

PITMAN SCHOOL DISTRICT

Board of Education Meeting

August 16, 2023

AGENDA

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

Public Comment

Correspondence

Approval of Minutes

July 16, 2023

July 16, 2023 Executive Session Minutes

President's Report

Superintendent's Report

1. NJGPA Results
2. Building Preparations
3. School Security - Emergency Protocols
4. School Leasing

Student Representative Report

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

1. Recommend motion to approve all line-item transfers for the months of June 2023 and July 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 June 2023 and July 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 June 2023 and July 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 June 2023 and July 2023. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the months of June 2023 and July 2023.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to accept the allocations and submission (with their Statement of Assurances) of the IDEA-B Grant for the 2023/2024 school year in the following amounts:

<u>Basic</u>	<u>Preschool</u>
\$370,150	\$15,498

7. Recommend motion to approve and authorize the submission of the IDEA application for Fiscal Year 2024, and accept the grant award of the funds upon subsequent approval of the Fiscal Year 2024 IDEA application.
8. 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>
4982665746	P1	Bankbridge	\$3,351.60
1678133130	P2	Larc	\$6,368.04

9. Recommend motion to approve the revised Panther Club Registration Packet and updated Panther Club Parent Handbook for the 2023/2024 school year.
10. Recommend motion to approve Brown & Brown Benefit Advisors, Inc. Business Associate Agreement.
11. Recommend motion to approve the lease between the Pitman Board of Education and Elk Township Board of Education to lease classroom space for the 2023/2024 school year.
12. Recommend motion to approve the Highland Chemical Engine Company to hold their Annual Labor Day Carnival on the grounds of Pitman High School, Wednesday, August 30, 2023 through Saturday, September 2, 2023, with construction beginning in the student parking lot on Saturday, August 26, 2023, and dismantled, cleaned, and ready for school activities by 8:00 AM Tuesday, September 5, 2023.

CURRICULUM & INSTRUCTION COMMITTEE – Pappalardo, Pote, Boulton

1. Recommend motion to approve the list of substitutes for the 2023/2024 school year.
2. Recommend motion to approve the Use of Facilities as attached.
3. Recommend approval of the admission of regular tuition students for the 2023/2024 school year.
4. Recommend motion to approve the admission of non-resident students of Board of Education employees for the 2023/2024 school year pursuant to District Policy #5111 - Eligibility of Resident/Non-Resident Students.
5. Recommend motion to approve the Pitman School District Mentoring Plan for the 2023/2024 school year (on file in the Board of Education office).

6. Recommend motion to approve the Pitman School District Professional Development Plan for the 2023/2024 school year.
7. Recommend motion to approve the submission of the District Professional Development Plan and District Mentoring Plan Statement of Assurance to the New Jersey Department of Education for the 2023/2024 school year.
8. Recommend motion to approve the submission of the Virtual/Remote Instruction Plan for the 2023/2024 school year to the County Office of Education.
9. Recommend motion to approve the Annual School Nursing Services Plan for the 2023/2024 school year which provides for a certified nurse in each school building as outlined in N.J.A.C. 6A:16-2.1 (e) 1, as follows:
 - Barbara Hess is assigned to Memorial School
 - Susan Rosenberger is assigned to Pitman Elementary School
 - Sarah Weng is assigned to Pitman Jr./Sr. High School
10. Recommend motion to approve the annual adoption of evaluation frameworks/tools for district teachers and administrators and the submission of the Annual Evaluation Survey to the New Jersey Department of Education for the 2023/2024 school year:
 - Teachers and Professional Staff: Charlotte Danielson Framework
 - Administrators: NJ Principal Evaluation for Professional Learning
11. Recommend motion to approve all teaching staff members as homebound instructions on an as needed basis at a rate of \$40 an hour for the 2023/2024 school year.
12. Recommend motion to retroactively approve the following out of district placement effective July 1, 2023 through June 2024 (200 days), for the 2023/2024 school year:

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>
9010827011	DCF Regional School	\$82,998

13. Recommend motion to approve the following leave of absence:

<u>Employee</u>	<u>Location</u>	<u>Type of Leave</u>	<u>Dates</u>
35296268	Memorial	NJ FMLA	7/11/23-8/3/23 Paid Sick Days

14. Recommend motion to rescind the appointment of Lauren Deacon as art teacher for the 2023/2024 school year.
15. Recommend motion to rescind the appointment of the following Extra Service Contracts for the 2023/2024 school year:

<u>Staff Member</u>	<u>Position</u>	<u>Stipend</u>
Lauren Deacon	Data Leader/PreK-6-ELA	\$1,000
Matthew Elmuccio	Data Leader/Math 7-12	\$1,000

16. Recommend motion to approve the following Data Leader for the 2023/2024 school year. The stipend will be paid with Title IIA grant funding.

<u>Staff Member</u>	<u>Position</u>	<u>Stipend</u>
Thomas Tocco	Data Leader/Math 7-12	\$1,000

17. Recommend motion to retroactively approve Cynthia Thompson to be paid for two hours at a rate of \$40 per hour for Memorial Dreams Initiative training held on July 19, 2023 and August 15, 2023 (local funds).
18. Recommend motion to retroactively approve the resignation of Christina Skanes, guidance counselor at Pitman Jr./Sr. High School, effective September 28, 2023.
19. Recommend motion to approve a change in assignment for Stephanie McFarland as a full-time instructional aide to a part-time instructional aide for the 2023/2024 school year.
20. Recommend motion to approve Debra Ricciardelli as a cafeteria worker for the 2023/2024 school at a rate of \$19.00 per hour, up to 5.75 hours per day.
21. Recommend motion to approve Kelly Roberts as an art teacher at Pitman Jr./Sr. High School for the 2023/2024 school year at a salary of \$54,927 based on Step 8 of the BA salary guide.
22. Recommend motion to approve Dawn Bell as a science teacher at Pitman Jr./Sr. High School for the 2023/2024 school year at a salary of \$85,429 based on Step 17 of the MA salary guide.
23. Recommend motion to approve Megan Bracken as a math teacher at Pitman Jr./Sr. High School for the 2023/2024 school year at a salary of \$49,227 based on Step 2 of the BA salary guide.
24. Recommend motion to approve Kimberly Gavin as an art teacher for the Pitman School District effective September 1, 2023 through June 30, 2024 at a salary of \$86,892 based on Step 17 of the MA+30 salary guide.
25. Recommend motion to approve notice of continuation of employment for the 2023/2024 school year to non-tenured personnel. Said employment may be terminated by either party with sixty days' notice. Salaries in accord with the negotiated agreement with the Pitman Education Association.
26. Recommend motion to approve a tenure contract be issued to Laura Spadafora for the 2023/2024 school year. Salary in accord with the negotiated agreement with the Pitman Education Association.
27. Recommend motion to approve continuation of employment for the 2023/2024 school year to tenured staff members. Salaries in accord with the negotiated agreement with the Pitman Education Association.
28. Recommend motion to approve continuation of employment to non-PEA staff members for the 2023/2024 school year. Salaries in accord with the agreement with the Pitman Board of Education.
29. Recommend motion to approve continuation of employment to maintenance/grounds staff and custodial staff for the 2023/2024 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
30. Recommend motion to approve continuation of employment to ten and twelve month secretaries for the 2023/2024 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
31. Recommend motion to approve continuation of employment to office aides for the 2023/2024 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.

- 32. Recommend motion to approve continuation of employment to library aides for the 2023/2024 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
- 33. Recommend motion to approve continuation of employment to the lunchroom aide for the 2023/2024 school year. Salary in accord with negotiated agreement with the Pitman Education Association.
- 34. Recommend motion to approve continuation of employment to cafeteria staff for the 2023/2024 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
- 35. Recommend motion to approve continuation of employment to System Administrators/Computer Technicians, for the Pitman School District, effective July 1, 2023 through June 30, 2024. Salaries in accord with the negotiated agreement with the Pitman Board of Education.
- 36. Recommend motion to approve continuation of employment to Part-Time Computer Technicians for the Pitman School District, effective July 1, 2023 through June 30, 2024. Salaries in accord with the negotiated agreement with the Pitman Board of Education.
- 37. Recommend motion to approve continuation of employment to Central Office secretaries, effective July 1, 2023 through June 30, 2024. Salary in accord with the agreement with the Pitman Board of Education.
- 38. Recommendation motion to approve continuation of employment to full-time preschool aides and full-time instructional aides (7 hours per day, not including lunch), for the 2023/2024 school year. Salaries in accord with the negotiated agreement with the Pitman Education Association
- 39. Recommend motion to approve continuation of employment to part-time instructional aides and part-time preschool aides (maximum of 29.5 hours per week) for the 2023/2024 school year. Part-Time instructional aide assignments will be finalized in July once IEP's and program needs have been reviewed. Salaries in accord with negotiated agreement with the Pitman Education Association.
- 40. Recommend motion to approve the following teachers as mentors for first year teachers for the 2023/2024 school year with the approved rate:

<u>Mentoree</u>	<u>Mentor</u>	<u>Stipend</u>
Kendall Read (CE)	Kalley Petito	\$1,000
Heather Sherrill (CE)	Suzanne Granato Castro	\$1,000
Lauren Vanderslice (CEAS)	Tracey Gerace	\$550

- 41. Recommend motion to approve John Hopely as site manager of all fall and winter athletic events for the 2023/2024 school year, to be paid a stipend of \$3,000 for each season, total of \$6,000.
- 42. Recommend motion to approve the following stipends for the 2023/2024 school year. Stipend in accord with the agreement with the Pitman Board of Education:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Mark Morris	Boiler License	\$550
David Hampton	Custodian in Charge	\$750
David Hampton	Boiler License	\$550
Paul Schnetzler	Boiler License	\$550
Christopher Sowinski	Boiler License	\$550
Christopher Williams	Boiler License	\$550

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

<u>Name</u>	<u>Position</u>
Matthew Martin*	Cross Country
Daniel Miller	Soccer

* not a district employee

44. Recommend motion to approve Michael Finley as Technology Student Association Advisor, stipend in the amount of \$1,500 for the 2023/2024 school year (Building Capacity to Career Pathways Grant).

45. 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>
Paul Blass	District Computer Coordinator	\$4,586
Philip Verespy	Marching Band Director	\$6,479
Grace Shainline*	Assistant Band Director	\$3,720
Caitlin Sullivan*	Assistant Band Director	\$3,720
Jake Apicella*	Percussion Instructor	\$ 774
Michael (Chris) Thomas	Head Football Coach	\$7,631
Jeffrey Smith	Assistant Football Coach	\$5,414
John Wiseburn*	Assistant Football Coach	\$5,414
James Rizzolo*	Assistant Football Coach	\$5,414
Elizabeth Kelly	Head Coach - Cheerleading	\$3,867
Matthew Newcomb	Head Coach - Boys' Soccer	\$6,769
Matthew Smick	Assistant Boys' Soccer Coach	\$5,414
Carrie Schwank*	Head Coach - Girls' Soccer	\$6,769
Kristin Chapman	Assistant Coach - Girls' Soccer	\$5,414
Jennifer Sykes*	Assistant Coach - Field Hockey	\$5,414
Robert DiTizio	Head Coach - Cross Country	\$6,149
Eugene Reid	Head Coach - Girls' Tennis	\$6,142
TBD	Auditorium Manager	\$5,375
Jessica Morrone	Detention Proctor	\$4,256
Renee Post*	Drama – Fall	\$3,867
Renee Post*	Musical/Play Director	\$3,867
Patricia Perez*	Musical/Play Assistant Director	\$2,318
Philip Verespy	Jazz Band Director	\$2,702
Melissa Bianchini	Freshman Class Advisor (0.5)	\$528
Jeffrey McAfee	Freshman Class Advisor (0.5)	\$528
Matthew Newcomb	Sophomore Class Advisor (0.5)	\$680
Susann Driscoll	Sophomore Class Advisor (0.5)	\$680
Paul Blass	Junior Class Advisor (0.5)	\$1,339.50
Jessica Morrone	Junior Class Advisor (0.5)	\$1,339.50
Shelly Nichols	Senior Class Advisor (0.5)	\$1,333
Michael Finley	Senior Class Advisor (0.5)	\$1,333
Sarah Mickle	Choral Director Tri-M	\$3,867
Jessica Morrone	Key Club Advisor (0.5)	\$846
Suzanne Granato-Castro	Key Club Advisor (0.5)	\$846
Jessica Morrone	National Honor Society (0.5)	\$676.50
Suzanne Granato-Castro	National Honor Society (0.5)	\$676.50
Jessica Morrone	SADD Advisor (0.5)	\$685.50
Suzanne Granato-Castro	SADD Advisor (0.5)	\$685.50
Shelly Nichols	Student Council Co-Advisor	\$1,159.50
Michael Finley	Student Council Co-Advisor	\$1,159.50

TBD	National Art Honor Society Advisor	\$1,239
Stefanie Collum	Yearbook Advisor (0.5)	\$2,997
Michael Finley	Yearbook Advisor (0.5)	\$2,997
*not a district employee		

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

Senior High:

<u>Name</u>	<u>Club</u>
Michael Finley	Engineering Club
Stefanie Collum	Literary Magazine

47. Recommend motion to approve the following personnel for Panther Club for the 2023/2024 school year. (Account #62-105-100-101/106):

Site Leaders (Contracted):

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Rate</u>	<u>Hours/Week</u>
Kellianne Barr	PES	AM	\$19.17	7.75
Kellianne Barr	PES	PM	\$19.17	18.00
Carmella Grasso	PES/Memorial	AM	\$16.00	7.75
Carmella Grasso	PES/Memorial	PM	\$16.00	18.00
Matthew Loveland	Memorial	AM	\$16.00	7.75
Hannah Kehoe		Sub Site Leader	\$16.00	
Deborah Vencius		Sub Site Leader	\$16.00	

Counselors (Time Sheets):

<u>Name</u>	<u>Rate</u>
Paige Blaker	\$15.13/hr.
Ava Dougherty	\$15.13/hr.
Hannah Phifer	\$15.13/hr.
Nathan Schultz	\$15.13/hr.
Deborah Vencius	\$15.13/hr.

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

1. Recommend motion to approve the first reading of the policies listed below. Move the board of education to suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and new Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school district that is effective September 1, 2023.

Policy/Regulation 1642.01	Sick Leave (New)
Policy/Regulation 2419	School Threat Assessment Teams (M) (New)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education meeting is scheduled for Wednesday, September 20, 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 this agenda up to and during the actual meeting.