



**PITMAN BOARD OF EDUCATION  
JUNE 24, 2020  
6:30 P.M. – EXECUTIVE SESSION  
7:30 P.M. – PUBLIC MEETING  
(Virtual Per Governor’s Executive Order)**

**EXECUTIVE SESSION**

**PUBLIC MEETING AGENDA**

*Building on our unique traditions, the mission of the Pitman School District, in partnership with families and our community, is to educate all students through exceptional learning experiences to be discerning, ethical, confident citizens. It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels.*

*Students, parents, community, and the Board of Education are responsible for sharing, pursuing, and achieving this vision.*

**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 6:30 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**

HIB Grades Report 2018/2019  
Semi-Annual Report on Harassment, Intimidation and Bullying

### **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**

### **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, May 20, 2020”

### **PRESIDENT’S REPORT**

### **COMMITTEE REPORTS**

Communication and Policy Committee - June Report  
Chairperson - Darlene Powell

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

Finance and Facilities Committee - May Report / June Report  
Chairperson - Robert Uyehara

### **SUPERINTENDENT’S REPORT**

### **STUDENT REPRESENTATIVE REPORT**

### **OLD/NEW BUSINESS**

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

1. Suggested motion – “That all line-item transfers be approved for the month of May 2020.”
2. Suggested motion – “That the Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 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. 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 May 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. Suggested motion – “That the Treasurer’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2020. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of May 2020.”
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 May 2020.”
7. Suggested motion – “That the Pitman Board of Education authorizes the schedule of taxes to be remitted to the Borough of Pitman and paid accordingly.

**BE IT RESOLVED**, that the Pitman Board of Education approve the following Requisition of Taxes Schedule for the 2020/2021 school year for the annual operating budget and debt service:

<b>General Fund</b>	<b>Debt Service</b>	<b>Total</b>
\$14,600,290.00	\$425,356.00	\$15,025,646.00”

<b>Date</b>	<b>Current Expense</b>	<b>Debt Service</b>	<b>Total</b>
July 1, 2020	\$ 1,216,227.67	\$ 3,566.00	\$ 1,219,793.67
August 1, 2020	\$ 1,216,856.67	\$ 3,566.00	\$ 1,220,422.67
September 1, 2020	\$ 1,216,856.67	\$ 3,566.00	\$ 1,220,422.67
October 1, 2020	\$ 1,216,856.67	\$ 3,566.00	\$ 1,220,422.67
November 1, 2020	\$ 1,216,856.67	\$ 3,565.00	\$ 1,220,421.67
December 1, 2020	\$ 1,216,856.67	\$ 3,565.00	\$ 1,220,421.67
January 1, 2021	\$ 1,216,856.67	\$ 67,327.00	\$ 1,284,183.67
February 1, 2021	\$ 1,216,856.67	\$ 67,327.00	\$ 1,284,183.67
March 1, 2021	\$ 1,216,856.66	\$ 67,327.00	\$ 1,284,183.66

April 1, 2021	\$ 1,216,856.66	\$ 67,327.00	\$ 1,284,183.66
May 1, 2021	\$ 1,216,856.66	\$ 67,327.00	\$ 1,284,183.66
June 1, 2021	\$ 1,215,495.66	\$ 67,327.00	\$ 1,282,822.66
<b>TOTAL</b>	<b>\$14,600,290.00</b>	<b>\$ 425,356.00</b>	<b>\$15,025,646.00”</b>

8. Suggested motion—“That the Pitman Board of Education accepts allocations and submission (with their Statement of Assurances) of the IDEA-B Grant for the 2020/2021 school year in the following amounts:

<b>Basic</b>	<b>Pre-School</b>
\$365,496.00	\$14,483.00”

9. Suggested motion – “That the Pitman Board of Education accepts allocations and submissions (with their Statement of Assurances) of the Consolidated Grant for the 2020/2021 school year in the following amounts:

<b>TITLE I-A</b>	<b>TITLE II-A</b>	<b>TITLE III</b>	<b>TITLE IV</b>	<b>SIA</b>
\$162,646.00	\$35,279.00	\$537.00	\$11,538.00	\$10,000.00”

10. Suggested motion - “That the Pitman Board of Education approves the Cares Act grant in the amount of \$121,385.00 for the purchase of educational technology and facility equipment and supplies.”

11. Suggested motion – “That the Pitman Board of Education approves to purchase the following insurance through ACCASBO Joint Insurance Fund at a total cost of \$334,418.00 for the 2020/2021 school year (this is an increase of \$147.00 from 2019/2020 school year).

<b>ACCASBO JOINT INSURANCE FUND</b>		
Property	Auto Liability	General Liability
Worker’s Compensation	Educator’s Legal Liability	Pollution/Environment
Boiler & Machinery	Student Accident”	

12. Suggested motion - “That the Pitman Board of Education approves the Shared Service Agreement with Wenonah Board of Education to provide Occupational Therapy Services to IEP Wenonah from July 1, 2020 through June 30, 2021, not exceeding 8 hours per week for a total of \$12,150 to be paid directly to the Pitman School District twice per year, October 1, 2020 and January 1, 2021.”

13. Information:

Pursuant to P.L. 2015, Chapter 47 the Pitman Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, and have been, in full compliance with all State and Federal regulations; in particular, N.J.S.A. 18A:18. et. seq. N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to Board action.

<b>Vendor</b>	<b>Service</b>	<b>Year</b>	<b>BOE Approval</b>	<b>Amount</b>
ACCASBOJIF	Broker of Record (liability Insurance)	20/21	4/15/2020	
Brown & Brown	Broker of Record (Health Insurance)	20/21	5/15/2020	
Colonial Life	FSA Administrator	20/21		
Fraytak Veisz Hopkins Duthie, P.C	Board Architect	20/21	5/20/2020	Per fee schedule
Frontline	Attendance Management	20/21	5/20/2020	\$14,850.89
GCSSSD	Transportation	20/21	5/20/2020	
Gregory Herman, M.D.	School Physician	20/21	5/20/2020	\$10,000/60 hrs - \$125/hr overage
Petroni and Associates	Auditing Services	20/21	5/20/2020	\$20,200/\$500 ASSA DRTRS
Phoenix Advisors, LLC addendum	Continuing Disclosure Agent Services	20/21	5/20/2020	Capital facilities lease \$5500
Wade, Long, Wood, Long	Board Solicitor	20/21	5/20/2020	\$145 hr / \$275 meeting

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<b>Vendor</b>	<b>Service</b>	<b>Year</b>	<b>Date Awarded by BOE</b>	<b>Amount</b>
A to Z Coating Inc.	Roofing contractor	Awarded Bid	5/15/2019	\$547,000
ACCASBO JIF	Joint Insurance Fund	19-20	6/19/2019	
Camden County Ed Service Commission	Educational Services	19/20	2/19/2020	Prices Vary

Copiers Plus	Printing	19/20	6/19/2019	35 pages or more at the cost of \$550.00 per 100,000 copies.
Delsea	Transportation Services	19/20	8/26/2019	\$92,377.38
Delsea	Transportation Services	19/20	1/8/2020	\$27,918.00
Educere	Virtual Education	19/20	6/19/2019	\$29/wk - \$1250/course
Frontline	Attendance Management	7/1/19-6/30/20	5/15/2019	\$14,163.94
Gateway	Field Trip/Athletics Transportation Services	19/20	8/26/2019	\$50,000.00
Gateway	Transportation Services	19/20	9/18/2019	\$24,919.20
GCSSSD MVC Abstract	Cooperative Transportation	19/20	5/15/2019	\$30.00
GCSSSD Cress	Homebound Instruction Vendor	19/20	8/21/2019	\$23,400.00
GCSSSD	Pool Rental	19/20		\$7,315.00
Gregory Herman, M.D.	School Physician	19/20	5/15/2019	\$10,000/60 hrs - \$125/hr overage
Inspira/Brookfield Educational Services	Homebound Instruction Vendor		5/15/2019	\$36 per hr
Learn Well	Homebound Instruction Vendor		5/15/2019	\$36.00
Link It	Data Warehousing & Reporting	19/20	6/19/2019	\$11,916.00
McGough	Transportation Services	19/20	9/18/2019	\$100,000.00
Newborn Nurses	Nurse Staffing Services	19/20	5/15/2019	\$46 - LPN / \$56 RN
OMNI		19/20	6/19/2019	\$3,700
Petroni & Associates	Board Auditor	19/20	5/15/2019	\$20250 / \$500 increase
PESI	A step ahead partial hospital program	19/20	9/18/2019	
Phoenix Advisors, LLC	Continuing Disclosure Agent Services	19/20	5/15/2019	
Phoenix Advisors,	Continuing Disclosure	19/20		Capital facilities lease \$5500

LLC addendum	Agent Services			
Public Employer Trust B&B Benefit Advisor		7/1/19-6/30/20	5/15/2019	
Reagan Young England Butera	Board Architect	19/20	5/15/2019	
South Jersey Elevator	Elevator maintenance	19/20	2/19/2020	\$241 per month
TD Bank		5 yr lease Oct 1, 2019 - Oct 1, 2023	5/15/2019	Principal \$1,00,000.00 Interest \$61,749.45
Victory PT	School Physical Therapist	19/20	6/19/2019	\$74/hr - \$350/evals
Virtual High School	Virtual Education	19/20	6/19/2019	\$4800 Annual Fee
Wade, Long, Wood, Long	Board Solicitor	19/20	5/15/2019	\$145 hr / \$275 meeting
Wenonah School District	OT Shared Service	19/20	6/19/2019	\$12,000
Colonial Life	FSA Administrator			
ACCASBOJIF	Broker of Record (liability Insurance)			
Brown & Brown	Broker of Record (Health Insurance)			

15. Suggested motion - "That the Pitman Board of Education approves the following Maintenance Reserve transfer resolution:

**Resolution Transfer of Current Year Surplus to Maintenance Reserve**

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Pitman Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Pitman Board of Education has determined that up to \$500,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Pitman Board of Education that it hereby authorizes the district’s Business Administrator to make this transfer consistent with all applicable laws and regulations.”

16. Suggested motion - “That the Pitman Board of Education approves the service agreement with U.S. OMNI for the fiscal year July 1, 2020 - June 30, 2021, with the following fee schedule:

Description	No. of Accounts	Rate	Annual Amount
403(b) Accounts	86	Minimum	\$3,700.00"

17. Suggested motion – “That the Pitman Board of Education approves a contract with Victory Physical Therapy, P.C. to provide physical therapy services for the 2020/2021 school year at a rate of \$75.00 per hour for therapist and \$350.00 per evaluation.”

18. Suggested motion - “That the Pitman Board of Education approves the resolution Directing the Distribution of the Pitman Board of Education Net Returned Surplus Funds Held in Trust by the Atlantic & Cape May Counties Association of School Business Officials JIF, applying the full amount of \$92,558.00 to the Board’s 20-21 Fund Year Premium (current FUND members only).”

19. Suggested motion - “That the Pitman Board of Education approves a zero percent Lease through All-Lines Leasing for the purchase of equipment from Hillyard in the amount of \$38,559.50, three (3) annual payments; 1 advance payment of \$12,953.10 includes \$150 documentation fee and 2 payments of \$12,803.15. Agreement #13059101DMS”

20. Suggested motion - “That the Pitman Board of Education approves The Pitman Borough Board of Education’s request that the State of New Jersey Department of Education Office of School Facilities unlock the District’s LRFP site and the Board of Education authorizes the architectural firm of REGAN YOUNG ENGLAND BUTERA, PC. (RYEBREAD) to update the District’s Long-Range Facilities Plan.”

21. Suggested motion - “That the Pitman Board of Education approves the following Resolutions:

**Resolution Increasing the Bid Threshold—Qualified Purchasing Agent**

WHEREAS, Kelly Brazelton, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Pitman Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Kelly Brazelton, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.



**CURRICULUM, INSTRUCTION, & PERSONNEL – Savage, Koniacki, Powell**

1. Student Statistics May 2020:

Date	Elementary	Middle	High	Out of District	Alternate	Total
5/31/20	559	314	351	25	1	1250
5/31/19	582	307	379	25	0	1293
4/30/20	559	314	351	25	1	1250

Suspensions/Reasons: 0

HIB:

Reported: 0  
Confirmed: 0

- 2. Fire and Lockdown Drills for the month of May 2020: N/A\*  
(\*Governor’s Executive Order ordering NJ schools closed due to COVID-19 effective March 18, 2020)
- 3. Suggested motion - “That the Pitman Board of Education approves early graduation for a Pitman High School student (#6796731219).”
- 4. Suggested motion - “That the Pitman Board of Education retroactively approves the homeless tuition contracts for the following students effective September 8, 2020 through the 2020/2021 school year:

Student ID#	Sending District	Tuition Cost	Additional Services
6096331474	Clayton School District	\$16,366.00	N/A
5103509181	Clayton School District	\$16,330.00	N/A”

- 5. Suggested motion - “That the Pitman Board of Education approves the tuition contract for the following incoming student effective September 8, 2020 through the 2020/2021 school year:

Student ID #	Sending District	Programming	Tuition Cost	Additional Services
7899885146	Kingsway	MD Programming	\$25,000.00	N/A”

- 6. Suggested motion - “That the Pitman Board of Education approves the Special Services Extended School Year Program from July 6, 2020 through July 30, 2020 (Monday through Thursday) (contingent upon student participation).”

7. Suggested motion - "That the Pitman Board of Education approves the following out of district placements by the Special Services Department effective July 1, 2020 through June 30, 2021, for the 2020/2021 school year:

<b>Student ID#</b>	<b>Placement</b>	<b>ESY Tuition Cost</b>	<b>ESY Additional Services</b>	<b>Tuition Cost</b>	<b>Additional Services</b>
1350368915	Bancroft	Included	N/A	\$62,777.44	N/A
1476518104	Bancroft	Included	N/A	\$83,095.52	N/A
5520898145	Archbishop Damiano	Included	N/A	\$60,011.70	N/A
3698387746	YALE	Included	N/A	\$67,032.00	N/A"

8. Suggested motion – "That the Pitman Board of Education approves the submission of the 2019/2022 Comprehensive Equity Plan Annual Statement of Assurance for the 2020/2021 school year to the County Office of Education."
9. Suggested motion - "That the Pitman Board of Education approves the submission of the Pitman Middle School Annual School Plan for the 2020/2021 school year."
10. Suggested motion - "That the Pitman Board of Education approves Link It! Data Warehousing and Reporting, Analytics (LinkIt! Navigator & Consultative Services), Assessment Solutions, and Support License effective July 1, 2020 through June 30, 2021, for a total cost of \$13,967.00."
11. Suggested motion - "That the Pitman Board of Education approves the retirement resignation, with regret, of Patricia Adams, Food Service Worker for the Pitman School District, effective June 30, 2020."
12. Suggested motion - "That the Pitman Board of Education approves the retirement resignation, with regret, of Denise Danner, Food Service Worker for the Pitman School District, effective June 30, 2020."
13. Suggested motion - "That the Pitman Board of Education approves the resignation of Mildred Johanson, 1:1 Nurse at Kindle School, effective June 30, 2020."
14. Suggested motion - "That the Pitman Board of Education approves the resignation of Harry Harrison, Part Time School Bus Driver for the Pitman School District, effective June 30, 2020."
15. Suggested motion - "That the Pitman Board of Education approves the resignation of Kimberly DeChristopher, Part Time Lunchroom Aide at Kindle School, effective June 30, 2020."
16. Suggested motion - "That the Pitman Board of Education retroactively approves the following cafeteria staff to work a minimum of eight (8) hours up to a maximum of ten (10) hours per week from June 15, 2020 through August 14, 2020 as follows:

<b>Name</b>	<b>Salary/Step</b>
Virginia DeSimine	\$11.00/hr.
Bonnie Fluck	\$13.61/hr.
Christina Georgette	\$14.36/hr.
Betty Jean Hampton	\$20.46/hr.
Erika Morton	\$11.00/hr.
Victoria Rumaker	\$16.61/hr.
Suzanne Somogy	\$15.11/hr.”

17. Suggested motion - “That the Pitman Board of Education approves an additional ten days (July 1, 2020 - August 31, 2020) to the following assistant principals, at their per diem rate of pay (pending contract negotiations) - timesheets:

<b>Name</b>	<b>Location</b>
Dawn Bell	Middle School
Lauren Deacon	High School”

18. Suggested motion - “That the Pitman Board of Education approves up to an additional two days over the summer to Christina Lawrence, School Nurse, at her per diem rate of pay - timesheets.”

19. Suggested motion - “That the Pitman Board of Education approves up to an additional 15 hours/week (July 1, 2020 through August 14, 2020), to Jennifer Smith, Athletic Trainer/Coordinator, at her per diem rate of pay (pending contract negotiations) (timesheets).”

20. Suggested motion - “That the Pitman Board of Education approves the following summer curriculum work (revised), at an hourly rate of \$36.00 per hour, stipend in accord with the agreement with the Pitman Education Association (pending contract negotiations)(time sheets).

<b>School</b>	<b>Course</b>	<b>Level(s)/Grade</b>	<b>Hours</b>
HS	Career Pathways	9-12	Up to 30
HS	Drama	9-12	Up to 10
ES	4th grade Social Studies: NJ	4	Up to 10
	Elementary Social Studies Supplemental Resources Library	K-5	Up to 10
ES	Elementary Science Supplemental Resources Library	K-5	Up to 10
PK-12	School Counseling Curriculum/Character Education	PK-12	Up to 30
MS	Media I	6-8	Up to 10
ES	Creative Curriculum	PK	Up to 10
ES	Phonics/Word Study	PK	Up to 10
ES	Mathematics	PK	Up to 10
6-12	Science: ELA Companion Standards Resources Repository	6-12	Up to 30
6-12	Social Studies:ELA Companion Standards Resources Repository	6-12	Up to 30
6-12	Technology: ELA Companion Standards Resources Repository	6-12	Up to 30
HS	Multicultural Art and Design	9-12	Up to 10

HS	CBI Instructional Framework	9-12	Up to 10
HS	Math I-III	9-12	Up to 30
HS	ELA I-II	9-12	Up to 20
HS	Spanish: Culture and Conversation	9-12	Up to 10
MS	ELA Lab Resources	6-8	Up to 10
MS	Math Lab Resources	6-8	Up to 10
MS/HS	History of Disabled and LGBT Persons Additions	6-12	Up to 5
MS	Financial Literacy additions	6-8	Up to 5
MS/HS	Miscellaneous hours for finishing repository/resource work and/or character education	6-12	Up to 20”

21. Suggested motion—“That the Pitman Board of Education approves the following elementary secretaries to work up to an additional 40 hours per building July 1, 2020 through August 31, 2020, at their hourly rate of pay – timesheets (pending contract negotiations):

Name	School
Shannon Vallaster/Secretary	Kindle
Diane Zimmerman/Secretary	Memorial
TBD	Walls”

22. Suggested motion – “That the Pitman Board of Education approves the appointment of Stacey McIlvaine, Pitman Middle School Secretary, effective July 1, 2020 through June 30, 2021, at an annual salary of \$50,552.00/Step G, with benefits, for the 2020/2021 school year, at the recommendation of the Superintendent. Salary in accord with the negotiated agreement with the Pitman Education Association (pending contract negotiations).”

23. Suggested motion - “That the Pitman Board of Education approves Patrick J. McAleer, Ed.D., Superintendent of Schools, as the district School Safety Specialist for the 2020/2021 school year.”

24. Suggested motion - “That the Pitman Board of Education approves the continuation of employment of the following Full-Time Instructional Aides (7 hours per day, not including lunch), for the 2020/2021 school year, at the recommendation of the Superintendent of Schools. All aide assignments will be finalized in July once all IEP’s and program needs have been reviewed. Salary in accord with the negotiated agreement with the Pitman Education Association (pending contract negotiations):

Name	Salary/Step
Leslie Dove	\$15.14/A/No Degree
Janet Rainier	\$15.14/A/No Degree
Deborah Vencius	\$15.14/A/No Degree”

25. Suggested motion - “That the Pitman Board of Education approves the re-appointment of the following Full-Time Instructional Assistant, for the 2020/2021 school year, at the recommendation of the Superintendent of Schools. Salary in accord with the negotiated agreement with the Pitman Board of Education (pending contract negotiations):

Name	Salary
Daniel Thomas	\$15.00/hr.”

26. Suggested motion - “That the Pitman Board of Education approves the continuation of employment of the following Part-Time Instructional Aides (maximum of 29.5 hours per week) for the 2020/2021 school year, at the recommendation of the Superintendent of Schools. All aide assignments will be finalized in July once IEP’s and program needs have been reviewed. Salaries in accord with negotiated agreement with the Pitman Education Association (pending contract negotiations):

<b>Name</b>	<b>Hours</b>	<b>Salary/Step</b>
Sally Bierman	29.5 wk	\$15.54/A/Degree
Ashley Bitterman	29.5 wk	\$12.89/I/60 Credits
Dawn Conner	29.5 wk	\$15.54/A/Degree
Drew Davenport	29.5 wk	\$12.99/J/Degree
Nancy Davenport	29.5 wk	\$15.14/A/0 Credits
Alberta Foster	29.5 wk	\$15.14/A/0 Credits
Debra Guarni	29.5 wk	\$14.26/C/60 Credits
Amy Hansen	29.5 wk	\$12.99/F/0 Credits
Christine Heier	29.5 wk	\$15.14/A/No Degree
Marilyn Hicks	29.5 wk.	\$12.89/I/60 Credits
Diana Joyce	29.5 wk	\$15.54/A/Degree
Mary Ellen McGaley	29.5 wk	\$12.69/I/0 Credits
Michelle Natali-Muldoon	29.5 wk	\$15.54/A/Degree
Jennifer Nicastro	29.5 wk	\$13.19/F/60 Credits
Kelly Rollins	29.5 wk	\$12.99/F/0 Credits
Barbara Schmidt	29.5 wk	\$15.14/A/0 Credits
Autumn Schoen	29.5 wk	\$13.74/E/Degree
Jennifer Shalaway	29.5 wk	\$15.54/A/Degree
Theresa VanMater	29.5 wk	\$14.46/C/Degree
Diane Walker	29.5 wk	\$15.54/A/Degree
Nora Weirich	29.5 wk	\$15.14/A/0 Credits
Ann Marie Weitzel	29.5 wk	\$14.71/B/60 Credits
Cindy Wood	29.5 wk	\$15.34/A/60 Credits”

27. Suggested motion - “That the Pitman Board of Education approves a contract for the 2020/2021 school year for Kelly A. Brazelton, Business Administrator/Board Secretary at an annual salary of \$117,619.00 (Account #11-000-251-104-00).”

28. Suggested motion - “That the Pitman Board of Education approves the following 2020 summer work from July 6, 2020 through August 31, 2020, for the Special Services staff (stipend in accord with the agreement with the Pitman Board of Education - pending contract negotiations):

<b>Extended School Year Occupational Therapy:</b> (\$36.00 per hour – up to eight hours per week - timesheets and 1.5 total hours for Wenonah BOE)	<b>Occupational Therapist:</b> Ashlee Sheppard
<b>Extended School Year Speech/Language Therapy</b> (\$36.00 per hour - up to 10 hours per week - timesheets)	<b>Speech/Language Therapist:</b> Laura Spadafora

<b>Extended School Year Preschool Special Education Teacher:</b> (\$36.00 per hour - up to 12 hours per week - timesheets)	<b>Teacher:</b> Lisa Lyons
<b>Extended School Year Special Education Teacher:</b> (\$36.00 per hour - up to 15 hours per week - timesheets)	<b>Teacher:</b> Jody Miller
<b>Extended School Year Special Education Teacher:</b> (\$36.00 per hour - up to 15 hours per week - timesheets)	<b>Teacher:</b> Rita Marquez-Williams
<b>Extended School Year Special Education Teacher:</b> (\$36.00 per hour - up to 15 hours per week - timesheets)	<b>Teacher:</b> Christine Lenentine”

29. Suggested motion – “That the Pitman Board of Education approves the following members of the Special Services Department to work a maximum of the following number of days from July 6, 2020 through August 31, 2020, at their per diem rate, to meet the mandated obligations of providing evaluation plan meetings for newly referred/transferred students and to accept and plan for special requests, review and design programs for transfer students based on reports and scheduling new students (timesheets):

<b>Name</b>	<b>Days</b>
Jenifer Gillin	Up to 5 Days
Heather Lester	Up to 5 Days
Cassandra Wright	Up to 5 Days”

30. Suggested motion – “That the Pitman Board of Education approves the following six members of the Special Services Department to perform summer evaluations from July 6, 2020 through August 31, 2020, at a rate of \$325.00 per case (timesheets):

<b>Summer Evaluations</b>	
Jenifer Gillin	Kim Hemmes
Heather Lester	Ashlee Sheppard
Cassandra Wright”	

31. Suggested motion - “That the Pitman Board of Education approves the following staff members to attend IEP meetings as needed from July 6, 2020 through August 31, 2020, at a rate of \$36.00 per hour, stipend in accord with the agreement with the Pitman Education Association (pending contract negotiations) (timesheets):

<b>Special Education Teachers</b>	<b>General Education Teachers</b>
Meghan Bourquin	Melissa Bianchini
Kristin Chapman	Lori Boyle
John Hopely	Dare Euler

Rita Marquez-Williams	Katherine Hoh
Melody Smythe	Kristie Thompson”

32. Suggested motion - “That the following Resolution be adopted:

**WHEREAS, MARYELLEN COVELY** has served twenty years as a Teacher in the Pitman School District at W.C.K. Walls School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS,** she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS,** she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **MARYELLEN COVELY,** thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED,** that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Maryellen Covely.

33. Suggested motion - “That the following Resolution be adopted:

**WHEREAS, JOHN CUTSAVAGE** has served twenty-five years as a Special Education Teacher in the Pitman School District at Pitman High School, and during that time has performed his duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS,** he has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS,** he has given of his time and talents, and has worked effectively with hundreds of students during his tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of his retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **JOHN CUTSAVAGE,** thanks and appreciation for his many years of dedicated service to the youth of Pitman, and sincerely wishes him many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Mr. John Cutsavage.

34. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, LAURIE DRANK** has served seventeen years as a School Nurse in the Pitman School District at Kindle School and Pitman Middle School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, October 1, 2019, the Board of Education, of the Borough of Pitman, hereby expresses to **LAURIE DRANK**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Laurie Drank.

35. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, DENISE EVERETT** has served nineteen years as a Teacher in the Pitman School District at Pitman Middle School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **DENISE EVERETT**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Denise Everett.



36. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, MELANIE MATTHEWS** has served seventeen years as a Teacher in the Pitman School District at W.C.K. Walls School and Pitman Middle School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS,** she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS,** she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **MELANIE MATTHEWS,** thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED,** that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Melanie Matthews.

37. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, PATRICIA ADAMS** has served sixteen years as a Food Service Worker in the Pitman School District at W.C.K. Walls School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS,** she has given of her time and talents, and has worked effectively with students, administrators, and staff during her tenure, and has manifested a spirit of cooperation with students, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **PATRICIA ADAMS,** thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED,** that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Patricia Adams.

38. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, JOYCE BREWER** has served twenty-five years as an Instructional Aide in the Pitman School District at W.C.K. Walls School, and during that time has

performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with students, administrators, and staff during her tenure, and has manifested a spirit of cooperation with students, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, December 1, 2019, the Board of Education, of the Borough of Pitman, hereby expresses to **JOYCE BREWER**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Joyce Brewer.

39. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, DENISE DANNER** has served eighteen years as a Food Service Worker in the Pitman School District at W.C.K. Walls School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with students, administrators, and staff during her tenure, and has manifested a spirit of cooperation with students, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **DENISE DANNER**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Denise Danner.

40. Suggested motion - "That the following Resolution be adopted:

**WHEREAS, LISA DePIANO** has served eighteen years as an Office Aide and Secretary in the Pitman School District at Pitman High School, Pitman Middle School, and W.C.K. Walls School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with students, administrators, and staff during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2020, the Board of Education, of the Borough of Pitman, hereby expresses to **LISA DePIANO**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Lisa DePiano.

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

1. Suggested motion - “That the present Pitman Board of Education Policy and By-Laws be adopted for the 2020/2021 school year.”

2. **Policy/Regulation 1581 Domestic Violence (M) (Revised)**

*Info: The Uniform Domestic Violence Policy incorporates the New Jersey Security and Financial Empowerment Act – N.J.S.A. 34:11C-1 - NJ SAFE Act, which provides unpaid leave to an employee who was a victim of domestic violence or any sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense. Revisions incorporate all of the provisions of the Uniform Domestic Violence Policy.*

Suggested motion - “That Policy/Regulation 1581 (M)(Revised) be approved for **second** reading.”

3. **Policy 2422 Health and Physical Education (M) (Revised)**

*Info: Three new statutes were recently approved and codified as:*

1. *N.J.S.A. 18A:35-4.34 – Financial Literacy Instruction*
2. *N.J.S.A. 18A:35-4.35 – History of Disabled and LGBT persons Included in Middle and High School Curriculum*
3. *N.J.S.A. 18A:35-4.36 – Policies, Procedures Pertaining to Inclusive Instructional Material*  
*These new statutes specifically address issues that must be included in the school district’s curriculum and/or in the New Jersey Student Learning Standards (NJSLS). The policy has been revised to list the requirements of these three new statutes.*

Suggested motion - “That Policy 2422 (M)(Revised) be approved for **second** reading.”

4. **Policy 3421.13 Postnatal Accommodations (New)**

*Info: The Fair Labor Standards Act (FLSA) states employers with fifty or more employees shall make accommodations for nursing mothers; it does not require an employer to compensate an employee for such breaks; however, there are different provisions for “exempt” and “non-exempt” employees as defined by the FLSA; and the lactation space must be private,*

*functional, and available when needed by a nursing mother. This Policy outlines these accommodations available to nursing mothers upon request.*

Suggested motion - "That Policy 3421.13 (New) be approved for **second** reading."

5. **Policy 4421.13 Postnatal Accommodations (New)**

*Info: See 3421.13*

Suggested motion - "That Policy 4421.13 (New) be approved for **second** reading.

6. **Policy/Regulation 5330 Administration of Medication (M) (Revised)**

*Info: Statute requires a Board of Education to permit self-medication by a student for adrenal insufficiency in addition to other health issues currently in the law such as asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction. This Policy addresses the administration of hydrocortisone sodium succinate for adrenal insufficiency and designates the school nurse and others to administer the medication. It outlines the required training protocols for the administration of hydrocortisone sodium succinate and provides immunity from liability in relation to the administration of hydrocortisone sodium succinate to a student. New statutes address the administration of hydrocortisone sodium succinate in a similar manner as the statutes and administrative code address the administration of epinephrine. These new statutes designate the school nurse or another properly trained staff member to be available on site at the school and at school-sponsored functions in the event a student needs to have hydrocortisone sodium succinate administered.*

Suggested motion - "That Policy/Regulation 5330 (M)(Revised) be approved for **second** reading."

7. **Policy 7243 Supervision of Construction (M) (Revised)**

*Info: The New Jersey Department of Education (NJDOE) published a Memorandum titled "Contractor Employees Procedure for Criminal History Record Checks." It addresses criminal history record checks required for a construction contractor's employees serving in a position which involves regular contact with students. It also recommends a school district designate a liaison to construction contractors who shall be responsible to obtain a list of individuals who will be employed by the construction contractor that are required to undergo a criminal history record check. The liaison shall also forward a list of the construction contractor's employees to the school official who will receive any adverse action correspondence from the OSP related to the criminal history record check process. Therefore, the school official shall be able to review the contracted construction company's list of employees in order to determine if the subject of an adverse action correspondence is either a school employee or a construction contractor's employee and take appropriate action.*

Suggested motion - "That Policy 7243 (M)(Revised) be approved for **second** reading."

8. **Policy 7430 School Safety (M) Revised**

*Info: This Policy is being revised to include language recommended by our Joint Insurance Fund (JIF) to enhance safety protocol.*

Suggested motion - "That Policy 7430 (M)(Revised) be approved for **second** reading."

9. **Policy 8210 School Year (Revised)**

*Info: This Policy addresses issues related to a school calendar. The minor revisions include listing the minimum duration of a school year to be no fewer than 180 school days; citing the statute that requires 180 school days to receive State aid; recommending the date of May 1 to have the school calendar approved by the Board; and expanding the circumstances or situations in which the school calendar can be altered by the Board during the year.*

Suggested motion - "That Policy 8210 (Revised) be approved for **second** reading."

10. **Policy/Regulation 8220 School Day (M) (Revised)**

*Info: The New Jersey Department of Education (NJDOE) published a Memorandum titled "Delayed Opening and Early Dismissal Policies" reviewing requirements regarding a school day, a shortened school day, and Kindergarten/preschool class sizes. The Memorandum indicates the Board's "policy should detail the starting and ending time that will define the day for each school, in the event of a shortened day." It is common practice for a Board to annually approve a school calendar that includes daily starting and ending times for each school in the district. Therefore, the revised Policy indicates the Board of Education will approve a school calendar to include the days and times schools are in session, including shortened days. There is no statute or administrative code section that requires that these provisions be included in Board Policy and Boards have not typically included each individual school's starting and ending time for regular and shortened school days in this Policy. The annual Board approval of a school calendar with starting and ending times of each school in the district has satisfied these requirements outlined in the Memorandum. This Policy now requiring annual Board approval makes Policy 8220 mandated. The Regulation 8220 has also been updated to reflect more current practices of communicating an all-day school closing and an early dismissal with parents, staff, and other people and organizations. The provisions in this Regulation 8220 are not governed by a statute or administrative code and may be revised to reflect current practice in the district.*

Suggested motion - "That Policy/Regulation 8220 (M) (Revised) be approved for **second** reading."

11. **Policy 8462 Reporting Potentially Missing or Abused Children (M) (Revised)**

*Info: Public Law 2019, Chapter 178 was approved and codified as N.J.S.A. 18A:33-28. This new statute requires a Board of Education to display specific information in each school building about the Department of Children and Families' State Central Registry, a toll-free hotline for*

*reporting child abuse. It also requires the information be in a format and language that is clear, simple, and understandable, and the information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students.*

Suggested motion - "That Policy 8462(M) (Revised) be approved for **second** reading."

12. Suggested motion - "That the Pitman Board of Education approve the Lead Testing Program Statement of Assurance (Non-Lead Testing Year). The school district, charter school, renaissance school, jointure commission, educational services commission, approved private school for students with disabilities acting under contract to provide educational services on behalf of New Jersey public school districts, state-funded early childcare facilities pursuant to N.J.A.C. 6A:13A, and receiving schools as defined by N.J.A.C. 6A:14-7.1(a) (hereinafter collectively referred to as "District"), has reviewed N.J.A.C 6A:26 requiring testing for lead in drinking water and has provided assurance that lead testing has been completed within six (6) years in accordance with the technical guidelines established by the NJ Department of Environmental Protection. Additionally, all notifications of test results have been provided consistent with this subchapter, including the requirement to make the test results publicly available on the District's website, and alternate drinking water continues to be made available to all students and staff. The date of the most recent lead testing conducted in accordance with the technical guidelines established by the NJ Department of Environment Protection was: April 12, 2017."

#### **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, July 15, 2020, in a 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.*