

# AGENDA

## PITMAN BOARD OF EDUCATION

MARCH 24, 2018

Regular Meeting – Saturday, March 24, 2018 – convenes at 10:00 AM for Executive Closed Session followed by the Regular Meeting at 10:15 AM 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 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 10:00 AM followed by the Regular Meeting at 10:15 AM 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

#### 2018/2019 Budget Development

### 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, February 21, 2018](#)  
[Wednesday, March 14, 2018](#)”

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, February 21, 2018 - 7:00 pm](#)  
[Wednesday, March 14, 2018 - 7:00 pm & 8:45 pm](#)”

# AGENDA

**PITMAN BOARD OF EDUCATION**

**MARCH 24, 2018**

## **FINANCE & INSURANCE COMMITTEE – Schultz, E. Powell, D. Powell**

1. Suggested motion – “That all line-item transfers be approved for the month of January 2018.”

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

2. Suggested motion – “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2018. 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 January 2018 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 January 2018. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of January 2018.”

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

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 February 2018.”

[\(Backup materials – F&IC-5\)](#)

7. Suggested motion – “That the Pitman Board of Education approves the following resolution for the Adoption of the 2018/2019 Tentative Budget:

BE IT RESOLVED that the tentative budget be approved for the 2018/2019 School Year using the 2018/2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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**MARCH 24, 2018**

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
<b>2018/19 Total Expenditures</b>	\$	\$	\$	\$
<b>Less: Anticipated Revenues</b>	\$	\$	\$	\$
<b>Taxes to be Raised</b>	\$		\$	\$

WHEREAS, the Pitman Board of Education recognizes the need to utilize the adjustment for increase in health care costs in the amount of \$\_\_\_\_\_ from 2018/2019 budget, due to flat funding of state aid and due to increases in salaries, health benefits and tuition increases, and

WHEREAS, the Pitman Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$\_\_\_\_\_ for the purpose of maintaining current programs. The district intends to complete said purposes by June 2019.

WHEREAS, the Pitman Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish an annual school year threshold of \$3,000 per staff member where Board approval shall be required in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board Out of District Travel and Reimbursement Forms; and

WHEREAS, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

WHEREAS, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$45,000 for all staff and board members; now

BE IT FURTHER RESOLVED, that a public hearing be held Wednesday, May 2, 2018 at the Pitman High School Media Center in Pitman, New Jersey at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2018/2019 School Year.”

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## PITMAN BOARD OF EDUCATION

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8. Suggested motion - "That the Pitman Board of Education approves a three-year Service Agreement (E-Rate) with Comcast Cable Communications Management, LLC for wide area network services at a monthly cost of \$3,539.20, effective July 1, 2018 through June 30, 2021."

[\(Back-up material F&IC-6\)](#)

9. Suggested motion - "That the Pitman Board of Education approves a three-year Service Agreement (E-Rate) with Ocean Computer Group for wide area network services at a cost of \$22,575.00, effective July 1, 2018 through June 30, 2021."

[\(Back-up material F&IC-7\)](#)

10. Suggested motion - "That the Pitman Board of Education approves a three-year Service Agreement (E-Rate) with X-tel Communication for internet access and phone services at a monthly cost of \$2,459.03, effective July 1, 2018 through June 30, 2021."

[\(Back-up material F&IC-8\)](#)

### EDUCATION COMMITTEE – Koniecki, D. Powell, Schultz

1. Student Statistics February 2018

Date	Elementary	Middle	High	Out of District	Alternate	Total
2/28/18	600	301	398	22	0	1321
2/28/17	629	307	405	20	2	1363
1/31/18	601	300	399	22	0	1322

#### Suspensions/Reasons:

Inappropriate Behavior: 5

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

#### HIB

Reported: 1  
Confirmed: 0

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

2. Fire and Lockdown Drills for the month of February 2018.

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

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## PITMAN BOARD OF EDUCATION

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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 Pitman Board of Education approves the revised school calendar for the 2017/2018 school year.”

[\(Backup materials EC-6\)](#)

6. Suggested motion – “That the Pitman Board of Education approves the school calendar for the 2018/2019 school year.”

[\(Backup materials EC-7\)](#)

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

ID#	Hours of Instruction
9755375938	5 hours per week
9844527505	5 hours per week
2686278900	5 hours per week”

## ATHLETIC&EXTRA-CURRICULAR ACTIVITIES COMMITTEE – E. Powell, Savage, McConnell

1. Suggested motion—“That the Pitman Board of Education approves the following chaperones for the Pitman High School Senior Class trip on April 24 – April 28, 2018 and meal money reimbursement pursuant to Federal Travel Regulations:

2018 Senior Class Trip Chaperones		
Dr. Cherie Lombardo	Paul Blass	Jessica Morrone
Denise Pallies	Patrick Polimeni”	

2. Suggested motion-“That the Pitman Board of Education approves Kindle School’s outside Spring Concert in front of the school on Thursday, May 17, 2018 (rain date May 24, 2018).”
3. Suggested motion—“That the Pitman Board of Education approves the following chaperones for the Pitman High School AP History Students Washington, DC trip on December 5 – December 6, 2018 and meal money reimbursement pursuant to Federal Travel Regulations:

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High School AP History Trip Chaperones	
Paul Blass	Erica Crowley

4. Suggested motion -“That the Pitman Board of Education approves the 2019 Senior Class Trip to Orlando, Florida on April 30, 2019 – May 4, 2019, to confirm reservation and secure the dates; at a cost per student at approximately \$1,575.00.”

## LEGISLATION & INTERNAL POLICIES COMMITTEE – D. Powell, Savage, McConnell

### 1. Information: Policy 0169.02 Board Member Use of Social Networks (New)

*This Bylaw 0169.02 has been developed to provide policy to Board members that is consistent with School Ethics Commission decisions and Advisory Opinions. A Board member’s conduct, including conduct on social networks, could result in a violation of the School Ethics Act resulting in sanctions to the Board member and consequences to the Board of Education. Bylaw 0169.02 for Board members does not infringe on any 1<sup>st</sup> Amendment Rights regarding the personal use of a Board member’s personal computer as the Bylaw does not prohibit such activity, but provides guidance regarding certain personal activity on social networks.*

Suggested motion – “That **Policy 0169.02 (New)** be approved for second reading.”

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

## PROPERTY & SUPPLY COMMITTEE – McConnell, Koniecki, E. Powell

1. Suggested motion – “That the Pitman Board of Education approves a resolution to purchase natural gas services through the Alliances for Competitive Energy Services (ACES) through May 2023.”

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

2. Suggested motion – “That the Pitman Board of Education approves a resolution to purchase electric generation services through the Alliances for Competitive Energy Services (ACES) through May 2023.”

[\(Backup materials P&SC-2\)](#)

## PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

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

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

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2. Suggested motion – “That the Pitman Board of Education retroactively approves a leave of absence for Erica Davidson, Guidance Counselor at Kindle School and Memorial School, as follows:

*Medical Leave of Absence – beginning March 5, 2018 through May 4, 2017 (sick days) returning May 7, 2018.”*

3. Suggested motion – “That the Pitman Board of Education approves the extension of the appointment of Frank Fragale, Interim Supervisor of Special Services for the Pitman School District, through May 15, 2018, for the 2017/2018 school year, at the recommendation of the Superintendent.”
4. Suggested motion – “That the Pitman Board of Education accepts the irrevocable letter of resignation of Scott Bates, Director of Special Services, effective August 31, 2018.”
5. Suggested motion – “That the Pitman Board of Education accepts the retirement resignation, with regret, of Clare Bonner, Teacher at Pitman Middle School, for the Pitman School District, effective July 1, 2018.”

### **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, April 18, 2018 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.*