

PLUMSTED TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
December 13, 2017
6:30 p.m. Executive Session
7:30 p.m. Anticipated Public Session
NEW EGYPT HIGH SCHOOL

Vision Statement

“Unleashing Unlimited Opportunities . . . Empowering One Warrior At A Time!”

Mission Statement

The Plumsted Township School District shall inspire all students to realize their personal potential. A rich and challenging learning environment, in partnership with the community, will develop critical thinkers, lifelong learners and productive citizens in an emerging global society.

2017-2018 District Goals

- 1. The Plumsted Township School District will research, develop and implement all of the Year 1 strategies of the Strategic Plan. The Superintendent will report monthly as to the outcomes achieved and the effect on the successful implementation of the initiatives. This information will be evaluated and used to determine recommendations for Year 2 strategies and outcomes which will be developed with the Board of Education by March 31, 2018.*
- 2. The Plumsted Township School District will research, develop and implement a comprehensive communication plan ensuring effective and sustainable communication from the district with parents, community members, and alumni, civic and recreational based organizations. Restructured Board of Education Committees, district and community partnerships, district support of community events, updated technology and the creation of the Warrior Broadcasting Network will be in place by March 31, 2018.*

2017-2018 Board Goals

- 1. The Plumsted Township Board of Education will support Year 1 development and implementation of all initiatives of the Strategic Plan. The Board of Education will receive monthly updates concerning the status of Year 1 strategies and projected outcomes. Decisions concerning curricula, personnel, facilities and budget concerning Year 2 strategies and outcomes will be developed by the Board of Education and District Administration by March 31, 2018.*
- 2. The Plumsted Township Board of Education working with District Administration, the community and alumni will research, develop and finalize an effective comprehensive communication plan that will become part of the Warrior Broadcasting Network by March 31, 2018.*

Board of Education approval August 2, 2017

I. CALL TO ORDER

Mrs. Septor, Vice President, called the meeting to order at 6:34 p.m.

II. OPEN PUBLIC MEETING ACT

In compliance with the Open Public Meeting Act, this is to announce that adequate notice of this meeting has been given in the form of an Annual Notice contained in Resolution No. 2016-4, which Resolution was immediately thereafter posted upon the bulletin board in the main office of all four schools and the Board Secretary’s office and disseminated within seven (7) days of passage to the Asbury Park Press and The Trenton Times, and a copy of such resolution was filed with the Plumsted Township Clerk. No advance written notice of this meeting was requested and paid for by any person according to the record of the Secretary of the Board. I direct the Secretary of the Board to enter into the minutes of this meeting this public announcement.

III. ROLL CALL

Mrs. Soles	Absent
Mrs. Septor	Present
Mrs. Potter	Present
Mr. Probasco	Absent
Mrs. Sempervive	Present
Mr. Surdo	Absent (arrived to the meeting at 6:50 p.m.)
Mr. Witham	Present

ALSO PRESENT

- Mr. North, Superintendent
- Mr. Gately, Business Administrator/Board Secretary
- Mr. Supsie, Board Attorney

Mr. Witham moved that the board go into executive session at 6:38 p.m. for the purpose of discussing personnel, student matters and collective negotiations.
Seconded by Mrs. Sempervive, Pass unanimously.

IV. EXECUTIVE SESSION

WHEREAS, the Open Public Meeting Act (N.J.S.A. 10:4-6, et seq.) permits bodies to discuss certain matters in closed sessions, and

WHEREAS, PURSUANT TO THE Open Public Meeting Act (N.J.S.A. 10:4-6, et seq.), such a meeting may be held in private;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board shall meet in closed session on these matters; and
2. The matters to be discussed in private may be shared with the public at such other time as the Board may determine that there is no longer and requirement for confidentiality.

Mrs. Sempervive made a motion to go out of executive session at 7:34 p.m.
Seconded by Mr. Witham, Passed unanimously.

V. ROLL CALL

Mrs. Soles	Absent
Mrs. Septor	Present
Mrs. Potter	Present
Mr. Probasco	Absent
Mrs. Sempervive	Present
Mr. Surdo	Present
Mr. Witham	Present

ALSO PRESENT

Mr. North, Superintendent
 Mr. Gately, Business Administrator/Board Secretary
 Mr. Supsie, Board Attorney

VI. FLAG SALUTE – Mrs. Septor led all in the salute to the flag.

VII. APPROVAL OF AGENDA

Mr. Witham moved with a second by Mrs. Potter that VII.A be approved:

A. Recommend that the Board approve the regular meeting agenda for December 13, 2017.

Roll Call

Yes	Mr. Witham, Mrs. Potter, Mrs. Sempervive, Mr. Surdo, Mrs. Septor
No	None
Absent	Mr. Probasco, Mrs. Soles

VIII. APPROVAL OF MINUTES

Mr. Surdo moved with a second by Mr. Witham that VIII.A be approved:

A. The minutes are presented for necessary correction and approval for the regular meeting on November 8, 2017.

Roll Call

Yes	Mr. Surdo, Mr. Witham, Mrs. Potter, Mrs. Sempervive
No	None
Absent	Mr. Probasco, Mrs. Soles
Abstain	Mrs. Septor

IX. DISTRICT HIGHLIGHTS

A. Board Meeting dates:

The remaining Board of Education meetings will be held:

B. [Student Enrollment](#)

C. [Fire/Drill/School Security Drills](#)

D. [Suspension List](#)

X. BOARD OF EDUCATION COMMITTEE REPORTS

XI. STUDENT REPRESENTATIVE COMMENTS

Madison Rovedo, Student Representative, commented on the following:

High School

National Honor Society – Food Baskets
Winter Formal

Middle School

Student Counsel
Ugly Sweater Dance
Thanksgiving Food Drive
Candy Grams
Fundraisers

Elementary School

Holocaust Survivor
Drama Production
PTO Holiday Shop
5K

Primary School

Santa Clause
Open House

XII. SUPERINTENDENT’S COMMENTS

Mr. North, Superintendent, commented on the following:

HIB Report
Middle School Play “A Christmas Carol”
District Band Concert
District Chorus
Art Show
Art Club
Survey on Summer Camps
Middle School Athletics
High School Athletics
Reorganization Meeting

XIII. PUBLIC COMMENT ON AGENDA ITEMS - None

XIV. PRESENTATION/AWARDS

- A. Frederick L. Hipp Foundation “What’s in Your Suitcase” grant recognition of Rita Williams, Kristin Abate, Courtney Adelung, Megan Castro, Jana Kekesi, Cheryl Marinari and Cara Sapiezynski
- B. All Division Student Athletes for Fall Season 2017- presented by Mr. Balent, Supervisor of Athletics
- C. Chloe Lewis, WOBS Student of the week - presented by Mr. North, Superintendent

XV. SUPERINTENDENT’S AGENDA

The following items are presented for approval as recommendations by the Superintendent of Schools:

A. Finance Motions

Mr. Witham moved with a second by Mr. Surdo that A.1 – A.15 be approved:

- 1. Recommend approval of all bills and claims for December 13, 2017, which have been examined by members of the Finance Committee and are presented for approval.
- 2. Recommend approval of all bills and claims for December 13, 2017, which required handwritten checks after the November 8, 2017, Board of Education meeting. Bills and claims list were approved, and were examined by the members of the Finance Committee and are presented for approval.
- 3. Recommend ratification of the transferring of funds, for the period ending October 31, 2017.
- 4. Recommend approval of the Board Secretary’s Report for the period ending October 31, 2017, and the Treasurer of School Monies Report, for the period ending October 31, 2017.
- 5. Recommend approval that Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary, certifies that as of October 31, 2017, no budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.A.C. 6A:23A-16.10(a), that the District financial accounts have been reconciled and are in balance.
- 6. Recommend approval that the Plumsted Township Board of Education, pursuant to N.J.A.C. 6A:23A-16.10(c)4, certifies that as of October 31, 2017, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the Business Administrator/Board Secretary and other appropriate district officials, that to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- 7. Recommend ratification of approval of a contract with the Commission for the Blind for the 2017-2018 school year to provide services at level I for one (1) student at a total cost of \$1,517.49.
- 8. Recommend ratification of approval of a contract with Burlington County Special Services School District for a 1:1 aide for the 2017-2018 school year from September 6, 2017 through June 19, 2018, for student number 202620, at a cost of \$37,900.00.
- 9. Recommend ratification of approval of a contract with Lakehurst School District (*sending district*) and the Plumsted Township Board of Education (*receiving district*), for tuition for the 2017-2018 school year for one (1) student, at a cost of \$6,635.00.

10. Recommend approval for Philip Nicastrò, with Strauss Esmay Associates, to provide Administrative Legal training on January 18, 2018, in accordance with the annual six-hour legal training mandate, at a cost of \$2,400.00.
11. Recommend approval of Curriculum Associates to provide a one day professional development, on the iReady Diagnostic Program, at the New Egypt Middle School, at a cost of \$1,500.00.
12. Recommend approval of purchasing educational materials from Performance Matters, at a cost of \$946.00.
13. Recommend approval of Rebecca Nowalski Photography LLC to provide photograph services of plays and events for the New Egypt Middle School and New Egypt High School, at no cost to the Board of Education.
14. Recommend approval of the [resolution 2017-2018 No. 2, Audit](#).
 - CAFR (Comprehensive Annual Financial Report)
 - AMR (Auditor’s Management Report)
 - [Synopsis](#)
15. Authorize the Business Administrator/Board Secretary to dispose of surplus property/equipment no longer needed for public use to be sold through an online auction conducted by GovDeals (State Contract A-83453/T2581), pursuant to N.J.S.A.18A:18A-45 and Local Finance Notice 2008-9 (LFN 2008-9). All items to be sold are in “as is” condition without express or implied warranties, the terms and conditions of the agreement are available on the GovDeals website and available in the Office of the Business Administrator/Board Secretary, [as per the attachment](#):

Discussion: Mr. Gately explained the Synopsis Report of the audit.

Roll Call

Yes	Mr. Witham, Mr. Surdo, Mrs. Potter, Mrs. Sempervive, Mrs. Septor
No	None
Absent	Mr. Probasco, Mrs. Soles

B. Personnel Motions

Mrs. Potter moved with a second by Mrs. Sempervive that B.1 – B.19 be approved:

1. Recommend ratification of acceptance of the resignation of Kelly Folk, part-time Special Education teacher, at the Dr. Gerald H. Woehr Elementary School, effective December 8, 2017, with regrets.
2. Recommend ratification of acceptance of the resignation of Christine Garbarvage, Paraprofessional, at the New Egypt Primary School, effective December 8, 2017, with regrets.
3. Recommend ratification of approval for an extension of a medical leave of absence for Kristine Green, Social Studies teacher at the New Egypt High School:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Medical Leave with pay, with benefits	November 13, 2017	January 1, 2018

4. Recommend rescinding the leave of absence for Sarah Van Ness, Dr. Gerald H. Woehr Elementary School half-time Basic Skills teacher, and ratification and re-approval of her maternity leave of absence as follows:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Maternity Disability Leave with pay	November 20, 2017	December 7, 2017
Maternity Disability Leave without pay	December 8, 2017	January 12, 2018
Additional Child Rearing Leave without pay, without benefits	January 13, 2018	6/15/2018, or the last day of school

5. Recommend ratification and revision of approval of a Maternity Disability/NJFLA leave of absence for Jennifer Patricia, Special Education teacher at the Dr. Gerald H. Woehr Elementary School, pending medical certification:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Maternity Disability with pay, with benefits	October 3, 2017	December 13, 2017
NJFLA without pay, with benefits	December 14, 2017	February 2, 2018

6. Recommend ratification and revision of approval of a Maternity Disability/NJFLA leave of absence for Hillary West, Social Worker at the Dr. Gerald H. Woehr Elementary School:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Maternity Disability with pay, with benefits	November 1, 2017	November 8, 2017
Disability Leave Without pay, with benefits	November 13, 2017	December 26, 2017
FMLA Leave without pay, with benefits	January 2, 2018	March 27, 2018

7. Recommend ratification of approval of a Medical/FMLA leave of absence for Kelli Goshorn, Special Education teacher at the Dr. Gerald H. Woehr Elementary School, pending medical certification:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
FMLA Medical Leave with pay, with benefits	November 7, 2017	November 29, 2017

8. Recommend ratification for a Medical/FMLA intermittent leave of absence for Cara Sapiezynski, Special Education teacher at the Dr. Gerald H. Woehr Elementary School, pending medical certification:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Medical Leave with pay, with benefits	November 28, 2017	December 4, 2017 (A.M.)
FMLA Medical Leave without pay, with benefits	December 4, 2017 (P.M.)	December 8, 2017
Intermittent FMLA Medical Leave without pay, with benefits	December 8, 2017	June 15, 2018 or the last day of school

9. Recommend approval of a Maternity/Disability/NJFLA leave of absence for Kaitlynn Panacek, Science teacher at the New Egypt High School, pending medical certification:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Maternity/Disability Leave with pay, with benefits	March 21, 2018	May 2, 2018
FMLA without pay, with benefits	May 3, 2018	June 15, 2018 or the last day of school

10. Recommend approval of a revised Maternity/Disability/FMLA/NJFLA leave of absence for Corinne Lynn, Science teacher at the New Egypt Middle School teacher:

<u>LEAVE</u>	<u>FROM</u>	<u>THROUGH</u>
Maternity Disability Leave with pay, with benefits	January 2, 2018	February 9, 2018
FMLA without pay, with benefits	February 12, 2018	May 11, 2018
NJFLA without pay, with benefits	May 14, 2018	June 15, 2018 or the last day of school

11. Recommend ratification of approval for Amy Parker to evaluate and compose a letter of medical necessity for one (1) student, at the hourly rate of \$61.63, not to exceed an amount of \$1,500.00.
12. Recommend approval of Elizabeth Alexander, as a part-time Special Education teacher, at the Dr. Gerald H. Woehr Elementary School, effective December 14, 2017, at a salary of \$26,537.00, prorated, pending the successful completion of the application process by the Superintendent of Schools, and that the criminal history clearance is obtained through the State of New Jersey in accordance with the law.
13. Recommend approval of Victoria Curtis, as a Lunchroom/Playground Monitor, at the Dr. Gerald H. Woehr Elementary School, effective December 14, 2017, at the rate of \$8.44 per hour, pending the successful completion of the application process by the Superintendent of Schools, and that the criminal history clearance is obtained through the State of New Jersey in accordance with the law.

14. Recommend ratification of approval to compensate staff members, for up to one (1) hour per month for a Mentoring Meeting in District, October 2017 to June 2018, at the contractual rate of \$47.00 per hour, [as per the attached list:](#)
15. Recommend ratification of approval to compensate staff members for the Afterschool Basic Skills Program at the Dr. Gerald H. Woehr Elementary School and New Egypt High School, funded by the 2017-2018 ESSA Title I grant, [as per the attached list:](#)
16. Recommend ratification of approval of salary adjustments, [as per the attached list:](#)
17. Recommend ratification of approval of extracurricular paraprofessionals for the 2017-2018 school year, [as per the attached list:](#)
18. Recommend ratification of approval of the sports coaches for the 2017-2018 school year, [as per the attached list:](#)
19. Recommend approval to compensate staff members to plan, organize and attend the Title I Family Literacy Night at the Dr. Gerald H. Woehr Elementary School on February 8, 2018, [as per the attached list:](#)

Roll Call

Yes	Mrs. Potter, Mrs. Sempervive, Mr. Surdo, Mr. Witham, Mrs. Septor
No	None
Absent	Mr. Probasco, Mrs. Soles

C. Policy

Mrs. Potter moved with a second by Mr. Witham that C.1 be approved:

1. Recommend approval to create Policy “Personal Athletic Equipment Helmet”.

Roll Call

Yes	Mrs. Potter, Mr. Witham, Mrs. Sempervive, Mr. Surdo, Mrs. Septor
No	None
Absent	Mr. Probasco, Mrs. Soles

D. Professional Development/Travel Reimbursements

Mr. Surdo moved with a second by Mr. Witham that D.1 be approved:

1. Recommend approval of the [attached staff professional development:](#)

Roll Call

Yes	Mr. Surdo, Mr. Witham, Mrs. Potter, Mrs. Sempervive, Mrs. Septor
No	None
Absent	Mr. Probasco, Mrs. Soles

E. Other Motion

Mrs. Potter moved with a second by Mr. Witham that E.1 – E.7 be approved:

1. Recommend receipt of the HIB (Harassment, Intimidation and Bullying) Report on December 13, 2017, by the Board of Education.
2. Recommend approval of staff to receive tuition reimbursement in the amount of \$225.00 per credit, pending receipt of a grade of “B” or better and proof of payment pending the availability of funds, as per the PTEA Collective Bargaining Agreement, [as per the attached list](#):
3. Recommend approval of an *Admissions Agreement* for non-resident students from Nina Acquaviva, Math teacher at the New Egypt Middle School, to permit his/her child(ren) Grade Kindergarten to attend the Dr. Gerald H. Woehr elementary School, effective September 5, 2018, enrollment permitting, for the 2018-2019 school year, according to stipulations contained in the 2015-2018 PTEA/PTBOE Collective Bargaining Agreement.
4. Recommend approval to hold a SPARK meeting on January 30, 2018, with an inclement weather date of February 5, 2018, from 6:30 p.m. - 8:30 p.m. at the New Egypt High School IMC, at no cost to the Board of Education.
5. Recommend approval of the Dr. Gerald H. Woehr Elementary School drama production of “Dorothy of Wonderland - The Musical” to be held on March 16, 2018 and March 17, 2018, in the amount of \$688.00, funded by student activities, and at no cost to the Board of Education.
6. Recommend approval for Dr. Erin Sappio, School Psychologist to allow her dog Ani, to accompany her to school once a month to provide services in individual classrooms at the New Egypt High School, pending receipt of required documentation.
7. Recommend acceptance of a donation of t-shirts for the Dr. Gerald H. Woehr Elementary School chorus by an anonymous donor, valued at \$1,606.00.

Roll Call

Yes

Mrs. Potter, Mr. Witham,
Mrs. Sempervive, Mr. Surdo,
Mrs. Septor

No

None

Absent

Mr. Probasco, Mrs. Soles

F. Facilities

G. Field Trips

Mrs. Sempervive moved with a second by Mr. Surdo that G.1 be approved:

1. Recommend approval of the [attached field trips](#):

Roll Call

Yes

Mrs. Sempervive, Mr. Surdo,
Mrs. Potter, Mr. Witham,
Mrs. Septor

No

None

Absent

Mr. Probasco, Mrs. Soles

XVI. PUBLIC COMMENT ON ANY SCHOOL RELATED TOPIC

Mr. Marinari, 227 Brynmore Road, New Egypt, NJ – wished everyone a Happy Holidays on behalf of the Township Committee.

Mr. Marinari thanked the district for their cooperation for the holiday food baskets on behalf of the PBMA.

XVII. NEW BUSINESS

A. DRAFT Resolution 04, Board Meetings

Mrs. Septor commented on the PARCC opt-outs.

Mr. North explained the PARCC testing in the district.

XVIII. OLD BUSINESS

XIX. BOARD OF EDUCATION COMMENTS

Mrs. Potter thanked the donor for the donation of the t-shirts.

Mrs. Sempervive thanked everyone for their grant writing.

Mrs. Septor wished everyone a Happy Holiday.

Mr. Surdo made a motion to adjourn at 8:12 p.m.

Seconded by Mr. Witham, Passed unanimously.

Sean Gately
Business Administrator/Board Secretary