

PITMAN SCHOOL DISTRICT

Board of Education Meeting

May 15, 2024

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

PRESENTATIONS

Public Comment

Correspondence

Approval of Minutes

April 17, 2024

April 17, 2024 Executive Session

May 1, 2024

President's Report

Superintendent's Report

- HIB
- Security Drills
- HIB Self-Assessment Grades for 2022-23
- Referendum Update
- ROD Grant
- Budget Status

Student Representative Report

FINANCE & FACILITIES COMMITTEE – Grossman, Boulton, Miller

1. Recommend motion to approve all line-item transfers for the month of April 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 April 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 April 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 April 2024. The Treasurer's Report and the Board Secretary's Report are in agreement for the month April 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 Game Workers pay rate per event for the 2024/2025 school year. (Attachment F&F-5)
7. Recommend motion to approve the agreement with Professional Medical Staffing for the 2024/2025 school year as a back-up for Nursing Services. (Attachment F&F-6)
8. Recommend motion to approve the following transportation contract effective May 6, 2024:

<u>Student ID #</u>	<u>Route #</u>	<u>School</u>	<u>Contracted Amount</u>
4970246729	S8964	Durand	\$320 per diem (27 days)

9. Recommend motion to approve the renewal of medical insurance and prescription coverage with AmeriHealth for the 2024/2025 school year with an increase of 7.0% in premium costs from school year 2023/2024.
10. Recommend motion to approve the renewal of dental insurance coverage with Delta Dental Plan of New Jersey for the 2024/2025 school year with an increase of 7% in monthly premium costs from the school year 2023/2024.
11. Recommend motion to approve the renewal of vision insurance coverage with Vision Service Plan for the 2024/2025 school year with no increase in premium costs from the school year 2023/2024.
12. Recommend motion to approve to extend the following tax shelter annuity companies for the 2024/2025 school year:

Voya Financial

Lincoln Investment Planning

Metropolitan Life

13. Recommend motion to approve Ocean First Bank as depository of record for the 2024/2025 school year for the Warrant, Payroll, Agency, Student Activities, Capital Reserve, Capital Projects, Flex Spending, Panther Club, and Senior Class Account.
14. Recommend motion to authorize the following signatories on the following accounts:

Warrant Account	Board President, Board Secretary, Superintendent
Agency Account	Board Secretary, Superintendent
Payroll Account	Board Secretary, Superintendent
Student Activities Account	Superintendent, Board Secretary
Senior Class Account	Board Secretary or Superintendent
Unemployment Account	Board Secretary or Superintendent
Capital Project Account	Board Secretary or Superintendent
Panther Club Account	Board Secretary or Superintendent
Flex Spending Account	Board Secretary or Superintendent

15. Recommend motion to approve the following plans (as on file in the Business Office) and to appoint Facilities Manager, Mark Morris, as Program Coordinator/ Designated Person for the 2024/2025 school year:
 - a. Written Hazard Communication Program
 - b. Written Indoor Air Quality Program
 - c. Integrated Pest Management Program
 - d. Lockout/Tagout Policy
 - e. Right-to-Know Coordinator
16. Recommend motion to approve and adopt the following plans and procedures as on file in the board office for the 2024/2025 school year:
 - a. Emergency Operation Plan
 - b. Crisis Intervention Procedures Manual
 - c. Emergency Management Plan
17. Recommend motion to approve the following Resolution to approve maximum Travel Expenditure for the 2024/2025 school year:

MAXIMUM TRAVEL EXPENDITURE

WHEREAS, Pursuant to N.J.S.A 18A:11-12, in each pre-budget year, the Pitman Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; be it

RESOLVED, that the Pitman Board of Education hereby establishes the maximum travel expenditure amount for the 2024/2025 school year as \$45,000 with no individual travel expenditure amount exceeding \$3,000.

18. Recommend motion to authorize the Superintendent and the School Business Administrator to perform all necessary transfers and adjustments to close out the 2023/2024 school year budget and present the same to the board at the next available meeting.
19. Recommend motion to designate the South Jersey Times Newspaper as the official newspaper of the Pitman Board of Education for releases, and that the Courier Post newspaper is designated as alternate, all in accordance with the Open Public Meetings Act.
20. **Recommend motion to approve the Business Administrator to issue a Request for Proposal (RFP) to obtain the professional services of a School Physician for the 2024/2025 school year (18A:18A-5).**
21. **Recommend motion to approve the Proposal for Professional Services for Pre-Referendum Work - FVHD #9010** (Attachment F&F-7)
22. **Recommend motion to approve the List of Allowable Projects for the referendum.** (Attachment F&F-8)

23. Recommend motion to approve the following resolution for the Re-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:

Categories	General	Special	Debt	Total
2024-25 Total Expenditures	<u>\$23,300,541</u> (Prior: \$22,801,644)	\$2,874,283	\$751,200	<u>\$26,926,024</u>
Less: Anticipated Revenues	<u>\$7,345,242</u> (Prior: \$7,001,269)	\$2,874,283	\$326,269	<u>\$10,545,794</u>
Taxes to be Raised	<u>\$15,955,299</u> (Prior: \$15,800,375)	\$0	\$424,931	<u>\$16,380,230</u>

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 \$686,000 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, June 19, 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.

CURRICULUM & INSTRUCTION COMMITTEE – Farrell, Pappalardo, Miller

1. Student Statistics April 2024:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
4/30/24	251	420	487	25	0	1183
3/31/24	246	419	482	24	0	1172
Date	Elementary	Middle	High	Out of District	Alternate	Total
4/30/23	563	254	322	15	0	1154

Suspensions/Reasons:

(Attachment C&I-1)

2. Recommend motion to approve additions to the Substitute List for the 2024/2025 school year. (Attachment C&I-2)
3. 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. (Attachment C&I-3)
4. Recommend motion to approve the Use of Facilities as attached. (Attachment C&I-4)
5. Recommend motion to approve all field trips as submitted. (Attachment C&I-5)
6. Recommend motion to retroactively approve the tuition contracts for the following students for the 2023/2024 school year:

Student ID	School	Duration	Tuition
7595300373	Glassboro High School Evening School	9/19/23-3/28/24 (123 days)	\$10,600
4454404702	Glassboro High School Evening School	1/1/24-6/13/24 (108 days)	\$21,797
6713850387	Audubon Jr./Sr. High School	11/7/23-6/30/24 (137 days)	\$13,950

7. Recommend motion to retroactively approve the following out of district placement by the Special Services Department:

Student ID	Placement	Duration	Tuition	Additional Services
8254436990	Bancroft	3/23/24-6/17/24	\$22,401.35 (\$414.84 per diem)	\$11,880 (\$220 per diem)

8. Recommend motion to retroactively approve the students listed below for homebound instruction as follows:

Student ID	Placement	Duration	Hours of Instruction	Rate
1717385896	Brookfield/Inspira Bridgeton	3/26/24-4/5/24	10 hours/week	\$60/hr.
1717385896	Brookfield/Inspira Memorial Hospital Adolescent Behavior Center	4/8/24-4/26/24	10 hours/week	\$60/hr.
6937336404	Brookfield/Inspira Bridgeton	4/8/24-4/12/24	10 hours/week	\$60/hr.
6337703843	Jefferson Behavioral Health Inpatient Program	5/8/24-TBD	10 hours/week	\$60/hr.

9. Recommend motion to approve CPR training scheduled for May 17, 2024 and Handle with Care training scheduled for June 3, 2024 (time-sheets).
10. Recommend motion to approve the purchase of enVision Math Series in Grades K-5 in the amount of \$128,899 paid for out of ARP and ESSER funds (pending ARP amendment approval).
11. Recommend motion to adopt the membership resolution to participate in NJSIAA for the 2024/2025 calendar year.
12. Recommend motion to re-adopt the current curriculum standards (New Jersey Student Learning Standards), and the existing curriculum, textbooks, and other educational resources for the 2024/2025 school year as on file in the board office.
13. Recommend motion to authorize the following pupil records to be collected and maintained by authorized certified school personnel:

Attendance Reports
 Counselor notes of parent/student/teacher conferences
 Discipline Violations
 Grade Reports
 HIB Investigations and Correspondence
 Progress Reports
 Registration Information and Proof of Residency for transfer students
 Suspension Notices

Class Rank and GPA
 CST Information
 Driver Education Course Verification
 Health Record
 Listing of Participation in Clubs and Activities
 Recommendation Letters
 Sports Participation/Health Records
 Transcript 9-12
 Various data for NJ SMART data collections (SIS)

Test Results: LinkIt benchmark assessments; Fountas and Pinnell reading benchmark assessments; PSAT; SAT I, SAT II, ACT, Cognitive Skills Test - Grade 2; NJSLA ELA and Math (3-10); NJGPA ELA and Math (11); DLM (Alternate Assessment); NJ SLA Science (5,8,11); AP Exams; ASVAB; Access for ELLs; - any pre/post-tests of student proficiency.

14. Recommend motion to rescind the resignation of Joseph Joyce, part-time computer technician.
15. Recommend motion to retroactively accept the resignation of Deborah Raneiro, secretary at Memorial School, effective May 3, 2024.
16. Recommend motion to approve the extension of Christine Rainey as full-time long term substitute secretary at Memorial School effective September 21, 2023 - June 30, 2024, at an hourly rate of \$25.

Background: Replacing Diane Zimmerman, approved on September 20, 2023 through March 31, 2024 and on May 1, 2024 through April 30, 2024, replacing Deborah Raneiro effective May 3, 2024.

17. Recommend motion to approve to extend the contract of Jacquelyn Sutcliffe as a replacement speech language specialist effective November 30, 2023 through June 13, 2024, at an annual prorated salary of \$80,100.

Background: Replacement for Laura Spadaforda, November 20, 2023-May 23, 2024; Replacement for Rebecca Chiselko; May 24, 2024-June 13, 2024.

18. Recommend motion to approve the retirement resignation, with regret, of Karen Kowalski, business teacher, at Pitman Jr./Sr. High School effective June 30, 2024.
19. Recommend motion to approve the retirement resignation, with regret, of Victoria Rumaker, cafeteria worker at Pitman Elementary School effective June 30, 2024.
20. Recommend motion to approve all staff members successfully completing courses for the 2023/2024 school year be approved for tuition reimbursement in accord with the negotiated agreement with the Pitman Education Association. (Attachment C&I-6)
21. Recommend motion to approve two summer voice club advisors at Pitman Jr./Sr. High School to be paid a stipend in the amount of \$1,000 each (Title IV funds).
22. Recommend motion to approve the following leaves of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
13976634	Memorial/PES	Medical	FMLA: Revised: 3/20/24-5/13/24	Revised: Sick Days: 3/20/24-5/13/24
14123327	Jr./Sr. HS	Bonding	FLA Revised: 3/14/24-5/16/24	Revised Unpaid Days: 3/14/24-5/16/24
14030019	Jr./Sr. HS	Medical	N/A	Sick Days: 4/29/24-5/17/24
66510066	PES	Child Rearing	N/A	Revised Unpaid: 5/1/24-6/30/24 9/1/24-6/30/25
53529871	District	Personal	N/A	Unpaid: 5/15/24-1/3/25

23. Recommend motion to approve additional hours for the following individuals to provide services in the guidance office during the summer of 2024, at an hourly rate of \$40:

School	Counselors
Junior High School (up to 60 hours total)	Cortney Mathes
Senior High School (up to 80 hours total)	Susann Driscoll Jeffrey McAfee

24. Recommend motion to approve Robert Miles, Business Administrator/Board Secretary, for the following appointments for the 2024/2025 fiscal school year.
- a. Board Secretary
 - b. Public Agency Compliance Officer as required for public agencies awarding contracts under P.L. 1975, c.127, Affirmative Action regulations
 - c. Qualified Purchasing Agent to award contracts up to bid threshold
 - d. Public Records Officer
 - e. Title IX Coordinator

25. Recommend motion to approve the following individuals be appointed as Section 504 Compliance Representatives for the 2024/2025 school year as follows:

School(s)	Representative
Memorial School	Cynthia Thompson
Pitman Elementary School	Chris Morris
Junior High School	Cortney Mathes
Senior High School	Susann Driscoll

26. Recommend motion to approve the following personnel for the 2024/2025 Summer Panther Club (June 17, 2024– August 22, 2024) (timesheets).

Site Leaders	
Carmella Grasso	\$16.00
Matthew Loveland	\$16.00
Substitute Site Leaders	
Hannah Kehoe	\$16.00
Deborah Vencius	\$16.00
Counselors	
Paige Blaker	\$15.13
Ava Dougherty	\$15.13
Cali Folker	\$15.13
Amy Hansen	\$15.13
Noemi Hernandez	\$15.13
Devyne Johnson	\$15.13
Hannah Kehoe	\$15.13
Paige Lynd	\$15.13
Alyssa Owens	\$15.13
Kellie Owens	\$15.13
Hannah Phifer	\$15.13
Deborah Vencius	\$15.13

27. Recommend motion to approve that the following staff members are not offered continuation of employment for the 2024/2025 school due to a reduction in force:

Jenifer Gillin

Rosanna McGinn

28. Recommend motion to approve that notice of continuation of employment for the 2024/2025 school year is issued to non-tenured personnel. Said employment may be terminated by either party with sixty days’ notice. Salaries in accord with the negotiated agreement with the Pitman Education Association. (Attachment C&I-7)
29. Recommend motion to approve that notice of continuation of employment for the 2024/2025 school year is issued to tenured staff members. Salaries in accord with the negotiated agreement with the Pitman Education Association. (Attachment C&I-8)

30. Recommend motion to approve continuation of employment to non-PEA staff members for the 2024/2025 school year. Salaries in accord with the agreement with the Pitman Board of Education. (Attachment C&I-9)
31. Recommend motion to approve continuation of employment to maintenance/grounds staff and custodial staff for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-10)
32. Recommend motion to approve continuation of employment to twelve month secretaries for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-11)
33. Recommend motion to approve continuation of employment to office aides for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-11)
34. Recommend motion to approve continuation of employment to library aides for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-11)
35. Recommend motion to approve continuation of employment to lunchroom aides for the 2024/2025 school year. Salary in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-12)
36. Recommend motion to approve continuation of employment to cafeteria staff for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-12)
37. Recommend motion to approve continuation of employment to System Administrators/Computer Technicians, for the Pitman School District, effective July 1, 2024 through June 30, 2025. Salaries in accord with the negotiated agreement with the Pitman Board of Education. (Attachment C&I-13)
38. Recommend motion to approve continuation of employment to part-time computer technicians for the Pitman School District, effective July 1, 2024 through June 30, 2025. Salary in accord with the negotiated agreement with the Pitman Board of Education. (Attachment C&I-13)
39. Recommend motion to approve the continuation of employment to Central Office secretaries, effective July 1, 2024 through June 30, 2025, for the 2024/2025 school year. Salary in accord with the agreement with the Pitman Board of Education. (Attachment C&I-13)
40. Recommend motion to approve the following fieldwork placement during the 2024/2025 school year:

Name	University	Co-Operating Teacher	Dates	Location
Jacquelyn Bonner	Stockton	Jill DuBois	Fall 2024: 9/9/24-12/17/24 Spring 2024: 1/2/25-5/9/25	Memorial School

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

1. Recommend motion to approve the present Pitman Board of Education Policy and By-Laws be adopted for the 2024/2025 school year.

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, June 5, 2024, in the Pitman Jr./Sr. High School Auditorium.

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.