

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

Regular Meeting – Wednesday, November 20, 2019 – convenes at 7:00 p.m. for Executive Closed Session followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center.

**With the following in attendance:**

Judy Walker	President
Mary Beth Koniecki	Vice-President
Lisa Conley	Member
Darlene Powell	Member
Robert K. Uyehara	Member
Ruth Ann Wilson-Doherty	Member
Patrick McAleer	Superintendent
Rebecca Brill Moody	Director of Curriculum & Instruction
Kelly Brazelton	Business Administrator/Board Secretary
Chris Long	Solicitor
Angela Bevalaqua	Student Representative

Absent - Bonnie Savage –Member

**EXECUTIVE CLOSED SESSION**

**Moved by Board Member – Conley**

**Second by Board Member – Koniecki**

“That the following Resolution is adopted:

**BE IT RESOLVED** by the Pitman Board of Education that pursuant to the Open Public Meetings Law (NJSA 10:4-1 et. seq.) that it shall immediately enter into an Executive Session to discuss a matter that the disclosure of which would constitute an unwarranted invasion of individual privacy and a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or disciplining of any prospective or current public officer or employee.

The information discussed at this meeting can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Special or Action meeting to disclose the information discussed.”

**Carried by Voice Vote**

**Moved by Board Member – Conley**

**Second by Board Member – Koniecki**

“That the Pitman Board of Education reconvenes in open session at 7:36 p.m.”

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

**Carried by voice vote**

The meeting convened in open-session with visitors as identified on Sign-In Sheets

**MOMENT OF SILENCE AND SALUTE TO THE FLAG**

**STATEMENT FOR REGULAR SESSION**

Notice of this Regular Meeting of the Pitman Board of Education was advertised in the South Jersey Times, posted at Borough Hall, a copy thereof delivered to all Pitman Schools to be posted, and posted on the district's web site. Further, notice was posted and filed as required by law stating that the Board would meet in Executive Closed Session at 7:00 p.m. followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center. The President shall entertain any objections, with supporting reasons, to the conduct of this meeting on the grounds that it violates the Open Public Meetings Act.

**PRESENTATIONS**

Staff Spotlight

- Ms. Stewart, Principal PMS spoke about Mr. Robert DiTizio

Middle School Student Presentation

- Ms. Stewart showed a video presentation the middle school students put together.
- Three students (Mazzola, Geyer, Bradley) from PMS were recognized for their work on STEAM TANK challenge, they won 2<sup>nd</sup> place in the Middle School Division in the entire state.

All-State Choir Student Recognition

- Mrs. Sarah Mickle recognized two high school students who were accepted to All State Mixed Chorus 2018-2019, Emma Rentzel and Grace Mazzola

Ten Minute break at 7:57 p.m.

**PUBLIC HEARING –**

- Carisa Rose- 644 Howard Avenue, questioned the increase in salary for an administrative salary while the district is in financial difficulties.
- Dr. McAleer stated that this administrator had a competing salary offer from another school district

**APPROVAL OF MINUTES**

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

**Moved by Board Member – Walker  
Second by Board Member- Koniecki**

“That the minutes of the Pitman Board of Education as held on the dates listed below are approved as printed and reading dispensed with:

Wednesday, October 9, 2019  
Tuesday, October 29, 2019”

**Roll Call:**

**Yes 7: Walker, Koniecki, Conley, Powell, Savage, Uychara, Wislon-Doherty**

**Abstain: 0**

**No: 0**

**Absent: 0**

**Moved by Board Member – Walker  
Second by Board Member- Koniecki**

“That the minutes of the Closed Sessions of the Pitman Board of Education held on the dates listed below are approved as printed and the reading dispensed with:

Wednesday, October 9, 2019 – 7:00 pm”

**Roll Call:**

**Yes 7: Walker, Koniecki, Conley, Powell, Savage, Uychara, Wislon-Doherty**

**Abstain: 0**

**No: 0**

**Absent: 0**

**FINANCE & FACILITIES COMMITTEE – Uychara, Walker, Savage  
(Committee Report – Mr. Uychara)**

**Moved by Board Member - Uychara  
Second by Board Member- Wilson-Doherty**

1. “That all line-item transfers be approved for the month of October 2019.”

2. “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2019. The Board Secretary certifies that no line-item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. 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 or revenue sources.”

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

3. "That the Pitman Board of Education certifies – pursuant to N.J.A.C. 6A:23A-16.10(c)4, that after review of the Board Secretary’s monthly financial report for the month of October 2019, and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts 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.”
4. "That the Treasurer’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2019 and September 2019 Revision. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of October 2019 and September 2019 Revision.”
5. "That all bills are properly approved and certified to be paid.”
6. "That the Student Fund Report be accepted and approved for the month of October 2019.”
7. "That the Pitman Board of Education approved the 2019-2020 Purchasing Manual”
8. "That the Pitman Board of Education approves the following resolution:

**Resolution  
Approving Submission of Comprehensive Maintenance Plan  
For Years 2018/19, 2019/20 and 2020/21/ M-1 20/21**

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Pitman School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

**Now Therefore, Be It Resolved**, that the Pitman School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan/M1 for the Pitman School District in compliance with Department of Education requirements.”

9. "That the Pitman Board of Education approves a contract with ProtocallGroup to provide nursing services for the 2019/2020 school year at a rate of \$40 per hour for a Licensed Practical Nurse and \$56 per hour for a Registered Nurse.”
10. "That the Pitman Board of Education approves the amendments to the 403(b) Retirement Plan, as attached, effective January 1, 2020:

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

**HARDSHIP AND ELIGIBILITY AMENDMENTS TO THE  
PITMAN BOARD OF EDUCATION  
403(b) RETIREMENT PLAN**

WHEREAS, the Pitman Board of Education (“Plan Sponsor”) maintains the Pitman Board of Education 403(b) Retirement Plan (“Plan”); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the “Note” provisions set forth in the Adoption Agreement, “Employee Eligibility” is hereby restated and amended to read as follows:

[Note: An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.] [Note: Persons occupying an elected or appointive public office are not eligible for the Plan unless such office is one to which the individual is elected or appointed only if the individual has received training, or is experienced, in the field of education.]

BE IT FURTHER RESOLVED that the “Note” provision set forth in the Adoption Agreement, “Hardship Distributions is hereby restated and amended to read as follows:

[Note: if hardship distributions under the Plan are allowed, the Plan and Vendors will apply the IRS "safe harbor" rules for such distributions. Effective 1/1/2020, the plan will no longer suspend elective contributions following a hardship withdrawal. See section 5.5 of the Plan for more information.]

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

BE IT FURTHER RESOLVED that section 5.5 of the Basic Plan Document, "Hardship Withdrawals" is hereby restated and amended to read as follows:

**5.5 Hardship Withdrawals**

(a) Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship.

(b) The Individual Agreements shall provide for the exchange of information among the Employer or Employer's agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations). In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.

(c) Safe Harbor Contributions/QNECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.

(d) Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:

i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);

ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and

iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

(e) Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

(f) Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

(g) Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

(h) New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) -1(d)(3)(iii)(B):

(i) Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

11. "That the Pitman Board of Education approves the purchase of the Pitman High School gymnasium scoreboard from Nevco in the amount of \$9168.14 and the installation, by KLT Sales and Service, Inc, in the amount of \$1800."

12. "That the Pitman Board of Education approves the following donations for the High School Gymnasium scoreboard and installation:

<b>Business</b>	<b>Donation</b>	<b>Status</b>
All Sports	\$5000.00 (to be paid directly to Nevco)	Received
Pitman Recreation	\$2000.00	Received
Peach Country & Tractor Supply	\$2000.00	Received

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

Ocean First Bank	\$1000.00	Pending”
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13. “That the Pitman Board of Education award the PHS Partial Rooftop Unit Replacement ReBid Project 4140-050-19-1000 to LGB Mech in the amount of \$207,000.00 base bid and an alternate bid of \$179,225.00.”

14. “That the Pitman Board of Education approve the School Breakfast Improvement Plan for the Pitman High School and Pitman Middle School to increase breakfast participation in each of these schools.”

15. “That the Pitman Board of Education approve the disposal of items from the Technology Department”

**Roll Call Items: 1-15**

**Yes 6: Walker, Koniecki, Conley, Powell, Uyehara, Wislon-Doherty**

**Abstain: 0**

**No: 0**

**Absent 1: Savage**

**CURRICULUM & INSTRUCTION – Savage, Koniecki, Powell**  
(Committee Report - Ms. Savage)

**Moved by Board Member - Koniecki**  
**Second by Board Member- Uyehara**

1. Student Statistics October 2019

Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/19	568	315	353	0	24	1260
10/31/18	575	309	380	0	23	1287
9/30/19	568	315	354	0	24	1261

Suspensions/Reasons:

Fighting: 3

HIB: 2

HIB

Reported: 3

Confirmed: 3

2. Fire and Lockdown Drills for the month of October 2019.



**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

School	Date	Time of Drill	Type of Drill	Persons in Building	Persons Participating	Weather Conditions	Time Required
<b>High School</b>	10/7/19	9:02 AM	Fire Shelter in Place	403	403	Sunny 79°	2:03 minutes 10:00 minutes
	10/21/19	10:40 AM		397	397	Sunny 70°	
<b>Middle School</b>	10/7/19	8:38 AM	Evacuation Shelter in Place	362	362	Sunny 84°	14 minutes 8 minutes
	10/28/19	10:03 AM		357	357	Partly Sunny 69°	
<b>Kindle School</b>	10/7/19	9:45 AM	Fire Lockdown	203	203	Cloudy 73°	1 minute 1.5 minutes
	10/25/19	10:40 AM		204	204	Sunny 60°	
<b>Memorial School</b>	10/8/19	1:30 PM	Fire Evacuation	225	225	Cloudy 60°	2 minutes 3 minutes
	10/21/19	1:30 PM		215	215	Sunny 65°	
<b>Walls School</b>	10/15/19	9:07 AM	Fire Lockdown	230	230	Sunny 55°	6 minutes 9 minutes
	10/29/19	1:44 PM		236	236	Cloudy 60°	

3. "That additions to the Substitute List for the 2019/2020 school year be approved.
4. "That the Pitman Board of Education finds the travel and related expenses particular to attendance of staff and board members on the attached list of approved school business leaves (Conference/Workshop/Meeting/Staff Training) are justified and therefore reimbursable."
5. "That the Board of Education approves all field trips as submitted."
6. "That the Pitman Board of Education approves the Use of Facilities as attached.

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

7. “That the Pitman Board of Education approves the agreement with FURever As Friends, Inc., non-profit pet therapy organization, one (1) class at \$200.00 for WCK Walls Elementary School for the 2019/2020 school year. (The \$200.00 annual fee for initial therapy team and \$135.00 for each additional therapy team for the 2019/2020 school year.)”

8. “That the Pitman Board of Education approves the agreement with FURever As Friends, Inc., non-profit pet therapy organization, Three (3) classes at \$470.00 for Memorial Elementary School for the 2019/2020 school year. (The \$200.00 annual fee for initial therapy team and \$135.00 for each additional therapy team for the 2019/2020 school year.)”

9. “That the Pitman Board of Education approves Heinemann Professional Development for PD offering - Guided Reading: Fountas and Pinnell Classroom on October 11, 2019 with maximum participants of 30 for a total fee of \$3,600.00, previously approved on June 19, 2019, has been changed to February 14, 2020.”

10. “That the Pitman Board of Education approves the LinkIt! onsite training on January 14, 2020 and February 14, 2020, for a fee of \$1,200 per day for a total of \$2,400.00. (Title IIA funds).”

11. Mandatory School Bus Emergency Evacuation Drills (NJAC 6A:27-11.2) that were conducted at each school as follows:

School	Date	Time	School Location	Administrator
Pitman High	10/30/19	9:15 AM	Edgemoor Avenue	Lombardo & Deacon
Pitman Middle	10/30/19	8:45 AM	Esplanade Avenue	Dawn Bell
Walls	10/30/19	10:00 AM	Grant Avenue	Chris Morris
Kindle	10/30/19	11:00 AM	Washington Avenue	Karolyn Mason
Memorial	10/30/19	10:30 AM	Hudson Avenue	Deborah Calabree

School Bus Emergency Evacuation Drills Reports were completed by each administrator for each drill and are on file in the Business Office.

12. “That the Pitman Board of Education approves the following out of district placements by the Special Services Department effective October 17, 2019 through June 30, 2020, for the 2019/2020 school year:

Student ID#	Placement	Tuition Cost	Additional Services
1496261728	Bankbridge	\$4,830.00	N/A
1496261728	Archway	\$36,307.95	N/A”

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

13. "That the Pitman Board of Education enters into an agreement with the New Jersey Commission for the Blind for the 2019/2020 school year to provide services for the following eligible student. Services are based on educational needs."

SID	Cost
3007979039	\$1706.00"

14. "That the Pitman Board of Education approves the Homeless tuition contracts for the following incoming students for the 2019/2020 school year:

Student ID#	School	Sending District	Tuition Cost
5103509181	W.C.K. Walls	Clayton	\$16,330.00
6096331474	Middle School	Clayton	\$16,366.00
9494280918	Kindle	Monroe	\$20,000.00
9055850731	Middle School	Monroe	\$16,366.00"

15. "That the Pitman Board of Education approves the contract for homebound instruction with Brookfield Schools/Inspira Memorial Hospital as follows:

Student ID#	Hours of Instruction	Duration	Fee	Total
4030180700	10 hours/wk	10/7/19 - 12/13/19	\$36.00/hr.	\$3,600.00"

16. "That the Pitman Board of Education retroactively approves the below listed student(s) for homebound instruction as follows:

Student ID#	Hours of Instruction	Duration	Fee	Total
4984551916	10 hours/week	10/18/19 - 11/17/19	\$36.00/hr.	\$1,260.00
2567011660	10 hours/week	11/18/19 - 12/13/19	\$36.00/hr	\$1,188.00"

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

17. “That the Pitman Board of Education retroactively approves Melody Smythe, Special Education Teacher at Pitman Middle School, as a homebound instructor at a rate of \$36.00 per hour (duration of instruction 10/18/19 through 11/17/19).”

18. “That the Pitman Board of Education approves the following transfer effective October 17, 2019, for the 2019/2020 school year:

<b>Employee Name</b>	<b>Assignment/Location</b>	<b>New Assignment/Location</b>
Anne Weitzel	Part Time Instructional Aide/ Middle School	Part Instructional Aide/ W.C.K. Walls School”

19. “That the Pitman Board of Education approves the following staff members for curriculum writing, at an hourly rate of \$36.00 per hour, stipend in accord with the agreement with the Pitman Education Association (time sheets):

<b>School</b>	<b>Course</b>	<b>Teacher</b>	<b>Level/ Grade</b>	<b>Hours</b>
MS	Math Lab Repository Resources	Nicole Beach	6-8	Up to 35
MS/HS	Science-ELA Companion Standards Repository	Aliana Katz Michelle Tucci	7-12	Up to 7.5 each
MS/HS	Technology-ELA Companion Standards Repository	Michael Finley	7-12	Up to 15
MS/HS	ELA Lab Resources - Companion Resource Standards	Patrice Rowan	7-12	Up to 18”

20. “That the Pitman Board of Education approves Christine Ognibene, former English Language Arts Teacher at Pitman High School, to be compensated at a prorated rate of \$2,315.00 for a sixth teaching assignment (September 4, 2019 through October 18, 2019) for the 2019/2020 school year (as per negotiated agreement with Pitman Education Association).”

21. “That the Pitman Board of Education approves the appointment of the following Content Area Leader effective December 1, 2019, for the 2019/2020 school year (*Italics - In house*):

<b>Name</b>	<b>Position</b>	<b>Stipend</b>
<i>Kandice Hanrahan</i>	7-12 ELA	\$3,000 (Title II)”

22. “That the Pitman Board of Education approves the following Extra Service Contracts for the 2019/2020 school year. Stipend in accord with the agreement with the Pitman Education Association (*Italics – In-house*):

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

<b>High School</b>		
<b>Name</b>	<b>Position</b>	<b>Stipend</b>
Jason Shivers	Boys' Basketball Assistant Coach	
<i>Tracey Pinque</i>	Girls' Basketball Assistant Coach	

23. "That the Pitman Board of Education approves the following Extra Service contract for the 2019/2020 school year. Stipend in accord with the agreement with the Pitman Board of Education (*Italics - In-house*):

<b>High School</b>		
<b>Name</b>	<b>Position</b>	<b>Stipend</b>
<i>Dan Ward</i>	Winter Track Assistant Coach	

24. "That the Pitman Board of Education approves the following volunteer coach for the 2019/2020 school year (*Italics-In-house*):

<b>Volunteer Coaches</b>	
Luke Castagna	Boys' Basketball Coach's Aide"

25. "That the Pitman Board of Education approves David Hoh, retired teacher, to volunteer one hour per week as a writing coach in a third class at W.C.K. Walls School during the 2019/2020 school year."

26. "That the Pitman Board of Education retroactively approves the following leave(s) of absence:

<b>Employee</b>	<b>Location</b>	<b>FMLA/FLA</b>	<b>Type of Leave</b>	<b>Dates</b>
41959263 (Taub)	High School	N/A	Medical	10/21/19-11/15/19 <i>(paid sick days)</i>
44230431 (Lopes)	High School	Intermittent FMLA		11/1/19 - 6/30/20 <i>(unpaid days)"</i>

27. "That the Pitman Board of Education approves the following leave(s) of absence:

<b>Employee</b>	<b>Location</b>	<b>FMLA/FLA</b>	<b>Type of Leave</b>	<b>Dates</b>
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**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

14078703 (D. Miller)	Middle School	<i>FMLA:</i> 11/27/19-2/17/20	Medical	11/27/19- 2/7/20 <i>(paid sick days)</i>
14045298 (Himmer)	Memorial School	<i>FMLA:</i> 1/2/20- 3/25/20 <i>FLA:</i> 2/19/20 - 5/6/20	Maternity/Child Rearing	1/2/20-1/30/20 <i>(paid sick days)</i> 1/31/20-5/8/20 <i>(unpaid leave)"</i>
14159669 (Roberts, K)	Kindle School	<i>FMLA:</i> 2/3/20-4/24/20 <i>FLA:</i> 5/4/20-6/17/20	Maternity/Child Rearing	2/3/20-4/22/20 <i>(paid sick days)</i> 4/23/20- 6/17/20 <i>(unpaid leave)"</i>
13959028 (Malinowski)	Kindle School	<i>FMLA:</i> 2/10/20-5/1/20 <i>FLA:</i> 4/6/20-6/19/20	Maternity/Child Rearing	2/10/20-4/3/20 <i>(paid sick days)</i> 4/6/20-6/17/20 <i>(unpaid leave)"</i>

28. "That the Pitman Board of Education retroactively accepts the resignation of Megan Rulon, Part Time Instructional Aide at Pitman High School, effective November 6, 2019."

29. "That the Pitman Board of Education accepts the resignation of Melinda Brokenshire, Learning Disabilities Teacher Consultant for the Pitman School District, effective January 10, 2020."

30. "That the Pitman Board of Education accepts the resignation of Karen Martin, Nurse at Pitman High School, effective January 10, 2020."

31. "That the Pitman Board of Education approves the extension of the contract of Ashley Bireley, Grade 1 Replacement Teacher at Memorial School, through December 4, 2019."

32. "That the Pitman Board of Education approves the appointment of Ashley Bireley, Kindergarten Replacement Teacher at Memorial School, effective December 5, 2019"

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

through on or about May 13, 2019, for the 2019/2020 school year, at a salary of \$47,497.00 BA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association.”

33. “That the Pitman Board of Education approves an adjustment in salary for the following staff member effective December 1, 2019, for the 2019/2020 school year:

<b>Name</b>	<b>Position/Location</b>	<b>Current Salary</b>	<b>New Salary</b>
Karolyn Mason	Principal/Kindle School	\$101,200.00	\$108,000.00”

34. “That the Pitman Board of Education approves the appointment of Kelly Lynd, as a per diem Substitute Art Teacher at Pitman High School, effective on or about January 2, 2020 through January 30, 2020, for the 2019/2020 school year (timesheets):

\$85.00 per day up to 10 days  
\$95.00 per day from day 11 to day 20”

35. “That the Pitman Board of Education approves the appointment of Kelly Lynd, Art Teacher at Pitman High School, effective on or about January 31, 2020 through June 30, 2020, for the 2019/2020 school year, at a prorated salary of \$47,497.00 BA/Step 1 with benefits, (pending receipt of Certificate of Eligibility) at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association.”

36. “That the Pitman Board of Education approves the appointment of Shana Redkoles, Nurse at Pitman Middle School, effective on or about January 2, 2020 through June 30, 2020, for the 2019/2020 school year, at a prorated salary of \$58,123.00 BA+30/Step 10 with benefits, (pending receipt of proper paperwork) at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association.”

37. “That the Pitman Board of Education approves the appointment of Christopher Sowinski, Custodian at Pitman Middle School, effective December 6, 2019 through June 30, 2020, for the 2019/2020 school year, at a prorated salary of \$31,936.00/Step Q, with benefits, (pending receipt of proper paperwork) at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association.”

38. “That the Pitman Board of Education moves to rescind the appointment of Jennifer Cuesta for curriculum writing (*Italics – In-house*) (previously approved at the June 19, 2019 meeting) as follows:

<b>School</b>	<b>Course</b>	<b>Level/ Grade</b>	<b>Teacher</b>	<b>Hours</b>
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**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

MS	Science: ELA Companion Standards Resource Repository	7-12	Jennifer Cuesta	Up to 22.5 hours”
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39. “That the Pitman Board of Education approves the following staff member for curriculum writing, at an hourly rate of \$36.00 per hour, stipend in accord with the agreement with the Pitman Education Association (time sheets):

School	Course	Teacher	Level/Grade	Hours
MS/HS	Science	Michelle Tucci	7-12	Up to 22.5”

40. “That the Pitman Board of Education approves the change in assignment (reduction in hours) effective on or about December 16, 2019, for the remainder of the 2019/2020 school year, for the following staff member:

Name	Current Position	New Position
Shannon Monteith	Library Aide - Kindle/Walls 29.5 hours/week	Library Aide - Kindle 15 hours/week”

41. “That the Pitman Board of Education approves the appointment of Jennifer Tortora, Replacement Science Teacher at Pitman Middle School, effective on or about December 2, 2019 through on or about February 7, 2020, (pending receipt of proper paperwork) for the 2019/2020 school year, at the recommendation of the Superintendent.

\$85.00 per day up to 10 days  
 \$95.00 per day from day 11 to day 20  
 \$191.25 per day (75% of the per diem rate of BA/Step 1 -  
 \$47,497.00, no benefits - timesheets)”

**Roll Call Items: 1-32 / 34-41**

**Yes 6: Walker, Koniecki, Conley, Powell, Uychara, Wislon-Doherty**

**Abstain : 0**

**No: 0**

**Absent 1: Savage**

**Roll Call Items: 33**

**Yes 4: Walker, Koniecki, Uychara, Wislon-Doherty**

**Abstain : 0**

**No 2: Conley and Powell**

**Absent 1: Savage**

**COMMUNICATION & POLICY – Conley, Wilson-Doherty, Powell**



**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

**(Committee Report – Ms. Conley)**

**Moved by Board Member - Conley**

**Second by Board Member- Wilson-Doherty**

**1. Bylaw 0143.2 Student Representatives to the Board of Education (New)**

“That Bylaw 0143.2 (New) be approved for **second** reading.”

**2. Policy/Regulation 1642 Earned Sick Leave Law (M) (New)**

*Info: This Policy and Regulation addresses new requirements for all persons employed in schools to accrue earned sick leave.*

“That Policy/Regulation 1642 (M)(New) be approved for **first** reading.”

**3. Policy 3159 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)**

*Info: This policy incorporates a new law, P.L. 2019, c. 46 (N.J.S.A. 18A:6-38.5), which indicates in the event a Board of Education determines a teaching staff member has failed to report an incident of child abuse, pursuant to a tenure charge finding or the teaching staff member's conviction for a disorderly persons violation pursuant to N.J.S.A. 9:6-8.14, the Board is now required to submit a report outlining their findings to the State Board of Examiners. The report will be reviewed by the Board of Examiners to determine if the teaching staff member's failure to report warrants the revocation or suspension of a certificate.*

“That Policy 3159 (M) (Revised) be approved for **first** reading.”

**4. Policy/Regulation 6112 Reimbursement of Federal and Other Grant Expenditures (M)(Revised)**

*Info: The American Recovery and Reinvestment Act (ARRA) requires school districts to have a formal Board approved policy concerning requests for reimbursement by Federal grants to be submitted to the New Jersey Department of Education (NJDOE) for review. The NJDOE has published a revised policy and procedure guidance which necessitated revisions in this Policy and Regulation. Changes include: reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds, no longer by the last calendar day of the month in which the request was made; and*

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

*the \$50,000 threshold for submitting amendment applications has been removed leaving the only threshold as more than 10% of the total award.*

“That Policy/Regulation 6112 (M)(Revised) be approved for **first** reading.”

**5. Policy/Regulation 7440 School District Security (M)(Revised)**

*Info: P.L. 2019, c. 33 known as “Alyssa’s Law” (N.J.S.A. 18A:41-10 through 13) was approved on February 6, 2019 and requires school districts to equip each public elementary and secondary school building with at least one “panic alarm” school security system effective September 1, 2019. The law mandates the “panic alarm” security system be directly linked to local law enforcement authorities, capable of transmitting a signal or message to the authorities, and not be audible within the school building. In addition, P.L. 2019, c. 106 (N.J.S.A. 18A:41-7.1) was approved on May 10, 2019 and was effective immediately. This new law requires the Board or Superintendent to provide local law enforcement copies of current blueprints and maps of all schools and school grounds in the district and to provide revised copies to law enforcement upon any changes.*

“That Policy/Regulation 7440 (M)(Revised) be approved for **first** reading.”

**6. Policy 8630 Bus Driver/Bus Aide Responsibility (M)(Revised)  
Regulation 8630 Emergency School Bus Procedures (M)(Revised)**

*Info: This Policy and Regulation include a new statute, N.J.S.A. 18A:39-19.6. The new law requires that within one business day after the Commissioner of Education notifies a Board of Education that a school bus driver employed by the Board has had their bus driver’s license suspended or revoked by the New Jersey Motor Vehicle Commission (NJMVC), the Board is required to provide a statement to the New Jersey Department of Education (NJDOE) that the school bus driver is no longer operating a school bus for the Board of Education. A safety education program must be administered twice per calendar year for school bus drivers and school bus aides. Additionally, a school bus driver over a certain age must submit a medical examination and screening to a Board of Education before being permitted to begin or continue their employment.*

“That Policy/Regulation 8630 (M)(Revised) be approved for **first** reading.”

**7. Policy 8670 Transportation of Special Needs Students (M)(Revised)**

*Info: This Policy changed the wording from “disabled” to “special needs” when referring to a student with disabilities.*

“That Policy 8670 (M)(Revised) be approved for **first** reading.”

**8. Policy 9210 Parent Organizations (Revised)**

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

*Info: Policy Guide 9210 has been updated and is intended to provide guidance to a Board of Education regarding parent organizations and their involvement in the school district. This Policy Guide has been revised to require Superintendent or designee approval, rather than Board approval, for parent organizations that organize students, sponsor activities, or solicit moneys in the name of the school district or a school in the district. A Board does not have to make this recommended revision if the Board's practice has been to receive and approve parent organization requests. The Policy Guide has also been revised to indicate a parent organization is independent from the Board of Education and Board of Education and/or district staff members are not responsible for the activities of a parent organization. The revised Policy Guide also indicates the representatives of a parent organization must comply with all applicable Board policies.*

“That Policy 9210 (Revised) be approved for **first** reading.”

9. **Policy 9400 Media Relations (Revised)**

*Info: This Policy establishes protocols for school district staff members communicating with the media regarding school business. The existing Policy requires the Superintendent to designate a staff member to communicate with the media regarding school district related business as a representative of the Board. The existing Policy was not intended to interfere with a staff member's First Amendment rights to speak on their own behalf as a private citizen. Policy 9400 has been revised to clarify that a staff member is not required to receive prior authorization from the Superintendent or designee to communicate with the media regarding school business provided the staff member indicates they are communicating on their own behalf as a private citizen and not as a representative of the Board.*

“That Policy 9400 (Revised) is approved for **first** reading.”

**Roll Call Item:**

**Yes 7: Walker, Koniecki, Conley, Powell, Savage, Uychara, Wislon-Doherty**

**Abstain: 0**

**No: 0**

**Absent : 0**

**OLD BUSINESS-**

- Elementary Transition-update – Dr. McAleer spoke about the committee to be put into place.
- Dr. McAleer gave an update on SOS (Support Our Students)

**NEW BUSINESS-**

**THE REGULAR MEETING  
OF THE  
PITMAN BOARD OF EDUCATION  
November 20, 2019**

- Student representative report – Angela Bevalaqua talked about school spirit at basketball games
- Delegate Assembly is this Saturday November 23, 2019, Mr. Uyehara will be attending.
- Board retreat will be January 13, 2020, Terri Lewis from NJSBA will be conducting the meeting. Topics will be about committee system in place, next level, set board goals for the year. Please answer the google form sent out by Mrs. Koniacki.

**PUBLIC HEARING-**

- Mr. Tony Cappello President PEA asked a question regarding if a teacher or instructional aide said they were going to leave and asked for additional money would the board give it to them?

**ADJOURNMENT**

**Motioned by Board Member – Wilson-Doherty  
Second by Board Member – Uyehara**

“That the meeting be adjourned at 8:37 pm.”

**Voice vote, with all in favor of adjournment.**

**EXECUTIVE CLOSED SESSION (Student Hearing)**

**Moved by Board Member – Wilson Doherty  
Second by Board Member – Uyehara**

“That the following Resolution is adopted:

**BE IT RESOLVED** by the Pitman Board of Education that pursuant to the Open Public Meetings Law (NJSA 10:4-1 et. seq.) that it shall immediately enter into an Executive Session to discuss a matter that the disclosure of which would constitute an unwarranted invasion of individual privacy and a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or disciplining of any prospective or current public officer or employee.

The information discussed at this meeting can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Special or Action meeting to disclose the information discussed.”

Respectfully Submitted by:

  
Kelly Brazelton, Board Secretary