**Paulsboro Public Schools**

**Tuesday, August 25, 2020**

**Minutes**

**regular meeting**

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

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

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Elizabeth Reilly, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Robert Delengowski, Interim Business Administrator/Board Secretary

**Public Comments**

None

**Correspondence –** None at this time

**Old Business**

1. **Use of Red Raider –** Please see attached memo. **(Attachment)**
2. **Reduction of 2020-2021 State School Aid**

The New Jersey Department of Education reduced the amount of State School Aid available to the Paulsboro Public Schools during the 2020-2021 school year by $714,030. The reduction is the result of revenue shortfalls caused by actions needed to deal with the COVID-19 pandemic. By August 14, 2020 the administration was required to submit a narrative explaining the district plan to modify the budget to account for the reduction in revenue, a list of the reductions including the amount, program, and line item. Interim School Business Administrator Robert Delengowski submitted the plan on August 12, 2020. The plan and narrative are as follows:

Budget Reductions Plan for State Aid Reduction in the Amount of $714,030

2020-2021 Budget

Revenue

In the initial 2020-2021 Budget, the district anticipated generating additional fund balance of $196,008 per line 6 of the recap of balances. At the Public Hearing for the budget several changes were made including a change in the anticipated balance (line 6) to $0. This was reported to the Executive County Business Administrator on May 11, 2020.

When the district closed out the 2019-2020 budget, a careful review of the budget showed several line items with unanticipated balances: Health Benefits, Utilities, Interest on Lease Purchases, and several salary accounts. Additionally, the district will receive $252,000 in Extraordinary Aid. This is $102,000 greater than the projected amount. The district will also receive $92,000 in Homeless Tuition which was unbudgeted. The district has also received $95,000 from insurance proceeds for damage to the Paulsboro High School Auditorium. Based on this review the district can use $290,000 in additional fund balance without jeopardizing its position for the 2021-2022 budget.

Changes in Appropriations Amount

Health Benefits 11-000-291-270 (Line 71180) $90,000

Budgeted positions which will not be filled

Interest on Lease Purchase 11-000-251-832 (Line 47140) $40,000

This account has been over budgeted for the past two years

General Supplies 11-190-100-610 (Line 3080) $57,330

Based on Budget/Actual Expenditures

New Position-Kindergarten Teacher 11-110-100-101 (Line 2100) $50,000

Position not needed based on registrations

Transportation Salaries 11-000-270-162 (Line 52060) $10,000

Transportation Misc. Purchased Services 11-000-270-593 (Line 52400) $10,000

Reduction in Athletic Travel/Field Trips

Academic Coach 11-140-100-101 (Line 2140) $50,000

Charge position to ESEA Title I

New Positions 11-000-262-100 (Line 49000) $12, 000

Part Time Paint Crew

New Positions-Guidance 11-000-218-104 (Line 41500) $40,000

Two Part Time Counselors

Rastelli Field Lighting 12-000-400-450 (Line 76080) $50,000

Billingsport French Drain 12-000-400-450 (Line 76080) $14,700

Projects not critical and will be re-budgeted in 2021-2022

Total Appropriation Reductions $424,030

Additional use of Fund Balance $290,000

Total Budget Change $714,030

State Aid Reduction $714,030

Motion made by Stevenson, seconded by Reilly and unanimously carried (9-0) to approve resolution 1.

1. Recommend adoption of the following resolution:

**Be It Resolved**, pursuant to NJSA 18A:22-8.1 and NJAC 6A:23A-13.3 (b) to increase the amount of unassigned General Fund Surplus in the original budget certified for taxes by Board of Education Resolution to provide the resources necessary to offset the reduction to 2020-2021 state aid that has been granted by the Interim Commissioner in his broadcast dated July 15, 2020. Therefore, the Paulsboro Board of Education hereby designates $290,000 of General Fund Surplus to be used in the 2020-2021 school district budget.

**Note**: This resolution must pass by a 2/3 majority of the Board of Education.

Motion made by Stevenson, seconded by Reilly and unanimously carried (9-0) to approve resolution 2.

1. Recommend adoption of the following resolution:

**Whereas** the New Jersey Department of Education reduced the amount of State School Aid available to the Paulsboro Public Schools for the 2020-2021 school year in the amount of $714,030, and

**Whereas** the budget reductions must employ a combination of use of surplus, withdrawal from emergency reserved (of which Paulsboro has none), withdrawal from maintenance reserve, and reduction of appropriations, and

**Whereas** the New Jersey Department of Education made the reduction in State School Aid after the Paulsboro Board of Education was required to adopt the 2020-2021 School Budget, now

**Be it Resolved** that the Paulsboro Board of Education adopt the narrative explaining the district plan to modify the 2020-2021 budget to account for the reduction of State School Aid, and

**Be it Further Resolved** that the Paulsboro Board of Education adopt the plan including the list of reductions, amount of each reduction, program and line item of the reduction to account for the decrease in State School Aid for 2020-2021 in the amount of $714,030, and

**Be it Further Resolved** that the Paulsboro Board of Education retroactively approve submission of the plan and narrative to the New Jersey Department of Education by the mandated due date of August 14, 2020.

**Pending Items**

1. **Policy Manual – Update Needed**

The District Policy Manual is out of date and should be updated. This is an appropriate project for the new Superintendent of Schools and the Board of Education. New Jersey School Boards Association or another agency will provide leadership in this area.

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

1. **Collective Bargaining – Paulsboro Education Association and Paulsboro Administrators Association**

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

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

1. **Student-Athlete Physicals**

At the January 27, 2020 meeting, the Board of Education agreed to change the procedure for the approval of student physical examinations for athletic participation. The Paulsboro High School Nurse and Interim Superintendent are working on this project. More information will be forthcoming as soon as it is available.

**New Business – None at this Time**

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

**Report of The Superintendent**

**Executive Session – if needed**

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

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

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

**Next Meetings of the Board of Education**

**Regular Meeting**

Monday, September 28, 2020 at 7:00 PM in the Paulsboro High School Library (or via Zoom.us if the school have not reopened)

• The Board will take official action at this meeting.

• The meeting is open to the public and comments will be solicited from citizens in attendance via the chat feature of Zoom.us if necessary.

**Motion To Adjourn**

Motion made by Henderson, seconded by Stevenson and unanimously carried (9-0) to adjourn the meeting at 8:30 PM.



Respectfully Submitted,

Interim Board Secretary

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

Motion made by Stevenson, seconded by Henderson and unanimously carried (9-0) to approve recommendation A-F.

**Recommend Approval of A – F:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

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

 Special Meeting June 3, 2020

 Executive Meeting June 3, 2020

 Special Meeting June 18, 2020

 Executive Meeting June 18, 2020

 Regular and Business Reorganization Meeting June 29, 2020

 Executive Meeting June 29, 2020

1. Approval of the May and June 2020 receipts. (**Attachment**)
2. Approval of the June 2020 transfers. (**Attachment**)
3. Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, that we, the members of the Paulsboro Board of Education, certify that as of May 31, 2020 and June 30, 2020 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.
4. Approval of the June 2020 Revenue Report – Please see below
5. Approval for payment of bills that are duly signed and authorized. (**Attachments**)

Informational: A copy of the Bill List will be available at the meeting or in advance in the office of the Business Administrator/Secretary to the Board for review by members of the Board of Education.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ August 25, 2020

Robert Delengowski, Interim Business Administrator to the Board of Education



**Report of The Superintendent**

**Note:** All Recommendations in the Report of the Superintendent are made “Upon the Recommendation of the Superintendent.”

**Restart of the Paulsboro Public Schools A - C:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

1. Recommend approval of the District Restart Plan for the Paulsboro Public Schools

With edits as needed **(Attachment)**

|  |  |  |
| --- | --- | --- |
| **School** | **Remote** | **Hybrid** |
| **Red** | **White** |
| Billingsport Early Childhood Center | 113 | 94 | 79 |
| Loudenslager Elementary School | 153 | 79 | 79 |
| Paulsboro Junior High School | 57 | 35 | 37 |
| Paulsboro High School | 113 | 125 | 120 |
| Totals  | 440 | 333 | 315 |
| 648 |

Note: Each school also has a small group of special education students who will attend school four days per week.

Informational: A copy of the Restart Plan is attachment for the convenience of the members of the Board of Education. The attachments to the plan were emailed to each member and posted online. A hard copy of the plan and attachments are available in the Office of the Superintendent for review.

The District Restart Plan was due to the New Jersey Department of Education 30 days prior to the opening of the 2020-2021 school year. The due date for Paulsboro was, therefore, August 8, 2020. The Interim Superintendent submitted the Restart Plan as well as 30 attachments totally 219 pages on August 6, 2020. At the same time, the plan and attachments were emailed to every employee, every members of the Restart Committee, every member of the Board of Education, and the Superintendent of the Greenwich Township Schools. Again, on the same day, the plan and attachments were posted on the district website, Facebook and Twitter. On the morning of August 7th, a phone blast was sent to alert more than 1,400 people that the plan was available online.

On August 7, 2020 the Interim Superintendent received the following message from the Executive County Superintendent, “Walt – Your plan had everything in it.  The way you set it up made it so much easier to review.  Thank you for your diligence in always completing these tasks professionally and with such attention to detail.  I will be forwarding an email that says your plan is compliant.  Again, Thank you.”

Between August 14, 2020 and August 20, 2020, the principals conducted meetings of the building level Pandemic Response Teams, the faculty and staff as well as parents.

The school administrators have been working on this plan for months. Many staff members provided input and suggestions. The school administration began plan development at least two months before Governor Murphy indicated that a Restart Plan would be mandated. Loudenslager School Principal Matthew Browne, Director of Curriculum, Instruction and

Assessment Christine Lindenmuth and Supervisor of Special Services Robert Harris joined the Interim Superintendent as a subcommittee guide plan creation. Special commendation to School Nurses Janice Esters, Catherine Brettman, and Mary Porter for their extra effort and expertise during plan development. The broad-based Restart Committee also provided valuable input as the plan was developed. It is impossible to overstate the value of the outstanding teamwork that it took to create this plan. Special thanks to Paulsboro Education Association President JoAnne Gayeski for her flexibility, valuable insight and hard work in preparing the Restart Plan. As always, Secretary to the Superintendent Deborah Kappra provide invaluable assistance so that the plan was presented in a most professional manner.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis abstain, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Stevenson, seconded by Reilly to approve items B.

1. Recommend approval of a first reading of the following Board of Education Policies that are required components of the District Restart Plan **(Attachments):**

**Policy Number Title**

1250 Visitors

3510 Operation and Maintenance of Plant

3541.33 Transportation Safety

5141.2 Illness

5141.3 Health Examinations and Immunization

6173.1 Remote Learning with Procedure

Informational: The Board of Education may conduct a second reading and final adoption of these policies at the September 28, 2020 meeting. The Board of Education can make changes to the policies prior to the September 28th meeting. The above policies include changes mandated as part of the District Restart Plan. The Interim Superintendent used the models provided by the New Jersey School Boards Association to update the policies in order to comply with the Restart requirements.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Hamilton, seconded by Reilly to approve items C.

1. Recommend approval to modify the 2020-2021 Restart Calendar by making Election Day, Tuesday, November 3, 2020 as a remote learning day for all students.

Informational: The above action is required as a result of Governor Phil Murphy signing Executive Order 177. This Executive Order requires all elementary and secondary schools to close for in-person instruction on Election Day.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Stevenson, seconded by Reilly to approve items A-L

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

Motion made by Stevenson, seconded by Reilly and unanimously carried (9-0) to approve item X.

X. Recommend approval to accept the resignation with intent to retire of Aide Leone Brennan effective March 1, 2021. Ms. Brennan will be on medical leave of absence beginning September 1, 2020.

 Informational: Ms. Brennan served the Paulsboro Public Schools as an Aide for nearly 18 years.

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

**Note Items A – F**: These items are being recommended as a result of the COVID-19 pandemic that required a hybrid – remote school opening. The Interim Superintendent needed to take these actions in order to be certain that the schools are ready to open in both the remote and hybrid environments. At the July 14, 2020 meeting, the Board of Education granted the Interim Superintendent authority to offer positions prior to the next meeting of the Board. He used this authority and now respectfully requests that the Board of Education confirms these actions. It is possible, that these expenses may be able to be charged to the CARES Act or other COVID-19 funding source.

The following is a summary of the cost of these recommendations:

 **Employees Cost**

 Driver’s Education $ 320

 Supervisor of Special Services $ 4,250

 Child Study Team (Social and Emotional) $ 1,600

 School Nurses $ 1,920

 Director of Technology $ 1,225

 Computer Technicians $ 2,984

 **Total $12,299**

These expenditures will be funded by the elimination of items that cannot take place during the hybrid/remote openings. By illustration, playground/cafeteria aides will not be needed since the cafeteria is closed.

1. Recommend approval, via letter of intent dated July 21, 2020, for Paulsboro High School Teacher of Health and Physical Education Brenda Caltabiano to work up to 10 hours at $32 per hour as per agreement with the Paulsboro Education Association to administer Driver Permit Examinations to students. Total cost not to exceed $320.

Informational: Approximately 40 students took the Driver’s Education course during late winter and spring 2020. Unfortunately, these students did not have the opportunity to take the examination prior to the mandated school closure. The examination must be given in-person and is a requirement to obtain a Driver’s Permit. The Interim Superintendent modified the School Closure Plan to allow Ms. Caltabiano to administer the test. She is doing this by appointment, with students who will be wearing masks and remaining socially distant.

1. Recommend approval, via letter of intent dated August 3, 2020, for Part-Time Interim Supervisor of Special Services Robert Harris to work up to 10 additional days at $425 per day during the period July 27, 2020 – August 31, 2020.

Informational: As a Part-Time Supervisor of Special Services, Mr. Harris works three days per week. As the district prepares for school opening in a hybrid and remote format, there is a considerable amount of work that must be completed relative to special education as part of the District Restart Plan. The Supervisor must also coordinate the work of the Child Student Team as it arranges for instruction both in district and out-of-district for youngsters with disabilities. He must also coordinate the delivery of related services such as Occupational Therapy, Physical Therapy and Speech with various accommodations resulting from the hybrid and remote learning format. In addition, Mr. Harris oversees the work of the School Nurses.

1. Recommend approval, via letter of intent dated August 3, 2020, for the following members of the Child Study Team to work up to 25 hours each at $32 per hour as per agreement with the Paulsboro Education Association to prepare Social and Emotional Learning materials as well as Trauma related materials for use by teachers as part of the curriculum and professional development during the 2020-2021 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Number of Hours** | **Hourly Rate (As per Agreement with the Paulsboro Education Association** | **Total Cost** |
| School Psychologist Jessicarose Johnson | 25 | $32 | $800 |
| School Social Worker Charisse Generette | 25 | $32 | $800 |
| **Grand Total**  | $1,600 |

Informational: As part of the General Health and Safety Anticipated Minimum Standard in the District Restart Plan, the social and emotional impact of the pandemic on students, families and staff must be addressed. Resources must be identified and training provided in order to address the well-being, trauma to and impact of isolation on all stakeholders.

**Note**: Ms. Johnson and Ms. Generette have completed the initial task by creating an outstanding resource document. They are now working with the administration to determine how to best rollout the information to the school staff as well as parents.

1. Recommend approval, via letter of intent dated August 10, 2020, to hire the following School Nurses to prepare materials needed to Restart the district schools during September 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| **School Nurse** | **Number of Hours** | **Hourly Rate (As per Agreement with the PEA)** | **Total Cost** |
| Catherine Brettman | 20 | $32 |  $640 |
| Janice Esters | 20 | $32 |  $640 |
| Mary Porter | 20 | $32 |  $640 |
| **Grand Total**  | $1,920 |

Informational: A great deal of the District Restart Plan revolves around health concerns. By illustration, screening for the symptoms of COVID-19, isolation areas, personal protective equipment, etc. are essential elements of the Restart Plan. The School Nurses need to prepare for school opening prior to the beginning of the normal work year on September 1, 2020.

1. Recommend approval via letter of intent issued on August10, 2020, for Part-Time Director of Technology Shaun O’Bryant to work up to 35 additional hours from August 10, 2020 through – September 11, 2020 at a rate of $35 per hour (his normal rate) in order to assist with preparation for school opening during September 2020. Cost not to exceed $1,225.

Informational: Mr. O’Bryant currently works 29 hours per week. In order to open schools in the hybrid and remote environment a great deal of work must be accomplished. 400+ laptop computers must be imaged so that they can be issued to students, approximately 350 mifi Internet devises must be prepared so that they can issued to students, wireless cards must be installed in the teacher desktop computers, cameras must be installed on the teacher computers, etc., etc. Mr. O’Bryant is responsible to obtain quotes for these items, coordinate ordering, receive the materials and provide leadership during implementation. In addition, Mr. O’Bryant must consult with the principals on other instructional delivery matters.

1. Recommend approval via letter of intent issued on August 10, 2020, for the following Computer Technicians to work additional hours from August 10, 2020 through September 11, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Computer Technician**  | **Number of Hours** | **Hourly Rate** **(Overtime Rate = 1.5 normal hourly rate as per agreement with the Paulsboro Education Association)** | **Total Cost** |
| Charles Brown | 35 | $27.79 x 1.5 = $41.69 | $1,459 |
| Matthew Shannon | 35 | $29.04 x 1.5 = $43.56 | $1,525 |
| **Grand Total**  | **$2,984** |

Informational: Please see above for the tasks that need to be completed by the technology staff prior to school opening during September 2020. In addition, the technicians need to handle a number of routine set-up tasks.

**Note**: The Interim Superintendent placed an advertisement for a part-time temporary computer technician to help staff the Physical Help Desk. The Physical Help Desk is the place where students and teachers can bring computers and mifi devices in order to have repairs made, software updated, and general “debugging” tasks completed. The Physical Help Desk will only service school owned computers and Internet devices.

1. Recommend approval of the substitute teachers on the attached list from ESS (formerly

 known as Source 4 Teachers). (**Attachment)**

Informational: The Board of Education has a contract with ESS to provide substitute teachers for the district. ESS verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

1. Recommend approval, via letter of intent dated July 29, 2020, for Speech Therapist Kristin Shute to provide up to 14 hours of Speech and Language services as part of the Extended School Year program for youngsters with disabilities during July and August 2020. Ms. Shute will earn $32 per hour as per agreement with the Paulsboro Education Association. Total cost will not exceed $448.

Informational: At the July 14, 2020 meeting, the Board of Education granted the Interim Superintendent authority to offer positions prior to the next meeting of the Board. The Speech and Language services are delineated in the Individual Education Plans (IEPs) for students participating in Extended School Year.

1. Recommend approval to appoint Emanuel Mitchell to the position of Bus Driver for the 2020-2021 school year. Mr. Mitchell will earn Step 1 - $25.49 per hour as per agreement with the Paulsboro Education Association.

Informational: Mr. Mitchell was approved by the Board of Education at its February 24, 2020 meeting but he was unable to begin work during the 2019-2020 school year since the schools were closed for in-person instruction.

1. Recommend approval to appoint the following people to the position of Substitute Custodian to be used on an “as needed” basis. The pay rate for this position is $11 per hour. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

 Robert A. Baker, Jr Kelli Emerich Amir Love

 James Wood Lillie Wood

 Informational: Interviews were conducted and references checked by Supervisor of Facilities Jack Henderson.

1. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the next regular meeting of the Board of Education.

Informational: “Letter of Intent” authority allows the Superintendent to offer positions to candidates prior to the next regular meeting of the Board of Education. At its next regular meeting, the Board of Education would be obligated to approve these appointments. The Interim Superintendent will only use letters of intent when absolutely necessary.

1. Recommend approval for Kristina Chila, RN to serve as a Substitute School Nurse on an as needed basis during the 2020-2021 school year. Substitute School Nurses earn the same daily rate as Substitute Teachers.

Informational: Ms. Chila served as a Substitute School Nurse for the Paulsboro Public Schools in the past.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

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

The Interim Superintendent’s wife serves as a Substitute School Nurse for five school districts in Gloucester County. These districts pay between $175 and $200 per day rather than the substitute teacher rate of less than $100 per day. This might be an appropriate time to consider increasing the pay rate for Substitute School Nurses.

Board of Education Input is respectfully requested.

Motion made by Stevenson, seconded by Reilly to approve items N-Q..

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

1. Recommend approval to change the degree status for Loudenslager Elementary School Teacher Anthony Petrutz from BA+30 Step I to MA Step I – 56,478 effective September 1, 2020.

Informational: Mr. Petrutz recently completed his Master of Education in School Leadership at Wilmington University.

1. Recommend approval, via letter of intent issued on August 17, 2020, to hire Tyrell Butler as Teacher of Music assigned to Loudenslager Elementary School and Billingsport Early Childhood Center for the 2020-2021 school year. Mr. Butler will earn MA Step B -$50,857 (pending final verification of completion of the Master’s Degree program) as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of certification by the New Jersey Department of Education. It is also contingent on successful completion of the Criminal History Background Review.

Informational: At the July 14, 2020 meeting, the Board of Education granted the Interim Superintendent authority to offer positions prior to the next meeting of the Board. If approved, Mr. Butler replaces Brian Betz who requested a voluntary transfer to Paulsboro Junior-Senior High School. Loudenslager School Principal Matthew Browne, Billingsport Early Childhood Center Principal Tina Morris, and Interim Superintendent Walter Quint conducted the interviews. Mr. Browne and Ms. Morris checked references. Resume is attached for review by the Board of Education. **(Attachment)**

1. Recommend approval, via letter of intent issued on August 4, 2020, of the voluntary transfer of Erica Haase from Teacher of Students with Disabilities assigned to Paulsboro High School to Teacher of Students with Disabilities assigned to the self-contained class for students with Behavioral Disabilities at Billingsport Early Childhood Center. This transfer will not take place until Ms. Haase can be replaced at Paulsboro High School.

Informational: If approved, Ms. Haase will become the teacher for the newly created class for students with behavioral disabilities at Billingsport Early Childhood Center (BECC). This position as well as an aide were approved within the 2020-2021 School Budget. At present, there is only one student assigned to the newly created class. As a result, the aide will not be needed at this time. Until Ms. Haase can be replaced at Paulsboro High School, the youngster slated for her class at BECC will be placed in another class.

1. Recommend approval, via letter of intent issued on August 4, 2020, to appoint Sabrina Mourey as the Long-Term Substitute Teacher assigned to Kindergarten at Billingsport Early Childhood Center from September 1, 2020 until December 23, 2020 or five days after Lindsay Walsh returns to work whichever comes first. Ms. Mourey will earn BA Step A - $48,257 as per agreement with the Paulsboro Education Association. This temporary position does not include benefits. Ms. Mourey will be registered in the Provisional Teacher Program.

Informational: If approved, Ms. Mourey will replace Lindsay Walsh who is on childbearing/childrearing leave of absence. Ms. Walsh anticipates returning to work on December 13, 2020. The recommendation above allows the two teachers to transition the class prior to Winter Recess. Billingsport Early Childhood Center Principal Tina Morris and Interim Superintendent Walter Quint conducted the interviews. Ms. Morris checked references.

Ms. Mourey holds a certificate to teach Preschool through Grade 3. **(Attachment).**

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

 Motion carried

1. **Informational – Enrollment Data**
2. The following chart presents the enrollment data for Preschool - 8:

| **Grade** | **Enrollment**  |
| --- | --- |
| **As of Circa June 30, 2020** | **August 15, 2020**  |
| **2015-2016** | **2016- 2017** | **2017-2018** | **2018-2019** | **2019-2020** | **2020-2021** |
| Pre- School Age 3 & 4 | 57 | 66 | 61 | 78 | 88 | 40 |
| K | 104 | 101 | 93 | 103 | 90 | 69 |
| 1 | 111 | 86 | 86 | 84 | 86 | 83 |
| 2 | 79 | 85 | 81 | 82 | 79 | 88 |
| 3 | 56 | 60 | 102 | 87 | 83 | 89 |
| 4 | 65 | 70 | 56 | 97 | 81 | 81 |
| 5 | 64 | 58 | 73 | 60 | 97 | 80 |
| 6 | 53 | 84 | 57 | 71 | 58 | 90 |
| 7 | 73 | 68 | 93 | 69 | 71 | 61 |
| 8 | 62 | 81 | 67 | 89 | 66 | 69 |
| Self-Contained Special Education Billingsport/Loudenslager\*  | 26 | 28 | 20 | 19 | 22 | 32 |
| Grand Totals | **750** | **787** | **789** | **839** | **821** | **782** |

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment** |
| **As of Circa June 30, 2020** | **August 15, 2020** |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** | **2020-2021** |
| 9 | 63 | 80 | 93 | 92 | 107 | 90 |
| 10 | 82 | 80 | 78 | 85 | 83 | 107 |
| 11 | 80 | 80 | 65 | 77 | 73 | 77 |
| 12 | 78 | 93 | 84 | 64 | 82 | 83 |
| **Total** | **303** | **333** | **320** | **318** | **345** | **357** |

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

| **Grade** | **Number of Students per Class as of Circa August 15, 2020** |
| --- | --- |
| Pre-School  | 7 | 7 | 6 | 7 | 7 | 6 |  |  |
| Kindergarten  | 18 | 16 | 17 | 18 |  |  |  |  |
| 1 | 21 | 21 | 21 | 20 |  |  |  |  |
| 2 | 22 | 21 | 23 | 22 |  |  |  |  |
| 3 | 20 | 19 | 21 | 18 |  |  |  |  |
| 4 | 14 | 16 | 21 | 22 |  |  |  |  |
| 5 | 20 | 21 | 15 | 14 |  |  |  |  |
| 6 | 16 | 16 | 21 | 22 |  |  |  |  |
| Special Education  | 1 | 3 | 6 | 7 | 7 | 9 | 9 | 15 |

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

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

1. Recommend approval of the District Mentoring Plan for the 2020-2021 school year. This recommendation includes authorization to submit the plan to the New Jersey Department of Education.

Informational: The District Mentoring Plan must be reviewed, revised, and submitted to the New Jersey Department of Education annually. The purpose of the plan is to delineate how teachers new to the profession as well as those new to the district will be mentored. Mentor selection, roles and responsibilities of mentors, mentor training, and training for new teachers are included in the plan. A copy of the Mentoring Plan is attached for review by members of the Board of Education. **(Attachment)**

Note: As a result of the COVID-19 pandemic, the New Jersey Department of Education requires districts to be flexible as they provide mentoring programs. This must happen because teachers and students will be working in a hybrid and/or remote environments which is not the norm. The Director of Curriculum, Instruction and Assessment will coordinate with the building principal, mentor teachers, buddy teachers, novice teachers and teachers new to Paulsboro in order to comply with the District Mentoring Plan within the hybrid and remote environments. Frankly, when lessons are live-streamed via Google Meet, recorded and stored on Google Drive, mentors and mentees have opportunities for collaboration that were not typically available.

Note: It should be mentioned that mentor and buddy teachers do not participation in the evaluation of new teachers. Their work is strictly professional development.

1. Recommend approval of the following Mentor / Buddy Teachers at Paulsboro High School for the 2020-2021 school year:

| **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| --- | --- | --- | --- |
| English | Brittany Toole | Holly Klein  | NA |
| Mathematics  | Brynn Buechler | Monica Garner | NA |
| Athletic Trainer | Steven Andrews | Mary PorterPaul Morina | NA |

Informational: When a novice teacher is hired, they are issued a Provisional Certificate. Upon the completion of two years of successful teaching, the Provision Certificate converts to a Standard Certificate. During the first year with a Provision Certificate, the teacher must be assigned a mentor teacher. The provisional teacher pays a stipend to the mentor.

Experienced teachers who begin work in the Paulsboro Public Schools are assigned a buddy teacher to help orient and guide them through their first year of service. This is a local requirement not one imposed by the state. The buddy teachers are not paid but rather serve as a professional courtesy to their colleagues.

1. Recommend approval to adopt the District Professional Development Plan for the 2020-2021 school year. (**Attachment**)

Informational: In order to create the Professional Development Plan, the administration reviews a wide variety of data including teacher observation reports, Single Quality Assurance Continuum (QSAC) data, School Improvement Plans, and student assessment data. The District Professional Development Plan serves as a guide when approving staff attendance at workshops, planning in-service programs and focusing the work of the School Improvement Panels (ScIP).

1. Recommend approval of the following staff members to serve on the Paulsboro Senior High School Improvement Panel (ScIP):

|  |  |
| --- | --- |
| **School**  | **School Improvement Panel** |
| Paulsboro Senior High School | Michael Calabrese, Monica Garner, Donna Backus, Chris Costenbader, Paul Morina, James Pandolfo, Rachel Wulk. Tony Chila  |

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

1. Recommend approval of Intervention & Referral Services Team for Paulsboro High School during the 2020-2021 school year.

|  |  |
| --- | --- |
| **School**  | **Intervention and Referral Services Team**  |
| Paulsboro Junior-Senior High School  | Jessicarose Johnson, Jean Brown, Melba Moore-Suggs, William Brown, Chelsea Brown,Chris Costenbader, Andrea Bish, Ashley Higginbotham, Brenda Caltabiano |

Informational: The Intervention & Referral Services Team (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined to be in need of special education programs and services. According to N.J.A.C 6A:16-8.1.,8.2 the goal of the committee is to see measurable student improvement in the identified targeted areas. Staff members refer students to the I&RS Team through the building principal, who then advises the parents of the referral. The I&RS Team develops an Action Plan containing goals, interventions, and a timeline for the plan's duration. (New Jersey Department of Education)

1. Recommend approval for the following administrators to attend the monthly meetings of professional groups:

|  |  |
| --- | --- |
| **Administrator** | **Professional Group** |
| Director of AthleticsJohn Giovannitti | Colonial Conference Athletic Directors monthly and various sportsmanship, team and awards meetings/banquets. NJSIAA Athletic Directors (Regular, Voting and Awards Meetings/Banquets) |
| Interim Supervisor of Special Services Robert Harris | Gloucester County Directors of Special Education Special Education Medicaid Initiative (SEMI)  |
| School Business Administrator Robert Delengowski | Gloucester County School Business Officials  |
| Director of Curriculum, Instruction and Assessment Christine Lindenmuth | Gloucester County Curriculum Consortium McKinney-Vento Meetings for Homeless Students |
| Superintendent of Schools Dr. Roy Dawson | Gloucester County Chief School AdministratorsCounty Office of Education Meetings |
| Supervisor of Support Staff Jack Henderson | Gloucester/Camden County Buildings & Grounds Supervisors  |
| Loudenslager Elementary School Principal Matthew Brown | Gloucester County Association of Elementary and Middle School Administration (GCAEMSA) |
| Paulsboro High School Principal Paul Morina | Gloucester/Salem County Principals Meetings |

1. Recommend approval for the continued use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) process and observation instrument for Principals and Assistant Principal during the 2020-2021 school year.

Informational: NJPEPL has been used for several years. The assessment tool must be approved annually.

1. Recommend approval for the continued use of the McREL evaluation tool for teachers during the 2020-2021 school year.

Informational: McREL has been used in Paulsboro for about 7 or 8 years. It is one of the research based instruments approved by the New Jersey Department of Education. The evaluation instrument must be approved annually.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain F, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

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

Motion made by Stevenson seconded by Reilly to approve items I-K.

1. Recommend approval of the following staff members to serve on the School Improvement Panel (ScIP):

|  |  |
| --- | --- |
| **Paulsboro Public Schools** | **School Improvement Panel** |
| Billingsport Early Childhood Center | Tina Morris, Karen Dutton, Lisa Kuhnel-Morrison, Colleen Phifer, Kristin Shute, Noreen DeMarco, Keri Lyn Cooper, Janice Esters, Mary Ann Costa |
| Loudenslager Elementary School | Matthew Browne, Christina Roberts, Tara Stahl, Monica Moore-Cook, JoAnne Gayeski, Brian Betz, William Tuff, Charisse Generette, Tamara Diodati, Maria Phillips, Anthony Petrutz, Krista Lange  |
| Paulsboro Junior High School | Brenda Caltabiano, Holly Klein, Dr. Donna Backus  |

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

1. Recommend approval of the following staff members to serve on the Intervention and Referral Service Teams for Billingsport Early Childhood Center and Loudenslager Elementary School during the 2020-2021 school year:

|  |  |
| --- | --- |
| **School**  | **Intervention and Referral Services Team**  |
| Billingsport Early Childhood Center | Tina Morris, Megan Dimit, Karen Dutton, Janice Esters, Cynthia Moultrie, Kristin Shute, Renee Thigpen-Smallwood  |
| Loudenslager Elementary School | Matthew Browne. Maria Phillips, Charisse Generette, Elaine Andrus, Anthony Petrutz, Catherine Brettman, JoAnne Gayeski, Addie Shmuel  |

Informational: The Intervention & Referral Services Team (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined to be in need of special education programs and services. According to N.J.A.C 6A:16-8.1.,8.2 the goal of the committee is to see measurable student improvement in the identified targeted areas. Staff members refer students to the I&RS Team through the building principal, who then advises the parents of the referral. The I&RS Team develops an Action Plan containing goals, interventions, and a timeline for the plan's duration. (New Jersey Department of Education)

1. Recommend approval of the following Mentor / Buddy Teachers at at Loudenslager
Elementary School for the 2020-2021 school year

| **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| --- | --- | --- | --- |
| General Music Teacher | Tyrell Butler | NA | Brian Betz |
| Special Education (Behavioral Disabilities) | Jacquline Breshock | Amber Berry | NA |
| 6th Grade | Shaun Darby | Anthony Petrutz | NA |
| Kindergarten  | Sabrina Mourey | NA | Susan Addes |

Informational: When a novice teacher is hired, they are issued a Provisional Certificate. Upon the completion of two years of successful teaching, the Provision Certificate converts to a Standard Certificate. During the first year with a Provision Certificate, the teacher must be assigned a mentor teacher. The provisional teacher pays a stipend to the mentor.

Experienced teachers who begin work in the Paulsboro Public Schools are assigned a buddy teacher to help orient and guide them through their first year of service. This is a local requirement not one imposed by the state. The buddy teachers are not paid but rather serve as a professional courtesy to their colleagues.

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

 Motion carried

1. **Informational –Counseling Center – Billingsport Early Childhood Center (BECC)**

During late May 2020, This Interim Superintendent of Schools was notified that a program that began in the Clayton Public Schools is about to be expanded with the hope of making it a statewide service. The program will create a Counseling Center at BECC that will be staffed by a Social Worker (2 days per week) and Behaviorist (2 days per week). These specialists will be employed by the Child Connection Center via Gloucester County Special Services School District. Senator Sweeney and Executive County Superintendent of Schools Ave Altersitz identified BECC as an excellent location for the first expansion of this much needed service.

The Paulsboro Board of Education approved participation in this program at the July 14, 2020 meeting.

At this point, the BECC Principal Tina Morris continues to work with representatives of the Child Connection Center via Gloucester County Special Services School district to implement the program beginning during September 2020.

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

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

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

|  |  |  |
| --- | --- | --- |
| **Student Case Number** | **Grade** | **Hours of Instruction** |
| 302895 | 12 | Student was placed on home instruction. This student received home instruction from High Point Regional Board of Education for a minimum of 10 hours a week. Start date was 11/4/19 – 11/14/19. This placement was made by the Division of Child Protection and Permanency. |
| 302733 | 10 | Student is receiving home instruction through Bridgeton Board of Education for a minimum of 5 hours/week at $30/hour. Student is attending Inspira Health Network in Bridgeton, New Jersey. Start date was 3/10/2020. |
| 302598 | 9 | Student is receiving home instruction through the Monmouth-Ocean Educational Services Commission and the New Jersey Virtual School for a minimum of 10 hours/week at a monthly rate of $550.00. Student is attending New Hope. Start date was 5/18/2020. This placement was ordered by the State of New Jersey  |

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.

**Note**: At the present time, the district is not assigning homebound instructors to students. Students who would typically be assigned a homebound instructor can now continue to receive their classes remotely via Google Meet from their teachers and with their peers. This may continue even after the schools reopen for full day completely in-person instruction. This may be one of the areas of growth for education that was forced by the COVID-19 pandemic. Needless to say, outside agencies such as Inspira may continue to use the traditional approach to homebound instruction.

1. Recommend approval of the Nurses’ Standing Orders for the 2020-2021 school year. This recommendation is contingent on School Physician Anthony Villare, MD giving final approval. **(Attachment)**

Informational: The Nurses’ Standing Orders are reviewed annually by the school nurses and school physician. Board of Education Member/Nurse Irma Stevenson also reviewed the standing orders. Prior to Board of Education approval, School Physician Villare signs the orders. The Nurses’ Standing Orders are instructions from the School Physician to the School Nurses relative to allowable treatments for specific medical situations.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson abstain B, Mr. Michael voting 9 YES.

 Motion carried

1. Informational – Dual Credit

During the 2019-2020 school year, six Paulsboro High School students took Biology as a dual credit course via Rowan College of South Jersey RCSJ. Two of the students earned “A’s”, two earned “B’s” and two earned “C’s. Students receiving “A’s” and “B’s” earn credit at Paulsboro High School as well as college credit at RCSJ. Dr. and Mrs. Quint provided the funding for these students to participate in the dual credit course.

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

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

1. Recommend approval for the following out of district placements and costs for the 2020-2021 school year:



Key to Services: PT – Physical Therapy

 OT – Occupational Therapy

 Speech – Speech/Language Therapy

 BS – Behavior Specialist

 TOD – Teacher of the Deaf

 Nurse – 1:1 Nurse

 Aide – 1:1 Instructional Aide

 ESY – Extended 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. This is called Least Restrictive Environment (LRE). LRE is a continuum ranging 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.

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

 Motion carried

1. **Informational – Pegasus Education Foundation – Century Saving Bank Grant**

Century Savings Bank invited the Pegasus Education Foundation (PEF) to apply for a $10,000 grant. PEF Executive Committee Members Steve Anuszewski, Robert Robostello, Marc Kamp, Walt Quint, Jennifer Maden and Eric Singleton quickly wrote the grant application. On August 10, 2020, Branch Manager Sandy Quinn notified PEF that the grant was awarded. Grant funds will be used to purchase 12 IPads and 36 robots for the Loudenslager Elementary School STEAM Program.

On August 19, 2020, Century Saving Bank filmed a promotional video that will feature the partnership between the bank and PEF.

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

Motion made by Stevenson, seconded by Reilly to approve items A.

1. The Interim Superintendent recommends authorizing the incoming Superintendent to hire the fall season sports team coaches via letter of intent when the Governor, New Jersey Department of Education and NJSIAA make final decisions about fall sports.

Recommend approval of the following coaches for Paulsboro High School sports teams for the 2020-2021 school year with stipends as per agreement with the Paulsboro Education Association. This recommendation is contingent on the New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association approving sports during the fall season.

| **Position** | **Staff Member** | **2020-2021 Salary** | **Step** |
| --- | --- | --- | --- |
| Head Football Coach | Glenn Howard  | $8,112.00 | 3 |
| Asst. Football Coach | Thomas Richardson | $5,662.00 | 3 |
| Asst. Football Coach | Kevin Harvey | $5,662.00 | 3 |
| Asst. Football Coach | Karron Whitsett | $5,662.00 | 3 |
| Asst. Football Coach | Jonathan Musso | $5,662.00 | 3 |
|  |  |  |  |
| Head Cross Country Coach | Chris Costenbader | $5,475.00 | 3 |
|  |  |  |  |
| Head Field Hockey Coach | Monica Koraido | $5,713.00 | 3 |
| Assistant Field Hockey Coach | Gina Morina  | $4,646.00 | 3 |
|  |  |  |  |
| Head Girls Soccer Coach | Mandy Gattuso  | $5,713.00 | 3 |
| Assistant Girls Soccer Coach | Chelsea Brown | $4,646.00 | 3 |
|  |  |  |  |
| Head Boys Soccer Coach | Stacy Anuszewski | $5,177.00 | 2 |
| Assistant Boys Soccer Coach | Tahje Thomas | $4,646.00 | 3 |
|  |  |  |  |
| Head Cheerleading Coach | Erica Scott | $2,763.00 | 3 |
|  |  |  |  |
| Assistant to the Athletic Director | Mark Vogeding  | $5,691.00 | 3 |

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

*Roll Call Vote*: Mrs. Cooper abstain Scott, Mr. Davis No Assistant AD, Mr. Hamilton, Mrs. Henderson abstain Thomas, Mr. Lisa, Ms. Reilly, Mrs. Scott abstain Scott and Assistant AD, Mrs. Stevenson, Mr. Michael abstain Morina voting 9 YES.

 Motion carried

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

1. Recommend approval of the following people to the position of Volunteer Athletic Paraprofessional Aide (Volunteer Coaches) for the 2020-2021 Fall Sports Season. This recommendation is contingent on the New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association approving sports during the fall season.

|  |  |
| --- | --- |
| **Volunteer**  | **Sport** |
| Irma Stevenson | Field Hockey |

Informational: Ms. Stevenson also served as a volunteer for the Girls Field Hockey Team during the 2019-2020 school year.

1. Recommend approval to accept the resignation of Athletic Trainer Gabrielle Prendergast effective July 9, 2020.

Informational: Ms. Prendergast served the Paulsboro Public Schools for 3 years.

1. Recommend approval to hire Steven Andrews via letter of intent issued on August 19, 2020 as Athletic Trainer on an hourly basis. Mr. Andrews will earn $32 per hour as per agreement with the Paulsboro Education Association. This recommendation is contingent on Mr. Andrews successfully completing the Criminal History Background Review. Mr. Andrews will work as follows:
* From on or about August 25, 2020- Friday, August 28, 2020 not to exceed 7 hours per day for up to 5 days to cover summer conditioning drills.
* Monday, August 31, 2020 – Thursday, September 10, 2020 not to exceed 5 hours per day for 9 days to set up the Trainer’s Room, meet with coaches, confer with the School Nurse and meet with the Director of Athletics.
* Friday, September 11, 2020 - Friday, October 2, 2020 not to exceed 7 hours per day for 16 days to cover sports team practices.

This recommendation is contingent on Governor Murphy and agencies working under his authority allowing the fall sports season to take place.

Informational: If approved, Mr. Andrews replaces Gabrielle Prendergast who recently resigned. Interviews were conducted by Director Athletics John Giovannitti, Paulsboro High School Principal Paul Morina and Interim Superintendent Walter Quint. Mr. Giovannitti checked references. Mr. Andrews is certified by the New Jersey Department of Education as a School Athletic Trainer and by the New Jersey Division of Consumer Affairs as an Athletic Trainer. Mr. Andrew’s resume is attached. **(Attachment)**

The Board of Education and Superintendent will need to revisit this matter when it becomes clear that fall sports and, for that matter, winter and spring season sports will take place.

1. Recommend approval for John R. Hurst to continue to serve as a volunteer photographer and music tutor at Paulsboro Junior-Senior High School for the 2020-2021 school year. Mr. Hurst will work under the leadership of Music Teachers Aaron Krasting, Jenna Ouellette and Brian Betz.

Informational: Mr. Hurst is an Emeritus Award Recipient based on his contributions to Paulsboro High School. He has volunteered in the Music Department for a number of years. He may be able to continue to assist students working in a remote environment.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson abstain B, Mr. Michael voting 9 YES.

 Motion carried

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

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

1. Recommend approval for Groundskeeper Wayne Farrow to hang his boiler licenses for the 2020-2021 school year with a stipend of $694 as per agreement with the Paulsboro Education Association.
2. Recommend approval to dispose of the following materials:

| **Quantity** | **Item** | **Age of Item** | **Method of Disposal** | **Reason for Disposal** |
| --- | --- | --- | --- | --- |
| 125  | Library Books | Various | Recycle  | Out of date and in very poor condition  |
| 100 | VHS Tapes | Various | Trash | No longer in use.  |

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Reilly to approve items A.

1. **Paulsboro High School Auditorium**

The Auditorium has been out of service since August 2017 when it sustained extensive water damage while the roof was being repaired. The roofing contractor did not cover the work area when a rain storm took place.

1. Recommend approval to allow retiring Interim Superintendent of Schools Walter Quint to take a number of artifacts (pulleys, rope, wood and canvas) from the original skylight home for the purpose of constructing a small display to illustrate the operation of the skylight as built in 1931. When complete, the display will be located in or near the Paulsboro High School Auditorium.
2. Recommend approval to dedicate the restored skylight in the Paulsboro High School Auditorium in memory of Joan Mattson (PHS 1951). The estate of Ms. Mattson donated $155,000 which was used, in part, to restore the skylight. A ceremony could be conducted at the first public use of the Auditorium after schools reopen for fully in-person instruction.
3. Informational: The project is complete ahead of schedule and on budget. The purchase order has been issued to clean and fireproof the curtain. This will be paid for by use of reimbursement from the district insurance company. When originally built in 1931, the room had 10 lighted wall sconces. The retiring Superintendent is working with a group of donors and the Pegasus Education Foundation to select and purchase appropriate sconces for installation in the Auditorium.
4. Informational: The district insurance company has approved an initial payment of $95,627 for repairs to the Auditorium. The administration submitted an additional engineering report and documentation to the insurance with the hope of obtaining more reimbursement.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, , Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

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

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

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

The second task is to determine what facilities upgrade are included the application to SDA. It appears that some of the items in the application to SDA were not part of the original scope of the bond referendum. On the other hand, some items included in the original scope of the project seem to have been “de-scoped” which removed them from funding consideration by SDA. Mr. Domin, working with representatives of SDA and School Architect Bob Garrison has resolved this concerns. All parties now agree that the project is now just as it was presented to the public for the 2015 bond referendum.

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

1. **Informational: Alyssa’s Law Alarm Systems**

During early February 2019, Governor Phil Murphy signed Alyssa’s Law. This law requires every public school building to have a silent panic alarm that can be activated in case of an active-shooter situation. The law is named for Student Alyssa Alhadeff who was killed in the shooting at Marjory Stoneman Douglas High School, Parkland, Florida.

During the 2019-2020 school year a silent alarm was installed in each of the Paulsboro school buildings as well as the Administration Building. Interim Business Administrator Robert Delengowski completed the paperwork required to receive $14,462 in reimbursement from the State of New Jersey.

1. **Informational: Loudenslager Elementary School – 2nd Floor Ceilings.**

At the April 27, 2020 meeting, the Board of Education awarded a contract for repairs to the ceilings of all rooms located on the second floor of Loudenslager Elementary School. The repairs were needed because the original plaster ceilings had deteriorated. The second floor has been out of service since November 6, 2019.

The project is now complete, on budget, and ahead of schedule. All rooms located on the second floor have new LED lighting and new acoustical tile ceilings. The classroom lights have been rewired so that they are switched front and back. This provides for improved lighting when using the smartboards. New LED lighting has also been installed in the hallways.

Teachers are now moving back into the rooms.

1. **Informational: Paulsboro High School – Room 4**

During a routine inspection of Paulsboro High School, the Maintenance Staff discovered that the ceiling in Room 4 was sagging. This is the same condition that existed in Room 9. The Interim Superintendent approved repairs to the ceiling. Following environmental testing, the Maintenance Staff removed the ceiling. District maintenance workers installed a new suspended ceiling and LED lighting then painted and cleaned the room so that it is ready for school opening. Maintenance Workers Earl McEwen and Paul Johnston are to be commended for the excellent work they did replacing the ceilings in Rooms 4 and 9.

1. **Informational: Water Infiltration at Paulsboro High School**

On Tuesday, August 4, 2020, a major rain and wind storm took place in Paulsboro. During the storm, water entered the ground floor of approximately five rooms in Paulsboro High School. The custodial staff cleaned up the water quickly. The Interim Business Administrator immediately contacted the district insurance carrier to file a claim. The insurance company suggested and the administration agreed to have ServPro complete the clean-up as well as dehumidify the rooms to prevent any further damage. These actions protect the district’s interests in the event that additional damage is discovered.

In this case, the rain fall rate was well beyond the anything typical. As a result, the drains simply could not carry the water away quickly enough. Two problems exist. First, the window wells in the 1965 wing are French drains. These drains need to be completely rebuilt because, after 55 years, they are full of silt and no longer function efficiently. This should be considered as the 2021-2022 budget is created. The second problem is a deteriorated down spout in the 1931 wing near the Office of the Athletic Director. This down spout runs inside the wall so leaks are no immediately visible. After 90 years the pipe needs to be replaced. As a temporary solution, the Interim Superintendent authorized an exterior down spout to be installed. In addition, the drains in the window wells of the 1931 building are being “jet cleaned” so that they work more efficiently.

**Note**: Unfortunately, a custodian forgot to turn off a hose in the utility sink of the top floor of the 1965 wing of Paulsboro High School. This caused flooding that damaged the ceilings of the first and second floor halls as well as one classroom on the first floor. Fortunately, ServPro was still on-site to assist with the clean-up. Interim Business Administrator Robert Delengowski immediately filed a claim with the district insurance company.

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

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

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

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

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

Motion made by Stevenson, seconded by Reilly to approve items A.

1. Recommend approval of a 60-month contract with Xtel Communication to provide telephone service to the Paulsboro Public Schools via State Contract ESCNJ – Bid 2019/2020 in the amount of $118,689 total ($1,978.15 per month).

Informational: Xtel provided telephone service to the Paulsboro Public Schools for the past five years. The above recommendation represents a savings of $227.00 per month as compared to the expiring contract. This contract also includes replacement of all existing telephones. The district is also eliminating POTS (Plain Old Telephone Service) that are no longer needed. This will save another $146 per month.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Stevenson, seconded by Reilly to accept Bowman and Company bid proposal.

1. **Board of Education Input and Action Required**

Throughout the 2019-2020 school year, the Board of Education expressed interest in seeking a new auditing firm. Interim Business Administrator Robert Delengowski prepared the required materials to seek proposals then advertised for an auditing firm. In addition, he reached out to a number of firms in order to obtain as many proposals as possible. The advertisement was placed in the South Jersey Times, district website, Facebook and Twitter on or about July 9, 2020 with a closing date of July 23, 2020. The following two firms submitted proposals as follows:

|  |  |  |
| --- | --- | --- |
| **Name of the Auditing Firm** | **Address of the Auditing Firm** | **Annual Cost of Services** |
| Holt, McNally and Associates (HMA) | 618 Stokes RoadMedford, NJ 08055 | All Inclusive Cost Not to Exceed $28,000 |
| Bowman and Company | 601 White Horse RoadVoorhees, NJ 08043 | Cost Not to Exceed $44,000 |

For many years, HFA (Holman, Frenia and Allison) served as the district auditor.

HMA (Holt, McNally and Associates) submitted a proposal as mentioned above. Mr. McNally worked for HFA. Mr. Frenia is one of the “associates” in HMA.

The district budgeted $30,000 for the 2020-2021 audit.

In order for the audit to be complete on a timely basis, the Board of Education should take action to appoint an auditing firm as this meeting.

What are the wishes of the Board of Education on this matter?

*Roll Call Vote*: Mrs. Cooper NO, Mr. Davis NO, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott NO, Mrs. Stevenson, Mr. Michael voting 6 YES 3 NO

 Motion carried

1. **Informational: Child Nutrition**

The following is a summary of student participation in the breakfast and lunch program for 2020-2021 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Expenses** | **Revenues**  | **Revenue - Expenses** |
| July  | $18,101.36 | $9,825 | -$8,276 |
| **Year to Date** | **$18,101.36** | **$9,825** | **-$8,276** |

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Type of Program** | **Average Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served**  |
| March 17 – June 15, 2020 | School Year  | 262.5 | 525 | 33,076 |
| June 15 – June 30, 2020 | Seamless Summer Option  | 92.7 | 185 | 2,040 |
| July 7 – August 14, 2020 | Summer Foods  | 70.6 | 141 | 1,765 |
|  | **Grand Total**  | **36,881** |

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

Motion made by Stevenson, seconded by Reilly to approve items E-F.

1. Recommend approval to accept a donation of an Outdoor Walk-In Garden Greenhouse to be used as part of the Gardening & Horticulture Program at Loudenslager Elementary School. This item is valued at approximately $500.00. The donation was made via the Rutgers Cooperative Extension Service.

Informational**:** Loudenslager Teacher Susan Piccione sought out this donation through the partnership with Rutgers Cooperative Extension Service. Funds were made available through its School Wellness Program. This greenhouse will be used to extend the gardening program and promote outside instructional activities at Loudenslager Elementary School.

1. Recommend approval to accept a donation of assorted school supplies including book socks, 2 pocket folders, file folders, crayons, pencils, flash cards, and dry erase boards and markers to be used by students at Loudenslager Elementary School. These items are valued at approximately $600. The donation was made via the Donor’s Choose Website.

Informational**:** Loudenslager Elementary Teacher Danielle Relation sought out this donation through the Donor’s Choose Website. Donor’s Choose is a charity website that allows businesses to fund specific school related programs, field trips, or equipment anonymously. These supplies will be provided to students at Loudenslager Elementary School on an as needed basis.

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

 Motion carried

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

Motion made by Stevenson, seconded by Reilly to approve items A.

1. Recommended approval for the following people to serve on the School Safety Team for Paulsboro Junior-Senior High School during the 2020-2021 school year.

 **Paulsboro Junior-Senior High School**

 Chelsea Brown Joseph Duca

 David Glocker Thomas Hampel

 Paul Morina James Pandolfo

 Mary Porter Donna Backus

 Tony Chila

Informational: The School Safety Committee meets several times per year in order to review, revise and update school safety procedures.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Reilly to approve items B.

1. Recommended approval for the following people to serve on the School Safety Teams for Loudenslager Elementary School and Billingsport Early Childhood Center during the 2020-2021 school year:

 **Loudenslager Elementary School**

Matthew J. Browne Dennis Weiss

Christina Roberts Tara Stahl

JoAnne Gayeski Addie Shmuel

Charisse Generette Elaine Andrus

Krista Lange Brian Betz

**Billingsport Early Childhood Center**

 Kristin Shute Karen Dutton

 Megan Dimit Lisa Kuhnel

 Jon Sierocinski Tina Morris

 Janice Ester Prudence Hanly

 Alison Hoehn

Informational: The School Safety Committee meets several times per year in order to review, revise and update school safety procedures.

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

 Motion carried