

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

BOARD MEETING OF THE  
PINE HILL BOARD OF EDUCATION  
1003 Turnerville Road  
Pine Hill, NJ 08021

**WELCOME TO OUR CITIZENS**

Welcome to our meeting of the Pine Hill Board of Education. Attached you will find a copy of the agenda for this evening's meeting. As you can see, it contains topics of vital concern for our children, staff, and all our citizens.

The primary responsibility of the Board of Education is to establish policy for the operation of the schools and the education of all children in the district. Our job is not to administer the schools, but to see that the schools are administered well.

As required by the Open Public Meeting Act, also referred to as the Sunshine Law, all meetings of the Board of Education, with certain exceptions, must be open to the public.

The Board of Education welcomes your participation at our meetings. Should you desire to address the Board, please wait until the President opens the floor for public statements or discussion. This generally occurs before and after the business portion of the meeting. Once the floor is open, raise your hand and await recognition by the President of the Board. State your name and address and direct your remarks to the President, unless directed to do otherwise.

We wish to also note that our administration and staff are available to help you. Please feel free to call upon them with any questions or concerns you might have about the day-to-day operation of the schools.

Board of Education  
Pine Hill Public Schools

**MISSION STATEMENT**

*The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning. Additionally, it is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.*

**I. CALL TO ORDER-** The regular meeting of the Pine Hill Board of Education was called to order by Mr. Martin Mendetta., Board President, on Tuesday, June 11, 2024 at 6:31 p.m. at the Overbrook High School Media Center.

**II. SALUTE TO THE FLAG**

**III. SUNSHINE STATEMENT**

Christine Boyd read the required Open Public Meeting Act Statement: "The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Pine Hill Board of Education, on December 17, 2023, caused notice of this meeting to be published by having the date, time, and place thereof posted at the Board of Education Office, the Dr. Albert M. Bean School, the John H. Glenn School, the Pine Hill Middle School, Overbrook High School, and filed with the Pine Hill Borough Hall. Also, notice of this has been sent to the Courier Post.

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**IV. ROLL CALL**

Board Member	Present	Absent
Ms. Angela Kosar	X	
Ms. Bateman	X	
Mr. Felix James		X
Ms. Heather Cathrall	X	
Mr. Randy Freiling	X	
Ms. Kimberly Reed	X	
Ms. Angela Cooper	X	
Ms. Sharon Young	X	
Ms. Williams-Toplyn		X
Ms. Christine Boyd-Vice President	X	
Mr. Martin Mendetta-President	X	

Also present were:

Dr. Melissa Williams	Superintendent of Schools
Dr. Cherie Bratty	School Business Administrator
Amy Guerin	Solicitor
John Carullo	Vice Principal-OHS.
Heidi Daunoras	Curriculum Supervisor
Michelle Messina	Humanities Supervisor
Marc Gold	Technology Supervisor
John Bauman	PHEA
Nicole Smith	PHEA

**V. CAUCUS REQUESTED-** Moved to the end of the meeting

**VI. PRESENTATIONS-**

- Achieve Program- presented by Mr. Wilbraham & Mrs. Massey
- Unified Team Program- presented by Alec Nicolai, Joel & Brian. He doesn't know what she will do without Gabby & Mackenzie. 30 students are in Unified.

**VII. COMMITTEE REPORTS**

1. AD HOC Committee – Operations/Policy- None
2. AD HOC Committee – Finance- None
3. AD HOC Committee – Negotiations- None
4. AD HOC Committee – Education/HR- None
5. AD HOC Committee – Governance - None

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**VIII. LIAISON REPORTS**

1. Camden County Educational Services Commission – None
2. Camden County School Boards Association - None
3. NJ School Boards Association – 5/18- legislative meeting
4. PTO – Sold flowers at concert.
5. OHS Student Representative(s): Mackenzie Farally, Gabriella Fletcher- ESPY's & graduation.

**IX. SUPERINTENDENT'S REPORT**

**Motioned by Ms. Boyd seconded by Ms. Reed to approve Personnel items A1-A13. Roll Call (7-0-2)**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes- abstain 2a, 3a, 5a, 6a, 7a, 8a, 13a.	Ms. Reed	Yes- abstain 2a, 3a, 5a, 6a, 7a, 8a, 13a.
Ms. Cooper	Yes		

**A. Personnel**

1. Leave of Absences - Be it resolved that the employees listed below be approved for a leave of absence, with/without pay in accordance with the data presented.

<u>Employee No.</u>	<u>Employee Leave</u>	<u>Sick, Personal, Vacation</u>	<u>Federal Family Medical Leave</u>	<u>NJ Medical Leave Act</u>	<u>Unpaid</u>
2119*	6/1/24-7/23/24		6/1/24-7/23/24		6/1/24-7/23/24

\*ratify

2. Separation of Employment - Be it resolved the separation of employment of the following employee(s) be approved for the reasons listed and all resignations listed and hereby accepted on the dates listed below.

a. Grades PreK-8th:

<u>Employee Name</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Christina Perez	PHM	Administrative Assistant	6/14/24	Resignation
Gregory D'Amato	PHM	School Library Media Specialist	6/30/2024	Resignation

b. Grades 9th-12th:

<u>Employee Name</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Helen Flaherty*	OHS	Part-Time Cleaner	5/31/24	Resignation

\*ratify

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

3. New Hire - Be it resolved that the persons listed be approved as of the 2024-2025 school year in accordance with the data presented.

a. Grades PreK-8th:

<u>Employee Name</u>	<u>Replacement of</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Step</u>	<u>Salary</u>	<u>Account No.</u>
Vicky Jensen	Venere	GLN	PreSchool Disabled Teacher	9/1/24	BA,E	\$56,220	11-216-100-101-00-10-GLN
Nicole Smith-Schultz	Frazee	BEN/ GLN	Elementary Media Specialist	9/1/24	MA+ 30,K	\$72,741	11-000-222-101-00-10,20-GLN,BEN
Alyssa Messina	N/A	GLN/ BEN/ OHS	Summer ESY Sub. Instruct. Assist.	7/8/24	N/A	\$15.13/h r.	20-489-100-100-00-00-CU R
Shannon Vitagliano	Kulak	GLN	Teacher	9/1/24	BA, K	\$66,570	11-120-100-101-00-10-GLN
Hope Augustine	Hudes	GLN	Teacher	9/1/24	BA, J	\$63,820	11-120-100-101-00-10-GLN
Alexis Badurina	N/A	GLN/ BEN	Multiple Disabled/ Autism Program Teacher	9/1/24	BA, D	\$55,920	11-214-100-101-00-10,20-GLN,BEN
			—  ESY Summer Program Teacher	—  7/8/24-8/1/24	—  N/A	—  \$35.00/p er hour	—  20-488-100-101-00-00-CU R

b. Grades 9th-12th:

<u>Employee Name</u>	<u>Replacement of</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Step</u>	<u>Salary</u>	<u>Account No.</u>
Alexander Friend	Russo	OHS	HS Social Studies Teacher	9/1/24	BA,C	\$55,620	11-140-100-101-00-60-OHS
Nazia Alam	Unfilled Position From Last Year	OHS	HS Science Teacher	9/1/24	MA, C	\$59,734	11-140-100-101-00-60-OHS
Robert Spaeth	Unfilled Position from Last Year	OHS	HS Science Teacher	9/1/24	MA, I	\$65,514	11-140-100-101-00-60-OHS
Joseph Noce	Nefferdorf	OHS	HS Math Teacher	9/1/24	BA+1 5, L	\$70,869	11-140-100-101-00-60-OHS
Edward Bober	Siano	OHS	PE/HE Teacher	9/1/24	BA, D	\$55,920	11-140-100-101-00-60-OHS

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

c. District:

<u>Employee Name</u>	<u>Replacement of</u>	<u>School</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Step</u>	<u>Salary</u>	<u>Account No.</u>
Kalliopi Bozakis	Alibrando	CST	District Administrative Assistant	7/1/24	NA	\$50,000	11-000-219-105-00-00-CST

4. Staff Renewal - Motion to approve renewal of Kenneth Whalen as high school Teacher of Vocational Arts for the 2024-2025 school year.

5. Athletic Positions - Motion to approve the following athletic positions for the 2024-2025 school year. Stipends may be reduced due to a shortened season from a pandemic, to be negotiated with PHEA.

a. Grades PreK-8th:

<u>Name</u>	<u>School</u>	<u>Sport</u>	<u>Season</u>	<u>Stipend</u>	<u>Account No.</u>
William Fean	PHM	Asst. Softball	Spring	\$1,850	11-402-100-100-51-30-ATH
Autumn Passarello	PHM	Head Softball	Spring	\$,2400	11-402-100-100-51-30-ATH
Christopher Bello	PHM	Asst. Track	Spring	\$1,850	11-402-100-100-51-30-ATH

b. Grades 9th-12th:

<u>Name</u>	<u>School</u>	<u>Sport</u>	<u>Season</u>	<u>Stipend</u>	<u>Account No.</u>
Da'vante Parker	OHS	Asst. boys track	Spring	\$4,900	11-402-100-100-51-60-ATH
Stephanie Williams	OHS	Asst. Softball	Spring	\$4,900	11-402-100-100-51-60-ATH
Eric Burger	OHS	Asst. Softball	Spring	\$4,900	11-402-100-100-51-60-ATH
Lindsey Siano	OHS	Head Softball	Spring	\$7,000	11-402-100-100-51-60-ATH
Michael Stutz	OHS	Asst. Baseball	Spring	\$4,900	11-402-100-100-51-60-ATH
Alec Nicolai	OHS	Head Golf	Spring	\$4,305	11-402-100-100-51-60-ATH
Steven Mitchell	OHS	Head Boys Track	Spring	\$6,500	11-402-100-100-51-60-ATH
Ricky Edwards	OHS	Head Girls Track	Spring	\$6,500	11-402-100-100-51-60-ATH
Gregory Himes	OHS	Head Baseball	Spring	\$7,000	11-402-100-100-51-60-ATH
Jamie Otis	OHS	Volunteer Baseball	Spring	N/A	N/A
Dylan Edelman	OHS	Asst. Boys Basketball	Winter	\$4,850	11-402-100-100-51-60-ATH

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Kayla Cade	OHS	Asst. Girls Basketball	Winter	\$4,850	11-402-100-100-51-60-ATH
Leslie Rodriguez	OHS	Ticket Taker	24-25	\$48 per event	11-402-100-100-51-60-ATH
Cheryl Fisher	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Cheryl Fisher	OHS	Ticket Taker	24-25	\$48 per event	11-402-100-100-51-60-ATH
Autumn Passarello	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Ricky Edwards	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Donald Lang	OHS	Site Manager	24-25	\$104 per event	11-402-100-100-51-60-ATH
Donald Lang	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Christopher Prescott	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Katerina Giberson	OHS	Event Staff	24-25	\$48 per event	11-402-100-100-51-60-ATH
Ricky Edwards	OHS/PHM	Clock Operator	24-25	\$48 per event	11-402-100-100-51-60-ATH

6. Extra Curricular Advisors - Be it resolved that the Extra Curricular Advisors listed below be approved for the 2024-2025 school year. Stipends may be reduced due to shortened meeting times from a pandemic, to be negotiated with PHEA.

a. Grades PreK - 8th:

<u>Position</u>	<u>Building</u>	<u>Staff Member</u>	<u>Stipend</u>	<u>Account</u>
Website Manager	BEN	Jessica Castanon	\$1,350	11-401-100-100-51-20-BEN
Band Director	PHM	Erica Burr	\$2,020	11-401-100-100-51-30-PHM
Choir Director	PHM	Douglas Bender	\$2,020	11-401-100-100-51-30-PHM
Academic Pride	PHM	Abigail Godfrey	\$1,000	11-401-100-100-51-30-PHM
<i>Academic Pride</i>	<i>PHM</i>	<i>Kara Pley</i>	<i>\$1,000</i>	11-401-100-100-51-30-PHM
Art Club	PHM	Lynne Kells	\$750	11-401-100-100-51-30-PHM
Bowling Club	PHM	Margo Oasio	\$750	11-401-100-100-51-30-PHM
Bowling Club	PHM	Christina Dooling	\$750	11-401-100-100-51-30-PHM
Debate Club	PHM	Denise Vuono	\$750	11-401-100-100-51-30-PHM
Debate Club	PHM	Janelle Michalowski	\$750	11-401-100-100-51-30-PHM
Money Matters	PHM	Karen Fricke	\$750	11-401-100-100-51-30-PHM

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Multicultural Club	PHM	Tracey Rosa	\$750	11-401-100-100-51-30-PHM
STEM Club	PHM	Jordan Brennan	\$750	11-401-100-100-51-30-PHM
STEM Club	PHM	Christina Dooling	\$750	11-401-100-100-51-30-PHM
Detention	PHM	Katharine Rabaca	\$33/hr.	11-401-100-100-51-30-PHM
Detention	PHM	Carmen Grasso	\$33/hr.	11-401-100-100-51-30-PHM
Homebound Instructor	PHM	Nicole Moyers	\$34/hr.	11-150-100-101-51-00-BUS
Homebound Instructor	PHM	Christina Dooling	\$34/hr.	11-150-100-101-51-00-BUS
Homebound Instructor	PHM	Margo Ocasio	\$34/hr.	11-150-100-101-51-00-BUS
Peer Mediation	PHM	Denise Vuono	\$1,500	11-401-100-100-51-30-PHM
8th Grade Class Advisor	PHM	Renee Gilson	\$750	11-401-100-100-51-30-PHM
Tolerance Club	PHM	Margo Ocasio	\$750	11-401-100-100-51-30-PHM
Website Manager	PHM	Kevin Lawlor	\$1,550	11-401-100-100-51-30-PHM
Yearbook	PHM	Abigail Godfrey	\$750	11-401-100-100-51-30-PHM
Yearbook	PHM	Molly Schultz	\$750	11-401-100-100-51-30-PHM
8th Grade Class Adv.	PHM	Renee Gilson	\$750	11-401-100-100-51-30-PHM
<i>National Junior Honor Society</i>	<i>PHM</i>	<i>Rachel Davis</i>	<i>\$1,625</i>	11-401-100-100-51-30-PHM
<i>Safety Club</i>	<i>PHM</i>	<i>Jessica O'Toole</i>	<i>\$1,650</i>	11-401-100-100-51-30-PHM
<i>Website Manager</i>	<i>PHM</i>	<i>Rachel Davis</i>	<i>\$1,550</i>	11-401-100-100-51-30-PHM
Morning Duty	PHM	Erica Burr	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	William Fean	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	Denise Vuono	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	Janelle Michalowski	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	Abigail Godfrey	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	Kara Pley	\$44/hr.	11-130-100-101-58-30-PHM
Morning Duty	PHM	Gregory D'Amato	\$44/hr.	11-130-100-101-58-30-PHM

b. Grades 9th - 12th:

<u>Position</u>	<u>Building</u>	<u>Staff Member</u>	<u>Stipend</u>	<u>Account</u>
Homebound Instruction	OHS	Scott Hewitt**	\$34/hr.	11-150-100-101-51-00-BUS

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Morning Duty	OHS	Christopher Callahan	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Kathryn Clemency	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Valerie Damiri	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Lauren DeLucas	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Hannah Do	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Michele Dunnet	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Noel Enley	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Jeffrey Hartnett	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Jennifer Moore	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Tammy Mosier	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Lucille Myers	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Sharon Nadelbach	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Jamie Otis	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Misty Procopio	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Lindsey Siano	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Nicole Smith	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Frank Wilczynski	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Holly Wankel	\$44/hr.	11-140-100-101-58-60-OHS
Morning Duty	OHS	Danielle Wise	\$44/hr.	11-140-100-101-58-60-OHS
After School Detention	OHS	Jennifer Moore	\$33/hr.	11-140-100-101-56-60-OHS
After School Detention	OHS	Nicole Smith	\$33/hr.	11-140-100-101-56-60-OHS
After School Detention	OHS	Cindi Tapia	\$33/hr.	11-140-100-101-56-60-OHS
After School Detention	OHS	Holly Wankel	\$33/hr.	11-140-100-101-56-60-OHS
Freshman Class	OHS	Misty Procopio	\$1,600	11-401-100-100-51-60-OHS
Sophomore Class	OHS	Danielle Wise	\$2,000	11-401-100-100-51-60-OHS
Junior Class	OHS	Nicole Smith	\$2,450	11-401-100-100-51-60-OHS



Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Senior Class	OHS	Cheryl Fisher	\$2,450	11-401-100-100-51-60-OHS
Graduation Advisor	OHS	Eric Burger	\$1,450	11-401-100-100-51-60-OHS
Academic Facilitator - Language Arts	OHS	Melissa Perez	\$2,300	11-401-100-100-51-60-OHS
Academic Facilitator- Mathematics	OHS	Tammy Mosier	\$2,300	11-401-100-100-51-60-OHS
Academic Facilitator- Science	OHS	Gina Lingham	\$2,300	11-401-100-100-51-60-OHS
Academic Facilitator- Social Studies/ World Language	OHS	Nicole Smith	\$2,300	11-401-100-100-51-60-OHS
Academic Facilitator- PE/Special Areas	OHS	Danielle Wise	\$2,300	11-401-100-100-51-60-OHS
Academic Challenge	OHS	Suzanne Pomykacz	\$1,450	11-401-100-100-51-60-OHS
African American Culture Club	OHS	Amanda Potter	\$1,450	11-401-100-100-51-60-OHS
Art Club	OHS	Stephanie Williams	\$1,450	11-401-100-100-51-60-OHS
Barbershop Talk	OHS	Christopher Callahan	\$1,450	11-401-100-100-51-60-OHS
Choir Director	OHS	Maura Schwartz	\$4,000	11-401-100-100-51-60-OHS
Coding Club	OHS	Stephen Angilletta	\$1,450	11-401-100-100-51-60-OHS
Concert Band Director	OHS	Brian Height	\$4,000	11-401-100-100-51-60-OHS
Drama Club	OHS	Kayla Bowe	\$1,450	11-401-100-100-51-60-OHS
Drama Director	OHS	Kayla Bowe	\$5,000	11-401-100-100-51-60-OHS
Drama Director Assistant	OHS	Claudia Biddle	\$3,400	11-401-100-100-51-60-OHS
Drama Set Construction	OHS	Michael Charboneau	\$1,700	11-401-100-100-51-60-OHS
Interact Club	OHS	Jeffrey Hartnett	\$1,450	11-401-100-100-51-60-OHS
Jazz Band Director	OHS	Brian Height	\$2,500	11-401-100-100-51-60-OHS
Leo Club	OHS	Cheryl Fisher	\$1,450	11-401-100-100-51-60-OHS
LGBTQ Club	OHS	Denise Rogers	\$1,450	11-401-100-100-51-60-OHS

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Model UN	OHS	Nicole Smith	\$1,450	11-401-100-100-51-60-OHS
Multicultural Club	OHS	Carmen Nieves-Ocasio	\$1,450	11-401-100-100-51-60-OHS
Musical Director - Play	OHS	Douglas Bender	\$1,800	11-401-100-100-51-60-OHS
National Honor Society Advisor	OHS	Danielle Franchetti	\$1,625	11-401-100-100-51-60-OHS
Newspaper	OHS	Felicia Cullen	\$1,550	11-401-100-100-51-60-OHS
Orchestra Director - Play	OHS	Douglas Bender	\$1,800	11-401-100-100-51-60-OHS
PBSIS Lead	OHS	Cindi Tapia	\$1,625	11-401-100-100-51-60-OHS
Rambassador	OHS	Holly Wankel	\$1,450	11-401-100-100-51-60-OHS
<i>Renaissance</i>	<i>OHS</i>	<i>Jessica Horner</i>	<i>\$1,000</i>	<i>11-401-100-100-51-60-OHS</i>
<i>Renaissance</i>	<i>OHS</i>	<i>Kyle Hemmert</i>	<i>\$1,000</i>	<i>11-401-100-100-51-60-OHS</i>
Spotlight/ People's Choice	OHS	Jennifer Kohri	\$1,450	11-401-100-100-51-60-OHS
Stage Manager	OHS	Glenn Davis	\$4,200	11-401-100-100-51-60-OHS
Stage Manager, Assistant	OHS	Lindsey Marter	\$2,000	11-401-100-100-51-60-OHS
Student Government	OHS	Casey Binkley	\$2,000	11-401-100-100-51-60-OHS
Student Government	OHS	Tammy Mosier	\$2,000	11-401-100-100-51-60-OHS
Student Spotlight / People's Choice	OHS	Jennifer Kohri	\$1,450	11-401-100-100-51-60-OHS
Summer ID Cards	OHS	Stephen Angilletta	\$1,500	11-401-100-100-51-60-OHS
Video Production Club	OHS	Daniel Pigott	\$3,800	11-401-100-100-51-60-OHS
Website Manager	OHS	Adrienne Barrett	\$1,650	11-401-100-100-51-60-OHS
Women's Empowerment	OHS	Lauren Delucas	\$1,450	11-401-100-100-51-60-OHS
Yearbook	OHS	Melissa Perez	\$3,350	11-401-100-100-51-60-OHS
Youth & Government	OHS	Nicole Smith	\$1,450	11-401-100-100-51-60-OHS
Tech Supervisors for Special Event	OHS	Glenn Davis	\$35/hr.	11-401-100-100-51-60-OHS
Tech Supervisors for Special Event	OHS	Claudia Biddle	\$35/hr.	11-401-100-100-51-60-OHS
Tech Supervisor for Special Event	OHS	Lindsey Marter	\$35/hr.	11-401-100-100-51-60-OHS

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Tech Supervisor for Special Events	OHS	Kayla Bowe	\$35/hr.	11-401-100-100-51-60-OHS
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\*\*May 24, 2024 through June 2025

c. District:

<u>Position</u>	<u>Building</u>	<u>Staff Member</u>	<u>Stipend</u>	<u>Account No.</u>
<i>District Homebound Coordinator</i>	<i>District</i>	<i>Roxanne Presley</i>	<i>\$6,500</i>	<i>11-401-100-100-51-60-OHS</i>
<i>Pep Band Director</i>	<i>District</i>	<i>Erica Burr</i>	<i>\$3,800</i>	<i>11-401-100-100-51-60-OHS</i>
<i>Pep Band Assistant Director</i>	<i>District</i>	<i>Douglas Bender</i>	<i>\$1,751</i>	<i>11-401-100-100-51-60-OHS</i>

\*ratify

7. Project Success - Motion to approve the following staff for the Project Success after-school tutoring programs for the 2024-2025 school year at a rate of \$35.00/hr.

a. Grades PreK-8th:

<u>Staff</u>	<u>School</u>	<u>Account #</u>
Lisa Myers	PHM	20-231-100-101-99-10,20,30,60-CUR
Nicole Moyers	PHM	20-231-100-101-99-10,20,30,60-CUR

b. Grades 9th-12th:

<u>Staff</u>	<u>School</u>	<u>Account #</u>
Lauren DeLucas	OHS	20-231-100-101-99-10,20,30,60-CUR
Melissa Perez	OHS	20-231-100-101-99-10,20,30,60-CUR
Adrienne Barrett	OHS	20-231-100-101-99-10,20,30,60-CUR
Gina Lingham	OHS	20-231-100-101-99-10,20,30,60-CUR
Jennifer Kohri	OHS	20-231-100-101-99-10,20,30,60-CUR

8. 2024 Summer Program Staff - Motion to approve the following staff for summer programs at a rate of \$35.00/hr. and Instructional Assistants \$15.13, not to exceed 15 hours per person / per work session at the discretion of administration, according to available Title IA, Title III, PEA and ARP ESSER funds as approved by the NJDOE and the data presented below.

a. Grades PreK-8:

<u>Staff</u>	<u>School</u>	<u>Work Session</u>
<i>Joanne Brown</i>	<i>GLN/BEN</i>	<i>Substitute Teacher - Elem.</i>
Kristina Davis	GLN	Preschool Orientation
Robin Nastasi	GLN	Preschool Orientation
Kelsie McVicker	GLN	Preschool Orientation
Stacey McGinley	BEN	Preschool Orientation

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Pamela Schwartz	BEN	Preschool Orientation
Kaitlyn Grella	BEN	Preschool Orientation
Nicole Steich	BEN	Preschool Orientation
Lauren Bigos	GLN	Kindergarten Orientation
Jennifer Dugan	BEN	Kindergarten Orientation
Jeanette Duffy	BEN	Kindergarten Orientation
Alysia Reeder	BEN	Kindergarten Orientation
Sandy Carannante	BEN	Kindergarten Orientation
Sandra Jones	BEN	Kindergarten Orientation
Christina Berthel	BEN	Kindergarten Orientation
Sharon McDowell	BEN	Kindergarten Orientation
Lisa Mariano	GLN	Kindergarten Orientation
Debra McEneaney	GLN	Kindergarten Orientation
Colleen Frazee	GLN	Kindergarten Orientation
<i>Charneice Roark</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Renee Gilson</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Jessica O'Toole</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Abigail Godfrey</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Erica Burr</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Quinn Reynolds</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Denise Vuono</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Janelle Michalowski</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Brittany Adams</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Desiree Maras</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Jordan Brennan</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Holly Strobl</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Kevin Lawlor</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>William Fean</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Nicholle Gordon</i>	<i>PHM</i>	<i>Middle School Orientation</i>
<i>Julia Marinacci</i>	<i>PHM</i>	<i>Middle School Orientation</i>

b. Grades 9-12 and District:

<u>Staff</u>	<u>School</u>	<u>Work Session</u>
Sharon Nadelbach	OHS	Freshman Orientation
Michele Dunnet	OHS	Freshman Orientation
Kayla Bowe	OHS	Freshman Orientation

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Hannah Do	OHS	Freshman Orientation
Cheryl Fisher	OHS	Freshman Orientation
Cindi Tapia	OHS	Freshman Orientation
Elizabeth Schopfer	OHS	Freshman Orientation
Eric Burger	OHS	Freshman Orientation
Nicholle Gordon	OHS	Freshman Orientation

9. Business Administrator's Contract- The motion to approve the county approved Business Administrator's contract for July 1, 2024 through June 30, 2025, with a 3.4 % salary increase, as approved by the Personnel Committee. **See Attachment [IXA9](#)**

10. Bus Driver Summer Rate- The motion to approve the summer daily rate of \$125.00 for bus drivers July 1, 2024 through August 31, 2025.

11. 2024 Rutgers Mental Health Program Staff Summer Planning - Motion to approve the following staff for summer planning at a rate of \$35.00/hr. not to exceed 15 hours per person/per work session at the discretion of administration. Account # 20-291-200-100-00-00-CUR

<u>Staff</u>	<u>School</u>
Charniece Roark	District
Elizabeth Schopfer	District
Tracey Rosa	PHM
Anthony Parsons	PHM
Rachel Davis	PHM
Dana DeGrand	BEN
Gabrielle Foster	BEN
<i>Brittany Adams</i>	<i>PHM</i>

12. CPR Training- Motion to approve the following staff (except district employees) for 3 hours of CPR training on 6/20/24 at \$35.00/hr. at Pine Hill Middle School. Two sessions, 9-1 and 1-4. Pam Marmon and Marybeth Jensen will be the trainers.

Staff	Building
<i>Athena LaPenna-Pilieri</i>	<i>CST</i>
<i>John Bauman</i>	<i>GLN</i>
<i>Michelle Stanton</i>	<i>CST</i>
<i>Elizabeth Somers</i>	<i>GLN</i>

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

<i>Christine Monckton</i>	<i>BEN</i>
<i>Gabrielle Foster</i>	<i>BEN</i>
<i>Daniel Schuster</i>	<i>BEN</i>
<i>Shaun Woerner</i>	<i>GLN</i>
<i>Douglas Bender</i>	<i>PHM</i>
<i>Elizabeth Schopfer</i>	<i>OHS</i>
<i>Jamie Otis</i>	<i>OHS</i>
<i>Roxanne Presley</i>	<i>OHS</i>
<i>Dr. Melissa Williams</i>	<i>District</i>
<i>Patricia Blaylock</i>	<i>District</i>
<i>Michele Rhubart</i>	<i>District</i>
<i>Tracie Wolf</i>	<i>District</i>
<i>Andrea Duncan</i>	<i>OHS</i>
<i>Russell Lewis</i>	<i>District</i>
<i>Denise Rogers</i>	<i>OHS</i>
<i>Nicole Moyers</i>	<i>PHM</i>
<i>Renee Gilson</i>	<i>PHM</i>
<i>Aleah Braxton</i>	<i>OHS</i>
<i>Nicole Smith</i>	<i>OHS</i>

13. Salary Adjustment - Be it resolved that the staff members listed below have shown evidence to be moved on the salary guide in accordance with the data presented.

a. Grades PreK-8th:

<u>Staff Member</u>	<u>School</u>	<u>Position</u>	<u>Adjusted Step</u>	<u>Adjusted Salary</u>	<u>Effective Date</u>	<u>Account #</u>
<i>Lynne Kells*</i>	<i>PHM</i>	<i>Art Teacher</i>	<i>L, BA+15</i>	<i>\$69,873</i>	<i>6/1/24</i>	<i>11-130-100-101-00-30-PHM</i>

\*ratify

b. Grades 9th-12th

<u>Staff Member</u>	<u>School</u>	<u>Position</u>	<u>Adjusted Step</u>	<u>Adjusted Salary</u>	<u>Effective Date</u>	<u>Account #</u>
<i>Melissa Perez*</i>	<i>OHS</i>	<i>English Teacher</i>	<i>H, BA+15</i>	<i>\$59,193</i>	<i>6/1/24</i>	<i>11-140-100-101-00-60-OHS</i>

\*ratify

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**B. Policy-** None

**Motioned by Ms. Bateman seconded by Ms. Boyd to approve Curriculum items C1-C8. Roll Call (7-0-2)**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes- abstain 1a, 2a, 3a, 8a.	Ms. Reed	Yes- abstain 1a, 2a, 3a, 8a.
Ms. Cooper	Yes		

**C. Curriculum**

1. Travel (In & Out of District)/Professional Development - Be it resolved the professional development listed below be approved for the 2024-2025 school year in accordance with the data presented.

a. Grades PreK - 8th:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/ Location</u>	<u>Total Cost</u>	<u>Account No.</u>
8/5/24- 8/8/24	Lindsey Marter	English Literature and Composition online - APSI	Camden County College/online	\$995.00	11-000-223-500-00-60-CUR
6/26/24	Pia Garbutt	We LEAD Conference 2024	Rowan University, Glassboro	\$79 + \$10.81 travel	20-488-200-300-00-30-CUR
6/26/24	Maria Casciotta	We LEAD Conference 2024	Rowan University, Glassboro	\$79	20-488-200-300-00-30-CUR
8/28/24	Veronica DiCrecchio-Ulrich Jeanette Duffy Lisle Duffy Jennifer Dugan Gabrielle Foster Cindi Marrero Sharon McCullough Nicole Podwats Alysia Reeder Julie Sara Nicole D. Smith Jennifer Burgin-Cipparone Joanne Brown Mary Kennedy Cynthia Kitz Amanda Kulak Debra McEneaney Marisa Meyers Elizabeth Nelson	Science of Reading Workshop	Bell Oaks School, Bellmawr	\$25.00/pp	20-488-200-300-00-10-CUR (\$325.00)  20-488-200-300-00-20-CUR (\$275.00)

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

	Debra Otis Aubrey Schreyer Elizabeth Somers Marie Spencer Kiyna Twisdale				
2024/2025 School Year	Joanne Brown	Affirmative Action Officer Online Certificate Program	NJPSA/FEA	\$500.00	11-000-223-320-00-30-CUR
2024/2025 School Year	Daniel Schuster Pia Garbutt	RIEL Principal Study Council	RIEL - College of Education, Glassboro	\$500/pp	11-000-223-320-00-20-CUR 11-000-223-320-00-30-CUR

b. Grades 9th-12th:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/ Location</u>	<u>Total Cost</u>	<u>Account No.</u>
6/18/24- 6/21/24	Jayme Smith	University of Houston - June 2024 APSI	University of Houston College of Education /online	\$575.00	11-000-223-500-00-60-CUR
7/9/24- 7/11/24	Jessica Horner Megan Blakelock	SIOP Virtual Conference	Savvas/Virtual	\$280/pp	20-243-200-500-00-00-CUR
8/1/24- 10/31/24	Dan Trinh	75th NATA Clinical Symposia & AT Expo	National Athletic Trainers Assoc./Virtual	\$495.00	11-000-223-500-00-60-CUR
2024/2025 School Year	John Carullo	RIEL Principal Study Council	RIEL - College of Education, Glassboro	\$500	11-000-223-320-00-60-CUR

c. District:

<u>Date</u>	<u>Staff</u>	<u>Event</u>	<u>Provider/ Location</u>	<u>Total Cost</u>	<u>Account No.</u>
2024/2025 school year	Maria Casciotta	Affirmative Action Officer Online Certificate Program	NJPSA/FEA	\$500.00	11-000-223-320-0 0-30-CUR
6/26/24	Dr. Melissa Williams	We LEAD Conference 2024	Rowan University, Glassboro	\$79	11-000-230-340-0 0-00-BUS
8/28/24	Dr. Melissa Williams Michelle Messina	Science of Reading Workshop	Bell Oaks School, Bellmawr	\$25.00 per person	20-488-200-300-0 020-CUR
7/10/24	Dr. Cherie Bratty Russell Lewis Gwen Ulatowski James Scott David Hauss	SPELLJIF Safety 360 Seminar Water Intrusion Proactive/Predictive Monitoring 3rd Party Vetting & Contract Management	Westin, Mount Laurel	\$12.03 per staff travel only	11-000-262-590-0 0-00-OPR (\$24.06) 11-000-252-500-0 0-00-TEC (\$24.06)



Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

2024/2025 School Year	Dr. Melissa Williams	RIEL Superintendent Leadership Network	RIEL - College of Education, Glassboro	\$500	11-000-230-585-0 0-00-BUS
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2. Field Trips - Motion to approve the following field trips in accordance with the data presented. Attendance pending current pandemic health guidelines.

a. Grades PreK - 8th:

<u>Date</u>	<u>Staff/Group</u>	<u>School</u>	<u>Location</u>	<u>Time</u>	<u>Cost:</u> <u>Admission (A)</u> <u>Transportation (T)</u>
6/5/24*	5th Grade	BEN	Middle School Orientation at PHM	9:15am-10:15am	(A) N/A (T) Pine Hill
7/18/24	Summer Enrichment Program Students	PHM	Cedar Run Wildlife Refuge, Medford	9:15am-12:30pm	(A) \$10/pp-\$150 minimum 20-487-100-800-00-10,20 CUR (T) TBD
7/24/24	Summer Enrichment Program Students	GLN	30 Strikes Lanes, Stratford	9:00am-12:00pm	(A) \$1,800 20-487-100-800-00-10,20 CUR (T) TBD

\*ratify

b. Grades 9th-12th:

<u>Date</u>	<u>Staff/Group</u>	<u>School</u>	<u>Location</u>	<u>Time</u>	<u>Cost:</u> <u>Admission (A)</u> <u>Transportation (T)</u>
6/13/24	Seniors	OHS	Senior Visit to Elementary Schools	10:00am-11:15am	(A) N/A (T) Pine Hill
6/13/24	21st Century Scholars	OHS	Franklin Institute, Philadelphia	1:00pm-5:00pm	N/A - Paid by 21st Century Scholars Program
7/8/24-7/31/24	18/21 Transition Program	OHS	18-21 Transition Program gym trips to Giant Fitness, Clementon	9:00am-10:30am	(A) N/A (T) Pine Hill
7/8/24-8/1/24	18-21 Transition Program	OHS	18-21 Transition Program daily work experience, Pizza Hut, Sicklerville	10:45am-12pm	(A) N/A (T) Pine Hill
Month of July- Dates TBD	21st Century Scholars	OHS	Fairmont Water Parks, Philadelphia Yogi Berra Museum, Little Falls Whale Watching, Cape May Smithsonian Institute, Washington DC	TBD	N/A - Paid by 21st Century Scholars Program

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

			Pinsetters Bowling, Merchantville		
			Metropolitan Museum, NYC		
			Adventure Aquarium, Camden		

3. Curriculum Writing - Motion to approve the following staff for Curriculum Writing at the following rates: New Course, Full Year \$750.00; Semester, \$375.00; Course Revisions, \$350.00, payable through 11-000-221-110-51-10,20,30,60-CUR.

a. Grades PreK-8:

<u>Staff</u>	<u>Course</u>	<u>Term (Full or Semester/Revised or New)</u>
Lynne Kells	6-8 Art	Revised Semester
Molly Schultz	8th Grade ELA	Revise Full Year
Douglas Bender	6-8 General Music, Chorus	New Semester
Megan Blakelock	K-5 MLL	Revised Full Year
New MLL Teacher	6-8 MLL	Revised Full Year

b. Grades 9-12:

<u>Staff</u>	<u>Course</u>	<u>Term</u>
Brian Height	Music Tech I, Music Tech II	New Semester
Brian Height	Jazz Band, Concert Band, Concert Band Honors	Revised Full Year
Felicia Cullen	10th Grade ELA	Revise full year
Danielle Franchetti	AP Psychology	New Full Year
Jennifer Kohri	AP US History	Revise Full Year
Steven Angiletta	AP Computer Science Principles	New Full Year
Kayla Bowe	Theatre, Advanced Theatre	New Full Year
Jennifer Kohri	US I Honors	Revised Full Year
Jessica Horner	9-12 Multilingual	New Full Year
Sharon Nadelbach	9-12 Library/Media	Revised Full Year
Maura Schwartz	Intro to Music, Concert Choir	Revised Full Year

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

4. Teacher Evaluation - Motion to approve the Mid-Continent Research for Education and Learning (McREL) Teacher Evaluation Standards evaluation instrument for teachers for the 2024-2025 school year.

5. Administrator Evaluation - Motion to approve New Jersey Principal Evaluation for Professional Learning (NJPEPL) evaluation instrument for administrators for the 2024-2025 school year.

6. Maintenance/Custodial Evaluation - Motion to approve the attached Maintenance/Custodial/ Grounds/Cleaner Evaluation form for the 2024-2025 School Year. **See Attachment [IXC6](#)**

7. Nurse Summer Hours - Motion to approve summer nurse hours at a rate of \$31.25/hr. not to exceed 35 hours for high school and 21 hours for middle and elementary schools.

8. Guest Speakers - Motion to approve the guest speakers listed be approved in accordance with the data presented.  
a. Grades PreK - 8th:

<u>Date</u>	<u>Organization</u>	<u>School / Group</u>	<u>Topic</u>	<u>Cost</u>	<u>Account No.</u>
7/17/24, 7/25/24	Pine Hill Police Dept.	PHSD Summer Programs	Pine Hill Police Dept.	N/A	N/A
7/11/24, 7/29/24	Mister Softee Truck	PHSD Summer Programs	Summer Program Treats	\$2.50 per person	20-489-200-300-00 -00-CUR
7/31/24, 8/1/24	Pizza Party	PHSD Summer Programs	Summer Program Treats	TBD	20-489-200-300-00 -00-CUR

**Motioned by Ms. Reed seconded by Ms. Boyd to approve Miscellaneous items D1-D19. Roll Call.**  
**Approved 9-0-0. Motion carried.**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes	Ms. Reed	Yes.
Ms. Cooper	Yes		

#### D. Miscellaneous

1. Approval of the Findings of the Anti-Bullying Specialists (HIB) - At Dr. Albert Bean Elementary School, John H. Glenn Elementary School, Pine Hill Middle School and Overbrook High School.

**See Attachment [IXD1](#)**

2. Acceptance of Fire and Lockdown Drills - At Dr. Albert Bean Elementary School, John H. Glenn Elementary School, Pine Hill Middle School, and Overbrook High School. **See Attachment [IXD2](#)**

3. Bus Evacuation Drill - At Dr. Albert Bean Elementary School, John H. Glenn Elementary School, Pine Hill Middle School and Overbrook High School. **See Attachment [IXD3](#)**

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

4. Nursing Standing Orders - Motion to approve the Standing nursing orders for the 2024-2025 school year as approved by Dr. Mukherjee, School Physician. **See Attachment [IXD4](#)**
5. 7v7 Equipment - Motion to approve use of protective football equipment for attendance at prospect camps or 7v7 (third party camps).
6. Summer Team Workouts - Motion to approve summer team workouts and camps for all high school sports teams. Coaching will be on a volunteer basis. All athletes must have a current physical. Request that the coaching staff and athletes be allowed to use the facilities and equipment for the purpose of informal non-mandatory summer workouts. This request is in accordance with the NJSIAA out-of-season guidelines from June 12th to August 31st.
7. NJSIAA Membership & Dues - Motion to recommend that the Pine Hill School District Board of Education adopt the NJSIAA membership resolution. In doing so, the Board agrees to be governed by the Constitution, by-laws, and rules and regulations of the NJSIAA, including all rules governing student-athlete eligibility. Annual dues \$2,500. Funding from 11-402-100-800-00-60-ATH.
8. DAANJ Membership & Dues - Motion to approve the Directors of Athletics Association of New Jersey Annual membership dues of \$175.00. Funding from 11-000-240-800-00-60-ATH.
9. Cross Country Workouts - Motion to approve the coed cross-country team to take a bus to Lindenwold Park or Donio Park to run hill workouts.
10. Summer Workout Celebration - Motion to approve Mr. Softee to provide treats to celebrate the end of the summer practices for all fall sports. Date TBD. Approx. cost \$400.
11. Use of Bowen Field - Motion to approve the middle school cross-country team to walk/jog to Bowen Field to use the path, coach will supervise.
12. First Aid/CPR/AED - Motion to approve Dan Trinh to administer a First Aid/CPR/AED class for the coaching staff at a cost of \$100.00.
13. Flu Shot Clinic - Motion to approve staff flu shot clinics in each of the buildings in October 2024 (dates to be determined). They will also offer COVID boosters, Pneumonia, and other adult vaccines upon request. No cost to the board.
14. Breast Cancer-Red Dress - Motion to approve October Breast Cancer Awareness Day and February Red Dress Day.
15. Amblyopia Screening - Motion to approve Laurel Springs Lions Club to perform Amblyopia Screening for all Preschool and Kindergarten students at Dr. Albert Bean Elementary School and John H. Glenn Elementary School. Parents will be required to sign a permission form. No cost to the board.
16. Job Descriptions - Motion to approve revised job descriptions for Video Production Advisor, Maintenance/Custodian, and Custodial/Cleaner. **See Attachment [IXD16a](#) [IXD16b](#) [IXd16c](#)**
17. ARP Safe Return Plan - Motion to approve the district's updated Safe Return Plan.
18. Bilingual, ESL, and English Language Services - Students enrolled in Bilingual, ESL, and English language services programs shall have full access to (as feasible) supportive services such as counseling, tutoring, and career guidance. These services should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

parents.

19. 2024 -2025 Calendar - Motion to approve the revised 2024 - 2025 school calendar.  
**See Attachment [IXD19](#)**

**E. Items of General Interest**

1. Principal's Reports

- a. **Overbrook High School** - See Attachment [IXE1a](#)
- b. **Pine Hill Middle School** - See Attachment [IXE1b](#)
- c. **John H. Glenn Elementary School** - See Attachment [IXE1c](#)
- d. **Dr. Albert Bean Elementary School** - See Attachment [IXE1d](#)

2. Athletic Report - See Attachment [IXE2](#)

3. Child Study Team Report - See Attachment [IXE3](#)

4. Supervisor of Guidance- See Attachment [IXE4](#)

5. Supervisor Reports-

- a. Curriculum and Instruction Report- See Attachment [IXE5a](#)
- b. Humanities Report- See Attachment [IXE5b](#)
- c. STEAM Report- See Attachment [IXE5c](#)

6. Staff Attendance - See Attachment [IXE6](#)

7. Student Enrollment -See Attachment [IXE7](#)

8. Home Instruction - See Attachment [IXE8](#)

9. Nurse's Report - See Attachment [IXE9](#)

10. For the information of the Board-,

- Special Board Meeting scheduled for 7/9/24 at 6:30 p.m. (virtual)

**X. BUSINESS ADMINISTRATOR'S REPORT**

**A. Information -**

1. Reminder to complete your mandated training by 12/31/24.
2. If you are up for re-election in November or are interested in becoming a School Board Member, go to this link, [www.camdencounty.com](http://www.camdencounty.com), then scroll down to Candidates for School Board where it lists the information on how to run as a candidate, the deadline to submit your petition and provides the link to print the nominating petition with instructions.

**B. Correspondence –**

1. Nutri Serve Update- See Attachment [XB1](#)

**Motioned by Ms. Boyd seconded by Ms. Young to approve Minutes C1-C2. Voice vote. Approved 9-0-0.**

**C. Minutes –**

1. May 14, 2024- Regular Meeting Minutes See Attachment [XC1](#)
2. May 14, 2024- Caucus Meeting Minutes See Attachment [XC2](#)

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**Motioned by Ms. Boyd seconded by Ms. Bateman to approve Finance items D1-D22. Roll Call (7-0-2).**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes- abstain 16a, 17a, 21a	Ms. Reed	Yes- abstain 16a, 17a, 20, 21a.
Ms. Cooper	Yes		

**D. Finance**

1. Secretary's Report - The Board Secretary certifies that no line item accounts in May 2024 have 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.

**See Attachment [XD1](#)**

2. Treasurer's Report - Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2024. The Treasurer's Report and Secretary's Report are in agreement for the month of May. **See Attachment [XD2](#)**

3. Board Secretary- Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) certifies that there are no changes in anticipated revenue amounts or revenue sources.

4. Board Of Education Certification - Pursuant of N.J.A.C. 6A:23A-6.10 (c)4, the Pine Hill Board of Education certifies that after review of the May Secretary's Monthly Financial Report and the May Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, that to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

5. Line Item Transfers for May - **See Attachments [XD5](#)**

6. Payment of Bills - **See Attachment [XD6a](#) [XD6b](#) [XD6c](#)**

- a. Bill List General Accts(10-40) - May 29, 2024- \$539,045.27
- b. Bill List General Accts(10-40)- June 6, 2024- \$1,002,250.40
- c. Bill List - Cafeteria Fund (61)- June 6, 2024- \$412.00

7. Additional Payments - Motion to approve that the Business Administrator be authorized to process additional invoices for payment for the current and next fiscal year with Board confirmation at the next regular board meeting.

8. Account Transfers - Motion to approve the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular board meeting.

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

9. Board to Approve QPA -

***Resolution Appointing Dr. Cherie Bratty, Business Administrator, as the Qualified Purchasing Agent for the 2024-2025 school year.***

***Pine Hill Board of Education in Accordance with the Provisions of N.J.S.A 18A: 18A-1 et seq.***

**WHEREAS**, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

**WHEREAS**, 18A:18A-3 provides that contracts awarded by the purchasing agent that do not exceed in the aggregate in the contract year the bid threshold, currently \$44,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

**WHEREAS**, 18A:18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold, currently \$6,600, may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

**NOW THEREFORE BE IT RESOLVED** that the Pine Hill Board of Education pursuant to the statutes cited above hereby appoints Dr. Cherie Bratty, School Business Administrator, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for purchasing activity of the Pine Hill Board of Education, and

**BE IT FURTHER RESOLVED**, that Dr. Cherie Bratty, Business Administrator, is hereby authorized to award contracts on behalf of the Pine Hill Board of Education that are in the aggregate less than 15% of the bid threshold, currently \$6,600, without soliciting competitive quotations, and

**BE IT FURTHER RESOLVED**, that Dr. Cherie Bratty, Business Administrator, is hereby authorized to seek competitive quotations, when applicable and practicable before awarding contract when contract in the aggregate exceed 15% of the bid threshold, currently \$6,600, but less than the bid threshold of \$44,000.

10. Standard Operating Procedures - Motion to approve Standard Operating Procedures (SOP) Internal Control Document for the standard business office practices per NJAC 6A:23A-6.4 & 6.6 and any amendments made to thereof as of July 1, 2024 to June 30, 2025. The Business Administrator is responsible to oversee the procedures described in the document.

11. Purchasing Manual - Motion to approve the purchasing manual per N.J.S.A. 18A:18A-1 et seq, as of July 1, 2024 to June 30, 2025. The Business Administrator is responsible to oversee the procedures described in the document.

12. Board to Approve Procurement Goods/Services -

***Resolution authorizing the Procurement of Goods and Services through the New Jersey Division of Purchase and Property State Contract for the 2024-2025 School Year.***

**WHEREAS**, Title 18A: 18A-10 provides that a Board of Education, without advertising for bids or after having all rejected bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, the Pine Hill Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Pine Hill Board of Education desires to authorize its purchasing agent for the 2024-2025 school year to make any and all purchases necessary to meet the needs of the school district throughout the year,

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**NOW THEREFORE BE IT RESOLVED**, that the Pine Hill Board of Education does hereby authorize the district Purchasing Agent to make any purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all vendors as approved by the New Jersey Division of Purchase. **See Attachment [XD12](#)**

13. **REORGANIZATION FOR THE 2024-2025 SCHOOL YEAR:**

**Board of Education - Operational Procedures**

**BE IT RESOLVED** by the Board of Education of the Borough of Pine Hill, County of Camden and State of New Jersey shall operate as a committee of the whole working committees.

**Roberts Rules of Order:**

Parliamentary procedures followed by conducting meetings.

**Official Newspaper:**

Courier Post and Philadelphia Inquirer

**Pine Hill Job Descriptions**

Re-adopt and approve the existing Pine Hill School District job descriptions.

**Pine Hill Education Association**

Recognize (PHEA) Pine Hill Education Association and (PHPSA) Pine Hill Principals and Supervisors Association.

**Professional Services - Appointments**

Approved, pursuant to PL 2015 Chapter 47, that the Pine Hill 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 2 CRF, Part200.

<u>Services</u>	<u>Appointment</u>	<u>Cost</u>	<u>Contract Period</u>
Attorney	Parker McCay	Partner/ Assoc/ Counsel- \$175/hour Paralegal/ Clerk- \$95/hour	7/1/24-6/30/25
Auditor	Bowman and Company	Rates vary: Associate- \$105/hour Sr. Assoc.- \$125/hour Manager- \$150/hour Partner- \$250/hour	7/1/24-6/30/25
Architect	FHVD Architects	Sr. Associate- \$145/hour Associate- \$135/hour Sr. Architect- \$130/hour Project Architect-\$ 125/hour Project Manager- \$110/hour	7/1/24-6/30/25
Applied Behavior Analysis	Amazing Transformations	\$115.00/hr. BCBA *rates vary for other services	7/1/24-6/30/25
Before and After Care	Archway Just Kids	No cost	7/1/24-6/30/25
Investments	Omni	\$4,847.00	7/1/24-6/30/25



Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Insurance Benefit Advisors	Brown & Brown	No cost	7/1/24-6/30/25
Brokers of Record-Insurance	Hardenbergh Insurance Company	No Cost	7/1/24-6/30/25
Drug Screening	Inspira Virtua	*Rates vary based on service	7/1/24-6/30/25
Environmental Services	Epic Environmental	As needed	7/1/24-6/30/25
Transportation	Camden County ESC	Contracted rate +6% administration fee	7/1/24-6/30/25
Occupational Therapy Services	Virtua School Therapy	\$80/hr.	7/1/24-6/30/25
Physical Therapy	Virtua School Therapy	\$80/hr.	7/1/24-6/30/25
Professional Educational Services	Brookfield/Castle BCSSSD Delta T GCSSSD Learnwell	*Rates vary based on service	7/1/24-6/30/25
Homebound Instruction (Online)	ARK Education	\$37/hr.	7/1/24-6/30/25
Investigation Services	Reese Investigations	10 month- \$18,000.00	7/1/24-6/30/25
Licensed Clinical Counseling Services	First Children Learning	*Rates vary based on service	7/1/24-6/30/25
Nursing Services	Professional Medical Staffing	1:1 RN- \$58 per hour 1:1 LPN- \$52.00 per hour	7/1/24-6/30/25
Occupational & Employee Health Services	Employee Health Services	*Rates vary based on service	7/1/24-6/30/25
Policy Consultant	Strauss Esmay	\$4,965.00	7/1/24-6/30/25
School Physician	Rowan University School- Dept. of Family Medicine	\$35,383.75	7/1/24-6/30/25
<i>Student Accident</i>	<i>Bollinger</i>	<i>\$30,207.00</i>	<i>9/1/24-9/1/25</i>
Substitute Staffing Services	Educational Substitute Staffing Services(ESS)	*Rates vary based on services	7/1/24-6/30/25
Technology Services	Rivell Fortinet License UTP Services	\$151,200.00 \$11,998.70	7/1/24-6/30/25

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Treasurer of School Monies	Tom Cardis	\$4,692.00	7/1/24-6/30/25
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**Extraordinary Unspecifiable Service (EUS)**

**BE IT RESOLVED** by the Board of Education of the Borough of Pine Hill, County of Camden and State of New Jersey that the following Extraordinary Unspecifiable Service (EUS) Be appointed for the Pine Hill Board of Education for the 2023-2024 school year beginning July 1, 2024 and ending on June 30, 2025, the law permits insurances to be considered an EUS. The certificate of insurance is filed with the Board in accordance with N.J.A.C. 5:84-2.3

Broker of Record-Health Benefits- Brown and Brown, that the Broker of Record company annually seeks quotes for the district health benefits. The Insurance Company and the cost is as follows:

AmeriHealth \$5,342,040

Horizon Blue Cross/ Blue Shield \$259,372

National Vision Admin \$23,477

Benecard \$983,933

**Financial Items - Operational Procedures**

**BE IT RESOLVED** by the Board of Education of the Borough of Pine Hill, County of Camden and State of New Jersey that the following financial procedures and depositories of the Pine Hill Board of Education be approved for the school year 2024-2025 beginning July 1, 2024 and ending on June 30, 2025.

**The Bank of Princeton**

Checking Accounts	Number/Position of Signatories Required	Stamped
BOE/ General Fund	(3) SBA, Superintendent, BOE President, Treasurer	Treasurer/SBA
BOE/ Agency	(3) SBA, Superintendent, BOE President, Treasurer	Treasurer/SBA
BOE/ Unemployment	(3) SBA, Superintendent, BOE President, Treasurer	Treasurer/SBA
BOE/ Payroll	(3) SBA, Superintendent, BOE President, Treasurer	Treasurer/SBA
BOE/ Scholarship	(3) SBA, Superintendent, BOE President, Treasurer	Treasurer/SBA

**William Penn Bank**

BOE/ Cafeteria	(2) SBA, Superintendent, BOE President, Treasurer	Treasurer/ SBA
OHS/ Athletic Fund	(2) SBA, Superintendent, BOE President, Athletic Director	SBA
OHS/ Student Activity	(2) SBA, Superintendent, BOE President, Principal	SBA
PHMS/ Student Activity Fund	(2) SBA, Superintendent, BOE President, Principal	SBA
John Glenn/ Student Activity Fund	(2) SBA, Superintendent, BOE President, Principal	SBA
Albert Bean/ Student Activity Fund	(2) SBA, Superintendent, BOE President, Principal	SBA

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

BOE/ 18-21/Community Based Instruction Program.	(2) SBA, Superintendent, BOE President, CST Director	SBA
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Tax Sheltered Annuity Companies:

Omni - Plan Administrator  
AXA Equitable Inc.  
Lincoln Investment Planning Inc.  
Fidelity Investments  
Midland National  
Siracusa  
IPX Retirement

Chart of Accounts:

GAPP (Generally Accepted Accounting Principles)

**District Officers - Appointments**

**BE IT RESOLVED** by the Board of Education of the Borough of Pine Hill, County of Camden and State of New Jersey that the following financial procedures and depositories of the Pine Hill Board of Education be approved for the school year 2024-2025 beginning July 1, 2024 and ending on June 30, 2025.

Affirmative Action Officers:

Holly Wankel - Overbrook High School  
Charneice Roark - Pine Hill Middle School  
Julie Sara - Dr. Albert Bean School  
Joanne Brown - John H. Glenn School  
Andrea Duncan/ Maria Casciotta- District

Board Secretary:

Dr. Cherie Bratty

Public Agency Compliance Officer:

Dr. Cherie Bratty

Custodian of School Records:

Dr. Cherie Bratty

Right to Know Officer:

Mr. Russell Lewis

Asbestos Management and PEOSHA Officer/Coordinator:

Mr. Russell Lewis

Integrated Pest Management Coordinator:

Mr. Russell Lewis

Indoor Air Quality Designee:

Mr. Russell Lewis

504/ADA Officer:

Mrs. Nicole Kerber

Title IX:

Ms. Sheryl Smith

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Homeless Liaison:

Mrs. Patricia Blaylock

School Safety Officer:

Mr. John Carullo

Food Services Officials:

Determining Official-Patricia Blaylock

Confirming Official-Dr. Cherie Bratty

Verifying Official-Patricia Blaylock

Hearing Official-Dr. Melissa Williams

Harassment, Intimidation and Bullying Committee:

Heidi Daunoras- District Coordinator

John Carullo, Pia Garbutt, Dan Schuster, James Vacca-Co-Coordiators

Aleah Braxton - Overbrook High School

Brittany Adams - Pine Hill Middle School

Dana DeGrande - Dr. Albert Bean

Fawn Mutschler- John H. Glenn

**Curriculum and Policies**

**BE IT RESOLVED** by the Board of Education of the Borough of Pine Hill, County of Camden and State of New Jersey that all current curriculum (as per attachment) and all current policies and administrative regulations emanating from these policies be adopted for the Pine Hill Board of Education be approved for the school year 2024-2025.

Re-adoption of District Policy -

Readopt district policies for the 2024-2025 school year as listed on Straussesmay.com

Re-adoption of District Regulations -

Readopt district regulations for the 2024-2025 school year as listed on Straussesmay.com

**14. Resolution to Transfer Current Year Anticipated Surplus to Reserves**

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

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

**WHEREAS**, the Pine Hill Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the General Fund into legal reserve categories at year end; and

**WHEREAS**, the Pine Hill Board of Education has determined that up to \$4,000,000 may be available for such purpose of transfer, and should be distributed in amounts not to exceed as follows:

Reserve Category	Amount*
Emergency Reserve	-
Maintenance Reserve	\$2,500,000
Capital Reserve	\$1,500,000
Tuition Reserve	-
<b>Total Transfer</b>	<b>\$4,000,000</b>

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

\*These amounts are estimates as of the date of this meeting, and are based upon the May 31, 2024 Board Secretary's Report. Actual deposits may be different than stated amounts and will be finalized with the June 30, 2024 Fiscal Year End Audit results.

**NOW THEREFORE, BE IT RESOLVED** by the Pine Hill Board of Education, that it hereby authorizes the Superintendent and/ or School Business Administrator/Board Secretary to make this transfer consistent with all applicable laws and regulations up to but not exceeding the above amounts.

15. Program/Vendor Renewals - Motion to approve the following program/vendor renewals for the 2024-2025 school year.

Program/Vendor	Category	Total Cost	Account #	Date	Attachment
Acellus	Program	\$6,392.00	20-488-100-600-00-60-CUR	7/1/24-6/30/25	<a href="#">Acellus</a>
Amplify	Program	\$21,164.52	11-190-100-610-00-10-20-CUR	7/1/24-6/30/25	<a href="#">Amplify</a>
<i>Ayala Child &amp; Adolescent Psychiatry</i>	<i>Psychiatric Evaluations</i>	<i>Fee varies</i>	<i>11-000-216-320-00-00-CST</i>	7/1/24-6/30/25	<a href="#">Ayala</a>
Brain Pop	Program	\$3,854.40	11-190-100-320-00-30-CUR	9/1/24-8/31/25	<a href="#">Brain Pop</a>
Care Solace	Web-based navigation system	\$7,600.00	20-243-200-300-00-00-CUR	7/1/24-6/30/25	<a href="#">Care Solace</a>
Cengage Learning	Program-HS Forensics	\$2,303.15 \$4,442.81	11-000-222-500-00-60-OHS 20-488-100-600-00-60-CUR	8/28/24-8/27/25 7/1/24-6/30/25	<a href="#">Cengage Forensics</a>
Comcast	Communications	\$54,026.64	11-190-100-340-00-10-20-30-60-TEC	7/1/24-6/30/25	<a href="#">Comcast</a>
Computer Solutions, Inc.(CSI)	CSI Software Support & Data Backup	\$16,896.00	11-000-251-340-00-00-BUS	7/1/24-6/30/25	<a href="#">CSI</a>
EAB	District Leadership Forum	\$22,304.00	20-487-200-300-00-00-CUR	6/30/24-6/29/25	<a href="#">EAB</a>
EasyTec/Learning	Program	\$4,260.00	11-190-100-610-00-30-TEC	9/1/24-8/31/25	<a href="#">Easy Tec</a>
Ed Data	Software Licensing	\$7,564.00	11-000-262-300-00-00-OPR	7/1/24-6/30/25	<a href="#">Ed Data</a>
Education Consortium for Telecommunications Savings(ECTS)	E-Rate	Fee varies	11-00-252-330-00-00-TEC	7/1/24-6/30/25	N/A
Educational Development Software,LLC	Hibster-Anti-Bullying System	\$4,935.00	20-487-200-600-00-00-CUR	7/1/24-6/30/25	<a href="#">EDS</a>
Finalsite	Communication	\$14,496.00	11-000-252-340-00-00-TEC	7/1/24-6/30/25	<a href="#">Finalsite</a>
Follett	Program	\$6,069.44	11-000-222-300-00-10-20-30-60-TEC	7/1/24-6/30/25	<a href="#">Follett</a>
Frontline IEP Direct	IEP Direct	\$21,356.51	20-250-100-600-00-00-CST	7/1/24-6/30/25	<a href="#">IEP</a>
Frontline Absence Management	Employee Absences	\$13,764.18	11-000-251-592-00-00-BUS		<a href="#">Absence</a>
Frontline 504 Mgmt.	504 Program	\$1,115.46	11-190-100-340-00-10-20-30-60-TEC		<a href="#">504</a>

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Genesis	Student Information System	\$49,665.00	11-000-211-300-00-10-20-30-60-TEC	7/1/24-6/30/25	<a href="#">Genesis</a>
Gloucester County Special Services School District	Professional Services	Rates vary by service	11-000-219-320-00-00-CST	7/1/24-6/30/25	<a href="#">GCSSSD</a>
Happy Numbers	Program- Elementary	\$5,800.00	20-488-100-600-00-10, 20-CUR	7/1/24-6/30/25	<a href="#">Happy Numbers</a>
Houghton Mifflin	Pilot	\$6,300.00	11-190-100-610-00-10,20,30--CUR	7/1/24 - 6/30/25	<a href="#">Houghton</a>
IXL Learning	Online Learning Site	\$21,384.00	11-190-100-610-10-20-30-60-CUR	7/1/24-6/30/25	<a href="#">IXL</a>
Learning Ally	Program	\$2,599.00	11-000-221-600-00-30-CUR	9/1/24-8/31/25	<a href="#">LearningAlly</a>
Lunchtime	Food Service Software	\$5,030.00	61-910-310-600-00-00-000	7/1/24-6/30/25	<a href="#">Lunchtime</a>
McGraw Hill	Program Materials - Science OHS	\$6,026.71	20-488-100-600-00-60-CUR	7/1/24-6/30/25	<a href="#">McGraw</a>
MPS	Programs: Chemistry Psychology-HS Psychology-AP	\$7,873.74 \$4,818.87 \$6,267.87	20-488-100-600-00-60-CUR	7/1/24-6/30/25	<a href="#">Chemistry</a> <a href="#">Psych</a> <a href="#">Psych-AP</a>
Mystery Science	Program	\$2,990.00	20-488-100-600-00-10, 20-CUR	7/1/24-6/30/25	<a href="#">Mystery</a>
NJ School Jobs	Advertising	\$2,000.00	11-000-230-530-00-00-BUS	7/1/24-6/30/25	<a href="#">NJ SchoolJobs</a>
NWEA	MAP Growth K-12	\$11,900.00	11-190-100-610-00-60-OHS	7/1/24-6/30/25	<a href="#">NWEA</a>
Open Systems Integrators, Inc. (Bid# ESCNJ 19/20-38)	Lenel Software Upgrade and Support Plan	\$2,011.55	11-000-261-420-00-00-BEN 11-000-261-420-00-00-GLN 11-000-261-420-00-00-PHM 11-000-261-420-00-00-OHS	7/1/24-6/30/25	<a href="#">OSI-1</a>
Open Systems	Fire/ Burglar Alarm Monitoring	\$7,164.00	11-000-262-420-00-00-OPR	7/1/24-6/30/25	<a href="#">OSI-2</a>
Open Systems	Fire/ Burglar Alarm & Access Control Service Blanket Annual Fire Alarm Inspections	*hourly rates vary by service	11-000-262-300-00-00-OPR	7/1/24-6/30/25	<a href="#">OSI-3</a> <a href="#">OSI-4</a>
Power School	McRel Teacher Evaluation  Naviance	\$5,452.12  \$5,140.60	11-000-221-600-00-10-20-30-60-CUR  11-000-218-320-00-60-OHS	7/1/24-6/30/25	<a href="#">McRel</a>  <a href="#">Naviance</a>
Raptor Tech.	Visitor Mgmt.	\$4,548.48	11-00-252-330-00-00-TEC	7/1/24-6/30/25	<a href="#">Raptor</a>
Renaissance, STAR &	Program(ELA/ Math)Gr.	\$32,932.20	11-190-100-610-00-10-CUR	9/1/24-8/31/25	<a href="#">Renaissance</a>

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Accelerated Reader	1-8		11-190-100-610-00-20-CUR		
Remind	District Call System	\$12,000.00	11-000-211-300-00-10-20-30-60-TE C	8/12/24-8/11/25	N/A
RFP Solutions Paging System at OHS	Service Contract	\$664.20	11-190-100-340-00-60-TEC	7/1/24-6/30/25	<a href="#">RFP</a>
Savvas	Program: AP Biology College Physics MS Math	\$4421.38 \$5,956.65 \$53,751.50	20-488-100-600-00-60-CUR 20-488-100-600-00-60-CUR 11-190-100-610-00-30-CUR	7/1/24 - 6/30/25 7/1/24 - 6/30/25 9/1/24 - 6/30/30	<a href="#">Biology</a> <a href="#">Physics</a> <a href="#">Math</a>
Securly	Cloud Based Student Management	\$10,630.01	11-000-266-300-00-10,20,30,60-TE C	7/1/24-6/30/25	<a href="#">Securly</a>
Swank	K-12 Streaming + Licensing	\$4,451	11-000-222-500-00-10-20-30-60-CUR	7/1/24-6/30/25	<a href="#">Swank</a>
Transfinder Corp.	District transportation routing system	\$6,458.90	11-000-270-390-00-00-BUS	7/1/24-6/30/25	<a href="#">Transfinder</a>
Tri-County Pest Control	Pest Control	\$2,100.00	11-000-262-300-00-00-OPR	7/1/24-6/30/25	<a href="#">Tri-County</a>
Turnitin, LLC	Program	\$7,088.98	11-190-100-610-00-60-CUR 11-000-222-500-00-30-CUR	9/17/24-9/16/25	<a href="#">Turnitin</a>
Willets Fire Protection, Inc.	Fire Protection	\$2,000.00	11-000-262-420-00-00-OPR	7/1/24-6/30/25	<a href="#">Willets</a>
Wonder Workshop	Program-Elem.	\$2,990.00	20-488-100-600-00-10, 20-CUR	7/1/24-6/30/25	<a href="#">Wonder</a>

16. Educational Instruction - Motion to approve the student(s) listed for Educational Instruction Services.

a. Grades PreK-8th:

<u>District Fiscally Responsible</u>	<u>Program/School</u>	<u>Student ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Account Number</u>	<u>Bd. Appr Rates</u>
Pine Hill*	Brookfield Academy	120143	5/7/24	6/30/24	11-150-100-320-00-00-BUS	\$34 /hr.
Pine Hill*	Brookfield Academy	117991	5/28/24	6/30/24	11-219-100-320-00-00-OPR	\$34 /hr.

\*ratify

17. Out of District Placements - Motion to approve the student(s) listed for Out of District Placement.

a. Grades PreK-8th:

<u>District Fiscally Responsible</u>	<u>Program/School</u>	<u>Student ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Account Number</u>	<u>Bd. Appr Rates</u>
Pine Hill	Bancroft	119541	7/8/24	6/30/25	11-000-100-566-00-00-BUS	\$82,876.50 tuition \$52,500.00 1:1 aide

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

Pine Hill	Bayada	119664	7/1/24	6/30/25	11-000-216-320-00-00-CST	\$65.00/hr.
Pine Hill	Durand Academy	119158	7/1/24	6/30/25	11-000-100-566-00-00-BUS	\$418.97 per diem tuition \$210.00 per diem 1:1 aide
<i>Pine Hill</i>	<i>Hollydell</i>	<i>121615</i>	<i>7/1/24</i>	<i>6/30/25</i>	11-000-100-566-00-00-BUS	<i>\$509.26 per diem</i>

b. Grades 9th-12th:

<u>District Fiscally Responsible</u>	<u>Program/School</u>	<u>Student ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Account Number</u>	<u>Bd. Appr Rates</u>
Pine Hill	Bayada	113772	7/1/24	6/30/25	11-000-216-320-00-00-CST	\$65.00/hr.

18. Transportation - Motion to approve the following transportation routes for the Pine Hill School District:

a. Grades PreK-8th Grade: None

b. Grades 9th- 12th Grade:

<u>Vendor</u>	<u>Program/School</u>	<u>Event</u>	<u>Date</u>	<u>Cost</u>	<u>Account Number</u>
Hillman's *	OHS	Golf to Centerton Country Club	5/22/24	\$585	11-00-270-512-00-60-OHS
Hillman's *	OHS	Softball to Barnegat	5/22/24	\$585	11-00-270-512-00-60-OHS
Hillman's *	OHS	Tennis to Vineland School	5/25/24	\$585	11-00-270-512-00-60-OHS
Hillman's *	African American Culture Club	Lion King on Broadway-New York	6/1/24	\$989	11-00-270-512-00-60-OHS

\*ratify

19. Pine Hill Boro Cleaning Services - The motion to approve the 2024-2025 contract with the Pine Hill Borough and the Pine Hill School District for cleaning services.

See attachment [XD19](#)

20. Shared Service Agreement with Berlin Twp. - Motion to approve the Shared Service Agreement with Berlin Twp. School District for a PreK Instructional Coach for the 2024-2025 school year.

See Attachment [XD20](#)

21. Fundraisers - Motion to approve the fundraisers listed below in accordance with the data presented.

a. Grades PreK - 8th:

<u>Date</u>	<u>School</u>	<u>Group</u>	<u>Event</u>
6/13/24	PHM	Renaissance	Graduation signs, yearbooks, flowers, etc. outside OHS auditorium



Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

22. Donation - Motion to approve acceptance of a Yamaha YDP-223 electric piano, by Garry Montgomery. Fair market value of approximately \$800.00.

**Motioned by Ms. Reed seconded by Ms. Young to approve Facilities item E1-E9. Roll Call( 7-0-2).**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes- abstain 1a, 2, 4, 5, 6.	Ms. Reed	Yes- abstain 1a, 2, 4, 5, 6.
Ms. Cooper	Yes		

**E. Facilities**

1 . Use of Facilities - Motion to approve the facilities in accordance with the data presented. All groups are made aware that they are to follow all pandemic protocols and that the protocols can change at any time.

a. Grades PreK-8th:

<u>Dates of Use</u>	<u>Building</u>	<u>Purpose</u>	<u>Fee</u>
6/20/24 (date changed from 5/23)	PHM	Pine Hill Police Department Awards Night	N/C

b. Grades 9th-12th:

<u>Dates of Use</u>	<u>Building</u>	<u>Purpose</u>	<u>Fee</u>
6/8/24*	OHS	Xinos/Kudos Youth Group Mtg/Staff Request	N/C
6/17/24-8/31/24	OHS	OHS Athletics Summer Workouts	N/C
10/19/24	OHS	Homecoming Dance	N/C

\*ratify

2. Final Change Order Credit for John Glenn Roof Replacement Project- Motion to approve a credit in the amount of \$2,342.26. A/C# 12-000-400-450-00-00-GLN **See Attachment [IXE2](#)**

3. Renovation of A216/A217 Science Rooms- Motion to approve Longo Labs to renovate A216 & A217 Overbrook High School Science Rooms at a cost of \$257,304.77. A/C# 12-000-400-450-00-00-OHS **See Attachment [IXE3](#)**

4. Glenn Kindergarten Furniture- Motion to approve Lakeshore New Glenn Kindergarten furniture purchase for the amount of \$16,807.24 A/C# 11-190-100-600-00-10-GLN **See Attachment [IXE4](#)**

5. Bean Preschool Classroom Furniture- Motion to approve 24/25 New Bean School Preschool Classroom Furniture purchase for the amount of \$25,280.34 A/C # 20-218-100-600-00-00-CUR **See Attachment [IXE5](#)**

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

6. Preschool Flooring Project- Motion to approve the 24/25 Preschool Flooring Project for the amount \$65,568.36.00 Account #20-218-200-420-00-00-CUR **See Attachment [IXE6](#)**

7. OHS Digital Art Room Furniture- Motion to approve 24/25 Overbrook High School Art Room furniture purchase for the amount \$23,204.70 Account #20-487-100-600-00-60-CUR **See Attachment [IXE7](#)**

8. Maintenance Building Overhead Doors: Motion to approve the replacement of overhead doors on the maintenance building in the amount of \$28,492.00 Account #20-487-400-720-00-00-CUR  
**See Attachment [IXE8](#)**

9. Disposal of Technology Inventory - Motion to approve disposal of aged technology items as listed.  
**See Attachment [XIE9](#)**

**XI. OPEN MEETING TO THE PUBLIC-** Motioned by Mr. Freiling seconded by Ms. Boyd to open the meeting to the public . Voice vote. All in favor.

The Pine Hill Board of Education welcomes and values input from the community. The public comment portion of the board meeting is the time where any member of the public can share their thoughts directly with the board. At the same time, the board encourages members of the public to bring specific, individual issues to the attention of the Administration first. Anyone who wishes to speak has five minutes to make their comments. Please keep your comments respectful, not defamatory, and suitable for a meeting of a public body. When you approach, please begin by stating your name and address.

- Heather Witcraft, Heidi Bom, Becky Bates, Kelly Morris, Melanie Smith and Amy Tighe spoke regarding the passing of Colette Staab.
- Kim Reed acknowledged staff member of the year, Dan Trinh for his quick response identifying her son's collapsed lung and urging her to seek medical treatment ASAP.

**XII. CLOSE MEETING TO THE PUBLIC-** There being no further statements, it was motioned by Ms. Reed seconded by Ms. Boyd to close the floor. Voice vote. All in favor.

**XIII. CAUCUS REQUESTED** - Approval that the Board of Education, by Resolution, recess into Closed Session, from which general public will be excluded, to discuss student placement, personnel, litigation, contractual matters, negotiations, or student matters appropriate for this session. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. **See Attachment [XIII](#)**

- Personnel Matter

**Motioned by Ms. Boyd seconded by Ms. Reed at 8:10 pm to go into executive session. Voice vote. All in favor.**

Mr. Mendetta read Resolution #06112024 authorizing executive session to discuss student placement, personnel, litigation, contractual matters, negotiations, or student matters as the topics to be discussed.

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Pine Hill Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

**WHEREAS**, the Pine Hill Board of Education has determined that 1 issue is permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on June 11, 2024, and

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **1** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

- 1) Any matter which, by express provision of Federal Law, State statute or rule of court shall be rendered confidential or excluded from public discussion:**
- 2) Any matter in which the release of information would impair a right to receive funds from the federal government;**
- 3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly. The specific items being discussed are: student status, litigation, personnel**
- 4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body;**
- 5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;**
- 6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law;**
- 7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer; the specific item being discussed is:**
- 8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality of an employee; specifically contracts. The specific item being discussed is:**
- 9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.**

**WHEREAS**, the length of the Executive Session is estimated to be at least 45 minutes after which the public meeting of the Board shall reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Pine Hill Board of Education will go into Executive Session for **only** the above stated reasons;

**BE IT FURTHER RESOLVED** that the Clerk, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

**BE IT FURTHER RESOLVED** that the Clerk, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**Motion to Return from Caucus: Motioned by Ms. Boyd seconded by Mr. Freiling at 9:16 pm to come out of executive session. Voice vote. All in favor.**

**XIV. OLD BUSINESS-** Middle School link will be live for graduation.

Pine Hill Board of Education Meeting  
Tuesday, June 11, 2024

**Motioned by Ms. Boyd seconded by Ms. Young to approve New Business items XV 1-3. Roll Call( 9-0-0).**

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Absent
Mr. James	Absent	Ms. Boyd	Yes
Ms. Cathrall	Yes	Mr. Mendetta	Yes
Mr. Freiling	Yes	Ms. Reed	Yes
Ms. Cooper	Yes		

**XV. NEW BUSINESS-**

1. Sidebar with PHEA- Motion to extend the approval of the PERC sidebar agreement previously approved 1/27/24.
2. Superintendent Evaluation- Motion to accept the Superintendent evaluation as discussed in executive session.
3. Separation Agreement- Motion to approve the separation agreement, retirement letter and payment of \$2,000.00 as stated in PHAA contract for employee #0119 as discussed in executive session.
  - Former Board member Pat Knott was moved to a rehab facility.
  - Ms. Young reported that this Saturday at 11 will be the community garden ground-breaking.
  - 7/3 3rd of July parade-OHS.
  - National Night Out is 8/6.

**XVI. NEXT BOARD MEETING -**

- **Tuesday, July 9, 2024- Special Meeting at 6:30 pm via virtual link**
- **Tuesday, August 13, 2024-Regular Meeting at 6:30 pm at OHS Media Center**

**XVII. Motion to Adjourn: Motioned by Ms. Cooper and seconded by Ms. Young to adjourn the meeting. Voice vote. All in favor. The Regular Business Meeting of the Pine Hill Board of Education was adjourned at 9:28 pm.**

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Dr. Cherie Bratty, School Business Administrator

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Date