

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

June 19, 2024

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

1. Personal Agenda
2. Negotiations - PAA

Pledge of Allegiance

Roll Call

### **PRESENTATIONS**

- Semi-Annual Report on Harassment, Intimidation and Bullying

Public Comment

Correspondence

Approval of Minutes

May 15, 2024

May 15, 2024 Executive Session

June 5, 2024

President's Report

Superintendent's Report

- HIB
- Security Drills
- Update - Moving of Administrative Offices
- Update - Possible Referendum
- High School Schedule

Student Representative Report

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

#### **Public Hearing on Budget:**

1. Presentation of the 2024-25 Budget
2. Public Comment
3. Recommend motion to approve the following resolution:

**BE IT RESOLVED**, that the Pitman Board of Education in the County of Gloucester, New Jersey adopts the following resolution to approve the 2024-25 Annual School District Budget. The Board also accepts the New Jersey Department of Education notification of 2024-25 State Aid and authorizes the administration to make minor adjustments to the budget as required by the Executive County Superintendent.

**WHEREAS**, the School Funding Reform Act of 2008 required the submission of an itemized budget to the Executive County Superintendent of Schools; and

**WHEREAS**, the Board has the opportunity to modify this budget at the public hearing on June 19, 2024; and

**WHEREAS**, the Board authorizes the Business Administrator / Board Secretary to submit the following 2024-25 annual school budget and accepts the New Jersey Department of Education notification of 2024-25 State Aid; and

**WHEREAS**, supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations;

**NOW THEREFORE BE IT RESOLVED**, that the Board approves the following 2024-25 annual school budget as follows:

<b>Categories</b>	<b>General</b>	<b>Special</b>	<b>Debt</b>	<b>Total</b>
<b>2024-25 Total Expenditures</b>	\$23,956,541	\$2,874,283	\$751,200	\$27,582,024
<b>Less: Anticipated Revenues</b>	\$8,001,242	\$2,874,283	\$326,269	\$11,201,794
<b>Taxes to be Raised</b>	\$15,955,299	\$0	\$424,931	\$16,380,230

**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 2024-25 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 2024-25 budget,

**WHEREAS**, the Board of Education authorizes travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3(a)1, to a maximum expenditure of \$45,000 for all staff and board of education members; and

**WHEREAS**, the General Fund Budget, in accordance with N.J.A.C. 6A:23A-8.1, includes the following appropriations:

- Solicitor: \$50,000
- Auditor: \$34,000
- Architect/Engineer: \$10,000
- Physical Therapy: \$20,000

***Close Public Hearing on Budget***

1. Recommend motion to approve all line-item transfers for the month of May 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 May 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 May 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 May 2024. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the month of May 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 cancel the following outstanding checks from prior fiscal years (up to and including the 2022/23 school year). (Attachment F&F-5)
7. Recommend motion to approve the following 2024/2025 tuition rates for the purpose of billing other Local Education Agencies (LEA’s):

<u>Grade/Program</u>	<u>Tuition Rate</u>
Grades Preschool/K	\$20,000
Grades 1-5	\$17,000
Grades 6-8	\$18,000
Grades 9-12	\$18,000
MD Program	\$33,000
BD Program	\$33,000
LLD Program	\$33,000
Autism Program	\$33,000
Preschool Disabilities P/T	\$20,000
Preschool Disabilities F/T	\$33,394

8. Recommend motion to retroactively approve Paul Blass as 1:1 aide on the Senior Trip (Monday, April 29, 2024 through Friday, May 2, 2024) at the daily rate of \$177 per day (per the PEA contract).
9. Recommend motion to accept the ESSA fund allocations and submission of the applications (with their Statement of Assurances) for the 2024/2025 school year in the following amounts:

<u>Title I-A</u>	<u>Title II-A</u>	<u>Title III</u>	<u>Title IV</u>
\$142,378	\$35,193	\$0	\$11,977

10. Recommend motion to approve the use of Title IA federal grant funds (20-232-100-101-00-0-000) for the 2023/2024 school year to offset salaries of the following staff members:

Kimberly Bridges	Kimberly Ruhl
Tonya Catando	Cynthia Schiavo
Eileen Rothstein	

11. Recommend motion to approve the contract with United Therapy Services for the 2024/2025 school year. (Attachment F&F-6)

- 12. Recommend motion to approve the Professional Service agreement with Gloucester County Special Services School District (CRESS) for the 2024/2025 school year. (Attachment F&F-7)
- 13. Recommend motion to approve the purchase of the following insurance through ACCASBO Joint Insurance Fund at a total cost of \$382,840 for the 2024/2025 school year. This represents an increase of \$18,593 (5.2%) from the 2023/2024 school year: (Attachment F&F-8)

Property	Auto Liability	General Liability
Worker’s Compensation	Educator’s Legal Liability	Pollution/Environment
Boiler & Machinery	Student Accident	

- 14. Recommend motion to approve the renewal of NutriServe as the Food Management Service for the 2024/2025 school year in the amount of \$28,875, an increase of \$375 from 2023/2024.
- 15. Recommend motion to approve the collection and maintenance of Pupil Records (per FERPA) for the 2024/2025 school year.
- 16. Recommend motion to approve the South Jersey Times and Courier Post as the official newspapers to be utilized by the district for the purpose of advertisement for the 2024/2025 school year.
- 17. Recommend motion to award a professional contract to Dr. David Koerner of South Jersey School Doctors, LLC as School Physician for the 2024/2025 school year at a yearly contracted amount of \$25,000, inclusive of home football game coverage. (Attachment F&F-9)
- 18. Recommend motion to approve member participation in the following purchasing consortiums during the 2024/2025 school year:

Camden County Education Service Commission (CCESC)  
 Educational Data Services, Inc.  
 Educational Services Commission of New Jersey (ESCNJ)  
 Hunterdon County Educational Services Commission (HCESC)  
 Monmouth-Ocean Educational Services Commission (MOESC)  
 OMNIA Partners  
 State of New Jersey Cooperative Purchasing Program

- 19. Recommend motion to approve the following bank accounts at Ocean First Bank and the corresponding duly elected or appointed officers as signatories for the 2024/2025 school year:

Account	Signers	Signatures Required
Warrant	Board President, Superintendent, Business Administrator	3
Payroll	Board President, Superintendent, Business Administrator	2
Agency	Board President, Superintendent, Business Administrator	2
Student Activities	Board President, Superintendent, Business Administrator	2
Capital Reserve	Board President, Superintendent, Business Administrator	2
Flexible Spending	Board President, Superintendent, Business Administrator	2
Panther Club	Board President, Superintendent, Business Administrator	2

Senior Class	Board President, Superintendent, Business Administrator	1
Unemployment	Board President, Superintendent, Business Administrator	1
Citizens' Scholarship	Board President, Superintendent, Business Administrator	1

20. Recommend motion to approve the following Professional Services for the 2024/2025 school year:

Company Name	Professional Service
Wilentz, Goldman & Spitzer, P.A.	Bond Counsel
Epic Environmental Services	Environmental Services
ACCASBO JIF	Broker of Record (Liability Insurance)
Brown & Brown	Broker of Record (Health Insurance)
Ford-Scott & Associates, LLC.	Auditing
Fraytak Veisz Hopkins Duthie, P.C.	Architect
OMNI	Retirement Plan Administrative Services
Phoenix Advisors, LLC	Financial Disclosure Services
South Jersey School Doctors, LLC	School Physician
Wade, Long, Wood, Long	Legal

21. Recommend motion to approve the following: Pursuant to PL 2015, Chapter 47, the Pitman Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 for the 2024/2025 school year. (Attachment F&F-10)

22. Recommend motion to approve the following tax levy payment schedule. (Attachment F&F-11)

23. Motion to approve the following resolution:

**RESOLVED** that the Pitman Boro School District Board of Education approve the following projects:

- Various Renovation and Rehabilitation Projects at Pitman Jr./Sr. High School  
FVHD #5525A / DOE #15-4140-050-24-XXXX
- Various Renovation and Rehabilitation Projects at Pitman Elementary School FVHD #5525B / DOE #15-4140-300-24-XXXX
- Secure Entrance Renovations at Pitman Jr./Sr. High School  
FVHD #5525C / DOE #15-4140-050-24-XXXX
- Air Conditioning at Pitman Elementary School  
FVHD #5525D / DOE #15-4140-300-24-XXXX

**BE IT FURTHER RESOLVED** that the District's Architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District's behalf. The District will be seeking Debt Service Aid for the Referendum projects that are being submitted to NJDOE.

**BE IT FURTHER RESOLVED** that the District's Architects, Fraytak Veisz Hopkins Duthie be authorized to submit amendments to the Long-Range Facilities Plan for approval to incorporate the above projects.

24. Recommend motion to approve the following Capital Reserve transfer resolution:

**Resolution Transfer of Current Year Surplus to Capital Reserve**

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Pitman Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**WHEREAS**, the Pitman Board of Education has determined that an amount not to exceed \$600,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Pitman Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations.

25. Recommend motion to approve the following Maintenance Reserve transfer resolution:

**Resolution Transfer of Current Year Surplus to Maintenance Reserve**

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Pitman Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

**WHEREAS**, the Pitman Board of Education has determined that an amount not to exceed \$600,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Pitman Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations.

26. Recommend motion to adopt the Memorandum of Agreement between the Pitman Board of Education and the Pitman Administrators Association regarding the 2024/2029 agreement. (Attachment F&F-12)

27. Recommend motion to approve \$0.47/mile as the mileage rate for the 2024/2025 school year, unless otherwise changed by the State of New Jersey. (Note: This rate was established July 1, 2022 and has been in effect since that date.)

28. Recommend motion to approve the following cafeteria prices for the 2024/2025 school year:

<u>Breakfast</u>	<u>2023/2024</u>	<u>2024/2025</u>
All Grades	\$2.00	<b>\$2.00</b>
 <u>Student Lunch</u>		
Preschool	\$3.10	<b>\$3.20</b>
Elementary	\$3.10	<b>\$3.20</b>
Junior/Senior High	\$3.60	<b>\$3.70</b>
Preschool Milk	\$0.60	<b>\$0.60</b>
Lunch Milk - All Schools (Extra)	\$0.60	<b>\$0.60</b>
Assorted Snacks/Drinks	\$0.50 to \$3.00	<b>\$0.50 to \$3.00</b>
 <u>Adult Lunch</u>		
Preschool	\$3.60	<b>\$4.50</b>
Elementary	\$3.60	<b>\$4.50</b>
Junior/Senior High	\$4.10	<b>\$4.50</b>

**CURRICULUM & INSTRUCTION COMMITTEE – Farrell, Pappalardo, Miller**

1. Student Statistics May 2024:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
5/31/24	250	420	487	25	1	1183
4/30/24	671	420	487	25	0	1183
Date	Elementary	Middle	High	Out of District	Alternate	Total
5/31/23	563	254	321	15	0	1153

Suspensions/Reasons: 0

HIB:

Reported: 3  
Confirmed: 3

(Attachment C&I-1)

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 May 15, 2024 meeting. (Attachment C&I-2)
3. Recommend motion to approve the Use of Facilities as attached. (Attachment C&I-3)
4. Recommend motion to approve all field trips as submitted. (Attachment C&I-4)
5. Recommend motion to approve the schedule of the district for the summer months to be closed on Fridays beginning Friday, June 28, 2024 through Friday, August 30, 2024, with office hours of 7:30 AM to 3:30 PM for staff and 8:00 AM to 3:00 PM for the public.

6. Recommend motion to approve the Special Services Extended School Year Program from July 8, 2024 through August 1, 2024 (Monday through Thursday).
7. 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)	\$7,242.24 (\$58.88 per diem)
4454404702	Glassboro High School Evening School	1/1/24-6/13/24 (108 days)	\$6,359.04

Background: Revised - approved at the May 15, 2024 meeting: 7595300373 tuition in the amount of \$10,600 and 445440702 tuition in the amount of \$21,797.

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

Student ID	Placement	Duration	Hours of Instruction	Rate
6937336404	Brookfield/Inspira Bridgeton	5/23/24-5/31/24	10 hours/week	\$60/hr.
5401995797	District Staff	5/6/24-5/10/24	10 hours/week	\$60/hr.
6937336404	District Staff	6/3/24-6/13/24	10 hours/week	\$60/hr.

9. Recommend motion to approve the following out of district placements by the Special Services Department for the 2024/2025 school year:

Student ID#	Placement	ESY Tuition Cost	ESY Additional Services	Tuition Cost	Additional Services
4970246729	Durand, Inc.	Included	N/A	\$90,916.49	\$45,570
5724868413	Brookfield Elementary	Included	N/A	\$71,476.00	\$33,900
2779434836	Bancroft	Included	N/A	\$82,876.50	\$52,500
7397416698	Bancroft	Included	N/A	\$82,876.50	\$52,500
8254436990	Bancroft	Included	N/A	\$102,855.90	\$105,000

10. Recommend motion to approve the following leaves of absence:

Employee	Location	Type of Leave	FMLA/FLA	Dates
47404033	District	Medical	N/A	Paid Sick Days: 6/3/24-6/5/24 (.5) Unpaid Days: 6/5/24 (.5)-6/30/24



13737762	PES	Medical	FMLA: 5/6/24-6/13/24	Paid Sick Days: 5/6/24-6/6/24 Unpaid Days: 6/7/24-6/13/24
80548472	Memorial	Medical	FMLA: 5/31/24-9/5/24	Paid Sick Days: 5/31/24-9/5/24
46470829	Memorial	Medical/Bonding	FMLA: 9/3/24-11/26/24	Paid Sick Days: 9/3/24-9/16/24 Unpaid Days: 9/17/24-12/2/24

11. Recommend motion to retroactively approve Christine Rainey as a replacement substitute secretary at Memorial School effective September 21, 2023 through June 30, 2024 at a prorated salary of \$47,427 based on Step J of the secretary guide.

Background: Replacement for Diane Zimmerman

12. Recommend motion to approve the following stipends for Masquers staff for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Abby Donahue	Music Director/Stage Manager	\$500
Abbie Post	Light Board Operator	\$250
Angelique Morton	Backstage Manager	\$250

13. Recommend motion to retroactively approve Nathan Schultz as a counselor at an hourly rate of \$15.13 for the 2024/2025 Summer Panther Club (June 17, 2024 – August 22, 2024) (timesheets).
14. Recommend motion to approve up to 145 hours (July 15, 2024 to July 31, 2024 and August 1, 2024 to August 31, 2024) to Jennifer Smith, Athletic Trainer/Coordinator, at her hourly per diem rate of pay, this includes time to provide extra coverage for evening football practices (timesheets).
15. Recommend motion to retroactively approve the following summer workers from on or about June 17, 2024 through August 15, 2024, Monday through Thursday, 7:00 AM-3:30 PM, at an hourly rate of \$17.35 (timesheets):

Ryan Buttari

Joanne Dorofy

Ralph Eldridge

16. Recommend motion to approve Robert Finnamore as a replacement part-time computer technician effective on or about June 20, 2024 through on or about January 3, 2025 at any hourly rate of \$18.41, 29.5 hours per week, pending receipt of proper paperwork (timesheets).

Background: Replacement for Joseph Joyce

17. Recommend motion to approve the following positions for the 2024/2025 school year funded by the Building Capacity in Career Pathways Discretionary grant: STEM Tutor, Finance/Business Tutor, Future Business Leaders of America (FBLA) advisor, and Technology Student Association (TSA) advisor.
18. Recommend motion to approve Michael Finley for up to 65 hours to complete asynchronous training to be the Work Based Learning Coordinator for our CTE career pathways.

19. Recommend motion to accept the retirement resignation, with regret, of Rose Knowles, science teacher at Pitman Jr./Sr. High School, effective June 30, 2024.
20. Recommend motion to accept the retirement resignation, with regret, of Jody Miller, special education teacher at Pitman Elementary School, effective June 30, 2024.
21. Recommend motion to accept the resignation of Brad Spicer, math teacher at Pitman Jr./Sr. High School, effective June 15, 2024.
22. Recommend motion to accept the resignation of Cassandra Wright, school psychologist, effective June 30, 2024.
23. Recommend motion to accept the resignation of Aaron Hickman, part-time computer technician, effective June 30, 2024.
24. Recommend motion to accept the resignation of Terri Schultz, Account Specialist/Payroll, effective July 18, 2024.
25. Recommend motion to approve a contract for Robert Miles, Business Administrator/Board Secretary, at an annual salary of \$139,500 (Account #11-000-251-104-00) for the 2024/2025 school year (contract has been approved by the Executive County Superintendent). (Attachment C&I-5)
26. Recommend motion to approve the appointment of Ryan Caltabiano, as Director of Curriculum and Instruction, effective on or about July 1, 2024 through June 30, 2025, at an annual salary of \$139,000, pending receipt of proper paperwork). (Attachment C&I-6)

Background: Replacement for Rebecca Brill Moody

27. Recommend motion to approve that the notice of continuation of employment is issued to tenured administrators for the 2024/2025 school year. Salaries in accord with the negotiated agreement with the Pitman Administrators' Association. (Attachment C&I-7)
28. Recommend motion to approve that the notice of continuation of employment is issued to non-tenured administrators for the 2024/2025 school year. Salary in accord with the negotiated agreement with the Pitman Administrators' 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 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-8)
30. Recommendation motion to approve continuation of employment to full-time preschool aides and full-time instructional aides (7 hours per day, not including lunch), for the 2024/2025 school year. All aide assignments will be finalized in July once IEP's and program needs have been reviewed. Salaries in accord with the negotiated agreement with the Pitman Education Association. (Attachment C&I-9)
31. Recommend motion to approve continuation of employment to part-time instructional aides and part-time preschool aides (maximum of 29.5 hours per week) for the 2024/2025 school year. Part-time instructional aide assignments will be finalized in July once IEP's and program needs have been reviewed. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-9)
32. Recommend motion to approve the appointment of Jennifer Nicastro, full-time instructional assistant, for the 2024/2025 school year, at an hourly rate of \$16.75. Salary in accord with the negotiated agreement with the Pitman Board of Education.
33. Recommend motion to approve the revised hours for cafeteria staff for the 2024/2025 school year. Salaries in accord with negotiated agreement with the Pitman Education Association. (Attachment C&I-10)

34. Recommend motion to approve an adjustment in salary for the following staff members effective September 1, 2024:

Name	Location	Degree/Step	Salary
Shelly Nichols	Jr./Sr. High School	BA/Step 17 to BA+30/Step 17	\$82,567 to \$85,043
Deanna Gelovich	Memorial	BA/Step 8 to MA/Step 8	\$56,382 to \$60,659

35. Recommend motion to approve the appointment of Joanne Chmielewski as a full-time ten-month secretary at Memorial School effective September 1, 2024 through June 30, 2025 at an annual salary of \$52,024, Step A of the ten-month secretary salary guide.

Background: Replacing Diane Zimmerman

36. Recommend motion to approve Cynthia Schiavo as a math teacher at Pitman Jr./Sr. High School for the 2024/2025 school year at a salary of \$82,344 based on Step 16 of the MA salary guide.

Background: Replacing Brad Spicer (junior high school)

37. Recommend motion to approve Kimberly Nefferdorf as a math teacher at Pitman Jr./Sr. High School for the 2024/2025 school year at a salary of \$74,760 based on Step 14 of the MA salary guide. (Attachment C&I-11)

Background: Replacing Michael Yeager (senior high school)

38. Recommend motion to approve Gianna Morganti as a school nurse at Pitman Elementary School for the 2024/2025 school year, at a salary of \$52,585 based on Step 6 of the BA salary guide (pending receipt of proper paperwork) and to cover the cost of obtaining the proper nursing certification at an amount not to exceed \$5,000 for each of the next two years, 2024/25, 2025/26. (Attachment C&I-12)

Background: Replacing Susan Rosenberger

39. Recommend motion to approve Daria Hall as a chemistry/physics teacher at Pitman Jr./Sr. High School for the 2024/2025 school year, at a salary of \$94,642 based on Step 18 of the MA+30 salary guide (pending receipt of proper paperwork). (Attachment C&I-13)

Background: Replacing Rose Knowles

40. Recommend motion to approve the continuation of employment to Melissa Jones as a permanent substitute teacher, three days per week at a per diem rate of \$135, for the 2024/2025 school year.

41. Recommend motion to approve the attached list of employees to receive the negotiated amount for mentoring. (Attachment C&I-14)

42. Recommend motion to approve additional hours for the following individuals to provide services in the guidance office during the summer of 2024, at a revised hourly rate of \$44:

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

Background: Approved on May 15, 2024 at an hourly rate of \$40 (this was the rate for the 23/24 school year).

43. Recommend motion to approve the following 2024 summer work from July 8, 2024 through August 1, 2024, for the Special Services staff (stipend in accord with the agreement with the Pitman Board of Education):

Extended School Year Occupational Therapy: (\$44 per hour - up to 10 hours per week- timesheets)	Occupational Therapist: Ashlee Sheppard
Extended School Year Speech/Language Therapy: (\$44 per hour - up to 12 hours per week - timesheets)	Speech/Language Therapist: Kimberly Hemmes
Extended School Year Preschool Special Education Teacher: (\$44 per hour - up to 14 hours per week - timesheets)	Preschool Teacher: Brittany Boldizar
Extended School Year Preschool Special Education Teacher: (\$44 per hour - up to 14 hours per week - timesheets)	Preschool Teacher: Sherri Tulini
Extended School Year Special Education Teacher: (\$44 per hour - up to 16 hours per week - timesheets)	Teacher: Roy Rambo
Extended School Year Special Education Teacher: (\$44 per hour - up to 16 hours per week - timesheets)	Teacher: Christine Lenentine
Extended School Year Counselor: \$44 per hour - up to 16 hours per week - timesheets)	School Counselor: Cynthia Thompson
Extended School Year Special Education Nurse: (\$44 per hour - up to 16 hours per week - timesheets)	Nurse: Sarah Weng
Instructional Aides: (\$16.75 per hour up to 12 hours per week)	Aide: Jennifer Nicastro
Instructional Aide: (\$16.87 per hour up to 12 hours per week)	Aide: Kimberly Soltys
Instructional Aide: (\$16.87 per hour up to 12 hours per week)	Aide: Ashley Carey
Instructional Aide: (\$18.67 per hour up to 14 hours per week)	Aide: Michelle Natali-Muldoon
Instructional Aide: (\$15.88 per hour up to 14 hours per week)	Aide: Hannah Kehoe
Instructional Aide: (\$16.22 per hour up to 14 hours per week)	Aide: Megan Gallagher
Instructional Aide: (\$18.64 per hour up to 14 hours per week)	Aide: Diana Joyce

44. Recommend motion to approve the following members of the Special Services Department to work a maximum of the following number of days from July 1, 2024 through August 31, 2024, at their per diem rate, to meet the mandated obligations of providing evaluation plan meetings for newly referred/transferred students and to accept, case manage, and plan for special requests, review and design programs for transfer students based on reports and scheduling new students (timesheets):

Jenifer Gillin	Up to 5 days
Roseann Humphreys	Up to 5 days
Heather Lester	Up to 5 days
Cassandra Wright	Up to 5 days

45. Recommend motion to approve the following members of the Special Services Department to perform summer evaluations from July 8, 2024 through August 31, 2024, at a rate of \$325.00 per case (timesheets):

Kimberly Hemmes, Speech Therapist	Heather Lester, LDTC
Ashlee Sheppard, OT	Jenifer Gillen, Social Worker
Cassandra Wright	Rose Ann Humphreys

46. Recommend motion to approve the following staff members to attend IEP meetings as needed from July 8, 2024 through August 31, 2024, at a rate of \$44 per hour, stipend in accord with the agreement with the Pitman Education Association (timesheets):

<u>Special Education</u>	<u>General Education Teachers</u>	<u>Speech Therapist</u>	<u>Occupational Therapist</u>
Roy Rambo	Sherry Tulini	Kimberly Hemmes	Ashlee Sheppard
Kristin Chapman	Laura Pirrone		
Cynthia Thompson	Janine Morrison		
	Jaclyn Schanz		
	Heather Lester		
	Kristie Thompson		
	Laura Rodi		

47. Recommend motion to approve the following summer curriculum work, at an hourly rate of \$44 per hour, stipend in accord with the agreement with the Pitman Education Association paid from ARP ESSER funds (time sheets):

School	Course	Level(s)/ Grade	Work to be Completed	Teacher	Hours (up to)
Elementary School	ELA	K-5	Documentation Whole Group On-Level Reading with Assessments	K-1 Shannon Mitten 2-3 Laura Pirrone 4-5 Jaclyn Schanz	20 hours 20 hours 20 hours
Sr. HS	STEAM Career Pathway course updates as necessary	10-12	Updates/Revisions	Michael Finley	10 hours
District	Standards Revisions	K-12	ELA Standards Updates: ELA K-8, 19 HS ELA courses	K-3 Laura Pirrone 4-8 Jaclyn Schanz 7-10 Bethany Lawlor 11-12 Kandice Hanrahan	20 hours 25 hours 45 hours 45 hours
District	Standards Revisions	K-12	Math Standards Updates: Math K-8, 17 HS Math courses	K-5 Jill Young 6-8 Thomas Tocco 9-12 Thomas Tocco	30 hours 15 hours 85 hours
Jr. HS	Merge 2 Related Arts	7-8	Revise course - merge computers and STEM into one course	Danielle Fiscella	20 hours

48. Recommend motion to approve the following school nurses to work up to 15 additional hours from July 1, 2024 through August 31, 2024, at an hourly rate of \$44 (timesheets):

Megan Fields

Gianna Morganti

Sarah Weng

49. Recommend motion to approve Megan Fields, school nurse at Memorial School to work up to 20 additional hours from July 1, 2024 through August 21, 2024, at an hourly rate of \$44 (timesheets - paid for through the preschool grant).
50. Recommend motion to approve the following secretary to work up to an additional 40 hours, at her contracted hourly rate, from July 1, 2024 through August 31, 2024 (timesheets):

NameSchool

Joanne Chmielewski

Memorial

51. Recommend motion to approve Ryan Caltabiano, Director of Curriculum and Instruction, for the following appointments for the 2024/2025 fiscal school year:

ADA Coordinator

Affirmative Action Officer

52. Recommend motion to approve the 2023/2024 evaluation of Steven Crispin, Interim Superintendent.
53. Recommend motion to approve Robert Miles, Business Administrator/Board Secretary as the district School Safety Specialist for the 2024/2025 school year.
54. Recommend motion to approve Michael Finley as Technology Student Association Advisor, for the 2024/2025 school year, stipend in the amount of \$1,500 (Building Capacity to Career Pathways Grant).
55. Recommend motion to approve Michael Finley as STEM tutor, for the 2024/2025 school year, stipend in the amount of \$1,500 (Building Capacity to Careers Pathway Grant).
56. Recommend motion to approve Suzanne Granato Castro as the Business/Finance tutor for the 2024/2025 school year, in stipend in the amount of \$1,500 (Building Capacity to Careers Pathways Grant).
57. Recommend motion to approve the following Extra Service Contract for the 2024/2025 school year. Stipend in accord with the agreement with the Pitman Education Association.

NamePositionStipend

Paul Blass

District Computer Coordinator

\$4,609

58. Recommend motion to approve the following Extra Service Contracts for the 2024/2025 school year. Stipend in accord with the agreement with the Pitman Board of Education.

NamePositionStipend

Paul Blass

Mock Trial Advisor

\$1,000

Jaclyn Schanz

PEP Elementary

\$3,483

Jillian Young

PEP Elementary

\$3,483

Danielle Fiscella

PEP Jr. High Grades 7-8

\$3,483

Amanda Giorno

PEP Jr. High Grades 7-8

\$3,483

59. Recommend motion to approve the following Personnel Services for the 2024/2025 school year:

Employee Name	Type of Service
Ryan Caltabiano	Affirmative Action Compliance Officer for Personnel
Ryan Caltabiano	Data Coordinator
Ryan Caltabiano	Truancy and Attendance Officer
Ryan Caltabiano	HIB Coordinator
Jennifer Gillin	Homeless Liaison
Christopher Morris	504 Officer
Robert Miles	Title IX Coordinator
Robert Miles	Board Secretary
Robert Miles	Public Agency Compliance Officer
Robert Miles	Custodian of Records
Robert Miles	Authorization to Award Contracts Up to the Bid Threshold of \$32,000
Robert Miles	Authorization to Solicit Bids on Behalf of the District
Robert Miles	Safety Specialist
Mark Morris	Integrated Pest Management
Mark Morris	Right to Know Officer
Mark Morris	Indoor Air Quality Designee
Terri Schultz	Officer for Reconciling Monthly Bank Statements

60. Recommend motion to adopt the following Resolution:

**WHEREAS, STEPHEN HARE** has served twenty-nine years as a Teacher in the Pitman School District at Memorial School, Pitman Middle School and Pitman Jr./Sr. High School, and during that time has performed his duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS,** he has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS,** he has given of his time and talents, and has worked effectively with hundreds of students during his tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **STEPHEN HARE**, thanks and appreciation for his many years of dedicated service to the youth of Pitman, and sincerely wishes him many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Mr. Stephen Hare.

61. Recommend motion to adopt the following Resolution:

**WHEREAS, BARBARA HESS** has served eighteen years as a Nurse in the Pitman School District at Memorial School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **BARBARA HESS**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Barbara Hess.

62. Recommend motion to adopt the following Resolution:

**WHEREAS, VALERIE HOSSLER** has served thirty-three years as a Teacher in the Pitman School District at Pitman Middle School, Elwood Kindle School, Memorial School, and Pitman Elementary School and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **VALERIE HOSSLER**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Valerie Hossler.

63. Recommend motion to adopt the following Resolution:

**WHEREAS, ROSE KNOWLES** has served twenty-three years as a Teacher in the Pitman School District at Pitman High School and Pitman Jr./Sr. High School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and



**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **ROSE KNOWLES**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Rose Knowles.

64. Recommend motion to adopt the following Resolution:

**WHEREAS, KAREN KOWALSKI** has served thirty-seven years as a Teacher in the Pitman School District at Pitman High School and Pitman Jr./Sr. High School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **KAREN KOWALSKI**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Mrs. Karen Kowalski.

65. **WHEREAS, JODY MILLER** has served thirty-six years as a Teacher in the Pitman School District at W.C.K. Walls School, Elwood Kindle School, Memorial School, and Pitman Elementary School and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **JODY MILLER**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Jody Miller.

66. Recommend motion to adopt the following Resolution:

**WHEREAS, SUSAN ROSENBERGER** has served twenty-seven years as a Nurse in the Pitman School District at Kindle School and Pitman Elementary School, and during that time has performed her duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, she has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, she has given of her time and talents, and has worked effectively with hundreds of students during her tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **SUSAN ROSENBERGER**, thanks and appreciation for her many years of dedicated service to the youth of Pitman, and sincerely wishes her many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Ms. Susan Rosenberger.

67. Recommend motion to adopt the following Resolution:

**WHEREAS, MICHAEL YEAGER** has served thirty-one years as a Teacher in the Pitman School District at Pitman High School and Pitman Jr./Sr. High School, and during that time has performed his duties in a manner which has been beneficial to the children of Pitman, the Pitman Board of Education, and to the community of Pitman; and

**WHEREAS**, he has constantly striven for professional growth, for the enrichment of students and staff, and the betterment of the school system; and

**WHEREAS**, he has given of his time and talents, and has worked effectively with hundreds of students during his tenure, and has manifested a spirit of cooperation with parents, administrators, and colleagues;

**NOW, THEREFORE, BE IT RESOLVED** that on the occasion of her retirement, July 1, 2024, the Board of Education, of the Borough of Pitman, hereby expresses to **MICHAEL YEAGER**, thanks and appreciation for his many years of dedicated service to the youth of Pitman, and sincerely wishes him many happy and healthful years of retirement, and

**BE IT FURTHER RESOLVED**, that this Resolution be recorded in the minutes of this meeting and a copy thereof be delivered to Mr. Michael Yeager.

68. Recommend motion to adopt the following resolution:

**WHEREAS**, the Pitman Public School District Board of Education would like to honor Interim Superintendent, Mr. Steven C. Crispin, for his commitment to public education and his service to the Pitman Public School District; and

**WHEREAS**, Mr. Steven C. Crispin has provided outstanding leadership, wise guidance, skillful stewardship, and professional Board development; and

**WHEREAS**, Mr. Steven C. Crispin has worked tirelessly, serving in countless roles within the district, ensuring all students are educated through exceptional learning experiences; and

**WHEREAS**, Mr. Steven C. Crispin has built upon our unique traditions, to help restore the foundation of the Pitman Public School District; and

**WHEREAS**, Mr. Steven C. Crispin has served our district with integrity and commitment; and

**WHEREAS**, after many years of exemplary service to public education and two years of service to the Pitman Public School District, Mr. Steven C. Crispin will conclude his role as Superintendent of the Pitman Public School District, on June 30, 2024, and enjoy the passage of time with family and friends; and

**WHEREAS**, the Board of Education conveys our deepest gratitude to Mr. Steven C. Crispin for his service to his hometown community's school district,

**NOW, THEREFORE, BE IT RESOLVED** that the Pitman Elementary School playground basketball court shall hereby be named **Crispin Court** in honor of Mr. Steven C. Crispin.

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

- 1. Recommend motion to approve the first reading of the policy listed below: (Attachment C&P-1)

Policy 1220	Employment of Chief School Administrator (M) (Revised)
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Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, July 17, 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.*