



**PITMAN BOARD OF EDUCATION  
DECEMBER 16, 2020  
7:00 P.M. – EXECUTIVE SESSION  
7:30 P.M. – PUBLIC MEETING  
(Virtual Per Governor’s Executive Order)**

**EXECUTIVE SESSION**

**PUBLIC MEETING AGENDA**

**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. Because the Governor of the State of New Jersey has declared a state of emergency that requires school buildings and offices to be closed, the Board of Education shall conduct a virtual meeting utilizing a conference call. Members of the public desiring to listen to and participate in the Board of Education meeting will be able to access the virtual meeting by following the directions posted on the district website.

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**

Recognition: Judy Walker

**PUBLIC HEARING – (15 minutes) (Agenda Items Only)**

*This is the first of two public comments we will have tonight. This is public comment and not a dialogue between the board and the public. Commenters may send their written questions and remarks via email to [boepublichearing@pitman.k12.nj.us](mailto:boepublichearing@pitman.k12.nj.us). We ask that you only send one message during each comment period. During the meeting public comment via email will be monitored, and comments and questions will be read aloud into the public record. At the close of public comment, we will respond to questions to the best of our ability. If we do not have the information available at that time and, if appropriate, we will get back to you.*

**CORRESPONDENCE**

JIF

| <b>JIF Performance Awards</b>               |                   |
|---|-------------------|
| <b>Award</b>                                | <b>Amount</b>     |
| Maintaining a Loss Ratio Below 50%          | \$1,000.00        |
| Maintaining a 5 Year Average Loss Below 50% | \$1,000.00        |
| Reporting Claims Within 24 Hours            | \$1,000.00        |
| Safety Incentive Program - Elite II Award   | \$2,500.00        |
| Safety District of the Year                 | \$2,500.00        |
| <b>Total</b>                                | <b>\$8,000.00</b> |

**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:

Monday, November 2, 2020  
Wednesday, November 18, 2020”

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 18, 2020 - 7:03 pm”

**PRESIDENT’S REPORT**

## COMMITTEE REPORTS

Communication and Policy Committee - November Report  
Chairperson - Darlene Powell

Curriculum, Instruction, & Personnel Committee - December Report  
Chairperson - Bonnie Savage

Finance and Facilities Committee - November Report  
Chairperson - Robert Uyehara

## SUPERINTENDENT'S REPORT

STUDENT REPRESENTATIVE REPORT - December Report

## OLD/NEW BUSINESS

### FINANCE & FACILITIES COMMITTEE – Uyehara, Walker, Savage

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

(Backup materials F&F-1)

2. Suggested motion – “That the Student Fund Report be accepted and approved for the month of November 2020.”

(Backup materials – F&F-2)

3. Suggested motion - “That the Pitman Board of Education approves the submission of the 2020/2021 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance to the County Office of Education.”

(Backup materials - F&F-3)

### CURRICULUM, INSTRUCTION & PERSONNEL COMMITTEE – Savage, Koniecki, Powell

1. Student Statistics November 2020:

| Date     | Elementary | Middle | High | Out of District | Alternate | Total |
|----------|------------|--------|------|-----------------|-----------|-------|
| 11/30/20 | 498        | 283    | 339  | 19              | 0         | 1139  |
| 11/30/19 | 570        | 316    | 356  | 24              | 0         | 1266  |
| 10/31/20 | 498        | 284    | 342  | 19              | 0         | 1143  |

Suspensions/Reasons: 0

(Backup materials CI&P-1)

HIB

Reported: 1

Confirmed: 0

(Backup materials CI&P-2)

2. Fire and Lockdown Drills for the month of November 2020:

| School                 | Date     | Time of Drill | Type of Drill        | Persons in Building | Persons Participating | Weather Conditions | Time Required |
|------------------------|----------|---------------|----------------------|---------------------|-----------------------|--------------------|---------------|
| <b>High School</b>     | 11/13/20 | 8:27 AM       | Fire                 | 176                 | 176                   | Cloudy 58°         | 3 minutes     |
|                        | 11/19/20 | 8:30 AM       | Fire                 | 175                 | 175                   | Cloudy 50°         | 2 minutes     |
| <b>Middle School</b>   | 11/10/20 | Virtual       | Fire                 | 105                 | 105                   | Clear 76°          | 15 minutes    |
|                        | 11/12/20 | Virtual       | Fire                 | 102                 | 102                   | Clear 67°          | 18 minutes    |
| <b>Kindle School</b>   | 11/23/20 | 10:02 AM      | Fire                 | 112                 | 112                   | Cloudy 59°         | 1 minute      |
|                        | 11/25/20 | 10:45 AM      | Fire                 | 110                 | 110                   | Cloudy 52°         | 1 minute      |
|                        | 11/30/20 | Virtual       | Lockdown             | 233                 | 233                   |                    |               |
| <b>Memorial School</b> | 11/16/20 | 10:34 AM      | Fire                 | 75                  | 75                    | Sunny 52°          | 3 minutes     |
|                        | 11/19/20 | 12:38 PM      | Fire                 | 70                  | 70                    | Sunny 46°          | 3 minutes     |
|                        | 11/25/20 | 9:00 AM       | Parent Communication | 112                 | 112<br>(all parents)  | Sunny 46°          |               |
| <b>Walls School</b>    | 11/19/20 | 11:45 AM      | Lockdown             | 80                  | 80                    | Sunny 46°          | 5 minutes     |
|                        | 11/20/20 | 9:15 AM       | Fire                 | 84                  | 84                    | Sunny 55°          | 4 minutes     |
|                        | 11/23/20 | 11:45 AM      | Lockdown             | 82                  | 82                    | Sunny 51°          | 4 minutes     |

3. Suggested motion - “That the Pitman Board of Education approves the Memorandum of Agreement between the Pitman Board of Education and the Pitman Education Association for following school years:

July 1, 2019 - June 30, 2020  
 July 1, 2020 - June 30, 2023”

(Backup materials CI&P-3)

4. Suggested motion – “That additions to the Substitute List for the 2020/2021 school year be approved.

(Backup materials CI&P-4)

5. 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 CI&P-5)

6. Suggested motion - “That the Pitman Board of Education approves the submission of the ESSA (formerly ESEA) consolidated Grant Amendment due to an increase in SIA Funds and to budget carryover funds (originally approved on June 24, 2020):

|                            |              |              |
|----------------------------|--------------|--------------|
| <b>Title IA</b>            | \$162,646.00 | \$162,649.00 |
| <b>Title I SIA, Part A</b> | \$10,000.00  | \$13,974.00  |
| <b>Title IIA</b>           | \$35,279.00  | \$38,254.00” |

7. 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 2020/2021 school year.”

8. Suggested motion - “That the Pitman Board of Education retroactively approves Melody Smythe, Teacher, as a homebound instructor at a rate of \$36.00 per hour beginning November 9, 2020 through the remainder of the school year.”

10. Suggested motion –“That the Pitman Board of Education approves an adjustment in salary for the following staff member effective January 1, 2021:

| <b>Name</b> | <b>Location</b> | <b>Degree/Step</b>        | <b>Salary</b>  |
|-------------|-----------------|---------------------------|--|
| Daniel Ward | Middle School   | MA Step 1 to MA+15 Step 1 | \$52,590.00<br>(Salary pending negotiated agreement with the PEA)” |

11. Suggested motion — “That the Pitman Board of Education “ approves the following Extra Service Contract(s) for the 2020/2021 school year. Stipend in accord with the agreement with the Pitman Education Association (*Italics – In-house*). Approval and amounts are based on current budget and proposed state aid amounts. If the district budget is reduced, stipend positions may be reduced or removed. Stipend positions are contingent upon school being open and the stipend duties being able/permitted to be performed. If duties cannot be performed due to school closure, stipend payments will be prorated for time served in role.”

| High School  |                                     |             |
|--|-------------------------------------|-------------|
| Name   | Position                            | Stipend     |
| Sam Toney<br>(pending receipt of proper paperwork) | Basketball Girls JV Assistant Coach | \$5,360.00” |

12. Suggested motion - “That the Pitman Board of Education approves the appointment of Samantha Sheridan, Part Time Special Education Teacher at Memorial School (22 hours per week/FTE 0.59), effective or or about January 4, 2021 through June 17, 2021, for the 2020/2021 school year, at a prorated salary of \$30,723.66 MA/Step 3 no benefits (pending receipt of proper paperwork), at the recommendation of the Superintendent of Schools (pending contract negotiations). Salary in accord with the negotiated agreement with the Pitman Education Association.

(Back-up materials CI&P-6)

13. Suggested motion – “That the Pitman Board of Education approves the following leave(s) of absence:

| Employee  | Location | Type of Leave | FMLA/FLA                            | Dates   |
|-----------|----------|---------------|-------------------------------------|---|
| 482322904 | Walls    | Maternity     | FMLA: N/A<br>FLA:<br>2/1/21-4/23/21 | <b>Paid Sick:</b><br>2/1/21-3/11/21<br><b>Paid Personal Days:</b><br>3/12/21-3/15/21<br><b>Unpaid Leave:</b><br>3/16/21-4/23/21 |

14. Mandatory School Bus Emergency Evacuation Drills (NJAC 6A:27-11.2) that were conducted at each school as follows:

| School        | Date     | Time   | School Location   | Administrator              |
|---------------|----------|--|-------------------|----------------------------|
| Pitman High   | 11/17/20 | 8:45 AM-Cohort A                             | Edgemoor Avenue   | Lombardo & Deacon Lombardo |
|               | 12/10/20 | 8:50 AM -Cohort B                            |                   |                            |
| Pitman Middle | 11/17/20 | 10:00 AM-Cohort A                            | Esplanade Avenue  | Dawn Bell                  |
|               | 12/10/20 | 10:00 AM-Cohort B                            |                   |                            |
| Walls         | 11/20/20 | 10:00 AM-Cohort B                            | Grant Avenue      | Chris Morris               |
|               | 11/23/20 | 10:00 AM-Cohort A                            |                   |                            |
| Kindle        | 11/20/20 | 11:00 AM-Cohort A                            | Washington Avenue | Dr. Patrick McAleer        |
|               | 11/23/20 | 11:00 AM-Cohort B                            |                   |                            |
| Memorial      | 11/20/20 | 9:00 AM-Cohort B                             | Hudson Avenue     | Deborah Calabree           |
|               | 11/23/20 | 9:00 AM-Cohort A,<br>AM PreK/AM Kindergarten | Hudson Avenue     |                            |
|               | 12/7/20  | 1:15 PM-PM PreK/PM Kindergarten              | Hudson Avenue     | Deborah Calabree           |

School Bus Emergency Evacuation Drills Reports were completed by each administrator for each drill and are on file in the Business Office.

## **COMMUNICATION & POLICY - Powell, Wilson-Doherty, Pappalardo**

### **1. Policy 1620 Administrative Employment Contracts (M)(Revised)**

*Info: Policy 1620 has been revised in response to a recent New Jersey Appellate Court case, and has been revised to require a public notice and hearing regarding the approval of district administrator contracts. In addition, Policy 1620 has been revised to abolish the Superintendent salary caps and made several revisions related to abolishing the salary caps in N.J.S.A. 18A:7-8, N.J.S.A. 18A:7-8.1, and N.J.S.A. 18A:17-19.2.*

Suggested motion - "That Policy 1620 (M)(Revised) be approved for **second** reading."

### **2. Policy 1648 Restart and Recovery Plan (M)(Revised)**

*Info: In an August 3, 2020 Memorandum, the Governor and the Commissioner of Education updated the June 26, 2020 New Jersey Department of Education (NJDOE) Guidance, "The Road Back: Restart and Recovery Plan for Education," revising the "anticipated minimum standards" under Critical Areas of Operation #3 - Transportation and #5 - Screening, PPE, Response to Student and Staff Presenting Symptoms. These revised "anticipated minimum standards" now require all students to wear face coverings subject to several exceptions. This Policy has been revised to incorporate the new face covering requirements.*

Suggested motion - "That Policy 1648 (M)(Revised) be approved for **second** reading."

### **3. Policy/Regulation 5330.05 Seizure Action Plan (M)(New)**

*Info: New statutes require the parent of a student with epilepsy or a seizure disorder to submit the student's seizure action plan on an annual basis to the school nurse. The seizure action plan is a comprehensive document provided by the student's physician, advanced practice nurse, or a physician's assistant which includes information regarding the student's seizure history and treatment. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student provided the parent of the student annually provides to the Board written authorization for the provision of epilepsy or seizure disorder care. These plans shall be updated annually by the school nurse. The new statutes require the school district to coordinate epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorder, including staff working with school-sponsored programs outside the regular school day. School bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder.*

Suggested motion - "That Policy/Regulation 5330.05 Seizure Action Plan (M)(New) be approved for **second** reading."

**4. Policy 5460 High School Graduation (M)(Revised)**

*Info: This policy is being revised to remove the board requirement of computer literacy, changing the total credits needed to graduate to 120 (from 122.5).*

Suggested motion - "That Policy 5460 High School Graduation (M)(Revised) be approved for **second** reading."

**5. Policy 6440 Cooperative Purchasing (M)(Revised)**

*Info: Policy 6440 has been revised to reflect changes in N.J.A.C. 5:34-7 et seq. that governs Public School Contracts Law - Cooperative Purchasing and N.J.S.A. 18A:18A-11 that governs joint purchases by school districts. Policy 6440 has been revised to include updated definitions for "lead agency", "registered members", "cooperative purchasing system", and "joint purchasing system".*

Suggested motion - "That Policy 6440 Cooperative Purchasing (M)(Revised) be approved for **second** reading."

**6. Policy/Regulation 6470.01 Electronic Funds Transfer and Claimant Certification (M)(New)**

*Info: The New Jersey Department of Community Affairs (DCA) recently published Local Finance Notice, LFN 2018-13, providing guidance to public entities, including Boards of Education, on the use of electronic funds transfer (EFT) for payment of claims electronically. Updated administrative code N.J.A.C. 5:30-9A et seq. and N.J.A.C. 5:31-4 implementing N.J.S.A. 40A:5-16.5 provide the details for a school district using an EFT technology for payment of claims electronically in lieu of paper checks. School districts operate under the provisions of N.J.S.A. 18A, but several provisions of the recently revised EFT administrative code for other public entities are available to school districts. These provisions are outlined in the administrative code and LFN 2018-13.*

*N.J.S.A. 40A:5-16.5.b requires that a policy specify the EFT methods that may be used to electronically pay claims. Policy and Regulation 6470.01 indicate the EFT methods will be only those permitted by statute and code, which currently include wire transfers, e-checks, and automated clearing house (ACH) transfers. The statute and administrative code require the School Business Administrator/Board Secretary, as the Chief Financial Officer, to be responsible for the oversight and administration of the policy and to document and implement internal controls to mitigate the potential for fraud and abuse. The statute and administrative code require adequate segregation of duties between the initiation, authorization, and review functions associated with EFTs. Policy 6470.01 assigns initiation of an EFT payment to the School Business Administrator/Board Secretary and the authorization to pay the claim using an EFT method to the Superintendent or a designee not under the direct supervision of the School Business Administrator/Board Secretary.*

*The statute and administrative code require the School Business Administrator/Board Secretary, as the Chief Financial Officer, prepare EFT Activity Reports to be reviewed by an employee or non-employee (i.e. school auditor, accountant, Board President) on at least a weekly basis. Policy and Regulation 6470.01 require these Activity Reports be provided to the Board at the first regular monthly Board meeting following the EFT transaction. The administrative code and LFN require these Activity Reports be maintained for audit. Board approval of the*



*expenditures included on the weekly Activity Reports is not required because the EFT transaction only addresses the payment process after the Board has previously approved the payment of the claim on the bill list.*

*The LFN and Policy and Regulation 6470.01 require all EFT transactions be reconciled with bank statements and accounting records on a monthly basis.*

*The LFN indicates several EFT options available to other governmental units are not available to school districts. The LFN indicates automated debits, payment services, procurement cards, bank charge cards, and charge cards issued by a specific vendor are not authorized for use by a Board of Education as indicated in the LFN and pursuant to law.*

*The LFN indicates the Board should annually, at its reorganization meeting, approve the individuals with EFT responsibilities. Therefore, for Boards of Education the following individuals, with responsibilities outlined below, must be approved by the Board:*

*1. School Business Administrator/Board Secretary - Shall be responsible to initiate a claim for payment using an EFT method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01 and to make the payment once authorization is granted.*

*2. The Superintendent of Schools or the Superintendent's designee not under the direct supervision of the School Business Administrator/Board Secretary - Shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary.*

*3. An employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary - Shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.*

*Payment of claims using an EFT technology must strictly comply with statutes, administrative code, the LFN, and Policy and Regulation Guides 6470.01. A Board of Education that is considering the adoption of this Policy and Regulation should review N.J.A.C. 5:30-9A and 5:31-4 implementing N.J.S.A. 40A:5-16.5, the DCA's LFN 2018-13, and Policy and Regulation 6470.01 with their Board auditor. These Policy and Regulation should not be adopted by a Board of Education that does not want to permit EFT transactions for the payment of claims. However, Policy and Regulation 6470.01 are mandated and must be adopted by a Board of Education to permit the use of EFT transactions for the payment of claims.*

Suggested motion - "That Policy/Regulation 6470.01 Electronic Funds Transfer and Claimant Certification (M)(New) be approved for **second** reading."

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

*Info: This Policy has been revised to address the new law that was codified at N.J.S.A. 18A:41-14 and requires school districts to annually conduct a school safety audit for each school building in the district using a checklist developed by the New Jersey Office of Homeland Security and Preparedness. The district must submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education. N.J.S.A. 18A:41-14 also outlines what is included on the checklist. Policy and Regulation 7440 have been revised to address the new requirements outlined in N.J.S.A. 18A:41-14, including a new section "H. Annual School Safety Audit for Each School Building" which thoroughly outlines the new law and the requirements for school districts.*

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

**8. Policy 7450 Property Inventory (M)(Revised)**

*Info: In accordance with the updated "Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities" 2020-2021 edition published by the New Jersey Department of Education (NJDOE), Policy 7450 has been revised to more accurately reflect the definitions of "equipment" and "supply". The revised Policy also includes language from the NJDOE's chart of accounts that states the Board will use the criteria outlined in the revised definitions to make distinctions when recording property inventory in the district. An outdated New Jersey administrative code cite was also removed.*

Suggested motion - "That Policy 7450 Property Inventory (M)(Revised) be approved for **second** reading."

**9. Policy/Regulation 7510 Use of School Facilities (M)(Revised)**

*Info: This Policy has been revised to reflect a new law revised N.J.S.A. 18A:41-7 that requires school districts ensure all persons who supervise youth programs that are not sponsored by the school district and operate a program in a school district building before or after hours, are provided with information and training on the school district's practices and procedures on school safety and security, including non-confidential information on school building security drills, evacuation procedures, and emergency response protocols. It is the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on school security and emergency procedures in the school building where the youth program is located. The organization shall submit a statement of assurance to the district indicating this training has been completed.*

*Policy 7510 has been revised to include a statement that the Board shall provide the safety and security information to the organization that sponsors the youth program in accordance with N.J.S.A. 18A:41-7. Regulation 7510 has been revised to include a new section "G. Provision of Training on School Safety and Security" which thoroughly outlines the new requirements of the law.*

Suggested motion - "That Policy/Regulation 7510 Use of School Facilities (M)(Revised) be approved for **second** reading."

**10. Policy 8420 Emergency and Crisis Situations (M)(Revised)**

*Info: This Policy addresses the new law revised N.J.S.A. 18A:41-7 and requires school districts to ensure that individuals employed in the school district in a substitute capacity are provided with information and training on the school district's practices and procedures on school safety and security. The revision to the statute requires the substitute employee be trained in instruction on school security drills, evacuation procedures, and emergency response protocols.*

Suggested motion - “That Policy 8420 Emergency and Crisis Situations (M)(Revised) be approved for **second** reading.”

**11. Policy 8561 Procurement Procedures for School Nutrition Programs (M)(Revised)**

*Info: The New Jersey Department of Agriculture (NJDA) has been conducting audits of school districts to verify compliance with the new Federal regulations regarding procurement procedures for the United States Department of Agriculture’s (USDA) School Nutrition Programs. Policy 8561 has been revised to ensure compliance with the USDA’s new regulations.*

Suggested motion - “That Policy 8561 Procurement Procedures for School Nutrition Programs be approved for **second** reading.”

(Backup materials C&P-1)

**12. Policy 2431 Athletic Competition (M)(Revised)**

*Info: This Policy is revised due to a new law requiring school districts that include any of the grades six through twelve to establish and implement an emergency action plan for responding to a serious or life-threatening sports-related injury sustained while participating in sports and other athletic activities. The title of Regulation 2341.1 has been revised to “Emergency Procedures for Sports and other Athletic Activity” to align with the new language in N.J.S.A. 18A:40-41.11 and 18A:40-41.12. Regulation 2431.1 Section C. “Emergency Procedures” is now titled “Emergency Action Plan and Procedures” and has been revised to align with the language from the new law and outlines all of the requirements placed on school districts by N.J.S.A. 18A:40-41.11.*

Suggested motion - “That Policy 2431 Athletic Competition (M)(Revised) be approved for **first** reading.”

**13. Regulation 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M)(Revised)**

Suggested motion - “That Regulation 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M)(Revised) be approved for **first** reading.”

(Backup materials C&P-2)

**PUBLIC HEARING – (15 minutes)**

*This is public comment and not a dialogue between the board and the public. Commenters may send their written questions and remarks via email to [boepublichearing@pitman.k12.nj.us](mailto:boepublichearing@pitman.k12.nj.us) . We ask that you only send one message during each comment period. During the meeting public comment will be monitored, and comments and questions will be read aloud into the public record. At the close of public comment, we will respond to questions to the best of our ability. If we do not have the information available at that time and, if appropriate, we will get back to you.*

## **ADJOURNMENT**

The next Board of Education Meeting is scheduled for Wednesday, January 6, 2021 (Re-organization and Regular Meetings), location to be determined.

*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.*