



**PITMAN BOARD OF EDUCATION
APRIL 15, 2020
7:00 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 website. 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

NJSLA Science Scores Spring 2019

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. 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, March 4, 2020
Wednesday, March 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, March 4, 2020 - 7:00 p.m.
Wednesday, March 4, 2020 - 7:58 p.m.”

PRESIDENT’S REPORT

COMMITTEE REPORTS

Communication and Policy Committee -
Chairperson - Darlene Powell

Curriculum, Instruction, & Personnel Committee - April Meeting Report
Chairperson - Bonnie Savage

Finance and Facilities Committee - March Meeting Report
Chairperson - Robert Uyehara

SUPERINTENDENT’S REPORT - April Meeting Report

STUDENT REPRESENTATIVE REPORT

OLD/NEW BUSINESS

FINANCE & FACILITIES COMMITTEE – Uychara, Walker, Savage

1. Suggested motion – “That all line-item transfers be approved for the month of March 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 March 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 March 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 March 2020. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of March 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 March 2020.”
7. Suggested motion - “That the Pitman Board of Education accepts the contract with B Safe from March 2020 through March 2025 to provide fire alarm system test and inspection services for a commercial fire alarm system. The Monthly charge will be paid quarterly for the next five years.

Location	Amount
High School	\$12.00
Memorial School	\$48.00
High School	\$164.00
Kindle School	\$45.96
Walls School	\$69.00
Middle School	\$90.00”

8. Suggested motion - “That the Pitman Board of Education accepts the contract with Regan Young England Butera provide professional services to help your District update their Long Range Facility Plan

in regard to the proposed grade level realignment. RYEBREAD shall execute these services for a Stipulated Sum of \$1500, or \$4500 total, plus Reimbursable Expenses and Additional Services, if any.”

9. Suggested motion - “That the Pitman Board of Education adopts the following resolution appointing Len Eckman, Inc. as Risk Management Consultant for the 2020/2021 school year.

**ATLANTIC & CAPE MAY COUNTIES ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND
(ACCASBOJIF) RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT**

WHEREAS, the Pitman Board of Education hereinafter referred to as DISTRICT, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund require that each DISTRICT appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Len Eckman, Inc. as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT’s Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

10. Suggested motion – “That the Pitman Board of Education adopts a Risk Management Consultant Agreement with Len Eckman, Inc. for the 2020/2021 school year.”

RISK MANAGEMENT CONSULTANT AGREEMENT

THIS AGREEMENT, entered into this 15th day of April, 2020, between the Pitman Board of Education hereinafter referred to as DISTRICT, and Len Eckman, Inc. a Corporation of the State of New Jersey, having its principal office at the following address: 302 Montgomery Avenue, Pitman, NJ 08071, hereinafter referred to as RMC.

WITNESSETH:

WHEREAS, the RMC has offered to the DISTRICT professional insurance and risk management consulting services as required in the Bylaws of the Atlantic & Cape May Counties School Business Officials Joint Insurance Fund, and;

WHEREAS, the DISTRICT desires these Extraordinary Unspecifiable Services pursuant to a resolution adopted by the DISTRICT at a meeting held on the 15th day of April, 2020;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein agree as follows:

1. The RMC, for and in consideration of the amount stated hereinafter agrees to provide services to the DISTRICT as follows:
 - A. Annually update or assist in the updating of all exposure data and insurable interests relative to the DISTRICT using the forms, procedures, time lines and methodologies established by the Fund;
 - B. Assist the DISTRICT in understanding and selecting the various optional coverages (if any) available through the Fund;
 - C. Assist the DISTRICT and/or Fund as required in researching data needed to respond to claims;
 - D. Assist the DISTRICT in understanding the coverages afforded through the Fund including requesting written coverage clarifications as needed;
 - E. Maintain current licensure as a Property/Casualty Producer as required under the New Jersey Producer Licensing Act;
 - F. Attend a majority of monthly Fund meetings and all meetings of the Fund Committees on which the RMC serves;
 - G. As requested by the DISTRICT, complete Certificate of Insurance request forms and forward same to appropriate parties as designated by the Fund;
 - H. Review Certificates of Insurance and Hold Harmless & Indemnity documents received by the district
 - I. Accompany Fund Safety Professionals on such periodic loss control inspections as may be conducted and assist the DISTRICT in understanding and implementing any recommendations resulting therefrom as may be requested by the DISTRICT;
 - J. Assist the DISTRICT and Fund Safety Professional in establishing and encouraging effective operation of DISTRICT sponsored Safety Committees.
 - K. Perform any other services required by the Fund's Bylaws or the DISTRICT.
2. The term of this Agreement shall be for one (1) year from the first day of July, 2020, unless earlier terminated as hereinafter provided in this Agreement.
3. The DISTRICT authorizes the Fund to pay its RMC as compensation for services rendered an amount equal to two percent (2%) of the DISTRICT's annual assessment as promulgated by the Fund. Said fee shall be paid to the RMC in equal installments on a monthly basis. The RMC shall receive no other compensation or commission for the placement or servicing of any DISTRICT coverage with the Fund.

4. For any coverage authorized by the DISTRICT to be placed outside of the Fund, the RMC shall receive as his/her full compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Item 3 above. The RMC shall not be entitled to collect a commission from an insurance company or the DISTRICT if the DISTRICT or its employees negotiate the placement of a coverage directly with an insurance company which is outside the Fund.

5. Either party may cancel this Agreement at any time by mailing to the other written notice calling for termination effective at any time not less than ninety (90) days thereafter. Fees shall be prorated to the date of termination.

11. Suggested motion – “That the Pitman Board of Education enters into an agreement with Petroni and Associates to provide auditing services for the 2020/2021 school year at a fee of \$20,700 (an increase of \$450.00 from school year 2019/2020). All terms and conditions as on file in the Business Office.”

12. Suggest motion - “That the Pitman Board of Education, per the recommendation of the Superintendent, awards a professional contract to Nutri-Serve Food Management Inc. as the Food Service Service Management Company for the 2020/2021 school year effective July 1, 2020. Approval is for one year with a guarantee return of \$10,590.12. This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service pursuant to [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)] and 18A:18A.”

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

1. Student Statistics March 2020:

Date	Elementary	Middle	High	Out of District	Alternate	Total
3/31/20	570	314	352	25	1	1262
3/31/19	580	306	379	25	0	1290
2/29/20	570	314	354	25	1	1264

Suspensions/Reasons: 0

HIB

Reported: 0
Confirmed: 0

2. Fire and Lockdown Drills for the month of March 2020:
(*Governor's Executive Order ordering NJ schools closed due to COVID-19 effective March 18, 2020)

School	Date	Time of Drill	Type of Drill	Persons in Building	Persons Participating	Weather Conditions	Time Required
High School	3/10/20 N/A*	2:15 PM N/A*	Fire N/A*	391 N/A*	391 N/A*	Sunny 70° N/A*	1.17 minutes N/A*
Middle School	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*
Kindle School	3/17/20 N/A*	9:00 AM N/A*	Shelter in Place N/A*	196 N/A*	196 N/A*	Cloudy 48° N/A*	1.25 minutes N/A*
Memorial School	3/10/20 3/13/20	10:00 AM 2:05 PM	Lockdown Fire	210 200	210 200	Cloudy 61° Cloudy 70°	7 minutes 3 minutes
Walls School	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

3. Suggested motion – “That the Pitman Board of Education finds the travel and related expenses particular to attendance of staff and board members on the attached list of approved school business leaves (Conference/Workshop/Meeting/Staff Training) are justified and therefore reimbursable.”
4. Suggested motion - “That the Pitman Board of Education approves the Use of Facilities as attached.”
5. Suggested motion – “That the Pitman Board of Education approves the revised school calendar for the 2019/2020 school year.”
6. Suggested motion -“That the Pitman Board of Education approves the 2020 Senior Class Trip to Orlando, Florida be rescheduled from April 28, 2020 – May 2, 2020, to May 26, 2020 - May 30, 2020.”
7. Suggested motion - “That the Pitman Board of Education retroactively approves the resignation of Rian Shaw, Panther Club Site Leader at Memorial School, effective April 3, 2020.”
8. Suggested motion -“That the Pitman Board of Education approves the following overnight staff chaperones for the Camp Ockanickon Trip currently scheduled for April 29, 2020 – April 30, 2020 (rescheduled date TBD). Stipend in accord with the negotiated agreements with the PEA (\$170 per night) and the PAA (\$200 per night) (*Italics – In-house*):

Chaperones (*overnight)	
<i>Patrick McAleer*</i>	<i>Deborah Calabree*</i>
<i>Karolyn Mason*</i>	<i>Chris Morris*</i>
<i>Christopher Chapman*</i>	<i>Drew Davenport*</i>
<i>Michelle Cappello*</i>	<i>Tracy Gerace*</i>
<i>Melissa Bianchini*</i>	<i>Sarah Weng (nurse)*</i>
<i>Ashley Bitterman*</i>	<i>Patricia DiJoseph</i>
<i>Tonya Catando</i>	<i>Jaclyn Schanz</i>
<i>Cindy Vidal</i>	

9. Suggested motion-“That the Pitman Board of Education approves the following volunteer overnight student chaperones for the Camp Ockanickon Trip currently scheduled for April 29, 2020 – April 30, 2020 (rescheduled date TBD):

Volunteer Chaperones (PHS Students)	
Zane Coles (12)	Ashley Thompson (12)
Grace Mazzola (11)	Emma Rentzel (11)
Jonathan Zubert (11)	Evan Mitchell (11)
Colin Cooper (11)	Anthony Panaro (11)
Jaycee Berry Andres (11)	Samantha Brennan (11)”

COMMUNICATION & POLICY – Powell, Wilson-Doherty, Pappalardo

1. **Policy 2430 Co-Curricular Activities (M)(Revised)**

Info: Revision removing “eligibility for participation shall be the same as those promulgated by the NJSIAA”.

Suggested motion - “That Policy 2430 (M)(Revised) be approved for **second** reading.”

2. **Policy 5450 - Student Awards (Revised)**

Info: Minor changes regarding eligibility to receive a championship jacket from the district.

Suggested motion - “That Policy 5450 (Revised) be approved for **second** reading.”

PUBLIC HEARING – (15 minutes)

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ADJOURNMENT

The next Board of Education Meeting is scheduled for **Wednesday, May 6, 2020**, Public Hearing on the Budget/Action Meeting, in the Pitman High School Media Center.

The Pitman Board of Education reserves the right to add and/or delete motions or make changes to motions in this agenda up to the time of the meeting and during the actual meeting.