**Paulsboro Public Schools**

**Monday, February 24, 2020**

**Minutes**

**Executive Session**

**If an Executive Session is needed it will take place near the end of the Open Public Meeting. Prior to entering into Executive Session, the President will inform the public if it plans to conduct any additional business upon the completion of Executive Session.**

**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, Secretary of the Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2020 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on January 2, 2020

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Elizabeth Reilly, Danielle Scott, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary

**Upcoming Scheduled Events**

***VIPs Reception:*** 7:00 p.m. on Wednesday, March 18, 2020

 Paulsboro High School Cafeteria

***PHS Spring Musical:*** 7:00 p.m. on Thursday, March 19, 2020 and Friday, March 20, 2020

 6:00 p.m. on Saturday, March 21, 2020

 Paulsboro High School Cafeteria

***Game of Life:*** 9:00 a.m. on Tuesday, March 31, 2020

 Paulsboro High School Gymnasium

**Recognition and Presentations – Students of the Month**

Mr. Giovannitti, Mr. Hamilton and Mr. Lisa presented Student of the Month Awards

|  |  |
| --- | --- |
| **Paulsboro Junior High School** | **Paulsboro High School** |
| **December Students of the Month**Janai Carr - Grade 7Lauren Staryeu - Grade 8**January Students of the Month**Lucas Gazzola - Grade 7Daniel Haines - Grade 8 | **December Students of the Month**Johnathon Muy Alva – Grade 9Christan Brady - Grade 10Bhayshul Tuten - Grade 11Jacen Abbott - Grade 12**January Students of the Month**Amir Harris – Grade 9Taylor McEneaney - Grade 10Jenny Chelsea Obas - Grade 11Jadrian Abbott - Grade 12 |

**Recognition - Hall of Distinguished Alumni**

The Fourth Annual Hall of Distinguished Alumni Induction will take place on Saturday, April 4, 2020 in the Paulsboro High School Gymnasium. Following the induction ceremony, there will be a Post-Induction Reception at The Villa in Paulsboro New Jersey. Attendance at the Induction Ceremony is free thanks to a donation to the Pegasus Education Foundation by Paulsboro Refining Company. The post-induction reception costs $35 per person. (**Attachment**)

The 2020 inductees into the Hall of Distinguished Alumni are:

 Dr. Richard Johnson Mr. Marc Kamp

 Mr. James Milsted Mrs. Dorothy Stubblebine

 Dr. Frank Tortella Dr. Richard Gotchel, Sr.

The Hall of Distinguished Alumni will also recognize Paulsboro High School Teacher Emeritus Ada Rosen with its first ever Distinguished Service in Education and Humanities Award.

**Recognition - Paulsboro High School Teacher Emeritus – Ada Rosen**

Ada Rosen did not graduate from Paulsboro High School but her teaching and humanity most certainly changed the school and its students. Ms. Rosen is the innovator who began the Brotherhood Program and Award at Paulsboro High School more than 60 years ago. The Brotherhood Award quickly become the most significant honor that a graduating senior can earn. The award recognizes the student who embodies:

* Regard for people of all religious faiths, racial backgrounds and national origins.
* Regard for the welfare of fellow students.
* Participation in student affairs, with special emphasis to the just treatment of others and willingness to go out of his/her way to be of service.

Motion made by Hamilton, seconded by Davis and unanimously carried (9-0) to adopt Resolution 2-24-20-001

Recommend adoption of Board of Education Resolution 2-24-20-001 awarding an Honorary Paulsboro High School Diploma to Ada Rosen.

If approved the “graduation ceremony” will take place at the Hall of Distinguished Alumni Induction on April 4, 2020.

**Public Comments**

None

**Correspondence**

A. None at this time

**Report of the Student Board of Education Member – Jynice Williams**

Motion made by Hamilton, seconded by Scott to approve A.

1. Recommend approval of Pegasus Education Foundation – Paulsboro Board of Education Action Grant for the purpose of implementing a Scholastic Aptitude Test (SAT) preparation course at Paulsboro High School. Total cost of the grant is $960 to be equally divided between the Pegasus Education Foundation and the Paulsboro Board of Education. A copy of the grant proposal is attached for review by members of the Board of Education. (**Attachment**)

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Informational: If approved, this grant will pay for teachers to staff a classroom equipped with a Computers on Wheels (COW) cart. Students may opt to go to this classroom to use Khan Academy resources in order to improve their SAT scores. Khan Academy is a free online service. The teacher will be paid $32 per period as per agreement with the Paulsboro Education Association. This grant proposal was written by Student Board of Education Member Jynice Williams.

**Semi-Annual Report of Harassment, Bullying and Intimidation (HIB) as well as Violence and Vandalism – HIB Coordinator John Giovannitti**

Mr. Giovannitti made a Semi-Annual Presentation of HIB and Violence, Vandalism and Substance Abuse.

1. Semi-Annual Presentation of Harassment, Intimidation and Bullying (HIB) and Violence, Vandalism and Substance Abuse data for the period July 1, 2019 – December 31, 2019 by HIB Coordinator John Giovannitti. A copy of the report is attached for review by members of the Board of Education (**Attachment**).

Informational: Individual HIB as well as Violence and Vandalism cases are included in the monthly Board of Education agenda. Semi-annually information is submitted to the New Jersey Department of Education. Mr. Giovannitti will summarize the information and answer questions asked by members of the Board of Education. The last semi-annual report to the Board of Education took place on October 28, 2019 for the period January 1, 2019 – June 30, 2019.

**Old Business**

1. **Bus Procedures**

At the January 27, 2020 meeting of the Board of Education, a citizen stated that there is no person available in the Transportation Department prior to 8:00 or 8:30 AM when bus drivers need to report problems or concerns.

This information is incorrect. The Transportation Secretary arrives at work by 7:00 AM daily. In addition, the bus drivers and aides are provided with the names and cellular telephone numbers for the Supervisor of Facilities and Transportation Secretary. They have instructions for reporting problems before and after 7:30 AM.

The same citizen also raised the question of outsourcing of transportation as a way of reducing district staff. Over the past 35 years, the district has only used outsourcing twice. During the late 1980s, the Board of Education outsourced custodial services for about two years. Currently, the district outsources food services. In both cases, the contract with the outsourcing agency required it to maintain district employees with their negotiated salaries and benefits. When an employee resigned or retired, the outsourcing agency replaced them with its own worker.

A member of the Board of Education asked when the Bus Passenger List and Vehicle Safety Inspection Reports are submitted. The safety inspection sheets are submitted daily. The passenger lists are submitted weekly but checked daily by drivers and aides.

1. **Increasing the number of students eating breakfast**

At the December 16, 2019 meeting, a discussion took place concerning strategies to increase the number of students eating breakfast at Paulsboro High School. At this time, the junior high school students are being served breakfast in their homerooms. This is a return to a procedure used a number of years ago. NutriServ employees arrange for the food to be delivered and waste picked up. This procedure allows every junior high school student to eat breakfast. This has health benefit to the students and a financial benefit to the district.

Research indicates that children who eat breakfast:

1. Attend school more regularly.
2. Have fewer visits to the nurse.
3. Have fewer disciplinary infractions.
4. Score higher on tests.
5. **Student-Athlete Physicals**

At the January 27, 2020 meeting, the Board of Education agreed to change the procedure for the approval of student physical examinations for athletic participation. The Paulsboro High School Nurse and Interim Superintendent are working on this project. More information will be forthcoming as soon as it is available.

1. **Sale of Out of Service School Busses**

At the January 2, 2020 meeting, a citizen asked what the plan was for the two out of service school busses. The Interim Superintendent indicated that the busses would be sold.

The buses were offered for sale via sealed bids with a minimum of $750 per vehicles. No bids were received. The administration again advertised the buses for sale with a minimum bid of $350.

The original minimum bid amount was established in consultation with H.A. DeHart and Sons (bus and truck company).

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

The Board of Education conducted special meetings for the purpose of interviewing candidates for the position of Superintendent of Schools. These meetings took place on Saturday, January 11, 2020 at 9:00 AM and Monday, January 13, 2020 at 7:00 PM. The Board of Education interviewed six candidates before agreeing to move four people forward in the process.

On the evening of Wednesday, January 29, 2020, the four candidates were interviewed twice:

1. A committee of faculty and staff selected by the Paulsboro Education Association.
2. The administrative team.

At the Executive Session of the Board of Education conducted on February 8, 2020, the Interim Superintendent provided the policy making body with feedback form the faculty and staff committee as well as from the administrative team. At that time, the Board of Education decided to retain two of the candidates in the search process. The Board also directed the Interim Superintendent to reopen the search in order to seek additional candidates.

The Interim Superintendent immediately advertised the position. In addition to a general advertisement, he sent the information to a number of regional universities that prepare students to become Superintendents. He also sent information Deans/Department Chairs of a number of the Historically Black Colleges and Universities.

At the Executive Session of the Board of Education conducted on February 22, 2020, the Board of Education provided direction to the Interim Superintendent concerning next steps in the search. More information will be forthcoming as soon as it is available.

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. This triggered an inspection of all ceilings on the second floor of the school. As a result, the second floor was taken out of service until the old ceilings could be removed and new ones installed.

By early December 2020, the Board of Education, contractor, maintenance staff, Executive County Superintendent of School, Executive County Business Administrator, Interim Business Administrator and Interim Superintendent completed and submitted all required documentation needed to move forward with this project.

During early February 2020, the Commissioner of Education notified the Executive County Superintendent that she needed to write a letter to him recommending that the district be granted approval to reallocate the funds as requested. On February 3, 2020 the Executive County Superintendent wrote the requested letter. It should be noted that the Executive County Superintendent wrote a letter during November 2019. This letter was included with the materials sent to the New Jersey Commissioner of Education nearly three months ago. The Commissioner also, at about the same time, requested that the County Office obtain a December 2019 financial report for the district. The Interim Business Administrator forwarded the requested information immediately.

At this point, it is unlikely that the district will complete the project during the school year. The delay with New Jersey Department of Education approval has now moved the project completion until at least May 1, 2020. Having said this, at that point in time it is unlikely that students would be moved back to their original classroom. In all likelihood, the project will be completed during summer 2020.

Motion made by Reilly, seconded by Hamilton to approve items G-H which The Greenwich Township Representative may vote on.

1. **Gibbstown Baseball Fields**

Recommend approval for the Boys Varsity Baseball Team to use the Greenwich Township Senior League field for home varsity games during the 2019-2020 school year.

Informational: The same arrangements were made for the 2018-2019 school year. A Certificate of Insurance was provided to Greenwich Township. Greenwich Township will line the fields at no cost to the Paulsboro Board of Education. The Paulsboro High School Varsity Baseball Team will play “home” games on the Greenwich Township Senior League field. The Paulsboro High School Junior Varsity Baseball Team will play its games on the Paulsboro High School varsity field. All practices will take at Paulsboro High School.

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

Recommend approval for the Paulsboro High School Track Teams to conduct practices at West Deptford High School during the 2019-2020 school year. This recommendation includes payments of $600 per week for approximately 10 weeks to the West Deptford Board of Education.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Informational: At the November 25, 2019 meeting, the Board of Education agreed to close the track and field areas at the Bennett Fields Athletic Complex for home meets during the 2019 - 2020 school year. The Board took this action since the track and jumping area surfaces must be replaced because they are cracked. In addition, the rubberized surface has deteriorated to the point that spikes will no longer provide grip for athletes who are hurdling, high jumping, pole vaulting, long jumping, etc.

Director of Athletics John Giovannitti worked with the West Deptford High School Athletic Department in order to make arrangements to use its track and field areas for practice at least three days per week. At this point, the estimated cost is $600 per week for 10 weeks for a total of $6,000. Paulsboro will need to arrange and pay for transportation to and from West Deptford High School. The Paulsboro javelin and shot put areas are available for practice. The track itself can be used for running practice using tennis shoes.

Paulsboro High School Track and Field Teams will arrive at West Deptford High School at approximately 3:30 PM. There will be times when both West Deptford and Paulsboro teams will be present at the same time but the coaches discussed this and do not foresee problems. The West Deptford Trainer will serve both teams. Paulsboro students will have access to all track and field areas as well as the restrooms. The Directors of Athletics will meet weekly to be certain that problems are resolved promptly.

The Paulsboro High School Track and Field Teams may use the PHS track and field areas for practice wearing sneakers (no spikes). They may not practice hurdles, high jump, long jump or pole vault because these events require the use of spikes. The discus area is also out of service.

Director of Athletics John Giovannitti informed the administration of Guardian Angels School that the Paulsboro High School track and field areas are not available for use this year.

1. **Paulsboro High School Auditorium**

On Wednesday, January 15, 2020 and Thursday, January 23, 2020, Interim Business Administrator Scott Henry arranged a series of meetings including District Architect Robert Garrison, Jr, Contractor William Gross, Director of Facilities Jack Henderson, Interim Superintendent Walter Quint as well as representatives from the insurance company for the roofer and the school district insurance company. These meetings were very helpful.

As a result of the meetings, a formal claim has been filed with the district insurance carrier. Neither the insurance company for the roofer nor the school district insurance carrier denies that they are to some degree responsible to pay for the damage to the Paulsboro High School Auditorium.

In the past, the district focused on asking the insurance company for the roofer to pay for the damage rather than working through its own insurance company. The administration is now working directly with district insurance carrier to have the damage repaired. The district insurance carrier will then look to recover some of its expenses from the insurance company representing the roofer.

On February 11, 2020, another meeting was conducted with the insurance adjustor. As a result, a claims inspector/adjuster will tour the auditorium with the contractor and District Architect. This will take place during the week of February 17, 2020. More information will be forthcoming as it is available.

**New Business**

1. Informational: The following chart provides the critical dates for review and submission of the 2020-2021 School Budget.

|  |  |
| --- | --- |
| **ACTION** | **DATE** |
| Governor’s Budget Address | March 5, 2020 |
| State Aid Information Released to School Districts | March 7, 2020 |
| Special Meeting to Adopted the 2020-2021 Budget | Note 1 |
| School Districts Submit the Budget to the County Office of Education | March 20, 2020 |
| Public Hearing on the Budget Allowed by Law | April 24, 2020 – May 7, 2020 |
| Public Hearing for the @020-2021 Budget | Note 1 |

 Note 1: The Board of Education met on Saturday, February 22, 2020 to continue its review of the school budget. It is expected that the Board will select dates for these items at the February 22, 2020 meeting.

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

1. Recommend approval to modify the Board of Education Meeting Calendar for the remainder of the 2019-2020 school year to reflect that all meetings will be in the Paulsboro High School Library. This is a location change only – meeting dates and times remain the same. A copy of the revised calendar is attached. (**Attachment**)

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Informational: The Board readopted its Meeting Calendar on January 2, 2020. That calendar indicated that meetings would move from school to school each month. The new room configuration in the Paulsboro High School Library should work well for meetings. It takes a great deal of secretarial and custodial time to move furniture and set up meetings at Loudenslager Elementary School and Billingsport Early Childhood Center.

1. The Twenty-Fifth Annual Volunteers in Paulsboro Schools (VIPS) Reception and Festival of the Arts will take place at 7:00 p.m. on Wednesday, March 18, 2020 at Paulsboro High School. Nearly 200 volunteers and donors will be invited to attend this event. The evening will begin with refreshments, art displays, a vocal and instrumental music performances, student art galleries, and jazz music in the Paulsboro High School Cafeteria. The program will continue with a private sneak preview of the Paulsboro High School musical production of “***Once Upon This Island.*”** Donors and volunteers also receive a lapel pin honoring their contributions to the Paulsboro Public Schools. Secretary Theresa Croce coordinates this activity.

Members of the Board of Education are cordially invited to attend this event as some of the school district’s hardest working volunteers.

1. **Science, Technology, Engineering, Art and Mathematics (STEAM)**



*Our own* ***Kristi Moore*** *will be*

***Dancing with the Gloucester County Stars***

*in support of*



Paulsboro Refining Company Public Relations Specialist Kristi Moore has been asked to participate in Dancing with the Gloucester County Stars. This is a significant commitment for Ms. Moore. She must take dance lessons, pay for the lessons, pay for hair and makeup as well as wardrobe for the event. This event raises money for charities selected by the contestants. Ms. Moore selected the Pegasus Education Foundation as her charity. These monies will be used to support STEAM activities within the Paulsboro Public Schools.

District Broker of Record Steve Anuszewski agreed to pay for Ms. Moore’s dance lessons. The Quint family purchased tickets for the first table of supporters at this event.

The Pegasus Education Foundation continues to raise money to help make the STEAM Academy a reality within the Paulsboro Public Schools. The Board of Education is reminded to include funds for STEAM projects in the 2020-2021 budget to provide a match for the monies donated by the Pegasus Education Foundation.

On Tuesday, January 14, 2020, District Architect Robert Garrison, Jr. met with Technology Teacher Monica Moore-Cook, STEAM Teacher Rebecca Richardson, District Coach Christine Lindenmuth, Principal Matthew Browne and the Interim Superintendent to begin the redesign of the Loudenslager Elementary School Library into a hybrid library and STEAM Center. A preliminary diagram will be available at the meeting.

1. **Mid-Year Budget Review and Quality Single Audit Continuum (QSAC)**

The New Jersey Department of Education conducted both the Mid-Year Budget Review and QSAC evaluation of the school district on February 20, 2020. The reviews cover every aspect of the school system including Personnel, Finance, Instruction and Programs, Operations, and Governance. The mid-year budget review includes, in addition to finance, equity, enrollment, program, etc. for the 2019-2020 school year. QSAC evaluates the district based on data from the 2018-2019 school year. Results of the evaluations will be reported as soon as they are available.

1. **Collective Bargaining – Paulsboro Education Association and Paulsboro Administrators Association**

At the January 27, 2020 meeting, the Interim Superintendent suggested that the Board of Education might want to select the members who will serve on the Negotiations Committees for the contracts with the Paulsboro Education Association and Paulsboro Administrators Association. These agreements expire on June 30, 2021. Selection of committees now will allow them to review the existing contracts as well as attend training provided by New Jersey School Boards Association.

The Interim Superintendent sent the two collective bargaining agreements to New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

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

**Report of The Superintendent**

**Public Comment**

Aisha Scott – agrees with increasing credit requirements for graduation, but worries PHS does not offer enough electives for students. Dr. Quint stated course offerings will be reviewed.

**Executive Session**

None

**Next Scheduled Meeting**

**Monday, March 30, 2020 – Regular Meeting**

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

*7:00 p.m. –Regular Meeting – Paulsboro High School Library*

*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 Hamilton, seconded by Michael and unanimously carried (9-0) to adjourn the meeting at 8:03 PM.

Respectfully Submitted,

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Interim Board Secretary

**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.

Motion made by Scott, seconded by MacKenzie to approve items A,B,C,E,F which The Greenwich Township Representative may vote on.

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.

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

Special Budget Meeting January 25, 2020

Regular Meeting January 27, 2020

Executive Session January 27, 2020

Special Budget Meeting February 8, 2020

Executive Session February 8, 2020

1. Approval of the January 2020 transfers. (**Attachments**)
2. Approval of January 2020 Receipts (**Attachments**)
3. There is no Secretary’s Monthly Financial Report for November 30, 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.
4. Approval of the January 2020 Revenue Report (**Attachment**)
5. 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*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 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 January 31, 2020.

**** Monday, February 24, 2020



**Report of The Superintendent**

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

Motion made by Reilly, seconded by Hamilton to approve items B-J upon the recommendation of the Superintendent which The Greenwich Township Representative may vote on.

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 to appoint Secretary to the Interim Superintendent of Schools Deborah Kappra as the District Data Coordinator for the 2019-2020 school year. There is no cost to the Board of Education.

Informational: The District Data Coordinator assigns the creation and submission of mandated reports to the New Jersey Department of Education to specific members of the staff. This duty is a requirement of the Quality Single Audit Continuum (QSAC). It does not appear that Paulsboro appointed a Data Coordinator in the recent past. This appointment should take place when the Board of Education conducts it next Reorganization Meeting.

1. Recommend approval of the attached 2020-2021 District Calendar. (**Attachment)**

Informational: The recommended calendar was developed in consultation with the Paulsboro Education Association (PEA) and Paulsboro Administrators Association (PAA). In addition, the recommended calendar was, to the extent possible, coordinated with the Greenwich Township Public Schools and Gloucester County Institute of Technology. As per agreement with the PEA the calendar includes 181 days for students and 184 days for teachers. The calendar includes 4 days of parent/teacher conferences (3 day conferences and 1 evening conference).

1. Recommend approval to appoint the following people to the position of Substitute Custodian to be used on an “as needed” basis. The pay rate for this position is $11 per hour. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

 Robert A. Baker, Jr Naja Brooks

 Informational: Interviews were conducted and references checked by Supervisor of Facilities Jack Henderson.

1. Recommend approval to appoint Emanuel Mitchell to the position of a 10 month School Bus Driver for the remainder of the 2019-2020 school year. Emanuel Mitchell will earn Step 1 - $24.75 per hour as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background Review.

Acct# 11-000-270-160-00-998

Informational: The person recommended above will fill a vacancy that recently occurred within the district transportation staff. Interim Business Administrator Scott Henry conducted the interviews and checked references. Routes will be determined for each driver based on need. Bus Driver become eligible for benefits if they work at least 30 hours per week.

1. Recommend approval to accept the resignation, with intent to retire, of Paulsboro Junior-Senior High School Teacher of Mathematics Judy Hathaway. The resignation is effective at the close of business on June 30, 2020.

Mr. Michael and Board wished her well.

Informational: Ms. Hathaway served the Paulsboro Public Schools for 30 years.

1. Recommend approval to accept the resignation of Interim Business Administrator/Secretary to the Board of Education Scott Henry effective on or about April 10, 2020.

Informational: Mr. Henry served the Paulsboro Public Schools since July 1, 2019. The Interim Superintendent placed an advertisement for both Interim Business Administrator/Secretary to the Board and Business Administrator/Secretary to the Board.

1. Recommend approval of a Federal Family Leave of absence for Curriculum & Instruction Secretary Terry Croce with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Wednesday, February 12th , 13th and 14th, 2020After February 14th through the date of April 30, 2020 intermittent Family Leave. | With pay and benefits by use of accumulated sick time as well as the concurrent use of Federal Family Leave. (25.75 days) |

1. Recommend approval to grant the Interim Superintendent authority to use a letter of intent to hire staff, as needed, prior to the next regular meeting of the Board of Education.

Informational: “Letter of Intent” authority allows the Interim Superintendent to offer positions to candidates prior to the next regular meeting of the Board of Education. At its next regular meeting, the Board of Education would be obligated to approve these appointments. The Interim Superintendent will only use letters of intent when absolutely necessary.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain E, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Hamilton, seconded by Reilly to approve items K-M upon the recommendation of the Superintendent

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

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Playground/Cafeteria Aide Traci Dyess effective on January 31, 2020.

Informational: Ms. Dyess worked for the Paulsboro Public Schools for 2.5 years.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Playground/Cafeteria Aide Julie Perry effective on January 17, 2020.

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

1. Recommend approval of a medical leave of absence for Billingsport Early Childhood Center Physical Education Teacher Anthony DellaVecchia as follows:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Thursday, February 6, 2020 and every other day until March 4, 2020. | With pay and benefits by use of accumulated sick days as well as the concurrent use of Federal Family Leave. (9 days) |

1. **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 | 102 | 0 | 3 |
| December | 44.0 | 31-65 | 205 | 112 | 0 | 5 |
| January | 43.3 | 15-69 | 257 | 59 | 4 | 0 |
| 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 $72,224.00.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, voting 8 YES.

 Motion carried

Motion made by Michael, seconded by Hamilton to approve items A-C which The Greenwich Township Representative may vote on.

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

1. Recommend retroactive approval for Paulsboro High School Teacher of Mathematics Nelson Hall to attend the Gloucester County Mathematics Curriculum meeting on February 11, 2020 at Gateway Regional High School. Cost to the Board of Education is up to two class covers totaling $64 (2 x $32). On September 30, 2019, the Board of Education granted the Interim Superintendent authority to approve this type of workshop then present it to the Board at its next meeting for approval.
2. Recommend retroactive approval for Paulsboro High School Teacher of English Holly Klein to attend the Gloucester County English Curriculum meeting on February 12, 2020 in Deptford, New Jersey. Cost to the Board of Education is up to two class covers totaling $64 (2 x $32). On September 30, 2019, the Board of Education granted the Interim Superintendent authority to approve this type of workshop then present it to the Board at its next meeting for approval.
3. Recommend retroactive approval for Paulsboro High School Teacher of Science Lisa Border to attend the Gloucester County Science Curriculum meeting on February 19, 2020 at Gateway Regional High School. Cost to the Board of Education is up to two class covers totaling $64 (2 x $32). On September 30, 2019, the Board of Education granted the Interim Superintendent authority to approve this type of workshop then present it to the Board at its next meeting for approval.

Informational Items A, B and C: Ms. Broder, Mr. Hall and Ms. Klein are members of the Paulsboro High School Leadership Team. The team leaders from schools across Gloucester County meet from time to time to discuss topics of mutual interest. Topics include state assessments, textbook recommendations, grant opportunities, and professional development.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

1. **Informational – Annual School Plan Leadership Team**

Please find attached a copy of the Summary Report of the Annual School Plan Leadership Team (**Attachment**)

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 goals to guide improvement. The School Leadership Team is charged with coordinating the implementation of the Annual School Plan (ASP). They serve in a manner similar to Department Chairpersons.

1. **Informational – Computer Education Grant via Rowan University**

The Rowan University Computer Science Department applied for a grant in order to accomplish three goals designed to improve the quality of computer science education for K-12 students. The goals are:

* 1. Increase the number of well-prepared highly qualified teachers of computer science.
	2. Expand access to high quality computer science education for all K-12 students.
	3. Provide resources to schools to assist in expanding computer science education in grades K-12 in both classrooms and extra-curricular activities.

Five schools agreed to collaborate with Rowan University in this grant application. Paulsboro is one of those districts.

On February 3, 2020, Rowan University was notified that the grant application was determined to be eligible for award. The application is now in the pre-award process.

More information will be provided as it becomes available.

1. **Informational – New Jersey Positive Behavior Support in Schools**:

New Jersey Positive Behavior Support in Schools (NJ PBSIS) is a collaboration between the New Jersey Department of Education and Rutgers Robert Wood Johnson Medical School. NJ PBSIS is a comprehensive three-year professional development program to help a school design and implement a plan of tiered interventions for students. There is no cost to school or districts to enroll and receive the training.

Interim Part-Time Supervisor of Special Services Rob Harris is in the process of submitting the application so that the staff and administration at Billingsport Early Childhood Center can participate in NJ RBSIS. More information will be forthcoming as it is available.

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

| **Grade** | **Enrollment - January** |
| --- | --- |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| Pre- School Age 3 & 4 | 57 | 68 | 63 | 79 | 82 |
| K | 104 | 97 | 92 | 102 | 96 |
| 1 | 111 | 86 | 94 | 84 | 86 |
| 2 | 79 | 86 | 80 | 83 | 78 |
| 3 | 56 | 65 | 100 | 90 | 79 |
| 4 | 65 | 70 | 60 | 103 | 82 |
| 5 | 64 | 60 | 71 | 61 | 97 |
| 6 | 53 | 82 | 60 | 71 | 56 |
| 7 | 73 | 71 | 92 | 68 | 72 |
| 8 | 62 | 77 | 68 | 90 | 67 |
| Self-Contained Special Education Billingsport/Loudenslager\*  | 26 | 27 | 19 | 20 | 22 |
| Grand Totals | **750** | **789** | **799** | **851** | **817** |

\* 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 – January** |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| 9 | 63 | 82 | 92 | 94 | 108 |
| 10 | 82 | 76 | 81 | 83 | 86 |
| 11 | 80 | 77 | 64 | 78 | 73 |
| 12 | 78 | 98 | 84 | 63 | 85 |
| **Total** | **303** | **333** | **321** | **318** | **352** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School for January 2020:

| **Grade** | **Number of Students per Class** |
| --- | --- |
| Pre-School  | 15 | 14 | 13 | 13 | 14 | 13 |
| Kindergarten  | 24 | 24 | 24 | 24 |  |  |
| 1 | 22 | 22 | 21 | 21 |  |  |
| 2 | 20 | 21 | 19 | 18 |  |  |
| 3 | 21 | 19 | 20 | 19 |  |  |
| 4 | 21 | 20 | 19 | 22 |  |  |
| 5 | 26 | 25 | 25 | 22 |  |  |
| 6 | 21 | 16 | 19 |  |  |  |
| Special Education \* | 8 | 14 |  |  |  |  |

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

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

**Instructional Services A-E:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval of a first reading of a revision to Policy 6146 – Graduation Requirements. A copy of the annotated policy is attached for review by members of the Board of Education (**Attachment).**

Informational: If the Board of Education approves the first reading of the policy, a second reading and final adoption can take place at the March 2020 meeting of the Board of Education.

The attachment uses ~~strike outs~~ for deletions to the policy. New wording is in red font. The vast majority of the recommended change bring the policy up to date with current New Jersey Department of Education requirements as well as local practice. There are four significant changes to the policy:

1. Increase the number of credits required for graduation from 130 to 135 beginning with the current 9th grade students (PHS Class of 2023).
2. Increase the number of credits required for graduation from 130 to 140 beginning with the current 8th grade students (PHS Class of 2024).
3. Add a local requirement for all students to take four years of mathematics one of which must be in the senior year. The New Jersey Department of Education only mandates three years of mathematics.
4. Add a local requirement for all students to take two years of world language. The New Jersey Department of Education only mandates one year of world language.

 The purpose of these changes is to make the high school program more rigorous in order to better prepare students for college and career. The administration reviewed teacher schedules and enrollments and determined that the above changes will not require new staff to be hired.

1. Recommend approval to develop a new mathematics course titled “Applications of Mathematics for College and Career.” This recommendation is contingent on approval of the revised Policy 6146 – Graduation Requirements being recommended above.

Informational: This course will provide a fourth year mathematics option for students who do not intend to take Pre-Calculus or Advanced Placement Calculus. The course will focus on the algebra and geometry skills that will be most helpful as they enter the workforce or college. The course will also prepare students to take the AccuPlacer, ACT and SAT examination.

1. Recommend approval for Gloucester County Judge Mary Beth Kramer to participate in the Classroom to Courtroom” program at Paulsboro High School on March 19, 2020. There is no cost to the Board of Education.

Informational: Judge Kramer will work with the 11th and 12th grade students who attended “Classroom to Courtroom” at the courthouse in Woodbury, NJ during fall 2019. The Classrooms to Courtrooms program is an opportunity for students to work directly with a judge to learn about the justice system. The judge may also come to the school to participate in activities or teach classes. The Board of Education approved this participation in this program on October 28, 2019.

1. Recommend approval for Learning Disability Teacher/Consultant (LDTC) Tamar Shelov to complete 10 learning evaluations during the 2019-2020 school year. Ms. Shelov earns $350 per evaluation. This fee includes the evaluation itself as well as attendance at all pre-conference meetings and the IEP meeting with the parents.

Informational: At the meeting conducted on May 20, 2019, the Board of Education approved Ms. Shelov to complete learning evaluations during the 2019-2020 school year at the same pay rated mentioned above. At that time, the number of evaluations approved was not specified. It appears that the number of evaluations budgeted and approved was, most likely 35.

Typically, a learning evaluation is completed when the Child Student Team studies a student for the first time. In Paulsboro there are in the range of 20-30 initial classifications done annually. Every special education student must be re-evaluated every three years. There are approximately 300 special education students districtwide. On average, approximately 100 re-evaluations are needed annually. Having said this, the overall need for learning evaluations could be as high as 130 per year. Approving Ms. Shelov for a total of 45 evaluations is more than justified since she is the only LDT/C serving the district.

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

Grades 9-12:

| **Case Number** | **Grade** | **Hours of Instruction** |
| --- | --- | --- |
| 231995 | 9 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 1/22/2020.  |
| 220958 | 9 | Student is receiving home instruction through Strang School for a minimum of 10 hours/week at $40/hour. Student was placed at the Shelter of Hope in Williamstown, New Jersey. Start date was 1/29/2020. |
| 212013 | 11 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 2/12/2020. |

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. Informational: On Thursday, February 13, 2020, Executive Director of Financial Aid and Admissions for Rowan College of South Jersey Michael Chando was present in the Paulsboro High School Guidance Office. Mr. Chando assisted students and parents as they completed the Free Application for Federal Student Aid (FAFSA). Parents were notified in advance via letter.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Motion made by MacKenzie, seconded by Reilly to approve items G.

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

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

Grades PreK-8:

| **Case Number** | **Grade** | **Hours of Instruction** |
| --- | --- | --- |
| 342647 | PK | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 1/23/2020. |
| 250816 | 6 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 1/31/2020. |
| 250345 | 8 | Student is receiving home instruction through Bridgeton Board of Education for a minimum of 10 hours/week at $30/hour. Start date was 1/27/2020. |
| 240529 | 7 | Student is receiving home instruction through Bridgeton Board of Education for a minimum of 10 hours/week at $30/hour. Start date was 1/27/2020. |
| 292993 | 3 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 2/18/2020. |
| 352907 | PK | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Brookfield School/CASTLE Program in Camden, New Jersey. Start date was 2/10/2020. |
| 342902 | PK | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 2/13/2020. |
| 332786 | K | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 2/18/2020. |

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*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, voting 8 YES.

 Motion carried

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

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

1. Recommend approval for the American Red Cross to conduct a blood drive in the Paulsboro High School Gymnasium on Friday, March 20, 2020. There is no cost to the Board of Education. Paulsboro High School Nurse Mary Porter is in charge of the activity. Student volunteers will also assist with the activity.

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

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

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

1. Recommend approval of Martin English Phillips as the Technical Supervisor for the Paulsboro High School Musical. Mr. Phillips will be paid $1,000 from the “profits” of the production as per the budget approved by the Board of Education on October 28, 2019.

 Informational: Mr. Phillips has served as the Technical Supervisor in the past. The Technical Supervisor is responsible for the installation and removal of the audio and video equipment needed for the musical. This work includes the microphones, speakers, video screens, projectors, recording equipment, spotlights, etc. The Technical Supervisor also coordinates the operation of the equipment during the production.

1. Recommend approval of the attached 2019-2020 Spring Sports Schedule. (**Attachment**)

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

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Hamilton, seconded by MacKenzie to approve items D-R.

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

**NOTE ITEMS D - K**: Some parents may accompany the students, teachers and aides on the field trips but they are not chaperones. Students remain under the supervision of staff members.

1. Recommend approval for the Pre-School students to participate in a field trip to the Garden State Discovery Museum in Cherry Hill, New Jersey on May 22, 2020. The cost of the trip is $6.00 dollars per student to be paid by the parent. The following teachers and aides will chaperone on the trip: Tarah Tobolski, Devin Bellocchio, Candell Maxie, Rachel Kuser, Kim Manuel, Kerilyn Cooper, Alison Hoehn, Danielle Doran, Dottie Palmisano, Brandi Esters, Madison Pidliskey, Katie Hurst and a 1-1 Aide provided by Source 4 Teachers. Cost to the Board of Education is school bus transportation with a cost of approximately $500.00.

 Informational: This museum features many interactive displays and activities. The teachers have prepared pre-trip, during the trip and post-trip activities for the children.

1. Recommend approval for the Kindergarten students to participate in a field trip to the Broadway Theater in Pitman, New Jersey on April 24, 2020. The cost of the trip is $6.50 dollars per student to be paid by the parent. The following teachers and aides will chaperone the trip: Judy Toscano, Prudence Hanly, Susan Addes, Lindsay Walsh, Martina Johnson, Maria Lexa, Tara Madison, Angela Painter, Heather Hinkle and Karron Whitsett. Cost to the Board of Education is school bus transportation with a cost of approximately $400.00.

 Informational: The students will see the production “A Toys Tale.” This activity addresses the following Kindergarten Standards: 1. With prompting and support identify characters, settings and major events in a story. 2. With prompting and support compare and contrast the adventures and experiences of characters in a story. The teachers have prepared pre-trip, during the trip and post-trip activities for the children.

1. Recommend approval for the First Grade students to participate in a field trip to the Broadway Theater in Pitman, New Jersey on May 7, 2020. The cost of the trip is $6.50 dollars per student to be paid by the parent. The following teachers and aides will chaperone the trip: Ann Giovannitti, Triana Hernandez, Stephanie Bucco, Kai Myers, Linda Coleman, and Christin Goss. Cost to the Board of Education is school bus transportation with a cost of approximately $400.00.

 Informational: The students will see the production “Shrek the Musical.” The activity addresses the following first grade standards: 1. Identify characters, settings and major events in the story. 2. Compare and contrast the adventures and experience of characters in stories. The teachers have prepared pre-trip, during the trip and post-trip activities for the children.

1. Recommend approval for the Second Grade students to participate in a field trip to the Adventure Aquarium in Camden, New Jersey on May 5, 2020. The cost of the trip is $15.00 per student to be paid by the parent. The following teachers and aides will chaperone the trip: Mary Ann Lang, Colleen Phifer, Beth Walsh, Lisa Kuhnel, Brittany Bielski, Mary Ann Costa, Romell Martin and Melody Arno. Cost to the Board of Education is school bus transportation with a cost of approximately $500.00.

Informational: The activity addresses the following second grade standards: 1. Read and explain informational text in science and technology with scaffolding as needed. 2. Identify the characteristics of a habitat that enables it to support the growth of many different plants and animals. The teachers have prepared pre-trip, during the trip and post-trip activities for the children.

1. Recommend approval for the Third Grade students to participate in a field trip to the Adventure Aquarium in Camden, New Jersey on April 24, 2020. Cost to participate in the trips is $14.00 per student to be paid by the parent. The following teachers and aides will chaperone the field trip: Bonnie McHale, June Lord, Maria Elena Duca, Erica Scott, Tina Cooke, Jayna Costantino, Kaitlyn Silvia, Christina Roberts, and Danielle Relation. Cost to the Board of Education is school bus transportation at approximately $870.00.

Informational: The Adventure Aquarium features both indoor and outdoor exhibits dedicated to the many different species of fish, amphibians, and other aquatic species. Teachers will prepare an itinerary for the trip as well as pre and post trip activity for the students.

1. Recommend approval for the Fourth Grade students to participate in a field trip to the Academy of Natural Sciences in Philadelphia, Pennsylvania on June 5, 2020. Cost to participate in the trip is $16.00 per student to be paid by the parent. The following teachers and aides will chaperone the field trip: William Tuff, Amber Berry, Jessica Laborde, Tara Stahl, Sue Piccione, and Krista Lange. Cost to the Board of Education is school bus transportation of approximately $870.00.

Informational: The Academy of Natural Sciences features exhibits pertaining to Dinosaurs, Butterflies, Natural Minerals, and Fossils. Teachers will prepare an itinerary for the trip as well as pre and post trip activity for the students.

1. Recommend approval for the Fifth Grade Students to participate in a field trip to the United States Constitution Center in Philadelphia, Pennsylvania on May 15, 2020. Cost to participate in the trip is $7.50 per student to be paid by the parent. The following staff members will chaperone the field trip: Shirley Gill, Tamara Diodati, Anthony Petrutz, Gloria Melchiore, Samantha Strube, Gianna Lombardi, and David Denelsbeck. Cost to the Board of Education is school bus transportation of approximately $870.00.

Informational: The United States Constitution Center features a range of exhibits, live performances, and programs all pertaining to the history of the United States Constitution. Teachers will prepare an itinerary for the trip as well as pre and post trip activity for the students.

1. Recommend approval for the Sixth Grade students to participate in a field trip to the Franklin Institute in Philadelphia, Pennsylvania on May 22, 2020. The cost to participate in the trip is $12.00 per student to be paid by the parent. The following teachers and aides will chaperone the field trip: Jennifer Hoffman, Thomas Richardson, Toni Howard, Maria Phillips, Corey Hoffman, Erica Scott, and Lauren Brassill. Cost to the Board of Education is school bus transportation is approximately $870.00.

Informational: The students will visit over ten interactive exhibits pertaining to Space, Transportation, The Human Brain, Electricity, Global Changes, Airplanes, Sports, and Machines. Teachers will prepare an itinerary for the trip as well as pre and post trip activity for the students.

1. Recommend approval to hold an ice cream social at Billingsport Early Childhood Center for the preschool parents and students. The ice cream social will be held during the month of March. This event will take place in the multipurpose room at 6:00 PM. Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred is in charge of the activity.

Informational: A representative from Gateway Community Action Partnership will be the guest speaker for the evening. The goal of this event is to improve the relationships between the parents, students, community members and staff.

1. Recommend approval for Loudenslager Elementary School and Billingsport Early Childhood Center to celebrate Read Across America Day on March 3, 2020.

Informational: Read Across America Day is an annual event that is part of Read Across America, an initiative on reading that was created by the National Education Association. This day is a motivational and awareness day, calling all children and youth in every community across the United States to celebrate reading. As part of this program, both Loudenslager Elementary School and Billingsport Early Childhood Center will invite Guest Readers into the school from local and community organizations including; The Paulsboro Public Schools, Paulsboro Police Department, Boys & Girls Clubs of Gloucester County, and the Paulsboro Refining Company. Additionally, both schools will welcome Ronald Meekins who will serve as the Cat and the Hat for this fun and exciting day for our students.

1. Recommend approval for Loudenslager Elementary School to host their 3rd Annual STEAM Fair on Thursday March 12, 2020 in the Loudenslager All-Purpose Room from 3:30 PM until 5:30 PM.

Informational: The Loudenslager STEAM Fair has taken place for the past three years. It provides a unique opportunity for members of the community to participate in several STEAM related activities and stations. This event is sponsored by the Paulsboro Education Association as part of its Pride Grant Program. Members of the Paulsboro Refining Company will assist with specific stations under the supervision of Loudenslager STEAM Teacher Rebecca Richardson.

1. Recommend approval to accept and participate in a grant program funded by the New Jersey Audubon Eco School Program.

Informational: On January 27, 2020, the Board of Education gave approval for Loudenslager Elementary School Principal Matthew Browne to register the school for the New Jersey Audubon Eco Schools Program. The school has been accepted into the Eco-School Program.

This program is sponsored by the Foundation for Environmental Education and is an internationally acclaimed “green” recognition program that provides teachers with a 7-step framework to integrate sustainability practices within the existing curriculum. This program is aligned with New Jersey’s Student Learning Standards for Science as well as the Next Generation Science Standards, provides STEAM based educational opportunities, and will engage students with authentic learning experiences that positively impact the environment. Additionally, this program aligns directly with the district’s participation in the Sustainable New Jersey Program.

1. Recommend approval for the students in the fourth grade class taught by Sue Piccione to participate in a field trip to Fort Billings Park in Paulsboro, New Jersey on Wednesday April 8, 2020. The following teachers and aides will chaperone the field trip: Sue Piccione, Kathleen Brown, and Jessica Laborde. The cost of transportation is $75.00 and will be reimbursed as part of the Eco Schools Program.

Informational: This field trip is one component of the Eco Schools Program at Loudenslager Elementary School. This field experience will be conducted by an environment educator under the supervision of Ms. Piccione. Students will complete a baseline watershed audit that includes testing soil and water quality to determine the health of the watershed. Based on the results of this field experience, the students will create an eco-action plan and work to include the school community in eco-friendly practices.

1. Recommend approval of a Foster Grandparents Program at Billingsport Early Childhood Center. This recommendation includes approval of the following volunteers:

 Lillian Johnson Sugar Ray Coney

Informational: The Foster Grandparents Program was suggested by Gloucester County Office of Education Official James McBee. Mr. McBee has dedicated a great deal of time to being present in Billingsport Early Childhood Center. The Foster Grandparents will read to the students, help them with assignments and talk to them. The volunteers will work under the supervision of staff members. They will provide positive adult role models to students who are facing challenges. More volunteers will be sought as soon as possible.

1. Recommend approval for an 8th grade student to Participate in Gloucester County 8th Grade Dialogue on March 12, 2020 sponsored by New Jersey School Boards Association.

Informational: The purpose of the Gloucester County 8th Grade Dialogue is to provide an opportunity for school board members to hear the students' perspectives and opinions on a variety of topics. One 8th grade student from each Gloucester County school district is selected to represent his/her district. The student is selected based on character, determination, school spirit, leadership and community service. The students attend this event with their family.

The student will have the opportunity to share his/her thoughts and feelings about his/her elementary and middle school experiences, aspirations and recommendations on how to improve the schools.

Sample questions will be send to each district 24 to 48 hours prior to the program.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis abstain Q, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, voting 8 YES.

 Motion carried

1. Informational: Loudenslager Elementary School Student Council Advisors Amber Berry and Anthony Petrutz organized and completed the 2020 Loudenslager Souper Bowl Can Drive. 1,028 canned goods were collected by Loudenslager Students and their families. The food was donated to the Feed My Sheep Pantry Program organized by St. Paul’s United Methodist Church in Paulsboro, New Jersey. The 2019 Souper Bowl Can Drive collected 598 cans so the 2020 can drive was a record setter.

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

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

1. Recommend approval for Mid-Atlantic Baseball Academy to use the Paulsboro High School baseball and softball fields from March 20, 2020 until August 20, 2020. This recommendation allows Mid-Atlantic to use the fields when Paulsboro High School teams do not need them for practice or games.

This recommendation is contingent Mid-Atlantic Baseball Academy:

1. Providing certificate of insurance with the Paulsboro Board of Education named as also insured.
2. Allowing members of the Paulsboro High School Baseball and Softball Teams to use the company’s indoor hitting facility free of charge.
3. Assisting the district maintenance staff with preparation of the Paulsboro High School baseball and softball fields for the spring season. This includes rototilling and dragging field as needed.
4. Assisting the district maintenance staff with repairs to the dugouts. This includes providing a sign, “Home of the Lady Raiders.”
5. Purchasing and installing a windscreen on the Varsity Softball Field.

Informational: Paulsboro High School Girls Softball Coach Mandy Gattuso and Mid-Atlantic Official Tom Johnson made this request.

Mid-Atlantic Baseball Academy is a for profit organization. Typically, the Board of Education charges this type of business for the use of school facilities.

It should be noted that this facility use may have taken place last year without Board of Education approval. The Board did approve the company helping with field maintenance for the 2018-2019 school year but there was no mention of field use in that recommendation.

1. Recommend approval to dispose of a paper shredder used in the Administration Building. The unit will be placed in metal recycling.

Informational: The shredder is approximately 25 years old. It has been out of service for nearly a year. The unit is worn out and would be costly to repair.

1. Recommend approval to accept and submit the Asbestos Hazzard Emergency Response Act (AHERA) Periodic Surveillance Inspection Reports to appropriate agencies for Paulsboro Junior-Senior High School and Administration Building. The reports are available for inspection in advance of the meeting in the Office of the Interim Superintendent. The will also be available at the meeting for review.

Informational: The AHERA Periodic Surveillance Inspection Report provides a summary of asbestos findings as well as a history of asbestos removals for a given facility. The inspection is conducted and reports created by Horizon Environmental Group, Inc. under contract with the Paulsboro Board of Education. The district engages the Horizon Environmental Group to perform periodic inspections of all district facility for compliance with the Asbestos Hazard Emergency Response Act. These inspections are required to be performed every six months and the results reported to the Board. The reports identify all asbestos containing materials in each facility and the condition of those materials. All of the asbestos containing materials present in the district are properly encapsulated and no action is required at this time.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 YES.

 Motion carried

Motion made by Hamilton, seconded by Henderson to approve items D.

**Facilities D**: The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend approval to submit the Asbestos Hazzard Emergency Response Act (AHERA) Periodic Surveillance Inspection Reports to appropriate agencies for Loudenslager Elementary School and Billingsport Early Childhood Center. The reports are available for inspection in advance of the meeting in the Office of the Interim Superintendent. The will also be available at the meeting for review. Maintenance shop and grandstands.

 Informational: Please see above

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, voting 8 YES.

 Motion carried

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

**Finance A - B:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend retroactive approval of a transportation jointure agreement with host district High Point Regional Board of Education for the remainder of the 2019-2020 school year. Start date was February 10, 2020 and continuing until June 30, 2020 for Route #E-1365 to Windsor School. The per diem cost is $351.75 x 86 days=$30,250.50. The agreement is for Student Number 302985.
2. Recommend retroactive approval of a transportation jointure agreement with host district Delsea Regional Board of Education for the remainder of the 2019-2020 school year. Start date was January 8, 2020 and continuing until June 30, 2020 for Route #SP05 to Bankbridge Regional North. Cost to the Board of Education is $2,856.00. The agreement is for Student Number 270836.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott voting 8 YES.

 Motion carried

Informational C and D: Jointure agreements provide for more efficient transportation of students by allowing a host district to add students from another school to an existing bus route.

1. **Informational – Donation From ExxonMobil**

Approximately three or four years ago, ExxonMobil donated $5,000 to the Board of Education for the construction of a new greenhouse at Paulsboro High School. Unfortunately, the greenhouse did not become a reality. The funds were mostly likely used for some other purpose but the Interim Superintendent cannot determine how the money was used. Over the years, ExxonMobil regularly donated money for use by the science department. There may have been as much as $12,000 in this account.

In the near future, the Interim Superintendent will make a recommendation in consultation with the Interim Business Administrator to reallocate local funds for the greenhouse. Over the years, ExxonMobil has been very generous with donations to the school district so it is appropriate to take whatever steps are needed to build a new greenhouse or, at very least, update the current facility.

1. **Informational - Child Nutrition:**

The following is a summary of student participation in the breakfast and lunch program for the 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 continues to 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% |
| November | 92% | 67% | 16% | 54% |
| December | 92% | 68% | 17% | 57% |
| January | 91% | 62% | 15% | 52% |

| **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% |
| November | 82% | 82% | 85% | 84% |
| December  | 86% | 80% | 95% | 88% |
| January | 83% | 76% | 87% | 82% |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Expenses** | **Revenues**  | **Revenue - Expenses** |
| September  | $91,549.74 | $87,300.76 | -$4,248.98 |
| October | $96,524.58 | $110,069.96 | $13,545.38 |
| November  | $73,887.51 | $83,364.50 | $9,476.99 |
| December  | $69,221.27 | $74,426.66 | $5,205.39 |
| January | $96,317.26 | $102163.92 | $5,846.66 |
| **Year to Date** | **$427,500.36** | **$457,325.80** | **$29,825,44** |

Motion made by MacKenzie, seconded by Henderson to approve items A-B which The Greenwich Township Representative may vote on

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

1. Recommended approval for the following people to serve on the School Safety Teams for Paulsboro Junior-Senior High School during the 2019-2020 School Year.

 **Paulsboro Junior-Senior High School**

 Chelsea Brown Joseph Duca

 David Glocker Thomas Hampel

 Paul Morina James Pandolfo

 Mary Porter

 Informational: The School Safety Committee meets several times per year in order to review, revise and update school safety procedures.

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** |
| --- | --- | --- | --- | --- |
| PHS012120-005 | 1/22/2020 | Complete | Jessica JohnsonAnti-Bullying Specialist  | Non-HIBFightParent Telephone ConferenceMeeting with School Psychologist Temporary Removal From Classroom |
| PHS012420-006 | 1/24/2020 | Complete | Jessica JohnsonAnti-Bullying Specialist | HIBThrowing RocksTeasingOut of School SuspensionParent Conference Referral to I &RS |

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, 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*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mr. Michael voting 9 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 | 9/12/201910/24/201911/26/201912/18/20191/23/2020 | 09/13/201910/11/201911/22/201912/20/191/10/20 | 9/11/201910/11/201911/05/201912/04/191/10/2020 |
| Evacuation(Non-Fire) | Each school must conduct two annually |  | 11/25/20191/13/20 | 11/14/2019 |
| Lockdown | Each school must conduct two annually | 1/7/2020 | 12/18/19 | 1/16/2020 |
| Bomb Threat | Each school must conduct two annually | 11/27/2019 |  |  |
| Active Shooter | Each school must conduct two annually | 9/16/201912/4/19 | 9/16/2019 | 09/17/201912/11/19 |
| 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 Regional10/16/2019(P5) Jeffery Clark School |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | The Phone Blaster system has been used repeatedly during the 2019-2020 school year. It is working very well. The system was used from several different locations  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/30/201910/31/201911/26/201901/06/201/28/20 | 09/25/201910/31/201911/21/201901/02/20 | 09/30/201910/31/201911/26/201901/06/201/28/20 |

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

Motion made by Reilly, seconded by Henderson to approve items D-F.

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

1. Recommended approval for the following people to serve on the School Safety Teams for Loudenslager Elementary School and Billingsport Early Childhood Center during the 2019-2020 School Year.

 **Loudenslager Elementary School**

Matthew J. Browne Dennis Weiss

Catherine Brettman Monica Moore-Cook

Rebecca Richardson Elaine Andrus

Cindy Anderson Maria Phillips

Joanne Gayeski Anthony Petrutz

Amber Berry Charisse Generette

**Billingsport Early Childhood Center**

 Kristin Shute Karen Dutton

 Megan Dimit Lisa Kuhnel

 Jon Sierocinski Tina Morris

 Janice Ester Katie Hurst

 Renee Thigpen

 Informational: The School Safety Committee meets several times per year in order to review, revise and update school safety procedures.

1. Recommend approval for the Paulsboro Police Department to conduct a tactical training session at Loudenslager Elementary School during March 2020. This tactical training session will be conducted under the supervision of Captain Ken Ridinger and Chief of Police Gary Kille.

Informational: This police tactical training session will allow the local police department to practice and refine their response to a school emergency at Loudenslager Elementary School. Additionally, providing the local police department the opportunity to conduct tactical training sessions in the school is a recommended practice from the New Jersey Office of School Security. It should be noted that this police training exercise will be completed after hours and will not include any students or staff from the Paulsboro Public Schools.

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** |
| --- | --- | --- | --- | --- |
| LES12420-001 | 1/24/20 | Complete | Charisse GeneretteAnti-Bullying Specialist  | Non-HIBTeasing and Name Calling Restricted Hallway Privileges, After School Detention, Modified Dismissal and Recess Rules  |

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, 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*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, voting 8YES.

 Motion carried