

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

April 17, 2024

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

Public Comment

Correspondence

Approval of Minutes

March 20, 2024

March 20, 2024 Executive Session

President's Report

- Referendum Update

Superintendent's Report

- Security Drills
- 2024-2025 Budget
- Use of Kindle and Walls Schools
- Projects Under Consideration - ARP ESSER Funds
- High School Schedule
- Elementary Math Resources

Student Representative Report

### **DATA AD HOC COMMITTEE - Farrell, Pote, Miller**

### **FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller**

1. Recommend motion to approve all line-item transfers for the month of March 2024.
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 March 2024. 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. 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 March 2024 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 March 2024. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the month of March 2024.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to retroactively approve the Event Services Agreement with Rowan University for Pitman High School Baseball (Pitman HS v. Glassboro HS) on April 3, 2024 at a cost of \$365.00.
7. Recommend motion to approve the Facilities Use Agreement between the County of Gloucester and Pitman High School for use of the tennis courts at James G. Atkinson Memorial Park for a tennis match on Wednesday, April 24, 2024 from 6:00 pm - 9:00 pm.
8. 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, 2024.
9. Recommend motion to approve the contract for participation in cooperative transportation services (as needed) with the Gloucester County Special Services District for the 2024/2025 school year; as per contract on file in the Business Office.
10. Recommend motion to approve the contract with Lunch Time, Cafeteria Data Management, in the amount of \$4,820 for the 2024/2025 school year (no increase from 23/24).
11. Recommend motion to approve the contract with Teaching Strategies for Early Childhood for Creative Curriculum Cloud with ReadyRosie and Online Professional Development (digital only) in the amount of \$11,784.42 for the 2024/2025 school year.
12. Recommend motion to approve the payroll schedules for the 2024/2025 school year.
13. Recommend motion to approve the parent paid tuition rates for the 2024/2025 school year as follows:

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

Parents with two or more children attending Pitman Elementary School Grades K-6 and/or Pitman Junior High would receive a 10% discount per child for each additional child.

14. 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, 2024 to June 30, 2025 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.

15. Recommend motion to adopt the following resolution appointing Steve Eckman, Inc. as Risk Management Consultant for the 2024/2025 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.

16. Recommend motion to adopt a Risk Management Consultant Agreement with Steve Eckman, Inc. for the 2024/2025 school year.

**RISK MANAGEMENT CONSULTANT AGREEMENT**

**THIS AGREEMENT**, entered into this 17<sup>th</sup> day of April, 2024, 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 17<sup>th</sup> day of April, 2024;

**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, 2024, 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 - Farrell, Pappalardo, Miller**

1. Student Statistics March 2024:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
3/31/24	246	419	482	25	0	1172
2/29/24	244	420	484	24	0	1172
Date	Elementary	Middle	High	Out of District	Alternate	Total
3/31/23	563	254	324	15	0	1156

Suspensions/Reasons:

Fighting: 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 20, 2024 meeting.
  
3. Recommend motion to approve the Substitute List for the 2023/2024 school year.
  
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.
  
5. Recommend motion to approve the Use of Facilities as attached.
  
6. Recommend motion to approve all field trips as submitted.
  
7. Recommend motion to approve the revised school calendar for the 2024/2025 school year.
  
8. Recommend motion to retroactively approve the student listed below for homebound instruction as follows:

Student ID	Placement	Hours of Instruction	Duration	Rate
3209904628	Brookfield/Inspira Bridgeton	10 hours/week	3/18/24-TBD	\$60/hr.
6937336404	Brookfield/Inspira Bridgeton	10 hours/week	4/8/24-TBD	\$60/hr.

9. Recommend motion to approve the following revised leave(s) of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
14007181	Jr./Sr. High School	Medical	FMLA: Revised: 2/6/24-11/29/24 Approved 3/20/24: 2/26/24-5/17/24	Paid Sick Days: Revised: 2/26/24-9/30/24 Unpaid Days: 10/1/24-11/27/24 Approved 3/20/24: Paid Sick Days: 2/2/24-5/17/24
13942370	Jr./Sr. High School	Medical	FMLA: Revised: 3/7/24-4/12/24 Approved 2/21/24: 3/7/24-6/7/24	Paid Sick Days: Revised: 3/7/24-4/12/24 Approved 2/21/24: 3/7/24-6/7/24

10. Recommend motion to accept the resignation of Katherine Grady, library aide at Pitman Elementary School, effective April 12, 2024.
11. Recommend motion to accept the resignation of Joseph Joyce, part-time computer technician, effective May 15, 2024.
12. Recommend motion to approve the retirement resignation, with regret, of Stephen Hare, teacher at Pitman Jr./Sr. High School, effective June 30, 2024.
13. Recommend motion to extend the assignment of Cortney Mathes as a replacement guidance counselor at Pitman Jr. High School effective March 19, 2024 through June 13, 2024.

Background: Replacement for Erica Davidson; approved on March 4, 2024 through May 17, 2024.

14. Recommend motion to approve a contract for Robert Miles, Business Administrator/Board Secretary, at a prorated annual salary of \$139,500 (Account #11-000-251-104-00) effective May 6, 2024 through June 30, 2024.
15. Recommend motion to approve the extension of the volunteer transfer of Elizabeth Kelly from full-time preschool aide at Memorial School to replacement teacher at Pitman Elementary School effective September 5, 2023 through June 13, 2024, to be paid the substitute teacher rate of \$120 per day plus a stipend in the amount of \$40 per day through the duration of her placement in that assignment.

Background: Replacement for Alice Contravo - approved through April 30, 2024 in December 2023.

16. Recommend motion to approve the following extra service contract for the 2023/2024 school year. Stipend in accord with the agreement with the Pitman Education Association:

Name	Position	Stipend
Janine Morrison	Safety Patrol Advisor (PES)	\$405.30 (prorated)

17. Recommend motion to approve the following teacher as mentor for first year teacher for the 2023/2024 school year with the approved rate:

<u>Mentoree</u>	<u>Mentor</u>	<u>Stipend</u>
David Graham (CEAS) (Replacement Teacher)	Cindy Vidal	\$550 (prorated)

Background: Stipend to be paid by the replacement teacher.

18. Recommend motion to approve Kendall Read, preschool teacher at Memorial School, to be observed by her supervisor from Montclair State University for her clinical programs, four observations to take place September 2024 through December 2024.
19. Recommend motion to approve Megan Fields as a school nurse at Memorial School for the 2024/2025 school year, at a salary of \$64,794 based on Step 10 of the MA salary guide (pending receipt of proper paperwork).
20. Recommend motion to approve Elissa Weaver as a school nurse at Pitman Elementary School for the 2024/2025 school year, at a salary of \$62,917 based on Step 12 of the BA salary guide (pending receipt of proper paperwork).
21. Recommend motion to approve the 2025 Senior Class Trip to Orlando, Florida on April 28, 2025 – May 2, 2025 to confirm reservation and secure the dates.
22. Recommend motion to approve the 2024/2025 Panther Club schedule/fees and the rates (no increase from 2023/2024):

AM \$7.50	Half \$7.50	PM \$11.50
Drop in Rates: AM \$9.50	Half \$9.50	PM \$13.50

**COMMUNICATION & POLICY COMMITTEE - Higbee-Ionno, Pote, Farrell**

1. Recommend motion to approve the second reading of the policies/regulations listed below:

Policy 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
Policy 1523	Comprehensive Equity Plan (M) (Revised)
Policy 1530 Regulation 1530	Equal Employment Opportunities (M) (Revised) Equal Employment Opportunity Complaint Procedure (M)(Revised)
Policy 1550	Equal Employment/Anti-Discrimination Practices (M)(Revised)
Regulation 2200	Curriculum Content (M)(Revised)
Policy 2260 Regulation 2260	Equity in School and Classroom Practices (M)(Revised) Equity in School and Classroom Practices Complaint Procedure (M)(Revised)
Policy 2411	Guidance Counseling (M)(Revised)
Policy/Regulation 2423	Bilingual Education (M)(Revised)
Policy/Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)(Revised)

Policy 3211	Code of Ethics (Revised)
Regulation 5440	Honoring Student Achievement (New)
Policy 5570	Sportsmanship (Revised)
Policy 5750	Equitable Educational Opportunity (M)(Revised)
Policy 5841	Secret Societies (Revised)
Policy 5842	Equal Access of Student Organizations (Revised)
Policy/Regulation 7610	Vandalism (Revised)
Policy 9323	Notification of Juvenile Offender Case Disposition (Revised)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, May 1, 2024, in the Pitman Jr./Sr. 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.*