**PAULSBORO BOARD OF EDUCATION**

**August 28, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Ms. Eastlack reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:00p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, Mr. Ridinger (arrived 8:15), and Mrs. Stevenson. Mr. Hamilton and Mr. Walter were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATION**

The Paulsboro High School Principal, Paul Morina, presented two $3,000 scholarships to the parents of the Daniel R. Mullen and Elizabeth A. Mullen Scholarships. The recipients, Mr. Timothy Robinson and Mr. Tyler Knighton, are participating in athletics at the collegiate level and were unable to attend the meeting.

New Jersey School Boards Association Representative Terry Lewis compiled the Self-Evaluation of the Paulsboro Board of Education Members and presented the results to the members and public present. (Attachment)

No student representative report this month.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

Motion by Lozada-Shaw, seconded by Stevenson and unanimously approved (7-0) to accept and file

1. Note from Retired Secretary to the Business Administrator/Secretary to the Board

Patricia Shivery. The note expresses thanks for the watch that was presented to her by the Board of Education to celebrate her retirement after 19 years of service. (**Attachment)**

**OLD BUSINESS**

Use of School Facility

At the July 17, 2014 meeting of the Board of Education, a member asked if the policy for Use of School Facility (1330) was limited to organizations whose membership is mostly residents of Paulsboro.

Response: Policy 1330 – Use of School Facility is attached for the convenience of members of the Board of Education. The Interim Superintendent highlighted in yellow the two passages of the policy that seem relevant to the question. The policy does not include language that requires groups using the school facility to have a majority of their membership from Paulsboro. (**Attachment**)

1. Regular Operating District (ROD) Grant

Response: The Interim Superintendent will have a slide presentation for the Board of Education on August 28, 2014 in order to more completely explain the projects included in the ROD grant as well as other district facility needs.

 3. District Harassment, Intimidation and Bullying Coordinator – Job Description

 At the June 30, 2014 meeting of the Board of Education, a member asked if there was a job description for the position of Harassment, Intimidation and Bullying Coordinator.

 Response: The job description is now complete. Please see Personnel below.

 4. Evaluation of the Interim Superintendent

Response: Board of Education members have completed and submitted the evaluation documents. The Interim Superintendent will compile the individual evaluations so that the Board of Education can complete the evaluation at its September 2014 meeting.

**NEW BUSINESS**

1. Physical Restraint Policy

 During the 2013-2014 school year, Director of Special Services John Giovannitti worked to develop a draft of a Physical Restraint policy. In fact, he has reviewed this policy with and obtained input from members of the district staff. It is their opinion that the skillful use of physical restraint will be a valuable tool to defuse potentially dangerous situations.

 A copy of the draft Physical Restraint Policy is attached for review by the Board of Education. Mr. Giovannitti will be present at the meeting to briefly explain the policy and answer questions. (**Attachment)**

 Implementation of such a policy is a very serious matter. If the Board of Education is interested in pursuing this policy, the Interim Superintendent will be certain that the following steps are taken prior to recommending a First Reading to the Board of Education:

 1. Review the policy with New Jersey School Boards Association.

 2. Review the policy with the School Physician.

 3. Review the policy with the School Solicitor.

 4. Develop the Standard Operating Procedures to support this policy.

 5. Develop specific training requirements, procedures and protocols to support this policy.

 The administration respectfully requests input from the Board of Education concerning this policy matter.

2. New Jersey School Boards Association Convention – Meeting of the Board of Education

 The annual convention of the New Jersey School Boards Association (NJSBA) is scheduled for Tuesday, October 28, 2014 – Thursday, October 30, 2014. The monthly meeting of the Paulsboro Board of Education is also scheduled for Thursday, October 30, 2014 at 7:00 PM. The NJSBA convention ends early in the day on October 30th so it is possible to conduct the Board meeting on that evening. On the other hand, the Board may want to move its meeting to a different date. The administration respectfully requests input from the members of the Board of Education on this matter.

 Reservations have been made for members of the Board of Education to say at the Taj Mahal on Tuesday night, October 28 and Wednesday night, October 29, 2014.

3. Electronic Communication between Members of the Board of Education

 New Jersey School Boards Association recently distributed the following information. The Interim Superintendent thought that it was worth reprinting as part of this agenda. This has not been/is not a concern in Paulsboro but the information does provide valuable guidance.

*NJSBA recommends that board members avoid email discussions or communication with a quorum of its membership. This activity could be challenged as a violation of the Open Public Meetings Act (OPMA).*

 *A one-way flow of information via email is unlikely to create a violation of the OPMA.  This electronic dissemination of information could be analogized to information packets sent to board members prior to the meeting.  Using technology in such a way could be an effective mechanism for delivering up to date information.  It would also seem to be appropriate for individual board members to email requests for supplemental materials.*

| rom Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-190-100-500-18 | Reg Prg-UndistribInstructionOther Purchased Serv | 11-105-100-935-00 | Reg Prg-PreschoolInstructionLocal to Special-Reg | 21,255.00 |
| ECPA Contribution |
| 11-120-100-101-02 | Reg Prg-Grades 1-5Instruction Salaries-Teachers | 11-422-100-101-02 | Summer SchoolInstructionSalaries-Teachers | 640.00 |
| Summer Program Preptime Bill |
| 11-000-218-320-10 | UndistributedGuidance ServicesPurch Prof/Educ Srv | 11-000-218-104-02 | UndistributedGuidance ServicesSalaries-Other Prof | 766.00 |
| Reallocate Department Budget |
| 11-000-218-610-01 | UndistributedGuidance ServicesGeneral Supplies | 11-000-218-500-01 | UndistributedGuidance ServicesOther Purchased Serv | 981.00 |
| Reallocate Department Budget |
| 11-000-222-330-18 | UndistributedEducation MediaPurch Prof Services | 11-000-222-177-01 | UndistributedEducational MediaSal Technology Coord | 2,739.00 |
| Reallocate Department Budget |
| 11-000-230-580-00 | UndistributedSupport-Gen. AdminTravel | 11-000-230-585-00 | UndistributedSupport-Gen. AdminBOE Other Purch Serv | 100.00 |
| Reallocate Department Budget |
| 11-000-240-500-01 | UndistributedSupport-Schl AdminOther Purchased Serv | 11-000-240-104-00 | UndistributedSupport-Schl AdminSalaries-Other Prof | 2,025.00 |
| Reallocate Department Budget |
| 11-000-270-107-00 | UndistributedStudent Trans.Sal Non-Instr Aides | 11-000-270-160-00 | UndistributedStudent Trans.Sal Trans Regular | 678.00 |
| Reallocate Department Budget |
| 11-000-270-161-00 | UndistributedStudent Trans.Sal Trans Special | 11-000-270-160-09 | UndistributedStudent Trans.Sal Trans Regular | 1,534.00 |
| Reallocate Department Budget |
| 11-000-270-162-00 | UndistributedStudent Trans.Sal Trans Other | 11-000-270-160-09 | UndistributedStudent Trans.Sal Trans Regular | 5,729.00 |
| Reallocate Department Budget |
| 11-000-270-107-00 | UndistributedStudent Trans.Sal Non-Instr Aides | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 120.00 |
| Reallocate Department Budget |
| 11-000-270-162-07 | UndistributedStudent TransSal Trans Other | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 55.00 |
| Reallocate Department Budget |
| 11-000-270-511-00 | UndistributedStudent Trans.Con Trn Reg Vendors | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 2,036.00 |
| Reallocate Department Budget |
| 11-000-270-512-00 | UndistributedStudent Trans.Con Trn Oth Vendors | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 1,718.00 |
| Reallocate Department Budget |
| 11-000-270-505-00 | UndistributedStudent Trans.Aid in Lieu - Choice | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 317.00 |
| Reallocate Department Budget |
| 11-000-270-505-00 | UndistributedStudent Trans.Aid in Lieu – Choice | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 309.00 |
| Reallocate Department Budget |
| 11-000-291-270-00 | UndistributedUnallocated BenefitsHealth Benefits | 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 1,144.00 |
| Need for Transportation |
| 11-000-270-511-00 | UndistributedStudent Trans.Con Trn Reg Vendors | 11-000-270-512-00 | UndistributedStudent Trans.Con Trn Oth Vendors | 500.00 |
| Reallocate Department Budget |
| 11-000-270-505-00 | UndistributedStudent Trans.Aid in Lieu – Choice | 11-000-270-512-00 | Undistributed Student Trans.Con Trn Oth Vendors | 230.00 |
| Reallocate Department Budget |
| 11-000-270-615-00 | UndistributedStudent Trans.Trans Supplies | 11-000-270-513-00 | UndistributedStudent Trans.Con Trn Reg Joint | 1,663.00 |
| Reallocate Department Budget |
| 11-000-270-162-00 | UndistributedStudent Trans.Sal Trans Other | 11-000-270-513-00 | UndistributedStudent Trans.Con Trn Reg Joint | 1.00 |
| Reallocate Department Budget |
| 11-000-270-890-00 | UndistributedStudent Trans.Miscel. Expend. | 11-000-270-515-00 | UndistributedStudent Trans.Con Trn Spc Joint | 598.00 |
| Reallocate Department Budget |
| 11-000-270-610-00 | UndistributedStudent Trans.General Supplies | 11-000-270-515-00 | UndistributedStudent Trans.Con Trn Spc Joint | 257.00 |
| Reallocate Department Budget |
| 11-000-270-505-00 | UndistributedStudent Trans.Aid in Lieu – Choice | 11-000-270-515-00 | UndistributedStudent Trans.Con Trn Spc Joint | 1,462.00 |
| Reallocate Department Budget |
| 11-000-291-270-00 | Undistributed Unallocated BenefitsHealth Benefits | 11-000-270-515-00 | UndistributedStudent Trans.Con Trn Spc Joint | 36,712.00 |
| Transfer 4 Transportation |
| 11-000-291-241-00 | UndistributedUnallocated BenefitsOther Retirement Pers | 11-00-291-220-00 | UndistributedUnallocated BenefitsSocial Sec Contrib | 18,556.00 |
| Reallocate Department Budget |
| 11-213-100-610-03 | Sp Ed-Resource Rm/CtInstructionGeneral Supplies | 11-240-100-610-10 | BilingualInstructionGeneral Supplies | 5.00 |
| Reallocate Department Budget |
| 11-401-100-500-01 | Co-Curr & Extra-CurrInstructionOther Purchased Serv | 11-401-100-610-01 | Co-Curr & Extra CurrInstructionGeneral Supplies | 662.00 |
| Reallocate Department Budget |
| 11-402-100-500-06 | AthleticsInstructionOther Purchased Serv | 11-402-100-500-06 | AthleticsInstructionOther Purchased Serv | 1,540.00 |
| Reallocate Department Budget |
| 11-000-261-420-00 | UndistributedRequired MaintenanceCleaning/Repair/Main | 12-000-252-730-03 | UndistributedAdmin Inform. Tech.Equipment | 45,476.00 |
| Loudenslager Insurance Claim 1/8/2014 repairs to server room/wiring of the building |
| 11-000-261-110-00 | Undistributed Required MaintenanceOther Salaries | 12-000-252-730-03 | UndistributedAdmin Inform. Tech.Equipment | 26,488.00 |
| Loudenslager Insurance Claim 1/8/2014 repairs to server room/wiring of the building |

 *On the other hand, if a quorum of the board were to engage in a real-time chat, or instant messaging, this would appear to qualify as a meeting by electronic communication equipment, requiring the board to comply with the notice and right to attend provisions of the sunshine law.  This scenario would deny public's right of access (1) by the lack of a central location for witnessing the deliberations and (2) by the potential inability for some members of the public to attend.  It is difficult to predict with any certainty how any New Jersey court would view an online meeting if a community member were to challenge such a meeting.  For these reasons, NJSBA recommends that board members not communicate through email with a quorum of the board's membership.*

*As a guiding principle, once board members begin to engage in two way communication, or a "string" of communication involving additional board members, each step brings the board closer to the possibility that the boards' action could be challenged as a violation of the sunshine law.  In addition, having a written memorial of such discussion raises a red flag about the public's right of access to the email as a public record.*

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

Motion by Lozada-Shaw, seconded by Stevenson to approvethe items A-E:

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

 Regular Meeting - July 17, 2014

 Executive Session - July 17, 2014

1. Recommend approval of the budget transfers.

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – June 2014** |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: June 2014 | Beginning Cash Balance | ReceiptsThis Month | DisbursementsThis Month | Ending CashBalance |
| General Fund |  $ 1,933,999.35  |  $ 2,256,836.11  |  $ 3,455,078.39  |  $ 735,757.07  |
| Special Revenue |  0.53  |  973,695.00  |  774,689.08  |  199,006.45  |
| Debt Service |  140,746.00  |  |  140,743.60  |  2.40  |
| Food Service |  76,218.35  |  99,722.91  |  175,941.04  |  0.22  |
| Total Government Funds |  $ 2,150,964.23  |  $ 3,330,254.02  |  $ 4,546,452.11  |  $ 934,766.14  |
|  |  |  |  |  |
| **SECRETARY’S REPORT** |  |  |  |  |
| Cash: June 2014 |  |  |  |  |
| Total Governmental Funds  |  $ 2,150,964.23  |  $ 3,330,254.02  |  $ 4,546,452.11  |  $ 934,766.14  |
|  |  |  |  |  |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |  |  |  Disbursements  |
|  Beginning Balance  |  $ 21,113,458.03  |  |  |  $ 20,128,084.47  |
|  Receipts – Month  |  3,330,254.02  |  |  |  4,546,452.11  |
|  Receipts to Date  |  $ 24,443,712.05  |  |  |  $ 24,674,536.58  |
|  |  |  |  |  |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,482,013.56  |  $ 18,982,065.25  |  $ 200,481.45  |  $ 2,299,466.86  |
|  Special Revenue  |  2,199,053.00  |  1,461,106.66  |  271,767.84  |  466,178.50  |
|  Debt Service  |  289,899.00  |  289,898.00  |  |  1.00  |
| Food Service |  709,962.94  |  695,902.45  |  7,180.00  |  6,880.49  |
|  TOTALS  |  $ 24,680,928.50  |  $ 21,428,972.36  |  $ 479,429.29  |  $ 2,772,526.85  |

1. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
2. Reports of Secretary to Board of Education – June 2014

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

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of June 30, 2014, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

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

|  |  |  |  |
| --- | --- | --- | --- |
|   |  Anticipated  Budget  | Cash Receivedas of June 30, 2014 | Revenueas of June 30, 2014 |
| Taxes | $5,376,765.00  | $5,376,765.00  | $5,376,765.00  |
| Tuition - Gibbstown | 1,375,156.00 | 1,255,569.67 | 1,393,085.27 |
| Tuition - Other LEA's |  -  |  43,400.07  | 43,400.07 |
| Miscellaneous | 388,790.00 |  90,855.24  | 90,855.24 |
| State Aid | 12,091,969.00 | 10,116,494.00 | 12,091,969.00 |
| Extraordinary Aid | 84,267.00 |   |  39,631.00  |
| SEMI | 80,000.00 | 96,626.51 | 96,626.51 |
|   | $19,396,947.00  | $16,979,710.49  | $19,132,332.09  |

  Thursday, August 28, 2014

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

 Thursday, August 28, 2014

**SUPERINTENDENT’S REPORT**

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 by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation item A:

1. Recommend appointment of the substitute teachers on the attached list from Source 4

Teachers. (**Electronic copy sent-** The list is very long so a hard copy will also be available.)

Informational: The Board of Education has a contract with Source 4 Teachers to provide substitute teachers for the district. Source 4 Teachers verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, Mr. Ridinger, and Mrs. Stevenson voting 6 YES; Mr. Chapkowski NO; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation items B-F:

1. Recommend approval to use the Gloucester County Special Services School District (GCSSSD) to provide substitute School Nurses at a rate of $288 full day and $175 half-day.

Informational: The school district has used GCSSSD to provide substitute School Nurses for a number of years. The district also has several substitute School Nurses of its own so the GCSSSD is used as a back-up agency for this service.

1. Recommend adoption of the attached job description for Harassment, Intimidation and Bullying (HIB) Coordinator (**Attachment**).

Informational: Many of the duties for HIB Coordinator are outlined by the New Jersey Department of Education. HIB Coordinator John Giovannitti and Interim Superintendent Walter Quint developed the job description recommended above.

1. Recommend appointment of Kyle Nicastro to the position of Athletic Trainer for Paulsboro Senior and Junior High Schools effective Friday, August 15, 2014 – Sunday, June 14, 2015. Mr. Nicastro will earn MA Step 1 - $48,897 as per agreement with the Paulsboro Education Association. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Mr. Nicastro on July 21, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing

Mr. Nicastro.

Informational: Mr. Nicastro replaces Timothy Braun who recently resigned. Paulsboro Senior High School Principal Paul Morina, Interim Athletic Director Robert Mannino, Assistant Principal James Pandolfo and Interim Superintendent Walter Quint conducted the interviews. Mr. Morina and Mr. Mannino checked references.

1. Recommend approval to appoint Chardae Ingram to the position of Part-Time Secretary to the Child Study Team effective September 1, 2014 for the 2014-2015 school year. Ms. Ingram will work 29 hours per week at a rate of $16.32 per hour. This position does not include medical benefits and is not represented by the Paulsboro Education Association. This recommendation is contingent on Ms. Ingram successfully completing the Criminal History Background Review.

Informational: Ms. Ingram replaces Lauren Abbott who was recently promoted to Full Time Secretary to the Child Study Team. Director of Special Services John Giovannitti and Interim Superintendent Walter Quint conducted the interviews. Mr. Giovannitti checked references. Ms. Ingram was also given a test to determine her proficiency in Excel.

1. Recommend approval to accept the resignation of Supervisor of Food Services William McCumber effective August 28, 2014.

 Informational: Mr. McCumber accepted a position as Area Supervisor with Nutri-Serve. He

 served the Paulsboro Public Schools for 9 years.

 At the July 17, 2014 meeting of the Board of Education, the members discussed two options to replace Mr. McCumber. Option one is to hire a replacement Supervisor of Food Services as a district employee. Mr. McCumber was a district employee. Option two is to allow Nutri-Serve to provide a supervisor as part of the company’s contract with the district as vendor for food services. Over the past few years, when a district food service employee retires or resigns, the position was filled by a Nutri-Serve employee. At this time, only six district employees work in the food services department.

 The Board of Education agreed to continue the process of allowing Nutri-Serve to provide employees for food services. The Interim Superintendent immediately asked Nutri-Serve to seek a replacement for Mr. McCumber. Currently, the Board of Education’s cost to employ a Supervisor of Food Services is approximately $80,000 including salary, health benefits, taxes, pension contributions, insurance, etc. Nutri-Serve will provide the Supervisor for approximately $57,000 per year. Nutri-Serve assigned Nickolas Carbo as the Food Services Director for Paulsboro. Interestingly, Mr. McCumber is the District Manager for Nutri-Serve who has Paulsboro as one of his schools.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation items G-O:

1. Recommend appointment of Brian Betz to the position of Teacher of Music assigned to Loudenslager Elementary School and Billingsport Early Childhood Center effective Monday, September 1, 2014 for the 2014-2015 school year. Mr. Betz will earn MA Step C - $46,321 as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of completion of a Master’s Degree. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Mr. Betz on July 23, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Mr. Betz.

Informational: Mr. Betz replaces Jenna Ouellette who was transferred to Paulsboro High School. Elementary School Principals Phillip Neff and Paul Bracciante as well as Interim Superintendent Walter Quint conducted the interviews. Reference checks were completed by Mr. Bracciante and Dr. Neff.

1. Recommend appointment of Kelly Fenuto to the position of part-time Guidance Counselor assigned to Loudenslager Elementary School effective Monday, September`1, 2014 for the 2014-2015 school year. Ms. Fenuto will earn $100 per day not to exceed 130 days. This position is not represented by the Paulsboro Education Association. The position does not include medical benefits. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Fenuto on July 23, 2014. The Interim Superintendent

now respectfully requests that the Board of Education confirm this action by appointing

Ms. Fenuto.

 Informational: This is a new position that was included in the 2014-2015 budget. Loudenslager Elementary School Principal Phillip Neff and Interim Superintendent of Schools Walter Quint conducted the interviews. Reference checks were completed by

Dr. Neff.

1. Recommend approval to appoint Caitlin Cusack to the position of Teacher of Students with Disabilities assigned to Billingsport Early Childhood Center effective Monday, September 1, 2014 for the 2014-2015 school year. Ms. Cusack will earn BA – Step 1 - $43,521 as per agreement with the Paulsboro Education Association. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Cusack on July 25, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Ms. Cusack.

 Informational: Ms. Cusack replaces Palma Simpson who recently retired. Loudenslager Elementary School Principal Phillip Neff, Billingsport Early Childhood Center Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint conducted the interviews. Reference checks were completed by Dr. Neff and Mr. Bracciante.

1. Recommend approval to appoint Amber Berry to the position of Teacher of Students with Disabilities assigned to Loudenslager Elementary School effective Monday, September 1, 2014 for the 2014-2015 school year. Ms. Berry will earn BA – Step 1 - $43,521 as per agreement with the Paulsboro Education Association. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Berry on July 25, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Ms. Berry.

 Informational: Ms. Berry replaces Barbara Gross who recently retired. Loudenslager Elementary School Principal Phillip Neff, Billingsport Early Childhood Center Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint conducted the interviews. Reference checks were completed by Dr. Neff and Mr. Bracciante.

1. Recommend approval to rescind the contract for Lisa Calabrese for the position of Part-Time Guidance Counselor assigned to Billingsport Early Childhood Center for the 2014-2015 school year. The Board of Education approved the contract on May 29, 2014.

 Informational: Ms. Calabrese served the Paulsboro Public Schools for one year. Due to financial considerations, she was unable to commit to a part-time position.

1. Recommend approval to appoint Elaine Hadfield to the position of Long-Term Substitute School Nurse assigned to Loudenslager Elementary School effective September 1, 2014 through December 31, 2014. Ms. Hadfield will earn BA Step G - $46,691 as per agreement with the Paulsboro Education Association. Ms. Hadfield holds New Jersey certification as a Registered Nurse and School Nurse. This is a temporary position that does not include medical benefits. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Hatfield on August 19, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Ms. Hadfield.

 Informational: Ms. Hadfield replaces Meredith Wright who recently resigned. Elementary School Principals Paul Bracciante and Phillip Neff as well as Interim Superintendent Walter Quint conducted the interviews. Dr. Quint checked references. There were relatively few candidates for this position so the administration would like to advertise the vacancy before making a recommendation for a permanent employee.

1. Recommend approval to appoint Natascia B. Powell to the position of Playground/Cafeteria Aide at Billingsport Early Childhood Center for the 2014-2015 school year. Ms. Powell will earn $8.25 per hour for two hours per day for the days that school is in session for students. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Powell on July 25, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Ms. Powell.

 Informational: Ms. Powell replaces George Trader who recently resigned. Billingsport

 Early Childhood Center Principal Paul Bracciante conducted interviews and checked references.

1. Recommend approval to appoint Sarah Wressig to the position of Substitute School Nurse assigned to the Elementary Summer School program at a rate of $125 per day not to exceed 21 days. This is a temporary position that does not include benefits. At its June 30, 2014 meeting, the Board of Education granted the Interim Superintendent authority to hire staff prior to August 28, 2014 via Letter of Intent. A Letter of Intent was issued to Ms. Wressig on July 2, 2014. The Interim Superintendent now respectfully requests that the Board of Education confirm this action by appointing Ms. Wressig.

 Informational: None of the Paulsboro School Nurses were available to work in the summer school program.

1. Recommend approval to appoint Kristen Cervantes to the positon of substitute aide and Playground/Cafeteria Aide for the 2014-2015 school year. Ms. Cervantes will earn $8.25 per hour on an as needed basis.

 Informational: In the past, Ms. Cervantes has worked for the Paulsboro Public Schools as a Playground/Cafeteria Aide.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

1. Informational:

1. The Paulsboro Public Schools use Source 4 Teachers as the provider of substitute teachers. During the 2013-2014 school year the district requested 1316 substitute teachers from Source 4 Teachers. They were successful 82.4% of the time finding a substitute. Unfortunately, this left 232 vacancies unfilled. When teachers call for a substitute after midnight the fill rate drops to about 56%.

 At the high school level, when a substitute teacher is not available other teachers are assigned to cover the duties of their absent colleague. It is not unusual for six teachers to be assigned class covers as a result of not obtaining one substitute teacher. As per agreement with the Paulsboro Education Association, each teacher may be asked to cover two times without payment. Additional covers are paid at a rate of $32 each. Teachers covering classes and duties do not have a planning period.

 It is not possible to assign class covers at the elementary school level. As a result, when a substitute teacher is not available, classes are covered by Basic Skills Teachers, Instructional Aides, etc. This removes these teachers/aides from other important duties with children.

The Interim Superintendent is reviewing teacher attendance patterns as well as working with Source 4 Teachers in an effort to improve this situation.

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 | 51 | 0 | 0 |
| March | 63.0 | 28-96 | 94 | 0 | 0 |
| April | 47.0 | 36-65 | 88 | 0 | 0 |
| May | 86.8 | 65-127 | 115 | 0 | 0 |
| June | 30.6 | 22-42 | 97 | 0 | 0 |
| Total | 40.6 | 23.7-61.6 | 645 | 0 | 0 |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation items A-F:

1. Recommend approval for Loudenslager School Principal Phillip Neff and Interim Superintendent of Schools Walter Quint to attend the regular and Executive Committee meetings of the New Jersey Council of Education on Friday, October 24, 2014, Thursday, January 8, 2015, Friday, April 17, 2015 and Friday, May 8, 2015. There is no cost to the Board of Education.

Informational: The New Jersey Council of Education is the oldest honorary educational society in the United States. Drs. Neff and Quint are members of the Executive Committee for this organization.

1. Recommend approval for Rowan University Student Cheryl Lloyd to complete her School Nurse Practicum from Tuesday, August 26, 2014 to Friday, November 28, 2014 at Paulsboro Senior and Junior High Schools. Ms. Lloyd will complete this practicum under the supervision of Paulsboro High School Nurse Christine Spitale.

 Informational: During School Nurse Practicum the student will observe for a total of 50 hours.

1. Recommend approval to participate as a partner with Rowan University in the submission of a professional development grant to the New Jersey Department of Education (NJDOE). The grant, if funded, will provide training needed to implement the Common Core Standards. There is no cost to the Board of Education. The grant application was due to NJDOE prior to this meeting so the Interim Superintendent signed the “Documentation of Collaboration” and now respectfully seeks approval by the Board of Education. If the Board of Education wishes the agreement may be withdrawn.

 Informational: This grant focuses on junior and senior high school teachers of English, social studies and special education as well as their principals. If funded, the grant will include a week-long summer institute during July and August 2015 as well as other staff development. The Interim Superintendent only agreed to make this recommendation under the condition that the vast majority of training would take place during times that school is not in session for students.

1. Recommend approval for Director of Assessment Dr. Lucia Pollino to attend the Fall Conference of the Foundation for Educational Administration/New Jersey Principals and Supervisors Association/New Jersey Association for Supervision and Curriculum Development on Thursday, October 16, 2014 and Friday, October 17, 2014 in Long Branch, New Jersey. Cost to the Board of Education includes mileage ($147) and registration ($275).

 Informational: Workshop topics directly relevant to Dr. Pollino’s duties as well as district priorities include Preparing for the Partnership for Assessment of Readiness for College and Careers (PARCC), Delivering High Quality Instruction, Closing Achievement Gaps, Improving Teacher Effectiveness and Integrating Technology into Classroom Instruction.

1. Recommend approval for the Sam’s Club Advantage Coordinator to be present in the district faculty rooms in order to allow staff members to join Sam’s Club. There is no cost or obligation to the Board of Education for this activity. The recommendation is contingent on the membership “drive” being conducted during non-instructional or professional development time.

Informational: This type of activity has been conducted in the past. It does not appear that it was presented to the Board of Education for approval.

1. Recommend approval for Business Administrator/Secretary to the Board of Education

 Jennifer Johnson to attend the monthly meetings of the New Jersey Association of School Business Administrators. The recommendation includes approval for Deborah Kappra (Secretary to the Business Administrator) to attend the May 2015 meeting which is designed for Administrative Assistants. Cost to the Board of Education is the registration fee of $400 total for the year.

 Informational: The topics of these meetings directly relate to Ms. Johnson’s duties. Topics include pension information, legal updates, grants management, Affordable Care Act, and the Consolidated Annual Financial Report (CAFR). The workshops allow Ms. Johnson to earn continuing education credits.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation G:

1. Recommend approval for Rowan University Student Triana Maria Hernandez to complete her Clinical Practice (formerly known as Student Teaching) from Tuesday, September 2, 2014 until Wednesday, December 17, 2014 at Loudenslager Elementary School. Ms. Hernandez will complete this field experience in the 3rd grade under the supervision of Loudenslager Elementary School Teacher Christina Roberts.

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

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9th | 81 |
| 10th | 121 |
| 11th | 84 |
| 12th | 85 |
| TOTAL | **371** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7th | 77 |
| 8th | 67 |
| TOTAL | **144** |

1. The following are preliminary 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 | 3 | 4 |  |  |  | 3 | 22 | 22 | 23 |  |
| Pre-school | 16 | 16 | 16 |  |  | 4 | 22 | 23 | 23 |  |
| K | 20 | 21 | 21 | 21 |  | 5 | 20 | 20 | 20 | 21 |
| 1 | 22 | 23 | 23 | 23 |  | 6 | 20 | 21 | 22 | 22 |
| 2 | 16 | 16 | 16 | 18 |  | Special Education | 11 | 7 |  |  |
| Special Education | 5 | 5 | 12 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **317** | TOTAL |  |  |  | **319** |

 4. On Tuesday, August 19 and Wednesday, August 20, 2014, Director of Assessment Lucia Pollino and Interim Superintendent Walter Quint conducted New Teacher Orientation. The agenda is attached (**Attachment)**.

**INSTRUCTIONAL SERVICES**

Motion by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation items A-E:

1. Recommend approval for James L. Hewitt, MD to complete Psychiatric Evaluations for students being evaluated by the Child Study Team during the 2014-2015 school year. Cost per evaluation is $525.

 Informational: Dr. Hewitt has served in this capacity for many years. The basic Child Study Team is composed of a School Psychologist, Learning Disabilities Teacher/Consultant and School Social Worker. At times, the team requires additional expertise in order to fully evaluate a student. These experts could include a physician, psychiatrist, audiologist, etc. Dr. Hewitt completed one evaluation during the 2013-2014 school year.

1. Recommend approval for Susane Dardeir to complete Speech-Language evaluations in Arabic for students being evaluated by the Child Study Team during the 2014-2015 school year. Cost per evaluation will not exceed $450.

Informational: Ms. Dardeir is a certificated Speech-Language Therapist in New Jersey. Evaluations of students being reviewed by the Child Study Team must be completed in the child’s native language if they are not fluent in English. In addition, communication with parents must be provided in their native language.

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

|  |  |  |
| --- | --- | --- |
| **Student/ Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 1595 | 11 | 5 days of instruction per week provided by Ranch Hope at a rate of $70 per day. Home Instruction lasted for 14 days.  |
| 2037 | 9 | 5 days of instruction per week provided by Ranch Hope at a rate of $70 per day. |

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.

D. Recommend approval for the following students in Grades 9-12 to attend out-of-district schools for students with disabilities during the 2014-2015 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School**  | **Tuition** | **One on One Aide** | **Total Cost per Student** | **Per Diem Rate** |
| 2791 | 9 | Archway - Upper School | $33,613.20 |  | $33,613.20 | $186.74(3) |
| 1773 | 9 | Bancroft - Home Instruction | $29,700.00 | $29,106.00 | $58,806.00 | $326.70(1) |
| 2356 | 9 | Bankbridge Regional | $35,100.00 |  | $35,100.00 | $195.00 |
| 2479 | 9 | Clearview Regional High School | $17,500.00 |  | $17,500.00 | $ 97.22(2) |
| 2037 | 9 | Strang School | $38,966.40 |  | $38,966.40 | $216.48 |
| 2348 | 9 | The Children's Home | $58,770.00 |  | $58,770.00 | $326.50 |
| 2781 | 9 | YALE | $45,554.40 |  | $45,554.40 | $253.08(3) |
| 1776 | 10 | Bankbridge Regional - North | $33,480.00 |  | $33,480.00 | $186.00 |
| 2137 | 10 | Bankbridge Regional - North | $33,480.00 |  | $33,480.00 | $186.00 |
| 1849 | 10 | Bankbridge Regional - South | $35,100.00 |  | $35,100.00 | $195.00 |
| 2098 | 11 | Bancroft - Haddonfield | $50,727.60 | $27,720.00 | $78,447.60 | $435.82(1,2) |
| 1927 | 11 | Bankbridge Regional - South | $35,100.00 |  | $35,100.00 | $195.00 |
| 1532 | 12 | Abilities Center | $15,980.40 |  | $15,980.40 | $ 88.78 |
| 2787 | 12 | Archbishop Damiano | $41,596.20 |  | $41,596.20 | $231.09(3) |
| 2076 | 12 | Bankbridge Regional - South | $35,100.00 |  | $35,100.00 | $195.00 |
| 2021 | 12 | Brookfield Academy | $40,500.00 |  | $40,500.00 | $225.00 |
| 1532 | 12 | New Sharon - Deptford | $9,000.00 |  | $9,000.00 | $ 50.00 |
|  |  | **Total** | **$589,268.20** | **$56,826.00** | **$646,094.20** |  |

Note 1: The per diem cost for these students includes tuition as well as the salary/benefits for the one-on-one aide.

Note 2: This is a change of placement from the 2013-2014 school year.

Note 3: This is a new out-of-district placement for the 2014-2015 school year.

 Informational: At this time last year, the district placed 13 Grade 9-12 students out of

 district.

E. Recommend approval for Brian Richards II (a resident of Gloucester Township, New Jersey) to attend Grade 11 at Paulsboro Senior High School during the 2014-2015 school year as a courtesy with the intent to become a student via the School Choice Program during the 2015-2016 school year.

Informational: This student did not meet the School Choice timelines for the 2014-2015 school year. As a result, if their attendance is approved by the Paulsboro Board of Education, the district will not receive State School Aid during the 2014-2015 school year. The district will, however, begin receiving aid during the 2015-2016 school year. For the same reason, it is unlikely that the parents of this student will receive aid in lieu of transportation during the 2014-2015 school year. Parents are responsible to bring their children to Paulsboro Senior High School.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation items F-L:

1. Recommend approval for Robert Glocker son of Paulsboro Junior High School Instructional Aide David Glocker to attend Paulsboro Junior High School as a professional courtesy during the 2014-2015 school year. The student will be in grade 8.

 Informational: The administration will review the funding aspect of this request. As a professional courtesy student, Paulsboro should be able to count him on the Application for State School Aid (ASSA) report. This will yield state aid to the district for the student. In the future, however, it may be better for the student to fall under the School Choice program.

1. Recommend approval to allow seventh grade students to participate in the Step Up, Speak Up Essay Contest sponsored by the Paulsboro Neighborhood Watch Association, Inc. (PNWA). Language Arts teachers will review the essay contest and include it to the degree that it matches the district curriculum.

 Informational: Students have participated in this essay contest for a number of years. In view of the demands of the curriculum, teacher evaluation standards and testing mandates, the Interim Superintendent does not mandate participation in the essay contest but rather allows each teacher to consider its merits. PNWA provides Barnes and Noble gift cards to the students who write the four best essays.

 H. Recommend approval for the following students in grade Prekindergarten - 8 to attend out-of-district schools for students with disabilities during the 2014-2015 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school. \*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School** | **Tuition** | **One on One Aide** | **Total Cost per Student** | **Per Diem Rate** |
| 2717 | PK | Bankbridge Development Center | $34,920.00 |  | $34,920.00 | $194.00 |
| 2705 | K | Bankbridge Development Center | $35,100.00 |  | $35,100.00 | $195.00 |
| 2744 | 1 | Bankbridge Elementary | $35,100.00 |  | $35,100.00 | $195.00 |
| 2635 | 2 | Bankbridge Development Center | $35,100.00 |  | $35,100.00 | $195.00 |
| 2341 | 2 | Bankbridge Development Center | $35,100.00 |  | $35,100.00 | $195.00 |
| 2393 | 2 | Bankbridge Development Center | $34,920.00 | $35,280.00 | $70,200.00 | $390.00(1) |
| 2699 | 3 | Archway | $33,613.20 |  | $33,613.20 | $186.74 |
| 2681 | 3 | Bankbridge Elementary | $33,480.00 |  | $33,480.00 | $186.00 |
| 2641 | 3 | Bankbridge Elementary | $33,480.00 |  | $33,480.00 | $186.00 |
| 2493 | 3 | Bankbridge Elementary | $33,480.00 |  | $33,480.00 | $186.00 |
| 2375 | 3 | Bankbridge Elementary | $35,100.00 |  | $35,100.00 | $195.00 |
| 2745 | 4 | LARC | $41,808.60 |  | $41,808.60 | $232.27 |
| 2228 | 5 | Bankbridge Development Center | $35,100.00 | $29,106.00 | $64,206.00 | $356.70(1) |
| 2418 | 5 | Bankbridge Elementary | $33,480.00 |  | $33,480.00 | $186.00 |
| 2324 | 5 | Bankbridge Elementary | $33,480.00 |  | $33,480.00 | $186.00 |
| 2114 | 7 | Archbishop Damiano | $41,596.20 |  | $41,596.20 | $231.09 |
| 2252 | 7 | Bankbridge - South | $35,100.00 |  | $35,100.00 | $195.00 |
| 2351 | 7 | Pineland Learning Center | $46,319.40 |  | $46,319.40 | $257.33(2) |
| 2334 | 7 | YALE | $47,847.60 |  | $47,847.60 | $265.82 |
| 1990 | 7 | YALE - Cherry Hill Campus | $45,554.40 |  | $45,554.40 | $253.08 |
| 2254 | 8 | Pineland Learning Center | $46,319.40 |  | $46,319.40 | $257.33 |
|   |  | **Total** | **$785,998.80** | **$64,386.00** | **$850,384.80** |  |

Note 1: The per diem cost for these students includes tuition as well as the salary/benefits for the one-on-one aide.

Note 2: This is a change of placement from the 2013-2014 school year.

Informational: At this time last year, the district placed 21 PreK-8 students out of district.

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

|  |  |  |
| --- | --- | --- |
| **Student/ Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2590 | PreK | Not to exceed 10 hours/week of instruction provided by agreement with Brookfield Schools at a rate of $32 per hour. |
| 2254 | 8 | 10 hours of instruction per week provided by Bridgeton Board of Education at a rate of $30 per hour. |

Informational: Please see similar item above.

1. Recommend approval to provide transportation from a residence of foster care to Paulsboro for Student ID Numbers 3326048206 and 3036725497.

Informational: This is the same type of arrangement that is typically made for students who are homeless and residing outside of Paulsboro.

K. Recommend approval for Student Case Number 2474 to attend grade four at Loudenslager Elementary School for the 2014-2015 school year only. This student is a resident of Greenwich Township. The Greenwich Township Public Schools will pay the full cost (salary and benefits) for a one-on-one aide, provide case management and

 transportation (if needed) to and from school. The recommendation includes the

 understanding that the Paulsboro Public Schools will not charge tuition.

 Informational: This family recently moved from Paulsboro to Greenwich Township. The above arrangement is recommended as a courtesy in order to limit the number of transitions between schools for this student.

1. Recommend approval for the following students to attend the Paulsboro Public Schools during the 2014-2015 school year as a courtesy with the intent to become a student via the School Choice Program during the 2015-2016 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Resident Of** | **Grade** | **School** |
| Frank Richards | Gloucester Township, New Jersey | 7 | Paulsboro Junior High School |
| Zahir Paynter | Washington Township, New Jersey | 2 | Billingsport Early Childhood Center |

Informational: Please refer to similar item above

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw (\*\*Abstained Item H), Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

 M. Informational:

* + 1. On June 30, 2014, the Board of Education approved submission of the 2014-2015 application for funding via the Individuals with Disabilities Education Act (IDEA) in the amount of Basic (Ages 3-21) $356,990 and Preschool (Ages 3-5) $12,811. The grant has now been submitted to the New Jersey Department of Education. The Superintendent of Schools will bring a copy of the application to the meeting for review by members of the Board of Education. It is also available in advance of the meeting by contacting the Superintendent.
		2. Historically, Greenwich Township students with disabilities who attend out-of-district schools were managed by the Paulsboro Child Study Team from grades 9 -12. These students never actually attended the Paulsboro Public Schools nor are they recorded in as Paulsboro students on reports to the New Jersey Department of Education. At this time, there are 11 students in this situation. For reporting purposes, they remain Greenwich Township students. Greenwich Township pays transportation costs and tuition for the students. The only contact with the Paulsboro Public Schools is case management.

Several recent cases highlighted the fact that it would be better to have the Greenwich Township Public Schools continue to provide Child Study Team services for their grades 9-12 students with disabilities who attend out of district schools. Having said this, the administration of Greenwich Township agreed to retain case management for these students. This will provide consistency for the students as well as reduce the demands of the Paulsboro Child Study Team.

* + 1. The results of the 2013-2014 administration of the New Jersey Assessment of Skills and Knowledge (NJASK) are as follows:

|  |
| --- |
| **Percentage of Students Earning Proficient and Advanced Proficient Scores Over Time by Grade** |
| **Subject/Grade** | **2010** | **2011** | **2012** | **2013** | **2014** |
| **Mathematics/3** | 64 | 60 | 66 | 60 | 63 |
| **Language/3** | 30 | 42 | 44 | 37 | 41 |
|  |   |   |   |   |   |
| **Mathematics/4** | 69 | 78 | 59 | 58 | 65 |
| **Language/4** | 51 | 63 | 35 | 43 | 50 |
| **Science/4** | 93 | 89 | 88 | 79 | 51 |
|  |   |   |   |   |   |
| **Mathematics/5** | 70 | 51 | 57 | 60 | 56 |
| **Language/5** | 34 | 25 | 28 | 25 | 23 |
|  |   |   |   |   |   |
| **Mathematics/6** | 51 | 64 | 55 | 70 | 37 |
| **Language/6** | 38 | 47 | 23 | 49 | 25 |
|  |   |   |   |   |   |
| **Mathematics/7** | 33 | 34 | 33 | 24 | 39 |
| **Language/7** | 29 | 28 | 29 | 30 | 45 |
|  |   |   |   |   |   |
| **Mathematics/8** | 50 | 52 | 45 | 59 | 41 |
| **Language/8** | 60 | 49 | 47 | 50 | 43 |

 4. The following is an overview of the New Jersey Biology Comprehension Test (NJBCT) result for the past few years. The percentage of students listed as proficient includes both

 proficient and advanced proficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Status** | **2009-2010** | **2010-2011** | **2011-2012** | **2012-2013** | **2013-2014** |
| Proficient and Advanced Proficient | 31% | 25.4% | 47.1% | 22.6% | 20% |

**STUDENT ACTIVITIES**

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

* 1. Recommend adoption of resolutions honoring the spring season student-athletes for earning First Team All-Colonial Conference Patriot Division status.

Baseball: Tyler Knighton Brian Zane

Boys Track and Field: Emmanuel Simon DeShaun Burgess Damere Jones

Girls Track and Field: Tynara Witcher Chelsea Smith

Informational: The resolutions will be presented at the September 25, 2014 meeting of the Board of Education.

 B. Recommend approval to appoint Nelson Herrera to the position of volunteer assistant coach

 for the Paulsboro Senior High School football team during the 2014-2015 season. Mr. Herrera has successfully completed the Criminal History Background Review.

 Informational: Mr. Herrera is a Paulsboro resident who played football for Temple University. He also coached youth football teams in Paulsboro and Gibbstown.

 C. Recommend approval of the following individuals to work as the “Chain Gang” or any other game day positions during home varsity football games. These are volunteer positions.

 Joe Muraca John Kupsey A.J. Corradetti Jim Schmidt John Rizzo

 Informational: Mr. Muraca, Mr. Kupsey, Mr. Corradetti and Jim Schmidt also performed these duties during the 2013-2014 school year. Mr. Rizzo is a parent of a Paulsboro High School student and resident of Paulsboro. Mr. Schmidt was approved, in error, as Mike Smith last year.

 D. Recommend the following students to work the home football games as the “grounds crew.” Each student will be responsible for setting up before the game, helping during the game and cleaning up after each home game. Each individual will be paid $45 per game. Only four studentswill be used per game.

 Nick Hogan Mike Morina Anthony Morina Anthony Duca Nick Duca Anthony Francesco Michael Ware Joe McFadden Sam McFadden Tahje Thomas Joe Rizzo

 Informational: With the exception of Mr. Hogan and Mr. Rizzo, the same students worked during the 2013-2014 football season. Students are selected based on them requesting the position via the Athletic Director.

E. Recommend approval to add Child Study Team Secretary Lauren Abbott to the list of staff approved on June 30, 2014 as event workers for athletic events during the 2014-2015 school year at the same rates as 2013-2014.

 Informational: Event workers perform duties such as ticket taker/sellers for home athletic events.

F. Recommend approval for Paulsboro High School to apply for a Mini-Grant via the Gloucester County Clean Communities Program. Head Football Coach Glenn Howard will submit the grant application. This recommendation is contingent on the activity taking place during non-school hours.

 Informational: If the grant is awarded, members of the Paulsboro High School football team will participate in a three hour clean-up of a county roadway. The Clean Communities Program will provide safety vests, “Litter Patrol Ahead” signs, and trash/recycling bags. The location of the clean-up project and date will be assigned if the grant is approved. Head Football Coach Glenn Howard is in charge of the activity. Upon the successful completion of the activity, the Clean Communities Program will provide a $500 grant for use by the football team.

G. Recommend approval for students taking Honors English I and II classes to participate in the Pennsylvania Renaissance Faire in Manheim Pennsylvania on either Wednesday, October 8, 2014 or Thursday, October 9, 2014. There are 30 students enrolled in these two courses. Cost to the Board of Education includes school bus transportation and three substitute teachers. ($360). Paulsboro High School English Teachers Susan Howard and Nicole Beaman will chaperone the trip. Paulsboro High School Teacher Nick Cappolina will be the third chaperone if needed.

 Informational: Students must pay $14 in order to participate in the trip. The purpose of this field trip is for students to participate in a “living history” experience relevant to the culture of the Middle Ages and Renaissance in England. This helps engage the students in the study of Shakespeare’s *Romeo and Juliet*. Students must complete a project as part of this field trip. This type of trip has been taken for many years.

H. Recommend reappointment of Paul Morina to the position of Head Coach for Wrestling for

 the 2014-2015 school year. Mr. Morina will earn Step 3 - $8,112 as per agreement with the

 Paulsboro Education Association. This recommendation is contingent on Mr. Morina not

 serving as an administrator for the Alternative Evening Program. \*\*

 Informational: On June 30, 2014, Mr. Morina was appointed as Head Coach for Wrestling without salary. This “no salary status” has existed since he became Principal of Paulsboro High School. The fact is, Mr. Morina is the Head Coach for Wrestling and spends a significant amount of time in this capacity and, therefore, should be compensated for his

 work. During the past few years, Mr. Morina has also served as a paid administrator for the

 Alternative Evening Program. It is difficult to “sort out” the time responsibilities of

 Paulsboro High School Principal, Alternative Evening School Administrator and Wrestling Coach. In the opinion of the Interim Superintendent, it makes more sense to pay Mr. Morina as the Head Coach for Wrestling and assign the Alternative Evening School duties to others.

I. Recommend approval for Paulsboro Youth Football to use Bennett Field for games on Saturday, October 18, 2014 between 8:00 AM and 7:00 PM. This recommendation includes approval to use the lavatory facilities as well as operate a concession stand. The concession area will include the use of a grill. The organization is covered by Borough of Paulsboro insurance. Jarryd Scott is in charge of the activity.

 Informational: The New Jersey Lighthouse Challenge is scheduled for Saturday, October 18 and Sunday, October 19, 2014. Tinicum Rear Range Lighthouse is one of the busiest sites for this statewide event. The lighthouse is particularly busy on Saturday morning and evening. As a result, there is a significant congestion issue if the Lighthouse Challenge and Youth Football both take place at the Damminger Sports Fields. The Lighthouse Challenge typically brings 1,000 or more visitors to Paulsboro. In an effort to ease the congestion, Mr. Scott arranged for Youth Football to play some of its games on Damminger Field (under the lights) on Friday evening, October 17, 2014. They would then move to Bennett Field on Saturday, October 18th while the Lighthouse Challenge takes place. The Paulsboro High School football team plays at Sterling High School on Friday evening, October 17, 2014.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa(\*\*Abstention Item H), Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Stevenson, seconded by Priest to accept the Interim Superintendents recommendation items J:

J. Recommend approval for the Office of the Paulsboro Fire Official to conduct assemblies at Loudenslager Elementary School and Billingsport Early Childhood Center during Fire Prevention Week (October 5-11, 2014). Fire Official Joan Lutz is in charge of the activity.

 Informational: The assemblies last about 30 minutes. Ms. Lutz as well as several local fire fighters will assist with the programs. The dates and times of the assemblies will be coordinated by Ms. Lutz in cooperation with the principals. These assemblies are conducted annually.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

**FINANCE**

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

1. Recommend approval to accept a donation from Supervisor of Technology Joseph Magazu of the following Internet domain names. The donation is valued at $250.

PaulsboroSchools.com PaulsboroSchools.us

PaulsboroSchools.info PaulsboroSchools.net

PaulsboroSchools.org

Informational: In an effort to modernize the district’s Internet presence, a new simpler and concise domain name will allow the opportunity for parents, students, and prospective students to easily recall the web address. New domains will give the administration and staff an email address that is easier to remember and easier to distribute to parents for communication. The older domain name, Paulsboro.K12.nj.us, will be used for student email accounts.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

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

1. Recommend approval of an agreement between the Educational Information and Resources Center (EIRC) and the Paulsboro Board of Education to allow advertisements to be placed on school buses and vans. The district is paid $250 to place an advertisement on a bus encouraging companies to contact SchoolBusAds.org if it would like to learn more about advertising on school buses.

 Informational: The Board of Education approved a similar recommendation for the 2013- 2014 school year. Only the sign advertising that advertisements are available was placed on one of the district’s buses.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Chapkowski NO; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Lozada-Shaw, seconded by Lisa to accept the Interim Superintendents recommendation items C-D:

1. Recommend approval to accept a donation of the Paulsboro High School Class of 1935 diploma of Eleanor Weiss and the New Jersey Department of Education 8th grade diploma from Loudenslager School of Marcus Kamp. The donation was made by Marc Kamp. In one sense the donation is valued at $10 but for what it represents it is priceless.

Informational: Ms. Weiss is the mother of Marc Kamp. These items will be framed then hung in the Administration Building as part of the Hall of Diplomas exhibit. This donation was made with the condition that should the Hall of Diplomas be discontinued the items will be returned to the Kamp family.

1. Recommend approval to accept a donation of a 1936 third grade class picture from Buck Street School and 1945 graduation invitation from Paulsboro High School. The donation was made by Ms. Barbara Simek. In one sense the donation is valued at $10 but for what it represents it is priceless.

Informational: The photo and invitation will be framed then hung in the Administration Building as part of the Hall of Diplomas exhibit.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Lozada-Shaw, seconded by Lisa to accept the Interim Superintendents recommendation items E-F:

1. Recommend approval to accept a Science, Technology, Engineering, and Mathematics (STEM) grant from ExxonMobil Corporation in order to establish a Technology Club at Loudenslager Elementary School for the 2014-2015 school year. The grant is in the amount of $1,500.

Informational: The Board of Education approved submission of the grant application at its June 30, 2014 meeting. ExxonMobil has, in the past, provided STEM grants to the Paulsboro Public Schools. The grant amount was also $1,500 for the 2013-2014 school year. Loudenslager Elementary School Principal Phillip Neff coordinated the preparation of this proposal.

1. Recommend approval to accept 750 backpacks, 1500 folders, 1500 notebooks, 4,500 pencils, 750 rulers, 750 glue sticks, 750 pencil sharpeners and 750 erasers from Better Education for Kids located in Cranford, New Jersey. The value of the donation is estimated to be $7,500.

Informational: Better Education for Kids is a not for profit organization dedicated to providing school supplies for children. Every student in grades prekindergarten through six will receive a backpack, 2 notebooks, 2 folders, 6 pencils, 1 ruler, 1 glue stick, 1 pencil sharpener and 1 eraser. On August 13, 2014, the Interim Superintendent sent a phone message to the parents of elementary school students alerting them that their children would receive the backpacks and supplies during the first few days of the school year.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 6 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

1. Informational:

 1. Over the past few months, the Interim Superintendent has reported information about the district reimbursement via the Special Education Medicaid Initiative (SEMI). In addition to the information already reported for SEMI, the district also receives $7,579 via the Medicaid Administrative Claiming (MAC) program. This brings the total reimbursement for the 2013-2014 school year to SEMI - $89,048 + MAC - $7,579 = $96,627.

 2. Business Administrator Jennifer Johnson completed the implementation and preliminary training needed for an online requisition and purchase order software package. The new software should help expedite the ordering process, enhance record keeping and provide better budget monitoring. This is a significant step forward. Commendations to Ms. Johnson for her work in this area.

**FACILITIES**

Motion by Giampola, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation item A to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 2 | Adding Machines | Not in use | Trash |
| 1 | Movie Screen | Not in use | Trash |
| 1 | Table Lamp | Not in use | Trash |
| 1 | Wall Clock | Broken | Trash |
| 1 Box | Assorted computer parts, wires and cellphones | Very old, not in use, broken | e-waste  |
| 95 | Prentice Hall Literature Textbooks | No longer in use | Donate to charity, sell or place in recycling  |
| 189 | Computers (laptop, desktop and mini)  | The machines are old, inoperable and out of service | e-waste |
| 47 | Computer Monitors | The monitors are old and out of service | e-waste |
| 1 | Vending Machine | Broken by vandalism at Paulsboro High School  | Metal recycling  |

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Lisa, Ms. Priest, and Mrs. Stevenson voting 7 YES; Mr. Ridinger, Mr. Hamilton, and Mr. Walter 3 ABSENT

 Motion carried

Motion by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation item B:

B. Recommend approval for the Youth Advocacy Program to use the Billingsport Early Childhood Center All-Purpose Room from Thursday, September 4, 2014 to Tuesday, December 23, 2014 from 3:00 PM – 6:00 PM to provide a gang prevention program for students.

Informational: At its July 17, 2014 meeting, the Board of Education approved the Youth Advocacy Program (YAP) to use the Loudenslager School All-Purpose Room. The above recommendation is a change of location only. YAP has operated the Gang Prevention program for a number of years via the Gloucester County Youth Services Commission. YAPs agreement with Youth Services expires on December 31, 2014. Loudenslager Elementary School will host a 21st Century Twilight program beginning in September 2014 so the building is not available for the YAP program.

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

 Motion carried

C. Informational:

1. During the week of August 11, 2014, the Interim Superintendent contacted each member of the Board of Education to make them aware of a brick veneer issue at Loudenslager Elementary School. This problem was discovered by the Supervisor of Facilities and Interim Superintendent of Schools during a facility inspection circa July 18, 2014. The Interim Superintendent immediately contracted with an engineer to investigate the situation. The engineer and Superintendent reviewed the findings during early August. On August 10, 2014, the Superintendent had the façade examined by a mason. As a result, of this examination a contract for the mason to remove approximately 35 bricks, inspect the underlying structure then replace the brick was developed.

 The district architect, engineer and mason conducted the detailed investigation on Monday, August 18, 2014. The Superintendent will provide a full report to the Board of Education at the August 28, 2014 meeting.

 The Superintendent reviewed this matter with the district insurance agent as well as the New Jersey Department of Education via the Executive County Superintendent of Schools.

2. The Supervisor of Facilities is obtaining quotes to replace light bulbs and make needed repairs to the light towers on Rastelli Field (football practice field). Quotes are being obtained. It appears that there may be electrical problems other than just burned out bulbs. The Superintendent will provide an update at the August 28, 2014 meeting.

3. The Superintendent is also reviewing the situation concerning being able to water

 Rastelli Field. The problem may be twofold. First, the traveling sprinklers are very old and may not be repairable. Second the water pipe/valves to the field may not be serviceable. The Superintendent will provide an update at the August 28, 2014 meeting.

4. The Supervisor of Facilities is attempting to find a company and obtain a quote to repair the lockers used by the boys athletic teams. Some of the units are missing doors and are bent. The Superintendent will provide an update at the August 28, 2014 meeting.

5. During the spring, a sewer backup caused the Wrestling Room to flood which destroyed the wooden subfloor and mats. The Business Administrator skillfully handled the insurance claim for this problem. The funds are available and quotes have been obtained for the materials needed to replace the floor then reinstall the mats. The Superintendent does not want this work to begin until the sewer backflow valve is replaced so that the problem does not reoccur. The Director of Facilities has attempted, unsuccessfully, to obtain quotes from several contractors. The Gill Memorial Library project will inspect the sewer line/valve and is expected to provide a quote. The Superintendent will provide an update at the August 28, 2014 meeting.

6. Several years ago, the playground equipment at Loudenslager Elementary School was vandalized by fire. The equipment was destroyed. An insurance claim was filed which reimbursed the district for the damage. Unfortunately, the old equipment was never removed. During the past month, the district maintenance staff removed the equipment, revised the fencing and placed topsoil in the area. Grass will be planted within the next day or two.

7. During the 1990s, the Supervisor of Facilities and Superintendent of Schools conducted “Monday Morning” meetings for the purpose of reviewing maintenance projects and setting timelines for completion of each task. These meetings have now resumed. It is expected that the Business Administrator will become a participant in these meeting in the near future.

**SCHOOL SAFETY**

1. Informational
2. 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** |
| PHS020 | 7/8/2014 | Complete | Vandalism/TheftOf Telephone | Charlie Brown, Computer Technician | Reported to the Police | Approximately$100.00 |
| PHS021 | 7/22/2014 | Complete | Vandalism/Damage to PropertyBroken Glass in Display Case  | Paul Morina, Principal | Parents contacted and will be billed for damage | Approximately $50.00 |
| PHS022 | 7/4/2014 | Complete | Vandalism/Damage to PropertyBroken Press Box Window | Jack Henderson, Supervisor of Facilities | Reported to the Police | Approximately $100.00 |

1. The New Jersey Department of Education requires schools with summer programs to conduct two emergency drills per month.

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Paulsboro High School** | **Billingsport Early Childhood Center** |
| Fire | 7/22/14, 7/29/2014 | 7/10/2014 |
| Lock Down |  | 7/29/2014 |

**PRESENTATION**

The Interim Superintendent presented for the Board of Education and public a slide presentation which explained the projects included in the ROD grant as well as other district facility needs.

**NEXT PUBLIC MEETINGS**

Thursday, September 25, 2014 - 7:00 PM

Regular Meeting – Paulsboro High School Library

•The Board will take official action at this meeting.

•The meeting is open to the public and comments will

be solicited from citizens in attendance.

Motion made by Eastlack, seconded by Stevenson and unanimously carried (8-0) to adjourn the meeting at 9:47p.m.

Respectfully submitted,



Business Administrator/Board Secretary