**PAULSBORO BOARD OF EDUCATION**

**MINUTES**

Thursday, February 19, 2015

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:04p.m. by pledging allegiance to the flag and with the following members present: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa (arrived at 7:28p.m.), Mr. Ridinger, and Mr. Walter. Mrs. Stevenson and Mrs. Lozada-Shaw were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATIONS**

Presentation of Student of the Month Awards for December 2014 – January 2015

**Paulsboro High School Paulsboro Junior High School**

**December December**

Madisyn Workman Grade 12 Madelyn Lopez Grade 8

Harley Sarmiento Grade 11 Amaya Reed Grade 8

Wilberto Aponte Grade 10 Octavia Robinson Grade 7

Wyatt Hinkle Grade 9

**January January**

Luis Cruz Grade 12 Allison Wileczek Grade 8

Autumn Gittinger Grade 11 DiNiya Lee Grade 7

Tanaya Bagby Grade 10 Dennis Lee Grade 7

Antwyon Wallace Grade 9

**PUBLIC COMMENTS**

Sandra Spratley, 113 Berkley Road, Paulsboro, asked the members of the Board of Education if the curriculum was up to date on the website. Also Ms. Spratley asked if there were courses to help students prepare for college and if we have college fairs.

Jeffery Hamilton, Mayor of Paulsboro, asked the members of the Board of Education about home schooled students and the water damage at Paulsboro High School.

Dr. Quint responded to these questions.

**CORRESPONDENCE**

Accepted and filed by the board.

**REPORT OF THE STUDENT MEMBER OF THE BOARD OF EDUCATION**

None

**OLD BUSINESS**

1. Special Meeting of the Board of Education for Budget Review

Due to a scheduling conflict the Interim Superintendent respectfully requests that the Board of Education reschedule the Special Meeting for Budget Review from Thursday, March 5, 2015 to either Monday, March 2, 2015 or Wednesday, March 4, 2015.

Critical dates for review and submission of the 2015-2016 School Budget are listed below:

|  |  |
| --- | --- |
| **ACTION** | **DATE** |
| Governor’s Budget Address | Tuesday, February 24, 2015 |
| State Aid Information Released to School Districts | Thursday, February 26, 2015 |
| Special Meeting to Adopted the 2015-2016 Budget | Thursday, March 19, 2015 |
| School Districts Submit the Budget to the County Office of Education | Friday, March 20, 2015 |
| Public Hearing on the Budget allowed by law | April 24, 2015 through May 7, 2015 |
| Regular Meeting of the Board of Education and Public Hearing | Thursday, April 30, 2015 |

1. Search for a New Superintendent of Schools
	1. The Board of Education conducted a second round of interviews of candidates for the position of Superintendent of Schools during special meetings conducted on Thursday, February 5, 2015. After the interviews, the Board of Education requested that the Interim Superintendent of Schools reopen the search by placing an advertisement in the newspaper and contacting appropriate universities and agencies. The advertisement was placed in the ***Star Ledger*** on Sunday, February 15, 2015.
	2. The Interim Superintendent is currently establishing committees of teachers/staff, administrators and citizens to conduct interviews of the candidates for the position of Superintendent of Schools. He is also developing the questions for these interviews.
2. Special Election - January 27, 2015
	1. Both questions presented to the voters were approved. 343 people voted in the election which is comparable to a typical school election when budget and candidates were presented to the voters.
	2. Results of the election are as follows:

 Question 1: Yes – 278 No – 63

 Question 2: Yes – 239 No – 102

1. A thank you letter to the voters was placed on the district website. A “thank you” advertisement was also placed in the Sunday, February 2, 2015 edition of the South Jersey Times. This advertisement was funded by an anonymous donor.

 Recommend approval to accept a $234 cash donation from an anonymous donor to fund the advertisement explained above.

1. There is a twenty day waiting period following the election before any financial component of the bond referendum can take place. This waiting period allows time for citizens to challenge the election.
2. The Interim Superintendent and Business Administrator are now working with Bond Counsel and the Architect. The Architect will develop specifications and bid packets for the projects. Bond Counsel will make the needed arrangements to sell bonds to raise money for the projects. A “kickoff” meeting was conducted on Wednesday, February 11, 2015. Attendees were Bond Counsel, Architect, Engineer, School Auditor, School Attorney (by phone), Business Administrator and the Interim Superintendent.
3. The Interim Superintendent is currently investigating off campus locations to house the 2015 summer school programs. Due to construction, it is unlikely that any of the Paulsboro Public School buildings will be available during the summer. During the 1995 renovations, summer school took place in Broad Street School in Greenwich Township, New Jersey.
4. At the January 29, 2015 meeting the Board of Education requested that the Interim Superintendent of Schools write a letter reminding the President and representative from the Greenwich Township Board of Education of the need to participate in meetings of the Paulsboro Board of Education. This action was taken.
5. Participation in Meetings of the Board of Education by Telephone

At the January 29, 2015 meeting of the Board of Education members asked if it is possible to participate in meetings via telephone of “Skype” type connection. The Interim Superintendent asked all of his peers in Gloucester County if their schools permitted this type of participation. Only one Superintendent answered in the affirmative. In this case, the member participating remotely was not required for a quorum and the vote was not critical. Several colleagues indicated that the Education Information and Resources Center (EIRC) and Rowan College at Gloucester County do allow members of the Board to participate via telephone. One colleague provided the attached article. The Interim Superintendent will review this matter with the School Attorney and New Jersey School Boards prior to providing guidance to the Board of Education. (**Attachment)**

1. Paulsboro High School Centennial Committee

The Paulsboro High School Centennial Committee conducted its third meeting on

February 18, 2015. The Interim Superintendent will report on this meeting on February 19, 2015.

Motion by Dunn, seconded by Walter to readopt the resolution stated above in Old Business No. 1, Due to a scheduling conflict the Interim Superintendent respectfully requests that the Board of Education reschedule the Special Meeting for Budget Review from Thursday, March 5, 2015 to either Monday, March 2, 2015 or Wednesday, March 4, 2015.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Dunn, seconded by Walter to readopt the resolution stated above in Old Business No. 3c, A thank you letter to the voters was placed on the district website. A “thank you” advertisement was also placed in the Sunday, February 2, 2015 edition of the South Jersey Times. This advertisement was funded by an anonymous donor. Recommend approval to accept a $234 cash donation from an anonymous donor to fund the advertisement explained above.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

**NEW BUSINESS**

1. 20th Annual Volunteers In Paulsboro Schools (VIPS) Reception and Festival of the Arts

The 20th Annual VIPS Reception and Festival of the Arts will take place at 6:30 PM on Wednesday, March 18, 2015 at Paulsboro High School. All of the volunteers and donors will be invited to attend this event. The evening will begin with vocal music provided by students and refreshments. The evening will continue with a private showing of the student musical ***Bring It On – The Musical.*** During intermission the Jazz Band will perform and guests will view and comment on individual student art shows/galleries. Refreshments will also be served at intermission. Donors and volunteers also receive a lapel pin honoring their contributions to the Paulsboro Public Schools. Secretary Theresa Marie Croce coordinates this activity.

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

Motion by Giampola, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items A-H.

1. Approval of Minutes
	1. Reorganization – January 8, 2015 **(Attachment)**
	2. Regular Meeting – January 22, 2015 **(Attachment)**
	3. Special Budget Meeting – January 29, 2015 **(Attachment)**
2. Recommend approval of the budget transfers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Account | From Description | To Account | To Description | Amount |
| Reallocate Department Budget |
| 11-000-222-610-18 | UndistributedEducational Media General Supplies | 11-190 -100 -440 -18 | Reg Prg-Undistrib. Instruction Rentals | 3,750.00 |
| Reallocate Department Budget |
| 11-000-222-610-18 | UndistributedEducational Media General Supplies | 11-190-100-610-18 | Reg Prg-Undistrib. InstructionGeneral Supplies | 1,969.00 |
| Reallocate Department Budget |
| 11-401-100-610-01 | Co-Curr & Extra-Curr Instruction General Supplies | 11-401-100-500-01-552 | Co-Curr & Extra-Curr InstructionOther Purchased Serv | 537.00 |
| Reallocate Department Budget |
| 11-000-262-420-01 | Undistributed Custodial Services Cleaning / Repair / Main | 11-000-261-420-01 | Undistributed Required Maintenance Cleaning / Repair / Main | 5,000.00 |
| Reallocate Department Budget |
| 11-000-262-610-01 | Undistributed Custodial ServicesGeneral Supplies | 11-000-261-420-01 | Undistributed Required Maintenance Cleaning / Repair / Main | 2,400.00 |
| Reallocate Department Budget |
| 11-000-262-420 | Undistributed Custodial Services Cleaning / Repair / Main | 11-000-262-110 | Undistributed Custodial ServicesOther Salaries | 1,835.00 |
| Reallocate Department Budget |
| 11-000-262-610 | Undistributed Custodial ServicesGeneral Supplies | 11-000-262-110 | Undistributed Custodial ServicesOther Salaries | 944.00 |

1. Recommend approval of the Cash Receipts Report – December **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Secretary to Board of Education –December 

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

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of December 31, 2014, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of December 31, 2014.

Informational: The chart below has included 2013-2014 out of state homeless tuition reimbursement in the amount of $129,812 since July 2014 when it was received. Due to the amount of the reimbursement it was determined by our auditors, Holman and Frenia, this reimbursement should not be revenue when it was received but included as revenue for the 2013-2014 school year. This means the $129,812 was included in the calculation of fund balance as of June 30, 2014. Paulsboro Public Schools records were adjusted in December 2014 following the submission of the audit to the State of New Jersey and will no longer included in the chart below.

Paulsboro Public Schools began receiving this reimbursement in the 2011-2012:

|  |  |
| --- | --- |
| Fiscal Year 2011-2012 | $49,256 |
| Fiscal Year 2012-2013 | $6,867 |
| Fiscal Year 2013-2014 | $129,812 |

|  |  |  |
| --- | --- | --- |
|  |  Anticipated  Budget  | Cash Received as of December 31, 2014 |
| Taxes | $5,484,300.00  | 2,742,150.04 |
| Tuition - Gibbstown | 1,430,667.00 | 429,200.10 |
| Tuition - Other LEA's |   | 23,408.44 |
| Tuition – Out of State |  | 0.00 |
| Miscellaneous | 51,059.00 | 102,029.36 |
| State Aid | 12,130,999  | 4,565,320.00 |
| Extraordinary Aid | 50,000  |  |
| SEMI | 80,000  | 13,831.67 |
|  | $19,227,025  | 7,875,939.61 |



Thursday, February 19, 2015

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



 Thursday, February 19, 2015

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve item A- F:

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 rescind the resignation with intent to retire of Paulsboro High School and Paulsboro Junior High School Librarian Lori Del Rossi.

Informational: The Board of Education accepted Ms. Del Rossi’s resignation on October 30, 2014. She planned to retire at the end of the 2014-2015 school year.

1. Recommend approval to accept the resignation of Joseph Ciocco from the position of Teacher of Social Studies for the Alternative Evening Program (AEP) at Paulsboro High School and Paulsboro Junior High School effective Friday, January 23, 2016.

Informational: Mr. Ciocco worked in the AEP for 8 days. He also serves as an Instructional Aide at Loudenslager Elementary School.

1. Recommend approval to accept the resignation, with intent to retire, of Bus Aide and Substitute Aide Martha Peiffer effective on Friday, January 30, 2015.

Informational: Ms. Peiffer worked for the Paulsboro Public Schools for 13 years.

1. Recommend granting the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire long-term substitute teachers to fill the following positions:

|  |  |
| --- | --- |
| **Position** | **Explanation** |
| Hourly – Teacher of Social Studies for the Alternate Evening Program (AEP) | The Social Studies Teacher for AEP resigned with very little notice. |
| Long-Term Substitute Teacher of English at Paulsboro High School  | Andrea Lilley will begin her childbearing/childrearing leave beginning circa March 24, 2015. |
| Substitute Computer Technician | The position of Computer Technician has been open all year. In lieu of hiring a technician this late in the year, substitutes will be used.  |

Informational:  The administration advertised the vacancies and is interviewing a series of candidates.  “Letter of Intent” authority authorizes the Interim Superintendent to offer the position to a candidate prior to the next meeting of the Board of Education.   At its next meeting, the Board of Education would be obligated to approve the appointment.

1. Recommend approval for Paulsboro High School Teacher of Special Education Monica Garner to serve as a Substitute Teacher on an as-needed basis for the Alternative Evening Program (AEP) effective February 20, 2015. Ms. Garner will earn $32/hour.

Informational: Ms. Garner has, in the past, worked in the AEP program.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Eastlack, seconded by Walter to accept the Interim Superintendents recommendation to approve items G-L:

1. Recommend approval to temporarily transfer Part-Time Loudenslager Elementary School Aide Stefanie Bucco to the position of Long-Term Substitute Teacher at Loudenslager Elementary School assigned to grade four from Thursday, March 19, 2015 until Tuesday, June 2, 2015 or when Tara Stahl returns to work whichever comes first. Ms. Bucco will earn BA Step A – $43,521 prorated as per agreement with the Paulsboro Education Association. This is a temporary position that does not include benefits.

Informational: Ms. Stahl will be on childbearing/childrearing leave of absence. The above recommendation provides two days prior to and after Ms. Stahl’s leave for the two teachers to transition into and out of the class. Ms. Bucco holds a Standard Certificate as an elementary school teacher. During the 2013-2014 school year, Ms. Bucco served as a Long-Term Substitute Teacher for a colleague who was on leave of absence from Billingsport Early Childhood Center. Loudenslager Elementary School Principal interviewed a number of candidates for this position.

1. Recommend granting the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire long-term substitute teachers to fill the following positions:

|  |  |
| --- | --- |
| **Position** | **Explanation** |
| Part-Time (2 hours/day) Playground/Cafeteria Aides for the Elementary Schools  | There have been several resignations and retirements. These positions are very difficult to fill.  |
| Temporary Part-time Instructional Aide at Loudenslager Elementary School | Needed to replace Stefanie Bucco who was temporarily transferred to replace Tara Stahl. |

Informational:  The administration advertised the vacancies and is interviewing a series of candidates.  “Letter of Intent” authority authorizes the Interim Superintendent to offer the position to a candidate prior to the next meeting of the Board of Education.   At its next meeting, the Board of Education would be obligated to approve the appointment.

1. Recommend approval of a family care leave of absence for Loudenslager Elementary School Aide June Lord with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Sunday, February 1, 2015 – With pay and benefits by use of 3.5 days of

Sunday, January 31, 2016 accumulated sick and personal leave and the concurrent use of Federal Family Leave.

 Without pay but with benefits via Federal

 Family Leave.

Ms. Lord is taking this leave to care for a family member. She will take intermittent leave as per the conditions of the Federal Family Leave Act. The leave may be taken in increments as short as one hour at a time.

1. Recommend approval of a medical leave of absence for Elementary School Teacher of Gifted and Talented Kathleen Williams with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Monday, January 5, 2015 – With pay and benefits by use of accumulated Tuesday, February 3, 2015 sick leave as well as the concurrent use of

 Federal Family Leave.

Wednesday, February 4, 2015 - Without pay but with benefits via Federal

Tuesday, March 24, 2015 Family Leave.

1. Recommend approval of a medical leave of absence for Billingsport Early Childhood Center Aide Barbara Wurtz with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Tuesday, January 20, 2015 - With pay and benefits by use of accumulated

Tuesday, January 27, 2015 sick leave as well as the concurrent use of

 Federal Family Leave.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Playground/Cafeteria Aide Natascia Powell effective at the close of business on Friday, January 30, 2015.

Informational: Ms. Powell worked for the Board of Education for 5 months.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational
	1. The following are paid class covers:

|  |  |
| --- | --- |
| **Month** | **Paulsboro High and Junior High School** |
| **Average Last****6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 11 |
| October | 26.2 | 9-46 | 62 |
| November | 34.8 | 19-53 | 60 |
| December | 44.0 | 31-65 | 71 |
| January | 43.3 | 15-69 | 73 |
| February | 40.5 | 12-53 |  |
| March | 68.2 | 28-96 |  |
| April | 53.9 | 36-88 |  |
| May | 91.5 | 65-127 |  |
| June | 41.7 | 22-97 |  |
| Total | 44.6 | 23.7-70.0 | 277  |

Note: Class covers take place, in the vast majority of cases, when a high school or junior high school teacher is absent and no substitute is available. In these cases, a teacher is taken away from their preparation period to cover the class of a colleague. One absent teacher without a substitute can result in 6 class covers. As per the agreement with the Paulsboro Education Association, each teacher is required to cover two class periods per year without an extra stipend. Additional covers are paid at a rate of $32 each.

Since elementary school teachers work in self-contained classrooms, it is not possible to assign class covers when a substitute is not available. In these cases, a special area teacher, basic skills teacher, instructional aide, etc. are removed from their duties for the day to substitute for their absent peer. There is no stipend paid but instruction is disrupted.

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Eastlack, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-C:

1. Recommend retroactive approval for the following members of the staff to attend PARCC 2014-2015 New Jersey State Technical Training at Cumberland County College on Monday, January 26, 2015. Cost to the Board of Education is mileage for Dr. Pollino ($27.54).

 Director of Assessment Lucia Pollino, Ed.D.

 District Mathematics Coach Matthew Browne

 Supervisor of Technology Joseph Magazu

Informational: The Partnership for Assessment of Readiness for College and Careers (PARCC) is the newly mandated New Jersey Department of Education assessment for students in grades 3-11. PARCC is administered online so preparation for the technological aspect of the examination is critical. The New Jersey Department of Education notified school districts about the above training via a letter dated January 13, 2015 which was too late to include on the January agenda of the Board of Education. The Interim Superintendent approved participation in this training and, now, respectfully requests that the Board of Education confirm his action. The Board of Education authorized the Interim Superintendent to give this type of approval at its meeting on June 30, 2014.

1. Recommend retroactive approval for District Language Arts Coach Rebecca Richardson to attend New Jersey Measurement of Academic Progress (MAP) training in Galloway Township, New Jersey on Tuesday, February 10, 2015. There is no cost to the Board of Education.

Informational: Paulsboro uses the MAP to assess student academic progress districtwide. In most cases the training does not take place this close to Paulsboro. The company generally charges a fee for the workshops. Workshop topics include Using the MAP to develop Student Growth Objectives (SGO) and using MAP results in early childhood settings. The workshop was announced on January 26, 2015 which was too late to include this recommendation on the January 2015 agenda. The Interim Superintendent approved the workshop participation and now respectfully request that the Board of Education confirm this action. The Board of Education authorized the Interim Superintendent to give this type of approval at its meeting on June 30, 2014.

1. Recommend approval for Speech Language Specialist Kristin Shute to attend the Annual Symposium for Speech-Language Pathologists on Friday, March 20, 2015 in Swedesboro, New Jersey. Cost to the Board of Education is registration ($169).

Informational: This is the major conference for Speech-Language Specialists in Southern New Jersey. Workshop topics include Collaborating with Teachers, Effective Approaches with Strategies for the Classroom, Managing Speech Caseloads Using Technology, Assessment and Intervention Strategies for Memory and Other Executive Dysfunctions, and iPads for Pre-School for Language and Speech Development.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Eastlack, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items D:

1. Recommend approval for Billingsport Early Childhood Center (BECC) Teacher of Pre-School Candell Maxie to serve as the “Buddy Teacher” for Kimberley Katelhon who teaches the Pre-School Disabled class at BECC. There is no cost to the Board of Education.

Informational: Newly hired teachers who hold Certificates of Eligibility must have a Mentor Teacher as per New Jersey Department of Education regulations. Ms. Katelhon holds a Standard Certificate so a mentor is not required. Buddy Teachers assist colleagues new to Paulsboro with orientation to the school system.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 100 |
| 10 | 93 |
| 11 | 92 |
| 12 | 89 |
| TOTAL | **374** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 82 |
| 8 | 72 |
| TOTAL | **154** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** |  **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |  |
| Pre-School Disabled | 6 | 4 |  |  |  | 3 | 23 | 21 | 22 |  |  |
| Pre-school | 16 | 16 | 16 |  |  | 4 | 23 | 21 | 23 |  |  |
| K | 26 | 26 | 26 | 26 |  | 5 | 18 | 20 | 18 | 19 |  |
| 1 | 23 | 24 | 23 | 23 |  | 6 | 20 | 22 | 19 | 21 |  |
| 2 | 15 | 16 | 17 | 16 |  | Special Education | 10 | 4 |  |  |  |
| Special Education | 8 | 7 | 12 |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **346** | TOTAL |  |  |  |  | **304** |

Note: At Loudenslager Elementary School, special education students are included in the grade level class size report presented above. These students do not participate in all classes with their non-disabled peers. As a result, the grade level class sizes reported above are the maximum enrollment.

The maximum allowable enrollment in kindergarten is 25 students. The Interim Superintendent is reviewing options to reduce class size for this grade.

**INSTRUCTIONAL SERVICES**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-D:

1. Recommend approval of a request by Edwin Torres, parent of Nathaniel Torres, (Paulsboro High School Student – Grade 9) to home school his son during the 2014-2015 school year. The parents are using Penn Foster online high school to provide instruction for their child.

Informational: Parents are permitted to home school their children. There are many reasons that a parent opts for home schooling: they want to create a customized program, they want to create a more sheltered educational experience, they have strong religious beliefs that they want to reflect in their children’s education, etc. In some cases, parents form groups to provide the educational programs. In other cases, they use the services of an agency to provide the curriculum and assessments. Other parents design their own education program. Parents must “inform” the school district that they will home school their children and provide a curriculum that is “equivalent” to that of the public school. The school district does not monitor the home

school program. If the child re-enters the public school, they are assessed to determine grade placement. These students may take the Measurement of Academic Progress (MAP) tests at Paulsboro High School in order to give the parents information about how their child is progressing compared to those enrolled in the public schools. Students who are home schooled through grade 12 do not receive a diploma from the public school district.

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

|  |  |  |
| --- | --- | --- |
| **Student Name/Case Number** | **Grade** | **Hours of Instruction** |
| GS | 11 | Student will receive home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour.  |
| RG | 12 | Student will be receive 5 hours/week of home instruction provided by a teacher approved by the Board of Education at a rate of $32/hour.  |
| DC | 12 | Student will receive 5 hours/week of home instruction by a teacher approved by the Board of Education at a rate of $32/hour. |

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 to change the 2014-2015 School Calendar in order to account for a snow emergency closing on Tuesday, January 27, 2015.

|  |  |  |
| --- | --- | --- |
|  **EVENT** | **ORIGINAL CALENDAR** | **CALENDAR AS A RESULT OF EMERGENCY CLOSING ON JANUARY 26, 2015** |
| Convocation – PHS - 6:30 PM | Monday, June 15, 2015 | Tuesday, June 16, 2015 |
| Loudenslager Moving Up Ceremony | Tuesday, June 16, 2015 | Wednesday, June 17, 2015 |
| End of 4th Marking Period – Report Cards Mailed | Wednesday, June 17, 2015 | Thursday, June 18, 2015 |
| Last Day of School for Students – Early Dismissal all students and staff | Wednesday, June 17, 2015 | Thursday, June 18, 2015 |
| Commencement Ceremony – PHS - 6:30 PM | Wednesday, June 17, 2015 | Thursday, June 18, 2015 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Grade** | **Location of Temporary Residence** | **Home District/District Responsible for Tuition and/or Transportation** | **Transportation** |
| KM | 9 | Paulsboro | Paulsboro School District | No |
| KC | 12 | Paulsboro | Sterling School District | No |

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 their 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 serving 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 costs 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: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Giampola, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items E:

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

|  |  |  |
| --- | --- | --- |
| **Student Name/Case Number** | **Grade** | **Hours of Instruction** |
| 2725 | 08 | Student will receive 10 hours of home instruction per week provided by a teacher approved by the Board of Education at a rate of $32/hour.  |
| XE | 03 | Student will receive 5 hours of home instruction per week provided by a teacher approved by the Board of Education at a rate of $32/hour. |
| BC | 05 | Student received 24 hours of home instruction provided by Brookfield School at a rate $32/hour. |
| 2790 | 04 | Student received 39 hours of home instruction through Brookfield School at a rate of $32/hour.   |
| 2721 | 07 | Student received 34 hours of home instruction through Brookfield School at a rate of $32/hour.  |
| BG | 01 | Student will receive home instruction through Brookfield School for a minimum of 5 hours/week at a rate of $32/hour.  |

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

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational:
2. High School Graduation Rates

The New Jersey Department of Education recently released Graduation Rate data. The following table summarizes the data for Paulsboro High School.

|  |  |  |
| --- | --- | --- |
| **School Year** | **Graduation Rate** | **Rank Out of 284 Communities with High Schools****(1 being highest and 284 being lowest)** |
| 2015Projected | 85.2% | Not Available |
| 2014 | 83.8% | 241 |
| 2013 | 77.6% | 259 |
| 2012 | 72.1% | 265 |
| 2011 | 62.2% | 276 |

The data indicates that the graduation rate has increased dramatically for Paulsboro High School. The good news is that the graduation rate has increased more than 35 schools that previously ranked higher than Paulsboro High School.

Only 4 school districts in New Jersey had larger increases in graduation rate than Paulsboro High School. None of these schools are in southern New Jersey. As a result, the New Jersey Department of Education has Paulsboro on a “short list” to be removed from “focus status.”

1. Alternate Evening Program (AEP)

On Monday, January 5, 2015 the Alternate Evening Program (AEP) opened for a select group of students from Paulsboro High School and Paulsboro Junior High School. As of February 1, 2015 there are 15 students participating in AEP.

On November 20, 2014 the Board of Education approved submission of a grant application (and approval to accept funding is approved) in the amount of $21,000 to the Gloucester County Youth Services Commission. Grant funds provide supplemental services to students participating in AEP. The district was notified on January 23, 2015 that the grant was approved by Gloucester County.

1. High School Proficiency Assessment (HSPA) Results

The following is a summary of the High School Proficiency Assessment results for seniors at Paulsboro High School as of the October administration of the test:

|  |  |
| --- | --- |
| **Year** | **Number of Seniors Who Have Not Yet Passed the HSPA** |
| **Mathematics** | **Language Arts** | **Total** |
| 2014 | 23 | 3 | 26 |
| 2013 | 24 | 16 | 40 |
| 2012 | Not Available | Not Available | 48 |

Those seniors who have not yet passed the HSPA have a third opportunity to take the exam during March. Those students who still have not passed the HSPA must attempt to validate their skills via the Alternate High School Assessment (AHSA) in order to be eligible for graduation.

1. Preliminary Scholastic Aptitude Test (PSAT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Number of Students Taking PSAT** | **Number of Students** **Scoring****40+** **Math** | **Number of Students Scoring 40+ Reading** | **Number of Students Scoring****40+ in both Reading and Math** |
| **2016** | **81** | 44 | 30 | 25 |
| **2017** | **83** | 37 | 19 | 15 |
|   |   |   |   |   |
| **Class** | **Number of Students Taking PSAT** | **% of Students** **Scoring****40+** **Math** | **% of Students Scoring** **40+ Reading** | **% of Students Scoring** **40+** **both sections** |
| **2016** | **81** | 54% | 37% | 31% |
| **2017** | **83** | 45% | 23% | 18% |

For the Classes of 2016 and 2017, scores of 40+ on the PSAT can serve as a passing score on the “Graduation Test” (formerly the High School Proficiency Assessment (HSPA) and now the Partnership for Assessment of Readiness for College and Careers (PARCC)). By illustration, 54% of the current junior class (2016) have met the required graduation test score in mathematics without passing the PARCC.

1. Residency Procedure and Form Update

The Director of Special Services recently collected residency and enrollment forms from other districts then modified them for use in Paulsboro. The forms were reviewed by Attendance Officer Kenneth Ridinger, Interim Superintendent Walter Quint and School Attorney Philipp Duvilla. The forms are now being used districtwide.

The forms combined with careful review of enrollment information by principals, secretaries, and the Attendance Officer should help identify students who are not domiciled in Paulsboro as well as correctly serve students who are homeless.

Commendations to Director of Special Services John Giovannitti for developing the forms.

1. Monthly Reports of Administrators (**Attachment**)
2. Mid-Year Report of Student Assistance Counselor Lessie Jean Brown (**Attachment**)

**STUDENT ACTIVITIES**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-O:

1. Recommend approval of the following actions relative to the South Jersey Wrestling Clinic:

1. Approval for Paulsboro High School Head Wrestling Coach/Principal Paul Morina to conduct the South Jersey Wrestling Clinic at Paulsboro High School from Monday, July 6, 2015 through Friday, July 10, 2015 from 8:30 AM – noon. The clinic will take place in the Gymnasium and Wrestling Room.

2. Approval for every coach and volunteer assistant coach for the Wrestling Team who were approved by the Board of Education during the 2014-2015 school year to participate in the clinic.

This recommendation is contingent on the facility being available on the above dates. Significant maintenance projects may cause the facility to be unusable at the requested times.

3. Approval to conduct the South Jersey Wrestling Clinic at the Paulsboro Wrestling Building

 on the same dates as listed above if Paulsboro High School is not available.

4. Approval to have the Paulsboro Public School custodial staff clean the Wrestling Building

 during the clinic.

Informational: This is an annual activity that has been approved by the Board of Education for many years. Participants include about 80 students ages 8 – 18. Paulsboro students participate free of charge while others pay $150.

1. Recommend approval/retroactive approval for Paulsboro High School Head Football Coach Glenn Howard to take Student-Athletes DaVontae Randall, Theodore Holloway, DeShaun Burgess on a college visitation to Avon Old Farms Preparatory School in Avon, Connecticut on dates to be determined during February or March 2015. Cost to the Board of Education includes a substitute teacher (1 day x $129 per day = $129). This recommendation is contingent on Mr. Howard filling out appropriate documentation to transport students in a privately owned vehicle, signed permission slips from the parents, and signed insurance coverage verifications by the parents.

Informational: This field trip was reviewed by the Board of Education at its February 5, 2015 meeting. At that time the Board authorized the Interim Superintendent to approve the outing then seek retroactive approval. The Board of Education has approved similar trips in the past.

1. Recommend approval for the Paulsboro High School Marching Band to perform at the University of Pennsylvania basketball game on Saturday, March 7, 2015. The purpose of the trip is to honor seven students for their playing ability. Paulsboro High School Band Director Jenna Ouellette will chaperone the trip. The cost to the Board of Education is school bus transportation.

 Donovan Anderson Victoria Willetts Liva Savaiinaea Lily Jenkins

 Alexandria Dudlick Joshua Martini Tarik Canon

Informational: The band participated in a similar trip last year.

1. Recommend approval for Irma Stevenson to participate as a guest in the Paulsboro High School field trip to the Philadelphia Museum of Art in Philadelphia, Pennsylvania on Friday, April 10, 2015. Mrs. Stevenson will pay the full price for her participation in the trip. She will be traveling with the group as a guest not a chaperone. As a guest, she agrees to abide by the same rules as other participants.

Informational: The Board of Education approved this trip at the January 22, 2015 meeting. Paulsboro High School Teachers of Art Margaret LaDue and Christine O’Malley will chaperone the trip.

1. Recommend approval for Paulsboro High School Teacher of Health and Physical Education/Assistant Football Coach Nicholas Cappolina to attend the 2015 Glazer Football Clinic in Atlantic City, New Jersey on Friday, February 27, 2015 through Sunday, March 1, 2015. Cost to the Board of Education includes registration ($155.30).

Informational: Workshop topics include Rowan Power Run Game, Penn State Quick Game and Developing Linear Speed.

1. Recommend approval for the Paulsboro High School Jazz Band to provide entertainment for the Paulsboro Senior Citizens’ Holiday Luncheon on Saturday, December 12, 2015. The activity will take place at Nicolosi’s Catering in West Deptford, New Jersey. Jazz Band Director Wendy Stocker and Jenna Ouellette will chaperone. The only cost to the Board of Education is school bus transportation.
2. Recommend approval for Paulsboro High School and Paulsboro Junior High School to implement a Gay Straight Alliance effective February 20, 2015. Students United for Respect and Equality (SURE) Advisor Margaret LaDue will also oversee the Gay Straight Alliance without additional stipend.

Informational: The Board of Education reviewed the written rationale for the Gay Straight Alliance at its January 22, 2015 meeting. At that time, the Board of Education unanimously endorsed implementation of this student activity.

1. Recommend approval of the following Volunteer Assistant Coaches for the Paulsboro High School athletic teams:

|  |  |  |
| --- | --- | --- |
| **Sport** | **Name of the Volunteer Assistant Coach** | **Background** |
| Girls Softball | Erika Knorr | Teacher in the Pittsgrove Public Schools. While a student at Rowan University she was on the softball team. She was also a volunteer during the 2013-2014 school year.  |
| Girls Track and Field | Amy Bria | Teacher at Paulsboro High School and the coach for Junior High School Cross Country. |
| Paulette Cwik | Retired Paulsboro High School Teacher and Coach of Girls Track and Field. |
| Anita Evans | Retired Billingsport Early Childhood Center Teacher and Coach of Girls Track and Field. |
| Michele Relation | Paulsboro High School graduate and participant in Track and Field. She is currently a student at Rowan University.  |
| Boys Track and Field | Christopher Makaro | Recently retired coach for Paulsboro High School Boys Track and Field. |
| Boys Baseball | Nicholas Hogan  | Paulsboro High School graduate and baseball player. |
| Mandy Thomas | Teacher at Loudenslager Elementary School. She is Head Coach for the Paulsboro High School Girls Soccer Team. Also volunteered last year. |
| Joseph Muraca | Paulsboro High School graduate. He played baseball as a student. Also volunteered last year.  |
| Brian Zane | Parent of a Paulsboro High School student and retired correctional officer. Also volunteered last year. |

1. Recommend approval for the American Red Cross to conduct a blood drive in the Paulsboro High School Gymnasium on Monday, April 13, 2015. There is no cost to the Board of Education. Paulsboro High School Nurse Christine Spitale, Secretary Karen Minniti and Secretary Adina Giovannitti are in charge of the activity. Student volunteers will also assist with the activity.

This recommendation is contingent on the American Red Cross providing proof of insurance.

The recommendation is also contingent on student blood donations being scheduled to the greatest extent possible during physical education classes or a time when they do not have class. The final contingency is that no teachers take class time to supervise this event.

Informational: The American Red Cross has successfully conducted blood drives at Paulsboro High School for many years. The contingencies requested above are intended to minimize the impact on instructional time.

1. Recommend approval to add Clayton High School to the Varsity and Junior Varsity Boys Basketball schedule. The game will be played at Paulsboro High School on Wednesday, February 25, 2015. The junior varsity game will begin at 4:00 PM with varsity to follow at

5:30 PM.

Informational: The regular season ends one week prior to the start of the New Jersey State Interscholastic Athletic Association (NJSIAA) tournament. The additional game will help the team prepare for the tournament.

1. Recommend approval of the attached 2014-2015 Spring Sports Schedule (**Attachment**)

Informational: The schedule is essentially the same as approved for the 2013-2014 school year.

1. Recommend approval to accept the resignation of Paulsboro High School Teacher of English Andrea Lilley from the position of Assistant Coach for Boys Tennis for Spring Season 2014-2015.

Informational: The Board of Education originally appointed Ms. Lilley as a coach on June 30, 2014. Ms. Lilley resigned because she will be on childbearing/childrearing leave during tennis season.

1. Recommend approval to appoint Daniel Giorgianni to the position of Assistant Coach for Boys Tennis for the Spring 2014-2015 season. Mr. Giorgianni will earn Step 3 - $3,266 as per agreement with the Paulsboro Education Association.

Informational: Mr. Giorgianni replaces Andrea Lilley who will be on childbearing/childrearing leave. Mr. Giorgianni served as Assistant Coach for Tennis for at least four years in the past. He is a Guidance Counselor for Greenwich Township School District. He was interviewed by Head Coach Joseph Dreger and Athletic Director Bob Mannino.

1. Recommend approval to appoint Christian Sullivan to the position of Assistant Coach for Boys Track for the Spring 2014-2015 season. Mr. Sullivan will earn Step 1 - $4,093 as per agreement with the Paulsboro Education Association.

Informational: Mr. Sullivan replaces Christopher Makaro who recently resigned. Mr. Sullivan is employed as a part-time Security Guard at Paulsboro High School. In the past, he coached Junior High School Cross Country for the Board of Education. He was interviewed by Head Coach Nickolas Cappolina and Athletic Director Bob Mannino.

1. Recommend approval of the following volunteers to assist with the Paulsboro

High School production of ***Bring It On - The Musical*.**

|  |  |
| --- | --- |
| **Volunteer** | **Background** |
| Roseanne Lombardo | Paulsboro High School teacher who also worked with the musical last year. She will assist with fundraising and concession stand.  |
| Alicia Thomson | Also helped with the musical last year. She will help with the concession stand. |
| Rosemary Haley | Parent who will assist with make-up and costumes. Also worked with the musical last year. |
| Tim McLean | Paulsboro High School alumnus. He will assist with set-up and break-down of the stage. Also worked on the musical last year.  |
| Michelle Carroll | Parent who will help with make-up. Also worked on the musical last year.  |
| Nate’ Beverly-Woodards | Parent who will assist with the concession stand. Also worked on the musical last year.  |
| Michael Yarabinee | Theatric Design major at Neumann University. He will help with lighting as well as set-up and break-down of the equipment. Also worked on the musical in the past but not last year.  |
| Lori Zane | Parent of a cast member. |
| Carol Herrera | Parent of a cast member.  |
| Rebecca Smith  | Arcadia University student who serves as a runner to handle messages, errands, etc. She will also help with choreography. Her volunteer work is part of a college externship.  |

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Eastlack, seconded by Walter to accept the Interim Superintendents recommendation to approve items P:

1. Recommend approval for Head Wrestling Coach Paul Morina to conduct an All-Ages Wrestling Festival in the Paulsboro High School Gymnasium on Tuesday, February 24, 2016 between 6:30 PM and 9:00 PM.

Informational: Wrestlers and coaches from all Junior Wrestling Association, Paulsboro Junior High School Wrestling Team and the Paulsboro High School Junior Varsity and Varsity Wrestling Teams will participate. Wrestlers will participate in exhibition matches. In addition refreshments will be served and concessions will be sold.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Dunn, seconded by Walter to table Item Q:

1. Recommend approval to appoint Vincent Jones to the position of Coach for the Junior High School Girls Track Team for the Spring 2014-2015 season. Mr. Jones will earn $3,181 as per agreement with the Paulsboro Education Association.

Informational: Mr. Jones is an Instructional Aide at Paulsboro High School. This was an open position. He also serves as an Assistant Coach for the Wrestling Team. Mr. Jones was interviewed by Athletic Director Bob Mannino.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

Motion by Eastlack, seconded by Walter to accept the Interim Superintendents recommendation to approve items R:

1. Recommend approval for the following parents of students at Loudenslager Elementary School to serve as volunteers for the remainder of the 2014-2015 school year. As volunteers they must always be with a certificated member of the staff when students are present.

 Kristin Fritz Lisa Horton Kristi Smith

Informational: The volunteers are parents of students at Loudenslager Elementary School. They help with activities such as fundraisers and the Book Fair.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational
2. Senior Class Trip

As of Friday, January 23, 2015, 22 of 87 members of the Class of 2015 will participate in the Senior Class Trip to Walt Disney World and other attractions. The following information is provided for the Board of Education:

* 1. Approximately half of the participating students have been to Walt Disney World in the past.
	2. Five students were removed from the list of participants as a result of exceeding the Board of Education approved limits for unexcused absences and suspensions from school (Please see chart below).
	3. Five of the students participating in the trip have not passed the mandated graduation test (HSPA – High School Proficiency Assessment).
	4. Only one student has a grade point average lower than 70%
	5. Four of the students participating in the Senior Class Trip are also going on the trip to Italy.

The Board of Education adopted the following standards for behavior and attendance on October 30, 2014:

|  |  |  |
| --- | --- | --- |
| **Date** | **Number of Unexcused Absences May Not Exceed** | **Number of Suspensions May Not Exceed** |
| October  | 5 | 2 |
| November 3rd | 7 | 2 |
| December 1st | 10 | 3 |
| January 5th | 12 | 3 |
| February 2nd | 15 | 4 |
| Day before the trip begins | 20 | 5 |

Motion by Hamilton, seconded by Giampola to accept the Interim Superintendents recommendation to approve items 1. f:

* 1. Recommend approval to add the following academic standard (beginning with the Class of 2016) to those already in place for unexcused absences and suspensions for students participating in the Senior Class Trip: ***Beginning with the Class of 2016, students must have a cumulative Grade Point Average of 70% or higher at the end of first marking period of their senior year.***

Informational: This recommendation was reviewed in advance with the Senior Class Advisors and Paulsboro High School Principal.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

* 1. The Senior Class Advisors also researched destinations other than Walt Disney World and nearby attractions in order to determine if a more reasonably priced option exists. The following summarizes their findings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination** | **Number of Days** | **Cost** | **Comments** |
| Walt Disney World and nearby attractions in Florida | 5 | $1,250 | This is the current Senior Class Trip. |
| Williamsburg, Virginia | 4 | $799 | This trip includes a brief visit to Washington, D.C. |
| Washington, D.C. | 4 | $769 | This trip includes a brief visit to Baltimore, Maryland. |

 In preparation for the Class of 2016 trip, the advisors will review these options with the students.

**FINANCE**

Motion by Hamilton, seconded by Giampola to accept the Interim Superintendents recommendation to approve items A, C-E. Item B was withdrawn by the Interim Superintendent.

1. Recommend approval to accept a donation from the Paulsboro Sportsmans’ Club in Paulsboro, New Jersey in the amount of $2,845. The donation is made for the purpose of defraying costs for students participating in the Paulsboro High School trip to Italy from March 24, 2015 – April 2, 2015.

Informational: The trip to Italy was approved by the Board of Education on November 20, 2013.

1. Recommend adoption of resolution to award a contract to Bradley M. Campbell, LLC as Special Counsel to represent the Paulsboro Board of Education in litigation against Conrail. This professional services agreement is for a period of one year beginning February 28, 2015 through February 27, 2016.

Informational: On February 27, 2014, the Board of Education appointed Mr. Campbell by professional services resolution to represent it in litigation vs. Conrail. The professional services agreement lasts for one year. As a result, the above recommendation is being made to extend the agreement for another year. This matter was reviewed by School Attorney Philipp Duvilla.

1. Recommend approval to purchase and place a wreath during the 2015 Paulsboro Memorial Day service. Cost of the wreath is approximately $30.

Informational: Traditionally, the George D. Patton Jr. Post 678 of the Veterans of Foreign Wars conducts a Memorial Day service at the Delaware Street Monument which honors the memory of Paulsboro residents killed in action. The details of 2015 ceremony have not yet been announced but the Interim Superintendent is seeking approval to purchase the wreath at this time so he does not need to seek retroactive approval at a later date.

1. Recommend approval to accept a donation of a Paulsboro High School Track uniform from Raymond Miller (Paulsboro High School Class of 1963). The uniform has a monetary value of about $30 but what it represents in priceless.

Informational: Mr. Miller wore this uniform on May 15, 1963 when he set the school record for the 440 at 53.5 seconds. The Quint family will have the uniform prepared for display in the Administration Building as part of the Hall of Diplomas Exhibition.

1. Recommend approval to allow restored 1931 vintage Paulsboro High School Auditorium seats to be on lone to the following people under the condition that the chairs will be returned to the Board of Education by their estates.

Assemblyman John J. Burzichelli (for display in his office in Trenton)

Interim Superintendent Walter C. Quint, Ed.D.

Informational: The vintage auditorium seats were restored by students in the Paulsboro High School Wood Technology classes. It is appropriate for the estates of the recipients of these historic items to return them to the school district for display in either the Administration Building or Paulsboro High School.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational
2. Donations in Memory of Stephen R. Salvatore

Mr. Salvatore was a 1954 graduate of Paulsboro High School. Upon his passing, his family requested that donations be sent to the Paulsboro High School Athletic Department in lieu of flowers. On behalf of the Paulsboro School Family, the Interim Superintendent expresses deepest sympathy to Mr. Salvatore’s family as well as a sincere thank you for remembering his alma mater.

1. Child Nutrition – Review by State of New Jersey

On January 29 and 30, 2015, officials from the State of New Jersey conducted an onsite review of the breakfast and lunch program. The only findings were:

* A few elementary school students did not take both the cereal and graham crackers required for a breakfast. Beginning immediately, the staff will place both components in a bag so that all students take the required food items.
* The district needs to update its Wellness Policy. This will be done as part of the overall policy review which will be a goal for the new Superintendent of Schools.
* More accurate production records must be maintained for snacks served during after-school programs. This will be done.

Overall, this was a very successful review. Commendations to Supervisor of Food Services Nicholas Carbo and his staff for a job well done. Also, thank you to Business Administrator Jennifer Johnson for providing needed records and information on a timely basis.

1. Child Nutrition – Participation and Finance

As a result of implementing the Community Eligibility Provision (CEP) all students are now eligible to eat both breakfast and lunch free of charge. In addition, the administration is experimenting with strategies to increase the number of Loudenslager Elementary School and Paulsboro Junior High School students participating in the breakfast program. Thus far, the experiments seem to be working as evidenced by the increase in the number of students eating meals in the cafeteria. The following chart displays the percentage of students participating in the meal program for the past two years.

|  |  |  |
| --- | --- | --- |
| **Month** | **Breakfast** | **Lunch** |
| **2013-2014** | **2014-2015** | **2013-2014** | **2014-2015** |
| September | 51% | 58% | 70% | 75% |
| October | 52% | 60% | 72% | 81% |
| November | 53% | 63% | 73% | 88% |
| December | 50% | 64% | 74% | 81% |
| January  | 47% | 64% | 61% | 81% |

The following is a financial summary for the child nutrition program:

|  |  |
| --- | --- |
| **Financial Information** | **September 2014 – January 2015** |
|  **2013-2014** |  **2014-2015** |
| Expenses  | $370,973.35 | $350,289.56 |
| Revenues | $310.526.36 | $390,087.17 |
| Revenue-Expenses | -$60,446.99 | $39,797.61 |

**FACILITIES**

Motion by Giampola, seconded by Walter to approve disposal of the following**:**

1. Recommend approval to dispose of the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 3 | Football Sleds | These sleds are broken and no longer in use. They have been replaced. | Metal Recycling  |
| 1 | John Deere 650 Tractor  | This tractor dates to circa 1990. It is broken (transmission, wheel bearings, motor needs to be rebuilt, hydraulic system is broken, etc.). Parts are not readily available. The tractor has not be used for 2 or 3 years.  | Metal Recycling SellDonate to Charity |
| 1 | Snow Thrower for the John Deere 650 Tractor | The district does not own any tractors that this snow thrower fits.  | Metal RecyclingSell Donate to Charity  |
| 2 | Irrigation Hose Reel | The hose reels date to pre-1990. They were in bad shape then. They have not been used for many years.  | Metal Recycling |
| 1 | Seeder/Slicer | This machine is broken and not needed. It is approximately 25 years old. | Metal RecyclingSell Donate to Charity |
| 3 | Media Carts | The carts are broken and wobbly. They are not in use.  | Metal Recycling |
| 12 | VCR/DVD Players | Not in use because they have been replaced with interactive “Smart” boards.  | SellDonate to CharityeWaste |
| 1 | Snow Plow for 1982 Dump Truck | The plow was given to the school when it purchased the used dump truck in 1998. The truck’s hydraulic system is broken so the plow has been out of service for many years.  | Sell Donate to Charity  |

1. Recommend approval for the Jersey Defenders Girls Basketball Team to use the Paulsboro High School Gymnasium on the following dates to conduct practice and games:
* Wednesday, March 11, 2015 – Friday, June 12, 2015 (Monday – Wednesday – Friday)

7 PM – 9 PM

* Wednesday, July 1, 2015 - Monday, August 31, 2015 ( Monday – Wednesday)

6PM – 9PM

This recommendation is contingent on the organization providing proof of insurance coverage and the building being available. Daryl DeBerry is in charge of the activity.

Informational: Due to major school maintenance projects during the summer, the facility may not be available for use.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational

 1. Right-to-Know

 On October 3, 2014, the Paulsboro Public Schools underwent a Right-to-Know Compliance Inspection. The investigator cited many areas of concern. The vast majority of the citations addressed labels on chemicals and Material Safety Data Sheets.

 PARS Environment Incorporated recently completed the five year Right-to-Know update that addressed most of the citations. The district has used PARS for approximately twenty years to assist with Right-to-Know.

 Inspectors from the New Jersey Department of Health and Senior Services – Right to Know Program returned to the district on December 3, 2014 and January 7, 2015 as follow-ups to the October 3, 2014 visit. Unfortunately, the Inspector continued to find areas that were not in compliance. Specifically,

* + Not all containers are appropriately labeled.
	+ Some chemicals require disposal.
	+ Material Safety Data Sheets were not available for all chemicals.

 The Department of Health granted an extension for re-inspection until Monday, February 16, 2015 so that the following actions could be taken:

* PARS provided the additional labels needed. District staff will install them the week of February 9, 2015.
* Clean Venture removed the chemicals for disposal circa mid-January. Cost to the Board of Education was $4,000.
* All Material Safety Data Sheets are now posted in searchable data which is available via the district website. The link to the website was also placed on the computer desktop of staff members.

 Business Administrator Jennifer Johnson and Supervisor of Support Staff Jack Henderson are working on and are in charge of this project. The Interim Superintendent will update the Board of Education following the February 16, 2015 re-inspection.

**SCHOOL SAFETY**

Motion by Hamilton, seconded by Walter to accept the Interim Superintendents recommendation to approve item A-B:

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

of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at Paulsboro High School.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| PHS012015001 | Various | Complete | Intentional with hate speech | John Giovannitti, Anti-Bullying Coordinator | Out of School Suspension 3 days | Student will be placed in AEP at PHS, also recommended outside counseling |
| PHS011415001 | 01/20/2015 | Complete | Non-HIB | Melba Moore-Suggs – Anti-Bullying Specialist | Admonishment, and In-School Suspension 2 days | Schedule Change, and Counseling Type |

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

of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at 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 of Discipline Imposed** | **Other Measures** |
| BECC012815001 | 01/30/2015 | Complete | Intentional without hate speech and designed to harass, intimidate, and bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 1 day | NA |
| BECC012615001 | 01/26/2015 | Complete | Intentional without hate speech and designed to harass, intimidate, and bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 2 days | NA |

 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, he 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 right to appeal.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, and Mr. Walter voting 8 YES, Mrs. Stevenson and Mrs. Lozada-Shaw 2 ABSENT

Motion carried

1. Informational
2. Janet’s Law – Automatic Electronic Defibrillators (AED)

All required components of Janet’s Law are now implemented. The 2015-2016 budget will include funds to provide ongoing training for members of the staff and maintenance of the AEDs. Commendations to Administrative Intern Antoine Golden, District Mathematics Coach Matthew Browne and Interim Athletic Director Bob Mannino for their extra effort implementing Janet’s Law.

Special thank you to Katherine Taraschi, RN (mother of Paulsboro High School Teacher of Health and Physical Education Stephanie Taraschi) for conducting the final workshop on Saturday, January 31, 2015 as a volunteer.

1. Violence, Vandalism and Substance Abuse

The following cases of Violence, Vandalism and Substance Abuse were investigated and confirmed since the last report to the Board of Education. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism and Substance Abuse.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| BECC008 | Various Dates | Complete | Harassment, Intimidation, and Bullying | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension1 day | NA |

### Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Notation** | **School** |
| **Paulsboro Senior High School****and****Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/11/14, 10/21/14, 11/13/14, 12/17/14, 1/21/15 | 9/8/14, 10/6/14, 11/5/14, 12/18/14, 1/23/15 | 9/8/14, 10/7/14, 11/4/14, 12/16/14, 1/23/15 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  | 11/20/14 | 10/2/14 |
| Lockdown | Each school must conduct two annually | 9/23/14, 11/26/14, 1/30/15 | 1/15/15 | 9/15/14, 1/8/15 |
| Bomb Threat | Each school must conduct two annually |  | 12/12/14 |  |
| Active Shooter | Each school must conduct two annually | 12/22/14 |  | 12/5/14 |
| Other Drills | Each school must conduct two annually | Shelter In Place10/2/14 | Shelter In Place 9/15/14 | Shelter In Place2/3/15 |
| Bus Evacuation  | Conduct two annually | 11/3/14 | 10/16/14 | 11/4/14 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Districtwide 11/19/14The Phone Blaster is used to notify staff and parents of emergency school closings. In the event that Phone Blaster fails, each school also has an emergency telephone chain to notify staff members of school closings. Network broadcast media, the district website and Comcast are also used to notify the parts/community of emergencies.  |

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

None

**NEXT PUBLIC SESSION**

**Thursday, March 5, 2015**

Special Meeting for 2015-2016 Budget Review – Paulsboro High School Library

•The Board will take official action at this meeting.

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

**Thursday, March 19, 2015**

Special Meeting to Adopt the 2015-2016 Budget – Paulsboro High School Library

•The Board will take official action at this meeting.

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

**Thursday, March 26, 2015 - 7:00 PM**

Regular Meeting – Paulsboro High School Library

•The Board will take official action at this meeting.

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

Motion made by Hamilton, seconded by Giampola and unanimously carried (8-0) to adjourn the meeting at 8:50p.m.

Respectfully submitted,



Business Administrator/Board Secretary