**Paulsboro Public Schools**

**Monday, December 16, 2019**

**Minutes**

**Regular Meeting**

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

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. MacKenzie arrived 7:10, Elizabeth Reilly, Danielle Scott arrived 7:25, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael, Dr. Walt Quint, Interim Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary, Student Member Jynise Williams.

Motion made by Lozada-Shaw, seconded by Hamilton and unanimously carried (8-0) to approve resolution 1-5

**Resolution – Jacen Abbott Upon His Selection To All-State Chorus**

1. Recommend adoption of Resolution Number **#12-16-19-001** honoring Jacen Abbott upon his selection to All-State Chorus. Mr. Abbott is the 21st Paulsboro High School student since 1958 to earn this honor. Mr. Abbott also earned a place in both the 2019 and 2020 All-South Jersey Senior High Chorus.

**Resolutions – Fall Sports Teams and Athletes**

1. Recommend adoption of Resolution Number **#12-16-19-002** honoring *Student Athletes Fall 2019 Season.*

**Cross Country – 1st Team All-Colonial Conference, Patriot Division**

DeShawn Williams

**Cross Country – 2nd Team All-Colonial Conference, Patriot Division**

Jamile Gantt

**Boys Soccer – 2nd Team All-Colonial Conference, Patriot Division**

Trevor Waegel

**Field Hockey – 1st Team All-Colonial Conference, Patriot Division**

Kierstyn Marshall

**Field Hockey – 2nd Team All-Colonial Conference, Patriot Division**

Selena Chila

**West Jersey Football League Memorial Division First Team All-Stars**

***1st Team Offense***

Bhayshul Tuten Running Back

Kade Stevens Offensive Line

Brandon Armstrong Offensive Line

Jamel Miles Wide Receiver

Geovanni Serrano Kicker

***2nd Team Offense***

Tyree Thomas Quarter Back

***1st Team Defense***

Tino Savaiinaea Defensive Line

Jacob Perez Defensive Line

Max Medica Defensive Line

***2nd Team Defense***

Juan Corales Lopez Defensive Line

**Resolution – Raider Nation**

**Whereas,** Raider Nation is composed of dedicated parent and community volunteers, and

**Whereas,** the members of Raider Nation work tirelessly to raise money to support the Paulsboro High School Football Team, and

**Whereas,** Raider Nation operates an open-air concession stand at home football games no matter the weather conditions, and

**Whereas,** the hard work, dedication, and “can-do” attitude of Raider Nation 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 the following members of Raider Nation, and

Wayne Farrow Nancy Myers Kathy Moran

Jarrod Scott Lauren Abbott Jill Suppa Hurst

Steven Hunckler Irma R. Stevenson Kathy Hunckler

Patricia Farrow – Posthumous

**Be It Further Resolved**, that the named members of Raider Nation be presented with certificates 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 as Resolution Number **#12-16-19-003**.

**Resolution – Band Boosters**

**Whereas,** Band Boosters is composed of dedicated parent and community volunteers, and

**Whereas,** the members of Band Boosters work tirelessly to raise money to support the Paulsboro High School Band, and

**Whereas,** Band Boosters conducts a 50-50 at home football games, and

**Whereas,** the hard work, dedication, and “can-do” attitude of Band Boosters 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 the following members of Band Boosters, and

Treva E. Oster Kim Statsenburg Debbie Weagel

Maggie Alesiani Lisa Horton Taya Woodward

Ruth Phillips

**Be it Further Resolved**, the named members of Band Booster be presented with certificates 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 as Resolution Number **#12-16-19-004**.

**Resolution – Retiring Board of Education Member**

**Whereas,** Lisa Lozada-Shaw has given freely of her time and expertise in service to the Paulsboro Public Schools, and

**Whereas,** Lisa Lozada-Shaw has been a member of the Paulsboro Board of Education for 12 years, and

**Whereas,** Lisa Lozada-Shaw has served on various committees of the Board of Education, and

**Whereas,** her 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 Lisa Lozada-Shaw upon her retirement from the Board of Education, and

**Be it Further Resolved**, that Liza Lozada-Shaw 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 **#12-16-19-005**

**Presentations**

1. Student of the Month Awards for October and November 2019: were presented by the Principal

|  |  |
| --- | --- |
| **Paulsboro Junior High School** | **Paulsboro High School** |
| **October Students of the Month**  Lana Agha - Grade 7  Shana Veney - Grade 8  **November Students of the Month**  Shamira Gantt - Grade 7  Eric Lopez - Grade 8 | **October Students of the Month**  Raven Batot– Grade 9  McGuire Cabanas - Grade 10  Adrianna Chila- Grade 11  Cha’mi Mack - Grade 12  **November Students of the Month**  Bryan McManus– Grade 9  Briana Marte - Grade 10  Irma Iraldi - Grade 11  Selena Chila - Grade 12 |

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

Fredrick Sharp – Expressed his desire to be re-appointed as a volunteer coach for the girls track team. He is disappointed he is not on the agenda to be approved. He would like the opportunity to coach his daughters. The current coach does a good job, but he feels he is more qualified.

Belinda Sharp – Stated girls track coach was demining to her daughter and removed her from certain events. Her daughter is not dealing with issues related to this.

Euridee Gunther – Stated she cares for the girls very much and wants the best for them. The team needs to be unified not divided.

Ms. Scott – asked if a staff member would be assigned Mr. Bracciante’s duties as homeless liaison after his retirement? Dr. Quint stated he would be handling this until a replacement is found.

**Correspondence -** None at this time

**Old Business**

1. **Exclusive Agreement with ESS (formerly known as Source 4 Teachers)**

At the November 25, 2019 meeting, a member of the Board of Education asked if the school district could use another provider of substitute teachers in addition to ESS (aka Source 4 Teachers).

The agreement with ESS includes wording that makes it the exclusive provider of substitute teachers for the school district.

1. **Number of Students Attending Paulsboro High School in Grades 9 - 12**

At the November 25, 2019 meeting, a citizen asked a question about the number of students attending Paulsboro High School

Under New Business, the Interim Superintendent stated:

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

This statement did not properly quote the Executive County Superintendent. It should have said, “The Greenwich Township School District sends 58 students to the Paulsboro School District for grades 9 through 12. This represents 22.75% of the 255 Paulsboro students attending those grades.” That is, 58 Greenwich Township students + 255 Paulsboro students = 313 students as of the last day of school prior to October 16, 2018.

On the November 25, 2019 agenda, the enrollment at Paulsboro High School (Grades 9 - 12) was reported as 320 students for October 2018. It should be noted that this data is unofficial, which is not taken on the “last day of school prior to October 16, 2018. The purpose of the monthly report of data is to show trends in enrollment while the report of the Executive County Superintendent is for purposes of establishing the amount of school aid provided to the district.

Having said this, the two data points are similar – 313 vs. 320. Enrollment, particularly during October, can change significant from day to day because districts work to enroll students as well as to drop students from the role prior to and following the official count which is made on the “last day of school prior to October 16.”

Motion made by Hamilton, seconded by Stevenson to approve items C which The Greenwich Township Representative may vote on

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

The due date for applications for the position of Superintendent of Schools was Friday, November 29, 2019. 22 complete applications were received or postmarked on or before the due date. The Interim Superintendent immediately reviewed the application for completeness and to be certain that applications hold the appropriate certificate to serve as Superintendent of Schools.

The Interim Superintendent also notified the members of the Board of Education that the applications were available for their review in his office. He offered evening hours for the convenience of members of the Board of Education. Many members of the Board of Education have already reviewed the applications.

The Board of Education is expected to enter Executive Session at this meeting in order to continue its review of the applications and select applicants for a first interview.

Recommend approval to conduct a special meeting of the Board of Education for the purpose of interviewing candidates for the position of Superintendent of Schools on either Saturday, January 11, 2020 at 9:00 AM and / or Monday, January 13, 2020 at 6:30 PM.

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

Motion carried

1. **Work Release for Students at Paulsboro High School**

At the November 25, 2019 meeting, a citizen asked if Paulsboro High School students could leave school early if they had a job. If a student has earned enough credits for graduation and their schedule has study hall(s) at the end of the day, the principal will allow them to be dismissed early. The administration does encourage students to take a full load of courses so that they are better prepared for college and / or career upon graduation.

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

An oversight in the way payroll is transmitted to the bank caused paychecks to be released on October 31, 2019 rather than October 30, 2019. Steps have been taken to prevent this type of problem from reoccurring. The Interim Superintendent asked employees who incur late payment or overdraft fees as a result of the payroll delay to provide him with information by December 2, 2019. He promised nothing but wants to learn the impact of the late payroll on employees.

As of December 10, 2019, no employees report being charged late payment or overdraft fees as a result of the late payroll.

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.

At the November 25, 2019 meeting, the Board of Education authorized Garrison Architects to amend the District Long Range Facilities Plan to include the ceiling repair project at Loudenslager Elementary School. This authorization includes approval of the amended Long Range Facilities Plan. The New Jersey Department of Education requires the Long Range Facilities Plan to be updated prior it considering the reallocation of funds. Mr. Garrison completed this update on December 4, 2019.

There are five possible sources of funding to pay for the repairs:

* 1. Insurance: The district insurance company was contacted immediately. The company indicated that it would cover damaged resulting from the falling plaster. The company will not cover repairs needed as a result of deterioration to the ceiling. The falling plaster did not cause any damage so there will not be any payment by the insurance company.
  2. Borrow money: Borrowing money would require approval by the New Jersey Department of Education. The money would need to be repaid, most likely, with interest.
  3. Grant or emergency aid: The administration will continue to explore these avenues of obtaining funding.
  4. Reallocate money from a Bond Referendum project: This would require approval by the New Jersey Commissioner of Education. The bond funds were approved for specific purposes by the voters. It would be difficult for the Commissioner to over-ride the approval given by the voters.
  5. Reallocate money from another area in the school budget: The Board of Education reserved money in the 2019-2020 school budget for a capital project to repair the ceiling in the Paulsboro High School Auditorium. The Commissioner is more likely to approve reallocation of these funds since it is the Board of Education requesting him to over-ride an action that it took. If the Commissioner approves the reallocation of the auditorium funds to repair the ceiling in Loudenslager Elementary School, then the Board could include money in the 2020-2021 budget to repair the auditorium. The administration is currently pursuing this approach.

On Monday, December 9, 2019, the Interim Superintendent officially petitioned the New Jersey Commissioner of Education to allow the district to use the money originally allocated to repair the ceiling of the Paulsboro High School Auditorium to make the ceiling repairs at Loudenslager Elementary School.

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

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 surface must be replaced because it has cracks. 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.

The inventory of track and field equipment as well as the needs for home meets and practice was completed by the Athletic Director and Coaches. In order to practice and/or hold meets on the track and field areas of the Bennett Fields Athletic Complex, a new discus cage would need to be purchased and installed ($3,030 + installation). High jump standards, crossbar, pit mats and cover are also needed ($9,199.99). 32 hurdles are also needed as well as a cart to transport them ($7,360). Five starting blocks are the final items needed ($600).

If the Board of Education decides to close the track and field areas for practice as well as meets, then an alternate practice site must be arranged. Athletic Director John Giovannitti and Paulsboro High School Principal are reaching out to neighboring schools to determine if they are willing to share their facility. More information will be forthcoming at the January 27, 2020 meeting of the Board of Education.

In the past, Guardian Angels School used Bennett Fields Athletic Complex for meets. The current information is that Guardian Angels student-athletes do participate in sneakers. They run hurdles, throw the discus, high jump and long jump. Having said this, the Paulsboro Public Schools do not currently own the equipment to supply the needs of Guardian Angels. The track and jumping areas surfaces remain concerns. More information will be forthcoming at the January 27, 2020 meeting of the Board of Education.

District Architect Robert Garrison analyzed the track and field areas in preparation for the 2015 bond referendum. New Jersey State Interscholastic Athletic Association Head Referee Carl Rickershausen recently inspected the facility. Finally, about one year ago, a contractor (not a track official) examined the facility. All came to the same conclusion that the track and jumping areas needs to be resurfaced.

**New Business**

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

1. **2020-2021 Budget – Special Meetings Dates**

Recommend approval to conduct a series of special meetings in order to review the budget for the 2020 - 2021 school year.

Informational: The Interim Superintendent and Interim Business Administrator respectfully request that the Board of Education conduct a special meeting on Saturday, January 25, 2020 and Saturday, February 8, 2020 to begin discussing the 2020 - 2021 budget.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

1. **Policy Manual – Update Needed**

The Board of Education Policy Manual has not been completely reviewed and updated by the Board of Education and Administration in many years. Reviewing and updating a policy manual is a year-long process. Frequently, Boards of Education use agencies such as the New Jersey School Boards Association to assist with this project. Each month the administration and Board of Education focus on one section of the Policy Manual. The goal is to update policies so that they agree with both current rules and regulations as well as match what is actually being done in the schools.

The Interim Superintendent respectfully suggests that this project be a priority when a new Superintendent of School begins service.

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, 2020. The Department of Education indicated that it interprets this provision to mean that for boards with a November 2019 annual school election, reorganization must take place between Thursday, January 2, 2020 and Monday, January 7, 2020. 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 Thursday, January 2, 2020 in the Paulsboro High School Library at 7:00 p.m.

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

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

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

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

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

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*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

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

1. Approval of the November 2019 transfers. (**Attachments**)
2. Resolution: Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of July 31, 2019, August 30, 2019 and September 30, 2019**, (Reports Attached)** after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
3. Approval of the November 2019 Revenue Report (**Attachment**)



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

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson abstain E, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain E, Ms. Lozada-Shaw, Mr. Lisa abstain E, Mr. Michael voting 10 YES.

Motion carried

**Business Administrator Certifications**

1. ***Pursuant to NJAC 6A:23-2.ll (c)3***, I Scott Henry, Interim Business Administrator to the Board of Education, certify that as of September 30, 2019, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2-2.11(a).

Monday, December 16, 2019

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 September 30, 2019.

**** Monday, December 16, 2019

**Report of The Superintendent**

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

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

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to Board of Education action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formerly known as Source 4 Teachers). (**Attachment)**

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

1. Recommend approval of the following actions:
2. Recommend reappointment of Brittany M. Toole to the position of Long - Term Substitute Teacher of English from December 19, 2019 until December 31, 2019. Ms. Toole will continue to earn BA Step 1 - $47,061.00 prorated on a per diem basis ($47,061/184 days = $255.77 per day) for those days that school is in session for students. This position does not include benefits.
3. Recommend approval to appoint Brittany M. Toole to the position of Teacher of English assigned to Paulsboro High School effective on January 1, 2020. Ms. Toole will earn BA Step 1 - $47,061.00 prorated for the remainder of the 2019 - 2020 school year as per agreement with the Paulsboro Education Association. This recommendation is contingent on the employment status of Teacher Employee # 2144 not changing prior to December 19, 2019.

Informational: On October 28, 2019, the Board of Education appointed Ms. Toole to the position of Long-Term Substitute Teacher of English until December 18, 2019 or until Employee # 2144 returns to work, whichever comes first. Ms. Toole replaced Teacher of English Employee # 2144.

1. Recommend approval to grant the Custodians, Groundskeepers, Maintenance Workers, District Employed Cafeteria Workers and Computer Technicians a holiday with pay on Monday, December 23, 2019.

Informational: The schools are closed on Monday, December 23, 2019. The above mentioned employees are the only personnel scheduled to work that day. The only activities in the schools on December 23rd are sports practices. As a result, the only work needing to be done would be to clean up in the Gymnasium, Wrestling Room and Locker Rooms. Supervisor of Support Staff Jack Henderson volunteered to complete these tasks.

1. Recommend retroactive approval of a medical leave for Computer Technician Charles Brown with the following terms and conditions. This leave is contingent on receipt of medical verification:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Tuesday, October 8, 2019 – Wednesday, November 20, 2019 | With pay and benefits by use of accumulated sick, personal and vacation leave with concurrent use of Federal Family Leave. (28 days) |
|  |  |
| Thursday, November 21, 2019 – Wednesday, November 27, 2019 | Unpaid but with benefits by use of Federal Family Leave. (5 days) |

|  |  |
| --- | --- |
|  |  |
|  |  |

1. Recommend retroactive approval of a family leave for Paulsboro High School Teacher of Art Margaret LaDue with the following terms and conditions. This leave is contingent on receipt of medical verification:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Wednesday, October 16, 2019 – Wednesday, November 27, 2019 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave (29 days) |
|  |  |
| Thursday, November 28, 2019 – Friday, January 24, 2020 | Unpaid with benefits by use of Federal Family Leave (31 days) |
|  |  |
| Saturday, January 25, 2020 – June 30, 2020 or until family conditions allow her to return to work whichever comes first | Unpaid with benefits paid by Ms. LaDue |

1. Recommend retroactive approval of a family leave for Paulsboro High School Teacher of Business Education Jacqueline Robinson-Hall with the following terms and conditions.

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Wednesday, October 2, 2019 – Friday, November 1, 2019 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave (22 days) |

1. Recommend retroactive approval of a medical leave for Paulsboro High School Teacher of English Sarah Colona with the following terms and conditions.

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, September 9, 2019 and Wednesday, September 11, 2019  Monday, September 16, 2019 – Monday, September 30, 2019 | With pay and benefits by use of accumulated sick and personal leave. (13 days) \* |
|  |  |
| Tuesday, October 1, 2019 – Friday, February 28, 2020 | Without pay but with benefits paid by Ms. Colona |
|  |  |
| Saturday, March 1, 2020 for up to 18 months | Ms. Colona may be eligible for benefits via COBRA |

\* Ms. Colona did not work for the Paulsboro Public Schools long enough to be eligible for Federal Family Leave.

1. Recommend approval to grant the Interim Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, January 27, 2020 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Interim 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 Interim Superintendent will only use letters of intent when absolutely necessary. The letter of intent authority will not be used for administrative or supervisory positions.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain D, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

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

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

1. Recommend retroactive approval of a medical leave of absence for Billingsport Early Childhood Center Teacher of Health and Physical Education Anthony DellaVecchia with the following terms and conditions. This leave is contingent upon receipt of verification of the need for the leave by Mr. DellaVecchia’s physician:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Tuesday, November 5, 2019 – Thursday, February 13, 2020 or when Mr. DellaVecchia is medically cleared to return to work whichever comes first. | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave. (60 days) |

1. Recommend approval of a medical leave of absence for Loudenslager Elementary School Aide Gloria Melchoire with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Friday, December 20, 2019 – Tuesday, January 14, 2020 or when Ms. Melchoire is medially cleared to return to work whichever comes first. | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave (10 days) |
|  |  |
| Wednesday, January 15, 2020 – Thursday, March 26, 2020 or when Ms. Melchoire is medically cleared to return to work whichever comes first. | Without pay but with benefits by use of Federal Family Leave (50 days) |

1. Recommend approval for the Gage Bellocchio, son of Billingsport Early Childhood Center Teacher Devon Bellocchio to attend Billingsport Early Childhood Center during the 2020 - 2021 school year. The youngster will attend the Paulsboro Public Schools as a Courtesy Student.

Informational: The Paulsboro Public Schools frequently welcomes the children of its employees at Courtesy Students. Courtesy Students reflect the high opinion that our employees hold for the school district.

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 |  |  |  |
| January | 43.3 | 15-69 | 257 |  |  |  |
| February | 40.5 | 12-53 | 306 |  |  |  |
| March | 68.2 | 28-96 | 392 |  |  |  |
| April | 53.9 | 36-88 | 266 |  |  |  |
| May | 91.5 | 65-127 | 485 |  |  |  |
| June | 41.7 | 22-97 | 159 |  |  |  |
| Total | 44.6 | 23.7-70.0 | 2,257 |  |  |  |

**Note 1**: The total cost of class covers at Paulsboro High School during the 2018-2019 school years was $72,224.00.

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

Motion carried

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

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

1. Recommend approval for School Psychologist Ashley Higginbotham to attend the Transition Seminar sponsored by the Burlington and Gloucester County Divisions of Vocational Rehabilitation on Thursday, January 9, 2020 in Westhampton, New Jersey. There is no cost to the Board of Education.

Informational: Ms. Higginbotham is the case manager for 12th grade students. As such, she is responsible for transition planning for students graduating from high school. In fact, transition plans are mandated components of the Individual Education Plans (IEP).

1. Recommend approval for Speech Language Specialist Kristin Shute to attend Phonological / Articulation Disorders training Cherry Hill, New Jersey on Monday, January 13, 2020.

Cost the Board of Education is registration - $279.

Informational: Workshop topics include a review of recent research, improving speech intelligibility, and evidence-based treatment. The district pays for Ms. Shute to maintain additional certification so that her services can be partially reimbursed via the Special Education Medicaid Initiative (SEMI). The recommended training is required to maintain this certification.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

Motion made by Hamilton, seconded by Lozada-Shaw to approve items C-E.

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

1. Recommend approval for Glassboro High School Student Deja Cook to complete her Senior Experience at Loudenslager Elementary School.

Informational: Ms. Cook is a senior at Glassboro High School who is participating in a Career Exploration project with a focus on education. If approved, she will assist students in technology and STEAM classes under the direct supervision of Loudenslager Elementary School Technology Teacher Monica Moore-Cook. Ms. Cook will complete 90 hours of work at Loudenslager Elementary School in order to earn credit for this project. Deja is Ms. Moore-Cook’s daughter.

1. Recommend approval for Preschool Intervention and Referral Team (PIRT) Member –Early Childhood Megan Dimit to attend the PIRT Seminar on February 2, May 12, May 13, June 8 and June 9, 2020 in Trenton, New Jersey. Cost to the Board of Education includes registration ($186.30) and mileage (approximately $200).

Informational: Ms. Dimit was hired into one of the required positions for districts participating in the Preschool Expansion Grant program. The training recommended above is mandated as a component of the grant.

1. Recommend approval of a Pegasus Education Foundation – Paulsboro Board of Education Action Grant in the amount of $1,384. The Board of Education will pay one - half of the recommended amount with the Pegasus Education Foundation funding the other half of the request.

Informational: Billingsport Early Childhood Teacher Noreen DeMarco wrote the grant proposal. Ms. DeMarco will use grant funds to purchase 10 puzzlets ($90 each) to control the Dot and Dash Robots already owned by the district. The remainder of the funds will be used to pay Ms. DeMarco as the advisor for two rounds of the after school program (2 x 6 weeks x $32 / week= $384). This after school program will provide second grade students with a weekly challenge to code the robots to solve trajectory, distance, angle and measurement problems.

1. Informational: Members of the staff of Billingsport Early Childhood Center are volunteering their time to prepare meals for families staying at Ronald McDonald House in Camden, New Jersey. Ronald McDonald House serves families of children who are hospitalized. Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred is in charge of this projects.

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

Motion carried

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

| **Grade** | **Enrollment - November** | | | | |
| --- | --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 74 | 81 |
| K | 104 | 99 | 87 | 100 | 98 |
| 1 | 111 | 86 | 92 | 80 | 82 |
| 2 | 79 | 87 | 80 | 83 | 75 |
| 3 | 56 | 63 | 102 | 89 | 80 |
| 4 | 65 | 71 | 61 | 102 | 83 |
| 5 | 64 | 61 | 72 | 61 | 100 |
| 6 | 53 | 82 | 58 | 72 | 58 |
| 7 | 73 | 71 | 93 | 69 | 77 |
| 8 | 62 | 78 | 68 | 90 | 63 |
| Self-Contained Special Education  Billingsport/Loudenslager\* | 26 | 26 | 20 | 20 | 23 |
| Grand Totals | **750** | **793** | **795** | **840** | **820** |

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

**Note**: At the November 25, 2019 meeting, the Interim Superintendent indicated that the administration was examining the fact that in 2018 there were 100 kindergarten students but only 79 first graders in 2019. Four students moved to neighboring districts. Six students moved out of state/country. The Division of Child Protection and Permanency relocated one student. One student is now being home schooled. Two students moved to other more distant schools in New Jersey. One student is now enrolled in a private school. At this point, the Interim Superintendent cannot identify the remaining six students.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment – November** | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| 9 | 63 | 84 | 92 | 95 | 105 |
| 10 | 82 | 77 | 80 | 83 | 87 |
| 11 | 80 | 80 | 64 | 74 | 70 |
| 12 | 78 | 96 | 84 | 68 | 84 |
| **Total** | **303** | **337** | **320** | **320** | **346** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School for November 2019:

| **Grade** | **Number of Students per Class** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Pre-School | 15 | 14 | 13 | 12 | 13 | 14 |
| Kindergarten | 25 | 25 | 24 | 24 |  |  |
| 1 | 20 | 21 | 20 | 21 |  |  |
| 2 | 20 | 19 | 19 | 17 |  |  |
| 3 | 20 | 20 | 20 | 20 |  |  |
| 4 | 20 | 22 | 20 | 21 |  |  |
| 5 | 26 | 25 | 24 | 25 |  |  |
| 6 | 19 | 15 | 23 |  |  |  |
| Special Education \* | 10 | 13 |  |  |  |  |

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

**Instructional Services A:** 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 which The Greenwich Township Representative may vote on.

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

Grades 9-12:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 212013 | 11 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in Bridgeton, New Jersey. Start date was 11/20/2019. |

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

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

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

1. Recommend approval for Lynn Corona, a representative of Republic Bank located in Glassboro, New Jersey to present Money Zone to the grade four students at Loudenslager Elementary School on Thursday, January 9, 2020. There is no cost to the Board of Education.

Informational: Money Zone is a financial literacy program geared to grade four students. It is composed of three 20 - 30 minute lessons. The lessons are Saving Money, Budgeting and Common Bank Forms. The program is congruent with standards established by the National Council of Teachers of Mathematics as well as the 21st Century Learning Standards.

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

Grades PreK - 8:

|  |  |  |
| --- | --- | --- |
| **Case #** | **Grade** | **Hours of Instruction** |
| 322451 | K | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 11/12/2019. |
| 291463 | 3 | 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 11/12/2019. |
| 252186 | 8 | Student was placed on home instruction. This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week at $32 per hour. Start date was 11/6/2019. |
| 260387 | 7 | Student was placed on home instruction. This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. At $32 per hour. Start date was 11/26/2019. |

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

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

Motion carried

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

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

1. Recommend approval for Sebastian N. Morda to serve as a Volunteer Assistant Coach for the Wrestling Team during the 2019-2020 school year.

Informational: Mr. Morda served as a Volunteer Assistant Coach last year. He wrestled while he was a student at St. James High School. Mr. Morda is currently an attorney.

1. Recommend retroactive approval to hire Stephen Hunckler to film high school football games at $50.00 per game for the 2019 - 2020 school year.

Informational: Mr. Hunckler has provided this service for over 15 years. Mr. Hunckler was inadvertently not included on the list of approvals for the fall season sports activities. On June 24, 2019 the Board of Education approved a resolution to pay employees specific pay rates for services such as ticket seller, ticket collector, clock operator, etc. Since Mr. Hunckler is not an employee, he was not covered by this action.

1. Recommend preliminary approval for the Paulsboro High School and Winslow Township High School Choirs to conduct two combined concert during May 2020. One concert will take place at Winslow Township High School and the other at a site in Paulsboro. Cost to the Board of Education includes school bus transportation (2 trips x 2 buses/trip x 5 hours / trip x driver salary at $24.75/hour = $495 and mileage (2 trips x 60 miles/trip x $3.00/mile = $360).

Paulsboro High School Choir Director Aaron Krasting is in charge of the event.

Informational: If the Board of Education approves this preliminary recommendation, the staff will move forward with planning the concerts. In the past, a similar concert series was conducted in cooperation with West Deptford High School. In preparation for the concerts, the Winslow choir will travel to Paulsboro for a practice session. The second practice session will be held at Winslow. A concert will be held at Winslow Township High School and a second performance at a site in Paulsboro. Mr. Krasting is contacting a local pastor to determine if he can make this church available for the concern in Paulsboro. This is required because the Paulsboro High School Auditorium is out of service. The gymnasium is not a suitable site for this type of performance.

1. Recommend approval for Paulsboro High School sports teams to utilize Guardian Angels Gymnasium located at 717 Beacon Avenue, Paulsboro, New Jersey for 2019 - 2020 Boys and Girls Basketball Team practices. There is no cost to the Paulsboro Board of Education.

Informational: Athletic Director John Giovannitti had a meeting with Guardian Angels Principal Sister Jerilyn Einstein. She approved the use of the Paulsboro campus gym when no conflicts occur. The gym will be used when the need arises due to limited space at Paulsboro High School. This most frequently takes place when there are home wrestling matches. The same approval was given last year.

1. Recommend approval of the following personnel appointments and reassignments for the Girls Basketball Team during the 2019-2020 season:
   1. Voluntarily transfer Thomas Richardson from the position of Coach for the 7th / 8th Grade Girls Basketball Team to the position of Assistant Coach for the Varsity / Junior Varsity Girls Basketball Team. Mr. Richardson will earn Step 1 - $4,093 as per agreement with the Paulsboro Education Association.

Informational: Mr. Richardson was appointed to the 7th/8th grade position on October 28, 2019. Participation in Girls Basketball was not known at that time. Since participation had been low for the past several years, the appointment of an Assistant Coach for the Varsity / Junior Varsity Team was postponed. As of December 9, 2019, there are 23 students participating on the team which is more than enough to warrant an Assistant Coach.

1. Appointment of Tiaja Harrold to the position of Coach for the 7th / 8th Grade Girls Basketball Team. Ms. Harrold will earn $3,181 as per agreement with the Paulsboro Education Association.

Informational: Ms. Harrold served as a Volunteer Assistant Coach for the 2018 - 2019 Girls Basketball Team. During the 2017 - 2018 school year she served as a paid Assistant Coach for Girls Basketball.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

Motion made by Hamilton, seconded by Reilly and unanimously carried (10-0) to table item F.

1. Recommend approval of the following coaches for the Girls Track and Field Team for the 2019 - 2020 school year with salaries as per agreement with the Paulsboro Education Association:

Euridee Gunter Head Coach Step 3 $6,427.00

David Platt Assistant Coach Step 3 $5,006.00

Ron Wenzel Assistant Coach Step 3 $5,006.00

Paulette Cwik Volunteer Paraprofessional

Anita Evans Volunteer Paraprofessional

Erica Scott 7th / 8th Grade Coach $3,181.00

Kevin Harvey 7th / 8th Grade Coach $3,181.00

Informational: The coaches being recommended served in the same positons during the 2018 - 2019

school year.

G. Informational- Reports of Fall Sports Teams – Cheerleading **(Attachment)**

1. Informational - Santa’s Elves Project

Elementary School Librarian Ms. Tammi Minix and Loudenslager Elementary School Teacher Ms. Tara Stahl recently completed the 2019 Santa’s Elves Project. They worked with Paulsboro Refining Company, Paulsboro Neighborhood Watch and St. Paul’s Methodist Church in Paulsboro, New Jersey to provide holiday gifts and / or dinners for 36 families.

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

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

1. Recommend approval for the Girl Scouts of America – Central and Southern New Jersey Council to use the Paulsboro High School Cafeteria or other suitable room on Wednesday afternoons from 3:00 PM until 4:30 PM beginning on January 15, 2020. Proof of Insurance is on file. This recommendation is contingent on availability of the Cafeteria.

Informational: The Girl Scouts are working to establish troops in Paulsboro. The use of school facilities provides a location for the organization to hold meetings and conduct activities.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

1. Board Input Requested: The Interim Superintendent reached out to some community members to determine if there is any interest organizing a volunteer project to paint the classrooms on the second floor in Loudenslager Elementary School. This project would take place after the ceilings are repaired and before the students move back into the classrooms.

The Interim Superintendent of Schools respectfully requests input from the Board of Education to determine if it will approve such a volunteer project if it can be organized.

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

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

1. Recommend approval to accept two new custom-made electric guitars, cases, straps, picks and amplifiers from Jefferson Health New Jersey Management Team. The guitars are valued at $200 each. Jefferson employee and Paulsboro High School graduate Jessica Savidge made the presentation.

Informational: The Jefferson Management Team constructed the guitars as part of a team building activity. Jefferson Health President Joseph Devine suggested that two of the guitars be presented to the Paulsboro Public Schools. One guitar will be given to the elementary school music teacher and the other will go to the music teacher at Paulsboro High School for use by both teachers and students.

1. Recommend approval of a 60-month lease agreement with Stewart Business Systems, a Xerox Company to acquire 22 multi-function printers and associated document management software via State Contract A-40469. The monthly lease payment will be $3,109.22 for equipment and $430 for software. In addition, the district will be billed $.0035 for each black and white copy made on Xerox D95 units and $.004 for black and whites copies made on all other models, the district will also be billed $.039 for each color copy.

Informational: The Interim Business Administrator received proposals to replace existing copiers from two entities. The district currently has two leases expiring at different times. The new proposed lease would consolidate the two existing leases into one. The new combined lease will save the district $7,390.08 per year for five years or $36,950. The new lease includes two fewer machines compared to the existing contract. One of the two machines has been out of service for a period of time. The other reduction is from 3 to 2 machines in the Administration Building. In addition, the features and page/minute capacity of the machines will be adjusted to more accurately reflect the usage of any given copier.

1. Recommend approval to accept a donation of the 1934 Paulsboro High School Diploma of Alfred Charles Sockwell. The donation was made via Irma Stevenson. The cash value of the diploma is approximately $10 but for what it represents, it is priceless.

Informational: Over the past few years, many people have donated diplomas and other items of memorabilia to the school. Many of these items are on display in Paulsboro High School and in the Administration Building as part of the Hall of Diplomas exhibit.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson abstain C, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

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

On December 2, 2019, the district administration filed the 2020 - 2021 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. Assistant Superintendent Paul Bracciante is in charge of preparing and submitting this important report. The following chart presents an enrollment summary for the past three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Students on Roll** | **Number of Students**  **Sent** | **Number of Students Received** | **Number of**  **Low Income** | **Number of Special Education** |
| 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 2019-2020 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration will explore strategies to increase participation in this important program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Percentage Breakfast Participation** | | | |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| September | 89% | 68% | 17% | 53% |
| October | 94% | 67% | 14% | 55% |
| November | 92% | 67% | 16% | 54% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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% |

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 |
| **Year to Date** | **$261,961.83** | **$280,735.22** | **$18,773.39** |

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

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

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** |
| --- | --- | --- | --- | --- |
| PHS1122019-002 | 11/20/2019 | Complete | Jessica Johnson  Anti-Bullying Specialist | Confirmed HIB  Teasing and name calling  Out of School Suspension  Counseling |

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mr. MacKenzie, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 10 YES.

Motion carried

B**.** 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 | 9/12/2019  10/24/2019  11/26/2019 | 09/13/2019  10/11/2019  11/22/2019 | 9/11/2019  10/11/2019  11/05/2019 |
| Evacuation  (Non-Fire) | Each school must conduct two annually |  | 11/25/2019 | 11/14/2019 |
| Lockdown | Each school must conduct two annually |  |  |  |
| Bomb Threat | Each school must conduct two annually | 11/27/2019 |  |  |
| Active Shooter | Each school must conduct two annually | 9/16/2019 | 9/16/2019 | 09/17/2019 |
| Shelter In Place | Each school must conduct two annually | 10/10/2019 | 10/31/2019 | 10/17/2019 |
| **Other Drills** | | | | |
| Bus Evacuation | School District (Annually) | (P8) 9/17/19 |  | (P5) 10/24/19 |
| Bus Evacuation | School Routes  (2 Annually) | 9/18/19  (P6) Bankbridge Elementary  11/5/2019  (P8) Bankbridge Regional |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Several Phone Blaster announcements were sent during October and November 2019. The announcements were sent from several locations. These announcements were successful. | | |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/30/2019  10/31/2019  11/26/2019 | 09/25/2019  10/31/2019  11/21/2019 | 09/30/2019  10/31/2019  11/26/2019 |

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

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

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

| **Case Number** | **Date of Incident** | **Nature of Case** | **School** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| --- | --- | --- | --- | --- | --- |
| 1024201916 | 10/24/2019 | Fight | Billingsport Early Childhood Center | Out of School Suspension | NA |
| 1024201927 | 10/15/2019 | Fight | Billingsport Early Childhood Center | Out of School Suspension | NA |
| 1118201922 | 11/18/2019 | Fight | Paulsboro High School | Out of School Suspension | NA |
| 1115201920 | 11/15/2019 | Weapon – Knife | Paulsboro High School | Out of School Suspension | NA |

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

None

Motion made by Hamilton, seconded by Lozada-Shaw and unanimously carried (10-0) to move to Executive Session at 9:15 PM.

**Executive Session**

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 matters such as candidates for the position of Superintendent of Schools the results of which may be made known upon return to regular session or when conditions warrant.

Motion made by Michael, seconded by Hamilton and unanimously carried (8-0) to return to Regular Meeting at 10:10 PM

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

ACTION ITEMS FOLLOWING EXECUTIVE SESSION

A. Recommend approval of the following job descriptions

· Part-Time Interim Director of Curriculum, Instruction and Assessment

· Part-Time Interim Director of Special Education

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

Motion carried

Motion made by Hamilton, seconded by Stevenson to approve B which The Greenwich Township Representative may vote on.

B. Recommend approval of a $1,650 per month stipend to the salary of District Coach Christine Lindenmuth beginning January 1, 2020 through June 30, 2020. The stipend covers additional duties and responsibilities in the areas of curriculum, instruction and assessment.

Informational: Ms. Lindenmuth holds certification as Supervisor and is currently applying for certification as Principal. Since she is a member of the Paulsboro Education Association she cannot serve as a supervisor at this time. During the transition the Interim Superintendent will sign off on all required documents. This matter was reviewed in advance with Paulsboro Education Association President JoAnne Gayeski.

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

Motion carried

**Next Scheduled Meeting**

**Thursday, January 2, 2020**

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

*7:00 p.m. –Reorganization 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.

**Monday, January 27, 2020**

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

*7:00 p.m. –Reorganization 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 Michael, seconded by Hamilton and unanimously carried (8-0) to adjourn the meeting at 10:15 PM.

Respectfully Submitted,

****

Board Secretary