**Paulsboro Public Schools**

**Monday, November 25, 2019**

**Minutes**

**regular meeting**

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on Tuesday, January 8, 2019 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times and Secretary of Greenwich Township Board of Education the approved 2019-2020 Board of Education schedule of meetings calendar adopted by the Board of Education at the Reorganization Meeting on January 3, 2019 then readopted on August 26, 2019

The meeting was called to order at approximately 7:04 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Crystal L. Henderson, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. MacKenzie, Elizabeth Reilly, Danielle Scott 7:20 PM, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Paul Bracciante, Assistant Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary, Student member Jynise Williams

**Please Welcome the New Student Member of the Board of Education**

Jynise Williams is the President of the Junior Class at Paulsboro High School. She plays soccer and softball. She is also a cheerleader and member of the National Honor Society, Key Club and Student Council. Her dream is to become a member of the United States Congress. Please welcome Ms. Williams to the Board of Education as a non-voting member.

**Pledge of Allegiance**

**Upcoming Scheduled Events**

***Coffee House***: 7:00 p.m. on November 26, 2019

Paulsboro Junior / Senior High School Band Room # 15

***Junior High Instrumental*** 7:00 p.m. on Tuesday, December 10, 2019

***& Vocal Concert*** Paulsboro Junior / Senior High School

***Billingsport Winter Concert*** 9:30 a.m. on Thursday, December 12, 2019

Billingsport Early Childhood Center

***Senior High Instrumental*** 7:00 p.m. on Tuesday, December 17, 2019

***& Vocal Concert*** Paulsboro Junior / Senior High School

***Loudenslager Winter Concert*** 9:30 a.m. on Thursday, December 19, 2019

Loudenslager Elementary School

**Presentations**

1. Student of the Month Awards for September and October 2019were presented by their respective Principals.

|  |  |
| --- | --- |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** |
| **September Students of the Month** Samiyah Davis - PreschoolTanner Faust - PreschoolJournee Smith - PreschoolLailah Bey - KindergartenScarlett Golembiewski - KindergartenSamuel Cruz – 1st GradeLydia-Rae Phillips – 1st GradeOcean Williams – 1st GradeIsabel Austin – 2nd GradeMarlo Dilligard - 2nd Grade**October Students of the Month**Emily Seaton - PreschoolNova Brice - PreschoolXi’Ann Conquest-Ford - PreschoolDaNiya Burgess – KindergartenAriana Jefferson – KindergartenLogan Pistorio - 1st GradeKassidy Holmes - 1st GradeDarianVeney - 2nd GradeJadon Allen - 2nd GradePayton Green - 2nd Grade | **September Students of the Month** Amina Sierra – 3rd GradeReem Akkad - 4th GradeAyla Burgos – 5th GradeMarkeya Damon – 6th Grade**October Students of the Month**Lua’nexy Fleming – 3rd GradeSloane Golembiewski – 4th GradeYaameen Smith – 5th GradeAntonio Serrano – 6th Grade |

**Election Results – November 5, 2019**

The following are the unofficial results of the Tuesday, November 5, 2019 election for the three seats on the Board of Education. Mr. Hamilton, Ms. Reilly and Mr. Davis will take office at the Reorganization Meeting on Thursday, January 2, 2020.

 **Candidate Number of Votes**

 Marvin E. Hamilton, Sr. 562

 Elizabeth Reilly 496

 Robert Davis 456

 Tyesha Scott 443

 Lisa L. Lozada-Shaw 440

 Kyana Evans 374

 Write-In 4

**Public Comments – Items on the Agenda for this Meeting**

None

**Correspondence**

Motion made by Stevenson, seconded by Lozada-Shaw and unanimously carried (9-0) to accept correspondence.

1. Recommend approval to accept and file the thank you letter dated November 2019 from South Jersey Wrestling Sports Hall of Fame Secretary / Treasurer Robert Fredrick, thanking the Board of Education for its generous and continued financial support of the Hall of Fame.

**Old Business**

1. **Hiring of the New Superintendent of Schools**

At the October 28, 2019 meeting of the Board of Education, the timeline, application and advertisement for the hiring of the new Superintendent of Schools were approved. The Interim Superintendent of Schools and his secretary immediately placed the advertisement on NJSchoolJobs.com. The advertisement was also sent to the chairpersons / deans of departments of Educational Leadership at regional universities.

In addition, every applicant who responded to the two previous advertisements was contacted and provided with the information needed to complete the application form. The due date for applications is Friday, November 29, 2019.

As soon as the application due date passes, the Interim Superintendent will review the documents to be certain that they are complete. The applications will be ready for members of the Board of Education to review on or about Monday, December 9, 2019. Members may review files in the Superintendent’s Conference Room.

In Executive Session at the Monday, December 16, 2019 meeting the Board of Education will select those candidates to be called for the first round of interviews.

1. **Payroll Issue – October 30, 2019**

An oversight in the way payroll is transmitted to the bank caused paychecks to be released on October 31, 2019 rather than October 30, 2019. Steps have been taken to prevent this type of problem from reoccurring.

The Interim Superintendent provided every staff member with a letter explaining what had happened and asking creditors to extend courtesy to employees when considering late payment or overdraft fees. The Interim Superintendent asked employees who incur late payment or overdraft fees as a result of the payroll delay to provide him with information by December 2, 2019. He promised nothing but wants to learn the impact of the late payroll on employees. The Interim Superintendent will update the Board of Education at its December 2019 meeting.

1. **Loudenslager Elementary School Ceiling Repairs**

On Friday, November 1, 2019, plaster fell from the original ceiling onto the suspended ceiling of a second floor classroom. The overall situation is summarized in the attached Frequently Asked Questions that was widely distributed via the Internet on November 6, 2019. (**Attachment**)

Loudenslager Elementary School reopened for students in grades 3, 4, and 5 on Monday, November 11, 2019. Sixth grade students reported to Paulsboro High School on the same day. On the same day, Executive County Business Administrator Doris Issac and Executive County Superintendent Ave Altersitz inspected Loudenslager Elementary School. They were very pleased with the arrangements that had been made to relocate the students until ceiling repairs are complete.

At this point, students at both Loudenslager Elementary School and Paulsboro High School are doing very well in their relocated classrooms. This smooth transition is a result of the flexibility and cooperation of the parents, students and staff at both schools. The work of the maintenance and custodial staff was extraordinary. They worked long hours in order to remove all of the furniture and supplies from the second floor of Loudenslager Elementary School and relocate it into different classrooms in that school, at Paulsboro High School and into a storage trailer. Paulsboro High School Principal Paul Morina and his staff created a very welcoming environment for the Class of 2026. The extra effort, tireless work, attention to detail and “can-do” attitude of Loudenslager Elementary School Principal Matthew Browne and his staff were the keystones in making this relocation work. Commendations to all.

Interim Business Administrator Scott Henry immediately contacted the district insurance company. It is unlikely that much, if any, reimbursement will be available in this case.

The next step is to make the repairs to Loudenslager School as soon as possible. The New Jersey Department of Education must approve the reallocation of funds from either the PHS Auditorium repair project or, less likely, part of the non-ROD bond referendum project. The following steps will take place in order to complete this project.

1. Define the scope of work and obtain a quote from a contractor. This step is complete. The quote to remove the existing suspended ceiling, remove the original plaster ceiling, install a new suspended ceiling and new lights will cost $327,115 if the work is completed via the Camden County Special Services School District. This work includes 9 classrooms, two smaller rooms and two lavatories. It does not include the hallway because the ceiling construction is different than in the classrooms. Interim Business Administrator Scott Henry is reviewing the price quote and the option of bidding the project with District Architect Robert Garrison, Jr.

Motion made by Stevenson, seconded by Henderson to approve item 2.

1. Recommend approval for Garrison Architects to amend the District Long Range Facilities Plan to include the ceiling repair project at Loudenslager Elementary School. This recommendation includes approval of the amended Long Range Facilities Plan.

 Informational: The New Jersey Department of Education requires District Architect Robert Garrison, Jr. to update the Long Range Facilities Plan prior to considering the reallocation of funds. Mr. Garrison is working to complete this update as quickly as possible.

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

 Motion carried

Motion made by Stevenson, seconded by MacKenzie to approve item 3.

1. Recommend approval to take the steps needed for the Board of Education to petition the Commissioner of Education to allow the Board of Education to cancel the repair of the Paulsboro High School auditorium ceiling (an approved capital project in the 2019-2020 budget) and reallocate these funds to the repair of the second floor ceilings at the Loudenslager Elementary School.

Informational: The Board of Education does not have the authority to reallocate funds from an approved capital project. The reallocation of funds earmarked for the auditorium to the ceiling project must be approved by the New Jersey Commissioner of Education.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa abstain, Mr. Michael voting 8-1-0 YES.

 Motion carried

1. The Paulsboro Board of Education must approve the reallocation of funds and contractor.

Informational: The administration will place these matters before the Board of Education as soon as possible. Hopefully, this will take place at the December 2019 meeting of the Board of Education.

1. Construction begins. The contractor estimates that it will take 4-5 days per room to complete the project. That is, 13 rooms x 5 day = 65 days.
2. **Air Conditioning of the Paulsboro High School Gymnasium**

At the October 28, 2019 meeting of the Board of Education, a member requested that the Interim Superintendent contact Paulsboro Refining Company concerning air conditioning in the Paulsboro High School Gymnasium. This would provide a safe place for students in the event of an emergency.

The Interim Superintendent took the requested action on November 13, 2019.

1. **Calendar Changes 2019-2020**

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

Recommend approval of the attached 2019-2020 Paulsboro School District Calendar – Revised **(Attachment**).

Informational: At the October 28, 2019 meeting of the Board of Education, the members requested that the Interim Superintendent reach out to the President of the Paulsboro Education Association for the purpose of making recommendations for changes to the 2019-2020 School Calendar. One specific area of concern is conducting a half-day for students and teachers on Monday, December 23, 2019 when the schools are closed for the remainder of the week. This will, most likely, result in very low attendance.

Since the October 28, 2019 meeting, the ceiling situation at Loudenslager Elementary School caused that school to be closed for three days. This closure also requires a change to the calendar so the students at Loudenslager Elementary School meet the New Jersey 180 school day requirement.

The following changes are recommended:

| **Date** | **Original Calendar** | **Recommended Calendar Change** | **Explanation** |
| --- | --- | --- | --- |
| Monday, December 23, 2019 | Half Day of School for Teachers and Students | School Closed for Teachers and Students | School are closed on December 24, 25, 26, and 27, 2019. As a result, attendance would, most likely, be very low on Monday, December 23rd for a half-day session  |
| Friday, May 8, 2020 | Teacher In-service Schools Closed for Students unless a snow emergency make-up day is needed then school would be open half-day for students and teachers.  | Half Day for StudentsTeacher In-service in the Afternoon  | This replaces the day lost by closing schools on December 23, 2019. |
| Monday, April 6 throughWednesday, April 8, 2020 | Schools Closed for Students and Teachers unless snow emergency make-up days are needed then school would be open on April 6 and/or April 7 and/or April 8 as needed.  | Schools Closed for Students and Teachers at Billingsport Early Childhood Center, Paulsboro High School and Paulsboro Junior High School. Schools Open for Students and Teachers at Loudenslager Elementary School.  | This allows Loudenslager Elementary School students and teachers to make-up the three days missed on November 4, 5, and 6, 2019 |
| Friday, June 12, 2020  | Last Day of School for Students and Teachers.Paulsboro High School Commencement  | Monday, June 15, Tuesday, June 16, Wednesday, June 17, Thursday, June 18, and Friday, June 19, 2020 will be used in that order to make-up days missed due to snow emergency closings – As Needed.Commencement will move if the last day of school changes due to snow emergency make-up days.  | This provides for snow emergency make-up at the end of the year rather than during Spring Recess.  |
| Day following the last of school for students | NA | Teacher In-service  | This replaces December 23, 2019. The number of teacher days remains at 183 rather than 184.  |

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

 Motion carried

1. **Administrative Costs**

At the October 28, 2019 meeting, a question was asked about administrative costs in the Paulsboro Public Schools. The New Jersey Department of Education Taxpayer’s Guide to Education provides information on this topic. Paulsboro Public Schools spending per pupil for administrative costs is $1,923. There are 49 districts in the state with similar configuration (K-12 less than 1,800 pupils). Paulsboro’s costs are 27th of the 49 similar districts.

1. **Paulsboro High School Track and Field Area**

During the past few months, members of the Board of Education requested that the Interim Superintendent of Schools take whatever actions are needed so that the Paulsboro High School Track and Field Teams can hold home meets at the Bennett Fields Athletic Complex.

The Interim Superintendent requested that the Athletic Director meet with the coaches to obtain their input about what is needed to hold home meets. He was also asked to inventory all track and field equipment to determine what must be ordered and repaired so that home meets can take place at the Bennett Fields Athletic Complex. He was asked to pay special attention to the track itself, the jumping areas, number of hurdles available, all aspects of the high jump area, discus cage and storage areas.

The final step was to arrange for an official or representative from the NJSIAA to walk the track, throwing areas and jumping areas to determine what steps need to be taken in order to hold home meets. The Interim Superintendent of Schools and Athletic Director toured the facility with NJSIAA Head Track Referee Carl Rickershauser on Friday, November 15, 2019.

Mr. Rickershauser stated clearly that the track needs to be resurfaced and the drains cleaned and repaired as needed. This was also the opinion of District Architect Robert Garrison, Jr. when the 2015 bond referendum was proposed and approved by the voters. This referendum included approximately $468,750 to resurface the track and jumping areas. The track and jumping area surfaces are cracking in a number of places and delaminating in others.

At present, the track surface will not allow runners to use the typical ¼ inch spikes. Runners could use 1/8 inch spikes or rubber soled running shoes. It is unlikely that a visiting team will agree to this. Mr. Rickershauser also strongly suggested that members of the Paulsboro High School Track and Field team only use rubber soled running shoes (not spikes) when practicing at Bennett Field.

Interim Superintendent will provide the inventory report to the Board of Education at its December 2019 meeting.

Motion made by Stevenson, seconded by Scott to approve recommendation of Superintendent which The Greenwich Township Representative may vote on.

Recommendation made by Dr. Quint Paulsboro High School Track and Field Teams only participate in away meets.

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

 Motion carried

**New Business**

1. **Greenwich Township Representation on the Paulsboro Board of Education**

On November 6, 2019, Executive County Superintendent of Schools Ave Altersitz informed the district that Greenwich Township sends 58 students to Paulsboro High School. There are a total of 255 students attending Paulsboro High School in grades 9-12. Greenwich Township students constitute 22.75% of the student population. The data used is as of October 16, 2018. As a result, Greenwich Township is entitled to one representative on the Paulsboro Board of Education as per NJSA 18A:38-8.1.

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

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

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

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

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

Regular Meeting October 28, 2019

Executive Session October 28, 2019

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

 Motion carried

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

1. Approval of the September 2019 transfers. (**Attachments**)

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

 Motion carried

1. There is no Secretary’s Monthly Financial Report for October 31, 2019. As a result, the Board of Education cannot certify it. The reason that the Secretary to the Board did not generate a report is that the Genesis software package did not accurately roll payroll payments into the required accounts. The Interim Business Administrator is currently working to make the transfers needed to correct this problem.

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

1. Approval for payment of bills that are duly signed and authorized. (**Attachments**)

Informational: A copy of the Bill List will be available at the meeting or in advance in the office of the Business Administrator/Secretary to the Board for review by members of the Board of Education.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson abstain, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 8-1-0 YES.

 Motion carried

1. *Pursuant to NJAC 6A:23A-16.10(c)2*, I, Scott Henry, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of October 31, 2019.

**** Monday, November 25, 2019



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

**Report of The Superintendent**

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

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

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to Board of Education action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formerly

 known as Source 4 Teachers). (**Attachment)**

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

1. Recommend approval of the following pay rate “method” for employees who also serve as substitutes for colleagues who are absent from work. If approved, this action will become effective on December 1, 2019:
	1. Unless otherwise stated in the Board of Education Agreements with the Paulsboro Education Association or Paulsboro Administrators Association, when a member of the (By illustration, Secretary, Computer Technician, Grounds Person, Custodian, Maintenance Worker, Cafeteria Worker, Bus Driver, Bus Aide, or Classroom Aide) serves as a substitute in another job category, during hours when they are not doing their regular job, they will earn Step 1 prorated on an hourly basis for the job category where they are substituting. These extra work assignments are voluntary on the part of the employee.

Informational: It has become somewhat common and very helpful to the district for an employee to complete their duties then substitute for a colleague who is absent from work. By illustration, a Bus Driver may also substitute for an absent Grounds Worker. The Bus Driver earns $24.75 per hour for this work. Using the method recommended above, when the Bus Driver substitutes for the absent Grounds Person he / she will earn $29,407 prorated at $15.32 per hour (Step 1 of the Grounds Person pay scale as per the PEA agreement with the Board).

* 1. If an employee during their regular work hours is required to cover for another employee, he / she will continue to earn the same salary as paid for their regular employment.

Informational: By illustration, if a Grounds Person covers for a Bus Aide during regular work hours, he / she will continue to earn their salary as a Grounds Person rather than the lower rate paid to a bus aide.

Informational: At the August 12, 2019 meeting, the Board of Education adopted pay rates for substitute custodians, cafeteria workers, classroom aides, playground / cafeteria aides, bus drivers and teachers. These rates apply to people being hired as substitutes only. It is very difficult to find day-to-day substitutes in these job categories. As a result, the above recommendations are being made.

1. Recommend approval to accept the resignation, with intent to retire, of Assistant Superintendent of Schools Paul Bracciante effective January 1, 2019 (**Letter Attached**).

Informational: Mr. Bracciante served the Paulsboro Public Schools for 9 years. He was Principal of the Billingsport Early Childhood Center then Assistant Superintendent of Schools.

The Interim Superintendent of Schools does not anticipate recommending that the Board of Education fill the position of Assistant Superintendent. He placed advertisements for a Part- Time Interim Director of Special Education as well as a Part-Time Director of Curriculum, Instruction and Assessment. The goal is to obtain the services of a retired or former Director of Special Education as an interim. This type of expertise is critical because the district has a very high percentage of its students who are classified with disabilities. The number of services available for youngster with disabilities is limited which results in students being placed on home instruction, in self-contained classes, and in out of district placements.

The Part-Time Interim Director of Curriculum, Instruction and Assessment will complete the other duties formerly assigned the Assistant Superintendent.

The district has limited resources available to finance these part-time positions. The part-time administrators would not, in most cases, need to have benefits which saves the district money. The Interim Superintendent plans to bring job descriptions and recommendations to the Board of Education at its December meeting.

1. Recommend approval to accept the resignation of School Social Worker Katelyn Dilks effective December 31, 2019 (**Letter Attached)**

Informational: Ms. Dilks served the Paulsboro Public Schools for 2 years.

1. Recommend approval of the attached job description for Director of Technology (**Attachment**).

Informational: The job description was originally adopted on May 10, 2018. The Interim Superintendent obtained input from the district technology staff, Business Administrator, Web Administrator and Assistant Superintendent in order to update the job description. Models from other districts were also used to provide insight into the duties and qualifications for Director of Technology.

The position of Director of Technology has been vacant for some time but is included in the 2019-2020 budget. The vacancy was recently advertised and candidates are being interviewed. Hopefully, the Interim Superintendent will present a recommendation for hiring to the Board of Education at its December 2019 meeting.

1. Recommend approval for the following salaries to be funded through Federal Elementary and Secondary Education Act (ESEA) / Title I funds for the 2019-2020 School Year:

 **ESEA**  **Teacher % of Salary Account**

Thomas Damminger 100% $70,513.00 20-231-100-101-01-999

Todd Palmisano 50% $30,244.50 20-231-100-101-01-999

Leslie O’Brien 23% $12,162.86 20-231-100-101-01-999

Christine Lindenmuth 100% $83,794.00 20-231-200-176-00-999

Informational: This posting is required as part of the Federal grant regulations.

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

 Motion carried

Motion made by Stevenson, seconded by MacKenzie to approve items H-J.

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

1. Recommend approval to rescind the appointment of Alexis Hayes to the position of part-time Inclusion Aide at Loudenslager Elementary School. The Board of Education appointed Ms. Hayes at its September 30, 2019 meeting.

Informational: Ms. Hayes never reported to work and has not responded to letters, telephone, or electronic messages.

1. Recommend approval of the following salaries to be funded through Federal Elementary and Secondary Education Act (ESEA) / Title 1 Funds for the 2019-2020 School Year:

 **ESEA**

**School Teacher % of Salary Account**

 Paulsboro Jr. High Todd Palmisano 50% $30,244.50 20-231-100-101-04-999

 Paulsboro Jr. High William Brown 23% $10,870.03 20-231-100-101-04-999

 Paulsboro Jr. High Judy Hathaway 23% $18,720.62 20-231-100-101-04-999

 Paulsboro Jr. High Kelly Kovaleski 23% $18,720.62 20-231-100-101-04-999

 Loudenslager Kathleen Brown 100% $81,394.00 20-231-100-101-03-999

 Loudenslager Joanne Gayeski 100% $81,394.00 20-231-100-101-03-999

 Loudenslager Heather Parks 100% $24,685.00 20-231-100-106-03-999

 **ESEA**

**School Teacher % of Salary Account**

 Loudenslager Lauren Brassill 100% $24,685.00 20-231-100-106-03-999

 Billingsport Karen Dutton 100% $81,394.00 20-231-100-101-02-999

 Billingsport Haley Wellington 100% $24,564.00 20-231-100-106-02-999

 Billingsport Evelyn M. Johnson 100% $24,685.00 20-231-100-106-02-999

 Billingsport Angela Painter 100% $18,956.00 20-231-100-106-02-999

 Billingsport Marie Lexa 100% $24,685.00 20-231-100-106-02-999

 Billingsport Tara Madison 100% $24,685.00 20-231-100-106-02-999

 Billingsport Cheryl Sierocinski 100% $24,685.00 20-231-100-106-02-999

Information: This posting is required as part of Federal regulations.

1. Recommend approval for the following salary to be funded through Federal Elementary and Secondary Education Act (ESEA) / Title Ii for the 2019-2020 School Year:

 **ESEA**

**School Teacher % of Salary Account**

 Loudenslager Toni D Howard 69% $56,161.86 20-270-100-101-03-999

Information: This posting is required as part of Federal regulations.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

 Motion carried

Motion made by Stevenson, seconded by Reilly to approve items K.

1. **Informational and Action Items - Substitute Teachers**

On Thursday, November 14, 2019, the Interim Superintendent of Schools met with representatives of ESS (also known as – Source 4 Teachers). The purpose of this meeting was to determine what steps can be taken to increase the number of substitute teachers available to the Paulsboro Public Schools.

The ESS representative indicated that the company is losing substitute teachers to companies such as Uber and Lyft as well a Chick-fil-A. In addition, New Jersey now requires education majors to complete a full-year of Clinical Internship rather than the semester-long Student Teaching experience. This makes many of the college students unavailable to substitute.

In the past, the Paulsboro contract with ESS provides a 2% payment penalty when for months when it did not meet at least 85% of the district needs. The agreement also provided a 4% bonus if ESS met 95% of the district’s monthly need. ESS was almost always in the penalty situation. The current contract provides for a 2% increase in the ESS fee when the company is successful 85% of the time and a 4% increase when it reaches the 95% level. The company agree to reduce its mark-up charge from 34.2% to 32% in order to compensate for the change of contract.

In general, a substitute earns $90 per day but the district pays ESS $120 per day.

**Note**: The Interim Superintendent is currently reviewing teacher attendance.

In order to make more substitute teachers available the Board of Education can take the following steps:

1. Recommend approval to pay substitute teachers acquired via ESS $90 per day. This rate applies to those with substitute certification (60 college credits) and those with teaching certification.

Informational: Currently, Paulsboro pays $85 per day to those with substitute certification and $90 per day to those with teaching certification.

1. Recommend approval to employ three “floating” substitute teachers per day via ESS at a rate of $ 161.25 per day. These are long-term substitutes who are paid $125 per day. The district pays a 29% mark-up to ESS.

Informational: Two of the floating substitute teachers will report to Paulsboro Junior- Senior High School and one will report to Billingsport Early Childhood Center. They can be redeployed if necessary. As needed, additional substitutes will be called on a daily basis. There is almost never a time when the district needs fewer than three substitute teachers per day. If a substitute is unavailable at the high school, 5 classes and a duty would need to be covered by another teacher at $32 per class = $192. This is more expensive than the $161.25 paid for a substitute teacher. In the elementary school, the Basic Skills Teacher and Aides are pulled from their duties to cover the classes of an absent colleague. This situation reduces instructional time to some of the most at-risk (Basic Skills) students. During the 2018-2019 school year there were 622 times when not enough substitute teachers were available.

1. Recommend approval to participate in the ESS “Refer a Friend” program. There is no cost to the Board of Education.

Informational: Refer a Friends allows members of the Paulsboro staff to refer people to ESS. If the person becomes a substitute teacher and works 8 of the first 30 calendar days after they become a substitute teacher then the staff member is paid $75 for up to 7 successful referrals.

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

 Motion carried

L. **Informational - Paid Class Covers**

The following table is a report of class covers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Historic Data on** **Paid Class Covers** | **Paulsboro High and Junior High School** | **Loudenslager****Elementary School**  | **Billingsport****Early Childhood Center** |
| **Average** **2009-2015** | **Range****2009-2015** | **2018-2019 Note 1** | **2019-2020 Paid Covers**  |
| September | 1.4 | 0-6 | 12 | 41 | 0 | 0 |
| October | 26.2 | 9-46 | 57 | 175.5 | 0 | 1 |
| November | 34.8 | 19-53 | 118 |  |  |  |
| December | 44.0 | 31-65 | 205 |  |  |  |
| January | 43.3 | 15-69 | 257 |  |  |  |
| February | 40.5 | 12-53 | 306 |  |  |  |
| March | 68.2 | 28-96 | 392 |  |  |  |
| April | 53.9 | 36-88 | 266 |  |  |  |
| May | 91.5 | 65-127 | 485 |  |  |  |
| June | 41.7 | 22-97 | 159 |  |  |  |
| Total | 44.6 | 23.7-70.0 | 2,257 |  |  |  |

**Note 1**: The total cost of class covers at Paulsboro High School during the 2018-2019 school years was $72,224.

**Staff and Curriculum Development A - B:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

1. Recommend approval for the following Paulsboro High School teachers to serve as Lead Teachers for the Annual School Plan (ASP) Committee. Each teacher will earn a stipend of $1,500 for the 2019-2020 school year. The stipends will be paid via Title I / School Improvement Part A funds.

 Rachel Wulk – History Holly Klein - English

 Lisa Broder – Science Monica Garner – Special Education

 Nelson Hall – Mathematics Christine Lindenmuth – Instructional Coach

Informational: The New Jersey Department of Education placed Paulsboro High School in Targeted Status and Paulsboro Junior High School in Comprehensive Status. As a result, the schools must create an Annual School Plan as well as SMART Goals to guide improvement. The staff members above are the leads for the ASP Committee. They serve in a manner similar to Department Chairpersons. The ASP meets two times per month. The Lead Teachers also coordinate the work of the departmental Professional Learning Communities (PLCs). The overall goal is to improve student achievement.

1. Recommend approval of the attached 2018-2019 Statement of Assurance for High School Voter Registration.

Informational: The Statement of Assurance (SOA) affirms that the school district has complied with all the requirements of the High School Voter Registration Law, pursuant to N.J.S.A. 18A:36-27. The High School Voter Registration Law requires administrators to distribute voter registration materials, a summary of voter registration eligibility requirements, materials describing the role of a citizen and materials articulating the importance of voting to all eligible high school students prior to graduation.

Paulsboro High School Guidance Counselor Melba Moore-Suggs is in charge of this project. There were 31 students eligible to register to vote. She spoke to every eligible student. Two students were already registered to vote, 25 completed the voter registration materials that were then mailed by Ms. Moore-Suggs and 4 students did not wish to register.

On June 11, 2019, Secretary to the Superintendent of Schools Deborah Kappra submitted the required materials to the New Jersey Department of Education. Unfortunately, the materials were not included on the agenda of the Board of Education for approval. The above recommendation corrects this oversight.

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

 Motion carried

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

Motion made by Stevenson, seconded by Henderson to approve items C-F.

1. Recommend approval of a Pegasus Education Foundation/Paulsboro Public Schools Action Grant in the amount $960 for the purpose of enhancing the robotics curriculum at Loudenslager Elementary School. If approved, the funds will be used to purchase two iPads with accessories to use with robots already owned by the school district. Teacher of STEAM and Gifted and Talented Rebecca Richardson wrote the grant proposal. Cost to the Board of Education is $480 with the remainder of the money coming from the Pegasus Education Foundation (PEF). PEF approved the grant application at its November 12, 2019 meeting.

Informational: The Board of Education approved up to four Action Grants at its October 28, 2019 meeting. This is the first of the four Action Grant proposals. Ms. Richardson currently provides each class in grades 3-6 with a monthly hands-on STEAM lesson.

1. Recommend approval for Billingsport Early Childhood Center Master Teacher Barbara Devine to attend Early Childhood Environment Rating Scale Training on Tuesday and Wednesday, December 3 and 4, 2019 in South Amboy, New Jersey. Cost to the Board of Education is $65.68 for mileage.

Informational: Ms. Devine uses this rating scale. This is an opportunity for her to receive additional training directly from the authors of the instrument.

1. Recommend approval for Loudenslager Elementary School Teacher Anthony Petrutz to attend “How Well is Your RTI Implementation Working for You? Learn How to Make It Right” workshop on December 13, 2019 in Mullica Hill, New Jersey. Cost to the Board of Education is registration ($149) and a substitute teacher ($120).

Informational: Mr. Petrutz leads the Loudenslager Elementary School RTI Team. Response to Intervention (RTI) is a process used by educators to help students who are struggling with a skill or lesson. Teachers use interventions (a set of teaching procedures) with any student who is struggling not just for children with special needs or learning disabilities. If a student is struggling, his or her teacher will use test scores and other measures of progress to choose a researched and proven intervention to help the child learn. If a child does not respond to the initial interventions, more focused interventions are used to help the child master the skill. (SpecialEducationGuide.com)

1. Recommend approval for Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred to conduct meetings for parents and members of the staff that include representatives from PerformCare of New Jersey, The Department of Child Protection and Permanency and Gateway Community Action Partnership.

Informational: PerformCare serves children and young adults who are in need of behavioral health, have developmental and intellectual disabilities or are in need of substance abuse treatment. The Department of Child Protection and Permanency is the agency that investigates suspected cases of child abuse and neglect and, if necessary, arranges for the child’s placement in a safe place. This agency also provides family treatment services. Gateway Community Action Partnership provides assistance to low-income families in the areas of home heating fuel and repair as well as rental assistance.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson abstain C, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

 Motion carried

1. **Informational- Enrollment and Class Size:**
2. The following chart presents the enrollment data for Preschool - 8:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Enrollment - November** | **10/31/2019** |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 74 | 83 |
| K | 104 | 99 | 87 | 100 | 100 |
| 1 | 111 | 86 | 92 | 80 | 79 |
| 2 | 79 | 87 | 80 | 83 | 77 |
| 3 | 56 | 63 | 102 | 89 | 79 |
| 4 | 65 | 71 | 61 | 102 | 83 |
| 5 | 64 | 61 | 72 | 61 | 99 |
| 6 | 53 | 82 | 58 | 72 | 56 |
| 7 | 73 | 71 | 93 | 69 | 76 |
| 8 | 62 | 78 | 68 | 90 | 63 |
| Self-Contained Special Education Billingsport/Loudenslager\*  | 26 | 26 | 20 | 20 | 24 |
| Grand Totals | **750** | **793** | **795** | **840** | **819** |

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

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

|  |  |  |
| --- | --- | --- |
| **Grade** | **Enrollment – November** | **10/31/2019** |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| 9 | 63 | 84 | 92 | 95 | 106 |
| 10 | 82 | 77 | 80 | 83 | 87 |
| 11 | 80 | 80 | 64 | 74 | 69 |
| 12 | 78 | 96 | 84 | 68 | 85 |
| **Total** | **303** | **337** | **320** | **320** | **347** |

3. The following chart presents the class sizes for Billingsport Early Childhood

 Center and Loudenslager Elementary School for October 31, 2019:

| **Grade** | **Number of Students per Class** |
| --- | --- |
| Pre-School  | 15 | 14 | 13 | 14 | 14 | 13 |
| Kindergarten  | 25 | 25 | 25 | 25 |  |  |
| 1 | 20 | 20 | 19 | 20 |  |  |
| 2 | 19 | 20 | 20 | 18 |  |  |
| 3 | 20 | 19 | 20 | 20 |  |  |
| 4 | 20 | 22 | 20 | 21 |  |  |
| 5 | 27 | 24 | 25 | 23 |  |  |
| 6 | 19 | 15 | 22 |  |  |  |
| Special Education \* | 11 | 13 |  |  |  |  |

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

**Instructional Services A:**

1. Informational: Six Paulsboro High School students are taking Biology II for dual credit. That is, they will earn credit at Paulsboro High School as well as 4 college credits at Rowan College – South Jersey. The dual credit option is available because Paulsboro High School Teacher of Biology Kelly Moncrief holds a Master’s Degree in Biology. The cost for the dual credit is $125.00 per student. The dual credit option for these six students was funded by a donation from Walt and Cindy Quint.

**Instructional Services B – C:**  The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Reilly to approve items B-C.

1. Recommend approval for the following parents of students at Loudenslager Elementary School to serve as volunteers for the 2019 - 2020 school year. As volunteers, they must always be with a certificated member of the staff when students are present.

 Kelly Walter Lana Hardan Ron Roberts

Informational: These volunteers will assist with classroom activities or events throughout the school year on an as needed basis.

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

Grades PreK - 8:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 260387 | 7 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 10/23/2019. |
| 262772 | 6 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in Bridgeton, New Jersey. Start date was 10/22/2019. |

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

 Motion carried

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

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

1. Recommend approval for four Paulsboro High School students to participate in taping the ClassH-Room at the Fox 29 Studio located at 330 Market Street, Philadelphia, Pennsylvania on Saturday, December 7, 2019. Cost to the Board of Education is school bus transportation (Driver salary $24.75 per hour x 5 hours = $123.75, Tolls / Parking approximately $30 and Mileage 40 miles x $3.00 per mile = $120.) Paulsboro High School Teacher Brenda Caltabiano is in charge of this activity. Teachers Shane Kovalesky, Aaron Krasting and Leslie O’Brian will also chaperone the trip. This recommendation includes approval for approximately 20 parents and siblings of the competitors to ride the bus. They will be the audience for the taping of the show.

Informational: ClassH-Room is a game show where students and teachers compete against each other. The show airs on weeknights on Fox 29 at 6:30 PM. The winning team earns $500 for a charity of its choice. If the teachers win, they will donate the prize money to the Pegasus Education Foundation. The students will be playing to support the Renaissance Program at Paulsboro High School.

1. Recommend approval for members of the Paulsboro High School Project ABLE (Athletes Being Leaders Everywhere) to visit Loudenslager Elementary School on the following: December 4 and 6, 2019, January 18, February 7, March 6, April 3 and May 1, 2020. Cost to the Board of Education is school bus transportation. Paulsboro High School Student Assistance Counselor Jean Brown is in charge of the activity.

Informational: Project ABLE is a cross-age teaching program. Student-Athletes in grade 10-12 are recommended by their coaches to participate in ABLE. Once a month these student-athletes are trained to use the “Here’s Looking at You” anti-drug and anti-alcohol curriculum. ABLE students work with students in grade four classroom. Project ABLE began 23 year ago.

1. Recommend approval of the following actions relative to the 2020 Senior Class Trip:
	1. Recommend retroactive approval of the Senior Class Trip to Orlando, Florida from Monday, April 27, 2020 through Friday, May 1, 2020.
	2. Recommend retroactive approval of a contract with World Class Vacations located in Allentown, Pennsylvania as the Tour Operator for the 2020 Senior Class Trip.

Informational: At the October 28, 2019 meeting, the Board of Education authorized the Interim Superintendent to take whatever actions were needed to move forward with the Senior Class Trip. Paulsboro High School signed the contract with World Class Vacations on February 21, 2019. Following the October 28th meeting of the Board, Dr. Quint asked School Attorney Steve Edelstein to review the contract. Mr. Edelstein found the document to be acceptable.

The cost of the trip is $1,509 per student. The price includes airfare, tickets to Universal Studios, Island of Adventure, and a three day Disney Premium Pass, hotel accommodations, Medieval Times Dinner and Show, six meal tickets, class photograph, ground transportation and a security guard at the hotel.

The Board of Education adopted the following standards for behavior and attendance for the Senior Class Trip at its October 30, 2014 meeting. Students participating on the Senior Class Trip may not exceed the following attendance and behavior limits by the month listed.

|  |  |  |
| --- | --- | --- |
| **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 |

If a student exceeds the absence and suspension limits they forfeit part of the cost of the trip. The closer to the trip date that the limit is exceeded, the greater the amount forfeited.

Parents of students participating on the trip must sign the Participation Contract / Permission Form. The parent permission form explains the penalty for various discipline infractions that may take place on the Senior Class Trip.

At the same meeting the Board of Education also included the following academic rules for participation 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.***

Finally, the Board of Education requires parents of students participating on the Senior Class Trip to sign the Field Trip Insurance Notification for Activities Outside of the State of New Jersey form. The parents sign this form indicating that they understand that they may need to purchase separate travel insurance, need to contact their health insurance provider to be certain that coverage extends to the trip destination and that they may want to consider medical transportation insurance.

As of November 12, 2019, there are 31 students planning to participate in the Senior Class Trip.

3. Recommend approval for Senior Class Advisor Brenda Caltabiano, Paulsboro High School Teacher Monica Garner, Paulsboro High School Guidance Counselor Vincent Giovannitti, and Paulsboro High School Assistant Principal James Pandolfo to serve as chaperones for the Senior Class Trip. Additional chaperones will be recommended for approval as needed. Cost to the Board of Education is 2 substitute teachers x 5 days x $120 per day = $1,200.

1. Recommend approval to appoint Alex Silvestro, Sam Morina and Anthony Morina to the position of Volunteer Assistant Coach for the Paulsboro High School Wrestling Team during the 2019-2020 school year. This recommendation is pending successful completion of the Criminal History Background Review.

Informational: The gentlemen being recommended are graduates of Paulsboro High School. While in high school, they were very successful members of the Wrestling Team.

1. Recommend approval for the Interim Superintendent of Schools to appointment via letter of intent an Assistant Coach and/or Coach for the 7th/8th Grade Girls Basketball Teams prior to the next meeting of the Board of Education.

Informational: The Board of Education appointed a Head Coach and 7th / 8th Grade Coach for the Girls Basketball Teams at its October 28, 2019 meeting. During the 2018-2019 season, participation in these teams was too low to warrant the appointment of an Assistant Coach. If participation increases, the above recommendation allows the approval of an assistant coach in a timely manner.

1. Recommend re-appointment of Thomas Richardson to the position of Coach for the 7th / 8th Grade Girls Basketball Team for the 2019-2020 school year. Mr. Richardson will earn $3,181 as per agreement with the Paulsboro Education Association.

Informational: The Board of Education originally appointed Mr. Richardson to this position at its October 28, 2019. Unfortunately, the salary was incorrectly stated at that time. The action recommended above corrects that error.

1. Recommend approval for Paulsboro High School Teacher of Art Christine O’Malley to be appointed as the sole Advisor for the Paulsboro High School Student Council for the 2019-2020 school year. Ms. O’Malley will earn $2,122 as per agreement with the Paulsboro Education Association.

Informational: On June 24, 2019, the Board of Education approved Ms. O’Malley and Ms. LaDue as co-advisors for the Student Council. Each co-advisor was approved to earn half of the stipend. On October 28, 2019, the Board of Education accepted Ms. LaDue’s resignation as co-advisor. Ms. O’Malley agreed to become the sole advisor for this important student group.

1. Recommend approval for the Paulsboro High School Choir to use the portable indoor Acoustical Concert Shell owned by the Woodbury Public Schools. The shell will be used for the winter and spring concerts. The only cost to the Board of Education is custodial time to return the shell. This recommendation is contingent on approval by the Woodbury Board of Education.

Informational: Since the Paulsboro High School Auditorium is out of service, concerts take place in the gymnasium. The acoustics of the gymnasium are not conducive to vocal performances. The acoustical shell creates more of a concert hall setting for the choir. Paulsboro High School Principal Paul Morina and Woodbury High School Principal Dr. Vivadelli have discussed the loan of the shell. If approved, Woodbury will deliver the shell to Paulsboro before the concerts. Paulsboro will then return the device to Woodbury the day after the performance.

1. Recommend approval to conduct student assemblies and evening parent programs funded by the Paulsboro Municipal Alliance throughout the 2019-2020 school year. There is no cost to the Board of Education.

Informational: The Municipal Alliance is a cooperative project between the Paulsboro Public Schools and Borough of Paulsboro. The State of New Jersey funds Municipal Alliances from money and property seized during drug and other investigations. Paulsboro High School Teacher of Art Margaret LaDue coordinates Municipal Alliance activities for the Paulsboro Public Schools.

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

 Motion carried

 J. **Informational – Robert Fredrick Honored**: The Rowan College – South Jersey Roadrunner Athletics Hall of Fame inducted Robert Fredrick on November 20, 2019. Mr. Fredrick is the retired Paulsboro High School Athletic Director and Wrestling Coach who is also a member of the Paulsboro High School Sports Hall of Fame.

K. **Informational- Reports of Fall Sports Teams**

Please find attached reports of the Fall Season Sports Teams. The report for football will follow since the team was still in-season when this agenda was created. **(Attachments)**

 Varsity Field Hockey Junior Varsity Field Hockey

 Varsity Girls Soccer Varsity Boys Soccer

 Varsity Cross Country Junior Varsity Cross County

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

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

1. Recommend approval for Loudenslager Elementary School to have the American Red Cross present during the Emergency Preparedness Training for third grade students on Monday, December 9, 2019.

Informational: Loudenslager Elementary School has hosted the American Red Cross each of the past two school years to share its Emergency Preparedness Training entitled “The Pillowcase Project” with the third grade students. This free 40 minute program provides an age appropriate presentation that teaches students how to stay safe during a disaster. Students will identify the best ways to prevent and stay safe during a home fire, learn how to use coping skills to help manage stress during an emergency, and will discuss the role science plays in emergency preparedness.

1. Recommend approval for Billingsport Early Childhood Center to participate in the United States Marine Corps Toys for Tots Program during the 2019-2020 school year. Teacher Aide Alison Hoehn is in charge of the project.

Informational: If approved the school will collect donated unwrapped toys then forward them to the Marine Corps. The goal is for every child in the United States to receive a toy during the holiday season. The Paulsboro Public Schools has participated in the Toys for Tots program for a number of years.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

 Motion carried

**Facilities A**:

1. Board Input Requested: The Pegasus Education Foundation (PEF) now has both corporate and private donors that have made significant contributions to help fund STEAM (Science, Technology, Engineering, Art and Mathematics) projects within the schools. These donors are helping make the vision of creating Design Studio/Maker Spaces within the existing libraries a reality. PEF established the following donation levels:

 Platinum - $25,000 of cumulative donations

 Gold - $10,000 of cumulative donations

 Silver - $ 5,000 of cumulative donations

 Bronze - $ 1,000 of cumulative donations

PEF has many donors at this point. Some have reached the Bronze donation level, 3 have achieved the Silver donation level and one is at the Gold donation level.

PEF respectfully requests that the Board of Education consider installing appropriate plagues in each Maker Space/Design Studio in order to recognize donors.

PEF also respectfully requests that the Board of Education consider naming the facilities in honor of those donors who achieve the higher donation levels.

Board of Education Policy # 7550 – Naming of Facilities states “In order to avoid confusion, the Board of Education will not change the name of any facility unless its function has changed. In naming a new facility, the Board will consider names submitted by the public.”

The Interim Superintendent of School respectfully requests input from members of the Board of Education.

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

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

1. Recommend approval to accept 20 sets of shutters and a marble topped plant stand from Paul Ireland. The estimated value of the donation is $500.00.

Mr. Ireland is the son of one of the Ireland children (Paul) who was raised in the house that is now the Administration Building. The shutters were originally installed in what is now the Office of the Superintendent of Schools. The plant stand was originally located in the front entrance of the Ireland House.

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

 Motion carried

1. **Informational - Child Nutrition:**

The following is a summary of student participation in the breakfast and lunch program for 2019-2020 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration will explore strategies to increase participation in this important program.

|  |  |
| --- | --- |
| **Month**  | **Percentage Breakfast Participation** |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| September  | 89% | 68% | 17% | 53% |
| October  | 94% | 67% | 14% | 55% |

|  |  |
| --- | --- |
| **Month** | **Percentage Lunch Participation** |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| September  | 76% | 79% | 80% | 78% |
| October  | 82% | 80% | 84% | 82% |

The following information summarizes the financial status of the child nutrition program:

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Information** | **September**  | **October**  | **Year to Date** |
| Expenses  | $91,549.74 | $96,524.58 | $188,074.32 |
| Revenues | $87,300.76 | $110,069.96 | $197,370.72 |
| Revenue-Expenses | -$4,248.98 | $13,545.38 | $9,296.40 |

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

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

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

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

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type** **Discipline Imposed** |
| --- | --- | --- | --- | --- |
| PHS100919001 | 10/9/2019 | Complete | Jessica JohnsonAnti-Bullying Specialist  | Non-HIBTeasing, name calling and electronic communications Parent Conference  |

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

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

 Motion carried

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

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

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

of Schools for the following cases investigated as 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** | **Names of Investigators** | **Type****Discipline Imposed** |
| --- | --- | --- | --- | --- |
| PJHS101119006 | 10/11/2019  | Complete | Jessica Johnson Anti-Bullying Specialist | Non-HIBThreatening Suspension and Referred to Law Enforcement |

Informational: Please see “A” above.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

 Motion carried

C**. Informational: Report of School Security Drills**

| **Report of Paulsboro Public Schools Security Drills** |
| --- |
| **Type of Drill** | **Notation** | **Schools** |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/12/201910/24/2019 | 09/13/201910/11/2019 | 9/11/201910/11/2019 |
| Evacuation(Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually |  |  |  |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually | 9/16/2019 | 9/16/2019 | 09/17/2019 |
| Shelter In Place | Each school must conduct two annually | 10/10/2019 | 10/31/2019 | 10/17/2019 |
|  **Other Drills** |
| Bus Evacuation | School District (Annually) | (P8) 9/17/19 |  | (P5) 10/24/19 |
| Bus Evacuation | School Routes(2 Annually) | 9/18/19(P6) Bankbridge Elementary11/5/2019(P8) Bankbridge Regional |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/30/201910/31/2019 | 09/25/201910/31/2019 | 09/30/201910/31/2019 |

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

1. **Informational - Violence, Vandalism, Weapons and Substance Abuse**

The following cases of Violence, Vandalism, Weapons and Substance Abuse were investigated, complete and confirmed since July 1, 2019. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism, Weapons and Substance Abuse. The most recent report to the Board of Education was made on October 28, 2019.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Nature of Case** | **School**  | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| 101720196 | 10/17/2019 | Fight | Paulsboro High School  | Out of School Suspension  | NA  |
| 1001201910 | 10/1/2019 | Fight | Paulsboro High School  | Out of School SuspensionPolice Called – Student Arrested  | NA |
| 110620191 | 11/08/2019 | Weapon – Knife | Paulsboro High School  | Out of School Suspension Police Called | NA |
| 101720197 | 10/17/2019  | Fight | Loudenslager Elementary School  | Out of School Suspension | NA  |
| 100420192 | 10/04/2019 | Fight | Loudenslager Elementary School | Out of School Suspension | NA |
| 927201918 | 9/27/2019 | Possession of Cigarette | Loudenslager Elementary School | Out of School Suspension Police Called  | NA |

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

Mr. Robert Davis:

Inquired if the official who stated the track was unsafe was the same official that originally stated it was ok? Dr. Quint stated he did not know who the first official was, but it did not seem it was the same person. Track team will need to find alternate facilities for practice and meets.

Questioned the enrollment numbers in the DOE sending district representation letter. Dr. Quint will investigate.

Stated that a student with 5 unexcused absences may be in truancy court. Dr. Quint verified that.

Ms. Scott:

Inquired about senior work release program at PHS. Dr. Quint to provide additional information.

Inquired block scheduling at PHS. Dr. Quint stated PHS is no longer on a block schedule, PHS currently uses a modified 8 block retaining schedule. Administration will determine the effect of this schedule change on student achievement.

**Next Scheduled Meeting**

**Monday, December 16, 2019**

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

*7:00 p.m. –Regular Meeting – Loudenslager Elementary School Multipurpose Room*

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

•The Board will take official action at this meeting.

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

 attendance.

**Motion To Adjourn**

Motion made by Stevenson, seconded by Henderson and unanimously carried (9-0) to adjourn the meeting at 9:04 PM.

Respectfully Submitted,

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Board Secretary