

PLUMSTED TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
December 11, 2013
6:30 p.m. Executive Session
7:30 p.m. Anticipated Public Session
NEW EGYPT HIGH SCHOOL

MISSION STATEMENT

The educational programs of the New Egypt Schools shall foster high expectations, in academics and behavior, giving attention to all students' individual needs. We are resolved to ensure all students achieve the New Jersey Core Curriculum Content Standards at all grade levels, children will be provided a variety of activities and experiences that allow them to mature into lifelong learners, who are critical thinkers, and who cooperate with others as they grow and learn in our democratic society.

District Goals

- *Increase Language Arts proficiency percentages by up to 10% + in grades (3-8)*
- *Increase Mathematics proficiency percentages by up to 10% + in grades (3-8)*
- *Increase the percentage of students taking the SAT and student performance on the SAT by 10% +*
- *Restructure the Guidance Department to better serve students*
- *To continue to improve communications with stakeholders (staff, students, Board, parents and community members)*

Board of Education approval 09.25.2013

I. CALL TO ORDER

Mr. Miller, President, called the meeting to order at 6:36 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. 2012-12, 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

Mr. Miller, President	Present
Mr. Midgett, Vice President	Present
Mr. Probasco	Present
Mrs. Septor	Present
Mrs. Soles	Present
Mrs. Wig	Present
Mr. Witham	Present

ALSO PRESENT

Dr. Jones, Superintendent
Mr. Gately, Business Administrator/
Board Secretary
Mr. Stein, Board Attorney

Mrs. Soles moved that the Board go into executive session at 6:46 p.m. for the purpose of discussing personnel, student matter, potential litigation and contracts.
Seconded by Mrs. Wig, Passed 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 any requirement for confidentiality.

Mrs. Septor made a motion to go out of executive session at 7:49 p.m.
Seconded by Mrs. Wig, Passed unanimously.

V. ROLL CALL

Mr. Miller, President	Present
Mr. Midgett, Vice President	Present
Mr. Probasco	Present
Mrs. Septor	Present
Mrs. Soles	Present
Mrs. Wig	Present
Mr. Witham	Present

ALSO PRESENT

Dr. Jones, Superintendent
Mr. Gately, Business Administrator/
Board Secretary
Mr. Stein, Board Attorney

VI. FLAG SALUTE – Mr. Miller led all in the salute to the flag.

VII. APPROVAL OF AGENDA

Mrs. Wig moved with a second by Mr. Midgett that VII.A be approved:

A. Recommend that the Board approve the regular meeting agenda for December 11, 2013.

Roll Call

Yes	Mrs. Wig, Mr. Midgett, Mr. Probasco, Mrs. Septor, Mrs. Soles, Mr. Witham, Mr. Miller
No	None

VIII. APPROVAL OF MINUTES

Mrs. Soles moved with a second by Mrs. Wig that VIII.A be approved:

A. The minutes are presented for necessary correction and approval for the regular meeting on November 20, 2013.

Roll Call

Yes	Mrs. Soles, Mrs. Wig, Mr. Probasco, Mrs. Septor, Mr. Witham, Mr. Midgett, Mr. Miller
No	None

IX. DISTRICT HIGHLIGHTS

A. Board Meeting dates:

The remaining Board of Education meetings will be held:

January 8, 2014 (reorganization meeting)

B. Student Enrollment

Primary	PreK3			PreK4			K - AM			Grade 1			Total			Difference			
	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-				
	18	18	0	29	28	-1	81	81	0	98	97	-1	226	224	-2				
Out of District	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Elementary	Grade 2			Grade 3			Grade 4			Grade 5			Total			Difference			
	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-				
	88	85	-3	91	91	0	98	98	0	125	124	-1	402	398	-4				
Out of District	1	1	0	1	1	0	0	0	0	1	1	0	3	3	0				
Middle	Grade 6			Grade 7			Grade 8			Total			Difference						
	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-					11/12	12/4	+/-			
	122	123	+1	145	145	0	146	146	0				413	414	+1				
Out of District	1	1	0	1	1	0	1	1	0				3	3	0				
High	Grade 9			Grade 10			Grade 11			Grade 12			Grade 12+			Total			Difference
	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	11/12	12/4	+/-	
	135	136	+1	139	139	0	113	113	0	145	146	+1	4	4	0	536	538	+2	
Out of District	0	0	0	2	2	0	0	0	0	1	1	0	1	1	0	4	4	0	
													Post Graduates Out of District						
													1						
													Total						
													11/12	12/4	+/-				
Total Enrollment													1577	1574	-3				
													11/12	12/4					
Out of District Students													10	10	0				

X. SUPERINTENDENT'S COMMENTS

Dr. Jones commented on the following:

HIB

Primary School

- NEPS has many holiday festivities planned to celebrate the holiday season, including Gingerbread Building and Polar Express Day. We are excited to have our annual holiday events with family and friends.
- We held our Family Dinner Night on December 4, 2013. NEPS would like to thank Plumsted Township Municipal Alliance and the Merchant's Association for sponsoring the event. The night was a success thanks to so many different people. This annual event promotes frequent family dinners which is an effective tool that helps keep our students substance free.

Elementary School

- With winter holidays just a few weeks away, this month, students in each grade level will be exploring traditions and cultures surrounding the holidays in order to develop an appreciation for how holidays have different meanings to so many. In particular, Grade 2 will be creating their holidays around the world suitcases to learn about how other countries and cultures throughout the world celebrate holidays. This learning will be capped off by one of our most beloved winter traditions, a Polar Express Celebration on Dec. 13.
- The Dr. Gerald H. Woehr Holiday Concert will take place on December 17 at the high school at 7pm.
- Please come and support the Music Programs throughout the district and enjoy the sounds of the Holiday Season on Thursday, December 12th starting at 7:00 PM at the high school.

Middle School

Assemblyman Rob Clifton Annual Essay Contest

- Last month, Assemblyman Rob Clifton of District 12 held his annual essay contest to promote creative writing and critical thinking. Each year this contest is open to all 7th graders in the district which includes Allentown, Chesterfield, Englishtown, Jackson, Manalapan, Matawan, Millstone, New Hanover, North Hanover, Old Bridge, Plumsted, Roosevelt, Upper Freehold, and Wrightstown.
 - The contest asked students to compose an original essay, no less than 400 words
 - Students were given two contest topics to write about:
 1. An influential person of the past or present and explain why they chose that person.
 2. Nominate someone the student believes to be extraordinary and explain how their life was impacted by this person.

Essays were submitted anonymously and were judged on impact, grammar, writing, and creativity. We are pleased to announce New Egypt Middle School finished first place as the school with most participation!

On December 10, Assemblyman Clifton was to personally host a pizza party at NEMS and give each winner a citation as well as a \$10 gift card. The two top winners will receive their award and a \$50 and \$25 gift card respectively. Fourteen of our students won for their individual essays. New Egypt is also proud to have students awarded in the top two categories, Overall District and Ocean County! Congratulations! This pizza party is being rescheduled for after the holidays.

High School

- Students of the Month for November were selected by the staff. The selections, by grade, were: Dana Colarocco (Freshman), Casey Lebo (Sophomore), Liliana Zuniga (Junior), and Kenneth Stillwell (Senior). They enjoyed a brunch with the high school administration to celebrate the honor.
- The boys' soccer team finished its 22-3 season with a 3-0 loss to Brearly in the Group I State Championship Game at the College of New Jersey.

Two of the players – Travis Ward and Kenny Stillwell - were chosen to play in the State All-Star game this past Sunday in Scotch Plains. New Egypt’s Sam Palumbo was selected to coach the South team.

In addition, Travis Ward was named Player of the Year by The Trentonian newspaper. Junior Nick Sample joined Travis on the All-Area First Team while Kenny Stillwell, Ken Johnston, and Vinny Masitti were named to the Second Team. Sam Palumbo was honored as the Coach of the Year.

- The high school Guidance Department will hold its annual College Financial Aid Night on Monday, December 16, at 7 p.m. in the auditorium. John Iacovelli, Dean of Enrollment and Management at Stockton College will be the featured speaker.

XI. STUDENT REPRESENTATIVE COMMENTS

XII PUBLIC COMMENT ON AGENDA ITEMS

A. Public Hearing on Policy 6142.10, Internet Safety and Technology

Mr. Miller opened up the meeting to the public for comment at 7:58 p.m. There was no public comment and the hearing was closed.

XIII. PRESENTATIONS/AWARDS

A. 2012-2013 Comprehensive Annual Financial report (CAFR) presented by Scott Frueh of Holman Frenia Allison, P.C.

XIV. SUPERINTENDENT’S AGENDA

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

A. Finance Motions

Mr. Midgett moved with a second by Mr. Probasco that A.1 be approved:

1. Recommend approval of all bills and claims for December 11, 2013, which have been examined by members of the Finance Committee and are presented for approval, with the exception of P.O. #14-1358 for Harry Miller in the amount of \$107.35

Roll Call

Yes

Mr. Midgett, Mr. Probasco,
Mrs. Septor, Mrs. Soles,
Mrs. Wig, Mr. Witham,
Mr. Miller

No

None

Mr. Probasco moved with a second by Mr. Midgett that A.2 be approved:

2. Recommend approval of P.O. #14-1358 for Harry Miller in the amount of \$107.35.

Roll Call

Yes

Mr. Probasco, Mr. Midgett,
Mrs. Septor, Mrs. Soles,
Mrs. Wig, Mr. Witham

No

None

Abstain

Mr. Miller

Mr. Midgett moved with a second by Mr. Probasco that A.3 – A.17 be approved:

3. Recommend ratification of the transferring of funds.
4. Recommend approval of the Board Secretary's Report ending October 31, 2013 and the Treasurer of School Monies Report for the period ending October 31, 2013.
5. Recommend approval that Pursuant to N.J.A.C. 6A:23 – 2.12(c)3, the Business Administrator/Board Secretary, certifies that as of October 31, 2013, 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.S.A. 18A:22-8, 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:23-2.12(c)4 certifies that as of October 31, 2013, 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:23-2.12(c)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
7. Recommend ratification of a contract with Education, Inc. to provide educational instruction services to one student at a rate of \$40.00 per hour, effective November 21, 2013.
8. Recommend ratification of an agreement with Monmouth Ocean Education Services Commission (MOESC) to provide educational instruction services to one student at a rate of \$75.00 per hour effective November 1, 2013 – December 2, 2013.
9. Recommend ratification of an agreement with Monmouth Ocean Education Services Commission (MOESC) to provide educational instruction services to one student at a rate of \$75.00 per hour effective November 12, 2013.
10. Recommend ratification from September 4, 2013 of an agreement with Union County Educational Services Commission to provide transportation for one student from a group home to an appropriate education placement for the 2013-2014 school year at the cost of transportation route plus a 4% administrative fee.
11. Recommend approval of an agreement between TAMS-WITMARK Music Library, Inc. and New Egypt Middle School for the drama production "Snoopy" on May 9, 2013 & May 10, 2013 at an approximate cost of \$5,000.00, to be funded by student activities.
12. Recommend approval of a grant application for Rutgers State House Express Grant in the amount of \$350.00.
13. Recommend approval of a grant application for Plymouth Rock Assurance - Teachers Insurance Plan of NJ up to an amount of \$1,000.00.

14. Recommend approval of a grant application and acceptance for the Crayola Corporation “Champion Creatively Alive Children” grant in the amount of \$3,500.00, which includes \$1,000.00 in Crayola products and \$2,500.00 cash.
15. Recommend acceptance of the Lexus Eco Challenge Contest in the amount of \$2,000.00.
16. Recommend approval of [resolution 2013-2014 No. 11, Audit](#).
 - CAFR (Comprehensive Annual Financial Report)
 - AMR (Auditors’ Management Report)
 - Synopsis
17. Recommend approval of a contract with Staff Development Workshops to provide curriculum writing services in the amount of \$2,000.00.

Discussion: Mrs. Soles thanked everyone for their time in writing grants.
Mr. Probasco thanked everyone for writing grants and that it is well appreciated.

Roll Call

Yes	Mr. Midgett, Mr. Probasco, Mrs. Septor, Mrs. Soles, Mrs. Wig, Mr. Witham, Mr. Miller
No	None

B. Personnel Motions

Mrs. Soles moved with a second by Mrs. Wig that B.1 – B.7 be approved:

1. Recommend approval of the following leave of absence for Sara Bouroult, high school assistant principal:

LEAVE	FROM	THROUGH
Maternity Leave with pay, utilizing sick days	January 2, 2014	January 30, 2014
FMLA without pay, with benefits	January 31, 2014	March 28, 2014
Child rearing leave without pay, without benefits		

2. Recommend approval of Keith Land as leave replacement high school assistant principal for Sara Bouroult from January 2, 2014 through March 28, 2014 at the new Egypt High School at a rate of \$400.00 per diem, with no benefits, pending the successful completion of the application process established by the Superintendent of Schools and the criminal history clearance that is obtained through the State of New Jersey in accordance with the law.

3. Recommend approval of Renee Palumbo to teach second semester 8th grade French at the middle school in lieu of prep at the instructional rate of \$45.00 per hour in accordance with the PTEA and PTBOE collective bargaining agreement.
4. Recommend approval of substitutes for the 2013-2014 school year, [as per the attached list](#).
5. Recommend approval of NEED/Holiday Care counselors [as per the attached list](#).
6. Recommend approval of a rate adjustment for staff members due to an increase in minimum wage, effective January 1, 2014 [as per the attached list](#).
7. Recommend ratification to compensate Aileen Chaney to participate in a district workshop on December 11, 2013 at the rate of \$39.00 per hour, for 3 hours, per the PTEA contract.

Discussion: Dr. Jones introduced Keith Land.

Roll Call

Yes

Mrs. Soles, Mrs. Wig,
Mr. Probasco, Mrs. Septor,
Mr. Witham, Mr. Midgett,
Mr. Miller

No

None

Mrs. Septor moved with a second by Mr. Midgett that B.8 be approved:

8. Move the ratification of the Memorandum of Agreement and salary guides and approve and ratify the new collective bargaining agreement between the Plumsted Township Board of Education and the Plumsted Township Administrator's Association for the period of and retroactive to July 1, 2013 through June 30, 2016 and authorize the appropriate Board representatives to execute the new contract on behalf of the Board as modified by the approved and ratified Memorandum of Agreement and salary guides.

Roll Call

Yes

Mrs. Septor, Mr. Midgett,
Mr. Probasco, Mrs. Soles,
Mrs. Wig, Mr. Witham,
Mr. Miller

No

None

C. Policy

Mrs. Wig moved with a second by Mrs. Septor that C.1 – C.6 be approved:

1. Recommend approval of the first reading of Policy 2130, Principal Evaluation.
2. Recommend approval of the first reading of Regulation 2130, Principal Evaluation.
3. Recommend approval of the first reading of Policy 4116, Evaluation of Teaching Staff Members.
4. Recommend approval of the first reading of Regulation 4116, Evaluation of Teaching Staff Members.

5. Recommend approval of the first reading of Policy 6171.4, Special Education.
6. Recommend approval of the second reading of [Policy 6142.10, Internet Safety and Technology](#).

Discussion: Mr. Miller stated C.6 was opened for comment on the first Public Comment section of the agenda. Mrs. Soles thanked the Policy Committee.

Mr. Probasco stated that the Administration puts a lot of work into the policies.

Roll Call

Yes	Mrs. Wig, Mrs. Septor Mr. Probasco, Mrs. Soles, Mr. Witham, Mr. Midgett, Mr. Miller
No	None

D. Professional Development/Travel Reimbursements

Mrs. Soles moved with a second by Mr. Midgett that D.1 be approved:

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

Roll Call

Yes	Mrs. Soles, Mr. Midgett, Mr. Probasco, Mrs. Septor, Mrs. Wig, Mr. Witham, Mr. Miller
No	None

Mr. Probasco moved with a second by Mrs. Wig that D.2 be approved:

2. Recommend approval for Harry Miller to attend the Impact Aid Section 8002 Winter 2014 conference in Phoenix, AZ on January 9, 2014 – January 12, 2014 at a total cost not to exceed \$1,800.00.

Roll Call

Yes	Mr. Probasco, Mrs. Wig, Mrs. Septor, Mrs. Soles, Mr. Witham, Mr. Midgett
No	None
Abstain	Mr. Miller

E. Other Motions

Mrs. Wig moved with a second by Mr. Midgett that E.1 – E.2 be approved:

1. Recommend receipt of the HIB (Harassment, Intimation and Bullying) report on December 11, 2013 by the Board of Education.
2. Recommend that the Board approve granting priority to the sibling(s) of enrolled students as part of the State of New Jersey Interdistrict School Choice Program participation per N.J.A.C. 6: 12-4.2.

Roll Call

Yes

Mrs. Wig, Mr. Midgett,
Mr. Probasco, Mrs. Septor,
Mrs. Soles, Mr. Witham,
Mr. Miller

No

None

Mr. Soles moved with a second by Mr. Midgett to table agenda E.3:

- 3 Recommend approval of resolution No. 12, Open Public Meeting Act.

Discussion: Mr. Miller stated this will be reviewed and approved at the January reorganization meeting.

Roll Call

Yes

Mrs. Soles, Mr. Midgett,
Mr. Probasco, Mrs. Septor,
Mrs. Wig, Mr. Witham,
Mr. Miller

No

None

Mr. Probasco moved with a second by Mrs. Soles that E.4 – E.8 be approved:

4. Recommend approval of the following Community Education classes [as per the attached](#).
5. Recommend approval of Parent Teacher Organization fundraising events for the 2013-2014 school year [as per the attached list](#).
6. Recommend approval of an assembly sponsored by Jenkinson’s Aquarium on February 19, 2014 at the New Egypt Primary School at a cost of \$500.00, funded through the Board and PTO.
7. 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 PTEA Collective Bargaining Agreement, [as per attached list](#).
8. The Board acknowledged that New Egypt Primary School conducted emergency school bus exit drills, as per State regulations N.J.A.C. 6A:27-11.2, at 8:40 a.m. at the location of 131 Evergreen Road on December 4, 2013. Janine Saragusa, Case Manager was in charge. The following bus routes participated in the drill: WC (wheelchair bus).

Roll Call

Yes

Mr. Probasco, Mrs. Soles,
Mrs. Septor, Mrs. Wig,
Mr. Witham, Mr. Midgett,
Mr. Miller

No

None

F. Facilities

G. Field Trips

Mrs. Soles moved with a second by Mrs. Wig that G.1 be approved:

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

Roll Call

Yes

Mrs. Soles, Mrs. Wig,
Mr. Probasco, Mrs. Septor,
Mr. Witham, Mr. Midgett,
Mr. Miller

No

None

XV. PUBLIC COMMENT ON ANY SCHOOL RELATED TOPIC

XVI. NEW BUSINESS

Mrs. Soles gave an update on the Curriculum & Technology committee meeting.

Mr. Miller informed Mr. Gately that the Recreation Liaison Committee would like to set up a meeting regarding facilities usage.

XVII. OLD BUSINESS

Mrs. Wig asked for a solar update.

Mr. Gately responded that he needs to get a legal opinion, and should have an update at the January meeting.

Mr. Gately gave an update on the ROD grants.

XVIII. BOARD OF EDUCATION COMMENTS

Mrs. Septor wished everyone a safe and happy holiday season.

Mr. Probasco thanked Mr. Gately for a clean audit.

Mr. Gately responded that the Business Office did a great job and that Mary Beth Rice was point contact.

Mr. Probasco congratulated the boys' soccer team and Sam Palumbo.

Mr. Probasco stated the Pop Warner Pee Wee Cheer won Nationals today.

Mr. Probasco made a motion to go into executive session at 8:21 p.m. for the purpose of discussing vendor contracts - solar.

Seconded by Mrs. Septor, Passed unanimously.

XIX. 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 any requirement for confidentiality.

Mrs. Septor made a motion to go out of executive session at 8:58 p.m.
Seconded by Mrs. Soles, Passed unanimously.

Sean Gately
Business Administrator/Board Secretary