

AGENDA

PITMAN BOARD OF EDUCATION

FEBRUARY 21, 2018

Regular Meeting – Wednesday, February 21, 2018 – 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
- Jackets – Pitman High School Band, All-State Symphonic Band, Girls Soccer, and Girls Cross Country
- [HIB Semi-Annual Report](#)
- [School Improvement Award \(ESSA\)](#)
- 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

COMMITTEE APPOINTMENTS

1. Suggested motion – “That the following board members serve on committees as listed (committee chairperson is listed first):

Committee	Board Members
Finance/Insurance	L. Schultz*, E. Powell, D. Powell
Education	M. Koniecki*, D. Powell, L. Schultz
Athletic & Extra-Curricular Activities	E. Powell*, L. McConnell, B. Savage
Legislation/Internal Policies	D. Powell*, B. Savage, L. McConnell
Property/Supply	L. McConnell*, M. Koniecki, E. Powell
Personnel	B. Savage*, L. Schultz, M. Koniecki
*Indicates Committee Chairperson”	

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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, January 10, 2018 Re-Organization Meeting](#)
[Wednesday, January 10, 2018 Regular Meeting”](#)

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, January 10, 2018 - 8:33 pm”](#)

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

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

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

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

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

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6. Suggested motion – “That the Student Fund Report be accepted and approved for the month of January 2018.”

[\(Backup materials – F&IC-5\)](#)

EDUCATION COMMITTEE – Koniecki, D. Powell, Schultz

1. Student Statistics January 2018

Date	Elementary	Middle	High	Out of District	Alternate	Total
1/31/18	601	302	399	22	0	1324
1/31/17	631	308	406	20	2	1367
12/31/17	603	300	400	22	0	1325

Suspensions/Reasons:

Inappropriate Behavior:	7
Lateness:	1
Fighting	2

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

HIB

Reported:	0
Confirmed:	0

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

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

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.”

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

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

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

5. Suggested motion – “That the Pitman Board of Education approves revisions to the district Health/Physical Education curriculum. Documents on file in the Board of Education Office.”
6. Suggested motion – “That the Pitman Board of Education approves the submission of the School Improvement Award Action Plan for the 2017/2018 school year.”

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

1. 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*):

Name	Position	Amount
<i>Matthew Healy</i>	Baseball Varsity Head Coach	\$6,571.00
<i>Robert Cressman</i>	Baseball JV Assistant Coach	\$5,255.00
Paul Seiter	Baseball Freshman Coach	\$4,473.00
<i>Carrie Schwank</i>	Softball Varsity Head Coach	\$6,571.00
Rachel Cressman	Softball JV Assistant Coach	\$5,255.00
Fred Georgette	Tennis Boys Varsity Head Coach	\$5,962.00
<i>Matthew Newcomb</i>	Track & Field Boys Varsity Head Coach	\$6,571.00
<i>Daniel Miller</i>	Track & Field Boys Varsity Assistant Coach	\$5,255.00
<i>Matthew Elmuccio</i>	Track & Field Girls Varsity Head Coach	\$6,571.00
<i>Robert Tender</i>	Track & Field Girls Varsity Assistant Coach	\$5,255.00
Stephen Belh	Golf Varsity Head Coach	\$5,962.00”

2. Suggested motion – “That the Pitman Board of Education approves the following volunteer coaches/advisors (*Italics – In-house*):

Name	Position
<i>Vincent Chiaro</i>	Baseball Varsity Coach’s Aide
Anthony Corma	Baseball Varsity Coach’s Aide
Kevin Gibbs	Baseball Varsity Coach’s Aide
Harry Armstrong	Baseball Varsity Coach’s Aide
Drew Davenport	Baseball Varsity Coach’s Aide
Linda Gipe	Softball Varsity Coach’s Aide
Erin Summers	Softball Varsity Coach’s Aide
Deborah Slenkamp	Tennis Coach’s Aide
Thomas Slenkamp	Tennis Coach’s Aide
Pat Collins	Track and Field Coach’s Aide
Glinnie Elmore	Track and Field Coach’s Aide
Evan Hopkins	Track and Field Coach’s Aide
Ken Decker	Track and Field Coach’s Aide
<i>Daniel Ward</i>	Track and Field Coach’s Aide
Geoffrey Young	Golf Coach’s Aide”

3. Suggested motion - “That the Board of Education approves the following Extra Service contract 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>Paul Blass</i>	Mock Trial	\$1,000.00”

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

1. **Information: Policy 3437 (Revised) and Policy 4437 Military Leave (Revised)**

Policies 3437 and 4437 regard recent clarification about the Board's payment of an employee's salary while the employee is serving "active duty" in a branch of the Federal or State military. Only a full-time temporary officer or employee who has served the district less than one year does not have to be paid for military service while a permanent officer or employee is required to be paid. In addition, some language has been added to align with applicable statutes and codes.

Suggested motion – "That **Policy 3437 (Revised) and Policy 4437 (Revised)** be approved for second reading."

2. **Information: Regulation 5460.1 High School Transcripts (M) (Revised)**

This regulation 5460.1 provides the information that shall be maintained as a part of a ninth grade through graduation transcript. It has been revised to include the list of updated transcript information outlined in N.J.A.C. 6A:8-4.2. Although discipline records must be sent to other public and private schools when a student transfers from one school to another in accordance with N.J.S.A. 18A:36-19a, N.J.A.C. 6A:16-7.8, there is no statute or code requiring disciplinary records be included on a student's transcript or other records sent by a high school in the college application process. Therefore, the revised Regulation indicates discipline records may only be forwarded by the high school to a college or university with the consent of the parent or adult student.

Suggested motion – "That **Regulation 5460.1 (M) (Revised)** be approved for second reading."

3. **Information: Policy/Regulation 7101 Educational Adequacy of Capital Projects (M) (Revised)**

Policy and Regulation 7101 have been revised to align with revisions in N.J.A.C. 6A:26 – Educational Facilities. These revisions address the process for a school district to receive approval for capital projects, State agency and/or department names have been updated, and an additional section for capital projects not subject to educational adequacy review.

Suggested motion – "That **Policy/Regulation 7101 (M) (Revised)** be approved for second reading."

4. **Information: Policy 7102 (Revised)/Regulation 7102 (New) Site Selection and Acquisition**

This policy has been revised and the regulation is new. These align with N.J.A.C. 6A:26-7.1, 6A:26-7.2, and 6A:26-7.3 for the approval of the acquisition of land or approval for acquisition of existing facilities. The existing Policy 7102 was very detailed and read like a Regulation rather than a Policy. Therefore, the language in the existing Policy 7102 was updated to be more comprehensive in order to align with the new administrative code sections and was relocated into a new Regulation 7102.

Suggested motion – "That **Policy 7102 (Revised)/Regulation 7102 (New)** be approved for second reading."

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5. **Information: Policy 7130 School Closing (Revised)**

This policy has been updated providing more detailed information on the assurances a school district must provide to the New Jersey Department of Education and Executive County Superintendent to receive approval to close a school.

Suggested motion – “That **Policy 7130 (Revised)** be approved for second reading.”

6. **Information: Policy 7425 Lead Testing of Water in Schools (New)**

N.J.A.C. 6A:26-12.4 – Safe Drinking Water requires lead testing of water in schools. New Jersey school districts, charter schools, renaissance schools, educational services commissions, and approved private schools for students with disabilities were required to have the water in schools tested for lead by July 13, 2017. Policy 7425 has been developed and provides the lead testing requirements after July 13, 2017. Testing of water in schools is mandated by statute.

Suggested motion – “That **Policy 7425 (New)** be approved for second reading.”

7. **Information: Policy/Regulation 7440 School District Security (M) (Revised)**

Public Law 2017, Chapter 162, was approved and requires the Superintendent of Schools to designate a school administrator as the School Safety Specialist for the school district with supervision and oversight responsibilities for all school safety and security personnel and school safety policies/procedures in the school district. The School Safety Specialist shall also serve as the school district liaison with law enforcement. The new law requires the New Jersey Department of Education (NJDOE) to establish a School Safety Academy with specific tasks, including the development and implementation of a School Safety Specialist Certification Program. The School Safety Specialist will be required to obtain this certification. The law takes effect 180 days after July 21, 2017. School districts should appoint a School Safety Specialist before the end of January 2018. Regulation 7440 has been updated to incorporate the new School Safety Specialist requirements and the school district’s use of key control systems for access to school buildings

Suggested motion – “That **Policy/Regulation 7440 (M) (Revised)** be approved for second reading.”

8. **Information: Policy/Regulation 7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)**

Public Law 2017, Chapter 119, was approved and requires a school district with at least one school building that is equipped with video surveillance equipment capable of streaming live video wirelessly to a remote location to enter into a Memorandum of Understanding (MOU) with local law enforcement providing the authorities the capacity to activate equipment and view the live streaming video. The new law, N.J.S.A. 18A:41-9, lists the minimum requirements of the MOU and states the County Prosecutor shall make a final determination should the district and law enforcement not be able to reach an agreement regarding any provision of the MOU. Districts that do not have equipment capable of streaming live video are not required to install such equipment. Policy and Regulation 7441 have been revised to incorporate the requirements of this new law. The revised Regulation lists the minimum statutory provisions that must

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be included in the MOU. The MOU, for those school districts that have at least one school with equipment capable of streaming live video wirelessly to a remote location, shall be effective 180 days from July 21, 2017.

Suggested motion – “That **Policy/Regulation 7441 (M) (Revised)** be approved for second reading.”

9. **Information: Policy 8507 Breakfast Offer Versus Serve (OVS) (M) (Revised)**

The New Jersey Department of Agriculture (NJDOA) wanted additional details on what food items a student must select in order for the meal to be eligible for a Federal reimbursement. Policy 8507 has been revised to incorporate this additional language.

Suggested motion – “That **Policy 8507 (M) (Revised)** be approved for second reading.”

10. **Information: Policy 8630 Bus Driver/Bus Aide Responsibility (M) (Revised) and Regulation 8630 Emergency School Bus Procedures (M) (Revised)**

Policy and Regulation 8630 have been revised. N.J.S.A. 18A:39-19.3 – Administration of Training Program; Certification requires the “employer” to provide training for school bus drivers and aides. N.J.S.A. 18A:39-19.3.c. defines “employer” to mean a “Board of Education or a contractor that provides pupil transportation services under contract with a Board of Education.” Therefore, the training requirements outlined in N.J.S.A. 18A:39-19.3 for a district-employed school bus driver and bus aide and a contractor’s school bus driver and bus aide are the same. Policy 8630 has been revised to define “employer” and Regulation Guide Section A. – Staff Training has been revised to have “employer” replace “Board of Education” as both the Board and a bus contractor have the same responsibilities in the training required in N.J.S.A. 18A:39-19.3.

Suggested motion – “That **Policy/Regulation 8630 (M) (Revised)** be approved for second reading.”

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

11. **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 1st 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 first reading.”

[\(Backup materials L&IPC-2\)](#)

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

1. Suggested motion - “That the Pitman Board of Education enters into Jointure Agreement with Delsea Regional High School District for the following routes for the 2017/2018 school year:

<u>Route #</u>	<u>Destination (September 1, 2017 - June 30, 2018)</u>	<u>Cost</u>
SP01	Abilities Center	\$ 9,634.00
SP02	YALE, Cherry Hill	\$12,615.00
SP05	Bankbridge South	\$29,436.00
SP09	Career Center	\$29,436.00
SP12	Bancroft	\$22,077.00
SP15	St. John of God	\$22,077.00
AC01	GCSSSD – GCIT Full Time Academies	\$46,774.00
AC03	GCSSSD – GCIT Full Time Academies	\$61,166.00”

2. Suggested motion - “That the Board of Education approves membership in the National Cooperative Purchasing Alliance (NCPA) for the cooperative purchasing of goods and services.”
3. Suggested motion - “That the Board of Education accepts the approval from the County Office for the emergency waiver under N.J.S.A. 18A-7 and N.J.A.C. 5:34-6.1 for the sewer main break at Walls School.”

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

4. Suggested motion – “That the Pitman Board of Education approves the following resolution to withdraw Maintenance Reserve.

Resolution to Withdraw Maintenance Reserve

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to NJAC 6A:26A-4.

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district’s Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Pitman Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$30,719.03 for the repair and replacement of sewer line at Walls School

WHEREAS, according to 6A:23A-14.2(e), the Pitman Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

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NOW THEREFORE BE IT RESOLVED by the Pitman Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.”

PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

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

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

2. Suggested motion – “That the Pitman Board of Education retroactively approves the leave of absence for Katherine Hoh, Teacher at W.C.K. Walls School, as follows:

Medical Leave of Absence – beginning January 5, 2018 through February 16, 2018 (sick days) and returning February 20, 2018.”

3. Suggested motion – “That the Pitman Board of Education retroactively approves the family medical leave of absence for Lisa DePiano, Secretary at W.C.K. Walls School, as follows:

Family Medical Leave Act (FMLA) – Intermittent leave beginning January 8, 2018 through April 2, 2018.”

4. Suggested motion – “That the Pitman Board of Education retroactively approves the placement of Scott Bates, Director of Special Services, on an indefinite leave of absence effective January 24, 2018.”

5. Suggested motion – “That the Pitman Board of Education approves the amended leave of absence for Megan Hee, Teacher at Memorial School, as follows:

Child-Rearing Leave of Absence - beginning March 1, 2018 through March 27, 2018 (sick days with pay) and April 3, 2018 through June 1, 2018 (unpaid FMLA) and returning June 4, 2018.”

6. Suggested motion – “That the Pitman Board of Education retroactively approves the amended leave of absence for Stephen Hare, Teacher at Pitman Middle School, through March 9, 2018.”

7. Suggested motion – “That the Pitman Board of Education approves the amended leave of absence for Stacie Streater, Part Time Special Education Aide at Memorial School, through April 13, 2018.”

8. Suggested motion – “That the Pitman Board of Education approves the amended appointment of Marilyn Hicks, substitute Part Time Instructional Aide at Memorial School, through April 13, 2018.”

9. Suggested motion – “That the Pitman Board of Education approves the unpaid leave of absence for Melissa Tunis, Guidance Counselor at Pitman High School, as follows:

Unpaid Leave of Absence – Beginning April 23, 2018 through June 30, 2018 and returning September 1, 2018.”

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10. Suggested motion – “That the Pitman Board of Education approves the leave of absence for Laura Malinowski, Teacher at Kindle School, as follows:

Child-Rearing Leave of Absence - beginning May 29, 2018 through June 18, 2018 (sick days with pay) and September 1, 2018 through December 7, 2018 (unpaid FMLA) and returning December 10, 2018.”

11. Suggested motion – “That the Pitman Board of Education retroactively approves the appointment of Amanda Seal, BSI Math Replacement Teacher at Pitman Middle School, effective on or about February 1, 2018 through on or about February 15, 2018, for the 2017/2018 school year, at a prorated salary of \$47,372.00 BA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

12. Suggested motion – “That the Pitman Board of Education accepts the resignation of Amanda Seal, BSI Math Replacement Teacher at Pitman Middle School, effective February 15, 2018.”

13. Suggested motion – “That the Pitman Board of Education retroactively approves the appointment of Michael Kenney, BSI Math Teacher at Pitman Middle School, for the 2017/2018 school year effective on or about February 12, 2018 through June 30, 2018, for the 2017/2018 school year, at a prorated salary of \$47,372.00 BA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA. Funded through Title I SIA Part A Grant.”

[\(Back-up materials PC-2\)](#)

14. Suggested motion – “That the Pitman Board of Education approves the appointment of Kristi Tamasitis, Third Grade Replacement Teacher at Memorial School, effective on or about February 22, 2018 through on or about June 1, 2018, for the 2017/2018 school year at a prorated salary of \$51,649.00 MA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

[\(Back-up materials PC-3\)](#)

15. Suggested motion – “That the Pitman Board of Education approves the following teachers as mentors for first year teachers for the of the 2017/2018 school year with the approved rate:

Mentor	Mentoree	Amount
Jeffrey Smith	Michael Kenney	\$550.00 (prorated)
Jennifer Massari	Kristi Tamasitis	\$550.00 (prorated)

OLD BUSINESS

NEW BUSINESS

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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, March 7, 2018 (Budget Development/ Action Meeting) 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.