

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, October 21, 2013, 6:30 P.M., Arthur P. Schalick High School.

Members Present: Mrs. Hayman, Mr. Schmidt, Mrs. Smith, Mr. Wentzell,
Mrs. Berwick, Mrs. Conover, Mrs. Snyder (arrived at 6:35 P.M.)

ROLL CALL

Members Absent: Mr. Miletta, Mr. Rumpp, Mrs. Schneider

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; the press, staff members, and the public.

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

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

UPDATES FROM THE OCTOBER 17, 2013 WORK SESSION

The following updates/changes have been made from the October 17, 2013 Work Session.

- Item XI,B.3: Modified to read: The Middle School Detention Monitor stipends will be used to cover the stipend amount for the Middle School DuPont Academic Team.
- Item XIII, E: Modified to read: Discussion: Planned School Program Presentation will take place at Board of Education Work Sessions.
- Item XV, L: Modified to read: Participation is at no cost to the Board of Education.
- Item XVIII, B: Modified to include Annual Memorandum of Understanding electronic attachment.
- Addition: Item XVII, Item 4: Pittsgrove Arts Foundation Certificate of Incorporation and By-Laws.
- Item XXII A.1: Modified to include Pittsgrove Support Staff Memorandum of Agreement 2012-2015 electronic attachment.

UPDATES
FROM WORK
SESSION

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

PRESENTATIONS

The following were presented at the October 17, 2013 Work Session:

- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo presented the Elmer Eagles of the Month for October, 2013;
- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo presented the Olivet *Owls of the Month for October, 2013*;
- Principal for Pittsgrove Township Middle School, Dr. Ocasio-Jimenez presented the PTMS *Top Cats* for September, 2013;
- Principal for A.P. Schalick High School, Ms. Meyers and Assistant Principal for A.P. Schalick High School, Mr. Volovar presented the APSHS *Cougars of the Month and Cougar Pride* for October, 2013;
- Principal for APSHS, Ms. Meyers presented Student Representative, Kylee Barton.

COMMUNICATIONS

1. Letter of resignation from Administrative Assistant, Georgiana Scharnagl, effective November 4, 2013;
2. Letter of retirement from PTMS teacher, Helen Platt, effective July 1, 2014.

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

- The resignation of Georgiana Scharnagl, effective November 4, 2013;
- To accept, with regret, the retirement from PTMS teacher, Helen Platt, effective July 1, 2014.

Unanimously approved

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

- Board of Education Work Meeting September 19, 2013;
- Board of Education Meeting September 23, 2013;
- Closed Session for September 19, 2013;
- Closed Session for September 23, 2013.

Ayes: (5) Mr. Wentzell, Mrs. Hayman, Mr. Schmidt, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (1) Mrs. Smith

Motion Carried

RESIGNATION
GEORGIANA
SCHARNAGL

RETIREMENT
HELEN PLATT

MINUTES &
CLOSED
SESSION
9/19/13
9/23/13

STUDENT
REPRESENTA-
TIVE'S REPORT

STUDENT REPRESENTATIVE'S REPORT -None

NJ DELEGATE
REPORT

NJ DELEGATE REPORT - None

SUPERINTENDENT'S REPORT

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

- With the recommendation of the Superintendent, the transfer of PTMS teacher, Christina Turner, to Olivet School, effective October 15, 2013;
- The adjustments in bus driver/aide hours and salaries for the 2013-2014 school year; (*See page 438*)
- With the recommendation of the Superintendent, Scott Pace, from substitute aide to as needed contracted bus aide, effective November 1, 2013, for the remainder of the 2013-14 school year. He will work 5.25 hours/day at \$16.85/hour. Prorated salary is \$15,923.25, plus health benefits;

TRANSFER
CHRISTINA
TURNER

BUS
DRIVER/AIDE
ADJUSTMENTS

BUS AIDE
SCOTT PACE

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

- With the recommendation of the Superintendent, the following non-certificated appointments/adjustment or the remainder of the 2013-14 school year. All appropriate documentation has been received.
 - Tiffany Hawk, Substitute Bus Aide;
 - Kaitlin Murray, Substitute SACC Caregiver, \$8.60/hour;
 - Adjustment to Tina Armstrong, effective 9/1/13, from Olivet SACC to Norma School SACC, replacing Patricia Snyder who retired. Also rate adjustment from \$9.64 to \$12/hour.
- With the recommendation of the Superintendent to hire the following long term substitutes for the 2013-14 school year, at the long-term substitute rate of \$135/day:
 - Mary Alice Carroll as a long term district substitute. She will begin substituting at the Middle School, October 15, 2013, with the transfer of Christina Turner from PTMS to Olivet.
 - Emeline Monteleone as a maternity leave substitute for Jennifer Godwin (Gr. 4), December 16, 2103 through April 30, 2014;
 - Jennifer Vidal, as maternity leave substitute for Michelle Hunt (Gr. 4), November 4, 2013 through January 31, 2014.

TIFFANY HAWK
SUB BUS AIDE

SACC SUB
KAITLIN
MURRAY

SACC TINA
ARMSTRONG

LONG TERM
SUBSTITUTES

MARY ALICE
CARROLL

EMELINE
MONTELEONE

JENNIFER
VIDAL

SOURCE4
TEACHERS

• The Source4Teachers substitute list for October, 2013. (See pages 439-440)
Roll Call: Ayes: (6) Mrs. Berwick, Mrs. Smith, Mrs. Hayman, Mr. Schmidt, Mr. Wentzell, Mrs. Conover
Noes: (0) Abstain: (0) Motion Carried

The motion for the Pittsgrove Support Staff Salaries for 2012-2013 & 2013-2014 will be held until the Board of Education takes action on the PSSA Memorandum of Agreement later in the meeting which includes the 2012-13 and 2013-14 Pittsgrove Support Staff salaries. These salaries reflect a 2% aggregate of the 2011-12 and 2012-13 base, respectively.

Mrs. Snyder arrived at 6:35 P.M.

2013-2014
APSHS
ATHLETIC CO-
CURR APPTS

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

- The APSHS athletic co-curricular appointments for the 2013-14 school year; (See page 441)
- The following PTMS co-curricular appointment for the 2013-14 school year:
 - Lisa McClintock, Homework Club, \$26/hr. for 31 weeks
- PTMS participation in the DuPont Academic League. PTMS would be a part of the Middle Schools of Salem County who will participate. Also, to establish a stipend position, at the rate of \$1222 for the 2013-2014 school year for the advisor of the Academic Team. The Middle School Detention Monitor Stipends will be used to cover the stipend amount for the Middle School DuPont Academic Team.

2013-2014
PTMS CO-
CURRI. APPTS.

DUPONT
ACADEMIC
LEAGUE PTMS
ADVISOR OF
ACADEMIC
TEAM

Unanimously approved

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

- The Standing Orders for the 2013-14 school year. Same have been approved by the School Physician; (See pages 442-447)

2013-2014
STANDING
ORDERS

BUILDING
REPORTS

• The district security/fire drills for September, 2013. (See pages 447-451)
Ayes: (6) Mr. Schmidt, Mrs. Hayman, Mrs. Snyder, Mr. Wentzell, Mrs. Berwick, Mrs. Conover
Noes: (1) Mrs. Smith Abstain: (0) Motion Carried

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

SPECIAL EDUCATION

Moved by Mrs. Berwick and seconded by Mrs. Smith that the Board of Education approve The Monthly Update of Pittsgrove Students, dated October 4, 2013. (See page 451)
Unanimously approved

MONTHLY
STUDENT
UPDATE

CURRICULUM & INSTRUCTION

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

- The following new and revised curricula for 2013-2014: (Note: On file, in it's entirety in the Curriculum Office)
New Curricula
 - Natural DisastersRevised Curricula
 - Accelerated Math Grade 7
 - Integrated Science CP
 - Integrated Science Honors
 - Physics
 - Music Grades 1 – 5

2013-2014
NEW AND
REVISED
CURRICULA

TITLE I STAFF
APPOINT-
MENTS

- The staff appointments for the Title I Extended Day Programs. Staff members will be paid via NCLB grant funds; (See page 452)

QSAC SOA AND
DPR

- Adoption of a resolution affirming the information within both the QSAC Statement of Assurance (SOA) and District Performance Review (DPR) pursuant to N.J.A.C.6A:30-3.1(e); (See pages 452-472)

BRITTANY
SAUL FIELD
EXPERIENCE

- Cumberland County College student, Brittany Saul to complete her field work experience with Dana Logandro, NBCC/SAC;
- For your information, discussion of planned School Program Presentations will take place at Board of Education Work Sessions, beginning in November;

- The staff workshop/mileage requests. (See page 473)

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

Noes: (0)

Abstain: (0)

Motion Carried

STAFF
WORKSHOP/
MILEAGE
REQUESTS

Audience Participation

There were no public comments.

AUDIENCE
PARTICIPA-
TION

BUSINESS AND FINANCE REPORT

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

- Board of Secretary's Certification, Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of August 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 474-490)

BOARD
SECRETARY'S
CERTIFICA-
TION

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of August, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of August, 2013. *(See pages 491-2)* TREASURER'S REPORT
 - 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 August 31, 2013. *(See pages 3-6)* REVENUE SUMMARY
 - Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of October, 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 2013-2014 fiscal year. BOE CERTIFICATION
 - Approval of the transfers of September 13 and 15, 2013, and the Transfer Status Report of August, 2013. *(See pages 7-8)* TRANSFERS AND TRANSFER STATUS REPORT
 - The bills paid and the bills for payment. *(See pages 8-15)* WARRANTS
 - The financial reports for August, 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
 FINANCIAL REPORTS
- Unanimously approved
- The Budget Summary for October, 2013, was submitted for review. BUDGET SUMMARY
- Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve:
- Authorization, by Resolution, for the Business Administrator to submit the three year Comprehensive Maintenance Plan for the Pittsgrove Township School District, in compliance with the Department of Education requirements. Also authorization to submit the Evaluation of School Buildings facilities checklist to the Salem County Office. The Evaluation of School Buildings facilities checklist is on file in the Business Administrator's office *(See pages 16-17)* COMPREHENSIVE MAINTENANCE PLAN
 - The tentative budget development schedule for the 2014-2015 budget; *(See page 17)* EVALUATION OF SCHOOL BUILDINGS FACILITIES CHECKLIST
 - The agreement with K & K Educational Services for the 2013-2014 school year. K & K will provide educational instruction to homebound students at a cost of \$52/hour, reflecting a \$5 increase over the 2012-2013 rate; *(See page 18)* 2014-2015 TENTATIVE BUDGET SCHEDULE
 - By Resolution, to participate in the Government Energy Audit Program, administered by the New Jersey Board of Public Utilities, Office of Clean Energy, an incentive program to assist local government agencies to conduct energy audits and encourage implementation of energy conservation measures; *(See page 18)* 2013-2014 K & K EDUCATIONAL SERVICES
- NJ BOARD OF PUBLIC UTILITIES OFFICE OF CLEAN ENERGY

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

NJSBA/NJASA/
NJASBO 2013
ANNUAL
WORKSHOP

- The NJSBA/NJASA/NJASBO 2013 Annual Workshop costs, October 22, 2013 through October 24, 2013, as follows:
Trump Taj Mahal Casino Resort - \$1,590.
(Hotel Accommodations - Bermann Miletta Snyder Berwick Conover Abdill & Hayman - 10/22/13 & 10/23/13)
Note: meals and mileage in accordance with travel regulations

2013-2014
YMCA SWIM
TEAM RENTAL
AGREEMENT

- The YMCA Swim Team Rental Agreement for use of the pool for the 2013-14 swim season. Contract totals \$3,960. (See page 19)

Ayes: (7) Mr. Schmidt, Mrs. Snyder, Mrs. Hayman, Mrs. Smith, Mr. Wentzell, Mrs. Berwick, Mrs. Conover

Noes:(0) Abstain:(*7) Each abstained to self for attendance to annual workshop Motion Carried

FOR YOUR INFORMATION

- Enrollment Report – October 2013
- SACC Enrollment - October 2013
- Discipline Reports
- Letter From NJOSE Re: Compliance Status (See page 20)
- NJSBA/NJASA/NJASBO - Fall 2013 Workshop
- The Utica National Insurance Group
- Sodexo/MissionOne/Source4Teachers/Comengno Law Group
- Schwartz, Simon, Edelstein & Celso, LLC
- Garrison Architects
- Update On Homeless Students-Memo regarding status of homeless students, dated September 13, 2013
- NJSBA - Mandated Training -Letter from NJSBA confirming Governance I training completed by Ms. Hayman
- Graduation Caps & Gowns – Procedural Change (See pages 20-21)

ADDENDUM

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

- With regard to Harassment, Intimidation & Bullying reports filed:
 - approval of the HIB report presented at the September 23, 2013 Board meeting; (See page 21)
 - review of the HIB incidents presented at this meeting

HIB REPORT

FIELD TRIPS

- The Field Trips for the 2013-14 school year; (See page 22)

FUNDRAISERS

- Fundraisers for the 2013-14 school year. (See page 23)

Unanimously approved

FOR YOUR INFORMATION

- SCRATCH Survey Update
- School Choice 2014-15
- Pittsgrove Arts Foundation Letter RE: Support the Arts In Our Schools
 - Certificate of Incorporation
 - By-Laws

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES OCTOBER 21, 2013

ADDENDUM II

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

- The additional warrants for payment; *(See pages 24-26)*
- The *State Uniform Memorandum of Agreement Between Education and Law Enforcement Officials* that includes 2011 Revisions. This Memorandum of Agreement was signed at the 2013 Annual Educators and Law Enforcement Breakfast on October 16, 2013. A copy will be available at the meeting for your review. *(See page 26)*

ADDITIONAL
WARRANTS

STATE
MEMORANDUM
OF
AGREEMENT

Ayes: (7) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mrs. Snyder, Mr. Wentzell, Mrs. Berwick, Mrs. Conover

Noes:(1*)Mrs. Berwick* to State Uniform Memo of Agreement only Abstain: (0) Motion Carried

AUDIENCE PARTICIPATION II

Comments included a question about why the State Uniform Memo of Agreement was opposed and a petition from the students that has been generated.

AUDIENCE
PARTICIPATION

Closed Session

The Board did not adjourn into Closed Session.

BOARD OF EDUCATION BUSINESS

1. Unfinished Business

With the Negotiations Committee's recommendation, it was moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the 2012-2015 Pittsgrove Township Board of Education/Pittsgrove Support Staff Association Memorandum of Agreement/Salaries.

(See pages 27-34)

Unanimously approved

2012-2015
PITTSGROVE
SUPPORT
STAFF
MEMORANDUM
OF
AGREEMENT

2. New Business

- Graduation Policy – an update on Awarding diplomas with regard to article 6A:8-5.2 that states that the procedures need to be developed by February and the Board will need to notify the students in writing once the procedures are developed.
- A Board Member is submitting a letter to the editor but needs to state that the letter does not reflect the opinion of the Board.
- The Board Retreat held on Saturday, October 19, 2013 was very useful and productive.

3. Special Committee Reports

ADJOURNMENT

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (6:54 P.M.)

Unanimously approved

Bh