

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, February 19, 2015, 7:00 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mr. Dominick Miletta, opened the meeting at 7:04 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 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.

CALL TO ORDER

III. DISTRICT 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.

MISSION STATEMENT

IV. CHAIN OF COMMUNICATION

V. ROLL CALL

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

Members Present: Mrs. Conover, Mr. DiMatteo, Mrs. Mullin, Mrs. Penven, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, and Mr. Miletta

ROLL CALL

Members Absent: Mr. Lawlor and 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; Mr. Tino Monti, Principal of Olivet School; Mr. Daniel Bruce, Principal, Elmer and Norma Schools; Mr. Douglas Volovar, Assistant Principal, A.P. Schalick High School; Ms. Loretta Elwell, Assistant Principal, Norma School; Ms. Christina Battiato, Director of Special Education; Ms. Kerri Wright, Board Solicitor; staff members and the public.

VI. 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

VII. PRESENTATIONS

A. STUDENT AWARDS

- Ms. Loretta Elwell, Assistant Principal, Norma School, presented the Norma Cubs of the Month for February 2015.
- Mr. Bruce, Principal, Elmer and Norma Schools, presented the Elmer Eagles of the Month for February 2015
- Mr. Monti, Principal, Olivet School, presented the Olivet Owls of the Month for February 2015
- Ms. DuBois, Director of Curriculum & Instruction, presented the PTMS Top Cats for February 2015
- Mr. Volovar, Assistant Principal, A.P. Schalick High School, presented the APSHS Cougars of the Month and Cougar Pride for February 2015

STUDENT AWARDS

RECESS Moved by Mr. DiMatteo and seconded by Mr. Wheaton that the Board of Education recess. (7:21 P.M.) Unanimously Approved

RESUME Moved by Mr. DiMatteo and seconded by Mr. Wheaton that the Board of Education resume the meeting. (7:29 P.M.) Unanimously approved

OPEN PUBLIC COMMENT VIII. OPEN PUBLIC COMMENT – Support of the LGTB Club was presented.

MOTION TO MOVE CLOSED Moved by Mrs. Snyder and seconded by Mr. DiMatteo that the Board of Education move up the Closed Session. Ayes: (7) Mrs. Conover, Mrs. Mullin, Mrs. Penven, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, and Mr. Miletta. Noes: (1) Mr. DiMatteo Abstain: (0) Motion Carried

CLOSED SESSION IX. RECESS INTO CLOSED SESSION Moved by Mrs. Mullin and seconded by Mr. Wheaton that the Board of Education, by Resolution, recess into Closed Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, contractual matters, negotiations, or student matters appropriate for this session, to include the following:

- 1. Student Matters
2. Attorney Client
3. Litigation
4. Contractual Matters
5. 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. (7:39 P.M) Ayes: (7) Mrs. Conover, Mrs. Mullin, Mrs. Penven, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, and Mr. Miletta. Noes: (1) Mr. DiMatteo Abstain: (0) Motion Carried

ADJOURN CLOSED SESSION X. ADJOURN FROM CLOSED SESSION Moved by Mr. DiMatteo and seconded by Mrs. Mullin that the Board of Education adjourn from Closed Session. (8:33 P.M.) Unanimously Approved

XI. COMMUNICATIONS – none

JANUARY MINUTES XII. MINUTES Approval of the following Minutes:
• Board of Education Minutes (Reorganization) January 8, 2015
• Board of Education Minutes (Work Session) January 22, 2015
• Board of Education Minutes (Voting Session) January 29, 2015

XIII. MINUTES CLOSED SESSION Approval of the following Closed Session Minutes:
• Closed Session - January 8, 2015
• Closed Session - January 22, 2015

STUDENT REPRESENTATIVE XIV. STUDENT REPRESENTATIVE'S REPORT - WORK SESSION ONLY
A. SCHALICK HIGH SCHOOL – no Representative
B. MIDDLE SCHOOL – Student Representative, Sophia Milone, discussed the following: 50 Acts of Kindness, Music/Band Concert, Valentine’s Dance, Peak Clubs, Academic League undefeated and PARCC parents night.

XV. NJ DELEGATE REPORT - VOTING SESSION ONLY

XVI. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. SUBSTITUTE SCHOOL NURSE

The Superintendent recommends approval of Rebecca Souraj as a substitute nurse in the district for the remainder of the 2014-15 school year. Ms. Souraj has submitted all appropriate documentation.

SUBSTITUTE
SCHOOL
NURSE R.
SOURAJ

2. SUBSTITUTE SECURITY WORKER

The Superintendent recommends approval of Michael Blandino as a substitute security employee to work on an "as needed" basis. This position is effective upon receipt of Mr. Blandino's criminal history review for the remainder of the 2013-14 school year.

SUBSTITUTE
SECURITY M.
BLANDINO

3. SOURCE4TEACHERS SUBSTITUTES

Approval of the additional Source4Teachers substitutes for February, 2015.

SOURCE4
TEACHERS

B. DISTRICT HIB-INVESTIGATIONS, TRAININGS & PROGRAMS (HIB-ITP) REPORT - PERIOD 1 2014-15

Approval of the 2014-15 District HIB-ITP Report for Period 1, July 1, 2014 through December 31, 2014, submitted to the NJDOE on 1/21/15.

HIB REPORT
PERIOD 1

C. 2014-15 DISTRICT REPORT OF VANDALISM AND VIOLENCE & HIB SUMMARY REPORT - PERIOD 1

Approval of the following reports submitted to the NJDOE on January 21, 2015:

- 2014-15 District Report of Vandalism and Violence for Period 1 - 9/1/14-12/31/14;
- 2014-15 District HIB Summary Report for Period 1 - 9/1/14-12/31/14.

D. RESOLUTION - MIDDLESEX REGIONAL EDUCATION SERVICES COMMISSION

Approval that the Board of Education, by Resolution, of Pittsgrove Township School District's participation in awarding the NJDRLP contract to Comcast Business For Internet & Broadband Services. Middlesex Regional Educational Services Commission is the lead agency.

RESOLUTION-
MIDDLESEX
COMCAST
INTERNET

E. HIB REPORTS

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

- approval of the HIB report submitted in January 2015;
- review of the HIB report submitted at this meeting.

HIB REPORTS

F. DONATIONS FROM PITTSBORO BASKETBALL ASSOCIATION

Acceptance of two portable scoreboards, (\$400 each), donated by the Pittsgrove Basketball Association, to PTMS and Olivet School. The Pittsgrove Township Basketball team plays at both locations.

DONATIONS –
2 SCORE-
BOARDS

G. SEMINARS/WORKSHOPS/CONFERENCES

Approval for the Superintendent and Board Member, Mr. Lawlor to attend at NJSBA's 2nd Annual Technology Conference, February 20, 2015, at the Princeton Marriott at Forrestal, 100 College Road East, Princeton, NJ 08540, at a cost of \$200/per person.

NJSBA 2ND
ANNUAL TECH
CONFERENCE

H. FIRE/SECURITY DRILLS

Approval of the district fire/security drills for January, 2015.

I. 2014-2015 FUNDRAISERS

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

FUNDRAISERS

FIELD TRIPS

J. 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.

START OF
2015-16
SCHOOL YEAR

K. ESTABLISH START OF 2015-16 SCHOOL YEAR (ADDENDUM)

Due to community interest/concern, the Administration recommends Board approval of September 1, 2015 as the first day of the 2015-16 school year.

XVII. SCHOOL REPORTS

LGBTB CLUB

A. APSHS

1. ESTABLISH LGTB CLUB

Approval to establish a LGTB (Lesbian, Gay, Transgender, Bi-Sexual) Club at the high school in an effort to provide a forum to listen, discuss, support an raise awareness of LGTB issues facing youth today. If the establishment of the club is approved, it is further recommended that the Board of Education approve Academy teachers, Ms. Bunting and Ms. Jordan as volunteer co-advisors of this club for the remainder of the 2014-15 school year.

GAME
WORKERS

2. GAME WORKERS - WINTER 2014-15

Approval of the additional Winter 2014-15 Game Workers, at a stipend of \$50.25/event.

- Dottie Lower
- David Kinner

TRI-COUNTY
CONFERENCE
TICKETS

3. 2015-16 TRI COUNTY CONFERENCE TICKET PRICES & DUES

Approval of the Tri-County Conference dues (\$1,375.00) for the 2015-16 school year. Tri-County Conference ticket prices will remain \$3/adults, \$2/students for all events except football. Football tickets will be \$4/adults, \$2/students. Senior Citizen and Veterans/Active Military are free per district approval.

APSHS
INTERIM
RUNNING
CLUB
COACHES

4. SCHALICK INTERIM RUNNING CLUB COACHING APPOINTMENTS

Approval of the Schalick Interim Running Club coaching appointments. Stipend will be paid by the Schalick Track Booster Club and donations received.

- Stephen Pierangeli and Darren Harris, Co-Head Coaches, will split stipend amount of \$3,540 equally.

SPRING
COACHES

5. SPRING 2015 COACHING APPOINTMENTS /VOLUNTEERS

Approval of the Spring 2015 coaching appointments/volunteers and their respective stipends.

SPRING
SPORTS

6. 2015 SPRING SPORTS SCHEDULES

Approval of the Schalick 2015 Spring Sports schedules.

ECPA/ELLI
PLAN 15-16

B. NORMA

1. ECPA/ELLI PLAN 2015-16

Approval, by Resolution, of the *One-Year Preschool Program Plan Update for 2015-2016*.

XVIII. SPECIAL EDUCATION

CST MONTHLY
UPDATE

A. MONTHLY UPDATE

Approval of the CST monthly update of Pittsgrove students, dated February 6, 2015.

XIX. CURRICULUM & INSTRUCTION

TEXTBOOK
APPROVAL –
HUMAN
SEXUALITY

A. TEXTBOOK APPROVAL

Approval of the following textbook:

Human Sexuality (2009) Glencoe/McGraw-Hill
Course: Grade 9 Health
Replaces: Education in Sexuality

B. CURRICULA

Approval of the following revised curricula:

- General Music Grade 1
- General Music Grade 2
- General Music Grade 3
- General Music Grade 4
- General Music Grade 5

CURRICULA –
GENERAL
MUSIC

C. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop/mileage requests.

STAFF WORK-
SHOP
MILEAGE

D. KINDERGARTEN SCREENING APPOINTMENTS (ADDENDUM)

Approval of the Screeners for Kindergarten Round Up on March 12, 2015 and April 28, 2015. Screeners will be compensated at the current contracted rate for 3 hours each per day, as noted.

KINDER-
GARTEN
ROUND-UP

E. PRESENTATION (ADDENDUM)

The Director of Curriculum and Instruction will present District Student Achievement Data at the Voting Session.

XX. AUDIENCE PARTICIPATION I – No comments.

XXI. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS

1. NJSBA - 8TH GRADE DIALOGUE & DINNER RECEPTION

The Salem County Boards Association will be hosting the annual 8th Grade Dialogue and Dinner Reception. It will be held at the Salem County Vocational Technical School, Woodstown, NJ, in the cafeteria, Wednesday, February 25, 2015. The following Board Members and Administrators have been registered to attend: Mr. Bermann, Ms. DuBois, Mr. DiMatteo, Mr. Lawlor, Mr. Miletta, Mrs. Mullin, Dr. Ocasio-Jimenez, Mrs. Penven, Mrs. Snyder and Mr. Wentzell.

8TH GRADE
DIALOGUE

2. HIGHLIGHTS OF WORKSHOP 2014 - RESCHEDULED

The Highlights of Workshop 2014 was re-scheduled for March 21, 2015. If you are interested in attending on March 21, 2015, please notify the Business Office no later than March 6, 2015. The following Board Members were approved at the January 8, 2015 Board Meeting, have requested to go on the re-scheduled date and have been registered: Mr. Bermann, Mr. DiMatteo, Mr. Miletta and Mrs. Mullin.

HIGHLIGHTS
OF
WORKSHOP
2014

3. NSBA 75TH ANNUAL CONFERENCE

Approval for the following personnel to attend the NSBA 75th Annual Conference in Nashville, TN, March 21-23, 2015, at a cost of \$945 per person for registration, hotel cost is approximately \$200/night per person plus travel costs in accordance with travel regulations: Mr. Lawlor, Mrs. Penven, Mrs. Smith and Mrs. Snyder.

Notes: Questions on Travel NJSBA-Policy 9250; minimum number to attend to bring back information; no maximum number listed.

NSBA 75TH
ANNUAL CONF

4. DISCUSSION ITEM

Permitting staff members' child(ren) to attend Pittsgrove Schools at no cost, and independent of the School Choice program – refer to committee.

STAFF
MEMBERS'
CHILDREN AT
PITTSBOROUGH

5. POLICY TASK FORCE COMMITTEE – The following Board members will be on the committee: Mrs. Smith (Chair), Mrs. Mullin and Mr. DiMatteo. Mr. Miletta will report back Monday on the status of the committee.

POLICY TASK
FORCE
COMMITTEE

6. PARCC OPT OUT – REVIEWED WITH ATTORNEY

PARCC-OPT
OUT

PARENT
PARTICIPATION

7. FOLLOW-UP ON PARENT PARTICIPATION IN CLASSROOM PARTIES/FIELD TRIPS (ADDENDUM) – Mr. Dan Bruce, Principal, Norma and Elmer Schools, and Mr. Tino Monti, Principal, Olivet School, reviewed the policy and provided a Memo to the Superintendent with an outline of procedures to follow for chaperones at school parties and field trips.

BOARD
POLICY
REVISIONS

B. NEW BUSINESS

1. BOARD POLICY REVISIONS - 1st READING

Approval of the first reading of the following revised Board policies:

- 5141.8 - *Concussion and Sports Related Head Injury*
- 6114 - *Emergencies and Disaster Preparedness*
- 6173 - *Home Instruction*
- 7110 - *Long Range Facilities Plan*

REVIEW OF
15-16
BUDGET

2. REVIEW AND DISCUSSION OF THE 2015-2016 SCHOOL BUDGET – VOTING SESSION

- a. 2015-2016 PAYROLL PROJECTION
- b. 2015-2016 HEALTH BENEFIT PROJECTION
- c. 2013-2014 A41/A42
- d. 2013-2014 ELMER TUITION ADJUSTMENT
- e. 2015-2016 PROJECTED TUITION RATES
- f. 2015-2016 ELMER STUDENT ENROLLMENT PROJECTION
- g. 2015-2016 ESTIMATED TUITION REVENUE
- h. 2015-2016 ANTICIPATED REVENUES
- i. 2015-2016 ANALYSIS OF TAXES
- j. 2015-2016 SCHEDULE OF BONDS
- k. 2015-2016 SCHEDULE OF LEASES
- l. 2013-2014 PITTSGROVE CERTIFIED RATES
- m. Special Board Meeting for the 2015-2016 Budget, March 12, 2015

NJSBA
SALARY
GUIDE
TRAINING

3. NJSBA SALARY GUIDE TRAINING (ADDENDUM)

Approval for Mr. Mileta to attend NJSBA Analyzing and Constructing Salary Guides, March 14, 2015, 9:00 A.M. - 6:00 P.M, at RWJ Hamilton Center, 3100 Quakerbridge Road, Mercerville, NJ 08619, at a cost of \$249.00.

4. HANDOUT

Board & Administrator for School Board Members, February 2015, Vol. 28, No. 10.

PAF FUND-
RAISER AT
APPEL FARM

C. SPECIAL COMMITTEE REPORTS

1. PITTSGROVE ARTS FOUNDATION (PAF)

Pittsgrove Arts Foundation will have a fundraiser at Appel Farm on April 2, 2015. The cost is \$20, the band "Tidal Wave" will be performing, and it is a BYOB function.

2. NEGOTIATIONS COMMITTEE

DRESS CODE
COMMITTEE

3. DRESS CODE COMMITTEE – The Dress Code Committee will have a meeting at the Pittsgrove Township Middle School, Room 112, on Thursday, February 26, 2015, at 6:18 P.M.

BUSINESS &
FINANCE

XXII. 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 December 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 December 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of December 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 December 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 February 2015 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.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the Transfer Status Report as of December 2014 and the transfers for January 2015.

F. **WARRANTS

Approval of the bills for payment.

G. **WARRANTS (ADDENDUM)

Approval of the bills for payment.

H. FINANCIAL REPORTS

FINANCIAL
REPORTS

Approval of the December 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

I. BUDGET SUMMARY

The Budget Summary for February 2015 is submitted for your review.

BUDGET
SUMMARY

J. CERTIFICATION FR NJ DEPARTMENT OF TREASURY

Approval of the appointment of Human Resources Administrator, Shelly Ellis, as the individual who will certify to the New Jersey Department of Treasury that all documentation prepared for income tax related purposes complies fully with the requirements of federal and state laws and regulations.

NJ DEPT OF
TREASURY –
SHELLY ELLIS

K. VOIDED CHECK

Approval to void check #75876, void date January 31, 2015, to Herff Jones Inc, in the amount of \$2,552.59, because it was stale dated. The amount was reissued on January 31, 2015, check #76904.

VOIDED
CHECK

L. ACCEPTANCE OF FUNDS

1. UTICA NATIONAL INSURANCE GROUP

a. UTICA - BUILDING DAMAGE

Approval of the funds received from Utica National Insurance Group, check #0000269399, claim# 0001130920, in the amount of \$423.00, for building damage that occurred on April 29, 2014.

ACCEPTANCE
OF FUNDS
UTICA
NATIONAL

ACCEPTANCE
OF FUNDS –
UTICA
NATIONAL

b. UTICA - GMC REPAIRS

Approval of the funds received from Utica National Insurance Group, check #0000275886, claim# 0010011067, in the amount of \$4,464.47, to repair damages that occurred on January 12, 2015, to our 2002 GMC G35-202932.

CREATIVE
ACHIEVEMENT
ACADEMY MEAL
PROGRAM

M. CREATIVE ACHIEVEMENT ACADEMY MEAL PROGRAM

Approval, by Resolution, that Creative Achievement Academy, LLC will not be required to charge District students for any paid or reduced meals furnished directly or indirectly by CAA to them. This shall be effective for the fiscal year beginning July 1, 2014 and ending June 30, 2015.

BAYADA IN-
SCHOOL
NURSING

N. CONTRACT FOR IN-SCHOOL NURSING SERVICES (ADDENDUM)

Approval of the Contract for In-School Nursing Services with Bayada Home Health Care, Inc., for Student #70070 (temporary ID#) from February 17, 2015 until June 30, 2015, at the following hourly rates:

- \$49.00/hour for Registered Nurse services
- \$39.00/hour for Licensed Practical Nurse services

FYI

XXIII. FOR YOUR INFORMATION

A. DISTRICT ENROLLMENT

B. SACC ENROLLMENT

C. DISCIPLINE REPORTS

D. AVERAGE CLASS SIZE

- February 2015
- September 2014

E. APSHS MEDIA CENTER 1st SEMESTER REPORT

F. NJSBA MANDATED TRAINING

Steven DiMatteo and Carrie Mullin completed training seminar, *Governance I*, which satisfies the training mandates of the School Ethics Act, N.J.S.A. 18A:12-33 et seq. for first year board members.

NJSBA
MANDATED
TRAINING

XXIV. AUDIENCE PARTICIPATION II – No comments.

XXV. ADJOURNMENT

ADJOURNMENT

Moved by Mrs. Mullin and seconded by Mrs. Conover that the Board of Education meeting be adjourned. (10:33 P.M.)
Unanimously Approved

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Suzanne R. Fox Abdill, Board Secretary