

# AGENDA

## PITMAN BOARD OF EDUCATION

NOVEMBER 14, 2018

Regular Meeting – Wednesday, November 14, 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

### PUBLIC HEARING – (15 minutes)

### 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 17, 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, October 17, 2018 – 7:00 pm”

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

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

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

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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 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 September 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 September 2018. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of September 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 October 2018.”

[\(Backup materials – F&IC-5\)](#)

## EDUCATION COMMITTEE – Koniecki, Powell, Schultz

1. Student Statistics October 2018

Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/18	575	309	380	23	0	1287
10/31/17	598	300	400	22	0	1320
9/30/18	576	308	378	23	0	1285

### Suspensions/Reasons:

Inappropriate Behavior:	1
Fighting:	1
HIB:	1

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

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### HIB

Reported: 0  
Confirmed: 0

2. Fire and Lockdown Drills for the month of October 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 the following out-of-district placements by the Special Services Department for the 2018/2019 school year:

Student ID#	Placement	Tuition Cost	Additional Services
4184404710	GCSSSD	\$38,700.00	N/A
3504256019	GCSSSD	\$38,700.00	\$40,760.00
4893101002	GCSSSD	\$38,700.00	N/A
2447690478	GCSSSD	\$65,545.00	N/A
7716307925	GCSSSD	\$38,700.00	N/A
5163357883	GCSSSD	\$38,700.00	\$40,760.00
3625578259	GCSSSD	\$38,700.00	N/A
7397416698	GCSSSD	\$42,390.00	\$40,760.00
1705342853	GCSSSD	\$38,700.00	N/A
3518765023	GCSSSD	\$40,540.00	N/A
2164494612	GCSSSD	\$38,700.00	\$40,760.00
1610693978	GCSSSD	\$38,700.00	N/A
8232174199	GCSSSD	\$38,700.00	\$40,760.00”

6. Suggested motion—“That the Pitman Board of Education approves the Annual School Nursing Services Plan which provides for a certified nurse in each school building as outlined in N.J.A.C. 6A:16-2.1 (e) 1, as follows:

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1. Karen Martin is assigned to Pitman High School
2. Laurie Drank is assigned to Pitman Middle School
3. Susan Rosenberger is assigned to Kindle School
4. Barbara Hess is assigned to Memorial School
5. Susan Arnold is assigned to Walls School”

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

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

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

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

School	Date	Time	School Location	Administrator
Pitman High	10/16/18	9:15 AM	Edgemoor Avenue	Lombardo & Murray
Pitman Middle	10/16/18	8:45 AM	Esplanade Avenue	Dawn Bell
Walls	10/16/18	10:00 AM	Grant Avenue	Chris Morris
Kindle	10/16/18	11:00 AM	Washington Avenue	Karolyn Mason
Memorial	10/16/18	10:30 AM	Hudson Avenue	Deborah Calabree

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 – Uyehara, Savage, Conley

1. Suggested motion — “That the Board of Education approves the following Extra Service Contracts for the 2018/2019 school year. Stipend in accord with the agreement with the PEA (*Italics – In-house*):

High School		
<i>Gene Reid</i>	Girls’ Basketball Head Coach	\$6,702.00
<i>Tracey Pinque</i>	Girls’ Assistant Basketball Coach	\$5,360.00”

2. Suggested motion – “That the Pitman Board of Education recommends the approval of Overbrook High School and Timber Creek High School to join the Tri-County Conference in 2020.”

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## LEGISLATION & INTERNAL POLICIES COMMITTEE – Powell, Savage, Conley

### 1. **Information: Policy 8561 Procurement Procedures for School Nutrition Programs (New)**

*The New Jersey Department of Agriculture (NJDOA) is conducting audits of school districts to verify compliance with the new Federal regulations regarding procurement procedures for United States Department of Agriculture (USDOA) School Nutrition Programs. The NJDOA is requiring school districts to have a Policy on these new procurement procedures.*

Suggested motion – “That **Policy 8561 (New)** be approved for **second** reading.”

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

## PROPERTY & SUPPLY COMMITTEE – Conley, Koniecki, Uyehara

1. Suggested motion – “That the Pitman Board of Education authorizes the Business Administrator/Board Secretary to accept and close the financing of the 3-year lease purchase of \$39,211.00 for a replacement dump truck for the Maintenance/Facilities Department.”
2. 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:

- \$8,631.95 for the replacement of floor tiles and the installation of new HVAC units in the guidance and attendance offices at Pitman Middle School.
- \$13,000.00 for the replacement of the shingle roof over the Library and Computer Lab at Memorial 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.”

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

**Resolution**  
**Approving Submission of Comprehensive Maintenance Plan**  
**For Years 2017/18, 2018/19 and 2019/20**

**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, Schultz, Koniecki

1. Suggested motion – “That additions to the Substitute List for the 2018/2019 school year be approved.

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

2. Suggested motion – “That the Pitman Board of Education rescinds the employment contract of Bryce Money, Part Time Bus Aide for the Pitman School District, for the 2018/2019 school year.”

3. Suggested motion—“That the Pitman Board of Education retroactively approves the following transfer for the 2018/2019 school year effective October 22, 2018:

Staff Member	Current School/Position	New School/Position
Jennifer Strockbine	Memorial/Instruction Aide Part Time	District/Bus Aide Part Time”

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4. Suggested motion - "That the Pitman Board of Education approves the revised contract for the 2018/2019 school year for Kelly A. Brazelton, Business Administrator/Board Secretary at an annual prorated salary of \$112,500.00 (Acct. #11-000-251-104-00)."

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

5. Suggested motion—"That the Pitman Board of Education retroactively approves the leave of absence for John Cutsavage, Special Education Teacher at Pitman High School, as follows:

*Medical Leave of Absence – beginning October 22, 2018 through February 1, 2019 (sick days with pay) returning February 4, 2019."*

6. Suggested motion – "That the Pitman Board of Education accepts the resignation of Mary Jane Davenport, Part Time Lunchroom Aide at Kindle School, effective October 24, 2018."
7. Suggested motion – "That the Pitman Board of Education approves the amended resignation date of Frank Fragale, Interim Supervisor of Special Services for the Pitman School District, effective November 30, 2018."
8. Suggested motion – "That the Pitman Board of Education approves the appointment of Joan Ruberton, Interim Supervisor of Special Services for the Pitman School District, up to 30 hours per week, (no benefits) at an hourly rate of \$75.00 per hour, effective on or about November 19, 2018 through June 30, 2019, for the 2018/2019 school year, at the recommendation of the Superintendent. Salary in accord with the agreement with the Pitman Board of Education."
9. Suggested motion – "That the Pitman Board of Education approves the appointment of Alisha McClintock, Custodian at Pitman High, at a prorated salary of \$31,936.00/Step Q, effective on or about November 15, 2018 through June 30, 2019 (pending receipt of proper paperwork), at the recommendation of the Superintendent. Salary in accord with the agreement with the Pitman Board of Education."
10. Suggested motion – "That the Pitman Board of Education accepts the retirement resignation, with regret, of Frederick Mossbrucker, Special Education Teacher at Pitman High School, effective February 1, 2019."
11. Suggested motion – "That the Pitman Board of Education accepts the retirement resignation, with regret, of Cheryl Wnorowski, Special Education Teacher at Wall School, effective June 30, 2019."

### OLD BUSINESS

### NEW BUSINESS

## **AGENDA**

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**PUBLIC HEARING – (15 minutes)**

**EXECUTIVE SESSION – *if necessary***

### **ADJOURNMENT**

The next Board of Education Meeting is scheduled for Wednesday, December 12, 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.*