**PAULSBORO BOARD OF EDUCATION**

**November 20, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:10 p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Mr. Hamilton, Mr. Lisa (Arrived 7:14 p.m.), Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter. Ms. Eastlack and Mrs. Giampola were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATIONS**

Presentation of Student of the Month Awards for September-October, 2014

Billingsport Early Childhood Center Loudenslager Elementary School

David Booker Gavin Fritz

Jaden Gaines Hailey Work

Destiny Jefferson Josiah Woodards

Jade Work Michael Perez

Jessalyn Richardson

The official results of the Tuesday, November 4, 2014 Board of Education election are as follows:

**Term of Office Candidate Number of Votes**

One Year Unexpired Term Irma Stevenson 848

Write In 11

Three Year Term Barbara Dunn 624

(Three seats are available) Joseph Lisa 668

Paula Giampola 682

Lisa Priest 464

Write In 19

Informational: The above information was taken from the 2014 General Election Subdivision report certified by County Clerk, James N. Hogan.

Presentation of the 2013-2014 Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013, presented by Kevin Frenia, for Holman, Frenia and Allison, P.C. (Certified Public Accountants and Consultants).

Motion by Lisa, seconded by Lozada-Shaw to accept the audit report and the corrective action plan for the year ending June 30, 2014. (**Attachment**)

Informational: As required by Title 18A:23-4, a synopsis of the audit of the financial statements, supplementary data of the governmental activities, and the corrective action plan for the year ending June 30, 2014 was provided to the public.

Roll Call Vote: Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

**PUBLIC COMMENTS**

Ms. Barbara Bryant–Moore, Greenwich Township resident, thanked the Board for providing for the fifth year a space for Paulsboro Residences to participate in Zumba classes. She especially thanked Dr. Quint for making a consistent space available. Ms. Barbara Bryant–Moore feels this is the key for expanding the program.

At the October 30, 2014 meeting of the Board of Education, a citizen asked:

1. Does the Board of Education have a policy about food being brought to school?

Response: The Interim Superintendent indicated that he was not sure but would check the

policy manual. He did this and could not find a policy that addresses this topic.

2. Are the schools nut free?

Response: The Interim Superintendent indicated that the cafeteria was nut free in that

peanuts, peanut butter, etc. are not served. He verified this with the Supervisor of Food Services. Students may, however, bring nut products as part of their homemade lunch/snack.

**No Public Comments**

**CORRESPONDENCE**

Motion by Stevenson, seconded by Lozada-Shaw and unanimously approved (8-0) to accept and file

1. Letter from Bob Fredrick, Secretary/Treasurer of the Paulsboro High School Sports Hall of Fame. The letter expresses thanks to the Board of Education for its financial support by placing an advertisement in the program of the 21st Annual Induction Ceremony.

2. Thank you letter dated November 2014 from Bob Fredrick for the South Jersey Wrestling

Hall of Fame. The Board of Education placed an advertisement in the program for the

organization’s induction ceremony.

3. Letter from former Guidance Counselor Kelly Fenuto expressing dissatisfaction with the

Interim Superintendent.

**REPORT OF THE STUDENT MEMBER OF THE BOARD OF EDUCATION**

None

**OLD BUSINESS**

1. At the October 30, 2014 meeting of the Board of Education, a member asked how many people are currently completing professional field experience in the Paulsboro Public Schools.

Response: Including those recommended at this meeting, there are 11 college students completing a pre-professional field experience within the Paulsboro Public Schools. Four of the students are placed at Loudenslager Elementary School, five at Paulsboro High School and two at Billingsport Early Childhood Center. Five of the students are doing their student teaching (clinical practice), two are observing, one is completing a cooperative education placement and three are practicums.

1. At the October 30, 2014 meeting of the Board of Education, a member asked to see and review the job description for the Director of Special Services.

Response: The job description of the Director of Special Services is attached for review by members of the Board of Education. (**Attachment**)

1. Search for a New Superintendent of Schools

At the September 25, 2014 meeting, the members agreed to move forward with the search for Superintendent of Schools. Advertisements were placed in the *South Jersey Times* and NJ.com. The Interim Superintendent also alerted the following universities to the vacancy: Temple University, Seton Hall University, Rowan University, Widener University, Wilmington University, and Rutgers University. New Jersey School Boards Association, New Jersey Association of School Administrators, New Jersey Principals and Supervisors Association and the New Jersey Council of Education were also notified of the vacancy. In addition, the Interim Superintendent notified the Gloucester County Executive County Superintendent of Schools and every superintendent of schools in Gloucester County. Finally, past applicants for this position were notified of the current search.

The “Timeline for the Hiring of the Superintendent of Schools” (**Attachment)** states that the Board of Education will approve the interview process at this meeting. This most critical items at this point are:

* Agree to allow committees of administrators, faculty and staff, and citizens to interview the semi-finalists circa February 2-5, 2015.
* Decide who will be on each of the above committees.
* Decide on interview questions for each interview committee.

A copy of the Application for the Position of Superintendent of Schools as well as a Memorandum dated August 7, 2013 from the New Jersey School Boards Association are attached for the convenience of members of the Board of Education. The application causes the candidates to respond to specific questions. The Memorandum outlines feedback obtained during the previous search for Superintendent. (**Attachments**)

The Interim Superintendent will discuss this matter with the Board of Education at the meeting.

1. Veterans’ Employment Preference

At the September 25, 2014 meeting of the Board of Education, a member suggested giving preference to veterans who apply for positions within the Paulsboro Public Schools.

Response: The Board of Education suggested that it review this matter at a later date.

1. Regular Operating District (ROD) Grant

a. At the October 30, 2014 meeting of the Board of Education, the following resolution was approved.

Resolution of the Board of Education of the Borough of Paulsboro, in the County of Gloucester, New Jersey, authorizing the appropriate school district officials and professional advisors to prepare and submit documentation to the appropriate state and local agencies in connection with certain capital improvements to its facilities and approving a special election of the voters of the school district to be held on Tuesday, January 27, 2015.

Since that time, Architect Bob Garrison requested and Bond Counsel Craig Gargano approved that the following wording be inserted into item 1 of the resolution: “and other capital project cost applications with no state aid.” The architect was making clear that some of the project included in the referendum receive state aid while others do not.

In order to correct the record, the Interim Superintendent recommends that the Board of Education readopt the resolution stated above with the amendment in item 1. The correct resolution is attached (**Attachment**).

Motion by Lozada-Shaw, seconded by Walter to readopt the resolution stated above in Old Business No. 5 with the amendment in section 1. The correct resolution is attached (**Attachment**).

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, , Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Lisa 1 ABSTINED: Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

b. The Borough Clerk, Gloucester County Clerk and Gloucester County Supervisor of Elections have been notified of the Board of Education’s intent to conduct a special election on January 27, 2015.

Motion by Stevenson, seconded by Lozada-Shaw to approve all three voting locations that are used during the primary and general elections on January 27, 2015.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

c. The Architect and Interim Superintendent modified the list of projects to be included for funding in the January 27, 2015 referendum. Power Point and paragraph explanations of the projects are attached for review by members of the Board of Education. The Interim Superintendent will make a presentation at the meeting. (**Attachments**)

**NEW BUSINESS**

1. Board of Education Member Representing Greenwich Township.

The Interim Superintendent was notified that Mr. John Hughes will represent the Greenwich Township Board of Education on the Paulsboro Board of Education. Mr. Hughes will be sworn in on Thursday, January 8, 2015. Mr. Hughes replaces Andrew Chapkowski.

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

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

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

Regular Meeting – October 30, 2014

1. Recommend approval of the budget transfers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Account | From Description | To Account | To Description | Amount |
| 11-000-219-105-00-003 | Undistributed  Child Study Team  Salaries-Secr/Cler | 11-000-219-105-00-999 | Undistributed  Child Study Team  Salaries-Secr/Cler | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-222-104-02-003 | Undistributed  Educational Media  Salaries-Other Prof | 11-000-222-104-01-999 | Undistributed  Educational Media  Salaries-Other Prof | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-222-104-02-003 | Undistributed  Educational Media  Salaries-Other Prof | 11-000-222-104-03-999 | Undistributed  Educational Media  Salaries-Other Prof | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-222-177-01-002 | Undistributed  Educational Media  Sal Technology Coord | 11-000-222-177-01-999 | Undistributed  Educational Media  Sal Technology Coord | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-222-177-02-002 | Undistributed  Educational Media  Sal Technology Coord | 11-000-222-177-02-999 | Undistributed  Educational Media  Sal Technology Coord | 1.00 |
| Reallocate Department Budget | | | | |
| 11-000-240-105-02-003 | Undistributed  Support-Schl Admin  Salaries-Secr/Cler | 11-000-240-105-01-999 | Undistributed  Support-Schl Admin  Salaries-Secr/Cler | 301.00 |
| Reallocate Salary Budget | | | | |
| 11-000-240-105-02-003 | Undistributed  Support-Sch Admin  Salaries-Secr/Cler | 11-000-240-105-02-999 | Undistributed  Support-Schl Admin  Salaries-Secr/Cler | 150.00 |
| Reallocate Salary Budget | | | | |
| 11-000-240-105-02-003 | Undistributed  Support-Schl Admin  Salaries-Secr/Cler | 11-000-240-105-03-999 | Undistributed  Support-Schl Admin  Salaries-Secr/Cler | 980.00 |
| Reallocate Salary Budget | | | | |
| 11-000-261-110-01-002 | Undistributed  Required Maintenance  Other Salaries | 11-000-261-110-01-999 | Undistributed  Required Maintenance  Other Salaries | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-262-110-00-003 | Undistributed  Custodial Services  Other Salaries | 11-000-262-110-01-002 | Undistributed  Custodial Services  Other Salaries | 800.00 |
| Reallocate Salary Budget | | | | |
| 11-000-262-110-00-003 | Undistributed  Custodial Services  Other Salaries | 11-000-262-110-03-001 | Undistributed  Custodial Services  Other Salaries | 96.00 |
| Reallocate Salary Budget | | | | |
| 11-000-262-110-00-003 | Undistributed  Custodial Services  Other Salaries | 11-000-262-110-03-999 | Undistributed  Custodial Services  Other Salaries | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-263-110-01-002 | Undistributed  Care/Upkeep Grounds  Other Salaries | 11-000-263-110-01-999 | Undistributed  Care/Upkeep Grounds  Other Salaries | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-263-610-01 | Undistributed  Care/Upkeep Grounds  General Supplies | 11-000-263-610-02 | Undistributed  Care/Upkeep Grounds  General Supplies | 1.00 |
| Reallocate Department Budget | | | | |
| 11-000-263-610-01 | Undistributed  Care/Upkeep Grounds  General Supplies | 11-000-263-610-03 | Undistributed  Care/Upkeep Grounds  General Supplies | 40.00 |
| Reallocate Department Budget | | | | |
| 11-000-270-513-00-003 | Undistributed  Student Trans.  Con Trn Reg Joint | 11-000-270-512-00 | Undistributed  Student Trans.  Con Trn Oth Vendors | 5,000.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-420-01-700 | Undistributed  Required Maintenance  Cleaning/Repair/Main | 12-000-261-730-01 | Undistributed  Required Maintenance  Equipment | 27,200.00 |
| Reallocate Department Budget | | | | |
| 11-000-270-162-00-998 | Undistributed  Student Trans.  Sal Trans Other | 11-000-270-511-00 | Undistributed  Student Trans.  Con Trn Reg Vendors | 1,500.00 |
| Reallocate Department Budget | | | | |
| 11-000-270-162-00-998 | Undistributed  Student Trns.  Sal Trans Other | 11-000-270-512-00 | Undistributed  Student Trans,  Con Trn Oth Vendors | 6,392.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-300-01 | Undistributed  Attendance/Social Wk  Purch Prof/Tech Serv | 11-000-211-110-01-999 | Undistributed  Attendance/Social Wk  Other Salaries | 865.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-300-02 | Undistributed  Attendance/Social Wk  Purch Prof/Tech Serv | 11-000-211-110-01-999 | Undistributed  Attendance/Social Wk  Other Salaries | 191.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-300-02 | Undistributed  Attendance/Social Wk  Purch Prof/Tech Serv | 11-000-211-110-02-999 | Undistributed  Attendance/Social Wk  Other Salaries | 241.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-300-03 | Undistributed  Attendance/Social Wk  Purch Prof/Tech Serv | 11-000-211-110-02-999 | Undistributed  Attendance/Social Wk  Other Salaries | 287.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-300-03 | Undistributed  Attendance/Social Wk  Purch Prof/Tech Serv | 11-000-211-110-03-999 | Undistributed  Attendance/Social Wk  Other Salaries | 145.00 |
| Reallocate Department Budget | | | | |
| 11-000-211-500-01 | Undistributed  Attendance/Social Wk  Other Purchased Serv | 11-000-211-110-03-999 | Undistributed  Attendance/Social Wk  Other Salaries | 383.00 |
| Reallocate Department Budget | | | | |
| 11-000-213-300-01-001 | Undistributed  Health Services  Purch Prof/Tech Serv | 11-000-213-104-01-999 | Undistributed  Health Services  Salaries-Other Prof | 600.00 |
| Reallocate Department Budget | | | | |
| 11-000-213-300-02-001 | Undistributed  Health Services  Purch Prof/Tech Serv | 11-000-213-104-01-999 | Undistributed  Health Services  Salaries-Other Prof | 600.00 |
| Reallocate Department Budget | | | | |
| 11-000-213-300-03-001 | Undistributed  Health Services  Purch Prof/Tech Serv | 11-000-213-104-01-999 | Undistributed  Health Services  Salaries-Other Prof | 600.00 |
| Reallocate Department Budget | | | | |
| 11-000-219-104-03-999 | Undistributed  Child Study Team  Salaries-Other Prof | 11-000-213-104-01-999 | Undistributed  Health Services  Salaries-Other Prof | 583.00 |
| Reallocate Salary Budget | | | | |
| 11-000-221-176-00-999 | Undistributed  Improv. Instruction  Sal Fac/Math/Lit/Mst | 11-000-213-104-01-999 | Undistributed  Health Services  Salaries-Other Prof | 925.00 |
| Reallocate Salary Budget | | | | |
| 11-000-218-320-01-001 | Undistributed  Guidance Services  Purch Prof/Educ Srv | 11-000-218-105-01-999 | Undistributed  Guidance Servives  Salaries-Secr/Cler | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-223-320-00-910 | Undistributed  Instr Staff Training  Purch Prof/Educ Srv | 11-000-223-105-00-999 | Undistributed  Instr Staff Training  Salaries-Secr/Cler | 1.00 |
| Reallocate Salary Budget | | | | |
| 11-000-251-610-00 | Undistributed  Central Services  General Supplies | 11-000-251-104-00-999 | Undistributed  Central Services  Salaries – Other Prof | 2.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-01-002 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01-001 | Undistributed  Custodial Services  Other Salaries | 1,413.00 |
| Reallocate Salary Budget | | | | |
| 11-000-261-110-02-002 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01-001 | Undistributed  Custodial Services  Other Salaries | 223.00 |
| Reallocate Salary Budget | | | | |
| 11-000-263-420-01 | Undistributed  Care/Upkeep Grounds  Cleaning/Repair/Main | 11-000-263-420-02 | Undistributed  Care/Upkeep Grounds  Cleaning/Repair/Main | 1,147.00 |
| Reallocate Department Budget | | | | |
| 11-000-263-610-01 | Undistributed  Care/Upkeep Grounds  General Supplies | 11-000-263-420-02 | Undistributed  Care/Upkeep Grounds  Cleaning/Repair/Main | 723.00 |
| Reallocate Salary Budget | | | | |
| 11-120-100-101-02-999 | Reg Prg-Grades 1-5  Instruction  Salaries-Teachers | 11-110-100-101-02-999 | Reg Prg-Kindergarten  Instruction  Salaries-Teachers | 20,858.00 |
| Reallocate Salary Budgets | | | | |
| 11-120-100-101-02-999 | Reg Prg-Grades 1-5  Instruction  Salaries-Teachers | 11-130-100-101-03-999 | Reg Prg-Grades 6-8  Instruction  Salaries-Teachers | 7,866.00 |
| Reallocate Salary Budgets | | | | |
| 11-204-100-101-02-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Teachers | 11-204-100-1006-02-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Other Instr | 19,080.00 |
| Reallocate Salary Budgets | | | | |
| 11-204-100-101-03-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Teachers | 11-204-100-106-03-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Other Instr | 1,125.00 |
| Reallocate Salary Budgets | | | | |
| 11-204-100-101-03-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Teachers | 11-212-100-106-03-998 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 22,579.00 |
| Reallocate Salary Budgets | | | | |
| 11-213-100-106-01-999 | Sp Ed-Resource Rm/Ct  Instruction  Salaries-Other Instr | 11-212-100-106-03-999 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 5,913.00 |
| Reallocate Salary Budgets | | | | |
| 11-213-100-106-03-999 | Sp Ed-Resource/Ct  Instruction  Salaries-Other Instr | 11-212-100-106-03-999 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 127.00 |
| Reallocate Salary Budgets | | | | |
| 11-230-100-101-01-999 | Basic Skls/Remedial  Instruction  Salaries-Teachers | 11-212-100-106-03-999 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 9,063.00 |
| Reallocate Salary Budgets | | | | |
| 11-209-100-106-02-999 | Sp Ed-Behavioral  Instruction  Salaries-Other Instr | 11-212-100-106-03-999 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 498.00 |
| Reallocate Salary Budgets | | | | |
| 11-120-100-101-02-999 | Reg Prg-Grades1-5  Instruction  Salaries-Teachers | 11-212-100-106-03-999 | Sp Ed-Multiple  Instruction  Salaries-Other Instr | 6,978.00 |
| Reallocate Salary Budgets | | | | |
| 11-204-100-101-03-999 | Sp Ed-Learning/Lang  Instruction  Salaries-Teachers | 11-213-100-101-03-999 | Sp Ed-Resource Rm/Ct  Instruction  Salaries-Teachers | 10,149.00 |
| Reallocate Salary Budgets | | | | |
| 11-204-100-101-02-999 | Sp Ed-Learning/Lang  Instruciton  Salaries-Teachers | 11-213-100-101-03-999 | Sp Ed-Resource Rm/Ct  Instruction  Salaries-Teachers | 14,773.00 |
| Reallocate Salary Budgets | | | | |
| 11-209-100-106-01-999 | Sp Ed-Behavioral  Instruction  Salaries-Other Instr | 11-213-100-101-03-999 | Sp Ed-Resource Rm/Ct  Instruction  Salaries-Teachers | 3,424.00 |
| Reallocate Salary Budgets | | | | |
| 11-209-100-106-01-999 | Sp Ed-Behavioral  Instruction  Salaries-Other Instr | 11-214-100-106-01-999 | Sp Ed-Autism  Instruction  Salaries-Other Instr | 383.00 |
| Reallocate Salary Budgets | | | | |
| 11-209-100-106-03-999 | Sp Ed-Behavioral  Instruction  Salaries-Other Instr | 11-214-100-106-01-999 | Sp Ed-Autism  Instruction  Salaries-Other Instr | 744.00 |
| Reallocate Salary Budgets | | | | |
| 11-209-100-106-02-999 | Sp Ed-Behavioral  Instruction  Salaries-Other Instr | 11-214-100-106-01-999 | Sp Ed-Autism  Instruction  Salaries-Other Instr | 226.00 |
| Reallocate Salary Budgets | | | | |

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

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

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of October 31, 2014, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of September 30, 2014.

|  |  |  |
| --- | --- | --- |
|  | Anticipated  Budget | Cash Received as of September 30, 2014 |
| Taxes | $5,484,300.00 | 1,371,075.00 |
| Tuition - Gibbstown | 1,430,667.00 |  |
| Tuition - Other LEA's |  | 153,22044.00 |
| Miscellaneous | 51,059.00 | 54,873.02 |
| State Aid | 12,130,999 | 1,162,954.00 |
| Extraordinary Aid | 50,000 |  |
| SEMI | 80,000 | 330.57 |
|  | $19,227,025 | $2,742,453.03 |

 Thursday, November 20, 2014

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of October 31, 2014, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2-2.11(a).

 Thursday, November 20, 2014

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item A:

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.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Chapkowski NO; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items B-C:

1. Recommend appointment of Long-Term Substitute School Nurse assigned to Loudenslager School Elaine Hadfield to the position of School Nurse assigned to Loudenslager Elementary School for the period January 1, 2015 through June 30, 2015. Ms. Hadfield will earn BA Step G - $46,691 as per agreement with the Paulsboro Education Association.

Informational: The Board of Education approved Ms. Hadfield to serve as Long-Term Substitute School Nurse at its August 28, 2014 meeting. The appointment extended to December 31, 2014. Ms. Hadfield is doing an excellent job so the administration is making the above recommendation.

1. Recommend approval to appoint Kimberly A. Mittelstadt, RN to the position of Substitute School Nurse to be used on an as needed basis during the 2014-2015 school year at a rate of $125 per day.

Informational: The Board of Education approved the stipend for Substitute School Nurses at its August 28, 2014 meeting. The Interim Superintendent verified Ms. Mittelstadt’s credentials and checked references.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

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

1. Recommend approval of a medical leave of absence for Elementary School Librarian Tammi Minix with the following terms and conditions. This recommendation is contingent on receipt of appropriate medical documentation.

Dates of Leave Terms and Conditions of Leave

Tuesday, October 14, 2014 - With pay and benefits by use of

Monday, January 26, 2015 accumulated sick leave as well as the

concurrent use of Federal Family Leave.

1. Recommend approval of a childbearing/childrearing leave of absence for Loudenslager Elementary School Teacher Tara Stahl with the following terms and conditions. This recommendation is contingent on receipt of appropriate medical documentation.

Dates of Leave Terms and Conditions of Leave

Monday, March 23, 2015 – With pay and benefits by use of

Sunday, May 3, 2015 accumulated sick leave as well as the concurrent use of Federal Family Leave.

Monday, May 4, 2015 – Without pay but with benefits via

Sunday, May 31, 2015 Federal Family Leave.

1. Recommend retroactive approval of a medical leave of absence for Elementary School Teacher of Gifted and Talented Kathleen Williams with the following terms and conditions.

Dates of Leave Terms and Conditions of Leave

Monday, September 22, 2014 - With pay and benefits by use of

Friday, September 26, 2014 accumulated sick leave as well as the

concurrent use of Federal Family Leave.

1. Recommend approval to accept the resignation of Cafeteria Worker/Clerk Ellen Schoch-Pidliskey effective at the close of business on November 3, 2014.

Informational: Ms. Schoch-Pidliskey served the Paulsboro Public Schools for 15 years.

Ms. Schoch-Pidliskey worked 4 hours per day as a Cafeteria employee at Billingsport Early Childhood Center. This portion of her job will be turned over to Nutri-Serve as per agreement with the Board of Education. Nutri-Serve currently employees a two hour per day worker to handle these duties for Loudenslager Elementary School. The company plans to implement a similar position as Billingsport Early Childhood Center (BECC).

Ms. Schoch-Pidliskey also worked 1.5 hours per day (0.75 hours for BECC and 0.75 hours for Loudenslager Elementary School) helping with student attendance. These duties will now be completed by the Secretaries to the Principals.

1. The agenda for the October 30, 2014 meeting included a recommendation (approved by the Board of Education) to accept the resignation of Billingsport Early Childhood Center Teacher of Preschool Disabled Erica Kilgus effective at the close of business on Tuesday, October 9, 2014.

Recommend approval to correct the record for this item to read Tuesday, December 9, 2014.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Paulsboro High and Junior High School** | | | **Loudenslager**  **Covers**  **2014-2015** | **Billingsport**  **Covers**  **2014-2015** |
| **Average Last**  **6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 22 | 0 | 0 |
| October | 26.2 | 9-46 | 56 | 0 | 0 |
| November | 34.8 | 19-53 |  |  |  |
| December | 44.0 | 31-65 |  |  |  |
| January | 43.3 | 15-69 |  |  |  |
| February | 40.5 | 12-53 |  |  |  |
| March | 68.2 | 28-96 |  |  |  |
| April | 53.9 | 36-88 |  |  |  |
| May | 91.5 | 65-127 |  |  |  |
| June | 41.7 | 22-97 |  |  |  |
| Total | 44.6 | 23.7-70.0 | 78 |  |  |

**STAFF AND CURRICULUM DEVELOPMENT**

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

1. Recommend approval of the attached Paulsboro Public Schools District Wide Elementary and Secondary Education Act (ESEA) (formerly known as No Child Left Behind -NCLB) Parental Involvement Policy. (**Attachment**)

Informational: ESEA/NCLB programs must contain family and community engagement and

have a specific ESEA/NCLB Parental Involvement Policy to address these requirements. This policy must be reviewed, revised, approved and distributed annually to all parents then posted on the district website.

1. Recommend approval of the Paulsboro Public Schools Title I Program Parent Compact Handbook as updated December 2013. (**Attachment**)

Informational: Elementary and Secondary Education Act/No Child Left Behind (ESEA

/NCLB) programs must be evaluated annually and revised if necessary based on the evaluation. All ESEA/NCLB programs contain a family and community engagement component. The District Wide Title I Program Parent Compact Handbook explains this component. This handbook must be reviewed, revised, approved and distributed annually to all parents then posted on the district website.

1. Recommend retroactive approval to submit a grant application to the New Jersey Department of Education in the amount of $8,000. If approved the funds will be used to purchase 10 laptop computers so that students with disabilities can take the Partnership for the Assessment of Readiness for College and Career (PARCC) examination in a small group setting. This recommendation includes approval to accept the grant if awarded.

Informational: Director of Assessment Lucia Pollino wrote this grant application on a very short timeline. The Interim Superintendent submitted the grant application and now respectfully requests that the Board of Education confirm this action.

1. Recommend retroactive approval to submit a grant application to the Gloucester County Youth Services Commission in the amount of $21,000 for the purpose of providing supplemental services to the Alternate Education Program (AEP) for Paulsboro High School and Paulsboro Junior High School from January 1, 2015 through December 31, 2015. This recommendation includes approval to accept the funds if the grant is awarded.

Informational: The grant application was due on November 1, 2014. The Interim Superintendent of School wrote the grant, reviewed it with the appropriate administrators then submitted it on time. He now respectfully requests approval by the Board of Education. (**Attachment**)

1. Recommend approval of the following actions relative to an Alternative Education Program (AEP) at Paulsboro High School and Paulsboro Junior High School.

1. Approval to establish an AEP at Paulsboro High School and Paulsboro Junior High

School beginning January 1, 2015.

2. Approval of the attached AEP Daily Schedule (**Attachment**)

3. Approval of the following budget for the AEP for the period January 1, 2015 – June 30,

2015.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Number of Days per Week** | **Number of Hours per Day** | **Hours per Week** |
| Principal | 5 | 4.5 | 17.5  Note 1 |
| Guidance Counselor | 2 | 4.5 | 9.0 |
| Teacher of Language Arts Literacy | 4 | 4.5 | 18.0 |
| Teacher of Mathematics. | 4 | 4.5 | 18.0 |
| Teacher of Social Students | 3 | 4.5 | 13.5 |
| Teacher of Science | 3 | 4.5 | 13.5 |
| Teacher of Health and Physical Education | 1 | 4.5 | 4.5 |
| Total Hours per Week | | | 94.0 |
| Stipend per Hour | | | $32 |
| Total Salary per week | | | $3,008 |
| Fringe Benefits @8.35% of salary | | | $251 |
| Total Salary + Fringe Benefits per Week | | | $3,259 |
| Total Cost for 22 Weeks | | | $71,698 |

Note 1: Administrators are on duty until 4:00 PM so they cover the first hour of AEP as part

of their salary.

Informational: If the Board of Education approves the AEP program, the administration will recommend the appointment of teachers at the December 18, 2014 meeting. Final selection of students to participate in AEP and parent notification will take place by December 12, 2014.

1. Recommend approval for Rowan University Student Amanda Jennifer L. Paino to complete her Clinical Practice (formerly known as Student Teaching) from Tuesday, January 20, 2015 until Monday, May 11, 2015 at Paulsboro High School.  Ms. Paino will complete this field experience under the supervision of Paulsboro High School Teacher of Social Studies Michael Calabrese.

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

1. Recommend approval for Rowan University Student Amanda Leigh Dixon to complete her Clinical Practice (formerly known as Student Teaching) from Tuesday, January 20, 2015 until Monday, May 11, 2015. Ms. Dixon will complete this field experience under the supervision of Paulsboro High School Teacher of Mathematics Nelson Hall.

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

1. Recommend approval for Rowan University Student Cheryl Lloyd to complete her Clinical Internship in Health Teaching at Paulsboro High School from Monday, December 1, 2014 until Monday, May 11, 2015 at Paulsboro High School. Ms. Lloyd will complete this field experience under the supervision of Paulsboro High School Teacher of Health Stephanie Taraschi.

Informational: Ms. Lloyd is working toward her certification as a School Nurse. On August 28, 2014, the Board of Education approved her to complete her practicum in School Nursing at Paulsboro High School under the supervision of School Nurse Christine Spitale. She will finish this field work on November 28, 2014. The Clinical Internship in Health Teaching requires Ms. Lloyd to complete 10 hours of classroom observation and 40 hours of classroom teaching in health.

1. Recommend approval for Director of Special Services John Giovannitti to attend “Is it an IEP, 504 Accommodation Plan or What?” at Rowan University on Thursday, January 8, 2015. There is no cost to the Board of Education.

Informational: The purpose of this workshop is to explain the difference between an IEP and 504 Plan. Reasonable accommodations, legal considerations, need for medical documentation, etc. are elements of this workshop. These topics relate directly to Mr. Giovannitti’s area of responsibility.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items J-L:

1. Recommend approval for Rowan University Student Victoria Marie Lonero to complete her Clinical Practice (formerly known as Student Teaching) from Tuesday, January 20, 2015 until Monday, May 11, 2015 at Loudenslager Elementary School.  Ms. Lonero will complete this field experience in the 5th grade under the supervision of Loudenslager Elementary School Teachers Sheryl Gross and Anthony Petrutz.

Informational:   During Clinical Practice the student will observe class prior to gradually

taking over all teacher duties for her cooperating teachers. A professor from Rowan University

will also make at least eight visits to the school.

1. Recommend approval for Paulsboro Junior High School Teacher of Language Arts Literacy Susan Schaffer to complete a minimum of 20 hours of field work at Paulsboro High School and Paulsboro Junior High School as part of the Introduction to the Principalship course at Rowan University. The field work will take place beginning on November 19, 2014.

Informational: This course is a component of Ms. Schaffer’s studies leading to a Master’s Degree in School Administration. The field work includes attending a Board of Education meeting, developing a schedule for a school event, assisting with an emergency management drill, leading a professional development meeting, etc. Appropriate documentation is on file from Rowan University. Paulsboro Junior High School Principal Mildred Tolbert also reviewed and endorsed the field work.

1. Recommend approval for Paulsboro Junior High School Teacher Susan Schaffer to participate online in the Talented and Gifted: Working with High Achievers workshop at her own pace from December 2014 through May 2015. Cost to the Board of Education includes registration - $224.

Informational: This workshop is a product of Virtual Education Software via Rowan University. Online workshops eliminate the need for teachers to be away from their classrooms as well as the cost of substitute teachers.

This workshop provides information on the history of the exceptional student in relation to education, current law and accepted methods of referral, assessment, and identification of these students. Included are major program models and methods of differentiating instruction to meet the rate and level of learning of identified gifted students. Meeting the affective needs of the gifted and talented student in the classroom is emphasized.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:
2. Teacher of the Year Program

The Governor revised the process for selecting Governor’s Teacher Recognition Award recipients and Teacher of the Year nominees. In the past, these were two separate programs coordinated at the district level. The Governor combined the two recognition programs as well as added an award for Education Professional of the Year.

The new program requires each school to follow specific guidelines. Each school will now name a Governor’s Teacher Recognition Award recipient as well as a Governor’s Educational Professional Award winner. Educational Professionals include certificated staff members such as School Nurses, Guidance Counselors, School Psychologists, Librarians, etc.

Each of the Governor’s Teacher Recognition Award recipients may apply online to be named as the Gloucester County Teacher of the Year. The district is no longer responsible to select a Teacher of the Year.

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 103 |
| 10 | 95 |
| 11 | 88 |
| 12 | 88 |
| TOTAL | **374** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 78 |
| 8 | 71 |
| TOTAL | **149** |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** | | | | | **GRADE** | | **ENROLLMENT PER CLASS**  **LOUDENSLAGER ELEMENTARY SCHOOL** | | | |  |
| Pre-School Disabled | 8 | 3 |  |  |  | 3 | 23 | | 21 | 21 |  |  |
| Pre-school | 15 | 16 | 15 |  |  | 4 | 23 | | 22 | 22 |  |  |
| K | 24 | 24 | 24 | 24 |  | 5 | 19 | | 20 | 19 | 20 |  |
| 1 | 24 | 23 | 22 | 23 |  | 6 | 20 | | 22 | 19 | 20 |  |
| 2 | 17 | 18 | 18 | 16 |  | Special Education | 10 | | 4 |  |  |  |
| Special Education | 6 | 6 | 8 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **334** | TOTAL |  | |  |  |  | **305** |

**INSTRUCTIONAL SERVICES**

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

1. Recommend approval for the following students in Grades Pre-Kindergarten-8 to attend out-of-district schools for students with disabilities during the 2014-2015 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school. This recommendation is contingent on review of the Individual Education Program (IEP) and contract for services provided by out of district school.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School** | **Tuition** | **One on One Aide** | **Tuition** | **Per Diem Rate** |
| 2813 | 7 | Bankbridge Regional School- North Campus | $33,480 | NA | $33,480 | $186.00 |
| 2812 | 7 | Archway - Upper School | $40,149 | NA | $40,149 | $223.05 |

Informational: The Individuals with Disabilities Education Act (IDEA) requires students with disabilities to be educated with their non-disabled peers to the greatest extent

appropriate.  This is called Least Restrictive Environment (LRE).   LRE is a continuum from mainstreaming, self-contained class, attending out-of-district school, etc.   Out of district placements are recommended when the student has a severe disability, a very unusual disability or if the youngster is a danger to themselves and others.   The long-term goal is for the student to return to their home school.

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

|  |  |  |
| --- | --- | --- |
| **Student /**  **Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2767 | 8 | 10 hours of instruction will be provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour. |

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

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:
2. Out of District Placements for Students with Disabilities

The Interim Superintendent is currently conducting a review of out of district placements for students with disabilities. The review includes verifying who is attending out of district schools for students with disabilities, what services are provided and charges for the services/tuition. The Director of Special Services as well as the Case Managers are participating in this review.

The majority of these placements were approved by the Board of Education at its August 28, 2014 meeting. Following the review, it is expected that the Interim Superintendent will recommend some changes to the approvals in order to correct the record/update the placements.

1. Monthly Reports of Administrators (**Attachment**)

**STUDENT ACTIVITIES**

Motion by Hamilton, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-C:

1. Recommend approval of the following actions relative to the Paulsboro High School Wrestling Team:

1. Approval to accept donations from John Reynolds ($200), Broker of Record

Steven Anuszewski ($500) and Paulsboro High School Principal Paul Morina ($300) for

the purpose of providing Wrestling Mindset workshops for members of the 2014-2015

Paulsboro High School Wrestling Team.

2. Approval for members of the 2014-2015 Paulsboro High School Wrestling Team to

participate in two Wrestling Mindset programs at Paulsboro High School on Wednesday, December 10, 2014 and Thursday, January 15, 2015 (These dates are tentative.). There is no cost to the Board of Education.

Informational: Wrestling Mindset was created by Gene and Jeff Zannetti. Gene is a champion wrestler who was named All-Ivy League while a student at the University of Pennsylvania. He earned a Bachelor’s Degree in Psychology and a Master’s Degree in School Psychology. Gene Zannetti is an experienced wrestling coach at the high school level. The purpose of the Wrestling Mindset programs is to help students set goals and prepare mentally for challenges both on and off the mats. Wrestling Coach Paul Morina has first-hand experience with this program.

1. Recommend approval for the Paulsboro High School Wrestling Team to conduct some of its practices at the Paulsboro Wrestling Building during the 2014-2015 school year. The only cost to the Board of Education is $100 per week for cleaning.

Informational: The Board of Education approved a similar recommendation for the past two school years. In some cases, it is more convenient for the team to practice at the Paulsboro Wrestling Building rather than Paulsboro High School. By illustration, the Wrestling Building is used if practice is conducted on a day (snow day, holiday, etc.) when the schools are closed. It should also be noted that the wrestlers no longer use the cafeteria for practice. As a result, it is sometimes difficult for the junior high school as well as varsity to practice at Paulsboro High School. Athletic Director Bob Mannino reviewed the use of this type of facility with the New Jersey State Inter-Scholastic Athletic Association. School Solicitor Philipp Duvilla reviewed this facility use.

Note: The Interim Superintendent of Schools may make an additional recommendation to pay a fee for the use of the Wrestling Building if the Paulsboro High School Wrestling Room is not ready for use in time for the season. The Wrestling Room flooded during the 2013-2014 school year as a result of a municipal sewer backup and the failure of the backflow valve. The wooden subfloor and mats were destroyed in the flood.

A new backflow valve and gate valve were installed in the sewer line to reduce the chances of this type of problem occurring in the future. Cost of the repair was approximately $27,000. Wrestling Coach Paul Morina painted the Wrestling Room. The district maintenance staff repaired a leak in the back wall of the room and is now installing the new wooden subfloor. The new wrestling mats are awaiting delivery. A new sump pump must also be installed. The materials and labor for the replacement floor and mats are covered by an insurance claim.

If the Wrestling Room is not ready for the start of the season, all practices may need to be conducted in the Wrestling Building. It is only fair that the owners of the facility are compensated for this building use.

1. Recommend the following actions for the Paulsboro High School musical production:

1. Approval to produce Bring It On – The Musical on March 19, 20 and 21 (Thursday – Saturday), 2015.

Informational: Bring It On – The Musical is an award winning play about the world of competitive high school cheerleading.

2. Approval to charge $10 per ticket for admission to the production.

3. Approval to appoint Paulsboro High School Music Teacher Aaron Krasting as the Vocal Instructor for the production. Mr. Krasting will earn $1,500. This position is not part of the agreement with the Paulsboro Education Association. The stipend is paid from the revenues of the musical.

Informational: Mr. Krasting has served as the Vocal Instructor for the musical for many years.

Informational: The preliminary budget as well as recommendations for Cheer   
Consultant, Play Business Advisor, Technical Advisor, and Concession Coordinator will be forthcoming as soon as possible.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

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

1. Recommend appointment of Paulsboro Junior High School Teacher Glenn Howard to the position of 7th and 8th Grade Boys Basketball Coach for the 2014-2015 season. Mr. Howard will earn $3,181 as per agreement with the Paulsboro Education Association.

Informational: Mr. Howard also serves as the Head Coach for Football. He has approximately 10 years of experience as a junior high school basketball coach. Mr. Howard replaces Dan Betteridge who was not reappointed.

1. Recommend approval for Axeon Specialty Products employees under the leadership of Elaine Battaglia to conduct “Operation Clothe A Child” at Loudenslager Elementary School during December 2014 (most likely Tuesday, December 16, 2014).

Informational: The Axeon Specialty Products employees have conducted this program for the past six years. To date, they have collected $38,731. Each year, this group of volunteers adopts between 40 and 50 students. The children receive clothing, blankets, toiletries, etc.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:

1. Changes in the Winter Season Athletic Schedule

a. Varsity, Junior Varsity and Junior High School Girls Basketball vs. Lindenwold will now take place on Monday, January 26, 2015 rather than Friday, December 19, 2014. The contest will take place at Paulsboro High School. The change was required to accommodate the John and Betty Vogeding Wrestling Tournament on December 19, 2014.

b. Two scrimmages have been added to the schedule for the Girls Basketball Team:

-Egg Harbor Township High School on Friday, December 12, 2014 at Paulsboro

High School.

-Glassboro High School on Wednesday, December 17, 2014 at Glassboro High

School.

2. Reports of the Fall Athletic Team **(Attachment)**

a. Girls Tennis

b. Girls Soccer

c. Girls Field Hockey

**FINANCE**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-B:

1. Recommend approval to advertise and solicit bids for a copier lease for the Paulsboro Public Schools.

Informational: The existing five year copier lease with KDI, Inc. expires December 31, 2014. Bids will be received and submitted for Board of Education approval at the December 18, 2014 meeting. Deployment of the new copiers will take place over Winter Recess.

1. Recommend approval to accept a check in the amount of $5,000 from ExxonMobil to provide supplies and equipment to be determined by the members of the Paulsboro High School Science Department.

Informational: ExxonMobil has provided this support for a number of years. The Science

Department has some money remaining from the 2011-2012, 2012-2013 and 2013-2014 grants in addition to the check being accepted at this time. The department is currently preparing an order for approximately $15,392 thanks to the generosity of ExxonMobil.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item C:

1. Recommend approval to accept a check in the amount of $500 from Colonial Pipeline Company to be used to support educational programs at Billingsport Early Childhood Center.

Informational: The Colonial Pipeline selected Billingsport Early Childhood Center for this donation because of the proximity of the company to the school.

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:

1. Child Nutrition

As a result of implementing the Community Eligibility Provision (CEP) all student are now eligible to eat both breakfast and lunch free of charge. In addition, the administration is experimenting with strategies to increase the number of Loudenslager Elementary School and Paulsboro Junior High School students participating in the breakfast program. Thus far, the experiments seem to be working because breakfast participation increased 7% at Loudenslager Elementary School and 13% Paulsboro High School and Junior High School (combined). The following chart displays the percentage of students participating in the meal program for the past two years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Breakfast** | | **Lunch** | |
| **2013-2014** | **2014-2015** | **2013-2014** | **2014-2015** |
| September | 51% | 58% | 70% | 75% |
| October | 52% | 60% | 72% | 81% |
|  |  |  |  |  |

The following financial information suggests that the amount of Board of Education subsidy for the child nutrition program is lower for September 2014 compared to September 2013.

|  |  |  |
| --- | --- | --- |
| **Financial Information** | **September** | |
| **2013-2014** | **2014-2015** |
| Expenses | $83,516.58 | $91,073.19 |
| Revenues | $67,119.07 | $80,344.11 |
| Revenue-Expenses | -$16,397.51 | -$10,729.08 |

**FACILITIES**

Motion by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation to approve items A-D:

1. Recommend approval for Michael Lucas to use Paulsboro High School for the purpose of filming various scenes and locations in order to create video productions about the Paulsboro High School Wrestling Team throughout the 2014-2015 school year. This recommendation is contingent on all required releases to film students being signed.

Informational: Mr. Lucas is working with Al Roker to produce a program about the Paulsboro High School Wrestling Team which will be sold to a media outlet. Mr. Lucas is also creating a documentary to celebrate the 75th anniversary of the Paulsboro High School Wrestling program. In the past, the Board of Education has approved similar recommendations for Mr. Lucas.

1. Recommend approval for Hill Studio to use locations in the Paulsboro Public Schools buildings and grounds to film video productions throughout the 2014-2015 school year. This recommendation is contingent on verification of insurance coverage. John Burzichelli is in charge of this facility usages.

Informational: Mr. Burzichelli frequently needs a location to film commercial productions. He always arranges for the school to be financially compensated for these facilities usages. In most cases, the timeline for the video work is too short to obtain approval from the Board of Education in advance. For this reason, the above “blanket” approval is recommended.

1. Recommend approval for Senators Booker and Menendez as well as Congressman Elect Donald Norcross to use several classrooms in Paulsboro High School during late November and December 2014 for the purpose of conducting interviews for candidates seeking nominations for the Service Academies. This recommendation is contingent on verification of appropriate insurance coverage.

Informational: The office of Congressman for the 1st Congressional District has been vacant since Robert Andrews resigned. As a result, the nomination process for the service academies was not conducted. The Senators and incoming Congressman are working to resolve this matter. It is possible, that they will need an interview site. The Interim Superintendent agreed with Senators Menendez’s staff to take the above action proactively in the event the facility usage is needed.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 6 | Blueprint rack | The racks were donated to the school approximately 20 years ago. They have never been used. | Metal recycling |
| 1 | Wooden easel | No longer in use. | Trash |
| 12 | File cabinets | Not needed. Some are rusty and have drawers that are bent. | A few of the cabinets maybe moved to other locations but most will be placed in metal recycling. |
| 1 | Metal cabinet | Not needed. | Metal recycling |
| 1 | Metal bookcase | Broken glass in door. Not needed. | Metal recycling |
| 1 | Small metal rolling cart | Not needed. | Metal recycling |
| 20 cases | Pin feed computer paper | The paper is very old, no longer used in printers. | Recycling |

Commendations and thank you to Payroll Secretary Lisa Capasso for helping to organize old records and preparing the documentation needed for approval by the Auditor and the New Jersey Division of Archives and Records Management for disposal. It is a result of this hard work that much of the above equipment is being recommended for disposal.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational

1. Right-to-Know

On October 3, 2014, the Paulsboro Public Schools underwent a Right-to-Know Compliance Inspection. The investigator cited many areas of concern. The vast majority of the citations addressed labels on chemicals and Material Safety Data Sheets. The problems must be resolved or the district may face stiff fines.

A purchase order was issued to PARS Environment Incorporated for the purpose of completing the five year Right-to-Know update which will address most of the citations.

The district has used PARS for approximately twenty years to assist with Right-to-Know.

There are two reasons for the current situation. First, the school administration has not been as proactive as possible maintaining the required paperwork and labeling the chemicals. Second, the Right-to-Know regulations continue to change which requires continual updating of school records.

**SCHOOL SAFETY**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item A:

1. Recommend approval to adopt the attached procedure for Medical Emergency (Including

Cardiac Arrest) effective immediately. (**Attachment**).

Informational: There are three elements of Janet’s Law that every school must implement. The first element is to have Automatic Electronic Deliberators (AED) in strategic locations in the school buildings and on the playing fields. The Paulsboro Public Schools now have 16 AEDs deployed throughout the schools and carried by coaches and the Athletic Trainer.

The second element of Janet’s Law is to have an action plan in place for medical emergencies including sudden cardiac arrest. The above procedure is a revision of the Medical Emergency procedure which is part of the district Emergency Response Manual. The Interim Superintendent revised the procedure so that it includes the required components of Janet’s Law. Instructional Coach Matthew Browne is currently updating the entire Emergency Response Manual.

The final element of Janet’s Law is AED/CPR (Cardio-Pulmonary Resuscitation) training. Interim Athletic Director Bob Mannino is now arranging for 5 staff members in each building to receive the mandated AED/CPR training. The Board of Education already purchased this training via the company that supplied the AEDs. The training will most likely take place on either Monday, November 24, 2014 or Tuesday, November 25, 2014. These are early dismissal days in grades PreK-8 so the training will have a limited impact on instructional time. Some additional training may need to be purchased and conducted during the first week of December 2014.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item B:

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature Imposed** | **Other Measure** |
| BECC102214001 | 10/22/2014 | Complete | Non-Actionable HIB | Charisse Franklin, Anti-Bullying Specialist | Counseling | NA |
| BECC091914001 | 09/19/2014 | Complete | Non-Actionable HIB | Charisse Franklin, Anti-Bullying Specialist | NA | NA |
| PHSJR102314001 | 10/23/2014 | Complete | Non-HIB | Mildred Tolbert, Principal | None - the incident did not warrant any corrective action | NA |
| PHSJR102814001 | 10/28/2014 | Complete | Intentional (without hate speech) and designed to harass, intimidated, or bully | Christie Rego-Konzik | Out of School Suspension -2 days | Parent Conference and Schedule Change |
| PHS102814002 | 10/28/2014 | Complete | Intentional (without hate speech) and designed to harass, intimidated, or bully | Christie Rego-Konzik | In- School Suspension | Parent Conferences |

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

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational
2. Fluoride Treatments

At the October 30, 2014 meeting of the Board of Education, the Interim Superintendent presented the Nursing Services Plan for review. One element of the plan indicated that the School Nurses continue to provide fluoride treatments to students. In fact, the number of treatments increased from 5,966 to 8,208.

The Interim Superintendent verified that the water in Paulsboro is not fluorinated. He also contacted the Gloucester County Board of Health to determine the requirements for fluoride treatments. A representative of the Board of Health stated that it is not a mandate that water supplies be fluorinated nor is it required that schools give the fluoride treatments. Paulsboro Public Schools have provided the fluoride treatments for at least 25 years. The supplies are provided by the Gloucester County Board of Health.

1. Violence, Vandalism and Substance Abuse

The following cases of Violence, Vandalism and Substance Abuse were investigated and confirmed since the last report to the Board of Education. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism and Substance Abuse.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| LOUD001 | 10/15/2014 | Complete | Violence/Robbery  Bicycle | Phil Neff, Principal | Police Notified, No complaint filed | Greater than $10 |
| LOUD002 | 10/16/2014 | Complete | Violence/Robbery  Bicycle | Phil Neff, Principal | Police Notified, No complaint filed | Greater than $10 |
| LOUD003 | 10/31/2014 | Complete | Violence – Threat | Phil Neff, Principal | Out of School Suspension 1 day, conference with parent | NA |
| PHSJR002 | 10/15/2014 | Complete | HIB – Sex Offense | Christie Rego-Konzik, Counselor | (2646) Police Notified, No complaint Filed | NA |
| PHS016 | 10/24/2014 | Complete | Misconduct – Smoking/Use of tobacco products | James Pandolfo, Assistant Principal | (2704) Out of School Suspension 3 days | NA |
| PHS017 | 10/14/2014 | Complete | HIB/Cyber Bullying | Christie Rego-Konzik, Counselor | (2388, 2601, 2644) In School Suspension, Parent conferences | NA |

1. Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Drill** | **Notation** | **School** | | |
| **Paulsboro Senior High School**  **and**  **Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/11/14, 10/21/14, 11/13/14 | 9/8/14, 10/6/14, 11/5/14 | 9/8/14, 10/7/14, 11/4/14 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  | 10/2/14 |
| Lockdown | Each school must conduct two annually | 9/23/14 |  | 9/15/14 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Other Drills | Each school must conduct two annually | Shelter In Place  10/2/14 | Shelter In Place 9/15/14 |  |
| Bus Evacuation | Conduct two annually | 11/3/14 | 10/16/14 | 11/4/14 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Districtwide 11/19/14  The Phone Blaster is used to notify staff and parents of emergency school closings. In the event that Phone Blaster fails, each school also has an emergency telephone chain to notify staff members of school closings. Network broadcast media, the district website and Comcast are also used to notify the parts/community of emergencies. | | |

**EXECUTIVE SESSION**

None

**NEXT PUBLIC SESSION**

Thursday, December 18, 2014 - 7:00 PM

Regular Meeting – 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.

Motion made by Stevenson, seconded by Walter and unanimously carried (8-0) to adjourn the meeting at 8:56p.m.

Respectfully submitted,



Business Administrator/Board Secretary