

PITMAN SCHOOL DISTRICT

Board of Education Meeting

April 19, 2023

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

PRESENTATIONS

- Teachers of the Year and Educational Services Professionals of the Year
- Student Spotlight - Memorial School - Board of Education Panther Award
 - ❖ Dominic Jacobs
 - ❖ Grace Mason
 - ❖ Stella Rose
- Staff Spotlight - Memorial School
 - ❖ Anne Himmer

Public Comment

Correspondence

- Donation of a trumpet from Sarah Jane Donofrio, 2006 Pitman High School Graduate
- Thank you - D. Zimmerman

Approval of Minutes

March 15, 2023 Minutes

March 15, 2023 Executive Session Minutes

March 29, 2023 Minutes

March 29, 2023 Executive Session Minutes

President's Report

Superintendent's Report

- HIB
- Security Drills
- District Grade Level Reconfiguration Plan
- Budget Update
- Strategic Planning

Student Representative Report

FINANCE & FACILITIES COMMITTEE – Grossman, Higbee-Ionno, Miller

1. Recommend motion to approve all line-item transfers for the month of February 2023. (Attachment F&F-1)
2. Recommend motion to approve the Board Secretary's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2023. 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. (Attachment F&F-2)
3. Recommend motion to approve the Board of Education certification, 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 February 2023 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. Recommend motion to approve the Treasurer's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2023. The Treasurer's Report and the Board Secretary's Report are in agreement for the month of February 2023. (Attachment F&F-3)
5. Recommend motion to approve all bills which are properly approved and certified to be paid. (Attachment F&F-4)
6. Recommend motion to approve the Preschool Program Plan and Budget for the 2023/2024 school year.
7. Recommend motion to submit the application for the Bipartisan Safer Communities Act - Stronger Connections grant program (BSCA-SCG).
8. Recommend motion to approve Grant Office LLC as a grant writer for the Bipartisan Safer Communities grant.
9. Recommend motion to submit the application for supplemental stabilization aid for fiscal year 2023.
10. Recommend motion to approve the contract with Lunch Time, Cafeteria Data Management, in the amount of \$4,820 for the 2023/2024 school year.
11. Recommend motion to approve the contract with Turn-Key Technologies for Avigilon TTI PAVTAC Gold Support, in the amount of \$15,890 for the 2023/2024 school year.
12. Recommend motion to approve the renewal rates (no price increase) for the 2023/2024 school year with Sport Safe Testing Service (Student-Athletes) - Gloucester County Consortium.
13. Recommend motion to approve the renewal rates (no price increase) for the 2023/2024 school year for drug testing services with Inspira (CDL License Employees) - Gloucester County Consortium.
14. Recommend motion to approve the Professional Service agreement with Gloucester County Special Services School District (CRESS) for the 2023/2024 school year. (Attachment F&F-5)
15. Recommend motion to approve the following transportation jointure between the Pitman School District and the Neptune Township Board of Education Transportation Services for the 2022/2023 school year:

<u>Student ID#</u>	<u>Routes</u>	<u>Destination</u>	<u>Cost</u>	<u>ESY</u>	<u>Total Cost</u>
1548830562	CS1AM	Coastal Center	\$14,428.32	\$1,595	\$16,023.32
	CS1PM	South			

- 16. Recommend motion to approve the contract with Rosetta Stone - Foundation for K-12 (Silver) for four additional licenses (ELL) for the 2022/2023 school year in the amount of \$240.

Background: The original contract with Rosetta Stone - Foundation for K-12 (Silver) was approved in September 2022 in the amount of \$1,320.

- 17. Recommend motion to approve the contract with Handle with Care, Behavior Management System, Inc., for licensing and training in their Instructor Certification Program on Friday, June 2, 2023:

- up to ten staff, up to eight hours at a cost of \$3,000 plus expenses;
- 11-14 staff will be charged an extra \$300 per instructor;
- over 14 staff become two day training at a cost of \$3,000 per day plus expenses.

- 18. Recommend motion to approve the disposal of damaged track equipment at Pitman High School.

- 19. Recommend motion to approve the contract for participation in cooperative transportation services (as needed) with the Gloucester County Special Services District for the 2023/2024 school year; as per contract on file in the Business Office.

- 20. Recommend motion to approve the agreement between the Pitman Borough School District and Phoenix Advisors, LLC for the provision of professional services for the school fiscal year beginning July 1, 2023.

- 21. Recommend motion to approve the following Grade Level Configurations for the 2023/2024 school year:

- All 7th and 8th grade students will be housed in Pitman High School starting in September 2023;
- All 2nd through 6th grade students will be housed in the current middle school starting in September 2023;
- All Preschool through 1st grade students will continue to be housed in Memorial School;
- Pitman High School will now be referred to as: Pitman Junior/Senior High School;
- Pitman Middle School will be temporarily referred to as: Pitman Elementary School until such time that a permanent name is approved by the Board of Education.

- 22. Recommend motion to approve the parent paid tuition rates for the 2023/2024 school year as follows:

Elementary K-6	\$3,750 (no change)
Jr. High	\$4,000 (no change)
High School	\$1,000

- 23. Recommend motion to approve 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, 2023 to June 30, 2024 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:

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

24. Recommend motion to adopt the following resolution appointing Steve Eckman, Inc. as Risk Management Consultant for the 2023/2024 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.

25. Recommend motion to adopt a Risk Management Consultant Agreement with Steve Eckman, Inc. for the 2023/2024 school year.

RISK MANAGEMENT CONSULTANT AGREEMENT

THIS AGREEMENT, entered into this 19th day of April, 2023, 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 19th day of April, 2023;

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, 2023, 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.

CURRICULUM & INSTRUCTION COMMITTEE - Pappalardo, Pote, Boulton

1. Student Statistics March 2023:

Date	Elementary	Middle	High	Out of District	Alternate	Total
3/31/23	563	254	324	15	0	1156
3/31/22	558	261	329	16	0	1164
2/28/23	557	253	324	15	0	1149

Suspensions/Reasons:

Inappropriate Behavior: 6
 Substance Abuse: 3
 Fighting: 2
 Threat: 1

(Attachment C&I-1)

2. Recommend motion to affirm that the Pitman Board of Education is in receipt of the District Harassment, Intimidation, and Bullying monthly report as presented by the Superintendent, and is in agreement with all actions taken in regard to the incidents reported at the March 15, 2023 meeting. (Attachment C&I-2)
3. Recommend motion to approve the Substitute List for the 2022/2023 school year. (Attachment C&I-3)
4. Recommend motion to approve 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. (Attachment C&I-4)
5. Recommend motion to approve the Use of Facilities as attached. (Attachment C&I-5)
6. Recommend motion to approve all field trips as submitted. (Attachment C&I-6)
7. Recommend motion to approve the resignation of Marilyn Hicks, part-time instructional aide at Pitman Middle School, effective April 5, 2023.
8. Recommend motion to retroactively approve a stipend in the amount of \$39 per day to be paid to substitute teacher, Allison DiMatteo, effective February 21, 2023, through the duration of her placement in her current assignment.
9. Recommend motion to approve Emily James-Luu as a part time instructional aide at Pitman Middle School effective on or about April 20, 2023 (pending receipt of proper paperwork), at an hourly rate of \$16.99 per hour based on Step A/Degree of the salary guide.
10. Recommend motion to approve Jessica Altamuro as a replacement teacher at Memorial School effective April 3, 2023 through May 25, 2023, to be paid the substitute teacher rate of \$120 per day plus a stipend in the amount of \$39 per day through the duration of her placement in that assignment. (Attachment C&I-7)

11. Recommend motion to approve Skyla Everwine as a replacement teacher at Pitman High School effective on or about April 24, 2023 through June 14, 2023, to be paid the substitute teacher rate of \$120 a day plus a stipend in the amount of \$39 per day through the duration of her placement in that assignment. (Attachment C&I-8)
12. Recommend motion to approve the student listed below for homebound instruction through CRESS - GCSSSD as follows:

<u>Student ID #</u>	<u>Hours of Instruction</u>	<u>Duration</u>	<u>Rate</u>	<u>Total</u>
2295628761	118 hours (2 hrs. per day plus 1 hr. prep)	3/23/23- 6/14/23	\$80/hr.	\$9,440

13. Recommend motion to approve the students listed below for homebound instruction by the Special Services Department as follows:

<u>Student ID#</u>	<u>Hours of Instruction</u>	<u>Duration</u>	<u>Rate</u>
5980177339	4 hours/wk.	3/30/23-4/27/23	\$39/hr.
4595655856	English 9 - 60 hrs. Foundation of Algebra - 60 hrs. World History - 60 hrs. Biology - 60 hrs. Health/PE - 60 hrs.	4/17/23-8/1/23	\$39/hr. \$39/hr. \$39/hr. \$39/hr. \$39/hr.

14. Recommend motion to approve to extend homebound services for the student listed below as follows:

<u>Student ID#</u>	<u>Hours of Instruction</u>	<u>Duration</u>	<u>Rate</u>
8484731270	5 hours/week	4/11/23-6/14/23	\$39/hr.

Background: Approved in February for services from 2/3/23-3/3/23 and approved in March to extend to 4/10/23.

15. Recommend motion to approve Andinase Rubertone, BCBA, Justine Caruso, RBT, and Lauren Glaze, RBT, from Behavior Interventions to provide services for student #9411012907 effective April 24, 2023 through June 14, 2023, at the following rates: BCBA - \$120 per hour and RBT - \$63 per hour.
16. Recommend motion to approve the Developmentally Appropriate Practice Workshops for Pre-K and Kindergarten teachers to be held on Tuesday, May 9, 2023 (two sessions - \$500 each) at a total cost of \$1,000.
17. Recommend motion to approve the following leaves of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
14113914	Middle School	Personal	NJFLA: 3/20/23-9/20/23	Unpaid Intermittent Days TBD
71982078	High School	Medical	FMLA: 5/8/23-6/14/23 FLA: 9/6/23-9/29/23	Paid Sick Days: 5/8/23-5/31/23 Unpaid Days: 6/1/23-6/14/23 and 9/6/23-9/29/23
66510066	High School	Medical	FMLA: 6/5/23-6/14/23 and 9/6/23-11/6/23	Paid Sick Days: 6/5/23-6/12/23 and 9/6/23-9/15/23 Unpaid Days: 6/13/23-6/14/23 and 9/19/23-1/2/24

18. Recommend motion to approve the 2024 Senior Class Trip to Orlando, Florida on April 23, 2024 – April 27, 2024, to confirm reservation and secure the dates.
19. Recommend motion to approve the 2023 Summer Panther Club schedule/fees and the rates for 2023/2024 school year:

Summer

Base:

Day \$35 (previously \$30) PM \$11.50 (previously \$11)

Drop in Rates:

Base \$40 PM \$13.50

2023/2024 School Year

Base:

AM \$7.50 (previously \$7.25) Half \$7.50 (previously \$7.25) PM \$11.50 (previously \$11.25)

Drop in Rates:

AM \$9.50 Half \$9.50 PM \$13.50

COMMUNICATION & POLICY COMMITTEE - Higbee-Ionno, Farrell, Miller

1. Recommend motion to approve the first reading of the policies/regulations listed below. (Attachment C&P-1)

Bylaw 0144	Board Member Orientation and Training (Revised)
Policy/Regulation 2520	Instructional Supplies (M) (Revised)
Policy 3217	Use of Corporal Punishment (Revised)
Policy 4217	Use of Corporal Punishment (New)
Policy 5305	Health Services Personnel(M) (Revised)
Policy/Regulation 5308	Student Health Records (M) (Revised)
Policy/Regulation 5310	Health Services (M) (Revised)
Policy 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
Regulation 6115.01	Federal Awards/Fund Internal Controls - Allowability Of Costs (M) (New)
Policy 6115.04	Federal Funds - Duplication of Benefits (M) (New)
Policy 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy 7440	School District Security (M) (Revised)
Policy 9100	Public Relations (Abolished)
Policy 9140	Citizens Advisory Committees (Revised)
Regulation 9140	Citizens Advisory Committee (Abolished)
Regulation 9700	Special Interest Groups (Revised)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, May 3, 2023, 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.