

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

Regular Meeting – Wednesday, November 18, 2020 – 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 Auditorium.

With the following in attendance:

Judy Walker	President
Mary Beth Koniecki	Vice-President
Stacey Pappalardo	Member
Darlene Powell	Member
Bonnie Savage	Member
Robert K. Uyehara	Member
Ruth Ann Wilson-Doherty	Member
Patrick McAleer	Superintendent
Kelly Brazelton	Business Administrator/Board Secretary
Chris Long	Solicitor

EXECUTIVE CLOSED SESSION – 7:03 p.m.

**Moved by Board Member – Koniecki
Second by Board Member – Savage**

“That the following Resolution is adopted:

BE IT RESOLVED by the Pitman Board of Education that pursuant to the Open Public Meetings Law (NJSA 10:4-1 et. seq.) that it shall immediately enter into an Executive Session to discuss a matter that the disclosure of which would constitute an unwarranted invasion of individual privacy and a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or disciplining of any prospective or current public officer or employee.

The information discussed at this meeting can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Special or Action meeting to disclose the information discussed.”

Carried by Voice Vote

**Moved by Board Member – Koniecki
Second by Board Member – Pappalardo**

7:13 p.m.

Koniecki, Pappalardo

“That the Pitman Board of Education reconvenes in open session at 7:32 p.m.”

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

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 Auditorium. The President shall entertain any objections, with support reasons, to the conduct of this meeting on the grounds it violates the Open Public Meetings Act. 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

District Benchmark Assessments Fall 2020- Mr. Galowitz gave the presentation.

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. You will have three minutes to speak and it's your opportunity to comment or ask questions. There will not be a back and forth exchange between the speaker and the Board. At the close of public comment, we will respond as best as we can. If we do not have the information available at this time and if it is something we can share with you, we will get back to you."

None at this time

CORRESPONDENCE- None

APPROVAL OF MINUTES

Moved by Board Member – Walker

Second by Board Member – Koniecki

“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, October 21, 2020”

Voice vote, with all in favor, Walker abstains

Moved by Board Member – Walker

Second by Board Member – Koniecki

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

“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, October 21, 2020”

Voice vote, with all in favor, Walker abstains

PRESIDENT’S REPORT- congratulate Mrs. Powell and April Miller for being elected to the Board starting January 2021

Discussion about virtual meetings vs. in person meetings.

COMMITTEE REPORTS

Communication and Policy Committee -
Chairperson - Darlene Powell

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

Finance and Facilities Committee - October Report
Chairperson - Robert Uyehara

SUPERINTENDENT’S REPORT/ OLD/NEW BUSINESS-

Winter Sports
Fall play
Teacher Chromebook upgrade
Communications update-admin team training; communication survey/focus groups
Discussion/planning for potential changes to instructional model
Discussion re: current state re: health emergency and district options

STUDENT REPRESENTATIVE REPORT - N. Davidson gave a report

OLD/NEW BUSINESS-

Uyehara-Panther prowl was virtual this year, Borough committee on diversity he now sits on a county committee. He spoke about a program with high school students that he would like to implement here in the district.

Powell- Pitman Presbyterian church offering grants for students to obtain technology.

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

Koniecki- mandated training, get completed. Will be representing the board at the delegate assembly.

Dr. McAleer :

District Goals-progress report:

1.1 IXL implementation

2.1 Alyssa's Law grant-school security cameras

2.2 progress on multi-year campus plan/maintenance cycle

3.3 and 3.5 communications planning and two-way communications (L. Perlow)

FINANCE & FACILITIES COMMITTEE – Uyehara, Walker, Savage

Moved by Board Member – Uyehara

Second by Board Member – Savage

1. “That all line-item transfers be approved for the month of October 2020.”
2. “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2020. 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. “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 October 2020, 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. “That the Treasurer’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2020. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of October 2020.”
5. “That all bills are properly approved and certified to be paid.”
6. “That the Student Fund Report be accepted and approved for the month of October 2020.”
7. “That the Pitman Board of Education approves the sidebar agreement with the Pitman Education Association for the duration of the agreements.”
8. “That the Pitman Board of Education approves purchase of the PowerSchool Enrollment Express License and Subscription for \$2,708.25, Professional Service and Setup fee for \$7,440.00 and Training Services for \$600.00 totaling \$10,748.25 from 11/1/2020 through 10/31/2021.”

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

9. “That the Pitman Board of Education approves the following resolution:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE PITMAN SCHOOL DISTRICT
IN THE COUNTY OF GLOUCESTER, NEW JERSEY
AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS
TO THE NEW JERSEY DEPARTMENT OF EDUCATION**

RESOLVED that the Pitman School District Board of Education approve the following School Security Grant Projects:

- New Security Cameras at Pitman HS – FVHD #5281A / DOE #4140-050-21-1000
- New Security Cameras at Pitman MS – FVHD #5281B / DOE #4140-075-21-1000
- New Security Cameras at Memorial ES – FVHD #5281C / DOE #4140-065-21-1000
- New Security Cameras at W.C.K. Walls ES – FVHD #5281D / DOE #4140-080-21-1000
- New Security Cameras at Elwood Kindle – FVHD #5281E / DOE #4140-060-21-1000

BE IT FURTHER RESOLVED that the District’s Architects, Fraytak Veisz Hopkins Duthie, P.C. be authorized to submit the above project to the NJ Department of Education for approval on the District’s behalf.

BE IT FURTHER RESOLVED that the above project be approved as “other capital projects” as defined in N.J.A.C. 6A:26. The District will not seek funding for the above projects beyond that being allocated through the School Security Grant funded from the Securing Our Children’s Future Bond Act, P.L. 2018, c. 119.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

10. “That the Pitman Board of Education approves the following transportation jointure with Glassboro Board of Education totaling \$22,936.00 for the remainder of the 2020/2021 school year:

Date	Route	Destination	Cost
11/16/2020-6/30/2021	BBN/S05	Bankbridge Regional	\$5,742.00
11/16/2020-6/30/2021	BBDC/04	Bankbridge Development Center	\$9,654.00
11/16/2020-6/30/2021	BBE01	Banbridge Elementary	\$5,899.00
11/16/2020-6/30/2021	GCIT25	Bankbridge Career Center	\$1,641.00”

11. “That the Pitman Board of Education approves the following Alyssa Law school security grant in the amount of \$70,277.00 to be used for the purchase of security cameras in all Pitman School buildings.”

Roll Call: 1-11

Yes 7: Koniecki, Pappalardo, Powell, Savage, Uyehara, Wislon-Doherty, Walker

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

**Abstain: 0
No: 0
Absent: 0**

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

**Moved by Board Member – Savage
Second by Board Member – Koniecki**

1. Student Statistics October 2020

Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/20	498	284	342	19	0	1143
10/31/19	568	315	353	24	0	1260
9/30/20	498	285	342	19	0	1144

Suspensions/Reasons:

HIB

Reported: 0
Confirmed: 0

2. Fire and Lockdown Drills for the month of October 2020.

School	Date	Time of Drill	Type of Drill	Persons in Building	Persons Participating	Weather Conditions	Time Required
High School	10/9/20	11:17	Fire	185	185	Sunny 65°	5 minutes
	10/23/20	8:49 AM	Shelter in Place	188	188	Foggy 60°	5 minutes
	10/26/20	AM	Fire	191	191	Cloudy 67°	9 minutes
	10/30/20	9:22 AM	Shelter in Place	185	185	Cloudy 46°	5 minutes
		11:48 AM					
Middle School	10/19/20	8:31	Fire	120	120	Cloudy 70°	4 minutes
	10/22/20	AM	Fire	105	105	Foggy 78°	9 minutes
	10/27/20	8:29 AM	Visual /Verbal				

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

	10/29/20		Visual /Verbal				
Kindle School	10/6/20	9:00	Fire	110	110	Sunny 60°	1 minute
	10/9/20	AM	Fire	108	108	Sunny 60°	1.5
	10/13/20	9:55	Fire	105	105	Cloudy 59°	minutes
	10/22/20	AM	Fire	106	106	Cloudy 64°	1 minute
	10/27/20	10:00	Shelter in	110	110	Rainy 57°	1 minute
		AM	Place				5 minutes
	10/30/20	10:05	Shelter in	108	108	Cloudy 43°	3 minutes
	AM	Place					
	10/30/20	9:00	PA	Staff Only	Staff Only	Cloudy 43°	
		AM	System				
			Check				
		9:10					
		AM					
		11:00					
		AM					
Memorial School	10/6/20	9:00	Fire	75	75	Sunny 64°	4 minutes
	10/6/20	AM	Shelter in	75	75	Sunny 66°	25
		10:55	Place				minutes
	10/9/20	AM	Fire	70	70	Cloudy 50°	
	10/9/20		Fire	70	70	Cloudy 68°	1 minute
	10/22/20	9:00	Fire	60	60	Foggy 59°	3 minutes
	10/22/20	AM	Fire	60	60	Sunny 72°	1 minute
	10/26/20	2:00	Fire	40	40	Rain 60°	1 minute
	10/29/20	PM	Shelter in	60	60	Rain 54°	1 minute
		10:00	Place				5 minutes
	10/29/20	AM	Shelter in	75	75	Rain 55°	
		1:30	Place				4 minutes
		PM					
	12:15						
	PM						
	9:00						
	AM						
	1:00						
	PM						

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

Walls School	10/20/20	10:05	Fire	87	87	Cloudy 63°	5 minutes
	10/23/20	AM	Fire	88	88	Foggy 61°	5 minutes
	10/27/20	8:44 AM	Shelter in Place	87	87	Cloudy 57°	6 minutes
	10/29/20	10:58 AM	Shelter in Place	88	88	Rainy 52°	4 minutes
		9:18 AM					

3. “That additions to the Substitute List for the 2020/2021 school year be approved.
4. “That the Pitman Board of Education finds the travel and related expenses particular to attendance of staff and board members on the attached list of approved school business leaves (Conference/Workshop/Meeting/Staff Training) are justified and therefore reimbursable.”
5. “That the Pitman Board of Education approves the submission of the Harassment, Intimidation and Bullying (HIB) Grades School Self Assessments - Statement of Assurances to the New Jersey Department of Education for the 2019/2020 school year.”
6. “That the Pitman Board of Education approves the Memorandum of Agreement for the Gloucester County Title III Consortium for the 2020/2021 school year.”
7. “That the Pitman Board of Education approves the submission of the Title I Comparability Report for the 2020/2021 school year.”
8. “That the Pitman Board of Education approves the Professional Development contract for Do It Better Wellness Proprietary Work/Life Balance practical techniques to manage our Physical, Mental, and Emotional Energy to take place online in December 2020 for \$575.00.”
9. Suggest motion - “That the Pitman Board of Education approved the Professional Development contract for Fit2You Wellness, for up to 100 staff members, for (1) Live virtual hour-long wellness workshop for \$400.00 and the Wellness recording for staff and/or parents for \$125.00, totaling \$525.00.”
10. “That the Pitman Board of Education approves the following out of district placements by the Special Services Department for the 2020/2021 school year:

Student ID#	Placement	Dates	Tuition Cost	Additional Services
9077185498	Bankbridge	9/21/2020-6/30/2021	\$37,856.00	N/A

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

5626752185	Bankbridge	11/9/2020-6/30/2021	\$30,912.00	\$31,878.00
4030180700	Hampton Academy	9/3/2020-9/30/2020	\$5,985.72	N/A
4030180700	Bankbridge	11/9/2020-6/30/2020	\$32,126.50	N/A”

11. “That the Pitman Board of Education approves the contract for homebound instruction with Bridgeton BOE/Inspira Health Network as follows:

Student ID#	Hours of Instruction	Duration	Fee	Total
3005913288	6 hours/wk	10/7/2020 - 10/9/2020	\$30.00/hr.	\$180.00”

12. “That the Pitman Board of Education retroactively approves the below listed student(s) for homebound instruction as follows:

Student ID#	Hours of Instruction	Duration	Fee	Total
1633683493	5 hours/week	11/9/20 - 12/18/20 (approximate 4-6 wks)	\$36.00/hr	\$1,080.00 (approximate)”

13. “That the Pitman Board of Education approves the following Extra Service Contracts 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		
<i>Erin Cunningham</i>	Student Council Advisor (0.5)	\$1,148.00
<i>Shelly Nichols</i> (Revised - approved on 9/16/20)	Student Council Advisor (0.5)	\$1,148.00”

14. “That the Pitman Board of Education approves the following Extra Service Contracts 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.”

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

High School		
Name	Position	Stipend
<i>Botbyl</i>	z Band Director	\$2,675.00
Lasheena Martin (pending receipt of proper paperwork)	Girls' Basketball Head Coach	\$6,702.00
TBD	Girls' Basketball Assistant Coach	\$5,360.00"

15. "That the Pitman Board of Education rescinds the approval of the following volunteer coach for the 2020/2021 school year (*Italics-In-house*):

Volunteer Coaches	
Mark Camma	Wrestling Assistant Coach"

16. "That the Pitman Board of Education approves the following volunteer coach for the 2020/2021 school year (*Italics-In-house*):

Volunteer Coaches	
Michael Graham	Wrestling Assistant Coach"

17. "That the Pitman Board of Education approves the resignation of Jamie Ciarrocchi, Panther Club Site Leader at Kindle School, for the 2020/2021 school year (previously approved at the October 21, 2020 meeting)."

18. "That the Pitman Board of Education retroactively approves the appointment of Keith Bianchini, Music Replacement Teacher at Pitman High School, effective November 9, 2020 through on or about December 23, 2020, for the 2020/2021 school year, at the recommendation of the Superintendent of Schools (pending contract negotiations)."

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

19. "That the Pitman Board of Education retroactively approves the appointment of Deanna Davenport, Part-Time Office Aide at W.C.K. Walls School, effective November 13, 2020 through June 30, 2021, for the 2020/2021 school year, 16 hours per week at a rate of \$12.00 an hour, no benefits. Salary in accord with the Pitman Education Association."

20. "That the Pitman Board of Education approves the following volunteer for the 2020/2021 school year (*Italics-In-house*):

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

Volunteer	
Aaron Hickman	Technology”

21. “That the Pitman Board of Education approves the following leave(s) of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
14107866	Memorial	Medical	FMLA	Paid Sick Days Revised: 9/8/20 - 11/9/20 Previously Approved: 9/8/20-9/22/20; 9/8/20-10/22/20
22634349	High School	Medical	Not Eligible	Paid Sick/Personal Days Revised: 9/18/20 - 10/1/20 and 11/9/20 - 11/23/20 Unpaid Leave Revised: 10/2/20 - 11/6/20 11/24/20 - 12/23/20 Previously Approved: Paid Sick Days: 9/18/20-10/1/20 Unpaid Leave: 10/2/20 - 11/13/20
14047823	Memorial	Medical	FMLA	Paid Sick Days: 10/2/20-11/3/20 Paid Personal Days: 11/9/20-11/10/20 Unpaid Leave: 11/11/20-12/23/20
14054274	Memorial	Medical	FMLA	Paid Sick Days: 10/7/20-12/23/20
14099816	Walls	FFCRA Emergency Paid Sick Leave	N/A	Paid FFCRA: 11/9/20-11/20/20
56206303	Middle School	Maternity	FMLA:	Paid Sick Days: 1/28/21-4/14/21

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

			1/28/21- 4/30/21 FLA: 4/19/21- 6/17/21	Unpaid Leave: 4/15/21-6/17/21
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Roll Call: 3-21

Yes 7: Koniecki, Pappalardo, Powell, Savage, Uyehara, Wislon-Doherty, Walker

Abstain: #12 only Powell

No: 0

Absent:

COMMUNICATION & POLICY - Powell, Wilson-Doherty, Pappalardo

Moved by Board Member – Powell

Second by Board Member – Pappalardo

1. Policy 2464 Gifted and Talented Students (M)(Revised)

Info: This mandated Policy is revised to address changes in the law regarding Gifted and Talented education, effective for the 2020-2021 school year. It outlines requirements placed on schools regarding their “Gifted and Talented Education Programs”. The revisions include requirements regarding the accessibility and development of the Gifted and Talented Education Program, submission of an annual report to the New Jersey Department of Education (NJDOE), a complaint procedure for individuals who believe the district has violated N.J.S.A. 18A:35-34 through 18A:35-39, and notice requirements for the district’s policy on “Gifted and Talented Education Programs”.

“That Policy 2464 (M)(Revised) be approved for **second** reading.”

2. Bylaw 0164.6 Remote Public Board Meeting During a Declared Emergency(M)(New)

This Bylaw addresses emergency regulations establishing standard protocols for remote public meetings during a Governor-declared emergency. Additionally, the administrative code requires a Board use electronic communication equipment that has some very specific capabilities. Regulations include decisions about accepting and setting protocols for public comments.

“That the Pitman Board of Education suspend Bylaw 0131 that requires two readings to adopt a Bylaw or Policy and adopt Bylaw 0164.4 with **one** reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by Department of Community Affairs.”

3. Policy 1620 Administrative Employment Contracts (M)(Revised)

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

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.

“That Policy 1620 (M)(Revised) be approved for **first** reading.”

4. **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.

“That Policy 1648 (M)(Revised) be approved for **first** reading.”

5. **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.

“That Policy/Regulation 5330.05 Seizure Action Plan (M)(New) be approved for **first** reading.”

6. **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).

“That Policy 5460 High School Graduation (M)(Revised) be approved for **first** reading.”

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

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

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”.

“That Policy 6440 Cooperative Purchasing (M)(Revised) be approved for **first** reading.”

8. 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.

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

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.

“That Policy/Regulation 6470.01 Electronic Funds Transfer and Claimant Certification (M)(New) be approved for **first** reading.”

9. **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.

“That Policy/Regulation School District Security (M)(Revised) be approved for **first** reading.”

10. **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

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

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.

“That Policy 7450 Property Inventory (M)(Revised) be approved for **first** reading.”

11. 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.

“That Policy/Regulation 7510 Use of School Facilities (M)(Revised) be approved for **first** reading.”

12. 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.

“That Policy 8420 Emergency and Crisis Situations (M)(Revised) be approved for **first** reading.”

13. 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.

“That Policy 8561 Procurement Procedures for School Nutrition Programs be approved for **first** reading.”

**REGULAR MEETING
OF THE
PITMAN BOARD OF EDUCATION
November 18, 2020**

Roll Call: 1-13

Yes 7: Koniecki, Pappalardo, Powell, Savage, Uyehara, Wilson-Doherty, Walker

Abstain: 0

No: 0

Absent: 0

PUBLIC HEARING

This is public comment and not a dialogue between the board and the public. You will have three minutes to speak and it's your opportunity to comment or ask questions. There will not be a back and forth exchange between the speaker and the Board. At the close of public comment, we will respond as best as we can. If we do not have the information available at this time and if it is something we can share with you, we will get back to you."

None

ADJOURNMENT

9:43 p.m.

Motioned by Board Member – Uyehara

Second by Board Member – Koniecki

“That the meeting be adjourned at 9:43.”

Voice vote, with all in favor of adjournment.

Respectfully Submitted by:

Kelly Brazelton, Board Secretary