**PAULSBORO BOARD OF EDUCATION**

**February 27, 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 President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:05 p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator and Board Secretary, and student representative, Tahje Thomas. Ms. Eastlack, Mrs. Giampola, Mr. Lisa and Mrs. Stevenson were absent.

**NOTE**: ^ in the left margin means this item may be voted on by the member of the Board representing Greenwich Township.

**PRESENTATION – STUDENT OF THE MONTH**

Assistant Principal, James Pandolfo introduced the Students of the Month and their parents and/or guardians at Paulsboro High School to the Board. The Students of the Month were:

|  |  |  |  |
| --- | --- | --- | --- |
| Grade 12 | Timothy Robinson | Grade 12 | Cassius Carter |
| Grade 11 | Destiny Gregory | Grade 11 | Anthony Francesco |
| Grade 10 | Stephen Mancini | Grade 10 | Carly Picken |
| Grade 9 | Allison Coyle | Grade 9 | Matthew Pettinichio |
| Grade 8 | Alejandra Perez | Grade 8 | Aaliyah Coles |
| Grade 7 | Amaya Walls | Grade 7 | Amaya Reed-Clark |

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

1. On Wednesday, February 12, 2014, the new district website went online. Commendations to Computer Technician Joseph Magazu and Website Content Writer Susan Schaffer for making this possible.

2. At its September 25, 2013 meeting, a member asked if it is possible to add “computer science” to the curriculum at Paulsboro High School.

Response: On Monday, February 10, 2014, Freeholder Heather Simmons met with the Interim Superintendent to discuss the possibility of establishing a STEM Academy in cooperation with Rowan University and industrial partners. She is now setting up a meeting with officials of Rowan University to continue discussions of this concept.

Also please refer to the grant application being recommended below relative to computer certification training in cooperation with the Educational Information and Resources Center (EIRC). In addition, please refer to the recommendation below relative to the ExxonMobil Introduce a Girl to Engineering program.

3. At the January 30, 2014 meeting of the Board of Education, a member asked if the new district website could have a parent sign-in feature. The member also asked if the website had a “counter” to determine how often it was viewed.

Response: There is a sign-on for staff/teachers that will allow them into what will become the "*intra*net" site, which gives them access to things like forms and internal documents. There is no feature, however, that allows parents to login. There is, however, a parent portal as part of the student management software - Genesis.

The website host does not offer a counter that can be placed on the site. The Computer Technician is determining if there are any analytics for the website. If not, there are free tools that may be useful to get some of the usage information.

4. At the January 30, 2014 meeting of the Board of Education, members asked if they could be added to Phone Blaster.

Response: All members of the Board of Education are now included in Phone Blaster.

 5. At the January 30, 2014 meeting of the Board of Education, a member asked if the Assistant Athletic Director needs to hold administrative or supervisory certification.

Response: The Interim Superintendent consulted with the certification officer at the Gloucester County Office of Education who stated, “The position needs a Standard Principal license or Supervisor license.” Please see Student Activities below.

6. At the January 30, 2014 meeting of the Board of Education, a member asked if the home school district receives attendance reports for students who are homeless and temporarily attending school elsewhere.

Response: Paulsboro does receive attendance reports. Receiving the attendance report is part of the procedure to authorize payment of tuition.

7. At the January 30, 2014 meeting of the Board of Education, a member asked if any school

 districts are pursuing the costs of PARCC testing as an unfunded mandate.

Response: The Interim Superintendent surveyed his peers in Gloucester County. None of the Superintendents were aware of legal cases related to PARCC testing as an unfunded mandate. Some Boards of Education have adopted resolutions seeking relief from the PARCC mandate due to the high cost. The resolutions seem to have fallen on deaf ears at the New Jersey Department of Education.

8. At the January 30, 2014 meeting of the Board of Education, a question was asked about training requirements for members of the policy making body. Specifically, they wanted to know about Harassment, Intimidation and Bullying (HIB) training.

 Response: The Business Administrator will review the training requirements then update each member of the Board of Education required training they must take.

**NEW BUSINESS**

^Motion by Lozada-Shaw, seconded by Hamilton to approve to conduct a special meeting of the Board of Education in order to review the preliminary budget for the 2014-2015 school year on Thursday, March 6, 2014. The Board of Education will meet in the Paulsboro High School Library at 7:00 PM.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa and Mrs. Stevenson.

 Motion carried

On Monday, February 10, 2014, the Teacher Recognition Committee met to select the Governor’s Teacher Recognition Award Recipients for the 2013-2014 school year. The recipients are:

 Billingsport Early Childhood Center Erica Highley

 Loudenslager Elementary School Anthony Petrutz Paulsboro High School Susan Schaffer

Informational: The Governor’s Teacher Recognition Award recipients will be honored by the Gloucester County Office of Education at a luncheon conducted on Thursday, April 10, 2014. The Paulsboro Board of Education will conduct a reception for the Governor’s Teacher Recognition Award recipients, Teacher of the Year Tara Stahl as well as all previous honorees. The reception will take place just prior to the Board of Education meeting on Thursday, May 29, 2014.

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

^Motion made by Lozada-Shaw, seconded by Walter to approve the following:

* + - * Minutes of the following meetings:

 Regular Meeting - January 30, 2014

 Executive Meeting - January 30, 2014

 Budget Meeting - February 15, 2014

* + - * To transfer from capital reserve the costs for replacement equipment for Loudenslager Elementary insurance claim Wednesday January 8, 2014.

Informational:  Invoices will be submitted to the insurance company for reimbursement.  To date, purchase orders totaling $140,000 have been issued to vendors for wiring and switches.  Cost of replacement equipment damaged in the room is still pending.  Administration is estimating the total cost not to exceed $180,000.  If the reimbursement is not received prior to year end this money will not become surplus.  An accounts receivable will be set up and the money will be returned to the capital reserve. This action is recommended on advice of the Auditor.

* + - * Budget transfers:

| From Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-000-240-103-00 | School AdministrativeSalaries | 11-000-240-105-00 | School Administrative Salaries | $56.00 |
| Reallocate Department Budget |
| 11-240-100-101-00 | Bilingual Instruction Salaries-Teachers | 11-240-100-610-10 | Bilingual Instruction General Supplies | $273.00 |
| Reallocate Department Budget |

* + - * Cash Receipts Report – January 2014
			* Reports of Secretary to Board of Education –January 2014

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – January 2014** |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: January 2014 | Beginning  | Receipts | Disbursements | Ending Cash |
|  | Cash Balance | This Month | This Month | Balance |
| General Fund |  $ 1,903,442.34  |  $ 1,164,048.11  |  $ 1,930,417.89  |  $ 1,137,072.56  |
| Special Revenue |  37,764.49  |  77,751.00  |  114,087.03  |  1,428.46  |
| Debt Service |  -  |  -  |  -  |  -  |
| Food Service |  69,786.94  |  47,922.56  |  97,041.19  |  20,668.31  |
|  |  |  |  |  |
| Total Government Funds |  $ 2,010,993.77  |  $ 1,289,721.67  |  $ 2,141,546.11  |  $ 1,159,169.33  |
|  |  |  |  |  |
| **SECRETARY’S REPORT** |  |  |  |  |
| Cash: January 2014 |  |  |  |  |
| Total Governmental Funds  |  $ 2,010,993.77  |  $ 1,289,721.67  |  $ 2,141,546.11  |  $ 1,159,169.33  |
|  |  |  |  |  |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |  |  |  Disbursements  |
|  Beginning Balance  |  $ 11,259,784.71  |  |  |  $ 10,414,381.61  |
|  Receipts – Month  |  1,289,721.67  |  |  |  2,141,546.11  |
|  Receipts to Date  |  $ 12,549,506.38  |  |  |  $ 12,555,927.72  |
|  |  |  |  |  |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,621,022.56  |  $ 9,409,883.87  |  $ 6,961,158.95  |  $ 5,249,979.74  |
|  Special Revenue  |  2,068,642.00  |  704,018.07  |  599,862.40  |  764,761.53  |
|  Debt Service  |  289,899.00  |  285,198.00  |  4,700.00  |  1.00  |
| Food Service |  912,320.94  |  338,758.62  |  92,633.44  |  480,928.88  |
|  TOTALS  |  $ 24,891,884.50  |  $ 10,737,858.56  |  $ 7,658,354.79  |  $ 6,495,671.15  |

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.

* + - * Payment of bills that are duly signed and authorized.
			* Resolutions

 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 January 31, 2014.

|  |  |  |
| --- | --- | --- |
|  |  Anticipated  |  Cash Received  |
|  |  Budget  | as of January 31, 2014 |
|  |   |   |
| Taxes |  $ 5,376,765.00  |  2,777,730.51  |
| Tuition - Gibbstown |  1,375,156.00  |  557,730.14  |
| Tuition - Other LEA's |  -  |  36,355.04  |
| Miscellaneous |  388,790.00  |  68,775.89  |
| State Aid |  12,091,969.00  |  5,597,051.00  |
| Extraordinary Aid |  84,267.00  |   |
| SEMI |  80,000.00  |  18,801.36  |
|  |  $ 19,396,947.00  |  $ 9,056,443.94  |

 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 January 31, 2014.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday, February 27, 2014

 Pursuant to NJAC 6A:23-2.11(c) 3, I, Jennifer Johnson, Business Administrator to the Board of

Education, certify that as of January 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:23-2.11(a).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday, February 27, 2014

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 January 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.

Roll Call Vote: Mr. Chapkowski, , Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

**SUPERINTENDENT’S REPORT**

**PERSONNEL**

NOTE: All appointees must have completed criminal history background checks and certificate/license requirements along with all necessary paperwork prior to board action unless otherwise noted.

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve a list of substitute teachers from Source 4 Teachers.

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.

Approve to accept the resignation with intent to retire of Cafeteria Worker Crystal Henderson effective July 1, 2014.

 Informational: Ms. Henderson served the Paulsboro Public Schools for 28 years.

Re-approve Paulsboro High School Teacher Susan Schaffer to the position of Website Content Administrator from February 1, 2014 – June 30, 2014 at a salary of $3,300.

 Informational: The Board of Education approved Ms. Schaffer as the Website Content

 Administrator at its January 30, 2014 meeting. At that time, the Interim Superintendent incorrectly stated that the salary was to be “prorated.” Due to the heavy workload during the first months of bringing the new website online, Ms. Schaffer and Dr. Quint agreed that she would receive the full salary during the second half of the 2013-2014 school year.

Approve a Personal Day Bank Procedure.

 Informational: The Board of Education, in the past, allowed employees to donate personal days to a colleague who was on medical leave but was having their salary docked because they had used all of their available leave (sick, personal, vacation, etc.). The procedure for these donations was never formalized or adopted by the Board of Education. As a result, the administration was in a “reinvent the wheel” situation every time a request was made. This was both time consuming and led to inconsistency. The President of the Paulsboro Education Association, Payroll Secretary and Interim Superintendent developed the recommended procedure. The Paulsboro Administrators Association also reviewed and approved the procedure.

Approve to adjust the stipend of the following Paulsboro High School Department Chairpersons retroactively to September 1, 2014. Stipends are as per agreement with the Paulsboro Education Association and have been verified with each of the Chairpersons.

|  |  |  |
| --- | --- | --- |
| **Department** | **Chairperson** | **Stipend** |
| Fine and Practical Arts | Margaret LaDue | $1,560 Note 1 |
| Guidance/Nurse | Vincent Giovannitti | $1,660 |
| Junior High School | Judith Hathaway | $1,560 |
| Science | Shane Kovalesky | $ 904 Note 2 |
| Special Education | Monica Garner  | $2,080 |

 Note 1: Includes five duty free periods as a result of two departments being combined under one Chairperson. This is not specifically delineated in the agreement with the Paulsboro

Education Association but seems fair based on other departments that were combined.

 Note 2: Includes $124 (0.2 x $620) because the Chairperson only has 4 of 5 duty free periods.

Informational: The Interim Superintendent researched the above stipends. He determined that the stipends had been incorrectly calculated and, in turn, approved by the Board of Education. He consulted with each Chairperson prior to making the above recommendation. He also informed the President of the Paulsboro Education Association.

Approve to pay Paulsboro High School Teacher Michael Calabrese $620 in lieu of five duty free periods in addition to his stipend (3 x $260) for his work as Social Studies Department Chairperson.

Informational: Mr. Calabrese is in the unusual situation of being both A-V (Audio-Visual) Coordinator and Social Studies Department Chairperson. Each position is entitled to a stipend plus five duty free periods as per agreement with the Paulsboro Education Association (PEA). He is currently receiving the correct stipend for each position. He is also receiving five duty free periods for his work as A- V Coordinator. It is impossible to provide the additional five duty free periods for Social Studies Department Chairperson. The agreement with the PEA indicates that some Department Chairpersons receive $620 in lieu of the duty free periods. While Social Studies is not one of these departments, it seems appropriate in this case to provide the additional stipend. Both Mr. Calabrese and PEA President JoAnne Gayeski agree that this arrangement is not precedent setting.

Approve Paulsboro High School Teacher of Spanish Clara Davis to work a total of 5 hours per week at a rate of $32 per hour as per agreement with the Paulsboro Education Association for the purpose of providing mandated English Language Services (ELS) to six Paulsboro High School Students.

Informational: At the October 30, 2013 meeting of the Board of Education, Ms. Davis was approved to work 3 hours per week to provide ELS to four Paulsboro High School students. Since then, two additional students transferred into Paulsboro School who are eligible for ELS. Each student must receive two hours of ELS instruction per week. In addition to the five hours of work recommended here, Ms. Davis receives 3 duty free periods per week to provide ELS. ELS is required for students who are not yet proficient in the English language.

Approve confirmation of the Judgment of Conviction and Order for Commitment for Michael Furey (former Paulsboro High School teacher). This document indicates that Mr. Furey is “forever disqualified from holding any office or position of honor, trust or profit under the State of New Jersey or any of its administrative or political subdivisions.” As a result, Mr. Furey forfeited his employment with the Paulsboro Board of Education effective no later than December 9, 2013,

Informational: This matter was reviewed by School Attorney Philipp Duvilla. The administration is finalizing the required paperwork relative to benefits as per the COBRA regulations.

Approve to change the status of Paulsboro High School Long-Term Substitute Teacher Paige Foulk to Teacher effective Monday, March 3, 2014. Ms. Foulk is already receiving the salary, benefits and other conditions of employment provided to teachers as per agreement with the Paulsboro Education Association. Ms. Foulk holds a Standard Certificate for Teacher of Biological Science. This recommendation also includes approval to make Ms. Foulk eligible to earn tenure circa September 1, 2014. Ms. Foulk has worked full-time as a science teacher at Paulsboro High School since September 1, 2010.

Informational: Ms. Foulk was originally hired and continues to work as a Long-Term Substitute Teacher to replace Michael Furey (Please see above).

Approve to create the position of Supervisor of Technology and job description.

Informational: The only technology position that currently exists in the district is Computer Technician. Computer Technicians are non-supervisory employees who are represented by the Paulsboro Education Association (PEA). A job description exists for Computer Network Administrator but the position is vacant. The title of “administrator” implied that the Computer Network Administrator holds administrative/supervisory credentials from the New Jersey Department of Education. This was not a requirement for this post. As a result of the title, the Computer Network Administrator was represented by the Paulsboro Administrators Association (PAA). Supervisor of Technology is a non-represented position similar to the Supervisor of Support Staff and Supervisor of Food Services. The Interim Superintendent reviewed this matter with the presidents of the PEA and PAA.

Approve a revised job description for the position of Computer Technician.

Informational: The existing job description is very old. Since technology has changed dramatically over the years, the job description no longer accurately reflects the duties of a Computer Technician.

Re-approve the leave of absence for Paulsboro High School Teacher of Art Christine O’Malley as follows:

 Monday, December 9, 2013 – Friday, December 20, 2013 – With pay and benefits by use of

 accumulated sick leave as well as the concurrent use of Federal Family Leave.

 Saturday, December 21, 2013 – Tuesday, March 4, 2014 – Without pay but with benefits via

 Federal Family Leave.

 Wednesday, March 5, 2014 – Friday, March 7, 2014 – With pay and benefits by use of

 accumulated personal days as well as the concurrent use of Federal Family Leave.

 Informational: The Board of Education originally approved Ms. O’Malley’s leave at its meeting on October 30, 2013. Ms. O’Malley requested an extension of one week to the original leave.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa and Mrs. Stevenson.

 Motion carried

Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve the appointment of Sherry Burl via Letter of Intent to the position of part-time Instructional Aide assigned to the Resource Room at Loudenslager Elementary School at a rate of $19.86 – Step 1 for 19 hours/week effective Monday, February 24, 2014 for the remainder of the 2013-2014 school year. The Board of Education granted the Interim Superintendent authority to fill this position via Letter of Intent at its meeting on Thursday, January 30, 2014.

 Informational: The Board of Education created two part-time positions for Resource Room Instructional Aides at its meeting on October 30, 2013. Ms. Burl is the second of the two aides to be hired. Stephanie Bucco was also hired to fill one of the 19 hour aide positions. She was recently transferred to a long-term substitute teaching position at Billingsport Early Childhood Center. As a result, the administration is seeking a part-time Instructional Aide to replace Ms. Bucco until she returns from her temporary assignment.

Approve the leave of absence for Billingsport Early Childhood Center Pre-Kindergarten Teacher Veronica Kirschling as follows:

Thursday, January 2, 2014 – Monday, March 31, 2014 with salary and benefits via accumulated sick leave and the concurrent use of the Federal Family Leave Act.

Informational: Appropriate medical documentation is on file. At its January 30, 2014 meeting the Board of Education accepted Ms. Kirschling’s resignation with intent to retire effective Tuesday, April 1, 2014.

Approve the leave of absence for Billingsport Early Childhood Center Aide Barbara Murphy as follows:

Tuesday, January 14, 2014 – Wednesday, February 26, 2014 with salary and benefits via accumulated sick/personal leave. Beginning on Monday, February 10, 2014 the concurrent use of Federal Family Leave also occurs.

Thursday, February 27, 2014 – until she returns to work - without pay but with benefits via the Federal Family Leave Act (up to 12 weeks with appropriate medical documentation).

Informational: Appropriate medical documentation is on file. Employees are only entitled to use the Federal Family Leave Act for 12 weeks in a 12 month period. In this case, Ms. Murphy becomes eligible to use the Federal Family Leave Act on Monday, February 10, 2014.

Approve the childbearing/childrearing leave of absence for Billingsport Early Childhood Center Teacher Erica Kilgus as follows:

Friday, May 30, 2014 - Friday, June 13 with benefits and pay via accumulated sick leave.

Monday, June 16, 2014 - Last day of the school year during June 2014 without pay.
Benefits will already have been paid.

This recommendation is contingent upon Ms. Kilgus providing appropriate medical documentation.

 Informational: Ms. Kilgus began work in the district on September 1, 2013. She will not

 become eligible for the Family Leave Act until September 1, 2014.

Approve to adjust the salary and step on guide of Loudenslager School Teacher Christina Roberts to MA Step G - $48,508 effective February 1, 2014.

Informational: At its January 30, 2014 meeting, the Board of Education approved the Interim Superintendent’s recommendation to move Ms. Roberts to the MA salary guide. At that time, he placed her at MA Step E which was an error. The above recommendation corrects that error.

Approve to transfer Billingsport Early Childhood Center (BECC) First Grade Teacher Candell Maxie to the position of Prekindergarten Teacher at the same school effective as soon as a replacement can be hired to replace her.

Informational: Ms. Maxie replaces Veronica Kirschling who is currently on medical leave until she retires. The Prekindergarten position was posted. Ms. Maxie applied for the position and was interviewed by BECC Principal Paul Bracciante. Ms. Maxie is an experienced teacher at the Prekindergarten level.

Approve appointment of Kristen Urban-Duffield to the position of Long-Term Substitute Teacher assigned to the first grade at Billingsport Early Childhood Center (BECC) effective Monday, March 3, 2014 until the end of the 2013-2014 school year. Ms. Duffield will earn BA Step A- $42,307 prorated as per the agreement with the Paulsboro Education Association. This recommendation is pending Ms. Duffield providing her original certificate. Ms. Duffield is a first year teacher so she will be entered into the New Jersey Provisional Teacher Program.

Informational: BECC Principal Paul Bracciante and Interim Superintendent Walter Quint interviewed candidates. Mr. Bracciante checked references. Ms. Duffield will replace Candell Maxie who is being transferred to Prekindergarten at BECC. Ms. Maxie replaces Veronica Kirschling who is retiring.

Ms. Urban will work with Ms. Maxie for two days prior to her transfer to Prekindergarten. Ms. Maxie will, in turn, work with the substitute covering for Ms. Kirschling for two days prior to taking over the class.

Approve appointment of Alexis Browne to the position of Long-Term Substitute Part-Time (19 hours per week) Instructional Aide assigned to Resource Room at Loudenslager Elementary School effective Monday, March 3, 2014 until Monday, May 5, 2014 (or as soon as Stephanie Bucco returns from temporary assignment). Ms. Brown will earn $19.86 per hour as per agreement with the Paulsboro Education Association.

Informational: Loudenslager School Principal Mildred Tolbert and Interim Superintendent Walter Quint interviewed candidates. Dr. Quint and Ms. Tolbert checked references. Ms. Brown replaces Stephanie Bucco who is on temporary assignment to a teaching position at Billingsport Early Childhood Center.

Approve appointment of Karolyn Adams to the position of Learning Disabilities Teacher/Consultant (LDT/C) effective circa May 1, 2014 (or as soon as she is released from her current position) until the end of the 2013-2014 school year. Ms. Adams will earn MA Step M – $68,790 prorated as per agreement with the Paulsboro Education association. Ms. Adams will remain at Step M for the 2014-2015 school year. This recommendation is pending verification of experience and report of archived criminal history background check.

Informational: Director of Special Services John Giovannitti, LDT/C Andrea Blandy and Interim Superintendent of Schools Walter Quint interviewed candidates. Mr. Giovannitti and Dr. Quint checked references. Ms. Adams replaces Janet Jenkins who retired at the end of the 2012-2013 school year.

Re-approve the childbearing/childrearing leave for Billingsport Early Childhood Center First Grade Teacher Lindsay Walsh as follows:

 Monday, January 13, 2014 - Tuesday, April 1, 2014 with pay and benefits by using 51 days

 accumulated sick leave as well as the concurrent use of Federal Family Leave.

 Wednesday, April 2, 2014- Monday, April 14, 2014 without pay but with benefits via Federal Family Leave. This completes the allowable 60 days of Federal Family Leave.

Tuesday, April 15, 2014 - Friday, May 2, 2014 without pay but with benefits via New Jersey Family Leave for the purpose of childrearing.

 Informational: The Board of Education originally approved the leave of absence at the meeting

conducted on November 20, 2013. Ms. Walsh has provided the required documentation from her physician.

Roll Call Vote: Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 5 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa and Mrs. Stevenson.

 Motion carried

Informational:

 The following are paid class covers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High School** | **Loudenslager****Covers****2013-2014** | **Billingsport****Covers****2013-2014** |
| **Average Last****5 years** | **Range** | **2013-2014** |
| **September** | **1.4** | **0-3** | **6** | **0** | **0** |
| **October** | **23.4** | **9-46** | **40** | **0** | **0** |
| **November** | **32.8** | **19-53** | **44** | **0** | **0** |
| **December** | **39.8** | **31-62** | **65** | **0** | **0** |
| **January** | **43.0** | **15-69** | **45** | **0** | **0** |
| **February** | **38.4** | **12-53** |  |  |  |
| **March** | **63.0** | **28-96** |  |  |  |
| **April** | **47.0** | **36-65** |  |  |  |
| **May** | **86.8** | **65-127** |  |  |  |
| **June** | **30.6** | **22-42** |  |  |  |
| **Total** |  |  | **200** | **0** | **0** |

**STAFF AND CURRICULUM DEVELOPMENT**

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve Paulsboro High School Guidance Counselor Christie Rego-Konzik to attend the New Jersey Assessment of Skills and Knowledge (NJASK) District Test Coordinator Training on Thursday, March 20, 2014 in Mount Laurel, New Jersey. There is no cost to the Board of Education.

Informational: NJASK is a test mandated by the New Jersey Department of Education (NJDOE) for all students in grades 3-8. Each school where the test is administered should have a trained coordinator on site to be certain that the examination is administered as per NJDOE requirements.

Approve Arcadia University Student Brandon Bay to complete his career internship in Modern Languages from Friday, February 28, 2014 to Friday, May 2, 2014 at Paulsboro High School. Mr. Bay will complete this experience under the supervision of Paulsboro High School Italian Teacher Salvatore Rotondo.

Informational: During this internship the student will observe class prior to gradually taking over some teacher duties for his cooperating teacher. A professor from Arcadia University will also conduct at least four meetings with the intern and at least one visit to the classroom. Mr. Bay is a 2009 graduate of Paulsboro High School and a former student of Mr. Rotondo.

Approve the curriculum guides for Paulsboro High School courses in Culinary Arts and Journalism.

Informational: The above curricula were recently rewritten so that they match New Jersey Department of Education standards as well as reflect best practices. The Interim Superintendent will bring a copy of the documents to the meeting for the convenience of members of the Board of Education. Members of the Board of Education can also review the documents in advance by contacting the Interim Superintendent. All courses of study are on file in the Office of the Director of Curriculum.

Approve for Speech-Language Specialist Kristin Shute to attend the New Jersey Speech-Language-Hearing Convention on Friday, May 2, 2014 in Long Branch, New Jersey. Cost to the district is $175 for registration.

Informational: Workshop topics include Developing Self-Esteem and Strength in Children with

Disabilities, Response to Intervention, and School Affairs Update. If approved, this will be the third workshop that the Board of Education has supported for Ms. Shute during this school year. This workshop is imperative because Ms. Shute must maintain her certification to sign Medicaid reimbursement forms for the school district. The reimbursement is for special education services and evaluations that “straddle” educational and medical services. Last year the Paulsboro Public Schools received $83,457.55 from Medicaid.

Approve Supervisor of Support Staff Jack Henderson to attend Workplace Safety and Occupational Safety and Health Act (OSHA) Compliance 2014. Cost to the Board of Education $199 for registration.

Informational: Mr. Henderson is the district Asbestos Hazard Emergency Response Officer, Safety Coordinator and Indoor Air Quality Designee so this workshop directly relates to his duties.

Roll Call Vote: Mr. Chapkowski, , Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Motion made by Lozada-Shaw, seconded by Walter to approve Drexel University Student Sherry Burl to complete 10 hours of classroom observation from Friday, February 28, 2014 to Friday, March 21, 2014 at Billingsport Early Childhood Center (BECC). Ms. Burl will complete this experience in the classroom of BECC Kindergarten Teacher Prudence Hanly.

Informational: Ms. Burl is a teacher education student at Drexel University and a resident of Paulsboro. If approved above, she will also be an employee of the Paulsboro Public Schools.

Roll Call Vote: Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 5 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Informational:

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7th |  90 |
| 8th |  82 |
| 9th |  85 |
| 10th | 105 |
| 11th |  82 |
| 12th |  68 |
| TOTAL | **512** |

 2. The following are school and 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 | 7 | 4 |  |  |  | 3 | 22 | 22 | 23 |  |
| Pre-school | 16 | 16 | 16 |  |  | 4 | 26 | 27 | 27 |  |
| K | 22 | 23 | 24 | 24 |  | 5 | 27 | 27 | 28 |  |
| 1 | 22 | 22 | 22 | 23 |  | 6 | 24 | 25 | 27 |  |
| 2 | 14 | 17 | 17 | 17 |  | Special Education | 10 | 6 |  |  |
| Special Education | 7 | 5 | 9 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **327** | TOTAL |  |  |  | **321** |

**INSTRUCTIONAL SERVICES**

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve to change the 2013-2014 School Calendar in order to account for snow emergency closings on Monday, February 3, 2014 and Thursday, February 13, 2014.

 Note: The district has now had five emergency closings due to snow. As a result, the district calendar has move exactly one week forward. The sequence of end of the year activities is now the same as originally planned just one week later.

|  |  |  |
| --- | --- | --- |
| **EVENT** | **CURRENT CALENDAR** | **CALENDAR AS A RESULT OF EMERGENCY CLOSINGS ON FEBRUARY 3, AND FEBRUARY 13, 2014** |
| Final Exams – Grade 7-12Early Dismissal Grades 7-12 only | Friday, June 13 – Thursday, June 19, 2014 | Tuesday, June 17 – Monday, June 23, 2014 |
| Convocation – PHS - 6:30 PM | Tuesday, June 17, 2014 | Thursday, June 19, 2014 |
| Loudenslager Moving Up Ceremony | Thursday, June 19, 2014 | Monday, June 23, 2014 |
| End of 4th Marking Period – Report Cards Mailed | Friday, June 20, 2014 | Tuesday, June 24, 2014 |
| Last Day of School for Students – Early Dismissal all students and staff | Friday, June 20, 2014 | Tuesday, June 24, 2014 |
| Commencement Ceremony – PHS - 6:30 PM | Friday, June 20, 2014 | Tuesday, June 24, 2014 |

Approve to submit a grant proposal in cooperation with the Educational Information and Resource Center (EIRC) to the Frank S. Flowers Charitable Trust in the amount of $10,000. The purpose of the grant is to provide COMP TIA A+ training/certification to Paulsboro High School students during a two-week summer program. The program will be hosted at EIRC in the Rowan University Technology Part located in Mullica Hill, New Jersey. There is no cost to the Board of Education.

Informational: COMP TIA A+ certification is industry recognized informational technology training. Entry-level positions tied to this certification have an average salary of $31,000-$35,000. This certification also allows students going on to college to take the next level of COMP TIA training and certification.

Approve Dr. Erik Herz, Supervisor for ExxonMobil Research and Engineering to serve as a volunteer mentor for a 9th grade student at Paulsboro High School for the remainder of the school year.

Informational: Dr. Herz will work with an individual student in order to help improve his academic performance. He will work with the student two times per month in Paulsboro High School during the school day. The mentoring sessions will take place when the student is scheduled for physical education or an elective course.

Approve to conduct a Summer School Session at Paulsboro High School in accordance with NJAC 6A:32 – 10.1-10.4. The program will begin on Monday, June 30, 2014 through Tuesday, August 5, 2014 (22 Days). Instruction will begin at 8:00AM-10:00AM for the first course and 10:15AM – 12:15 for the second course Monday-Thursday. Teachers receive 15 minutes of preparation time for each course that they teach. This recommendation includes approval to accept students from other school districts on a tuition basis. Tuition will be $250 for a five credit course. The principal of the home school district must provide written approval prior to a student attending the Paulsboro High School summer program.

Informational: If the Board of Education and Gloucester County Office approve the program, student registration will begin. At that point, the Interim Superintendent will make recommendations for teachers and other staff members for the program.

The type of summer school being recommended allows students who have failed a course during the regular school year to earn credit for that subject. Students must attend 60 hours of instruction in order to earn five credits for a course that they previously failed. Depending on demand/enrollment, courses such as Algebra, Geometry, English, United States History, Economics, World History, Biology, Chemistry, Physical Science, Spanish, Physical Education and Health will be offered for grades 9-12. In addition, mathematics, language arts-literacy, science and social studies will be offered for grades 7 and 8. A similar program was conducted last year. Tuition from out of district students was approximately $8,250. Approximately 50 Paulsboro High School students and 23 out of district students participated in the program. The summer school program enhances the graduation rate and lowers the number of students dropping out of school. Cost to the Board of Education will be approximately $20,531.

Approve homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2644 | 11 | 10 hours of instruction per week provided by the Paulsboro Public Schools at $32 per hour. |
| 1776 | 9 | 10 hours of instruction per week provided by the Paulsboro Public Schools at $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 bills the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

Approve the Paulsboro High School class taught by Mr. Vogeding to participate in the Planning for Life Program funded by the New Jersey Division of Developmental Disabilities. The facilitator for the program is Teresa Dimitri who is employed by the ARC of New Jersey. There is no cost to the Board of Education.

Informational: Planning for Life is a transition activity designed to help students move from school to adult life. Transition planning is a mandated component of Individual Education Programs (IEP).

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Approve participation in the ExxonMobil Introduce a Girl to Engineering Program on Friday, March 14, 2014. Thirty-four seventh grade girls will participate in this program for approximately one hour and forty-five minutes along with engineers from ExxonMobil and their science teacher Gina Mariano.

Informational: ExxonMobil is pleased to offer the IAGtE (Introduce a Girl to Engineering) program again to Paulsboro High School.  The purpose of the IAGtE program is to attract more girls to engineering and science by dispelling myths and increasing understanding.  Of the 2 million engineers in the United States, only 10% are female, despite the fact that for a number of years women have comprised more than 50% of college students.  ExxonMobil began participating in the program several years ago as a result of a grassroots initiative led by its engineers.   In southern New Jersey the total program features ExxonMobil women scientists and engineers from the Paulsboro site visiting over 400 girls in 9 area schools.  During the program, students will learn about careers in science and engineering as they conduct interactive demonstrations and activities, each designed to further interest and encourage participants to pursue careers in these fields. Dr. Phillip Neff serves as liaison with ExxonMobil on this initiative.

Approve homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| D.R. | 1 | Not to exceed 10 hours/ week of instruction through Brookfield Schools at $32/hr. |
| 2732 | 2 | Not to exceed 10 hours/ week of instruction through Brookfield Schools at $32/hr. |

 Informational: Please refer to the similar recommendation above.

Approve the following tuition and transportation arrangement for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Grade** | **Location of Temporary Residence** | **Home District/District Responsible for Tuition and/or Transportation** | **Tuition Amount for 2013-2014 School Year Prorated** | **Transportation** |
| L.C. | K | Paulsboro | Woodbury | $10,748 | NA |
| Z.O. | 1st | Paulsboro | Woodbury | $11,781 | NA |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school served by the temporary residence. In this case, the home district is responsible to pay tuition.

The home district is responsible to pay tuition and/or transportation cost for one year from the date the family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

Approve Student Case Number 2717 to attend the Bankbridge Early Childhood Center at the Gloucester County Institute of Technology beginning immediately for the remainder of the 2013-2014 school year. Cost to the Board of Education includes transportation to and from school as well as tuition of $15,089 for the remainder of the school year.

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. In some cases, the disability is so severe or low-frequency that it is impossible to provide the child’s education within the local school district. In these situations, students are placed in out-of-district schools.

Approve providing a summer school program (Jumpstart) to students grades K-6 with a preliminary budget as follows. The program is tentatively scheduled to take place at Billingsport Early Childhood Center between Monday, June 30, 2014 through Thursday, July 31, 2014. The program runs from Monday to Thursday. Teachers will be paid for 4 hours prior to the program for preparation. This recommendation is contingent on approval of the 2014-2015 school budget.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade Level | **Type of Staff** | **Number** | **Pay Rate ($)** | **Number of Hours****(Days x Hours/Day=Hours)** | **Total****($)** | **Funding****Source** |
| Kindergarten | Teachers | 1 | 32 | 4 x 21 = 84 | 2,688 | NoChild Left Behind |
|  | Aides | 1 | 15 | 4 x 21 = 84 | 1,848 |
| 1 and 2 | Teachers | 4 | 32 | 4 x 21 = 84 | 10,752 |
|  | Aides | 1 | 15 | 4 x 21 = 84 | 1,848 |
| 3-5 | Teachers | 3 | 32 | 4 x 21 = 84 | 8,064 |
|  | Aides | 1 | 15 | 4 x 21 = 84 | 1,848 |
| 6 | Teacher | 1 | 32 | 4 x 21 = 84 | 2,688 |
|  | Aides | 1 | 15 | 4 x 21 = 84 | 1,848 |
| PreK Disabled | Teachers | 2 | 32 | 2.5 x 21 = 52.5 | 5,376 | IndividualsWithDisabilities Education Act |
|  | Aides | 6 | 15 | 2.5 x 21 = 52.5 | 11,088 |
| Special Education 1-6 | Teachers | 5 | 32 | 4 x 21 = 84 | 13,440 |
|  | Aides | 7 | 15 | 4 x 21 = 84 | 12,936 |
| All Special Education | Case Manager | 1 | 32 | 4 x 21 =84 | 2,688 |
| Speech-Language Specialist | 1 | 32 | 35 hours | 1,120 |
| Occupational Therapy via Gloucester County Special Services School District |  |  | 10 hours x $85/hour | $850 |
| Physical Therapy via Gloucester County Special Services School District |  |  | 10 hours x $85/hour | $850 |
| All | Nurse | 1 | 32 | 4 x 21 = 84 | 10,572 | No Child Left Behind |
| Secretary | 1 | 22 | 4 x 21 = 84 | 1,848 |
|  |  |  | **TOTAL INCLUDING FICA AND UNEMPLOYMENT** | $100,063 |  |

This recommendation includes approval to purchase instructional supplies in the amount of $2,200 (Grades K-2), $1,300 (Grades 3-6) and $1,500 for Special Education. Supplies for general education classes are funded for these programs via No Child Left Behind. Individuals with Disabilities Education Act is the funding source for special education supplies.

Informational: The Paulsboro Public Schools offered an elementary summer school program for several years. Paulsboro is approved as a school-wide program for purposes of Title I Federal Funding. As such, all students are eligible to attend the summer school program provided space is available. Students receive both breakfast and lunch free of charge as part of the federal Child Nutrition Program.

Approve submitting the One-Year Preschool Program Plan Update for 2014-2015 to the New Jersey Department of Education – Division of Early Childhood Services.

Informational: The One-Year Preschool Program Plan Update must be submitted annually. The purpose of the plan is to provide a description of the district Pre-Kindergarten Program as well as the costs of operating it.

Roll Call Vote: Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 5 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Informational:

1. Mid-year Report of Paulsboro High School Student Assistance Counselor Lessie Jean Brown.

 2. Monthly Reports of Administrators

**STUDENT ACTIVITIES**

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve the American Red Cross to conduct a blood drive in the Paulsboro High School Gymnasium on Monday, April 14, 2014. There is no cost the Board of Education. Paulsboro High School Teacher Susan Schaffer and School Nurse Christine Spitale are in charge of the activity.

This recommendation is contingent on the American Red Cross providing proof of insurance. The

recommendation is also contingent on student blood donations being scheduled to the greatest extent possible during physical education classes or a time when they do not have class. The final contingency is that no teachers take class time to supervise this event.

 Informational: The American Red Cross has successfully conducted blood drives at Paulsboro High School for many years. The contingencies requested above are intended to minimize the impact on instructional time.

Approve to accept the resignation of Paulsboro High School Teacher Susan Schaffer from the position of Assistant Coach for Softball.

Informational: Ms. Schaffer decided to resign as assistant coach so that she can spend more time on her duties as Web Content Administrator.

Approve Paulsboro High School Teacher of Health and Physical Education Ashlie Gaynor as Assistant Coach for Softball during the 2013-2014 season. Ms. Gaynor will earn $4,093 – Step 1 as per agreement with the Paulsboro Education Association.

Informational: Ms. Gaynor replaces Susan Schaffer as Assistant Coach for Softball. Ms. Gaynor

 also serves as Assistant Coach for Girls Soccer and Head Coach for Girls Basketball.

Approve Head Football Coach Glenn Howard and Assistant Football Coach Nickolas Cappolina to attend the Glazer Football Clinic in Atlantic City, New Jersey on Thursday (evening) February 27, 2014 through Saturday, March 1, 2014. Cost to the Board of Education includes a substitute teacher for each coach (2 x $120) and mileage ($113).

 Informational: This clinic covers a wide variety of topics including all aspects of football coaching.

Approve the 2013-2014 Spring Season Sports Schedule for Paulsboro High School.

 Informational: The schedule is basically the same as last year.

Approve the following Volunteer Assistant Coaches for the Paulsboro High School athletic teams:

|  |  |  |
| --- | --- | --- |
| **Sport** | **Name of the Volunteer Assistant Coach** | **Background** |
| Girls Softball | Erika Knorr | Teacher in the Pittsgrove Public Schools. While a student at Rowan University she was on the softball team.  |
| Boys Track and Field | Thomas Hampel | Student Teacher at Loudenslager School. While a student at Woodbury High School he won the state championship in the 4 x 400 relay.  |
| Boys Baseball | Mandy Thomas | Teacher at Loudenslager Elementary School. Ms. Thomas is also the Head Coach for the Paulsboro High School Girls Soccer Team.  |
| Joseph Muraca | Paulsboro High School Graduate. He played baseball as a student.  |
| Brian Zane | Parent of a Paulsboro High School student and retired correctional officer.  |

Approve the Paulsboro High School wrestling coaches to conduct the South Jersey Wrestling Clinic at Paulsboro High School from Monday, July 14, 2014 – Thursday, July 17, 2014 from 9:00AM-11:30AM. The activity uses the Gymnasium and Wrestling Room. The same coaches and volunteer assistant coaches approved for the 2013-2014 school year are eligible to participate in this activity.

Informational: This has been an annual activity for many years. The program serves youngster ages 8-18. Approximately 80 students participated in this clinic last year. Paulsboro students participate free of charge while out of district wrestlers pay $150.

Approve the following volunteers to assist with the Paulsboro High School production of ***Little Shop of Horrors*.**

|  |  |
| --- | --- |
| **Volunteer** | **Background** |
| Roseanne Lombardo | Paulsboro High School teacher who also worked with the musical last year. She will assist with fundraising and concession stand.  |
| Adina Giovannitti | Paulsboro High School Secretary who also worked with the musical last year. She will assist with the concession stand.  |
| Ellen Pidliskey | Paulsboro School Aide and parent  |
| Stacy Anuszewski | Paulsboro High School Alumnus who also worked with the musical last year. She will assist with set and break down of the stage.  |
| Alicia Thomson | Also helped with the musical last year. She will help with the concession stand. |
| Rosemary Haley | Parent who will assist with make-up and costumes. |
| Jessa Buenzle | Paulsboro High School alumni who also worked with the musical last year. She will assist with set and break down of the stage. |
| Natale Morina | Paulsboro High School Alumnus who also worked with the musical last year. She will assist with the concession stand.  |
| Tim McLean | Paulsboro High School Alumni. He will assist with set and break down of the stage. |
| Norman Scott | Paulsboro High School Alumni who will help set up and break down the stage.  |
| John Riggle | Paulsboro High School Alumni who will assist with the concession stand.  |
| Michelle Carrol | Parent who will help with make-up. |
| Nate’ Beverly-Woodards | Parent who will assist with the concession stand.  |
| Andrea McFarland | Paulsboro High School Alumni who also help with the musical last year. She will help with make-up and stage set-up |
| Sean McFarland | Parent who will help with set up and break down of the stage.  |
| Sandi Nastase | Parent who will assist with the concession stand.  |
| Alexis Kelly | Parent who will assist with the concession stand.  |
| Natalie Lombardo | Paulsboro High School Alumnus who will help with make-up and set production.  |
| Justin Henry | Paulsboro High School Alumni who will assist with concessions.  |

Approve the following Paulsboro High School Teachers and Administrator to serve as chaperones for the Senior Class Trip to Florida from Monday, April 28, 2014 through Friday, May 2, 2014.

 Brenda Caltabiano Monica Garner Vincent Giovannitti

 James Pandolfo – Administrator

 Informational: Approximately 29 of the 90 members of the class of 2014 are participating in the

 Senior Class Trip.

Approve the request by Gina Morina, mother of Paulsboro High School student Gia Morina, to meet her daughter in Orlando, Florida on the Saturday, May 3, 2014 (the final day of the Paulsboro High School Senior Class Trip) then escort her home circa Monday, May 5, 2014. The following conditions are included in this recommendation:

* 1. Gia Morina must pay the full fee for the Senior Class Trip so that the return trip with the class is reserved and available in the event that her mother cannot meet her.
	2. Gina Morina must pre-arrange a meeting place and time with the Paulsboro High School administrator chaperoning the Senior Class Trip.
	3. Gina Morina must meet her daughter in person and sign a release that she is taking responsibility to “chaperone her daughter and escort her home.”
	4. If Gina Morina is unable to meet her daughter in person at the pre-arranged time and place, Gia will return home with the Senior Class.

Informational: The request is being made because Gia Morina is part of a cheerleading team that has a competition in Florida on the weekend of May 3-4, 2014. It will be inconvenient, if not impossible, for Gia to return to New Jersey with the Senior Class then travel back to Florida in time for the cheerleading competition.

Approve a Job Description for Assistant to the Athletic Director.

Informational: The New Jersey Department of Education requires Athletic Directors and Assistant Athletic Directors to hold an administrative or supervisory certificate. The Paulsboro Public Schools has, for decades, had a non-supervisory Assistant to the Athletic Director. It was always implied that the assistant was non-supervisory because the position was represented by the Paulsboro Education Association (PEA). Unfortunately, the agreement with the PEA lists the title “Assistant Athletic Director.” In addition, the person was always referred by the same title. The position was never considered to be or implemented as a supervisory position.

The recommended job description was developed by Interim Athletic Director Bob Mannino and the Interim Superintendent. At the next collective bargaining with the Paulsboro Education Association, the title should also be changed in the written agreement.

In summary, this recommendation changes the title of the position and clarifies the duties of Assistant to the Athletic Director. This is a non-supervisory post that does not require administrative/supervisory certification. This is a change of title that has no financial impact on the person currently holding the position.

Approve the field trip to Italy for Paulsboro High School Italian 3 and 4 students from Tuesday, March 24, 2015 - Thursday, April 2, 2015. Italian Teacher Salvatore Rotondo and Paulsboro High School Principal Paul Morina will chaperone and coordinate the trip. Their travel expenses are paid by the travel agent. The cost to the Board of Education includes school bus transportation to Philadelphia International Airport and substitute teachers. Specifically, four days of substitute teacher service at @ $120 per day = $480 for each teacher chaperone. Depending on participation in the trip, the Interim Superintendent may recommend additional chaperones. These chaperones must pay their own expenses for the trip. If enough students participate in the trip, the travel agent may provide additional free seats for chaperones. In this case, the money for the free seats will be divided among all participates in order to reduce the cost of their trip. All arrangements will be provided by EF Educational Tours of Cambridge, Massachusetts. Prior to participation in the trip all participants must sign appropriate permission forms including Field Trip Insurance Notice for Activities Outside of New Jersey and the United States. This recommendation is contingent on the review of any contract by the School Attorney.

Informational: Paulsboro Public Schools has taken this type of trip to this location in the past. EF Educational Tours has successfully provided travel service for these excursions. Cost to the individual students will be $2,630.

Approve Paulsboro High School Jazz Band to perform at the Gibbstown New Jersey Public Library on Thursday, April 3, 2014 between 7:00 – 8:00 PM. Paulsboro High School Music Teacher Wendy Stocker will chaperone the activity. Cost to the Board of Education is school bus/van transportation.

Informational: The group will provide a Jazz Concert for the community. In addition to being an excellent opportunity for the musicians to perform, the concert is a very positive public relations activity for the Paulsboro Public Schools.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Informational:

 1. *South Jersey Times* article dated January 24, 2014

 2. *South Jersey Times* article dated January 27, 2014

 3. *Courier-Post* article dated February 2, 2014

 4. *South Jersey Times* article dated February 4, 2014

 5. Email from Jason Morrell, West Deptford High School Athletic Director

**FINANCE**

The Interim Superintendent withdrew recommendation item C on the agenda noted below.

Recommend approval of a contract with Broadview Networks, Rye Brook NY via the Educational Information and Resources Center, Richwood, New Jersey to provide a hosted VOIP (Voice Over IP) phone system district-wide in the amount of $3,526.72 monthly for 36 months.  This recommendation is contingent on review and approval of the contract by School Attorney Philipp Duvilla.

Informational: This system will provide the district with a modern phone system as well as a significant reduction in cost over the existing system. The contract includes installation of telephones in classrooms in order to provide communications to the office.  This should enhance school safety as well as reduce interruptions to instruction caused by PA announcements. This vendor was selected during the Universal Service Fund bidding process. 74% of this contract, $2,609.77, will be funded by Universal Service Fund leaving the school portion at $916.94.  It should be noted, if Universal Service Fund funding is withdrawn/becomes unavailable, the Paulsboro Public Schools must continue the full price for this contract.

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve disposal of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 | Ice Machine | Too expensive to repair. Out of service for many years. | Metal Recycling |
| 1 | Commercial Food Mixer | The mixer is in working condition but has been out of service for many years.  | Offer for sale.  |

Approve the contract with Fibertech Networks, Rochester, NY to provide Internet and (WAN) wide area network (connection between schools) connections in the amount of $5,964 monthly for 36 months.   This recommendation is contingent on review and approval of the contract by School Attorney Philipp Duvilla.

Informational:  Currently, the schools have limited bandwidth capabilities.   As a result, educational resources such as streaming videos are not available to the teachers.   In addition, the limited connectivity may make it impossible to administer the new PARCC tests which are mandated by the New Jersey Department of Education.   The fiber optic pathway provided by Fibertech should resolve most of this problem.   This vendor was selected during the Universal Service Fund bidding process. 74% of this contract, $4,413.36, will be funded by Universal Service Fund leaving the school portion at $1,550.64.  It should be noted, if Universal Service Fund funding is withdrawn/becomes unavailable, the Paulsboro Public Schools must continue to pay the full cost for this contract.

Approve submitting a grant application for implementation of the Anti-Bullying Bill of Rights Law to the New Jersey Department of Education in the amount of $4,388.00.

Informational: The Anti-Bully Bill of Rights Law was enacted in 2010 in order to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidents of harassment, intimidation, and bullying of students that occur in school and off school premises. This grant application requests reimbursement for the stipend of the Anti-Bullying Coordinator ($4,000) and HIB related workshops for two staff members ($388).

Approve to accept 18 gallons of Cabot Wood Brightener for use in the Paulsboro High School Woodshop. The donation is valued at $360. Junna Devitt, Head of Consumer Affairs for Lowes in Turnersville facilitated the donation.

Informational:

1. The Board of Education subsidizes the cafeteria each year. The subsidy is in the range of $70,000. There are a number of reasons that the cafeteria account requires support from the Board of Education. Two of these reason are:
2. The cafeteria caters numerous school activities such as refreshments for meetings, receptions, etc. The cost of the catering should be billed to the appropriate account. This does not always occur. As a result, the cafeteria runs in deficit. This is more of an accounting issue because if the cafeteria is reimbursed for the catering, it is just “taking money from one pocket to place it in another.”
3. Students do not pay for their lunch. Approximately 68% of the students are eligible for free lunch. In addition, 6% are eligible for reduced price lunch. Some of the students that receive reduced price lunch and those that are not eligible for either free/reduced price lunch don’t pay for their meals. Said differently, they “run a tab.” As of January 31, 2014, the amount of these tabs is as follows:

 Billingsport Early Childhood Center (BECC) $158.50

 Loudenslager Elementary School $5,303.04

 Paulsboro High School $4,400.35

 Total $9,861.89

 For the past few years, BECC Principal Paul Bracciante has been working with parents to be certain that no student runs a tab in excess of $25.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Motion by Lozada-Shaw, seconded by Hamilton to approve accepting the following donations of painters’ caps to be used as part of a crafts project on Read Across America Day on Monday, March 3, 2014.

1. 325 Phil Weiss Weiss True Value, Paulsboro, New Jersey
2. 25 Customer Service Home Depot, Deptford, Jersey

Roll Call Vote: Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 5 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

 **FACILITIES**

^Motion made by Lozada-Shaw, seconded by Walter to accept the recommendations of the Superintendent to:

Approve Gloucester County Elite to use the Billingsport Early Childhood Center on Mondays, Wednesdays and Thursdays from April 1, 2014 through June 15, 2014 between 6:30 PM and 8:30 PM. The purpose of the building usage is to conduct Amateur Athletic Union (AAU) basketball practice for children between the ages of 13-15. Mr. Jarrell Bishop Sr. is in charge of this activity. This recommendation is contingent on Mr. Bishop providing the required certificate of insurance.

Informational: Principal Bracciante and Interim Superintendent Quint made Mr. Bishop aware of the requirement to submit a certificate of insurance.

Retroactively approve for Hill Studio, Paulsboro, New Jersey to use a hallway and lavatory in Paulsboro High School on Sunday, February 16, 2014 for approximately three hours. Mike Lucas was in charge of the staff filming in the school. Appropriate insurance certification was provided. The purpose of the building usage was to create a video production.

Informational: Hill Studio has used the school buildings and grounds many times to do video productions. In this case, the studio learned of the project too late to seek advanced approval from the Board of Education. The Interim Superintendent approved the building usage and is now respectfully requesting approval from the Board of Education.

Roll Call Vote: Mr. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

**SCHOOL SAFETY**

^Motion by Lozada-Shaw, seconded by Walter to approve the Board of Education to confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB).

**Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| PHS011714001 | 01/17/2014 | Complete | Non-HIB | Melba Moore-Suggs – Anti-Bullying Specialist | NA | Schedule Change |
| PHS011014002 | 01/10/2014 | Complete | Non-HIB | Melba Moore-Suggs- Anti Bullying Specialist | Student 1 – Detention Student 2 – In School Suspension Student 4 – Out of School Suspension. Victim’s mother filed charges against all 3 students | Counseling |
| PHS011714003 | 1/17/2014 | Complete | Self-Defense/ RetaliationConfirmed HIB | Melba Moore- Suggs-Anti-Bullying Specialist | Schedule Change for the students at Paulsboro High School | Information was faxed to Loudenslager about this incident, 2 of the students involved attend that school |
| PHS121313002 | 12/13/2013 | Complete | Non-HIB | James Pandolfo, Assistant Principal | NA | Contacted Greenwich Township, Holcomb Bus Company, and parent of the student involved. |

 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. Chapkowski, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 6 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Motion by Lozada-Shaw, seconded by Walter to confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB).

 **Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| BECC012414001 | 01/24/2014 | Complete | Intentional without hate speech | Lisa Calabrese – School Counselor | Increased supervision of students before and after school | Parent was advised to pick up child after school |

Informational: Please refer to the previous recommendation.

Roll Call Vote: Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, and Mr. Walter voting 5 YES; 4 Absent Ms. Eastlack, Mrs. Giampola, Mr. Lisa, and Mrs. Stevenson.

 Motion carried

Informational

1. 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 circa September for the prior school year.

**Violence, Vandalism and Substance Abuse Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| BECC004 | 1/24/2014 | Complete | Harassment, Intimidation, and Bullying – Inappropriate Touching | Lisa Calabrese – School Counselor | Parent Conference | NA |
| LOUD013 | 1/8/2014 | Complete | Harassment, Intimidation, and Bullying – Violence – Threat | Mildred Williams – Principal | Out of School Suspension – 8 daysStudent was placed on home instruction conducted at Paulsboro High School during the evening pending final review and disposition by the Interim Superintendent | NA |
| LOUD014 | 2/3/2014 | Complete | Violence – fight | Mildred Williams – Principal | Out of School Suspension – 2 days | NA |

2. The New Jersey Department of Education requires schools to conduct the types of safety drills reported below.

**Report of School Safety Drills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Drill** | **Paulsboro High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire | 9/11/13, 10/24/13, 11/5/13, 12/19/13, 1/31/14 | 9/5/13,10/15/13, 11/18/13, 12/4/13, 1/27/14 | 9/6/13, 10/21/13, 11/5/13, 12/19/13, 1/27/14 |
| Shelter-in-Place | 10/8/13, 1/29/14 |  |  |
| Bomb Threat |  | 10/22/13 |  |
| Lockdown | 9/23/13, 11/20/13, 12/12/13 | 9/10/13, 12/19/13 | 9/10/13, 1/2/14 |
| Evacuation (Non-Fire) |  | 11/20/13 | 10/4/13 |
| Bus Evacuation | 10/3/13, 10/15/1310/8/13 (Greenwich Twp.)10/10/13 (GCIT) | 10/4/13, 10/8/13, 10/13/13 | 10/3/13, 10/10/13, 10/15/13 |
| Active Shooter | 11/27/13 | 1/21/14 | 11/26/13, 12/11/13 |
| Test of Communication System | * All district administrators were trained to use the Phone Blaster system on Monday, November 25, 2013.
* Member of the Paulsboro Police Department will be trained to use the Phone Blaster system at their convenience.
* Districtwide test of the Phone Blaster system was conducted on December 11, 2013.
 |

**PUBLIC COMMENTS**

Joseph Kidd, Paulsboro Councilman, commended the Paulsboro High School Students of the Month. Mr. Kidd discussed his concerns of racism prevailing today as evident with the picture involving the Phillipsburg High School Wrestling Team. Mr. Kidd joined the administrative team earlier today, at the request of the Interim Superintendent, and discussed how Paulsboro Public Schools is using this incident as a teaching moment.

**EXECUTIVE SESSION**

Motion made by Lozada-Shaw, seconded by Stevenson and unanimously carried (6-0) to adopt the following resolution:

BE IT RESOLVED: The Paulsboro Board of Education adjourn to Executive Session to discuss legal and collective bargaining matters. The results of these matters may be made known upon return to regular session or when conditions warrant.

Motion made by Lozada-Shaw, seconded by Walter and unanimously carried (6-0) to return to the regular meeting.

**RESOLUTION**

^Motion made by Hamilton, seconded by Chapkowski and unanimously carried (6-0)to adopt the following resolution authorizing a contract with the law firm of Bradley M. Campbell, LLC for legal services:

WHEREAS, there exists a need for the retention of a law firm for the Paulsboro Board of Education to prosecute any and all claims against any and all persons and entities legally responsible for damages incurred by the Paulsboro Board of Education in connection with the train derailment in Paulsboro, New Jersey on or about November 30, 2012 and

WHEREAS, Bradley M. Campbell, LLC has proposed a contract on a contingent fee basis according to the terms of the engagement agreement letter attached hereto as Exhibit 1; and

WHEREAS, Bradley M. Campbell, LLC has submitted not less than 10 days prior to the award of this contract a Certificate of Employment Information Report, New Jersey Business Registration Certificate, Political Contribution Disclosure Form and Stockholder Disclosure Statement copies of which are attached hereto as Exhibits 2, 3, 4 and 5 respectively; and

WHEREAS, N.J.S.A. 18A:18A-1 et seq requires that the resolution authorizing the award of a contract for “professional services” without competitive bids and the contract itself must be available for public inspection;

NOW THEREFORE BE IT RESOLVED by the Paulsboro Board of Education as follows:

1. The Interim Superintendent of the Paulsboro School District is hereby authorized and directed to execute the engagement agreement with the law firm of Bradley M. Campbell LLC attached as Exhibit 1;
2. This contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 18A:18A-1 et seq because members of the firm are licensed to practice law in the State of New Jersey and members of the firm have expertise in the field of environmental law;
3. A notice of this action shall be printed once in the official newspaper of the Paulsboro Board of Education.

I hereby certify the foregoing resolution was approved by the Paulsboro Board of Education on February 27, 2014.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jennifer Johnson

Board Secretary

**REGULAR MEETING:**

At the request of the Board President, the Interim Superintendent explained the Borough of Paulsboro is the purveyor of water and therefore is the authority to determine its safety. The required testing has been completed and reviewed with the Department of Environmental Protection. Bottled water is being distributed to taxpayers at Weiss True Value Hardware, 37-41 W. Broad Street Paulsboro, NJ as a precaution. This information was discussed with the public, following the meeting of Mayor and Council, held at the Paulsboro High School on Tuesday February 18th.

**PRESENTATION**

The Interim Superintendent explained the budget process and timelines for the 2014-2015 Annual School Budget. The presentation included audited expenditures for the 2011-2012 and 2012-2013 school years, year to date expenses for the current budget, any new requests from administrators, and an explanation of any increase in the area proposed for the 2014-2015 budget. The following areas were reviewed at this meeting: Summer School, Child Study Team, and Curriculum and Assessment. Discussion took place and direction was given to the Superintendent in these areas how to proceed when finalizing the budget.

**NEXT PUBLIC MEETINGS**

**Thursday, March 6, 2014 – 7:00 PM** Special Meetings – Budget Review 2014-2015

**Thursday, March 20, 2014 – 7:00 PM** Special Meetings – Budget Review 2014-2015

* + - The Board may take official action at this meeting.
		- The meeting is open to the public and comments will be solicited from citizens in attendance.

 **Thursday, March 27, 2014 - 7:00 PM** Regular Meeting

* + - The Board may 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 Lozada-Shaw, seconded by Hamilton and unanimously carried (6-0) to adjourn the meeting.

Regular Meeting recessed at approximately 7:45 p.m.

Executive Session convened at approximately 7:47 p.m.

Executive Session recessed at approximately 8:02 p.m.

Regular Meeting reconvened at approximately 8:02 p.m.
Regular Meeting adjourned at approximately 8:24 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Administrator/Board Secretary