

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

March 20, 2024

### Minutes

***Motion - Pappalardo  
2nd - Grossman***

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

***All in Favor***

#### **Executive Session**

***Motion by: Pappalardo  
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: Grossman***

"The Pitman Board of Education was called to order at 7:30 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  
Rebecca Higbee-Ionno - Member  
David Grossman - Member  
Melissa Farrell - Member  
Natalie Pote - Member  
Sara Boulton - Member  
Steven Crispin - Superintendent  
Carisa Rose - Board Secretary

**PRESENTATIONS**

Pitman Boys' Basketball Team - Commissioner Jim Jefferson

Recess - 7:38 pm  
Return - 7:43 pm

**Referendum Update**

Question to be on the December 2024 Ballot  
Projects include the Heating (steam boiler) replacement, HVAC, drainage, and roof

**Public Comment - No Comment**

**Correspondence - No Correspondence**

**Approval of Minutes**

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

February 21, 2024  
February 21, 2024 Executive Session  
March 4, 2024  
March 4, 2024 Executive Session

***All in Favor***

**President's Report**

- Presentation on Funding Formula
- Evaluation of the CSA of Mr. Crispin
  - they will be using the short form - allowing them to use their voices

**Superintendent's Report**

1. Budget Update
  - a. Enrollment/State Aid Totals
  - b. User Friendly Budget

2. HIB
3. Security Drills

Question -

Amy Reed - Survival? Send Receive and option? Regionalization?

Mr. Crispin: We are still strong and we still have hope with them addressing the funding formula. We are presenting a sound budget.

Why are athletics up?

Mr. Crispin said he will look into these as he will need to review since this is a tentative budget.

Ed Tech? - What is the vetting process on apps, curriculum?

Mr. Crispin asked for some time to answer that question.

### **Student Representative Report**

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

#### **FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller**

***Motioned by: Boulton***

***2nd: Grossman***

1. Approve all line-item transfers for the month of February 2024.
2. Approve the Board Secretary's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 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. 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 February 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. Approve the Treasurer's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2024. The Treasurer's Report and Board Secretary's Report are in agreement for the month of February 2024.
5. Approve all bills which are properly approved and certified to be paid.
6. Approve the revised Panther Club Parent Handbook for the 2023/2024 school year.
7. Approve the submission of the 2024/2025 preschool workbook budget.
8. Award Ford-Scott Associates, LLC as district auditor to complete the 2024/2025 school year audits at a maximum fee of \$34,000.
9. Approve the Transportation Services Agreement with Essex Regional Educational Services Commission for the 2024/2025 school year.

10. Approve the Memorandum of Understanding between Rowan College of South Jersey and Pitman High School.
11. Accept the Building Capacity for Career Pathways in Comprehensive Schools grant in the amount of \$168,750 for the 2024/2025 school year.
12. Approve the submission of the year three application (2024/2025) for the Building Capacity for Career Pathways in Comprehensive Schools grant.
13. Approve the renewal of the Software Support Contract with Computer Solutions, Inc. in the amount of \$11,520 for the 2024/2025 school year.
14. Approve the following resolution:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF PITMAN IN THE COUNTY OF GLOUCESTER, NEW JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH PROPOSED SCHOOL FACILITIES PROJECTS**

**WHEREAS**, The Board of Education of the Borough of Pitman in the County of Gloucester, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby), seeks to submit to the voters various school facilities projects as set forth in Exhibit A (collectively, the "Projects");

**WHEREAS**, the School District will seek Debt Service Aid with respect to the Projects; and

**WHEREAS**, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of: (i) the Projects; and (ii) a School District special election at which time a bond referendum authorizing the Projects shall be presented to the voters of the School District.

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF EDUCATION OF THE BOROUGH OF PITMAN IN THE COUNTY OF GLOUCESTER, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board hereby authorizes and/or ratifies the preparation of Schematic Plans and Educational Specifications, if required, by FVHD Architects and Planners, P.C. ("FVHD") in connection with the Projects and the Board further authorizes and/or ratifies and directs FVHD to submit same to the New Jersey Department of Education and to the Gloucester County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans to the planning board for its review, to the extent required by law.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board hereby ratifies any amendments to the Long Range Facilities Plan, as necessary, to reflect the Projects and approves the submission of any such amendments to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board hereby ratifies the submission of the Project Applications and its decision seeking debt service aid for the Projects.

Section 4. With respect to the Projects, the Board hereby authorizes/ratifies and directs the Board President, the Superintendent and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, the amendment(s) to the Long Range Facilities Plan, the Project

cost estimate sheets and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 5. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, FVHD, and Wilentz, Goldman & Spitzer, P.A., as Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Projects to the voters via a bond referendum at School District special election to be held in December 2024 or such other date as may be available and selected by the Board.

Section 6. This resolution shall take effect immediately.

15. Approve the following resolution for the Adoption of the 2024/2025 Tentative Budget:

**BE IT RESOLVED** that the tentative budget be approved for the 2024/2025 School Year using the 2024/2025 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
<b>2024/2025 Total Expenditures</b>	\$22,801,644	\$2,874,283	\$751,200	\$26,427,127
<b>Less: Anticipated Revenues</b>	\$7,001,269	\$2,874,283	\$326,269	\$10,201,821
<b>Taxes to be Raised</b>	\$15,800,375	\$0	\$424,931	\$15,923,628

**WHEREAS**, the Pitman Board of Education in accordance with N.J.A.C. 6A:23A-14.2(d) will withdraw \$170,500 from maintenance reserve for the 2024/2025 budget, as reported in the district comprehensive maintenance plans, and

**WHEREAS**, the Pitman Board of Education in accordance with N.J.A.C. 6A:23A-14.1 will withdraw \$30,000 from Capital Reserve for the 2024/2025 budget,

**WHEREAS**, the Pitman Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish an annual school year threshold of \$3,000 per staff member where Board approval shall be required in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board Out of District Travel and Reimbursement Forms; and

**WHEREAS**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**WHEREAS**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$45,000 for all staff and board members; now

**BE IT FURTHER RESOLVED**, that a public hearing be held Wednesday, May 1, 2024 at the Pitman Jr./Sr. High School Media Center in Pitman, New Jersey at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024/2025 School Year.

**Roll Call – 1-15**

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

**Abstain 0:**

**No: 0**

**Absent 0 :** -

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

**Motioned by: Farrell**  
**2nd: Pappalardo**

1. Student Statistics February 2024:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
2/29/24	244	420	484	24	0	1172
1/31/24	243	420	487	23	0	1173
Date	Elementary	Middle	High	Out of District	Alternate	Total
2/28/23	557	253	324	15	0	1149

Suspensions/Reasons:

Inappropriate Behavior: 1

- 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 February 21, 2024 meeting.
- 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.
- Approve the Substitute List for the 2023/2024 school year.
- Recommend motion to approve the Use of Facilities as attached.
- Approve all field trips as submitted.
- Approve the school calendar for the 2024/2025 school year.
- Amend the salary of Jacqueline Myers, part-time preschool aide at Memorial School, from Step C/0 Credits (\$16.22) to Step C/60 credits (\$16.42) for the 2023/2024 school year.

Background: Approved on June 21, 2023 at Step TBD/0 Credits (pending contract negotiations).

- 9. Retroactively approve Jennifer Coles as a replacement teacher at Pitman Jr./Sr. High School effective March 14, 2024 through June 6, 2024, to be paid the substitute teacher rate of \$120 per day plus a stipend in the amount of \$40 per day through the duration of her placement in that assignment.

Background: Replacing Matthew Smick

- 10. Approve David Graham as a replacement music teacher at Memorial School and Pitman Elementary School effective on or about March 21, 2024 through on or about June 12, 2024, at an annual prorated salary of \$49,027, BA/Step 1, no benefits.

Background: Replacement for Christopher Chapman

- 11. Approve Steven Crispin as interim business administrator effective March 25, 2024 through on or about May 6, 2024.
- 12. Approve Kimberly Soltys as a part-time instructional aide at Pitman Jr./Sr. High School effective on or about March 21, 2024 at an hourly rate of \$16.22 based on Step C/0 Credits of the salary guide (pending receipt of proper paperwork).
- 13. Retroactively approve the resignation of Sherry DiTonno, part-time lunchroom aide at Pitman Elementary School, effective February 29, 2024.
- 14. Approve the resignation of Nicholas Wenzke, part-time instructional aide at Pitman Jr./Sr. High School, effective April 3, 2024.
- 15. Approve the retirement resignation, with regret, of Valerie Hossler, special education teacher at Pitman Elementary School, effective June 30, 2024.

- 16. Approve the following chaperones for the Pitman High School Senior Class trip April 29, 2024 - May 3, 2024, and meal money reimbursement pursuant to the Federal Travel Regulations:

Dr. Cherie Lombardo            Michael Finley            Shelly Nichols            Dr. Paul Blass (1:1 aide)

Background: Revised dates - approved at the December meeting April 23, 2024 - April 27, 2024. Dr. Paul Blass was not approved at that time.

- 17. Approve Suzanne Granato Castro to be compensated at a rate of \$2,315 (prorated) for a sixth teaching assignment (Business) effective February 1, 2024 for the 2023/2024 school year.

Background: Due to Heather Sherrill’s resignation - January 31, 2024.

- 18. Approve part-time instructional aide, Kimberly Soltys, to complete forty (40) hours of free online RBT training via The Autism Foundation, paid through the Preschool Expansion Aid Grant.
- 19. 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>
Robert Tender	Boys Track & Field Assistant Coach	\$5,414
Sam Grossman*	Masquers Advisor	\$1,277 (prorated)

\*not a district employee

Background: Mr. Tender was approved at the February meeting at a stipend in the amount of \$5,415.

20. Approve the following volunteer coaches for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>
Eugene Reid	Baseball
Michael Sharkey*	Baseball

\*not a district employee

21. Approve the following game workers on an as needed basis for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>
Matthew Newcomb	Event Staff
Robert DiTizio	Event Staff

22. Retroactively approve Amy Hansen as a part-time Panther Club counselor at Memorial School and Pitman Elementary School effective March 1, 2024, at a rate of \$15.13 per hour.

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

<b>Employee</b>	<b>Location</b>	<b>Type of Leave</b>	<b>FMLA/FLA</b>	<b>Dates</b>
14041834	Jr./Sr.HS	Other	N/A	Revised: Paid Sick Days: 1/2/24-4/26/24
14105290	District	Medical	FMLA: 2/15/24-3/25/24	Paid Sick Days: 2/15/24-3/25/24
14007181	Jr./Sr. HS	Medical	FMLA: 2/26/24-5/17/24	Paid Sick Days: 2/26/24-5/17/24
14123327	Jr./Sr. HS	Bonding	FLA: 3/14/24-6/6/24	Unpaid Days: 3/14/24-6/6/24
13976634	Memorial/PES	Medical	FMLA: 3/20/24-6/12/24	Paid Sick Days: 3/20/24-6/12/24

24. Retroactively approve the students listed below for homebound instruction as follows:

<b>Student ID</b>	<b>Placement</b>	<b>Hours of Instruction</b>	<b>Duration</b>	<b>Rate</b>
5322149730	CRESS-GCSSSD	84 hours	12/10/23-2/1/24	\$100/hr.
5401995797	Brookfield/Inspira Memorial Adolescent Behavioral Health Services	2 hrs. day/5 days wk.	2/23/24-TBD	\$60/hr.
8168157312	Brookfield/Inspira Bridgeton	2 hrs. day	3/6/24-3/8/24	\$60/hr.



6337703843	Brookfield/Inspira Bridgeton		3/11/24-TBD	\$60/hr.
4122103905	Brookfield/Inspira Memorial Adolescent Behavioral Health Services		3/12/24-TBD	\$60/hr.

25. Retroactively 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>	<u>Effective</u>
5863238108	Strang School	\$48,000	N/A	1/10/24
3217742931	Archway Programs	\$18,767.52	N/A	2/21/24

**Roll Call – 2-25**

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

**Abstain 1:** Grossman (19)

**No: 0**

**Absent 0 :**

**Motion - Farrell**

**2nd - Pote**

26. Walk on motion to rescind the acceptance of the resignation of Mark Morris as the Facilities Manager.

**Roll Call – 26**

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

**Abstain 0:**

**No: 0**

**Absent 0 :**

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

**Motion - Higbee Ionno**

**2nd - Farrell**

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

Policy 1140	Educational EquityPolicies/Affirmative Action (M) (Revised)
Policy 1523	Comprehensive Equity Plan (M) (Revised)
Policy 1530 Regulation 1530	Equal Employment Opportunities (M) (Revised) Equal Employment Opportunity Complaint Procedure (M)(Revised)
Policy 1550	Equal Employment/Anti-Discrimination Practices (M)(Revised)
Regulation 2200	Curriculum Content (M)(Revised)
Policy 2260 Regulation 2260	Equity in School and Classroom Practices (M)(Revised) Equity in School and Classroom Practices Complaint Procedure

	(M)(Revised)
Policy 2411	Guidance Counseling (M)(Revised)
Policy/Regulation 2423	Bilingual Education (M)(Revised)
Policy/Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)(Revised)
Policy 3211	Code of Ethics (Revised)
Regulation 5440	Honoring Student Achievement (New)
Policy 5570	Sportsmanship (Revised)
Policy 5750	Equitable Educational Opportunity (M)(Revised)
Policy 5755	Equity in Educational Programs and Services (M) (Abolished)
Policy 5841	Secret Societies (Revised)
Policy 5842	Equal Access of Student Organizations (Revised)
Policy/Regulation 7610	Vandalism (Revised)
Policy 9323	Notification of Juvenile Offender Case Disposition (Revised)

**Roll Call – 1**

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

**Abstain 0:**

**No: 0**

**Absent 0 :**

**Public Comment - No Comment**

New Business

April Miller - Wishing Ms. Rose well in her new endeavors

**Adjournment**

**Motion: Pappalardo**

**2nd: Pote**

“The Pitman Public Schools board meeting adjourned at 8:49 pm”

*All in Favor*