

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

October 18, 2023

### Minutes

***Motion - Pappalardo  
2nd - Farrell***

"That the Pitman Board of Education was called to order at 7:00 p.m."

***All in Favor***

#### **Executive Session**

***Motion by: Grossman  
2nd: Pote***

"That the following Resolution is adopted:

**BE IT RESOLVED** by the Pitman Board of Education that pursuant to the Open Public

Meetings Law (NJSA 10:4-1 et. seq.) that it shall immediately enter into an Executive Session to discuss a matter that the disclosure of which would constitute an unwarranted invasion of individual privacy and a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or disciplining of any prospective or current public officer or employee.

The information discussed at this meeting can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Special or Action meeting to disclose the information discussed."

**Carried by Voice Vote**

#### **Return to Public Meeting:**

***Motion by: Pappalardo  
2nd: Farrell***

"The Pitman Board of Education was called to order at 7:31 pm"

#### **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 support reasons, to the conduct of this meeting on the grounds it violates the Open Public Meetings Act.

#### **Pledge of Allegiance**

**Roll Call**

April Miller - President  
Stacey Pappalardo - Vice President  
David Grossman - Member  
Rebecca Higbee-Ionno - Member  
Melissa Farrell - Member  
Natalie Pote - Member  
Sara Boulton - Member  
Steven Crispin - Superintendent  
Carisa Rose - Board Secretary

**PRESENTATIONS**

- Introduction of New Staff Members

Break starting at 8:07  
Returning to session at 8:14 pm

**Public Comment - No Comment**

**Correspondence**

**Katherine Grady - Thank you Note**

**Approval of Minutes**

***Motioned by: Miller***  
***2nd: Pappalardo***

September 20, 2023  
September 20, 2023 Executive Session

***All in Favor***

**President's Report**

- Congratulations to the Sophomore Class for winning the Powder Puff Game
- Modest budget to be provided to the Student Representative
- Gloucester/Camden County SBA meeting held last week attended by Ms Miller, Mr Grossman, Ms Farrell, and Ms Pappalardo
- Workshop will take place next week. A training drive has been set up for the board members to upload training materials.
- CSA search committee - Ms Miller, Ms Boulton, Ms Farrell
- Data committee - Ms Miller, Ms Farrell, and Ms Pote will work with Ms Moody and Mr Crispin to review data from testing

**Superintendent's Report**

1. Security Drills
2. Strategic Planning Report Status
  - a. Meeting held a last week - very close to completing the report
3. Possible Referendum
  - a. Projects that cannot be done through the operating budget
  - b. Trying to keep the referendum to be tax neutral to community

- 4. Playground
  - a. Possibly by the end of the month
- 5. NJSLA State Assessment Data

Student Representative Report

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

**Motioned by: Grossman  
2nd: Higbee Ionno**

1. Approve line item transfers for the month of September 2023.
2. 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. 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. 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. Approve all bills which are properly approved and certified to be paid.
6. Approve the submission of the Waiver Application for Insurance Requirements - parent transportation contracts.
7. 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. Approve the agreement with Professional Medical Staffing for the 2023/2024 school year as a back-up for Nursing Services.
9. Approve the contract with Rosetta Stone - Foundation for K-12 (Silver) for the 2023/2024 school year in the amount of \$1,800.
10. 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. 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. Approve 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. Approve the Budget Preparation Calendar for the 2023/2024 school year.

14. Approve the 2023/2024 Purchasing Manual.

15. Approve the Memorandum of Agreement for the Gloucester County Title III Consortium for the 2023/2024 school year.

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

**Roll Call – 1-16**

**Yes 7:** Highbee-Ionno, Boulton, Farrell, Pappalardo, Pote, Grossman, Miller

**Abstain 0:**

**No: 0**

**Absent : -**

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

**Motioned by: Pappalardo**  
**2nd: 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. Approve the Substitute List for the 2023/2024 school year.

3. Approve travel and related expenses of staff members and board members on the attached list.

4. Approve all field trips as submitted.

5. Approve of the Use of Facilities as attached.

6. Approve the submission of the 2022/2023 HIB Grades Self Assessment to the New Jersey Department of Education.
7. Approve the submission of the Annual Preschool Operational Plan Update A for the 2024/2025 school year to the Department of Education.
8. Approve the mission and vision statements for the CTE STEAM Pathway Program.
9. Approve Rowan’s Engineers on Wheels - STEM presentations to Pitman Elementary School fourth grade students on Tuesdays in October, November, and December 2023.
10. Approve a professional development in-house 504 coordination trainer at a cost of \$1,600, training to be held on October 25, 2023.

11. 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. 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. 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. 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. Approve the following leave(s) of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
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. 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. 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. Approve the resignation of Jennifer Christinzio, part-time office aide at Pitman Elementary School, effective October 20, 2023.
19. Approve the resignations of Caitlin Sullivan and Grace Shainline as Assistant Marching Band Directors for the 2023/2024 school year.
20. Approve Megan Bracken and Christopher Cancglin as Assistant Marching Band Directors for the 2023/2024, stipend in the amount of \$3,720 each.
21. Approve Rebecca Moody, Director of Curriculum and Instruction, as Gifted and Talented Coordinator for the 2023/2024 school year.
22. Approve Suzanne Granato Castro to be paid for up to ten hours to attend a second PLC in the 2023/2024 school year.
23. 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.
24. 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).
25. 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).
26. 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).

- 27. 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).
- 28. 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).
- 29. 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.
- 30. 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		

- 31. 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*

- 32. Approve the following volunteer/advisor/supervisor for the 2023/2024 school year:

Jr. High:

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

- 33. 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	

34. 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 Track Coach \$6,769 and Board of Education Assistant Winter Track Coach \$5,415 - 50% each Co-Head Coach.

35. 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*

36. 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

**Roll Call – 2-36**

**Yes 7:** Higbee-Ionno, Boulton, Farrell, Pappalardo, Pote, Grossman, Miller

**Abstain 0:** Miller (2), Grossman (33), Higbee Ionno (34), Boulton (35)

**No: 0**

**Absent : -**

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

**Motioned by: Higbee-Ionno**  
**2nd: Farrell**

1. Approve the second reading of the policy listed below:

Policy 2415.04 Title I - District-Wide Parent and Family Engagement (M) (Revised)

2. 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)

**Roll Call – 1-2**

**Yes 7:** Higbee-Ionno, Boulton, Farrell, Pappalardo, Pote, Grossman, Miller

**Abstain 0:**

**No: 0**

**Absent 0 :** -

**Public Comment - no comment**

Adjournment

***Motion: Pappalardo***

***2nd: Farrell***

“The Pitman Public Schools board meeting adjourned at 9:07 pm”

***All in Favor***

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.