**Paulsboro Public Schools**

**Monday, October 26, 2020**

**Minutes**

**regular meeting**

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 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael, Dr. Roy Dawson, III Superintendent, Mr. Robert Delengowski, Interim Business Administrator/Board Secretary

**Public Comments – Items under the jurisdiction of the Board of Education**

Thompson – Daughter tested positive 3/4 Pre Kindergarten

**Correspondence**

None at this time

**Old Business**

1. At the September 28, 2020 meeting, a member asked about the salaries for the District Secretaries.

**The following was approved at the April 27, 2020 Board Meeting:**

1. Recommend approval to utilize the services of retired Payroll Secretary Lisa Capasso to assist with duties related to her previous job between April 28, 2020 and June 30, 2020. Ms. Capasso will earn $26.00 per hour (approximately the same hourly rate that she earned prior to retirement) not to exceed 100 hours for a total cost of $2,600.00.

Informational: There are many components included in the job of Payroll Secretary. These component include, in addition to payroll, benefits, leaves of absence, student scholarships, retirements, new employee enrollment, etc. Some of these components may not have been fully implemented due to the very quick transition from Ms. Capasso, to a new Payroll Secretary and then to another new Payroll Secretary. In the midst of these transitions there was also a change of Interim Business Administrators. Ms. Capasso’s experience and expertise will help assure that all of the components of the job are being completed with fidelity. This in **no way**, reflects on the excellent work of the current Payroll Secretary.

**The following was approved at the May 26, 2020 Board Meeting:**

1. Recommend appointment of the following confidential secretaries for the 2020-2021 school year effective July 1, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Position****Note 1** | **2019-2020****Salary** | **2020-2021****Salary** |
| Deborah Kappra | Secretary to the Superintendent of Schools | $57,449 | $59,649 |
| Theresa Croce | Secretary to the Assistant Superintendent  | $53,856 | $55,919 |
| Michelle Jankauskas | Payroll Secretary | $51,300 | $53,265 |
| Vacant  | Secretary to the Business Administrator |  |  |
| Vacant | Transportation/Accounts Payable Secretary |  |  |

Informational: The pay increases recommended above are the same as those received by employees represented by the Paulsboro Education Association and Paulsboro Administrators Association.

**Note 1:** The district no longer employs an Assistant Superintendent so the position of Secretary to the Assistant Superintendent no longer exists. Duties of the former Assistant Superintendent have been split into a part-time Interim Supervisor of Special Services and a Director of Curriculum, Instruction and Assessment. In light of the above administrative change, the pending retirement of the Transportation Secretary and a vacancy for Secretary to the Business Administrator/Secretary to the Board of Education, all of the central office job descriptions are being reviewed, modified and updated. The goal is to reconfigure the jobs as needed to create the most efficient and effective central office staff. The job description will be placed before the Board of Education as soon as possible for review and adoption.

1. Recommend approval to appoint the following employees for the 2020-2021 school year.

Terms and conditions of employment are as per agreement with the Paulsboro Education Association.

| **Secretaries 2020 - 2021** |
| --- |
| Abbott, Lauren | (12 month) | 7 | 43,722 | 8 | 46,078 |
| Hoehn, Joann | (12 month) | 10 | 48,693 | 10 | 50,014 |
| Cucinotta, Rita | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Giovannitti, Adina | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Phillips, Lisa | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Thomas, Tahje | (10 month) | 3 | 34,174 | 4 | 35,543 |

**The following was approved at the June 29, 2020 Board Meeting:**

1. Recommend the voluntary transfer of Lauren Abbott from the position of Secretary to the Supervisor of Special Services to the position of Confidential Secretary to the Business Administrator / Secretary to the Board of Education. If approved the appointment is effective July 1, 2020. Ms. Abbott will earn $51,000.00. This is a non-union represented position.

Informational: If approved, Ms. Abbott replaces Michelle Jankauskas who was transferred to the position of Payroll Secretary effective July 1, 2020.

**The following was approved at the September 28, 2020 Board Meeting:**

1. Recommend approval to appoint Chardae Ingram to the position of Secretary to the Supervisor of Special Services. Ms. Ingram will earn Step 8 - $46,078.00 as per agreement with the Paulsboro Education Association. Interviews were conducted by Superintendent Dr. Roy Dawson. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: If approved, Ms. Ingram replaces Lauren Abbott who was transferred to the position of Secretary to the Business Administrator/Secretary to the Board of Education on July 1, 2020.

1. At the September 28, 2020 meeting, a member asked for the percentage of the Gibbstown parents took the survey for The District Reopening.

There were eighteen 9th grade students that did not respond to the survey because they did not initially receive the survey because they were not yet enrolled in Paulsboro Public Schools. Once that oversight was corrected, Paulsboro Junior / Senior High School Principal Paul Morina and his Guidance Department staff reached out to the Gibbstown families and issued them computers and hotspots. Currently there are 58 students from Gibbstown enrolled in Paulsboro High school. Of the 58 students, 8 have not logged on every day.

Informational: The breakdown for the Student Login Data for October 7, 2020 for each school was collected. (**Attachment**)

**Pending Items – None at this Time**

**New Business – None at this Time**

**Board Business:**

1. **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.

1. **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.

1. **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.

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

**Report of The Superintendent**

Motion made by Stevenson, seconded by Henderson and unanimously carried (8-0) to adjourn to Executive session at 7:50 PM.

**Executive Session**

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed, the Paulsboro Board of Education will meet in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation. The matters discussed will remain confidential until the need for confidentiality no longer exists.

BE IT RESOLVED: The Paulsboro Board of Education will adjourn to Executive Session to discuss personnel and contracts, 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, November 30, 2020 at 7:00 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 Stevenson, seconded by Hamilton and unanimously carried (8-0) to adjourn the meeting at 8:40 PM.



Respectfully,

Interim Board Secretary

**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 Henderson 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.

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

Regular Meeting August 25, 2020

Special Meeting September 4, 2020

Executive Meeting September 4, 2020

Regular Meeting September 28, 2020

Executive Meeting September 28, 2020

1. Approval of the August 2020 receipts. (**Attachment**)
2. Approval of the August 2020 transfers. (**Attachment**)
3. Approval of the August 2020 Revenue Report – Please see below
4. 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. Scott, Mrs. Stevenson, Mr. Michael voting 8 YES.

 Motion carried

1. 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 August 31, 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ October 26, 2020

Robert Delengowski, Interim Business Administrator to the Board of Education



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

Motion made by Stevenson, seconded by Hamilton to approve items B-I.

1. 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.
2. 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.

1. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, November 30, 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.

1. Recommend approval of a Medical Leave of absence for Paulsboro School District Supervisor of Support Staff Jack Henderson, Staff #413 DOH 11/02/1992, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, November 9, 2020 – December 23, 2020 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave. |

1. Recommend approval of the temporary change of duties for Paulsboro Junior / Senior High School Custodian Michael Robinson to include jobs listed in the attachment of those assigned to the Supervisor of Support Staff Jack Henderson while he is on Medical Leave of absence. This temporary change of duties is for the period November 9, 2020 – December 23, 2020. The recommendation includes a stipend of $350.00 per week for these additional duties. (**Attachment**)

Information: Mr. Robinson will move to days during this time period.

1. Recommend approval for the following custodian to hang his 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

 Michael Robinson

1. Recommend approval to accept the resignation with the intent to retire of Computer Technician Charles Brown effective December 31, 2020.

Informational: Mr. Brown served the Paulsboro Public Schools for 12 ½ years.

1. Recommend appointment of the following teachers 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 $)** |
| --- | --- | --- |
| Key Club Advisor (Note 2) | Christine O’Malley | $1,000.00 |
| Newspaper Advisor (Paulsentinel) | Holly Klein | $1,569.00 |
| S.U.R.E. – Students United for Respect and Equality  | Margaret LaDueRachel Wulk | $425.50$425.50 |
| School Supply Room (Note 2) | Holly Klein  | $500.00 |
| Choral Director | Aaron Krasting | $1,579.00 |

Note 2: These positions are not part of the agreement with the Paulsboro Education Association.

1. Recommend approval to reappoint District Consultant Frank Domin to continue to review the documentation for the existing Regular Operating District (ROD) grants, prepare applications for reimbursement from the New Jersey School Development Authority (SDA) and handle other work that needs to be completed so that the Paulsboro Board of Education receives reimbursement for that portion of the 2015 Bond Referendum ROD projects that have already been completed. Mr. Domin will work an additional not to exceed 100 hours at the same rate as before of $55.00 per hour.

Informational: Mr. Domin is a retired School Business Administrator with ROD grant experience.

Mr. Domin will complete the following tasks:

* Determine where the district is with the ROD grant applications.
* Determine the status of required paperwork.
* Ascertain the status of projects with the School Development Authority (SDA).
* Prepare required paperwork for reimbursement.
* Monitor and amend documentation as it moves through the SDA approval process.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain D, Mr. Lisa, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 8 YES.

 Motion carried

**Personnel J - Q:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Hamilton to approve items J-Q.

1. Recommend temporary, voluntary transfer of Todd Palmisano from Teacher Assigned to Monitor Internal Suspension at Paulsboro High School to Teacher of Grade 2 at Billingsport Early Childhood Center. The transfer is for the period October 27, 2020 until January 6, 2021 or until Beth Walsh returns from her medical leave of absence whichever comes first.

Informational: Ms. Beth Walsh has been out on Medical Leave from September 28, 2020 until January 6, 2021. Billingsport Early Childhood Center Inclusion Teacher Cynthia Moultrie has been covering the class since September 28, 2020 until now. Mr. Palmisano is an experienced, certified elementary school teacher. While Mr. Palmisano is working at Billingsport Early Childhood Center, he will be replaced at the high school by a substitute teacher provided by ESS (aka Source 4 Teachers).

1. Recommend approval to appoint Michele Relation to the position of Classroom 2:1 Aide at Loudenslager Elementary School effective October 27, 2020. Ms. Relation will earn Step 1 - $25,381.00 as per the agreement with the Paulsboro Education Association.

Acct# 11-000-217-106O-03-999

Informational: Interviews were conducted and references were checked by Loudenslager Elementary School Principal Mr. Browne. Ms. Relation has been a part time Instructional Aide at Loudenslager Elementary School since 2017.

1. Recommend approval to appoint Tiaja Harrold to the position of Classroom 1:1 Aide position at Loudenslager Elementary School effective October 27, 2020. Ms. Harrold will earn Step 1 - $25,381.00 as per the agreement with the Paulsboro Education Association.

Acct# 11-000-217-106O-03-999

Informational: Interviews were conducted and references were checked by Loudenslager Elementary School Principal Mr. Browne. Ms. Harrold has been a part time Instructional Aide at Loudenslager Elementary School since January 2020.

1. Recommend approval to appoint Taylor Brady to the position of Classroom 1:1 Aide position at Loudenslager Elementary School. Ms. Brady will earn Step 1 - $25,381.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-000-217-106O-03-999

Informational: Interviews were conducted and references were checked by Loudenslager Elementary School Principal Mr. Browne. Ms. Brady was our Board of Education Student representative from 2016 - 2018.

1. Recommend approval to appoint Marietta Relation to the position of Part Time Inclusion Aide at Loudenslager Elementary School. Ms. Relation will earn Step 1 - $22.99 per hour as per the agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-213-100-106-03-999

Informational: Interviews were conducted and references were checked by Loudenslager Elementary School Principal Mr. Browne. Ms. Relation worked in the district for 29 years and retired on June 30, 2019

1. Recommend approval for Heather Hinkle to voluntarily transfer from a Classroom 1:1 Aide at Billingsport Early Childhood Center to a Classroom Aide at Loudenslager Elementary School.
2. 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**  |
| --- | --- | --- |
| 224 | BECC | Working remotely / Duties assigned by the building Principal |
| 291 | LES | Working remotely / Duties assigned by the building Principal |

1. Recommend approval for the district to change the daily rate for a Substitute School Nurse to be pay $200.00 per day as discussed during the September 28, 2020 meeting.

Informational: At the September 28, 2020 meeting, the Board of Education reviewed the following item then asked to reconsider it as this meeting.

Board Input Requested: It is very difficult to find Substitute School Nurses. This situation is amplified by the COVID-19 pandemic because many more Registered Nurses are working for hospitals, health care agencies and public health authorities. It is critical that the district has Substitute School Nurses available during the pandemic because of the increased chance that one of the district School Nurses could be exposed to COVID-19 and, therefore, be quarantined for several weeks. Supervisor of Special Services Robert Harris is reaching out to agencies such as Bayada and Delicate to determine the availability of Substitute School Nurses.

Many districts pay between $175.00 and $220.00 per day rather than the substitute teacher rate of less than $100.00 per day. This might be an appropriate time to consider increasing the pay rate for Substitute School Nurses. Agencies provide substitute school nurses for between $450.00 and $550.00 per day.

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

 Motion carried

**Staff and Curriculum Development:** **A - E:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

1. Recommend approval for the Superintendent of Schools to approve field trips and professional development workshops during the 2020 - 2021 school year then seek the Board of Education approval at its next meeting.

Informational: In many cases, field trips such as requests to have the Paulsboro High School Band perform come up with very little advanced notice. The same is true for professional development workshops. Agreeing to this recommendation will authorize the Superintendent to permit these activities to seek retroactive approval of the Board of Education at its next meeting. The Superintendent will only use the authority when it is absolutely necessary.

1. Recommend adoption of the Curriculum Review Schedule for the 2020 - 2021 through

2024 - 2025 school years.

The purpose of the Curriculum Revision Schedule is to create a plan for the ongoing review, revision, updating and purchase of materials in all areas of the instructional program.

The review process will result in an updated curriculum as well as the purchase of textbooks, teaching materials, technology resources, etc. of the area under review.

Five elements will be considered when a curriculum area is being revised: Investigation, Budget, Selection, Customize Curricula, and Implementation. Below is a list of those elements with a suggested timeframe for each.

| **Timeframe** | **Element** |
| --- | --- |
| September – June | Investigate programs, materials, textbooks, etc. that align with state standards and needs of Paulsboro students. |
| January – April | Prepare a budget for purchase of materials and curriculum writing. |
| April – June | Select/adopt a curricular program, etc. |
| June | Purchase adopted instructional materials. |
| July – August | Customize local curricula to meet the needs of the students and requirements of the state.  |
| September | Implement the new curriculum |

During the year a given curriculum area is reviewed, the PreK – 12 program will be considered so that the content is articulated districtwide. It may be necessary to revise this Curriculum Revision Schedule to accommodate the mandatory implementation of new state standards.

The table below organizes subject areas into years in which they will be reviewed.

| **Subject Area** | **2020-2021** | **2021-2022** | **2022-2023** | **2023-2024** | **2024-2025** |
| --- | --- | --- | --- | --- | --- |
| Language Arts Literacy |  |  | X |  |  |
| Mathematics | X (PHS) |  |  | X (All) |  |
| Science | X |  |  |  |  |
| Social Studies |  |  |  |  | X |
| STEAM |  |  |  |  | X |
| World Language |  | X |  |  |  |
| Music |  |  | X |  |  |
| Business Education |  |  |  | X |  |
| Technology/Engineering |  |  | X |  |  |
| Physical Education/Health |  | X |  |  |  |
| Art | X |  |  |  |  |
| Gifted and Talented |  |  |  |  | X |
| Industrial Arts/Nutrition |  |  |  | X |  |
| English Language Learners |  | X |  |  |  |

Informational: The Curriculum Review Schedule process is an effective way to assure that curriculum, textbooks and other teacher resource materials are current. This process allows the Board of Education to allocate money on a regular basis for curriculum, textbooks and resource material purchases.

Upon review of current curricular contracts, the Curriculum Review Schedule has been slightly modified to accommodate contract expirations.

1. Recommend approvalfor a partnership with the Rowan’s Opportunity for Postsecondary Excellence and Success (ROPES): Mitigating Students’ Learning Opportunities Amid COVID-19. We are excited about being a part of the proposed [Institutional Resilience and Expanded Postsecondary Opportunity Grants Program](https://www.federalregister.gov/documents/2020/08/21/2020-18531/applications-for-new-awards-institutional-resilience-and-expanded-postsecondary-opportunity-grants) (IREPO) grant opportunity.

Informational: Through ROPES, our district looks forward to assisting with the recruitment of this dual enrollment program, offering five academic tracks: teacher preparation, computer science, music business, engineering technology, and social services to high school juniors in rural and urban school districts in New Jersey. This program will ensure a seamless transition and successful matriculation to an Institution of Higher Education, including Rowan. We are thrilled that students in 11th grade will have an opportunity to enroll in Rowan online coursework, while simultaneously earning high school and college credits (i.e., 12 credits total) as well as receive a range of academic support services. There are five academic tracks: teacher preparation, computer science, music business, engineering technology, and social services.

1. Recommend approval for a partnership with Propel America. Propel America helps young adults go from high school into a career and higher education. Propel America connects high schools, job-training organizations, community colleges, local employers and experienced mentors to build a clear path forward for students.

Informational: Propel launched in New Jersey and Louisiana in 2019 with career pathways in skilled trades and healthcare. Propel America is engaged with a number of employers and training partners to create a system that seamlessly connects education and work, equipping young people with the skills, social networks, and supports their needs to have a stable, upwardly-mobile job, and a clear path to college if they so choose. Propel works closely with employers to support their hiring process. By introducing them to great applicants for hard-to-fill jobs, Propel is working to address local needs.

1. Recommend approval for the Director of Curriculum and Instruction Christine Lindenmuth, Paulsboro Senior High School Vice Principal James Pandolfo, and Paulsboro Junior / Senior High School Guidance Counselor Jean Brown to attend Propel training on November 17th and November 18th, 2020. There is no cost to the Board of Education.

Informational: Participants in the training will be able to:

* Articulate Propel's mission and make connections in the community.
* Describe the Propel program model, the purpose of Core courses, and Propel's core competencies.
* Build a plan to launch the Core course in the high school, whether remote, hybrid, or in-person.
* Synthesize the scope and sequence of the Core curriculum and articulate key milestones.
* Practice the key steps to effective Core lesson preparation and internalization.
* Create a plan for in-person, remote or hybrid learning to support a meaningful student experience in the classroom.

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

 Motion carried

**Staff and Curriculum Development** **F:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Hamilton to approve items F.

1. Recommend approval for Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred to conduct meetings for parents and members of the staff that include representatives from PerformCare of New Jersey, The Department of Child Protection and Permanency, Gateway Community Action Partnership and the Arc Program.

Informational: PerformCare serves children and young adults who are in need of behavioral health, have developmental and intellectual disabilities or are in need of substance abuse treatment. The Department of Child Protection and Permanency is the agency that investigates suspected cases of child abuse and neglect and, if necessary, arranges for the child’s placement in a safe place. This agency also provides family treatment services. Gateway Community Action Partnership provides assistance to low-income families in the areas of home heating fuel and repair as well as rental assistance. The Arc Program is a community bases parenting program for families with young children.

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

 Motion carried

1. **Informational - Enrollment and Class Size:**
2. The following chart presents the enrollment data for Preschool -8:

| **Grade** | **Enrollment - October 15, 2020** |
| --- | --- |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** | **2020-2021** |
| Pre- School Age 3 & 4 | 57 | 66 | 59 | 71 | 79 | 47 |
| K | 104 | 98 | 88 | 100 | 99 | 75 |
| 1 | 111 | 88 | 91 | 79 | 78 | 87 |
| 2 | 79 | 87 | 77 | 82 | 80 | 83 |
| 3 | 56 | 64 | 102 | 90 | 81 | 91 |
| 4 | 65 | 70 | 61 | 102 | 84 | 82 |
| 5 | 64 | 61 | 68 | 61 | 99 | 81 |
| 6 | 53 | 83 | 57 | 71 | 61 | 99 |
| 7 | 73 | 74 | 94 | 68 | 77 | 59 |
| 8 | 62 | 77 | 68 | 90 | 62 | 70 |
| Self-Contained Special EducationBillingsport/Loudenslager  | 26 / 17 | 26 / 5 | 19/0\* | 21 / 5 | 22/0\* | 10/0 |
| Grand Totals | **767** | **799** | **784** | **840** | **822** | **784** |

\* At Loudenslager School, students in self-contained classes are included with general education students for purposes of this report.

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment – October 15, 2020** |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** | **2020-2021** |
| 9 | 63 | 80 | 92 | 93 | 108 | 98 |
| 10 | 82 | 77 | 79 | 84 | 86 | 98 |
| 11 | 80 | 79 | 66 | 76 | 69 | 75 |
| 12 | 78 | 97 | 85 | 68 | 84 | 83 |
| **Total** | **303** | **333** | **322** | **321** | **347** | **354** |

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

| **Grade** | **Number of Students per Class as of****October 15, 2020** |
| --- | --- |
| Pre-School  | 8 | 7 | 7 | 9 | 7 | 9 |  |  |
| Kindergarten  | 19 | 18 | 18 | 20 |  |  |  |  |
| 1 | 23 | 21 | 23 | 20 |  |  |  |  |
| 2 | 20 | 22 | 20 | 21 |  |  |  |  |
| 3 | 21 | 20 | 20 | 17 | 13 |  |  |  |
| 4 | 19 | 17 | 18 | 20 | 8 |  |  |  |
| 5 | 18 | 20 | 17 | 16 | 10 |  |  |  |
| 6 | 18 | 18 | 21 | 22 | 11 | 9 |  |  |
| Special Education  |  | 4 | 6 |  |  |  |  |  |

1. **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.

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

Motion made by Stevenson, seconded by Henderson to approve items A-B.

1. Recommend approval to utilize the services of The Center for Neurological and Neurodevelopmental Health to conduct neurological evaluations of students being studied by the Child Study Team during the 2020 - 2021 school year on an as-needed basis. Cost of the Board of Education is $660.00 per case.

Informational: In some cases, the Child Study Team (school psychologist, learning disabilities teacher / consultant and school social worker) require specialized examinations in order to determine if a child has a disability covered by the Individuals with Disabilities Education Act (IDEA) and / or the exact nature of the disability. Specialist include psychiatrists, neurologists, etc.

1. Recommend approval to allow Francis Gies (Penns Grove-Carneys Point Schools) to attend Paulsboro High School (Grade 12) during the 2020-2021 school year as a courtesy student. Francis started his education in 2010 in Paulsboro and has recently moved. He would like to complete his senior year at Paulsboro High School. If approved this student will be attending Paulsboro High School as a courtesy. The parents will be responsible for transportation to and from school.

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

 Motion carried

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

1. Informational: Graduation Data for the 2019-2020 school year:

| **Graduation Data****2019-2020 School Year** | **White** | **African American** | **Hispanic** | **Asian** | **American****Indian** | **Pacific Islander** | **Two or more races** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Students graduated  | 32 | 36 | 8 | 0 | 0 | 0 | 4 | 80 |
| Students graduated through NJSLA assessment (ELA)  | 13 | 16 | 4 | 0 | 0 | 0 | 3 | 36 |
| Students graduated through NJSLA assessment (Math)  | 8 | 6 | 1 | 0 | 0 | 0 | 1 | 16 |
| Students graduated through substitute competency test (ELA) | 6 | 10 | 1 | 0 | 0 | 0 | 0 | 17 |
| Students graduated through substitute competency test (Math) | 11 | 7 | 3 | 0 | 0 | 0 | 2 | 23 |
| Students graduated through portfolio appeals process (ELA) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Students graduated through portfolio appeals process (Math) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Students graduated through alternate requirements specified in their IEP’s (ELA) | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 4 |
| Students graduated through alternate requirements specified in their IEP’s (Math) | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 4 |
| Graduation Assessment Requirements Waived under Executive Order No. 117 (ELA) | 8 | 11 | 3 | 0 | 0 | 0 | 1 | 23 |
| Graduation Assessment Requirements Waived under Executive Order No. 117 (Math) | 12 | 20 | 4 | 0 | 0 | 1 | 0 | 37 |
| Students denied graduation | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Students denied graduation only because of failure to pass NJSLA assessments, substitute competency test, or portfolio appeals. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Student Activities: A – B:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve items A-B.

1. 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.

**Boys Basketball:**

Darrius Quarles Head Coach Step 3 $7,522.00

John Marcucci Assistant Coach Step 3 $5,006.00

Kevin Harvey Volunteer Paraprofessional

Glenn Howard 7th / 8th Grade Coach $3,181.00

Informational: All of the coaches served in the same positions during the 2019-2020 school year.

**Girls Basketball:**

Erica Scott Head Coach Step 2 $6,717.00

Thomas Richardson Assistant Coach Step 2 $4,435.00

Vacant 7th / 8th Grade Coach $3,181.00

**Wrestling:**

Paul Morina Head Coach Step 3 $8,112.00

Dean Duca Assistant Coach Step 3 $5,662.00

Joseph Duca Assistant Coach Step 3 $5,662.00

Carmel Morina Assistant Coach Step 3 $5,662.00

Steve Anuszewski Volunteer Paraprofessional

Nick Morina Volunteer Paraprofessional

Casper Tortella Volunteer Paraprofessional

Robert Onorato Volunteer Paraprofessional

M. Tyrone Hamilton Volunteer Paraprofessional

Tony Chila 7th / 8th Grade Coach $3,181.00

Informational: The same people served as coaches during the 2019 - 2020 school year.

1. Recommend approval to purchase a copy of the *2020-2021 Pegasus Yearbook* for the Gill Memorial Library and Paulsboro Police Department at a cost of $86.00 per book.

Informational: Members of the Board of Education may order a Paulsboro High School Yearbook. The cost of the yearbook is $86.00. The price will increase to $90.00 if a deposit of $25.00 is not received by November 2020. The deposit is required at this time in order to reserve a yearbook. The Board of Education members may give the deposit to the Business Office.

*Roll Call Vote*: Mrs. Cooper abstain A, Mr. Davis, Mr. Hamilton abstain A, Mrs. Henderson, Mr. Lisa, Mrs. Scott abstain A, Mrs. Stevenson, Mr. Michael abstain A, voting 8 YES.

 Motion carried

**Student Activities C:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve items C.

1. Recommend approval for Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred and Instructional Aide Alison Hoehn to participate in the United States Marine Corps Toys for Tots Program during the 2020-2021 school year.

Informational: If approved the school will collect donated unwrapped toys then forward them to the Marine Corps. The goal is for every child in the United States to receive a toy during the holiday season. The Paulsboro Public Schools has participated in the Toys for Tots program for a number of years.

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

 Motion carried

**Construction Updates:**

1. **Informational: Paulsboro High School Auditorium**

The district insurance company has approved an initial payment of $95,627.00 for repairs to the Auditorium. The administration submitted an additional engineering report and documentation to the insurance with the hope of obtaining more reimbursement.

Informational: Interim Business Administrator Robert Delengowski has been working with the adjuster representing the roofing company. Mr. Delengowski will update the Board with the progress.

1. **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.

1. **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.

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

Motion made by Michael, seconded by Hamilton to approve items A-B.

1. Recommend approval for the Paulsboro High School Wrestling Team to use the Paulsboro Wrestling Club building located at 541-C Mantua Avenue in Paulsboro when needed during the season. The High School team will use the building as needed, but the Junior High School will use it on a daily basis at 3:30 p.m. from November 2020 to March 2021. This building has been used in past years for Paulsboro High School and Paulsboro Junior High School students. Cost to the Board of Education will be $100.00 per week for cleaning services not to exceed $1,400.00.

Informational: A valid insurance policy for the wrestling building will be provided.

1. 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** |
| --- | --- | --- | --- | --- |
| 250 | Books / Reference Guides | 1970’s – 1990’s | Trash  | Ripped / Pages falling out  |

*Roll Call Vote*: Mrs. Cooper, Mr. Davis NO A, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 8 YES.

 Motion carried

1. Informational: The AHERA Periodic Surveillance Inspection Report provides a summary of asbestos findings as well as a history of asbestos removals for a given facility. The inspection is conducted and reports created by Horizon Environmental Group, Inc. under contract with the Paulsboro Board of Education. The district engages the Horizon Environmental Group to perform periodic inspections of all district facility for compliance with the Asbestos Hazard Emergency Response Act. These inspections are required to be performed every six months and the results reported to the Board. The reports identify all asbestos containing materials in each facility and the condition of those materials. All of the asbestos containing materials present in the district are properly encapsulated and no action is required at this time. **(Attachments)**

AHERA Inspections were completed for the following:

* Billingsport Early Childhood Center
* Loudenslager Elementary School
* Paulsboro Junior / Senior High School
* Administration Building

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

Motion made by Hamilton, seconded by Stevenson to approve items D.

1. Recommend approval to dispose of the following from Billingsport Early Childhood Center Library.

| **Quantity** | **Item** | **Age of Item** | **Method of Disposal** | **Reason for Disposal** |
| --- | --- | --- | --- | --- |
| 6 | Bookshelves | Various | Trash / Donate  | Out of date andin poor condition  |

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

 Motion carried

**Finance A - B:** 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-B.

1. Recommend approval 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.

Informational: 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.

1. Recommend approval to contract with On-Tech Consulting Inc. to represent the Paulsboro School District in connection with completion of the application for E-Rate (Universal Service Fund) funding for the 2020-2021 school year at a cost of $8,500.00. This is the same rate as charged last year.

Informational: Telecommunication companies make contributions to the Universal Service Fund (E-Rate) in order to help make technology affordable for schools. Subsidies apply to the purchase of such items as Internet access, telephone lines, as well as infrastructure improvements. The amount of the subsidy is based on the number of students eligible for free and reduced priced meals.

The application process for E-rate monies is long, complicated and has regulations that frequently change. The use of a consulting firm to handle the E-Rate process is recommended for two reasons. First, in order to assure maximum subsidy amounts, consultants are the most knowledgeable of current procedures and changes. Second, the school district technology staff is too small to complete this process on a timely basis while managing the maintenance, upgrades, installations, etc. associated with the districts computer network. The contract includes proper completion of all steps of the application process with the Universal Service Administrative Company (“USAC”), including any necessary clarifications, appeals or reimbursement requests.

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

 Motion carried

1. **Informational – Insurance**

Paulsboro Board of Education has qualified for the School Alliance Insurance Fund (SAIF) 2019-2020 Tier 1 Safety Incentive Program award earning a $2,500.00 credit towards the 2020-2021 assessment. The Safety & Education Advisory Committee believes completing these requirements assists the Fund in controlling claims costs for its members.

1. **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.

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 |
| **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.

1. **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.

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 |
| **Grand Total**  | **44,226** |

**Finance F - G:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve items F-G.

1. Recommended approval to accept the donation of school supplies from St. Paul’s Methodist Church of Paulsboro, New Jersey. These school supplies including but not limited to; pencils, erasers, pencil sharpeners, glue sticks, scissors, and highlighters will be disbursed to students in need at Loudenslager Elementary School. The approximate value of these items is $150.00

Informational: St. Paul’s Methodist Church has been coordinating a school supply or book bag drive for the students at Loudenslager Elementary School for approximately six years.

1. Recommended approval to accept the donation of 30 books bags from St. Claire of Assisi of Swedesboro, New Jersey. These book bags will be dispersed to students in need at Loudenslager Elementary School. The book bags are valued at approximately $300.00.

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

 Motion carried

**School Safety: A - D:** 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-D.

* 1. Recommend approval of the Nursing Services Plan for Paulsboro High School and Paulsboro Junior High School for the 2019-2020 school year and authorization to submit the report to the Gloucester County Office of Education. (**Attachments**)

Informational: The nursing services plans provide an accounting of the work completed by the school nurses during the past year. The following charts provides brief overview of the information detailed in the attached reports. The chart is only providing a snapshot of some of these services.

| **Services Rendered** | **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro High School and****Paulsboro Junior High School** |
| --- | --- | --- | --- |
| Number of Health Office Visits | 1,822 | 1,546 | 1,933 |
| Total Medications Administered  | 1,324 | 96 | 758 |
| Number of Students with Asthma  | 26 | 51 | 87 |
| Number of Students with Other Serious Health Concerns | 40 | 8 | 59 |
| Health Screening – Hearing, Vision, Blood Pressure, Heights and Weights | 200 each | 330 each | Hearing - 40 Vision - 232 Ht, Wt, B/P - 362 |
| Maintenance of Medical Records | 370 | 350 | 483 |
| Sports Physicals  | 0 | 10 | 198 |
| Child Study Team Reports | 20 | 5 | 12 |

1. Recommended approval for the following people to serve on the **Medical Emergency Response Team** for Paulsboro Junior / Senior High School during the 2020-2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Chelsea Brown | Michael Calabrese | Antonio Chila | Christopher Costenbader |
| Rita Cucinotta | Joseph Duca | Wayne Farrow | Adina Giovannitti |
| David Glocker | Thomas Hampel | Glenn Howard | Tammi Minix |
| Paul Morina | Phillip Neff | James Pandolfo | Mary Porter |
| Tahje Thomas |  |  |  |

Informational: The role of the Medical Emergency Response Team is to provide support and assistance during a Medical Emergency.

1. Recommend Recommended approval of the following people to serve on the **School Crisis Team** at Paulsboro Junior / Senior High School during the 2020 - 2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Jean Brown | Thomas Damminger | John Giovannitti | Vince Giovannitti |
| Ashley Higginbotham | Melba Moore-Suggs | Paul Morina | James Pandolfo |
| Mary Porter | Tahje Thomas |  |  |

Informational: The role of the School Crisis Team is to review and provide input on changes related to the Emergency Management Plan for Loudenslager Elementary School.

1. Recommended approval of the following people to serve on the **Incident Command Team** at Paulsboro Junior / Senior High School during the 2020 - 2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Joseph Benne | Chelsea Brown | Jean Brown | William Brown |
| Michael Calabrese | Antonio Chila | Joseph Duca | Monica Garner |
| Mandy Gattuso | John Giovannitti | Vince Giovannitti | David Glocker |
| Melba Moore-Suggs | Gina Morina | Paul Morina | Phillip Neff |
| Todd Palmisano | Mary Porter | Tahje Thomas |  |

Informational: The role of the Incident Command Team is to serve as the lead staff members during any emergency that requires the initiation of the off-site reunification plan.

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

 Motion carried

**School Safety E - K:** The Greenwich Township Representative may not vote on items in this section of the agenda.

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

1. Recommend approval of the Nursing Services Plans for Billingsport Early Childhood Center and Loudenslager Elementary School for the 2019-2020 school year and authorization to submit the report to the Gloucester County Office of Education. (**Attachments**)

Informational: Please see report above.

1. Recommended approval for the following people to serve on the **Medical Emergency Response Team** for Billingsport Early Childhood Center during the 2020-2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Devin Bellocchio | Noreen DeMarco | Brandi Esters | Janice Esters |
| Tyler Graves | Christine Goss | Triana Hernandez | Alison Hoehn |
| Joann Hoehn | Lisa Morrison | Kai Myers | Tarah Tobolski |

Informational: The role of the Medical Emergency Response Team is to provide support and assistance during a Medical Emergency.

1. Recommend Recommended approval of the following people to serve on the **School Crisis Team** at Billingsport Early Childhood Center during the 2020 - 2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Noreen DeMarco | Megan Dimit | Janice Esters | Prudence Hanly |
| Alison Hoehn | Joann Hoehn | Kathy Moran | Lisa Morrison |
| Tina Morris | Cynthia Moultrie | Dietra Roane | Kristin Shute |

Informational: The role of the School Crisis Team is to review and provide input on changes related to the Emergency Management Plan for Loudenslager Elementary School.

1. Recommended approval of the following people to serve on the **Incident Command Team** at Billingsport Early Childhood Center during the 2020 - 2021 School Year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Noreen DeMarco | Anthony DellaVecchia | Barbara Devine | Megan Dimit | Brandi Esters |
| Janice Esters | Christin Goss | Tyler Graves | Jennifer Henson | Alison Hoehn |
| Yvonne Maddred | Tina Morris | Cynthia Moultrie | Kristin Shute | Renee Thigpen |
| Haley Wellington |  |  |  |  |

Informational: The role of the Incident Command Team is to serve as the lead staff members during any emergency that requires the initiation of the off-site reunification plan.

1. Recommended approval for the following people to serve on the **Medical Emergency Response Team** for Loudenslager Elementary School during the 2020-2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Amber Berry | Jacquline Breshock | Catherine Brettman | Matthew J. Browne |
| David Denelsbeck | Corey Hoffman | Gianna Lombardi | Danielle Relation |
| Michele Relation | Rebecca Richardson | Thomas Richardson | Dennis Weiss |

**Informational:** The role of the Medical Emergency Response Team is to provide support and assistance during a Medical Emergency.

1. Recommend Recommended approval of the following people to serve on the **School Crisis Team** at Loudenslager Elementary School during the 2020 - 2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Cindy Anderson | Elaine Andrus | Catherine Brettman | Matthew J. Browne |
| JoAnne Gayeski | Charisse Generette | Monica Moore-Cook | Anthony Petrutz |
| Lisa Phillips | Maria Phillips | Addie Shmuel | Dennis Weiss |

Informational: The role of the School Crisis Team is to review and provide input on changes related to the Emergency Management Plan for Loudenslager Elementary School.

1. Recommended approval of the following people to serve on the **Incident Command Team** at Loudenslager Elementary Schoolduring the 2020 - 2021 School Year.

|  |  |  |  |
| --- | --- | --- | --- |
| Elaine Andrus | Brian Betz | Lauren Brassill | Matthew J. Browne |
| Dean Duca | JoAnne Gayeski | Charisse Generette | Tiaja Harrold |
| Jessica Laborde | June Lord | Heather Parks | Maria Phillips |
| Michele Relation | Kimberly Reger | Rebecca Richardson | Erica Scott |
| Addie Shmuel | Samantha Strube |  |  |

Informational: The role of the Incident Command Team is to serve as the lead staff members during any emergency that requires the initiation of the off-site reunification plan.

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

 Motion carried

1. 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 | 09/18/202010/17/2020 | 09/18/202010/09/2020 | 09/18/202010/06/2020 |
| 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 |  |  | 10/15/2020 |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Shelter In Place | Each school must conduct two annually | 10/14/2020 |  |  |
| **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 | 09/01/202009/30/2020 | 09/01/202009/30/2020 | 09/01/202009/30/2020 |

**\***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.