

# AGENDA

## PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

Regular Meeting – Wednesday, December 13, 2017 – convenes at 6:00 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 6:00 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

Recognition: Dr. Len Clark  
Staff Spotlight  
American Education Week – Annual Shadowing Experience

### 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, November 15, 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, November 15, 2017 - 7:00 pm](#)”

# AGENDA

## PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

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

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

[\(Backup materials – F&IC-5\)](#)

### EDUCATION COMMITTEE – Schultz, Koniecki, Savage

1. Student Statistics November 2017

Date	Elementary	Middle	High	Out of District	Alternate	Total
11/30/17	601	300	399	22	0	1322
11/30/16	631	306	408	20	2	1367
10/31/17	598	300	400	22	0	1320

# AGENDA

## PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

### Suspensions/Reasons:

Inappropriate Behavior:	5	
Fighting	2	1
Lateness	2	

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

### HIB

Reported:	2
Confirmed:	1

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

2. Fire and Lockdown Drills for the month of November 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 Pitman Board of Education approves the Memorandum of Agreement between the Pitman Board of Education and Pitman Police Department for the 2017/2018 school year, documentation on file in the Board of Education Office.”
6. Suggested motion – “That the Pitman Board of Education retroactively approves the homeless tuition contract for the following outgoing students effective September 1, 2017 through the 2017/2018 school year:

Student ID#	Receiving District	Tuition Cost	Additional Services
8847719783	Elk Township School District	\$13,898.00	N/A”

7. Suggested motion – “That the Pitman Board of Education approves the following students from Rowan University for junior field experience for twelve half days (4 hours per day, 2 days per week) on the following dates (Mondays/Wednesdays): March 19, March 21, March 26, March 28, April 2, April 4, April 9, April 11, April 16, April 18, and April 23, 2018:

Name	Co-Operating Teacher(s)	Location
Danielle Barnes	Tracey Pinque	High School
Kelsie Fucetola	Carrie Schwank	High School”

# AGENDA

PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

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

1. Suggested motion - “That the Board of Education retroactively approves the following volunteer coaches effective December 4, 2017 for the 2017/2018 school year (*Italics-In-house*):

Volunteer Coaches	
Connor Smith	Basketball Coach’s Aide
<i>Daniel Ward</i>	<i>Winter Track Coach’s Aide</i> ”

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

1. **Information: Policy 2700 Services to Non-Public School Students (M) (Revised)**

*Policy 2700 has been revised to incorporate revisions in statute regarding services to be provided to non-public schools. These revisions, although not significant, were extensive and in lieu of updating this Policy with numerous revisions, the new Policy replaces the existing one. There is nothing in the new code and Guide that requires any new or additional responsibilities for a district with a non-public school located in the school district.*

Suggested motion – “That **Policy 2700 (M) (Revised)** be approved for first reading.”

2. **Information: Policy/Regulation 7100 Long-Range Facilities Planning (M) (Revised)**

*Policy and Regulation 7100 have been revised to be consistent with N.J.A.C. 6A:26-2.1, 6A:26-2.2, and 6A:26-2.3 regarding long-range facilities plans. The Regulation has been updated to provide more detailed guidance regarding long-range facilities plans.*

Suggested motion – “That **Policy/Regulation 7100 (M) (Revised)** be approved for first reading.”

3. **Information: Policy 7300 Disposition of Property (Revised)**

*Policy 7300 – Disposition of Property and corresponding Regulation Guides 7300.1 – Disposition of Instructional Property, 7300.2 – Disposition of Real Property, 7300.3 – Disposition of Personal Property, and 7300.4 – Disposition of Federal Property have been revised to incorporate minor revisions in the administrative code over the past several years. The revision also clarifies the district procedure to dispose of scrap or waste school district personal property after there are no bids for the property after a public or a private sale.*

Suggested motion – “That **Policy 7300 (Revised)** be approved for first reading.”

4. **Information: Regulation 7300.1 Disposition of Instructional Property (Abolished)**

*This Regulation outlines the procedure for disposal of instructional school district property which was the same procedure required for the disposal of school district personal property as outlined in Regulation 7300.3 – Disposal of Personal Property. Therefore, it is abolished.*

## AGENDA

PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

Suggested motion – “That **Regulation 7300.1** is abolished.”

5. **Information: Regulation 7300.2 Disposition of Land (Revised)**

*Regulation 7300.2 has been revised to incorporate revisions in the administrative code. State agency names have been updated, additional details on the procedures to be used to dispose of real property have been included. The title “Disposition of Real Property” has been changed to “Disposition of Land” as “land” is in the administrative code title N.J.A.C. 6A:26-7.4.*

Suggested motion – “That **Regulation 7300.2 (Revised)** be approved for first reading.”

6. **Information: Regulation 7300.3 Disposition of Personal Property (Revised)**

*Regulation Guide 7300.3 has been revised to incorporate revisions in the administrative code. The revisions to this Guide are the addition of a procedure for disposing textbooks as required by N.J.S.A. 18A:34-3, a district procedure to dispose of scrap or waste school district personal property, and requiring Board approval for the sale of any personal property at private sale after a public sale. This Regulation Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of school district personal property.*

Suggested motion – “That **Regulation 7300.3 (Revised)** be approved for first reading.”

7. **Information: Regulation 7300.4 Disposition of Federal Property (Revised)**

*Regulation 7300.4 has been revised to incorporate revisions in the Federal requirements to dispose of property purchased with Federal funds and used in Federal programs. There have been several material revisions including some additional definitions: reference to the Federal “Uniform Grant Guidance” as the current source of the Federal requirements for disposition of Federal property in schools; and providing separate disposition procedures for Federal equipment, supplies, and real property as outlined in the Uniform Grant Guidance*

Suggested motion – “That **Regulation 7300.4 (Revised)** be approved for first reading.”

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

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

1. Suggested motion – “That the Pitman Board of Education accepts a donation not to exceed \$2,500.00 from Lowe’s Heroes Program for the remodeling of the teachers’ faculty room at Memorial School.”

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

# AGENDA

## PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

### 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 retroactively approves the leave of absence for Stephen Hare, Teacher at Pitman Middle School, as follows:

*Medical Leave of Absence – beginning November 27, 2017 through on or about January 24, 2018 (sick days) returning on or about January 25, 2018.”*

3. Suggested motion – “That the Pitman Board of Education retroactively accepts the resignation of Patricia Foley, Part Time Lunchroom Aide at Kindle School, effective December 1, 2017.”
4. Suggested motion—“That the Pitman Board of Education retroactively approves the following transfer effective December 6, 2017 for the 2017/2018 school year:

Teacher	Position	From	To
Jennifer Nicasro	Instructional Aide	Kindle	Memorial School”

5. Suggested motion—“That the Pitman Board of Education approves the following high school academic teachers to be compensated at a rate of \$2,315.00 for a sixth teaching assignment for the 2017/2018 school year (as per negotiated agreement with PEA):

Teacher	Subject
Kevin Casey Sharon Clayton	Social Studies
Lauren Addeo Matthew Newcomb Christina Ognibene Matthew Smick	English Language Arts
Erin Cunningham	French
Alexandra Grote Stacie Hess Michael Yeager	Math”

6. Suggested motion—“That the Pitman Board of Education approves the following high school academic teacher to be compensated at a rate of \$2,315.00 for a sixth teaching assignment (prorated; 3x/week as needed) for the 2017/2018 school year (as per negotiated agreement with PEA):

Teacher	Subject
Matthew Elmuccio	BSI Math”

# AGENDA

## PITMAN BOARD OF EDUCATION

DECEMBER 13, 2017

7. Suggested motion –“That the Pitman Board of Education approves an adjustment in salary for the following staff member effective January 1, 2018 through June 30, 2018:

Name	Position	Salary
Richard Booth	Facilities Manager	\$82,000.00”

8. Suggested motion – “That the Pitman Board of Education employs the following personnel for Panther Club effective December 14, 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 (Time Sheets)			
Name	Rate	Name	Rate
Hope Brown	\$9.14/hr.	Adrianna DeGori	\$8.70/hr.”

## 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, January 10, 2018 (Re-Organization and Regular Meetings) 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.*