

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 16, 2013

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, December 16, 2013 6:30 P.M., Arthur P. Schalick High School.

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

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

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

ROLL CALL

Members Present: Mrs. Hayman, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith, Mrs. Snyder (6:43 P.M.), Mr. Wentzell, Mrs. Berwick, Mrs. Conover

Members Absent: n/a

Also in Attendance:

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Patricia Gaburo, Principal Olivet/Elmer/Norma Schools; Mr. Daniel Bruce, Assistant Principal Elmer School; Dr. Georgette Meister, Assistant Principal Norma School; the press, staff members, and the public.

UPDATES FROM THE DECEMBER 12, 2013 WORK SESSION:

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

UPDATES FROM THE 12/12/13 WORK SESSION

PRESENTATIONS

The following were presented at the December 16, 2013 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:

OUTGOING BOARD MEMBERS

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

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.

COUGAR MURAL

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STUDENT AWARDS

- 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

AUDIT PRESENTATION – WORK SESSION

Mr. Raymond Colavita, Auditor with Nightlinger, Colavita and Volpa, P.A., provided 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*).

**2012-2013
AUDIT REVIEW
AND
ACCEPTANCE**

2012-13 ANNUAL AUDIT REVIEW AND ACCEPTANCE

Moved by Mr. Schmidt and seconded by Mr. Miletta to approve 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*). (See pages 145-148)

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

Noes: (0) Abstain: (2) Mrs. Snyder, Mrs. Hayman

**OVERVIEW OF
NORMA &
ELMER SCHOOLS**

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

No communications were received.

**MINUTES:
11/21/13,
11/25/13
CLOSED
SESSION:
11/21/13
11/25/13**

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

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

Unanimously approved Abstain: (1) Mr. Miletta

STUDENT REPRESENTATIVE REPORT - NONE

NJ DELEGATE REPORT – VOTING SESSION ONLY

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SUPERINTENDENT'S REPORT

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

- 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.
- 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.
- Source 4 Teachers substitutes for December, 2013. *(See pages 148-149)*
- Appointment of the recommended individuals as the initial Board members of the Pittsgrove Arts Foundation, Inc. *(See pages 149)*
- District security/fire drills for November 2013. *(See pages 150-153)*
- The 2014-15 Schalick High School Program of Studies. *(See pages 154-156)*
- 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.
- 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.
- 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.
- Schalick Boys' Basketball Showcase, December 21, 2013, at APSHS Gymnasium as a fundraiser for the Jimmy V Foundation for Cancer Research. Seven basketball games will take place on December 21, 2013.
- Extra/co-curricular positions for the 2013-14 winter athletics. *(See pages 156)*
- Volunteer athletic appointments for winter 2013-14. All appropriate documentation has been submitted. *(See pages 157)*
- 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.

REQUEST FOR
EXTENDED
UNPAID LEAVE
OF ABSENCE
KARA BIANCO

APPOINT
LONG TERM
SUBSTITUTE,
CHERYL SMITH

SOURCE 4
TEACHERS –
DECEMBER 2013

PITTSGROVE ARTS
FOUNDATION
BOARD MEMBERS

DISTRICT SECURITY
FIRE DRILLS

APSHS PROGRAM OF
STUDIES 2014-2015

FINAL EXAMS
HALF DAY REQUEST

SODEXO DONATION

TRI-COUNTY
CONFERENCE DUES/
TICKET PRICING

BOYS' BASKETBALL
SHOWCASE –
FUNDRAISER FOR
CANCER RESEARCH

CO-CURRICULAR
POSITIONS
2013-2014 WINTER
ATHLETICS

VOLUNTEER
ATHLETIC
POSITIONS WINTER
2013-2014

SUPERINTENDENT
WORKSHOP
02/10/2014

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

Noes: (1) Mrs. Berwick *(to extra co-curricular only)* Abstain: (1) Mrs. Snyder

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SPECIAL EDUCATION

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

- MONTHLY STUDENT UPDATE
 - Approval of the Monthly Update of Pittsgrove Students, dated November 25, 2013. (See page 158)
 - EBS SPEECH THERAPY SERVICES
 - 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. (See pages 158-161)
 - MARGARET MARIOTTI, SPEECH THERAPY 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.
 - IDEA 2013 FINAL APPROVAL
 - IDEA 2013 Final Approval from NJDOE
 - SPECIAL ED ANNUAL DATA REPORT
 - SPECIAL EDUCATION ANNUAL DATA REPORT (See pages 161-164)
- Unanimously approved

CURRICULUM & INSTRUCTION

- TEXTBOOK REVIEW MARINE SCIENCE THE DYNAMIC OCEAN GR 11 & 12
 - The Board of Education reviewed the following textbook:
 - Pearson: *Marine Science – The Dynamic Ocean*
 - Course(s): Marine Science
 - Grades: 11 & 12
 - Replaces: N/A (new course)

- TINA TURNER – WILSON LANGUAGE TUTOR
 - Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education approve 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.
- Unanimously approved

- REPORT ON THE ARTS
 - REPORT ON THE ARTS

- AUDIENCE PARTICIPATION I
 - None

BUSINESS AND FINANCE REPORT

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

- BOARD SECRETARY CERTIFICATION
 - The Board Secretary 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 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 164-181)
- TREASURER'S REPORT
 - The 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. (See pages 181-191)

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- 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. *(See pages 192-195)* REVENUE SUMMARY
- 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. BOE CERTIFICATION
- Approval of the transfers of October 31, 2013, and October 18, 2013 and the Transfer Status Report of October 2013. *(See page 196)* TRANSFERS & TRANSFER STATUS REPORT
- Approval of the bills paid and the bills for payment. *(See pages 197-205)* WARRANTS

The financial reports for October 2013, as submitted:

- Pittsgrove Community School-SACC Fund FINANCIAL REPORTS
- Pittsgrove Township Schools Food Service Account
- Norma General Fund
- Olivet General Fund
- PTMS General Fund
- Student Activities Fund
- Student Athletics Fund
- APSHS Special Accounts

Unanimously approved

The Budget Summary for December 2013 was submitted for review. BUDGET SUMMARY

FOR YOUR INFORMATION

- ENROLLMENT REPORT - DECEMBER 2013
- SACC ENROLLMENT - DECEMBER 2013
- DISCIPLINE REPORTS FOR YOUR INFORMATION
- DRAFT RESOLUTION SUPPORTING A4300 and S2877 *(See page 206)*
- APPEL NEWS – NOVEMBER 2013
- UPDATE ON HOMELESS STUDENTS

ADDENDUM

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

- 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. *(See pages 206-208)* GCA SERVICE AGREEMENT
- 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. CUSTODIAN OF PETTY CASH – TRANSPORTATION
- Approve the HIB report submitted at the November board meeting and review the HIB report submitted at this meeting. *(See page 208)* HIB REPORT & REVIEW
- Approval of the 2013-14 fundraisers. *(See page 209)* FUNDRAISERS
- Approval of the 2013-14 field trips. *(See page 210)* FIELD TRIPS

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – DECEMBER 16, 2013

STAFF
WORKSHOPS/
MILEAGE
REQUESTS

- Approval of the staff workshop/ mileage requests. (See page 211)

VOID CHECK

- Void warrant check #73908, payable to Kimberly Clark Petty Cash, in the amount of \$100, and reissue to Valerie Bonvechio Petty Cash. (See page 212)

AUTHORIZE USE
OF DISTRICT
VEHICLES

- Revisions to the list of designated employees authorized to use the district maintenance vehicles during the 2013-2014 school year. (See page 212)

RESOLUTION:
CHANGE OF
TIMELINE FOR
BUDGET
SUBMISSION

- Resolution supporting A4300 and S2877 – Change of Timelines for Budget Submission and approval for districts who have moved their Annual School Board Elections to November.
- Unanimously approved

FOR YOUR INFORMATION

- The 2014-2015 Budget Development Manual was reviewed.
- NJEA 12/3/13 LETTER indicating the PSSA has withdrawn its request for a Fact Finder since the 2012-15 Agreement has been settled.
- SALEM COUNTY MEET-UP
- ARTICLE: WASHINGTON POST

AUDIENCE PARTICIPATION II

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

POLICIES FOR
ADOPTION

Moved by Mrs. Smith and seconded by Mrs. Hayman that the Board of Education approve the second reading and adoption of the following Policies and their respective Regulations: (See pages 213-216)

- 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*

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

Noes: (1) Mr. Rumpp Abstain: (0)

REVISED POLICY
#2131,
FIRST READING

- First reading of NJSBA revised policy 2131.

ACTING BOARD
SECRETARY

Moved by Mr. Rumpp and seconded by Mrs. Hayman that the Board of Education appoint Melissa Conover acting Board Secretary during closed session.
Unanimously approved.

RECESS
INTO
CLOSED
SESSION

RECESS INTO CLOSED SESSION

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:

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. (7:05 P.M.)

Unanimously approved

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ADJOURN FROM CLOSED SESSION

ADJOURNMENT FROM
CLOSED SESSION

Moved by Mr. Schmidt and seconded by Mrs. Berwick that the Board of Education adjourn from Closed Session. (7:47 P.M.)
Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education accept the Superintendent's evaluation.
Unanimously approved.

ACCEPTANCE OF
SUPERINTENDENT'S
EVALUATION

BOARD OF EDUCATION BUSINESS

- Board reviewed priorities for the 2014-2015 budget.

- SPECIAL COMMITTEE REPORTS - NONE

Moved by Mr. Rumpp and seconded by Mrs. Hayman that the Board of Education meeting be adjourned.
(7:52 P.M.)
Unanimously approved