

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

The regular meeting of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Monday, September 24, 2012, 7:00 P.M., Arthur P. Schalick High School.

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

ROLL CALL

Members Absent: Mrs. Schneider

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Ms. Autumn Winter, Student Representative; the press, staff members, and the public.

Board President, Mrs. Melissa Conover, opened the meeting at 7:08 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 21st century skills necessary to succeed in global environment.

DISTRICT MISSION STATEMENT

Board President, Mrs. Melissa Conover, provided an update from the September 20, 2012 Work Session by having the following item removed from the Agenda:

- 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.

PRESENTATIONS
No presentations

PRESENTATIONS

COMMUNICATIONS

The Following Communications were received:

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.

COMMUNICATIONS

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

RESIGNATIONS
BRITTANY
LAKE
MAGGIE
BROWN
JOANNE
OLBRICH

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

1. Resignation of PTMS Math Teacher, Brittany Lake, effective 8/31/12;
2. Resignation of Schalick Guidance Counselor, Maggie Brown, effective September 1, 2012;
3. Resignation of district bus driver, JoAnne Olbrich, effective September 1, 2012.
4. With regret, retirement of district bus aide, Iola Orth, effective November 1, 2012.

Ayes: (8) Mr. Schmidt, Mr. Rumpp, Mr. Johnson, Mr. Miletta, Mrs. Smith, Mrs. Snyder, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (1) Mr. May

Motion Carried

5. 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.

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

Unanimously approved

LEAVE OF
ABSENCE
MILDRED
HART

Moved by Mrs. Snyder and seconded by Mr. Miletta that the Board of Education approve the following Minutes:

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

Ayes: (9) Mrs. Snyder, Mr. Miletta, Mr. Johnson, Mr. May, Mr. Rumpp, Mr. Schmidt, Mrs. Smith*, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (1) *Mrs. Smith – to Aug. 20th only

Motion Carried

MINUTES
8/16/12
8/20/12

BOARD OF EDUCATION BUSINESS

Unfinished Business – None

New Business – None

Special Committee Reports – Township Liaison Committee Meeting will be held on October 2, 2012 at 7 p.m.

STUDENT
REPRESENTA-
TIVE'S REPORT

STUDENT REPRESENTATIVE'S REPORT – Student Representative, Ms. Winter, reported about football, that the German Exchange has been a great experience, the lunches are going well, and finally that Spirit Week will be held at the end of October.

NJ DELEGATE
REPORT

NJ DELEGATE REPORT – Pat Snyder reviewed the task force report, tenure reform law dates, and teacher evaluations.

PITTSBOROUGH TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

SUPERINTENDENT'S REPORT

With the Superintendent's recommendation, it was moved by Mr. Rumpp and seconded by Mrs. Smith 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.

NICHOLE BROWN

CARLY LOVELACE

DENEÉ MAYHEW

JAIME DANNER

BECKY QUINN

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

Noes: (0)

Abstain: (0)

Motion Carried

With the Superintendent's recommendation, it was moved by Mr. Rumpp and seconded by Mrs. Smith that the Board of Education approve to transfer Benjamin Cruzan, from PTMS Language Arts Teacher to APSHS Media Teacher, effective September 1, 2012 for the 2012-13 school year.

BEN CRUZAN

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

Noes: (0)

Abstain: (0)

Motion Carried

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

- The application of Morgan Risko as a SACC caregiver substitute, effective upon receipt of criminal history clearance, for the 2012-2013 school year. She will be paid at the substitute rate of \$8.60/hour;
- 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 2012-2013 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 2012-2013 school year;
- The Source4Teachers substitutes for the 2012-13 school year; (*See pages 121-126*)
- 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
 - 9270 - Conflict of Interest
- 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; (*See pages 127-128*)
- The APSHS 2012-13 game workers; (*See page 129*)
- 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;

SACC CAREGIVER SUB MORGAN RISKO

DENEÉ MAYHEW ADJUSTMENT

SOURCE 4 TEACHERS

POLICY REVIEW

EVVRS REPORT PERIOD #2

APSHS GAME WORKERS

THANKS-GIVING FOOTBALL GAME BROADCAST

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

SENIOR CLASS
TRIP TO
ORLANDO

- 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; *(See pages 129-130)*

ERIK NELSON
AFTER
SCHOOL BAND

- Erik Nelson to the co-curricular position of After-School Band, \$25/hour, 2 days/week, 1 hour/day for 25 weeks;

NJEA PRIDE
GRANT
APPLICATIONS

- The PTMS grant applications to NJEA PRIDE for funds totaling \$11,589;

WORKSHOP

(See pages 130-142)

- 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.

Ayes: (7) Mr. Rumpp, Mrs. Smith, Mr. Johnson, Mr. Schmidt, Mrs. Snyder*, Mrs. Berwick, Mrs. Conover

Noes: (0) Abstain: (3) Mr. May, Mr. Miletta, *Mrs. Snyder (to Source4Teachers only) Motion Carried

WORKSHOP
CRISIS
PREVENTION
INTERVEN-
TION

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

- 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;

OUT OF
DISTRICT
STUDENT
UPDATE

- The 2012-13 Pittsgrove Out-Of-District placements and their respective costs; *(See page 143)*

ELMER
STUDENTS IN
SPECIAL
EDUCATION

- 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; *(See page 144)*

EXTENDED
SCHOOL YEAR

- 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. *(See page 145)*

Unanimously approved

2012-2013
NCLB
SALARIES &
BUDGET
SUMMARY

It was moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve:

- The 2012-2013 NCLB funded salaries and Budget Summary; which is part of the NCLB process; *(See pages 145-146)*
- The school based Title I Parent Involvement Policies, which is part of NCLB Title I requirements; *(See pages 147-148)*
- The new and revised curricula for 2012-2013; *(See page 149)*
- The following Rowan University Junior Field Experience students for Fall, 2012:
 - Allison Grace Griffiths, with cooperating teacher Jami Musey-Lau 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-Lau at Schalick High School from 10/31/12 - 12/10/12.

TITLE I
PARENT
INVOLVEMENT
POLICIES

CURRICULA

STUDENT
TEACHERS

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

Noes: (0)

Abstain: (1) Mr. May

Motion Carried

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

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

- June 2012 Revised Reports
 - Board Secretary's Final Report (*See pages 149-165*)
 - Treasurer's Report (Revised) (*See pages 165-178*)
 - Revenue Summary Report (*See pages 179-181*)
 - Transfer of Funds for June 18, 2012 through June 20, 2012 (*See pages 181-183*)
 - Transfer Status Report (*See pages 183-184*)

JUNE 2012
REVISED
REPORTS

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

- 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. (*See pages 184-199*)
- 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. (*See pages 199-208*)
- 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. (*See pages 208-210*)
- 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 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.
- The transfers of July 16, 2012 and the transfer status report for July, 2012. (*See pages 210-211*)
- The bills paid and the bills for payment. German Trip to be reimbursed \$1330. (*See pages 212-217*)
- 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
- The Budget Summary for September, 2012 was presented.
- To establish the Sarah Dickerson Memorial Scholarship Fund for the 2012-13 school year.
- The following tuition agreements with the Elmer Borough Board of Education, for the 2012-2013 school year: (*See pages 218-222*)

BOARD
SECRETARY'S
CERTIFICA-
TION

TREASURER'S
REPORT

REVENUE
SUMMARY

BOE
CERTIFICA-
TION

TRANSFERS
AND
TRANSFER
STATUS
REPORT

WARRANTS

FINANCIAL
REPORTS

BUDGET
SUMMARY

TUITION
AGREEMENTS
WITH ELMER

<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

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

<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

GCA SERVICES
AGREEMENT
ADDENDUM

- Addendum IV to the GCA Services Group Service Agreement, effective July 1, 2012, reflecting the following changes: *(See Page 223)*
 - Pennsville Public School District
 - Increase the custodial average wage rate to \$11.04/per hour
 - Reduction of minimum overtime hours 1,500 annual hours

MISSION ONE
ADDENDUM

- 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 three (3) personal days, at the expense of the District, effective September 5, 2012, for the 2012-2013 school year. *(See pages 223-224)*

SODEXO
FUNDS

- To accept 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.

WOODRUFF
ENERGY

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

NJASBO
WORKSHOPS

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.

Ayes: (8) Mr. Schmidt, Mrs. Snyder, Mr. Johnson, Mr. Miletta, Mr. Rumpp, Mrs. Smith, Mrs. Berwick, Mrs. Conover

Noes: (0)

Abstain: (1) Mr. May

Motion Carried

AUDIENCE
PARTICIPATION I

AUDIENCE PARTICIPATION I

There were no comments.

FOR YOUR INFORMATION

- Enrollment Report
- SACC Enrollment Report

PITTSGROVE TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

- 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.
- 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.
- Teach NJ Guidance From Porzio, Bromberg & Newman, P.C.

ADDENDUM

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

- 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; (See pages 224-227)
- The additional warrants and additional bills for September, 2012; (See pages 227-228)
- William McMullen and Dave Kinner, substitute bus drivers to the position of floating 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: Floating bus drivers will be used for absence coverage, field trips and sports runs;
- 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;
- 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.
- Sheri Lamplugh, as a substitute bus aide for the 2012-2013 school year, pending the return of her criminal history review clearance;
- Counseling Proposal – at no cost to the Board; (See pages 231-232)
- The Field Trips for the 2012-2013 school year; (See page 233)
- The Fundraisers for the 2012-2013 school year; (See page 233)
- The staff workshop and mileage requests; (See pages 234-235)
- With regard to Harassment, Intimidation and Bullying Reports filed, Board approval of the listing presented at this meeting. (See page 235)

Unanimously approved

It was moved by Mr. Schmidt and seconded by Mrs. Smith that the Board of Education approve the Corrective Action Plan associated with the Education Jobs Grant. (See pages 229-230)

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

Noes: (0)

Abstain: (0)

Motion Carried

REVISED JOB DESCRIPTIONS FOR SUPERVISOR OF INSTRUCTION

ADDITIONAL WARRANTS

FLOATING BUS DRIVERS WILLIAM MCMULLEN DAVE KINNER

BARBARA PACE BUS AIDE

EDWARD SLAUGHTER SUB BUS DRIVER

SHERI LAMPLUGH SUB BUS AIDE

FIELD TRIPS

FUNDRAISERS

STAFF WORKSHOPS/ MILEAGE

HIB REPORTS

CORRECTIVE ACTION PLAN EDUCATION JOBS GRANT

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES –SEPTEMBER 24, 2012

AUDIENCE
PARTICIPATION II

AUDIENCE PARTICIPATION II

There were no comments.

ADJOURN
INTO CLOSED
SESSION

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

1. Contractual Matter
2. Negotiations

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (7:29 P.M.)

Unanimously approved

ADJOURN
FROM CLOSED
SESSION

Moved by Mr. Schmidt and seconded by Mr. Miletta that the Board of Education adjourn from Closed Session. (7:46 P.M.)

Unanimously approved

ACADEMY PLAY

Moved by Mr. Rumpp and seconded by Mr. Miletta that the Board of Education approve the Academy to present a play on bullying at the other schools in Salem County at no cost to the Board.

Unanimously approved

ADJOURNMENT

Moved by Mr. Rumpp and seconded by Mrs. Smith that the Board of Education meeting be adjourned. (7:46 P.M.)

Unanimously approved

Bd