

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 20, 2012

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, September 20, 2012, 6:30 P.M., Arthur P. Schalick High School.

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

ROLL CALL

Members Absent: Mr. Johnson, Mr. Miletta, Mr. May, Mrs. Schneider

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Priscilla Ocasio-Jimenez, Principal Pittsgrove Township Middle School; Ms. Patty Gaburo, Principal Olivet/Elmer/Norma Schools; Ms. Michelle Deaver, Director of Special Education; the press, staff members, and the public.

I. PLEDGE TO THE FLAG

II. CALL TO ORDER

Board President, Mrs. Melissa Conover, opened the meeting at 6:41 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

III. DISTRICT MISSION STATEMENT

Board President, Mrs. Melissa Conover, read the District Mission Statement:

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 21st century skills necessary to succeed in global environment.

IV. WORK SESSION STATEMENT

Board President, Mrs. Melissa Conover, read the Work Session Statement:

WORK SESSION STATEMENT

This is a Board of Education work session. All items on the Agenda appear for discussion only. No action will be taken during this session. All action items will be voted on at the Board Meeting on the Monday following the Thursday work session.

THE FOLLOWING ITEMS WERE REMOVED FROM THE AGENDA FOR THE VOTING SESSION ON SEPTEMBER 20, 2012:

- XVII Addendum, Item A. Establish Full Time Elementary guidance counselor position for the 2012-2013 school year.
Part-Time Guidance Counselor Position was approved at the August 20, 2012 meeting.

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THE REMAINING AGENDA ITEMS, BY CONSENSUS, WERE MOVED FOR VOTING ON SEPTEMBER 24, 2012:

V. PRESENTATIONS

No presentations

VI. COMMUNICATIONS

A. LETTERS OF RESIGNATION

1. Letter of resignation from PTMS Math Teacher, Brittany Lake, effective 8/31/12.

2. Letter of resignation from Schalick Guidance Counselor, Maggie Brown, effective September 1, 2012.

3. Letter of resignation from district bus driver, JoAnne Olbrich, effective September 1, 2012.

4. Letter of retirement from district bus aide, Iola Orth, effective November 1, 2012.

Acceptance of the resignations/retirement of the above-listed staff members, effective on their respective dates.

B. REQUEST FOR LEAVE OF ABSENCE

1. Request for an unpaid medical leave of absence from bus driver, Mildred Hart. Ms. Hart will exhaust her sick days and is requesting an unpaid medical leave of absence for a half-day September 19, 2012 through October 15, 2012.

VII. MINUTES

Approval of the following Minutes:

- Board of Education Work Meeting and Closed Session August 16, 2012
- Board of Education Meeting August 20, 2012

Approval with the following correction: XVII. Addendum, Item D., Number 2. 2012-2013 Transportation Jointures – Mrs. Conover Abstained Transportation Jointure - Upper Pittsgrove.

VIII. BOARD OF EDUCATION BUSINESS

A. UNFINISHED BUSINESS – Mrs. Berwick discussed dates for meeting with the Township.

B. NEW BUSINESS – The Board discussed the Shared Agreement with the Township. The Agreement will be forwarded onto the Attorney and the item will be placed on the Agenda for the October Work Session Meeting on October 18, 2012.

C. SPECIAL COMMITTEE REPORTS – The Board provided 2 meeting dates with support staff.

IX. STUDENT REPRESENTATIVE'S REPORT - VOTING SESSION ONLY

X. NJ DELEGATE REPORT - VOTING SESSION ONLY

XI. SUPERINTENDENT'S REPORT

A. PERSONNEL

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1. CERTIFICATED STAFF APPOINTMENTS

The Superintendent recommends that the Board of Education approve the following certificated staff appointments for the 2012-13 school year:

- APSHS BD Self-Contained Teacher - Nichole Brown, Step 12BA+15, \$60,719.
- Olivet Grade 5 Teacher - Carly Lovelace, Step 1BA \$49,249.
- PTMS PT PE/Health Teacher - Denée Mayhew, PT (28.57% - approx 2 hrs/day) Step 1BA, \$14,070.43.
- PTMS Math/Science Teacher - Jaime Danner, Step 1BA, \$49,249 prorated to reflect 9/5/12 start date.
- PTMS Math Teacher - Becky Quinn, Step 3BA, \$50,299 prorated to reflect 9/5/12 start date.

2. STAFF TRANSFERS

The Superintendent recommends Board approval to transfer Benjamin Cruzan, from PTMS Language Arts Teacher to APSHS Media Teacher, effective September 1, 2012 for the 2012-13 school year.

3. NON-CERTIFICATED STAFF APPOINTMENTS

Approval of the application of Morgan Risko as a SACC caregiver substitute, effective upon receipt of criminal history clearance, for the 2012-13 school year. She will be paid at the substitute rate of \$8.60/hour.

4. STAFF ADJUSTMENT FOR 2012-13

Approval to adjust the hours and salary of Denée Mayhew's security monitor position, from full time to part time (71.43%), approximately 5 hours/day for the 2012-13 school year. She will be paid \$19,197 for this position. This adjustment is made to accommodate her appointment as a part time PTMS PE/Health teacher for the 2012-13 school year.

5. SOURCE4TEACHERS

Approval of the Source4Teachers substitutes for the 2012-13 school year.

B. BOARD OF EDUCATION POLICY REVISIONS

Review, for the first reading, the following revised policies:

- 1330 - Use of Facilities
- 4111 - Recruitment, Selection and Hiring
- 4121 - Substitute Teachers
- 4211 - Recruitment, Selection and Hiring
- 5141.1 - Accidents
- 6142.10 - Internet – *Handout of the revised policy will be given for the voting session.*
- 9270 - Conflict of Interest

C. EVVRS - SECOND PERIOD DATA REPORTING FOR 2011-12

Review and approval of the EVVRS Report for Period #2 - January 1, 2012 to June 30, 2012. In accordance with the new EVVRS Reporting Guidance, EVVRS/HIB must be reported twice during the school year. This information was submitted to the NJDOE in July, 2012 and must be reported to the Board between September 1, 2012 and December 31, 2012.

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D. SCHOOL REPORTS

1. APSHS

a. GAME WORKERS

Approval of the 2012-13 game workers.

b. THANKSGIVING DAY BROADCASTS OF FOOTBALL GAME - NOVEMBER 21, 2012

Approval for WSNJ1240 AM radio and TV2 QBC television to broadcast the Thanksgiving Day football game, November 21, 2012, Cumberland Regional HS v. Schalick HS, at Schalick.

c. SENIOR CLASS TRIP 2013

Approval of the contract with Educational Travel Tours, Inc., tour agent for the APSHS Senior Class Trip to Orlando, Florida, April 27-30, 2013. Students are responsible for all costs.

The Board discussed the transportation costs to and from the airport.

2. PTMS

a. EXTRA/CO-CURRICULAR APPOINTMENT

Approval of Erik Nelson to the co-curricular position of After-School Band, \$25/hour, 2 days/week for 25 weeks.

Note: One (1) hour per day.

b. GRANT APPLICATIONS - NJEA PRIDE

Approval of the PTMS grant applications to NJEA PRIDE for funds totaling \$11,589.

E. SEMINAR ATTENDANCE

Approval for the Superintendent to attend the Bureau of Education & Research seminar, *Practical Strategies for Making Powerful Presentations*, October 31, 2012, Cherry Hill, NJ. Cost is \$295.

XII. SPECIAL EDUCATION

A. CRISIS PREVENTION INTERVENTION

Approval of Crisis Prevention Intervention re-certification training for Michelle Deaver, October 9-11, 2012, (3 days), Atlantic City, NJ, at a cost of \$679, plus approval to have Security Supervisor, Stephen Cerione, trained at no cost to the district. Training for Mr. Cerione to take place October 9-12, 2012, (4 days). Mileage in accordance with travel regulations.

B. 2012-13 PITTSGROVE OUT-OF-DISTRICT PLACEMENTS

Approval of the 2012-13 Pittsgrove Out-Of-District placements and their respective costs.

C. 2012-13 ELMER STUDENTS ATTENDING PITTSGROVE SPECIAL EDUCATION PROGRAMS

Approval of the placement of following Elmer students in Pittsgrove Township School District's special education programs for the 2012-13 school year at their respective tuition rates.

D. 2012 EXTENDED SCHOOL YEAR TUITION TO PITTSGROVE

Approval of the placement of (7) Elmer students in the 2012 Pittsgrove Extended School Year program at Olivet School, July 9, 2012 - August 3, 2012, at their respective tuition rates.

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XIII. CURRICULUM & INSTRUCTION

A. 2012-2013 NCLB

As part of the NCLB process, it is recommended that the Board of Education approve the 2012-2013 NCLB funded salaries and Budget Summary.

B. TITLE I PARENT INVOLVEMENT POLICIES

As part of NCLB Title I requirements, it is recommended that the Board of Education approve the school based Title I Parent Involvement Policies.

C. CURRICULA

Approval of the new and revised curricula for 2012-2013.

D. STUDENT TEACHERS

Approval of the following Rowan University Junior Field Experience students for Fall, 2012:

- Allison Grace Griffiths, with cooperating teacher Jami Musey at Schalick High School 9/19/12 - 10/29/12 and with cooperating teacher Irene Krawiec at Olivet Elementary from 10/31/12 - 12/10/12;
- Stephanie Labas, with cooperating teacher Irene Krawiec at Olivet Elementary from 9/19/12 - 10/29/12 and with cooperating teacher Jami Musey at Schalick High School from 10/31/12 - 12/10/12.

XIV. BUSINESS AND FINANCE REPORT

A. JUNE 2012 REVISED REPORTS

Approval of the following reports for June, 2012:

- Board Secretary's Final Report
- Treasurer's Report (Revised)
- Revenue Summary Report
- Transfer of Funds for June 18, 2012 through June 20, 2012
- Transfer Status Report

Note: The final Board Secretary's Report and revised Treasurer's Report are in agreement for the month of June, 2012.

B. BOARD SECRETARY'S CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of July 31, 2012, 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.

C. TREASURER'S REPORT

Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of July, 2012. The Treasurer's Report and Secretary's Report are in agreement for the month of July, 2012.

D. 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 July 31, 2012.

E. CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of September, 2012 and after review of the Secretary's Monthly Financial Report appropriations section, as presented, and upon consultation with the appropriate

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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 2012-2013 fiscal year.

F. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the transfers of July 16, 2012 and the transfer status report for July, 2012.

G. WARRANTS

Approval of the bills paid and the bills for payment.

H. FINANCIAL REPORTS

Approval of the financial reports for July 2012, 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

I. BUDGET SUMMARY

The Budget Summary for September, 2012 is submitted for your review.

J. ESTABLISH SARAH DICKERSON MEMORIAL SCHOLARSHIP FUND

Approval to establish the Sarah Dickerson Memorial Scholarship Fund for the 2012-2013 school year.

K. 2012-2013 TUITION CONTRACT AGREEMENTS WITH ELMER BOE

Approval of the following tuition agreements with the Elmer Borough Board of Education, for the 2012-2013 school year:

<u>REGULAR EDUCATION PROGRAMS</u>	<u>Contract Total</u>
Kindergarten @ Norma School	\$ 162,588.00
Grades 1 – 2 @ Elmer School	\$ 337,326.00
Grades 3 – 5 @ Olivet School	\$ 572,432.00
Grades 6 – 8 @ PTMS	\$ 625,290.00
Grades 9 – 12 @ APSHS	\$ 716,206.00
Resource Room	\$ 296,944.00

<u>SPECIAL EDUCATION PROGRAMS</u>	<u>Contract Total</u>
Pre-School Disabled Program @ Norma	\$ 19,632.00
BD Program	\$ 35,444.00
MD Program	\$ 156,512.00

L. GCA SERVICE AGREEMENT - ADDENDUM IV

Approval of Addendum IV to the GCA Services Group Service Agreement, effective July 1, 2012, reflecting the following changes:

- Pennsville Public School District
 - Increase the custodial average wage rate to \$11.04/per hour
 - Reduction of minimum overtime hours 1,500 annual hours

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M. MISSION ONE EDUCATIONAL STAFFING SERVICES AGREEMENT - ADDENDUM I

Approval of Addendum I to the Mission One Educational Staffing Services Agreement, reflecting teacher assistants who have been employed with Mission One since the initial start of services, or who have worked for the District for two (2) years as of September 1, shall be provided with a ~~limited number~~ of personal days, at the expense of the District, effective September 5, 2012, for the 2012-2013 school year.

The Board requested to change the motion from "limited number" to 3 personal days, the change needs to be reflected in the Mission One Agreement.

N. ACCEPTANCE OF FUNDS

Acceptance of the following funds:

- Sodexo, Inc. & Affiliates, in the amount of \$21,499.06, representing the guarantee from Sodexo's annual management fee for the 2011-2012 school year.
- Woodruff Energy, in the amount of \$29,411.71, for the period of January, 2012 through June, 2012.

O. NJASBO 2012-2013 PROFESSIONAL DEVELOPMENT WORKSHOPS

Approval of the following NJASBO Professional Development Programs, for the 2012-2013 school year:

Business Administrator:

- September 17, 2012 - *BA Roundtable Discussion*
- October 1, 2012 - *The Hows & Whys of Student Transportation*
- November 5, 2012 - *Understanding your CAFR & Audit Review*
- December 10, 2012 - *Legal Update - Ask the Attorney*
- January 22, 2013 - *Purchasing*
- February 19, 2013 - *Pensions*
- March 12, 2013 - *403(b) Update & Getting the Most Value out of Your Retirement Plan*
- April 23, 2013 - *How to Read the Board Secretary Report*

Accountant/Bookkeeper

- November 5, 2012 - *Understanding your CAFR & Audit Review*
- December 10, 2012 - *Legal Update - Ask the Attorney*
- January 22, 2013 - *Purchasing*
- April 23, 2013 - *How to Read the Board Secretary Report*
- NJASBO ACADEMY II - *10/30/12, 12/18/12, 02/21/13, 04/19/13, and 06/13 (TBD)*

Note: All programs will be held at the DoubleTree, Mount Laurel, NJ. Registration cost is \$50.00/each/per program and \$100 for the Academy II program. Mileage in accordance with travel regulations.

XV. AUDIENCE PARTICIPATION I

There were no comments.

XVI. FOR YOUR INFORMATION

A. ENROLLMENT REPORT

B. SACC ENROLLMENT REPORT

C. STUDENT REPRESENTATION TO THE BOARD OF EDUCATION -

Attached are memos from the APSHS Principal and the Senior Class President, as well as a copy of Policy #9140. As Superintendent, I have conferred with them on this matter and, in the spirit of Policy #9140, have agreed that the student representation to the Board of Education will be served by the Executive President and the APSHS Class Presidents on a rotational basis for the 2012-13 school year, as outlined in the memos.

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- D. 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM COORDINATORS -
Memo from the Middle School Principal indicating that Lisa McClintock and Scott Hogan will be the PTMS site coordinators for the 21st Century Community Learning Center Program sponsored through a grant from the SCVTS.
- E. TEACH NJ GUIDANCE FROM PORZIO, BROMBERG & NEWMAN, P.C.

XVII. ADDENDUM

A. ~~ESTABLISH FT ELEMENTARY GUIDANCE COUNSELOR POSITION~~

~~Approval to establish a full time elementary guidance counselor position for the 2012-13 school year.~~

The Board requested to hold this motion from the voting session on September 24, 2012 since the part-time guidance counselor position was approved August 20, 2012.

B. REVISED JOB DESCRIPTIONS

Approval of the revised job descriptions for *Supervisor of Instruction*. The first concerns the Supervisor of LA/SCI/SS, the second concerns the Supervisor of K-12 Instruction, Foreign Language, Music & Art.

C. WARRANTS

Approval of the additional warrants and additional bills for September, 2012.

Note: PO 821-13 was reimbursed by German Club

D. TRANSPORTATION PERSONNEL

1. PRIORITY SUBSTITUTE BUS DRIVERS

Approval of William McMullen and Dave Kinner, substitute bus drivers to the position of priority substitute bus drivers, effective October 1, 2012, at an hourly rate of \$18.18, with a prorated salary of \$13,089.60. This is a contracted position but does not have the time requirements to qualify for benefits. All credentials are on file for both individuals. Note: Priority substitute bus drivers will be used for absence coverage, field trips and sports runs.

The Board requested to change the position title from "priority substitute bus drivers" to "floating bus drivers."

2. CONTRACTED BUS AIDE

Approval of Barbara Pace, substitute bus aide, to the position of contracted bus aide, full time with benefits, effective October 1, 2012, at an hourly rate of \$16.52, with a prorated salary of \$17,098.20. This position became available due to the resignation of a contracted aide. All employment credentials are on file.

3. SUBSTITUTE BUS DRIVER

Approval of Edward Slaughter as a substitute bus driver, for the 2012-13 school year, pending the return of his criminal history review clearance. Mr. Slaughter will require full training.

4. SUBSTITUTE BUS AIDE

Approval of Sheri Lamplugh, as a substitute bus aide for the 2012-2013 school year, pending the return of her criminal history review clearance.

E. EDUCATION JOBS GRANT - CORRECTIVE ACTION PLAN

Approval of the Corrective Action Plan associated with the Education Jobs Grant.

F. COUNSELING PROPOSAL -- FOR REVIEW & DISCUSSION ONLY

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G. FIELD TRIPS 2012-2013

Approval of the Field Trips for the 2012-2013 school year.

H. FUNDRAISERS 2012-2013

Approval of the Fundraisers for the 2012-2013 school year.

I. STAFF WORKSHOP/MILEAGE REQUESTS

Approval of the staff workshop and mileage requests.

J. HARRASSMENT, INTIMIDATION & BULLYING REPORT

With regard to Harassment, Intimidation and Bullying Reports filed, Board approval of the listing presented at this meeting, for September, 2012.

XVIII. AUDIENCE PARTICIPATION II

Comment included a question on the Counseling proposal.

XIX. RECESS INTO CLOSED SESSION

The Board did not adjourn into Closed Session.

XX. ADJOURN FROM CLOSED SESSION

The Board did not Adjourn into Closed Session.

The Board requested student presentations for the Voting Session meetings held on the third Thursday of every month.

The Board will have the Liaison meeting with the Township on Tuesday, October 2, 2012 at 6:30 P.M.

XXI. ADJOURNMENT

Moved by Mr. Rumpp and seconded by Mr. Schmidt that the Board of Education meeting be adjourned. (8:21 P.M.)

Unanimously approved

ADJOURNMENT

Bd

SUZANNE R. FOX ABDILL, BOARD SECRETARY