

The Work Session of the Board of Education of the Township of Pittsgrove, County of Salem, New Jersey, was held on Thursday, January 22, 2015, 7:00 P.M., Arthur P. Schalick High School.

I. PLEDGE TO THE FLAG

Board President, Mr. Dominick Miletta, opened the meeting at 7:03 P.M., leading the group in the pledge to the flag followed by a moment of silence.

PLEDGE TO
THE FLAG

II. CALL TO ORDER

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, South Jersey Times, Elmer Times and The Daily Journal.

CALL TO
ORDER

III. DISTRICT MISSION STATEMENT

Board President, Mr. Dominick Miletta, read the District Mission Statement:

In partnership with the community, we promote the academic and personal growth of each student through rigorous programs that support lifelong learning.

MISSION
STATEMENT

IV. CHAIN OF COMMUNICATION

V. ROLL CALL

Board President, Mr. Miletta, called for a Roll Call of the Board:

Members Present: Mr. DiMatteo, Mr. Lawlor, Mrs. Mullin, Mrs. Penven, Mrs. Snyder, Mr. Wentzell, Mr. Wheaton, Mrs. Smith and Mr. Miletta

ROLL CALL

Members Absent: Mrs. Conover

Also in Attendance:

Mr. Henry Bermann, Superintendent; Mrs. Suzanne R. Fox Abdill, Business Administrator/Board Secretary; Ms. Yvette DuBois, Director of Curriculum & Instruction; Mr. Tino Monti, Principal of Olivet School; Mr. Daniel Bruce, Principal, Elmer and Norma Schools; Ms. Loretta Elwell, Assistant Principal, Norma School; Ms. Christina Battiato; Director of Special Education; Ms. Angela Williams, Director of Guidance; Ms. Kerri Wright, Board Solicitor; staff members and the public.

VI. 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.

VII. PRESENTATIONS

Moved by Mr. Lawlor and seconded by Mrs. Snyder that the Board of Education change the order of presentations and recognize the "Governor's Educator of the Year" recipients prior to presenting Student Awards.

Unanimously approved

A. RECOGNITION OF "GOVERNOR'S EDUCATOR OF THE YEAR" RECIPIENT

The following teachers will be recognized as "Governor's Educator of the Year" recipients for their respective schools:

- Darren Harris - Arthur P. Schalick High School
- Lorraine Hill - Pittsgrove Township Middle School
- Carol Scull - Olivet Elementary School
- Joelle Monti - Norma/Elmer Elementary Schools

GOVERNOR'S
EDUCATOR OF
THE YEAR

STUDENT AWARDS

B. STUDENT AWARDS

- Mr. Bruce, Principal, Elmer and Norma Schools, presented the Elmer Eagles of the Month for January 2015
- Mr. Monti, Principal, Olivet School, presented the Olivet Owls of the Month for January 2015
- Ms. DuBois, Director of Curriculum & Instruction, presented the PTMS Top Cats for January 2015
- Ms. Williams, Director of Guidance, presented the APSHS Cougars of the Month and Cougar Pride for January 2015

VIII. COMMUNICATIONS

LISA MCCLINTOCK RESIGNATION

A. LETTERS OF RESIGNATION

1. Letter of resignation from PTMS teacher, Lisa McClintock, effective March 16, 2015 (contractual - 60 days from notice), or earlier upon finding a qualified replacement.

Acceptance of the resignation of PTMS teacher, Lisa McClintock, effective March 16, 2015, (contractual - 60 days from notice) or earlier upon finding a qualified replacement.

TRACY BRATTON RESIGNATION

2. Letter of resignation from Bus Driver, Tracy Bratton, effective December 31, 2014.

Acceptance of the resignation of Bus Driver, Tracy Bratton, effective December 31, 2014.

PARENT LETTER- PARENTS AT SCHOOL FUNCTIONS

B. PARENT LETTER

1. Parent letter requesting review of current procedure regarding limiting the number of parents permitted to attend school parties/field trips.
 - Mr. Bruce, Principal, Elmer and Norma Schools, reviewed the reasons for the procedure.
 - Ms. Kerri Wright, Board Solicitor, stated that the Board needs to have an overarching policy on the "What" not the "How". This has been referred to the Policy Committee.

MINUTES

IX. MINUTES

Approval of the following Minutes:

- Board of Education Meeting - December 11, 2014
- Board of Education Meeting - December 15, 2014

X. MINUTES CLOSED SESSION

Approval of the following Closed Session Minutes:

- Closed Session - December 11, 2014

XI. STUDENT REPRESENTATIVE'S REPORT - WORK SESSION ONLY

JOANNA SOYRING – SENIOR

A. SCHALICK HIGH SCHOOL – Senior Representative, Joanna Soyring, discussed:

- Traffic getting backed up in the morning; drop-off, buses and students all use the same driveway.
- Finals are at the end of the week.

MATTHEW PACEWICZ – EIGHTH GRADE

B. MIDDLE SCHOOL – Eighth Grade Representative, Matthew Pacewicz discussed:

- VoTech trip;
- 7th Grade Camping Trip;
- Academic League Competition;
- Texas Road House Fundraiser – 10%;
- Geography Bee;
- PE Night – 80 participants, 50 spectators;
- Science Fair;
- 50 Acts of Kindness – next week;

- Pep Rally – next week; and
- Band Concert, February 5, 2015.

XII. NJ DELEGATE REPORT - VOTING SESSION ONLY

XIII. SUPERINTENDENT'S REPORT

A. PERSONNEL

1. TRANSPORTATION ADJUSTMENT FROM SUBSTITUTE TO FULL TIME

Approval to adjust bus driver William Conway's hours and salary, from substitute to full time bus driver, 6 hrs/day, \$22.68/hour; \$24,494 prorated, including health benefits, effective February 1, 2015.

BUS DRIVER
WILLIAM
CONWAY FULL
TIME

2. SOURCE 4 TEACHERS SUBSTITUTES

Approval of the Source4Teachers substitute list for January, 2015.

S4T

B. FIRE/SECURITY DRILLS

Approval of the district fire/security drills for December, 2014.

XIV. SCHOOL REPORTS

A. PTMS

1. DONATIONS FOR 7th GRADE CAMPING TRIP

Acceptance of the following donations received to defray the costs associated with the 7th grade Camping Trip:

- Chemglass Life Sciences, LLC - \$500.00
- Professional Education Services, Inc. - \$1,000.00

DONATIONS
FOR 7TH
GRADE
CAMPING

2. **EXTRA/CO-CURRICULAR APPOINTMENT

Approval of Megan Yacovelli as the PARCC Preparation Club Advisor at \$26.15/hour, 2 hours/week, for 20 weeks.

MEGAN
YACOVELLI-
PARCC
ADVISOR

B. OLIVET

1. YAMAHA TROMBONE DONATION

Acceptance of a Yamaha trombone, (valued at \$300), donated to Olivet School for use by the school band.

TROMBONE
DONATION

XV. SPECIAL EDUCATION

A. MONTHLY UPDATE

Approval of the following monthly update:

- Special Education Update of Pittsgrove Students, dated January 7, 2015.

B. SCHOOL PSYCHOLOGIST PRACTICUM

The Superintendent recommends approval of Rowan University student, Stephen Fisher, completing 300 practicum hours as part of his coursework at Rowan University working as a school psychologist with the Child Study Team in the spring semester 2015. There is no compensation for this practicum.

STEPHEN
FISHER-300
PRACTICUM
HOURS-CST

C. THE NEUROBEHAVIORAL WELLNESS CENTER

Approval of Kathryn Arcari, Psy. D., providing evaluations on an as-needed basis through The Neurobehavioral Wellness Center, LLC for the remainder of the 2014-15 school year. Fee schedule is attached.

NEURO-
BEHAVIORAL
WELLNESS
CENTER

XVI. CURRICULUM & INSTRUCTION

The "A Walk in the PARCC" presentation was held until the Voting Session.

A. PRESENTATION (VOTING SESSION)

Director of Curriculum and Instruction, Yvette DuBois, will present a power point entitled, "A Walk in the PARCC."

NCLB 2014
FINAL REPORT

B. NCLB 2014 FINAL REPORT AND 2015 AMENDMENT

Approval of the 2014 NCLB Final Report and the 2015 Amendment to budget carryover.

BENJAMIN
HUNT TO
OBSERVE
RENEE JOST

C. FIELDWORK EXPERIENCE REQUEST

Approval of the Observation Placement for Fairleigh Dickinson University Student, Benjamin Hunt to observe Renee Jost from March 16, 2015 to March 20, 2015.

TITLE 1-
ZACHARY
SLAVEN

D. TITLE I EXTENDED DAY PROGRAM STAFF APPOINTMENT

Approval of the appointment of Mr. Zachary Slaven to the position of PTMS Title 1 Extended Program Teacher. Staff members are compensated at the current contracted tutoring rate.

In addition, it is recommended that the Board of Education approve the appointment of Mr. Zachary Slaven to the position of PTMS Title 1 Program Teacher-in-Charge at the rate of \$37.20 per session, as needed.

The positions are funded via NCLB grant funds.

TEXTBOOK
REVIEW –
HUMAN
SEXUALITY

E. TEXTBOOK REVIEW

Review of the following textbook:

Human Sexuality (2009) Glencoe/McGraw-Hill

Course: Grade 9 Health

Replaces: Education in Sexuality

XVII. AUDIENCE PARTICIPATION I: A parent letter regarding parent participation in school parties and field trips was discussed.

XVIII. BOARD OF EDUCATION BUSINESS

BUDGET
PRIORITIES

A. UNFINISHED BUSINESS

1. 2015-2016 BUDGET PRIORITIES – please turn in if you haven't already.

STAFF
MEMBERS'
CHILDREN AT
PITTSBORO

2. DISCUSSION ITEM

Permitting staff members' child(ren) to attend Pittsgrove Schools at no cost, and independent of the School Choice program.

3. ELMER TRAILER

4. SECOND PART OF STUDENT ACHIEVEMENT PRESENTATION – when will it be given?

B. NEW BUSINESS

1. DRESS CODE COMMITTEE

PAF MEETING
JANUARY 27TH

2. PITTSBORO ARTS FOUNDATION (PAF) - Mrs. Smith reported that the next meeting is January 27, 2015, 6:00 P.M., Olivet School Cafeteria.

3. PARENT ADVISORY COMMITTEE – Mrs. Mullin reported.

4. CARRIE MULLIN:

- PARCC – How do we handle the refusal policy?
- Gloucester/Camden County Meeting was really good.

- NSB Convention is in Nashville, TN.

5. FOR YOUR INFORMATION

a. HANDOUTS

Board & Administrator, issues from October 2014 through January 2015.

b. NJSBA - 8TH GRADE DIALOGUE & DINNER RECEPTION

The Salem County Boards Association will be hosting the annual 8th Grade Dialogue and Dinner Reception. It will be held at the Salem County Vocational Technical School, Woodstown, NJ, in the cafeteria, Wednesday, February 25, 2015. Registration and a light dinner will be at 6 P.M. If you are interested in attending, contact the Business Office (#4018) NLT February 10, 2015. The following Board Members would like to attend: Mrs. Mullin, Mr. Miletta, Mrs. Penven, Mr. Wentzell and Mr. Lawlor.

NJSBA 8TH
GRADE
DIALOGUE

c. HIGHLIGHTS OF WORKSHOP 2014 - RESCHEDULED

The Highlights of Workshop 2014, scheduled for this Saturday, January 24, 2015, has been postponed due to weather predictions for snow on Friday and Saturday. All registrations will be canceled by NJSBA. The re-scheduled date is March 21, 2015. If you are interested in attending on March 21, 2015, please notify the Business Office no later than March 6, 2015. Mrs. Penven would like to be rescheduled for the new date. She was approved to go at the January 8, 2015, Board Meeting.

HIGHLIGHTS
OF WORKSHOP
2014
RESCHEDULED

C. SPECIAL COMMITTEE REPORTS

XIX. BUSINESS AND FINANCE REPORT

A. BOARD SECRETARY'S CERTIFICATION

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

BOARD
SECRETARY'S
CERTIFI-
CATION

B. TREASURER'S REPORT

Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of November 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of November 2014.

TREASURER'S
REPORT

C. 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 November 2014.

REVENUE
SUMMARY

D. CERTIFICATION

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of January 2015 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 2014-2015 fiscal year.

E. TRANSFER OF FUNDS / TRANSFER STATUS REPORT

Approval of the Transfer Status Report as of November 2014 and the transfers for November 2014 and December 2014.

TRANSFER
FUNDS/STATUS

F. **WARRANTS

Approval of the bills for payment.

FINANCIAL
REPORTS

G. FINANCIAL REPORTS

Approval of the November 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

BUDGET
SUMMARY

H. BUDGET SUMMARY

The Budget Summary for January 2015 is submitted for your review.

TECHSPO
WORKSHOP

I. TECHSPO WORKSHOP

Approval of the following individuals attending NJASA's TECHSPO 2015 Conference, Atlantic City, January 29-30, 2015:

- 2-Day Registration cost for Mr. Dominick Miletta @ \$395;
- 1-Day Registration for Mrs. Marlene Smith @ \$245.

ARCHWAY
TUITION
CONTRACT

J. ARCHWAY TUITION CONTRACT

Approval of the Tuition Contract, as submitted, between Pittsgrove Township Public School District and Archway Programs, Atco Campus, dated November 5, 2014, for the 2014-2015 School Year.

LARC SCHOOL
FREE MEALS

Approval, by Resolution, that Larc School will not be required to charge the Pittsgrove Township School District for student reduced and/or paid meals, effective for the 2015-2016 school year.

NEW BANK
ACCOUNT –
ELMER SCHOOL

L. NEW BANK ACCOUNT FOR ELMER ELEMENTARY SCHOOL

Approval to open a new bank account for Elmer Elementary School, at the First National Bank of Elmer, with the Business Administrator/Board Secretary and Building Principal as signatories and the Director of Curriculum & Instruction as the alternate signatory. Elmer Elementary School currently has an account that is combined with Olivet Elementary School.

TODD BOSTON
– MVC
REPRESENT-
ATIVE

M. RESOLUTION-NEW JERSEY MOTOR VEHICLE COMMISSION

Approval, and authorization, by Resolution, for Todd Boston to act as the Board's representative to complete and deliver paperwork regarding district vehicles to the NJ Motor Vehicle Commission, for the calendar year 2015.

FYI

XX. FOR YOUR INFORMATION

- A. DISTRICT ENROLLMENT
- B. SACC ENROLLMENT
- C. DISCIPLINE REPORTS
- D. LETTER FROM DOE: STUDENT PARTICIPATION IN THE STATEWIDE ASSESSMENT PROGRAM
- E. DETERMINATION FROM US DOE, NEW YORK OFFICE OF CIVIL RIGHTS
- F. BOARD SOLICITOR'S LETTER RE: US DOE NY OFFICE OF CIVIL RIGHTS DETERMINATION

LETTER FROM
DOE

ADDENDUM

XXI. ADDENDUM

- A. HARASSMENT, INIMIDATION & BULLYING REPORTS
With regard to Harassment, Intimidation and Bullying reports filed:

- Board approval of the HIB report submitted in December, 2014;
- Board review of the HIB report submitted at this meeting.

HIB REPORT

B. PERSONNEL

ADMIN ASST
TO BA –
MELISSA
LIPPINCOTT

1. ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR

The Superintendent recommends that the Board of Education approve the appointment of Melissa Lippincott to the position of Administrative Assistant to the Business Administrator, replacing Michele Mayer. Ms. Lippincott will be paid a salary of \$39,780.00, prorated from her start date for the remainder of the 2014-15 school year. This is a 12-month position. Lippincott's appointment is contingent upon receipt of her criminal history clearance.

2. PTMS SCHOOL SECRETARY

PTMS
SECRETARY –
LYNDSIE
CASSIDY

The Superintendent recommends that the Board of Education approve the appointment of Lyndsie Cassidy to the position of PTMS School Secretary, replacing Dawn Vicari. This is a 12-month position, at a salary of \$32,342.00, prorated for the remainder of the 2014-15 school year. This appointment is contingent upon receipt of criminal history background check.

3. **CERTIFICATED STAFF LANE CHANGES

CERT STAFF
LANE
CHANGES

Approval of the Certificated Lane Changes, effective February 1, 2015.

4. SUBSTITUTE BUS AIDE

SUBSTITUTE
BUS AIDE –
SHEILA
BRYANT

The Superintendent recommends the approval of Sheila Bryant, as a substitute bus aide, effective February 1, 2015, for the remainder of the 2014-2015 school year.

5. SUBSTITUTE BUS DRIVER

SUBSTITUTE
BUS DRIVER –
JESSICA
ROSADO

The Superintendent recommends the approval of Jessica Rosado, as a substitute bus driver, for the remainder of the 2014-2015 school year, pending the return of criminal history review clearance.

C. **WARRANTS

Approval of the bills for payment.

D. STAFF WORKSHOP/MILEAGE REQUESTS

STAFF
WORKSHOP
MILEAGE

Approval of the staff workshop/mileage requests.

E. 2014-2015 FUNDRAISERS

FUNDRAISERS

Approval of the 2014-2015 Fundraisers.

F. 2014-2015 FIELD TRIPS

FIELD TRIPS

Approval of the 2014-2015 Field Trips.

G. FOR YOUR INFORMATION

UPDATE ON
SUPERIN-
TENDENT
GOALS

1. UPDATE ON 2014-15 SUPERINTENDENT GOALS -- Mr. Bermann discussed the update and will send another update in April.

XXII. AUDIENCE PARTICIPATION II

AUDIENCE

The following was discussed: Busing field trips – outsourcing costs more; typing of PARCC testing; wifi infrastructure for PARCC; parent PARCC night scheduled for February 9 and 11, 2015.

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

CLOSED
SESSION

- Attorney Client issues
- 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. (10:29 P.M.)

Unanimously approved

ADJOURN FROM
CLOSED
SESSION

Moved by Mrs. Snyder and seconded by Mrs. Mullin that the Board of Education adjourn from Closed Session. (11:43 P.M.)

Unanimously approved

ADJOURNMENT

Moved by Mrs. Mullin and seconded by Mrs. Snyder that the Board of Education meeting be adjourned. (11:43 P.M.)

Unanimously approved

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Suzanne R. Fox Abdill, Board Secretary