PAULSBORO PUBLIC SCHOOLS

**December 21, 2015**

**MINUTES**

**REGULAR MEETING**

Ms. Eastlack reading the following called a Regular Meeting of the Paulsboro Board of Education to order on the above date: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. The meeting was called to order at approximately 7:00p.m.by pledging allegiance to the flag with the following members present: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter. Mrs. Giampola and Mr. Hughes, Greenwich Township Representative were absent. Also present were Dr. Laurie Bandlow, Superintendent and Ms. Johnson, Business Administrator / Board Secretary.

**PRESENTATIONS**

Mr. James Pandolfo, High School Assistant Principal, presented the Student of the Month Awards for October & November 2015.

Paulsboro Junior High School Paulsboro High School

October October

Jake Stone - Grade 7 George Worthy - Grade 9

Samaura Smith - Grade 7 Taylor Brady - Grade 10

Nyeair Smith - Grade 8 Nia Nelson - Grade 11

 Hailey Barnaby - Grade 12

November November

Geovanni Serrano - Grade 7 Robert Glocker - Grade 9

Alexander Jacotin - Grade 7 Derrius Moore - Grade 10

Nashae Moore - Grade 8 Jeremiah DiNovi - Grade 11

Courtney Wittick - Grade 8 Mikael Carroll - Grade 12

Motion by Dunn, seconded by Walter and unanimously carried (8-0) to accept the Student Athletes:

Recommend adoption of Resolutions Honoring Student Athletes – Fall 2015 Season

Girls Field Hockey - 1st Team All-Colonial Conference, Patriot Division

Nancia Holmes

Football - 1st Team All-Colonial Conference, Patriot Division

Carlton Aiken Dustin Herrera

Tyhere Dowd Dehron Holloway

Anthony Duran Tyrique King

Thomas Franks John Pellegrini

Anthony Gugel Emmanuel Simon

Presentation of the 2014-2015 Comprehensive Annual Financial Report for the fiscal year ending June 30, 2015, presented by David McNally, for Holman, Frenia, and Allison, P.C. (Certified Public Accountants and Consultants).

Informational: As required by Title 18A: 23-4, a synopsis of the audit of the financial statements and the supplementary data of the Governmental Activities were provided to the public. There is no corrective action plan required. (Attachment)

Motion by Walter, seconded by Dunn to accept the Fiscal Year 2014-2015Audit Report of the Paulsboro Public School District as presented. All required reporting to the state Department of Education is complete.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

Presentation by Dr. Lucia Pollino, Director of Assessment, on Paulsboro Public Schools PARCC results (Partnership for Assessment of Readiness for College and Careers). (Attachment presentation and letters to the parent regarding PARCC).

Presentation by the student Board of Education member Tahje Thomas was deferred to January 25, 2016 meeting.

**PUBLIC COMMENT**

None

**CORRESPONDENCE**

None

**OLD BUSINESS**

1. New, different and unusual form for 2016 – 2017 Budget (Attached)

The attached form should be utilized to submit budget items for consideration of the full Board. During the budget process for the expenditure of the settlement with Conrail. The Superintendent will compile the items and obtain costs. This information will then be presented to the full Board of Education.

This form should be submitted to the Superintendent of Schools no later than Monday January 4, 2016 Reorganization Meeting.

1. Negotiations Update – PEA (Paulsboro Education Association)

The first meeting took place on Monday, December 7, 2015 with the PEA and Board of Education Negotiations team.

**NEW BUSINESS**

1. 2016-2017 Budget – Special Meetings Dates

Informational: The Superintendent and Business Administrator respectfully request that the Board of Education begin conducting special meetings to begin discussion on the 2016-2017 budget.

Motion by Walter, seconded by Lozada-Shaw and unanimously carried (8-0) to conduct a special meeting to begin discussion of the 2016-2017 Budget on Saturday, January 23, 2016.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

**BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT**

Motion by Walter, seconded by Dunn to accept the Superintendents recommendation to approve items A – G:

1. Approval of Regular Meeting Minutes for November 23, 2015 filed in the *Bound Minute Book*.
2. Recommend approval of the budget transfers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Account | From Description | To Account | To Description | Amount |
| 11-402-100-500-06-410 | AthleticsInstructionOther Purchased Serv | 11-402-100-610-06-410 | AthleticsInstructionGeneral Supplies | 3,130.00 |
| Reallocate Department Budget |

1. Recommend approval of the Cash Receipts Report **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Recommend approval of the October Financial Reports:

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – October 2015** |
|  |  |  |  |  |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: October 2015 | Beginning  | Receipts | Disbursements | Ending Cash |
|  | Cash Balance | This Month | This Month | Balance |
| General Fund |  $ 1,953,310.88  |  $ 1,689,146.51  |  $ 1,818,212.58  |  $ 1,824,244.81  |
| Special Revenue |  430,685.42  |  13,745.00  |  197,262.39  |  247,168.03  |
| Capital Projects Funds |  2,859,836.79  |  463.45  |  533,337.12  |  2,326,963.12  |
| Debt Service |  1.40  |  65,388.32  |  37,392.25  |  27,997.47  |
| Food Service |  72,941.36  |  1,768.25  |  57,321.44  |  17,388.17  |
|  |   |   |   |   |
| Total Government Funds |  $ 5,316,775.85  |  $ 1,770,511.53  |  $ 2,643,525.78  |  $ 4,443,761.60  |
|  |   |   |   |   |
| **SECRETARY’S REPORT** |  |   |   |  |
| Cash: October 2015 |  |  |  |  |
|  |  |  |  |  |
| Total Governmental Funds  |  $ 5,316,775.85  |  $ 1,770,511.53  |  $ 2,643,525.78  |  $ 4,443,761.60  |
|  |   |   |   |   |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |   |   |  Disbursements  |
|  Beginning Balance  |  $ 4,123,032.58  |   |   |  $ 3,866,425.77  |
|  Receipts – Month  |  1,770,511.53  |   |   |  2,643,525.78  |
|  Receipts to Date  |  $ 5,893,544.11  |   |   |  $ 6,509,951.55  |
|  |   |   |   |   |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,868,324.10  |  $ 4,646,885.54  |  $ 11,169,028.74  |  $ 6,052,409.82  |
|  Special Revenue  |  2,290,321.10  |  440,718.98  |  1,148,523.77  |  701,078.35  |
| Capital Projects |  7,962,914.20  |  1,121,534.39  |  16,800.00  |  6,824,579.81  |
|  Debt Service  |  196,165.00  |  37,392.25  |  -  |  158,772.75  |
| Food Service |  762,358.00  |  167,367.95  |  146,438.34  |  448,551.71  |
|  TOTALS  |  $ 33,080,082.40  |  $ 6,413,899.11  |  $ 12,480,790.85  |  $ 14,185,392.44  |

Informational: The Board may approve the above reports with a single motion. The Report of the Treasurer of School Monies and Report of Secretary to the Board of Education as well as associated accounts will be available at the meeting or in advance by contacting Business Administrator Jennifer Johnson.

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of October 31, 2015, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of October 31, 2015.

|  |  |  |
| --- | --- | --- |
|  | Anticipated Budget | Cash Received as of 10/31/2015 |
| Taxes |  5,593,986.00  |  1,864,662.08  |
| Tuition  |  1,513,076.00  |  45,687.00  |
| Miscellaneous |  50,000.00  |  33,732.67  |
| State Aid |  12,135,584.00  |  2,324,000.00  |
| Extraordinary Aid |  50,000.00  |   |
| SEMI |  63,680.00  |  26,962.64  |
| Total | 19,406,326.00  |  4,295,044.39  |

  Thursday, December 21, 2015

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of October 31, 2015, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2-2.11(a).

  Thursday, December 21, 2015

**REPORT OF THE SUPERINTENDENT**

**OLD BUSINESS**

A. New School Entry Door Access Protocol Letter

A Districtwide Security Committee met to review school security and to create a new school entry protocol. The Superintendent then met with the Paulsboro Police Department to review the new procedure and discuss future Districtwide security needs.

This letter was distributed to all students on December 1, 2015 and was posted on the District website.

**NEW BUSINESS**

Motion by Walter, seconded by Lozada-Shaw and unanimously carried (8-0) to accept the Updated Merit Goal for the Superintendent.

1. Updated Merit Goal for the Superintendent

The Superintendent will begin researching and planning for the District to undergo Strategic Planning for the 2016- 2017 school year. **(Attachment**)

**PERSONNEL**

Motion by Walter, seconded by Dunn to accept the Superintendents recommendation to approve items A – G and I - K:

Note: Item H was deferred to the end of the meeting following executive session when interviews were conducted.

1. Recommend appointment of the substitute teachers on the attached list from Source 4

Teachers. (**Attachment**)

Informational: The Board of Education has a contract with Source 4 Teachers to provide substitute teachers for the district. Source 4 Teachers verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

1. Recommend approval to appoint Wayne Farrow to the position of Security Guard at Paulsboro High School and Paulsboro Junior High School. He will earn $8.38 per hour on an “as-needed” basis as deemed necessary by Principal Paul Morina.

Informational: The 2015-2016 school budget includes $5,000 for a Part-Time Security Guard. The Security Guard moves around the building during the early evening hours to be certain that people attending athletic events do not go into unauthorized/unsupervised areas of the school. This sort of position was approved by the Board of Education for the past few years.

Informational: Mr. Farrow is a grounds man at the high school and is already familiar with the building layout and our students.

1. Recommend approval for the following custodians to hang their boiler licenses for the 2015-2016 school year with a stipend of $694 as per agreement with the Paulsboro Education Association.

Paul Johnston Daniel Moore Dietra Roane

1. Recommend approval of a medical leave of absence for Teacher of Home Economics Elizabeth Reilly with the following terms and conditions:

Dates of Leave Terms and Conditions of Leave

Tuesday, November 3, 2015 - With pay and benefits by use of accumulated

Friday, December 4, 2015 sick days as well as the concurrent use of Federal Family Leave.

1. Recommend approval to appoint Lois Kidd to the position of Substitute Bus Driver for the 2015-2016 school year. She will earn $12.00 per hour on an “as-needed” basis.
2. Recommend approval to appoint Paulsboro Junior High School Teacher Susan Schaffer to the position of Paulsentinel Advisor. Ms. Schaffer will earn $1,569. Stipends are as per agreement with the Paulsboro Education Association.

 Informational: Ms. Schaffer is replacing Ashley O’Hara who resigned.

1. Recommend approval of a medical leave of absence for Elementary World Language Teacher Michael Peek with the following terms and conditions:

Dates of Leave Terms and Conditions of Leave

Tuesday, December 1, 2015 - With pay and benefits by use of accumulated

Thursday, December 31, 2015 sick days as well as the concurrent use of Federal Family Leave.

1. Recommend approval to appoint Kimberly Reger to the position of Teacher of Art assigned to Loudenslager Elementary School and Billingsport Early Childhood Center effective January 4, 2016. Ms. Reger will earn BA Step G - $47,211 prorated as per agreement with the Paulsboro Education Association.

Informational: Ms. Reger comes to us with seven years of experience as an Art Teacher at the elementary level. References were checked by Mr. Bracciante and Dr. Laurie Bandlow.

1. Recommend approval to appoint Ms. Amanda Ferraro to the position of long term substitute for Teacher of Grade 3 Christina Roberts who is on maternity leave from January 4, 2016 – February 29, 2016 at Loudenslager Elementary School. Ms. Ferraro will be on Step A- $44,041prorated as per agreement with the Paulsboro Education Association.

Informational: Interviews were conducted by Loudenslager Principal Dr. Phillip Neff and Superintendent Dr. Laurie Bandlow. Dr. Neff checked references. Ms. Ferraro completed her student teaching at Loudenslager School.

1. Recommend approval to appoint Katie Walsh to the position of Substitute Playground/Cafeteria Aide and Substitute Classroom Aide for the 2015-2016 school year. She will earn $8.38 per hour on an “as-needed” basis. This recommendation is contingent on successful completion of criminal history background review.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Dunn 1 ABSTAINED, and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Informational:
	1. The following are paid class covers:

|  |  |
| --- | --- |
| **Month** | **Paulsboro High and Junior High School** |
| **Average Last****7 years** | **Range** | **2015-2016** |
| September | 2.8 | 0-11 | 10 |
| October | 31.3 | 9-62 | 122 |
| November | 38.4 | 19-60 | 109 |
| December | 47.9 | 31-71 |  |
| January | 47.5 | 15-73 |  |
| February | 43.7 | 12-63 |  |
| March | 71.7 | 28-96 |  |
| April | 60.0 | 36-97 |  |
| May | 100.9 | 65-157 |  |
| June | 48.3 | 22-97 |  |
| Total | 49.3 | 23.7-77.5 | 241 |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendents recommendation to approve items A – E:

1. Recommend approval to adopt a new course at Paulsboro High School entitled “Honors Calculus with Applications”. Honors Calculus with Applications is designed for college bound students planning to take coursework in the physical and/or biological sciences, business and finance, and/or mathematics. Students taking Honors Calculus with Applications must have a strong background in mathematics and science. (**Attachment**)
2. Recommend approval to pay part-time cafeteria workers at Paulsboro High School up to six hours at their contracted hourly rate in order to provide time for them to complete the online professional development mandated by the New Jersey Department of Education. There are two part-time cafeteria workers.

 Linda Brandt Kimberly Parker

1. Recommend approval for Rowan University Student John Lisella to complete his Clinical Practice (formerly known as Student Teaching) from Wednesday, January 20, 2016 until Friday, March 11, 2016 at Billingsport Early Childhood Center. Mr. Lisella will complete this field experience in Health and Physical Education under the supervision of Billingsport School Teacher Anthony Della Vecchia.

Informational: During Clinical Practice the student will observe class prior to gradually taking over all teacher duties for his cooperating teacher. A professor from Rowan University will also make at least eight visits to the school.

1. Recommend approval for Loudenslager Learning Disabilities Consultant Karolyn Adams and Behavioral Disabilities Teacher Corey Hoffman to attend the “Least Restrictive Environment Workshops” at the Learning Resource Center in Mullica Hill, New Jersey. The workshops will be held on February 11, 2016 and February 12, 2016. There is no cost to the Board of Education.

Informational: The two day training will provide an excellent opportunity for Ms. Adams and Mr. Hoffman to obtain crucial information regarding effective instructional strategies, practices and supports for all special education students in the Paulsboro Public Schools.

1. Recommend approval for Loudenslager and Paulsboro Junior High School Music Teacher Wendy Stocker to attend the New Jersey Music Educators State Conference at the Hilton Hotel and Conference Center in East Brunswick, New Jersey. The conference will be held on Thursday, February 18 through Saturday, February 20, 2016. The cost to the Board of Education will be $165.00 for the registration fee and $120.00 per day (2 days) for a substitute teacher. Total cost to the Board of Education is $405.00.

Informational: The three day training will provide an excellent opportunity for music educators to learn from world renowned clinicians. The Elementary Classroom, Technology, Wind Band, Jazz Band, String and Choral Academies will present methods and materials to bring back to our students.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Informational:
2. The following are class enrollments for Paulsboro Senior High School:

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 73 |
| 10 | 91 |
| 11 | 94 |
| 12 | 87 |
| TOTAL | **345** |

1. The following are class enrollments for Paulsboro Junior High School:

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 84 |
| 8 | 75 |
| TOTAL | **159** |

1. The following are class enrollments for Loudenslager Elementary School and Billingsport Early Childhood Center:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** |  **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |  |
| Pre-School Disabled | 6 |  |  |  |  | 3 | 22 | 24 | 22 |  |  |
| Pre-school | 15 | 15 | 13 | 15 |  | 4 | 21 | 23 | 20 |  |  |
| K | 21 | 21 | 22 | 21 | 20 | 5 | 20 | 18 | 19 | 18 |  |
| 1 | 27 | 27 | 27 | 27 |  | 6 | 16 | 16 | 16 | 20 |  |
| 2 | 25 | 23 | 23 |  |  | Special Education | 11 | 7 |  |  |  |
| Special Education | 11 | 11 | 5 |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **375** | TOTAL |  |  |  |  | **293** |

**INSTRUCTIONAL SERVICES**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendents recommendation to approve items A – C:

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **School/Grade** | **District Responsible/Tuition/Transportation** | **Living In** | **Tuition Cost** |
| JA | Bellmawr/9 | Bellmawr transports | Paulsboro | n/a |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school served by the temporary residence. In this case, the home district is responsible to pay tuition. The home district is responsible to pay tuition and/or transportation cost for one year from the date each family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **School/Grade** | **District Responsible/Tuition/Transportation** | **Living In** | **Tuition Cost** |
| NZ | Billingsport/PK | Bellmawr | Paulsboro | $14,968.00 |
| JA | Bellmawr/8 | Bellmawr transports | Paulsboro | n/a |
| OA | Bellmawr/6 | Bellmawr transports | Paulsboro | n/a |
| XM | Billingsport/PK | Paulsboro transports | Deptford | n/a |
| KM | Billingsport/2 | Paulsboro transports | Deptford | n/a |
| SM | Loudenslager/4 | Paulsboro | Paulsboro | n/a |
| LJ | Lafayette-Pershing School/K | Paulsboro | Penns Grove | $7,127.78 |
| SD | Loudenslager/3 | Gloucester Twp. | Paulsboro | $13,843.00 |
| LD | Loudenslager/5 | Gloucester Twp. | Paulsboro | $13,843.00 |
| SBC | Loudenslager/5 | Pine Hill | Paulsboro | $13,843.00 |
| TBC | Paulsboro Jr. High | Pine Hill | Paulsboro | $14,879.00 |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school served by the temporary residence. In this case, the home district is responsible to pay tuition. The home district is responsible to pay tuition and/or transportation cost for one year from the date each family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

1. Recommend approval to provide homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student Name/Case #** | **Grade:** | **Hours of Instruction** |
| BT | 1 | Student will attend Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Student will receive home instruction through Brookfield School starting on November 25, 2015, for a minimum of 10 hours/week at $32/hour. |
| BT | K | Student will attend Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Student will receive home instruction through Brookfield School starting on December 7, 2015, for a minimum of 5 hours/week at $32/hour. |

Informational: Students who are hospitalized, at home but too ill to attend school, or who are awaiting evaluation by the Child Study Team receive homebound instruction. General education students receive 5 hours per week of instruction. Special education students receive 10 hours of instruction per week. In some cases, facilities or a company under contract to the facility, provide the instruction then bill the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Informational:
2. Monthly Reports of Administrators (**Attachment**)

**STUDENT ACTIVITIES**

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendents recommendation to approve items A – H:

1. Recommend approval of the attached revised 2015-2016 winter season sports schedules for Varsity and Junior Varsity Wrestling, Varsity and Junior Varsity Boys Basketball, and Varsity and Junior Varsity Girls Basketball (**Attachment**).
2. Recommend approval of Mandy Thomas, Teacher of Health and Physical Education at Paulsboro High School to the position of Head Softball Coach for the 2015-2016 school year. Ms. Thomas will earn Step 3 - $6,609 as per agreement with the Paulsboro Education Association.

Informational: Ms. Thomas is a staff member at the high school and is the current Head Girls’ Soccer Coach. She also coaches the South Jersey Lady Bulls.

1. Recommend approval of Thomas Hampel, Teacher of Health and Physical Education at Paulsboro High School to the position of Head Boys’ Track and Field Coach for the 2015-2016 school year. Mr. Hampel will earn Step 1 - $5,485 as per agreement with the Paulsboro Education Association.

Informational: Mr. Hampel volunteered for the Boys’ Track Team when he was a student teacher here in 2014. Last year he was an Assistant Track Coach at Woodbury High School. He won a State Championship in the 4x400 when he was in high school.

1. Recommend approval for Ryan Holan to be a volunteer Wrestling Coach for the 2015-2016 wrestling season.

Informational: Mr. Holan is a 2007 Paulsboro High School graduate and he was a wrestler.

1. Recommend approval of Joseph Dreger and Theodore Little as volunteer Coaches for the Boys’ Basketball Team for the 2015-2016 season.

Informational: Mr. Dreger was the former Assistant Coach for the Boys’ Basketball and Mr. Little has been volunteering for many years.

1. Recommend approval for Deshaun Robinson to be a volunteer Girls’ Basketball Coach for the 2015-2016 season.

Informational: Ms. Robinson played for Paulsboro Junior and Senior High School. She was a leading scorer. She helped coach in the town’s traveling league.

1. Recommend approval for Paulsboro Public Schools and the Boys & Girls Club of Gloucester County, Paulsboro location, to collaborate with comprehensive out-of-school time services targeting Loudenslager Elementary School students.  This partnership will be funded by a grant with the New Jersey Department of Education.

Informational:  The Executive Director, Robert C. Taylor met with the Superintendent and Business Administrator to discuss the application in November.

1. Recommend approval for Loudenslager Elementary School students to participate in the mobile dentist Smile Program during two days to be scheduled in February during National Children’s Dental Health Month. There is no cost to the Board of Education. This recommendation is contingent on making every effort possible to have the examinations done during Physical Education class or other special subjects.

Informational: In order to participate, parents must sign permission slips. A dentist, dental

assistant and hygienist will provide an examination, x-rays, cleaning, sealants and fluoride

treatments for participants. Dental insurance and Medicaid pays for the service but no

student is turned away.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

**FINANCE**

Motion by Walter, seconded by Priest to accept the Superintendents recommendation to approve items A – F:

1. Recommend approval to contract with Primepoint HRMS & Payroll to complete required Affordable Care Act reporting documents.

Informational: By January 31, 2016, employers with 50 or more full-time employees or equivalents must complete Form 1095-C for each employee and distribute to them, similar to Form W-2 requirements. In addition Employers must submit ACA information reporting forms to the IRS on or before February 29. Primepoint has been given all the information needed and Administration expects to be in the review phase of this process after the holiday break if not sooner.

1. Recommend the fiscal year July through June as the initial and standard measurement period to determine Affordable Care Act compliance.

Informational: If an employee works more than 30 hours a week or 130 hours in a month, for more than 120 days in a year, they are full-time in regard to Obama Care’s Employer mandate. Full time equivalent employees will be required to be provided health care in the subsequent fiscal.

1. Recommend approval to accept a donation of a large bag of handmade scarves donated by the Clonmell United Methodist Church in Gibbstown to be distributed at Loudenslager School. They are valued at approximately $200.00.
2. Recommend approval to charge Rachel Kuser, Instructional Aide at Billingsport Elementary School, salary in the amount of $20,254 to NCLB (No Child Left Behind). This is a correction of the salary submitted for approval at the October 26, 2015 meeting.
3. Recommend approval to charge Toni Howard, sixth grade teacher at Loudenslager Elementary School, salary in the amount of $77,894 to NCLB (No Child Left Behind).
4. Recommend approval to charge Nicole Crosby, Psychologist at Loudenslager Elementary School, salary in the amount of $48,041 to IDEA (Individuals with Disabilities Act).

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Informational:

1. Application for State School Aid

The district administration filed the 2015-2016 School District Budget Statement – ASSA (Annual State School Aid) Summary on schedule. The New Jersey Department of Education takes a snapshot of the district enrollment at the end of October each year. This enrollment is used to determine the State School Aid for the next school year. A copy of the report is attached for the convenience of members of the Board of Education. Director of Assessment Dr. Pollino is in charge of preparing and submitting this important report. The following chart presents an enrollment summary for the past three years.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Students on Roll** | **Number of Students with Disabilities** **Sent Public Schools** | **Number of Students with Disabilities Sent to Private Schools** | **General Education Students Sent** | **Number of Students Received** | **Number of** **Low Income****Students** | **Number of Special Education****Students** |
| 2015-2016 | 1158 | 32 | 13 | 6 | 93 |  807 \* | 246 |
| 2014-2015 | 1160 | 25.0 | 17.0 | 4.0 |  91 |  785 \* | 256 |
| 2013-2014 | 1166 | 23.5  | 7.0 | 4.0 | 100 | 812 | 241 |
| 2012-2013 | 1170 | 24.5 | 6.0 | 8.0 |  94 | 765 | 220 |

**FACILITIES**

Motion by Walter, seconded by Dunn and unanimously carried (8-0) to accept the Superintendents recommendation to approve item A:

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 27  | Monitors | Broken – no longer useable | e-Waste |
| 12 | Computers | Broken – no longer useable | e-Waste |

**SCHOOL SAFETY**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendents recommendation to approve item A:

1. Recommend that the Board of Education confirm the decision of the Superintendent

of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at Paulsboro Junior High School and Billingsport Early Childhood Center.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature Imposed** | **Other Measure** |
| BECC110315001 | 11/3/2015 | Complete | Intentional but not designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist  | Admonishment, 3 days lunch detention | n/a |
| BECC111015001 | 11/10/2015 | Complete | Intentional (w/out hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Admonishment, and 5 days lunch detention  | n/a |
| BECC112415001 | 11/24/2015 | Complete | Intentional (with hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Out of school suspension 1 day | Counseling type |
| BECC120315001 | Various | Complete | Non-Actionable HIB | Jackie Centifonti | Admonishment | Counseling type |
| BECC120715001 | 12/7/2015 | Complete | Intentional (w/out hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Admonishment, Out of school suspension 3 days, referred to INSPIRA | Parent conference, referral to Child Study Team |

 Informational: The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, she confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their right to appeal.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

1. Informational
2. Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Notation** | **School** |
| **Paulsboro Senior High School****and****Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 7/6/15, 9/18/15, 10/30/15, 11/4/15 | 9/14/15, 10/8/15, 11/9/15, 12/7/15 | 7/6/15, 9/14/15, 10/20/15, 11/3/15, 12/14/15 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  | 10/14/15, 11/18/15 | 10/8/15 |
| Lockdown | Each school must conduct two annually | 7/8/15 |  | 7/7/15, 9/21/15 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually | 11/30/15 | 12/8/15 | 12/2/15 |
| Other Drills | Each school must conduct two annually | Shelter in Place10/21/15 | Shelter in Place9/17/15 | Shelter in Place11/10/15 |
| Bus Evacuation  | Conduct two annually |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

**CONSTRUCTION**

1. Phase I Update

**Loudenslager Elementary School** - Exterior renovations to replace the roof, brick veneer, a new skylight, and repair the front stairs are completed. In addition the staff will now have permanent ladders on the buildings to gain access to the roof.

**Billingsport Elementary School** – Exterior renovations to repair both cheek walls at the entrances have been completed.

**Paulsboro High School –** The lintel on the upper window facing the Administration Building reported to you last month in need of repair has been completed. The lintel on the exterior of staircase two (also called “Platt Alley”) per the architects was not an emergency and will be included in later phases with the remaining brick veneer.

1. Phase II

Administration meet with the architects, SJTP, and the Clerk of the Works on Wednesday, December 16th to discuss the remaining projects of the Bond Referendum. Various scenarios were discussed to redesign the phases. The Administration will bring the next phases to the Board at the January 2016 meeting.

**EXECUTIVE SESSION**

Motion made by Walter, seconded by Lozada-Shaw and unanimously carried (8-0) to adopt the following resolution:

BE IT RESOLVED: The Paulsboro Board of Education adjourns to Executive Session to conduct interviews for the position of Loudenslager Elementary School Principal.

Motion made by Lozada-Shaw, seconded by Hamilton and unanimously carried (8-0) to return to the regular meeting.

**REGULAR SESSION - REPORT OF THE SUPERINTENDENT - PERSONNEL Item H**

Motion made by Walter, seconded by Lozada-Shaw to appoint Matthew Browne as the Principal of Loudenslager Elementary School. Mr. Browne will earn a salary of $89,643 prorated for the 2015-2016 school year.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter voting 8 YES; and Mrs. Giampola, Mr. Hughes, Greenwich Township Representative 2 ABSENT.

Motion carried

**NEXT PUBLIC SESSION**

Monday, January 25, 2016 - 7:00 PM

Regular Meeting - Paulsboro High School

•The Board will take official action at this meeting.

•The meeting is open to the public and comments will be solicited from citizens in attendance.

Motion made by Walter, seconded by Lozada-Shaw and unanimously carried (8-0) to adjourn the meeting at 9:38p.m.

Regular Meeting recessed at approximately 7:00 p.m.

Regular Meeting recessed at approximately 8:41 p.m.

Executive Session convened at approximately 8:43 p.m.

Executive Session recessed at approximately 9:34 p.m.

Regular Meeting reconvened at approximately 9:35 p.m.

Regular Meeting adjourned at approximately 9:38 p.m.

Respectfully submitted,



Business Administrator/Board Secretary