

PITMAN SCHOOL DISTRICT

Board of Education Meeting

May 17, 2023

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

PRESENTATIONS

- Student Spotlight - Kindle School - Board of Education Panther Award
 - ❖ Louis Fanelli
 - ❖ Rachael Gresko
 - ❖ Lily Landis
 - ❖ Seumas McIntire
- Staff Spotlight - Kindle School

Public Comment

Correspondence

- Donation of an American flag and two flat screen televisions from the Kowalski family, Pitman

Approval of Minutes

April 19, 2023 Minutes

April 19, 2023 Executive Session Minutes

May 3, 2023 Minutes

May 3, 2023 Executive Session Minutes

May 3, 2023 Executive 2nd Session Minutes

President's Report

- Naming of Elementary School

Superintendent's Report

- HIB
- Security Drills
- Elementary School Update
- Junior/Senior High School Update
- Moving Plans

Student Representative Report

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

1. Recommend motion to approve all line-item transfers for the months of March 2023 and April 2023.

2. Recommend motion to approve the Board Secretary’s Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the months of March 2023 and April 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.
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 months of March 2023 and April 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 months of March 2023 and April 2023. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the months of March 2023 and April 2023.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to approve the renewal of NutriServe as the Food Service Management Service for the 2023/2024 school year in the amount of \$28,500 an increase from 2022/2023 of \$1,375.
7. Recommend motion to approve the renewal of medical insurance and prescription coverage with AmeriHealth for the 2023/2024 school year with an increase of 9.0% in premium costs from school year 2022/2023.
8. Recommend motion to approve the renewal of dental insurance coverage with Delta Dental Plan of New Jersey for the 2023/2024 school year with an increase of 5% in monthly premium costs from the school year 2022/2023.
9. Recommend motion to approve the renewal of vision insurance coverage with Vision Service Plan for the 2023/2024 school year with no increase in premium costs from the school year 2022/2023.
10. Recommend motion to approve to extend the following tax shelter annuity companies for the 2023/2024 school year:

Voya Financial	Lincoln Investment Planning	Metropolitan Life
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11. Recommend motion to approve the 2023/2024 purchase of the following items through E-Rate Government funding of up to 50% of the cost of tech items:

<u>Vendor</u>	<u>Description</u>	<u>Cost</u>
Business Automation Technologies	Data Transmission and/or Internet Access	\$9,360
Comcast Business Communications	Data Transmission and/or Internet Access	\$21,970.94

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

- Elementary K-6 \$3,750 (no change)
- Junior High 7-8 \$4,000 (no change)
- Senior High 9-12 \$4,250 (no change)

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

Tuition Pilot Program:

- Academy of Student Performance and Competition \$1,000 per year*

*Students will have to participate in a minimum of two performing arts/sporting activities each year in order to remain eligible for this reduced tuition rate.

13. Recommend motion to approve the following 2023/2024 tuition rates for the purpose of billing other Local Education Agencies (LEA's):

<u>Grade/Program</u>	<u>Tuition Rate</u>
Grades Preschool/K	\$15,138
Grades 1-5	\$17,594
Grades 6-8	\$16,752
Grades 9-12	\$17,275
MD Program	\$26,715
BD Program	\$23,000
LLD Program	\$23,000
Autism Program	\$30,000
Preschool Disabilities P/T	\$20,000
Preschool Disabilities F/T	\$33,394

14. Recommend motion to approve Ocean First Bank as depository of record for the 2023/2024 school year for the Warrant, Payroll, Agency, Student Activities, Capital Reserve, Capital Projects, Flex Spending, Panther Club, and Senior Class Account.

15. Recommend motion to authorize the following signatories on the following accounts:

Warrant Account	Board President, Board Secretary, Superintendent
Agency Account	Board Secretary, Superintendent
Payroll Account	Board Secretary, Superintendent
Student Activities Account	Superintendent, Board Secretary
Senior Class Account	Board Secretary or Superintendent
Unemployment Account	Board Secretary or Superintendent
Capital Project Account	Board Secretary or Superintendent
Panther Club Account	Board Secretary or Superintendent
Flex Spending Account	Board Secretary or Superintendent

16. Recommend motion to approve the following cafeteria prices for the 2023/2024 school year:

<u>Breakfast</u>	<u>Cost</u>
Student	\$2.00
<u>Student Lunch</u>	
Early Childhood	\$3.10
Elementary	\$3.10
Junior/Senior High	\$3.60
Pre-K Milk	\$.60
Lunch Milk - All Schools (Extra)	\$.60
Assorted Snacks/Drinks	\$0.50 to \$3.00

Teachers Lunch

Early Childhood	\$3.60
Elementary	\$3.60
Junior/Senior High	\$4.10

17. Recommend motion to approve the contract with Inspira Health Network Medical Group, P.C. to provide on-site licensed physician medical coverage for each home varsity football game at Pitman Junior/Senior High School at a rate of \$250 per game (approximately five games during the 2023/2024 season).
18. Recommend motion to approve the proposal from Tri-County Termite and Pest Control, Inc. for Integrated Pest Management Program for the 2023/2024 school year at a monthly fee of \$250 (no increase from the 2022/2023 school year).
19. Recommend motion to approve the following plans (as on file in the Business Office) and to appoint Facilities Manager, Mark Morris, as Program Coordinator/ Designated Person for the 2023/2024 school year:
 - a. Written Hazard Communication Program
 - b. Written Indoor Air Quality Program
 - c. Integrated Pest Management Program
 - d. Lockout/Tagout Policy
 - e. Right-to-Know Coordinator
20. Recommend motion to approve and adopt the following plans and procedures as on file in the board office for the 2023/2024 school year:
 - a. Emergency Operation Plan
 - b. Crisis Intervention Procedures Manual
 - c. Emergency Management Plan
21. Recommend motion to approve the following Resolution to approve maximum Travel Expenditure for the 2023/2024 school year:

MAXIMUM TRAVEL EXPENDITURE

WHEREAS, Pursuant to N.J.S.A 18A:11-12, in each pre-budget year, the Pitman Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; be it

RESOLVED, that the Pitman Board of Education hereby establishes the maximum travel expenditure amount for the 2023/2024 school year as \$45,000 with no individual travel expenditure amount exceeding \$3,000.

22. Recommend motion to authorize the Superintendent and the School Business Administrator to perform all necessary transfers and adjustments to close out the 2023/2024 school year budget and present the same to the board at the next available meeting.
23. Recommend motion to designate the South Jersey Times Newspaper as the official newspaper of the Pitman Board of Education for releases, and that the Courier Post newspaper is designated as alternate, all in accordance with the Open Public Meetings Act.
24. Recommend motion to approve the participation in the Gloucester County Special Services School District MVC On-line Abstract Request Program for the school year 2023/2024 at a cost of \$50.

25. Recommend motion to approve the Professional Service agreement with Gloucester County Special Services School District (CRESS) for the 2023/2024 school year.
26. Recommend motion to reject the RFP’s for the following professional services, Solicitor and Special Education Solicitor pursuant to 18A:18A-22 (d) *the board of education want to substantially revise the specifications for the good or services*, in order to obtain a separate meeting rate and to combine the Solicitor and Special Education Solicitor into one appointment. Additionally to reject the RFP’s for the Architect pursuant to 18A:18A-22 (a)(b), *due to the fact that the lowest bid substantially exceeds cost estimates for the goods or services, and the lowest bid substantially exceeds the Board of Education’s appropriation for the goods or services*. The Board may re-bid this project at a later date.
- 27. Recommend motion to approve the Business Administrator for solicitation of an Architect and a Solicitor for Proposal (RFP) via 18A:18A-5 professional services for the 2023/2024 school year.**
28. Recommend motion to approve and enter into the agreement made for the school fiscal year beginning July 1, 2023 by and between Pitman Borough School District and Phoenix Advisors, LLC, for the provision of professional services.
29. Recommend motion to award Ford-Scott Associates, LLC as District Auditor to complete the 2023/2024 school year audits at a maximum fee of \$32,500. No other proposals were received.
30. Recommend motion to award Bayada Home Health Care, Inc. Nursing Services for the 2023/2024 school year. Rates are as follows: Registered Nurse at \$65 per hour and Licensed Practical Nurses at \$50 per hour. No other proposals were received.
31. Recommend motion to approve the contract with United Therapy Solutions to provide physical therapy services for the 2023/2024 school year at a rate of \$80 per hour for therapist and \$400 per evaluation. Three proposals were received.
32. Recommend motion to approve the sidebar agreement with the Pitman Education Association for the duration of the agreement.
33. Recommend motion to approve Epic Environmental to implement the Pitman Public Schools AHERA Asbestos Management Program for the 2023/2024 school year at a cost of \$2,250 (should an AHERA re-inspection be required during the 2023/2024 school year, the cost will increase by \$875).
34. Recommend motion to approve the following budget to be submitted to the County Superintendent of Schools and the State of New Jersey for final approval in the following amounts:

	General Fund	Special Revenues	Debt Service	Total
2023/2024 Total Expenditures	\$23,635,737	\$2,841,364	\$759,600	\$27,176,536
Less: Anticipated Revenues	\$6,001,044	\$2,841,364	\$329,916	\$9,172,324
Taxes to be Raised	\$15,493,944	\$0	\$429,684	\$15,923,628

Amend the proposed budget to include the following:

WHEREAS, the Pitman Board of Education in accordance with N.J.A.C. 6A:23A-14.2(d) will withdraw \$57,000 from maintenance reserve for the 2023/2024 budget, as reported in the district comprehensive maintenance plans and

WHEREAS, the Pitman Board of Education in accordance with N.J.A.C. 6A:23A-14.1 will withdraw \$1,187,000 from Capital Reserve for the 2023/2024 budget,

WHEREAS, the Pitman Board of Education amends the 2023/2024 budget as follows on schedule B

CURRICULUM & INSTRUCTION COMMITTEE – Pappalardo, Pote, Boulton

1. Student Statistics April 2023:

Date	Elementary	Middle	High	Out of District	Alternate	Total
4/30/23	563	254	322	15	0	1154
4/30/22	559	262	331	16	0	1168
3/31/23	563	254	324	15	0	1156

Suspensions/Reasons:

Inappropriate Behavior: 5

Substance Abuse: 1

- 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 April 19, 2023 meeting.
- Recommend motion to approve additions to the Substitute List for the 2022/2023 school year.
- 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.
- Recommend motion to approve the Use of Facilities as attached.
- Recommend motion to approve all field trips as submitted.
- Recommend motion to approve an early dismissal day on Thursday, June 1, 2023 for high school students only. The purpose of the early dismissal is to allow sixth and seventh grade students to visit the high school.
- Recommend motion to retroactively approve the student listed below for homebound instruction through Brookfield Schools Program as follows:

<u>Student ID #</u>	<u>Duration</u>	<u>Rate</u>
8242987419	3/29/23-3/31/23	\$39/hr.

- Recommend motion to retroactively approve the student listed below for homebound instruction as follows:

<u>Student ID #</u>	<u>Duration</u>	<u>Hours of Instruction</u>	<u>Rate</u>
6628113212	4/21/23-6/14/23	4 hours per week	\$39/hr.

- Recommend motion to approve ABA Centers of America to provide services for student #5322149730 during the school day effective May 18, 2023 through June 14, 2023 (paid for through parents' insurance).
- Recommend motion to approve the resignation of Leslie Repsher, Part-Time Basic Skills teacher at Pitman Middle School, effective May 5, 2023.

12. Recommend motion to approve the resignation of Shea Murray, Director of Special Services for the Pitman School District, effective June 23, 2023.
13. Recommend motion to approve the resignation of Lauren Mecholsky, English Teacher at Pitman High School, effective June 30, 2023.
14. Recommend motion to approve the resignation of Erica Crowley, Social Studies Teacher at Pitman High School, effective June 30, 2023.
15. Recommend motion to approve Matthew Loveland as a full-time preschool aide at Memorial School effective September 1, 2023 through June 30, 2024, at an hourly rate of \$TBD based on Step TBD/Degree of the salary guide.
16. Recommend motion to approve Margaret Nielsen as a full-time preschool aide at Memorial School effective September 1, 2023 through June 30, 2024, at an hourly rate of \$TBD based on Step TBD/0 Credits of the salary guide.

Backup: Change of assignment from a part-time preschool aide 2022/2023 school year.

17. Recommend motion to approve Amy Reed as a full-time preschool aide at Memorial School effective September 1, 2023 through June 30, 2024, at an hourly rate of \$TBD based on Step TBD/0 Credits of the salary guide.

Backup: Change of assignment from a part-time 1:1 preschool aide 2022/2023 school year.

18. Recommend motion to approve all staff members successfully completing courses for the 2022/2023 school year be approved for tuition reimbursement in accord with the negotiated agreement with the Pitman Education Association.
19. Recommend motion to approve Matthew Newcomb to attend an online course (AP Language) at Taft Summer Institute, 35 hours at an hourly rate of \$39 per hour, at a total cost of \$1,365 (ESSER II Learning Acceleration funds), and a registration fee of \$900 to the Taft Summer Institute (Title IIA funds).
20. Recommend motion to adopt the membership resolution to participate in NJSIAA for the 2023/2024 calendar year.
21. Recommend motion to re-adopt the current curriculum standards (New Jersey Student Learning Standards), and the existing curriculum, textbooks, and other educational resources for the 2023/2024 school year as on file in the board office.
22. Recommend motion to authorize the following pupil records to be collected and maintained by authorized certified school personnel:

Attendance Reports

Counselor notes of parent/student/teacher conferences

Discipline Violations

Grade Reports

HIB Investigations and Correspondence

Progress Reports

Registration Information and Proof of Residency for transfer students

Suspension Notices

Class Rank and GPA

CST Information

Driver Education Course Verification

Health Record

Listing of Participation in Clubs and Activities

Recommendation Letters

Sports Participation/Health Records

Transcript 9-12

Various data for NJ SMART data collections (SIS)

Test Results: LinkIt benchmark assessments; Fountas and Pinnell reading benchmark assessments; PSAT; SAT I, SAT II, ACT, Cognitive Skills Test - Grade 2; NJSLA ELA and Math (3-10); NJGPA ELA and Math (11); DLM (Alternate Assessment); NJ SLA Science (5,8,11); AP Exams; ASVAB; Access for ELLs; - any pre/post-tests of student proficiency.

23. Recommend motion to approve the following leaves of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
14047823	Memorial	Other	N/A	Intermittent Days: 3 Paid Family Illness Days and Balance Unpaid
13994413	Memorial	Medical	Revised: 3/30/23-4/27/23 Original: 3/30/23-5/25/23	Revised: Paid Sick Days: 3/30/23-4/27/23 Original: 3/30/23-5/25/23
38779534	Kindle/Walls	Medical	N/A	Unpaid Days: 4/13/23 - 5/25/23
14158166	Middle School	Medical	N/A	Unpaid Days: 4/19/23-5/3/23
71982078	High School	Medical	Revised: 5/1/23-6/14/23 Original: 5/8/23-6/14/23	Revised: Paid Sick Days: 5/1/23-6/14/23 Original: Paid Sick Days: 5/8/23-5/31/23 Unpaid Days: 6/1/23-6/14/23 and 9/6/23-9/29/23
13985155	High School	Medical	5/2/23-5/19/23	Paid Sick Days: 5/2/23-5/19/23

24. Recommend motion to approve that the following staff members are not offered continuation of employment for the 2023/2024 school due to a reduction in force:

Dawn Bell	Lauren Mecholsky
Joann Chmielewski	Deborah Raneiro
Lauren Deacon	Carrie Schwank

25. Recommend motion to approve that the notice of continuation of employment is issued to the following tenured administrator for the 2023/2024 school year. Salary in accord with the negotiated agreement with the Pitman Administrators' Association:

Name	Months	Salary
Cherie Lombardo, Ed.D.	12	\$181,117

Background: Revised - Approved on May 3, 2023, salary \$181,417.

26. Recommend motion to approve additional hours for the following individuals to provide services in the guidance office during the summer of 2023, at an hourly rate of \$39:

School	Counselors
Junior High School (up to 60 hours total)	Christina Skanes

Senior High School (up to 80 hours total)	Susann Driscoll Jeffrey McAfee
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27. Recommend motion to approve Carisa Rose, Business Administrator/Board Secretary, for the following appointments for the 2023/2024 fiscal school year.

- a. Board Secretary
- b. Public Agency Compliance Officer as required for public agencies awarding contracts under P.L. 1975, c.127, Affirmative Action regulations
- c. Qualified Purchasing Agent to award contracts up to bid threshold
- d. Public Records Officer
- e. Title IX Coordinator

28. Recommend motion to approve Rebecca Moody, Director of Curriculum and Instruction, for the following appointments for the 2023/2024 fiscal school year:

ADA Coordinator

Affirmative Action Officer

29. Recommend motion to approve the following individuals be appointed as Section 504 Compliance Representatives for the 2023/2024 school year as follows:

Schools(s)	Representative
Memorial School	Cynthia Thompson
Pitman Elementary School	Alicia Walsh
Junior High School	Christina Skanes
Senior High School	Susann Driscoll

30. Recommend motion to approve the following personnel for the 2023 Summer Panther Club (June 19, 2023–August 24, 2023) (timesheets):

Site Leaders	
Kelliann Barr	TBD
Carmella Grasso	TBD
Matthew Loveland	TBD
Olivia VanMater	TBD
Substitute Site Leaders	
Cali Folker	TBD
Hannah Kehoe	TBD
Counselors	
Page Blaker	TBD
Ava Dougherty	TBD
Cali Folker	TBD
Miah Glackin	TBD
Hannah Kehoe	TBD
Hope Miller	TBD
Delaina Rainey	TBD
Nathan Schultz	TBD
Jadyn Thomas	TBD
Deborah Vencius	TBD

31. Recommend motion to approve the re-appointment of Steve Crispin, Interim Superintendent for the Pitman School District, at a salary of \$156,000 (no benefits), effective July 1, 2023 through June 30, 2024. Contract to be submitted to the Executive County Superintendent. Salary in accord with the agreement with the Pitman Board of Education.

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

1. Recommend motion to approve the present Pitman Board of Education Policy and By-Laws be adopted for the 2023/2024 school year.
2. Recommend motion to approve the second reading of the policies/regulations listed below.

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 9140	Citizens Advisory Committees (Revised)
Regulation 9700	Special Interest Groups (Revised)

3. Recommend motion to approve a change in board policy that reflects the following:
 - All students, starting with the class of 2027, must be enrolled as a Pitman Junior/Senior High School student in order to be eligible to participate in any extra-curricular or co-curricular school activity.
 - The only exceptions will be when a student is attending the Gloucester County Institute of Technology and GCIT does not offer a sport that is being offered at Pitman Junior/Senior High School and the student must be provided the opportunity to participate at Pitman Junior/Senior High School as per NJSIAA rules.
 - Students who are currently enrolled in graduating classes 2023-2026 are grandfathered and will be permitted to participate in all extracurricular and cocurricular activities upon request.

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, June 7, 2023, in the Pitman High School Auditorium.

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.