

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

November 15, 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: Boulton***

"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: Pote***

"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**

- Staff Spotlight - Pitman Elementary School Staff
  - ❖ Thomas Cox
  
- Student Spotlight - Pitman Elementary School - Board of Education Panther Award
  - ❖ Adeline Brown
  - ❖ Finn Clemens
  - ❖ Matteo Crankshaw
  - ❖ Oliver Cuba
  - ❖ Lisa Medica

Break starting at 7:45 pm  
Returning to session at 7:51 pm

**Public Comment - No Comment**

**Correspondence - No Correspondence**

**Approval of Minutes**

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

October 18, 2023 Minutes  
October 18, 2023 Executive Session

***All in Favor***

**President's Report**

- Student Representative school improvement project criteria has been shared with the board and student representative
- School Board members attended the New Jersey School Board Workshop in October
- December 2nd Bi-Annual Delegate Assembly - Mr. Grossman is our voting member
- December 14th NJSBA countywide meeting

The Vice President informed the board they will be receiving a self assessment form.

**Superintendent's Report**

1. Security Drills

2. Summit Playground
  - a. Naming of the playground?
3. Plans for Kindle and Walls Schools
  - a. moving forward with other school districts to utilize these schools
  - b. moving administrative building
  - c. calls from other interested parties which we will visit
4. School Transitions
  - a. things are going smoothly
5. Open house at the high school

#### Student Representative Report

Trunk or Treat was very successful  
 Panthers are proud of the success of all sports teams  
 Food Drive competition for the upcoming holiday seasons

#### **DATA AD HOC COMMITTEE - Farrell, Pote, Miller**

- Meeting November 17th to further analyze test scores and Math curriculum.

#### **CSA SEARCH AD HOC COMMITTEE - Boulton, Farrell, Miller**

- October 30th at 7:30 the committee had the first meeting discussing the strategic plan survey results
- November 9th the committee created a survey that will be sent to staff
- November 13th committee met with Mr. Crispin and Ms Rose to review the survey

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

***Motioned by: Grossman  
 2nd: Farrell***

1. Approve line item transfers for the month of October 2023.
2. Approve the Board Secretary's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 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 October 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 October 2023. The Treasurer's Report and Board Secretary's Report are in agreement for the month of October 2023.
5. Approve all bills which are properly approved and certified to be paid.
6. Approve the sidebar agreement with the Pitman Administrators Association for the duration of the agreement.

- 7. Approve a \$300 bonus to be paid to all substitute teachers and/or substitute instructional aides for the 2023/2024 school year upon working an equivalent of 20 full days (does not have to be consecutive) in the capacity as a substitute in the Pitman School District.
- 8. Approve the following revised 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	\$1,243.55

Background: Approved in October - contracted amount \$1,220.94.

- 9. Approve the following transportation costs for the 2023/2024 school year:

<u>Student ID#</u>	<u>Transportation</u>	<u>Cost</u>
5863238108	Northwest Bergen Council for Special Education Region 1	\$6,076.03 (ESY)
5863238108	Essex Regional Educational Services Commission to Essex Valley School	TBD

- 10. Authorize the district architects, Fraytak Veisz Hopkins Duthie, PC, to amend the district’s long range facilities plan for the closing of two schools, Elwood Kindle School and W.C.K. Walls School:

**Resolution to Amend  
Pitman School District Long Range Facilities Plan**

“Amendment to the Pitman School District Long Range Facilities Plan

In order to meet the reporting and updating requirements for amendments to the district’s Long Range Facilities Plan (LRFP), the Pitman School District Board of Education authorizes the following:

The district’s architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district’s School Business Administrator, to perform the necessary amendments to the district’s Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education; and

To authorize the district’s architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district’s School Business Administrator, to submit the updated Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education.”

- 11. Approve the revised Panther Club Parent Handbook for the 2023/2024 school year.
- 12. Approve the contract with IXL Learning, for IXL Live: School Edition, 4.5 hour on-site workshop plus 1.5 hours of guided teacher planning time (math and ELA teachers in grades 2-12), to be held on Friday, February 16, 2024, at a cost of \$3,600.
- 13. Approve the hiring of Catapult Learning, tutoring service provider, to offer high impact tutoring at Pitman Elementary School for the 2023/2024 school year using high impact tutoring grant funds up to \$58,000.
- 14. Approve the following resolution:

**Resolution  
Approving Submission of Comprehensive Maintenance Plan  
For Years 2022/23, 2023/24 and M-1 2024/25**

**Whereas,** the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas,** the required maintenance activities as listed in the attached document for the various school facilities of the Pitman School District are consistent with these requirements, and

**Whereas,** all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, and

**Now, Therefore, Be It Resolved,** that the Pitman School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan/M1 for the Pitman School District in compliance with Department of Education requirements.

**Roll Call – 1-14**

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

**Abstain 0: (14) Higbee Ionno**

**No: 0**

**Absent : -**

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

**Motioned by: Pappalardo**

**2nd: Pote**

1. Student Statistics - October 2023

Date	Memorial	PES	Jr.Sr. HS	Out of District	Alternate	Total
10/31/23	237	413	490	19	0	1159
9/30/23	237	413	488	20	0	1158
Date	Elementary	Middle	High	Out of District	Alternate	Total
10/31/22	554	251	330	16	0	1151

Suspensions/Reasons:

Inappropriate Behavior: 1

Fighting: 2

2. Approve the Substitute List for the 2023/2024 school year.
3. 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.
4. Approve all field trips as submitted.
5. Approval of the Use of Facilities as attached.
6. Approve the 2024/2025 preschool enrollment projections.
7. Approve the CTE mission and vision statements for the Business Leadership Finance Pathways Program.
8. Approve the submission of the Title I Comparability Report for the 2023/2024 school year.

9. Approve the following curriculum for the 2023/2024 school year (on file in the Board of Education office):

<u>School/Grade</u>	<u>Course</u>
Jr./Sr. High	Business Leadership in the 21st Century

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

Employee	Location	Type of Leave	FMLA/FLA	Dates
47404033	District	FMLA	FMLA: 11/20/23-4/14/24 Intermittent Leave	Unpaid Intermittent Leave Days TBD
34968719	Jr./Sr. High School	NJFLA	FMLA/FLA: 12/18/23-3/1/24	Unpaid Leave: 12/18/23-3/1/24

11. Rescind the following Data Leader for the 2023/2024 school year:

<u>Name</u>	<u>Subject</u>	<u>Stipend</u>
Matthew Newcomb	7-12 ELA	\$1,000

12. Accept the resignation of Ace Leest, custodian at Pitman Jr./Sr. High School, effective December 8, 2023.

13. Accept the resignation of Dawn Bell, science teacher at Pitman Jr./Sr. High School, effective December 22, 2023.

14. Retroactively approve the following staff as proctors for PSAT testing on Saturday, October 14, 2023, 4.5 hours, at a rate of \$40 per hour:

Dawn Bell	Robert DiTizio	Christine Lenentine
Melissa Bianchini	Suzanne Granato Castro	Michelle Natali-Muldoon
Paul Blass	John Hopely	

15. Retroactively approve Aaron Hickman as tech support for PSAT testing on Saturday, October 14, 2023, 4.5 hours, at a rate of \$17.80 per hour.

16. Approve Cynthia Schiavo as a part-time basic skills teacher ELA (grant funded) at Pitman Jr. High School effective on or about November 16, 2023, at an annual prorated salary of \$38,265, 50% of MA/Step 15, \$76,529, no benefits (pending receipt of proper paperwork).

Background: Replacing Kimberly Ruhl

17. Approve Jennifer Carr as a part-time office aide at Pitman Elementary School effective on or about November 16, 2023, up to 20 hours per week, at a rate of \$17 an hour, no benefits.

18. Approve Sherry DiTonno as a part-time lunchroom aide at Pitman Elementary School effective on or about November 16, 2023, three hours per day, at an hourly rate of \$15.13 (pending receipt of proper paperwork).

19. Approve Jacquelyn Sutcliffe as a replacement speech language specialist effective on or about November 30, 2023 through on or about April 19, 2024, at a prorated annual salary of \$80,100 (pending receipt of proper paperwork).

Background: Replacement for Laura Spadaforda

20. Approve Ella Forchic and Paige Lynd as part-time Panther Club counselors at Memorial School and Pitman Elementary School effective on or about November 16, 2023, at a rate of \$15.13 per hour, no benefit (pending receipt of proper paperwork).

21. Approve the following individuals be identified as being paid through ESSA Title IA grant for the 2023/2024 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Percentage</u>	<u>Account#</u>
Kim Bridges	FT Basic Skills	\$19,817	23%	20-232-100-101
Tonya Catando	FT Basic Skills	\$32,204	37%	20-232-100-101
Eileen Rothstein	PT Basic Skills (Math)	\$28,451	100%	20-232-100-101
Kimberly Ruhl	PT Basic Skills (ELA)	\$38,265	100%	20-232-100-101
(prorated 9/1/23-9/22/23)				
Cynthia Schiavo	PT Basic Skills (ELA)	\$38,265	100%	20-232-100-101
(prorated 11/16/23-6/13/24)				

22. Approve the following individual be identified as being paid through IDEA grants for the 2023/2024 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Percentage</u>	<u>Account#</u>
Ashley Carey	PT Instructional Aide	\$15,498	91%	20-251-100-106

23. Approve the following volunteers/advisors/supervisors for the 2023/2024 school year:

Sr. High:

<u>Name</u>	<u>Club</u>
Christopher Cancglin	Jazz Band (January/February)
Kandice Hanrahan	Craft Club
Sarah Mickle	Grand Paws/Hand Chimes
Philip Verespy	Wind Ensemble

24. 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>
James Usilton*	Assistant Coach Boys' Basketball	\$5,414
Fred Georgette*	Freshman Coach Boys' Basketball	\$4,609
Heather Villari*	Assistant Coach Girls' Basketball	\$5,414
Jeffrey D. Smith*	Assistant Wrestling Coach	\$5,414

*\*not a district employee*

25. Approve the following volunteer coach for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>
Steve Crispin	Boys' Basketball

26. Approve the creation of a permanent substitute for the 2023/2024 school year. This position will be compensated at a rate of \$135 per day for four days per week.

27. Approve the revised substitute pay rates effective July 1, 2023, for the 2023/2024 school year as follows:

<u>Substitute Position</u>	<u>Rate</u>
Nurse	\$225.00 per day
Custodian	\$14.13 per hour (\$15.13 per hour 1/1/24)
Maintenance/Grounds	\$14.13 per hour (\$15.13 per hour 1/1/24)
Secretary	\$14.13 per hour (\$15.13 per hour 1/1/24)
Cafeteria Aide	\$14.13 per hour (\$15.13 per hour 1/1/24)
Food Service	\$14.13 per hour (\$15.13 per hour 1/1/24)
Instructional/Library Aide PT	\$16.00 per hour (\$96.00 per diem)
Instructional Aide FT	\$16.00 per hour (\$112.00 per diem)
Teacher	\$16.00 per hour (\$120.00 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

Background: Originally approved on July 19, 2023 at \$15 per hour as of 1/1/24.

28. Approval for the following staff members to be observed by their supervisors from Montclair State University for their clinical programs, four observations to take place January 2024 through June 2024:

Jaime Clark	ECEL510: Clinical IP-3 M.A.R. Program Alternative Teacher Program
Deanna Gelovich	P-3 M.A.T. Master Program

29. Approve the following fieldwork placements from Stockton University during the 2023/2024 school year:

Name	Cooperating Teacher	Dates	Location
Alison Bocchicchio	Jill DuBois	1/2/24-4/19/24	Memorial School
Jennifer Kerrigan	Anne Himmer	1/2/24-4/19/24	Memorial School

**Roll Call – 2-29**

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

**Abstain 0:**

**No: 0**

**Absent : -**

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

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



1. Approve the second reading of the policies/regulations listed below:

Policy 2270	Religion in the Schools (Revised)
Policy 3161	Examination for Cause (Revised)
Policy/Regulation 3212	Attendance (M)(Revised)
Policy 3324	Right of Privacy (New)
Policy 4161	Examination for Cause (Revised)
Policy/Regulation 4212	Attendance (M)(Revised)
Policy 4324	Right of Privacy (New)
Policy/Regulation 5111	Eligibility of Resident/Non-Resident Students (M)(Revised)
Policy/Regulation 5116	Education of Homeless Children and Youths (Revised)
Policy 8500	Food Services (M)(Revised)

**Roll Call – 1**

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

**Abstain 0:**

**No: 0**

**Absent 0 :** -

**Public Comment -**

Amy Reed - Magnolia Ave - Great news the state aid may not get cut. Will we get the money back from state aid?

Ms. Miller said we do not know. The way they spoke it appears we will not receive additional cuts but we will not know until they come out with information from the state.

**New Business**

Discussed close Panther Club early on December 22nd

Ms. Miller asked teachers and staff to please give their honest opinion on CSA survey

**Executive Session:**

**Motion - Pappalardo**

**2nd - Farrell**

“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: Grossman**  
**2nd: Pote**

“The Pitman Board of Education was called to order at 9:10 pm”

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

**Motion by: Miller**  
**2nd: Farrell**

Walk on motion to amend motion 17 in C& I to increase the hours up to 29 hours at the administrators discretion

**Roll Call – 1**

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

**Abstain 0:**

**No: 0**

**Absent 0 : -**

**Adjournment**

**Motion: Pappalardo**  
**2nd: Grossman**

“The Pitman Public Schools board meeting adjourned at 9:10 pm”

*All in Favor*

The next Board of Education meeting is scheduled for Wednesday, December 13, 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.