**PAULSBORO BOARD OF EDUCATION**

**REORGANIZATION MEETING**

Monday, January 9, 2017

**BOARD SECRETARY PRESIDES**

The following Board of Education Members were elected by the citizens of Paulsboro at the November 2016 election. They were sworn in prior to the start of the meeting by the Business Administrator / Secretary to the Board of Education:

**Term of Office Candidate Number of Votes**

Three - Year Term Marvin Hamilton 1,478

Lisa Priest 1,358

Lisa Lozada-Shaw 1,285

Two - Year Term William Scott MacKenzie 1,416

Greenwich Representative John Hughes

Note: Greenwich Township is holding their reorganization meeting tonight as well.

Mr. Hughes will be sworn in at the January 30, 2017 meeting.

**Board Secretary Presided**

The Reorganization Meeting of the Paulsboro Board of Education was called to order on the above date at approximately 7:01 PM by the Board Secretary, Jennifer Johnson, reading the following statement:

As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to the *South Jersey Times*, the Borough Clerk, and posted in the Borough Hall. As Secretary, I therefore, declare this to be a legal meeting of the Paulsboro Board of Education.

A roll call of the members was then taken with the following members present: Barbara Dunn, Marvin Hamilton, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. Mackenzie, Lisa Priest, Thomas C. Ridinger, Irma R. Stevenson, and James J. Walter, II. The Greenwich Township Representative, John Hughes was absent. Also present were Dr. Laurie Bandlow, Superintendent, Ms. Jennifer Johnson, Business Administrator/Board Secretary.

**Board Member Training Required**

Business Administrator / Secretary to the Board of Education has registered all newly elected members for online training.

Marvin Hamilton Governance IV

Lisa Priest Governance IV

Lisa Lozada-Shaw Governance IV

William Scott MacKenzie Governance I

**NOMINATIONS**

The Board Secretary requested nominations for the office of President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Priest to nominate Mr. Thomas C. Ridinger as President.

***Roll Call Vote***: Ms. Dunn, Ms. Priest, Mr. MacKenzie, Mr. Ridinger, Mrs. Stevenson, 5 YES; Mr. Hamilton, Mrs. Lozada-Shaw, and Mr. Walter, Mr. Lisa 4 NO.

Motion carried

**Board President Presided**

The Newly elected Board President requests nominations for Vice President of the Paulsboro Board of Education.

Motion made by Ridinger, seconded by MacKenzie to nominate Mrs. Stevenson as Vice President.

***Roll Call Vote***: Mr. MacKenzie, Mr. Ridinger, and Mrs. Stevenson 3 YES; Ms. Dunn, Ms. Priest, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, and Mr. Walter 6 NO.

Motion failed

Motion made by Priest, seconded by Dunn to nominate Mr. Lisa as Vice President.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mrs. Lozada-Shaw, Mr. MacKenzie, Ms. Priest, Mrs. Stevenson, and Mr. Walter 7 YES; Mr. Ridinger NO; Mr. Lisa ABSTAINED.

Motion passed

**Presentation**

Motion made by Dunn, seconded by Lozada-Shaw to accept the following report:

Presentation of the 2015-2016 Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016, presented by Kevin Frenia, for Holman, Frenia and Allison, P.C. (Certified Public Accountants and Consultants). **(Attachment)**

Informational:  As required by Title 18A: 23-4, a synopsis of the audit of the financial statements and the supplementary data of the Governmental Activities were provided to the public.  There is no corrective action plan required.

Recommend approval to accept the Fiscal Year 2015-2016 Audit Report of the Paulsboro Public School District as presented.  All required reporting to the state Department of Education is complete.  No findings noted.

***Roll Call Vote***: Ms. Dunn, Mr. Hamilton, Mrs. Lozada-Shaw, Mr. MacKenzie, Ms. Priest, Mrs. Stevenson, Mr. Walter, Mr. Ridinger, Mr. Lisa 9 YES.

Motion passed

**Reorganization of the Board of education**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve item A:

1. Adopt Board of Education Reorganization items that are in effect from January 9, 2017 until the Board of Education again reorganizes during January 2018.
   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.” **(Attachment)**

* 1. Adopt 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

Director of Assessment or Superintendent.

* 1. Adopt the *South Jersey Times* and/or *Paulsboro Board of Education Website* for Legal Notices.
  2. Recognize the *Paulsboro Education Association* and *Paulsboro Administrators Association* as the bargaining units within the Paulsboro Public Schools.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Business Reorganization**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items A - D:

1. Confirm Board of Education Business Reorganization items 1-5 that are currently in effect were approved by the Board of Education at the ***May 23, 2016*** Board of Education meeting which will remain so through June 30, 2017. Note: Michelle Jankauskas replaced Deborah Kappra effective December 1, 2016.
2. Appoint the following district officials to perform additional duties during the 2017-2018 school year. There is no additional compensation for these duties.
   1. Paulsboro Senior High School Principal, Paul Morina to issue working papers.
   2. Director of Special Services, John Giovannitti as Affirmative Action Officer.

* 1. Director of Special Services, John Giovannitti as Title IX Coordinator.
  2. Director of Special Services, John Giovannitti as Section 504 Compliance Officer.
  3. Director of Special Services, John Giovannitti as Americans with Disabilities Act (ADA) Coordinator.
  4. Director of Special Services, John Giovannitti as Homeless Liaison.
  5. Director of Special Services, John Giovannitti 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. Director of Special Services, John Giovannitti and Director of Assessment, Lucia Pollino as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000. Each person serves as the UGG Accountability Officer for the programs for which they are responsible.

* 1. Supervisor of Support Staff, Jack Henderson as the Paulsboro Safety Coordinator.
  2. Appoint 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 and Business Administrator / Secretary to the Board, Jennifer Johnson 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, Ms. Jennifer Johnson as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.
  4. School Business Administrator, Jennifer Johnson as the Public Agency Compliance Officer (PACO).
  5. Secretary to the Business Administrator / Secretary to the Board of Education, Michelle Jankauskas and the Bookkeeper, Payroll and Business Secretary, Lisa Capasso 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, Michelle Jankauskas as Treasurer of School Monies.

1. The Board of Education adopted its 2016-2017 Meeting Calendar on March 16, 2016.
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 Lisa

Legislative Chairperson Joseph Lisa

Alternate Delegate Thomas C. Ridinger

Representative to Gloucester County School Boards Association James Walter

1. Adopt resolutions authorizing reappointment of professional service contracts for the 2016-2017 school year:

| **Professional/Firm** | **Position** | **Salary**  **2013-2014** | **Salary**  **2014-2015** | **Salary**  **2015-2016** | **Salary**  **2016-2017** |
| --- | --- | --- | --- | --- | --- |
| Philipp Duvilla | School Board Solicitor | $115/hour  $2,200 retainer | $115/hour  $2,200 retainer | $120/hour  $2,200 retainer | $125/hour  $2,200 retainer |
| Horizon Environmental  Group, Inc. | AHERA-Asbestos Hazard  Emergency Response Act | $1,200 | $1,200 | $1,200 | $1,200 |
| Holman & Frenia, P.C. | School Auditor | $19,300 | $19,800 | $20,400 Plus $4,000 for ROD | $24,000 |
| Garrison Architects  (Contracted as needed) | Architect | Cost per project | Cost per project | Cost per project | Cost per project |
| Anthony Villare, MD | School Physician | Note 1 | $25,000  \*\* | $25,500  \*\* | $26,010  \*\* |

\*\*Contract includes the physician to be reimbursed for 10 panel drug tests, PPD tests and Hepatitis B injections.

Note 1: Physician contract with Dr. Villare began April 4, 2014 through June 30, 2015. Prior to this our physician services were contracted through Inspira Medical Group.

1. Adoption of the following resolution for petty cash accounts for the 2016-2017 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 2016-2017 school year. All accounts will be reported upon monthly.

**(Note 1) Maximum Fund**

**Name Person Responsible Balance**

Billingsport School Paul Bracciante $ 100

Loudenslager School Matthew Browne $ 100

Paulsboro High School Paul Morina $ 200

Paulsboro Junior High School Mildred Tolbert $ 100

Central Offices Jennifer Johnson $ 400 Note 2

Business/Superintendent Jennifer Johnson/Laurie Bandlow $1,000 Note 3

Note 1: No single petty cash transaction may be larger the $75.

Note 2: This combines the Central Offices, Child Study Team Office and Curriculum Office into one account.

The amount of petty cash in the Administration Building was reduced from $480 to $300. The goal is to

use the petty cash fund less frequently and utilize the Purchase Order process in more cases.

Note 3: 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. Confirm Board of Education Business Reorganization items 1-6 that are currently in effect were approved by the Board of Education at the ***June 27, 2016*** Board of Education meeting which will remain so through June 30, 2017.
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, 2016 - June 30, 2017.

Informational: Ms. Johnson has tenure therefore her contract is automatically renewed as it was approved for the current school year. Ms. Johnsons contract was discussed during executive session at the May 23rd meeting. Her contract was then submitted by Dr. Bandlow to the County Executive Superintendent for review and approval and is included in the personnel section of this agenda for approval.

1. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2016 through June 30, 2017. 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 and quote threshold in the amount of $6,000.

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 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:

a. Award contracts up to the bid/quote threshold.

b. Use state contracts for purchasing goods and services.

c. Authorize the payment of bills between meetings of the Board of

Education then include them on the subsequent bill list for approval.

1. Adopt resolutions authorizing reappointment of district insurance brokers of record for the 2016-2017 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 |
| AFLAC via Take Care by Wage Works | Employee Flexible Spending Account 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 will begin. The appointment at this time appoints the broker prior to the start of negotiations for the school year which their commission will be based on. At the October board meeting *The Standard Certification Declaration for an Extraordinary Unspecifiable Service* will be presented to the board for approval.

1. Adopt the following resolution for Depository of School Monies through December 31, 2016.

BE IT RESOLVED: that the CAPE Bank be named and designated as the depository of

School funds of the Board of Education of the Borough of Paulsboro. A copy of this

Resolution will be sent to the School Treasurer, the CAPE Bank and to any other interested

parties on request.

1. Confirm Board of Education Finance items A - C that were approved by the Board of Education at the ***November 28, 2016*** Board of Education meeting.
2. Confirm Board of Education Adopt the following resolution extending the Depository of School Monies through January 31, 2017.

BE IT RESOLVED: that the CAPE Bank be named and designated as the depository of School funds of the Board of Education of the Borough of Paulsboro. A copy of this Resolution will be sent to the School Treasurer, the CAPE Bank and to any other interested parties on request.

1. Recommend approval for the Business Administrator to solicit requests for proposals for the Depository of School Monies as a professional service. Packages will be posted on the district website after Thursday, December 1, 2016 and awarded at the Board of Education Reorganization meeting scheduled for January 9, 2017.
2. Recommend approval for the Business Administrator to solicit requests for proposals for health insurance *and* property, casualty and worker’s compensation brokers as an extraordinary unspecifiable service. Packages will be posted on the district website after Thursday, December 1, 2016 and awarded at the Board of Education Reorganization meeting scheduled for January 9, 2017.

Informational: It was approved at Business Reorganization that 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 will begin. The appointment on May 23, 2016 reappointed the brokers prior to the start of negotiations for the school year which their commission will be based on.

1. Confirm Board of Education Finance Informational item C that was approved by the Board of Education at the ***December 19, 2016*** Board of Education meeting.
2. Informational:

Requests for proposals for insurance brokers and banking approved at the November 28, 2016 Board of Education meeting are being reviewed by the Superintendent and Board President. At the request of the Board President, the Business Administrator will explain the process at the January 9, 2017 Reorganization meeting with subsequent approval at the January 2017 regularly scheduled meeting.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Presentation**

Motion by Dunn, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve the Audit Report:

Presentation of the 2015-2016 Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016, presented by Kevin Frenia, for Holman, Frenia and Allison, P.C. (Certified Public Accountants and Consultants).

Informational: As required by Title 18A: 23-4, a synopsis of the audit of the financial statements and the supplementary data of the Governmental Activities were provided to the public. There is no corrective action plan required.

Recommend approval to accept the Fiscal Year 2015-2016 Audit Report of the Paulsboro Public School District as presented. All required reporting to the state Department of Education is complete. No findings noted.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Old Business**

Update on SJTP Investigation:

The New Jersey School Development Authority ("SDA") notified Office of Fiscal Accountability and Compliance (“OFAC”) of a potential violation of the Public School Contracts Law, N.J .S.A. 18A: 1 8A-21 (c)(2) ("PSCL"), in connection with the SDA's review of the reimbursement requests submitted by school districts in connection with Regular Operating District grants ("ROD grants"). OFAC's resulting investigation, and Sterling's internal investigation, showed that there were three bids advertised by Sterling for which notice of certain addenda was transmitted less than the statutorily mandated seven (7) business days prior to the opening of the bid. OFAC's investigation concluded that the bid process was otherwise compliant, and the addenda was transmitted to all bidders, none of whom objected. Accordingly, OFAC did not seek a withholding of State funds, and instead required Sterling to adopt a Corrective Action Plan. As required by OFAC, Sterling reviewed and publicly discussed the findings of OFAC's investigation, and thereafter adopted a Corrective Action Plan.

Because some, or all, of the work performed at Paulsboro School District, through a shared services agreement with Sterling, may have been procured through one of the bids affected by this issue. Sterling has been advised by OFAC that review of the Corrective Action Plan be, recorded at a public Board Meeting, and a certified copy of the minutes from the meeting, evidencing the receipt and review of the Corrective Action Plan be provided to Sterling High School.

The Paulsboro Board of Education does not need to adopt a Corrective Action Plan.

**New Business**

Motion by Priest, seconded by Walter to accept the Superintendent’s recommendation

to approve the below items:

Recommend to accept and file the following document approved by Sterling Board of Education: **(Attachment)**

1) A copy of the OFAC investigation report is enclosed here, as well as the

2) Corrective Action Plan and

3) Resolution adopted by Sterling in response to the report.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Report of The Superintendent**

**Personnel**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items A & B:

1. Recommend approval to change daily work hours for Instructional Aide, *Joseph Duca* from 5.5 hours per day to 7.5 hours per day. He will continue to earn $20.32 per hour effective

January 10, 2017.

1. Recommend approval to appoint *Holly Pisarcik* to the position of Billingsport First Grade Teacher effective January 10, 2017. Ms. Pisarcik will earn BA – Step A - $44,041 (prorated) as per agreement with the Paulsboro Education Association.

Informational: Ms. Pisarcik has served as a Basic Skills Instructional Aide at Billingsport School. Interviews were conducted by Billingsport School Principal, Paul Bracciante and Superintendent of Schools, Dr. Laurie Bandlow. Mr. Bracciante checked references. Ms. Pisarcik will replace Sanora Hines who resigned.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Staff and Curriculum Development**

Motion by Stevenson, seconded by Walter to accept the Superintendent’s recommendation

to approve item A:

1. Recommend approval for Superintendent of Schools, *Dr. Laurie Bandlow* to attend *Board of Education Relations: Maintaining Boundaries* on January 12, 2017 in Monroe Township, New Jersey. Cost to the Board of Education is registration fee of $149.00.

Informational: The training is a single day program devoted to procedures regarding Board of Education relations with administration and the public. Reviewing applications to facilitate smooth operation of Board meetings and public comments. Video clips demonstrating unruly behavior during public comments / Boards legal responsibilities in these situations.

***Roll Call Vote***: Mr. Hamilton, Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

**Facilities**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve item A:

* + 1. Recommend approval to hold the 1st Annual John (Jack) Byrd / Dr. Martin Luther King Basketball Showcases on Monday, January 16, 2017 in the Paulsboro High School Gymnasium. This recommendation is contingent on the group filling the appropriate request, verification of insurance and completing all steps outlined in the email sent by Athletic Director, Joseph Schramm on December 21, 2016.

Informational: *All About Sports, LLC* will be making a donation back to the Paulsboro High School from the proceeds of this event.

***Roll Call Vote***: Mr. Hamilton (Abstain), Mr. Walter, Ms. Lozada-Shaw, Mr. Lisa, Ms. Dunn, Mrs. Stevenson, Mrs. Priest, Mr. Mackenzie, Mr. Ridinger voting 9 YES.

Motion Carried

Motion made by Hamilton, seconded by Lozada-Shaw and unanimously carried (9-0) to adjourn the meeting at 7:52 PM

**NEXT PUBLIC MEETING**

**Monday, January 30, 2017**

**7:00 PM - Regular Meeting** – Paulsboro High School Library.

•The Board will take official action at this meeting.

•The meeting is open to the public and comments will be solicited from citizens in attendance.

Respectfully Submitted,



Business Administrator/Board Secretary