

PITMAN SCHOOL DISTRICT

Board of Education Meeting

October 15, 2025

MINUTES

Open Public Meeting

Motion to Open the Public Meeting at 7:00 PM

Motion: Pappalardo

Second: Boulton

In Favor: All

Notice of Meeting per Sunshine Law Requirements - Notice of this Regular Meeting of the Pitman Board of Education was advertised in the South Jersey Times, posted at Borough Hall, a copy thereof delivered to all Pitman Schools to be posted, and posted on the District's web site. Further, notice was posted and filed as required by law stating that the Board would meet in Executive Closed Session at 7:00 p.m. followed by the Regular Meeting at 7:30 p.m. in the Pitman High School Media Center. The President shall entertain any objections, with supporting reasons, to the conduct of this meeting on the grounds that it violates the Open Public Meetings Act.

Moment of Silence

Pledge of Allegiance

Roll Call

Attendance

Mrs. Boulton: yes

Mrs. Farrell: yes

Mr. Grossman: yes

Mrs. Higbee-Ionno: yes

Mrs. Miller: yes

Mrs. Pappalardo: yes

Mrs. Pote: yes

Quorum: 7-0

Public Comment

none

Correspondence

none

Approval of Minutes

Approval of Minutes

Motion: Miller

Second: Pappalardo

In Favor: ALL

President's Report

We had our county wide NJSBA meeting two weeks ago. Mrs. Higbee Ionno is serving as our GloCo County VP of Legislation. We had an invited guest speaker, Asm. Cody Miller, from LD 3 who joined us at the meeting to discuss some of the legislative efforts and topics surrounding education in NJ. We also changed the format for the meetings a bit to include a more interactive process. Our hope is that we can have collaborative discussions at the meetings with other boards of ed and increase attendance also. Mrs. Higbee Ionno is serving as our GloCo County VP of Legislation and Dr. Preston was able to attend and BOE member Melissa Farrell. I know Mrs. Pappalardo was able to attend virtually as well.

Next week is our NJSBA workshop in Atlantic City. In our shared google drive, we have a subdirectory in the BOE folder that includes a Training folder that Mrs. Addeo created for us. If anyone has interesting hand outs or other items they would like to share out to the group, please upload the docs/presentations/or your notes into the training folder.

Pep Rally on October 24th.

Ethics training/retreat during the January reorganization meeting.

Superintendent's Report

1. District Status & Recognition

HIB Report: The superintendent began by reporting zero HIBs (Harassment, Intimidation, or Bullying), investigations, or confirmed cases in the district to start the year.

Girls Tennis: Congratulations were given to the Girls Tennis Team for winning the South Jersey Championship for the second consecutive year.

2. Professional Development & Strategic Plan

October 10th In-Service: The superintendent and Mr. Caltabiano reviewed the successful staff in-service day.

Priority Trainings (Mandatory): These included the new "enVisions" math program for the high school and the new "MAP assessment" universal screener for K-3 teachers.

Select Trainings (Elective): Other staff chose from optional sessions based on topics they selected in a spring survey.

Specialized Training: The Pre-K and CST (Child Study Team) groups had their own specialized sessions.

Strategic Plan Focus: All professional development, including the upcoming full-day in-service in February, is tied to the internal strategic plan's primary goals: Character and Engagement.

3. Character Education Initiative

Character Council: The district's first Character Council meeting was held on October 8th. This initiative is a foundational component of the district's strategy.

Citrus Partnership: The district is partnering with Citrus, a Pitman-based consulting firm that is assisting pro bono ("out of the kindness of their hearts") to help build internal systems for character education.

Core Values Survey: A district-wide survey to identify core values recently closed, and the data is now being analyzed.

Next Steps: The superintendent will invite the Citrus team (Mr. Miller and Mr. Peterson) to present to the board. Student representatives (Emily and Abby) will also be involved in developing character lessons and reviewing the mission statement.

Program Structure: The district has a central "Character Council," while individual schools have larger "Character Champions Teams."

4. Administrative & Operational Updates

Office Move & Property Rental: The administrative offices at the Walls building have been moved downstairs. This clears the way for the building to be rented. Tours with potential tenants, managed by the Hedenberg real estate company, are already in progress.

Governor's Educator of the Year: Nominations are open. The superintendent acknowledged it's a difficult time of year for this but will encourage the community to nominate educators from the previous year.

QSAC Results & Appeal:

The district received its QSAC (Quality Assurance Annual Report) results for the 2023-24 lookback.

The district did not pass in two areas: "Instruction and Program" (missed by 1 point) and "Governance" (missed by 4 points).

The district has filed an appeal on these scores, believing the county/state review missed certain pieces of evidence.

The state has acknowledged the appeal and requested more time. The superintendent advised the board NOT to motion to accept the results until the appeal is resolved, likely in November.

5. Upcoming Events

Pep Rally: October 24th.

Time Capsule: The superintendent thanked the Pitman Alumni Association for their work on the time capsule.

Open House (Jr/Sr High): November 13th. The superintendent invited the board to participate by setting up a table to engage with the community. Student representatives are also planning activities for the event.

Student Representative Report

Elementary School

Fundraising & Academics: The HSA kicked off its school store fundraiser and fall book fair. Fourth graders participated in STEM activities with "Engineers on Wheels" from Rowan University.

Character & Clubs: The "Week of Respect" was celebrated earlier in the month, and students are now earning prizes through the "Character Champions" program. After-school activities have begun, including art, yearbook, game club, and a new Cursive Club.

Upcoming Events: The "Masquers" drama program will perform "Peter Pan Jr." The Women's Club is hosting its annual spelling bee, and the school will have its Halloween parade on Davis Field.

Memorial School

School Start: Students have settled into their new classrooms, and parents attended Back to School Night.

Academics & Character: A study of butterflies was kicked off by collecting caterpillars, with one class releasing eight butterflies. The school focused on "wisdom" and "integrity" as character strengths and also celebrated the Week of Respect.

Upcoming Events: The school will also host a Halloween parade.

High School

Clubs & Activities: All clubs have started, including FCA, SAD club, mock trial, "Grandpaws" (a capella group), FBLA, and the drama club.

National Honor Society (NHS): New applicant forms have been submitted, and the induction for new and returning members is scheduled for December 4th.

Performing Arts: The Panther Performing Arts Club is rehearsing for its fall show, scheduled for November 20th and 21st.

Upcoming Events:

Food Drive: Kicks off with Spirit Week, with a goal of collecting 1,200 cans.

Trunk or Treat: The Pitman Music Association is hosting its 5th annual event on October 30th from 4:00-6:00 p.m.

Spirit Week & Homecoming (October 24th): A large number of activities are planned for the week:

Theme Days: Pajama Day, Monochromatic Day, Jersey vs. Jersey Shore, Dynamic Duo Day, and Country vs. Country Club.

Activities: Hallway decorating, the Powder Puff game (Tuesday), and Quizzo (Thursday).

Homecoming Friday (Oct. 24): The day includes an in-school pep rally, a community pep rally, the Homecoming Game, and Senior Night for football and cheer.

Presentation

Mr. Caltabiano shared the Spring 2025 NJSLA results

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

The committee met on Wednesday, October 8th. Key topics of discussion included:

GCIT Enrollment: District enrollment at GCIT stands at 57 students, which is down 10 from the prior year.

Surplus Property: The district plans to sell and/or donate three pianos, which will be listed on Gov Deals or repurposed (with a lighthearted suggestion of turning them into Christmas ornaments for fundraising).

QSAC Results: The committee discussed the recent QSAC results and confirmed that the district will wait for the outcome of its appeal before submitting a District Improvement Plan.

Wall School Rental: The district is actively exploring rental options for the Walls School.

Washington Township School District conducted a walkthrough on October 10th.

The district is also exploring the option of using a portion of the building for an alternate needs program.

Track Revision Project: The track revision plans were discussed and approved. The project is successfully being kept under the referendum budget. The projected cost is approximately \$255,000, which is below the allotted \$283,000.

Action: The committee moved items one through eight for approval.

1. Recommend motion to approve all bills which are properly approved and certified to be paid. ([Attachment F&F-1](#))
2. Recommend motion to approve the school bus emergency evacuation drills that took place at the Jr./Sr. High School, PES, and Memorial School. ([Attachment F&F-2](#))
3. Recommend motion to approve Gloucester County Vocational-Technical School District's tuition for the 2025/2026 school year for the following program (students on file in the Board Office):

<u>Program</u>	<u>Amount</u>	<u>Number of Students</u>	<u>Total</u>
Career Technician Program	\$2,646.00	per student (57)	\$150,822.00

4. Recommend motion to approve the following out of district placements for the 2025/2026 school year:

Student ID#	Placement	Tuition Cost	Transportation Cost
7841104986	Deptford High School	\$37,971.00 (180 days @\$210.95)	\$30,422.00 (\$157.95 per diem plus 7% admin. fee)
8771708680	Deptford High School	\$17,971.00 (180 days @\$99.84)	\$30,422.00 (\$157.95 per diem plus 7% admin. fee)

5. Recommend approval to enter into Joint Transportation Agreements with the following districts for the 2025/2026 school year:

<u>District</u>	<u>State/End Date</u>	<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
Delsea Regional \$53,460.00	9/1/25-6/30/26	AC01	GCIT	
Gateway \$30,000.00	9/1/25-6/30/26	N/A	Field Trips/Sports	
Gateway \$1,200.00 (approx.)	10/6/2025	N/A	Bus Evacuations	

6. Recommend motion to approve of the disposal of the following item(s):

Three (3) full size pianos

7. Recommend motion to approve the PES Masquers Fundraiser, Holiday Photoshoots, scheduled for Saturday, November 15, 2025.
8. WHEREAS, the Pitman Board of Education ("Board") has funds available for and desires to approve the change order of \$247,364.25 on the project: Parking Lot & Drainage Improvements and Track Surface Reconstruction at Pitman Jr./Sr. HS, GA# 5525-1;

NOW, BE IT RESOLVED by the Board as follows:

The Board accepts the Change Order in the amount of \$247,364.25 provided by American Athletic Courts, Inc./American Athletic Track and Turf in connection to the original contract awarded on May 21, 2025 to American Athletic Courts, Inc.

The School Business Administrator is authorized to execute a contract with American Athletic Courts, Inc., upon the advice of and in consultation with the Board's professionals.

This resolution will take effect immediately.

([Attachment F&F-3](#))

Motion to Approve Items #1-8
Motion: Grossman
Second: Higbee-Ionno
Mrs. Boulton: yes
Mrs. Farrell: yes
Mr. Grossman: yes (Abstain #7)
Mrs. Higbee-Ionno: yes
Mrs. Pappalardo: yes
Mrs. Pote: yes
Mrs. Miller: yes
Motion Carried: 7-0 (1-6,8)
6-0-1 (7)

CURRICULUM & INSTRUCTION COMMITTEE – Boulton, Pote, Miller

The committee met virtually on October 8th, 2025. The following items were discussed:

Mathematics Curriculum Training: Eric Milou will be visiting the district to support the new mathematics curriculum. He will first teach a lesson for teachers to observe, and then he will observe them teaching and provide feedback.

New Hire: The committee approved the hiring of Mrs. Dibella as the new 6th-grade replacement science teacher.

Business Academy: The committee continued its discussion on the Business Academy, which will provide a pathway for students (starting with the current freshman class) to earn an associate's degree by the time they graduate from high school. This option will require some summer work.

QSAC Scores: The district's QSAC (Quality Single Accountability Continuum) scores were reviewed. The district narrowly missed passing in two of the five indicators: Instruction and Program and Governance.

An appeal was immediately filed with the QSAC within the required timeframe to seek clarification on the scores.

The district will approve a District Improvement Plan to address these areas, should the appeal not change the results.

Action: A motion was made to approve agenda items 1 through 22.

1. Student Statistics September 30, 2025:

Date	Memorial	PES	Jr./Sr. HS	Out of District	Alternative	Total
9/30/25	274	394	469	26	0	1163
9/17/25	272	395	465	26	0	1154
9/30/24	260	429	468	26	0	1192
9/18/24	271	428	469	26	0	1194

Suspensions/Reasons: 0

HIB:

Reported: 0 Confirmed: 0

[\(Attachment C&I-1\)](#)

2. Recommend motion to approve additions to the Substitute List for the 2025/2026 school year. [\(Attachment C&I-2\)](#)
3. Recommend motion to approve travel and related expenses of staff members and board members on the attached list. [\(Attachment C&I-3\)](#)
4. Recommend motion to approve all field trips as submitted. [\(Attachment C&I-4\)](#)
5. Recommend approval of the Use of Facilities as attached. [\(Attachment C&I-5\)](#)
6. Recommend motion to approve Eric Milou to provide five days of professional development for math teachers at a total cost of \$9,000.00. Funds will be paid for via Title I (20-236-100-300-00-0-000).
7. Recommend motion to approve the submission of the 2024/2025 HIB Grades Self Assessment to the New Jersey Department of Education. [\(Attachment C&I-6\)](#)
8. Recommend motion to approve Kristen Stewart as primary district safety representative and Karolyn Mason as secondary district safety representative for the Gloucester County Reunification Team.

Note: Both district representatives will report to the RCSJ reunification site in the event of a safety event that requires reunification for another Gloucester County school district.

9. Recommend motion to approve the following revised out of district ESY and RSY placement by the Special Services Department for the 2025/2026 school year:

Student ID#	Placement	RSY Tuition Cost
3698387746	Y.A.L.E.	\$72,457.20

Background: Student did not attend ESY Program (\$12,076.20) which was approved on August 20, 2025.

10. Recommend approval of one-on-one teacher assistants for the following out of district students:

Student ID#	Placement	1:1 Teacher Assistant
6765382931	Bankbridge Development Center	\$37,491.99 (prorated)
2990377838	Bankbridge Development Center	\$37,461.99 (prorated)

Background: Originally approved on September 17, 2025.

11. Recommend motion to approve out of district students to take the PSAT/SAT/AP testing at Pitman Jr./Sr. High School during the school day on a date to be determined.
12. Recommend motion to approve the agreement with FURever As Friends, Inc., non-profit pet therapy organization, for visits to Memorial School for grades PK3-1 from October 2025 through June 2026. Annual fee of \$300.00 for initial therapy team and \$150.00 for each additional therapy team or classroom assigned.
13. Recommend motion to retroactively approve the following leave of absence:

Employee	Location	Type of Leave	FMLA/FLA
46252086	Memorial	Intermittent	FMLA/FLA: 10/5/25 - 10/5/26

14. Recommend motion to approve Hannah DiBella as a replacement science teacher, effective on or about October 22, 2025 through on or about March 6, 2026, \$130.00 per diem up to 20 days; effective day 21, 75% of the per diem rate of BA/Step 1 \$53,697.00 ([Attachment C&I-7](#))

Background: Replacing Amanda Giorno

15. Recommend motion to approve Julia Caira as a full-time preschool relief aide at Memorial School effective November 3, 2025 through June 30, 2026, at an hourly rate of \$17.23 based on Step E/Degree of the salary guide (pending receipt of proper paperwork).

Background: Replacing Anthony Fabbi

16. Recommend motion to approve the retirement resignation, with regret, of Lori Staman, special education teacher at Pitman Elementary School, effective June 30, 2026.
17. Recommend motion to approve Kimberly Bridges to train Keri McConnell, Tonya Catando, and Kandice Hanrahan in Foundations for one hour. Ms. Bridges will receive an additional .5 hour for prep (11-000-223-110-22-B-000).
18. Recommend motion to approve the following staff as I&RS Coordinators for the 2025/2026 school year:

<u>Memorial</u>	<u>PES</u>
Nicole Beach	Kristen Chapman
Kimberly Hemmes	Erica Davidson
Emory Seabrook	Jenifer Gillen
Ashlee Sheppard	Laura Spadafora
Cynthia Thompson	Alicia Walsh

19. Recommend motion to approve Christopher Paul as the On-Call Emergency After-Hours Contact for the 2025/2026 school year, at a rate of \$30.00 per hour, as needed.
20. Recommend motion to approve the following personnel for Panther Club for the 2025/2026 school year. (Account #62-105-100-101/106):

Counselors (Time Sheets):

<u>Name</u>	<u>Rate</u>
Mia Brown	\$15.49/hr.
Marisa Nunzio	\$15.49/hr.

21. Recommend motion to approve the following Extra Service Contracts for the 2025/2026 school year. Stipend in accord with the agreement with the Pitman Education Association:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Melissa Bianchini	Co-Head Coach Winter Track	\$6,139.50
Daniel Miller	Co-Head Coach Winter Track	\$6,139.50
Tara Hartwyk*	Head Coach Girls' Basketball	\$6,837.00
Ron Myers*	Head Coach Boys' Basketball	\$6,837.00
James Usilton*	Assistant Coach Boys' Basketball	\$5,468.00
Fred Georgette*	Freshman Coach Boys' Basketball	\$4,655.00
Alexis Johnston*	Assistant Coach Girls' Basketball	\$5,468.00
David Smith*	Head Coach Wrestling	\$6,837.00
Nicholas Wenzke	Assistant Coach Wrestling	\$5,468.00
Matthew Newcomb	Head Coach Swimming	\$6,837.00
Robert Tender	Assistant Coach Swimming	\$5,468.00
Sarah Mickle	Fall Drama Advisor Assistant	\$2,341.00

**not a district employee*

22. Recommend motion to approve the following dues and athletic ticket prices for the 2026/2027 school year:

Tri-County Conference Dues - \$1,650.00;

Tri-County Conference tickets for athletic events: \$4.00 for Adults; Free for Senior Citizens, Pitman Students, and Military Personnel

West Jersey Football League Varsity Football Games: \$5.00 for Adults; Free for Senior Citizens, Pitman Students, and Military Personnel

*Any online ticket prices do not include the cost of additional processing fees

Motion to Approve Items #1-22

Motion: Boulton

Second: Pote

Mrs. Boulton: yes

Mrs. Farrell: yes

Mr. Grossman: yes (Abstain #15)

Mrs. Higbee-Ionno: yes (Abstain #21)

Mrs. Pappalardo: yes

Mrs. Pote: yes

Mrs. Miller: yes (Abstain #2)

Motion Carried: 7-0 (1,3-14,16-20,22)

6-0-1 (2,15,21)

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

The Communication and Policy Committee met on October 7, 2025, at 4:30pm. In attendance were Stacey Pappalardo, Melissa Farrell, Dr. Preston, Mr. Caltabiano, and me. Our action items for the month are the second reading of the policy updates issued by Strauss Esmay last month and the first reading of our revised policy clarifying the

function of Booster clubs that we have discussed in previous meetings. The committee also discussed the NJ Freedom to Read Act that requires school districts and governing bodies of public libraries to develop policies and procedures for reviewing requests that certain books or other materials be removed from a library. We are still waiting for guidance and a proposed policy from Strauss Esmay. As a point of information, the Act bars Boards of Education and public libraries from excluding library materials because of views expressed in the material or by its authors or from banning materials based on the Board's disagreement with a viewpoint, idea, or concept. Likewise, material cannot be banned solely because an individual objector finds certain content offensive. But, Boards do retain the right to limit access of materials for certain groups based on what is age appropriate. With that, I move to adopt items 1 and 2 as written.

1. Recommend motion to approve the second reading of the policies/regulations below ([Attachment C&P-1](#)):

POLICIES/REGULATIONS (Second Reading)	
N.J.A.C. 6Q:23A - Fiscal Accountability, Efficiency, and Budgeting Procedures	
Policy 0173	Duties of Public School Accountant (Revised)
Policy 0174	Legal Services (M) (Revised)
Policy 0177	Professional Services (M) (Revised)
Policy/Regulation 1570	Internal Controls (M) (Revised)
Policy 1620	Administrative Employment Contracts (M) (Revised)
Policy/Regulation 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
Policy 6220 Regulation 6220	Budget Preparation (M) (Revised) Budget Preparation (Revised)
General Policy and Regulation Updates	
Policy 0143	Board Member Election and Appointment (Revised)
Policy 1636.01	Notification of Promotion, New Job, and Transfer Opportunities (New)
Policy 1648.15	Recordkeeping for Healthcare Settings in School Buildings - Covid 19 (M) (Abolished)
Policy 2422	Statutory Curricular Requirements (M) (Revised)
Policy 3280	Liability for Pupil Welfare (Revised)
Policy 5339.01	Student Sun Protection (M) (New)

POLICIES/REGULATIONS (Second Reading)	
Policy 5516 Regulation 5516	Use of Electronic Devices (Revised) Use of Electronic Devices (New)

2. Recommend motion to approve the first reading of the policy below ([Attachment C&P-2](#)):

POLICY (First Reading)	
Policy 9191	Booster Clubs (Revised)

Motion to Approve Items #1-2

Motion: Pappalardo

Second: Farrell

Mrs. Boulton: yes

Mrs. Farrell: yes

Mr. Grossman: yes

Mrs. Higbee-Ionno: yes

Mrs. Pappalardo: yes

Mrs. Pote: yes

Mrs. Miller: yes

Motion Carried: 7-0

Public Comment

Old Business

New Business

Adjournment

Motion to Adjourn the Public Meeting at 7:49 PM

Motion: Pappalardo

Second: Grossman

In Favor: All

The next Board of Education Meeting is scheduled for Wednesday, November 19, 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.

Board Minutes Certified by *Christopher DeStratis*, Board Secretary;

In Attendance on Wednesday, 10/15/25