**Paulsboro Public Schools**

**Monday, May 21, 2018**

**Minutes**

**regular meeting**

As required by the Open Public Meetings Act as Vice President, I announce that adequate notice of this special meeting has been provided by mailing on Thursday, January 4, 2018 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times and Secretary of Greenwich Township Board of Education the approved 2018 Board of Education meeting calendar adopted by the Board of Education at the Reorganization Meeting on January 3, 2018 and by posting the revised schedule of meetings in a public place reserved for such announcements by the Board of Education.

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Crystal Henderson, John Hughes *(departed 8:24pm)* Greenwich Township Representative, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. MacKenzie, Irma R. Stevenson, and James J. Walter, II. Lisa Lozada-Shaw, Marvin Hamilton and Thomas C. Ridinger were absent. Also present were Mr. Paul Bracciante, Assistant Superintendent, Ms. Jennifer Johnson, Business Administrator/Board Secretary, and Attorney Stephen Edelstein, Esq.

**Presentation**

The Superintendent of Schools announced the following honorees:

1. Honoring the following ***Teacher of the Year for 2018***.

 Billingsport Early Childhood Center MaryAnn Lang

 Loudenslager Elementary School Dean Duca

 Paulsboro Junior High School Glenn Howard

 Paulsboro High School Rachel Wulk

1. Honoring the following ***Educational Services Professional for 2018***.

 Billingsport Early Childhood Center Cheryl Sierocinski

 Loudenslager Elementary School Jessica LaBorde

1. Honoring the following staff members with ***25 Years of Service*** and those who are

***Retiring in the 2017 - 2018 school year.***

 **Twenty-Five Year Service Awards**

 Dean Duca, Shirley Gill, Susan Howard and Ann Thompson

 **Retirements**

 Andrea Blandy Judith Burlingame Clara Davis

 Dr. Naomi Firestein Elaine Hadfield Janet Montemore

 Joseph O’Leary Dr. Lucia Pollino

1. Students of the Month Awards for March 2018 and April 2018:

|  |  |
| --- | --- |
| **Billingsport Early Childhood Center****Principal Mildred Tolbert** | **Loudenslager Elementary School****Principal Matthew Browne** |
| **March Students of the Month**Jayla Barnes - Grade 2Reilly Gibbons - Grade 2**April Students of the Month**Janiyah Jefferson - Grade 2Terrance Rothmiller - Grade 2 | **March Students of the Month**Shai Wallace – Grade 3Chase Breedlove – Grade 3Franyi Almanzar-Oviedo – Grade 4Saniyah Gibson – Grade 5Adrianalie Mendez – Grade 6**April Students of the Month**Sarielle Bonilla – Grade 3Quran Lipscomb – Grade 4Brian Tortella – Grade 4Hailey Goss – Grade 5Jordanie Alvarado – Grade 6Aliana Carr – Grade 6 |

1. The following Winter Season Athletes and Teams were honored and announced by Athletic Director, Mr. John Giovannitti:

**Girls Basketball**

1st Team Colonial Conference – Aniyah Bagby

1000 points scorer – Aniyah Bagby

**Boys Basketball**

1st Team Colonial Conference – Eric Diaz

2nd Team Colonial Conference – Dai’Jaun Jackson-Edwards

1000 Points Scorer – Eric Diaz

**Wrestling Team Awards**

Colonial Conference Champions

South Jersey Group 1 State Champions

District 26 Champions

Ranked #1 in South Jersey

**Colonial Conference 1st Team**

Jason Lucci

Harrison Eli

Gabriel Onorato

George Worthy

Riley Onorato

Brandon Green

Santino Morina

Anthony Morina

Dimetrius Day

**Colonial Conference 2nd Team**

Georgio Mazzeo

Geno Duca

Austin Mooney

1. Presentation of Paulsboro Neighborhood Watch “Step Up-Speak Up” essay contest awards by Mr. Barry Corradetti.

Paulsboro Neighborhood Watch's Step Up, Speak Up Essay Contest is a program aimed to help our junior high students understand they can make a positive difference in the world in which they live by realizing that they have a responsibility to step up and speak up when they see any wrong doing. This can be done by reaching out to a parent, teacher or trusted adult when they see issues such as bullying, cheating, stealing or problems within the community.

The following are the winners of this year's Step Up, Speak Up Essay Contest:

1st Place - Gabriela Lopez-Ramirez

2nd Place - Norah Brooks

3rd Place - Sofia Giovannitti

4th Place - Jahnesha Streeter

Honorable Mention:

Azhmeir Campbell

Kamya Hambrick

Bryan McManus

Kwydir Parker

Amani Segar

Amaya Wilson

Our organization is very proud of this program and we hope that it has helped our young students to reflect on serious issues that surround our world today. Issues which they can be part of the solution.

1. Mrs. Rebecca Richardson, Gifted and Talented Teacher, along with five elementary students presented projects made throughout the school year. (***Attachment***)

**Public Comments and Petitions -** These comments **must relate** to items on this agenda.

**MaryAnn Costa**, *Address,* asked what a penny is worth and how much did the taxes increase for the 2% max?

Response: The Business Administrator responded a penny is worth approximately $35,000 to the budget and the taxes increased $0.07 including the banked cap and the 2% increase.

**Danielle Scott**, *321 W. Adam Street*, would like to know what infractions result in a student placed into in school suspension at Paulsboro High School. There is a full time teacher paid an salary for in-school suspension, how is instruction given to these students. How many of the infractions are related to dress code? In addition, what is the Board of Education doing to assist parents who can’t afford clothing to adhere to the dress code? Mrs. Scott also asked why the library is limited to students if we pay approximately $50,000 salary for this service. Lastly, programs the district offers that are preventing crisis falling under Title IX Coordinator.

The Superintendent asked Mrs. Scott to make an appointment to discuss her concerns but Mrs. Scott respectively asked answers to her questions be given at a public meeting and placed on record.

**Cheryl Scott**, *1645 Swedesboro Avenue*, asked when and how protocol was changed for the public to limit speaking to only once per meeting in addition to a restricted time.

Response: The Attorney explained the restriction was at the last meeting because of the number of pubic requesting to speak. District policies available on the website govern the protocol to conduct the meeting.

Ms. Scott was happy to see the gifted and talented program presentation but is concerned with the elimination of the Spanish teacher, limited resources for the students, and where the students are headed.

**Board Business:**

1. **2018 Election November Offices open for general election**

Term of Office Incumbents

Three (3) three year terms Tom Ridinger, Irma Stevenson, James Walter, II

One (1) one year term Vacancy

Election petitions are available through the Gloucester County Board of Elections office located at 550 Grove Road, West Deptford, New Jersey.

Petition submission deadline to the County Board of Elections Office is Monday, July 31, 2018.

1. **Board Vacancy**

The Board of Education will conduct interviews to fill the current one year unexpired term. This appointment will run through December 31, 2018 and is included in the November 2018 election. Interested residents of Paulsboro, sent a letter of interest to the Superintendent of Schools as advertised in the South Jersey Times on May 3, 2018.

The process for the Board of Education candidate interviews will include the following:

1. A set of questions for each individual candidate from the Superintendent of Schools.
2. The Board of Education will then convene in the executive session to discuss the candidates.
3. The Paulsboro Board of Education will then come out of executive session to appoint the new Paulsboro Board of Education member in public and have the new member swore in.

Candidate Interviews:

Dr. Philip Neff at 7:45 p.m.

Ms. Barbara Dunn at 8:15 p.m.

**Executive Session**

Motion by Walter, seconded by Stevenson and unanimously carried (6-0) to adjourn at 8:09 pm

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

Motion by Walter, seconded by Stevenson and unanimously carried (6-0) to return from executive session at 8:22 PM.

Motion by Walter, seconded by Stevenson to:

1. Recommend appointment of Mrs. Barbara Dunn to the one year vacancy, term ending December 31, 2018.

Informational: The Board Secretary/Business Administrator, Jennifer Johnson will be available to swear the candidate into office pending their availability.

*Roll Call Vote*:, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 4 YES; Mrs. Henderson, Mr. Hughes 2 NO; Mr. Hamilton, Ms. Lozada-Shaw, and Mr. Ridinger 3 ABSENT

Motion Carried

The Business Administrator/Board Secretary swore newly appointed Member Ms. Barbara Dunn into office.

1. **Upcoming Scheduled Events**

***Sr. High Instrumental &*** 7:00 p.m. on Tuesday, May 22, 2018

***Vocal Concert*** Paulsboro High School Gymnasium

***Big Brother / Big Sister*** 2:40 p.m. on Thursday, May 24, 2018

***Awards Program*** Paulsboro High School Cafeteria

***All Sports Banquet*** 6:30 p.m. on Thursday, May 24, 2018

Nicolosi Catering, West Deptford, New Jersey

***Project ABLE*** ***Awards Program*** 11:30 a.m. on Monday, June 4, 2018

 Your Home Town Deli, Paulsboro, New Jersey

***People’s Choice Awards***  6:30 p.m. on Thursday, June 7, 2018

 Paulsboro High School

***Commencement*** 6:30 p.m. on Tuesday, June 19, 2018

 Paulsboro High School Gymnasium

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

The Paulsboro Board of Education Negotiation Team: Mr. William Scott MacKenzie, Chairperson, Members: Mr. Joseph Lisa, Mrs. Irma Stevenson and Mr. James Walter, II held their first meeting on December 11, 2017. The second meeting originally scheduled for February 28, 2018, is now being held, Wednesday, May 23, 2018 at 5:00 p.m. in the Administration Building.

Update: The Superintendent met with the Paulsboro Board of Education Negotiation Team on Wednesday, May 9, 2018.

1. **Resolutions**

Motion by Walter, seconded by Stevenson to adopt resolution #05-21-18-001 in support of the New Jersey School Boards Association Conventions / Training.

**Resolution Of The Paulsboro Public Schools Board Of Education**

**Regarding New Jersey School Boards Association Conventions/Training**

**WHEREAS**, the Paulsboro Public Schools Board of Education is in support of and is committed to providing the best educational experience to all of the students in the district; and

**WHEREAS**, the Board believes that all its members should avail themselves of all the educational opportunities available to them to better facilitate its policy­ making actions; and

**WHEREAS**, all members are duly elected officials and serve in a non-compensated position; and

**WHEREAS**, the New Jersey School Boards Association holds an annual training workshop in Atlantic City for the betterment of its members; and

**WHEREAS**, all school board members are required to attend state-mandated training; and

**WHEREAS**, the New Jersey State Accountability Regulations were implemented in 2007, prohibiting travel expense reimbursement for all those within a 50-mile radius of the workshop location currently held in Atlantic City; and

**WHEREAS**, all school board members within this 50-mile radius must pay for their own hotel costs, meals, and other expenses; and

**WHEREAS**, they are paying for the privilege of serving their constituents; and

**WHEREAS**, the New Jersey School Boards Association is actively seeking to repeal this restriction, and has worked on it with the Department of Education and its Commissioner; and therefore, be it now

**RESOLVED**, that the New Jersey State Legislators remove this restriction on its school board members, and allow them to attend all school board activities without personal payment to better educate themselves; and further

**RESOLVED**, that a copy of this resolution be forwarded to all 4th District Legislators, the Senate President, House Speaker, the Lieutenant Governor, and the Governor of the State of New Jersey.

*Roll Call Vote*: Mrs. Dunn, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

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

Chairperson Lisa and Administration met with the engineers, T&M, to review completed designs and specifically to discuss the plan for the Junior/Senior High School boilers. T&M’s completed design included three new boilers to replace the two boilers currently supplying heat to the school. Extensive discussion took place with the engineers and it is the recommendation of the committee to perform repairs (not to exceed $10,000) on the boilers and review alternative plan designs before going out to bid.

Procurement through a shared service agreement with Newfield Board of Education is in motion to complete repairs needed to the Paulsboro Junior/Senior High School Auditorium this summer.

No ROD (Regular Operating District) Grant Projects will be completed this summer. During the 2019-2020 budget process, beginning with the Three Year Comprehensive Maintenance Plan, options for projects and funding will be presented to the Board.

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

Motion by Walter, seconded by Stevenson to approve items A-D. The Greenwich Township Representative may vote on items in this section of the agenda.

Informational: The Report of the Treasurer of School Monies and Report of Secretary to the Board of Education as well as associated accounts are available by contacting the Business Administrator Jennifer Johnson.

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

 Regular Meeting March 19, 2018

 Regular Meeting April 30, 2018

 Special Public Hearing on the 2018-2019 Budget Meeting May 5, 2018

 Regular Meeting May 10, 2018

1. Approval of the March 2018 Cash Receipts Report (**Attachment**)
2. Approval for payment of bills that are duly signed and authorized. (**Attachment**)
3. 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 March 31, 2018, 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.



Informational: The Board may approve the above reports with a single motion. The Report of the Treasurer of School Monies and Report of Secretary to the Board of Education as well as associated accounts will be available at the meeting or in advance by contacting the Business Administrator, Jennifer Johnson.

*Roll Call Vote*: Mrs. Dunn, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

**Business Administrator Certifications**

***Pursuant to NJAC 6A:23-2.ll (c)3***, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of March 31, 2018, 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, May 21, 2018

***Pursuant to NJAC 6A:23A-16.10(c)2***, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of March 31, 2018.





Monday, May 21, 2018

**Report Of The Superintendent: Staff and Curriculum Development**

Motion by Walter, seconded by Stevenson to approve items A-F. The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval for the following specialists to complete initial evaluations and re-evaluations of students being studied to determine if they have a disability or who already have an Individual Education Program (IEP) between July 1, 2018 and August 30, 2018. Specialists are paid $215.00 per case.

Type of Specialist Names of Specialists

 School Social Workers Charisse Generette

 Speech Kristin Shute

 School Psychologists Angela Bradbury

Informational: The additional evaluations are needed in order for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA).

1. Recommend approval for the following Child Study Team outside consultants to complete Learning Evaluations for initial evaluations and re-evaluations of students from July 1, 2018 and June 30, 2019. Specialists are paid $215.00 per case.

 Type of Specialist Names of Specialists

 Learning Disability Teacher/Consultant Karolyn Adams

 Learning Disability Teacher/Consultant Andrea Gerrard

Informational: The evaluations are needed in order for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA).

1. Recommend approval for the updated job descriptions:

1. Secretary to the Assistant Superintendent of Schools **(Attachment)**

2 Part Time Secretary to the Paulsboro Junior / Senior High School Principal **(Attachment)**

1. Recommend approval for the following teachers to work during the summer 2018, writing / updating curriculum. Teachers will work under the direction of Mr. Paul Bracciante, Assistant Superintendent. All district curriculum will be current with the Student Learning Standards, will include ELA, Technology and College and Career Readiness Standards and be ready for BOE approval at the September 2018 Board Meeting. All teachers recommended below have formally applied to Mr. Bracciante for this important project.

**Summer Curriculum Writing**

| **Content Area** | **Course** | **Name** |
| --- | --- | --- |
| **ELA** | English I - CP & Honors | Sue Howard |
|  | English II- CP & Honors | Holly Klein |
|  | English III - CP  | Amy Bria |
|  | English IV - CP  | Holly Klein |
|  | Public Speaking/Discussion Debate | Amy Bria |
|  | Literature Humanities | Amy Bria |
|  | Journalism | Holly Klein |
|  | Exploring Poetry | Amy Bria |
|  | Exploring Shakespeare | Amy Bria |
|  | Intro to College English | Amy Bria |
| **Industrial Arts** | Wood Tech 7-8 | Lisa Kuhnel |
|  | Wood Tech I | Lisa Kuhnel |
|  | Wood Tech II | Lisa Kuhnel |
|  | Wood Tech III | Lisa Kuhnel |
|  | Wood Tech IV | Lisa Kuhnel |
|  | Residential, Commercial, Industrial Maintenance | Lisa Kuhnel |
|  | Construction Tech I | Lisa Kuhnel |
| **Art** | Art PK-2 | Kim Reger |
|  | Art 3-6 | Kim Reger |
|  | Art 7 & 8 | Kim Reger |
|  | Art I | Christine O'Malley |
|  | Art II - Graphic Arts | Margaret LaDue |
|  | Art III | Margaret LaDue |
|  | Art IV | Margaret LaDue |
|  | Art G & T  | Margaret LaDue |
|  | Art Service | Christine O'Malley |
| **Music** | Music PK-2 | Brian Betz |
|  | Music 3-6 | Brian Betz |
|  | Music 7 & 8 | Brian Betz |
|  | Theater Arts I | TBD |
|  | Band | TBD |
|  | Concert Choir | TBD |
|  | Music Theory I | TBD |
|  | Music Technology | TBD |
| **Business** | Accounting I | Christine Lindenmuth |
|  | Accounting II | Christine Lindenmuth |
|  | Yearbook | Lisa Kuhnel |
| **Computer Science** | Web Page Design, Microsoft Office Software Applications & Desktop Pub. | Lisa KuhnelNoreen DeMarco |
|  | Computer Programming I | Lisa Kuhnel |
|  | School To Careers | Lisa Kuhnel |
|  | Sports and Entertainment Marketing | Lisa Kuhnel |
|  | Business and Personal Law | Lisa Kuhnel |
| **Technology** | PK-6 | Noreen DeMarco |

Informational: The following was approved at the March 19, 2018 Board of Education meeting.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  | ELA (High School) | $3,200.00 |
|  | Industrial Arts/Home Economics Math | $1,760.00 |
|  | Business Education | $1,360.00 |
|  | Art Education | $1,920.00 |
|  | Music | $1,920.00 |
|  | Technology | $ 400.00 |
|  | Instructional Coach (80 hours x $32/hour) | $2,560.00 |
|  | Total Cost | $13,120.00 |

1. Recommend approval to approve a professional day for Ms. Rebecca Richardson and Ms. Christine Lindenmuth to work on the STEAM Academy proposal on Monday, June 11, 2018. There will be no cost to the Board of Education.

Informational: More details will be presented to the Board of Education once the Education Foundation approves the final proposal.

1. Recommend approval for Billingsport Early Childhood Center Nurse, Janice Esters to attend CPR Instructor Monitoring on Tuesday, June 5, 2018 at Inspira Medical Center in Woodbury, New Jersey. There will be no cost to the Board of Education.

*Roll Call Vote*: Mrs. Dunn, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

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

|  |
| --- |
| **Month of May 2018** |
| **Grade** | **Enrollment** |
| 9 | 93 |
| 10 | 78 |
| 11 | 65 |
| 12 | 84 |
| **Total** | **320** |

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

|  |
| --- |
| **Month of May 2018** |
| **Grade** | **Enrollment** |
| 7 | 93 |
| 8 | 67 |
| **Total** | **160** |

1. The following are class enrollments for Billingsport Early Childhood Center and Loudenslager Elementary School - Month of May:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Enrollment Per Class** **Billingsport Early****Childhood Center** | **Grade** | **Enrollment Per Class****Loudenslager****Elementary School** |
| Pre-School Disabled | 2 |  |  |  |  | 2 | 3 | 28 | 23 | 26 | 25 | 102 |
| Pre-School | 15 | 14 | 14 | 15 |  | 59 | 4 | 17 | 22 | 17 |  | 56 |
| K | 19 | 19 | 19 | 18 | 18 | 93 | 5 | 23 | 26 | 24 |  | 73 |
| 1 | 23 | 22 | 22 | 19 |  | 86 | 6 | 19 | 20 | 18 |  | 57 |
| 2 | 21 | 20 | 20 | 20 |  | 81 |  |  |   |  |  |  |
| Special Education |  | 10 | 4 | 6 |  | 20 | Special Education | 7 |  |  |  | 7 |
| **Total** | **340** | **Total** | **295** |

**Report Of The Superintendent: Instructional Services**

Motion by Walter, seconded by Stevenson to approve items A-B. The Greenwich Township

Representative may vote on items in this section of the agenda.

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

Grades 9-12:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 2958 | 9 | Student is receiving home instruction through Brookfield Schools for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 4/10/2018. |
| 2958 | 9 | Student is receiving home instruction through Brookfield Schools for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in Bridgeton, New Jersey. Start date was 4/20/2018. |

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 10 hours per week of instruction. Special Education students receive 10 hours of instruction per week. In some cases, facilities or a company under contract to the facility, provide the instruction then bill the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

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

Grades PK-8:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 322266 | PK | Student is receiving home instruction through Brookfield Schools for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 4/13/2018. |

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 10 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*: Mrs. Dunn, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

**Report Of The Superintendent: STUDENT ACTIVITIES**

Motion by Walter, seconded by Stevenson to approve items A-C. The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval for the R.E.A.L. Twilight Summer Camp Program to complete their mandatory Service Project at Loudenslager Elementary School. The students will be painting the garden blocks in the Loudenslager Edible Garden.

Informational: Each year as part of the 21st Century Learning Grant, the Loudenslager Twilight Students must participate in mandatory service project. Last year, the Twilight Students completed their service project by cleaning up the Loudenslager Courtyard and creating a Reading Garden.

1. Recommend approval for the Loudenslager Elementary Honor Society to complete their mandatory Service Project at Loudenslager Elementary School. The students will be restoring the backboards and replacing the rims and nets on the six basketball courts adjacent to Loudenslager Elementary School.

Information: Each chapter of the Elementary Honor Society must complete a service project each year to remain in good standing with the National Elementary Honor Society Organization. The Basketball Courts adjacent to Loudenslager Elementary School are utilized by both the school and the community.

1. Recommend approval for students at Billingsport Early Childhood Center (BECC) to participate in “Mileage Club” program for the 2018-2019 school year. BECC School Nurse, Janice Esters is in charge of the activity.

 Informational: Students who wish to participate will walk around the large playground area at BECC during recess. They will log their mileage in order to earn Foot Tokens and certificates for miles walked. The program is designed to promote fitness, build self-esteem, and help students “burn” excess energy. The Board of Education approved the Mileage Club during the 2013-2014 school year. There is no cost to the Board of Education.

*Roll Call Vote*: Mrs. Dunn, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

 Motion Carried

**Report Of The Superintendent: finance**

Motion by Walter, seconded by Stevenson to approve items A-K. The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval to renew the agreement with Horizon Blue Cross and Blue Shield to provide employee medical insurance for the period July 1, 2018-June 30, 2019 with a continuance (0% increase) compared to the current year.

|  |  |
| --- | --- |
|  | **Horizon** |
|  | **Direct Access 15 Plan****Monthly Premium** | **Direct Access 20 Plan****Monthly Premium** |
| **Coverage Level** | 2017-2018 | 2018-2019 | 2017-2018 | 2018-2019 |
| Single | $ 753.62 | $ 753.62 | $ 854.40 | $ 854.40 |
| Husband/Wife | $1,507.22 | $1,507.22 | $1,708.81 | $1,708.81 |
| Parent/Child(ren) | $1,281.15 | $1,281.15 | $1,452.50 | $1,452.50 |
| Family | $2,034.76 | $2,034.76 | $2,306.90 | $2,306.90 |

|  |  |
| --- | --- |
|  | **Horizon** |
|  | **HSA DA 100/70****Monthly Premium** | **EPO Advantage****Monthly Premium** |
| **Coverage Level** | 2017-2018 | 2018-2019 | 2017-2018 | 2018-2019 |
| Single | $ 694.62 | $ 694.62 | $ 512.64 | $ 512.64 |
| Husband/Wife | $1,389.26 | $1,389.26 | $1,025.29 | $1,025.29 |
| Parent/Child(ren) | $1,180.88 | $1,180.88 | $ 871.50 | $ 871.50 |
| Family | $1,875.51 | $1,875.51 | $1,384.14 | $1,384.14 |

|  |  |
| --- | --- |
|  | **Horizon** |
|  | **Omnia****Monthly Premium** |
| **Coverage Level** | 2017-2018 | 2018-2019 |
| Single | $ 476.76 | $ 476.76 |
| Husband/Wife | $ 953.52 | $ 953.52 |
| Parent/Child(ren) | $ 810.49 | $ 810.49 |
| Family | $1,287.25 | $1,287.25 |

Informational: Broker of Record Steven Anuszewski “shopped” for a carrier that will provide the same insurance at a lower price. Horizon’s renewal was compared to AmeriHealth, Aetna, Cigna, SJSBP (HIF) and the SEHBP program and Horizon offered the lowest rates.

1. Recommend approval to renew the agreement with Delta Dental to provide employee dental insurance for the period July 1, 2018 – June 30, 2019 with a continuance (0% increase) compared to the current year.

Rates are as follows:

|  |  |
| --- | --- |
|  | **Delta Dental** |
|  | **Delta Dental Plan 1****Monthly Premium** | **Delta Dental Plan 2****Monthly Premium** |
| **Coverage Level** | 2017-2018 | 2018-2019 | 2017-2018 | 2018-2019 |
| One Party | $32.81 | $32.81 | $ 43.31 | $ 43.31 |
| Two Party | $55.35 | $55.35 | $ 73.07 | $ 73.07 |
| Three Party | $89.73 | $89.73 | $118.46 | $118.46 |

Informational: Delta Dental has provided coverage for the District since 1986 and aggregate rate increase has been 3.1% since 2004 – 2005.

1. Recommend approval of an agreement with Bollinger Specialty Group to provide student accident coverage for the period July 1, 2018 - June 30, 2019 with a 16.5% rate decrease compared to the current year. The total annual premium for this agreement is $39,407.00 including basic and catastrophic coverage.

Informational: Bollinger has been the BOE’s Rx carrier for several years and provides excellent service. Bollinger writes the student accident coverage through Zurich, writes most of their policies on a single policy (seamless) catastrophic benefit basis. This format can be beneficial to the injured student, should expensive treatments have to be delayed for some reason past the initial incurral period of the Base Policy. Volunteers will continue to be covered at the same level. The change in carrier will save the district **$7,826.00** compared to last year’s premium.

1. Recommend approval to accept the donation of approximately 150 cinderblocks to be used as part of the Loudenslager Edible Garden from the Home Depot Store #974 located in Mantua, New Jersey. The items are valued at approximately $350.00.

Informational: This donation will be utilized to create eleven garden beds for the Loudenslager Edible Garden.

1. Recommend approval to accept the donation of top soil to be used as part of the Loudenslager Edible Garden from Rock Products Inc. located in West Deptford, New Jersey. The item is valued at approximately $325.00.

Informational: This donation will be to fill the newly constructed garden beds with soil adequate for growing plants. The students will begin planting during the spring of 2018.

1. Recommend approval to accept the donation of an assortment garden hand tools to be used as part of the Loudenslager Edible Garden from Weiss’s True Value located in Paulsboro, New Jersey. The items are valued at approximately $150.00.

Informational: This donation will be utilized to assist students with the planting, maintaining, and harvesting of plants during the spring of 2018.

* + - 1. Recommend approval of the following tuition rates for the Paulsboro Public Schools during the 2018 - 2019 school year.

 Grade Level or Program Education Agencies

 Preschool $15,952.00

 Kindergarten $15,952.00

 Grades 1-5 $14,241.00

 Grades 6-8 $15,322.00

 Grades 9-12 $17,200.00

 Multiple Disabilities $22,495.00

 Learning Disabilities $17,861.00

 Behavioral Disabilities $26,743.00

 Pre-K Disabled – Full Time $ 9,074.00

Informational: The New Jersey Department of Education completes a review of each school district’s cost per pupil pursuant to the provisions of N.J.AC 6A:23A-17. Upon completion of this review, the audited per pupil cost is certified. The above rates are Paulsboro Board of Education 2016-2017 certified tuition rates. These rates determine tuition adjustments to other local education agencies who sent students to Paulsboro during the 2016-2017 school year. Paulsboro school districts’ practice has been to use the certified rates once known as the tuition rate for the upcoming school year.

* + - 1. Recommend approval to enter into an agreement with the Gloucester County Special Services School District (GCSSSD) for Participation in the Cooperative Transportation Services for the 2018-2019 school year.

Informational: GCSSSD performs a countywide cooperative transportation routing service for students who are homeless, attending nonpublic schools, attending schools for those with disabilities, require special transportation due to disabilities and attending vocational-technical schools. Special transportation requests are collected, collated and bid/quoted countywide in order to provide the most efficient and economical routes for these students. GCSSSD receives a 7% administrative fee for special education, vocational, public schools and homeless students. A 4% administrative fee is charged for nonpublic school students. These rates have remained unchanged for 20 years. Paulsboro has participated in the Cooperative Transportation Services arrangement for many years.

* + - 1. Recommend approval to participate in the following services provided by the Gloucester County Special Services School District (GCSSSD) for Guardian Angels Elementary School.
1. Nursing Services funded through Nonpublic Funds
2. Technology Services funded through Nonpublic Funds
3. Textbook Services funded through Nonpublic Funds
4. Auxiliary Services funded through Chapter 192/Chapter 193
5. One to One aide services funding through IDEA Basic

Informational: There is a 5% fee charged to the Paulsboro Public Schools for the Technology Services. The fees charged for the other services are allowed by the state to be part of the expense of the program.

* + - 1. Recommend approval of the following Broker of Record contract for the 2018-2019 school year:

|  |  |
| --- | --- |
| **Professional/Firm** | **Position** |
| Steven Anuszewski | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record  |

Informational: Beginning with the January 2017 Paulsboro Board of Education Reorganization, the appointment of insurance brokers as an extraordinary unspecifiable service following local finance notice AU 2002-2 began. The approval of the firms above on January 30, 2017 for the current school year included two one-year renewal periods at the discretion of the Board.

1. Recommend approval of Business Reorganization Items 1 - 7:
2. The New Jersey School Boards Association (NJSBA) requires each Board of Education to appoint a Delegate, Alternate Delegate, Legislative Chairperson and a Representative to the Gloucester County School Boards Association. These appointments are made by the President of the Paulsboro Board of Education. It would be appropriate at this time to appoint these representatives through June 2017.

 Position Current Representative

 Delegate Joseph L. Lisa

 Legislative Chairperson Joseph L. Lisa

 Alternate Delegate Thomas C. Ridinger

 Representative to Gloucester County James Walter II

 School Boards Association

1. Adoption resolution 05-21-2018#03: Petty Cash 2018-2019 school year.

BE IT RESOLVED: As required by NJSA 18A:19-13, the Paulsboro Board of Education establish the following petty cash funds for the 2018-2019 school year whereas no single petty cash transaction may be larger than $75.00.

 **Maximum Fund**

 **Name Person Responsible Balance\_\_\_\_\_\_\_**

 Billingsport School Mildred Tolbert $ 100.00

 Loudenslager School Matthew Browne $ 100.00

 Paulsboro High School Paul Morina $ 200.00

 Paulsboro Junior High School John Giovannitti $ 100.00

 Central Offices Jennifer Johnson $ 400.00

 Business/Superintendent Jennifer Johnson/Laurie Bandlow $1,000.00 (Note 1)

 Note 1: This checking account is maintained in the Central Office in order to disperse funds on an emergency basis.

 Two original signatures are required on each check.

1. Adopt pursuant to N.J.S.A. 18A11-12(p) a maximum travel budget of $25,000.00 for the 2018-2019 school year. Travel expenses paid through April 30, 2018 was $559.36.
2. Appoint the following district officials to perform additional duties during the 2018-2019 school year with no additional compensation for the duty.
3. Paulsboro Senior High School Principal, Paul Morina to issue working papers.
4. Assistant Principal / A.D., John Giovannitti as Affirmative Action Officer.
5. Assistant Principal / A.D., John Giovannitti as HIB Coordinator.

1. Assistant Principal / A.D., John Giovannitti Title IX Coordinator.
2. Assistant Superintendent, Paul Bracciante as Section 504 Compliance Officer.
3. Assistant Superintendent, Paul Bracciante as Americans with Disabilities Act (ADA) Coordinator.
4. Assistant Superintendent, Paul Bracciante as Homeless Liaison.
5. Assistant Superintendent, Paul Bracciante as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
6. Superintendent of Schools, Laurie Bandlow as the authorized representative for state and federal projects.
7. Assistant Superintendent, Paul Bracciante as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000.00.

1. \*Supervisor of Support Staff, Jack Henderson as the Paulsboro Safety Coordinator.
2. \*Supervisor of Support Staff, Jack Henderson as the district Asbestos Hazard Emergency Response Officer.
3. \*Supervisor of Support Staff, Jack Henderson as the Integrated Pest Management Coordinator.

1. \*Supervisor of Support Staff, Jack Henderson as the Right to Know Designated Person.
2. \*Supervisor of Support Staff, Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
3. School Business Administrator, Jennifer Johnson as the Public Agency Compliance Officer (PACO).
4. School Business Administrator, Jennifer Johnson as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.
5. Secretary to the Business Administrator/Secretary to the Board of Education, Michelle Jankauskas and Administration Building Secretary, Karen Minniti as Substitute Custodians of Records to act in the absence of the School Business Administrator.

Informational: The Open Public Records Act is a major update to the Right-To-Know Law, N.J.S.A. 47:1A-1et seq. Government records must be readily accessible for inspection, copying or examination by the public, with certain exceptions. Under the new law, requests must be in writing and on a form provided by the district. The requested records must be made available within seven business days.

1. Superintendent of Schools, Laurie Bandlow as the Custodian of Records for both student and personnel records.

 Informational: This appointment is required under the New Jersey Open Public Records Act (OPRA) NJSA 47A:1A-1.

1. Secretary to the Business Administrator, Michelle Jankauskas as Treasurer of School Monies.
2. Appoint Jennifer Johnson to the position of Business Administrator/Secretary to the Board of Education with the same terms and conditions of employment that existed for the period July 1, 2018 - June 30, 2019.

Informational: Ms. Johnson has tenure therefore her contract is automatically renewed as it was approved for the current school year.

1. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2018 through June 30, 2019. There is no additional compensation for this position.
2. Adopt pursuant to N.J.S.A. 18A:18A-3 Paulsboro Board of Education bid threshold in the amount of $40,000.00 and quote threshold in the amount of $6,000.00.

Informational: The recommended bid and quote limits are set at the maximum allowed by law. The Board of education can lower the limits if they so choose. If it seems appropriate in given situations the administration does obtain quotes on purchases under the $6,000.00 to obtain the best possible pricing.

1. Authorize Business Administrator/Secretary to the Board of Education Jennifer Johnson in consultation with the Superintendent of Schools to:
* Award contracts up to the bid/quote threshold.
* Use state contracts for purchasing goods and services.
* Authorize the payment of bills between meetings of the Board of Education then include them on the subsequent bill list for approval.
1. Authorize the Business Administrator, Superintendent, Board President, and alternate Vice President as check signors for the Warrant bank account.
2. Authorize the Superintendent, Principals, and alternate Business Administrator as check signors for the Student Activity Account bank accounts.
3. Authorize the Superintendent and Business Administrator as check signors for all remaining accounts. No alternates.
4. Informational: The 2018 - 2019 School District Calendar was approved on April 30, 2018 by the Paulsboro Board of Education.

*Roll Call Vote*: Mrs. Dunn, Mrs. Henderson(\*Abstained k-o), Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

1. Informational: The Paulsboro Board of Education reorganized on January 3, 2018 and approved the following:
	1. Policies (available online), By-Laws, and Rules & Regulations of the previous Board of Education.

Informational: By-Laws and Rules & Regulations of the previous Board of Education are available for review by appointment with the Superintendent.

* 1. New Jersey School Boards Association (NJSBA) Code of Ethics.

 Informational: NJSBA recommends that the Board of Education annually review

 and adopt a “Code of Ethics.”

* 1. Adopted the written curriculum for all programs and courses offered by the Paulsboro Public Schools.

 Informational: Courses of study are available for review by appointment with the

 Assistant Superintendent or Superintendent.

* 1. Adopted the South Jersey Times as the official newspaper and the Courier Post as the other newspaper to receive notices under the Open Public Meeting Act.
	2. Recognized the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.
	3. Approve Board of Education Calendar Year 2018 Meeting schedule including Reorganization scheduled for Thursday, January 3, 2019.

**Report Of The Superintendent: SCHOOL SAFETY**

Motion by Walter, seconded by Stevenson to approve item A. The Greenwich Township Representative may vote on the item 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 of Harassment, Intimidation and Bullying (HIB) at Paulsboro Junior High School, Loudenslager Elementary School and Billingsport Early Childhood Center.

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type and Nature of Discipline Imposed** |
| --- | --- | --- | --- | --- |
| BECC040618001 | 4/6/2018 | Complete | John Giovannitti, Anti-Bullying Coordinator | Non-HIB |
| LOUD040918001 | Various | Complete | Christie Rego-Konzik, Anti-Bullying Specialist | Non-HIB |

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*: Mrs. Dunn, Mrs. Henderson(\*Abstained k-o), Mr. Lisa, Mr. MacKenzie, Mrs. Stevenson, and Mr. Walter II voting 6 YES; Mr. Hamilton, Mr. Hughes, Ms. Lozada-Shaw, and Mr. Ridinger 4 ABSENT

Motion Carried

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 | 9/15/1710/20/1711/17/1712/15/171/23/182/23/183/16/184/26/185/21/18 | 9/11/1710/2/1711/16/1712/12/171/22/182/15/183/19/184/10/185/11/18 | 9/14/1710/23/1711/21/1712/1/171/17/172/20/183/14/184/13/185/15/18 |
| Evacuation(Non-Fire) | Each school must conduct two annually | 11/22/17 | 11/3/174/13/18 | 5/17/18 |
| Lockdown | Each school must conduct two annually | 9/19/1712/21/171/12/18 | 12/7/173/8/18 | 9/15/1711/22/17 |
| Bomb Threat | Each school must conduct two annually | 3/14/184/19/18 | 2/20/185/22/18 | 12/14/172/22/18 |
| Active Shooter | Each school must conduct two annually | 3/19/185/17/18 | 9/14/171/24/18 | 1/24/183/12/18 |
| Shelter In Place | Each school must conduct two annually | 10/27/172/26/18 | 10/27/17 | 10/27/174/18/18 |
|  **Other Drills** |
| Bus Evacuation  | School District (Annually) | 9/11/179/12/17 | 10/11/17 | 11/3/17 |
| Bus Evacuation | School Routes(2 Annually) | Bankbridge Dev. 11/15/17 |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Conducted Monthly | Conducted Monthly | Conducted Monthly |

**Public Comments**

**Lacy Chambers**, *119 Thompson Avenue*, asked why her child was given in school suspension for not having a uniform when she does not have a washer available to clean their clothes? In addition, where is the drop box for food?

Response: The Superintendent asked Ms. Chambers to leave her phone number to be contacted for assistance.

**Cheryl Scott**, *1645 Swedesboro Avenue*, asked what is the procedure for voting and restrictions on time for the public to speak?

Response: The Attorney explained the items on this agenda required a yes vote from the majority present.

The restriction on time at the last meeting was only because of the number of pubic requesting to speak. District policies available on the website govern the protocol to conduct the meeting.

Ms. Scott also requested the presentation given for construction be documented in the minutes since it was oral.

Response: The Board Secretary confirmed acknowledgment of Ms. Scott request.

**Trevan Brooks,** *1337 Thompson Avenue*, sponsored program “Project Roll Call” and was excited about the program’s success. Mr. Brooks wanted to know how teachers are staying in touch with students after high school. He felt there is a large disconnect from the Board and Council and what is really going on in the street of the town.

Response: The Superintendent thanked Mr. Brooks for his involved with Paulsboro youth and asked him to get involved and to stay in touch with her, the Board, and town counsel.

**Next Scheduled Meetings**

**Monday, June 25, 2018**

*7:00 p.m. - Regular Meeting – Billingsport Early Childhood Center Multipurpose Room*

•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 by Walter, seconded by Stevenson and unanimously carried (6-0) to adjourn

the meeting at 8:55 PM.