

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – JANUARY 23, 2014

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, January 23, 2014 6:30 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mr. Dominick Miletta, opened the meeting at 6:32 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE
FLAG

II. CALL TO ORDER

Board President, Mr. Dominick Miletta, 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.

CALL TO ORDER

III. DISTRICT MISSION STATEMENT

Board President, Mr. Dominick Miletta, 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, Mr. Dominick Miletta, 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

Board Secretary, Mrs. Suzanne R. Fox Abdill, administered the Oath of Office for the following individuals:

- Samuel Wheaton – Elmer Representative, *one-year term*.

OATH OF OFFICE,
SAMUEL WHEATON,
ELMER
REPRESENTATIVE

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

Members Present: Mrs. Conover, Mrs. Hayman, Mr. Lawlor (6:50 P.M.), Mr. Miletta, Mrs. Penven, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton

ROLL CALL

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. Donna Meyers, Principal A.P. Schalick High School; Mr. Terrance Spencer, Assistant Principal Pittsgrove Township Middle School; Mr. Tino Monti, Assistant Principal Olivet/Elmer/Norma Schools; Mr. Douglas Volovar, Assistant Principal, A.P. Schalick High School; the press, staff members, and the public.

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V. PRESENTATIONS

STUDENT
AWARDS

A. STUDENT AWARDS (WORK SESSION)

- Principal for A.P. Schalick High School, Ms. Meyers, presented the APSHS Cougars of the Month and Cougar Pride for January 2014.
- Assistant Principal for Pittsgrove Township Middle School, Mr. Spencer, presented the PTMS Top Cats for December 2013
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Olivet Owls of the Month for January 2014.
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Elmer Eagles of the Month for January 2014.

B. EDUCATOR EVALUATIONS AND ACHIEVE NJ (WORK SESSION)

Director of Curriculum and Instruction, Yvette DuBois, provided an overview on Educator Evaluations and ACHIEVE NJ.

Student Representative, Kylee Barton talked about dance academy concern; wrestling match coaches vs. cancer; financial aid night; FASA; finals week next week; AP test pay online.

DARLENE
DELBAUGH
RETIRED

C. Presentation to Darlene DelBaugh, recently retired Child Study Team secretary, for her years of service to the Pittsgrove Township School District.

RECESS TO
VIEW
CONCERT

Moved by Mrs. Conover and seconded by Mrs. Smith that the Board of Education recess to view the Academy concert. (7:43 P.M.)
Unanimously approved

RESUME
MEETING

Moved by Mrs. Conover and seconded by Mrs. Smith that the Board of Education resume the regular meeting. (8:00 P.M.)
Unanimously approved.

LETTER OF
RETIREMENT
DONNA
SHELTON

VI. COMMUNICATIONS

- Acceptance of letter of retirement from custodian, Donna Shelton, effective July 1, 2014.
- Acceptance of letter of resignation submitted by security monitor, Denee Mayhew, effective January 29, 2014.

LETTER OF
RESIGNATION
DENE
MAYHEW

REGULAR
MINUTES

VII. MINUTES

Approval of the following minutes:
Board of Education Work Meeting December 12, 2013
Board of Education Meeting December 16, 2013
Board of Education Meeting January 9, 2014

CLOSED
SESSION
MINUTES

VIII. MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:
December 12, 2013
December 16, 2013
January 9, 2014

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

X. NJ DELEGATE REPORT – VOTING SESSION ONLY

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XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. CERTIFICATED STAFF APPOINTMENT 2013-2014

The Superintendent recommends approval of the appointment of Christina Battiato to the position of Learning Disabilities Teacher/Consultant, replacing Bette Ann Reeves. This position has remained vacant since April 2013, due to the difficulty in obtaining a qualified candidate. Ms. Battiato will be paid on Step 13MA, \$64,145 prorated from her start date, approximately 60 days from January 27, 2014.

APPOINTED:
CHRISTINA
BATTIATO –
POSITION OF
LDT/CONSUL-
TANT

2. NON-CERTIFICATED SALARY ADJUSTMENT

Approval of the 2013-2014 salary adjustment for security monitor, Brian Pooley, from \$25,500 to \$27,966 to reflect the negotiated PSSA contract.

BRIAN
POOLEY,
SALARY
ADJUSTMENT

3. SOURCE 4 TEACHERS SUBSTITUTES – JANUARY 2014

Approval of the Source 4 Teachers substitutes for January 2014.

SOURCE 4
TEACHERS
LIST FOR
JANUARY 2014

4. SUBSTITUTE SECRETARY

Approval of recently retired CST secretary, Darlene DelBaugh, as a substitute secretary for the remainder of the 2013-2014 school year.

DARLENE
DELBAUGH,
SUB
SECRETARY

B. DISTRICT SECURITY/FIRE DRILLS

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

FIRE DRILLS

C. WORKSHOPS/SEMINARS/CONFERENCES

Approval of the Superintendent's attendance at a seminar entitled *Student Achievement: A Walk in the PARCC*, provided by Gloucester County School Boards Association, January 29, 2014, Sicklerville, NJ. No costs are involved.

WORKSHOPS

Approval of the Superintendent's attendance at NJASA Techspo, January 30 & 31, 2014, Bally's, Atlantic City, NJ. Cost includes overnight accommodations for 1 night, \$122.86, plus meals, etc., per travel policy.

D. SCHOOL REPORTS

1. PTMS

a. ADMINISTRATIVE INTERNSHIP

Approval of PTMS teacher, Daniel Wycoff, completing an administrative internship with Dr. Priscilla Ocasio-Jiménez, as part of his master program in Educational Leadership. He is required to work with a building administrator for 300 hours, February 1, 2014 through August 8, 2014.

DANIEL
WYCOFF,
ADMINISTRA-
TIVE INTERN-
SHIP:
02/01/14 –
08/08/14

XII. SPECIAL EDUCATION

A. MONTHLY UPDATE OF PITTSBORO STUDENTS

Approval of the Monthly Update of Pittsboro Students, dated January 13, 2014.

MONTHLY
UPDATE OF
PITTSBORO
STUDENTS

B. MONTHLY UPDATE OF TUITION STUDENTS

Approval of the Monthly Update of Tuition Students, dated January 13, 2014.

MONTHLY
UPDATE OF
TUITION
STUDENTS

C. FOR YOUR INFORMATION

1. State approval of 2014 IDEA grant received.

STATE
APPROVAL OF
2014 IDEA
GRANT

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XIII. CURRICULUM & INSTRUCTION

A. TEXTBOOK APPROVAL

Second reading and adoption of the following textbook:

Pearson: *Marine Science – The Dynamic Ocean*

Course(s): Marine Science

Grades: 11 & 12

Replaces: N/A (new course)

B. NCLB 2013 FINAL REPORT AND 2014 AMENDMENT

Approval of the 2013 NCLB Final Report and the 2014 Amendment to budget carryover.

C. TITLE I PARENT NIGHT

Approval of the appointments for the Title I Parent Nights at Elmer, Olivet, and PTMS. Staff member(s) will be paid via NCLB grant funds at the current contract rate of \$27 per hour.

D. STUDENT TEACHER

Approval of the Wilmington University Spring 2014 Practicum Placement Request for Ronald Walters.

XIV. AUDIENCE PARTICIPATION I

There was no audience participation at this time.

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 November 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 November 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of November 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 November 30, 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 January 2014 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 Transfer Status Report for November 2013.

F. WARRANTS

Approval of the bills paid and the bills for payment.

TEXTBOOK
APPROVAL

NCLB 2013
FINAL REPORT,
2014
AMENDMENT

TITLE I
PARENT NIGHT

RONALD
WALTERS,
STUDENT
TEACHER

BOARD
SECRETARY'S
REPORT

TREASURER'S
REPORT

REVENUE
SUMMARY

CERTIFICATION

TRANSFER OF
FUNDS

WARRANTS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – JANUARY 23, 2014

G. FINANCIAL REPORTS

Approval of the financial reports for November 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

FINANCIAL
REPORTS

H. BUDGET SUMMARY

The Budget Summary for January 2014 is submitted for your review.

BUDGET
SUMMARY –
JANUARY 2014

I. NJSBA WORKSHOP

Approval of the attendance of Mr. Dominick J. Miletta, III and Ms. Marlene Smith at the NJSBA workshop, "Board President and Vice President Conference" on February 8, 2014 at a cost of \$100 per person.

WORKSHOPS

J. NJASBO WORKSHOP

Approval of the attendance of Joe Giambri at the NJASBO workshop, *HOW TO PREPARE FOR YOUR ANNUAL AUDIT*, on April 8, 2014, at a cost of \$50 per person.

XVI. FOR YOUR INFORMATION

- A. ENROLLMENT REPORT - JANUARY 2014
- B. SACC ENROLLMENT - JANUARY 2014
- C. DISCIPLINE REPORTS
- D. NJSBA WORKSHOPS

FOR YOUR
INFORMATION

1. Winter CAL Meeting, January 25, 2014 (no cost to NJSBA members) – *will be rescheduled.*
2. NJSBA *Student Achievement: A Walk in the PARCC*, January 29, 2014 (no cost to NJSBA members).

XVII. ADDENDUM

A. PERSONNEL

1. NON-CERTIFICATED TRANSFER

The Superintendent recommends approval of the transfer of Rebecca Hall, from Secretary/Receptionist-Central Office, to Norma School Secretary, effective February 1, 2014 for the remainder of the 2013-2014 school year. Ms. Hall fills the vacancy created by the retirement of Malvese (Sandy) Penn.

REBECCA HALL
TRANSFER TO
NORMA SCHOC

2. NON-CERTIFICATED APPOINTMENT

The Superintendent recommends approval of the appointment of Diane Johnson to the position of Secretary/Receptionist-Central Office, effective February 1, 2014 for the remainder of the 2013-2014 school year. This is a 12-month position at a salary of \$40,560 prorated and includes health benefits. Ms. Johnson fills the vacancy created by the transfer of Rebecca Hall to Norma School.

DIANE
JOHNSON,
SECRETARY/
RECEPTIONIST
CENTRAL
OFFICE

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – JANUARY 23, 2014**B. 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 December board meeting.
- Review the HIB report submitted at this meeting.

C. FUNDRAISERS 2013-14

Approval of the 2013-14 fundraisers.

D. FIELD TRIPS 2013-14

Approval of the 2013-14 field trips.

E. STAFF WORKSHOP/ MILEAGE REQUESTS

Approval of the staff workshop/ mileage requests.

F. WARRANTS

Approval of the additional bills for payment.

Mr. Bermann reviewed the possibility of eliminating two days at spring break to adjust the 2013-2014 calendar because of snow.

Mr. Bermann discussed having mini-sessions with the Board of Education to let them know what is going on by having the IT person walk the Board through the website.

The Superintendent will bring the candidate for the middle school secretary to the next meeting; consult Board of Education President about a salary range.

XVIII. AUDIENCE PARTICIPATION II

There was no audience participation at this time.

XIX. RECESS INTO CLOSED SESSION

No closed session took place at this time.

XXIII. BOARD OF EDUCATION BUSINESS**A. UNFINISHED BUSINESS****1. ELMER BOARD OF EDUCATION REPRESENTATIVE – OATH OF OFFICE (WORK SESSION)**

Samuel Wheaton – One Year Term

The Oath of Office will take place at the outset of the meeting.

2. APPOINTMENT OF NEGOTIATIONS COMMITTEE

HIB REPORTS

FUNDRAISERS

FIELD TRIPS

MILEAGE REQUESTS

ADDITIONAL WARRANTS

SAMUEL WHEATON – OATH OF OFFICE

APPOINTMENT OF NEGOTIATIONS COMMITTEE

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B. NEW BUSINESS

1. REVISED POLICY 2131 – SECOND READING & ADOPTION

Approval of the second reading and adoption of revised policy #2131, *Chief School Administrator*.

POLICY 2131
ADOPTION

2. SHIRTS

Get name tags for new Board of Education members.

SHIRTS – NAME
TAGS FOR NEW
BOE MEMBERS

3. TOUR OF SCHOOLS

Will be scheduled after the weather changes.

TOUR OF
SCHOOLS

4. TRAINING ON CHROMEBOOKS

CHROMEBOOKS
TRAINING

5. DISTRICT MISSION STATEMENT

6. CELL PHONES

Turn to vibrate or off.

C. SPECIAL COMMITTEE REPORTS

None

XXIV. ADJOURNMENT

Moved by Mrs. Snyder and seconded by Mr. Rump that the Board of Education meeting be adjourned. (8:58 P.M.)

ADJOURNMENT

Unanimously approved



SUZANNE R. FOX ABDILL, BOARD SECRETARY