**PAULSBORO BOARD OF EDUCATION**

**October 30, 2014**

**MINUTES**

**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 Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:09p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter. Ms. Eastlack and Mrs. Giampola were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATION**

Paulsboro High School Principal Paul Morina presented the Student of the Month Awards for September, 2014 to the following students:

Grade 9 Samson Beaver Grade 11 Tarik Cannon

Grade 10 Eliezel Ramos Grade 12 Paige Doran

Paulsboro Junior High School Principal Mildred Tolbert presented the Student of the Month Awards for September, 2014 to the following students:

Grade 8 Robert Glocker

Grade 7 Mehkiya Williams Tanasia Poller

Director of Assessment Dr. Lucia Pollino presented recent assessment data to the public and Board Members present.

**PUBLIC COMMENTS**

Nate’ Woodards, 30 Roosevelt Street, asked the members of the Board of Education whether the Paulsboro High School Junior/Senior High School is a peanut free cafeteria. Also Ms. Beverley asked if there was a policy on food items allowed to be brought into the school/classroom.

Tahje Thomas, Student Member of the Board of Education, presented a slide show highlighting all the homecoming events that took place during the week of October 6th thru October 11, 2014.

**CORRESPONDENCE**

Motion by Lozada-Shaw, seconded by Stevenson and unanimously approved (8-0) to accept and file

1. Letter from School Alliance Insurance Fund notifying the Board of Education that it qualified for a 2013-2014 Tier 1 Safety Incentive Program Award. As a result, the Board account was credited with $4,000 toward the 2014-2015 assessment.

**OLD BUSINESS**

Motion by Stevenson, seconded by Walter to accept Superintendents recommendation 1(a), (b):

1. Search for a New Superintendent of Schools

At the September 25, 2014 meeting, the members agreed to move forward with the search for a new Superintendent of Schools without the use of a consultant.

Response: Please find attached a draft advertisement for the position of Superintendent of Schools as well as a timeline for hiring a person to fill this position. A copy of the application is also attached for review by members of the Board of Education. The advertisement will be released immediately to the newspapers, sent to regional colleges and universities and placed on the district website with the approval of the Board of Education. (**Attachments**)

a. Recommend adoption of the Timeline, Advertisement and Application for Hiring a Superintendent of Schools.

b. Recommend approval to authorize the Interim Superintendent of Schools to release the advertisement for the position of Superintendent of Schools to the newspapers, regional colleges and universities and place it on the district website.

Informational: The Interim Superintendent reviewed these documents with School Solicitor Philipp Duvilla.

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

Motion carried

1. Veterans’ Employment Preference

At the September 25, 2014 meeting of the Board of Education, a member suggested giving preference to veterans who apply for positions within the Paulsboro Public Schools.

Response: The Board of Education suggested that it review this matter.

1. Food Sharing Table

At the September 25, 2014 meeting of the Board of Education, the Student Member suggested beginning a sharing table for non-perishable food items not eaten at breakfast or lunch.

Response: The Interim Superintendent immediately requested the administration and Food Service Manager to consider implementing a Sharing Table.

1. Volunteer Assistant Coaches – Criminal History Background Reviews

At the September 25, 2014 meeting of the Board of Education, a member asked if the Criminal History Background reviews had been completed on all volunteer assistant coaches.

Response: All of the volunteer assistant coaches have completed the fingerprinting required as part of the Criminal History Background Review. The results of several of the reviews have not yet been completed by the State of New Jersey.

Motion by Stevenson, seconded by Lozada-Shaw to accept Interim Superintendents recommendation 5(a), (b):

1. Regular Operating District (ROD) Grant

A copy of the Preliminary Referendum Summary is attached for review and discussion by the Board of Education. (**Attachment**)

a. Resolution of the Board of Education of the Borough of Paulsboro, in the county of

Gloucester, New Jersey appointing Parker McCay P.A., as Bond Counsel. (**Attachment**)

(This recommendation is contingent on final review of the fee structure.)

b. Resolution of the Board of Education of the Borough of Paulsboro, in the County of Gloucester, New Jersey, authorizing the appropriate school district officials and professional advisors to prepare and submit documentation to the appropriate state and local agencies in connection with certain capital improvements to its facilities and approving a special election of the voters of the school district to be held on

Tuesday, January 27, 2015. (**Attachment**)

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

Motion carried

Motion by Lisa, seconded by Chapkowski to include air conditioning into the ROD Grant to be voted on by the citizens of the Borough of Paulsboro.

Roll Call Vote: Mr. Chapkowski, , Mrs. Lozada-Shaw, Mr. Hamilton, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 NO; Mr. Lisa YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion failed

Motion by Ridinger, seconded by Hamilton to include air conditioning into the ROD Grant for Loudenslager Elementary School only to be voted on by the citizens of the Borough of Paulsboro.

Roll Call Vote: Mr. Chapkowski, , Mrs. Lozada-Shaw, Mr. Hamilton, Ms. Priest, Mrs. Stevenson, and Mr. Walter voting 5 NO; Mr. Lisa and Mr. Ridinger 2 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion failed

**NEW BUSINESS**

Presentation of recent assessment data by the Director of Assessment, Dr. Lucia Pollino, took place during the presentations at the beginning of the meeting.

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

Motion by Lozada-Shaw, seconded by Chapkowski to accept the Interim Superintendents recommendation to approve items A-G.

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

Regular Meeting - September 25, 2014

Executive Session - September 25, 2014

1. Recommend approval of the budget transfers.

| From Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-000-261-110-01 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-00 | Undistributed  Custodial Services  Other Salaries | 167.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-02 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-00 | Undistributed  Custodial Services  Other Salaries | 2,300.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-03 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-00 | Undistributed  Custodial Services  Other Salaries | 2,300.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-01 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01 | Undistributed  Custodial Services  Other Salaries | 497.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-01 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01 | Undistributed  Custodial Services  Other Salaries | 497.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-01 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01 | Undistributed  Custodial Services  Other Salaries | 1,683.00 |
| Reallocate Department Budget | | | | |
| 11-000-261-110-01 | Undistributed  Required Maintenance  Other Salaries | 11-000-262-110-01 | Undistributed  Custodial Services  Other Salaries | 500.00 |
| Reallocate Department Budget | | | | |
| 11-000-262-110-01 | Undistributed  Custodial Services  Other Salaries | 11-000-262-110-02 | Undistributed  Custodial Services  Other Salaries | 128.00 |
| Reallocate Department Budget | | | | |
| 11-204-100-106-02 | Sp Ed-Learning/Lang  Instruction  Salaries-Other Instr | 11-214-100-106-01 | Sp Ed-Autism  Instruction  Salaries-Other Instr | 20,547.00 |
| Salary Transfer for B. Murphy | | | | |

1. Recommend approval of the Cash Receipts Report – August 2014 **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Preliminary Reports of Secretary to Board of Education –August 2014



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 August 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 August 31, 2014.

|  |  |  |
| --- | --- | --- |
|  | Anticipated  Budget | Cash Received as of August 31, 2014 |
| Taxes | $5,484,300.00 |  |
| Tuition - Gibbstown | 1,430,667.00 |  |
| Tuition - Other LEA's |  | 135,672.00 |
| Miscellaneous | 51,059.00 | 2,551.44 |
| State Aid | 12,130,999 |  |
| Extraordinary Aid | 50,000 |  |
| SEMI | 80,000 |  |
|  | $19,227,025 | $138,223.44 |

 Thursday, October 30, 2014

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

Motion carried

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of August31, 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, October 30, 2014

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A.

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.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Chapkowski NO; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items B-J.

1. Recommend approval to appoint Retired Paulsboro High School Guidance Counselor David Platt as a homebound instructor at a rate of $32 per hour for the 2014-2015 school year on an as-needed basis.

Informational: Mr. Platt has been approved as a homebound instructor each year since his retirement. He has expertise in the area of science.

1. Recommend granting the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire long-term substitute teachers to replace Paulsboro High School Teachers of Students with Disabilities Monica Garner and Lisa Kuhnel-Prangler as well as Billingsport Early Childhood Center Teacher of Students with Disabilities Erica Kilgus.

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 this appointment.

1. \*\*Recommend approval to adopt the attached job description for Attendance Officer. (**Attachment**) (The Board also eliminated the job title of Truant Officer.)

Informational: The development of this job description was a goal of the Attendance Officer and Interim Superintendent. The job description outlines duties that are more wide-ranging than one might think. The Attendance Officer’s work includes domicile investigations, home schooling investigations, unannounced departure investigations, missing inoculations, and failed enrollment process in addition to student attendance investigations/court cases.

1. Recommend approval of the resignation of Linda Tighe from the position of 1.5 hours per day as a Breakfast Worker effective October 7, 2014.

Informational: The Board of Education appointed Ms. Tighe to the above position on May 29, 2014. Ms. Tighe will continue to serve as a Cafeteria Worker for 3.0 hours per day. She is currently on leave of absence.

1. Recommend approval to transfer Cafeteria Worker Linda Brandt from Breakfast Worker (1.5 hours per day at $14.50) and Lunch Worker (3.5 hours per day at $15.84) to Lunch Worker for 5 hours per day at $15.84. This recommendation is retroactive to September 1, 2014.

Informational: At the September 25, 2014 meeting, the Interim Superintendent of Schools reported that work hours of some Cafeteria Workers had been changed without approval by the administration or Board of Education. Ms. Brandt is the final example of this situation. From this point forward, the Cafeteria Manager must seek permission to change work hours of a Paulsboro Board of Education employee. When a substitute worker is needed, Nutri-Serve will, except in emergencies, provide the personnel. These safeguards are needed so that part-time employees do not routinely work enough hours to qualify for medical benefits.

1. Recommend approval to accept the resignation with intent to retire of Paulsboro High School Librarian and Teacher of English Lori DelRossi effective July 1, 2015.

Informational: Ms. DelRossi served the Paulsboro Public Schools for 23 years.

1. Recommend approval to accept the resignation with intent to retire of Paulsboro High School Custodian Ella Carter effective September 1, 2015.

Informational: Ms. Carter served the Paulsboro Public Schools for 25 years.

1. Recommend approval to accept the resignation with intent to retire of Custodian Barry Johnson effective September 1, 2015.

Informational: Mr. Johnson served the Paulsboro Public Schools for 25 years.

1. Recommend approval of a medical leave of absence for Groundskeeper Wayne Farrow as follows. This recommendation is contingent on Mr. Farrow providing medical documentation to support the leave.

Dates of Leave Terms and Conditions of Leave

Friday, September 26, 2014 – With pay and benefits by use of

Monday, November 17, 2014 accumulated sick & vacation leave as well

as the concurrent use of Federal Family Leave Act.

Tuesday, November 18, 2014 – Without pay but with benefits via the

Wednesday, December 24, 2014 Federal Family Leave Act.

Roll Call Vote: Mr. Chapkowski, , Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger (\*\*Abstained Item D), Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT.

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve Personnel items K-L.

1. Recommend approval to accept the resignation without notice of Part-Time Loudenslager Elementary School Guidance Counselor Kelly Fenuto effective October 14, 2014.

Informational: Ms. Fenuto resigned via email on October 13, 2014. She worked for the district since September 1, 2014. Ms. Fenuto could not work the number of hours and schedule required.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Teacher of Preschool Disabled Erica Kilgus effective at the close of business on Tuesday, October 9, 2014.

Informational: Ms. Kilgus served the Paulsboro Public Schools for 1 year.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Hamilton, seconded by Walters to accept the Interim Superintendents recommendation to approve Personnel item M.

1. Board Input Requested: The Interim Superintendent of Schools will make the following recommendation (or withdraw it or modify it) based on input from members of the Board of Education.

Recommend approval to utilize the following method for determining vacation availability and credit for employees moving from part-time to full-time positions:

1. Employees transferring from a 10 month part-time or full-time position to a full-time 12

month position do not receive vacation days at the commencement of their full time position, however, they will receive credit for their 10 month work to determine placement on the vacation guide with their actual vacation days being issued after the completion of one year of full time service. The calculation is as follows:

Weekly hours while a ten month employee ÷ 40 = full time equivalent %.

% x total amount of months worked = equivalent full-time service earned.

Illustration: A part-time 10 month employee works for the school district 18 hours per weeks beginning on September 1, 2011. They become a 12 month full-time employee on December 1, 2014.

Weekly hours while a ten month employee ÷ 40 = 18 x 40 = 45%.

45% x 33 month = 14.9 months of full-time service credit.

This employee would be considered to have completed one year of full-time employment in terms of vacation credit.

1. Employees transferring from a 12 month part-time position to a 12 month full-time position will receive vacation days commencing on the effective date of their full-time position.  The same calculation noted above will be used to determine where the employee is placed on the vacation guide.

Informational: The purpose of this recommendation is to create consistency and memorialize the method used to determine vacation allowances for employees moving from part-time to full-time employment. This matter has been reviewed with Payroll Secretary Lisa Capasso and Paulsboro Education Association President JoAnne Gayeski.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walter to eliminate the position of Truant Officer.

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

Motion carried

1. Informational
   1. Employee Evaluations

The administration is proud to report that for the first time in nearly a decade every employee received a written annual evaluation. Commendations to the administrators for completing this task and to the Secretary to the Superintendent Lynne Green for maintaining outstanding records and monitoring this important task.

* 1. Flexible Spending Plan

On June 30, 2014, the Board of Education approved AFLAC via Take Care by Wage Works as the Employee Flexible Spending Plan and Steve Anuszewski as the Broker of Record for this plan. The only participant in the dependent care portion of the plan was Business Administrator/Secretary to the Board of Education Jennifer Johnson. As a result of her salary, Ms. Johnson was required to withdraw from the Flexible Spending Plan. A number of employees do participate in the unreimbursed medical expenses portion of the Flexible Spending Plan.

The following are paid class covers:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Paulsboro High and Junior High School** | | | **Loudenslager**  **Covers**  **2014-2015** | **Billingsport**  **Covers**  **2014-2015** |
| **Average Last**  **6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 22 | 0 | 0 |
| October | 26.2 | 9-46 |  |  |  |
| November | 34.8 | 19-53 |  |  |  |
| December | 44.0 | 31-65 |  |  |  |
| January | 43.3 | 15-69 |  |  |  |
| 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 |  |  |  |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A-M.

1. Recommend approval of the attached QSAC (Quality Single Accountability Continuum) SOA (Statement of Assurances) for the 2014-2015 school year. (**Attachment**)

Informational: This report must be submitted to the New Jersey Department of Education annually by November 15, 2014. The SOA serves as a planning document to assist the administration with the maintenance and improvement of programs and services.

1. Recommend approval for Paulsboro to participate in the Gloucester County Superintendents’ Roundtable Teacher Recognition Program and the New Jersey Teacher of the Year Program for 2014-2015. The recommendation includes approval to conduct a reception for the honored teachers at the May meeting of the Board.

Informational: Paulsboro participated in the above programs for many years. If this recommendation is approved, the Superintendent respectfully requests that the Board President appoint three members to the award selection committee.

1. Recommend adoption of the attached Curriculum Review Schedule for the years from 2015-2016 through 2020-2021. (**Attachment**)

Informational: The most recent Quality Single Accountability Continuum (QSAC) review by the New Jersey Department of Education cited the district for several curriculum areas that were not up-to-date. These areas are listed for review during the first year of the Curriculum Review Schedule. The Curriculum Review Schedule is included in the District Improvement Plan (DIP) adopted by the Board of Education at its September 25, 2014 meeting.

The Curriculum Review Schedule process is also an effective way to assure that textbooks and other teacher resource materials are up-to-date. This process allows the Board of Education to allocate money on a regular basis for curriculum, textbook and resource material purchases.

1. Recommend approval to adopt the District Professional Development Plan as well as those for each of the schools for the 2014-2015 school year. This recommendation includes authorization to submit the plans to the New Jersey Department of Education. (**Attachment**)

Informational: In order to create the professional development plans, the administration reviews teacher observation reports, teacher self-evaluations, summative teacher evaluation reports, the Single Quality Assurance Continuum (QSAC) District Improvement Plan, Paulsboro High School Improvement Plan, and the Title I Unified plans for the elementary schools. The principals under the leadership of the Director of Assessment Lucia Pollino worked to develop school plans with similar goals so that all staff development efforts are focused on the district priorities.

1. Recommend approval to adopt the Accounting I Curriculum for Paulsboro High School effective immediately.

Informational: Paulsboro High School Business Education Teacher Patricia DellaVecchia and Director of Assessment Lucia Pollino prepared the updated curriculum. The only curriculum guides that still need to be updated are Accounting II, World Issues and Webpage Design. With these exceptions, the district curriculum is available electronically via OnCourse.

1. Recommend approval of the following revisions to the curriculum at Paulsboro High School effective immediately as per the attached course of study (**Attachment**):

1. Eliminate Psychology/Sociology

2. Implement Sociology

Informational: Both courses are one-semester electives. If Psychology is taught as a stand-alone course or part of a course, then the teacher must hold certification in Social Studies (to teach Sociology) and Psychology (to teach Psychology). The number of teachers that hold both certificates if very limited. On the other hand, if human behavior (Psychology) is taught to support the study of group behavior (Sociology) then the teacher only needs to hold certification in Social Studies. The Interim Superintendent reviewed this matter and verified its correctness with the New Jersey Department of Education via the Gloucester County Office of Education.

1. Recommend approval for Paulsboro High School Teacher of Music Aaron Krasting to complete his Internship with Paulsboro High School Assistant Principal James Pandolfo as his mentor during the 2014-2015 school year. Mr. Krasting is seeking a Master of Education degree in Educational Leadership at Wilmington University. This recommendation is contingent on verification of the internship by Mr. Krasting’s advisor.

Informational: Mr. Krasting will shadow his mentor, help organize school activities, assist with the implementation of the School Improvement Plan (SIP), manage a testing cycle, and prepare an equity/diversity audit, etc. as elements of this internship. This matter was reviewed in advance with Paulsboro High School Principal Paul Morina and Paulsboro Junior High School Principal Mildred Tolbert.

1. Recommend approval for Supervisor of Facilities Jack Henderson to attend Indoor Air Quality Training for PEOSH (Public Employees Occupational Safety and Health) Standards on Friday January 9, 2015 in Clayton, New Jersey. There is no cost to the Board of Education.

Informational: Mr. Henderson is the district’s Right to Know “Designated Person” and the Designee for Indoor Air Quality so this training is required.

1. Recommend approval for Paulsboro High School Guidance Counselor Melba Moore-Suggs to attend the Higher Education Student Assistance Authority Training Institute for School Counselors on Tuesday, November 18, 2014 in Sewell, New Jersey. There is no cost to the Board of Education.

Informational: Workshop topics include State and Federal Program Updates, Trends in Higher Education, Citizenship vs. Residency Status, Student Loan Forgiveness and Family Education Laws.

1. Recommend retroactive approval for District Instructional Coaches Rebecca Richardson and Matthew Browne to visit the Gifted and Talented Program at Thomas E. Bowe School in Glassboro, New Jersey on Tuesday, October 7, 2014. There is no cost to the Board of Education.

Informational: The administration is examining ways to enhance the district program for students who are Gifted and Talented. Glassboro has an excellent project based program which may be adaptable to the Paulsboro Public Schools. On June 30, 2014, the Board of Education granted the Interim Superintendent authority to approve this type of staff development workshop then seek retroactive approval from the Board of Education at its next meeting.

1. Recommend approval for District Instructional Coaches Rebecca Richardson and Matthew Browne to attend the New Jersey Core Curriculum Content Standard 9.2 and Career Ready Practices workshop on Thursday, November 20, 2014 (morning only) at Atlantic County Institute of Technology in Mays Landing, NJ. There is no cost to the Board of Education.

Informational: The purpose of this workshop is to provide an update on the newly adopted Career Awareness, Exploration and Preparation and Career Ready Practices. Implementation of these standards is mandated by the New Jersey Department of Education. The Instructional Coaches will, in turn, provide training to the district teachers.

1. Recommend approval for Supervisor of Technology Joseph Magazu to attend TechSPO in Atlantic City, New Jersey on Thursday, January 29, 2015 and Friday, January 30, 2015. Cost to the Board of Education includes registration ($395), mileage ($56.70), and lodging ($99).

Informational:  This is the major technology conference for education in New Jersey. There are a wide array of workshops at this conference including: Improving Outcomes for Students with Disabilities, Responsible Social Media, Getting the Most Out of Office 365, Using Social Media to Improve the Image of Your School, etc.

1. Recommend approval for Rowan University Student Michele Relation to complete a professional field experience in the Paulsboro Public Schools as part of the requirement for the Teaching and Learning Communities course at Rowan University. Ms. Relation will observe in Health and Physical Education classes as well as shadow the Athletic Trainer. The observation will take place during the first semester of the 2014-2015 school year.

Informational: A request for the field experience is on file from Professor James McCall. Ms. Relation will observe and shadow but will not work directly with students.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items N-P.

1. Recommend approval to partner with the New Jersey Department of Education in its application to the United States Departments of Education and Health and Human Services for $17,500,000 in preschool expansion funds.

Informational: If the grant is awarded, it will provide funding for eligible districts to expand the number of classes available for four-year old students as well as enhance the existing programs. Paulsboro is an eligible district based on the number of residents at or below the federal poverty level. The Superintendent wrote a letter indicating that Paulsboro would partner with the New Jersey Department of Education and, now, respectfully requests that the Board of Education confirm this action.

The Paulsboro Public Schools have four sections of full-day kindergarten that serve up to 100 students. Only three sections of preschool for four-year olds are available. The preschool classes can serve up to 54 students so there is a waiting list of students for this program. Preschool Expansion funds via the above grant will be very valuable to Paulsboro.

1. Recommend approval for Drexel University Student Sherry Burl to complete a cooperative field experience (Co-Op) at Loudenslager Elementary School from Monday, November 3, 2014 to Monday, May 4, 2015.

Informational: Ms. Burl is a student in the Teacher Education program at Drexel University. She is a resident of Paulsboro and is employed as a part-time aide not to exceed 19 hours a week assigned to the Resource Room at Loudenslager Elementary School. Drexel University requires 20 hours of work per week. If approved, Ms. Burl will volunteer 1 hour per week to meet this requirement. Co-op students earn credit while working in professional, career-oriented positions in their field of study.

1. Recommend approval for Rutgers University Student Nicholas Carpo to complete a Practicum at Loudenslager Elementary School between January 26, 2015 and May 1, 2015. Loudenslager Elementary School Teacher of Grade 5 Sheryl Gross will serve as the Cooperating Teacher for this practicum experience.

Informational: Mr. Carpo will complete 30 hours of classroom experience during his practicum. He will plan and teach several lessons, observe in classrooms, tutor individuals and small groups of students and grade papers.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:
2. Public Employees Charitable Campaign

It has been a number of years since the Paulsboro Public Schools have participated in the Public Employees Charitable Campaign (aka United Way). Paulsboro Education Association President JoAnne Gayeski volunteered to organize a campaign for the 2014-2015 school year. Commendations to Ms. Gayeski for taking the lead with this important project.

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 101 |
| 10 | 95 |
| 11 | 90 |
| 12 | 87 |
| TOTAL | **373** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 81 |
| 8 | 72 |
| TOTAL | **153** |

1. The following are class 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 | 2 |  |  |  | 3 | 23 | | 20 | 21 |  |  |
| Pre-school | 15 | 16 | 16 |  |  | 4 | 21 | | 23 | 22 |  |  |
| K | 25 | 25 | 25 | 24 |  | 5 | 19 | | 20 | 19 | 20 |  |
| 1 | 22 | 23 | 22 | 23 |  | 6 | 21 | | 21 | 20 | 20 |  |
| 2 | 15 | 16 | 17 | 16 |  | Special Education | 11 | | 4 |  |  |  |
| Special Education | 5 | 4 | 12 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **329** | TOTAL |  | |  |  |  | **305** |

Note: Twenty-five students is the maximum number permitted in a kindergarten class.

**INSTRUCTIONAL SERVICES**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A-E.

1. Recommend approval to continue to participate in the Statewide Technical Assistance and Resources Team (START) parent support group for families with children receiving special educational services. There is no cost to the Board of Education.

Informational: START is funded through a cooperative agreement with the New Jersey Department of Education. START offers programs and services that support the engagement of families receiving special education services to improve outcomes for students. The Board of Education first approved participation in START on January 30, 2014.

1. Recommend approval to confirm that the Board of Education acknowledged that the following students are being Home Schooled by their parents/guardians.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Date**  **Home Schooling  Approved** | **Grade**  **Home Schooling Began** | **Status** |
| Tiere Minor | 2011-2012 | 9 | No longer a minor.  Pursuing a GED |
| Aiyanna Santiago | 2013-2014 | 8 | Now attending Paulsboro High School - 9 |
| Cheyenne Jones | 2012-2013 | 8 | Attending school via Choice at Gateway Regional High School |

Informational: NJSA 18A:38-25 requires that “every parent, guardian or other person having custody and control of a child between 6 and 16 to ensure that such child regularly attends the public school of the district or day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.” Home schooling is one option that may be used to provide an “equivalent” education for a student.

The Interim Superintendent recently asked Attendance Officer Kenneth Ridinger to visit the homes of those students who were previously approved by the Board of Education for home schooling. The purpose of these visits was to determine the current status of these students.

If a student re-enrolls in the public schools, they are tested to determine grade placement.

1. Recommend approval to add Kristopher Barker (Axeon Employee) to the list of people approved to serve as volunteer tutors and mentors for Paulsboro Senior High School and Paulsboro Junior High School students during the 2014-2015 school year.

Informational:  Mentors are matched with a student mentee so they can provide tutoring, be a role model and give guidance.  Paulsboro Junior High School Guidance Counselor Christie Rego-Konzik coordinates the program. Many of the mentors are Axeon, NuStar and Paulsboro Refining Company employees.

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

|  |  |  |
| --- | --- | --- |
| **Student /Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2532 | 10 | Student received home instruction through Youth Consultation Service (YCS), Inc. He attended YCS for 9 days at a rate of $387.78 per day. Final bill was for 9 days x $387.78 = $3490.02. |
| BM | 10 | Student at Paulsboro High School will receive home instruction based on a medical request. The student will receive 5 hours of home instruction per week for 6 weeks. A Paulsboro teacher will serve as home instructor at a rate of $32 per hour. |
| 2633 | 11 | Student received 10 hours of instruction per week provided by a Paulsboro Public Schools teacher at $32 per hour. Greenwich Township Public Schools is responsible to pay the $32.00 per hour for ten hours a week until it finds a placement. |

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 provide transportation to the Paulsboro Public Schools for three students that the Department of Child Protection and Permanency placed in residences outside of the district.

Informational: The Department of Child Protection and Permanency removed these students from their homes in Paulsboro. The Paulsboro Public Schools must provide the transportation from the temporary residence back to Paulsboro to attend school. The administration maintains a list of these students and approvals but does not publish them in the agenda due to the very sensitive nature of the situations.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items F-H.

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

|  |  |  |
| --- | --- | --- |
| **Student /**  **Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2079 | 4 | Student received home instruction through Brookfield School for a minimum of 16 hours/week at $32/hour. Student attended Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. The total cost was $512. |
| 2813 | 7 | Student will receive ten hours of home instruction per week provided by a Paulsboro teacher at a rate of $32 per 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 confirm that the Board of Education acknowledged that the following students are being Home Schooled by their parents/guardians.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Date**  **Home Schooling Approved** | **Grade**  **Home Schooling Began** | **Status** |
| Nickolas Morales | 2013-2014 | 6 | Using home schooling agency |
| Miguel Victorino | 2013-2014 | 4 | Attending school in Bellmawr, NJ |
| Kahzeem Monroe | 2013-2014 | 3 | Attending school in Philadelphia, PA |
| Kyrellos Azziz | 2013-2014 | 4 | Attending Loudenslager School |
| Samuel Powell | 2013-2014 | 3 | Using program developed by parents |
| Nathan Exler | 2011-2012 | K | Using program developed by parents |
| Layne Robinson | 2011-2012 | 1 | The family is no longer living in Paulsboro. This case is open with the Attendance Officer. |

Informational: Please see similar item above.

1. Recommend approval for Billingsport Early Childhood Center students to participate in the mobile dentist Smile Program on Monday, November 17, 2014 and a future date to be set to take place during April 2015. There is no cost to the Board of Education. This recommendation is contingent on making every effort possible to have the examinations done during Physical Education class or other special subjects.

Informational: In order to participate, parents must sign permission slips. A dentist, dental

Assistant, and hygienist will provide an examination, X-rays, cleaning, sealants and fluoride treatments for participants. Dental insurance and Medicaid pays for the service but no student is turned away. On March 27, 2014 the Board of Education approved this program for the 2013-2014 school year.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:
2. Report of the Attendance Officer for the period September 2013-June 30, 2014:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Service** | **High School** | **Loudenslager** | **Billingsport** | **Special Services** | **Superintendent** | **Court** | **Year to Date** |
| Email Correspondence | 93 | 97 | 143 | 52 | 54 | 37 | 476 |
| Notices Served | 134 | 78 | 203 | 2 |  |  | 417 |
| Complaints Signed | 43 | 30 | 36 | 2 |  |  | 111  Note 1 |
| Field Investigations | 5 | 12 | 14 | 12 |  |  | 43  Note 2 |
| TOTAL ACTIVITY | 275 | 217 | 396 | 68 | 54 | 37 | 1,047 |

Note 1: The number of docketed court cases from September 2013 through June 2014 was 473. There were only 307 docketed court cases during the 2012-2013 school year. The number of docketed cases is much higher than the number of complaints filed because the judge follows up one or more times on each case to be certain that attendance has improved.

The Board of Education recently changed the position of Attendance Officer from 10 months to a 12 months per year. The Attendance Officer actually had 110 docketed cases during June, July and August.

Note 2: Field Investigations include attendance, domicile verifications, home schooling, homeless, unannounced departures, failed enrollment, incomplete inoculations verifications.

Commendations to Attendance Officer Kenneth Ridinger for his expertise, hard work and attention to detail.

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

**STUDENT ACTIVITIES**

Motion by Stevenson, seconded by Walters to accept the Interim Superintendents recommendation to approve item A.

1. Recommend approval to purchase a copy of the *2015 Pegasus Yearbook* for the Gill Memorial Library and Paulsboro Police Department at a cost of $85 per book.

Informational: Members of the Board of Education may order a Paulsboro High School Yearbook. The cost of the yearbook is $85. A deposit of $25 is required at this time in order to reserve a yearbook. Board of Education members may give the deposit to the Business Administrator.

Due to the high cost of the yearbook, only the Central Office, Principal and Dedicatee receive the publication free of charge. It is a good idea to archive a copy of the yearbook in the Gill Memorial Library and Paulsboro Police Department.

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

Motion carried

Motion by Stevenson, seconded by Priest to accept the Interim Superintendents recommendation to approve item B.

1. Senior Class Trip

The Interim Superintendent of Schools will make a presentation to the Board of Education concerning participation in the Senior Class Trip as well as standards for attendance and behavior for students participating in the excursion.

Copies of the Participation Contract, Issues Related to the Senior Class Trip and Administrative Procedures for Senior Class Trip are attached for review by the members of the Board of Education. (**Attachments**)

1. ^^^Recommend approval of the Senior Class Trip to Disney World and nearby attractions in Orlando Florida from Monday, April 27, 2015 through Friday, May 1, 2015. Trip will cost each participant $1,250. This recommendation includes approval of a contract with World Class Vacations of Allentown, Pennsylvania. Cost to the Board of Education includes school bus transportation to and from Philadelphia International Airport as well as substitute teachers for approximately four chaperones for four days. (2 x 4 X $129 = $1,032). This recommendation is contingent on at least one Paulsboro Public Schools administrator participating in the trip as a chaperone.

2. \*\*\*Recommend approval for the Board of Education to direct the Interim Superintendent, Paulsboro High School Principal and Senior Class Advisors to immediately implement the 20 absence/5 suspension proposal outlined above. The Board of Education pledges its support for the implementation of these rules.

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.

4. \*\*\*Recommend approval for the Board of Education to direct the Interim Superintendent, Paulsboro High School Principal and Senior Class Advisors to immediately investigate destinations for the Senior Class Trip that are less expensive and have more educational value than Walt Disney World. The Board of Education expects a report by May 30, 2015.

5. ^^^Recommend approval for the Board of Education to direct the Interim Superintendent, Paulsboro High School Principal and Senior Class Advisors to immediately investigate academic requirements for participation in the Senior Class Trip. The Board of Education expects a report by May 30, 2015.

Informational: At the present time 15 students have made the first deposit for this trip. This is the same travel agent and the same basic itinerary as used by Paulsboro High School in the past. The Interim Superintendent requested that School Attorney Philipp Duvilla review the contract with the travel agent prior to placing it before the Board of Education.

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

Motion carried

\*\*\*Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Chapkowski NO; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Stevenson, seconded by Walters to accept the Interim Superintendents recommendation to approve items C-P.

1. Recommend retroactive approval for the Paulsboro High School Band to participate in the Woodbury Fall Parade in Woodbury, New Jersey on Saturday, October 4, 2014. Cost to the Board of Education included school bus/van transportation. Band Director Jenna Ouellette was in charge of the activity.

Informational: The Band participates in this parade annually. It was simply an oversight that requires this retroactive approval.

1. Recommend approval of the following chaperones for the Paulsboro High School trip to Italy on Tuesday, March 24, 2015 - Thursday, April 2, 2015. Cost to the Board of Education is substitute teachers (2 teachers x 4 days x $129 per day = $1,032).

Paulsboro High School Principal Paul Morina

Paulsboro High School Teacher of Italian Josephine Ianoale

Paulsboro High School Teacher Elizabeth Reilly

Informational: The Board of Education approved this trip on February 27, 2014. Trip fees for Mr. Morina and Ms. Ianoale are paid by the tour operator. Ms. Reilly will pay her own expenses for this trip.

Approximately 10 students who are taking Italian III and IV at Paulsboro High School will participate in a ten day long tour of Italy during spring of 2015. In order to defray the cost of the trip, students are authorized to seek donations. Donations will be credited to the student obtaining the donation. Donations will only be accepted in the form of checks made payable to Paulsboro High School.

1. Recommend approval for members of Paulsboro High School Project ABLE (Athletes Being Leaders Everywhere) to visit Loudenslager Elementary School on the following Fridays: October, 31, 2014, December 5, 2014, January 9, 2015, February 6, 2015, March 6, 2015, April 10, 2015 and May 8, 2015. Cost to the Board of Education includes 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 grades 10, 11, and 12 are recommended by their coaches. Once a month these student-athletes are trained to use the “Here’s Looking at You” anti-drug and alcohol curriculum. ABLE students work with students in grade 4 classrooms. Project ABLE began 18 years ago.

1. Recommend approval of the attached 2014-2015 winter season sports schedules for Varsity and Junior Varsity Wrestling, Varsity and Junior Varsity Boys Basketball, Varsity and Junior Varsity Girls Basketball (**Attachment**).

Informational: There are no significant changes in the schedule compared to the 2013-2014 school year. Interim Athletic Director is working to schedule two or three nonleague games or scrimmages for the Girls Basketball Team. A recommendation will be forthcoming to the Board of Education at its November 2014 meeting.

1. Recommend approval of the following actions for the John and Betty Vogeding Wrestling Tournament:
2. Paulsboro High School to host the tournament Friday, December 19, 2014 (Junior Varsity) and Saturday, December 20, 2014 (Varsity).
3. District Insurance Broker Steve Anuszewski to serve as the Tournament Director without a stipend.
4. Paulsboro Public Schools to pay for ticket takers, officials, timers, security, and police.
5. Paulsboro Wrestling Club (Student Activity Account) to pay for awards, hospitality room, and Tracker.
6. The scorers and table runners to serve as unpaid volunteers.
7. Paulsboro Wrestling Association (outside organization) to operate the concession stand and 50/50 and retain the profit for these activities.
8. Ticket prices will be $5.00 for adults and $3.00 for students/senior citizens on Friday and $ 6.00 for adults and $4.00 for students/senior citizens on Saturday.
9. Gate receipts to be deposited in the appropriate Paulsboro Public School account.
10. Entry fee of $375 per team for the tournament to be deposited in Paulsboro Wrestling Club account (Student Activity Account).

Informational: Paulsboro High School has hosted the John and Betty Wrestling Tournament for the past five years. In addition to Paulsboro, seven teams enter the tournament. The school district does not charge custodial service, utilities, etc. to the tournament so “Profit” is not used in the fullest sense of the word in the following financial overview.

**FINANCIAL OVERVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paulsboro High School’s Obligations** | | | |
| **Position** | **Date** | **Amount** | **Total** |
| **Expenses** |  |  |  |
| Officials | Friday, 12/19/14 | 3 (JV rate) x $255.00 | $765.00 |
| Officials | Saturday, 12/20/14 | 4 (Var.) x $330.00 | $1,320.00 |
| In-House Security | Friday, 12/19/14 | 1 x $50.00 | $50.00 |
| In-House Security | Saturday, 12/20/14 | 1 x $100.00 | $100.00 |
| Ticket Taker | Friday, 12/19/14 | 1 x $45.00 | $45.00 |
| Ticket Taker | Saturday, 12/20/14 | 1 x $90.00 | $90.00 |
| Clock-Timers | Friday, 12/19/14 | 2 x $50.00 | $100.00 |
| Clock-Timers | Saturday, 12/20/14 | 2 x $150.00 | $300.00 |
| Police | Sat. 12/20/14(only) | 1 x $400.00 or split by 2 officers | $400.00 |
| **Total Expenses** |  |  | **$3,170.00** |
| **Revenue** |  |  |  |
| Adult Tickets | Friday, 12/19/14 | 300 @ $5.00 | $1,500.00 |
| Adult Tickets | Saturday, 12/20/14 | 400 @ $6.00 | $2,400.00 |
| Student Tickets | Friday, 12/19/14 | 100 @ $3.00 | $300.00 |
| Student Tickets | Saturday, 12/20/14 | 150 @ $4.00 | $600.00 |
| **Total Revenue** |  |  | **$4,800.00** |
| **Profit** |  |  | **$1,630.00** |
|  |  |  |  |
| **Paulsboro Wrestling Club** | | | |
| **Expenses** |  |  |  |
| Awards | Friday, 12/19/14 | 56 Medals @ $6.25 | $350.00 |
| Awards | Saturday, 12/20/14 | 84 Medals @ $6.25 | $525.00 |
| Hospitality Room | Friday, 12/19/14 | Food Estimate | $150.00 |
| Hospitality Room | Saturday, 12/20/14 | Food Estimate | $250.00 |
| Tracker/ Program | Friday, 12/19/14 Saturday, 12/20/14 | Tracker @ $150.00 | $150.00 |
| **Total Expenses** |  |  | **$1,425.00** |
| **Revenue** |  |  |  |
| Entry Fees | $375.00 for 7 teams no charge for PHS |  | $2,625.00 |
| **Profit** |  |  | **$1,200.00** |
| **Paulsboro Wrestling Association** | | | |
| Concessions | Friday, 12/19/14 |  | $ 400.00 |
| Concessions | Saturday, 12/20/14 |  | $1,500.00 |
| 50/50’s | Saturday, 12/20/14 |  | $ 100.00 |
|  |  |  |  |
| **Profit** |  |  | **$2,000.00** |

1. Recommend approval of the following actions for the Dr. Martin Luther King Basketball

Tournament:

1. Paulsboro High School to host the tournament in Monday, January 19, 2015.

2. Paulsboro Public Schools to pay for officials, ticket takers, timers, event staff, security, and police for the tournament.

3. Recommend approval of Basketball Coach Sean Collins to serve as the Tournament Director for the event at no cost to the Board of Education.

4. Recommend approval of ticket prices of $5 for adults and $3 for student/senior citizens for each round of the event.

5. Recommend approval for the Paulsboro Basketball Club to operate a concession

stand and conduct a 50/50. These monies will be deposited in the appropriate Student Activities Account.

Informational: Paulsboro High School has hosted the Dr. Martin Luther King Basketball Classic Tournament for the past five years. Unfortunately, the activity was not presented to the Board of Education for approval. “Profits” from the tournament were used to pay for and end of the year gifts for members of the Basketball Team. The Board of Education does not bill the tournament for custodial services or other expenses so “profit” is not really used in the fullest sense of the word. It should be noted that the Tournament was advertised already. Participating teams are not charged an entrance fee which is typical of this type of tournament. This tournament does provide a nice opportunity for some of the top basketball teams in South Jersey to compete against each other.

The following is a summary of the tournament budget:

|  |  |  |
| --- | --- | --- |
| **Expenditures/Revenue** | **Amount** | **Total** |
| Officials for 5 Games | 5 games x $156/game | $780 |
| In-House Security | 1 person x $150/person | $150 |
| Clock Operator | 5 games x $45/game | $225 |
| Ticket Takers | 5 people x $45/person | $225 |
| Concession Staff | 4 people x $75/person | $300 |
| Participant Tee Shirts | NA | $720 |
| Police | NA | $700 |
|  | **Total Expenditures** | **$3,100** |
| Adult Tickets | 425 adults x $5/adult | $2,125 |
| Student Tickets | 325 student x $3/student | $975 |
| Concession Sales and 50/50 | NA | $800 |
|  | **Total Revenues** | **$3,900** |
|  | “Profit” | $800 |

1. Recommend approval of the following actions for the District 29 Wrestling Tournament:

1. Paulsboro High School to host the New Jersey State Inter-Scholastic

Athletic Association (NJSIAA) District 29 Wrestling Championship at

Gloucester County College on Friday, February 20, 2015 and Saturday,

February 21, 2015.

2. Recommend approval of District Insurance Broker Steve Anuszewski as the Site

Manager for the event at no cost to the Board of Education.

3. Recommend approval for Paulsboro High School Assistant Principal James Pandolfo as

the Assistant Site Manager for the event at no cost to the Board of Education.

4. Recommend approval of Paulsboro High School Athletic Director Robert Mannino as

the Financial Manager for the event at no cost to the Board of Education.

5. Recommend approval to enter into an agreement with Gloucester County

College to provide the venue for the event.

6. Recommend approval to accept a donation in the amount of $500 from the Paulsboro

Wrestling Association to pay the rental fee for the event venue.

7. Recommend approval of ticket prices of $5 for adults and $3 for students/senior citizens

for each round of the event.

8. Recommend approval of the following stipends and fees.

**EXPENSES**

|  |  |
| --- | --- |
| **District 29 Tournament Position** | **Pay Rate** |
| State Tee Shirt Salesperson | $100.00 |
| Clerk | $135.00 |
| Computer Operator | $135.00 |
| Brackets/Gym Set Up | $130.00 |
| Ticket Taker | $115.00 |
| Ticket Taker | $115.00 |
| Pass Gate | $115.00 |
| Timer | $135.00 |
| Timer | $135.00 |
| Scorer | $135.00 |
| Scorer | $135.00 |
| Announcer | $150.00 |
| Trainer | $200.00 |
| Police ($40 per hour x 29 hours) | $1,040.00 |
| Officials (Pay rate as per NJSIAA agreement) | $1,050.00 |
| Wall Charts | $95.00 |
| Food for Seeding Meeting | $110.00 |
| **TOTAL EXPENDITURES** | $4,030.00 |

**FINANCIAL OVERVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Estimated Expenditures** | **Estimated Revenues** | **“Profit” Note 1** |
| 2014 | $3,855 | Adult 600 tickets at $5 = $3,000 Senior/Student 600 tickets at $3 = $1,800  Team Fees 8 x $100 = $ 800  $5,600 | $1,745 |
| 2015 | $4,030 | Adult 650 tickets at $5 = $3,250 Senior/Student 650 tickets at $3 = $1,950  Team Fees 9 x $100 = $ 900  $6,100 | $2,070 |

1. Recommend approval to conduct student assemblies and an evening parent program funded by the Paulsboro Municipal Alliance on Tuesday, December 2, 2014 at Paulsboro High School, Paulsboro Junior High School and Loudenslager Elementary School. Reggie Dabbs is the presenter for this motivational program. His message to students is that they can’t change the past but they can change their future.

Informational: Principals Paul Morina, Mildred Tolbert and Phillip Neff have confirmed that they would like to conduct the student assemblies and evening program at their schools. Mr. Dabbs is the top ranked speaker by the National Education Association. The Board of Education approved this presentation for December 10, 2013 but the program was cancelled due to a snow closing. This program is being coordinated by Paulsboro High School Art Teacher Margaret LaDue.

1. Recommend approval for qualifying Paulsboro High School students to participate in auditions for All-South Jersey Chorus on Saturday, November 15, 2014 at Woodstown High School in Woodstown, NJ. Paulsboro High School Music Teacher Aaron Krasting is in charge of this activity. The only cost to the Board of Education is school bus transportation.

Informational: If students are successful at the auditions, approval will be needed for them to participate in rehearsals and All-South Jersey Chorus concerts.

1. Recommend approval to appoint the following people to serve as unpaid volunteer assistant coaches for the 2014-2015 Paulsboro High School Wrestling Team. Each appointment is contingent on successful completion of the Criminal History Background Review.

Nick Morina Steve Anuszewski Todd Palmisano Casper Tortella

Ryan O’Hara Tyrone Hamilton Kevin Nastasi Thomas Giorganni Anthony Dawson Michael Robostello Jermaine Ruffin Joseph Duca Sebastian Dawson

Informational: All of these gentlemen also served as volunteer assistant coaches during the 2013-2014 school year.

1. Recommend approval to appoint the following people to serve as unpaid volunteer assistant coaches for the 2014-2015 Paulsboro High School Boys and Girls Basketball Teams. Each appointment is contingent on successful completion of the Criminal History Background Review.

Ted Little Daryl DeBerry

Informational: All of these gentlemen also served as volunteer assistant coaches during the 2013-2014 school year.

1. Recommend approval for the 2014-2015 Paulsboro High School Football Team to attend the Temple Owls vs. Memphis College football game on Friday, November 7, 2014 at Lincoln Financial Field in Philadelphia, PA. Head Coach Glenn Howard and his coaching staff will chaperone the trip. The only cost to the Board of Education is school bus transportation.

Informational: Coach Howard was able to obtain tickets to the game free of charge.

1. Recommend approval to add Paulsboro High School Aide David Glocker to the list of individuals approved to work as the “Chain Gang” or any other game day positions during home varsity football games for the 2014-2015 school year. This is a volunteer position.

Informational: The Board of Education approved the “Chain Gang” on August 28, 2014.

1. Recommend approval to add Loudenslager Elementary School Teacher Mandy Thomas to the list of staff approved on June 30, 2014 as event workers for athletic events during the 2014-2015 school year.

Informational: Event workers perform duties such as ticket takers/sellers for home athletic events.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve item Q.

1. Recommend approval of the following actions relative to the Loudenslager Elementary School Student Council:

1. Accept the resignation of Loudenslager Elementary School Teacher Tara Stahl from the position of Co-Advisor for the Student Council.

Informational: Ms. Stahl was originally appointed by the Board of Education on June 30, 2014.

2. Appoint Loudenslager Elementary School Teachers Bonnie McHale and Krista Lange to the positions of Co-Advisors for the Student Council. Each Co-Advisor will earn $447.50 as per agreement with the Paulsboro Education Association.

Informational: One Co-Advisor replaces Ms. Stahl and the other fills a vacant position.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational
   * + 1. Paulsboro High School Yearbook

Paulsboro High School Yearbook Advisors Patricia DellaVecchia and Gina Morina are working to make changes to the *Pegasus* that maintain its high quality while reducing the cost to the Board of Education. The Board of Education subsidized the publication in the amount of $4,997 during the 2013-2014 school year. In order to control costs, the 2015 *Pegasus* will be 140 pages rather than 155 in length. Changes are also being made to the way the yearbook is submitted to the printer. The number of yearbooks that will be ordered will be decreased from 140 to 110. This will reduce the number of unsold books. Josten’s (publisher) representative Terry McGovern has been very helpful and flexible as the advisors work to maintain a high quality *Pegasus* at a reasonable price.

The result of the above changes reduces the total cost of the publication from approximately $17,331 to $13,582 for a saving of $3,749. This should reduce the Board of Education subsidy to approximately $1,248. It is important to note that the quality of the yearbook printing, photography, and cover will not change. The Yearbook Advisors are also working to increase book sales and increase the number of advertisers.

Commendations to Advisors Patricia DellaVecchia and Gina Morina for their extra effort to maintain a high quality *Pegasus* at the lowest possible cost.

1. South Jersey Wrestling Hall of Fame

The South Jersey Wrestling Hall of Fame will conduct its 35th Annual Hall of Fame Induction Ceremony on Saturday, November 8, 2014 at Masso’s Crystal Manor in Glassboro, New Jersey. The organization will induct Paulsboro High School Graduate Troy Bennett on November 8th. The Board of Education placed an advertisement in the program for this event.

**FINANCE**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A-J.

1. Recommend approval to adopt the attached Budget Calendar 2015-2016 (**Attachment**).

Informational: The New Jersey Department of Education requires every school district to adopt a Budget Calendar annually. The Budget Calendar helps assure that all of the stakeholders know the timeline and tasks for this financial project.

1. Recommend approval to participate in a No Child Left Behind (NCLB) Title III Consortium with seven other schools in Gloucester County for the purpose of providing English Language Learner (ELL) service to eligible students. The total obligation to the Board of Education will not exceed the Title III allocation of $3,071.

Informational: The amount of money that each of the eight participating districts receive is below the New Jersey Department of Education’s threshold to accept the funds. As a result, the districts form a consortium in order to become eligible for the funding which in total is $13,815 for all of the districts combined. The Harrison Township Public Schools volunteered to be the lead district. Paulsboro has participated in this consortium in the past. It does not appear that the matter was placed before the Board of Education for approval.

1. Recommend approval to adopt the attached resolution to enter into a Shared Services Agreement between the Borough of Glassboro Board of Education and the Borough of Paulsboro Board of Education for a PC Support Technician in an amount not to exceed $50,000.

Informational: In the past, Paulsboro contracted with the Educational Information and Resources Center (EIRC) to provide a Computer/Network Technician. Frankly, the Supervisor of Technology was not satisfied with the service provided. The Glassboro Public Schools also has a need for a part-time Technician so it agreed to be the lead agency for this shared services agreement. The 2014-2015 budget includes $50,000 for a Computer Technician. The resolution was reviewed by School Attorney Philipp Duvilla.

1. Recommend approval to accept the following donations to purchase a United States of America, State of New Jersey, United States Army, United States Marine Corp, United States Navy, United States Air Force, United States Coast Guard, and United States Merchant Marine flags for the Hall of Heroes being established in the main entrance to Paulsboro High School.

1. $250 from Paulsboro High School Principal Paul Morina

2. $250 from Assemblyman John Burzichelli

3. $1,000 from the Quint family

Informational: The Hall of Heroes was conceived by Mr. Morina. The display will include framed pictures of Paulsboro resident killed in action. A student mural and the above flags will also grace this display in the original 1916 entrance to Paulsboro High School.

1. Recommend approval to accept a donation of the program and script for the 1938 Paulsboro High School production of the play *One Mad Night* as well as the script for *The Queen’s Husband* from Trevor Burrall. The value of the donation is approximately $20 in one sense but for what they represent it is priceless.

Informational: Trevor Burrall is the grandson of the late Mary Elizabeth Marnard Holden (aka Betty Turner). Ms. Holden graduated from Paulsboro High School in 1938.

1. Recommend approval to accept a donation of a copy of “The Story of Buck Street School” from Timothy and Julie Price. The value of the donation is approximately $10 in one sense but for what it represents it is priceless.

Informational: Mr. and Mrs. Price are Paulsboro High School alumni. Mr. Price was also a member of the Board of Education.

1. Recommend approval to accept a donation of construction services to remove the damaged surface of the pole vault pit by Jaybar Construction of Clarksboro, NJ. The value of the donation is at least $2,000.

Informational: During spring 2014, a vandal(s) set the pole vault pit on fire. The fire destroyed the landing mats, standards, and box. In addition, the resilient surface on the pit area was destroyed. The cost of replacement and repairs will be paid (minus deductible) by the district insurance company. The company that installs the resilient surface will not even give an estimate until the damaged material is removed. The district maintenance staff tried many methods to remove the surface without success. The Interim Superintendent contacted Elaine Battaglia at Axeon Specialty Products. Ms. Battaglia immediately contacted Jaybar Construction who has worked with Axeon for many years. Within hours the owners of Jaybar (George and James Barton) were in contact with the school officials.

1. Recommend approval of a License Agreement with LRG Prep, LLC of 442 Century Lane, Holland, Michigan.

Informational: The agreement authorizes LRG to market merchandise (by illustration, tee shirts, baseball caps, etc.) bearing the name, logo, and/or mascot of the Paulsboro Public Schools. LRG markets the merchandise to stores such as Walmart and Walgreens then reimburses the local school district at a rate of 50% of the revenues. This agreement is part of national arrangement in which the New Jersey Inter-Scholastic Athletic Association (NJSIAA) participates. The Interim Superintendent asked School Attorney Philipp Duvilla to review the agreement prior to bringing it to the Board of Education for approval. Mr. Duvilla also consulted with New Jersey School Boards Association before clearing the agreement for approval. The district earned approximately $27 during the 2013-2014 school year.

1. Recommend approval to submit an amendment to the No Child Left Behind - Title I 2014-2015 award for the purpose of correctly allocating salaries and names to the grant as presented in Items J and K below.

Informational: The amendment reallocates $28,270 from salary to the purchase of instructional materials – most likely Smart Boards.

1. Recommend approval to make the following changes to the Paulsboro High School teachers whose salaries are charged to the No Child Left Behind (NCLB) Title I Part A grant for the 2014-2015 school year effective September 1, 2014.

|  |  |  |
| --- | --- | --- |
| **Staff Member** | **Salary 2014-2015** | **Position** |
| Andrea Lilley | $12,474.74 | 7/27 Full Time Teacher at $48,165 |
| Christine Lindenmuth | $16,025.16 | 6/26 Full Time Teacher at $69,373 |
| Alexandra DiLorenzo | $6,033.50 | 4/29 Full Time Teacher at $43,721 |

Informational: The Board of Education originally approved a portion of the salaries of three teachers to be charged to NCLB. This action was taken on June 30, 2014 before the schedule for the Paulsboro High School teachers was complete. The original salary estimate was $63,804 compared to the exact amount recommended above of $35,533.74. The action recommended above memorializes the names and salaries of the teacher being charged to this grant.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items K-L.

1. Recommend approval to make the following changes to teachers whose salaries are charged to the No Child Left Behind (NCLB) Title I Part A grant for the 2014-2015 school year effective September 1, 2014.

1. Remove Billingsport Early Childhood Center Teacher Judith Toscano from the grant.

2. Include Billingsport Early Childhood Center Teacher Karen Dutton in the grant with a

salary of $77,374.00.

Informational: The teachers funded by NCLB were originally approved by the Board of Education on June 30, 2014. Since that time, teacher assignments changed so the above action corrects the record.

1. Recommend approval to accept a donation of 30 honor roll lapel pins and certificates as well as 15 - $10 VISA gift cards each marking period to students at Loudenslager Elementary School. In addition, 30 perfect attendance lapel pins for the year will be donated. The donation is being made by Zeta Phi Beta Sorority, Inc. as part of the organization’s Adopt-a-School Program. The total value of the donation is $940.

Informational: Zeta Phi Beta Sorority, Inc. was founded 94 years ago on the principles of Scholarship, Service, Sisterhood, and Finer Womanhood. The Gloucester County Chapter-(Omicron Omicron Zeta) was founded 20 years ago.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

1. Informational:

1. Child Nutrition

At the September 25, 2014 meeting, the Interim Superintendent reported that experiments were underway with the hope of increasing breakfast participation at Loudenslager Elementary School and Paulsboro Junior High School. The following data indicates that the experiments are working.

|  |  |  |
| --- | --- | --- |
| **SCHOOL** | **PERCENTAGE OF STUDENTS EATING BREAKFAST DURING SEPTEMBER** | |
| **2013-2014** | **2014-2015** |
| Billingsport Early Childhood Center | 90 | 91 |
| Loudenslager Elementary School | 68 | 76 |
| Paulsboro High School and Paulsboro Junior High School | 16 | 25 |
| District as a Whole | 51 | 58 |

The overall increase of 7% equals 75-80 more students are eating breakfast at school so far this year.

**FACILITIES**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A.

1. Recommend approval of the attached Three Year Comprehensive Maintenance Plan for (Fiscal Year) FY 2013-2014, FY 2014-2015 and FY 2015-2016 (**Attachment**).

Informational: The New Jersey Department of Education requires this plan to be adopted by the Board of Education then submitted on an annual basis. The Supervisor of Facilities Jack Henderson and the Interim Superintendent based the plan on prior year budgets, budget information, items not included in the Regular Operating District (ROD) grant and weekly maintenance updates.

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve Item B.

1. Recommend approval for Source 4 Teachers to use the cafeteria or another room to be determined at Paulsboro High School on Wednesday, November 5, 2014 and Wednesday, December 3, 2014 between 3:30 PM and 5:00 PM.

Informational: The purpose of the facility use is to conduct an open house for perspective substitute teachers. Certification of insurance coverage is on file.

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Chapkowski NO; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve Item C and D.

1. Recommend approval to give Paulsboro High School Custodian Paul Johnston 14 wooden planks with a value of appropriately $200.

Informational: The planks are in storage with no plans to use them. Mr. Johnston completed a repair of a piece of school equipment without charge. The wood is provided in exchange for his repair work.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 Lot | Weight lifting equipment | The equipment is obsolete and no longer in use. | Metal recycling |
| 1 | Kiln | The kiln is has not be used for many years. | Place in trash |
| 1 | Air Conditioner | Broken and out of service. | Metal recycling |
| 1 | Jointer | Broken and out of service. | Metal recycling |
| 2 | Lathes | Broken and out of service. | Metal recycling |
| 2 | Metal frame doors | Not needed – Left over from the construction of the Administration  Building. | Metal recycling |
| 6 | Basketball Backboards | Not needed – The backboards have been replaced. | Sell, donate to charity or place in the trash. |
| 2 | Scoreboards | Not needed – The scoreboards have been replaced. | Sell, donate to charity or place in metal recycling. |

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

Motion carried

1. Informational

1. Weekly Maintenance Updates

The Interim Superintendent continues to conduct Weekly Maintenance Meetings in order to track progress on projects. More information will be provided at the October 30, 2014 meeting.

2. 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 citation addressed labels on chemicals and Material Safety Data Sheets. The problems must be resolved by November 3, 2014 or the district may face stiff fines.

A purchase order was issued to PARS Environment Incorporated for the purpose of completing the five year Right to Know update which will address most of the citations.

The district has used PARS for approximately twenty years to assist with Right to Know.

There are two reasons for the current situation. First, the school administration has not been as proactive as possible to maintain the required paperwork and label the chemicals. Second, the Right to Know regulations continue to change which requires continual updating of school records.

**SCHOOL SAFETY**

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items A and B.

* 1. Recommend approval to designate the intersections of Broad and Delaware Streets, Broad and Spruce Streets, and Broad and Pine Streets as school crossings.

Informational: Paulsboro Police Chief Chris Wachter is working with the New Jersey Department of Transportation (NJDOT) to upgrade the crosswalks within the Borough. NJDOT will assist with this project at the above intersections if the school district declares them to be “School Crossings.” Crossing Guards are already assigned to these intersections.

* 1. Recommend approval of the Nursing Services Plan for the 2013-2014 school year and authorization to submit the report to the Gloucester County Office of Education. (**Attachment**)

Informational: Comparing the 2012-2013 and 2013-2014 Nursing Services Plan reports indicates the following significant changes:

* + The number of vision screenings increased from 412 to 658.
  + The number of fluoride treatments increased from 5,966 to 8,208.
  + The average number of office visits per day increased from 27 to 65.5.
  + The number of Level II Interventions increased from 18 to 111.

Level II – Medically Fragile (asthmatics, seizure disorders, etc.)

* + The number of Level IV Interventions decreased from 267 to 160.

Level IV – Health Concerns (headaches, migraines, etc.)]

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

Motion carried

Motion by Lozada-Shaw, seconded by Walters to accept the Interim Superintendents recommendation to approve items C and D.

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 Senior High School.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature Imposed** | **Other Measures** |
| BECC100714001 | 10/7/2014 | Complete | Intentional (without hate speech) and designed to harass, intimidate, or bully | Charisse Franklin, Anti-Bullying Specialist | (2816) Out of School Suspension 1 day | Parent conference and counseling |
| BECC09251401 | 09/25/2014 | Complete | Not HIB | Charisse Franklin, Anti-Bullying Specialist | NA | NA |
| PHSJR100214001 | 10/2/2014 | Complete | Intentional (with hate speech) and designed to harass, intimidate, or bully | Christie Rego-Konzik, Counselor | (2813) Out of School Suspension 1 day | Schedule change (pending review by child study team) |

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.

1. Recommend approval to request that Mayor and Council of the Borough of Paulsboro direct

the Paulsboro Police Department to conduct a traffic survey on the streets bordering

Billingsport Early Childhood Center.

Informational: The Interim Superintendent, Principal Paul Bracciante, Police Chief Chris Wachter and Police Captain Vern Morina have been discussing strategies to improve safety and traffic flow at Billingsport Early Childhood Center at arrival and dismissal times. The first step in considering any changes to traffic conditions is to conduct a “Traffic Survey.”

Roll Call Vote: Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack, Mrs. Giampola 2 ABSENT

Motion carried

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

At this point, all 16 AEDs have either been permanently installed or given to the appropriate people who are responsible for athletic events. Commendations to Instructional Coach Matthew Browne for facilitating this project.

Interim Athletic Director Bob Mannino is now arranging for 5 staff members in each building to receive the mandated AED/CPR training. The Board of Education already purchased this training via the company that supplied the AEDs. The training will most likely take place on either Monday, November 24, 2014 or Tuesday, November 25, 2014. These are early dismissal days in grades PreK-8 so the training will have a limited impact on instructional time.

2. Emergency Response Manual

A goal for the 2014-2015 school year is to rewrite and update the school and district

Emergency Response Manuals. Instructional Coach Matthew Browne is the lead for this project. The goal is to complete the manual by the end of the current school year.

Developing a “Response Matrix” is the first step in this project. The next step is to write

the procedure for each type of response. A preliminary draft of the Response Matrix and procedure for Fire Evacuation are attached to illustrate the format of the manual. (**Attachment**)

3. 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** |
| BECC001 | 10/7/2014 | Complete | HIB | Paul Bracciante, Principal | Out of School Suspension 1 day | NA |
| PHS001 | 9/8/2014 | Complete | Violence/Fight | Mildred Tolbert,  Principal | (CK) Out of School Suspension 5 days, (2731) In school Suspension 1 day, (2731) Out of School suspension 4 days | NA |
| PHS002 | 9/12/2014 | Complete | Misconduct/Cutting Class | Mildred Tolbert, Principal | In School Suspension 1 day  (2767) | NA |
| PHS003 | 9/12/2014 | Complete | Violence/Fight | James Pandolfo, Assistant Principal | (NJ/FR) Out of School Suspension 5 days | NA |
| PHS004 | 9/15/2014 | Complete | Misconduct/ Misconduct in Class | Mildred Tolbert, Principal | In School Suspension 1 day  (1916) | NA |
| PHS005 | 9/16/2014 | Complete | Misconduct/Cutting Class | Mildred Tolbert, Principal | In School Suspension 1 day  (2767) | NA |
| PHS006 | 9/16/2014 | Complete | Misconduct/ Disrespectful to Staff | Mildred Tolbert, Principal | In School Suspension 1 day  (1916) | NA |
| PHS007 | 9/17/2014 | Complete | Misconduct/Cutting Class | Mildred Tolbert, Principal | In School Suspension 1 day  (2767) | NA |
| PHS008 | 9/18/2014 | Complete | Misconduct/In Hallway | Mildred Tolbert, Principal | Out of School Suspension 1 day  (2457) | NA |
| PHS009 | 9/18/2014 | Complete | Violence/Fight | Mildred Tolbert, Principal | Out of School Suspension 5 days  (2453/AC) | NA |
| PHS010 | 9/19/2014 | Complete | Violence/Fight | James Pandolfo, Assistant Principal | (DC/BC) Out of School Suspension 5 days | NA |
| PHS011 | 9/23/2014 | Complete | Violence/Fight | Mildred Tolbert, Principal | (2601) Out of School Suspension 4 days, (RB/MD/UJ/2477) Out of School Suspension 5 days | NA |
| PHS012 | 10/3/2014 | Complete | Vandalism/Damage to Property-Auditorium Door | Paul Morina, Principal | (DB) Out of School Suspension 3 days, Restitution Cost | Unknown at this time |
| PHS013 | Unknown | Complete | Vandalism/Damage to Property-Broken Windows | Jack Henderson, Support Supervisor | Police Report Filed | Unknown at this time |
| PHS014 | 9/25/2014 | Complete | HIB | Mildred Tolbert, Principal | Out of School Suspension 1 day  (2813) | NA |
| PHS015 | 10/14/2014 | Complete | Vandalism/Damage to Property | Mildred Tolbert, Principal | Out of School Suspension 5 days  (2767) | NA |

1. Report of Violence, Vandalism and Substance Abuse – January 1, 2014-June 30, 2014

The New Jersey Department of Education requires school districts to report Violence, Vandalism and Substance Abuse to the Board of Education twice per year. The report for the period July 1, 2013-December 31, 2013 was made to the Board of Education on January 30, 2014. The following information is the report for the period January 1, 2014-June 30, 2014. The administration reports every case of Violence, Vandalism and Substance Abuse as well as Harassment, Intimidation and Bullying on a monthly basis. As a result, there is no new information included in the following table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Incident** | **Billingsport** | **Loudenslager** | **Paulsboro High** | **Total** |
| Violence | 1 | 16 | 5 | **22** |
| Vandalism | 0 | 1 | 2 | **3** |
| HIB | 2 | 2 | 4 | **8** |
| Substance Abuse | 0 | 0 | 0 | **0** |
| Weapons | 2 | 0 | 1 | **3** |
| **Total** | **5** | **19** | **12** | **36** |

1. 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 | 9/8/14, 10/6/14 | 9/8/14, 10/7/14 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  | 10/2/14 |
| Lockdown | Each school must conduct two annually | 9/23/14 |  | 9/15/14 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Other Drills | Each school must conduct two annually | Shelter In Place  10/2/14 | Shelter In Place 9/15/14 |  |
| Bus Evacuation | Conduct two annually |  | 10/16/14 |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

**EXECUTIVE SESSION**

None

**NEXT PUBLIC SESSION**

Thursday, November 20, 2014 - 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 Lozada-Shaw, seconded by Chapkowski and unanimously carried (8-0) to adjourn the meeting at 9:49p.m.

Respectfully submitted,



Business Administrator/Board Secretary