

# PITMAN SCHOOL DISTRICT

## Board of Education Meeting

May 21, 2025

### **MINUTES**

#### **Motion to Open the Public Meeting at 6:00 PM**

**Motion:** Pappalardo  
**Second:** Farrell  
**In Favor:** ALL

Open Public Meeting

#### **Motion to Enter Into Executive Session at 6:01 PM**

**Motion:** Grossman  
**Second:** Pote  
**In Favor:** ALL

Executive Session

#### **Motion to Close Executive Session at 6:47 PM**

**Motion:** Farrell  
**Second:** Pappalardo  
**In Favor:** ALL

#### **Motion to Re-Open the Public Meeting at 7:00 PM**

**Motion:** Pappalardo  
**Second:** Farrell  
**In Favor:** ALL

Open Public Meeting

#### **Motion to Re-Enter Into Executive Session at 7:01 PM**

**Motion:** Grossman  
**Second:** Pote  
**In Favor:** ALL

Executive Session

#### **Motion to Close Executive Session at 7:19 PM**

**Motion:** Pote  
**Second:** Pappalardo  
**In Favor:** ALL

#### **Motion to Re-Open the Public Meeting at 7:30 PM**

**Motion:** Pappalardo  
**Second:** Farrell  
**In Favor:** ALL

Notice of Meeting per Sunshine Law Requirements

Pledge of Allegiance

## Roll Call

### Attendance

<b>Mrs. Boulton:</b>	<b>Present</b>
<b>Mrs. Farrell:</b>	<b>Present</b>
<b>Mr. Grossman:</b>	<b>Present</b>
<b>Mrs. Higbee-Ionno:</b>	<b>Present</b>
<b>Mrs. Miller:</b>	<b>Present</b>
<b>Mrs. Pappalardo:</b>	<b>Present</b>
<b>Mrs. Pote:</b>	<b>Present</b>
<b>Quorum:</b>	<b>7-0</b>

## **PRESENTATIONS**

### **No Presentation**

## Public Comment

### **No Public Comment**

## Correspondence

### **No Correspondence**

## Approval of Minutes

April 30, 2025

April 30, 2025 Executive Session

### Approval of Minutes

<b>Motion:</b>	<b>Miller</b>
<b>Second:</b>	<b>Pappalardo</b>
<b>In Favor:</b>	<b>ALL</b>
<b>Motion Carried:</b>	<b>7-0</b>

## President's Report

### **Mrs. Boulton:**

- **5/10/25 NJSBA Delegate Assembly at Mercer County Community College**

### **Mrs. Miller:**

- **Special thanks to Mrs. Higbee-Ionno for attending the extra-curricular events this year**
- **Gloucester & Camden County School Board Association Meeting**
  - **Mrs. Pote was recognized for her Boardmanship Certification; Mr. Grossman and Mrs. Pappalardo were recognized as Certified Board Members; and Mrs. Miller was recognized as a Master Board Member**
  - **Mrs. Higbee-Ionno was elected as the new VP of Legislative Relations for Gloucester County**
  - **Mrs. Miller was elected as the Gloucester County President**
- **Special thanks to Mrs. Pappalardo for providing the Teacher Appreciation cupcakes from the Board**

## Superintendent's Report

- **HIB; 1 reported and 1 confirmed**
- **HIB Self-Assessment Grades for 2023/2024**
- **CITRS (Character, Integrity, Trust, Relationships & Success)**
- **Top Five - Rebecca Mazzola, Aubrie Yordy, Megan Mazzola, Madison Peak, Annika Darminio**
- **81 applicants for VP positions and 174 applicants for 4th grade position**
- **Security Drills**

## Student Representative Report

- **Jr./Sr. High School:**
  - **Spring Luau Dance**
  - **Promenade and Prom**
  - **Upcoming Events - Senior Awards Banquet, Senior Dinner, All Sports Banquet, Cap Decorating & 100th Commencement Ceremony**

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

**Mr. Grossman provided an update regarding the recent Finance & Facilities Committee meeting that took place on Wednesday, 5/14/25 at 3:30 PM. In attendance were Mrs. Higbee-Ionno, Mrs. Miller, Mr. Grossman, Dr. Preston, and Mr. Miles. Topics that were discussed included the following: *the \$2,000 donation from Ocean First Bank to replace the scoreboard at the soccer field at Alcyon Park (a joint project by the school district and Borough); the 2025-26 Tax Levy Payment Schedule; the bid for the parking lot, drainage, and track reconstruction project; the track color; and, the Rain Garden at Memorial School***

1. Recommend motion to approve all line-item transfers for the months of March 2025 and April 2025. (Attachments F&F-1 and F&F-2)
2. Recommend motion to approve the monthly transfer report for the months of March 2025 and April 2025. (Attachments F&F-3 and F&F-4)
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. (Attachments F&F-5 and F&F-6)
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. (Attachments F&F-7 and F&F-8)
6. Recommend motion to approve all bills which are properly approved and certified to be paid. (Attachment F&F-9)
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. (Attachment F&F-10)
8. Recommend motion to approve the Game Workers pay rate per event for the 2025/2026 school year. (Attachment F&F-11)
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 - <i>3 Required</i>	Board President, Superintendent & Board Secretary
Payroll Account - <i>2 Required</i>	Superintendent & Board Secretary
Agency Account - <i>2 Required</i>	Superintendent & Board Secretary
Student Activities Account - <i>2 Required</i>	Superintendent & Board Secretary
Unemployment Account - <i>1 Required</i>	Board Secretary
Capital Reserve Account - <i>2 Required</i>	Superintendent & Board Secretary
Capital Project Account - <i>2 Required</i>	Superintendent & Board Secretary
Panther Club Account - <i>2 Required</i>	Superintendent & Board Secretary
Flexible Spending Account - <i>2 Required</i>	Superintendent & Board Secretary
Citizen's Scholarship Account - <i>1 Required</i>	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 2025/2026 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. (Attachment F&F-12)

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. (Attachments F&F-13 and F&F-14)

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. (Attachment F&F-15)

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. (Attachment F&F-16)
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. (Attachment F&F-17)

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. (Attachment F&F-18)
25. Recommend motion to approve the following resolution regarding the Secure Entrance Renovations at Pitman Elementary School:

RESOLUTION OF THE BOARD OF EDUCATION OF THE  
PITMAN SCHOOL DISTRICT  
IN THE COUNTY OF GLOUCESTER, NEW JERSEY  
AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS  
TO THE NEW JERSEY DEPARTMENT OF EDUCATION

RESOLVED that the Pitman School District Board of Education approve the following project:  
Secure Entrance Renovations at Pitman Elementary School  
FVHD #5525-5A/ DOE #15-4140-300-25-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.

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

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.

**Motion to Approve Items #1-25**

<b>Motion:</b>	<b>Grossman</b>
<b>Second:</b>	<b>Pote</b>
<b>Mrs. Boulton:</b>	<b>Yes</b>
<b>Mrs. Farrell:</b>	<b>Yes</b>
<b>Mr. Grossman:</b>	<b>Yes</b>
<b>Mrs. Higbee-Ionno:</b>	<b>Yes</b>
<b>Mrs. Miller:</b>	<b>Yes</b>
<b>Mrs. Pappalardo:</b>	<b>Yes</b>
<b>Mrs. Pote:</b>	<b>Yes</b>
<b>Motion Carried:</b>	<b>7-0</b>

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

**Mrs. Boulton provided an update regarding the recent Curriculum & Instruction Committee meeting that took place on Wednesday, 5/14/25 at 4:30 PM. In attendance were Mrs. Miller, Mrs. Boulton, Mrs. Pote, and Dr. Preston. Topics that were discussed included the following: *item #7 on the agenda regarding the school calendar; #17 on the approval of the new Business Administrator, Christopher DeStratis; insurance on the new chromebooks that will be capped at a maximum for families; the Council of Churches regarding the possibility of a Baccalaureate; and, the moving of the June and July meetings***

**Additionally, Ms. Stewart introduced Mrs. Christina Skanes (new Assistant Principal for Academic Services) and Ms. Caitlin Hess (new Assistant Principal for Athletics).**

### 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

(Attachment C&I-1)

- 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. (Attachment C&I-2)
- 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)
- Recommend motion to approve all field trips as submitted. (Attachment C&I-4)
- Recommend motion to approve the revised 2025/2026 district calendar. (Attachment C&I-5)
- Recommend motion to submit the bilingual waiver request for the 2025/2026 school year. (Attachment C&I-6)
- Recommend motion to retroactively approve the student 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.

- Recommend motion to adopt the membership resolution to participate in NJSIAA for the 2025/2026 calendar year.
- Recommend motion to approve the job description of the Preschool School Worker for the 2025/2026 school year (funded through the PEA Grant). (Attachment C&I-7)
- 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. (Attachment C&I-8)
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. (Attachment C&I-9)
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. (Attachment C&I-10)
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. (Attachments C&I-11a and C&I-11b)
18. Recommend motion to approve Christopher DeStratis, Business Administrator/Board Secretary, for the following appointments for the 2025/2026 fiscal school year.
- Board Secretary
  - Public Agency Compliance Officer as required for public agencies awarding contracts under P.L. 1975, c.127, Affirmative Action regulations
  - Qualified Purchasing Agent to award contracts up to bid threshold
  - Public Records Officer
  - 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. (Attachment C&I-12)

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. (Attachment C&I-13)
22. Recommend motion to approve the Use of Facilities as attached. (Attachment C&I-14)
23. Recommend motion to approve the Summer Panther Club calendars for the months of June 2025 and July 2025. (Attachment C&I-15)
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 Phiifer	\$15.49

#### **Motion to Approve Items #1-24**

**Motion:** Grossman  
**Second:** Pote  
**Mrs. Boulton:** Yes  
**Mrs. Farrell:** Yes  
**Mr. Grossman:** Yes  
**Mrs. Higbee-Ionno:** Yes  
**Mrs. Miller:** Yes  
**Mrs. Pappalardo:** Yes  
**Mrs. Pote:** Yes  
**Motion Carried:** 7-0

***--- The Board & Public Entered into a Brief Recess from 7:53 PM to 7:59 PM. ---***



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

Mrs. Higbee-Ionno provided an update regarding the recent Communication & Policy Committee meeting that took place on Wednesday, 5/14/25 at 5:30 PM. In attendance were Mrs. Farrell, Mrs. Higbee-Ionno and Dr. Preston. Topics that were discussed included the following: *readopting the policies and bylaws; and, first reading on the revision of Policy #9191*

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: (Attachment C&P-1)

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

### Motion to Approve Item #1-2

Motion: Higbee-Ionno  
Second: Farrell  
Mrs. Boulton: Yes  
Mrs. Farrell: Yes  
Mr. Grossman: Yes  
Mrs. Higbee-Ionno: Yes  
Mrs. Miller: Yes  
Mrs. Pappalardo: Yes  
Mrs. Pote: Yes  
Motion Carried: 7-0

Public Comment

**No Public Comment**

Old Business

**No Old Business**

New Business

**No New Business**

### Motion to Re-Enter into Executive Session at 8:02 PM

Motion: Grossman  
Second: Pappalardo  
In Favor: ALL

Executive Session

### Motion to Close Executive Session at 8:35 PM

Motion: Pote  
Second: Farrell  
In Favor: ALL

### Motion to Adjourn the Meeting at 8:37 PM

Motion: Boulton  
Second: Pappalardo  
In Favor: ALL

The next Board of Education Meeting is scheduled for Wednesday, June 4, 2025, in the Pitman Jr./Sr. High School Auditorium.

***Board Minutes Certified by Robert Miles, Board Secretary; In Attendance on Wednesday, 5/21/25***