

# AGENDA

## PITMAN BOARD OF EDUCATION

**AUGUST 16, 2017**

Regular Meeting – Wednesday, August 16, 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

### 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, July 19, 2017](#)  
[Tuesday, August 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, July 19, 2017 - 7:00 pm](#)”

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

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

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

# AGENDA

## PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

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

[\(Backup materials – F&IC-5\)](#)

7. Suggested motion—“That the Pitman Board of Education accepts allocations and submission (with their Statement of Assurances) of the NCLB grant for the 2017/2018 school year in the following amounts:

Title IA	Title IIA	Title III	Title IVA
\$157,703.00	\$26,086.00	\$655.00	\$10,000.00”

## EDUCATION COMMITTEE – Schultz, Koniecki, Savage

1. Suggested motion - “That the Pitman Board of Education approves the following curricula for the 2017/2018 school year (on file in the Board of Education office):

# AGENDA

**PITMAN BOARD OF EDUCATION**

**AUGUST 16, 2017**

Courses	Grade
Science	Grades 1-5
Social Studies	Grades 1-5
ELA	Grades K-5
ELA	Grades 6-8
ELA	Grades 9-12”

2. Suggested motion - “That Matthew Newcomb, High School English teacher, is approved to teach two (2) eight-week English sections of the evening SAT Review Program (Fall/Spring), dates to be determined, for the 2017/2018 school year, stipend \$3,056.00. Stipend in accord with the agreement with the Pitman Board of Education.”
3. Suggested motion - “That Doris Cioffi, High School Mathematics teacher, is approved to teach two (2) eight-week Mathematics sections of the evening SAT Review Program (Fall/Spring), dates to be determined, for the 2017/2018 school year, at a stipend of \$3,056.00. Stipend in accord with the agreement with the Pitman Board of Education.”
4. Suggested motion - “That the Pitman Board of Education approves the admission of regular tuition students for the 2017/2018 school year.”

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

5. 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
5163357883	Holly Dell School	\$14,384.88	N/A
9693294625	Abilities Solution	\$37,973.00	N/A
3698387746	YALE School	\$60,301.50	N/A”

6. Suggested motion – “That the Pitman Board of Education approves the following for practicum student /internship placement during the 2017/2018 school year:

Name/University	Co-Operating Teacher/Supervisor	Dates	Location
Kristen Marie Brundage/ Thomas Jefferson University (Occupational Therapist intern)	Ashlee Sheppard	One Day Per Week	District
Samantha Scott Wilmington University	Anne Himmer	September - December (50 hours observation)	Memorial School”

# AGENDA

## PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

7. 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.”

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

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

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

9. Suggested motion – “That the Pitman Board of Education approves the submission of the 2016/2019 Comprehensive Equity Plan Annual Statement of Assurance for the 2017/2018 school year to the County Office of Education.”

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

10. Suggested motion - “That the Pitman Board of Education approves the Pitman School District Professional Development Plan for the 2017/2018 school year (on file in the Board of Education office).”

11. Suggested motion - “That the Pitman Board of Education approves the submission of the District Professional Development Plan and District Mentoring Plan Statement of Assurance to the New Jersey Department of Education for the 2017/2018 school year.”

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

## 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:

<i>Jamey Brown</i>	MS Student Council Advisor	\$1,409.00
<i>Sean Cunningham</i>	Freshman Coach – Boys’ Soccer	\$4,473.00”

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*):

<i>Amanda Esposito</i>	MS Student Council Advisor	\$1,409.00
<i>John Hopely</i>	Assistant Football Coach	\$5,255.00
<i>Patrick Polimeni</i>	Freshman Coach Boys’ Soccer	\$4,473.00”

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

# AGENDA

**PITMAN BOARD OF EDUCATION**

**AUGUST 16, 2017**

Name	Position
Patrick Collins*	Cross Country Boys Varsity
Linda Gipe*	Soccer Girls Varsity
Daniel Thomas*	Football

\*(pending receipt of proper paperwork)

4. Suggested motion - “That the Board of Education approves the following stipends 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>Richard Booth</i>	Boiler License	\$ 500.00
<i>Linda Bennett</i>	Boiler License	\$ 500.00
<i>David Hampton</i>	Custodian-In-Charge	\$ 750.00
<i>David Hampton</i>	Boiler License	\$ 500.00
<i>Christina Hatley</i>	Boiler License	\$ 500.00
<i>Paul Maden</i>	Boiler License	\$ 500.00
<i>Daniel Reader</i>	Boiler License	\$ 500.00
<i>Christopher Williams</i>	Boiler License	\$ 500.00
<i>Thomas Rumaker</i>	Marching Band Equipment Driver	\$3,069.00”

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

1. Information: **Policy/Regulation 1240 – Evaluation of Superintendent (M) (Revised)**

*The only changes in the policy and regulation include the term “written” performance report to “annual” performance report and the reference to the BOE in overseeing the Superintendent’s evaluation.*

Suggested motion – “That **Policy/Regulation 1240 (M) (Revised)** be approved for second reading.”

2. Information: **Policy/Regulation 3126 – District Mentoring Program (M) (Revised)**

*This policy and regulation includes one change—editing the Core Curriculum Standards to the New Jersey Student Learning Standards.*

Suggested motion – “That **Policy/Regulation 3216 (M) (Revised)** be approved for second reading.”

3. Information: **Policy 3134 – Assignment of Additional Duties (Revised)**

*This policy change removes the recommendation that coaching positions will be filled with physical education teachers.*

Suggested motion – “That **Policy 3134 (Revised)** be approved for second reading.”

## AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

*Policies 3221, 3222, 3223, and 3224, the only change is the term “written” performance report to “annual” performance report.*

*Regulations 3221, 3222, 3223, & 3224 include the change from the term “written” performance reports to “annual” performance reports. More significantly, the revisions include deleting the terms “long and short” observations (each observation is simply longer than 20 minutes); using the term “designated supervisor”; the requirement for refresher training for observers; regulations on co-observations; changes in the DEAC requirements; a defined process for scoring SGOs; revisions to CAP timelines; PDP and SGO timelines; changes to the principal practice percentage for principal evaluations; and establishment of administrator goals.*

4. Information: **Policy/Regulation 3221 – Evaluation of Teachers (M) (Revised)**

Suggested motion – “That **Policy/Regulation 3221 (M) (Revised)** be approved for second reading.”

5. Information: **Policy/Regulation 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)**

Suggested motion – “That **Policy/Regulation 3222 (M) (Revised)** be approved for second reading.”

6. Information: **Policy/Regulation 3223 – Evaluation of Administrators Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)**

Suggested motion – “That **Policy/Regulation 3223 (M) (Revised)** be approved for second reading.”

7. Information: **Policy/Regulation 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)**

Suggested motion – “That **Policy/Regulation 3224 (M) (Revised)** be approved for second reading.”

8. Information: **Policy/Regulation 3240 – Professional Development for Teachers and School Leaders (M) (Revised)**

*This policy revises the administrative code references.*

Suggested motion – “That **Policy/Regulation 3240 (M) (Revised)** be approved for second reading.”

9. Information: **Policy/Regulation 5610 – Suspension (M) (Revised)**

*This policy change limits the district’s ability to expel or suspend young students. It also requires the implementation of early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems.*

## AGENDA

### PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

Suggested motion – “That **Policy/Regulation 5610 (M) (Revised)** be approved for second reading.”

10. Information: **Policy 5620 – Expulsion (M) (Revised)**

*This policy is revised incorporate the expulsion limit on PK-2<sup>nd</sup> grade students and to implement the early detection and prevention program.*

Suggested motion – “That **Policy 5620 (M) (Revised)** be approved for second reading.”

11. Information: **Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)**

*The policy includes goals for nutrition education and physical activity; the establishment of a district wellness committee; annual school and district progress reports; the designation of a district and school wellness policy coordinator; and a wellness policy assessment every one, two, or three years, are required to be included in a district’s Wellness Policy.*

Suggested motion – “That **Policy 8505 (M) (Revised)** be approved for second reading.”

12. Information: **Policy 8550 – Unpaid Meal Charges/Outstanding Food Service Charges (M) (Revised)**

*School districts participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) have been informed by the United States Department of Agriculture (USDA) that it must have an unpaid meal charge policy in place for the 2017-2018 school year. The policy must explain how the food service program will handle situations where children eligible for reduced price or paid meals do not have money to cover the cost of their meal at the time of service.*

Suggested motion – “That **Policy 8550 (M) (Revised)** be approved for second reading.”

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

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

1. Suggested motion - “That the Pitman Board of Education enters into a joint purchasing agreement with Penns Grove-Carneys Point Regional School District consortium to purchase baked goods, milk, juice, and dairy for the 2017/2018 school year.”
2. Suggested motion – “That the Pitman Board of Education approves the sale and/or disposal of the following items:

46 desks at Kindle School  
24 Chairs at Kindle School”

## AGENDA

### PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

3. 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:

- \$27,570.00 for the demolition of old HVAC Nesbitt system and installation of the Carrier Roof Top HVAC system at Pitman High 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.

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, 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 accepts the resignation of Melissa Zubert, Food Service Worker at Memorial School, effective July 1, 2017.”
3. Suggested motion – “That the Pitman Board of Education accepts the resignation of Sean Matteo, Part Time Instructional Aide at Walls School, effective July 1, 2017.”
4. Suggested motion - “That the Pitman Board of Education rescinds the appointment of Melinda Hudson, Language Arts Teacher at Pitman High School, for the 2017/2018 school year, effective August 1, 2017.”
5. Suggested motion – “That the Pitman Board of Education accepts the resignation of Andrew Palmentieri, Music Teacher at Pitman Middle School, effective September 25, 2017 (pending early release).”



# AGENDA

## PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

- Suggested motion – “That the Pitman Board of Education approves Dr. Cherie Lombardo, Pitman High School Principal, for the responsibilities of Director of Guidance at a monthly stipend of \$1,000.00 for the 2017/2018 school year. Stipend in accord with the negotiated agreement with the PAA.”
- Suggested motion—“That the Pitman Board of Education approves the following transfers for the 2017/2018 school year:

Name	Position	Current School Position	2017/2018 School/Position
Ryan Kraft	PT Instructional Aide	Memorial School	High School”

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

Name	Location	Degree/Step	Salary
Carrie Parkin	Walls	MA Step 11 to MA+15 Step 11	\$62,815.00”

- Suggested motion – “That the Pitman Board of Education approves the increase in hours for Debra Ricciardelli, Part-Time Food Service Worker, from 15 hours per week to 22.5 hours per week at \$10.00 per hour effective September 1, 2017 through June 30, 2018 for the 2017/2018 school year with the placement at Pitman High School and Memorial School.”
- Suggested motion – “That the Pitman Board of Education approves the appointment of Shaylen Pearson, Replacement Spanish Teacher at Pitman High School, effective September 1, 2017 through on or about February 1, 2018 for the 2017/2018 school year at a salary of \$47,472.00/BA Step 2 with benefits, and also be approved for emergent hiring (if necessary) 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.”

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

- Suggested motion – “That the Pitman Board of Education approves the appointment of Michael (Chris) Thomas, Special Education Teacher at Pitman High School, effective September 1, 2017 through June 30, 2018, for the 2017/2018 school year at a salary of \$54,049.00/MA Step 7 with benefits. Salary in accord with the negotiated agreement with the PEA.”

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

- Suggested motion – “That the Pitman Board of Education approves the appointment of Christine Giessuebel, Basic Skills Teacher at Walls School, effective September 1, 2017 through June 30, 2018, for the 2017/2018 school year at a salary of \$47,372.00/BA Step 1 with benefits. Salary in accord with the negotiated agreement with the PEA.”

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

# AGENDA

## PITMAN BOARD OF EDUCATION

AUGUST 16, 2017

Information - The Pitman Board of Education will be approving the contract amendment for the following individual for the 2017/2018, 2018/2019, and 2019/2020 school years:

Patrick J. McAleer, Superintendent

Copies of the contract are available for viewing by members of the public.

Open Meeting to the Public – Public Hearing - *to be read to the public*

Pursuant to P.L. 2007, Chapter 52, the Pitman Board of Education provided public notice of its intent to take action to amend and/or modify contract terms and conditions of the school district’s Superintendent contract at a meeting held in the Media Center at Pitman High School on Wednesday, July 19, 2017.

At this time members of the public are invited to submit public comments regarding the renegotiation of this contract. Please note that the board, pursuant to N.J.S.A. 10:4-12(b), the Open Public Meetings Act, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public; however, the board will give all comments appropriate consideration. Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey and that the board shall not be held liable for comments made by the members of the public.

13. Suggested motion - “That the Pitman Board of Education approves the contract amendment for the 2017/2018, 2018/2019, 2019/2020 school years for Patrick J. McAleer as Superintendent of Schools at the salaries listed below (Acct. #11-000-230-104-00).

Contract Term	Salary	High School	Total
2017/2018	\$151,000.00	\$5,000.00	\$156,000.00
2018/2019	\$154,120.00	\$5,000.00	\$159,120.00
2019/2020	\$157,302.00	\$5,000.00	\$162,302.00”

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

14. Suggested motion – “That the Pitman Board of Education employs the following personnel for Panther Club effective September 1, 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).

Site Leaders (Contracted)				
Name	School	Position	Rate	Hours/Week
Laura Gallucci	Kindle	PM	\$13.67	18
Kellie Barr	Memorial	AM	\$16.13	7.5
Kellie Barr	Memorial	PM	\$16.13	18
Jessica Mitchell	Kindle	AM	\$13.90	7.5
Jessica Mitchell	Walls	PM	\$13.90	18
Shawn VanMeter	Walls	AM	\$19.18	7.5
Shawn VanMeter	Walls	Extended Day AM	\$19.18	22

# AGENDA

**PITMAN BOARD OF EDUCATION**

**AUGUST 16, 2017**

<b>Counselors (Time Sheets)</b>			
<b>Name</b>	<b>Rate</b>	<b>Name</b>	<b>Rate</b>
Owen Anderson	\$8.91/hr.	Jadan Kingston	\$8.70/hr.
Deanna Beaucher	\$8.70/hr.	Logan Johnson	\$8.91/hr.
Madeline Campisi	\$8.91/hr.	Brianna Jones	\$9.14/hr.
Kathleen Evridge	\$10.75/hr.	Rylee van Oyen	\$8.70/hr.
Angelina Faustino	\$9.14/hr.	Kaydee Weaver	\$8/91/hr.
Alexa Folker	\$8.70/hr.	Chelsea Wilson	\$10.20/hr.
Cali Folker	\$9.14/hr.	Amanda Wright	\$9.75/hr.

15. Suggested motion – “That the Pitman Board of Education accepts the retirement resignation, with regret, of Susan Armstrong, Assistant to the School Business Administrator, for the Pitman School District, effective June 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, September 20, 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.*