

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

Regular Meeting – Wednesday, August 15, 2018 – convenes at 7:00 PM for Executive Closed Session followed by the Regular Meeting at 7:30 PM 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 PM followed by the Regular Meeting at 7:30 PM 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

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, July 18, 2018

Monday, July 30, 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, July 18, 2018 - 7:00 PM”

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

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

1. Suggested motion – “That all line-item transfers be approved for the month of June 2018.”
2. Suggested motion – “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 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 month of June 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 month of June 2018. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of June 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 July 2018.”

EDUCATION COMMITTEE – Koniecki, D. Powell, Schultz

1. Suggested motion - “That the Pitman Board of Education approves the following curricula for the 2018/2019 school year (on file in the Board of Education office):

Courses	Grade
Social Studies	Grades K-3, 5
STEAM	High School
Robotics	High School
Architecture and Design	High School
Engineering Design	High School
Digital Media II	High School
Technology Concepts II	High School
21 st Century Skills	High School
Pop Music and Culture	High School
Hand Chimes	High School
Select Ensemble	High School

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

Music, Technology & Industry	High School
Intro to Computer Science	High School
Foundations of Algebra	High School
French IV-V	High School”

2. Suggested motion - “That Matthew Newcomb, High School English teacher, is approved to teach two (2) eight-week English sections of the evening SAT Review Program (Fall/Spring), dates to be determined, for the 2018/2019 school year, stipend \$3,117.00. Stipend in accord with the agreement with the Pitman Board of Education.”
3. Suggested motion - “That Doris Cioffi, High School Mathematics teacher, is approved to teach two (2) eight-week Mathematics sections of the evening SAT Review Program (Fall/Spring), dates to be determined, for the 2018/2019 school year, at a stipend of \$3,117.00. Stipend in accord with the agreement with the Pitman Board of Education.”
4. Suggested motion - “That the Pitman Board of Education approves the admission of regular tuition students for the 2018/2019 school year.”
5. 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	Additional Services
5608923205	First Children Services (Regional Enrichment and Learning Center (“REAL”))	\$37,515.00	N/A”

6. 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.
7. Suggested motion – “That the Pitman Board of Education approves the Pitman School District Professional Development Plan for the 2018/2019 school year (on file in the Board of Education office).”
8. Suggested motion - “That the Pitman Board of Education approves the submission of the District Professional Development Plan and District Mentoring Plan Statement of Assurance to the New Jersey Department of Education for the 2018/2019 school year.”
9. Suggested motion – “That the Pitman Board of Education approves the shared services agreement with the Evesham Township School District for Reading Recovery Professional Development for the 2018/2019 school year.”
10. Suggested motion - “That the Pitman Board of Education approves the annual adoption of evaluation frameworks/tools for district teachers and administrators and the submission of the Annual Evaluation Survey to the New Jersey Department of Education for the 2018/2019 school year:

Teachers and Professional	Charlotte Danielson Framework
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AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

Staff	
Administrators	NJ Principal Evaluation for Professional Learning”

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

1. Suggested motion - “That the Board of Education retroactively approves the following Extra Service Contracts for the 2018/2019 school year. Stipend in accord with the agreement with the Pitman Education Association (*Italics – In-house*):

High School		
<i>Eugene Reid</i>	Tennis Girls Head Coach	\$6,081.00
Meghan Brown	JV Girls Assistant Soccer Coach	\$5,360.00
<i>Daniel Thomas</i>	Assistant Football Coach	\$5,360.00
Evan Hopkins	Assistant Football Coach	\$5,360.00”

2. Suggested motion - “That the Board of Education approves the following stipends for the 2018/2019 school year. Stipend in accord with the agreement with the Pitman Board of Education (*Italics – In-house*):

Name	Position	Stipend
<i>Richard Booth</i>	Boiler License	\$ 500.00
<i>Linda Bennett</i>	Boiler License	\$ 500.00
<i>David Hampton</i>	Custodian-In-Charge	\$ 750.00
<i>David Hampton</i>	Boiler License	\$ 500.00
<i>Paul Maden</i>	Boiler License	\$ 500.00
<i>Daniel Reader</i>	Boiler License	\$ 500.00
<i>Christopher Williams</i>	Boiler License	\$ 500.00
<i>Thomas Rumaker</i>	Marching Band Equipment Driver	\$3,130.00”

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

1. **Information: Policy/Regulation 1613 Disclosure and Review of Applicant’s Employment History (M) (New)**

In accordance with the provisions of N.J.S.A. 18A:6-7.6 et seq., effective June 1, 2018 a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any persons serving in a position which involves regular contact with students without a current and prior employment history review for past child abuse or sexual misconduct to be consented to by the applicant, disclosed by a former employer, and reviewed by the school district, charter school, or nonpublic school (hiring entity) considering the applicant for employment.

Suggested motion – “That **Policy/Regulation 1613 (M) (Revised)** be approved for **second** reading.”

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

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 **first** 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 first reading.”

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

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 **first** 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 **first** 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 **first** reading.”

7. **Information: Policy/Regulation 5350 Student Suicide Prevention (M)(Revised)**

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

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 **first** reading.”

8. **Information: Policy 5512 Harassment, Intimidation, and Bullying (M)(Revised)**

The New Jersey State Board of Education approved revisions to the HIB administrative code, N.J.A.C. 6A:16-7.7, on November 1, 2017. Additional language regarding principals’ preliminary determination in reported incidents is included. In order to ensure that the revised Policy is in place for the opening of school, Bylaw 0131, which requires a second reading prior to the approval of any policy changes, would be suspended for this motion. Also, because much of the language in the existing Regulation 5512 is now incorporated into the revised Policy, Regulation 5512 would be abolished.

Suggested motion – “That **Bylaw 0131** be suspended for approval of the following motion.”

Suggested motion – “That **Policy 5512 (M) (Revised)** be approved for first and final reading.”

Suggested motion – “That **Regulation 5512** be abolished.”

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

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 **first** 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 **first** reading.”

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

1. Suggested motion - “That the Pitman Board of Education enters into a joint purchasing agreement with Penns Grove-Carneys Point Regional School District consortium to purchase baked goods, milk, juice, and dairy for the 2018/2019 school year.”

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

2. Suggested motion – “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:

- \$16,596.00 for the removal of two trees and replacement of two doors at Pitman High School.
- \$4,500.00 for the required preventative maintenance on the elevator and chair lifts; removal of one tree at Pitman Middle School.
- \$3,475.00 for the required preventative maintenance on the chair lift; removal of one tree at Memorial School.
- \$800.00 for the removal of one tree 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.”

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 accepts the resignation of Robert Cressman, Instructional Assistant at Pitman High School, effective August 31, 2018.”
3. Suggested motion – “That the Pitman Board of Education approves the amended leave of absence for Karen Roberts, Teacher at Kindle School, through December 7, 2018 (returning December 10, 2018).”
4. Suggested motion - "That the Pitman Board of Education approves the leave of absence for Christina Ognibene, Teacher at Pitman High School, as follows:

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

Maternity Leave of Absence - tentatively beginning December 10, 2018 through January 15, 2019 (sick days with pay) and Child Rearing Leave of Absence January 16, 2019 through March 29, 2019 (unpaid FMLA), returning April 1, 2019."

5. Suggested motion – “That the Pitman Board of Education approves the appointment of Alexandria McClure, Replacement Science Teacher at Pitman Middle School, effective September 1, 2018 through on or about January 23, 2019, for the 2018/2019 school year, at a prorated salary of \$47,497.00 BA/Step 1 with benefits, and also be approved for emergent hiring (if necessary) as per N.J.S.A. 18A-6-7 et. seq., 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.”
6. Suggested motion – “That the Pitman Board of Education approves the appointment of Ariana Cecil, Replacement Third Grade Teacher at Kindle School, effective September 1, 2018 through on or about December 7, 2018, for the 2018/2019 school year, at a prorated salary of \$47,497.00 BA/Step 1 with benefits, and also be approved for emergent hiring (if necessary) as per N.J.S.A. 18A-6-7 et. seq., 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.”
7. Suggested motion – “That the Pitman Board of Education approves the appointment of Shea McGee, Replacement Fourth Grade Teacher at Memorial School, effective September 1, 2018 through on or about February 28, 2019, for the 2018/2019 school year, at a prorated salary of \$47,497.00 BA/Step 1 with benefits, and also be approved for emergent hiring (if necessary) as per N.J.S.A. 18A-6-7 et. seq., 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.”
8. Suggested motion – “That the Pitman Board of Education accepts the resignation of Stephanie Donaldson, Instructional Aide at Memorial School, effective August 31, 2018.”
9. Suggested motion – “That the Pitman Board of Education approves the appointment of Stephanie Donaldson, Part Time (0.5) Basic Skills Teacher at Memorial School, effective September 1, 2018 through June 30, 2019, for the 2018/2019 school year, at a salary of \$26,037.00, MA/Step 3 (primarily paid through Title IA funds), no benefits, at the recommendation of the Superintendent.
10. Suggested motion – “That the Pitman Board of Education accepts the resignation of Stacie Streater, Instructional Aide at Memorial School, effective on or about August 19, 2018.”
11. Suggested motion – “That the Pitman Board of Education approves the appointment of Stacie Streater, Part Time Secretary to the Director of Curriculum, effective on or about August 20, 2018 through June 30, 2019, 25 hours per week, at a prorated annual salary of \$35,256.00, \$29.38 per hour, for the 2018/2019 school year, at the recommendation of the Superintendent.”
12. Suggested motion - “That the Pitman Board of Education approves the following Data Leaders for the 2018/2019 school year. Stipend to be paid through Title II-IV grant funds (*Italics – In-house*):

Name	Position	Stipend
Edward Cieslak	Pre-K-6 ELA	\$3,000.00

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

Ali DeTolla	Pre-K-6 Math	\$3,000.00
Lauren Mecholsky	7-12 ELA	\$3,000.00
Alexandra Grote	7-12 Math	\$3,000.00”

13. Suggested motion – “That the Pitman Board of Education employs the following personnel for Panther Club effective September 1, 2018 through June 30, 2019 for the 2018/2019 school year, at the recommendation of the Superintendent of Schools (Account #62-105-100-101/106).

Site Leaders (Contracted)				
Name	School	Position	Rate	Hours/Week
Kellie Barr	Memorial	AM	\$16.50	7.5
Kellie Barr	Memorial	PM	\$16.50	18
Jessica Romer	Kindle	AM	\$14.22	7.5
Jessica Romer	Kindle	PM	\$14.22	18
Shawn VanMeter	Walls	AM	\$19.62	7.5
Shawn VanMeter	Walls	Extended Day AM	\$19.62	22
Counselors (Time Sheets)				
Name	Rate	Name	Rate	
Owen Anderson	\$9.11/hr.	Logan Johnson	\$9.11/hr.	
Hope Brown	\$9.35/hr.	Brianna Jones	\$9.35/hr.	
Madeline Campisi	\$9.11/hr.	Jadah Kingston	\$8.90/hr.	
Kathleen Evridge	\$11.00/hr.	Colette Plourde	\$8.70/hr.	
Angelina Faustino	\$9.35/hr.	Sarah Porch	\$8.70/hr.	
Alexa Folker	\$8.90/hr.	Rylee Van Oyen	\$8.90/hr.	
Cali Folker	\$9.35/hr.	Chelsea Wilson	\$10.50/hr.	
Carmella Grasso	\$8.70/hr.	Amanda Wright	\$9.97/hr.	
Substitutes (Time Sheets)				
Name			Rate	
Laura Gallucci			\$12.50/hr.	
Elizabeth Matteo			\$12.50hr.”	

OLD BUSINESS

NEW BUSINESS

PUBLIC HEARING – (15 minutes)

EXECUTIVE SESSION – *if necessary*

ADJOURNMENT

AGENDA

PITMAN BOARD OF EDUCATION

AUGUST 15, 2018

The next Board of Education Meeting is scheduled for Wednesday, September 12, 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.