

AGENDA

PITMAN BOARD OF EDUCATION

JANUARY 10, 2018

Regular Meeting – Wednesday, January 10, 2018 – convenes immediately after the completion of the Re-Organization Meeting.

PRESENTATIONS

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.

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, December 13, 2017](#)”

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, December 13, 2017 - 6:00 pm & 8:30 pm](#)”

FINANCE & INSURANCE COMMITTEE –

1. Suggested motion – “That all line-item transfers be approved for the month of November 2017.”

[\(Backup materials F&IC-1\)](#)

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 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.”

[\(Backup materials F&IC-2\)](#)

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 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.”

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

[\(Backup materials F&IC-3\)](#)

5. Suggested motion – “That all bills are properly approved and certified to be paid.”

[\(Backup materials F&IC-4\)](#)

6. Suggested motion – “That the Student Fund Report be accepted and approved for the month of December 2017.”

[\(Backup materials – F&IC-5\)](#)

7. Suggested motion – “Approve the submission of an amended ESSA application and accept an allocation of \$28,941.00) Title I School Improvement Award) for fiscal year 2018.”

EDUCATION COMMITTEE –

1. Student Statistics December 2017

Date	Elementary	Middle	High	Out of District	Alternate	Total
12/31/17	603	300	400	22	0	1325
12/31/16	632	308	406	20	2	1368
11/30/17	601	300	399	22	0	1322

Suspensions/Reasons:

Inappropriate Behavior: 3
Fighting 2
HIB 1

[\(Backup materials EC-1\)](#)

HIB

Reported: 2
Confirmed: 2

[\(Backup materials EC-2\)](#)

2. Fire and Lockdown Drills for the month of December 2017.

[\(Backup materials EC-3\)](#)

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3. 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.”

[\(Backup materials EC-4\)](#)

4. Suggested motion – “That the Board of Education approves all field trips as submitted.”

[\(Backup materials EC-5\)](#)

5. Suggested motion – “That the Pitman Board of Education retroactively approves the homeless tuition contracts for the following incoming students effective September 19, 2017 through the 2017/2018 school year:

Student ID#	Receiving District	Tuition Cost
9055850731	Monroe Township School District	\$11,840.00
9494280918	Monroe Township School District	\$20,000.00
1018495856	Pine Hill School District	\$20,000.00
1407531925	Pine Hill School District	\$11,840.00”

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

ID#	Hours of Instruction
8011435280	5 hours per week
3007979039	5 hours per week”

7. Suggested motion – “That the Pitman Board of Education approves the following for student teacher placement during the 2017/2018 school year:

Name/University	Co-Operating Teacher/Supervisor	Dates	Location
Kristen Tiroly Temple University	Cynthia Vidal	1/16/18 – 3/9/18	W.C.K. Walls School”

8. Suggested motion – “That the Pitman Board of Education approves the following students from Rowan University for STREAM 1 – Clinical Experience one day a week (Thursdays) from 9:00 AM to 3:00 PM on the following dates: 1/25/18, 2/1/18, 2/15/18, 2/22/18, 3/1/18, 3/8/18, 3/22/18, 3/29/18, 4/5/18, and 4/12/18:

Name	Co-Operating Teacher(s)	Location
Alter, Rebekah Ginotti, Madison	Anne Himmer/Grade K	Memorial School
Griggs, Jada Hagen, Olivia	Lisa Lyons/Grade K	Memorial School

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Horan, Kayla Horn, Emily	Dare Euler/Grade 4	Memorial School
Isabella, Haley Jones, Zachary	Laurie Boyle/Grade 4	Memorial School
Kopec, Amy Loomis, Alexis	Alice DeTolla/Grade 5	Memorial School
Mallon, Julia Miceli, James	Danielle Prickett/Grade 3	Kindle School
Miller, Sarah Nahm, Crystal	Allyson Horowitz/Grade 2	Kindle School
Nana, Alice Patsko, Cal	Janine Morrison/Grade 1	W.C.K. Walls School
Santos, Daniela Urion, Casey	Carrie Parkin/Grade 1	W.C.K. Walls School”

9. Suggested motion – “That the Pitman Board of Education approves the following students from Rowan University for field experience (Music) on Tuesday, March 20, 2018 from 8:00 AM – 12:00 PM:

Name	Co-Operating Teacher(s)	Location
Bonnie Callahan Amanda Chiaro Zebadiah Coombs Irvel Jean Caela Johnson Ryan McAteer	Cynthia Vidal	W.C.K. Walls School”

ATHLETIC & EXTRA-CURRICULAR ACTIVITIES COMMITTEE –

1. Suggested motion—“That the Pitman Board of Education moves to rescind the following extra-service contract:

Middle School		
<i>Roland Rossi</i>	MS After-School Detention Proctor (.5)	\$1,383.00”

2. Suggested motion - “That the Board of Education approves the following Extra Service Contracts for the 2017/2018 school year. Stipend in accord with the agreement with the Pitman Education Association (*Italics – In-house*):

Middle School		
<i>Nicole Beach</i>	6 th Grade Class Advisor	\$ 845.00
<i>Jennifer Cuesta</i>	MS After-School Detention Proctor (.5)	\$1,383.00”

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LEGISLATION & INTERNAL POLICIES COMMITTEE –

1. **Information: Policy 2700 Services to Non-Public School Students (M) (Revised)**

Policy 2700 has been revised to incorporate revisions in statute regarding services to be provided to non-public schools. These revisions, although not significant, were extensive and in lieu of updating this Policy with numerous revisions, the new Policy replaces the existing one. There is nothing in the new code and Guide that requires any new or additional responsibilities for a district with a non-public school located in the school district.

Suggested motion – “That **Policy 2700 (M) (Revised)** be approved for second reading.”

2. **Information: Policy/Regulation 7100 Long-Range Facilities Planning (M) (Revised)**

Policy and Regulation 7100 have been revised to be consistent with N.J.A.C. 6A:26-2.1, 6A:26-2.2, and 6A:26-2.3 regarding long-range facilities plans. The Regulation has been updated to provide more detailed guidance regarding long-range facilities plans.

Suggested motion – “That **Policy/Regulation 7100 (M) (Revised)** be approved for second reading.”

3. **Information: Policy 7300 Disposition of Property (Revised)**

Policy 7300 – Disposition of Property and corresponding Regulation Guides 7300.1 – Disposition of Instructional Property, 7300.2 – Disposition of Real Property, 7300.3 – Disposition of Personal Property, and 7300.4 – Disposition of Federal Property have been revised to incorporate minor revisions in the administrative code over the past several years. The revision also clarifies the district procedure to dispose of scrap or waste school district personal property after there are no bids for the property after a public or a private sale.

Suggested motion – “That **Policy 7300 (Revised)** be approved for second reading.”

4. **Information: Regulation 7300.1 Disposition of Instructional Property (Abolished)**

This Regulation outlines the procedure for disposal of instructional school district property which was the same procedure required for the disposal of school district personal property as outlined in Regulation 7300.3 – Disposal of Personal Property. Therefore, it is abolished.

Suggested motion – “That **Regulation 7300.1** is abolished.”

5. **Information: Regulation 7300.2 Disposition of Land (Revised)**

Regulation 7300.2 has been revised to incorporate revisions in the administrative code. State agency names have been updated, additional details on the procedures to be used to dispose of real property have been included. The title “Disposition of Real Property” has been changed to “Disposition of Land” as “land” is in the administrative code title N.J.A.C. 6A:26-7.4.

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Suggested motion – “That **Regulation 7300.2 (Revised)** be approved for second reading.”

6. **Information: Regulation 7300.3 Disposition of Personal Property (Revised)**

Regulation Guide 7300.3 has been revised to incorporate revisions in the administrative code. The revisions to this Guide are the addition of a procedure for disposing textbooks as required by N.J.S.A. 18A:34-3, a district procedure to dispose of scrap or waste school district personal property, and requiring Board approval for the sale of any personal property at private sale after a public sale. This Regulation Guide is recommended as it provides comprehensive guidance when a school district needs direction on disposal of school district personal property.

Suggested motion – “That **Regulation 7300.3 (Revised)** be approved for second reading.”

7. **Information: Regulation 7300.4 Disposition of Federal Property (Revised)**

Regulation 7300.4 has been revised to incorporate revisions in the Federal requirements to dispose of property purchased with Federal funds and used in Federal programs. There have been several material revisions including some additional definitions: reference to the Federal “Uniform Grant Guidance” as the current source of the Federal requirements for disposition of Federal property in schools; and providing separate disposition procedures for Federal equipment, supplies, and real property as outlined in the Uniform Grant Guidance

Suggested motion – “That **Regulation 7300.4 (Revised)** be approved for second reading.”

[\(Backup materials L&IPC-1\)](#)

8. **Information: Policy 0169.02 Board Member Use of Social Networks (New)**

This Bylaw 0169.02 has been developed to provide policy to Board members that is consistent with School Ethics Commission decisions and Advisory Opinions. A Board member’s conduct, including conduct on social networks, could result in a violation of the School Ethics Act resulting in sanctions to the Board member and consequences to the Board of Education. Bylaw 0169.02 for Board members does not infringe on any 1st Amendment Rights regarding the personal use of a Board member’s personal computer as the Bylaw does not prohibit such activity, but provides guidance regarding certain personal activity on social networks.

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

9. **Information: Policy 3437 (Revised) and Policy 4437 Military Leave (Revised)**

Policies 3437 and 4437 regard recent clarification about the Board’s payment of an employee’s salary while the employee is serving “active duty” in a branch of the Federal or State military. Only a full-time temporary officer or employee who has served the district less than one year does not have to be paid for military service while a permanent officer or employee is required to be paid. In addition, some language has been added to align with applicable statutes and codes.

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Suggested motion – “That **Policy 3437 (Revised) and Policy 4437 (Revised)** be approved for first reading.”

10. **Information: Regulation 5460.1 High School Transcripts (M) (Revised)**

This regulation 5460.1 provides the information that shall be maintained as a part of a ninth grade through graduation transcript. It has been revised to include the list of updated transcript information outlined in N.J.A.C. 6A:8-4.2. Although discipline records must be sent to other public and private schools when a student transfers from one school to another in accordance with N.J.S.A. 18A:36-19a, N.J.A.C. 6A:16-7.8, there is no statute or code requiring disciplinary records be included on a student’s transcript or other records sent by a high school in the college application process. Therefore, the revised Regulation indicates discipline records may only be forwarded by the high school to a college or university with the consent of the parent or adult student.

Suggested motion – “That **Regulation 5460.1 (M) (Revised)** be approved for first reading.”

11. **Information: Policy/Regulation 7101 Educational Adequacy of Capital Projects (M) (Revised)**

Policy and Regulation 7101 have been revised to align with revisions in N.J.A.C. 6A:26 – Educational Facilities. These revisions address the process for a school district to receive approval for capital projects, State agency and/or department names have been updated, and an additional section for capital projects not subject to educational adequacy review.

Suggested motion – “That **Policy/Regulation 7101 (M) (Revised)** be approved for first reading.”

12. **Information: Policy 7102 (Revised)/Regulation 7102 (New) Site Selection and Acquisition**

This policy has been revised and the regulation is new. These align with N.J.A.C. 6A:26-7.1, 6A:26-7.2, and 6A:26-7.3 for the approval of the acquisition of land or approval for acquisition of existing facilities. The existing Policy 7102 was very detailed and read like a Regulation rather than a Policy. Therefore, the language in the existing Policy 7102 was updated to be more comprehensive in order to align with the new administrative code sections and was relocated into a new Regulation 7102.

Suggested motion – “That **Policy 7102 (Revised) /Regulation 7102 (New)** be approved for first reading.”

13. **Information: Policy 7130 School Closing (Revised)**

This policy has been updated providing more detailed information on the assurances a school district must provide to the New Jersey Department of Education and Executive County Superintendent to receive approval to close a school.

Suggested motion – “That **Policy 7130 (Revised)** be approved for first reading.”

14. **Information: Policy 7425 Lead Testing of Water in Schools (New)**

N.J.A.C. 6A:26-12.4 – Safe Drinking Water requires lead testing of water in schools. New Jersey school districts, charter schools, renaissance schools, educational services commissions, and approved private

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schools for students with disabilities were required to have the water in schools tested for lead by July 13, 2017. Policy 7425 has been developed and provides the lead testing requirements after July 13, 2017. Testing of water in schools is mandated by statute.

Suggested motion – “That **Policy 7425 (New)** be approved for first reading.”

15. **Information: Policy/Regulation 7440 School District Security (M) (Revised)**

Public Law 2017, Chapter 162, was approved and requires the Superintendent of Schools to designate a school administrator as the School Safety Specialist for the school district with supervision and oversight responsibilities for all school safety and security personnel and school safety policies/procedures in the school district. The School Safety Specialist shall also serve as the school district liaison with law enforcement. The new law requires the New Jersey Department of Education (NJDOE) to establish a School Safety Academy with specific tasks, including the development and implementation of a School Safety Specialist Certification Program. The School Safety Specialist will be required to obtain this certification. The law takes effect 180 days after July 21, 2017. School districts should appoint a School Safety Specialist before the end of January 2018. Regulation 7440 has been updated to incorporate the new School Safety Specialist requirements and the school district’s use of key control systems for access to school buildings

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

16. **Information: Policy/Regulation 7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)**

Public Law 2017, Chapter 119, was approved and requires a school district with at least one school building that is equipped with video surveillance equipment capable of streaming live video wirelessly to a remote location to enter into a Memorandum of Understanding (MOU) with local law enforcement providing the authorities the capacity to activate equipment and view the live streaming video. The new law, N.J.S.A. 18A:41-9, lists the minimum requirements of the MOU and states the County Prosecutor shall make a final determination should the district and law enforcement not be able to reach an agreement regarding any provision of the MOU. Districts that do not have equipment capable of streaming live video are not required to install such equipment. Policy and Regulation 7441 have been revised to incorporate the requirements of this new law. The revised Regulation lists the minimum statutory provisions that must be included in the MOU. The MOU, for those school districts that have at least one school with equipment capable of streaming live video wirelessly to a remote location, shall be effective 180 days from July 21, 2017.

Suggested motion – “That **Policy/Regulation 7441 (M) (Revised)** be approved for first reading.”

17. **Information: Policy 8507 Breakfast Offer Versus Serve (OVS) (M) (Revised)**

The New Jersey Department of Agriculture (NJDOA) wanted additional details on what food items a student must select in order for the meal to be eligible for a Federal reimbursement. Policy 8507 has been revised to incorporate this additional language.

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Suggested motion – “That **Policy 8507 (M) (Revised)** be approved for first reading.”

18. **Information: Policy 8630 Bus Driver/Bus Aide Responsibility (M) (Revised) and Regulation 8630 Emergency School Bus Procedures (M) (Revised)**

Policy and Regulation 8630 have been revised. N.J.S.A. 18A:39-19.3 – Administration of Training Program; Certification requires the “employer” to provide training for school bus drivers and aides. N.J.S.A. 18A:39-19.3.c. defines “employer” to mean a “Board of Education or a contractor that provides pupil transportation services under contract with a Board of Education.” Therefore, the training requirements outlined in N.J.S.A. 18A:39-19.3 for a district-employed school bus driver and bus aide and a contractor’s school bus driver and bus aide are the same. Policy 8630 has been revised to define “employer” and Regulation Guide Section A. – Staff Training has been revised to have “employer” replace “Board of Education” as both the Board and a bus contractor have the same responsibilities in the training required in N.J.S.A. 18A:39-19.3.

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

[\(Backup materials L&IPC-2\)](#)

PROPERTY & SUPPLY COMMITTEE –

1. Suggested motion - “That the Pitman Board of Education enters into Jointure Agreement with Gateway Regional High School District for the following route for the 2017/2018 school year:

<u>Route #</u>	<u>Destination (September 1, 2017 - June 30, 2018)</u>	<u>Cost</u>
1715	Field Trips & Sports	Apprx. \$50,000.00”

2. Suggested motion – “That the Pitman Board of Education accepts a donation of \$4,800.00 from the Lang family as a contribution towards the Joe Lang Field signage.”

PERSONNEL COMMITTEE -

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

[\(Backup materials PC-1\)](#)

2. Suggested motion – “That the Pitman Board of Education approves Patrick J. McAleer, Ed.D. Superintendent of Schools, as the district School Safety Specialist for the 2017/2018 school year.”
3. Suggested motion – “That the Pitman Board of Education approves the amended leave of absence for Carisa Rose, Child Study Team Secretary, as follows:

Child-Rearing Leave of Absence - beginning December 12, 2017 through January 31, 2018 (sick days with pay) and February 1, 2018 thru June 28, 2018 (unpaid FMLA) returning June 29, 2018.”

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4. Suggested motion – “That the Pitman Board of Education approves the appointment of Stacey McIlvaine, temporary Office Aide Child Study Team, effective on or about November 1, 2017 through June 28, 2018 for the 2017/2018 school year at a rate of \$13.01 per hour, 4 hours per day, (timesheets). Salary in accord with the negotiated agreement with the PEA.”
5. Suggested motion –“That the Pitman Board of Education retroactively approves an adjustment in salary for the following staff member(s) effective January 1, 2018:

Name	Location	Degree/Step	Salary
Jessica Morrone	High School	BA +30 Step 10 to MA Step 10	\$59,799.00”

6. Suggested motion – “That the Pitman Board of Education approves the appointment of Sarah Weng, 1:1 Nurse at Kindle School, effective on or about January 16, 2018 through June 30, 2018, for the remainder of the 2017/2018 school year at a prorated salary of \$57,722.00 BA/Step11 with benefits; at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the PEA.”
7. Suggested motion – “That the Pitman Board of Education terminates the employment contract of Roland Rossi, Teacher at Pitman Middle School, effective March 11, 2018.

OLD BUSINESS

NEW BUSINESS

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.

EXECUTIVE SESSION – *if necessary*

ADJOURNMENT

The next Board of Education Meeting is scheduled for Wednesday, February 21, 2018 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.