

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, January 19, 2012, 7:00 P.M., Arthur P. Schalick High School.

Members Present: Mr. Johnson, Mr. Rumpp, Mr. Schmidt, Mrs. Snyder, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

ROLL CALL

Members Absent: Mr. May, Mr. Miletta, Mrs. Smith

Mr. Henry Bermann, Superintendent; Mr. Michael Brodzik, Assistant Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Donna Meyers, Principal, A.P. Schalick High School; Ms. Patricia Gaburo, Principal, Olivet, Elmer, Norma Schools; Ms. Deborah Morton, Assistant Principal A.P. Schalick High School; Ms. Yvette DuBois, Assistant Principal Pittsgrove Township Middle School; Ms. Michelle Deaver, Director of Special Education; Mr. Dylan Berwick, Student Representative; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 7:00 P.M., leading the group in the pledge to the flag and reading the following statement:

*The New Jersey Open Public Meeting law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Pittsgrove Township Board of Education has caused notice of this meeting to be published by notifying the Clerk of the Township of Pittsgrove and having the date, time and place thereof posted in the Pittsgrove Township Municipal Building, Today's Sunbeam, The News of Cumberland County, The Daily Journal and the Elmer Times.*

PLEDGE TO THE FLAG

OPEN PUBLIC MEETINGS LAW

Board President, Mrs. Melissa Conover, 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

**PRESENTATIONS**

The following presentations were made:

- Principal for Olivet/Elmer Schools, Ms. Gaburo, presented the *Owls for the Month* and the *Eagles for the Month* for January, 2012;
- PTMS Assistant Principal, Ms. DuBois, presented the *Top Cats for the Month* for December, 2011;
- APSHS Principal, Ms. Meyers, and Assistant Principal, Ms. Morton, presented the *Cougars of the Month & Cougar Pride*, for January, 2012.

PRESENTATIONS

**Communications**

1. The Board of Education received a letter from Do It Big Productions, regarding use of the APSHS auditorium in April 2012, for a production of Disney's Beauty and the Beast.

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

MINUTES  
12/15/11

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the Minutes of the December 15, 2011 Board of Education Meeting and Closed Session.

Ayes: (6) Mr. Schmidt, Mrs. Snyder, Mr. Johnson, Mr. Rumpp, Mrs. Schneider, Mrs. Conover.

Noes: (0)

Abstain: (1) Mrs. Berwick

Motion Carried

ADJOURN  
INTO CLOSED  
SESSION I

**BOARD OF EDUCATION BUSINESS**

**Old Business – Closed Session I**

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

**1. Personnel Matters – Contract**

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:25 P.M.)

Unanimously approved

ADJOURN  
FROM CLOSED  
SESSION I

Moved by Mrs. Berwick seconded by Mr. Rumpp that the Board of Education adjourn from Closed Session. (7:38 P.M.)

Unanimously approved

2011-2012  
MEMORANDUM  
OF  
AGREEMENT  
PEA

**New Business**

With the Negotiations Committee recommendation, it was moved by Mr. Schmidt and seconded by Mr. Johnson that the Board of Education approve 2011-2014 Memorandum of Agreement between Pittsgrove Township Board of Education and the Pittsgrove Education Association. *(See pages 350-352)*

Roll Call: Ayes: (6) Mr. Schmidt, Mr. Johnson, Mr. Rumpp, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (1) Mrs. Snyder

Motion Carried

NOVEMBER  
ELECTIONS

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve implementation of the recently passed legislation that permits the Board of Education to move its elections to November providing the budget does not exceed the 2% cap. If the budget is under the 2% cap, the district can forego the budget voting process. *(See pages 353-354)*

Roll Call: Ayes: (6) Mrs. Snyder, Mr. Schmidt, Mr. Johnson, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (1) Mr. Rumpp

Abstain: (0)

Motion Carried

COMMITTEE  
REPORTS

**Committee Reports**

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve the following Committee Meetings: *(See pages 354-355)*

POLICY  
12/14/11

- Policy Committee Minutes – December 14, 2011 - The Committee recommended that the Board of Education approve the revision to Policy 3541.1. Finance Committee Minutes – January 11, 2012 - *No action was taken.*

FINANCE  
1/11/12

- Ad Hoc Committee Minutes - January 11, 2012 - *No action was taken.*

AD HOC  
1/11/12

Unanimously approved

COMMUNITY  
RELATIONS  
12/14/11

Community Relations Committee Minutes – December 14, 2011 – The Committee discussed the Board goal relating to community relations.

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

Moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education accept all School Choice applicants who appropriately completed the application process and met all required deadlines.  
Unanimously approved

SCHOOL  
CHOICE  
APPLICATIONS

**STUDENT REPRESENTATIVE'S REPORT**

Mr. Berwick reported on: the upcoming drama play, the Senior Class won Penny Wars, the indoor track team broke a record, the Alumni breakfast was successful, and that the swim team and mock trial team are all doing well.

STUDENT  
REPRESENTA-  
TIVE'S REPORT

**NJ DELEGATE REPORT**

Pat Snyder reported the next meeting will be held on Friday, January 20, 2012 and otherwise had no report.

NJ DELEGATE  
REPORT

**SUPERINTENDENT'S REPORT**

Moved by Mrs. Schneider and seconded by Mr. Rump that the Board of Education approve the Source4Teacher Substitutes submitted for January, 2012. *(See pages 356-357)*  
Ayes: (6) Mrs. Schneider, Mr. Rump, Mr. Johnson, Mr. Schmidt, Mrs. Berwick, and Mrs. Conover  
Noes: (1) Mrs. Snyder Abstain: (0) Motion Carried

SOURCE 4  
TEACHER  
SUBSTITUTES  
JANUARY 2012

Moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education approve Mike McGowan as a volunteer mentor in the district for the remainder of the 2011-2012 school year.  
Unanimously approved

MIKE  
MCGOWAN  
VOLUNTEER  
MENTOR

Moved by Mrs. Snyder and seconded Mrs. Berwick that the Board of Education approve Susan Rump as a substitute secretary for the remainder of the 2011-2012 school year. All appropriate documentation is completed. Per Board Policy 4112.8, Nepotism, per diem substitutes are excluded from the policy.  
Ayes: (6) Mrs. Snyder, Mrs. Berwick, Mr. Johnson, Mr. Schmidt, Mrs. Schneider, Mrs. Conover  
Noes: (0) Abstain: (1) Mr. Rump Motion Carried

SUSAN RUMPP  
SUBSTITUTE  
SECRETARY

With the Policy Committee's recommendation, it was moved by Mrs. Schneider and seconded by Mrs. Snyder that the Board of Education approve the revisions to Policy 3541.1, Transportation Routes and Services. The revisions reflect legislation changes made in September 2011.  
*(See pages 358-359)*  
Unanimously approved

POLICY 3541.1  
TRANSPORTA-  
TION ROUTES  
& SERVICES

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the district fire/security drills for December, 2011. *(See pages 359-363)*  
Unanimously approved

BUILDING  
REPORTS

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve:  
• 2012 Spring Co-Curricular appointments for 2011-2012; *(See pages 363-364)*  
• With the Superintendent's recommendation, Sheila Howard-Reed to the position of night/substitute security worker on, an as needed basis, for the remainder of the 2011-2012 school year. All appropriate documentation is completed.  
Unanimously approved

2012 CO-  
CURRICULAR  
APPOINTMENT  
  
SHEILA  
HOWARD-  
REED  
SUBSTITUTE  
SECURITY

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

GRANT FUNDS  
FROM PEA AND  
NJEA

Moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education accept the grant funds from the PEA and NJEA to PTMS, as delineated in Ms. Ocasio-Jimenez' memo. (See page 364)  
Unanimously approved

DONORS  
CHOOSE.ORG  
BOOK  
DONATION

Moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education accept of books from DonorsChoose.org for a classroom projects called "Great Books Are A Gift That Keep Giving," submitted by Olivet Teacher, Susan Duncan. The books total \$383.29 and will be used in the 5<sup>th</sup> grade Gifted and Talented program.

MAYOR'S  
BOOK CLUB

Moved by Mrs. Snyder and seconded by Mrs. Schneider that the Board of Education approve to participate in the Mayor's Book Club. Elmer Mayor, Joseph Stemberger, applied for and was awarded this grant opportunity.  
Unanimously approved

SPECIAL  
EDUCATION  
MONTHLY  
UPDATE

The Board of Education approved, by consensus, the Special Education Monthly Update of Pittsgrove Township Tuition Students, dated December, 2011. (See page 365)  
Unanimously approved

2011-2012  
NJQSAC  
STATEMENT  
OF  
ASSURANCE

**CURRICULUM & INSTRUCTION**

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the NJQSAC Statement of Assurance for the 2011-2012 school year. (See page 365-370)

Roll Call: Ayes: (7): Mrs. Snyder, Mr. Schmidt, Mr. Johnson, Mr. Rumpp, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

STUDENT  
TEACHER  
PLACEMENTS  
SPRING 2012

Moved by Mr. Schmidt and seconded by Mrs. Berwick that the Board of Education approve the student teacher placements for Spring, 2012. (See page 371)  
Unanimously approved

STAFF  
WORKSHOP/  
MILEAGE  
REQUESTS

Moved by Mr. Schmidt and seconded by Mrs. Berwick that the Board of Education approve the staff workshop/mileage requests. (See page 371)  
Unanimously approved

AUDIENCE  
PARTICIPATION I

**AUDIENCE PARTICIPATION I**

Participant presented a letter and comments included the high school's change in schedule.

BOARD  
SECRETARY'S  
CERTIFICATION

**BUSINESS AND FINANCE REPORT**

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

- Board Secretary's Certification, Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of November 30, 2011, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Pittsgrove Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(c)4. (See pages 372-386)

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of November, 2011. The Treasurer's Report and Secretary's Report are in agreement for the month of November, 2011 pending audit. *(See pages 387-395)* TREASURER'S REPORT
- The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c) 2, certifies that there are no changes in anticipated revenue amounts and sources for the month ending November 30, 2011. *(See pages 396-401)* REVENUE SUMMARY
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of January 19, 2012 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 2011-2012 fiscal year. BOE CERTIFICATION
- The transfers of November 25, 2011 and December 20, 2011 and the transfer status report for November, 2011. *(See pages 401-404)* TRANSFERS & TRANSFER STATUS REPORT
- The bills paid and the bills for payment. *(See pages 404-416)* WARRANTS
- Financial reports for November, 2011, as submitted:
  - Pittsgrove Community School-SACC Fund
  - Cafeteria Report
  - Norma General Fund
  - Olivet General Fund
  - PTMS General Fund
  - Student Activities Fund
  - Student Athletics Fund
  - APSHS Special AccountsFINANCIAL REPORTS

Unanimously approved

The Budget Summary for January, 2012 was presented.

BUDGET SUMMARY

Moved by Mrs. Schneider and seconded by Mr. Schmidt that the Board of Education approve the following homeless tuition contract agreements for the 2011-2012 school year:

*(See pages 416-419)*

- Tuition Contracts – Sending:
  - 1. Delsea Regional School District, effective September 1, 2011 through October 25, 2011, pro-rated tuition totaling \$2,267.30; DELSEA REGIONAL
  - 2. Millville Public School District, effective November 4, 2011 through December 7, 2011, pro-rated tuition totaling \$2,454.61. MILLVILLE
- Tuition Contracts – Receiving:
  - 1. Monroe Township School District, effective November 16, 2011 through June 30, 2012, pro-rated tuition totaling \$9,593.00; MONROE TOWNSHIP
  - 2. Millville Public School District, effective December 8, 2011 through June 30, 2012, pro-rated tuition totaling \$17,181.60; MILLVILLE
  - 3. Millville School District, effective December 12, 2011 through June 30, 2012, pro-rated tuition totaling \$14,207.20.

Unanimously approved

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

UTICA  
NATIONAL  
INSURANCE  
GROUP

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education accept the funds from Utica National Insurance Group, in the amount of \$4,287.50, for repairs to 2006 GMC Van damaged on December 7, 2011.  
Unanimously approved

SHELLY ELLIS  
REPRESENTA-  
TIVE NJ DEPT  
OF TREASURY

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the appointment of Payroll Secretary, Shelly Ellis, as the individual who will certify to the New Jersey Department of Treasury that all documentation prepared for income tax related purposes complies fully with the requirements of federal and state laws and regulations.  
Unanimously approved

**FOR YOUR INFORMATION**

- Enrollment Report
- Discipline Reports – December, 2011
- Tentative Budget Development Schedule
- Executive County Superintendent for Salem County - Letter from State of New Jersey, Department of Education, effective immediately Ms. Margaret Nicolosi is authorized by the Acting Commissioner to exercise the powers and perform the duties of the Executive County Superintendent with regard to all matters concerning the Pittsgrove Township School District
- Notice From Civil Dynamics - Dredging of Parvin Lake - Notice from Civil Dynamics, to neighboring property owners regarding an application for a Flood Hazard Area Individual Permit, submitted to the NJ Department of Environmental Protection, for the dredging of Parvin Lake
- Legal Memo on Field Trip Approvals – A memo from the Board Solicitor detailing the Board’s responsibility to approve field trips
- NJASA Legal Research Publication – December 2011 – Open Public Meetings Act (Part Four)
- Article from NJSBA School Board Notes – *Board Member’s Facebook Speech Violates Ethics Act*
- 2012 IDEA Application

2012 IDEA  
APPLICATION

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the 2012 IDEA Application.  
Unanimously approved

**ADDENDUM**

APSHS NEW  
ELECTIVE  
COURSES  
2012-2013

**ADDENDUM**

Moved by Mr. Schmidt and seconded by Mrs. Conover that the Board of Education approve the APSHS New Elective Courses for the 2012-2013 school year. (*See pages 419-421*)  
Roll Call: Ayes: (7) Mr. Schmidt, Mrs. Conover, Mr. Johnson, Mr. Rump, Mrs. Snyder, Mrs. Schneider, Mrs. Berwick  
Noes: (0) Abstain: (0) Motion Carried

HIB REPORTS

With regard to Harassment, Intimidation, and Bullying Reports, it was moved by Mr. Schmidt and seconded by Mr. Johnson that the Board of Education:

- Approve of the listing presented at the December 15, 2011 Board of Education Meeting; (*See page 422*)
- Review of the listing presented at the January 19, 2012 meeting.

Unanimously approved

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –JANUARY 19, 2012**

Moved by Mr. Schmidt and seconded by Mr. Johnson that the Board of Education approve Laureen Sharp as a SACC Caregiver to cover at Norma/Elmer/Olivet on an as needed basis at \$8.60/hour, effective upon receipt of the criminal history review clearance.  
Unanimously approved

LAUREEN  
SHARP  
SACC

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve the list of obsolete computer equipment for removal and proper disposal. *(See pages 422-425)*  
Unanimously approved

OBSELETE  
COMPUTER  
EQUIPMENT  
REMOVAL &  
DISPOSAL

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

- Transfer of petty cash funds from the APSHS BD program to the Olivet School Autism program. The Director of Special Education will remain the person responsible for the account;
- The additional warrants; *(see pages 425-426)*
- 2011-2012 Field Trips; *(See pages 426-427)*
- 2011-2012 Fundraisers. *(See page 427)*

Unanimously approved

TRANSFER OF  
PETTY CASH  
FUNDS

ADDITIONAL  
WARRANTS

FIELD TRIPS

FUNDRAISERS

**AUDIENCE PARTICIPATION II**  
No comments were made.

AUDIENCE  
PARTICIPATION II

**CLOSED SESSION II**

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

2. Contractual Matters – Superintendent

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8:22 P.M.)

Unanimously approved

ADJOURN  
INTO CLOSED  
SESSION II

Moved by Mrs. Snyder and seconded by Mr. Johnson that the Board of Education adjourn from Closed Session. (9:24 P.M.)  
Unanimously approved

ADJOURN  
FROM CLOSED  
SESSION II

Moved by Mrs. Snyder seconded by Mr. Johnson that the Board of Education meeting be adjourned. (9:24 P.M.)  
Unanimously approved

ADJOURNMENT

*bd*