

**THE REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 14, 2018**

Regular Meeting – Wednesday, November 14, 2018 – convenes at 7:00 PM for Executive Closed Session followed by the Regular Meeting at 7:30 PM in the Pitman High School Media Center

With the following in attendance:

Judy Walker	President
Mary Beth Koniecki	Vice-President
Lisa Conley	Member
Darlene Powell	Member
Bonnie Savage	Member
Laura Schultz	Member
Robert K. Uyehara Jr.	Member
Patrick McAleer	Superintendent
Rebecca Brill Moody	Director of Curriculum & Instruction
Kelly Brazelton	Business Administrator/Board Secretary
Dan Long	Solicitor

EXECUTIVE CLOSED SESSION

Moved by Board Member - Schultz
Second by Board Member - Koniecki

“That the following Resolution is adopted:

BE IT RESOLVED by the Pitman Board of Education that pursuant to the Open Public Meetings Law (NJSA 10:4-1 et. seq.) that it shall immediately enter into an Executive Session to discuss a matter that the disclosure of which would constitute an unwarranted invasion of individual privacy and a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or disciplining of any prospective or current public officer or employee.

The information discussed at this meeting can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Special or Action meeting to disclose the information discussed.”

Resolution Approved, All In Favor

Moved by Board Member - Uyehara
Second by Board Member – Koniecki

“That the Pitman Board of Education reconvenes in open session at 7:30 pm.”

Motion Approved, All In Favor

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The meeting convened in open-session with visitors as identified on Sign-In Sheets

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

Dr. Lombardo introduced Steam teacher Mr. Finley and spoke about him. He was presented with a plaque from the BOE.

Mrs. Roncace was presented with a plaque for her service to the Pitman School District.

4 minute break took place from 7:45 PM – 7:49PM

PUBLIC HEARING

Tony Cappello, President of the Pitman Education Association, wants to thank Mrs. Roncace for her leadership. Thank you and we appreciate your service. Tony welcomed Mrs. Brazelton to the District.

Erin Cunningham, French Teacher, wants to thank the Board for allowing students to come to district and some of the Pitman students have stayed in touch with the French students. Some are even going to France next summer.

CORRESPONDENCE -None

APPROVAL OF MINUTES

“That the minutes of the Pitman Board of Education as held on the dates listed below are approved as printed and reading dispensed with:

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Wednesday, October 17, 2018”

“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”

Tabled until December Meeting

FINANCE & INSURANCE COMMITTEE – Schultz, Uyehara, Powell

Motioned by Board Member - Schultz

Second by Board Member - Savage

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

“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.”

“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.”

“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.”

“That all bills are properly approved and certified to be paid.”

“That the Student Fund Report be accepted and approved for the month of October 2018.”

Motions Approved, 7-0

EDUCATION COMMITTEE – Koniecki, Powell, Schultz

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Motioned by Board Member - Koniecki
Second by Board Member - Powell

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

HIB

Reported:	0
Confirmed:	0

Fire and Lockdown Drills for the month of October 2018.

“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.”

“That the Board of Education approves all field trips as submitted.”

“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

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2164494612	GCSSSD	\$38,700.00	\$40,760.00
1610693978	GCSSSD	\$38,700.00	N/A
8232174199	GCSSSD	\$38,700.00	\$40,760.00”

“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:

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”

“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.”

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.

“That the Pitman Board of Education approves the tuition contracts for the following incoming students for the 2018/2019 school year:

Student ID#	School	Sending District	Tuition Cost	Additional Services
3603681533	Middle	Washington Township	\$14,744.00	N/A
6192719864	Memorial	Washington Township	\$15,031.00	N/A
5047180136	Memorial	Washington Township	\$20,000.00 (prorated)	N/A
3645403474	Walls	Paulsboro	\$15,031.00	N/A

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4243413181	Walls	Paulsboro	\$15,031.00	N/A
9521071010	Middle	Delsea	\$20,000.00	N/A
3852663107	Walls	Elk	\$20,000.00	N/A
8067196045	Walls	Franklin	\$15,031.00	N/A”

“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
7434263478	Archway Programs	\$48,207.30	N/A”

“That the student(s) listed below be approved for homebound as follows, for the duration of their absence. Instruction to be provided via Educere. The student should continue in this setting until all records are received and final placement determined:

Student ID#	Hours of Instruction
9659160664	10 ours per week”

“That the Pitman Board of Education enters into an agreement with the New Jersey Commission for the Blind for the 2018/2019 school year in the amount of \$5,700.00 to provide services for eligible students. Services are based on educational needs.”

“That the Pitman Board of Education approves the following clinical practice placements during the 2018/2019 and 2019/2020 school years:

Name/University	Co-Operating Teachers	Dates	Location
Kristen Montan/Rowan	Dana Giorgianni	Spring 2019: 1/22/19 – 5/3/19 (Monday/Wednesday) Fall 2019: 9/3/19 – 12/18/19	W.C.K. Walls School
Reilly Thompson/Rowan	Maryellen Covely	Spring 2019: 1/22/19 – 5/10/19 (Monday/Wednesday) Fall 2019: 9/3/19 – 12/18/19	W.C.K. Walls School”

Motions Approved, 7-0

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ATHLETIC&EXTRA-CURRICULAR ACTIVITIES COMMITTEE – Uyehara, Savage, Conley

Motioned by Board Member - Uyehara
Second by Board Member - Conley

“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”

“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.”

Motions Approved, 7-0

LEGISLATION & INTERNAL POLICIES COMMITTEE – Powell, Savage, Conley

Motioned by Board Member - Powell
Second by Board Member - Savage

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.”

Motions Approved, 7-0

PROPERTY & SUPPLY COMMITTEE – Conley, Koniecki, Uyehara

Motioned by Board Member - Conley
Second by Board Member - Koniecki

“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.”

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“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.

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.”

“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

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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.”

Motions Approved, 7-0

PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

Motioned by Board Member - Savage

Second by Board Member - Schultz

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

“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.”

“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”

“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).”

“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.”

“That the Pitman Board of Education accepts the resignation of Mary Jane Davenport, Part Time Lunchroom Aide at Kindle School, effective October 24, 2018.”

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“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.”

“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.”

“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.”

“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.”

“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.”

“That the Pitman Board of Education approves the appointment of Brandon Rencher, Part-Time Instructional Aide at Memorial School, effective on or about November 15, 2018 through June 30, 2019 (pending receipt of proper paperwork), for the 2018/2019 school year, 29.5 hours per week, at an hourly rate of \$12.99 (Step J/Degree), at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

“That the Pitman Board of Education approves the appointment of Raven Murzinski, Replacement English Teacher at Pitman High School, effective on or about December 10, 2018 through on or about March 29, 2019 (pending receipt of proper paperwork), for the 2018/2019 school year, at the recommendation of the Superintendent as follows:

\$85.00 per day up to 10 days;
\$90.00 per day from day 11 to day 20;
\$191.52 per day (75% of the per diem rate of BA/Step 1 - \$47,497.00 (no benefits), from day 21 of continuous service in the same position (time sheets).”

“That the Pitman Board of Education approves the amended leave of absence for Laurie Boyle, Teacher at Memorial School, returning June 3, 2019.”

“That the Pitman Board of Education approves the extension of the contract of Shea McGee, Replacement Grade 4 Teacher at Memorial School, through on or about June 3, 2019.”

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Motions Approved, 7-0

OLD BUSINESS

Dr. McAleer spoke about his proposals and past presentations regarding Grade Level reconfiguration changes.

Dr. McAleer met with a group of concerned community members to take a look at alternative models being less disruptive and would satisfy monetary obligations.

Dr. McAleer is withdrawing the reconfiguration proposal for now to explore some of these other options.

He will review redistricting. A demographer was contacted to determine if it is a feasible model, to re-district. The demographer will run an analysis based on maps provided by the district from 5 years back and 5 years forward. There is a 6-8 week turn around for this analysis.

Reduction in staff is still an option.

Financial adjustments will be done still, just a little differently.

Next steps are to form a committee to assist the district in evaluating the proposals including parents, other stakeholders, staff (teachers, admins), and Board of Education.

A timeline will be proposed at the December meeting. The committee will meet multiple times over spring. 2020-2021 will be proposed in Fall 2019.

NEW BUSINESS

Dr. McAleer spoke about:
SOS Advocacy Group – Save our Students

Movement amongst district losing aid, lobbying legal action, help our district to weather the storm.

70 plus districts met in Atlantic City at the end of October. Narratives have been prepared to be presented to State lawmakers. Follow-up meeting on November 30th, at the NJASA with fellow districts, Ed Law Center and NJASA reps to formulate working groups. Mrs. Brazelton will be attending.

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Mrs. Walker stated there is a delegate assembly this Saturday for NJSBA. Steve Sweeny will be there. If anyone is interested in attending, please contact Mrs. Walker.

District communications

New website is live with Blackboard now. Spent a lot of time with community asking what they need.

New Version of mass notification with Blackboard will be implemented winter 2019.

New Mobile App – to be up and running early 2019.

Mrs. Walker stated January is re-organization and she will reach out to head up committees.

Board Retreat is taking place in room A-7 from 6:00 PM to 9:00 PM on Thursday, November 15th.

PUBLIC HEARING – (15 minutes)

April Miller wanted to take the time to say thank you for sitting with the community members to talk and explain.

Mark Pilon asked what other options are there to reach broader public who can't make it. He suggested live streaming the board meetings. Dr. McAleer responded that the policy regarding that option needs to be reviewed and possibly adjusted. It will be discussed with the new board after January.

Dave Owens would like the info on student population by classroom/school. Dr. McAleer asked Mr. Owens to stop in and see him for the info.

Kate Andrews asked if redistricting was new or has it happened before? Dr. McAleer responded that it has been awhile – mid 90's was the last time due to enrollment balances were even until recently. Kate stated Woodbury is similar and they have inter district school choice, this is a good idea to have in Pitman. Dr. McAleer said it may be an idea that could be considered.

Mark Pilon would like to be on the committee where does he sign up. Dr. McAleer will post for sign ups.

Dave Owens asked if senior citizens will be in that group. Dr. McAleer responded that they will be represented.

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Jennifer Martin asked how are we competing with the Vo-tech schools? Dr. McAleer thaty the High school is looking at Career and Tech Ed, Career Pathways, key industry sectors. In conjunction with NJDOE programs available. The district is looking into partnership with higher education and industry groups to keep all students engaged and wanting to stay.

EXECUTIVE SESSION – *if necessary*

ADJOURNMENT

Motioned by Board Member – Uyehara
Second by Board Member – Koniecki

“That the meeting be adjourned at 8:30 pm.”

Motion Approved, All in Favor

Respectfully Submitted by:

Kelly Brazelton, Board Secretary