**PAULSBORO BOARD OF EDUCATION**

**REORGANIZATION MEETING**

Thursday, January 4, 2016

**BOARD SECRETARY PRESIDES**

The re-elected members of the Paulsboro Board of Education were sworn in by newly elected Mayor, Gary Stevenson.

**Term of Office Candidate Number of Votes**

Three-Year Term Irma Stevenson 784

Thomas Ridinger 760

Jim Walter 717

Greenwich Representative John Hughes

The Reorganization Meeting of the Paulsboro Board of Education was called to order on the above date at approximately 7:01 PM by the Board Secretary, Jennifer Johnson, reading the following statement:

“As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to the South Jersey Times, the Borough Clerk, and posted in the Borough Hall. As Board Secretary I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education.” The Pledge of Allegiance was then recited by all.

A roll call of the members was then taken with the following members present: Greenwich Township Representative John Hughes, Ms. Barbara Dunn, Ms. Bonnie Eastlack, Mr. Joseph L. Lisa, Mrs. Lisa Lozada-Shaw, Mr. Thomas C. Ridinger, Mrs. Irma Stevenson and Mr. James J. Walter II. Mrs. Paula Giampola was absent. Also present were Dr. Laurie Bandlow, Superintendent, Ms. Jennifer Johnson, Business Administrator/Board Secretary, and student representative, Tahje Thomas.

Board Secretary announced board member, Paula Giampola’s resignation that was received today prior to the meeting.

Member Ridinger motioned to accept the resignation of Paula Giampola and appoint Mrs. Lisa Priest and Mr. Marvin Hamilton Sr. to the open positions of the Board of Education. This motion was seconded by Ms. Eastlack and discussion took place.

Board Secretary explained to the members and public present the current status of the open seats of the Paulsboro Board of Education:

Irma Stevenson resigned her seat. Mrs. Priest was appointed to her seat. Mrs. Stevenson was elected to her former seat which means Mrs. Priest is no longer a current board member. Mr. Hamilton resigned from the board next and his seat was appointed to Irma Stevenson. Since Mrs. Stevenson was elected to her current seat Mr. Hamilton seat is now open again. Mr. Ridinger was the last resignation of the calendar 2015. Mr. Hamilton was appointed to his seat. Mr. Ridinger was elected to his former seat which means Mr. Hamilton is no longer a current board member.

In summary, Mr. Hamilton and Mrs. Giampola one year seats are open until the next election. Both seats were scheduled to be included on the ballot in November 2016. Therefore, Paulsboro Board of Education will have three seats open for a term of three years to be voted on by the Public.

ROLL CALL

Roll Call Vote: Ms. Dunn, Ms. Eastlack, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson, Mr. Walter, and Mr. Hughes, Greenwich Township Representative voting 8 YES.

Motion carried

**NOMINATIONS**

The Board Secretary requested nominations for the office of President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Hamilton to nominate Mr. Thomas C. Ridinger as President. The Board Secretary asked if there were any other nominations. With no other nominations, the Board Secretary closed nominations and a roll call vote was taken.

Roll Call Vote: Ms. Dunn, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter, and John Hughes, Greenwich Representative voting 10 YES.

Motion carried

**BOARD PRESIDENT PRESIDES**

Mr. Ridinger accepted the President Chair and thanked Mayor Stevenson for taking the time to swear in the newly elected members. Also he recognized Councilman Haines in the audience. Then he requested nominations for the office of Vice President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Walter to nominate Ms. Eastlack as Vice President. The Board President asked if there were any other nominations. With no other nominations, the Board Secretary closed nominations and a roll call vote was taken.

Roll Call Vote: Ms. Dunn, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter, and John Hughes, Greenwich Representative voting 10 YES.

Motion carried

Ms. Eastlack accepted the Vice President Chair and thanked her fellow members for their support again as Vice President.

**REGULAR MEETING**

Motion by Stevenson, seconded by Lozada-Shaw to readopt the Board of Education Reorganization items that are in effect from January 6, 2016 until the Board of Education again reorganizes during January 2017.

* 1. Policies, By-Laws, and Rules & Regulations of the previous Board of Education.
  2. New Jersey School Boards Association (NJSBA) Code of Ethics.

Informational: NJSBA recommends that the Board of Education annually review

and adopt a “Code of Ethics.” (**Attachment**)

* 1. Adopt the written curriculum for all programs and courses offered by the Paulsboro Public Schools.

Informational: Courses of study are available for review by appointment with the

Director of Assessment or Superintendent.

* 1. Adopt the *South Jersey Times* and/or *Paulsboro Board of Education Website* for Legal Notices.
  2. Recognize the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.

Roll Call Vote: Ms. Dunn, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter, and John Hughes, Greenwich Representative voting 10 YES.

Motion carried

Motion by Stevenson by Lozada-Shaw, seconded by Walter to confirm the Board of Education Business Reorganization items that are currently in effect (as approved by the Board of Education on June 18, 2015) and will remain so through June 30, 2016. Superintendent Dr. Laurie Bandlow appointed 8/1/2015 has replaced Interim Dr. Walter Quint in this confirmation.

Informational: At the June 18, 2015 meeting, the previous Board of Education took all of the required actions and made the required appointments for school business for the period July 1, 2015 – June 30, 2016. If passed, this recommendation confirms these actions until June 30, 2016. This approach provides time for newly seated members of the Board of Education to participate in the process of selecting professionals and taking other required actions before they must vote on these important matters. This procedure also places the actions and appointments on the same cycle as the school budget from July 1 – June 30.

1. Informational: The Board of Education adopted its 2015-2016 Meeting Calendar on May 7, 2015. A copy of the calendar is attached. (**Attachment**)

2. Appoint Jennifer Johnson to the position of Business Administrator/Secretary to the

Board of Education with the same terms and conditions of employment that

existed for the period July 1, 2014 - June 30, 2015.

Informational: The Executive County Business Administrator must approve the “Detailed Statement of Contract Costs” for this position before the Board of Education may act on it. The “Statement” submitted to the Executive County Business Administrator includes a 2.0% salary increase. Assuming that the Executive County Business Administrator has given approval, Ms. Johnson’s contract will be placed before the Board of Education for consideration at its July 2015 meeting. Any changes to the contract can be made retroactive to July 1, 2015.

1. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2015 through June 30, 2016. There is no additional compensation for this position.
2. Adopt pursuant to N.J.S.A. 18A:18A-3 and Local Finance Notice #2011-16 Paulsboro Board of Education bid threshold in the amount of $36,000 and quote threshold in the amount of $5,400.

Informational: The recommended bid and quote limits are set at these higher levels because Business Administrator/Secretary to the Board of Education Jennifer Johnson is a Qualified District Purchasing Agent.

Note: The above thresholds are maximum amounts. If it seems appropriate in given situations the administration does establish lower thresholds to obtain bids and quotes in order to obtain the best possible pricing.

1. Authorize Business Administrator/Secretary to the Board of Education, Jennifer Johnson, in consultation with the Superintendent of Schools to:

a. Award contracts up to the bid/quote threshold.

b. Use state contracts for purchasing goods and services.

c. Authorize the payment of bills when necessary between meetings of the Board of

Education then include them on the subsequent bill list for approval.

1. Adopt resolutions authorizing reappointment of district officials for the 2015-2016 school year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional/Firm** | **Position** | **Salary**  **2013-2014** | **Salary**  **2014-2015** | **Salary**  **2015-2016** |
| Philipp Duvilla | School Board Solicitor | $115/hour  $2,200 retainer | $115/hour  $2,200 retainer | $120/hour  $2,200 retainer |
| Horizon Environmental  Group, Inc. | AHERA-Asbestos Hazard  Emergency Response Act | $1,200 | $1,200 | $1,200 |
| Holman & Frenia, P.C. | School Auditor | $19,300 | $19,800 | $20,400 Plus $4,000 for ROD |
| Garrison Architects  (Contracted as needed) | Architect | Cost per project | Cost per project | Cost per project |

1. Adopt resolutions authorizing reappointment of district insurance brokers of record for the 2015-2016 school year.

|  |  |
| --- | --- |
| **Professional/Firm** | **Position** |
| Steven Anuszewski | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record |
| AFLAC via Take Care by Wage Works | Employee Flexible Spending Account Broker of Record |

1. The New Jersey School Boards Association (NJSBA) requires each Board of Education to appoint a Delegate, Alternate Delegate, Legislative Chairperson and a Representative to the Gloucester County School Boards Association. These appointments are made by the President of the Paulsboro Board of Education. It would be appropriate at this time to appoint these representatives through June 2016.

Position Current Representative

Delegate Joseph Lisa

Legislative Chairperson Joseph Lisa

Alternate Delegate Vacant

Representative to Gloucester County School Boards Association James Walter

1. BE IT RESOLVED: To approve a professional service agreement and contract between the Paulsboro Board of Education and Anthony Villare, MD from July 1, 2015 through June 30, 2016 as School Physician as per the attached agreement in the amount of $25,500 plus reimbursables for 10 panel drug tests, PPD tests and Hepatitis B injections. **(Attachment**)

Informational: Dr. Villare also served as School Physician during the 2014-2015 school year. The above recommendation includes a 2% increase in his fee.

1. Authorize a joint purchasing resolution with the Board of Education of the Township of Pittsgrove for the purchase of paper, materials, and supplies during 2015-2016 in accordance with N.J.S.A.18A:18A-11 which authorizes joint purchasing by educational districts.

11. Authorize a joint purchasing agreement for custodial and janitorial supplies as allowed by N.J.S.A 18A:18A-11 between the Paulsboro Board of Education and Delsea Regional High School District Board of Education for the period July 1, 2015 – June 30, 2016. There is no cost to the Board of Education.

Informational: Joint purchasing agreements allow participating school districts to obtain better pricing by seeking bids and quotes for larger quantities of supplies. The staff of Delsea Regional High School District will prepare the quotations, specifications and bid documents as well as supervise the bid/quote process. Each school will pay the vendor directly for the supplies it ordered.

12. Adopt a resolution for Paulsboro Public Schools to enter into a cooperative pricing agreement with Hunterdon County Educational Services Commission (HCESC) in accordance with NJSA 40A:11-11(5). There is no cost to the Board of Education.

Informational:  The purpose of entering into the cooperative pricing agreement is to facilitate the purchasing of technology supplies and accessories, health and sports medical supplies, furniture, science supplies, etc.

1. Adopt a resolution for the Paulsboro Public Schools to enter into a Cooperative Pricing System Agreement with Middlesex Regional Educational Services Commission (MRESC) in accordance with NJSA 40A:11-11(5). There is no cost to the Paulsboro Board of Education.

Informational: The purpose of entering into the Cooperative Pricing System Agreement is to facilitate the purchase of certain technology and other equipment needed for the schools. The MRESC routinely seek bids for equipment. As a member of the cooperative pricing agreement, the Paulsboro Board of Education may purchase materials without the expense or time required to obtain bids independently. MRESC can obtain the best possible price if its membership is as large as possible.

14. Recommend approval to participate in the following services provided by the Gloucester County Special Services School District (GCSSSD) for Guardian Angels Elementary School.

a. Nursing Services funded through Nonpublic Funds

b. Textbook Services funded through Nonpublic Funds

c. Technology Services funded through Nonpublic Funds

d. Auxiliary Services funded through Chapter 192/Chapter 193

e. One to One aide services funding through IDEA Basic

Informational: There is a 5% fee charged to the Paulsboro Public Schools for the Technology Services. The fees charged for the other services are taken from the allocations itself.

1. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $1,990 for time and material purchases.
2. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $5,200 for instructional supplies.
3. Approve School Alliance Insurance Fund (SAIF) as the insurance carrier for property, liability, workman’s compensation, pollution, professional liability and casualty insurance for the 2015-2016 school year. The approval also includes insurance premiums for the 2015-2016 school year as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Rate for 2013-2014** | **Rate for 2014-2015** | **Rate for 2015-2016** |
| Property (including Auto Physical Damage), Boiler and Machinery and Crime | $256,975 | $273,348 | $288,445 |
| General and Auto Liability ($20,000,000) | Included | Included | Included |
| Workers Compensation | $192,390 | $204,531 | $220,509 |
| Workers Compensation Supplemental | $8,805 | $9,225 | $8,645 |
| Pollution (SAIF) | Included | Included | Included |
| Professional Liability ($20,000,000) | $28,793 | $28,408 | $28,537 |
| Total Package | $486,963  (This amount reflects the return of surplus) | $515,543  (This amount will be reduced when the return of surplus is calculated) | $546,136  (This amount will be reduced when the return of surplus is calculated) |

1. Appoint the following district officials to perform additional duties during the 2015-2016 school year. There is no additional compensation for these duties.
   1. Paulsboro Senior High School Principal Paul Morina to issue working papers.
   2. Director of Special Services John Giovannitti as Affirmative Action Officer.

* 1. Director of Special Services John Giovannitti as Title IX Coordinator.
  2. Director of Special Services John Giovannitti as Section 504 Compliance Officer.

* 1. Director of Special Services John Giovannitti as Americans with Disabilities Act (ADA) Coordinator.
  2. Director of Special Services John Giovannitti as Homeless Liaison.
  3. Secretary Deborah Kappra as Treasurer of School Monies.
  4. Director of Special Services John Giovannitti as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
  5. Superintendent of Schools Laurie Bandlow as the authorized representative for state and federal projects.
  6. Director of Special Services John Giovannitti and Director of Assessment Lucia Pollino as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000. Each person serves as the UGG Accountability Officer for the programs for which they are responsible.

* 1. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.
  2. Appoint Jack Henderson as the district Asbestos Hazard Emergency Response Officer.
  3. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management Coordinator.

* 1. Supervisor of Support Staff Jack Henderson and Business Administrator/Secretary to the Board Jennifer Johnson as the Right to Know Designated Person.
  2. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
  3. School Business Administrator Ms. Jennifer Johnson as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.
  4. School Business Administrator Jennifer Johnson as the Public Agency Compliance Officer (PACO).
  5. Secretary to the Business Administrator/Secretary to the Board of Education Deborah Kappra and the Bookkeeper, Payroll and Business Secretary Lisa Capasso as Substitute Custodians of Records to act in the absence of the School Business Administrator.

Informational: The Open Public Records Act is a major update to the Right-To-Know Law, N.J.S.A. 47:1A-1et seq. Government records must be readily accessible for inspection, copying or examination by the public, with certain exceptions. Under the new law, requests must be in writing and on a form provided by the district. The requested records must be made available within seven business days.

* 1. Superintendent of Schools Laurie Bandlow as the Custodian of Records for both student and personnel records.

Informational: This appointment is required under the New Jersey Open Public Records Act (OPRA) NJSA 47A:1A-1.

1. Adopt the following resolution for Depository of School Monies for the 2015-2016 school year.

BE IT RESOLVED: that the CAPE Bank be named and designated as the depository of

School funds of the Board of Education of the Borough of Paulsboro. A copy of this

Resolution will be sent to the School Treasurer, the CAPE Bank and to any other interested

parties on request.

1. Adoption of the following resolution for petty cash accounts for the 2015-2016 school year.

BE IT RESOLVED: As required by NJSA 18A:19-13, the Paulsboro Board of Education

establish the following petty cash funds for the 2015-2016 school year. All accounts will be reported upon monthly.

**(Note 4) Maximum Fund**

**Name Person Responsible Balance**

Billingsport School Paul Bracciante $ 100

Loudenslager School Phillip Neff $ 100

Paulsboro High School Paul Morina $ 200 Note 1

Paulsboro Junior High School Mildred Tolbert $ 100 Note 2

Central Offices Jennifer Johnson $ 400 Note 3

Business/Superintendent Jennifer Johnson/Laurie Bandlow $1,000 Note 5

Note 1: Increased by $25 compared to 2013-2014.

Note 2: This is a new account as a result of establishing Paulsboro Junior High School.

Note 3: This combines the Central Offices, Child Study Team Office and Curriculum Office into one account. The amount of petty cash in the Administration Building was reduced from $480 to $300. The goal is to use the petty cash fund less frequently and utilize the Purchase Order process in more cases.

Note 4: No single petty cash transaction may be larger the $50.

Note 5: This checking account is maintained in the Central Office in order to disperse funds on an emergency basis. Two original signatures are required on each check.

Roll Call Vote: Ms. Dunn, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mrs. Lozada-Shaw, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter, and John Hughes, Greenwich Representative voting 10 YES.

Motion carried

**Public Comment**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

None

**NEXT PUBLIC MEETING**

**Monday, January 25, 2016 – 7:00 p.m.**

Regular Meeting

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

Motion made by Hamilton, seconded by Walter and unanimously carried (10-0) to adjourn the meeting at 7:30p.m.

Respectfully submitted,



Business Administrator/Board Secretary