Paulsboro Public Schools

**Monday, December 19, 2016**

**MINUTES**

**REGULAR MEETING**

Mr. Ridinger reading the following called a Regular Meeting of the Paulsboro Board of Education to order on the above date: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President, I therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. The meeting was called to order at approximately 7:00p.m.by pledging allegiance to the flag with the following members present: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson and Mr. Walter, Ms. Dunn, Mrs. Preist, and Ms. Eastlack. Also present were Dr. Laurie Bandlow, Superintendent, Ms. Johnson, Business Administrator / Board Secretary, Ms. Taylor Brady, Student Representative.

**Resolutions**

Motion by Walter, seconded by Stevenson to adopt the following resolution:

1. Recommend adoption of the Resolutions Honoring *Student Athletes Fall 2016 Season.*

**Girls Field Hockey- 1st Team All-Colonial Conference, Patriot Division**

Cierra Corbin

Kortini Jackson

**Cross Country - 1st Team All-Colonial Conference, Patriot Division**

Zaire Collins

**West Jersey Football League Memorial Division First Team All Stars**

*Offense Defense*

Frank Mooney Cherron Quarles

Robert Glocker Bryce Holloway

Dehron Holloway Joey Perez

Kyle Jones

Emmanuel Simon

Tyehere Dowd

Recommend the Board of Education acknowledge Glenn Howard and the Football Team for winning the 2016 NJSIAA South, Group 1 Sectional Football Championship on Saturday, December 3, 2016 at Rowan University. The team defeated Salem High School by the score of 29-26.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Presentations**

1. Student of the Month Awards for October and November 2016:

|  |  |
| --- | --- |
| **Paulsboro Jr. High School**  Presented by: Mrs. Tolbert, Principal | **Paulsboro High School**  Presented by: Mr. Paul Morina, Principal |
| Brandon Armstrong - Grade 7  Cassidy O’Mara - Grade 7  Isabella Serna - Grade 7  Montrae Boone - Grade 8  Taylor Latch - Grade 8  Syheed Levine - Grade 8 | Kieleigh Dunn – Grade 9  Joshua Viehweger - Grade 9  Tyehere Dowd - Grade 10  Cheyann Weiss - Grade 10  Melissa Clegg - Grade 11  Christina Franks - Grade 11  Amaya Wilson - Grade 11  Samson Beaver - Grade 12  Haley Mogar - Grade 12  Preston Weil - Grade 12 |

1. Presentation of District Assessment results Presented by: Dr. Lucia Pollino, Director of Assessment

**Public Comments And Petitions**

***Mrs. Christine Franks***, 629 Kings Street, Paulsboro inquired why no track meets are being held at Paulsboro High School?

The Superintendent explained the repairs to the track are part of the bond referendum passed by the voters to be completed in a five-year cycle. The track will be repaired in year 5. This schedule, created by her predecessor, purpose was to request the minimal financial impact on the taxpayer.

**Executive Session**

Motion made by Stevenson, seconded by Walter and unanimously carried (9-0) to adopt the following resolution:

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

Motion made by Lisa, seconded by Dunn and unanimously carried (9-0) to return to the regular meeting.

**Regular meeting**

Motion made by Lozada-Shaw, seconded by Walter to approve **Board Secretary/Business Administrator’s** Report. The Greenwich Township Representative may vote on items in this section of the agenda**.**

**Recommend approval of Minutes *(Attachments*)** Regular Meeting November 28, 2016

Executive Sessions One and Two November 28, 2016

Special Meeting December 9, 2016

**Recommend approval of the Cash Receipts Report (*Attachment)***

**Recommend approval of the budget transfers (*Attachment)***

**Recommend payment of bills that are duly signed and authorized. (*Attachment)***



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.

**Recommend adoption of the following resolution**: Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of October 31, 2016, 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.

***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 October 31, 2016.





Monday, December 19, 2016

***Pursuant to NJAC 6A:23-2.ll (c)3***, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of October 31, 2016, 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).



Monday, December 19, 2016

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Report of The Superintendent Personnel**

The Superintendent rescinded Item I from this section. The Board of Education took no action on item I.

Motion by Hamilton, seconded by Walter to accept the Superintendent’s recommendation

to approve items A – H, and J-L:

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

Teachers. (**Attachment**)

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

1. Recommend approval to use the Use of Personal Day Bank procedure for Paulsboro High School Custodian, *Debra Mincey* who has used all of her earned days.

Informational: At the meeting conducted on Thursday, February 27, 2014 the Board of Education approved the *Use of Personal Day Bank* procedure. This procedure allows staff members to donate personal leave days to a colleague who has used all of their available leave.

1. Recommend appointment of *Judith Hathaway* as 8th Grade Class Advisor at Paulsboro Jr. High School for the 2016-2017 school year. Stipends are as per agreement with the Paulsboro Education Association.

Informational: Ms. Hathaway replaced Susan Schaffer who resigned.

1. Recommend approval to use the Use of Personal Day Bank procedure for Loudenslager Elementary School Custodian, *Daniel Moore* who has used all of his earned days.

Informational: At the meeting conducted on Thursday, February 27, 2014 the Board of Education approved the Use of Personal Day Bank procedure. This procedure allows staff members to donate personal leave days to a colleague who has used all of their available leave.

1. Recommend approval of a medical leave of absence for Billingsport Teacher, *Jennifer DeMarco* as follows:

*Dates of Leave Terms and Conditions of Leave*

Monday, November 14, 2016 – With pay and benefits by use of accumulated sick Friday, November 18, 2016 leave as well as the concurrent use of Federal

Family Leave.

1. Recommend approval of a medical leave of absence for Billingsport and Loudenslager Librarian, *Tammi Minix* as follows:

*Dates of Leave Terms and Conditions of Leave*

Friday, November 18, 2016 – With pay and benefits by use of accumulated sick Monday, January 2, 2017 leave as well as the concurrent use of Federal

Family Leave.

1. Recommend approval to accept the resignation of Billingsport Instructional Aide, Amy Duffy effective November 21, 2016.
2. Recommend approval to accept the resignation of Billingsport First Grade Teacher, *Sanora Hines* effective December 31, 2016.

Informational: Ms. Hines has served as a teacher in the district since September 2015.

1. Recommend approval to appoint *Stacey Sammons* to the position of Loudenslager School Secretary (10 months) effective January 2, 2017. Ms. Sammons will earn – Step 1 - $37,586 (prorated) as per agreement with the Paulsboro Education Association.

Informational: Ms. Sammons has served as a substitute secretary in the district. Interviews were conducted by Loudenslager School Principal, Matthew Browne. Mr. Browne checked references.

1. Recommend approval to appoint *Jessica LaBorde* to Instructional Aide position at Loudenslager School effective January 3, 2017. Ms. LaBorde will earn – Step 1 - $20.58 as per agreement with the Paulsboro Education Association.

Informational: Ms. LaBorde is currently a part-time Instructional Aide at Loudenslager.

1. Recommend approval to appoint *Michelle Relation* to part-time Instructional Aide position at Loudenslager School effective January 3, 2017. Ms. Relation will earn – Step 1 - $20.58, maximum 19 hours/week as per agreement with the Paulsboro Education Association.

Informational: Ms. Relation is currently a substitute teacher for Source 4 Teachers.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Report of The Superintendent Personnel addendum**

Motion by Lozada-Shaw, seconded by Priest to accept the Superintendent’s recommendation

to approve items A & B:

1. Recommend approval of a medical leave of absence for Paulsboro High School Custodian, Debra Mincey as follows:

Dates of Leave Terms and Conditions of Leave

Friday, October 21, 2016 – Without pay but with benefits.

Wednesday, December 14, 2016

Thursday, December 15, 2016 – Without pay but with benefits by use

Tuesday, January 9, 2017 of Federal Family Leave.

1. Recommend approval of a medical leave of absence for Loudenslager School Custodian, Daniel Moore as follows:

Dates of Leave Terms and Conditions of Leave

Friday, October 21, 2016 – With pay and benefits by use of accumulated Monday, October 24, 2016 sick, personal, and vacation leave as well as the

concurrent use of Federal Family Leave.

Tuesday, October 25, 2016 – Without pay but with benefits by use of Federal

Friday, November 4, 2016 Family Leave.

Monday, November 7, 2016 - Without pay but with benefits.

Tuesday, February 28, 2017

Wednesday, March 1, 2017- Without pay but with benefits by use

Thursday, June 1, 2017 Federal Family Leave.

Friday, June 2, 2017- Without pay but with benefits.

Friday, June 30, 2017

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Report of The Superintendent Staff and Curriculum Development**

Motion by Dunn, seconded by Walter to accept the Superintendent’s recommendation

to approve items A - G:

1. Recommend approval for Director of Curriculum and Assessment, *Dr. Lucia Pollino* and Supervisor of Technology, *Joseph Magazu* to attend *2017 PARCC Mandatory Training* on February 16, 2017 in Mt. Laurel, NJ. Cost to the Board of Education is for mileage $17.01.

Informational: The training is a single day program devoted to policies and procedures regarding the administration of the PARCC assessments. Some of the major topics will include testing windows, scheduling test units, accessibility features and accommodations and test security.

1. Recommend approval for Paulsboro High School Art Teachers, *Margaret LaDue* and *Christine O’Malley* to attend the *National Art Educators Conference* on Thursday, March 3, 2017 and Friday, March 4, 2017 at NAEA Exhibit Hall in New York City, New York. Cost to the Board of Education is registration fee of $390.00, mileage $168.48, meals $100.00, hotel $490.00 and two substitute at $480.00 ($120.00 x 2 days x 2 teachers) for a total cost of $1,628.48.

Informational: The NAEA National Convention is an annual event providing substantive professional development services that include the advancement of knowledge in all sessions, events, and activities for the purpose of improving visual arts instruction in American schools. As such, it is the world’s largest art education convention.

1. Recommend approval for District Coaches *Christine Lindenmuth* and *Lisa Kuhnel-Prangler* to attend *Effective Instructional Strategies: Achieving Academic Success: UDL Part 1 and Part 2* on Thursday, January 12, 2017 at EIRC in Blackwood, NJ. Cost to the Board of Education is for mileage $13.77.

Informational: This work session will focus on providing participants with a toolbox of instructional strategies and supports and a framework for lesson design for promoting success in meeting higher standards for all students.

1. Recommend approval for District Coach, *Lisa Kuhnel-Prangler* and Paulsboro Jr. High, *Shane Tubb* to attend *Social Studies Common Core & PARCC Consortium* Workshop Series on January 27, 2017, February 10, 2017, February 24, 2017, and March 10, 2017 at EIRC in Blackwood, NJ. Cost to the Board of Education is registration fee of $800.00, mileage $35.64 and a substitute at $480.00 ($120.00 x 4 days) for a total cost of $1,315.64.

Informational: These work sessions will focus on providing participants with *“The Social Studies PARCCing Zone”* and “How to implement the Social Studies standards of the Common Core to effectively prepare your students for the PARCC assessment”.

Session I: January 27, 2017 - *Why Am I teaching Literacy in My Social Studies Class? The Social Studies Common Core Standards and How They Make the PARCC Assessment Unique*

Session II: February 10, 2017 - *Do You Require Your Students to Read and Comprehend? Class Reading Strategies and Text Complexity*

Session III: February 24, 2017 - *Three Cheers for the Tiers: Rising to the PARCC Rigor with Cross Content Tiered Academic Vocabulary*

Session IV: March 10, 2017 - *It’s All About Evidence! Writing to Sources and Supporting it with Evidence*

1. Recommend approval of Loudenslager Elementary School Teacher, *Bonnie McHale* to attend *Differentiation of Instruction Workshop Series* on November 30, 2016, January 12, 2017, and March 15, 2017 at EIRC in Blackwood, NJ. Cost to the Board of Education is registration fee of $300.00 and a substitute at $360.00 ($120.00 x 3 days) for a total cost of $660.00.

Informational: November 30, 2016 *-Workshop One: Theory into Practice* **-** In this engaging workshop, participants will collaboratively and actively delve into the guiding principles and instructional / assessment components that define and drive differentiation of instruction. Participants will leave this workshop with a deeper understanding and enhanced perspective on teaching and learning in the differentiated classroom.

Attendees will:  
• Realize the rationale for differentiating instruction  
• Engage in activities to recognize the guiding principles  
• Delve into the curricular and assessment elements of differentiation  
• View video of differentiated experts and classroom applications  
• Access online resources that drive differentiation

January 12, 2017 *- Workshop Two: Classroom Strategies*- This hands-on workshop will put differentiation principles into practice. Tiering, cubing, centers and anchor activities are some of the differentiation strategies teachers can utilize to meet the diverse readiness, interests, and learning profiles of their students. In this workshop participants will gain an understanding of each strategy and how to match the students to the strategies. Time will be allotted to access differentiation of instruction web sites to view resources, lesson and templates for planning differentiated activities.

March 15, 2017*: Workshop Three Questioning, Assessment and Grading* **-** From pre-assessment to summative assessment and the instruction in-between, the questions teachers pose to students are essential to successfully guide their learning, to enhance overall class discussion and to provide assessment data for planning differentiated lessons. This hands-on workshop will focus on the assessment questions teachers ask their students and the factors that affect the effectiveness of the questions. Do your questions reflect the diversity of your students? Please bring samples of teacher-created assessments / student activity worksheets to this workshop.

1. Recommend approval of Loudenslager Elementary School Teacher, *Todd Palmisano* to attend *Strategies for Reluctant Learners* on January 19, 2017 at Camden County College in Blackwood, NJ. Cost to the Board of Education is registration fee of $149.00, mileage $13.36, and a substitute at $120.00 for a total cost of $282.36.

Informational: Presented by: Dr. Dorian Giorgio

Have you become frustrated trying to engage the reluctant learner? Have you been introducing new learning activities, only to encounter the same apathy that you are trying to address? You are not alone. Reluctant learners are a common issue for all districts, creating frustration for teachers who wish to see all students engaged in the learning process. Introducing new ideas to lesson plans does not always address the root causes contributing to the behavior of the reluctant learner. Based on the work of Eric Toshalis and Michael J. Nakkula, this workshop will allow participants of all content areas to explore the myths surrounding the behaviors of reluctant learners and provide participants with strategies to debunk these myths. Participants will learn how to develop new connections with reluctant learners, and increase student engagement in their classrooms.

**This full day workshop will offer time to explore, brainstorm, and challenge thinking about student engagement, but will also provide new strategies to use in the classroom. Participants should bring a unit or lesson plan they wish to improve using these new strategies.**

1. Recommend approval of Billingsport Early Childhood Center Teacher, *Noreen DeMarco* to attend *K-5 Keyboarding & Digital Citizenship Workshop* on March 31, 2017 in King of Prussia, Philadelphia. Cost to the Board of Education is for a substitute at $120.00.

Informational: This half day workshop will teach how to easily weave keyboarding into your K – 5 day. Participants will leave with a library of award-winning teaching strategies to help your students succeed with today’s computer-based assignments and testing.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment** |
| 9 | 84 |
| 10 | 77 |
| 11 | 81 |
| 12 | 97 |
| **Total** | **339** |

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

|  |  |
| --- | --- |
| **Grade** | **Enrollment** |
| 7 | 72 |
| 8 | 78 |
| **Total** | **150** |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment Per Class Billingsport Early**  **Childhood Center** | | | | | **Grade** | | **Enrollment Per Class**  **Loudenslager**  **Elementary School** | | | | |
| Pre-School Disabled | 9 |  |  |  |  | 3 | 23 | | 21 | 20 |  |  |
| Pre-school | 15 | 15 | 15 | 15 |  | 4 | 24 | | 23 | 23 |  |  |
| K | 19 | 20 | 20 | 20 | 18 | 5 | 13 | | 13 | 17 | 18 |  |
| 1 | 22 | 20 | 22 | 22 |  | 6 | 22 | | 18 | 19 | 22 |  |
| 2 | 22 | 22 | 22 | 21 |  | Special Education | 5 | |  |  |  |  |
| Special Education |  | 12 | 13 | 2 |  |  |  | |  |  |  |  |
| **Total** | | | | | **366** | **Total** | | | | | | **281** |

**Report of The Superintendent Instructional Services**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items A & B:

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

|  |  |  |
| --- | --- | --- |
| **Student Name**  **Case #:** | **Grade:** | **Hours of Instruction:** |
| 301871 | K | Student is receiving home instruction through Brookfield School/CASTLE Program for a minimum of 5 hours/week at $32/hour. Student is attending CASTLE Program at Virtua in Camden, New Jersey. Start date was 11/17/2016. |
| 281171 | 1 | Student is receiving home instruction through Brookfield School for a minimum of five hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 12/1/2016. |

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.

1. Recommend approval of the following tuition and / or transportation costs for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **School/Grade** | **District Responsible Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| OOD1617001 | TBD/PSD | Bucks County, Pa | Paulsboro | Yes | n/a |
| PHSJR1617002 | Paulsboro Jr. High School/Grade 8 | Bucks County, Pa | Paulsboro | Yes | n/a |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school served by the temporary residence. In this case, the home district is responsible to pay tuition. The home district is responsible to pay tuition and / or transportation cost for one year from the date each family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

1. Informational:
2. Monthly Reports of Administrators (**Attachment**)

**Report of The Superintendent Student Activities**

The Superintendent rescinded Item A from this section. The Board of Education took no action on item A.

1. Recommend approval to hold the Colonial Conference Middle School Wrestling Tournament on Saturday, February 4, 2017. This is the one and only Colonial Conference athletic event that Paulsboro hosts. This is also a reoccurring event. All member schools share the cost.

Motion by Lozada-Shaw, seconded by Hamilton to accept the Superintendent’s recommendation

to approve items B - E:

1. Recommend approval of the following actions for the District 26 Wrestling Tournament:
2. Paulsboro High School to host the New Jersey State Inter-Scholastic Athletic Association (NJSIAA) District 26 Wrestling Championship at Gloucester County College on Saturday, February 18, 2017.
3. Recommend approval of District Insurance Broker, Steve Anuszewski as the Site Manager for the event at no cost to the Board of Education.
4. Recommend approval for Paulsboro High School Assistant Principal, James Pandolfo as the Assistant Site Manager for the event at no cost to the Board of Education.
5. Recommend approval to enter into an agreement with Gloucester County College to provide the venue for the event. \*Rowan College at Gloucester County
6. Recommend approval to accept a donation in the amount of $500.00 from the Paulsboro Wrestling Association to pay the rental fee for the event venue.
7. Recommend approval for facilities fee of $900.00 ($100.00 per school) as per NJSIAA.
8. Recommend approval of ticket prices:

A.M. Session: $10.00 Adults $6:00 Students/Seniors

P.M. Session: $5.00 Adults $3.00 Students/Seniors

May consider an all-day ticket for $12.00 for Adults and $8.00 for Students / Seniors.

1. Recommend to approve all Paulsboro staff who are approved to work home athletic events to also work NJSIAA events that are away at opposing schools and or neutral sites as required by the NJSIAA.

Informational: The NJSIAA typically requires a certain number of school staff to provide security at all state tournament games. This includes home events as well as away events and games played at neutral sites. The exact number of staff event workers varies depending on how far a team advances.

1. Recommend approval to accept the resignations of the following coaches:

Amy Bria Middle School Cross Country

Dave Platt Cross Country

Andrea Lilley Girls Tennis

1. Informational:
2. Reports of the Athletic Team **(Attachment)**
   1. Jr. High Cross Country
   2. Cheerleading Report
3. Corrected dates for the Spring 2017 Musical, “Godspell 2012” are March 9, 10, and 11, 2017.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Finance**

Motion by Hamilton, seconded by Walter to accept the Superintendent’s recommendation

to approve items A & B:

1. Recommend approval to approve printing lease based on State Contract No. A40469, to Stewart Business Systems, in the amount of $1,118.25 per month for 60 months totaling $67,095.00 for nine (9) multifunctional devices. Charges for printing will be based on actual, $0.005 for black and white and $0.045 for color. Upon review of current print levels this cost will be approximately $435 per month.
2. Recommend approval to lease Papercut Software Solution in the amount of $539 per month for 36 months totaling $19,404.

Every user within the district will now have the ability to print on any device. The PaperCut Software will allow for the district to have the next level of “follow me print”. What this means is, when a user requests a print job it’s sent to a que. The user will now have the ability to walk up to any device, copier or multifunctional device, enter their code and obtain their job.

Informational for Items A & B: Deployment of the new copiers will take place over Winter Recess. All color printers will remain in the district until January 31, 2017 to ensure the respective user is comfortable. The black and white printers will be removed slowly over the next six months once users are comfortable with the printing options. This is projected to result in a savings of $1,000 per month.

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

1. Informational:

Requests for proposals for insurance brokers and banking approved at the November 28, 2016 Board of Education meeting are being reviewed by the Superintendent and Board President. At the request of the Board President the Business Administrator will explain the process at the January 9, 2017 Reorganization meeting with subsequent approval at the January 2017 regularly scheduled meeting.

**School Safety**

Motion by Walter, seconded by Hamilton to accept the Superintendent’s recommendation

to approve item A:

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature Imposed** | **Other Measure** |
| PHS112216001 | 11/22/2016 | Complete | HIB Victim/Self Defense/Retaliation | Melba Moore-Suggs, Anti-Bullying Specialist | Detention | Parent Conference |

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

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

1. Informational:
2. Report of School Security Drills

| **Type of Drill** | **Notation** | **Schools** | | |
| --- | --- | --- | --- | --- |
| **Paulsboro**  **Senior High**  **and**  **Paulsboro**  **Junior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/15/16, 10/21/16, 11/28/16, 12/14/16 | 9/12/16, 10/14/16, 11/2/16, 12/14/16 | 9/19/16, 10/18/16, 11/8/16, 12/12/16 |
| Evacuation  (Non-Fire) | Each school must conduct two annually | 12/21/16 |  | 11/15/16 |
| Lockdown | Each school must conduct two annually | 9/20/16 - Secure Classroom | 12/7/16 | 9/9/16, 12/6/16 |
| Bomb Threat | Each school must conduct two annually | 11/17/16 | 11/17/16 |  |
| Active Shooter | Each school must conduct two annually |  | 9/19/16 |  |
| Other Drills | Each school must conduct two annually | Shelter in Place  10/5/16 | Shelter in Place 10/5/16 | Shelter in Place 10/5/16 |
| Bus Evacuation | School District (Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Bus Evaluation | School Routes (2 Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

**Policy**

Motion by Stevenson, seconded by Dunn to accept the Superintendent’s recommendation

to approve item A:

1. Recommend the second reading and approval of the following Board Policy: (**Attachment)**

-*Administering Medication – Policy #5141.21*

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Ms. Eastlack, Mr. Ridinger voting 9 YES.

Motion Carried

**Construction**

The Business Administrator updated the Board of Education on the Reimbursement status. The project timeline going forward will be included in the presentation of the 2017-2018 budget.

**PUBLIC COMMENTS**

None

Motion made by Lisa, seconded by Walter and unanimously carried (9-0) to adjourn the meeting at 8:49 PM

**Next Public Meeting**

**Monday, January 9, 2017 -** *7:00 PM Reorganization Meeting, Paulsboro High School Library*

**Monday, January 30, 2017 -** *7:00 PM Regular Meeting, Paulsboro High School Auditorium*

The Board will take official action at these meetings.

The meeting is open to the public and comments will be solicited from citizens in attendance.

Regular Meeting was call to order at approximately 7:00 p.m.

Regular Meeting recessed at approximately 8:00 p.m.

Executive Session convened at approximately 8:03 p.m.

Executive Session recessed at approximately 8:36 p.m.

Regular Meeting reconvened at approximately 8:37 p.m.

Regular Meeting adjourned at approximately 8:49 p.m.

Respectfully Submitted,



Business Administrator/Board Secretary