**Paulsboro Public School**

**Monday, December 21, 2020**

**Minutes**

**CALL TO ORDER**

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, July 7, 2020 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of 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 2020-2021 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on June 29, 2020.

In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the public meeting is available on the district website, Facebook and Twitter. As usual, notice of the meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

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, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Also present were Dr. Roy Dawson, III, Superintendent, and Mr. Robert Delengowski, Interim Business Administrator.

\*Participated via telephone

**Resolution – Retiring Board of Education Member**

**Whereas,** Joseph Lisa has given freely of his time and expertise in service to the Paulsboro Public Schools, and

**Whereas,** Joseph Lisa has been a member of the Paulsboro Board of Education for **17** years, and

**Whereas,** Joseph Lisa has served on various committees of the Board of Education, and

**Whereas,** his hard work, dedication, and “can-do” attitude represents the Paulsboro Public Schools in a most positive way, now

**Therefore, Be It Resolved** that the Paulsboro Board of Education offers its sincere congratulations and commendations to Joseph Lisa upon his retirement from the Board of Education, and

**Be it Further Resolved**, that Joseph Lisa be presented with a certificate affirming the actions of the Board of Education, and

**Be it Further Resolved**, that these actions be spread across the minutes of the Board of Education.

Resolution Number #12-21-20-001

**Public Comments – Items under the jurisdiction of the Board of Education**

At this time, the public may address the Board of Education. Please record your name, address, and contact information in the red book on the table.

**Correspondence** – **None at this Time**

**Old Business**

1. At the November 30, 2020 meeting, a citizen had concerns about technology issues. Fellow community members were asking for assistance.

The Technology Department is currently interviewing technicians and have employed 2-Part Time Helpdesk Technicians. The number of school related technology requests for assistance has reduced drastically. The superintendent realizes there are still some technology concerns and he thanks the citizen for her unwavering assistance.

1. At the November 30, 2020 meeting, a citizen had concerns about her daughter’s lack of academic progress during the hybrid learning model. The citizen’s concerns were increased when she was informed of the return to the remote model.

The Guidance Department was able to reach the parent and made connections with the citizen’s daughter. Correspondence were shared and our teachers were able to provide accommodations for the student.

1. At the November 30, 2020 meeting, a citizen asked the following – “I’m not sure what the new terms of the public engagement open forum portion of this meeting is however, I would hope it still includes listening in full and providing complete truthful answers.”

The Board of Education and the Superintendent will continue to listen and provide complete truthful answers.

1. At the November 30, 2020 meeting, a citizen asked – “What is the job description of the superintendent?”

Scope of Responsibility – The job description of the Superintendent serves as chief executive officer of the Board of Education. As such, the Superintendent executes the policies of the Board. While retaining responsibility for the entire district, it is expected that the Superintendent will delegate whenever feasible. In order to achieve these duties, the Superintendent serves as a non-voting member of the board.

1. At the November 30, 2020 meeting, a citizen asked – “What part of his job description entails trying to work against the community to shut down local community businesses and private events unrelated to the school district?”

It is the responsibility and obligation of the Superintendent to inquire about any community events that may be related to the school community. The Superintendent will continue to hold and attend monthly school board meetings. The Superintendent will continue to forge relationships with all of the stakeholders of the community. The Superintendent has met with the mayor, police chief and various members of city council.

1. At the November 30, 2020 meeting, a citizen asked – How long is the Superintendent’s contract?

The Superintendent’s contract is for three years.

1. At the November 30, 2020 meeting, a citizen asked – “What so far TO DATE has the superintendent initiated to incorporate any type of bond or communication with the community that he’s employed by?”

The Superintendent will continue to establish relationships with all community members. The Superintendent’s immediate responsibility is to improve the overall academic performance of the student population. The Superintendent believes that through improving the academic performance of the student population that this will lead to the betterment of the community.

The Superintendent had the pleasure of attending multiple football, soccer (boys and girls), and field hockey games.

Additionally, the Superintendent was also able to watch the marching band practice many times as well as perform during games. During and after school, the Superintendent can be routinely found interacting with students in their classrooms and conversing with students during and after their practice sessions.

1. At the November 30, 2020 meeting, a citizen asked – “What stake has the superintendent put into this community & how?”

Initiating programs such as Propel (Connecting high school students with job training opportunities) and the Rowan University dual enrollment program which will allow for our student body to garner the necessary skills to have a positive effect on the Paulsboro community.

1. At the November 30, 2020 meeting, a citizen asked – “When was the last time that the superintendent met with the school restart planning committee?”

The Superintendent meets with members of the Restart Planning Committee daily.

1. At the November 30, 2020 meeting, a citizen asked – “When was the last time that the superintendent met with the Key Club members?”

The Superintendent was not aware of the Key Club or the function of the Key Club until recently, when he was invited to attend an event Friday, December 11, 2020 which included the PHS Key Club Toys for Tots Bus Filling.

1. At the November 30, 2020 meeting, a citizen asked – “Is the HVAC system completely fixed yet or are there additional phases that will need to be complete?”

All filters have been replaced in our school buildings.

1. At the November 30, 2020 meeting, a citizen asked – “If there are additional phases, what is the timeline for this?”

New filters were ordered and replaced during the months of September and October.

1. At the November 30, 2020 meeting, a citizen asked – “Although the parents who don’t participate may outweigh in numbers us who do. The ones who care will do the absolute most, we’re a power that you should “want” to tap into not fight against. You contacted every and anyone who had absolutely nothing to do with a night where parents were trying to give the kids a small piece of their final high school year. If you had reached out to just one of the parents who worked together to put the event together or even the venue president, you would have learned all of the precautions that were taken to assure the kids were safe.”

* Temperatures for all children were taken and documented upon entry of the venue
* Children sanitized their hands upon entry of the venue
* This was a must wear mask event unless eating inside of the venue
* Tables were all spaced out following in accordance to all state mandated social distancing requirements.
* Hand Sanitizer were included along with CDC guidelines on every table.
* All food was served by sanitized gloved parental hands

The Superintendent was able to communicate with a key stakeholder of the venue (Homecoming) who informed him of the protocols of the event. It is the responsibility of the Superintendent to inquire about community events that may be related to the school community.

1. At the November 30, 2020 meeting, a citizen asked – “I also find it to be totally inappropriate that our staff members had to find out about COVID-19 cases as well as the changing from in hybrid to all remote learning via FB.”

The Paulsboro Public Schools will continue to use multiple methods of social media to inform our staff and community of events and activities related to the school community.

1. At the November 30, 2020 meeting, a citizen said – “I am requesting for more communication from our newly hired superintendent which includes full transparency.”

The Superintendent will continue to improve his method of communications in a more transparent way. In an effort to formulate a bond or communicate with the community the Superintendent will continue to: Attend school related events.

The Superintendent had the pleasure of attending multiple football, soccer (boys and girls), and field hockey games.

Additionally, the Superintendent was also able to watch the marching band practice many times as well as perform during games. During and after school, the Superintendent can be routinely found interacting with students in their classrooms and conversing with students during and after their practice sessions.

**Pending Items – None at this Time**

**New Business**

1. **Reorganization Meeting**

Pursuant to 18A:10-3(c) for November annual school elections, reorganization takes place on any day of the first week in January, 2021. The Department of Education indicated that it interprets this provision to mean that for boards with a November 2020 annual school election, reorganization must take place between Friday, January 1, 2021 and Thursday, January 7, 2021. If the reorganization meeting cannot take place on the scheduled date for lack of a quorum, or any other reason, the reorganization meeting must be properly advertised and held within three days of the original reorganization meeting date.

The Reorganization Meeting is scheduled on the Board of Education calendar for Tuesday, January 5, 2021 in the Paulsboro High School Auditorium at 7:00 p.m.

**Board Business:**

1. **Election Results – November 3, 2020**

The following are the official results of the Tuesday, November 3, 2020 election for the three seats on the Board of Education. Mrs. Crystal Henderson, Ms. Tyesha Scott and Mr. Markee Robinson will take office at the Reorganization Meeting on Tuesday, January 5, 2021.

**Candidate Number of Votes**

Crystal Henderson 1,620

Tyesha Scott 1,396

Markee Robinson 1,176

Joseph Lisa 938

Jennifer Madden 884

Write-In 69

1. **Committee Of The Whole: Negotiations**

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

At the January 27, 2020 meeting, the Interim Superintendent Dr. Walter C. Quint 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 Dr. Walter C. Quint sent the two collective bargaining agreements to the New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Collective Bargaining Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Negotiation Team: Mr. Joseph Lisa, Chairperson, Members: Mr. Robert Davis and Mrs. Danielle Scott.

1. **Committee Of The Whole: Facilities**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Facilities Committee: Mr. Joseph Lisa, Chairperson, Members: Mr. Marvin Hamilton, Mr. Gerald Michael and Mrs. Irma Stevenson.

On October 1, 2020 the Facilities Committee met for the first time to discuss the ROD Grants with District Consultant Frank Domin.

1. **Committee Of The Whole: Budget**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Budget Committee: Mrs. Danielle Scott, Chairperson, Members: Mrs. Theresa Cooper, Mrs. Crystal Henderson and Mrs. Irma Stevenson.

1. **Committee of The Whole: Policy Manual**

The District Policy Manual is out of date and will be updated. New Jersey School Boards Association or another agency have provided leadership in this area.

Currently, the hard copy policy manual does not match what is posted online. The online policies, in some cases, appear to be drafts. Some recently adopted policies do not appear in the hard copy manual or online.

At the October 26, 2020 Board meeting the Board approved to contract with Strauss Esmay Associates, LLP who will update the District Policy Manual. The cost to review and update our District Policy Manual is $13,000.00. This is a onetime charge. There will be a yearly fee of $2,545.00 for the maintenance and updates to the policies.

Update: All documents that the Strauss Esmay Associates, LLP requested to start the process were sent to them on November 9, 2020 from the Office of the Superintendent. We are in the process of setting up meetings to discuss the DRAFT manuals for the District Policy Manual.

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

**Report of The Superintendent**

**Executive Session – if needed**

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed, the Paulsboro Board of Education will meet in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation. The matters discussed will remain confidential until the need for confidentiality no longer exists.

BE IT RESOLVED: The Paulsboro Board of Education will adjourn to Executive Session to discuss personnel and contracts, the results of which may be made known upon return to regular session or when conditions warrant.

**Note**: The Board of Education may return to Open Public Session and may conduct business following the Executive Session.

**Next Meetings of the Board of Education**

**Reorganization Meeting**

Tuesday, January 5, 2021 at 7:00 PM in the Paulsboro High School Auditorium

**Regular Meeting**

Monday, January 25, 2021 at 7:00 PM in the Paulsboro High School Auditorium

• 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 via the chat feature of Zoom.us if necessary.

**Motion To Adjourn**

**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 Stevenson, seconded by Hamilton to approve items A-E.

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 Meeting November 23, 2020

Executive Meeting November 23, 2020

Regular Meeting November 30, 2020

Executive Meeting November 30, 2020

1. Approval of the October 2020 receipts. (**Attachment**)
2. Approval of the October 2020 transfers. (**Attachment**)
3. Approval of the October 2020 Revenue Report – Please see below
4. 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 to Vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. 9 Vote yes

Motion Carried

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Robert Delengowski, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of October 31, 2020.

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Robert Delengowski, Interim Business Administrator to the Board of Education



**Report of The Superintendent of Schools**

**Note: All Recommendations in the Report of the Superintendent are made**

**“Upon the Recommendation of the Superintendent.”**

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

Motioned by Stevenson, seconded by Hamilton to approve items B-H.

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 action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formally 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 grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, December 21, 2020 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The Superintendent will only use letters of intent when absolutely necessary. The letter of intent authority will not be used for administrative or supervisory positions.

1. Recommend approval to transfer Full Time 10 month Paulsboro Junior / Senior High School Secretary Adina Giovannitti to the Full Time 12 month Paulsboro High School Secretary.

Informational: Ms. Giovannitti has been with the Paulsboro Public Schools for fifteen years and currently at Step 10. Ms. Giovannitti new salary will be Step 10 - $50,014.00 effective January 1, 2021. Interviews were conducted by Superintendent Dr. Roy Dawson.

1. Recommend approval to appoint Robert Carvelho to the position of Part Time Helpdesk Technician. Mr. Carvelho will work 29 hours per week at $20.00 per hour. This is a part-time position for 10 months that does not include benefits. This recommendation is contingent on successful completion of all required paperwork and the Criminal History Background Review.

Acct# 11-000-222-177-00-999

Informational: The Technology Department is looking to hire technicians to assist with devices that are now used remotely for students. With a new dynamic in resolving external technical issues with remote users while trying to maintain the internal infrastructure. The tasks of the technicians include but are not limited to assisting parents with laptops, hotspots, imaging devices, answering queries, inventory, distribution, and assisting teachers with first level support. Adding technicians will increase our response rate and the ability to resolve issues efficiently.

1. Recommend approval to appoint Diana Gerace to the position of Full Time 10 month Secretary at the Paulsboro Junior / Senior High School. Ms. Gerace will earn Step 1 - $34,740.00 as per agreement with the Paulsboro Education Association. Interviews were conducted by Superintendent Dr. Roy Dawson. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.
2. Recommend approval for Computer Technician Matthew Shannon to work 25 additional hours from December 23, 2020 through January 4, 2021.

|  |  |  |  |
| --- | --- | --- | --- |
| **Computer Technician** | **Number of Hours** | **Hourly Rate**  **(Overtime Rate = 1.5 normal hourly rate as per agreement with the Paulsboro Education Association)** | **Total Cost** |
| Matthew Shannon | 25 | $29.16 x 1.5 = $43.74 | $1,093.50 |

Informational: Please see below for the tasks that need to be completed. by the Technology Staff (1 Computer Technician and 2-Part Time Helpdesk Technicians). In addition, they will need to handle a number of routine set-up tasks.

Chromebooks - The requisition for AristoleK12 was entered and is pending the approval process. Once the purchase order is produced, we can proceed with the deployment during the break.

Erate application / Crown Castle Bandwidth upgrade – We’re scheduled to perform network upgrades which will increase the speed on December 23rd. We put in a requisition (pending approval) to purchase some items that will be required in order to meet their standards.

Internal Maintenance – The engineer from eplus who assisted us reviving the network the other week advised us of a couple of recommendations. Some of the items include updating the bios of servers, firmware of the switch, and version of the software.

1. Recommend approval to appoint Parker McCay - Frank P. Cavallo, Jr. as the Paulsboro Public Schools District Solicitor.

Motioned by Stevenson, seconded by Hamilton to approve items H.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 Vote yes

                                                                                                       Motion Carried

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

Motioned by Stevenson, seconded by Henderson to approve items I-K.

1. Recommended approval to transfer Billingsport Instructional Aide Brandi Esters to the position of Part-Time Inclusion Aide at Loudenslager Elementary School effective January 4, 2021.

Informational: Brandi has served as a pre-school aide at Billingsport Early Childhood Center for the past two years. Brandi will be starting her internship for school psychologist in the Spring of 2021, and as a result requested the transfer to the open part-time position at Loudenslager Elementary School.

1. Recommend approval of a childbearing / childrearing leave of absence for Billingsport Early Childhood Center Preschool Teacher Kimberley Manual, Staff #972 DOH 01/21/2015, with the following terms and conditions.

**Dates of Leave** **Terms and Conditions of Leave**

Monday, January 4, 2021 - - With pay and benefits by use of

Sunday, February 1, 2021 accumulated sick and personal leave as

well as the concurrent use of Federal

Family Leave (20 Days).

Monday, February 2, 2021– Unpaid, with benefits by use of

Tuesday, March 30, 2021 Federal Family Leave (40 days).

Wednesday, March 31, 2021 Unpaid with benefits by use of NJ Family

Monday, May 7, 2021 Leave (25 days).

1. Recommend approval of federal Family and Medical Leave Act (FMLA) for Loudenslager Elementary School Custodian Cindy Anderson, Staff #338 DOH 10/27/1998, with the following terms and conditions.

**Dates of Leave** **Terms and Conditions of Leave**

Monday, December 7, 2020 - - Unpaid with benefits paid by staff member.

Wednesday, December 30, 2020

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson

8 Vote yes, Michael no vote

                                                                                                       Motion Carried

1. Informational: The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Intermittent Emergency paid childcare leave for staff under the Families First Coronavirus Response Act. The Emergency Family and Medical Leave Expansion Act (“ELMLEA”) (“FMLA” (EMLEA).

The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements.

**The Following Staff Members are covered under the FFCRA / ELMLEA**

| **Id** | **Leave Type** | **From** | **Thru** |
| --- | --- | --- | --- |
| 378 | FFCRA Qualified Sick Leave | 11/23/2020 | 12/15/2020 |
| 338 | FFCRA Qualified Sick Leave | 11/19/2020 | 12/15/2020 |
| 1053 | FFCRA Qualified Sick Leave | 10/26/2020 | 11/06/2020 |
| 1010 | FFCRA Qualified Sick Leave | 11/18/2020 | 12/15/2020 |
| 311 | FFCRA Qualified Sick Leave | 11/23/2020 | 12/15/2020 |
| 1057 | FFCRA Qualified Sick Leave | 12/01/2020 | 12/15/2020 |
| 166 | FFCRA Qualified Sick Leave | 11/23/2020 | 12/15/2020 |
| 1059 | FFCRA Qualified Sick Leave | 12/01/2020 | 12/15/2020 |
| 911 | FFCRA Qualified Sick Leave | 11/12/2020 | 11/26/2020 |
| 958 | FFCRA Qualified Sick Leave | 11/13/2020 | 11/25/2020 |
| 921 | FFCRA Qualified Sick Leave | 10/26/2020 | 11/06/2020 |
| 2100 | EMLEA Leave | 10/16/2020 | 12/15/2020 |

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

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

Motioned by Hamilton, seconded by Stevenson to approve items A-D.

1. Recommend approval for Paulsboro Junior / Senior High School employees, Chelsea Brown and Tahje Thomas to attend workshop training sessions for the PROPEL program. These sessions may occur from December 2020 through June 2021.

Informational: The Propel professional development workshops and meetings will assist in acclimating the participants with the Propel mission, curriculum, assessments, recruiting, and overall class setup and management. The involvement of Tahje Thomas in the Propel program will not only serve to help him meet the practicum hours required to complete his Bachelor of Arts in Secondary Education for Business, but also allow him to provide educational support to Ms. Brown and her students. The workshops are virtual and free. Tahje Thomas will not incur any additional expense to the district. Ms. Brown will occasionally need to obtain coverage for her classes for workshops that occur simultaneously.

1. Recommend approval for the following Paulsboro High School teachers to serve as Lead Teachers for the Annual School Plan (ASP) Committee. Each teacher will earn a stipend of $1,500 for the 2020 - 2021 school year. The stipends will be paid via Title I / School Improvement Part A funds.

Rachel Wulk – History Holly Klein - English

Lisa Broder – Science Monica Garner – Special Education

Nelson Hall – Mathematics Thomas Damminger – Data Manager

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

1. Recommend approval for the following Paulsboro Junior / Senior High School teachers, Nelson Hall, Holly Klein, and Lisa Broder, to attend the virtual workshop entitled, “2020 New Jersey Student Learning Standards: Building Awareness and Planning for Implementation”.

Informational: The “2020 NJ Student Learning Standards: Building Awareness and Planning for Implementation” is a virtual workshop scheduled for January 22, 2021 from 9:00 am to 11:00 am. The workshop intends to build staff awareness of the NJDOE regulations and legislation, the NJ designed framework for 2020 New Jersey Student Learning Standards and how to leverage real-world learning experiences as a foundation for curricula. This is a free workshop, however, staff will need to obtain coverage for their in-person, in-class students in attendance on that day.

1. Recommend approval for the use of the Portfolio Process as an observation tool. The portfolio process can replace the traditional single class observation with an equivalent method when in-person, in-class instruction cannot occur.

Informational: Educator evaluation guidance for school year 2020-2021 by the New Jersey Department of Education indicates districts can utilize the Portfolio Process for observations if instruction is not occurring in-class or in-person. The intended purpose of the Portfolio Process is to assess the teacher’s performance in relation to the professional Teaching Standards and to guide professional growth.

The district will make every effort to observe staff during in-person, in-class instructional time utilizing the approved McREL evaluation tool for teachers.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

8 Vote yes, Henderson Abstained item A

                                                                                                       Motion Carried

1. Informational: **2020-2021 Governor’s Educator of the Year Recognition Program**:

The New Jersey Department of Education (NJDOE) aims to recognize educators who have gone above and beyond in their service to New Jersey’s students. Over the past several months, educators changed the way they delivered instruction to New Jersey’s 1.4 million students. Now, more than ever before, is the time to celebrate New Jersey’s outstanding educators. Therefore, every school in every district is encouraged to participate in Governor’s Educator of the Year program to honor the hardworking teachers and educational services professionals for their dedication to their students and the profession. This program promotes a culture that recognizes excellence, creates a sense of pride and brings public attention to the work of outstanding educators.

Once again, each school has named their Governor’s Teacher Recognition Award recipient as well as a Governor’s Educational Professional Award winner. Educational Professionals include certificated staff members such as School Nurses, Guidance Counselors, School Psychologists, Librarians, etc.

The following have been selected for ***Teacher of the Year for 2020-2021***

Billingsport Early Childhood Center Triana Hernandez

Loudenslager Elementary School Shirley Gill

Paulsboro Junior High School John Marcucci

Paulsboro High School Andrea Bish

The following have been selected for ***Educational Services Professional for 2020-2021***

Billingsport Early Childhood Center School Nurse Janice Esters

Loudenslager Elementary School – Instructional Aide Samantha Strube

Paulsboro Junior / Senior High School Nurse Mary Porter

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

| **Grade** | **Enrollment - December 15, 2020** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 78 | 81 | 50 |
| K | 104 | 97 | 86 | 102 | 97 | 76 |
| 1 | 111 | 86 | 93 | 83 | 84 | 86 |
| 2 | 79 | 87 | 79 | 80 | 76 | 81 |
| 3 | 56 | 64 | 100 | 90 | 80 | 90 |
| 4 | 65 | 70 | 60 | 103 | 83 | 81 |
| 5 | 64 | 61 | 72 | 60 | 98 | 84 |
| 6 | 53 | 81 | 59 | 72 | 68 | 99 |
| 7 | 73 | 72 | 93 | 70 | 73 | 60 |
| 8 | 62 | 78 | 68 | 89 | 67 | 71 |
| Self-Contained  Special Education  Billingsport/Loudenslager\* | 26\* | 27\* | 20\* | 20\* | 21\* | 13 |
| Grand Totals | **750** | **792** | **792** | **847** | **828** | **791** |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment – December 15, 2020** | | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| 9 | 63 | 84 | 92 | 92 | 109 | 99 |
| 10 | 82 | 77 | 82 | 82 | 87 | 101 |
| 11 | 80 | 81 | 66 | 74 | 71 | 75 |
| 12 | 78 | 97 | 84 | 68 | 86 | 85 |
| **Total** | **303** | **339** | **324** | **316** | **353** | **360** |

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

| **Grade** | **Number of Students per Class as of**  **December 15, 2020** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pre-School | 8 | 6 | 5 | 13 | 6 | 12 |  |  |
| Kindergarten | 17 | 20 | 20 | 19 |  |  |  |  |
| 1 | 18 | 24 | 20 | 24 |  |  |  |  |
| 2 | 24 | 18 | 24 | 15 |  |  |  |  |
| 3 | 16 | 21 | 18 | 19 | 16 |  |  |  |
| 4 | 21 | 22 | 14 | 15 | 8 |  |  |  |
| 5 | 18 | 16 | 20 | 18 | 12 |  |  |  |
| 6 | 22 | 22 | 16 | 17 | 11 | 11 |  |  |
| Special Education BECC |  | 6 | 7 |  |  |  |  |  |

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

Motioned by Stevenson, seconded by Henderson to approve items A-C.

1. Recommended approval for School Safety Specialist Matthew Browne to submit a grant application for the Securing our Children’s Future School Security Grant through the State of New Jersey.

Informational: The School Security component of the Bond Act Program allocated 75 million in grant monies for school security upgrades in public school districts. If approved, the Paulsboro Public School District would be eligible for up to $62,581.00 to be used to install additional door access control locations, surveillance cameras, and to install a direct message system between our Panic Alarm System and the Paulsboro Police Department.

1. Recommended approval for School Safety Specialist Matthew Browne to submit a grant application for the for the COPS School Violence Prevention Program through the Department of Justice.

Informational: The COPS School Violence Prevention Program provides funding directly to states, units of local government, Indian tribes, and public agencies for the purpose of improving school security through evidence-based school safety programs. If approved, the Paulsboro Public School district could receive up to $500,000 to install interior door locking mechanisms, identification technology, emergency alerts technology, and upgraded public address system, and exterior lighting upgrades. If approved the Paulsboro Public School District would be required to match 25% of the awarded amount.

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

Grades 9 - 12:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 901773 | 12 | Student was placed on home instruction. This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 11/23/2020. |

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: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 Vote yes

                                                                                                       Motion Carried

1. Informational: The Paulsboro Public Schools is currently providing Dual Credit options for Biology II, Advanced Placement English Language & Composition, Advanced Placement English Literature & Composition and Advanced Placement Calculus AB via Salem Community College. These credits can be utilized to fulfill high school graduation requirements as well as college degree requirements. Upon successful completion of a course, students seeking college credit shall pay tuition of $64.00 per credit. All fees, including the application fee, are waived. (**Attachment**)

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

Motioned by Stevenson, seconded by Henderson to approve item E.

1. Recommended approval for Loudenslager Elementary School to purchase supplies, technology, and materials for the Loudenslager STEAM Center in the amount of $25,000.00. This amount requested for approval represents 50% of the total allocated and pledged funds for the 2020 – 2021 school year.

Informational: At the February 24, 2020 Board Meeting the Paulsboro Board of Education has allocated $25,000.00 in district funds for STEAM related supplies during the 2020 – 2021 School Year. The Pegasus Educational Foundation has pledged to match district allocated funds specifically allocated to support the Loudenslager STEAM Center up to $25,000.00 for the 2020 – 2021 school year. The total allocated and pledged funds for the 2020 – 2021 school year is $50,000.00.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

8 Vote yes, Michael no vote

                                                                                                       Motion Carried

**Student Activities:**

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

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

Varsity Field Hockey Junior Varsity Field Hockey

Varsity Girls Soccer Varsity Boys Soccer

Varsity Cross Country Junior Varsity Cross County

Cheerleading

1. Informational - **Santa’s Elves Project for 2020**

District Library-Media Specialist Ms. Tammi Minix and Loudenslager Elementary School Teacher Ms. Tara Stahl recently completed their favorite event to organize - ***Santa’s Elves Project 2020***.

This year, they were able to organize the adoption of 27 families (68 children) for the Paulsboro Community. Our Paulsboro Staff raised $1,105.00 that was given to St. Paul's Church to help with their shopping needs.

Below are the organizations / Paulsboro Staff that have generously taken on this amazing task and adopted families in the district for the holiday season.

**Christmas Gifts for Families in the District:**

Paulsboro Neighborhood Watch (Adopted 3 families, totaling 9 children)

Paulsboro Refining Energy Company (Adopted 8 families, totaling 21 children)

St. Paul's Church (Adopted 11 families, totaling 31 children)

Paulsboro Borough Hall (Adopted 3 families, totaling 4 children)

**Paulsboro Public Schools Staff** adopted 2 families, totaling 3 children

Amber Berry (teacher at Loudenslager)

Krista Lange (teacher at Loudenslager)

Bonnie McHale (teacher at Loudenslager)

***As always, they did an amazing job in organizing this event.***

**Construction Updates:**

1. **Informational: ROD and Non-ROD Grants**

District Consultant Frank Domin has established contact with and conducted meetings with the official at the School Development Authority (SDA) charged with the Paulsboro projects that are jointly funded by the 2015 Bond Referendum and SDA. All parties are reviewing and familiarizing themselves with the projects since they have been dormant for approximately four years.

The first task is to assemble all of the required documents to apply for reimbursement from SDA for projects that are at the 65% completion level. When this information is submitted to and approved by SDA, reimbursement will be paid to the district.

The second task is to determine what facilities upgrade are included in the application to SDA. It appears that some of the items in the application to SDA were not part of the original scope of the bond referendum. On the other hand, some items included in the original scope of the project seem to have been “de-scoped” which removed them from funding consideration by SDA. Mr. Domin, working with representatives of SDA and School Architect Robert Garrison has resolved these concerns. All parties now agree that the project is now just as it was presented to the public for the 2015 bond referendum.

The SDA official emphasized the importance of beginning work on those items that all parties agree are within the scope of the projects. The work needs to be completed quickly for two reasons. First, the projects are critical repairs to district facilities. Second, to protect the funding available by SDA. Mr. Domin is now working with the School Architect and Camden County Special Services School District in order to restart projects. It seems likely that within a month or two, the Board of Education will be able to award contracts for projects such as heater controls, drainage projects, etc. so that the work begun in 2015 can move forward.

**Rod Grants Update**: District Consultant Frank Domin, with district staff, has reviewed the proposed ROD (Regular Operating District) Grant Projects. They have met with the contractors that submitted the original bids in 2015 and 2017. The contractors consulted with their respective Union Hall representatives to review the wage rates that were used in the original bids. All contractors agreed to resubmit proposals through the County Educational Services bid process. When all proposals are received they will need to be within the Original Board approved Scope and Budget and then presented to the State to assure that they are acceptable under the original ROD Grant guidelines for funding.

**The following proposals have been received**:

High School; boiler replacement, bathroom renovations, Band Room humidity control.

Paulsboro Junior / Senior High School, Billingsport Early Childhood Center and Loudenslager Elementary School; Building and Energy Management System to provide automatic temperature and ventilation control.

**We are waiting for the following proposals**: Site drainage correction on all three locations, domestic water piping and hot water, relocate Fire Alarm Panel, and exterior door replacement.

**October 14, 2020 Update:**

Dr. Dawson met with the Facility Committee, Supervisor of Support Staff Jack Henderson and District Consultant Frank Domin to review the SDA Rod Grant progress. The School Development Authority representative has continued to provide project guidance. Proposals are continuing to come in. We are waiting for all proposed work to have updated proposals which will be reviewed by the Facility Committee then sent to the SDA before moving forward on any project. This will allow the District to complete as much of the work as possible within the allowable budget.

As part of this process other emergent Non ROD Grant facility projects that were identified during the 2015 Bond Referendum are also being updated. Proposals have been received to correct Site Drainage at Loudenslager School $142,000.00 and the High School $115,000.00. We are waiting for Billingsport Early Childhood Center Wing drainage and Security System proposals. These are General Fund Capital Outlay items that are being updated should bond referendum monies come available at the end of the ROD Grant project. They should also be reviewed during the upcoming budget process.

1. **Informational: Billingsport Early Childhood Center**

This is informational at this point but it must be included in the 2020-2021 budget.

During February 2020, water leaked through the ceiling of a second floor classroom (used as office space) was reported. The maintenance staff immediately worked to determine the cause of the leak. In fact, a roofer made a minor repair with the hope of fixing the problem. This was unsuccessful.

Several contractors have examined the situation. Both indicate that a significant repair is needed. In addition to the roof itself, the rafter may need to be repaired. Cost estimates range into the six figures.

Garrison Architects have completed a field investigation of the situation, prepared a report and is now preparing specifications for the project.

**October 14, 2020 Update:**

Construction Proposal received using the County Educational Services Commission Bid Co-op to complete structural and roof repairs. Base Bid $225,000.00. There was an alternate using an EDPM roof system that was $203,000.00. This would be taken into consideration during the upcoming FY 2021 - 2022 planning.

**November 19, 2020 Update**

Meetings have continued with the vendors that are submitting proposals. Additional facility inspections have been conducted. Proposals have been reviewed by the architects to assure that they are within the original scope of the Bond Referendum. A lot has changed within the State in the last five years since the projects were approved, so all of the proposals have been submitted to the School Development Authority (SDA) to review for form and vendor approval. Using the County Educational Services Commission Purchasing Cooperative is also new to the SDA and we wanted to get their upfront review. The contractors have stated if awarded in November work can be started for some of the emergent projects over the December Holiday break. Shut off valves, boilers and potable water lines are the priority.

Our contact at the SDA has reviewed all of the projects we are recommending at this meeting.

There are two projects that are ready to award but the SDA said, has been DESCOPED (Bathroom ADA Upgrades – W. J. Gross Inc., CCESC Bid # FY19-01, $77,330.00; Replace existing shut off valves and Service piping to water distribution system and hot water to janitor closets in original 1926/1973 and 1981 sections to begin resolving code issues - W.J. Gross, Inc. CCESC Bid# FY19-01, $37,900)

We will prepare letters petitioning the need for emergent relief because of need and that there are sufficient Grant funds to complete. We will look to award at a future meeting.

There are additional projects, Fire, Security and Potable Water Supply at Loudenslager that are waiting proposals and will be reviewed for a future meeting.

The projects that are being recommended for approval are within the original project guidelines and within the Bond budget. All projects are bid using regular wage hours. Proposals were received with alternates for night and weekend rates but are not included to provide time to see if projects can be done during normal work day and holiday weeks. This will allow up to $35,000 per school to complete other emergent projects.



**MOTION:** **to approve the following ROD Grant proposals submitted through the Camden County Educational Services Purchasing Cooperative - CCESC contract #66CCEPS.**

Motioned by Stevenson, seconded by Henderson to approve the following ROD Grant proposal submitted through the Camden County Educational Services Purchasing Cooperative – CCESC contract #66CCEPS.

**High School:**

Doors and Frames – Replace for Security and ADA Compliance. Exterior – FRP Doors, Aluminum frames, finish hardware and glazing – W.J. Gross, Inc., CCESC Bid# FY19-01, $99,600.00 (Alternate for anodized vs. white deduct $4,075.00).

Boiler Replacement – CM3, CCESC Bid# FY17-02, $437,200 \*Requires District to test and if necessary abate Asbestosis from existing boilers prior to project start.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $470,000 plus Alternate #1 Control Valve Replacement $33,000

**$1,039,800**

**Loudenslager**

Bathroom ADA Upgrades - W.J. Gross, Inc. CCESC Bid# FY19-01, $3,240.00.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$199,240**

**Billingsport**

Correct window well drainage - W.J. Gross, Inc. CCESC Bid # FY19-01, $21,865.00.

Remove Replace Doors for ADA Compliance. Main Entrance – New FRB Doors, aluminum frame, hardware & glazing - W.J. Gross, Inc. CCESC Bid# FY19-01, $22,450.00

(Alternate for anodized vs. white deduct $4,075.00).

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$240,315**

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 Vote yes

                                                                                                       Motion Carried

**December 21, 2020 Update**

We have not received a response from the SDA concerning our request to expand the approved scope of work for the Bathroom ADA upgrades and the Water Shut Off Valves. This will hold these projects in limbo for the time being, but no news is good news.

We are moving forward with awarding the projects approved at the November meeting. The Board’s environmental company is actively consulting with the contractors that will be removing the High School Boilers and two exterior door panels that have known asbestos particles. Since both have been monitored in the District’s 6 month and Annual AHERA Reports we are able to move forward with these projects safely.

We have received two quotes for New Security Systems that include card swipes, cameras and monitors at both Billingsport at $33,899 and Loudenslager at $74,119. There are sufficient funds for the Loudenslager project but the Billingsport work was not in the approved SDA project Scope. There is State funding that has come available that may include this project, but has a very short window to apply. Matthew Browne is working under a tight deadline to complete the Security grant process and is including the Billingsport project.

**MOTION: To approve the following ROD Grant Proposal.**

Motioned by Stevenson, seconded by Henderson to approve the following ROD Grant Proposal.

**Loudenslager**

New Security Systems including, cameras wiring – LTW Master Agreement MNWNC-124 NJ State Contract #89980 $73,619.18

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 Vote yes

                                                                                                       Motion Carried

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

Motioned by Stevenson, seconded by Henderson to approve items A-B.

1. Recommend approval to dispose of the following from Paulsboro Junior / Senior High School Library.

| **Quantity** | **Item** | **Age of Item** | **Method of Disposal** | **Reason for Disposal** |
| --- | --- | --- | --- | --- |
| Multiple | Books / Library Books | 1970’s – 1980’s | Trash | Ripped / Moldy Out of Date |
| Multiple | TV/ VCR | 2000’s | Trash | Doesn’t Work |

1. Recommend approval of the attached Three Year Comprehensive Maintenance Plans for 2019-2020, 2020-2021 and Anticipated 2021-2022 School Years for each school building. This approval includes authorization to submit the reports to the New Jersey Department of Education. (**Attachment**)

Informational: The Three Year Comprehensive Maintenance Plan (CMP) must be submitted to the New Jersey Department of Education on an annual basis. The CMP and the accompanying Form M-1 are used to document required maintenance expenditures over a ten-year period. Districts are required to expend at least 2% of building replacement costs over a ten-year period as a condition of receiving future state aid. The CMP details the prior year actual expenditure for required maintenance as well as the current budget and anticipated budget amounts.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson.

8 Vote yes, Michael no vote

                                                                                                       Motion Carried

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

Motioned by Stevenson, seconded by Henderson to approve item C

1. Recommended approval to authorize Garrison Architects to prepare and submit a New Jersey Department of Education Other Capital Project for the installation of a surveillance system and security vestibule at Loudenslager Elementary School. The district will utilize ROD Grant and Security Grant allocations to fund this project, and will not receive any direct state aid. Additionally, Garrison Architects will be authorized to amend the districts Long Range Facility Plan to include this project.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 Vote yes

                                                                                                       Motion Carried

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

Motioned by Henderson, seconded by Cooper to approve item A.

1. Recommend approval to accept the custom framing of the *Graduating Class of 1933* donated by Mrs. Irma Stevenson for display in the Administration Building. The cost of the framing was $140.00. The donation was made by Dr. and Mrs. Walter Quint.

Roll call vote: \*Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Danielle Scott, Irma R. Stevenson.

8 Vote yes, Michael no vote

                                                                                                       Motion Carried

Informational: This photograph was Mrs. Stevenson’s father in law Mr. Walter Stevenson, Sr. graduating class.

1. Informational – Application for State School Aid (ASSA)

On December 3, 2020, the district administration filed the 2021 - 2022 ASSA (Application for State School Aid) Summary. The New Jersey Department of Education takes a snapshot of the district enrollment on the last day of school prior to October 16th each year. This enrollment is used to determine the State School Aid for the next school year. Interim Business Administrator Robert Delengowski is in charge of preparing and submitting this important report. The following chart presents an enrollment summary for the past four years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Students on Roll** | **Number of Students**  **Sent** | **Number of Students Received** | **Number of**  **Low Income** | **Number of Special Education** |
| 2021-2022 | 1128 | 49 | 75 | 871 | 211 |
| 2020-2021 | 1094 | 36 | 97 | 834 | 269 |
| 2019-2020 | 1170 | 45 | 128 \* | 861 | 206 |
| 2018-2019 | 1122 | 46 | 87 | 942 | 215 |

**\*** This number was incorrectly reported to the state. The correct number is 72.

1. **Informational - Child Nutrition**

The following is a summary of student participation in the breakfast and lunch program for the 2020 - 2021 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.

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

| **Month** | **Expenses** | **Revenues** | **Revenue - Expenses** |
| --- | --- | --- | --- |
| July | $18,101.36 | $9,825.53 | -$8,275.83 |
| August | $14,886.16 | $6,782.04 | -$8,104.12 |
| September | $33,158.96 | $23,064.65 | -$10,094.31 |
| October | $32,788.50 | $39,185.84 | -$6,397.37 |
| November | $32,519.19 | $31,588.14 | $931.05 |
| **Year to Date** | **$66,146.48** | **$39,672.22** | **-$31,940.55** |

The data indicates that relatively few meals were served and are being served since the mandated school closure began during mid-March 2020. As result, the cafeteria, while providing a vital service, is losing money. The shortfall is being taken from reserves built up in the cafeteria account over past years.

1. **Informational: Breakfast and Lunch Service During the Mandatory School Closure and Summer 2020.**

Breakfast and lunch continue to be served at Paulsboro High School and Loudenslager Elementary School on a daily basis. Billingsport Early Childhood Center students may pick up their meals at the school most convenient for them. The “grab and go” meals are available between 9:00 AM and 10:00 AM daily.

The following chart presents the number of students and meals served per day:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Type of Program** | **Average Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served** |
| March 17 – June 15, 2020 | School Year | 262.5 | 525 | 33,076 |
| June 15 – June 30, 2020 | Seamless Summer Option | 92.7 | 185 | 2,040 |
| July 1 – July 31, 2020 | Summer Foods | | 54.08 | 1,244 |
| August 3 – August 28, 2020 | 51.8 | 1,036 |
| September 1 – September 30, 2020 | School Year | 375.3 | 188 | 6,830 |
| October 1 – October 31, 2020 | School Year | Remote | 271 | 8,388 |
| November 1 – November 30, 2020 | School Year | Remote | 310 | 9,312 |
| **Grand Total** | | | | **61,926** |

**School Safety:**

1. 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 | 09/18/2020  10/17/2020  11/03/2020  Red  11/12/2020  White | 09/18/2020  10/09/2020  11/24/2020 Red  11/20/2020 White | 09/18/2020  10/07/2020  11/19/2020  Red  11/23/2020  White |
| Communication Drill\*\* | September 2020 | 09/24/2020 | 09/25/2020 | 09/22/2020 |
| Evacuation  (Non-Fire) | Each school must conduct two annually |  | 10/15/2020 |  |
| Lockdown | Each school must conduct two annually |  | 11/23/2020  Red  11/19/2020 White | 11/20/2020  Red  11/24/2020  White |
| Bomb Threat | Each school must conduct two annually | 11/17/2020  Red  11/19/2020  White |  | 10/15/2020 |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Shelter In Place | Each school must conduct two annually | 10/14/2020 |  |  |
| **Other Drills** | | | | |
| Bus Evacuation | School District (Annually) |  |  |  |
| Bus Evacuation | School Routes  (2 Annually) |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/01/2020  09/30/2020  10/30/2020  11/30/2020 | 09/01/2020  09/30/2020  10/30/2020  11/30/2020 | 09/01/2020  09/30/2020  10/30/2020  11/30/2020 |

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

\*\*Communication Drill is a test of the internal communications system will help identify the true capability of the school to effectively communicate on - campus emergencies

It is anticipated adjustments will be made by schools to help reduce the likelihood of virus transmission during the upcoming school year.

These will take the form of implementing practices recommended by the CDC, NJ DOH, etc. such as practicing safe social distancing, wearing face coverings, etc.

**Motion To Adjourn**

Motion made by Stevenson, seconded by Hamilton and unanimously carried (9-0) to adjourn the meeting at 7:20 PM.

Respectfully Submitted,



Interim Board Secretary