

AGENDA

PITMAN BOARD OF EDUCATION

SEPTEMBER 20, 2017

Regular Meeting – Wednesday, September 20, 2017 – convenes at 6:30 p.m. for Public Session on the Strategic Plan, followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center.

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 a Public Session at 6:30 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

- Pitman History – Grade 3 Curriculum
Paul Blass, Katherine Hoh, Rebecca Mazzola (student)

PUBLIC HEARING – (15 minutes)

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks.

CORRESPONDENCE

[Thank you note First Presbyterian Church.](#)

APPROVAL OF MINUTES

Suggested motion – “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, August 16, 2017”](#)

FINANCE & INSURANCE COMMITTEE – Walker, Schultz, Powell

1. Suggested motion – “That all line-item transfers be approved for the month of July 2017.”

[\(Backup materials F&IC-1\)](#)

2. Suggested motion – “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2017. 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

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with N.J.A.C. 6A: 23A-16.10(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.”

[\(Backup materials F&IC-2\)](#)

3. Suggested motion – “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 July 2017 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. Suggested motion – “That the Treasurer’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2017. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of July 2017.”

[\(Backup materials F&IC-3\)](#)

5. Suggested motion – “That all bills are properly approved and certified to be paid.”

[\(Backup materials F&IC-4\)](#)

6. Suggested motion – “That the Student Fund Report be accepted and approved for the month of August 2017.”

[\(Backup materials – F&IC-5\)](#)

7. Suggested motion – “That the Pitman Board of Education submits to the New Jersey Department of Education a Statement of Assurance that testing for lead in drinking water has been completed.”

[\(Backup materials – F&IC-6\)](#)

8. Suggested motion – “That the Pitman Board of Education accepts a donation of various school supplies for Kindle School from Dollar Tree through Operation Homefront.”

EDUCATION COMMITTEE – Schultz, Koniecki, Savage

1. Student Statistics as of September 6, 2017

Date	Elementary	Middle	High	Out of District	Alternate	Total
9/6/17	589	303	400	22	0	1314
9/6/16	630	306	409	21	2	1368
6/30/17	635	307	401	20	1	1364

[\(Backup materials EC-1\)](#)

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Suspensions/Reasons: None

HIB

Reported: 2
Confirmed: 0

[\(Backup materials EC-2\)](#)

2. Suggested motion – “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.”

[\(Backup materials EC-3\)](#)

3. Suggested motion – “That the Board of Education approves all field trips as submitted.”

[\(Backup materials EC-4\)](#)

4. Suggested motion—“That the Pitman Board of Education approves the Annual School Nursing Services Plan which provides for a certified nurse in each school building as outlined in N.J.A.C. 6A:16-2.1 (e) 1, as follows:

1. Karen Martin is assigned to Pitman High School
2. Laurie Drank is assigned to Pitman Middle School
3. Susan Rosenberger is assigned to Kindle School
4. Barbara Hess is assigned to Memorial School
5. Susan Arnold is assigned to Walls School”

[\(Backup materials EC-5\)](#)

5. Suggested motion – “That the Pitman Board of Education approves the adoption of the five year District Strategic Plan - Looking Forward 2022.”
6. Suggested motion — “That the Pitman Board of Education retroactively approves the following out of district placements by the Special Services Department for Extended School Year (July 10, 2017 through August 10, 2017) at Gloucester County Special Services School District for the 2017/2018 school year:

Student ID#	Tuition Cost	1:1 Aide
8232174199	\$4,140.00	N/A
4148404710	\$4,140.00	N/A
7426807211	\$4,140.00	N/A
7397416698	\$4,140.00	\$3,400.00
7496161665	\$4,140.00	N/A
2447690478	\$4,140.00	N/A
1610693978	\$4,140.00	N/A”

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7. Suggested motion — “That the Pitman Board of Education approves the following out of district placements by the Special Services Department for the 2017/2018 school year:

Student ID#	Placement	Tuition Cost	Additional Services
1350368915	Bancroft	\$54,683.90	N/A
5608923205	REAL Center	\$35,490.00	N/A”

8. Suggested motion – “That the Pitman Board of Education retroactively approves the following student from Rowan University for field experience for eight weeks, twelve half days (4 hours per day, 2 days per week) on the following dates (Mondays/Wednesdays): September 18, September 20, September 25, September 27, October 2, October 4, October 11, October 16, October 18, October 23, and October 25, 2017:

Name	Co-Operating Teacher(s)	Location
Zachary West	Melissa Bianchini	Walls School”

9. Suggested motion—“That the Pitman Board of Education approves the purchased service agreement with Kenneth Kirkland to provide Substance Abuse Counseling services at a fee of \$50 per hour for the 2017/2018 school year.”

ATHLETIC & EXTRA-CURRICULAR ACTIVITIES COMMITTEE – Powell, McConnell, Walker

1. Suggested motion—“That the Pitman Board of Education moves to rescind the following extra-service contracts:

Middle School		
<i>Nicole Beach</i>	MS Memory Book Advisor (.5)	\$ 752.00
<i>Christine Roberts</i>	MS After-School Detention Proctor	\$2,766.00”

2. Suggested motion – “That the Board of Education approves the following Extra Service Contracts for the 2017/2018 school year. Stipend in accord with the negotiated agreement with the PEA (*Italics – In-house*).

Middle School		
<i>Jamey Brown</i>	MS Memory Book Advisor (.5)	\$ 752.00
<i>Christine Roberts</i>	MS After-School Detention Proctor (.5)	\$1,383.00
<i>Roland Rossi</i>	MS After-School Detention Proctor (.5)	\$1,383.00”

3. Suggested motion – “That the Pitman Board of Education approves the creation of a new club, Sentry Patrol, at the Pitman Middle School for the 2017/2018 school year.”

[\(Backup materials A&ECAC-1\)](#)

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4. Suggested motion—“That the Pitman Board of Education approves the following volunteer advisors for the 2017/2018 school year:

Middle School	
<i>Denise Everett</i>	Lego Club
<i>Robert DiTizio</i>	Sentry Patrol”

LEGISLATION & INTERNAL POLICIES COMMITTEE – Koniecki, Savage, McConnell

1. **Information: Policy 3351 – Healthy Workplace Environment (New)**
2. **Information: Policy 4351 – Healthy Workplace Environment (New)**

These policies address professional conduct in the workplace.

Suggested motion – “That **Policies 3351 (New) and 4351 (New)** be approved for first reading.”

3. **Information: Regulation 5561 - Use of Physical Restraint (New)**

This regulation addresses the proper use of physical restraint on students.

Suggested motion – “That **Regulation 5561 (New)** be approved for first reading.”

4. **Information: Policy 8468.1 - Crisis Management (New)**

This policy addresses the requirement of all Special Education staff to maintain current certification in Crisis Management.

Suggested motion – “That **Policy 8468.1 (New)** be approved for first reading.”

[\(Backup materials L&IPC-1\)](#)

PROPERTY & SUPPLY COMMITTEE – McConnell, Walker, Koniecki

PERSONNEL COMMITTEE – Savage, Powell, Schultz

1. Suggested motion – “That additions to the Substitute List for the 2017/2018 school year be approved.

[\(Backup materials PC-1\)](#)

2. Suggested motion—“That the Board of Education retroactively approves additional hours for the following office secretaries and office aides during summer 2017, at their hourly rate of pay – timesheets:

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School	Secretary
High School	Lori Moore, Rosanna McGinn
Memorial	Diane Zimmerman, Chrisa Riviello
Kindle	Shannon Vallaster, Jennifer Christinzio
Walls	Lisa DePiano, Donna Platt”

3. Suggested motion – “That the Pitman Board of Education retroactively approves additional hours for the following individuals to provide services in the guidance office during summer 2017:

School	Counselors
High School Up to additional 30 hours	Susann Driscoll Jeffrey McAfee Denise Pallies Melissa Tunis
Middle School Up to additional 30 hours	Christian Skanes Cynthia Thompson”

4. Suggested motion – “That the Pitman Board of Education retroactively approves additional number of days during summer 2017 for the following staff of the Special Services Department to provide evaluation plan meetings for newly referred/transferred students:

Name	Days
Cassandra Wright	Up to 3 additional days
Roseanne Humphreys	Up to 3 additional days”

5. Suggested motion – “That the Pitman Board of Education retroactively approves the appointment of Katherine Bernhardt, Part-Time Instructional Aide effective September 1, 2017 through June 30, 2018, 29.5 hours per week, at an hourly rate of \$13.21 (Step F/Degree) and also be approved for emergent hiring as per N.J.S.A. 18A-6-7 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-3.13 et. seq., as applicable; at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

[\(Backup materials PC-2\)](#)

6. Suggested motion—“That the Pitman Board of Education retroactively approves the following transfer for the 2017/2018 school year:

Teacher	Position	From	To
Stephanie Donaldson	Instructional Aide	High School	Memorial School”

7. Suggested motion –“That the Pitman Board of Education retroactively approves an adjustment in salary for the following staff member(s) effective September 1, 2017:

Name	Location	Degree/Step	Salary
Alice DeTolla	Memorial	BA Step 6 to BA+30 Step 6	\$51,548.00”

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8. Suggested motion – “That the Pitman Board of Education employs the following Panther Club counselors effective September 20, 2017 through June 30, 2018 for the 2017/2018 school year, at the recommendation of the Superintendent of Schools (Account #62-105-100-101/106).

Counselors	
Name	Rate
Zoe Clark	\$8.70
Brandon Foley	\$8.70
Lauren Langanella	\$8.70
Jessica Somma	\$8.70”

9. Suggested motion – “That the Pitman Board of Education retroactively approves the leave of absence for Stephen Hare, Teacher at Pitman Middle School, as follows:

Medical Leave of Absence – beginning September 1, 2017 through October 31, 2017 (sick days) returning November 1, 2017.”

10. Suggested motion – “That the Pitman Board of Education approves the leave of absence for Carisa Rose, Child Study Team Secretary, as follows:

Child-Rearing Leave of Absence - beginning January 2, 2018 through February 13, 2018 (sick days with pay) and February 14, 2018 thru June 28, 2018 (unpaid FMLA) returning June 29, 2018.”

11. Suggested motion – “That the Pitman Board of Education approves the following job descriptions:

Job Descriptions	
School Webmaster (Extra Service)	Revised
Area Content Leader (Contingent Upon Grant Funding)	New”

[\(Backup materials PC-3\)](#)

[\(Backup materials PC-4\)](#)

12. Suggested motion - “That the Board of Education approves the following Extra Service Contracts for the 2017/2018 school year. Stipend in accord with the agreement with the Pitman Board of Education (*Italics – In-house*):

Name	Position	Stipend
<i>Tracey Siner</i>	Webmaster/Kindle	\$ 850.00
<i>Alice DeTolla</i>	Webmaster/Memorial	\$ 850.00
<i>Roy Rambo</i>	Webmaster/Walls	\$ 850.00
<i>Robert DiTizio</i>	Webmaster/Middle School	\$1,000.00
<i>Karen Kowalski</i>	Webmaster/High School	\$1,200.00”

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OLD BUSINESS

NEW BUSINESS

PUBLIC HEARING – (15 minutes)

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks.

EXECUTIVE SESSION – *if necessary*

ADJOURNMENT

The next Board of Education Meeting is scheduled for Wednesday, September 27, 2017 for a Public Discussion on the district's facilities and future projects. The next Regular Board of Education Meeting is scheduled for Wednesday, October 18, 2017. Both meetings will be held in the Pitman High School Media Center.

The Pitman Board of Education reserves the right to add and/or delete motions or make changes to motions in this agenda up to the time of the meeting and during the actual meeting.