Paulsboro Public Schools

**Monday, January 30, 2016**

**MINUTES**

The Board Secretary earlier before the meeting swore in Greenwich Township Representative, John Hughes.

**REGULAR MEETING**

Mr. Lisa, Vice President, reading the following called a Regular Meeting of the Paulsboro Board of Education to order on the above date: “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 Friday, January 13, 2017 to the Paulsboro Clerk, Courier Post, South Jersey Times and Secretary of the Greenwich Township Board of Education the meeting calendar for the 2016 / 2017 school year and by posting the meeting in a public place reserved for such announcements by the 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: Barbara Dunn, Marvin Hamilton, Joseph L. Lisa, William S. MacKenzie, Lisa Priest (arrived at 7:04 pm), Irma R. Stevenson, James J. Walter II, and the Greenwich Township Representative, John Hughes. Mrs. Lozada-Shaw and Mr. Ridinger were absent. Also present were Dr. Laurie Bandlow, Superintendent, Ms. Johnson, Business Administrator / Board Secretary, Ms. Taylor Brady, Student Representative.

**Resolutions**

Motion by Stevenson, seconded by Dunn to adopt the Resolution Honoring *Lawrence Haynes,* graduate of June 1966*.*

Roll Call Vote: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

**PresentationS**

1. Presentation by Athlectic Director Joe Schram honoring *Student Athletes Fall 2016 Season.*

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

Cierra Corbin

Kortini Jackson

**Cross Country - 1st Team All-Colonial Conference, Patriot Division**

Zaire Collins

**West Jersey Football League Memorial Division First Team All Stars**

*Offense Defense*

Frank Mooney Cherron Quarles

Robert Glocker Bryce Holloway

Dehron Holloway Joey Perez

Kyle Jones

Emmanuel Simon

Tyehere Dowd

**2016 NJSIAA South, Group 1 Sectional Football Championship**

The Board of Education acknowledges Glenn Howard and the Football Team for winning the 2016 NJSIAA South, Group 1 Sectional Football Championship on Saturday, December 3, 2016 at Rowan University. The team defeated Salem High School by the score of 29-26.

Informational: Standing in for Glenn Howard will be Interim Athletic Director, Joseph Schramm. Coach Howard will be coaching the Paulsboro Junior High Boys Basketball Team on an away game January 30, 2017.

1. Special Education Director John Giovannitti presented the Semi-Annual *Harassment, Intimidation and Bullying (HIB) and Violence, Vandalism and Substance Abuse* data for the period July 1, 2016 – December 31, 2016 by HIB Coordinator, John Giovannitti. (hand out power point was provided to public and BOE members) (Attachment)

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. Mr. Giovannitti will summarize the information and answer questions asked by members of the Board of Education.

1. Student of the Month Awards for *November* and *December* 2016:

|  |  |
| --- | --- |
| **Billingsport Early Childhood Center***Presented by Mr. Bracciante**Principal* | **Loudenslager Elementary School***Presented by Mr. Browne**Principal* |
| **December Student of the Month**Sarielle Bonilla - Grade 2Marques Eli - Grade 2Kaylee Hair - Grade 2Dasoni Scott - Grade 2 | **November Student of the Month**Gregory Hamilton – 3rd GradeMarilyn Lucci – 3rd GradeStephen Lane – 4th GradeJordanie Alvarado – 5th GradeEmily Stanton – 6th GradeLa’Mya Davis – 6th Grade**December Student of the Month**Juliana Mendez – 3rd GradeHeather Jenkins – 4th GradeNa’Ziyah Perry – 5th GradeSamuel Powell – 6th GradeMa’Kiya Almore – 6th Grade |

**Public Comments and Petitions**

None

**Executive Session**

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

BE IT RESOLVED: The Paulsboro Board of Education adjourn to Executive Session to discuss personnel matters, the results of which may be made known upon return to regular session or when conditions warrant.

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

**Old Business**

1. Negotiations Update – PEA (Paulsboro Education Association)

The first mediation session with the Paulsboro Board of Education Negotiations Committee and the Paulsboro Education Association will be held on Tuesday, March 14, 2017 at 7:00p.m. in the Paulsboro High School Library.

**New Business**

1. Teacher Recognition

Recommend approval to conduct the *Annual Teacher Recognition Awards Ceremony and Reception* on May 22, 2017 (just prior to the meeting of the Board of Education).

Congratulations to the following educators who have been selected as *Governor’s Teacher Recognition Award* and *Governor’s Educational Services Professional Award* recipients.

|  |  |  |
| --- | --- | --- |
| Billingsport Early Childhood Center | Teacher | Candell Maxie |
| Loudenslager Elementary School | Teacher | Bonnie McHale |
| Paulsboro Junior High School | Teacher | Ashlie Gaynor |
| Paulsboro High School | Teacher | Amy Bria |
| Billingsport Early Childhood CenterLoudenslager Elementary School | Educational Services Professional | Kristin ShuteMarietta Relation |

1. Members of the school community and the Paulsboro community have started to work on creating the Pegasus Education Foundation. The next meeting is January 31, 2017 at 6:30 p.m. in the Paulsboro High School Library.
2. The New Jersey Department of Education Office of School Preparedness and Emergency Planning (OSPEP) visited the Paulsboro School District as part of the Governors Safe School Initiative. The purpose of the collaborative visit was to observe an unannounced drill for an “Active Shooter” at two schools in the District and provide technical assistance to the School District Leadership Team in an effort to improve school security and preparedness. The visits were conducted in a most collaborative manner and dialogue occurred throughout the visit.

During the visit representation from the Office of School Preparedness and Emergency Planning, Gloucester County Prosecutor’s office, New Jersey State Police, and the Paulsboro Police Department were present for drill observations. An unannounced drill for an ‘Active Shooter” was observed at the Paulsboro Junior / Senior High School and the Loudenslager Elementary School. After the drill observations, a debriefing session was held with each principal and team members of each school to discuss best practices and procedures.

1. The School Ethics Commission (SEC) has asked the New Jersey Department of Education to pass information through Board Secretaries to inform School Board Members and Administration in their buildings the SEC currently has three (3) vacancies.

The SEC consists of nine (9) members, all of whom are appointed by the Governor, and serve without compensation (but do receive reimbursement for expenses incurred in the performance of their duties). The School Ethics Act requires that, of the nine (9) members, two (2) must be school administrators; two (2) must be board members; and five (5) must be persons who are not school officials (i.e., neither administrators nor board members). In addition, the School Ethics Act indicates that no more than five (5) members may be from the same political party. All members serve for a term of three (3) years.

The SEC currently has three (3) vacancies; two vacancies are for board members, and one is allocated for an administrator. Any Board member and/or administrator interested in applying for a position with the SEC should go to http://nj.gov/governor/admin/search.html (\*from this you need to search for “School Ethics Commission,” and then can submit your resume).

Please contact Ms. Jennifer Johnson if you have any problems trying to submit your resume.

1. Superintendent request input from the Board:

Dr. Bandlow is requesting to hold a Special Meeting to discuss the 2017 – 2018 Budget on Saturday, March 11, 2017 at 8:30am in the Paulsboro High School Cafeteria. This item is included for approval under Finance, Item C.

**Report of The Board Secretary/Business Administrator**

Motion by Dunn, seconded by Walter to approve **Board Secretary/Business Administrator’s Report**.

**Recommend approval of Minutes *(Attachments*)** Regular Meeting December 19, 2016

 Executive Sessions December 19, 2016

**Recommend approval of the Cash Receipts Report (*Attachment)***

**Recommend approval of the budget transfers Part 1 of 2 (*Attachment)***

***Recommend approval of the budget transfers Part 2 of 2 (to be hand carried in)***

**Recommend payment of bills that are duly signed and authorized. (*Attachment)***



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.

**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 November 30, 2016, 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.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

***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 November 30, 2016.

 



Monday, January 30, 2017

***Pursuant to NJAC 6A:23-2.ll (c)3***, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of November 30, 2016, 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).



Monday, January 30, 2017

**Report of The Superintendent**

**Personnel**

Motion by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items A-E.

**Note: All people being recommended for employment must have completed Criminal**

**History Background Review and met certificate / license requirements along with all**

 **necessary paperwork prior to board action unless otherwise noted.**

1. Recommend approval of the following pay rates for substitutes during the 2016-2017 school year effective February 1, 2017:

 **Substitute Category 2016-2017**

 Custodians

 Regular $ 8.44

 After 10 years service $10.00

 Cafeteria Workers $ 8.44

 Classroom and Playground/Cafeteria Aides $ 8.44

 Bus Drivers $12.00

 Teachers

 Daily rates $80/day

 After 10 consecutive days in the same position $85/day

 After 20 consecutive days in the same position $90/day

Informational: The rate of $8.44 per hour is the minimum wage in New Jersey which increased from $8.38 per hour. Other than changing the minimum wage all other rates remain unchanged from the 2016-2017 school year

On January 1, 2015, the minimum wage in New Jersey automatically increased from $8.25 per hour to $8.38 per hour. School Attorney Philipp Duvilla reviewed this matter when the law was enacted. It was his opinion that the schools are not required to pay the minimum wage. Having said this, the Board of Education did agree to increase minimum wage.

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 accept the resignation with intent to retire of School Nurse, *Christine Spitale* effective June 30, 2017.

Informational: Ms. Spitale has served as school nurse in the district for 7 years.

1. Recommend approval of a medical leave of absence for Paulsboro High School Custodian, *Debra Mincey* as follows:

Dates of Leave Terms and Conditions of Leave

Tuesday, January 10, 2017 – Without pay but with benefits by use of Federal

Friday, March 31, 2017 Family Leave.

Saturday, April 1, 2017 – Without pay or benefits.

Tuesday, May 9, 2017

E. Recommend that the following Paulsboro High School staff be paid through ESSA (formerly NCLB) funds for the 2016-2017 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **School** | **Position**  | **Fiscal Year 2016-2017** |
| Damminger, Tom | PHS | Teacher | $52,359.00 |
| Gentile, Georgeann | PHS all no JR | Instructional Aide | $15,593.00 |
| Lombardo, Roseanne | PHS | Teacher | $80,294.00 |

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items F-K.

1. Recommend that the following staff be paid through ESSA (formerly NCLB) funds for the 2016-2017 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **School** | **Position**  | **Fiscal Year 2016-2017** |
| Cooper, Kerilyn | Billingsport | Instructional Aide | $21,957.00 |
| Dutton, Karen | Billingsport | Teacher | $77,894.00 |
| Oswald, Lorraine | Billingsport | Instructional Aide | $16,450.00 |
| Painter, Angela | Billingsport | Instructional Aide | $15,218.00 |
| Palmisano, Dottie | Billingsport | Instructional Aide | $15,218.00 |
| Pisarcik, Holly (new name) | Billingsport | Instructional Aide | $44,041.00 |
| Sierocinski, Cheryl | Billingsport | Instructional Aide | $21,926.00 |
| Wurtz, Barbara | Billingsport | Instructional Aide | $16,450.00 |
| Brown, Kathleen | Loudenslager | Teacher | $77,894.00 |
| Gayeski, JoAnne | Loudenslager | Teacher | $77,894.00 |
| Parks, Heather | Loudenslager | Instructional Aide | $21,946.00 |
| Relation, Marietta | Loudenslager | Instructional Aide | $21,946.00 |
| Rego-Konzik, Christie | PJHS | At Risk Student Assistance Counselor | $47,041.00 |

1. Recommend approval to appoint *Kirstie Cook* to the position of Loudenslager Elementary School Special Education Behavior Disabilities Teacher effective February 2, 2017. Mrs. Cook will earn BA – Step K - $57,470.00 (prorated) as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background Review.

Informational: Mrs. Cook comes to us with eleven years of experience as a Special Education teacher at the elementary level. Loudenslager Elementary School Principal, Matthew Browne and Superintendent of Schools, Dr. Laurie Bandlow conducted interviews. Mr. Browne checked references. Mrs. Cook will replace Cory Hoffman who has taken another position in the district.

1. Recommend approval to accept the resignation with intent to retire of One on One Aide, *Theresa Stone* effective June 30, 2017.

Informational: Ms. Stone has served as a One on One Aide in the district for 18 years.

1. Recommend approval of the following staff members to serve as Lunch Detention Monitors at Loudenslager Elementary School effective January 31, 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **2016-2017****Salary** | **Account****Number** |
| Lunch Detention MonitorLoudenslager Elementary School | Heather ParksGloria Melchiore | $18.87/hr. | 11-000-262-107-03-012 |

Informational: Lunch Detention Monitor Sherry Reynolds retired from the Paulsboro School District effective December 23, 2016.

The Lunch Detention Monitor hours do not exceed 2 periods daily x 45 minutes/period

x 181 days = 271 hours for the 2016-2017 school year.

Approval of Heather Parks, Basic Skills Aide at Loudenslager Elementary School and Gloria Melchiore, Classroom Aide both at Loudenslager Elementary School are not to exceed 2 period daily.

1. Recommend approval to appoint One on One Aide, Cheryl Schoppy to the position of full time Basic Skills Instructional Aide at the Billingsport Early Childhood Center effective January 31, 2017. Ms. Schoppy will be on Step 1 and earn $20.58 an hour as per agreement with the Paulsboro Education Association.

Informational: Ms. Schoppy replaces Ms. Holly Pisarcik who was reassigned to the position of Billingsport First Grade Teacher effective January 2, 2017. Interviews were conducted by Billingsport Principal, Mr. Paul Bracciante. Mr. Bracciante checked references.

1. Recommend approval to accept the resignation with intent to retire of Custodian, *Daniel Moore* effective April 1, 2017.

Informational: Mr. Moore has served as custodian in the district for 18 years.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 7 YES.

 Motion carried

**Staff and Curriculum Development**

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve

items A-D.

1. Recommend approval to approve of the Paulsboro High School Improvement Panel (ScIP)

|  |  |
| --- | --- |
| **Paulsboro High School** | Margaret LaDue, Mike Calabrese, Monica Garner, Holly Kline, Jim Pandolfo |

Informational: Each school is required to form a School Improvement Panel (ScIP) whose role is to ensure, oversee, and support the implementation of the district's evaluation, professional development (PD), and mentoring policies at the school level. The New Jersey Department of Education recommends that ScIPs work closely with the District Evaluation Advisory Committee (DEAC).

1. Recommend approval to approve specific Professional Development Requests from the New Jersey Department of Education.

Informational: These Professional Development Requests are deemed necessary for staff’s professional growth.

1. Recommend approval for Director of Curriculum and Assessment, *Dr. Lucia Pollino* and Supervisor of Technology, *Joseph Magazu* to attend *NJASA Technology Standards 8.1 and 8.2 Building the Tech Plan for Digital Learning* on March 23, 2017 in Monroe Township, New Jersey. Cost to the Board of Education is mileage $24.71 and the registration fee $338.00 ($169.00 x 2) for a total cost of $362.71.

Informational: There is a major transformation occurring in PK-12 education that is dependent upon the effective use of technology in governance, teaching and learning. This transformation necessarily includes the implementation of a digital learning environment. The program provides a full spectrum of options and guidance for a Local Education Agency (LEA) to facilitate the progression of digital learning for all students.

1. Recommend approval for High School Physical Education Teacher, *Mandy Thomas* to attend *Be The Best Coach* on January 27, 2017 and January 28, 2017 in Atlantic City, New Jersey. Cost to the Board of Education is the registration fee of $129.00.

Informational: Each year, *Be the Best* attracts approximately 2,000 attendees who are interested in honing the craft of coaching. Coaches representing age groups from Little League through college participate in the clinic that includes former pro baseball players and managers, decorated Olympian athletes, college and university coaches and other credible professionals from the worlds of baseball and softball. Guest speakers cover topics on everything from how to build a championship program and create a team culture to pitching mechanics and effective practice drills.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items E-G.

1. Recommend approval to approve of the following School Improvement Panel (ScIP)

|  |  |
| --- | --- |
| **Billingsport Early Childhood Center** | Karen Dutton, Prudence Hanly, Candell Maxie, Colleen Phifer |
| **Loudenslager Elementary School** | Shirley Gill, JoAnne Gayeski, Anthony Petrutz, Bonnie McHale, Eileen Gattuso |
| **Paulsboro Junior High School** | Judy Hathaway, Barb Cangelosi, Christie Konzik |

Informational: Each school is required to form a School Improvement Panel (ScIP) whose role is to ensure, oversee, and support the implementation of the district's evaluation, professional development (PD), and mentoring policies at the school level. The New Jersey Department of Education recommends that ScIPs work closely with the District Evaluation Advisory Committee (DEAC).

1. Recommend approval for Preschool School Teacher, *Tarah Tobolski* to attend *CSEFEL Pyramid Training 2* on March 7, 2017 and March 8, 2017 in Clementon, New Jersey. Cost to the Board of Education is mileage $58.32 and a substitute at $240.00 ($120.00 x 2 days) for a total cost of $298.32.

Informational: This two-day training will provide researched based practices from the Center of Social Emotional Foundations for Early Learning (CSEFEL) on program wide, small group and individual interventions to prevent and address the challenging behavior of preschool students and decrease preschool referrals to special education.

1. Recommend approval for Speech / Language Specialist, *Kristin Shute* to attend *A Day with the Experts: Rowan's Annual Speech Symposium for SLPs* on March 10, 2017 in Glassboro, New Jersey. Cost to the Board of Education is the registration fee of $169.00.

Informational: This hands-on course is designed to meet the needs of speech-language pathologists serving school-age children with various communication difficulties by providing them with original and exciting ways to motivate and teach students.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 7 YES.

 Motion carried

**Instructional Services**

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items A-C.

1. Recommend approval for Temple University students Danielle Carabello and Daphne Ghirardi as Intern Athletic Trainers, from February 2017 through June 2017 under the direction of Athletic Trainer Kyle Nicastro. Ms. Carabello and Ms. Ghirardi work, at all times, under the direct supervision of Mr. Nicastro. A professor from Temple University is present to observe Ms. Carabello and Ms. Ghirardi at regular intervals.

Informational: This agreement with Temple University was board approved on June 18, 2015 is valid until one of the parties terminates.

1. Recommend approval for seven Paulsboro High School Students to attend Rowan College at Gloucester County (RCGC) through the College Credit Now Grant. RCGC will award college ready high school students taking courses in the Spring Semester of 2017 with High School Option Program (HSOP). The College Credit Now Grant will cover the cost of tuition/fees and textbooks for each participant.

Below is a list of Paulsboro High School Seniors participating in HSOP and their course:

Artrell Brown PHI101 Intro to Philosophy

Abigail Cook PSY101 General Psychology

Mkyala DeBerry PSY101 General Psychology

Chris Dramis MAT103 Statistics

Lee Ireland BUS101 Intro to Business

Kori-Michelle Jackson ENG101 English Composition I

Michael Ware MAT103 Statistics

Informational: The High School Options Program (HSOP) was designed to provide high schools students with the opportunity to start taking college courses at a 65 percent discount off of Rowan College's (RCGC) tuition and per credit fees. Completed courses under the HSOP program can be applied to a RCGC associate degree program or easily transferred to other institutions of higher education.

1. Recommend approval to provide homebound instruction for the following students Grades 9-12:

|  |  |  |
| --- | --- | --- |
| **Student Name/Case #** | **Grade** | **Hours of Instruction** |
| (2646) | 12 | Student received home instruction through Shelter of Hope, Ranch Hope Inc. for two hours per day for 4 days beginning October 13, 2016 at $32.00/hour.  |
| (302034) | 12 | Student will be placed on home Instruction, due to medical reasons. This student will receive home instruction at $32.00/hour, 5 hours a week. Start date is 1/9/2017. |

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 7 YES, Mr. Hughes abstained.

 Motion carried

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items D-F.

1. Recommend approval to provide homebound instruction for the following students Grades K-8:

|  |  |  |
| --- | --- | --- |
| **Student Name****/Case #** | **Grade** | **Hours of Instruction** |
| (2947) | 1 | Student received home instruction through Brookfield School for 10 hours/week at $32.00/hour. This student attended Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was on January 9, 2017. |
| (3010) | K | Student will be placed on home instruction pending a child study team evaluation. This student will receive home instruction, at $32.00/hour, 5 hours a week. Start date was December 12, 2016. |
| (302733) | 7 | Student will be placed on home instruction, due to medical reasons. This student will receive home instruction at Hampton Behavioral Health Center, at $32.00/hour, 5 hours a week. Start date was December 6, 2016. |
| (280937) | 2 | Student received home instruction through Brookfield School for 5 hours/week at $32.00/hour. This student attended Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was on December 19, 2016. |
| (2779) | PK | Student received home instruction through Brookfield School for 10 hours/week at $32.00/hour. This student attended Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was on December 13, 2016. |

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.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Grade** | **Location of Temporary Residence** | **Home District/District Responsible for Tuition and/or Transportation** | **Tuition Cost** | **Transportation** |
| PHSJR003/SLD | Grade 8 | Paulsboro | Newark, Delaware | $15, 328.00 | No |

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 for *Shawn Williams* (Kingsway Regional High School) to attend Paulsboro High School (Grade 8) during the 2016-2017 school year. 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 student if board approved.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 7 YES.

 Motion carried

1. Informational:
2. Paulsboro High School Renaissance Card Program

Renaissance Card Program is a positive incentive program for students. The students may earn rewards through their grades, attendance, and behavior to qualify for a card.

*Gold Card*

 • A GPA Average

 • Maximum of 3 attendance infractions

 • No discipline referrals

 • No F's

 • Participation in a school sponsored club, sport, or activity or a comparable

 community club or activity

*Red Card*

 • B GPA Average

 • Maximum of 3 attendance infractions

 • No discipline referrals

 • No F's

 • Participation in a school sponsored club, sport, or activity or a comparable

 community club or activity

*White Card*

 • C GPA Average

 • Maximum of 3 attendance infractions

 • 1 discipline referrals

 • No F's

 • Participation in a school sponsored club, sport, or activity or a comparable

 community club or activity

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

|  |
| --- |
| **Month of December 2016** |
| **Grade** | **Enrollment** |
| 9 | 82 |
| 10 | 76 |
| 11 | 77 |
| 12 | 98 |
| **Total** | **333** |

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

|  |
| --- |
| **Month of December 2016** |
| **Grade** | **Enrollment** |
| 7 | 71 |
| 8 | 77 |
| **Total** | **148** |

1. The following are class enrollments for Billingsport Early Childhood Center and Loudenslager Elementary School: Month of December 2016

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Enrollment Per Class** **Billingsport Early****Childhood Center** | **Grade** | **Enrollment Per Class****Loudenslager****Elementary School** |
| Pre-School Disabled | 9 |  |  |  |  | 3 | 23 | 21 | 21 |  |  |
| Pre-School | 15 | 15 | 14 | 15 |  | 4 | 24 | 23 | 23 |  |  |
| K | 19 | 20 | 19 | 20 | 19 | 5 | 13 | 13 | 16 | 18 |  |
| 1 | 22 | 21 | 22 | 21 |  | 6 | 23 | 18 | 19 | 22 |  |
| 2 | 22 | 21 | 22 | 21 |  | Special Education | 4 |   |  |  |  |
| Special Education |  | 13 | 11 | 3 |  |  |  |  |  |  |  |
| **Total** | **364** | **Total** | **281** |

**Student Activities**

Motion made by Walter, seconded by Hamilton to accept the Superintendent’s recommendation to approve items A-D.

1. Recommend approval of the following Volunteer Assistant Coaches for the Paulsboro High School athletic teams for the 2017 Spring Season:

|  |  |  |
| --- | --- | --- |
| **Sport** | **Name of the Volunteer Assistant Coach** | **Background** |
| **Girls Track and Field** | Paulette Cwik | Retired Paulsboro High School Teacher and Coach of Girls Track and Field. |
| Anita Evans | Retired Billingsport Early Childhood Center Teacher and Coach of Girls Track and Field. |
| Michele Relation | Paulsboro High School graduate and participant in Track and Field. She is currently a student at Rowan University.  |
| **Boys Baseball** | Brian Zane, Sr. | Parent of a Paulsboro High School student and retired correctional officer. Also volunteered last year. |
| Keron Whitsett | Graduate of Paulsboro High School, was also an approved volunteer for football this past fall and is a substitute teacher at Paulsboro High School. |

Recommend approval for approximately 10-12 Paulsboro High School Freshmen and Sophomore students to attend the *Women’s Stem Fair* at Rowan College at Gloucester County. This fair is intended for women who want to pursue careers in Science, Technology, Engineering and Mathematics. The event date is scheduled for Monday, March 13, 2017 from 8:30am – 1:30pm. There is no cost to the students and lunch is included. There will be two chaperones on the trip. There will be no cost to the Board of Education. Transportation will be provided by the district.

1. Recommend approval of the Senior Class Trip to *Disney World* and nearby attractions in Orlando Florida from Monday, April 24, 2017 through Friday, April 28, 2017. Trip will cost each participant $1,390.00. This recommendation includes approval of a contract with World Class Vacations of Allentown, Pennsylvania. A detailed list of costs for the trip will be provided in the February Agenda.
2. Recommend approval for Paulsboro High School Honors Band Students to attend the *University of Pennsylvania Honors Band* on Saturday, March 4, 2017 8:30am – 10:00pm. Students in the Honors Band are Anthony Albaladejo, Nicole Denny, Alexandria Dudlick, Lily Jenkins, Elizabeth Myers, Izayah Ruiz, and Liva Savaiinaea. Paulsboro High School Music Teacher, Jenna Ouellette will chaperone the trip.

Informational: The University of Pennsylvania Honors Band accepts up to seven students based on director’s recommendation. Students will have the opportunity to play pep music in a large ensemble and will work on skill sets needed to further their playing abilities. The students will perform their pep music during a University basketball game held that evening. There is no cost to the students and their lunch is included. There will be no cost to the Board of Education. Transportation will be provided by the district.

For the past several years our students that have participated in this program have had the unique opportunity to play in a large university band setting, which furthers their musical abilities and helps them become better musicians within an ensemble setting.

1. Congratulations to the ***$5,000.00*** ***Grand Prize*** winners of the ***Made by Milk 2016 Carton Construction Contest****.*  Our Paulsboro High School Gifted and Talented Art students, “Team Slurpit” repurpose 274 empty milk cartons in creating their Slurpit Serpent milk carton sculpture. Please go to the website madebymilkcontest.com to view the Slurpit Serpent.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

Motion made by Walter, seconded by Dunn to accept the Superintendent’s recommendation to approve items E-J.

1. Clothe a Child Program

The following volunteers under the leadership of Axeon Manager Elaine Battaglia recently completed the 9th Annual Clothe a Child program. The volunteers collected $8,757.00 to purchase clothes for students. This brings the ninth year total to $61,934.00. This project was conducted at Loudenslager Elementary School but some of the clothing was also distributed to students at Billingsport Early Childhood Center, Paulsboro Junior High School and Paulsboro Senior High School. The volunteers will be recognized at the Volunteers in Paulsboro Schools (VIPS) Reception later this year. I feel certain that the Superintendent speaks for the entire school family when she offers a sincere thank you and commendations to Ms. Battaglia and her team listed below. The Board of Education approved participation in this program at its October 24, 2016 meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| All State Power Vac | Darlene Ayers | Sandy Andrews | Elaine Battaglia |
| Tara Battaglia | Brand | Kathy Conley | Ann Connelly |
| Kathy Conway | Covenant Security | Mike Crowley | Debbie Dougherty |
| James Di Cicco - Nooter | G. E. Mechanical, Inc. | General & Mechanical Contractors | Jon A. Ginter |
| Gloucester County Maint. Corp. | Valerie Greenwood | Daryl Harris | Greg Hurst |
| Interteck | JJ White Incorporated | Paul C. Koleszar | Kim Mattson |
| Matt Mauro | Lonnie Moore | M P Murphy | Carol Parmalee |
| Janak Patel | Ed Pistilli | RR Constructions | Riggs Distler & Company, Inc. |
| Erica Reisenwitz | Service Works | Superior Scaffold Services, Inc. | Barbara Sweeney - Tempered |
| Jeri Sweeney | Mary Swoyer | Sabrina Weber | Westech Inspection Inc. |

1. West Deptford High School National Honor Society (NHS) – Operation Blessing Program

The West Deptford High School National Honor Society conducted a toy drive so that needy children would have gifts for the holidays. The drive was very successful and collected more toys than the Honor Society could distribute in West Deptford. A member of NHS brought the toys to the Paulsboro Public Schools Administration Building to be distributed to our needy children.

1. Approval to accept a donation of gifts from Gloucester County Special Services School District, for the McKinney Vento eligible students that are attending our school district.
2. Santa’s Elves Project

Elementary School Librarian, Tammi Minix and Loudenslager Elementary School Teacher, Tara Stahl recently completed the 2016 Santa’s Elves Project. They worked with the following companies and churches to provide Christmas gifts for 36 families.

 Paulsboro Refining Company St. Paul’s Church

 Axeon Specialty Products

1. Recommend approval to have engineering and science professionals visit to the Loudenslager Elementary School classrooms on February 17, 2017 and February 21-24, 2017 to meet with the Gifted and Talented students. The visitors plan to make a presentation pertaining to their field as well as an activity providing amplified learning to the students.

| **Engineering and Science Professionals Visitors** |
| --- |
| Jennifer Bristow, Civil Engineer | Delaware River Bay Authority (DRBA) |
| Lt. Col. Michael Castania, Director of Aerospace Education | Civil Air Patrol- US Air Force |
| Mike DiBuono, Associate Member Engineer StaffMalathi Pentapalli, EngineerLawrence Perkins, Engineer Peter Boardman, Engineer Mercedes Davis, Engineer | Lockeed Martin |
| Nanci Tassi, Scientist | Dupont |
| Brad Summerville, Civil Engineer | Consultant |

J. Recommend approval of Billingsport Early Childhood a First Grade Field Trip to the Pitman Theater to see Mr. Malcom’s Crazy Science Show, this is a 10:30am show. The trip will be on April 27, 2017. There will be no cost to the Board of Education. Transportation will be provided by the district.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 7 YES.

 Motion carried

**Finance**

Item B includes the three proposals received for the Depository Trust. It is the recommendation of the Business Administrator to refuse all proposals because information requested during the process could not be gathered and distributed for all who were interested in submitting a proposal. Also it was recommended the current bank, Ocean First, be named the depository trust through June 30, 2017 and a request for proposal be sought and awarded on the school year cycle with at least five weeks to prepare for submission. The Paulsboro Board of Education agreed.

Motion made by Stevenson, seconded by Walter to refuse all RFP received for the Depository of School money and appoint Ocean First as the Deposit of School monies through June 30, 2017 as a professional service.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

Motion made by Walter, seconded by Priest to accept the Superintendent’s recommendation to approve items A-C.

1. Recommend approval for the donation of twenty Dell Latitude E6430 laptops to Paulsboro High School from *Finit Solutions.* Ms. Sandra Morina, Operations Manager assisted with this donation. Donation is valued at $6,000.00.
2. Requests for Proposals were available via the Paulsboro School District Website or picked up at the Administration Building from the Business Office following the January 9, 2017 reorganization meeting of the Board of Education. Deadlines for proposals was Tuesday, January 24, 2017 at 3:00pm. The Business Administrator will be reviewing the proposals and providing information for the Board to consider for approval at this meeting.

|  |  |
| --- | --- |
| **Requests Received from Professional/Firm** | **Position** |
| Steven Anuszewski, CLU,CHFCAllen & Associates | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record  |
| Fulton BankInvestor BankOcean First | Depository of School Monies |

Recommend approval to appoint professional services for the following:

|  |  |
| --- | --- |
| **Professional/Firm** | **Position** |
| Steven Anuszewski | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record  |

1. Recommend approval to conduct a Special Meeting of the Paulsboro Board of Education to discuss the 2017 – 2018 Budget on Saturday, March 11, 2017 and March 18, 2017 at 8:30am in the Paulsboro High School Cafeteria. No action will be taken at the March 11th meeting. Action will be taken at the March 18th meeting.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

**School Safety**

Motion by Walter, seconded by Hamilton to accept the Superintendent’s 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 High School, Paulsboro Junior High School, Loudenslager Elementary 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 of Discipline Imposed** | **Other Measures** |
| --- | --- | --- | --- | --- | --- | --- |
| PHS121216001 | Various | Complete | HIB Victim | Melba Moore-Suggs, ABS | In School Suspension 1 day | n/a |
| PHS121316001 | 12/13/2016 | Complete | Intentional (w/hate speech) and designed to harass, intimidate, or bully | Melba Moore-Suggs, ABS | In School Suspension 2 day | n/a |

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(s). In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify the decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mrs. Stevenson, Mr. Walter voting 8 YES.

 Motion carried

1. Informational:
2. Report of School Security Drills

| **Type of Drill** | **Notation** | **Schools** |
| --- | --- | --- |
| **Paulsboro** **Senior High****and****Paulsboro** **Junior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/15/16, 10/21/16, 11/28/16, 12/14/16, 1/27/17 | 9/12/16, 10/14/16, 11/2/16, 12/14/16, 1/25/17 | 9/19/16, 10/18/16, 11/8/16, 12/12/16, 1/20/17 |
| Evacuation(Non-Fire) | Each school must conduct two annually | 12/21/16 |  | 11/15/16 |
| Lockdown | Each school must conduct two annually | 9/20/16 - Secure Classroom, 1/10/17 | 12/7/16, 1/20/17 | 9/9/16, 12/6/16, 1/5/17 |
| Bomb Threat | Each school must conduct two annually | 11/17/16 | 11/17/16 |  |
| Active Shooter | Each school must conduct two annually |  | 9/19/16, 1/10/17 |  |
| Other Drills | Each school must conduct two annually | Shelter in Place10/5/16 | Shelter in Place 10/5/16 | Shelter in Place 10/5/16 |
| Bus Evacuation  | School District (Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Bus Evaluation | School Routes (2 Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

**Construction**

The Board of Education will conduct a Special Meeting(s) to discuss the 2017 - 2018 Budget. The construction phases will be discussed during this time.

**Centennial**

Motion made by Walter, seconded by Dunn to accept items A-E.

* + 1. Recommend approval to accept a donation of Paulsboro High School memorabilia including:

*Photograph of the 1980 Boys Track Team.*

Informational: The donation was made by Betty Lazvenick. In one sense, the donation is valued at $10.00 but for what it represents, it is priceless.

* + 1. Recommend approval to accept a donation of Paulsboro High School memorabilia including:

*A back scratcher produced by retired Paulsboro High School Teacher, John Carrol.*

Informational: The donation was made by Marc Kamp. In one sense, the donation is valued at $5.00 but, for what it represents, it is priceless. Mr. Carrol was a long time teacher in the woodshop at Paulsboro High School. He was nicknamed “Smooth, Straight and Square” because of his constant reminders to the students to do quality work. He made the back scratchers during class then gave them as gifts to his students.

* + 1. Recommend approval to accept a donation of Paulsboro High School memorabilia including:

*An article from the Gloucester County Times dated Monday, November 23, 1987. The article is about Paulsboro High School Alumni Byron Dixon and Willie Anderson.*

Informational: The donation was made by Diane Kavanaugh- Forand. In one sense, the donation is valued at $2.00 but, for what it represents, it is priceless.

* + 1. Recommend approval to accept a donation of memorabilia including;

*The Complete Tales and Poems of Edgar Allen Poe*

*Images of America – Paulsboro*

Informational: The donation was made by Gene Hoyle. In one sense, the donation is valued at $30.00 but, for what it represents, it is priceless.

* + 1. Recommend approval to accept a check in the amount of $10,000.00 from the Paulsboro Refining Company for the purpose of sponsoring of the Paulsboro High School Centennial Celebration and Hall of Distinguished Alumni Induction on Saturday, April 22, 2017.

***Roll Call Vote***: Ms. Dunn, Mr. Hughes, Mr. Lisa, Mr. MacKenzie, Mrs. Priest, Mr. Walter Mr. Hamilton (\*Abstain Item C), Mrs. Stevenson (\*Abstain Item E) voting 6 YES.

 Motion carried

**PUBLIC COMMENTS**

None

Motion made by Walter, seconded by Hamilton and unanimously carried (8-0) to adjourn the meeting at 8:50 pm.

**Next Public Meeting**

**Monday, February 27, 2017 -** *7:00 PM Paulsboro High School Library*

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.

Regular Meeting was call to order at approximately 7:00 p.m.

Regular Meeting recessed at approximately 7:55 p.m.

Executive Session convened at approximately 8:04 p.m.

Executive Session recessed at approximately 8:36 p.m.

Regular Meeting reconvened at approximately 8:40 p.m.

Regular Meeting adjourned at approximately 8:50 p.m.

Respectfully Submitted,

