

PITTSBORO TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

The Work Session of the Board of Education of the Township of Pittsboro, County of Salem, New Jersey, was held on Monday, May 19, 2014 7:00 P.M., Arthur P. Schalick High School.

Board President, Mr. Dominick Miletta, opened the meeting at 7:00 P.M., leading the group in the pledge to the flag.

PLEDGE TO
THE FLAG

Board President, Mr. Dominick Miletta, read 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 Pittsboro Township Board of Education has caused notice of this meeting to be published by notifying the Clerk of the Township of Pittsboro and having the date, time and place thereof posted in the Pittsboro Township Municipal Building, South Jersey Times, The Daily Journal and the Elmer Times.

CALL TO ORDER

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

The Pittsboro 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, Mr. Dominick Miletta, read the 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.

WORK SESSION
STATEMENT

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

Members Present: Mrs. Conover, Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rump, Mr. Wheaton, Mrs. Smith, Mr. Miletta

Members Absent: Mrs. Snyder, Mr. Wentzell

ROLL CALL

Also in Attendance:

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

Presentation of *Plant A Tree* by Girl Scout Troop #91056 at the Pittsboro Township Middle School.

Moved by Mrs. Penven and seconded by Mr. Rump that the Board of Education approve to accept the *Plant A Tree* donation from Girl Scout Troop #91056.

Unanimously approved

PLANT A TREE
PRESENTATION

UPDATES FROM THE MAY 15, 2014 WORK SESSION

The following updates were made to the Board of Education Work Session held May 15, 2014:

XI. B. APPEL FARM MUSIC PROGRAM PROPOSAL 2014-2015 – TABLED UNTIL JUNE 2014 MEETING

Moved by Mrs. Conover and seconded by Mrs. Smith that the Board of Education remove from tabled status the Appel Farm Music Program Proposal 2014-2015.

Unanimously approved

UPDATES FROM
WORK SESSION

XVIII. ADDITIONAL INFORMATION – This item was added to provide information requested by the Board of Education.

PRESENTATIONS

PRESENTATIONS – WORK SESSION

The following were presented at the May 15, 2014 Work Session:

- Principal for A.P. Schalick High School, Mrs. Meyers, and Assistant Principal, Mr. Volovar, presented the APSHS Cougars of the Month and Cougar Pride for May 2014.
- Principal for Pittsgrove Township Middle School, Dr. Ocasio-Jimenez, presented the PTMS Top Cats for April 2014.
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Elmer Eagles of the Month for May 2014.
- Assistant Principal for Olivet/Elmer/Norma Schools, Mr. Monti, presented the Olivet Owls of the Month for May 2014.

(See pages 210-211)

- APSHS Principal, Donna Meyers and Assistant Principal, Doug Volovar, presented an overview of Arthur P. Schalick High School.

STUDENT REPRESENTATIVE'S REPORT – WORK SESSION

COMMUNICATIONS

- Letter requesting to fund an annual scholarship for an APSHS senior continuing his/her education in the field of film or photography. (See page 212)

STUDENT
REPRESENTATIVE
REPORT

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve Mrs. Schneider's establishing and funding a scholarship for an A.P. Schalick senior who is going to continue their education in the field of film or photography. The scholarship will be awarded annually to a senior who is enrolled in a course of study for film-making, video production or photography.

Unanimously approved

PHOTOGRAPHY
SCHOLARSHIP,
MRS. SCHNEIDER

- Notice of retirement from Carol Menasse, Olivet School Teacher, effective July 1, 2014.

(See page 212)

Moved by Mrs. Conover and seconded by Mr. Rumpp that the Board of Education accept the notice of retirement from Carol Menasse, Olivet School Teacher, effective July 1, 2014.

Unanimously approved

NOTICE OF
RETIREMENT,
CAROL MENASSE

MINUTES

Moved by Mr. Lawlor and seconded by Mr. Rumpp to approve the following minutes:

- Board of Education Work Session Meeting April 10, 2014 (Regular and Closed Session)
- Board of Education Voting Session Meeting April 14, 2014 (Regular only - No Closed Session)

Unanimously approved

MINUTES

NJ DELEGATE REPORT – VOTING SESSION ONLY

SUPERINTENDENT'S REPORT

- Moved by Mr. Lawlor and seconded by Mr. Wheaton that the Board of Education approve the revised job description, *Athletic Trainer*. (See pages 213-214)
Unanimously approved

REVISED JOB
DESCRIPTION:
ATHLETIC TRAINER

- Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve the appointment of Leah Benson to the position of Athletic Trainer, pending receipt of her certification. Ms. Benson will be paid at Step 1BA, \$49,500. (2013-2014 rate), to be adjusted upon completion of PEA negotiations. Attached is Ms. Benson's employment application and resume. Please note that the employment application appears in a new format since all applications are now submitted electronically. (See pages 215-216)

LEAH BENSON,
POSITION OF
ATHLETIC TRAINER

Roll Call:

Ayes (7) Mrs. Conover, Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rump
Mrs. Smith, Mr. Miletta

Noes (0)

Abstain (0)

Motion Carried

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve the Source 4 Teachers substitutes for May 2014. (See pages 216-217)
Unanimously approved

SOURCE 4
TEACHERS

APPEL FARM MUSIC PROGRAM PROPOSAL 2014-2015: HELD FOR CLOSED SESSION

Approval of the Appel Farm Music Program Proposal for the 2014-2015 school year. This program, at a cost of \$67,735.00, will provide a full time music teacher for the 2014-2015 school year.

APPEL FARM
TABLED

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve the 2014-2015 District Calendar. Also attached: Back-to-School Nights/Early Dismissal Days and a memo regarding Professional Development Days. (See pages 217-218)
Unanimously approved

DISTRICT
CALENDAR
2014-2015

Moved by Mr. Rump and seconded by Mr. Lawlor that the Board of Education approve the American Red Cross Shelter Agreement with the Pittsgrove Township Board of Education. This Agreement designates APSHS as an emergency shelter for use by the Red Cross during a disaster. (See pages 218-220)
Unanimously approved

RED CROSS
SHELTER
AGREEMENT

Moved by Mrs. Smith and seconded by Mr. Lawlor to approve the following drills:

- Approval of the fire/security drills for April 2014.
- Approval of the bus evacuation drills for Norma, Elmer, Olivet and PTMS.

(See pages 220-226)

Unanimously approved

FIRE & SECURITY
DRILLS –
BUS EVACUATION
DRILLS

SCHOOL REPORTS - PTMS

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve to submit the NJ CAP grant application for the 2015-2015 school year. (See pages 227-229)
Unanimously approved

NJ CAP GRANT
APPLICATION –
CHILD ASSAULT
PREVENTION

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve the Monthly Update of Pittsgrove Students dated April 29, 2014.
Unanimously approved

MONTHLY UPDATE
OF PITTSBGROVE
STUDENTS

STUDENT
TEACHERS:
RONALD WALTERS
CRISTOPHER
JONES

CURRICULUM & INSTRUCTION

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve the following student teachers:

- Wilmington University student, Ronald Walters to complete 35 hours Practicum Placement with Christine Turner for Summer 2014.
- Cristopher Jones to complete 50 hours of a required internship/practicum in Guidance at the Middle School, from September 2014 – December 2014, pending receipt of appropriate documentation.

(See pages 229-232)

Unanimously approved

SUMMER
CURRICULUM &
PROFESSIONAL
DEVELOPMENT

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve the 2014 Summer Curriculum Work and Professional Development. (See page 233)

Unanimously approved

TEXTBOOK
REVIEW

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve to review the following textbooks:

Campbell Biology AP, 10th ed. (2014) Pearson

Course: AP Biology

Replaces: Campbell Biology AP, 8th ed., 2008

Geometry Common Core (2015) Pearson

Course: Geometry CP

Replaces: Geometry, 2001

Prentice Hall Literature, Common Core Edition

Course: English Grade 10

Replaces: Prentice Hall Literature, 1994

Unanimously approved

SUMMER
TECHNOLOGY
WORKSHOPS

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve to offer Summer Technology Workshops to professionals outside our district at the rate of \$40 per session.

(See page 233)

Unanimously approved

PROFESSIONAL
DEVELOPMENT
DAY PRESENTERS

Moved by Mrs. Conover and seconded by Mr. Rump that the Board of Education approve of 12 teacher presenters for the May 23, 2014 Professional Development Day to be compensated at \$145 each (5 hours at the contract rate of \$29 per hour for prep time).

Unanimously approved

BUSINESS AND FINANCE REPORT

Moved by Mr. Rump and seconded by Mr. Lawlor that the Board of Education approve the following:

- Board Secretary's report, pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of March 31, 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. (See pages 234-250)
- Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of March 2014. The Treasurer's Report and Secretary's Report are in agreement for the month of March 2014. (See pages 251-262)
- 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 March 2014. (See pages 262-266)

BOARD
SECRETARY'S
REPORTTREASURER'S
REPORTREVENUE
SUMMARY

PITTSBGROVE TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

- Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pittsgrove Township Board of Education certifies that as of May 2014 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 2013-2014 fiscal year.

CERTIFICATION

- Approval of the Transfer Status Report of March 2014 and the transfers dated April 2014. (See pages 266-268)

TRANSFERS

- Approval of the bills for payment. (See pages 268-278)

WARRANTS

- Approval of the March 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
 (See pages 279-286)

FINANCIAL
REPORTS

Unanimously approved

The Budget Summary for May 2014 is submitted for your review.

BUDGET
SUMMARY

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education approve, by Resolution, of the completion of the "*Application to Borrow Due to Delay in the June 2013 State Aid Payment.*" The payoff of the approved short-term borrowing will be made directly by the State to the district's bank of choice from the district's state aid payment. Area banks will be contacted for interest rates.
 Unanimously approved

APPLICATION TO
BORROW DUE TO
DELAY IN STATE
FUNDING

Moved by Mr. Lawlor and seconded by Mr. Rumpp that that Board of Education approve, by Resolution, that *Y.A.L.E. School North 2 Campus* will not be required to charge the Pittsgrove Township School District for student reduced and/or paid meals, effective for the 2014-2015 school year.
 (See page 287)
 Unanimously approved

Y.A.L.E. SCHOOL
MEAL PROGRAM

Moved by Mr. Rumpp and seconded by Mrs. Penven that the Board of Education approve the 2013-2014 Revised Transportation Jointure List. (See pages 287-289)

REVISED
TRANSPORTATION
JOINTURE LIST

Roll Call:

Ayes (6) Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rumpp, Mrs. Smith, Mr. Miletta

Noes (0)

Abstain (1) Mrs. Conover

Motion Carried

Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approves the attendance of Suzanne R. Fox Abdill, Business Administrator, at the *New Jersey Law & Ethics* workshop on Wednesday, May 28, 2014 to be held at the Friends Village in Woodstown, NJ. Cost to the Board is \$180, plus travel costs per policy.
 Unanimously approved

WORKSHOP FOR
BUSINESS
ADMINISTRATOR

PITTSBURGH TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

UNIFORM MINIMUM
CHART OF
ACCOUNTS,
2014-2015

2014-2015 SCHOOL YEAR ITEMS

Moved by Mr. Lawlor and seconded by Mrs. Smith that the Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2014-2015 school year.
Unanimously approved

POLICY
STATEMENTS,
2014-2015

Moved by Mrs. Smith and seconded by Mr. Lawlor that the Board of Education accept and reaffirm, by Resolution, the previous curricula, textbooks, policies, practices and procedures of previous Boards of Education. (See pages 290-294)

Roll Call:

Ayes (7) Mrs. Conover, Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rump, Mrs. Smith, Mr. Miletta
Noes (0) Abstain (0) Motion Carried

APPOINTMENTS
AND
DESIGNATIONS:

RESOLUTION - AWARDING OF CONTRACTS

Moved by Mr. Rump and seconded by Mrs. Conover that the Board of Education approve, by Resolution, to authorize awarding contracts for "professional services" for a one-year term, commencing July 1, 2014 through June 30, 2015, without competitive bidding, to the following:

1. Auditor - *Nightlinger, Colavita & Volpa, P.A.*
2. Broker of Record - *Conner Strong & Buckelew/The Porch Agency, Inc.*
3. Common Remitter Services - *ING*
4. General Counsel - *Lipman, Antonelli, Batt, Gilson, Rothman & Capasso*
5. General Counsel - *Parker McCay, P.A.*
6. General Counsel - *Porzio, Bromberg & Newman, P.C.*
7. Bond Counsel - *Parker McCay, P.A.*
8. Labor Relations & Negotiations - *Schwartz, Simon, Edelstein & Celso (Paul C. Kalac)*
9. Architect of Record - *Garrison Architects*
10. Consulting Engineers - *Fralinger Engineering, P.A.*
11. Environmental Consultant Services - *Sweetwater Environmental Management*
12. Regulatory Services - *TTI Environmental*
13. School Physician - *Dr. William Madison, Family Practice Associates at Washington, P.A.*

NOTES: The above firms and/or individuals have been contacted and have indicated a willingness to serve the Board of Education for the 2014-2015 school year. A two-year fee comparison schedule is attached. (See page 294)

Roll Call:

Ayes (6) Mrs. Conover, Mrs. Hayman, Mrs. Penven, Mr. Rump, Mrs. Smith, Mr. Miletta
Noes (1) Mr. Lawlor Abstain (0) Motion Carried

STAFF
APPOINTMENTS,
2014-2015

STAFF APPOINTMENTS

Moved by Mr. Lawlor and seconded by Mrs. Hayman that the Board of Education approve the "staff appointments" for the 2014-2015 school year, effective July 1, 2014 through June 30, 2015:

1. Business Administrator/Board Secretary - Suzanne R. Fox Abdill
2. Qualified District Purchasing Agent/Use of State Contracts - Suzanne R. Fox Abdill (*Appointment by Resolution*)
3. Affirmative Action Officer - Angela Williams (*Appointment by Resolution*)
4. District Anti-Bullying Coordinator - Angela Williams (*Appointment by Resolution*)
5. Title IX Coordinator - Michael Clarke (*Appointment by Resolution*)
6. ADA Coordinator - Suzanne R. Fox Abdill
7. 504 Compliance Officer - Michelle Deaver
8. Homeless Liaison - Loretta Elwell
9. Right to Know Officer - Michael Clarke
10. Integrated Pest Management Coordinator - Michael Clarke

PITTSBORO TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

STAFF
APPOINTMENTS,
2014-2015
(CONTINUED)

11. Safety and Health Coordinator - Steve Cerione
12. Public Agency Compliance Officer - Suzanne R. Fox Abdill (*Appointment by Resolution*)
13. OPRA Appointments - Custodians of School Records
 - Custodian of Government Records – Business Administrator
 - Custodian of Personnel Records – Superintendent
 - Custodian of Student Records – Building Principals

Roll Call:

Ayes (7) Mrs. Conover, Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rump, Mrs. Smith, Mr. Miletta
 Noes (0) Abstain (0) Motion Carried

OFFICIAL NEWSPAPERS

Moved by Mr. Rump and seconded by Mr. Lawlor that the Board of Education approve the Elmer Times, South Jersey Times (Salem County Edition) and the Daily Journal as the official newspapers of the Board of Education, for the 2014-2015 school year, effective July 1, 2014.
 Unanimously approved

OFFICIAL
NEWSPAPERS,
2014-2015

ROBERT'S RULES OF ORDER

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve that meetings of the Pittsboro Township Board of Education will be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties, except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education.
 Unanimously approved

ROBERT'S RULES
OF ORDER

DEPOSITORIES, SIGNATORIES, WIRE TRANSFERS OF SCHOOL FUNDS AND PETTY CASH

Moved by Mr. Rump and seconded by Mrs. Smith to approve the following items for the 2014-2015 school year:

DEPOSITORIES OF
SCHOOL FUNDS
2014-2015

The following depositories of school funds for the 2014-2015 school year, effective July 1, 2014:

- First National Bank of Elmer
- Susquehanna Bank
- Fulton Bank of New Jersey
- The State of New Jersey Cash Management Fund

The district accounts and signatories for the 2014-2015 school year, effective July 1, 2014.
 (See page 295)

SIGNATORIES,
2014-2015

Authorization for the Business Administrator and Superintendent to conduct wire transfers, as necessary for the 2014-2015 school year, effective July 1, 2014.

WIRE TRANSFER
AUTHORIZATION,
2014-2015

To establish the petty cash funds for the 2014-2015 school year, effective July 1, 2014. (See page 295)
 Unanimously approved

PETTY CASH,
2014-2015

RESOLUTION – TRAVEL EXPENSES

Moved by Mrs. Conover and seconded by Mrs. Smith that the Board of Education, by Resolution, adopt the 2014-2015 district travel expenses. (See page 296)
 Unanimously approved

DISTRICT TRAVEL
EXPENSES,
2014-2015

BUSINESS SERVICE AGREEMENTS 2014-2015

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve the following Business Services Agreements for the 2014-2015 school year:

- Agreement with Elmer Borough Board of Education, in the amount of \$27,060.
- Agreement with Newfield Borough Board of Education, in the amount of \$39,735

Note: Both agreements reflect a 2% increase from the 2013-2014 school year. (See pages 296-299)
 Unanimously approved

ELMER BUSINESS
SERVICE
AGREEMENT,
2014-2015

NEWFIELD
BUSINESS
SERVICE
AGREEMENT,
2014-2015

PITTSBORO TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

PROFESSIONAL
SERVICES
CONTRACTS:
GENERAL
COUNSEL,
NEGOTIATIONS
COUNSEL

PROFESSIONAL SERVICES CONTRACTS FOR 2014-2015

Moved by Mrs. Smith and seconded by Mrs. Hayman that the Board of Education approve the following Professional Services Contract Agreements for the 2014-2015 school year:

- Agreement with Parker McCay to provide legal services as General Counsel, at an hourly rate of \$160.00.
- Agreement with Porzio Bromberg & Newman to provide legal services as General Counsel, at a reduced hourly rate of \$175.00.
- Agreement with Schwartz Simon Edelstein & Celso, (*Paul Kalac, Esq.*), to provide Labor and Negotiations Counsel, at an hourly rate of \$165.00.

(See pages 300-303)

Roll Call:

Ayes (6) Mrs. Conover, Mrs. Hayman, Mrs. Penven, Mr. Rump, Mrs. Smith, Mr. Miletta
Noes (1) Mr. Lawlor Abstain (0) Motion Carried

SHARED
SERVICES,
2014-2015:

SHARED SERVICES AGREEMENTS

Moved by Mr. Lawlor and seconded by Mrs. Hayman that the Board of Education approve to continue the following shared services agreements for the 2014-2015 school year:

- Interlocal Service Agreement between Pittsgrove Board of Education and Newfield Board of Education for Electrical, HVAC, Plumbing, Maintenance Services and Materials.
- Shared Service Agreement with Sterling High School in the South Jersey Technology Partnership (SJTP).

(See pages 303-305)

Roll Call:

Ayes (7*) Mrs. Conover, Mrs. Hayman, Mrs. Penven, Mr. Lawlor, Mr. Rump*, Mrs. Smith, Mr. Miletta
Noes (1) Mr. Rump* (SJTP only) Abstain (0) Motion Carried

NEWFIELD
INTERLOCAL
AGREEMENTSJTP -
TECHNOLOGYEDUCATIONAL
DATA SERVICES,
LICENSING & MTCE
2014-2015

EDUCATIONAL DATA SERVICES 2014-2015 LICENSING & MAINTENANCE FEE

Moved by Mr. Lawlor and seconded by Mr. Rump that the Board of Education approve participation in the New Jersey Cooperative Bid Maintenance Program, through Education Data Services, Inc., for the 2014-2015 school year. The licensing and maintenance fee for the 2014-2015 school year is \$6,000. *This reflects no increase from the 2013-2014 fee.*

Unanimously approved

GCSSSD
TRANSPORTATION
PROGRAMS,
2014-2015

TRANSPORTATION PROGRAMS

Moved by Mr. Rump and seconded by Mr. Lawlor that the Board of Education approve the following transportation programs:

- Contracts with Gloucester County Special Services School District (GCSSSD), for the 2014-2015 school year:

- Contract for participation in GCSSSD's Nonpublic Aid-In-Lieu Program.
- Contract for participation in GCSSSD's MVC On-Line Abstract Request Program.
- Contract for participation in GCSSSD's Choice Student Program

(See pages 305-311)

- Participation in the Salem County Cooperative Transportation Program for the 2014-2015 school year. This is a countywide cooperative program, administered by GCSSSD, for homeless, nonpublic, special education and vocational transportation needs in Salem County. (See pages)
Unanimously approved

SALEM COUNTY
COOPERATIVE
TRANSPORTATION
PROGRAM,
2014-2015

FYI

FOR YOUR INFORMATION:

- ENROLLMENT REPORT
- SACC ENROLLMENT
- DISCIPLINE REPORTS
- QSAC CERTIFICATION
- NJSBA NOVEMBER ELECTIONS: IMPORTANT DATES

(See pages 311-320)

EDVOCATE, INC.
CONSULTING,
2014-2015

SODEXO FOOD
MANAGEMENT
SERVICES,
2014-2015

WOLFINGTON
LEASE/PURCHASE,
5 BUSES

LISA O'ROURKE,
SUB BUS DRIVER

STAFF
WORKSHOP/
MILEAGE
REQUESTS

HIB

FUNDRAISERS

FIELDTRIPS

SUMMER 2014
MAINTENANCE
WORKERS

FYI:
BA CONTRACT,
2014-2015

PROPOSAL FOR
ADD'L FUNDS ON
2014-2015 BUDGET

ADDITIONAL INFORMATION

HELD FOR CLOSED
SESSION: APPEL
FARM MUSIC
PROGRAM
PROPOSAL

- Appel Farm Music Program Proposal 2014-2015 – HELD FOR CLOSED SESSION
Held for Closed Session: Approval of the Appel Farm budget for a part time music program for the 2014-2015 school year. All other provisions of the Appel Farm Music Program Proposal remain the same. Also attached is a memorandum detailing the 2013-2014 Music Program.

FYI:
SCHOLARSHIP
CRITERIA

- FOR YOUR INFORMATION
Scholarship Criteria (See page 333)

AUDIENCE
PARTICIPATION

AUDIENCE PARTICIPATION

Comments included comments and/or concerns about Appel Farms, special education task force findings, music lessons, 504 coordinator, special testing needs.

MELISSA
CONOVER:
MASTER BOARD
MEMBER

Terri Lewis presented to Melissa Conover the Master Board Member Award.

ADJOURN INTO
CLOSED SESSION

Moved by Mrs. Smith 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. Personnel
2. Contractual Matters
3. Student Matters

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. (8:21 P.M.)

Unanimously approved

ADJOURN FROM
CLOSED SESSION

Moved by Mr. Rumpp and seconded by Mrs. Hayman that the Board of Education adjourn from Closed Session. (9:38 P.M.)

Unanimously approved

APPEL FARMS
MUSIC PROGRAM,
2014-2015

UNFINISHED BUSINESS – APPEL FARMS

Moved by Mrs. Conover and seconded by Mrs. Hayman that the Board of Education approve the Appel Farm budget for a part time music program for the 2014-2015 school year. All other provisions of the Appel Farm Music Program Proposal remain the same. Also attached is a memorandum detailing the 2013-2014 Music Program.
(See pages 334-336)

Roll Call:

Ayes (7) Mrs. Conover, Mrs. Hayman, Mr. Lawlor, Mrs. Penven, Mr. Rumpp,
Mrs. Smith, Mr. Miletta

Noes (0)

Abstain (0)

Motion Carried

NEW BUSINESS

BOARD POLICIES,
FIRST READING

- BOARD POLICIES – REVISIONS/NEW POLICY

Moved by Mr. Lawlor and seconded by Mrs. Penven that the Board of Education approve the first reading of the following revised policies:

- #2224 Nondiscrimination/Affirmative Action
- #4111 Recruitment, Selection and Hiring (Certified Staff)
- #4211 Recruitment, Selection and Hiring (Non-Certified Staff)
- #5145.4 Equal Educational Opportunity
- #6121 Nondiscrimination/Affirmative Action
- #6145 Extracurricular Activities
- #6147.1 Evaluation of Individual Student Performance

(See pages 336-372)

PITTSBURGH TOWNSHIP BOARD OF EDUCATION VOTING SESSION MINUTES – MAY 19, 2014

- Moved by Mr. Lawlor and seconded by Mr. Rumpp that the Board of Education approve Darren Harris as a volunteer in the Business Office during the summer as part of his MBA program.
Unanimously approved
- SUPERINTENDENT'S EVALUATION – HELD UNTIL JUNE MEETING
Appropriate for Closed Session.
- SUPERINTENDENT'S CONTRACT – HELD UNTIL JUNE MEETING
Appropriate for Closed Session.
- SPECIAL COMMITTEE REPORTS
Dominick Miletta reported on Delegate Assembly meeting; Marlene Smith reported on Pittsburgh Day, will deliver results of suggestion box, and the Board has an invitation to Norma Day.

DARREN HARRIS,
BUSINESS OFFICE
VOLUNTEER AS
PART OF
MBA PROGRAM

SUPERINTEN-
DENT'S
EVALUATION

SUPERINTEN-
DENT'S
CONTRACT

SPECIAL
COMMITTEE
REPORTS

ADJOURNMENT

Moved by Mr. Rumpp and seconded by Mrs. Smith that the Board of Education meeting be adjourned.
(9:56 P.M.)
Unanimously approved

ADJOURNMENT

Olivet Owls of the Month – May 2014

Third Grade

Megan Brooks
Jacob Briles

Fourth Grade

Alaina Mathews
Leon (LJ) Sobczak

Fifth Grade

Jenna Killeen
Logan Groome

Elmer Eagles of the Month – May 2014

First Grade

Taylor Behrens
Zachary Kachai

Second Grade

Rachel Irizarry
Kevin Shaud



Pittsgrove Township Middle School
1082 Almond Road
Pittsgrove, New Jersey 08318

PTMS TOP CATS

The Pittsgrove Township Middle School is pleased to announce the TOP CATS for the month of April. These students have demonstrated cooperation, effort and are striving to meet their potential. One male and one female are selected by each of our grade level teams.

6th Grade Students

Lauren Bradway

Jonathan Miller

7th Grade

Michaela Costantino

Robert Magnan

8th Grade

Savanna LaMarra

Jacob Puglia

Computer

Seth Brodzik

Spanish

Faith Deininger

ARTHUR P. SCHALICK HIGH SCHOOL

718 Centerton Road
Pittsgrove, New Jersey 08318
(856) 358-3094
(856) 358-7063 (FAX)

ANGELA WILLIAMS
Director of Guidance

MICHAEL CLARKE
Athletic Director

DOUGLAS VOLOVAR
Assistant Principal

DONNA MEYERS
Principal

TO: Suzanne Fox Abdill, Business Administrator

FROM: Donna Meyers, Principal

RE: Cougar of the Month & Cougar Pride

DATE: May 5, 2014

Please add the presentation of certificates for Cougar of the Month and Cougar Pride for May 15th board agenda for the students named below.

Cougars of the Month:

Katie Farrell
Kevin Adams

Cougar Pride

11th grade

Paxton Allen
Rey Cruz

10th grade

Sara Corson
Tyler Anderson

9th grade

Nelissa Ortiz
Johnathan Kenny

Thank you.

From the Desk
Of
Patti Schneider

March 12, 2014

Dear Members of the Board of Education:

I am seeking approval to fund a scholarship for an A.P. Schlick senior who is going to continue their education in the field of film or photography. The scholarship will be awarded annually to a senior who is enrolled in a course of study of film making, video production or photography.

Sincerely



Patti Schneider

May 15, 2014

Mr. Berman,

This letter is to inform you of my retirement from Olivet School effective July 1, 2014.

Sincerely,



Carol Menasse

ARTHUR P. SCHALICK HIGH SCHOOL

718 Centerton Road
Pittsgrove, New Jersey 08318
(856) 358-3094
FAX (856) 358-7063

ANGELA WILLIAMS
Director of Guidance

MICHAEL CLARKE
Athletic Director

DOUGLAS VOLOVAR
Assistant Principal

DONNA MEYERS
Principal

TO: Donna Meyers, Principal

FROM: Michael Clarke, Director of Athletics *mc*

DATE: May 5, 2014

RE: Athletic Trainer Job Description for BOE – Approval

Please seek Board of Education approval for approval of the revised Athletic Trainer job description to meet the current parameters of the position, which include but are not limited to working hours and contract, state mandated trainings and supervision of said trainings. This position has evolved into an extremely complex and vital part of the athletic programs.

Thank you in advance for your cooperation with this matter.

PITTSBORO TOWNSHIP SCHOOL DISTRICT
1076 ALMOND ROAD, PITTSBORO, NJ 08318

ATHLETIC TRAINER

- Qualifications:
1. Appropriate State of New Jersey Department of Education Certification
 2. Appropriate NATA Certification
 3. Appropriate State Board of Medical Examiners Certification
 4. Current First Aid and CPR Certifications

Reports to: Athletic Director

Performance Responsibilities:

1. To supervise the operation of the athletic training room, to include, but not limited to:
 - a. Setup and maintenance of team medical kits
 - b. The establishment of appropriate rules for the use of the athletic training facilities
 - c. Maintain athletic training equipment
 - d. Monitor the use of supplies to insure their proper use and availability
 - e. Assist in the development of the training budget
2. To provide general assistance to student athletes and their parents in the areas of medical referral, insurance and rehabilitation, to include, but not limited to:
 - a. General referral information (should not recommend specific physicians or rehabilitation services)
 - b. An understanding of the relationship of school and private family medical insurance coverages.
3. To work in cooperation with the school physician, nurse and coaches to prevent injuries, to include, but not limited to:
 - a. Supervising in the selection of equipment to include and not limited to the weight room
 - b. Assisting the Athletic Director in the routine inspection of practice and game facilities and reporting or correcting physical hazards
 - c. Supervising in the designing of conditioning programs for all athletic teams.
 - d. Applying of protective wraps, taping and dressings
 - e. Encouraging positive health habits with athletes in areas of diet, hygiene, personal fitness and related matters
 - f. Making routine visits to practice facilities and being available in practice areas during contact and scrimmage components of the practice

4. To provide first aid for new injuries, to include, but not limited to:
 - a. Following district protocol
 - b. Arranging for emergency transportation if needed
 - c. Administering of current first aid techniques when the team doctor is not present and referral to a doctor to:
 - i. diagnose the extent of the injury
 - ii. refer the athlete to a specialist
 - iii. prescribe treatment for the trainer to follow
 - iv. determine when the athlete is able to return to competition
 - d. Providing emergency first aid for visiting teams with their consent
 - e. Rendering immediate recommendations on playing status of an injured player to the coaching staff. When a physician is not present, the athletic trainer will determine whether the athlete may continue to participate in a practice or athletic contest.
5. To maintain records and complete required paperwork, to include, but not limited to:
 - a. Maintaining a log of first aid care rendered
 - b. Preparation and transmittal of injury reports to the school nurse by the next school day
 - c. Maintaining a log of all training room visits
 - d. Maintaining a log of the progress of all rehabilitation activities
 - e. Creating a log an annual report of injuries, first aid treatments, rehabilitation activities and other services rendered
6. To provide treatment and rehabilitation activities under the direction of the school physician and/or student's private physician, to include:
 - a. Those prescribed in writing by a physician
 - b. Those rehabilitation techniques and physical modalities available in the training facility
 - c. Maintaining contact with referring physicians
7. To keep abreast of the latest techniques in the management and treatment of injuries, to include, but not limited to:
 - a. Attendance at clinics and symposiums
 - b. Membership in professional organizations
 - c. Reading current professional publications
8. To complete the training with the athlete, coaches, and school staff as mandated by state law not limited to:
 - a. Concussion, Sudden Cardiac Arrest, AED, CPR/First Aide, Heat

TERMS OF EMPLOYMENT: Ten month year (mid-August – mid-June). Salary to be established by the Board as noted in the PEA Agreement.

1. The athletic trainer will be available for 1450 hours over the "athletic" school year, which begins three days before fall sports practices and ends three days after

the last day of the spring sports season (including holidays and Saturdays). 7.75 x 187 = 1,450 hours.

2. The athletic trainer will be available for all home games and scrimmages, as well as all varsity football games (home and away), and most practices.
3. The athletic trainer will attend tournament competitions, unless a conflict arises. (Athletic Director will be consulted.)
4. When making his/her schedule, the athletic trainer's first priority is to allow coverage for games and scrimmages.
5. The athletic trainer's availability will vary from week to week depending on the number of scheduled games and/or scrimmages. Coverage for practices will be determined on a weekly basis and approved by the Athletic Director.

The athletic trainer will submit his/her schedule to the Athletic Director a week in advance for approval.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel using ATSNJ – Athletic Training Society of New Jersey, which is approved by State of New Jersey Department of Education.

BOE Approved: 5/19/14

ARTHUR P. SCHALICK HIGH SCHOOL

718 Centerton Road
Pittsgrove, New Jersey 08318
(856) 358-3094
FAX (856) 358-7063

DONNA MEYERS
Principal

DOUGLAS VOLOVAR
Assistant Principal

MICHAEL CLARKE
Athletic Director

ANGELA WILLIAMS
Director of Guidance

Leah Benson
565 Garden Road
Pittsgrove, NJ 08318
(856)-364-7643
leahbens@gmail.com

OBJECTIVE: Seeking to obtain a full time Athletic Trainer position.

EDUCATION:

Spring 2011 - present
Rowan University
Athletic Training (CAATE Accredited)
Glassboro, New Jersey 08028
Anticipated Graduation: May 2014

Fall 2010

Towson University
Athletic Training (CAATE Accredited)
Towson, Maryland 21252

ATHLETIC TRAINING EXPERIENCE:

Rowan University Program Rotations
Williamstown High School (Williamstown, NJ)

Spring 2014

Fall 2013
Delsea Regional Middle/High School (Franklinville, NJ 400 hours)
Provided a variety of Athletic Training Services including on-field care, modality use, taping, paper work and creating and implementing rehabilitation protocols to high school and middle school athletes.

Spring 2013

Gloucester City High School (Gloucester City, NJ 300 hours)
Provided a variety of Athletic Training services including on-field care, taping, paper work and creating and implementing rehabilitation protocols to high school athletes.

Fall 2012

Rowan University Women's Basketball (Glassboro, NJ 400 hours)
Provided a variety of Athletic Training services including on-field care, paper work, taping and creating and implementing rehabilitation protocol to the Women's Basketball team. Assisted with pre and post-surgical ACL rehabilitation.

September 2013 - present

Total Turf Experience (Pitman, NJ)
Facilitated the evaluation and treatment of athletes under the direction of a Certified Athletic Trainer.

September 2011 - March 2012

Arthur P. Schalick High School (Pittsgrove, NJ)
Athletic Training aide for football games as well as other sporting events

HONORS:

October 2013 - present

Mortar Board National College Senior Honor Society

TO: Donna Meyers, Principal

FROM: Michael Clarke, Director of Athletics

DATE: May 8, 2014

RE: Athletic Trainer BOE – Approval

Please seek Board of Education approval for Leah Benson as the full time Athletic Trainer, Step 1BA of the PEA Contract, \$49,500.00 (2013-14 rate). This rate will be adjusted upon completion of negotiations.

Thank you in advance for your cooperation with this matter.

May 2014 Board Approval List

Nobles, Andrea	Genoese, Maria	Abbassi, Eman
Noel , Michael	Georgiadis, Nicole	Aboelsooad , Nermeen
Nogrady, Carolyn	Gilliard, Jocelyn	Adkins, Rosemary
Okoh, Felicia	Golding, Elissa	Akiwowo, Lola
Olzewski, Geraldine	Goldstein, Earle	Alaji, Zaimah
Osif, Shawn	Gomes, Jennifer	Aldelizzi, Michael
Pacione, Katherine	Gonder, Joseph	Alesi, Gabriella
Pajak, David	Graham, Donna	Ambrosia, Lindsay
Paris, Suzanne	Grant, Felicia	Aragona, John
Parisi, Amanda	Gregorek, Chelsea	Armstrong, Rachel
Patel, Smita	Gromel, Evan	Asham, Sherif
Payton, Detrice	Grosvenor, Harriette	Aydin, Mattias
Peabody, Amy	Gruff, Sierra	Baczak, Jillian
Pellecchia, James	Guaraci, Peter	Baik, Sarah
Pellegrino, Angelena	Guerreiro, Jessica	Baker, Harry
Petrizzo, Caitlin	Gupton, Jaquam	Banks, Shana
Pizzo, Andrea	Hall, Arlener	Barber, Brenda
Plaskon, Kelsey	Hall, Olivia	Bell, Alycia
Pryor, Katherine	Hansen, Liana	Belton, Erica
Puskur, Jamuna	Hassan, Siham	Benkert, Sarah
Quinn, Anna Marie	Hayward, Alequa	Besso, Samantha
Ragone, Dana	Healy, Gilda	Bhambri, Vishal
Raja, Robina	Hector, Jessica	Blau, Joanna
Rasmussen, Krista	Heinberg, Christopher	Boggio, Kim
Rembecky, Shawn	Henault, Michelle	Bomersbach, Melinda
Rivera, Edwin	Hendelson, Elisha	Bowers, Alba
Rivera, Maritza	Hernandez, Agustina	Bramble, Dorothy
Roa, Vania	Higgins, Shannon	Brannau, Marisa
Rooks, Demetrius	Hill, Donald	Brice, Marie
Sala, Stefanie	Hill, Iris	Brooks, Jonathan
Saini-Amaya, Angela	Hochuli, Jillian	Brown, Rachel
Samaan, Mina	Hopely, Gregory	Burgin, Abigail
Samuels, Kathi	Howard, Shakira	Cabrera, Vanessa
Scalley, Robert	Huang, Peter	Calloway, Ashley
Scheck, Arielle	Hugger, Hannah	Campbell, Regina
Schiavo, Daniel	Iacono, Lori	Campbell-Nichols, Claudine
Seawick, Robert	Idelen, Lynn	Capua, Judith
Selletti, Michael	Istfanous, Magda	Carr, Michael
Serafine, Crystal	Iturralde, Camilla	Cartnick, Marian
Shah, Boskie	Jackow, Tyler	Cassidy, Rosellyn
Shipman, Tamika	Jacob, Rebecca	Castagna, Joseph
Skurat, Diane	Jamerson, Dewel	Castillo, Raul
Smith, Marc	James, Richard	Cavanaugh, Niles

May 2011 - July 2012	EMPLOYMENT:	Toys 'R Us Cumberland Mall (Vineland, NJ) Customer Service Representative
CERTIFICATIONS/PROFESSIONAL MEMBERSHIPS:		
March 2011 - present	CPR/First Aid Certified (American Red Cross)	
February 2013 - present	National Athletic Trainers' Association	
February 2010 - present	Eastern Athletic Trainers' Association	
September 2013 - present	Athletic Trainers' Society of New Jersey	
	Health Insurance Portability and Accountability Act (HIPAA) Certified	
SERVICE WORK:		
July - August 2013	Teacher's Aide Glassboro Child Development Center (Glassboro, NJ) Facilitated the teaching pre-kindergarten aged children	
Winter 2012	First Responder Flyers Skate Zone (Pennsauken, NJ)	
June - August 2012	Recreational Aide Veterans Memorial Home (Vineland, NJ) Assisted with the preparation and implementation of activities for residents	
April 2011, 2012, 2013	First Responder March of Dimes (Glassboro, NJ)	
April - June 2011, 2012, 2013	Aide to Head Softball Coach Arthur P. Schalick High School (Pittsgrove, NJ) Assistant coached during games and practices	
Fall 2011, 2012, 2013	Baker/Seller Athletic Training Club Weekly Bake Sale (Glassboro, NJ)	
EXTRACURRICULAR ACTIVITIES:		
August 2012 - May 2014	Rowan University Athletic Training Club Treasurer Rowan University (Glassboro, NJ) Elected to uphold the responsibility of club finances	
October 2013 - May 2014	Mortar Board Senior National Honors Society Alumni Chair Rowan University (Glassboro, NJ) Elected to uphold the responsibility of fostering relationships with local alumni	
Spring 2011, 2012	Intramural Soccer, Volleyball and Softball Rowan University Glassboro, NJ	
Spring 2011 - present	Rowan University Athletic Training Club Member Glassboro, NJ	

PITTSBURGH TOWNSHIP SCHOOL DISTRICT
1076 ALMOND ROAD, PITTSBURGH, NJ 08318

2014-15 DISTRICT CALENDAR

SEPTEMBER						
M	T	W	TH	F		
				4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER						
M	T	W	TH	F	S	S
					1	2
					3	4
					5	6
					7	8
					9	10
					11	12
					13	14
					15	16
					17	18
					19	20
					21	22
					23	24
					25	26
					27	28
					29	30

DECEMBER						
M	T	W	TH	F	S	S
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

	M	T	W	TH	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

FEBRUARY						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		

MARCH						
M	T	W	TH	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

APRIL						
M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
M	T	W	TH	F		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

JUNE						
M	T	W	TH	F	S	S
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

September 1, 2014	District Closed - Labor Day
September 2-3, 2014	Staff Full Day In-Service
September 4, 2014	School Opens for Students
October 3, 2014	Early Dismissal - Prof Development
October 13, 2014	District Closed - Columbus Day
October 24, 2014	Staff Full Day In-Service

November 8, 2014	District Closed - Veteran's Day (Observed)
November 10, 2014	Early Dismissal - Students & Teachers
November 26, 2014	District Closed - Thanksgiving
December 17-28, 2014	
November 22, 2014	Early Dismissal - Prof Development
December 22-31, 2014	Winter Recess
January 1-2, 2015	New Year's Day & Winter Recess

January 1, 2015	Early Dismissal - Prof. Development
January 29, 2015	Staff Full Day In-Service
January 30, 2015	Early Dismissal - Prof. Development
February 13, 2015	District Closed - Spring Break
February 12 & 16, 2015	District Closed - Presidents' Days
April 3-6, 2015	District Closed - Spring Break

May 25, 2015	District Closed - Memorial Day
June 15-16, 2015	Early Dismissal - Students
June 17, 2015	Early Dismissal - Last Day for Students & Teachers

PUPIL ATTENDANCE DAYS	
September	19
October	21
November	15
December	15
January	18
February	18
March	22
April	19
May	20
June	13
TOTAL STUDENT DAYS	100

School Closed
Early Dismissal for Students
Staff Full-Day In-Service

PARENTS: In the event the school year must be extended due to weather/emergency closings, scheduled spring/winter recesses may change. Make-up days may also be added to the end of the school year in June. It is recommended that you not schedule vacations to begin prior to June 30, 2015, or anytime during the summer months. You will be notified of district calendar changes as they occur.

STAFF: In the event the school year must be extended due to weather/emergency closings, scheduled spring/winter recesses may change. Make-up days may also be added to the end of the school year in June. Please do not schedule any event that would necessitate your absence from school during the these times. We also be notified of district calendar changes as they occur.

DISTRICT CLOSED		
July	4	Independence Day
Sept.	1	Labor Day
Oct.	13	Columbus Day
Nov.	10	Veterans Day
Nov.	27 & 28	Thanksgiving
		Dec. 22-Jan. 2
		Winter recess/New Year's Day
		Dr. Martin Luther King Day
		Presidents' Day
		Spring Recess
		Memorial Day

BOE-5/19/14

1111

Charles, Jessica	Javid, Sadia	Sochacki, Tiffany
Ciba, Elaine	Johnson, Alan	Solomon, Maa-Deidei
Cinman, Nicole	Johnson, Emily	Son, Sleng
Cisek, Stephanie	Johnson, Holly	Sotovando, Julie
Clarke, Andrea	Johnson, Terrance	Spears, Mufidah
Cloutier, Joseph	Kaliff, Melissa	Stefankiewicz, Adam
Cohen, Jessica	Kavaja, Robin	Steinbach, Sarah
Coke, Delroy	Kearns, Carrie	Steinberg, Elyse
Colon, Melanie	King, Melissa	Steup, Deanna
Conti-Laumbach, Kerri	Kinmonth, Brandi	Stewart, Jenifer
Cordua, Jacqueline	Konstantinidis, Julia	Susenti, Marisa
Cranston, Caren	Labas, Stephanie	Szuch, Adam
Crosbee, Marla	Lake, Samantha	Tadros, Jent
Cruz, Adriana	Lanzlotti, Lois	Talalai, Robert
Cutter, Cheryl	Lebed, Gregory	Tanelli, Marci
Dalumpines, Jade Maureen	Lewis, Alexandria	Tawiah-Aboagye, Nikita
D'Armetta, Joann	Linneman, Florence	Teitelbaum, Steven
Davis, Kristina	Linnen, Ann Marie	Theodore, Anderson
Davy, Asia	Lisngj, Paul	Thomas, Eric
Del Colle, Nicole	Longdon, Kareema	Thompson, Melva
Delpino, Dejon	Lowe, Carla	Thompson, Scott
DeMaio, Shannon	Ludwinski, Lindsey	Tomsky, Jodi
DeVona, Michelle	Manikas, Maria	Tsang, Edward
Dougherty, Robert	Martins, Tyla	Valenzuela, Fred
Dudra, Gayle	Martinez, Amanda	Vangelakos, Jennifer
Duncan, Brittini	Matkowsky, Laura	Vazquez, Mark
Duran-Pinzas, Stephanie	Maturana, Nayade	Velmurugan, Manjula
Eddegouj, Amal	Mazzo, Daniel	Vendetti, Kelly
Elder, Cynthia	McAndrews, Brian	Viden, Kymberly
Elkhalifa, Elraf	McNorton, John	Volpe, Michael
Elliot, Jacquelyn	McRae, Anesia	Wasilews, Kenny
Ellis, Raytia	McSweeney, Megan	Whitely, Qunita
Erickson, Laurel	Mensah-Bonsu, Abena	Wilkinson, Ramona
Flora, Danielle	Mercer, Jerilyn	Williams, Alex
Follansbee, Carolyn	Merker, Alyssa	Williams, Rodman
Foster, Latoyah	Mims, Cathy	Wolf, Dina
Fuentes, Johanna	Miner, David	Wolsten, Leah
Gadson, Andrea	Morris, Samantha	Wood, Ryan
Gallagher, Kelli	Muir, Jennifer	Wright, Deldre
Gallucci, Danielle	Murray, Garrett	Youssef, Amal
Ganesan, Janet	Nelson, Beau	Zaccaria, Michelle
Garner, Devon	Nelson, Christopher	Zeigler, Kerry
Garro, Joseph	Niedzwiecki, Erin	Zerrenner, Dana
		Ziccardi-Thode, Valerie

American Red Cross
Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: Pittsgrove School District

Parties and Facility

Owner: Legal name: Schallick High School
Chapter: South Jersey Region/Chapter
24-Hour Point of Contact: Name and title: Henry Bernmann hbernmann@pittsgrove.net
Work phone: 856-358-3094 Cell phone/pager: 856-491-1929
****3 of 4016
Address for Legal Notices: _____
718 Centeron Road
Elmer, NJ 08318

Red Cross: Legal name: The American National Red Cross
Chapter: South Jersey Region/Chapter
24-Hour Point of Contact: Name and title: James Shew james.shew@redcross.org
Work phone: 856-256-8300 x11 Cell phone/pager: 609-743-1643
Address for Legal Notices: _____
3 Parke Place Blvd
Sewell, NJ 08080

Copies of legal notices must also be sent to:
The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and
The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility: _____
(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).
High School
718 Centeron Road, Elmer, NJ

PITTSBURGH TOWNSHIP SCHOOLS
Administration Building
1076 Almond Road
Pittsgrove, New Jersey 08318-3950
(856) 358-3094 Fax: (856) 358-6020

HENRY BERMANN
Superintendent of Schools
(Ext. 4016)

SUZANNE R. FOX ABDILL
Business Admin./ Board Secretary
(Ext. 4018)

YVETTE DuBOIS
Director of Curriculum & Instruction
(Ext. 4013)

2014-15 BACK-TO-SCHOOL NIGHTS

PTMS – September 16, 2014
APSHS – September 17, 2014
NS – September 29, 2014
ES – October 1, 2014
OS – October 6, 2014

2014-15 EARLY DISMISSAL DAYS

PARENT-CONFERENCE DATES

PTMS – November 19, 20, 21, 2014
NS – December 8-11, 2014
ES – December 8-11, 2014
OS – December 8-11, 2014

APSHS EXAM DATES

January 28, 2015
January 29, 2015

District Calendar / 14-15 / Early Dismissal Dates

BOE:

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the *Facility/Shelter Opening/Closing Form*, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the *Shelter/Facility Opening/Closing Form* to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. Damage to the Facility or other property of Owner: reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

- c. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	<i>JS</i>	<i>JS</i>
Gas	<i>JS</i>	<i>JS</i>
Electricity	<i>JS</i>	<i>JS</i>
Waste Disposal	<i>JS</i>	<i>JS</i>

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

PITTSBURGH SCHOOL DISTRICT
Owner (legal name)

Henry Bernam
By (signature)

Henry Bernam
Name (printed)

Supervisor
Title

Date

4-23-14

THE AMERICAN NATIONAL RED CROSS
(legal name)

James Shew
By (signature)

James Shew
Name (printed)

Disaster Program Manager
Title

Date

4-15-14

ARTHUR P. SCHALICK HIGH SCHOOL

718 CENTER TOWN ROAD, PITTSBURGH, NJ 08318

(856) 358-3094

FAX (856) 358-7063

Mrs. Donna Meyers
Principal, ext 4102Mr. Douglas Volowar
Assistant Principal, ext 4104Ms. Angela Williams
Director of Guidance, ext 4111Mr. Michael Clarke
Athletic Director, ext 4119

MONTHLY FIRE AND SECURITY DRILL REPORT

Date: 4/22/14

Time: 12:45 PM

☒ Fire Drill☒ Lock Down Drill☐ Evacuation Drill☒ Bomb Threat Drill☐ Active Shooter Drill☒ Lockdown☐ Evacuation

Pull Site: N/A

Phone Line Tested ok? N/A

Was law enforcement involved during the drill? ☐ Yes ☒ NoComments: *Drill went very well.*

Administrator Signature _____

Date: 4/28/14

Time: 1:00 PM

☒ Fire Drill☒ Lock Down Drill☐ Evacuation Drill☐ Bomb Threat Drill☐ Active Shooter Drill☒ Lockdown☐ Evacuation

Pull Site: #21

Phone Line Tested ok? Yes

Was law enforcement involved during the drill? ☐ Yes ☒ No

Comments: _____

Administrator Signature _____

Taft Barnett
Disaster Program Specialist
Disaster Cycle ServicesSouth Jersey Region
3 Park Place Blvd.
Sewell, NJ 08080Tel (856) 256-8300 x15
Cell (856) 480-4803

Fax (856) 256-8887

taft.barnett@redcross.org

James R. Shew
Disaster Program Manager
Disaster Cycle ServicesJames.Shew@redcross.org
www.redcross.orgSouth Jersey Region
3 Park Place Blvd
Sewell, NJ 08080
Tel (856) 256-8300 x11
Cell (609) 743-1643



PITTSBORO TOWNSHIP SCHOOLS
Pittsgrove Township Middle School
1082 Almond Road
Pittsgrove, NJ 08318

AFTER ACTION REPORT

School: Olivet
Date: April 11, 2014 Time: 10:17-10:19 am pm
Type of Required Drill (check applicable):
☒ Fire Drill Pull Site: Outside of cafeteria
Phone Line Tested ok? yes

- ☐ Lock Down Drill
☐ Evacuation Drill
☐ Reverse Evacuation
☐ Relocation
☐ Bomb Threat Drill
☐ Active Shooter Drill
☐ Lockdown
☐ Evacuation
☐ Shelter In Place (optional drill)

Length of Drill: 2 Minutes

Was law enforcement involved during the drill?

☐ Yes
☒ No

Findings: All students safe and secure. Students followed fire drill procedures.

Person completing report: Patricia A. Gaburo

Date: 4/11/14

SECURITY DRILL REPORT

Date: 4/22/14 Time: 2:30 am pm
Type of Required Drill (check applicable):
☒ Fire Drill Pull Site: 7th Hallway
Phone Line Tested ok? yes

- ☐ Lock Down Drill
☐ Evacuation Drill
☒ Bomb Threat Drill
☐ Active Shooter Drill
☐ Lockdown
☒ Evacuation

Was law enforcement involved during the drill?

☐ Yes
☒ No

Comments: Staff and Students followed procedures for both drills; all exited building quickly and quietly going to designated areas of safety.

Person completing report: D. Viard

Date: 4/22/14

PITTSBURGH TOWNSHIP SCHOOLS
Norma, Elmer, and Olivet Schools
Pittsgrove, NJ 08318

AFTER ACTION REPORT

School: Olivet
Date: 4/14/14 Time: 10:30-10:40 am / pm

Type of Required Drill (check applicable):

- ☐ Fire Drill Pull Site: N/A
- ☐ Lock Down Drill Phone Line Tested ok? N/A
- ☐ Evacuation Drill
- ☐ Reverse Evacuation
- ☐ Relocation
- ☐ Bomb Threat Drill
- ☒ Active Shooter Drill
- ☒ Lockdown
- ☐ Evacuation
- ☐ Shelter In Place (optional drill)

Length of Drill: 10 minutes

Was law enforcement involved during the drill?

☐ Yes
☒ No

Findings: All students followed Lockdown procedures. All students safe and secure.

Person completing report: Patricia A. Gaburo

Date: 4/14/14

PITTSBURGH TOWNSHIP SCHOOLS
Norma, Elmer, and Olivet Schools
Pittsgrove, NJ 08318

AFTER ACTION REPORT

School: Elmer Elementary
Date: 4/1/14 Time: 1:40 am / pm

Type of Required Drill (check applicable):

- ☒ Fire Drill Pull Site: Boiler Room
- ☐ Lock Down Drill Phone Line Tested ok? yes
- ☐ Evacuation Drill
- ☐ Reverse Evacuation
- ☐ Relocation
- ☐ Bomb Threat Drill
- ☐ Active Shooter Drill
- ☐ Lockdown
- ☐ Evacuation
- ☐ Shelter In Place (optional drill)

Length of Drill: 2 min 23 seconds

Was law enforcement involved during the drill?

☐ Yes
☒ No

Findings: drill ran smoothly, nothing to report.

Person completing report: Stephanie Costanzo

Date: 4/1/14

AFTER ACTION REPORT

School: Elmer Elementary

Date: 4/10/14 Time: 12:40 am / pm

Type of Required Drill (check applicable):

- ☒ Fire Drill Pull Site: N/A Phone Line Tested ok? Yes

- ☐ Lock Down Drill
☐ Evacuation Drill
☐ Reverse Evacuation
☐ Relocation
☐ Bomb Threat Drill
☒ Active Shooter Drill
☒ Lockdown
☐ Evacuation
☐ Shelter In Place (optional drill)

Length of Drill: 5:24

Was law enforcement involved during the drill?

- ☐ Yes
☒ No

Invited but did not attend

Findings:

Drill was announced over loud speaker, Speech services on stage, unable to hear announcement and continued services. Maintenance request to repair speaker entered in school data.

Person completing report: Stephanie Costanzo

Date: 4/10/14

AFTER ACTION REPORT - NORMA SCHOOL

Date: 4/2/14 Time: 1:10 am / pm

Type of Required Drill (check applicable):

- ☒ Fire Drill Pull Site: Bottom of Stairs Phone Line Tested ok? Yes

- ☐ Lock Down Drill
☐ Evacuation Drill
☐ Reverse Evacuation
☐ Relocation
☐ Bomb Threat Drill
☐ Active Shooter Drill
☐ Lockdown
☐ Evacuation
☐ Shelter In Place (optional drill)

Length of Drill: 1 min. 46 seconds

Was law enforcement involved during the drill?

- ☐ Yes
☒ No

Findings: Drill was done at the tail end of nap time.

Person completing report: Becky Hall

Date: 4/2/14

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
- All other students shall receive school bus evacuation instruction at least once within the school year.
- The school bus driver and bus aide shall participate in the emergency exit drills.
- Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - Date of the drill;
 - Time of day the drill was conducted;
 - School name;
 - Location of the drill;
 - Route number(s) included in the drill; and
 - Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 4/3/14
 Time of day the drill was conducted: 8:00 am
 School Name: Pittsgrove Twp. Middle
 Location of the Emergency Evacuation Drill: Front of building
 Route Number(s): 6; 13; 27; 10; 2; 3; 22; 28; 32; 31;
 Name of the school principal/person(s) overseeing the drill: P. Davis, S. Smith; T. Spiller
 Other information relative to the emergency evacuation drill:
and PTMS teachers
Students followed directions and drivers conducted drill
and gave instructions correctly.

PITTSBURGH TOWNSHIP SCHOOLS
 Norma, Elmer, and Olivet Schools
 Pittsgrove, NJ 08318

AFTER ACTION REPORT - NORMA SCHOOL

Date: 4/24/14 Time: 9:35 am pm

Type of Required Drill (check applicable):

- ☐ Fire Drill Pull Site: _____ Phone Line Tested ok? _____
- ☐ Lock Down Drill
☐ Evacuation Drill
☐ Reverse Evacuation
☐ Relocation
☐ Bomb Threat Drill
☒ Active Shooter Drill
☒ Lockdown
☐ Evacuation
☐ Shelter In Place (optional drill)

Length of Drill: 16 min.

Was law enforcement involved during the drill?

- ☐ Yes
☒ No invited to attend

Findings: Consider slide lock for NC door -
still accessible from outside w/ pass key
despite being manually locked.

Person completing report: Benjamin B. Meister

Date: 4/24/14

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
1. All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 4/17/14

Time of day the drill was conducted: AM Arrived - 9:00 AM

School Name: Olivet School

Location of the Emergency Evacuation Drill: Front Driveway

Route Number(s): 2, 3, 6, 9, 10, 13, 23, 27, 28, 29, 32, 25

Name of the school principal/person(s) overseeing the drill: P. Gaburo / T. Monti

Other information relative to the emergency evacuation drill:

Exit through the rear door; checked fire extinguisher.
First aid kit, seating chart; reviewed exits & procedures;
read accident scenario.

<http://www.state.nj.us/education/finance/transportation/procedures/evacuation>

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
1. All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 4/29/14

Time of day the drill was conducted: 8:05 AM

School Name: Elmer Elementary School

Location of the Emergency Evacuation Drill: Front Driveway

Route Number(s): #1, #4, #5, #8, #9, #21, #23, #25

Name of the school principal/person(s) overseeing the drill: Daniel L. Burke

Other information relative to the emergency evacuation drill:

Had fire alarm / Danna Paeleke, Head Teacher
Students exited from the rear of the
bus successfully

<http://www.state.nj.us/education/finance/transportation/procedures/evacuation>



Cumberland County Board of Vocational Education
Educational Cooperative

Bus Evacuation Drill Form

Fall Evacuation Drill
April 14-18, 2014

Contractor Name: B.R. Williams Driver Name: Hail Johnson
Route #: 14-152 Bus #: SJM 428
School Name: Marma School
Place Evacuation Drill Held: School parking lot
(ie: school parking lot, etc.)
Date Evacuation Drill Held: 4/23/14
Time Evacuation Drill Held: 12:52 pm
Witness's Signature/Title: Georgette B. Meister
(School Principal or other designee)
Driver's Signature: Hail Johnson
Above information required by NJAC 6A:27-11.2

Send the completed forms to:
Cumberland County Educational Cooperative
Bus Evacuation Forms
601 Bridgeton Avenue
Bridgeton, NJ 08302

Email: vnoblett@cumberlandtec.nj.us
Fax: 856-451-5082 (fax)

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

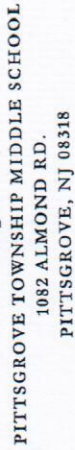
1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 4/23/14
Time of day the drill was conducted: 9:00:12:50
School Name: Norma School
Location of the Emergency Evacuation Drill: rear exit of bus
Route Number(s): 21, 22, 1, 31, 7, 4, B, 9
Name of the school principal/person(s) overseeing the drill: Dr. Georgette Meister

Other information relative to the emergency evacuation drill:

Student from Bus 9 joined Deerfield bus evacuation
b/c of time. All seating charts, fire extinguishers,
First aid kits checked.



INTEROFFICE MEMORANDUM

TO: HENRY BERMAN, SUPERINTENDENT
FROM: PRISCILLA I. OCASIO-JIMÉNEZ, ED. D., PRINCIPAL
SUBJECT: GRANT APPLICATION
DATE: 5/7/14
CC: T. SPENCER, ASST. PRINCIPAL

I would like to request board approval to submit a grant application (please see attached) for NJ Child Assault Prevention (NJCAP) for the "No More Bullies, No More Victims" program. If awarded, this program will be held in the fall of the 2014-2015 school year for grades 6 - 8. The deadline for this application is June 30, 2014.

Thank you.

NEW JERSEY CHILD ASSAULT PREVENTION
2014/2015 Grant Application

K-8 CAP's Bullying Prevention Program

CAP's Bullying Prevention Program is an initiative of New Jersey Child Assault Prevention (NJ CAP) for schools (grades K - 8th). The most effective prevention program for any school or district is one which involves the entire school community. As such, CAP's Bullying Prevention Program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction. (See pages 4, 5 & 6 for time lines, program component, and contract criteria.)

Applications should be submitted electronically at <http://nlcan.org/grant-applications/>.

This application is to be completed for each participating school in the district. The School Principal will complete the application, review and sign each submission. Timeliness self Contract Criteria, and return to CAP State Office/EIRC, by June 30, 2014.

• Grants involving for CAP funding must provide a minimum of 50% of the total cost of implementation.

The school match may only be waived if there is a demonstrable financial need, eligibility for urban aide funding or other related factors. In these circumstances, a waiver letter on school district letterhead from the Chief School Administrator, must accompany this application. Applications requesting exemption will not be accepted without the waiver letter.

Depending on availability of funds, districts may be responsible for additional funding.

Applicant Information:

County: Salem
School District: Pittsgrove Township
School Name: Pittsgrove Township Middle
School Principal: Priscilla Ocasio-Jimenez
Phone: 856-338-8529
Your Email: pocasio-jimenez@pittsgrove.net
Fax: 856-338-2686
Mailing Address: 1002 Almond Rd
Pittsgrove NJ 08318

A project of the Educational Information and Resource Center (EIRC)

107 Gilbreth Parkway, Suite 200
Mullica Hill, NJ 08062
Phone - (856) 582-7000- Fax: 856.582.3588
www.nicap.org

Please complete the following:

1. When did your district last implement the CAP Elementary Program?

2012-13 School Year

2. If applicable, please respond to the following:

- A. When did you last implement CAP's Bullying Prevention Program?
- B. In what grades was the program implemented?
- C. Is your Implementation Committee still in existence?

2012-13 for grades 6-8

We currently have the School Safety Team that focuses on data and Anti-bullying events, activities & services

3. What needs do you think CAP's Bullying Prevention Program will meet in your school and/or community?

Hopefully to provide updated information, interventions and programs that would assist in bullying prevention. Most of all the continuous awareness and exposure of the bullying concerns seen nationwide.

4. Please provide a statement of in-kind contribution which teaching staff will render on behalf of the project (e.g. additional in-service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.):

Information attained would be used to determine services provided. In addition, students are taught Character Education through PEAC(Personalized Education Activities & Clubs)in both Middle School and Elementary levels. We would revise lessons & activities to bring about bullying awareness to provide

5. Please provide a statement of the service which parent/home organizations will render on behalf of the project:

The Middle School and the PTO(Parent/Teacher Student Organization), Elementary PTO can assist in implementing activities for students to members of the community.

6. How will CAP's Bullying Prevention Program fit into your current character education program?

It is currently part of our PEAC program. However, the goal is to expand on the topic (lesson plans, assemblies, etc.)

7. Please provide a statement on future plans on follow up of this K-8 program. Will you provide for the maintenance phase of the program for next year? A school steering committee will be developed as a result of this program. Will you support and encourage its continuation? Will you include CAP in your character education/health curriculum in the future?

The goal of both Elementary & Middle School is to continuously provide students with Bullying Prevention information, which would cover all the information obtained through CAP in learning. Incorporating the information obtained through CAP in the Character Education & Health curriculum would be ideal.

Funding Request:

PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP County Coordinator.

CAP's Bullying Prevention Program requires a 1 1/2 hour staff in-service of continuous time for teachers. The in-service date should be reserved in advance. A 1 1/2 hour parent workshop is also required for each school.

Funding may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date below:

October 3, 2014

a) Number of K-2nd grades in school

3

x \$225.00 =

687

b) Number of 3rd-4th grades in school

2

x \$225.00 =

458

c) Number of 5th grades in school

1

x \$225.00 =

229

d) Number of 6th grades in school

1

x \$300.00 =

300

e) Number of 7th - 8th grades in school

1

x \$300.00 =

300

f) \$208.00 x number of Staff in-service

4

x \$208.00 =

832

g) \$208.00 x number of Parent workshops

2

x \$208.00 =

416

h) \$359.00 Implementation/Program Review *

359.00

*Required components for first time applicants: The Implementation and program review meetings are required for each school that selects the 3rd- 8th grade curriculum during the first year of the program.

Subsequent Empowerment Student Workshops-eligibility for implementing only the student Cyber Empowerment workshops requires that the children have participated in the CAP's Bullying Prevention Program within the last four years.

*The following should be completed if you are applying for only Cyber Empowerment workshops and have already implemented CAP's Bullying Program. Please enter a zero in the box if you are not applying.

i) \$71.00 x 6th - 8th grades in school

213

j) \$208.00 x Adult Cyber Empowerment Workshop

208



MEMO

TO: Yvette DuBois, Pittsgrove School District

FROM: Sylvia Brooks, Ed.D.
College of Education
Assistant Chair, Office of Clinical Studies

DATE: May 3, 2014

RE: Practicum Placement Requests: Summer 2014

Telephone: 302.356.6978
E-mail: Sylvia.Brooks@wilmu.edu

Greetings from Wilmington University!

The Office of Clinical Studies is requesting summer/extended school year placements in your school district. The students are all pursuing a Master's Degree in Special Education and are required to complete 35 hours in the classroom for the Practicum placement.

If you can place these students for Practicum, I will need the names of the mentors, and the grade levels in the table below. Once I receive the Mentor Teacher information it will be shared with the students. The students are required to contact the Mentor Teachers to make arrangements to begin the placement. The start date will vary according to the individual schedules.

Student Name/ Practicum	Practicum/ Dates	Practicum Assignment	Mentor Teacher Name/Email Address	Grade Level/Content
Ronald Walters	Summer May to July	Complete 35 hours of observations in one classroom	Christine Turner cturner@pittsgrove.net	
Practicum III		Plan and teach a short lesson utilizing adaptive or assistive technology devices Mentor teacher complete a brief evaluation Mentor Teacher receives 10 hours toward clock hour requirements		

Thank you for your efforts in placing Wilmington University teacher candidates and email me if you have any questions.

Sylvia Brooks

*Professional Partners
Creating Environments for Learning*

CONTRACT CRITERIA

A school district which chooses to nominate itself will meet the following criteria:

1. Since the basic CAP curriculum forms the foundation for CAP's Bullying Prevention Program, schools must have had CAP within the three years preceding implementation of CAP's Bullying Prevention Program.

2. Will agree to have CAP County Coordinator and CAP Facilitators implement the CAP programs according to the design of the International Center for Assault Prevention, including:

- a. Administrative Meeting-30-60 minutes. This meeting should be scheduled in the fall of the current school year. The CAP County Coordinator will meet with administration to discuss all specifics of the program.
- b. Staff In-Service-1½ to 2 hours of continuous and uninterrupted time for teacher/staff in service. All school staff are invited including cafeteria workers, playground aides and any auxiliary staff who interface with the children.
- c. Implementation/Planning Committee-This group will be comprised of Principal, school nurse, counselor, parent, one student from each grade and staff representatives, etc. They will act as a steering committee for the implementation of the program and will meet after the staff in-service and prior to the classroom workshop. Their initial meeting will be 30-60 minutes with the CAP coordinator to discuss the specific needs of the school community and plan the implementation of school workshops. They will again meet at end of the program during the program review.
- d. Parent Workshop-1½ to 2 hours. This workshop gives parents the opportunity to discuss the problem of bullying behaviors in the school community and to give strategies to help their children who are being bullied, those exhibiting bullying behaviors or those witnessing bullying.
- e. Student Workshops-These workshops are developmentally appropriate for students in Kindergarten through 8th grades. This workshop helps sensitize students to the roles of those being bullied, those exhibiting bullying behavior and those witnessing bullying. Strategies to de-escalate bullying will be presented.

Kindergarten workshops will not be implemented until January of the school year.

- f. K-5 grades- two 1 hour classroom presentations with an additional 30 minute Review Time.
- g. 6th-8th grades- three 40 to 50 minute classroom presentations with an additional 30 minute Review Time for every two classes.
- h. Review Time - The school will provide space for a post workshop review. This review follows the classroom workshop. Children interested in participating in the post workshop review shall be permitted the time to attend.
- i. Program Review Meeting-60 minutes. Takes place within one month of concluding the student workshops and is attended by the original Implementation Steering Committee, the principal, school nurse, counselor, parent, staff and student representatives from all grades, etc., and CAP Coordinator. A report will be given to the committee which will summarize the amount and severity of bullying in the school from the school communities perspective. A suggested timeline will be given to the committee for ongoing de-escalations of bullying in the school, including setting up school policies, adult intervention and resources on bullying. The Implementation Steering Committee will be encouraged to continue as the group which will oversee the prevention of bullying in the school.
- j. Exit Interview-Within 6 weeks after completing the workshops. This meeting will allow feedback from school administrator and a written evaluation.

3. All schools will have support of home/school organization.

4. All schools will be available for implementation during the months of September 2014 – April 2015.

5. All schools will participate in a CAP evaluation process which will involve evaluations of the classroom workshop by classroom teacher and an exit interview with School Principal or Chief School Administrator.

School Principal Signature:

Priscilla Ocasio-Jiménez

Date:

5/8/14

I have read and agreed to the above terms for application to this grant funding: ☐

Validate & Send the form!

05/02/2014 FRI 10:23 FAX 8563582506 Schalick HS Guidance Off 0001/001



April 25, 2014

Henry Bernmann
Pittsgrove Twp. School District
Requesting: Pittsgrove Twp. Middle School OR Arthur P. Schalick High School

Re: Request for Practicum Experience for Counseling in Educational Settings – Christopher Jones

Dear Mr. Bernmann:

I am writing you regarding the possibility of placing a K-12 school guidance counselor candidate, Christopher Jones, beginning in the fall semester September 2, 2014 and ending on December 17, 2014. Rowan students are required to spend a minimum of 50 clock hours at the practicum site. Emphasis is placed upon gaining direct experiences and actually participating in all phases of student services. Practicum candidates work under the direction of an on-site counselor/mentor who is expected to provide one hour of one-on-one supervision a week. The candidate will also be supervised by the course instructor here at Rowan. The practicum supervisor will be corresponding with the counselor/mentor at various points in the semester. Detailed explanation of the expectations and the distribution of the hours by tasks are outlined in the course syllabus to be provided by the intern.

Thank you for your consideration of this important placement. Should you have any further questions, please feel free to contact me at 856-256-4725.

If you are able to accommodate this request, please fill out the bottom portion of this letter and return it back to me at raffae@rowan.edu.

Sincerely,

Connie Raffa
Placement Assistant
Office of Field Experiences
College of Education

Candidate: Christopher Jones

School: Pittsgrove Township Middle School

School Address: 1012 Almond Rd. Pittsgrove, NJ 08318

School Phone Number: 856 358 2054 x 4307

Mentor Name: Jessica Botto + Dana Logandro

Mentor Email: jbotto@pittsgrove.net

The above named school district and counselor agree to mentor Christopher Jones in the fulfillment of practicum experiences as stipulated in the Internship syllabus during the 2014 fall semester.

Angela Williams
District Administrator (Please Print)

Jessica Botto
Mentor (Please Print)

[Signature]
Signature

[Signature]
Signature

ARTHUR P. SCHALICK HIGH SCHOOL

718 Centerton Road
Pittsgrove, New Jersey 08318
(856) 358-3094
FAX (856) 358-7063

DONNA MEYERS
Principal

DOUGLAS VOLOVAR
Assistant Principal

MICHAEL CLARKE
Athletic Director

ANGELA WILLIAMS
Director of Guidance

TO: Mr. Henry Bernmann, Superintendent

FROM: Angela Williams, Guidance Director *[Signature]*

DATE: April 29, 2014

RE: Internship/Practicum

Christopher Jones is a 2007 graduate of A. P. Schalick High School. Currently, he is attending Rowan University, pursuing his Masters Degree in Counseling.

Christopher is requesting to complete his 50 hours of required practicum hours under the direct supervision of Mrs. Jessica Botto and Ms. Dana Logandro Mrs. Botto and Ms. Logandro have agreed to provide Mr. Jones with the supervision and experience that he needs to fulfill his practicum requirements from September 2014 – December 2014.

Please review the attached documents from Christopher Jones and the Rowan University College of Education and give careful consideration to Christopher's request to complete his 50 hours of practicum at Pittsgrove Township Middle School for the Fall 2014 semester.

Thank you in advance for your time and cooperation.

Educationally yours-

Cc: Henry Bernmann, Superintendent
Patti Gaburo, Olivet Principal
Yvette Dubois, Director of Curriculum and Instruction
Priscilla Ocasio-Jimenez, PTMS Principal
Jessica Botto, PTMS School Counselor
Dana Logandro, PTMS School Counselor and SAC



Field Experience Description

Department: Educational Services, Administration and Higher Education

Program: Counseling in Educational Settings-Masters Level

Course Title: Practicum in Counseling

Course # Coun 26527

Course Description:

This course is designed to provide students with an opportunity to 1) gain practical experience in individual counseling, 2) critique live counseling sessions, 3) learn the importance of viewing the whole person in the counseling process, and 4) use referral where appropriate in counseling.

Field Experience Description:

Start: Tuesday, September 2 to Wednesday, December 17, 2014

Frequency of visit: To be arranged with on-site mentor/supervisor.

Time at site: Total hours: 50 hours

Grade Level: K-16

Subject/Area: Student Counseling (K-12); Student Affairs (Higher Ed)

Site Supervisors must have the following qualifications: 1) a minimum of a master's degree in counseling or related profession with equivalent qualifications, including appropriate certifications and/or licenses, and 2) a minimum two years of pertinent professional experience.

Description:

Subject/Area: Student Counseling (K-12)

Note: 40 hours is the minimum expected to be completed in direct services to school-aged students in providing individual and small group counseling and guidance presentations. 10 hours is dedicated to conferences with your on-site supervisor. 50 clock hours on site + 50 on campus for a total of 100 hours. Examples below:

- Participation in activities that promote academic success
- Participation in activities that promote personal-social development
- Consultation with faculty and staff regarding students' needs
- Consultation with parent/guardians regarding students' needs
- Reviewing students' records
- Participation in community-based referral resources

Field Experience Placement Policy

An acceptable setting for field experience/clinical practice placement includes the following:

1. Per NJAC 6A:9-10.3 District faculty assigned to supervise teacher candidates shall:
 - Be approved by the principal and district office with input from the teacher candidate's preparing institution of higher education,
 - Have a minimum of three years of teaching experience, including one within the district;
 - Possess a standard instructional certificate;
 - Have appropriate certification that coincides with the area of instruction for which the candidate is being prepared; and
 - Be a full-time district faculty member with demonstrated expertise in the field of mentoring/supervision.
2. District cooperating teachers shall provide continuous supervision and weekly conferences to assist teacher candidates in professional development.
3. The majority of the teachers in the designated school hold New Jersey Certification.
4. A balanced curriculum is offered consistent with New Jersey Statutes and Administrative Code, and focusing on New Jersey Core Curriculum Content Standards.
5. The school is located in New Jersey and representative of schools in the State of New Jersey in terms of social, economic, intellectual, ethnic, religious, and abilities including special needs.
6. Non-Public schools or agencies provide liability insurance coverage for candidates to observe and practice their skills in accord with their program and as notified and required by the Office of Field Experience in the College of Education.

In addition, cooperating teachers must meet the following criteria:

- Demonstrated teaching proficiency through:
 - Demonstrated success with student learning and
 - Active membership and participation in relevant professional organizations at the state, regional, and national levels.
- Knowledge of the basic principles and best practices of working with teacher candidates and a willingness to prepare for this.
- Stated commitment to participating in the program as a professional responsibility.

NOTE: Students may not substitute teach in the district in which they are placed during any field placements. This includes the entire semester of the placement.

Other:

Note: Practicum candidates attend a practicum class on campus, weekly.

Practicum candidates also attend an additional Practicum class on campus, during which time they participate in additional counseling activities, role playing, and critiquing video tapes of counseling sessions.

The school districts in New Jersey are required to cover interns under the district liability policy. Practicum candidates are to secure Professional Liability Insurance (for interns in training to become school counselors. American Counseling Association or American School Counseling Association offers such policies.

HR counseling description setting
Revised 12/08/11

- Participation in the school's transition program for students
- Participation in the school's scheduling of classes for students
- Attendance/participation in the school district's child study team meetings

Subject/Area: Student Affairs (Higher Ed)

Note: 40 hours is the minimum expected to be completed in direct services to students. 10 hours are dedicated to conferences with your on-site supervisor. 50 clock hours on site + 50 on campus for a total of 100 hours. Examples below:

- Participation in activities that promote academic success
- Participation in activities that promote wellness
- Participation in community-based activities
- Participation in activities that promote student engagement
- Participation in activities that promote career development

Counseling Practicum Candidate Responsibilities:

Please see syllabus to be provided by candidate, Section II – Specific Outcomes, and Section IV – Major Course Activities/Assignments, Section V – Student Evaluation

School/Campus Responsibilities:

We are grateful to each school administration and guidance department who agrees to participate with Rowan's Counseling in Educational Settings Program.

1. The on-site supervisor would provide the necessary orientation and opportunity for the student to become acclimated to the guidance department and its counseling services. In the higher education setting the practicum students should be afforded time and opportunity to become oriented to the tasks connected to the office. This often includes a brief period of time during which the student observes (sits in on counseling/advising sessions), shadows the counselor, and gradually begins to participate in counseling activities under the direction of the counselor/supervisor.
2. The on-site supervisor is asked to provide time to support the candidate. This time is usually spread out over the course of the week, and affords the student the opportunity to learn from the experienced counselor, receive feedback, and recommendations.
3. The on-site supervisor is asked to provide an evaluation of the student's performance at the end of the semester.

Where possible, the school is asked to provide the necessary administrative permission for the student to be video taped while involved in an individual and a group counseling activity. To facilitate this, it is suggested that the video be of the practicum counselor and not show the face(s) of students. Such tapes are later critiqued by the Practicum student's instructor and peers.

2014 Summer Curriculum Work and Professional Development

PITTSBURGH TOWNSHIP SCHOOLS

Administration Building
1076 Almond Road
Pittsburgh, New Jersey 08318-3950
(856) 358-3094 Fax: (856) 358-6020

HENRY BERGMANN
Superintendent of Schools
(Ext. 4016)

SUZANNE R. FOX ABDILL
Business Admin./ Board Secretary
(Ext. 4018)

YVETTE DUBOIS
Director of Curriculum & Instruction
(Ext. 4013)

TO: Henry Bermann, Superintendent
FROM: Yvette DuBois, Director of Curriculum & Instruction
RE: Summer Technology Workshops
DATE: May 9, 2014

Last Summer, the Board of Education supported offering various Summer Technology Workshops to schools outside our district. The offerings were successful in generating additional revenue- helping to off-set the cost of Summer Professional Development for our own district staff. It is requested that we continue our offerings.

Please seek Board of Education approval permitting our district to offer our Summer Technology Workshops to other schools in our area. A fee of \$40.00 per session would be charged. The money received will once again be used to off-set the cost of Summer Professional Development for our own district staff.

Thank you for your consideration.

TITLE OF WORK/PROFESSIONAL DEVELOPMENT	Est. # of Staff	# of Days (Hours per day)	Presenting Committee	BOE Approval Date
Revise ELA Curriculum Grades 6-8	6	2	Daily	
Revise AP English Curriculum Grades 11 and 12	2	2	Daily	
Training for Pearson CCSS materials and online resources - Grades 10 and 11	4	1	Daily	
Revise AP History Curriculum	1	1	Daily	
Special Ed - Journeys	8	1	Daily	
Kindergarten - Creating Journeys Cross-Curricular Units and Can	8	2	Daily	
Revising ELA Assessments 6-8	6	1	Daily	
Revising SS Assessments 9-12	5	1	Daily	
Revision of SS Assessments 9-12	5	1	Daily	
SS Curriculum/Units - Revisions Gr 3-5	3	1	Daily	
Create Grammar Scope and Sequence Grades 6-8	3	1	Daily	
Create Research Scope and Sequence Grades 6-8	2	2	Daily	
Revise Grade 6 SS Curriculum	1	1	Daily	
Revise Grade 8 SS Curriculum	15	2	Daily	
Grades 1-3 - Journeys	10	2	Daily	
Grades 4 and 5 - Journeys	7	2	Daily	
Grade 3-5 Handwriting	0	0	Deaver	
CPI Training (Voluntary)	4	5	DuBois	
Title 1 Program Planning & Training - Gr. K-2	4	5	DuBois	
Title 1 Program Planning & Training - Gr. 3-5	4	5	DuBois	
Title 1 Program Planning & Training - Gr. 6-8	15	4	DuBois	
Title 1 Extended Day Program Development & Training	1	7	DuBois	
Title 1 Program Trainer	5	1	DuBois	
Tech Mentor PD	15	2	DuBois/Deaver	
Wilson Reading Program Training (Foundations, Just Words, Inten	1	4	DuBois/Deaver	
Wilson Reading Program Trainer	6	3	DuBois/Morri	
OES Report Card/Grading Committee	6	3	DuBois/Bruc	
PTMS Report Card/Grading Committee	6	3	DuBois/Bruc	
Normal/Ether Report Card Committee	20	3	DuBois/Principals	
ILRS Training - K-12	1	3	Elwell	
Art Academy Curriculum Revision	1	3	Elwell	
Dance Academy Curriculum Revision	1	3	Elwell	
Theater Academy Curriculum Revision	4	3	Elwell	
Foreign Language Curriculum Development	1	10	Elwell	
Supervisor Work Days	2	1	Kidd	
PTMS Tech Exploratory Revision - Gr. 6	3	3	Kidd	
PTMS Tech Exploratory Writing & Training - Gr. 7 (STEM)	2	3	Kidd	
PTMS Tech Exploratory Writing & Training - Gr. 8 (Robotics)	6	2	Kidd	
PTMS Math Curriculum	20	1	Kidd	
Linkit Data Training	8	2	Kidd	
Math Pilot Training-Go Math	8	2	Kidd	
Math Pilot Training-My Math	6	2	Kidd/DuBois	
Grade 3-5 Science/SS Scope and Sequence	30	1	Kidd/DuBois	
Summer Tech Workshops - Presenting	4	3	Weister	
Technology Professional Development	6	2	Meyers	
ESI Screening	6	2	Meyers/DuBois	
SHS Enrichment Program	3	2	DuBois-Jimenez	
SHS Liaisons	5	2	DuBois-Jimenez	
PTMS School Safety (Crisis Plan)	4	1	DuBois-Jimenez	
PTMS Discipline Committee	3	25		
PTMS Activity/Assembly Committee				
Summer Librarians				

5/9/14 yod

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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Interim Balance Sheet
March 2014

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ASSETS:			
101	Cash in bank		265,315.77
103	Petty cash		3,650.00
121	Tax levy receivable		2,250,783.47
	Accounts receivable:		
132	Interfund	816,179.21	
141	Intergovernmental - state	4,064,507.92	
143	Intergovernmental - other	49,933.51	
153	Other	2,055,665.59	6,986,286.23
RESOURCES:			
301	Estimated revenues	25,861,745.00	
302	Less revenues	(25,394,974.64)	466,770.36
	Total assets and resources		9,972,805.83

=====

LIABILITIES:			
421	Accounts payable		16,662.71
451	Loans payable		1,000,000.00
	Other current liabilities		55,830.11
	Total liabilities		1,072,492.82

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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FINAL

Interim Balance Sheet
March 2014

FUND BALANCE:

Appropriated:			
753	Reserve for encumbrances - current year		5,358,702.50
754	Reserve for encumbrances - prior year		63,945.20
	Reserved fund balance:		
761	Capital reserve account		2,649.00
762	Adult education programs		--
763	Sale/leaseback reserve 7/1/2012	--	--
605	Add: Increase in sale/leaseback	--	--
308	Less: Budgeted w/d sale/leaseback	--	--
764	Maintenance reserve	--	--
606	Add: Increase in maintenance reserve	--	--
310	Less: Budgeted w/d maintenance res.	--	--
765	Tuition reserve account	--	--
311	Less: Budgeted w/d tuition reserve	--	--
766	Current expense emergency reserve	--	--
607	Add: Increase curr. exp. emer. res.	--	--
312	Less: w/d from curr. exp. emer.res.	--	--
751,752,76x	Other reserves		--
601	Appropriations	26,421,426.32	--
602	Less: Expenditures	(18,040,089.38)	
603	Encumbrances	(5,422,647.70)	(23,462,737.08)
604	Increase in capital reserve		2,958,689.24
	Total appropriated		30.00
	Unappropriated:		8,384,015.94
770	Fund balance, July 1, 2012		516,297.07
771	Designated fund balance		--
303	Budgeted fund balance		--
307	Budgeted w/d from cap res local-excess		--
309	Budgeted w/d from cap reserve-inelig.		--
	Total fund balance		--
	Total liabilities and fund equity		8,900,313.01
			9,972,805.83

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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Interim Balance Sheet
March 2014

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	26,421,426.32	23,462,737.08	2,958,689.24
Revenues	(25,861,745.00)	(25,394,974.64)	(466,770.36)
Subtotal	559,681.32	-1,932,237.56	2,491,918.88
Change in capital reserve:			
Plus: Increase in reserve	30.00	30.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in sale/leaseback reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in maintenance reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in emergency reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Less: Adjustment for prior year encumbrances	(559,681.32)	(559,681.32)	--
Budgeted Fund Balance	50.00	-2,491,868.88	2,491,918.88

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

REVENUES/SOURCES OF FUNDS		<u>Budgeted Estimated</u>	<u>Actual to Date</u>	<u>Note: Over or (Under)</u>	<u>Unrealized Balance</u>
10-12XX	OPERATING BUDGET				
10-3XXX	From Local Sources	12,423,068.00	11,977,492.28	(UNDER)	445,575.72
10-4XXX	From State Sources	13,409,055.00	13,409,055.00		.00
	From Federal Sources	29,622.00	8,427.36	(UNDER)	21,194.64
	GENERAL FUND GRAND TOTAL	25,861,745.00	25,394,974.64	(UNDER)	466,770.36
EXPENDITURES		<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
	OPERATING BUDGET				
	GENERAL CURRENT EXPENSE				
11-1XX-100-XXX	Regular Programs	7,329,195.05	5,010,625.84	1,961,223.56	357,345.65
11-2XX-100-XXX	Special Education	2,237,683.98	1,478,879.43	729,713.59	29,090.96
11-230-100-XXX	Basic Skills/Remedial	435,203.88	300,834.54	129,120.30	5,249.04
11-401-100-XXX	School-Sponsored Co/Extra-Curricular Activities	65,543.00	25,488.01	.00	40,054.99
11-402-100-XXX	School-Sponsored Athletics	358,582.16	273,554.62	24,509.69	60,517.85
	Undistributed Expenditures:				
11-000-100-XXX	Tuition	649,222.90	361,768.94	259,428.05	28,025.91
11-000-211-XXX	Attendance and Social Work Services	31,001.00	21,432.10	8,836.50	732.40
11-000-213-XXX	Health Services	345,291.00	237,201.39	95,127.50	12,962.11
11-000-216,217	Speech, OT, PT & Extraordinary Services	566,045.00	347,984.18	137,245.21	80,815.61
11-000-218-XXX	Guidance	689,589.00	485,110.86	183,454.32	21,023.82
11-000-219-XXX	Child Study Teams	561,788.84	392,990.16	141,831.19	26,967.49
11-000-221-XXX	Improvement of Instructional Services	471,074.00	347,575.63	102,867.16	20,631.21
11-000-222-XXX	Educational Media Services - School Library	320,966.00	230,653.37	77,310.14	13,002.49
11-000-223-XXX	Instructional Staff Training Services	24,970.00	15,980.32	326.00	8,663.68
11-000-230-XXX	General Administration	594,350.50	470,458.69	81,577.84	42,313.97
11-000-240-XXX	School Administration	1,157,089.68	842,819.06	287,025.23	27,245.39
11-000-25X-XXX	Central Services & Admin. Information Technology	773,211.03	550,164.88	155,978.06	67,068.09
11-000-26X-XXX	Operation and Maintenance of Plant Services	2,806,211.79	1,833,763.80	556,524.16	415,923.83

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

EXPENDITURES	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-XXX Student Transportation Services	1,561,796.00	973,822.63	335,512.07	252,461.30
11-XXX-XXX-2XX Personal Services - Employee Benefits	4,866,091.51	3,521,151.63	629.40	1,344,310.48
Total Support Services Expenditures	15,418,698.25	10,632,877.64	2,423,672.83	2,362,147.78
TOTAL GENERAL CURRENT EXPENSE	25,844,906.32	17,722,260.08	5,268,239.97	2,854,406.27
CAPITAL OUTLAY				
10-604 Deposit to Capital Reserve	20.00	.00	.00	20.00
10-604I Interest Earned on Capital Reserve	10.00	.00	.00	10.00
12-XXX-XXX-73X Equipment	220,865.00	142,609.88	73,877.07	4,378.05
12-000-4XX-XXX Facilities Acquisition and Construction Services	142,325.00	103,841.20	38,470.86	12.94
TOTAL CAPITAL EXPENDITURES	363,220.00	246,451.08	112,347.93	4,420.99
SPECIAL SCHOOLS				
13-4XX-100-XXX Other Special Schools				
Instruction	115,570.00	71,378.22	42,059.80	2,131.98
Total Other Special Schools	115,570.00	71,378.22	42,059.80	2,131.98
TOTAL SPECIAL SCHOOLS	115,570.00	71,378.22	42,059.80	2,131.98
10-000-100-56X Transfer of Funds to Charter Schools	97,760.00	.00	.00	97,760.00
OPERATING BUDGET GRAND TOTAL	26,421,456.32	18,040,089.38	5,422,647.70	2,958,719.24

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
GENERAL FUND - FUND 10

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Schedule of Revenues
Actual Compared with Estimated
(For 9 month period ending March 31, 2014)

	Estimated	Actual	Unrealized
REVENUES FROM LOCAL SOURCES:			
10-1210 Local Tax Levy	9,003,134.00	9,003,134.00	.00
10-1300 Tuition	3,112,565.00	2,901,514.00	211,051.00
10-1XXX Unrestricted Miscellaneous Revenues	307,369.00	72,844.28	234,524.72
Subtotal	12,423,068.00	11,977,492.28	445,575.72
REVENUES FROM STATE SOURCES:			
10-3116 School Choice Aid	1,171,078.00	1,171,078.00	.00
10-3132 Categorical Special Education Aid	837,197.00	837,197.00	.00
10-3176 Equalization Aid	10,430,292.00	10,430,292.00	.00
10-3177 Categorical Security Aid	228,815.00	228,815.00	.00
10-3178 Adjustment Aid	12,519.00	12,519.00	.00
10-3121 Categorical Transportation Aid	729,154.00	729,154.00	.00
Subtotal	13,409,055.00	13,409,055.00	.00
FEDERAL SOURCES:			
10-4200 Medicaid Reimbursement	29,622.00	8,427.36	21,194.64
Subtotal	29,622.00	8,427.36	21,194.64
TOTAL OPERATING BUDGET	25,861,745.00	25,394,974.64	466,770.36

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBURGH TOWNSHIP SCHOOLS **** GENERAL FUND - FUND 10

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Statement of Appropriations Compared with Expenditures and Encumbrances (For 9 month period ending March 31, 2014)

	Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE				
Regular Programs - Instruction				
11-110-100-101 Kindergarten - Salaries of Teachers	449,070.00	313,302.00	133,150.50	2,617.50
11-120-100-101 Grades 1-5 - Salaries of Teachers	1,867,830.00	1,294,081.99	553,043.50	20,704.51
11-130-100-101 Grades 6-8 - Salaries of Teachers	1,469,172.00	1,024,311.84	444,851.40	8.76
11-140-100-101 Grades 9-12 - Salaries of Teachers	2,403,714.00	1,677,165.96	724,788.42	1,759.62
Regular Programs - Home Instruction:				
11-150-100-101 Salaries of Teachers	24,625.00	24,375.75	.00	249.25
11-150-100-320 Purchased Professional-Educational Services	16,700.00	9,081.75	4,474.00	3,144.25
Regular Programs - Undistributed Instruction				
11-190-100-320 Purchased Professional-Educational Services	168,189.00	113,800.29	10,033.50	44,355.21
11-190-100-340 Purchased Technical Services	53,309.00	12,598.01	38,626.80	2,084.19
11-190-100-500 Other Purchased Services	323,308.00	269,888.79	3,553.51	49,865.70
11-190-100-610 General Supplies	400,648.05	234,874.76	47,101.59	118,671.70
11-190-100-640 Textbooks	146,100.00	36,592.70	1,535.34	107,971.96
11-190-100-890 Other Objects	6,530.00	552.00	65.00	5,913.00
TOTAL REGULAR PROGRAMS - INSTRUCTION	7,329,195.05	5,010,625.84	1,961,223.56	357,345.65
SPECIAL EDUCATION - INSTRUCTION				
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	180,749.00	124,948.44	53,442.00	2,358.56
11-209-100-320 Purchased Professional-Educational Services	48,596.00	27,475.16	20,096.00	1,024.84
11-209-100-610 General Supplies	5,473.98	2,731.91	914.26	1,827.81
11-209-100-800 Other Objects	3,705.00	.00	.00	3,705.00
Total	238,523.98	155,155.51	74,452.26	8,916.21
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	309,871.00	219,204.86	90,658.50	7.64
11-212-100-106 Other Salaries for Instruction	7,543.00	7,543.00	.00	.00
11-212-100-320 Purchased Professional-Educational Services	106,388.00	60,417.77	45,861.39	108.84
11-212-100-610 General Supplies	5,000.00	3,082.23	284.63	1,633.14

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	Appropriations	Expenditures	Encumbrances	Available Balance
11-212-100-800 Other Objects	3,350.00	572.90	.00	2,777.10
Total	432,152.00	290,820.76	136,804.52	4,526.72
Resource Room/Resource Center				
11-213-100-101 Salaries of Teachers	1,022,280.00	709,502.50	312,352.50	425.00
11-213-100-320 Purchased Professional-Educational Services	322,917.00	186,470.43	136,211.16	235.41
11-213-100-610 General Supplies	7,525.00	2,009.57	1,809.00	3,706.43
11-213-100-800 Other Objects	6,450.00	.00	.00	6,450.00
Total	1,359,172.00	897,982.50	450,372.66	10,816.84
Autism:				
11-214-100-101 Salaries of Teachers	66,120.00	47,334.40	18,780.00	5.60
11-214-100-106 Other Salaries for Instruction	4,824.00	4,824.00	.00	.00
11-214-100-320 Purchased Professional-Educational Services	21,360.00	9,420.00	10,550.40	1,389.60
11-214-100-610 General Supplies	1,000.00	830.76	75.95	93.29
11-214-100-800 Other Objects	2,500.00	.00	.00	2,500.00
Total	95,804.00	62,409.16	29,406.35	3,988.49
Preschool Disabilities - Part-Time:				
11-215-100-101 Salaries of Teachers	81,982.00	58,124.20	23,700.00	157.80
11-215-100-106 Other Salaries for Instruction	4,465.00	4,465.00	.00	.00
11-215-100-320 Purchased Professional-Educational Services	23,785.00	8,801.48	14,977.80	5.72
11-215-100-600 General Supplies	1,125.00	1,120.82	.00	4.18
11-215-100-800 Other Objects	675.00	.00	.00	675.00
Total	112,032.00	72,511.50	38,677.80	842.70
TOTAL SPECIAL EDUCATION - INSTRUCTION	2,237,683.98	1,478,879.43	729,713.59	29,090.96
Basic Skills/Remedial - Instruction				
11-230-100-101 Salaries of Teachers	407,108.00	283,741.20	121,919.10	1,447.70
11-230-100-106 Other Salaries for Instruction	23,870.00	16,665.62	7,201.20	3.18
11-230-100-320 Purchased Professional-Educational Services	1,060.00	.00	.00	1,060.00
11-230-100-610 General Supplies	3,165.88	427.72	.00	2,738.16
Total	435,203.88	300,834.54	129,120.30	5,249.04

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	Appropriations	Expenditures	Encumbrances	Available Balance
School-Sponsored Cocurricular Activities-Instruction				
11-401-100-100 Salaries	61,193.00	24,570.51	.00	36,622.49
11-401-100-500 Purchased Services	1,720.00	917.50	.00	802.50
11-401-100-600 Supplies and Materials	2,630.00	.00	.00	2,630.00
Total	65,543.00	25,488.01	.00	40,054.99
School-Sponsored Athletics - Instruction				
11-402-100-100 Salaries	217,847.00	162,320.30	2,827.20	52,699.50
11-402-100-500 Purchased Services	87,052.56	75,705.75	4,985.78	6,361.03
11-402-100-600 Supplies and Materials	53,682.60	35,528.57	16,696.71	1,457.32
Total	358,582.16	273,554.62	24,509.69	60,517.85
UNDISTRIBUTED EXPENDITURES				
Instruction				
11-000-100-561 Tuition - Other LEAs Within the State - Regular	27,592.90	9,094.00	14,875.10	3,623.80
11-000-100-562 Tuition - Other LEAs Within the State - Special	20,000.00	.00	.00	20,000.00
11-000-100-563 Tuition - County Voc School Districts - Regular	107,250.00	52,875.00	54,375.00	.00
11-000-100-565 Tuition - Co. Spec. Services and Regional Day Schls	233,405.00	135,488.21	97,553.06	363.73
11-000-100-566 Tuition - Private Schls/Disabled within State	229,610.00	142,356.23	83,215.39	4,038.38
11-000-100-568 Tuition - State Facilities	31,365.00	21,955.50	9,409.50	.00
Total	649,222.90	361,768.94	259,428.05	28,025.91
Attendance and Social Work Services				
11-000-211-100 Salaries	30,801.00	21,432.10	8,836.50	532.40
11-000-211-500 Other Purchased Services	200.00	.00	.00	200.00
Total	31,001.00	21,432.10	8,836.50	732.40
Health Services				
11-000-213-100 Salaries	325,435.00	231,196.37	94,125.00	113.63
11-000-213-300 Purchased Professional and Technical Services	13,337.00	1,307.00	1,002.50	11,027.50
11-000-213-500 Other Purchased Services	500.00	207.50	.00	292.50
11-000-213-600 Supplies and Materials	6,019.00	4,490.52	.00	1,528.48
Total	345,291.00	237,201.39	95,127.50	12,962.11

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	Appropriations	Expenditures	Encumbrances	Available Balance
Speech, OT, PT and Related services				
11-000-216-100 Salaries	220,542.00	136,290.22	46,680.00	37,571.78
11-000-216-320 Purchased Professional-Educational Services	107,857.00	66,023.00	600.00	41,234.00
11-000-216-600 Supplies and Materials	1,500.00	658.64	539.00	302.36
11-000-216-800 Other Objects	1,000.00	.00	.00	1,000.00
Total	330,899.00	202,971.86	47,819.00	80,108.14
Special Education - Extraordinary Services:				
11-000-217-320 Purchased Professional-Educational Services	235,146.00	145,012.32	89,426.21	707.47
Total Undist. Expend.-Other Supp.Serv.-Extra.Serv.	235,146.00	145,012.32	89,426.21	707.47
Guidance				
11-000-218-104 Salaries of Other Professional Staff	524,001.00	375,813.56	148,141.20	46.24
11-000-218-105 Salaries of Secretarial and Clerical Assistants	126,066.00	82,892.94	34,863.12	8,309.94
11-000-218-320 Purchased Professional-Educational Services	4,000.00	8.68	.00	3,991.32
11-000-218-390 Other Purchased Professional and Technical Services	15,345.00	12,198.00	.00	3,147.00
11-000-218-500 Other Purchased Services	10,747.00	9,489.90	450.00	807.10
11-000-218-600 Supplies and Materials	9,080.00	4,427.78	.00	4,652.22
11-000-218-800 Other Objects	350.00	280.00	.00	70.00
Total	689,589.00	485,110.86	183,454.32	21,023.82
Child Study Teams				
11-000-219-104 Salaries of Other Professional Staff	383,515.00	261,863.29	112,734.30	8,917.41
11-000-219-105 Salaries of Secretarial and Clerical Assistants	101,142.00	69,953.19	23,391.72	7,797.09
11-000-219-320 Purchased Professional-Educational Services	2,754.00	.00	.00	2,754.00
11-000-219-390 Other Purchased Professional and Technical Services	19,550.00	19,427.20	.00	122.80
11-000-219-592 Miscellaneous Purchased Services	34,558.00	26,743.02	1,621.67	6,193.31
11-000-219-600 Supplies and Materials	17,939.84	12,789.94	4,083.50	1,066.40
11-000-219-800 Other Objects	2,330.00	2,213.52	.00	116.48
Total	561,788.84	392,990.16	141,831.19	26,967.49
Improvement of Instructional Services				
11-000-221-102 Salaries of Supervisors of Instruction	99,691.00	74,768.22	24,922.74	.04

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	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-221-104 Salaries of Other Professional Staff	245,257.00	184,592.92	59,456.04	1,208.04
11-000-221-105 Salaries of Secretarial and Clerical Assistants	68,736.00	50,226.48	16,673.76	1,835.76
11-000-221-110 Other Salaries	28,528.00	24,650.00	.00	3,878.00
11-000-221-500 Other Purchased Services	10,375.00	6,805.76	100.00	3,469.24
11-000-221-600 Supplies and Materials	9,800.00	-250.75	1,430.62	8,620.13
11-000-221-800 Other Objects	8,687.00	6,783.00	284.00	1,620.00
Total	471,074.00	347,575.63	102,867.16	20,631.21
Educational Media Services - School Library				
11-000-222-100 Salaries	216,165.00	152,013.00	63,753.00	399.00
11-000-222-300 Purchased Professional and Technical Services	20,911.00	8,640.57	6,358.19	5,912.24
11-000-222-500 Other Purchased Services	24,590.00	23,113.00	.00	1,477.00
11-000-222-600 Supplies and Materials	59,300.00	46,886.80	7,198.95	5,214.25
Total	320,966.00	230,653.37	77,310.14	13,002.49
Instructional Staff Training Services				
11-000-223-320 Purchased Professional-Educational Services	7,500.00	6,275.00	.00	1,225.00
11-000-223-500 Other Purchased Services	1,970.00	103.49	.00	1,866.51
11-000-223-600 Supplies and Materials	15,000.00	9,601.83	326.00	5,072.17
11-000-223-800 Other Objects	500.00	.00	.00	500.00
Total	24,970.00	15,980.32	326.00	8,663.68
Support Services - General Administration				
11-000-230-100 Salaries	275,672.00	204,790.38	68,895.12	1,986.50
11-000-230-331 Legal Services	69,100.00	66,224.28	1,377.32	1,498.40
11-000-230-332 Audit Fees	25,680.00	25,680.00	.00	.00
11-000-230-334 Architectural/Engineering Services	5,000.00	.00	.00	5,000.00
11-000-230-339 Other Purchased Professional Services	11,820.00	1,836.00	.00	9,984.00
11-000-230-340 Purchased Technical Services	.00	-6,603.23	.00	6,603.23
11-000-230-530 Communications/Telephone	52,500.00	40,653.51	.00	11,846.49
11-000-230-585 BOE Other Purchased Services	4,290.00	3,541.68	175.00	573.32
11-000-230-590 Other Purchased Services	119,888.50	106,590.08	10,521.22	2,777.20

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	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-230-610 General Supplies	10,910.00	10,488.05	411.18	10.77
11-000-230-630 BOE In-House Training/Meeting Supplies	4,000.00	3,677.69	.00	322.31
11-000-230-890 Miscellaneous Expenditures	3,390.00	2,299.00	198.00	893.00
11-000-230-895 BOE Membership Dues and Fees	12,100.00	11,281.25	.00	818.75
Total	594,350.50	470,458.69	81,577.84	42,313.97
Support Services - School Administration				
11-000-240-103 Salaries of Principals/Assistant Principals	784,566.00	588,363.84	196,121.28	80.88
11-000-240-105 Salaries of Secretarial and Clerical Assistants	320,852.00	233,925.38	81,529.14	5,397.48
11-000-240-500 Other Purchased Services	23,550.00	2,663.00	5,962.00	14,925.00
11-000-240-600 Supplies and Materials	14,371.68	7,310.24	3,412.81	3,648.63
11-000-240-800 Other Objects	13,750.00	10,556.60	.00	3,193.40
Total	1,157,089.68	842,819.06	287,025.23	27,245.39
Undistributed Expenditures - Central Services				
11-000-251-100 Salaries	306,751.00	230,128.08	73,856.28	2,766.64
11-000-251-330 Purchased Professional Services	3,180.00	950.00	950.00	1,280.00
11-000-251-340 Purchased Technical Services	1,000.00	.00	.00	1,000.00
11-000-251-592 Miscellaneous Purchased Services (400-500 series)	20,700.00	18,974.80	200.00	1,525.20
11-000-251-600 Supplies and Materials	15,505.00	14,163.14	1,002.42	339.44
11-000-251-831 Interest on Current Loans	40,000.00	.00	.00	40,000.00
11-000-251-832 Interest on Lease Purchase Agreements	25,373.00	9,101.64	2,727.42	13,543.94
11-000-251-890 Other Objects	2,550.00	1,291.00	.00	1,259.00
Total	415,059.00	274,608.66	78,736.12	61,714.22
Undistributed Expenditures - Admin. Info. Technology				
11-000-252-100 Salaries	256,128.00	191,342.88	60,763.26	4,021.86
11-000-252-340 Purchased Technical Services	42,396.00	41,597.56	560.00	238.37
11-000-252-500 Other Purchased Services (400-500 series)	24,276.32	15,279.08	8,996.61	.63
11-000-252-600 Supplies and Materials	35,351.71	27,336.70	6,922.00	1,093.01
Total	358,152.03	275,556.22	77,241.94	5,353.87
Required Maintenance for School Facilities				
11-000-261-420 Cleaning, Repair, and Maintenance Services	127,158.00	25,527.20	6,610.00	95,020.80

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	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-261-610 General Supplies	52,609.10	22,019.96	3,940.92	26,648.22
Total	179,767.10	47,547.16	10,550.92	121,669.02
Custodial Services				
11-000-262-100 Salaries	797,998.00	598,490.46	182,321.04	17,186.50
11-000-262-300 Purchased Professional and Technical Services	95,994.50	69,323.66	25,777.78	893.06
11-000-262-420 Cleaning, Repair, and Maintenance Services	490,160.61	338,685.20	144,457.35	7,018.06
Rental of Land and Buildings				
11-000-262-441 Other than Lease Purchase Agreements	102,500.00	.00	102,500.00	.00
11-000-262-490 Other Purchased Property Services	24,591.98	11,712.67	2,309.98	10,569.33
11-000-262-520 Insurance	75,422.00	56,567.00	18,855.00	.00
11-000-262-590 Miscellaneous Purchased Services	6,600.00	3,487.82	.00	3,112.18
11-000-262-610 General Supplies	143,511.94	110,686.23	10,915.77	21,909.94
11-000-262-621 Energy (Natural Gas)	144,946.00	103,028.94	.00	41,917.06
11-000-262-622 Energy (Electricity)	515,338.00	378,936.47	.00	136,401.53
11-000-262-800 Other Objects	50.00	19.74	.00	30.26
Total Custodial Services	2,397,113.03	1,670,938.19	487,136.92	239,037.92
Care and Upkeep of Grounds				
11-000-263-100 Salaries	9,325.00	6,285.00	.00	3,040.00
11-000-263-420 Cleaning, Repair and Maintenance Services	96,145.00	43,720.11	26,125.15	26,299.74
11-000-263-610 General Supplies	23,145.00	3,589.23	508.71	19,047.06
Total Care and Upkeep of Grounds	128,615.00	53,594.34	26,633.86	48,386.80
Security				
11-000-266-100 Salaries	90,653.00	58,100.97	32,155.20	396.83
11-000-266-300 Purchased Professional and Technical Services	400.00	.00	.00	400.00
11-000-266-420 Cleaning, Repair and Maintenance Services	2,300.00	.00	.00	2,300.00
11-000-266-610 General Supplies	6,863.66	3,285.54	47.26	3,530.86
11-000-266-800 Other Objects	500.00	297.60	.00	202.40
Total Security	100,716.66	61,684.11	32,202.46	6,830.09
Total Operation and Maintenance of Plant Services	2,806,211.79	1,833,763.80	556,524.16	415,923.83

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	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Student Transportation Services				
11-000-270-160 Salaries - Between Home & School - Regular	526,410.00	379,228.88	145,101.79	2,079.33
11-000-270-161 Salaries - Between Home and School - Special	223,424.00	159,060.07	53,777.11	10,586.82
11-000-270-162 Salaries - Other than between Home and School	124,914.00	101,788.28	22,290.72	835.00
11-000-270-350 Management Fee-ESC Transportation Programs	521.00	168.50	.00	352.50
11-000-270-390 Other Purchased Professional and Technical Services	12,455.00	472.00	.00	11,983.00
11-000-270-420 Cleaning, Repair, and Maintenance Services	11,910.00	1,755.25	795.00	9,359.75
11-000-270-512 Contracted Services (not Home/School) - Vendors	3,768.00	.00	.00	3,768.00
11-000-270-515 Contracted Services (Special Ed) - Joint Agreements	93,582.00	30,179.13	63,402.27	.60
11-000-270-503 Contr Serv - Aid in Lieu of Payments - Nonpublic	66,300.00	25,798.50	32,995.50	7,506.00
11-000-270-504 Contr Serv - Aid in Lieu of Payments - Charter Sch	1,768.00	.00	.00	1,768.00
11-000-270-593 Miscellaneous Purchased Services - Transportation	73,643.00	39,169.34	15,540.44	18,933.22
11-000-270-610 General Supplies	32,409.00	30,653.00	.00	1,756.00
11-000-270-615 Transportation Supplies	385,107.00	205,372.03	1,609.24	178,125.73
11-000-270-800 Miscellaneous Expenditures	5,585.00	177.65	.00	5,407.35
Total	1,561,796.00	973,822.63	335,512.07	252,461.30
UNALLOCATED BENEFITS				
11-000-291-220 Social Security Contributions	320,240.00	204,213.60	.00	116,026.40
11-000-291-241 Other Retirement Contributions - PERS	377,166.00	332,255.95	.00	44,910.05
11-000-291-250 Unemployment Compensation	52,256.00	7,923.09	.00	44,332.91
11-000-291-260 Workmen's Compensation	186,165.00	180,346.00	.00	5,819.00
11-000-291-270 Health Benefits	3,590,905.51	2,690,188.50	629.40	900,087.61
11-000-291-280 Tuition Reimbursement	21,700.00	12,813.00	.00	8,887.00
11-000-291-290 Other Employee Benefits	317,659.00	93,411.49	.00	224,247.51
TOTAL UNALLOCATED BENEFITS	4,866,091.51	3,521,151.63	629.40	1,344,310.48
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	4,866,091.51	3,521,151.63	629.40	1,344,310.48
TOTAL UNDISTRIBUTED EXPENDITURES	15,418,698.25	10,632,877.64	2,423,672.83	2,362,147.78
TOTAL GENERAL CURRENT EXPENSE	25,844,906.32	17,722,260.08	5,268,239.97	2,854,406.27
CAPITAL OUTLAY				
10-604 Increase in Capital Reserve	20.00	.00	.00	20.00

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10-6041 Interest Deposit to Capital Reserve	10.00	.00	.00	10.00
12-000-100-730 Undistributed Expenditures:				
Instruction	51,912.00	28,386.01	19,148.07	4,377.92
Special Education - Instruction:				
12-000-251-730 Central Services	4,995.00	4,995.00	.00	.00
12-000-270-732 Student Transportation - Non-Instructional Equip.	4,700.00	4,700.00	.00	.00
12-000-270-733 Student Transportation - School Buses - Regular	14,623.00	7,893.87	6,729.00	.13
12-XXX-X00-730 Special Schools - (All Programs)	144,635.00	96,635.00	48,000.00	.00
Total Equipment	220,865.00	142,609.88	73,877.07	4,378.05
Facilities Acquisition and Construction Services				
12-000-400-721 Lease Purchase Agreements - Principal	89,065.00	66,559.20	22,492.86	12.94
12-000-400-896 Assessment for Debt Service on SDA Funding	53,260.00	37,282.00	15,978.00	.00
Total Facilities Acquisition & Construction Services	142,325.00	103,841.20	38,470.86	12.94
TOTAL CAPITAL OUTLAY EXPENDITURES	363,220.00	246,451.08	112,347.93	4,420.99
Other Special Schools - Instruction				
13-4XX-100-101 Salaries of Teachers	53,388.00	38,237.50	15,150.00	.50
13-4XX-100-300 Purchased Professional and Technical Services	59,232.00	32,184.13	26,909.80	138.07
13-4XX-100-500 Other Purchased Services	50.00	15.44	.00	34.56
13-4XX-100-610 General Supplies	2,900.00	941.15	.00	1,958.85
Total	115,570.00	71,378.22	42,059.80	2,131.98
Total Other Special Schools	115,570.00	71,378.22	42,059.80	2,131.98
TOTAL SPECIAL SCHOOLS	115,570.00	71,378.22	42,059.80	2,131.98
10-000-100-56X Transfer of Funds to Charter Schools	97,760.00	.00	.00	97,760.00
GENERAL FUND GRAND TOTAL	26,421,456.32	18,040,089.38	5,422,647.70	2,958,719.24

FINAL

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
EDUCATION JOBS FUND - FUND 16

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Interim Balance Sheet
March 2014

=====

ASSETS:

RESOURCES:

301 Estimated revenues
302 Less revenues
Total assets and resources

=====

LIABILITIES:

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
EDUCATION JOBS FUND - FUND 18

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Interim Balance Sheet
March 2014

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year			--
754	Reserve for encumbrances - prior year			--
Reserved fund balance:				
761	Capital reserve account			--
762	Adult education programs			--
763	Sale/leaseback reserve 7/1/2012	--		
605	Add: Increase in sale/leaseback	--		
308	Less: Budgeted w/d sale/leaseback	--	--	
764	Maintenance reserve	--		
606	Add: Increase in maintenance reserve	--		
310	Less: Budgeted w/d maintenance res.	--	--	
765	Tuition reserve account	--		
311	Less: Budgeted w/d tuition reserve	--	--	
766	Current expense emergency reserve	--		
607	Add: Increase curr. exp. emer. res.	--		
312	Less: w/d from curr. exp. emer. res.	--	--	
751,752,76x	Other reserves	--		
601	Appropriations	--	--	
602	Less: Expenditures	--	--	
603	Encumbrances	--	--	--
604	Increase in capital reserve		--	
	Total appropriated		--	
Unappropriated:				
770	Fund balance, July 1, 2012		--	
771	Designated fund balance		--	
303	Budgeted fund balance		--	
307	Budgeted w/d from cap res local-excess		--	
309	Budgeted w/d from cap reserve-inelig.		--	
	Total fund balance		--	--
	Total liabilities and fund equity		--	--

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
EDUCATION JOBS FUND - FUND 18

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Interim Balance Sheet
March 2014

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
Subtotal	.00	.00	.00
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	.00	.00	.00

FINAL

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
EDUCATION JOBS FUND - FUND 18

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

REVENUES/SOURCES OF FUNDS

Budgeted
Estimated

Actual to
Date

Note: Over
or (Under)

Unrealized
Balance

EXPENDITURES

Appropriations

Expenditures

Encumbrances

Available
Balance

FINAL

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
EDUCATION JOBS FUND - FUND 18

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Schedule of Revenues
Actual Compared with Estimated
(For 9 month period ending March 31, 2014)

Estimated

Actual

Unrealized

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

FINAL

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBURGH TOWNSHIP SCHOOLS **** EDUCATION JOBS FUND - FUND 18

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Statement of Appropriations Compared with Expenditures and Encumbrances (For 9 month period ending March 31, 2014)

	Appropriations	Expenditures	Encumbrances	Available Balance
--	----------------	--------------	--------------	-------------------

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REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBURGH TOWNSHIP SCHOOLS **** SPECIAL REVENUE FUNDS - FUND 20

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Interim Balance Sheet March 2014

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ASSETS AND RESOURCES

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ASSETS:

101	Cash in bank		-233,781.88
	Accounts receivable:		
141	Intergovernmental - state	20,790.00	
142	Intergovernmental - federal	5.03	
		--	20,795.03

RESOURCES:

301	Estimated revenues	944,628.23	
302	Less revenues	(266,633.96)	677,994.27
	Total assets and resources		465,007.42

=====

LIABILITIES AND FUND EQUITY

=====

LIABILITIES:

421	Accounts payable		1,123.24
481	Deferred revenues		7,899.86
	Other current liabilities		111,819.72
	Total liabilities		120,842.82

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
SPECIAL REVENUE FUNDS - FUND 20

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FINAL

Interim Balance Sheet
March 2014

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year		195,998.76	
754	Reserve for encumbrances - prior year		--	
Reserved fund balance:				
761	Capital reserve account - July 1, 19@	--		
604	Add: Increase in capital reserve	--		
307	Less: Budgeted withdrawal from capital reser	--		
601	Appropriations	954,900.73		
602	Less: Expenditures	(610,736.13)		
603	Encumbrances	(195,998.76)	(806,734.89)	148,165.84
Total fund balance				344,164.60
Total liabilities and fund equity				465,007.42

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
SPECIAL REVENUE FUNDS - FUND 20

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

REVENUES/SOURCES OF FUNDS		Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
SPECIAL REVENUE FUNDS					
20-3XXX	From state sources:	69,300.00	69,300.00		.00
20-4XXX	From federal sources:	875,328.23	197,333.96	(UNDER)	677,994.27
TOTAL SPECIAL REVENUE FUNDS		944,628.23	266,633.96	(UNDER)	677,994.27
EXPENDITURES		Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:					
Preschool Education Aid					
20-218-100-XXX	Instruction	69,300.00	37,537.50	17,325.00	14,437.50
Total Preschool Education Aid		69,300.00	37,537.50	17,325.00	14,437.50
Total State Projects		69,300.00	37,537.50	17,325.00	14,437.50
Federal Projects:					
20-231-XXX-XXX	NCLB TITLE I - PART A-IMPROVING BASIC PROGRAMS	457,927.27	281,460.10	64,315.76	112,151.41
20-250-XXX-XXX	I.D.E.A. PART B	383,148.00	270,984.00	112,164.00	.00
20-272-XXX-XXX	NCLB TITLE II-A - TEACHER/PRINC. TRAIN/RECRUIT.	44,525.46	20,754.53	2,194.00	21,576.93
Total Federal Projects		885,600.73	573,198.63	178,673.76	133,728.34
TOTAL GRANTS AND ENTITLEMENTS		954,900.73	610,736.13	195,998.76	148,165.84

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

FINAL

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBORO TOWNSHIP SCHOOLS **** SPECIAL REVENUE FUNDS - FUND 20

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Schedule of Revenues Actual Compared with Estimated (For 9 month period ending March 31, 2014)

	<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
20-3218 Revenues from State Sources:			
Preschool Education Aid	69,300.00	69,300.00	.00
Total Revenues from State Sources	69,300.00	69,300.00	.00
Revenues from Federal Sources			
20-4411 - 4416 Title I	450,305.77	101,338.77	348,967.00
20-4451 - 4455 Title II	41,874.46	2,578.19	39,296.27
20-4420 - 4429 I.D.E.A. Part B (Handicapped)	383,148.00	93,417.00	289,731.00
Total Revenues from Federal Sources	875,328.23	197,333.96	677,994.27
TOTAL GRANTS AND ENTITLEMENTS	944,628.23	266,633.96	677,994.27

FINAL

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBORO TOWNSHIP SCHOOLS **** SPECIAL REVENUE FUNDS - FUND 20

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Statement of Appropriations Compared with Expenditures and Encumbrances (For 9 month period ending March 31, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
STATE PROJECTS - PRESCHOOL EDUCATION AID				
Instruction				
20-218-100-101 Salaries of Teachers	57,750.00	37,537.50	17,325.00	2,887.50
20-218-100-106 Other Salaries for Instruction	10,550.00	.00	.00	10,550.00
20-218-100-600 General Supplies	1,000.00	.00	.00	1,000.00
Total Instruction	69,300.00	37,537.50	17,325.00	14,437.50
TOTAL PRESCHOOL EDUCATION AID	69,300.00	37,537.50	17,325.00	14,437.50
Total State Projects	69,300.00	37,537.50	17,325.00	14,437.50
Federal Projects:				
20-231-XXX-XXX NCLB TITLE I - PART A-IMPROVING BASIC PROGRAMS	457,927.27	281,460.10	64,315.76	112,151.41
20-250-XXX-XXX I.D.E.A. PART B	383,148.00	270,984.00	112,164.00	.00
20-272-XXX-XXX NCLB TITLE II-A - TEACHER/PRINC. TRAIN/RECRUIT.	44,525.46	20,754.53	2,194.00	21,576.93
Total Federal Projects	885,600.73	573,198.63	178,673.76	133,728.34
TOTAL SPECIAL REVENUE FUNDS	954,900.73	610,736.13	195,998.76	148,165.84

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
CAPITAL PROJECTS FUNDS - FUND 30

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FINAL

Interim Balance Sheet
March 2014

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ASSETS:					37,042.26
101	Cash in bank				
	Accounts receivable:				
141	Intergovernmental - state	665,428.23	--	665,428.23	
RESOURCES:					
301	Estimated revenues		--		
302	Less revenues	(84.90)	--	-84.90	
	Total assets and resources			702,385.59	

=====

LIABILITIES:					621,011.25
402	Interfund accounts payable				621,011.25
	Total liabilities				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
CAPITAL PROJECTS FUNDS - FUND 30

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Interim Balance Sheet
March 2014

FUND BALANCE:					
Appropriated:					--
753	Reserve for encumbrances - current year			20,697.40	
754	Reserve for encumbrances - prior year			--	
751,752,760	Other reserves				
601	Appropriations		20,697.40		
602	Less: Expenditures	--			
603	Encumbrances	(20,697.40)	(20,697.40)	--	
	Total appropriated			20,697.40	
Unappropriated:					
770	Fund balance, July 1, 2012			60,676.94	
303	Budgeted fund balance			--	
	Total fund balance			81,374.34	
	Total liabilities and fund equity			702,385.59	

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	20,697.40	20,697.40	.00
Revenues	(.00)	(84.90)	(-84.90)
Subtotal	20,697.40	20,612.50	84.90
Less: Adjustment for prior year encumbrances	(20,697.40)	(20,697.40)	--
Budgeted Fund Balance	.00	-84.90	84.90

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

FINAL

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
CAPITAL PROJECTS FUNDS - FUND 30

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

REVENUES/SOURCES OF FUNDS	Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
CAPITAL PROJECTS				
Other	.00	84.90	(OVER)	-84.90
TOTAL CAPITAL PROJECTS	.00	84.90	(OVER)	-84.90

EXPENDITURES	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4XX-450 Facilities Acquisition and Construction Services				
Construction Services	20,697.40	.00	20,697.40	.00
Total Facilities Acquisition & Construction Services	20,697.40	.00	20,697.40	.00
Total Expenditures	20,697.40	.00	20,697.40	.00
TOTAL CAPITAL PROJECTS	20,697.40	.00	20,697.40	.00

FINAL

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBURGH TOWNSHIP SCHOOLS ****
DEBT SERVICE FUNDS - FUND 40

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Interim Balance Sheet
March 2014

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ASSETS:

101	Cash in bank		-68,316.23
121	Tax levy receivable		127,093.53
	Accounts receivable:		
141	Intergovernmental - state	26,476.00	
		--	26,476.00

RESOURCES:

301	Estimated revenues	858,283.00
302	Less revenues	(858,283.00)
	Total assets and resources	85,253.30

=====

LIABILITIES:

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
DEBT SERVICE FUNDS - FUND 40

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FINAL

Interim Balance Sheet
March 2014

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year		71,856.25	
754	Reserve for encumbrances - prior year		--	
767	Debt service reserve	--		
608	Add: Increase in debt service reserve	--		
313	Less: w/d from debt service reserve	--		
751,752,753	Other reserves			
601	Appropriations	858,285.00		
602	Less: Expenditures	773,032.63		
603	Encumbrances	(71,856.25)	(844,888.88)	13,396.12
	Total appropriated			85,252.37
Unappropriated:				
770	Fund balance, July 1, 2012		2.93	
303	Budgeted fund balance		(2.00)	
	Total fund balance			85,253.30
	Total liabilities and fund equity			85,253.30

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	858,285.00	844,888.88	13,396.12
Revenues	(858,283.00)	(858,283.00)	(.00)
Subtotal	2.00	-13,394.12	13,396.12
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	2.00	-13,394.12	13,396.12

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** PITTSBORO TOWNSHIP SCHOOLS ****
DEBT SERVICE FUNDS - FUND 40

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 9 month period ending March 31, 2014)

REVENUES/SOURCES OF FUNDS		Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
40-303	DEBT SERVICE Budgeted Fund Balance	2.00	.00	(UNDER)	2.00
40-1210	Local Sources: Local Tax Levy	542,035.00	542,035.00		.00
	Total	542,035.00	542,035.00		.00
40-3160	State Sources: Debt Service Aid Type II	316,248.00	316,248.00		.00
	TOTAL DEBT SERVICE FUND	858,285.00	858,283.00	(UNDER)	2.00
EXPENDITURES		Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-XXX	REPAYMENT OF DEBT Repayment of Debt - Regular	858,285.00	773,032.63	71,856.25	13,396.12
	TOTAL REPAYMENT OF DEBT	858,285.00	773,032.63	71,856.25	13,396.12

PITTSBGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

FINAL

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBGROVE TOWNSHIP SCHOOLS **** DEBT SERVICE FUNDS - FUND 40

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Schedule of Revenues Actual Compared with Estimated (For 9 month period ending March 31, 2014)

		<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
40-303	DEBT SERVICE			
	Budgeted Fund Balance	2.00	.00	2.00
40-1210	Revenue from Local Sources			
	Local Tax Levy	542,035.00	542,035.00	.00
	Total Revenues from Local Sources	542,035.00	542,035.00	.00
40-3160	Revenues from State Sources			
	Debt Service Aid Type II	316,248.00	316,248.00	.00
	Total Local Repayment of Debt	858,285.00	858,283.00	2.00
	TOTAL REPAYMENT OF DEBT	858,285.00	858,283.00	2.00

FINAL

REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION **** PITTSBGROVE TOWNSHIP SCHOOLS **** DEBT SERVICE FUNDS - FUND 40

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Statement of Appropriations Compared with Expenditures and Encumbrances (For 9 month period ending March 31, 2014)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
DEBT SERVICE FUNDS				
Regular Debt Service				
40-701-510-834 Interest on Bonds	333,323.00	261,466.52	71,856.25	.23
40-701-510-910 Redemption of Principal	524,962.00	511,566.11	.00	13,395.89
Total Regular Debt Service	858,285.00	773,032.63	71,856.25	13,396.12
TOTAL DEBT SERVICE FUNDS	858,285.00	773,032.63	71,856.25	13,396.12

Form A-140 5/27/93

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION
District of Pittsburgh
For the Month Ending March 31, 2014

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION
District of Pittsburgh
All Funds
For the Month Ending March 31, 2014

Cash Report				
	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
SPECIAL REVENUE - FUND 20				
1 Title I FCIS	62,338.48		82,377.78	(19,039.30)
2 Title I SEA	(2,442.17)			(2,442.17)
3 Title IA	(8,459.63)		6,721.00	(15,180.63)
4 Title IID	0.00			0.00
5 Title IIV	0.85			0.85
6 IDEA Part B	(130,511.00)		37,388.00	(167,899.00)
7 IDEA Part B	(8,779.20)		538.00	(9,317.20)
8 IDEA Part B 05-94	468.00			468.00
9 ASADA IDEA BASIC	0.00			0.00
10 ASADA TITLE I	0.55			0.55
11 ASADA TITLE IA	0.00			0.00
12 ASADA TITLE IIV	0.00			0.00
13 CHARMARTY GRANT	0.00			0.00
14 SALER CITY GRANT - MILLER	481.23			481.23
15 R/S SCHREIBER	0.00			0.00
16 MENTORING	80.00			80.00
17 R.E.B.E.L.	0.00			0.00
18 NISB INS. GROUP 1912	6,485.00			6,485.00
19 NISB INS. GROUP 2012	0.00			0.00
20 NISB INS. GROUP 2011 SASTLEY GRANT	0.00			0.00
21 SOUTH JERSEY ENERGY ART GRANT	59.53			59.53
22 VERIZON LITERACY	1.11			1.11
23 PILE SCHOOL - SELL	9,817.50	9,930.00	5,775.00	10,972.50
24 UNKNOWN ADI	259.27			259.27
25 DUE TO CURRENT	11,819.72			11,819.72
	0.00			0.00
	(107,716.20)	6,330.00	132,995.58	(233,381.18)

Page 2

27 Total Special Revenue (Lines 1 thru 14)
Plus 20 Fund Agency (Line 2, page 1)

Cash Report				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
Governmental Funds				
1 General Fund - Fund 10	760,759.35	2,278,441.55	2,773,885.14	265,315.77
2 Special Revenue Fund - 20 (see page 2)	(107,716.30)	6,930.00	132,995.58	(233,781.88)
3 Capital Projects Fund - Fund 30	37,100.30	9.37	67.41	37,042.26
4 Debt Service Fund - Fund 40	(164,315.06)	95,998.83	0.00	(68,316.23)
5 Total Governmental Funds (Lines 1 thru 4)	525,828.29	2,381,379.76	2,906,948.13	259.92
6 Enterprise Fund	769,622.81	16,952.06	88,984.97	687,589.90
7 Total Governmental & Enterprise Funds	1,295,451.10	2,398,331.82	2,995,933.10	687,849.82
8 Food Service	61,443.49	43,941.86	51,808.67	53,576.70
9 SACC	64,458.38	15,303.08	33,206.50	46,554.96
10 Payroll	0.00	871,164.17	871,164.17	0.00
11 Payroll Agency	15,288.83	1,058,968.69	1,051,146.48	23,091.04
12 Total Trust & Agency Funds (Lines 8 thru 11)	15,288.83	1,930,132.86	1,922,310.65	23,091.04
13 Total All Funds (Lines 5, 6 and 12)	1,436,621.80	4,372,406.56	4,970,052.42	821,072.52

Prepared and Submitted By:

David Berman
Treasurer of School Monies

5/8/2014
Date

Form A-149 - 5/27/93
Prepared By: JG
Date: 05/08/14

District of Pittsburgh
Bank Reconciliation

Bank Name	Bank of America	Account Number	65-301476-8	Statement Date	3/31/14	Fund	Summary - Funds 10, 20, 40, Enterprise
SEE PAGES 1-3							
1	Balance per Bank						660,807.56
Reconciling Items							
Additions							
2a	Deposits in Transit						0.00
2b	Bank of America						0.00
2c							
2d							
2	Total Additions						0.00
3	Deductions						
4	Outstanding Checks (Attach List)						
5	Other (Explain)						
6	Total Deductions						0.00
7	Net Reconciling Items						0.00
8	Adjusted Balance per Bank as of 3/31/14						Summary Pages 1-3 660,807.56
PGS 4-7							
9	Balance per Board Secretary's Records as of 3/31/14						0.00
Reconciling Items							
Additions							
10	Interest Earned						
11	Other (Explain)						
12	Total Additions						0.00
Deductions							
13	Bank Charges						
14	Other (Explain)						
15	Total Deductions						0.00
16	Net Reconciling Items						0.00
17	Adjusted Board Secretary's Balance as of 3/31/14						Summary Pages 4-7 660,807.56

* Line 8 MUST EQUAL line 17.
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Form A-149 - 5/27/93
Prepared By: JG
Date: 05/08/14

District of Pittsburgh
Bank Reconciliation

Bank Name	Bank of Elmer	Account Number	65-301476-8	Statement Date	3/31/14	Fund	WARRANT ACCOUNT
SEE PAGES 1-3							
1	Balance per Bank						820,243.50
Reconciling Items							
Additions							
Deposits in Transit							
2a	PAYROLL INT						16.20
2b	AGENCY INT						41.94
2c	301 Deposit						923.00
2	Total Additions						981.14
3	Deductions						
4	Outstanding Checks (Attach List)						430,424.99
5	Other (Explain)						
6	Total Deductions						430,424.99
7	Net Reconciling Items						(429,443.85)
8	Adjusted Balance per Bank as of 3/31/14						390,799.65
PGS 4-7							
9	Balance per Board Secretary's Records as of 3/31/14						0.00
Reconciling Items							
Additions							
10	Interest Earned						
11	Other (Explain)						0.00
12	Total Additions						0.00
Deductions							
13	Bank Charges						
14	Other (Explain)						
15	Total Deductions						0.00
16	Net Reconciling Items						0.00
17	Adjusted Board Secretary's Balance as of 3/31/14						0.00

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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**** PITTSBURGH TOWNSHIP SCHOOLS ****
Outstanding checks as of 03/31/2014

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3:14:27 PM
Page 2 of 3

**** PITTSBURGH TOWNSHIP SCHOOLS ****
Outstanding checks as of 03/31/2014

SB420

Budget year: 2013-14
Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
75231	03/24/14	HORIZON BS/BS OF NJ COBRA	312.34
75233	03/24/14	MISSION ONE EDUC. STAFFING	75,540.22
75234	03/24/14	NEWFIELD BOROUGH BD OF ED	55,355.00
75236	03/24/14	NJ ASSOC SCHOOL BUS OFF	250.00
75237	03/24/14	NJ SCHOOL BOARDS ASSOC	4,045.00
75239	03/24/14	PITTSBURGH CAFETERIA FUND	162.00
75241	03/24/14	REALLY GOOD STUFF, INC.	765.73
75242	03/24/14	RUTGERS UNIVERSITY	165.00
75245	03/24/14	XACT SOLUTIONS/XSI, INC.	2,380.65
75247	03/24/14	EIRCLRC	4,817.00
75249	03/24/14	ERRICKSON, SANDRA	43.40
75251	03/24/14	FAMILY PRACTICE ASSOC	100.00
75252	03/24/14	FOUNDATION FOR ED ADMIN.	75.00
75253	03/24/14	G & K SERVICES, INC.	264.92
75255	03/24/14	GUITAR CENTER	654.88
75258	03/24/14	HUNTERDON COUNTY EDUC SERVICES	16.02
75260	03/24/14	JOISU PRODUCTS INC.	907.70
75261	03/24/14	KELLY'S SPORTS LTD	6,480.45
75262	03/24/14	KRANOS CORPORATION	1,116.10
75263	03/24/14	KRAWIEC, IRENE	159.34
75264	03/24/14	LEARNING A-Z	189.90
75265	03/24/14	LORCO PETROLEUM SERVICES	158.00
75266	03/24/14	MAJOR PETROLEUM INDUST INC.	39,051.68
75267	03/24/14	MARINE MAMMAL STRANDING CENTER	50.00
75269	03/24/14	MARSHALL, MICHAEL K.	50.00
75271	03/24/14	NEW BEHAVIORAL NETWORK	2,172.50
75272	03/24/14	NJ ASSOC OF SCHOOL LIBRARIANS	50.00
75273	03/24/14	NJ PRINCIPALS & SUPV ASSOC.	1,055.00
75274	03/24/14	NJ SCHOOL BOARDS ASSOC	350.00
75275	03/24/14	NJASA	770.00
75276	03/24/14	NJASSW	50.00
75277	03/24/14	ORIENTAL TRADING CO., INC.	614.24
75279	03/24/14	PIERSON, MARY LOU	1,258.80
75280	03/24/14	PITNEY BOWES INC	84.98
75281	03/24/14	PITTSBURGH CAFETERIA FUND	2,793.50
75282	03/24/14	PORZIO, BROMBERG & NEWMAN, PC	60.00
75283	03/24/14	QC LABS, INC.	1,778.00
75284	03/24/14	RAGAN COMMUNICATIONS INC	29.95
75285	03/24/14	RAGAN, JASON	44.64
75286	03/24/14	REALLY GOOD STUFF, INC.	463.71
75290	03/24/14	SCHALICK MILLS INC	4,130.29

SB420

Budget year: 2013-14
Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
73921	07/25/13	PODS ENTERPRISES INC.	907.89
73986	08/31/13	BOTTINO, ALICIA	25.70
74055	08/31/13	PEARSON	1,020.36
74383	10/21/13	SARGENT WELCH / WWR	109.67
74385	10/21/13	SCHOLASTIC INC	237.34
74395	10/21/13	STEPS TO LITERACY LLC	216.94
74461	11/15/13	VERIZON BUSINESS	3,227.04
74654	12/16/13	FOX ABDILL, SUZANNE	39.00
74715	12/17/13	GLOU/SALEM CO PRINCIPALS ASSOC	50.00
74719	12/17/13	JASPER ENGINE EXCHANGE INC.	1,633.00
74921	02/24/14	ADAMS, KAROLYN	99.68
75011	02/24/14	WEISBURG ASSOCIATES, LLC	40.00
75023	02/24/14	BIFULCO, JENNIFER	442.00
75024	02/24/14	BLEW, ROBERT	442.00
75030	02/24/14	BURGER, SCOTT	442.00
75036	02/24/14	EASTERWOOD, DESIREE	442.00
75038	02/24/14	FOSTER, ANDREA	884.00
75096	02/28/14	COURIER POST	1,145.00
75115	03/14/14	VERIZON WIRELESS	92.05
75120	03/24/14	ACCU-SCAN	920.00
75122	03/24/14	AEP CONNECTIONS, LLC	780.00
75125	03/24/14	ARSENAL LLC	622.50
75126	03/24/14	ASSOC. SUPERVIS./CUR. DEV	178.00
75127	03/24/14	BAYZICK, KELLY	6,451.00
75128	03/24/14	BERMANN, HENRY	47.87
75129	03/24/14	BRIDGETON BOARD OF EDUCATION	300.00
75131	03/24/14	BUREAU OF ED AND RESEARCH	363.00
75133	03/24/14	CANON FINANCIAL SERVICES INC.	12,207.99
75135	03/24/14	CDW GOVERNMENT, INC.	390.45
75136	03/24/14	CHASE PHD LLC, DANIELLE	2,200.00
75138	03/24/14	CINTAS CORP.	127.40
75139	03/24/14	CLARKE, MICHAEL	46.50
75140	03/24/14	CM3 BUILDING SOLUTIONS, INC.	2,740.00
75142	03/24/14	DAVIDSON TITLE	2,900.00
75144	03/24/14	DEGLER WHITING INC.	615.00
75148	03/24/14	EDUCATIONAL DATA SERVICES INC	1,500.00
75149	03/24/14	EDVOCATE INC.	2,688.00
75224	03/24/14	BUREAU OF ED AND RESEARCH	225.00
75226	03/24/14	CRISIS PREVENTION INST, INC.	2,527.25
75227	03/24/14	EBS HEALTHCARE	2,895.00
75230	03/24/14	HANDWRITING WITHOUT TEARS	350.00

SB420

Budget year: 2013-14
Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
75231	03/24/14	HORIZON BS/BS OF NJ COBRA	312.34
75233	03/24/14	MISSION ONE EDUC. STAFFING	75,540.22
75234	03/24/14	NEWFIELD BOROUGH BD OF ED	55,355.00
75236	03/24/14	NJ ASSOC SCHOOL BUS OFF	250.00
75237	03/24/14	NJ SCHOOL BOARDS ASSOC	4,045.00
75239	03/24/14	PITTSBURGH CAFETERIA FUND	162.00
75241	03/24/14	REALLY GOOD STUFF, INC.	765.73
75242	03/24/14	RUTGERS UNIVERSITY	165.00
75245	03/24/14	XACT SOLUTIONS/XSI, INC.	2,380.65
75247	03/24/14	EIRCLRC	4,817.00
75249	03/24/14	ERRICKSON, SANDRA	43.40
75251	03/24/14	FAMILY PRACTICE ASSOC	100.00
75252	03/24/14	FOUNDATION FOR ED ADMIN.	75.00
75253	03/24/14	G & K SERVICES, INC.	264.92
75255	03/24/14	GUITAR CENTER	654.88
75258	03/24/14	HUNTERDON COUNTY EDUC SERVICES	16.02
75260	03/24/14	JOISU PRODUCTS INC.	907.70
75261	03/24/14	KELLY'S SPORTS LTD	6,480.45
75262	03/24/14	KRANOS CORPORATION	1,116.10
75263	03/24/14	KRAWIEC, IRENE	159.34
75264	03/24/14	LEARNING A-Z	189.90
75265	03/24/14	LORCO PETROLEUM SERVICES	158.00
75266	03/24/14	MAJOR PETROLEUM INDUST INC.	39,051.68
75267	03/24/14	MARINE MAMMAL STRANDING CENTER	50.00
75269	03/24/14	MARSHALL, MICHAEL K.	50.00
75271	03/24/14	NEW BEHAVIORAL NETWORK	2,172.50
75272	03/24/14	NJ ASSOC OF SCHOOL LIBRARIANS	50.00
75273	03/24/14	NJ PRINCIPALS & SUPV ASSOC.	1,055.00
75274	03/24/14	NJ SCHOOL BOARDS ASSOC	350.00
75275	03/24/14	NJASA	770.00
75276	03/24/14	NJASSW	50.00
75277	03/24/14	ORIENTAL TRADING CO., INC.	614.24
75279	03/24/14	PIERSON, MARY LOU	1,258.80
75280	03/24/14	PITNEY BOWES INC	84.98
75281	03/24/14	PITTSBURGH CAFETERIA FUND	2,793.50
75282	03/24/14	PORZIO, BROMBERG & NEWMAN, PC	60.00
75283	03/24/14	QC LABS, INC.	1,778.00
75284	03/24/14	RAGAN COMMUNICATIONS INC	29.95
75285	03/24/14	RAGAN, JASON	44.64
75286	03/24/14	REALLY GOOD STUFF, INC.	463.71
75290	03/24/14	SCHALICK MILLS INC	4,130.29

SB420

Budget year: 2013-14
Account WA: WARRANT ACCOUNT

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73921	07/25/13	PODS ENTERPRISES INC.	907.89
73986	08/31/13	BOTTINO, ALICIA	25.70
74055	08/31/13	PEARSON	1,020.36
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74385	10/21/13	SCHOLASTIC INC	237.34
74395	10/21/13	STEPS TO LITERACY LLC	216.94
74461	11/15/13	VERIZON BUSINESS	3,227.04
74654	12/16/13	FOX ABDILL, SUZANNE	39.00
74715	12/17/13	GLOU/SALEM CO PRINCIPALS ASSOC	50.00
74719	12/17/13	JASPER ENGINE EXCHANGE INC.	1,633.00
74921	02/24/14	ADAMS, KAROLYN	99.68
75011	02/24/14	WEISBURG ASSOCIATES, LLC	40.00
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75024	02/24/14	BLEW, ROBERT	442.00
75030	02/24/14	BURGER, SCOTT	442.00
75036	02/24/14	EASTERWOOD, DESIREE	442.00
75038	02/24/14	FOSTER, ANDREA	884.00
75096	02/28/14	COURIER POST	1,145.00
75115	03/14/14	VERIZON WIRELESS	92.05
75120	03/24/14	ACCU-SCAN	920.00
75122	03/24/14	AEP CONNECTIONS, LLC	780.00
75125	03/24/14	ARSENAL LLC	622.50
75126	03/24/14	ASSOC. SUPERVIS./CUR. DEV	178.00
75127	03/24/14	BAYZICK, KELLY	6,451.00
75128	03/24/14	BERMANN, HENRY	47.87
75129	03/24/14	BRIDGETON BOARD OF EDUCATION	300.00
75131	03/24/14	BUREAU OF ED AND RESEARCH	363.00
75133	03/24/14	CANON FINANCIAL SERVICES INC.	12,207.99
75135	03/24/14	CDW GOVERNMENT, INC.	390.45
75136	03/24/14	CHASE PHD LLC, DANIELLE	2,200.00
75138	03/24/14	CINTAS CORP.	127.40
75139	03/24/14	CLARKE, MICHAEL	46.50
75140	03/24/14	CM3 BUILDING SOLUTIONS, INC.	2,740.00
75142	03/24/14	DAVIDSON TITLE	2,900.00
75144	03/24/14	DEGLER WHITING INC.	615.00
75148	03/24/14	EDUCATIONAL DATA SERVICES INC	1,500.00
75149	03/24/14	EDVOCATE INC.	2,688.00
75224	03/24/14	BUREAU OF ED AND RESEARCH	225.00
75226	03/24/14	CRISIS PREVENTION INST, INC.	2,527.25
75227	03/24/14	EBS HEALTHCARE	2,895.00
75230	03/24/14	HANDWRITING WITHOUT TEARS	350.00

SB420

Budget year: 2013-14
Account WA: WARRANT ACCOUNT

Check#	Issued	Payee Name	Amount
75231	03/24/14	HORIZON BS/BS OF NJ COBRA	312.34
75233	03/24/14	MISSION ONE EDUC. STAFFING	75,540.22
75234	03/24/14	NEWFIELD BOROUGH BD OF ED	55,355.00
75236	03/24/14	NJ ASSOC SCHOOL BUS OFF	250.00
75237	03/24/14	NJ SCHOOL BOARDS ASSOC	4,045.00
75239	03/24/14	PITTSBURGH CAFETERIA FUND	162.00
75241	03/24/14	REALLY GOOD STUFF, INC.	765.73
75242	03/24/14	RUTGERS UNIVERSITY	165.00
75245	03/24/14	XACT SOLUTIONS/XSI, INC.	2,380.65
75247	03/24/14	EIRCLRC	4,817.00
75249	03/24/14	ERRICKSON, SANDRA	43.40
75251	03/24/14	FAMILY PRACTICE ASSOC	100.00
75252	03/24/14	FOUNDATION FOR ED ADMIN.	75.00
75253	03/24/14	G & K SERVICES, INC.	264.92
75255	03/24/14	GUITAR CENTER	654.88
75258	03/24/14	HUNTERDON COUNTY EDUC SERVICES	16.02
75260	03/24/14	JOISU PRODUCTS INC.	907.70
75261	03/24/14	KELLY'S SPORTS LTD	6,480.45
75262	03/24/14	KRANOS CORPORATION	1,116.10
75263	03/24/14	KRAWIEC, IRENE	159.34
75264	03/24/14	LEARNING A-Z	189.90
75265	03/24/14	LORCO PETROLEUM SERVICES	158.00
75266	03/24/14	MAJOR PETROLEUM INDUST INC.	39,051.68
75267	03/24/14	MARINE MAMMAL STRANDING CENTER	50.00
75269	03/24/14	MARSHALL, MICHAEL K.	50.00
75271	03/24/14	NEW BEHAVIORAL NETWORK	2,172.50
75272	03/24/14	NJ ASSOC OF SCHOOL LIBRARIANS	50.00
75273	03/24/14	NJ PRINCIPALS & SUPV ASSOC.	1,055.00
75274	03/24/14	NJ SCHOOL BOARDS ASSOC	350.00
75275	03/24/14	NJASA	770.00
75276	03/24/14	NJASSW	50.00
75277	03/24/14	ORIENTAL TRADING CO., INC.	614.24
75279	03/24/14	PIERSON, MARY LOU	1,258.80
75280	03/24/14	PITNEY BOWES INC	84.98
75281	03/24/14	PITTSBURGH CAFETERIA FUND	2,793.50
75282	03/24/14	PORZIO, BROMBERG & NEWMAN, PC	60.00
75283	03/24/14	QC LABS, INC.	1,778.00
75284	03/24/14	RAGAN COMMUNICATIONS INC	29.95
75285	03/24/14	RAGAN, JASON	44.64
75286	03/24/14	REALLY GOOD STUFF, INC.	463.71
75290	03/24/14	SCHALICK MILLS INC	4,130.29

Form A-149 - 5/27/93

Prepared By:	JG
Date:	05/08/14

District of Pittsgrove
Bank Reconciliation

Bank Name	Account Number	3/31/14	General (Fund 10)
State of Ohio	State of Ohio		
Bank of America	Bank of America		
1	Balance per Bank		
2	Reconciling Items		
3	Additions		
4	Deposits in Transit		
5	Bank of America		
6	2a		
7	2b		
8	2c		
9	2d		
10	2		
11	3		
12	Total Additions	0.00	0.00
13	Deductions		
14	Outstanding Checks		
15	(Attach List)		
16	Other (Explain)		
17	Total Deductions	0.00	0.00
18	Net Reconciling Items		
19	Adjusted Balance per Bank as of	*	0.00
20	Balance per Board Secretary's Records as of	3/31/14	285,315.77
21	Reconciling Items		
22	Additions		
23	Interest Earned		
24	Other (Explain)		
25	Total Additions	0.00	0.00
26	Deductions		
27	Bank Charges		
28	Other (Explain)		
29	Total Deductions	0.00	0.00
30	Net Reconciling Items		
31	Adjusted Board Secretary's Balance as of	3/31/14	285,315.77

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District of Pittsgrove
Bank Reconciliation

Form A-149 - 5/27/93

Prepared By:	JG
Date:	05/08/14

Bank Name	Morgan Stanley
Account Number	171-0000-92258
Statement Date	3/31/14
Fund Funds	Cash Management
1 Balance per Bank	269,907.77
Reconciling Items	
Additions	
Deposits in Transit	
Date Amount	
Total Additions	0.00
Deductions	
Outstanding Checks	
(Attach List)	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
Adjusted Balance per Bank as of 3/31/14	269,907.77
9 Balance per Board Secretary's Records as of 3/31/14	0.00
Reconciling Items	
Additions	
Interest Earned	
Other (Explain)	
Total Additions	0.00
Deductions	
Bank Charges	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
Adjusted Board Secretary's Balance as of 3/31/14	0.00

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Form A-149 - 5/27/93
 Prepared By: JG
 Date: 05/08/14

District of Pittsburgh
 Bank Reconciliation

Bank Name		3/31/14	Special Revenue (Fund 20)
Account Number			
Statement Date			
Fund/Fundus			
1 Balance per Bank			
Reconciling Items			
Additions			
Deposits in Transit			
Bank Amount			
2a			
2b			
2c			
2d			
2		0.00	
3			0.00
Deductions			
Outstanding Checks			
(Attach List)			
4			
5			
6			0.00
7			0.00
8 Adjusted Balance per Bank as of			0.00
9 Balance per Board Secretary's Records as of		3/31/14	**
Reconciling Items			
Additions			
Interest Earned			
Other (Explain)			
10			
11			0.00
12			
Deductions			
Bank Charges			
Other (Explain)			
13			
14			0.00
15			
16			0.00
17 Adjusted Board Secretary's Balance as of		3/31/14	*
			(233,781.88)

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Form A-149 - 5/27/93
 Prepared By: JG
 Date: 05/08/14

District of Pittsburgh
 Bank Reconciliation

Bank Name		3/31/14	Debt Service (Fund 40)
Account Number			
Statement Date			
Fund/Fundus			
1 Balance per Bank			
Reconciling Items			
Additions			
Deposits in Transit			
Bank Amount			
2a			
2b			
2c			
2d			
2		0.00	
3			0.00
Deductions			
Outstanding Checks			
(Attach List)			
4			
5			
6			0.00
7			0.00
8 Adjusted Balance per Bank as of			0.00
9 Balance per Board Secretary's Records as of		3/31/14	**
Reconciling Items			
Additions			
Interest Earned			
Other (Explain)			
10			
11			0.00
12			
Deductions			
Bank Charges			
Other (Explain)			
13			
14			0.00
15			
16			0.00
17 Adjusted Board Secretary's Balance as of		3/31/14	*
			(68,316.23)

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Form A-149 - 5/27/93

Prepared By: JG
Date: 05/08/14

District of Pittsgrove
Bank Reconciliation

Bank Name		3/31/14	Capital Projects (Fund 30)
Account Number			
Statement Date			
Fund			
1 Balance per Bank	See pages 9-10		
2a			
2b			
2c			
2d			
2			
3			
4			
5			
6			
7			
8 Adjusted Balance per Bank as of	3/31/14	*	37,042.26
9 Balance per Board Secretary's Records as of	3/31/14	**	37,042.26
10			
11			
12			
13			
14			
15			
16			
17 Adjusted Board Secretary's Balance as of	3/31/14	*	37,042.26

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Form A-149 - 5/27/93

Prepared By: JG
Date: 05/08/14

District of Pittsgrove
Bank Reconciliation

Bank Name		3/31/14	Enterprise (Fund 50)
Account Number			
Statement Date			
Fund			
1 Balance per Bank			
2a			
2b			
2c			
2d			
2			
3			
4			
5			
6			
7			
8 Adjusted Balance per Bank as of	3/31/14	*	0.00
9 Balance per Board Secretary's Records as of	3/31/14	**	697,589.90
10			
11			
12			
13			
14			
15			
16			
17 Adjusted Board Secretary's Balance as of	3/31/14	*	697,589.90

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Form A-149 - 5/27/93

Prepared By:	JG
Date:	05/08/14

**District of Pittsburgh
Bank Reconciliation**

Bank Name		Elmer FNB	
Account Number		56-301466-9	
Statement Date		3/31/14	
Fund Name		Food Services	

1	Balance per Bank				53,361.70
Reconciling Items					
Additions					
Deposits in Transit					
2a	3/31	215.00			
2b					
2c					
2d					
2	Total Additions	215.00			
Deductions					
3	Outstanding Checks (Attach List)		0.00		
4	Bank Error				
5	Total Deductions		0.00		
6	Net Reconciling Items				0.00
7	Adjusted Balance per Bank as of	3/31/14			53,576.70
Balance per Board Secretary's Records as of					
8	3/31/14				53,576.70
Reconciling Items					
Additions					
9	Interest Earned				
10	Other (Explain)				
11	Total Additions		0.00		
Deductions					
12	Bank Charges				
13	Other (Explain)				
14	Total Deductions		0.00		
15	Net Reconciling Items				0.00
16	Adjusted Board Secretary's Balance as of	3/31/14			53,576.70
17	* Line 8 MUST EQUAL line 17. ** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.				

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Form A-149 - 5/27/93

Prepared By:	JG
Date:	3/31/14

**District of Pittsburgh
Bank Reconciliation**

List of Outstanding Checks

Food Services Account

For the Month Ending March 31, 2014

Page 11 (a)

Check #	Date	Amount
2359	1/24/14	2,362.00
2360	1/24/14	9.71

TOTAL	2,371.71
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Form A-149 - 5/27/93

Prepared By: JG
Date: 05/08/14District of Pittsburgh
Bank Reconciliation

Bank Name	Elmer FNB
Account Number	56-301589-0
Statement Date	3/31/14
Fund Funds	SACC

1	Balance per Bank					67,793.96
2a	Reconciling Items					
2b	Additions					
2	Deposits in Transit					
3	Total Additions				0.00	
4	Deductions					
5	Outstanding Checks					
6	Total Deductions					
7	Net Reconciling Items				21,239.00	
8	Adjusted Balance per Bank as of 3/31/14				*	46,554.96

9	Balance per Board Secretary's Records as of 3/31/14				**	46,554.96
10	Reconciling Items					
11	Additions					
12	Interest Earned					
13	Other (Explain)					
14	Total Additions				0.00	
15	Deductions					
16	Bank Charges					
17	Other (Explain)					
18	Total Deductions				0.00	
19	Net Reconciling Items				*	0.00
20	Adjusted Board Secretary's Balance as of 3/31/14				*	46,554.96

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Form A-149 - 5/27/93

Prepared By: JG
Date: 05/08/14District of Pittsburgh
Bank Reconciliation

Bank Name	Elmer FNB
Account Number	56-301475-0
Statement Date	3/31/14
Fund Funds	Payroll

1	Balance per Bank					15,479.34
2a	Reconciling Items					
2b	Additions					
2c	Deposits in Transit					
2d	Total Additions				0.00	
3	Deductions					
4	Outstanding Checks					
5	(Attach List)					
6	Mar Int				15,463.14	
7	Outstanding EFT				16.20	
8	Total Deductions					
9	Net Reconciling Items				15,479.34	
10	Adjusted Balance per Bank as of 3/31/14				*	0.00

9	Balance per Board Secretary's Records as of 3/31/14				**	0.00
10	Reconciling Items					
11	Additions					
12	Interest Earned					
13	Other (Explain)					
14	Total Additions				0.00	
15	Deductions					
16	Bank Charges					
17	Other (Explain)					
18	Total Deductions				0.00	
19	Net Reconciling Items				*	0.00
20	Adjusted Board Secretary's Balance as of 3/31/14				*	0.00

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* Line 8 MUST EQUAL line 17.
 ** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Form A-149 - 5/27/93

District of Pittsburgh
Bank Reconciliation

Prepared By: JG
Date: 05/09/14

Bank Name	Elmer FNB
Account Number	56-301486-7
Routing Number	331714
Branch	Agency
1 Balance per Bank	75,651.31
Reconciling Items	
Additions	
Deposits in Transit	
2a	
2b	
2c	
2d	
2e	
2f	
2g	
2h	
2i	
2j	
2k	
2l	
2m	
2n	
2o	
2p	
2q	
2r	
2s	
2t	
2u	
2v	
2w	
2x	
2y	
2z	
Total Additions	0.00
Deductions	
Outstanding Checks	
(Attach List)	
Mar Int	52,010.94
O/S EFT	41.94
Total Deductions	507.39
Net Reconciling Items	52,560.27
8 Adjusted Balance per Bank as of	23,091.04
9 Balance per Board Secretary's Records as of	23,091.04
Reconciling Items	
Additions	
Interest Earned	
Other (Explain)	
Total Additions	0.00
Deductions	
Bank Charges	
Other (Explain)	
Total Deductions	0.00
Net Reconciling Items	0.00
17 Adjusted Board Secretary's Balance as of	23,091.04

* Line 8 MUST EQUAL line 17.
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

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PY720 ***** PITTSBURGH TOWNSHIP BOARD OF EDUCATION *****
Year: 2014 Outstanding checks as of 03/31/2014

Check#	Issued	Payee Name	Amount
179881	06/29/12	CASSIDY, ERIC J	55.40
179948	07/13/12	OBRIANT, ABIGAIL L.	54.37
181055	06/21/13	KATHLEEN BORODAEFF	290.33
181419	08/15/13	DENISE P MOORE	27.78
182122	03/31/14	KATHLEEN BORODAEFF	894.76
182123	03/31/14	KATHLEEN BORODAEFF	205.83
182124	03/31/14	KAREN L JOHNSON	19.75
182126	03/31/14	MICHAEL J. CULLEN	2,059.03
182132	03/31/14	CATHERINE J. PAULATIS	841.37
182136	03/31/14	ALEXANDER J. WHITESELL	834.81
182137	03/31/14	KELLIE ALMEIDA	21.86
182138	03/31/14	WILLIAM R CONWAY	165.77
182139	03/31/14	BRITTANY N HOGATE	62.52
182141	03/31/14	JAMES R KINKADE	135.98
182142	03/31/14	PETER P. MCEVOY	376.10
182145	03/31/14	RAEHEL M WYNN	148.38
182146	03/31/14	RONALD W. ATHEY JR.	182.40
182147	03/31/14	EMELINE A MONTELEONE	458.61
182148	03/31/14	ROSELLEN EDMONDS	558.96
182149	03/31/14	ROSELLEN EDMONDS	195.78
182150	03/31/14	RANDI L EVERLINE	252.70
182151	03/31/14	BONNIE J JEFFERS	352.20
182153	03/31/14	JENNIFER L BATEMAN	54.19
182154	03/31/14	ERIC J. CASSIDY	2,228.27
182155	03/31/14	MARSHA A. CHARLTON	202.18
182156	03/31/14	PAULA S CRISPIN	119.29
182157	03/31/14	MICHAEL A DEROSE	60.96
182158	03/31/14	TODD W. GREENWOOD	1,927.09
182159	03/31/14	BEVERLY A. HIGINBOTHAM	129.99
182160	03/31/14	RICHARD KENT	396.02
182161	03/31/14	STEPHANIE M LABAS	1,378.61
182162	03/31/14	ROBERT MANNINO	54.19
182163	03/31/14	GAYLE NELSON	117.42
182164	03/31/14	DIANE G. RIDDLE	218.24
Total checks:			15,463.14

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Form A-149 - 5/27/93	Prepared By: JG	Date: 05/08/14
District of Pittsgrove		
Bank Reconciliation		
List of Outstanding Checks		
Agency Payroll Account		
For the Month Ending March 31, 2014		
Page 13 (a)		
Check #	Check Date	Amount
8160	12/20/2013	550.00
8205	3/31/2014	16,812.40
8207	3/31/2014	24,012.24
8208	3/31/2014	1,835.17
8209	3/31/2014	30.00
8210	3/31/2014	153.19
8211	3/31/2014	1,506.64
8212	3/31/2014	66.12
8213	3/31/2014	50.00
8214	3/31/2014	4,161.94
8215	3/31/2014	80.64
8216	3/31/2014	2,694.68
8217	3/31/2014	57.92
TOTAL		52,010.94

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Budget year: 2013-14

Acct period: March 2014

Fund 10: GENERAL FUND

**** PITTSBORO TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT

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Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1210 AD VALOREM TAXES							
000 UNDISTRIBUTED	9,003,134.00	.00	9,003,134.00	6,752,350.53	2,250,783.47	9,003,134.00	.00
1210 Revenue Totals:	9,003,134.00	.00	9,003,134.00	6,752,350.53	2,250,783.47	9,003,134.00	.00
1310 TUITION-INDIVIDUALS							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
424 OTH SUPP/AT-RISK PGM	51,680.00	.00	51,680.00	25,227.00	.00	25,227.00	26,453.00
1310 Revenue Totals:	51,680.00	.00	51,680.00	25,227.00	.00	25,227.00	26,453.00
1320 TUITION-IN STATE LEA							
000 UNDISTRIBUTED	3,060,885.00	.00	3,060,885.00	879,929.70	1,996,357.30	2,876,287.00	184,598.00
1320 Revenue Totals:	3,060,885.00	.00	3,060,885.00	879,929.70	1,996,357.30	2,876,287.00	184,598.00
1321 TUITION-OTHER GOVT							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
1321 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
1510 INTEREST-INVESTMENTS							
000 UNDISTRIBUTED	.00	.00	.00	4,200.95	.00	4,200.95	-4,200.95
1510 Revenue Totals:	.00	.00	.00	4,200.95	.00	4,200.95	-4,200.95
1511 INTEREST ON CAP RES							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
1511 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
1710 ADMISSIONS							
000 UNDISTRIBUTED	.00	.00	.00	9,697.00	.00	9,697.00	-9,697.00
1710 Revenue Totals:	.00	.00	.00	9,697.00	.00	9,697.00	-9,697.00
1950 SERVICES-OTHER LEAS							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
990L ELMER BOE	.00	.00	.00	.00	.00	.00	.00
990V SCSSD	.00	.00	.00	.00	.00	.00	.00
1950 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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**** PITTSBORO TOWNSHIP SCHOOLS **** REVENUE SUMMARY REPORT

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Budget year: 2013-14
Acct period: March 2014
Fund 10: GENERAL FUND

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1990 MISC							
000 UNDISTRIBUTED	175,005.00	.00	175,005.00	58,912.04	.00	58,912.04	116,092.96
002 GCA RENT	132,364.00	.00	132,364.00	.00	.00	.00	132,364.00
150 REG PRG-HOME INSTR.	.00	.00	.00	.00	.00	.00	.00
190 REG PRG-UNDISTRIB.	.00	.00	.00	34.13	.00	34.13	-34.13
425 ELLI	.00	.00	.00	.16	.00	.16	-.16
1990 Revenue Totals:	307,369.00	.00	307,369.00	58,946.33	.00	58,946.33	248,422.67
3116 SCHOOL CHOICE AID							
000 UNDISTRIBUTED	1,171,078.00	.00	1,171,078.00	819,754.60	351,323.40	1,171,078.00	.00
3116 Revenue Totals:	1,171,078.00	.00	1,171,078.00	819,754.60	351,323.40	1,171,078.00	.00
3121 CATG. TRANSPORT. AID							
000 UNDISTRIBUTED	729,154.00	.00	729,154.00	510,407.80	218,746.20	729,154.00	.00
3121 Revenue Totals:	729,154.00	.00	729,154.00	510,407.80	218,746.20	729,154.00	.00
3131 EXTRAORDINARY AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3131 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3132 CATG. SPECIAL ED AID							
000 UNDISTRIBUTED	837,197.00	.00	837,197.00	586,037.90	251,159.10	837,197.00	.00
3132 Revenue Totals:	837,197.00	.00	837,197.00	586,037.90	251,159.10	837,197.00	.00
3176 EQUALIZATION AID							
000 UNDISTRIBUTED	10,430,292.00	.00	10,430,292.00	7,301,830.35	3,128,461.65	10,430,292.00	.00
3176 Revenue Totals:	10,430,292.00	.00	10,430,292.00	7,301,830.35	3,128,461.65	10,430,292.00	.00
3177 CATG. SECURITY AID							
000 UNDISTRIBUTED	228,815.00	.00	228,815.00	160,170.50	68,644.50	228,815.00	.00
3177 Revenue Totals:	228,815.00	.00	228,815.00	160,170.50	68,644.50	228,815.00	.00
3178 ADJUSTMENT AID							
000 UNDISTRIBUTED	12,519.00	.00	12,519.00	8,137.35	4,381.65	12,519.00	.00
3178 Revenue Totals:	12,519.00	.00	12,519.00	8,137.35	4,381.65	12,519.00	.00

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**** PITTSBORO TOWNSHIP SCHOOLS **** REVENUE SUMMARY REPORT

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Budget year: 2013-14
Acct period: March 2014
Fund 10: GENERAL FUND

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
3190 OTHER UNRESTRICTED							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3190 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3197 FT KINDERGARTEN AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3197 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3198 TARA AID							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
3198 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
4200 UNRESTR GRANT FED/ST							
000 UNDISTRIBUTED	29,622.00	.00	29,622.00	8,427.36	.00	8,427.36	21,194.64
4200 Revenue Totals:	29,622.00	.00	29,622.00	8,427.36	.00	8,427.36	21,194.64
10 Fund Totals:	25,861,745.00	.00	25,861,745.00	17,125,117.37	8,269,857.27	25,394,974.64	466,770.36

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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**** PITTSBORO TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT5/8/2014 3:22:54 PM
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Budget year: 2013-14

Acct period: March 2014

Fund 18: EDUCATION JOBS FUND

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
4522 ARRA - EJP							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
4522 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
18 Fund Totals:	.00	.00	.00	.00	.00	.00	.00

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**** PITTSBORO TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT5/8/2014 3:22:54 PM
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Budget year: 2013-14

Acct period: March 2014

Fund 20: SPECIAL REVENUE FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1990 MISC							
016C NJSBAIG 2012 SAFETY	.00	.00	.00	.00	.00	.00	.00
1990 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
3218 PRESCH AID/CARRYOVER							
218 PRESCHOOL EDUCATION	69,300.00	.00	69,300.00	48,510.00	20,790.00	69,300.00	.00
3218 Revenue Totals:	69,300.00	.00	69,300.00	48,510.00	20,790.00	69,300.00	.00
4411 NCLB TITLE I PART A							
231 NCLB TITLE I PART A	264,365.00	150,009.37	414,374.37	65,407.00	.00	65,407.00	348,967.37
231S BS TITLE I SUMMER	.00	35,931.40	35,931.40	35,931.77	.00	35,931.77	-.37
4411 Revenue Totals:	264,365.00	185,940.77	450,305.77	101,338.77	.00	101,338.77	348,967.00
4420 IDEA PART B							
250 I.D.E.A. PART B	305,073.00	68,807.00	373,880.00	93,417.00	.00	93,417.00	280,463.00
4420 Revenue Totals:	305,073.00	68,807.00	373,880.00	93,417.00	.00	93,417.00	280,463.00
4423 IDEA PT B PRESCHOOL							
252 I.D.E.A. PRE-K	.00	9,268.00	9,268.00	.00	.00	.00	9,268.00
4423 Revenue Totals:	.00	9,268.00	9,268.00	.00	.00	.00	9,268.00
4451 NCLB TITLE II-A							
272 NCLB TITLE II-A	34,664.00	-2,531.00	32,133.00	.00	.00	.00	32,133.00
272P TII-A PR YR POS	.00	.00	.00	.00	.00	.00	.00
272S NCLB T-11A SUMMER	.00	9,741.46	9,741.46	2,578.19	.00	2,578.19	7,163.27
4451 Revenue Totals:	34,664.00	7,210.46	41,874.46	2,578.19	.00	2,578.19	39,296.27
20 Fund Totals:	673,402.00	271,226.23	944,628.23	245,843.96	20,790.00	266,633.96	677,994.27

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**** PITTSBORO TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT

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Budget year: 2013-14

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Acct period: March 2014

Fund 30: CAPITAL PROJECTS FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1510 INTEREST-INVESTMENTS							
000 UNDISTRIBUTED	.00	.00	.00	84.90	.00	84.90	-84.90
1510 Revenue Totals:	.00	.00	.00	84.90	.00	84.90	-84.90
3255 ADD'L ST AID EDA GRT							
040 SHS-HVAC	.00	.00	.00	.00	.00	.00	.00
041 SHS - 05 RENOVATIONS	.00	.00	.00	.00	.00	.00	.00
050 NORMA SCHOOL	.00	.00	.00	.00	.00	.00	.00
060 OLIVET SCHOOL	.00	.00	.00	.00	.00	.00	.00
070 MS PARTIAL ROOF REPL	.00	.00	.00	.00	.00	.00	.00
3255 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
5110 BOND PRINCIPA							
041 SHS - 05 RENOVATIONS	.00	.00	.00	.00	.00	.00	.00
050 NORMA SCHOOL	.00	.00	.00	.00	.00	.00	.00
060 OLIVET SCHOOL	.00	.00	.00	.00	.00	.00	.00
070 MS PARTIAL ROOF REPL	.00	.00	.00	.00	.00	.00	.00
5110 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
30 Fund Totals:	.00	.00	.00	84.90	.00	84.90	-84.90

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**** PITTSBORO TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT

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Budget year: 2013-14

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Acct period: March 2014

Fund 40: DEBT SERVICE FUNDS

Revenue Program	Initial Anticipated	Cumulative Adjustments	Adjusted Anticipated	Received To Date	Receivable To Date	Total Revenue	Unrealized Balance
1210 AD VALOREM TAXES							
701 DEBT SERVICE-REGULAR	533,728.00	8,307.00	542,035.00	414,941.47	127,093.53	542,035.00	.00
1210 Revenue Totals:	533,728.00	8,307.00	542,035.00	414,941.47	127,093.53	542,035.00	.00
3160 DEBT SERVICE AID							
701 DEBT SERVICE-REGULAR	324,557.00	-8,309.00	316,248.00	289,772.00	26,476.00	316,248.00	.00
3160 Revenue Totals:	324,557.00	-8,309.00	316,248.00	289,772.00	26,476.00	316,248.00	.00
5200 INTERFUND TRANSFERS							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
5200 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
5210 TRANS FROM CAP RES							
000 UNDISTRIBUTED	.00	.00	.00	.00	.00	.00	.00
5210 Revenue Totals:	.00	.00	.00	.00	.00	.00	.00
40 Fund Totals:	858,285.00	-2.00	858,283.00	704,713.47	153,569.53	858,283.00	.00

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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**** PITTSBURGH TOWNSHIP SCHOOLS ****
REVENUE SUMMARY REPORT

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Budget year: 2013-14

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Acct period: March 2014

	<u>Initial</u> <u>Anticipated</u>	<u>Cumulative</u> <u>Adjustments</u>	<u>Adjusted</u> <u>Anticipated</u>	<u>Received</u> <u>To Date</u>	<u>Receivable</u> <u>To Date</u>	<u>Total</u> <u>Revenue</u>	<u>Unrealized</u> <u>Balance</u>
Grand total:	27,393,432.00	271,224.23	27,664,656.23	18,075,759.70	8,444,216.80	26,519,976.50	1,144,679.73

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**** PITTSBURGH TOWNSHIP SCHOOLS ****
TRANSFER LIST

5/9/2014 6:55:48 AM

Budget year: 2013-14

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Transfers dated from 04/15/14 to 04/15/14

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
04/15/14	Transfer from 11-000 -219 -104 -00-CST UNDISTRIBUTED CHILD STUDY TEAM SALARIES-OTHER PROF	4,000.00	TRANSFER
04/15/14	Transfer from 11-000 -218 -105 -25-PMS UNDISTRIBUTED GUIDANCE SERVICES SALARIES-SECR/CLER	4,700.00	TRANSFER
04/15/14	Transfer from 11-000 -219 -105 -00-CST UNDISTRIBUTED CHILD STUDY TEAM SALARIES-SECR/CLER	1,000.00	TRANSFER
04/15/14	Transfer from 11-000 -219 -105 -00-CST UNDISTRIBUTED CHILD STUDY TEAM SALARIES-SECR/CLER	110.00	TRANSFER
04/15/14	Transfer from 11-000 -251 -832 -00-BUS UNDISTRIBUTED CENTRAL SERVICES INTEREST-LEASE/PURCH	10,500.00	TRANSFER
04/15/14	Transfer from 11-000 -230 -339 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN OTHER PROF SERVICES	1,100.00	TRANSFER
04/15/14	Transfer from 11-000 -230 -334 -00-BUS UNDISTRIBUTED SUPPORT-GEN. ADMIN ARCHIT/ENGINEER SERV	1,000.00	TRANSFER
04/15/14	Transfer from 11-000 -251 -832 -00-BUS UNDISTRIBUTED CENTRAL SERVICES INTEREST-LEASE/PURCH	1,000.00	TRANSFER
04/15/14	Transfer from 11-000 -252 -600T-00-TEC UNDISTRIBUTED ADMIN INFORM. TECH. TECHNOLOGY SPLY	325.00	TRANSFER
04/15/14	Transfer from 11-000 -261 -610 -00-OPR UNDISTRIBUTED REQUIRED MAINTENANCE GENERAL SUPPLIES	700.00	TRANSFER
04/15/14	Transfer from 11-000 -262 -100S-00-OPR UNDISTRIBUTED CUSTODIAL SERVICES SUMMER	700.00	TRANSFER

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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SB584

Budget year: 2013-14

**** PITTSBORO TOWNSHIP SCHOOLS **** TRANSFER LIST

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Transfers dated from 04/15/14 to 04/15/14

Date	Description	Amount	Remarks
04/15/14	Transfer from 11-000 -270 -161 -00-TRN UNDISTRIBUTED STUDENT TRANS. SAL TRANS SPECIAL	5,850.00	TRANSFER
04/15/14	Transfer from 11-000 -270 -420 -00-TRN UNDISTRIBUTED STUDENT TRANS. CLEANING/REPAIR/MAIN	2,300.00	TRANSFER
04/15/14	Transfer from 11-000 -270 -390 -00-TRN UNDISTRIBUTED STUDENT TRANS. OTHER PROF/TECH SERV	5,025.00	TRANSFER
04/15/14	Transfer from 11-190 -100 -320T-25-PMS REG PRG-UNDISTRIB. INSTRUCTION PURCH PROF ED- SUBS	388.00	TRANSFER
04/15/14	Transfer from 11-120 -100 -101 -22-OES REG PRG-GRADES 1-5 INSTRUCTION SALARIES-TEACHERS	5,000.00	TRANSFER
04/15/14	Transfer from 11-209 -100 -101 -22-CST SP ED-BEHAVIORAL INSTRUCTION SALARIES-TEACHERS	364.00	TRANSFER
04/15/14	Transfer from 11-000 -270 -615 -00-TRN UNDISTRIBUTED STUDENT TRANS. TRANS SUPPLIES	4,801.00	TRANSFER

SB583

Budget year: 2013-14

**** PITTSBORO TOWNSHIP SCHOOLS **** TRANSFER STATUS REPORT

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Page 1 of 2

March 2014

Line	Budget Category	Account	Original Budget	Prior year Encumbrance	Original budget for 10% Calc	Maximum Transfers	YTD Net Transfers	% Trans.	Remaining Allowable From	Remaining Allowable To
00770	Regular programs - Instruction	11-1XX-100-XXX	7,124,981.00	4,852.05	7,129,833.05	712,983.30	199,362.00	2.80	912,345.30	
00780	Special Education, Basic Skills/	11-2XX-100-XXX	3,079,582.00	487.86	3,080,069.86	308,006.98	158,863.00	5.16	466,869.98	
00790	Remedial and Bilingual Instruction	11-000-216,217								
00800	and Other Student Related and									
00881	Extraordinary Support Services									
00810	Vocational programs - Local -	11-3XX-100-XXX	.00	.00	.00	.00	.00		.00	
	Instruction									
00820	School-Spon. Co/Extra-Curr.	11-4XX-XXX-XXX	422,836.00	1,289.16	424,125.16	42,412.51	.00		42,412.51	
00830	Activities, School Sponsored									
00840	Athletics, and Other Instructional									
	Programs - Instruction									
00850	Community Services Programs/	11-800-330-XXX	.00	.00	.00	.00	.00		.00	
	Operations									
	Undistributed Expenditures									
00860	Instruction	11-000-100-XXX	586,077.00	3,867.90	589,944.90	58,994.49	59,278.00	10.05	118,272.49	
00870	Student Support Services-Attendance	11-000-211,213,	1,990,467.00	3,156.84	1,993,623.84	199,362.38	-44,988.00	-2.26	154,374.38	
00880	and Social Work, Health, Other	218,219,222								
00890	Support Svcs-Regular, Other Support									
00900	Svcs-Special, Education Media									
00920	Services/School Library									
00910	Improvement of Instruction Services	11-000-221,223	496,074.00	.00	496,074.00	49,607.40	-30.00	-.01	49,577.40	
00921	and Instructional Staff Training									
	Services									
00930	Support Services - General	11-000-230-XXX	566,728.00	1,522.50	568,250.50	56,825.05	26,100.00	4.59	82,925.05	30,725.05
	Administration									
00940	Support Services - School	11-000-240-XXX	1,158,547.00	342.68	1,158,889.68	115,888.96	-1,800.00	-.16	114,088.96	117,688.96
	Administration									
00942	Central Svcs & Admin Info	11-000-25X-XXX	786,097.00	5,578.03	791,675.03	79,167.50	-18,464.00	-2.33	60,703.50	97,631.50
	Technology									
00945	Increase in Maintenance Reserve	10-605	.00		.00					
00950	Operation and Maintenance of Plant	11-000-26X-XXX	2,695,758.00	55,053.79	2,750,811.79	275,081.17	55,400.00	2.01	330,481.17	
	Services									
00960	Student Transportation Services	11-000-270-XXX	1,789,381.00	.00	1,789,381.00	178,938.10	-227,585.00	-12.72	-48,646.90	
00965	Increase in Sale/Leaseback and	10-605	.00	.00	.00	.00	.00		.00	
	Emergency Reserves									
00970	Other Support Services	11-000-290-XXX	.00	.00	.00	.00	.00		.00	.00
00971	Personal Services - Employee	11-XXX-XXX-2XX	4,633,408.00	318,783.51	4,952,191.51	495,219.15	-86,100.00	-1.74	409,119.15	
	Benefits									
00980	Food Services	11-000-310-XXX	.00	.00	.00	.00	.00		.00	.00
01000	TOTAL GENERAL CURRENT EXPENSE		25,329,936.00	394,934.32	25,724,870.32	2,572,486.99	120,036.00			

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

SB240
Budget year: 2013-14
March 2014

**** PITTSBORO TOWNSHIP SCHOOLS ****
TRANSFER STATUS REPORT

5/9/2014 6:56:25 AM
Page 2 of 2

Line	Budget Category	Account	Original Budget	Prior year Encumbrances	Original budget for 10% Calc	Maximum Transfers	YTD Net Transfers	% Trans.	Remaining Allowable From	Remaining Allowable To
	Capital Outlay									
01010	Increase in Capital Reserve	10-604	.00		.00					
01015	Interest Deposit to Capital Reserve	10-604	.00	.00	.00	.00	.00		.00	
01020	Equipment	12-XXX-XXX-73X	36,500.00	164,747.00	201,247.00	20,124.70	19,618.00	9.75	39,742.70	
01030	Facilities Acquisition and Construction Services	12-000-4XX-XXX	258,875.00	.00	258,875.00	25,887.50	-116,550.00	-45.02	-90,662.50	
01035	Capital Reserve - Transfer to Capital Projects	12-000-4XX-931	.00	.00	.00	.00	.00		.00	
01036	Capital Reserve - Transfer to Debt Service	12-000-4XX-933	.00	.00	.00	.00	.00		.00	
01040	TOTAL CAPITAL OUTLAY		295,375.00	164,747.00	460,122.00	46,012.20	-96,932.00			
01230	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	104,070.00	.00	104,070.00	10,407.00	11,500.00	11.05	21,907.00	
01235	Transfer of Funds to Charter Schools	10-000-100-56X	132,364.00	.00	132,364.00	13,236.40	-34,604.00	-26.14	-21,367.60	
01236	General Fund Contribution to Whole School Reform	10-000-520-930	.00	.00	.00	.00	.00		.00	
	GENERAL FUND GRAND TOTAL		25,861,745.00	559,681.32	26,421,426.32	2,642,142.59	.00			

4/10/2014
Page 1 of 1

**** PITTSBORO TOWNSHIP SCHOOLS ****
BOARD PAYMENT APPROVAL LIST

Budget year: 2013-14
Batch number: P 111
Period: April 2014
Bank account WA: WARRANT ACCOUNT
Vendor Name
TREASURER, STATE OF NJ
UTICA NATIONAL INSURANCE GROUP
Total:

Check#	Description	P.O. Number	Amount
75443	2010 TIA RETURN	1502-14	420.00
75444	DIST INSURANCE	492-14	37,261.00
			37,681.00

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Treasurer

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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**** PITTSBORO TOWNSHIP SCHOOLS ****				**** PITTSBORO TOWNSHIP SCHOOLS ****					
BOARD PAYMENT APPROVAL LIST				BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	Batch number: P 113	Period: March 2014	SB240	Budget year: 2013-14	Batch number: P 112	Period: April 2014		
Bank account WA: WARRANT ACCOUNT				Bank account WA: WARRANT ACCOUNT					
Vendor Name	Check#	Description	P.O. Number	Amount	Vendor Name	Check#	Description	P.O. Number	Amount
TREASURER STATE OF NJ	None	DEBT SERV. ASSESSMENT	4020-14	2,663.00	BALLY'S ATLANTIC CITY	75446	5/21 RESERVATION	1508-14	154.26
Total:				2,663.00	COURAGE TO CONNECT NJ	75447	5/2 WORKSHOP	1507-14	35.00
					NJ MOTOR VEHICLE COMMISSION	75448	10 BUS INSPECT.	1543-14	250.00
					TREASURER, STATE OF NEW JERSEY	75449	ELEVATOR INSPECT	1542-14	736.00
					Total:				1,175.26

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Board Member

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Board Member

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

PITTSBORO TOWNSHIP SCHOOLS ****				4/25/2014	Page 1 of 1
BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	Batch number: P 115	Period: March 2014		
	Bank account WA: WARRANT ACCOUNT				
Vendor Name	Check#	Description	P.O. Number	Amount	
GLOUCESTER COUNTY SPECIAL	None	13-14 SPEC ED TUITIO	4022-14	18,069.00	
SALEM COUNTY SPECIAL SERVICES	None	13-14 SP ED TUTION	4021-14	36,713.40	
TREASURER STATE OF NJ	None	STATEA FACIL TUITIO	4023-14	3,136.50	
Total:				57,918.90	

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

[Signature]

PITTSBORO TOWNSHIP SCHOOLS ****				4/25/2014	Page 1 of 1
BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	Batch number: P 114	Period: March 2014		
	Bank account WA: WARRANT ACCOUNT				
Vendor Name	Check#	Description	P.O. Number	Amount	
TREASURER STATE OF NJ	None	DEBT SERV. ASSESMENT	4020-14	2,663.00	
Total:				2,663.00	

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

[Signature]

**** PITTSBORO TOWNSHIP SCHOOLS ****				**** PITTSBORO TOWNSHIP SCHOOLS ****			
BOARD PAYMENT APPROVAL LIST				BOARD PAYMENT APPROVAL LIST			
SB240	Budget year: 2013-14	2013-14	5/1/2014	SB240	Budget year: 2013-14	2013-14	4/25/2014
	Batch number: P 117	P 116	Page 1 of 1		Batch number: P 116	P 116	Page 1 of 1
	Period: April 2014	April 2014			Period: April 2014	April 2014	
	Bank account WA: WARRANT ACCOUNT	WARRANT ACCOUNT			Bank account WA: WARRANT ACCOUNT	WARRANT ACCOUNT	
<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>
NJ MOTOR VEHICLE COMMISSION	75450	BUS INSPECTIONS 9	1571-14	SALEM COUNTY SPECIAL SERVICES	None	13-14 SP ED TUITION	4021-14
NJ MOTOR VEHICLE COMMISSION	75450	BUS INSPECTIONS	1594-14				
STATE OF NEW JERSEY - TREASURE	75451	ELMER FIRE RENEWAL	1577-14	Total:			
U. S. POSTAL SERVICE	75452	DISTRICT MAILING	1599-14				
Total:			947.10				30,965.74

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Suzanne R. Sp. Abdul

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Suzanne R. Sp. Abdul

**** PITTSBORO TOWNSHIP SCHOOLS ****				**** PITTSBORO TOWNSHIP SCHOOLS ****					
BOARD PAYMENT APPROVAL LIST				BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	2013-14	5/6/2014	SB240	Budget year: 2013-14	2013-14	5/6/2014		
	Batch number: P 119	P 119	Page 1 of 1		Batch number: P 118	P 118	Page 1 of 1		
	Period: March 2014	March 2014			Period: March 2014	March 2014			
	Bank account FS: FOOD SERVICE				Bank account CS: COMMUNITY SCHOOL				
Vendor Name	Check#	Description	P.O. Number	Amount	Vendor Name	Check#	Description	P.O. Number	Amount
EDVOCATE INC.	2365	CAFÉ CONTRACT MONITR	426-14	1,181.00	FARMER, STEVE	2340	TUITION REFUND	680031-14	89.25
NEWFIELD BOROUGH BD OF ED	2364	OS REGRIGERATOR	1735-13	3,500.00	PITTSBORO TWP SCHOOLS	2337	JAN SAUFICA/POSTAGE	680028-14	11,757.79
NIGHTLINGER,COLAVITA & VOLPE	2366	2012-13 AUDIT	633-14	2,035.00	PITTSBORO TWP SCHOOLS	2342	FEB SAUFICA/POSTAGE	680033-14	9,498.78
RIBBONS EXPRESS INC.	2363	PRINTER REPAIR	1354-14	65.00	PITTSBORO TWP SCHOOLS	2343	OCT SAUFICA/POSTAGE	680034-14	11,116.23
SODEXHO	2362	FOOD SERVICES	900001-14	45,027.67	S. J. PAPER	2338	SUPPLIES	680029-14	209.71
Total:				51,808.67	VERIZON	2339	TELEPHONE SERVICE	680030-14	484.27
					VERIZON	2341	TELEPHONE SERVICE	680032-14	50.47
					Total:				33,206.50

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Suzanne R. P. Davis

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Suzanne R. P. Davis

SB240
Budget year: 2013-14
Batch number: P 123
Period: April 2014
Bank account WA: WARRANT ACCOUNT

5/7/2014
Page 1 of 1

**** PITTSBORO TOWNSHIP SCHOOLS ****
BOARD PAYMENT APPROVAL LIST

SB240
Budget year: 2013-14
Batch number: P 120
Period: March 2014
Bank account CA: CAPITAL

5/6/2014
Page 1 of 1

**** PITTSBORO TOWNSHIP SCHOOLS ****
BOARD PAYMENT APPROVAL LIST

Vendor Name	Check#	Description	P.O. Number	Amount
GROSS PAYROLL	None	FICA PERS/XTRA COMP	52-14	13,515.27
GROSS PAYROLL	None	BD SH UNEMPLOYMENT	90-14	30,666.96
GROSS PAYROLL	None	FICA TPAF	98-14	41,499.94
GROSS PAYROLL	None	DCRP BD MATCH/INS	99-14	243.01
GROSS PAYROLL	None	CONTRACTED PAY	200-14	703,001.48
GROSS PAYROLL	None	NON-CONTRACTED PAY	221-14	37,845.78
Total:				826,772.44

Vendor Name	Check#	Description	P.O. Number	Amount
GARRISON ARCHITECTS	1085	DRAWINGS & UPS	670-13	67.41
Total:				67.41

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Signature of Treasurer

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Superintendent

**** PITTSBORO TOWNSHIP SCHOOLS ****				5/7/2014	Page 1 of 1
BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	Batch number: P 124	Period: April 2014	Bank account WA: WARRANT ACCOUNT	
Vendor Name	Check#	Description	P.O. Number	Amount	
AATSP	75454	SHH INDUCTION FEE	1584-14	70.00	
BANK OF NEW YORK, THE	75455	PAYING AGENT FEES	1578-14	500.00	
UNITED STATES TREASURY	75456	MAINT SUPPLIES	32-14	804.42	
Total:				1,374.42	

**** PITTSBORO TOWNSHIP SCHOOLS ****				5/7/2014	Page 1 of 1
BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	Batch number: P 125	Period: April 2014	Bank account WA: WARRANT ACCOUNT	
Vendor Name	Check#	Description	P.O. Number	Amount	
GROSS PAYROLL	None	FICA PERS/XTRA COMP	52-14	12,576.30	
GROSS PAYROLL	None	BD SH TSA/DISAB INS	94-14	1,325.47	
GROSS PAYROLL	None	FICA TPAF	98-14	41,355.36	
GROSS PAYROLL	None	DCRP BD MATCH/INS	99-14	242.43	
GROSS PAYROLL	None	CONTRACTED PAY	200-14	704,024.85	
GROSS PAYROLL	None	NON-CONTRACTED PAY	222-14	23,241.64	
Total:				782,766.05	

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Treasurer

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Signature of Superintendent

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

275

SB240
Budget year: 2013-14
Batch number: P 127
Period: May 2014
Bank account WA: WARRANT ACCOUNT

**** PITTSBORO TOWNSHIP SCHOOLS ****
BOARD PAYMENT APPROVAL LIST

5/9/2014
Page 1 of 4

SB240
Budget year: 2013-14
Batch number: P 127
Period: May 2014
Bank account WA: WARRANT ACCOUNT

**** PITTSBORO TOWNSHIP SCHOOLS ****
BOARD PAYMENT APPROVAL LIST

5/9/2014
Page 1 of 4

Vendor Name

AATSP

ACE PLUMBING AND ELECTRIC

ACE PLUMBING AND ELECTRIC

ADAMS, KAROLYN

ALA STORE

APPLE COMPUTER, INC.

APPLE COMPUTER, INC.

ARSENAL LLC

AT & T MOBILITY

B-SAFE INC.

B-SAFE INC.

B-SAFE INC.

BAYADA HOME HEALTH CARE INC.

BAYZICK, KELLY

BAYZICK, KELLY

BOCCCELLI, GEORGEANA

BOTTO, JESSICA

BRIDGETON BOARD OF EDUCATION

BRIDGETON PLUMBING SUPPLY

BSN SPORTS

BULB WORLD

BURDOL INC.

BURROS PROMOTIONAL PROD. INC

CANON BUSINESS SOLUTION INC

CARROZZINO, ANNA

CASCADE WATER SERVICES

CDW GOVERNMENT, INC.

CDW GOVERNMENT, INC.

CDW GOVERNMENT, INC.

CDW GOVERNMENT, INC.

CERIDIAN

CERRA SC AT WINTHROP UNIV.

CHASSIER, JANICE

COLE, CORIN

COLLINS-CARDONA, JOELLEN

CONOVER, MELISSA

DEAVER, MICHELLE

EBS HEALTHCARE

EBS HEALTHCARE

Check#

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Description

MEMBERSHIP

HS TO STADIUM WATER

WATER VALVE

MARCH MILEAGE

SUPPLIES

IPAD MINI

DISPLAY PORTS

SERVICES

DIST CELL PHONES

3/27SERVICE OS

URGENT CALL NORMA

3/27SERVICE HS

HS NURSE 3/28

PITTSBORO PT

ELMER PT

MARCH MILEAGE

MILEAGE

HOME INSTR

PARTS OLIVET TANKS

SPRING SPORTS BID

ELMER LIGHTING

VAN LETTERING

CUSHIONS/LANYARDS

STAPLES

MARCH MILEAGE

WATER TREATMENT SERV

PROJECTORS

3 PROJECTORS

2YR SOFT. LICENSE

MONITORS

TRACTOR PARTS

WEED WHACKER/PARTS

COBRA BILLING

CURR. ORDER

FEB/MARCH MILEAGE

MILEAGE

WINSR NEWS LETTER

BUSINESS CARDS

MARCH MILEAGE

Amount

65.00

336.44

435.00

21.55

68.60

996.00

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220.50

4,784.50

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

**** PITTSBURGH TOWNSHIP SCHOOLS ****				**** PITTSBURGH TOWNSHIP SCHOOLS ****					
BOARD PAYMENT APPROVAL LIST				BOARD PAYMENT APPROVAL LIST					
SB240	Budget year: 2013-14	2013-14	5/9/2014	SB240	Budget year: 2013-14	2013-14	5/9/2014		
	Batch number: P 127	P 127			Batch number: P 127	P 127			
	Period: May 2014	May 2014			Period: May 2014	May 2014			
	Bank account WA: WARRANT ACCOUNT	WARRANT ACCOUNT			Bank account WA: WARRANT ACCOUNT	WARRANT ACCOUNT			
Vendor Name	Check#	Description	P.O. Number	Amount	Vendor Name	Check#	Description	P.O. Number	Amount
M.S. PETTY CASH	75524		138-14	95.03	EDUCATIONAL RESOURCE SERV. INC	75489	4/9 WORKSHOP	1434-14	209.00
TITLE I NIGHT	75525		1498-14	731.42	EDUCERE LLC	75490	TUTORING	1474-14	648.00
DIAGNOSTIC EQUIP	75526		1420-14	4,235.05	EIRC/LRC	75491	4/11 REGISTRATION	1433-14	447.00
SERVICES	75527		1544-14	2,944.23	EIRC/LRC	75491	STEM EDUC SERIES	1472-14	139.00
MILEAGE	75528		1552-14	58.90	EIRC/LRC	75491	SPEECH SERVICES	1532-14	4,975.50
ELM SCH HEATER MOTOR	75529		1349-14	984.75	EIRC/LRC	75491	SPEECH SERVICES	1592-14	4,975.50
MOTOR REPAIR	75529		1419-14	112.50	ELMER TIMES CO, INC.	75492	LEGAL NOTICES	4046-14	337.50
MOTOR NORMA PUMP	75529		1511-14	346.50	ERRICKSON, SANDRA	75493	MARCH MILEAGE	1533-14	48.60
MAR SNACK REW TICKET	75530		1545-14	165.75	FISHER SCIENCE EDUCATION	75495	SUPPLIES	1470-14	536.60
TITLE I REFRESHMENTS	75530		1572-14	758.25	FOLLETT LIBRARY RESOURCES	75496	LIBRARY MATLS	1084-14	398.55
REFRESHMENTS	75530		1573-14	167.50	FOUNDATION FOR ED ADMIN.	75496	3/24 WORKSHOP	1476-14	300.00
DIST SH HUB	75531		1386-14	35,358.00	G & K SERVICES, INC.	75497	MAR MAT/MOP RENTAL	1535-14	807.97
HUB ADMIN FEE	75531		1425-14	7,800.00	GCA SERVICES GROUP	75498	11.02 FTE CUSTODIALS	4034-14	33,774.52
SERVICES	75532		1546-14	7,820.91	GIOCONDO, KATHRYN	75499	MILEAGE	1536-14	24.80
TOTE BAGS	75533		1504-14	1,667.78	GLOUCESTER COUNTY SPECIAL	75500	TRANS JOINTURES	4038-14	10,458.78
4/1 REGISTRATION	75534		1430-14	125.00	INTERLINE BRANDS INC.	75501	CUSTODIAL SPLYS	974-14	421.78
GSM ANTENNA KIT	75535		1547-14	219.00	ISTE	75502	MUNAFI MEMBERSHIP	1444-14	99.00
MARCH MILEAGE	75536		1548-14	49.60	ISTE	75502	MEMBERSHIP	1471-14	109.00
SUPPLIES	75537		585-14	48.93	JASPER ENGINE EXCHANGE INC.	75503	TRANSMISSION	1397-14	2,277.00
TITLE I NIGHT	75537		1494-14	484.09	K-LOG INC.	75504	STACKABLE CHAIRS	1200-14	503.64
HS TONER	75538		1489-14	300.00	KNOX, ERIKA	75505	MILEAGE	1537-14	27.32
TONERS	75538		1595-14	700.00	L & D COMMUNICATIONS INC.	75506	SACC MONITORS	1538-14	462.50
PAPER STORAGE	75539		93-14	895.00	LAKESHORE LEARNING MATERIALS	75507	TITLE I NIGHT	1431-14	299.84
EDUC EXPO	75540		1461-14	100.00	LEVY'S INC.	75508	WINTER SPORTS	563-14	217.42
MARCH MILEAGE	75541		1551-14	21.08	LIDS/ANACONDA SPORTS	75509	FALL SPORTS SUPPLIES	455-14	1,944.40
MAGAZINE SUB	75542		1596-14	292.50	LILLISTON FORD	75510	MAINT TRUCK REPAIRS	1039-14	1,330.00
THERMOMETER	75543		1426-14	75.95	LIPMAN ANTONELLI BATT GILSON	75511	FEB SERVICES	1539-14	217.00
TITLE I NIGHT	75544		1495-14	327.58	MARIOTTI, MARGARET A	75512	SPEECH THERAPY	4014-14	1,680.00
SERVICES	75545		1553-14	973.50	MATHALICIOUS, LLC	75513	1 YR SITE LICENSE	653-14	185.00
FEBRUARY SUBSTS.	75546		3505-14	20,425.33	MCCAFFREY, KRISTIN	75514	MARCH MILEAGE	1540-14	40.30
DIST SUBS MARCH	75546		3506-14	28,625.52	MISSION ONE EDUC. STAFFING	75515	DISTRICT INSTR AIDES	3000-14	97,787.82
CLEANING/REPAIR/MAIN	75547		1512-14	952.33	MISSION ONE EDUC. STAFFING	75515	ELMER MISS ONE	3001-14	2,260.80
10/23 WORKSHOP VOLOV	75548		1549-14	178.00	MORELLO, JOHN R	75516	5/22 SPEAKER	1568-14	1,500.00
CLASSROOM SUPPLIES	75549		798-14	488.46	NASCO	75517	INSTR SPLYS	1169-14	1,648.10
REPL LAMP	75550		1323-14	413.99	NATIONAL PEN COMPANY	75518	LED KEY CHAINS	1498-14	560.90
SUPPLIES	75551		29-14	115.14	NEW BEHAVIORAL NETWORK	75519	BEHAVIORAL SPEC.	4030-14	3,987.50
4/8 REGISTRATION	75552		1429-14	179.00	NEWFIELD BOROUGH BD OF ED	75520	REPL OS COMPRESSOR	829-14	2,000.00
HEATER PARTS	75553		1283-14	14.07	NJ ASSOC SCHOOL BUS OFF	75521	PROF DEV. PROGRAMS	726-14	50.00
MARCH MILEAGE	75554		1554-14	22.78	NJ SCHOOL BOARDS ASSOC	75522	4/25 WORKSHOP	1487-14	350.00
REPEATER RENTAL	75555		6255-14	930.00	NJ SCHOOL BOARDS ASSOC	75522	4/25 WORKSHOP	1506-14	175.00
DRAWER	75556		981-14	62.22	NWN CORPORATION	75523	HARDWARE/SOFTWARE	1414-14	35,798.06

**** PITTSBORO TOWNSHIP SCHOOLS ****									
BOARD PAYMENT APPROVAL LIST									
SB240	Budget year: 2013-14	5/9/2014	Page 1 of 1	SB240	Budget year: 2013-14	5/9/2014	Page 4 of 4		
Batch number: P 128	Period: May 2014			Batch number: P 127	Period: May 2014				
Bank account WA: WARRANT ACCOUNT				Bank account WA: WARRANT ACCOUNT					
Vendor Name	Check#	Description	P.O. Number	Amount	Vendor Name	Check#	Description	P.O. Number	Amount
THE MAIL CENTER PLUS	75577	INSTR SPLYS	1325-14	299.46	THE MAIL CENTER PLUS	75577	INSTR SPLYS	1325-14	299.46
THE NEFF COMPANY	75558	SUPPLIES JACKETS	665-14	2,232.85	THE NEFF COMPANY	75558	SUPPLIES JACKETS	665-14	2,232.85
THE NEWGRANGE SCH OF PRINCETON	75559	JAN WORKSHOPS	1078-14	650.00	THE NEWGRANGE SCH OF PRINCETON	75559	JAN WORKSHOPS	1078-14	650.00
TOWNSHIP OF PITTSBORO	75560	WASTE REMOVAL	4009-14	779.97	TOWNSHIP OF PITTSBORO	75560	WASTE REMOVAL	4009-14	779.97
TRANSFINDER CORPORATION	75561	ANNUAL TECH SUPPORT	1516-14	5,000.00	TRANSFINDER CORPORATION	75561	ANNUAL TECH SUPPORT	1516-14	5,000.00
TRANSLITE ENTERPRISES, INC.	75562	BUS PARTS	1413-14	1,111.80	TRANSLITE ENTERPRISES, INC.	75562	BUS PARTS	1413-14	1,111.80
UNITED DOOR & HARDWARE GRP LLC	75563	MS KEY BLANKS	897-14	508.00	UNITED DOOR & HARDWARE GRP LLC	75563	MS KEY BLANKS	897-14	508.00
UNITED REFRIGERATION INC	75564	FLOAT ASSEMBLY	1355-14	175.78	UNITED REFRIGERATION INC	75564	FLOAT ASSEMBLY	1355-14	175.78
UNIVERSITY OF OREGON	75565	DDS BASICS	1579-14	333.00	UNIVERSITY OF OREGON	75565	DDS BASICS	1579-14	333.00
VERIZON	75566	DISTRICT LINE	41-14	37.71	VERIZON	75566	DISTRICT LINE	41-14	37.71
VERIZON BUSINESS	75567	MONTHLY HUB	4025-14	27,040.00	VERIZON BUSINESS	75567	MONTHLY HUB	4025-14	27,040.00
W. B. MASON, CO., INC.	75568	COUNTY INTERNET	4026-14	5,231.00	W. B. MASON, CO., INC.	75568	COUNTY INTERNET	4026-14	5,231.00
W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	728-14	316.03	W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	728-14	316.03
W. B. MASON, CO., INC.	75568	TONER	740-14	388.95	W. B. MASON, CO., INC.	75568	TONER	740-14	388.95
W. B. MASON, CO., INC.	75568	SUPPLIES	760-14	33.20	W. B. MASON, CO., INC.	75568	SUPPLIES	760-14	33.20
W. B. MASON, CO., INC.	75568	SUPPLIES	1396-14	893.91	W. B. MASON, CO., INC.	75568	SUPPLIES	1396-14	893.91
W. B. MASON, CO., INC.	75568	SUPPLIES	1404-14	252.22	W. B. MASON, CO., INC.	75568	SUPPLIES	1404-14	252.22
W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	1409-14	585.84	W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	1409-14	585.84
W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	1481-14	167.80	W. B. MASON, CO., INC.	75568	OFFICE SUPPLIES	1481-14	167.80
W. B. MASON, CO., INC.	75568	SUPPLIES	1497-14	503.90	W. B. MASON, CO., INC.	75568	SUPPLIES	1497-14	503.90
W. B. MASON, CO., INC.	75568	COPIER PAPER	1514-14	894.80	W. B. MASON, CO., INC.	75568	COPIER PAPER	1514-14	894.80
WALLACE SUPPLY COMPANY	75569	OLIVET TANK PARTS	1436-14	118.19	WALLACE SUPPLY COMPANY	75569	OLIVET TANK PARTS	1436-14	118.19
WASTE MANAGEMENT OF NJ INC	75570	TRASH CONTAINERS	4032-14	2,035.66	WASTE MANAGEMENT OF NJ INC	75570	TRASH CONTAINERS	4032-14	2,035.66
WEAVER'S EQUIPMENT SALES	75571	TRACTOR PARTS	1492-14	237.34	WEAVER'S EQUIPMENT SALES	75571	TRACTOR PARTS	1492-14	237.34
WESTERN PEST SERVICES, INC.	75572	PEST SERVICES	696-14	110.00	WESTERN PEST SERVICES, INC.	75572	PEST SERVICES	696-14	110.00
WILLIAMS, ANGELA	75573	TRAVEL EXPENSES	1556-14	92.69	WILLIAMS, ANGELA	75573	TRAVEL EXPENSES	1556-14	92.69
XEROX CORPORATION	75574	TRANS. COPIER	171-14	89.18	XEROX CORPORATION	75574	TRANS. COPIER	171-14	89.18
XEROX CORPORATION	75574	NORMA COPIER	173-14	172.96	XEROX CORPORATION	75574	NORMA COPIER	173-14	172.96
XEROX CORPORATION	75574	MIDDLE SCHOOL COPIER	178-14	381.56	XEROX CORPORATION	75574	MIDDLE SCHOOL COPIER	178-14	381.56
XEROX CORPORATION	75574	HS COPIER	179-14	126.32	XEROX CORPORATION	75574	HS COPIER	179-14	126.32
XTEL COMMUNICATIONS	75575	SERVICE	51-14	2,585.81	XTEL COMMUNICATIONS	75575	SERVICE	51-14	2,585.81
Total:				426,400.42	Total:				426,400.42

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Stephanie R. G. [Signature]

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Stephanie R. G. [Signature]

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

**** PITTSBURGH TOWNSHIP SCHOOLS ****				**** PITTSBURGH TOWNSHIP SCHOOLS ****			
BOARD PAYMENT APPROVAL LIST				BOARD PAYMENT APPROVAL LIST			
SB240	Budget year: 2013-14	2013-14	5/13/2014	SB240	Budget year: 2013-14	2013-14	5/13/2014
Batch number: P 129	Period: May 2014	May 2014	Page 2 of 2	Batch number: P 129	Period: May 2014	May 2014	Page 1 of 2
Bank account WA: WARRANT ACCOUNT				Bank account WA: WARRANT ACCOUNT			
Vendor Name	Check#	Description	P.O. Number	Vendor Name	Check#	Description	P.O. Number
RANSOME INTERNATIONAL LLC	75616	BUS PARTS	4012-14	ACU-PRINT	75578	T-SHIRTS PSD TRIP	1601-14
SALEM COUNTY SPECIAL SERVICES	75617	DEC PT EVAL	1623-14	APPEL FARM ARTS & MUSIC CENTER	75579	INSTR MUSIC PGM	4006-14
SALEM COUNTY SPECIAL SERVICES	75617	SERVICES	1624-14	AT & T MOBILITY	75580	DATA CONNECT	4028-14
SANTOS, DIANA	75618	APRIL MILEAGE	1625-14	ATLANTIC CITY ELECTRIC	75581	DISTRICT ELECTRIC	5-14
SCHALICK MILLS INC	75619	MAINT SUPPLIES	32-14	BATTIATO, CHRISTINA	75582	APRIL MILEAGE	1603-14
SERVICE TIRE TRUCK CENTERS INC	75620	BUS PARTS	4017-14	BOCCCELLI, GEORGEANA	75583	APRIL MILEAGE	1604-14
SOUTH JERSEY GAS CO	75621	DISTRICT NATURAL GAS	35-14	BONVECHIO, VALERIE	75584	TRANS PETTY CASH	11-14
SUWALA, JULIE	75622	2/27-28 MILEAGE	1627-14	BRIDGETON MOTOR PARTS	75585	BUS PARTS	4011-14
TAFT-SHEPPARD, SUZANNE	75623	APRIL MILEAGE	1629-14	BUS PARTS WAREHOUSE	75586	BUS PARTS	4018-14
THERAPRO INC.	75624	SUPPLIES	1597-14	CANON FINANCIAL SERVICES INC.	75587	DISTRICT COPIERS	125-14
TREASURER-STATE OF NEW JERSEY	75625	AIR QUAL. PERMITS	1616-14	CARROZZINO, ANNA	75588	APRIL MILEAGE	1605-14
TRI-STATE ELEVATOR CO. INC	75626	MON ELEVATOR SERV	4002-14	CENTRAL JERSEY EQUIPMENT LLC	75589	JOHN DEERE REPAIRS	1585-14
TUCCI, CHRISTOPHER	75627	JAN-APR MILEAGE	1630-14	CHASE PHD LLC, DANIELLE	75590	NEUROPSYCHOLOGICAL	1606-14
VERIZON BUSINESS	75628	PITTSBURGH VOICE	4027-14	CM3 BUILDING SOLUTIONS, INC.	75591	MAINTEN SERV AGREE	4005-14
VERIZON WIRELESS	75636	CELL PHONES	144-14	DAVENPORT PSYCHOLOGICAL ASSOC.	75592	PSYCH EVAL	1607-14
W. B. MASON, CO., INC.	75637	COPY PAPER	1558-14	DEER PARK DIRECT	75593	CST WATER	75-14
XEROX CORPORATION	75638	OLIVET COPIER	170-14	DOBSON TURF MANAGEMENT LLC	75594	LAWN MAINTENANCE	662-14
Y.A.L.E. SCHOOL S.E. II, INC.	75639	13-14 TUITION	4035-14	DUBOIS, KAREN	75595	COURSE REIMB	1608-14
YALE SCHOOL INC.	75640	2013-14 TUITION	4042-14	DUBOIS, YVETTE	75596	SEPT-OCT MILEAGE	1609-14
YALE SCHOOL NORTH II, INC.	75641	2013-14 TUITION	4041-14	E W BOSTWICK INC	75597	MAINT. SUPPLIES	31-14
ZANE WESTERN APPAREL	75642	MAINT. COATS/BOOTS	1181-14	EDUCATIONAL DATA SERVICES INC	75598	13-14 LIC/MAINT FEES	384-14
Total:			329,834.29	EDVOCATE INC.	75599	CUSTODIAL MONITORING	425-14
				FARM RITE INC	75600	HYDRAULIC FLUID	1580-14
				FREY SCIENTIFIC CO	75601	SUPPLIES	1469-14
				G & K SERVICES, INC.	75602	BUS MECH UNIFORMS	4019-14
				GLOUCESTER COUNTY SPECIAL	75603	13-14 SPEC ED TUITIO	4022-14
				HEWITT PSYCHIATRIC	75604	PSYCH EVAL	1613-14
				HORIZON BC BS NEW JERSEY	75605	DENTAL INSURANCE	53-14
				HORIZON BC/BS	75606	DENTAL INSURANCE	54-14
				INTERLINE BRANDS INC.	75607	CUSTODIAL SPLY5738	1566-14
				MAJOR PETROLEUM INDUST INC.	75608	BUS FUEL	4007-14
				MEYERS, DONNA	75609	H.S. PETTY CASH	30-14
				MISSION ONE EDUC. STAFFING	75610	DISTRICT INSTR AIDES	3000-14
				MISSION ONE EDUC. STAFFING	75611	ELMER MISS ONE	3001-14
				MUNAFO, STEPHANIE	75612	4/11 MILEAGE	1615-14
				NJ MOTOR VEHICLE COMMISSION	75613	7 BUS INSPECTIONS	1617-14
				PINELAND LEARNING CENTER INC	75614	13-14 TUITION	4037-14
				PITTSBURGH CAFETERIA FUND	75615	PRESCHOOL SNACK	978-14
				PITTSBURGH CAFETERIA FUND	75616	4/4 CAREER DAY	1622-14
				PITTSBURGH CAFETERIA FUND	75617	BD MTG REFRESH.	4029-14
				QC LABS, INC.	75618	WATER TESTING	466-14

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

Suzanne R. Taylor

FINANCIAL REPORT - PITTSBURGH COMMUNITY SCHOOL SACC

Pittsburgh Township Food Service Account
Bank Reconciliation
For the month of March 2014

NOW CHECKING
MONTH: March DATE: 03/31/14
BALANCE BROUGHT FORWARD: \$64,458.38

\$ 61,443.49

Balance Brought Forward

RECEIPTS			
Reimbursable Sales			
Lunch	70-1611-000	27,416.80	
Breakfast	70-1612-000	1,297.00	
Milk	70-1613-000	124.25	
MY SCHOOLBUCKS	70-481	7,811.45	
Deferred Income	70-481	(6,851.14)	
Non Reimbursable Sales	70-1620-000	14,192.48	
Total Sales		43,750.84	
Special Functions			
Vending	70-1630-000	120.00	
Vending	70-1990-000	43.94	
Elmer	70-1633-990L	-	
SCSSSD	70-1633-990V	-	
Total Vending and Special Functions		163.94	
BCN			
State Lunch Program	70-3220-000	-	
State Breakfast Program	70-3221-000	-	
Federal Lunch Program	70-4462-000	-	
Federal Breakfast Program	70-4461-000	-	
Special Milk Program	70-4463-000	-	
Total BCN		-	
Other			
Interest	70-1510-000	17.75	
Bank Adjustments	70-481	9.35	
Prior Year BCN Receipts - State	70-142	-	
Returned Items	70-481	-	
Total Other		27.10	
Total Receipts		43,941.88	

TOTAL RECEIPTS:

TOTAL BALANCE AND RECEIPTS:

15,303.08
79,761.46

DISBURSEMENTS:			
2337	Pittsgrove BOE	11,757.79	
2338	SJ Paper	209.71	
2339	Verizon	484.27	
2340	Steve Farmer	89.25	
2341	Verizon	50.47	
2342	Pittsgrove BOE	9,498.78	
2343	Pittsgrove BOE	11,116.23	

TOTAL DISBURSEMENTS:

ENDING BALANCE AS OF: 03/31/14

33,206.50
\$46,554.96

BALANCE PER BANK STATEMENT OF: 03/31/14

LESS OUTSTANDING CHECKS:
CHECK # 2339,2340,2341,2342,2343

CASH BALANCE AS OF: 03/31/14

\$67,793.96
21,239.00
\$46,554.96

BANK BALANCE AT 3/31/14

Less:
Outstanding Checks:

Sharon R. B. B. B.
Business Administrator

Sharon R. B. B. B.
BOARD SECRETARY

PITTSBURGH TOWNSHIP SCHOOL DISTRICT

FINANCIAL REPORT - NORMA GENERAL FUND
NOW CHECKING

MONTH:	MARCH	DATE:	03/31/14
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BALANCE BROUGHT FORWARD:

\$12,114.75

RECEIPTS:

[illegible]

TOTAL RECEIPTS:

	\$159.10
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TOTAL BALANCE AND RECEIPTS:

\$12,273.85

DISBURSEMENTS:

454	American Heart Assoc.	\$55.00
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	\$55.00
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\$1,776.70

CHECK # 454

Pati G. Arnold
SUPERVISOR/DIRECTOR

Supreme L. H. Abdell
BOARD SECRETARY

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

PITTSBURGH TOWNSHIP MIDDLE SCHOOL FINANCIAL REPORT GENERAL FUND ACCOUNT

March 31, 2014

BALANCE BROUGHT FORWARD		\$5,365.19
RECEIPTS:		
3/6/14 7th Camping Trip	995.00	
3/6/14 7th Camping Trip	1450.00	
3/19/14 7th Camping Trip	653.50	
3/21/14 8th DC Trip	2258.00	
Interest	8.69	
TOTAL RECEIPTS		\$5,365.19
TOTAL BALANCE AND RECEIPTS		\$10,730.38
DISBURSEMENTS:		
2/10/14 Pittsgrove Twp. BOE - Cafeteria (3393) - Sci. fair food	103.20	
2/11/14 Great American Opportunities (3394) - 7th Fundraiser	1483.40	
3/7/14 Returned Item - 7th Camping Trip	100.00	
3/21/14 Adjusted Deposit - 8th DC Trip	10.00	
TOTAL DISBURSEMENTS		\$1,696.60
Ending Balance as of March 31, 2014		\$34,746.33
BALANCE BANK STATEMENT FOR MARCH 31, 2014		\$34,746.33
Outstanding Checks		
TOTAL		\$0.00
CASH BALANCE AS OF MARCH 31, 2014		\$34,746.33

Board Secretary *Angela R. LaBelle*Administrator *William J. Gentry*

General Funds (2013-2014) Student Activity Funds

Check #	Description	Amount	Balance
5/10/13	Balance Forward from 2012-2013 Fiscal Year	\$2,410.99	\$2,410.99
	Ending Balance for 6th Grade	\$ 1,634.45	
	Ending Balance for 7th Grade	\$ 12,878.52	
	Ending Balance for 8th Grade	\$ 3,213.07	
	Ending Balance for Science Fair Funds	\$ 1,765.98	
	Ending Balance for Science Trip	\$ 1,142.04	
	Ending Balance for Art Fund	\$ 141.05	
	Ending Balance for PTMS Band	\$ 418.50	
	Ending Balance for Yearbook	\$ 3,725.56	
	Ending Balance for Wildcats	\$ 399.00	
	Ending Balance for School Store	\$ 156.53	
	Ending Balance for Drama Club	\$ 709.61	
	Ending Balance for Interest	\$ 1,135.93	
	Ending Balance for Historical Student Activity Funds	\$ 6,365.95	
	Ending Balance for General School Fund	\$ 1,434.72	
	Ending Balance for Art/Drama Enrichment	\$ 50.00	
	Ending Balance for PTSO Donations	\$ 0.05	
	Ending Balance for Athletic Boosters	\$ 1,161.97	
	Total Ending Balance		\$27,353,322.93
	March 31, 2014 CASH Balance		\$27,353,322.93

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

PITTSBURGH TOWNSHIP SCHOOLS
ARTHUR P. SCHALICK HIGH SCHOOL
 718A Centerton Road
 Pittsgrove, NJ 08318

STUDENT ACTIVITIES REPORT FOR MARCH 2014

BALANCE BROUGHT FORWARD	\$	10.31
TOTAL RECEIPTS	\$	-
INTEREST	\$	-
TOTAL BALANCE AND RECEIPTS	\$	10.31
TOTAL DISBURSEMENTS	\$	-
ENDING BALANCE AS OF 03/31/14	\$	10.31
BALANCE PER BANK STATEMENT OF 03/31/14	\$	10.31
LESS OUTSTANDING CHECKS	\$	-
CASH BALANCE AS OF 03/31/14	\$	10.31

[Signature] Board Secretary's Signature
[Signature] Principal's Signature

Student Activities

	A	B	C	D	E	F	G	H
1	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
2	7/1/13	BALANCE FORWARD						\$10.08
3	7/31/13	CREDIT INTEREST					\$ 0.06	\$10.14
4								
5	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
6	8/31/13	CREDIT INTEREST					\$ 0.01	\$10.15
7								
8	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
9	9/30/13	CREDIT INTEREST					\$ 0.01	\$10.16
10								
11	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
12	10/31/13	CREDIT INTEREST					\$ 0.02	\$10.18
13								
14	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
15	11/30/13	CREDIT INTEREST					\$ 0.11	\$10.29
16								
17	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
18	12/3/13	Deposit	E. Kirschner / Field Trip				\$ 225.00	\$235.29
19	12/5/13	Deposit	E. Kirschner / German Exam				\$ 70.00	\$305.29
20	12/5/13	AATG Inc	E. Kirschner / German Exam	2014	\$ 70.00	1888		\$235.29
21	12/5/13	German American Market	E. Kirschner / Field Trip	12/9/13	\$ 225.00	1889		\$10.29
22	12/31/13	CREDI INTEREST					\$ 0.02	\$10.31

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

PITTSBURGH TOWNSHIP SCHOOLS
ARTHUR P. SCHALICK HIGH SCHOOL
718A Centerton Road
Pittsboro, NJ 08318

ATHLETICS FINANCIAL REPORT FOR MARCH 2014

BALANCE BROUGHT FORWARD	\$	12,857.84
TOTAL RECEIPTS	\$	24,752.00
INTEREST	\$	4.38
TOTAL BALANCE AND RECEIPTS	\$	37,614.22
TOTAL DISBURSEMENTS	\$	3,251.07
ENDING BALANCE AS OF 3/31/13	\$	34,363.15
BALANCE PER BANK STATEMENT OF 03/31/14	\$	35,783.06
LESS OUTSTANDING CHECKS #5152 to 5294	\$	1,419.91
CASH BALANCE AS OF 03/31/14	\$	34,363.15

 Advisor's Signature
 Board Secretary's Signature
 Principal's Signature

Athletic Ledger

	A	B	C	D	E	F	G	H
1	Date	Vendor	Service/Source	Date of Service	Amount	Ck #	Deposit	Balance
2	3/1/14	BALANCE FORWARD						\$12,857.84
3	3/6/14	Ron Angelo	Var Girls Basketball / Off	2/24/14	\$ 62.00	5258		\$12,795.84
4	3/6/14	Joe Baruffi	Var Girls Basketball / Off	2/28/14	\$ 62.00	5259		\$12,733.84
5	3/6/14	William Bernhardt	JV Girls Basketball / Off	2/28/14	\$ 52.00	5260		\$12,681.84
6	3/6/14	Rick Bracallego	JV Girls Basketball / Off	2/28/14	\$ 52.00	5261		\$12,629.84
7	3/6/14	Matthew Clarke	JV Girls Basketball / Off	2/27/14	\$ 52.00	5262		\$12,577.84
8	3/6/14	Michael Collins	Var Girls Basketball / Off	2/28/14	\$ 62.00	5263		\$12,515.84
9	3/6/14	John Colon	Var Girls Basketball / Off	2/27/14	\$ 62.00	5264		\$12,453.84
10	3/6/14	Ed Gorski	Var Boys Basketball / Off	3/4/14	\$ 70.00	5265		\$12,383.84
11	3/6/14	Joe Gorski	Var Girls Basketball / Off	2/27/14	\$ 62.00	5266		\$12,321.84
12	3/6/14	Gary Hankins	JV Girls Basketball / Off	2/24/14	\$ 52.00	5267		\$12,269.84
13	3/6/14	Carolyn Jackson	Var Girls Basketball / Off	2/24/14	\$ 62.00	5268		\$12,207.84
14	3/6/14	Doug Menz	Var Girls Basketball / Off	2/28/14	\$ 62.00	5269		\$12,145.84
15	3/6/14	John Murray	Var Boys Basketball / Off	3/4/14	\$ 70.00	5270		\$12,075.84
16	3/6/14	Abimael Ortiz	Var BBB / GBB / Off	3/4 & 2/27/14	\$ 132.00	5271		\$11,943.84
17	3/6/14	Brent Staiger	JV Girls Basketball / Off	2/24/14	\$ 52.00	5272		\$11,891.84
18	3/6/14	Luis Tomez	JV Girls Basketball / Off	2/27/14	\$ 52.00	5273		\$11,839.84
19	3/6/14	Larry Wescott	Var Girls Basketball / Off	2/24/14	\$ 62.00	5274		\$11,777.84
20	3/6/14	Howell to Sports	Basketball Console Buzzer #C2-0087	2/22/14	\$ 40.00	5275		\$11,737.84
21	3/6/14	Paul's Trophies	1000 Point Basketball Award	3/5/14	\$ 75.00	5276		\$11,662.84
22	3/6/14	Trophies Unlimited	Winter Sports Plaques	3/4/14	\$ 433.50	5277		\$11,229.34
23	3/6/14	Michael Clarke	Reimburse parts, toner	1/29, 3/3 & 3/4/14	\$ 178.08	5278		\$11,051.26
24	3/4/14	Deposit	Boys Basketball/Riverside/Play Off				\$ 887.00	\$11,938.26
25	3/5/14	Deposit	Boys Basketball/Audubon/Play Off				\$ 836.00	\$12,774.26
26	3/6/14	Deposit	Boys Basketball/Paulsboro/Play Off				\$ 760.00	\$13,534.26
27	3/8/14	Deposit	Boys Basketball/Paulsboro/Play Off				\$ 750.00	\$14,284.26
28	3/13/14	Deposit	Boys Basketball/Pitman/Play Off				\$ 1,414.00	\$15,698.26
29	3/11/14	Deposit	Refund/over paid				\$ 80.00	\$15,778.26
30	3/17/14	Julian Austin	Var Boys Basketball / Off	3/7/14	\$ 70.00	5279		\$15,708.26
31	3/17/14	Frank Basil	Var Boys Basketball / Off	3/7/14	\$ 70.00	5280		\$15,638.26
32	3/17/14	Kevin Calzonetti	Var Boys Basketball / Off	3/5/14	\$ 70.00	5281		\$15,568.26
33	3/17/14	Doug Hillner	Var Boys Basketball / Off	3/7/14	\$ 70.00	5282		\$15,498.26
34	3/17/14	George McClain	Var Boys Basketball / Off	3/5/14	\$ 70.00	5283		\$15,428.26
35	3/17/14	Sherman Wood	Var Boys Basketball / Off	3/5/14	\$ 70.00	5284		\$15,358.26
36	3/17/14	Sports Outlet	2 collapsible "L" screen	3/12/14	\$ 367.98	5285		\$14,990.28
37	3/17/14	Elmer Post Master	2 books stamps	3/18/14	\$ 19.60	5286		\$14,970.68
38	3/17/14	Deposit	Refund/overpaid				\$ 25.00	\$14,995.68
39	3/24/14	Sean Fallon	Var Boys Track / Off	3/20/14	\$ 47.00	5287		\$14,948.68
40	3/24/14	Tom Fisher	Var Boys Track / Off	3/20/14	\$ 55.00	5288		\$14,893.68
41	3/24/14	Victor Nichols	Var Boys Track / Off	3/20/14	\$ 47.00	5289		\$14,846.68

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Athletic Ledger

	A	B	C	D	E	F	G	H
42	3/24/14	Buddy Treen	Var Boys Track / Off	3/20/14	\$ 47.00	5290		\$14,799.68
43	3/24/14	U.P.I.A.	Entry Fee/ B/G Relays	4/24/to 4/26/14	\$ 140.00	5291		\$14,659.68
44	3/24/14	S.J.B.C.A.	Captains Night/Baseball	3/14/14	\$ 180.00	5292		\$14,479.68
45	3/24/14	Shelly Garba	Membership Fee/Softball/J.Musey-La	2014	\$ 40.00	5293		\$14,439.68
46	3/24/14	Seth Brown	Reimburse Mileage	8/7/13 to 2/23/14	\$ 80.91	5294		\$14,358.77
47	3/31/14	Deposit	BOE				\$ 20,000.00	\$34,358.77
48	3/31/14	CREDIT INTEREST					\$ 4.38	\$34,363.15

0002/002

PAGE 1

04/10/2014 THU 14:12 FAX 908-587-063 ARTHUR P. SCHALICK HS

04/10/2014

Arthur P. Schalick High School

Bank Reconciliation Report

Checking Account

CHECKING ACCOUNT

From: 03/01/2014
To : 03/31/2014

Ending Balance on statement dated 03/31/2014 --> 125088.39

Add: Outstanding Deposits (Bank Deposits) --> + 0.00

Less: Outstanding Checks --> - 7916.53

Cash Balance as of 03/31/2014 --> 117171.86

Cash Balance for CHECKING ACCOUNT

as of 03/01/2014 --> 106512.44

Add: Total Deposits (Bank Deposits) --> + 20679.12

Less: Total Checks and Withdrawals --> - 10019.70

Cash Balance as of 03/31/2014 --> 117171.86

Summary of Asset Accounts

Account	Beg. Bal.	Recpt./JV	Disb./JV	Transfers	End. Bal.
000992 CHECKING ACCOUNT	106512.44	20679.12	10019.70	0.00	117171.86
Asset Totals	106512.44	20679.12	10019.70	0.00	117171.86

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Joseph SchalickPrincipal: R. May

Date: 4/10/14

Date: 4/10/14

14/10/2014

Arthur P. Schalick High School

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From: 03/01/2014
To : 03/31/2014

General Ledger Report

From Account: 999999
To Account:

04/10/2014

Arthur P. Schalick High School

General Ledger Report

From: 03/01/2014
To : 03/31/2014From Account:
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables Workin
000303 ART/DANCE ACADEMY	1495.70	595.00	-1994.50	0.00	96.20	96.20
000304 MEDIA	1629.26	0.00	0.00	0.00	1629.26	0.00
000305 BEAUTIFICATION FUNDS	2175.72	0.00	-199.99	0.00	1975.73	0.00
000306 DANCE ACADEMY	2939.51	0.00	-77.50	0.00	2762.01	0.00
000307 GERMAN CLUB	1453.32	680.00	-990.00	0.00	1143.32	0.00
000500 ATHLETIC BOOSTERS	262.08	0.00	0.00	0.00	262.08	0.00
000501 SOFTBALL	505.67	0.00	0.00	0.00	505.67	0.00
000502 BASEBALL	395.58	600.00	0.00	0.00	995.58	0.00
000503 WRESTLING	53.49	0.00	0.00	0.00	53.49	0.00
000504 FOOTBALL	879.79	0.00	-582.88	0.00	296.91	0.00
000505 BOY'S BASKETBALL	6728.97	2329.25	-430.68	0.00	8627.54	0.00
000506 CHEERLEADING	1482.64	0.00	0.00	0.00	1482.64	0.00
000507 SOCCER	120.85	0.00	0.00	0.00	120.85	0.00
000508 TENNIS	739.61	0.00	0.00	0.00	739.61	0.00
000509 CROSS COUNTRY	23.41	0.00	0.00	0.00	23.41	0.00
000510 FIELD HOCKEY	825.43	0.00	0.00	0.00	825.43	0.00
000511 GIRL'S SOCCER	426.55	0.00	0.00	0.00	426.55	0.00
000512 TRACK	430.76	0.00	0.00	0.00	430.76	0.00
000513 SPEC PROJ FOR ATHLETES	323.00	2226.96	0.00	0.00	2549.96	0.00
000514 GIRL'S BASKETBALL	502.56	60.00	-526.00	0.00	36.56	0.00
000515 SWIMMING	1686.89	0.00	0.00	0.00	1686.89	0.00
000516 TRACK BOOSTER CLUB	4526.09	0.00	-650.00	0.00	3876.09	0.00
000517 ATHLETIC TRAINERS CL	1242.36	0.00	0.00	0.00	1242.36	0.00
000518 DISASTER BELIEF	0.00	0.00	0.00	0.00	0.00	0.00
000601 GRNSPEC SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
000602 SIGMA INS. SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
000603 NEAUSE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
000604 EVANS ROBINSON	0.00	0.00	0.00	0.00	0.00	0.00
000605 K. WATKINS SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
000606 MEMORIAL SCHOLARSHIP	90.02	0.00	0.00	0.00	90.02	0.00
000607 INTEREST	9832.50	32.08	0.00	0.00	9864.58	0.00
000608 ADELAIDE HOFFNER	300.75	200.00	0.00	0.00	500.75	0.00
000609 M.S. SUNSHINE CLUB	237.60	0.00	-237.60	0.00	0.00	0.00
000601 PITTSBORO BOX -	33.76	0.00	0.00	0.00	33.76	0.00
000602 H.S. SUNSHINE CLUB	220.80	0.00	-220.80	0.00	0.00	0.00
000603 THE GI CO FUND	0.00	0.00	0.00	0.00	0.00	0.00
Group Total	105312.44	20679.12	-10019.70	0.00	117171.86	117171.86
000301 MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00
000302 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00
000100 GENERAL	759.78	30.00	0.00	0.00	789.78	0.00
000101 YEARBOOK	19724.33	0.00	0.00	0.00	19724.33	0.00
000102 GUIDANCE FUNDS	4778.24	1919.12	-140.00	0.00	6557.36	0.00
000103 BAND BOOSTERS	10331.09	740.00	-740.00	0.00	10331.09	0.00
000104 STUDENT COUNCIL	2760.93	0.00	-400.00	0.00	2360.93	0.00
000105 RENAISSANCE	634.22	0.00	0.00	0.00	634.22	0.00
000106 GREEN & GOLD	3085.45	1137.75	-559.75	0.00	3563.45	0.00
000107 SENIOR LOCK IN	0.00	0.00	0.00	0.00	0.00	0.00
000108 LIBRARY	768.61	134.71	0.00	0.00	903.32	0.00
000109 CHORUS	0.00	0.00	0.00	0.00	0.00	0.00
000110 DRAMA ACADEMY	4612.78	8056.25	0.00	0.00	12669.03	0.00
000111 EARTH DAY	0.00	0.00	0.00	0.00	0.00	0.00
000112 ACADEMIC TEAM	367.33	0.00	0.00	0.00	367.33	0.00
000114 JAZZ	0.00	0.00	0.00	0.00	0.00	0.00
000115 THE G.U.A.R.D.	3.00	0.00	0.00	0.00	3.00	0.00
000116 GERMAN EXCHANGE	2275.60	0.00	-2270.00	0.00	5.60	0.00
000209 CLASS OF '98	0.00	0.00	0.00	0.00	0.00	0.00
000210 CLASS OF 1999	0.00	0.00	0.00	0.00	0.00	0.00
000211 CLASS OF 2000	0.00	0.00	0.00	0.00	0.00	0.00
000212 CLASS OF 2001	0.00	0.00	0.00	0.00	0.00	0.00
000213 CLASS OF 2002	0.00	0.00	0.00	0.00	0.00	0.00
000214 CLASS OF 2003	0.00	0.00	0.00	0.00	0.00	0.00
000215 CLASS OF 2004	42.23	0.00	0.00	0.00	42.23	0.00
000216 CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	0.00
000217 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	0.00
000218 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00
000219 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	0.00
000220 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	0.00
000221 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.00
000222 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	0.00
000223 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00
000224 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00
000225 CLASS OF 2014	6922.66	1638.00	0.00	0.00	8560.66	0.00
000226 CLASS OF 2015	4118.40	100.00	0.00	0.00	4218.40	0.00
000227 CLASS OF 2016	1862.73	100.00	0.00	0.00	1962.73	0.00
000228 CLASS OF 2017	2140.39	100.00	0.00	0.00	2240.39	0.00
000301 MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00
000302 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES - MAY 19, 2014

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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Arthur P. Schalick High School

04/10/2014

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Arthur P. Schalick High School

10/10/2014

Sequential List of Checks				Sequential List of Checks			
Check No	Date	Payee	Amount	Check No	Date	Payee	Amount
751803/18/2014	03/31/2014	JUDY LA MARA	50.00	750303/18/2014	03/31/2014	STEPHEN UIBEL	190.00
751903/18/2014	03/31/2014	FUNDRAISER REFUND	50.00	750403/18/2014	03/31/2014	FRANK KOZMACESKI	190.00
752003/18/2014	03/31/2014	ARSENAL SOUND	77.50	750503/18/2014	03/31/2014	ALAN KINSEY	190.00
752103/18/2014	03/31/2014	SERVICE CALL	77.50	750603/18/2014	03/31/2014	MARY STINSON	190.00
752203/18/2014	03/31/2014	RECON ORDER	122.88	750703/18/2014	03/31/2014	PITTSBURGH	140.00
752303/18/2014	03/31/2014	SECURITY	169.55	750803/18/2014	/ /	KAREN TEDOR	237.60
752403/25/2014	03/31/2014	TRIP EXPENSES	2270.00	750903/18/2014	/ /	COCA COLA COMMISSIONS	220.80
752503/25/2014	/ /	LINGO TECH CONCERT	990.00	751003/18/2014	03/31/2014	TROPHIES/PLAQUES	460.00
752603/25/2014	03/31/2014	BARBARA GOLTESHEN	100.00	751103/18/2014	03/31/2014	CLASS OF 2015	100.00
752703/25/2014	/ /	GROUP SALES BOX	1994.50	751203/18/2014	03/31/2014	CLASS OF 2014	100.00
752803/25/2014	/ /	REFRIGERATOR	199.99	751303/18/2014	03/31/2014	CLASS OF 2016	100.00
				751403/18/2014	03/31/2014	CLASS OF 2017	100.00
				751503/18/2014	03/31/2014	ROLFERRY'S INC.	390.20
				751603/18/2014	03/31/2014	KELLY'S SPORTS	526.00
				751703/18/2014	/ /	CHRISTINA KUBRAK	526.00
						FUNDRAISER REFUND	200.00

* NOTE: This report does not list the Journal Adjustment Disbursements.



PITTSBORO TOWNSHIP SCHOOLS
TRANSPORTATION DEPARTMENT
736 CENTERTON ROAD
PITTSBORO, NJ 08318
(856)358-7072 Fax(856)358-7062

Kim Clark, Transportation Supervisor

Valerie Bonvechio, Asst. Supervisor

MEMORANDUM

TO: Suzanne Fox Abdill
Business Administrator/Board Secretary

FROM: Kim Clark *(Signature)*
Transportation Supervisor

DATE: April 16, 2014

RE: 2013-2014 Jointure List Revised

I am submitting for the Board's approval, the attached revised Jointure list for the 2013-2014 school year.

If you have any questions, please don't hesitate to contact me.

PITTSBORO TOWNSHIP SCHOOL DISTRICT
ADMINISTRATION BUILDING
1076 ALMOND ROAD
PITTSBORO, NJ 08318

RESOLUTION

In accordance with the requirements of the New Jersey Administrative Code, Section 6A:23-4.5(a)(20), the Pittsboro Township Board of Education, hereby agrees and consents to the following:

WHEREAS, Y.A.L.E. SCHOOL NORTH 2 CAMPUS is an approved private school for students with disabilities, and

WHEREAS, the students from Pittsboro Township School District attending Y.A.L.E. SCHOOL NORTH 2 CAMPUS are all classified handicapped students, and stipulated within their respective IEP documents is eligibility for free breakfast and lunch; and

NOW, THEREFORE BE IT RESOLVED as follows:

The Private School Y.A.L.E. SCHOOL NORTH 2 CAMPUS ("Y.A.L.E.") is not required to charge District students for any "paid or reduced meals" furnished directly or indirectly by Y.A.L.E. to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.

The Pittsboro Township Board of Education hereby authorizes the Board Secretary to sign on behalf of the Board in accordance with the Board's bylaws or organizational rules.

Dated this 19th day of May 2014.

PITTSBORO TOWNSHIP BOARD OF EDUCATION

(Signature)
Suzanne R. Fox Abdill
Board Secretary/Business Administrator

DATE: May 19, 2014

STUDENT TRANSPORTATION DOCUMENTS CHECKLIST

FROM: PITTSBURGH TOWNSHIP
Local Board of Educational Services Commission

DATE: 4/16/2014

SUBJECT: 2013-2014 Transportation Documents

Transportation contracts, joint agreements and/or addenda are being submitted to you for approval along with the supporting documents identified on the checklist below.

Multi Contract Number(s) BB19

	Original Contract	Contract Renewal	Joint Agreement	Quoted Contract	Parental Contract	Addendum	Transfer Agreement
1. Signatures	1. _____	1. _____	1. _____	1. _____	1. _____	1. _____	1. _____
2. Notary	2. _____	2. _____	3. _____	2. _____	2. _____	2. _____	2. _____
3. Board Minutes	3. _____	3. _____		3. _____	3. _____	3. _____	3. _____
4. Insurance Certificate	4. _____	4. _____		4. _____	4. _____	4. _____	4. _____
5. Business Registration	5. _____			5. _____		5. _____	5. _____
6. Bidder's Guarantee	6. _____						
7. Consent of Surety	7. _____						
8. Surety Bond	8. _____	8. _____		8. _____	8. _____	8. _____	8. _____
9. Affirmative Action	9. _____	9. _____				9. _____	9. _____
10. Bid Advertisement	10. _____						
11. Specifications	11. _____						
12. Route Description	12. _____						
13. Bid Sheet (Successful Bidder)	13. _____						
14. Summary of All Bids	14. _____						
15. Non-collusion Statement	15. _____						15. _____
16. Stockholder's Disclosure	16. _____						16. _____
17. Does not exceed CPI (NUSA 18A:39-3)	17. _____					17. _____	
18. 3 Quotes				18. _____	19. _____		
19. Veh. Registration					20. _____		
20. Driver License					21. _____		
21. Does not exceed bid threshold							
22. Investment Activities in Iran Disclosure	22. _____	22. _____		22. _____			22. _____
23. Request for County Supt. Approval Form	23. _____	23. _____		23. _____	23. _____	23. _____	

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2013-2014 Joint Transportation Agreement

Host District _____ County SALEM
Joiner District _____ County ELMER BORO

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

President Daniel B. Smith Date 5-19-14
Secretary Signe L. Smith Date 5-19-14

Joiner District Board of Education

President _____ Date _____
Secretary _____ Date _____

FOR COUNTY USE ONLY - Additional Comments (if necessary):

Host District Executive County Superintendent Approval

Executive County Superintendent _____ Date _____
(Signature)

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Office of Student Transportation

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PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

ENGLISH	Desktop Pub/Yearbook (Grs. 11/12) 5 credits	1-2-3 Student Yearbook Guide	2004 Jostens
	AP Psychology (Gr. 12)	Intro to Psychology	2005 Thompson Learning Inc.
	Accounting	First-Year Course to Accounting	2012 McGraw Hill
	Kindergarten	Journeys Common Core	6/2014 2014 Houghton Mifflin Harcourt
	Grade 1	Journeys Common Core	6/2014 2014 Houghton Mifflin Harcourt
	Grade 2	Great Source: Write Traits	2010 Houghton Mifflin Harcourt
	Grade 3	Journeys Common Core	6/2014 2014 Houghton Mifflin Harcourt
	Grade 4	Great Source: Write Traits	2010 Houghton Mifflin Harcourt
	Grade 5	Journeys Common Core	6/2014 2014 Houghton Mifflin Harcourt
	Grade 6	Write Source	2010 Houghton Mifflin Harcourt
		Flowcubulary	2014 Houghton Mifflin Harcourt
		Sitton Spelling	Supplementa
		Freak the Mighty	Supplementa
		Truce	Supplementa
		Behind Enemy Lines	Supplementa
		Phantom Tollbooth	Supplementa
		The Pearl	Supplementa
		Island of the Blue Dolphin	Supplementa
		Summer of My German Soldier	Supplementa
		The Devil's Arithmetic	Supplementa
		The Giver	Supplementa
		Maniac McGee	Supplementa
	Grade 7	Prentice Hall Literature Common Core	6/2014 2014 Pearson/Prentice Hall
		Flowcubulary	
		Sitton Spelling	
		Writing and Grammar: Communication in Action	2004
		The Watsons Go To Birmingham	Supplementa
		Al Capone Does My Shirts	Supplementa
		Tangerine	Supplementa
		Somewhere in the Darkness	Supplementa
		Five People You Meet in Heaven	Supplementa
		The Westing Game	Supplementa
		Civil War Spies	
	Grade 8	Flowcubulary	
		Sitton Spelling	
		Prentice Hall Literature (Copper)	2004 Prentice Hall
		Writing and Grammar: Communication in Action	2004 Prentice Hall
		Fahrenheit 451	Supplementa
		The Diary of Anne Frank	Supplementa
		A Child Called It	Supplementa

Course/Textbook Inventory 2013-2014

Department	Course	Approved	Textbook	Approval	Cpyrt	Publisher
THE ARTS VISUAL & PERFORMING	General Art (K)	Rev. 3/13/95	NONE	N/A	N/A	N/A
	Art (Grs. 1-4)	3/12/1984	NONE	N/A	N/A	N/A
	Art (Gr. 5-8)		Exploring Art			Glencoe
	Art I (Gr. 9-12)	8/15/1976	Supplemental	N/A	N/A	N/A
	Art II (Gr. 10-12)	8/15/1976	Supplemental	N/A	N/A	N/A
	Adv. Art (11/12) 5 credits	8/20/2009		N/A	N/A	N/A
	Adv. Art Application (11/12) 5 credits	8/20/2009		N/A	N/A	N/A
	Ceramics/Handicrafts (Gr. 11)	8/15/1976	Supplemental	N/A	N/A	N/A
	Drama	8/20/2009				
	Integrated Arts (9-10)	8/20/2009				
	Musical Theatre (2.5 credits) Semester Crse.	8/20/2009				
	Basic Acting (2.5 credits) Semester Crse		The Stage and the School	1999	Glencoe	McGraw Hill
	Theatre Arts II (10-12) 10 credits		The Stage and the School	1999	Glencoe	McGraw Hill
	Dance Academy 1-4		Experiencing Dance From Student to Dance Artist	2005	Scheff/Sprague/McGreevy	
			A Sense of Dance Expl. Your Movement Potential	2005	Schrader	
	Dance Academy 4		Dance Composition Basics			
	Dance Academy 1 & 2		Technical Manual & Dictionary of Classical Ballet			
	Dance Elective		A Sense of Dance Expl. Your Movement Potential	11/17/2005	2005 Schrader	
	Art I (Gr. 9-12)		Art Across Time: Vol I & II	2002	Glencoe	McGraw Hill
	Academy Art I (9-12) 5 credits		Art in Focus	11/17/2005	2006	Glencoe
CROSS CONTENT WORKPLACE READINESS	Lab - "The Friendly Forest Reading Club" (K)	Sep-97	NONE	N/A	N/A	N/A
	Computer Curriculum (Gr. 1)	9/10/1984	NONE	N/A	N/A	N/A
	Computer Curriculum (Gr. 2-6)	10/10/1983	NONE	N/A	N/A	N/A
	Word Processing (Gr. 4-6)	9/10/1984	NONE	N/A	N/A	N/A
	Careers (Grs. 9-12)	7/15/1985	NONE			
	Computer Art (10-12) 2.5 credits	8/20/2009	NONE	N/A	N/A	N/A
	Computer Art (Adv) (10-12) 2.5 credits	8/20/2009	NONE	N/A	N/A	N/A
	Computer I - C++ (Reg.) (9-12)		NONE	N/A	N/A	N/A
	Computer II (Grs. 10-12)		Java Software Solutions for Computer Science AP A			2007 Addison Wesley
	Computer II (AP)		Java Software Solutions for Computer Science AP A			2007 Addison Wesley
	Child Development (11/12) 5 credits	9/15/1989	The Developing Child	11/9/1987	2000	Glencoe Publishing Co.
	Entrepreneurship	8/20/2009	Law for Business and Personal Use		2004	Thompson Learning Inc.
			Multicolumn Journal Century 21 Accounting 8E		2006	Thompson Learning Inc.
	Gourmet & Intern'l Cooking (10-12) 2.5 credits	12/14/1995	Food for Today			Glencoe
	Homemaking I (9-12) 5 credits	8/12/1985	Creative Living	11/8/1982	1997	Glencoe/McGraw Hill
	Media Center Aide (11/12) 1 credit	9/11/1997	None	N/A	N/A	N/A
	Money Management & Resources	8/20/2009	JA Economics		2007	Junior Achievement
			Investing in Your Future		2007	Thomson
	Newspaper Publication (9-12) 5 credits	8/20/2009	Journalism Today	7/9/1998	1998	National Textbook Co.
	SAT Prep: Math & Verbal (11/12) 2.5 credits		NONE	N/A	N/A	N/A
	Salem Co. School to Careers Ini. (11/12) 20 cr.	8/20/2009				
	Street Law	12/16/2004	Street Law	1/20/2005	2005	Glencoe
	20th Century Film	12/16/2004	The Art of Watching Films, 6th edition	6/21/2007	2004	McGraw Hill
	Wardrobe Design & Home Crafts (10-12) 2.5 cr.	8/22/1996	Clothing: Fashion, Fabrics, and Construction		2003	Glencoe/McGraw Hill

Course/Textbook Inventory
2013-2014

		Animal Farm The Crucible	Supplementa Supplementa	
English (9 CP and Honors)		Premiere Hall Literature (Gold) Vocabulary for College A (Honors) Advancing Vocabulary Skills (CP) <i>Ender's Game</i> <i>Into Thin Air</i> <i>To Kill a Mockingbird</i> <i>Summer of My German Soldier</i> <i>The 5 People You Meet in Heaven</i> <i>Midsummer Night's Dream</i>	7/2/2009 9/1/1994 11/21/2002 11/21/2002 10/17/1994 8/30/1993	2010 Prentice Hall 1981 Harcourt, Brace, Jovanovich 1997 PermaBound 1997 PermaBound 1960 Warner 1973 Dell Publishing 1958 Pocket Books
English (10 CP)		Prentice Hall Literature (Platinum) Building Vocab Skills 3rd Edition <i>The Great Gatsby</i> <i>October Sky</i> <i>The Hobbit</i> <i>One Flew Over the Cuckoo's Nest</i> <i>Cold, Sassy Tree</i> <i>Into the Wild</i> <i>Monster</i> <i>Something Wicked This Way Comes</i> <i>The Awakening</i> <i>The Bluest Eye</i> <i>Tuesdays with Morrie</i> <i>Their Eyes Were Watching God</i> <i>Cry, the Beloved Country</i> <i>The Pigman</i> <i>Brave New World</i> <i>The Bean Tree</i>	10/17/1994 9/18/2003 Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa Supplementa	1994 Prentice-Hall Townsend Press 1980 MacMillan 1998 Delacorte Press
English 10 (Honors)	8/9/1993	Prentice Hall Literature, Platinum Vocabulary for College B (wk/bk) <i>Call of the Wild</i> <i>White Fang</i> <i>October Sky</i> <i>Wuthering Heights</i> <i>The Great Gatsby</i> <i>Brave New World</i> <i>October Sky</i> <i>The Hobbit</i> <i>The Chocolate War</i> <i>Whatever Happened to Janie</i>	10/17/1994 9/1/1994 9/18/2003 1/11/1993 9/18/2003 6/22/2006 6/22/2006	1994 Prentice Hall 1981 Harcourt Brace Jovanovich 1998 Delacorte Press 1987 Berkely Publications Co. 1980 MacMillan 1946 Harper 1998 Delacorte Press 1974 Laurel-Leaf Books 1993 Laurel-Leaf Books
English 11 (CP)		Prentice Hall Literature, The American Experience Advanced Word Power	6/20/141	2014 Pearson/Prentice Hall Townsend Press

Spanish III (11/12) 5 credits Conversational Spanish Spanish IV (12) 5 credits World Culture & Conversation (9-10) 5 credits World Culture & Conversation (10-12) 5 credits World Languages	8/15/1989	Multivista Cultural Navegando 3	6/7/1976	1982	Prentice-Hall
	8/15/1989	Basic Spanish Grammar (Sixth Edition) Supplemental Supplemental	6/16/2005	2005	EMC Paradigm
	8/22/1996	Marianela (Supplemental Material)	4/27/1987	1984	D.C. Heath & Co.
			N/A	N/A	N/A
HEALTH	Health (K)	3/13/1995	NONE		
	Health (Gr. 1)	Rev 3/29/93	NONE		
	Health (Gr. 2)	Rev 3/29/93	NONE		
	Health (Gr. 3)	Rev 3/29/93	NONE		
	Health (Gr. 4)	Rev 3/29/93	NONE		
	Health (Gr. 5)	12/14/1995	Health (Gr. 5)	8/20/2001	1999 McGraw-Hill
	Health (Gr. 6)	12/14/1995	Teen Health (Course 1) Gr. 6	8/20/2001	1999 Glencoe McGraw-Hill
	Health 7	6/9/1986	Teen Health (Course 2)	7/30/2002	1999 Glencoe/McGraw-Hill
	Health 8	9/10/1984	Teen Health (Course 3)	7/30/2002	1999 Glencoe/McGraw-Hill
	Health 9	Rev. 12/14/95	Education in Sexuality	4/15/1993	1999 Glencoe/McGraw-Hill
	Health 10	7/11/1983	Driver Manual (N.J.)	10/15/1984	Current NJ Div. of MV
	Health 11	Rev. 7/28/86	First Aid: Responding to Emergencies		2007 American Red Cross
	Health 12	3/29/1993	NONE	N/A	N/A
	Sports Med./Athletic Training (11-12-Sem. Crse)	Rev. 11/14/94	Basic Athletic Training	5/20/1993	1987 Cramer Productivity, Inc.
	Sports Medicine/Athletic Training (Adv.) (11/12)	11/14/1994	Basic Athletic Training	5/20/1993	1987 Cramer Productivity Inc.
HOME ECONOMICS	Child Development	9/15/1989	The Developing Child	2000	
	Gourmet & International Cooking (10-12)	12/14/1995	Food For Today	2004	
	Homemaking I (9-12)	8/12/1985			
	Wardrobe Design & Home Crafts (10-12)	8/22/1996	Clothing: Fashion, Fabrics & Construction	2003	
LIBRARY SKILLS (ENGLISH)	Library Skills (Gr. K)	3/13/1995	NONE	N/A	N/A
	Library Skills (Gr. 1-5)	9/10/1984	Supplemental	N/A	N/A
	Library Skills (Gr. 6-8)	9/10/1984	Supplemental	N/A	N/A
	Library Skills (Gr. 9-12)	9/10/1984	Supplemental	N/A	N/A
MATHEMATICS	Mathematics - Kindergarten		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 1		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 2		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 3		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 4		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 5		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 6		Everyday Math, 3rd Edition	2007	SRA McGraw Hill
	Mathematics - Gr. 7 (BSI)		Prentice Hall Mathematics-course 1	6/1/2010	2010 Pearson Publishers
	Mathematics (Gr. 7)		Prentice Hall Mathematics-course 2	6/1/2010	2010 Pearson Publishers
			Prentice Hall Mathematics-course 2	6/1/2010	2010 Pearson Publishers
ELECTIVES	Media I (11/12) 5 credits	8/20/2009			
	Media II (12)	8/20/2009			
	Yearbook Workshop	8/20/2009	Press Time	8/8/1988	1985 Prentice Hall
	Intro to 20th Century Film		The Art of Watching Films - 7th Edition		McGraw-Hill
EXPLORATORY	Art - Gr. 6-8	9/15/1989	Exploring Art	11/18/2004	2004 Glencoe McGraw-Hill
	Computers - Gr. 6-8	9/15/1989	NONE	N/A	N/A
	Contemporary Studies Gr. 6	9/15/2005	NONE	N/A	N/A
	Curriculum Guide for Problem Solving Gr. 6	9/23/1991	NONE	N/A	N/A
	Exploring the Future (Gr. 5)	3/14/1994	NONE	N/A	N/A
	French - Gr. 5	8/27/1990	NONE	N/A	N/A
	Journalism (Gr. 6)	9/11/1994	NONE	N/A	N/A
	Multicultural Studies - Gr. 6	8/26/1991	NONE	N/A	N/A
	Music - Gr. Music - Gr. 6-8	9/15/1989	NONE	N/A	N/A
	Nutrition (Gr. 5)	11/14/1994	NONE	N/A	N/A
	Spanish - Gr. 6-8	9/15/1989	NONE	N/A	N/A
FOREIGN LANGUAGE	French I (9-11) 5 credits		TPRS Materials	N/A	N/A
	French II (10-12) 5 credits		TPRS Materials	N/A	N/A
	French III (11/12) 5 credits		TPRS Materials	N/A	N/A
	French IV (12) 5 credits		TPRS Materials	N/A	N/A
	German I (9-11) 5 credits		TPRS Materials	N/A	N/A
	German II (10-12) 5 credits		TPRS Materials	N/A	N/A
	German III (11/12) 5 credits		TPRS Materials	N/A	N/A
	German IV (12) 5 credits		TPRS Materials	N/A	N/A
	Int. into Study of For. Lang. & Cultures (7/8)	7/28/1986	NONE	N/A	N/A
	Middle School Spanish	8/20/2009	¡Ven conmigo! (Level 1)	7/30/2002	2003 Holt, Rinehart, & Winston
	Spanish I (9-11) 5 credits	8/15/1989	¡Ven conmigo! (Level 1)	6/12/1995	1996 Holt, Rinehart and Winston
	Spanish II (10-12) 5 credits	8/15/1989	¡Ven conmigo! (Level 2)	4/25/1996	1996 Holt, Rinehart & Winston

Biology (AP) (12)10 credits		Biology - Seventh Edition		2008	Pearson
Chemistry: An Investig. into Food & Nutrition (11)	Rev. 8/22/96	Food Science - the Biochemistry of	8/20/2001	2002	Glencoe
Chemistry (CP) (11/12) 5 credits	3/7/2011	World of Chemistry	3/12/2007	2007	McDougal, Littell
Chemistry (Honors) (11/12)5 credits	6-Aug	Chemistry Matter and Change	6/22/2006	2005	Glencoe Science
Meteorology (11/12)		Meteorology: Understanding the Atmosphere	7/19/2007	2007	Thompson Books/Cole
Physical Science CP (Gr. 9) 5 credits		Foundations of Physical Science with Earth and Space Science		2007	CPO Science-Delta Education
Physical Science H (Gr. 9) 5 credits	Rev. 11/14/94	Foundations of Physical Science with Earth and Space Science	8/14/2000	2007	CPO Science-Delta Education
Physics (CP) (12) 6 credits	9/1/1994	Physics Principals and Problems	8/14/2000	1999	Glencoe/McGraw Hill
Physics (Honors) (12) 6 credits		Physics Principals and Problems	N/A	2013	Glencoe/McGraw Hill
Rocket Science & Space Exploration		NONE	12/2013	N/A	N/A
Marine Science		Marine Science: The Dynamic Ocean		2012	Pearson
Science K-5		Science Fusion		2012	Houghton Mifflin Harcourt
Science (Gr. 6)	Rev. 8/15/89	Science	8/13/1998	1995	MacMillan/McGraw-Hill
Science 7	9/10/1984	Interactions of Matter	8/10/1999	2007	Holt, Reinhardt, & Winston
Science 7		Introduction of Matter		2005	Holt, Reinhardt, & Winston
Science 7		Cells, Heredity and Classification		2007	Holt, Reinhardt, & Winston
Science 8 (Reg)	6/12/1989	Science Plus: Technology and Society (L- Red)	8/10/1999	1997	Holt, Reinhardt, & Winston

SOCIAL STUDIES

Maps & Globes (Gr. 2-6)	8/10/1981	Enrichment Materials	N/A	2003	N/A
Social Studies (4)		The New Jersey Adventure (4)	4/24/2003	N/A	Gibbs-Smith
Social Studies (5)	Rev. 3/13/95	United States & It's Neighbors	6/12/1995	1985	MacMillan/McGraw-Hill
Social Studies (6)	Rev. 3/13/95	World Geography & Cultures	4/12/2007	2007	McDougal Littell
Social Studies 7 (SE only.)		United States History	7/28/2011	2012	Houghton Mifflin Harcourt
Social Studies 7 (Reg.)	Rev. 12/12/96	America: History of Our Nation, NJ Edition	3/12/2007	2007	Prentice Hall
Social Studies 7 (Adv.)	12/14/1987	America: History of Our Nation, NJ Edition	3/12/2007	2007	Prentice Hall
Social Studies 8 (SE only.)		Ancient Civilizations	8/18/2011	2012	Houghton Mifflin Harcourt
Social Studies 8 (Reg.)	Rev. 12/12/96	Glencoe Human Heritage: A World History	10/18/2001	2001	Glencoe/McGraw Hill
World History 9 (Reg.) 5 credits		History of Our World			
World History 9 (CP) 5 credits		World History Modern Times			
World History 9 (Honors) 5 credits		World History Modern Times			
American Government (11-12)	8/8/1988	(Magruder's) American Government	6/27/1994	1994	Prentice-Hall
Cultural Diversity (11/12)	8/30/1993	NONE (All Supplemental Materials)	N/A	N/A	N/A
Current Topics in World Affairs	Rev. 8/15/89	Newsweek / Time / US News	Current	Current News/Week	
D.E.L. V.E. (Gr. 11-12)	8/27/1990	NONE - Supplemental Materials only	N/A	N/A	N/A
Economics (11/12)	4/14/1986		N/A	N/A	N/A
Minority Experience	8/15/1989	NONE			
Psychology (AP)		Introduction to Psychology			
Psychology (CP)		Psychology and You			
US History I (Reg.) (10)	Rev. 9/10/90	The American Republic	6/21/2007	1995	West
US History I (CP) (10)	Rev. 9/10/90	US History		2007	Glencoe
US History I (Honors)	9/1/1994	The American Pageant	8/10/1999	2008	Prentice Hall
				1998	Houghton-Mifflin

Course/Textbook Inventory
2013-2014

Mathematics (Gr. 7) Adv.		Prentice Hall Mathematics-course 2	6/1/2010	2010	Pearson Publishers
Mathematics - Gr. 8 (BSI)		Prentice Hall Mathematics-course 3	6/1/2010	2010	Pearson Publishers
Mathematics (Gr. 8)		Prentice Hall Mathematics-course 3	6/1/2010	2010	Pearson Publishers
Algebra I (CP) (Gr. 9-12)	2010	Algebra -Larson	2010	2011	Holt McDougal
Algebra II (CP) (Gr. 10-12)	8/17/1987	Algebra II	5/2013	2012	Holt McDougal
Algebra II (Honors) (Gr. 10-12)	8/20/2009	Algebra II	5/2013	2012	Holt McDougal
Precalculus (CP) (10-12)	2/10/1986	PreCalculus (4th ed.)	8/13/1998	1997	Houghton-Mifflin Co.
Precalculus (Honors) (11/12)	8/20/2009	PreCalculus (4th ed.)	8/13/1998	1997	Houghton-Mifflin Co.
Calculus (CP) (12)	Rev. 8/22/96	Calculus of a Single Variable (5th Edition)	8/22/1996	1994	DC Heath & Co.
Calculus (AP) (12)		AP Calculus -Early Transcendentals; Single Variable (9th ed.)		2009	John Wiley & Sons, Inc.
Geometry (CP) (9-12)	5/9/1983	Geometry	6/20/2002	2001	McDougal-Littell
Geometry (Honors) (9-12)		Geometry		1990	Houghton-Mifflin Co.
Integrated Math III		Contemporary Mathematics in Context		2003	Glencoe-McGraw Hill
Integrated Math IV		Contemporary Mathematics in Context		2003	Glencoe-McGraw Hill
LD Math-Algebra A /Algebra B	2010	Concepts of Algebra	2010	2010	Holt McDougal
Statistics & Probability CP (11/12) 5 credits	8/20/2009	Workshop Statistics	6/22/2006	2001	Key College Publishing
Statistics & Probability AP (11/12) 5 credits	8/20/2009	Workshop Statistics: A step by Step Approach	6/22/2006	2001	McGraw-Hill
Concepts of Algebra	2010	Concepts of Algebra	2010	2010	Holt McDougal
Computer II		Java Software Solutions for AP Computer Science			Pearson-Addison Wesley
SRA Math		HSPA Mathematics		2008	Primiani/Caroscio

MUSIC

General Music (K)	3/13/1995	NONE	N/A	N/A	N/A
General Music (grs. 1-5)	7/9/1984	Music Book	7/13/1981	1975	Holt
Vocal Music (4-6)	7/9/1984	Supplemental Materials	N/A	Current	N/A
Elementary Chorus (K-5)	7/9/1984	NONE	N/A	N/A	N/A
Music (Gr. 6-8)	7/9/1984	NONE	N/A	N/A	N/A
Elem Instrumental Music (Gr. 4 & 5)	7/9/1984	NONE	N/A	N/A	N/A
Junior Bnd (Gr. 6-8)	7/9/1984	NONE	N/A	N/A	N/A
Band (9-12)	Rev. 8/9/93	(Sheet music as needed)	N/A	N/A	N/A
Chorus (9-12)	6/8/1981	The Choral Workbook Series (Bks 3 & 4)	10/10/1996	N/A	N/A
Music Theory (10-12)	8/11/1986	Practical Theory	6/8/1987	1982	Alfred Publishing
Instrumental Ensemble (9-12) 5 credits	8/20/2009				

PHYS. ED.

Physical Education (K)	3/13/1995	NONE	N/A	N/A	N/A
Physical Education (1-4)	2/9/1981	NONE	N/A	N/A	N/A
Physical Education (5/6)	9/9/1999	NONE	N/A	N/A	N/A
Physical Education (9-12)	9/10/1984	NONE	N/A	N/A	N/A

SCIENCE

Aeronautics (9-12) 5 credits	8/20/2009	NONE	N/A	N/A	N/A
Anatomy & Physiology (11/12)	8/20/2009	Essentials of Human Anatomy & Physiology	7/19/2007	2006	Pearson Education
Applied Environmental Science (11/12) 5 credits		Environmental Science	4/11/2002	2000	Holt, Rinehart & Winston
Biology (CP) (10) 5 credits		Biology		2004	Prentice Hall
Biology (Honors) (10) 5 credits	8/30/1993	Essential Biology w/ Physiology	7/16/2009	2007	Pearson

Course/Textbook Inventory
2013-2014

US History II (Reg.) (11)
US History II (CP) (11)
US History II (AP) (11)

Rev. 8/30/93 The American Republic
Rev. 8/30/93 US History
American Pageant 11E

6/21/2007 2007 Glencoe
2008 Prentice Hall
1998 Houghton Mifflin

PROFESSIONAL SERVICES
COMPARISON OF FEES

		2013-2014 FEE	2014-2015 FEE
AUDITOR Nighthinger Colavita & Volpa	Partner	\$125.00	\$130.00
	Senior	\$95-\$100	\$90.00
	Asst. Sr.	\$80.00	\$70.00
	Staff	\$65-\$75	\$55-\$60
	Office Support	\$40-\$50	\$45-\$55
GENERAL COUNSEL Lipman, Antonelli, Batt, Gilson, Rothman & Capasso	Attorney - Jane Capasso	\$155.00	\$155.00
GENERAL COUNSEL Parker McCoy	Attorney - Frank P. Cavallo, Jr.	\$160.00	\$160.00
SPECIAL/GENERAL COUNSEL Porzio Bromberg & Newman	Attorney - Vito Gagliardi	General Counsel	General Counsel
	Attorney - Kerri A. Wright	\$175.00	\$175.00
BOND COUNSEL Parker McCoy	Attorney - Phillip A. Norcross	\$250-\$365	\$225-\$275
	Sr. Associates Fee	\$205-\$340	\$225-\$265
LABOR & NEGOTIATIONS COUNSEL Schwartz Simon Edelstein & Celso	Associates Fee	\$155-\$300	\$165-\$220
	Attorney - Paul C. Kalac	\$165.00	\$165.00
ARCHITECT OF RECORD Garrison Architects	Principal Architect	\$150.00	\$150.00
	Sr. Associates Fee	\$110.00	\$125.00
CONSULTING ENGINEER Fralinger Engineering	Project Architects		\$110.00
	Professional Engineer	\$130.00	\$130.00
ENVIRONMENTAL CONSULTANT Sweetwater Environmental Management	Licensed Wastewater Operator	\$725.00	\$730.00
	Licensed Potable Water Operator	\$235.00	\$240.00
	Annual Consumer Confidence Report	\$125.00	\$130.00
	Out-of-Scope Services Fee	\$80.00	\$80.00
REGULATORY SERVICES TTI Environmental, Inc.	AMERA (6 month inspections)	\$300.00	\$300.00
	AMERA (3 year inspection)	\$475.00	\$475.00
	NJ Right-to-Know Survey	\$400.00	\$450.00

PITTSBURGH TOWNSHIP SCHOOLS

Administration Building

1076 Almond Road

Pittsburgh, New Jersey 08318-3950

(856) 358-3094 Fax: (856) 358-6020

HENRY BERMAN
Superintendent of Schools
(Ext. 4016)SUZANNE R. FOX ARDILL
Business Administrator
(Ext. 4018)YVETTE DUBOIS
Director of Curriculum & Instruction
(Ext. 4013)PITTSBURGH TOWNSHIP SCHOOLS
Accounts and SignatoriesPittsburgh Community School SACC – BusAdm/BdSec; Director of Community School;
(SACC Secretary as alternate to Director);

2 signatures required.

A.P. Schlick HS Special Account – BusAdm/BdSec; APSSHS Principal;

(APSSHS Asst. Principal as alternate for the Principal);

2 signatures required.

Construction Investment Account – BusAdm/BdSec; Superintendent; Board President;

3 signatures required. (1 Live Signature / 2 Facsimile)

Accounts Payable – BusAdm/BdSec; Superintendent, Board President;

3 signatures required. (1 Live Signature / 2 Facsimile)

Payroll – BusAdm/BdSec; Superintendent;

2 signatures required. (2 Facsimile)

Athletic Fund – Athletic Director; BusAdm/BdSec; APSSHS Principal;

(Superintendent as alternate for BusAdm);

2 signatures required.

Payroll Agency – BusAdm/BdSec;

(Superintendent as alternate for BusAdm);

1 signature required.

Flexible Spending Account – BusAdm/BdSec;

(Superintendent as alternate for BusAdm);

1 signature required.

Student Activities – APSSHS Principal; APSSHS Vice Principal;

(BusAdm/BdSec as alternate for either);

2 signatures required.

Cafeteria Fund – BusAdm/BdSec; Superintendent;

2 signatures required.

Norma General Fund – BusAdm/BdSec; Building Principal;

2 signatures required.

Olivet General Fund – BusAdm/BdSec; Building Principal;

2 signatures required.

Middle School General Fund – BusAdm/BdSec; Building Principal;

(Director of Curriculum & Instruction as alternate for Principal)

2 signatures required.

Petty Cash Enterprise Account – BusAdm/BdSec; Board President; Superintendent;

3 signatures required. (1 Live Signature / 2 Facsimile)

Jon Bellem Memorial Scholarship – BusAdm/BdSec; Superintendent;

1 signature required.

Robert Kinner Scholarship – BusAdm/BdSec; Superintendent;

1 signature required.

Laura Weinberg Scholarship – BusAdm/BdSec; APSSHS Principal;

2 signatures required.

Jeffrey Robert Kennedy Memorial Scholarship – BusAdm/BdSec; Superintendent;

2 signatures required.

Sarah Dickerson Memorial Scholarship – BusAdm/BdSec; Superintendent;

2 signatures required.

Susquehanna Bank – Construction Management Account – BusAdm/BdSec; Superintendent; Board President;

3 signatures required.

Susquehanna Bank – Warrant Account – BusAdm/BdSec; Superintendent; Board President;

3 signatures required.

NJ Cash Management Account – BusAdm/BdSec; Superintendent; Board President;

3 signatures required.

2014-2015 PETTY CASH FUNDS

LOCATION	PERSON RESPONSIBLE	AMOUNT
APSSHS	Building Principal	\$ 100
PTMS	Building Principal	\$ 100
Olivet	Building Principal	\$ 100
Elmer	Building Principal	\$ 100
Norma	Building Principal	\$ 50
CST	Director	\$ 100
APSSHS – MD Class	Director of Special Education	\$ 100
Olivet – Autism Program	Director of Special Education	\$ 100
Transportation	Transportation Supervisor	\$ 100
Central Office	Superintendent	\$ 100
Central Office	Business Administrator	\$ 100
SACC	Director of Curriculum & Instruction	\$ 100
Petty Cash Enterprise Account	SACC Director	\$ 50
Maintenance	Business Administrator	\$2,500
	Maintenance Supervisor	\$ 100

File: 2013-2014 - APPOINTMENTS & DESIGNATIONS
May 15, 2014 - PETTY CASH FUNDS 2014-2015 SY

We are an Equal Opportunity Employer - F/M

PITTSBOROUGH TOWNSHIP SCHOOL DISTRICT
1076 ALMOND ROAD
PITTSBOROUGH, NJ 08318

BUSINESS SERVICES AGREEMENT
NEWFIELD BOROUGH BOARD OF EDUCATION
2014-2015 SCHOOL YEAR

That the Newfield Borough Board of Education (Newfield) will contract with Pittsgrove Borough School District (Pittsgrove) to provide the following Shared Services to Newfield, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq), effective July 1, 2014 through June 30, 2015.

General Requirements

- A. To maintain all records and correspondence of the Board of Education as directed by New Jersey Statutes and to manage all financial affairs of the district to provide optimum educational services.
- B. Area of Responsibility – Business Office, Transportation, Maintenance and Operations, Food Service, non-certified personnel as directed by the Chief School Administrator and the Board of Education.
- C. Qualifications – Must hold appropriate New Jersey Certification.

Performance Responsibilities

- A. To keep all contracts, securities, records and documents belonging to the Board of Education.
- B. To serve as the general accountant of the Board and keep correct and detailed accounts of all financial transactions as prescribed by statute and Board regulation.
- C. To act as official purchasing agent of the Board of Education, including monitoring all requisitioning procedures.
- D. To audit all claims, invoices and demands against the Board of Education and to present those to the Board for payment.
 - a. Handle all inquiries concerning accounts payable.
 - b. Handle all aspects of inputting the school budget in the computer for each school year.
 - c. Preparation and verification of a list of monthly bills for payment by the Board of Education.
 - d. Conduit between the Board Secretary and Treasurer of School Funds in the areas including receipts, expenditures and the payroll accounts.
 - e. Monthly balancing of Board of Education bank accounts.
- E. To report to the Board at each regular meeting on all financial transactions and on the status of all accounts of the Board.
- F. To prepare a detailed report of all financial transactions of the Board at the end of the fiscal year and file a copy of the same with the County Superintendent.
- G. To be responsible for the advertisement and tabulation of all bids and the notification of all contracts awarded in the name of the Board.
- H. To attend (or designate) all Board meetings, record all proceedings of the Board and in accordance with the Chief School Administrator, handle Board correspondence.
- I. To notify all members of the Board of all regular and special meetings of the Board.
- J. To take actions to ensure that all tuition, fees and monies are collected that are due the Board of Education and transfer the same to the Custodian of School Funds.

PITTSBOROUGH TOWNSHIP SCHOOL DISTRICT
1076 ALMOND ROAD
PITTSBOROUGH, NJ 08318

NOW THEREFORE, BE IT RESOLVED that the Pittsgrove Township Board of Education hereby establishes the school district travel cost maximum for the 2014-2015 school year at \$80,000;

WHEREAS the district travel cost maximum established on May 13, 2013 for the 2013-2014 school year was \$80,000. The year to date school district travel for the 2013-2014 school year, including state and federal funds as of May 1, 2014 is as follows:

STATE FUNDS	FEDERAL FUNDS	TOTAL
\$7,208.25	\$23,660.88	\$30,869.13

BE IT FURTHER RESOLVED that the Business Administrator shall track and record costs to insure that the maximum amount is not exceeded.

Business Services Agreement – Newfield Borough Board of Education

The parties agree that either may terminate this Agreement upon forty-five (45) days written notice upon the other. No cause shall be required for either party to terminate this Agreement. Should any dispute arise regarding the termination of this Agreement, it shall be submitted to the County Superintendent for resolution. His or her decision regarding any such dispute shall be final.

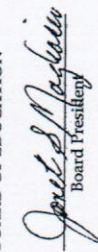
Neither party shall have any further financial responsibility to the other arising out of this Agreement other than the payments called for in the body of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal this 14th day of May, 2014.

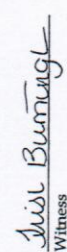
PITTSBURGH BOROUGH
SCHOOL DISTRICT


Dominick Mileta, III
Board President

NEWFIELD BOROUGH
BOARD OF EDUCATION


Board President


Suzanne R. Fox
Board Secretary


Witness

May 19, 2014
Date of Board Adoption

May 12, 2014
Date of Board Adoption

SSBA/ps
05/19/14

FILE: 2014-2015 Districts

Business Services Agreement – Newfield Borough Board of Education

- K. To have general responsibility for the operation of the insurance program.
- L. To supervise all district operated transportation services, including proper operation and maintenance of vehicles, as well as monitoring transportation agreements.
- M. To be responsible for general supervision and financial reporting to the Board and other agencies of Federal and State Government for the business operations of the school food services program.
- N. To work with the Board, the Chief School Administrator, and other members of the administrative team, architects and attorneys in planning future construction, contracting and acquiring suitable financing. Not applicable until mutually agreed.
- O. To assist the Chief School Administrator in planning and preparing the annual budget as well as long term planning and allocation of resources.
- P. In conjunction with the Chief School Administrator, to help interpret the budget and other financial concerns to the community.
- Q. To act as advisor to the Board and Chief School Administrator on all questions relating to business and financial affairs.
- R. Perform all duties and responsibilities that are either ordinarily performed by the Board Secretary's office or which are required of or assigned by law to the Board Secretary.

Pittsgrove does not have review or oversight ability over its employee providing the business services in question, while he or she is working in the contracting district, and Pittsgrove has no control over his or her actions or work while performing those duties.

Therefore, the Newfield Borough Board of Education holds Pittsgrove harmless for any and all actions engaged in by their employee while providing business services to the Newfield Borough Board of Education, eliminating any and all claims that might be asserted for any reason whatsoever against Pittsgrove, as a result of the actions of its employee, when providing business services to the Newfield Borough Board of Education. Newfield will keep up same level of support to the Business Office. Pittsgrove is designated as the primary employer for the purposes of its employee's tenure rights.

Employees that come under the responsibility of the contracted business administrator will share the school calendar of Pittsgrove. Future contracts will be mutually developed and prepared by March of each year for appropriate Board consideration.

The District of Newfield agrees not to hire, in any capacity, any Business Administrator or Business Office Staff employed by Pittsgrove Borough School District during the terms of the agreement and for a period of one (1) year following termination of the agreement.

The fee for these services for the 2014-2015 school year will be \$ 39,735.00. Payment from Newfield for these services will be as follows:

Due Date	Amount
07/15/14	\$ 9,933.75
10/15/14	\$ 9,933.75
01/15/15	\$ 9,933.75
04/15/15	\$ 9,933.75

Additional services may be added to this contract as negotiated in the future.

Business Services Agreement – Elmer Borough Board of Education

- L. To supervise all district operated transportation services, including proper operation and maintenance of vehicles, as well as monitoring transportation agreements.
- M. To be responsible for general supervision and financial reporting to the Board and other agencies of Federal and State Government for the business operations of the school food services program.
- N. To work with the Board, the Chief School Administrator, and other members of the administrative team, architects and attorneys in planning future construction, contracting and acquiring suitable financing. Not applicable until mutually agreed.
- O. To assist the Chief School Administrator in planning and preparing the annual budget as well as long term planning and allocation of resources.
- P. In conjunction with the Chief School Administrator, to help interpret the budget and other financial concerns to the community.
- Q. To act as advisor to the Board and Chief School Administrator on all questions relating to business and financial affairs.
- R. Perform all duties and responsibilities that are either ordinarily performed by the Board Secretary's office or which are required of or assigned by law to the Board Secretary.

Pittsgrove does not have review or oversight ability over its employee providing the business services in question, while he or she is working in the contracting district, and Pittsgrove has no control over his or her actions or work while performing those duties.

Therefore, the Elmer Borough Board of Education holds Pittsgrove harmless for any and all actions engaged in by their employee while providing business services to the Elmer Borough Board of Education, eliminating any and all claims that might be asserted for any reason whatsoever against Pittsgrove, as a result of the actions of its employee, when providing business services to the Elmer Borough Board of Education. Elmer will keep up same level of support to the Business Office. Pittsgrove is designated as the primary employer for the purposes of its employee's tenure rights.

Employees that come under the responsibility of the contracted business administrator will share the school calendar of Pittsgrove. Future contracts will be mutually developed and prepared by March of each year for appropriate Board consideration.

Elmer Borough Board of Education agrees not to hire, in any capacity, any Business Administrator or Business Office Staff employed by Pittsgrove Township School District during the terms of the agreement and for a period of one (1) year following termination of the agreement.

Pittsgrove Township School Districts fee for these services for the 2013-2014 school year is \$ 27,060.00. Payment from Elmer Borough Board of Education for these services will be as follows:

Due Date	Amount
07/15/14	\$ 6,765.00
10/15/14	\$ 6,765.00
01/15/15	\$ 6,765.00
04/15/15	\$ 6,765.00

Additional services may be added to this contract as negotiated in the future.

PITTSBURGH TOWNSHIP SCHOOL DISTRICT
1076 ALMOND ROAD
PITTSBURGH, NJ 08318

BUSINESS SERVICES AGREEMENT
ELMER BOROUGH BOARD OF EDUCATION
2014-2015 SCHOOL YEAR

That the Elmer Borough Board of Education (Elmer) will contract with Pittsgrove Township School District (Pittsgrove) to provide the following Shared Services to Elmer, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A65-1 et seq), effective July 1, 2014 through June 30, 2015.

General Requirements

- A. To maintain all records and correspondence of the Board of Education as directed by New Jersey Statutes and to manage all financial affairs of the district to provide optimum educational services.
- B. Area of Responsibility – Business Office, Transportation, Maintenance and Operations, Food Service, non-certified personnel as directed by the Chief School Administrator and the Board of Education.
- C. Qualifications – Must hold appropriate New Jersey Certification.

Performance Responsibilities

- A. To keep all contracts, securities, records and documents belonging to the Board of Education.
- B. To serve as the general accountant of the Board and keep correct and detailed accounts of all financial transactions as prescribed by statute and Board regulation.
- C. To act as official purchasing agent of the Board of Education, including monitoring all requisitioning procedures.
- D. To audit all claims, invoices and demands against the Board of Education and to present those to the Board for payment.
 - a. Handle all inquiries concerning accounts payable.
 - b. Handle all aspects of inputting the school budget in the computer for each school year.
 - c. Preparation and verification of a list of monthly bills for payment by the Board of Education.
 - d. Conduct between the Board Secretary and Treasurer of School Funds in the areas including receipts, expenditures and the payroll accounts.
 - e. Monthly balancing of Board of Education bank accounts.
- E. To report to the Board at each regular meeting on all financial transactions and on the status of all accounts of the Board.
- F. To prepare a detailed report of all financial transactions of the Board at the end of the fiscal year and file a copy of the same with the County Superintendent.
- G. To be responsible for the advertisement and tabulation of all bids and the notification of all contracts awarded in the name of the Board.
- H. To attend (or designate) all Board meetings, record all proceedings of the Board and in accordance with the Chief School Administrator, handle Board correspondence.
- I. To notify all members of the Board of all regular and special meetings of the Board.
- J. To take actions to ensure that all tuition, fees and monies are collected that are due the Board of Education and transfer the same to the Custodian of School Funds.
- K. To have general responsibility for the operation of the insurance program.

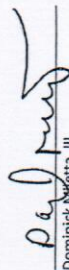
Business Services Agreement – Elmer Borough Board of Education

The parties agree that either may terminate this Agreement upon forty-five (45) days written notice upon the other. No cause shall be required for either party to terminate this Agreement. Should any dispute arise regarding the termination of this Agreement, it shall be submitted to the County Superintendent for resolution. His or her decision regarding any such dispute shall be final.

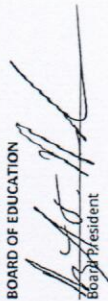
Neither party shall have any further financial responsibility to the other arising out of this Agreement other than the payments called for in the body of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal this 19th day of May, 2014.

PITTSBURGH TOWNSHIP
SCHOOL DISTRICT


Dominick Miletta, III
Board President

ELMER BOROUGH
BOARD OF EDUCATION


Suzanne R. Fox
Board Secretary


Suzanne R. Fox
Board Secretary


Suzanne R. Fox
Board Secretary

5-19-14
Date of Board Adoption

May 20, 2014
Date of Board Adoption

SRA/BS
05/09/14

FILE: 2014-2015 Districts
BCE Approved: 05/13/14

AGREEMENT TO PROVIDE LEGAL SERVICES

THIS AGREEMENT, as of May 14, 2014, is made BETWEEN PITTSBURGH TOWNSHIP BOARD OF EDUCATION, whose mailing address is 1076 Almond Road, Pittsburgh Township, New Jersey 08318 referred to as "Board", and PARKER McCAY P.A., whose address is 9000 Midlantic Drive, Suite 300, Mount Laurel, New Jersey 08054-5054, referred to as "Parker McCay".

1. **LEGAL SERVICES TO BE PROVIDED.** It is agreed that Parker McCay will represent the Board in the matters set forth below with Frank P. Cavallo, Jr. being designated as the responsible attorney. The legal work includes all necessary court appearances, research, investigation, correspondence, preparation and drafting of pleadings and other legal documents, trial preparation, conferences in person and by telephone with you and with others, attendance at meetings (when requested by the Board) and related work.

2. **LEGAL FEES.** Parker McCay will submit invoices and vouchers for legal services rendered on behalf of the Board as follows:

A. **Hourly Rate.** The Board agrees to pay Parker McCay for legal services at the rate of \$160.00 per hour for all attorneys.

B. **All Services Will be Billed.** The Board will be billed at the hourly rates set forth in paragraph 2A. for all services rendered. This includes telephone calls, dictating and reviewing letters, attendance at meetings, Court appearances, legal research, negotiations and any other service relating to Board matters.

3. **COSTS AND EXPENSES.** In addition to legal fees, the Board agrees to pay service fees, investigator fees, deposition costs, messenger services, photocopying charges, telephone toll costs, postage and any other necessary expenses.

4. **BILLS.** Parker McCay will send the Board itemized bills on a monthly basis. Bills for costs and legal services are due upon receipt.

5. **NO GUARANTEE.** Parker McCay agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions which are just and reasonable for the Board. However, because of the uncertainty of legal proceedings, the interpretation and changes in the law and many unknown factors, attorneys cannot and do not warrant, predict or guarantee results or the final outcome of any case.

6. **RECORDS AND PAPERS.** All papers, documents, memoranda, plans, specifications and reports, and all other materials relating to the administration of the Office of the Board Solicitor, shall be and remain the property of the Board. The Board Solicitor shall upon his termination and upon receipt of a written request from the Board, surrender to his successor all Board property together with a written consent to use all such materials in the best interest of the Board. Provided, however, that the Board will pay the reproduction costs of all material so requested at the rate of \$.25 per page.

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made this 19th day of MAY, 2014, by and between the Pittsburgh Township Board of Education ("Board") and law firm of Porzio, Bromberg & Newman, P.C., 100 Southgate Parkway, Morristown, New Jersey 07962-1997 ("Contractor").

WHEREAS, the Contractor is a law firm practicing a recognized profession, which practice is regulated by law, and which practice includes the rendering of services to public bodies; and

WHEREAS, the law allows for a Resolution authorizing the award of contracts for "Professional Services" without competitive bids,

NOW THEREFORE, BE IT RESOLVED that the parties hereto intending to be mutually bound and in consideration of these mutual promises contained herein agree as follows:

1. Scope of Work. The Contractor is hereby engaged as special counsel, and all related matters, and shall render legal services as required.
2. Length of Contract. July 1, 2014 through June 30, 2015.
3. Compensation. The Board shall pay to Contractor for the services provided for herein a reduced rate of \$175.00 per hour for attorneys, and \$135.00 per hour for paralegals. Contractor shall also be reimbursed for any and all costs and expenses incurred or advanced by said Contractor on behalf of the Board, provided signed invoices with required certification and documentation of services are provided.
4. During the performance of this contract, the Contractor agrees as follows:
 - A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment

7. **TERMINATION.** The term of this Contract shall be from July 1, 2014 until June 30, 2015 unless earlier terminated by the Board. In the event that the Board shall fail to enter into a new contract upon the expiration of the term of this contract, this contract shall continue unless it is terminated in accordance with the procedure outlined in this Paragraph.

8. **SIGNATURES.** The Board and Parker McCay have read and agree to this Agreement. Parker McCay has answered all of the Board's questions and fully explained this Agreement to the Board's complete satisfaction. The Board has been given a copy of this Agreement.

PITTSBURGH TOWNSHIP
BOARD OF EDUCATION

ATTEST:

Suzanne R. Kelly
Board Secretary

By: *[Signature]*
President

PARKER McCAY P.A.
By: *[Signature]*
Frank P. Cavallo, Jr., Esquire

5. Termination. The Board may terminate this contract on written notice to the Contractor. The Contractor may terminate this contract only in a manner consistent with the Rules of Professional Conduct.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals this 19th

day of May, 2014.

PITTSBURGH TOWNSHIP BOARD OF EDUCATION

By: *Suzanne R. Fox*
Suzanne R. Fox, Abdi

PORZIO, BROMBERG & NEWMAN, P.C.

By: *Vito A. Gagliardi, Jr.*
Vito A. Gagliardi, Jr.

because of age, race, creed, color, national origin, ancestry, marital status or sex. The Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicant for employment, notices to be provided by the Public Agency Compliance officer setting forth provisions of this nondiscrimination clause.

B. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

C. The contractor or subcontractor agrees to inform in writing all recruitment agencies, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue to use any recruitment agency which engages in direct or indirect discriminatory practices.

D. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

E. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

AGREEMENT FOR PROFESSIONAL LEGAL SERVICES

THIS AGREEMENT between the PITTSBORO TOWNSHIP BOARD OF EDUCATION (hereinafter "Board") and the law firm of SCHWARTZ SIMON EDELSTEIN & CELSO, L.L.C. ("SSEC") contains the following mutually acceptable terms in consideration of the benefits derived therefrom:

1. PARTIES AND PURPOSE:

The Board is a duly elected or appointed political subdivision of the State of New Jersey with the authority to operate a system of thorough and efficient public schools within the geographic area of its District. SSEC, L.L.C. is a law firm comprised of duly licensed attorneys and appropriate support personnel necessary to provide legal services in the State of New Jersey.

By this Agreement, SSEC, L.L.C. is to provide professional legal services to the Board as hereinafter stated. In return for the compensation set forth in Paragraph 3 below, SSEC, L.L.C. shall provide the following professional legal services to the Board:

- (a) Legal representation of the Board, in the form of labor counsel, for the labor negotiations and all other labor matters associated with such negotiations between the Board and Pittsboro Education Association ("PEA") for a successor collective bargaining agreement between the parties commencing July 1, 2014
- (b) Legal advice and assistance on any other School District matter referred by the Board, Superintendent or other authorized staff.
- (c) Attendance at such Board meetings as may be authorized by the Board President or Superintendent.

(00632330; 1)

It is understood and agreed that Paul C. Kalac, Esq. will be the primary contact and responsible attorney for all Board matters. It is anticipated and agreed, however, that other Partners or Associates may handle specific Board legal matters from time-to-time.

2. DURATION:

This Agreement will commence on July 1, 2014 and shall remain in full force and effect until June 30, 2015. The Board may terminate this Agreement, at any time, by resolution. SSEC, L.L.C. may terminate this Agreement upon the provision of thirty (30) days notice to the Board.

3. LEGAL FEES:

In consideration of professional services rendered, SSEC, L.L.C. shall be compensated on an hourly basis. Time spent in any necessary and appropriate manner, in furtherance of the Board's legal objectives, shall be compensated at the rate of one hundred sixty-five dollars (\$165.00) per hour for all attorneys.

4. BILLING PROCEDURES; COSTS:

SSEC, L.L.C. shall provide a monthly itemized statement for all services rendered. The hourly fee, for professional services, include: all office overhead such as secretarial costs capital equipment, routine postage, routine copying, telephone charges, and travel. Out-of-pocket costs directly attributable to a specific client matter shall be separately billed as itemized expenses. Such out-of-pocket expenses typically include: Court filing fees; transcript costs; volume copying; messenger fees; express mail and delivery charges; and computerized legal research (limited to specific on-line and printing charges for the specific matter).

SSEC, L.L.C. shall endeavor to provide a billing statement to the Board within thirty (30) days of the conclusion of the prior month when the services were actually performed. All

(00632330; 1)

statements shall be supplemented by the Board's voucher. Payment, by the Board, shall be made promptly in accordance with the District's procedures.

5. AFFIRMATIVE ACTION:

SSEC, L.L.C. agrees to fully comply with the requirements of P.L. 1975, c.127, and all implementing regulations thereunder, all as amended from time-to-time. The mandatory language of the regulations, attached as Exhibit A, is incorporated herein by reference, and a current Treasury Certificate is attached as Exhibit B.

6. ENTIRE AGREEMENT:

The above provisions represent the complete and full understanding of the parties. Should any provision of this Agreement be contrary to law, it shall be severed from the remainder which shall continue in full force and effect. This Agreement is made pursuant to the requirements of N.J.S.A. §§ 18A:18A-5 and 18A:18A-40.

The above provisions are fully understood and accepted by the Board and SSEC, L.L.C. The following individuals are authorized to execute this Agreement on behalf of their respective parties.

PITTSBURGH TOWNSHIP BOARD
OF EDUCATION

By [Signature]
DOMINICK J. MILETTA, III
Board President

Dated: 5/19/14

SCHWARTZ SIMON
EDELSTEIN & CELSO, L.L.C.

By [Signature]
DANIEL C. KALAC
Counsel

Dated: 5/23/2014

By [Signature]
SUZANNE R. FOX ABDILL
Business Administrator/Board Secretary

Dated: 5/19/14

(0032530; 1)

3

Newfield Board of Education Interlocal Service Agreement

THIS AGREEMENT made this 29th day of November, 2012 between the BOARD OF EDUCATION of NEWFIELD, Newfield, New Jersey (hereinafter referred to as "NEWFIELD", and Pittsgrove Township Board of Education, Pittsgrove, New Jersey (hereinafter referred to as "SHARED SERVICE PARTICIPANT").

WITNESSETH:

- N.J.S.A. 40A:65-1 et seq. the Uniform Shared Services and Consolidation Act authorizes SHARED SERVICES by educational and municipal districts and authorities.
- NEWFIELD and SHARED SERVICES PARTICIPANT are participating.
- SHARED SERVICES PARTICIPANT wishes to join with NEWFIELD to provide Electrical, HVAC, Plumbing, Maintenance Services and Materials.
- NEWFIELD wished to provide these services and materials.

NOW THEREFORE, in consideration of the premises and the covenants hereinafter set forth, the parties agree as follows:

- NEWFIELD and SHARED SERVICES PARTICIPANT shall from time to time purchase above products and services.
- NEWFIELD will be responsible for hiring certified and competent employees and all materials to complete the task.
- The employees will be paid by NEWFIELD.
- NEWFIELD will have the right to hire employees to work for the SHARED SERVICE PARTICIPANT.
- SHARED SERVICE PARTICIPANT shall have the right to participate with any task or service.
- SHARED SERVICE PARTICIPANT shall pay NEWFIELD directly for services provided in accordance with the rate schedule in Exhibit A.
- SHARED SERVICE PARTICIPANT shall pay NEWFIELD directly for those items or services (or portions thereof) which they purchase in accordance with the rate schedule in Exhibit A.
- As per N.J.S.A., the term of this agreement shall be ten (10) years. Either party may cancel with a thirty (30) day written notice.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date herein above set forth.

ATTEST:

[Signature]
Witness

Newfield Board of Education

[Signature]
Board of Education President

1/7/13
Date

Shared Services Participant

ATTEST:

[Signature]
Board Secretary

[Signature]
Board of Education President

12/17/12
Date

0032530; 1

STERLING HIGH SCHOOL DISTRICT

801 PRESTON AVENUE, SUITE B • SOMERDALE, NEW JERSEY 08083-2149

Phone: 856-784-3545 Fax: 856-784-7823

All students at Sterling High School will learn and achieve a high level of academic achievement exceeding the New Jersey Core Curriculum Content Standards at all grade levels and national standards. We commit to a comprehensive system of support to assure this outcome.

April 23, 2014

Mr. Henry Bermann
Pittsgrove Township Schools
1076 Almond Avenue
Pittsgrove, NJ 08318

Dear Mr. Bermann:

First and foremost, I want to extend my appreciation for your continued business with South Jersey Technology Partnership (SJTP). Sterling High School doing business as "SJTP" has been in the forefront of "Shared Services" since 2003. We continue to provide school districts and local government the opportunity to save money, and to provide a one-stop shop for all your technology, purchasing, constructions management, custodial/maintenance, and business operations.

We have taken on a new approach this year for the services we offer to our partners, we are committed to work harder and smarter in the delivery of goods and services to your organization. We guarantee that all your projects managed by "SJTP" will be at a cost within your budget and with no change orders or legal hassle you may incur with another service provider.

Once again we look forward to working with your organization in any areas of shared services that we can accommodate. Attached is a copy of our shared service agreement with your organization, please approve at your next Board meeting, sign, keep a copy for your records, and return a copy to my office. If you have any questions or concerns please don't hesitate to contact me at 856-784-1287 (office) or 609-820-4574 (cell). Thank you.

Sincerely,



Jack L. McCulley, Ed.D.
Interim Superintendent/
Director of Operations for Shared Services

JLM:jd

EXHIBIT AMAINTENANCE CHARGES:

Supervisor
Electrical/HVACR technician
Maintenance technician

\$95.00 per hour
\$95.00 per hour
\$60.00 per hour

PARTS MARKUP CHARGES:

15% markup on all materials & parts utilized



GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08090
TRANSPORTATION OFFICE
856-464-2385 • FAX 856-465-1106

April 17, 2014

Ms. Suzanne R. Fox Abdill
Business Administrator
Pittsgrove Township School District
1076 Almond Road
Pittsgrove, NJ 08318

Dear Ms. Fox Abdill:

As you know, all districts are required to provide Aid-in-Lieu (AIL) payments to parents/guardians of eligible nonpublic students. Currently, B6Ts from your district are forwarded to GCSSSD each year to be placed in a bid in accordance with NJ State regulations. GCSSSD then provides you with a list of students who are eligible to receive AIL payments from your district. However, there are additional steps that your district must take, including contacting each nonpublic school twice yearly to confirm continuing student attendance, in order to provide these payments.

GCSSSD will again provide this service to districts at a yearly cost of \$2.50 per eligible nonpublic student. Your district will send us your nonpublic B6Ts (as you do now) and GCSSSD will take care of all the remaining contacts and paperwork required by the state in order for you to provide AIL checks. A list of students eligible for AIL payments will be provided to you twice yearly. The attached Guidelines contain additional information and procedures about this program.

Enclosed are two copies of a 2014-2015 Contract for Participation in GCSSSD's Nonpublic Aid-In-Lieu Program as well as a copy of the 2014-2015 Nonpublic Aid-in-Lieu Program Guidelines.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by May 16, 2014. We will return a fully executed copy to you as soon as they are completed.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2014-2015 school year.

Sincerely,

Diane Gornley
Diane Gornley
Director of County Services - Transportation

cc: Kim Clark, Supervisor of Pupil Transportation
Enclosures

AN EQUAL OPPORTUNITY EMPLOYER



Sterling High School Shared Service Agreement

THIS AGREEMENT made this 17 day of April, 2014 between the BOARD OF EDUCATION of STERLING HIGH SCHOOL DISTRICT, Somerdale, New Jersey (hereinafter referred to as "STERLING", and the Pittsgrove Township Schools, in Pittsgrove, NJ (hereinafter referred to as "SHARED SERVICE DISTRICT").

WITNESSETH:

- A. N.J.S.A. 40A:65-1 et seq. and 18A:18A-1, as appropriate, the Uniform Shared Services and Consolidation authorizes SHARED SERVICES DISTRICT by educational and municipal districts.
- B. STERLING and SHARED SERVICES DISTRICT are participating.
- C. SHARED SERVICES DISTRICT wishes to join with STERLING to share services. Service may include, but not limited to Business Office Services, Technology Support, Electrical, Curriculum Services, AHERA Services, HVAC, Plumbing, Custodial, Construction Management, Maintenance Services and Supplies and Materials.
- D. STERLING doing business as (DBA) South Jersey Technology Partnership (SJTP) has developed a partnership to deliver technology and other shared services.

NOW THEREFORE, in consideration of the premises and the covenants hereinafter set forth, the parties agree as follows:

1. STERLING and SHARED SERVICES DISTRICT shall from time to time purchase above products and services.
2. STERLING will be responsible for hiring certified and competent employees and all materials to complete the task.
3. The employees will be paid by STERLING.
4. STERLING will have the right to hire employees to work for the SHARED SERVICE DISTRICT.
5. SHARED SERVICE DISTRICT shall have the right to participate with any task or service.
6. SHARED SERVICE DISTRICT shall pay STERLING (SJTP) directly for technology items or services (or portions thereof) which they purchase.
7. SHARED SERVICE DISTRICT shall pay STERLING HIGH SCHOOL (SJTP) directly for those items or services (or portions thereof) which they purchase.
8. Should this agreement be terminated by either party the shared service district agrees not to employ a current/previous SJTP employee for a period of one (1) year.
9. As per N.J.S.A., the term of this agreement shall be ten (10) years. Either party may cancel with a thirty (30) day written notice.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date herein above set forth.

ATTEST:

Sterling High School
Board of Education

John McCully
Director of Operations

Louise Bianchi
Board of Education President

4/17/2014
Date

ATTEST:

Pittsgrove Township Schools

Suzanne R. Fox Abdill

5-19-14
Date

WordSJTP Master Service Agreement -

2014-2015 CONTRACT
FOR PARTICIPATION IN
NONPUBLIC AID-IN-LIEU PROGRAM

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and Pittsgrove Township School District, Salem County, New Jersey, by and through Suzanne R. Fox Abdill, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide confirmation of required Nonpublic Student Attendance information to District in order to facilitate the District's compliance with state regulations regarding Nonpublic Transportation including the payment of Aid-in-lieu.
2. District agrees to participate in the Gloucester County Special Services School District Nonpublic Aid-in-lieu Program for the school year 2014-2015 (which period shall not exceed twelve (12) months) at a cost of \$2.50 per B6T on file with GCSSSD on November 1, 2014.
3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Nonpublic Aid-in-lieu Program Guidelines.
4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

President, Gloucester County
Special Services School District

Date
5-19-14
President, District
Board of Education

Board Secretary, Gloucester
County Special Services School District

Date
5-19-14
Board Secretary, District
Board of Education

SEAL

Gloucester County Special Services School District
Nonpublic Aid-in-lieu Program Guidelines

1. The Participating District will send B6Ts for the 2014/2015 school year to GCSSSD as soon as they are received. GCSSSD will place B6Ts received prior to May 1, 2014 in a Bid to be held the third week of May. A list of students eligible for Aid-in-lieu payments will be forwarded to the District. Copies of all B6Ts will be maintained in GCSSSD's files.
2. Letters will be sent to parents prior to August 1, 2014 informing them as to whether their child(ren) will receive transportation through GCSSSD, the District or Aide-in-lieu.
3. Request for Payment of Transportation Aid-Private School Student Vouchers will be sent in January to all parents whose child(ren) are eligible for Aid-in-lieu payments for the 2014/2015 school year. The original, completed vouchers will be returned to the District on or before the first week of February. Vouchers received after the due date will be forwarded to the District as soon as they are received. GCSSSD will not maintain copies of the student vouchers.
4. GCSSSD will contact each nonpublic school in mid-October to ascertain the continuing attendance of eligible students for DRTS reporting and again in January and May (B8Ts) for Aid-in-lieu payments. The original, completed B8T will be sent to the District on or before the third week in October for DRTS reporting, and on or before the last week in January and the last week in May in order for the district to process Aid-in-lieu payments. A copy of each B8T will be maintained in GCSSSD's files.
5. GCSSSD will establish contacts at each Nonpublic School in order to monitor student attendance, including change of addresses, change of school placement, etc. All information will be forwarded to the District in a timely manner.
6. GCSSSD will charge the Participating District \$2.50 per 2014/2015 school year B6T on file in our office as of November 1, 2014. An invoice will be sent to the Participating District in November 2014.

PITTSRGROVE TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014



GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080
TRANSPORTATION OFFICE
856-464-2303 • FAX 856-468-1106

2014-2015 CONTRACT
FOR PARTICIPATION IN
MVC ON-LINE CUSTOMER ABSTRACT INFORMATION RETRIEVAL

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and Pittsgrove Township School District, Salem County, New Jersey, by and through Suzanne R. Fox Abdill, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide MVC abstracts for eligible District staff obtained through the NJMVC On-line Customer Abstract Information Retrieval System.
2. District agrees to participate in the Gloucester County Special Services School District MVC On-line Abstract Request Program for the school year 2014-2015 (which period shall not exceed twelve (12) months) at a cost of \$21.00.
3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District MVC On-line Abstract Request Guidelines.
4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

April 17, 2014

Ms. Suzanne R. Fox Abdill
Business Administrator
Pittsgrove Township School District
1076 Almond Road
Pittsgrove, NJ 08318

Dear Ms. Fox Abdill:

Enclosed are two copies of a 2014-2015 Contract for Participation in GCSSSD's MVC On-line Abstract Request Program as well as a copy of the 2014-2015 Abstract Request Guidelines.

As you know, all districts are required to provide updated school bus drivers' MVC abstracts to the county office on a yearly basis as well as to keep on file abstracts for other eligible staff. Currently, abstracts must be obtained on-line through NJCAIR, which charges a yearly registration fee of \$150.00. GCSSSD will provide this service to districts at a yearly cost of \$21.00 per district. Your district will provide us with a list of eligible staff names and license numbers and we will retrieve the abstracts and return printed copies to you. COPIES OF YOUR DISTRICT'S ABSTRACTS WILL NOT BE KEPT BY GCSSSD. The attached Guidelines contain additional information and procedures about this program.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by May 16, 2014. We will return a fully executed copy to you as soon as they are completed. An invoice for the \$21.00 fee will be sent to you when we receive the signed copy of your contract.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2014-2015 school year.

Sincerely,

Diane Gormley
Diane Gormley
Director of County Services - Transportation

c: Kim Clark, Supervisor of Pupil Transportation

Enclosures

AN EQUAL OPPORTUNITY EMPLOYER

President, Gloucester County Special Services School District	Date
<i>Diane Gormley</i>	5-19-14
President, District Board of Education	Date

Board Secretary, Gloucester County Special Services School District	Date
<i>Suzanne R. Fox Abdill</i>	5-19-14
Board Secretary/District Board of Education	Date

SEAL

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT
MVC Abstract Request Form

Please type or print clearly!

District Name: _____

Person Requesting Abstracts: _____

Person Requesting Abstracts: _____

Mail to: _____

Signature: _____

Signature:

[illegible]

Use Additional Pages as Needed

Please contact Diane Gormley, 856-464-2383 with any questions.

Gloucester County Special Services School District
MVC On-line Abstract Request Guidelines
2014-2015 School Year

1. Participating Districts will be able to request abstracts for all eligible employees at least twice a year (July and January). Eligible employees include district bus drivers and district employees who are authorized to drive District vehicles. Abstracts may be requested for newly hired eligible employees at any time during the year. Additional requests may be made as needed by the District.
2. Requests must be made on the attached Abstract Request Form and must contain the signature of the person authorized to make such requests. Requests may be faxed to GCSSSD's Transportation Office (856-468-1106). However, all abstracts will be mailed by GCSSSD to the District to the person and address indicated on the request form. Incomplete and/or inaccurate request forms may delay processing.
3. District requests will be processed in the order in which they are received. Every attempt will be made to process and mail requests within 48 hours.
4. COPIES OF DISTRICT ABSTRACTS WILL NOT BE KEPT AT GCSSSD'S OFFICES.
5. District will be eligible to begin requesting abstracts upon receipt of the completed Participation Agreement. The yearly charge will be \$21.00 per school year.

2014-2015 CONTRACT
FOR PARTICIPATION IN
CHOICE SCHOOL PROGRAM

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and Pittsgrove Township School District, Salem County, New Jersey, by and through Suzanne R. Fox Abdill, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide confirmation of required Choice Student Attendance information to District in order to facilitate the District's compliance with state regulations regarding Choice Transportation including the payment of Aid-in-lieu.
2. District agrees to participate in the Gloucester County Special Services School District Choice School Program for the school year 2014-2015 (which period shall not exceed twelve (12) months) at a cost of \$2.50 per Choice Student application on file with GCSSSD on November 1, 2014.
3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Choice Student Program Guidelines.
4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

President, Gloucester County
Special Services School District

President, District
Board of Education

Date

Date

Board Secretary, Gloucester
County Special Services School District

Board Secretary, District
Board of Education

Date

SEAL



GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080
TRANSPORTATION OFFICE
856-464-2383 • FAX 856-468-1108

April 17, 2014

Ms. Suzanne R. Fox Abdill
Business Administrator
Pittsgrove Township School District
1076 Almond Road
Pittsgrove, NJ 08318

Dear Ms. Fox Abdill:

Recently several Gloucester and Salem county school districts have been designated as Choice Schools. Resident school districts are responsible for arranging either transportation or AIL payments for the students attending these schools. The documentation and paperwork needed to process these students is either very similar or identical to those needed for nonpublic students.

We would like to offer you the option of coordinating the paperwork for any of your students who are attending an out-of-district Choice school. This would include placing the student in our July 2014 bid, notifying the parents by letter of other transportation arrangements or AIL payments, contacting the schools to verify attendance, sending vouchers to the parents/guardians, etc. The cost would be \$2.50 per student, the same as for your nonpublic students. The enclosed Guidelines contain additional information and procedures about this program.

Enclosed are two copies of a 2014-2015 Contract for Participation in GCSSSD's Choice Student Program as well as a copy of the 2014-2015 Choice Student Program Guidelines.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by May 16, 2014. We will return a fully executed copy to you as soon as they are completed.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2014-2015 school year.

Sincerely,

Diane Gormley
Diane Gormley
Director of County Services - Transportation

c: Kim Clark, Supervisor of Pupil Transportation

Enclosures

AN EQUAL OPPORTUNITY EMPLOYER

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

SALEM COUNTY COOPERATIVE TRANSPORTATION PROGRAM

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080
TRANSPORTATION OFFICE
856-464-2383 • FAX 856-468-1106

March 25, 2014

Ms. Suzanne R. Fox Abdill
Business Administrator
Pittsgrove Township School District
1076 Almond Road
Pittsgrove, NJ 08318

Dear Ms. Fox Abdill:

Enclosed are three copies of your 2014-2015 Contract for Participation in the Salem County Cooperative Transportation Program and a copy of the 2014-2015 Cooperative Transportation Guidelines.

As you know, the Gloucester County Special Services School District (Special Services School District) will administer a Countywide Cooperative Transportation Routing Service for homeless/homeless/special education/vocational transportation needs in Salem County. The Special Services School District receives transportation requests for students who need transportation. Route requests are collected, collated, and bid or quoted combining students from several districts. All necessary paperwork is initiated by the Special Services School District and, in fact, the signing of the attached contract eliminates individual joint agreements.

The Cooperative Transportation Program administrative fee for 2014-2015 will remain the same as it has been for the last 13 years - 7% of a district's portion of each cooperative route.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return all three copies to the Gloucester County Special Services School District by April 25, 2014. After the County Superintendent has approved the contract, a fully executed copy will be returned to you.

We look forward to serving your district in the 2014-2015 school year. Please don't hesitate to call me if you have any questions or concerns.

Sincerely,
Diane Gornley
Diane Gornley
Director of County Services – Transportation

Enclosures

c: Dr. Richard Stepan, Interim Executive County Superintendent
Doris Isaacs, County School Business Administrator
John R. Swain, Superintendent, Special Services
John H. Bohl, School Business Administrator, Special Services
Henry Bermann, Superintendent, Pittsgrove Township School District

AN EQUAL OPPORTUNITY EMPLOYER

Gloucester County Special Services School District Choice Student Program Guidelines

1. The Participating District will send Choice student applications for the 2014/2015 school year to GCSSSD as soon as they are received. GCSSSD will place these students in a Bid to be held July 2014. A list of students eligible for Aid-in-lieu payments and/or transportation will be forwarded to the District. Copies of all applications will be maintained in GCSSSD's files.
 2. Letters will be sent to parents notifying them of the cost of their child's transportation and requesting that they confirm whether or not they will pay the cost of transportation which is over \$884/student/year. GCSSSD will notify the District as to the parents' decision.
 3. If parents/guardians agree to pay the excess transportation costs, it will be the District's responsibility to arrange for payment from the parent. GCSSSD will bill the District the full cost of the transportation route(s) on a monthly basis.
 4. Letters will be sent to parents informing them as to whether their child(ren) will receive transportation or Aide-in-lieu.
 5. Request for Payment of Transportation Aid-Choice School Student Vouchers will be sent in January and May to all parents whose child(ren) is eligible for Aid-in-lieu payments for the 2014/2015 school year. The original, completed vouchers will be returned to the District on or before the first week of February/June. Vouchers received after the due date will be forwarded to the District as soon as they are received. GCSSSD will not keep copies of the completed vouchers.
 6. GCSSSD will contact each Choice school in mid-October to ascertain the continuing attendance of eligible students for DRTRS reporting and again in January and May (B8T's) for Aid-in-lieu payments. The original, completed B8T will be sent to the District on or before the third week in October for DRTRS reporting, and on or before the last week in January and the last week in May in order for the district to process Aid-in-lieu payments. A copy of each B8T will be maintained in GCSSSD's files.
- GCSSSD will establish contacts at each Choice School in order to monitor student attendance, including change of addresses, change of school placement, etc. All information will be forwarded to the District in a timely manner.
7. GCSSSD will charge the Participating District \$2.50 per 2014/2015 school year Choice Student application on file in our office as of November 1, 2014. An invoice will be sent to the Participating District in November 2014.

2014-2015 CONTRACT FOR
PARTICIPATION IN COOPERATIVE TRANSPORTATION

THE SALEM COUNTY COOPERATIVE TRANSPORTATION PROGRAM, as administered by Gloucester County Special Services School District, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as the Cooperative Transportation Program and Pittsgrove Township School District, Salem County, New Jersey, by and through Suzanne R. Fox Abdill, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. The Cooperative Transportation Program shall provide transportation services pursuant to the 2014-2015 Salem County Cooperative Transportation Program Guidelines annexed hereto and made an express part of this Agreement.
2. The Cooperative Transportation Program and District agree to be bound by the Salem County Cooperative Transportation Program Guidelines.
3. District contracts for Cooperative Transportation Routing for Homeless, Nonpublic, Special Education, and Vocational routes.
4. District agrees to participate in the Salem County Cooperative Transportation Program Services for the school year 2014-2015 which period shall not exceed twelve (12) months.
5. District acknowledges that this Agreement is not self-renewing and may be renewed only by means outlined in the Salem County Cooperative Transportation Program Guidelines and for renewal periods not to exceed one (1) year.

Donald J. M. Abdill
President, District
Board of Education
Date 5-19-14

Suzanne R. Fox Abdill
Board Secretary, District
Board of Education
Date 5-19-14

President, Salem County
Special Services School District
Date

Board Secretary, Salem County
Special Services School District
Date

SEAL

County Superintendent of Schools Date

PITTSBURGH TOWNSHIP SCHOOLS												
Enrollment 2013-14												
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.		
NORMAN												
Pre-K Handicapped (PSD)	7	11	11	12	12	12	12	12	12	13		
Non-CST PK3's	0	0	0	0	0	0	0	0	0	0		
4 Yr. Old PreSchool (ELLJ)	38	33	35	35	35	37	37	37	37	37		
Kindergarten	119	122	125	125	125	125	126	126	128	124		
NES-MD	6	6	6	6	6	7	7	7	7	6		
TOTAL	170	172	177	177	180	181	182	184	184	180		
ELMER												
1	95	93	92	92	92	92	92	93	93	94		
2	103	101	100	101	101	101	100	100	100	99		
MD	6	6	6	7	7	7	7	7	7	7		
TOTAL	204	200	198	200	200	200	200	200	200	200		
DOVER												
3	108	108	108	108	108	108	108	109	109	109		
4	125	125	124	124	124	124	123	122	122	122		
5	117	117	119	119	117	116	116	117	117	116		
BD	2	2	2	2	2	2	1	1	1	2		
MD	8	9	9	9	9	9	9	9	9	9		
AUTISTIC	5	5	4	4	4	4	4	4	4	4		
TOTAL	365	366	365	365	365	362	361	362	362	362		
MIDDLE SCHOOL												
6	129	129	130	130	129	129	129	129	129	129		
7	150	147	145	145	144	144	143	143	143	143		
8	151	151	154	154	153	153	152	151	151	152		
BD	6	6	7	7	7	7	7	7	7	7		
MD	8	8	8	8	9	9	9	9	9	10		
TOTAL	444	441	444	444	442	442	440	439	439	441		
SCHOOL												
9	179	179	176	175	175	177	172	173	173	173		
10	164	162	163	162	163	163	161	160	161	161		
11	163	162	160	160	157	156	163	160	158	158		
12	124	123	122	122	121	121	122	125	125	125		
BD	5	5	5	5	5	4	4	4	4	4		
MD	7	8	8	8	8	8	8	8	8	8		
TOTAL	642	639	634	632	629	631	630	630	630	629		
TOTAL PK-12	1825	1818	1819	1819	1815	1816	1815	1815	1815	1812		
2012-13	1851	1850	1853	1854	1848	1848	1837	1840	1838	1834		

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

DISCIPLINARY OFFENSES	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Assault on a student		1	3			1		4			9
Academic honesty violation											0
Absent not at detention											0
Altercation											0
Assault on a staff member		1	2		1						4
Bullying								3	1		4
Bus behavior			4	1							5
Cafeteria violation											0
Cell phone violation	1	4	2	6	6	4	17	42			82
Classroom behavior											0
Cut class		4	6	8	1	1	8	3			31
Cut class left school property											0
Cut office detention	1	5	8	7	9		9	13			52
Cut personal detention											0
Conduct unbecoming a student	2	2	3	9	4		4				24
Computer violation									1		1
Criminal charges											0
Inappropriate non-violent conduct		2					1	2			5
Dangerous behavior	2										2
Defacing School Property							2	1			3
Dress code violation						1					1
Disrespect for Staff	1	4	2	1	5		7	2			22
Disrespect for Student	1	2		1	1	1					6
Driving Violation											0
Fighting											0
Food/Drink in Hallway							1	4			5
Forged Pass/Note							2	2			4
Found in inappropriate area		3				1		3			7
Inappropriate conduct school event							1				1
Insubordination	1	2				2	2	2			9
In inappropriate area											0
Late to class	4	4	4	2	3		1	8			26
Late to school	6	33	40	36	43	26	54	62			300
Missed VoTech Bus											0
Obscene Language/Act	1		2	1	4	2	1	7			18
Possession of inappropriate item					1						1
Parking lot offense									3		3
Pulled Fire Alarm											0
Smoking		1						1			2
Theft		1					4	4			9
Technology/Computer											0
Threatening comment	1					3					4
Throwing Food/Object		2									2
Truancy											0
Warning	2	3		1	2			1			11
Drug/Alcohol offense*		1				2		2			5
Vandalism*											0
Violence*											0
Weapons offense*											0
TOTAL	25	84	69	74	93	43	136	169	0	0	693
POSITIVE REFERRALS		16	1		64	22	18	21			142

*Filed Violence, Vandalism, and Substance Abuse Incident Report

PITTSBORO TOWNSHIP SCHOOLS												
SACC Enrollment 2013-14												
	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.		
NOBLESITE	23	25	25	30	31	31	31	31	31			
BLUESITE	37	40	41	43	43	43	43	43	43			
OLYMPIA SITE	84	100	104	108	108	108	108	110	112			
(Oliver & PTMS Students)												
TOTAL	144	165	170	181	182	182	182	184	186	0		
2013-2014 TOTALS	161	179	184	184	200	200	200	223	223	223		

PITTS GROVE TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Infraction	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
Academic Honesty Violation		3	1	1		1					6
Altercation	2	5	2	1	1	3	6	9			29
Assault - Staff											0
Assault - Student											0
Attended Activity - Restricted			2					1			3
Attended School While Suspended											0
Bus Behavior	12	8	13	14	4	5	10	4			70
Bullying/Harassment/Intimidation	1	5		2							8
Cafeteria Violation		4				2	2	4			12
Class Behavior		5	6	6	6	8	6	2			39
Cut Class/LeftSchlPro				3		3	1	2			9
Cut Office Detention											0
Cellphone Violation		4		1	3		9	3			20
Conduct Unbecoming of a Student		4	4	3		2	4	2			19
Computer Violation								1			1
Disrespect to Staff		1	2		3	1	3	8			18
Disrespect to Student		3	1		1	1		3			9
Drug/Alcohol		1					2				3
Dangerous Behavior											0
Dress Code Violation											0
Fighting								2			2
Forged Pass/Note											0
Food/Drink in Hall/Classroom											0
Inappropriate Non-Violent Contact							1				1
In inappropriate Area											0
Insubordination		1	3	5	2		7				18
Late to Class				1				3			4
Late to School	1	16	13	17	18	23		39			127
Pulled Fire Alarm											0
Possession of Inappropriate Item											0
Possession of Inappropriate Objects											0
Smoking/Possession	2										2
Technology Offense		1	1	5			1				8
Threatening Comment	1	1			1		1				4
Theft		4									4
Truancy	1	6	3								10
Obscene Language/Act					1	2	4	2			9
Unacceptable Display of Affection											0
Vandalism											0
Violence											0
Weapons Offense											0
TOTALS	20	72	51	59	40	51	57	85	0	0	435

Submitted for BOE approval; updated 5/1/14



PITTS GROVE TOWNSHIP MIDDLE SCHOOL
1082 ALMOND RD.
PITTS GROVE, NJ 08318

INTEROFFICE MEMORANDUM

TO: HENRY BERMAN, SUPERINTENDENT
FROM: TERENCE SPENCER, ASSISTANT PRINCIPAL *TS*
SUBJECT: APRIL DISCIPLINE REPORT
DATE: MAY 2, 2014
CC: PRISCILLA OCASIO-JIMENEZ, Ed.D., PRINCIPAL

The following is the discipline report breakdown of students receiving In-School and Out-of-School Suspension for the month of April.

In-School Suspension: 15
Out-of-School Suspension: 8
EVRIS incidents filed: 0

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

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Pittsgrove Township Middle School Out of School Suspension Report 2013-2014 School Year

Column1	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
Altercation		2		1			1				4
Assault - Staff											0
Assault - Student			2								2
Bus Behavior											0
Bullying		3									3
Class Behavior							1				1
Cut Class/LeftSchlPro											0
Cut Office Detention											0
Cut Staff Detention											0
Cell phone Violation											0
Conduct Unbecoming of a Student		1						1			2
Computer Violation									5		5
Disrespect to Staff											0
Disrespect to Student											0
Drug/Alcohol		1					2				3
Dangerous Behavior											0
Dress Code Violation									2		2
Fighting								1			1
Inappropriate Non-Violent Contact											0
Insubordination											0
Late to Class											0
Late to School						1					1
Pulled Fire Alarm											0
Possession of Inappropriate Item											0
Attended Activity - Restricted											0
Smoking/Possession		2									2
Attended School While Suspended											0
Tech. Offense											0
Threatening Comment	1	1			1			1			4
Theft		4									4
Truancy											0
Obscene Language/Act	1										1
Unacceptable Display of Affection											0
Vandalism											0
Violence											0
Weapons Offense											0
TOTALS	4	12	2	1	1	1	6	8	0	0	25

Submitted for BOE approval updated: 4/30/14

Pittsgrove Township Middle School In-School Suspension Report 2013-14 School Year

Column1	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
Altercation	2	3	2		1		5	4			17
Assault - Staff											0
Assault - Student											0
Bus Behavior	1		1	4	1	1	2	1			11
Bullying	1			2							3
Class Behavior		1	2	5	1	3	3				15
Cut Class							1				1
Cut Office Detention											0
Cut Staff Detention											0
Cell phone Violation											0
Conduct Unbecoming of a Student		2	1	1			1	1			6
Computer Violation											0
Disrespect to Staff		1	2		3	1		2			9
Disrespect to Student			1				3	1			5
Drug/Alcohol											0
Dangerous Behavior											0
Dress Code Violation											0
Fighting											0
Inappropriate Non-Violent Contact											0
Insubordination			3		1		1				5
Late to Class				1							1
Late to School			2		1	2		5			10
Pulled Fire Alarm											0
Possession of Inappropriate Item											0
Attended Activity - Restricted											0
Smoking											0
Attended School While Suspended											0
Tech. Offense		1									1
Threatening Comment											0
Theft											0
Truancy											0
Obscene Language/Act		3	1				3	1			8
Unacceptable Display of Affection											0
Vandalism											0
Violence											0
Weapons Offense											0
Cafeteria Violation							1				1
TOTALS	4	11	15	13	8	7	20	15	0	0	78

Submitted for BOE approval updated: 4/30/14

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Discipline Listing

Pittsgrove Township Middle School

05/01/2014; 9:03 AM

KEY - Incident Type	CPD	Cut Staff Detection	KOC	Food/Drink Hall/Cb	PRO	Protruding Objects	VAN	Vandalism	KEY - Consequence	PPR	Parental Permission Restricted
ASB	ASB	Assault Student	CPV	Cut Phone/Electronic	KOT	Fighting	PO	Possession	RES	Residence	Conference - Principal
ASD	ASD	Assault Not at School	COC	Criminal Charges	PIA	Inappropriate Area	SAR	Sexual Assault	CR	Computer Restriction	Referral to Guidance
ASV	ASV	Assault Victim	CUS	Conduct Unbecoming Student	PIG	Forged Photo/Note	SCD	Smoking/Tobacco	DA	Detention Assigned	Conference - Superintendent
ALT	ALT	Altercation	CV	Computer Violation	QSE	Quitting	SHS	Shouting/Threatening	DCS	Dropped Class/Independent Study	Schedule Change
ASM	ASM	Assault Staff	DA	Drug/Alc-Poss/Infuse	ICSE	Illegal Cell at Sch Bldg	SPS	Stalking/Threatening	DFAT	Dropped From Athletic Team	State Police Involvement
BB	BB	Bus Behavior	DAS	Drug/Alc-Infuse	INS	Intimidation	TC	Technology/Computer	QAC	Quitting - Guid/Staff Admin	Conference - Student/Teacher/Admin
BUL	BUL	Bullying/Harass/Intim	DB	Dangerous Beh/Int	INVC	Injury Non-Violent Con	TIC	Technology/Computer	DI	Individual Directed Instruction	Student/Teacher Conference
CA	CA	Classroom Behavior	DS	Disrespect to Staff	LC	Late to Class	TID	Technology/Computer	ISD	In-School Suspension	Conference - Team
CB	CB	Classroom Behavior	DCV	Disrespect to Class	LS	Late to School	TIT	Technology/Computer	LD	Lunch Detention	Temporary Schedule Change
CC	CC	Classroom Behavior	DTS	Disrespect to Staff	MTT	Misuse of Technology	UFA	Unlawful Fire Alarm	PCB	Parental Conference - Parent On Phone	Conference - Teacher/Student/Parent
CCD	CCD	Classroom Behavior	DV	Driving Violation	PE	Possession of Dangerous Item	UPU	Unlawful Possession	PLR	Place on Restricted List	Conference - Assistant Principal

Student #	Student Name	Gen	Grade	Inc Date	Inc Type	Conseq	Days	Begin	End	Lw Inc	Ethnicity	Sp Ed
14022		M	7	04/15/2014	CUS	OSS	4	04/16/2014	04/23/2014	P	W	Y
13778		M	7	04/01/2014	DTS	OSS	2	04/02/2014	04/03/2014	P	W	Y
12782		F	8	04/10/2014	FGT	OSS	6	04/11/2014	04/22/2014	F	B	Y
11323		M	7	04/15/2014	DTS	OSS	3	04/17/2014	04/23/2014	P	B	Y

Discipline Listing

Pittsgrove Township Middle School

05/01/2014; 9:00 AM

KEY - Incident Type	CPD	Cut Staff Detection	KOC	Food/Drink Hall/Cb	PRO	Protruding Objects	VAN	Vandalism	KEY - Consequence	PPR	Parental Permission Restricted
ASB	ASB	Assault Student	CPV	Cut Phone/Electronic	KOT	Fighting	PO	Possession	RES	Residence	Conference - Principal
ASD	ASD	Assault Not at School	COC	Criminal Charges	PIA	Inappropriate Area	SAR	Sexual Assault	CR	Computer Restriction	Referral to Guidance
ASV	ASV	Assault Victim	CUS	Conduct Unbecoming Student	PIG	Forged Photo/Note	SCD	Smoking/Tobacco	DA	Detention Assigned	Conference - Superintendent
ALT	ALT	Altercation	CV	Computer Violation	QSE	Quitting	SHS	Shouting/Threatening	DCS	Dropped Class/Independent Study	Schedule Change
ASM	ASM	Assault Staff	DA	Drug/Alc-Poss/Infuse	ICSE	Illegal Cell at Sch Bldg	SPS	Stalking/Threatening	DFAT	Dropped From Athletic Team	State Police Involvement
BB	BB	Bus Behavior	DAS	Drug/Alc-Infuse	INS	Intimidation	TC	Technology/Computer	QAC	Quitting - Guid/Staff Admin	Conference - Student/Teacher/Admin
BUL	BUL	Bullying/Harass/Intim	DB	Dangerous Beh/Int	INVC	Injury Non-Violent Con	TIC	Technology/Computer	DI	Individual Directed Instruction	Student/Teacher Conference
CA	CA	Classroom Behavior	DS	Disrespect to Staff	LC	Late to Class	TID	Technology/Computer	ISD	In-School Suspension	Conference - Team
CB	CB	Classroom Behavior	DCV	Disrespect to Class	LS	Late to School	TIT	Technology/Computer	LD	Lunch Detention	Temporary Schedule Change
CC	CC	Classroom Behavior	DTS	Disrespect to Staff	MTT	Misuse of Technology	UFA	Unlawful Fire Alarm	PCB	Parental Conference - Parent On Phone	Conference - Teacher/Student/Parent
CCD	CCD	Classroom Behavior	DV	Driving Violation	PE	Possession of Dangerous Item	UPU	Unlawful Possession	PLR	Place on Restricted List	Conference - Assistant Principal

Student #	Student Name	Gen	Grade	Inc Date	Inc Type	Conseq	Days	Begin	End	Lw Inc	Ethnicity	Sp Ed
12097		M	6	04/10/2014	ALT	ISS	1	04/14/2014	04/14/2014	P	M	Y
14022		M	7	04/02/2014	CUS	ISS	3	04/07/2014	04/10/2014	P	W	Y
13643		F	7	04/23/2014	DTS	ISS	2	04/25/2014	05/02/2014	FDC	B	
13928		M	8	04/01/2014	LS	ISS	2	04/07/2014	04/08/2014	P	W	
11860		M	7	04/01/2014	LS	ISS	2	04/04/2014	04/07/2014	F	W	
11884		M	7	04/09/2014	LS	ISS	3	04/10/2014	04/14/2014	FDC	W	Y
13747		M	6	04/01/2014	BB	ISS	3	04/10/2014	04/14/2014	F	W	Y

Discipline Summary Report By Grade Level

Pittsgrove Township Middle School
From 04/01/2014 to 04/30/2014

Discipline Type	7/1	8/0	9/0	10/0	11/0
Disrespect to Staff	7/1	0/0	1/0	5/1	1/0
Driving Violation	0	0	0	0	0
Excused from Detention	0	0	0	0	0
Food/Drink Spilled	0	0	0	0	0
Fighting	2	0	0	0	2
Inappropriate	0/2	0/0	0/0	0/0	0/2
Forged Pass-Note	0	0	0	0	0
Inappropriate	0/0	0/0	0/0	0/0	0/0
Inapp Cdt at Sch Evt	0	0	0	0	0
Inappropriate	0/0	0/0	0/0	0/0	0/0
Inapp NonViolent Con	0	0	0	0	0
Late to School	39	0	8	18	13
Late to School	23/16	0/0	5/3	12/6	8/7
Minor Violation	0	0	0	0	0
Play Cards/Dice	0	0	0	0	0
Play Cards/Dice	0/0	0/0	0/0	0/0	0/0
Possess of Inapp Item	0	0	0	0	0
Possess of Inapp Item	0/0	0/0	0/0	0/0	0/0
Parking Offense	0	0	0	0	0
Parking Offense	0/0	0/0	0/0	0/0	0/0
Attend Activity-Restrict	1	0	0	1	0
Attend Activity-Restrict	1/0	0/0	0/0	1/0	0/0
Smoking/Possession	0	0	0	0	0
Smoking/Possession	0/0	0/0	0/0	0/0	0/0
Threatening Comment	0	0	0	0	0
Threatening Comment	0/0	0/0	0/0	0/0	0/0

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Discipline Summary Report By Grade Level

Pittsgrove Township Middle School
From 04/01/2014 to 04/30/2014

Discipline Type	7/1	8/0	9/0	10/0	11/0
Absent Not at Detent	0	0	0	0	0
Absent Not at Detent	0/0	0/0	0/0	0/0	0/0
Acad Honesty Violation	0	0	0	0	0
Acad Honesty Violation	0/0	0/0	0/0	0/0	0/0
Assault Staff	0	0	0	0	0
Assault Staff	0/0	0/0	0/0	0/0	0/0
Bully/Harass/Intim	0	0	0	0	0
Bully/Harass/Intim	0/0	0/0	0/0	0/0	0/0
Class Behavior	2	0	2	0	0
Class Behavior	2/0	0/0	2/0	0/0	0/0
Cut Class	2	0	0	1	1
Cut Class	2/0	0/0	0/0	1/0	1/0
Cut Office Detention	0	0	0	0	0
Cut Office Detention	0/0	0/0	0/0	0/0	0/0
Cell Phone/Electronic	3	0	3	0	0
Cell Phone/Electronic	0/3	0/0	0/3	0/0	0/0
Conduct Unbecom Studt	2	0	2	2	0
Conduct Unbecom Studt	2/0	0/0	0/0	2/0	0/0
Drug/Alc-Poss/Intitue	0	0	0	0	0
Drug/Alc-Poss/Intitue	0/0	0/0	0/0	0/0	0/0
Dangerous Behvinst	0	0	0	0	0
Dangerous Behvinst	0/0	0/0	0/0	0/0	0/0
Disrespect to Stud	3	0	2	1	0
Disrespect to Stud	3/0	0/0	2/0	1/0	0/0

Page 1

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

Discipline Summary Report
By Grade LevelPittsgrove Township Middle School
From 04/01/2014 to 04/30/2014

Discipline Type	Total	5th	6th	7th	8th
Technology/Computer	0	0	0	0	0
Throwing Food/Obj	0/0	0/0	0/0	0/0	0/0
Tobacco	0	0	0	0	0
Truancy	0/0	0/0	0/0	0/0	0/0
Unexcused Absence	0	0	0	0	0
Obscene Language/Act	2	0	0	1	1
Substance Use	1/1	0/0	0/0	1/0	0/1
Vandalism	0	0	0	0	0
Violence	0/0	0/0	0/0	0/0	0/0
Weapons Offense	0	0	0	0	0
Other	0/0	0/0	0/0	0/0	0/0
Total	1/1	0/0	0/0	1/0	0/1

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OLIVET ELEMENTARY SCHOOL

DISCIPLINE REPORT FOR THE MONTH OF:
April 2014

SUSPENSIONS: 0

LOSS OF BUS PRIVILEGES: 0



Pittsgrove Township Schools
Elmer Elementary School

207 Front Street
Elmer, New Jersey 08318
Phone: (856) 358-6761 Fax: (856) 358-7550

DANIEL F. BRUCE
ASSISTANT PRINCIPAL

PATRICIA A. GABURO
PRINCIPAL

TO: Henry Bermann, Superintendent
FROM: Daniel F. Bruce *[Signature]*
DATE: May 1, 2014
RE: April Discipline Report

The following is the discipline report breakdown of students receiving In-School and Out-of-School Suspension for the month of April.

In-School Suspension	0
Out-of-School Suspension	0
EVVRS incidents filed	0

cc Patricia Gaburo, Principal



State of New Jersey
DEPARTMENT OF EDUCATION

PO Box 500
TRENTON, NJ 08623-0500

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

May 7, 2014

TO: Superintendent
FROM: Pam Castellanos *[Signature]*
QSAC Coordinator

SUBJECT: State Board of Education QSAC Certification

Pursuant to the requirements of N.J.A.C. 6A:30, your school district has undergone the Quality Single Accountability Continuum (QSAC) district performance review (DPR). Based on that performance review in which the district satisfied at least 80% of the QSAC indicators in all five DPR areas, you were notified that the district has been designated as high performing.

I am pleased to inform you that on May 7, 2014, the State Board of Education certified your district for a period of three years as providing a thorough and efficient education, in accordance with N.J.S.A. 18A:7A-14. Your next QSAC evaluation will be conducted three years from the initial evaluation or until the next full QSAC review as required by statute.

Congratulations on this accomplishment.

c: Interim Executive County Superintendent

New Jersey School Boards Association NOVEMBER ELECTIONS: IMPORTANT DATES

2014 School Board Candidacy & Election Dates

CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

The New Jersey Election Law Enforcement Commission is the regulatory agency regarding campaign contributions. ELEC conducts Treasurer Training seminars.

Information about the seminars and all manuals and reporting forms can be found on the ELEC website at www.elec.state.nj.us. Questions about campaign contributions should be directed to ELEC at (609) 292-8700.

- School board candidates who receive any contribution (including their own funds), regardless of the amount, must appoint a treasurer and open a campaign bank account for the purpose of receiving contributions and making expenditures. This action must take place no later than the date on which that candidate first receives any contribution or makes or incurs any expenditure in connection with an election.
- No later than 10 days after appointing a treasurer and opening a campaign bank account, a candidate must file a Certificate of Organization and Designation of Campaign Treasurer and Depository Form with the New Jersey Election Law Enforcement Commission. This form lists the candidate, chairperson (if one is appointed), treasurer and bank or depository information.

CAMPAIGN REPORTING SCHEDULE

WHO IS REQUIRED TO FILE

Individual candidate: Those expecting to spend more than \$4,500, or who receive more than \$300 in contributions from any one source or any cash contributions.

Joint campaigns: The reporting thresholds for candidates conducting a joint campaign are \$8,500 for two candidates and \$12,300 for three or more candidates.

October 6, 2014 – Last day to file the 29-Day Pre-Election Report

October 24, 2014 – Last day to file the 11-Day Pre-Election Report

November 24, 2014 – Last day to file the 20-Day Post-Election Report

April 15, 2015 – Last day to file first quarterly report for a candidate planning to participate in a future election. If a candidate does not plan to participate in a future election, the candidate must certify the 20-day post-election report as the final election fund report.

October 22, 2014 – November 4, 2014 – Any contribution in excess of \$1,400 from any one source received between these dates must be reported within 48 hours of receipt. A similar reporting obligation is applicable for certain expenditures of more than \$1,400 made in this timeframe.

NOTES: When an election deadline falls on a weekend, it is automatically moved to the following Monday.

The Commissioner of Education has the authority to make certain changes to the school board member election and budget development calendar. NJSEA will update the Candidate Kit as necessary.

Legislation, (P.L. 2011, c.202), signed by Governor Christie on Jan. 17, 2012 gives communities the option to change the date of the annual school board member election to November. Please check with your local board of education office to confirm the date of the 2014 Annual School Election in your community.

CANDIDACY

May 16, 2014

Term begins for newly appointed board members in Type I districts (those with appointed boards) other than cities of the first class (those with a population of more than 150,000). NOTE: This information is accurate as of Feb. 5, 2013.

July 28, 2014

4 p.m. is the deadline for candidates to file nominating petitions with the county clerk.

August 7, 2014

Last day to amend a defective petition. The candidate may amend the petition to remedy the defect at any time before the date, but generally may not add signatures. The candidate may add his or her own signature if necessary to provide verification of the signatures on the petition, but only if the petition already contains ten valid signatures. (Division of Elections indicates June 4 is the last day)

September 5, 2014

Last day for a candidate to withdraw from the election. A signed, written notice must be filed with the county clerk.

November 4, 2014

Annual School Election

NOTE: Board members must undergo criminal history record checks through the New Jersey Department of Education within 30 days of election or appointment.

January 1 – January 7, 2015

Newly elected board members are sworn in at annual board organizational meetings

January 31 – February 6, 2015

Last day to file Personal-Relative and Financial Disclosure forms with the Executive County Superintendent and Board Secretary. For newly elected or newly appointed school board members, the deadline is 30 days after taking office.

NOTE: This information is accurate as of March 7, 2014.

AMENDMENT

PITTSBORO TOWNSHIP BOARD OF EDUCATION

AND

EDVOCATE, INC.

WITNESSETH:

Whereas, the District and EDVOCATE entered into a consulting agreement on July 1, 2010 to provide consulting services for on-going contract monitoring of the Pittsgrove Township Public Schools custodial consortium contract with a Custodial Services Management Company. The parties now desire to further amend the aforesaid Agreement.

Now, therefore, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Renew the agreement from July 1, 2014 to June 30, 2015.
2. Paragraph 5.1 Agreement Price is hereby deleted in its entirety and the following is substituted therefore:

5.1 Agreement Price: In consideration of Edvocate's performance of its obligations under this Agreement, District shall pay Edvocate Thirty Two Thousand Eight Hundred Ninety Two Dollars (\$32,892.00) for each year or subsequent years, should the District decide to renew, or as amended in accordance with Subsection 5.5 below ("Agreement Price Adjustments"). The Agreement Price shall be paid in twelve (12) equal monthly installments ("Installment Payments") of Two Thousand Seven Hundred and Forty One Dollars (\$2,741.00). This Agreement price covers the services as outlined in 3 above.

3. This Amendment is effective July 1, 2014, and thereafter, unless amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment, as of the date indicated in the first paragraph of this Amendment.

Pittsgrove Township Board of Education

By: Suzanne R. Fox Abdill
Suzanne R. Fox Abdill
Business Administrator

Date: 5-19-14

EDVOCATE, INC.

By: Bill Gerichter
Bill Gerichter

Date: July 1, 2014

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Required Affirmative Action Evidence Indicate Y/N if Submitted

Procurement, Professional & Service Contracts Vendors must submit with bid:

1. A copy of their Federal Letter of Affirmative Action Plan Approval. _____
- OR _____
2. A copy of their Certificate of Employee Information Report. _____
- OR _____
3. An Affirmative Action Employee Information Report (AA302) _____ Y _____

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Edvocate, Inc.

Company Name

Bill Benetto
Signature

, President

Title

July 1, 2014

Date

EXHIBIT A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractors' commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

February 26th, 2014

Henry Bermann
Pittsgrove Township BOE
1076 Almond Rd.
Pittsgrove, NJ 08318

Dear Mr. Bermann

2015 IC Corp CE 29 Passenger School Bus per the enclosed specifications incorporating all Federal and New Jersey requirements, including the additional items listed on the following sales proposal per the MRESC Co-Op Bid 10/30/2013.

Total cost is: **\$75,592.00**Additional options from manufacturer total **\$6,225.60** (see attached options with discounts applied).Total cost with options: **\$81,817.60**

After market options are at a 20% mark-up per MRESC Bid:

Seon TL4 Trooper Camera System \$2,592.00
9 Year 150,000 Mile Engine Warranty \$4,200.00
5 Year Unlimited Mile Towing Warranty, Max. \$275 per Incident \$588.00
7 Year 175,000 Mile Brake Warranty \$542.00
Dash and Rear Evaporator Air Conditioning \$7,200.00

Total cost with options: **\$96,939.60**

The above-mentioned price includes lettering, inspection and delivery to your location. All factory cash reimbursements and discounts have been applied to the purchase price.

Thank you for this opportunity to give you a quote. We look forward to supplying your school bus needs and believe you will be a happy customer if you decide to buy school buses from the Wolfington Body Company team. Please do not hesitate to contact me if you have any questions or concerns. Have a great day!

Sincerely,

Michael Ott
School Bus Sales

SCHOOL & COMMERCIAL BUSES

MAIN OFFICE
PO Box 218
Eaton, PA 15341
Phone 610-458-8501
Toll-Free 800-662-245
Fax 610-458-0293

CENTRAL PA BRANCH
Route 118, 16
New Buffalo, PA 17069
Phone 717-834-3187
Toll-Free 800-248-9197
Fax 717-834-9545

NJ BRANCH
1315 Route 38, PO Box 160
Mount Holly, NJ 08060
Phone 609-267-0763
Toll-Free 800-328-7636
Fax 609-261-9478

VISIT US ON THE WEB AT: www.wolfington.comFebruary 26th, 2014

Henry Bermann
Pittsgrove Township BOE
1076 Almond Rd.
Pittsgrove, NJ 08318

Dear Mr. Bermann

2015 IC Corp CE 25 Passenger Plus Lift School Bus per the enclosed specifications incorporating all Federal and New Jersey requirements, including the additional items listed on the following sales proposal per the MRESC Co-Op Bid 10/30/2013.

Total cost is: **\$75,592.00**Additional options from manufacturer total **\$16,378.88** (see attached options with discounts applied).Total cost with options: **\$91,970.88**

After market options are at a 20% mark-up per MRESC Bid:

Seon TL4 Trooper Camera System \$2,592.00
9 Year 150,000 Mile Engine Warranty \$4,200.00
5 Year Unlimited Mile Towing Warranty, Max. \$275 per Incident \$588.00
7 Year 175,000 Mile Brake Warranty \$542.00
Dash and Rear Evaporator Air Conditioning \$7,200.00

Total cost with options: **\$107,092.88**

The above-mentioned price includes lettering, inspection and delivery to your location. All factory cash reimbursements and discounts have been applied to the purchase price.

Thank you for this opportunity to give you a quote. We look forward to supplying your school bus needs and believe you will be a happy customer if you decide to buy school buses from the Wolfington Body Company team. Please do not hesitate to contact me if you have any questions or concerns. Have a great day!

Sincerely,

Michael Ott
School Bus Sales

SCHOOL & COMMERCIAL BUSES

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PO Box 218
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1315 Route 38, PO Box 160
Mount Holly, NJ 08060
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Fax 609-261-9478

VISIT US ON THE WEB AT: www.wolfington.com

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

05/08/2014 10:08 FAX 6092518478

WOLFINGTON BODY, N.J.

05/08/2014 10:08 FAX 6092518478

PITTSBURGH TOWNSHIP SCHOOLS

Administration Building

1076 Almond Road

Pittsboro, New Jersey 08318-3950

(856) 358-3094 Fax: (856) 358-6020

HENRY BERMAN
Superintendent of Schools
(Ext. 4016)SUZANNE R. FOX ABDILL
Business Administrator/Board Secretary
(Ext. 4018)YVETTE DuBOIS
Director of Curriculum & Instruction
(Ext. 4013)

May 8, 2014

Henry Bermann
Pittsboro Township BOE
1076 Almond Rd.
Pittsboro, NJ 08318

Dear Mr. Bermann

2015 IC Corp CE 54 Passenger School Bus per the enclosed specifications incorporating all Federal and New Jersey requirements, including the additional items listed on the following sales proposal per the MIRESC Co-Op Bid 10/30/2013.

Total cost is: \$77,572.00

Additional options from manufacturer total \$9,524.72 (see attached options with discounts applied).

Total cost with options: \$87,096.72

After market options are at a 20% mark-up per MIRESC Bid:

Seon TL4 Trooper Camera System \$2,592.00
 9 Year 150,000 Mile Engine Warranty \$4,200.00
 5 Year Unlimited Mile Towing Warranty, Max \$275 per Incident \$583.00
 7 Year 175,000 Mile Brake Warranty \$542.00
 120K BTU Bus Air Front & Rear A/C System \$5,304.00

Total cost with options: \$103,322.72

The above-mentioned price includes lettering, inspection and delivery to your location. All factory cash reimbursements and discounts have been applied to the purchase price.

Thank you for this opportunity to give you a quote. We look forward to supplying your school bus needs and believe you will be a happy customer if you decide to buy school buses from the Wolfington Body Company team. Please do not hesitate to contact me if you have any questions or concerns. Have a great day!

Sincerely,

Michael Ott
School Bus Sales

SCHOOL & COMMERCIAL BUSES

MAIN OFFICE
1000 West 10th Street
Pittsboro, PA 17051
Phone 717-634-3187
Fax 717-634-3187
Toll-Free 800-652-2415
Fax 610-458-0293

CENTRAL PA BRANCH
Route 115, 15
New Buffalo, PA 17059
Phone 717-634-3187
Fax 717-634-3187
Toll-Free 800-652-2415
Fax 610-458-0293

NJ BRANCH
1315 Route 31, PO Box 180
Mount Pleasant, NJ 08056
Phone 609-487-5283
Toll-Free 800-320-7238
Fax 609-261-4478

VISIT US ON THE WEB AT: www.wolfington.com

MEMORANDUM

TO: Henry Bermann, Superintendent

FROM: Suzanne R. Fox Abdill
Business Administrator/Board Secretary

DATE: May 13, 2014

RE: Request for Board Approval – Transportation Personnel

At the May 15, 2014 Board of Education Meeting, please seek Board approval to hire the following:

- Lisa O'Rourke, as a Substitute Bus Driver for the remainder of the 2013-2014 school year, at an hourly rate of \$18.54.

Attached is the supporting documentation for this individual. Please contact me with any questions.

SRFA:mm

Attachment

cc: Shelly Ellis, Payroll

We are an Equal Opportunity Employer - F/M

PITTSBURGH TOWNSHIP SCHOOLS

Administration Building
1076 Almond Road
Pittsburgh, NJ 08318

APPLICANT
DO NOT WRITE IN THIS BOX

Employment

References

We Are An Equal Opportunity Employer - F/M

APPLICATION FOR EMPLOYMENT

Position for Which Applying: _____ Full Time _____
Cafeteria _____ Part Time _____
Custodial _____ Substitute _____
Aide _____
Secretarial _____
Transportation ☒

I. GENERAL

Name: Lisa O'Rourke
Address: 118A Broad Street Elmer, NJ 08318
(City/State/Zip)
Telephone Number: 856-238-2282 Social Security #: 142-64-3266

US Citizen? YES
EMERGENCY CONTACT: Thomas Brown Relationship: Boyfriend
Telephone Number (Home/Work/Cell): 856-238-2712
Date Available: Anytime Salary Requested: Negotiable

II. EDUCATION

	Name of School	Address	# of Yrs.	Date Grad.
Elementary	Christ's Landing	Blackwood Elementary	8	
High School	Delisa Regional	Blackwood, NJ Franklinville, NJ	4	6/1985
Other				

PITTSBURGH TOWNSHIP SCHOOLS
TRANSPORTATION OFFICE
736 CENTERTON ROAD
PITTSBURGH, NJ 08318
MEMORANDUM

TO: Suzanne Fox Abdill
Business Administrator/Board Secretary
FROM: Valerie Bonvechio
Acting Transportation Supervisor
DATE: 5/8/14
RE: Substitute Bus Driver

I would like to submit the application of Lisa O'Rourke for the position of Substitute Bus Driver. She has been driving a school bus for over 13 years. Ms. O'Rourke is fully licensed and has completed all necessary paperwork.

Ms. O'Rourke is needed for absence coverage, field trips and sports runs.

Any questions please feel free to contact me.

c: Henry Bermann, Superintendent
Shelly Ellis, HR Administrator

MVC_Cair

Page 1 of 1

new jersey motor vehicle commission MyMVC

ACAL/28 03/31/2014 13:28
ACM106 TL040422

MOTOR VEHICLE SERVICES
DRIVER HISTORY ABSTRACT / 5 YEAR DISPLAY
D.L. NO: 07592 47674 55672

NAME: LISA M OROURKE
ADDRESS: 7218 IRVING AVE
PENNSAUKEN NJ 08109-3127

ENDORSEMENTS: PS
RESTRICTIONS: L1

EVENT DT EVENT CD EVENT DESCRIPTION
10 09 12 DMV M DDCC DEFENSIVE DRIVING COURSE COMPLETED
11 02 10 CIS A POLC INVOLVED IN ACCIDENT-POLICE REPORT
STATUS PRIVILEGES IN GOOD STANDING
OUT OF STATE DRIVER HISTORY
NONE

LIC EXP DT: 09/30/2015
VER CLASS: B
BOAT CLASS:
S C H F
T M Z T
A V M L PTS POSTED
AC 112612
AC 033011

CLR: QUIT

PF3: RETURN

MSG: INQUIRY COMPLETED - PRESS PF KEY

PF7: PREV PAGE
PF8: NEXT PAGEPF10: TOP PAGE
PF11: CANCEL
PF12: MAIN MENU

Sher was rear ended at a red light, No tickets issued.

https://hi.state.nj.us/MVC_Cair/entry

3/31/2014

III. EMPLOYMENT

(List present/last employment first)

Employer's Name/Address	Position Held	From	To	Salary	FTE/PT	Reason for Leaving
Pittsgrove Board of Education Hyman R. Kunkin	Bus Driver	9/20/14	03/14/15	14.70	PT	Relocated

IV. REFERENCES

(List at least three (3). Do not include relatives.)

Name	Complete Address	Position	Telephone Number
Tommy Brown	308 Chestnut Street Elmer, NJ 08318	Truck Driver	856-238-8912
Teresa Goff	1 Church Street Pittsgrove, NJ	Grounds	856-373-2320
Tony Brown	1156 Porttown Rd Franklinville, NJ 03322	Farmhand	856-885-3955

V. SPECIAL QUALIFICATIONS

Have you ever been convicted of a crime? No If so, for what?

Criminal History Review Requirement

As required by New Jersey State Statute, all public school employees must submit to a criminal history background check through the state and FBI. This is to advise you that if you have had a prior conviction, you may be disqualified from employment in a New Jersey Public School.

I do hereby make application for employment in the Pittsgrove Township School District and assert that the facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I grant permission to the Pittsgrove Township Board of Education and its representatives to contact my previous employers about my past work experience.

10/5/13
(Date)Lisa O'Rourke
(Signature)

Return this application to the address listed on the heading

Attention: Superintendent

2

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

WORKSHOP/MILEAGE REQUESTS
May 19, 2014

STAFF MEMBER	WORKSHOP	LOCATION	DATE OF WORKSHOP	WORKSHOP COST	MILEAGE EXPENSE
Dan Rozanski	AP Annual Conference	Philadelphia, PA	7/11 & 7/12/14	\$315.00	\$34.92 Parking \$60 tolls \$15 meals \$45
Deborah Wells	AP Annual Conference	Philadelphia, PA	7/10-7/12/14	\$490.00	mileage \$37.20 Hotel \$610 tolls \$20 Parking \$80 meals \$100 Mileage \$124
Renee Jost	AP Annual Conference	Philadelphia, PA	7/10 - 7/13/14	\$645.00	
Melissa Pine	AP Annual Conference	Philadelphia, PA	7/11 - 7/13/14	\$480.00	\$29.57 Hotel \$189 tolls \$10 Parking \$40
Tara Pedrick	AP Annual Conference	Philadelphia, PA	7/11-7/12/14	\$315.00	Mileage \$47.74
John Kidd	Salem Bridge Meeting	Salem, NJ	4/9/14	\$0.00	\$16.00
Yvette DuBois	Common Core and NJCCCS	Mullica Hill, NJ	6/16/14	\$0.00	\$10.54
Yvette DuBois	21st Century Instruction in the Curric. and Classroom	Mullica Hill, NJ	6/19/14	\$0.00	\$10.54
Yvette DuBois	Staff Rights, Staff Accountability and School Ethics	Monroe Twp., NJ	6/24/14	\$150.00	\$55.80
Yvette DuBois	Changing Legal Landscape for Tenure and Evaluation	Monroe Twp., NJ	5/27/14	\$150.00	\$48.36
Georgette Meister	NAESP National Conference	Nashville, TN	7/9 - 7/11/14	\$399.00	Hotel \$796 Flight \$328.50 Meals \$297

May 13, 2014

WORKSHOP/MILEAGE REQUESTS
May 19, 2014

STAFF MEMBER	WORKSHOP	LOCATION	DATE OF WORKSHOP	WORKSHOP COST	MILEAGE EXPENSE
Kristin McCaffrey	Developing Effective Sensory Diets/Advanced Sensory Modulation	Cherry Hill, NJ	6/12-6/13/14	\$378.00	\$44.64
John Kidd	STEM Seminar	Vineland, NJ	5/13/14	\$0.00	\$4.96
John Kidd	Salem County Bridge Meeting	Salem, NJ	5/14/14	\$0.00	\$16.00

May 13, 2014

Pittsgrove Township Board of Education
Harassment, Intimidation & Bullying – Policy #5131.1
Board Reporting Requirement – Reports of Possible Violations
Board of Education Meeting - April

School	Reported Victim	Reported Bully	Date of Incident	Date of Initial Report	Summary of Initial Report	Date of Report to Superintendent (w/in 13 school days of initial report)	Result of Investigation	Action Taken
PTMS	#10713	#12185	On-going	3/4/14	#12185 allegedly asked #10713 "to have sex", "grabbed butt", "tried to touch breast"	3/18/14	Inconclusive	Counseling with GC and meeting with Principal.
PTMS	#10753	#11817	On-going	3/11/14	Name calling, telling each to shut up	3/25/14	Conflict	Meeting with GC for conflict resolution
SHS	#11293	#10581 #11235 #11215	Since 2/6/14	3/20/14	Call student "stupid", "whore", "slut" and wrote a derogatory letter about student	4/2/14	Violation of policy	OSS, referral to CST case manager, victim meet with GC.
SHS	#10655	#10581	Feb/Mar	3/28/14	Making fun of victims hair, clothes, skin and body odor	4/7/14	Violation of policy	Intervention with CST case manager, referral to CST Director of classroom conflict resolution.

Possible "Result of Investigation" Responses:

- No Evidence of HIB
- Inconclusive
- Does Not Meet Definition
- Violation of Policy

Possible "Action Taken" Responses:

- Provided intervention services
- Established training program(s) to reduce HIB and enhance school climate
- Imposed discipline
- Ordered counseling
- Other

Pittsgrove Township Board of Education
Harassment, Intimidation & Bullying – Policy #5131.1
Board Reporting Requirement – Reports of Possible Violations
Board of Education Meeting - May

School	Reported Victim	Reported Bully	Date of Incident	Date of Initial Report	Summary of Initial Report	Date of Report to Superintendent (w/in 13 school days of initial report)	Result of Investigation	Action Taken
PTMS	#13082	#10820 #14022 #12800	Ongoing	3/31/14	Student states other students were "chin checking" student and other students	4/14/14	Conflict	Contact to CST, Violation of Code of Conduct, Contact to NJSP, Parent contacted, 1 day ISS, 5-10 days restricted
SHS	#11309	#13833 #11215 #10955 #13835	On going	4/9/14	Name calling targeting students skin color, athletic ability, facial hair, being gay, ability to fight, and performing oral sex on other males	4/22/14	Conflict	Conference with principal and coach and apologies issued.
Olivet	#12366	#12995	4/3/14	4/4/14	Name call, tease and poke	4/17/14	Violation of policy	Lunch detention, separated classrooms, counseling
PTMS	#12782	#14166	4/10/14	4/10/14	Sent threatening message via facebook, hit student in hallway	4/28/14	Conflict	Violation of student code of conduct, parent notification, 3 days OSS, 30 days restricted, counseling
SHS	#13800	#12371	4/30/14	4/30/14	Name calling, talking about students clothes	5/6/14	Conflict	Both students apologized for the comments.
PTMS	#13397	#14022	4/24/14	4/29/14	Name calling, making negative reference about students mom, took students fruit at lunch	5/12/14	No evidence of HIB	Refer to Guidance Counselor, moved seats at lunch table.

Possible "Result of Investigation" Responses:

- No Evidence of HIB
- Inconclusive
- Does Not Meet Definition
- Violation of Policy

Possible "Action Taken" Responses:

- Provided intervention services
- Established training program(s) to reduce HIB and enhance school climate
- Imposed discipline
- Ordered counseling
- Other

2013-2014 FUNDRAISERS

SCHOOL	GROUP	BEGIN	END	ACTIVITY	PURPOSE	APPROVAL
APSHS	SOFTBALL/BOYS/GIRLS TENNIS	7/25/2013	6/20/2014	GYM UNIFORMS	ENHANCE PROGRAM & PURCHASE EQUIPMENT	7/25/2013
APSHS	STUDENT COUNCIL	9/1/2013	6/20/2014	SCHOOL STORE	STUDENT COUNCIL	8/20/2013
APSHS	STUDENT COUNCIL	9/1/2013	6/20/2014	PRETZEL SALES	STUDENT COUNCIL	8/20/2013
APSHS	STUDENT AWARDS RECOGNITION	9/1/2013	10/31/2013	FLIP FLOPS & UMBRELLAS	AWARDS CEREMONY	8/20/2013
APSHS	BAND	9/1/2013	11/30/2013	CONCESSION STAND	STIPENDS & BAND TRIP	8/20/2013
APSHS	STUDENT AWARDS RECOGNITION	9/1/2013	12/31/2013	TATTOOS, STICKERS & CUSHIONS	AWARDS CEREMONY	8/20/2013
APSHS	BEAUTIFICATION FUND	9/5/2013	6/20/2013	SHOPPING RECEIPTS	STUDENT NEEDS	8/20/2013
APSHS	CLASS OF 2016/CLASS 2017	9/6/2013	10/6/2013	WRAPPING PAPER	CLASS OF 2016 & 2017	8/20/2013
APSHS	STUDENT COUNCIL	9/16/2013	9/20/2013	T-SHIRTS	STUDENT COUNCIL	8/20/2013
APSHS	CLASS OF 2016	10/1/2013	2/28/2014	CLASS RINGS	CLASS TREASURY	8/20/2013
APSHS	CLASS OF 2014	10/1/2013	10/18/2013	PIZZA DOUGH & COOKIES, ETC.	STUDENTS PROM TICKETS & SR. TRIP BUSSES	8/20/2013
APSHS	STUDENT ATHLETIC TRAINERS	10/1/2013	6/20/2014	PE NIGHT	WEIGHT ROOM	9/23/2013
APSHS	STUDENT EXCHANGE/GERMAN	10/1/2013	10/31/2013	COOKIE DOUGH	STUDENTS EXCHANGE PROGRAM	9/23/2013
APSHS	BAND	10/19/2013	10/19/2013	HOMECOMING DANCE	TICKETS & PICTURES	9/23/2013
APSHS	ATHLETICS	10/22/2013	11/20/2013	CLOTHING DRIVE	ATHLETIC DEPT. & WEIGHT ROOM	10/21/2013
APSHS	CLASS OF 2014	10/22/2013	1/29/2014	PICTURE SALES	CLASS ACCOUNT	10/21/2013
APSHS	CROSS COUNTRY	10/22/2013	10/22/2013	CROSS COUNTRY MEET ENTRY FEES	MIDDLE & HIGH SCHOOL TEAMS	10/21/2013
APSHS	ACADEMY	10/24/2013	10/24/2013	COFFEE HOUSE TICKETS	TRIPS & MUSICAL	10/21/2013
APSHS	STUDENT EXCHANGE/GERMAN	11/1/2013	12/20/2013	CHOCOLATE & CALENDARS	GERMAN CLUB	9/23/2013
APSHS	STUDENT EXCHANGE/GERMAN	11/1/2013	11/1/2013	SPAGHETTI DINNER	STUDENTS EXCHANGE PROGRAM	9/23/2013
APSHS	BAND	11/1/2013	11/25/2013	RESTAURANT GIFT CARDS	STIPENDS & BAND TRIP	9/23/2013
APSHS	MEDIA CENTER	11/5/2013	11/6/2013	BOOK FAIR	MEDIA CENTER PROGRAM & PROMOTIONS	8/20/2013
APSHS	GERMAN	11/7/2013	11/23/2013	PUMPKIN BREAD SALE	EXCHANGE PROGRAM	10/21/2013
APSHS	FOOTBALL	11/25/2013	11/25/2013	TICKET SALES	FOOTBALL ACTIVITIES & MATERIALS	8/20/2013
APSHS	BOYS BASKETBALL	12/1/2013	3/20/2014	CONCESSION ITEMS	BOYS BASKETBALL TEAM	8/20/2013
APSHS	GIRLS BASKETBALL	12/1/2013	12/20/2013	SHOOT-A-THON PLEDGE	GIRLS BASKETBALL TEAM	11/25/2013
APSHS	SCHOLICK GIRLS SOCCER	12/2/2013	12/2/2013	10% NIGHT @ TEXAS ROADHOUSE	GIRLS SOCCER	11/25/2013
APSHS	FIELD HOCKEY	12/12/2013	12/12/2013	DODGEBALL TOURNAMENT	FIELD HOCKEY APPAREL & CAMPS	11/25/2013
APSHS	ACADEMY	12/13/2013	12/13/2013	FALL PLAY TICKETS	MUSICAL	10/21/2013
APSHS	STUDENT ATHLETIC TRAINERS	12/14/2013	12/14/2013	BREAKFAST WITH SANTA	WEIGHT ROOM & STUDENT ATHLETIC TRAINERS	9/23/2013
APSHS	GIRLS BASKETBALL	12/18/2013	2/26/2014	CONCESSION STANDS	GIRLS BASKETBALL SUPPLIES & ACTIVITIES	12/16/2013
APSHS	GIRLS & BOYS TRACK	12/18/2013	1/31/2014	GIFT CARDS	GIRLS & BOYS TRACK BOOSTERS	12/16/2013
APSHS	BOYS BASKETBALL	12/21/2013	12/21/2013	TICKETS, T-SHIRTS, SNAKES	JIMMY V CANCER FOUNDATION & BASKETBALL TEAM	12/16/2013
APSHS	BOYS FRESHMAN BASKETBALL	12/30/2013	12/31/2013	BASKETBALL TOURNAMENT	BOYS BASKETBALL PROGRAM	11/25/2013
APSHS	DANCE TEAM/CHEERLEADING	1/5/2014	3/31/2014	SPIRIT ITEMS	CHEERLEADING BOTH WINTER & FALL	12/16/2013
APSHS	ATHLETICS	1/29/2014	2/15/2014	CLOTHING SALE - JACKETS, SWEATSHIRTS	ATHLETIC SPECIAL ACCOUNT	1/27/2014
APSHS	STUDENT COUNCIL	2/25/2014	3/6/2014	PENNIES FOR PATIENTS (DONATIONS)	DONATION TO LEUKEMIA & LYMPHOMA	3/24/2014
APSHS	SOFTBALL	2/26/2014	3/6/2014	APPAREL SALE	PURCHASE EQUIPMENT AND ADD'L APPAREL	2/24/2014
APSHS	GIRLS TRACK/TRACK	3/1/2014	4/30/2014	WAWA SUB COUPON SALE	GIRLS TRACK & FIELD BOOSTER	2/24/2014
APSHS	THEATRE ACADEMY	3/14/2014	3/14/2014	COACH BAG SINGO	EQUIPMENT, SET, TRIPS	3/24/2014
APSHS	BAND	3/21/2014	3/21/2014	HAZ FESTIVAL	TICKETS & CONCESSIONS	8/20/2013
APSHS	GIRLS BASKETBALL	3/25/2014	3/31/2014	KIDSTUFF COUPON BOOKS	GIRLS BASKETBALL, SUMMER LEAGUE/SUMMER CAMP	3/24/2014
APSHS	GERMAN	3/27/2014	3/27/2014	CONCERT TICKETS	GERMAN CLUB	10/21/2013
APSHS	SENIOR CLASS	4/1/2014	4/30/2014	CLAIRE'S GOURMET	SENIOR CLASS & DINNER/LUNCHEON	3/24/2014
APSHS	ACADEMY	4/4/2014	4/6/2014	MUSICAL TICKETS, ADS, CONCESSION	TRIPS & MUSICAL	10/21/2013
APSHS	MEDIA CENTER	4/9/2014	4/10/2014	BOOK FAIR	MEDIA CENTER PROGRAM & PROMOTIONS	8/20/2013
APSHS	CHEERLEADING/CLASS 2014	4/11/2014	4/11/2014	MR. COUGAR	CHEERLEADING GEAR, POMS, ETC.	8/20/2013
APSHS	BEAUTIFICATION ACCOUNT	4/15/2014	8/31/2014	INK CARTRIDGE RECYCLING	TO SUPPLEMENT BUDGET FOR STUDENT NEEDS (books, cafeteria, books, lunches, etc.)	4/1/2014
APSHS	BOYS BASKETBALL	4/24/2014	4/24/2014	CHINESE AUCTION	BOYS BASKETBALL ACCOUNT	4/14/2014
APSHS	ACADEMIC AWARDS	5/2/2014	5/2/2014	VOLLEYBALL TOURNAMENT & SNAKES	ACADEMIC RECOGNITION EVENTS	4/14/2014
APSHS	TRACK BOOSTERS	5/17/2014	5/17/2014	TRACK MEET-TICKETS, T-SHIRTS, CONCESSION	TRACK BOOSTERS ACCOUNT	1/27/2014
APSHS	STUDENT ATHLETIC TRAINERS CLUB	6/14/2014	6/14/2014	YARD SALE	WEIGHT ROOM EQUIPMENT	4/14/2014
APSHS	CLASS OF 2016	TBA	TBA	ROADSIDE CLEAN-UP	CLASS TREASURY	8/20/2013

2013-2014 Fundraisers

1

5/13/2014

2013-2014 FUNDRAISERS

SCHOOL	GROUP	BEGIN	END	ACTIVITY	PURPOSE	APPROVAL
PTMS	PTSO	9/12/2013	9/30/2013	KID STUFF BOOK SALE	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	9/30/12/2/1/27/; 3/3; APRIL-TBD	9/30/12/2/1/27/; 3/3; APRIL-TBD	SKATING PARTIES	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	9/17/2013	9/17/2013	BAKE SALE DURING BACK-2-SCHOOL NIGHT	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	9/23/2013	9/27/2014	MARKET DAY (ENTIRE DISTRICT)	BENEFIT PITTSBURGH TWP. STUDENTS	8/20/2013
PTMS	PTSO	*10/10/2013; 5/22/14	*10/18/2013; 5/30/14	BOOK FAIR * REVISED DATES	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	10/24/2013	10/24/2013	HALLOWEEN BASH/DANCE	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	11/12/2013	11/15/2013	CANNED FOOD DRIVE	BENEFIT PTMS STUDENTS	8/20/2013
PTMS	PTSO	12/2/2013	12/6/2013	COINS FOR THE HEART	BENEFIT AMERICAN CANCER SOCIETY	8/20/2013
PTMS	PTSO	6/9/2014	6/13/2014	COINS FOR CYSTIC FIBROSIS	BENEFIT CYSTIC FIBROSIS	8/20/2013
PTMS	PTSO	3/24/2014	3/28/2014	DANCE/CARNIVAL	BENEFIT PTMS STUDENTS/CYSTIC FIBROSIS	8/20/2013
PTMS	6TH GRADE	9/20/2013	10/15/2013	HOLIDAY GIFT WRAP	REDUCING COST OF 6TH GRADE TRIP	8/20/2013
PTMS	6TH GRADE	9/27/10/25; 11/27/1/30; 4/4/5/22	9/27/10/25; 11/27/1/30; 4/4/5/22	1/2 DAY SNAKES	REDUCING COST OF 6TH GRADE TRIP	8/20/2013
PTMS	7TH GRADE	9/9/2013	10/31/2013	MAGAZINE SUBSCRIPTIONS	REDUCING COST OF 7TH GRADE TRIP	8/20/2013
PTMS	7TH GRADE	9/27/10/25; 11/27/12/13; 1/30; 4/4; 5/22	9/27/10/25; 11/27/12/13; 1/30; 4/4; 5/22	1/2 DAY SNAKES	REDUCING COST OF 7TH GRADE TRIP	8/20/2013
PTMS	8TH GRADE	10/15/2013	10/28/2013	JOE CORBIT'S PIZZA	BENEFIT 7TH GRADE CLASS TRIP	10/21/2013
PTMS	7th GRADE	10/22/2013	11/30/2013	WAWA SUB COUPON SALE	REDUCING COST OF 7TH GRADE TRIP	8/20/2013
PTMS	7TH GRADE	12/6/2013	12/6/2013	PTMS DANCE	BENEFIT 6TH GRADE TRIP	11/25/2013
PTMS	6TH GRADE	2/1/2014	3/28/2014	WAWA COUPONS	BENEFIT 7TH GRADE CLASS TRIP	8/20/2013
PTMS	7TH GRADE	2/7/2014	2/7/2014	VALENTINE'S DANCE (6-8TH GR)	REDUCING COST OF 7TH GRADE TRIP	1/27/2014
PTMS	MD CLASS	4/4/2014	4/4/2014	POPCORN SALE DURING CAREER DAY	SALEM CO CENTER FOR AUTISM	5/19/2014
PTMS	6TH & 7TH GRADE	5/11/2014	6/18/2014	ICE CREAM & FROZEN NOVELTIES (WEDS. ONLY)	REDUCING COST OF FIELD TRIPS	5/19/2014
PTMS	PTO	3/3/2014	3/19/2014	MOREY'S PIER TICKETS	CLASS TRIPS, EVENTS, ASSEMBLIES, ETC.	2/24/2014

2013-2014 ELDT TRIPS

SCHOOL	TRIP DATE	GROUP	DESTINATION & EVENT	STAFF MEMBER	TRANSP.	STUDENT	COST to BOE	BOE
APSHS	8/19/13	GUIDANCE	Camp Mason, Haddonfield, NJ	LOGANDRO	BUS	5	\$117.00	7/25/2013
APSHS	9/9/13	ATHLETICS	GLASSBORO, NJ MASSO	CLARKE	BUS	10	\$107.93	8/20/2013
APSHS	9/19/13	SPECIAL ED	ELMER, NJ, IGA STORE	CLEMENT	BUS	7	\$35.00	8/20/2013
APSHS	10/4/13	GUIDANCE	COOPER HOSPITAL, CAMDEN, NJ	LOGANDRO	BUS	25	\$239.27	9/23/2013
APSHS	10/17/13	GERMAN	COLLINGSWOOD HIGH SCHOOL, COLLINGSWOOD, NJ	KIRSCHNER	BUS	25	N/A	9/23/2013
APSHS	10/24/13	GUIDANCE	RIVERWINGS, WEST DEPTFORD, NJ	COLLINS-CARDONA	BUS	60	N/A	9/23/2013
APSHS	10/24/13	SPECIAL ED	WENDY'S BRIDGETON	CLEMENT	BUS	6	\$25.00	10/21/2013
APSHS	10/28/13	ATHLETICS	BROOKS IVINE MEMORIAL FOOTBALL CLUB SJ MEETING	CLARKE/BROWN	BUS	7	\$175.00	10/21/2013
APSHS	10/30/13	SPECIAL ED	WALMART VINELAND	CLEMENT	BUS	6	\$75.00	10/21/2013
APSHS	11/14/13	GUIDANCE	ATLANTIC CITY CONVENTION CENTER	JOSE	BUS	50	\$175.00	10/21/2013
APSHS	11/11/13	FOREIGN LANG.	PENNSGROVE HIGH SCHOOL	BEHRENS	BUS	45	N/A	10/21/2013
APSHS	11/21/13	ACADEMIC TEAM	PENNSGROVE HIGH SCHOOL	PEDRICK	BUS	20	\$156.39	10/21/2013
APSHS	11/21/13	GUIDANCE	DREXEL, WIDENER & NEUMANN COLLEGE VISITS	COLE/JOSE	CHARTER	50	N/A	10/21/2013
APSHS	11/25/13	SPECIAL ED	ELMER IGA	CLEMENT	BUS	6	\$55.00	10/21/2013
APSHS	12/3/13	STREET LAW	SALEM, NJ SALEM COUNTY COURT HOUSE	REALLEY	BUS	20	\$98.00	11/25/2013
APSHS	12/5/13	STREET LAW	SALEM, NJ SALEM COUNTY COURT HOUSE	REALLEY	BUS	20	\$98.00	11/25/2013
APSHS	*12/9/13	GERMAN	LOVE PARK PHILADELPHIA, PA *DATE CHANGE FROM 12/12/13	KIRSCHNER	BUS	30	\$396.90	9/23/2013
APSHS	12/18/13	SPECIAL ED	CUMBERLAND MALL	CLEMENT	BUS	6	\$55.00	11/25/2013
APSHS	12/19/13	ATHLETICS	GLASSBORO, NJ MASSO	CLARKE	BUS	10	\$107.93	8/20/2013
APSHS	12/20/13	SCIENCE	PHILADELPHIA FRANKLIN INSTITUTE	HUGHES	BUS	22	\$281.88	10/21/2013
APSHS	1/16/14	ACADEMIC TEAM	WOODSTOWN HIGH SCHOOL	PEDRICK	BUS	20	\$99.00	10/21/2013
APSHS	1/29/14	SPECIAL ED	VINELAND, NJ SHOPRITE	CLEMENT	BUS	6	\$76.00	1/27/2014
APSHS	3/6/14	SPECIAL ED	ELMER IGA, ELMER, NJ	CLEMENT	BUS	5	\$42.80	2/24/2014
APSHS	3/10/14	ATHLETICS	GLASSBORO, NJ MASSO	CLARKE	BUS	10	\$107.93	8/20/2013
APSHS	3/13/14	SPECIAL ED	PITMAN THEATRE, PITMAN, NJ	CLEMENT	BUS	5	\$133.52	2/24/2014
APSHS	3/20/14	GUIDANCE	RIVER WINDS COMMUNITY CENTER	COLLINS-CARDONA	BUS	45-50	N/A	2/24/2014
APSHS	3/25/14	GUIDANCE	SALEM COMMUNITY COLLEGE, PENNS GROVE, NJ	COLLINS-CARDONA	CHARTER	20	N/A	3/24/2014
APSHS	4/17/14	GUIDANCE	STYCKTON COLLEGE, NW PATTERSON UNIV, KEAN UNIV, ATLANTIC CO. COMMUNITY COLLEGE	COLE	CHARTER	50	N/A	3/24/2014
APSHS	4/21/14	GERMAN	NEWARK INTERNATIONAL AIRPORT (DEPARTURE)	KIRSCHNER	BUS	23	\$668.00	2/24/2014
APSHS	4/23/14	SPECIAL ED	MOE'S RESTAURANT, MILLVILLE, NJ	CLEMENT	BUS	10	\$77.00	4/14/2014
APSHS	4/26/14	SENIOR CLASS	SENIOR CLASS TRIP: Disney World, Orlando, Florida	MCGRAW	BUS	80-100	\$1,000.00	7/25/2013
APSHS	5/1/14	ART	SALEM JONES GLASS CTR, ALLOWAY, NJ	MORTIMER	BUS	14	\$127.00	4/14/2014
APSHS	5/4/14	GERMAN	NEWARK INTERNATIONAL AIRPORT (ARRIVAL)	KIRSCHNER	BUS	23	N/A	2/24/2014
APSHS	5/9/14	SCIENCE	GREAT ADVENTURE, JACKSON, NJ	HUGHES	BUS	15	\$235.00	12/16/2013
APSHS	5/17/14	BAND	GREEN BRANCH PARK, PITTSBORO	PIECZARA	BUS	30	\$245.70	8/20/2013
APSHS	5/26/14	BAND	ELMER, NJ, ELMER PARADE	PIECZARA	BUS	30	\$261.30	8/20/2013
APSHS	5/29/14	SPECIAL ED	CAPE MAY ZOO, CAPE MAY, NJ	CLEMENT	BUS	6	\$303.50	5/19/2014
APSHS	5/30/14	BAND	WILDWOOD HIGH SCHOOL, WILDWOOD NJ	PIECZARA	BUS	50	\$620.68	8/20/2013
APSHS	5/30/14	GUIDANCE	COOPER UNIVERSITY, CAMDEN, NJ	LOGANDRO	BUS	22	\$258.77	2/24/2014
APSHS	6/14/14	SCIENCE	BRIGANTINE NJ MARINE MAMMAL CENTER	JACOBSON	BUS	10	\$355.00	1/27/2014
APSHS	TBD	MOCK TRIAL	SALEM, NJ SALEM COUNTY COURT HOUSE	REALLEY	BUS	20	TBD	8/20/2013
APSHS	TBD	ACADEMIC TEAM	VARIOUS SALEM COUNTY SCHOOLS	PEDRICK	BUS	15-20	TBD	8/20/2013
APSHS	TBD	BAND	VINELAND, NJ, CUMBERLAND MALL	PIECZARA	BUS	30	\$168.58	8/20/2013
APSHS	TBD	BAND	EAGLEVIEW NURSING HOME, PITTSBORO NJ	CLARKE	BUS	10	\$266.96	8/20/2013

2013-14 Meetings

5/15/2014 11:11 AM

2013-2014 ELDT TRIPS

SCHOOL	TRIP DATE	GROUP	DESTINATION & EVENT	STAFF MEMBER	TRANSP.	STUDENT	COST to BOE	BOE
PTMS	10/8/13	SELECTED 7/8TH GR STUDENTS	PEER MENTORING WORKSHOP; UPPER PITTSBORO SCHOOL; MONROEVILLE, NJ	J. BOTTO	BUS	APPR 15	\$158.88	8/20/2013
PTMS	12/12/13	MULHERIN CLASS	ELMER IGA; SHOPRITE; PURCHASE; COUNTING COUNSEL	S. MULHERIN/D. DOUGHERTY	BUS	9	\$48.46	10/21/2013
PTMS	12/19/13	MULHERIN/MOLIS CLASS	FRANKLIN INSTITUTE PHILADELPHIA, PA	MULHERIN, DOUGHERTY, MOLIS, WALTERS	BUS	17	\$280.00	11/25/2013
PTMS	12/18/13	8TH GR	SALEM CO. COMMUNITY COLLEGE FOR SCVTS SHOWCASE OF ACADEMY PROGRAMS	BOTTO, 8TH GR. TEACHERS	VO-TECH BUS	158	N/A	11/25/2013
PTMS	1/9/14	LEADERSHIP	CAMDEN CO COLLEGE STUDENT LEADERSHIP INSTITUTE	P. OSCASIO-JIMENEZ	BUS	4	\$307.35	12/16/2013
PTMS	1/26/13	MULHERIN CLASS	ELMER POST OFFICE; CAREER ORIENTED	S. MULHERIN/D. DOUGHERTY	BUS	9	\$72.98	10/21/2013
PTMS	2/5/14	8TH GR	SALEM COUNTY VO-TECH	J. BOTTO	VO-TECH BUS	25	N/A	1/27/2014
PTMS	2/11/14	ACADEMIC LEAGUE	WOODSTOWN MIDDLE SCHOOL, WOODSTOWN, NJ	L. SAMMIS; P. OSCASIO-JIMENEZ	BUS	19	\$125.00	1/27/2014
PTMS	2/27/14	8TH GR	SALEM CO COMM COLLEGE-SET UP SCIENCE FAIR	K. CEREFICE/H. PLATT	BUS	32	\$325.05	2/24/2014
PTMS	2/28/14	8TH GR	SALEM CO COMM COLLEGE-SCIENCE FAIR	K. CEREFICE/H. PLATT	BUS	32	\$325.05	2/24/2014
PTMS	3/11/14	ACADEMIC LEAGUE	OLDMAN'S TRIP SCHOOL, PEDRICKTOWN, NJ	L. SAMMIS	BUS	19	\$158.00	1/27/2014
PTMS	4/2/14	8TH GRADE	REGIONAL SCIENCE FAIR- PHILADELPHIA EXPO CENTER, OAKS, PA	K. CEREFICE	BUS	6	\$488.50	1/27/2014
PTMS	5/9/14	6-8TH GRADES	PHILADELPHIA ZOO, PHILADELPHIA, PA	MOLIS/MULHERIN/DOUGHERTY/WALTERS/ GARRISON	BUS	18	\$302.67	3/24/2014
PTMS	5/13/14	ACADEMIC LEAGUE	UPPER PITTSBORO SCHOOL, MONROEVILLE, NJ	L. SAMMIS	BUS	19	\$100.00	1/27/2014
PTMS	5/19-21/14	7TH GR.	CAMP SPEER-ELIJAH, DINGMAN'S FERRY PA	DOWNER, BIDER, ARMENTANI, MAGEE, BOTTO, KELLY, SMITH, MANINELLA	CHARTER	155	N/A	9/23/2013
PTMS	5/21/14	8TH GR	8TH CLASS TRIP: WASHINGTON DC	K. CEREFICE/8TH GR. TEACHERS	CHARTER	APPR 153	N/A	8/20/2013
PTMS	6/6/14	TITLE I	WOOD LANES BOWLING & PAPA LUIGI'S, WOODSTOWN, NJ	ARMENTANI/SMITH/HETZEL/McCLINTOCK	BUS	25	\$155.54	5/19/2014
PTMS	6/13/14	6TH GR	6TH CLASS TRIP: BALTIMORE HARBOR & AQUARIUM, BALTIMORE MD	J. SUWALA/6TH GR. TEACHERS	CHARTER	APPR 140	N/A	8/20/2013
NORMA	5/20/14	PSD	STORYBOOK LAND	HOLTON	BUS	20	PTO/CST	9/23/2013
NORMA	5/12/14	PREK/ELLI	GARDEN STATE DISCOVERY	MUNAFO/FEASTER	BUS	40	PTO	9/23/2013
NORMA	5/28, 5/29/14	KINDERGARTEN	STORY BOOK LAND	CARROZZA	BUS	100	PTO	9/23/2013
ELMER	6/3/2014	KINDERGARTEN	ELMER SCHOOL - ORIENTATION	CARROZZA	BUS	100	\$260	9/23/2013
ELMER	5/27/14	GRADE 1	CAPE MAY ZOO	SNYDER	BUS	115	PTO	9/23/2013
ELMER	4/16/14	GRADE 2	CAMDEN AQUARIUM	MONTI	BUS	125	PTO	9/23/2013
ELMER	5/30/2014	GRADE 2	OLIVET SCHOOL - ORIENTATION	MONTI	BUS	125	\$275	9/23/2013
ELMER	6/4/2014	TITLE I/BASIC SKILL	WETLANDS INSTITUTE, STONE HARBOR, NJ	POOLAKE	BUS	40	APPR \$345.	5/19/2014
OLIVET/ELMER	6/13/2014	MD/ASD CLASS	PARVIN STATE PARK	LEE, MATHEWS	BUS	10	\$160	5/19/2014
OLIVET	6/10/2014	GRADE 3	FRANKLIN INSTITUTE, PHILA	LASPATA	BUS	130	PTO	9/23/2013
OLIVET	TBD	GRADE 4	SHOPRITE/YOUNG CONSUMERS	BOTTINO	BUS	125	\$550	9/23/2013
OLIVET	4/1, 4/11/14	GRADE 4	TRENTON/BARRACKS	BOTTINO	BUS	125	PTO	9/23/2013
OLIVET	6/4/14	GRADE 5	INDEPENDENCE HALL, PHILA	PECES	BUS	125	PTO	9/23/2013
OLIVET	6/11/14	GRADE 5	PTMS - ORIENTATION	PECES	BUS	125	PTO	9/23/2013
OLIVET	6/5/14	SAFETY PATROL	CAMDEN RIVERSHARKS	KRAWIEC	BUS	125	\$145	9/23/2013
OLIVET	TBD	GRADE 3	FIELD DAY - PARVIN STATE PARK	LASPATA - ALL	BUS	40	\$250	9/23/2013
OLIVET	6/19/2014	GRADE 5	FIELD DAY - PARVIN STATE PARK	PECES - ALL	BUS	130	\$225	9/23/2013
OLIVET	TBD	MENTORS	UPPER PITTSBORO SCHOOL - TRAINING	LOGANDRO	BUS	30	\$160	9/23/2013
OLIVET	6/5/14	TALENT SHOW	SCHALICK HIGH SCHOOL	HALL/RAGAN	BUS	100	\$75	9/23/2013
OLIVET	5/29/2014	MATH SHOWCASE	SALEM COMMUNITY COLLEGE	HALL/DUNLAP WITH PTMS	BUS	10	\$225	9/23/2013
OLIVET	6/9/2014	STUDENT COUNCIL	CAPE MAY SHORE POINTS	HALL/MONTI	BUS	16	\$250	9/23/2013
OLIVET	6/23/2014	SACC	REGAL CINEMA, CUMBERLAND MALL	EDMONDS	BUS	50	N/A-SACC	9/23/2013
OLIVET	6/24/2014	SACC	BRIDGETON ZOO/ RITA'S WATER ICE	EDMONDS	BUS	50	N/A-SACC	9/23/2013
OLIVET	TBD	SACC	BOWLING - LEGACY LANES	EDMONDS	BUS	50	N/A-SACC	9/23/2013

2013-14 Meetings

5/15/2014 11:11 AM

PITTSBORO TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

PITTSBORO TOWNSHIP SCHOOLS
736 CENTERON ROAD
PITTSBORO, N.J. 08318

856.358.7077 FAX: 856-358-7062

MEMORANDUM

TO: Suzanne R. Fox Abdill, Business Administrator/Board Secretary
FROM: James Mailley, Supervisor of Maintenance
DATE: April 30, 2014
RE: Request for Board Approval of Summer Workers

Respectfully request the Board's approval for the following summer positions, on an "as needed" basis, effective July 1, 2014:

Jay Smith - to work for the Supervisor of Maintenance for lawn maintenance and general duties at \$15.00 an hour. May be used during the school year for snow removal and special projects on an "as needed" basis.

Douglas Smith - to complete all painting as directed by the Supervisor of Maintenance at \$14.00 an hour.

Ben Hirschkopf - to complete all painting as directed by the Supervisor of Maintenance at \$11.00 an hour.

Brad Johnson - to assist with summer assignments and perform all duties under direct supervision of the Maintenance staff at \$11.00 an hour. May also be used for special projects during the school year on an "as needed" basis.

Scott Pace - to assist with summer assignments and perform all duties under direct supervision of the Maintenance staff at \$10.00 an hour.

Tyler Ellis - to assist with summer assignments and perform all duties under direct supervision of the Maintenance staff at \$9.00 an hour.

JM:sa



State of New Jersey
Department of Education
Salem County Office
110 Fifth Street, Suite 800
Salem, NJ 08079
Phone: (609) 426-6871
Fax: (609) 426-6299

DAVID C. HESPE
Acting Commissioner
ROBERT L. BUMPUS
Interim Executive Regional Superintendent

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

May 1, 2014

Mr. Henry Bermann, Superintendent
Pittsboro Township School District
1076 Almond Road
Pittsboro, NJ 08318

Dear Mr. Bermann:

I have reviewed the employment contract for Suzanne R. Fox Abdill, School Business Administrator/Board Secretary as revised on May 1, 2014, in accordance with N.J.S.A. 18A:7-8 (j) and to determine compliance with the standards as adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review pursuant to N.J.A.C. 6A:23A-3.1 are in compliance with applicable laws and regulations.

Once the Board has approved this contract, please submit a signed copy to me for our files.

Very truly yours,

Margaret J. Nicolosi

Margaret J. Nicolosi
Interim Executive Superintendent

c: Dominick Miletta III, Board President
Suzanne R. Fox Abdill, School Business Administrator/Board Secretary

SEPARATE PROPOSAL FOR ADDITIONAL FUNDS

RESOLVED, That there should be raised an additional \$128,000 for General Funds in the same school year (2014-2015). These taxes will be used exclusively for winter track, enhanced cocurricular activities and an additional early learning literacy program for preschool children. Approval of these taxes will result in a permanent increase in the district's tax levy. These proposed additional expenditures are in addition to those necessary to achieve the Core Curriculum Content Standards.

State of New Jersey
Department of Education
Office of School Finance

2014-2015 DISTRICT BUDGET
STATEMENT OF CERTIFICATION - SEPARATE PROPOSAL(S)

DISTRICT: PITTSBURGH COUNTY: SALEM

After the hearing and adoption of the budget and separate proposal, sign the pertinent statement and send this additional certification - separate proposal to the Executive County Superintendent of Schools.

STATEMENT A

I certify that the 2014-2015 separate proposal(s) approved as to form and accuracy by the Executive County Superintendent of Schools was(were) adopted as approved after the public hearing.

Chief School Administrator

Secretary, Board of Education

STATEMENT B
(Check one)

(X) I certify that the 2014-2015 separate proposal was revised after the approval by the Executive County Superintendent of Schools and adopted after the public hearing, and all changes are reflected on the attached interpretative statement and itemized accounting.

or
() I certify that the 2014-2015 separate proposal(s) was(were) initially developed and adopted after the public hearing and said proposal(s) is(are) reflected on the attached interpretative statement and itemized accounting.

or
() I certify that the 2014-2015 separate proposal(s) was (were) withdrawn from consideration after the approval by the Executive County Superintendent of Schools and after the public hearing.

Mary J. Brennan
Chief School Administrator

Sharon R. Byrd
Secretary, Board of Education

I have reviewed the 2014-2015 budget statement additional certification for separate proposal(s) and related materials after the public hearing and have determined that the above executed certification is correct and approved.

Margaret J. McLaughlin
Executive County Superintendent

5-14-14
Date

Tennessee Department of Education
 Member Since: _____

Home	Budget	Candidates	Supporting Documentation	Enrollment	Ten-Ley Certification	Ed Report	County Review and Approval	UPM/Adopted Budget	Printable PDF
County: SALEM District: PITTSBORNE TWP									
Reset Page Save									
AFTER ADVERTISING AND PRIOR TO PUBLIC HEARING, ON AFTER BSE: ECS or ECSDA - Budget Changes Needed: District: _____ Date: _____ Ready for Review: _____ Date: _____ Approved: _____ Date: _____ Review Started: _____ Date: _____ Reviewer: _____									
Checking if the box constitutes district superintendent approval of this budget submission. ECSDA Preliminary Review: _____ ECS Review: _____									
RESULTS OF PUBLIC HEARINGS: District - Select Statement A or B: A: I certify that the 2014-15 budget approved by the Executive County Superintendent was adopted after the public hearing, and all changes are reflected in the author district statement. B: I certify that the 2014-15 budget was revised either by reallocating resources to other line items or by moving the total amount after the public hearing, and all changes are reflected in the author district statement. ECSDA Preliminary Review: _____ ECS Review: _____									
ECS or ECSDA - Budget Changes Needed for Final Preparation District: _____ Date: _____ Ready for Review: _____ Date: _____ Approved: _____ Date: _____ Review Started: _____ Date: _____ Reviewer: _____									
Checking if the box constitutes district superintendent approval of this budget submission. ECSDA Preliminary Review: _____ ECS Review: _____									
<< Go to Advertising or Board of School Estimate									

Go to Elections Results >>

Pittsburgh Township Schools
ARTHUR P. SCHALICK HIGH SCHOOL
 718 Centerton Road
 Pittsburgh, NJ 08318
 (856) 358-2054 x 4111 or 4110

ARTHUR P. SCHALICK HIGH SCHOOL
 718 Centerton Road
 Pittsburgh, New Jersey 08318
 (856) 358-3094
 FAX (856) 358-7063

DONNA MEYERS Principal
 DOUGLAS VOLOVAR Assistant Principal
 MICHAEL CLARKE Athletic Director
 ANGELA WILLIAMS Director of Guidance

SCHOLARSHIP AND AWARDS APPLICATION

Name of Award? _____

Name of contact person about the award: _____

Name: _____

Address: _____

Telephone Number: _____

How will the winner be selected?

Please provide specifically the criteria to be used for selections (eg: ; essay, US Citizen, overall grade point average and/or academic achievement, SAT scores, leadership abilities, character, personal merit, motivation, talent, vocational abilities, extra curricular and/or community activities, pursuit of a career in specialized area, etc.). The school will provide a general application to all seniors with a 250-500 word essay on why they feel they should be considered to receive a scholarship. The essay along with additional information may be obtained by request.

When will the selection process take place? (Your date) _____

Who will select the winner? (School committee, your organization, other) _____

Please return this form to Ms Angela Williams for Board of Education approval.

TO:

FROM:

DATE:

RE: Scholarship Criteria

As per your request I have enclosed a few samples of the different scholarships that have been created for Schalick students, please note that all scholarships that are offered do need to be approved by our Board of Education. The procedures for this process are as follows:

1. Decide on the criteria you would like the students to meet, (the enclosed examples might help you).
2. Please submit in writing to our Principal, Donna Meyers what is the mission of this scholarship, the selection process, the presentation, and the application procedure you would like to see.
3. Once Mrs. Meyers approves your request she will present this to our BOE for approval.

File: 2013-14ScholarshipProcedure
 nbb

PITTSBURGH TOWNSHIP MIDDLE SCHOOL

1082 MONROE RD.
PITTSBURGH, PA 15106-08318

INTEROFFICE MEMORANDUM

TO: HENRY BERMAN

FROM: PRISCILLA I. OCASIO-JIMÉNEZ, E.D.D., PRINCIPAL

SUBJECT: MUSIC PROGRAM 2013 - 2014

DATE: 5/16/14

CC: YVETTE DUBOIS, PATRICIA GABORO, RICHARD WADE

As per your request, below you will find information in reference to the Music Program.

MUSIC PROGRAM AT PTMS

- > Band students meet weekly during P.E.A.C. for 50 minutes. However, P.E.A.C. has sometimes canceled due to NJASK testing, NWEA testing, Quarterly Assessments and holidays, which would require additional weekly rehearsals, especially if before a performance.
- > We began with 24 students. Three have dropped out due to grades, other obligations and not content.
- > There is a rotating cycle every 30 school days. However, some students may maintain the same lesson times based on their Exploratory class.
- > At the request of the building Principal, students were not to be scheduled for lessons during Language Arts or Math, the tested areas, nor should students be removed from Gym or health due to the state requirements. Therefore, students were primarily taken from Exploratory classes and the Social Studies or Science. However, because the Music teacher is only scheduled in the AM, there is not enough flexibility with scheduling. So, for example, if a student had PE/Health, Math and Language Arts during the morning hours, then there would be no other options. Teachers were informed on numerous occasions that if the lesson schedule was not appropriate during their class, then they were to notify the Music teachers, he received no complaints.

PROPOSED BUDGET - PART-TIME

Personnel	
Salaries & Wages	\$26,200
Teacher Benefits	\$0
Payroll Taxes	\$2,620
Subtotal Personnel	\$28,820
Operational Expenses	
Supplies	\$3,250
Professional Development	\$625
Guest Artist	\$1,000
Cultural Experience	\$1,000
Appel Farm Administration Fee	\$2,520
Subtotal Operational Expenses	\$8,395
TOTAL MUSIC PROGRAM EXPENSES	\$37,215

- Prior to a performance, we have had to scheduled Band rehearsals during the school day aside from P.E.A.C.

MUSIC PROGRAM AT OLIVET

- Band for 4th grade is every Tuesday during P.E.A.C. and 5th grade has band every Thursday during P.E.A.C.
- Olivet began with 42 students. One has dropped out due to miscommunication to the commitment to the program.
- There is a rotating cycle for the elementary as well.
- Unfortunately, because Mr. Wade is at Olivet only during the PM hours, all students are in math, leaving him no option but to schedule a lesson during Math.
- There were a couple of concerns in reference to students missing math; however, it was addressed.

EVALUATIONS

- Official evaluations were done by his supervisor, Kerri Sullivan. She has been twice at Olivet and three times at PTMS to evaluate his performance and development of the Music Program.
- Administration met with Ms. Sullivan and the Music teacher on numerous occasions to discuss implementation, events and progress.
- Additional meetings were held throughout the school year with the Music teacher and the building principals to discuss activities, progress and/or modification to the program.
- Approximately 15 walk-throughs were done by Pittsgrove administration.
- Administration attended the various Band events held thus far.

If the Pittsgrove Board of Education does not approve the full-time position, I am requesting that you take into consideration for additional hours of pay for after-school activities where the Music teacher could meet with the Band students.

Thank you.



"I often think in music. I live my daydreams in music. I see my life in terms of music."
~Albert Einstein

In August 2013, Appel Farm Arts & Music Center entered into an agreement with the Pittsgrove Township School District Board of Education to serve as the Administrative Coordinator to provide a curricular Instrumental Music Program for students in fourth and fifth grade at Olivet Elementary School and sixth, seventh and eighth grade at Pittsgrove Township Middle School. At the time the program was proposed, the School District anticipated there would be two concert band classes, one at Olivet Elementary and one at Pittsgrove Township Middle School. Enrollment was projected to be between fifteen and twenty students at Olivet Elementary and thirty students at Pittsgrove Township Middle School.

Much to the delight of Appel Farm and the Pittsgrove administration the Instrumental Music Program proved to be more popular than anticipated at Olivet Elementary School and about as expected at Pittsgrove Township Middle School. Initial recruitment efforts saw forty-two students enrolled in the Olivet Concert Band and twenty-four students in the Pittsgrove Middle School Concert Band. The band was so popular at Olivet Elementary School that two bands have actually been formed, fourth grade and fifth grade. The bands at both schools meet to rehearse during the PEAC period. Most of the students have maintained their commitment to the Concert Band. The few who have dropped out have done so to focus on upholding their grades in other classes. The students who are in the Concert Band are dedicated.

One of the main reasons the Instrumental Music Program has been so successful in its first year is due to the enthusiasm and quality of instruction by the teacher, Mr. Richard Wade. Mr. Wade was hired by a joint decision between Appel Farm and Pittsgrove Township School District. His commitment to the program has been outstanding, and has been key in helping the program grow. Mr. Wade is a highly qualified teacher and musician. He goes above and beyond his contractual obligations; he is willing to do what it takes to make the program successful. He, like Appel Farm and the Pittsgrove Township School District, sees the value in music education. He believes that music is essential, not only in its own right, which it certainly is, but as an effective tool for educating the whole child, providing an opportunity for students to learn important skills such as communication, creativity, critical thinking and collaboration.

Pittsgrove Township Schools Mail - NJSBA Policy Updates for Sc...
<https://mail.google.com/mail/u/0/?ui=2&ik=0ee42de05&view=p...>



Donna Keech <dkeech@pittsgrove.net>

NJSBA Policy Updates for School Districts

1 message

NJSBA - New Jersey School Boards Association <njsbamail@njsba.org> Tue, Apr 8, 2014 at 8:23 AM
 To: dkeech@pittsgrove.net

[View in browser](#)



District Policy Updates

The following policies have been revised:

5141 Health has been updated to include the requirement of Janet's Law (P.L. 2012, c. 51) for public schools to have an Automated External Defibrillator (AED).

4111.1/4211.1 Nondiscrimination/Affirmative Action for certified and noncertified staff has been updated to affirm that charter school boards prohibit discrimination against pregnant women and women with medical conditions related to pregnancy and will provide reasonable accommodations.

Other policies that were updated to include pregnancy in the list of protected classes are:

2224 Nondiscrimination/Affirmative Action
 4111 Recruitment, Selection and Hiring (certified staff)
 4211 Recruitment, Selection and Hiring (non-certified staff)
 5145.4 Equal Educational Opportunity
 6121 Nondiscrimination/Affirmative Action
 6145 Extracurricular Activities
 6147.1 Evaluation of Individual Student Performance

2224 Nondiscrimination/Affirmative Action	Markup	Clean
4111 Recruitment, Selection and Hiring (certified staff)	Markup	Clean
4111.1/4211.1 Nondiscrimination/Affirmative Action	Markup	Clean
4211 Recruitment, Selection and Hiring (non-certified staff)	Markup	Clean
5141 Health	Markup	Clean
5145.4 Equal Educational Opportunity	Markup	Clean
6121 Nondiscrimination/Affirmative Action	Markup	Clean
6145 Extracurricular Activities	Markup	Clean
6147.1 Evaluation of Individual Student Performance	Markup	Clean

In the "marked up" file, the added content is shaded gray to indicate the additional content. Content that needs to be deleted is marked with strikethrough.

The above benefits of music education are evident in the curriculum that has been developed by Mr. Wade and Appel Farm and approved by the two schools. It is also apparent in Mr. Wade's immersion into the school communities. Mr. Wade provides small group instruction to all members of the Concert Bands at both schools. This instruction is tailored to meet the specific needs of the students in each group. Mr. Wade prepares a lesson plan for each group, complete with benchmarks and assessments. Though students are not formally assessed for the purposes of school report cards, assessment is an essential part of the Instrumental Music Program. Not only is it important to help students learn their instruments and grow as musicians, it affects teaching, music selection, and helps students develop critical thinking. The scheduling of the small group instruction is one area where Mr. Wade has demonstrated his willingness to become a part of the school community. He continuously works with teachers and administration to schedule students so that they are not missing too much of one class, and some classes they cannot miss at all. Scheduling for small group instructions has been a challenge, but Mr. Wade has shown a willingness to be a team player. Another area where he has demonstrated his commitment to being a part of the school is in his agreeing to work with the PTMS Concert Band to perform at shows that were not agreed upon at the beginning of the year, such as the Black History Month Assembly and the Art Show. These additional performance opportunities have been wonderful experiences for the band students, and the school and community have benefited from these musical enhancements.

Just as assessment of the students is important, assessment of the teacher and the program is essential to Appel Farm. The Director of Arts Education & Outreach, who oversees the program for Appel Farm, regularly meets with Mr. Wade to discuss the program. During these conferences the program is evaluated, both formally and informally, and we gauge ways to improve and develop the program. We also troubleshoot any issues or concerns. Mr. Wade has also been evaluated in the classroom throughout the year, at both schools, during Concert Band rehearsals and small group instructions. Mr. Wade's evaluations are based on the Danielson model of teacher evaluation.

One of the best measures of the programs success can be obtained during performances. Not only is it evident that the students have progressed as individual musicians but they have really come together as a band, playing as an ensemble. Another indicator of success is how much fun the students have rehearsing for the performances. They are enjoying what they are doing and love learning. The culminating concert of the inaugural year will be held on Tuesday, June 17 at 6:30 pm in the Schalick High School auditorium. The concert will feature both the Olivet Concert Band and the PTMS Concert Band.

In looking ahead, Appel Farm Arts & Music Center is excited by the prospect of continuing the partnership with the Pittsgrove Township School District, and developing and growing the Instrumental Music Program. Ideas for growth include cultural experiences, guest artist visits, and more performance opportunities. We are also engaged in ways to recruit more students and sustain the program by connecting it to the Schalick High School Pep Band. The opportunities for the students of Pittsgrove Township School District are many and the benefits of an Instrumental Music Program are great!

PITTSBURGH TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 19, 2014

FILE CODE: 2224

THE DISTRICT BOARD OF EDUCATION

The District, New Jersey

Policy

☒ Monitored
☒ Mandated
☒ Other Reasons

NONDISCRIMINATION/AFFIRMATIVE ACTION

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, pregnancy in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

The _____ Board of Education will continue to support its Affirmative Action Resolution, and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The chief school administrator shall oversee the development and implementation of the three year comprehensive equity plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The chief school administrator shall report to the board annually on progress toward goals established in the plan. A copy of the district's affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

Affirmative Action Officer and Team

The board shall annually appoint a member of the staff as the affirmative action officer and form an affirmative action team, of whom the affirmative action officer is a member. The affirmative action officer shall serve as affirmative action/504 officer and/or desegregation coordinator. The affirmative action officer must have New Jersey certification with an administrative, instructional, or education services endorsement. The board shall ensure that all members of the school community know who the affirmative action officer is and how to access him/her.

The affirmative action officer shall:

- Coordinate the required professional development training for certificated and non-certificated staff;
- Notify all students and employees of district grievance procedures for handling discrimination complaints; and
- Ensure that the district grievance procedures, including investigative responsibilities and reporting information, are followed.

The affirmative action team shall:

- Develop the comprehensive equity plan in compliance with administrative code;
- Oversee the implementation of the district's comprehensive equity plan;
- Collaborate with the affirmative action office in coordinating the required professional development training;

File Code: 2224

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

- Monitor the implementation of the comprehensive equity plan; and
- Conduct the annual district internal monitoring to ensure continuing compliance with state and federal law and code.

Harassment

The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action inservice programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct or communication is made a term or condition of employment or education;
- Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;
- The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the _____ 504/505. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the chief school administrator or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the chief school administrator/board. Law enforcement shall be summoned when appropriate. This policy statement on sexual harassment shall be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing affirmative action, the district shall:

- Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of

File Code: 2224

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

Harassment, intimidation, and bullying defined; definitions through -19
 N.J.S.A. 18A:36-20
 N.J.S.A. 26:8A-1 et seq.
 N.J.A.C. 5:23-7.1 et seq.
 N.J.A.C. 6A:7-1.1 et seq.
 See particularly:
 N.J.A.C. 6A:7-1.4,
 -1.5, -1.6, -1.7, -1.8
 N.J.A.C. 6A:30-1.1 et seq.
 N.J.A.C. 6A:32-12.1
 N.J.A.C. 6A:32-14.1
 Executive Order 11246 as amended

29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended
 20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
 42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
 20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)
 School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
 Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)
 State v. Morimer, 135 N.J. 517 (1994)
 Taxman v. Piscataway Bd. of Ed. 91 F.3d 1547 (3d Cir. 1996)
 Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
 Saxx v. State College Area School Dist., 240 F.3d 200 (3d Cir. 2001)
 L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey Department of Education

Possible Cross References: *3320 Purchasing procedures
 *4111 Recruitment, selection and hiring
 *4111.1/4211.1 Nondiscrimination/affirmative action

File Code: 2224

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

programs for children; and equal access of all eligible pupils to all extracurricular programs.
 These topics are included in the pupil and instruction policies of the district at #5145.4 Equal educational opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.
Contract/Employment Practices
 The district directs the chief school administrator to ensure that appropriate administrators implement the district's affirmative action policies by:
 A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils;
 B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner that furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding inservice programs on affirmative action for all staff in accordance with law.
 These topics are included in the business and noninstructional operations, and the personnel policies of the district at #3320, #3327, #4111.1 and #4211.1.
Disabled
 In addition to prohibiting educational and employment decisions based on nonapplicable disabling condition, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees and members of the community as intended by Section 504 and as specified in the administrative code.
Report on Implementation
 The chief school administrator shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures.
 Adopted: NJSBA Review/Update:
 Readopted:
Key Words
 Affirmative Action, Discrimination, Americans With Disabilities Act, Access, Nondiscrimination, Sexual Harassment, Harassment, Equal Educational Opportunity, Domestic Partnership Act
Legal References: N.J.S.A. 2C:16-1 Bias Intimidation
 N.J.S.A. 2C:33-4 Harassment
 N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
 N.J.S.A. 18A:6-6 No sex discrimination
 N.J.S.A. 18A:18A-17 Facilities for handicapped persons
 N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
 N.J.S.A. 18A:26-1.1 Residence requirements prohibited
 N.J.S.A. 18A:29-2 Equality of compensation for male and female teachers
 N.J.S.A. 18A:37-14

File Code: 2224

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 4111

☒ Monitored
☒ Mandated
☒ Other Reasons

Policy

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

*4131/4131.1 Staff development; inservice education/visitations/conferences
*4211 Recruitment, selection and hiring
*4231/4231.1 Staff development; inservice education/visitations/conferences
*5131 Conduct/discipline
*5131.1 Harassment, intimidation and bullying
*5145.4 Equal educational opportunity
*6121 Nondiscrimination/affirmative action
*6145 Extracurricular activities

*Indicates policy is included in the Critical Policy Reference Manual.

RECRUITMENT, SELECTION AND HIRING

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the chief school administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The chief school administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the board for programs in the district supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The chief school administrator shall take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For chief school administrator candidates, the board shall take similar steps. This includes, but is not limited to, ensuring the candidate supplies official transcripts to verify that credentials are from an accredited institution. The board secretary shall have responsibility for ensuring the documents are received, verifying credentials, and reporting to the board on the process. Documents shall not be accepted from non-accredited institutions or any fraudulent source.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, ~~anatomical~~ or other conditions not related to the duties and responsibilities of the job.

The chief school administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The board shall not pay tuition reimbursement, salary increases, or approve promotions for any employee based on credits earned from a non-accredited institution. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited institution, the board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The chief school administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority

File Code: 4111

RECRUITMENT, SELECTION AND HIRING (continued)

Legal References: N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:3-15.2

N.J.S.A. 18A:6-5
N.J.S.A. 18A:6-6
N.J.S.A. 18A:6-7.1, -7.5

Law Against Discrimination
Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
Inquiry as to religion and religious tests prohibited
No sex discrimination
Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-76.1
N.J.S.A. 18A:11-1
N.J.S.A. 18A:13-40

Deadline for notification to students of requirements of provisional certificate and induction program
General mandatory powers and duties
General powers and duties of board of newly created regional districts

N.J.S.A. 18A:16-1
N.J.S.A. 18A:26-1, -1.1, -2
N.J.S.A. 18A:27-1 et seq.
See particularly:

N.J.S.A. 18A:27-4.1

N.J.S.A. 18A:54-20
N.J.S.A. 26:9A-1 et seq.
N.J.S.A. 52:14-7
N.J.S.A. 6A:7-1.1 et seq.

See particularly:
N.J.S.A. 6A:7-1.4, -1.8
N.J.S.A. 6A:9-6.1 et seq.
N.J.S.A. 6A:9-8.1 et seq.
N.J.S.A. 6A:9-11.1 et seq.

Powers of board (county vocational schools)
Domestic Partnership Act
Residency Requirements
Managing for Equality and Equity in Education

See particularly:

N.J.S.A. 6A:9-12.1 et seq.
N.J.S.A. 6A:30-1.1 et seq.
N.J.S.A. 6A:32-4.1
N.J.S.A. 6A:32-4.8

Types of Certificates
Requirements for Instructional Certification
Exceptions for the Requirements for the Instructional Certificate

N.J.S.A. 6A:9-12.1 et seq.
N.J.S.A. 6A:30-1.1 et seq.
N.J.S.A. 6A:32-4.1
N.J.S.A. 6A:32-4.8

Requirements for Administrative Certification
Evaluation of the Performance of School Districts
Employment of teaching staff
Support/residencies for regularly-certified, inexperienced first-year principals
Standards for determining seniority

N.J.S.A. 6A:32-5.1

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F.3d 1547 (3d Cir. 1996)

vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- Where the employee spends the majority of their nonworking time;
- Is most clearly the center of the employee's domestic life; and
- The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);

B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;

C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;

D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.

E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

File Code: 4111

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 4111.1/4211.1

☒ Monitored

☒ Mandated

☒ Other Reasons

Policy

RECRUITMENT, SELECTION AND HIRING (continued)

The Comprehensive Equity Plan, New Jersey Department of Education

Possible Cross References:

2130	Administrative staff
*2131	Chief school administrator
4000	Concepts and roles in personnel
*4111.1/4211.1	Nondiscrimination/affirmative action
*4112.2	Certification
*4112.4/4212.4	Employee health
4112.5/4212.5	Criminal history check
*4112.6/4212.6	Personnel records
*4112.8/4212.8	Nepotism
*4121	Substitute teachers
*4222	Noninstructional aides
*5120	Assessment of individual needs
*6010	Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

NONDISCRIMINATION/AFFIRMATIVE ACTION

The board of education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The board-designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

Harassment and Favoritism

The board of education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the board's statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action inservice training for all employees, and shall be clear and specific (see policy 2224). When harassment has been determined to have taken place, appropriate disciplinary action will follow. All such determinations shall be reported to the board.

Sexual Harassment

The board of education shall maintain a working environment that is free from sexual harassment.

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by nonsupervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The _____ will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

2224

File Code: 4211

RECRUITMENT, SELECTION AND HIRING (continued)

- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.
- E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Adopted:
NJSEA Review/Update:
Readopted:

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal References:

N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:3-15.2
N.J.S.A. 18A:6-5
N.J.S.A. 18A:6-6
N.J.S.A. 18A:6-7.1, -7.5
N.J.S.A. 18A:6-76.1
N.J.S.A. 18A:11-1
N.J.S.A. 18A:13-40
N.J.S.A. 18A:16-1
N.J.S.A. 18A:26-1, -1.1, -2
N.J.S.A. 18A:27-1 et seq.
See particularly:
N.J.S.A. 18A:27-4.1
N.J.S.A. 18A:54-20
N.J.S.A. 26:8A-1 et seq.
N.J.S.A. 52:14-7
N.J.A.C. 6A:7-1.1 et seq.
See particularly:
Law Against Discrimination
Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
Inquiry as to religion and religious tests prohibited
No sex discrimination
Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
Deadline for notification to students of requirements of provisional certificate and induction program
General mandatory powers and duties
General powers and duties of board of newly created regional districts
Officers and employees in general
Citizenship of teachers, etc.
Employment and Contracts
Powers of board (county vocational schools)
Domestic Partnership Act
Residency Requirements
Managing for Equality and Equity in Education

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THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 4211

☒ Monitored
☒ Mandated
☒ Other Reasons

Policy**RECRUITMENT, SELECTION AND HIRING**

The board of education shall appoint all staff members only from nominations made by the chief school administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The chief school administrator shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, ~~marital status~~, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, disability, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job;
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency; and
- C. It shall be the duty of the _____ to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The chief school administrator is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the board of education and signed by the candidate. It shall be the responsibility of the chief school administrator to communicate this fact to all candidates.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.
- The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);

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RECRUITMENT, SELECTION AND HIRING (continued)

FILE CODE: 5141

☒ Monitored
☒ Mandated
☒ Other Reasons

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

Policy

HEALTH

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop pupil health services that employ professional personnel and interact with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;
- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
- I. A regular report to the board on progress and accomplishments in the field of pupil health;
- J. Health services to staff that support pupil health;
- K. Provision of emergency services for injury and sudden illness;
- L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
- M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;

N.J.A.C. 6A:7-1.4-1.8
 N.J.A.C. 6A:9-6.1 et seq.
 N.J.A.C. 6A:9-8.1 et seq.
 N.J.A.C. 6A:9-11.1 et seq.
 N.J.A.C. 6A:9-12.1 et seq.
 N.J.A.C. 6A:30-1.1 et seq.
 N.J.A.C. 6A:32-4.1
 N.J.A.C. 6A:32-4.8
 N.J.A.C. 6A:32-5.1
 42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
 8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986
 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
 No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.
 Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1985 S.L.D. 1917
 Taxman v. Piscataway Bd. of Ed., 91 F.3d 1547 (3d Cir. 1996)
 The Comprehensive Equity Plan, New Jersey Department of Education

Possible
Cross References:

2130 Administrative staff
 *2131 Chief school administrator
 4000 Concepts and roles in personnel
 *4111.1/4211.1 Nondiscrimination/affirmative action
 *4112.2 Certification
 *4112.4/4212.4 Employee health
 4112.5/4212.5 Criminal history check
 *4112.6/4212.6 Personnel records
 *4112.8/4212.8 Nepotism
 *4121 Substitute teachers
 *4222 Noninstructional aides
 *5120 Assessment of individual needs
 *6010 Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

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HEALTH (continued)

- A. The symptoms of hypoglycemia for that particular student and the recommended treatment;
- B. The symptoms of hyperglycemia for that particular student and the recommended treatment;
- C. The frequency of blood glucose testing;
- D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
- E. Times of meals and snacks and indications for additional snacks for exercise;
- F. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
- G. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
- H. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
- I. Medical and treatment issues that may affect the educational process of the student with diabetes; and
- J. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom, on school grounds or at any school-related activity, if evaluated and determined to be capable of doing so consistent with the plan. The student's management and care of his/her diabetes shall include the following:

- A. Performing blood glucose level checks;
- B. Administering insulin through the insulin delivery system the student uses;
- C. Treating hypoglycemia and hyperglycemia;
- D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes;
- E. Compliance with required procedures for medical waste disposal in accordance with district policies and

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HEALTH (continued)

- N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis;
- O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from www.pandemicflu.gov or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

Annual Nursing Plan

The chief school administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the Executive County Superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. A description of the basic nursing services provided all students;
- B. A summary of specific medical needs of individual students and the services required to address the needs;
- C. A description of how nursing services will be provided in an emergency;
- D. Detailed nursing assignments for all school buildings;
- E. The nursing services and additional medical services provided to nonpublic schools.

Students with Diabetes

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the student at school, and an "individualized emergency health care plan" outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body's ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

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File Code: 5141

HEALTH (continued)

as set forth in the individual health care plan; and

F. Otherwise attending to the management and care of the student's diabetes.

New Jersey Family Care

The school nurse shall ensure that the parent/guardians of students who are without medical coverage are notified of and provided information on the accessibility of the New Jersey Family Care Program in accordance with N.J.S.A. 18A:40-34.

Nonpublic School Pupils

The board shall provide mandated nursing services to nonpublic school pupils as required by law (see policy 5200 Nonpublic School Pupils).

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

Automated Electronic Defibrillator (AED)

Because the board recognizes that medical emergencies may occur that justify the use of AEDs, the board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per American Heart Association standards on AED use:

- A. Is unconscious;
- B. Is not breathing;
- C. Have no signs of circulation (as confirmed by a pulse check).

Only those staff members documented as having completed the required training shall be authorized to use an AED. The chief school administrator may establish additional guidelines for use of the AED.

Availability of AEDs

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AEDs shall be available in all school buildings.

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HEALTH (continued)

Any person who is a member of the board of education shall be subject to the same rules and regulations as any other person who is a member of the board of education.

Immunity

The board of education shall be immune from liability for any action taken by it in the exercise of its official functions.

A school administrator shall be immune from liability for any action taken by him or her in the exercise of his or her official functions.

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Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the board of education.

Immunity

A school administrator shall be immune from liability for any action taken by him or her in the exercise of his or her official functions.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Health, Pupil Health, Student Health

Legal References:

- N.J.S.A. 18A:16-6, -6.1 Indemnity of officers and employees against civil actions
- N.J.S.A. 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
- N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- N.J.S.A. 18A:40-3 Lectures to teachers
- N.J.S.A. 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
- N.J.S.A. 18A:40-5 Method of examination; notice to parent or guardian
- N.J.S.A. 18A:40-6 In general
- N.J.S.A. 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill
- N.J.S.A. 18A:40-12.1 et seq. Findings, declarations relative to the care of students with diabetes

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 5145.4

☒ Monitored
☒ Mandated
☒ Other Reasons

Policy

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, disability, or ~~other factors~~. Enforcement of other district affirmative action/equality policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- Insisting on reasonable standards of scholastic accomplishment for all pupils;
- Creating a positive atmosphere in and out of the classroom;
- Extending the same courtesy and respect that is expected of pupils;
- Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as any gesture that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; that will have the effect (actual or perceived) of harming a student or damaging the student's property. Harassment also includes any gesture that demeans or insults a student or group of students in such a way to cause substantial disruption in or interference with the orderly operation of the school.

Harassment, including cyberbullying, shall be a cause for any and all disciplinary action, and shall be a cause for suspension or expulsion. The district shall take appropriate steps to ensure that all pupils are safe and free from harassment, and shall take appropriate steps to ensure that all staff members are safe and free from harassment.

HEALTH (continued)

File Code: 5141

N.J.S.A. 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
N.J.S.A. 18A:40-34 New Jersey Family Care Program
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 44:6-2 Maintenance by boards of education of clinics for indigent children
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly: Operation and Maintenance of School Facilities
N.J.A.C. 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4
N.J.A.C. 6A:26-12.1 et seq. Reportable Communicable Diseases
See particularly: Reporting of AIDS and HIV
N.J.A.C. 8:57-2 Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)
N.J.A.C. 8:61-1

Plainfield Board of Education v. Cooperman, 105 N.J. 587 (1987)

Possible Cross References:

*1410	Local units
1420	County and intermediate units
*3510	Operation and maintenance of plant
*3516	Safety
*3542	Food service
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
4151.2/4251.2	Family illness/quarantine
*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school pupils
*6142.4	Physical education and health
*6142.12	Career education

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 5145.4

EQUAL EDUCATIONAL OPPORTUNITY (continued)

protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Hate Crimes/Bias Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Implementation

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The chief school administrator shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

Adopted:

NJSEA Review/Update:

Readopted:

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References:

N.J.S.A. 2C:16-1

Bias Intimidation

N.J.S.A. 10:5-1 et seq.

Law Against Discrimination

N.J.S.A. 18A:36-20

Discrimination; prohibition

N.J.S.A. 18A:38-5.1

No child to be excluded from school because of race, etc.

N.J.A.C. 6A:7-1.1 et seq.

Managing for Equality and Equity in Education

See particularly:

N.J.A.C. 6A:7-1.4, -1.7

Reporting students or staff members to law enforcement

N.J.A.C. 6A:16-6.3(e)

Authorities

N.J.A.C. 6A:17-1.1 et seq.

Education of homeless children and students in state

File Code: 5145.4

EQUAL EDUCATIONAL OPPORTUNITY (continued)

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Adopted:

NJSEA Review/Update:

Readopted:

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References:

N.J.S.A. 2C:16-1

Bias Intimidation

N.J.S.A. 10:5-1 et seq.

Law Against Discrimination

N.J.S.A. 18A:36-20

Discrimination; prohibition

N.J.S.A. 18A:38-5.1

No child to be excluded from school because of race, etc.

N.J.A.C. 6A:7-1.1 et seq.

Managing for Equality and Equity in Education

See particularly:

N.J.A.C. 6A:7-1.4, -1.7

Reporting students or staff members to law enforcement

N.J.A.C. 6A:16-6.3(e)

Authorities

N.J.A.C. 6A:17-1.1 et seq.

Education of homeless children and students in state

EQUAL EDUCATIONAL OPPORTUNITY (continued)

Any member of the student body may file a formal grievance related to harassment. The [redacted] will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or intimidate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The board shall ensure that:

- School classrooms and facilities will be barrier free;
- Attention will be directed at attaining minority representation within each school that approximates the district's overall minority representation;
- The district curriculum will be aligned with the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap;
- All students have access to counseling services;
- Physical education program is equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance

2

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 6121

Monitored

X Mandated

X Other Reasons

Policy

EQUAL EDUCATIONAL OPPORTUNITY (continued)

File Code: 5145.4

facilities
N.J.A.C. 6A:30-1.1 et seq.
Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1
Reporting requirements
N.J.A.C. 6A:32-14.1
Review of mandated programs and services

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) - Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

Saxe v. State College Area School Dist., 240 F.3d 200 (3d Cir. 2001)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his/her perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References:

*2224 Nondiscrimination/affirmative action
*4111.1/4211.1 Nondiscrimination/affirmative action
*5131.1 Harassment, intimidation and bullying
*5134 Married/pregnant pupils
*6121 Nondiscrimination/affirmative action
*6141 Curriculum design/development
*6145 Extracurricular activities
*6161.1 Guidelines for evaluation and selection of instructional materials
*6171.4 Special education

*Indicates policy is included in the Critical Policy Reference Manual.

NONDISCRIMINATION/AFFIRMATIVE ACTION

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, national origin, place of residence in the district, social or economic condition, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test, ~~pregnancy~~. The affirmative action team as led by the affirmative action officer shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices.

Reporting to the chief school administrator, the affirmative action team shall review the following areas for compliance with state department of education regulations and make suggestions and/or recommendations when necessary.

A. Curriculum content

The team shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among students, regardless of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin, socio-economic status or disability:

1. School climate;
2. Courses of study;
3. Instructional materials;
4. Instructional strategies;
5. Library materials;
6. Technology/Software and audio-visual materials;
7. Guidance and counseling;
8. Extracurricular programs and activities;
9. Testing and other assessments;
10. Reducing or preventing the under representation of minority, female and male students in classes and programs.

The team shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States history and inclusion of instruction on the Holocaust and genocide in the curriculum for all elementary and secondary school pupils.

B. Staff training

The affirmative action officer shall suggest a program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An equity inservice program shall be held annually for all staff and for parents and community members as needed to facilitate participation and support.

C. Pupil access

The team shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

File Code: 6121

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

1. Ensuring equal access and barrier-free to all school and classroom facilities;
2. Assigning pupils in such a way that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment at each grade level;
3. Refraining from locating new facilities in areas that will contribute to imbalanced, isolated or racially identifiable school enrollments;
4. Assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, gender, religion, disability or socioeconomic status;
5. Ensuring that pupils are not separated or isolated within schools, courses, classes, programs or extracurricular activities;
6. Ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;
7. Ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically-advanced instructional assistance;
8. Ensuring that all limited English-proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
9. Ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
10. Ensuring that pupil support services (such as school-based youth services, health care, tutoring and mentoring) are available to all pupils, including LEP pupils;
11. Ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

D. District support

The team shall ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters and that all grades within the district are comparable in those areas.

The chief school administrator will report to the board annually on continuing compliance.

Adopted:
NJSBA Review/Update:

Readopted:

Key Words

Affirmative Action, Nondiscrimination, Curriculum, Instructional Materials, Textbooks

Legal References: N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:4A-1 et seq. New Jersey Commission on Holocaust Education
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:35-1 Course in history of the United States in high school
N.J.S.A. 18A:36-20 Discrimination; prohibition
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
See particularly:
N.J.A.C. 6A:7-1.1, 1.4, 1.7, 1.9
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-14.1 Review of mandated programs and services
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

File Code: 6121

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

- 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act (IDEA)
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Gebser v. Lago Vista Indep. School Dist., 524 U.S. 274 (1998)
Davis v. Monroe County Bd. of Ed., 526 U.S. 629 (1999)

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

- Cross References:** *2224 Nondiscrimination/Affirmative action
*4111.1/4211.1 Nondiscrimination/Affirmative action
*4131/4131.1 Staff development; inservice education/visitations/conferences
*4231/4231.1 Staff development; inservice education/visitations/conferences
*5131.1 Harassment, intimidation and bullying
*5134 Married/pregnant pupils
*5145.4 Equal educational opportunity
*6140 Curriculum adoption
*6141 Curriculum design/development
*6142.4 Physical education and health
*6145 Extracurricular activities
*6161.1 Guidelines for evaluation and selection of instructional materials
*6163.1 Media center/library
*6164.2 Guidance services
*6171.4 Special education

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)

No activity shall be considered to be under the sponsorship of this board unless it has been approved by the board on recommendation of the chief school administrator. Fund-raising activities of extracurricular groups must be approved by the board.

All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, creed, color, national origin, ancestry, age, marital status, ~~sexual status~~, affectional or sexual orientation, gender, ~~parental marital status~~, religion, disability, ~~nationality, citizenship~~, or socioeconomic status.

Good Disciplinary Standing

Good disciplinary standing shall mean that a pupil is not eligible to participate while serving a detention or suspension. Pupils who serve more than _____ detentions, suspensions or a combination of the two during one term may be found not eligible to participate the following term.

- A. When a pupil already participating in an extracurricular activity is reported for an infraction of the rules for pupil conduct, the principal shall appoint a staff committee to consider whether the pupil shall be removed from any or all extracurricular activities.
- B. If a pupil was in bad disciplinary standing the previous term, the principal shall refer the matter to a staff committee to determine whether the pupil shall be permitted to participate during the current term.

Good Academic Standing

Good academic standing at the beginning of the school year for all grades, seven through 12, means successful completion of the previous year's requirements, with no failures. In addition, the previous year's requirements are:

- A. For grade 10, completion in grade nine of at least 1/4 of the credits required to receive a _____ point average of _____. School District state-endorsed high school diploma, with a minimum grade _____.
- B. For grade 11, completion in grade 10 of the same requirements as in A above;
- C. For grade 12, completion in grade 11 of the same requirements as in A above.

Continuing good academic standing requires maintenance of passing grades in all subjects during the current year, and in grade 12 taking enough course credits to complete the high school graduation requirement by the end of the academic year.

A pupil who begins the year not in good academic standing, who maintains a passing grade in every subject and a minimum grade point average of _____, may request consideration to participate in extracurricular activities at the beginning of the second semester.

Attendance

The district's attendance policy shall also apply.

Implementation

The chief school administrator shall direct development of detailed regulations to ensure equitable

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THEDISTRICT BOARD OF EDUCATION
Thedistrict, New Jersey

FILE CODE: 6145

Monitored
X Mandated
X Other Reasons

Policy

EXTRACURRICULAR ACTIVITIES

The board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

- A. To develop useful new capabilities in pupils that can lead to extension of career opportunities;
- B. To develop pupil initiative and provide for the exercise of responsibility;
- C. To develop leadership capabilities and good organizational skills;
- D. To aid pupils in the social skills;
- E. To enable pupils to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, "extracurricular activities" shall be those activities that are sponsored or approved by the board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition.

The chief school administrator shall prepare procedures to implement an extracurricular program which shall:

- A. Assess the needs and interests of the pupils of this district;
- B. Ensure the provision of competent guidance and supervision by staff;
- C. Guard against the exploitation of pupils;
- D. Provide for a variety of experiences and a diversity of organizational models;
- E. Provide for the continuing evaluation of the extracurricular program and staff;
- F. Ensure that all extracurricular activities are open to all eligible pupils and that all pupils are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the pupil. Guidance is necessary to encourage nonparticipants, and to prevent the overenthusiastic from emphasizing activities at the cost of their academic performance.

Only persons in the employ of a board of education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)

- *5145.4 Equal educational opportunity
- *6010 Goals and objectives
- *6142 Subject fields
- *6142.5 Travel and exchange programs
- *6142.12 Career and technical education
- *6145.1/6145.2 Intramural competition; interscholastic competition
- 6145.4 Public performances and exhibitions
- 6145.5 Student organizations
- 6145.7 Social events/meetings
- *6146 Graduation requirements
- *6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)

implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the chief school administrator's discretion.

Adopted:

NJSEA Review/Update:

Readopted:

Key Words

Extracurricular Activities, Cocurricular Activities, Student Activities, Pupil Activities

Legal References: N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:11-3

N.J.S.A. 18A:19-14

N.J.S.A. 18A:35-20

Law Against Discrimination

Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals

Funds derived from pupil activities

Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs

Certain student organizations declared harmful ...

New Jersey Employer-Employee Relations Act

Managing for Equality and Equity in Education

Career education and counseling

Athletics personnel

Required health services

Evaluation of the Performance of School Districts

Athletics Procedures

Review of mandated programs and services

20 U.S.C.A. 4071-4074 - Equal Access Act

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31 (App. Div. 1994) cert. den. 140 N.J. 277 (1994)

Good News Club v. Milford Central School, 121 U.S. 2093 (2001)

NJIAA Constitution, Bylaws, Rules and Regulations

Possible

Cross References:

1210	Community organizations
1320	Participation in out of school community activities
*1322	Contests for pupils
*2224	Nondiscrimination/affirmative action
*3453	School activity funds
4143/4243	Extra pay for extra work
*5113	Absences and excuses
*5126	Awards for achievement
*5131	Conduct/discipline
*5136	Fund-raising activities
5143	Insurance

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE (continued)

File Code: 6147.1

THE DISTRICT BOARD OF EDUCATION
The District, New Jersey

FILE CODE: 6147.1

Monitored

Mandated

X Other Reasons

Policy

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

Grading

The chief school administrator, in consultation with the teaching staff, shall develop a marking system to be used uniformly in the same grade level throughout the schools. The system should be clear, easily understood by parents/guardians and pupils, and able to be applied with consistency of interpretation. Computation of grade-point average and rank in class shall be uniform throughout the district. Evaluation and grading symbols shall be intended to appraise the pupil's progress toward established goals, and shall be a factor in promotion/graduation decisions.

The board of education encourages the certified staff, under the direction of the chief school administrator, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, written and oral teacher-made tests, performance observation, parent/guardian interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations. Recognized standardized achievement tests may also be used in grades designated by the board.

The chief school administrator shall have the right to review disputed grades and with board approval to adjust them.

Testing

In addition to testing procedures established in policy 5120 Assessment of Individual Needs, the school district shall establish and maintain a general testing program to:

- Improve the instructional program to assist pupils in achieving ~~national and international standards~~ ~~and the Core Curriculum Content Standards;~~
- Measure the needs and progress of individual pupils;
- Measure the achievement of grade levels;
- Allow comparison of district pupils with national or other norms;
- Aid in evaluation of programs.

The district testing program shall embody at least the tests required by state and federal law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district.

School personnel shall not use tests, procedures or other guidance and counseling materials that are differentiated or stereotyped on the basis of race, color, creed, religion, gender, ~~physical ability, or social~~ ~~affectional or sexual orientation, ancestry, national origin, ~~national origin, ancestry, national origin, or social or economic status.~~~~

Any requests for surveys, pupil observations, or pupil questionnaires must be forwarded through the principal's office to the chief school administrator's office for approval before any survey or observation can be conducted. If the survey concerns any of the topics described in statute, the chief school administrator shall obtain written consent from parents/guardians or the students being surveyed at least two weeks prior to its administration.

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Individual results of standardized tests, including intelligence tests, shall be made available to parents/guardians upon their request, but shall be considered confidential information to be available only to authorized persons. School and district test results shall be discussed in a public meeting.

Determining Class Rank

The chief school administrator shall develop procedures for determining class ranking that take into account:

- Records of transfer pupils;
- Honors and advanced courses.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Evaluation, Pupil Evaluation, Student Evaluation, Class Rank, Grading, Testing, Examinations

Legal References: N.J.S.A. 18A:7C-3, -4, -6, -6.2 Remedial instruction for students not meeting graduation standards

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:35-4.9 Pupil promotion and remediation, policies and procedures

N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.A.C. 6A:7-1.7 Equality in school and classroom practice

N.J.A.C. 6A:8-1.1 et seq. Standards and Assessments

See particularly:

N.J.A.C. 6A:8-1.3, -4.1, -5.1

N.J.A.C. 6A:16-1.4(c) District policies and procedures

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-2.1 Definitions

N.J.A.C. 6A:32-7.1 Student Records

N.J.A.C. 6A:32-12.2 School-level planning

34 C.F.R. 98 - Protection of Pupil Rights

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Talisky v. Edison Township Board of Education, 1977 S.L.D. 862

Possible

Cross References: *1000/1010

Concepts and roles in community relations: goals and objectives

*1120 Board of education meetings

*5113 Attendance, absences and excuses

*5120 Assessment of individual needs

*5124 Reporting to parents/guardians

*5125 Pupil records

File Code: 6147.1

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE (continued)

*5141.3	Health examinations and immunizations
*6142.6	Basic skills
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency

*Indicates policy is included in the Critical Policy Reference Manual.

PITTSBURGH TOWNSHIP BOARD OF EDUCATION FILE CODE: 2224
Pittsboro, New Jersey

☒ Monitored
☒ Mandated
☒ Other Reasons

Policy

NONDISCRIMINATION/AFFIRMATIVE ACTION

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or the results of a genetic test known, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

The Pittsboro Township Board of Education will continue to support its Affirmative Action Resolution, and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The board authorizes the chief school administrator to develop and implement a multi-year equity plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The chief school administrator shall report to the board annually on progress toward goals established in the plan. A copy of the district's affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

Affirmative Action Officer and Team

The board shall annually appoint a member of the staff as the affirmative action officer and form an affirmative action team, of whom the affirmative action officer is a member. The affirmative action officer shall serve as affirmative action/504 officer and/or desegregation coordinator. The affirmative action officer must have New Jersey certification with an administrative, instructional, or education services endorsement. The board shall ensure that all members of the school community know who the affirmative action officer is and how to access him/her.

The affirmative action officer shall:

- Coordinate the required professional development training for certificated and non-certificated staff; and
- Notify all students and employees of district grievance procedures for handling discrimination complaints; and
- Ensure that the district grievance procedures, including investigative responsibilities and reporting information, are followed.

The affirmative action team shall:

- Develop the comprehensive equity plan in compliance with administrative code;
- Oversee the implementation of the district's comprehensive equity plan;
- Collaborate with the affirmative action officer in coordinating the required professional development training;
- Monitor the implementation of the comprehensive equity plan; and

File Code: 2224

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

- E. Conduct the annual district internal monitoring to ensure continuing compliance with state and federal law and code.

Harassment

The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action inservice programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct or communication is made a term or condition of employment or education;
- Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;
- The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Pittsburgh Township schools. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the chief school administrator or board president.

Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the chief school administrator/board. Law enforcement shall be summoned when appropriate. This policy statement on sexual harassment shall be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing affirmative action, the district shall:

- Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

File Code: 2224

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

These topics are included in the pupil and instruction policies of the district at #5145.4 Equal educational opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.

Contract/Employment Practices

The district directs the chief school administrator to ensure that appropriate administrators implement the district's affirmative action policies by:

- Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils;
- Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner that furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding inservice programs on affirmative action for all staff in accordance with law.

These topics are included in the business and noninstructional operations, and the personnel policies of the district at #3320, #3327, #4111.1 and #4211.1.

Disabled

In addition to prohibiting educational and employment decisions based on nonapplicable disabling condition, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees and members of the community as intended by Section 504 and as specified in the administrative code.

Report on Implementation

The chief school administrator shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures.

Adopted: 03/29/07
NJSBA Review/Update: October 2008
Readopted: 4/16/09

Key Words

Affirmative Action, Discrimination, Americans With Disabilities Act, Access, Nondiscrimination, Sexual Harassment, Harassment, Equal Educational Opportunity, Domestic Partnership Act

Legal References:

N.J.S.A. 2C:16-1	Bias intimidation
N.J.S.A. 2C:33-4	Harassment
N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-5	Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:6-6	No sex discrimination
N.J.S.A. 18A:18A-17	Facilities for handicapped persons
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirements prohibited
N.J.S.A. 18A:29-2	Equality of compensation for male and female teachers
N.J.S.A. 18A:37-14	

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)		File Code: 2224
Possible Cross References:	*3320 Purchasing procedures *4111 Recruitment, selection and hiring *4131/4131.1 Nondiscrimination/affirmative action *4211 Staff development; inservice education/visitations/conferences *4211.1 Recruitment, selection and hiring *4231/4231.1 Nondiscrimination/affirmative action *5131 Staff development; inservice education/visitations/conferences *5145.4 Conduct/discipline *6121 Equal educational opportunity *6145 Nondiscrimination/affirmative action Extracurricular activities	through -19 N.J.S.A. 18A:36-20 Discrimination; prohibition N.J.S.A. 268A-1 et seq. Domestic Partnership Act N.J.A.C. 5:23-7.1 et seq. Barrier free subcode of the uniform construction code N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education See particularly: N.J.A.C. 6A:7-1.4, -1.5, -1.6, -1.7, -1.8 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts N.J.A.C. 6A:32-12.1 Reporting requirements N.J.A.C. 6A:32-14.1 Review of mandated programs and services Executive Order 11246 as amended
NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)		File Code: 2224
29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended 20 U.S.C.A. 1881 - Title IX of the Education Amendments of 1972 42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973 20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA) Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986) School Board of Nassau County v. Arline, 480 U.S. 273 (1987) Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987) State v. Mortimer, 135 N.J. 517 (1994) Taxman v. Piscataway Bd. of Ed. 91 E. 3d 1547 (3d Cir. 1996) Davis v. Monroe County Board of Education, 526 U.S. 629 (1999) Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001) L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division of Civil Rights. Manual for the Evaluation of Local School Districts Comprehensive Equity Plan, New Jersey Department of Education		

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 4111

RECRUITMENT, SELECTION AND HIRING (continued)

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.
- E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Adopted: 3/20/08
NJSEA Review/Update: 10/09; 10/10; 2/12
Readopted: 4/16/09; 8/18/11; 10/22/12

Key Words

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THE DISTRICT BOARD OF EDUCATION
 Pittsgrove, New Jersey

FILE CODE: 4111

☒ Monitored
☒ Mandated
☒ Other Reasons

Policy**RECRUITMENT, SELECTION AND HIRING**

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the chief school administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The chief school administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the board for programs in the district supported with Title I, Part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The chief school administrator shall take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For chief school administrator candidates, the board shall take similar steps. This includes, but is not limited to, ensuring the candidate supplies official transcripts to verify that credentials are from an accredited institution. The board secretary shall have responsibility for ensuring the documents are received, verifying credentials, and reporting to the board on the process. Documents shall not be accepted from non-accredited institutions or any fraudulent source.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The chief school administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The board shall not pay tuition reimbursement, salary increases, or approve promotions for any employee based on credits earned from a non-accredited institution. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited institution, the board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The chief school administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

RECRUITMENT, SELECTION AND HIRING (continued)

File Code: 4111

Tamm v. Piscataway Bd. of Ed., 91 E. 3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey Department of Education

Possible

Cross References:

2130 Administrative staff
 *2131 Chief school administrator
 4000 Concepts and roles in personnel
 *4111.1/4211.1 Nondiscrimination/affirmative action
 *4112.2 Certification
 *4112.4/4212.4 Employee health
 4112.5/4212.5 Criminal history check
 *4112.6/4212.6 Personnel records
 *4112.8/4212.8 Nepotism
 *4121 Substitute teachers
 *4222 Noninstructional aides
 *5120 Assessment of individual needs
 *6010 Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

RECRUITMENT, SELECTION AND HIRING (continued)

File Code: 4111

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:3-13.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
 N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
 N.J.S.A. 18A:6-6 No sex discrimination
 N.J.S.A. 18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
 N.J.S.A. 18A:6-76.1 Deadline for notification to students of requirements of provisional certificate and induction program
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:13-40 General powers and duties of board of newly created regional districts
 N.J.S.A. 18A:16-1 Officers and employees in general
 N.J.S.A. 18A:26-1, -1.1, -2 Citizenship of teachers, etc.
 N.J.S.A. 18A:27-1 et seq. Employment and Contracts
 See particularly:
 N.J.S.A. 18A:27-4.1 Powers of board (county vocational schools)
 N.J.S.A. 18A:54-20 Domestic Partnership Act
 N.J.S.A. 26:3A-1 et seq. Residency Requirements
 N.J.S.A. 52:14-7 Managing for Equality and Equity in Education
 N.J.A.C. 6A:7-1.1 et seq. See particularly:
 N.J.A.C. 6A:7-1.4, -1.8 Types of Certificates
 N.J.A.C. 6A:9-6.1 et seq. Requirements for Instructional Certification
 N.J.A.C. 6A:9-8.1 et seq. Exceptions for the Requirements for the Instructional Certificate
 N.J.A.C. 6A:9-11.1 et seq. Requirements for Administrative Certification
 N.J.A.C. 6A:9-12.1 et seq. Evaluation of the Performance of School Districts
 N.J.A.C. 6A:30-1.1 et seq. Employment of teaching staff
 N.J.A.C. 6A:32-4.1 Support residencies for regularly certified, inexperienced first-year principals
 N.J.A.C. 6A:32-4.8 Standards for determining seniority
 N.J.A.C. 6A:32-5.1

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

File Code: 4111.1/4211.1

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

- 29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended
 20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
 42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
 20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)
 School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
 Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)
 Taxman v. Piscataway Bd. of Ed., 91 F.3d 1547 (3d Cir. 1996)
 Saxe v. State College Area School Dist., 240 F.3d 200 (3d Cir. 2001)

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible
Cross References:

- *2224 Nondiscrimination/affirmative action
 *3320 Purchasing procedures
 *4111 Recruitment, selection and hiring
 *4112.8 Nepotism
 *4147 Employee safety
 *5145.4 Equal educational opportunity
 *6121 Nondiscrimination/affirmative action

*Indicates policy is included in the Critical Policy Reference Manual.

THE DISTRICT BOARD OF EDUCATION
Pittsburgh, New Jersey

FILE CODE: 4211

☒ Monitored☒ Mandated

Policy

☒ Other Reasons

RECRUITMENT, SELECTION AND HIRING

The board of education shall appoint all staff members only from nominations made by the chief school administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The chief school administrator shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, disability, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job;
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency; and
- C. It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The chief school administrator is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the board of education and signed by the candidate. It shall be the responsibility of the chief school administrator to communicate this fact to all candidates.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);

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RECRUITMENT, SELECTION AND HIRING (continued)

- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.
- E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Adopted: 201
 NJSBA Review/Update: 10/08; 10/10; 2/12
 Readopted: 4/16/09; 8/18/11; 10/22/12

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal References: N.J.S.A. 10:5-1 et seq.
 N.J.S.A. 18A:3-15.2
 N.J.S.A. 18A:6-5
 N.J.S.A. 18A:6-6
 N.J.S.A. 18A:6-7.1, -7.5
 N.J.S.A. 18A:6-76.1
 N.J.S.A. 18A:11-1
 N.J.S.A. 18A:13-40
 N.J.S.A. 18A:16-1
 N.J.S.A. 18A:26-1, -1.1, -2
 N.J.S.A. 18A:27-1 et seq.
 See particularly:
 N.J.S.A. 18A:27-4.1
 N.J.S.A. 18A:54-20
 N.J.S.A. 26:8A-1 et seq.
 N.J.S.A. 52:14-7
 N.J.A.C. 6A:7-1.1 et seq.
 See particularly:
 Powers of board (county vocational schools)
 Domestic Partnership Act
 Residency Requirements
 Managing for Equality and Equity in Education

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File Code: 4211

RECRUITMENT, SELECTION AND HIRING (continued)

- N.J.A.C. 6A:7-1.4, -1.8
 Types of Certificates
 N.J.A.C. 6A:9-6.1 et seq.
 Requirements for Instructional Certification
 N.J.A.C. 6A:9-8.1 et seq.
 Exceptions for the Requirements for the Instructional Certificate
 N.J.A.C. 6A:9-11.1 et seq.
 Requirements for Administrative Certification
 N.J.A.C. 6A:9-12.1 et seq.
 Evaluation of the Performance of School Districts
 N.J.A.C. 6A:30-1.1 et seq.
 Employment of teaching staff
 N.J.A.C. 6A:32-4.1
 Support residencies for regularly certified, inexperienced first-year principals
 N.J.A.C. 6A:32-4.8
 Standards for determining seniority
 N.J.A.C. 6A:32-5.1

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 E. 3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey Department of Education

Possible Cross References: 2130
 *2131
 4000
 *4111.1/4211.1
 *4112.2
 *4112.4/4212.4
 4112.5/4212.5
 *4112.6/4212.6
 *4112.8/4212.8
 *4121
 *4222
 *5120
 *6010

*Indicates policy is included in the Critical Policy Reference Manual.

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HEALTH (continued)

File Code: 5141

- N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis.

- O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from www.pandemicflu.gov or NJSEA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

Annual Nursing Plan

The Chief School Administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the Executive County Superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. A description of the basic nursing services provided all students;
- B. A summary of specific medical needs of individual students and the services required to address the needs;
- C. A description of how nursing services will be provided in an emergency;
- D. Detailed nursing assignments for all school buildings;
- E. The nursing services and additional medical services provided to nonpublic schools.

Students with Diabetes

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the student at school, and an "individualized emergency health care plan" outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body's ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

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PITTSBORO TOWNSHIP BOARD OF EDUCATION
Pittsboro, New Jersey

FILE CODE: 5141

☒ Monitored
☒ Mandated
☒ Other Reasons

PolicyHEALTH

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop pupil health services that employ professional personnel and interact with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;
- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
- I. A regular report to the board on progress and accomplishments in the field of pupil health;
- J. Health services to staff that support pupil health;
- K. Provision of emergency services for injury and sudden illness;
- L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
- M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;

File Code: 5141

HEALTH (continued)

- A. The symptoms of hypoglycemia for that particular student and the recommended treatment;
- B. The symptoms of hyperglycemia for that particular student and the recommended treatment;

- C. The frequency of blood glucose testing;

- D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;

- E. Times of meals and snacks and indications for additional snacks for exercise;

- F. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;

- G. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

- H. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;

- I. Medical and treatment issues that may affect the educational process of the student with diabetes; and

- J. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom, on school grounds or at any school-related activity, if evaluated and determined to be capable of doing so consistent with the plan. The student's management and care of his/her diabetes shall include the following:

- A. Performing blood glucose level checks;
- B. Administering insulin through the insulin delivery system the student uses;
- C. Treating hypoglycemia and hyperglycemia;

- D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes;

- E. Compliance with required procedures for medical waste disposal in accordance with district policies and

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File Code: 5141

HEALTH (continued)

as set forth in the individual health care plan; and

- F. Otherwise attending to the management and care of the student's diabetes.

New Jersey Family Care

The school nurse shall ensure that the parent/guardians of students who are without medical coverage are notified of and provided information on the accessibility of the New Jersey Family in accordance with N.J.S.A. 18A:40-34.

Nonpublic School Pupils

The board shall provide mandated nursing services to nonpublic school pupils as required by law (see policy 5200 Nonpublic School Pupils).

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

Automated Electronic Defibrillator (AED)

Because the board recognizes that medical emergencies may occur that justify the use of AEDs, the board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per American Heart Association standards on AED use:

- A. Is unconscious
- B. Is not breathing
- C. Has no signs of circulation (as confirmed by a pulse check)

Only those staff members documented as having completed the required training shall be authorized to use an AED. The chief school administrator may establish additional guidelines for use of the AED.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the board of education.

Adopted: 2/01
NJSBA Review/Update: 11/08; 11/10
Readopted: 4/16/09; 2/18/10; 8/18/11

Key Words

Health, Pupil Health, Student Health

Legal References: N.J.S.A. 2A:62A-23 to 26 AED emergency medical services, 1999 statute
N.J.S.A. 18A:16-6, -6.1 Indemnity of officers and employees against civil actions
N.J.S.A. 18A:35-4.6 et seq. Patients' Right to Conscience Act of 1979
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries;

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File Code: 5141

HEALTH (continued)

*Indicates policy is included in the Critical Policy Reference Manual.

terms; rules	
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-4.3	Scoliosis; periodic examination; notice to parents or guardian
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.11 et seq.	Findings, declarations relative to the care of students with diabetes
N.J.S.A. 18A:40-23 et seq.	Nursing Services for Nonpublic School Pupils
N.J.S.A. 18A:40A-1 et seq.	Substance Abuse
N.J.S.A. 44:6-2	Maintenance by boards of education of clinics for indigent children
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	Operation and Maintenance of School Facilities
N.J.A.C. 6A:26-12.1 et seq.	Reportable Communicable Diseases
See particularly:	
N.J.A.C. 6A:26-12.3	Reporting of AIDS and HIV
N.J.A.C. 8:57-1.1 et seq.	Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)
N.J.A.C. 8:57-2	
N.J.A.C. 8:51-1.1	

Plainfield Board of Education v. Cooperman, 105 NJ 567 (1987)

Possible

Cross References:

*1410	Local units
1420	County and intermediate units
*3510	Operation and maintenance of plant
*3516	Safety
*3542	Food service
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
4151.2/4251.2	Family illness/quarantine
*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school pupils
*6142.4	Physical education and health
*6142.12	Career education

File Code: 5141

HEALTH (continued)

FILE CODE: 5145.4

PITTSBURGH TOWNSHIP BOARD OF EDUCATION
Pittsgrove, New Jersey

Policy	Monitored	Mandated	Other Reasons
	☒	☒	☒

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- Insisting on reasonable standards of scholastic accomplishment for all pupils;
- Creating a positive atmosphere in and out of the classroom;
- Extending the same courtesy and respect that is expected of pupils;
- Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as any gesture that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; that will have the effect (actual or perceived) of harming a student or damaging the student's property. Harassment

File Code: 5145.4

EQUAL EDUCATIONAL OPPORTUNITY (continued)

also includes any gesture that demeans or insults a student or group of students in such a way to cause substantial disruption in or interference with the orderly operation of the school.

Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to harassment. The _____ will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or intimidate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The board shall ensure that:

- School classrooms and facilities will be barrier free;
- Attention will be directed at attaining minority representation within each school that approximates the district's overall minority representation;
- The district curriculum will be aligned with the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap;
- All students have access to counseling services;
- Physical education program is equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Hate Crimes/Bias Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Implementation

EQUAL EDUCATIONAL OPPORTUNITY (continued)

File Code: 5145.4

Saxe v. State College Area School Dist., 240 F.3d 200 (3d Cir. 2001)No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

L.W. v. Tomis River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his/her perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References:

*2224 Nondiscrimination/affirmative action
 *4111.1/4211.1 Nondiscrimination/affirmative action
 *5134 Married/pregnant pupils
 *6121 Nondiscrimination/affirmative action
 *6141 Curriculum design/development
 *6145 Extracurricular activities
 *6161.1 Guidelines for evaluation and selection of instructional materials
 *6171.4 Special education

*Indicates policy is included in the Critical Policy Reference Manual.

EQUAL EDUCATIONAL OPPORTUNITY (continued)

File Code: 5145.4

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The chief school administrator shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

Adopted: 3/11/96

NJSEA Review/Update: 11/08; 11/10

Readopted: 4/16/09; 8/18/11

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References:

N.J.S.A. 2C:16-1 Bias Intimidation
 N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:36-20 Discrimination; prohibition
 N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
 N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
 See particularly:
 N.J.A.C. 6A:7-1.4, -1.7
 N.J.A.C. 6A:16-6.3(e) Reporting students or staff members to law enforcement Authorities
 N.J.A.C. 6A:17-1.1 et seq. Education of homeless children and students in state facilities
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
 N.J.A.C. 6A:32-12.1 Reporting requirements
 N.J.A.C. 6A:32-14.1 Review of mandated programs and services

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) -Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

PITTSBURGH TOWNSHIP BOARD OF EDUCATION
Pittsboro, New Jersey

FILE CODE: 6121
Monitored
X Mandate
X Other Reasons

Policy

NONDISCRIMINATION/AFFIRMATIVE ACTION

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, national origin, place of residence in the district, social or economic condition, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test. The affirmative action team as led by the affirmative action officer shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices.

Reporting to the chief school administrator, the affirmative action team shall review the following areas for compliance with state department of education regulations and make suggestions and/or recommendations when necessary.

A. Curriculum content

The team shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among students, regardless of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin, socio-economic status or disability:

1. School climate
2. Courses of study
3. Instructional materials
4. Instructional strategies
5. Library materials
6. Technology/Software and audio-visual materials
7. Guidance and counseling
8. Extracurricular programs and activities
9. Testing and other assessments
10. Reducing or preventing the under representation of minority, female and male students in classes and programs

The team shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States history and inclusion of instruction on the Holocaust and genocide in the curriculum for all elementary and secondary school pupils.

File Code: 6121

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

B. Staff training

The affirmative action officer shall suggest a program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An equity inservice program shall be held annually for all staff and for parents and community members as needed to facilitate participation and support.

C. Pupil access

The team shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

1. Ensuring equal access and barrier-free to all school and classroom facilities;
2. Assigning pupils in such a way that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment at each grade level;
3. Refraining from locating new facilities in areas that will contribute to imbalanced, isolated or racially identifiable school enrollments;
4. Assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status;
5. Ensuring that pupils are not separated or isolated within schools, courses, classes, programs or extracurricular activities;
6. Ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;
7. Ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically-advanced instructional assistance;
8. Ensuring that all limited English-proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
9. Ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
10. Ensuring that pupil support services (such as school-based youth services, health care, tutoring and mentoring) are available to all pupils, including LEP pupils;
11. Ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

D. District support

The team shall ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters and that all grades within the district are comparable in those areas.

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued) File Code: 6121

The chief school administrator will report to the board annually on continuing compliance.

NJSEA Review/Update: 11/08; 11/10
 Readopted: 4/16/09; 8/18/11
 Key Words

Affirmative Action, Nondiscrimination, Curriculum, Instructional Materials, Textbooks

Legal References: N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:4A-1 et seq. New Jersey Commission on Holocaust Education
 N.J.S.A. 18A:18A-17 Facilities for handicapped persons
 N.J.S.A. 18A:35-1 Course in history of the United States in high school
 N.J.S.A. 18A:36-20 Discrimination; prohibition
 N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
 See particularly:
 N.J.A.C. 6A:7-1.1-1.4, -1.7, -1.9
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
 N.J.A.C. 6A:32-12.1 Reporting requirements
 N.J.A.C. 6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act, of 1973

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act (IDEA)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Gebser v. Lago Vista Indep. School Dist. 524 U.S. 274 (1998)

Davis v. Monroe County Bd. of Ed. 526 U.S. 629 (1999)

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References:

*2224 Nondiscrimination/affirmative action
 *4111.1 Nondiscrimination/affirmative action
 *4131/4131.1 Staff development; inservice education/visitation/conferences
 *4211.1 Nondiscrimination/affirmative action
 *4231/4231.1 Staff development; inservice education/visitation/conferences
 *5134 Married/pregnant pupils
 *5145.4 Equal educational opportunity
 *6140 Curriculum adoption
 *6141 Curriculum design/development
 *6142.4 Physical education and health
 *6145 Extracurricular activities
 *6161.1 Guidelines for evaluation and selection of instructional materials
 *6163.1 Media center/library
 *6164.2 Guidance services
 *6171.4 Special education

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued) File Code: 6121

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)

Only persons in the employ of a board of education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this board unless it has been approved by the board on recommendation of the chief school administrator. Fund-raising activities or extracurricular groups must be approved by the board.

All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

Good Disciplinary Standing

Good disciplinary standing shall mean that a pupil is not eligible to participate while serving a detention or suspension. Pupils who serve a specific number detentions, suspensions or a combination of the two during one term may be found not eligible to participate the following term.

- A. When a pupil already participating in an extracurricular activity is reported for an infraction of the rules for pupil conduct, the principal shall appoint a staff committee to consider whether the pupil shall be removed from any or all extracurricular activities.
- B. If a pupil was in bad disciplinary standing the previous term, the principal shall refer the matter to a staff committee to determine whether the pupil shall be permitted to participate during the current term.

Good Academic Standing

Good academic standing at the beginning of the school year for all grades, seven through 12, means successful completion of the previous year's requirements, with no failures. In addition, the previous year's requirements are:

- A. For grade 10, completion in grade nine of at least 1/4 of the credits required to receive a Pittsgrove Township School District state-endorsed high school diploma, and may not be failing two courses;
- B. For grade 11, completion in grade 10 of the same requirements as in A above;
- C. For grade 12, completion in grade 11 of the same requirements as in A above.

Continuing good academic standing requires maintenance of passing grades in all subjects during the current year, and in grade 12 taking enough course credits to complete the high school graduation requirement by the end of the academic year.

A pupil who begins the year not in good academic standing, who maintains a passing grade in six subjects will be considered to participate in extracurricular activities at the beginning of the second semester.

Attendance

The district's attendance policy shall also apply.

PITTSBURGH TOWNSHIP BOARD OF EDUCATION FILE CODE: 6145
Pittsgrove, New Jersey

X Monitored
X Mandated
X Other Reasons

PolicyEXTRACURRICULAR ACTIVITIES

The board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

- A. To develop useful new capabilities in pupils that can lead to extension of career opportunities;
- B. To develop pupil initiative and provide for the exercise of responsibility;
- C. To develop leadership capabilities and good organizational skills;
- D. To aid pupils in the social skills;
- E. To enable pupils to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, "extracurricular activities" shall be those activities that are sponsored or approved by the board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition.

The chief school administrator shall prepare procedures to implement an extracurricular program which shall:

- A. Assess the needs and interests of the pupils of this district;
- B. Ensure the provision of competent guidance and supervision by staff;
- C. Guard against the exploitation of pupils;
- D. Provide for a variety of experiences and a diversity of organizational models;
- E. Provide for the continuing evaluation of the extracurricular program and staff;
- F. Ensure that all extracurricular activities are open to all eligible pupils and that all pupils are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the pupil. Guidance is necessary to encourage nonparticipants, and to prevent the overenthusiastic from emphasizing activities at the cost of their academic performance.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)

*3453 School activity funds
 4143 Extra pay for extra work
 *5113 Absences and excuses
 *5126 Awards for achievement
 *5131 Conduct/discipline
 *5136 Fund-raising activities
 5143 Insurance
 *5145.4 Equal educational opportunity
 *6010 Goals and objectives
 *6142 Subject fields
 6142.5 Travel and exchange programs
 *6142.12 Career education
 *6145.1/6145.2 Intramural competition; interscholastic competition
 6145.4 Public performances and exhibitions
 6145.5 Student organizations
 6145.7 Social events/meetings
 *6146 Graduation requirements
 *6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

File Code: 6145

EXTRACURRICULAR ACTIVITIES (continued)**Implementation**

The chief school administrator shall direct development of detailed regulations to ensure equitable implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the chief school administrator's discretion.

Adopted: 2/20/03
 NJSEA Review/Update: November 2008
 Readopted: 4/16/09

Key Words

Extracurricular Activities, Co-curricular Activities, Student Activities, Pupil Activities

Legal References: N.J.S.A. 10:5-1 et seq.
 N.J.S.A. 18A:11-3

Law Against Discrimination
 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
 Funds derived from pupil activities
 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs

N.J.S.A. 18A:42-5, -6
 N.J.S.A. 34:13A-1 et seq.
 N.J.A.C. 6A:7-1.1 et seq.
 N.J.A.C. 6A:8-3.2
 N.J.A.C. 6A:9-5.19
 N.J.A.C. 6A:16-2.2
 N.J.A.C. 6A:30-1.1 et seq.
 N.J.A.C. 6A:32-9.1 et seq.
 N.J.A.C. 6A:32-14.1
 Review of mandated programs and services

20 U.S.C.A. 4071-4074 - Equal Access Act

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31 (App. Div. 1994) cert. den. 140 N.J. 277 (1994)

Good News Club v. Milford Central School, 121 U.S. 2093 (2001)

NJSIAA Constitution, Bylaws, Rules and Regulations

Manual for the Evaluation of Local School Districts

Possible**Cross References:**

1210 Community organizations
 1320 Participation in out of school community activities
 *1322 Contests for pupils
 *2224 Nondiscrimination/affirmative action

PITTSBURGH TOWNSHIP BOARD OF EDUCATION FILE CODE: 6147.1
Pittsboro, New Jersey

☒ Monitored
☐ Mandated
☐ Other Reasons

Policy

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

Philosophy

Student evaluation is a major responsibility of all teachers. The need for student evaluation is present in all courses, for only when outcomes are measured against original purposes or stated goals will the teacher be able to access student achievement.

There are various instruments of evaluation which are useful in measuring pupil achievement. Selection of a particular instrument depends on differing factors, including time, facilities, purpose, information, or performance. The development of a program of evaluation that is adequate for a particular course takes a great deal of careful thought and study.

Grades serve several purposes: they measure the student's achievement of established objectives, they notify the student and parent of this achievement, and they signal when program review is needed to insure a student's needs are being met. Grades should never be used to punish inappropriate student behavior.

The grade should be fair. It should be a just estimation of the student's achievement with proper consideration given to other factors like improvement and effort. The grade should be determined on the basis of several different evaluation techniques. Both subjective and objective measurements should be used.

Grading

The chief school administrator, in consultation with the teaching staff, shall develop a marking system to be used uniformly in the same grade level throughout the schools. The system should be clear, easily understood by parents/guardians and pupils, and able to be applied with consistency of interpretation. Computation of grade-point average and rank in class shall be uniform throughout the district. Evaluation and grading symbols shall be intended to appraise the pupil's progress toward established goals, and shall be a factor in promotion/graduation decisions.

The board of education encourages the certified staff, under the direction of the chief school administrator, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, written and oral teacher-made tests, performance observation, parent/guardian interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations. Recognized standardized achievement tests may also be used in grades designated by the board.

The chief school administrator shall have the right to review disputed grades and with board approval to adjust them.

Testing

In addition to testing procedures established in policy 5120 Assessment of individual needs, the school district shall establish and maintain a general testing program to:

File Code: 6147.1

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE (continued)

A. Improve the instructional program to assist pupils in achieving the Core Curriculum Content Standards;

B. Measure the needs and progress of individual pupils;

C. Measure the achievement of grade levels;

D. Allow comparison of district pupils with national or other norms;

E. Aid in evaluation of programs.

The district testing program shall embody at least the tests required by state and federal law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district.

School personnel shall not use tests, procedures or other guidance and counseling materials that are differentiated or stereotyped on the basis of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin or social or economic status.

Any requests for surveys, pupil observations, or pupil questionnaires must be forwarded through the principal's office to the chief school administrator's office for approval before any survey or observation can be conducted. If the survey concerns any of the topics described in statute, the chief school administrator shall obtain written consent from parents/guardians or the students being surveyed at least two weeks prior to its administration.

Individual results of standardized tests, including intelligence tests, shall be made available to parents/guardians upon their request, but shall be considered confidential information to be available only to authorized persons. School and district test results shall be discussed in a public meeting.

Determining Class Rank

The chief school administrator shall develop procedures for determining class ranking that take into account:

A. Records of transfer pupils;

B. Honors and advanced courses.

Adopted: 2/01

NJSBA Review/Update: November 2008

Readopted: 4/16/09

Key Words

Evaluation, Pupil Evaluation, Student Evaluation, Class Rank, Grading, Testing, Examinations

Legal References: N.J.S.A. 18A:7C-3, -4, -6, -6.2 Remedial instruction for students not meeting graduation standards ...
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:35-4.9 Pupil promotion and remediation, policies and procedures
N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students

File Code: 6147.1

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE (continued)

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.A.C. 6A:7-1.7 Equality in school and classroom practice
 N.J.A.C. 6A:8-1.1 et seq. Standards and Assessments
 See particularly:
 N.J.A.C. 6A:8-1.3, -4.1, -5.1 School districts-led standards-based instruction
 N.J.A.C. 6A:10A-3.1 et seq. District policies and procedures
 N.J.A.C. 6A:16-1.4(c) Evaluation process for the annual review
 N.J.A.C. 6A:30-1.4 Definitions
 N.J.A.C. 6A:32-2.1 Student Records
 N.J.A.C. 6A:32-7.1 School-level planning
 N.J.A.C. 6A:32-12.2

34 CER 98 Protection of Pupil Rights

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. §301 et seq.

Tatarsky v. Edison Township Board of Education, 1977 S.L.D. 862

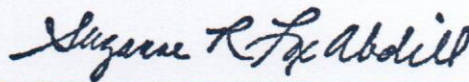
Manual for the Evaluation of Local School Districts

Possible

Cross References:

*1000/1010 Concepts and roles in community relations; goals and objectives
 *1120 Board of education meetings
 *5113 Absences and excuses
 *5120 Assessment of individual needs
 *5124 Reporting to parents/guardians
 *5125 Pupil records
 *5141.3 Health examinations and immunizations
 *6142.6 Basic skills
 *6146 Graduation requirements
 *6146.2 Promotion/retention
 *6147 Standards of proficiency

*Indicates policy is included in the Critical Policy Reference Manual.



SUZANNE R. FOX ABDILL, BOARD SECRETARY