

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

October 18, 2023

### AGENDA

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

1. Board Agenda - Personnel Items
2. PES - Office Aide, other

Pledge of Allegiance

Roll Call

Presentation

- Introduction of New Staff Members

Public Comment

Correspondence

Approval of Minutes:

September 20, 2023

September 20, 2023 Executive Session

President's Report

Superintendent's Report

1. Security Drills
2. Strategic Planning Report Status
3. Possible Referendum
4. Playground
5. NJSLA State Assessment Data

Student Representative Report

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

1. Recommend motion to approve line item transfers for the month of September 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 September 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 September 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 September 2023. The Treasurer’s Report and Board Secretary’s Report are in agreement for the month of September 2023.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to approve the submission of the Waiver Application for Insurance Requirements - parent transportation contracts.
7. Recommend motion to approve the shared service agreement between the Pitman School District and the Borough of Pitman/Pitman Police Department for School Resource Officer(s) for the 2023/2024 school year at a cost of \$50,000.
8. Recommend motion to approve the agreement with Professional Medical Staffing for the 2023/2024 school year as a back-up for Nursing Services.
9. Recommend motion to approve the contract with Rosetta Stone - Foundation for K-12 (Silver) for the 2023/2024 school year in the amount of \$1,800.
10. Recommend motion to approve Gloucester County Vocational-Technical School District’s tuition for the 2023/2024 school year, for the following program, (students on file in the Board Office):

<u>Program</u>	<u>Amount</u>	<u>Number of Students</u>	<u>Total</u>
Career Technician Program	\$2,592	per student (77)	\$199,584

11. Recommend motion to approve the following 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	\$1,220.94

12. Recommend approval to enter into Joint Transportation Agreements with the following districts for the 2023/2024 school year:

<u>District</u>	<u>State/End Date</u>	<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
Delsea Regional	9/1/23-6/30/24	AC01	GCIT	\$53,460
Gateway Regional	7/1/23-6/30/24	N/A	Trips/Sports	\$50,000 (approx.)
Glassboro Schools	9/6/23-6/30/24	TBD	Bankbridge Dev. Ctr. Bankbridge Reg./ Bankbridge Elem.	\$44,481.60

13. Recommend motion to approve the Budget Preparation Calendar for the 2023/2024 school year.
14. Recommend motion to approve the 2023/2024 Purchasing Manual.
15. Recommend motion to approve the Memorandum of Agreement for the Gloucester County Title III Consortium for the 2023/2024 school year.

16. Recommend motion to approve the purchase of a fixed asset module from Computer Solutions, Inc. at a cost of \$5,000 for the 2023/2024 school year.

### **CURRICULUM & INSTRUCTION COMMITTEE – Pappalardo, Pote, Boulton**

1. Student Statistics September 30, 2023:

Date	Memorial	PES	Jr.Sr. HS	Out of District	Alternate	Total
9/30/23	237	413	488	20	0	1158
9/15/23	236	410	485	20	0	1151
Date	Elementary	Middle	High	Out of District	Alternate	Total
9/30/22	514	251	330	17	0	1112
9/15/22	513	250	328	17	0	1108

Suspensions/Reasons:

Inappropriate Behavior: 1  
Substance Abuse: 2

2. Recommend motion to approve the Substitute List for the 2023/2024 school year.
3. Recommend motion to approve travel and related expenses of staff members and board members on the attached list.
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 submission of the 2022/2023 HIB Grades Self Assessment to the New Jersey Department of Education.
7. Recommend motion to approve the submission of the Annual Preschool Operational Plan Update A for the 2024/2025 school year to the Department of Education.
8. Recommend motion to approve the mission and vision statements for the CTE STEAM Pathway Program.
9. Recommend motion to approve Rowan's Engineers on Wheels - STEM presentations to Pitman Elementary School fourth grade students on Tuesdays in October, November, and December 2023.
10. Recommend motion to approve a professional development in-house 504 coordination trainer at a cost of \$1,600, training to be held on October 25, 2023.
11. Recommend motion to approve the following out of district placements by the Special Services Department for the 2023/2024 school year:

<u>Student ID</u>	<u>Placement</u>	<u>Tuition Cost</u>	<u>One-on-One Aide</u>
6556554389	GCSSSD	\$41,850	N/A
8232174199	GCSSSD	\$41,850	\$41,580
7716307925	GCSSSD	\$41,850	N/A
5163357883	GCSSSD	\$41,850	\$41,580
5626752185	GCSSSD	\$41,850	\$41,580
2447690478	GCSSSD	\$64,080	N/A
2244629209	GCSSSD	\$41,850	N/A
4982665746	GCSSSD	\$41,850	\$41,580
1548830562	Therapeutic Learning	\$63,725.40	N/A
5737121252	Deptford Schools	\$37,276	\$44,951.87

12. Recommend motion to approve the following out of district placement by the Special Services Department effective September 22, 2023 for the 2023/2024 school year:

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>	<u>Additional Services</u>
5863238108	Essex Valley School	\$76,440	N/A

13. Recommend motion to approve the homeless tuition contracts for the following students for the 2023/2024 school year:

<u>Student ID#</u>	<u>Sending District</u>	<u>Tuition Cost</u>	<u>Transportation Cost</u>	<u>Effective</u>
8203270652	Camden City	\$5,668.92		9/6/23-12/4/23
5070990040	Camden City	\$5,668.92		9/6/23-12/4/23
5401995797	Camden City	\$5,397.48		9/6/23-12/4/23
7841104986	Deptford	\$38,893	\$2,399.40	9/7/23-6/14/24
8771708680	Deptford	\$17,723	\$2,399.40	9/7/23-6/14/24

14. Recommend motion to approve the student listed below for homebound instruction by the Special Services Department at a rate of \$60 per hour, two hours per class per week, from October 10, 2023 through to be determined as follows:

<u>Student ID#</u>	<u>Subject</u>
4595655856	English 10 Foundation of Algebra Biology Health/PE

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

<b>Employee</b>	<b>Location</b>	<b>Type of Leave</b>	<b>FMLA/FLA</b>	<b>Dates</b>
66510066	PES	Medical	FMLA: 6/5/23-6/14/23 9/6/23-11/6/23	Revised: Paid Sick Days: 6/5/23-6/14/23 9/5/23-9/15/23 Unpaid: 9/18/23-4/30/24
14161483	Memorial	Medical	9/5/23-4/30/24	Paid Sick Days: 9/5/23-4/30/24

16. Recommend motion to retroactively approve available Pitman Elementary School instructional aides to attend a two hour training, Handle with Care, on October 6, 2023, to be paid at their hourly rate.

17. Recommend motion to approve the revised hours for Stephanie Donaldson, World Language Teacher, from 24 hours a week to 29.5 hours per week, at a prorated annual salary of \$43,763 (80% MA/Step 5), retroactive to September 1, 2023.

Background: Originally approved to work 24 hours per week at a prorated annual salary of \$35,010 (64% MA/Step 5)

18. Recommend motion to rescind the following Content Area Leader for the 2023/2024 school year:

<u>Name</u>	<u>Subject</u>	<u>Stipend</u>
Brad Spicer	7-12 Math	\$1,000

19. Recommend motion to approve the resignation of Jennifer Christinzio, part-time office aide at Pitman Elementary School, effective October 20, 2023.
20. Recommend motion to approve the resignations of Caitlin Sullivan and Grace Shainline as Assistant Marching Band Directors for the 2023/2024 school year.
21. Recommend motion to approve Megan Bracken and Christopher Cancqlin as Assistant Marching Band Directors for the 2023/2024, stipend in the amount of \$3,720 each.
22. Recommend motion to approve Rebecca Moody, Director of Curriculum and Instruction, as Gifted and Talented Coordinator for the 2023/2024 school year.
23. Recommend motion to approve Suzanne Granato Castro to be paid for up to ten hours to attend a second PLC in the 2023/2024 school year.
24. Recommend motion to approve Kristie Thompson, Carrie Parkin, and Laura Pirrone to continue additional revisions of the ELA K-5 curriculum for up to 16 hours each during the 2023/2024 school year.
25. Recommend motion to approve Janeta Antonucci as a part time lunchroom aide at Pitman Elementary School effective on or about October 19, 2023, three hours per day, at an hourly rate of \$15.13 (pending receipt of proper paperwork).
26. Recommend motion to approve Autumn Schoen as a part time 1:1 instructional aide at Memorial School effective on or about October 19, 2023 at an hourly rate of \$17.99 based on Step A/College Degree of the salary guide (pending receipt of proper paperwork).
27. Recommend motion to approve Allison Alexander as a part time instructional aide at Pitman Jr./Sr. High School effective on or about October 19, 2023 at an hourly rate of \$16.22 based on Step C/0 Credits of the salary guide (pending receipt of proper paperwork).
28. Recommend motion to approve Terri Zobel as a part time instructional aide at Pitman Elementary School effective November 6, 2023 at an hourly rate of \$17.99 based on Step A/College Degree of the salary guide (pending receipt of proper paperwork).
29. Recommend motion to approve Joseph Piccioni as a maintenance worker/groundskeeper for the Pitman School District effective on or about November 6, 2023, at a prorated annual salary of \$50,948 based on Step N of the negotiated salary guide for Maintenance (pending receipt of proper paperwork).
30. Recommend motion to approve Stacey DeCaro as a School Library Media Specialist at Pitman Jr./Sr. High School effective on or about December 19, 2023 at a prorated annual salary of \$95,230 based on Step 18 of the MA+60 salary guide.

31. Recommend motion to approve the following Jr./Sr. High School academic teachers to be compensated at a rate of \$2,315 for a sixth teaching assignment for the 2023/2024 school year:

<u>Teacher</u>	<u>Subject</u>	<u>Teacher</u>	<u>Subject</u>
Matthew Newcomb	ELA	Jessica Morrone	Special Education
Patrice Rowan	ELA	John Hopely	Special Education
Bethany Lawlor	ELA	C. Michael Thomas	Special Education
Stacie Hess	Math	Kandice Hanrahan	Special Education
Michael Yeager	Math	Anthony Cappello	Special Education
Vicki Palaganas	Biology		

32. 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:

Sr. High:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Sarah Mickle	National Art Honor Society	\$1,239
Sarah Mickle	Teens Arts Coordinator	\$1,239

Jr. High:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Dawn Bell	Mentor Club	\$1,418
Dawn Bell	Detention Proctor	\$2,849
Irene Donnelly	7th Grade Advisor	\$871
Michael Finley	Memory Book	\$1,549
Robert Tender	Volleyball	\$1,353
Sean Kahoun	Builders' Club	\$1,270
Harry Snyder*	Musical Play/Set Builder	\$1,721

*\*not a district employee*

33. Recommend motion to approve the following volunteer/advisor/supervisor for the 2023/2024 school year:

Jr. High:

<u>Name</u>	<u>Club</u>
Dan Miller	Disc Golf

34. Recommend motion to approve the following volunteers for the drama fall/spring musical for the 2023/2024 school year (pending receipt of proper paperwork):

Kaitlyn Delegowski	Melissa LeVay
Abby Donahue	Angel Morton
Kelly Donahue	Emily Otvos
Melody Forchic	Abbie Post
Sam Grossman	Gabriella Will
Andrew Lehman	

35. 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>
Melissa Bianchini	Co-Head Coach Winter Track	\$6,092
Dan Miller	Co-Head Coach Winter Track	\$6,092
Ron Myers*	Head Coach Boys' Basketball	\$6,769
Karisa Wescott*	Head Coach Girls' Basketball	\$6,769
David Smith*	Head Coach Wrestling	\$6,769
Matthew Newcomb	Head Coach Swimming	\$6,769
Robert Tender	Assistant Coach Swimming	\$5,415

*\*not a district employee*

Background: Winter track combined stipend PEA Winter Track Head Coach \$6,769 and Board of Education Assistant Winter Track Coach \$5,415 - 50% each Co-Head Coach.

36. Recommend motion to approve the following volunteer coaches for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>
Jessie Aquino*	Wrestling
Bill Cioffi*	Wrestling
Lewis Fowler*	Wrestling
Mike Graham*	Wrestling

*\*not a district employee*

37. Recommend motion to approve the following dues and athletic ticket prices for the 2024/2025 school year:

Tri-County Conference Dues - \$1,500.00;

Tri-County Conference tickets for athletic events: \$3.00 for Adults; \$2.00 for Students, Senior Citizens, and Military Personnel;

West Jersey Football League Varsity Football Games; \$4.00 for Adults

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

1. Recommend motion to approve the second reading of the policy listed below:

Policy 2415.04

Title I - District-Wide Parent and Family Engagement (M) (Revised)

2. Recommend motion to approve the first reading of the policies/regulations listed below:

Policy 1524	School Leadership (Abolished)
Policy 2270	Religion in the Schools (Revised)
Policy/Regulation 2419	School Threat Assessment Teams (M)(New)
Policy 3161	Examination for Cause (Revised)
Policy/Regulation 3212	Attendance (M)(Revised)
Policy 3324	Right of Privacy (New)
Policy/Regulation 3432	Sick Leave (Abolished)
Policy 4161	Examination for Cause (Revised)
Policy/Regulation 4212	Attendance (M) (Revised)
Policy 4324	Right of Privacy (New)
Policy/Regulation 4432	Sick Leave (Abolished)
Policy/Regulation 5111	Eligibility of Resident/Non-Resident Students (M)(Revised)

Policy/Regulation 5116	Education of Homeless Children and Youths (Revised)
Policy/Regulation 5460.02	Bridge Year Pilot Program (M)(Abolished)
Policy 6361	Relations with Vendors for Abbott Districts (Abolished)
Policy 8500	Food Services (M)(Revised)
Policy 8540	School Nutrition Programs (M)(Abolished)
Policy 8550	Meal Charges/Outstanding Food Service Bill (M)(Abolished)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, November 15, 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.*