**Paulsboro Public Schools**

**Monday, September 30, 2019**

**Minutes**

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, January 8, 2019 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times and Secretary of Greenwich Township Board of Education as per the approved 2019-2020 Board of Education calendar of meetings readopted by the Board of Education at its meeting on August 26, 2019 and by posting that calendar of meetings in a public place reserved for such announcements by the Board of Education.

The meeting was called to order at approximately 7:02 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. MacKenzie, Elizabeth Reilly, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Paul Bracciante, Assistant Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary

Motion made by Lozada-Shaw, seconded by Stevenson to approve resolution The Greenwich Township Representative may vote on.

**Resolution Honoring Student-Athletes, Sports Teams, and Coaches**

As President of the Board of Education, I call for a roll call vote of members of the Board of Education to adopt the following resolution.

**Whereas**, the Paulsboro Board of Education seeks to instill the values of teamwork, sportsmanship, and fair play as essential components of its sports programs, and

**Whereas**, the named student-athletes, sports teams, and coaches have demonstrated these core values, and

**Whereas**, the named student-athletes, sports teams, and coaches have been honored by their peers for their exceptional performance, now

**Therefore, BE IT RESOLVED** that the Paulsboro Board of Education offers its sincere congratulations and commendations to the named student-athletes, sports teams, and coaches, and

**Be it Further Resolved**, that the named student-athletes, sports teams, and coaches be presented with certificates affirming the actions of the Board of Education, and

**Be it Further Resolved**, that these actions be spread across the minutes of the Board of Education as Resolution 09-30-19-001.

**Baseball All-Colonial Conference**

Robert Glocker – 1st Team

Jermaine Morris – 2nd Team

**Softball All-Colonial Conference**

Madison Gugel - 1st Team

Selena Chila - 2nd Team

**Girls Track and Field Individual Group I State Champions**

Amaya Reed-Clark - Shot Put and Discus

Amirah Sharpe 800m

Anyia Brown (Graduated), Amirah Sharpe, Arianna Sharpe and Ariel Sharpe – 4 x 400 Relay

**Girls Track and Field Team Championships**

2019 South Jersey Group 1 Sectional Champions

2019 Group 1 State Champions

**Girls Track and Field – Individual Honors All-Colonial Conference 1st Team**

Anyia Brown, Arianna Sharpe and Ariel Sharpe – Sprints

Amirah Sharpe – Mid Distance

Erinne Plasket and Amaya Reed-Clark – Throws

Anyia Brown, Amirah Sharpe, Arianna Sharpe and Ariel Sharpe – Relay

**Boys Track and Field – Individual Honors 1st Team All-Conference**

Brenden Parham - 200

Quamire Gantt, Lamonte Smith, Barry Green and Brenden Parham - Relay

Quamire Gantt - Jumps

Bhayshul Tuten – Long Jump

Doug Blue-Eli – Shot Put

**Boys Track and Field –2nd Team All-Conference**

Nick Worstall – Javelin

**Coaching Honors**

Head Softball Coach Mandy Gattuso – NJ.com Softball Coach of the Year

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

**Upcoming Scheduled Events**

***Back to School Night***: 7:00 p.m. on Thursday, October 3, 2019 at

 Paulsboro Junior / Senior High School

***Week of Respect:*** Monday, October 7, 2019 through Friday, October 11, 2019

District Wide

***Fire Prevention Week***: Monday, October 7, 2019 through Friday, October 11, 2019

District Wide

***School Violence***  Monday, October 14, 2019 through Friday, October 18, 2019

***Awareness Week:*** District Wide

***Spirit Week***: Monday, October 21, 2019 through Friday, October 25, 2019

Paulsboro Junior / Senior High School

***Homecoming Parade***: 9:30 a.m. on Saturday, October 26, 2019

***Homecoming Dance***: 8:00 p.m. on Saturday, October 26, 2019

***Halloween Parades***: 1:15 p.m. on Wednesday, October 30, 2019

Billingsport Early Childhood Center

1:30 p.m. on Thursday, October 31, 2019

Loudenslager Elementary School

**Board of Education Meeting Calendar 2019-2020**

The Board of Education Meeting Calendar 2019-2020 as adopted on August 26, 2019 is attached to the agenda. (**Attachment**)

**Administrative and Board of Education Goals 2019-2020**

Administrative and Board of Education Goals 2019-2020 as adopted on August 26, 2019 are attached to the agenda. (**Attachment**)

**Public Comments – none**

**New Business**

**Old Business**

1. At the August 26, 2019 meeting of the Board of Education, a citizen expressed a concern about a specific student. The citizen did privately share details of the situation with the Interim Superintendent of School. The matter has been addressed by the administration.

1. At the August 26, 2019 meeting of the Board of Education, a member inquired about teachers who are not assigned a classroom of students. Specifically, why did the administration recommend hiring a new teacher rather than reassigning one of the “non-classroom” teachers?

Districtwide there is one teacher who serves as the District Instructional Coach. There are also Special Education Inclusion, Basic Skills, and Gifted and Talented Teachers who either pull students out of their regular classes or push services into classes. While these teachers don’t have their own classroom they do have full schedules. The only other teachers who don’t have their own classrooms are “Special Subject” instructors in the elementary schools. “Special Subjects” include library, technology, physical education, art, and music. Classroom teachers have their preparation period when their students are with the “Special Subject” teacher. The Special Subject Teachers all have full schedules.

1. At the August 26, 2019 meeting of the Board of Education, a member requested a report on the stipends being paid to district professionals such as the auditor, attorney, architect, etc.

The report is as follows:

|  |  |  |
| --- | --- | --- |
| **Service** | **Professional** | **2018-2019 Fees Paid** |
| Legal  | Weiner Law Group, LLP | $167,309.28 |
| Auditor | Holman Frenia Allison P.C.  | $23,733.00 |
| School Physician | Anthony Villare, MD | $26.200.00 |
| Architect | Garrison Architects | $0.00 – No projects  |
| Broker of Record | Steven Anuszewski  | All fees paid by insurance carriers  |

1. At the August 26, 2019 meeting of the Board of Education, a member inquired about the number of students per class districtwide.

Please see **Instructional Services** below. The Interim Superintendent will have course section class sizes available at the meeting for the high school and junior high school. He is waiting until all students have made schedule changes before analyzing this information.

1. At the August 26, 2019 meeting of the Board of Education, a citizen inquired about the number of assistant coaching positions for a given sports team compared to the number of students participating in that sport. The following chart provides the requested information for the 2018-2019 school year.

|  |  |  |
| --- | --- | --- |
| **Sport and Season** | **Number of Participants** | **Number of Paid Assistant Coaches** |
| **Fall** |
| Football \* | 38 | 4 |
| Cross Country | 11 | 0 |
| Junior High Cross Country | 5 | 0 |
| Boys Soccer | 19 | 1 |
| Girls Soccer | 13 | 1 |
| Field Hockey | 12 | 0 |
| Cheerleading  | 20 | 0 |
| **Winter** |
| Boys Basketball\* | 18 | 1 |
| Junior High Boys Basketball | 11 | 0 |
| Girls Basketball | 10 | 0 |
| Junior High Girls Basketball | 8 | 0 |
| Wrestling\* | 27 | 3 |
| Junior High Wrestling | 15 | 0 |
| **Spring** |
| Baseball\* | 18 | 1 |
| Softball\* | 15 | 1 |
| Boys Track | 25 | 2 |
| Girls Track  | 13 | 2 |
| Junior High Co-Ed Track | 30 | 1 |

\* These sports include both varsity and junior varsity teams.

1. At the August 26, 2019 meeting of the Board of Education, several questions were asked about student physicals for athletic participation.

The first question was, why are physicals only given at Paulsboro High School when grade six students are permitted to participate on Junior High School sports teams?

Grade 6 students may participate in sports teams at Paulsboro Junior High School. In addition, Grade 6, 7 and 8 students from Greenwich Township participate in Paulsboro Junior High School Sports.

A student-athlete is only required to have one physical examination per year.

The following table provides the dates and locations of pre-season physicals for the 2018-2019 school year.

|  |  |  |
| --- | --- | --- |
| **Sports Season** | **Date of Physical** | **Location of Physicals** |
| Fall 2018 | June 7 and 14, 2018 | Paulsboro High School  |
| Winter 2018 | November 15, 2018 | Paulsboro High School  |
| Spring 2019 | February 14 and March 7, 2019 | Paulsboro High School  |
| Fall 2019 Notes: 1 and 2 | May 31 and June 7, 2019 | Paulsboro High School  |
| May 23, 2019 | Loudenslager Elementary School |

Note 1: This is the first time that sports physicals were conducted at Loudenslager Elementary School.

Note 2: A telephone “Blast” was sent on May 25, 2019 to alert students and parents to the dates of the physical examinations. Needless to say, this should have happened prior to May 23, 2019.

During the 2019-2020 school year, the administration will work to have physicals conducted at Loudenslager School for each sports season. Both grade 5 and 6 students will be included for fall season physicals.

The second question was, does the School Physician charge students for physicals done at his office?

The School Physician does “pre-season physical examinations for students that do not have a medical home.” If a student has a physician (medical home) then that doctor may complete the physical examination. The School Physician does charge for student physicals conducted at his office.

1. **Informational:**

**Save The Date – NJSBA 2019 Conference**

*Imagine – Create - Lead* is Monday, October 21, 2019 to Thursday, October 24, 2019.

Rooms have been reserved at Ocean Casino Resort for each member of the Board of Education. If a member cannot attend the convention, please notify the Interim Business Administrator as soon as possible so he can cancel their room reservation.

Conference packages are available when members of the Board of Education check-in at the Conference.

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

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

Motion made by Stevenson, seconded by Lozada-Shaw to approve items A which The Greenwich Township Representative may vote on.

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

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

Regular Meeting August 12, 2019

Executive Session August 12, 2019

Regular Meeting August 26, 2019

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael abstain Reg. and Exec Aug. 12, voting 10 YES. Motion carried

Motion made by Stevenson, seconded by Lozada-Shaw to approve items B-F which The Greenwich Township Representative may vote on.

1. Approval of the June 2019 and July 2019 budget transfers. (**Attachments**)
2. 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 June 30, 2019, 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.

Informational: The Interim Business Administrator is still reviewing the 2018-2019 budget in consultation with the District Auditor in order to reconcile all accounts. For this reason, the Treasurer’s report is not yet available.

The accounts for the 2018-2019 budget have been reviewed and adjusted to reflect end of year activity to the extent possible. The District Auditors have been contacted to begin the audit of the 2018-2019 financial records. At this point, Interim Business Administrator Scott Henry feels that the district will not end the 2018-2019 school year in a deficit. It may, in fact, generate an additional fund balance. This fund balance may be as much as $100,000 which can be appropriated in the 2019-2020 budget. Needless to say, this will not be known until the 2018-2019 audit is complete.

1. Approval of the July 2019 Cash Receipts Report (**Attachment**)
2. 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, Scott Henry, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of July 31, 2019 and August 30, 2019 as presented below.

 Monday, September 30, 2019





G. Informational: The 2019-2020 budget has been reviewed to identify potential areas of savings to fund special education out of district tuition expenses. The administration has identified approximately $900,000 that can be reallocated to fund tuition. The current unfunded tuition expense is approximately $439,000. Out of district tuition is a very fluid item so the administration will continue to review accounts for savings and reallocation. It may become necessary for the district to petition the Department of Education for Emergency State Aid.

H. Informational: Regular Operating District Reimbursement (ROD) - The district has received reimbursement for $1,996,588 of eligible expenses relating to the ROD grants. This represents the 40% project completion milestone. The administration is currently working with the School Development Authority (SDA) to prepare the next reimbursement request (65% completion) in the amount of $1,262,000.

 The administration is working with the district architect to formulate plans for the next phase of Bond Referendum ROD grant projects. Priority is being given to boiler replacement at Paulsboro High School, water supply upgrades at Loudenslager Schools, and heater controls upgrades districtwide.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain E, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

**Report of The Superintendent of Schools**

Motion made by Stevenson, seconded by Henderson to approve items B-H which The Greenwich Township Representative may vote on.

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

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formally known as Source 4 Teachers). (**Attachment)**

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

1. Recommend approval for all Paulsboro High School Teachers to serve as Breakfast Monitors on an as needed basis during the 2019 - 2020 school year at a rate of $20.00 per day.

Acct# 11-000-262-107-01-004

1. Recommend approval to modify the following item that was approved by the Board of Education at its June 24, 2019 meeting as follows (Changes are **BOLD** and UNDERLINED).

Recommend approval for all Paulsboro Public School employees who hold a valid certificate to teach (**INCLUDING SUBSTITUTE TEACHERS**) in New Jersey for the following services on an as needed basis for the 2019-2020 school year. The pay rate for these positions is $32.00 per hour.

Morning Monitors After School Detention Tutoring / Homebound Instruction

Saturday School Credit Completion **AFTERNOON MONITORS**

Informational: From time to time buses are delayed or some other circumstance exists that requires a student to be supervised after regularly contracted hours for the staff. The change recommended about clarifies that instructional aides and other employees who hold valid certificates as Substitute Teachers may performs these duties. It also adds afternoon monitors to the list.

1. Recommend retroactive approval for Part-Time Secretary to the Principal of Paulsboro High School Tahje Thomas to work 5 hours per day at a rate of $10.00 per hour on September 3, 4, 5, and 6, 2019. Total cost not to exceed $200.00.

Informational: At its August 12, 2019 meeting the Board of Education approved Mr. Thomas’ employment for the 2019-2020 school year. His service was previously approved to begin on Monday, September 9, 2019. This would have left the Paulsboro High School Principal without a secretary for the first week of school. The Interim Superintendent of Schools approved Mr. Thomas to work on September 3, 4, 5, and 6, 2019 then informed the President of the Board of Education of this action. The Interim Superintendent of Schools now respectfully requests that the Board of Education confirm his decision.

1. Recommend approval to accept the resignation with intent to retire of Confidential Secretary, Karen Minniti effective June 30, 2020.

Informational: Ms. Minniti served the Paulsboro Public Schools for 26 years. She began as a substitute secretary before becoming the Secretary to the Paulsboro High School Principal for 23 years. Ms. Minniti worked as a Confidential Secretary in the central office during the last three years.

1. Recommend approval to accept the resignation with the intent to retire of Paulsboro Junior / Senior High School Cafeteria Worker, Irene Riddell effective June 30, 2020.

Informational: Ms. Riddell is retiring after 32 years of service to the Paulsboro Public Schools. When a Paulsboro Public Schools food service employee retires a worker who is employed by Nutri-Serve (district food services vendor) replaces them. With the retirement of Ms. Riddell only one Paulsboro employee remains on staff.

1. Recommend approval to amend the contract with School Physician, Dr. Anthony Villare for the 2019-2020 school year. The amendment will add the following wording to the contract, “The School Physician will provide sideline coverage for all varsity home football playoff games. The school physician will be compensated at the rate reimbursed by the New Jersey State Interscholastic Athletic Association for a medical professional to attend home football playoff games.

Informational: New Jersey State Interscholastic Athletic Association currently provides a $95.00 per game stipend for a “medical professional” to be present at home playoff football games. Paulsboro is fortunate to have both a certified Athletic Trainer and a Physician present at these games. It was never made clear which professional would receive the stipend. It seems appropriate for both professionals to earn a stipend for the post-season games. The maximum cost to the Board of Education if it approves this recommendation is $285.00 per year.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain E, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

**Personnel I – T:** The Greenwich Township Representative may not vote on items in this section of the agenda.

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

1. Recommend approval of a change of degree status for Billingsport Early Childhood Center Teacher Kimberly Manuel from Step F – BA at $49,161.00 to Step F – MA at $51,561.00 effective October 1, 2019 as per agreement with the Paulsboro Education Association.
2. Recommend approval to accept the resignation of Loudenslager Elementary School Part-Time Playground/Cafeteria Aide, Alana Dixon effective September 1, 2019.

Informational: Ms. Dixon served the Paulsboro Public Schools for 5 months.

1. Recommend approval of a medical leave of absence for Loudenslager Elementary School Teacher Gina Mariano as follows:

Dates of Leave Terms and Conditions of Leave

Tuesday, September 3, 2019-Thursday, September 19, 2019 With pay and benefits by use of

 accumulated sick & personal leave.

Friday, September 20, 2019 – Monday, September 30, 2019 Unpaid, with Benefits utilizing the

 Federal Family Leave

Informational: Appropriate medical documentation is on file. Ms. Mariano is retiring on October 1, 2019. The Board of Education accepted her resignation at its August 12, 2019 meeting. Gianna Lombardi replaces Ms. Mariano as a Fifth Grade Teacher.

1. Recommend approval of a job description for Preschool Intervention and Referral Team Member – Early Childhood to replace Preschool Intervention and Referral Team Leader- Early Childhood. (**Attachment**)
2. Recommend approval of a job description for The Community and Parent Involvement Specialist (CPIS) (**Attachment**)

Informational Items L and M: Job descriptions were originally approved by the Board of Education on September 24, 2018. The administration recently reviewed the documents and found that the job descriptions did not match the duties, certification requirements, etc. of those holding or being hired to hold these positions. The administration worked directly with officials from the New Jersey Department of Education including the Executive County Superintendent and Certification Officer to update the job descriptions.

1. Recommend approval to rescind the contract for Megan Dimit for the position of Preschool Intervention and Referral Team Leader – Early Childhood.
2. Recommend retroactive approval of a contract for Megan Dimit for the position of Preschool Intervention and Referral Team Member –Early Childhood assigned to Billingsport Early Childhood Center effective September 1, 2019. Ms. Dimit will earn Step E – M.A. - $50,561.00 as per agreement with the Paulsboro Education Association.

Acct# 20-218-200-104-02-999

Informational N and O: On August 12, 2019, the Board of Education appointed Ms. Dimit to the position of Preschool Intervention and Referral Team Leader – Early Childhood. The Team Leader is actually the Principal of the Billingsport Early Childhood Center. Ms. Dimit should have been recommended and appointed as a Team Member. The administration is now correcting this error. Please see the recommendation to approve the job descriptions above. The terms and conditions of Ms. Dimit’s employment remain unchanged. Ms. Dimit replaced Andrea Haines who resigned on June 30, 2019.

1. Recommend approval (via letter of intent approved by the Board of Education on July 25, 2019) to appoint Anthony Lelionis to the position of Paulsboro Junior High School Math Teacher for the 2019-2020 school year effective September 1, 2019. Mr. Lelionis will earn Step B – B.A. - $47,261.00 as per agreement with the Paulsboro Education Association

Acct# 11-130-100-101-04-999

Informational: Interviews were conducted and references checked by Paulsboro Junior / Senior High School Principal Paul Morina and Interim Superintendent Dr. Walter Quint. Mr. Lelionis replaced Leslie O’Brien who transferred to the position formerly held by Marleen Martini when she retired on June 30, 2019.

1. Recommend approval (via letter of intent issued approved by the Board of Education on July 25, 2019) to appoint Yvonne Still-Maddred to the position of Billingsport Early Childhood Center, Community and Parent Involvement Specialist (CPIS) effective September 16, 2019. Mrs. Still-Maddred will earn Step F – M.A. - $51,561.00 as per agreement with the Paulsboro Education Association.

Acct# 20-218-100-104-02-999

Informational: Interviews were conducted and references checked by Billingsport Early Childhood Center Principal Tina Morris and Interim Superintendent Dr. Walter Quint. Mrs. Still-Maddred replaced Melissa Tunis who resigned on June 30, 2019.

1. Recommend approval to appoint Christy Yandach to the position of Playground / Lunch Aide at Billingsport Early Childhood Center. Ms. Yandach will earn $10.00 per hour not to exceed 2 hours per day on days school is in session for students. This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-000-262-107-02-999

Informational: Interviews were conducted and references checked by Billingsport Early Childhood Center Principal, Tina Morris. Ms. Yandach replaces Helen Kidd who recently resigned.

1. Recommend approval to appoint Alexis Hayes to the position of part-time Inclusion Aide at Loudenslager Elementary School effective upon completion of the criminal history background review. Ms. Hayes will earn Step 1 - $22.25 per hour for 3.8 hours per day not to exceed 19 hours per week. All appointments are contingent on enrollments and student Individual Educational Programs (IEP). This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-213-100-106-03-998

Informational: Interviews were conducted and references checked by Loudenslager Elementary School Principal Matthew Browne. Ms. Hayes replaces Samantha Strube who was transferred to a full-time Instructional Aide position.

1. Recommend approval to appoint Cierra Wright to the position of temporary part-time Inclusion Aide at Loudenslager Elementary School effective upon completion of the criminal history background review. Ms. Hayes will earn Step 1 - $22.25 per hour for 3.8 hours per day not to exceed 19 hours per week. All appointments are contingent on enrollments and student Individual Educational Programs (IEP). This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-213-100-106-03-998

Informational: Interviews were conducted and references checked by Loudenslager Elementary School Principal Matthew Browne. On May 20, 2019, the Board of Education approved an unpaid leave of absence for Loudenslager Elementary School Part Time One on One Aide Michele Relation effective September 5, 2019 until December 20, 2019. Ms. Relation will be completing her student teaching assignment for Grand Canyon University at Loudenslager Elementary School for 16 weeks with Cooperative Teacher Bonnie McHale. Ms. Wright replace Ms. Relation while she is doing her student teaching.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

**Staff and Curriculum Development:** **A - F:** 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-F which The Greenwich Township Representative may vote on.

1. Recommend approval for Interim Business Administrator, Scott Henry to attend the New Jersey School Boards Association Convention in Atlantic City, New Jersey on Monday, October 21 – Thursday, October 24, 2019 on those days that he finds appropriate. Approval of this recommendation includes the Board of Education paying for lodging and salary.

Informational: Due to the heavy work load and immediate needs of the district, Mr. Henry only plans to attend the convention for a few days.

1. Recommend approval for Interim Superintendent of Schools, Walter C. Quint to attend the New Jersey School Boards Association Convention in Atlantic City, New Jersey on Monday, October 21 – Thursday, October 24, 2019 on those days that he finds appropriate. There is no cost to the Board of Education.

Informational: Due to pressing district needs, Dr. Quint only plans to attend the convention for a short time. He will not request salary nor lodging allowance.

1. Recommend approval for School Social Worker, Katelyn Dilks and School Psychologist, Ashley Higginbotham to attend the Masonic Model Student Assistance Program. The program dates and times have not yet been determined but the workshop host. The workshop is three school days in length. There is no cost to the Board of Education.

Informational: The Masonic Model Student Assistance Program trains educators to identify, intervene with, and create appropriate referrals for students that may be at-risk of substance abuse, depression, suicide, or violence. The Masonic Model is well established and staff members from Paulsboro have participated in the training in the past.

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

|  |  |
| --- | --- |
| **Paulsboro Public Schools** | **School Improvement Panel** |
| Paulsboro Senior High School | Michael Calabrese, Monica Garner, Margaret LaDue, Chris Costenbader, Paul Morina, James Pandolfo, Rachel Wulk |

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 for the Interim Superintendent of Schools to approve field trips and professional development workshops during the 2019-2020 school year then seek Board of Education approval at its next meeting.

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

1. Recommend approval of the following Mentor / Buddy Teachers at Paulsboro Senior High School for the 2019-2020 school year:

| **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| --- | --- | --- | --- |
| English | Sarah Colona |  | Holly Klein |
| Math | Douglas Foglein | Chris Costenbader |  |
| Italian | Silvana Mojalliu | Barbara Thomson |  |
| Psychologist  | Ashley Higginbotham | Jean Brown |  |
| Science | Phillip Neff | Shane Kovalesky |  |

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*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Lozada Shaw to approve items G-J.

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 |
| Loudenslager Elementary School | Matthew Browne, Shirley Gill, JoAnne Gayeski, Amber Berry, Bonnie McHale, Tamara Diodati, Monica Moore-Cook, Krista Lange, Kathleen Brown, Tara Stahl |
| Paulsboro Junior High School | Brenda Caltabiano, Judy Hathaway, Holly Kline |

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 the following Mentor/Buddy Teachers at Billingsport Early Childhood Center, Loudenslager Elementary School and Paulsboro Junior High School for the 2019-2020 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| 3rd Grade General Education | Kaitlyn Silvia |  | Christina Roberts |
| 3rd Grade General Education | Danielle Relation |  | Tara Stahl |
| 3rd Grade General Education | Jayna Costantino |  | Tamara Diodati |
| 5th Grade Mathematics | David Denelsbeck |  | Jennifer Hoffman |
| 5th Grade Language Arts | Gianna Lombardi |  | Anthony Petrutz |
| Math ( Jr. High) | Anthony Lelionis |  | Leslie O’Brien |
| 1st Grade General Education | Kai Myers | Collen Phifer |  |
| Master Teacher | Barbara Devine | Kristin Shute |  |
| Preschool Intervention & Referral Team Member | Megan Dimit | Candell Maxie |  |

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 retroactive approval to September 3, 2019 for the following students from Rowan College at Gloucester County(RCGC) to complete their in-class observations at Loudenslager Elementary School during the 2019-2020 school year:

| **RCGC Student** | **Cooperating Teacher** | **Grade** |
| --- | --- | --- |
| Tashe Zyaire Mattison | Jennifer Hoffman  | 6 |
| Zoe Prickett | Amber Berry | 4 |
| Ava McKeever | Tamara Diodati | 5&6 |
| Gianna Introna | Susan Piccione  | 4 |

Informational: This field experience allows the students to complete 5 observations for 2 hours each in a classroom. The college students may, under the supervision of the cooperative teacher, assist individuals or small groups of students.

1. Recommend approval for members of the Board of Education to participate in the New Jersey School Boards Association Conference in Atlantic City, New Jersey from Monday, October 21, 2019 through Thursday, October 24, 2019. Approval of this recommendation includes the district paying for lodging and reimbursing member of the Board of Education for expenses not to exceed that approved by the General Services Administration (GSA).

Informational: As mentioned earlier in this agenda, rooms are reserved at the Ocean Casino Resort. If a member does not plan to attend the conference or only plans to stay for part of the conference, please information Interim Business Administrator Scott Henry as soon as possible so that room reservations can be cancelled without penalty. Members are reminded to submit receipts for conference related expense to Mr. Henry so that he can arrange for reimbursement.

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment - September** |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| Pre- School Age 3 & 4 | 63 | 67 | 60 | 58 | 76 |
| K | 109 | 94 | 87 | 93 | 100 |
| 1 | 106 | 89 | 95 | 82 | 89 |
| 2 | 68 | 85 | 80 | 80 | 92 |
| 3 | 65 | 64 | 100 | 90 | 82 |
| 4 | 56 | 70 | 62 | 102 | 82 |
| 5 | 74 | 62 | 69 | 56 | 100 |
| 6 | 66 | 83 | 56 | 69 | 61 |
| 7 | 74 | 74 | 96 | 66 | 78 |
| 8 | 78 | 77 | 72 | 90 | 60 |
| Self-Contained Special Education Billingsport/Loudenslager  | 26 / 17 | 27 / 5 | 18/0\* | 18 / 5 | 22/0\* |
| Grand Totals | **802** | **797** | **795** | **809** | **842** |

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

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment – September** |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| 9 | 75 | 79 | 92 | 91 | 107 |
| 10 | 94 | 80 | 84 | 85 | 85 |
| 11 | 90 | 84 | 65 | 81 | 71 |
| 12 | 83 | 93 | 83 | 69 | 82 |
| **Total** | **342** | **336** | **324** | **326** | **345** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School for September 2019:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Enrollment Per Class** **Billingsport Early****Childhood Center** | **Grade** | **Enrollment Per Class****Loudenslager****Elementary School** |
| Pre-School | 13 | 13 | 12 | 12 | 13 | 13 |  | 3 | 22 | 20 | 20 | 20 |  |
| Kindergarten | 25 | 25 | 24 | 24 |  |  |  | 4 | 20 | 21 | 20 | 21 |  |
| 1 | 20 | 20 | 19 | 19 |  |  |  | 5 | 26 | 25 | 26 | 23 |  |
| 2 | 20 | 20 | 20 | 20 |  |  |  | 6 | 24 | 19 | 18 |  |  |
| Special Education\* | 10 | 12 |  |  |  |  |  |  |  |  |  |  |  |

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

1. **Board Input Requested**: The Interim Superintendent plans to continue meetings with a group of “Key Communicators.” This group originally began circa 1991. It provides a two-way line of dialog between the community and school administration. The Key Communicators provide a very effective sounding board for new ideas being considered by the school system. The Superintendent respectfully requests that members of the Board of Education make suggestions for people who may be good Key Communicators.
2. The District Advisory Committee discusses non-contractual issues. This forum is also an excellent place for the Superintendent to discuss ideas on an informal basis with the staff. The ideas can come from either the staff or administration. In other words, the District Advisory Committee is both a problem solving forum and a sounding board. The following staff members are representing their schools on the District Advisory Committee for the 2019 - 2020 school year.

Billingsport Early Childhood Center Noreen DeMarco

 Prudence Hanly

 Lisa Kuhnel-Morrison

Loudenslager Elementary School Matthew Browne

 JoAnne Gayeski

 Kathleen Brown

Paulsboro Senior High School Paul Morina

 Gina Morina

Paulsboro Junior High School Antonio Chila

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Hamilton to approve items A-B which The Greenwich Township Representative may vote on.

1. Recommend approval of the Title I Parent Compact Handbook as revised in September 2019.

Informational: Title I programs must be evaluated annually and revised if necessary. Title I programs contain a family and community engagement component. The District Wide Title I Program Parent Compact Handbook as well as the Family Involvement Policy explain how the school staff works to engage families in school programs as well as reporting student progress. This handbook must be reviewed, revised, approved and distributed annually to all parents then posted on the district website. The administration will bring the Parent Involvement Policy to the Board of Education in October for review and approval. Copies of the Handbook will be available at the meeting or in advance in the Office of the Superintendent for review by members of the Board of Education.

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

Grades 9-12:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 201826 | 12 | The student will receive home instruction from a Paulsboro Public Schools teacher for a minimum of 5 hours a week. Start date was 9/5/2019. |

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Lozada-Shaw to approve items A-D which The Greenwich Township Representative may vote on.

1. Recommend approval to appoint Paulsboro High School Teacher, Mark Vogeding to the position of Assistant to the Athletic Director for the 2019-2020 school year. Mr. Vogeding will earn Step 3 - $5,691.00 per year as per agreement with the Paulsboro Education Association.

Informational: Mr. Vogeding has served as Assistant to the Athletic Director for at least six

years. He does not have a certificate as a Supervisor so he serves as Assistant to the Athletic Director not the Assistant Athletic Director.

1. Recommend approval for the Paulsboro High School Senior students to attend the Career Council College Fairs, Inc. on Thursday, October 24, 2019 from 9:30 a.m. to 12:30 p.m. at River Winds Community Center, West Deptford, New Jersey. There is no cost to the Board of Education. Paulsboro Guidance Counselors, Vince Giovannitti and Melba Moore-Suggs will be their chaperones.

Informational: Representatives from approximately 50 colleges, universities, and trade schools will participate in the College and Career Fair. This is an excellent opportunity for Paulsboro High School students to learn about programs offered at the participating schools. The sponsors of this activity provide transportation to the event.

1. Recommend approval for the Paulsboro High School Key Club to participate in the following activities during the 2019-2020 school year:

 October-November Food Drive

 November-December Toys for Tots Drive

All of the activities take place at Paulsboro High School. There is no cost to the Board of Education. Paulsboro High School Teacher of Art Christine O’Malley is in charge of these activities.

Informational: The Key Club has successfully conducted the same activities for many years. There are currently 18 members in the Key Club.

1. Recommend approval for the following parents and alumni to serve as volunteers for the Paulsboro High School Marching Band during the 2019-2020 school year.

John Hurst Treva Oster Kimberly Stosenburg

Carol Denny Maggie Alesiani Lisa Horton

DeAnna Smith Nate Weedards Lichaela Lieggi

Joel Ouellette Debbie Waegel

Informational: The volunteers ride student buses to events, provide snacks for the home and away bands, help with uniforms, sew uniforms, and provide support along parade routes. Some of the volunteers also have music training and, therefore, assist students with their instruments and playing.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

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

1. Recommend approval to accept the resignation of Loudenslager Elementary School Teacher Tara Stahl from the position of Student Council Advisor.
2. Recommend approval to appoint Loudenslager Elementary School Teacher Anthony Petrutz to the position of Student Council Advisor for the 2019-2020 school year. Mr. Petrutz will earn $447.50 for the school year as per agreement with the Paulsboro Education Association.

Informational Items E and F: Ms. Stahl served as Student Council Advisor for the last five years. She is resigning due to a scheduling conflict with her own family. Loudenslager School Teachers Anthony Petrutz and Amber Berry will serve as Co-Advisors and split the agreed upon stipend of $895.00. The Board approved Ms. Berry at its August 12, 2019 meeting.

1. Recommend approval for Paulsboro High School and Junior High School students participating in the JOY after school program to attend the following field trips. The JOY administrators will determine the dates and locations. The JOY program pays all costs for the trips including admission fees and transportation.

Riverwinds Community Center – Twice per week after school

Movie Theatres – Saturday trip

Philadelphia Zoo – Saturday trip

Philadelphia Sixers Game – Saturday trip

African American Museum – After school or Saturday trip

Philadelphia Eagles Game – After school or Sunday trip.

Informational: JOY actually employees Paulsboro teachers to chaperone these trips. The teachers are paid at the same rate ($32/hour) as listed in the agreement with the Paulsboro Education Association. JOY uses a ratio of 8 students per chaperone for field trips.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

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

Motion made by Hamilton, seconded by Stevenson to approve items A which The Greenwich Township Representative may vote on.

1. Recommend approval for the Paulsboro Boys and Girls Club to use Paulsboro High School as its emergency evacuation site.

Informational: Approval of this recommendation is a renewal of an agreement that goes back at least 6 years.

1. Informational:

**Auditorium Construction**: The Auditorium was damaged by water intrusion during a roof replacement project that took place during the summer of 2017. The Board of Education included $322,890 (approximately $155,000 from the estate of Joan Mattson and $168,000 off local taxes) in the 2019-2020 budget as a capital project to repair the ceiling of the Paulsboro High School Auditorium.

School Architect Robert Garrison developed a plan to make the needed repairs. He also worked to receive a quote for the cost of repairs via Camden County Special Services School District (CCSSSD). CCSSSD is a cooperative that routinely obtains quotes/bids for capital projects such as ceiling replacements. The Paulsboro Board of Education can use the services of CCSSSD in order to streamline the bid process. That is, the Paulsboro Board of Education awards the contract to CCSSSD who hires the contractor. CCSSSD then monitors repairs in coordination with the School Architect. The Paulsboro Board of Education pays CCSSSD the cost of repairs plus 3.0% administrative fee.

During October 2017, Garrison Architects developed scope of work and price estimates for the project. The estimates call for the project to completed during the summer of 2018. During April 2019, W.J. Gross, Inc. provided a price of $322,890 to complete the project during the day shift in the summer of 2019. This amount does not include engineering fees, environmental testing if needed, etc. When these fees are added to the construction estimate, the total cost of the project is closer to $360,000. These estimates do not include painting the auditorium or cleaning the curtains. Mr. Garrison did state that the vast majority of his fees have already been paid.

The first administration explored the option of repairing the Auditorium ceiling during November – December 2019. This work would need to be completed in the evenings and at night. This cost estimate is higher - $385,967 plus fees of approximately $39,000 for a total of $425,000. This cost is well above the amount budgeted for this capital project and still does not include painting the room and cleaning the curtain. The administration has significant concerns about doing the work while school is in session: noise, dust in the building, etc.

The administration suggests that the work be completed during the summer months of 2020. Needless to say, the price quote for repairs will need to be updated. The Board of Education could then budget for a second capital project that would include painting the room, cleaning the curtain and other electrical work. Both projects could then be completed during summer 2020. All contracts would be prepared and approved during the winter of 2019-2020 so that the contractor can begin work as soon as school is dismissed in June 2020.

The Administration respectfully requests input from the Board of Education.

**Auditorium Legal**: The Interim Business Administrator is consulting with the district insurance carrier to determine what claims may have been filed as a result of the water damage. The Interim Superintendent is working with the School Attorney to determine the status of the legal case seeking damages from the roofing contractor. Both administrators will report their findings at the meeting.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

**Finance A - K:** 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-K which The Greenwich Township Representative may vote on.

1. Recommend retroactive approval to enter into an agreement with Shade Environmental, LLC at 623 Cutler Avenue, Maple Shade, New Jersey 08052. This approval is retroactive to August 18, 2017. This approval is in the amount of $47,900.00 plus any applicable interest.

Informational: Following the roof leak in the Paulsboro High School Auditorium caused by the roofer, the room needed to be cleaned and decontaminated of any potentially hazardous materials. This was a “time is of the essence” situation since the work needed to be complete prior to school opening in early September 2017. The district signed an agreement with Shade Environmental without prior approval by the Board of Education because the work needed to be done quickly. The monies were encumbered in the 2017-2018 budget but the bill was never paid. As a result, Shade Environmental filed a complaint with the Superior Court of New Jersey seeking payment. As soon as the current administration learned of the matter, the members of the Board of Education and School Attorney were informed. The School Attorney reached an agreement with Shade Environmental to resolve the matter if the Board of Education approves the above action.

1. Recommend approval to rescind the Agreement for Private Investigation Shared Services between the East Greenwich Township School District and the Paulsboro School District for the 2019-2020 school year.

Informational: At the May 20, 2019 meeting the Board of Education approved the above shared services agreement for the 2018-2019 and 2019-2020 school years. The Paulsboro Public Schools do not have Private Investigation Services so it is not possible to share this service. The administration is currently developing a shared services agreement for Attendance Officer that might benefit East Greenwich Township without creating an additional expense for the Paulsboro Board of Education. If officials from both districts as well as the Attendance Officer can develop such an agreement, it will be brought to the Board of Education for consideration.

1. Recommend approval of the attached “Indemnity and Trust Agreement between School Health Insurance Fund (SHIF) and the Paulsboro Board of Education. (**Attachment)**

1. Recommend approval to adopt the attached resolution appointing Interim Business Administrator Scott Henry as the Fund Commissioner to the Schools Health Insurance Fund, retroactive to July1, 2019, to represent the Paulsboro Board of Education. (**Attachment**)

Informational Item: C and D: At its April 29, 2019 meeting the Board of Education agreed to use the SHIF as its carrier for medical insurance provided to employees. The agreement has been reviewed by School Attorney Steve Edelstein. As a member, the Paulsboro Board of Education has a representative (Commissioner) on the SHIF.

1. Recommend approval Steven Anuszewski as Broker of Record for Health and Student Accident Insurance for the 2019-2020 school year retroactive to July 1, 2019.

Informational: It appears that Mr. Anuszewski’s appointment was inadvertently omitted from the agendas for 2018-2019. Mr. Anuszewski has served as the Broker of Record for many years. The insurance carriers pay his stipend.

1. Recommend approval of a transportation jointure agreement with Salem County Cooperative Transportation Program to transport students for the 2019-2020 school year.
2. Recommend approval of a transportation jointure agreement with Gateway Regional School District for the 2019-2020 school year.

Informational F and G: A transportation jointure agreement is a type of shared-service where one school district contracts with another school system or group of schools in order to provide transportation on an as needed basis. By illustration, Paulsboro might use the services of a jointure to transport a student to an out of district school for students with disabilities. Other examples are using a jointure is to provide transportation to a field trip or athletic event when all of the Paulsboro buses are already scheduled.

1. Recommend retroactive approval to award a contract to Special Education Solutions of New Jersey, LLC located at 104 North Monroe Avenue, Wenonah, New Jersey 08090 to perform up to 35 Learning Disability evaluations on an as needed basis for the 2019-2020 school year at the rate of $350.00 per evaluation. Total cost of the contract is $12,250.00 to be paid with local funds.

Informational: A basic Child Study Team is composed of a School Social Worker, School Psychologist and a Learning Disability Teacher/Consultant (LDTC). The Paulsboro Public Schools does not have an LDTC on staff. As a result, it must contract with an agency in order to complete evaluations of student being studied for disabilities and those already classified but needing to be re-evaluated.

1. Recommend adoption of the attached resolution authorizing the Board Secretary to use an electronic signature on checks written against the Warrant Account, Payroll Account, Student Activity Account and the Athletic Account. (**Attachment)**

Informational: The attached resolution is required to allow the Board Secretary to utilize an electronic signature on checks being written against the Warrant Account, Payroll Account, Student Activity Account and the Athletic Account. This will allow the business office to operate more efficiently.

1. Recommend approval to accept a donation of memorabilia including Warren Altersitz’ 1934 Paulsboro High School diploma, commencement programs, certificate of attendance and 1993 Paulsentinel. The donation was made by Executive County Superintendent of Schools, Ave Altersitz. The donation is valued at $15.00 but for what it represents, it is priceless.

Informational: Warren Altersitz is the father-in-law of Ms. Altersitz. The administration will work to have the materials prepared for display in the Hall of Diplomas exhibit in the administration building.

1. Recommend approval to formally accept and appropriately recognize a donation in the amount of $154,998.60 from the estate of Joan Mattson (PHS 1951).

Informational: At the February 26, 2018 meeting of the Board of Education, Business Administrator Jennifer Johnson announced that Joan Mattson (PHS 1951) left approximately $75,000 from her estate to the Paulsboro Public Schools. At that time, the Business Administrator stated that the Board of Education would review possible uses of this donation at its Budget meeting conducted on March 17, 2019. There is no mention of the donation in the minutes of the March 17, 2019 meeting or any other meeting of the Board.

The Board of Education received checks in the amount of $50,000 (Circa June 29, 2018), $25,000 (Circa August 16, 2018), $79,992.16 (Circa November 19, 2018) and $6.44 (Circa December 6, 2018).

Neither meeting agendas nor meeting minutes mention if the Board of Education ever accepted this donation or determined a use for the money. The Business Administrator did inform the attorney for the estate of Ms. Mattson that the Board of Education intended to use the money to “perform repairs needed to the Paulsboro High School Auditorium and if possible the first floor.”

Since the donation was not approved, it does not seem that a thank you letter was ever sent to the Executor of Ms. Mattson’s estate. The Interim Superintendent will correct this oversight as soon as possible. Plans need to be made to recognize Ms. Mattson when the ceiling work is complete in the Auditorium.

The donation from the estate of Ms. Mattson was added to approximately $168,000 of local tax revenues to create a capital project to repair the Paulsboro High School Auditorium. Please see **Facilities** in the agenda.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

Motion made by Stevenson, seconded by Lozada-Shaw to approve items L-S.

1. Recommend approval to accept a donation of a drum set to be used in the music program at Loudenslager Elementary School. The drum set is valued at $400.00. The donor wishes to remain anonymous.
2. Recommend approval to accept 19 book bags for students at Loudenslager Elementary School from Century Savings Bank located in Gibbstown, New Jersey. The donation is valued at $300.00.
3. Recommend approval to accept 19 book bags for students at Billingsport Early Childhood Center. The donation was made by Paulsboro Refining Company. The donation is valued at $665.00.
4. Recommend approval to accept a 5’ x 7’carpet for use in the second grade classroom of Teacher Colleen Phifer at Billingsport Early Childhood Center. The donation was made by Carol Callaway. The donation is valued at $30.00.
5. Recommend approval to accept four 5’ x 7’ carpets for use in classrooms and the library at Billingsport Early Childhood Center. The donation was made by Avalon Flooring located at 1420 Almonesson Road, Deptford, New Jersey, 08096. The donation is valued at $400.00.
6. Recommend approval to accept a donation of school supplies for use at Billingsport Early Childhood Center. The donation was made by St. Paul’s United Methodist Church located in Paulsboro, New Jersey. The donation is valued at $150.00.
7. Recommend approval to accept the following donations for use in the 2nd grade classroom of Billingsport Early Childhood Teacher Colleen Phifer:

| **Item** | **Quantity** | **Donor** | **Value** |
| --- | --- | --- | --- |
| Pillows | 6 | Joann Villari | $3.00 each |
| Tables | 4 | Joann Villari | $5.00 each |
| Surf Desks | 6 | Ed O’Malley | $25.00 each |
| Scoop Chairs | 6 | Colleen Phifer | $6.00 each |
| Library Chairs | 2 | Kathy White | $25.00 each |
| Wobble Chairs | 6 | Diane Bay | $42.00 each |
| Stools | 4 | Joann Villari | $5.00 each |

Informational: Ms. Phifer is experimenting with various types of seating in her classroom. The purpose of providing various types of seating is to allow students to easily work in small groups or pairs as well as engage in discussions as a whole class. This type of seating may help children focus and process information.

1. Recommend approval to accept a donation of a 3D interactive carpet for use in the kindergarten classroom of Billingsport Early Childhood Teacher Prudence Hanly. The donation was made by the Donors Choose Project and is valued at $400.00.

Informational: The 3D Alphabet Rug is 6 feet in diameter. Each of the 26 animals on the carpet comes “alive” when the teacher uses the free Rugs Alive mobile app. This app also allows the teacher to create other activities.

Donors Choose Project is an organization that accepts grant applications from teachers for innovative classroom materials. The project was founded in 2000 by a teacher working in The Bronx, New York.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

1. Board Input Requested: A copy of the Budget Calendar for 2019-2020 is attached for review by members of the Board of Education. The administration respectfully requests input and suggestions from members of the Board of Education prior to finalizing the calendar. If the Board of Education agrees with the overall calendar including changes suggested at this meeting then; (**Attachment)**

Motion made by Stevenson, seconded by MacKenzie to approve adoption of Budget Calendar which The Greenwich Township Representative may vote on.

Recommend adoption of the Budget Calendar for the 2019-2020 school year.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

1. Informational: A copy of the Budget Overview is attached to the agenda for review by members of the Board of Education. This document serves as a guide as the Board of Education begins its review of the 2020-2021 budget. (**Attachment**)
2. Informational: At the August 26, 2019 meeting, the Board of Education approved submission of a grant application to KaBOOM for the construction of a playground at Loudenslager Elementary School(LES). The original timeline was for construction to take place during October 2019. KaBOOM notified LES Principal Matthew Browne that consideration of the application is being pushed back to 2020. This may be a blessing in disguise because it provides more time for the Parent-Teacher Organization to raise $8,500.00 in matching funds for the project.

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

Motion made by Hamilton, seconded by Stevenson to approve items A which The Greenwich Township Representative may vote on.

1. Recommend approval for Rite-Aid Pharmacy in Paulsboro to offer flu shots to school staff on the dates during October – November, 2019 that are convenient for both the schools and pharmacy staff.

Informational: This service was made available to the school staff for the past six years. Rite-Aid accepts payment from the district insurance carrier.

1. Informational: Report of School Security Drills

| **Report of Paulsboro Public Schools Security Drills** |
| --- |
| **Type of Drill** | **Notation** | **Schools** |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/12/2019 | 09/13/2019 | 9/11/2019 |
| Evacuation(Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually |  |  |  |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually | 9/16/2019 | 9/16/2019 | 09/17/2019 |
| Shelter In Place | Each school must conduct two annually |  |  |  |
|  **Other Drills** |
| Bus Evacuation | School District (Annually) | (P8) 9/17/19 |  |  |
| Bus Evacuation | School Routes(2 Annually) |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/04/2019 | 09/04/2019 | 09/03/2019 |

**\***The Administration Building AED testing is included with the Paulsboro Junior / Senior High School.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

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

1. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as possible Harassment, Intimidation and Bullying (HIB) situations at Paulsboro Junior High School.

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type and Nature of Discipline Imposed** |
| --- | --- | --- | --- | --- |
| PJHS9121902 | 9/12-13/2019 | Complete | Melba Moore-Suggs , Anti-Bullying Specialist  | Non-HIBNo disciplinary action required.Students separated in class seating. |
| PJHS9121901 | 9/12/2019 | Complete | Melba Moore-Suggs , Anti-Bullying Specialist | Non-HIBNo disciplinary action required.Teachers alerted to situation  |

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

**Public Comment –** Any Item Under the Jurisdiction of the Board of Education

*Cheryl Scott:*

Dr Villare– school nurse present

Key Communicators: how selected – suggestions, volunteers etc.

*Mr. Davis:*

Athletic Director- assistant to AD not Assistant AD

Girls Basketball – blocked hiring

Hiring Process: coaches to be provided

Grading System why adjustment in grading policy

Field Trips: look into free trips based on CEP

Track

*Ms. Scott:*

HS concerns- we are failing our students: INRS committee is established

Attendance is a problem – will be addressed

Recess 7:40 pm to 8:00 pm

Motion made by Hamilton, seconded by Stevenson and unanimously carried (10-0) to adjourn to executive session.

The Paulsboro Board of Education adjourned to Executive Session from 8:00 pm to 9:30 pm to discuss personnel matter the results of which may be made known upon return to regular session or when conditions warrant.

**Personnel:** (Appropriate Rice Notices were served.)

Motion made by Stevenson, seconded by Hamilton to approve items A which The Greenwich Township Representative may vote on.

**A.** Recommend approval of the following adjustments to the salary of Secretary to the Superintendent of Schools Deborah Kappra.

 Salary for 2017 – 2018 $55,219

 Plus 2.0% salary increase 1.02

 Salary for 2018-2019 $56,323

Ms. Kappra will receive a one-time payment of $1,104.00 for the 2018-2019 school year.

Ms. Kappra’s salary for 2019-2020 will then be adjusted to reflect the above change. Specifically,

 Salary for 2018-2019 $56,323

 Plus 2.0% salary increase 1.02

 Salary for 2019-2020 $57,449

The adjustment will be retroactive to July 1, 2019. The adjustment is in the amount of $1,126.00 for the year.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

Motion made by Hamilton, seconded by Stevenson to approve items B which The Greenwich Township Representative may vote on.

**B.** Salary Adjustment Secretary to the Business Administrator Michelle Jankauskas

 Salary for 2017 – 2018 $47,470

 Plus 2.0% salary increase 1.02

 Salary for 2018-2019 $48,419

 Ms. Jankauskas will receive a one-time payment of $949.00 for the 2018-2019 school year.

Ms. Jankauskas’ salary for 2019-2020 will then be adjusted to reflect the above change. Specifically,

 Salary for 2018-2019 $48,419

 Plus 2.0% salary increase 1.02

 Salary for 2019-2020 $49,387

The adjustment will be retroactive to July 1, 2019. The adjustment is in the amount of $968.00 for the year.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

Motion made by Hamilton, seconded by Stevenson to approve items C which The Greenwich Township Representative may vote on

**C.** Recommend approval to create the position of full-time 10-month Secretary to the Paulsboro High School Principal. This recommendation includes authorization to internally advertise the vacancy for the newly created position.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

 Motion carried

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

**D**. Recommend authorization to amend the agreement between Paulsboro Board of Education and the Paulsboro Administrators Association then adjust the salary of Loudenslager Elementary School Princpal Matthew Browne as follows. The recommendation is contingent on Mr. Browne retaining his duties as District Safety/Security Leader.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Salary Guide** | **2018-2019** | **2019-2020** | **2020-2021** |
| Billingsport Early Childhood Center Principal  | $118,000 | $122,519 | $127,212 |
| Loudenslager Elementary School Principal | $94,181 | $97,788 | $101,534 |
|  |  |  |  |
| **Recommended Salary Guide** |  |  |  |
| Loudenslager Elementary School Principal | $94,181 | $112,788 | $127,212 |

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 9 YES.

 Motion carried

Motion made by Lozada-Shaw, seconded by Stevenson and unanimously carried (10-0) to recommend inquiry.

Recommend Operations committee to inquire about an empty lot Snyder Avenue

**Next Scheduled Meeting**

**Monday, October 28, 2019**

*6:30 p.m. – Refreshments will be available for members of the Board of Education*

*7:00 p.m. –Regular Meeting – Billingsport Early Childhood Center Multipurpose Room*

*If needed, Executive Session will take place after the Board of Education convenes at 7:00 p.m.*

•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 To Adjourn**

Motion made by Lozada-Shaw, seconded by Hamilton and unanimously carried (10-0) to adjourn the meeting at 9:35 PM.

Respectfully Submitted,

 Board Secretary