

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, December 12, 2013 6:30 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mrs. Melissa Conover, opened the meeting at 6:32 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: Mr. Mileta, Mr. Rump, Mr. Schmidt,
Mr. Wentzell, Mrs. Berwick, Mrs. Conover

ROLL CALL

Members Absent: Mrs. Hayman, Mrs. Smith, Mrs. Snyder, 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; Ms. Michelle Deaver, Director of Special Education; 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.

THE FOLLOWING ITEMS WERE CHANGED/UPDATED FOR DECEMBER 16, 2013 VOTING SESSION
AGENDA:

WORK SESSION
STATEMENT

- Item XII. A. – Electronic attachment was added.
- Item XVII. – Item J. was added: Resolution Supporting A4300 and S3877

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

V. PRESENTATIONS

OUTGOING
BOARD
MEMBERS

A. RECOGNITION OF OUTGOING BOARD OF EDUCATION MEMBERS (WORK SESSION)

Mr. Bermann, Superintendent, presented plaques to the following outgoing Board of Education members in recognition of their commitment and dedication to the Pittsgrove Township School District:

- Cheryl Berwick, Board Vice President
- Patricia Schneider, Elmer Representative to the Board (absent)
- Guenter Schmidt, Board Member

B. RECOGNITION OF THE COUGAR MURAL PARTICIPANTS (WORK SESSION)

Donna Meyers, Principal and Douglas Volovar, Assistant Principal, recognized the individuals and groups who contributed to the Cougar mural at Arthur P. Schalick High School.

C. STUDENT AWARDS (WORK SESSION)

- Principal for A.P. Schalick High School, Ms. Meyers, presented the APSHS Cougars of the Month and Cougar Pride for December 2013.
- Principal for Pittsgrove Township Middle School, Dr. Ocasio-Jimenez, presented the PTMS Top Cats for November 2013.
- Principal for Pittsgrove Township Middle School, Dr. Ocasio-Jimenez, acknowledged the winner of the Millionaire Club – Nicholas Vastano is the first student to reach one million words.
- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo, presented the Olivet Owls of the Month for December 2013.
- Principal for Olivet/Elmer/Norma Schools, Ms. Gaburo, presented the Elmer Eagles of the Month for December 2013.

AUDIT
PRESENTATION

D. AUDIT PRESENTATION (WORK SESSION)

Mr. Raymond Colavita, Auditor with Nightlinger, Colavita and Volpa, P.A., will provide a brief presentation of the Audit of Fiscal Year Ended June 30, 2013. (All audit attachments, in their entirety, appear under the blue "Documents" tab in Eboards. The file is named *Audit Documents for Fiscal Year Ended 6-30-13*).

1. 2013-13 ANNUAL AUDIT REVIEW AND ACCEPTANCE

After review and discussion, approval of the Annual Audit for the Fiscal Year Ended June 30, 2013, the Synopsis of Audit for the Fiscal Year Ended June 30, 2013, the recommendations, and the Corrective Action Plan, as submitted by the Business Administrator/Board Secretary. (All Audit documents, in their entirety, appear under the blue "Documents" tab in Eboards. The file is named *Audit Documents for Fiscal Year Ended 6-30-13*).

E. OVERVIEW OF NORMA AND ELMER SCHOOLS (VOTING SESSION)

Dr. Meister and Mr. Bruce will provide overviews of Norma and Elmer Schools, respectively, at the December 16, 2013 Voting Session.

VI. COMMUNICATIONS

No communications were received.

VII. MINUTES

Approval of the following minutes:

- Board of Education Work Meeting November 21, 2013;
- Board of Education Meeting November 25, 2013.

APPROVAL
OF
MINUTES

VIII. (c) MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:

- November 21, 2013
- November 25, 2013

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

IX. STUDENT REPRESENTATIVE'S REPORT – WORK SESSION ONLY (none)

X. NJ DELEGATE REPORT – VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

SUPERINTENDENT'S
REPORT

A. PERSONNEL

1. REQUEST FOR EXTENDED UNPAID LEAVE OF ABSENCE

The Superintendent recommends approval of an extended unpaid leave of absence for Schalick High School teacher, Kara Bianco. Ms. Bianco was approved, at the July 25, 2013 meeting, to be on an unpaid leave of absence December 10, 2013 through January 30, 2014. She is requesting to extend her unpaid leave through the close of the 2013-14 school year and is expected to return to work for the 2014-15 school year.

2. ADJUSTMENT FOR LONG TERM SUBSTITUTE

The Superintendent recommends approval of the continued employment of long term substitute Sheryl Smith for the remainder of the 2013-14 school year, due to the extended leave of absence requested by Kara Bianco. Ms. Smith will be paid at Step 1BA, \$49,500.00 prorated from January 6, 2014. No health benefits are provided.

3. SOURCE 4 TEACHERS SUBSTITUTES – DECEMBER 2013

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

B. PITTSGROVE ARTS FOUNDATION BOARD MEMBERS

The Superintendent recommends that the Board of Education appoint the recommended individuals as the initial Board members of the Pittsgrove Arts Foundation, Inc.

C. DISTRICT SECURITY/FIRE DRILLS

Approval of the district security/fire drills for November 2013.

D. SCHOOL REPORTS

1. APSHS

a. SPRING 2014-15 PROGRAM OF STUDIES

Approval of the 2014-15 Schalick High School Program of Studies.

b. FINAL EXAMS HALF DAY REQUEST

Approval of an early dismissal schedule for the high school on Monday, February 3, 2014. Schalick will hold exams on January 30, 2014 and February 3, 2014. January 30, 2014 is already on the school calendar as an early dismissal day.

c. SODEXO DONATION ACCEPTANCE

Acceptance of the \$500 donation awarded to the Schalick High School Student Council. This award was due to Schalick's cafeteria placing in the Top 50 for Sodexo's Healthy High School Challenge.

d. TRI-COUNTY CONFERENCE DUES/TICKET PRICING

Approval of the Tri-County Conference dues and ticket pricing for the 2013-14 school year. Dues for 2013-14 are \$1,350.00, reflecting a 2% increase over the 2012-13 school year. Ticket prices remain unchanged from the 2012-13 school year.

e. BOYS' BASKETBALL SHOWCASE – JIMMY V FOUNDATION FOR CANCER RESEARCH

Approval of the Schalick Boys' Basketball Showcase, December 21, 2013, at APSHS Gymnasium as a fundraiser for the V Foundation for Cancer Research. Seven basketball games will take place on December 21, 2013.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

f. EXTRA/CO-CURRIC POSITIONS – WINTER 2013-14

Approval of the extra/co-curricular positions for the 2013-14 winter athletics.

g. VOLUNTEER ATHLETIC POSITIONS – WINTER 2013-14

Approval of the volunteer athletic appointments for winter 2013-14. All appropriate documentation has been submitted.

E. WORKSHOPS/SEMINARS/CONFERENCES

Approval of the Superintendent's attendance at a workshop entitled Dealing Effectively With Unacceptable Employee Behavior, provided by SkillPath Seminars, February 10, 2014, Atlantic City, NJ. Registration is \$149. Additional expenses as provided by travel regulations.

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSGROVE STUDENTS

Approval of the Monthly Update of Pittsgrove Students, dated November 25, 2013.

B. EDUCATIONAL BASED SERVICES – SPEECH THERAPY

Approval of Educational Based Services to provide Speech Therapy services at the rate of \$84/hour, two days per week, until the vacancy created by Mr. Devlin's resignation is filled.

C. SPEECH SERVICES PROVIDER

Approval to hire Margaret Mariotti to provide speech therapy services as we continue to search for a speech therapy services candidate. Ms. Mariotti will provide services to 5 additional students in the district at \$40/session.

D. FOR YOUR INFORMATION

1. IDEA 2013 Final Approval from NJDOE
2. SPECIAL EDUCATION ANNUAL DATA REPORT

XIII. CURRICULUM & INSTRUCTION

A. TEXTBOOK REVIEW

Review of the following textbook:

Pearson: *Marine Science – The Dynamic Ocean*

Course(s): Marine Science

Grades: 11 & 12

Replaces: N/A (new course)

B. WILSON LANGUAGE SERVICES

Approval of Olivet Elementary School Teacher, Mrs. Tina Turner, to provide Wilson Language tutoring on an as-needed basis for the 2013-2014 school year at the rate of \$37 per hour.

Payment will be made via Title I Funds. Mrs. Turner is a Certified Wilson Language Specialist – Level I.

C. REPORT ON THE ARTS

XIV. AUDIENCE PARTICIPATION I

Comments included why Board members appoint members to the PAF, and about the policy on awarding diplomas.

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 October 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

MARGARET
MARIOTTI,
SPEECH
SERVICES

TEXTBOOK
REVIEW

BUSINESS
AND
FINANCE

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

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 October 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of October 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 October 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 December 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 October 31, 2013, and October 18, 2013 and the Transfer Status Report of October 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

G. FINANCIAL REPORTS

Approval of the financial reports for October 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 December 2013 is submitted for your review.

XVI. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT - DECEMBER 2013
- B. SACC ENROLLMENT - DECEMBER 2013
- C. DISCIPLINE REPORTS
- D. DRAFT RESOLUTION SUPPORTING A4300 and S2877
- E. APPEL NEWS – NOVEMBER 2013
- F. UPDATE ON HOMELESS STUDENTS

XVII. ADDENDUM

A. GCA SERVICE AGREEMENT

Approval of the GCA Services Group Addendum to Service Agreement, effective December 1, 2013, extending the agreement for one (1) year from December 1, 2013 through November 30, 2014. GCA provides custodial services.

GCA
SERVICE
AGREEMENT

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

CUSTODIAN
OF
PETTY
CASH –
TRANSPORTATION

B. CHANGE CUSTODIAN OF PETTY CASH – TRANSPORTATION DEPARTMENT

Approval to add Valerie Bonvechio, Assistant Transportation Supervisor as an additional person responsible for the 2013-14 petty cash fund for Transportation in lieu of the Transportation Supervisor.

C. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying Reports filed, it is recommended that the Board of Education:

- Approve the HIB report submitted at the November board meeting.
- Review the HIB report submitted at this meeting.

D. FUNDRAISERS 2013-14

Approval of the 2013-14 fundraisers.

E. FIELD TRIPS

Approval of the 2013-14 field trips.

F. STAFF WORKSHOP/ MILEAGE REQUESTS

Approval of the staff workshop/ mileage requests.

G. VOID CHECK

Approval to void warrant check #73908, payable to Kimberly Clark Petty Cash, in the amount of \$100, and reissue to Valerie Bonvechio Petty Cash.

H. USE OF MAINTENANCE VEHICLES

Approval of revisions to the list of designated employees authorized to use the district maintenance vehicles during the 2013-2014 school year.

I. FOR YOUR INFORMATION

1. BUDGET DEVELOPMENT MANUAL

The 2014-2015 Budget Development Manual will be reviewed and discussed.

2. NJEA 12/3/13 LETTER

NJEA indicating the PSSA has withdrawn its request for a Fact Finder since the 2012-15 Agreement has been settled.

3. SALEM COUNTY MEET-UP

4. ARTICLE: WASHINGTON POST

XVIII. AUDIENCE PARTICIPATION II

Henry Bermann, Superintendent, explained the school closing process to Board of Education Members.

XIX. RECESS INTO CLOSED SESSION

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

1. Negotiations
2. Student matter

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:31 P.M.)

Unanimously approved

RECESS
INTO
CLOSED
SESSION

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 12, 2013

XX. ADJOURN FROM CLOSED SESSION

Moved by Mr. Schmidt and seconded by Mr. Wentzell that the Board of Education adjourn from Closed Session. (7:37 P.M.)
Unanimously approved

ADJOURN
FROM
CLOSED
SESSION

Yvette Dubois, Director of Curriculum and Instruction, reviewed the evaluation policies with the Board of Education.

REVIEW OF
EVALUATION
POLICIES

Ray Colavita, auditor, reviewed the audit at this time.

REVIEW OF
THE AUDIT

XXI. CLOSED SESSION II

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

CLOSED
SESSION II

1. Negotiations
2. Student matter

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8.00 P.M.)

Unanimously approved

XXII. ADJOURN FROM CLOSED SESSION II

Moved by Mrs. Berwick and seconded by Mr. Schmidt that the Board of Education adjourn from Closed Session. (8:40 P.M.)
Unanimously approved

ADJOURN
FROM
CLOSED
SESSION II

XXIII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. REVIEW OF THE BOARD PRIORITIES FOR THE 2014-2015 BUDGET –
 - Board to review strategic plan and school priorities.

B. NEW BUSINESS

1. BOARD OF EDUCATION POLICIES FOR ADOPTION
Approval of the second reading and adoption 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. REVISED POLICY 2131 – FIRST READING

Approval for a first reading of NJSAB revised policy 2131.

C. SPECIAL COMMITTEE REPORTS

XXIV. ADJOURNMENT

Moved by Mr. Rump and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (9:23 P.M.)
Unanimously approved

SUZANNE R. FOX ABDILL, BOARD SECRETARY