

AGENDA

PITMAN BOARD OF EDUCATION

DECEMBER 11, 2019

Regular Meeting – Wednesday, December 11, 2019 – convenes at 6:30 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 6:30 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

Naviance Software - High School
Staff Spotlight
American Education Week – Annual Shadowing Experience

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, November 20, 2019”

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, November 20, 2019 - 7:00 pm
Wednesday, November 20, 2019 - 8:37 pm”

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FINANCE & FACILITIES COMMITTEE – Uyehara, Walker, Savage (Committee Report - Mr. Uyehara)

1. Suggested motion – “That all line-item transfers be approved for the month of November 2019.”
2. Suggested motion – “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2019. 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.”
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 November 2019, 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 November 2019. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of November 2019.”
5. Suggested motion – “That all bills are properly approved and certified to be paid.”
6. Suggested motion – “That the Student Fund Report be accepted and approved for the month of November 2019.”
7. Suggested motion - “That the Pitman Board of Education approves the submission of the 2019/2020 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance to the County Office of Education.”
8. Suggested motion - “That the Pitman Board of Education approves the education services agreement between the Pitman Board of Education and Educere for the 2019/2020 school year.”
9. Suggested motion - “That the Pitman Board of Education enters into Joint Transportation Agreements with the following district(s) for the 2019/2020 school year:

District	Route(s)	Destination (9/5/19-6/30/20)	Cost
Delsea Regional	AC01	GCIT	\$27,918.00”

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10. Suggested motion - “That the Pitman Board of Education accepts the donation of two Fender Telecaster guitars (complete with amplifier, strap(s), and all the needed plug-in and cords) from Jefferson Health. The estimated worth of each guitar is approximately \$220.00.”

CURRICULUM & INSTRUCTION COMMITTEE – Savage, Koniecki, Powell
(Committee Report - Ms. Savage)

1. Student Statistics November 2019

Date	Elementary	Middle	High	Out of District	Alternate	Total
11/30/19	570	316	356	24	0	1266
11/30/18	576	308	381	23	0	1288
10/31/19	568	315	353	24	0	1260

Suspensions/Reasons:

Inappropriate Behavior 1

HIB

Reported: 1
Confirmed: 0

2. Fire and Lockdown Drills for the month of November 2019.

School	Date	Time of Drill	Type of Drill	Persons in Building	Persons Participating	Weather Conditions	Time Required
High School	11/19/19	2:15 PM	Fire	389	389	Cloudy 50°	1:09 minutes
	11/27/19	9:00 AM	Shelter in Place	380	380	Cloudy 52°	8 minutes
Middle School	11/21/19	1:30 PM	Evacuation	346	346	Sunny 55°	8 minutes
	11/27/19	9:36 AM	Shelter in Place	352	352	Cloudy 56°	9 minutes
Kindle School	11/20/19	8:50 AM	Fire	201	201	Cloudy 44°	1.5 minutes
	11/26/19	2:06 PM	Lockdown	201	201	Sunny 62°	1.5 minutes
Memorial School	11/5/19	10:00 AM	Fire	218	218	Cloudy 59°	3 minutes
	11/20/19	9:35 AM	Evacuation	210	210	Cloudy 44°	3 minutes
Walls School	11/20/19	2:20 PM	Evacuation/Non-Fire	245	245	Partly Sunny 51°	6 minutes
	11/26/19	1:15 PM	Fire	242	242	Sunny 61°	7 minutes

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3. Suggested motion – “That additions to the Substitute List for the 2019/2020 school year be approved.
4. 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.”
5. Suggested motion – “That the Board of Education approves all field trips as submitted.”
6. Suggested motion - “That the Pitman Board of Education approves the Use of Facilities as attached.
7. Suggested motion - “That the Pitman Board of Education approves the extension of homebound instruction for the below listed student(s) as follows:

Student ID#	Hours of Instruction	Duration	Fee
9670259538	10 hours/week	9/26/19-11/13/19 (approved on 10/9/19) to be extended through 12/20/19	\$36.00/hr.
7903094692	5 hours/week	12/5/19-TBD	\$36.00/hr

8. Suggested motion – “That the Pitman Board of Education approves the appointment of Jennifer Totoro, Replacement Science Teacher at Pitman Middle School, effective on or about December 2, 2019 through on or about February 7, 2020, (pending receipt of proper paperwork) for the 2019/2020 school year, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association (approved on November 20, 2019 - rate for day 11 to day 20 *revised* to \$90.00 per day).

\$85.00 per day up to 10 days
 \$90.00 per day from day 11 to day 20
 \$191.25 per day (75% of the per diem rate of BA/Step 1 -
 \$47,497.00, no benefits - timesheets)”

9. Suggested motion - “That the Pitman Board of Education approves the appointment of Kelly Lynd, as a per diem Substitute Art Teacher at Pitman High School, effective on or about January 2, 2020 through January 30, 2020, for the 2019/2020 school year (timesheets) (approved on November 20, 2019 - rate for day 11 to day 20 *revised* to \$90.00 per day).

\$85.00 per day up to 10 days
 \$90.00 per day from day 11 to day 20”

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10. Suggested motion – “That the Pitman Board of Education approves the following teacher as mentor for first year teacher effective January 31, 2020, for the of the 2019/2020 school year, with the approved rate:

Mentoree	Mentor	Amount
Kelly Lynd Art Teacher/High School	Kandice Hanrahan	\$1,000.00 (Alternate Route) prorated”

11. Suggested motion — “That the Pitman Board of Education approves the following out of district placement by the Special Services Department for the 2019/2020 school year:

Student ID	Placement	Tuition Cost	One on One Aide
5626752185	Swedesboro-Woolwich	\$21,670.00	\$24,624.00”

12. Suggested motion - “That the Pitman Board of Education approves the articulation agreement with Camden County College on a series of courses at Pitman High School (High School Plus Program) for the 2019/2020 school year.”
13. Suggested motion -“That the Pitman Board of Education approves the Pitman High School Baseball Program trip to Cooperstown, NY on Friday, April 24, 2020, returning Saturday, April 25, 2020, cost of trip to be covered by fundraising.”
14. Suggested motion – That the Pitman Board of Education approves the substitute pay rates effective January 1, 2020, for the 2019/2020 school year as follows:

Position	Rate
Licensed Nurse (RN)	\$175.00/day
Custodian	\$12.00/hour
Maintenance/Grounds	\$12.00/hour
Secretary	\$11.00/hour
Cafeteria Aides	\$11.00/hour
Instructional or Library Aides	\$11.00/hour
Food Service	\$11.00/hour
Teacher	\$85.00/day for up to 10 school days of continuous service in the same position. \$90.00/day from day 11 until day 20 continuance service in the same position. 75% of the per diem rate of BA/Step 1 teacher per day from day 21 of continuous service in the same position provided that the substitute holds minimally a Certificate of Eligibility appropriate for the position. For long-term

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	scheduled (beyond three months) replacement teacher positions, the per diem rate will be at the recommendation of the Superintendent of Schools. Benefits may also be included at the discretion of the Superintendent of Schools.
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COMMUNICATION & POLICY - Conley, Wilson-Doherty, Powell

1. Policy/Regulation 3218 Use, Possession, or Distribution of Substances (M) (Revised)

Info: This policy and regulation now indicate in the event the results of a medical examination and substance test are not provided to the Superintendent, the Board will treat the test as a positive result for substances. (This will avoid an issue in which a staff member blocks a laboratory from turning over test results legally ordered by the district because doing so will result in the presumption the staff member tested positive and was under the influence.)

Suggested motion - "That Policy/Regulation 3218 (M) (Revised) be approved for **first** reading."

2. Policy/Regulation 4218 Use, Possession, Distribution of Substances (M)(Revised)

Info: This policy and regulation now indicate in the event the results of a medical examination and substance test are not provided to the Superintendent, the Board will treat the test as a positive result for substances. (This will avoid an issue in which a staff member blocks a laboratory from turning over test results legally ordered by the district because doing so will result in the presumption the staff member tested positive and was under the influence.)

Suggested motion - "That Policy/Regulation 4218 (M)(Revised) be approved for **first** reading."

3. Policy 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)

Info: This Policy is mandated for all school districts that transport students in a school vehicle that requires the driver to have a commercial driver's license and for school districts with employees who operate a school vehicle that requires a commercial driver's license. There is also new language on pre-employment alcohol screening for school bus drivers.

Suggested motion - "That Policy 4219 (M) (Revised) be approved for **first** reading."

4. Policy 8600 Student Transportation (M)(Revised) Regulation 8600 Student Transportation (Revised)

Info: This Policy and Regulation address the following legislation P.L. 2018, c. 118 (N.J.S.A 39:3B-10), P.L. 2018, c. 159 (N.J.S.A. 39:3B-27), and P.L 2019 c. 43 (N.J.S.A. 39:3B-2 and 2.1). N.J.S.A 39:3B-10 requires all buses manufactured 180 days after August 25, 2018 to be equipped with certain safety specifications. N.J.S.A. 39:3B-2 requires every bus to display signs or legends which will inform other drivers of the law with respect to passing a bus while it is loading or unloading. N.J.S.A. 39:3B-2 also

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requires the Board to place signage on the rear of all school buses providing school district contact information to the public for reporting misconduct by the bus driver while he or she is operating the school bus to school district officials.

Suggested motion - "That Policy/Regulation 8600 (M)(Revised) be approved for **first** reading."

5. **Policy/Regulation 1642 Earned Sick Leave Law (M) (New)**

Info: This Policy and Regulation addresses new requirements for all persons employed in schools to accrue earned sick leave.

Suggested motion - "That Policy/Regulation 1642 (M)(New) be approved for **second** reading."

6. **Policy 3519 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)**

Info: This policy incorporates a new law, P.L. 2019, c. 46 (N.J.S.A. 18A:6-38.5), which indicates in the event a Board of Education determines a teaching staff member has failed to report an incident of child abuse, pursuant to a tenure charge finding or the teaching staff member's conviction for a disorderly persons violation pursuant to N.J.S.A. 9:6-8.14, the Board is now required to submit a report outlining their findings to the State Board of Examiners. The report will be reviewed by the Board of Examiners to determine if the teaching staff member's failure to report warrants the revocation or suspension of a certificate.

Suggested motion - "That Policy 3519 (M) (Revised) be approved for **second** reading."

7. **Policy/Regulation 6112 Reimbursement of Federal and Other Grant Expenditures (M)(Revised)**

Info: The American Recovery and Reinvestment Act (ARRA) requires school districts to have a formal Board approved policy concerning requests for reimbursement by Federal grants to be submitted to the New Jersey Department of Education (NJDOE) for review. The NJDOE has published a revised policy and procedure guidance which necessitated revisions in this Policy and Regulation. Changes include:

reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds, no longer by the last calendar day of the month in which the request was made; and the \$50,000 threshold for submitting amendment applications has been removed leaving the only threshold as more than 10% of the total award.

Suggested motion - "That Policy/Regulation 6112 (M)(Revised) be approved for **second** reading."

8. **Policy/Regulation 7440 School District Security (M)(Revised)**

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Info: P.L. 2019, c. 33 known as “Alyssa’s Law” (N.J.S.A. 18A:41-10 through 13) was approved on February 6, 2019 and requires school districts to equip each public elementary and secondary school building with at least one “panic alarm” school security system effective September 1, 2019. The law mandates the “panic alarm” security system be directly linked to local law enforcement authorities, capable of transmitting a signal or message to the authorities, and not be audible within the school building. In addition, P.L. 2019, c. 106 (N.J.S.A. 18A:41-7.1) was approved on May 10, 2019 and was effective immediately. This new law requires the Board or Superintendent to provide local law enforcement copies of current blueprints and maps of all schools and school grounds in the district and to provide revised copies to law enforcement upon any changes.

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

9. **Policy 8630 Bus Driver/Bus Aide Responsibility (M)(Revised)**
Regulation 8630 Emergency School Bus Procedures (M)(Revised)

Info: This Policy and Regulation include a new statute, N.J.S.A. 18A:39-19.6. The new law requires that within one business day after the Commissioner of Education notifies a Board of Education that a school bus driver employed by the Board has had their bus driver’s license suspended or revoked by the New Jersey Motor Vehicle Commission (NJMVC), the Board is required to provide a statement to the New Jersey Department of Education (NJDOE) that the school bus driver is no longer operating a school bus for the Board of Education. A safety education program must be administered twice per calendar year for school bus drivers and school bus aides. Additionally, a school bus driver over a certain age must submit a medical examination and screening to a Board of Education before being permitted to begin or continue their employment.

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

10. **Policy 8670 Transportation of Special Needs Students (M)(Revised)**

Info: This Policy changed the wording from “disabled” to “special needs” when referring to a student with disabilities.

Suggested motion - “That Policy 8670 (M)(Revised) be approved for **second** reading.”

11. **Policy 9210 Parent Organizations (Revised)**

Info: Policy 9210 has been updated and is intended to provide guidance to a Board of Education regarding parent organizations and their involvement in the school district. This Policy has been revised to require Superintendent or designee approval, rather than Board approval, for parent organizations that organize students, sponsor activities, or solicit moneys in the name of the school district or a school in the district. A Board does not have to make this recommended revision if the Board’s practice has been to receive and approve parent organization requests. The Policy has also been revised to indicate a parent organization is independent from the Board of Education and Board of Education and/or district staff members are not responsible for the activities of a parent

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organization. The revised Policy also indicates the representatives of a parent organization must comply with all applicable Board policies.

Suggested motion - "That Policy 9210 (Revised) be approved for **second** reading."

12. **Policy 9400 Media Relations (Revised)**

Info: This Policy establishes protocols for school district staff members communicating with the media regarding school business. The existing Policy requires the Superintendent to designate a staff member to communicate with the media regarding school district related business as a representative of the Board. The existing Policy was not intended to interfere with a staff member's First Amendment rights to speak on their own behalf as a private citizen. Policy 9400 has been revised to clarify that a staff member is not required to receive prior authorization from the Superintendent or designee to communicate with the media regarding school business provided the staff member indicates they are communicating on their own behalf as a private citizen and not as a representative of the Board.

Suggested motion - "That Policy 9400 (Revised) is approved for **second** reading."

OLD BUSINESS

NEW BUSINESS

PUBLIC HEARING – (15 minutes)

EXECUTIVE SESSION – if necessary

ADJOURNMENT

The next Board of Education Meeting is scheduled for Wednesday, January 8, 2020 (Re-organization and Regular Meetings) 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.