

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

May 21, 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

April 30, 2025

April 30, 2025 Executive Session

President's Report

Superintendent's Report

- HIB
- Security Drills
- HIB Self-Assessment Grades for 2023/24

Student Representative Report

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

1. Recommend motion to approve all line-item transfers for the months of March 2025 and April 2025.
2. Recommend motion to approve the monthly transfer report for the months of March 2025 and April 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 months of March 2025 and April 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 months of March 2025 and April 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 months of March 2025 and April 2025. The Treasurer's Report and the Board Secretary's Report are in agreement for the months of March 2025 and April 2025.

6. Recommend motion to approve all bills which are properly approved and certified to be paid.
7. Recommend motion to approve the agreement between Pitman Public Schools and Phoenix Advisors, LLC for the provision of Professional Services for the school fiscal year beginning July 1, 2025.
8. Recommend motion to approve the Game Workers pay rate per event for the 2025/2026 school year.
9. Recommend motion to approve to extend the following tax shelter annuity companies for the 2025/2026 school year:

Voya Financial

Lincoln Investment Planning

Metropolitan Life

10. Recommend motion to approve Ocean First Bank as depository of record for the 2025/2026 school year for the Warrant, Payroll, Agency, Student Activities, Unemployment, Capital Reserve, Capital Projects, Panther Club, Flexible Spending, and Citizen's Scholarship.
11. Recommend motion to authorize the following signatories on the following accounts with Ocean First Bank:

Warrant Account - *3 Required*  
 Payroll Account - *2 Required*  
 Agency Account - *2 Required*  
 Student Activities Account - *2 Required*  
 Unemployment Account - *1 Required*  
 Capital Reserve Account - *2 Required*  
 Capital Project Account - *2 Required*  
 Panther Club Account - *2 Required*  
 Flexible Spending Account - *2 Required*  
 Citizen's Scholarship Account - *1 Required*

Board President, Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Board Secretary  
 Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Superintendent & Board Secretary  
 Board Secretary

12. 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 202/2026 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
13. Recommend motion to approve and adopt the following plans and procedures as on file in the board office for the 2025/2026 school year:
  - a. Emergency Operation Plan
  - b. Crisis Intervention Procedures Manual
  - c. Emergency Management Plan
14. Recommend motion to authorize the Superintendent and the School Business Administrator to perform all necessary transfers and adjustments to close out the 2024/2025 school year budget and present the same to the board at the next available meeting.
15. 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.

16. Recommend motion to approve the agreement between Pitman Public Schools and Ford Scott & Associates, L.L.C. for the provision of auditing services for the 2025/2026 school year in an amount not to exceed \$35,000.

Note: The amount for the 2024/2025 contract was \$34,000.

17. Recommend motion to approve the agreement between Pitman Public Schools and Educational Data Services, Inc. for the procurement of educational supplies during the 2025/2026 school year in the amount of \$7,525.
18. Recommend motion to accept bids for the parking lot, drainage, and track reconstruction project at Pitman Jr./Sr. High School and award a contract to the lowest responsible bidder, American Athletic Track & Turf (2050 Route 206, Vincentown, NJ 08088), for the lump sum bid in the amount of \$1,416,000, inclusive of the acceptance of alternate bids of \$125,000 (alternate bid #1) and \$12,000 (alternate bid #3), respectively.
19. Recommend motion to award a professional contract to Dr. David Koerner of South Jersey School Doctors, L.L.C. as School Physician for the 2025/2026 school year at a yearly contracted amount of \$25,000, inclusive of home football game coverage.

Note: This amount represents no change from the 2024/2025 contracted amount.

20. Recommend motion to approve the 2025/2026 contract with Gloucester County Special Services School District for participation in cooperative transportation services.
21. Recommend motion to approve the 2025/2026 contract with Gloucester County Special Services School District for participation in the Non-Public Aid-in-Lieu program.
22. Recommend motion to approve the 2025/2026 contract with Gloucester County Special Services School District for participation in the Choice Student Program.
23. Recommend motion to approve the updated 2025 Board of Education Meeting calendar.

Note: The June and July meetings were each moved back one week to June 25, 2025 and July 23, 2025, respectively.

24. Recommend motion to approve the payroll schedules for the 2025/2026 school year.

#### **CURRICULUM & INSTRUCTION COMMITTEE – Boulton, Pote, Miller**

1. Student Statistics April 2025:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternate	Total
4/30/25	273	431	466	23	0	1193
3/31/25	272	431	466	24	0	1193
4/30/24	251	420	487	25	0	1183

Suspensions/Reasons:

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 April 30, 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 revised 2025/2026 district calendar.
6. Recommend motion to submit the bilingual waiver request for the 2025/2026 school year.
7. 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
9411012907	Pending Placement	5/12/25-TBD	10 hours/week	\$64/hr.-\$104/hr.

8. Recommend motion to adopt the membership resolution to participate in NJSIAA for the 2025/2026 calendar year.
9. Recommend motion to approve the job description of the Preschool School Worker for the 2025/2026 school year (funded through the PEA Grant).
10. 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 2025/2026 school year as on file in the board office.
11. 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.

12. Recommend motion to approve all staff members successfully completing courses for the 2024/2025 school year be approved for tuition reimbursement in accord with the negotiated agreement with the Pitman Education Association.
13. Recommend motion to accept the retirement resignation, with regret, of Michelle Panchelli-Cappello, Special Education Teacher at PES, effective June 30, 2025.
14. Recommend motion to accept the resignation of Kelly Roberts, Art Teacher at Pitman Jr./Sr. High School, effective June 30, 2025.

15. Recommend motion to approve the appointment of Christina Skanes as Assistant Principal of Academic Services at Pitman Jr./Sr. High School, 10.5 month position, at an annual salary of \$100,000, for the 2025/2026 school year, effective July 1, 2025.
16. Recommend motion to approve the appointment of Caitlin Hess as Assistant Principal of Athletics at Pitman Jr./Sr. High School, 10.5 month position, at an annual salary of \$105,000, for the 2025/2026 school year, effective July 1, 2025.
17. Recommend motion to approve the 2025/2026 employment contract for Christopher DeStratis, Business Administrator/Board Secretary, following the approval by the Executive County Superintendent, dated May 14, 2025.
18. Recommend motion to approve Christopher DeStratis, Business Administrator/Board Secretary, for the following appointments for the 2025/2026 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
19. Recommend motion to retroactively approve the Rutgers University a cappella singing group, Deep Treble, to visit the PES students on Tuesday, May 20, 2025 to conduct a workshop on singing and perform songs for the students.  
  
Note: The visit is at no cost to the school district.
20. Recommend motion to retroactively approve the joint transportation agreement with Monroe Township Board of Education for the 2024/2025 school year for student #8254436990 in the amount of \$115,920.00.
21. Recommend motion to retroactively approve the joint transportation agreement with Monroe Township Board of Education for the 2024/2025 extended school year (July 2024 - August 2024) for student #8254436990 in the amount of \$15,838.20.
22. Recommend motion to approve the Use of Facilities as attached.
23. Recommend motion to approve the Summer Panther Club calendars for the months of June 2025 and July 2025.
24. Recommend motion to approve the following personnel for the 2025 Summer Panther Club (June 17, 2025–August 21, 2025 (timesheets).

Site Leaders	
Kellie Barr	\$19.17
Paige Blaker	\$16.50
Katelyn Danner	\$16.50
Ava Dougherty	\$16.50
Cali Folker	\$17.25
Amy Hansen	\$16.50
Hannah Kehoe	\$17.50
Matthew Loveland	\$17.25
Kellie Owens	\$16.75
Deborah Vencius	\$17.25
Counselors	
Kellie Barr	\$15.49
Paige Blaker	\$15.75
Katelynn Danner	\$15.49

Cali Folker	\$16.00
Ella Forchic	\$15.49
Riyahn Gaines	\$15.49
Amy Hansen	\$15.75
Noemi Hernandez Reyna	\$15.49
Hannah Kehoe	\$16.00
Paige Lynd	\$15.49
Alyssa Owens	\$15.49
Hannah Phifer	\$15.49

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

1. Recommend motion to approve the present Pitman Board of Education Policy and By-Laws be adopted for the 2025/2026 school year.
2. Recommend motion to approve the first reading of the policy listed below:

General Policy Updates (First Reading 5/21/25)	
Policy 9191	Booster Clubs (Revised)

Public Comment

Old Business

New Business

Adjournment

The next Board of Education Meeting is scheduled for Wednesday, June 4, 2025, 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.*