

Pine Hill Board of Education Meeting
Tuesday, March 18, 2025

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, March 18 , 2025 at 6:34 p.m. at the Overbrook High School Media Center.

II. SALUTE TO THE FLAG

III. SUNSHINE STATEMENT

Victoria LaSalle 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 March 11, 2025, 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.

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IV. ROLL CALL

Board Member	Present	Absent
Ms. Angela Kosar	X	
Ms. Bateman *virtual	X	
Mr. Felix James	X	
Ms. Jordan Crawley	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
Victoria LaSalle, CPA	School Business Administrator
Michelle Messina	Asst. Superintendent of Curriculum
Amy Guerin	Solicitor
Dan Schuster	Principal-Bean
Pia Garbutt	Principal-PHM
John Carullo	Principal- OHS
Maria Casciotta	Asst. Principal-PHM
Michael Jones	Asst. Principal-OHS
Amy Francis	Director of Special Ed.
Sheryl Smith	Athletics Supervisor
Marc Gold	Technology Supervisor
Lauren Catts	Humanities Supervisor
Morgan Zielinski	Steam Supervisor
Russell Lewis	Maintenance Supervisor
Greg Sawyer	Project Supervisor

V. CAUCUS REQUESTED- None

VI. PRESENTATIONS-

- Addams Family Preview
- Field & Stadium Light Donation-Corey Novak & Sterling Goodwater from 1Luna Holdings
- Review SSDS Results (Reporting Period 1) presented by administration

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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

VIII. LIAISON REPORTS

1. Camden County Educational Services Commission – None
2. Camden County School Boards Association - None
3. NJ School Boards Association – None
4. PTO – None
5. HS Student Representative(s): Rashawn Respes, Anaya Stone-absent

IX. SUPERINTENDENT'S REPORT

Motioned by Ms. Reed seconded by Ms. Young to approve Personnel items A1-A10. Roll Call (8-0-2)

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Yes
Ms. Crawley	Yes	Ms. Boyd	Yes
Mr. James	Yes	Mr. Mendetta	Yes-abstained 7b
Mr. Freiling	Absent	Ms. Reed	Yes-abstained 2a,3a,4a,5a,6a,7a,8a,9a,10.
Ms. Cooper	Yes		

A. Personnel

1. Leave of Absences - Based upon the recommendation of the Superintendent approved the employees listed below be approved for a leave of absence, with/without pay in accordance with the data presented.

Employee No.	Employee Leave	Sick, Personal, Vacation	Federal Family Medical Leave	NJ Medical Leave Act	Unpaid
2431*	3/5-3/26/25	S-2, P-2	3/11-3/26/25		3/11-3/26/25
1801*	3/11-5/25/25	S-42¾, 2-P	3/11-5/25/25		5/23-5/25/25
1902	3/31-9/1/25			3/31-6/30/25	3/31-6/30/25
2194	4/28-6/6/25	S-10	4/28-6/6/25		5/12-6/6/25

*ratify

2. Separation of Employment - Based upon the recommendation of the Superintendent approved the separation of employment of the following employee for the reasons listed and all resignations listed and hereby accepted on the dates listed below.

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a. Grades PreK-8th:

Employee Name	School	Assignment	Effective Date	Reason
Rachel Beadling*	GLN	Part-Time Cleaner	2/21/25	Resignation
Devon Durham*	BEN	Part-Time Cleaner	3/14/25	Resignation

*ratify

b. Grades 9th-12th:

Employee Name	School	Assignment	Effective Date	Reason
Michael Charboneau	OHS	Teacher	6/30/25	Retirement
Blair Woodson*	OHS	Bus Driver	3/3/25	Rescinded

*ratify

c. District:

Employee Name	School	Assignment	Effective Date	Reason
Yvonne Lipscomb	District	K-12 District Counselor	4/11/25	Resignation

3. New Hire - Based upon the recommendation of the Superintendent approved the persons listed as of the 2024-2025 school year in accordance with the data presented.

a. Grades PreK-8th:

Employee Name	Replacement of	School	Assignment	Effective Date	Step	Salary	Account No.
Matthew Gutierrez*	Beadling	GLN	Part-Time Cleaner	Revised 2/18/25	N/A	\$15.49/hr	11-000-262-100-57-00- OPR
Nathaniel Hayes*	N/A	BEN/ GLN	Substitute Part- Time Cleaner	3/12/25	N/A	\$15.49/hr	11-000-262-100-57-00- OPR
Melanie Torres	N/A	BEN/ GLN	Substitute Part-Time Cleaner	TBD-pending completion of paperwork	N/A	\$15.49/hr	11-000-262-100-57-00- OPR
Nicholas Leadley*	N/A	GLN	Lunch Aide	3/10/25	N/A	\$15.49/hr	11-000-262-107-00-10- GLN
Ramon Rose	Durham	BEN	Part-Time Cleaner	TBD-pending completion of paperwork	N/A	\$15.49/hr	11-000-262-100-57-00- OPR
Anaya Padilla*	N/A	GLN	Substitute Instructional Aide	3/11/25	N/A	\$15.49/hr	11-190-100-106-57-10- GLN

*ratify

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b. Grades 9th-12:

Employee Name	Replacement of	School	Assignment	Effective Date	Step	Salary	Account No.
Eugene Graziano, Jr.	Prescott	OHS	LTS Business Teacher	TBD-pending completion of paperwork	C, BA	\$55,620	11-140-100-101-00-60-OHS

c. District:

Employee Name	Replacement of	School	Assignment	Effective Date	Step	Salary	Account No.
Marisa Cooper	Lipscomb	District	K-12 District Counselor	Prorated - TBD-pending completion of paperwork	C, MA	\$59,734	11-000-218-104-00-10-GLN (50%) 11-000-218-104-00-60-OHS (50%)

4. In District Transfers - Based upon the recommendation of the Superintendent approved the persons listed for transfer within the district in accordance with the data presented.

a. Grades PreK-8th:

Employee Name	From	School	Old Account No.	To	School	Effective	Salary	New Account No.
Gloria Vazquez*	Part-Time Custodian	GLN	11-000-262-100-57-00- OPR	Part-Time Custodian	BEN	12/9/24	\$15.13/p er hr.	11-000-262-100-57-00- OPR
Sandra Specht	Evening Custodian	PHM	11-000-262-100-57-00- OPR	Day Custodian	GLN	7/1/25	N/A	11-000-262-100-57-00- OPR

*ratify

5. Athletic Positions - Based upon the recommendation of the Superintendent approved 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:

Name	School	Sport	Season	Stipend	Account No.
Eric Fernee*	PHM	Head Baseball	Spring	\$2,400	11-402-100-100-51-30-ATH
Nicholas Furlow*	PHM	Assistant Baseball	Spring	\$1,850	11-402-100-100-51-30-ATH
Shanelle Griffin*	PHM	Assistant Track	Spring	\$1,850	11-402-100-100-51-30-ATH
Tara Mahon*	PHM	Volunteer Track	Spring	N/A	N/A

*ratify

b. Grades 9th-12th:

Name	School	Sport	Season	Stipend	Account No.
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Edward Bober*	OHS	Assistant Baseball	Spring	\$4,900	11-402-100-100-51-60-ATH
Alexander Friend*	OHS	Assistant Boys Tennis	Spring	\$3,650	11-402-100-100-51-60-ATH

*ratify

6. Extra Curricular Advisors - Based upon the recommendation of the Superintendent approved the Extra Curricular Advisors listed below 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:

Position	Building	Staff Member	Start Date	Stipend	Account
Homebound Instruction*	GLN	Kaitlyn Grella	3/5/25	\$34/hr.	11-150-100-101-51-00-BUS

*ratify

b. Grades 9th - 12th:

Position	Building	Staff Member	Start Date	Stipend	Account
Homebound Instruction*	OHS	Angela Pereira	2/4/25	\$34/hr.	11-150-100-101-51-00-BUS
Homebound Instruction*	OHS	Jessica Horner	2/18/25	\$34/hr.	11-150-100-101-51-00-BUS
Homebound Instruction*	OHS	Scott Hewitt	2/24/25	\$34/hr.	11-150-100-101-51-00-BUS
Homebound Instruction*	BEN	Laurel Patterson	2/27/25	\$34/hr.	11-150-100-101-51-00-BUS
7th Period Class*	OHS	Frank Wilczynski	3/17-3/26/25	\$543.52 prorated	11-140-100-101-00-60-OHS

*ratify

7. Guest Speakers - Based upon the recommendation of the Superintendent approved the guest speakers listed in accordance with the data presented.

a. Grades PreK - 8th:

Date	Organization	School / Group	Topic	Cost	Account No.
3/31/25	Woodford Cedar Run Wildlife Refuge	GLN - 1st Grade	"Fur, Feathers, & Scales!" presentation	N/A	N/A

b. Grades 9th-12th:

Date	Organization	School / Group	Topic	Cost	Account No.
3/17/25*	Tenisha Townsend-Mobley, Ombudsman/Community Liaison & Erika Urrea, EEO/AA Officer Camden County Vicinage	OHS Students in Law and Economics classes with Mr. Fryer	Discussion of career pathways and judiciary careers	N/A	N/A

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3/17/25*	Martin Mendetta	OHS - Zoology	Keeping and Protecting Bees	N/A	N/A
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8. Practicum Experience - Based upon the recommendation of the Superintendent approved the persons listed below for field experience/student teaching in accordance with the data presented.

a. Grades PreK-8th:

Student Teacher Name	College/ University	Content Area	Dates of Placement	Building	Cooperating Teacher
Andrew Weaver* Dylan McGarvey*	Camden County College	HE/PE	Spring 2025	Pine Hill Middle School	William Gannon
Dominic Speece*	Camden County College	Math	Spring 2025	Overbrook High School	Pia Paolo
Ava Gambale	Rowan University	Secondary English	Fall 2025 Spring 2026	Overbrook High School	Olga Fiocchi

*ratify

9. 2024-2025 Mentors - Based upon the recommendation of the Superintendent approved the teacher mentoring partnerships listed below for the duration of the requirement set forth by New Jersey Department of Education's Provisional Licensing Department while employed by Pine Hill Public School District in accordance with the data presented.

a. Grades Pk-8th:

Mentee	School	Position	Mentor	Start Date
Debra McEneaney*	Glenn	Kindergarten Teacher	Lauren Bigos	3/15/25
Eric Fernee*	OHS	HE/PE Teacher	Lindsey Siano	3/15/25

*ratify

10. Summer ESY Coordinators - Based upon the recommendation of the Superintendent approved the following summer ESY Coordinators for the 2024-2025 School Year.

Name	Position	Account No.
Nicole D. Smith	Elementary Summer Coordinator	20-489-200-100-00-00-CUR
Fawn Mutschler	ESY Summer Coordinator	20-489-200-100-00-00-CUR

Motioned by Mr. James seconded by Ms. Boyd to approve Policy item B1. Roll Call (10-0-0)

B. Policy- Based upon the recommendation of the Superintendent approved the following policies and regulations as listed:

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1. Policies

Policy/Reg. #	Reading	Name	Attachment
5460	2nd	High School Graduation (M)	IXB1a
R5516	2nd	Use of Electronic Communication Devices (NEW)	IXB1b
9163	2nd	Spectator Code of Conduct for Interscholastic Events (M) (NEW)	IXB1c

Motioned by Ms. Boyd seconded by Ms. Williams-Toplyn to approve Curriculum items C1-C5.
Roll Call (9-0-1)

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Yes
Ms. Crawley	Yes	Ms. Boyd	Yes
Mr. James	Yes	Mr. Mendetta	Yes
Mr. Freiling	Absent	Ms. Reed	Yes-abstained 1a,2a.
Ms. Cooper	Yes		

C. Curriculum

1. Travel (In & Out of District)/ Professional Development - Based upon the recommendation of the Superintendent approved the items below for the 2024-2025 school year in accordance with the data presented.

a. Grades PreK - 8th:

Date	Staff	Event	Provider/ Location	Total Cost	Account No.
2/26/25*	Pamela Marmon	NJPSA/FEA Understanding Evolving Legal Obligations and Empowering School Nurses and Physicians to Support Students	NJPSA/FEA Monroe Twp.	Revised Travel \$62.47	11-000-223-500-00-10-CUR
3/5/25*	Joanne Brown	Amplify Third Annual NJ Literacy Summit	Forsgate Country Club, Monroe Twp.	Travel \$51.37	11-000-223-500-00-10-CUR
4/3/25	Maria Casciotta	Diversity in Education Job Fair	Rancocas Valley Regional High School, Mount Holly	Travel \$20.40	11-000-240-800-00-30-PHM

*ratify

b. Grades 9th-12th:

Date	Staff	Event	Provider/ Location	Total Cost	Account No.
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4/3/25	Andrea Duncan	Diversity in Education Job Fair	Rancocas Valley Regional High School, Mount Holly	\$175.00 +travel \$20.40	11-000-240-800-00-60-OHS
4/4/25	Shannon Fernandez, Holly Wankel, Aleah Braxton	Professional Development Event for High School Counselors	Rowan College of South Jersey, Deptford	Travel \$9.02/pp	11-000-223-500-00-60-CUR
4/11/25	Shannon Fernandez, Holly Wankel, Aleah Braxton	High School Counselor's Breakfast	Camden County College, Blackwood	Travel \$4.14/pp	11-000-223-500-00-60-CUR
5/21/25 Revised date	Jessica Horner	NJTESOL 2025 Spring Conference	Hyatt Regency Hotel, New Brunswick	\$390.00 +travel \$89.07	20-243-200-500-00-00-CUR

c. District:

Date	Staff	Event	Provider/ Location	Total Cost	Account No.
3/26/25 - 3/28/25	Leslie Rodriguez	School Conf. - Transportation Supervisors of NJ	STS of NJ, Atlantic City	\$500.00 +travel \$425.22	11-000-270-390-00-00-BUS
4/8/25	Morgan Zielinski, Lauren Catts	Rowan University's Education Expo	Rowan University, Glassboro	\$350.00 +travel \$10.90/pp	11-000-240-800-00-60-OHS
6/4/25-6/6/25	Victoria LaSalle	NJASBO Annual Conference- Atlantic City, NJ	NJASBO Ocean Resort, Atlantic City	\$500 \$288.60 \$255 travel/meals	11-000-250-585-00-00-BUS
7/16-17/25	Melissa Williams	Executive Roundtable for Superintendents	Amended: EAB, Chicago, IL	Amended: Travel \$1084	11-000-230-340-00-00-BUS

2. Field Trips - Based upon the recommendation of the Superintendent approved the following field trips in accordance with the data presented. Attendance pending current pandemic health guidelines.

a. Grades PreK - 8th:

Date	Staff/Group	School	Location	Time	Cost: Admission (A) Transportation (T)
2/28/25*	Band	PHM	Jazz Clinic, OHS, Pine Hill	8:30am-2:30pm	(A) N/A (T) N/A (walking)
3/17/25*	5th Grade	BEN	Adventure Aquarium, Camden	10:00am-3:00pm	(A) \$783.49 (\$13.99/per student; \$23.99/per adult; \$20/bus parking) 11-190-100-800-00-20-BEN (T) Pine Hill

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3/20/25	3rd Grade	BEN	Franklin Institute, Philadelphia, PA	9:15am-1:30pm	(A) \$560 11-190-100-800-00- 20-BEN (sa-r) (T) Pine Hill
5/13/25	1st Grade	BEN	Woodford Cedar Run Wildlife Refuge, Medford	9:30am-1:00pm	(A) \$520 11-190-100-800-00-20- BEN (T) Pine Hill
5/27/25	4th Grade	GLN	Battleship NJ, Camden	9:00am-1:30pm	(A) \$8/pp 11-190-100-800-00- 10-GLN (T) Pine Hill
5/30/25	Band and Choir	PHM	Oley Valley Middle School, Oley, PA; Schuylkill Valley High School, Leesport, PA; Dorney Park and Wild Water Kingdom, Allentown, PA	7:00am-10:00pm	(A) \$80/pp (sa) (T) TBD
6/4/25	6th Grade	PHM	30 Strikes Lanes, Stratford	9:30am-12:30pm	(A) \$1,128 11-190-100-800-00- 30-PHM (T) Pine Hill
6/9/25	3rd Grade	GLN	Philadelphia Mint and other historical landmarks in Old City, Philadelphia, PA	9:00am-1:45am	(A) N/A (T) Pine Hill

*ratify

b. Grades 9th-12th:

Date	Staff/Group	School	Location	Time	Cost: Admission (A) Transportation (T)
3/5/25*	National Junior Honor Society	OHS	Read Across America, Glenn School, Pine Hill	8:40am-12:15pm	(A) N/A (T) N/A (walking)
Revised: 3/14/25*	Concert/Jazz Bands	OHS	Jazz Festival, Shawnee High School, Medford	3:00pm-9:30pm	(A) N/A (T) Hillman's \$415
3/17/25*	Concert/Jazz Bands	OHS	All South Jersey, Jazz Auditions, Cinnaminson High School, Cinnaminson	2:45pm-7:00pm	(A) N/A (T) Revised: Hillman's \$545
4/03/25	OHS Guidance	OHS	National Assoc. Of Women Judges Trip, Camden	8:30am-1:30pm	(A) N/A (T) Hillman's \$500
4/24-4/25/25	OHS Baseball	OHS	Mainland HS, Linwood; and Sonesta ES Suites, Somers Point	4:00pm-8:00pm and 7:30am-12:00pm	(A) Not to exceed \$2,000 (sa) (T) TBD
5/24/25	African American Culture Club	OHS	Hersheypark, Hershey, PA	7:00am-10:00pm	(A) Not to exceed \$3,200 (sa) (T) TBD

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5/30/25	Choir/Band	OHS	Bethlehem, PA and Dorney Park, Allentown, PA	5:30am-10:00pm	(A) \$80/pp (sa) (T) TBD
6/18/25	Project Graduation	OHS	810 Billiards & Bowling, Vineland	8:00pm-11:45pm	(A) \$5.00 per person 20-021-100-600-00-60 -OHS (T) Pine Hill

*ratify

3. NWEA / Houghton Mifflin Harcourt Publ. Co - Based upon the recommendation of the Superintendent approved the onsite half-day workshop. Essential Reports for Teachers on 3/21/25. Cost \$2,800.00 (11-000-223-320-00-60-CUR) **See Attachment [IXC3](#)**

4. Frontline Technologies Group LLC - Based upon the recommendation of the Superintendent approved Virtual Consultative Service on 3/21/25 for two hour training session on 504 system. Cost \$600.00 (11-000-223-320-00-10-CUR, 11-000-223-320-00-20-CUR, 11-000-223-320-00-30-CUR and 11-000-223-320-00-60-CUR) **See Attachment [IXC4](#)**

5. NJ Afterschool/Summer Program Grant (NJASP) - Based upon the recommendation of the Superintendent approved OHS participation in the after school and summer programming collaboration between Camden County College and Overbrook High School from March to August 31, 2025.

Motioned by Ms. Reed seconded by Ms. Boyd to approve Miscellaneous items D1-D12. Roll Call.

Approved 9-0-1. Motion carried.

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Yes
Ms. Crawley	Yes	Ms. Boyd	Yes
Mr. James	Yes	Mr. Mendetta	Yes
Mr. Freiling	Absent	Ms. Reed	Yes-abstained 7, 11.
Ms. Cooper	Yes		

D. Miscellaneous- Based upon the recommendation of the Superintendent approved the following miscellaneous items as listed:

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. Senior Privilege- Motion to approve student #119061 for senior privilege for the 2025-2026 school year.
4. Acceptance of School SSDS Data - Motion to approve the 2024-2025 SSDS Data as presented.

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5. Brooks Running Company Grant - Motion to accept the Brooks Future Run Team Grant providing us with clothing, sneakers and \$1,000 for the track activity account.
6. Schedules - Motion to approve Spring Sport Schedules. **See attachment [IXD6](#)**
7. Practice Fields - Motion to grant permission for the middle school baseball team to walk to Bowen Field for practices and the middle school softball team to walk to Joey Green Field for practices. Athletes will walk with a coach.
8. Jersey Devil Golf Range - Motion to approve the golf team to spend one (1) day per week at the Jersey Devil Golf Range in Hammonton at a total cost of \$340 for the season.
11-402-100-500-00-60-ATH
9. GameDay Athletics - Motion to approve OHS baseball to use GameDay Athletics in Bellmawr for practices on days of inclement weather at no cost.
10. School Calendar - Motion to approve the 2025-2026 School Calendar. **See Attachment [IXD10](#)**
11. Bean Memorial - Motion to approve the creation and installation of a Legacy Wall in memory of Colette Staab utilizing Art to Remember to create the tiles and Cudi's Contracting to complete the installation (fee paid by the PHEA).
12. Donation for OHS Field Lighting- Accept the donation of \$450,000 from 1Luna Holdings to be used to install field lighting at the OHS football and practice fields. Mr. Corey Novak, a 2005 OHS alumni, is the owner of 1Luna Holdings and a former football player for OHS.

E. Items of General Interest

1. Administrative/Supervisory Reports
2. [Staff Attendance](#)
3. [Student Enrollment](#)
4. [Home Instruction](#)
5. [Nurse's Report](#)

X. BUSINESS ADMINISTRATOR'S REPORT

A. Information -

1. Personal / Relative Disclosure Statements - please submit ASAP
2. NJSBA Workshop 2025 will be held from Monday, October 20-Thursday, October 23, 2025 at the Atlantic City Convention Center. Early bird registration will begin April 1st.

B. Correspondence –

1. [Nutri Serve Update](#)

Motioned by Ms. Reed seconded by Ms. Young to approve Minutes C1. Voice vote. Approved 9-0-1. Ms. Bateman abstained.

C. Minutes –

1. February 11, 2025 - Regular Meeting Minutes **See Attachment [XIC1](#)**

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Motioned by Ms. Reed seconded by Ms. Boyd to approve Finance items D1-D24. Roll Call (9-0-1).

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Yes
Ms. Crawley	Yes	Ms. Boyd	Yes
Mr. James	Yes	Mr. Mendetta	Yes
Mr. Freiling	Absent	Ms. Reed	Yes-abstained 9a,10a, 12, 13, 1, 20, 21a, 22.
Ms. Cooper	Yes		

D. Finance

1. Secretary's Report - The Board Secretary certifies that no line item accounts in February 2025 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 [XID1](#)

2. Treasurer's Report - Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2025. The Treasurer's Report and Secretary's Report are in agreement for the month of February. **See Attachment [XID2](#)**

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 February Secretary's Monthly Financial Report and the February 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 - **See Attachments [XID5](#)**

6. Payment of Bills - **See Attachment [XID6a](#) [XID6b](#) [XID6c](#) [XID6d](#) [XID6e](#)**

- a. Bill List General Accts(10-40) - February 20, 2025- \$665,137.48
- b. Bill List General Accts(10-40)- February 25, 2025- \$9,254.53
- c. Bill List General Accts(10-40)- February 28, 2025- \$494,236.17
- d. Bill List General Accts(10-40)- March 6, 2025- \$622,489.73
- e. Bill List - Cafeteria Fund (61)- March 6, 2025- \$139,898.15

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.

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

a. Grades PreK-8th:

Date	School	Group	Event
3/12/25*	GLN	PTO	Chuck E Cheese Fundraiser
4/8/25	GLN	PTO	Raising Cane's Fundraiser

*ratify

b. Grades 9th-12th:

Date	School	Group	Event
2/3/25-2/3/26*	OHS	Interact Club-Community Service/Donation Activity	Plastic bag collection to qualify for a free Trex bench
3/12/25-5/30/25*	OHS	Interact Club-Community Service/Donation Activity	For the Love of Pete's Pantry
3/12/25*	OHS	Renaissance	Citizens Bank Tour Fundraiser
4/1/25	OHS	Sports	Spring Krispy Kreme Fundraiser
4/1/25-4/15/25	OHS	Sports	OHS Softball Chick-fil-A Fundraiser
4/16/25	OHS	Drama Club	Lip Sync Battle
5/5-5/9/25	OHS	National Honor Society	NHS Basket Raffle

*ratify

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

a. Grades PreK-8th:

District Fiscally Responsible	Program/School	Student ID	Start Date	End Date	Account Number	Bd. Appr Rates
Pine Hill*	Brookfield	119934	3/12/25	6/30/25	11-150-100-320-00-00-BUS	\$34/hr.

*ratify

b. Grades 9th-12th:

District Fiscally Responsible	Program/School	Student ID	Start Date	End Date	Account Number	Bd. Appr Rates
Pine Hill*	Brookfield	122150	2/26/25	6/30/25	11-150-100-320-00-00-BUS	\$34/hr.
Pine Hill*	Brookfield	114170	3/5/25	6/30/25	11-219-100-320-00-00-CST	\$34/hr.

*ratify

11. 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:

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<u>Vendor</u>	<u>Program/ School</u>	<u>Event</u>	<u>Date</u>	<u>Cost</u>	<u>Account Number</u>
Hillman's*	OHS	Boys Bowling-Medford Lanes	2/13/25	\$575	11-000-270-512-00-60-OHS
Hillman's*	OHS	Shawnee High School	3/14/25	\$415	11-000-270-512-00-60-BUS
Hillman's*	OHS	Cinnaminson High School	3/17/25	\$545	11-000-270-512-00-60-BUS
Hillman's	OHS	US Federal Court House	4/3/25	\$500	11-000-270-512-00-60-BUS

*ratify

12. Tuition Contract Berlin Agreement - Motion to approve the 2025-2026 tuition contract with Berlin Twp. Board of Education for grades 9-12 for Regular Education Programs at a per-pupil cost of \$16,618 based on the estimated average daily enrollment of 173 pupils PLUS the partial tuition adjustment of \$95,099 for the 2022-2023 school year MINUS the tuition adjustment for the 2023-2024 school year of \$54,289. The total contract for Regular Education Programs for 2025-2026 is \$2,915,724. **See Attachment [XID12](#)**
13. Tuition Contract Berlin Special Education Agreement - Motion to approve the 2025-2026 tuition contract with Berlin Township Board of Education for grades 9-12 for Special Education Programs: 7 students at \$21,545 for MD program plus 3 students at \$24,831 for LLD program plus the Resource Room cost of \$100,000. The total contract for Special Ed. Programs 2025-2026 is \$325,308. **See Attachment [XID13](#)**
14. Tuition Contract Clementon Agreement - Motion to approve the 2025-2026 tuition contract with Clementon Board of Education for grades 9-12 for Regular Education Programs at a per-pupil cost of \$16,618 based on the estimated average daily enrollment of 190 pupils MINUS the tuition adjustment for the 2023-2024 school year of \$135,194. The total contract for Regular Education Programs for 2025-2026 is \$3,022,226. **See Attachment [XID14](#)**
15. Tuition Contract Clementon Special Education Agreement - Motion to approve the 2025-2026 tuition contract with Clementon Board of Education for grades 9-12 for Special Education Programs: 7 students at \$21,545 for MD program plus the Resource Room cost of \$100,000. The total contract for Special Ed. Programs 2025-2026 is \$250,815. **See Attachment [XID15](#)**
16. Clementon Transportation Jointure - Motion to approve a joint transportation agreement between Pine Hill School District (host) and Clementon School District (joiner) for the 2025-2026 school year. Total cost is \$90,658.15. **See Attachment [XID16](#)**
17. Glassboro Transportation Jointure - Motion to approve a joint transportation agreement between Pine Hill School District(host) and Glassboro School District (joiner) from 11/1/24-6/30/25 for McKinney-Vento student #119752. The cost is \$44,194.15 + a monthly 6% administration fee charged by Camden County Education Services Commission. **See Attachment [XID17](#)**
18. Certified Tuition Rate for 23-24 School Year - Motion to approve the certified cost per pupil for

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tuition adjustment purposes for the 23-24 school year pursuant to N.J.A.C. 6A:A -17.1.

See Attachment [XID18](#)

19. Sumner Station Donation- Motion to accept the Sumner Station Foundation grants listed below.

School	Amount
BEN	\$8,000
PHM	\$5,000
OHS	\$17,000

20. Donation - Motion to accept a donation to the Dr. Albert Bean School from the Susan Marie Rupp Foundation for \$1,000.

21. Student Tuition Contracts- Motion to approve the following student(s) for McKinney Vento and DCP & P.

a. Grades PreK-8th:

District Fiscally Responsible	Program/ School	Student ID	Start Date	End Date	Account Number	Bd. Appr Rates
Henry Hudson Reg. School District BOE*	BEN	122175	1/30/25	6/30/25	10-1321-350	\$32,313 annual *shared aide TBD
Pine Hill *	Lindenwold Middle School	122317	3/5/25	6/30/25	11-000-561-00 -00-BUS	\$10,402.51
Pine Hill*	Lindenwold School #5	122318	3/5/25	6/30/25	11-000-561-00 -00-BUS	\$5,844.99

*ratify

22. 2025-2026 Preschool Budget- Motion to approve the 2025-2026 Pre School budget in the amount of \$1,965,991 which includes 2025-2026 allocation, carryover and special education mandated contribution.

23. Travel Expenditure Resolution - The motion to approve the maximum travel expenditure resolution in accordance with the NJAC 6A:23A-7.3

MAXIMUM TRAVEL EXPENDITURE RESOLUTION

WHEREAS, the Pine Hill Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district and

WHEREAS, NJAC 6A:23-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff member to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

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WHEREAS, The Pine Hill Board of Education had previously established \$55,000 as a maximum travel amount from state and local funds for the current school year and has expended \$22,205 as of this date;

WHEREAS, additional travel was supported by Federal funds in the amount of \$26,162 in FY24 and \$55,000 projected for FY25; now

BE IT RESOLVED, The Pine Hill Board of Education approves travel and related expense reimbursements in accordance with NJAC 6A23A-7.3, to a maximum expenditure of \$65,000 from local and state funds and \$50,000 from Federal funds for the 2025-2026 school year.

24. Tentative 2025-2026 School Budget - Motion for the Board to approve the tentative 2025-2026 School Year Budget for submission to the Camden County Executive Superintendent of Schools for approval:

BE IT RESOLVED the Pine Hill Board of Education approves the tentative budget for the School Year 2025-2026 using the 2025-2026 state aid figures and to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<i>Budget</i>	<i>Local Tax Levy</i>
<i>General Fund</i>	\$57,193,540	\$13,047,720
<i>Special Revenue</i>	\$ 3,038,572	
<i>Total</i>	\$60,232,112	\$13,047,720

BE IT FURTHER RESOLVED, that a public hearing be held at the Overbrook High School Media Center located at 1200 Turnerville Road, Pine Hill, NJ 08021 on April 29th, 2025 at 5:30pm for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year, and to advertise said tentative budget, after Executive County approval, in the Courier Post in accordance with the form required by the State Department of Education and according to law.

Motioned by Mr. James seconded by Ms. Young to approve Facilities item E1-E3. Roll Call(10-0-0).

Ms. Kosar	Yes	Ms. Young	Yes
Ms. Bateman	Yes	Ms. Williams-Toplyn	Yes
Ms. Crawley	Yes	Ms. Boyd	Yes
Mr. James	Yes	Mr. Mendetta	Yes
Mr. Freiling	Absent	Ms. Reed	Yes
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: **None**
- b. Grades 9th-12th:

Dates of Use	Building	Purpose	Fee
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2/14*, 2/21*, 2/28* 3/3*, 3/7*, 3/12/25	OHS	Xinos/Kudos Youth Group - Staff request	N/C
2/23/25*	OHS	PHYA - Basketball Team Pictures	N/C
3/8/25* - 5/30/25 Tues. & Sat.	OHS	PHYA - 6th, 7th, 8th grade Spring Training Sessions	N/C
3/18/25*	OHS	Senior Trip Parent/Student Meeting	N/C
3/27/25	OHS	Special Education Advisory Meeting	N/C
4/1/25 & 4/3/25	OHS	PHPD Training	N/C
5/7/25	OHS	Renaissance Volleyball Tournament	N/C
5/8/25	OHS	Elementary Parent Info. Night	N/C
5/11/25	OHS	Superintendents' Roundtable Meeting	N/C

*ratify

2. Disposal of Inventory - Motion to approve disposal of the attached aged items with zero fair market value. **See Attachment [XIE2](#)**

3. Capital Project Resolution- Motion to approve the following resolution-

**RESOLUTION OF THE BOARD OF EDUCATION OF THE
PINE HILL SCHOOL DISTRICT
IN THE COUNTY OF CAMDEN, NEW JERSEY
AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS
TO THE NEW JERSEY DEPARTMENT OF EDUCATION**

RESOLVED that the Pine Hill School District Board of Education approve the following project:

- **New Exterior Storage Building at Overbrook High School**

FVHD #5638 / DOE #07-4110-010-25-XXXX

BE IT FURTHER RESOLVED that the District's Architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District's behalf.

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

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

CERTIFICATION

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I, Victoria LaSalle, Business Administrator/Board Secretary of the Board of Education of the Pine Hill School District in the County of Camden, New Jersey (the "Board"), DO HEREBY CERTIFY that the resolution entitled

"RESOLUTION OF THE BOARD OF EDUCATION OF THE PINE HILL SCHOOL DISTRICT IN THE COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION," is a copy of the resolution which was duly adopted by the Board at a meeting duly called and held on **March 18, 2025**, in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this 18th day of March 2025

(seal)

Victoria LaSalle

Business Administrator/Board Secretary

XI. OPEN MEETING TO THE PUBLIC- Motioned by Ms. Boyd seconded by Mr. James to open the meeting to the public . Voice vote. All in favor. None

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

XIII. CAUCUS REQUESTED - None

XIV. OLD BUSINESS- None

XV. NEW BUSINESS-

- 1-April 8, 2025- Finance committee budget meeting 6pm at administration building
- 2- There was a town hall meeting 2/20 where various community members discussed dismantling of DOE
- 3- Discussed Safe School Resolution
- 4- Ms. Young reported on various community events: Easter egg hunt; mental health first aid class; Bean grand old flag presentation; St. Patrick's day party
- 5- Dr. Williams discussed the upcoming Parent Resource Fair organized by Amy Francis with the help of Debby Barrett.

XVI. NEXT BOARD MEETING -

- Tuesday, April 29, 2025 - Public Hearing & Regular Meeting at 5:30 pm at OHS Media Center

XVII. Motion to Adjourn: Motioned by Ms. Reed and seconded by Ms. Boyd to adjourn the meeting. Voice vote. All in favor. The Regular Business Meeting of the Pine Hill Board of Education was adjourned at 7:33 pm.

Victoria LaSalle, CPA,, School Business Administrator

Date