**PAULSBORO PUBLIC SCHOOLS**

**MONDAY, NOVEMBER 30, 2020**

**Minutes**

**CALL TO ORDER**

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on Tuesday, July 7, 2020 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2020-2021 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on June 29, 2020.

In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the public meeting is available on the district website, Facebook and Twitter. As usual, notice of the meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

The meeting was called to order at approximately 6:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Elizabeth Reilly, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Roy Dawson, III Superintendent, and Mr. Robert Delengowski, Interim Business Administrator/Board Secretary

**PUBLIC COMMENTS – ITEMS UNDER THE JURISDICTION OF THE BOARD OF**

**EDUCATION**

**Nate Woodards – Parent**

Motion made by Stevenson, seconded by Henderson and unanimously carried (8-0) to close public comment.

**CORRESPONDENCE** – **None at this Time**

**OLD BUSINESS**

A. At the October 30, 2020 meeting of the Board of Education a citizen asked if Paulsboro

Public Schools can guarantee that the schools are safe to return on November 16, 2020.

The Paulsboro Public Schools are following these guidelines to make every effort to keep our schools safe:

o All guidelines recommended by the CDC and the New Jersey Department of Health will be adhered to

o All procedures regarding health and safety set forth in the District’s Reopening Plan, and in the Governor’s “Road Back” plan, will be adhered to

o Provide you with disinfectant supplies at their work area and in entry and high traffic areas

o All work areas will be thoroughly cleaned and disinfected each evening

o All staff are required to wear a protective mask when within 6ft of another person. We encourage you to bring your own but if not we will supply you with such.

o If an individual should request that masks be work beyond the 6ft when in contact with other than all will be expected to comply and respect that request

o All personal work areas are to be 6ft apart

o All staff are to practice recommended personal care including:

o Frequent hand washing when in contact with common surfaces and areas such as restroom and common work and break areas

o Wiping down of common work areas that you may use

o Limit the amount of paper transfer by using electronic means for transmitting information.

o Do not share utensils such as pens and pencils etc., plastic ware, cups etc.

o Everyone, including the public will be required to have a mask when entering the building and wear one when within 6ft of another person.

o Eating together in groups and in common areas is prohibited

o Administrators will determine areas where Plexiglas barriers will be installed in places where there will be common contact with the public

o Staff members are required to report if they have had possible contact with a person who was infected with the COVID-19 virus. They are to get tested and will not be permitted back to work until they are cleared by their Doctor.

o If any staff members are indicating COVID-19 like symptoms such as fever, persistent cough, loss of taste or general malaise and fatigue they are to stay home and seek medical advice before returning to work.

o If any staff member should test positive for the COVID-19 Virus, they are to notify their supervisor immediately and identify all other employees they may have come in contact with or general areas they may have been in. We will follow the Health Department directives on what actions to take next.

**PENDING ITEMS – None at this Time**

**NEW BUSINESS – None at this Time**

**BOARD BUSINESS:**

A. **ELECTION RESULTS – NOVEMBER 3, 2020**

The following are the unofficial results of the Tuesday, November 3, 2020 election for the three seats on the Board of Education. Mrs. Crystal Henderson, Ms. Tyesha Scott and Mr. Markee Robinson will take office at the Reorganization Meeting on Tuesday, January 5,

2021.

**Candidate Number of Votes**

Crystal Henderson 1,619

Tyesha Scott 1,394

Markee Robinson 1,175

Joseph Lisa 936

Jennifer Madden 883

Write-In 69

B. **COMMITTEE OF THE WHOLE: NEGOTIATIONS**

**COLLECTIVE BARGAINING – PAULSBORO EDUCATION ASSOCIATION AND PAULSBORO**

**ADMINISTRATORS ASSOCIATION**

At the January 27, 2020 meeting, the Interim Superintendent Dr. Walter C. Quint suggested that the Board of Education might want to select the members who will serve on the Negotiations Committees for the contracts with the Paulsboro Education Association and Paulsboro Administrators Association. These agreements expire on June 30, 2021. Selection of committees now will allow them to review the existing contracts as well as attend training provided by New Jersey School Boards Association.

The Interim Superintendent Dr. Walter C. Quint sent the two collective bargaining agreements to New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Collective Bargaining Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Negotiation Team: Mr. Joseph Lisa, Chairperson, Members: Mr. Robert Davis and Mrs. Danielle Scott.

C. **COMMITTEE OF THE WHOLE: FACILITIES**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Facilities Committee: Mr. Joseph Lisa, Chairperson, Members: Mr. Marvin Hamilton, Mr. Gerald Michael and Mrs. Irma Stevenson.

On October 1, 2020 the Facilities Committee met for the first time to discuss the ROD Grants with District Consultant Frank Domin.

C. **COMMITTEE OF THE WHOLE: BUDGET**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Budget Committee: Mrs. Danielle Scott, Chairperson, Members: Mrs. Theresa Cooper, Mrs. Crystal Henderson and Mrs. Irma Stevenson.

D. **COMMITTEE OF THE WHOLE: POLICY MANUAL**

The District Policy Manual is out of date and will be updated. New Jersey School Boards

Association or another agency have provided leadership in this area.

Currently, the hard copy policy manual does not match what is posted online. The online policies, in some cases, appear to be drafts. Some recently adopted policies do not appear in the hard copy manual or online.

At the October 26, 2020 Board meeting the Board approved to contract with Strauss Esmay Associates, LLP who will update the District Policy Manual. The cost to review and update our District Policy Manual is $13,000.00. This is a onetime charge. There will be a yearly fee of $2,545.00 for the maintenance and updates to the policies.

Update: All document that the Strauss Esmay Associates, LLP requested to start the process were sent to them on November 9, 2020 from the Office of the Superintendent. We are in the process of setting up meetings to discuss the DRAFT manuals for the District Policy Manual.

**REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR**

**REPORT OF THE SUPERINTENDENT**

**EXECUTIVE SESSION – IF NEEDED**

Motion by Stevenson, seconded by Henderson to Executive Session at 6:15 pm. To discuss personnel, negotiations and litigation, the results of which may be made known upon return to regular session or when conditions warrant.

**Note**: The Board of Education may return to Open Public Session and may conduct business following the Executive Session.

**NEXT MEETINGS OF THE BOARD OF EDUCATION**

**Regular Meeting**

Monday, December 21, 2020 at 6:00 PM in the Paulsboro High School Auditorium

 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 via the chat feature of Zoom.us if necessary.

**MOTION TO ADJOURN**

Motion made by Hamilton, seconded by Michael and unanimously carried (8-0) to adjourn the meeting at 7:30 PM.

Respectfully Submitted,



Interim Board Secretary

Motion by Stevenson seconded by Henderson to return to Open Session at 7:05pm

**REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR**

**RECOMMEND APPROVAL OF A – E:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Hamilton to approve items A-E.

Informational: The Report of Secretary to the Board of Education as well as associated reports of accounts will be available for review at the meeting or in advance in the Office of the Interim Business Administrator/Secretary to the Board of Education.

A. Approval of Minutes (**Attachments**)

Special Meeting October 6, 2020

Executive Meeting October 6, 2020

Regular Meeting October 26, 2020

Executive Meeting October 26, 2020

B. Approval of the September 2020 receipts. (**Attachment**) C. Approval of the September 2020 transfers. (**Attachment**)

D. Approval of the September 2020 Revenue Report – Please see below

E. Approval for payment of bills that are duly signed and authorized. (**Attachments**) Informational: A copy of the Bill List will be available at the meeting or in advance in the

office of the Business Administrator/Secretary to the Board for review by members of the

Board of Education.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

F. Pursuant to NJAC 6A:23A-16.10(c)2, I, Robert Delengowski, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of September 30, 2020.



November 30, 2020

Robert Delengowski, Interim Business Administrator to the Board of Education

**Paulsboro Public Schools**

**Monthly Revenue Reports**

**September 30, 2020**

**General Fund Original Budget Revised Difference** Local Tax Levy 6,535,763 6,535,763 - Tuition Revenue 1,346,558 1,346,558 -

Misc. Revenues 375,000 375,000 - School Choice Aid 33,655 36,670 3,015

Transportation Aid 179,476 179,476 - Extraordinary Aid 218,031 218,031 - Special Education Aid 715,226 715,226 - Equalization Aid 13,318,957 12,601,912 (717,045) Security Aid 498,216 498,216 - Medicaid Reimbursement 53,925 53,925 -

**Special Revenue**

Preschool Education Aid 1,042,696 1,042,696 -

Title I 848,890 865,009 16,119

Title II 52,534 50,459 (2,075) Title III - 1,783 1,783

Title IV 48,420 55,686 7,266

IDEA Part B 311,455 373,648 62,193

IDEA Preschool - 14,066 14,066

CARES - 602,856 602,856

Digital Divide - 160,375 160,375

**Debt Service**

Local Tax Levy 203,750 203,750 -

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

**REPORT OF THE SUPERINTENDENT OF SCHOOLS**

**NOTE: ALL RECOMMENDATIONS IN THE REPORT OF THE SUPERINTENDENT ARE MADE**

**“UPON THE RECOMMENDATION OF THE SUPERINTENDENT.”**

**PERSONNEL B - O:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Reilly to approve items B-O

A. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.

B. Recommend approval of the substitute teachers on the attached list from ESS (formally known as Source 4 Teachers). (**Attachment)**

Informational: The Board of Education has a contract with ESS to provide substitute teachers for the district. ESS 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.

C. Recommend appointment of Margaret F. Meehan to the position of Interim School Business

Administrator / Secretary to the Board of Education effective January 1, 2021 – June 30,

2021 at salary of $64,050.00. Ms. Meehan will begin work on January 2, 2021 so that Interim Business Administrator Robert Delengowski can orient her and bring her up to date in terms of ongoing projects. Mr. Delengowski will be working on an as needed basis at

$60.00 per hour. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: The workweek for the Interim School Business Administrator/Board Secretary shall be no less than three (3) days per week on an as needed basis. The Interim Business Administrator is not entitled to any benefits or payments including, but not limited to, paid leave of absence, paid bereavement days, medical insurance or pension. Payments shall be made semi-monthly upon submission of a voucher / time sheet. The Board of Education interviewed Ms. Meehan on November 23, 2020. Superintendent Dr. Roy

Dawson checked references. The Executive County Superintendent of Schools approved the contract for Ms. Meehan.

D. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, December 21, 2020 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The Superintendent will only use letters of intent when absolutely necessary. The letter of intent authority will not be used for administrative or supervisory positions.

E. Recommend approval of a change of degree status for Paulsboro High School Teacher Shane Kovalesky from Step O – BA at $82,894.00 to Step O – MA at $85,294.00 effective December 1, 2020 as per agreement with the Paulsboro Education Association.

F. Recommend approval to appoint Genieve Stuart to the position of a 10 month School Bus Driver. Ms. Stuart will earn Step 1 - $25.49 per hour as per agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

h. Recommend approval to appoint Danielle Moretti Richardson to the position of Part Time 10

Month Secretary at the Paulsboro Junior / Senior High School. Ms. Richardson will work 29 hours per week at $20.00 per hour. This is a part-time position for 10 months that does not include benefits. Interviews were conducted by Superintendent Dr. Roy Dawson. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

i. Recommend approval for the following custodian to hang her boiler licenses for the 2020-2021 school year with a stipend of $694.00 as per agreement with the Paulsboro Education Association.

Account Number 11-000-262-110-997

Kathy Moran

j. Recommend approval for the following salary to be funded through Federal Elementary and

Secondary Education Act (ESEA) / Title I funds for the 2020-2021 School Year:

**Director ESEA**

**Curriculum & Instruction % of Salary Account**

Christine Lindenmuth 27% $30,510.00 20-231-100-101-00-999

Informational: This posting is required as part of the Federal grant regulations.

K. Recommend approval for the following salaries to be funded through Federal Elementary and

Secondary Education Act (ESEA) / Title I funds for the 2020-2021 School Year:

**ESEA**

**Teacher % of Salary Account**

|  |  |  |  |
| --- | --- | --- | --- |
| Andrea Bish | 20% | $14,341.80 | 20-231-100-101-01-999 |
| Amy Bria | 20% | $16,578.80 | 20-231-100-101-01-999 |
| Leslie O’Brien | 40% | $22,628.80 | 20-231-100-101-01-999 |
| Brittany Toole | 20% | $ 9,691.40 | 20-231-100-101-01-999 |

Informational: This posting is required as part of the Federal grant regulations.

L. Recommend approval for staff member that will be working remotely due to medical reasons or medical reasons for a person that they live with during COVID-19.

**Staff Working Remotely Due to COVID-19 Medical Concerns**

|  |  |  |
| --- | --- | --- |
| **Employee**  **SIS#** | **School** | **Duties** |
| 36 | PHS | Working remotely / Duties assigned by the building Principal |

M. Recommend the voluntary transfer of John Ponter from the position of Evening Custodian at Billingsport Early Childhood Center to the position of Daytime Custodian at Paulsboro High School.

Informational: Mr. John Ponter has been working as a temporary transfer to Paulsboro High School Daytime Custodian since early September. Since then a substitute Evening Custodian has been covering at Billingsport Early Childhood Center. Approval of this transfer now requires a permanent Full Time Evening Custodian at Billingsport Early Childhood Center to replace Mr. Ponter.

N. Recommend appointment of the following teacher to Co-Curricular and Class Advisor positions at Paulsboro High School for the 2020 - 2021 school year. Stipends are as per agreement with the Paulsboro Education Association.

Acct. #11-401-100-100-00-997

|  |  |  |
| --- | --- | --- |
| **Position** | **Advisor** | **2020-2021**  **Salary**  **(in $)** |
| Stage Band Director | Brian Betz | $1,984.00 |

O. Recommend approval to appoint Roslyn Hamilton to the position of Part Time 10 Month Administration Office Clerk at the Administration Building. Ms. Hamilton will work 29 hours per week at $20.00 per hour. This is a part-time position for 10 months that does not include benefits. Interviews were conducted by Superintendent Dr. Roy Dawson. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting

Motion carried

Mr. Davis No to I and O, Mr. Hamilton Abstained from O, Mrs. Henderson Abstained from C

**PERSONNEL P - S:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Reilly to approve items P-S

P. Recommend approval of the following salaries to be funded through Federal Elementary and

Secondary Education Act (ESEA) / Title 1 Funds for the 2020-2021 School Year:

**ESEA**

**School Teacher % of Salary Account**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Paulsboro Jr. High | William Brown | 60% | $29,194.20 | 20-231-100-101-04-999 |
| Paulsboro Jr. High | Brynn Buechler | 40% | $19,462.80 | 20-231-100-101-04-999 |
| Paulsboro Jr. High | Chris Costenbader | 20% | $12,337.00 | 20-231-100-101-04-999 |
| Paulsboro Jr. High | Kelly Kovalesky | 23% | $19,066.00 | 20-231-100-101-04-999 |
| Paulsboro Jr. High | Anthony Lelionis | 60% | $29,194.20 | 20-231-100-101-04-999 |
| Loudenslager | Joanne Gayeski | 100% | $82,894.00 | 20-231-100-101-03-999 |

**ESEA**

**School Instructional Aide % of Salary Account**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Loudenslager | Lauren Brassill | 100% | $25,502.00 | 20-231-100-106-03-999 |
| Loudenslager | Heather Parks | 100% | $25,502.00 | 20-231-100-106-03-999 |
| Billingsport | Evelyn Johnson | 100% | $25,502.00 | 20-231-100-106-02-999 |
| Billingsport | Marie Lexa | 100% | $25,502.00 | 20-231-100-106-02-999 |
| Billingsport | Tara Madison | 100% | $25,502.00 | 20-231-100-106-02-999 |
| Billingsport | Angela Painter | 100% | $19,773.00 | 20-231-100-106-02-999 |
| Billingsport | Cheryl Sierocinski | 100% | $25,502.00 | 20-231-100-106-02-999 |
| Billingsport | Haley Wellington | 100% | $25,436.00 | 20-231-100-106-02-999 |

Information: This posting is required as part of Federal regulations.

Q. Recommend approval for the following salary to be funded through Federal Elementary and

Secondary Education Act (ESEA) / Title II for the 2020-2021 School Year:

**ESEA**

**School Teacher % of Salary Account**

Loudenslager Shaun Darby 80% $61,685.00 20-270-100-101-03-999

Information: This posting is required as part of Federal regulations.

R. Recommend approval for staff members that will be working remotely due to medical reasons or medical reasons for a person that they live with during COVID-19.

**Staff Working Remotely Due to COVID-19 Medical Concerns**

|  |  |  |
| --- | --- | --- |
| **Employee**  **SIS#** | **School** | **Duties** |
| 291 | LES | Working remotely / Duties assigned by the building Principal |
| 30 | LES | Working remotely / Duties assigned by the building Principal |
| 2138 | LES | Working remotely / Duties assigned by the building Principal |
| 332 | LES | Working remotely / Duties assigned by the building Principal |
| 436 | PJRHS | Working remotely / Duties assigned by the building Principal |

S. Recommend approval for Billingsport Early Childhood Center Preschool Aide, Ms. Brandi Esters to complete her Practicum in School Psychology from Rowan University, New Jersey in the Paulsboro Public Schools.

Informational: Ms. Esters will complete 300 clock hours from January 5, 2021 – April 13,

2021. Emphasis is placed upon gaining direct experiences and actually participating in all phases of the role of the school psychologist. She will be supervised by a university supervisor from Rowan University who will make a minimum of two on-site visits to our district. The mentor for Ms. Esters will be with Paulsboro High School Psychologist Ms. Jessicarose Johnson.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson voting 7 YES.

Mr. Michael – no vote

Motion carried

**STAFF AND CURRICULUM DEVELOPMENT A:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion by Stevenson, seconded by Henderson to approve item A

A. Recommend approval of the District Application for Preschool Education Aid (PEA) for our Preschool Program for 2021 – 2022 school years. This recommendation is intended to increase access to high-quality preschool for our community. Recommend the adoption of the Three-Year Preschool Program Plan.

Informational: The Three-Year Preschool Program Plan provides a comprehensive description of how the school district will implement each component of a high-quality preschool program for three and four-year old children for the school years 2019-2020 through 2021-2022.

The Board of Education actually approved the grant application for the years 2019-2020,

2020-2021 and 2021-2022 school years at its meeting on June 24, 2019.

The PEA grant is in the amount of $1,042,800. Grant funds are used to pay salaries and benefits for the faculty and staff of the Preschool program.

B.  **Informational - Enrollment and Class Size:**

1. The following chart presents the enrollment data for Preschool -8:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment - November 15, 2020** | | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 74 | 83 | 50 |
| K | 104 | 99 | 87 | 100 | 100 | 78 |
| 1 | 111 | 86 | 92 | 80 | 79 | 87 |
| 2 | 79 | 87 | 80 | 83 | 77 | 83 |
| 3 | 56 | 63 | 102 | 89 | 79 | 75 |
| 4 | 65 | 71 | 61 | 102 | 83 | 73 |
| 5 | 64 | 61 | 72 | 61 | 99 | 73 |
| 6 | 53 | 82 | 58 | 72 | 56 | 77 |
| 7 | 73 | 71 | 93 | 69 | 76 | 60 |
| 8 | 62 | 78 | 68 | 90 | 63 | 71 |
| Self-Contained  Special Education  Billingsport/Loudenslager\* | 26 | 26 | 20 | 20 | 24 | 11/56 |
| Grand Totals | **750** | **793** | **795** | **840** | **819** | **794** |

2. The following chart presents the enrollments for Paulsboro Senior High School:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GRADE** | **Enrollment – November 15, 2020** | | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| 9 | 63 | 84 | 92 | 95 | 106 | 98 |
| 10 | 82 | 77 | 80 | 83 | 87 | 100 |
| 11 | 80 | 80 | 64 | 74 | 69 | 74 |
| 12 | 78 | 96 | 84 | 68 | 85 | 84 |
| **TOTAL** | **303** | **337** | **320** | **320** | **347** | **356** |

3. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Number of Students per Class as of**  **November 15, 2020** | | | | | | | |
| Pre-School | 8 | 8 | 9 | 9 | 7 | 9 |  |  |
| Kindergarten | 21 | 18 | 18 | 21 |  |  |  |  |
| 1 | 23 | 21 | 23 | 20 |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Number of Students per Class as of**  **November 15, 2020** | | | | | | | |
| 2 | 18 | 23 | 20 | 22 |  |  |  |  |
| 3 | 20 | 20 | 17 | 18 |  |  |  |  |
| 4 | 19 | 17 | 18 | 19 |  |  |  |  |
| 5 | 19 | 20 | 18 | 16 |  |  |  |  |
| 6 | 18 | 18 | 21 | 20 |  |  |  |  |
| Special Education BECC |  | 5 | 6 |  |  |  |  |  |
| Special Education LES | 15 | 10 | 9 | 11 | 11 |  |  |  |

C.  **Informational – New Jersey Positive Behavior Support in Schools**:

New Jersey Positive Behavior Support in Schools (NJ PBSIS) is a collaboration between the New Jersey Department of Education and Rutgers Robert Wood Johnson Medical School. NJ PBSIS is a comprehensive three-year professional development program to help a school design and implement a plan of tiered interventions for students. There is no cost to school

or districts to enroll and receive the training.

Interim Part-Time Supervisor of Special Services Rob Harris is in the process of submitting the application so that the staff and administration at Billingsport Early Childhood Center and Loudenslager Elementary School can participate in NJ RBSIS.

Update: This program has been placed on hold due to COVID-19. We are on the NJ RBSIS

waiting list. More information will be forthcoming as it becomes available.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, voting 7 YES.

Mr. Michael – no vote

Motion carried

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**INSTRUCTIONAL SERVICES A - C**: The Greenwich Township Representative may vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Hamilton to approve A-C

A. Recommend approval to provide homebound instruction for the following students

Grades 9 - 12:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 302598 | 10 | Student is receiving home instruction through New Hope  for a minimum of 10 hours/week at $550/week. Student is attending New Hope Integrated Behavioral Health Care, Marlboro, New Jersey. Start date was 5/18/2020. |

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, provides the instruction then bills the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

B. Recommend approval upon successful completion of Japanese 1, Paulsboro High School will award Gabriela Lopez-Ramirez five (5) credits towards her foreign language graduation requirement. Paulsboro High School student Gabriela Lopez-Ramirez who re-entered as a grade 10 student was enrolled in Japanese 1 through Educere in her previous district. Currently, Japanese is not offered in Paulsboro High School.

Informational: Educere delivers virtual education opportunities to K-12 schools. In the past, Paulsboro High School has used Educere for summer credit recovery and has accepted courses successfully completed using this platform. Further, since this on-line course was fully paid for by Gabrielle’s parents, there will be no cost to the district.

C. Recommend approval to allow Sean Daniels to attend Paulsboro High School (Grade 9) during the remainder of the 2020-2021 school year as a courtesy student. If approved this student will be attending Paulsboro High School as a courtesy. The parents will be responsible for transportation to and from school.

Informational: The Paulsboro Board of Education has approved a policy for the acceptance of courtesy students if board approved.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

**INSTRUCTIONAL SERVICES D**: The Greenwich Township Representative may not vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Henderson to approve item D

D. Recommend approval to provide homebound instruction for the following students

Grades PreK - 8:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 302974 | 3 | Student is receiving home instruction through Brookfield  School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in Bridgeton, New Jersey. Start date was 9/14/2020. |

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, provides the instruction then bills the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, voting 7 YES.

Mr. Michael – no vote

Motion carried

**STUDENT ACTIVITIES: A – C:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Hamilton to approve items A-C

A. Recommend approval of the following winter athletic coaches for Paulsboro Senior High School and Paulsboro Junior High School for the 2020 - 2021 school year with stipends as per agreement with the Paulsboro Education Association.

**Girls Basketball:**

Kai Myers 7th / 8th Grade Coach $3,181.00

**Wrestling:**

Alexander Silvestro Volunteer Paraprofessional

B. Recommend approval to appoint Sam Morina to the position of Volunteer Paraprofessional for the Paulsboro High School Wrestling Team during the 2020 - 2021 school year. This recommendation is pending successful completion of the Criminal History Background Review.

C. Recommend approval to add Raymond Moore to the list of event personnel for the 2020-

2021 school year. The approval was for employees so Mr. Moore was not included on the list. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: Mr. Moore serves as a ticket seller, ticket collector, clock operator, etc. for home athletic events.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

**CONSTRUCTION UPDATES:**

A.  **Informational: ROD and Non-ROD Grants**

District Consultant Frank Domin has established contact with and conducted meetings with the official at the School Development Authority (SDA) charged with the Paulsboro projects that are jointly funded by the 2015 Bond Referendum and SDA. All parties are reviewing and familiarizing themselves with the projects since they have been dormant for approximately four years.

The first task is to assemble all of the required documents to apply for reimbursement from SDA for projects that are at the 65% completion level. When this information is submitted to and approved by SDA, reimbursement will be paid to the district.

The second task is to determine what facilities upgrade are included in the application to

SDA. It appears that some of the items in the application to SDA were not part of the

original scope of the bond referendum. On the other hand, some items included in the original scope of the project seem to have been “de-scoped” which removed them from funding consideration by SDA. Mr. Domin, working with representatives of SDA and

School Architect Robert Garrison has resolved these concerns. All parties now agree that the project is now just as it was presented to the public for the 2015 bond referendum.

The SDA official emphasized the importance of beginning work on those items that all parties agree are within the scope of the projects. The work needs to be completed quickly for two reasons. First, the projects are critical repairs to district facilities. Second, to protect the funding available by SDA. Mr. Domin is now working with the School Architect and Camden County Special Services School District in order to restart projects. It seems likely that within a month or two, the Board of Education will be able to award contracts for projects such as heater controls, drainage projects, etc. so that the work begun in 2015 can move forward.

**Rod Grants Update**: District Consultant Frank Domin, with district staff, has reviewed the proposed ROD (Regular Operating District) Grant Projects. They have met with the contractors that submitted the original bids in 2015 and 2017. The contractors consulted with their respective Union Hall representatives to review the wage rates that were used in the original bids. All contractors agreed to resubmit proposals through the County Educational Services bid process. When all proposals are received they will need to be within the

Original Board approved Scope and Budget and then presented to the State to assure that they are acceptable under the original ROD Grant guidelines for funding.

**The following proposals have been received**:

High School; boiler replacement, bathroom renovations, Band Room humidity control. Paulsboro Junior / Senior High School, Billingsport Early Childhood Center and Loudenslager Elementary School; Building and Energy Management System to provide automatic temperature and ventilation control.

**We are waiting for the following proposals**: Site drainage correction on all three locations, domestic water piping and hot water, relocate Fire Alarm Panel, and exterior door replacement.

**October 14, 2020 Update:**

Dr. Dawson met with the Facility Committee, Supervisor of Support Staff Jack Henderson and District Consultant Frank Domin to review the SDA Rod Grant progress. The School Development Authority representative has continued to provide project guidance. Proposals are continuing to come in. We are waiting for all proposed work to have updated proposals which will be reviewed by the Facility Committee then sent to the SDA before moving forward on any project. This will allow the District to complete as much of the work as possible within the allowable budget.

As part of this process other emergent Non ROD Grant facility projects that were identified during the 2015 Bond Referendum are also being updated. Proposals have been received to correct Site Drainage at Loudenslager School $142,000.00 and the High School $115,000.00. We are waiting for Billingsport Early Childhood Center Wing drainage and Security System proposals. These are General Fund Capital Outlay items that are being updated should bond referendum monies come available at the end of the ROD Grant project. They should also be reviewed during the upcoming budget process.

B.  **Informational: Billingsport Early Childhood Center**

This is informational at this point but it must be included in the 2020-2021 budget.

During February 2020, water leaked through the ceiling of a second floor classroom (used as office space) was reported. The maintenance staff immediately worked to determine the cause of the leak. In fact, a roofer made a minor repair with the hope of fixing the problem. This was unsuccessful.

Several contractors have examined the situation. Both indicate that a significant repair is needed. In addition to the roof itself, the rafter may need to be repaired. Cost estimates range into the six figures.

Garrison Architects have completed a field investigation of the situation, prepared a report and is now preparing specifications for the project.

**October 14, 2020 Update:**

Construction Proposal received using the County Educational Services Commission Bid Co- op to complete structural and roof repairs. Base Bid $225,000.00. There was an alternate using an EDPM roof system that was $203,000.00. This would be taken into consideration during the upcoming FY 2021 - 2022 planning.

**November 19, 2020 Update**

Meetings have continued with the vendors that are submitting proposals. Additional facility inspections have been conducted. Proposals have been reviewed by the architects to assure that they are within the original scope of the Bond Referendum. A lot has changed within the State in the last five years since the projects were approved, so all of the proposals have been submitted to the School Development Authority (SDA) to review for form and vendor approval. Using the County Educational Services Commission Purchasing Cooperative is

also new to the SDA and we wanted to get their upfront review. The contractors have stated if awarded in November work can be started for some of the emergent projects over the December Holiday break. Shut off valves, boilers and potable water lines are the priority.

Our contact at the SDA has reviewed all of the projects we are recommending at this meeting.

There are two projects that are ready to award but the SDA said, has been DESCOPED (Bathroom ADA Upgrades – W. J. Gross Inc., CCESC Bid # FY19-01, $77,330.00; Replace existing shut off valves and Service piping to water distribution system and hot water to janitor closets in original 1926/1973 and 1981 sections to begin resolving code issues - W.J. Gross, Inc. CCESC Bid# FY19-01, $37,900)

We will prepare letters petitioning the need for emergent relief because of need and that there are sufficient Grant funds to complete. We will look to award at a future meeting.

There are additional projects, Fire, Security and Potable Water Supply at Loudenslager that are waiting proposals and will be reviewed for a future meeting.

The projects that are being recommended for approval are within the original project guidelines and within the Bond budget. All projects are bid using regular wage hours. Proposals were received with alternates for night and weekend rates but are not included to provide time to see if projects can be done during normal work day and holiday weeks. This will allow up to $35,000 per school to complete other emergent projects.

**Building Budget 6-30-19 Audited**

**Expenditures**

**SDA**

**Reimbursed Pending Recommended Balance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BILLINGSPORT | $729,479 | $435,422 | $208,061 |  | $240,315 | $53,742 |
| LOUDENSLAGER | $2,498,969 | $1,580,729 | $712,753 |  | $199,240 | $719,000 |
| HIGH SCHOOL | $3,771,750 | $2,380,621 | $1,075,744 | $128,328 | $1,039,800 | $223,001 |
| **Total** | **$7,000,198** | **$4,396,772** | **$1,996,558** | **$128,328** | **$1,479,355** | **$995,743** |

**FACILITIES A:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Henderson to approve item A

A. Recommend approval to dispose of the following from Paulsboro Junior / Senior High

School Library.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Item** | **Age of**  **Item** | **Method of**  **Disposal** | **Reason for**  **Disposal** |
| Multiple | Books / Library  Books | 1970’s –  1980’s | Trash | Ripped / Moldy  Out of Date |
| Multiple | AV Equipment –  Projectors, Cameras, DVD Players, Blu Ray Player, Speakers, VHS Player | 2000’s –  2010’s | Trash | Doesn’t Work / Doesn’t Turn On  / Broken |

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

**FINANCE A - B:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motioned by Hamilton, seconded by Stevenson to approve items A-B

A. Recommend approval to submit the following 2019 - 2020 carry-over fund requests so that federal funds can be expended during the 2020 - 2021 school year.

|  |  |  |
| --- | --- | --- |
| **Grant**  **Program** | **Amount** | **Informational**  **Use of Carry Over Funds** |
| Title I | $52,899 | Support salaries of Basic Skills Instructional Aides at  Billingsport Early Childhood Center |
| Title 1 SIA | $28,400 | Purchase instructional supplies |
| Title IIA | $10,156 | Pay for professional development for instructional staff |
| Title IV | $51,878 | Purchase instructional supplies and Brightlink  interactive display boards. |

B. Recommend approval to submit the following **MOTION: to approve the following ROD Grant proposals submitted through the Camden County Educational Services Purchasing Cooperative - CCESC contract #66CCEPS.**

**High School:**

Doors and Frames – Replace for Security and ADA Compliance. Exterior – FRP Doors,

Aluminum frames, finish hardware and glazing – W.J. Gross, Inc., CCESC Bid# FY19-01,

$99,600.00 (Alternate for anodized vs. white deduct $4,075.00).

Boiler Replacement – CM3, CCESC Bid# FY17-02, $437,200 \*Requires District to test and if necessary abate Asbestosis from existing boilers prior to project start.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $470,000 plus Alternate #1 Control Valve Replacement $33,000

**$1,039,800**

**Loudenslager**

Bathroom ADA Upgrades - W.J. Gross, Inc. CCESC Bid# FY19-01, $3,240.00.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$199,240**

**Billingsport**

Correct window well drainage - W.J. Gross, Inc. CCESC Bid # FY19-01, $21,865.00.

Remove Replace Doors for ADA Compliance. Main Entrance – New FRB Doors, aluminum frame, hardware & glazing - W.J. Gross, Inc. CCESC Bid# FY19-01, $22,450.00 (Alternate for anodized vs. white deduct $4,075.00).

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$240,315**

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

C.  **Informational - Child Nutrition**

The following is a summary of student participation in the breakfast and lunch program for the 2020 - 2021 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration continues to explore strategies to increase participation in this important program. \**Updated information is pending*.

The following information summarizes the financial status of the child nutrition program:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Expenses** | **Revenues** | **Revenue - Expenses** |
| July | $18,101.36 | $9,825.53 | -$8,275.83 |
| August | $14,886.16 | $6,782.04 | -$8,104.12 |
| September | $33,158.96 | $23,064.65 | -$10,094.31 |
| October\* |  |  |  |
| **Year to Date** | **$66,146.48** | **$39,672.22** | **-$26,474.26** |

The data indicates that relatively few meals were served and are being served since the mandated school closure began during mid-March 2020. As result, the cafeteria, while providing a vital service, is losing money. The shortfall is being taken from reserves built up in the cafeteria account over past years.

D.  **Informational: Breakfast and Lunch Service During the Mandatory School Closure and Summer 2020.**

Breakfast and lunch continue to be served at Paulsboro High School and Loudenslager Elementary School on a daily basis. Billingsport Early Childhood Center students may pick up their meals at the school most convenient for them. The “grab and go” meals are available between 9:00 AM and 10:00 AM daily. *\*Updated information is pending*.

The following chart presents the number of students and meals served per day:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Type of**  **Program** | **Average**  **Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served** |
| March 17 – June 15, 2020 | School  Year | 262.5 | 525 | 33,076 |
| June 15 – June 30, 2020 | Seamless  Summer  Option | 92.7 | 185 | 2,040 |
| July 1 – July 31, 2020 | Summer Foods | | 54.08 | 1,244 |
| August 3 – August 28, 2020 | 51.8 | 1,036 |
| September 1 – September 30, 2020 | School  Year | 375.3 | 188 | 6,830 |
| October 1 – October 31, 2020 \* | School  Year |  |  |  |
| **Grand Total** | | | | **44,226** |

**FINANCE E:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Henderson to approve item E

E. Recommended approval for Loudenslager Elementary School to donate approximately 150 books to the Book Smiles Book Bank of Cherry Hill, New Jersey 08034.

**Informational:** District Library Tammi Minix organized the remaining books from the Loudenslager Library and dispersed some to families, to teachers, and prepared additional books to be donated during the month of October. These books are being removed to make room for a new STEAM Center at Loudenslager Elementary School. The Book Smiles Book Bank will identify schools and learning centers in the south jersey area who would benefit from additional books and encourage the importance of reading.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, voting 8 YES.

Mr. Michael – no vote

Motion carried

**SCHOOL SAFETY: A - B:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motioned by Stevenson, seconded by Henderson to approve items A-B

A. Recommend approval for the Semi-Annual Reporting of Harassment, Intimidation and

Bullying (HIB) and Violence, Vandalism and Substance Abuse data for the period July 1,

2019 – June 30, 2020 by HIB Coordinator, Mr. John Giovannitti. The HIB grades attached were determined through a self-assessment created by the New Jersey Department of Education and completed by each School Safety Team. Based upon the measures outlined in the Anti-Bullying Bill of Rights, there were eight elements factored into the score of each school. A maximum score of 78 would indicate the school “exceeds” expectations for each element. A score of 52 would indicate a school “meets” all state requirements.

**(Attachment)**

Informational: Individual HIB as well as Violence and Vandalism cases are included in the monthly Board of Education agenda. Semi-annually information is submitted to the New Jersey Department of Education.

B. Recommend approval for the Paulsboro Public School District Emergency Management Guide for the 2020 - 2021 School Year. Loudenslager Elementary School Principal Matthew Browne made the necessary changes to reflect any procedural and staffing changes. This manual was approved by each of the principals at each individual school and certified by the superintendent. An updated Memorandum of Understanding was also certified for the 2020 - 2021 School Year and sent to the County Office.

Informational: Over the past year we have installed new Public Address Systems at both Loudenslager and Paulsboro High School and all three schools are now equipped with working Door Access Systems.

Roll Call Vote: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Reilly, Mrs. Stevenson, Mr. Michael voting 8 YES.

Motion carried

C. Informational: Report of School Security Drills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report of Paulsboro Public Schools Security Drills** | | | | |
| **Type of Drill** | **Notation** | **Schools** | | |
| **Paulsboro Junior**  **/ Senior High** | **Loudenslager**  **Elementary** | **Billingsport Early**  **Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 09/18/2020  10/17/2020  11/4/2020 Red  11/18/2020 White | 09/18/2020  10/09/2020  11/20/2020 White  11/24/2020 Red | 09/18/2020  10/07/2020  11/19/2020 White  11/23/2020 Red |
| Communication  Drill\*\* | September  2020 | 09/24/2020 | 09/25/2020 | 09/22/2020 |
| Evacuation  (Non-Fire) | Each school  must conduct two annually |  | 10/15/2020 |  |
| Lockdown | Each school  must conduct two annually |  |  |  |
| Bomb Threat | Each school  must conduct two annually | 11/18/2020 White |  | 10/15/2020 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report of Paulsboro Public Schools Security Drills** | | | | |
| **Type of Drill** | **Notation** | **Schools** | | |
| **Paulsboro Junior**  **/ Senior High** | **Loudenslager**  **Elementary** | **Billingsport Early**  **Childhood Center** |
| Active Shooter | Each school  must conduct two annually |  |  |  |
| Shelter In Place | Each school  must conduct two annually | 10/14/2020  11/16/2020 Red | 11/19/2020 White  11/23/2020 Red | 11/20/2020 White  11/24/2020 Red |
| **Other Drills** | | | | |
| Bus Evacuation | School District  (Annually) |  |  |  |
| Bus Evacuation | School Routes  (2 Annually) |  |  |  |
| Test of  Emergency Communication System | Not required  but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required  but conducted as an extra safety measure | 09/01/2020  09/30/2020  10/30/2020 | 09/01/2020  09/30/2020  10/30/2020 | 09/01/2020  09/30/2020  10/30/2020 |

**\***The Administration Building AED testing is included with the Paulsboro Junior / Senior High School.

\*\*Communication Drill is a test of the internal communications system will help identify the true capability of the school to effectively communicate on - campus emergencies

It is anticipated adjustments will be made by schools to help reduce the likelihood of virus transmission during the upcoming school year.

These will take the form of implementing practices recommended by the CDC, NJ DOH, etc. such as practicing safe social distancing, wearing face coverings, etc.