

PITMAN SCHOOL DISTRICT

Board of Education Meeting

July 17, 2024

MINUTES

Motion to Open the Meeting at 7:00 PM

Motion: Farrell
Second: Boulton
In Favor: All

Open Public Meeting

Motion to Enter Into Executive Session at 7:01 PM

Motion: Grossman
Second: Higbee-Ionno
In Favor: All

Executive Session

Motion to Close Executive Session at 7:30 PM

Motion: Grossman
Second: Boulton
In Favor: All

Motion to Reopen Regular Session at 7:31 PM

Motion: Grossman
Second: Boulton
In Favor: All

Notice of Meeting per Sunshine Law Requirements - *Notice of this Regular Meeting of the Pitman Board of Education was advertised in the South Jersey Times, posted at Borough Hall, a copy thereof delivered to all Pitman Schools to be posted, and posted on the District's web site. Further, notice was posted and filed as required by law stating that the Board would meet in Executive Closed Session at 7:00 p.m. followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center. The President shall entertain any objections, with supporting reasons, to the conduct of this meeting on the grounds that it violates the Open Public Meetings Act.*

Moment of Silence

Moment of Silence: The Board of Education offered their sympathy to the family, friends, and colleagues of Mrs. Ashley Bittmerman, former classroom paraprofessional at Walls School. Mrs. Bitterman was the recipient of the school district's 2020 Staff Member Award for Outstanding Service and she was pursuing her degree in education. Sadly, Ms. Bittmerman passed away on June 26, 2024 after a two-year battle with esophageal cancer.

Pledge of Allegiance

Roll Call

Attendance:

Mrs. Boulton: Present
Mrs. Farrell: Present
Mr. Grossman: Present
Mrs. Higbee-Ionno: Present
Mrs. Miller: Present
Mrs. Pappalardo: Present
Mrs. Pote: Absent
Quorum: 6-1

PRESENTATIONS

No Presentations

Public Comment

No Public Comment

Correspondence

Thank you notes from the following retirees: Barbara Hess, Karen Kowalski, Diane Zimmerman

Approval of Minutes

Approval of Minutes

Motion: Miller
Second: Pappalardo
In Favor: All

June 19, 2024 Executive Session

June 19, 2024

President's Report

Mrs. Miller introduced Dr. Preston and Mr. Caltabiano. She discussed the committee structure of the Board and committee reports, explaining to the public how it works. She provided an update on the funding formula legislative advocacy group.

Superintendent's Report

Dr. Preston discussed the library painting, transition to his new position, back to school nights, open houses, central office moving, administrative retreat, the Kindle playground and the new website. He thanked the students for their contributions, and reported that there were three (3) confirmed HIBs in June.

- Meet and greet
- Back to School Nights
- August Open Houses (Memorial and PES)
- Update - move of administrative offices
- HS students selected to perform at NJSBA convention
- Introduction of new Director of Curriculum and Instruction
- Update - rollout of new website
- Security Drills

Student Representative Report

None

FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller

Mr. Grossman provided an update regarding the recent Finance & Facilities Committee Meeting that took place on July 10, 2024 at 3:30 PM. Present were Mr. Grossman, Mrs. Boulton, Mrs. Miller, Dr. Preston and Mr. Miles. He reported on the board agenda items, NutriServe, asbestos abatement, the central office move, and the Kindle playground.

1. Recommend motion to approve all line-item transfers for the month of June 2024. (Attachment F&F-1)
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 June 2024. 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. (Attachment F&F-2)
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 June 2024 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 June 2024. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the month of June 2024. (Attachment F&F-3)
5. Recommend motion to approve all bills which are properly approved and certified to be paid. (Attachment F&F-4)
6. Recommend motion to approve the revised Memorandum of Agreement between the Pitman Board of Education and the Pitman Administrators’ Association effective July 1, 2024 through June 30, 2029. (Attachment F&F-5)
7. Recommend motion to approve the Professional Service agreement with Gloucester County Special Services School District (CRESS) for an educational interpreter for summer 2024 as follows:

<u>Student</u>	<u>Amt. of Time Requested</u>	<u>Total Hours/Days</u>	<u>Fee</u>	<u>Total</u>
2447690478	.5 day/20 days	10 days	\$380/ day	\$3,800

8. Recommend motion for the Pitman Board of Education to enter into an agreement with the New Jersey Commission for the Blind for the 2024/2025 school year to provide services for the following eligible students. Services are based on educational needs.

<u>Student ID#</u>	<u>Cost</u>
1678133130	\$2,420
3007979039	\$2,420
5163357883	\$2,420
5520898145	\$2,420
1671836331	\$2,420

9. 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	Tuition Cost	Additional Services
2876230660	Archway	Included	\$8,768.10	\$61,376.70	\$37,800
1678133130	Archway	Included	\$8,768.10	\$61,376.70	\$37,800
3217742931	Archway	Included	\$8,768.10	\$61,376.70	\$37,800
5737121252	Deptford Public Schools	Included	\$9,574.88	\$42,976	\$49,917.28
4221726315	Pinelands Learning Center	Included	N/A	\$71,400	\$10,200
1775082782	Clearview Regional High School	N/A	N/A	\$31,500	N/A

10. Recommend motion to approve the renewal of NutriServe as the Food Management Service for the 2024/2025 school year in the amount of \$28,875, an increase of \$375 from 2023/2024. The total cost of the 2024/2025 contract is equal to \$415,874.29.

11. Recommend motion to accept the installation of a new playground at Kindle School.

Note: The playground and installation will be paid for in-full by Washington Township Public Schools and will become property of the Pitman Public Schools. Washington Township Public will have the ability to utilize this playground for their preschool program for the duration of their lease of Kindle School. Should they decide to discontinue the lease in the coming years, the playground will remain the full property of Pitman Public Schools.

12. Recommend motion for Pitman Soccer Association to utilize the soccer fields at Memorial School for activities related to the program (practices, tryouts, events, etc.) from 8/24 through 6/25. (Attachment F&F-6)

Note: These activities will not take place during school hours.

13. Recommend motion to accept the donation of the "Crispin Court" sign, as purchased by members of the Board of Education to commemorate Mr. Crispin's service to the district.

14. Recommend motion to approve the Panther Club Registration Packet for the 2024/2025 school year. (Attachment F&F-7)

15. Recommend motion to approve the Highland Chemical Engine Company to hold their Annual Labor Day Carnival on the grounds of Pitman Jr./Sr. High School, Wednesday, August 28, 2024 through Saturday, September 3, 2024, with construction beginning in the student parking lot on Saturday, August 24, 2024, and dismantled, cleaned, and ready for school activities by 8:00 AM Tuesday, September 3, 2024.

Motion to Approve Items #1-15

Motion: Grossman
Second: Boulton
Mrs. Boulton: Yes
Mrs. Farrell: Yes on Items #1-11 & Items #13-15; Abstain on Item #12
Mr. Grossman: Yes
Mrs. Higbee-Ionno: Yes
Mrs. Pote: Absent
Mrs. Pappalardo: Yes
Mrs. Miller: Yes
Motion Carried: 6-0 (Items #1-11 & Items #13-15)
 5-0 (Item #12)

CURRICULUM & INSTRUCTION COMMITTEE – Farrell, Pappalardo, Miller

Mrs. Farrell provided an update regarding the recent Curriculum & Instruction Committee Meeting that took place on July 10, 2024 at 4:30 PM. Present were Mrs. Farrell, Mrs. Pappalardo, Mrs. Miller, Dr. Preston, Mr. Miles, and Mr. Caltabiano. She reported on the board agenda items, new math provider update, and the administrative retreat.

1. Student Statistics June 2024:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
6/30/24	250	420	487	25	1	1183
5/31/24	250	420	487	25	1	1183
Date	Elementary	Middle	High	Out of District	Alternate	Total
6/30/23	562	252	318	15	0	1147

Suspensions/Reasons: 0

(Attachment C&I-1)

HIB:

Reported: 3
 Confirmed: 3

2. 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 June 19, 2024 meeting. (Attachment C&I-2)
3. Recommend motion to approve the Use of Facilities as attached. (Attachment C&I-3)
4. Recommend motion to approve all field trips as submitted. (Attachment C&I-4)
5. Recommend motion to approve the submission of the 2019/2022 Comprehensive Equity Plan Annual Statement of Assurance for the 2024/2025 school year to the County Office of Education. (Attachment C&I-5)
6. Recommend motion to submit the Emergency Virtual/Remote Instruction Plan for the 2024/2025 school year to the New Jersey Department of Education. (Attachment C&I-6)

7. Recommend motion to submit the American Rescue Plan (ARP) Safe Return Plan for the 2024/2025 school year to the New Jersey Department of Education. (Attachment C&I-7)
8. Recommend motion to approve additional hours for the following individual to provide services in the guidance office during the summer of 2024, at an hourly rate of \$44:

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

Background: Christina Skanes will be replacing Cortney Mathes who was approved at the June 19, 2024 meeting.

9. Recommend motion to approve the resignation of Robert Fynamore, replacement part-time computer technician, effective July 3, 2024.
10. Recommend motion to approve the resignation of Colleen Flaherty, secretary to district administration (registrar, curriculum, technology, and facilities), effective August 14, 2024.
11. Recommend motion to approve the resignation of Stacie Streater, secretary to the Director of Curriculum and Instruction, effective August 14, 2024.
12. Recommend motion to approve Terri Schultz to perform account specialist duties from July 19, 2024 through September 15, 2024 at an hourly rate of \$42.33, not to exceed 120 hours total.
13. Recommend motion to approve the appointment of the Senior High School Principal as issuing Officer for Working Papers for the school year July 1, 2024 to June 30, 2025.
14. Recommend motion to approve the revised salary of Dr. Cherie Lombardo, Principal at Pitman Jr./Sr. High School, from \$187,094 to \$186,764 for the 2024/2025 school year.
15. Recommend motion to approve the revised salary of Megan Bracken, math teacher at Pitman Jr./Sr. High School, from \$50,882 BA/Step 3 to \$55,159 MA/Step 3 for the 2024/2025 school year.
16. Recommend motion to approve the revised hourly rate of Hannah Kehoe, part-time instructional aide, from \$15.88 Step E/0 Credits to \$16.08 Step E/60 Credits for the 2024/2025 school year.
17. Recommend motion to approve Jaime Clark as a part-time preschool aide, 29.5 hours per week, at an hourly rate of \$18.64 Step A/Degree, for the 2024/2025 school year.

Background: Approved in June as a full-time preschool aide.

18. Recommend motion to approve the appointment of Kathryn Brown, part-time library aide at Pitman Elementary School, effective September 1, 2024 through June 30, 2025, up to 15 hours per week, at an hourly rate of \$18.60.
19. Recommend motion to approve the appointment of Nancy Christoff, Account Specialist/Payroll Benefits Secretary, effective on or about September 16, 2024 through June 30, 2025, at a prorated annual salary of \$67,000. (pending receipt of proper paperwork).

Background: Replacement for Terri Schultz

28. Recommend motion to approve the following Anti-Bullying Coordinator and Anti-Bullying Specialists for the 2024/2025 school year:

<u>Position</u>	<u>Location</u>	<u>Name</u>
Anti-Bullying Coordinator	District	Ryan Caltabiano
Anti-Bullying Specialists	Memorial	Cynthia Thompson
	Pitman Elementary	Alicia Walsh
	Pitman Jr. High	Erica Davidson
	Pitman Sr. High	Jeffrey McAfee

29. Recommend motion to appoint Catherine Liebmann-Jacobo as translator (forms, letters, meetings) for the Special Services Department for the Pitman School District on an as needed basis for the 2024/2025 school year at a stipend of \$44 per hour (timesheets).

30. 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>
Michael (Chris) Thomas	Head Football Coach	\$7,669
Jeffrey Smith	Assistant Football Coach	\$5,441
John Wiseburn*	Assistant Football Coach	\$5,441
James Rizzolo*	Assistant Football Coach	\$5,441
Elizabeth Kelly	Head Coach - Cheerleading	\$3,887
Matthew Newcomb	Head Coach - Boys' Soccer	\$6,803
Matthew Smick	Assistant Boys' Soccer Coach	\$5,441
Carrie Schwank*	Head Coach - Girls' Soccer (0.5)	\$3,401.50
Linda Gipe*	Head Coach - Girls' Soccer (0.5)	\$3,401.50
Keri Leach*	Assistant Coach - Girls' Soccer	\$5,441
Jennifer Sykes*	Assistant Coach - Field Hockey	\$5,441
Robert DiTizio	Head Coach - Cross Country	\$6,180
Eugene Reid	Head Coach - Girls' Tennis	\$6,173
Aaron Hickman*	Auditorium Manager	\$5,402
Michael Finley	Jr. High Memory Book	\$1,557
Irene Donnelly	Grade 7 Class Advisor	\$ 875
Bethany Lawlor	Grade 8 Class Advisor	\$ 875
Jeffrey Smith	Freshman Class Advisor (0.5)	\$ 531
Amanda Esposito	Freshman Class Advisor (0.5)	\$ 531
Jeffrey McAfee	Sophomore Class Advisor (0.5)	\$ 683.50
Melissa Bianchini	Sophomore Class Advisor (0.5)	\$ 683.50
Susann Driscoll	Junior Class Advisor (0.5)	\$1,355
Matthew Newcomb	Junior Class Advisor (0.5)	\$1,355
Paul Blass	Senior Class Advisor (0.5)	\$1,340
Jessica Morrone	Senior Class Advisor (0.5)	\$1,340
Jonathan Botbyl	Jr. High Band Director	\$4,277
Philip Versepy	Jazz Band Director	\$2,715
Philip Verespy	Marching Band Director (PEP)	\$6,512
Megan Bracken	Assistant Marching Band Director	\$3,738
Christopher Cancglin*	Assistant Band Director (0.5)	\$1,869
Roman Cella*	Assistant Band Director (0.5)	\$1,869
(pending receipt of proper paperwork)		
Jake Apicella*	Percussion Instructor	\$ 778
Suzanne Granato-Castro	Key Club Advisor	\$1,700
Suzanne Granato-Castro	National Honor Society	\$1,360
Jessica Morrone	SADD Advisor	\$1,377
Shelly Nichols	Student Council Co-Advisor	\$1,165.50

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Michael Finley	Student Council Co-Advisor	\$1,165.50
Kelly Roberts	National Art Honor Society Co-Advisor	\$ 622.50
Sarah Mickle	National Art Honor Society Co-Advisor	\$ 622.50
Sarah Mickle	Choral Director/Tri M	\$3,887
Sarah Mickle	Jr. High Chorus	\$4,277
Sarah Mickle	Teen Arts Coordinator	\$1,245
Stefanie Collum	Literary Magazine Advisor	\$1,360
Stefanie Collum	Yearbook Advisor (0.5)	\$3,012
Michael Finley	Yearbook Advisor (0.5)	\$3,012
Jessica Morrone	Detention (0.5)	\$2,138.50
Danielle Fiscella	Detention (0.5)	\$2,138.50

31. Recommend motion to approve the following Extra Service Contract for the 2024/2025 school year. Stipend in accord with the agreement with the Pitman Board of Education:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Daniel Miller	Assistant Coach - Girls' Tennis	\$5,441

32. Recommend motion to approve the following volunteers for the 2024/2025 school year:

<u>Name</u>	<u>Position</u>
Sarah Mickle	Hand Chimes
Melody Smythe	Fellowship of Christian Athletes

33. Recommend motion to approve the following volunteer coaches for the 2024/2025 school year (*not a district employee):

<u>Name</u>	<u>Position</u>
Daniel Powell*	Football
Joseph Ruggeri*	Football
Guy Davidson*	Football
Mike Plagianakos*	Football
Kyle Leach*	Soccer
Meghan Brown*	Soccer
Kristin Chapman	Soccer
Daniel Miller	Soccer
Allison Rue*	Field Hockey
Paige Mecouch*	Cheerleading

34. Recommend motion to approved the following fieldwork placement from Rutgers University during the 2024 ESY school year:

Name	Cooperating Teacher	Dates	Location
Olivia McDonald	ESY Staff	7/22/24-8/1/24 (32 hours)	ESY at Memorial School

35. Recommend motion to approve the 2024/2025 Tri-County Conference Spectator Code of Conduct. (Attachment C&I-9)

Background: NJSIAA requirement

Motion to Approve Items #1-35

Motion: Farrell
Second: Pappalardo
Mrs. Boulton: Yes
Mrs. Farrell: Yes on Items #1-2 & Items #4-30; Abstain on Item #3
Mr. Grossman: Yes
Mrs. Higbee-Ionno: Yes on Items #1-29; Abstain on Item #30
Mrs. Pote: Absent
Mrs. Pappalardo: Yes
Mrs. Miller: Yes
Motion Carried: 6-0 on Items #1-2 & Items #4-29
 5-0 on Item #3 and Item #30

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

Mrs. Higbee-Ionno provided an update regarding the recent Curriculum & Instruction Committee Meeting that took place on July 8, 2024 at 4:30 PM. Present were Mrs. Higbee-Ionno, Mrs. Pote, Mrs. Farrell, Dr. Preston, and Mr. Miles. She reported on the board agenda items.

1. Recommend motion to approve the second reading of the policy listed below. (Attachment C&P-1)

Policy 1220	Employment of Chief School Administrator (M) (Revised)
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2. Recommend motion to approve the first reading of the policies/regulations below. (Attachment C&P-2)

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)

POLICIES/REGULATIONS	
Policy 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Motion to Approve Items #1-2

Motion: Higbee-Ionno
Second: Farrell
Mrs. Boulton: Yes
Mrs. Farrell: Yes
Mr. Grossman: Yes
Mrs. Higbee-Ionno: Yes
Mrs. Pote: Absent
Mrs. Pappalardo: Yes
Mrs. Miller: Yes
Motion Carried: 6-0

Public Comment

- a) **Jessica Hunkler of Washington Township discussed NJ4S, the agency she works for. She discussed the services they provide to students and families.**

Old Business

None

New Business

None

Adjournment

Motion to Adjourn the Meeting at 7:54 PM

Motion: Pappalardo
Second: Higbee-Ionno
In Favor: All

The next Board of Education Meeting is scheduled for Wednesday, August 21, 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 motions in this agenda up to the time of the meeting and during the actual meeting.

Board Minutes Certified by Daniel Long, Board Solicitor; In Attendance on Wednesday, 7/17/24