

**THE REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
October 17, 2018**

Regular Meeting – Wednesday, October 17, 2018 – convenes at 7:00 PM for Executive Closed Session followed by the Regular Meeting at 7:30 PM in the Pitman High School Cafeteria

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
Deborah J. Roncace	Business Administrator/Board Secretary
Dan Long	Solicitor

EXECUTIVE CLOSED SESSION

Moved by Board Member - Savage
Second by Board Member - Powell

“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 - Conley
Second by Board Member – Schultz

“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 Cafeteria. 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.

OATH OF OFFICE

Dan Long Esq. administered the Oath of Office to Robert K. Uyehara Jr. Esq. newly appointed board member.

PRESENTATIONS

Introduction of New Staff Members

Dr McAleer introduced the new staff members for the 18/19 school year

2017-18 Violence and Vandalism Report

Dr. McAleer reviewed the violence and vandalism report for the 17/18 school year.

Student Assessment Performance 2017/2018

Mrs. Moody presented the student assessment performance report for the 17/18 school year.

PUBLIC HEARING

CORRESPONDENCE

APPROVAL OF MINUTES

Motioned by Board Member - Walker

Second by Board Member - Koniecki

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“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, September 12, 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, September 12, 2018 - 7:00 pm
Wednesday, September 12, 2018 – 9:11 pm”

Motions Approved, 7-0-1 (Uyehara abstained)

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

Motioned by Board Member - Schultz

Second by Board Member – Koniecki

“That all line-item transfers be approved for the months of July and August 2018.”

“That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the months of July and August 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 months of July and August 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 months of July and August 2018. The Treasurer’s Report and Board Secretary’s Report are in agreement for the months of July and August 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 September 2018.”

Motions Approved, 7-0-1 (Uyehara abstained)

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EDUCATION COMMITTEE – Koniecki, Powell, Schultz

Motioned by Board Member - Koniecki
Second by Board Member – Savage

Student Statistics September 30, 2018

Date	Elementary	Middle	High	Out of District	Alternate	Total
9/30/18	576	308	378	23	0	1285
9/30/17	593	298	399	22	0	1312
9/12/18	578	310	381	22	0	1291

Suspensions/Reasons:

Inappropriate Behavior:	1		
Fighting:		1	1

HIB

Reported:	1
Confirmed:	1

Fire and Lockdown Drills for the month of September 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 tuition contracts for the following incoming students for the 2018/2019 school year:

Student ID#	School	Sending District	Tuition Cost	Additional Services
5103509181	Walls	Clayton	\$15,031.00	N/A
6096331474	Walls	Clayton	\$15,031.00	N/A
1018495856	Memorial	Pine Hill	\$20,000.00 prorated	N/A

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1407531925	Memorial	Pine Hill	\$15,031.00 prorated	N/A
4958320919	Memorial	Pine Hill	\$15,031.00 prorated	N/A
9055850731	Memorial	Monroe Township	\$15,031.00 prorated	N/A
9494280918	Memorial	Monroe Township	\$20,000.00 prorated	N/A”

“That the Pitman Board of Education approves the contract for homebound instruction with Gloucester County Special Services School District – CRESS as follows:

Student Local ID#	Hours of Instruction	Total Hours/Days	Fee	Total
34002	10 hours per week	360 hours	\$64.00/hr.	\$23,040.00”

“That the student(s) listed below be approved for homebound as follows, for the duration of their absence:

Student ID#	Hours of Instruction
3616702169	10 hours per week
1084343187	10 hours per week”

“That the Board of Education enters into a contract with Gloucester County Vocational-Technical School District for the 2018/2019 school year, for the following programs (2% increase over 2017/2018 school year), (students on file in the Board Office):

Program	Amount	# of Students
Career – Technical Program	\$2,395.00	per student (51 students)”

“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	One-on-One Aide
5608923205	FCS/REAL	\$25,200.00	N/A
7434263478	Archway Programs	\$48,207.30	N/A”

“That the Pitman Board of Education approves the following field experience placement during the 2018/2019 school year:

Name/University	Dates	Location
Charlotte Grayston St. Mary’s University (England)	1/21/19 – 2/15/19	W.C.K.Walls School”

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“That the Pitman Board of Education approves the following exchange students/chaperones visiting from France during the 2018/2019 school year (list on file in the Board Office):

Name/University	Dates	Location
Students/Chaperones from Le Lycée Les Bressis Annecy, France	10/15/18 – 10/26/18	Pitman Middle/High Schools”

“That the Pitman Board of Education approves the following students from Rowan University for Clinical Practice Placement during the 2018/2019 and 2019/2020 school years:

Name	Co-Operating Teacher(s)	Dates	Location
Michael Binkins	TBD Steven Carey	Fall 2018: 10/29/18 – 12/21/18 Spring 2019: 1/2/19 – 2/22/19	W.C.K Walls School High School
Amanda Gallagher	Carrie Schwank	Spring 2019: 1/23/19 – 3/4/18 Fall 2019: 10/28/19 – 12/18/19	High School”

Motions Approved, 7-0-1 (Uyehara abstained)

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

Motioned by Board Member - Savage
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		
Ronald Myers	Boys’ Basketball Head Coach	\$6,702.00
<i>Matthew Healy</i>	Boys’ Basketball Assistant Coach	\$5,360.00
Fred Georgette	Freshman Boys’ Basketball Coach	\$4,563.00
<i>TBD</i>	Girls’ Basketball Head Coach	\$6,702.00
<i>Matthew Newcomb</i>	Swimming Head Coach	\$6,702.00
<i>Robert Tender</i>	Swimming Assistant Coach	\$5,360.00

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<i>Matthew Elmuccio</i>	Winter Track Head Coach	\$6,702.00
David Smith	Wrestling Head Coach	\$6,702.00
Jeffrey D. Smith	Wrestling Assistant Coach	\$5,360.00”

“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 Pitman Board of Education (*Italics – In-house*):

High School		
<i>Daniel Miller</i>	Winter Track Assistant Coach	\$5,360.00”

“That the Board of Education approves the following volunteer coaches for the 2017/2018 school year (*Italics-In-house*):

Volunteer Coaches	
<i>Dan Ward</i>	Winter Track Coach’s Aide
Patrick Collins	Winter Track Coach’s Aide
Bill Cioffi	Wrestling Assistant Coach
Lewis Fowler	Wrestling Assistant Coach
<i>Mark Camma</i>	Wrestling Coach’s Aide
Will Cioffi	Wrestling Coach’s Aide
Steve Smith	Wrestling Coach’s Aide”

“That the Pitman Board of Education approves the following dues and athletic ticket prices for the 2019/2020 school year:

- Tri-County Conference Dues - \$1,475.00;
- Tri-County Conference tickets for athletic events: \$3.00 for Adults; \$2.00 for Students, Senior Citizens, and Military Personnel;
- West Jersey Football League Varsity Football Games; \$4.00 for Adults”

Motions Approved, 7-0-1 (Uyehara abstained)

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

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States Department of Agriculture (USDOA) School Nutrition Programs. The NJDOA is requiring school districts to have a Policy on these new procurement procedures.

“That **Policy 8561 (New)** be approved for **first** reading.”

Information: Policy/Regulation 1550 Employment/Anti-Discrimination Practices (M)(Revised)

The US Department of Education - Office of Civil Rights (OCR) recommends revisions to the affirmative action complaint procedure: situations involving conflicted parties; revised reporting protocols and timelines; new training requirements; and other minor changes.

“That **Policy/Regulation 1550(M) (Revised)** be approved for **second** reading.”

Information: Policy 2431 Athletic Competition (M)(Revised)

Changes to this policy include a mandate to distribute a Commissioner of Education-developed Opioid Use and Misuse Educational Fact Sheet to all student-athletes and cheerleaders. Schools and districts must obtain a signed acknowledgment of receipt of the Fact Sheet from each student-athlete and cheerleader annually prior to the first official practice of the school year.

“That **Policy 2431 (M) (Revised)** be approved for second reading.”

Information: Regulation 2431.2 Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)

The regulation has been revised to include a new section (Section C.) addressing opioid use and misuse.

“That **Regulation 2431.2 (M) (Revised)** be approved for **second** reading.”

Information: Policy 2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M) (New)

N.J.S.A. 18A:42-7 requires a school district with grades 9-12 to adopt policy allowing students in any school-sponsored, interscholastic extracurricular activity to be eligible to earn a varsity letter; this includes competitive activities other than athletics.

“That **Policy 2431.8 (M) (New)** be approved for **second** reading.”

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Information: Policy 5330.04 Administering an Opioid Antidote (New)

Policy previously discussed regarding administering Narcan to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects.

“That **Policy 5330.04 (New)** be approved for **second** reading.”

Information: Policy/Regulation 5350 Student Suicide Prevention (M)(Revised)

The changes in the Policy and Regulation include updated warning signs of suicide; an immediate preliminary assessment of the risk of suicide to be conducted by the Child Study Team or a Suicide Intervention Team; an immediate notification to parents; a requirement for the parent to arrange for medical and psychiatric services, if needed; and a medical clearance to be provided before a student determined to be at-risk returns to school.

“That **Policy/Regulation 5350 (M) (Revised)** be approved for **second** reading.”

Information: Policy 5533 Student Smoking (M)(Revised)

This Policy has been changed to address student possession and use of electronic smoking devices. N.J.S.A. 2A:170-51.4 prohibits the sale of cigarettes, tobacco products, and electronic smoking devices to any person under the age of twenty-one years old. There is no law that explicitly prohibits possessing these items by a person under twenty-one years old. While possession of these items by minors is not illegal, it is reasonable for a school district Policy to prohibit the possession of any of these items by students in school buildings, on school grounds, at school-sponsored events away from school, or on a school bus.

“That **Policy 5533 (M) (Revised)** be approved for **second** reading.

Information: Policy/Regulation 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)(Revised)

P.L. 2017, Chapter 291, N.J.S.A. 18A:46-13.4 through 13.7 requires revisions including several new definitions; only applies to students with disabilities; requires parent notification; requires a full written report for each incident of restraint; addresses the utilization of seclusion techniques; and requires the New Jersey Department of Education (NJDOE) to establish guidelines for a district to ensure a review process is in place to examine the use of such restraints or seclusion techniques.

“That **Policy/Regulation 5561 (M) (Revised)** be approved for **second** reading.”

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Information: Policy 8462 Reporting Potentially Missing or Abused Children (M) (Revised)

The provision for new reporting procedures regarding a student's attempted or completed suicide have been removed from this Policy and restructured in Policy/Regulation 5350.

“That **Policy 8462 (M) (Revised)** be approved for **second** reading.”

Motions Approved, 7-0-1 (Uyehara abstained)

PROPERTY & SUPPLY COMMITTEE – Conley, Koniacki, Uyehara

Motioned by Board Member - Conley
Second by Board Member – Savage

“That the Pitman Board of Education enters into Joint Transportation Agreements with the following districts for the 2018/2019 school year:

District	Route(s)	Destination (9/1/8-6/30/19)	Cost
Gateway Regional	1715	Field Trips and Sports	\$10,000.00 Apprx.
Delsea Regional	SP02	YALE Cherry Hill	\$21,469.00
Delsea Regional	SP05	Bankbridge	\$55,790.00
Delsea Regional	SP12	Bancroft	\$54,903.00
Delsea Regional	SP15	Saint John of God	\$25,867.00 Apprx.”

Motions Approved, 7-0-1 (Uyehara abstained)

PERSONNEL COMMITTEE – Savage, Schultz, Koniacki

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 Pamela Harrison, Food Service Worker at Pitman Middle School, for the 2018/2019 school year.”

“That the Pitman Board of Education retroactively approves the appointment of the following effective September 1, 2018, for the 2018/2019 school year:

Name	Position	Rate
John Madison	Substitute Bus Driver	\$26.25/hr.
Thomas Velykis	Substitute Bus Aide	\$17.00/hr.”

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“That the Pitman Board of Education approves Paul Schnetzler as the On-Call Emergency After-Hours Contact, at a rate of \$30.00 per hour, as needed for the 2018/2019 school year.”

“That the Pitman Board of Education retroactively approves an adjustment in salary for the following staff member effective September 1, 2018:

Name	Location	Degree/Step	Salary
Steven Carey	High School	MA+45 Step 16 to MA+60 Step 16	\$82,825.00”

“That the Pitman Board of Education approves the amended leave of absence for Lisa DePiano, Secretary at W.C.K. Walls School, to begin on Monday, September 17, 2018.”

“That the Pitman Board of Education retroactively approves the appointment of Megan Rulon, Part-Time Instructional Aide at Pitman High School, effective October 9, 2018 through June 30, 2019, for the 2018/2019 school year, 29.5 hours per week, at an hourly rate of \$13.39 (Step F/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 Christine Powers, Part Time Panther Club Site Leader W.C.K. Walls School (PM), effective on or about October 18, 2018 through June 30, 2019, for the 2018/2019 school year, 18 hours per week, at an hourly rate of \$12.50 (pending receipt of proper paperwork), at the recommendation of the Superintendent of Schools (Account #62-105-100-101/106).”

“That the Pitman Board of Education approves the appointment of Bryce Money, Part-Time Bus Aide, effective on or about October 18, 2018 through June 30, 2019, for the 2018/2019 school year, 29 hours per week, at an hourly rate of \$10.00 (pending receipt of proper paperwork), at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Board of Education.”

“That the Pitman Board of Education approves the appointment of Virginia DeSimine, Part Time Food Service Worker at Memorial School, effective on or about October 18, 2018 through June 30, 2019, for the 2018/2019 school year, 7.5 hours per week, at an hourly rate of \$9.25 (pending receipt of proper paperwork), 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 Sarah Richards, Social Studies Teacher at Pitman High School, effective on or about October 22, 2018 through June 30, 2019, for the 2018/2019 school year, at a prorated salary of \$47,497.00 BA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

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“That the Pitman Board of Education approves the following teacher as mentors for first year teachers for the of the 2018/2019 school year with the approved rate:

Mentor	Mentoree	Amount
Elizabeth Altamuro	Stephanie Donaldson	\$550.00
Shelly Nichols	Sarah Richards	\$550.00”

“That the Pitman Board of Education approves the leave of absence for Patrice Rowan, Teacher at Pitman Middle School, as follows:

Child-Rearing Leave of Absence - beginning January 16, 2019 through March 4, 2019 (sick days with pay) and March 5, 2019 through May 31, 2019 (unpaid FMLA) returning June 3, 2019.”

“That the Pitman Board of Education accepts the resignation of John Milward, Custodian at Pitman High School, effective October 11, 2018.”

“That the Pitman Board of Education accepts the resignation of Suzanne Hitchner, Account Specialist for the Pitman School District, effective November 9, 2018.”

“That the Pitman Board of Education accepts the resignation of Frank Fragale, Interim Supervisor of Special Services for the Pitman School District, effective December 21, 2018.”

“That the Pitman Board of Education accepts the retirement resignation, with regret, of Judith Berg, Elementary Spanish Teacher for the Pitman School District, effective December 31, 2018.”

“That the Pitman Board of Education retroactively approves the leave of absence for Judy Berg, Elementary Spanish Teacher for the Pitman School District, as follows:

Medical Leave of Absence - beginning October 15, 2018 through November 16, 2018 (sick days with pay) returning November 19, 2018.”

“That the Pitman Board of Education approves a 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).”

Motions Approved, 7-0-1 (Uyehara abstained)

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OLD BUSINESS

Football Program

Dr. McAleer gave an update of varsity football program and Thanksgiving Day Game.

Security

Dr. McAleer gave an update on the incident that occurred at the Middle School

Board Retreat

Dr. McAleer stated that the Board Retreat will be held on November 15th at 6:00 pm in Room A-7.

NEW BUSINESS

Summer Lunch Program

Mrs. Roncace reviewed the Presbyterian Church report on the summer lunch program to eligible students.

2019-2020 Budget Calendar

Mrs. Roncace submitted the 19/20 Budget calendar to the Board.

Reconfiguration

Dr. McAleer presented a follow-up Powerpoint presentation on re-configuration of schools for the 19/20 school year.

PUBLIC HEARING

April Miller, resident, distributed a packet of information to the Board regarding educational research for neighborhood schools.

The following residents voiced their opinions to keep neighborhood schools:

Joe Molle	Sarah Jacobs
Kate Andrews	Mark Pilon
Melissa LeVay	Jackie Williams
Mike Lentz	Wayne Huber
Christine LaTori	Rob West
Len Clark	Jen Thompson
Thomas Brown	Sandy Brown

Some of resident's comments/questions were as follows:

- What would be the cost to move teaching staff and supplies to various schools/
- What happened to the possible elimination of the Middle School?
- Could we move the 6th, 7th, 8th Grades back to the elementary schools?

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- Can we consider Sharing Principal in two elementary schools?
- Did the Board consider Retirement Incentives?
- Send a survey to parents to determine the number of children would leave district due to grade – level schools
- The district should commit to only 2 transitions in the elementary level schools.
- Could the district move 5th grade to Middle school and have two K-4 elementary schools?
- When was the LRFP updated?
- There is a petition with many signatures to save our neighborhood schools.
- The Board would be asking parents to run three errands before school.
- Have teachers been asked their opinions?
- How do you reach the parents that don't have children in school yet?
- What will the tax rate be if we were to go to grade level schools?
- We should not have our youngest children move to 3 different schools.
- Would every classroom be used if the district went to grade level schools?

ADJOURNMENT

Motioned by Board Member – Schultz

Second by Board Member – Koniecki

“That the meeting be adjourned at 10:25 pm.”

Motion Approved, All in Favor

Respectfully Submitted by:

Deborah J. Roncace, Board Secretary