

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –OCTOBER 17, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, October 17, 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. Schneider, Mrs. Berwick, Mrs. Conover

Members Absent: None

ROLL CALL

Mr. Henry Bermann, Superintendent; 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. Douglas Volovar, Assistant Principal, A.P. Schalick High School; Ms. Michelle Deaver, Director of Special Education; Ms. Donna Keech, Acting Board Secretary; the press, staff members, and the public.

PLEDGE TO THE FLAG

II. CALL TO ORDER

Board President, Mrs. Melissa Conover, opened the meeting at 6:33 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

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 OCTOBER 21, 2013 VOTING SESSION AGENDA:

- 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 FOR THE VOTING SESSION 10/21/13

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V. PRESENTATION

A. STUDENT AWARDS

- 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.

DONNA KEECH
ACTING
BOARD
SECRETARY

Moved by Mr. Miletta and seconded by Mrs. Schneider that the Board of Education approve Ms. Donna Keech as Acting Board Secretary.

Roll Call: Ayes: (10) Mr. Miletta, Mrs. Schneider, Mrs. Hayman, Mr. Rumpp, Mr. Schmidt, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON OCTOBER 21, 2013:

COMMUNICATIONS

A. LETTER OF RESIGNATION

1. Letter of resignation from Administrative Assistant, Georgiana Scharnagl, effective November 4, 2013.

Acceptance of the resignation of Georgiana Scharnagl, effective November 4, 2013.

B. LETTER OF RETIREMENT

1. Letter of retirement from PTMS teacher, Helen Platt, effective July 1, 2014.

Acceptance of the letter of retirement from PTMS teacher, Helen Platt, effective July 1, 2014.

VII. MINUTES

Approval of the following minutes:

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

VIII. MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:

- September 19, 2013
- September 23, 2013

STUDENT
REPRESENTA-
TIVE'S REPORT

IX. STUDENT REPRESENTATIVE'S REPORT – Student Representative, Kylee Barton, outlined Spirit Week Activities, culminating in the Homecoming Parade, Football game and Homecoming dance. The theme of these activities is Superheros.

NJ DELEGATE
REPORT

X. NJ DELEGATE REPORT – Mr. Miletta reported on the Nominating Committee and the Vice President position.

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XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. EMPLOYEE TRANSFER

With the recommendation of the Superintendent, approval of the transfer of PTMS teacher, Christina Turner, to Olivet School, effective October 15, 2013.

2. 2013-2014 BUS DRIVER/BUS AIDE CONTRACT ADJUSTMENTS

Approval of the adjustments in bus driver/aide hours and salaries for the 2013-2014 school year. With the recommendation of the Superintendent, approval of 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.

3. NON-CERTIFICATED APPOINTMENTS/ADJUSTMENTS

The Superintendent recommends approval of the following non-certificated appointments/adjustments for 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.

4. DISTRICT SUBSTITUTES

The Superintendent recommends that the Board of Education approval 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.

5. SOURCE 4 TEACHERS SUBSTITUTES - OCTOBER 2013

Approval of the Source4Teachers substitute list for October, 2013.

6. PITTSGROVE SUPPORT STAFF SALARIES 2012-13 & 2013-14

NOTE: THIS MOTION WILL BE HELD UNTIL THE BOARD OF EDUCATION TAKES ACTION ON THE PSSA MEMORANDUM OF AGREEMENT LATER IN THE MEETING

Approval of 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.

B. SCHOOL REPORTS

1. APSHS

a. CO-CURRICULAR APPOINTMENTS

Approval of the athletic co-curricular appointments for the 2013-14 school year.

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2. PTMS

a. PTMS CO-CURRICULAR APPOINTMENT

Approval of the following co-curricular appointment for the 2013-14 school year:

- Lisa McClintock, Homework Club, \$26/hr. for 31 weeks

3. PARTICIPATION IN MIDDLE SCHOOL DUPONT ACADEMIC LEAGUE & ESTABLISHMENT OF ADVISOR POSITION

Approval of PTMS participation in the DuPont Academic League. PTMS would be a part of the Middle Schools of Salem County who will participate. Also approval to establish a stipend position for the advisor of the Academic Team. *Note, motion to read: The Middle School Detention Monitor stipends will be used to cover the stipend amount for the Middle School DuPont Academic Team. The 2013-2014 stipend is established at \$1,222.*

C. 2013-14 STANDING ORDERS

Approval of the Standing Orders for the 2013-14 school year. Same have been approved by the School Physician.

D. DISTRICT SECURITY/FIRE DRILLS

Approval of the district security/fire drills for September, 2013.

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSGROVE STUDENTS

Approval of the Monthly Update of Pittsgrove Students, dated October 4, 2013.

XIII. CURRICULUM & INSTRUCTION

A. CURRICULA

Approval of the following new and revised curricula for 2013-2014:

New Curricula

- Natural Disasters

Revised Curricula

- Accelerated Math Grade 7
- Integrated Science CP
- Integrated Science Honors
- Physics
- Music Grades 1 - 5

B. TITLE I PROGRAM

Approval of the staff appointments for the Title I Extended Day Programs. Staff members will be paid via NCLB grant funds.

C. QSAC

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).

D. FIELD WORK EXPERIENCE

Approval of Cumberland County College student, Brittany Saul to complete her field work experience with Dana Logandro, NBCC/SAC.

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E. DISCUSSION: PLANNED SCHOOL PROGRAM (FOR BOARD OF EDUCATION VOTING SESSION) Discussion: Planned School Program Presentation will take place at Board of Education Work Sessions beginning in November.

F. STAFF WORKSHOP/MILEAGE REQUESTS
Approval of the staff workshop/mileage requests.

XIV. AUDIENCE PARTICIPATION I

Class President, Kylee Barton, read a letter from the Senior Class petitioning the Board to review current policy. The petition requests the High School administration/staff be permitted to award diplomas at graduation instead of or in addition to Board members.

XV. 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 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.

B. TREASURER'S REPORT

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.

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 August 31, 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 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.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfers of September 13 and 15, 2013, and the Transfer Status Report of August, 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of 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

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- Student Athletics Fund
- APSHS Special Accounts

H. BUDGET SUMMARY

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

I. COMPREHENSIVE MAINTENANCE PLAN

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.

J. 2104-2015 TENTATIVE BUDGET DEVELOPMENT SCHEDULE

Approval of the tentative budget development schedule for the 2014-2015 budget.

K. 2013-2014 HOMEBOUND INSTRUCTION AGREEMENT WITH K & K EDUCATIONAL SERVICES, INC.

Approval of 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.

L. RESOLUTION - GOVERNMENT ENERGY AUDIT PROGRAM

Approval 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. *Note: Motion to add participation is "at no cost to the Board."*

M. NJSBA/NJASA/NJASBO - FALL 2013 WORKSHOP

Approval of 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

N. 2013-14 YMCA POOL CONTRACT

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

XVI. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT - OCTOBER 2013
- B. SACC ENROLLMENT - OCTOBER 2013
- C. DISCIPLINE REPORTS
- D. LETTER FROM NJOSE Re: COMPLIANCE STATUS
- E. NJSBA/NJASA/NJASBO - FALL 2013 WORKSHOP
 1. The Utica National Insurance Group
 2. Sodexo/MissionOne/Source4Teachers/Comengno Law Group
 3. Schwartz, Simon, Edelstein & Celso, LLC
 4. Garrison Architects

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F. UPDATE ON HOMELESS STUDENTS

Memo regarding status of homeless students, dated September 13, 2013.

G. NJSBA - MANDATED TRAINING

Letter from NJSBA confirming Governance I training completed by Ms. Hayman.

H. GRADUATION CAPS & GOWNS - PROCEDURAL CHANGE

XVII. ADDENDUM

A. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation & Bullying reports filed:

- approval of the HIB report presented at the September 23, 2013 Board meeting;
- review of the HIB incidents presented at this meeting.

B. FIELD TRIPS 2013-14

Approval of the Field Trips for the 2013-14 school year.

C. FUNDRAISERS 2013-14

Approval of the Fundraisers for the 2013-14 school year.

D. FOR YOUR INFORMATION

1. SCRATCH Survey Update
2. SCHOOL CHOICE 2014-15
3. PITTSGROVE ARTS FOUNDATION LETTER RE: SUPPORT THE ARTS IN OUR SCHOOLS

Note: Add item Pittsgrove Arts Foundation Documents

- *Certificate of Incorporation*
- *By-Laws*

XVIII. ADDENDUM II

A. WARRANTS

Approval of the additional warrants for payment.

B. STATE UNIFORM MEMORANDUM OF AGREEMENT WITH LAW ENFORCEMENT-2013-14

Approval of 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. *Note: Add the document electronically for the October 21, 2013 meeting.*

XIX. AUDIENCE PARTICIPATION II

Eric Stratoti thanked the Board for the opportunity to be a Choice Student at Schalick. He requested the Board to consider allowing administration/staff members to award diplomas at graduation instead of or in addition to a Board member. Kylee Barton also requested again for the Board to look at the Graduation Policy language.

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CLOSED SESSION

ADJOURN
INTO CLOSED
SESSION

Moved by Mr. Mileta 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. Student Matter
2. Negotiations – PSSA Memorandum of Agreement
3. 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. (7:55 P.M.)

Unanimously approved

Moved by Mr. Wentzell and seconded by Mr. Schmidt that the Board of Education adjourn from Closed Session. (9:00 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION

XXII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. PITTSGROVE BOE/PSSA MEMORANDUM OF AGREEMENT

The Negotiations Committee recommends Board approval of the 2012-2015 Pittsgrove Township Board of Education/Pittsgrove Support Staff Association Memorandum of Agreement/Salaries. *(Appropriate for Closed Session)*

B. NEW BUSINESS

C. SPECIAL COMMITTEE REPORTS

ADJOURNMENT

Moved by Mr. Mileta and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (10:05 P.M.)

Unanimously approved

Bh

DONNA KEECH, ACTING BOARD SECRETARY