE'S REPORT- October Board of Education Meeting

XI. NJ DELEGATE REPORT - VOTING SESSION ONLY

XII. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. LONG TERM SUBSTITUTE

The Superintendent recommends approval of 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.

2. S4T SUBSTITUTE LIST

Approval of the Source4Teachers substitute list for September, 2013.

3. SACC SUBSTITUTE CAREGIVER

The Superintendent recommends approval of 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.

4. ARTS LIAISON K-12

Approval of 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.

B. SCHOOL REPORTS

1. APSHS

a. PARTICIPATION IN GAAP PROGRAM

Approval of 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.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

b. RADIO BROADCAST OF THANKSGIVING DAY FOOTBALL GAME

Approval for 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.

c. SECURITY PERSONNEL

Approval of the following employees to work as night security on an "as needed" basis (\$15/hour) for the 2013-14 school year:

- Michael Munafo
- Terry Really

d. CO-CURRICULAR APPOINTMENTS

Approval of the attached 2013-14 co/extra curricular athletic appointments. Note: Megan Neher will not work as a volunteer until all appropriate documentation is received.

2. PTMS

a. 7th GRADE TO - CAMP SPEERS-ELJIBAR

Approval of the 7th grade trip to Camp Speers-Eljibar, Dingman's Ferry, PA, May 19-21, 2104.

b. SCRATCH OUT SUBSTANCE ABUSE PROGRAM

Approval of 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.

C. VANDALISM, VIOLENCE SUBSTANCE ABUSE & HIB INVESTIGATIONS, TRAININGS, PROGRAMS - PERIOD 2

Approval of 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.

- District HIB Summary Report - Period 2
- District Report of Vandalism and Violence - Period 2
- District Summary Report of HIB Investigations, Training & Programs - Period 2

XIII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSGROVE STUDENTS

Approval of the Monthly Update of Pittsgrove Students, dated September 10, 2013.

B. EDUCATIONAL BASED SERVICES - SPEECH THERAPY

Approval of 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.

C. 2013-14 PITTSGROVE AND ELMER OUT-OF-DISTRICT PLACEMENT COSTS

Approval of the Out-Of-District placements of Pittsgrove and Elmer students and their respective tuition costs for the 2013-14 school year.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

D. ELMER STUDENTS ATTENDING PITTSGROVE SPECIAL EDUCATION PROGRAMS

Approval of the Elmer students attending Pittsgrove special education programs for the 2013-14 school year and their respective tuition rates.

XIV. CURRICULUM & INSTRUCTION

A. CURRICULA

Approval of the following revised curricula for 2013-2014:

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

B. 2013-2014 NCLB APPLICATION

As part of the NCLB process, it is recommended that the Board of Education approve submission of the 2013-2014 NCLB application and funded salaries.

C. ROWAN UNIVERSITY JUNIOR FIELD EXPERIENCE STUDENTS

Approval of the Rowan University Junior Field Experience placements.

D. FYI - TITLE I EXTENDED DAY PROGRAM

XV. AUDIENCE PARTICIPATION I

Comments included updated information regarding substitute bus driver application.

XVI. BUSINESS AND FINANCE REPORT

A. JUNE 2013 REVISED REPORTS

Approval of the following reports for June, 2013:

- Board Secretary's Report (*Final*)
- Treasurer's Report (*Revised*)
- Transfers of June 17, 2013 through June 30, 2013 (*Final*)

Note: The final Board Secretary's Report and revised Treasurer's Report are in agreement for the month of June, 2013.

B. 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.

C. TREASURER'S REPORT

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.

D. 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 July 31, 2013.

E. 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 with the appropriate

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

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.

F. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfers of July 15, 2013 and August 15, 2013, and the Transfer Status Report of July, 2013.

G. WARRANTS

Approval of the bills paid and the bills for payment.

1. VOID & RE-ISSUE WARRANT CHECK

Approval to void 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.

H. FINANCIAL REPORTS

Approval of 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 Accounts

I. BUDGET SUMMARY

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

J. 2013-2014 HOMEBOUND INSTRUCTION AGREEMENT WITH BROOKFIELD

Approval of 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.

K. RESOLUTION - EMEX

Approval by Resolution, with EMEX for the procurement of electricity supply services for the District, through the use of an on-line auction service.

L. NJASBO PROFESSIONAL DEVELOPMENT PROGRAMS

Approval of the Business Administrator and Bookkeeper to attend NJASBO Professional Development Programs, for the 2013-2014 school year, as submitted.

M. ACCEPTANCE OF FUNDS - ARCHWAY PROGRAMS

Acceptance of the settlement check from Archway Programs, in the amount of \$11,118.17.

XVII. FOR YOUR INFORMATION

A. ENROLLMENT REPORT - SEPTEMBER 2013

B. SACC ENROLLMENT - SEPTEMBER 2013

C. HESAA Ever FI -- Financial Literacy Platform

D. CORRECTIVE ACTION PLAN ACCEPTED FOR ED JOBS AND NCLB

E. APSHS MENTOR PROGRAM

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

F. NEW STAFF "MEET & GREET" - The invitation was sent to all new employees on behalf of the Board of Education.

XVIII. AUDIENCE PARTICIPATION II

Ms. Jost asked when they would receive a written response to the Pittsgrove Education Association letter.

XIX. RECESS INTO CLOSED SESSION

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

XXI. ADDENDUM

A. ADDITIONAL WARRANTS

Approval of the additional warrants.

B. IDEA GRANT SUBMISSIONS

Approval of submission of the following:

- IDEA FY2013 Grant Amendment due to consortium with Newfield
- IDEA FY2014 Grant Application

C. NJ STATE POLICE - ADDENDUM TO AGREEMENT FOR POLICE SERVICES

Approval of 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.

D. HARASSMENT, INTIMIDATION & BULLYING REPORTS

Approval of the Harassment, Intimidation & Bullying Report for September, 2013, reflecting no incidents reported.

E. PROFESSIONAL DEVELOPMENT SERVICE

Approval of the acceptance of funds in the amount of \$700 for professional development service provided by John Kidd, Supervisor of Math, Science & Technology.

F. ARTICULATION AGREEMENT WITH ROWAN UNIVERSITY

Approval of 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.

G. WILSON TRAINING SERVICES

Approval of 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.

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.

J. FUNDRAISERS 2013-2014

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

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

K. FOR YOUR INFORMATION

1. 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 designated October 7-11 as the Week of Respect, and October 21-15 as School Violence Awareness Week.

2. GUIDANCE COUNSELORS BY FTE

XXII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. BARGAINING AGREEMENTS

Approval of the following Bargaining Agreements:

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

B. NEW BUSINESS

1. POLICY

a. NEW POLICY FOR ADOPTION

Approval of the second reading and adoption of the following new policy:

5118.3 - *School Choice*. *Note: The policy needs to be changed to read "The Board will review annually the student population to determine open seats for the Choice Program for the upcoming school year" instead of listing a percentage.*

b. DISTRICT POLICIES FOR BOARD REVIEW

Approval of the second reading and adoption of the following policies:

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

2. BOARD RETREAT - OCTOBER 19, 2013

Approval of October 19, 2013, as the date for a Board Retreat. At this meeting, NJSBA representative Mrs. Terry Lewis will review the Board self-evaluation, discuss setting small goals and conduct a session on team-building.

The Retreat will be held from 9 am – 12 pm. The Location is to be Determined.

3. NJSBA - MANDATED TRAINING

Approval for 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.

C. SPECIAL COMMITTEE REPORTS

AUDIENCE PARTICIPATION III

Comments included questions about the commencement policy.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 19, 2013

ADJOURN
INTO CLOSED
SESSION

CLOSED SESSION

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

1. Potential Litigation
2. 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. (9:03 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education adjourn from Closed Session. (9:37 P.M.)

Unanimously approved

ADJOURNMENT

XXIII ADJOURNEMENT

Moved by Mr. Rumpp and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (9:47 P.M.)

Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY