

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

April 30, 2025

Open Public Meeting

Notice of Meeting per Sunshine Law Requirements

Executive Session

Pledge of Allegiance

Roll Call

### **PRESENTATIONS**

Public Comment

Correspondence

Approval of Minutes

March 19, 2025

March 19, 2025 Executive Session

President's Report

Superintendent's Report

- Security Drills
- HIB

Student Representatives' Report

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

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

1. Presentation of the 2025/2026 Budget
2. Public Comment
3. Recommend motion to approve the following resolution:

**WHEREAS**, the Pitman Board of Education adopted a tentative budget on Wednesday, March 19, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

**WHEREAS**, the tentative budget was approved by the Executive County Superintendent of Schools on Thursday, April 17, 2025, and

**WHEREAS**, the tentative budget was advertised in the legal section of the South Jersey Times on April 25, 2025, and

**WHEREAS**, the final budget was presented to the public during a hearing held in the Media Center of the Pitman Jr./Sr. High School, 225 Linden Avenue, Pitman, NJ 08071 on Wednesday, April 30, 2025,

**NOW, THEREFORE, BE IT RESOLVED** that the Pitman Board of Education hereby adopts the following final budget for the 2025/2026 school year:

	General Fund	Special Revenue	Debt Service	TOTAL
<b>2025-2026 Total Expenditures</b>	\$23,210,771	\$3,164,945	\$568,400	\$26,944,116
<b><u>Less:</u> Anticipated Revenues</b>	\$6,730,414	\$3,164,945	\$247,924	\$10,143,283
<b>Taxes to be Raised</b>	\$16,480,357	\$0.00	\$320,476	\$16,800,833

**BE IT RESOLVED** that the Pitman Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$205,952. The additional funds will be used to pay for the additional increases in health benefit premiums.

**BE IT RESOLVED** that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$100,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

**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:23A-7.3 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**, the General Fund Budget, in accordance with N.J.A.C. 6A:23A-8.1, includes the following appropriations:

- Solicitor: \$50,000
- Auditor: \$35,000
- Architect/Engineer: \$10,000
- Physical Therapy: \$91,552

**WHEREAS**, the Pitman Board of Education established \$45,000 as the maximum travel amount for the current school year and has expended \$9,445.32 as of this date; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$27,910 for the 2025/2026 school year.

***Close Public Hearing on Budget***

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

1. Recommend motion to approve all line-item transfers for the month of February 2025.
2. Recommend motion to approve the monthly transfer report for the month of February 2025.
3. 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 February 2025. 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.
4. 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 February 2025 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.
5. Recommend motion to approve the Treasurer's Report which is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2025. The Treasurer's Report and the Board Secretary's Report are in agreement for the month of February 2025.
6. Recommend motion to approve all bills which are properly approved and certified to be paid.
7. Recommend motion to approve a five-year electricity supply agreement with Constellation Energy from April 2025 through April 30, 2030, in the amount of \$0.08955/kWh.

Note: The rate is fixed and will affect 10 service lines that are outlined in the attached agreement.

8. Recommend motion to approve the Interlocal Vehicle Sale Agreement with Hunterdon County Educational Services for the sale of the 2016 twenty-four passenger Chevy Minotaur Bus.

Note: The school district will receive 100% of the sale price.

9. Recommend motion to approve the submission of the Food Services Corrective Action Plan for the year ended June 30, 2024.

Note: This plan is required due to the fact that the district's net cash resources for 2023/2024 exceeded the three month's average expenditures.

10. Recommend motion to award the food service management company contract to Nutri-Serve Food Management, Inc. for the 2025/2026 school year. The contract will serve as the base year. The contract will be cost reimbursable with a flat fee of \$30,000. The total contract cost is \$419,481.16 and there is a guaranteed breakeven. (Attachment F&F-9)
11. Recommend motion to approve Philip Verespy to drive district owned vehicles for the purpose of transporting items and equipment.
12. Recommend motion to amend the IDEA grant to include carryover funds in the amounts of:

IDEA Basic:       \$26,605  
IDEA Preschool:   \$4,415

13. Recommend motion to approve the following health benefits renewal for medical, prescription, dental, and vision coverage for Pitman employees for 2025/2026.

Medical and Prescription:	\$3,970,104 (11% increase)
Dental:	\$78,849 (0% increase)
Vision:	\$27,836 (0% increase)
Overall:	\$4,076,431 (10.68% increase)

14. Recommend motion to open a deposit account with Ocean First Bank for the purpose of tracking revenues and expenditures related to the district's referendum projects (fund 30). Authorized signers will be the Board President, Superintendent, and Business Administrator. Two signers will be required for any distribution of funds and facsimile signatures will be authorized for all amounts.
15. Recommend motion to transfer \$444,050 from the district's capital reserve to Fund 30 in order to cover the initial expenditures for those projects approved in the January 2025 bond referendum, prior to the issuance of bond proceeds in July 2025.

Note: After the bond proceeds are received in July 2025, this amount will be transferred back to the capital reserve in full.

16. Recommend motion to transfer \$101,895 from the district's capital reserve for the purpose of constructing a security vestibule at PES.

Note: This security vestibule will be constructed during the summer of 2025.

17. Recommend motion to transfer \$209,000 from the district's capital reserve to cover expenditures related to the renovation/alteration of the new board offices at W.C.K. Walls School.
18. Recommend motion to adopt the following resolution:

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

Alterations for a New Board Office at W.C.K. Walls ES  
FVHD #5582 / DOE #15-4140-X02-25-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, and

**BE IT FURTHER RESOLVED** that the above project be approved as Other Capital projects as defined in N.J.A.C. 6A:26 B. The District will not seek State funding for the above project, and

**BE IT FURTHER RESOLVED** that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

19. Recommend motion to accept the base bid in the amount of \$207,000 for secure entrance renovations at Pitman Jr./Sr. High School and the alternate bid in the amount of \$101,895 for secure entrance renovations at Pitman Elementary School and award a contract to the lowest responsible bidder, Joseph Porretta Builders, for the lump sum bid in the amount of \$308,895.
20. Recommend motion to accept bids for the partial roof replacement at Pitman Jr./Sr. High School and award a contract to the lowest responsible bidder, Winchester Roofing Corp., for the lump sum bid in the amount of \$1,584,513.
21. Recommend motion to approve the agreement with the Gloucester County Special Services School District for professional services for 2025/2026.

22. Recommend motion to approve the following Public Employer Trust Agreement with Brown & Brown Advisors:

**THE PUBLIC EMPLOYER TRUST AGREEMENT**

Pitman Board of Education, as a current participant in the Public Employer Trust (hereinafter known as "the Trust"), for the policy period beginning July 1, 2025 through June 30, 2026, understands and agrees to the following:

The monthly premium statements mailed to the participant, by the insurance company, should be submitted with the billed premiums within the thirty-day grace period. Any changes to be made to the billed amount will be adjusted by the insurance company on future bills.

The insurance company is responsible to provide the participant with an ample supply of descriptive material for distribution to its eligible employees.

The insurance company will provide a direct claim system, which will process claims between the employee's home address and the insurance company claim office.

Any future rate adjustments will be based upon the claim experience of the Trust. As such, no separate experience records will be available or obtainable on any one participant.

The participant may discontinue its involvement in the Trust at the end of the policy period, providing 60 days' advance written notice to the Administrator, Brown & Brown. All premiums must be paid in full prior to the cancellation date. The participant will automatically renew in the Trust for the new policy period unless written termination is received as specified herein.

Benefit Programs Adopted:

Medical ( X ), Prescription Drug ( X ), Dental ( ), Vision ( )

As Administrator, Brown & Brown reserves the right to make changes in the insurance company for the Trust, so long as the insurance company guarantees benefits that are equal to or greater than current benefits.

**CURRICULUM & INSTRUCTION COMMITTEE - Boulton, Pote, Miller**

1. Student Statistics March 2025:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
3/31/25	272	431	466	24	0	1193
2/28/25	271	430	471	25	0	1200
3/31/24	246	419	482	25	0	1172

Suspensions/Reasons:

Threat: 1

Inappropriate Behavior: 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 March 19, 2025 meeting.

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.
4. Recommend motion to approve all field trips as submitted.
5. Recommend motion to approve the Use of Facilities as attached.
6. Recommend motion to retroactively approve the students listed below for homebound instruction, by the Special Services Department, at the 2024/2025 contracted hourly rate as follows:

Student ID	Placement	Duration	Hours of Instruction	Rate
9220587134	Medical	2/10/25-6/6/25	10 hours/week	\$64/hr.
6337703843	LearnWell	3/28/25-TBD	10 hours/week	\$58.75/hr.
5863238108	Brookfield/ CFG INSIGHT Program	4/1/25-TBD	4 hours/day	\$64/hr.
6504060561	Medical	4/8/25-TBD	10 hours/week	\$64/hr.
5213083553	LearnWell	4/21/25-TBD	10 hours/week	\$58.75/hr.
4970246729	Pending Placement	4/28/25-TBD	10 hours/week	\$64/hr.

7. Recommend motion to approve the 2025/2028 Comprehensive Equity Plan.
8. Recommend motion to approve Inspired Instruction to provide professional development for staff.
9. Recommend motion to approve the ESEA Grant amendment to include carryover funds in the amounts of:

ESEA Title I \$129,413.00  
ESEA Title II \$39,201.00  
ESEA Title IV \$15,140.00

10. Recommend motion to approve to run summer school for incoming grades 1 through grade 7. The dates, times, and locations are TBD.

Note: Funded by the carryover from ESEA Title I.

11. Recommend motion to approve the job description of the Preschool Health/Toileting Aide for the 2025/2026 school year (funded through the PEA Grant).

Note: This position will add to best practices and supervision of preschool students.

12. Recommend motion to retroactively approve the following leave of absence:

Employee	Location	Type of Leave	FMLA/FLA
14045249	Jr./Sr. High School	Intermittent	FMLA/FLA: 4/16/2025-4/16/2026

13. Recommend motion to rescind the following extra service contracts effective March 21, 2025:

Name	Position	Stipend
Gabrielle Wilson	Musical/Play Director	\$6,217
Sarah Mickle	Musical/Play Assistant Director	\$2,330

14. Recommend motion to rescind the following extra service contract for the 2024/2025 school year:

Name	Position	Stipend
John Wiseburn	Supervisor Weight Training/Spring	\$1,576

15. 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:

Name	Position	Stipend
Jeffrey Smith	Supervisor Weight Training/Spring	\$1,576

16. Recommend motion to accept the resignation of Stacey DeCaro, Library Media Specialist at Pitman Jr./Sr. High School, effective June 30, 2025.
17. Recommend motion to accept the resignation of Robert Miles, Business Administrator/ Board Secretary, effective June 30, 2025.
18. Recommend motion to accept the retirement resignation, with regret, of Tracy Gerace, Teacher at PES, effective June 30, 2025.
19. Recommend motion to accept the retirement resignation, with regret, of Grant Shivers, Athletic Director at Pitman Jr./Sr. High School, effective June 30, 2025.
20. Recommend motion to approve Grant Shivers to work a maximum of 10 days in July and August 2025 at a daily rate of 1/240 of his 2024/2025 annual salary for the purpose of assisting with the transition of the new Assistant Principal of Athletics.
21. Recommend motion to retroactively approve Michelle Kane as a part-time Instructional Aide at Pitman Jr./Sr. High School, effective April 8, 2025, 29.5 hours per week, at an hourly rate of \$18.44 based on Step A/60 Credits of the salary guide.
- Background: Replacing Alexis Johnston.
22. Recommend motion to approve Christopher DeStratis as Business Administrator/Board Secretary effective July 1, 2025, for the 2025/2026 school year, at an annual salary of \$147,000 and to submit the attached contract to the Executive County Superintendent.

Background: Replacing Robert Miles.

23. Recommend motion to approve Nicole Civalier as a Special Education Teacher at PES effective September 1, 2025 through June 30, 2026, at an annual salary of \$53,897, based on Step 2 of the BA salary guide.

Background: Replacement Teacher 2024/2025. Replacing Alice Contravo.

24. Recommend motion to approve that the notice of continuation of employment is issued to tenured administrators for the 2025/2026 school year. Salaries in accord with the negotiated agreement with the Pitman Administrators' Association.
25. Recommend motion to approve that the notice of continuation of employment is issued to non-tenured administrators for the 2025/2026 school year. Salary in accord with the negotiated agreement with the Pitman Administrators' Association.
26. Recommend motion to approve that notice of continuation of employment for the 2025/2026 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.
27. Recommend motion to approve that notice of continuation of employment for the 2025/2026 school year is issued to tenured staff members. Salaries in accord with the negotiated agreement with the Pitman Education Association.
28. Recommend motion to approve continuation of employment to non-PEA staff members for the 2025/2026 school year. Salaries in accord with the agreement with the Pitman Board of Education.
29. Recommend motion to approve continuation of employment to maintenance/grounds staff and custodial staff for the 2025/2026 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
30. Recommend motion to approve continuation of employment to ten month and twelve month secretaries for the 2025/2026 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
31. Recommend motion to approve continuation of employment to office aides and library aides for the 2025/2026 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
32. 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 2025/2026 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.
33. 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 2025/2026 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.
34. Recommend motion to approve continuation of employment to cafeteria staff and lunchroom aides for the 2025/2026 school year. Salaries in accord with negotiated agreement with the Pitman Education Association.
35. Recommend motion to approve continuation of employment to Technology Supervisors and full-time Computer Technician, for the Pitman School District, effective July 1, 2025 through June 30, 2026. Salaries in accord with the negotiated agreement with the Pitman Board of Education.
36. Recommend motion to approve the continuation of employment to Central Office secretaries and Registrar/PEA Clerk, effective July 1, 2025 through June 30, 2026. Salary in accord with the agreement with the Pitman Board of Education.
37. Recommend motion to approve the additions to the Substitute List for the 2024/2025 school year.



38. Recommend motion to approve the following Rowan University student teachers clinical practice placements during the 2025/2026 school year:

Name	Cooperating Teacher	Dates	Location
Emily Bennett	Deanna Shinn	<i>Fall 2025:</i> 9/2/25-12/9/25 Wednesdays/Fridays <i>Spring 2026:</i> 1/20/26-5/8/26 5 days per week	Memorial School
Abby Losch	Dana Giorgianni	<i>Fall 2025:</i> 9/2/25-12/9/25 Mondays/Wednesdays or Tuesdays/Thursdays <i>Spring 2026:</i> 1/20/26-5/8/26 5 days per week	Memorial School

#### **COMMUNICATION & POLICY COMMITTEE - Higbee-Ionno, Farrell, Pappalardo**

1. Recommend motion to approve the second reading of the policies/regulations listed below.

General Policy Updates	
Policy 2365	Acceptable Use of Generative Artificial Intelligence (AI)(New)
Policy 5701	Academic Integrity (Revised)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, May 21, 2025, 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.*