

**THE REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
APRIL 18, 2018**

The Regular Meeting of The Pitman Board of Education was held on Wednesday, April 18, 2018. The meeting convened in the Pitman High School Media Center at 7:30 pm.

With the following in attendance:

Mary Beth Koniecki	Vice-President
Lisa McConnell	Member (Absent)
Darlene Powell	Member
Edward W. Powell	Member (Absent)
Bonnie Savage	Member
Laura Schultz	Member (Absent)
Judy Walker	Board President
Patrick McAleer	Superintendent
Rebecca Brill Moody	Director of Curriculum & Instruction
Deborah J. Roncace	Business Administrator/Board Secretary
Dan Long	Solicitor

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

2017/2018 Teachers of the Year/Educational Service Professionals of the Year – Each building Principal announced to the Board their Teacher of the Year and Educational Services Professional of the Year.

High School – Lauren Addeo Mecholsky
 Middle School – Robin Arabia
 Memorial School – Laurie Boyle
 Walls School – Soultana Costas and Susan Arnold
 Kindle School – Jacqueline Goetz and Nancy Davenport

PUBLIC HEARING – (15 minutes)

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has

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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.

No one spoke at this time.

CORRESPONDENCE - None

APPROVAL OF MINUTES

Motioned by Board Member Walker
Second by Board Member Savage

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

Saturday, March 24, 2018
Wednesday, April 4, 2018”

Motion Approved, 4-0-0

Motioned by Board Member Walker
Second by Board Member Koniecki

“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:

Saturday, March 24, 2018 - 10:00 am
Wednesday, April 4, 2018 - 8:20 pm

Motion Approved, 4-0-0

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

Motioned by Board Member D. Powell
Second by Board Member Savage to approve the following motions:

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

“That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 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

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

“That the Pitman Board of Education adopts the following resolution appointing Len Eckman, Inc. as Risk Management Consultant for the 2018/2019 school year.

**ATLANTIC & CAPE MAY COUNTIES ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND
(ACCASBOJIF) RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT**

WHEREAS, the Pitman Board of Education hereinafter referred to as DISTRICT, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund require that each DISTRICT appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Len Eckman, Inc. as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT’s Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.”

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“That the Pitman Board of Education adopts a Risk Management Consultant Agreement with Len Eckman, Inc. for the 2018/2019 school year.

RISK MANAGEMENT CONSULTANT AGREEMENT

THIS AGREEMENT, entered into this 18th day of April, 2018, between the Pitman Board of Education hereinafter referred to as DISTRICT, and Len Eckman, Inc. a Corporation of the State of New Jersey, having its principal office at the following address: 302 Montgomery Avenue, Pitman, NJ 08071, hereinafter referred to as RMC.

WITNESSETH:

WHEREAS, the RMC has offered to the DISTRICT professional insurance and risk management consulting services as required in the Bylaws of the Atlantic & Cape May Counties School Business Officials Joint Insurance Fund, and;

WHEREAS, the DISTRICT desires these Extraordinary Unspecifiable Services pursuant to a resolution adopted by the DISTRICT at a meeting held on the 18th day of April, 2018;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein agree as follows:

1. The RMC, for and in consideration of the amount stated hereinafter agrees to provide services to the DISTRICT as follows:
 - A. Annually update or assist in the updating of all exposure data and insurable interests relative to the DISTRICT using the forms, procedures, time lines and methodologies established by the Fund;
 - B. Assist the DISTRICT in understanding and selecting the various optional coverage’s (if any) available through the Fund;
 - C. Assist the DISTRICT and/or Fund as required in researching data needed to respond to claims;
 - D. Assist the DISTRICT in understanding the coverage’s afforded through the Fund including requesting written coverage clarifications as needed;
 - E. Maintain current licensure as a Property/Casualty Producer as required under the New Jersey Producer Licensing Act;
 - F. Attend a majority of monthly Fund meetings and all meetings of the Fund Committees on which the RMC serves;
 - G. As requested by the DISTRICT, complete Certificate of Insurance request forms and forward same to appropriate parties as designated by the Fund;
 - H. Review Certificates of Insurance and Hold Harmless & Indemnity documents received by the district

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- I. Accompany Fund Safety Professionals on such periodic loss control inspections as may be conducted and assist the DISTRICT in understanding and implementing any recommendations resulting therefrom as may be requested by the DISTRICT;
 - J. Assist the DISTRICT and Fund Safety Professional in establishing and encouraging effective operation of DISTRICT sponsored Safety Committees.
 - K. Perform any other services required by the Fund's Bylaws or the DISTRICT.
2. The term of this Agreement shall be for one (1) year from the first day of July, 2018, unless earlier terminated as hereinafter provided in this Agreement.
 3. The DISTRICT authorizes the Fund to pay its RMC as compensation for services rendered an amount equal to four percent (4%) of the DISTRICT's annual assessment as promulgated by the Fund. Said fee shall be paid to the RMC in equal installments on a monthly basis. The RMC shall receive no other compensation or commission for the placement or servicing of any DISTRICT coverage with the Fund.
 4. For any coverage authorized by the DISTRICT to be placed outside of the Fund, the RMC shall receive as his/her full compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Item 3 above. The RMC shall not be entitled to collect a commission from an insurance company or the DISTRICT if the DISTRICT or its employees negotiate the placement of a coverage directly with an insurance company which is outside the Fund.
 5. Either party may cancel this Agreement at any time by mailing to the other written notice calling for termination effective at any time not less than ninety (90) days thereafter. Fees shall be pro-rated to the date of termination.

“That the Pitman Board of Education adopts the following resolution requiring mandatory direct deposit of net pay for all district employees.

RESOLUTION REQUIRING DIRECT DEPOSIT OF PAYCHECKS

WHEREAS; P.L.2013, c. 28 authorizes local school districts to mandate direct deposit of net pay for all employees on or after July 1, 2014; and

WHEREAS; the School Business Administrator of the Pitman Board of Education recommends the school district adopt this requirement for mandatory direct deposit of net pay as it provides an increase in the productivity of the business office and a decrease in the cost of producing and replacing lost checks; and

WHEREAS; the employees of the school district indicate, in writing to the School Business Administrator, the specific banking institution(s) and designated checking account(s), savings account(s) or share account(s) to which the deposit shall be made on behalf of the employee; and

WHEREAS; the School Business Administrator, recommends the adoption of this policy.

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BE IT RESOLVED: by the Pitman Board of Education that, effective June 1, 2018, mandatory direct deposit of net pay for all employees of the Pitman Board of Education shall be made to the specific banking institution(s) provided by each employee.”

Motions and Resolutions Approved, 4-0-0

EDUCATION COMMITTEE – Koniecki, D. Powell, Schultz

Board Member Koniecki reported on Student Statistics for March 2018.

Date	Elementary	Middle	High	Out of District	Alternate	Total
3/31/18	606	303	402	22	0	1333
3/31/17	635	306	404	20	2	1345
2/28/18	600	301	398	22	0	1321

Suspensions/Reasons:

Inappropriate Behavior:	3
Substance Abuse	1
Threat:	2

HIB

Reported:	1
Confirmed:	1

Board Member Koniecki reported on Fire and Lockdown Drills for the month of March 2018.

Motioned by Board Member Koniecki

Second by Board Member Savage to approve the following motions:

“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 school calendar for the 2018/2019 school year.”

“That the Pitman Board of Education approves the English Language Service Three-Year Plan 2017/2020.”

“That the Pitman Board of Education approves the following out of district placements by the Special Services Department for the 2017/2018 school year:

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Student ID#	Start Date	Placement	Tuition Cost	Additional Services
8254436990	1/3/18	Bancroft	N/A	\$17,227.00
2164494612	3/26/18	GCSSSD	\$11,970.00 (prorated)	\$12,654.00"

“That the Pitman Board of Education approves the following School Psychology internship placements during the 2018/2019 school year:

Name/University	Co-Operating Teacher/Supervisor	Dates	Location
Shannon Gallagher/ Rowan University	Cassandra Wright	1200 hours	Memorial School
Kaitlyn Yavorsky/ Rowan University	Diane Thomas	1200 hours	W.C.K. Walls School”

Motions Approved, 4-0-0

ATHLETIC&EXTRA-CURRICULAR ACTIVITIES COMMITTEE – E. Powell, Savage, McConnell

Motioned by Board Member Savage

Second by Board Member Koniecki to approve the following motions:

“That the Pitman Board of Education renews the contract for Student Athletic Transportation to McGough Bus Company for the 2018/2019 school year with an increase of 1.51% (the allowable CPI percentage pursuant to N.J.S.A. 18A:39-3). All terms, rates and conditions as on file in the Business Office.”

“That the Pitman Board of Education approves the following volunteer coach/advisor (*Italics – In-house*):

Name	Position
Mark Camma	Girls’ Spring Track Coach’s Aide

Motions Approved, 4-0-0

LEGISLATION & INTERNAL POLICIES COMMITTEE – D. Powell, Savage, McConnell

No motions.

PROPERTY & SUPPLY COMMITTEE – McConnell, Koniecki, E. Powell

Motioned by Board Member Koniecki

Second by Board Member Savage to approve the following motions:

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“That the Pitman Board of Education enters into a transportation contract with Monroe Township Public Schools for the transportation of one student, starting September 1, 2017, for the 2017/2018 school year:

<u>Route #</u>	<u>Destination (September 1, 2017 - June 30, 2018)</u>	<u>Cost</u>
H8X	Williamstown High School	\$732.60”

“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:

\$5,500.00 for the additional cost of the repair and replacement of sewer line at Walls 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.”

Motions and Resolution Approved, 4-0-0

PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

Motioned by Board Member Savage

Second by Board Member D. Powell to approve the following motions:

“That additions to the Substitute List for the 2017/2018 school year be approved.

“That the Pitman Board of Education approves the following reassignment effective on or about April 20, 2018 through June 30, 2018 for the 2017/2018 school year:

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Name	Current Position	New Position
Jessica Morrone	Special Education Teacher/ High School	Guidance Counselor/ High School”

“That the Pitman Board of Education approves the leave of absence for Paul Schnetzler, Jr., Maintenance Worker for the Pitman School District, as follows:

Medical Leave of Absence - beginning April 20, 2018 through on or about May 11, 2018 (unpaid FMLA) and returning on or about May 14, 2018.”

“That the Pitman Board of Education approves the leave of absence for Karen Roberts, Teacher at Kindle School, as follows:

Child-Rearing Leave of Absence - beginning September 1, 2018 through December 14, 2018 (unpaid FMLA) and returning December 17, 2018.”

“That the Pitman Board of Education approves the following student from Rowan University for Clinical Practice I (Monday/Wednesday) from October 22, 2018 through November 28, 2018 and Clinical Practice II (5 days per week) from January 22, 2019 through March 15, 2019:

Name	Co-Operating Teacher(s)	Location
Brett Weinberg	Melissa Bianchini	Memorial School/Walls School”

“That the Pitman Board of Education approves the amended appointment of Marilyn Hicks, substitute Part Time Instructional Aide at Pitman Middle School, through June 19, 2018, for the 2017/2018 school year.”

“That the Pitman Board of Education approves the change in assignment of Kyle Chrzanowski from Part Time Custodian to Full Time Custodian at Pitman Middle School effective April 23, 2018, at an annual prorated salary of \$31,861 Step P (Custodian Salary Guide), with benefits, for the 2017/2018 school year at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.

“That the Pitman Board of Education accepts the resignation of Nancy Bodnar, Part-Time Lunchroom Aide at Kindle School, effective April 26, 2018.”

Motions Approved, 4-0-0

OLD BUSINESS

Digital Branding

Dr. McAleer and Board Member Koniacki told the Board that they will be seeking input from the community, administrators and staff on narrowing down a choice of “branding” a specific font, paw print and panther to be used district-wide.

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Pop Up Park

Board Members were reminded that the Pop Up Park will be held on May 3, 2018 – rain or shine.

CSA Evaluation

Board President Walker again reviewed time lines for the CSA Evaluation and stated that two additional closed sessions are need as follows:

May 23, 2018 at 7:00 pm in the Board Conference Room in Memorial School
May 30, 2018 at 6:30 pm in the Board Conference Room in Memorial School

Football Team Roster for School Year 2018/2019

Dr. McAleer told the Board that there are 20 returning players and 12 to 15 Grade 8 students that have signed up for football.

NEW BUSINESS**Signage for Lang Baseball Field**

Dr. McAleer informed the Board that the new sign for Lang Field has been installed. He added that the dedication is scheduled for later in the month.

Website Survey/Digital Badging

Dr. McAleer briefly updated the Board on some district technology initiatives.

Possible Change to State Aid for School Year 2018/2019

Dr. McAleer stated that Governor Murphy will most likely be adjusting the 2018/2019 state aid figures to school districts. He added that the Board may need to adjust the budget. A discussion occurred regarding contacting the legislators and voicing an opinion.

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.

No one spoke at this time.

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ADJOURNMENT

Motioned by Board Member Savage
Second by Board Member Koniecki

“That the meeting is adjourned at 9:00 pm.”

Motion Approved, All in Favor

Respectfully Submitted by:
Deborah J. Roncace, Board Secretary