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Dr. Frank Ranelli
Superintendent of Schools

Dr. Glenn Lottmann
Director of Administrative Services

To: Piscataway Board of Education Members

From: Dr. Glenn Lottmann, Director of Administrative Services

CC: Dr. Frank Ranelli, Superintendent of Schools

Date: October 1, 2024

Re: 2024-2025 Merit Goals

2024-2025 Merit Goal Proposal for Dr. Glenn Lottmann

Qualitative Goal

Description of Goal:

- The supervision of almost 30 School Security Officers is a responsibility I have taken on for the 2024-2025 school year. To assist in making the transfer of leadership seamless, I will conduct in-person meetings with our School Security Officers. These meetings will be utilized to discuss the role of a School Security Officer, district expectations, the sharing of experiences from veteran School Security Officers, best practice methods, CPR certification, and other valuable training. The School Safety Officers will be provided an opportunity to provide written feedback for topics and suggestions and an action plan will be developed for the following school year.

Evidence of Completion:

- Sign in sheets, meeting agendas, copies of presentations, copies of feedback responses, action plan and professional certifications if applicable.

Quantitative Goal #1

Description of Goal:

- The Piscataway School District is fortunate to have a partnership with several organizations in our community such as the Piscataway Police Department, the Township Community Outreach Organization, and the Fire Departments in the township. During the 2024-2025 school year, I will work with these, and other, organizations to ensure 100% of our K-12 buildings host one educational presentation to our students from the listed organization. The presentations will continue to provide new connections or reconnect our school community stakeholders and strengthen our relationships with organizations.

Evidence of Completion:

- Email correspondence regarding the scheduling of events, copies of flyers promoting presentations in our schools, pictures of events, sign in sheets, agendas and copies of handouts that are provided to school stakeholders.

Quantitative Goal #2

Description of Goal:

- During the 2024-2025 school year, I will work with our K-3 buildings to ensure accurate teacher schedules are available to them in Genesis, our student information system. This will be completed so 100% of homeroom and special area teachers' schedules are available on Genesis for the 2025-2026 school year. To ensure that these program tools are implemented with fidelity, I will also host a training for administrators to teach them how to utilize these tools independently and I will develop a tip sheet for the teachers to utilize so they can access their schedule from genesis.

Evidence of Completion:

- Hard copies of K-3 homeroom and special area teachers' schedules, copies of the training materials, agenda sign in sheets, tip sheet and a report or image from Gensis showing that the tool is working and in effect.