

PITMAN SCHOOL DISTRICT

Board of Education Meeting

August 21, 2024

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 17, 2024

July 17, 2024 Executive Session

President's Report

Superintendent's Report

1. NJGPA Results
2. Building Preparations
3. Student representative application process

FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller

1. Recommend motion to approve all bills which are properly approved and certified to be paid.
2. Recommend motion to approve the submission of the Waiver Application for Insurance Requirements - parent transportation contracts.
3. Recommend motion to accept the allocations and submission (with their Statement of Assurances) of the IDEA-B Grant for the 2024/2025 school year in the following amounts:

<u>Basic</u>	<u>Preschool</u>
\$366,315	\$15,098

4. Recommend motion to accept the allocations and submission (with their Statement of Assurances) of the ESEA Grant for the 2024/2025 school year in the following amounts:

<u>Title I-A</u>	<u>Title II-A</u>	<u>Title IV</u>
\$76,793	\$20,312	\$11,611

5. Recommend motion to approve the following salaries to be paid by Title I-A federal funds for the 2024/2025 school year:

Dawn Conner
Diana Joyce

Theresa Van Mater
Terri Zobel

6. Recommend motion to approve the following Parent Transportation Contracts for the 2024/2025 school year:

<u>Student ID #</u>	<u>Route#</u>	<u>School</u>	<u>Contracted Amount</u>
4982665746	P1	Bankbridge	\$2,604.67
1678133130	P2	Larc	\$6,368.04

7. Recommend motion to approve the lease between the Pitman Board of Education and Elk Township Board of Education for use of W.C.K. Walls School for the 2024/2025 school year.

8. Recommend motion to approve the alternate method of compliance with N.J.A.C. 6A:26-6.3 for the following bathrooms at Memorial School for the 2024/2025 school year:

<u>Preschool</u>	<u>Kindergarten</u>
Room 101	Room 116
Room 120	Room 117
	Room 118
	Room 119

9. Recommend motion to approve Room A-9 in the Jr./Sr. High School as a dual use educational space for the 2024/2025 school year, in accordance with N.J.A.C. 6A:26

10. Recommend motion to approve the submission of the Waiver Application Form in order to utilize the following preschool classrooms at Memorial School for the 2024/2025 school year. (Note: These classrooms are less than 950 square feet, but greater than 700 square feet and as a result, need NJDOE approval for use.)

Room 107	Room 114	Room 120
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11. Recommend motion to use Rowan College of South Jersey (RCSJ) as a reunification site for the 2024/2025 school year in the event that an emergency necessitates the relocation of students and staff.

12. Recommend motion to approve the Panther Club calendars for the months of September through December 2024.

13. Recommend motion to approve the revised 2024/2025 Panther Club Parent Handbook.

14. Recommend motion to approve the 2024/2025 Technology Parent Handbook.

15. Recommend motion to approve RealTime Information Technology, Inc. for the Special Education Management/IEP Writer in the amount of \$10,858.38 from July 1, 2024 through June 30, 2025.

16. Recommend motion to approve the 2024/2025 renewal subscription with Frontline Education for Absence & Substitution Management, Time & Attendance, and Employee Evaluation Management with Evaluation Frameworks at the flat rate of \$24,914.65.

17. Recommend motion to approve the contract with Lunch Time, Cafeteria Data Management, in the amount of \$4,820 for the 2024/2025 school year.
18. Recommend motion to approve the contract with Finalsite, Blackboard Communications & Website Hosting, in the amount of \$11,856 for the 2024/2025 school year.
19. Recommend motion to approve the contract with Vanguard Energy Partners, LLC in the amount of \$3,723.80 for the 2024/2025 school year.

CURRICULUM & INSTRUCTION COMMITTEE – Farrell, Pappalardo, Miller

1. Recommend motion to approve the list of substitutes for the 2024/2025 school year.
2. Recommend motion to approve the Use of Facilities as attached.
3. Recommend approval of the admission of regular tuition students and the admission of non-resident students of Board of Education employees for the 2024/2025 school year pursuant to District Policy #5111 - Eligibility of Resident/Non-Resident Students.
4. Recommend motion to approve the Pitman School District Mentoring Plan for the 2024/2025 school year (on file in the Board of Education office).
5. Recommend motion to approve the Pitman School District Professional Development Plan for the 2024/2025 school year.
6. 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 2024/2025 school year.
7. Recommend motion to approve the Annual School Nursing Services Plan for the 2024/2025 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:
 - Megan Fields is assigned to Memorial School
 - Gianna Morganti is assigned to Pitman Elementary School
 - Sarah Weng is assigned to Pitman Jr./Sr. High School
8. Recommend motion to approve the Annual Medical Standing Medical Orders for the 2024/2025 school year as outlined in N.J.A.C. 6:29 for approved job description for the position of School Nurse.
9. 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 2024/2025 school year:
 - Teachers and Professional Staff: Charlotte Danielson Framework
 - Administrators: Multidimensional Principal Performance Rubric
10. Recommend motion to approve all teaching staff members as homebound instructors on an as needed basis at a rate of \$64 an hour for the 2024/2025 school year.

11. Recommend motion to approve to pay all K-5 math teachers two hours at the contracted rate to attend Envisions 2.0 Program Activation training- August 14, 2024 - August 29, 2024.

Background: Funds provided by Title IIA (Acct. #20-271-200-100-00-0-000).

12. Recommend motion to approve the READ Intervention to provide professional development for grades K-6 on October 11, 2024 and February 4, 2025 for two hours each day.
13. Recommend motion for approval to enter into a contract with School Scheduling Associates to evaluate and make recommendations on scheduling improvements for the Jr./Sr. High School.
14. Recommend motion to approve the following out of district placements by the Special Services Department for the 2024/2025 school year:

Student ID#	Placement	ESY Tuition Cost	ESY Additional Services	RSY Tuition Cost	RSY Additional Services
9411012907*	Archway	\$8,768.10	\$5,400	\$52,608.60	\$32,400
5863238108	Strang School**	\$15,841.31	N/A	N/A	N/A
3698387746	Y.A.L.E. School	\$1,506.44	N/A	\$66,283.36	N/A

Background: *Approved with the incorrect SID number in July. **Summer services for ESY.

15. Recommend motion to approve the following Bankbridge Regional School contracts for ESY:

Student ID#	Placement	ESY Tuition Cost	Additional Services
5322149730	Bankbridge Regional School North Campus	\$4,770	N/A
8232174199	Bankbridge Development Center	\$4,770	\$3,900
7716307925	Bankbridge Regional School South Campus	\$4,770	N/A
2244629209	Career Center @ GCIT	\$4,770	N/A
4982665746	Bankbridge Development Center	\$4,770	\$3,900
5163357883	Bankbridge Development Center	\$4,770	\$3,900
6556554389	Career Center @ GCIT	\$4,770	N/A
5626752185	Bankbridge Development Center	\$4,770	\$3,900
5143170850	Career Center at BBR	\$4,770	N/A

4510433277	Bankbridge Regional School South Campus	\$4,770	N/A
2447690478	Bankbridge Elementary School	\$4,770	N/A

16. Recommend motion to approve the following transfer for the 2024/2025 school year:

Employee Name	2023/2024 Assignment/Location	2024/2025 Assignment/Location
Jacqueline Thorpe	Grade 2 Teacher/PES	Preschool Teacher/Memorial

17. 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 2024/2025 school year:

Sr. High School:

<u>Teacher</u>	<u>Subject</u>
Suzanne Granato-Castro	Business
Kandice Hanrahan	Special Education
John Hopely	Special Education
Jessica Morrone	Special Education
Shelly Nichols	Foreign Language (Spanish)
Matthew Newcomb	ELA
Matthew Smick	ELA

Junior High School:

<u>Teacher</u>	<u>Subject</u>
Bethany Lawlor	ELA
Jeffrey Smith	Math

18. Recommend motion to retroactively ratify the amended leave of absence of Joseph Joyce from May 15, 2024 through January 3, 2025 to May 15, 2024 through August 16, 2024.
19. Recommend motion to retroactively approve Joseph Joyce for additional hours (not to exceed 21 total hours) at the hourly rate of \$18.41 from Monday, August 19, 2024 through Friday, August 30, 2024.
20. Recommend motion to retroactively approve the resignation of Kellianne Barr, Panther Club Site Leader, effective June 13, 2024.
21. Recommend motion to retroactively approve the resignation of Carmella Grasso, Panther Club Site Leader, effective July 26, 2024.
22. Recommend motion to retroactively approve the resignation of Jaime Clark, Preschool Aide at Memorial School, effective August 8, 2024.
23. Recommend motion to retroactively approve the resignation of Angela Friedrich, Lunchroom Aide at Pitman Elementary School, effective August 8, 2024.
24. Recommend motion to retroactively approve the resignation of Elizabeth Hess, Preschool Aide at Memorial School, effective August 12, 2024.

- 25. Recommend motion to retroactively approve the resignation of Victoria Carmichael, Food Service Worker, effective August 19, 2024.
- 26. Recommend motion to approve the resignation of Nathan Schultz, Panther Club Counselor, effective August 23, 2024.
- 27. Recommend motion to grant the superintendent permission to offer contracts for the following positions for the 2024/2025 school year:

Preschool Clerk and Registrar	Replacement Special Education Teacher
PES Lunchroom Aides (2)	Occupational Therapist Part-Time
Bathroom Aide	Preschool Relief Teacher

- 28. Recommend motion to approve Cortney Mathes as a replacement guidance counselor at Pitman Jr. High School effective September 1, 2024 through on or about November 29, 2024 at an annual prorated salary of \$54,759 based on MA/Step 1 of the salary guide.

Background: Ms. Mathes was approved in 2023/2024 as a replacement guidance counselor for Erica Davidson from March 19, 2024 through June 13, 2024.

- 29. Recommend motion to approve the amended salary of Kimberly Nefferdorf, math teacher at Pitman Jr./Sr. High School for the 2024/2025 school year at a salary of \$75,407 based on Step 14 of the MA+30 salary guide.

Background: Replacing Michael Yeager (retirement). Approved in June with the incorrect step of the MA salary guide.

- 30. Recommend motion to approve Meghan Bell as a kindergarten teacher at Memorial School for the 2024/2025 school year at a salary of \$58,317 based on Step 9 of the BA salary guide.

- 31. Recommend motion to approve Victoria Nastasi as a fifth grade teacher at Pitman Elementary School for the 2024/2025 school year at a salary of \$50,482 based on Step 1 of the BA salary guide.

- 32. Recommend motion to approve Emory Seabrook as a school psychologist for the 2024/2025 school year at a salary of \$56,222 based on Step 1 of the MA+30 salary guide.

Background: Replacing Cassandra Wright (resignation).

- 33. Recommend motion to approve Samantha Dailey as a full-time preschool aide at Memorial School effective September 1, 2024 through June 30, 2025, 7 hours per day, at an hourly rate of \$16.18 based on Step G/Degree of the salary guide.

Background: Replacing Jaime Clark (resignation).

- 34. Recommend motion to approve Laura Walsh as a part-time preschool aide at Memorial School effective September 1, 2024 through June 30, 2025, 29.5 hours per week, at an hourly rate of \$16.18 based on Step G/Degree of the salary guide.

Background: Replacing Ashley Carey (full-time 2024/2025.)

35. Recommend motion to approve Jessica Romer as Panther Club Director and Communications Director at an annual prorated salary of \$45,000 per year, effective September 1, 2024 through June 30, 2025.

Background: \$40,000 will be charged to 62-105-100-101-00-0-000 and \$5,000 will be charged to 11-000-251-110-00-0-000.

36. Recommend motion to approve Eric Warren as Secretary to the Director of Curriculum and Instruction effective on or about TBD through June 30, 2025, at a prorated annual salary of \$50,000 (pending receipt of proper paperwork).

Background: Replacing Stacie Streater (resignation).

37. Recommend motion to approve the following job descriptions:

Preschool Clerk and Registrar Bathroom Aide Communications Coordinator

38. Recommend motion to rescind the following Extra Service Contract for the 2024/2025 school year (*not a district employee):

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Aaron Hickman*	Auditorium Manager	\$5,402

39. Recommend motion to approve Dominick Natali* as Auditorium Manager at Pitman Jr./Sr. High School for the 2024/2025 school, stipend in the amount of \$5,402 (*not a district employee).

Background: Replacing Aaron Hickman (resignation).

40. Recommend motion to approve John Hopely as site manager of all fall and winter athletic events for the 2024/2025 school year, to be paid a stipend of \$3,000 for each season, total of \$6,000.

41. Recommend motion to approve the following Extra Service Contracts for the 2024/2025 school year. Stipend in accord with the agreement with the Pitman Education Association (*not a district employee).

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Renee Post*	Drama – Fall	\$3,887
Sarah Mickle	Musical/Play Director (Spring)	\$3,887

42. Recommend motion to approve the following Rowan supervised clinical experience (School Nurse Practicum) beginning September 3, 2024 through December 19, 2024:

<u>Name</u>	<u>Cooperating Supervisor</u>
Megan Fields	Sarah Weng/Jr./Sr. High School Nurse

43. Recommend motion to approve the following stipends for the 2024/2025 school year. Stipends 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
Dorothy Morgan	Boiler License	\$550
Joseph Piccioni	Boiler License	\$550
Christopher Williams	Boiler License	\$550

44. Recommend motion to approve the following personnel for Panther Club for the 2024/2025 school year. (Account #62-105-100-101/106):

Site Leaders (Contracted):

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Rate</u>
Matthew Loveland	Memorial	AM	\$16.54
Katelyn Danner*		Sub Site Leader	\$16.00
Hannah Kehoe		Sub Site Leader	\$16.00
Kellie Owens		Sub Site Leader	\$16.00
Deborah Vencius		Sub Site Leader	\$16.00
Emily Williams*		Sub Site Leader	\$16.00

*pending receipt of criminal history approval

Counselors (Time Sheets):

<u>Name</u>	<u>Rate</u>
Paige Blaker	\$15.13/hr.
Kaleigh Bruno*	\$15.13/hr.
Katelyn Danner*	\$15.13/hr.
Ava Dougherty	\$15.13/hr.
Devyne Johnson	\$15.13/hr.
Hannah Kehoe	\$15.13/hr.
Alyssa Owens	\$15.13/hr.
Kelly Owens	\$15.13/hr.
Hannah Phifer	\$15.13/hr.
Deborah Vencius	\$15.13/hr.
Emily Williams*	\$15.13/hr.

*pending receipt of criminal history approval

45. Recommend motion to approve the substitute pay rates effective July 1, 2024, for the 2024/2025 school year as follows:

<u>Substitute Position</u>	<u>Rate</u>
Nurse	\$225.00 per day
Custodian	\$15.13 per hour
Maintenance/Grounds	\$15.13 per hour
Secretary	\$15.13 per hour
Cafeteria Aide	\$15.13 per hour
Food Service	\$15.13 per hour
Instructional/Library Aide PT	\$16.00 per hour (\$96.00 per diem)
Instructional Aide FT	\$16.00 per hour (\$112.00 per diem)
Teacher	\$17.33 per hour (\$130.00 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

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

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

POLICIES/REGULATIONS	
Bylaw 0141	Board Member Number and Term (Revised)
Policy 0164.6	Remote Public Board Meetings During a Declared Emergency (Abolished)
Policy 2200	Curriculum Content (M) (Revised)
Policy/Regulation 3160	Physical Examination (M)(Revised)
Policy/Regulation 4160	Physical Examination (M) (Revised)
Regulation 5200	Attendance (M) (Revised)
Policy 5337	Service Animals (Revised)
Policy 5350	Student Suicide Prevention (M)(Revised)
Policy 7231	Gifts from Vendors (M) (Abolished)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy/Regulation 8467	Firearms and Weapons (M)(Revised)
Policy 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education meeting is scheduled for Wednesday, September 18, 2024, 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.