

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –NOVEMBER 21, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, November 21, 2013 6:30 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mrs. Melissa Conover, opened the meeting at 6:30 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

The Board President called for a Roll Call of the Board:

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: Mr. Miletta, Mrs. Schneider

Also in Attendance:

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. Douglas Volovar, Assistant Principal, A.P. Schalick High School; Meritsa Philibert, Student Representative; the press, staff members, and the public.

II. CALL TO ORDER

Board President, Mrs. Melissa Conover, read 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.

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 NOVEMBER 25, 2013 VOTING SESSION AGENDA:

- Item IX: Added STUDENT REPRESENTATIVE’S REPORT (WORK SESSION ONLY). This item was erroneously omitted from the November 21, 2013 Work Session Agenda.

UPDATES FOR THE VOTING SESSION 11/25/13

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V. PRESENTATION

A. STUDENT AWARDS

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

VI. COMMUNICATIONS

No communications were received.

THE FOLLOWING AGENDA ITEMS, BY CONSENSUS WERE MOVED FOR VOTING ON NOVEMBER 25, 2013:

VII. MINUTES

Approval of the following minutes:

Board of Education Work Meeting October 17, 2013;

Board of Education Meeting October 21, 2013.

VIII. MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:

October 17, 2013

Note: Add STUDENT REPRESENTATIVE'S REPORT – Meritsa Philibert reported that there were 20 new students inducted into the National Honor Society and the following upcoming events: the Powder Puff game, the Thanksgiving game against Cumberland Regional High School, and Senior Soccer for Boys and Girls.

IX. NJ DELEGATE REPORT - VOTING SESSION ONLY

X. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR

Approval of the appointment of Michele Mayer to the position of Administrative Assistant to the Business Administrator, effective upon release from her current contract for the 2013-14 school year, at a salary of \$39,000 prorated. Ms. Mayer is replacing Georgiana Scharnagl who resigned effective November 4, 2013.

2. NON-CERTIFICATED STAFF MEMBER TRANSFER

The Superintendent recommends that the Board of Education approve the transfer of Susan Ledden, from PTMS Secretary (10 months) to Child Study Team Secretary, (10 months) effective December 2, 2013. Ms. Ledden will replace Darlene DelBaugh who is retiring effective January 1, 2014.

3. SACC SUBSTITUTE CAREGIVER

The Superintendent recommends approval of the appointment of Ronald Athey as a substitute SACC Caregiver, at \$8.60/hour. He is a Mission One/S4T employee and works as an aide at Olivet school.

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4. SOURCE 4 TEACHERS SUBSTITUTES - NOVEMBER 2013

Approval of the Source 4 Teachers substitutes for November, 2013.

5. 2013-2014 BUS DRIVER ADJUSTMENTS

Approval of Charlene Land , from Part-Time Contracted Bus Driver to Full-Time Contracted Bus Driver, effective December 1, 2013, for the remainder of the 2013-2014 school year. She will work 5.75 hours per day at \$22.23 per hour. Pro-rated salary is \$23,008.05. She is already receiving health benefits as she was grandfathered.

Approval of Donna Matlack, from Part-Time Contracted Bus Driver to Full-Time Contracted Bus Driver, effective December 1, 2013, for the remainder of the 2013-2014 school year. She will work 5.25 hours per day at \$22.23 per hour. Pro-rated salary is \$21,007.35, plus health benefits.

B. DISTRICT STRATEGIC PLAN 2013-2018

Acceptance of the Pittsgrove Township Board of Education District Strategic Plan 2013-2018 as presented.

C. 2013-14 DISTRICT NURSING SERVICES PLAN

Approval of the 2013-14 District Nursing Services Plan. Same has been approved by the County Office of Education.

D. DISTRICT SECURITY/FIRE DRILLS

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

E. DISTRICT BUS EVACUATION DRILLS

Approval of the bus evacuation drills submitted for October, 2013.

F. SCHOOL REPORTS

1. APSHS

a. SPRING 2014 MUSICAL PROPOSAL

Approval of the 2014 proposed Spring Musical, "Footloose." The musical will take place at 7:00 PM on April 4-5, 2014 and 3:00 PM on April 6, 2014.

b. CO-CURRICULAR ATHLETIC APPOINTMENT

Approval of the following co-curricular appointment for the 2013-14 school year: Anthony Busnardo (PTMS Teacher) to the position of JV Wrestling Coach, \$4,101.

c. 2013-14 WINTER ATHLETIC SCHEDULES

Approval of the 2013-14 Winter Athletic Schedules

2. PTMS

a. PTMS CO-CURRICULAR APPOINTMENTS

Approval of the following extra/co-curricular appointments for the 2013-14 school year:

- Jamie Danner - Homework Club, \$26/hr. for 31 weeks, replacing Lisa McClintock;
- Linn Sammis - Salem County Academic League Advisor, at a stipend of \$1,222.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –NOVEMBER 21, 2013

XI. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSBORO STUDENTS

Approval of the Monthly Update of Pittsgrove Students, dated November 13, 2013.

B. STUDENT PLACEMENT

Approval of the out-of-district placement of student #11127 at Pineland Learning Center, effective 9/27/2013, at a pro-rated tuition rate of \$40,239.04.

C. EIRC CONTRACT FOR SPEECH THERAPY SERVICES

Approval of the Interlocal Services Agreement Between EBS and Pittsgrove Township School District. EBS will provide Speech Therapy services at Olivet School 2 days/week, \$84/hr., effective November 5, 2013, to cover for speech therapy sessions missed due to a staff member's medical leave of absence.

XII. CURRICULUM & INSTRUCTION

A. TITLE I PROGRAM ADDITIONAL STAFF

Approval of Annette Scholl as an alternate staff appointment for the Elmer Title I Extended Day Program.

XIII. AUDIENCE PARTICIPATION I

Comments included a question about whether a decision has been made regarding handing out diplomas at Graduation, the Bullying Policy, and School Choice.

CLOSED SESSION I

Moved by Mrs. Snyder 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. 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. (7:20 P.M.)

Unanimously approved

Moved by Mrs. Berwick and seconded by Mr. Schmidt that the Board of Education adjourn from Closed Session. (8:44 P.M.)

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 September 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 September, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 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 September 30, 2013.

ADJOURN
INTO CLOSED
SESSION I

ADJOURN
FROM CLOSED
SESSION I

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –NOVEMBER 21, 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 November, 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 20, 2013, and October 18, 2013 and the Transfer Status Report of September, 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of the financial reports for September, 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

H. BUDGET SUMMARY

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

I. 2013-2014 GCSSSD MULTIPLE DISABILITIES TUITION CONTRACT

Approval of the tuition contract with Gloucester County Special Services School District for the 2013-2014 school year for four (4) students with multiple disabilities at a tuition rate of \$34,560 per student.

J. 2013-2014 GCSSSD ONE-ON-ONE AIDE AGREEMENT

Approval of the agreement with Gloucester County Special Services School District for the 2013-2014 school year for a one-on-one teacher assistant for one (1) student with multiple disabilities at a tuition rate of \$34,650, or \$192.50 per diem.

K. 2013-2014 SCVTSD TUITION AGREEMENT

Approval of the tuition agreement with Salem County Vocational Technical School District for the 2013-2014 school year. Tuition rates vary (\$750.00 OR \$1,500.00) depending on the student's enrolled program and status.

L. 2013-2014 SCSSSD ALTERNATIVE HS TUITION AGREEMENT

Approval of the tuition agreement with Salem County Vocational Technical School District for the 2013-2014 school year for Alternative High School for one (1) student at a tuition rate of \$20,000.00.

M. ACCEPTANCE OF FUNDS - SPRINT NEXTEL

Acceptance of the funds received from Sprint Nextel, totaling \$11,185.39, as part of the e-rate program.

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N. 2013-2014 TRANSPORTATION JOINTURES

Approval of the following transportation jointures for the 2013-2014 school year:

- Elmer Boro	\$223,675.69
- Upper Pittsgrove	24,439.00
- Woodstown Boro	3,600.00
- Newfield Boro	<u>11,436.15</u>
Total	\$263,150.84

XV. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT - NOVEMBER 2013
- B. SACC ENROLLMENT - NOVEMBER 2013
- C. DISCIPLINE REPORTS
- D. NOTICE OF VARIANCE APPLICATION FILING
- E. NJSBA - MANDATED TRAINING
Letters from NJSBA confirming mandated training:
 - Dominick Miletta completed Governance III
 - Patricia Snyder completed Governance 4
- F. PEA DONATIONS

XVI. ADDENDUM

- A. HARASSMENT, INTIMIDATION & BULLYING REPORTS
With regard to Harassment, Intimidation and Bullying Reports filed, Board of Education: approval of the HIB report submitted at the October 21, 2013 BOE meeting; review of the HIB report submitted at this meeting.
- B. FUNDRAISERS 2013-14
Approval of the fundraisers for the 2013-14 school year.
- C. FIELD TRIPS 2013-14
It is recommended that the Board of Education approve the Field Trips for the 2013-14 school year.
- D. STAFF WORKSHOP/MILEAGE REQUESTS
Approval of the staff workshop/mileage requests.
- E. 2013-2014 UPDATED BUS ROUTES
Approval of the 2013-2014 Updated Bus Routes.
(See 2013-2014 Updated Bus Routes Binder)
- F. WARRANTS
Approval of the bills paid and bills for payment.

XVII. ADDENDUM II

- A. PERSONNEL
 - 1. TRANSPORTATION ADJUSTMENTS
Approval of the following adjustments, effective December 1, 2013 for the remainder of the 2013-14 year:
 - William McMullen, from floating substitute bus driver to part-time bus driver, 4.5 hour/day, at \$20.38/hr. Salary of \$16,507.80 to be prorated.
 - Andrea Fulmer, from substitute bus driver/aide to contracted bus aide, 5.5 hrs/day. Salary of \$16,680.60 to be prorated. This position qualifies Ms. Fulmer for health benefits.

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B. ACCEPTANCE OF FUNDS - AT&T AND STIMPSON'S TREE FARM

Acceptance of the funds received from AT&T, totaling \$5,207.84, as part of the e-rate program and the funds received from Stimpson's Tree Farm, totaling \$230.00 for cedar trees purchased.

XVIII. AUDIENCE PARTICIPATION II

No Comments

XIX. RECESS INTO CLOSED SESSION

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

XXI. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. PITTSGROVE SUPPORT STAFF ASSOCIATION AGREEMENT 2012-2015

Approval of the Agreement Between the Pittsgrove Support Staff Association and the Pittsgrove Township Board of Education, July 1, 2012 to June 30, 2015. (Appropriate for Closed Session, if necessary).

B. NEW BUSINESS

1. BOARD OF EDUCATION POLICIES

Approval of the first reading of the following Policies and their respective Regulations:

- New Policy #2130, *Principal Evaluation*
- New Regulation to Policy #2130, *Principal Evaluation*
- Revision to Policy #4116, *Teacher Evaluation*
- Regulation to revised Policy #4116, *Teacher Evaluation*

2. REORGANIZATION MEETING

Approval of January 9, 2014, 6:30 P.M., Arthur P. Schalick High School as the date, time, and location for a Special Board of Education Meeting. This meeting will be for the Reorganization of the Board of Education.

Approval of the first regularly scheduled work session date of Thursday, January 23, 2014, 6:30 P.M. and the first regularly scheduled voting session date of Monday, January 27, 2014, 6:30 P.M.

3. OFFICIAL ELECTION RESULTS-NOVEMBER 5, 2013

The following are the official election results for November 5, 2013:

Three - - 3 Year Terms:

- | | |
|-----------------|-------------|
| - Tracy Penven | 2,274 votes |
| - Marlene Smith | 2,284 votes |
| - Peter Lawlor | 2,262 votes |
| - Write-In | 134 votes |

4. PEA-BOE SOCIAL

Discussion of setting a date, time, and location for the PEA-BOE Social Event.

C. SPECIAL COMMITTEE REPORTS

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –NOVEMBER 21, 2013

ADJOURN
INTO CLOSED
SESSION II

CLOSED SESSION II

Moved by Mrs. Snyder 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. 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. (9:06 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION II

Moved by Mr. Wentzell and seconded by Mr. Rumpp that the Board of Education adjourn from Closed Session. (10:03 P.M.)

AUDIENCE PARTICIPATION III

ADJOURNMENT

A comment was made regarding a domestic issue involving a Board member.

Moved by Mr. Rumpp and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (10:06 P.M.)

Unanimously approved

Bh

SUZANNE R. FOX ABDILL, BOARD SECRETARY