

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, December 11, 2014, 7:00 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

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

CALL TO ORDER

Board President, Mr. Dominick Miletta, read the following statement:

The New Jersey Open Public Meetings law was enacted to ensure the right 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, Elmer Times and The Daily Journal.

III. DISTRICT MISSION STATEMENT

MISSION STATEMENT

Board President, Mr. Dominick Miletta, read the District Mission Statement:

In partnership with the community, we promote the academic and personal growth of each student through rigorous programs that support lifelong learning.

IV. CHAIN OF COMMUNICATION

V. ROLL CALL

ROLL CALL

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

Members Present: Mrs. Conover, Mr. Lawlor (8:35 P.M.), Mrs. Mullin, Mr. Rump, Mr. Wentzell, Mr. Wheaton, and Mr. Miletta

Members Absent: Mrs. Penven, Mrs. Snyder, Mrs. Smith

Also in Attendance:

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Mrs. Priscilla Ocasio-Jimenez, Principal of Pittsgrove Township Middle School; Mrs. Patricia Gaburo, Principal of Olivet School; Mr. Douglas Volovar, Assistant Principal APSHS; Ms. Loretta Elwell, Assistant Principal, Norma School; Mr. Tino Monti, Assistant Principal of Olivet School; Ms. Christina Battiato; Director of Special Education; Ms. Kerri Wright, Board Solicitor; staff members and the public.

VI. 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.

VII. PRESENTATIONS

A. HOLIDAY MUSIC INTERLUDE

HOLIDAY MUSIC

Music teachers, Jason Ragan, Richard Wade and Scott Pieczara conducted a holiday music interlude.

B. PLAQUE PRESENTATION

RETIREMENT PLAQUE FOR P. GABURO

A plaque was presented by Mr. Miletta and a resolution was presented by Mr. Bermann to Patricia Gaburo, Principal of Olivet Elementary School, in recognition of her retirement.

STUDENT
AWARDS

C. STUDENT AWARDS

ELMER SCHOOL

- Ms. Elwell, Assistant Principal, Norma School, presented the Elmer Eagles of the Month for December 2014

OLIVET SCHOOL

- Mrs. Gaburo, Principal, and Mr. Monti, Assistant Principal, presented the Olivet Owls of the Month for December 2014

PITTSBORO TOWNSHIP MIDDLE SCHOOL

- Mrs. Ocasio-Jimenez, Principal, presented the PTMS Top Cats for December 2014

A.P. SCHALICK HIGH SCHOOL

- Mr. Volovar, Assistant Principal, presented the APSHS Cougars of the Month and Cougar Pride for December 2014

With the Board's recommendation, the Student Representative's Report was moved from section XI to section VII as part of the presentations section.

STUDENT REP

D. STUDENT REPRESENTATIVE'S REPORT - WORK SESSION ONLY

- SCHALICK HIGH SCHOOL – Student Representative Max McCreary spoke about the following: TV's in the halls are a success; Winter sports just started; the Academic Team is 1 win away from County Championship.
- MIDDLE SCHOOL - (Representative Pending)

RECESS

Moved by Mrs. Mullin and seconded by Mr. Wheaton that the Board of Education take a 5 minute recess. (7:40 P.M.) Unanimously Approved

RESUME

Moved by Mr. Wheaton and seconded by Mrs. Mullin that the Board of Education resume the meeting. (7:47 P.M.) Unanimously Approved

AUDIT
PRESENTATION

E. 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, 2014. (All audit attachments, in their entirety, appear under the blue "Documents" tab in Eboards. the file is named *Audit Documents for Fiscal Year Ended 6-30-14*).

The following subjects were discussed:

- Financial
- Compliance
- Internal Control

ANNUAL AUDIT
REVIEW &
ACCEPTANCE

1. ANNUAL AUDIT REVIEW AND ACCEPTANCE

After review and discussion, approval of the Annual Audit for the Fiscal Year Ended June 30, 2014, the Synopsis of Audit for the Fiscal Year Ended June 30, 2014, 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 6-30-2014*.)

VIII. COMMUNICATIONS

NOTICES OF
RETIREMENT

A. NOTICES OF RETIREMENT

Notices of retirement, effective July 1, 2015, were received from the following staff members:

- Teachers: Regina Furey, Kathy Simons, Mary Anne Murschell, Linda Clement, Mary Brown, Karen Cerefice, Douglas Smith
- District Head Nurse: Josephine Knaub, R. N.
- Guidance Secretary: Norma Brzycki (effective March 1, 2015)

Acceptance of the notices of retirement and their respective retirement dates.

IX. MINUTES

Approval of the following Minutes:

- Board of Education Meeting - November 13, 2014
- Special Session - November 24, 2014

NOVEMBER
MINUTES

X. MINUTES CLOSED SESSION

Approval of the following Closed Session Minutes:

- Closed Session - November 13, 2014

NOVEMBER
CLOSED
MINUTES

XI. NJ DELEGATE REPORT - VOTING SESSION ONLY

XII. RECESS INTO CLOSED SESSION I

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

- Student Hearing

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:58 P.M.)
Unanimously Approved

CLOSED
SESSION I-
STUDENT
HEARING

Mr. Lawlor, Board Member, arrived at 8:35 P.M.

XIII. ADJOURN FROM CLOSED SESSION I

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education adjourn from Closed Session. (8:54 P.M.)

Unanimously Approved

ADJOURN
FROM CLOSED
SESSION I

XIV. AUDIENCE PARTICIPATION I: There was no public comment.

XV. SCHOOL REPORTS

A. APSHS

1. 2015-16 PROGRAM OF STUDIES

Approval of the Schalick HS 2015-16 Program of Studies.

APSHS
PROGRAM OF
STUDIES

2. ESTABLISH THE SCHALICK INTERIM RUNNING CLUB

Approval to establish a Schalick Interim Running Club for the 2014-15 school year, at a cost of \$7,000.00. There will be no cost to the Board of Education. The Schalick Track Booster Club will fund the Coach stipend of \$3,540. Parent donations and the Schalick Track Booster Club will fund the transportation costs and entry fees.

APSHS
INTERIM
RUNNING
CLUB

3. CO-CURRICULAR VOLUNTEER APPOINTMENTS 2014-15

Approval of the 2014-15 Winter co-curricular volunteer appointments.

CO-
CURRICULAR
VOLUNTEER

4. BUS EVACUATION DRILL

Approval of the APSHS Bus Evacuation Drill.

XVI. SPECIAL EDUCATION

A. MONTHLY UPDATES

Approval of the following monthly update:

- Special Education Update of Pittsgrove Students, dated December 1, 2014.

XVII. RECESS INTO CLOSED SESSION II

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

- Contractual
- 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. (9:22 P.M.)

Unanimously Approved

XVIII. ADJOURN FROM CLOSED SESSION II

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education adjourn from Closed Session. (10:38 P.M.)

Unanimously Approved

XIX. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. CERTIFICATED STAFF STEP AND SALARY ADJUSTMENTS FOR 2014-15

Approval of the certificated staff step and salary adjustments for the 2014-15 school year, following the completion of PEA negotiations.

2. CERTIFICATED STAFF ADJUSTMENT FOR 2014-15

Approval of the adjustment of certificated staff member, Cheryl Cutter, from Part Time (49%) HS Special Education Teacher, Step 1BA (\$24,255), to Full Time Special Education Teacher - Grade 4, (replacing Lisa Hardman), Step 1BA, \$49,500 effective December 16, 2014 for the remainder of the 2014-15 school year.

3. SOURCE 4 TEACHERS SUBSTITUTES

Approval of the Source4Teachers substitute list for December, 2014.

B. SUBMISSION OF GRANT APPLICATIONS

Approval to submit the following grant applications, in the amount of \$1,000.00 each, submitted by Lorraine Hill on behalf of the district:

- *Celebrating the Arts in Our Schools - Youth Art Month*
- *We Honor Veterans*

C. 2015 NATIONAL YOUTH RISK BEHAVIOR SURVEY

Review and decide whether APSHS will participate in the 2015 National Youth Risk Behavior Survey. The survey is sponsored by the U.S. Centers for Disease Control and Prevention. Data will be collected during February through April 2015.

D. FIRE/SECURITY DRILLS

Approval of the district fire/security drills for November, 2014.

RECESS
CLOSED
SESSION II

ADJOURN
CLOSED
SESSION II

CERTIFICATED
STAFF SALARY
2014-2015

CHERYL
CUTTER FULL
TIME

GRANTS

YOUTH RISK
BEHAVIOR
SURVEY

E. SEMINARS/WORKSHOPS/CONFERENCES

Approval of the following individuals attending NJASA's Techspo 2015 Conference, Atlantic City, January 29-30, 2014, plus costs per travel policy:

TECHSPO
CONFERENCE

- 2-Day Registration cost for Superintendent @ \$395;
- 1-Day Registration for Business Administrator @ \$245.

XX. CURRICULUM & INSTRUCTION: Nothing to report.

XXI. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. DRESS CODE COMMITTEE
A list of committee members is needed.
2. 2015-16 BUDGET PRIORITIES
3. Elmer School Trailer

DRESS CODE
COMMITTEE

B. NEW BUSINESS

1. REORGANIZATION MEETING
Approval of January 8, 2015, 7:00 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.

REORGANIZAT
ION MEETING
JANUARY 8,
2015

Approval of the first regularly scheduled work session date of Thursday, January 22, 2015, 7:00 P.M. and the first regularly scheduled voting session date of Monday, January 26, 2015, 7:00 P.M.

JANUARY BOE
MEETING ON
22ND AND 26TH

2. TEACHER OF THE YEAR RESPONSES
3. HIGHLIGHTS FROM WORKSHOP 2014 PROFESSIONAL DEVELOPMENT PROGRAM
The professional development program, "Highlights from Workshop 2014," will be held on Saturday, January 24, 2015, at the Princeton Marriott at Forrestal from 9:00 A.M. to 4:00 P.M. The cost for Members is \$200 and for Non-Members is \$400. The registration fee includes continental breakfast and lunch.

HIGHLIGHTS
WORKSHOP
2014

C. SPECIAL COMMITTEE REPORTS - None

XXII. BUSINESS AND FINANCE REPORT

BUSINESS
AND FINANCE

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 October 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 October 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of October 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 October 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 December 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 2014-2015 fiscal year.

TRANSFER OF FUNDS

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the Transfer Status Report as of October 2014 and the transfers dated October 2014 and November 2014.

WARRANTS

F. **WARRANTS

Approval of the bills for payment.

FINANCIAL REPORTS

G. FINANCIAL REPORTS

Approval of the October 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 December 2014 is submitted for your review.

TENTATIVE BUDGET SCHEDULE

I. 2015-2016 TENTATIVE BUDGET DEVELOPMENT SCHEDULE

Approval of the tentative budget development schedule for the 2015-2016 budget.

ELMER TUITION CONTRACTS

J. ELMER TUITION CONTRACTS

Approval of the tuition contracts, as submitted, with Elmer Borough, for the 2014-2015 school year.

REVISED TRANSPORTATION ITEMS

K. 2014-2015 REVISED TRANSPORTATION ITEMS

Approval of the transportation items, as submitted. These items include hourly rate adjustments, contracted runs, aides, and substitute aides and drivers.

AGREEMENTS FOR MECHANIC

L. AGREEMENTS FOR MECHANIC

1. AGREEMENT FOR MECHANIC

Approval of the Agreement for Mechanic with the Township of Pittsgrove, effective July 1, 2014 for the 2014-2015 school year. Pittsgrove will provide a mechanic on a regular basis, to repair and maintain equipment and vehicles owned and operated by the Township of Pittsgrove. Pittsgrove will bill these services at an hourly rate of \$55, which is a \$0 increase from the 13-14 rate.

2. AGREEMENT FOR BUS MECHANIC

Approval of the Agreement for Bus Mechanic with the Upper Pittsgrove Township Board of Education, effective July 1, 2014 for the 2014-2015 school year. Pittsgrove will provide a bus mechanic on a regular basis, to repair and maintain Upper Pittsgrove

buses. Pittsgrove will bill these services at an hourly rate of \$55, which is an increase of \$0 from the 13-14 rate.

M. CHANGE SACC DIRECTOR AND ACCOUNT SIGNATORY

Approval of Suzanne R. Fox Abdill, Business Administrator, as the SACC Director, effective January 1, 2015 through the remainder of the 2014-2015 school year, or until a replacement is found. Patricia Gaburo, Principal of Olivet Elementary School, is the current SACC Director/Account Signatory. Her retirement is effective January 1, 2015.

CHANGE OF
SACC
DIRECTOR

Approval of the SACC Supervisor as an Account Signatory. Two (2) signatures are required.

SACC
ACCOUNT
SIGNATORY

N. ACCOUNT CLOSING

Approval to transfer the remaining funds (\$42.23) from Class of 2004 #2215 to the Student Recognition & Awards #105, and then close Class of 2004 #2215.

TRANSFER OF
FUNDS AND
CLOSE
ACCOUNT

O. ACCEPTANCE OF FUNDS

Approval of the funds received from South Jersey Industries for Energy for the Arts Grant, in the amount of \$1,000.00, for the SCVTS and Appel Farm Theatre Academy Arts Program that is housed at AP Schalick High School.

ARTS GRANT
\$1,000.

P. FOR YOUR INFORMATION

FYI

1. DISTRICT ENROLLMENT
2. SACC ENROLLMENT
3. DISCIPLINE REPORTS
4. NJSBA WEEKEND ORIENTATION

Mr. DiMatteo and Mrs. Mullin are scheduled to attend the NJSBA Governance 1: Weekend Orientation from January 9 - 11, 2015, at the Princeton Marriott, 100 College Road East, Princeton, NJ 08540. Registration begins at 4:30 P.M on January 9th and Wrap Up ends at 12:00 P.M. on January 11th.

NJSBA
WEEKEND
ORIENTATION

5. 2014-2015 BUDGET EFFICIENCY REVIEW
6. BUDGET DEVELOPMENT MANUAL

The 2015-2016 Budget Development Manual will be reviewed and discussed.

XXIII. ADDENDUM

A. STUDENT TEACHER

Approval of the Rowan University Health and Physical Education Clinical Practice request for Arielle Visalli to be placed with Irene Krawiec 1/20/15-3/13/15 and with Mary Brown from 3/16/15-5/11/15.

STUDENT
TEACHER
ARIELLE
VISALLI

B. **WARRANTS

Approval of the bills for payment.

C. ACCEPTANCE OF FUNDS

Approval of the funds received from Woodruff Energy, check #01612, in the amount of \$1,093.26, for commission from July 2014 through September 2014.

APPROVAL OF
FUNDS FROM
WOODRUFF
ENERGY

D. HIB REPORTS

With regard to Harassment, Intimidation and Bullying Reports filed:

- BOE approval of the HIB Report presented at the November 13, 2014 Meeting;
- BOE review of the HIB report submitted at this meeting.

E. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

F. 2014-2015 FUNDRAISERS

Approval of the 2014-2015 Fundraisers.

G. 2014-2015 FIELD TRIPS

Approval of the 2014-2015 Field Trips and the revised dates of previously approved Field Trips which appear in bold print.

H. RESTRUCTURING SUPERVISORY STAFF -- ITEM FOR DISCUSSION

I. FOR YOUR INFORMATION

1. PARENT ACKNOWLEDGEMENT

2. INTERNAL TRANSFER OF A NON-CERTIFICATED STAFF MEMBER

The Superintendent has approved the internal transfer of PTMS Secretary, Dawn Vicari, to the position of Secretary to the Director of Guidance at APSHS. This new assignment is effective upon filling the vacancy at PTMS, for the remainder of the 2014-15 school year. There is no change in the terms/conditions of employment. Ms. Vicari will fill the vacancy created with the retirement of Ms. Brzycki, effective March 1, 2015. The Board Office will post for the school secretary position.

INTERNAL
TRANSFER OF
DAWN VICARI
TO APSHS
GUIDANCE
OFFICE

XXIV. AUDIENCE PARTICIPATION II: There was no public comment.

XXV. ADJOURNMENT

ADJOURNMENT

Moved by Mrs. Mullin and seconded by Mr. Rumpp that the Board of Education meeting be adjourned. (11:23 P.M.)

Unanimously Approved


Suzanne R. Fox Abdill, Board Secretary