

# AGENDA

**PITMAN BOARD OF EDUCATION**

**NOVEMBER 15, 2017**

Regular Meeting – Wednesday, November 15, 2017 – 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.

## **EXECUTIVE CLOSED SESSION**

### **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  
2016/17 Audit**

## **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**

## **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, October 18, 2017](#)  
[Wednesday, November 1, 2017](#)”

Suggested motion – “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 18, 2017 - 7:00 pm & 9:36 pm](#)  
[Wednesday, November 1, 2017 – 7:00 pm](#)”

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**PITMAN BOARD OF EDUCATION**

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## **FINANCE & INSURANCE COMMITTEE – Walker, Schultz, Powell**

1. Suggested motion – “That all line-item transfers be approved for the month of September 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 September 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 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 September 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 September 2017. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of September 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 October 2017.”

[\(Backup materials – F&IC-5\)](#)

7. Suggested motion – “That the Pitman Board of Education accepts the 2016/2017 Audit as presented and approves submission to the state and county offices.”

[\(Backup materials – F&IC-6\)](#)

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## PITMAN BOARD OF EDUCATION

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### EDUCATION COMMITTEE – Schultz, Koniecki, Savage

1. Student Statistics October 2017

Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/17	598	300	400	22	0	1320
10/31/16	631	306	408	22	0	1367
9/30/17	593	298	399	22	0	1312

Suspensions/Reasons:

Inappropriate Behavior: 6  
Fighting: 1

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

HIB

Reported: 2  
Confirmed: 0

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

2. Fire and Lockdown Drills for the month of October 2017.

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

3. 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.”

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

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

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

5. Suggested motion – “That the student(s) listed below be approved for homebound as follows, for the duration of their absence:

ID#	Hours of Instruction
1197547670	5 hours per week”

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6. Suggested motion – “That the Pitman Board of Education retroactively approves the homeless tuition contracts for the following outgoing students effective September 1, 2017 through the 2017/2018 school year:

Student ID#	Receiving District	Tuition Cost	Additional Services
2527207375	Delsea Regional High School District	\$18,109.00	N/A
9150761357	Delsea Regional High School District	\$20,272.00	N/A”

7. Suggested motion – “That the Pitman Board of Education retroactively approves the homeless tuition contract for the following incoming student effective October 20, 2017 through June 30, 2018 for the 2017/2018 school year.

Student ID#	Sending District	Tuition Cost	Additional Services
8067196045	Franklin Township	\$11,840.00	N/A”

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

<u>School</u>	<u>Date &amp; Time</u>	<u>School Location</u>	<u>Administrator</u>
Pitman High	10/30/17 - 9:20 am	Edgemoor Avenue	Lombardo & Murray
Pitman Middle	10/30/17 - 9:40 am	Esplanade Avenue	Dawn Bell
Walls	10/30/17 - 10:00 am	Grant Avenue	Chris Morris
Kindle	10/30/17 -10:45 am	Washington Avenue	Karolyn Mason
Memorial	10/30/17 -11:10 am	Hudson Avenue	Debbie Calabree
Walls	10/30/17 - 12:43 pm	Grant Avenue	Chris Morris

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

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

### **LEGISLATION & INTERNAL POLICIES COMMITTEE – Koniecki, Savage, McConnell**

### **PROPERTY & SUPPLY COMMITTEE – McConnell, Walker, Koniecki**

1. Suggested motion - “That the Pitman Board of Education agrees to provide payment for parental transportation for a homeless student (pending receipt of required paperwork per N.J.A.C. 6A:27-9) for the 2017/2018 school year for the following students:

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<u>Student ID#</u>	<u>School</u>	<u>Cost</u>
7691945077	Memorial School	\$1800.00
3603681533	Pitman Middle School	\$780.00
5047180136	Memorial School	\$780.00
9521071010	Pitman Middle School	\$775.00
3852663107	Walls School	\$775.00”

2. Suggested motion - “That the Pitman Board of Education approves the following resolution:

**Resolution**  
**Approving Submission of Comprehensive Maintenance Plan**  
**For Years 2016/17, 2017/18 and 2018/19**

**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 for the Pitman School District in compliance with Department of Education requirements.”

[\(Backup materials P&SC-1\)](#)

**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 Pitman Board of Education rescinds the appointment of the following Content Area Leader for the 2017/2018 school year (*Italics – In-house*):

<b>Name</b>	<b>Position</b>	<b>Stipend</b>
<i>Matthew Elmuccio</i>	K-12 Science	\$3,000.00”

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3. That the Pitman Board of Education approves the amended leave of absence for Cassandra Wright, School Psychologist, for the Pitman School District, as follows:

*Child-Rearing Leave of Absence - beginning September 11, 2017 through October 11, 2017 (sick days with pay) and October 12, 2017 through December 1, 2017 (unpaid FMLA) returning December 4, 2017.”*

4. Suggested motion—“That the Pitman Board of Education approves the amended leave of absence for Stacie Streater, Part Time Instructional Aide at Memorial School, as follows:

*Child-Rearing Leave of Absence - beginning October 26, 2017 through November 15, 2017 (sick days with pay) and November 16, 2017 through March 2, 2018 (unpaid FMLA) returning March 5, 2018.”*

5. Suggested motion – “That the Pitman Board of Education approves the amended leave of absence for Jennifer Strockbine, Part Time Special Education Aide, as follows:

*Child-Rearing Leave of Absence - beginning December 4, 2017 through January 11, 2018 (sick days with pay) and January 12, 2018 through March 2, 2018 (unpaid FMLA) returning March 5, 2018.”*

6. Suggested motion—“That the Pitman Board of Education retroactively approves the leave of absence for Howard Galowitz, Educational Technology Coordinator, for the Pitman School District, as follows:

*Medical Leave of Absence - beginning November 6, 2017 through December 8, 2017 (sick days with pay) returning December 11, 2017.”*

7. Suggested motion – “That the Pitman Board of Education accepts the resignation of Kerry Shorie, Part-Time Lunchroom Aide at Kindle School, effective November 1, 2017.”

8. Suggested motion – “That the Pitman Board of Education retroactively approves the appointment of Ashley Bitterman, Part Time Instructional Aide, effective on or about November 1, 2017 through June 30, 2018 for the 2017/2018 school year, 29.5 hours per week, at an hourly rate of \$12.61 (Step J/60 credits), pending receipt of proper paperwork. Salary in accord with the negotiated agreement with the PEA.”

9. Suggested motion – “That the Pitman Board of Education retroactively approves the appointment of Marilyn Hicks, substitute Part Time Instructional Aide, effective on or about November 1, 2017 through March 2, 2018 for the 2017/2018 school year, 29.5 hours per week, at an hourly rate of \$12.61 (Step J/60 credits) (timesheets), pending receipt of proper paperwork. Salary in accord with the negotiated agreement with the PEA.”

10. Suggested motion – “That the Pitman Board of Education approves the appointment of Aaron Miller, substitute Part Time Instructional Aide, effective on or about December 4, 2017 through March 2, 2018 for the 2017/2018 school year, 29.5 hours per week, at an hourly rate of \$12.41 (Step J/No Degree) (timesheets), pending receipt of proper paperwork. Salary in accord with the negotiated agreement with the PEA.”

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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, December 13, 2017 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.*