

**THE REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
FEBRUARY 21, 2018**

The Regular Meeting of The Pitman Board of Education was held on Wednesday, February 21, 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 (arrived at 7:10 pm)
Lisa McConnell	Member
Darlene Powell	Member
Edward W. Powell	Member
Bonnie Savage	Member
Laura Schultz	Member
Judy Walker	Board President
Patrick McAleer	Superintendent
Rebecca Brill Moody	Director of Curriculum & Instruction
Deborah J. Roncace	Business Administrator/Board Secretary
Dan Long	Solicitor

EXECUTIVE CLOSED SESSION #1 – 7:00 pm

Moved by Board Member Savage
Second by Board Member E. 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 Savage
Second by Board Member Schultz

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

Motion Approved, All In Favor

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

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MOMENT OF SILENCE AND SALUTE TO THE FLAG

STATEMENT FOR REGULAR MEETING

Notice of the 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 at 7:00 p.m. for the Regular Meeting in the Pitman High School Media Center. The Board Secretary 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 – Kindle School Principal, Karolyn Mason, presented the staff spotlight award to Shannon Vallaster.

State Champion Band and All-State Symphonic Band – Mr. Steve Cary presented championship jackets to band members.

Championship Jackets – Coach Carrie Schwank presented the girls soccer team with their 2017 South Jersey Group I Champions jackets.

Coach Matt Elmuccio presented the girls cross country team with their 2017 Tri-County Classic Division Champions jackets.

HIB Semi-Annual Report – Dr. McAleer presented the HIB Semi-Annual Report for the 2017/18 fall semester to the Board.

School Improvement Award (ESSA) – Mrs. Rebecca Brill Moody presented information on the School Improvement Award for the Pitman Middle School.

2018/2019 Budget Development - Dr. McAleer and Mrs. Debbie Roncace updated the Board and the public on very preliminary budget figures for the 2018/2019 school year.

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.

Mr. Robert Abbott introduced himself as the Vice President of the Gloucester County NJSBA and said that he is currently the Vice President of the Washington Township Board of Education. Mr. Abbott reviewed events that are offered to the Board members through the NJSBA.

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CORRESPONDENCE - None

COMMITTEE APPOINTMENTS

Motioned by Board Member Walker
Second by Board Member Savage

“That the following board members serve on committees as listed (committee chairperson is listed first):

Committee	Board Members
Finance/Insurance	L. Schultz*, E. Powell, D. Powell
Education	M. Koniecki*, D. Powell, L. Schultz
Athletic & Extra-Curricular Activities	E. Powell*, L. McConnell, B. Savage
Legislation/Internal Policies	D. Powell*, B. Savage, L. McConnell
Property/Supply	L. McConnell*, M. Koniecki, E. Powell
Personnel	B. Savage*, L. Schultz, M. Koniecki
*Indicates Committee Chairperson”	

Motion Approved, 7-0-0

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:

Wednesday, January 10, 2018 Re-Organization Meeting
Wednesday, January 10, 2018 Regular Meeting”

Motion Approved, 7-0-0

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:

Wednesday, January 10, 2018 - 8:33 pm”

Motion Approved, 7-0-0

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

Motioned by Board Member Schultz

Second by Board Member Savage to approve the following motions:

“That all line-item transfers be approved for the month of December 2017.”

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

“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 December 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.”

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

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

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

“That the Pitman Board of Education approves the settlement agreement between the Pitman School District and Health Care Consultants, Inc., a New Jersey Corporation doing business as Newborn Nurses (“Newborn Nurses”).”

Motions Approved, 7-0-0

EDUCATION COMMITTEE – Koniecki, D. Powell, Schultz

Board Member Koniecki reported on Student Statistics for January 2018.

Date	Elementary	Middle	High	Out of District	Alternate	Total
1/31/18	601	302	399	22	0	1324
1/31/17	631	308	406	20	2	1367
12/31/17	603	300	400	22	0	1325

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Suspensions/Reasons:

Inappropriate Behavior:	7
Lateness:	1
Fighting	2

HIB

Reported:	0
Confirmed:	0

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

Motioned by Board Member Koniecki

Second by Board Member E. Powell 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 revisions to the district Health/Physical Education curriculum. Documents on file in the Board of Education Office.”

“That the Pitman Board of Education approves the submission of the School Improvement Award Action Plan for the 2017/2018 school year.”

“That the Pitman Board of Education retroactively approves the following out of district placement by the Special Services Department effective February 9, 2018 through June 21, 2018 for the 2017/2018 school year:

Student ID#	Placement	Tuition Cost	Additional Services
1036332218	Burlington Township Special Services School District	\$45,136.00	N/A”

“That the Pitman Board of Education approves EI US, LLC to provide educational services for the 2017/2018 school year.”

Motions Approved, 7-0-0

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

Motioned by Board Member E. Powell

Second by Board Member McConnell to approve the following motions:

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“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*):

Name	Position	Amount
<i>Matthew Healy</i>	Baseball Varsity Head Coach	\$6,571.00
<i>Robert Cressman</i>	Baseball JV Assistant Coach	\$5,255.00
Paul Seiter	Baseball Freshman Coach	\$4,473.00
<i>Carrie Schwank</i>	Softball Varsity Head Coach	\$6,571.00
Rachel Cressman	Softball JV Assistant Coach	\$5,255.00
Fred Georgette	Tennis Boys Varsity Head Coach	\$5,962.00
<i>Matthew Newcomb</i>	Track & Field Boys Varsity Head Coach	\$6,571.00
<i>Daniel Miller</i>	Track & Field Boys Varsity Assistant Coach	\$5,255.00
<i>Matthew Elmuccio</i>	Track & Field Girls Varsity Head Coach	\$6,571.00
<i>Robert Tender</i>	Track & Field Girls Varsity Assistant Coach	\$5,255.00
Stephen Belh	Golf Varsity Head Coach	\$5,962.00”

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

Name	Position
<i>Vincent Chiaro</i>	Baseball Varsity Coach’s Aide
Anthony Corma	Baseball Varsity Coach’s Aide
Kevin Gibbs	Baseball Varsity Coach’s Aide
Harry Armstrong	Baseball Varsity Coach’s Aide
Drew Davenport	Baseball Varsity Coach’s Aide
Linda Gipe	Softball Varsity Coach’s Aide
Erin Summers	Softball Varsity Coach’s Aide
Deborah Slenkamp	Tennis Coach’s Aide
Thomas Slenkamp	Tennis Coach’s Aide
Pat Collins	Track and Field Coach’s Aide
Glinnie Elmore	Track and Field Coach’s Aide
Evan Hopkins	Track and Field Coach’s Aide
Ken Decker	Track and Field Coach’s Aide
<i>Daniel Ward</i>	Track and Field Coach’s Aide
Geoffrey Young	Golf Coach’s Aide”

“That the Board of Education approves the following Extra Service contract 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>Paul Blass</i>	Mock Trial	\$1,000.00”

Motions Approved, 7-0-0

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

Motioned by Board Member D. Powell

Second by Board Member Savage to approve the following motions:

“That **Policy 3437 (Revised) and Policy 4437 (Revised)** be approved for second reading.”

“That **Regulation 5460.1 (M) (Revised)** be approved for second reading.”

“That **Policy/Regulation 7101 (M) (Revised)** be approved for second reading.”

“That **Policy 7012 (Revised)/Regulation 7102 (New)** be approved for second reading.”

“That **Policy 7130 (Revised)** be approved for second reading.”

“That **Policy 7425 (New)** be approved for second reading.”

“That **Policy/Regulation 7440 (M) (Revised)** be approved for second reading.”

“That **Policy/Regulation 7441 (M) (Revised)** be approved for second reading.”

“That **Policy 8507 (M) (Revised)** be approved for second reading.”

“That **Policy/Regulation 8630 (M) (Revised)** be approved for second reading.”

“That **Policy 0169.02 (New)** be approved for first reading.”

Motions Approved, 7-0-0

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

Motioned by Board Member McConnell

Second by Board Member Schultz to approve the following motions:

“That the Pitman Board of Education enters into Jointure Agreement with Delsea Regional High School District for the following routes for the 2017/2018 school year:

<u>Route #</u>	<u>Destination (September 1, 2017 - June 30, 2018)</u>	<u>Cost</u>
SP01	Abilities Center	\$ 9,634.00
SP02	YALE, Cherry Hill	\$12,615.00
SP05	Bankbridge South	\$29,436.00
SP09	Career Center	\$29,436.00
SP12	Bancroft	\$22,077.00
SP15	St. John of God	\$22,077.00

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AC01	GCSSSD – GCIT Full Time Academies	\$46,774.00
AC03	GCSSSD – GCIT Full Time Academies	\$61,166.00”

“That the Board of Education approves membership in the National Cooperative Purchasing Alliance (NCPA) for the cooperative purchasing of goods and services.”

“That the Board of Education accepts the approval from the County Office for the emergency waiver under N.J.S.A. 18A-7 and N.J.A.C. 5:34-6.1 for the sewer main break at Walls School.”

“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:

\$30,719.03 for 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, 7-0-0

PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

Motioned by Board Member Savage

Second by Board Member Schultz to approve the following motions:

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

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“That the Pitman Board of Education retroactively approves the leave of absence for Katherine Hoh, Teacher at W.C.K. Walls School, as follows:

Medical Leave of Absence – beginning January 5, 2018 through February 16, 2018 (sick days) and returning February 20, 2018.”

“That the Pitman Board of Education retroactively approves the family medical leave of absence for Lisa DePiano, Secretary at W.C.K. Walls School, as follows:

Family Medical Leave Act (FMLA) – Intermittent leave beginning January 8, 2018 through April 2, 2018.”

“That the Pitman Board of Education retroactively approves the placement of Scott Bates, Director of Special Services, on an indefinite leave of absence effective January 24, 2018.”

“That the Pitman Board of Education approves the amended leave of absence for Megan Hee, Teacher at Memorial School, as follows:

Child-Rearing Leave of Absence - beginning March 1, 2018 through March 27, 2018 (sick days with pay) and April 3, 2018 through June 1, 2018 (unpaid FMLA) and returning June 4, 2018.”

“That the Pitman Board of Education retroactively approves the amended leave of absence for Stephen Hare, Teacher at Pitman Middle School, through March 9, 2018.”

“That the Pitman Board of Education approves the amended leave of absence for Stacie Streater, Part Time Special Education Aide at Memorial School, through April 13, 2018.”

“That the Pitman Board of Education approves the amended appointment of Marilyn Hicks, substitute Part Time Instructional Aide at Memorial School, through April 13, 2018.”

“That the Pitman Board of Education approves the unpaid leave of absence for Melissa Tunis, Guidance Counselor at Pitman High School, as follows:

Unpaid Leave of Absence – Beginning April 23, 2018 through June 30, 2018 and returning September 1, 2018.”

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

Child-Rearing Leave of Absence - beginning May 29, 2018 through June 18, 2018 (sick days with pay) and September 1, 2018 through December 7, 2018 (unpaid FMLA) and returning December 10, 2018.”

“That the Pitman Board of Education retroactively approves the appointment of Amanda Seal, BSI Math Replacement Teacher at Pitman Middle School, effective on or about February 1, 2018 through on or

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about February 15, 2018, for the 2017/2018 school year, at a prorated salary of \$47,372.00 BA/Step 1 with benefits, 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 Amanda Seal, BSI Math Replacement Teacher at Pitman Middle School, effective February 15, 2018.”

“That the Pitman Board of Education retroactively approves the appointment of Michael Kenney, BSI Math Teacher at Pitman Middle School, for the 2017/2018 school year effective on or about February 12, 2018 through June 30, 2018, for the 2017/2018 school year, at a prorated salary of \$47,372.00 BA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA. Funded through Title I SIA Part A Grant.”

“That the Pitman Board of Education approves the appointment of Kristi Tamasitis, Third Grade Replacement Teacher at Memorial School, effective on or about February 22, 2018 through on or about June 1, 2018, for the 2017/2018 school year at a prorated salary of \$51,649.00 MA/Step 1 with benefits, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”

“That the Pitman Board of Education approves the following teachers as mentors for first year teachers for the of the 2017/2018 school year with the approved rate:

Mentor	Mentoree	Amount
Jeffrey Smith	Michael Kenney	\$550.00 (prorated)
Jennifer Massari	Kristi Tamasitis (Replacement Teacher)	\$550.00 (prorated)”

“That the Pitman Board of Education approves the appointment of Mary Jane Davenport, Part Time Lunchroom Aide at Kindle School, effective on or about February 23, 2018 through June 30, 2018 for the 2017/2018 school year, 3 hours per week, at an hourly rate of \$9.00 (timesheets). Salary in accord with the negotiated agreement with the PEA.”

“That the Pitman Board of Education approves the appointment of Frank Fragale, Interim Supervisor of Special Services for the Pitman School District, up to 25 hours per week, (no benefits) at an hourly rate of \$70.00 per hour, effective on or about February 22, 2018 through March 31, 2018, for the 2017/2018 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 Michelle Tucci, Science Teacher at Pitman Middle School, effective on or about April 23, 2018 (pending early release) through June 30, 2018, for the remainder of the 2017/2018 school year, at a prorated salary of \$79,549.00, MA/Step 16 with benefits, and also be approved for emergent hiring (if necessary) as per N.J.S.A. 18A-6-7 et. seq.,

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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.”

Motions Approved, 7-0-0

After the roll call was taken there was an applause from the audience.

OLD BUSINESS

Borough of Pitman Highlights

Dr. McAleer updated the Board on new advertising for the school district through opportunities offered through the Pitman Borough. He gave examples such as the borough newsletter, the Chamber of Commerce’s app and downtown window displays.

Public Relations Ad-Hoc Committee

Board Member Koniecki distributed a draft outline of a communications plan. She reviewed the time-line of each item.

NEW BUSINESS

CSA Evaluations

Board Member Walker reviewed some of the changes to the CSA Evaluations with the Board.

Board Meeting Schedule

Dr. McAleer told the Board that with the delay of state aid notice, the March Board Meeting will be moved from March 14 to March 21, 2018.

BOE Ethics Form

Mrs. Roncace reminded the Board to complete the on-line disclosure ethics form.

Harassment Policy

Dr. McAleer reviewed the procedures outlined in the current harassment policy. The Board will discuss further at the next meeting.

Music Honor Society

Board Member Koniecki told the Board that she had attended the Music Honor Society Induction.

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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.

Lisa Bonamo asked if the individual schools will be supporting students on walk-out demonstrations that may occur in the near future.

Dr. McAleer stated that the administration will need to see what transpires with the scheduled demonstrations.

ADJOURNMENT

Motioned by Board Member Savage
Second by Board Member E. Powell

“That the meeting is adjourned at 9:25 pm.”

Motion Approved, All in Favor

Respectfully Submitted by:
Deborah J. Roncace, Board Secretary