

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 15, 2011**

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, September 15, 2011, 7:00 P.M., Arthur P. Schalick High School.

ROLL CALL

Members Present: Mr. May, Mr. Mileta, Mr. Rump, Mr. Schmidt, Mrs. Smith, Mrs. Snyder, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Members Absent: Mr. Stanton

Mr. Henry Bermann, Superintendent; Mr. Michael Brodzik, Assistant Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Michelle Deaver, Director of Special Education; Dylan Berwick, Student Representative; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 7:05 P.M., leading the group in the pledge to the flag and reading the following statement:

PLEDGE TO THE FLAG

*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.*

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

**Communications**

Moved by Mrs. Snyder and seconded by Mrs. Berwick that the Board of Education add the Off Broadway Street Players letter to communications.

COMMUNICATIONS

Unanimously approved

OFF BROADWAY STREET PLAYERS

Moved by Mrs. Schneider and seconded by Mr. Schmidt that the Board of Education approve the Minutes of the August 18, 2011 Board of Education Meeting and Closed Session.

Ayes: (7) Mrs. Schneider, Mr. Schmidt, Mr. Mileta, Mr. May, Mr. Rump, Mrs. Berwick, Mrs. Conover

MINUTES 8/18/11

Noes: (0)

Abstain: (2) Mrs. Snyder, Mrs. Smith

Motion Carried

**BOARD OF EDUCATION BUSINESS**

Old Business - None

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STUDENT  
DRESS CODE

New Business

Moved by Mr. May and seconded by Mrs. Schneider that the Board of Education approve the student dress code. (*See page 112*)

Ayes: (8) Mr. May, Mrs. Schneider, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith,  
Mrs. Berwick, Mrs. Conover

Noes: (1) Mrs. Snyder

Abstain: (0)

Motion Carried

Committee Reports

The Public Relations Committee is in the process of goal setting.

CURRICULUM  
COMMITTEE  
9/13/11

Mr. Schmidt reported on the following action item from the Curriculum Committee Meeting on September 13, 2011:

- Option 2 regarding Sports and Physical Education credits and required Graduation credits were discussed. (*See page 112*)

STUDENT  
REPRESENTA-  
TIVES REPORT

STUDENT REPRESENTATIVE'S REPORT

Dylan Berwick reported on some student concerns regarding dress code.

NJ DELEGATE  
REPORT

NJ DELEGATE REPORT

Mrs. Snyder reported that the first delegate meeting will be held on Friday, September 23, 2011 and that ten districts are participating in the new teacher evaluation.

DANIELLE  
FEASTER

PT PRESCHOOL  
TEACHER

SUPERINTENDENT'S REPORT

With the Superintendent's recommendation, it was moved by Mrs. Berwick and seconded by Mrs. Schneider that the Board of Education approve for Norma School, Part-Time (49%) Preschool Teacher, Danielle Feaster, Step 1BA, \$48,500 to be prorated to \$23,765, effective September 1, 2011 for the 2011-2012 school year. Note: salary is at the 2010-2011 rate and will be adjusted upon completion of negotiations.

Roll Call: Ayes: (9) Mrs. Berwick, Mrs. Schneider, Mr. May, Mr. Miletta, Mr. Rumpp, Mr. Schmidt,  
Mrs. Smith, Mrs. Snyder, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

KARA REX  
KINDERGAR-  
TEN TEACHER

With the Superintendent's recommendation, it was moved by Mrs. Berwick and seconded by Mrs. Schneider that the Board of Education approve for Norma School, Kindergarten Teacher, Kara Rex, Step 1BA, \$48,500, effective September 1, 2011 for the 2011-2012 school year. Note: salary is at the 2010-2011 rate and will be adjusted upon completion of negotiations.

Roll Call: Ayes: (9) Mrs. Berwick, Mrs. Schneider, Mr. May, Mr. Miletta, Mr. Rumpp, Mr. Schmidt,  
Mrs. Smith, Mrs. Snyder, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

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

- Mr. William Jolley as Administrative substitute for PTMS Assistant Principal, Yvette DuBois, \$400/day, and on an "as needed" basis for the 2011-2012 school year;
- To reinstate Deborah Sowers, who was cleared to return to work, as a contracted bus driver for 4.75 hours per day, at a hourly rate of \$19.59, effective September 1, 2011 for the 2011-2012 school year;
- The Source4Teachers substitute list submitted for the 2011-2012 school year.  
(*See pages 112-114*)

Unanimously approved

WILLIAM  
JOLLEY

DEBORAH  
SOWERS

SOURCE 4  
TEACHERS  
SUBSTITUTE  
LIST

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Moved by Mrs. Schneider and seconded by Mrs. Snyder that the Board of Education review, for the second reading, and adopt the following policies revised to reflect recent changes in the statute on Harassment, Intimidation and Bullying:

- 1100 - Communicating With The Public
- 1120 - Board of Education Meetings
- 5114 - Suspension And Expulsion
- 5131 - Conduct/Discipline
- 5131.1 - Harassment, Intimidation And Bullying
- 5131.5 - Vandalism/Violence
- 9200 - Orientation And Training Of Board Members

Also revised:

- 6145.1/6145.2 - Intramural Competition; Interscholastic Competition

Note: All policies are on file in the Superintendent's office and posted on the website.

Roll Call: Ayes: (8) Mrs. Schneider, Mrs. Snyder, Mr. May, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

ADOPTION OF  
POLICIES

Moved by Mrs. Berwick and seconded by Mr. May that the Board of Education approve the following co-curricular appointments/Band Volunteer positions for the 2011-2012 school year:

- Kevin Chaffinch - Band Volunteer - Percussion
- John Toth - returning volunteer - Band Volunteer -Winds

All appropriate paperwork has been submitted. (See pages 114-115)

Unanimously approved

CO-  
CURRICULAR  
BAND  
VOLUNTEER

Moved by Mrs. Snyder and seconded by Mr. May that the Board of Education approve the PTMS student placements at the Alternative Middle School for the 2011-2012 school year.

(See page 115)

Unanimously approved

PTMS  
STUDENT  
PLACEMENTS

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the following PTMS extra/co-curricular appointments for the 2011-2012 school year: (See page 115)

- Karen Tedor - Exploring Literature w/ Technology
- Lorraine Hill - Intro to World Cultures through the Arts
- Heidi Brown - World Cultures extension of Spanish to World, Arts and Music
- John Brown - Language Arts & Fine & Performing Arts Drama

Note: 2011-2012 stipend rates will be determined upon completion of PEA negotiations.

Unanimously approved

PTMS EXTRA  
CO-  
CURRICULAR

**CURRICULUM & INSTRUCTION**

Moved by Mrs. Berwick and seconded by Mrs. Snyder that the Board of Education approve to table the student teacher placements until next Board Meeting.

Unanimously approved

STUDENT  
TEACHER  
PLACEMENTS

Moved by Mrs. Snyder and seconded by Mr. May that the Board of Education approve the revised curricula for 2011 - 2012.

Note: The 2011-2012 Curricula is on file in its entirety in the Assistant Superintendent's Office.

Roll Call: Ayes: (9) Mrs. Snyder, Mr. May, Mr. Miletta, Mr. Rumpp, Mr. Schmidt, Mrs. Smith, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

2011-2012  
REVISED  
CURRICULA

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2011 NCLB  
APPLICATION  
SUBMISSION

Moved by Mr. May and seconded by Mrs. Berwick that the Board of Education approve submission of the 2011 NCLB Application Amendment which is necessary to budget 2010 carryover. *(See page 115)*  
Unanimously approved

2011-2012  
NCLB  
APPLICATION  
SUBMISSION

Moved by Mr. Schmidt and seconded by Mrs. Snyder that the Board of Education approve submission of the 2011-2012 NCLB application that is due September 23, 2011. The completed application will be available at the October 20, 2011 meeting.  
Unanimously approved

**FOR YOUR INFORMATION**

- Revised Gifted and Talented Program

AUDIENCE  
PARTICIPATION I

**AUDIENCE PARTICIPATION I**

Comments included concerns about student dress code, Option 2 Physical Education credits, and student handbooks.

JUNE 2011

BOARD  
SECRETARY'S  
CERTIFICATION

TREASURER'S  
REPORT

TRANSFER OF  
FUNDS

**BUSINESS AND FINANCE REPORT**

Moved by Mrs. Berwick and seconded by Mrs. Schneider that the Board of Education approve the following reports for June, 2011:

- Board Secretary's Report *(See pages 116-122)*
- Treasurer's Report *(See pages 122-129)*
- Transfer of Funds as of June 27, 2011 *(See pages 129)*

Note: The revised Board Secretary's Report and revised Treasurer's Report are in agreement for the month of June, 2011.

Unanimously approved

JULY 2011

BOARD  
SECRETARY'S  
CERTIFICATION

TREASURER'S  
REPORT

REVENUE  
SUMMARY

BOE  
CERTIFICATION

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 July, 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 130-137)*
- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of July, 2011. The Treasurer's Report and Secretary's Report are in agreement for the month of July, 2011 pending audit. *(See pages 137-141)*
- 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 July 31, 2011. *(See pages 141-142)*
- Certification Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of September 15, 2011 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

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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.

TRANSFERS &  
TRANSFER  
STATUS  
REPORT

- The transfers of July 25, 2011 and the transfer status report for July, 2011. (See page 143)

- The bills paid and the bills for payment. (See pages 143-148)

WARRANTS

- Financial reports for July, 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 Accounts

FINANCIAL  
REPORTS

Unanimously approved

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

- The Budget Summary for September, 2011.
- To void outstanding payroll checks. (See page 149)

BUDGET  
SUMMARY  
REPORT

Unanimously approved

OUTSTANDING  
CHECKS

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

- Tuition agreements with the Elmer Borough Board of Education, for the 2011-2012 school year: (See pages 149-150)

2011-2012  
TUITION  
AGREEMENTS  
WITH ELMER  
BOROUGH BOE

<u>Program</u>	<u>Contract Total</u>
Kindergarten @ Norma School	\$ 161,993.00
Grades 1 – 2 @ Elmer School	\$ 390,132.00
Grades 3 – 5 @ Olivet School	\$ 628,546.00
Grades 6 – 8 @ PTMS	\$583,150.00
Grades 9 – 12 @ APSHS	\$ 926,498.00
Resource Room	\$ 96,214.00

- Addendum II to the GCA Services Group Service Agreement, effective July 1, 2011 through June 30, 2011. The addendum reflects the following changes:

ADDENDUM II  
GCA SERVICES  
GROUP  
AGREEMENT

(See pages 150-152)

1. Additional (1.0) Custodial/Grounds FTE to Pittsgrove Township School District
2. Decreasing (.08) PT Custodial FTE to the Pittsgrove Township School District
3. Additional (1.0) Custodial FTE to the Camden Charter School District
4. Administrative Employee to the Pittsgrove Township School District
5. Additional (.50) Custodial FTE to the Elmer School

- The Interlocal Service Agreement with Woodstown-Piles Grove Regional School District, to share an Occupational Therapist, for the 2011-2012 school year. Woodstown-Piles Grove will split the total cost of the Occupational Therapist, totaling \$87,508.40 (salary, plus 7.65% FICA and medical and dental, less employee contribution). (See page 152)

INTERLOCAL  
SERVICE  
AGREEMENT  
FOR OT WITH  
WOODSTOWN-  
PILES GROVE

Unanimously approved

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The Board of Education held the following agenda items until after Closed Session:

- Approval of the Teacher Assistant Agreement with Mission One Educational Staffing Services, LLC, for the 2011-2012 school year;
- Approval of the Substitute Teacher Placement Agreement with Source4Teachers, for the 2011-2012 school year.

JOTTAN, INC  
APSHS ROOF  
RESTORATION  
PROJECT

Moved by Mrs. Schneider and seconded by Mr. May that the Board of Education approve:

- Payment #2 to Jottan, Inc., totaling \$215,679, for the APSHS roof restoration project; (See pages 152-153)
- Payment #3 to Jottan, Inc., totaling \$291,987, pending review from architect, for the APSHS roof restoration project. (See page 153)

PAYMENT #2

PAYMENT #3

Unanimously approved

2011-2012  
USE OF  
DISTRICT  
VEHICLES

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve to permit the list of designated employees the use of district vehicles, during the 2011-2012 school year. (See page 153)

Unanimously approved

2011-2012  
USE OF  
DISTRICT  
VEHICLES  
DAILY BASIS

Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education approve to Permit the list of designated employees to take home district vehicles, on a daily basis, for the 2011-2012 school year. (See page 154)

Ayes: (8) Mr. Schmidt, Mrs. Schneider, Mr. May, Mr. Miletta, Mr. Rump, Mrs. Snyder, Mrs. Berwick, Mrs. Conover

Noes: (1) Mrs. Smith

Abstain: (0)

Motion Carried

2011-2012  
NJASBO  
PROGRAMS

Moved by Mrs. Snyder and seconded by Mr. Schmidt that the Board of Education approve the following NJASBO programs for the 2011-2012 school year:

Business Administrator:

- November 21, 2011 - Mock Trial - Workers Compensation
- December 6, 2011 - Special Education and What the Business Administrator Should Know
- January 19, 2012 - 403(b) Regulations - IRS
- February 2, 2012 - Fiscal Issues
- March 15, 2012 - Purchasing
- April 19, 2012 - Legal Update
- June 25, 2012 - Audit and CAFR Preparation

Bookkeeper/Accountant:

- September 22, 2011 - School Business Administration 101
- June 25, 2012 - Audit and CAFR Preparation

Note: All programs will be held at the Double Tree, Mt. Laurel, NJ. Registration Cost is \$75/per program and mileage in accordance with travel regulations.

Unanimously approved

**FOR YOUR INFORMATION**

- School Resource Trooper, Trooper Laura Wheeler, will return to APSHS for the 2011-2012 school year. She will only be housed at APSHS part time, but will be available should we need her assistance.
- Enrollment Report

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- Letter from State of NJ indicating the Application for Dual Use of Educational Space/2011-12 School Year, to operate a Multiple Disabled class and Resource Room in Room No 1 at Elmer School is approved.
- Letter: State of New Jersey Department of Education- Superintendent Survey Results
- Letters from Standard and Poors:
  1. General Obligation State Credit Enhancement Revenue Bonds, Series 2005
  2. General Obligation State Credit Enhancement Revenue Bonds, Series 2009
- Letter: Public Agency Review
- School Choice Timelines 2012-2013

**ADDENDUM I**

Moved by Mrs. Berwick and seconded by Mr. Schmidt that the Board of Education approve the following student placements, effective September 6, 2011 for the 2011-2012 school year:

- Pittsgrove Out-Of-District Placements; (*See page 154*)
- Elmer Tuition Students Attending Pittsgrove. (*See pages 154-155*)

Unanimously approved

STUDENT  
PLACEMENTS

Moved by Mr. Schmidt and seconded by Mr. May that the Board of Education approve the additional revised curricula for 2011 – 2012.

Note: The 2011-2012 Curricula is on file in its entirety in the Assistant Superintendent's Office.

Roll Call: Ayes: (9) Mr. Schmidt, Mr. May, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Snyder, Mrs. Schneider, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (0)

Motion Carried

REVISED  
CURRICULA  
2011-2012

Moved by Mrs. Berwick and seconded by Mr. Rumpp that the Board of Education approve payment application 10R, in the amount of \$70,293.50, from Dandrea Construction Company, Inc., for the Olivet School project. This amount reflects the final billing of retainage from Dandrea for the project. (*See pages 155-156*)

Unanimously approved

OLIVET  
SCHOOL  
PROJECT  
PAYMENT  
APPLICATION  
10R

Moved by Mrs. Schneider and seconded by Mr. Schmidt that the Board of Education approve, by Resolution, that YALE SCHOOL, SOUTHEAST II, is not required to charge Pittsgrove Township School District for student paid and/or reduced meals, for the 2011-2012 school year.

(*See page 156*)

Unanimously approved

YALE SCHOOL  
SOUTHEAST II

Moved by Mrs. Snyder and seconded by Mrs. Berwick that the Board of Education accept the funds from Utica National Insurance Group, in the amount of \$21,295, for repairs of roof duct work at APSHS damaged during the snow storm.

Unanimously approved

UTICA  
NATIONAL  
INSURANCE  
GROUP

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

- The Bookkeeper/Accountant to register for the NJASBO "Academy for School Business Administrators". Registration fee is \$125, for six (6) programs being offered on the following dates:
  - September 30, 2011

NJASBO  
WORKSHOPS

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- November, 2011 (TBD)
- January 13, 2012
- March 16, 2012
- May 11, 2012
- June, 2012 (TBD)

Note: All programs will be held at NJASBO, Robbinsville, NJ. Mileage in accordance with travel regulations.

BOARD  
MEMBER  
GOVERNANCE  
II

- Board Member, Marlene Smith to attend the Governance II: Finance, Mandated Training program on October 24, 2011. There is no registration fee associated with this program. Note: Mileage in accordance with travel regulations.

STAFF  
WORKSHOP  
MILEAGE

- The staff workshop/mileage requests. (*See page 156*)

FIELD TRIPS

- The Field Trips for the 2011-2012 school year. (*See page 157*)

FUNDRAISERS

- The Fundraisers for the 2011-2012 school year. (*See page 157*)

Unanimously approved

**ADDENDUM II**

- Article: *Fees Put Pinch On Families* - Denver Post 8/1/11
- Article: *Middle-Class Schools Miss The Mark* - The Wall Street Journal 9/12/11

**ADDENDUM III**

- Article: *SAT Reading Scores Fall To Lowest Level On Record*

Moved by Mr. Schmidt and seconded by Mr. May that the Board of Education approve the additional staff workshop/mileage requests. (*See page 157*)

Unanimously approved

ADDITIONAL  
STAFF  
WORKSHOP/  
MILEAGE

**AUDIENCE PARTICIPATION II**

Comments were made regarding the dress code.

AUDIENCE  
PARTICIPATION II

**CLOSED SESSION**

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

1. Student Placement
2. Student Matter
3. Contractual Matter
4. Personnel Matter

ADJOURN  
INTO CLOSED  
SESSION

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8:26 P.M.)

Unanimously approved



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Moved by Mr. Schmidt and seconded by Mrs. Schneider that the Board of Education adjourn from Closed Session. (10:14 P.M.)  
Unanimously approved

ADJOURN  
FROM CLOSED  
SESSION

Moved by Mrs. Schneider and seconded by Mr. May that the Board of Education approve to deny acceptance of tuition student from Upper Pittsgrove.  
Unanimously approved

UPPER  
PITTSGROVE  
TUITION  
STUDENT

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

- The Teacher Assistants Agreement with Mission One Educational Staffing Services, LLC, for the 2011-2012 school year. Pricing is in accordance with bid proposal awarded on June 21, 2010. (See pages 158-160)
- The Substitute Teacher Placement Agreement with Source 4 Teachers, for the 2011-2012 school year. There are no increases to the daily rates from the 2010-11 school year. (See pages 160-162)

2011-2012  
TEACHER  
ASSISTANTS  
AGREEMENT  
MISSION ONE

SUBSTITUTE  
TEACHER  
AGREEMENT  
SOURCE4  
TEACHERS

Unanimously approved

Moved by Mr. Schmidt and seconded by Mrs. Berwick that the Board of Education approve the appeal for use of facilities on Sundays and holidays and direct the Business Administrator to draw up a contract for Off Street Broadway Players including a bond and payment in advance.

USE OF  
FACILITIES

Ayes: (5) Mr. Schmidt, Mrs. Berwick, Mr. Miletta, Mrs. Smith, Mrs. Conover

Noes: (3) Mr. Rumpp, Mrs. Snyder, Mrs. Schneider      Abstain: (1) Mr. May      Motion Carried

The Board of Education discussed Option 2.

OPTION 2

Pat Snyder left the meeting at 10:34 P.M.

The Board of Education discussed completing a survey from graduated students.

GRADUATES  
SURVEY

Moved by Mr. Schmidt seconded by Mr. Rumpp that the Board of Education meeting be adjourned. (11:02 P.M.)  
Unanimously approved

ADJOURNMENT

*bd*