

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, May 15, 2014 7:00 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mr. Dominick Miletta, opened the meeting at 7:00 P.M., leading the group in the 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.

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.

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.

V. The Board President, Mr. Dominick Miletta, called for a Roll Call of the Board:

Members Present: Mrs. Conover, Mr. Lawlor, Mrs. Penven, Mr. Rumpp,
Mrs. Snyder, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Members Absent: Mrs. Hayman, Mr. Wentzell

Also in Attendance:

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Mrs. Donna Meyers, Principal A.P. Schalick High School; Dr. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Mr. Douglas Volovar, Assistant Principal, A.P. Schalick High School; Mr. Tino Monti, Assistant Principal Olivet/Elmer Norma Schools; Mrs. Michelle Deaver, Director of Special Education; the press, staff members, and the public.

VI. PRESENTATIONS

A. STUDENT AWARDS (WORK SESSION)

- Principal for A.P. Schalick High School, Mrs. Meyers, and Assistant Principal, Mr. Volovar, presented the APSHS Cougars of the Month and Cougar Pride for May 2014.
- Principal for Pittsgrove Township Middle School, Dr. Ocasio-Jimenez, presented the PTMS Top Cats for April 2014.
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Elmer Eagles of the Month for May 2014.
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Olivet Owls of the Month for May 2014.

PITTSBORO TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

B. STUDENT REPRESENTATIVE'S REPORT – WORK SESSION

Kylee Barton reported on girl's track Diamond Division, girl's softball, the prom and Relay for Life.

C. BOE RECESS

Moved by Mr. Lawlor and seconded by Mr. Wheaton that the Board of Education take a brief recess to enjoy the APSHS concert. (7:15 P.M.)

Unanimously approved

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education resume the Work Session meeting. (7:34 P.M.)

Unanimously approved

D. ARTHUR P. SCHALICK HIGH SCHOOL – OVERVIEW

APSHS Principal, Donna Meyers, and Assistant Principal, Doug Volovar, presented an overview of Arthur P. Schalick High School.

VII. COMMUNICATIONS

A. ESTABLISH ANNUAL PHOTOGRAPHY SCHOLARSHIP

Letter requesting to fund an annual scholarship for an APSHS senior continuing his/her education in the field of film or photography.

It is recommended that the Board of Education approve Mrs. Schneider's establishing and funding a scholarship for an A.P. Schalick senior who is going to continue their education in the field of film or photography. The scholarship will be awarded annually to a senior who is enrolled in a course of study for film-making, video production or photography.

B. NOTICE OF RETIREMENT

Notice of retirement from Carol Menasse, Olivet School Teacher, effective July 1, 2014.

It is recommended that the Board of Education accept the notice of retirement from Carol Menasse, Olivet School Teacher, effective July 1, 2014.

VIII. MINUTES

Approval of the following minutes:

- Board of Education Work Session Meeting April 10, 2014
- Board of Education Voting Session Meeting April 14, 2014

IX. MINUTES CLOSED SESSION

Approval of the following Closed Session minutes:

- Board of Education Work Session Meeting April 10, 2014
- Board of Education Voting Session Meeting April 14, 2014 (no closed session)

X. NJ DELEGATE REPORT – VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. REVISED JOB DESCRIPTION

Approval of the revised job description, *Athletic Trainer*.

2. The Superintendent recommends approval of the appointment of Leah Benson to the position of Athletic Trainer, pending receipt of her certification. Ms. Benson will be paid at Step 1BA, \$49,500. (2013-2014 rate), to be adjusted upon completion of PEA negotiations. Attached is Ms. Benson's employment application and resume. Please note that the employment application appears in a new format since all applications are now submitted electronically.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

3. SOURCE 4 TEACHERS SUBSTITUTES

Approval of the Source 4 Teachers substitutes for May 2014.

B. APPEL FARM MUSIC PROGRAM PROPOSAL 2014-2015: TABLED

Approval of the Appel Farm Music Program Proposal for the 2014-2015 school year. This program, at a cost of \$67,735.00, will provide a full time music teacher for the 2014-2015 school year.

C. 2014-2015 DISTRICT CALENDAR

Approval of the 2014-2015 District Calendar. Also attached: Back-to-School Nights/Early Dismissal Days and a memo regarding Professional Development Days.

D. AMERICAN RED CROSS SHELTER AGREEMENT

Approval of the American Red Cross Shelter Agreement with the Pittsgrove Township Board of Education. This Agreement designates APSHS as an emergency shelter for use by the Red Cross during a disaster.

E. BUILDING SECURITY/FIRE DRILLS

Approval of the fire/security drills for April 2014.

F. BUS EVACUATION DRILLS

Approval of the bus evacuation drills for:

- Norma
- Elmer
- Olivet
- PTMS

G. SCHOOL REPORTS

- PTMS – NJ CHILD ASSAULT PREVENTION (NJCAP) GRANT SUBMISSION

Approval to submit the NJ CAP grant application for the 2015-2015 school year.

H. SPECIAL EDUCATION – MONTHLY UPDATE OF PITTSGROVE STUDENTS

Approval of the Monthly Update of Pittsgrove Students dated April 29, 2014.

XII. CURRICULUM & INSTRUCTION

A. STUDENT TEACHERS

Approval of Wilmington University student, Ronald Walters to complete 35 hours Practicum Placement with Christine Turner for Summer 2014.

B. GUIDANCE INTERNSHIP/PRACTICUM

Approval of Cristopher Jones to complete 50 hours of a required internship/practicum in Guidance from September 2014 – December 2014, pending receipt of appropriate documentation.

C. SUMMER CURRICULUM WORK AND PROFESSIONAL DEVELOPMENT

Approval of the 2014 Summer Curriculum Work and Professional Development.

D. TEXTBOOK REVIEW

Review of the following textbooks:

Campbell Biology AP, 10th ed. (2014) Pearson

Course: AP Biology

Replaces: Campbell Biology AP, 8th ed., 2008

PITTSGROVE TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

Geometry Common Core (2015) Pearson

Course: Geometry CP

Replaces: Geometry, 2001

Prentice Hall Literature, Common Core Edition

Course: English Grade 10

Replaces: Prentice Hall Literature, 1994

E. SUMMER TECHNOLOGY WORKSHOPS

Approval of offering Summer Technology Workshops to professionals outside our district at the rate of \$40 per session.

F. TEACHER PRESENTERS

Approval of 12 teacher presenters for the May 23, 2014 Professional Development Day to be compensated at \$145 each (5 hours at the contract rate of \$29 per hour for prep time).

XIII. BUSINESS AND FINANCE REPORT

A. BOARD SECRETARY'S CERTIFICATION

Board Secretary's report, pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of March 31, 2014, 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 March 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of March 2014.

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 March 2014.

D. CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of May 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 of March 2014 and the transfers dated April 2014.

F. WARRANTS

Approval of the bills for payment.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

G. FINANCIAL REPORTS

Approval of the March 2014 financial reports 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 May 2014 is submitted for your review.

I. APPLICATION TO BORROW DUE TO DELAY IN STATE AID

Approval, by Resolution, of the completion of the "*Application to Borrow Due to Delay in the June 2013 State Aid Payment.*" The payoff of the approved short-term borrowing will be made directly by the State to the district's bank of choice from the district's state aid payment. Area banks will be contacted for interest rates.

J. Y.A.L.E. MEAL PROGRAM 2014-2015

Approval, by Resolution, that *Y.A.L.E. School North 2 Campus* will not be required to charge the Pittsgrove Township School District for student reduced and/or paid meals, effective for the 2014-2015 school year.

K. TRANSPORTATION JOINTURE LIST REVISED, 2013-2014

Approval of the 2013-2014 Revised Transportation Jointure List between the Pittsgrove Township and Elmer Borough Boards of Education.

L. WORKSHOPS

Approval of the attendance of Suzanne R. Fox Abdill, Business Administrator, at the *New Jersey Law & Ethics* workshop on Wednesday, May 28, 2014 to be held at the Friends Village in Woodstown, NJ. Cost to the Board is \$180, plus travel costs per policy.

XIV. 2014-2015 SCHOOL YEAR ITEMS

A. CHART OF ACCOUNTS

Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2014-2015 school year.

B. POLICY STATEMENTS

Acceptance and reaffirmation, by Resolution, of the previous curricula, textbooks, policies, practices and procedures of previous Boards of Education.

C. APPOINTMENT AND DESIGNATIONS

1. RESOLUTION - AWARDING OF CONTRACTS

Approval that the Board of Education, by Resolution, authorize awarding contracts for "professional services" for a one-year term, commencing July 1, 2014 through June 30, 2015, without competitive bidding, to the following:

1. Auditor - *Nightlinger, Colavita & Volpa, P.A.*
2. Broker of Record - *Conner Strong & Buckelew/The Porch Agency, Inc.*
3. Common Remitter Services - *ING*
4. General Counsel - *Lipman, Antonelli, Batt, Gilson, Rothman & Capasso*
5. General Counsel - *Parker McCay, P.A.*

PITTSBORO TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

6. General Counsel - *Porzio, Bromberg & Newman, P.C.*
7. Bond Counsel - *Parker McCay, P.A.*
8. Labor Relations & Negotiations - *Schwartz, Simon, Edelstein & Celso (Paul C. Kalac)*
9. Architect of Record - *Garrison Architects*
10. Consulting Engineers - *Fralinger Engineering, P.A.*
11. Environmental Consultant Services - *Sweetwater Environmental Management*
12. Regulatory Services - *TTI Environmental*
13. School Physician - *Dr. William Madison, Family Practice Associates at Washington, P.A.*

NOTES: The above firms and/or individuals have been contacted and have indicated a willingness to serve the Board of Education for the 2014-2015 school year. A two-year fee comparison schedule is attached.

2. STAFF APPOINTMENTS

Approval of the "staff appointments" for the 2014-2015 school year, effective July 1, 2014 through June 30, 2015:

1. Business Administrator/Board Secretary - Suzanne R. Fox Abdill
2. Qualified District Purchasing Agent/Use of State Contracts - Suzanne R. Fox Abdill (*Appointment by Resolution*)
3. Affirmative Action Officer - Angela Williams (*Appointment by Resolution*)
4. District Anti-Bullying Coordinator - Angela Williams (*Appointment by Resolution*)
5. Title IX Coordinator - Michael Clarke (*Appointment by Resolution*)
6. ADA Coordinator - Suzanne R. Fox Abdill
7. 504 Compliance Officer - Michelle Deaver
8. Homeless Liaison - Loretta Elwell
9. Right to Know Officer - Michael Clarke
10. Integrated Pest Management Coordinator - Michael Clarke
11. Safety and Health Coordinator - Steve Cerione
12. Public Agency Compliance Officer - Suzanne R. Fox Abdill (*Appointment by Resolution*)
13. OPRA Appointments - Custodians of School Records
 - Custodian of Government Records - Business Administrator
 - Custodian of Personnel Records – Superintendent
 - Custodian of Student Records – Building Principals

3. OFFICIAL NEWSPAPERS

Approval of the Elmer Times, South Jersey Times (Salem County Edition) and the Daily Journal as the official newspapers of the Board of Education, for the 2014-2015 school year, effective July 1, 2014.

4. ROBERT'S RULES OF ORDER

Approval that meetings of the Pittsgrove Township Board of Education will be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties, except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education.

5. DEPOSITORIES OF SCHOOL FUNDS

Approval of the following depositories of school funds for the 2014-2015 school year, effective July 1, 2014:

- First National Bank of Elmer
- Susquehanna Bank
- Fulton Bank of New Jersey
- The State of New Jersey Cash Management Fund

PITTSBOROUGH TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

6. ACCOUNTS AND SIGNATORIES

Approval of the district accounts and signatories for the 2014-2015 school year, effective July 1, 2014.

7. WIRE TRANSFERS

Authorization for the Business Administrator and Superintendent to conduct wire transfers, as necessary for the 2014-2015 school year, effective July 1, 2014.

8. PETTY CASH FUNDS

Approval to establish the petty cash funds for the 2014-2015 school year, effective July 1, 2014.

9. RESOLUTION – TRAVEL EXPENSES

Adoption of the Resolution for the 2014-2015 district travel expenses.

D. 2014-2015 BUSINESS SERVICES AGREEMENTS

Approval of the following Business Services Agreements for the 2014-2015 school year:

- Agreement with Elmer Borough Board of Education, in the amount of \$27,060.
- Agreement with Newfield Borough Board of Education, in the amount of \$39,735

Note: Both agreements reflect a 2% increase from the 2013-2014 school year.

E. PROFESSIONAL SERVICES CONTRACTS FOR 2014-2015

Approval of the following Professional Services Contract Agreements for the 2014-2015 school year:

- Agreement with Parker McCay to provide legal services as General Counsel, at an hourly rate of \$160.00.
- Agreement with Porzio Bromberg & Newman to provide legal services as General Counsel, at a reduced hourly rate of \$175.00.
- Agreement with Schwartz Simon Edelstein & Celso, (*Paul Kalac, Esq.*), to provide Labor and Negotiations Counsel, at an hourly rate of \$165.00.

F. SHARED SERVICES AGREEMENTS

Approval to continue the following shared services agreements for the 2014-2015 school year:

- Interlocal Service Agreement between Pittsgrove Board of Education and Newfield Board of Education for Electrical, HVAC, Plumbing, Maintenance Services and Materials.
- Shared Service Agreement with Sterling High School in the South Jersey Technology Partnership (SJTP).

G. EDUCATIONAL DATA SERVICES 2014-2015 LICENSING & MAINTENANCE FEE

Approval of participation in the New Jersey Cooperative Bid Maintenance Program, through Education Data Services, Inc., for the 2014-2015 school year. The licensing and maintenance fee for the 2014-2015 school year is \$6,000. *This reflects no increase from the 2013-2014 fee.*

H. GCSSSD – TRANSPORTATION PROGRAMS

Approval of the following contracts with Gloucester County Special Services School District (GCSSSD), for the 2014-2015 school year:

- Contract for participation in GCSSSD's Nonpublic Aid-In-Lieu Program.
- Contract for participation in GCSSSD's MVC On-Line Abstract Request Program.
- Contract for participation in GCSSSD's Choice Student Program

I. SALEM COUNTY COOPERATIVE TRANSPORTATION PROGRAM

Approval of participation in the Salem County Cooperative Transportation Program for the 2014-2015 school year. This is a countywide cooperative program, administered by GCSSSD, for homeless, nonpublic, special education and vocational transportation needs in Salem County.

PITTSGROVE TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

- XV. FOR YOUR INFORMATION
- A. ENROLLMENT REPORT
 - B. SACC ENROLLMENT
 - C. DISCIPLINE REPORTS
 - D. QSAC CERTIFICATION
 - E. NJSBA NOVEMBER ELECTIONS: IMPORTANT DATES

XVI. ADDENDUM

A. EDVOCATE, INC. CONSULTING AGREEMENT 2014-2015

Approval to renew the consulting agreement with Edvocate, Inc. for the 2014-2015 school year for contract monitoring of the Pittsgrove Township Public Schools custodial consortium contract with a Custodial Services Management Company.

B. FOOD SERVICE CONTRACT – SODEXO 2014-2015

Approval to continue the District Food Service Management Contract with Sodexo for the 2014-2015 school year.

C. TRANSPORTATION – SCHOOL BUS LEASE/PURCHASE

Approval of the lease/purchase with Wolfington Body Company, Inc. of five (5) school buses, totaling \$507,617.52.

D. TRANSPORTATION PERSONNEL – REQUEST FOR BOARD APPROVAL

Approval to hire Lisa O'Rourke as a Substitute Bus Driver for the remainder of the 2013-2014 school year, at an hourly rate of \$18.54.

E. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

F. HARASSMENT, INTIMIDATION & BULLYING REPORTS

With regard to Harassment, Intimidation and Bullying Reports filed, Board of Education will:

- Approve the HIB report submitted at the April 2014 BOE meeting.
- Review the HIB report submitted at this meeting for May 2014.

G. FUNDRAISERS

Approval of the 2013-2014 fundraisers.

H. FIELD TRIPS

Approval of the 2013-2014 field trips and the finalized dates, destination and student count of previously approved field trips which appear in bold print.

I. APPROVAL OF SUMMER WORKERS 2014

Approval of the maintenance workers for summer 2014.

J. FOR YOUR INFORMATION

1. County approval of Business Administrator Contract for 2014-2015.
2. County approval of certification of separate proposal for additional funds on the 2014-2015 Budget.

XVII. AUDIENCE PARTICIPATION I

Comments included concerns about supervision and cost of positions; school programs; policies; music program; year-end teacher assessments; professional development days; professional services.

Mrs. Penven left the meeting. (10:15 P.M.)

PITTSGROVE TOWNSHIP BOARD OF EDUCATION WORK SESSION MINUTES – MAY 15, 2014

XVIII. RECESS INTO CLOSED SESSION

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

1. Student matter
2. Contractual matter - Elmer

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (10:15 P.M.)

Unanimously approved

XIX. ADJOURN FROM CLOSED SESSION

Moved by Mrs. Smith and seconded by Mr. Lawlor that the Board of Education adjourn from Closed Session. (10:46 P.M.)

Unanimously approved

XX. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

- Drexel students internship application is in the process.
- Pittsgrove Day

B. NEW BUSINESS

1. BOARD POLICIES – REVISIONS/NEW POLICY

Approval of the first reading of the following revised policies:

- #2224 Nondiscrimination/Affirmative Action
- #4111 Recruitment, Selection and Hiring (Certified Staff)
- #4211 Recruitment, Selection and Hiring (Non-Certified Staff)
- #5145.4 Equal Educational Opportunity
- #6121 Nondiscrimination/Affirmative Action
- #6145 Extracurricular Activities
- #6147.1 Evaluation of Individual Student Performance

Approval to review the following new policy mandated by NJ legislation S-441:

- #4119.26/4219.26, Electronic Communication by School Staff

2. SUPERINTENDENT'S EVALUATION – VOTING SESSION

Appropriate for Closed Session.

3. SUPERINTENDENT'S CONTRACT – VOTING SESSION

Appropriate for Closed Session.

C. SPECIAL COMMITTEE REPORTS

- NJ ASK Opt-Out

XXI. ADJOURNMENT

Moved by Mr. Wheaton and seconded by Mr. Rumpp that the Board of Education meeting be adjourned. (11:24 P.M.)

Unanimously approved



SUZANNE R. FOX ABDILL, BOARD SECRETARY