

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

The Voting Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, August 25, 2014, 7:00 P.M., Arthur P. Schalick High School

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

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, Today's Sunbeam, The News of Cumberland County, The Daily Journal and the Elmer Times.

OPEN PUBLIC  
MEETINGS  
LAW

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 21<sup>st</sup> century skills necessary to succeed in global environment.

DISTRICT  
MISSION  
STATEMENT

Chain of Communication Regarding School Related Matters

CHAIN OF  
COMMAND

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. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

ROLL CALL

Members Absent: None

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; Dr. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Mrs. Patricia Gaburo, Principal Olivet Elementary School; Mr. Dan Bruce, Principal Norma Elementary School; Mr. John Burens, GCA Custodial Supervisor; Ms. Kerri Wright, Board Solicitor; the press, staff members, and the public.

#### PLAQUE PRESENTATIONS

Plaques were presented to three recently retired employees:

- Ms. Denise Kurshner – Teacher (was not present)
- Ms. Donna Shelton – Custodian – was presented by Mrs. Patricia Gaburo, Olivet Principal; Mrs. Marlene Smith, Board Vice President; and Mr. John Burens, GCA Custodial Supervisor
- Ms. Carol Menasse – Teacher – was presented by Mrs. Patricia Gaburo, Principal Olivet Elementary School, and Ms. Marlene Smith, Board Vice President

PLAQUE  
PRESENTA-  
TIONS

**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014**

PRESENTA-  
TIONS

**PRESENTATIONS**

**COLUMBIA - SUICIDE SEVERITY RATING SCALE**

Substance Abuse Counselor, Dana Logandro presented the Columbia-Suicide Severity Rating Scale. This intervention method, if approved by the Board of Education, will be used by Pittsgrove Township School District counselors and nurses before students are sent to Crisis. (5141.6 Policy) (See Pages 191–196)

ADDITIONAL  
SICK DAYS

**COMMUNICATIONS**

A. A request to grant an additional 20 sick days to a staff member who has experienced a serious illness and has exhausted all sick days, per the letter submitted on behalf of the Pittsgrove Administrators and Supervisors Association (PASA), was held for Closed Session.  
(See Page 197)

**B. BOARD VACANCY**

1. Resume received from Carrie Mullin in regards to the vacant Board of Education seat.
2. Resume received from Chris Danielson in regards to the vacant Board of Education seat.

(See Pages 197–200)

BOARD  
VACANCY  
RESUMES

MINUTES  
7/17/14  
7/21/14

**MINUTES**

Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approve the following Minutes:

- Board of Education Work Session - July 17, 2014
- Board of Education Voting Session - July 21, 2014

Unanimously Approved

**MINUTES CLOSED SESSION**

Moved by Mr. Rumpp and seconded by Mrs. Penven that the Board of Education approve the following Closed Session Minutes:

- Board of Education Closed Session - July 21, 2014

Unanimously Approved

NJ DELEGATE REPORT – No Report

P. SPEZZANO,  
SCHOOL  
PSYCH.

**SUPERINTENDENT'S REPORT**

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the following certificated staff appointment, effective September 1, 2014 for the 2014-15 school year. Salary appears at the 2013-14 rate and will be adjusted upon completion of negotiations.

- Peter Spezzano, School Psychologist, Step 12MA, \$62,895. (See Pages 200–203)

Ayes: (7) Mrs. Conover, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (2) Mr. Lawlor, Mrs. Penven

Motion Carried

R. SNYDER,  
SUB.  
SECRETARY

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve Rebecca Snyder as a substitute secretary for the 2014-15 school year, pending return of appropriate documentation. (See Pages 204–205)

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (1) Mrs. Penven

Motion Carried

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approve the Source4Teachers Substitute Masterlist for the 2014-15 school year. (On File In Bus.Office)  
 Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta  
 Noes: (1) Mrs. Snyder Abstain: (0) Motion Carried

SOURCE4TEACHERS  
MASTERLIST

Moved by Mr. Lawlor and seconded by Mrs. Snyder that the Board of Education approve the Cardiac Emergency Action Plan Policy Procedure (for the use of Automated External Defibrillators (AED) in compliance with Janet's Law (A-1608) 2014-15. (See Pages 206–211)  
 Unanimously Approved

CARDIAC  
EMERGENCY  
ACTION PLAN

Moved by Mrs. Snyder and seconded by Mr. Lawlor that the Board of Education approve the Pittsgrove Township Public School Community Code of Conduct revised in August, 2014.  
 Unanimously Approved (See Pages 211–221)

SCHOOL  
COMMUNITY  
CODE OF  
CONDUCT

Moved by Mrs. Conover and seconded by Mr. Wentzell that the Board of Education approve the following 2014-15 Handbooks:

14-15  
HANDBOOKS

- APSHS Student Handbook PTMS Student Handbook
- Olivet Student Handbook
- Elmer School Student-Parent Handbook
- Norma School Student-Parent Handbook

Unanimously Approved

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the new job description, Technology Co-Op Intern. (See Page222)  
 Ayes: (6) Mrs. Conover, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta  
 Noes: (3) Mr. Lawlor, Mrs. Penven, Mr. Rumpp Abstain: (0) Motion Carried

TECH CO-OP  
INTERN

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve the Harassment, Intimidation and Bullying Report for June, 2014. (See Page 222)  
 Unanimously Approved

JUNE, 2014  
HIB REPORT

Moved by Mrs. Snyder and seconded by Mr. Lawlor that the Board of Education approve the fire/security drills at Olivet School for July & August, 2014. (See Pages 223 – 224)  
 Unanimously Approved

BUILDING  
REPORTS**SCHOOL REPORTS****A. PTMS**

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the placement of a student at the Alternative Middle School for the 2014-15 school year. Tuition is \$18,500. (See Page 225)  
 Unanimously Approved

ALTERNATIVE  
MIDDLE  
SCHOOL  
PLACEMENT**B. APSHS**

Moved by Mr. Lawlor and seconded by Mrs. Conover that the Board of Education approve the revised co-curricular appointment for the 2014-15 school year. Stipend appears at the 2013-14 rate and will be adjusted upon completion of negotiations.

FOOTBALL  
2<sup>ND</sup>  
ASSISTANT  
14-15 YEAR

- James Turner, Football 2nd Assistant, Step 1, \$3,803.

Unanimously Approved

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

## SPECIAL EDUCATION

MONTHLY  
STUDENT  
UPDATE

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve:

- The Special Education Monthly Update of Pittsgrove Students dated July 29, 2014.  
(See Page 225)

2015 IDEA

- The IDEA 2015 Grant Application in the following amounts:
  - Basic: \$439,537
  - Preschool: \$ 9,935 (See Pages 226–238)

Unanimously Approved

## CURRICULUM &amp; INSTRUCTION

14-15  
FRENCH  
TEXTBOOK

Moved by Mrs. Smith and seconded by Mrs. Penven that the Board of Education approve the second reading and adoption of the following textbook:

Bien dit! (2013) Houghton Mifflin Harcourt

Course: French I

Replaces: N/A

Ayes: (9) Mrs. Conover, Mr. Lawlor, Mrs. Penven, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (0)

Motion Carried

14-15  
DISTRICT  
PROFESSIO-  
NAL DEV.  
PLAN

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the 2014-2015 District Professional Development Plan. (See Pages 238 – 239)

Unanimously Approved

TITLE I  
1/NCLB  
LIAISON

Moved by Mr. Lawlor and seconded by Mrs. Conover that the Board of Education approve the appointment of Elmer School Teacher Donna Poolake, to Title 1/NCLB Programs Liaison- K-5 for the 2014-2015 school year. The position will be compensated through a \$3,997 stipend (will be adjusted upon completion of negotiations) via NCLB/Title 1 grant funds. (See Page 240)

Unanimously Approved

## AUDIENCE PARTICIPATION I

AUDIENCE  
PARTICIPATION I

Comments included concerns regarding a job description, the questioning of an employee being in-house or Appel Farms, timing of sharing handbooks, the visibility of a policy, the approval of the new board member, the additional spending proposals, the Bd. Sec. trip to FL for convention, and the Addenda to Agreements.

BOARD  
VACANCY

Moved by Mr. Lawlor and seconded by Mrs. Conover that the Board of Education approve moving forward with interviewing candidates for the vacant seat.

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Noes: (1) Mrs. Snyder

Abstain: (0)

Motion Carried

Moved by Mr. Wentzell and seconded by Mr. Rumpp that the Board of Education appoint Mrs. Carrie Mullin to the position of Board of Education Member.

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (1) Mrs. Snyder

Motion Carried

RECESS

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve going into recess. (8:43 P.M.)

Unanimously Approved

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

Moved by Mrs. Conover and seconded by Mrs. Penven that the Board of Education approve closing recess and resuming the meeting. (8:58 P.M.)  
Unanimously Approved

RECESS

The Board Secretary administered the oath of office to newly appointed board member Mrs. Carrie Mullin and she took her seat at the table.

SWEARING IN  
OF NEW  
BOARD  
MEMBER

FOR YOUR INFORMATION

- Board & Administrator for School Board Members August 2014, Vol. 28, No. 4 (Handout)

FYI

BOARD OF EDUCATION BUSINESS  
UNFINISHED BUSINESS

1. ADDITIONAL SPENDING PROPOSAL

The Board discussed how to go out and support at functions such as Back to School Night, Open House, PTMS Brochure, Newspapers.

ADDITIONAL  
SPENDING

2. MISSION STATEMENT

Moved by Mrs. Snyder and seconded by Mr. Lawlor that the Board of Education approve the adoption of the Strategic Plan Mission Statement as the new Board of Education Mission Statement.

MISSION  
STATEMENT

Unanimously Approved

3. SURVEY APPEL FARM PARENTS

SURVEY

4. GRANT UPDATE – No update on the grant filed.

- a. Funding from Camden – Has it been received?

GRANT  
UPDATE

5. PITTSGROVE DAY RESULTS

PITTSGROVE  
DAY

6. FOLLOWING UP ON UNFINISHED BUSINESS

FOLLOW UP

NEW BUSINESS

1. DRESS CODE COMMITTEE TO BE ESTABLISHED

DRESS CODE

2. BOARD POLICY

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve the second reading and adoption of the following revised Board Policies:

- #5114, Suspension And Expulsion Policies And Procedures\*
- #9323/9324, Agenda Preparation/Advance Delivery of Meeting Material

BOARD  
POLICY  
ADOPTION:  
#5114  
#9323/9324

\*This policy will replace current Policies #5114 & 5114.2 (See PAGES 241-250)

Ayes: (9) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rump, Mrs. Snyder, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (0)

Motion Carried

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve the first reading of the following revised policy:

- #9322, Public And Executive Sessions (See PAGES 251-254)

BOARD  
POLICY FIRST  
READING:  
#9322

Unanimously Approved

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

NJASBO  
WORKSHOP

Moved by Mr. Lawlor and seconded by Mrs. Snyder that the Board of Education approve the NJSBA workshop, Advanced Boardmanship Academy Training, on Saturday, September 27, 2014 from 8:45 A.M. - 4:00 P.M. at the Princeton Marriott Hotel and Conference Center in Princeton, NJ. The cost is \$200 per person (NJSBA Member rate). (See Page 255)  
Unanimously Approved

ANNUAL  
WORKSHOP

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

- Information regarding the NJSBA Annual Workshop Conference, being held at the Atlantic City Convention Center, Atlantic City, NJ on October 28, 2014 through October 30, 2014.

(See Pages 256–257)

- By Resolution, that the Board of Education bear the appropriate expenses incurred by Board of Education members and School District Administration who attend the NJSBA Annual Workshop, October 28, 2014 through October 30, 2014, Atlantic City Convention Center, Atlantic City, NJ.

GROUP  
REGISTRA-  
TION

- The group registration for Board members, Superintendent, Business Administrator, Director of Curriculum and Instruction, and Technology Supervisor for the Fall 2014 NJSBA Annual Workshop Conference, October 28 through October 30, 2014, Atlantic City Convention Center, Atlantic City, NJ. Group Registration fee is \$1,200.00, reflecting an increase of \$200 from the 2013 rate.

SPECIAL  
MEETING

- A Special Meeting of the Board of Education on October 9, 2014, 6:00 P.M., at A.P.Schalick High School Media Center, for a Board of Education retreat.

Unanimously Approved

SPECIAL COMMITTEE REPORTS – None

AUDIENCE  
PARTICIPATI  
ON II

## AUDIENCE PARTICIPATION II

Comments included thanks to Mrs. Mullin as well as thanks to the Board for including teachers in the dress code policy/committee.

## BUSINESS AND FINANCE REPORT

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

BOARD  
SECRETARY'S  
CERTIFICA-  
TION

- Board Secretary's Report, pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of June 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 overexpended in violation of N.J.A.C. 6:23A-16.10(c)4.

(See Pages 257–274)

TREASURER'S  
REPORT

- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of June 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of June 2014. (See Pages 274–286)

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 June 2014.  
(See Pages 286–290)

BOE  
CERTIFICA-  
TION

- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of June 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.

**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

- The Transfer Status Report as of June 2014, the transfers dated June 2014, and the Request for Approval of Transfers as approved by the Executive County Superintendent for the month of June 2014. (See Pages 290–294)

TRANSFER STATUS

- The bills paid and the bills for payment.

(See Pages 294–300)

WARRANTS

- The June 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 (ASee Pages 300–308)

FINANCIAL REPORTS

Unanimously Approved

The Budget Summary for June 2014 is submitted for review.

(See Pages 309–324)

BUDGET SUMMARY

Moved by Mrs. Smith and seconded by Mrs. Conover that the Board of Education approve:

- The out-of-district placement of students #12809 and #13539 at YALE School North II, Inc., effective 9/8/2014 through June 30, 2015, at a per diem cost of \$229.39, for an estimated tuition total of \$41,290.20 per student (estimated total for both students - \$82,580.40).

(See Pages 325–333)

14-15 YALE SCHOOL NORTH II

- The 2014 ESY contract with GCSSSD, effective July 7, 2014 through August 7, 2014, for 5 students, at a per diem rate of \$195.00, for a total per student cost of \$3,900.00. The total estimated tuition cost is \$19,500.00. 2 Students require 1:1 Aides at a per diem rate of \$159.00. The total estimated 1:1 aide cost is \$6,360.00. (See Pages 334–335)

14-15 GCSSSD ESY

Unanimously Approved

Moved by Mrs. Smith and seconded by Mrs. Snyder that the Board of Education approve:

- Renewal of the consulting agreement with Edvocate, Inc. for the 2014-2015 school year for consulting services to the Pittsgrove Township School District's Food Service Program. The agreement price is \$14,448.00 (\$1,204.00 per month) and any additional visits on-site are billed at \$475.00 per day. (See Pages 336–338)

14-15 EDVOCATE, INC.

- The ELLI tuition cost, for half-day students, of \$3,495.00.

ELLI TUITION RATE

Ayes: (8/9) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0) Abstain: (1/0) Mrs. Conover (\*On Edvocate Only) Motion Carried

Moved by Mrs. Snyder and seconded by Mr. Lawlor that the Board of Education approve the 2014 Summer Transportation Jointures with Elmer Borough and Upper Pittsgrove, effective 7/1/14 through 8/22/14, for the following amounts:

SUMMER 2014 TRANSP JOINTURES

- Upper Pittsgrove (3 Students) - \$ 5,991.97
- Elmer (10 Students) - \$ 19,995.91
- TOTAL \$ 25,987.88

This is revenue for Pittsgrove Twp. School District.

Ayes: (8/9) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0) Abstain: (1/0) Mrs. Conover (\*On Upper Pittsgrove Only) Motion Carried

(See Pages 339–341)

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

2014 SCSSSD  
ESY TUITION  
CONTRACT

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

- The 2014 ESY contract with SCSSSD, effective July 7, 2014 through August 14, 2014, for 6 students, at a per diem rate of \$176.05, for a total per student cost of \$4,225.00. The total estimated tuition cost is \$25,350.00. 1 Student requires a 1:1 Aide at a per diem rate of \$130.21. The total estimated 1:1 aide cost is \$3,125.00. (See Pages 342–343)

2014 ESY  
TRANSP  
JOINTURE –  
DELSEA

- The 2014 ESY Transportation Jointure, effective July 1, 2014 through August 30, 2014, with Delsea Regional High School for 3 students, totaling \$20,423.00. (See Pages 343–344)
- Unanimously Approved

REMOVAL OF  
KUBOTA  
TRACTOR

Moved by Mr. Lawlor and seconded by Mrs. Conover that the Board of Education approve removing the 60" Kubota Mower from the fixed asset list. The 60" Kubota Mower will be used as a trade-in for repairs to the 72" Kubota Mower. The repair quote for the 72" Kubota Mower totaled \$1,446.58, which equals the 60" Kubota Mower's trade-in value of \$1,446.58. No money will be due from/owed to Pittsgrove Township or Farm-Rite, which has agreed to the trade-in.

Unanimously Approved (See Page 344)

RECEIVING  
WOODRUFF  
FUNDS

Moved by Mrs. Snyder and seconded by Mr. Lawlor that the Board of Education approve:

- The funds received from Woodruff Energy, check #01439, in the amount of \$9,981.18, for commission from April 2014 through June 2014. See Pages 345–346)
- The 2014-2015 Fundraisers which appear in bold print.\* (See Pages 346–347)
- The 2014-2015 Field Trips which appear in bold print. (See Page 347)

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mrs. Smith, Mr. Mileta

Noes: (0) Abstain: (1) Mrs. Penven (\*Only from Olivet Cherrydale) Motion Carried

14-15  
FUNDRAIS-  
ERS  
14-15 FIELD  
TRIPS

2014 ASBO  
ANNUAL  
MEETING

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the Business Administrator to attend the 2014 ASBO International Annual Meeting, held September 19-22, 2014, in Kissimmee, FL. Conference registration is \$994. Hotel cost is \$219/night for four (4) nights.

Note: Plus other costs in accordance with travel regulations (See Pages 348–351)

Unanimously Approved

#### ADDENDUM

CERTIFICA-  
TED  
STAFF  
APPOINT.

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve the following certificated staff appointments, effective September 1, 2014 for the 2014-15 school year. Salaries appear at the 2013-14 rate and will be adjusted upon completion of negotiations.

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve separating the certificated staff appointment for each employee.

Unanimously Approved

SEPARATE  
MOTIONS

#### Roll Call Vote

- Megan Yacovelli, PTMS SpEd/LAL Teacher, Step 3BA, \$50,500; replacing Maryann Molis;
- Ayes: (10) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith, Mr. Mileta

Noes: (0) Abstain: (0) Motion Carried

M.  
YACOVELLI,  
PTMS  
SPED/LAL  
TEACHER

#### Roll Call Vote

- Richard Wade, Part-Time (49%) Music Teacher, Step 2MA, \$25,796.

Ayes: (5) Mrs. Conover, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mr. Mileta

Noes: (4) Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Abstain: (1) Mrs. Smith  
Motion NOT Carried

R. WADE, PT  
MUSIC  
TEACHER

(See Pages 351–362)



**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

Moved by Mrs. Conover and seconded by Mr. Lawlor that the Board of Education approve, in light of the hiring of Megan Yacovelli, releasing Maryann Molis from her contractual obligation, effective August 26, 2014. The Board accepted Ms. Molis' resignation at the August 11, 2014 Board meeting.

RELEASE  
M. MOLIS

Unanimously Approved

Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approve rehiring Barbara Hutchinson for the position of Substitute Bus Driver. Ms. Hutchinson worked for Pittsgrove Township as a Substitute Bus Driver from 2010-2012. She is fully licensed and has completed all necessary paperwork. (See Pages 363-364)

REHIRE B.  
HUTCHINSON

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (1) Mrs. Snyder

Motion Carried

Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approve:

- GCA Services Group Addendum to Service Agreement, effective July 1, 2014, for GCA to provide and manage an additional 5 custodial full-time employees to the Pittsgrove Township School District. The addition of 5 custodial FTE's will result in an increase of \$12,441.09 per month cost for the remaining 5 months of the contract, which concludes on November 30, 2014, for a total increase of \$62,205.45. (See Pages 365)
- Mission One Educational Staffing Services, LLC Addendum to Extend Agreement, extends the term of the Agreement through June 30, 2015. Mission One will provide teacher assistants and aides for the 2014-2015 school year. Hourly rates are the same as 2013-2014 (provided in the attachment). (See Page 366)
- Source4Teachers LLC Addendum to Extend Agreement, extends the term of the Agreement through June 30, 2015. S4Teachers LLC will provide substitute staffing for the 2014-2015 school year. Hourly rates are the same as 2013-2014. (See Page 367)

GCA  
SERVICES –  
14-15

MISSION ONE  
– ADDENDUM  
FOR 14-15

S4T – 14-15  
EXTENSION

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (1) Mrs. Snyder

Motion Carried

Moved by Mr. Lawlor and seconded by Mrs. Conover that the Board of Education approve a resolution supporting the submission of the attached revised application seeking a waiver of the ACHIEVE NJ Evaluation Requirements. The waiver specifically requests a reduction in the number of tenured staff evaluations from three to two (one short and one long).

REVISED  
WAIVER  
APPLICATION

Unanimously Approved (See Pages 368-369)

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve the revised Gifted and Talented Program that incorporates changes to achievement requirements and the 6th Grade Accelerated Mathematics Program. (See Pages 369-374)

REVISED  
GIFTED AND  
TALENTED  
PROGRAM

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Smith, Mr. Rumpp, Mr. Wentzell, Mrs. Smith, Mr. Miletta

Noes: (0)

Abstain: (1) Mrs. Penven

Motion Carried

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

- The Staff workshop/mileage requests. (See Page 374)
- The bus routes for the 2014-2015 school year. (On File In The Bus. Office)

STAFF  
WORKSHOP  
MILEAGE

Unanimously Approved

14-15 BUS  
ROUTES

Moved by Mrs. Conover and seconded by Mr. Wentzell that the Board of Education approve the Contract for In School Nursing Services with Bayada Nurses, Inc., for substitute nursing services for the 2014-2015 school year, at the following hourly rates, reflecting no increase over the 2013-14 school year:

14-15  
BAYADA  
NURSES INC.  
CONTRACT

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014**

- \$49.00/hour for Registered Nurse services
- \$39.00/hour for Licensed Practical Nurse services (See Pages 375-377)

Ayes: (8) Mrs. Conover, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mr. Rumpp, Mr. Wentzell, Mrs. Smith, Mr. Mileta

Noes: (0)

Abstain: (1) Mrs. Snyder

Motion Carried

OLIVET  
PRINCIPAL

FOR YOUR INFORMATION

1. OLIVET PRINCIPAL SEARCH TIMELINE (See Page 377)

ENERGY  
AUDITS

2. ENERGY AUDITS

District Energy Audits are posted under the eboards Documents tab.

14-15 ADMIN  
SUB - MR.  
THOMAS

ADDENDUM II

Moved by Mrs. Smith and seconded by Mr. Lawlor that the Board of Education approve retired administrator, Mr. Thomas Agnew, as an administrative substitute for the 2014-15 school year, at \$300.00/day and as a substitute for the Assistant Principal of the Middle School, effective September 2, 2014 through September 22, 2014, on an as-needed basis, during Ms. Meister's medical leave of absence.

Unanimously Approved

AUDIENCE  
PARTICIPATION  
III

AUDIENCE PARTICIPATION III

Comments included thanking the Board for an active discussion of items.

CLOSED  
SESSION

CLOSED SESSION

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

1. Negotiations/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. (10:16 P.M.)

Unanimously Approved

ADJOURN  
CLOSED  
SESSION

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education adjourn from Closed Session. (11:04 P.M.)

Unanimously Approved

Ms. Kerri Wright, Mrs. Pat Snyder, Mr. Sam Wheaton, and Mr. William Rumpp left the meeting.

NEGOTIA-  
TIONS COMM.  
UPDATE

The negotiations committee provided an update to the Board of Education.

ADJOURNMENT

Moved by Mrs. Smith and seconded Mrs. Penven that the Board of Education meeting be adjourned. (11:19 P.M.)

Unanimously Approved



SUZANNE R. FOX ABDILL, BOARD SECRETARY

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

**ARTHUR P. SCHALICK HIGH SCHOOL**

718 Centerton Road  
 Pittsgrove, New Jersey 08318  
 (856) 358-3094  
 (856) 358-7063 (FAX)

DONNA MEYERS Principal  
 DOUG YOLOVAR Assistant Principal  
 MICHAEL CLARKE Athletic Director  
 ANGELA WILLIAMS Director of Guidance

TO: Henry Bermann, Superintendent

CC: Angela Williams, Board of Education

FROM: Dana Logandro, SAC

RE: Columbia-Suicide Severity Rating Scale (C-SSRS)

DATE: August 7, 2014

nurse and school counselors) with a consistent, comprehensive, and reliable tool that objectively identifies a student's suicide severity and indicates the necessary next steps and appropriate level of care for that student based on the C-SSRS's results. The screening tool also allows for tracking student patterns, follow-up care, and reassessment.

Pittsgrove Township School Nurses and School Counselors will be trained in the implementation of the Screen Version-Recent and Full Version of the C-SSRS during September 2014 in-service/professional development days. The training will be facilitated by Dana Logandro, SAC who attended the Rutgers University Behavioral HealthCare-Traumatic Loss Coalition-NJ Youth Suicide Prevention Project Columbia-Suicide Severity Rating Scale presented by Kelly Posner, Ph.D. and Chief Investigator Columbia University/FDA Classification Project for Drug Safety Analysis and Principal Investigator Center for Suicide Risk Assessment Columbia University at the NJ Child Welfare Training Academy on July 30, 2014. All professional development and training materials are from the C-SSRS Training and it's affiliate resources.

The Columbia-Suicide Severity Rating Scale (C-SSRS) was researched and created by leading experts, K. Posner, D. Brent, C. Lucas, M. Gould, B. Stanley, G. Brown, J. Zelazny, P. Fisher, A. Burke, M. Oquendo, J. and Mann through a federal grant to develop a thorough, universal, evidence-based suicide severity assessment that addresses both behavior and ideation, density/severity, tracking, and time sensitivity. The success of C-SSRS as an assessment tool to accurately predict and track suicide severity across all demographics has led to its wide-spread implementation in the United States (i.e., military, hospitals, mental health providers, schools, EMS, etc.) and throughout the world. The intention is to accurately prevent, reduce and treat suicide attempts by implementing the C-SSRS at the local, county, state, and national levels. State-wide dissemination of the C-SSRS is underway in Rhode Island (EMS and police), New York (Suicide Prevention Initiative, in and outpatient psychiatric services, youth organizations, etc.), Georgia (Department of Behavioral Health), Tennessee (Department of Mental Health), Wisconsin (Department of Corrections and Crisis Responders), Maine (All Primary Care), and New Jersey (Youth Services-Schools, Social Service Agencies, Juvenile Justice System, etc.).

Research in developing the C-SSRS has indicated that schools are one of the largest systems guilty of false-positives when identifying and referring students for suicidality, resulting in missed educational time, tax dollars towards hospital transportation and visits, work missed by guardians and parents, and a resistance to mental health services. By training school personnel in the C-SSRS who most frequently respond to students presenting as potential suicide risks, it provides the necessary school staff (i.e., school

**COLUMBIA-SUICIDE SEVERITY RATING SCALE**  
Screen Version - Recent

SUICIDE IDEATION DEFINITIONS AND PROMPTS		Past month
Ask questions that are bolded and underlined.		YES
Ask Questions 1 and 2		NO
1) <b>Wish to be Dead:</b> Person endorses thoughts about a wish to be dead or not alive anymore, or wish to fall asleep and not wake up. <b><u>Have you wished you were dead or wished you could go to sleep and not wake up?</u></b>		
2) <b>Suicidal Thoughts:</b> General non-specific thoughts of wanting to end one's life/commit suicide, "I've thought about killing myself" without general thoughts of ways to kill oneself/associated methods, intent, or plan. <b><u>Have you actually had any thoughts of killing yourself?</u></b>		
<b>If YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.</b>		
3) <b>Suicidal Thoughts with Method (without Specific Plan or Intent to Act):</b> Person endorses thoughts of suicide and has thought of a least one method during the assessment period. This is different than a specific plan with time, place or method details worked out. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it....and I would never go through with it." <b><u>Have you been thinking about how you might kill yourself?</u></b>		
4) <b>Suicidal Intent (without Specific Plan):</b> Active suicidal thoughts of killing oneself and patient reports having some intent to act on such thoughts, as opposed to "I have the thoughts but I definitely will not do anything about them." <b><u>Have you had these thoughts and had some intention of acting on them?</u></b>		
5) <b>Suicide Intent with Specific Plan:</b> Thoughts of killing oneself with details of plan fully or partially worked out and person has some intent to carry it out. <b><u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u></b>		
6) <b>Suicide Behavior Question:</b> <b><u>Have you ever done anything, started to do anything, or prepared to do anything to end your life?</u></b> Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc. <b>If YES, ask: <u>How long ago did you do any of these?</u></b> <input type="checkbox"/> Over a year ago? <input type="checkbox"/> Between three months and a year ago? <input type="checkbox"/> Within the last three months?		

**COLUMBIA-SUICIDE SEVERITY RATING SCALE (C-SSRS)**

Lifetime/Recent Version

Version 1/14/09

Posner, K.; Brent, D.; Lucas, C.; Gould, M.; Stanley, B.; Brown, G.; Fisher, P.; Zelazny, J.; Burke, A.; Oquendo, M.; Mann, J.

**Disclaimer:**

This scale is intended to be used by individuals who have received training in its administration. The questions contained in the Columbia-Suicide Severity Rating Scale are suggested probes. Ultimately, the determination of the presence of suicidal ideation, or behavior depends on the judgment of the individual administering the scale.

Definitions of behavioral suicidal events in this scale are based on those used in The Columbia Suicide History Form, developed by John Mann, MD and Maria Oquendo, MD, Conte Center for the Neuroscience of Mental Disorders (CCNMD), New York State Psychiatric Institute, 1051 Riverside Drive, New York, NY, 10032. (Oquendo M. A., Halberstam B. & Mann J. J., Risk factors for suicidal behavior: utility and limitations of research instruments. In M.B. First [Ed.] Standardized Evaluation in Clinical Practice, pp. 103-130, 2003.)

For reprints of the C-SSRS contact Kelly Posner, Ph.D., New York State Psychiatric Institute, 1051 Riverside Drive, New York, New York, 10032; inquiries and training requirements contact posnerk@nyspi.columbia.edu © 2008 The Research Foundation for Mental Hygiene, Inc.

New York State Psychiatric Institute, 1051 Riverside Drive, New York, New York, 10032; posnerk@nyspi.columbia.edu  
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For inquiries and training information contact: Kelly Posner, Ph.D.

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Part I month	Part II month	Part III month	Part IV month	Part V month	Part VI month	Part VII month	Part VIII month	Part IX month	Part X month	Part XI month	Part XII month
<p><b>SUICIDAL IDEATION</b>                      Ask questions 1 and 2. If both are negative, proceed to "Suicidal Behavior" section. If the answer to question 2 is "yes", ask questions 3, 4 and 5. If the answer to question 1 and/or 2 is "yes", complete "Intensity of Ideation" section below.</p>											
<p><b>1. Wish to be Dead</b>                      Subject endorses thoughts about a wish to be dead or not alive anymore, or wish to fall asleep and not wake up. Have you wished you were dead or wished you could go to sleep and not wake up?                      If yes, describe: _____</p>											
<p><b>2. Non-Specific Active Suicidal Thoughts</b>                      General non-specific thoughts of wanting to end one's life/commit suicide (e.g., "I've thought about killing myself") without thoughts of ways to kill oneself/associated methods, means, or time during the assessment period.                      Have you actually had any thoughts of killing yourself?                      If yes, describe: _____</p>											
<p><b>3. Active Suicidal Ideation with Any Methods (Not Plan) without Intent to Act</b>                      Subject endorses thoughts of suicide and has thought of at least one method during the assessment period. This is different than a specific plan with time, place or method details worked out (e.g., thought of method to kill self but not a specific plan). Includes person who would do it, "I thought about taking an overdose but I never made a specific plan as to when, where or how I would actually do it... and I would never go through with it."                      Have you been thinking about how you might do this?                      If yes, describe: _____</p>											
<p><b>4. Active Suicidal Ideation with Some Intent to Act, without Specific Plan</b>                      Active suicidal thoughts of killing oneself and subject reports having some intent to act on such thoughts, as opposed to "I have the thoughts but I definitely will not do anything about them."                      Have you had these thoughts and had some intention of acting on them?                      If yes, describe: _____</p>											
<p><b>5. Active Suicidal Ideation with Specific Plan and Intent</b>                      Thoughts of killing oneself with details of plan fully or partially worked out and subject has some intent to carry it out. Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?                      If yes, describe: _____</p>											
<p><b>INTENSITY OF IDEATION</b>                      The following features should be rated with respect to the most severe type of ideation (i.e., 1-5 from above, with 1 being the least severe and 5 being the most severe). Ask about time he/she was feeling the most suicidal.</p>											
<p><b>Lifetime - Most Severe Ideation:</b> Type # (1-5) _____ Description of Ideation _____</p>											
<p><b>Recent - Most Severe Ideation:</b> Type # (1-5) _____ Description of Ideation _____</p>											
<p><b>Frequency</b>                      How many times have you had these thoughts?                      (1) Less than once a week (2) Once a week (3) 2-5 times in week (4) Daily or almost daily (5) Many times each day</p>											
<p><b>Duration</b>                      When you have the thoughts how long do they last?                      (1) Fleeting - few seconds or minutes (2) Less than 1 hour/some of the time (3) 1-4 hours/short burst of time (4) 4-8 hours/most of day (5) More than 8 hours/persistent or continuous</p>											
<p><b>Controlability</b>                      Could/care you stop thinking about killing yourself or wanting to die if you want to?                      (1) Easily able to control thoughts (2) Can control thoughts with little difficulty (3) Can control thoughts with some difficulty (4) Cannot control thoughts with any difficulty (5) Does not attempt to control thoughts</p>											
<p><b>Deterrants</b>                      Are there things - anyone or anything (e.g., family, religion, pain of death) - that stopped you from wanting to die or acting on thoughts of committing suicide?                      (1) Deterrants definitely stopped you from attempting suicide (2) Deterrants probably stopped you (3) Deterrants definitely did not stop you (4) Deterrants most likely did not stop you (5) Deterrants did not stop you (6) Does not apply</p>											
<p><b>Reasons for Ideation</b>                      What sort of reasons did you have for thinking about wanting to die or killing yourself? Was it to end the pain or stop the way you were feeling (in other words you couldn't go on living with this pain or how you were feeling) or was it to get attention, revenge or a reaction from others? Or both?                      (1) Completely to get attention, revenge or a reaction from others (2) Mostly to get attention, revenge or a reaction from others (3) Equally to get attention, revenge or a reaction from others (4) Mostly to end or stop the pain (you couldn't go on living with the pain or how you were feeling) (5) Completely to end or stop the pain (you couldn't go on living with the pain or how you were feeling) (6) Does not apply</p>											

Lifetime	Part I month	Part II month	Part III month	Part IV month	Part V month	Part VI month	Part VII month	Part VIII month	Part IX month	Part X month	Part XI month	Part XII month
<p><b>SUICIDAL BEHAVIOR</b>                      (Check all that apply, so long as these are separate events; must ask about all types)</p>												
<p><b>Actual Attempt:</b>                      A potentially self-injurious act committed with at least some wish to die, or a result of act. Behavior was in part thought of as a method to kill oneself. Intent does not have to be 100%. If there is any intent/desire to die associated with the act, then it can be considered an actual suicide attempt. There does not have to be any injury or harm, just the potential for injury or harm. If person pulls trigger while gun is in mouth but gun is broken so no injury results, this is considered an attempt. If person fired clinically from the behavior or circumstances. For example, a high lethal act that is clearly not an accident so no other intent but suicide can be inferred (e.g., gunshot to head, jumping from window of a high floor/story). Also, if someone leaves intent to die, but they thought that what they did could be lethal, intent may be inferred.</p>												
<p><b>Have you made a suicide attempt?</b>                      Have you done anything to harm yourself?                      Have you done anything dangerous where you could have died?                      What did you do?                      Did you _____ as a way to end your life?                      Did you want to die (even a little) when you _____?                      Were you trying to end your life when you _____?                      Or did you think it was possible you could have died from _____?                      Or did you do it purely for other reasons / without ANY intention of killing yourself (like to relieve stress, feel better, get sympathy, or get something else to happen)? (Self-injurious behavior without suicidal intent)                      If yes, describe: _____</p>												
<p><b>Has subject engaged in Non-Suicidal Self-Injurious Behavior?</b>                      Interrupted Attempt:                      When the person is interrupted (by an outside circumstance) from starting the potentially self-injurious act (if not for that, actual attempt would have occurred).                      Overdose: Person has pills in hand but is stopped from ingesting. Once they ingest any pills, this becomes an attempt rather than an interrupted attempt. Shooting: Person has gun pointed toward self, gun is taken away by someone else, or is somehow prevented from pulling trigger. Once they pull the trigger, even if the gun fails to fire, it is an attempt. Jumping: Person is poised to jump, is grabbed and taken down from ledge. Hanging: Person has noose around neck but has not yet started to hang - is stopped from doing so.                      Has there been a time when you started to do something to end your life but someone or something stopped you before you actually did anything?                      If yes, describe: _____</p>												
<p><b>Aborted or Self-Interrupted Attempt:</b>                      When person begins to take steps toward making a suicide attempt, but stops themselves before they actually have engaged in any self-destructive behavior. Examples are similar to interrupted attempts, except that the individual stops him/herself, instead of being stopped by someone else.                      Has there been a time when you started to do something to try to end your life but you stopped yourself before you actually did anything?                      If yes, describe: _____</p>												
<p><b>Preparatory Acts or Behavior:</b>                      Acts or preparation towards imminently making a suicide attempt. This can include anything beyond a verbalization or thought, such as assembling a specific method (e.g., buying pills, purchasing a gun) or preparing for one's death by suicide (e.g., giving things away, writing a suicide note).                      Have you taken any steps towards making a suicide attempt or preparing to kill yourself (such as collecting pills, getting a gun, giving valuables away or writing a suicide note)?                      If yes, describe: _____</p>												
<p><b>Suicidal Behavior:</b>                      Suicidal behavior was present during the assessment period?</p>												
<p><b>Actual Lethality/Medical Damage:</b>                      0. No physical damage or very minor physical damage (e.g., surface scratches).                      1. Minor physical damage (e.g., lacerations, bruising, first-degree burns, mild bleeding, sprains).                      2. Moderate physical damage/medical attention needed (e.g., conscious but sleepy, somewhat responsive; second-degree burns, bleeding of major vessels).                      3. Moderate/severe physical damage: medical hospitalization and likely intensive care required (e.g., commotio cordis with reflexes).                      4. Severe physical damage: medical hospitalization with intensive care required (e.g., commotio cordis without reflexes; third-degree burns over 20% of body; extensive blood loss with unstable vital signs; major damage to a vital area).                      5. Death.</p>												
<p><b>Potential Lethality:</b> Only Answer if Actual Lethality 0                      Likely lethality of actual attempt if no medical damage (the following examples, while having no actual medical damage, had potential for very serious injury: put gun in mouth and pulled the trigger but gun failed to fire so no medical damage; lying on train tracks with oncoming train but pulled away before run over).                      0 = Behavior not likely to result in injury                      1 = Behavior likely to result in injury but not likely to cause death                      2 = Behavior likely to result in death despite available medical care</p>												

PITTSGROVE TOWNSHIP BOARD OF EDUCATION FILE CODE: 5141.6  
Pittsgrove, New Jersey

Policy

SUICIDE OR SUDDEN DEATH

The Pittsgrove Township Board of Education recognizes that there are students who, under undue stress, may develop thoughts of suicide. Students who experience depression are unable to benefit fully from the educational program of the school. Moreover, a student who attempts suicide, poses a danger not only to self but also possibly to others.

Therefore, the Board of Education directs that all school personnel should be alert to the warning signs of childhood and adolescent depression and the procedures to follow in the event of an actual attempt or completion. Such signs and behavior shall be taken seriously and reported to the school administration and counselor, psychologist and/or case manager, who shall determine what further action is required. Other school staff may be used to intervene or assist with such situations. If emergency intervention is required, the student shall be taken to an appropriate medical facility.

In incidents of such potential self-destructive behavior, the student's parent(s)/guardian(s) shall be notified immediately and their cooperation shall be sought for immediate intervention. If the parent(s)/guardian(s) are unwilling to cooperate, the school administration, counselor or child study team shall contact appropriate agencies to request intervention on the student's behalf. In cases of child abuse or neglect, school personnel are required to contact the Division of Youth and Family Services. (NJSA 9:6-8;10) Pittsgrove Township Board of Education's Child Abuse Policy.

The following guidelines provide procedures to be implemented and signs and symptoms to deal with suicidal behavior of students. In-service training will be implemented to prepare staff to identify and deal with such problems in the school environment.

Procedures for Suicidal Behavior

Actual Attempt of Suicide on School Property

- A. Immediately summon the nurse for first aid service. Contact the local rescue squad if there is any question that a life-threatening situation is involved.
- B. Contact the parent/guardian and advise them of the situation and what actions are being taken.
- C. The building principal or designee shall immediately be notified.
- D. A staff member shall remain with the person at all times.
- E. Clear the area to minimize chaos and misunderstanding and to provide working room.
- F. Contact Health Care Commons or appropriate agency about the crisis.
- G. Notify the Superintendent of Schools.
- H. If the student is taken to a hospital, the school nurse or a designated staff member shall accompany the student.
- I. With known DYFS custody or supervision, contact DYFS.

File Code: 5141.6

Suicide or Sudden Death (continued)

- J. Notify the School Psychologist for consultation during the crisis. Following the crisis, the child study team or counselor will:
  - 1. contact the parents for follow-up
  - 2. contact other professionals involved in the case for educational planning and follow-up services.
- K. The child shall not be readmitted to school without recommendation of the child study team or approved professionals. Homebound instruction may be used on an interim basis. Planning for supportive educational programming will be accomplished, if needed.
- L. Establish with parents an open channel of communication.
- M. Make the student's return to school as comfortable as possible.
  - 1. Establish and maintain periodic contact with student at home.
  - 2. Prior to student's return, obtain consultation with community treatment resource.
    - a) Prior signed Records Release Form is needed
    - b) Support appropriate treatment objective
  - 3. Avoid discussing case in classroom settings (violates student's right to confidentiality).

Suicide Threat

- A. If the situation is considered to be critical and the parent/guardian is unavailable or uncooperative to assist school personnel to obtain appropriate help, the child study team member or the principal's designee shall contact Health Care Commons for their intervention on the student's behalf.
- B. If contact with parent or guardian is successful, referral to an appropriate treatment should be made and a follow-up check made with the family, by the counselor or case manager, to learn if adequate care has been provided the student.
- C. In situations considered critical, the student shall be provided constant adult supervision until other help is made available.
- D. The counselor or case manager will monitor the student's subsequent school performance and behavior in collaboration with any specific treatment plan formulated by a treating agency on behalf of the student.

Suicidal Ideation

Verbal threat or communication of possible suicidal intent

- A. Any suggestion, demonstration, or communication of intent to commit suicide must be taken most seriously.
- B. Such behavior shall be reported to the building principal, counselor or case manager, who will act as an intervention team. The seriousness of the situation will be evaluated by a member of this intervention, by contact with the student, parent/guardian and other staff.
- C. If the situation is considered serious but not imminently life-threatening; e.g., "Sometimes I think about killing myself," an intervention team member will contact the parent(s)/guardian(s) by telephone and in writing to convey the information and to recommend further consultation with a mental health professional chosen by the parent(s)/guardian(s) and child.

File Code: 5141.6

Suicide or Sudden Death(continued)

- D. Student confidentiality does not hold when the student threatens himself (or others). In these cases, no matter what guarantees of privacy have been given the student, the information must be discussed with the appropriate personnel. Referral to an outside agency or private professional shall be made in cooperation with the parent(s)/guardian(s)-If the student is deemed in need of professional intervention and the parent(s)/guardian(s) refuses to cooperate, appropriate agencies shall be contacted by the school administration, counselor, or case manager, to intervene on the student's behalf.
- E. The intervention team shall develop a plan to monitor the student's functioning in school until a positive adjustment is evident.

Actual Suicide or Sudden Death

To avoid contagion and to help

- A. Communication
  - 1. Notify the Superintendent immediately
  - 2. Notify the counselor immediately
  - 3. Notify the child study team immediately
  - 4. The intervention team shall be composed of the building principal or designee, school nurse, school psychologist, guidance counselors, selected teachers and crisis counselor (if one exists). Such a team shall be developed at each school.
  - 5. The intervention team will generate an action plan and inform the Superintendent of Schools.
  - 6. The Superintendent's designee will respond to all requests for information.
    - a. When a person telephones for information about the suicide, consider asking him/her to come in to get the information-examine the reasons for the request.
    - b. All news media contact will discourage sensation coverage of the tragedy.

B. Action Plan

- 1. Prior to the next school day, assemble the faculty and provide accurate information and plans for the day.
  - a. Meet at the end of the day or if notified in the evening, weekend, or holiday, meet prior to school, i.e., prior to student arrival.
  - b. Guiding Principles
    - i. Do nothing to glamorize the suicide
    - ii. Doing nothing can be as dangerous as doing too much
    - iii. Help the adults so they will be prepared to help the students
- 2. The intervention team will:
  - a. Deal with the current school situation
  - b. Plan for and deal with problems which may arise
  - c. Notify other principals within the district so that situations involving friends or relatives of victim in other district schools can be handled
- 3. Consider bringing in an outside consultant
- 4. If needed, organize students and faculty survivor's group
- 5. If needed, arrange for crisis counseling and in-depth risk assessment
- 6. If needed, develop a system for students to leave class and meet for individual or group counseling.
- 7. Plan for after school
  - a. Obtain updated student telephone list. (Principal/counselors/nurse)
  - b. Consider using a buddy system

File Code: 5141.6

Suicide or Sudden Death(continued)

- c. Notify significant others (Youth leaders/church people, etc.)
- d. Plan reaction to funeral and after the funeral Consider the police because some children may be upset after the funeral
- e. Provide risk assessment
  - a. Provide four levels of risk assessment for affected students or faculty
    - i. Those who need immediate intervention
    - ii. Those who can be followed up with parent conference
    - iii. Those who need monitoring
    - iv. Those with no observable problem
  - b. Consider seriousness for those at risk
    - i. Person has threatened or attempted suicide in the past
    - ii. Person has friends who have threatened or attempted suicide in the past
    - iii. Does person seem stressed (for any reason)?
    - iv. Is person in school?
    - v. Is person depressed?
    - vi. Has person had a sudden death in the family?

C. Faculty

- 1. Utilize a faculty phone chain to notify faculty if not in school
- 2. Hold a faculty meeting as soon as possible - before school is desirable
  - a. Deal with faculty reaction
  - b. Go over a prepared written statement for faculty to use. Do not announce in a large assembly or over the PA system. Teachers will make announcement at an agreed upon time.
  - c. Discuss with students in first class of the day
  - d. Postpone stressful activities; e.g., exams
  - e. Identify close friends and relatives of victim. Notify crisis management team.
  - f. Start identification of other students or faculty at risk
    - i. Observe students when telling them about the suicide
    - ii. Have resource available (a room to go to, a counselor on call)
    - iii. Maintain an alert for several days

D. Students

- a. Give the students all the relevant facts with sensitivity to family
- b. Permit students to discuss their shock, feelings of loss, good and bad memories of the person and to participate in discussion of depression, death and suicide
- c. Discussions should be in small groups with adult input, if possible
- d. Identify and monitor pupils close to victims
- e. Allow students to react in their own way
- f. Encourage help-seeking
- g. Emphasize available resources
- h. Permit students to leave class to go to guidance area

Adopted: 2/20/03  
 NJSBA Review/Update: November 2008  
 Readopted: 4/16/09

File Code: 5141.6

Suicide or Sudden Death(continued)

- D. Student confidentiality does not hold when the student threatens himself (or others). In these cases, no matter what guarantees of privacy have been given the student, the information must be discussed with the appropriate personnel. Referral to an outside agency or private professional shall be made in cooperation with the parent(s)/guardian(s)-If the student is deemed in need of professional intervention and the parent(s)/guardian(s) refuses to cooperate, appropriate agencies shall be contacted by the school administrator, counselor, or case manager, to intervene on the student's behalf.
- E. The intervention team shall develop a plan to monitor the student's functioning in school until a positive adjustment is evident.

Actual Suicide or Sudden Death

To avoid contagion and to help

- A. Communication
  - 1. Notify the Superintendent immediately
  - 2. Notify the counselor immediately
  - 3. Notify the child study team immediately
  - 4. The intervention team shall be composed of the building principal or designee, school nurse, school psychologist, guidance counselors, selected teachers and crisis counselor (if one exists). Such a team shall be developed at each school.
  - 5. The intervention team will generate an action plan and inform the Superintendent of Schools.
  - 6. The Superintendent's designee will respond to all requests for information.
    - a. When a person telephones for information about the suicide, consider asking him/her to come in to get the information-examine the reasons for the request
    - b. All news media contact will discourage sensation coverage of the tragedy.
- B. Action Plan
  - 1. Prior to the next school day, assemble the faculty and provide accurate information and plans for the day.
    - a. Meet at the end of the day or if notified in the evening, weekend, or holiday, meet prior to school, i.e., prior to student arrival.
    - b. Guiding Principles
      - i. Do nothing to glamorize the suicide
      - ii. Do nothing can be as dangerous as doing too much
      - iii. Help the adults so they will be prepared to help the students
  - 2. The intervention team will:
    - a. Deal with the current school situation
    - b. Plan for and deal with problems which may arise
    - c. Notify other principals within the district so that situations involving friends or relatives of victim in other district schools can be handled
  - 3. Consider bringing in an outside consultant
  - 4. If needed, organize students and faculty survivor's group
  - 5. If needed, arrange for crisis counseling and in-depth risk assessment
  - 6. If needed, develop a system for students to leave class and meet for individual or group counseling.
  - 7. Plan for after school
    - a. Obtain updated student telephone list. (Principal/counselors/nurse)
    - b. Consider using a buddy system

File Code: 5141.6

Suicide or Sudden Death(continued)

- c. Notify significant others (Youth leaders/church people, etc.)
- d. Plan reaction to funeral and after the funeral Consider the police because some children may be upset after the funeral
- 8. Provide risk assessment
  - a. Provide four levels of risk assessment for affected students or faculty
    - i. Those who need immediate intervention
    - ii. Those who can be followed up with parent conference
    - iii. Those who need monitoring
    - iv. Those with no observable problem
  - b. Consider seriousness for those at risk
    - i. Person has threatened or attempted suicide in the past
    - ii. Person has friends who have threatened or attempted suicide in the past
    - iii. Does person seem stressed (for any reason)?
    - iv. Is person in school?
    - v. Is person depressed?
    - vi. Has person had a sudden death in the family?
- C. Faculty
  - 1. Utilize a faculty phone chain to notify faculty if not in school
  - 2. Hold a faculty meeting as soon as possible - before school is desirable
    - a. Deal with faculty reaction
    - b. Go over a prepared written statement for faculty to use. Do not announce in a large assembly or over the PA system. Teachers will make announcement at an agreed upon time.
    - c. Discuss with students in first class of the day
    - d. Postpone stressful activities, e.g., exams
    - e. Identify close friends and relatives of victim. Notify crisis management team.
    - f. Start identification of other students or faculty at risk
      - i. Observe students when telling them about the suicide
      - ii. Have resource available (a room to go to, a counselor on call)
      - iii. Maintain an alert for several days
- D. Students
  - a. Give the students all the relevant facts with sensitivity to family
  - b. Permit students to discuss their shock, feelings of loss, good and bad memories of the person and to participate in discussion of depression, death and suicide
  - c. Discussions should be in small groups with adult input, if possible
  - d. Identify and monitor pupils close to victims
  - e. Allow students to react in their own way
  - f. Encourage help-seeking
  - g. Emphasize available resources
  - h. Permit students to leave class to go to guidance area

Adopted: 2/20/03  
 NJSBA Review/Update: November 2008  
 Readopted: 4/16/09



August 15, 2014

Mrs. Suzanne R. Fox-Abdill  
Board Secretary  
Pittsgrove Township School District  
1076 Almond Road  
Pittsgrove, NJ 08318

Mrs. Fox-Abdill,

I am submitting my name for consideration for the Board of Education vacancy as advertised on the Pittsgrove Township School District website. I have been a resident of Pittsgrove Township for the past 24 years and am a graduate of Schallick High School. My husband, Eric, and I have two children currently in the school district and my parents and siblings also reside in the township. Needless to say, I have a vested interest in the operations of our school district and wanting the best education possible for my children as well as my nieces and nephews.

As a resident of Pittsgrove Township and a parent of school-aged children, I have worked to be involved in our school system. I have served as Room Parent and/or Room Parent Coordinator within my children's classrooms, attended multiple school functions and co-founded a local support group for parents of special needs children. In addition, I have regularly Board of Education Meetings and have learned a great deal about the challenges our school district is facing as well as the initiatives that the administration and school board are currently working on to make improvements.

Professionally, I have worked in progressive roles in Recruitment and Human Resources for the past 17 years. I currently work as an Affirmative Action Compliance Specialist for a national healthcare company where I manage organizational compliance with federal regulations in the areas of recruitment, hiring, promotions and terminations. My background in Human Resources Management has given me extensive knowledge and experience in employment law, budget management, conflict resolution and strategic planning.

I believe that my professional and personal experiences give me the knowledge to quickly become a contributing member of the Board of Education. I am a highly motivated and dedicated self-starter who follows through on commitments and I believe that you can't sit on the sidelines and expect change to happen. I am happy to step forward to be a voice for our community and join your efforts to make positive and sustainable improvements for our children in their educational endeavors.

Thank you for your time and consideration.

Carrie Mullin  
12 Alanna Lane  
Pittsgrove, NJ 08318  
(H) - (856) 358-2393  
(C) - (609) 970-4019

**PITTSGROVE ADMINISTRATORS AND SUPERVISORS ASSOCIATION  
MEMORANDUM**

**TO:** HENRY BERGMANN  
**FROM:** PRISCILLA I. OCASIO-JIMÉNEZ, ED.D, PASA PRESIDENT  
**SUBJECT:** ADDITIONAL 20 SICK DAYS  
**DATE:** 8/19/14  
**CC:** DOMINICK MILETTA III, PRESIDENT OF THE PITTSGROVE BOE,  
PATTY GABURO, VICE-PRESIDENT, DONNA MEYERS,  
SECRETARY/TREASURER

I am writing to you on behalf of the Pittsgrove Administrators and Supervisors Association (PASA). I am requesting that you grant our member, Michelle Deaver, an additional 20 sick days at this time.

As you are aware, Michelle Deaver has experienced some serious illnesses during the last year and she has exhausted all of her days. She is still undergoing medical treatment at this time. I am requesting that you grant these days to her as you have extended to members of our and other bargaining groups within our district.

Thank you for your kind consideration in this matter.

**Interim HR Director – July – October 2005**

- Served as interim HR Director at the Marlton, NJ location. Recruited, interviewed and hired candidates for staff and management positions. Managed employee relations issues, corrective actions and employee evaluations in partnership with management staff. Implemented effective retention strategies for therapy staff (PT,OT & Speech).

**Virtua Health – Voorhees, NJ**

January – June 2005

**Contract Recruiter**

- Developed and implemented a pilot sourcing and screening initiative for core entry-level positions throughout a multi-hospital system. Targeted channels include colleges and universities, trade conferences, job fairs and the internet.

**Nemours / Alfred I. duPont Hospital for Children - Wilmington, DE**

March to November 2004

- Partnered with core business areas to strategically attract and recruit qualified candidates for current and future openings. Recruiting for all allied health openings, including Respiratory Therapy, Speech, Occupational & Physical Therapy, Research, Genetic Counseling, Medical Imaging, Clinical Laboratory and for non-clinical openings for the hospital, including Information Systems, Communications, Health Information Management.
- Developed a centralized database system to track new hire information, orientation classes and candidate activity.

**MBNA America (now Bank of America) - Newark, DE**

November 2000 to March 2004

**Personnel/Generalist – College & University Recruitment**

- Developed, managed and maintained relationships with 20 targeted universities in an effort to attract top talent to the organization, specifically for full-time professional positions. Established and built relationships with various student and campus organizations to enhance company name recognition. Designed and implemented strategic marketing initiative plans for key universities.
- Awarded the Customer Commitment – Outstanding Performance Award in 2003 for realizing a 300% increase in college hires throughout the organization during my tenure.

**SmithKline Beecham (now GlaxoSmithKline) Philadelphia, PA**

November 1997 to November 2000

**Jr. College Recruiter / University Relations Recruitment Assistant**

- Recruiting, interviewing and hiring 1st and 2nd year MBA students at target universities for MBA Intern Program and Management Development Program through traditional and non-traditional recruitment methods. Awarded the Silver IMPACT award for the implementation of a more streamlined and efficient second round process for MBA Interns.
- Supporting efforts for the MUSIC (Minority Undergraduate Sales Intern/Co-op) Program including internet posting & monitoring, coordinating campus visits, handbook revision & distribution and resume searches. Awarded the Bronze IMPACT award for my contributions to this program.

**Education / Training**

Certified Healthcare Recruiter (CHCR) - Awarded July 2011  
SHRM Certified HR Generalist - Completed July 2001

Rosemont College

BS – Human Resource Management; 60 credits completed.

**Related Skills**

AIRS Training (CIR), Microsoft Office (including Word, Excel, Powerpoint & Access), Microsoft Outlook, Targeted Selection Interviewing Techniques, Fundamentals of Affirmative Action Training, Support Ambassador & Co-Chair, United Mitochondrial Disease Foundation – Delaware Valley

**Carrie A. Mullin, CHCR**

12 Alanna Lane - Pittsgrove, NJ 08318  
Home (856) 358-2393 / Cell (609) 970-4019  
camullin@comcast.net

**Professional Experience**

**Vibra Healthcare – Mechanicsburg, PA**

**Affirmative Action Specialist (Part-Time)** - December 2013 to present

2005 to present

- Develop affirmative action plans for over 25 hospitals in compliance with federal regulations. Prepare and interpret statistical reports and identify, research, and resolve data irregularities. Conduct analyses and internal audits of hospital data in Excel, ATS and AAP-specific software programs.
- Educate and advise hospital leadership and key personnel on the implementation of an AAP and on EEO/AA regulations and recommend outreach and retention strategies. Ensure compliance with regulatory and legal requirements for continuous process improvement. Assist hospitals going through OFCCP audits.
- Create and/or deliver affirmative action training programs.

**Manager, Recruitment – January 2009 to December 2013**

- Managed strategic and tactical talent acquisition efforts for a national hospital system totaling 1000+ beds.
- Managed a team of 3 remotely based full-time Recruiters, 1 full-time Recruitment Coordinator and 1 Recruitment Intern.
- Implemented Affirmative Action program system-wide. Manage annual Affirmative Action reporting and provide ongoing education across all hospitals. Monitor progress towards AA goals and implement diversity recruitment strategies as appropriate. Ongoing evaluation of the recruitment process to ensure fair and consistency practice and equal opportunity for candidates.
- Served as System Administrator for our Applicant Tracking System (PC Recruiter). Successfully expanded use of system to include hospital HR personnel and completed all user access set-up, education & training and customization of the system to limit access based on user type. Managed security access, ongoing education training, update requests and troubleshooting issues. Created customized recruitment and OFCCP reports.
- Identified and implemented a new reference checking process (SkillSurvey) to increase time turnaround and provide stronger feedback.
- Implemented strategies to improve quality of candidate pipeline, including expansion of social networking presence, exhibiting at national healthcare conferences (AOTA, APTA, AACN, ACMA) and introduction of a passive candidate compiler. Modified the recruiting process to provide a more standard approach from location to location resulting in increased hiring manager satisfaction and improved retention.
- Responsible for recruiting for all executive and corporate level positions, including hospital CEOs, CCOs, VPs, SVPs, as well as supporting 1-2 of our smaller hospitals with their recruitment needs as needed.

**Regional Recruiter - October 2005 – January 2009**

- Selected to launch the corporate recruiting department to support hospitals nationwide. Drafted and implemented policies and procedures related to recruitment and hiring. Developed a national recruitment strategy to target clinical and business needs. Negotiated national contracts with online job sites, ad agencies and trade publications. Developing organizational recruitment branding with support from an ad agency.
- Identified, selected and implemented an applicant tracking system (PC Recruiter), moving the organization from paper/e-mail files to a comprehensive online solution.
- Recruited for openings in our hospitals located Dallas and East. Searches included SVF, CEO, CFO, Chief Clinical Officer, Nurses, Occupational Therapists, Physical Therapists, Speech Therapists as well as several non-clinical openings. Sourced, contacted and networked with candidates regarding current and future career opportunities through job boards and social networks.
- Promoted to the Manager of Recruiting in January 2009.

CHRIS DANIELSON

PROFESSIONAL EXPERIENCE

Home: 856-358-0213 ~ Cell: 856-275-5074 ~ Email: bcd2006@comcast.net

DAN SCHANTZ FARM & GREENHOUSES, Zionsville, PA January 2013 – July 2013  
*Wholesale and retail livegoods grower.*  
 Director of Merchandising – *Wal-Mart Garden Centers*

- Developed entire merchandising service program in collaboration with Wal-Mart's TAP directive.
- Hiring, training and development of 8 Regional Managers and 140 field service merchandisers. Covering 210 locations across NJ, PA, DE and NY.
- Maintenance of relationships with the Wal-Mart Executive team, Regional and Market Managers.
- Acting liaison between supplier and retail store locations.
- Created and implemented all Policies and Procedures for the TAP program.
- Instituted the recruiting strategy for staff fulfillment for Regional Managers and field Merchandising representatives.
- Developed a comprehensive training program for field Merchandisers.
- Sales increase over FY 2012 of 12% in first 4 months of program deployment.

SHEMIN NURSERIES, Mahwah, NJ and Branchburg, NJ 2010-2012  
*Wholesaler to the professional horticultural trade. Live goods Brokerage, Irrigation, Hardscaping, Lighting.*  
 General Manager

- Complete operational control and management for two 20 acre sites and 3 warehousing facilities with a gross sales intake of \$16,000,000.
- Oversight of all sales and marketing. Managing 6 sales executives.
- Continuous improvement in site customer satisfaction.
- Implementation of site merchandising strategies, loading and shipping of material and product maintenance.
- Daily pricing and expense management in support of the market business plan.
- Ensurance of compliance with all safety regulations and policies.
- Employee professional development through adherence of training objectives.
- Monitored all transportation activities including scheduling and maintenance of vehicles.
- Directed and monitored inventory control processes to meet inventory goals and minimize shrink.
- Account management of key customers.

BLOCKBUSTER, Spartanburg, SC 2008-2010  
 District Manager

- Oversaw \$32,000,000 in volume, encompassing 22 stores and 8 District Manager reports.
- Increase in same store sales by 28%.

JO-ANN STORES, Hudson, Ohio 2004 – 2007  
*The leading national fabric and craft retailer with 845 stores and more than \$1.8 billion in net sales.*  
 District Team Leader

- Recruited by the company as Regional Vice President for a new region that is planned for an upcoming restructuring and temporarily assigned to turn around a poor performing district in the interim.
- Assess district and individual store operations to identify problems and areas for improvement.
- Developed comprehensive strategies and plans to correct a wide range of operational, personnel, and administrative issues ensuring their effective implementation across all stores in the district.
- Clearly communicated objectives to all employees, gaining "buy-in" for ambitious, yet attainable goals.

RETAIL/WHOLESALE OPERATIONS EXECUTIVE

Motivated and dedicated Executive with over 20 years of experience in retail and wholesale sales environments. Results and detail-oriented with a high standard for excellence and a long list of accomplishments. Solid history of establishing, developing, and implementing programs and procedures that result in increased revenue, reduced costs, effective employees, and improved quality. Strong communication and negotiation skills with a proven ability to form mutually beneficial relationships internally and externally. Excellent leader that builds cohesive teams and develops employees to enhance productivity and achieve quantifiable success. Exercises tremendous business savvy in driving sales and profit growth through operational execution. Background of experience in all aspects of retail sales with expertise in:

- Operations
- Business Communications
- Merchandising
- Advertising/Marketing
- Research and Analysis
- Strategic Planning
- Policies and Procedures
- Program Management
- Staffing
- Employee Development
- Budgets
- Financial Reports

CAREER ACCOMPLISHMENTS

- Developed the Garden Center Merchandising program for 210 Wal-mart stores.
- Turned around an under performing District for Joann Stores and exceeded standards in less than one year despite a downward trend in the industry.
- Contributed to profitability while serving as the Regional Vice President by reducing shrink each year, resulting in a reduction of nearly 80% from 1.9% in 1998 to 0.4% in 2003.
- Assisted in the development and implementation of a loss prevention program that targets stores with a history of high shrink.
- Successfully opened new stores in a wide variety of locations, managing the establishment and execution of all aspects and functions.
- Served as a key member of the task force consisting of vendors, merchants, and stores working in collaboration to manage the Partners for Delivering Quality (PDQ) program.
- Worked with Human Resources in the planning, development, and implementation of Frank's TIPS, a manual combining store operations training with all policies and procedures.
- Coached and developed six Store Managers that earned promotions to the District Manager level over a period of four years, representing 50% of the company total, resulting in outstanding field strength in every district of the region.
- Initiated, designed, coordinated, and led seminars for the One Week Manager Training Program held twice a year that earned high praise from participants.
- Selected to manage all communication from the home office to field operations and all company stores, providing clear direction in addition to regular responsibilities.
- Earned promotions or transfers to larger volume operations based upon performance and consistent results that exceeded expectations.
- Received *The Chairman's Award* in 1989 for a single store increase in one year to over \$1 million.

**Peter Spezzano**  
**School Psychologist (19)**  
 736 Garfield Ave  
 Palmyra, NJ 08065  
 spezzanop@hotmail.com  
 (609) 790-6858

- Track and monitor activities and results to ensure compliance with standards and achieve target levels.
- Play a key role in selecting and developing strong store management at each location.
- Prepared and managed the district budget, carefully analyzing expenses and revenues.
- Spearheaded a remarkable turn around for the district and continue to drive increases in sales and profits.

**FRANK'S NURSERY / SCOTTS CORPORATION, Troy, Michigan** 1998 – 2004  
*A retail nursery chain with 170 stores and 5,000 employees that brings in \$345 million in annual revenue. Originally started at Scotts Corporation and was selected to remain following its acquisition by Frank's Nursery in 1988.*

**Regional Vice President, 1998 – 2004**

- Provided corporate level leadership for the retail and field operations of 85 stores in 8 states with an annual sales volume of over \$180 million.
- Established standards for procedures, quality, and customer service and worked closely with District and Store Managers to ensure compliance.
- Developed and executed comprehensive store plans that covered all aspects of operations.
- Held Responsibility for Profit and Loss (P&L) results at all regional stores.
- Drafted and oversaw operating budgets, ensuring accuracy and adequate funding, at the same time analyzing numbers carefully to identify opportunities to reduce costs.
- Oversaw Human Resources, ensuring proper staffing and effective use of personnel.
- Designed and conducted training programs that significantly improved knowledge, skill, and productivity levels.
- Coordinated with merchants and the marketing department to plan effective advertising campaigns.
- Supervised nine direct reports, consisting of six District Managers, a Loss Prevention Manager, a Human Resources Manager, and an Administrative Assistant.
- Managed all communication between the home office, field, and all company stores, checking content to ensure clarity and keeping the flow of information running smoothly.

**PERSONAL INFORMATION**

**General Information**

How did you learn about this position?  
 Internet Search Engine

**Contact Information**

First Name Peter  
 Last Name Spezzano  
 Email spezzanop@hotmail.com  
 Primary Phone 6097906858  
 Present Address 736 Garfield Ave  
 Street New Jersey  
 State

Middle Name  
 Other Name  
 Have you worked here before?  
 Alternate Phone 6097906858

City Palmyra  
 Zip Code/Postal Code 08065

City  
 Zip Code/Postal Code

**Permanent Address**  
 (if different from Present Address)

Street  
 City  
 State  
 Zip Code/Postal Code

**Work Authorization**

Are you legally able to work in the U.S.? Yes

**BACKGROUND INFORMATION**

**Background**

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

- Have you ever been convicted of a violation of law other than a minor traffic violation? No
- If yes, please explain
- Have you ever had a professional certificate revoked or suspended? No
- If yes, please explain
- Have you been convicted of any offense for physical or sexual abuse of a child? No
- If yes, please explain
- Have you ever had a charge of child abuse against you substantiated? No
- If yes, please explain
- Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district?

Job Title: School Psychologist

Candidate: Peter Spezzano

Job Title: School Psychologist

Candidate: Peter Spezzano

**Graduate Institution #2**

Name of School  
City/State  
To (mm/yyyy)  
GPA  
Degree

Name of School

From (mm/yyyy)

Graduation Date (mm/yyyy)

Semester Hours Credit

Degree Subject

**Student Teaching #1**

Name of School  
Grade  
Year

Name of School

Grade

Year

**JOB SKILLS**

**Activities**

List activities you are willing to sponsor  
All or any involved in creating a better educational experience for students and families.  
If appointed to the staff, are you willing to accept assignments where your services are needed? Yes

**Certification Information/Professional Certificate #1**

Certification Area  
Grade Level  
Expiration Date

K-12 School Psychologist  
k-12  
Licensed none

**Certification Information/Professional Certificate #2**

Certification Area  
Grade Level  
Expiration Date

5-9 Mathematics  
5-9  
Licensed none

**Certification Information/Professional Certificate #3**

Certification Area  
Grade Level  
Expiration Date

None  
None  
None

**Out of State Certification Information**

Certification Area  
Details

**REFERENCES**

**Joseph Corni**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

300 Delanco Road  
New Jersey  
jcorni@edgewaterpark.k12.nj.us  
09/2005

Colleague  
Edgewater Park  
08010  
6098713434  
present

Recommendation (Joseph.Corni.pdf)

**John Lestino**

Address  
State  
Email  
From

Relationship  
City  
Zip  
Phone  
To

281 W. 2nd St.  
New Jersey  
jlestino@edgewaterpark.k12.nj.us  
01/2004

Colleague  
Moorestown  
08057  
856666506  
present

**EDUCATION**

**Secondary/High School Information**

School Attended  
# Years  
Activities/Honors

City/State

**Undergraduate Institution #1**

Type of School

City

Attended From (mm/yyyy)

Graduation Date (mm/yyyy)

Subject

Semester Credit Hours Earned

Name of School  
State  
Attended To (mm/yyyy)  
Degree  
GPA

**Undergraduate Institution #2**

Type of School

City

Attended From (mm/yyyy)

Graduation Date (mm/yyyy)

Subject

Semester Credit Hours Earned

Name of School  
State  
Attended To (mm/yyyy)  
Degree  
GPA

**Undergraduate Institution #3**

Type of School

City

Attended From (mm/yyyy)

Graduation Date (mm/yyyy)

Subject

Semester Credit Hours Earned

Name of School  
State  
Attended To (mm/yyyy)  
Degree  
GPA

**Graduate Institution #1**

Name of School

From (mm/yyyy)

Graduation Date (mm/yyyy)

Semester Hours Credit

Degree Subject

Other: rowan university  
06/2009  
05/2014  
60  
Other: school psychology

Glassboro, NJ  
05/2014  
3.99  
Other: masters/Ed.S.

**Graduate Institution #2**

Name of School

From (mm/yyyy)

Graduation Date (mm/yyyy)

Semester Hours Credit

Degree Subject

City/State  
To (mm/yyyy)  
GPA  
Degree

Job Title: School Psychologist

Reference Letter

Recommendation (John Lestino).pdf

Barbara Williams

Dr. Higher Education Department, College of Ed 201 Mullica Hill Road New Jersey williamsb@rowan.edu 06/2008 Recommendation (Dr. Williams).pdf

Supervisor Glassboro 08028 8562564755 present

Job Title: School Psychologist

Candidate: Peter Spezzano

I am currently a 6th grade inclusion teacher at Samuel M. Ridgway Middle School, in Edgewater Park NJ.

Through my years in education, as well as during the course of my internship I have assumed many roles and responsibilities that have helped develop and sharpen the skills needed to provide the required expertise of a School Psychologist. Capabilities include but are not limited to the administration and evaluation of cognitive/achievement assessments. The skills I possess have been utilized in a variety of mental health and systematic school wide interventions during my tenure in Edgewater Park. I have extensive experience as the coordinator of a Middle School Positive Behavior Support Program, HIB committee member, as well as years experience as an inclusion teacher.

One of my characteristic strengths is the value I see in teamwork. I hold a strong trust in the collaborative process when planning and programming for students. In order for this practice to be successful it should always include but not be limited to families, staff, as well as students.

I am confident that my educational background and training provide me with the tools to be of true service to the students, families, and staff of your school district. Thank you for taking the time to review my resume and application.

Peter Spezzano

ATTACHMENTS

- Attachment: Peter Spezzano Resume.doc, Cover Letter.doc, Peter Spezzano Resume.pdf, NJ School Psych Certification.pdf

DISCLAIMERS AND AFFIRMATION

The School District does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies and continue my professional growth to the best of my ability and within reasonable and personal standards. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to have a physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above Affirm Initials PS Affirmation Date 08/04/2014

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

EMPLOYMENT HISTORY

Table with columns: Present Position, Name of Employer, Employer's Address, Employer's State, Start Date, Professional Experience #1, School/Complete Address, Position, Professional Experience #2, School/Complete Address, Position, Professional Experience #3, School/Complete Address, Position. Includes entries for Edgewater Park B.O.E. and Samuel M. Ridgway Middle School.

COVER LETTER

Cover Letter, Whom it May Concern:

I am applying for a School Psychologist position at South Harrison Elementary School. I am a recent graduate of Rowan University's school psychology program, and have spent approximately 10 years as an elementary/middle school teacher. My credentials include a Master's Degree in School Psychology, an Educational Specialist Degree, a National School Psychologist Certification, and a New Jersey School Psychologist Certification.

### Peter Spezzano

736 Garfield Ave Palmyra, NJ 080  
(609)790-6858 spezzanop@hotmail.com

Dedicated professional educator with valuable experience and strong collaborative skills. Committed to improving the educational experience for students, families, and staff through professionalism, cooperation, and problem solving.

#### PROFILE

#### EDUCATION

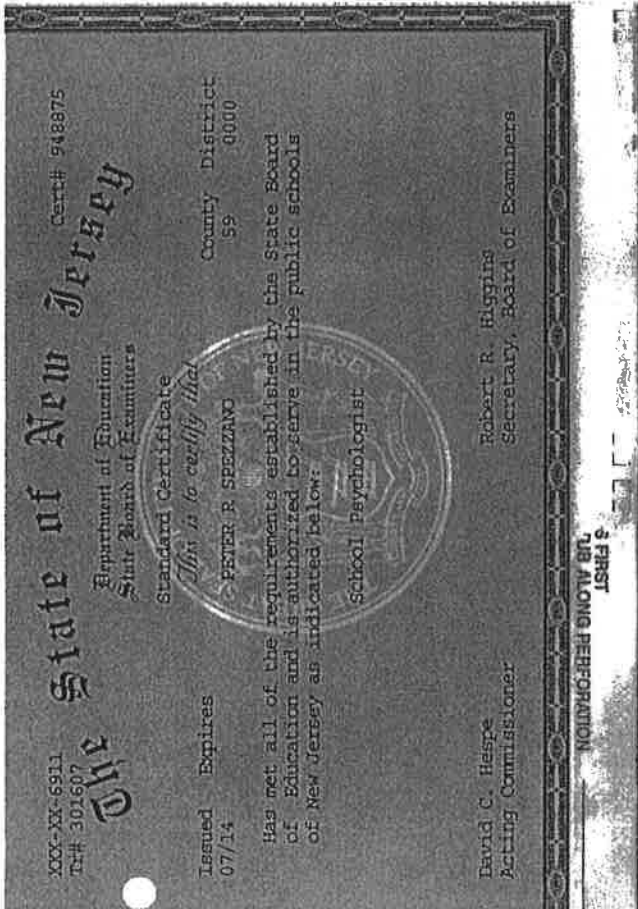
- 2009-2014 Rowan University  
M.A. in School Psychology, and Educational Specialist (Ed.S) in School Psychology  
The College of New Jersey  
B.A. in Elementary Education (K-5 Elementary Education)

#### PROFESSIONAL EXPERIENCE

- 2013-Present School Psychologist Intern, Edgewater Park School District- Macowan Elementary School and Ridgeway Middle School, Edgewater Park, NJ
- 2004-Present Middle School 5<sup>th</sup>/6<sup>th</sup> grade Math & Science general education inclusion teacher Samuel M. Ridgeway Middle School, Edgewater Park, NJ
- 2012-2014 HIB Committee member Samuel M. Ridgeway Middle School, Edgewater Park, NJ
- 2013-2014 PESS Team Coordinator Samuel M. Ridgeway Middle School, Edgewater Park, NJ
- 2013-2014 Title I Committee member Samuel M. Ridgeway Middle School, Edgewater Park, NJ
- 2013-2014 Summer Latch Key Coordinator Jacquess Elementary, Edgewater Park, NJ
- 2008-2012 Student Homework Initiative Program teacher Samuel M. Ridgeway Middle School, Edgewater Park, NJ
- 2010-2011 Summer ESY Instructional Support Staff pre-k multiple disability class Jacquess Elementary, Edgewater Park, NJ

#### CREDENTIALS & CERTIFICATES

- NJ Teaching Certificate/Highly Qualified Subject Certified Middle School Math & Science
- Nationally Certified School Psychologist (NCSPP) – pending program completion 5/15/14
- NJ Certification in School Psychology – pending program completion 5/15/14



Sent to D. Meyer  
10.11.12

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

PITTSBORO TOWNSHIP SCHOOLS

Administration Building  
1076 Almond Road  
Pittsgrove, NJ 08318

APPLICANT  
DO NOT WRITE IN THIS BOX

Employment  
References

We Are An Equal Opportunity Employer - F/M

APPLICATION FOR EMPLOYMENT

Position for Which Applying: Cafeteria \_\_\_\_\_ Full Time \_\_\_\_\_  
Custodial \_\_\_\_\_ Part Time \_\_\_\_\_  
Aide \_\_\_\_\_ Substitute \_\_\_\_\_  
Secretarial \_\_\_\_\_  
Transportation \_\_\_\_\_

I. GENERAL

Name: Rebecca Snyder  
Address: 1095 Almond Rd Pittsgrove NJ 08318  
(Street) (City/State/Zip)  
Telephone Number: 856-256-2138 Social Security #: \_\_\_\_\_  
US Citizen?  Yes

EMERGENCY Contact: Harry Snyder Relationship: Husband  
Telephone Number (Home/Work/Cell): 809-820-2899  
Date Available: Immediately Salary Requested: \_\_\_\_\_

II. EDUCATION

Name of School	Address	# of Yrs.	Date/Grad.
Edmonston Elementary	Leveland, CO	6	
Leveland High School	Leveland, CO	3	H.S.
Rowan University	Glassboro NJ	2	B.A. Writing Arts

III. EMPLOYMENT

(List present/last employment first)

Employer's Name/Address	Position Held	From	To	Salary	FT/PT	Reason for Leaving
Paul's Community Building 938 Union Rd, Mullica Hill	Secretary	8-09	3-11	16.00/hr	PT	Laid Off
Rowan University	Research Analyst	10-05	7-09		FT	To be mom
"	Secretary	1-98	12-03		FT	To be mom

IV. REFERENCES

(List at least three (3). Do not include relatives.)

Name	Complete Address	Position	Telephone Number
Kathy Rozanski	201 Mullica Hill Rd Glassboro, NJ 08028	Director, Alumni Relations	856-256-5400
Valerie Au	201 Mullica Hill Rd Glassboro, NJ 08028	Director	856-256-5410
Paul Vallandigham	938 Union Rd Mullica Hill, NJ 08028	Owner	856-467-8640

V. SPECIAL QUALIFICATIONS

Have you ever been convicted of a crime? No If so, for what? \_\_\_\_\_  
*Criminal History Review Requirement*  
As required by New Jersey State Statute, all public school employees must submit to a criminal history background check through the state and FBI. This is to advise you that if you have had a prior conviction, you may be disqualified from employment in a New Jersey Public School.

I do hereby make application for employment in the Pittsgrove Township School District and assert that the facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I grant permission to the Pittsgrove Township Board of Education and its representatives to contact my previous employers about my past work experience.

10/10/12 (Date)  
Rebecca Snyder (Signature)

Return this application to the address listed on the heading  
Attention: Superintendent



Rebecca Snyder  
1095 Almond Road \* Pittsgrove, NJ 08318 \* (856) 207-0387  
snyderfam1998@comcast.net

Rebecca Snyder  
1095 Almond Road \* Pittsgrove, NJ 08318 \* (856) 207-0387  
snyderfam1998@comcast.net

**VOLUNTEER EXPERIENCE**

RAMOTH CHURCH, Vineland, NJ  
Children's Department, Administrator  
Ministry Leader, DCAK (DivorceCare for Kids)  
Sunday School Teacher  
Volunteer, Xcel Sports  
7/2009 to Present  
8/2006 to Present  
7/2005 to Present  
11/08 to 2/2012

**SKILLS AND QUALIFICATIONS**

- Eight years experience implementing, maintaining, and managing database.
- Implement and manage prospect tracking system.
- Effectively manage multiple projects.
- Wrote and compiled training manuals.
- Respond to issues or problems by finding a workable solution or referring the situation to the appropriate person.
- Work with Vice President and other managerial staff to prepare and coordinate meeting materials.
- Fifteen years of clerical and administrative experience.
- Six years experience managing the Alumni Relations budget.
- Detail-oriented with strong organizational skills.
- Ability to work independently and deliver work in a timely manner.
- Coordinate and organize mailings.

**EDUCATION**

NAZARENE BIBLE COLLEGE  
Program: Ministry Preparation Program  
Expected Graduation: Summer 2011  
8/2007 to Present

ROWAN UNIVERSITY  
Bachelor of Arts (December 2002)  
Major: Communications, Writing Arts  
1998-2003  
GPA: 3.65  
Magna Cum Laude

GLOUCESTER COUNTY COLLEGE  
Associates of the Arts (1996)  
Major: Liberal Arts and Sciences  
1993-1996

**COMPUTER SKILLS**

Microsoft Office (including Word, Excel, Access, Power Point), File Maker Pro, Internet Explorer, Outlook, Online Databases (iWave, Foundation Center, LexisNexis, etc.), Blackbaud Analytics-Wealth Point and Researchers Edge, Millennium Database Queries

**REFERENCES**

Nelda Wheat - Connections Leader, Ramoth Church (formerly Vineland First Church of the Nazarene)  
Daytime Phone: 856-696-4380  
Email: [NWheat@havenofvineland.com](mailto:NWheat@havenofvineland.com)

Lois Satterfield - Children's Pastor, Ramoth Church (formerly Vineland First Church of the Nazarene)  
Daytime Phone: 856-696-4380  
Email: [LSatterfield@havenofvineland.com](mailto:LSatterfield@havenofvineland.com)

Kathy Rozanski - Director of Alumni Relations, Rowan University  
Daytime Phone: 856-256-5405  
Email: [rozanski@rowan.edu](mailto:rozanski@rowan.edu)

**PROFESSIONAL EXPERIENCE**

PAUL'S COMMODITY HAULING, Mullica Hill, NJ  
Secretary  
8/2009 to 3/2011  
• Schedule deliveries for various schools.  
• Answer phones.  
• Create reports and implement changes to bring communication up to date.

ROWAN UNIVERSITY, Glassboro, NJ  
Development Research Analyst  
11/2005 to 7/2009  
• Participate in major and leadership donor review, phase development, and strategy sessions.  
• Analyze financial and giving data.  
• Manage prospect tracking (including entering contact reports for leadership at the University, check next steps and follow up).  
• Compile and prepare biographical and financial reports for prospect and executive staff meetings.  
• Compile and prepare comprehensive profiles for fundraisers and other executives.  
• Record, enter, and update information in our alumni/development data.  
• Conduct proactive and reactive research for various fundraising initiatives.

ROWAN UNIVERSITY, Glassboro, NJ  
Secretary/Assistant to Director of Alumni Relations  
1/1998-12/2003  
• Manage Alumni Relations budget and completing purchase orders and requisitions.  
• Maintained and managed the Events Management Subsystem in the alumni/development information system, Millennium.  
• Compiled and updated manual for Events Management Subsystem, Millennium.  
• Developed programs and implemented policies in the Alumni office to ensure quality control.  
• Acted as a liaison for Rowan University Alumni Association at campus and off-campus events.  
• Assisted in planning and organizing alumni activities ranging from sporting events to Homecoming.

**Cardiac Emergency Action Plan Policy**  
(For the use of Automated External Defibrillators (AED))

In Compliance with Janet's Law (A-1608)  
2014 -2015

The bill, which is designated "Janet's Law," is in memory of Janet Zilinski, an 11 year old who died of sudden cardiac arrest following a Cheerleading Squad practice. The provisions of this bill apply to athletic events and activities that take place through public schools. Specifically, the bill requires public school districts that include any of the grades kindergarten through 12 to ensure that, beginning on September 1, 2014, an automated external defibrillator (AED), identified with appropriate signage, is placed and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school- sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium (A- 1608).

Automated External Defibrillators (AEDs) are devices that shock the heart to restore a normal heartbeat after a life-threatening irregular rhythm (including sudden cardiac arrest).

#### **Life Threatening Emergency Medical Response Plan**

- Acquire AED's, and other emergency supplies (oxygen), pocket masks for all first responders.
- Ensure that communication for emergencies is an option. i.e. Two way radios, working intercoms and an all call system.
- Request volunteers to complete CPR/AED training.
- Train a minimum of five responders per building depending on size of campus. Compile a list of trained staff in each building.
- Collaborate with local fire and local Red Cross, and provide training conducted by Linda DuBois, Certified CPR Trainer and Dottie Lower Certified CPR & Athletic Trainer.
- Post signs for staff protocol for Life Threatening Medical Emergency Response under the intercom in every classroom. Print in Blue and Red Respectively.
- Post signs in the Main Office for staff protocol when a call for response is activated. Place signage where Main Office staff can easily see and follow instructions.
- Train ALL school staff on the Life Threatening Emergency Medical Response Plan.
- Train Main Office staff regarding their actions when call for response is received.
- Place AED's in various locations in the school (see attached procedures for each school in the district), these locations must ensure that the AED's are within 11/2 minutes of the potential emergency in school and within 4 minutes to sports fields.
- Instruct trained responders how to proceed when the Life Threatening Emergency Medical Response announcement is made.

Pittsgrove Schools  
1076 Almond Rd.  
Pittsgrove, NJ 08318

- Ensure that teachers who are trained responders have networked with teachers in their surrounding area to ensure that their classes are covered when they respond. Teams may be developed so that a response can be coordinated within the near vicinity.

- Ensure that responders are ready to greet emergency personnel and direct them.
- Ensure that the Main Office calls for a **Shelter In Place** to ensure that emergency services can move about the building quickly.
- When a Life-Threatening Emergency Medical Response is announced and first responders arrive on the scene, they will delegate the call to 911 **AT THE SCENE**, to ensure that a responder at the scene can give information to emergency services in real time. (*Occasionally a Life-Threatening Emergency Medical Response is called but may turn out not to be a true cardiac arrest.*)
- Conduct drills to practice and review at minimum twice during each school year and debrief to ensure that the plan is working.

**Maintenance and Testing of Defibrillators**

Each defibrillator is tested and maintained according to the manufacturer's operational guidelines once a month by the school nurse. Notification is provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the defibrillator, the type acquired, and its location.

**Life-Threatening Emergency Medical Response Staff Protocol**

Situation appears Life-Threatening and student or staff is unresponsive:

- Notify Main Office by phone or via radio.
- State specifically what the emergency is. (Example: Unresponsive student or staff)
- State your location.
- Keep others calm and be prepared to leave the area.
- Main Office will announce the CODE JANET, and the location. This will serve to notify the NURSE AND/OR ALL AVAILABLE CPR/AED TRAINED RESPONDERS AND SECURITY.
- Principal and/or designee will respond to the scene to confirm if 911 Emergency Medical Services (EMS) is to be activated.
- Trained/Designated responders retrieve the nearest AED and

proceed to site.

- If at the site, the NURSE will act as the **RESPONSE LEADER**.

**AED Locations**

**Norma Elementary School**

- Front Main Entrance adjacent to steps going upstairs and steps going downstairs.

**Elmer Elementary School**

- Main Entrance to the building on the right hand side of the door.

**Olivet Elementary School**

- Entering 3<sup>rd</sup> & 4<sup>th</sup> grade corridor from the front of the building, the AED is on the left hand side.
- Top of the main stairs going down to the cafeteria.

**Pittsgrove Township Middle School**

- Hallway outside of the gymnasium, near the Media Center.
- Main Entrance to the front of the building next to the Nurse's Office.

**A.P. Schalick High School**

- Hallway outside of the Nurse's Office.
- Hallway outside the Boy's Locker Room
- Bells will be held until the ALL CLEAR is announced.
- The Principal and/or designee will obtain any necessary Student information via Power School that may be necessary to 911 Emergency Medical responders.

**CODE JANET Medical Response**

Staff Procedures

**(NORMA ELEMENTARY SCHOOL)**

Situation appears life-threatening and/or staff or student is unresponsive:

- Notify Main Office by phone, extension 4731, or via radio.
- State specifically what the emergency is (i.e. unresponsive student or staff).
- State your location.
- Keep your student calm and be prepared to clear area.

Main Office will announce "CODE JANET" and the Location. This will serve to notify the NURSE, all trained responders, Principal, Assistant Principal, or designees, who will respond to the scene and call 911, if necessary. The person calling 911 will describe the exact nature of the situation.

- Trained responders will retrieve AED and proceed to site.

AED location: **Front Main Entrance adjacent to steps going upstairs and steps going downstairs.**

If you are CPR/AED trained, respond to the emergency. Two rescuers are usually needed for CPR. Bells will be held until the "ALL CLEAR" is announced.

Once the student is identified, the principal or designee will obtain the student's Power School information. This does not apply to an adult or visitors.

**CODE JANET EMERGENCY**

MEDICAL CALL TO ACTION

**(MAIN OFFICE PROCEDURES)**

1. Receive the call for help. ASK specifically where the LOCATION is and CONDITION OF VICTIM.
2. ANNOUNCE CODE JANET and LOCATION (Room #) via all call several times. Speak loud, slowly, and clearly.  
  
If it should occur during change of classes also announce. "All students please proceed to your next class and clear the halls."
3. HOLD ALL BELLS (Shelter In Place) UNTIL YOU ARE NOTIFIED OF AN "ALL CLEAR" by Administrator/ School Resource Officer/Nurse.

**CODE JANET Medical Response  
Staff Procedures**

**(OLIVET ELEMENTARY SCHOOL)**

Situation appears life-threatening and/or staff or student is unresponsive:

- Notify Main Office by phone, extension 4610, or via radio.
- State specifically what the emergency is (i.e. unresponsive student or staff).
- State your location
- Keep calm and be prepared to clear area.

Main Office will announce "Life-Threatening Emergency" and the Location. This will serve to notify the NURSE, all trained responders, Principal, Assistant Principal, or designees, who will respond to the scene and call 911, if necessary. The person calling 911 will describe the exact nature of the situation.

- Trained responders will retrieve AED and proceed to site.

AED location:

- Entering 3<sup>rd</sup> & 4<sup>th</sup> grade corridor from the front of the building, the AED is on the left hand side.
- Top of the main stairs going down to the cafeteria.

If you are CPR/AED trained, respond to the emergency. Two rescuers are usually needed for CPR. Bells will be held until the "ALL CLEAR" is announced.

Once the student is identified, the principal or designee will obtain the student's Power School information. This does not apply to an adult or visitors.

**CODE JANET Medical Response  
Staff Procedures**

**(ELMER ELEMENTARY SCHOOL)**

Situation appears life-threatening and/or staff or student is unresponsive:

- Notify Main Office by phone, extension 4771, or via radio.
- State specifically what the emergency is (i.e. unresponsive student or staff).
- State your location
- Keep calm and be prepared to clear area.

Main Office will announce "CODE JANET" and the Location. This will serve to notify the NURSE, all trained responders, Principal, Assistant Principal, or designees, who will respond to the scene and call 911, if necessary. The person calling 911 will describe the exact nature of the situation.

- Trained responders will retrieve AED and proceed to site.

AED location: Main Entrance to the building on the right hand side of the door.

If you are CPR/AED trained, respond to the emergency. Two rescuers are usually needed for CPR. Bells will be held until the "ALL CLEAR" is announced.

Once the student is identified, the principal or designee will obtain the student's Power School information. This does not apply to an adult or visitors.

**CODE JANET Medical Response**  
**Staff Procedures**

**(A. P. SCHALICK SCHOOL)**

Situation appears life-threatening and/or staff or student is unresponsive:

- Notify Main Office by phone, extension 4103 OR 4105, or via radio.
- State specifically what the emergency is (i.e. unresponsive student or staff).
- State your location
- Keep calm and be prepared to clear area.

Main Office will announce "CODE JANET" and the Location. This will serve to notify the NURSE, all trained responders, Principal, Assistant Principal, or designees, who will respond to the scene and call 911, if necessary. The person calling 911 will describe the exact nature of the situation.

- Trained responders will retrieve AED and proceed to site.

AED location:

- **Hallway outside of the gymnasium, near the Media Center.**
- **Main Entrance to the front of the building next to the Nurse's Office.**

If you are CPR/AED trained, respond to the emergency. Two rescuers are usually needed for CPR. Bells will be held until the "All Clear" is announced.

Once the student is identified, the principal or designee will obtain the student's Power School information. This does not apply to an adult or visitors.

**CODE JANET Medical Response**  
**Staff Procedures**

**(PITTSBORO TOWNSHIP MIDDLE SCHOOL)**

Situation appears life-threatening and/or staff or student is unresponsive:

- Notify Main Office by phone, extension 4503, or via radio.
- State specifically what the emergency is (i.e. unresponsive student or staff).
- State your location
- Keep calm and be prepared to clear area.

Main Office will announce "CODE JANET" and the Location. This will serve to notify the NURSE, all trained responders, Principal, Assistant Principal, or designees, who will respond to the scene and call 911, if necessary. The person calling 911 will describe the exact nature of the situation.

- Trained responders will retrieve AED and proceed to site.

AED location:

- **Hallway outside of the gymnasium, near the Media Center.**
- **Main Entrance to the front of the building next to the Nurse's Office.**

If you are CPR/AED trained, respond to the emergency. Two rescuers are usually needed for CPR. Bells will be held until the "ALL CLEAR" is announced.

Once the student is identified, the principal or designee will obtain the student's Power School information. This does not apply to an adult or visitors.

**NON – LIFE – THREATENING EMERGENCY MEDICAL RESPONSE**

Staff Protocol

Student or staff Non Life-Threatening Medical Emergency that is serious such as a fall injury with uncontrolled bleeding, etc.

- Notify the School NURSE and then the Main Office.
- State what the emergency is and where the emergency is located.
- Main Office will contact Principal or designee and Security who will respond to the scene, assess the situation, and take further action as needed.
- Teachers keep students in your classroom until the "ALL CLEAR" announcement is made.

# Pittsgrove Township

## Public School

## Community

## Code of Conduct

**PITTSBURGH TOWNSHIP PUBLIC SCHOOL COMMUNITY  
CODE OF CONDUCT**

**INTRODUCTION**

One of the goals generated by the Pittsburgh Township Public Schools' Strategic Planning Council was the development and implementation of a district-wide Code of Conduct. As a result of this collaborative effort, the Pittsburgh Township Public Schools' Code of Conduct serves as a guide for parents, staff, and students in the Pittsburgh Township school community. The Pittsburgh Township Public Schools recognizes the excellence of its student citizens and approaches student behavior issues with a positive, proactive philosophy. An effective behavior management program is one that contains preventative strategies to assist students in behaving appropriately and making positive choices. It is also a program that provides support services for all students, with special attention to those students who may need additional help. Finally, it is a program that assigns appropriate consequences for students who choose to be uncooperative and/or unresponsive to staff direction.

**MISSION STATEMENT**

The Pittsburgh Township School District is dedicated to creating a school environment that fosters ethical, responsible, and caring young people. Our schools will instill in our students essential core ethical values, including patience, respect, integrity, diligence and empathy (Pittsburgh PRIDE). The Student Code of Conduct and our character education programming provide a foundation for the development of knowledge, skills, and abilities that enables our learners to make informed and responsible choices in a healthy, safe environment. Our district's programs will integrate positive values and the practice of social/emotional skills into every aspect of our school community.

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**PITTS GROVE PRIDE**

- PATIENCE**
- RESPECT**
- INTEGRITY**
- DILIGENCE**
- EMPATHY**

We believe that this can be accomplished when: Teachers, parents, administrators, and members of the Pittsgrove Township community, model respectful and responsible behavior toward one another in support of our core ethical values; individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual; individuals communicate concerns and/or suggestions in an appropriate and direct manner; individuals utilize effective problem-solving and conflict-resolution strategies; and the dignity of every individual is protected and maintained. In order for this document to be effective, the entire school community must make every effort to promote and practice its contents. This Code of Conduct will be reviewed annually by administrators, staff, and the Board of Education. The Code of Conduct will be posted on the district website for community review. Its effectiveness rests with everyone's awareness and understanding of its purpose and its contents.

**STAFF, PARENT, AND COMMUNITY MEMBERS' RESPONSIBILITIES**

The Pittsgrove Township Public School Community believes that in order to instill in each student an understanding of, and an ability to demonstrate appropriate behavior, its members have a responsibility to:

- Clearly define behavioral expectations, boundaries, and behavioral supports.
- Provide positive recognition for good conduct and academic success that includes supportive interventions and referral services, where appropriate.
- Be firm, fair, and consistent in responses to violations of students' behavioral expectations.
- Provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community in support of our core ethical views (Pittsgrove PRIDE).
- Act as an effective role model for students to emulate.
- Act respectfully toward students, as well as toward each other.
- Use appropriate and acceptable language when communicating with students.
- Keep appropriate, direct, and timely communication between home and school.
- Work in partnership to provide each student an appropriate educational program.
- Encourage student to communicate concerns with parent/guardian or teacher/adult supervisor.

**STUDENT RIGHTS****(SEE POLICY 5114: SUSPENSION AND EXPULSION POLICIES AND PROCEDURES)**

- The right to advanced notice of behaviors that will result in suspension or expulsion under the authority of N.J.S.A. 18A:37-2 and Policy 5114.2.
- The right to an education that supports development into productive citizens.
- The right to attendance in a safe and drug-free school environment.
- The right to attendance at school irrespective of marriage, pregnancy, or parenthood.
- The right to freedom of speech and expression.
- The right to privacy and free association.
- The right to equal protection.
- The right to be free from intimidation, harassment, and bullying of any kind (including digital harassment).
- The right to defend one's actions when accused of a wrongdoing.
- The right to be treated without discrimination.
- The right to parental notification of disciplinary action involving detention, suspension, or expulsion. Parent notification will be consistent with the policies and procedures established pursuant to N.J.A.C. 6A:6.2(b). Protections pursuant to: 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C.
- 6301, Title IV (A) IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records; Maintenance and Retention, Security and Access, Regulations; Non-liability; N.J.A.C. 6A:14-2.9, Student records; as well as other existing federal and state laws pertaining to student protections.
- The right to due process of law in cases of suspension and expulsion pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2-7.6. Specifically, no student shall be suspended from the public

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**STUDENT CONDUCT AND RESPONSIBILITIES**

An important component of the Pittsgrove Township Public Schools Mission is to have students behave ethically and lawfully. Students will be recognized for appropriate behavior. Students who break school rules and regulations can expect specific consequences and/or other interventions. Certain disciplinary actions are guided by state and federal laws and may require a report to the police department (i.e., Zero Tolerance; Drug Free School Zone; Policy Prohibiting Harassment, Intimidation, or Bullying; Removal of Students for Weapons Offenses). Therefore every student is called upon to:

- Learn the Student Code of Conduct.
- Learn the skills needed to follow behavioral expectations.
- Use behavior that reflects our core ethical values.
- Respect themselves and all members of the Pittsgrove Township school community.
- Welcome visitors and all those who contribute to the school community and extend their courtesy, respect, and assistance.
- Attend school daily. Those students who are absent from school are not permitted to participate in after-school activities or attend evening performances/events. Such regular attendance shall be during all the days and hours that school is in session. (Refer to N.J.S.A. 18A:38-25 through N.J.S.A. 18A:38-31, and N.J.A.C. 32-8, 13-1, and 6A:16-7.8; and also see Policies 5113, 5113.1 and 5113.2.)
- Be prepared and on time for school and classes.
- Complete all academic work as assigned and be responsible for one's own learning; in the case of absence, be responsible to contact the teacher(s) for all missed assignments.
- Refrain from the use of all electronic equipment in the school, unless authorized by administration or staff for educational purposes.
- Maintain a drug-free environment; students may not possess, consume, or sell tobacco drugs, or alcohol in any form while at school, on school grounds, or attending a school-related function.
- Use non-offensive language.
- Refrain from fighting, gambling, and possessing dangerous or inappropriate objects or substances. Bullying, harassment, intimidation, or coercion of any person is not permitted.

schools of this District without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate.

- The right to protections with regard to the maintenance and security of student records pursuant to Policy 5125.

**STUDENT PRIVILEGES**

It is important for students to understand that the behaviors that reflect the Student Code of Conduct and Pittsgrove PRIDE are expected at all times. The following are considered privileges not rights, and may be revoked by the principal/designee:

- Participation in assembly programs, dances, parties, P.E.A.C., Field Day, and other school related functions.
- Participation in day field trips and overnight field trips.
- Access to the school Internet and building network.
- Participation in extra-curricular activities.
- Participation in graduation/ceremony exercises.
- Possession of a locker.
- Participation in promotion exercises.
- Riding a school bus to and from school.

**RECOGNITION FOR ACHIEVEMENT**

(SEE POLICY 5126 RECOGNITION FOR ACHIEVEMENT)

A program of recognition for academic achievement and positive reinforcement for conduct that reflects the district's core ethical values shall include, but is not limited to: Norma School, Elm Elementary School, Olivet Elementary School, Pittsgrove Township Middle School, A. P. Schall High School, Pittsgrove PRIDE Awards—Pittsgrove PRIDE acknowledges students who consistently demonstrate the characteristics of PATIENCE, RESPECT, INTEGRITY, DILIGENCE, and EMPATHY.

Students will be recognized at monthly Pittsgrove Township Board of Education Meetings and within the schools, as appropriate.

**POSITIVE REINFORCEMENT**

- Assemblies and programs
- Honor Roll

- Top Cat
- Caught by the Cat
- Cub of the Month
- Caught by the Cub
- Caught by the Eagle
- Eagle of the Month
- Owl of the Month
- Who Was Spotted by the Olivet Owl (RAK)
- Cougar/Pride of the Month
- Golden Spoon Award
- Spirit Awards
- Spirit Days
- Wildcat Wildness
- Field Day
- Perfect Attendance

**STUDENT SUPPORT PROGRAMS**

Guidance Program

The Guidance Department provides services to all children as well as their families. Their objective is to educate, build strong character for all students, and provide quality school counseling programs designed to meet each child's specific developmental needs.

Comprehensive Behavioral Supports

- Guidance Services
- Peer Mediation
- Mentoring
- I&RS (Intervention & Referral Services)
- RTI (Response to Intervention)
- SAC (Student Assistance Coordinator)

Comprehensive Academic Supports

- Guidance Services
- SACC (School Age Child Care)
- Mentoring

- I&RS (Intervention & Referral Services)
  - ICR (In-Class Resource)
  - Basic Skills Instruction
  - Community Homework Program
  - Homework Club
  - After-School Tutoring
  - After-School Title I Program
  - Nurse
  - Health Screenings
- Remediation of Problem Behaviors
- Peer Mediation
  - I&RS (Intervention & Referral Services)
  - RTI (Response to Intervention)
  - Guidance Services
  - ISS (In-School Suspension)
  - Lunch Detention
  - Administrative Detention
  - Mentoring
  - SACC (School Age Child Care)
  - SAC (Student Assistance Coordinator)

Harassment, Intimidation and Bullying Reporting System – In an effort to help students, parents and members of the community, the committee recommends creating a system to provide the ability to report all concerns of violence, harassment, intimidation, and bullying. The HIP reporting system is located online at [www.pittsgrove.net](http://www.pittsgrove.net) and in the Main Office of each school.

Pittsgrove Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. In order to ensure and prevent harm, it is a violation of the district HIP Policy (5131.1) for a student to be harassed, intimidated or bullied by others in the community at school sponsored events, on a school bus, or when such actions create a substantial disruption in or substantial interference with orderly operation of the school.

#### STUDENT DRESS CODE

Parents/guardians and staff are expected to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events. The purpose of the school dress code is to establish standards for what is acceptable dress within the school.

#### RULES OF ACCEPTABLE CONDUCT DURING ASSEMBLIES AND PERFORMANCES

- Enter and exit in a quiet, orderly manner.
- No talking or physical contact during the performance.
- Remain in one's seat for the duration of the program, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Treat the performer(s) in a respectful manner and offer appropriate applause.

#### APPROPRIATE USE OF COMPUTERS, THE INTERNET, AND THE SCHOOL NETWORK TECHNOLOGY

##### Acceptable Use Policy

It is the responsibility of the Board of Education to safeguard the resources of the community, including the technology within our schools. We also have an obligation to offer and maintain equitable access to technology for all students in our district.

To this end, the Board of Education charges the Superintendent of Schools with the formulation and establishment of procedures and a code of ethics that insures the appropriate and responsible use of the district's technology resources.

The Pittsgrove Township Public School District has a Code of Technology Ethics Acceptable Use Agreement created for its students.

Concern of Teacher/Adult Supervisor

- 1. Teacher/adult supervisor communicates concern with student(s) involved.
- 2. Teacher/adult supervisor communicates concern with the parent/guardian.
- 3. Teacher/adult supervisor communicates concern with a school administrator.
- 4. Administrator communicates concern with the parent/guardian.
- 5. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
- 6. Administrator communicates concern to the Superintendent of Schools or his designee.
- 7. Superintendent communicates concern to the Board of Education.

Concern of Parent/Guardian of Student

- 1. Parent/guardian of student communicates concern to teacher or counselor.
- 2. Parent/guardian communicates concern to a school administrator.
- 3. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
- 4. Parent/guardian communicates concern to the Superintendent of Schools, or his designee.
- 5. Parent/guardian communicates concern to the Board of Education.

STUDENT BEHAVIORS THAT RESULT IN DISCIPLINARY ACTION (I.E. DETENTION, SUSPENSION, EXPULSION, AND/OR REPORT TO THE POLICE)

- Disorderly conduct or not obeying school rules.
- Disobedience, disrespect, or insubordination to any teacher or person having authority over a student.
- Use of profanity or disrespectful language.
- Intimidation, harassment, or bullying of any kind, including digital harassment.
- Fighting or threatening to cause physical injury.
- Physical assault upon another student, a teacher, or any school employee with or without firearm(s) or other weapon(s).
- Jeopardizing the safety of others.
- Willfully causing or attempting to cause damage to, or defacing of, school property.
- Tampering with, or damaging property of other students or staff members.
- Taking or attempting to take personal property or money from another student or staff member whether by force or fear.

FIRE/EMERGENCY/SECURITY DRILL REGULATIONS AND PROCEDURES

- At the sound of the alarm, all students are to exit the building according to the directions posted in each room, or at the direction of the adult in charge.
- Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden.
- Students shall leave the building in a rapid walk, but MUST NOT run.
- Students are to return to the building when a recall signal is given.

GENERAL BUS/BUS STOP REGULATIONS

The safety of our students is our primary concern. Any student who does not adhere to the following regulations will be reported to the bus supervisors, the Assistant Principal, or the Principal. Offenders risk the suspension of bus privileges.

- Behavior that reflects the student Code of Conduct is expected when waiting for and riding the school bus. The authority of the school bus driver must be respected while riding the school bus.
- Bus passes are issued to eligible students who are assigned to a bus. Bus passes are checked. Students without passes will not be permitted to ride the bus and will need to contact a parent/guardian.
- Students must ride their assigned bus and sit in their assigned seats. Students are not permitted to stand or move around the bus when entering or exiting the bus.
- No arms, heads, or other body parts, objects, etc. are permitted out of the windows.
- Students are not permitted to throw items of any kind on or out of the bus.
- The opening of emergency exits is forbidden, unless performing an evacuation or other emergency act.
- Students must wear seat belts.

CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

shall be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

**Teacher Detention**

A teacher detention is a period outside of a student's class time during which a student will be detained from his/her regular activity due to inappropriate behavior or failure to complete his/her assigned work. This detention is assigned and arranged by the teacher and may be conducted during a student's lunch/recess period and/or after school in the classroom. The student's parent/guardian will be notified by phone or written note.

**Administrative Detention**

An administrative detention is assigned by the school administration and is typically conducted after school. Administrative detentions may also take place before school. These detentions are served in a central location and are supervised by an assigned staff member. The student's parent/guardian will be notified by telephone, letter, and/or behavior report.

**Suspension and Expulsion (See Policy 5114)**

Disciplinary action for serious infractions could be in the form of in-school or out-of-school suspension. A suspension is the temporary denial of the student's right to attend school. The principal may suspend any student from school for a short duration for good cause. In the case of suspension, parents will be notified by telephone and/or letter.

**Long-Term Suspension**

(See Policy 5131 Conduct/Discipline)

**STUDENT BEHAVIOR STANDARDS NOT ON SCHOOL PREMISES**

Please note that student behavioral standards extend beyond school grounds, as per N.J.A.C. 6A:16-7.6. This applies especially to incidents involving harassment, bullying, intimidation, digital harassment, fighting, substance abuse, and dangerous instruments/weapons.

- Unexcused absence from or tardiness to school or class.
- Truancy and/or inciting other students to truancy.
- Cutting a class or assembly.
- Leaving the school or school property without permission.
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a school employee.
- Triggering or sounding a false alarm.
- Technology Violation.
- Inappropriate bus/bus stop behavior.
- Academic dishonesty.
- Gambling.
- Use or possession of any tobacco product on school property.
- Use, possession, or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids, or alcohol.
- Use or possession of weapons, explosives, or other dangerous or inappropriate objects.

**STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR AND METHODS OF DISCIPLINE**

Students who choose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action as per N.J.A.C. 16-5.5-5.7. In assigning discipline for problem behavior, the nature of the behaviors, the developmental ages of the students, and the students' individual histories of problem behaviors and performance shall be taken into consideration. A continuum of actions has been designed to remediate and, where necessary, required by law to impose sanctions. Disciplinary actions include but are not limited to: lunch detentions, teacher detentions, school detentions, and suspensions.

Administration and staff prompt positive social skills and allow students the opportunity to self reflect and identify positive decision-making skills.

A credible death threat to oneself or others will result in removal from school, pending the results of an administrative review with the appropriate professionals.

For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14. The code of student conduct

**CORPORAL PUNISHMENT**

No employee shall inflict or cause to be inflicted corporal punishment upon a student, as per N.J.A.C. 18A:6-1, but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to:

- Quell a disturbance that is threatening physical injury to another.
- Obtain possession of a weapon or other dangerous objects upon the person or within the control of the student.
- Maintain self-defense.
- Protect persons or property.

School employees should not direct students to act for them in this regard.

**ADDITIONAL RESOURCES**

- School-based Services
- Guidance Counselor
- Child Study Team
- Intervention & Referral Services Committee
- Community-based Health, Social and Legal Services

A list of community-based health and social service provider agencies available to support students' families includes:

**Hospitals**

- Memorial Hospital of Salem County**  
310 Woodstown Rd., Salem, NJ 08079  
856-935-1000
- Inspira Medical Center – Elmer**  
501 West Front Street, Elmer, NJ 08318  
856-363-1000
- Inspira Medical Center – Vineland**  
1505 West Sherman Ave., Vineland, NJ 08360  
856-641-8000
- Inspira Health Center – Bridgeton** (formerly Bridgeton Hospital)  
333 Irving Avenue, Bridgeton, NJ 08302  
856-575-4500
- Inspira Health Center – Vineland**  
1038 East Chestnut, Vineland, NJ 08360  
856-641-8000

**Dental**

**Southern NJ Family Medical Center**  
235 Broad Street, Salem, NJ 08079  
856-935-7711

Bring proof of income, utility bill for proof of residency, identification for guardian and for child.

**Mobile Dentist "Smile Programs"**

1-888-833-8441  
Will come to the school twice a year. They will do examinations, fluoride treatments, fluoride varnish, x-rays, cleanings, sealants, and help set up grants for those in need.

**Dental for Students with Special Needs**

If insured, call:

- Dr. Beck  
3071 East Chestnut Ave., Suite D-10, Vineland, NJ 08360  
856-205-0099
- Dr. Nussbaum  
188 Fries Mill Road, Suite K-1, Turnersville, NJ 08012  
856-629-0222  
[www.dentistryforspecialpeople.com](http://www.dentistryforspecialpeople.com)

**If using Medicaid University Dental (Camden County):**

- Dr. Noel  
856-566-6969 (difficult to get an appointment fast)
- Signature Smiles  
Call Janet Periconi – Special Needs and Pediatric Dentistry Coordinator  
Vineland Office – 1103 West Sherman Avenue, Vineland, NJ 08360  
856-692-5530
- Vineland Office – 120 S. 6<sup>th</sup> St., Vineland, NJ 08360  
856-692-5666
- Pennsville Office – 370 N. Broadway, Pennsville, NJ 08070  
856-299-0030

**Vision**

**Commission for the Blind – Southern Regional Office**  
2201 Rt. 38 East, Suite 600, Cherry Hill, NJ 08002  
856-482-3700  
Counties served: Atlantic, Burlington, Camden, Cape May, Cumberland, Salem and Gloucester

**Catastrophic Illness in Children Relief Fund**

NJ Department of Human Services  
 PO Box 728  
 Trenton, NJ 08625-0728  
 609-292-0600  
 Family Info. Line: 1-800-335-3863

Who is eligible for the fund?

- > In any prior, consecutive 12-month period, dating back to 1998, eligible expenses must exceed 10% of the family's income, plus 15% of any excess income over \$100,000.
- > The child must have been 21 years or younger when the medical expenses were incurred.
- > The family must have lived in New Jersey for three months immediately prior to the date of application. Migrant workers may be eligible; temporary residents are not.

**Tri-County Community Services**

Call this number for assistance: 856-935-0944

**Salem County Board of Social Services**

147 S. Virginia Avenue, Penns Grove, NJ 08069  
 856-299-7200  
 > Food stamps  
 > Welfare  
 > Cash assistance (TANF)

**Church Assistance/Food Pantries**

**South Jersey Food Bank**

1501 John Tipton Boulevard, Pennsauken, NJ 08110  
 856-963-3663  
[www.foodbanksj.org](http://www.foodbanksj.org)

**St Mary's Church**

732 Morton Avenue, Rosenhayn, NJ 08352  
 856-451-8763

**Olivet United Methodist Church**

933 Centerston Road, Elmer, NJ 08318  
 856-358-3232

**Elmer United Methodist Church – Peter's Pantry 21**

South Main Street, Elmer, NJ 08318  
 856-358-0135

**Gift of Sight (Lens Crafters)**

Cumberland Mall  
 856-825-6622; fax 856-825-6658  
 To make an appointment for an eye exam – 856-825-8999

**Bridgeton Lions Club**

Michael Cudemmo  
 43 Pineview Terrace, Bridgeton, NJ 08302

**Health Departments**

**Cumberland County Health Department**

309 Buck Street, Millville, NJ 08332  
 856-327-7602  
<http://www.co.cumberland.nj.us>

**Salem County Health Department**

98 Market Street, Salem, NJ 08098  
 856-935-7510  
<http://www.salemcountynj.gov>

**Insurance**

**NJ Family Care**

[www.njfamilycare.org](http://www.njfamilycare.org)  
 1-800-701-0710

**Clinics**

**Southern Jersey Family Medical Center**

238 East Broadway, Salem, NJ 08079  
 856-935-7711

**Memorial Hospital of Salem County**

301 Woodstown Road, 3<sup>rd</sup> Floor, Salem, NJ 08079  
 856-935-1000  
 STD Clinic – Monday  
 HIV testing – Every other Monday  
 Shots for Tots – Second Thursday  
 Cancer Screening Program – 856-935-7510

**Complete Care Network**

**Bridgeton Clinic**  
 265 Irving Avenue, Bridgeton, NJ 08302  
 856-451-4700



**GLOSSARY**

**Core Ethical Values** – A value is a belief about what is good that transcends a specific situation and that guides judgment and decision-making. In order for a value to be a “core” ethical value, it must be of central importance in the life of the individual and the life of the community.

**PRIDE as defined for Middle School and High School Students:**

- **Patience** – the capacity to tolerate inconvenience and annoyance without anger, irritation, or complaint
- **Respect** – to have courtesy and show consideration for the feelings, wishes, and traditions of others
- **Integrity** – the quality of being honest and having strong moral principals
- **Diligence** – constant and earnest effort to accomplish what is undertaken
- **Empathy** – the ability to understand and share the feelings, thoughts, or attitudes of others

**PRIDE as defined for Elementary School Students:**

- **Patience** – taking your time; waiting your turn
- **Respect** – being polite to classmates and adults
- **Integrity** – telling the truth; doing the right thing
- **Diligence** – working hard; giving your best effort
- **Empathy** – trying to feel how other people feel

**Intervention and Referral Services (I&RS) Committee** – The Pittsgrove Township School District shall provide a program of intervention and referral services for all students who may be experiencing learning, behavior and/or health difficulties, to help them function productively and develop positively in the classroom environment.

**Child Study Team** – The Child Study Team is comprised of a team of professionals, including a school social worker, school psychologists, learning disabilities teacher/consultant, speech and language pathologists, occupational therapists, and physical therapists. The Child Study Team provides individualized support services to all students with special needs within the District.

**Digital Harassment** – is “when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

**Miscellaneous**

**Bassetti Photo “Coats for Kids”**

Free coats. A letter of request from the principal on school letterhead should be faxed to: 856-697-4224 – Attn: Carol. Indicate gender and size in letter. This is usually from November 1<sup>st</sup> to February 15<sup>th</sup> of each year.

**Free Educational Programs**

**Salem County Public Health**  
856-935-7510 x8302

**Topics:**

- Heart Health
- Nutrition and Obesity
- Pregnancy and Birth Control
- Diabetes
- Tobacco
- Self-esteem

**ACKNOWLEDGEMENT**

The Pittsgrove Township Public Schools gratefully acknowledges the efforts of the original Code of Conduct Committee. This committee was originally comprised of Pittsgrove Township Public School employees and has been expanded to be comprised of students, teachers, parents, administrators, support staff, and members of the Pittsgrove Township Board of Education. It is due to the commitment of those who participated, that this district-wide Code of Conduct was developed, implemented, and will continue to be refined over a number of school years.

**CODE OF CONDUCT COMMITTEE (2014)**

**Parents:** Frank Reaves, Joellen Collins-Cardona, Nedd Johnson, Demetrica Todd-Hunter, Cheryl Cagle

**Students:** Jodie Mavroff, James Vega, Michael Haney

**Staff:** Douglas Volovar, Daniel Bruce, Tino Monti, Georgette Meister, Anne Daly, Loretta Elwell

**ADOPTION**

The Pittsgrove Township Public School Community Code of Conduct was adopted by the Pittsgrove Township Board of Education on 8/20/2009.  
Revised and Approved: 10/15/2009; Revised and Approved: \_\_\_\_\_.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

PITTSBORO TOWNSHIP SCHOOLS  
Administration Building  
1076 Almond Road  
Pittsboro, New Jersey 08318

**TITLE:** Technology Co-op Intern

**QUALIFICATIONS:**

1. Course of study in Information Technology or related Computer Science undergraduate major.
  2. Strong aptitude for technology
  3. Good communication skills
  4. Ability to work collaboratively as part of a team
  5. Basic understanding of data networks.
- Such alternatives to the above qualifications that the Board of Education find appropriate and acceptable.

**REPORTS TO:** Technology Supervisor

**JOB GOAL:** To assist the IT department in a variety of technology related projects.

**DUTIES AND RESPONSIBILITIES:**

1. Complete assignments as directed.
2. Support RiseVision our new on-line communications platform.
3. Submit weekly job reports to Technology Supervisor detailing activities.

**INTERACTION:**

Maintain positive working rapport with all District personnel.

**EVALUATION:**

Immediate supervisor shall evaluate performance. This evaluation will also serve as the required performance evaluation under the Drexel University Co-op program. Input for the evaluation will be based on day-to-day supervision, observation, and those other indicators deemed relevant by the Superintendent of Schools to assess and evaluate performance.

**APPROVED BY:**

**DATE:**

**REVISED:**

Pittsboro Township Board of Education  
Harassment, Intimidation & Bullying – Policy #5131.1  
Board Reporting Requirement – Reports of Possible Violations  
Board of Education Meeting - July

School	Reported Victim	Reported Bully	Date of Incident	Date of Initial Report	Summary of Initial Report	Date of Report to Superintendent (w/in 13 school days of Initial report)	Result of Investigation	Action Taken
OES	#12278	#12274	6/6/14	6/6/14	#12274 commented to #12278 that there would be world peace if #12278 died and wrote I don't like you in #12278 notebook.	6/16/14	Conflict	Meeting with Counselor, No longer play and eat together, will not be scheduled in same classes for 2014-15 SY
PTMS	#11139	#12686	6/3/14	6/4/14	#12686 purposely confronted and bumped student in hallway, threatened to "beat #11139 up"	6/19/14	Violation of policy	Verbal warning, conf with student, student dismissed from class after halls are clear.
OES	#12274	#12278	5/12/14 & 6/1/14	6/12/14	#12278 threatened to kill #12274, attempted to punch and slapped #12274 on arm	6/24/14	Conflict	Meeting with Counselor, No longer play and eat together, will not be scheduled in same classes for 2014-15 SY
PTMS	#13692 #11664	#11153	May 2014	6/11/14	#11153 spreading rumors, telling other kids to kick, pull hair, call stupid	6/24/14	Conflict	Students have resumed their friendship. Meeting with principal and counselor
PTMS	#11835	#13633	6/16/14	6/17/14	Sending text messages threatening to fight	6/26/14	Conflict	Students apologized to each other prior to investigation, resumed friendship.

<p>Possible "Result of Investigation" Responses:</p> <ul style="list-style-type: none"> <li>• No Evidence of HIB</li> <li>• Inconclusive</li> <li>• Does Not Meet Definition</li> <li>• Violation of Policy</li> </ul>	<p>Possible "Action Taken" Responses:</p> <ul style="list-style-type: none"> <li>• Provided intervention services</li> <li>• Established training program(s) to reduce HIB and enhance school climate</li> <li>• Imposed discipline</li> <li>• Ordered counseling</li> <li>• Other</li> </ul>
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inc review: 7/21/14

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

PITTSBORO TOWNSHIP SCHOOLS  
Norma, Elmer, and Olivet Schools  
Pittsgrove, NJ 08318

AFTER ACTION REPORT

Date: July 23, 2014 Time: 9:17 - 9:20 am / pm

Type of Required Drill (check applicable):

Fire Drill

Pull Site: Lobby Right

Phone Line Tested ok? Yes

Lock Down Drill

Evacuation Drill  
 Reverse Evacuation

Bomb Threat Drill

Active Shooter Drill  
 Lockdown

Shelter In Place (optional drill)

Length of Drill: 3 Minutes

Was law enforcement involved during the drill?

Yes  
 No

Findings: All Students and staff followed fire drill procedures. Students were evacuated safely and securely.

Person completing report: Patricia A. Gaburo

Date: 7/23/14

AFTER ACTION REPORT

Date: July 28, 2014 Time: 4:30-9:34 am / pm

Type of Required Drill (check applicable):

Fire Drill

Pull Site: N/A

Phone Line Tested ok? No

Lock Down Drill

Evacuation Drill  
 Reverse Evacuation

Bomb Threat Drill

Active Shooter Drill  
 Lockdown

Shelter In Place (optional drill)

Length of Drill: 4 Minutes

Was law enforcement involved during the drill?

Yes  
 No

Findings: All Students and staff followed shelter in place procedures. Students were safe and secure.

Person completing report: Patricia A. Gaburo

Date: 7/28/14

PITTSBORO TOWNSHIP SCHOOLS  
Norma, Elmer, and Olivet Schools  
Pittsgrove, NJ 08318

PITTSBORO TOWNSHIP SCHOOLS  
Norma, Elmer, and Olivet Schools  
Pittsgrove, NJ 08318

**AFTER ACTION REPORT**

Date: August 4, 2014 Time: 9:22:05 - 9:24:55 am / pm

Type of Required Drill (check applicable):

- Fire Drill
- Lock Down Drill
- Evacuation Drill
- Reverse Evacuation
- Relocation
- Bomb Threat Drill
- Active Shooter Drill
- Lockdown
- Evacuation
- Shelter In Place (optional drill)

Pull Site: outside cafeteria hall

Phone Line Tested ok? Yes

Length of Drill: 2 mins 50 seconds

Was law enforcement involved during the drill?

- Yes
- No

Findings: All Students and staff followed fire drill procedures. Students were evacuated safe and secure.

Person completing report: Patricia A. Gaburo

Date: 8/4/14

PITTSBORO TOWNSHIP SCHOOLS  
Norma, Elmer, and Olivet Schools  
Pittsgrove, NJ 08318

**AFTER ACTION REPORT**

Date: August 4, 2014 Time: 11:10 - 11:14 am / pm

Type of Required Drill (check applicable):

- Fire Drill
- Lock Down Drill
- Evacuation Drill
- Reverse Evacuation
- Relocation
- Bomb Threat Drill
- Active Shooter Drill
- Lockdown
- Evacuation
- Shelter In Place (optional drill)

Pull Site: n/a

Phone Line Tested ok? no

Length of Drill: 4 mins

Was law enforcement involved during the drill?

- Yes
- No

Findings: All Students and staff followed shelter in place procedures. Students were safe and secure.

Person completing report: Patricia A. Gaburo

Date: 8/4/14

PITTSBORO TOWNSHIP SCHOOL DISTRICT  
PITTSBORO-ELMER CHILD STUDY TEAM  
1122 ALMOND ROAD  
PITTSBORO, NJ 08318  
Telephone: (856) 358-7080 Fax: (856) 358-7320



TO: Henry Bermann, Superintendent  
FROM: Christina Battiato, Director of Special Education  
DATE: July 29, 2014  
RE: MONTHLY UPDATE OF PITTSBORO STUDENTS

Student #TO-13530 Student only attended Out-of-District Extended School Year Program  
At YALE-Cherry Hill Campus from July 7<sup>th</sup> until 7/10/14.

C: Suzanne Abdill



PITTSBORO TOWNSHIP MIDDLE SCHOOL  
1082 ALMOND RD.  
PITTSBORO, NJ 08318

INTEROFFICE MEMORANDUM

TO: HENRY BERMAN, SUPERINTENDENT  
FROM: PRISCILLA I. OCASIO-JIMENEZ, PRINCIPAL  
SUBJECT: ALTERNATIVE STUDENT  
DATE: 8/11/14  
CC: G. MEISTER, ASST. PRINCIPAL



I am requesting board approval for the following student to attend the Salem County  
Alternative Middle School for the 2014-2015 school year:

Student #13654 Grade 8 Pittsboro Twp.

The tuition rate will be \$18,500.00 per annum.

Thank you for your attention to this matter.

sp



Individuals with Disabilities Education Act Part B Application  
IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511

**NJ DEPARTMENT OF EDUCATION ORGANIZATION PROFILE INFORMATION**

County Code 33  
District Code 4150  
System for Award Management (SAM) Expiration date 8/21/2015

**Chief School Administrator/College President/Agency Head**

Prefix Mr.  
First Name Henry  
Last Name Bermann  
Suffix  
Title Superintendent  
Phone and Extension (856) 358-3094 4016  
Summer Phone and Extension  
Fax (856) 358-6220  
Email hbermann@pittsgrove.net

**Business Manager/Financial Officer**

Prefix Mrs.  
First Name Suzanne  
Last Name Abdill  
Suffix  
Title Business Administrator  
Phone and Extension (856) 358-3094 4018  
Summer Phone and Extension  
Fax (856) 358-6020  
Email sfox@pittsgrove.net

PITTSBORO TOWNSHIP SCHOOL DISTRICT  
PITTSBORO-ELMER CHILD STUDY TEAM  
1122 ALMOND ROAD  
PITTSBORO, NJ 08318  
Telephone: 856-358-7080 Fax: 856-358-7320

To: Henry Bermann, Superintendent  
From: Christina Battiato, Director of Special Education  
Date: 7/28/2014  
Re: IDEA Grant 2015

Please submit to the Board of Education for approval the following:  
IDEA grant application for the 2015 Fiscal Year.

C: Suzanne Abdill



Individuals with Disabilities Education Act Part B Application  
IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511


**NJ DEPARTMENT OF EDUCATION ORGANIZATION PROFILE INFORMATION**

**IDEA Contact**

Prefix Ms.  
First Name Christina  
Last Name Battiato  
Suffix  
Title Director of CST  
Phone and Extension (856) 358-7080 4330  
Summer Phone and Extension  
Fax (856) 358-7320  
Email cbattiato@pittsgrove.net

Check here to indicate you have reviewed the above information and that it is correct to the best of your knowledge.

7/28/2014



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**REFUSAL OF FEDERAL IDEA FUNDS**

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- Fields with an \* next to them must be completed.
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The PITTSBORO TWP SCHOOL DISTRICT (33 4150) on \_\_\_\_\_ hereby resolves net to apply for the following federal funds allocated under the Individuals with Disabilities Education Act, Part B (IDEA-B) for Fiscal Year 2015.

IDEA Consolidated	Amount
Basic (Ages 3-21)	439537
Preschool (Ages 3--5)	9935

The above LEA/Agency ensures that a free appropriate public education (FAPE) as per New Jersey Administrative Code 6A:14 is made available to all students with disabilities residing in its jurisdiction.



Individuals with Disabilities Education Act Part B Application 2015  
IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511

IDEA Plan

**Program** Individuals with Disabilities Education Act (IDEA) Part B  
(Section 611)  
Individuals with Disabilities Education Act (IDEA) Preschool  
(Section 619)

**Purpose** The Individuals with Disabilities Education Act (IDEA) was reauthorized and signed into law in December 2004. The application is composed of three sections. The general/common (consolidated) section contains federal and state requirements applicable to both the Part B (Basic) and the Preschool IDEA sections. Embedded in the IDEA are principles of stronger accountability for results, increased flexibility and local control, expanded options for parents and an emphasis on teaching methods that have been proven to work. The combined application allows local education agencies the opportunity to address the needs of all students, plan activities for parents and teachers, combine resources, and track results in a single application process.

**Legislation and Guidance** Public law 108-446, Individuals with Disabilities Education Improvement Act of 2004

Describe how the IDEA funds will be expended (include all subsets of funding; i.e. nonpublic, CEIS etc.)  
All of the IDEA basic funds will be used towards Out of District tuition. The Preschool IDEA funds will be used towards contracted fees for classroom aides.

Refusal of Federal IDEA Funds(1)

IDEA Plan

Coordinated Early Intervening Services

Maintenance of Fiscal Effort

Assurances / Board Certifications

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Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511

**Coordinated Early Intervening Services**

(b) Enter the amount of allowable maximum that is being used for the provision of educational and behavioral evaluations, services, and supports including scientifically based literacy instruction as described below:



Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511

**Coordinated Early Intervening Services**

The LEA is exercising its authority under section 613(a)(4)(ii) to use IDEA funds, in accordance with subsection(f) for the provision of Early Intervening Services. The maximum amount available for these services is \$61,930 which is the calculated value of the allocation \* 0.15 plus any unexpended Early Intervening Funds from the previous year, if applicable.

(a) Enter the amount of allowable maximum that is being used for professional development as described below, in accordance with section 613(f)(2)(A).



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**MAINTENANCE OF FISCAL EFFORT**

Reasons for MOE Reduction (only check if the LEA's MOE dropped below the required amount and the program prompts you to).

- a. Decrease in enrollment of children with disabilities
- b. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment and the construction of school facilities
- c. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education personnel
- d. Termination of an exceptionally costly program for a particular child due to aging out, left jurisdiction or no longer in need of such program of special education
- e. The LEA is exercising its authority under Section 613(a)(2)(C)(I-ii) to reduce the local expenditures for special education and apply those funds to authorized activities under the Elementary and Secondary Education Act of 1965

Maximum amount available under this choice: 2465

Enter the amount used from the Federal increase to reduce the local expenditures -this amount can not exceed 50% of the increase in the district's IDEA allocation minus the amounts used for the provision of early intervening services above, if applicable.

List the authorized ESEA activities that the funds are to be used for.



Individuals with Disabilities Education Act Part B Application 2015  
IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511

**MAINTENANCE OF FISCAL EFFORT**

Method 2: Per Capita (amount of funds from above divided by the number of special education students in that year compared to the previous year)

Choose one:  Local Funds Only  State and Local Funds

[Choice must be same method as above]

Total Expenditures 2012-2013: 5902087	Number of Special Education students as reported Oct. 15, 2011: 347	Per Capita: 17008
Total Budget 2014-2015: 5054000	Number of Special Education students as reported Oct. 15, 2013: 307	Per Capita: 16462

**LEA Excess Cost Requirement:**

In accordance with 34 CFR Part 300 - APPENDIX A districts are also required to spend the amount of local or state local funds on special education students as they do for general education students before the federal IDEA funds are used. To meet this requirement please complete and upload the excess cost calculation as described in this document.

890083-ExcessCosts14.15PittsgroveandElmer.xls

The information BELOW this point is related to allowable reasons why the LEA's MOE may have dropped.

**VIEW ONLY CHART SHOWING REQUIRED AMOUNT TO BE BUDGETED FOR SPECIAL EDUCATION BASED ON THE FEDERAL ALLOCATION**

1	Increase from 2014 to 2015.	8930
2	Funds expended on special education and related services (from the MOE Table) for students with disabilities in the 2012-2013 school year.	5902087
3	Amount of IDEA funds that may be treated as local funds for the purpose of meeting the maintenance of fiscal effort and nonsupplanting requirements for the FY 2015 school year (50% of line 1).	165
4	Minimum amount of funds required to be budgeted for special education and related services in the 2014-2015 school year.	584822
5	Amount of funds budgeted for special education and related services in the 2014-2015 school year.	5054000



Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSBORO TWP SCHOOL DISTRICT-33-4150-511  
**MAINTENANCE OF FISCAL EFFORT**

Complete the Use of Funds Chart

Function / Object Code	Expenditure Category	Local Special Ed. Expenditure Transferred to Federal	Use of Freed Up Local funds for General Ed. As described above
100	Instruction		
100-100	Instruction - Salaries		
100-300	Instruction - Purchased Services		
100-500	Instruction - Other Purchased Services		
100-600	Instruction - Supplies		
100-800	Instruction - Other Objects		
200	Support Services		
200-100	Support - Salaries		
200-200	Benefits		
200-300	Support - Professional Technical Services		
200-400	Support - Purchased Property		
200-500	Support - Other Purchased Services		
200-600	Support - Supplies		
400	Building/Equipment		
400-720	Building/Renovation		
400-731	Instructional Equipment		
400-732	Non-Instructional Equipment		
	Totals	0	0

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Individuals with Disabilities Education Act Part B Application 2015  
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**MAINTENANCE OF FISCAL EFFORT**

**LEA MOE Requirement:**

Under 34 CFR 300.203(b)(2) an LEA must ensure that the amount of funds (local or state/local) it budgets for the education of children with disabilities in the year of the application is at least the same, either in total or per capita, as the amount is spent for that purpose in the most recent year for which fiscal information is available.

There are four ways to calculate this. Districts are encouraged to develop the best method for their situation by completing the items below:

Method 1: Total [All cells must be completed even if 0]

Choose one:  Local Funds Only  State and Local Funds

The numbers below may be pulled from the District's Budget Statement

Budget Line #	Category	2012-2013 Expenditures	2013-2014 Budget	2014-2015 Budget
10300	Total Special Education Instruction	2135218	2197620	2284977
29020	Tuition to other LEAs within the state in a special education program	997083	817966	355366
29060	Tuition to County Vocational School District Special	1000	1500	3750
29080	Tuition to County SSD and Regional Day Schools	548652	554863	378285
29100	Tuition to Private School for the Disabled within State	591669	655890	317591
29120	Tuition to Private School for the Disabled Out of State	0	0	0
29140	Tuition State Facilities	33482	31365	64612
52040	Transportation Salaries for between home and school pupil transportation (Sp. Ed)	195747	290606	235036
523210	Contracted Services - Special Education Students Vendors	7289	7461	0
52340	Contracted Services - Special Education Students Jointures	154373	147904	163130
52380	Contracted Services - Special Education Students ESCs, CTEA	103312	77082	26984
42200	Total Undistributed Expenditures - Child Study Teams	606741	633779	555409
40580	Total Undistributed Expenditures - Speech, OT, PT, and Related Services	290726	339899	386045
41080	Total Undistributed Expenditures - Other Supp. Serv. Students - Extra Serv.	236795	217525	282815
7400-74260	Equipment Total for Special Education only	0	0	0
	Total	5902087	5973480	5054000

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**GENERAL**

You are here: > Application Forms > Participation of Students with Disabilities In Private Schools (Nonpublic)

**NONPUBLIC CERTIFICATIONS AND COMMUNICATIONS**

**Instructions:**

- Fields with an \* next to them must be completed.
- Description of what is expected in this section can be found by clicking "Instructions."
- After entering all information click the **SAVE** button.
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- To return to the Application menu click the **Application Menu** link above.

Check here if your organization is classified as a State Agency, Vocational School, or Charter School; in which case the information on this form is not required to be completed.

**Participation of Students with Disabilities Parentally Placed in Private Schools (Nonpublic)**

Private schools are schools which provide preschool, elementary or secondary education as determined under state law for students placed by their parents or legal guardians and are controlled by other than the public authority. The definition includes secular, nonsecular and early childhood programs.

**Numbers and proportionate share for students with disabilities parentally placed in private schools:**

(Indicate based on consultation how many students will be receiving services)

	Basic (Ages 3-21)	Preschool (Ages 3-5)
Allocation	439537	9935

<https://nj.gov/education/state-nj-us/NISAGE/ChildFindPage.action?appID=794016&oneID=8003306&unitID=96075>

11/26/2014

Instructions

Number of eligible parentally placed private school students with disabilities (as of 10/15/2013) reported by the LEA	0	0
Proportionate Share	0	0
Number of students who will receive services through IDEA	0	0

**Childfind Certification**

By checking the box(es) below, we certify that the LEA has conducted comprehensive child find activities to locate, identify, and evaluate all private school (nonpublic) children with disabilities, including religious school children residing in the jurisdiction of the LEA, in accordance with Section 300.125 and 300.220. The activities undertaken to carry out this responsibility for private school children with disabilities were comparable to activities undertaken for children with disabilities in public schools. (34 CFR Section 300.451)

No children with disabilities, as identified below, parentally placed in nonpublic schools located within the district were identified and determined eligible for special education through this process

- Basic (Ages 3-21)
- Preschool (Ages three-four-five)

**Communication and Decision Making**

The needs of students with disabilities parentally enrolled in private schools must be considered in making decisions concerning the use of IDEA funds. Applicants must consult, prior to the development of this application, with **representatives of students with disabilities** (not service providers) enrolled in private schools to determine the special education services required by those students that could be provided through IDEA.

Enter Completed Dates for Communication Activities with Representatives of Students with Disabilities:

Written Communication: \_\_\_\_\_  
 Phone Communication: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_

Describe the decision making process for selection of the students with disabilities identified to receive service and the communication activities below:

<https://nj.gov/education/state-nj-us/NISAGE/ChildFindPage.action?appID=794016&oneID=8003306&unitID=96075>

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES -AUGUST 25, 2014

RELATED WORKS

Nonpublic Certifications and Communications(1)

Nonpublic Consultations and Services

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http://www.pittsgrove.k12.nj.us/NR/rdonlyres/00000000-0000-0000-0000-000000000000/0/00000000-0000-0000-0000-000000000000.pdf



Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSGROVE TWP SCHOOL DISTRICT-33-4150-511  
**ASSURANCES/BOARD CERTIFICATIONS**

Please note that in accordance with federal requirements, all districts must provide an assurance that district-wide (local) assessments are being administered in accordance with the requirements set forth in 34 CFR section160.

**District-Wide Assessments**

In accordance with 34 CFR section160, the board of education ensures that all children with disabilities are included in local assessments with appropriate accommodations and alternate assessments, if necessary, as indicated in their respective IEPs.

Please check ONE of the options below:

- Yes, the district administers a district-wide (local) assessment.
- No, the district does not administer a district-wide (local) assessment.

**National Instructional Materials Access Center Requirement (NIMAC)**

The school district will coordinate with the National Instructional Materials Access Center (NIMAC) and not later than December 3, 2006 the district will, as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for the purchase of print instructional materials, enter into a written contract with the publisher to require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Center, electronic files containing the contents of the print instructional materials using the NIMAS standard. Districts participating in NIMAC also have the option of purchasing accessible materials directly from the publisher. For further information, see the memorandum National Instructional Materials Access Center (NIMAC) at <http://www.nj.gov/njded/specialed/memos/memos.htm>.

Please check ONE of the options below:

- YES, the district will participate in the National Instructional Materials Access Center (NIMAC)
- NO, the school district has chosen not to coordinate with the NIMAC, but assures that it will provide accessible instructional materials to blind students or other students with print disabilities in a timely manner.

**IDEA Assurances**

By clicking on the 'Assurances' direct link below to review all the provisions detailed in the Assurances, the authorized representative of the applicant hereby certifies that he or she has read, understood, and will satisfy and comply with the following Assurances in their entirety:

**IDEA ASSURANCES**

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014



Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSBORO TWP SCHOOL DISTRI-33-4150-511  
ASSURANCES/BOARD CERTIFICATIONS

District Certification of compliance with the Assurances: After reading the above assurances, enter date here: 7/10/2014  
 Board Authorization

The School District on 8/7/2014 hereby authorizes the submission of the IDEA application for fiscal year 2015, and accepts the grant award of the funds upon subsequent approval of the FY 2015 IDEA application.

If the date of Board Approval for the original application is after the original application submission date, a copy of the Board Resolution, or a Certified Copy of the Board minutes, showing approval action must be uploaded below upon return of the application. The application cannot receive Tier II final approval until the OGM has received the documentation.

The Grant has been returned for a Board Authorization. Please upload the Board resolution and resubmit: 890331-IDEAapproval.docx

Previous Board Date:

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Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSBORO TWP SCHOOL DISTRI-33-4150-511

**BUDGET SUMMARY**

Function /Object	Expenditure Category	Basic			Preschool		
		Public Amount	CEIS	Nonpublic Amount	Total Amount	Public Amount	Nonpublic Amount
100	Instruction						
100-100	Instructional – Salaries	0	0	0	0	0	0
100-300	Instruction Purchased Services	0	0	0	9935	0	9935
100-500	Other Purchased Services	439537	0	0	0	0	0
100-600	Instructional Supplies	0	0	0	0	0	0
100-800	Instruction Other Objects	0	0	0	0	0	0
200	Support Services						
200-100	Non-Instructional – Salaries	0	0	0	0	0	0
200-200	Employee Benefits	0	0	0	0	0	0
200-300	Professional and Technical Services	0	0	0	0	0	0
200-400	Purchased Property Services	0	0	0	0	0	0
200-500	Other Purchased Services	0	0	0	0	0	0
200-600	Non-Instructional Services	0	0	0	0	0	0
200-800	Other Objects	0	0	0	0	0	0
200-860	Indirect Cost	0	0	0	0	0	0
400	Facilities Acquisition and Construction Services						
400-720	Building/Renovation	0	0	0	0	0	0
400-731	Instructional Equipment	0	0	0	0	0	0
400-732	Non-Instructional Equipment	0	0	0	0	0	0
520	Other						
520-930	Schoolwide	0	0	0	0	0	0
	Total Project Budgeted	439537	0	0	439537	9935	9935
	Allocation				439537		9935
	Difference between allocation and total budget				0		0
	Nonpublic Proportionate Share						0



**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSGROVE TWP SCHOOL DISTRI-33-4150-511

Basic Entitlement Allocation (Ages 3-21)

IDEA Part B Sec. 611 - It is estimated that the project/program is funded 100% with federal funds. These funds are coded under CFDA Number 84.027A				
<b>Allocation Calculation</b>				
				Base Amount
				153533
<b>Population</b>				
Public Enrollment	Nonpublic Enrollment	Total Population	Population Rate Per Pupil	Increase for Population Amount
1484	0	1484	129.108050897614	191596
<b>Poverty</b>				
Public Free/Reduced Lunches	Nonpublic Free/Reduced Lunches	Total Free/Reduced Lunch Count	Poverty Rate Per Pupil	Increase for Poverty Amount
522	0	522	64.5228845106733	33681
<b>Total</b>				
<b>Current Year Funds</b>				
Basic Allocation (Ages 3-21)			378810	
Total Current Year Funds			378810	
<b>Prior Year(s) Funds</b>				
Carryover (+)				
Overpayment (+)				
Total Prior Year(s) Funds				
<b>Cooperative/Consortia</b>				
Transfer In/Out			60727	
<b>Adjusted Total</b>			<b>439537</b>	

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IDEA-2015-PITTSGROVE TWP SCHOOL DISTRI-33-4150-511

<b>Nonpublic Proportionate Share Calculation</b>			
Total Students with Disabilities (Ages 3-21)	Total Nonpublic Students with Disabilities (Ages 3-21)	Basic Allocation (Ages 3-21)	Nonpublic Proportionate Share
261		378810	
<b>Prior Year(s) Funds</b>			
Carryover (+)			
Overpayment (+)			
<b>Cooperative/Consortia</b>			
Transfer In/Out			
<b>Adjusted Total</b>			

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Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTS GROVE TWP SCHOOL DISTRI-33-4150-511

**Instructional Expenditures**


Each Expenditures requires a description and indication of who will be served in the space provided.

Function/Object Code/Title	Expenditure Category	Items/Population to be served	Public	Nonpublic	CEIS	Total Amount
100 500 Instruction Other Purchased Services	Tuition Students	Special Needs students in OOD placements	439537	0	<input type="checkbox"/>	439537
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0
					<input type="checkbox"/>	0

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7/28/2014

Entitlements



Approved: Entitlements for IDEA-2015-PITTS GROVE TWP SCHOOL DISTRI-33-4150-511  
 Submitted: 7/28/2014 12:30:50 PM  
 Submitted By: Suzanne Abdill  
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**PRESCHOOL**

You are here: > Grant Budget Forms > Preschool Budget Forms

**PRESCHOOL ENTITLEMENT ALLOCATION (AGES 3-5)**

**Instructions:**

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- Description of what is expected in this section can be found by clicking "[Instructions](#)."
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**IDEA Part B Sec. 619 - It is estimated that the project/program is funded 100% with federal funds.**  
**These funds are coded under CFDA Number 84.173**

<b>Allocation Calculation</b>			
			Base Amount
			6709



FITTS GROVE TOWNSHIP BOARD OF EDUCATION - AUGUST 25, 2014			
Public Enrollment	Nonpublic Enrollment	Total Enrollment	Increase for Population Amount
1484	0	1484	2077
<b>Population</b>			
Public Free/Reduced Lunches		Total Free/Reduced Lunch Count	Increase for Poverty Amount
522		522	354
<b>Poverty</b>			
Public Free/Reduced Lunches		Total Free/Reduced Lunch Count	Increase for Poverty Amount
522		522	354
<b>Total</b>			
<b>Current Year Funds</b>			
Preschool Allocation (Ages 3-5)			9140
Total Current Year Funds			9140
<b>Prior Year(s) Funds</b>			
Carryover (+)			0
Overpayment (+)			0
Total Prior Year(s) Funds			0
<b>Cooperative/Consortia</b>			
Transfer In/Out			795
<b>Adjusted Total</b>			<b>9935</b>

Nonpublic Proportionate Share Calculation			
Total Students with Disabilities (Ages 3-5)	Total Nonpublic Students with Disabilities (ages 3-5)	Preschool Allocation (Ages 3-5)	Nonpublic Proportionate Share
21	0	9140	0
<b>Prior Year(s) Funds</b>			
Carryover (+)			0
Overpayment (+)			0
<b>Cooperative/Consortia</b>			
Transfer In/Out			0
<b>Adjusted Total</b>			<b>0</b>

REQUIRED PAGE

- [Preschool Entitlement Allocation \(Ages 3-5\)\(1\)](#)
- [Instructional Expenditures](#)
- [Non-Instructional Expenditures](#)
- [200-860 Indirect Costs](#)

https://enterprisegrants.state.nj.us/NISAGE/ObjectPage.aspx?nodeID=79471&nodeID=905776&nodeID=96104

7/1

520-930 Schoolwide Programs

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PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Individuals with Disabilities Education Act Part B Application 2015  
 IDEA-2015-PITTSGROVE TWP SCHOOL DISTRI-33-4150-511

**Instructional Expenditures**

Each Expenditures requires a description and indication of who will be served in the space provided.

Function/Object Code/Title	Expenditure Category	Items/Population to be served	Public	Nonpublic	Total Amount
100 300 Instruction Purchased Services	Consultants working directly with students	Contracted aides	9935		9935
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0

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District Name	Superintendent Name	Plan Begin/End Dates
Pittsgrove Township School District	Mr. Henry Bermann	July 2014-June 2015

**1: Professional Learning (PL) Goals**

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Use multiple sources of data to monitor instruction and determine student learning needs.	All teachers, all schools	<ul style="list-style-type: none"> <li>Research supports data-based decision-making</li> <li>There is a need for <i>specific</i> baseline data for SGOs</li> <li>There is a need for a common 'warehouse' for data storage</li> </ul>
2	Develop and strengthen writing instruction in language arts and across the content areas	All teachers, all schools	<ul style="list-style-type: none"> <li>NJASK writing scores indicate a need for improvement</li> <li>Olivet and Schallick cite writing as a school goal</li> <li>NJCCS for Writing in ELA, 1-10</li> <li>NJCCS for Writing in History/Social Studies, Science, and Technical Subjects, 1-10</li> </ul>
3	Build capacity of all teachers to differentiate instruction	All teachers, all schools	<ul style="list-style-type: none"> <li>Most classes K-8 consist of students with differing academic ability</li> <li>CP classes in Schallick consist of students with differing academic ability</li> <li>Students with disabilities did not meet progress targets in Olivet and PTMS, according to NJ School Performance Report</li> <li>Allowing student choice promotes engagement (Danielson 3c)</li> </ul>



2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1.	<ul style="list-style-type: none"> <li>Provide data-access training in LinkIt (District Inservice)</li> <li>Provide data analysis training (Department/Faculty Meetings)</li> </ul>	<ul style="list-style-type: none"> <li>Analyze data from local assessments on 1/2 PD days.</li> <li>Complete Data Analysis Forms/Records on 1/2 PD days</li> <li>Discuss results in team/department meetings.</li> <li>Analyze data/reports from multiple sources, such as DIBELS, NJASK, NWEA, LinkIt!, etc.</li> </ul>
2.	<ul style="list-style-type: none"> <li>Summer PD for Olivet Teachers – Organize writing units and create folders in Google-docs</li> <li>Summer PD for SS Teachers to create Document-Based Questions and Research Simulation Tasks</li> <li>Revision of ELA curricula in the middle school</li> <li>Revision of Math curricula in the middle school (to incorporate writing)</li> <li>Purchase of Common Core Writing materials for ELA teachers grades 6-12</li> </ul>	<ul style="list-style-type: none"> <li>After-school PD provided by supervisors (Technology and P.A.R.C.C. Academy)</li> <li>Collect and evaluate writing samples in content areas at least 2 times per school year (following major assessments)</li> </ul>
3.	<ul style="list-style-type: none"> <li>Summer PD for Special Ed Teachers – Adaptation of instruction and materials for ELA and SS</li> <li>Summer PD for Elementary Teachers – Restructure Language Arts to incorporate more time for Guided Reading and Writer's Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Training in UDL</li> <li>Quarterly meetings with Special Ed teachers and Content Area Supervisor</li> <li>Feedback Survey for Elementary Teachers</li> <li>Walkthroughs focused on Engagement – Feedback provided to teachers</li> </ul>



3: PD Required by Statute or Regulation

State-mandated PD Activities
GCN Training in the following: ADHD, Asthma, AED, Affirmative Action, Alcohol and Drug Awareness for Employees, Anti-Bullying Bill of Rights, Asthma, Blood-Borne Pathogens, Child Abuse Cyber-Bullying, Diabetes Awareness, Ethics and Boundaries for School Employees, FERPA, Fire Extinguishers, Gang Awareness, 504, Sexual Harassment, Suicide Prevention.

4: Resources and Justification

Resources
Most PD opportunities will be conducted in-house. Funds needed for out-of-district training and travel expenses have been budgeted for the 2014-15 school year. A minimal number of individuals will attend out-of-district training; PD will be turn-keyed to staff. Common Core writing workbooks were purchased under the 2013-14 school-year budget.
Justification
2013-14 data analysis has identified priority areas related to the supervision of instruction to ensure consistent and successful implementation of the CCSS and AchieveNJ. High quality professional learning experiences are necessary to support these Initiatives and Improve educators' practice. Emphasis will be placed on collaborative, sustained PD in the areas of data analysis, writing, and differentiated instruction.

Signature: \_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_ Date

**PITTSBURGH TOWNSHIP SCHOOLS**  
 Administration Building  
 Office of the Superintendent of Schools  
 Phone: 358-3094 ext. 4016

**PITTSBURGH TOWNSHIP SCHOOLS**  
 Administration Building  
 1076 Almond Road  
 Pittsburgh, New Jersey 08318-3950  
 (856) 358-3094 Fax: (856) 358-6020

**HENRY BERMAN**  
 Superintendent of Schools  
 (Ext. 4016)

**SUZANNE R. FOX ABDILL**  
 Business Admin./ Board Secretary  
 (Ext. 4018)

**YVETTE DuBOIS**  
 Director of Curriculum & Instruction  
 (Ext. 4013)

# INTERNAL POSTING

**EDUCATION:**

Pittsburgh Township School District is seeking applicants for the following 2014-15 opening. Interested persons should submit co-curricular application, by August 15, 2014, to Yvette DuBois, Director of Curriculum & Instruction, Pittsburgh Twp. Schools, 1076 Almond Rd., Pittsburgh, NJ 08318. (Fax 856-358-6220). Position will be compensated through a \$3,997 stipend via NCLB/Title I Grant Funds.

**Title 1/NCLB Programs Liaison - K-5**

Responsibilities will include, but may not be limited to:

- Facilitate articulation of K-5 Title 1/Basic Skills Programs
- Assist with the coordination of NCLB grant requirements, as guided by Director of Curriculum & Instruction
- Record, track, and report Title 1 program enrollment and achievement data
- Keep Building Principals and Director of Curriculum & Instruction informed of Title 1 programs and student progress
- Serve as the coordinator of program training under the direction of the Principals and/or Director of Curriculum & Instruction
- Coordinate vertical articulation K-5 of Title 1/Basic Skills program staff
- Share and discuss test data- including but not limited to DIBLES, DRKA, benchmark data, NJASK, etc.
- Check in with teachers and relay any curricular issues to Principals/Director of C&I
- Share ways to improve Title 1/Basic Skills programs offering content-based expertise
- Serve as the coordinator of Title 1/Basic Skills meetings under the direction of the Principal/Director of Curriculum & Instruction
- Assist with ordering, checking in and distributing supplies, if needed
- Other duties as assigned by Principals and/or Director of Curriculum & Instruction

*The Pittsburgh Township Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program and will not discriminate against any person because of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual or nonapplicable disability.*

*The Board of Education is committed to Section 504 of the Rehabilitation Act of 1973*

ycd  
 c: R. Jost, PEA President – 8/5/14

**TO:** Henry Bermann, Superintendent  
**FROM:** Yvette DuBois, Director of Curriculum & Instruction  
**RE:** Title 1/NCLB Programs Liaison Appointment  
**DATE:** August 18, 2014

Please seek Board approval for the appointment of Elmer School Teacher Donna Poolake, to Title 1/NCLB Programs Liaison- K-5 for the 2014-2015 school year. The position will be compensated through a \$3,997 stipend via NCLB/ Title I grant funds.

The job description is attached as posted.

Thank you.

cc. P. Caburo  
 D. Bruce  
 S. Ellis

PITTSGROVE TOWNSHIP BOARD OF EDUCATION  
Pittsgrove, New Jersey

FILE CODE: 5114
X Monitored
X Mandated
X Other



Donna Keech <dkeech@pittsgrove.net>

**Fwd: Student Suspension Policy**

1 message

Henry Bermann <hbermann@pittsgrove.net>  
To: Donna Keech <dkeech@pittsgrove.net>

Mon, Jun 16, 2014 at 12:22

Sent from my iPhone

Begin forwarded message:

From: "Kerri A. Wright" <kawright@pbnlaw.com>  
Date: June 15, 2014 at 10:11:13 PM EDT  
To: "Henry Bermann" <hbermann@pittsgrove.net>  
Subject: Student Suspension Policy

Henry,

As we discussed, attached please find a newly-revised student suspension and expulsion policy. This one policy covers all the material in both the prior policies and is updated to reflect the current state of the law in New Jersey. I have attached two copies for you, one is red-lined and the other is a clean version.

We can discuss at your convenience if you have any questions.

Regards,

Kerri

**Kerri A. Wright, Esq.**  
**PORZIO, BROMBERG & NEWMAN, P.C.**  
100 Southgate Parkway, P.O. Box 1997 | Morristown, NJ 07962-1997

P: 973 889-4327 | F: 973 538-5146 | vCard  
E: kawright@pbnlaw.com | W: www.pbnlaw.com

This electronic communication, including any authorized attachments, contains information from the law firm of Porzio, Bromberg & Newman, P.C., and may be legally privileged, confidential, and exempt from disclosure under applicable law. This communication also may include content that was not originally generated by the firm. If you are not the intended recipient, any use or dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and delete it from all computers on which it may be stored. In addition, if you are not currently a client of the firm, this communication is not to be construed as establishing an attorney-client relationship.

**SUSPENSION AND EXPELLION POLICIES AND PROCEDURES**

It is the policy of the Pittsgrove Township Board of Education to promote good citizenship and appropriate student behavior. While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Therefore, the Board has established a procedure for such cases.

**Disruptive Behavior:**

Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over a pupil;
- C. Actions that constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil, a teacher, or any school employee with or without a firearm or other weapon;
- E. Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other pupils to truancy;
- J. Truancy and class cutting; leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of unsafe or illegal articles;
- M. Use of any tobacco product on school property;

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4. Any other offense deemed serious enough by the administration to warrant a long-term suspension or otherwise requiring referral to the Board.

Referral to the Board of very serious cases will be expedited. In such cases, the building principal, in concurrence with the superintendent, will suspend a student immediately after an appropriate informal hearing. The informal hearing shall follow the requirements of N.J.A.C. 6A:16-7.3.

At the next regular meeting, a report will be presented to the Board by the building principal and/or the superintendent, which provides details of the incident(s) in question, the student's records, and recommendation by the school psychologist, if appropriate. This report shall be provided to the Board in closed session. To ensure confidentiality, any written materials shall be provided to the Board in closed session and collected prior to adjournment from closed session.

If the principal and/or superintendent are recommending a long-term suspension (i.e., more than 10 school days), then the student is entitled to a formal hearing before the Board, as set forth below. The power to reinstate the student, continue the suspension, or reinstate the suspension, or institute exclusion proceedings shall be vested in the Board as per N.J.S.A. 18A:37-5.

In addition, there may be a referral of the case to the Board of Education when a student has committed repeated serious violations of acceptable behavior, which have resulted in multiple suspensions, as per the Codes of Student Conduct for each individual school.

Disciplinary procedures for students with disabilities shall be in accordance with federal and state codes and statutes.

**Suspensions - General**

While serving an out-of-school suspension, a pupil shall be counted absent (excused) unless the duration of the suspension requires home instruction.

Except when special considerations warrant (at the discretion of the administration), every pupil will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her expulsion or suspension.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the superintendent. Any pupil under suspension who enters the school buildings or grounds without the permission of the superintendent may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board, acting upon the recommendation of the superintendent.

Serious violations of school regulations which create a dangerous or unsafe condition for other pupils shall cause a pupil to be suspended upon the first offense.

**In-school Suspension**

The Board directs the administration to arrange facilities for in-school suspension whenever possible. Pupils will be required to occupy themselves with school-related work during such suspensions. No

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N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;

O. Use of profanity or abusive language;

P. Turning in a false alarm;

Q. Tampering with or damaging property of other pupils or staff members;

R. Selling or buying lottery tickets or any other gambling paraphernalia on school property;

S. Harassment, intimidation or bullying

**Very Serious Violations**

Referral of the case to the Board of Education is required when a student commits a very serious violation of acceptable behavior, such as:

1. Assault on a staff member (N.J.S.A. 18A:37-2.1)

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education, shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction, to the extent required by law, and shall be entitled to a hearing before the Board. The hearing shall be conducted consistent with the provisions for long-term suspensions set forth below.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

2. Weapons offenses (Policy #5131.7)

3. Possession/distribution, or under the influence of drugs and/or alcohol (Policy #5131.6)

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

socializing shall be permitted. Pupils shall be counted as present in school but absent (excused) from individual classes.

Makeup of Missed Work

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The superintendent will notify parents/guardians by telephone and send a letter regarding the telephone conversation immediately.

Procedures For Suspensions

The administration shall establish, and the Board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall be developed with the advice of the Board attorney and shall include at least:

- A. Informing the pupil of the charges against him/her;
  - B. Giving the pupil a chance to reply to them.
- These regulations shall also include safeguards for the dismissal of pupils suspended from school, procedures for calling an immediate conference with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of pupils.

Every effort shall be made to adjudicate each suspension promptly so that, when warranted, the pupil can be returned to school with a minimum loss of school time and school work.

Long-term suspensions:

When the superintendent imposes a long-term suspension, he/she must report it to the Board at its next regularly scheduled meeting. No suspension may be continued beyond 30 days without board action. A suspended pupil may be reinstated by the superintendent before board action.

Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Pupils suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the Board, or its designee as permitted by law, which shall take place not later than 30 calendar days following the day the student is suspended.

Prior to the hearing, and consistent with law, the student shall be provided with the following:

- A. Notification of the charges against him/her.

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B. The names of the adverse witnesses;

C. Copies of the statements and affidavits of those adverse witnesses;

D. The opportunity to be heard in his/her own defense;

E. The opportunity to present witnesses and evidence in his/her own defense;

F. The opportunity to cross-examine adverse witnesses; and

G. The opportunity to be represented by counsel.

The Board shall make a decision within five days of the close of the hearing. In consultation with the Board solicitor, the superintendent shall ensure that the parents/guardians receive a written statement of the Board's decision, which statement shall comply with N.J.A.C. 6A:15-7.3. Any appeal of the Board's decision shall be made to the Commissioner of Education within 90 days of the Board's decision.

The Board requires that such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held.

Each suspended pupil who has requested a formal hearing shall be restored to the regular educational program pending the outcome of the hearing. If such hearing cannot be held on or before the Board's second regular meeting following the suspension, this provision shall not apply when, in the opinion of the superintendent, the presence of the pupil in school poses such a danger to himself/herself or others as to warrant continued absence.

Each such pupil suspended from the schools of this district shall receive individual instruction commencing not later than five working days after the suspension occurs, except that the Board may, on the recommendation of the superintendent, assign the pupil to an alternate educational program to meet his/her particular needs (see policy 6172 Alternative Education).

Expulsion:

The board will consider expulsion only if:

- A. The superintendent with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
- B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the superintendent.

The child shall remain out of school until either:

- A. An appeal made to the superintendent is decided in the child's favor; or

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Suspension, Expulsion, Pupil Suspension/Expulsion

Legal References:

- N.J.S.A. 2C:12-1
- N.J.S.A. 18A:11-1
- Definition of assault
- General mandatory powers and duties
- Discipline of pupils
- N.J.S.A. 18A:37-1 et seq.
- See particularly:
- N.J.S.A. 18A:37-2.1 through -2.5, 18A:37-7 through -12
- N.J.S.A. 18A:40A-1 et seq.
- See particularly:
- N.J.S.A. 18A:40A-9, -10, -11, -12
- N.J.S.A. 18A:54-20
- Powers of board (county vocational schools)
- N.J.A.C. 6A:14-2.8
- N.J.A.C. 6A:16-1.1 et seq.
- Discipline/suspension/expulsions
- Programs to Support Student Development
- See particularly:
- N.J.A.C. 6A:16-1.3-4, -3, -5, -5.5, -5.6-5.7
- N.J.A.C. 6A:30-1.1 et seq.
- Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-2.1
- N.J.A.C. 6A:32-12.2
- School-level planning
- 20 U.S.C.A. 1400 et seq. - Section 504 of the Rehabilitation Act of 1973
- P.L. 103-382, Improving America's Schools Act of 1994
- Goss v. Lopez, 419 U.S. 565, 581 (1975)
- Tibbs v. Franklin Township Board of Education, 114 N.J. Super. 287 (App. Div.) aff'd 59 NJ 506 (1971)
- R.R. v. Shore Reg. Board of Education, 109 N.J. Super. 337 (Ch. Div. 1970)
- H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336
- 82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District
- Honig v. Doe, 484 U.S. 305 (1988)

B. The appeal (if made) has been denied and the Board has met to hear the superintendent's recommendation.

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board solicitor will arrange for the giving of legal notice to all parties concerned and for the preparation and presentation of evidence in support of the charges at the hearing.

The pupil must receive:

- A. Notification of the charges against him/her;
- B. The names of the adverse witnesses;
- C. Copies of the statements and affidavits of those adverse witnesses;
- D. The opportunity to be heard in his/her own defense;
- E. The opportunity to present witnesses and evidence in his/her own defense;
- F. The opportunity to cross-examine adverse witnesses; and
- G. The opportunity to be represented by counsel.

The hearing shall be conducted in accordance with applicable law. The pupil shall be provided with all due process to which he or she is entitled by law. Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

If a pupil younger than 18 years of age is expelled, the Board shall continue to supply an educational program for him/her to the extent required by law.

Implementation

The superintendent shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

When an alternative educational program is provided for a pupil identified as disruptive but not disabled, the superintendent shall inform the Board.

Adopted: 2/20/03  
NJSEA Review/Update: 11/08; 11/10  
Re-adopted: 4/16/09; 9/15/11

Key Words



Somerset County Educational Services Commission v. North Plainfield Board of Education, 1999 S.L.D., September 7

State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)

P.L. 2010, c.122 amended N.J.S.A. 18A:37-2 to include harassment, intimidation or bullying as a good cause for suspension or expulsion.

See also Commissioners' Decisions Indexed under "Pupils—Punishment of" in Index to N.J. School Law Decisions

A. Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

**Possible Cross-References:**

- \*5113 Absences and excuses
- \*5124 Reporting to parents/guardians
- \*5131 Conduct/discipline
- \*5131.5 Vandalism/violence
- \*5131.6 Drugs, alcohol, tobacco (substance abuse)
- \*5131.7 Weapons and dangerous instruments
- \*6154 Homework/makeup work
- \*6164.2 Guidance services
- \*6164.4 Child study team
- \*6171.4 Special education
- \*6172 Alternative educational programs
- \*6173 Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual

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*Current*

**PITTSBORO TOWNSHIP BOARD OF EDUCATION**  
Pittsboro, New Jersey

FILE CODE: 5114

X Monitored

X Mandated

X Other

**Policy Reasons**

**SUSPENSION AND EXPULSION**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior.

Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over a pupil;
- C. Actions that constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil, a teacher, or any school employee with or without a firearm or other weapon;
- E. Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other pupils to truancy;
- J. Truancy and class cutting; leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of unsafe or illegal articles;
- M. Use of any tobacco product on school property;
- N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- O. Use of profanity or abusive language;
- P. Turning in a false alarm;
- Q. Tampering with or damaging property of other pupils or staff members;

pupils shall cause a pupil to be suspended upon the first offense.

#### Making up Missed Work

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The chief school administrator will notify parents/guardians by telephone and send a letter regarding the telephone conversation immediately.

#### Procedures

The administration shall establish, and the board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall be developed with the advice of the board attorney and shall include at least:

- A. Informing the pupil of the charges against him/her;
  - B. Giving the pupil a chance to reply to them.
- These regulations shall also include safeguards for the dismissal of pupils suspended from school, procedures for calling an immediate conference with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of pupils.

Every effort shall be made to adjust each suspension promptly so that the pupil can be returned to school with a minimum loss of school time and school work.

When the chief school administrator imposes a suspension, he/she must report it to the board. No suspension for reasons other than assault upon a teacher, administrator, board member or other board employee may continue beyond the second regular meeting of the board following the suspension without board action. No suspension for assault upon a teacher, administrator, board member or other board employee may be continued beyond 30 days without board action. A suspended pupil may be reinstated by the chief school administrator before board action.

Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Pupils suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the board which shall take place not later than the second regular meeting of the board following the suspension. If the offense involves a weapon or assault with or without the weapon (as described above), the hearing shall take place not later than 30 days after the suspension occurs.

The board shall make a decision within five days of the close of the hearing. Any appeal of the board's decision shall be made to the Commissioner of Education within 90 days of the board's decision.

The board requires that such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended pupil who has requested a formal hearing shall be restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the chief school administrator, the presence of the pupil in school poses such a danger to himself/herself or others as to warrant continued absence.

R. Selling or buying lottery tickets or any other gambling paraphernalia on school property;

S. Harassment, intimidation or bullying

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

#### In-school Suspension

The board directs the administration to arrange facilities for in-school suspension whenever possible. Pupils will be required to occupy themselves with school-related work during such suspensions. No socializing shall be permitted. Pupils shall be counted as present in school but absent (excused) from individual classes.

#### General

Pupils on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction.

Except when special considerations warrant (at the discretion of the administration), every pupil will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or suspension.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the chief school administrator. Any pupil under suspension who enters the school buildings or grounds without the permission of the chief school administrator may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the board of education, acting upon the recommendation of the administration.

Serious violations of school regulations which create a dangerous or unsafe condition for other

PITTS GROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

**Implementation**

The chief school administrator shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

When an alternative educational program is provided for a pupil identified as disruptive but not disabled, the chief school administrator shall inform the board.

Adopted: 2/20/03  
NJSEA Review/Update: 11/08; 11/10  
Readopted: 4/16/09; 9/15/11

**Key Words**

Suspension, Expulsion, Pupil Suspension/Expulsion,

**Legal References:** N.J.S.A. 2C:12-1 Definition of assault  
N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:37-1 et seq. Discipline of pupils  
See particularly:  
N.J.S.A. 18A:37-2.1  
through -2.5, 18A:37-7  
through -12

N.J.S.A. 18A:40A-1 et seq. Substance abuse  
See particularly:  
N.J.S.A. 18A:40A-9, -10,  
-11, -12  
N.J.S.A. 18A:54-20

N.J.A.C. 6A:14-2.8 Powers of board (county vocational schools)  
N.J.A.C. 6A:16-1.1 et seq. Discipline/suspension/expulsions  
See particularly:  
N.J.A.C. 6A:16-1.3, -4.3,  
-5.1, -5.5, -5.6, -5.7  
N.J.A.C. 6A:30-1.1 et seq. Programs to Support Student Development

N.J.A.C. 6A:32-2.1 Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-12.2 Districts

20 U.S.C.A. 1400 et seq. - Section 504 of the Rehabilitation Act of 1973

P.L. 103-382, Improving America's Schools Act of 1994

Goss v. Lopez, 419 U.S. 565, 581 (1975)

Titbs v. Franklin Township Board of Education, 114 N.J. Super. 287 (App. Div.) aff'd 59 NJ 506 (1971)

Each such pupil suspended from the schools of this district shall receive individual instruction commencing not later than five working days after the suspension occurs, except that the board may, on the recommendation of the chief school administrator, assign the pupil to an alternate educational program to meet his/her particular needs (see policy 6172 Alternative Education).

**Expulsion**

The board will consider expulsion only if:

- A. The chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
- B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the chief school administrator.

The child shall remain out of school until either:

- A. An appeal made to the chief school administrator is decided in the child's favor; or
- B. The appeal (if made) has been denied and the board has met to hear the chief school administrator's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The pupil must receive:

- A. Notification of the charges against him/her;
- B. The names of the adverse witnesses;
- C. Copies of the statements and affidavits of those adverse witnesses;
- D. The opportunity to be heard in his/her own defense;
- E. The opportunity to present witnesses and evidence in his/her own defense;
- F. The opportunity to cross-examine adverse witnesses; and
- G. The opportunity to be represented by counsel.

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary. If a pupil younger than 18 years of age is expelled, the board shall continue to supply an educational program for him/her.

*Current*

**PITTSBORO TOWNSHIP SCHOOLS**  
Pittsboro, New Jersey

File Code: 5114.2

**SUSPENSION & EXPULSION HEARINGS**

It is the policy of the Pittsboro Township Board of Education to promote good citizenship and appropriate student behavior and establish a procedure for Board involvement in cases of unacceptable behavior.

Referral of the case to the Board of Education is required when a student commits a very serious violation of acceptable behavior such as:

1. Assault on a staff member (N.J.S.A. 18A:37-2.1)

Any pupil who commits an assault (as defined by N.J.S.A. 17:27-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

2. Weapons offenses as per Policy #5131.7
3. Possession/distribution, or under the influence of drugs and/or alcohol (Policy #5131.6)
4. Any other offense deemed serious enough by the administration to be referred to the Board of Education.

Referral to the Board of very serious cases will be expedited. In such cases, the building principal, in concurrence with the superintendent of schools, will suspend a student immediately after an appropriate hearing, until the next regular Board meeting. At the next regular meeting, a report will be presented to the Board by the building principal and/or the superintendent of schools, which provides details of the incident(s) in question, the student's records, and recommendation by the school psychologist. Following a review of the report, the Board may/will authorize a hearing of the case before its full membership. The power to reinstate the student, continue the suspension or reinstate the suspension, or institute expulsion proceedings shall be vested in the Board as per N.J.S.A. 18A:37-5.

B.R. v. Shore Reg. Board of Education, 109 N.J. Super. 337 (Ch. Div. 1970)

H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336

82: July 28, C.E. v. Board of Education of the Upper Freehold Regional School District

Honig v. Doe, 484 U.S. 305 (1988)

Somerset County Educational Services Commission v. North Plainfield Board of Education, 1999 S.L.D. September 7

State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)

P.L. 2010, c.122 amended N.J.S.A. 18A:37-2 to include harassment, intimidation or bullying as a good cause for suspension or expulsion.

See also Commissioners' Decisions indexed under "Pupils – Punishment of in Index to N.J. School Law Decisions

A Uniform Memorandum of Agreement Between Education and Law Enforcement Officials

Possible

Cross References:

- \*5113 Absences and excuses
- \*5124 Reporting to parents/guardians
- \*5131 Conduct/discipline
- \*5131.5 Vandalism/violence
- \*5131.6 Drugs, alcohol, tobacco (substance abuse)
- \*5131.7 Weapons and dangerous instruments
- \*6154 Homework/makeup work
- \*6164.2 Guidance services
- \*6164.4 Child study team
- \*6171.4 Special education
- \*6172 Alternative educational programs
- \*6173 Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.

**SUSPENSION & EXPULSION HEARINGS**  
(cont'd)  
Pg. 3

File Code: 5114.2

- A. The chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
  - B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.
- The parents/guardians of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing, which will afford him/her procedural due process, and the right of parents/guardians to appeal to the chief school administrator.
- The child shall remain out of school until either:
- A. An appeal made to the chief school administrator is decided in the child's favor; or
  - B. The appeal (if made) has been denied and the board has met to hear the chief school administrator's recommendation.

If the board determines that the charges, if true may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The pupil must receive:

- A. Notification of the charges against him/her;
- B. The names of the adverse witnesses;
- C. Copies of the statements and affidavits of those adverse witnesses;
- D. The opportunity to be heard in his/her own defense;
- E. The opportunity to present witnesses and evidence in his/her own defense;
- F. The opportunity to cross-examine adverse witnesses; and
- G. The opportunity to be represented by counsel.

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary. If a pupil younger than 18 years of age is expelled, the board must continue to supply an educational program for him/her.

**Implementation**

The chief school administrator shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

When an alternative educational program is provided for a pupil identified as disruptive but not disabled, the chief school administrator shall inform the board.

Approved: 8/6/96 Revised: 2/20/03

**SUSPENSION & EXPULSION HEARINGS**  
(cont'd)  
Pg. 2

File Code: 5114.2

In addition, there may be a referral of the case to the Board of Education when a student has committed repeated serious violations of acceptable behavior, which have resulted in multiple suspensions, as per individual school code of student conduct.

Disciplinary procedures for students with disabilities shall be in accordance with federal and state codes and statutes.

**Procedures**

The administration shall establish, and the board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all pupils, before a suspension is imposed, shall be developed with the advice of the board attorney and shall include at least:

- A. Informing the pupil of the charges against him/her;
- B. Giving the pupil a chance to reply to them.

These regulations shall also include safeguards for the dismissal of pupils suspended from school procedures for calling an immediate conference with parents/guardians; limitations on the length of suspensions, and specifics for the reinstatement of pupils.

Every effort shall be made to adjust each suspension promptly so that the pupil can be returned to school with a minimum loss of school time and school work.

When the chief school administrator imposes a suspension, he/she must report it to the board. Not suspension may continue beyond the second regular meeting of the board following the suspension without board action. No suspension for assault may be continued beyond 30 days without board action. A suspended pupil may be reinstated by the chief school administrator before board action.

Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Pupils suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the board, which shall take place not later than 21 days after the suspension occurs. If the offense involves a weapon or assault with a weapon (as described above), the hearing shall take place not later than 30 days after the suspension occurs.

The board shall make a decision within five days of the close of the hearing. Any appeal of the board's decision shall be made to the Commissioner of Education within 90 days of the board's decision. The board requires that such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended pupil, who has requested a formal hearing, shall be restored to the regular educational program pending the outcome of the hearing except when, in the opinion of the chief school administrator, the presence of the pupil in school poses such a danger to himself/herself or others as to warrant continued absence.

Each such pupil suspended from the schools of this district shall receive individual instruction commencing not later than two weeks after the suspension occurs, except that the board may, on the recommendation of the chief school administrator, assign the pupil to an alternate educational program to meet his/her particular needs (see policy #6172).

**Expulsion**

The board will consider expulsion only if:

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

*Mark Lup*

PITTSBORO TOWNSHIP BOARD OF EDUCATION FILE CODE: 9323/9324  
Pittsboro, New Jersey

Monitored  
Mandated  
 Other Reasons

Bylaw

AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL

The chief school administrator and the board president shall prepare the agenda for all meetings of the board. In doing so, they shall consult the board secretary.

Items of business suggested by any board member, staff member, or citizen of the district may be included at the discretion of the chief school administrator and board president. When appropriate, the agenda shall allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the board present and voting agrees to consider them. However, existing board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

The agenda, together with supporting materials, shall be distributed to board members sufficiently prior to the board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request. An electronic version of the agenda, together with supporting electronic materials, except those statutorily exempt from disclosure, will be made available to the public.

Adopted: 8/25/86  
NJSBA Review/Update: November 2008  
Readopted: 4/16/09;

Key Words

Board Meeting Agenda, Delivery of Meeting Materials, Board Meeting Materials, Agenda

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Critasi v. Governing Body of the Borough of Oakland, 156 N.J. Super. 182 (App. Div. 1978)

Possible

Cross References: \*1120 Board of education meetings  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws

\*Indicates policy is included in the Critical Policy Reference Manual.

*Curran*

PITTSBORO TOWNSHIP BOARD OF EDUCATION FILE CODE: 9323/9324  
Pittsboro, New Jersey

Monitored  
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Adopted: 8/25/86  
NJSBA Review/Update: November 2008  
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PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Mark Lugo

PITTSGROVE TOWNSHIP BOARD OF EDUCATION FILE CODE: 9322  
Pittsgrove, New Jersey

Monitored  
Mandated  
 Other Reasons

Bylaw

PUBLIC AND EXECUTIVE SESSIONS

The board of education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

All meetings of the board of education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see 1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public meeting;
- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session shall not disclose the topic or details of discussion at executive session.

The board may invite staff members or others to attend executive sessions at its discretion.

File Code: 9322

PUBLIC AND EXECUTIVE SESSIONS (continued)

When public employees make statements pursuant to their official duties: in the classroom, at board meetings, and at other meetings related to educational issues affecting the district, the employees are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline (Garceiti v. Ceballos).

No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the board shall convene or reconvene in open session.

Public Participation

Meetings of the board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

Grievances or complaints that have not previously been considered through administrative channels shall not be considered by the board.

Electronic Communication among Board Members

The board of education believes that electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. They should understand at all times that these communications represent permanent ~~may be considered~~ school district records that ~~are~~ are subject to public disclosure. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

- A. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at board meetings. The Open Public Meetings Act defines a "meeting" as any gathering, ~~whether conducted by means of communication equipment~~, attended by, or open to, all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.
- B. Board members shall be aware that email and email attachments received or prepared for use in board business are likely to be regarded as public records that may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board members shall avoid reference to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
- D. Board members shall adhere to the district "acceptable use" policy in all email communications and shall refrain from sending inappropriate, profane, harassing or abusive emails. (See file code 6142.10)

File Code: 9322

PUBLIC AND EXECUTIVE SESSIONS (continued)

Technology).

E. Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the chief school administrator immediately.

Electronic "Surveying" Communications

The board of education believes that "paperless board meetings" are a type of electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to surveying, email, internet web forums and internet chat rooms.

The surveying features of paperless board meetings shall be used consistent with the New Jersey Open Public Meetings Act by restricting its use in the following ways:

- A. The board shall maintain and provide access to all electronic communications pursuant to the New Jersey Open Public Records Act.
- B. Surveying is a type of electronic messaging communication, and shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communications (committee meetings, telephone calls, etc.).
- C. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at board meetings. The Open Public Meetings Act defines a "meeting" as any gathering, whether corporeal or by means of communication equipment, attended by or open to all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.
- D. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
- E. The district will avoid the appearance of conducting board discussion or acting, in which opinions are exchanged among a quorum of board members through repeated survey questions and answers, outside an open public meeting.

The board shall annually review its electronic communication policy and practices with the board attorney.

Adopted: 8/25/86  
NJSEA Review/Update: November 2008  
Readopted: 4/16/09

Key Words

Board of Education Meetings, Public and Executive Sessions, Executive Sessions

File Code: 9322

PUBLIC AND EXECUTIVE SESSIONS (continued)

Legal References:

- N.J.S.A. 2C:33-8 Disrupting meetings and processions
- N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
- N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:12-21 et seq. School Ethics Act
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 47:1A-1 et seq. Public Records; Examination and Copies ("Open Public Records Act")
- N.J.A.C. 6A:32-12.1 Reporting requirements

Rice v. Union City Board of Education, 143 N.J. Super 64 (1978)

5 U.S.C. Section 552 as amended by Public Law No. 104-231, 110 Stat. 3048

Freedom of Information Act

Garrett v. Caballos 2006 U.S. LEXIS 4341 (May 2006).

Possible

- \*1120 Board of education meetings
- \*3570 District records and reports
- \*6142.10 Technology
- \*9121 Election and duties of president
- \*9271 Code of ethics
- \*9323/9324 Agenda preparation/advance delivery of meeting material
- \*9326 Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.



PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

*Current*

PITTSGROVE TOWNSHIP BOARD OF EDUCATION FILE CODE: 9322  
Pittsgrove, New Jersey

Monitored  
Mandated  
 Other Reasons

Bylaw

PUBLIC AND EXECUTIVE SESSIONS

The board of education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

All meetings of the board of education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see 1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public meeting;
- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session shall not disclose the topic or details of discussion at executive session.

The board may invite staff members or others to attend executive sessions at its discretion.

File Code: 9322

PUBLIC AND EXECUTIVE SESSIONS (continued)

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No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the board shall convene or reconvene in open session.

Public Participation

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Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

Grievances or complaints that have not previously been considered through administrative channels shall not be considered by the board.

Electronic Communication among Board Members

The board of education believes that electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. They should understand at all times that these communications represent permanent school district records that can be subject to public disclosure. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

- A. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at board meetings. The Open Public Meetings Act defines a "meeting" as any gathering attended by, or open to, all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.
- B. Board members shall be aware that email and email attachments received or prepared for use in board business are likely to be regarded as public records that may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board members shall avoid reference to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
- D. Board members shall adhere to the district "acceptable use" policy in all email communications and shall refrain from sending inappropriate, profane, harassing or abusive emails. (See file code 6142.10 Technology).

PUBLIC AND EXECUTIVE SESSIONS (continued) File Code: 9322

- N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:12-21 et seq. School Ethics Act
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 47:1A-1 et seq. Public Records; Examination and Copies ("Open Public Records Act")
- N.J.A.C. 6A:32-12.1 Reporting requirements
- Rice v. Union City Board of Education, 143 N.J. Super 64 (1978)
- 5 U.S.C. Section 552 as amended by Public Law No. 104-231, 110 Stat. 3048 Freedom of Information Act
- Garcetti v. Ceballos 2006 U.S. LEXIS 4341 (May 2006)

**Possible Cross References:**

- \*1120 Board of education meetings
- \*3570 District records and reports
- \*6142.10 Technology
- \*9121 Election and duties of president
- \*9271 Code of ethics
- \*9323/9324 Agenda preparation/advance delivery of meeting material
- \*9326 Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 9322

**PUBLIC AND EXECUTIVE SESSIONS (continued)**

E. Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the chief school administrator immediately.

**Electronic "Surveing" Communications**

The board of education believes that "paperless board meetings" are a type of electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to surveying, email, internet web forums and internet chat rooms.

The surveying features of paperless board meetings shall be used consistent with the New Jersey Open Public Meetings Act by restricting its use in the following ways:

- A. The board shall maintain and provide access to all electronic communications pursuant to the New Jersey Open Public Records Act.
- B. Surveying is a type of electronic messaging communication, and shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communications (committee meetings, telephone calls, etc.).
- C. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at board meetings. The Open Public Meetings Act defines a "meeting" as any gathering, whether corporate or by means of communication equipment, attended by or open to all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.
- D. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
- E. The district will avoid the appearance of conducting board discussion or actions, in which opinions are exchanged among a quorum of board members through repeated survey questions and answers, outside an open public meeting.

The board shall annually review its electronic communication policy and practices with the board attorney.

Adopted: 8/25/86  
NJSEA Review/Update: November 2008  
Readopted: 4/16/09

**Key Words**

Board of Education Meetings, Public and Executive Sessions, Executive Sessions

**Legal References:** N.J.S.A. 2C:33-8 Disrupting meetings and processions  
N.J.S.A. 10:4-6 et seq. Open Public Meetings Act

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Bring Your Whole Board!

Take your boardsmanship skills to the next level. Advanced Boardsmanship is an intense, one-day program designed to help you advance your skills as a board member and improve the overall effectiveness of your board as a whole.

The program combines large and small group activities with an emphasis on comprehensive board communication strategies, effective governance through board committees, and well-run board meetings through parliamentary procedures.

Program Highlights

- Parliamentary Procedure - Beyond "majority rules," how much do you really know about board decision-making? Understanding the intricacies of parliamentary procedure can mean the difference between a well-run meeting and utter chaos. Learn the secrets of Robert's Rules of Order and make your board meetings more efficient, effective and satisfying.
Board Committees - A board committee system can be useful in the decision-making process, allowing your board to conduct its business in an efficient and effective manner. Learn how to maximize the time, effort and expertise of your board members successfully.
Board Communication - If your school board doesn't tell its story, someone else will - and it may not be the story you want out there. Dr. Lawrence Feinsod, NJSBA's executive director, will discuss strategies for communicating with key stakeholders and the community.
Incorporating Technology into Your Communication Plan - Social media and other online tools have fundamentally changed the way we communicate. We've gathered a panel of experts to discuss the importance of technology in communication from all viewpoints, including the perspective of the district and administration.

Information

Date: Saturday, September 27

Registration & Breakfast: 8 a.m.

Program: 8:45 a.m. - 4:00 p.m.

Location: Princeton Marriott Hotel and Conference Center, 100 College Road East, Princeton, NJ 08540

Academy Credits: 3

Member Rate: \$200 per person

Nonmember Rate: \$400 per person

Continental breakfast, snacks, lunch and program materials are included.

Pre-registration is required



Upcoming Events

9/20 - Preparing for Bargaining

10/11 - Bargaining at the Table

10/28 - 10/30 - Workshop 2014

11/15 - The Delegate Assembly

legal responsibilities, and social strategy.

Registration Registration for this program may be completed online, but only by the school business administrator. Business administrators wishing to register officials from their districts should have a scanned purchase order ready to attach to the registration.

For more information, contact Diane Morris, Manager, Mandatory/Academy Training.

The registration deadline is 5 p.m., Tuesday, Sept. 23.

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**PITTSBURGH TOWNSHIP SCHOOLS**  
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**YVETTE DuBOIS**  
 Director of Curriculum & Instruction  
 (Ext. 4013)

**SUZANNE R. FOX ABDILL**  
 Business Admin./ Board Secretary  
 (Ext. 4018)

**HENRY BERGMANN**  
 Superintendent of Schools  
 (Ext. 4016)

August 21, 2014

RE: NJSBA Fall 2014 Workshop Conference

Dear Board Member:

In reference to the above, the Fall 2014 workshop will be held at the Atlantic City Convention Center, October 28, 2014 through October 30, 2014. If you are planning on attending the workshop, please contact the business office with the following information by August 29, 2014:

- Workshop Registration
  - If you plan to bring your spouse, please indicate name
- Hotel Reservations will be made at the Trump Taj Mahal
  - If you plan to use overnight accommodations – please indicate the following:
    1. Name of Occupants
    2. Arrival/Departure Dates
    3. Type of Room requested (Smoking/Non-smoking) with any Special Requests

A waiver for overnight accommodations has been issued for October 28, 2014 and October 30, 2014. If you are planning to arrive on the evening prior to the workshop, you will be invoiced for that portion of the reservation.

Please return the requested information to the business office by August 29, 2014. Hotel reservations need to be made, as soon as possible, for those who will be attending.

Thank you for your cooperation.

*We are an Equal Opportunity Employer - E/M*

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Dear Suzanne:

Have you registered your district for Workshop 2014?

Workshop 2014 conference registration and hotel reservations opened on May 1, but must be handled by the school business administrator only. **Prior to registering or booking hotel reservations for your district, please review the following information:**

**Conference Registration** For information on registering your school district, please review the following **instructions**. If you have any changes or updates to your board census, please email [callcenter@njsba.org](mailto:callcenter@njsba.org) before beginning the registration process. Please have a scanned purchase order ready to attach to the registration form. **Start the registration process now.**

**Pricing** The cost of Workshop group registration for boards of education and member charter schools is \$1,200. Individual registration is \$200. The group registration covers up to 14 team members, which may include school board members, the business administrator, superintendent, facilities manager, curriculum coordinator and technology director.

**Housing Information** The Trump Taj Mahal is the headquarters hotel. A block of rooms have been secured at a number of hotels in Atlantic City for Workshop 2014 attendees. Please review the **Attendee Housing** information listed on the Workshop website.

All housing reservations are being handled by AC Central. Reservations can be made **online** or by downloading a **housing form**. The completed housing form can be faxed to AC Central at (609) 383-8801. Policies on payment and cancellations are detailed on the form. **The last day to pay for/make hotel reservations is Sept. 29.**

**Travel Restrictions** The New Jersey Department of Education has confirmed that school district attendees will be eligible for reimbursement for up to two nights stay (Tuesday and Wednesday) to attend Workshop 2014. Please read the **waiver letter** for more information on travel restrictions.

**Hotel Advisory** NJSBA has secured blocks of rooms at a number of hotels in Atlantic City for Workshop 2014. Housing reservations for the conference are only being handled by AC Central which is the official housing service of Workshop 2014. Please be advised, NJSBA will never call school officials or exhibitors regarding hotel reservations. NJSBA cannot guarantee any hotel rooms which are not booked through AC Central.

**About Workshop 2014** The annual Workshop Conference, the largest training and information

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

conference for school officials in the state, will offer more than 200 individual sessions to New Jersey's local school officials. The conference is a destination where educational leaders from across New Jersey can come to find solutions to the challenges they face in their school districts. To get a preview of Workshop, watch the Workshop [video](#). For updates on Workshop 2014 or to learn more, visit [workshop.njsba.org](http://workshop.njsba.org).

**More Information** Additional details on Workshop 2014 will be posted at <http://workshop.njsba.org/> as they become available. Questions about housing and general inquiries about Atlantic City can be answered by calling 1-866-790-9941 8:00 a.m. until midnight or by emailing [sales@acrooms.com](mailto:sales@acrooms.com). If you have any questions regarding registration, please email [callcenter@njsba.org](mailto:callcenter@njsba.org).

Sincerely,

New Jersey School Boards Association

Co-sponsored by: NJASBO & NJASA



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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

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Page 1 of 34

Interim Balance Sheet  
June 2014

ASSETS AND RESOURCES

ASSETS:			
101	Cash in bank		725,960.07
	Accounts receivable:		
132	Interfund	741,669.57	
141	Intergovernmental - state	1,291,531.97	
143	Intergovernmental - other	48,201.31	
153	other	161,113.30	2,242,516.15
RESOURCES:			
301	Estimated revenues	25,861,745.00	
302	Less revenues	(25,688,893.34)	172,851.66
	Total assets and resources		3,141,327.88

LIABILITIES AND FUND EQUITY

LIABILITIES:			
421	Accounts payable		11,975.46
451	Loans payable		1,266,741.00
	other current liabilities		57,683.93
	Total liabilities		1,336,400.39

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

DRAFT

**Interim Balance Sheet  
June 2014**

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year			929,186.25
754	Reserve for encumbrances - prior year			57,370.80
	Reserved fund balance:			
761	Capital reserve account			2,649.00
762	Adult education programs			--
763	Sale/leaseback reserve 7/1/2012			--
605	Add: Increase in sale/leaseback			--
308	Less: Budgeted w/d sale/leaseback			--
764	Maintenance reserve			--
606	Add: Increase in maintenance reserve			--
310	Less: Budgeted w/d maintenance res.			--
765	Tuition reserve account			--
311	Less: Budgeted w/d tuition reserve			--
766	Current expense emergency reserve			--
607	Add: Increase curr. exp. emer. res.			--
312	Less: w/d from curr. exp. emer.res.			--
751,752,76x	Other reserves			--
601	Appropriations	26,421,426.32		
602	Less: Expenditures	(25,180,522.23)		
603	Encumbrances	(986,557.05)	(26,167,079.28)	254,347.04
604	Increase in capital reserve			30.00
	Total appropriated			1,243,583.09
Unappropriated:				
770	Fund balance, July 1, 2012			561,344.40
771	Designated fund balance			--
303	Budgeted fund balance			--
307	Budgeted w/d from cap res local-excess			--
309	Budgeted w/d from cap reserve-inelig.			--
	Total fund balance			1,804,927.49
	Total liabilities and fund equity			3,141,327.88

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10**

DRAFT

**Interim Balance Sheet  
June 2014**

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	26,421,426.32	26,165,006.88	256,419.44
Revenues	(25,861,745.00)	(25,688,893.34)	(172,851.66)
Subtotal	59,681.32	476,113.54	83,567.78
Change in capital reserve:			
Plus: Increase in reserve	30.00	30.00	--
Less: withdrawal from reserve	(.00)	(.00)	--
Change in sale/leaseback reserve:			
Plus: Increase in reserve	.00	.00	--
Less: withdrawal from reserve	(.00)	(.00)	--
Change in maintenance reserve:			
Plus: Increase in reserve	.00	.00	--
Less: withdrawal from reserve	(.00)	(.00)	--
Change in emergency reserve:			
Plus: Increase in reserve	.00	.00	--
Less: withdrawal from reserve	(.00)	(.00)	--
Less: Adjustment for prior year encumbrances	(59,681.32)	(59,681.32)	--
Budgeted Fund Balance	50.00)	-83,517.78)	83,567.78

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

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Interim Statements Comparing  
Budgeted Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date  
(For 12 month period ending June 30, 2014)

REVENUES/SOURCES OF FUNDS	Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
OPERATING BUDGET				
10-12XX From Local Sources	12,423,068.00	12,238,940.58	(UNDER)	184,127.42
10-3XXX From State Sources	13,409,055.00	13,435,739.00	(OVER)	-26,684.00
10-4XXX From Federal Sources	29,622.00	14,213.76	(UNDER)	15,408.24
GENERAL FUND GRAND TOTAL	25,861,745.00	25,688,893.34	(UNDER)	172,851.66

EXPENDITURES	Appropriations	Expenditures	Encumbrances	Available Balance
OPERATING BUDGET				
GENERAL CURRENT EXPENSE				
11-1XX-100-XXX Regular Programs	7,228,185.05	7,098,142.50	86,176.59	43,865.96
11-2XX-100-XXX Special Education	2,239,493.98	2,162,606.27	54,981.15	21,906.56
11-230-100-XXX Basic Skills/Remedial	427,403.88	422,799.84	45.90	4,558.14
11-401-100-XXX School-Sponsored Co/Extra-Curricular Activities	52,543.00	49,007.20	673.50	2,862.30
11-402-100-XXX School-Sponsored Athletics	344,682.16	335,277.54	936.00	8,468.62
Undistributed Expenditures:				
11-000-100-XXX Tuition	692,272.90	589,684.38	101,427.92	1,160.60
11-000-211-XXX Attendance and Social Work Services	31,001.00	30,365.01	.00	635.99
11-000-213-XXX Health Services	352,441.00	340,726.39	9,711.00	2,003.61
11-000-216,217 Speech, OT, PT & Extraordinary Services	642,715.00	566,128.83	75,196.56	1,389.61
11-000-218-XXX Guidance	680,559.00	673,272.18	.00	7,286.82
11-000-219-XXX Child Study Teams	566,818.84	552,156.51	14,419.92	242.41
11-000-221-XXX Improvement of Instructional Services	463,524.00	456,067.49	891.70	6,564.81
11-000-222-XXX Educational Media Services - School Library	320,966.00	308,160.01	2,388.30	10,417.69
11-000-223-XXX Instructional Staff Training Services	24,970.00	20,174.33	.00	4,795.67
11-000-230-XXX General Administration	671,030.50	639,506.78	31,224.77	298.95
11-000-240-XXX School Administration	1,133,709.68	1,129,796.76	3,053.79	859.13
11-000-25X-XXX Central Services & Admin. Information Technology	734,411.03	720,707.88	8,541.82	5,161.33
11-000-26X-XXX Operation and Maintenance of Plant Services	2,668,411.79	2,474,872.10	168,961.68	24,578.01

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

DRAFT

Interim Statements Comparing  
Budgeted Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date  
(For 12 month period ending June 30, 2014)

EXPENDITURES	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-XXX Student Transportation Services	1,585,995.00	1,557,751.70	24,242.42	4,000.88
11-XXX-XXX-2XX Personal Services - Employee Benefits	4,991,991.51	4,642,688.20	342,714.01	6,589.30
Total Support Services Expenditures	15,560,817.25	14,702,058.55	782,773.89	75,984.81
TOTAL GENERAL CURRENT EXPENSE	25,853,125.32	24,769,891.90	925,587.03	157,646.39
CAPITAL OUTLAY				
10-604 Deposit to Capital Reserve	20.00	.00	.00	20.00
10-604I Interest Earned on Capital Reserve	10.00	.00	.00	10.00
12-XXX-XXX-73X Equipment	216,566.00	168,453.93	48,000.00	112.07
12-000-4XX-XXX Facilities Acquisition and Construction Services	142,325.00	136,986.06	5,326.00	12.94
TOTAL CAPITAL EXPENDITURES	358,921.00	305,439.99	53,326.00	155.01
SPECIAL SCHOOLS				
Other Special Schools				
13-4XX-100-XXX Instruction	111,650.00	105,190.34	5,571.62	888.04
Total Other Special Schools	111,650.00	105,190.34	5,571.62	888.04
TOTAL SPECIAL SCHOOLS	111,650.00	105,190.34	5,571.62	888.04
10-000-100-56X Transfer of Funds to Charter Schools	97,760.00	.00	.00	97,760.00
OPERATING BUDGET GRAND TOTAL	26,421,456.32	25,180,522.23	984,484.65	256,449.44

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

DRAFT

\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

**Schedule of Revenues**  
**Actual Compared with Estimated**  
**(For 12 month period ending June 30, 2014)**

	<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
<b>REVENUES FROM LOCAL SOURCES:</b>			
10-1210 Local Tax Levy	9,003,134.00	9,003,134.00	.00
10-1300 Tuition	3,112,565.00	3,109,252.55	3,312.45
10-1xxx Unrestricted Miscellaneous Revenues	307,369.00	126,554.03	180,814.97
Subtotal	12,423,068.00	12,238,940.58	184,127.42
<b>REVENUES FROM STATE SOURCES:</b>			
10-3116 School Choice Aid	1,171,078.00	1,171,078.00	.00
10-3131 Extraordinary Aid	.00	15,514.00	-15,514.00
10-3132 Categorical Special Education Aid	837,197.00	837,197.00	.00
10-3176 Equalization Aid	10,430,292.00	10,430,292.00	.00
10-3177 Categorical Security Aid	228,815.00	228,815.00	.00
10-3178 Adjustment Aid	12,519.00	12,519.00	.00
10-3121 Categorical Transportation Aid	729,154.00	729,154.00	.00
10-3xxx Other State Aids	.00	11,170.00	-11,170.00
Subtotal	13,409,055.00	13,435,739.00	-26,684.00
<b>FEDERAL SOURCES:</b>			
10-4200 Medicaid Reimbursement	29,622.00	14,213.76	15,408.24
Subtotal	29,622.00	14,213.76	15,408.24
<b>TOTAL OPERATING BUDGET</b>	<b>25,861,745.00</b>	<b>25,688,893.34</b>	<b>172,851.66</b>

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

DRAFT

**Statement of Appropriations**  
**Compared with Expenditures and Encumbrances**  
**(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
<b>GENERAL CURRENT EXPENSE</b>				
<b>Regular Programs - Instruction</b>				
11-110-100-101 Kindergarten - Salaries of Teachers	449,070.00	449,070.00	.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	1,858,170.00	1,857,525.32	.00	644.68
11-130-100-101 Grades 6-8 - Salaries of Teachers	1,475,322.00	1,474,018.74	1,299.00	4.26
11-140-100-101 Grades 9-12 - Salaries of Teachers	2,400,332.00	2,399,655.46	666.00	10.54
<b>Regular Programs - Home Instruction:</b>				
11-150-100-101 Salaries of Teachers	40,270.00	36,178.54	3,034.00	1,057.46
11-150-100-320 Purchased Professional-Educational Services	17,155.00	16,484.75	455.00	215.25
<b>Regular Programs - Undistributed Instruction</b>				
11-190-100-320 Purchased Professional-Educational Services	258,236.00	191,637.17	66,458.96	139.87
11-190-100-340 Purchased Technical Services	51,309.00	47,956.01	3,268.80	84.19
11-190-100-500 Other Purchased Services	316,708.00	297,499.88	953.98	18,254.14
11-190-100-610 General Supplies	322,308.05	290,906.93	8,505.51	22,895.61
11-190-100-640 Textbooks	38,650.00	36,592.70	1,535.34	521.96
11-190-100-890 Other objects	655.00	617.00	.00	38.00
<b>TOTAL REGULAR PROGRAMS - INSTRUCTION</b>	<b>7,228,185.05</b>	<b>7,098,142.50</b>	<b>86,176.59</b>	<b>43,865.96</b>
<b>SPECIAL EDUCATION - INSTRUCTION</b>				
<b>Behavioral Disabilities:</b>				
11-209-100-101 Salaries of Teachers	179,126.00	178,390.44	.00	735.56
11-209-100-320 Purchased Professional-Educational Services	43,566.00	40,481.50	2,933.85	150.65
11-209-100-610 General Supplies	5,473.98	3,235.37	321.98	1,916.63
11-209-100-800 Other Objects	3,705.00	233.25	.00	3,471.75
Total	231,870.98	222,340.56	3,255.83	6,274.59
<b>Multiple Disabilities:</b>				
11-212-100-101 Salaries of Teachers	310,894.00	310,886.36	.00	7.64
11-212-100-106 Other Salaries for Instruction	7,543.00	7,543.00	.00	.00
11-212-100-320 Purchased Professional-Educational Services	106,388.00	95,424.27	10,523.58	440.15
11-212-100-610 General Supplies	5,000.00	3,283.18	284.63	1,432.19



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
PITTSBURGH TOWNSHIP SCHOOLS  
GENERAL FUND - FUND 10

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

DRAFT

Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-212-100-800 Other Objects	3,350.00	906.72	.00	2,443.28
Total	433,175.00	418,043.53	10,808.21	4,323.26
Resource Room/Resource Center				
11-213-100-101 Salaries of Teachers	1,021,860.00	1,021,855.00	.00	5.00
11-213-100-320 Purchased Professional-Educational Services	329,817.00	295,702.84	34,107.46	6.70
11-213-100-610 General Supplies	7,525.00	3,525.57	293.00	3,706.43
11-213-100-800 Other Objects	6,450.00	1,587.53	.00	4,862.47
Total	1,365,652.00	1,322,670.94	34,400.46	8,580.60
Autism:				
11-214-100-101 Salaries of Teachers	66,120.00	66,114.40	.00	5.60
11-214-100-106 Other Salaries for Instruction	4,824.00	4,824.00	.00	.00
11-214-100-320 Purchased Professional-Educational Services	19,900.00	17,689.38	2,203.04	7.58
11-214-100-610 General Supplies	1,500.00	1,165.86	.00	334.14
11-214-100-800 Other Objects	2,000.00	28.76	.00	1,971.24
Total	94,344.00	89,822.40	2,203.04	2,318.56
Preschool Disabilities - Part-Time:				
11-215-100-101 Salaries of Teachers	81,982.00	81,824.20	.00	157.80
11-215-100-106 Other Salaries for Instruction	4,465.00	4,465.00	.00	.00
11-215-100-320 Purchased Professional-Educational Services	26,635.00	22,318.82	4,313.61	2.57
11-215-100-600 General Supplies	1,125.00	1,120.82	.00	4.18
11-215-100-800 Other Objects	245.00	.00	.00	245.00
Total	114,452.00	109,728.84	4,313.61	409.55
TOTAL SPECIAL EDUCATION - INSTRUCTION	2,239,493.98	2,162,606.27	54,981.15	21,906.56
Basic Skills/Remedial - Instruction				
11-230-100-101 Salaries of Teachers	399,258.00	398,505.30	.00	752.70
11-230-100-106 Other Salaries for Instruction	23,920.00	23,866.82	45.90	7.28
11-230-100-320 Purchased Professional-Educational Services	1,060.00	.00	.00	1,060.00
11-230-100-610 General Supplies	3,165.88	427.72	.00	2,738.16
Total	427,403.88	422,799.84	45.90	4,558.14

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
School-Sponsored Cocurricular Activities-Instruction				
11-401-100-100 Salaries	48,193.00	47,610.95	547.50	34.55
11-401-100-500 Purchased Services	1,720.00	917.50	.00	802.50
11-401-100-600 Supplies and Materials	2,630.00	478.75	126.00	2,025.25
Total	52,543.00	49,007.20	673.50	2,862.30
School-Sponsored Athletics - Instruction				
11-402-100-100 Salaries	203,947.00	203,925.00	.00	22.00
11-402-100-500 Purchased Services	87,052.56	79,971.59	.00	7,080.97
11-402-100-600 Supplies and Materials	53,682.60	51,380.95	936.00	1,365.65
Total	344,682.16	335,277.54	936.00	8,468.62
UNDISTRIBUTED EXPENDITURES				
Instruction				
11-000-100-561 Tuition - Other LEAs Within the State - Regular	26,972.90	21,872.56	5,096.54	3.80
11-000-100-562 Tuition - Other LEAs Within the State - Special	1,020.00	.00	.00	1,020.00
11-000-100-563 Tuition - County Voc School Districts - Regular	107,250.00	52,875.00	54,375.00	.00
11-000-100-565 Tuition - Co. Spec. Services and Regional Day Schls	255,405.00	228,462.71	26,938.60	3.69
11-000-100-566 Tuition - Private Schls/Disabled within state	248,710.00	233,581.11	15,017.78	111.11
11-000-100-568 Tuition - State Facilities	31,365.00	31,365.00	.00	.00
11-000-100-569 Tuition - other	21,550.00	21,528.00	.00	22.00
Total	692,272.90	589,684.38	101,427.92	1,160.60
Attendance and Social Work Services				
11-000-211-100 Salaries	30,801.00	30,268.60	.00	532.40
11-000-211-500 Other Purchased Services	200.00	96.41	.00	103.59
Total	31,001.00	30,365.01	.00	635.99
Health Services				
11-000-213-100 Salaries	333,215.00	332,490.37	611.00	113.63
11-000-213-300 Purchased Professional and Technical Services	13,337.00	3,538.00	9,100.00	699.00
11-000-213-500 Other Purchased Services	500.00	207.50	.00	292.50

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-213-600 Supplies and Materials	5,389.00	4,490.52	.00	898.48
Total	352,441.00	340,726.39	9,711.00	2,003.61
11-000-216-100 Speech, OT, PT and Related services				
11-000-216-320 Salaries	183,362.00	182,970.22	.00	391.78
11-000-216-600 Purchased Professional-Educational Services	173,427.00	131,359.30	41,592.87	474.83
11-000-216-800 Supplies and Materials	2,000.00	658.64	1,335.95	5.41
11-000-216-800 Other objects	500.00	.00	.00	500.00
Total	359,289.00	314,988.16	42,928.82	1,372.02
11-000-217-320 Special Education - Extraordinary Services:				
Purchased Professional-Educational Services	283,426.00	251,140.67	32,267.74	17.59
Total Undist. Expend.-other Supp.Serv.-Extra.Serv.	283,426.00	251,140.67	32,267.74	17.59
11-000-218-104 Guidance				
Salaries of Other Professional Staff	524,001.00	523,954.76	.00	46.24
11-000-218-105 Salaries of Secretarial and Clerical Assistants	121,146.00	120,861.06	.00	284.94
11-000-218-320 Purchased Professional-Educational Services	4,000.00	8.68	.00	3,991.32
11-000-218-390 Other Purchased Professional and Technical Services	15,235.00	12,531.00	.00	2,704.00
11-000-218-500 Other Purchased Services	10,747.00	10,634.10	.00	112.90
11-000-218-600 Supplies and Materials	5,080.00	5,002.58	.00	77.42
11-000-218-800 Other objects	350.00	280.00	.00	70.00
Total	680,559.00	673,272.18	.00	7,286.82
11-000-219-104 Child Study Teams				
Salaries of Other Professional Staff	365,225.00	365,222.55	.00	2.45
11-000-219-105 Salaries of Secretarial and Clerical Assistants	93,032.00	92,991.46	.00	40.54
11-000-219-320 Purchased Professional-Educational Services	24,004.00	9,977.50	14,017.11	9.39
11-000-219-390 Other Purchased Professional and Technical Services	19,550.00	19,427.20	.00	122.80
11-000-219-592 Miscellaneous Purchased Services	34,558.00	34,455.43	42.79	59.78
11-000-219-600 Supplies and Materials	26,939.84	26,579.11	360.02	.71
11-000-219-800 Other objects	3,510.00	3,503.26	.00	6.74
Total	566,818.84	552,156.51	14,419.92	242.41

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

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**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-221-102 Improvement of Instructional Services				
Salaries of Supervisors of Instruction	99,691.00	99,690.96	.00	.04
11-000-221-104 Salaries of Other Professional Staff	248,057.00	248,021.01	.00	35.99
11-000-221-105 Salaries of Secretarial and Clerical Assistants	68,736.00	66,900.24	.00	1,835.76
11-000-221-110 other salaries	28,528.00	25,880.00	.00	2,648.00
11-000-221-500 Other Purchased Services	7,575.00	6,954.12	.00	620.88
11-000-221-600 Supplies and Materials	2,250.00	643.16	802.70	804.14
11-000-221-800 Other Objects	8,687.00	7,978.00	89.00	620.00
Total	463,524.00	456,067.49	891.70	6,564.81
11-000-222-100 Educational Media Services - School Library				
Salaries	217,283.00	216,987.00	296.00	.00
11-000-222-300 Purchased Professional and Technical Services	20,089.00	13,205.39	1,467.25	5,416.36
11-000-222-500 Other Purchased Services	24,294.00	23,113.00	.00	1,181.00
11-000-222-600 Supplies and Materials	59,300.00	54,854.62	625.05	3,820.33
Total	320,966.00	308,160.01	2,388.30	10,417.69
11-000-223-320 Instructional Staff Training Services				
Purchased Professional-Educational Services	7,500.00	6,275.00	.00	1,225.00
11-000-223-500 Other Purchased Services	1,970.00	165.49	.00	1,804.51
11-000-223-600 Supplies and Materials	15,000.00	13,733.84	.00	1,266.16
11-000-223-800 Other Objects	500.00	.00	.00	500.00
Total	24,970.00	20,174.33	.00	4,795.67
11-000-230-100 Support Services - General Administration				
Salaries	276,062.00	275,731.69	328.96	1.35
11-000-230-331 Legal Services	104,300.00	95,036.89	9,234.81	28.30
11-000-230-332 Audit Fees	27,180.00	27,180.00	.00	.00
11-000-230-339 Other Purchased Professional Services	18,640.00	15,663.00	2,968.50	8.50
11-000-230-530 Communications/Telephone	59,810.00	59,808.59	.00	1.41
11-000-230-585 BOE Other Purchased Services	4,100.00	4,075.68	.00	24.32
11-000-230-590 Other Purchased Services	147,078.50	128,396.56	18,542.50	139.44

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**  
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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
 GENERAL FUND - FUND 10

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Statement of Appropriations  
 Compared with Expenditures and Encumbrances  
 (For 12 month period ending June 30, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-230-610 General Supplies	15,720.00	15,712.77	.00	7.23
11-000-230-630 BOE In-House Training/Meeting Supplies	3,750.00	3,697.43	.00	52.57
11-000-230-890 Miscellaneous Expenditures	3,090.00	2,922.52	150.00	17.08
11-000-230-895 BOE Membership Dues and Fees	11,300.00	11,281.25	.00	18.75
Total	671,030.50	639,506.78	31,224.77	298.95
Support Services - School Administration				
11-000-240-103 Salaries of Principals/Assistant Principals	784,566.00	784,485.12	.00	80.88
11-000-240-105 Salaries of Secretarial and Clerical Assistants	316,952.00	316,651.90	295.00	5.10
11-000-240-500 Other Purchased Services	8,640.00	6,250.00	2,375.00	15.00
11-000-240-600 Supplies and Materials	12,771.68	11,853.14	383.79	534.75
11-000-240-800 Other Objects	10,780.00	10,556.60	.00	223.40
Total	1,133,709.68	1,129,796.76	3,053.79	859.13
Undistributed Expenditures - Central Services				
11-000-251-100 Salaries	304,051.00	303,984.36	.00	66.64
11-000-251-330 Purchased Professional Services	3,180.00	950.00	950.00	1,280.00
11-000-251-340 Purchased Technical Services	1,000.00	.00	.00	1,000.00
11-000-251-592 Miscellaneous Purchased Services (400-500 series)	20,700.00	19,504.80	350.00	845.20
11-000-251-600 Supplies and Materials	18,505.00	17,673.89	402.00	429.11
11-000-251-831 Interest on Current Loans	16,500.00	15,679.17	.00	820.83
11-000-251-832 Interest on Lease Purchase Agreements	11,873.00	11,829.06	.00	43.94
11-000-251-890 Other Objects	3,050.00	2,891.00	.00	159.00
Total	378,859.00	372,512.28	1,702.00	4,644.72
Undistributed Expenditures - Admin. Info. Technology				
11-000-252-100 Salaries	253,528.00	253,458.83	.00	69.17
11-000-252-340 Purchased Technical Services	42,246.00	41,597.56	560.07	88.37
11-000-252-500 Other Purchased Services (400-500 series)	25,171.32	19,680.51	\$,479.75	11.06
11-000-252-600 Supplies and Materials	34,606.71	33,458.70	800.00	348.01
Total	355,552.03	348,195.60	6,839.82	516.61
11-000-261-420 Required Maintenance for School Facilities Cleaning, Repair, and Maintenance Services	38,658.00	35,534.38	2,294.55	829.07

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
 \*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
 GENERAL FUND - FUND 10

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Statement of Appropriations  
 Compared with Expenditures and Encumbrances  
 (For 12 month period ending June 30, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-261-610 General Supplies	33,449.10	33,135.22	159.69	154.19
Total	72,107.10	68,669.60	2,454.24	983.26
Custodial Services				
11-000-262-100 Salaries	796,138.00	789,419.23	2,902.69	3,816.08
11-000-262-300 Purchased Professional and Technical Services	97,694.50	95,905.32	.00	1,789.18
11-000-262-420 Cleaning, Repair, and Maintenance Services	497,410.61	446,175.19	51,163.32	72.10
11-000-262-441 Rental of Land and Buildings Other than Lease Purchase Agreements	102,500.00	.00	102,500.00	.00
11-000-262-490 Other Purchased Property Services	13,591.98	13,408.67	.00	183.31
11-000-262-520 Insurance	75,422.00	75,422.00	.00	.00
11-000-262-590 Miscellaneous Purchased Services	6,600.00	4,446.00	.00	2,154.00
11-000-262-610 General Supplies	143,511.94	134,276.03	2,946.24	6,289.67
11-000-262-621 Energy (Natural Gas)	154,946.00	154,111.16	.00	834.84
11-000-262-622 Energy (Electricity)	519,048.00	519,041.08	.00	6.92
11-000-262-800 Other Objects	50.00	20.70	.00	29.30
Total Custodial Services	2,406,913.03	2,232,225.38	159,512.25	15,175.40
Care and Upkeep of Grounds				
11-000-263-100 Salaries	10,485.00	10,485.00	.00	.00
11-000-263-420 Cleaning, Repair and Maintenance Services	76,845.00	69,716.18	675.00	6,453.82
11-000-263-610 General Supplies	14,645.00	12,998.33	656.68	989.99
Total Care and Upkeep of Grounds	101,975.00	93,199.51	1,331.68	7,443.81
Security				
11-000-266-100 Salaries	77,763.00	77,194.47	416.25	152.28
11-000-266-300 Purchased Professional and Technical Services	400.00	.00	.00	400.00
11-000-266-420 Cleaning, Repair and Maintenance Services	5,200.00	.00	5,200.00	.00
11-000-266-610 General Supplies	3,553.66	3,285.54	47.26	220.86
11-000-266-800 Other Objects	500.00	297.60	.00	202.40
Total Security	87,416.66	80,777.61	5,663.51	975.54
Total Operation and Maintenance of Plant Services	2,668,411.79	2,474,872.10	168,961.68	24,578.01

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION**

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\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

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**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Student Transportation Services				
11-000-270-160 Salaries - Between Home & School - Regular	540,630.00	536,391.82	4,234.49	3.69
11-000-270-161 Salaries - Between Home and School - Special	216,504.00	215,287.39	680.59	536.02
11-000-270-162 Salaries - Other than between Home and School	164,639.00	161,945.30	2,388.66	305.04
11-000-270-350 Management Fee-ESC Transportation Programs	221.00	168.50	.00	52.50
11-000-270-390 Other Purchased Professional and Technical Services	3,330.00	980.00	2,304.75	45.25
11-000-270-420 Cleaning, Repair, and Maintenance Services	5,410.00	5,195.25	179.00	35.75
11-000-270-515 Contracted Services (Special Ed) - Joint Agreements	99,418.00	99,381.91	.00	36.09
11-000-270-503 Contr Serv - Aid in Lieu of Payments - Nonpublic	59,200.00	54,135.93	4,420.00	644.07
11-000-270-593 Miscellaneous Purchased Services - Transportation	68,643.00	67,458.44	3.66	1,180.90
11-000-270-610 General Supplies	31,509.00	30,724.96	.00	784.04
11-000-270-615 Transportation Supplies	395,906.00	385,861.71	10,031.27	13.02
11-000-270-800 Miscellaneous Expenditures	585.00	220.49	.00	364.51
<b>Total</b>	<b>1,585,995.00</b>	<b>1,557,751.70</b>	<b>24,242.42</b>	<b>4,000.88</b>
<b>UNALLOCATED BENEFITS</b>				
11-000-291-220 Social Security Contributions	284,440.00	283,053.63	1,357.57	28.80
11-000-291-241 Other Retirement Contributions - PERS	339,166.00	338,879.67	.00	286.33
11-000-291-250 Unemployment Compensation	39,256.00	38,590.05	.00	665.95
11-000-291-260 Workmen's Compensation	182,265.00	180,346.00	.00	1,919.00
11-000-291-270 Health Benefits	3,951,005.51	3,609,591.14	341,356.44	57.93
11-000-291-280 Tuition Reimbursement	21,700.00	18,499.00	.00	3,201.00
11-000-291-290 Other Employee Benefits	174,159.00	173,728.71	.00	430.29
<b>TOTAL UNALLOCATED BENEFITS</b>	<b>4,991,991.51</b>	<b>4,642,688.20</b>	<b>342,714.01</b>	<b>6,589.30</b>
<b>TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS</b>	<b>4,991,991.51</b>	<b>4,642,688.20</b>	<b>342,714.01</b>	<b>6,589.30</b>
<b>TOTAL UNDISTRIBUTED EXPENDITURES</b>	<b>15,560,817.25</b>	<b>14,702,058.55</b>	<b>782,773.89</b>	<b>75,984.81</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>	<b>25,853,125.32</b>	<b>24,769,891.90</b>	<b>925,587.03</b>	<b>157,646.39</b>
<b>CAPITAL OUTLAY</b>				
10-604 Increase in Capital Reserve	20.00	.00	.00	20.00
10-604I Interest Deposit to Capital Reserve	10.00	.00	.00	10.00

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION**

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\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
GENERAL FUND - FUND 10

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**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Undistributed Expenditures:				
12-000-100-730 Instruction	42,812.00	42,756.01	.00	55.99
Special Education - Instruction:				
12-000-251-730 Central Services	4,995.00	4,995.00	.00	.00
12-000-270-732 Student Transportation - Non-Instructional Equip.	4,700.00	4,700.00	.00	.00
12-000-270-733 Student Transportation - School Buses - Regular	19,424.00	19,367.92	.00	56.08
12-XXX-X00-730 Special Schools - (All Programs)	144,635.00	96,635.00	48,000.00	.00
<b>Total Equipment</b>	<b>216,566.00</b>	<b>168,453.93</b>	<b>48,000.00</b>	<b>112.07</b>
Facilities Acquisition and Construction Services				
12-000-400-721 Lease Purchase Agreements - Principal	89,065.00	89,052.06	.00	12.94
12-000-400-896 Assessment for Debt Service on SDA Funding	53,260.00	47,934.00	5,326.00	.00
<b>Total Facilities Acquisition &amp; Construction Services</b>	<b>142,325.00</b>	<b>136,986.06</b>	<b>5,326.00</b>	<b>12.94</b>
<b>TOTAL CAPITAL OUTLAY EXPENDITURES</b>	<b>358,921.00</b>	<b>305,439.99</b>	<b>53,326.00</b>	<b>155.01</b>
Other Special Schools - Instruction				
13-4XX-100-101 Salaries of Teachers	53,388.00	53,387.50	.00	.50
13-4XX-100-300 Purchased Professional and Technical Services	55,312.00	49,577.45	5,571.62	162.93
13-4XX-100-500 Other Purchased Services	50.00	15.44	.00	34.56
13-4XX-100-610 General Supplies	2,900.00	2,209.95	.00	690.05
<b>Total</b>	<b>111,650.00</b>	<b>105,190.34</b>	<b>5,571.62</b>	<b>888.04</b>
<b>Total Other Special Schools</b>	<b>111,650.00</b>	<b>105,190.34</b>	<b>5,571.62</b>	<b>888.04</b>
<b>TOTAL SPECIAL SCHOOLS</b>	<b>111,650.00</b>	<b>105,190.34</b>	<b>5,571.62</b>	<b>888.04</b>
10-000-100-56X Transfer of Funds to Charter Schools	97,760.00	.00	.00	97,760.00
<b>GENERAL FUND GRAND TOTAL</b>	<b>26,421,456.32</b>	<b>25,180,522.23</b>	<b>984,484.65</b>	<b>256,449.44</b>



**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
EDUCATION JOBS FUND - FUND 18

DRAFT

**Interim Balance Sheet  
June 2014**

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
Subtotal	.00	.00	.00
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	.00	.00	.00

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
EDUCATION JOBS FUND - FUND 18**

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**Interim Statements Comparing  
Budgeted Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date  
(For 12 month period ending June 30, 2014)**

REVENUES/SOURCES OF FUNDS

Budgeted      Actual to      Note: Over      Unrealized  
Estimated      Date      or (Under)      Balance

EXPENDITURES

Appropriations      Expenditures      Encumbrances      Available  
Balance

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
EDUCATION JOBS FUND - FUND 18

DRAFT

**Schedule of Revenues  
Actual Compared with Estimated  
(For 12 month period ending June 30, 2014)**

Estimated                      Actual                      Unrealized

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
EDUCATION JOBS FUND - FUND 18

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**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

Appropriations                      Expenditures                      Encumbrances                      Available  
Balance

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
SPECIAL REVENUE FUNDS - FUND 20

**Interim Balance Sheet  
June 2014**

=====

ASSETS:

Accounts receivable:

141	Intergovernmental - state	6,930.00	
142	Intergovernmental - federal	<u>425.03</u>	
		--	<u>7,355.03</u>

RESOURCES:

301	Estimated revenues	944,940.99	
302	Less revenues	<u>(754,643.96)</u>	190,297.03
	Total assets and resources		<u>197,652.06</u>

=====

LIABILITIES:

421	Accounts payable		1,123.24
481	Deferred revenues		<u>7,899.86</u>
	Other current liabilities		<u>89,882.48</u>
	Total liabilities		<u>98,905.58</u>

**REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
SPECIAL REVENUE FUNDS - FUND 20

**Interim Balance Sheet  
June 2014**

FUND BALANCE:

Appropriated:

753	Reserve for encumbrances - current year		38,361.86	
754	Reserve for encumbrances - prior year		<u>--</u>	
	Reserved fund balance:			
761	Capital reserve account - July 1, 19@	--		
604	Add: Increase in capital reserve	--		
307	Less: Budgeted withdrawal from capital reser	--		
601	Appropriations	<u>955,213.49</u>		
602	Less: Expenditures	(856,467.01)		
603	Encumbrances	<u>(38,361.86)</u>	(894,828.87)	60,384.62
	Total fund balance			98,746.48
	Total liabilities and fund equity			<u>197,652.06</u>



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**  
 \*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*

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SPECIAL REVENUE FUNDS - FUND 20

Interim Statements Comparing  
 Budgeted Revenue with Actual to Date and  
 Appropriations with Expenditures and Encumbrances to Date  
 (For 12 month period ending June 30, 2014)

REVENUES/SOURCES OF FUNDS	<u>Budgeted Estimated</u>	<u>Actual to Date</u>	Note: Over or (Under)	<u>Unrealized Balance</u>
SPECIAL REVENUE FUNDS				.00
20-3XXX From state sources:	69,300.00	69,300.00		
20-4XXX From federal sources:	875,640.99	685,343.96	(UNDER)	190,297.03
TOTAL SPECIAL REVENUE FUNDS	944,940.99	754,643.96	(UNDER)	190,297.03
EXPENDITURES	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
State Projects:				
20-218-100-XXX Preschool Education Aid	69,300.00	54,862.50	.00	14,437.50
Instruction	69,300.00	54,862.50	.00	14,437.50
Total Preschool Education Aid	69,300.00	54,862.50	.00	14,437.50
Total State Projects	69,300.00	54,862.50	.00	14,437.50
Federal Projects:				
20-231-XXX-XXX NCLB TITLE I - PART A-IMPROVING BASIC PROGRAMS	457,927.27	389,177.79	38,361.86	30,387.62
20-250-XXX-XXX I.D.E.A. PART B	383,148.00	383,148.00	.00	.00
20-272-XXX-XXX NCLB TITLE II-A - TEACHER/PRINC. TRAIN/RECRUIT.	44,838.22	29,278.72	.00	15,559.50
Total Federal Projects	885,913.49	801,604.51	38,361.86	45,947.12
TOTAL GRANTS AND ENTITLEMENTS	955,213.49	856,467.01	38,361.86	60,384.62

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 \*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
 SPECIAL REVENUE FUNDS - FUND 20

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Schedule of Revenues  
 Actual Compared with Estimated  
 (For 12 month period ending June 30, 2014)

	<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
20-3218 Revenues from State Sources:			
Preschool Education Aid	69,300.00	69,300.00	.00
Total Revenues from State Sources	69,300.00	69,300.00	.00
Revenues from Federal Sources			
20-4411 - 4416 Title I	450,305.77	337,005.77	113,300.00
20-4451 - 4455 Title II	42,187.22	2,578.19	39,609.03
20-4420 - 4429 I.D.E.A. Part B (Handicapped)	383,148.00	345,760.00	37,388.00
Total Revenues from Federal Sources	875,640.99	685,343.96	190,297.03
TOTAL GRANTS AND ENTITLEMENTS	944,940.99	754,643.96	190,297.03

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

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\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
SPECIAL REVENUE FUNDS - FUND 20

**Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
STATE PROJECTS - PRESCHOOL EDUCATION AID				
Instruction				
20-218-100-101 Salaries of Teachers	57,750.00	54,862.50	.00	2,887.50
20-218-100-106 Other Salaries for Instruction	10,550.00	.00	.00	10,550.00
20-218-100-600 General supplies	1,000.00	.00	.00	1,000.00
Total Instruction	69,300.00	54,862.50	.00	14,437.50
TOTAL PRESCHOOL EDUCATION AID	69,300.00	54,862.50	.00	14,437.50
Total State Projects	69,300.00	54,862.50	.00	14,437.50
Federal Projects:				
20-231-XXX-XXX NCLB TITLE I - PART A-IMPROVING BASIC PROGRAMS	457,927.27	389,177.79	38,361.86	30,387.62
20-250-XXX-XXX I.D.E.A. PART B	383,148.00	383,148.00	.00	.00
20-272-XXX-XXX NCLB TITLE II-A - TEACHER/PRINC. TRAIN/RECRUIT.	44,838.22	29,278.72	.00	15,559.50
Total Federal Projects	885,913.49	801,604.51	38,361.86	45,947.12
TOTAL SPECIAL REVENUE FUNDS	955,213.49	856,467.01	38,361.86	60,384.62

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
CAPITAL PROJECTS FUNDS - FUND 30

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**Interim Balance Sheet  
June 2014**

=====

**ASSETS AND RESOURCES**

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ASSETS:

101	Cash in bank		37,100.96
	Accounts receivable:		
141	Intergovernmental - state	569,279.94	
		--	569,279.94

RESOURCES:

301	Estimated revenues	--	
302	Less revenues	(1,505.07)	-1,505.07
	Total assets and resources		604,875.83

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**LIABILITIES AND FUND EQUITY**

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LIABILITIES:

402	Interfund accounts payable		523,501.49
	Total liabilities		523,501.49

REPORT OF THE SECRETARY  
**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

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\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
 CAPITAL PROJECTS FUNDS - FUND 30

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Interim Balance Sheet  
 June 2014

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year			--
754	Reserve for encumbrances - prior year		20,697.40	--
751,752,760	Other reserves			--
601	Appropriations	20,697.40		
602	Less: Expenditures			--
603	Encumbrances	(20,697.40)	(20,697.40)	--
	Total appropriated		20,697.40	
Unappropriated:				
770	Fund balance, July 1, 2012		60,676.94	
303	budgeted fund balance			--
	Total fund balance			81,374.34
	Total liabilities and fund equity			604,875.83

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	20,697.40	20,697.40	.00
Revenues	(.00)	(1,505.07)	(-1,505.07)
Subtotal	20,697.40	19,192.33	1,505.07
Less: Adjustment for prior year encumbrances	(20,697.40)	(20,697.40)	--
Budgeted Fund Balance	.00	-1,505.07	1,505.07

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 \*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
 CAPITAL PROJECTS FUNDS - FUND 30

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Interim Statements Comparing  
 Budgeted Revenue with Actual to Date and  
 Appropriations with Expenditures and Encumbrances to Date  
 (For 12 month period ending June 30, 2014)

REVENUES/SOURCES OF FUNDS	<u>Budgeted Estimated</u>	<u>Actual to Date</u>	<u>Note: Over or (Under)</u>	<u>Unrealized Balance</u>
CAPITAL PROJECTS				
other	.00	1,505.07	(OVER)	-1,505.07
TOTAL CAPITAL PROJECTS	.00	1,505.07	(OVER)	-1,505.07
EXPENDITURES	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Facilities Acquisition and Construction Services				
30-000-4XX-450 Construction Services	20,697.40	.00	20,697.40	.00
Total Facilities Acquisition & Construction Services	20,697.40	.00	20,697.40	.00
Total Expenditures	20,697.40	.00	20,697.40	.00
TOTAL CAPITAL PROJECTS	20,697.40	.00	20,697.40	.00

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

BOARD OF EDUCATION  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
DEBT SERVICE FUNDS - FUND 40

DRAFT

Interim Balance Sheet  
June 2014

ASSETS AND RESOURCES

ASSETS:			
101	Cash in bank		13,397.05
RESOURCES:			
301	Estimated revenues	858,283.00	
302	Less revenues	(858,283.00)	--
	Total assets and resources		13,397.05

LIABILITIES AND FUND EQUITY

LIABILITIES:

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
DEBT SERVICE FUNDS - FUND 40

DRAFT

Interim Balance Sheet  
June 2014

FUND BALANCE:				
Appropriated:				
753	Reserve for encumbrances - current year			--
754	Reserve for encumbrances - prior year			--
767	Debt service reserve			--
608	Add: Increase in debt service reserve			--
313	Less: W/D from debt service reserve			--
751,752,753	Other reserves			--
601	Appropriations	858,285.00		
602	Less: Expenditures	844,888.88		
603	Encumbrances			13,396.12
	Total appropriated			13,396.12
Unappropriated:				
770	Fund balance, July 1, 2012			2.93
303	Budgeted fund balance			(2.00)
	Total fund balance			13,397.05
	Total liabilities and fund equity			13,397.05

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	858,285.00	844,888.88	13,396.12
Revenues	(858,283.00)	(858,283.00)	(.00)
Subtotal	2.00	-13,394.12	13,396.12
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	2.00	-13,394.12	13,396.12

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
DEBT SERVICE FUNDS - FUND 40

DRAFT

Interim Statements Comparing  
Budgeted Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date  
(For 12 month period ending June 30, 2014)

REVENUES/SOURCES OF FUNDS		Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
40-303	DEBT SERVICE Budgeted Fund Balance	2.00	.00	(UNDER)	2.00
40-1210	Local Sources: Local Tax Levy Total	542,035.00 542,035.00	542,035.00 542,035.00		.00 .00
40-3160	State Sources: Debt Service Aid Type II TOTAL DEBT SERVICE FUND	316,248.00 858,285.00	316,248.00 858,283.00	(UNDER)	.00 2.00
EXPENDITURES		Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-XXX	REPAYMENT OF DEBT Repayment of Debt - Regular TOTAL REPAYMENT OF DEBT	858,285.00 858,285.00	844,888.88 844,888.88	.00 .00	13,396.12 13,396.12

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*  
DEBT SERVICE FUNDS - FUND 40

DRAFT

Schedule of Revenues  
Actual Compared with Estimated  
(For 12 month period ending June 30, 2014)

		Estimated	Actual	Unrealized
40-303	DEBT SERVICE Budgeted Fund Balance	2.00	.00	2.00
40-1210	Revenue from Local Sources Local Tax Levy Total Revenues from Local Sources	542,035.00 542,035.00	542,035.00 542,035.00	.00 .00
40-3160	Revenues from State Sources Debt Service Aid Type II Total Local Repayment of Debt TOTAL REPAYMENT OF DEBT	316,248.00 858,285.00 858,285.00	316,248.00 858,283.00 858,283.00	.00 2.00 2.00

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
DEBT SERVICE FUNDS - FUND 40

Statement of Appropriations  
Compared with Expenditures and Encumbrances  
(For 12 month period ending June 30, 2014)

	Appropriations	Expenditures	Encumbrances	Available Balance
DEBT SERVICE FUNDS				
Regular Debt Service				
40-701-510-834 Interest on Bonds	333,323.00	333,322.77	.00	.23
40-701-510-910 Redemption of Principal	524,962.00	511,566.11	.00	13,395.89
Total Regular Debt Service	858,285.00	844,888.88	.00	13,396.12
TOTAL DEBT SERVICE FUNDS	858,285.00	844,888.88	.00	13,396.12

Form A-140 5/27/93

REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION

District of Pittsgrove  
All Funds  
For the Month Ending June 30, 2014

Cash Report				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
Governmental Funds				
1 General Fund - Fund 10	1,020,307.13	3,505,638.59	3,799,985.65	725,960.07
2 Special Revenue Fund - 20 (see page 2)	(115,285.42)	406,802.00	291,516.58	0.00
3 Capital Projects Fund - Fund 30	134,578.43	32.29	97,509.76	37,100.96
4 Debt Service Fund - Fund 40	(10,266.82)	23,663.87	0.00	13,397.05
5 Total Governmental Funds (Lines 1 thru 4)	1,029,333.32	3,936,136.75	4,189,011.99	776,458.08
6 Enterprise Fund	1,030,399.34	104,477.15	69,214.55	1,065,661.94
7 Total Governmental & Enterprise Funds	2,059,732.66	4,040,613.90	4,258,226.54	1,842,120.02
8 Food Services	14,473.70	37,559.71	0.00	52,033.41
9 SACC	50,476.53	25,429.67	25,349.52	50,556.68
10 Payroll	0.00	966,008.15	966,008.15	0.00
11 Payroll Agency	12,232.50	766,554.34	763,683.47	15,103.37
12 Total Trust & Agency Funds (Lines 8 thru 10)	12,232.50	1,752,562.49	1,749,691.62	15,103.37
13 Total All Funds (Lines 5, 6 and 10)	2,136,915.39	5,830,736.10	6,007,918.16	1,959,813.48

Prepared and Submitted By:

*Henry Beaman*

Treasurer/School Monies

7/31/2014  
Date

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Form A-149 - 5/27/93

District of Pittsgrove  
Bank Reconciliation

Prepared By: JG  
07/31/14

Bank Name	Account Number	6/30/14	Summary - Funds 10, 20, 40, Enterprise
SEE PAGES 1-3			
1 Balance per Bank			
Reconciling Items			
Additions			
Deposits in Transit			
Other (Explain)			
Total Additions		0.00	
Deductions			
Outstanding Checks (Attach List)			
Other (Explain)			
Total Deductions		0.00	
Net Reconciling Items			
8 Adjusted Balance per Bank as of 6/30/14		1,805,019.06	Summary Pages 1-3
9 Balance per Board Secretary's Records as of 6/30/14		0.00	PGS 4-7
Reconciling Items			
Additions			
Interest Earned			
Other (Explain)			
Total Additions		0.00	
Deductions			
Bank Charges			
Other (Explain)			
Total Deductions		0.00	
Net Reconciling Items			
17 Adjusted Board Secretary's Balance as of 6/30/14		1,805,019.06	PGS 4-7

\* Line 8 MUST EQUAL line 17.  
\*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION  
District of Pittsgrove  
Month Ending June 30, 2014

Form A-149 5/27/93

Cash Report				
	(1) SPECIAL REVENUE - FUND 20	(2) Beginning Cash Balance	(3) Cash Receipts	(4) Ending Cash Balance
1	TOTAL INCL	235,418.00	235,697.00	471,115.00
2	TOTAL	235,418.00	235,697.00	471,115.00
3	TOTAL	17,843.29	17,843.29	35,686.58
4	TOTAL	0.00	0.00	0.00
5	TOTAL	0.00	0.00	0.00
6	DESA PPA K	0.00	37,308.00	37,308.00
7	DESA PPA K	468.00	8,258.00	8,726.00
8	DESA PPA B	0.00	0.00	0.00
9	APRA DESA BASIC	0.00	0.00	0.00
10	APRA DESA PRESK	0.00	0.00	0.00
11	APRA TITLE	0.00	0.00	0.00
12	APRA TITLE	0.00	0.00	0.00
13	CHARACTER ED	0.00	0.00	0.00
14	SALEM CITY GRANT - MILLER	481.33	0.00	481.33
15	H.S. SCOREBOARD	802.00	0.00	802.00
16	MENTORING	0.00	0.00	0.00
17	RECEIPTS	0.00	0.00	0.00
18	NAB INS SACTEY 1012	6,085.00	0.00	6,085.00
19	NAB INS GROUP 2010	0.00	0.00	0.00
20	NAB INS GROUP 2011 SACTEY GRANT	0.00	0.00	0.00
21	SOUTH JERSEY ENERGY ART GRANT	0.00	0.00	0.00
22	VERNON LITERACY	1.11	0.00	1.11
23	PRE SCHOOL - ELLI	13,292.50	0.00	13,292.50
24	ACCOUNTS PAYABLE - NEWFIELD	52,480.00	0.00	52,480.00
25	ACCOUNTS PAYABLE - ELMER	0.00	5,477.00	5,477.00
26	UNKNOWN ADJ.	258.57	0.00	258.57
27	DUO TO CURRENT	11,180.72	0.00	11,180.72
28		(115,280.42)	458,102.50	342,822.08

37 Total Special Revenue (Line 1 thru 14)  
(Line 20 must agree with Line 2, Page 1)

\*\*\*\* PITTSBGROVE TOWNSHIP SCHOOLS \*\*\*\*  
Outstanding checks as of 06/30/2014

SB420  
Budget year: 2013-14  
Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
73921	07/25/13	PODS ENTERPRISES INC.	907.89
73986	08/31/13	BOTTINO, ALICIA	25.70
74461	11/15/13	VERIZON BUSINESS	3,227.04
74654	12/16/13	FOX ABDILL, SUZANNE	39.00
74719	12/17/13	JASPER ENGINE EXCHANGE INC.	1,633.00
75024	02/24/14	BLEW, ROBERT	442.00
75362	04/14/14	K & K EDUCATIONAL SERVICES INC	1,976.00
75460	05/19/14	ADAMS, KAROLYN	21.55
75499	05/19/14	GIOCONDO, KATHRYN	24.80
75601	05/19/14	FREY SCIENTIFIC CO	979.40
75644	05/21/14	ADAMS, KAROLYN	57.97
75676	06/16/14	DEVELOPMENTAL RESOURCES INC.	139.00
75685	06/16/14	NUASA	735.00
75694	06/16/14	TREASURER - STATE OF NJ	880.00
75697	06/16/14	AMICO, SAMUEL	442.00
75701	06/16/14	BLEW, ROBERT	442.00
75707	06/16/14	BURGER, SCOTT	442.00
75724	06/16/14	MALICKEL, INAYA	442.00
75726	06/16/14	MAXWELL SR., THOMAS	442.00
75735	06/16/14	SAMPLE, NICOLE	884.00
75767	06/16/14	LEDDEN, SUSAN	42.32
75778	06/16/14	W. B. MASON, CO., INC.	1,989.17
75785	06/23/14	BUREAU OF ED AND RESEARCH	229.00
75788	06/23/14	DALY, ANNE	98.27
75791	06/23/14	ELWELL, LORETTA	93.62
75796	06/23/14	HARRIS, DARREN	1,336.00
75798	06/23/14	HORIZON BS/BS OF NJ COBRA	377.88
75801	06/23/14	KIDD, JOHN	131.90
75806	06/23/14	MULHERIN, SHAVAUUGHN	60.00
75808	06/23/14	PAPA LUIGI	139.60
75813	06/23/14	PRESTWICK HOUSE	153.78
75814	06/23/14	RAGAN, JASON	48.36
75816	06/23/14	SOURCE 4 TEACHERS	34,599.27
75821	06/24/14	JOST, RENEE	365.88
75828	06/25/14	MOLIS, MARYANN	1,914.00
75830	06/25/14	NEXTEL COMMUNICATIONS	4,098.64
75833	06/30/14	AATG/AMERICAN ASSOC. TEACHERS	144.00
75834	06/30/14	ACE PLUMBING AND ELECTRIC	745.83
75835	06/30/14	ALPINE CONSULTING INC.	420.00
75836	06/30/14	APPLE COMPUTER, INC.	5,445.00
75837	06/30/14	APPLIANCES PLUS, INC.	885.00

Prepared By: JUS  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

PITTSBGROVE TOWNSHIP BOARD OF EDUCATION		BANK OF ELIMER		6/30/14	
1	Balance per Bank		2,034,649.36		
Reconciling Items					
Additions					
Deposits in Transit					
	PAYROLL INT	19.71			
	AGENCY INT	32.53			
	JUNE 30 DEPOSIT	1,800.00			
	JUNE 30 DEPOSIT	770.94			
2		2,623.18			
3			2,623.18		
Deductions					
Total Additions					
4	Outstanding Checks (Attach List)		502,300.50		
5					
6					
7	Net Reconciling Items		502,300.50		
8	Adjusted Balance f Total Deductions	6/30/14		6/30/14	(499,877.36)
9	Balance per Board Secretary's Records as of	6/30/14		6/30/14	1,534,972.00
Reconciling Items					
Additions					
10					
11	Interest Earned				
12	Deductible Other (Explain)		0.00		
13	Total Additions		0.00		
14					
15	Bank Charges				
16	Other (Explain)				
17	Adjusted Board Se Total Deductions	6/30/14		6/30/14	0.00



PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

SB420 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
Outstanding checks as of 06/30/2014

Budget year: 2013-14

Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
75838	06/30/14	AQUA INDUSTRIES	885.00
75839	06/30/14	ARSENAL LLC	1,800.00
75840	06/30/14	AT & T MOBILITY	5,053.99
75841	06/30/14	B-SAFE INC.	718.83
75842	06/30/14	BATTIATO, CHRISTINA	67.27
75843	06/30/14	BAYADA HOME HEALTH CARE INC.	5,913.25
75844	06/30/14	BAYZICK, KELLY	4,611.00
75845	06/30/14	BOCCELLI, GEORGEANA	32.55
75846	06/30/14	BRIDGETON BOARD OF EDUCATION	180.00
75847	06/30/14	BRIDGETON MOTOR PARTS	5,805.47
75848	06/30/14	BUREAU OF ED AND RESEARCH	229.00
75849	06/30/14	BUS PARTS WAREHOUSE	1,530.81
75850	06/30/14	CASCADE WATER SERVICES	585.00
75851	06/30/14	CASCADE WAREHOUSE	235.99
75852	06/30/14	CENTRAL JERSEY EQUIPMENT LLC	109.92
75853	06/30/14	CERIDIAN	96.41
75854	06/30/14	CERONE, STEPHEN	39.68
75855	06/30/14	CHASSIER, JANICE	96.41
75856	06/30/14	CINTAS CORP.	659.29
75857	06/30/14	CM3 BUILDING SOLUTIONS, INC.	1,370.00
75858	06/30/14	COLEMAN ELECTRIC INC	1,985.85
75859	06/30/14	COLEMAN IRRIGATION LLC	6,045.00
75860	06/30/14	CONSTELLATION NEW ENERGY INC	40,929.28
75861	06/30/14	CROWN AWARDS	574.80
75862	06/30/14	CUMBERLAND REGIONAL SCHOOL DIS	3,000.00
75863	06/30/14	CUSTOM GRAPHICS INC.	350.64
75864	06/30/14	DEER PARK DIRECT	150.48
75865	06/30/14	E W BOSTWICK INC	1,472.87
75866	06/30/14	EBS HEALTHCARE	1,646.40
75867	06/30/14	ELMER TIMES CO, INC.	85.63
75868	06/30/14	ERRICKSON, SANDRA	35.96
75869	06/30/14	FAMILY PRACTICE ASSOC	445.00
75870	06/30/14	FARM RITE INC	411.19
75871	06/30/14	FEANJ ELITE	300.00
75872	06/30/14	FOUNDATION FOR ED ADMIN.	150.00
75873	06/30/14	FRANKLIN ALARM CO., INC	120.00
75874	06/30/14	G & K SERVICES, INC.	942.75
75875	06/30/14	GARDEN ROAD GREENHOUSE	749.90
75876	06/30/14	GLOUCESTER COUNTY SPECIAL	20,137.14
75877	06/30/14	HERFF JONES INC.	2,552.59
75878	06/30/14	HERFF JONES INC.	780.00
75879	06/30/14	HUNTERDON COUNTY EDUC SERVICES	500.55

SB420 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
Outstanding checks as of 06/30/2014

Budget year: 2013-14

Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
75879	06/30/14	INTERLINE BRANDS INC.	4,134.48
75880	06/30/14	JOHNSTONE SUPPLY	591.22
75881	06/30/14	JONES SCHOOL SUPPLY CO. INC.	590.10
75882	06/30/14	JOSEPH F. RACITE	396.00
75883	06/30/14	KELLY'S SPORTS LTD	8,831.70
75884	06/30/14	KRAWIEC, IRENE	35.96
75885	06/30/14	L & D COMMUNICATIONS INC.	161.75
75886	06/30/14	LEVY'S INC.	537.96
75887	06/30/14	LIPMAN ANTONELLI BATT GILSON	310.00
75888	06/30/14	LORCO PETROLEUM SERVICES	79.00
75889	06/30/14	M & M LINE PAINTING LLC	2,979.00
75890	06/30/14	MAJOR PETROLEUM INDUST INC.	45,895.69
75891	06/30/14	MARIOTTI, MARGARET A	720.00
75892	06/30/14	MCCAFFREY, KRISTIN	80.29
75893	06/30/14	MEISTER, GEORGETTE	104.60
75894	06/30/14	MR BOB PORTABLE TOILET RENTAL	1,582.99
75895	06/30/14	NASCO	1,062.97
75896	06/30/14	NEFF MOTIVATION INC.	554.35
75897	06/30/14	NIGHTLINGER,COLAVITA & VOLPE	2,875.00
75898	06/30/14	NJ ASSOC SCHOOL BUS OFF	150.00
75899	06/30/14	NJ SCHOOL BOARDS ASSOC	149.00
75900	06/30/14	NJASA	250.00
75901	06/30/14	OTICON INC	40.00
75902	06/30/14	PANEK, CHARLES	2,329.20
75903	06/30/14	PARKER MCCAY PA	240.00
75904	06/30/14	PASSMORE, KATHLEEN	32.24
75905	06/30/14	PENNSVILLE BOARD OF EDUCATION	425.92
75906	06/30/14	PHIL DESIERE ELECT. MOTOR INC.	664.30
75907	06/30/14	PINELAND LEARNING CENTER INC	9,323.68
75908	06/30/14	PITNEY BOWES INC	2,287.00
75909	06/30/14	PITTSGROVE CAFETERIA FUND	494.35
75910	06/30/14	PORZIO, BROMBERG & NEWMAN, PC	7,701.70
75911	06/30/14	PROFESSIONAL EDUCAT SERV., INC	2,294.00
75912	06/30/14	QC LABS, INC.	79.00
75913	06/30/14	RAGAN, JASON	40.92
75914	06/30/14	RANSOME INTERNATIONAL LLC	9,388.44
75915	06/30/14	REAVES, PAULA	119.97
75916	06/30/14	ROORCK'S FARM SUPPLY	621.75
75917	06/30/14	SANTOS, DIANA	26.35
75918	06/30/14	SCHALICK MILLS INC	641.04
75919	06/30/14	SCHOOL HEALTH CORPORATION	74.95

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

SB420 \*\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*\*  
Outstanding checks as of 08/30/2014

Budget year: 2013-14

Account WA: WARRANT ACCOUNT

Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Check#	Issued	Payee Name	Amount
75920	06/30/14	SCHOOL SPECIALTY INC	259.15
75921	06/30/14	SCHWARTZ, SIMON, EDELSTEIN	2,491.50
75922	06/30/14	SERVICE STATION SERVICE INC	470.00
75923	06/30/14	SERVICE TIRE TRUCK CENTERS INC	4,376.75
75924	06/30/14	SIMPLEX GRINNELL	858.74
75925	06/30/14	SOUTH JERSEY GAS CO	1,542.77
75926	06/30/14	SOUTH JERSEY TIMES INC.	1,304.92
75927	06/30/14	SOUTH JERSEY WELDING SUPPLY CO	244.98
75928	06/30/14	STATE OF NEW JERSEY	519.00
75929	06/30/14	STRATEGIC PROD. & SERVICES LLC	1,604.00
75930	06/30/14	SUMMIT PROFESSIONAL EDUCATION	378.00
75931	06/30/14	SWEETWATER ENVIRONMENTAL N	6,755.00
75932	06/30/14	TAFT-SHEPPARD, SUZANNE	15.97
75933	06/30/14	TEACHER'S DISCOVERY	199.75
75934	06/30/14	TEKKCOMM COMMUNICATIONS	930.00
75935	06/30/14	THE DAILY JOURNAL	876.55
75936	06/30/14	TOWNSHIP OF PITTSBORO	486.44
75937	06/30/14	TRI-STATE ELEVATOR CO. INC	480.00
75938	06/30/14	UNITED ELECTRIC SUPPLY CO INC	28.05
75939	06/30/14	UNITED REFRIGERATION INC	542.32
75940	06/30/14	VERIZON	13,595.38
75941	06/30/14	VERIZON BUSINESS	832.92
75942	06/30/14	VERIZON BUSINESS	10,462.00
75943	06/30/14	WILSON READING PROGRAM	486.00
75944	06/30/14	WOLFINGTON BODY CO INC	1,497.62
75945	06/30/14	XACT SOLUTIONS/XSI, INC.	2,309.65
75946	06/30/14	XEROX CORPORATION	855.12
75947	06/30/14	XTEL COMMUNICATIONS	5,312.28
75948	06/30/14	Y.A.L.E. SCHOOL S.E. II, INC.	4,216.35
75949	06/30/14	YALE SCHOOL INC.	3,330.99
75950	06/30/14	YALE SCHOOL NORTH II, INC.	8,593.56
75951	06/30/14	ZANE WESTERN APPAREL	1,016.19
75952	06/30/14	CANON FINANCIAL SERVICES INC.	14,461.32
75953	06/30/14	CDW GOVERNMENT, INC.	4,632.33
75954	06/30/14	DUBOIS, YVETTE	163.91
75955	06/30/14	GREENWOOD PUBLISHING GROUP INC	15,247.50
75956	06/30/14	MISSION ONE EDUC. STAFFING	101,237.46
Total checks:			502,300.50

**District of Pittsgrove  
Bank Reconciliation**

Bank Name	Morgan Stanley
Account Number	171-0000-92258
Statement Date	6/30/14
Fund/Fund Center	Cash Management

1	Balance per Bank				269,946.47
<b>Reconciling Items</b>					
<b>Additions</b>					
Deposits in Transit					
2a	Bank of America				
2b					
2c					
2d					
2	Total Additions	0.00			0.00
<b>Deductions</b>					
Outstanding Checks (Attach List)					
4					
5	Other (Explain)				
6	Total Deductions				0.00
7	Net Reconciling Items				0.00
8	Adjusted Balance per Bank as of		6/30/14	*	269,946.47
<b>Balance per Board Secretary's Records as of</b>					
<b>Reconciling Items</b>					
<b>Additions</b>					
Interest Earned					
10					
11	Other (Explain)				
12	Total Additions				0.00
<b>Deductions</b>					
Bank Charges					
13					
14	Other (Explain)				
15	Total Deductions				0.00
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of		6/30/14	*	725,960.07

**District of Pittsgrove  
Bank Reconciliation**

Bank Name	Morgan Stanley
Account Number	171-0000-92258
Statement Date	6/30/14
Fund/Fund Center	Cash Management

1	Balance per Bank				269,946.47
<b>Reconciling Items</b>					
<b>Additions</b>					
Deposits in Transit					
2a	Bank of America				
2b					
2c					
2d					
2	Total Additions	0.00			0.00
<b>Deductions</b>					
Outstanding Checks (Attach List)					
4					
5	Other (Explain)				
6	Total Deductions				0.00
7	Net Reconciling Items				0.00
8	Adjusted Balance per Bank as of		6/30/14	*	269,946.47
<b>Balance per Board Secretary's Records as of</b>					
<b>Reconciling Items</b>					
<b>Additions</b>					
Interest Earned					
10					
11	Other (Explain)				
12	Total Additions				0.00
<b>Deductions</b>					
Bank Charges					
13					
14	Other (Explain)				
15	Total Deductions				0.00
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of		6/30/14	*	269,946.47

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Bank Name	
Account Number	
Statement Date	6/30/14
Fund/Program	Debt Service (Fund 40)
<b>1 Balance per Bank</b>	
Reconciling Items	
Additions	
Deposits in Transit	
Bank of America	
	0.00
Deductions	
Outstanding Checks	
(Attach List)	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
<b>8 Adjusted Balance per Bank as of</b>	<b>0.00</b>
<b>9 Balance per Board Secretary's Records as of 6/30/14</b>	
Reconciling Items	
Additions	
Interest Earned	
Other (Explain)	
Total Additions	0.00
Deductions	
Bank Charges	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
<b>17 Adjusted Board Secretary's Balance as of 6/30/14</b>	<b>13,397.05</b>

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Bank Name	
Account Number	
Statement Date	6/30/14
Fund/Program	Special Revenue (Fund 20)
<b>1 Balance per Bank</b>	
Reconciling Items	
Additions	
Deposits in Transit	
Bank of America	
	0.00
Deductions	
Outstanding Checks	
(Attach List)	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
<b>8 Adjusted Balance per Bank as of</b>	<b>0.00</b>
<b>9 Balance per Board Secretary's Records as of 6/30/14</b>	
Reconciling Items	
Additions	
Interest Earned	
Other (Explain)	
Total Additions	0.00
Deductions	
Bank Charges	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
<b>17 Adjusted Board Secretary's Balance as of 6/30/14</b>	<b>0.00</b>

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsburgh  
Bank Reconciliation

Bank Name			
Account Number			
Statement Date	6/30/14		
Fund/Project	Capital Projects (Fund 30)		
1 Balance per Bank	See pages 9-10		
Reconciling Items			
Additions			
Deposits in Transit			
Date			
Amount			
2a			
2b			
2c			
2d		0.00	
2			0.00
Deductions			
Outstanding Checks			
(Attach List)			
4			
Outstanding EFT			
5			
Total Deductions			0.00
6			
Net Reconciling Items			0.00
7			
8 Adjusted Balance per Bank as of	6/30/14	*	37,100.96
9 Balance per Board Secretary's Records as of	6/30/14	**	37,100.96
Reconciling Items			
Additions			
Interest Earned			
10			
Other (Explain)			
11			
Total Additions			0.00
12			
Deductions			
Bank Charges			
13			
Other (Explain)			
14			
Total Deductions			0.00
15			
Net Reconciling Items			0.00
16			
17 Adjusted Board Secretary's Balance as of	6/30/14	*	37,100.96

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsburgh  
Bank Reconciliation

Bank Name			
Account Number			
Statement Date	6/30/14		
Fund/Project	Enterprise (Fund 50)		
1 Balance per Bank			
Reconciling Items			
Additions			
Deposits in Transit			
Date			
Amount			
2a			
2b			
2c			
2d			
2			0.00
Deductions			
Outstanding Checks			
(Attach List)			
4			
Other (Explain)			
5			
Total Deductions			0.00
6			
Net Reconciling Items			0.00
7			
8 Adjusted Balance per Bank as of	6/30/14	*	0.00
9 Balance per Board Secretary's Records as of	6/30/14	**	1,065,661.94
Reconciling Items			
Additions			
Interest Earned			
10			
Other (Explain)			
11			
Total Additions			0.00
12			
Deductions			
Bank Charges			
13			
Other (Explain)			
14			
Total Deductions			0.00
15			
Net Reconciling Items			0.00
16			
17 Adjusted Board Secretary's Balance as of	6/30/14	*	1,065,661.94

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Bank Name	Bank of Elmer
Account Number	53-700237-1
Statement Date	6/30/14
Fund/Purpose	Construction

1	Balance per Bank					36,684.00
Reconciling Items						
Additions						
Deposits in Transit						
2a						
2b						
2c						
2d						
2	Total Additions				0.00	
Deductions						
Outstanding Checks						
4						
5	Other (Explain)					
6	Total Deductions				0.00	
7	Net Reconciling Items					
8	Adjusted Balance per Bank as of	6/30/14		*		36,684.00

9	Balance per Board Secretary's Records as of	6/30/14		**		
Reconciling Items						
Additions						
Interest Earned						
10						
11	Other (Explain)					
12	Total Additions				0.00	
Deductions						
Bank Charges						
13						
14	Other (Explain)					
15	Total Deductions				0.00	
16	Net Reconciling Items					
17	Adjusted Board Secretary's Balance as of	6/30/14		*		36,684.00

Form A-149 - 5/27/93

Prepared By: JG  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Bank Name	Southwest
Account Number	10007804999
Statement Date	6/30/14
Fund/Purpose	

1	Balance per Bank					311.55
Reconciling Items						
Additions						
Deposits in Transit						
2b	5.00					
2c	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
	5.00					
2d	5.00					
2	Total Additions				105.00	
Deductions						
Outstanding Checks (Attach List)						
4						
5	Other (Explain)					
6	Total Deductions					
7	Net Reconciling Items					
8	Adjusted Balance per Bank as of	6/30/14		*		416.55

9	Balance per Board Secretary's Records as of	6/30/14		**		
Reconciling Items						
Additions						
Interest Earned						
10						
11	Other (Explain)					
12	Total Additions				0.00	
Deductions						
Bank Charges						
13						
14	Other (Explain)					
15	Total Deductions				0.00	
16	Net Reconciling Items					
17	Adjusted Board Secretary's Balance as of	6/30/14		*		416.55

District of Pitts Grove  
Bank Reconciliation

Bank Name	Elmer FNB	
Account Number	56-301588-0	
Statement Date	6/30/14	
Fund Code	SACC	
1 Balance per Bank		52,256.75
Reconciling Items		
Additions		
Deposits in Transit		
2a		
2b		
2c		
2d		
2	0.00	0.00
Deductions		
3		
Total Additions		
4	2358	25.00
	2359	12.96
	2360	1,025.00
	2361	431.25
	2363	62.50
	2364	65.61
	2365	77.75
5		
6	1,700.07	
7		
8 Adjusted Balance per Bank as of 6/30/14		50,556.68
9 Balance per Board Secretary's Records as of 6/30/14		
Reconciling Items		
Additions		
Interest Earned		
Other (Explain)		
10		
11		
12	0.00	0.00
Deductions		
Bank Charges		
Other (Explain)		
13		
14		
15	0.00	0.00
16		
17 Adjusted Board Secretary's Balance as of 6/30/14		50,556.68

District of Pitts Grove  
Bank Reconciliation

Bank Name	Elmer FNB	
Account Number	56-301466-9	
Statement Date	6/30/14	
Fund Code	Food Services	
1 Balance per Bank		91,054.41
Reconciling Items		
Additions		
Deposits in Transit		
2a		
2b		
2c		
2d		
2	0.00	0.00
Deductions		
3		
Total Additions		
4	2372	39,000.00
5		
6		39,000.00
7		
8 Adjusted Balance per Bank as of 6/30/14		52,054.41
9 Balance per Board Secretary's Records as of 6/30/14		
Reconciling Items		
Additions		
Interest Earned		
Other (Explain)		
10		
11		
12	0.00	0.00
Deductions		
Bank Charges		
Other (Explain)		
13		
14		
15	0.00	0.00
16		
17 Adjusted Board Secretary's Balance as of 6/30/14		52,054.41

\* Line 8 MUST EQUAL line 17.  
\*\* if for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Form A-149 - 5/27/83

Prepared By: JG  
 Date: 07/31/14

District of Pittsgrove  
 Bank Reconciliation

Check#	Issued	Payee Name	Amount
179881	06/29/12	CASSIDY, ERIC J	55.40
179948	07/13/12	O'BRIANT, ABIGAIL L	54.37
181055	06/21/13	KATHLEEN BORODAEFF	290.33
181419	08/15/13	DENISE P MOORE	27.78
182324	06/13/14	KAREN L JOHNSON	144.33
182369	06/25/14	KAREN S. CEREFICE	1,536.92
182375	06/25/14	TIFFANY DUCA	1,678.11
182376	06/25/14	LAUREN M GALETTO	1,525.17
182381	06/25/14	TRAVIS J. LAFERRIERE	1,394.61
182385	06/25/14	LISA M. MCCLINTOCK	1,611.82
182387	06/25/14	SHAVAUGHN E. MULHERIN	1,294.43
182388	06/25/14	HELEN PLATT	1,594.54
182393	06/25/14	JEREMY S. SMITH	1,727.49
182395	06/25/14	WILLIAM E. TANIS JR	2,433.75
182397	06/25/14	BETH E TIMBERMAN	1,406.88
182399	06/25/14	ANDREA M. WENDELL	1,812.97
182401	06/25/14	CHRISTINA L BATTIATO	1,954.86
182403	06/25/14	KRISTINA MCCAFFREY	2,294.07
182406	06/25/14	EMILY M AMBROSIOUS	1,472.46
182411	06/25/14	NICHOLE L BROWN	1,408.21
182415	06/25/14	SEAN J. COLLINS	1,862.66
182417	06/25/14	BENJAMIN F. CRUZAN	1,078.40
182419	06/25/14	STEVEN C. ELWELL	2,862.52
182422	06/25/14	DARREN M. HARRIS	1,900.23
182424	06/25/14	DANA R. HINSON	2,069.47
182428	06/25/14	RENEE A. JOST	1,449.90
182429	06/25/14	ERIKA M KIRSCHNER-STABILE	701.14
182438	06/25/14	THOMAS F. MCMAHON	2,256.80
182443	06/25/14	MARY A. MURSCHELL	1,288.18
182445	06/25/14	TARA L. PEDRICK	1,545.10
182456	06/25/14	DEBORAH A. WELLS	2,244.51
182484	06/25/14	TRACY L. BRATTON	792.06
182465	06/25/14	TRACY L. BRATTON	316.75
182475	06/25/14	ELFRIEDE M. DOERING	822.43
182476	06/25/14	ELFRIEDE M. DOERING	306.99
182478	06/25/14	THERESA J. GILLIAM	821.77
182483	06/25/14	MILDRED L. HART	290.53
182525	06/25/14	ALEXANDER J. WHITESELL	316.13
182526	06/25/14	GINA M. BAKER	1,463.34
182530	06/25/14	KAREN L CONROY-GROBMAN	1,847.56
182531	06/25/14	CHRISTIE M. CUNNINGHAM	1,764.42

PITTSBORO TOWNSHIP BOARD OF EDUCATION		MINUTES		AUGUST 2014	
1	Balance per Bank				88,321.94
Reconciling Items					
Additions					
Deposits in Transit					
2a					
2b					
2c					
2d					
2	Total Additions		0.00		
Deductions					
Outstanding Checks					
(Attach List)					
4			88,302.23		
			19.71		
6	Outstanding EFT				
7	Total Deductions			88,321.94	
8	Adjusted Balance per Bank as of 6/30/14				0.00
Balance per Board Secretary's Records as of 6/30/14					
Reconciling Items					
Additions					
Interest Earned					
Other (Explain)					
10					
11					
12	Total Additions		0.00		
Deductions					
Bank Charges					
Other (Explain)					
13					
14					
15	Total Deductions			0.00	
16	Net Reconciling Items				
17	Adjusted Board Secretary's Balance as of 6/30/14				0.00

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

\*\*\*\* PITTSBORO TOWNSHIP BOARD OF EDUCATION \*\*\*\*  
Outstanding checks as of 06/30/2014

PY720  
Year: 2014

Prepared By: JG  
Date: 07/31/14

District of Pittsgrove  
Bank Reconciliation

Form A-149 - 5/27/93

Bank Information		Account Information	
Bank Name	Elmer FNB	Account Number	56-301486-7
Branch Name		Branch Address	830/14
Branch Address		Agency	
1	Balance per Bank		48,378.22
<b>Reconciling Items</b>			
<b>Additions</b>			
2a	Deposits in Transit		
2b			
2c			
2d			
3	Total Additions	0.00	
<b>Deductions</b>			
4	Outstanding Checks (Attach List)	31,429.99	
	June Int	32.53	
	EFT	1,812.33	
6	Total Deductions	33,274.85	
7	Net Reconciling Items		(33,274.85)
8	Adjusted Balance per Bank as of 6/30/14		15,103.37
<b>Balance per Board Secretary's Records as of 6/30/14</b>			
<b>Reconciling Items</b>			
<b>Additions</b>			
10	Interest Earned		
11	Other (Explain)		
12	Total Additions	0.00	
<b>Deductions</b>			
13	Bank Charges		
14	Other (Explain)		
15	Total Deductions	0.00	
16	Net Reconciling Items		0.00
17	Adjusted Board Secretary's Balance as of 6/30/14		15,103.37

\* Line 8 MUST EQUAL line 17.  
\*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Check#	Issued	Payee Name	Amount
182533	06/25/14	SUSAN E. DUNCAN	2,025.39
182536	06/25/14	REGINA C. FUREY	2,581.47
182544	06/25/14	CARLY S LOVELACE	1,377.48
182553	06/25/14	JASON RAGAN	1,666.22
182557	06/25/14	CHRISTINE A. TURNER	2,303.56
182558	06/25/14	CHRISTINE G. ARMSTRONG	497.67
182562	06/25/14	KATHRYN A GIOCONDO	1,526.84
182566	06/25/14	ERIKA B KNORR	1,451.84
182568	06/25/14	CLARE T. LUISI	930.16
182570	06/25/14	KAREN A. MORTON	1,824.79
182573	06/25/14	KARA M REX	1,599.47
182575	06/25/14	ROSELLEN EDMONDS	958.96
182579	06/25/14	GWENDOLYN A. ACOSTA	1,377.86
182581	06/25/14	DENISE M. KURSHNER	2,624.61
182590	06/25/14	GAIL A. LAZZATI	1,887.79
182592	06/30/14	ERIN K TALARICO	1,083.27
182595	06/30/14	KAREN L JOHNSON	268.27
182596	06/30/14	JAY H. SMITH	613.54
182597	06/30/14	TODD S. BOSTON	1,908.97
182598	06/30/14	TODD S. BOSTON	172.91
182599	06/30/14	SHARON L. MAVROFF	112.08
182600	06/30/14	CATHERINE J. PAULAITIS	185.66
182601	06/30/14	KELLIE ALMEIDA	449.43
182602	06/30/14	AMANDA T BUCK	373.85
182603	06/30/14	WILLIAM R CONWAY	1,196.30
182604	06/30/14	TIFFANY E HAWK	69.45
182605	06/30/14	DORIS HUBLER	396.21
182606	06/30/14	JAMES R KINKADE	147.16
182608	06/30/14	PETER P. MCEVOY	967.43
182609	06/30/14	TAMMY L SEAGRAVE	102.05
182610	06/30/14	EDWARD F SLAUGHTER JR	240.22
182611	06/30/14	RAEHEL M WYNE	102.06
182612	06/30/14	RONALD W. ATHEY JR.	203.59
182613	06/30/14	RANDI L EVERLINE	315.88
182614	06/30/14	BONNIE J JEFFERS	387.42
182615	06/30/14	MICHAEL A DEROSE	40.64
182616	06/30/14	BEVERLY A. HIGINBOTHAM	57.73
182617	06/30/14	RICHARD KENT	38.05
182618	06/30/14	ROBERT MANNINO	60.96
182619	06/30/14	DIANE G. RIDDLE	424.69
		EILEEN K. SIEGEL	411.11
Total checks:			88,302.23



Budget year: 2013-14  
Acct period: June 2014  
Fund 10: GENERAL FUND

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1990 MISC							
000 UNDISTRIBUTED	175,005.00	.00	175,005.00	99,023.64	805.40	99,829.04	75,175.96
002 GCA RENT	132,364.00	.00	132,364.00	.00	.00	.00	132,364.00
150 REG PRG-HOME INSTR.	.00	.00	.00	2,394.00	.00	2,394.00	-2,394.00
190 REG PRG-UNDISTRIB.	.00	.00	.00	34.13	.00	34.13	-34.13
425 ELLI	.00	.00	.00	.16	.00	.16	-.16
1990 Revenue Totals:	307,369.00	.00	307,369.00	101,451.93	805.40	102,257.33	205,111.67
3116 SCHOOL CHOICE AID							
000 UNDISTRIBUTED	1,171,078.00	.00	1,171,078.00	1,053,970.20	117,107.80	1,171,078.00	.00
3116 Revenue Totals:	1,171,078.00	.00	1,171,078.00	1,053,970.20	117,107.80	1,171,078.00	.00
3121 CATG. TRANSPORT. AID							
000 UNDISTRIBUTED	729,154.00	.00	729,154.00	656,238.60	72,915.40	729,154.00	.00
3121 Revenue Totals:	729,154.00	.00	729,154.00	656,238.60	72,915.40	729,154.00	.00
3131 EXTRAORDINARY AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	15,514.00	15,514.00	-15,514.00
3131 Revenue Totals:	.00	.00	.00	.00	15,514.00	15,514.00	-15,514.00
3132 CATG. SPECIAL ED AID							
000 UNDISTRIBUTED	837,197.00	.00	837,197.00	830,051.20	7,145.80	837,197.00	.00
3132 Revenue Totals:	837,197.00	.00	837,197.00	830,051.20	7,145.80	837,197.00	.00
3176 EQUALIZATION AID							
000 UNDISTRIBUTED	10,430,292.00	.00	10,430,292.00	9,387,262.80	1,043,029.20	10,430,292.00	.00
3176 Revenue Totals:	10,430,292.00	.00	10,430,292.00	9,387,262.80	1,043,029.20	10,430,292.00	.00
3177 CATG. SECURITY AID							
000 UNDISTRIBUTED	228,815.00	.00	228,815.00	205,933.50	22,881.50	228,815.00	.00
3177 Revenue Totals:	228,815.00	.00	228,815.00	205,933.50	22,881.50	228,815.00	.00
3178 ADJUSTMENT AID							
000 UNDISTRIBUTED	12,519.00	.00	12,519.00	11,267.10	1,251.90	12,519.00	.00
3178 Revenue Totals:	12,519.00	.00	12,519.00	11,267.10	1,251.90	12,519.00	.00

Budget year: 2013-14  
Acct period: June 2014  
Fund 10: GENERAL FUND

REVENUE SUMMARY REPORT

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
3190 OTHER UNRESTRICTED							
000 UNDISTRIBUTED	.00	.00	.00	.00	11,170.00	11,170.00	-11,170.00
3190 Revenue Totals:	.00	.00	.00	.00	11,170.00	11,170.00	-11,170.00
3197 FT KINDERGARTEN AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3197 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3198 TARA AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3198 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
4200 UNRESTR GRANT FED/ST							
000 UNDISTRIBUTED	29,622.00	.00	29,622.00	14,213.76	.00	14,213.76	15,408.24
4200 Revenue Totals:	29,622.00	.00	29,622.00	14,213.76	.00	14,213.76	15,408.24
10 Fund Totals:	25,861,745.00	.00	25,861,745.00	24,375,348.77	1,373,462.80	25,748,811.57	112,933.43

SB780

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*

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Budget year: 2013-14

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

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Acct period: June 2014

Fund 18: EDUCATION JOBS FUND

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
4522 ARRA - EJF							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
4522 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
18 Fund Totals:	.00	.00	.00	.00	.00	.00	.00

SB780

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*

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Budget year: 2013-14

REVENUE SUMMARY REPORT

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Acct period: June 2014

Fund 20: SPECIAL REVENUE FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1990 MISC							
016C NJSBAIG 2012 SAFETY	.00	.00	.00	.00	.00	.00	.00
1990 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3218 PRESCH AID/CARRYOVER							
218 PRESCHOOL EDUCATION	69,300.00	.00	69,300.00	62,370.00	6,930.00	69,300.00	.00
3218 Revenue Totals:	69,300.00	.00	69,300.00	62,370.00	6,930.00	69,300.00	.00
4411 NCLB TITLE I PART A							
231 NCLB TITLE I PART A	264,365.00	150,009.37	414,374.37	301,074.00	.00	301,074.00	113,300.37
231S BS TITLE I SUMMER	.00	35,931.40	35,931.40	35,931.77	.00	35,931.77	-.37
4411 Revenue Totals:	264,365.00	185,940.77	450,305.77	337,005.77	.00	337,005.77	113,300.00
4420 IDEA PART B							
250 I.D.E.A. PART B	305,073.00	68,807.00	373,880.00	336,492.00	.00	336,492.00	37,388.00
4420 Revenue Totals:	305,073.00	68,807.00	373,880.00	336,492.00	.00	336,492.00	37,388.00
4423 IDEA PT B PRESCHOOL							
252 I.D.E.A. PRE-K	.00	9,268.00	9,268.00	9,268.00	.00	9,268.00	.00
4423 Revenue Totals:	.00	9,268.00	9,268.00	9,268.00	.00	9,268.00	.00
4451 NCLB TITLE II-A							
272 NCLB TITLE II-A	34,664.00	5,054.00	39,718.00	.00	.00	.00	39,718.00
272P TII-A PR YR POS	.00	.00	.00	108.97	.00	108.97	-108.97
272S NCLB T-11A SUMMER	.00	2,469.22	2,469.22	2,469.22	.00	2,469.22	.00
4451 Revenue Totals:	34,664.00	7,523.22	42,187.22	2,578.19	.00	2,578.19	39,609.03
20 Fund Totals:	673,402.00	271,538.99	944,940.99	747,713.96	6,930.00	754,643.96	190,297.03

Budget year: 2013-14  
 Acct period: June 2014

REVENUE SUMMARY REPORT

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Fund 30: CAPITAL PROJECTS FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1510 INTEREST-INVESTMENTS							
000 UNDISTRIBUTED	.00	.00	.00	143.60	.00	143.60	-143.60
1510 Revenue Totals:	.00	.00	.00	143.60	.00	143.60	-143.60
1990 MISC							
000 UNDISTRIBUTED	.00	.00	.00	1,361.47	.00	1,361.47	-1,361.47
1990 Revenue Totals:	.00	.00	.00	1,361.47	.00	1,361.47	-1,361.47
3255 ADD'L ST AID EDA GRT							
040 SHS-HVAC	.00	.00	.00	.00	.00	.00	.00
041 SHS - 05 RENOVATIONS	.00	.00	.00	.00	.00	.00	.00
050 NORMA SCHOOL	.00	.00	.00	.00	.00	.00	.00
060 OLIVET SCHOOL	.00	.00	.00	.00	.00	.00	.00
070 MS PARTIAL ROOF REPL	.00	.00	.00	.00	.00	.00	.00
3255 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
5110 BOND PRINCIPA							
041 SHS - 05 RENOVATIONS	.00	.00	.00	.00	.00	.00	.00
050 NORMA SCHOOL	.00	.00	.00	.00	.00	.00	.00
060 OLIVET SCHOOL	.00	.00	.00	.00	.00	.00	.00
070 MS PARTIAL ROOF REPL	.00	.00	.00	.00	.00	.00	.00
5110 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
30 Fund Totals:	.00	.00	.00	1,505.07	.00	1,505.07	-1,505.07

Budget year: 2013-14  
 Acct period: June 2014

REVENUE SUMMARY REPORT

Fund 40: DEBT SERVICE FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1210 AD VALOREM TAXES							
701 DEBT SERVICE-REGULAR	533,728.00	8,307.00	542,035.00	542,035.00	.00	542,035.00	.00
1210 Revenue Totals:	533,728.00	8,307.00	542,035.00	542,035.00	.00	542,035.00	.00
3160 DEBT SERVICE AID							
701 DEBT SERVICE-REGULAR	324,557.00	-8,309.00	316,248.00	316,248.00	.00	316,248.00	.00
3160 Revenue Totals:	324,557.00	-8,309.00	316,248.00	316,248.00	.00	316,248.00	.00
5200 INTERFUND TRANSFERS							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
5200 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
5210 TRANS FROM CAP RES							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
5210 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
40 Fund Totals:	858,285.00	-2.00	858,283.00	858,283.00	.00	858,283.00	.00

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

	<u>Initial Anticipated</u>	<u>Cumulative Adjustments</u>	<u>Adjusted Anticipated</u>	<u>Received To Date</u>	<u>Receivable To Date</u>	<u>Total Revenue</u>	<u>Unrealized Balance</u>
Grand total:	27,393,432.00	271,536.99	27,664,968.99	25,982,850.80	1,380,392.80	27,363,243.60	301,725.39

B583  
Budget year: 2013-14  
June 2014

\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
TRANSFER STATUS REPORT

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Page 1 of 2

<u>line</u>	<u>Budget Category</u>	<u>Account</u>	<u>Original Budget</u>	<u>Prior year Encumbrances</u>	<u>Original budget for 10% Calc</u>	<u>Maximum Transfers</u>	<u>YTD Net Transfers</u>	<u>% Trans.</u>	<u>Remaining Allowable From</u>	<u>Remaining Allowable To</u>
0770	Regular programs - Instruction	11-1XX-100-XXX	7,124,981.00	4,852.05	7,129,833.05	712,983.30	98,352.00	1.38	811,335.30	
0780	Special Education, Basic Skills/ Remedial and Bilingual Instruction and Other Student Related and Extraordinary Support Services	11-2XX-100-XXX, 11-000-216,217	3,079,592.00	487.86	3,080,069.86	308,006.98	229,543.00	7.45	537,549.98	
0810	Vocational programs - Local - Instruction	11-3XX-100-XXX	.00	.00	.00	.00	.00		.00	
0820	School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs - Instruction	11-4XX-XXX-XXX	422,836.00	1,289.16	424,125.16	42,412.51	-26,900.00	-6.34	15,512.51	
0850	Community Services Programs/ Operations	11-800-330-XXX	.00	.00	.00	.00	.00		.00	
<b>Undistributed Expenditures</b>										
0860	Instruction	11-000-100-XXX	586,077.00	3,867.90	589,944.90	58,994.49	102,328.00	17.35	161,322.49	
0870	Student Support Services-Attendance and Social Work, Health, Other	11-000-211,213, 218,219,222	1,890,467.00	3,156.84	1,993,623.84	199,362.38	-41,838.00	-2.10	157,524.38	
0880	Support Svcs-Regular, Other Support Svcs-Special, Education Media Services/School Library									
0910	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	496,074.00	.00	496,074.00	49,607.40	-7,580.00	-1.53	42,027.40	
0930	Support Services - General Administration	11-000-230-XXX	566,728.00	1,522.50	568,250.50	56,825.05	102,780.00	18.09	159,605.05	-45,954.95
0940	Support Services - School Administration	11-000-240-XXX	1,158,547.00	342.68	1,158,889.68	115,888.96	-25,180.00	-2.17	90,708.96	141,068.96
0942	Central Svcs & Admin Info Technology	11-000-25X-XXX	786,097.00	5,578.03	791,675.03	79,167.50	-57,264.00	-7.23	21,903.50	136,431.50
0945	Increase in Maintenance Reserve	10-606	.00	.00	.00	.00	.00		.00	
0950	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,695,758.00	55,053.79	2,750,811.79	275,081.17	-82,400.00	-3.00	192,681.17	
0960	Student Transportation Services	11-000-270-XXX	1,789,381.00	.00	1,789,381.00	178,938.10	-203,386.00	-11.37	-24,447.90	
0965	Increase in Sale/LeaseBack and Emergency Reserves	10-605	.00	.00	.00	.00	.00		.00	
0970	Other Support Services	11-000-280-XXX	.00	.00	.00	.00	.00		.00	.00
0971	Personal Services - Employee Benefits	11-XXX-XXX-2XX	4,633,408.00	318,783.51	4,952,191.51	495,219.15	39,800.00	.80	535,019.15	
0980	Food Services	11-000-310-XXX	.00	.00	.00	.00	.00		.00	
1000	<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>25,329,936.00</b>	<b>394,934.32</b>	<b>25,724,870.32</b>	<b>2,572,486.99</b>	<b>128,255.00</b>			

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\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**  
 TRANSFER STATUS REPORT

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Budget year: 2013-14

June 2014

line	Budget Category	Account	Original Budget	Prior year Encumbrances	Original budget for 10% Calc	Maximum Transfers	YTD Net Transfers	% Trans.	Remaining Allowable From	Remaining Allowable To
<b>Capital Outlay</b>										
1010	Increase in Capital Reserve	10-604	.00		.00					
1015	Interest Deposit to Capital Reserve	10-604	.00	.00	.00	.00	.00		.00	
1020	Equipment	12-XXX-XXX-73X	36,500.00	164,747.00	201,247.00	20,124.70	15,319.00	7.61	35,443.70	
1030	Facilities Acquisition and Construction Services	12-000-4XX-XXX	258,875.00	.00	258,875.00	25,887.50	-116,550.00	-45.02	-90,662.50	
1035	Capital Reserve - Transfer to Capital Projects	12-000-4XX-931	.00	.00	.00	.00	.00		.00	
1036	Capital Reserve - Transfer to Debt Service	12-000-4XX-933	.00	.00	.00	.00	.00		.00	
1040	<b>TOTAL CAPITAL OUTLAY</b>		<b>295,375.00</b>	<b>164,747.00</b>	<b>460,122.00</b>	<b>46,012.20</b>	<b>-101,231.00</b>			
1230	<b>TOTAL SPECIAL SCHOOLS</b>	13-XXX-XXX-XXX	<b>104,070.00</b>	<b>.00</b>	<b>104,070.00</b>	<b>10,407.00</b>	<b>7,580.00</b>	<b>7.28</b>	<b>17,987.00</b>	
1235	Transfer of Funds to Charter Schools	10-000-100-56X	132,364.00	.00	132,364.00	13,236.40	-34,604.00	-26.14	-21,367.60	
1236	General Fund Contribution to Whole School Reform	10-000-520-930	.00	.00	.00	.00	.00		.00	
	<b>GENERAL FUND GRAND TOTAL</b>		<b>25,861,745.00</b>	<b>559,681.32</b>	<b>26,421,426.32</b>	<b>2,642,142.59</b>	<b>.00</b>			

S8584

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
**TRANSFER LIST**

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Budget year: 2013-14

Transfers dated from 06/23/14 to 06/24/14

Date	Description	Amount	Remarks
06/23/14	Transfer from 11-000 -261 -610 -00-OPR UNDISTRIBUTED REQUIRED MAINTENANCE GENERAL SUPPLIES	13,000.00	to 11-000 -100 -565 -00-CST UNDISTRIBUTED INSTRUCTION TUITION-CNTY SSD,D/S TRANSFER
06/23/14	Transfer from 11-000 -263 -610 -00-OPR UNDISTRIBUTED CARE/UPKEEP GROUNDS GENERAL SUPPLIES	8,500.00	to 11-000 -100 -565 -00-CST UNDISTRIBUTED INSTRUCTION TUITION-CNTY SSD,D/S TRANSFER
06/23/14	Transfer from 11-000 -266 -100 -22-OPR UNDISTRIBUTED SECURITY SALARIES	14,000.00	to 11-000 -100 -569 -00-CST UNDISTRIBUTED INSTRUCTION TUITION - OTHER TRANSFER
06/23/14	Transfer from 11-000 -221 -600 -00-CUR UNDISTRIBUTED IMPROV. INSTRUCTION SUPPLIES & MATERIALS	7,550.00	to 11-000 -100 -569 -00-CST UNDISTRIBUTED INSTRUCTION TUITION - OTHER TRANSFER
06/23/14	Transfer from 13-425 -100 -320A-21-CUR ELLI INSTRUCTION PURCH PROF ED- AIDES	5,920.00	to 11-000 -216 -320 -00-CST UNDISTRIBUTED SP/OT/PT/RELATED SER PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 12-000 -100 -730 -00-TEC UNDISTRIBUTED INSTRUCTION EQUIPMENT	9,100.00	to 11-000 -216 -320 -00-CST UNDISTRIBUTED SP/OT/PT/RELATED SER PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-401 -100 -100 -21-NES CO-CURR & EXTRA-CURR INSTRUCTION SALARIES	13,000.00	to 11-000 -216 -320 -00-CST UNDISTRIBUTED SP/OT/PT/RELATED SER PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-402 -100 -100 -25-PMS ATHLETICS INSTRUCTION SALARIES	13,900.00	to 11-000 -216 -320 -00-CST UNDISTRIBUTED SP/OT/PT/RELATED SER PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-000 -218 -600 -26-SHS UNDISTRIBUTED GUIDANCE SERVICES SUPPLIES & MATERIALS	4,000.00	to 11-000 -219 -320 -00-CST UNDISTRIBUTED CHILD STUDY TEAM PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-000 -219 -104 -00-CST UNDISTRIBUTED CHILD STUDY TEAM SALARIES-OTHER PROF	9,890.00	to 11-000 -219 -320 -00-CST UNDISTRIBUTED CHILD STUDY TEAM PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-000 -218 -390 -23-EES UNDISTRIBUTED GUIDANCE SERVICES OTHER PROF/TECH SERV	110.00	to 11-000 -219 -320 -00-CST UNDISTRIBUTED CHILD STUDY TEAM PURCH PROF/EDUC SRV TRANSFER

TRANSFER LIST

Transfers dated from 06/23/14 to 06/24/14

Date	Description	Amount	Remarks
06/23/14	Transfer from 11-000 -219 -105 -00-CST UNDISTRIBUTED CHILD STUDY TEAM SALARIES-SECR/CLER	400.00	to 11-000 -219 -800 -00-CST UNDISTRIBUTED CHILD STUDY TEAM OTHER OBJECTS TRANSFER
06/23/14	Transfer from 11-000 -218 -105 -26-SHS UNDISTRIBUTED GUIDANCE SERVICES SALARIES-SECR/CLER	220.00	to 11-000 -219 -800 -00-CST UNDISTRIBUTED CHILD STUDY TEAM OTHER OBJECTS TRANSFER
06/23/14	Transfer from 11-000 -251 -100 -00-BUS UNDISTRIBUTED CENTRAL SERVICES SALARIES	2,700.00	to 11-000 -230 -331 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN LEGAL SERVICES TRANSFER
06/23/14	Transfer from 11-000 -252 -100 -00-TEC UNDISTRIBUTED ADMIN INFORM. TECH. SALARIES	2,600.00	to 11-000 -230 -331 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN LEGAL SERVICES TRANSFER
06/23/14	Transfer from 11-000 -240 -500 -21-NES UNDISTRIBUTED SUPPORT-SCHL ADMIN OTHER PURCHASED SERV	2,300.00	to 11-000 -230 -331 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN LEGAL SERVICES TRANSFER
06/23/14	Transfer from 11-000 -240 -600 -21-NES UNDISTRIBUTED SUPPORT-SCHL ADMIN SUPPLIES & MATERIALS	1,600.00	to 11-000 -230 -331 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN LEGAL SERVICES TRANSFER
06/23/14	Transfer from 11-000 -240 -800 -26-SHS UNDISTRIBUTED SUPPORT-SCHL ADMIN OTHER OBJECTS	2,970.00	to 11-000 -230 -339 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN OTHER PROF SERVICES TRANSFER
06/23/14	Transfer from 11-000 -230 -334 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN ARCHIT/ENGINEER SERV	550.00	to 11-000 -230 -530 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN COMMUNIC./TELEPHONE TRANSFER
06/23/14	Transfer from 11-000 -230 -585 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN BOE OTHER PURCH SERV	50.00	to 11-000 -230 -530 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN COMMUNIC./TELEPHONE TRANSFER
06/23/14	Transfer from 11-000 -230 -895 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN BOE MEMBER DUES/FEES	800.00	to 11-000 -230 -610 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN GENERAL SUPPLIES TRANSFER
06/23/14	Transfer from 11-000 -230 -890 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN MISCEL. EXPEND.	300.00	to 11-000 -230 -610 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN GENERAL SUPPLIES TRANSFER

Transfers dated from 06/23/14 to 06/24/14

Date	Description	Amount	Remarks
06/23/14	Transfer from 11-000 -230 -590 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN MISCEL. PURCH. SERV.	410.00	to 11-000 -230 -610 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN GENERAL SUPPLIES TRANSFER
06/23/14	Transfer from 11-000 -261 -610 -25-OPR UNDISTRIBUTED REQUIRED MAINTENANCE GENERAL SUPPLIES	2,750.00	to 11-000 -262 -420 -00-OPR UNDISTRIBUTED CUSTODIAL SERVICES CLEANING/REPAIR/MAIN TRANSFER
06/23/14	Transfer from 11-000 -270 -503 -00-TRN UNDISTRIBUTED STUDENT TRANS. AID IN LIEU -NONPUBL	200.00	to 11-000 -270 -420 -00-TRN UNDISTRIBUTED STUDENT TRANS. CLEANING/REPAIR/MAIN TRANSFER
06/23/14	Transfer from 11-000 -291 -220 -00-BUS UNDISTRIBUTED UNALLOCATED BENEFITS SOCIAL SEC CONTRIB	5,800.00	to 11-000 -270 -615 -00-TRN UNDISTRIBUTED STUDENT TRANS. TRANS SUPPLIES TRANSFER
06/23/14	Transfer from 11-000 -291 -260 -00-BUS UNDISTRIBUTED UNALLOCATED BENEFITS WORKERS' COMP	3,900.00	to 11-000 -270 -615 -00-TRN UNDISTRIBUTED STUDENT TRANS. TRANS SUPPLIES TRANSFER
06/23/14	Transfer from 11-150 -100 -101 -00-CST REG PRG-HOME INSTR. INSTRUCTION SALARIES-TEACHERS	455.00	to 11-150 -100 -320 -26-SHS REG PRG-HOME INSTR. INSTRUCTION PURCH PROF/EDUC SRV TRANSFER
06/23/14	Transfer from 11-209 -100 -320A-26-CST SP ED-BEHAVIORAL INSTRUCTION PURCH PROF ED- AIDES	5,630.00	to 11-190 -100 -320T-21-NES REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS TRANSFER
06/23/14	Transfer from 11-214 -100 -320A-22-CST SP ED-AUTISM INSTRUCTION PURCH PROF ED- AIDES	1,460.00	to 11-190 -100 -320T-22-OES REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS TRANSFER
06/23/14	Transfer from 11-190 -100 -500 -21-NES REG PRG-UNDISTRIB. INSTRUCTION OTHER PURCHASED SERV	3,600.00	to 11-190 -100 -320T-22-OES REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS TRANSFER
06/23/14	Transfer from 11-190 -100 -800 -21-NES REG PRG-UNDISTRIB. INSTRUCTION OTHER OBJECTS	5,875.00	to 11-190 -100 -320T-23-EES REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS TRANSFER
06/23/14	Transfer from 11-190 -100 -610A-25-PMS REG PRG-UNDISTRIB. INSTRUCTION SUPPLIES	1,000.00	to 11-190 -100 -320T-23-EES REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS TRANSFER



Budget year: 2013-14

TRANSFER LIST

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Transfers dated from 06/23/14 to 06/24/14

Date	Description	Amount	Remarks
06/23/14	Transfer from 11-212 -100 -320A-25-CST to 11-190 -100 -320T-25-PMS SP ED-MULTIPLE REG PRG-UNDISTRIB. INSTRUCTION INSTRUCTION PURCH PROF ED- AIDES PURCH PROF ED- SUBS	3,000.00	TRANSFER
06/23/14	Transfer from 11-213 -100 -320A-21-CST to 11-190 -100 -320T-25-PMS SP ED-RESOURCE RM/CT REG PRG-UNDISTRIB. INSTRUCTION INSTRUCTION PURCH PROF ED- AIDES PURCH PROF ED- SUBS	3,100.00	TRANSFER
06/23/14	Transfer from 11-190D-100 -500 -26-SHS to 11-190 -100 -320T-26-SHS REG PROG - MUSIC REG PRG-UNDISTRIB. INSTRUCTION INSTRUCTION OTHER PURCHASED SERV PURCH PROF ED- SUBS	3,000.00	TRANSFER
06/23/14	Transfer from 11-190 -100 -340 -00-TEC to 11-190 -100 -320T-26-SHS REG PRG-UNDISTRIB. REG PRG-UNDISTRIB. INSTRUCTION INSTRUCTION PURCH TECH SERVICES PURCH PROF ED- SUBS	2,000.00	TRANSFER
06/23/14	Transfer from 11-190 -100 -610Y-26-SHS to 11-190 -100 -320T-26-SHS REG PRG-UNDISTRIB. REG PRG-UNDISTRIB. INSTRUCTION INSTRUCTION SUPPLIES - PAPER PURCH PROF ED- SUBS	2,610.00	TRANSFER
06/23/14	Transfer from 11-213 -100 -101 -26-CST to 11-215 -100 -320T-21-CST SP ED-RESOURCE RM/CT SP ED-PRE DISAB-P/T INSTRUCTION INSTRUCTION SALARIES-TEACHERS PURCH PROF ED- SUBS	420.00	TRANSFER
06/24/14	Transfer from 11-190 -100 -500 -22-OES to 11-000 -216 -320 -00-CST REG PRG-UNDISTRIB. UNDISTRIBUTED INSTRUCTION SP/OT/PT/RELATED SER OTHER PURCHASED SERV PURCH PROF/EDUC SRV	9,500.00	TRANSFER
06/24/14	Transfer from 11-150 -100 -101 -00-CST to 11-000 -219 -320 -00-CST REG PRG-HOME INSTR. UNDISTRIBUTED INSTRUCTION CHILD STUDY TEAM SALARIES-TEACHERS PURCH PROF/EDUC SRV	6,470.00	TRANSFER
06/24/14	Transfer from 11-000 -219 -592X-00-CST to 11-000 -219 -600 -00-CST UNDISTRIBUTED UNDISTRIBUTED CHILD STUDY TEAM CHILD STUDY TEAM PURCH. SERV. COPIER SUPPLIES & MATERIALS	50.00	TRANSFER
06/24/14	Transfer from 11-150 -100 -101 -00-CST to 11-000 -230 -590 -00-BUS REG PRG-HOME INSTR. UNDISTRIBUTED INSTRUCTION SUPPORT-GEN. ADMIN SALARIES-TEACHERS MISCEL. PURCH. SERV.	1,620.00	TRANSFER
06/24/14	Transfer from 11-000 -262C-610 -00-OPR to 11-000 -262 -420 -22-OPR UNDISTRIBUTED UNDISTRIBUTED CUSTODIAN SALARY CUSTODIAL SERVICES GENERAL SUPPLIES CLEANING/REPAIR/MAIN	5,000.00	TRANSFER

DATE RECEIVED: \_\_\_\_\_  
 DATE DUE: \_\_\_\_\_  
 RECEIVED AUG 01 2014

Monthly Transfer Report  
 Request for Approval of Transfers  
 For the Year 2013-14

District: PITTSBORO TOWNSHIP  
 Month/Year: June-14  
 LIA Chair: 4158

To Be Completed by District: \_\_\_\_\_  
 To Be Completed by Executive County Superintendent: \_\_\_\_\_

The above district requests approval for the following transfers:

Line	Budget Category	Account	Proposed Net Transfer to/from	Reason for Transfer	Approval
3000	Regular Programs	11-100-100-XXX	131,250	Reasons for Transfer: (10,000) To Legal Fees, 10,250 to Textbooks, 125,000 From Transportation for textbooks restored, 6,000 from Charter Schools for teacher salary	
10300, 11160, 12180, 40980, 41080	Special Education, Basic Skills Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-200-100-XXX 11-000-216-217	70,104	52,500 Reallocation of Lease reimbursements for one to one aide	
10180, 12180	Vocational Programs - Local	11-300-100-XXX	53,600	Reallocation of Lease reimbursements	
17100, 17600, 20800, 21100, 22800, 23100, 27100	School-Sponsored Co-Curricular Activities, School Sponsor Activities, and Other Instructional Programs Community Services Programs/Operations	11-400-900-XXX 11-800-300-XXX			
20180	Tuition	11-100-100-XXX			
30800, 30900, 41800, 42200, 43800	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-400- 211,213,218,219,222	26,323	From Transportation reimburse to 1/2 time guidance restored	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-500-221,223	45,600	From Transportation reimburse	
45300	General Administration	11-000-200-XXX	61,300	Legal Fees tenure case	
48100	School Administration	11-000-200-XXX	(8,400)	To Legal Fees	
47200, 47600	Central Services & Administrative Information Technology	11-000-200-XXX	337	(18,800) To Legal Fees, 16,137 from transportation reimburse	
51120	Operation and Maintenance of Plant Services	11-000-200-XXX			
54480	Student Transportation Services	11-000-270-XXX	(212,992)	(125,000) to Textbooks, 45,500 to curriculum, 20,328 to Guidance, 16,137 to Technology	
71180	Personnel Services - Employee Benefits	11-000-XXX-XXX	(26,100)	To Legal Fees	

S8240 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
 Budget year: 2013-14 BOARD PAYMENT APPROVAL LIST  
 Batch number: P 161 Page 1 of 1  
 Period: June 2014 7/28/2014  
 Bank account WA: WARRANT ACCOUNT  
 Vendor Name: POSTAGE BY PHONE SYSTEM P.O. Number: 62-14  
 Check# None DISTRICT POSTAGE Amount  
 1,412.00  
 Total: 1,412.00

Monthly Transfer Report RECEIVED AUG 01 2014 DATE RECEIVED:  
 Request for Approval of Transfers DATE DUE:  
 For the Year 2013-14

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Line	Budget Category	Account	Proposed Net Transfer (Withdrawal)	Reason for Transfer	Approval
7200	Food Services	11-000-10-000			
7210	Deposit to Sals/Laize-Back Reserve	10-905			
7210	Interest Earned on Maintenance Reserve	10-908			
7240	Interest Earned on Current Expense Emergency Reserve	10-907			
7680	Equipment	12-000-000-000			
7690	Facilities Acquisition and Construction Services	12-000-400-000	(116,850)	10,250 to laptops, 82,600 to Resource Room teacher & 13,000 to Middle School teacher retrained	
7630	Capital Reserve-Transfer to Capital Projects Fund	12-000-400-001			
7630	Capital Reserve-Transfer to Repayment of Debt	12-000-400-003			
7630	Interest Earned on Capital Reserve	10-904			
8000	TOTAL SPECIAL SCHOOLS	13-000-000-000	11,000	From Charter Schools for aide	
8400	Transfer of Funds to Charter Schools	10-000-100-000	(84,800)	17,600 to One to One aide, 11,000 to Special Schools Aide, 6,000 to Teacher Salary	
8400	General Fund Contribution to School Based Budgets	10-000-500-000			

*Stephanie R. Farnsworth*  
 School Business Administrator Signature  
 Date: 7/31/14

*Debra Turkin*  
 Executive/Deputy Superintendent Signature  
 Date: 8/18/14

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Stephanie R. Farnsworth*

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240  
Budget year: 2013-14  
Batch number: P 162  
Period: June 2014  
Bank account WA: WARRANT ACCOUNT

Vendor Name	Check#	Description	P.O. Number	Amount
POSTAGE BY PHONE SYSTEM	None	DISTRICT POSTAGE	62-14	1,092.24
POSTAGE BY PHONE SYSTEM	None	ART FOUND POSTAGE	63-14	-2.00
TD EQUIPMENT FINANCE, INC.	None	ENERGY RETROFIT	290-14	8,406.00
WELLS FARGO BANK	None	REPAY TAX NOTE	281-14	1,015,679.00
Total:				1,025,175.24

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240  
Budget year: 2013-14  
Batch number: P 163  
Period: June 2014  
Bank account WA: WARRANT ACCOUNT

Vendor Name	Check#	Description	P.O. Number	Amount
BERMANN, HENRY	None	SUPT PETTY CASH	19-14	17.98
CLARK, KIMBERLY	None	TRANS PETTY CASH	11-14	88.80
DEAVER, MICHELLE	None	BD CLASS PETTY CASH	71-14	15.00
DEAVER, MICHELLE	None	MD CLASS PETTY CASH	22-14	60.00
DEAVER, MICHELLE	None	CST PETTY CASH	20-14	65.26
DUBOIS, YVETTE	None	DIR OF INSTR. PETTY	65-14	99.48
FOX ABDILL, SUZANNE	None	BUS. ADM PETTY CASH	25-14	100.00
GABURO, PATRICIA	None	ELMER SCHOOL PETTY	70-14	45.27
GABURO, PATRICIA	None	OLIVET PETTY CASH	48-14	82.55
GABURO, PATRICIA	None	NORMA PETTY CASH	72-14	5.18
MEYERS, DONNA	None	H.S. PETTY CASH	30-14	78.46
OCASIO-JIMENEZ, PRISCILLA	None	M.S. PETTY CASH	138-14	78.46
Total:				736.24

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Signature of Superintendent*

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*Signature of Superintendent*

SB240 Budget year: 2013-14  
Batch number: P 164  
Period: June 2014  
Bank account WA: WARRANT ACCOUNT

SB240 Budget year: 2013-14  
Batch number: P 165  
Period: June 2014  
Bank account CS: COMMUNITY SCHOOL

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

Vendor Name	Check#	Description	P.O. Number	Amount
PITTSBORO BD OF ED PETTY CASH	None	ENTERPRISE PETTY CAS	8-14	1,490.75
Total:				1,490.75

Vendor Name	Check#	Description	P.O. Number	Amount
BOTTINOS	2356	SUPPLIES	680048-14	920.75
CITY OF BRIDGETON	2354	FEES	680046-14	25.00
CITY OF BRIDGETON	2358	FEES	680050-14	25.00
EDMONDS, ROSELLEN	2359	SUPPLIES	680051-14	12.96
PITTSBORO TWP SCHOOLS	2355	MAY SALUFICA/POST	680047-14	11,333.97
PITTSBORO TWP SCHOOLS	2357	FIELD TRIP TRANS	680049-14	488.82
PITTSBORO TWP SCHOOLS	2365	FIELD TRIP TRANS	680057-14	77.75
REGAL CINEMA	2361	REFRESHMENTS	680058-14	431.25
REGAL ENTERTAINMENT GROUP	2360	FIELD TRIP	680052-14	1,025.00
REGAL ENTERTAINMENT GROUP	2363	FIELD TRIP	680055-14	62.50
RITA'S WATER ICE	2362	REFRESHMENTS	680054-14	168.31
VERIZON	2353	TELEPHONE	680045-14	58.02
VERIZON	2364	TELEPHONE	680056-14	65.61
Total:				14,694.94

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Signature of Board Member*

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*Signature of Board Member*

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240  
Budget year: 2013-14  
Batch number: P 166  
Period: June 2014  
Bank account WA: WARRANT ACCOUNT

Vendor Name	Check#	Description	P.O. Number	Amount
DAY TRAINING TUITION	None	DAY TRAINING TUITION	1846-14	21,528.00
GLOUCESTER COUNTY SPECIAL	None	13-14 SPEC ED TUITIO	4022-14	24,588.00
SALEM COUNTY SPECIAL SERVICES	None	13-14 SP ED TUITION	4021-14	27,342.00
TREASURER STATE OF NJ	None	STATEA FACIL. TUITIO	4023-14	3,135.50

Total:

76,573.50

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240  
Budget year: 2013-14  
Batch number: P 167  
Period: June 2014  
Bank account CA: CAPITAL

Vendor Name	Check#	Description	P.O. Number	Amount
PITTSBORO TOWNSHIP BD OF EDUC	None	DUE TO CURRENT	282-14	97,509.76

Total:

97,509.76

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*Signature of Board Member*

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*Signature of Board Member*

SB240  
Budget year: 2013-14  
Batch number: P 188  
Period: June 2014  
Bank account WA: WARRANT ACCOUNT  
Vendor Name  
ELMER BOROUGH BD OF ED  
Total:

7/18/2014  
Page 1 of 1  
\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST  
Bank account WA: WARRANT ACCOUNT  
Vendor Name  
A P SCHALICK ATHLETIC  
ACE PLUMBING AND ELECTRIC  
ASNA  
ATLANTIC CITY ELECTRIC  
CONNER STRONG & BUCKELEW INC  
E W BOSTWICK INC  
EBOARDS SOLUTIONS, INC.  
EDUCATIONAL DATA SERVICES INC  
FRANKLIN ALARM CO., INC  
HORIZON BC BS NEW JERSEY .  
HORIZON BC/BS  
LINGUI SYSTEMS INC  
LRP PUBLICATIONS  
NATL ASSOC FOR SCHOOL SUPT.  
NJ PRINCIPALS & SUPV ASSOC.  
NJ SCHOOL BOARDS ASSOC  
OMEGA PEST MANAGEMENT  
PITSCO EDUCATION  
PITTSBORO CAFETERIA FUND  
RIBBONS EXPRESS INC.  
SCHALICK MILLS INC  
SCHOOL DUDE. COM  
SCHOOL DUDE. COM  
TEKKCOMM COMMUNICATIONS  
THE SHERWIN WILLIAMS CO.  
TROPHIES UNLIMITED  
VERIZON WIRELESS  
WASTE MANAGEMENT OF NJ INC  
WESTERN PEST SERVICES, INC.

7/18/2014  
Page 1 of 1  
\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST  
Bank account WA: WARRANT ACCOUNT  
Vendor Name  
A P SCHALICK ATHLETIC  
ACE PLUMBING AND ELECTRIC  
ASNA  
ATLANTIC CITY ELECTRIC  
CONNER STRONG & BUCKELEW INC  
E W BOSTWICK INC  
EBOARDS SOLUTIONS, INC.  
EDUCATIONAL DATA SERVICES INC  
FRANKLIN ALARM CO., INC  
HORIZON BC BS NEW JERSEY .  
HORIZON BC/BS  
LINGUI SYSTEMS INC  
LRP PUBLICATIONS  
NATL ASSOC FOR SCHOOL SUPT.  
NJ PRINCIPALS & SUPV ASSOC.  
NJ SCHOOL BOARDS ASSOC  
OMEGA PEST MANAGEMENT  
PITSCO EDUCATION  
PITTSBORO CAFETERIA FUND  
RIBBONS EXPRESS INC.  
SCHALICK MILLS INC  
SCHOOL DUDE. COM  
SCHOOL DUDE. COM  
TEKKCOMM COMMUNICATIONS  
THE SHERWIN WILLIAMS CO.  
TROPHIES UNLIMITED  
VERIZON WIRELESS  
WASTE MANAGEMENT OF NJ INC  
WESTERN PEST SERVICES, INC.

7/18/2014  
Page 1 of 1  
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BOARD PAYMENT APPROVAL LIST  
Bank account WA: WARRANT ACCOUNT  
Vendor Name  
A P SCHALICK ATHLETIC  
ACE PLUMBING AND ELECTRIC  
ASNA  
ATLANTIC CITY ELECTRIC  
CONNER STRONG & BUCKELEW INC  
E W BOSTWICK INC  
EBOARDS SOLUTIONS, INC.  
EDUCATIONAL DATA SERVICES INC  
FRANKLIN ALARM CO., INC  
HORIZON BC BS NEW JERSEY .  
HORIZON BC/BS  
LINGUI SYSTEMS INC  
LRP PUBLICATIONS  
NATL ASSOC FOR SCHOOL SUPT.  
NJ PRINCIPALS & SUPV ASSOC.  
NJ SCHOOL BOARDS ASSOC  
OMEGA PEST MANAGEMENT  
PITSCO EDUCATION  
PITTSBORO CAFETERIA FUND  
RIBBONS EXPRESS INC.  
SCHALICK MILLS INC  
SCHOOL DUDE. COM  
SCHOOL DUDE. COM  
TEKKCOMM COMMUNICATIONS  
THE SHERWIN WILLIAMS CO.  
TROPHIES UNLIMITED  
VERIZON WIRELESS  
WASTE MANAGEMENT OF NJ INC  
WESTERN PEST SERVICES, INC.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Vendor Name	Check#	Description	P.O. Number	Amount
ELMER BOROUGH BD OF ED	None	BLDG LEASE AGREE	704-14	102,500.00
<b>Total:</b>				<b>102,500.00</b>

Vendor Name	Check#	Description	P.O. Number	Amount
A P SCHALICK ATHLETIC	75959	ATHLETIC FUNDS	456-15	20,000.00
ACE PLUMBING AND ELECTRIC	75960	MAINT SPLY	419-15	352.35
ASNA	75961	DATABASE SUPPORT	374-15	800.00
ATLANTIC CITY ELECTRIC	75962	DISTRIC ELECTRIC	5-15	23,111.66
CONNER STRONG & BUCKELEW INC	75963	H BERMANND BOND	353-15	658.00
E W BOSTWICK INC	75964	MAINT SUPPLIES	31-15	100.27
EBOARDS SOLUTIONS, INC.	75965	14-15 RENEWAL	381-15	7,425.00
EDUCATIONAL DATA SERVICES INC	75966	14-15 LICENSE/MAIN	416-15	1,500.00
FRANKLIN ALARM CO., INC	75967	ALARM MONITORING	426-15	234.00
HORIZON BC BS NEW JERSEY .	75968	DENTAL INSURANDE	53-15	12,550.72
HORIZON BC/BS	75969	DENTAL INSURANCE	54-15	4,035.42
LINGUI SYSTEMS INC	75970	TESTING MATL	386-15	765.00
LRP PUBLICATIONS	75971	14-15 SUBSCRIPTION	357-15	303.50
NATL ASSOC FOR SCHOOL SUPT.	75972	LIFE MEMBERSHIP	451-15	499.00
NJ PRINCIPALS & SUPV ASSOC.	75973	14-15 DUES	392-15	2,460.00
NJ SCHOOL BOARDS ASSOC	75974	14-15 BOARD DUES	417-15	11,281.25
OMEGA PEST MANAGEMENT	75975	TERMITE RENEWAL	380-15	1,858.00
PITSCO EDUCATION	75976	INSTR SPLY	405-15	50.50
PITTSBORO CAFETERIA FUND	75977	SUMMER SNACKS	384-15	400.00
RIBBONS EXPRESS INC.	75978	TONER	396-15	154.00
SCHALICK MILLS INC	75979	MAINT SUPPLIES	32-15	798.81
SCHOOL DUDE. COM	75980	SOFTWARE RENEWAL	361-15	2,868.00
SCHOOL DUDE. COM	75980	IT PROG RENEWAL	369-15	1,075.50
TEKKCOMM COMMUNICATIONS	75981	TRANS AIR TIME	393-15	930.00
THE SHERWIN WILLIAMS CO.	75982	DISTRICT PAINT	394-15	1,731.13
TROPHIES UNLIMITED	75983	RETIRE. PLAQUES	420-15	179.20
VERIZON WIRELESS	75984	WIRELESS PHONES	8-15	92.06
WASTE MANAGEMENT OF NJ INC	75985	TRASH REMOVAL	4001-15	2,065.60
WESTERN PEST SERVICES, INC.	75986	YEARLY PEST CONTROL	379-15	3,879.36
<b>Total:</b>				<b>102,158.33</b>

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Signature: R. Ty Abdell*

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Signature: R. Ty Abdell*

SB240 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240 \*\*\*\*\* PITTSGROVE TOWNSHIP SCHOOLS \*\*\*\*\*  
BOARD PAYMENT APPROVAL LIST

Vendor Name	Check#	Description	P.O. Number	Amount
ACE PLUMBING AND ELECTRIC	75989	GENERAL SUPPLIES	538-15	127.64
ASSOC. SUPERVIS./CUR. DEV	75990	OTHER OBJECTS	462-15	267.00
ASSOC. SUPERVIS./CUR. DEV	75990	SUPPLIES & MATERIALS	467-15	79.00
ASSOC. SUPERVIS./CUR. DEV	75990	OTHER PURCHASED SERV	512-15	79.00
AT & T MOBILITY	75991	WIRELESS FAN03504112	11-15	1,466.11
AT & T MOBILITY	75991	WIRELESS FAN05422886	12-15	1,040.14
ATLANTIC CITY ELECTRIC	75992	DISTRIC ELECTRIC	5-15	23,751.32
CANON FINANCIAL SERVICES INC.	75993	DISTRIC COPIERS	33-15	24,517.84
CENTRAL JERSY EQUIPMENT LLC	75994	MAINTEN SUPP	422-15	272.93
CENTRAL JERSY EQUIPMENT LLC	75994	GENERAL SUPPLIES	508-15	1,538.00
CERIDIAN	75995	COBRA BILLINGS	18-15	109.92
COLEMAN IRRIGATION LLC	75996	GENERAL SUPPLIES	423-15	422.06
COMPETITIVE EDGE, LLC	75997	SUPPLIES	444-15	116.95
CONSTELLATION NEW ENERGY INC	75998	ELECTRIC PROVIDER	6-15	15,130.74
DATA MANAGEMENT INC.	75999	SUPPLIES	466-15	339.60
E W BOSTWICK INC	76000	MAINT SUPPLIES	31-15	247.39
FRANKLIN TWP PUBLIC SCHOOLS	76001	TUITION	542-15	966.00
HORIZON BC BS NEW JERSEY	76002	DENTAL INSURANDE	53-15	12,205.92
HORIZON BC/BS	76003	DENTAL INSURANCE	54-15	3,966.08
HORIZON BS/BS OF NJ COBRA	76004	COBRA PAYMENTS	55-15	125.96
INTERLINE BRANDS INC.	76005	GENERAL SUPPLIES	365-15	2,962.20
JOSEPH F. RACITE	76006	CLEANING/REPAIR/MAIN	453-15	257.75
KEECH, DONNA	76007	MISCEL. PURCH. SERV.	627-15	34.72
NCTM	76008	OTHER OBJECTS	463-15	161.00
NJ ASSOC SCHOOL BUS OFF	76009	MISCEL. EXPEND.	421-15	1,881.00
ONCOURSE SYSTEMS FOR ED LLC	76010	SUBSCRIPTION	577-15	11,399.30
PERFECTION LEARNING CORP.	76011	SUPPLIES	402-15	598.09
PIERSON, MARY LOU	76012	MEDICARE INS.	360-15	1,258.80
PINELAND LEARNING CENTER INC	76013	TUITION	568-15	2,435.00
RIBBONS EXPRESS INC.	76014	SUPPLIES	408-15	1,797.00
RIBBONS EXPRESS INC.	76014	SUPPLIES	447-15	1,247.00
RIBBONS EXPRESS INC.	76014	TONER	536-15	1,112.00
RIBBONS EXPRESS INC.	76014	TONER	582-15	806.00
SCHALICK MILLS INC	76015	MAINT SUPPLIES	32-15	296.94
SOUTH JERSEY GAS CO	76016	DISTRIC GAS	7-15	948.36
THE SHERWIN WILLIAMS CO.	76017	DISTRIC PAINT	394-15	914.72
TROPHIES UNLIMITED	76018	NAME PLATES	572-15	45.00
VERIZON BUSINESS	76019	PITTSGROVE VOICE	9-15	835.76
W. B. MASON, CO., INC.	76020	SUPPLIES - PAPER	407-15	123.60
WALLACE SUPPLY COMPANY	76021	PLUMB SUPP	507-15	170.15
WASTE MANAGEMENT OF NJ INC	76022	TRASH REMOVAL	4001-15	2,065.60

Vendor Name  
FEA/NJ ELITE

Check#  
75987

Description  
REG. FEE ELWELL

P.O. Number  
555-15

Amount  
806,000

Amount  
806,000

Total:

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

*Stephan R. De Abad*

\*\*\*\* PITTSBORO TOWNSHIP SCHOOLS \*\*\*\*  
BOARD PAYMENT APPROVAL LIST

SB240  
Budget Year: 2014-15  
Batch number: P 004  
Period: July 2014  
Bank account WA: WARRANT ACCOUNT

Vendor Name

Check#

P.O. Number

Amount

Description

10-15

76023

SERVICE

2,623.53

120,733.94

Total:

PITTSBORO TOWNSHIP SCHOOL DISTRICT  
FINANCIAL REPORT - PITTSBORO COMMUNITY SCHOOL SACC

NOW CHECKING MONTH: June DATE: 06/30/14

BALANCE BROUGHT FORWARD: \$50,476.53

RECEIPTS:	DATE:	AMOUNT:
06/02/14 Deposit	2,461.20	
06/03/14 Deposit	340.00	
06/04/14 Deposit	1,237.00	
06/09/14 Deposit	4,366.50	
06/11/14 Deposit	184.00	
06/16/14 Deposit	1,183.00	
06/17/14 Deposit	238.00	
06/18/14 Deposit	1,116.00	
06/23/14 Deposit	2,380.32	
06/25/14 Deposit	1,067.00	
06/30/14 Deposit	188.00	
06/30/14 NOW Interest	14.07	

TOTAL RECEIPTS: 14,775.09

TOTAL BALANCE AND RECEIPTS: 65,251.62

DISBURSEMENTS:	DATE:	AMOUNT:
2353 Verizon	58.02	
2354 City of Bridgeton	25.00	
2355 Pittsgrove BOE	11,333.97	
2356 Bottino's	920.75	
2357 Pittsgrove Transportation	488.82	
2358 City of Bridgeton	25.00	
2359 Rosellen Edmonds	12.96	
2360 Regal Entertainment	1,025.00	
2361 Regal Cinema	431.25	
2362 Riva's Waterice	168.31	
2363 Regal Entertainment	62.50	
2364 Verizon	65.81	
2365 Pittsgrove BOE	77.73	

TOTAL DISBURSEMENTS: 14,694.94

ENDING BALANCE AS OF: 06/30/14 \$50,556.68

BALANCE PER BANK STATEMENT OF: 06/30/14 \$52,256.75

LESS OUTSTANDING CHECKS: 1,700.07

CASH BALANCE AS OF: 06/30/14 \$50,556.68

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A-19 et seq.

*Suparna K. Ghoshal*  
SUPERVISOR/DIRECTOR

*Suparna K. Ghoshal*  
BOARD SECRETARY



PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

PITTSBURGH TOWNSHIP SCHOOL DISTRICT  
 FINANCIAL REPORT - NORMA GENERAL FUND  
 NOW CHECKING

MONTH: JUNE DATE: 06/30/14

BALANCE BROUGHT FORWARD:

\$12,691.26

RECEIPTS:		
06/30/14	NOW Interest	\$3.14

TOTAL RECEIPTS:

\$3.14

TOTAL BALANCE AND RECEIPTS:

\$12,694.40

DISBURSEMENTS:

457	Atlantic City Aquarium	\$700.00

TOTAL DISBURSEMENTS:

\$700.00

ENDING BALANCE AS OF:

06/30/14 \$11,994.40

BALANCE PER BANK STATEMENT OF:

06/30/14 \$11,994.40

LESS OUTSTANDING CHECKS:

CHECK #

CASH BALANCE AS OF:

06/30/14 \$11,994.40

*Patricia A. Schaefer*  
 SUPERVISOR/DIRECTOR

*Norma K. Tol Bodil*  
 BOARD SECRETARY

Pittsgrove Township Food Service Account  
 Bank Reconciliation  
 For the month of June 2014

Balance Brought Forward \$ 14,473.70

SALES			
Reimbursable Sales			
Lunch	70-1611-000	19,483.65	
Breakfast	70-1612-000	983.40	
Milk	70-1613-000	70.00	
MYSCHOOLBUCKS	70-481	4,811.64	
Deferred Income	70-481	(5,523.63)	
Non Reimbursable Sales	70-1620-000	10,822.42	
Total Sales		30,647.48	
Special Functions	70-1630-000	6,515.73	
Vending			
Rebates & Vending Machines	70-1990-000	57.46	
Elmer	70-1633-990L		
SCSSSD	70-1633-990V		6,573.19
Total Vending and Special Functions			
BCN			
Slate Lunch Program	70-3220-000		
HHKFA	70-1190-000		
Federal Lunch Program	70-4462-000		
Federal Breakfast Program	70-4461-000		
Special Milk Program	70-4463-000		
Total BCN			
Other			
Interest	70-1510-000	23.04	
Bank Adjustments/Return Checks	70-481	56.00	
Start up Cash	70-103	260.00	
Prior Year BCN Receipts - Federal	70-141		
Prior Year BCN Receipts - State	70-142		
Board Subsidy	70-5200-000		339.04
Total Other			
Total Receipts			37,559.71
DISBURSEMENTS			
Monthly Checks			
Bank Fees			
Total Disbursements			\$ 52,033.41
ENDING BOOK BALANCE AT 6/30/14			
BALANCE PER BANK 6/30/14			\$ 91,033.41
Add:			
Outstanding Deposits			
Less:			
Outstanding Checks			
2372 Sodexo			39,000.00
BANK BALANCE AT 6/30/14			\$ 52,033.41

*Norma K. Tol Bodil*  
 Business Administrator

PITTSBORO TOWNSHIP MIDDLE SCHOOL  
FINANCIAL REPORT  
GENERAL FUND ACCOUNT

June 30, 2014

BALANCE BROUGHT FORWARD  
RECEIPTS:

6/3/14 Denim Day	48.05
6/4/14 Yearbook	298.00
6/16/14 Yearbook	85.00
6/17/14 Yearbook	93.00
6/23/14 7th Snack Fundraiser	250.00
6/24/14 Yearbook	395.00
6/25/14 Yearbook	150.00
6/25/14 6th Snack Fundraiser	450.00
6/27/14 Yearbook	75.00
6/27/14 Denim Day	52.00
6/27/14 7th Snack Fundraiser	916.26
Interest	8.79
<b>TOTAL RECEIPTS</b>	<b>\$2,821.10</b>

\$ 32,764.78

TOTAL BALANCE AND RECEIPTS

\$35,585.88

DISBURSEMENTS:

6/27/14 Returned Item - Yearbook	46.00
6/4/14 Brett Boone (3408) - 8th Graduation Class Picture	937.50
6/4/14 Custom Graphics (3409) - 6th Baltimore t-shirts	984.04
6/4/14 Jones Supply (3410) - 8th Graduation Frames/Certificate:	205.80
6/9/14 TJ Rowe (3411) - DJ for 8th Graduation Dance	200.00
6/10/14 Carol Ortiz (3412) - Reimbursement 6th Balt. Trip	127.00
6/20/14 Kathryn Volpe (3413) - Reimbursement 7th Camping Trip	132.00
6/23/14 Colleen Tucker (3414) - Decorations for 8th Grad Dance	221.80
6/24/14 Camp Speers-Eljabar (3415) - Final Payment 7th Campin	11484.00
6/24/14 Taylor Publishing (3416) - Final Payment Yearbook	5705.43
<b>TOTAL DISBURSEMENTS</b>	<b>\$20,043.57</b>

Ending Balance as of June 30, 2014

\$15,542.31

BALANCE PER BANK STATEMENT OF June 30, 2014

\$ 34,069.58

Outstanding Checks

6/4/14 Custom Graphics (3409) - 6th Baltimore t-shirts	984.04
6/20/14 Kathryn Volpe (3413) - Reimbursement 7th Camping Trip	132.00
6/23/14 Colleen Tucker (3414) - Decorations 8th Grad. Dance	221.80
6/24/14 Camp Speers-Eljabar (3415) - Final Payment 7th Campin	11484.00
6/24/14 Taylor Publishing (3416) - Final Payment Yearbook	5705.43
<b>TOTAL</b>	<b>\$18,527.27</b>

CASH BALANCE as of June 30, 2014

\$15,542.31

Administrator: 

Board Secretary  Board Secretary

PITTSBORO TOWNSHIP SCHOOL DISTRICT

FINANCIAL REPORT - OLIVET GENERAL FUND  
NOW CHECKING

MONTH: JUNE DATE: 06/30/14

BALANCE BROUGHT FORWARD:

\$13,652.69

RECEIPTS:

06/04/14 Deposit	1,247.00
06/04/14 Deposit	872.15
06/17/14 Deposit	1,347.00
06/30/14 NOW Interest	\$3.92

TOTAL RECEIPTS:

\$3,470.07

TOTAL BALANCE AND RECEIPTS:

\$17,022.66

DISBURSEMENTS:

662 Cape May Crty Treasurer	\$60.00
663 *VOID*	
664 Sandra Erickson	\$93.65
665 Pittsgrove Transportation	\$559.07
666 Sherry Perci	\$24.14
667 Donna Poolake	\$79.32
668 Dan Bruce	\$86.40
669 Joselle Monti	\$65.45
690 Pittsgrove Cafeteria	\$175.00

TOTAL DISBURSEMENTS:

\$1,143.03

ENDING BALANCE AS OF:

06/30/14 \$15,879.63

BALANCE PER BANK STATEMENT OF:

06/30/14 \$16,007.04

LESS OUTSTANDING CHECKS:  
CHECK # 665,662

\$127.41

CASH BALANCE AS OF:

06/30/14 \$16,879.63

  
SUPERVISOR/DIRECTOR

  
BOARD SECRETARY

General Funds (2013-2014)  
 Student Activity Funds  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

Check #	Description	
6/30/14	Balance Forward as of July 2013 Financial Report	\$ 44,140.09
	Ending Balance for 6th Grade	\$ 161.57
	Ending Balance for 7th Grade	\$ 570.43
	Ending Balance for 8th Grade	\$ 1,916.65
	Ending Balance for Science Fair Funds	\$ 1,765.98
	Ending Balance for Science Trip	\$ 1,142.04
	Ending Balance for Art Fund	\$ 141.05
	Ending Balance for PTMS Band	\$ 418.50
	Ending Balance for Yearbook	\$ 229.13
	Ending Balance for Wildcats	\$ 399.00
	Ending Balance for School Store	\$ 156.53
	Ending Balance for Drama Club	\$ 709.61
	Ending Balance for Interest	\$ 1,166.68
	Ending Balance for Historical Student Activity Funds	\$ 6,365.95
	Ending Balance for General School Fund	\$ 302.67
	Ending Balance for Art/Drama Enrichment	\$ 50.00
	Ending Balance for PTSO Donations	\$ 0.05
	Ending Balance for Athletic Boosters	\$ 46.47
	<b>Total Ending Balance</b>	<b>\$ 15,542.31</b>
	<b>June 30, 2014 CASH Balance</b>	<b>\$ 15,542.31</b>

**PITTSGROVE TOWNSHIP SCHOOLS**  
 ARTHUR P. SCHALICK HIGH SCHOOL  
 718A Centerton Road  
 Pittsgrove, NJ 08318

**STUDENT ACTIVITIES REPORT FOR JUNE 2014**

BALANCE BROUGHT FORWARD	\$ 10.34
TOTAL RECEIPTS	\$ 232.05
INTEREST	\$ 0.04
TOTAL BALANCE AND RECEIPTS	\$ 242.43
TOTAL DISBURSEMENTS	\$ 231.50
ENDING BALANCE AS OF 06/30/14	\$ 10.93
BALANCE PER BANK STATEMENT OF 06/30/14	\$ 10.34
LESS OUTSTANDING CHECKS	\$ -
CASH BALANCE AS OF 06/30/14	\$ 10.93


 \_\_\_\_\_  
 Advisor's Signature


 \_\_\_\_\_  
 Board Secretary's Signature


 \_\_\_\_\_  
 Principal's Signature

Student Activities  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

	A	B	C	D	E	F	G	H
1	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
2	7/1/13	BALANCE FORWARD						\$10.08
3	7/31/13	CREDIT INTEREST					\$ 0.06	\$10.14
4								
5	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
6	8/31/13	CREDIT INTEREST					\$ 0.01	\$10.15
7								
8	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
9	9/30/13	CREDIT INTEREST					\$ 0.01	\$10.16
10								
11	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
12	10/31/13	CREDIT INTEREST					\$ 0.02	\$10.18
13								
14	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
15	11/30/13	CREDIT INTEREST					\$ 0.11	\$10.29
16								
17	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
18	12/3/13	Deposit	E. Kirschner / Field Trip				\$ 225.00	\$235.29
19	12/5/13	Deposit	E. Kirschner / German Exam				\$ 70.00	\$305.29
20	12/5/13	AATG Inc	E. Kirschner / German Exam	2014	\$ 70.00	1888		\$235.29
21	12/5/13	German American Market	E. Kirschner / Field Trip	12/9/13	\$ 225.00	1889		\$10.29
22	12/31/13	CREDIT INTEREST					\$ 0.02	\$10.31
23								
24	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
25	5/31/14	CREDIT INTEREST					\$ 0.03	\$10.34
26	5/20/14	Deposit	J.Hughes/Field Trip				\$ 437.50	\$447.84
27	5/20/14	Six Flags Great Adventure	J.Hughes/Field Trip	Jun-14	\$ 437.50	1890		\$10.34
28								
29	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
30	6/9/14	Deposit	B.Jacobson/Field Trip				\$ 135.70	\$146.04
31	6/10/14	Deposit	B.Jacobson/Field Trip				\$ 73.90	\$219.94
32	6/11/14	Deposit	B.Jacobson/Field Trip				\$ 22.45	\$242.39
33	6/11/14	Adventure Aquarium	B.Jacobson/Field Trip	6/18/14	\$ 231.50	1891		\$10.89
34	6/30/14	CREDIT INTEREST					\$ 0.04	\$10.93

**PITTSGROVE TOWNSHIP SCHOOLS**  
 ARTHUR P. SCHALICK HIGH SCHOOL  
 718A Centerton Road  
 Pittsgrove, NJ 08318

**ATHLETICS FINANCIAL REPORT FOR JUNE 2014**

BALANCE BROUGHT FORWARD	\$ 5,074.08
TOTAL RECEIPTS	\$ 80.00
INTEREST	\$ 1.24
TOTAL BALANCE AND RECEIPTS	\$ 5,155.32
TOTAL DISBURSEMENTS	\$ 5,079.77
ENDING BALANCE AS OF 6/30/14	\$ 75.55
BALANCE PER BANK STATEMENT OF 06/30/14	\$ 1,456.95
LESS OUTSTANDING CHECKS #5254 to 5466	\$ 1,381.40
CASH BALANCE AS OF 06/30/14	\$ 75.55

 Advisor's Signature  
 Board Secretary's Signature  
 Principal's Signature

Athletic Ledger  
**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

1	A	B	C	D	E	F	G	H
	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
2	6/1/14	BALANCE FORWARD						\$5,074.08
3	6/6/14	Dorothy Lower	Reimburse Prof Meet/Mileage	3/26/13 to 5/28/14	\$ 711.66	5451		\$4,362.42
4	6/6/14	Dobson Turf Management	Top dress fields	4/14/14	\$ 1,000.00	5452		\$3,362.42
5	6/10/14	VOID CHECK #5370	did not play in play offs				\$ 80.00	\$3,442.42
6	6/12/14	Trophies Unlimited	Plaques/Medals Inv3444	6/9/14	\$ 588.25	5453		\$2,854.17
7	6/12/14	NJSIAA	Scholar/Athlete Luncheon	5/18/14	\$ 200.00	5454		\$2,654.17
8	6/12/14	Anaconda Sports/Lids Teams	Catchers Helmet Mask	1/10/14	\$ 71.90	5455		\$2,582.27
9	6/12/14	SJTA	Boys Tennis Banquet	6/8/14	\$ 93.00	5456		\$2,489.27
10	6/12/14	SJGSA	Softball Banquet	6/11/14	\$ 140.00	5457		\$2,349.27
11	6/12/14	Pittsgrove Schools Caf� Fund	Spring Sports Ice Cream Social	6/11/14	\$ 175.00	5458		\$2,174.27
12	6/18/14	NEFF Motivation Inc	Banners Inv#002240123	5/31/14	\$ 206.65	5459		\$1,967.62
13	6/18/14	Michael Clarke	Reimburse Mileage	1/4/ to 6/11/14	\$ 525.76	5460		\$1,441.86
14	6/18/14	Vanguard Printing	250 Student Injury Reports	6/18/14	\$ 42.50	5461		\$1,399.36
15	6/27/14	NJSIAA	Boys Golf Entry Fee	6/17/14	\$ 85.00	5462		\$1,314.36
16	6/27/14	SJ Soccer Off Assoc	Assignor Fee/B/G Soccer	2014-2015	\$ 262.00	5463		\$1,052.36
17	6/27/14	Ed Myer Chapter-NJFOA	Assignor Fee/Football	8/14/ to 12/15/14	\$ 139.00	5464		\$913.36
18	6/27/14	Maureen Dzwil West Chap5 FH	Assignor Fee/Field Hockey	2014-2015	\$ 134.00	5465		\$779.36
19	6/27/14	NJFOA-Southern Bay Shore Dist	Assignor Fee/B/G Cross Country	9/1 to 11/11/14	\$ 58.00	5466		\$721.36
20	6/30/14	Pittsgrove Twp BOE	Interest 2013 to 2014	2013 to 2014	\$ 47.05	5467		\$674.31
21	6/30/14	Pittsgrove Twp BOE	Return Funds	2013-2104	\$ 600.00	5468		\$74.31
22	6/30/14	CREDIT INTEREST					\$ 1.24	\$75.55

0002/002  
 0002/0005  
 PAGE 1

08/05/2014 TUE 12:06 FAX 856 358 7063 ARTHUR P. SCHLICK HE  
 08/04/2014 08:06 FAX 8563586020  
 08/04/2014  
 Arthur P. Schlick High School

Bank Reconciliation Report  
 Checking Account  
 CHECKING ACCOUNT

From: 06/01/2014  
 To : 06/30/2014

Ending Balance on statement dated 06/30/2014 --> 107468.36  
 Add: Outstanding Deposits (Bank Deposits) --> + 0.00  
 Less: Outstanding Checks --> - 17784.26  
 Cash Balance as of 06/30/2014 --> 89684.12

Cash Balance for CHECKING ACCOUNT as of 06/01/2014 --> 104803.50  
 Add: Total Deposits (Bank Deposits) --> + 1132.74  
 Less: Total Checks and Withdrawals --> - 26252.12  
 Cash Balance as of 06/30/2014 --> 89684.12

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000992 CHECKING ACCOUNT	104803.50	1132.74	26252.12	0.00	89684.12
<b>Asset Totals</b>	<b>104803.50</b>	<b>1132.74</b>	<b>26252.12</b>	<b>0.00</b>	<b>89684.12</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Janice Schick Date: 8/4/2014  
 Principal: A. P. Schlick Date: 8/5/2014

08/14/2014

Arthur P. Schallick High School

General Ledger Report

From Account: 1  
To Account: 999999

AccountName	Beg. Bal.	Recept/JY	Disb/JY	Transfer	End. Bal.	Payables	Workin
000303 ART/DANCE ACADEMY	141.20	173.00	0.00	0.00	314.20	0.00	314.20
000304 MEDIA	1510.26	530.00	0.00	0.00	2040.26	0.00	2040.26
000305 REAUITICATION FORD	994.35	178.00	0.00	0.00	1172.35	0.00	1172.35
000306 DANCE ACADEMY	1512.01	0.00	-604.83	0.00	907.18	0.00	907.18
000307 GERMAN CLUB	277.12	0.00	0.00	0.00	277.12	0.00	277.12
000500 ATHLETIC BOOSTERS	262.08	0.00	0.00	0.00	262.08	0.00	262.08
000501 SOFTBALL	430.67	0.00	0.00	0.00	430.67	0.00	430.67
000502 BASEBALL	815.68	0.00	0.00	0.00	815.68	0.00	815.68
000503 WRESTLING	53.49	0.00	0.00	0.00	53.49	0.00	53.49
000504 FOOTBALL	296.91	0.00	0.00	0.00	296.91	0.00	296.91
000505 BOY'S BASKETBALL	5743.65	0.00	0.00	0.00	5743.65	0.00	5743.65
000506 CHEERLEADING	2661.97	280.00	0.00	0.00	2941.97	0.00	2941.97
000507 SOCCER	120.85	0.00	0.00	0.00	120.85	0.00	120.85
000508 TENNIS	863.61	0.00	-225.60	0.00	638.01	0.00	638.01
000509 CROSS COUNTRY	23.41	0.00	0.00	0.00	23.41	0.00	23.41
000510 FIELD HOCKEY	825.43	0.00	0.00	0.00	825.43	0.00	825.43
000511 GIRL'S SOCCER	96.55	0.00	0.00	0.00	96.55	0.00	96.55
000512 TRACK	1405.76	925.00	-2275.09	0.00	55.67	0.00	55.67
000513 SPEC PROJ FOR ATHLETES	823.55	160.00	-329.49	0.00	654.06	0.00	654.06
000514 GIRL'S BASKETBALL	561.56	0.00	-262.50	0.00	299.06	0.00	299.06
000515 SWIMMING	1686.89	0.00	0.00	0.00	1686.89	0.00	1686.89
000516 TRACK BOOSTER CLUB	5491.09	360.00	-667.40	0.00	5203.69	0.00	5203.69
000517 ATHLETIC TRAINERS CL	1027.76	79.50	-444.95	0.00	662.31	0.00	662.31
000518 DISASTER RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000601 GEINSPEC SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000602 SLOAN INS. SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000603 KRAUSE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000604 EVANS ROBINSON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000605 K. WATKINS SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000606 MEMORIAL SCHOLARSHIP	250.02	0.00	-200.00	0.00	50.02	0.00	50.02
000607 INTEREST	9931.58	28.09	-2490.96	0.00	7468.71	0.00	7468.71
000608 ADELAIDE HOFFNER	550.75	0.00	-200.00	0.00	350.75	0.00	350.75
000610 BEV MCCORMAN MEDIA	0.00	500.00	-500.00	0.00	0.00	0.00	0.00
000800 M.S. SUNSHINE CLUB	0.00	177.75	-177.75	0.00	0.00	0.00	0.00
000801 PITTSBORO BOE -	33.76	0.00	0.00	0.00	33.76	0.00	33.76
000802 H.S. SUNSHINE CLUB	153.60	277.60	-153.60	0.00	277.60	0.00	277.60
000803 THE CT GO FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00

08/14/2014

Arthur P. Schallick High School

General Ledger Report

From Account: 1  
To Account: 999999

AccountName	Beg. Bal.	Recept/JY	Disb/JY	Transfer	End. Bal.	Payables	Workin
000100 GENERAL	789.78	0.00	0.00	0.00	789.78	0.00	789.78
000101 YEARBOOK	20869.33	2846.60	-9759.23	0.00	13956.70	0.00	13956.70
000102 GUIDANCE FUNDS	1986.15	793.84	0.00	0.00	2779.99	0.00	2779.99
000103 BAND BOOSTERS	6515.26	755.00	-719.20	0.00	6551.06	0.00	6551.06
000104 STUDENT COUNCIL	2360.93	2918.00	0.00	0.00	5278.93	0.00	5278.93
000105 STUDENT RECOGNITION	1742.02	178.00	-113.04	0.00	1806.98	0.00	1806.98
000106 GREEN & GOLD	2705.45	0.00	0.00	0.00	2705.45	0.00	2705.45
000107 SENIOR LOCK IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 LIBRARY	775.11	0.00	0.00	0.00	775.11	0.00	775.11
000109 CHORUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000110 DRAMA ACADEMY	6934.42	325.00	-650.00	0.00	6609.42	0.00	6609.42
000111 MARCH DAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000112 ACADEMIC TEAM	367.33	0.00	0.00	0.00	367.33	0.00	367.33
000114 JAZZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000115 THE G.U.A.R.D.	3.00	0.00	0.00	0.00	3.00	0.00	3.00
000116 GERMAN EXCHANGE	5.60	1201.36	-1201.36	0.00	5.60	0.00	5.60
000209 CLASS OF '98	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000210 CLASS OF 1999	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000211 CLASS OF 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000212 CLASS OF 2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000213 CLASS OF 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000214 CLASS OF 2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000215 CLASS OF 2004	42.23	0.00	0.00	0.00	42.23	0.00	42.23
000216 CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000217 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000218 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000219 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000220 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000221 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000222 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000223 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000224 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000225 CLASS OF 2014	9240.01	-2882.00	-3616.60	0.00	2741.41	0.00	2741.41
000226 CLASS OF 2015	7668.20	1308.00	-1160.52	0.00	7815.68	0.00	7815.68
000227 CLASS OF 2016	1902.73	0.00	-500.00	0.00	1402.73	0.00	1402.73
000228 CLASS OF 2017	2350.39	0.00	0.00	0.00	2350.39	0.00	2350.39
000301 MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000302 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

From Account: 1  
To Account: 999999

General Ledger Report

From: 06/01/2014  
To : 06/30/2014

Sequential List of Checks

Check No	Date	Cancelled	Note	Payee	GI Account	***** (Check detail)*****	Amount	Tax Amt	1099
7601	06/10/2014		GLOBAL EQUIPMENT	992		444.95		0.00	[ ]
	06/30/2014		6 UNIT CHARGER	517		444.95			
			Total ->	Check Number 7601:					
7602	06/10/2014		ADELPHIA DEPTFORD	992		500.00		0.00	[ ]
	06/30/2014		PROM 2015 DEPOSIT	227		500.00			
			Total ->	Check Number 7602:					
7603	06/10/2014		PITTSBORO	992		1066.60		0.00	[ ]
	06/30/2014		SR TRIP TRANS	225		1066.60			
			Total ->	Check Number 7603:					
7604	06/10/2014		ROLIFERRY'S INC.	992		185.60		0.00	[ ]
	06/30/2014		T-SHIRTS	508		185.60			
			Total ->	Check Number 7604:					
7605	06/10/2014		CAROL SHARP	992		1050.00		0.00	[ ]
	06/30/2014		SR TRIP REFUND	225		1050.00			
			Total ->	Check Number 7605:					
7606	06/10/2014		CUSTOM GRAPHICS	992		559.24		0.00	[ ]
	/ /		T-SHIRTS	512	259352	559.24			
			Total ->	Check Number 7606:					
7607	06/10/2014		NEFF COMPANY	992		1160.52		0.00	[ ]
	06/30/2014		PROM T-SHIRTS	226	2236829	1160.52			
			Total ->	Check Number 7607:					
7608	06/10/2014		TOM BROCK	992		240.96		0.00	[ ]
	06/30/2014		LASER CHECKS	607	912108	240.96			
			Total ->	Check Number 7608:					
7609	06/12/2014		SIX FLAGS GREAT	992		604.83		0.00	[X]
	06/30/2014		DANCE FEST	306		604.83			
			Total ->	Check Number 7609:					
7610	06/12/2014		SCHUMACHER	992		40.00		0.00	[ ]
	06/30/2014		4 PHOTOS TENNIS	508		40.00			
			Total ->	Check Number 7610:					
7611	06/12/2014		PITTSBORO	992		113.04		0.00	[ ]
	06/30/2014		AWARDS NIGHT SECURITY	105		113.04			
			Total ->	Check Number 7611:					
7612	06/23/2014		CUSTOM GRAPHICS	992		1715.85		0.00	[ ]
	/ /		JACKETS	512	260458	1715.85			
	/ /		JACKETS	516	260236	167.40			
			Total ->	Check Number 7612:					
7613	06/23/2014		DUKER T'S LIC	992		1275.00		0.00	[X]
	06/30/2014		SR MEALS	225		1275.00			
			Total ->	Check Number 7613:					
7614	06/23/2014		ENGRAVING AMORE	992		155.00		0.00	[ ]
	/ /		TROPHIES	103	10	155.00			
			Total ->	Check Number 7614:					
7615	06/23/2014		HERFF JONES, INC.	992		225.00		0.00	[ ]
	/ /		9 CAP & GOWNS	225	153	225.00			

AccountName	Beg. Bal.	Recpt./JV	Disb./JV	Transfer	End. Bal.	Payables Workin
Group Total	104803.50	11132.74	-26252.12	0.00	89684.12	0.00
Grand Total	104803.50	11132.74	-26252.12	0.00	89684.12	0.00

Sequential List of Checks

Check No	Date	Cancelled	Payee	GI Account	Amount	Tax Amt
763106/25/2014	/ /		HOFFNER MEMORIAL	608	100.00	0.00 [ ]
Total -> Check Number 7630: 100.00						
763106/25/2014	/ /		KAREN TEDOR	992	100.00	0.00 [ ]
763106/25/2014	/ /		coca cola commission	800	177.75	0.00 [ ]
Total -> Check Number 7631: 177.75						
763206/25/2014	/ /		TYLER GARMELLA	992	75.00	0.00 [X]
763206/25/2014	/ /		ADJUDICATOR	110	75.00	0.00 [X]
Total -> Check Number 7632: 75.00						
763306/25/2014	/ /		DANE EISSLER	992	75.00	0.00 [X]
763306/25/2014	/ /		ADJUDICATOR	110	75.00	0.00 [X]
Total -> Check Number 7633: 75.00						
763406/25/2014	/ /		MELANIE STEWART	992	75.00	0.00 [X]
763406/25/2014	/ /		ADJUCATOR	110	75.00	0.00 [X]
Total -> Check Number 7634: 75.00						
763506/25/2014	/ /		SCHUMACHER	992	175.00	0.00 [ ]
763506/25/2014	/ /		7 HEADSHOTS	110	175.00	0.00 [ ]
Total -> Check Number 7635: 175.00						
763606/25/2014	/ /		JOSTENS INC.	992	961816	0.00 [ ]
763606/25/2014	/ /		YEARBOOK PAYMENT	101	9759.23	0.00 [ ]
Total -> Check Number 7636: 9759.23						
763706/25/2014	/ /		PITTS GROVE	992	1201.36	0.00 [ ]
763706/25/2014	/ /		TRANS TO NEWARK AIRPORT	116	1201.36	0.00 [ ]
Total -> Check Number 7637: 1201.36						
Total* -> 26252.12						

\* NOTE: This report does not list the Journal Adjustment Disbursements.

Sequential List of Checks

Check No	Date	Cancelled	Payee	GI Account	Amount	Tax Amt
761606/23/2014	/ /		J W PEPPER & SON	992	225.00	0.00 [ ]
761606/23/2014	/ /		GRAD/TRIP MUSIC	103	214.20	0.00 [ ]
Total -> Check Number 7616: 214.20						
761706/23/2014	/ /		JUST KIDSTUFF	992	214.20	0.00 [ ]
761706/23/2014	/ /		FUNDRAISER	514	262.50	0.00 [ ]
Total -> Check Number 7617: 262.50						
761806/23/2014	/ /		NEFF COMPANY	992	329.49	0.00 [ ]
761806/23/2014	/ /		JACKETS	513	2236525	0.00 [ ]
Total -> Check Number 7618: 329.49						
761906/23/2014	/ /		RENEE JOST	992	153.60	0.00 [ ]
761906/23/2014	/ /		COCA COLA COMMISSION	802	153.60	0.00 [ ]
Total -> Check Number 7619: 153.60						
762006/23/2014	/ /		RYAN SCHUMACHER	992	250.00	0.00 [ ]
762006/23/2014	/ /		SR PHOTOS	110	250.00	0.00 [ ]
Total -> Check Number 7620: 250.00						
762106/23/2014	/ /		EMILY WATTSON	992	1000.00	0.00 [ ]
762106/23/2014	/ /		KENNEDY MEMORIAL	607	1000.00	0.00 [ ]
Total -> Check Number 7621: 1000.00						
762206/23/2014	/ /		CHRISTOPHER	992	1000.00	0.00 [ ]
762206/23/2014	/ /		KENNEDY MEMORIAL	607	1000.00	0.00 [ ]
Total -> Check Number 7622: 1000.00						
762306/23/2014	/ /		FRANKLIN	992	500.00	0.00 [ ]
762306/23/2014	/ /		MCGOWAN MEDIA SCHOLARSHIP	610	500.00	0.00 [ ]
Total -> Check Number 7623: 500.00						
762406/23/2014	/ /		BENJAMIN HUNT	992	250.00	0.00 [ ]
762406/23/2014	/ /		LAURA WEINBERG MEMORIAL	607	250.00	0.00 [ ]
Total -> Check Number 7624: 250.00						
762506/23/2014	/ /		CHANDLER DEAN	992	200.00	0.00 [ ]
762506/23/2014	/ /		PITTS GROVE MEMORIAL	606	200.00	0.00 [ ]
Total -> Check Number 7625: 200.00						
762606/23/2014	/ /		KATELYN FARRELL	992	250.00	0.00 [ ]
762606/23/2014	/ /		JACK COLLINS SCHOLARSHIP	516	250.00	0.00 [ ]
Total -> Check Number 7626: 250.00						
762706/23/2014	/ /		SANDRA LUDEWIG	992	250.00	0.00 [ ]
762706/23/2014	/ /		JACK COLLINS SCHOLARSHIP	516	250.00	0.00 [ ]
Total -> Check Number 7627: 250.00						
762806/23/2014	/ /		SAMANTHA	992	350.00	0.00 [ ]
762806/23/2014	/ /		JENNIFER SCHMIDT	103	350.00	0.00 [ ]
Total -> Check Number 7628: 350.00						
762906/23/2014	/ /		VICTORIA LOVELL	992	100.00	0.00 [ ]
762906/23/2014	/ /		HOFFNER MEMORIAL	608	100.00	0.00 [ ]
Total -> Check Number 7629: 100.00						
763006/23/2014	/ /		RYAN CARTWRIGHT	992	100.00	0.00 [ ]

PITTS GROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014



PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

SB520

Budget year: 2013-14  
Acct period: June 2014

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
10	GENERAL FUND									
	000	UNDISTRIBUTED								
	100	INSTRUCTION								
		56X	TRANS TO CHARTER SCH	132,364.00	-34,604.00	97,760.00	9,017.00	.00	9,017.00	88,743.00
		100	Function Totals:	132,364.00	-34,604.00	97,760.00	9,017.00	.00	9,017.00	88,743.00
	000	Program Totals:		132,364.00	-34,604.00	97,760.00	9,017.00	.00	9,017.00	88,743.00
	10	Fund Totals:		132,364.00	-34,604.00	97,760.00	9,017.00	.00	9,017.00	88,743.00
11	CURRENT EXPENSE									
	105	REG PRG-PRESCHOOL								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	.00	.00	.00	.00	.00	.00	.00
		101B	SALARY TEACHER SUBST	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	.00	.00	.00	.00	.00	.00	.00
	105	Program Totals:		.00	.00	.00	.00	.00	.00	.00
	110	REG PRG-KINDERGARTEN								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	348,605.00	95,230.00	443,835.00	443,835.00	443,835.00	.00	.00
		101A	OT/EXTRA HOURS	5,235.00	.00	5,235.00	5,235.00	5,235.00	.00	.00
		101B	SALARY TEACHER SUBST	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	353,840.00	95,230.00	449,070.00	449,070.00	449,070.00	.00	.00
	110	Program Totals:		353,840.00	95,230.00	449,070.00	449,070.00	449,070.00	.00	.00
	120	REG PRG-GRADES 1-5								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	2,025,280.00	-198,612.00	1,826,668.00	1,826,023.32	1,826,023.32	.00	644.68
		101A	OT/EXTRA HOURS	15,170.00	-464.00	14,706.00	14,706.00	14,706.00	.00	.00
		101B	SALARY TEACHER SUBST	.00	16,796.00	16,796.00	16,796.00	16,796.00	.00	.00
		101S	SUMMER TEACHER SAL	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	2,040,450.00	-182,280.00	1,858,170.00	1,857,525.32	1,857,525.32	.00	644.68
	120	Program Totals:		2,040,450.00	-182,280.00	1,858,170.00	1,857,525.32	1,857,525.32	.00	644.68

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Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	130	REG PRG-GRADES 6-8								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	1,428,476.00	21,386.74	1,449,862.74	1,449,862.74	1,449,862.74	.00	.00
		101A	OT/EXTRA HOURS	.00	9,084.00	9,084.00	9,084.00	9,084.00	.00	.00
		101B	SALARY TEACHER SUBST	.00	16,375.26	16,375.26	16,371.00	15,072.00	1,299.00	4.26
		100	Function Totals:	1,428,476.00	46,846.00	1,475,322.00	1,475,317.74	1,474,018.74	1,299.00	4.26
	130	Program Totals:		1,428,476.00	46,846.00	1,475,322.00	1,475,317.74	1,474,018.74	1,299.00	4.26
	140	REG PRG-GRADES 9-12								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	2,374,498.00	3,196.00	2,377,694.00	2,394,365.46	2,394,365.46	.00	.54
							(16,672.00)			
		101A	OT/EXTRA HOURS	1,200.00	1,981.00	3,181.00	3,171.00	2,505.00	666.00	10.00
		101B	SALARY TEACHER SUBST	.00	19,457.00	19,457.00	19,457.00	19,457.00	.00	.00
		100	Function Totals:	2,375,698.00	24,634.00	2,400,332.00	2,416,993.46	2,416,327.46	666.00	10.54
							(16,672.00)			
	140	Program Totals:		2,375,698.00	24,634.00	2,400,332.00	2,416,993.46	2,416,327.46	666.00	10.54
							(16,672.00)			
	150	REG PRG-HOME INSTR.								
	100	INSTRUCTION								
		101	SALARIES-TEACHERS	9,435.00	22,745.00	32,180.00	46,041.75	43,007.75	3,034.00	1,408.61
								(15,270.36)		
		101S	SUMMER TEACHER SAL	1,190.00	-1,190.00	.00	.00	.00	.00	.00
		320	PURCH PROF/EDUC SRV	22,700.00	-5,545.00	17,155.00	16,939.75	16,484.75	455.00	215.25
		500	OTHER PURCHASED SERV	3,000.00	-3,000.00	.00	.00	.00	.00	.00
		100	Function Totals:	36,325.00	13,010.00	49,335.00	62,981.50	59,492.50	3,489.00	1,623.86
								(15,270.36)		
	150	Program Totals:		36,325.00	13,010.00	49,335.00	62,981.50	59,492.50	3,489.00	1,623.86
								(15,270.36)		

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Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
<b>11 CURRENT EXPENSE</b>							
190 REG PRG-UNDISTRIB.							
100 INSTRUCTION							
320 PURCH PROF/EDUC SRV	2,000.00	33,145.00	35,145.00	35,145.00	35,145.00	.00	.00
320B PURCH. CONTRACT SUBS	.00	514.84	514.84	514.84	270.38	244.46	.00
320T PURCH PROF ED- SUBS	172,785.00	49,791.16	222,576.16	222,436.29	156,221.79	66,214.50	139.87
340 PURCH TECH SERVICES	53,359.00	-2,050.00	51,309.00	51,224.81	47,956.01	3,268.80	84.19
500 OTHER PURCHASED SERV	163,681.00	52,763.33	216,444.33	212,333.43	212,333.43	.00	4,486.90
					(376.00)		
500X COPIER RENTAL	67,686.00	13,742.67	81,428.67	78,182.07	77,728.09	453.98	3,246.60
610 GENERAL SUPPLIES	18,000.00	-11,553.37	6,446.63	6,000.00	6,000.00	.00	446.63
610A SUPPLIES	108,233.00	7,111.42	116,128.92	117,156.57	112,350.86	4,805.71	335.54
		(784.50)			(1,363.19)		
610B SUPPLIES - WORKBOOKS	61,000.00	-31,866.81	29,133.19	29,142.19	29,142.19	.00	.00
					(9.00)		
610C SUPPLIES-COMPUTERS	77,800.00	-17,545.28	60,254.72	60,254.72	60,254.72	.00	.00
610F FURNITURE SUPPLIES	17,000.00	-13,262.28	3,737.72	3,637.24	1,942.40	1,694.84	100.48
610X SUPPLIES - COPYING	13,900.00	2,023.63	15,923.63	14,434.80	14,350.65	84.15	1,488.83
610Y SUPPLIES - PAPER	34,850.00	-9,400.75	25,449.25	5,344.67	4,449.87	894.80	20,104.58
640 TEXTBOOKS	2,000.00	27,800.00	29,800.00	29,511.27	27,975.93	1,535.34	288.73
800 OTHER OBJECTS	5,875.00	-5,875.00	.00	.00	.00	.00	.00
100 Function Totals:	798,169.00	95,338.56	894,292.06	865,317.90	786,121.32	79,196.58	30,722.35
		(784.50)			(1,748.19)		
190 Program Totals:	798,169.00	95,338.56	894,292.06	865,317.90	786,121.32	79,196.58	30,722.35
		(784.50)			(1,748.19)		
190A REG PROG - ART							
100 INSTRUCTION							
500 OTHER PURCHASED SERV	750.00	.00	750.00	659.23	159.23	500.00	90.77
610A SUPPLIES	12,685.00	924.53	13,726.77	13,546.95	13,546.95	.00	179.82
		(117.24)					
100 Function Totals:	13,435.00	924.53	14,476.77	14,206.18	13,706.18	500.00	270.59
		(117.24)					
190A Program Totals:	13,435.00	924.53	14,476.77	14,206.18	13,706.18	500.00	270.59
		(117.24)					

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<b>11 CURRENT EXPENSE</b>							
190B REG PROG - BUSINESS							
100 INSTRUCTION							
610A SUPPLIES	2,700.00	.00	2,700.00	2,699.06	2,640.06	59.00	.94
100 Function Totals:	2,700.00	.00	2,700.00	2,699.06	2,640.06	59.00	.94
190B Program Totals:	2,700.00	.00	2,700.00	2,699.06	2,640.06	59.00	.94
190C REG PROG - COMPUTERS							
100 INSTRUCTION							
500 OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00
610A SUPPLIES	8,000.00	-4,656.72	4,061.28	4,061.28	4,061.28	.00	.00
		(718.00)					
100 Function Totals:	8,000.00	-4,656.72	4,061.28	4,061.28	4,061.28	.00	.00
		(718.00)					
190C Program Totals:	8,000.00	-4,656.72	4,061.28	4,061.28	4,061.28	.00	.00
		(718.00)					
190D REG PROG - MUSIC							
100 INSTRUCTION							
500 OTHER PURCHASED SERV	6,620.00	-3,275.00	3,585.00	3,528.50	3,528.50	.00	56.50
		(240.00)					
610A SUPPLIES	8,992.00	30.26	9,022.26	9,022.26	9,022.26	.00	.00
640 TEXTBOOKS	500.00	.00	500.00	458.98	458.98	.00	41.02
800 OTHER OBJECTS	150.00	275.00	425.00	393.00	393.00	.00	32.00
100 Function Totals:	16,262.00	-2,969.74	13,532.26	13,402.74	13,402.74	.00	129.52
		(240.00)					
190D Program Totals:	16,262.00	-2,969.74	13,532.26	13,402.74	13,402.74	.00	129.52
		(240.00)					
190E REG PROG - ENGLISH							
100 INSTRUCTION							
500 OTHER PURCHASED SERV	5,900.00	-5,900.00	.00	.00	.00	.00	.00

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11	CURRENT EXPENSE									
	190E	REG PROG - ENGLISH								
		100	INSTRUCTION							
			610A SUPPLIES	2,800.00	94.09 (15.39)	2,909.48	2,909.48	2,894.09	15.39	.00
			640 TEXTBOOKS	6,000.00	.00	6,000.00	5,982.31	5,982.31	.00	17.69
		100	Function Totals:	14,700.00	-5,805.91 (15.39)	8,909.48	8,891.79	8,876.40	15.39	17.69
		190E	Program Totals:	14,700.00	-5,805.91 (15.39)	8,909.48	8,891.79	8,876.40	15.39	17.69
	190F	REG PROG - FOR. LANG								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	2,600.00	.00	2,600.00	2,394.00	2,394.00	.00	206.00
			610A SUPPLIES	1,700.00	50.00	1,750.00	1,741.32	1,741.32	.00	8.68
			640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
			800 OTHER OBJECTS	230.00	.00	230.00	224.00	224.00	.00	6.00
		100	Function Totals:	4,530.00	50.00	4,580.00	4,359.32	4,359.32	.00	220.68
		190F	Program Totals:	4,530.00	50.00	4,580.00	4,359.32	4,359.32	.00	220.68
	190H	REG PROG - SOCIAL ST								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00
			610A SUPPLIES	1,600.00	695.10	2,295.10	2,260.42	2,260.42	.00	34.68
			640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	1,600.00	695.10	2,295.10	2,260.42	2,260.42	.00	34.68
		190H	Program Totals:	1,600.00	695.10	2,295.10	2,260.42	2,260.42	.00	34.68
	190M	REG PROG - MATH								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00

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Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	190M	REG PROG - MATH								
		100	INSTRUCTION							
			610A SUPPLIES	3,200.00	3,150.00	6,350.00	6,272.45	6,272.45 (10.00)	.00	87.55
			640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	3,200.00	3,150.00	6,350.00	6,272.45	6,272.45 (10.00)	.00	87.55
		190M	Program Totals:	3,200.00	3,150.00	6,350.00	6,272.45	6,272.45 (10.00)	.00	87.55
	190P	REG PROG - PE/HEALTH								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00
			610A SUPPLIES	6,000.00	-124.35	5,875.65	5,851.92	4,952.65	899.27	23.73
			640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
		100	Function Totals:	6,000.00	-124.35	5,875.65	5,851.92	4,952.65	899.27	23.73
		190P	Program Totals:	6,000.00	-124.35	5,875.65	5,851.92	4,952.65	899.27	23.73
	190S	REG PROG - SCIENCE								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	1,800.00	.00	1,800.00	1,732.63	1,732.63	.00	67.37
			610A SUPPLIES	17,200.00	-3,633.47 (2,976.92)	16,543.45	16,543.45	16,406.95	136.50	.00
			640 TEXTBOOKS	450.00	1,900.00	2,350.00	2,175.48	2,175.48	.00	174.52
		100	Function Totals:	19,450.00	-1,733.47 (2,976.92)	20,693.45	20,451.56	20,315.06	136.50	241.89
		190S	Program Totals:	19,450.00	-1,733.47 (2,976.92)	20,693.45	20,451.56	20,315.06	136.50	241.89
	190W	REG PROG - WEIGHT RM								
		100	INSTRUCTION							
			500 OTHER PURCHASED SERV	600.00	.00	600.00	.00	.00	.00	600.00

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11 CURRENT EXPENSE							
190W REG PROG - WEIGHT RM							
100 INSTRUCTION							
610A SUPPLIES	1,546.00	-1,546.00	.00	.00	.00	.00	.00
100 Function Totals:	2,146.00	-1,546.00	600.00	.00	.00	.00	600.00
190W Program Totals:	2,146.00	-1,546.00	600.00	.00	.00	.00	600.00
204 SP ED-LEARNING/LANG							
100 INSTRUCTION							
101S SUMMER TEACHER SAL	.00	.00	.00	.00	.00	.00	.00
610 GENERAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00
100 Function Totals:	.00	.00	.00	.00	.00	.00	.00
204 Program Totals:	.00	.00	.00	.00	.00	.00	.00
209 SP ED-BEHAVIORAL							
100 INSTRUCTION							
101 SALARIES-TEACHERS	178,140.00	-6,709.00	171,431.00	170,695.44	170,695.44	.00	735.56
101B SALARY TEACHER SUBST	.00	7,695.00	7,695.00	7,695.00	7,695.00	.00	.00
101S SUMMER TEACHER SAL	.00	.00	.00	.00	.00	.00	.00
106 SALARIES-OTHER INSTR	.00	.00	.00	.00	.00	.00	.00
106B SAL/INSTR AID SUBST	.00	.00	.00	.00	.00	.00	.00
106S SAL OTH INSTR SUMMER	.00	.00	.00	.00	.00	.00	.00
320 PURCH PROF/EDUC SRV	.00	.00	.00	.00	.00	.00	.00
320A PURCH PROF ED- AIDES	47,274.00	-8,517.43	38,756.57	38,622.00	36,424.00	2,198.00	134.57
320B PURCH. CONTRACT SUBS	.00	1,256.00	1,256.00	1,256.00	1,193.20	62.80	.00
320T PURCH PROF ED- SUBS	3,000.00	-674.57	2,325.43	2,325.43	1,733.90	591.53	.00
320X PUR. CONTR SUBS XTRA	.00	1,228.00	1,228.00	1,211.92	1,130.40	81.52	16.08
610 GENERAL SUPPLIES	5,152.00	.00	5,473.98	3,557.35	3,235.37	321.98	1,916.63
		(321.98)					
640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
800 OTHER OBJECTS	3,705.00	.00	3,705.00	233.25	233.25	.00	3,471.75
100 Function Totals:	237,271.00	-5,722.00	231,870.98	225,596.39	222,340.56	3,255.83	6,274.59
		(321.98)					
209 Program Totals:	237,271.00	-5,722.00	231,870.98	225,596.39	222,340.56	3,255.83	6,274.59
		(321.98)					

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Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual orders	Payments (Refunds)	Unpaid Orders	Balance Available
11 CURRENT EXPENSE							
212 SP ED-MULTIPLE							
100 INSTRUCTION							
101 SALARIES-TEACHERS	249,695.00	52,375.00	302,070.00	302,070.00	302,070.00	.00	.00
101A OT/EXTRA HOURS	.00	3,724.00	3,724.00	3,724.00	3,724.00	.00	.00
101B SALARY TEACHER SUBST	.00	.00	.00	.00	.00	.00	.00
101S SUMMER TEACHER SAL	.00	5,100.00	5,100.00	5,092.36	5,092.36	.00	7.64
106S SAL OTH INSTR SUMMER	.00	7,543.00	7,543.00	7,543.00	7,543.00	.00	.00
320A PURCH PROF ED- AIDES	111,286.00	-11,464.43	99,821.57	99,546.58	89,607.56	9,939.02	274.99
320B PURCH. CONTRACT SUBS	.00	4,619.89	4,619.89	4,461.71	4,336.11	125.60	158.18
320T PURCH PROF ED- SUBS	3,000.00	-1,053.46	1,946.54	1,939.56	1,480.60	458.96	6.98
320X PUR. CONTR SUBS XTRA	.00	.00	.00	.00	.00	.00	.00
610 GENERAL SUPPLIES	5,000.00	.00	5,000.00	3,567.81	3,283.18	284.63	1,432.19
640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
800 OTHER OBJECTS	3,350.00	.00	3,350.00	906.72	906.72	.00	2,443.28
100 Function Totals:	372,331.00	60,844.00	433,175.00	428,851.74	418,043.53	10,808.21	4,323.26
212 Program Totals:	372,331.00	60,844.00	433,175.00	428,851.74	418,043.53	10,808.21	4,323.26
213 SP ED-RESOURCE RM/CT							
100 INSTRUCTION							
101 SALARIES-TEACHERS	1,043,420.00	-26,000.00	1,017,420.00	1,017,415.00	1,017,415.00	.00	5.00
101B SALARY TEACHER SUBST	.00	.00	.00	.00	.00	.00	.00
101S SUMMER TEACHER SAL	.00	4,440.00	4,440.00	4,440.00	4,440.00	.00	.00
320A PURCH PROF ED- AIDES	319,391.00	-28,131.27	291,259.73	291,253.03	264,350.62	26,902.41	6.70
320B PURCH. CONTRACT SUBS	.00	12,072.49	12,072.49	12,072.49	10,788.30	1,284.19	.00
320T PURCH PROF ED- SUBS	12,000.00	5,567.18	17,567.18	17,567.18	13,907.12	3,660.06	.00
320X PUR. CONTR SUBS XTRA	.00	8,917.60	8,917.60	8,917.60	6,656.80	2,260.80	.00
610 GENERAL SUPPLIES	7,525.00	.00	7,525.00	3,818.57	3,525.57	293.00	3,706.43
640 TEXTBOOKS	.00	.00	.00	.00	.00	.00	.00
800 OTHER OBJECTS	6,450.00	.00	6,450.00	1,587.53	1,587.53	.00	4,862.47
100 Function Totals:	1,388,786.00	-23,134.00	1,365,652.00	1,357,071.40	1,322,670.94	34,400.46	8,580.60
213 Program Totals:	1,388,786.00	-23,134.00	1,365,652.00	1,357,071.40	1,322,670.94	34,400.46	8,580.60

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

BUDGET SUMMARY REPORT

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
214	SP ED-AUTISM									
100	INSTRUCTION									
101	SALARIES-TEACHERS			61,500.00	1,100.00	62,600.00	62,600.00	62,600.00	.00	.00
101S	SUMMER TEACHER SAL			.00	3,520.00	3,520.00	3,514.40	3,514.40	.00	5.60
106S	SAL OTH INSTR SUMMER			.00	4,824.00	4,824.00	4,824.00	4,824.00	.00	.00
320A	PURCH PROF ED- AIDES			24,160.00	-5,814.82	18,345.18	18,337.60	16,453.60	1,884.00	7.58
320B	PURCH. CONTRACT SUBS			.00	628.00	628.00	628.00	502.40	125.60	.00
320S	SUMMER PUR ED SERV			.00	.00	.00	.00	.00	.00	.00
320T	PURCH PROF ED- SUBS			1,000.00	-73.18	926.82	926.82	733.38	193.44	.00
320X	PUR. CONTR SUBS XTRA			.00	.00	.00	.00	.00	.00	.00
610	GENERAL SUPPLIES			1,000.00	500.00	1,500.00	1,165.86	1,165.86	.00	334.14
800	OTHER OBJECTS			2,500.00	-500.00	2,000.00	28.76	28.76	.00	1,971.24
100	Function Totals:			90,160.00	4,184.00	94,344.00	92,025.44	89,822.40	2,203.04	2,318.56
214	Program Totals:			90,160.00	4,184.00	94,344.00	92,025.44	89,822.40	2,203.04	2,318.56
215	SP ED-PRE DISAB-P/T									
100	INSTRUCTION									
101	SALARIES-TEACHERS			80,050.00	-893.00	79,157.00	79,000.00	79,000.00	.00	157.00
101B	SALARY TEACHER SUBST			.00	.00	.00	.00	.00	.00	.00
101S	SUMMER TEACHER SAL			2,100.00	725.00	2,825.00	2,824.20	2,824.20	.00	.80
106	SALARIES-OTHER INSTR			.00	.00	.00	.00	.00	.00	.00
106A	AIDE EXTRA HOURS			.00	.00	.00	.00	.00	.00	.00
106B	SAL/INSTR AID SUBST			.00	.00	.00	.00	.00	.00	.00
106S	SAL OTH INSTR SUMMER			3,240.00	1,225.00	4,465.00	4,465.00	4,465.00	.00	.00
320A	PURCH PROF ED- AIDES			19,382.00	363.60	19,745.60	19,745.60	16,668.40	3,077.20	.00
320B	PURCH. CONTRACT SUBS			.00	2,187.84	2,187.84	2,187.84	1,936.64	251.20	.00
320T	PURCH PROF ED- SUBS			2,000.00	2,199.16	4,199.16	4,196.59	3,211.38	985.21	2.57
320X	PUR. CONTR SUBS XTRA			.00	502.40	502.40	502.40	502.40	.00	.00
610	GENERAL SUPPLIES			800.00	325.00	1,125.00	1,120.82	1,120.82	.00	4.18
800	OTHER OBJECTS			1,000.00	-755.00	245.00	.00	.00	.00	245.00
100	Function Totals:			108,572.00	5,880.00	114,452.00	114,042.45	109,728.84	4,313.61	409.55
215	Program Totals:			108,572.00	5,880.00	114,452.00	114,042.45	109,728.84	4,313.61	409.55

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Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
230	BASIC SKLS/REMEDIAL									
100	INSTRUCTION									
101	SALARIES-TEACHERS			324,976.00	74,282.00	399,258.00	398,505.30	398,505.30	.00	752.70
101B	SALARY TEACHER SUBST			.00	.00	.00	.00	.00	.00	.00
106	SALARIES-OTHER INSTR			23,495.00	425.00	23,920.00	23,912.72	23,866.82	45.90	7.28
106B	SAL/INSTR AID SUBST			.00	.00	.00	.00	.00	.00	.00
320	PURCH PROF/EDUC SRV			4,320.00	-3,260.00	1,060.00	.00	.00	.00	1,060.00
320B	PURCH. CONTRACT SUBS			.00	.00	.00	.00	.00	.00	.00
610	GENERAL SUPPLIES			3,000.00	.00	3,165.88	427.72	427.72	.00	2,738.16
100	Function Totals:			355,791.00	71,447.00	427,403.88	422,845.74	422,799.84	45.90	4,558.14
230	Program Totals:			355,791.00	71,447.00	427,403.88	422,845.74	422,799.84	45.90	4,558.14
240	BILINGUAL									
100	INSTRUCTION									
610	GENERAL SUPPLIES			.00	.00	.00	.00	.00	.00	.00
100	Function Totals:			.00	.00	.00	.00	.00	.00	.00
240	Program Totals:			.00	.00	.00	.00	.00	.00	.00
401	CO-CURR & EXTRA-CURR									
100	INSTRUCTION									
100	SALARIES			56,393.00	-10,669.95	45,723.05	47,256.00	47,256.00	.00	34.55
100P	SECURITY			4,800.00	-2,330.05	2,469.95	3,965.00	3,417.50	547.50	.00
500	OTHER PURCHASED SERV			1,300.00	420.00	1,720.00	917.50	917.50	.00	802.50
600	SUPPLIES & MATERIALS			3,050.00	-420.00	2,630.00	604.75	478.75	126.00	2,025.25

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Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11 CURRENT EXPENSE							
401 CO-CURR & EXTRA-CURR							
100 INSTRUCTION							
800 OTHER OBJECTS	.00	.00	.00	.00	.00	.00	.00
100 Function Totals:	65,543.00	-13,000.00	52,543.00	52,743.25	52,069.75 (3,062.55)	673.50	2,862.30
401 Program Totals:	65,543.00	-13,000.00	52,543.00	52,743.25	52,069.75 (3,062.55)	673.50	2,862.30
402 ATHLETICS							
100 INSTRUCTION							
100 SALARIES	200,689.00	-15,878.50	184,810.50	187,530.50	187,530.50 (2,742.00)	.00	22.00
100P SECURITY	8,000.00	1,712.50	9,712.50	9,870.00	9,870.00 (157.50)	.00	.00
101 SALARIES-TEACHERS	9,158.00	266.00	9,424.00	9,424.00	9,424.00	.00	.00
500 OTHER PURCHASED SERV	89,636.00	-3,800.00 (1,216.56)	87,052.56	80,571.59	80,571.59 (600.00)	.00	7,080.97
600 SUPPLIES & MATERIALS	49,810.00	3,800.00 (72.60)	53,682.60	52,649.94	51,713.94 (332.99)	936.00	1,365.65
800 OTHER OBJECTS	.00	.00	.00	.00	.00	.00	.00
100 Function Totals:	357,293.00	-13,900.00 (1,289.16)	344,682.16	340,046.03	339,110.03 (3,832.49)	936.00	8,468.62
402 Program Totals:	357,293.00	-13,900.00 (1,289.16)	344,682.16	340,046.03	339,110.03 (3,832.49)	936.00	8,468.62
000 UNDISTRIBUTED							
100 INSTRUCTION							
561 TUITION-LEA-REGULAR	82,475.00	-59,370.00 (3,867.90)	26,972.90	26,969.10	21,872.56	5,096.54	3.80

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Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11 CURRENT EXPENSE							
000 UNDISTRIBUTED							
100 INSTRUCTION							
562 TUITION-LEA-SPECIAL	20,000.00	-18,980.00	1,020.00	.00	.00	.00	1,020.00
563 TUITION-CNTY VOC.REG	48,500.00	58,750.00	107,250.00	107,250.00	52,875.00	54,375.00	.00
565 TUITION-CNTY SSD,D/S	158,405.00	97,000.00	255,405.00	255,401.31	228,462.71	26,938.60	3.69
566 TUITION-PRIV-IN NJ	245,332.00	3,378.00	248,710.00	248,598.89	233,581.11	15,017.78	111.11
568 TUITION-STATE FACIL.	31,365.00	.00	31,365.00	31,365.00	31,365.00	.00	.00
569 TUITION - OTHER	.00	21,550.00	21,550.00	21,528.00	21,528.00	.00	22.00
100 Function Totals:	586,077.00	102,328.00 (3,867.90)	692,272.90	691,112.30	589,684.38	101,427.92	1,160.60
211 ATTENDANCE/SOCIAL WK							
100 SALARIES	29,981.00	.00	29,981.00	29,455.00	29,455.00	.00	526.00
100A SALARY - OT/EXTRA HR	.00	820.00	820.00	813.60	813.60	.00	6.40
500 OTHER PURCHASED SERV	200.00	.00	200.00	96.41	96.41	.00	103.59
211 Function Totals:	30,181.00	820.00	31,001.00	30,365.01	30,365.01	.00	635.99
213 HEALTH SERVICES							
100 SALARIES	315,895.00	-2,097.00	313,798.00	313,750.00	313,750.00	.00	48.00
100A SALARY - OT/EXTRA HR	7,500.00	-5,943.00	1,557.00	1,494.00	1,494.00	.00	63.00
100B SALARY - SUBS/HRLY	.00	13,566.00	13,566.00	13,566.00	12,955.00	611.00	.00
100S SUMMER	2,100.00	2,194.00	4,294.00	4,291.37	4,291.37	.00	2.63
300 PURCH PROF/TECH SERV	12,700.00	637.00	13,337.00	12,834.00	3,538.00	9,296.00	503.00
340 PURCH TECH SERVICES	.00	.00	.00	.00	.00	.00	.00
500 OTHER PURCHASED SERV	500.00	.00	500.00	207.50	207.50	.00	292.50
600 SUPPLIES & MATERIALS	6,019.00	-630.00	5,389.00	4,490.52	4,490.52	.00	898.48
800 OTHER OBJECTS	.00	.00	.00	.00	.00	.00	.00
213 Function Totals:	344,714.00	7,727.00	352,441.00	350,633.39	340,726.39	9,907.00	1,807.61
216 SP/OT/PT/RELATED SER							
100 SALARIES	208,100.00	-28,458.70	179,641.30	179,249.52	179,249.52	.00	391.78

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Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	000	CURRENT EXPENSE UNDISTRIBUTED								
	216	SP/OT/PT/RELATED SER								
	100B	SALARY - SUBS/HRLY		.00	.00	.00	.00	.00	.00	.00
	100S	SUMMER		12,442.00	-8,721.30	3,720.70	3,720.70	3,720.70	.00	.00
	320	PURCH PROF/EDUC SRV		99,659.00	70,088.00	169,747.00	169,520.03	118,323.80	51,196.23	226.97
	320S	SUMMER PUR ED SERV		8,198.00	4,982.00	13,180.00	13,035.50	13,035.50	.00	144.50
	600	SUPPLIES & MATERIALS		1,500.00	500.00	2,000.00	1,994.59	658.64	1,335.95	5.41
	800	OTHER OBJECTS		1,000.00	-500.00	500.00	.00	.00	.00	500.00
	216	Function Totals:		330,899.00	37,890.00	368,789.00	367,520.34	314,988.16	52,532.18	1,268.66
	217	EXTRAORDINARY SERV								
	320A	PURCH PROF ED- AIDES		191,344.00	45,994.82	237,338.82	237,338.82	213,203.68	24,135.14	.00
	320B	PURCH. CONTRACT SUBS		.00	12,224.59	12,224.59	12,220.39	10,744.59	1,475.80	4.20
	320S	SUMMER PUR ED SERV		4,428.00	-4,425.80	2.20	.00	.00	.00	2.20
	320X	PUR. CONTR SUBS XTRA		.00	33,860.39	33,860.39	33,849.20	27,192.40	6,656.80	11.19
	217	Function Totals:		195,772.00	87,654.00	283,426.00	283,408.41	251,140.67	32,267.74	17.59
	218	GUIDANCE SERVICES								
	104	SALARIES-OTHER PROF		481,930.00	27,375.00	509,305.00	509,262.00	509,262.00	.00	43.00
	104A	SAL. OTHER		.00	980.00	980.00	980.00	980.00	.00	.00
	104B	SAL. OTHER SUBS.		.00	175.00	175.00	175.00	175.00	.00	.00
	104S	SUMMER OTHER PROF.		13,076.00	465.00	13,541.00	13,537.76	13,537.76	.00	3.24
	105	SALARIES-SECR/CLER		128,341.00	-12,280.00	116,061.00	115,776.06	115,776.06	.00	284.94
	105A	SAL. SEC. OVERTIME		.00	.00	.00	.00	.00	.00	.00
	105B	SAL SEC. SUBSTITUTE		.00	5,085.00	5,085.00	5,085.00	5,085.00	.00	.00
	320	PURCH PROF/EDUC SRV		4,000.00	.00	4,000.00	8.68	8.68	.00	3,991.32
	390	OTHER PROF/TECH SERV		15,345.00	-110.00	15,235.00	12,531.00	12,531.00	.00	2,704.00
	500	OTHER PURCHASED SERV		10,600.00	.00	10,747.00	10,634.10	10,634.10	.00	112.90
					(147.00)					
	600	SUPPLIES & MATERIALS		9,080.00	-4,000.00	5,080.00	5,002.58	5,002.58	.00	77.42

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Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	000	CURRENT EXPENSE UNDISTRIBUTED								
	218	GUIDANCE SERVICES								
	800	OTHER OBJECTS		350.00	.00	350.00	280.00	280.00	.00	70.00
	218	Function Totals:		662,722.00	17,690.00	680,559.00	673,272.18	673,272.18	.00	7,286.82
					(147.00)					
	219	CHILD STUDY TEAM								
	104	SALARIES-OTHER PROF		428,561.00	-92,423.09	336,137.91	336,135.46	336,135.46	.00	2.45
	104A	SAL. OTHER		.00	.00	.00	.00	.00	.00	.00
	104S	SUMMER OTHER PROF.		24,831.00	56.09	24,887.09	24,887.09	24,887.09	.00	.00
	104X	SALARY EXTRA		5,123.00	-923.00	4,200.00	4,200.00	4,200.00	.00	.00
	105	SALARIES-SECR/CLER		99,023.00	-8,806.18	90,216.82	90,176.28	90,176.28	.00	40.54
	105A	SAL. SEC. OVERTIME		.00	13.85	13.85	13.85	13.85	.00	.00
	105B	SAL SEC. SUBSTITUTE		.00	2,228.57	2,228.57	2,228.57	2,228.57	.00	.00
	105S	SUMMER SECRETARY		2,119.00	-1,546.24	572.76	572.76	572.76	.00	.00
	320	PURCH PROF/EDUC SRV		2,754.00	27,720.00	30,474.00	28,294.61	9,977.50	18,317.11	2,179.39
	320B	PURCH. CONTRACT SUBS		.00	.00	.00	.00	.00	.00	.00
	390	OTHER PROF/TECH SERV		19,550.00	.00	19,550.00	19,427.20	19,427.20	.00	122.80
	592	MISCEL. PURCHS SERV.		10,200.00	5,863.16	16,063.16	16,063.16	16,020.37	42.79	.00
	592X	PURCH. SERV. COPIER		24,558.00	-6,113.16	18,444.84	18,435.06	18,435.06	.00	9.78
	600	SUPPLIES & MATERIALS		15,260.00	8,720.00	26,989.84	26,975.56	26,579.11	396.45	14.28
					(3,009.84)					
	800	OTHER OBJECTS		1,800.00	1,710.00	3,510.00	3,503.26	3,503.26	.00	6.74
	219	Function Totals:		633,779.00	-63,500.00	573,288.84	570,912.86	552,156.51	18,756.35	2,375.98
					(3,009.84)					
	221	IMPROV. INSTRUCTION								
	102	SALARIES-SUPERV INST		99,691.00	.00	99,691.00	99,690.96	99,690.96	.00	.04
	104	SALARIES-OTHER PROF		226,821.00	-4,231.99	222,589.01	222,589.01	222,589.01	.00	.00
	104A	SAL. OTHER		8,464.00	12,211.99	20,675.99	20,640.00	20,640.00	.00	35.99

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11	CURRENT EXPENSE								
	000	UNDISTRIBUTED							
		221 IMPROV. INSTRUCTION							
		1045 SUMMER OTHER PROF.	6,000.00	-1,208.00	4,792.00	4,792.00	4,792.00	.00	.00
		105 SALARIES-SECR/CLER	66,736.00	.00	66,736.00	66,695.04	66,695.04	.00	40.96
		105A SAL. SEC. OVERTIME	2,000.00	.00	2,000.00	205.20	205.20	.00	1,794.80
		105B SAL SEC. SUBSTITUTE	.00	.00	.00	.00	.00	.00	.00
		110 OTHER SALARIES	.00	.00	.00	.00	.00	.00	.00
		110A OTHER SALARIES	7,500.00	-3,972.00	3,528.00	1,480.00	1,480.00	.00	2,048.00
		110S OTHER SAL SUMMER	25,000.00	.00	25,000.00	24,400.00	24,400.00	.00	600.00
		500 OTHER PURCHASED SERV	22,375.00	-14,800.00	7,575.00	6,954.12	6,954.12	.00	620.88
		600 SUPPLIES & MATERIALS	3,800.00	-1,550.00	2,250.00	4,985.86	4,183.16	802.70	804.14
							(3,540.00)		
		800 OTHER OBJECTS	8,687.00	.00	8,687.00	8,067.00	7,978.00	89.00	620.00
		221 Function Totals:	477,074.00	-13,550.00	463,524.00	460,499.19	459,607.49	891.70	6,564.81
							(3,540.00)		
		222 EDUCATIONAL MEDIA							
		100 SALARIES	212,510.00	.00	212,510.00	212,510.00	212,510.00	.00	.00
		100A SALARY - OT/EXTRA HR	2,960.00	-2,738.00	222.00	222.00	222.00	.00	.00
		100B SALARY - SUBS/HRLY	.00	2,701.00	2,701.00	2,701.00	2,405.00	296.00	.00
		100S SUMMER	1,850.00	.00	1,850.00	1,850.00	1,850.00	.00	.00
		300 PURCH PROF/TECH SERV	5,197.00	-822.00	4,375.00	.00	.00	.00	4,375.00
		320A PURCH PROF ED- AIDES	15,714.00	-652.13	15,061.87	14,020.51	12,553.26	1,467.25	1,041.36
		320B PURCH. CONTRACT SUBS	.00	652.13	652.13	652.13	652.13	.00	.00
		500 OTHER PURCHASED SERV	24,590.00	-296.00	24,294.00	23,113.00	23,113.00	.00	1,181.00
		600 SUPPLIES & MATERIALS	56,250.00	3,050.00	59,300.00	63,279.67	62,654.62	625.05	3,820.33
							(7,800.00)		
		222 Function Totals:	319,071.00	1,895.00	320,966.00	318,348.31	315,960.01	2,388.30	10,417.69
							(7,800.00)		

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Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE								
	000	UNDISTRIBUTED							
		223 INSTR STAFF TRAINING							
		320 PURCH PROF/EDUC SRV	7,500.00	.00	7,500.00	6,275.00	6,275.00	.00	1,225.00
		500 OTHER PURCHASED SERV	2,000.00	-30.00	1,970.00	165.49	165.49	.00	1,804.51
		600 SUPPLIES & MATERIALS	9,000.00	6,000.00	15,000.00	13,733.84	13,733.84	.00	1,266.16
		800 OTHER OBJECTS	500.00	.00	500.00	.00	.00	.00	500.00
		223 Function Totals:	19,000.00	5,970.00	24,970.00	20,174.33	20,174.33	.00	4,795.67
		230 SUPPORT-GEN. ADMIN							
		100 SALARIES	272,684.00	-7,728.91	264,955.09	264,955.09	264,955.09	.00	.00
		100A SALARY - OT/EXTRA HR	6,000.00	-488.31	5,511.69	5,510.34	5,321.38	188.96	1.35
		100B SALARY - SUBS/HRLY	3,988.00	1,607.22	5,595.22	5,595.22	5,455.22	140.00	.00
		331 LEGAL SERVICES	25,000.00	79,300.00	104,300.00	104,271.70	95,036.89	9,234.81	28.30
		332 AUDIT FEES	25,500.00	1,680.00	27,180.00	27,180.00	27,180.00	.00	.00
		334 ARCHIT/ENGINEER SERV	5,000.00	-5,000.00	.00	.00	.00	.00	.00
		339 OTHER PROF SERVICES	15,000.00	3,640.00	18,640.00	18,631.50	15,663.00	2,968.50	8.50
		340 PURCH TECH SERVICES	.00	.00	.00	.00	.00	.00	.00
		530 COMMUNIC./TELEPHONE	52,500.00	7,310.00	59,810.00	71,619.66	71,619.66	.00	1.41
							(11,811.07)		
		585 BOE OTHER PURCH SERV	4,290.00	-190.00	4,100.00	4,075.68	4,075.68	.00	24.32
		590 MISCEL. PURCH. SERV.	128,366.00	18,810.00	148,698.50	148,741.51	128,445.29	20,296.22	5.72
				(1,522.50)			(48.73)		
		610 GENERAL SUPPLIES	10,910.00	4,810.00	15,720.00	15,759.24	15,759.24	.00	7.23
							(46.47)		
		630 BOE TRN/MTG SUPPLIES	2,000.00	1,750.00	3,750.00	3,697.43	3,697.43	.00	52.57
		890 MISCEL. EXPEND.	3,390.00	-300.00	3,090.00	3,072.92	2,922.92	150.00	17.08
		895 BOE MEMBER DUES/FEES	12,100.00	-800.00	11,300.00	11,281.25	11,281.25	.00	18.75
		230 Function Totals:	566,728.00	104,400.00	672,650.50	684,391.54	651,413.05	32,978.49	165.23
				(1,522.50)			(11,906.27)		



SB520

Budget year: 2013-14  
Acct period: June 2014

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	000	UNDISTRIBUTED								
	240	SUPPORT-SCHL ADMIN								
	103	SALARIES-PRINC/ASST		784,566.00	.00	784,566.00	784,485.12	784,485.12	.00	80.88
	103B	SUBST. PRINCIPAL		.00	.00	.00	.00	.00	.00	.00
	104	SALARIES-OTHER PROF		.00	.00	.00	.00	.00	.00	.00
	105	SALARIES-SECR/CLER		314,865.00	-8,025.96	306,839.04	306,833.94	306,833.94	.00	5.10
	105A	SAL. SEC. OVERTIME		.00	353.55	353.55	353.55	353.55	.00	.00
	105B	SAL SEC. SUBSTITUTE		.00	4,710.00	4,710.00	4,710.00	4,415.00	295.00	.00
	105S	SUMMER SECRETARY		7,787.00	-2,737.59	5,049.41	5,049.41	5,049.41	.00	.00
	500	OTHER PURCHASED SERV		26,550.00	-17,910.00	8,640.00	8,625.00	8,625.00	2,375.00	15.00
	600	SUPPLIES & MATERIALS		11,029.00	1,400.00	12,771.68	12,236.93	11,853.14	383.79	534.75
					(342.68)					
	800	OTHER OBJECTS		13,750.00	-2,970.00	10,780.00	10,556.60	10,556.60	.00	223.40
	240	Function Totals:		1,158,547.00	-25,180.00	1,133,709.68	1,132,850.55	1,129,796.76	3,053.79	859.13
					(342.68)					
	251	CENTRAL SERVICES								
	100	SALARIES		321,161.00	-19,767.20	301,393.80	301,327.16	301,327.16	.00	66.64
	100A	SALARY - OT/EXTRA HR		3,000.00	-920.00	2,080.00	2,080.00	2,080.00	.00	.00
	100B	SALARY - SUBS/HRLY		.00	577.20	577.20	577.20	577.20	.00	.00
	330	PURCH PROF SERVICES		2,230.00	.00	3,180.00	1,900.00	950.00	950.00	1,280.00
					(950.00)					
	340	PURCH TECH SERVICES		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00
	592	MISCEL. PURCHS SERV.		20,065.00	435.00	20,700.00	19,854.80	19,504.80	350.00	845.20
					(200.00)					
	600	SUPPLIES & MATERIALS		15,500.00	3,005.00	18,505.00	18,075.89	17,673.89	402.00	429.11
	831	INTEREST-CURR LOANS		40,000.00	-23,500.00	16,500.00	15,679.17	15,679.17	.00	820.83
	832	INTEREST-LEASE/PURCH		52,342.00	-40,469.00	11,873.00	11,829.06	11,829.06	.00	43.94
	890	MISCEL. EXPEND.		2,550.00	500.00	3,050.00	2,891.00	2,891.00	.00	159.00
	251	Function Totals:		457,848.00	-80,139.00	378,859.00	374,214.28	372,512.28	1,702.00	4,644.72
					(1,150.00)					

SB520

Budget year: 2013-14  
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**BUDGET SUMMARY REPORT**

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	000	UNDISTRIBUTED								
	252	ADMIN INFORM. TECH.								
	100	SALARIES		243,053.00	-2,600.00	240,453.00	240,389.98	240,389.98	.00	63.02
	100A	SALARY - OT/EXTRA HR		2,500.00	4,010.00	6,510.00	6,506.35	6,506.35	.00	3.65
	100S	SUMMER		.00	565.00	565.00	562.50	562.50	.00	2.50
	100T	STIPENDS		6,000.00	.00	6,000.00	6,000.00	6,000.00	.00	.00
	330	PURCH PROF SERVICES		.00	.00	.00	.00	.00	.00	.00
	330B	PURCH SUBST. SERVICE		.00	.00	.00	.00	.00	.00	.00
	340	PURCH TECH SERVICES		42,396.00	-150.00	42,246.00	42,157.63	41,597.56	560.07	88.37
	500	OTHER PURCHASED SERV		16,300.00	6,795.00	25,171.32	25,160.26	19,680.51	5,479.75	11.06
					(2,076.32)					
	600	SUPPLIES & MATERIALS		9,000.00	82.52	10,168.16	10,168.16	9,368.16	800.00	.00
					(1,085.64)					
	600C	TECH SPLYs COMPUTERS		.00	.00	.00	.00	.00	.00	.00
	600T	TECHNOLOGY SPLYs		9,000.00	14,172.48	24,438.55	24,090.54	24,090.54	.00	348.01
					(1,266.07)					
	252	Function Totals:		328,249.00	22,875.00	355,552.03	355,035.42	348,195.60	6,839.82	516.61
					(4,428.03)					
	261	REQUIRED MAINTENANCE								
	420	CLEANING/REPAIR/MAIN		148,671.00	-116,500.00	38,658.00	37,828.93	35,534.38	2,294.55	829.07
					(6,487.00)					
	610	GENERAL SUPPLIES		46,775.00	-19,160.00	33,449.10	33,294.91	33,135.22	159.69	154.19
					(5,834.10)					
	261	Function Totals:		195,446.00	-135,660.00	72,107.10	71,123.84	68,669.60	2,454.24	983.26
					(12,321.10)					
	262	CUSTODIAL SERVICES								
	100A	SALARY - OT/EXTRA HR		21,010.00	-20,935.97	74.03	.00	.00	.00	74.03



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Acct period: June 2014

BUDGET SUMMARY REPORT

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	000	UNDISTRIBUTED								
		263	CARE/UPKEEP GROUNDS							
			100M OT SPORTING EVENTS	.00	.00	.00	.00	.00	.00	.00
			420 CLEANING/REPAIR/MAIN	56,750.00	-19,300.00 (3,180.00)	40,630.00	34,176.32	33,501.32	675.00	6,453.68
			420C CLEANING SERVICES	22,935.00	13,280.00	36,215.00	36,214.86	36,214.86	.00	.14
			610 GENERAL SUPPLIES	36,425.00	-21,780.00	14,645.00	13,655.01	12,998.33	656.68	989.99
			263 Function Totals:	116,110.00	-17,315.00 (3,180.00)	101,975.00	94,531.19	93,199.51	1,331.68	7,443.81
		266	SECURITY							
			100 SALARIES	85,153.00	-12,731.32	72,421.68	72,269.40	72,269.40	.00	152.28
			100A SALARY - OT/EXTRA HR	.00	5,341.32	5,341.32	5,341.32	4,925.07	416.25	.00
			300 PURCH PROF/TECH SERV	400.00	.00	400.00	.00	.00	.00	400.00
			420 CLEANING/REPAIR/MAIN	2,300.00	2,900.00	5,200.00	5,200.00	.00	5,200.00	.00
			610 GENERAL SUPPLIES	8,250.00	-6,010.00 (1,313.66)	3,553.66	3,332.80	3,285.54	47.26	220.86
			800 OTHER OBJECTS	500.00	.00	500.00	297.60	297.60	.00	202.40
			266 Function Totals:	96,603.00	-10,500.00 (1,313.66)	87,416.66	86,441.12	80,777.61	5,663.51	975.54
		270	STUDENT TRANS.							
			160 SAL TRANS REGULAR	470,026.00	-18,242.68	451,783.32	464,777.99	464,777.99 (14,619.38)	.00	1,624.71
			160A TRANS REG XTRA	49,000.00	-24,909.41	24,090.59	27,004.43	24,642.43 (2,913.84)	2,362.00	.00
			160B TRANS REG. SUBST.	7,384.00	55,242.20	62,626.20	63,220.41	61,347.92 (2,917.23)	1,872.49	2,323.02
			160C TRANS. ATHLETICS	.00	.00	.00	.00	.00	.00	.00

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BUDGET SUMMARY REPORT

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11	CURRENT EXPENSE									
	000	UNDISTRIBUTED								
		270	STUDENT TRANS.							
			160E TRANS - ELLI	.00	.00	.00	.00	.00	.00	.00
			160F TRANS. FIELD TRIPS	.00	.00	.00	.00	.00	.00	.00
			160S REG SAL HOME/SCH SUM	.00	2,129.89	2,129.89	2,129.89	2,129.89	.00	.00
			161 SAL TRANS SPECIAL	254,306.00	-92,578.35	161,727.65	165,831.29	165,831.29 (4,103.64)	.00	.00
			161A TRANS SP ED XTRA HRS	.00	368.82	368.82	368.82	368.82	.00	.00
			161B TRANS SP ED SUBST.	5,200.00	21,776.36	26,976.36	26,976.36	26,295.77	680.59	.00
			161S SP ED HOME/SCH SUMME	31,100.00	-3,668.83	27,431.17	26,895.15	26,895.15	.00	536.02
			162 SAL TRANS OTHER	87,414.00	55,197.18	142,611.18	142,600.60	141,056.68	1,543.92	10.58
			162A SAL OTHER TRANS XTRA	.00	7,000.00	7,000.00	7,000.00	7,000.00	.00	.00
			162B TRANS OTHER SUBST.	.00	14,776.99	14,776.99	14,733.36	13,888.62	844.74	43.63
			162S SAL TRANS OTH. SUMMR	30,000.00	-29,749.17	250.83	.00	.00	.00	250.83
			350 MGMT FEE - ESC TRANS	.00	221.00	221.00	168.50	168.50	.00	52.50
			390 OTHER PROF/TECH SERV	12,976.00	-9,646.00	3,330.00	3,284.75	980.00	2,304.75	45.25
			420 CLEANING/REPAIR/MAIN	11,910.00	-6,500.00	5,410.00	5,374.25	5,195.25	179.00	35.75
			443 LEASE PURCH-SCHL BUS	212,962.00	-212,962.00	.00	.00	.00	.00	.00
			503 AID IN LIEU -NONPUBL	66,300.00	-7,100.00	59,200.00	58,555.93	54,135.93	4,420.00	644.07
			504 AID IN LIEU--CHARTER	1,768.00	-1,768.00	.00	.00	.00	.00	.00
			512 CON TRN OTH VENDORS	3,768.00	-3,768.00	.00	.00	.00	.00	.00
			515 CON TRN SPC JOINT	25,000.00	74,418.00	99,418.00	99,381.91	99,381.91	.00	36.09
			593 MISCEL. PURCH-TRANS.	82,543.00	-13,900.00	68,643.00	78,736.38	78,643.83 (11,185.39)	92.55	1,092.01
			610 GENERAL SUPPLIES	3,389.00	28,120.00	31,509.00	30,724.96	30,724.96	.00	784.04
			615 TRANS SUPPLIES	428,750.00	-32,844.00	395,906.00	429,958.35	417,750.87 (37,944.81)	12,207.48	3,892.46
			800 OTHER OBJECTS	5,585.00	-5,000.00	585.00	220.49	220.49	.00	364.51
			270 Function Totals:	1,789,381.00	-203,386.00	1,585,995.00	1,647,943.82	1,621,436.30 (73,684.29)	26,507.52	11,735.47

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Fund

Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
11 CURRENT EXPENSE							
000 UNDISTRIBUTED							
291 UNALLOCATED BENEFITS							
220 SOCIAL SEC CONTRIB	320,240.00	-35,800.00	284,440.00	286,193.39	284,835.82 (2,729.66)	1,357.57	976.27
241 OTHER RETIREMNT PERS	377,166.00	-38,000.00	339,166.00	338,879.67	338,879.67	.00	286.33
242 OTHER RETIREMNT ERIP	.00	.00	.00	.00	.00	.00	.00
250 UNEMPLOYMENT COMP	52,256.00	-13,000.00	39,256.00	38,590.05	38,590.05	.00	665.95
260 WORKERS' COMP	186,165.00	-3,900.00	182,265.00	180,346.00	180,346.00	.00	1,919.00
270 HEALTH BENEFITS	3,420,897.00	204,197.12 (317,083.51)	3,942,177.63	4,437,975.13	4,096,618.69 (495,855.43)	341,356.44	57.93
270I IN LIEU OF INS.	7,172.00	-3,379.32	3,792.68	3,792.68	3,792.68	.00	.00
270M MEDICARE INS.	4,795.00	240.20	5,035.20	5,035.20	5,035.20	.00	.00
270R MEDICAL BLUE BANK	.00	.00	.00	.00	.00	.00	.00
280 TUITION REIMB.	20,000.00	.00 (1,700.00)	21,700.00	18,499.00	18,499.00	.00	3,201.00
290 OTHER EMPLOYEE BEN.	168,742.00	-126,937.05	41,804.95	41,374.66	41,374.66	.00	430.29
290A ANNUITY	.00	3,508.00	3,508.00	3,508.00	3,508.00	.00	.00
290D DISABILITY INS.	75,975.00	-20,152.87	55,822.13	55,822.13	55,822.13	.00	.00
290I MED INS WAIVER	.00	73,023.92	73,023.92	73,023.92	73,023.92	.00	.00
291 Function Totals:	4,633,408.00	39,800.00 (318,783.51)	4,991,991.51	5,483,039.83	5,140,325.82 (498,585.09)	342,714.01	7,536.77
310 FOOD SERVICE							
930 FUND TRANSFERS	.00	.00	.00	.00	.00	.00	.00
310 Function Totals:	.00	.00	.00	.00	.00	.00	.00
000 Program Totals:	15,229,208.00	-39,106.00 (388,305.25)	15,578,407.25	16,092,521.54	15,389,127.04 (595,515.65)	703,394.50	81,401.36
11 Fund Totals:	25,329,936.00	128,255.00 (394,934.32)	25,853,125.32	26,335,406.62	25,489,114.83 (636,111.24)	846,291.79	153,829.94

BUDGET SUMMARY REPORT

Fund

Program Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
12 CAPITAL OUTLAY							
402 ATHLETICS							
100 INSTRUCTION							
730 EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
100 Function Totals:	.00	.00	.00	.00	.00	.00	.00
402 Program Totals:	.00	.00	.00	.00	.00	.00	.00
000 UNDISTRIBUTED							
100 INSTRUCTION							
730 EQUIPMENT	36,500.00	-9,100.00 (15,412.00)	42,812.00	42,756.01	42,756.01	.00	55.99
100 Function Totals:	36,500.00	-9,100.00 (15,412.00)	42,812.00	42,756.01	42,756.01	.00	55.99
251 CENTRAL SERVICES							
730 EQUIPMENT	.00	4,995.00	4,995.00	4,995.00	4,995.00	.00	.00
251 Function Totals:	.00	4,995.00	4,995.00	4,995.00	4,995.00	.00	.00
260 OPER/MAINT PLANT							
730 EQUIPMENT	.00	.00 (144,635.00)	144,635.00	144,635.00	96,635.00	48,000.00	.00
260 Function Totals:	.00	.00 (144,635.00)	144,635.00	144,635.00	96,635.00	48,000.00	.00
270 STUDENT TRANS.							
732 NON-INSTRUC. EQUIP.	.00	.00 (4,700.00)	4,700.00	4,700.00	4,700.00	.00	.00
733 SCHOOL BUSES-REGULAR	.00	19,424.00	19,424.00	19,367.92	19,367.92	.00	56.08
270 Function Totals:	.00	19,424.00 (4,700.00)	24,124.00	24,067.92	24,067.92	.00	56.08





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BUDGET SUMMARY REPORT

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
20	SPECIAL REVENUE									
	231P	TITLE I PRIOR YR PO								
		200R	REQ RES FED GRANTS							
		500	OTHER PURCHASED SERV	.00	.00	836.00	836.00	836.00	.00	.00
					(836.00)					
		200R	Function Totals:	.00	.00	836.00	836.00	836.00	.00	.00
					(836.00)					
	231P	Program Totals:		.00	4,833.00	7,621.50	7,621.50	7,621.50	.00	.00
					(2,788.50)					
	231S	BS TITLE I SUMMER								
		100	INSTRUCTION							
		101	SALARIES-TEACHERS	.00	22,687.50	22,687.50	22,687.50	22,687.50	.00	.00
		101T	TUTORING	.00	.00	.00	.00	.00	.00	.00
		300	PURCH PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		500	OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00
		600	SUPPLIES & MATERIALS	.00	9,768.76	9,768.76	9,768.76	9,768.76	.00	.00
		100	Function Totals:	.00	32,456.26	32,456.26	32,456.26	32,456.26	.00	.00
		200	SUPPORT SERVICES							
		200	EMPLOYEE BENEFITS	.00	1,735.59	1,735.59	1,735.59	1,735.59	.00	.00
		320	PURCH PROF/EDUC SRV	.00	.00	.00	.00	.00	.00	.00
		600	SUPPLIES & MATERIALS	.00	1,739.55	1,739.55	1,739.55	1,739.55	.00	.00
		200	Function Totals:	.00	3,475.14	3,475.14	3,475.14	3,475.14	.00	.00
		200R	REQ RES FED GRANTS							
		500	OTHER PURCHASED SERV	.00	.00	.00	.00	.00	.00	.00
		200R	Function Totals:	.00	.00	.00	.00	.00	.00	.00
	231S	Program Totals:		.00	35,931.40	35,931.40	35,931.40	35,931.40	.00	.00
	250	I.D.E.A. PART B								
		100	INSTRUCTION							
		560	TUITION	305,073.00	68,807.00	373,880.00	373,880.00	373,880.00	.00	.00
		100	Function Totals:	305,073.00	68,807.00	373,880.00	373,880.00	373,880.00	.00	.00
	250	Program Totals:		305,073.00	68,807.00	373,880.00	373,880.00	373,880.00	.00	.00

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BUDGET SUMMARY REPORT

Fund	Program	Function	Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
20	SPECIAL REVENUE									
	252	I.D.E.A. PRE-K								
		100	INSTRUCTION							
		300	PURCH PROF/TECH SERV	.00	9,268.00	9,268.00	9,268.00	9,268.00	.00	.00
		100	Function Totals:	.00	9,268.00	9,268.00	9,268.00	9,268.00	.00	.00
	252	Program Totals:		.00	9,268.00	9,268.00	9,268.00	9,268.00	.00	.00
	272	NCLB TITLE II-A								
		100	INSTRUCTION							
		101	SALARIES-TEACHERS	34,664.00	-34,664.00	.00	.00	.00	.00	.00
		100	Function Totals:	34,664.00	-34,664.00	.00	.00	.00	.00	.00
		200	SUPPORT SERVICES							
		100	SALARIES	.00	800.00	800.00	800.00	800.00	.00	.00
		200	EMPLOYEE BENEFITS	.00	61.00	61.00	61.00	61.00	.00	.00
		300	PURCH PROF/TECH SERV	.00	6,000.00	6,000.00	.00	.00	.00	6,000.00
		500	OTHER PURCHASED SERV	.00	26,913.00	28,272.00	22,295.98	22,295.98	.00	5,976.02
					(1,359.00)					
		600	SUPPLIES & MATERIALS	.00	4,585.00	4,585.00	1,281.52	1,281.52	.00	3,303.48
		200	Function Totals:	.00	38,359.00	39,718.00	24,438.50	24,438.50	.00	15,279.50
					(1,359.00)					
	272	Program Totals:		34,664.00	3,695.00	39,718.00	24,438.50	24,438.50	.00	15,279.50
					(1,359.00)					
	272P	TII-A PR YR POS								
		200	SUPPORT SERVICES							
		300	PURCH PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		500	OTHER PURCHASED SERV	.00	1,359.00	2,651.00	2,371.00	2,371.00	.00	280.00
					(1,292.00)					
		600	SUPPLIES & MATERIALS	.00	.00	.00	.00	.00	.00	.00
		200	Function Totals:	.00	1,359.00	2,651.00	2,371.00	2,371.00	.00	280.00
					(1,292.00)					
	272P	Program Totals:		.00	1,359.00	2,651.00	2,371.00	2,371.00	.00	280.00
					(1,292.00)					

SB520

Budget year: 2013-14  
Acct period: June 2014

\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
BUDGET SUMMARY REPORT

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Fund	Program	Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
20	SPECIAL REVENUE								
	2725	NCLB T-11A SUMMER							
	200	SUPPORT SERVICES							
		101 SALARIES-TEACHERS	.00	375.00	375.00	375.00	375.00	.00	.00
		200 EMPLOYEE BENEFITS	.00	28.69	28.69	28.69	28.69	.00	.00
		300 PURCH PROF/TECH SERV	.00	232.00	232.00	232.00	232.00	.00	.00
		500 OTHER PURCHASED SERV	.00	570.23	570.23	570.23	570.23	.00	.00
		600 SUPPLIES & MATERIALS	.00	1,263.30	1,263.30	1,263.30	1,263.30	.00	.00
		200 Function Totals:	.00	2,469.22	2,469.22	2,469.22	2,469.22	.00	.00
		2725 Program Totals:	.00	2,469.22	2,469.22	2,469.22	2,469.22	.00	.00
20	Fund Totals:		673,402.00	271,538.99	955,213.49	894,828.87	856,467.01	38,361.86	60,384.62
				(10,272.50)					
30	CAPITAL PROJECTS								
	040	SHS-HVAC							
		400 FACILITIES ACQ/CONST							
		390 OTHER PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		450 CONSTRUCTION SERV.	.00	.00	.00	.00	.00	.00	.00
		400 Function Totals:	.00	.00	.00	.00	.00	.00	.00
		040 Program Totals:	.00	.00	.00	.00	.00	.00	.00
	041	SHS - 05 RENOVATIONS							
		400 FACILITIES ACQ/CONST							
		390 OTHER PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		400 Function Totals:	.00	.00	.00	.00	.00	.00	.00
		041 Program Totals:	.00	.00	.00	.00	.00	.00	.00
	060	OLIVET SCHOOL							
		400 FACILITIES ACQ/CONST							
		390 OTHER PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		450 CONSTRUCTION SERV.	.00	.00	14,633.40	14,633.40	.00	14,633.40	.00
				(14,633.40)					

SB520

Budget year: 2013-14  
Acct period: June 2014

\*\*\*\* PITTSBURGH TOWNSHIP SCHOOLS \*\*\*\*  
BUDGET SUMMARY REPORT

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Fund	Program	Function Object	Initial Appropriation	Adjustments (Prior Yr Enc)	Adjusted Appropriation	Contractual Orders	Payments (Refunds)	Unpaid Orders	Balance Available
30	CAPITAL PROJECTS								
	060	OLIVET SCHOOL							
		400 FACILITIES ACQ/CONST							
		450P CONST SERV PODS	.00	.00	.00	.00	.00	.00	.00
		600 SUPPLIES & MATERIALS	.00	.00	.00	.00	.00	.00	.00
		800 OTHER OBJECTS	.00	.00	.00	.00	.00	.00	.00
		400 Function Totals:	.00	.00	14,633.40	14,633.40	.00	14,633.40	.00
				(14,633.40)					
		060 Program Totals:	.00	.00	14,633.40	14,633.40	.00	14,633.40	.00
				(14,633.40)					
	070	MS PARTIAL ROOF REPL							
		400 FACILITIES ACQ/CONST							
		390 OTHER PROF/TECH SERV	.00	.00	.00	.00	.00	.00	.00
		450 CONSTRUCTION SERV.	.00	.00	6,064.00	6,064.00	.00	6,064.00	.00
				(6,064.00)					
		400 Function Totals:	.00	.00	6,064.00	6,064.00	.00	6,064.00	.00
				(6,064.00)					
		070 Program Totals:	.00	.00	6,064.00	6,064.00	.00	6,064.00	.00
				(6,064.00)					
30	Fund Totals:		.00	.00	20,697.40	20,697.40	.00	20,697.40	.00
				(20,697.40)					
40	DEBT SERVICE								
	701	DEBT SERVICE-REGULAR							
		510 DEBT SERVICE							
		834 INTEREST ON BONDS	299,636.00	33,687.00	333,323.00	333,322.77	333,322.77	.00	.23
		835 INT ON EARLY RET BND	.00	.00	.00	.00	.00	.00	.00
		910 REDEMPTION PRINCIPAL	558,649.00	-33,687.00	524,962.00	511,566.11	511,566.11	.00	13,395.89
		510 Function Totals:	858,285.00	.00	858,285.00	844,888.88	844,888.88	.00	13,396.12
		701 Program Totals:	858,285.00	.00	858,285.00	844,888.88	844,888.88	.00	13,396.12
40	Fund Totals:		858,285.00	.00	858,285.00	844,888.88	844,888.88	.00	13,396.12
Grand total:			27,393,432.00	271,538.99	28,255,622.21	28,574,366.72	27,601,101.05	973,265.67	317,366.73
				(590,651.22)			(636,111.24)		



PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

the tentative tuition rate for the school year of \$41,290.20 by the estimated number of days school will be in session, but not less than 180 days (July through June) of 180 and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places), and/or for September through June, if applicable, such pupil will be enrolled for 180 days for a total tentative tuition charge of \$41,290.20 (two decimal places). The July through June total tentative tuition charge will be \$N/A (two decimal places). For audit purposes, the number of days the APPROVED PRIVATE SCHOOL was actually in session from July through June will be used to determine the per diem rate.

B. EXTRAORDINARY SERVICES - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge for extraordinary services based upon a per diem rate of \$N/A (two decimal places) for the total number of days such pupil was enrolled during the month the service was provided. The per diem rate was determined by dividing the estimated cost of the services for the school year (July through June) of \$ N/A by the estimated number of days school will be in session (July through June) of N/A and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places), and/or for September through June, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places). For July through June total tentative tuition charge of \$N/A (two decimal places). For audit purposes, the number of days the APPROVED PRIVATE SCHOOL was actually in session from July through June will be used to determine the per diem rate.

C. PAYMENT OPTIONS - In accordance with N.J.A.C. 6A:23A-18.2(h), the APPROVED PRIVATE SCHOOL has the option of billing in accordance with N.J.A.C. 6A:23A-18.2(h)2i or N.J.A.C. 6A:23A-18.2(h)2ii. The APPROVED PRIVATE SCHOOL shall use the same option for all students enrolled in the APPROVED PRIVATE SCHOOL. The option chosen is marked with an "X":

X Option 1. In accordance with N.J.A.C. 6A:23A-18.2(h)2i, the SENDING DISTRICT board of education shall pay the APPROVED PRIVATE SCHOOL for the disabled the tentative tuition charge no later than the first of each month prior to the services being rendered. For a student already enrolled in the APPROVED PRIVATE SCHOOL, the SENDING DISTRICT board of education shall pay the tentative tuition charge by the first day of the second month after services begin. A SENDING DISTRICT board of education that fails to pay tuition by the 30<sup>th</sup> day after services begin may be charged interest by the APPROVED PRIVATE SCHOOL, calculated at the rate of one percent per month on the unpaid balance.

For a student enrolled after the first of the month, the SENDING DISTRICT board of education shall pay the tentative tuition charge for the first two months of enrollment no later than 60 days after the first day services begin. Payment in subsequent months is due by the first of each month prior to the services being rendered. A SENDING DISTRICT board of education that fails to pay tuition by the

NEW JERSEY STATE DEPARTMENT OF EDUCATION  
MANDATED "TUITION CONTRACT" (N.J.A.C. 6A:23A-18.4(a)13)  
PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES  
(Tuition Paid by a N.J. Sending District)  
X School Year (Any time period July to June)  
\_\_\_\_ Extraordinary Services (Any time period July to June)  
(Should be used for both, mark one or both)

AGREEMENT dated this 30TH day of JULY, 2014, between the PITTSBORO TWP Board of Education in the County of SALEM in the State of New Jersey (hereinafter referred to as the "SENDING DISTRICT") and Y.A.L.E. SCHOOL NORTH II, INC., an approved private school for students with disabilities (County, District & School Code 06 8388 001) in the County of Burlington in the State of New Jersey (hereinafter referred to as the "APPROVED PRIVATE SCHOOL").

WITNESSETH

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

1. The SENDING DISTRICT agrees to purchase from the APPROVED PRIVATE SCHOOL the educational services described in the pupil's individualized education program for #13539 a resident pupil from the SENDING DISTRICT. The APPROVED PRIVATE SCHOOL agrees to provide the educational services described in the pupil's individualized education program to #13539 in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
  2. This agreement shall be in effect for the 2014-2015 School Year. The educational services shall commence on SEPTEMBER 8, 2014, therefore the total number of billable days will be 180
  3. Under the New Jersey Special Education Medicaid Initiative (SEMI) Program, the SENDING DISTRICT shall bill Medicaid for the related services that the APPROVED PRIVATE SCHOOL provides to pupils pursuant to this AGREEMENT and in accordance with each pupil's individualized education program. The SENDING DISTRICT and APPROVED PRIVATE SCHOOL agree to comply with all the requirements promulgated by the Commissioner of Education and the State Board of Education, as applicable.
  4. Tuition charges, as a part of this AGREEMENT, as well as the payment of same shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. Complete 4A for any time period a pupil is enrolled during the July through June school year and, if applicable, 4B for extraordinary services for any time period a pupil is enrolled during the July through June school year.
- A. JULY TO JUNE SCHOOL YEAR - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge based upon a per diem rate of \$229.39 (two decimal places) for the total number of days such pupil was enrolled during the month. The per diem rate was determined by dividing

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30<sup>th</sup> day after services begin may be charged interest by the APPROVED PRIVATE SCHOOL calculated at the rate of one percent per month on the unpaid balance.

Option 2. In accordance with N.J.A.C. 6A:23A-18.2(h)(2)(ii), the SENDING DISTRICT board of education shall pay the APPROVED PRIVATE SCHOOL the tentative tuition charge no later than 60 days after the last day of each month in which services were rendered. The SENDING DISTRICT board of education that fails to pay tuition by the 60<sup>th</sup> day after the last day of a month in which services were rendered may be charged interest by the APPROVED PRIVATE SCHOOL calculated at the rate of one percent per month on the unpaid balance.

5. The APPROVED PRIVATE SCHOOL agrees to provide the SENDING DISTRICT with a monthly tuition bill based on a per diem rate times the number of enrolled days, and a monthly report showing this pupil's attendance. Monthly tuition bills shall include appropriate pupil identification and the total number of days each pupil was enrolled during the month.

6. The APPROVED PRIVATE SCHOOL agrees to record this pupil's attendance in a public school register as required by the rules and regulations of the State Board of Education.

7. In order to verify the certified actual cost per pupil and final tuition rate charged per pupil, the APPROVED PRIVATE SCHOOL agrees to have filed with the Department of Education postmarked on or before November 1 the school's certified audited financial statements prepared in the required form by a registered municipal accountant of New Jersey or a certified public accountant of New Jersey who shall hold an unexpired registration license as a public school accountant for New Jersey. The school's certified audited financial statements shall be based on the July 1 to June 30 school year regardless of the fiscal year of the school. (N.J.A.C. 6A:23A-18.9)

8. The annual certified audited financial statements shall reflect a certified actual cost per pupil and a final tuition rate charged per pupil for the July through June school year in accordance with N.J.A.C. 6A:23A-18.1 et seq. If applicable, the school's certified audited financial statements shall also reflect the certified actual cost for the extraordinary service and the final tuition rate charged for the extraordinary service. The certified actual cost per pupil and a final tuition rate charged per pupil may be based on one tuition rate per school location for the school year or separate tuition rates by class type by school location for the school year in accordance with N.J.A.C. 6A:23A-18.2(b). In accordance with N.J.A.C. 6A:23A-18.2(a)(2), if the APPROVED PRIVATE SCHOOL proposes to charge a final tuition rate in excess of 10 percent of the tentative tuition rate charged, the APPROVED PRIVATE SCHOOL shall notify each SENDING DISTRICT and the Assistant Commissioner of Finance, Division of Administration and Finance that such increase will be charged and the reason for the increase on or before the applicable dates. If the APPROVED PRIVATE SCHOOL fails to comply, the school may only charge a 10 percent increase.

9. If the tentative tuition rate established by this contractual agreement is greater than the final tuition rate charged, the APPROVED PRIVATE SCHOOL shall return to the SENDING DISTRICT the amount by which the tentative tuition charged for this pupil exceeded the final tuition rate charged multiplied by this pupil's actual average daily

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enrollment for the July through June school year and, if applicable, for the extraordinary services, in accordance with N.J.A.C. 6A:23A-18.2(f). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the APPROVED PRIVATE SCHOOL shall pay the SENDING DISTRICT the full amount owed as a result of the school's certified audited financial statements no later than June 30 of the school year in which the audit is received or no later than 30 days after an appeal on an audit is finally resolved, whichever is applicable in accordance with N.J.A.C. 6A:23A-18.2(f). The APPROVED PRIVATE SCHOOL has the option to pay such amount or credit such amount in a subsequent tuition bill.

10. If the tentative tuition rate established by this contractual agreement is less than the final tuition rate charged the APPROVED PRIVATE SCHOOL may charge the SENDING DISTRICT all or part of the amount by which the final tuition rate charged multiplied by this pupil's actual average daily enrollment for the July through June school year, and if applicable for the extraordinary services exceeded the tentative tuition charged for this pupil, in accordance with N.J.A.C. 6A:23A-18.2(m). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL the amount owed as a result of an adjustment based upon the school's certified audited financial statements in accordance with the payment schedule shown below in 10a. Full payment must be made on a mutually agreed upon date during the second school year (in FY 2016-2017) following the year for which the actual cost per student is certified in accordance with N.J.A.C. 6A:23A-18.2(m).

10a. The amount owed is to be paid as follows : No Later than 6/30/2017

11. This AGREEMENT may be terminated by the APPROVED PRIVATE SCHOOL in accordance with N.J.A.C. 6A:14-7.7(e) or by the SENDING DISTRICT in accordance with N.J.A.C. 6A:14-7.7(b). The SENDING DISTRICT shall convene an IEP meeting according to N.J.A.C. 6A:14-2.3. Written notice shall be provided to the parent and/or guardian of the affected student pursuant to N.J.A.C. 6A:14-2.3. The student may be terminated from the current placement after the SENDING DISTRICT has provided written notice to the parents according to N.J.A.C. 6A:14-2.3. At or upon the conclusion of the IEP meeting, the SENDING DISTRICT and the APPROVED PRIVATE SCHOOL shall mutually agree to a termination date. If the parties cannot mutually agree to a termination date, the contract shall terminate on the 16<sup>th</sup> day after written notice of termination was provided to the parents pursuant to N.J.A.C. 6A:14-2.3 provided, however, that the parents have not exercised their rights to disapprove the termination of the services at the APPROVED PRIVATE SCHOOL. If the parent(s) and/or guardian (s) exercise their right to disapprove the termination of services at the APPROVED PRIVATE SCHOOL by requesting mediation or a due process hearing, then the terms and conditions of the contract shall remain in full force and effect, unless the parties otherwise agree or the matter is resolved. The APPROVED PRIVATE SCHOOL may bill the SENDING

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

DISTRICT for the number of enrolled days the student is enrolled after the date of the IEP meeting up to and including the date of termination.

The APPROVED PRIVATE SCHOOL upon five consecutive daily absences by this pupil agrees to notify the SENDING DISTRICT in writing, so that the SENDING DISTRICT or the parent(s)/guardian(s) may investigate the enrollment status of this pupil. If the SENDING DISTRICT or the APPROVED PRIVATE SCHOOL discovers enrollment has ceased due to the actions of the parent(s)/guardian(s) or pupil other than in accordance with N.J.A.C. 6A:14-7.7, the SENDING DISTRICT shall be responsible for tuition for the number of enrolled days within the fifteen calendar day notification period after written notification of termination has been given to the APPROVED PRIVATE SCHOOL and the parent(s)/guardian(s) pursuant to N.J.A.C. 6A:14-2.3. If the APPROVED PRIVATE SCHOOL does not notify the SENDING DISTRICT upon five consecutive daily absences by this pupil, the APPROVED PRIVATE SCHOOL waives their right to tuition beyond the five consecutive daily absences, if the pupil does not return.

12. In the event that any dispute arises out of the AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible. Except as may be set forth herein, the interests of this pupil shall be of the foremost concern in resolving such disputes.

13. In the event the approved status of the APPROVED PRIVATE SCHOOL is discontinued by the Department of Education this AGREEMENT shall be terminated. The SENDING DISTRICT shall be responsible for tuition for the days the pupil is enrolled.

14. The APPROVED PRIVATE SCHOOL agrees not to assign the services to be provided under this contract or any portion thereof to any other entity. The language contained in section #16 which is required in accordance with N.J.S.A. 10:5-31 and N.J.A.C. 17:27-5.2 which includes the term "subcontractor" does not allow the APPROVED PRIVATE SCHOOL to assign the services.

15. The APPROVED PRIVATE SCHOOL as signatory to this contract agrees to operate in accordance with applicable federal and state laws, and rules and regulations including but not limited to N.J.A.C. 6A:14-7.

16. During the performance of this contract, the contractor agrees as follows:

- A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in

conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

B. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;

C. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

D. The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act;

E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2;

F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;

G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions;

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name: Y.A.L.E. School North II, Inc.	State: NJ	Zip: 08055
Address: 10A Jennings Road		
City: Medford		

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
 Chris Sarandoulas  
 Printed Name  
 Director  
 Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.


Check here if disclosure is provided in electronic form.



Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

I. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:  
1) Letter of Federal Affirmative Action Plan Approval, 2) Certificate of Employee Information Report, and 3) Employee Information Report Form AA302; and

J. The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 28th day of JULY, 2014.  
  
 Director, Approved Private School

  
 President of the Board of Education  
  
 Secretary of the Board of Education

  
 Director of Special Education

NEW JERSEY STATE DEPARTMENT OF EDUCATION  
MANDATED "TUITION CONTRACT" (N.J.A.C. 6A:23A-18.4(a)13)  
PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES

(Tuition Paid by a N.J. Sending District)  
X School Year (Any time period July to June)  
Extraordinary Services (Any time period July to June)  
(Shall be used for both, mark one or both)

AGREEMENT dated this 30TH day of JULY, 2014, between the PITTSBORO TWP Board of Education in the County of SALEM, in the State of New Jersey (hereinafter referred to as the "SENDING DISTRICT") and Y.A.L.E. SCHOOL NORTH II, INC., an approved private school for students with disabilities (County, District & School Code 06 8388 001) in the County of Burlington in the State of New Jersey (hereinafter referred to as the "APPROVED PRIVATE SCHOOL").

WITNESSETH

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

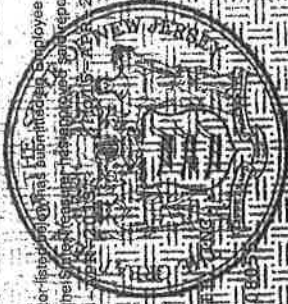
1. The SENDING DISTRICT agrees to purchase from the APPROVED PRIVATE SCHOOL the educational services described in the pupil's individualized education program for #12809 a resident pupil from the SENDING DISTRICT. The APPROVED PRIVATE SCHOOL agrees to provide the educational services described in the pupil's individualized education program to #12809 in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
2. This agreement shall be in effect for the 2014-2015 School Year. The educational services shall commence on SEPTEMBER 8, 2014, therefore the total number of billable days will be 180.
3. Under the New Jersey Special Education Medicaid Initiative (SEMI) Program, the SENDING DISTRICT shall bill Medicaid for the related services that the APPROVED PRIVATE SCHOOL provides to pupils pursuant to this AGREEMENT and in accordance with each pupil's individualized education program. The SENDING DISTRICT and APPROVED PRIVATE SCHOOL agree to comply with all the requirements promulgated by the Commissioner of Education and the State Board of Education, as applicable.
4. Tuition charges, as a part of this AGREEMENT, as well as the payment of same shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. Complete 4A for any time period a pupil is enrolled during the July through June school year and, if applicable, 4B for extraordinary services for any time period a pupil is enrolled during the July through June school year.
  - A. JULY TO JUNE SCHOOL YEAR - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge based upon a per diem rate of \$229.39 (two decimal places) for the total number of days such pupil was enrolled during the month. The per diem rate was determined by dividing

Certification 50539

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the School District has approved the report. This approval will remain in effect for this period of 15 - 2015-2016.



Y.A.L.E. SCHOOL NORTH II, INC.  
111 EASTPORT ROAD  
MIDDLETOWN, NJ 07940

Approved: [Signature] State Treasurer

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

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the tentative tuition rate for the school year of \$41,290.20 by the estimated number of days school will be in session, but not less than 180 days (July through June) of 180 and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places), and/or for September through June, if applicable, such pupil will be enrolled for 180 days for a total tentative tuition charge of \$41,290.20 (two decimal places). The July through June total tentative tuition charge will be \$N/A (two decimal places). For audit purposes, the number of days the APPROVED PRIVATE SCHOOL was actually in session from July through June will be used to determine the per diem rate.

**B. EXTRAORDINARY SERVICES** - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge for extraordinary services based upon a per diem rate of \$N/A (two decimal places) for the total number of days such pupil was enrolled during the month the service was provided. The per diem rate was determined by dividing the estimated cost of the services for the school year (July through June) of \$N/A by the estimated number of days school will be in session (July through August, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places), and/or for September through June, if applicable, such pupil will be enrolled for N/A days for a total tentative tuition charge of \$N/A (two decimal places). The July through June total tentative tuition charge will be \$N/A (two decimal places). For audit purposes, the number of days the APPROVED PRIVATE SCHOOL was actually in session from July through June will be used to determine the per diem rate.

**C. PAYMENT OPTIONS** - In accordance with N.J.A.C. 6A:23A-18.2(b), the APPROVED PRIVATE SCHOOL has the option of billing in accordance with N.J.A.C. 6A:23A-18.2(b)2i or N.J.A.C. 6A:23A-18.2(b)2ii. The APPROVED PRIVATE SCHOOL shall use the same option for all students enrolled in the APPROVED PRIVATE SCHOOL. The option chosen is marked with an "X".

**X** Option 1. In accordance with N.J.A.C. 6A:23A-18.2(b)2i, the SENDING DISTRICT board of education shall pay the APPROVED PRIVATE SCHOOL for the disabled tentative tuition charge no later than the first of each month prior to the services being rendered. For a student already enrolled in the APPROVED PRIVATE SCHOOL, the SENDING DISTRICT board of education shall pay the tentative tuition charge by the first day of the second month after services begin. A SENDING DISTRICT board of education that fails to pay tuition by the 30<sup>th</sup> day after services begin may be charged interest by the APPROVED PRIVATE SCHOOL, calculated at the rate of one percent per month on the unpaid balance.

For a student enrolled after the first of the month, the SENDING DISTRICT board of education shall pay the tentative tuition charge for the first two months of enrollment no later than 60 days after the first day services begin. Payment in subsequent months is due by the first of each month prior to the services being rendered. A SENDING DISTRICT board of education that fails to pay tuition by the

- 3 -

30<sup>th</sup> day after services begin may be charged interest by the APPROVED PRIVATE SCHOOL, calculated at the rate of one percent per month on the unpaid balance.

Option 2. In accordance with N.J.A.C. 6A:23A-18.2(b)2ii, the SENDING DISTRICT board of education shall pay the APPROVED PRIVATE SCHOOL the tentative tuition charge no later than 60 days after the last day of each month in which services were rendered. The SENDING DISTRICT board of education that fails to pay tuition by the 60<sup>th</sup> day after the last day of a month in which services were rendered may be charged interest by the APPROVED PRIVATE SCHOOL, calculated at the rate of one percent per month on the unpaid balance.

5. The APPROVED PRIVATE SCHOOL agrees to provide the SENDING DISTRICT with a monthly tuition bill based on a per diem rate times the number of enrolled days, and a monthly report showing this pupil's attendance. Monthly tuition bills shall include appropriate pupil identification and the total number of days each pupil was enrolled during the month.

6. The APPROVED PRIVATE SCHOOL agrees to record this pupil's attendance in a public school register as required by the rules and regulations of the State Board of Education.

7. In order to verify the certified actual cost per pupil and final tuition rate charged per pupil, the APPROVED PRIVATE SCHOOL agrees to have filed with the Department of Education postmarked on or before November 1 the school's certified audited financial statements prepared in the required form by a registered municipal accountant of New Jersey or a certified public accountant of New Jersey who shall hold an unexpired registration license as a public school accountant for New Jersey. The school's certified audited financial statements shall be based on the July 1 to June 30 school year regardless of the fiscal year of the school. (N.J.A.C. 6A:23A-18.9)

8. The annual certified audited financial statements shall reflect a certified actual cost per pupil and a final tuition rate charged per pupil for the July through June school year in accordance with N.J.A.C. 6A:23A-18.1 et seq. If applicable, the school's certified audited financial statements shall also reflect the certified actual cost for the extraordinary service and the final tuition rate charged for the extraordinary service. The certified actual cost per pupil and a final tuition rate charged per pupil may be based on one tuition rate per school location for the school year or separate tuition rates by class type by school location for the school year in accordance with N.J.A.C. 6A:23A-18.2(b). In accordance with N.J.A.C. 6A:23A-18.2(a)2, if the APPROVED PRIVATE SCHOOL proposes to charge a final tuition rate in excess of 10 percent of the tentative tuition rate charged, the APPROVED PRIVATE SCHOOL shall notify each SENDING DISTRICT and the Assistant Commissioner of Finance, Division of Administration and Finance that such increase will be charged and the reason for the increase on or before the applicable dates. If the APPROVED PRIVATE SCHOOL fails to comply, the school may only charge a 10 percent increase.

9. If the tentative tuition rate established by this contractual agreement is greater than the final tuition rate charged, the APPROVED PRIVATE SCHOOL shall return to the SENDING DISTRICT the amount by which the tentative tuition charged for this pupil exceeded the final tuition rate charged multiplied by this pupil's actual average daily

## PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

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enrollment for the July through June school year and, if applicable, for the extraordinary services, in accordance with N.J.A.C. 6A:23A-18.2(f). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the APPROVED PRIVATE SCHOOL shall pay the SENDING DISTRICT the full amount owed as a result of the school's certified audited financial statements no later than June 30 of the school year in which the audit is received or no later than 30 days after an appeal on an audit is finally resolved, whichever is applicable in accordance with N.J.A.C. 6A:23A-18.2(i). The APPROVED PRIVATE SCHOOL has the option to pay such amount or credit such amount in a subsequent tuition bill.

10. If the tentative tuition rate established by this contractual agreement is less than the final tuition rate charged the APPROVED PRIVATE SCHOOL may charge the SENDING DISTRICT all or part of the amount by which the final tuition rate charged multiplied by this pupil's actual average daily enrollment for the July through June school year, and if applicable for the extraordinary services exceeded the tentative tuition charged for this pupil, in accordance with N.J.A.C. 6A:23A-18.2(m). Average daily enrollment means the sum of the days present and absent divided by the number of days the school was actually in session.

In the event it becomes necessary the SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL the amount owed as a result of an adjustment based upon the school's certified audited financial statements in accordance with the payment schedule shown below in 10a. Full payment must be made on a mutually agreed upon date during the second school year (in FY 2016-2017) following the year for which the actual cost per student is certified in accordance with N.J.A.C. 6A:23A-18.2(m).

10a. The amount owed is to be paid as follows : No Later than 6/30/2017

11. This AGREEMENT may be terminated by the APPROVED PRIVATE SCHOOL in accordance with N.J.A.C. 6A:14-7.7(e) or by the SENDING DISTRICT in accordance with N.J.A.C. 6A:14-7.7(b). The SENDING DISTRICT shall convene an IEP meeting according to N.J.A.C. 6A:14-2.3. Written notice shall be provided to the parent and/or guardian of the affected student pursuant to N.J.A.C. 6A:14-2.3. The student may be terminated from the current placement after the SENDING DISTRICT has provided written notice to the parents according to N.J.A.C. 6A:14-2.3. At or upon the conclusion of the IEP meeting, the SENDING DISTRICT and the APPROVED PRIVATE SCHOOL shall mutually agree to a termination date. If the parties cannot mutually agree to a termination date, the contract shall terminate on the 16<sup>th</sup> day after written notice of termination was provided to the parents pursuant to N.J.A.C. 6A:14-2.3 provided, however, that the parents have not exercised their rights to disapprove the termination of the services at the APPROVED PRIVATE SCHOOL. If the parent(s) and/or guardian(s) exercise their right to disapprove the termination of services at the APPROVED PRIVATE SCHOOL by requesting mediation or a due process hearing, then the terms and conditions of the contract shall remain in full force and effect, unless the parties otherwise agree or the matter is resolved. The APPROVED PRIVATE SCHOOL may bill the SENDING

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DISTRICT for the number of enrolled days the student is enrolled after the date of the IEP meeting up to and including the date of termination.

The APPROVED PRIVATE SCHOOL upon five consecutive daily absences by this pupil agrees to notify the SENDING DISTRICT in writing, so that the SENDING DISTRICT may investigate the enrollment status of this pupil. If the SENDING DISTRICT or the APPROVED PRIVATE SCHOOL discovers enrollment has ceased due to the actions of the parent(s)/guardian(s) or pupil other than in accordance with N.J.A.C. 6A:14-7.7, the SENDING DISTRICT shall be responsible for tuition for the number of enrolled days within the fifteen calendar day notification period after written notification of termination has been given to the APPROVED PRIVATE SCHOOL and the parent(s)/guardian(s) pursuant to N.J.A.C. 6A:14-2.3. If the APPROVED PRIVATE SCHOOL does not notify the SENDING DISTRICT upon five consecutive daily absences by this pupil, the APPROVED PRIVATE SCHOOL waives their right to tuition beyond the five consecutive daily absences, if the pupil does not return.

12. In the event that any dispute arises out of the AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible. Except as may be set forth herein, the interests of this pupil shall be of the foremost concern in resolving such disputes.

13. In the event the approved status of the APPROVED PRIVATE SCHOOL is discontinued by the Department of Education this AGREEMENT shall be terminated. The SENDING DISTRICT shall be responsible for tuition for the days the pupil is enrolled.

14. The APPROVED PRIVATE SCHOOL agrees not to assign the services to be provided under this contract or any portion thereof to any other entity. The language contained in section #16 which is required in accordance with N.J.S.A. 10:5-31 and N.J.A.C. 17:27-5.2 which includes the term "subcontractor" does not allow the APPROVED PRIVATE SCHOOL to assign the services.

15. The APPROVED PRIVATE SCHOOL as signatory to this contract agrees to operate in accordance with applicable federal and state laws, and rules and regulations including but not limited to N.J.A.C. 6A:14-7.

16. During the performance of this contract, the contractor agrees as follows:

A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in

conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

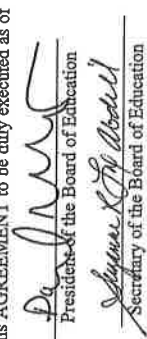
- B. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, national origin, nationality or sex;
- C. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;
- D. The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act;
- E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2;
- F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;
- G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;
- H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions;

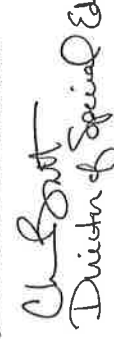
I. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:  
 1) Letter of Federal Affirmative Action Plan Approval, 2) Certificate of Employee Information Report, and 3) Employee Information Report Form AA302; and

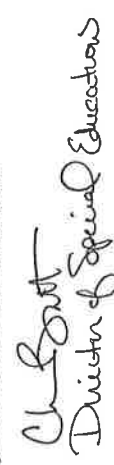
J. The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 28<sup>th</sup> day of JULY, 2014.

  
 Director Approved Private School

  
 President of the Board of Education

  
 Secretary of the Board of Education

  
 Director of Special Education



# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

## Part I - Vendor Information

Vendor Name: Y.A.L.E. School North II, Inc.  
 Address: 10A Jennings Road  
 City: Medford State: NJ Zip: 08055

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the instructions accompanying the form.

Signature: 

Chris Sarandonias  
 Printed Name  
 Director  
 Title

## Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

ESY 2014-2015

GCSSSD

District	Last Name	First Name
Pittsgrove		
Pittsgrove		
Pittsgrove		John Teacher Assistant
Pittsgrove		
Pittsgrove		John Teacher Assistant
Pittsgrove Count	5	

**SPECIAL EDUCATION – Extended School Year  
TUITION CONTRACT AGREEMENT  
For County Special Services  
2014-2015 School Year**

ESY  
14/15 sy

AGREEMENT dated this 7<sup>th</sup> day of July 2014, between the PITTS GROVE TOWNSHIP Board of Education, in the County of SALEM and the State of New Jersey (hereinafter referred to as the "SENDING DISTRICT"), and the Gloucester County Special Services School District Board of Education, in the County of Gloucester and the State of New Jersey (hereinafter referred to as the "RECEIVING DISTRICT").

**WITNESSETH**

*NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:*

1. The SENDING DISTRICT agrees to purchase educational services from the RECEIVING DISTRICT. The RECEIVING DISTRICT agrees to provide educational services to the SENDING DISTRICT in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
  - 1.a The specific educational services described in this section or attached as an appendix to this AGREEMENT are to be provided for educationally handicapped resident pupils from the SENDING DISTRICT enrolled in the RECEIVING DISTRICT's Extended School Year Program.
2. This AGREEMENT shall be in effect for the 2014 - 2015 school year. The educational services shall commence on July 7, 2014 and will continue through August 7, 2014 with services provided Monday through Thursday.
3. Tuition charges, as part of this AGREEMENT, as well as the payment of same shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education.
4. For educationally handicapped pupil(s) enrolled in the Extended School Year Program which is a part of the pupil's I.E.P., the SENDING DISTRICT agrees to pay a prorated tuition charge based initially upon a total estimated cost per pupil of \$3,900.00. A per diem rate of \$195.00 (\$3,900.00/20 days) will be charged up to and including 10 days of the program. Attendance in excess of 10 days will be billed at full tuition.
5. The RECEIVING DISTRICT agrees to provide the SENDING DISTRICT with a tuition bill and a report showing pupil enrollment and attendance.
6. In the event any dispute arises out of this AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible.

Except as may be set forth herein, the interests of the pupil(s) shall be of the foremost concern in resolving such disputes.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

PRESIDENT PITTS GROVE TOWNSHIP  
BOARD OF EDUCATION

PRESIDENT Board of Education of the Special Services  
School District and the Vocational School District of  
the County of Gloucester

SECRETARY PITTS GROVE TOWNSHIP  
BOARD OF EDUCATION

SECRETARY Board of Education of the Special  
Services School District and the Vocational School  
District of the County of Gloucester

8/4/14

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

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AGREEMENT BETWEEN  
GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
AND  
PITTSBURGH PUBLIC SCHOOL DISTRICT  
FOR  
ONE-ON-ONE TEACHER ASSISTANT EXTENDED SCHOOL YEAR PROGRAM

THIS AGREEMENT is made this 7th day of July, 2014, by and between PITTSBURGH BOARD OF EDUCATION (hereinafter "Sending District") and the GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT (hereinafter "GCSSSD").

AND WHEREAS the Sending District seeks to have the GCSSSD provide one-on-one teacher assistant for # 12520

NOW THEREFORE the parties agree as follows:  
SERVICES TO BE PERFORMED.

1. GCSSSD will perform the following services:

- (1) Provide Sending District with a one-on-one teacher assistant for the above named student enrolled by Sending District in the GCSSSD Extended School Year Program.

SENDING DISTRICT'S RESPONSIBILITIES:

- a. Sending District agrees to pay GCSSSD \$3,180.00, the cost of the one-on-one teacher assistant for the student's day, which shall include the following:

- (2) Salary for the one-on-one teacher assistant including the employer share of FICA, Medicare, Pension, and any other mandated federal or state tax.
- (3) All costs incurred by GCSSSD for the one-on-one teacher assistant for Worker's Compensation Insurance and costs at any time subsequent to the date of this Agreement on account of the one-on-one teacher assistant as an employee.
- (4) The costs of all legal fees and costs incurred by GCSSSD in relation to the one-on-one teacher assistant, whether for disciplinary action, termination, or any other matter in which GCSSSD deems it has the need for such legal services.

- b. GCSSSD will bill the Sending District monthly for the above costs. The Board shall pay to GCSSSD the sum of \$159.00 per diem for 20 days for each student provided with a one-on-one teacher assistant. Payments shall be made within forty-five (45) days from date of invoice.

3. TERM OF AGREEMENT. The terms of this Agreement shall commence on July 7, 2014 and continue in full force and effect through August 7, 2014 with services provided Monday through Thursday.

4. MISCELLANEOUS.

- a. Further Assurances. Each of the parties hereto agree to take such action and execute and deliver such additional documents as may be reasonably necessary or appropriate to effectuate the terms of this Agreement.
- b. Applicable Law. This Agreement shall be governed by, construed, and interpreted under the common and statutory law of the State of New Jersey, unless superseded by any applicable Federal law or regulation, without regard to New Jersey's choice of law rules.
- c. Headings. The paragraph headings of this Agreement are for convenience of reference only and do not form a part of the terms, conditions, and/or covenants of this Agreement and, therefore, shall not be used in connection with or affect the interpretation of any provision of this Agreement.
- d. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, and assigns. The rights and obligations hereunder may not be assigned without prior written notice.
- e. Severability. If any paragraph or portion of any paragraph or any part of this Agreement is determined to be invalid, null, or void for any reason whatsoever, then the remaining parts or portions of this Agreement shall continue in full force and effect and shall not be affected in any way by the parts or portions determined to be invalid.
- f. Amendment. No modification, amendment, change, or discharge of any term or provision of this Agreement shall be valid or binding unless same is in writing and executed by the parties hereto with the same formalities attending to the within Agreement and provides a recital of the specific intention to amend.
- g. Integration. This Agreement constitutes the entire understanding between and among the parties hereto and all prior agreements, understandings, and covenants are hereby terminated.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have duly executed this Agreement the day and year first above written.

Board Secretary  
PITTSBURGH  
SCHOOL DISTRICT  
Date  
Board Secretary  
Board of Education of the Special Services School  
District and the Vocational School District of the  
County of Gloucester  
Date  
Witness  
Witness

ESY 1-on-1  
14/15 SY

AGREEMENT BETWEEN  
GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
AND  
PITTSBURGH PUBLIC SCHOOL DISTRICT  
FOR  
ONE-ON-ONE TEACHER ASSISTANT EXTENDED SCHOOL YEAR PROGRAM

THIS AGREEMENT is made this 7th day of July, 2014, by and between PITTSBURGH BOARD OF EDUCATION (hereinafter "Sending District") and the GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT (hereinafter "GCSSSD").

AND WHEREAS the Sending District seeks to have the GCSSSD provide one-on-one teacher assistant for #99819.

NOW THEREFORE the parties agree as follows:  
SERVICES TO BE PERFORMED.

1. GCSSSD will perform the following services:

- (1) Provide Sending District with a one-on-one teacher assistant for the above named student enrolled by Sending District in the GCSSSD Extended School Year Program.

SENDING DISTRICT'S RESPONSIBILITIES:

- a. Sending District agrees to pay GCSSSD \$3,180.00, the cost of the one-on-one teacher assistant for the student's day, which shall include the following:

- (2) Salary for the one-on-one teacher assistant including the employer share of FICA, Medicare, Pension, and any other mandated federal or state tax.
- (3) All costs incurred by GCSSSD for the one-on-one teacher assistant for Worker's Compensation Insurance and costs at any time subsequent to the date of this Agreement on account of the one-on-one teacher assistant as an employee.
- (4) The costs of all legal fees and costs incurred by GCSSSD in relation to the one-on-one teacher assistant, whether for disciplinary action, termination, or any other matter in which GCSSSD deems it has the need for such legal services.

- b. GCSSSD will bill the Sending District monthly for the above costs. The Board shall pay to GCSSSD the sum of \$159.00 per diem for 20 days for each student provided with a one-on-one teacher assistant. Payments shall be made within forty-five (45) days from date of invoice.

3. TERM OF AGREEMENT. The terms of this Agreement shall commence on July 7, 2014 and continue in full force and effect through August 7, 2014 with services provided Monday through Thursday.

4. MISCELLANEOUS.

- a. Further Assurances. Each of the parties hereto agree to take such action and execute and deliver such additional documents as may be reasonably necessary or appropriate to effectuate the terms of this Agreement.
- b. Applicable Law. This Agreement shall be governed by, construed, and interpreted under the common and statutory law of the State of New Jersey, unless superseded by any applicable Federal law or regulation, without regard to New Jersey's choice of law rules.
- c. Headings. The paragraph headings of this Agreement are for convenience of reference only and do not form a part of the terms, conditions, and/or covenants of this Agreement and, therefore, shall not be used in connection with or affect the interpretation of any provision of this Agreement.
- d. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, and assigns. The rights and obligations hereunder may not be assigned without prior written notice.
- e. Severability. If any paragraph or portion of any paragraph or any part of this Agreement is determined to be invalid, null, or void for any reason whatsoever, then the remaining parts or portions of this Agreement shall continue in full force and effect and shall not be affected in any way by the parts or portions determined to be invalid.
- f. Amendment. No modification, amendment, change, or discharge of any term or provision of this Agreement shall be valid or binding unless same is in writing and executed by the parties hereto with the same formalities attending to the within Agreement and provides a recital of the specific intention to amend.
- g. Integration. This Agreement constitutes the entire understanding between and among the parties hereto and all prior agreements, understandings, and covenants are hereby terminated.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have duly executed this Agreement the day and year first above written.

Board Secretary  
PITTSBURGH  
SCHOOL DISTRICT  
Date  
Board Secretary  
Board of Education of the Special Services School  
District and the Vocational School District of the  
County of Gloucester  
Date  
Witness  
Witness

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

EXHIBIT A  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27  
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

AMENDMENT  
PITTSBORO TOWNSHIP BOARD OF EDUCATION  
AND  
EDVOCATE, INC.

This Amendment, dated July 1, 2014, is between the Pittsgrove Township Board of Education, a public school district (hereafter District), and Edvocate Inc., a New Jersey corporation (hereafter Edvocate).

Whereas, the District and Edvocate entered into a consulting agreement on July 1, 2013 to provide consulting services for the District's Food Service Program. The parties now desire to further amend the aforesaid Agreement.

Now, therefore, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Renew the agreement from July 1, 2014 to June 30, 2015.
2. Paragraph 5.1 Agreement Price is hereby deleted in its entirety and the following is substituted therefore:
 

5.1 Agreement Price: In consideration of Edvocate's performance of its obligations under this Agreement, District shall pay Edvocate Fourteen Thousand Four Hundred Forty Eight Dollars (\$14,448.00) for each year or subsequent years, should the District decide to renew, or as amended in accordance with Subsection 5.5 below ("Agreement Price Adjustments"). The Agreement Price shall be paid in twelve (12) equal monthly installments ("Installment Payments") of One Thousand Two Hundred Four Dollars (\$1,204.00). This Agreement price covers the services as outlined in 3.1 above. Additional site visits, requested by the District, beyond the twelve days will be charged to the District at \$475.00 per day (including all expenses).
3. This Amendment is effective July 1, 2014, and thereafter, unless amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment, as of the date indicated in the first paragraph of this Amendment.

Pittsgrove Township Board of Education

*Suzanne R. Fox Abdill*

Suzanne R. Fox Abdill  
Business Administrator

Date: 8/25/14

By:

EDVOCATE, INC.

*Bill Gerichter*

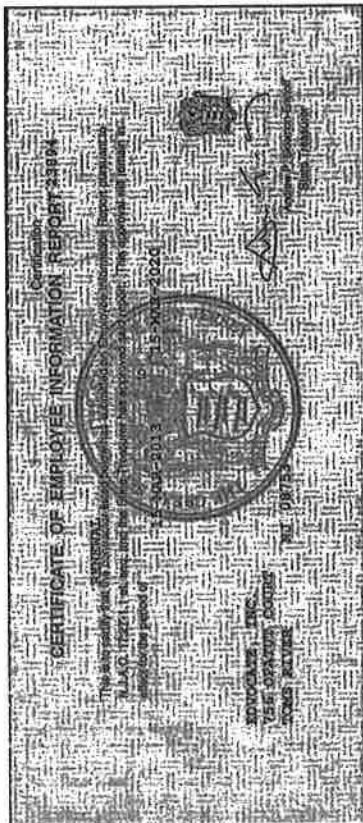
Bill Gerichter

Date: July 1, 2014

By:

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

EXHIBIT B



**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** EDVOCATE, INC.

**Trade Name:** 736 OPATUT COURT

**Address:** TOMS RIVER, NJ 08735

**Certificate Number:** 1182192

**Date of Issuance:** November 22, 2006

**For Office Use Only:**  
20063122104946579

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Required Affirmative Action Evidence  
Procurement, Professional & Service Contracts Vendors must submit with bid: \_\_\_\_\_ Indicate Y/N if Submitted
- 1. A copy of their Federal Letter of Affirmative Action Plan Approval. \_\_\_\_\_
  - OR
  - 2. A copy of their Certificate of Employee Information Report. \_\_\_\_\_
  - OR
  - 3. An Affirmative Action Employee Information Report (AA302). \_\_\_\_\_ Y

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Edvocate, Inc.

Company Name

*Bill Smucker*

Signature

President

Title

July 1, 2014

Date

EXHIBIT C  
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26  
This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name: Advocate, Inc.  
Address: Executive Woods South, 756 Opatut Court  
City: Toms River State: NJ Zip: 08753

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

*Bill Gerichter*  
Signature

Bill Gerichter  
Printed Name  
President  
Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None			\$

Check here if the information is continued on subsequent page(s)

EXHIBIT D  
STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Advocate, Inc.

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- OR
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership  Corporation  Sole Proprietorship  Limited Partnership
- Limited Liability Corporation  Limited Liability Partnership  Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: William Gerichter  
Home Address: 756 Opatut Court  
Toms River, NJ 08753

*Bill Gerichter*  
(Affiant)  
Bill Gerichter, President  
(Print name & title of affiant)

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District: PITTSBORO TOWNSHIP County: SALEM
Joiner District: UPPER PITTSBORO TWP County: SALEM

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on change to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President: [Signature] Date: 8/26/14

Secretary: [Signature] Date: 8/26/14

Joiner District Board of Education

President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

FOR COUNTY USE ONLY - Additional Comments (if necessary):

[Empty rectangular box for additional comments]

Host District Executive County Superintendent Approval

Executive County Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



PITTSBORO TOWNSHIP SCHOOLS
TRANSPORTATION DEPARTMENT
736 CENTERTON ROAD
PITTSBORO, NJ 08318
(856)358-7072 Fax( 856)358-7062

Kim Clark, Transportation Supervisor Valerie Bonvechio, Asst. Supervisor

MEMORANDUM

TO: Suzanne Fox Abdill
Business Administrator/Board Secretary

FROM: Valerie Bonvechio
Transportation Supervisor

DATE: July 23, 2014

RE: Upper Pittsgrove Jointures

I am submitting for the Boards approval, the attached jointure list for Upper Pittsgrove summer runs for the 2014-2015 school year.

Any questions, please don't hesitate to contact me.

STATE OF NEW JERSEY DEPARTMENT OF EDUCATION  
**PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**  
 Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District: <b>PITTSBURGH TOWNSHIP</b>								
Joiner District: <b>UPPER PITTSBURGH TWP</b>								
Joiner District To and From Total Route Cost: <b>\$5,991.97</b>								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (if Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
7/1/14	8/22/14	VAN01	ABILITIES CENTER	N		1	1	\$3,247.09
7/1/14	8/22/14	SS08	SCSSSD-MANNINGTON/SALEM CAMPUS	N		4	2	\$2,744.88
				N				
				N				
				N				
				N				
				N				
				N				
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				N				

**PITTSBURGH TOWNSHIP SCHOOLS**  
 TRANSPORTATION DEPARTMENT  
 736 CENTERTON ROAD  
 PITTSBURGH, NJ 08318  
 (856)358-7072 Fax(856)358-7062

Kim Clark, Transportation Supervisor Valerie Bonvechio, Asst. Supervisor

MEMORANDUM

TO: Suzanne Fox Abdill  
 Business Administrator/Board Secretary

FROM: Valerie Bonvechio  
 Transportation Supervisor

DATE: July 23, 2014

RE: Elmer Jointures

I am submitting for the Board's approval, the attached list of Elmer Jointures for summer runs for the 2014-2015 school year.

Any questions, please don't hesitate to contact me.



PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District: PITTSGROVE TOWNSHIP, County: SALEM
Joiner District: ELMER BORO, County: SALEM

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education
President: [Signature] Date: 8/25/14
Secretary: [Signature] Date: 8/25/14

Joiner District Board of Education
President: \_\_\_\_\_ Date: \_\_\_\_\_
Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

FOR COUNTY USE ONLY - Additional Comments (if necessary):

[Empty box for additional comments]

Host District Executive County Superintendent Approval

Executive County Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION
Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Table with columns: (A) Term of the Agreement (Start/End Date), (B) Host District's Route Number, (C) Destination, (D) Contracted Vehicle, (E) Contractor Code, (F) Number of Host District Students, (G) Number of Joiner District Students, (H) Joiner Cost. Total route cost: \$19,995.91.

One-on-One Teacher Aide Agreement Between SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND PITTSBOROUGH SCHOOL DISTRICT

THIS AGREEMENT is made this 1st day of July 2014, by and between Pittsgrove (hereinafter "Sending District") and the Salem County Special Services School District (hereinafter "SCSSSD").

AND WHEREAS the Sending District seeks to have the SCSSSD provide One-on-One Teacher Aide for See Appendix.

NOW THEREFORE the parties agree as follows:

SERVICES TO BE PERFORMED

- 1. SCSSSD will perform the following services: (1) Provide Sending District with a One-on-One Teacher Aide for See appendix enrolled by Sending District in the SCSSSD's Summer Program July 07, 2014 - August 14, 2014 as requested. 2. SENDING DISTRICT'S RESPONSIBILITIES: a. Sending District agrees to pay SCSSSD for the cost of the One-on-One Teacher Aide for its student, which costs shall consist of the following: (1) Annual Salary for the One-on-One Teacher Aide including FICA Match, Medicare Tax, Pension Match, and any other mandated federal or state tax. (2) All costs incurred by SCSSSD for the One-on-One Teacher Aide for unemployment insurance and benefits at any time subsequent to the date of this Agreement on account of the One-on-One Teacher Aide as an employee. (3) All costs incurred by SCSSSD for the One-on-One Teacher Aide for Worker's Compensation insurance and costs at any time subsequent to the date of this Agreement on account of the One-on-One Teacher Aide as an employee. (4) The costs of all legal fees and costs incurred by SCSSSD in relation to the One-on-One Teacher Aide, whether for disciplinary action, termination, or any other matter in which SCSSSD deems in its sole discretion that it has the need for such legal services. (5) SCSSSD will bill the Sending District monthly for the above costs. The Sending District will pay the invoice to SCSSSD within fifteen (15) days of its receipt of the SCSSSD's bill. (6) The Board shall pay to SCSSSD the sum of \$3,125.00 for each student provided with a One-on-One Teacher Aide. This sum will be prorated when services are provided for partial days.

3. TERM OF AGREEMENT. The terms of this Agreement shall commence on July 07, 2014 and continue in full force and effect until such time as the student's IEP indicates that there is no need.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have duly executed this Agreement the day and year first above written.

Witness:

[Signature] Date: 7/1/14

Witness:

[Signature] Date: 8/25/14

By: [Signature] Business Administrator SALEM COUNTY SPECIAL SERVICES SCHOOL DISTRICT

By: [Signature] Business Administrator Pittsgrove School District

[Signature] Director of Special Education

SPECIAL EDUCATION - Extended School Year TUITION CONTRACT AGREEMENT For County Special Services Districts 2014-2015 School Year

AGREEMENT, dated this 1st of July, 2014 between the Pittsgrove school district in the County of Salem and the State of New Jersey (hereinafter referred to as the "SENDING DISTRICT"), and the Salem County Special Services School District Board of Education in the County of Salem and the State of New Jersey (hereinafter referred to as the "RECEIVING DISTRICT").

WITNESSETH

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

- 1. The SENDING DISTRICT agrees to purchase educational services from the RECEIVING DISTRICT. The RECEIVING DISTRICT agrees to provide educational services to the SENDING DISTRICT in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. 1 a. The specific educational services described in this section or attached as an appendix to this AGREEMENT are to be provided for educationally handicapped resident pupils from the SENDING DISTRICT enrolled in the RECEIVING DISTRICT'S Extended School Year Program. 2. This AGREEMENT shall be in effect for the 2014-2015 school year. The educational services shall commence on July 2014 and will continue through August 14, 2014 with services provided Monday through Thursday. 3. Tuition charges, as part of this AGREEMENT, as well as the payment of same shall be made in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education. 4. For educationally handicapped pupil(s) enrolled in the Extended School Year Program which is part of the pupil's I.E.P. SENDING DISTRICT agrees to pay a prorated tuition charge based initially upon a total estimated cost per pupil of \$4,225.00 per term rate of \$ 176.05 will be charged up to and including 10 days of the program. Attendance in excess of 10 days will be billed at full tuition. 5. The RECEIVING DISTRICT agrees to provide the SENDING DISTRICT with a tuition bill and a report showing pupil enrollment and attendance. 6. In the event any dispute arises out of the AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible.

Except as may be set forth herein, the interests of the pupil(s) shall be of the foremost concern in resolving such disputes.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed this 1st day of July 2014:

[Signature] PRESIDENT SENDING DISTRICT BOARD OF EDUCATION

[Signature] PRESIDENT RECEIVING DISTRICT BOARD OF EDUCATION

[Signature] SECRETARY SENDING DISTRICT BOARD OF EDUCATION

[Signature] SECRETARY RECEIVING DISTRICT BOARD OF EDUCATION

[Signature] Director of Special Education

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**

AS  
7-21-14

Student Last Name	Student First Name	1:1 Aide	Site	Start	in M/F	Grade	DOB	Resident	eligible
			Salem Campus	7/7/2014	M	10	10-15-1999	Pittsgrove	yes
		1:1	Salem Campus	7/7/2014	F	3	05-12-2006	Pittsgrove	yes
			Salem Campus	7/7/2014	F	3	02-01-2006	Pittsgrove	yes
			Cumb Campus	7/7/2014	F	12	03-01-1997	Pittsgrove	yes
			Salem Vo Tech	7/7/2014	F	12	12-26-1994	Pittsgrove	not attor
			Salem Campus	7/7/2014	F	8	05-20-2001	Pittsgrove	yes

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District: Gloucester County  
 Joiner District: Pittsgrove County

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President: Maria Christina (Signature) Date: 7/21/14  
 Secretary: Joseph M. Colone (Signature) Date: 7/21/14

Joiner District Board of Education

President: [Signature] (Signature) Date: 8/25/14  
 Secretary: [Signature] (Signature) Date: 8/25/14

FOR COUNTY USE ONLY - Additional Comments (if necessary):

Host District Executive County Superintendent Approval

Executive County Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

6/26/2014  
10:15 AM

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION  
**PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014**  
 Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District <b>Delsea Regional</b>								
Joiner District <b>Pittsgrove</b>								
Joiner District To and From Total Route Cost: <b>\$20,423.00</b>								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (if Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
07/01/2014	08/30/2014	SP01	St. John of God/Durand	N		5	1	\$1,895.00
07/01/2014	08/30/2014	SP17	LARC	N		2	1	\$3,541.00
07/01/2014	08/30/2014	VOC4	Cumberland Co. Tech School	N		2	1	\$14,987.00

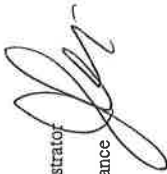
Summer Pittsgrove  
 Version 1/2014

8/26/2014  
 10:15 AM

**PITTSBORO TOWNSHIP SCHOOLS**  
 736 CENTERTON ROAD  
 PITTSBORO, N.J. 08318

856.358.7077 FAX: 856-358-7062

**James Mailley**  
 Supervisor of Maintenance



To: Suzanne Fox Abdill, Business Administrator  
 From: James Mailley, Supervisor of Maintenance  
 Date: July 8, 2014  
 Re: Trade In of Kubota Mower for repairs to other Kubota Mower

Requesting that Kubota, Model # F-3680, 60" mower S/N: 12187, be removed from our fixed asset list and used as a trade-in for the repairs to our Kubota 3060 72", front-end mower with grass catcher currently at Farm-Rite on hold for repair approval. Farm-Rite has agreed to take possession of Kubota mower S/N: 12187 in lieu of monetary payment for repairs to our Kubota 3060 72", front-end mower with grass catcher. The repair quote is \$1446.58 and the trade in amount is \$1446.58. It will be an even swap with a balance of zero.

JM:sa

Henry Bermann  
Suzanne R. Fox  
Pittsgrove Township Board of Education  
1076 Almond Road  
Pittsgrove, NJ 08318

	Dekatherms Billed	Administrative Fee \$./Dth	Billing Time
South Jersey Gas Participants	45,368.98	\$ 9,981.18	April; May & June 2014

Total Administrative Fee Paid

**\$ 9,981.18**

Therms: 453,689.83  
Dekatherms: 45,368.98

PITTSBORO TOWNSHIP BID SOUTH JERSEY GAS

	Apr	May	June	TOTAL	
502-101	10137371216	1,519.60	219.86	29.12	1,768.58
502-102	Galloway Community	334.31	166.72	33.28	501.03
502-106	Penns Grove-Cameys	853.07	289.68	240.24	1,142.75
502-107	Vineland BOE	15.72	10.42	8.32	26.14
502-201	Vineland Board of Ed.&A&P	0.00	0.00	0.00	0.00
502-202	Vineland Board of Ed.&A&P	1,980.72	1,302.50	998.40	3,283.22
502-203	Vineland Board of Ed.&A&P	2,204.99	1,283.74	0.00	3,488.74
502-204	Vineland Board of Ed.&A&P	262.00	250.08	301.60	512.08
502-205	Vineland Board of Ed.&A&P	30818882109	765.04	552.26	1,317.30
502-208	Cape May Tech School	3,251.94	1,358.77	788.32	4,610.71
502-209	Cape May Tech School	257.81	53.14	3.12	310.95
502-210	Cape May Tech School	158.25	54.18	8.32	212.43
502-211	Cape May Tech School	7,147.36	2,219.46	1,185.60	9,366.82
502-212	Cape May Tech School	6,466.16	2,354.92	1,320.80	8,821.08
502-213	Cape May Tech School	2,284.64	1,239.98	738.40	3,524.62
502-231	Stone Harbor Bd of Ed	1,044.08	274.56	51.40	1,318.64
502-240	SeasideCity Public School	2,691.26	1,394.20	347.36	4,085.46
502-261	Ocean City Board of Ed	3,147.14	908.62	743.60	4,055.77
502-263	Ocean City Board of Ed	1,685.18	892.99	238.16	2,578.18
502-265	Ocean City Board of Ed	11,516.47	3,569.89	1,234.67	15,086.36
502-323	Eastern Regional High School	42,303.57	16,237.49	2,433.60	58,541.05
502-324	Gibbsboro Elementary Sch	3,714.11	1,139.95	270.40	4,854.06
502-325	Port Norris School	124.00	24.96	5.25	148.96
502-332	Vineland Board of Ed.&A&P	1,043.81	155.26	62.40	1,199.07
502-333	Vineland Board of Ed.&A&P	3,997.07	751.28	215.28	4,748.35
502-334	Vineland Board of Ed.&A&P	7,094.96	1,469.22	312.00	8,564.18
502-335	Vineland Board of Ed.&A&P	4,368.06	2,515.39	1,631.76	6,883.45
502-336	Vineland Board of Ed.&A&P	73.36	63.56	73.84	136.92
502-337	Vineland Board of Ed.&A&P	77.55	79.19	84.24	156.74
502-340	Vineland Board of Ed.&A&P	756.66	128.17	10.40	884.82
502-341	Vineland Board of Ed.&A&P	1,748.06	666.88	187.20	2,414.94
502-342	Vineland Board of Ed.&A&P	12,240.64	6,637.54	488.80	18,878.18
502-344	Vineland Board of Ed.&A&P	4,767.35	1,965.21	416.00	6,732.56
502-345	Vineland Board of Ed.&A&P	20,184.48	5,157.90	1,216.80	25,342.38
502-346	Vineland Board of Ed.&A&P	6,046.96	1,969.38	280.80	8,016.34
502-347	Vineland Board of Ed.&A&P	1,265.98	69.81	0.00	1,335.80
502-350	Cumb Regional High Schl	12,104.40	2,875.92	1,050.40	14,980.32
502-352	Fairfield Public School	848.88	427.22	301.60	1,276.10
502-400	Pittsgrove Twp Bd of Ed	1,508.07	564.76	33.28	2,072.84
502-401	Pittsgrove Twp Bd of Ed	2,253.20	604.36	0.00	2,857.56
502-402	Pittsgrove Twp Bd of Ed	0.00	5,575.74	724.88	5,575.74
502-403	Pittsgrove Twp Bd of Ed	3,767.56	1,109.73	407.68	4,877.29
502-404	Pittsgrove Twp Bd of Ed	187.59	0.00	0.00	187.59
502-410	Elmer Elementary School	1,037.52	555.39	0.00	1,592.91
502-430	Penns Grove Bd of Ed	4,136.46	1,775.57	152.88	5,912.02
502-431	Penns Grove Bd of Ed	2,959.55	1,298.33	164.32	4,257.88
502-432	Penns Grove Bd of Ed	503.04	0.00	0.00	503.04
502-433	Penns Grove Bd of Ed	8,606.19	2,566.45	202.80	11,172.64
502-434	Penns Grove Bd of Ed	5,366.81	2,662.31	451.36	8,029.12

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

502-435	Penns Grove Bd of Ed	21236003808	94.32	110.45	114.40	204.77
502-448	Pennsville Board of Ed	21243007701	25,843.68	10,909.74	572.00	36,753.42
502-450	Valley Park School	21331004404	5,292.40	3,626.16	239.20	8,918.56
502-451	Central Park School	21242004006	2,054.08	1,198.30	197.60	3,252.38
502-452	Penn Beach School	21338001304	0.00	0.00	0.00	0.00
502-460	Salem City Board of Ed	21332201405	4,757.92	583.52	114.40	5,341.44
502-461	Salem City Board of Ed	21333001507	5,680.16	3,000.96	166.40	8,681.12
502-462	Manningtown Twp School	21336001900	2,832.74	737.74	0.00	3,570.48
502-470	Woodstown High School	21340264106	8,015.10	1,634.90	406.64	9,650.00
502-471	Mary Shoemaker School	21340302500	2,470.14	597.07	70.72	3,067.20
502-610	Magnolia Bd of Ed	20343000103	9,033.76	2,146.52	93.60	11,180.28
502-621	Sterling High School	20437002106	12,261.60	2,094.42	696.80	14,356.02
503-130	Cumb Crty Bnd of Voc Ed	31411002905	10,113.20	5,428.82	2,017.60	15,542.02
503-180	Commercial Twp Bnd of Ed	31620007216	1,250.40	445.12	2.10	1,695.52
503-182	Commercial Twp Senior Ctr	31718806800	191.73	80.08	29.37	271.81
503-183	Commercial Twp Baseball	31718465045	75.02	19.76	13.64	94.78
503-184	Commercial Township	31620135025	229.24	52.00	10.49	281.24
503-186	Commercial Twp Library	31620673306	76.07	15.60	3.15	91.67
503-188	Commercial Twp Garage	31620672704	154.22	20.80	0.00	175.02
505-052	Avalon Bnd of Education	40854974801	7,262.64	3,386.50	2,756.00	10,649.14
505-053	Avalon Bnd of Education	40854004302	156.15	135.46	142.48	291.61
505-288	Deerfield Twp Board of Ed	31411463800	2,666.11	1,193.09	58.24	3,859.20
505-530	Lawrence Township BOE	31316018915	1,110.88	270.92	114.40	1,381.80
770-379	Sterling High School	20134001518	6,308.96	1,521.32	218.40	7,830.28
770-421	Sterling High School	20437310202	356.32	10.42	10.40	366.74
			308,958.51	116,662.61	28,068.71	453,689.83
			30,895.85	11,666.26	2,806.87	45,368.98

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2014-2015 FUNDRAISERS

SCHOOL	GROUP	BEGIN	END	ACTIVITY	PURPOSE	DATE TO BOE
APSHS	TENNIS	6/17/2014	9/20/2014	DINING FOR DOLLARS	TEAM TO AID IN PURCHASE OF WARM-UPS & APPAREL	6/16/2014
APSHS	FOOTBALL	6/26/2014	8/13/2014	AD BOOK SALES	CAMP, MERCHANDISE, ACTIVITIES	6/16/2014
APSHS	B/G CROSS COUNTRY	7/22/2014	7/22/2014	RUN-A-THON PLEDGE PER MILE OR UP-FRONT PLEDGE	CROSS COUNTRY T-SHIRT AND END OF YEAR	7/21/2014
APSHS	FOOTBALL	8/6/2014	8/16/2014	DISCOUNT CARDS	MERCHANDISE & ACTIVITIES	6/16/2014
APSHS	B/G TENNIS, SOFTBALL	AUG. 2014	SEPT. 2014	SHS/PTMS ONLINE UNIFORM SALE	BENEFITS B/G TENNIS, SOFTBALL TEAMS	7/21/2014
APSHS	DANCE ACADEMY	8/12/2014	8/14/2014	SUMMER DANCE INTENSIVE (ADMISSION FEE)	BENEFITS DANCE ACADEMY	7/21/2014
APSHS	ATHLETIC TRAINING	8/14/2014	END OF FALL SPORTS SEASON	SELLING GATORADE PRODUCTS TO ATHLETES TO BENEFIT ATHLETIC TRAINING	BENEFITS ATHLETIC TRAINING; PURCHASE OF NEW EQUIPMENT	8/25/2014
APSHS	FOOTBALL	8/23/2014	8/23/2014	CONCESSION STAND	BENEFITS END OF YEAR BANQUET	8/25/2014
APSHS	GIRLS TENNIS	8/27/2014	8/27/2014	CLEAN COMMUNITIES-VOLUNTEERS WILL CLEAN SECTION OF ROAD IN PITTSGROVE TOWNSHIP	PURCHASE OF WARM-UPS AND OTHER APPAREL ITEMS	7/21/2014
APSHS	CHEER	9/1/2014	11/30/2014	T-SHIRTS & SPIRIT ITEMS SALE	NEW EQUIPMENT/UNIFORMS	7/21/2014
APSHS	GIRLS SOCCER	9/1/2014	9/29/2014	KIDSTUFF COUPON BOOK SALES	GIRLS SOCCER TEAM APPAREL	7/21/2014
APSHS	STUDENT COUNCIL	9/4/2014	6/17/2015	SCHOOL STORE	BENEFIT STUDENT COUNCIL ACTIVITIES AND EVENTS	7/21/2014
APSHS	STUDENT COUNCIL	9/5/2014	9/19/2014	SPIRIT WEEK T-SHIRT SALES	BENEFIT STUDENT COUNCIL ACTIVITIES AND EVENTS	7/21/2014
APSHS	FOOTBALL	9/5/2014	9/5/2014	CONCESSION STAND	BENEFITS END OF YEAR BANQUET	8/25/2014
APSHS	GIRLS TENNIS	9/8/2014	9/12/2014	AUNTIE ANNE'S PRETZEL PERKS	PURCHASE OF WARM-UPS AND OTHER APPAREL ITEMS	7/21/2014
APSHS	BAND	9/12/2014	11/26/2014	CONCESSION SALES AT ALL HOME FOOTBALL GAMES	BAND TRIP AND T-SHIRTS	7/21/2014
APSHS	FOOTBALL	9/12/2014	11/26/2014	50/50 SALE	FOOTBALL END OF YEAR BANQUET; FOOTBALL MERCHANDISE SCHOOL BLDG GROUNDS; TO BENEFIT STUDENT EVENTS & ACTIVITIES	8/25/2014
APSHS	BEAUTIFICATION	SEPT. 2014	6/1/2015	SHOPAROO - RECEIPTS/SNAPSHOT OF RECEIPTS	BENEFITS BOYS/GIRLS TENNIS TEAMS	8/25/2014
APSHS	BAND	OCT. 2014		HOMECOMING DANCE-TICKETS, PICTURES	BENEFITS BOYS/GIRLS TENNIS TEAMS	8/25/2014
APSHS	TRACK BOOSTERS	OCT. 2014		CROSS COUNTRY & TRACK WILDCAT MEETS	BENEFITS BOYS/GIRLS TENNIS TEAMS	8/25/2014
APSHS	BOYS/GIRLS TENNIS	10/25/2014	10/25/2014	CLEAN COMMUNITIES-VOLUNTEERS WILL CLEAN SECTION OF ROAD IN PITTSGROVE TOWNSHIP	BENEFITS BOYS/GIRLS TENNIS TEAMS	8/25/2014
APSHS	B/G TRACK	11/1/2014	12/31/2014	SAVE AROUND COUPON BOOK	GIRLS/BOYS TRACK TEAM GEAR, EQUIPMENT, ETC.	7/21/2014
APSHS	SWIM	11/15/2014	11/15/2014	ROAD CLEAN-UP	BENEFIT SWIM TEAM	7/21/2014
APSHS	MEDIA CENTER	11/19/2014	11/20/2014	BOOK FAIR	BENEFITS MEDIA CENTER PROGRAMS AND PROMOTIONS	8/25/2014
APSHS	B/G WINTER TRACK	11/20/2014	3/1/2015	WAWA SHORTIE COUPONS	WINTER TRACK T-SHIRTS; B/G TRACK BOOSTERS	7/21/2014
APSHS	FOOTBALL	11/24/2014	11/24/2014	POWDER PUFF GAME-GENERAL TICKETS & PARTICIPANT TICKETS	FOOTBALL MERCHANDISE, ACTIVITIES, FOOD	7/21/2014
APSHS	DANCE TEAM	DEC. 2014	FEB. 2015	T-SHIRTS & SPIRIT ITEMS SALE	NEW UNIFORMS & POMS	7/21/2014
APSHS	BOYS BASKETBALL	12/1/2014	3/30/2015	SELL CONCESSION FOR BOYS BASKETBALL HOME GAMES	T-SHIRTS AND OTHER APPAREL	7/21/2014
APSHS	BOYS BASKETBALL	12/20/2014	12/21/2014	SELL CONCESSIONS AT 3RD ANNUAL JIMMY V FIGHT CANCER TOURNAMENT	BENEFIT BOYS BASKETBALL TEAM & RAISE MONEY FOR JIMMY V CANCER RESEARCH	7/21/2014
APSHS	GIRLS TRACK	3/1/2015	6/1/2015	SELL CONCESSIONS DURING TRACK MEETS-HS, MS, WILDCAT MEET	TEAM T-SHIRTS, END OF YEAR GIFT, SPECIAL EQUIPMENT, ETC.	7/21/2014
APSHS	MEDIA CENTER	3/18/2015	3/19/2015	BOOK FAIR	BENEFITS MEDIA CENTER PROGRAMS AND PROMOTIONS	8/25/2014
APSHS	BAND	3/20/2015	3/20/2015	JAZZ FESTIVAL-SELL TICKETS, CONCESSIONS, CANDY GRAMS	BAND TRIP AND T-SHIRTS	7/21/2014
APSHS	GIRLS TRACK	03/21/2015 OR 3/28/2015	03/21/2015 OR 3/28/2015	BREAKFAST AT APPLEBEE'S "PLAPJACK" BREAKFAST TICKETS	GIRLS TRACK BOOSTERS-TEAM T-SHIRTS; END OF YEAR GIFTS	7/21/2014
APSHS	TRACK BOOSTERS	MAY, 2014		CROSS COUNTRY & TRACK WILDCAT MEETS	SCHOLARSHIPS, TEAM SHIRTS, EQUIPMENT, ETC.	7/21/2014

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

SCHOOL	GROUP	BEGIN	END	ACTIVITY	PURPOSE	DATE TO BOE
PTMS	7TH GRADE	9/4/2014	10/31/2014	GREAT AMERICAN MAGAZINES	HELP WITH COST OF 7TH GR CLASS TRIP	6/16/2014
PTMS	6TH GRADE	9/15/2014	10/3/2014	BAG SALE (REUSABLE BAGS)	HELP WITH COST OF 6TH GR BALTIMORE TRIP	6/16/2014
PTMS	PTSO	9/15/2014	9/30/2014	COUPON BOOK SALE	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	9/16/2014	9/16/2014	BACK-2-SCHOOL NITE BAKE SALE	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	9/22/2014	9/22/2014	SKATING PARTY	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	7TH GRADE	10/1/2014	11/28/2014	WAWA HOAGIE COUPON SALE	HELP WITH COST OF 7TH GR CLASS TRIP	6/16/2014
PTMS	6TH GRADE	10/3/2014	6/17/2015	1/2 DAY SNACKS (ALL 1/2 DAYS THROUGHOUT YEAR)	HELP WITH COST OF 6TH GR BALTIMORE TRIP	6/16/2014
PTMS	7TH GRADE	10/3/2014	6/17/2015	1/2 DAY SNACKS (ALL 1/2 DAYS THROUGHOUT YEAR)	HELP WITH COST OF 7TH GR CLASS TRIP	6/16/2014
			RAIN DATE			
PTMS	7TH GRADE	10/4/2014	10/18/14	CAR WASH	HELP WITH COST OF 7TH GR CLASS TRIP	6/16/2014
PTMS	8TH GRADE	10/9/2014	11/4/2014	JOE CORBI'S PIZZA	HELP WITH COST OF 8TH GR DC TRIP & GRADUATION	6/16/2014
PTMS	PTSO	10/10/2014	10/17/2014	SCHOLASTIC BOOK FAIR	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	10/23/2014	10/23/2014	HALLOWEEN BASH	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	11/17/2014	11/17/2014	SKATING PARTY	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	6TH GRADE	12/5/2014	12/5/2014	DANCE (GR 6-8)	HELP WITH COST OF 6TH GR BALTIMORE TRIP	6/16/2014
PTMS	PTSO	12/8/2014	12/12/2014	COINS FOR THE HEART	BENEFIT LOCAL FAMILIES IN NEED	7/21/2014
PTMS	PTSO	1/26/2015	1/26/2015	SKATING PARTY	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	7TH GRADE	2/6/2015	2/6/2015	VALENTINE DANCE (GR 6-8)	HELP WITH COST OF 7TH GR CLASS TRIP	6/16/2014
PTMS	PTSO	2/23/2015	2/23/2015	SKATING PARTY	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	3/20/2015	3/20/2015	CARNIVAL/DANCE	BENEFIT CYSTIC FIBROSIS	7/21/2014
PTMS	PTSO	4/2/2015	4/10/2015	SCHOLASTIC BOOK FAIR	BENEFIT PTMS STUDENTS	7/21/2014
PTMS	PTSO	4/13/2015	4/13/2015	SKATING PARTY	BENEFIT PTMS STUDENTS	7/21/2014
		TBD	TBD			
OLIVET	PTO	OCTOBER/APRIL	OCTOBER/APRIL	BOOK FAIR	BENEFIT CLASS TRIPS, ASSEMBLIES	8/25/2014
OLIVET	PTO	SEPT. 2014	MID OCT. 2014	SPIRIT WEAR	BENEFIT CLASS TRIPS, ASSEMBLIES	8/25/2014
OLIVET	PTO	SEPT. 2014	OCT. 2014	CHERRYDALE	BENEFIT CLASS TRIPS, ASSEMBLIES	8/25/2014
		TBD	TBD			
ELMER	PTO	NOVEMBER/MAY	NOVEMBER/MAY	BOOK FAIR	BENEFIT CLASS TRIPS, ASSEMBLIES	8/25/2014
NORMA	PTO	TBD DEC/MAY	TBD DEC/MAY	BOOK FAIR	BENEFIT CLASS TRIPS, ASSEMBLIES	8/25/2014

2014-2015 FundRaisers

8/20/2014

2014-2015 FIELD TRIPS

SCHOOL	TRIP DATE	GROUP	DESTINATION & EVENT	STAFF MEMBER	TRANSP.	STUDENT	COST TO BOE	BOE
APSHS	8/18/14-8/22/14	SAC	LINDSAY MEYER TEEN INSTITUTE-CAMP MASON, HARDWICK, NJ	D. LOGANDRO	1 BUS	3	APPROX \$1,117.00	7/21/2014
APSHS	8/25/14-8/29/14	FOOTBALL	CAMP KWEDEEC, 157 GAME FARM ROAD, SCHWENKSVILLE, PA 19473	S. BROWN	CHARTER BUS	APPROX 50	N/A	7/21/2014
APSHS	8/27/14	CROSS COUNTRY	BELMONT PLATEAU, PHILADELPHIA/GCC, SEWELL, NJ	S. PIERANGELI	1 BUS	25	N/A	8/25/2014
APSHS	9/2/14	CROSS COUNTRY	BELMONT PLATEAU, PHILADELPHIA/GCC, SEWELL, NJ	S. PIERANGELI	1 BUS	25	N/A	8/25/2014
APSHS	9/9/14	CROSS COUNTRY	BELMONT PLATEAU, PHILADELPHIA/GCC, SEWELL, NJ	S. PIERANGELI	1 BUS	25	N/A	8/25/2014
APSHS	9/8/14	ATHLETICS 9-12	MASSO'S, GLASSBORO FOR WORKSHOP ON SPORTSMANSHIP	M. CLARKE	1 BUS	8	N/A	8/25/2014
APSHS	9/12/2014	BAND	DEPTFORD HIGH SCHOOL	S. PIECZARA	2 BUS & 1 EQUIP	50	N/A	7/21/2014
APSHS	9/13/14	CROSS COUNTRY	BELMONT PLATEAU, PHILADELPHIA/GCC, SEWELL, NJ	S. PIERANGELI	1 BUS	25	N/A	8/25/2014
APSHS	9/18/2014	SPECIAL ED/CBI	ELMER IGA	L. CLEMENT	1 BUS	11	APPROX. \$81.00 (PER 2013 TRIP)	7/21/2014
APSHS	9/19/2014	BAND	PENNSVILLE HIGH SCHOOL	S. PIECZARA	2 BUS & 1 EQUIP	50	N/A	7/21/2014
APSHS	9/20/14 OR 10/20/14	ATHLETICS - FOOTBALL	CROWNE PLAZA HOTEL - CAPTAIN'S AWARDS	M. CLARKE	1 BUS	12	N/A	8/25/2014
APSHS	10/15/2014	STUDENTS	CULTURAL EXCHANGE PROGRAM TRIP TO HISTORICAL SIGHTS IN PHILA. TAKE EXCHANGE STUDENTS TO NYC; VISIT WORLD TRADE CENTER, DRUP EXCHANGE GROUP AT HOTEL	E. KIRSCHNER	1 BUS	50	FUNDED	8/25/2014
APSHS	10/20/2014	STUDENTS	GERMAN EXCHANGE	E. KIRSCHNER	CHARTERED	50	N/A	8/25/2014
APSHS	TBD (DEC. 2014)	BAND	CUMBERLAND MALL-PERFORMANCE	S. PIECZARA	1 BUS	25	N/A	7/21/2014
APSHS	TBD (DEC. 2014)	BAND	EAGLEVIEW NURSING HOME/SENIOR CARE OF BRIDGETON	S. PIECZARA	1 BUS	25	N/A	7/21/2014
APSHS	TBD (JAN. 2015-FEB. 2015)	BASKETBALL	SJ ALL STAR BASKETBALL BANQUET TO RECOGNIZE BASKETBALL PLAYERS	E. CASSIDY/S. KONYAK	1 BUS	6	N/A	8/25/2014
APSHS	3/9/2015	ATHLETICS 9-12	MASSO'S, GLASSBORO FOR WORKSHOP ON SPORTSMANSHIP	M. CLARKE	1 BUS	10	N/A	8/25/2014
APSHS	5/25/2015	BAND	SALEM ST./CEMETARY-ELMER, NJ; ELMER MEMORIAL DAY PARADE	S. PIECZARA	1 BUS & 1 EQUIP	50	N/A	7/21/2014
PTMS	5/20/15	8TH GRADE	WASHINGTON, DC	8TH GRADE TEACHERS	CHARTER BUS	APPROX 150	N/A	6/16/2014
PTMS	6/12/15	6TH GRADE	BALTIMORE, MD - AQUARIUM & HARBOR	6TH GRADE TEACHERS	CHARTER BUS	APPROX 125	N/A	6/16/2014
OLIVET	APRIL	GRADE 4	TRENTON/BARRACKS	BOTTINO	BUS	125 PTO	N/A	8/25/2014
OLIVET	MAY	MATH SHOWCASE	SALEM COMMUNITY COLLEGE	HALL/DUNLAP WITH PTMS	BUS	10 \$225.00	N/A	8/25/2014
OLIVET	MAY/JUNE	GRADE 5	PTMS-ORIENTATION	PECES	BUS	125 \$145.00	N/A	8/25/2014
OLIVET	MAY/JUNE	GRADE 3	SCHALCOX HIGH SCHOOL	HALL/RAGAN	BUS	100 \$75.00	N/A	8/25/2014
OLIVET	JUNE	GRADE 5	FRANKLIN INSTITUTE, PHILA	LASPATA	BUS	130 PTO	N/A	8/25/2014
OLIVET	JUNE	SAFETY PATROL	INDEPENDENCE HALL, PHILADELPHIA	PECES	BUS	125 PTO	N/A	8/25/2014
OLIVET	JUNE	GRADE 5	CAMDEN RIVERSHARKS	KRAWTEC	BUS	40 \$350.00	N/A	8/25/2014
OLIVET	JUNE	ASD CLASS	PARVIN STATE PARK	PECES-ALL	BUS	125 \$450.00	N/A	8/25/2014
OLIVET	JUNE	STUDENT COUNCIL	PARVIN STATE PARK	MATHEWS	BUS	4 \$110.00	N/A	8/25/2014
OLIVET	JUNE	SACC	CAPE MAY SHORE POINTS	HALL/MONTI	BUS	16 \$350.00	N/A	8/25/2014
OLIVET	JUNE	SACC	REGAL CINEMA, CUMBERLAND MALL	EDMONDS	BUS	50 SACC	N/A	8/25/2014
OLIVET	JUNE	SACC	BRIDGETON ZOO/RITA'S WATER ICE	EDMONDS	BUS	50 SACC	N/A	8/25/2014
ELMER	APRIL	GRADE 2	CAMDEN AQUARIUM	MONTI	BUS	125 PTO	N/A	8/25/2014
ELMER	MAY	GRADE 1	CAPE MAY ZOO	LAFOND	BUS	115 PTO	N/A	8/25/2014
ELMER	MAY	GRADE 2	OLIVET SCHOOL-ORIENTATION	MONTI	BUS	125 \$275.00	N/A	8/25/2014
NORMA	APRIL	PSD	STORYBOOK LAND	HOLTEN	BUS	12 PTO/CST	N/A	8/25/2014
NORMA	MAY	PIV/ELLI	GARDEN STATE DISCOVERY	MUNAF0	BUS	40 PTO	N/A	8/25/2014
NORMA	MAY	KINDERGARTEN	STORYBOOK LAND	CARROZZA	BUS	100 PTO	N/A	8/25/2014
NORMA	MAY	KINDERGARTEN	ELMER SCHOOL-ORIENTATION	CARROZZA	BUS	100 \$260.00	N/A	8/25/2014

IO = Invitation Only; \$ = Additional Fee

**Friday, September 19, 2014**

- 7:00 a.m. - 6:00 p.m. Registration Open
- 8:00 a.m. - 5:00 p.m. Workshops and Seminars
- 9:00 a.m. - 4:00 p.m. Certification Commission Meeting and Lunch (IO)
- 9:00 a.m. - 4:45 p.m. Winter Park Cultural Tour (\$) (IO)
- 1:00 p.m. - 2:00 p.m. Orientation Workshop - Great for Newcomers!
- 2:30 p.m. - 4:00 p.m. ASBO Choir Rehearsal
- 6:00 p.m. - 7:30 p.m. Welcome Mixer

**Saturday, September 20, 2014**

- 7:00 a.m. - 4:00 p.m. Registration Open
- 7:15 a.m. - 8:15 a.m. SFOF Recipient Breakfast (IO)
- 7:30 a.m. - 8:30 a.m. ASBO Choir Rehearsal
- 8:30 a.m. - 10:45 a.m. First General Session - Dan Thurmon
- 11:00 a.m. - 1:30 p.m. Affiliate Executive Directors Meeting and Luncheon (IO)
- 11:00 a.m. - 12:00 p.m. Discussion Groups
- 11:00 a.m. - 12:00 p.m. Guest Program: Book Club - *Unbroken* by Laura Hillenbrand
- 12:00 p.m. - 1:30 p.m. MBA Advisory Committee and Reviewers Meeting and Luncheon (IO)
- 12:15 p.m. - 1:30 p.m. Committees Meeting and Luncheon (IO)
- 12:30 p.m. - 2:30 p.m. Deep Dig Sessions
- 1:15 p.m. - 2:15 p.m. Discussion Groups
- 2:30 p.m. - 5:30 p.m. Exhibit Hall Opening Reception
- Time TBD Joint Affiliate Reception

**Sunday, September 21, 2014**

- 7:00 a.m. - 4:00 p.m. Registration Open
- 8:30 a.m. - 9:45 a.m. Clinic Tables (New Hours!)
- 8:45 a.m. - 9:45 a.m. Open Bylaws Meeting
- 10:00 a.m. - 11:30 a.m. Second General Session - Dr. JP Pawlity-Fry
- 11:00 a.m. - 12:30 p.m. Guest Program: Stress Less - A Wellness Program
- 11:30 a.m. - 2:15 p.m. Exhibit Hall Open (New Hours!)
- 11:30 a.m. - 1:00 p.m. COE Advisory Committee and Reviewers Meeting and Luncheon (IO)
- 12:30 p.m. - 1:00 p.m. Lunch in the Exhibit Hall
- 1:15 p.m. - 2:00 p.m. COE Award Recipients Reception (IO)
- 2:15 p.m. - 3:00 p.m. MBA Recipients Reception (IO)
- 2:15 p.m. - 3:15 p.m. Eagle Award Recipients Reception (IO)
- 2:15 p.m. - 3:30 p.m. Gold Mine Sessions
- 2:30 p.m. - 3:30 p.m. Discussion Groups
- 2:30 p.m. - 4:30 p.m. Deep Dig Sessions
- 3:45 p.m. - 4:45 p.m. Discussion Groups
- 8:00 p.m. - 10:00 p.m. Illinois ASBO Reception

**Monday, September 22, 2014**

- 7:00 a.m. - 10:00 a.m. Registration Open
- 8:00 a.m. - 9:00 a.m. Discussion Groups
- 8:15 a.m. - 10:15 a.m. Deep Dig Sessions
- 9:15 a.m. - 10:15 a.m. Discussion Groups
- 10:30 a.m. - 11:30 a.m. Discussion Groups
- 10:30 a.m. - 12:30 p.m. Deep Dig Sessions

**2 2014 Annual Meeting & Expo**

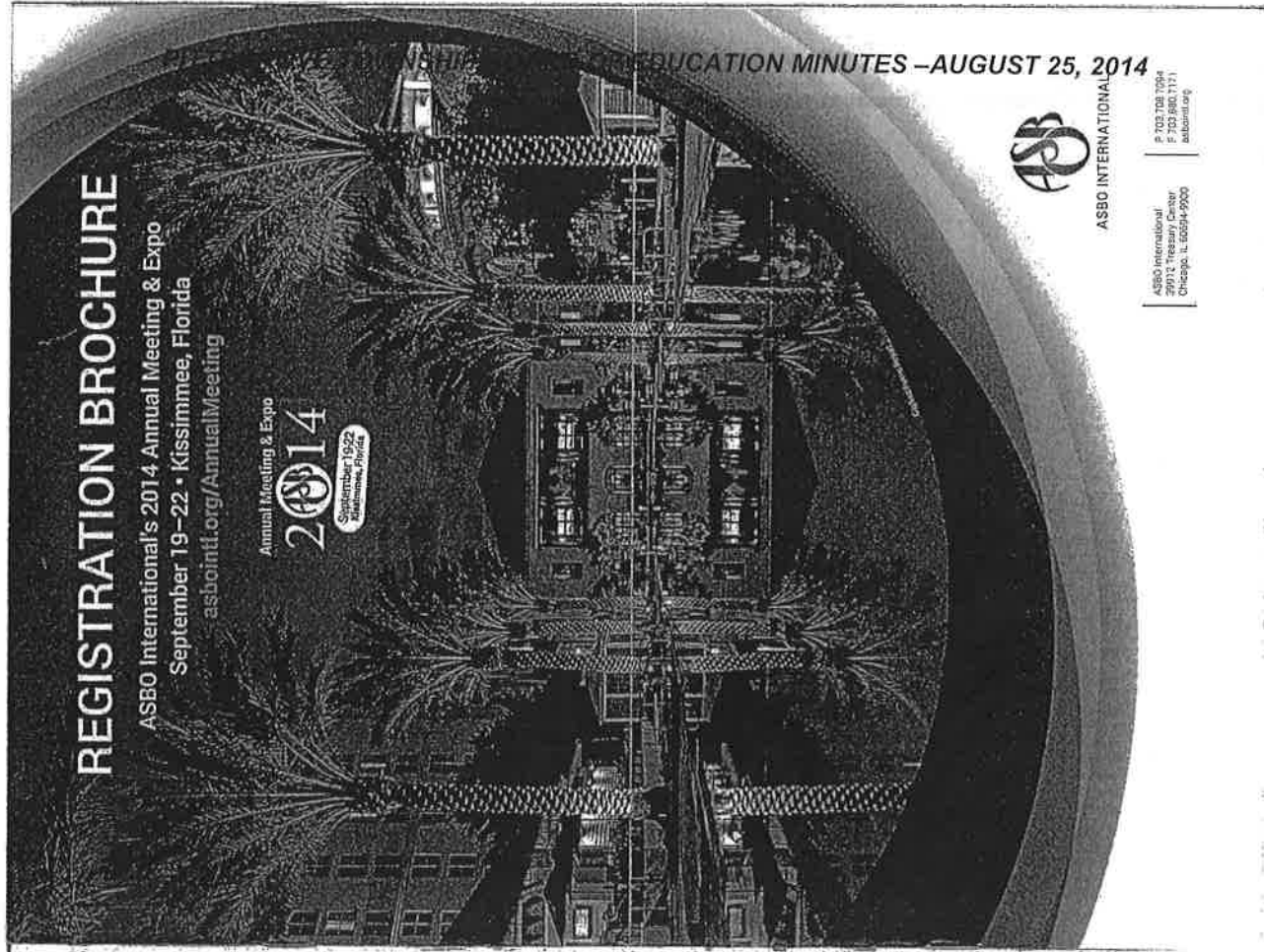
**REGISTRATION BROCHURE**

ASBO International's 2014 Annual Meeting & Expo  
September 19-22 • Kissimmee, Florida  
[asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting)



ASBO INTERNATIONAL

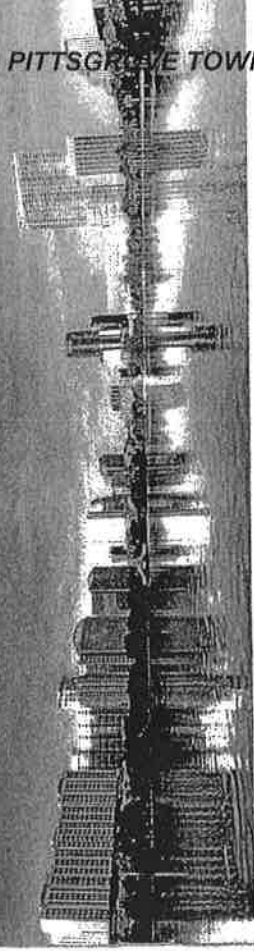
ASBO International  
29912 Treasury Center  
Chicago, IL 60694-9900  
P 703.709.7900  
F 703.680.1171  
[asbointl.org](http://asbointl.org)





# 2014 ANNUAL MEETING & EXPO

Annual Meeting & Expo  
**2014**  
 September 18-22  
 Kissimmee, Florida



## Transportation

Orlando International Airport is approximately 20 miles from the Gaylord Palms Resort & Convention Center.

**Airport Shuttle:** ASBO has partnered with Meats Motor Shuttle to offer a discounted roundtrip transfer rate of \$32. One-way transfers are available for \$22. To book your transfer at the special ASBO rate, visit [asbointl.org/HousingandTransportation](http://asbointl.org/HousingandTransportation).

**Taxi:** Taxi service is readily available and costs approximately \$50 each way.

**Parking:** Discounted parking rates of \$12/day + tax (self-parking) and \$20/day + tax (valet) are available for Annual Meeting & Expo attendees.

## Optional Activities

**Winter Park Cultural Tour**  
 Friday, September 19, 2014  
 9:00 a.m. - 4:45 p.m.

Downtown Winter Park's charm is magnified in its details: hidden gardens and quaint side streets. You will start off the day by enjoying leisure time at The Charles Hosmer Morse Museum of American Art. Then, you will enjoy lunch at Chez Vincent, known as one of "the\*" places to dine in the Winter Park and Orlando area. Finally, you will enjoy a scenic boat tour as you cruise through three of the city's lakes that border the areas most prestigious homes.

For detailed descriptions, pricing, and registration details, visit [asbointl.org/ThingsToDo](http://asbointl.org/ThingsToDo).

## Orlando Theme Park Tickets

ASBO has partnered with Hello! Florida to offer Annual Meeting & Expo attendees discounted theme park tickets. To purchase tickets, visit [asbointl.org/ThingsToDo](http://asbointl.org/ThingsToDo).

## Transportation to Disney Parks

The Gaylord Palms offers complimentary round-trip transportation to all four Disney theme parks. Buses will pick up guests at the Transportation Lobby of the hotel. Please check with the front desk for the shuttle schedule.



## Hotel Accommodations

**Gaylord Palms Resort & Convention Center**  
 6000 W. Osceola Parkway  
 Kissimmee, FL 34746

### BOOK BY AUGUST 26!

A limited number of guest rooms have been reserved at the host hotel at a discounted rate of \$219. Book as soon as possible—the discount is available only through August 26. Reserve online by visiting [asbointl.org/HousingandTransportation](http://asbointl.org/HousingandTransportation) or by phone by calling 877.382.7299. You must mention ASBO International 2014 Annual Meeting & Expo when making your reservation. After Tuesday, August 26, or once the block has been filled (whichever happens first), reservations will be accepted on a space-available basis and at the prevailing rate.

### Cancellation Policy

To ensure that all annual meeting registrants have access to the room block and to protect the association from fees due to last-minute cancellations, ASBO will be implementing the following cancellation fee structure for the 2014 Annual Meeting & Expo.

- Cancellations 90 days prior to arrival (June 18, 2014) will incur no penalty.
- Cancellations 89 days - 30 days prior to arrival (6:00 p.m., June 19, 2014 - 6:00 p.m., August 17, 2014) will incur a \$75 cancellation fee.
- If you cancel after 6:00 p.m., August 17, 2014, the forfeiture amount will be equal to one night's room rate (\$219) plus applicable taxes.

## Presenting the 2014 General Session Speakers



**Dan Thurmon**  
 Author, Speaker,  
 Peak Performance Coach

Author and renowned speaker Dan Thurmon is an expert in delivering performances that go beyond motivation. Teaching important skills and concepts in a highly engaging and entertaining style, Dan will show you how to embrace uncertainty and initiate positive changes, leading to growth for your district.

*Proudly sponsored by Security Benefit*



**Dr. JP Pawliw-Fry**  
 Author, Performance Coach,  
 Leadership Expert

Dr. JP Pawliw-Fry is an author, performance coach, and guru on leadership, performance, and change management. Melding innovative research with powerful inspiration, JP will help you access your full potential to drive meaningful results within your district.

## LEARN FROM LEADING EXPERTS

The Annual Meeting & Expo brings you top industry experts and frontline practitioners in school business and management who have overcome challenges and are leading their districts forward. Use their first-hand insights to create an action plan for improving your professional goals—and your district.

There's something for everyone at the annual meeting. Attend educational sessions featuring topics in finance, accounting, human resources, facility management, technology, leadership, and more. Network with colleagues from around the world and engage in compelling peer-to-peer discussions. Find the latest products and services or discover the newest cutting-edge technology in the Exhibit Hall. Whatever lessons you take back, you, your district, and your students will benefit from your experience.

## CONNECT IN KISSIMMEE

A marvelous setting for the 2014 Annual Meeting & Expo, Kissimmee is rich in history, fun attractions, and beautiful scenery. Extend your networking opportunities by meeting up with colleagues to tour Old Town Kissimmee, explore nearby amusement parks, or relax at Lake Kissimmee and take in the local landscape and wildlife.



PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

WORKSHOPS & SEMINARS

SEMINARS

Brought to you at no charge with the support of ASBO International

Friday, September 19, 2014

- 14. Refresher for SFO Certification Exam 8:00 a.m. - 5:00 p.m.
- 15. Continuing Professional Education (CPE) 9:00 a.m. - 12:00 p.m.
- 16. Create an Award-Winning Budget 1:00 p.m. - 5:00 p.m.

REGISTRATION FEES

REGISTRATION TYPE	EARLY BIRD PAYMENT	REGULAR PAYMENT
Individual membership	\$394	\$94
School district membership	\$878	\$80
Corporate	\$1,275	\$175
Non-member (School Business Official)	\$520	\$1,020
Guest	\$100	\$100

WORKSHOPS

Brought to you at no charge with the support of American Fidelity Assurance Company. Please check the workshop(s) you would like to attend. For more information on workshops, including full titles, refer to page 5 of this brochure

- 4. Technology in School Transportation 10:15 a.m. - 12:15 p.m.
- 5. Effective School Security 8:00 a.m. - 10:00 a.m.
- 6. Leading a Successful Bond Campaign 1:00 p.m. - 3:00 p.m.
- 7. Educational Funding Formulas from States Across the United States 8:00 a.m. - 10:00 a.m.
- 8. Creating an Insanely Positive Workplace Culture 1:00 p.m. - 3:00 p.m.
- 9. Technology, the Law, and Schools: Emerging Issues 8:00 a.m. - 12:00 p.m.
- 10. Managing the Administrative Obligations from Healthcare Reform, Including the Employer Mandate 10:15 a.m. - 12:15 p.m.
- 11. School Tour: Zellwood Elementary School and Valencia College 8:00 a.m. - 12:00 p.m.
- 12. Protecting Student Data Privacy: What the School Business Official Needs to Know 1:00 p.m. - 5:00 p.m.
- 13. Strengthening Internal Controls, Improving Efficiency, and Reducing Fraud Risk of Student Activity Funds 8:00 a.m. - 12:00 p.m.

TOTAL FEES AND METHOD OF PAYMENT

(U.S. dollars only)

Registration Fee	\$	
Guest Registration	\$100 x	
TOTAL AMOUNT DUE \$		
<input type="checkbox"/> Check Enclosed <input type="checkbox"/> Purchase Order # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Name on Card:		Exp. Date:
Account Number:		

Signature: \_\_\_\_\_  
 \* PURCHASE ORDER: Receipt of a purchase order does not constitute payment of dues or payment for Early Bird discount. If a payment is not received by the Early Bird deadline, the registrant will be assessed the regular registration fee. All fees must be prepaid prior to attending the meeting.

REGISTRANT INFORMATION

(Please type or print)

Member D/K:  Is this your first ASBO Annual Meeting?  Yes  No

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

District/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Check all that apply:  PH.D.  Ed.D.  CPA  SFO  Other.

Check if this is a change in your address or other contact information.

Check if you are a Speaker.

Check if you are a member of an ASBO Professional Committee.

GUESTS

(Only for those who are accompanying registrants, are not Speakers, and are not eligible for membership with ASBO International.)  
 Please include the guest name for badge purposes.

Name for Badge: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

**SEMINARS**  
 Brought to you at no charge with the support of ASBO International

**Full-Day Seminar**  
 8:00 a.m. - 5:00 p.m.  
 Seminar 14: Skills Refresher for ASBO's SFO Certification Exam

**Four-Hour Seminars**  
 8:00 a.m. - 12:00 p.m.  
 Seminar 15: How to Prepare a Comprehensive Annual Financial Report

**1:00 p.m. - 5:00 p.m.**  
 Seminar 16: How to Create an Award-Winning Budget

**WORKSHOPS**  
 Brought to you at no charge with the support of American Fidelity Assurance Company

**Two-Hour Workshops**  
 8:00 a.m. - 10:00 a.m.  
 Workshop 1: Bullying, the Law, and Safe Schools  
 Workshop 2: Budget Prioritization  
 Workshop 3: Education...Economics...Environment: The Sustainable Triple Bottom Line

**10:15 a.m. - 12:15 p.m.**  
 Workshop 4: Technology Integration in School Transportation  
 Workshop 5: Effective School Security  
 Workshop 6: Leading a Successful Bond Campaign

**1:00 p.m. - 3:00 p.m.**  
 Workshop 7: Educational Funding Formulas from States Across the United States  
 Workshop 8: Creating an Insanely Positive Workplace Culture  
 Workshop 9: Technology, the Law, and Schools: Emerging Issues

**Four-Hour Workshops**  
 8:00 a.m. - 12:00 p.m.  
 Workshop 10: Managing the Administrative Obligations from Healthcare Reform, Including the Employer Mandate  
 Workshop 11: School Tour: Zellwood Elementary School and Valencia College  
 Workshop 12: Protecting Student Data Privacy: What the School Business Official Needs to Know

**1:00 p.m. - 5:00 p.m.**  
 Workshop 13: Strengthening Internal Controls, Improving Efficiency, and Reducing Fraud Risk of Student Activity Funds

**CPE, CEU Credits and Contact Hours**

**Continuing Professional Education (CPE)** Earn up to 17 CPE credits Friday through Monday by attending Workshops, Seminars, Discussion Groups, and Deep Digs designated as offering CPEs. The delivery method for all sessions is Group-Live and the program level is Basic. Visit [asbointl.org/WorkshopsAndSeminars](http://asbointl.org/WorkshopsAndSeminars) for descriptions and to find out which Friday sessions offer CEU and CPE credit.

ASBO International is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org)

ASBO International has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). As an IACET Authorized Provider, ASBO International offers CEUs for its programs that qualify under the ANSI/IACET Standard.

**Recertification Contact Hours**  
 Attending professional development sessions is an excellent way to earn the contact hours you need for recertification. Use the SFO Contact Hour Record in your registration packet to document your attendance. Remember to have the presenter or ASBO staff initial next to the session you attended.



[asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting)

# Megan Yacovelli - Special Ed Teacher Gr. 6-8 - HQT Language Arts

## PERSONAL INFORMATION

### General Information

How did you learn about this position?  
Newspaper Ad

### Contact Information

First Name: Megan  
Last Name: Yacovelli  
Email: yacovellm@yahoo.com  
Middle Name: Barbara  
Other Name: No  
Have you worked here before?: No  
Primary Phone: 856-498-2484

Social Security Number

Alternate Phone

### Present Address

Street: 3018 Candlewood Drive  
State: New Jersey  
City: Vineland  
Zip Code/Postal Code: 08361

### Permanent Address

(If different from Present Address)

Street  
State  
City  
Zip Code/Postal Code

Telephone

### Work Authorization

Are you legally able to work in the U.S.? Yes

### Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select "Decline to Identify."

Gender: Female  
Ethnicity: Asian  
Not Hispanic/Latino: No  
American Indian or Alaska Native: No  
Native Hawaiian or Other Pacific Islander: Yes  
White: Yes

## BACKGROUND INFORMATION

### Background

September 19-22 • Kissimmee, Florida



## REGISTRANT INFORMATION

(Please type or print)

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Please type or print the name of the person to contact in case of emergency.

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## SPECIAL NEEDS

If you or a guest has a special need such as access to events, dietary restrictions, or other concerns that may require special services, please contact Theresa Souware at tsouware@asbointl.org.

## PHOTOGRAPH RELEASE

By submitting this registration form, I hereby grant ASBO International permission to use my image for publication and marketing purposes.

## CANCELLATION & NO-SHOW POLICY

All cancellations will incur a \$100 fee and must be submitted by August 22, 2014. NO REFUNDS GIVEN AFTER FRIDAY, August 22, 2014. There will be no refunds given for no-shows.

## PRE-REGISTRATION

Pre-registration closes on August 22, 2014. After this date you will have to register on-site.

## QUESTIONS

For questions regarding registration, please call ASBO toll free at 866.662.2725 x7094. For more information about the 2014 Annual Meeting & Expo, visit [asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting).

## 3 EASY WAYS TO REGISTER

1. ONLINE with credit card at [asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting)
2. FAX\* both pages (6 and 7) to ASBO International at 703.880.7171
3. MAIL\* to:  
ASBO International  
Annual Meeting Registration  
39912 Treasury Center  
Chicago, IL 60694-9900

\*Please allow 3 business days for processing

THIS IS A 2-PAGE REGISTRATION FORM. PLEASE SEND BOTH PAGES WITH YOUR NAME ON EACH ONE.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district? **No**

If yes, please explain

Due to budget constraints, my position with Vineland Public Schools was not renewed (Reduction in Force). **No**

Have you ever had a professional license revoked or suspended? **No**

If yes, please explain

**EDUCATION**

Secondary/High School Information

School Attended Vineland High School City/State Vineland, NJ  
# Years 4

Activities/Honors

Cum Laude Graduate, Key Club Vice President (Charity/Volunteer club, Italian Club secretary, and Homeroom representative)

Undergraduate Institution #1

Type of School College/University Name of School Other: Rowan University  
City Glassboro State New Jersey

Attended From 09/2004 12/2008

Graduation Date (mm/yyyy) 12/2008

Subject Bachelor of Arts

GPA 3.65

Other: Elementary Education / Writing Arts 149

Undergraduate Institution #2

Name of School Community College

Other: Cumberland County College

New Jersey

State New Jersey

Attended To 08/2008

Degree Less than 2 years college

GPA 3.6

Other: Education 41

Undergraduate Institution #3

Name of School Community College

Other: Camden County College

New Jersey

State New Jersey

Attended To 06/2010

Degree Less than 2 years college

GPA 4.0

Other: Continuing Education 7

Graduate Institution #1

City/State

To (mm/yyyy)

GPA

Degree

Graduate Institution #2

City/State

To (mm/yyyy)

GPA

*Details*

**REFERENCES**

**Dawn Bell**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Colleague  
Vineland  
08360  
609-206-3066  
present

Semester Hours  
Credit

Degree Subject

**Graduate Institution #3**

Name of School  
From (mm/yyyy)  
Graduation Date  
(mm/yyyy)  
Semester Hours  
Credit  
Degree Subject

City/State  
To (mm/yyyy)  
GPA  
Degree

**Junita Davis**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Supervisor  
Vineland  
08360  
(856) 362-8887 X6000  
present

**Student Teaching #1**

Name of School  
Grade  
Year

Reading / Language Arts /  
Math / Science / Social  
Studies  
Semester  
Fall

**Gloria Hill**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Supervisor  
Glassboro  
08028  
609-4840322  
12/2008

**Activities**

List activities you are willing to sponsor  
If appointed to the staff, are you willing to accept assignments where your services are needed?  
Yes

PBS, Career Day, Dessert Club, National Jr. Honor Society, etc.

**Tina Morris**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Supervisor  
Vineland  
08360  
(856) 362-8887 X6007  
present

**Certification Information/Professional Certificate #1**

Certification Area  
Grade Level

Other: Teacher of Students with Disabilities  
K-12

Alternative Certification Route

**Brian Robinson**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Supervisor  
Millville  
08332  
(856) 293-2345  
04/2009

Certification Area  
Grade Level

5-9 Language Arts  
5-8

Licensed

**Cynthia Safinoti**

Title  
Address  
State  
Email  
From  
Reference Letter

Relationship  
City  
Zip  
Phone  
To

Supervisor  
Millville  
08332  
(856) 293-2345  
04/2009

**Out of State Certification Information**

Certification Area  
Grade Level

Other: Elementary School Teacher  
K-6

Licensed

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

**School/Complete Address**  
 Thomas Wallace, Jr. Middle School  
 688 North Mill Road  
 Vineland NJ, 08360

**Assignment**  
 6th Grade Science and Social Studies Teacher

**Reason For Leaving**  
 Transfer

**Professional Experience #2**

**From (mm/yyyy)** 01/2010 **To (mm/yyyy)** 05/2010

**School/Complete Address**  
 Vineland High School North  
 3010 East Chestnut Ave.  
 Vineland NJ, 08360

**Assignment**  
 Long-Term Substitute - 9th grade English teacher / Accounting & Digital Technology teacher

**Reason For Leaving**  
 Full time teachers returned

**Professional Experience #3**

**From (mm/yyyy)** 03/2009 **To (mm/yyyy)** 06/2009

**School/Complete Address**  
 Thomas Wallace, Jr. Middle School  
 688 North Mill Road  
 Vineland NJ, 08360

**Assignment**  
 Long-term 6th and 7th Grade Resource Room Substitute Teacher

**Reason For Leaving**  
 Position was over at the end of the school year

**Experience Summary**

Actual experience in a scholastic environment (with the exception of non-academic experience).

**Years of teaching experience** 5 **Years of student teaching experience** 1

**Years of administrative experience** 0

**COVER LETTER**

**Cover Letter**

Cover Letter

August 1, 2014

To whom it may concern:

It is with great interest, I am applying for the Special Education Teacher, Gr. 6-8 - HQT Language Arts, with the Pittsgrove Township School District. Due to budget constraints, my previous position as a second year non tenure teacher was reduced. I am seeking full-time employment for the upcoming 2014-2015 school year. I found the employment posting while reviewing my district email. Please consider me for this or any other Elementary, Special Education, or Middle School Language Arts, Science, or Social Studies positions that may be available.

For the past year, I worked as a third grade teacher at Dr. William Mennies Elementary School. I am very flexible and was quickly able to acclimate myself with the change in curriculum and new school climate to

**Relationship**  
 Colleague

**City**  
 Vineland

**Zip**  
 08361

**Phone**  
 609-364-7238

**To**  
 present

**Address**  
 688 North Mill Road  
 New Jersey

**Email**  
 csaffioti@vineland.org

**From**  
 09/1995

**Reference Letter**  
[Saffioti.pdf](#)

**Kimberly Sherban**

**Relationship**  
 Colleague

**City**  
 Vineland

**Zip**  
 08360

**Phone**  
 856-207-8828

**To**  
 present

**Address**  
 4401 Post Road  
 New Jersey

**Email**  
 ksherban@vineland.org

**From**  
 04/2009

**Reference Letter**  
[Sherban.pdf](#)

**Kristen Speakman**

**Relationship**  
 Supervisor

**City**  
 Vineland

**Zip**  
 08360

**Phone**  
 856-794-6957 X3690

**To**  
 present

**Address**  
 361 E. Grant Ave.  
 New Jersey

**Email**  
 kspeakman@vineland.org

**From**  
 06/2013

**Reference Letter**  
[Speakman.jpg](#)

**Relationship**  
 Supervisor

**City**  
 Vineland

**Zip**  
 08360

**Phone**  
 (856) 394-6700 X2016

**To**  
 present

**Address**  
 625 Plum Street  
 New Jersey

**Email**  
 rstanger@vineland.org

**From**  
 04/2009

**Reference Letter**  
[Stanger.jpg](#)

**EMPLOYMENT HISTORY**

**Present Position**

**Present Title**  
 3rd Grade Teacher

**Name of Employer**  
 Dr. William Mennies School, Vineland Public Schools

**Employer's Address**  
 New Jersey

**Employer's State**  
 New Jersey

**Start Date**  
 09/01/2013

**Salary**  
 54,600

**Employer's Address**  
 361 E. Grant Ave.

**Employer's City**  
 Vineland

**Employer's Zip**  
 08360

**Code/Postal Code**  
 08360

**May we Contact this Employer**  
 Yes

**Professional Experience #1**

**From (mm/yyyy)** 09/2010 **To (mm/yyyy)** 06/2013

**Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.**

**Application Confirmation Statement**

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies and continue my professional growth to the best of my ability and within reasonable and personal standards. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to have a physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms Affirm

above

Initials MBY

Affirmation Date 08/01/2014

which I was accustomed to in my previous position. I utilized the technology made available to me including a SMARTboard, SMARTresponders, and an ELMO. I became well versed in Reader's and Writing Workshop, reading and writing conferencing, Intentional Read Aloud, Message Time Plus, and guided reading.

Previously, I worked at Thomas W. Wallace, Jr. Middle School as a sixth grade science and social studies teacher. I gained three years of experience in this position; one year of experience was contracted and the two preceding years I served as a long-term substitute from the beginning of the school year until the last day of school in June. Within this position, I worked closely with the Language Arts teachers to compose research papers. I also explained scientific concepts through hands-on experiments.

As a long term substitute, I had the opportunity to execute the day to day tasks of a classroom teacher and gained experience at the elementary, middle school, and high school level. While in these positions, I was accountable for maintaining grades for all students, as well as posting final grades and comments for the marking period. I also designed, implemented, and posted lesson plans regularly. I often collaborated with the contracted teacher I was standing in for, grade level partners, administration, and other faculty to ensure that the classroom would continue to run efficiently and effectively.

In conjunction with my full-time positions, I worked as a certified instructor for three years. I provided students of various ages at different grade and learning levels, including: elementary and middle school students, special needs and gifted students on-site Language Arts, Science, and Math NJASK test preparation instruction and assistance with homework, research, alternative assessments, and preparation for classroom assessments. I also provided in-home instruction to a 6th grade student in all academic areas.

I am confident that an interview would further reveal my abilities and enthusiasm for this opportunity. Please feel welcome to contact me via telephone (856-498-2484) or e-mail (yacovelliim@yahoo.com) so that we can discuss how my qualifications and experiences would best meet your needs. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

Megan B. Yacovelli

**ATTACHMENTS**

**Attachment**

- Resume Yacovelli resume.doc
- Cover Letter Yacovelli Cover Letter.doc
- Transcript Yacovelli Transcript.doc
- Certification Special Education.pdf
- Other Language Arts.pdf
- Other Elementary K - 6.gif

**DISCLAIMERS AND AFFIRMATION**

*District Policy*

The School District does not discriminate on the basis of race, color, national origin age, sex or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the

2010 - 2012

**Certified Instructor, Supplemental Educational Services**  
Convenient Education Services, West Orange, NJ

2012 - 2013

**Certified Instructor, Wallace Extended Day Tutoring**  
Vineland School District, Vineland, NJ

- Provide in-home instruction for a 6<sup>th</sup> grade student in all academic areas.
- Coordinated multiple schedules in order to provide services to many students.
- Provided on-site Language Arts, Science, and Math NJASK test preparation instruction.
- Worked effectively with students of various ages at different grade and learning levels, including: elementary and middle school students, special needs and gifted students.
- Communicated with parents and classroom teachers regarding their student's progress.
- Explained in detail various concepts in easy-to-understand terms.

#### Clinical Practice

*Rieck Avenue Elementary School, Millville, NJ*

Fall 2008

- Fifth Grade
- Developed and implemented a language arts unit designed to foster cultural awareness through the teachings of Asian Folk Tales.
- Utilized behavior modification plans adapted to particular needs and abilities of each student.
- Designed interactive bulletin boards to correlate with language arts and social studies instruction.
- Created and executed lesson plans incorporating the New Jersey Core Curriculum Content Standards.

#### Field Experiences

*John Fenwick Elementary School, Salem, NJ*

Spring 2008

Grade 2

*W.C.K. Walls Elementary School, Pitman, NJ*

Fall 2007

Grade 1

*Max Lechner Middle School, Vineland, NJ*

Spring 2007

Grade 8

*Signal Hill Elementary School, Voorhees, NJ*

Fall 2006

Grade 3

*Cunningham Elementary School, Vineland, NJ*

Spring 2006

Grades 1-5

- Acquired experience by observing, assisting and teaching in variety of classroom and school settings.
- Learned by observing various teaching techniques of experienced educators some of whom were awarded "Teacher of the Year" by the state of New Jersey.
- Taught math game utilizing tactile game markers and pieces designed to reinforce addition and subtraction skills.
- Assisted with individual instruction and conducted Basic Reading Inventory literacy assessment on an at-risk student, determining her reading level.

#### Additional Information

*Per-Diem Employment:* Administrative Assistant at Bertioia Auctions, an antique toy auction house, for the past 10 years.

*Volunteer:* Relay for Life, Toys for Tots, and Waterway Cleanup

*Donor:* Regular donor for the American Red Cross

*Computer Skills:* Microsoft Word, Excel, Power Point, Publisher, Access, and Outlook; Adobe Photoshop, InDesign, Dreamweaver, and Acrobat; Quark, and Inspiration

**Megan Yacovelli**  
3018 Candlewood Drive  
Vineland, NJ 08361  
(856) 498-2484  
yacovellim@yahoo.com

#### Education

*Bachelor of Arts, Education*

December 2008

*Specialization: Elementary Education*

*Bachelor of Arts, Writing Arts*

- Rowan University, Glassboro, NJ
- GPA 3.65, Dean's List, Magna Cum Laude
- Elementary K - 6, Standard Certificate
- English Language Arts Middle School Endorsement, Standard Certificate
- Science Middle School Endorsement, Standard Certificate
- Social Studies Middle School Endorsement, Standard Certificate
- Students with Disabilities, Certificate of Eligibility

#### Professional Experience

*3<sup>rd</sup> grade Teacher, Dr. William Memmies Elementary School*

9/2013 - 6/2014

*Vineland School District, Vineland, NJ*

*6<sup>th</sup> grade Science & Social Studies Teacher, Wallace Middle School*

9/2012 - 6/2013

*Vineland School District, Vineland, NJ*

- Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
- Awarded Staff Member of the month, multiple nominations each month
- Exceeded Student Growth Objectives: 94% of students met their Fountas & Pinnell running record goals
- 56% of students exceeded their goals by 1-3 levels, 100% of students met their cumulative mathematics assessment goal, and 85% of students exceeded their goals by 1-2 levels.
- Adept in the following curriculum tools: Journeys Literacy Program, Guided Reading, Reader's & Writing Workshop, Message Time Plus, Pearson Interactive Science, Everyday Mathematics, Communities, Ticket to Vineland, Lab-Aids, STC, Holt World History, and Discovery Education.
- Designed and adapted prepared SMARTboard lessons daily, and produced assessments and altered published assessments utilizing SMARTresponders.
- Provided students with visual aids using a document camera, ELMO, and projector.
- Monitored student progress on SuccessMaker for both Language Arts and Mathematics.
- Developed and implemented online lesson plans and grade book using Genesis Student Information.
- Referred at-risk students to I&RS committee and attended meetings where I collaborated with a team to strategize and implement effective academic interventions.
- Administered NJASK at middle and elementary levels.
- Chairperson for Renaissance Committee and Reality Fair, acquired \$1,000 donation and 15 volunteers.
- Active participant in school community; attending PTO meetings, after school events, and fund-raisers.

*Substitute Teacher, Certified K-12*

2006 - 2012

*Vineland School District, Vineland, NJ*

*Substitute Teacher, Certified K-12*

2009 - 2010

*Millville School District, Millville, NJ*

- Long-term substitute for *Wallace Middle School* as a 6<sup>th</sup> grade Science and Social Studies teacher and a 6<sup>th</sup> and 7<sup>th</sup> grade Resource Room teacher, *Vineland High School* as an English teacher and an Accounting & Digital Technology teacher, and *Rieck Avenue Elementary School* as both a 3<sup>rd</sup> and 5<sup>th</sup> grade teacher.
- Engaged in complete teacher requirements, including preparing and posting lessons, evaluating and posting final grades, and ensuring open communication with parents.
- Frequently accepted requested opportunities to gain experience in a variety of settings
- Assumed responsibility for classroom management and successfully executed lesson plans at various grade levels.



**Congratulations!**

The New Jersey State Board of Examiners has authorized issuance of this certificate that permits you to serve as a professional educator in the public schools of New Jersey.

Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education or a charter school board of trustees shall hold a valid and appropriate certificate. N.J.A.C. 6A:9-5.2(b) requires a newly employed or reassigned teaching staff member to exhibit an appropriate certificate prior to assuming any duties of the new position. Therefore, it is important that you safeguard this certificate.

Please note that it is a violation of N.J.S.A. 18A:26-2 to accept employment under a certificate that you know was printed or issued erroneously. If there are any errors associated with this certificate, please return the original certificate with a brief cover letter to the New Jersey Department of Education, PO Box 500, Trenton, NJ 08625-0500.

Best wishes to you in your endeavors to enhance the academic achievement of New Jersey's children.

XXX-XX-6506  
Tr# 598459

**The State of New Jersey**  
Department of Education  
State Board of Examiners  
Standard Certificate

Cert# 913376

Issued Expires  
08/13

*This is to certify that*  
MEGAN B YACOVELLI County District  
59 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Elementary School Teacher in Grades K - 6

Christopher D. Cerf  
Commissioner of Education

Robert R. Higgins  
Secretary, Board of Examiners

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES INCLUDING A CHAIN-LINK WATERMARK.

XXX-XX-6506  
Tr# 598459

**The State of New Jersey**  
Department of Education  
State Board of Examiners  
Standard Certificate

Cert# 913376

Issued Expires  
08/13

*This is to certify that*  
MEGAN B YACOVELLI County District  
59 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Elementary School with subject Matter Specialization:  
Language Arts/Literacy Specialization in Grades 5 - 8

Christopher D. Cerf  
Commissioner of Education

Robert R. Higgins  
Secretary, Board of Examiners

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES INCLUDING A CHAIN-LINK WATERMARK.

XXX-XX-6506  
Tr# 598459

**The State of New Jersey**  
Department of Education  
State Board of Examiners  
Standard Certificate

Cert# 913373

Issued Expires  
08/13

*This is to certify that*  
MEGAN B YACOVELLI County District  
59 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Elementary School Teacher in Grades K - 6

Christopher D. Cerf  
Commissioner of Education

Robert R. Higgins  
Secretary, Board of Examiners

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES INCLUDING A CHAIN-LINK WATERMARK.

**Richard Wade**  
**Part-Time Music Teacher Gr. 4-8 (18)**

4509 Chester Ave, 3rd Fl  
 Philadelphia, PA 19143  
 warden10@gmail.com  
 (607) 206-3497

**PERSONAL INFORMATION**

**General Information**

How did you learn about this position?

District Web Site

**Contact Information**

First Name Richard  
 Last Name Wade  
 Email waderf10@gmail.com

Middle Name  
 Other Name  
 Have you worked here before? Yes  
 Primary Phone 607-206-3497

**Social Security Number**

Alternate Phone 607-206-3497

**Present Address**

Street 4509 Chester Ave, 3rd Fl  
 State Pennsylvania  
 Zip Code/Postal Code 19143

**Permanent Address**

(If different from Present Address)

Street 638 Pendell Hill Rd.  
 State New York  
 Zip Code/Postal Code 13862

**Work Authorization**

Are you legally able to work in the U.S. Yes

**Equal Opportunity Information**

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select "Decline to Identify."

Gender Male  
 American Indian or Alaska Native No  
 Native Hawaiian or Other Pacific Islander No  
 Ethnicity Asian  
 White  
 Not Hispanic/Latino No  
 Yes

**BACKGROUND INFORMATION**

**Background**

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? No  
 If yes, please explain  
 Have you ever had a professional certificate revoked or suspended? No  
 If yes, please explain

**Congratulations!**

The New Jersey State Board of Examiners has authorized issuance of this certificate that permits you to serve as a professional educator in the public schools of New Jersey.

Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education or a charter school board of trustees shall hold a valid and appropriate certificate. N.J.A.C. 6A:9-5.2(h) requires a newly employed or reassigned teaching staff member to exhibit an appropriate certificate prior to assuming any duties of the new position. Therefore, it is important that you safeguard this certificate.

Please note that it is a violation of N.J.S.A. 18A:26-2 to accept employment under a certificate that you know was printed or issued erroneously. If there are any errors associated with this certificate, please return the original certificate with a brief cover letter to the New Jersey Department of Education, PO Box 500, Trenton, NJ 08625-0500.

Best wishes to you in your endeavors to enhance the academic achievement of New Jersey's children.

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES INCLUDING A SECURITY WATERMARK.

XX-XX-6506  
 Tr# 598459  
 State of New Jersey  
 Department of Education  
 State Board of Examiners  
 Certificate of Eligibility  
 This is to certify that  
 MEGAN B. YACOVELLI  
 County District 00 0000  
 Cert# 845098

Has completed certain requirements for certification and is eligible to seek employment in positions requiring the Provisional Certificate in the area(s) listed below. The Provisional Certificate will be issued contingent upon evidence of employment in a district that agrees to provide an approved induction program, including required job support, performance evaluation and professional coursework.

Teacher of Students with Disabilities

Christopher D. Cerf  
 Acting Commissioner

Robert R. Higgins  
 Secretary, Board of Examiners

Graduation Date (mm/yyyy) 05/2012  
 Semester Hours Credit 47  
 Degree Subject Other: Music Education

GPA 3.80  
 Degree Master of Arts

**Graduate Institution #2**

Name of School  
 Graduation Date (mm/yyyy)  
 Semester Hours Credit  
 Degree Subject

City/State To (mm/yyyy)  
 GPA Degree

**Graduate Institution #3**

Name of School  
 Graduation Date (mm/yyyy)  
 Semester Hours Credit  
 Degree Subject

City/State To (mm/yyyy)  
 GPA Degree

**Student Teaching #1**

Name of School Bath Central School District  
 Grade 4-12  
 Year 2012

Subject Instrumental Music Education  
 Semester Spring

**JOB SKILLS**

**Activities**

List activities you are willing to sponsor  
 Anything having to do with music and/or drama. Ensembles, pep bands, marching or jazz bands, play productions and musicals.  
 If appointed to the staff, are you willing to accept assignments where your services are needed? Yes

Graduated 13th in my class with a regents diploma with honors. Several student of the month awards. National Honor Society. President of the band program. Member of the drama club, Jazz Band, Marching Band, Pep Band, Select Choir. Member of several musical festivals

**Certification Information/Professional Certificate #1**

Certification Area K-12 Music Instrumental  
 Grade Level K-12

Certification Area Type Licensed  
 Expiration Date N/A

**Certification Information/Professional Certificate #2**

Certification Area  
 Grade Level

Certification Area Type  
 Expiration Date

**Certification Information/Professional Certificate #3**

Certification Area  
 Grade Level

Certification Area Type  
 Expiration Date

**Out of State Certification Information**

Certification Area K-12 Music Education in Pennsylvania  
 Details

Relationship City  
 City Pittsgrove  
 Zip 08318

**REFERENCES**

Patricia Gaburo  
 Title Principal  
 Address 235 Sheep Pen Road  
 State New Jersey

Supervisor Pittsgrove  
 08318

Have you been convicted of any offense for physical or sexual abuse of a child? No  
 If yes, please explain  
 Have you ever had a charge of child abuse against you substantiated? No  
 If yes, please explain  
 Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district? No

**EDUCATION**

**Secondary/High School Information**

School Attended Whitney Point High School  
 City/State Whitney Point, NY  
 # Years 4

Activities/Honors  
 Graduated 13th in my class with a regents diploma with honors. Several student of the month awards. National Honor Society. President of the band program. Member of the drama club, Jazz Band, Marching Band, Pep Band, Select Choir. Member of several musical festivals

**Undergraduate Institution #1**

Type of School College/University  
 City Binghamton  
 Attended From (mm/yyyy) 08/2002  
 Graduation Date (mm/yyyy) 05/2007  
 Subject Other: Music  
 Semester Credit Hours Earned 140

Name of School  
 State New York  
 Attended To (mm/yyyy) 05/2007  
 Degree Bachelor of Arts  
 GPA 3.48

**Undergraduate Institution #2**

Type of School  
 City  
 Attended From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Subject  
 Semester Credit Hours Earned

Name of School  
 State  
 Attended To (mm/yyyy)  
 Degree  
 GPA

**Undergraduate Institution #3**

Type of School  
 City  
 Attended From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Subject  
 Semester Credit Hours Earned

Name of School  
 State  
 Attended To (mm/yyyy)  
 Degree  
 GPA

**Graduate Institution #1**

Name of School  
 From (mm/yyyy)  
 Other: Mansfield University  
 08/2009

City/State Mansfield, PA  
 To (mm/yyyy) 05/2012

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

Job Title: Part-Time Music Teacher Gr. 4-8

Years of teaching experience 2  
Years of administrative experience 0

COVER LETTER

Cover Letter

Mr. Henry Bermann  
Superintendent of Schools  
Pittsgrove Township School District

Dear Mr. Bermann,

I am writing to express my interest in the 4-8 instrumental music teacher position for the Pittsgrove Township School District. This position spoke to me as a good fit to continue my career as an educator. Because of my previous work experience, education, and passion for motivating students to reach their full potential and become a positive asset to society, I believe I am an excellent candidate for this position.

Over the past year I have worked in several different capacities within the education field. Currently, I am a part time instrumental instructor in the Pittsgrove Township School District in Pittsgrove, NJ. This position has allowed me to develop skills to effectively teach students of different abilities and levels simultaneously. My last summer was spent working as a Brass Instructor and Program Coordinator at the Appel Farms Arts Camp in Elmer, NJ instructing children ages eight through seventeen in brass instruments and general music. I also have experience playing professionally in pit ensembles for the Cider Mill Playhouse as well as several amateur ensembles. The skills acquired playing professionally have translated into setting high expectations for my students. In addition to my work experience, I have obtained my master's degree in music education from Mansfield University with a 3.80 GPA. My resume is attached for your review.

In addition to my experience, I am passionate about motivating students to reach their full potential and become a positive asset to society. I believe that I will be an asset to the Pittsgrove Township School District and I look forward to talking to you personally about my qualifications. Thank you for your consideration.

Sincerely,  
Richard J. Wade

ATTACHMENTS

- Attachment: R\_Wade Education Resume.docx
- Cover Letter: R\_Wade Education Cover Letter.docx
- Transcript: R\_Wade Graduate Transcripts.pdf
- Certification: R\_Wade NJ Certification.pdf
- Other: R\_Wade Undergraduate Transcripts.pdf
- Other: R\_Wade Praxis Score Report.pdf

DISCLAIMERS AND AFFIRMATION

District Policy  
The School District does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies and continue my professional growth to the best of my ability and within reasonable and personal standards. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to have a physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment is hereby terminated.

Country: Salem

Email: pgaburo@pittsgrove.net  
From: 08/2013

Reference Letter: P\_Gaburo\_Recommendation.pdf

Jennie Quinn

Title: Camp Director  
Address: 457 Shirley Road  
State: New Jersey  
Country: Salem  
Email: jquinn@appelfarm.org  
From: 03/2013

Reference Letter: J\_Quinn\_Recommendation.pdf

Jason Ragan

Title: Elementary Music Teacher  
Address: 235 Sheep Pen Road  
State: New Jersey  
Country: Salem  
Email: jragan@pittsgrove.net  
From: 09/2013

Reference Letter: J\_Ragan\_Recommendation.pdf

EMPLOYMENT HISTORY

Present Position

Present Title	Instrumental Music Instructor	Salary	20000
Name of Employer	Appel Farm	Employer's Address	457 Shirley Road
Employer's Address		Employer's City	Elmer
Employer's State	New Jersey	Employer's Zip Code/Postal Code	08318
Start Date	09/10/2013	May we Contact this Employer	Yes

Professional Experience #1

From (mm/yyyy)	06/2013	To (mm/yyyy)	08/2013
School/Complete Address	457 Shirley Road	Reason For Leaving	Camp Ended
Assignment	Elmer, NJ 08138	Reason For Leaving	10/2012

Professional Experience #2

From (mm/yyyy)	08/2012	To (mm/yyyy)	10/2012
School/Complete Address	Haverling High School	Reason For Leaving	Season Ended
Assignment	25 Elias Ave	Reason For Leaving	06/2013
Professional Experience #3	Marching Band Assistant	Reason For Leaving	School Year Ended
From (mm/yyyy)	09/2012	To (mm/yyyy)	06/2013
School/Complete Address	164 Hawley Street	Reason For Leaving	School Year Ended
Assignment	Binghamton, NY 13901	Reason For Leaving	

Experience Summary

Actual experience in a scholastic environment (with the exception of non-academic experience).

may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above Affirm

Initials RW

Affirmation Date 08/01/2014

**Richard J. Wade**

4509 Chester Ave., 3rd Floor, Front  
Philadelphia, PA 19143  
(607) 206-3497  
wadejr10@gmail.com

**TEACHING and LEADERSHIP EXPERIENCE:**

**Instrumental Music Instructor for the Pittsgrove Township School District, September 2013 to current:**

Appel Farm Arts and Music Center, Elmer, NJ

- Instructed individual and group lessons for woodwind, brass, and percussion instruments for grades 4-8
- Rehearsed concert bands for 4th grade, 5th grade and 6-8th grade ensembles composed of students of varying ability
- Composed, transposed and arranged musical parts for beginner and intermediate students in the 6th-8th grade ensemble
- Coordinated with faculty from other subjects to create cross curriculum performances and lessons
- Practiced effective classroom management and disciplinary techniques adhering to school policies
- Coordinated with local arts organizations to create performance opportunities within the community

**Tenor Section leader for the Washington Memorial Chapel, September 2013 to current:**

Washington Memorial Chapel, Valley Forge, PA

- Performed sacred repertoire from various musical periods and styles
- Assisted choral director in the rehearsal process
- Performed pieces in a quartet setting

**Teaching Artist for the Veterans Memorial Home, October 2013- January 2014**

Appel Farm Arts and Music Center, Vineland, NJ

- Sang and performed songs from the 50s, 60s, and 70s for residents of different abilities, ages and ailments including dementia
- Lead sing along songs to popular folk tunes
- Created and executed general interactive music exercises for residents using hand percussion instruments

**Brass Instructor and Relief Counselor, Summer 2013:**

Appel Farm Arts Camp, Elmer, NJ

- Supervised and educated students ages 8 to 17 in beginning trumpet, trombone, horn, advanced trumpet, trombone, tuba, beginning piano, and pops orchestra
- Collaborated with co-instructors to create comprehensive curriculums and lesson plans that effectively educated students of different ages and abilities simultaneously
- Lead inclusion style classrooms containing students with special needs
- Assisted in executing logistics for outreach events and concerts

**Substitute Teaching, 2012-2013:**

Binghamton Central School District, Windsor Central School District, and Whitney Point Central School District, NY  
Binghamton Central School District, Windsor Central School District, and Whitney Point Central School District, NY  
Education, Special Education, and Elementary Classrooms

**Marching Band Assistant for the Haverling Blue Regiment, August 2012–November 2012:**

Bath Central School District, Bath, NY

- Created supplementary lessons for elementary and middle school general music lessons
- Instructed approximately 50 students in marching techniques and drill instruction
- Assisted the percussion and brass lines in warm ups, music instruction and proper instrument technique
- Assisted the marching director in performance assessment and strategies for continued improvement of the ensemble

**Student Teaching 4-12th grade instrumental music education, January 2012–May 2012:**

Bath Central School District, Bath, NY

- Instructed individual and group lessons for woodwind, brass, and percussion instruments for grades 4-12
- Rehearsed concert, wind and jazz ensembles, chamber groups and marching bands
- Engaged in authentic assessment using video recording software and online portfolios to monitor student achievement and development

**Richard J. Wade**  
4509 Chester Ave., 3<sup>rd</sup> Floor, Front  
Philadelphia, PA 19143  
(607) 206-3497  
wadej10@gmail.com

**PROFESSIONAL DEVELOPMENT:**

- 2014 South Jersey Concert Band Auditions
- 2012 Yamaha Sounds of Summer Workshop with Dennis Delucia on marching percussion
- APL classroom management training course with John Zalonis
- Mansfield University Conducting Symposium Spring 2011
- Twin Tiers Orff-Schulwerk Association Workshops Fall 2009 to Fall 2011
- 2011 Pennsylvania Music Educators Association Conference in Hershey, PA

**EDUCATION:**

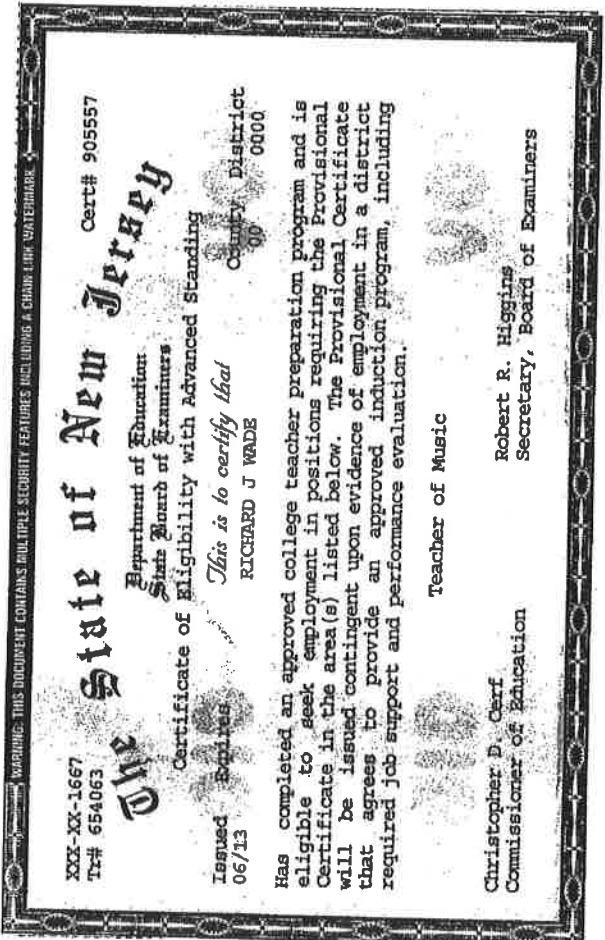
Mansfield University- Mansfield, PA. May 2012, Masters of Arts in Music Education.

- GPA: 3.80
- K-12 certification in Pennsylvania and New Jersey
- Graduate assistantship

Binghamton University- Binghamton, NY. May 2007, Bachelors of Arts in Music.

**PERFORMANCE:**

- Professional Experience, trumpet performance:
  - The Cider Mill Playhouse Pit Ensemble 2009-2012
  - The Endicott Performing Arts Center Pit Ensemble 2008-2010
  - The Binghamton University Summer Theater Camp Pit Ensemble 2009-2012
- Mansfield University, trumpet performance:
  - Marching Band: 2009-2011
  - Brass Ensemble: 2009-2011
  - Jazz Lab Band: 2009-2011
  - Symphony Orchestra: 2011
  - Symphonic Band: 2010



PITTSBORO TOWNSHIP SCHOOLS  
Administration Building  
1076 Almond Road  
Pittsboro, NJ 08318

Driver & Aide  
for now

We Are An Equal Opportunity Employer - F/M

APPLICANT  
DO NOT WRITE IN THIS BOX  
\_\_\_\_ Employment  
\_\_\_\_ References

APPLICATION FOR EMPLOYMENT

Position for Which Applying: Cafeteria \_\_\_\_\_ Full Time \_\_\_\_\_  
Custodial \_\_\_\_\_ Part Time \_\_\_\_\_  
Aide \_\_\_\_\_ Substitute \_\_\_\_\_  
Secretarial \_\_\_\_\_  
Transportation

I. GENERAL

Name: Barbara Hutchinson  
Address: 19 Henry Ave, Pittsboro, N.J. 08318  
(Street) (City/State/Zip)  
Telephone Number: 856-696-1794 Social Security #: 136-76-3818  
US Citizen? YES  
EMERGENCY Contact: Dwayne Boy-Friend Relationship: Boy-Friend  
Telephone Number (Home/Work/Cell): 609-920-4281  
Date Available: Now Salary Requested: \_\_\_\_\_

II. EDUCATION

	Name of School	Address	# of Yrs.	Date/Grad.
Elementary				
High School	<input checked="" type="checkbox"/>	<u>Schalick</u>	<u>12</u>	<u>84</u>
Other				

PITTSBORO TOWNSHIP SCHOOLS  
TRANSPORTATION OFFICE  
736 CENTERTON ROAD  
PITTSBORO, NJ 08318  
MEMORANDUM

TO: Suzanne Fox Abdill  
Business Administrator/Board Secretary

FROM: Valerie Bonvechio  
Transportation Supervisor

DATE: 8/19/14

RE: Substitute Bus Driver

I would like to submit the application of Ms. Barbara Hutchinson for re-hire in the position of Substitute Bus Driver. Ms. Hutchinson worked for Pittsboro Township as a Substitute Bus Driver from 2010 to 2012. She is fully licensed and has completed all necessary paperwork.

Ms. Hutchinson is needed for absence coverage, field trips and sports runs.  
Any questions please feel free to contact me.

c: Henry Bernann, Superintendent  
Shelly Ellis, HR Administrator

III. EMPLOYMENT  
(List present/last employment first)

Employer's Name/Address	Position Held	From	To	Salary	FTE/PT	Reason for Leaving
Here- Bus Trans.	driver	2010				accident

IV. REFERENCES  
(List at least three (3). Do not include relatives.)

Name	Complete Address	Position	Telephone Number
Chris Poplaski		waitress	603-392-2021

V. SPECIAL QUALIFICATIONS

Have you ever been convicted of a crime? No If so, for what?

Criminal History Review Requirement

As required by New Jersey State Statute, all public school employees must submit to a criminal history background check through the state and FBI. This is to advise you that if you have had a prior conviction, you may be disqualified from employment in a New Jersey Public School.

I do hereby make application for employment in the Pittsgrove Township School District and assert that the facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I grant permission to the Pittsgrove Township Board of Education and its representatives to contact my previous employers about my past work experience.

5-19-14  
(Date)

Barbara Hutchinson  
(Signature)

Return this application to the address listed on the heading  
Attention: Superintendent



ACA1/AB MOTOR VEHICLE SERVICES 08/04/2014 14:11  
ACAML06 DRIVER HISTORY ABSTRACT / 5 YEAR DISPLAY TL291561

D.L. NO: H9472 07373 53662

NAME: BARBARA L HUTCHINSON  
ADDRESS: 19 HENRY AVE  
PITTSGROVE NJ 08318-4133  
ENDORSEMENTS: PS RESTRICTIONS: LN

LIC EXP DT: 09/30/2014  
 VEH CLASS: B  
 BOAT CLASS:  
 S C H F  
 T M Z T  
 A V M L P T S POSTED  
 AC 102813  
 AC 051613  
 AC 051613  
 RS 041813  
 FC 030413

EVENT DT EVENT CD EVENT DESCRIPTION  
 09 24 13 C1S A POLC INVOLVED IN ACCIDENT-POLICE REPORT  
 05 16 13 RES F REST RESTORATION FEE PAID  
 05 16 13 RES R RSTR RESTORATION OF INDICATED PRIVILEGE  
 04 03 13 BUS O CPFE FAIL TO SUBMIT PHYSICAL EXAM-PASS  
 03 04 13 BUS S CPFE FAIL TO SUBMIT PHYSICAL EXAM-PASS

STATUS PRIVILEGES IN GOOD STANDING  
 \*\*\*\*\* HISTORY OF SUSPENSIONS \*\*\*\*\*  
 SUSPENSIONS SUSPENDED BETWEEN  
 PASSENGER ENDR 2013-04-03 2013-05-16

CLR: QUIT PF7: PREV PAGE PF10: TOP PAGE  
PF3: RETURN PF8: NEXT PAGE PF11: CANCEL PF12: MAIN MENU  
MSG: ENTER A NEW DL NUMBER OR PRESS PF12 TO EXIT

CLEAR ENTER Print Screen  
Refresh Disconnect

Per Barbara - 9/24/13 - near ended at a traffic light -  
accident No fault to her



PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

ADDENDUM TO SERVICE AGREEMENT

Whereas, the PITTSBURGH TOWNSHIP BOARD OF EDUCATION (hereinafter referred to as "District") and GCA SERVICES GROUP, INC. (hereinafter referred to as "Contractor") are parties to a services agreement, dated December 1, 2010 pursuant to which the Contractor provides custodial and management services to the District, and the Parties as of July 1, 2014 desire to amend the aforesaid Agreement;

Now, therefore, in consideration of the promises contained herein and for other good and valuable consideration, the Parties hereto agree as follows:

1. Effective July 1, 2014 GCA will provide and manage an additional 5.0 custodial FTE's to the Pittsborough School District.
2. Effective July 1, 2014, the annualized Contract Price for the period of December 1, 2013 through November 30, 2014 will increase by One Hundred Forty Nine Thousand Two Hundred Ninety Three Dollars and Eight Cents (\$149,293.08) to Three Million Four Hundred Seventy Nine Thousand Four Hundred Eighty Four Dollars and Ninety One Cents (\$3,479,484.91). This includes the increase of 5.0 custodial FTE's for the Pittsborough School District. See Schedule A- 2013-2014 Contract Price Calculation which details the Contract Price based upon a fifty-two week period.
  - a. This equates to a total five (5) month increased contract price from July 1, 2014 through November 30, 2014 of One Million Four Hundred Forty Nine Thousand Seven Hundred Eighty Five Dollars and Thirty Eight Cents (\$1,449,785.38).
  - b. The monthly billing amount from July 1, 2014 through November 30, 2014 will increase by \$12,441.09 to Two Hundred Eighty Nine Thousand Nine Hundred Fifty Seven Dollars and Ten Cents (\$289,957.10). See Schedule B for annual and monthly billing details for each member District.
3. Schedule I Required Minimum Staffing, Wages, Overtime and Fringe Benefits for Contractors Staffing is hereby amended as follows:
  - a. Contractor will use the following average wage rate as a minimum:
    - i. Custodial and Head Custodial positions including 16.02 FTEs at Pittsborough - must be at least an average wage rate of \$11.25 per hour for regular pay and \$16.87 overtime pay.
    - ii. Custodial positions at Pennsville - must be at least an average wage rate of \$11.48 per hour.
    - iii. Clerical - must be at least an average wage rate of \$11.67 per hour.
    - iv. Custodial Manager - must be at least \$87,139.11 base salary per year (not including bonus).
    - v. Custodial Supervisor - must be at least \$33,109.69 base salary per year (not including bonus).
    - vi. Custodial Supervisor Pennsville - must be at least \$53,060.40 base salary per year (not including bonus).
    - vii. Custodial Supervisor Pittsborough - must be at least \$52,020 base salary per year (not including bonus).
    - viii. Commercial lead - must be at least an average wage rate of \$15.61 per hour.
    - ix. Salem lead - must be at least an average wage rate of \$15.30 per hour.
  - b. Contractor will provide the following Full Time Equivalents (FTE) which equals one person working two thousand eighty hours (2080) per year. The minimum staffing is as follows:
    - i. Camden Schools - Must be at least 7.75 FTEs.
    - ii. Commercial Township Schools - Must be at least 7.0 FTEs.
    - iii. Deerfield Township Schools - Must be at least 3.0 FTEs of which 1.0 must have a black seal license.
    - iv. Elmer School District - Must be at least 2.0 FTEs.
    - v. Fairfield Township School District - Must be at least 5.5 FTEs.
    - vi. Merchantville School District - Must be at least 4.2 FTEs of which 1.0 must have a

- vii. black seal license.
- viii. Pittsborough Township School District - Must be at least 16.02 FTEs.
- ix. Salem County Special Services - Must be at least 1.0 FTE at Daretown & 2.0 FTEs at Cumberland and 2.0 FTEs at Salem Campus.
- x. South Harrison - Must be at least 4.0 FTEs of which 2.0 must have a black seal license.
- xi. Waterford Township School District - Must be at least 8.0 FTEs of which 4.0 must have a black seal license.
- xii. Pennsville School District - Must be at least 28.0 FTEs of which 24.0 must have a black seal license.
- xiii. Management - Must be at least 1.0 FTE and have a black seal license.
- xiv. Supervisor - Must be at least 1.0 FTE and have a black seal license.
- xv. Supervisor Pennsville - Must be at least 1.0 FTE and have a black seal license.
- xvi. Supervisor Pittsborough - Must be at least 1.0 FTE and have a black seal license.
- xvii. Clerical - Must be at least 1.0 FTE.

This Amendment is effective July 1, 2014 and thereafter, unless otherwise amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

In witness whereof, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

GCA SERVICES GROUP, INC

By:   
Buddy Helton  
President/Education Division

PITTSBURGH TOWNSHIP BOARD OF EDUCATION

By:   
Suzanne R. Fox  
Business Administrator

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

ADDENDUM TO EXTEND AGREEMENT

This is an Addendum to an Agreement between Mission One Educational Staffing Services, L.L.C., a Delaware limited liability company, located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the Pittsburgh School District (the "District").

Whereas, the District and the Company entered into an Agreement whereby Company is to provide staffing, specifically, teacher assistants and aides, to fill positions at the request of the District for a period ending June 30, 2014;

Whereas, District and Company are desirous of extending the term of the Agreement through June 30, 2015 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement is hereby extended to June 30, 2015;
2. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

PITTSBURGH SCHOOL DISTRICT

By Suzanne R. Fox Abdill  
Signature

Suzanne R. Fox Abdill  
Name and Title Business Admini-Strator

Date 8/25/14

S4TEACHERS LLC

By \_\_\_\_\_  
Kevin Bush, President

Addendum A

	<u>Company Pricing</u>
Assistants Tier 1 – Full Day	\$ 105.66
Assistants Tier 1 – Half Day	\$ 51.83
Assistants Tier 2 – Full Day	\$ 109.45
Assistants Tier 2 – Half Day	\$ 54.73
Assistants Tier 3 – Full Day	\$ 115.25
Assistants Tier 3 – Half Day	\$ 57.63
Assistants Tier 4 – Full Day	\$ 115.65
Assistants Tier 4 – Half Day	\$ 57.83
Assistants Tier 5 – Half Day	\$ 42.50
Assistants Tier 6 – Full Day	\$ 85.00
Assistants Tier 6 – Half Day	\$ 42.50
<i>New Hires</i>	

NOTE: The Health Care Protection and Affordable Care Act ("Act") requires that Teacher Assistants or anyone who expects to or is scheduled to work 30 hours or more per week is eligible for healthcare benefits under the Act, and that if elected by the Teacher Assistant the District shall be subject to the terms of Section 6 of this Agreement.

**ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between S4Teachers LLC, a Delaware limited liability company, d/b/a Source4Teachers (the "Company") located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the Pittsburgh School District (the "District").

Whereas, the District and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2014;

Whereas, District and Company are desirous of extending the term of the Agreement through June 30, 2015 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended to June 30, 2015;
2. Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A";
3. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

PITTSBURGH SCHOOL DISTRICT

By *Suzanne R. Fox Abcilli*  
Signature

Suzanne R. Fox Abcilli  
Name and Title Business Administrator

Date 8/25/14

S4TEACHERS LLC

By \_\_\_\_\_  
Kevin Bush, President

**ADDENDUM A**  
**PRICING PAID BY THE DISTRICT TO COMPANY**

	<u>Pay Rate</u>	<u>Company Bill Rate</u>
<b>Substitute Teacher (Substitute Certificate)</b>		
Full Day Rate	\$85.00	\$122.23
Half Day Rate	\$42.50	\$71.21
<b>Substitute Teacher (CE, CEAS &amp; Standard)</b>		
Full Day Rate	\$90.00	\$127.71
Half Day Rate	\$45.00	\$76.26
<b>Substitute Teacher – In District Retired Teacher</b>		
Full Day Rate	\$108.00	\$148.15
Half Day Rate	\$54.00	\$81.31

NOTE: The Health Care Protection and Affordable Care Act requires that Substitute Teachers assigned to Long Term positions that exceed 60 days or who at the District's specific request can be reasonably expected to work 30 hours or more per week are subject to a surcharge payable by the District, as fully described in Section 6 of this agreement.

NEW JERSEY STATE DEPARTMENT OF EDUCATION  
WAIVER APPLICATION  
N.J.A.C. 6A:5

COUNTY SALEM ID CODE # 33  
DISTRICT PITTSBURGH TOWNSHIP ID CODE # 4150

"WAIVER" means approval to avoid compliance either with the specific procedures or the substantive requirements of a specific rule for reasons that are judged educationally, organizationally and fiscally sound.

- 1. List the administrative code citation(s) which necessitate the proposed waiver.  
N.J.A.C. 6A:10-4.4 (d) Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups: ... #3 A tenured teacher shall receive at least three short observations.
- 2. Describe what the district intends to accomplish that is currently prevented or disallowed by an existing rule.  
The Pittsburgh Township School District is seeking a waiver to reduce the number of observations of tenured teachers who have been rated effective or highly effective from three short observations to one short and one long observation.  
The waiver will provide Administration with time needed to devote to data analysis and to increase the frequency of classroom walkthroughs (short 3-5 minute classroom visits). The district professional development goal for SY14-15 is: *Use multiple sources of data to monitor instruction and determine student learning needs.* Time is needed to collect and analyze data and to train teachers for more effective data use to improve student learning and achievement.
- 3. Briefly describe why a waiver is necessary to accomplish the desired or measurable results.  
Time and capacity. As a result of eliminating an administrative position, the remaining district administrators would need to absorb the evaluation load thus increasing their time away from other initiatives enacted to improve students learning and achievement.  
Capacity to complete the evaluations with full integrity is a concern. The School District Budget for SY 2014-2015 eliminated an administrative position, resulting in that position's evaluation responsibilities to be dispersed to the remaining administrators. The District seeks the waiver to provide time needed to devote to improving student learning through data analysis and to improve classroom instruction via classroom walkthroughs. Classroom walkthroughs provide critical data that assists in professional development decision-making for staff and provides Administration with another lens into the instructional practices and engagement level of students across the district.

PITTSBURGH TOWNSHIP SCHOOLS  
Administration Building  
1076 Almond Road  
Pittsboro, New Jersey 08318-3950

(856) 358-3094 Fax: (856) 358-6020

HENRY BERMAN  
Superintendent of Schools  
(Ext. 4016)

SUZANNE R. FOX ABDILL  
Business Admin./ Board Secretary  
(Ext. 4018)

YVETTE DuBOIS  
Director of Curriculum & Instruction  
(Ext. 4013)

TO: Henry Berman, Superintendent  
FROM: Yvette DuBois, Director of Curriculum & Instruction  
RE: Waiver Request Revised – ACHIEVE NJ Evaluation Requirements  
DATE: August 21, 2014

It is recommended that the Board of Education approve a resolution supporting the submission of the attached revised application seeking a waiver of the ACHIEVE NJ Evaluation Requirements. The waiver specifically requests a reduction in the number of tenured staff evaluations from three to two (one short and one long).

Upon receipt of the Board of Education resolution, the application will then be submitted to the County Office of Education, and subsequently the State Board of Education.

Thank you.

c. Priscilla Ocasio-Jiménez, PASA President  
Renée Jost, PEA President

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - AUGUST 25, 2014

PITTSBORO TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATION BUILDING  
1076 ALMOND ROAD  
PITTSBORO, NJ 08318

RESOLUTION FOR WAIVER OF ACHIEVE NJ EVALUATION REQUIREMENTS

WHEREAS, N.J.A.C. 6A:10-4.4 (d) states that each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups: ...#3 A tenured teacher shall receive at least three short observations; and,

WHEREAS, the Pittsgrove Township Board of Education is seeking a waiver to reduce the number of observations of tenured staff from three short observations to two short observations; and,

WHEREAS, as a result of eliminating an administrative position, the remaining district administrators would need to absorb the evaluation load, thus, increasing their time away from other initiatives enacted to improve students learning and achievement; and

WHEREAS, the waiver request was presented at the Board of Education meeting held on August 25, 2014 and the public was able to comment during the open public comment portion of the meeting; and,

WHEREAS, the public presentation of the school budget included the elimination of an administrative position and a presentation was previously provided to the Board of Education and public regarding the ACHIEVE NJ evaluations requirements; and,

WHEREAS, the DEAC Committee and the Administrative Team are able to discuss the need for the waiver during committee and council meetings and the local teachers' association president has been informed of the waiver application.

NOW, THEREFORE, BE IT RESOLVED that the Pittsgrove Township Board of Education approves the submission of the *New Jersey State Department of Education Waiver Application N.J.A.C. 6A:5* which requests a reduction in the number of tenured staff evaluations from three to two.

CERTIFICATION

ATTEST: *Suzanne R. Fox Abdill*  
Suzanne R. Fox Abdill, Board Secretary

DATE: August 25, 2014

4. Describe the process for informing the community, parents, boards of education members, administration, and staff in the development of the proposal through input and public comment.

The waiver request is presented at the Board of Education Work Session and the public is able to comment during the open public comment portion of the meeting. The public presentation of the school budget included the elimination of an administrative position and a presentation was previously provided to the Board of Education and public regarding the ACHIEVE NJ evaluation requirements. The DEAC Committee and the Administrative Team are able to discuss the need for the waiver during committee and council meetings. The local teachers' association president has been informed of the waiver application.

5. List the date that the local board of education adopted the resolution for the proposed waiver: 8/25/14

I, Henry Bertram, certify that the information presented in this application is true and accurate to the best of my knowledge.

Henry Bertram  
CHIEF SCHOOL ADMINISTRATOR  
*Henry Bertram*  
SIGNATURE  
8-26-14  
DATE

**Program Definition and New Jersey Administrative Code**

The Pittsgrove Township School District's Gifted and Talented program is designed to meet the requirements of N.J.A.C. 6A:8-3.1. The program goal is to ensure that the educational needs of all students are met and that students are provided with opportunities to excel and explore in areas of strength and interest.

Pittsgrove's Gifted and Talented Program adheres to the following definition developed by the NJ State Board of Education:

*Those students who possess or demonstrate high levels of ability, in one or more content areas, when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities. (N.J.A.C. 6A: 8, Standards and Assessment for Student Achievement)*

Selection for Pittsgrove's Gifted and Talented Program is also determined in accordance with N.J.A.C. 6A: 8, Standards and Assessment for Student Achievement.

*District boards of education shall make provisions for an ongoing K-12 identification process for gifted and talented students that includes multiple measures, including but not limited to, achievement test scores, grades, student performance or products, intelligence testing, parent, student and/or teacher recommendation, and other appropriate measures.*

**Program Goals**

- A. To develop human potential more fully by providing learning experiences for children who demonstrate a high performance capability in academic and/or whole talent areas.
- B. To stimulate and promote the abilities and talents of children by providing enrichment opportunities.

**Pittsgrove Township School District**

**Gifted and Talented Program  
K - 12**

2014 - 2015

Revised August 2015

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### **Program Structure**

- A. Enrichment**  
**Elementary School: Kindergarten – Grade 5**  
 At the elementary level, the program model is grounded in the use of Differentiated Instruction to provide opportunities for enrichment.
1. Students in grades K-2 are identified for Language Arts and Mathematics enrichment based on their progress and performance in developing literacy and math skills.
  2. Students in grades 3-5 are identified based on their math and literacy performance. Multiple in-class measures that are administered to all students are used for identification as well as state assessments.
  3. Based on identification criteria, students in grades K-5 will receive an enrichment program provided by their classroom teacher. These enrichment experiences may include, but are not limited to:
    - At least one gifted experience in Language Arts or Math per ten school days from their classroom teacher.
    - Placement in accelerated reading groups within the regular class.
    - Access to learning centers featuring challenging activities at or above the student's current grade level.
    - Access to higher-level reading books.
    - Differentiated instructional materials in mathematics.
- B. Acceleration**  
**Middle School: Grades 6 – 8**  
 At the middle school level, the gifted and talented program places students in mathematics and language arts courses based on ability and demonstrated performance. Courses include Accelerated Language Arts and Mathematics in grades 6-8 and 8<sup>th</sup> grade Algebra I. This is a complete replacement program for Language Arts and Mathematics grades 6-8.
- C. Talent Program: Grades 3 – 8**  
 Additional enrichment opportunities are provided within the regular school curriculum as well as extra-curricular programs that provide students with opportunities to develop their potential in areas of achievement such as visual and performing arts. Students will receive experiences in the visual and performing arts through enrichment programs and/or school clubs for a minimum of one session per marking period. Experiences may include: Art Club, Music Lessons, Band, Drama Club, Newsletter, Yearbook Club, or extracurricular art and music programs. Students self-select participation in these activities based on their interest and needs.
- D. Honors and Advanced Placement**  
**High School: Grades 9-12**  
 Qualified students in grades 9-12 may take a variety of Honors and Advanced Placement courses. Courses and entrance criteria are located in the A.P. Schallick High School Program of Studies.

Pittsgrove Township School District  
 Gifted and Talented Program

### **Identification of Students**

In order to identify students who demonstrate exceptional ability along with students who demonstrate the potential for exceptional abilities and talents, the following criteria have been established for the Pittsgrove Gifted and Talented Program.

- A. Elementary School: Kindergarten – Grade 2**
1. Teacher recommendation
  2. Classroom academic performance
  3. DIBELS Scores
  3. Guided Reading Level (grades K – 5 Language Arts)
- B. Elementary School: Grade 3 - 5**
1. Teacher recommendation
  2. Classroom academic performance
  3. NWEA Measures of Academic Progress (MAP) scores
  4. Guided Reading Level (grades K – 5 Language Arts)
  5. NJASK Scores (grades 4 & 5)
- C. Middle School: Grades 6 - 8**
1. Teacher recommendation
  2. Classroom academic performance
  3. NWEA Measures of Academic Progress (MAP) scores
  4. NJASK scores - Reading and/or Math sections
- \*Students are ranked based on a total of scores from the above criteria.
- D. Talent Program: Grades 3 – 8**
1. Teacher recommendation
  2. Student/Parent request with teacher approval

Pittsgrove Township School District  
 Gifted and Talented Program

**Identification Criteria Charts**

The criteria outlined in the following charts are used as a basis from which placement decisions are made. Students meeting all of the requirements as outlined below will be placed into the Pittsburgh Gifted and Talented Program.

If additional space is available in any one particular program, then priority will be given to the student who earns the next possible highest achievement in the outlined criteria. For grades 6-8, in addition to teacher recommendations, a score that represents the sum of the class grade, NJASK score, and NWEA score will be used to rank the potential candidates for placement into the program.

Enrichment Math, Grades K-5: Identification Criteria		Additional Criteria
Grade Level	NJASK Scores	
K		Teacher Recommendation. Classroom Performance
1		Teacher Recommendation. Classroom Performance
2		Teacher Recommendation. Classroom Performance
3		Teacher Recommendation. Classroom Performance
4	250	Teacher Recommendation. Classroom Performance
5	250	Teacher Recommendation. Classroom Performance

Accelerated Mathematics, Grades 6-8: Identification Criteria		
Grade Level	NWEA MAP MATH	Previous Year NJASK
6	235	250
7	236	250
8	237	250

Enrichment Language Arts, Grades K-5: Identification Criteria		
Grade Level	NJASK Score	Guided Reading Level/ NJASK Score
K		G
1		L
2		O
3		R
4	250	U
5	250	

Accelerated Language Arts, Grades 6-8: Identification Criteria		
Grade Level	NWEA MAP Reading	Previous Year NJASK
6	222	250
7	223	250
8	224	250



**Procedures for Identification and Admission**

**A. Identifying new program participants, Kindergarten – Grade 8**

1. Classroom teachers can recommend a student. The student's performance will be reviewed against the program criteria.
2. Independent of teacher recommendations, there will be a review of the program criteria at the end of each school year to identify students.
3. Parents will be notified of placement into the appropriate program.

**B. Recommendation for Program Continuation – Grades 7 - 8**

1. The list of current *and eligible*\* gifted students in grades 6 – 7 will continue the program for the following year.
  - a. At the middle school, the gifted program uses a combination of NWEA MAP scores, state assessments, and teacher recommendations based on student grades to identify students for the program. However, because state assessment results reach the district late in the summer, it is difficult to use that final piece of criteria to identify students in time for the beginning of the school year. As a result, the list of current *and eligible*\* gifted students in grades 6 – 7 will continue the program for the following year.
  - b. **\* Eligibility**  
Students who are eligible to continue the program are those who have maintained the minimum grade requirements for the program and been recommended by their current teachers for the following year in addition to achieving the appropriate scores on the MAP test.

Students who receive state assessment results late in the summer that are below the cutoff *will be placed on probation but will be allowed to continue the program under the conditions of the probation designation.*

Probation does not carry over from year to year.

2. Students are eligible to join the gifted program each year by meeting the identification criteria. However, students who received a C for any marking period or as a final grade as part of the gifted program are not eligible the following year. For new students, the process may occur in late summer because assessment results are not received from the state until that time.

**Additional Characteristics of the K-8 Gifted Program**

**A. Appeals Process**

1. Parents should contact their child's school should they have a question regarding their child's eligibility for the program. The student's profile and the Gifted Program criteria will be reviewed with the parent.

**B. Grading**

1. **Elementary School: Kindergarten – Grade 5**  
Students in the K-5 Enrichment Gifted program will not receive separate grades for their activities. However, parents will receive progress reports from their teachers outlining their student's progress.

2. **Middle School: Grades 6 - 8**  
Students in the 6-8 Accelerated Language Arts and/or 6-8 Mathematics courses will receive grades for their performance. The gifted program at the middle school is a complete replacement program for Language Arts and/or Mathematics.

3. **Talent Program: Grades 3 – 8**  
Students in the 3-8 Talent Gifted program will not receive grades for their activities.

**C. Probation**

1. A student may be conditionally accepted into the program on a probationary basis depending on available space.
  - Should space permit, probationary students will be placed in the program based on his/her ranking of the admissions criteria.
  - Probationary students who possess the highest total ranking criteria will be given the first option to be admitted into the program.
2. Students in the middle school must maintain at least a B average in accelerated classes for each marking period or the student will be placed on probation. Students who receive less than a B for a marking period grade while on probation will be removed from the program at the conclusion of that marking period.
  - \*The exception is for students in Algebra who have reached the end of the second or third marking period.

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –AUGUST 25, 2014

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**D. Removal from Program**

**1. Removal from Elementary and Middle School Programs**

Students may be removed from the gifted program if they fail to meet the program criteria, their academic record indicates a decline in classroom performance, or if parents request to remove the student.

- a. At the middle school level, students must maintain the program requirement for grading during each marking period or the student will be placed on probation.
- b. The teacher should notify the parent if a student is not maintaining his/her grade requirement.
- c. Removal of any student from the gifted program will result in notification to the parent in writing.

**2. Removal from Talent Program**

During the school year, students may be removed from the Talent Program upon teacher or parent recommendation. Recommendation for removal should be based on one or more of the following circumstances: student lack of interest in talent activities, misbehavior during talent activities, parent request.

Removal of any student will result in notification to the parent in writing.

**E. Program Evaluation**

The Gifted program will be evaluated by district and school administrators at the end of each school year.

*Please contact your child's school with any questions regarding the Pittsboro Township School District's Gifted and Talented program.*

Pittsboro Township School District  
Gifted and Talented Program

**WORKSHOP/MILEAGE REQUESTS  
August 25, 2014**

STAFF MEMBER	WORKSHOP	LOCATION	DATE OF WORKSHOP	WORKSHOP COST	MILEAGE EXPENSE
Priscilla Ocasio-Jimenez	Leadership Academy (Cohort 2)	Monroe Twp., NJ	11/19/14, 2/11/15, 3/18/15	\$750.00	\$152.89
Donna Meyers	Leadership Academy (Cohort 2)	Monroe Twp., NJ	11/19/14, 2/11/15, 3/18/15	\$750.00	\$141.36
Patricia Gaburo	Leadership Academy (Cohort 3)	Monroe Twp., NJ	12/8/14, 2/25/15, 4/21/15	\$750.00	
Yvette DuBois	Leadership Conference for School Administrators	Sicklerville, NJ	8/5/14	\$149.00	\$13.33
Tino Monti	Leadership Conference for School Administrators	Sicklerville, NJ	8/5/14	\$149.00	\$0.00
Carol Stull	Conference for Women	Atlantic City, NJ	11/17/14	\$134.00	\$32.24
Christina Battiatto	Autism Conference	Atlantic City, NJ	10/23 - 10/24/14	\$500.00	\$55.80
Karen DuBois	Autism Conference	Atlantic City, NJ	10/23-10/24/14	\$400.00	\$64.73
Daniel Bruce	Leadership Academy (Cohort 3)	Monroe Twp., NJ	12/8/14, 2/25/15, 4/21/15	\$750.00	\$133.92
Christina Battiatto	Leadership Academy (Cohort 3)	Monroe Twp., NJ	12/8/14, 2/25/15, 4/21/15	\$750.00	\$143.22
Terri Probasco	NJSCA 2014 Annual Fall Conference	Long Branch, NJ	10/12/14-10/13/14	\$235.00	Hotel \$185 Mi \$66.96
Terri Probasco	How to Investigate Harassment, Intimidation & Bullying	Monroe Twp., NJ	8/27/14	\$150.00	
Loretta Elwell	How to Investigate Harassment, Intimidation & Bullying	Monroe Twp., NJ	8/27/14	\$150.00	
Yvette DuBois	NJSMART Summit	Pilesgrove, NJ	8/19/14	\$0.00	\$12.40
Susan Duncan	Gifted & Talented Learning Fair	Mullica Hill, NJ	10/3/14	\$75.00	\$0.00

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – AUGUST 25, 2014

Rev. 8/22/2014

CONTRACT FOR IN SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 25<sup>th</sup> day of August, 2014, by BAYADA Home Health Care, Inc., with a service office located at Riverview Commerce Center, 10 East Main Street, Suite 1, Millville, New Jersey 08332 (hereinafter referred to as BAYADA) and Pittsgrove Township Schools, located at 1076 Almond Road, Pittsgrove, New Jersey 08318 (hereinafter referred to as SCHOOL).

BAYADA is a home health care agency, engaged in the business of providing professional nursing services and SCHOOL has identified a need for an in SCHOOL nurse to provide basic nursing care and teaching services to its students.

WHEREAS, it is the desire of both parties to make provision for on site, nursing services, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, BAYADA and SCHOOL agree to the terms and conditions outlined herein:

I. RESPONSIBILITIES OF BAYADA

A. Qualifications of Personnel. The Nurse supplied by BAYADA shall be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who shall hold a current license, registration or certification to practice in the State of New Jersey, and shall provide services pursuant to the applicable state laws.

B. Personnel Records, Inspection. BAYADA shall make available for inspection, upon the request of SCHOOL, the personnel files of its nurse who is providing on site services. The contents of such file will include:

1. Verification of current licensure or certification as applicable; and
2. Completed application for employment or resume; and
3. Verified references; and
4. Evidence of annual performance evaluation; and
5. A criminal record check, conducted upon hire, if required by state law; and
6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.

C. Service. BAYADA shall provide an RN/LPN to SCHOOL on a substitute basis. The RN/LPN will provide basic nursing services to SCHOOL's students currently attending schools located within SCHOOL's district. SCHOOL acknowledges and understands that BAYADA cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

D. Place of Performance. BAYADA will provide services primarily at schools located within SCHOOL's district. SCHOOL acknowledges and understands that BAYADA cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

[Type text]

E. Insurance.

1. BAYADA shall maintain general liability and professional liability coverage for any negligent acts or omissions of BAYADA employees which may give rise to liability under this Agreement.
2. BAYADA shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

F. Indemnification. BAYADA agrees to indemnify and hold harmless SCHOOL from all bodily injury and/or property damage claims arising out of the sole negligence of BAYADA, acting through its directors, agents, and employees.

G. Payment of Personnel. BAYADA, as an employer, shall remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.

H. Equal Opportunity Employment. BAYADA agrees to comply with the New Jersey state requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. BAYADA will provide required reports as requested.

I. Policies and Procedures. BAYADA will follow the SCHOOL's policies and procedures while providing care in the SCHOOL setting.

II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services. SCHOOL will remain responsible to compensate BAYADA for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

B. Insurance.

1. SCHOOL shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of SCHOOL acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement.
2. SCHOOL shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

C. Indemnification. SCHOOL agrees to indemnify and hold harmless BAYADA from all bodily injury and/or property damage claims arising from any act or omission of SCHOOL, acting through its directors, agents, employees or other personnel.

D. Equipment and Supplies. SCHOOL will supply BAYADA's RN/LPN with all necessary equipment, tools, materials and supplies (including teaching materials and supplies) necessary to perform services under this Agreement.

[Type text]

E. Employment Status. SCHOOL understands and agrees that the RNL/FPN is an employee of BAYADA and SCHOOL will not attempt to solicit the RNL/FPN to work privately for SCHOOL, without written authorization from BAYADA, during the term of this Agreement and for one (1) year following its termination or expiration. SCHOOL recognizes the recruiting, training and retention expenses that BAYADA encounters as an employer, and acknowledges that BAYADA is not a placement or referral service. Should SCHOOL desire to hire one of BAYADA's employees, SCHOOL agrees to provide BAYADA with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee shall apply to any BAYADA employee SCHOOL wishes to hire.

F. New Jersey Department of Education Requirements. As required by the New Jersey Department of Education (NJDOE), SCHOOL agrees to sponsor those BAYADA employees who will be providing services within SCHOOL's district. Such sponsorship includes, but is not limited to, an NJDOE Criminal History Review. SCHOOL agrees to provide BAYADA with all NJDOE forms and information necessary for BAYADA's employees to obtain the required Criminal History Review. BAYADA agrees to provide only employees that have been sponsored by SCHOOL and approved by the NJDOE.

G. Compliance Program. BAYADA values honesty and confidentiality in all business interactions. In order to assure adherence to these values, BAYADA maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. SCHOOL agrees to abide by this program, and understands its obligation to report questionable activities involving BAYADA's employees to the local office Director named below or to the Compliance Hotline at 1-866-655-4295.

**III. BILLING AND COMPENSATION**

A. SCHOOL agrees to compensate BAYADA at a rate of \$49.00/hour for RN services or \$39.00/hour for LPN services provided under this Agreement.

B. BAYADA shall forward to SCHOOL an itemized bill on a weekly basis.

C. SCHOOL agrees to pay submitted bills within sixty (60) days of receipt. Any bill not paid within the sixty (60) day period will be considered delinquent. BAYADA reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. SCHOOL agrees to reimburse BAYADA for all collection costs, including attorneys' fees and expenses.

**IV. TERM AND TERMINATION**

A. This Agreement will come into effect beginning on July 1, 2014 and will remain in effect through June 30, 2015. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.

B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.

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C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:

1. Dissolution or bankruptcy of either BAYADA or SCHOOL.
2. Failure of either BAYADA or SCHOOL to maintain the insurance coverages required hereunder.
3. Breach by BAYADA or SCHOOL of any of the material provisions in this Agreement.

**V. ADDITIONAL TERMS**

A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of New Jersey.

B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.

C. Assignment. This Agreement may not be assigned by either party, in whole or in part.

D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.

E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address stated below. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.

F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for SCHOOL and BAYADA are to be kept confidential by SCHOOL and BAYADA and not disclosed to any other party or used in part or whole without the permission of SCHOOL and/or BAYADA.

G. Entire Agreement. This writing evidences the entire Agreement between BAYADA and SCHOOL, there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

[Type text]

Date: 8/22/14

*Chris Lueder*  
Chris Lueder  
Director

Signing with authority for  
BAYADA Home Health Care, Inc.

Date: 8/25/14

*Suzanne R. Fox*  
Suzanne R. Fox  
Business Administrator

Signing with authority for  
Pittsgrove Township Schools

**PITTSBORO TOWNSHIP SCHOOL DISTRICT**

**Olivet Elementary School Principal Search  
Timeline**

**August 13, 2014 – September 3, 2014:** 1. Advertisement of Position  
2. Formation of Interview Committees  
3. Selection of Interview Questions & Performance Tasks

**September 3 – 17, 2014:** Candidates Selected for Interview

**September 22 – October 3, 2014:** Interviews - Olivet School Committee  
*Committee:* Director of C&I, OES Principal, Elmer Principal, OES PEA Head Representative, Director of Special Education

**October 6-9, 2014:** Interviews- Superintendent's Committee  
*Committee:* Superintendent, Director of Curriculum & Instruction, Director of Guidance

**October 16 & 20, 2014:** October Board of Education Meetings. Superintendent's presentation of candidate to Board of Education.

**Later October through January 1, 2015:** Transition Period  
*(subject to availability of chosen candidate)*

