

AGENDA

PITMAN BOARD OF EDUCATION

OCTOBER 17, 2018

Regular Meeting – Wednesday, October 17, 2018 – convenes at 7:00 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 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.

OATH OF OFFICE

PRESENTATIONS

Introduction of New Staff Members
2017/2018 Violence and Vandalism Report
Student Assessment Performance 2017/2018

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, September 12, 2018”

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

FINANCE & INSURANCE COMMITTEE – Schultz, Uyehara, Powell

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

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2. Suggested motion – “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.”
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 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.”
4. Suggested motion – “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.”
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 September 2018.”

EDUCATION COMMITTEE – Koniacki, Powell, Schultz

1. 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

2. Fire and Lockdown Drills for the month of September 2018.

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

6. Suggested motion — “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”

7. Suggested motion – “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”

8. Suggested motion – “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)”

9. Suggested motion — “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

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7434263478	Archway Programs	\$48,207.30	N/A”
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10. Suggested motion – “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”

11. Suggested motion – “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”

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

1. Suggested motion — “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
<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”

2. Suggested motion - “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”

3. Suggested motion — “That the Board of Education approves the following volunteer coaches for the 2018/2019 school year (*Italics-In-house*):

Volunteer Coaches

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<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"

4. Suggested motion - "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"

LEGISLATION & INTERNAL POLICIES COMMITTEE – Powell, Savage, Conley

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

Suggested motion – "That **Policy 8561 (New)** be approved for **first** reading."

2. **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.

Suggested motion – "That **Policy/Regulation 1550(M) (Revised)** be approved for **second** reading."

3. **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.

Suggested motion – "That **Policy 2431 (M) (Revised)** be approved for second reading."

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

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

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

5. **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.

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

6. **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.

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

7. **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.

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

8. **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.

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

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

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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.

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

10. **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.

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

PROPERTY & SUPPLY COMMITTEE – Conley, Koniecki, Uyehara

1. Suggested motion - “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.”

PERSONNEL COMMITTEE – Savage, Schultz, Koniecki

1. Suggested motion – “That additions to the Substitute List for the 2018/2019 school year be approved.”
2. Suggested motion – “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.”
3. Suggested motion – “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.”

4. Suggested motion — “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.”
5. Suggested motion – “That the Pitman Board of Education retroactively approves an adjustment in salary for the following staff member effective September 1, 2018:

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

6. Suggested motion – “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.”
7. Suggested motion – “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.”
8. Suggested motion – “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).”
9. Suggested motion – “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.”
10. Suggested motion – “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.”
11. Suggested motion – “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.”
12. Suggested motion – “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”

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13. Suggested motion – “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.”

14. Suggested motion- “That the Pitman Board of Education accepts the resignation of John Milward, Custodian at Pitman High School, effective October 11, 2018.”
15. Suggested motion- “That the Pitman Board of Education accepts the resignation of Suzanne Hitchner, Account Specialist for the Pitman School District, effective November 9, 2018.”
16. Suggested motion – “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.”
17. Suggested motion – “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.”

OLD BUSINESS

NEW BUSINESS

PUBLIC HEARING – (15 minutes)

EXECUTIVE SESSION – *if necessary*

ADJOURNMENT

The next Board of Education Meeting is scheduled for Wednesday, November 14, 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.