



**PITMAN BOARD OF EDUCATION
APRIL 20, 2022**

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.

**6:00 PM - EXECUTIVE SESSION
7:30 PM – PUBLIC MEETING**

AGENDA

OPEN PUBLIC MEETING

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 6:00 p.m. followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center. 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.

EXECUTIVE SESSION

RETURN TO PUBLIC MEETING

MOMENT OF SILENCE AND SALUTE TO THE FLAG

PRESENTATIONS - Staff Spotlight
All State Band Jacket (Ian O'Boyle)

PUBLIC HEARING – (15 minutes)

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. 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."

CORRESPONDENCE

APPROVAL OF MINUTES

Suggested motion – “That the minutes of the Pitman Board of Education as held on the date listed below are approved as printed and reading dispensed with:

Wednesday, March 16, 2022
Wednesday, March 23, 2022
Sunday, April 3, 2022

Suggested motion – “That the minutes of the Closed Session of the Pitman Board of Education held on the dates listed below are approved as printed and the reading dispensed with:

Wednesday, March 16, 2022 - 7:00 PM
Wednesday, March 23, 2022 - 7:00 PM
Sunday, April 3, 2022 - 9:00 AM”

PRESIDENT’S REPORT

SUPERINTENDENT’S REPORT

STUDENT REPRESENTATIVE REPORT - April 2022

OLD/NEW BUSINESS

FINANCE & FACILITIES COMMITTEE – Uyehara, Powell, Higbee-Ionno

1. Suggested motion – “That all line-item transfers be approved for the month of March 2022.”
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 2022. 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 2022 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 2022. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of March 2022.”
5. Suggested motion – “That all bills are properly approved and certified to be paid.”
6. Suggested motion - “That the Pitman Board of Education adopts the following resolution appointing Steve Eckman, Inc. as Risk Management Consultant for the 2022/2023 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.

7. Suggested motion – “That the Pitman Board of Education adopts a Risk Management Consultant Agreement with Steve Eckman, Inc. for the 2022/2023 school year.”

RISK MANAGEMENT CONSULTANT AGREEMENT

THIS AGREEMENT, entered into this 20th day of April, 2022, 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 20th day of April, 2022;

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, 2022, 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.
8. Suggested motion - "That the Pitman Board of Education approves the Co-Operative Field Hockey Program Agreement between Pitman Public Schools and Glassboro Public Schools (LEA) for the 2022/2023 and 2023/2024 school years."
9. Suggested motion – "That the Pitman Board of Education enters into a contract for participation in cooperative transportation services (as needed) with the Gloucester County Special Services District for the 2022/2023 school year; as per contract on file in the Business Office."
10. Suggested motion - "That the Pitman Board of Education approves the winning bid to B & G Restoration, Inc. in the amount of \$80,000.00 for the Pitman Middle School 2022 Abatement of Cafeteria and Kitchen Flooring (grant funded - ESSER II and capital reserve funds) ."
11. Suggested motion - "That the Pitman Board of Education approves the winning bid to Camp IDEA (RFP#07012022) in the amount of \$31,082.00 for the 2022 Educational Enrichment Program - Summer Program (grant funded - ARP)."
12. Suggested motion - "That the Pitman Board of Education approves the contract with Handle with Care, Behavior Management System, Inc., for licensing and training in their Instructor Certification Program:
 - up to ten staff, up to eight hours at a cost of \$2,750.00 plus expenses;
 - 11-14 staff will be charged an extra \$275.00 per instructor;
 - over 14 staff becomes a two day training at a cost of \$2,750.00 per day plus expenses."
13. Suggested motion - "That the Pitman Board of Education approves the Copier Plus contract (MC07343) from July 1, 2022 - June 30, 2023 - \$639.00 per 200,000 copies and overage at \$0.0064 per copy."
14. Suggested motion - "That the Pitman Board of Education approves the renewal of NutriServe as the Food Service Management Service for the 2022/2023 school year in the amount of \$27,125.00 an increase from 2021/2022 of \$1,875.00."
15. Suggested motion - "That the Pitman Board of Education approves the purchase of a 2022 Ford T350 High Roof Extended Cargo Van - State Contract A88211 - food service expense \$35,551.50."

16. Suggested motion – “That the Pitman Board of Education approves the renewal of medical insurance and prescription coverage with AmeriHealth for the 2022/2023 school year with an increase of 4.0% in premium costs from school year 2021/2022.”
17. Suggested motion – “That the Pitman Board of Education approves the renewal of dental insurance coverage with Delta Dental Plan of New Jersey for the 2022/2023 school year with no increase in monthly premium costs from the school year 2021/2022.”
18. Suggested motion – “That the Pitman Board of Education approves the renewal of vision insurance coverage with Vision Service Plan for the 2022/2023 school year with no increase in premium costs from the school year 2021/2022..”
19. Suggested motion - “That the Pitman Board of Education approves to extend the following tax shelter annuity companies for the 2022/2023 school year:

Voya Financial	Lincoln Investment Planning	Metropolitan Life”
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20. Suggested motion “That the Pitman Board of Education approves the following Public Employer Trust Agreement with Brown & Brown Benefits Advisors:

THE PUBLIC EMPLOYER TRUST AGREEMENT

The Pitman Board of Education, as a current participant in the Public Employer Trust (hereinafter known as “Trust”), for the policy period beginning July 1, 2022 to June 30, 2023 understands and agrees to the following:

- The monthly premium statements mailed to the participant, by the insurance company, should be submitted with the billed premiums within the thirty-day grace period. Any changes to be made to the billed amount will be adjusted by the carriers on future bills.
- The insurance company is responsible to provide the participant with an ample supply of descriptive material for distribution to its eligible employees.
- The insurance company will provide a direct claim system, which will process claims between the employee’s home address and the insurance company claim office.
- Any future rate adjustments will be based upon the claim experience of the Trust. As such, no separate experience records will be available or obtainable on any one participant.
- The participant may discontinue its involvement in the Trust at the end of the policy period, providing 60 days’ advance written notice to the Administrator (B&B Benefit Advisors). All premiums must be paid in full prior to the cancellation date. Your group will automatically renew for the new policy period unless written termination is received as specified herein.

- Benefit Programs Adopted:

Dental (), Prescription Drug (X), Medical (X), Vision ()

- As Administrator, Brown & Brown Benefit Advisors reserves the right to make changes in insurance carriers for the Trust policies so long as the insurance carriers guarantee benefits are equal to or greater than current benefits

CURRICULUM & INSTRUCTION COMMITTEE - Powell, Pappalardo, Miller

1. Student Statistics March 2022:

Date	Elementary	Middle	High	Out of District	Alternate	Total
3/31/22	558	261	329	16	0	1164
3/31/21	506	281	335	20	0	1142
2/28/22	554	259	329	16	0	1158

Suspensions/Reasons:

Substance Abuse: 3
 Inappropriate Behavior: 8

HIB

Reported: 1
 Confirmed: 1

2. Fire and Lockdown Drills for the month of March 2022:

School	Date	Time of Drill	Type of Drill	Persons in Building	Persons Participating	Weather Conditions	Time Required
High School	3/16/22	1:20 PM	Fire	342	342	Sunny 67°	1:20 minutes
	3/31/22	9:45 AM	Lockdown	358	358	Cloudy 68°	9 minutes
Middle School	3/15/22	1:50 PM	Lockdown	274	274	Partly Cloudy 70°	5 minutes
	3/31/22	1:38 PM	Fire	290	290	Light Drizzle 67°	3 minutes
Kindle School	3/7/22	2:22 PM	Fire	201	201	Cloudy 73°	4 minutes
	3/21/22	10:35 AM	Lockdown	198	198	Sunny 52°	2 minutes
Memorial School	3/10/22	1:28 PM	Fire	215	215	Sunny 50°	1 minutes
	3/29/22	9:35 AM	Lockdown	208	208	Sunny 29°	4 minutes

Walls School	3/21/22	2:26 PM	Fire Lockdown Active Shooter	191	191	Sunny 62° Cloudy 61°	5 minutes
	3/31/22	9:44 AM		188	188		5 minutes

3. Suggested motion – “That additions to the Substitute List for the 2021/2022 school year be approved.”
4. 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.”
5. Suggested motion – “That the Board of Education approves all field trips as submitted.”
6. Suggested motion - “That the Pitman Board of Education approves the Use of Facilities as attached.”
7. Suggested motion – “That the Pitman Board of Education approves the school calendar for the 2022/2023 school year.”
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 2022/2023 school year to the County Office of Education.”
9. Suggested motion — “That the Pitman Board of Education retroactively approves the out-of-district placement(s) by the Special Services Department student(s) for homebound instruction as follows for the 2021/2022 school year:

Student ID#	Placement	Duration	Tuition Cost	Total Cost
3005913288	Brookfield Schools	3/7/22-3/11/22	\$36.00/hr.	\$360.00
8754544077	Brookfield Schools	3/30/22-TBD	\$36.00/hr.	TBD
5143170850	GCSSSD - CRESS	4/11/22-6/16/22	\$68.00/hr.	\$3,400.00”

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

Student ID#	Hours of Instruction	Duration
2533998120	10 hours per week	3/14/22-4/21/22
5143170850	10 hours per week	3/18/22-6/1/22
9716605530	10 hours per week	3/23/22-4/1/22
4774919633	5 hours per week	3/30/22-4/20/22
7966992467	6 hours per week	4/6/22-6/16/22

7966992467	2 hours per week (Educere) (\$58.00 per week)	4/6/22-6/16/22
3577859643	8 hours per week	4/11/22-6/16/22”

11. Suggested motion - “That the Pitman Board of Education retroactively approves the following transfer effective March 21, 2022:

Employee Name	Position	Transfer From	Transfer To
Robert Tender	Teacher - Physical Education/Health	Middle School	Memorial School”

12. Suggested motion - “That the Pitman Board of Education approves SID# 2244629209 to complete a work based learning experience in the Pitman Cafeteria during the second semester.”
13. Suggested motion - “That the Pitman Board of Education approves the appointment of Aaron Hickman, Part-Time Computer Technician for the Pitman School District, at a rate of \$17.25 per hour, 20 hours per week, no benefits, effective April 21, 2022 through June 30, 2022, for the remainder of the 2021/2022 school year and July 1, 2022 through June 30, 2023, for the 2022/2023 school year (timesheets).”
14. Suggested motion - “That the Pitman Board of Education approves the appointment of Joseph Joyce, Part-Time Computer Technician for the Pitman School District, at a rate of \$17.25 per hour, 20 hours per week, no benefits, effective July 1, 2022 through June 30, 2023, for the 2022/2023 school year (timesheets).”
15. Suggested motion - “That the Pitman Board of Education approves the following MTSS implementation team members funded out of American Rescue Plan - NJTSS Mental Health Support Staffing for the 2022/2023 school year:

Name	Location	Stipend
Jill Young	Kindle	\$500.00
Kimberly Bridges Lisa Lyons Ashley Sheppard Cynthia Thompson	Memorial	\$500.00 each
Alicia Walsh	Walls	\$500.00
Laurie Boyle Vincent Chiaro Diane Thomas Daniel Ward	Middle School	\$500.00 each
Sarah Mickle Shelly Nichols	High School	\$500.00 each”

16. Suggested motion - “That the Pitman Board of Education approves the following summer curriculum work, at an hourly rate of \$39.00 per hour, stipend in accord with the agreement with the Pitman Education Association (time sheets):

School	Course	Level(s)/ Grade	Work To Be Completed	Hours
ES	Social Studies	K-5	Revise standards on all maps (3 hrs per course)	18
ES	Science	K-5	Revise standards on all maps (3 hrs per course)	18
ES	PE/Health	K-5	Revise standards on all maps (3 hrs per course)	18
ES	Technology	K-5	Revise standards on all maps (3 hrs per course)	18
ES	Art	K-5	Revise standards on all maps (3 hrs per course)	18
ES	World Language	1-5	Revise standards on all maps (3 hrs per course)	9
ES	Music	3-5; K-2; PK	revise standards on all maps (3 hrs per course)	15
MS	Science	6-8	Revise standards on all maps (3 hrs per course)	9
MS	SS	6-8	Revise standards on all maps (3 hrs per course)	9
MS	Art	6-8	Revise standards on all maps (3 hrs per course)	9
MS	World Language	6-8	Revise standards on all maps (3 hrs per course)	9
MS	Technology	Computer Skills and STEM 6-8	Revise standards on all maps (3 hrs per course)	18

MS	Music	6-8	Revise standards on all maps (3 hrs per course)	9
MS	PE	6-8	Revise standards on all maps (3 hrs per course)	9
MS	Health	6-8	Revise standards on all maps (3 hrs per course)	9
HS	French	4 courses 9-12	Revise standards on all maps (3 hrs per course)	12
HS	Spanish	5 courses 9-12	Revise standards on all maps (3 hrs per course)	15
HS	Art	9 courses 9-12	Revise standards on all maps (3 hrs per course)	27
HS	PE	9-12	Revise standards on all maps (3 hrs per course)	12
HS	Health/DE	9-12	Revise standards on all maps (3 hrs per course)	12
HS	Social Studies	11 courses 9-12	Revise standards on all maps (3 hrs per course)	33
HS	Science	8 courses 9-12	Revise standards on all maps (3 hrs per course)	24
HS	Technology	5 courses 9-12	Revise standards on all maps (3 hrs per course)	15
HS	Business	8 courses 9-12	Revise standards on all maps (3 hrs per course)	24
HS	Origins of the Universe & Earth Systems— new elective	10-12	Full Course (new)	10
HS	Financial Literacy as full year course	9-12	Course Revisions	5

HS	MATH IV	9-12	Course Revisions	10”
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17. Suggested motion - “That the Pitman Board of Education retroactively approves the following Panther Club Site Leader effective March 31, 2022 through June 30, 2022, on an as needed basis, for the 2021/2022 school year:

Name	School	Position	Rate
Olivia VanMater	Walls	Site Leader	\$15.00”

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

Employee	Location	Type of Leave	FMLA/FLA	Dates
14027510	Memorial	Personal	FMLA: 3/17/22-5/20/22	Paid Sick Days: 3/17/2022-6/16/2022
44230431	High School	Personal	N/A	Unpaid Leave: 9/1/2022-6/30/2023”

19. Suggested motion - “That the Pitman Board of Education approves the 2023 Senior Class Trip to Orlando, Florida on April 25, 2023 – April 29, 2023, to confirm reservation and secure the dates.”

20. Suggested motion - “That the Pitman Board of Education approves an increase in salary for the following staff effective May 1, 2022 for the remainder of the 2021/2022 school year:

Name	From	To
Angela Addeo	\$69,342.00	\$70,342.00 (prorated)
April Furey	\$44,027.00	\$49,027.00 (prorated)”

21. Suggested motion - “That the Pitman Board of Education approves the appointment of Terri Schultz as Account Specialist/Payroll/Benefits Secretary for the Pitman School District, effective May 1, 2022 through June 30, 2022 for the remainder of the 2021/2022 school year at a prorated annual salary of \$66,636.00.”

22. Suggested motion - “That the Pitman Board of Education approves the retirement resignation, with regret, of Patrick McAleer, Ed.D., Superintendent of Schools, effective July 1, 2022.”

COMMUNICATION & POLICY COMMITTEE - Pappalardo, Wilson-Doherty, Grossman

1. Suggested motion - “That the Policies/Regulations listed below be approved for **second** reading:

POLICIES/REGULATIONS 4/20/22	
SECOND READING	
Policy 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)(Revised)
Policy/Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)(Revised)
Regulation 2460.30	Additional/Compensatory Special Education and Related Services (M)(New)
Policy 2622 Regulation 2622	Student Assessment (M)(Revised) Student Assessment (M)(New)
Policy 3233	Political Activities (Revised)
Policy 5460	High School Graduation (M)(Revised)
Policy 5541	Anti-Hazing (M)(New)
Policy/Regulation 8465	Bias Crimes and Bias-Related Acts (M)(Revised)
Policy 9560	Administration of School Surveys (M)(Revised)”

PUBLIC HEARING – (15 minutes)

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.”

ADJOURNMENT

The next Board of Education Meeting is scheduled for Wednesday, May 4, 2022, 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.