

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, November 25, 2013, 6:30 P.M., Arthur P. Schalick High School.

Board President, Mrs. Melissa Conover, opened the meeting at 6:33 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. Rumpp, Mr. Schmidt, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, 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; the press, staff members, and the public.

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

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

CLOSED SESSION I

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. (6:35 P.M.)

Unanimously approved

ADJOURN INTO CLOSED SESSION I

Moved by Mrs. Berwick and seconded by Mr. Schmidt that the Board of Education adjourn from Closed Session. (7:17 P.M.)

ADJOURN FROM CLOSED SESSION I

UPDATES FROM THE NOVEMBER 21, 2013 WORK SESSION

The following updates/changes have been made from the November 21, 2013 Work Session.

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

UPDATES FROM WORK SESSION

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

PRESENTATIONS

The following were presented at the November 21, 2013 Work Session:

- 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.

Director of Curriculum & Instruction, Ms. Yvette DuBois gave a presentation on Student Achievement on November 25, 2013.

COMMUNICATIONS

1. Letter of Resignation from Laurence Devlin, Speech Language Therapist.

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the resignation of Laurence Devlin, Speech Language Therapist.

Unanimously approved

RESIGNATION
LAURENCE
DEVLIN

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

- Board of Education Work Meeting October 17, 2013;
- Board of Education Meeting October 21, 2013;
- Closed Session October 17, 2013.

Unanimously approved

MINUTES
10/17/13
10/21/13
CLOSED
10/17/13

STUDENT REPRESENTATIVE'S REPORT - (WORK SESSION ONLY)

NJ DELEGATE REPORT - VOTING SESSION ONLY

STUDENT
REPRESENTA-
TIVE'S REPORT

SUPERINTENDENT'S REPORT

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

- 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;
- With the Superintendent's recommendation, 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;
- With the Superintendent's recommendation, 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;

NJ DELEGATE
REPORT

MICHELE
MAYER ADMIN
ASST. TO B.A.

TRANSFER
SUSAN
LEDDEN

SACC SUB
RONALD
ATHEY

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

- The Source 4 Teachers substitutes for November, 2013; *(See pages 51-52)* SOURCE 4 TEACHERS
 - 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; ADJUSTMENTS
CHARLENE LAND
 - 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; DONNA MATLACK
 - The Pittsgrove Township Board of Education District Strategic Plan 2013-2018 as presented; (Note: On file in the Superintendent's Office) DISTRICT STRATEGIC PLAN 2013-2018
 - The 2013-14 District Nursing Services Plan. Same has been approved by the County Office of Education; *(See pages 53-55)* 13-14 DISTRICT NURSING SERVICES PLAN
 - The district security/fire drills for October, 2013; *(See pages 55-59)* BUILDING REPORTS
 - The bus evacuation drills submitted for October, 2013; *(See pages 59-62)* BUS EVAC DRILLS
 - 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; FOOTLOOSE SPRING MUSICAL
 - The following co-curricular appointment for the 2013-14 school year:
 - Anthony Busnardo (PTMS Teacher) to the position of JV Wrestling Coach, \$4,101; ANTHONY BUSNARDO JV WRESTLING COACH
 - The 2013-14 Winter Athletic Schedules; *(See pages 63-65)* 13-14 WINTER SCHEDULES
 - The following PTMS extra/co-curricular appointments for the 2013-14 school year:
 - Jamie Danner - Homework Club, \$26/hr. for 31 weeks, replacing Lisa McClintock; PTMS EXTRA/ CO-CURR. APPTS
 - Linn Sammis - Salem County Academic League Advisor, at a stipend of \$1,222.
- Roll Call: Ayes: (8*) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Rumpp, Mrs. Snyder*, Mr. Wentzell, Mrs. Berwick, Mrs. Conover*
 Noes: (0) Abstain: (2*) Mrs. Snyder to Source4Teachers only; Mrs. Conover to Admin Asst. to B.A. only Motion Carried

SPECIAL EDUCATION

- Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve:
- The Monthly Update of Pittsgrove Students, dated November 13, 2013; *(See page 65)* MONTHLY UPDATE
 - 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; OUT OF DISTRICT PINELAND LEARNING CENTER
 - 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. *(See pages 66-68)* EBS SPEECH THERAPY

Unanimously approved

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

TITLE I ELMER
EXTENDED
DAY PROGRAM

CURRICULUM & INSTRUCTION

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve Annette Scholl as an alternate staff appointment for the Elmer Title I Extended Day Program. Unanimously approved

AUDIENCE
PARTICIPATION

AUDIENCE PARTICIPATION I

No Comments.

BOARD
SECRETARY'S
CERTIFICATION

BUSINESS AND FINANCE REPORT

- Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve: 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. *(See pages 68-85)*

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. *(See pages 85-97)*

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. *(See pages 97-101)*

BOE
CERTIFICATION

- 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.

TRANSFERS &
TRANSFER
STATUS
REPORT

- The transfers of September 20, 2013, and October 18, 2013 and the Transfer Status Report of September, 2013. *(See pages 101-103)*

WARRANTS

- The bills paid and the bills for payment *(See pages 103-116)*

FINANCIAL
REPORTS

- 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

BUDGET
SUMMARY

Unanimously approved

The Budget Summary for November, 2013 was submitted for review.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

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

- 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; *(See page 117)*
- 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; *(See page 118)*
- The tuition agreement with Salem County Vocational Technical School District for the 2013-2014 school year for 53 Part-Time students at a tuition rate of \$750.00, for a total cost of \$39,750.00 and 42 Full-Time students at a tuition rate of \$1,500.00, for a total cost of \$63,000.00, totaling \$102,750.00; *(See page 119)*
- 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; *(See page 119)*
- To accept the funds received from Sprint Nextel, totaling \$11,185.39, as part of the e-rate program;
- The following transportation jointures for the 2013-2014 school year: *(See pages 120)*

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

13-14 GCSSSD
TUITION

13-14 GCSSSD
1:1 TEACHER
ASST.

TUITION
AGREEMENT
WITH SALEM
COUNTY VO
TECH

TUITION
AGREEMENT
WITH SALEM
COUNTY VO
TECH
ALTERNATIVE
H.S.

ERATE FUNDS

13-14
TRANSPORTA-
TION
JOINTURES

Ayes: (8*) Mr. Schmidt, Mrs. Smith, Mrs. Hayman, Mr. Rumpp, Mrs. Snyder*, Mr. Wentzell, Mrs. Berwick, Mrs. Conover

Noes: (0) Abstain: (1*) Mrs. Snyder to SCVTSD Tuition Agreement only Motion Carried

FOR YOUR INFORMATION

- Enrollment Report – November 2013
- SACC Enrollment- November 2013
- Discipline Reports
- Notice Of Variance Application Filing
- NJSBA - Mandated Training
- Letters from NJSBA confirming mandated training:
 - Dominick Miletta completed Governance III
 - Patricia Snyder completed Governance 4
- PEA Donations

ADDENDUM

It was moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education approve:

- The HIB report submitted at the October 21, 2013 BOE meeting; *(See page 120)*
- To review the HIB report submitted at this meeting;
- The fundraisers for the 2013-14 school year; *(See page 121)*

HIB REPORT

FUNDRAISERS

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

FIELD TRIPS

- The Field Trips for the 2013-14 school year; *(See page 122)*

STAFF
WORKSHOP/
MILEAGE
REQUESTS

- The staff workshop/mileage requests; *(See page 123)*
- The 2013-2014 Updated Bus Routes; (Note: On file 2013-2014 Updated Bus Routes Binder)

13-14 BUS
ROUTES

WARRANTS

- The bills paid and bills for payment. *(See pages 123-125)*

Unanimously approved

ADDENDUM II

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

ADJUSTMENTS
WILLIAM
MCMULLEN

- 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.

ANDREA
FULMER

ERATE FUNDS
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.

Unanimously approved

ADDENDUM III

With the Superintendent's recommendation, it was moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the following certificated staff appointment, effective upon release from her current contract for the remainder of the 2013-14 school year:

PTMS SPECIAL
ED-MATH
HEATHER
CHEESEMAN

- Heather Cheesman, PTMS Special Education-Math, Step 1BA, \$49,500 prorated. She is filling a vacancy created by the transfer of Christine Turner to Olivet School.

Roll Call: Ayes: (8) Mr. Schmidt, Mrs. Snyder, Mrs. Hayman, Mr. Rump, Mrs. Smith, Mrs. Wentzell, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

AUDIENCE
PARTICIPATION

AUDIENCE PARTICIPATION II

A question was asked about when applicants will be notified if they are not selected for a job.

BOARD OF EDUCATION BUSINESS

1. Unfinished Business

PITTSBORO
SUPPORT
STAFF
ASSOCIATION
AGREEMENT

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the agreement Between the Pittsboro Support Staff Association and the Pittsboro Township Board of Education, July 1, 2012 to June 30, 2015. *(See pages 125-126)*

Unanimously approved

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

2. New Business

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

POLICIES
FIRST
READING
#2130
#4116

Unanimously approved

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

- 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;
- 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.

BOE
MEETINGS:
1/9/14
REORGANIZA-
TION
1/23/14
1/27/14

Unanimously approved

The following are the official election results for November 5, 2013: *(See pages 126-127)*

Three - - 3 Year Terms:

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

OFFICIAL
ELECTION
RESULTS

The Board of Education discussed setting a date, time, and location for the PEA-BOE Social Event.

3. Special Committee Reports

Moved by Mrs. Berwick and seconded by Mr. Wentzell that the Board of Education approve the sixth grade fundraiser for the sixth grade field trip.

Unanimously approved

FUNDRAISER
FOR FIELD
TRIP

CLOSED SESSION II

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

1. Personnel – Superintendent’s Evaluation

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (9:13 P.M.)

Unanimously approved

ADJOURN
INTO CLOSED
SESSION II

Moved by Mrs. Berwick and seconded by Mrs. Smith that the Board of Education adjourn from Closed Session. (9:28 P.M.)

ADJOURN
FROM CLOSED
SESSION II

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES NOVEMBER 25, 2013

Mrs. Patti Schneider resigned from the Elmer Board of Education.

ADJOURNMENT

Moved by Mrs. Smith and seconded by Mrs. Berwick that the Board of Education meeting be adjourned. (9:34 P.M.)
Unanimously approved

Bh