

PITMAN SCHOOL DISTRICT

Board of Education Meeting

November 15, 2023

AGENDA

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

Presentations

- Staff Spotlight - Pitman Elementary School Staff
 - ❖ Thomas Cox

- Student Spotlight - Pitman Elementary School - Board of Education Panther Award
 - ❖ Adeline Brown
 - ❖ Finn Clemens
 - ❖ Matteo Crankshaw
 - ❖ Oliver Cuba
 - ❖ Lisa Medica

Public Comment

Correspondence

Approval of Minutes

October 18, 2023 Minutes

October 18, 2023 Executive Session

President's Report

Superintendent's Report

- Security Drills
- Summit Playground
- Plans for Kindle and Walls Schools
- School Transitions

Student Representative Report

DATA AD HOC COMMITTEE - Farrell, Pote, Miller**CSA SEARCH AD HOC COMMITTEE - Boulton, Farrell, Miller****FINANCE & FACILITIES COMMITTEE – Grossman, Higbee-Ionno, Miller**

1. Recommend motion to approve line item transfers for the month of October 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 month of October 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 month of October 2023 and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A: 23A-16.10(b); and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Recommend motion to approve the Treasurer's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2023. The Treasurer's Report and Board Secretary's Report are in agreement for the month of October 2023.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to approve the sidebar agreement with the Pitman Administrators Association for the duration of the agreement.
7. Recommend motion to approve a \$300 bonus to be paid to all substitute teachers and/or substitute instructional aides for the 2023/2024 school year upon working an equivalent of 20 full days (does not have to be consecutive) in the capacity as a substitute in the Pitman School District.
8. Recommend motion to approve the following revised parent transportation contract for the 2023/2024 school year:

<u>Student ID #</u>	<u>Route#</u>	<u>School</u>	<u>Contracted Amount</u>
1057796860	P3	Williamstown to Pitman	\$1,243.55

Background: Approved in October - contracted amount \$1,220.94.

9. Recommend motion to approve the following transportation costs for the 2023/2024 school year:

<u>Student ID#</u>	<u>Transportation</u>	<u>Cost</u>
5863238108	Northwest Bergen Council for Special Education Region 1	\$6,076.03 (ESY)
5863238108	Essex Regional Educational Services Commission to Essex Valley School	TBD

10. Recommend motion to authorize the district architects, Fraytak Veisz Hopkins Duthie, PC, to amend the district's long range facilities plan for the closing of two schools, Elwood Kindle School and W.C.K. Walls School:

**Resolution to Amend
Pitman School District Long Range Facilities Plan**

"Amendment to the Pitman School District Long Range Facilities Plan

In order to meet the reporting and updating requirements for amendments to the district's Long Range Facilities Plan (LRFP), the Pitman School District Board of Education authorizes the following:

The district's architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district's School Business Administrator, to perform the necessary amendments to the district's Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education; and

To authorize the district's architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district's School Business Administrator, to submit the updated Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education."

11. Recommend motion to approve the revised Panther Club Parent Handbook for the 2023/2024 school year.
12. Recommend motion to approve the contract with IXL Learning, for IXL Live: School Edition, 4.5 hour on-site workshop plus 1.5 hours of guided teacher planning time (math and ELA teachers in grades 2-12), to be held on Friday, February 16, 2024, at a cost of \$3,600.
13. Recommend motion to approve the hiring of Catapult Learning, tutoring service provider, to offer high impact tutoring at Pitman Elementary School for the 2023/2024 school year using high impact tutoring grant funds up to \$58,000.
14. Recommend motion to approve the following resolution:

**Resolution
Approving Submission of Comprehensive Maintenance Plan
For Years 2022/23, 2023/24 and M-1 2024/25**

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Pitman School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

Now, Therefore, Be It Resolved, that the Pitman School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan/M1 for the Pitman School District in compliance with Department of Education requirements.

CURRICULUM & INSTRUCTION COMMITTEE – Pappalardo, Pote, Boulton

1. Student Statistics - October 2023

Date	Memorial	PES	Jr.Sr. HS	Out of District	Alternate	Total
10/31/23	237	413	490	19	0	1159
9/30/23	237	413	488	20	0	1158
Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/22	554	251	330	16	0	1151

Suspensions/Reasons:

Inappropriate Behavior: 1
 Fighting: 2

2. Recommend motion to approve the Substitute List for the 2023/2024 school year.
3. 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.
4. Recommend motion to approve all field trips as submitted.
5. Recommend approval of the Use of Facilities as attached.
6. Recommend motion to approve the 2024/2025 preschool enrollment projections.
7. Recommend motion to approve the CTE mission and vision statements for the Business Leadership Finance Pathways Program.
8. Recommend motion to approve the submission of the Title I Comparability Report for the 2023/2024 school year.
9. Recommend motion to approve the following curriculum for the 2023/2024 school year (on file in the Board of Education office):

<u>School/Grade</u>	<u>Course</u>
Jr./Sr. High	Business Leadership in the 21st Century

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

Employee	Location	Type of Leave	FMLA/FLA	Dates
47404033	District	FMLA	FMLA: 11/20/23-4/14/24 Intermittent Leave	Unpaid Intermittent Leave Days TBD
34968719	Jr./Sr. High School	NJFLA	FMLA/FLA: 12/18/23-3/1/24	Unpaid Leave: 12/18/23-3/1/24

11. Recommend motion to rescind the following Data Leader for the 2023/2024 school year:

<u>Name</u>	<u>Subject</u>	<u>Stipend</u>
Matthew Newcomb	7-12 ELA	\$1,000

12. Recommend motion to accept the resignation of Ace Leest, custodian at Pitman Jr./Sr. High School, effective December 8, 2023.
13. Recommend motion to accept the resignation of Dawn Bell, science teacher at Pitman Jr./Sr. High School, effective December 22, 2023.
14. Recommend motion to retroactively approve the following staff as proctors for PSAT testing on Saturday, October 14, 2023, 4.5 hours, at a rate of \$40 per hour:

Dawn Bell	Robert DiTizio	Christine Lenentine
Melissa Bianchini	Suzanne Granato Castro	Michelle Natali-Muldoon
Paul Blass	John Hopely	

15. Recommend motion to retroactively approve Aaron Hickman as tech support for PSAT testing on Saturday, October 14, 2023, 4.5 hours, at a rate of \$17.80 per hour.
16. Recommend motion to approve Cynthia Schiavo as a part-time basic skills teacher ELA (grant funded) at Pitman Jr. High School effective on or about November 16, 2023, at an annual prorated salary of \$38,265, 50% of MA/Step 15, \$76,529, no benefits (pending receipt of proper paperwork).

Background: Replacing Kimberly Ruhl

17. Recommend motion to approve Jennifer Carr as a part-time office aide at Pitman Elementary School effective on or about November 16, 2023, up to 20 hours per week, at a rate of \$17 an hour, no benefits.
18. Recommend motion to approve Sherry DiTonno as a part-time lunchroom aide at Pitman Elementary School effective on or about November 16, 2023, three hours per day, at an hourly rate of \$15.13 (pending receipt of proper paperwork).
19. Recommend motion to approve Jacquelyn Sutcliffe as a replacement speech language specialist effective on or about November 30, 2023 through on or about April 19, 2024, at a prorated annual salary of \$80,100 (pending receipt of proper paperwork).

Background: Replacement for Laura Spadaforda

20. Recommend motion to approve Ella Forchic and Paige Lynd as part-time Panther Club counselors at Memorial School and Pitman Elementary School effective on or about November 16, 2023, at a rate of \$15.13 per hour, no benefit (pending receipt of proper paperwork).
21. Recommend motion to approve the following individuals be identified as being paid through ESSA Title IA grant for the 2023/2024 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Percentage</u>	<u>Account#</u>
Kim Bridges	FT Basic Skills	\$19,817	23%	20-232-100-101
Tonya Catando	FT Basic Skills	\$32,204	37%	20-232-100-101
Eileen Rothstein	PT Basic Skills (Math)	\$28,451	100%	20-232-100-101
Kimberly Ruhl	PT Basic Skills (ELA)	\$38,265	100%	20-232-100-101
(prorated 9/1/23-9/22/23)				
Cynthia Schiavo	PT Basic Skills (ELA)	\$38,265	100%	20-232-100-101
(prorated 11/16/23-6/13/24)				

22. Recommend motion to approve the following individual be identified as being paid through IDEA grants for the 2023/2024 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Percentage</u>	<u>Account#</u>
Ashley Carey	PT Instructional Aide	\$15,498	91%	20-251-100-106

23. Recommend motion to approve the following volunteers/advisors/supervisors for the 2023/2024 school year:

Sr. High:

<u>Name</u>	<u>Club</u>
Christopher Cancglin	Jazz Band (January/February)
Kandice Hanrahan	Craft Club
Sarah Mickle	Grand Paws/Hand Chimes
Philip Verespy	Wind Ensemble

24. Recommend motion to approve the following Extra Service Contracts for the 2023/2024 school year. Stipend in accord with the agreement with the Pitman Education Association:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
James Usilton*	Assistant Coach Boys' Basketball	\$5,414
Fred Georgette*	Freshman Coach Boys' Basketball	\$4,609
Heather Villari*	Assistant Coach Girls' Basketball	\$5,414
Jeffrey D. Smith*	Assistant Wrestling Coach	\$5,414

**not a district employee*

25. Recommend motion to approve the following volunteer coach for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>
Steve Crispin	Boys' Basketball

26. Recommend motion to approve the creation of a permanent substitute for the 2023/2024 school year. This position will be compensated at a rate of \$135 per day for four days per week.

27. Recommend motion to approve the revised substitute pay rates effective July 1, 2023, for the 2023/2024 school year as follows:

<u>Substitute Position</u>	<u>Rate</u>
Nurse	\$225.00 per day
Custodian	\$14.13 per hour (\$15.13 per hour 1/1/24)
Maintenance/Grounds	\$14.13 per hour (\$15.13 per hour 1/1/24)
Secretary	\$14.13 per hour (\$15.13 per hour 1/1/24)
Cafeteria Aide	\$14.13 per hour (\$15.13 per hour 1/1/24)
Food Service	\$14.13 per hour (\$15.13 per hour 1/1/24)
Instructional/Library Aide PT	\$16.00 per hour (\$96.00 per diem)
Instructional Aide FT	\$16.00 per hour (\$112.00 per diem)
Teacher	\$16.00 per hour (\$120.00 per diem) for up to 20 school days of continuous employment in the same position

75% of per diem rate of Step 1 of the BA salary guide per day effective day 21 of continuous service in the same position, provided that the substitute minimally hold a Certificate of Eligibility appropriate for the position

The per diem rate of pay will be at the recommendation of the Superintendent for long-term scheduled (beyond three (3) months) replacement teacher positions

Background: Originally approved on July 19, 2023 at \$15 per hour as of 1/1/24.

- 28. Recommend approval for the following staff members to be observed by their supervisors from Montclair State University for their clinical programs, four observations to take place January 2024 through June 2024:

Jaime Clark ECEL510: Clinical IP-3 M.A.R. Program Alternative Teacher Program
 Deanna Gelovich P-3 M.A.T. Master Program

- 29. Recommend motion to approve the following fieldwork placements from Stockton University during the 2023/2024 school year:

Name	Cooperating Teacher	Dates	Location
Alison Bocchicchio	Jill DuBois	1/2/24-4/19/24	Memorial School
Jennifer Kerrigan	Anne Himmer	1/2/24-4/19/24	Memorial School

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

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

Policy 2270 Religion in the Schools (Revised)
 Policy 3161 Examination for Cause (Revised)
 Policy/Regulation 3212 Attendance (M)(Revised)
 Policy 3324 Right of Privacy (New)
 Policy 4161 Examination for Cause (Revised)
 Policy/Regulation 4212 Attendance (M)(Revised)
 Policy 4324 Right of Privacy (New)
 Policy/Regulation 5111 Eligibility of Resident/Non-Resident Students (M)(Revised)
 Policy/Regulation 5116 Education of Homeless Children and Youths (Revised)
 Policy 8500 Food Services (M)(Revised)

Public Comment

Old Business

New Business

Executive Session (if needed)

Adjournment

The next Board of Education Special Meeting is scheduled for Wednesday, December 6, 2023 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.