

PITMAN SCHOOL DISTRICT

Board of Education Meeting

November 20, 2024

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
 - ❖

- Student Spotlight - Pitman Elementary School - Board of Education Panther Award
 - ❖ Avery Donaldson
 - ❖ Mia Drew
 - ❖ Edward Hemmes
 - ❖ Mathias Garcia Laureano
 - ❖ Frank Redrow

Public Comment

Correspondence

Approval of Minutes
October 16, 2024 Minutes

President's Report

Superintendent's Report

- HIB
- Security Drills
- Homecoming events
- Referendum Update
- Open House at Jr./Sr. High School
- Recent student achievements

Student Representatives' Report

FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller

1. Recommend motion to approve line item transfers for the month of July 2024.
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 July 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.
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 July 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 July 2024. The Treasurer's Report and Board Secretary's Report are in agreement for the month of July 2024.
5. Recommend motion to approve all bills which are properly approved and certified to be paid.
6. Recommend motion to accept the award of \$4,713 for the High Impact Tutoring Grant.

Note: This represents an increase to the original grant award of \$58,000, thus bringing the total amount to \$62,713.

7. Recommend motion to approve the shared service agreement between the Pitman School District and the Borough of Pitman/Pitman Police Department for three (3) School Resource Officers for the 2024/2025 school year.
8. Recommend motion to approve the 2024/2025 Purchasing Manual.
9. Recommend motion to begin utilizing petty cash at the following locations in the following amounts, effective December 1, 2024:

Memorial School - \$150
 Pitman Elementary School - \$150
 Pitman Jr./Sr. High School - \$150
 District Office - \$200

10. Recommend motion to approve the Letter of Agreement with Laura Bishop Communications in an amount not to exceed \$10,000 for the purpose of communications surrounding the district's STEAM and Business Academies (fully funded through the BCCP Grant).
11. Recommend motion to approve the agreement with Ricoh for the lease of three copiers from November 1, 2024 through October 31, 2029, in the amount of \$672.96 per month.

Note: The district was paying \$749.49 per month for the three copiers prior to replacement. A 48-month proposal of \$743.78 per month was declined due to the cost advantages of the 60-month proposal coupled with the low to moderate use of these machines, making a 60-month duration both feasible and prudent.

12. Recommend motion to approve the following non-resident tuition rates for the 2025/2026 school year:

Memorial School (excluding Pre-K) - \$3,850
Pitman Elementary School - \$4,250
Pitman Jr./Sr. High School - \$2,450

Note: The rates above do not apply to current non-resident students, who will be grandfathered in. Specifically, 2025/2026 rates for current non-resident students will be capped at the annual increase of the aid-in-lieu of transportation payment. It is expected that this increase will be \$50 or less.

13. Recommend motion to approve the 2024 National School Lunch Program Equipment Assistance Grant Application in the amount of \$20,000, as submitted.

Note: The district applied for this grant with the intent that the funds will be used to partially fund a new serving line at Pitman Jr./Sr. High School. The district expects to receive notification of acceptance in early December 2024.

14. Recommend motion to approve the 2024/2025 Health & Safety Evaluation of School Buildings Checklist for each of the district's five school buildings, as submitted.
15. Recommend motion to approve the 2024/2025 Comprehensive Maintenance Plan and the 2024/2025 Form M-1, as submitted.
16. Recommend motion to approve the following resolution regarding the appointment of Integrity Consulting Group as Broker of Record for both dental and vision coverage, effective December 1, 2024.

WHEREAS, the Pitman Board of Education currently has Brown & Brown as their Health Benefits Broker for their dental coverage through Delta Dental of NJ and their vision coverage through VSP;

WHEREAS, the Pitman Board of Education is looking to make a change in the Health Benefits Broker to Integrity Consulting Group of Monroe Township, NJ for their dental coverage through Delta Dental of NJ and their vision coverage through VSP;

NOW, THEREFORE, BE IT RESOLVED, BY THE PITMAN BOARD OF EDUCATION THAT, the Integrity Consulting Group of Monroe Township, NJ be named the Health Benefits Broker of Record effective December 1, 2024 for all of the above-mentioned coverages.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to Integrity Consulting Group for execution with the insurance carriers.

17. Recommend motion to approve the following Resolution:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF PITMAN
IN THE COUNTY OF GLOUCESTER, NEW JERSEY AUTHORIZING THE
SUBMISSION OF TWO BOND PROPOSAL QUESTIONS TOGETHER WITH AN
EXPLANATORY STATEMENT TO THE SCHOOL DISTRICT VOTERS AT A
SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON JANUARY 28, 2025**

BE IT RESOLVED BY The Board of Education of the Borough of Pitman in the County of Gloucester, New Jersey (the "Board") (not less than a majority of the full membership of the Board concurring) as follows:

1. The following two bond proposals (the "Proposals"), together with explanatory statement ("Explanatory Statement") shall be submitted to the legal voters of the School District at a special School District election (the "Election") to be held on Tuesday, January 28, 2025 commencing at 6:00 a.m. for the purposes hereinafter provided. The polls shall remain open until 8:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot. The form of the Proposals and together with the Explanatory Statement will read substantially as follows except as otherwise may be set forth herein:

BOND PROPOSAL QUESTION NO. 1

The Board of Education of the Borough of Pitman in the County of Gloucester, New Jersey (the "Board") is authorized to (a) undertake various improvements to Pitman Elementary School, including but not limited to boiler and heat infrastructure replacement, including any related upgrades, and various renovations and upgrades to multi-use toilet rooms, including acquisition and installation of fixtures, furniture, equipment and any site work; (b) undertake various improvements to Pitman Junior/Senior High School, including but not limited to the partial roof replacement, the regrading and repaving of the parking lot, the reconstruction of the existing running track, and various drainage repairs throughout the property, including and any site work; (c) appropriate \$14,220,000 for such improvements; and (d) issue bonds in an amount not to exceed \$14,220,000.

The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$14,220,000 (consisting of \$10,745,000 for Pitman Elementary School and \$3,475,000 for Pitman Junior/Senior High School). The projects include \$0 for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

Do you approve this Bond Proposal Question No. 1?

BOND PROPOSAL QUESTION NO. 2

(Bond Proposal Question No. 2 will only go into effect if Bond Proposal Question No. 1 is also approved by the voters at this election.)

The Board of Education of the Borough of Pitman in the County of Gloucester, New Jersey (the "Board") is authorized to (a) undertake various improvements to Pitman Elementary School, including but not limited to installation of various HVAC upgrades, including any related upgrades; (b) undertake various improvements to Pitman Junior/Senior High School, including but not limited to renovations and improvements to the building entrance, for the purpose of constructing a security vestibule and transaction window to the main office, including acquisition and installation of fixtures, furniture, equipment and any site work; (c) appropriate \$7,032,000 for such improvements; and (d) issue bonds in an amount not to exceed \$7,032,000.

The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$7,032,000 (consisting of \$6,782,000 for Pitman Elementary School and \$250,000 for Pitman Junior/Senior High School). The projects include \$0 for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

Do you approve this Bond Proposal Question No. 2?

EXPLANATORY STATEMENT

At this election, the voters of the school district are being asked to consider Bond Proposal Questions No. 1 and No. 2. As set forth above, Bond Proposal Question No. 2 will only go into effect if Bond Proposal Question No. 1 is also approved by the voters at this election.

If Bond Proposal Questions No. 1 and No. 2 are approved by the voters at this election, the Board of Education will be authorized to (a) undertake various improvements to Pitman Elementary School, including but not limited to (i) to boiler and heat infrastructure replacement and the installation of various HVAC upgrades; and (ii) various renovations and upgrades to multi-use toilet rooms, including acquisition and installation of fixtures, furniture, equipment and any site work; (b) undertake various improvements to Pitman Junior/Senior High School, including but not limited to (i) the partial roof replacement; (ii) the regrading and repaving of the parking lot; (iii) the reconstruction of the existing running track, and various drainage repairs throughout the property; and (iv) renovations and improvements to the building entrance, for the purpose of constructing a security vestibule and transaction window to the main office; including acquisition and installation of fixtures, furniture, equipment and any site work.

The total cost for the projects will be \$21,252,000, and the Board of Education will be authorized to issue bonds in an amount not to exceed \$21,252,000. The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$21,252,000 (consisting of \$17,527,000 for Pitman Elementary School and \$3,725,000 for Pitman Junior/Senior High School). The projects include \$0 for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

2. The Board hereby approves and adopts the Proposals and Explanatory Statement set forth above and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same as described therein (the "Project"). The Board authorizes the Business Administrator/Board Secretary, consistent with any advice received from bond counsel, to revise the Proposals and/or Explanatory Statement, if necessary, prior to the Election to conform to any applicable legal requirements.

3. The Board hereby acknowledges and confirms that, in accordance with the requirements of N.J.S.A. 18A:24-16 and N.J.S.A. 18A:24-17, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Borough of Pitman, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that each Supplemental Debt Statement has been filed in the office of the Borough Clerk, in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution, and will be filed in the office of the Director of the Division of Local Government Services, State of New Jersey, Department of Community Affairs prior to the date of the Election.

4. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the Proposal to the voters at the Election and to seek the assistance of the county officials and the municipal clerk in conducting the Election.

5. The Board hereby: (i) accepts the determination of Preliminary Eligible Costs as set forth in the letter from the New Jersey Department of Education and not to appeal such determinations made therein; (ii) determines to construct the Project itself; (iii) agrees to locally fund any excess costs, if any; and (iv) delegates the supervision of the Project to the Business Administrator/Board Secretary.

6. Fraytak Veisz Hopkins Duthie P.C., the School District’s appointed architect for the Project (the “Project Architect”), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Project in consultation with and under the supervision of the Business Administrator/Board Secretary, who has been delegated the responsibility to work with the Project Architect for this purposes on behalf of the Board, in accordance with the requirements of N.J.S.A. 18A:18A-16, and such authorizations and delegations are hereof reconfirmed.

7. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel, and the Project Architect, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election.

8. This Board hereby makes the following covenants and declarations with respect to obligations determined to be issued by the Business Administrator/Board Secretary through a public offering of private placement or through a conduit borrower on a tax exempt basis. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the “Code”), in order to preserve the exemption from taxation of interest on its bonds or notes if issued as tax exempt, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on its bonds or notes. The Business Administrator/Board Secretary is hereby authorized to act on behalf of the Board to deem the obligations authorized herein as bank qualified for the purposes of Section 265 of the Code, when appropriate. The Board hereby declares its intent to issue bonds or notes in the amount set forth in the Proposal approved by the voters as set forth in Section 1 and to use the proceeds to pay or to reimburse expenditures for the costs of the Projects authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations 1.150-2 or any successor provisions of federal income tax law.

9. This resolution shall take effect immediately.

CURRICULUM & INSTRUCTION COMMITTEE – Farrell, Pappalardo, Miller

1. Student Statistics - October 2024

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternative	Total
10/31/24	270	431	471	26	0	1198
9/30/24	269	429	468	26	0	1192
10/31/23	237	413	490	19	19	1159

Suspensions/Reasons:

Assault - 1

HIB:

Reported: 2

Confirmed: 2

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 October 16, 2024 meeting.

3. Recommend motion to approve the Substitute List for the 2024/2025 school year.

4. 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.
5. Recommend motion to approve all field trips as submitted.
6. Recommend approval of the Use of Facilities as attached.
7. Recommend motion to approve the submission of the Title I Comparability Report for the 2024/2025 school year.
8. Recommend motion to approve the NJ Quality Single Accountability Continuum (NJQSAC) Self-Assessment District Performance Review.
9. Recommend motion to accept the award for the BCCP (Building Capacity for Career Pathways) in the amount of \$168,750.

Note: The grant will run from February 1, 2025 through January 31, 2026 and this represents year 4 out of 4.

10. Recommend motion to retroactively approve one-on-one teacher assistants for the following four students attending Bankbridge Development Center at a rate of \$41,580 each for the 180 day school year beginning September 5, 2024:

4982665746
5163357883

5626752185
8232174199

11. Recommend motion to approve the following curriculums for the 2024/2025 school year (on file in the Board of Education office):

Math			
Math Grade K	Math Grade 1	Math Grade 2	Math Grade 3
Math Grade 4	Math Grade 5	Math Grade 6	Math Grade 7
Math Grade 8	Algebra I	Algebra I Accelerated	Geometry
Geometry Honors	Geometry Accelerated	Algebra II	Algebra II Honors
Algebra II Accelerated	Advanced Algebra and Trigonometry	Pre-Calculus Accelerated	Pre-Calculus Honors
Calculus AP	Mathematics I	Mathematics II	Mathematics III
Mathematics IV			
ELA			
ELA Grade K Reader's Workshop	ELA Grade K Writer's Workshop	ELA Grade 1 Reader's Workshop	ELA Grade 1 Writer's Workshop
ELA Grade 2 Reader's Workshop	ELA Grade 2 Writer's Workshop	ELA Grade 3 Readers Workshop	ELA Grade 3 Writer's Workshop
ELA Grade 4 Reader's Workshop	ELA Grade 4 Writer's Workshop	ELA Grade 5 Reader's Workshop	ELA Grade 5 Writer's Workshop

ELA Grade 6	EKA Grade 7	ELA Grade 8	ELA Grade 9 Accelerated
ELA Grade 9 Honors	ELA Grade 9 Standard	ELA Grade 10 Accelerated	ELA Grade 10 Honors
ELA Grade 10 Standard	ELA Grade 11 Accelerated	ELA Grade 11 Honors	ELA Grade 11 Standard
ELA Grade 12 Accelerated	ELA Grade 12 Honors	ELA Grade 12 Standard	English I
English II	English III	English IV	Film as Literature

12. Recommend motion to retroactively approve the students listed below for homebound instruction by the Special Services Department at the 2024/2025 contracted hourly rate as follows:

Student ID	Placement	Duration	Hours of Instruction	Rate
6504060561	Hampton Behavioral Health Center	9/30/24-11/25/24	10 hours/week	\$64/hr.
6504060561	Medical	10/28/24-11/5/24	10 hours/week	\$64/hr.
6937336404	Foundation Behavioral Health	10/28/24-TBD	10 hours/week	\$64/hr.
6337703843	Brookfield Schools	11/15/24-TBD	10 hours/week	\$64/hr.

13. Recommend motion to retroactively approve Sarah Mickle, music teacher, to travel to Atlantic City Convention Center on Tuesday, October 22, 2024 to supervise two vocalist students.
14. Recommend motion to approve Fred Georgette to transport students to and from athletic events at the rate of \$40 per hour.
15. Recommend motion to retroactively approve the following staff as proctors for PSAT testing on Saturday, October 26, 2024 at a rate of \$44 per hour:

Five Hours:

Dr. Paul Blass
Cortney Mathes
Kelly Roberts

Kevin Casey
Michelle Natali Muldoon

Kandice Hanrahn
Shelly Nichols

Six Hours (extended time room):

Melissa Bianchini
Heather Lester

Stefanie Collum
Jason Shivers

Susann Driscoll

16. Recommend motion to retroactively approve Joseph Joyce as tech support for PSAT testing on Saturday, October 26, 2024, five hours, at a rate of \$18.41 per hour.
17. Recommend motion to approve the job description for the Work Based Learning Coordinator.

18. Recommend motion to approve the Work Based Learning Coordinator stipend in the amount of \$3,800 (funded through BCCP grant).
19. Recommend motion to approve Michael Finley as the Work Based Learning Coordinator for the 2024/2025 school year, stipend in the amount of \$3,800 (funded through the BCCP grant).
20. Recommend motion to approve Sean Kahoun and Kimberly Nefferdorf to attend the Eric Milou's Building Thinking Classrooms workshop on Monday, December 16, 2024 at Rowan University. The cost of the workshop is \$199 per staff member (Local Funds).
21. Recommend motion to extend the leave of absence of Sarah Baraldi, preschool teacher at Memorial School, until January 17, 2025, returning January 21, 2025.

Background: Mrs. Baraldi's leave was originally approved at the June 19, 2024 board meeting from September 3, 2024 through December 2, 2024.

22. Recommend motion to increase the hourly rate for Elizabeth Matteo, Food Service Worker, from \$15.94 per hour to \$16.94 per hour effective December 1, 2024.
23. Recommend motion to change the hours of Karen Wintjen, Food Service Worker, from 5.3 hours per day to 5.75 hours per day effective December 1, 2024.
24. Recommend motion to approve Kathleen Fulps as a part-time Instructional Aide at Pitman Elementary School, effective on or about November 21, 2024, at an hourly rate of \$16.42 based on Step D/60 Credits of the salary guide.
25. Recommend motion to accept the resignation of Laura Walsh, part-time Preschool Aide, at Memorial School, effective January 15, 2025.
26. Recommend motion to approve Esports Club at Pitman Jr./Sr. High School for the 2024/2025 school year.
27. Recommend motion to approve Stacey DeCaro and Amanda Giorno as advisors for the Esports Club at Pitman Jr./Sr. High School at a prorated stipend of \$1,500 each.
28. Recommend motion to approve the following volunteers/advisors/supervisors for the 2024/2025 school year:

Sr. High:

<u>Name</u>	<u>Club/Position</u>
Christopher Cancglin*	Jazz Band (January-June)/Advisor
Sarah Mickle	Grand Paws/Advisor
Michael Graham*	Wrestling/Volunteer
Lewis Fowler*	Wrestling/Volunteer
Zane Coles*	Wrestling/Volunteer (pending receipt of proper paperwork)
Dr. Robert Preston	Golf/Volunteer
Olivia Tuzi	Swimming/Volunteer
Aaron Crispin*	Basketball/Volunteer
Nick Mascitti*	Basketball/Volunteer (pending receipt of proper paperwork)
Trey Filby*	Basketball/Volunteer (pending receipt of proper paperwork)
Noah Dungee*	Basketball/Volunteer
Jon Boyd*	Basketball/Volunteer (pending receipt of proper paperwork)
Patrick Collins*	Basketball/Volunteer

**not a district employee*

29. 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:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
James Usilton*	Assistant Coach Boys' Basketball	\$5,441
Fred Georgette*	Freshman Coach Boys' Basketball	\$4,632
Alexis Johnston	Assistant Coach Girls' Basketball	\$5,441
Nicholas Wenzke	Assistant Wrestling Coach	\$5,441

**not a district employee*

30. Recommend motion to approve the Panther Club calendars for the months of January through June 2025.

31. Recommend motion to approve Carly Ware and Noemi Hernandez Reyna as Panther Club counselors for the 2024/2025 school year at an hourly rate of \$15.13 (pending receipt of proper paperwork).

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

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

POLICIES/REGULATIONS	
Policy 0143.2	High School Student Representative to the Board of Education (M) (Revised)
Policy 5450	Student Awards (Revised)

Public Comment

Old Business

New Business

Adjournment

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