

Pine Hill Board of Education Meeting
Wednesday, April 24, 2024 - 6:00pm

PINE HILL BOARD OF EDUCATION
1003 Turnerville Road
Pine Hill, NJ 08021

WELCOME TO OUR CITIZENS

Welcome to our meeting of the Pine Hill Board of Education. Attached you will find a copy of the agenda for this evening's meeting. As you can see, it contains topics of vital concern for our children, staff, and all our citizens.

The primary responsibility of the Board of Education is to establish policy for the operation of the schools and the education of all children in the district. Our job is not to administer the schools, but to see that the schools are administered well.

As required by the Open Public Meeting Act, also referred to as the Sunshine Law, all meetings of the Board of Education, with certain exceptions, must be open to the public.

The Board of Education welcomes your participation at our meetings. Should you desire to address the Board, please wait until the President opens the floor for public statements or discussion. This generally occurs after the business portion of the meeting. Once the floor is open, raise your hand and await recognition by the President of the Board. State your name and address and direct your remarks to the President, unless directed to do otherwise.

We wish to also note that our administration and staff are available to help you. Please feel free to call upon them with any questions or concerns you might have about the day-to-day operation of the schools.

Board of Education
Pine Hill Public Schools

MISSION STATEMENT

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning. Additionally, it is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels.

BOARD OF EDUCATION

Martin Mendetta- **President**

Christine Boyd-**Vice President**

Brittany Bateman

Heather Cathrall

Angela Cooper

Felix James

Angela Kosar

Jasmine Williams-Toplyn

Sharon Young

Randy Freiling, Clementon

Kimberly Reed, Berlin Township

Dr. Melissa Williams, **Superintendent**

Dr. Cherie Bratty, **School Business Administrator/ Board Secretary**

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The Pine Hill Board of Education is an Equal Opportunity Employer

PINE HILL BOARD OF EDUCATION

Date: Wednesday, April 24, 2024
Time: 6:00 PM
Place: Overbrook High School Media Center

I. CALL TO ORDER

II. SALUTE TO THE FLAG

III. SUNSHINE STATEMENT

Public notice of this meeting pursuant to the Open Meeting Act has been given by the Board Secretary in the following manner: Posting written notice at the John H. Glenn School, Dr. Albert M. Bean School, Pine Hill Middle School, and Overbrook High School, Central Administration Building and the Pine Hill Borough Hall; written notice to the Courier Post; written notice with the Clerk of Pine Hill Borough on March 26, 2024.

IV. ROLL CALL

V. PRESENTATIONS- PUBLIC HEARING ON THE 2024-2025 BUDGET

Motion to open Public Hearing:

1st _____ 2nd _____ - Voice Vote
Time: _____

Budget discussion and presentation by Dr. Melissa Williams, Superintendent and Dr. Cherie Bratty, School Business Administrator.

Motion to close Public Hearing:

1st _____ 2nd _____ - Voice Vote
Time: _____

VI. CAUCUS REQUESTED - Moved to the end of the meeting.

REGULAR BUSINESS MEETING

VII. COMMITTEE REPORTS

1. AD HOC Committee – Education/ HR
Ms. Boyd, Ms. Cathrall, Mr. Freiling, Ms. Kosar, Ms. Reed
2. AD HOC Committee – Operations/ Policy
Ms. Young, Ms. Cooper, Mr. James, Ms. Bateman, Ms. Williams-Toplyn
3. AD HOC Committee – Governance
Mr. Freiling, Ms. Boyd, Ms. Cathrall, Mr. Mendetta
4. AD HOC Committee – Finance
Mr. Mendetta, Ms. Cooper, Mr. Freiling, Mr. James, Ms. Kosar

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5. AD HOC Committee – Negotiations

Mr. James, Ms. Kosar, Ms. Cooper, Mr. Mendetta, Mr. Freiling

VIII. LIAISON REPORTS

1. Camden County Educational Services Commission – Ms. Bateman, Ms. Williams-Toplyn-Alternate
2. Camden County School Boards Association – Ms. Boyd, Ms. Kosar- Alternate
3. NJ School Boards Association – Ms. Kosar, Mr. James- Alternate
4. PTO – Ms. Cathrall(Glenn/ Bean), Ms. Boyd(PHMS)
5. OHS Student Representative(s): Mackenzie Farally, Gabriella Fletcher

IX. SUPERINTENDENT'S REPORT

A. Personnel

The Superintendent recommends approval of the following items:

1st _____ 2nd _____ Roll Call

1. Leave of Absences - Be it resolved that the employees listed below be approved for a leave of absence, with/without pay in accordance with the data presented.

<u>Employee No.</u>	<u>Employee Leave</u>	<u>Sick, Personal, Vacation</u>	<u>Federal Family Medical Leave</u>	<u>NJ Medical Leave Act</u>	<u>Unpaid</u>
311*	4/17-4/19/2024		Intermittent Leave, 4/17-4/19/2024		4/17-4/19/2024
2138	4/25-5/10/2024	S-12	4/25-5/10/2024		
2222*	4/15-6/30/2024			4/15-6/30/2024	4/15-6/30/2024

*ratify

2. Separation of Employment - Be it resolved the separation of employment of the following employee(s) be approved for the reasons listed and all resignations listed and hereby accepted on the dates listed below.

<u>Employee Name</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Sandra M. Specht*	BEN	Lunch Aide	3/14/2024	Resignation
Sandra J. Specht	GLN	Part-Time Cleaner	6/30/2024	Retirement
Kenneth Siano	OHS	PE/HE Teacher	5/17/24	Resignation
Alyssa Russo	OHS	Social Studies Teacher	6/30/24	Resignation
Bernice Alibrando	CST	CST Secretary	7/31/24	Retirement
Miguel Martinez*	GLN	Part-Time Cleaner	4/5/2024	Resignation
Janette Myers	BEN	Full Day Instructional Aide	5/20/2024	Termination

*ratify

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3. New Hire - Be it resolved that the persons listed be approved as of the 2023-2024 school year in accordance with the data presented.

<u>Employee Name</u>	<u>Replacement of</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Step</u>	<u>Salary</u>	<u>Account No.</u>
Jennifer Lopez	Miguel Martinez	District	PT Custodian	TBD	N/A	\$15.13/hr	11-000-262-100-00-57-OPR

*ratify

4. In District Transfers - Be it resolved that the persons listed be approved for transfer within the district in accordance with the data presented.

a. Grades PreK-8th:

<u>Employee Name</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>
Elizabeth Somers	BEN/GLN	Literacy Coach	9/1/2024

5. Athletic Positions - Motion to approve the following athletic positions for the 2023-2024 school year. Stipends may be reduced due to a shortened season from a pandemic, to be negotiated with PHEA.

a. Grades PreK-8th: None

b. Grades 9th-12th:

<u>Name</u>	<u>School</u>	<u>Sport</u>	<u>Season</u>	<u>Stipend</u>	<u>Account No.</u>
Taylin Garvin*	OHS	Asst. Boys Tennis	Spring	N/A	Resigned
Taylin Garvin*	OHS	Asst. Boys Tennis	Spring	\$33/hr./ sub as needed	11-402-100-100-51-60-ATH
Jordan Johnson*	OHS	Volunteer Boys/Girls Track	Spring	N/A	N/A

*ratify

6. Extra Curricular Advisors - Be it resolved that the Extra Curricular Advisors listed below be approved for the 2023-2024 school year. Stipends may be reduced due to shortened meeting times from a pandemic, to be negotiated with PHEA.

a. Grades PreK - 8th:

<u>Position</u>	<u>Building</u>	<u>Staff Member</u>	<u>Stipend</u>	<u>Account</u>
Lunch Coverage*	GLN	Joanne Brown	\$69.71/hr.	11-120-100-101-00-10-GLN
Lunch Coverage*	GLN	Angela Periera	\$49.88/hr.	11-120-100-101-00-10-GLN
Lunch Coverage*	GLN	Margaret Diaz	\$67.50/hr.	11-120-100-101-00-10-GLN
Interact Club Advisor	OHS	Taylin Garvin	N/A	Resigned Effective 5/1/24

*ratify

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7. 2024 Summer Program Staff - Motion to approve the following staff for Pine Hill School District 2024-2025 Summer Programs at \$35.00/hr. teachers, guidance, coordinators, and \$15.13/hr. instructional assistants. Programs are grant-funded through ARP ESSER funding. Not to exceed \$3,500 per person.

<u>Staff</u>	<u>Program</u>	<u>Position</u>	<u>Rate</u>	<u>Account #</u>
Cindi Tapia	Elementary Programs	Coordinator	\$35.00/hr.	20-489-100-100-10,20-CUR
Danielle Wise	All Secondary Programs	Coordinator	\$35.00/hr.	20-490-100-100-30,60-CUR
Jeanette Duffy	All Special Education Extended School Year Programs	Coordinator	\$35.00/hr.	20-490-100-100-10,20,30,60-CUR
Julia Marinacci	All Summer Programs	Nurse	\$44.00/hr.	20-490-100-100-10,20,30,60-CUR
Pamela Marmon	All Summer Programs	Nurse	\$44.00/hr.	20-490-100-100-10,20,30,60-CUR
Marybeth Jensen	All Summer Programs	Nurse	\$44.00/hr.	20-490-100-100-10,20,30,60-CUR
Anna Conley	All Summer Programs	Nurse	\$44.00/hr.	20-490-100-100-10,20,30,60-CUR
Marisa Meyers	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Lauren Bigos	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Debra McEneaney	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Pamela Schwartz	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Amy Carmichael	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Debra Otis	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Cindi Marrero	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Margaret Diaz	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Nicole Podwats	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Michael Rossi	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR

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Dianne Guardiani	Elementary Enrichment	Instructional Assistant	\$15.13/hr.	20-487-100-100-00-20-CUR
Elizabeth Somers	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Shaun Woerner	Elementary Enrichment	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Megan Blakelock	Elementary Enrichment	Multilingual Language Learner	\$35.00/hr.	20-487-100-100-00-20-CUR
Andrea Garcia	Elementary Enrichment	Multilingual Language Learner Instructional Assistant	\$15.13/hr.	20-487-100-100-00-10-CUR
Fawn Mutschler	Elementary Enrichment	Counselor	\$35.00/hr.	20-487-100-100-00-20-CUR
Fawn Mutschler	Goal Getters Camp	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Lydia Kirkland	Goal Getters Camp	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Lawren Duffy	Goal Getters Camp	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Amanda Kulak	Goal Getters Camp	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Angela Pereira	Camp Invention	Teacher	\$35.00/hr.	20-487-100-100-00-20-CUR
Jennifer Dugan	Camp Invention	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Dianne Guardiani	Camp Invention	Instructional Assistant	\$15.13/hr.	20-487-100-100-00-20-CUR
Jeanette Duffy	If You Give a Kid A Book Camp	Teacher	\$35.00/hr.	20-487-100-100-00-10-CUR
Margo Ocasio	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Renee Gilson	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Nicole Moyers	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Autumn Passarello	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Molly Schultz	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR

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Karen Fricke	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Jessica Horner	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
Samantha Wilson	PHM Enrichment	Teacher	\$35.00/hr.	20-489-100-100-00-30-CUR
William Fean	PHM Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-30-CUR
Stephanie Williams	OHS Art Camp	Teacher	\$35.00/hr.	20-489-100-100-00-60-CUR
Nicole N. Smith	OHS Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Michele Dunnett	OHS Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Amanda Potter	OHS Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Gina Lingham	OHS Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Kyle Hemmert	OHS Summer School	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Yekaterina Giberson	OHS Credit Restoration	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR
Jennifer Moore	OHS Credit Restoration	Teacher	\$35.00/hr.	20-490-100-100-00-60-CUR

8. Administrative Leave - Motion to approve employee number 311 paid administrative leave as of 4/22/24. *ratify

9. 2024 Summer Program Crossing Guards - Motion to approve summer crossing guards provided through the Borough of Pine Hill at a rate of \$16.00 - \$19.48 /hr each. Grant-funded ARP-ESSER III, not to exceed \$5000, Account No. 20-490-200-300-00-00-CUR.*

B. Policy

The Superintendent recommends approval of the following items:

1st _____ 2nd _____ Voice Vote(All in Favor)

1. Policies - Motion to approve the Policies listed below in accordance with the data presented.

Policy/Reg. #	Reading	Name	Attachment
P1140	1st	Educational Equity Policies/Affirmative Action (M)	IXB1a

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P1523	1st	Comprehensive Equity Plan (M)	IXB1b
P1530	1st	Equal Employment Opportunities (M)	IXB1c
R1530	1st	Equal Employment Opportunity Complaint Procedure (M)	IXB1d
P1550	1st	Equal Employment/Anti-Discrimination Practices (M)	IXB1e
R2200	1st	Curriculum Content (M)	IXB1f
P2260	1st	Equity in School and Classroom Practices (M)	IXB1g
R2260	1st	Equity in School and Classroom Practices Complaint Procedure (M)	IXB1h
P2411	1st	Guidance Counseling	IXB1i
P2423	1st	Bilingual Education (M)	IXB1j
R2423	1st	Bilingual Education (M)	IXB1k
P2431.4	1st	Prevention and Treatment of Sports-Related Concussions And Head Injuries (M)	IXB1l
R2431.4	1st	Prevention and Treatment of Sports-Related Concussions And Head Injuries (M)	IXB1m
P3211	1st	Code of Ethics	IXB1n
R5440	1st	Honoring Student Achievement	IXB1o
P5570	1st	Sportsmanship	IXB1p
P5750	1st	Equitable Educational Opportunity (M)	IXB1q
P5755	Abolished	Equity in Educational Programs and Services (M)	N/A
P5841	1st	Secret Societies	IXB1r
P5842	1st	Equal Access of Student Organizations	IXB1s
P5850	1st	Social Events and Class Trips	IXB1t
P7610	1st	Vandalism	IXB1u
R7610	1st	Vandalism	IXB1v
P9323	1st	Notification of Juvenile Offender Case Disposition	IXB1w

C. Curriculum

The Superintendent recommends approval of the following items:

1st _____ 2nd _____ Roll Call

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1. Travel (In & Out of District)/ Professional Development - Be it resolved the professional development listed below be approved for the 2023-2024 school year in accordance with the data presented.

a. Grades PreK - 8th:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/ Location</u>	<u>Total Cost</u>	<u>Account No.</u>
2/27/24* 3/5/24*	Anthony Parsons, Holly Strobl	Become a Transformative Student Voice Facilitator	A2Z Equity Coaching/ Collingswood Community Center, Collingswood	(T) \$48.82/pp	20-488-200-300- 00-30-CUR
3/18/24- 3/19/24*	Pia Garbutt	Women's Leadership Conference	NJASA - The Palace, Somerset	(T) \$214.02	20-488-200-300- 00-30-CUR
3/26/24- 3/28/24*	Dana DeGrande	Enhancing School Mental Health Services Project	Rutgers / Atlantic Cape Community College, Mays Landing	(T) \$30.08	20-488-200-300- 00-20-CUR
3/26/24*	Gabrielle Foster	Enhancing School Mental Health Services Project	Rutgers / Atlantic Cape Community College, Mays Landing	(T) \$30.08	20-488-200-300- 00-20-CUR
4/16/24*	Lisle Duffey, Nicole D. Smith	2nd Annual NJ Literacy Summit	Amplify / Forsgate Country Club, Monroe Twp	(T) \$61.36/pp	20-488-200-300- 00-20-CUR
4/16/24	Elizabeth Somers	2nd Annual NJ Literacy Summit	Amplify / Forsgate Country Club, Monroe Twp	(T) \$59.24	20-488-200-300- 00-10-CUR
4/2/24* 4/6/24*	Marybeth Jensen	AHA BLS Instructor Course	Virtua EMS Education/ Mt. Laurel	(A)\$175.00 (T) \$15.04	20-488-200-300- 00-20-CUR
5/10/24	Michelle Stanton	<i>BER/School Based SLPS: Comprehensive Intervention For ELL with Language Disorders</i>	<i>Online Event</i>	\$279.00	20-243-200-500- 00-00-CUR

*ratify

b. Grades 9th-12th:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/ Location</u>	<u>Total Cost</u>	<u>Account No.</u>
3/20/24*	Aleah Braxton	2024 School Convening	Paul Robeson Library Rutgers, Camden	(T) \$15.89	20-243-200-500-00-00- CUR

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5/3/24	John Carullo	Advanced K-12 Behavioral Threat Assessment and Management Training-Gloucester	RiverWinds Community Center, West Deptford	\$0	N/A
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*ratify

c.District:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/Location</u>	<u>Total Cost</u>	<u>Account No.</u>
3/18/24 - 3/19/24*	Michelle Messina	Women's Leadership Conference	NJASA - The Palace, Somerset	(T) \$364.90	20-488-200-300-00-60-CUR
3/18/24 - 3/19/24*	Morgan Zielinski	Women's Leadership Conference	NJASA - The Palace, Somerset	(T) \$355.08	20-488-200-300-00-60-CUR
3/14/24 & 4/16/24*	Dr. Melissa Williams	HR Boot Camp Workshop	A2Z Equity Coaching/ Merchantville School District	(A) \$389	20-270-200-300-00-10-CUR
4/30/24-5/1/24* revised	Dr. Melissa Williams	EAB Executive Roundtable for District Supts.	Washington, DC.	(T) \$157	11-000-230-340-00-00-BUS
5/16/24	Dr. Melissa Williams	NJASA Spring Conference	NJASA/Atlantic City	(A) \$0 (T) \$46	11-000-230-340-00-00-BUS
5/28/24	Elizabeth Schopfer	Enhancing School Mental Health Services Project	Rutgers Center for Comprehensive Mental Health, Mays Landing	(T) \$29.70	20-488-200-300-00-60-CUR
10/21/24-10/24/24	Board Members & Administrators	2024 NJSBA Workshop	NJ School Boards, Atlantic City	(A)\$2100.00 group rate (up to 25 members)	11-000-230-890-00-00-BUS
10/21/24-10/24/24	Board Members & Administrators	2024 NJSBA Workshop	Ocean Resort, 11 rooms x 3 nights, Atlantic City	TBD	11-000-230-585-00-00-BUS

*ratify

2. Field Trips - Motion to approve the following field trips listed be approved in accordance with the data presented. Attendance pending current pandemic health guidelines.

a. Grades PreK - 8th:

<u>Date</u>	<u>Staff/Group</u>	<u>School</u>	<u>Location</u>	<u>Time</u>	<u>Cost:</u> <u>Admission (A)</u> <u>Transportation (T)</u>
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4/26/24	5th Grade Class Trip	BEN	Fairmount Water Works, Philadelphia	9:15 am-1:00 pm	(A) \$8 per person (T) TBD
4/26/24	6th Grade Class Trip	PHM	30 Strikes Lanes, Stratford	9:30 am-12:00 pm	(A)\$1,000.00 11-000-270-512-00-30-BUS (T)Pine Hill
5/10/24	Music Students	BEN, GLN	Pine Hill Middle School	12:00pm-1:30pm	(A) N/A (T) Pine Hill
5/24/24	PHMS Band/Choir	PHM	Six Flags Great Adventure, Jackson	8:30am-9:00pm	(A) \$80 per student (T) Hilmans \$3300
5/30/24	2nd Grade Class Trip	BEN	Duffield's Farm, Sewell	9:30am-1:30pm	(A) \$14.00 (T) TBD
6/3/24	3rd Grade Class Trip	GLN	Cedar Run Wildlife Refuge, Medford	9:30am-1:30pm	(A) N/A (T) TBD
6/4/24	5th Grade Class Trip	GLN	Fairmount Water Works, Philadelphia	9:00am-1:30pm	(A) \$5 per person (T) TBD
6/10/24	4th Grade Class Trip	BEN	Museum of the American Revolution, Philadelphia	9:00am-1:00pm	(A) \$96 (T) TBD 11-000-270-512-00-20-BUS

b. Grades 9th-12th:

<u>Date</u>	<u>Staff/Group</u>	<u>School</u>	<u>Location</u>	<u>Time</u>	<u>Cost:</u> <u>Admission (A)</u> <u>Transportation (T)</u>
4/16/24*	OHS Choir	OHS	Overtones at Allegria Assisted Living, Atco	9:15am-11:30am	(A) N/A (T) TBD
4/22/24*	PBIS	OHS	Chick Fil-A - Sicklerville	10:15am-11:45am	(A) N/A (T) Pine Hill
4/29/24	Zoology Club	OHS	LEO Club - Senior Center Visit, Atco	10:30am-1:15mp	(A) N/A (T) TBD
4/17, 4/18, 4/24, or 4/25/24*	21st Century Scholars Afterschool	OHS	Camden County College - Dental Program	After School Program	N/A
4/24/24*	Track Team	OHS	Delsea Regional High School, Franklinville	9:00am-12:00pm	(A) \$200 (T) Pine Hill
4/24*	21st Century Scholars Afterschool	OHS	Pinsetters Bowling Trip, Merchantville	After School Program	Paid by 21st Century Scholars

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<u>Date</u>	<u>Staff/Group</u>	<u>School</u>	<u>Location</u>	<u>Time</u>	<u>Cost:</u> <u>Admission (A)</u> <u>Transportation (T)</u>
5/3/24	National Honor Society	OHS	RAMbassador Senior Luncheon with Pine Hill Police Department	10:00am-1:15pm	(A) N/A (T) Pine Hill
5/8/24	History Students	OHS	Independence Seaport- Philadelphia	9:15am-1:15pm	(A) Paid for by Student Activities (T) TBD
5/8, 5/15, or 5/22/24	21st Century Scholars Afterschool	OHS	Reginald Barrett, Truist Bank	After School Program	N/A
5/24 or 5/31/24	21st Century Scholars Afterschool	OHS	Adventure Aquarium Trip, Camden	After School Program	Paid by 21st Century Scholars
6/3/24	Spotlight Students	OHS	Spotlight Breakfast-Palace Diner, West Berlin	9:00am-11:00am	(A) Paid for by Student Activities (T) Pine Hill
6/6/24	21st Century Scholars Afterschool	OHS	Cheryl Shelton, End of Year Closing Celebration: "Cultural Birthdays"	After School Program	N/A
8/17/24	OHS German Exchange Students	OHS	Philadelphia International Airport, Philadelphia	3:30pm-5:30pm	(A) N/A (T) TBD
9/2/24	OHS German Exchange Students	OHS	Philadelphia International Airport, Philadelphia	4:30pm-6:00pm	(A) N/A (T) TBD
10/19/24	Visiting German Exchange Students	OHS	Philadelphia International Airport, Philadelphia	2:30pm-5:00pm.	(A) N/A (T) TBD

*ratify

3. Guest Speakers - Motion to approve the guest speakers listed be approved in accordance with the data presented.

a. Grades PreK - 8th:

<u>Date</u>	<u>School / Group</u>	<u>Organization</u>	<u>Topic</u>	<u>Cost</u>	<u>Account No.</u>
5/2/24	BEN - 1st Grade Class	Happy Trails Pony Rides and Petting Zoo	First Grade Petting Zoo	\$650	20-005-100-600-00-20-BEN

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Wednesday, April 24, 2024 - 6:00pm

6/5/24	GLN	Joe Holiday's Reading Rocks Magic Show	Literacy Magic Show for all students	\$1275	11-190-100-320-00-10-GLN
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b. Grades 9th-12th:

Date	School / Group	Organization	Topic	Cost	Account No.
4/8/24- 6/7/24*	18-21 Program	Jessica Constantino, ARC of NJ	Student Employment Skills	N/A	N/A
4/11/24*	OHS - Social Studies Students	Vietnam Veteran	Vietnam Experience	N/A	N/A
4/24/24*	OHS Choir	Overtones Clinic with Dr. Chris Thomas, Rowan University	Performance Standards	N/A	N/A

*ratify

4. Practicum Experience - Motion to approve the persons listed be approved for field experience/student teaching in accord with the data presented.

a. Grades PreK - 8th

Student Teacher Name	College/ University	Content Area	Dates of Placement	Building	Cooperating Teacher
Jason Sturniolo	Rowan	Elementary Music (6-12)	Fall 10/28/24-12/11/24 Spring 1/21/25-3/14/25	GLN	John Bauman
Adrian Meares	Rowan	Secondary Social Studies (6-12)	Fall 9/3/24-12/11/24 Spring 1/2/25-5/3/25	PHM	Rachel Davis
Lizbeth Ochoa	Rowan	Elementary	Fall 9/3/24-12/11/24 Spring 1/21/25-5/9/25	BEN	Melissa Ryan

b. Grades 9th - 12th

Student Teacher Name	College/ University	Content Area	Dates of Placement	Building	Cooperating Teacher
Brian Murphy*	CCC	History	Spring 2024	OHS	Michael Fryer
Josh Deitelbaum	Rowan	Secondary Health & Physical Education	Fall 9/3/24-10/25/24 Spring 3/17/25-5/9/25	OHS	Frank Wilczynski
Dylan Edelman	Rowan	Secondary Health & Physical Education	Fall 9/3/24-10/25/24 Spring 3/17/25-5/9/25	OHS	Alec Nicolai
Aniyah Lomax*	CCC	Science	Spring 2024	OHS	Mike Stutz
Svea Yaelle Fiebelkorn	University of Bremen	English Speaking Education Internship (any grade/subject)	Fall 2024 (3 months internship)	OHS	Olga Fiocchi

*ratify

D. Miscellaneous

The Superintendent recommends the approval of the following items:

1st _____ 2nd _____ Roll Call

1. Approval of the Findings of the Anti-Bullying Specialists (HIB) - At Dr. Albert Bean Elementary School, John H. Glenn Elementary School, Pine Hill Middle School and Overbrook High School.
See Attachment [IXD1](#)
2. Acceptance of Fire and Lockdown Drills - At Dr. Albert Bean Elementary School, John H. Glenn Elementary School, Pine Hill Middle School, and Overbrook High School.
See Attachment [IXD2](#)
3. Summer School- Motion to approve Educere, LLC as a credit recovery/ summer school option.
4. 2024 -2025 Calendar - The motion to approve the 2024 - 2025 school calendar.
See Attachment [XID4](#)
5. Senior Privilege- *Motion to approve senior privilege for student #113370.*

E. Items of General Interest

1. Principal's Reports
 - a. Overbrook High School - See Attachment [IXE1a](#)
 - b. Pine Hill Middle School - See Attachment [IXE1b](#)
 - c. John H. Glenn Elementary School - See Attachment [IXE1c](#)
 - d. Dr. Albert Bean Elementary School - See Attachment [IXE1d](#)
2. Athletic Report - See Attachment [IXE2](#)
3. Child Study Team Report - See Attachment [IXE3](#)
4. Supervisor of Guidance- See Attachment [IXE4](#)
5. Supervisor Reports-
 - a. Curriculum and Instruction Report- See Attachment [IXE5a](#)
 - b. Humanities Report- See Attachment [IXE5b](#)
 - c. STEAM Report- See Attachment [IXE5c](#)
6. Staff Attendance - See Attachment [IXE6](#)
7. Student Enrollment -See Attachment [IXE7](#)
8. Home Instruction - See Attachment [IXE8](#)
9. Nurse's Report - See Attachment [IXE9](#)

X. BUSINESS ADMINISTRATOR'S REPORT

A. Information -

1. Reminder to complete your mandated training by 12/31/24.
2. NJSBA Workshop 2024 will be held from Monday, October 21-Thursday, October 24, 2024, at the Atlantic City Convention Center. All Board members are registered.

B. Correspondence –

1. Nutri Serve Update- See Attachment [XB1](#)

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C. Minutes – The Business Administrator recommends approval of the following items:

1st _____ 2nd _____ - Voice Vote

1. March 12, 2024- Regular Meeting Minutes **See Attachment [XIC1](#)**

D. Finance – The Business Administrator recommends approval of the following items:

1st _____ 2nd _____ - Roll Call

1. Secretary's Report - The Board Secretary certifies that no line item accounts in March 2024 have 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.

See Attachment [XID1](#)

2. Treasurer's Report - Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2024. The Treasurer's Report and Secretary's Report are in agreement for the month of March. **See Attachment [XID2](#)**

3. Board Secretary- Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) certifies that there are no changes in anticipated revenue amounts or revenue sources.

4. Board Of Education Certification - Pursuant of N.J.A.C. 6A:23A-6.10 (c)4, the Pine Hill Board of Education certifies that after review of the March Secretary's Monthly Financial Report and the March Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, that to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

5. Line Item Transfers for March- **See Attachments [XID5](#)**

6. Payment of Bills - **See Attachment [XID6a](#) [XID6b](#) [XID6c](#) [XID6c](#)**

- a. Bill List General Accts(10-40) - March 29, 2024- \$508,982.43
- b. Bill List General Accts(10-40)- April 9, 2024- \$943,195.63
- c. Bill List General Accts(10-40)- April 18, 2024- \$492,565.76
- d. Bill List - Cafeteria Fund (61)- April 18, 2024- \$375,622.24

7. Additional Payments - Motion to approve that the Business Administrator be authorized to process additional invoices for payment for the current and next fiscal year with Board confirmation at the next regular board meeting.

8. Account Transfers- Motion to approve the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular board meeting.

9. 2024-2025 School Budget Approval- Motion to approve the Camden County Executive Superintendent of Schools approved 2024-2025 School Year Budget for submission to the New Jersey Department of Education:

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WHEREAS, the Pine Hill Board of Education adopted a tentative budget on March 12, 2024 and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 16, 2024 and

WHEREAS, the tentative budget was advertised in the legal section of the South Jersey Times on April 19, 2024, and

WHEREAS, the final budget was presented to the public during a hearing held in the Media Center of Overbrook High School 1200 Turnerville Road, Pine Hill, NJ, on April 24th, 2024.

BE IT RESOLVED the Pine Hill Board of Education approves the Camden County Executive Superintendent of Schools approved budget for the School Year 2024-2025 using the 2024-2025 state aid figures and to submit to New Jersey Department of Education:

	<i>Budget</i>	<i>Local Tax Levy</i>
<i>General Fund</i>	\$51,755,040	\$12,791,882
<i>Special Revenue</i>	\$ 2,755,572	
<i>Total</i>	\$54,510,612	\$12,791,882

***The above approved budget includes an increase in taxes of \$125,410 or additional 1% over the previously approved tentative budget.*

This increased budgetary revenue line item #100 by \$125,410

and expenditure line item #41660 by \$125,410 for the purpose of obtaining an additional guidance/mental health counselor. As discussed in detail during the public hearing.

10. Travel Expenditure Resolution - Motion to approve the maximum travel expenditure resolution in accordance with the NJAC 6A:23A-7.3

MAXIMUM TRAVEL EXPENDITURE RESOLUTION

WHEREAS, the Pine Hill Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district and

WHEREAS, NJAC 6A:23-7.3 et seq. Requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff member to receive prior approval of these expenses by the Superintendent of School and a majority of the full voting membership of the Board; and

WHEREAS, The Pine Hill Board of Education had previously established \$50,000 as a maximum travel amount for the current school year and has expended \$34,774 as of this date; now

BE IT RESOLVED, The Pine Hill Board of Education approves travel and related expense reimbursements in accordance with NJAC 6A23A-7.3, to a maximum expenditure of \$55,000 for the 2024-2025 school year.

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11. Fundraisers - Motion to approve the fundraisers listed below in accordance with the data presented.

- a. Grades PreK - 8th: None
- b. Grades 9th - 12th:

<u>Date</u>	<u>School</u>	<u>Group</u>	<u>Event</u>
4/24/24	OHS	Graduation	Senior Graduation Yard Signs
5/13/24	OHS	Renaissance	German Exchange Volleyball Tournament
5/24/24	OHS	Renaissance	Kona Ice Sale
5/24/24	OHS	Zoology	LEO Pretzel & Water Sale
6/5/24	OHS	Art Club	Silent Auction

12. Out of District Placements - Motion to approve the student(s) listed be approved for Out of District Placement.

- a. Grades PreK-8th:

<u>District Fiscally Responsible</u>	<u>Program/School</u>	<u>Student ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Account Number</u>	<u>Bd. Appr Rates</u>
Pine Hill*	Archway 1:1 bus aide	120692	3/1/24	6/30/24	11-000-100-566-00-00-BUS	\$45.00 per diem
Pine Hill*	Bankbridge Dev. Center	121749	3/26/24	6/30/24	11-000-100-565-00-00-BUS	Tuition-\$245.00/per diem 1:1 aide-\$231.00/per diem

*ratify

- b. Grades 9th-12th:

<u>District Fiscally Responsible</u>	<u>Program/School</u>	<u>Student ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Account Number</u>	<u>Bd. Appr Rates</u>
Pine Hill*	Camden County College Transitions Program	120305	3/25/24	6/30/24	11-190-100-320-00-60-OHS	\$10,000 per student

*ratify

13. Program/Vendor Contracts - Motion to approve the following program/vendor contracts for the 2023-2024 school year.

<u>Program/Vendor</u>	<u>Category</u>	<u>Total Cost</u>	<u>Account #</u>	<u>Date</u>	<u>Attachment</u>
National Inventors Hall of Fame-Camp Invention Illuminate	K-6 Program	\$6,880.00	11-190-100-610-00-10-CUR	Summer 2024	XID13-1

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<i>First Student</i>	<i>Maintenance Agreement</i>	<i>Rates based on service</i>	<i>11-000-270-420-00-00 -BUS</i>	<i>May 1, 2024- April 30, 2025</i>	<u>XID13-2</u>
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*ratify

14. Transportation - Motion to approve the following transportation routes for the Pine Hill School District.

a. Grades PreK-8th Grade: None

b. Grades 9th- 12th Grade:

<u>Vendor</u>	<u>Program/ School</u>	<u>Event</u>	<u>Date</u>	<u>Cost</u>	<u>Account Number</u>
Holcomb*	OHS	JV Softball- Penn Tech. HS	4/9/24	\$495.00	11-000-270-512-00-60-BUS
Holcomb*	OHS	Girls Track- Woodstown HS	4/9/24	\$495.00	11-000-270-512-00-60-BUS
T & L*	OHS	Theatre Dept- NY City	4/13/24	\$1,100.00	11-000-270-512-00-60-BUS
<i>Educational Services Commission of NJ*</i>	<i>NuView Academy</i>	<i>Transportation for Student #120416</i>	<i>July 2023- August 2023</i>	<i>\$5,757.92</i>	<i>11-000-100-566-00-00-BUS</i>

*ratify

15. Tax Payments - Motion to approve the following 2024-2025 monthly payment schedule of school taxes based upon the tax levy for the General Fund at \$12,791,882. Each payment will be \$1,065,990.17 with the final payment in June 2025.

16. Reimbursement of Transportation Costs- Motion to accept the reimbursement of Family Crisis School Transportation Costs from the N.J. State Department of Education Office of School Finance in the amount of \$48,438.54. **See Attachment** [XD16](#)

17. Camden County Technical Schools- Motion to approve the 2024-2025 tuition assessment for Camden County Technical Schools at a rate of \$3,211.00 per student x 66 students. The total tuition amount for the 24-25 school year is \$180,042.00.00 (\$211,926.00 minus \$31,884.00.00 for the 2022-2023 tuition adjustment). **See Attachment** [XD17](#)

18. Renewal Nutri Serve Food Management - Motion to approve the renewal of Nutri Serve Food Management Cost Reimbursable Contract for the 2024-2025 school year (2nd year of a 5-year agreement) with a "cents per meal" fee of 0.00, flat Management Fee of \$61,105.00 and a projected annual loss/gain of \$47,774.89 and a breakeven guarantee. The cost of this agreement is \$1,138,798.75 for the fiscal year.

19. Insurance Approval - Motion to approve Gloucester, Cumberland, Salame School District Joint Insurance Funds as the insurance group for Pine Hill School District for the period of July 1st, 2024 through June 30th, 2027. Insurance was placed out to bid to SAIF, NJSIG and GCSSDJIF on March 1st, 2024 - with a bid opening held on April 15th, 2024 at the offices of Hardenberg Insurance Group,

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8000 Sagemore Drive, Marlton, NJ 08053. GCSSDJIF was the only bidder. Cost of insurance for the 2024-2025 school year is \$575,086 (inclusive of RMC fee).

20. Resolution- School Lunch – As it pertains to New Jersey State Board of Education permitting private schools for students with disabilities to continue providing meals to students and not collect copayments from parents and guardians for the 2024-2025 school year.

Be It Resolved that the Pine Hill Board of Education does not require the private school for handicapped to charge students for reduced and/ or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture's Child Nutrition Program regulations. Schools currently contracted with Pine Hill Board of Education include the following:

Abilities Center	Archbishop Damiano	Archway
Bancroft	Brookfield Academy	Brookfield Elementary
Bankbridge(GCSSSD)	Burlington County Special Services(BCSSSD)	Creative Achievement
Durand Academy	Hampton	High Point
Hollydell	Garfield Park Academy	Katzenbach
Kingsway Learning Center	LARC	NuView Academy
Pinelands	Princeton House	Real Center
YALE	YCS Fort Lee	

21. Change in Insurance to GCSSDJIF- Motion to approve the following resolution:

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF)
("FUND")

NEW MEMBERSHIP RESOLUTION

WHEREAS, the Pine Hill Board of Education hereinafter referred to as "BOARD", has been offered membership in the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF), hereinafter referred to as "FUND", and has reviewed the Bylaws and Plan of Risk Management of the FUND; and

WHEREAS, the BOARD believes in the safety of its employees and the public who participate in the life of the district; and

WHEREAS, the BOARD agrees with the risk management disciplines inherent to membership in said FUND which are explicit in the FUND's Bylaws; and

WHEREAS, the BOARD agrees that the statement below is consistent with its own philosophy:

"It is the goal of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (FUND) and its member Boards of Education to achieve the best and most practical degree of

freedom from accidents and/or injuries. The FUND and its members also endeavor to ensure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the BOARD, should succeed in providing a safe, healthful and pleasant working environment.” and,

WHEREAS, the FUND is a legally authorized and constituted Joint Insurance Fund as permitted by Chapter 108, Laws of 1983 (NJS 18A:18B-1 et. seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and WHEREAS, the statutes regulating the conduct of the FUND contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said FUND; and

WHEREAS, the BOARD has determined that participation as a member of the FUND is in the BOARD's best interest;

NOW THEREFORE, BE IT RESOLVED that the BOARD hereby agrees to join the FUND for a three year membership term which shall commence on July 1, 2024, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the BOARD will participate in all lines of coverage provided by the FUND, as defined by the FUND's Plan of Risk Management, which is generally described as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educators Legal Liability
4. Property , including Building & Contents, Inland Marine, Automobile Physical Damage
5. Crime
6. Boiler & Machinery/Equipment Breakdown
7. Organic Pathogen
8. Cyber Liability
9. Crisis Protection & Disaster Management Services
10. Pollution and Mold Legal Liability
11. Unmanned Aerial Systems Liability
12. Terrorism (as defined under TRIEA for “certified” and “non-certified” acts & broader

BE IT FURTHER RESOLVED, that the BOARD appoints Dr. Cherie Bratty as its DELEGATE to the FUND and empowers said DELEGATE to; exercise the voting rights provided in the FUND's Bylaws to Delegates in a manner which best protects the BOARD and FUND, to implement and strengthen the BOARD's safety and risk management efforts, to participate fully and with efficiency in the FUND, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the BOARD in the FUND.

22. GCSSD Indemnity & Trust - Motion to approve the below resolution:

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF)
("FUND")

INDEMNITY AND TRUST AGREEMENT

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THIS AGREEMENT, made this 24th day of April, 2024, in the County of Camden, State of New Jersey, by and between: Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF), hereinafter referred to as "JIF", and the Pine Hill Board of Education hereinafter referred to as "Board";
WITNESSETH:

WHEREAS, several school districts have collectively formed a joint insurance fund as such an entity is authorized and described in N.J.S.A. 18A:18B-1 et. seq.; and

WHEREAS, the Board has agreed to become a member of the JIF in accordance with and to the extent provided for in the Bylaws of the JIF and in consideration of such obligations and benefits to be shared by the membership of the JIF;

NOW, THEREFORE, it is agreed as follows:

1. The Board, upon entering the JIF, accepts the JIF's Bylaws as may be approved and adopted and agrees to be bound by and to accept and to comply with each and every provision of the JIF's Bylaws and applicable statutes and/or administrative regulations pertaining to same.
2. The Board agrees to participate in the JIF with respect to the types of insurance listed in the Board's "Resolution To Renew Membership".
3. The Board agrees to become a member of the JIF for a period not to exceed three (3) years, the commencement of which shall coincide with the effective date of the "New Member Resolution."
4. The Board certifies that it has never defaulted on any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date hereof.
5. In consideration of membership in the JIF, the Board agrees that it shall jointly and severally assume and discharge the liability of each and every member of the JIF all of whom, as a condition of membership in the JIF, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Board is pledged to the punctual payment of any sums which shall become due to the JIF in accordance with the Bylaws thereof, this Agreement or any applicable statutes and/or regulations. However, nothing herein shall be construed as an obligation of the Board for claims and expenses that are not covered by the JIF, or for that portion of any claims or liability which exceeds the JIF's limits of coverage.
6. If the JIF, in the enforcement of any part of this Agreement, shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the Board agrees to reimburse the JIF for all such reasonable expenses, fees and costs on demand.
7. The Board and the JIF agree that the JIF shall hold all monies paid by the Board to the JIF as fiduciaries for the benefit of JIF claimants all in accordance with applicable statutes and/or regulations.
8. The JIF shall maintain a trust account as defined in the Bylaws and in accordance with N.J.A.C. 4:15-4.6 et seq. for the following categories of risk and liability:

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1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educators Legal Liability, including Employment Practices Liability
4. Property Insurance, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Crisis Protection Program
9. Pollution and Mold Legal Liability
10. Unmanned Aerial Systems Liability
11. Student Accident on an Annual Elective Basis (Optional)

The JIF shall maintain its trust account solely for the payment of claims, allocated claim expense and primary, excess and/or reinsurance premiums for each such risk or liability or as "surplus" as such term is defined by applicable state statute and/or administrative code(s)

9. Each Board who shall become a member of the JIF shall be obligated to execute this agreement.

23. Risk Management Consultant Resolution(RMC) - Motion to approve the following resolution:

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF)
("FUND")

RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Pine Hill Board of Education hereinafter referred to as DISTRICT, is a member of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund, a self-insurance pooling fund; and

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

WHEREAS, 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 Hardenberg Insurance Group as its RMC for the 2024-2025 School Year 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.

24. Risk Management Consultant Agreement - Motion to approve the following RMC agreement for the 2024-2025 School Year:

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF)
("FUND")
RISK MANAGEMENT CONSULTANT AGREEMENT

THIS AGREEMENT, entered into this 1st day of July, 2024, between the Pine Hill Board of Education hereinafter referred to as DISTRICT, and Hardenberg Insurance Group a(n) (Individual, Partnership, Corporation) of the State of New Jersey, having its principal office at the following address: 8000 Sagamore Drive, Marlton, NJ 08053, hereinafter referred to as RMC.

WHEREAS, the RMC has offered to the DISTRICT professional insurance and risk management consulting services as allowed in the Bylaws of the Gloucester, Cumberland, Salem School Districts 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 24th 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, timelines and methodologies established by the Fund;

B) Assist the DISTRICT in understanding and selecting the various optional coverage (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 coverage is 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, or from the effective date of coverage, unless earlier terminated as hereinafter provided in this Agreement.

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3. The DISTRICT authorizes the Fund to pay its RMC as compensation for services rendered an amount equal to a flat fee of \$47,484. 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.

25. Revised 2024-2025 Preschool Budget- Motion to approve the revised 2024-2025 Preschool budget in the amount of \$1,871,442 includes 2024-2025 allocation, carryover and special education mandated contribution. **See Attachment [XID25](#)**

26. RFP Contract Awards- The motion to approve the award of contracts, at the rates listed, for the following vendors for a term of July 1, 2024 through June 30, 2027 with the option to extend the contract as permitted by law and at the discretion of the Board of Education.

Vendor Type	Vendor Name	RFP #	Rates
Occupational Therapy	None-therapist on staff	04162024.1	N/A- therapist on staff
Physical Therapy	Virtua	04162024.2	\$80/hr. Evaluation- \$320
Applied Behavior Analysis	Amazing Transformations	04162024.3	\$115/hr.

E. Facilities- The Business Administrator recommends approval of the following items:

1st _____ 2nd _____ - Roll Call

1. Use of Facilities - Motion to approve the facilities in accordance with the data presented. All groups are made aware that they are to follow all pandemic protocols and that the protocols can change at any time.

a. Grades PreK-8th:

<u>Dates of Use</u>	<u>Building</u>	<u>Purpose</u>	<u>Fee</u>
4/24/24	BEN	Art Fair	N/C

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4/26/24	BEN	Bean Movie Night	N/C
5/15/24	PHM	PTO Meeting	N/C
5/23/24	PHM	PHPD Awards Night	N/C

b. Grades 9th-12th:

<u>Dates of Use</u>	<u>Building</u>	<u>Purpose</u>	<u>Fee</u>
4/26/24	OHS	Multicultural Dance Party	N/C
5/7/24	OHS	Tri M Honor Society Induction/Recital	N/C
5/13/24	OHS	German Exchange Volleyball Tournament	N/C
6/3/24	OHS	Senior Scavenger Hunt	N/C
7/3/24	OHS	Borough of Pine Hill 3rd of July Celebration (Fireworks)	N/C
4/20/24*	OHS	Camden County Boys Tennis Assoc (OHS is the host)	N/C

2. Disposal of Equipment Inventory- Motion to approve the disposal of the aged equipment as listed.

See Attachment [XIE2](#)

3. Disposal of Technology Inventory - Motion to approve disposal of aged technology items as listed.

See Attachment [XIE3](#)

XI. OPEN MEETING TO THE PUBLIC

1st _____ 2nd _____ - Voice Vote

The Pine Hill Board of Education welcomes and values input from the community. The public comment portion of the board meeting is the time where any member of the public can share their thoughts directly with the board. At the same time, the board encourages members of the public to bring specific, individual issues to the attention of the Administration first. Anyone who wishes to speak has five minutes to make their comments. Please keep your comments respectful, not defamatory, and suitable for a meeting of a public body. When you approach, please begin by stating your name and address.

XII. CLOSE MEETING TO THE PUBLIC

1st _____ 2nd _____ - Voice Vote

XIII. CAUCUS REQUESTED - Approval that the Board of Education, by Resolution, recess into a Closed Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, contractual matters, negotiations, or student matters appropriate for this session.

Pine Hill Board of Education Meeting
Wednesday, April 24, 2024 - 6:00pm

The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. **See Attachment [XIII](#)**

- Personnel Matters

Motion to recess into caucus 1st _____ 2nd _____
All in favor

Motion to return to open session 1st _____ 2nd _____
All in favor

XIV. OLD BUSINESS

XV. NEW BUSINESS

The Superintendent recommends approval of the following items:

1st _____ 2nd _____ - Roll Call

XVI. NEXT BOARD MEETING -

- **Tuesday, May 14, 2024- Regular Meeting at 6:30 pm at OHS Media Center**

XVII. MOTION TO ADJOURN 1st _____ 2nd _____ Time: _____