**PAULSBORO BOARD OF EDUCATION**

**September 25, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Ms. Eastlack reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:04p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Ms. Eastlack, Mrs. Giampola, , Mr. Hamilton, Mr. Lisa, Mr. Ridinger (arrived 7:08), Mrs. Stevenson, and Mr. Walter. Mrs. Lozada-Shaw and Mrs. Priest were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATION**

Athletic Director, Robert Mannino, accepted the resolutions on behalf of the following students honored as spring season student-athletes for earning First Team All Colonial Conference Patriot Division status:

* Baseball - Tyler Knighton and Brian Zane
* Boys Track and Field - Emmanuel Simon, DeShaun Burgess, Damere Jones
* Girls Track and Field - Tynara Witcher Chelsea Smith

Dr. Quint displayed the plaque recognizing Paulsboro Public Schools Summer 2013 Food Service Program from the New Jersey Department of Agriculture for having no program deficiencies. Dr. Quint highlighted William McCumber, the former food service director now with Nutri-Serve for a job well done. No deficiencies is an outstanding achievement.

Director of Special Service, John Giovannitti, explained the Report of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights (ABR) (**Attachment**). Mr. Giovannitti summarized the cases investigated as HIB during the 2012-2013 school year, and solicited questions from the board members and public present.

Annually, every school district and school must complete a Self-Assessment as part of the ABR. The Self-Assessment allows the district and its schools to determine a grade for ABR. The Self-Assessment is prepared by the District Harassment, Intimidation and Bullying (HIB) Coordinator in consultation with the School Safety Teams.

Each school building had a School Safety Team that met during the 2013-2014 school year.

The New Jersey Commissioner of Education will review the district and school reports then assign a score. This information will be placed before the Board of Education as soon as it is available.

A copy of the Self-Assessment is attached to the agenda for review by the Board of Education. Copies will also be available for members of the public.

Motion by Stevenson, seconded by Hamilton to recommend approval to submit the School Self-Assessment for Determining Grades under the Anti-Bully Bill of Rights (ABR) to the New Jersey Department of Education.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Student Board Member Representative, Tahje Thomas, shared positive feedback regarding the Community Eligibility Program offering free lunch to all students in addition to breakfast. Mr. Thomas suggested a sharing table be considered to help eliminate waste.

**PUBLIC COMMENTS**

At the request of President Ridinger, Vice President Eastlack read a letter addressed to Dr. Quint from the Acting Commissioner of the New Jersey Department of Education recognizing the honor of receiving the Lifetime Achievement Award from his alma mater, Shippensburg University. (Attachment)

President Ridinger commended Interim Superintendent for the positive publicity appearing on the front page ad in the South Jersey Times highlighting the increase in the Paulsboro High School graduation rate.

**CORRESPONDENCE**

None

**OLD BUSINESS**

1. Regular Operating District (ROD) Grant

Response: The Interim Superintendent met with Architect of Record Robert Garrison on September 11, 2014. The goal of the meeting was to re-examine the ROD Grant in view of items that may have been omitted, urgent maintenance needs, and financial limitations. Mr. Garrison and Dr. Quint will bring a revised proposal to the Board of Education at, hopefully, its October 2014 meeting. The New Jersey Department of Education must approve changes to the ROD grant as well as other projects. Having said this, the first possible date for a bond referendum is January 27, 2015.

The Superintendent of Schools will discuss this matter with the Board of Education at this meeting. The following actions must be taken at this time in order to continue to move forward with facility projects.

Motion by Stevenson, seconded by Hamilton to accept Interim Superintendents recommendations a through c:

* 1. Recommend adoption of a resolution authorizing a professional services agreement with T and M Associates, 1256 North Church Street, Moorestown, New Jersey for the purpose of providing engineering services required to resubmit the Regular Operating District (ROD) Grant to the New Jersey Department of Education as well as investigations, recommending solutions, and providing cost estimates for storm water issues and tennis court renovations needed to prepare for a bond referendum.

T and M will also provide a site plan showing the improvement and attend meetings of the Paulsboro Planning Board as required. The amount of this professional services agreement will not exceed $10,000.

Informational: At the July 17, 2014 meeting, the Board of Education authorized the Superintendent of Schools to approval an agreement for the above engineering services. The Superintendent authorized T and M Associates to proceed circa September 10, 2014.

* 1. Recommend approval to authorize Architect of Record Robert Garrison to submit revisions of the ROD Grant application and other capital projects to the New Jersey Department of Education.

Informational: Mr. Garrison is reconfiguring the ROD Grant application in order to address the urgent needs of the district. It is his hope, that the New Jersey Department of Education will allow some grant funds to be repurposed in order to address urgent needs. By illustration, the ROD Grant currently includes monies to open the front doors on Paulsboro High School. This project is already complete. The goal is to seek approval to use these funds for a project such as repairing the brick veneer on Loudenslager Elementary School.

* 1. Recommend that the Board of Education acknowledge that some projects being submitted to the New Jersey Department of Education may not be eligible for any type of State of New Jersey Aid.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

Informational: An example of such a project would be the renovation of the Paulsboro High School tennis courts.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. Brick Veneer on Loudenslager School

Response: The safety fence has been installed at the school so that people cannot get close enough to the building to be hurt in the event that a brick falls from the façade. The administration is still seeking a contractor to install covered walkways outside of the exterior doors. Architect of Record Bob Garrison and T and M Engineer Ray Jordon are reviewing methods to stabilize the veneer. They are also developing a proposal for a method and cost to resolve the issue on a permanent basis. The Superintendent will provide more information at the meeting.

1. Evaluation of the Interim Superintendent

Response: Eight Board of Education members completed and submitted the evaluation documents. The Interim Superintendent compiled the individual evaluations so that the Board of Education can complete the evaluation at this meeting. The evaluation was completed using the New Jersey School Boards Association instrument and was based on the goals adopted by the Board of Education for the Interim Superintendent of Schools. This evaluation is required by the New Jersey Department of Education as part of the Quality Single Accountability Evaluation (QSAC) (Please refer to Staff and Curriculum Development in this agenda.)

The Evaluation of the Interim Superintendent is attached for review and discussion by the Board of Education. (**Attachment**).

After making any required changes to the attached document, Vice President Eastlack will draft a letter to Interim Superintendent Quint confirming the evaluation. Dr. Quint will sign the evaluation then place a copy in his personnel file as well as forward a copy to School Solicitor Philipp Duvilla for his records.

Motion by Hamilton, seconded by Giampola to adopt the evaluation of Interim Superintendent Dr. Walter Quint’s for the 2013-2014 school year.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. Board of Education Self-Evaluation

During the past few months, the Board of Education completed its self-evaluation. The evaluation was summarized and presented to the Board of Education by New Jersey School Boards Association (NJSBA) representative Theresa Lewis at its August 28, 2014 meeting. At that time, Ms. Lewis indicated that the Board of Education felt that it needed to know more about policy.

Having said this, the Interim Superintendent has observed that the Policy Manual should be reviewed, revised and updated. It would be most valuable to be certain that each policy is supported by a Standard Operating Procedure (known as Regulations).

It is critical that every member of the Board of Education is involved with the review, revision and updating of the Policy Manual. This is a very important but time consuming task. It will, however, make a significant improvement to the school district. It is also an excellent opportunity for the Board of Education and new Superintendent to build both a working relationship and solid knowledge of the operation of the school system.

The Interim Superintendent, therefore, respectfully suggests that this updating of the entire Policy Manual be one of the first goals for the Board of Education and new Superintendent of Schools

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. Advanced Placement Courses

At the August 28, 2014 meeting of the Board of Education, a member asked how many students are currently enrolled in advanced placement courses at Paulsboro Senior High School. The member also inquired about test results during the past few years for students enrolled in advanced placement courses.

Response: There are currently 8 students enrolled in Advanced Placement Calculus and 8 students enrolled in Advanced Placement Literature and Composition.

|  |  |  |
| --- | --- | --- |
| School Year | Number of Students Taking AP Examinations | Number of Students Earning Score 5-1 |
| 5 | 4 | 3 | 2 | 1 |
| 2009-2010 | 20 | 1 | 1 | 0 | 9 | 9 |
| 2010-2011 | 23 | 0 | 1 | 6 | 7 | 9 |
| 2011-2012 | 21 | 0 | 3 | 4 | 7 | 7 |
| 2012-2013 | 14 | 0 | 0 | 0 | 7 | 7 |
| 2013-2014 | 15 | 0 | 1 | 2 | 5 | 7 |

**NEW BUSINESS**

1. Search for a New Superintendent of Schools

The Board of Education has used the New Jersey School Board Association to search for Superintendent of Schools in the past. The Board has also conducted a search on its own. The New Jersey Association of School Administrators is also an organization that can assist the Board as it searches for a new Superintendent of Schools. A proposal is attached for review by members of the Board. (**Attachment**)

Motion by Stevenson, seconded by Walter to conduct a Superintendent search without the assistance of an entity. The Superintendent should begin preparing an advertisement and Board Members should begin compiling questions utilizing the Board Self Evaluation completed by New Jersey School Boards and approved at the August 28, 2014 meeting.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. New Jersey School Boards Association Convention – Meeting of the Board of Education

 The annual convention of the New Jersey School Boards Association (NJSBA) is scheduled for Tuesday, October 28, 2014 – Thursday, October 30, 2014. The monthly meeting of the Paulsboro Board of Education is also scheduled for Thursday, October 30, 2014 at 7:00 PM.

 Is the Board of Education still willing to conduct its meeting on October 30, 2014?

Gibbstown Representative Chapkowski discussed Gibbstown is reviewing personnel policy to include giving veterans preference when all other qualifications are equal. Mr. Chapkowski asked for his Paulsboro Members to consider this for Paulsboro Public Schools. Discussion took place. Paulsboro members will consider and have further discussions at a later time.

**BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT**

Motion by Giampola, seconded by Chapkowski to accept the Interim Superintendents recommendation to approve items A-F:

1. Approval of Minutes Regular Meeting – August 28, 2014 **(Attachment)**
2. Recommend approval of the budget transfers.

| From Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-000-221-610-10 | UndistributedImprov. InstructionGeneral Supplies | 11-000-221-176-00 | Undistributed Improv. InstructionSal Fac/Math/Lit/Mst | 512.00 |
| Reallocate Department Budget |
| 11-000-262-420-01 | UndistributedCustodial ServicesCleaning/Repair/Main | 11-000-262-590-00 | Undistributed Custodial ServicesMiscel. Purch. Serv. | 2,782.00 |
| Reallocate Department Budget |
| 11-190-100-610-01 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-190-100-420-01 | Reg Prg-Undistrib.InstructionCleaning/Repair/Main | 16,000.00 |
| Reallocate Department Budget |
| 11-190-100-610-01 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-190-100-890-01 | Reg Prg-Undistrib.InstructionMiscel. Expend. | 65.00 |
| Reallocate Department Budget |
| 11-000-222-177-01 | Undistributed Educational MediaSal Technology Coord | 11-000-222-104-01 | UndistributedEducational MediaSalaries-Other Prof | 19,849.00 |
| Reallocate Department Budget |
| 11-000-222-177-01 | Undistributed Educational MediaSal Technology Coord | 11-000-222-104-02 | UndistributedEducational MediaSalaries-Other Prof | 12,566.00 |
| Reallocate Department Budget |
| 11-000-222-177-02 | Undistributed Educational MediaSal Technology Coord | 11-000-222-104-02 | UndistributedEducational MediaSalaries-Other Prof | 6,700.00 |
| Reallocate Department Budget |
| 11-000-222-177-02 | Undistributed Educational MediaSal Technology Coord | 11-000-222-104-03 | UndistributedEducational MediaSalaries-Other Prof | 19,265.00 |
| Reallocate Department Budget |
| 11-000-222-177-00 | Undistributed Educational MediaSal Technology Coord | 11-000-222-177-03 | UndistributedEducational MediaSal Technology Coord | 10,000.00 |
| Reallocate Department Budget |
| 11-000-252-330-18 | Undistributed Admin Inform. Tech.Purch Prof Services | 11-000-252-500-18 | UndistributedAdmin Inform. Tech.Other Purchased Serv | 34,577.00 |
| Reallocate Department Budget |
| 11-000-291-270-00 | Undistributed Unallocated BenefitsHealth Benefits | 11-000-291-260-00 | UndistributedUnallocated BenefitsWorkers’ Comp | 1,525.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg. Prg-Undistrib.InstructionGeneral Supplies | 11-204-100-610-03 | Sp Ed-Learning/LangInstructionGeneral Supplies | 4,547.00 |
| Reallocate Department Budget |
| 11-212-100-610-01 | Sp Ed-MultipleInstructionGeneral Supplies | 11-209-100-610-01 | Sp Ed-BehavioralInstructionGeneral Supplies | 721.00 |
| Reallocate Department Budget |
| 11-204-100-610-02 | Sp Ed-Learning/LangInstructionGeneral Supplies | 11-209-100-610-02 | Sp Ed-BehavioralInstructionGeneral Supplies | 402.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-209-100-610-03 | Sp Ed-BehavioralInstructionGeneral Supplies | 388.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-212-100-610-03 | Sp Ed-MultipleInstructionGeneral Supplies | 4,478.00 |
| 11-212-100-610-01 | Sp Ed-MultipleInstructionGeneral Supplies | 11-230-100-610-01 | Basic Skls/RemedialInstructionGeneral Supplies | 266.00 |
| Reallocate Department Budget |
| 11-204-100-610-02 | Sp. Ed-Learning/LangInstructionGeneral Supplies | 11-230-100-610-02 | Basic Skls/RemedialInstructionGeneral Supplies | 22.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-230-100-610-03 | Basic Skls/RemedialInstructionGeneral Supplies | 1,395.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 12-120-100-731-03 | Reg Prg-Grades 1-5InstructionInstructional Equip. | 8,100.00 |
| Reallocate Department Budget |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 12-140-100-731-01 | Reg Prg-Grades 9-12InstructionInstructional Equip. | 7,150.00 |
| Reallocate Department Budget |
| 11-190-100-610-01 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-422-100-101-01 | Summer SchoolInstructionSalaries-Teachers | 18,648.00 |
| Transfer for Summer School Resulting from Decrease in No Child Left Behind FY 14-15 Allocation |
| 11-190-100-610-02 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-422-100-101-02 | Summer SchoolInstructionSalaries-Teachers | 12.544.00 |
| Transfer for Summer School Resulting from Decrease in No Child Left Behind FY 14-15 Allocation |
| 11-190-100-610-03 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-422-100-101-03 | Summer SchoolInstructionSalaries-Teachers | 8,320.00 |
| Transfer for Summer School Resulting from Decrease in No Child Left Behind FY 14-15 Allocation |
| 11-190-100-610-02 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-422-100-106-02 | Summer SchoolInstructionSalaries-Other Instr | 2,340.00 |
| Transfer for Summer School Resulting from Decrease in No Child Left Behind FY 14-15 Allocation |
| 20-218-100-610-02 | Preschool EducationInstructionGeneral Supplies | 20-218-200-270-00 | Preschool EducationSupport ServicesHealth Benefits | 2,745.00 |
| Transfer to properly reflect Early Childhood Expenses |

1. Recommend approval of the Cash Receipts Report – July 2014 **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Reports of Secretary to Board of Education – July 2014

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – July 2014** |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: July 2014 | Beginning  | Receipts | Disbursements | Ending Cash |
|  | Cash Balance | This Month | This Month | Balance |
| General Fund |  $ 735,757.07  |  $ 1,432,790.33  |  $ 934,782.20  |  $ 1,233,765.20  |
| Special Revenue |  199,006.45  |  20,694.00  |  40,517.30  |  179,183.15  |
| Debt Service |  2.40  |  -  |  -  |  2.40  |
| Food Service |  0.22  |  55,482.54  |  7,966.23  |  47,516.53  |
| Total Government Funds |  $ 934,766.14  |  $ 1,508,966.87  |  $ 983,265.73  |  $ 1,460,467.28  |
|  |  |  |  |  |
| **SECRETARY’S REPORT** |  |  |  |  |
| Cash: July 2014 |  |  |  |  |
| Total Governmental Funds  |  $ 934,766.14  |  $ 1,508,966.87  |  $ 983,265.73  |  $ 1,460,467.28  |
|  |  |  |  |  |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |  |  |  Disbursements  |
|  Beginning Balance  |  $ -  |  |  |  $ -  |
|  Receipts – Month  |  1,508,966.87  |  |  |  983,265.73  |
|  Receipts to Date  |  $ 1,508,966.87  |  |  |  $ 983,265.73  |
|  |  |  |  |  |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,372,284.00  |  $ 921,391.14  |  $ 3,695,371.46  |  $ 16,755,521.40  |
|  Special Revenue  |  1,715,273.00  |  40,517.30  |  265,400.26  |  1,409,355.44  |
|  Debt Service  |  239,700.00  |  |  239,700.00  |  -  |
|  Food Service |  82,588.00  |  7,866.23  |  68,025.57  |  6,696.20  |
|  TOTALS  | $23,409,845.00  |  $ 969,774.67  |  $ 4,268,497.29  |  $ 18,171,573.04  |

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 Business Administrator Jennifer Johnson.

1. Recommend adoption of the following 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, 2014, 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.

Recorded via roll call vote of the Board of Education.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. 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 July 31, 2014.

|  |  |  |
| --- | --- | --- |
|   | Anticipated  | Cash Received |
| Budget  | as of July 31, 2014 |
| Taxes | $5,484,300.00  |   |
| Tuition - Gibbstown | 1,430,667.00 |   |
| Tuition - Other LEA's |   |  135,672.00  |
| Miscellaneous | 51,059.00 |  1,648.50  |
| State Aid | 12,130,999  |   |
| Extraordinary Aid | 50,000  |   |
| SEMI | 80,000  |   |
|   | $19,227,025  | $137,320.50  |

  Thursday, September 25, 2014

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of July 31, 2014, 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).

 Thursday, September 25, 2014

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Chapkowski, seconded by Stevenson to accept the Interim Superintendents recommendation to approve items A-B:

1. Recommend appointment of the substitute teachers on the attached list from Source 4

Teachers. (**Attachment**)

Informational: The Board of Education has a contract with Source 4 Teachers to provide substitute teachers for the district. Source 4 Teachers verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

1. Recommend approval of an addendum to the agreement between Source 4 Teachers and the Paulsboro Board of Education for the company to provide a Long-Term Substitute Teacher during the 2014-2015 school year at a rate of $170.38 per day (The long-term substitute teacher is paid $125.00). All other provisions of the agreement with Source 4 Teachers remain the same as previously approved. The teacher filling this position is Alexandra Pasqualone.

Informational: The administration could not obtain the services of a teacher certificated in both Social Studies and Psychology to replace Richard Riskie who recently retired. As a result, the administration asked Source 4 Teachers to provide a fully certificated Social Studies Teacher on a long-term basis until a teacher holding both certificates can be found or some other solution can be implemented.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Chapkowski NO; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Motion by Chapkowski, seconded by Stevenson to accept the Interim Superintendents recommendation to approve items C-H:

1. Recommend approval to transfer Instructional Aide Barbara Murphy from the class taught by

Ann Giovannitti at Billingsport Early Childhood Center to the position of One-on-One Aide for student Case Number 2773 at Paulsboro High School effective September 1, 2014 through November 5, 2014. Greenwich Township Public Schools is responsible to reimburse the Paulsboro Public Schools for Ms. Murphy’s salary and benefits.

Informational: The number of students assigned to Ms. Giovannitti was lower than that requiring an aide. Student Case Number 2773 requires a one-on-one aide for first marking period only as per the Individual Education Program (IEP).

1. Recommend approval of a medical leave of absence for Bus Driver Ethel Jackson as follows:

Dates of Leave Terms and Conditions of Leave

Thursday, September 4, 2014 - Monday, October 6, 2014 With pay and benefits by use of

accumulated sick and personal leave as well as the concurrent use of Federal Family Leave.

Tuesday, October 7, 2014 – Friday, December 5, 2014 Without pay but with benefits

 via the Federal Family Leave.

1. Recommend approval of a childbearing/childrearing leave of absence for Paulsboro Senior High School Teacher Lisa Kuhnel-Prangler as follows:

Dates of Leave Terms and Conditions of Leave

Wednesday, November 19, 2014- With pay and benefits by use of

Friday, December 12, 2014 accumulated sick leave as well as the

 concurrent use of Federal Family Leave.

Saturday, December 13, 2014- Without pay but with benefits via

Friday, February 27, 2015 Federal Family Leave.

1. Recommend approval of a medical leave of absence for Custodian Paul Johnston as follows:

Dates of Leave Terms and Conditions of Leave

Wednesday, August 6, 2014 - Without pay but with benefits via

Monday, September 1, 2014 Federal Family Leave.

1. Recommend approval of a medical leave of absence for Paulsboro High School Teacher Monica Garner as follows:

Dates of Leave Terms and Conditions of Leave

Thursday, October 30, 2014 - With pay and benefits by use of

Friday, January, 2, 2015 accumulated sick leave as well as the

 concurrent use of Federal Family Leave.

1. Recommend approval to reappoint the following cafeteria workers with increased work hours per day retroactive to September 1, 2014. These changes were made without approval of the Superintendent of Schools or Board of Education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employee | 2014-2015Step on Guide | 2014-2015Hourly Rate | Original WorkHours per Day | Revised Work Hours per Day |
| Kimberly Parker | 7 | $15.38 | 3.5 | 5.0 |
| Ann Marie Thompson | 15 | $15.84 | 7.0 | 8.0 |

Informational: The Board of Education originally appointed these employees on May 29, 2014. The adjustment in hours is a result of other employees retiring or transferring to other positions. In the main, Nutri-Serve employees replace Paulsboro Public Schools workers when they leave the cafeteria. This matter is under review by the Superintendent of Schools.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items I-M:

1. Recommend approval to transfer Instructional Aide Joseph Ciocco from the class taught by Amber Berry to One-on-One Aide for Student Case Number 2474 effective September 1, 2014. Both positions are at Loudenslager Elementary School. Greenwich Township Public Schools is responsible to reimburse the Paulsboro Public Schools for Mr. Ciocco’s salary and benefits. This recommendation includes changing Mr. Ciocco’s daily work hours from 5.83 to 6.25 hours per day. He will continue to earn $20.32 per hour as approved by the Board of Education on May 29, 2014.

Informational: Mr. Ciocco was the One-on-One Aide for Student Case Number 2474 prior to the youngster moving from Paulsboro. The student is now returning to Paulsboro as per agreement approved by the Board of Education on August 28, 2014.

1. Recommend approval to transfer Instructional Aide Theresa Stone from the class taught by Erica Highley at Billingsport Early Childhood Center to the class taught by Amber Berry at Loudenslager Elementary School effective September 1, 2014. There is no change in salary or work hours for Ms. Stone.

Informational: The number of students assigned to Ms. Highley was lower than that requiring an aide. Ms. Stone replaces Joseph Ciocco who was transferred from the class taught by Ms. Berry to the position of one-on-one aide.

1. Recommend approval for all Paulsboro Public Schools teachers and aides who hold certification to teach in the elementary school to work in the After School Tutoring Program at Loudenslager Elementary School and Billingsport Early Childhood Center on an as-needed basis.  The tutoring program is conducted after school for one hour per day on two days per week at a rate of $32 per hour as per agreement with the Paulsboro Education Association. The program continues until the maximum expenditure of $21,760 (Loudenslager - $10,240 and Billingsport $11,520) is reached.

Informational:  Teachers select students for this program based on their academic needs. Teachers provide instruction in groups of 2-4 students.   When a given student achieves their goal, they leave the program and another student enters.

1. Recommend retroactive approval for Billingsport Early Childhood Center Teacher Eileen Russell to serve as a substitute for the Elementary Summer School Program during July and August 2014.

Informational: Ms. Russell was not on the list of staff approved by the Board of Education on May 1, 2014 to work in the Summer School Program. On one day (4 hours) the program could not be covered by approved summer school staff. Ms. Russell worked that day. The above recommendation corrects the record.

1. Recommend approval to accept the resignation with intent to retire of Shirley Reed from the positions of Playground/Cafeteria Aide and Substitute Aide at Billingsport Early Childhood Center effective June 30, 2015.

Informational: Ms. Reed served the Paulsboro Public Schools for over 10 years.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Stevenson, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items A-F:

1. Recommend approval to adopt the District Improvement Plan (DIP) for the 2014-2015 school year (**Attachment**).

Informational: During the 2013-2014 school year the Paulsboro Public Schools underwent a full Quality Single Accountability Continuum (QSAC) review by the New Jersey Department of Education (NJDOE). The results are as follows:

|  |  |
| --- | --- |
| **Area of Review** | **Percentage of Indicators in Compliance** |
| Instruction and Program | 35 |
| Fiscal Management | 92 |
| Governance | 74 |
| Operations | 90 |
| Personnel | 80 |

 The district must complete a DIP for areas with a compliance rate lower than 80%. The DIP for the 2014-2015 school year is attached for review by members of the Board of Education (**Attachment**). In the past, the DIP was developed by the Director of Curriculum. Since this position was eliminated, the Interim Superintendent developed the DIP for the current school year.

1. Recommend approval for School Psychologist Naomi Firestein to attend the quarterly meetings of the Delaware County Association of School Psychologists. The dates of the meeting are Monday, October 20, 2014, Wednesday, March 4, 2015 and Tuesday, April 28, 2015. These are half-day meetings. There is no cost to the Board of Education.

Informational: Dr. Firestein is a member of this organization and has attended the quarterly meetings with approval of the Board of Education for many years.

1. Recommend retroactive approval (as per authorization given to the Superintendent on June 30, 2014) for Instructional Coaches Matthew Browne and Rebecca Richardson to attend Student Growth Objectives (SGO) 2.0: From Compliance to Quality on Friday, September 19, 2014 at the Educational Information and Resources Center (EIRC) in Mullica Hill, New Jersey. There is no cost to the Board of Education.

Informational: The New Jersey Department of Education requires every teacher to have two Student Growth Objectives (SGO) annually. The results of the SGOs become part of the teachers’ evaluations. The workshop recommended above will assist the Coaches as they work with the teachers and administrators to improve the quality of the SGOs.

1. Recommend retroactive approval (as per authorization given to the Superintendent on June 30, 2014) for Loudenslager Elementary School Teacher JoAnne Gayeski to attend the Gloucester County Public Employees Charitable Campaign (also known as United Way) Kick-Off meeting in Almonesson, New Jersey on Wednesday, September 24, 2014. There is no cost to the Board of Education.

Informational: Ms. Gayeski is the President of the Paulsboro Education Association. She is interested in organizing a United Way campaign in the Paulsboro Public Schools.

1. Recommend the following Mentor/Buddy Teachers at Paulsboro Senior High School for the 2014-2015 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| Italian | Josephine Ianoale | Susan Howard |  |
| Social Studies | Alexandra Pasqualone |  | Michael Calabrese |
| Athletic Trainer | Kyle Nicastro | Bob Maninno |  |

Informational:  The New Jersey Department of Education requires Provisional Teachers to be assigned a mentor during their first year of work.  At the end of the first year of teaching, the Provisional Certificate converts to a Standard Certificate.    Experienced teachers who are new to Paulsboro or placed in a different school are assigned a “Buddy” to help orient them to the school district.

1. Recommend approval for Doctoral Student Ronald Kriel to conduct part of his dissertation research in the Paulsboro Public Schools during the 2014-2015 school year. This recommendation is contingent on Mr. Kriel providing appropriate documentation from Grand Canyon University.

 Informational: Mr. Kriel’s research focuses on hazing prevention practices. He plans to interview principals in order to collect data for his dissertation.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item G:

1. Recommend the following Mentor/Buddy Teachers for the 2014-2015 school year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Subject** | **New Staff Member** | **Buddy** | **Mentor** |
| Loudenslager Elementary School and Billingsport Early Childhood Center | Music | Brian Betz | Wendy Stocker Colleen Phifer |  |
| Billingsport Early Childhood Center | Special Education | Caitlin Cusack |  | Beth Walsh |
| Billingsport Early Childhood Center | Grade 1 | Heather Adams | Colleen Phifer |  |
| Loudenslager Elementary School | Grade 6 | Todd Palmisano | Jennifer Hoffman |  |
| Loudenslager Elementary School | Special Education | Amber Berry |  | Tammi Diodati |
| Loudenslager Elementary School | Guidance Counselor | Kelly Fenuto | Karolyn Adams |  |
|  |  |  |  |  |
| Loudenslager Elementary School | School Nurse | Elaine Hadfield | Christine Spitale |  |

Informational:  Please see “E” above.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mr. Ridinger, Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9th | 103 |
| 10th | 98 |
| 11th | 85 |
| 12th | 85 |
| TOTAL | **371** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7th | 81 |
| 8th | 73 |
| TOTAL | **154** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** |  **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |  |
| Pre-School Disabled | 5 | 3 |  |  |  | 3 | 23 | 19 | 22 |  |  |
| Pre-school | 15 | 16 | 16 |  |  | 4 | 23 | 23 | 23 |  |  |
| K | 25 | 25 | 23 | 23 |  | 5 | 19 | 20 | 19 | 21 |  |
| 1 | 21 | 23 | 23 | 22 |  | 6 | 19 | 21 | 20 | 21 |  |
| 2 | 15 | 16 | 17 | 16 |  | Special Education | 10 | 4 |  |  |  |
| Special Education | 6 | 4 | 12 |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **326** | TOTAL |  |  |  |  | **307** |

1. Director of Curriculum

In order to provide additional administrative support to the school buildings, the central office staff was reduced in size by eliminating the position of Director of Curriculum. As a result, the former Director of Curriculum Dr. Phillip Neff became the Principal of Loudenslager Elementary School replacing Mildred Tolbert. Ms. Tolbert, in turn, became the Principal of Paulsboro Junior High School.

This change required the remaining central office administrators to assume the duties previously handled by the Director of Curriculum. Director of Special Services John Giovannitti is now handling homebound instruction and home schooling requests. Interim Superintendent of Schools Walter Quint is handling such duties as field placement requests for colleges and universities and the District Improvement Plan (DIP) required by the New Jersey Department of Education. Director of Assessment Lucia Pollino is coordinating the work of the Instructional Coaches, conducting the monthly New Teacher Orientation meetings, working on curriculum revisions and developing the Professional Development Plan, etc. Dr. Pollino and Dr. Quint are working collaboratively to cover other duties such as the summer New Teacher Orientation, technology and the implementation of the new Partnership for Assessment of Readiness for College and Careers (PARCC) testing.

1. The Interim Superintendent plans to continue meetings with a group of “Key Communicators.” This group originally began circa 1990. It provides a two-way line of dialog between the community and school administration. The Key Communicators provide a very effective sounding board for new ideas being considered by the school system. The Interim Superintendent respectfully requests that members of the Board of Education make suggestions for people who may be good Key Communicators.
2. The District Advisory Committee discusses non-contractual issues. This forum is also an excellent place for the Superintendent to discuss ideas on an informal basis with the staff. The ideas can come from either the staff or administration. In other words, the District Advisory Committee is both a problem solving forum and a sounding board. The following staff members are representing their schools on the District Advisory Committee for the 2014-2015 school year.

 Billingsport - Lauren Bergmann

* Erica Kilgus

 Loudenslager - Kathy Brown

 - JoAnne Gayeski

 Paulsboro Senior High School

 - Brenda Caltabiano

 - Steve Smeresky

 Paulsboro Junior High School

 - Susan Schaffer

 District - Claudia Vanderslice

 - Wayne Farrow

**INSTRUCTIONAL SERVICES**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-E:

1. Recommend approval for Brookfield Academy staff to complete a Functional Behavioral Assessment on student Case Number 2098 at a cost to the Board of Education of $1,300.

Informational: The functional assessment is used to determine programming for the student as the Child Study Team reviews and updates the Individual Educational Program (IEP).

1. Recommend approval of the following people to serve as volunteer tutors and mentors for Paulsboro Senior High School and Paulsboro Junior High School students during the 2014-2015 school year.

             Craig Kumpel             Nick LaRocca               Claire Riggs                Shaniqua Robinson Paul Woodman              Ted Tarvin MarkWilgus Sean Collins             Dave Glocker                 Patricia Griffin               John Hurst                  Jamie Sabetta

William Kneller             Loretta Savidge          Lee Hoffman Joel Ouellette Christina Robbins Jermaine Ruffin

Informational:  There are also many Paulsboro Public Schools teachers who serve as mentors.    Mentors are matched with a student mentee so they can provide tutoring, be a role model and give guidance.  Paulsboro Junior High School Guidance Counselor Christie Rego-Konzik coordinates the program. Many of the mentors are NuStar and Paulsboro Refining Company employees. Ted Tarvin, Shaniqua Robinson, Lee Hoffman, Joel Ouellette, Christina Robbins and Jermaine Ruffin are new to the tutor/mentor program.

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student/****Case Number** | **School/Grade** | **District Responsible for Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| 2018 | Paulsboro High/9 | Paulsboro | Franklinville | NA | Yes |
| DW | Paulsboro High/11 | Paulsboro | Deptford | NA | Yes |
| 2423 | Paulsboro High/11 | Paulsboro | Woodbury | NA | Yes |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school serving the temporary residence. In this case, the home district is responsible to pay tuition. The home district is responsible to pay tuition and/or transportation costs for one year from the date each family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

1. Recommend approval for student Case Number 2654 to attend Bankbridge Elementary School during the 2014-2015 school year. Cost to the Board of Education is tuition -
$32,940 plus transportation to and from school.

Informational: Please see next recommendation.

1. Recommend approval for student Case Number 2323 to attend Ranch Hope at a tuition of $236.51 per day ($42,572 per year prorated). This is a court ordered placement. The Paulsboro Public Schools are only responsible to fund the educational portion of the placement.

Informational: The Individuals with Disabilities Education Act (IDEA) requires students with disabilities to be educated with their non-disabled peers to the greatest extent appropriate.  This is called Least Restrictive Environment (LRE).   LRE is a continuum range from mainstreaming, self-contained class, attending out-of-district school, etc.   Out of district placements are recommended when the student has a severe disability, a very unusual disability or if the youngster is a danger to themselves and others.   The long-term goal is for the student to return to their home school.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Motion by Giampola, seconded by Stevenson to accept the Interim Superintendents recommendation to approve items F-I:

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student/****Case Number** | **School/Grade** | **District Responsible for Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| AW | Paulsboro Junior High/8 | Paulsboro | Bellmawr | NA | Yes |
| KS | Paulsboro Junior High/7 | Paulsboro | Glassboro | NA | Yes |
| 2621 | Loudenslager/5 | Paulsboro | Glassboro | NA | Yes |
| SS | Loudenslager/3 | Paulsboro | Glassboro | NA | Yes |
| AS | Billingsport/1 | Paulsboro | Glassboro | NA | Yes |
| 2806 | Paulsboro Junior High/7 | Delaware | Paulsboro | Note 1 | No |
| 2807 | Loudenslager/6 | Delaware | Paulsboro | Note 1 | No |
| XE | Loudenslager/3 | Paulsboro | Franklinville | NA | Yes |
| JE | Loudenslager/6 | Paulsboro | Franklinville | NA | Yes |
| AK | Billingsport/1 | Paulsboro | Camden | NA | Yes |
| FK | Loudenslager/5 | Paulsboro | Camden | NA | Yes |
| LD | Billingsport/1 | Paulsboro | Sicklerville | NA | Yes |
| JC | Paulsboro Junior High/7 | Paulsboro | Woodbury | NA | Yes |

Note 1: Paulsboro must apply to the New Jersey Department of Education (NJDOE) for tuition reimbursement for students who are homeless from other states. The tuition reimbursement is determined by NJDOE.

Informational: Please see “C” above.

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

|  |  |  |
| --- | --- | --- |
| **Student/ Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| TK | 8 | 5 hours of instruction per week provided by the Paulsboro Public Schools at $32 per hour. |
| 2574 | 6 | 10 hours of instruction per week provided by the Brookfield Schools while the student is attending the Inspira Health Systems program.  |

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

1. Recommend approval for Jadrian and Jacen Abbott (the children of Paulsboro Public Schools Secretary Lauren Abbott) to attend Paulsboro Junior High School as a professional courtesy during the 2014-2015 school year. Both students are in grade seven. Ms. Abbott may apply to have her children attend Paulsboro Junior High School as School Choice students during the 2015-2016 school year.

Informational: Ms. Abbott was a Paulsboro resident until recently. Jadrian and Jacen have attended the Paulsboro Public Schools since they were four years old.

1. Recommend approval to provide transportation to the Paulsboro Public Schools for 10 students that the Department of Child Protection and Permanency placed in residences outside of the district.

Informational: The Department of Child Protection and Permanency removed these students from their homes in Paulsboro. The Paulsboro Public Schools must provide the transportation from the temporary residence back to Paulsboro to attend school. The administration maintains a list of these students and approvals but does not publish them in the agenda due to the very sensitive nature of the situations.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. Informational:

1. Graduation Rate

The New Jersey Department of Education (NJDOE) recently announced the graduation rate for the class of 2014. The graduation rate for Paulsboro High School is 83.8%. The administration has the ability to appeal this data. In the past, appeals have yielded a final graduation rate about 3% higher than the original number. The following is a four year history of the graduation rate for Paulsboro High School:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **2011** | **2012** | **2013** | **2014** |
| Graduation Rate | 62.3% | 72.1% | 77.4% | 83.8% |

The NJDOE requires schools to maintain a graduation rate of at least 75%. There are many reasons for the dramatic increase but most certainly the hard work of the staff and administration are the essential elements in this success. Commendations and congratulations to each and every member of the Paulsboro School Family.

**STUDENT ACTIVITIES**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-I:

* 1. Recommend approval for Loudenslager Elementary School Teacher of Physical Education Dean Duca to serve as a volunteer assistant coach for the Paulsboro Senior High School Cross Country Team.

Informational: Mr. Duca is an experienced coach.

* 1. Recommend approval for the Paulsboro Senior High School Gallery staff and Advanced Placement (AP) English class to participate in the Dodge Poetry Festival on Friday, October 24, 2014 in Newark, New Jersey. The cost to the Board of Education is substitute teachers (2 x $129 = $387) and school van transportation. Teacher of Music Wendy Stocker is in charge of the activity. Amy Bria and Melba Moore-Suggs will also chaperone the trip. The Dodge Foundation requires one chaperone for every 4 students.

Informational: The Gallery is the Paulsboro Senior High School Literary Magazine. The program consists of a wide variety of seminars, activities, and poetry readings. Ms. Stocker is the advisor for the Gallery. Ms. Stocker has prepared classroom activities to for students participating in the activity.

* 1. Recommend approval for Paulsboro High School students to participate in the planning meetings for the 2014-2015 Gloucester County Students United for Respect and Equality (SURE) Summit as well as the Summit itself. The planning meetings take place at the Gloucester County Institute of Technology while the Summit is conducted at Rowan University. Paulsboro High School Teacher of Art Margaret LaDue is in charge of the activity.

Approximately 20 students will participate in the Summit. Paulsboro High School Art Teachers Margaret LaDue and Christine O’Malley will chaperone the activity. Cost to the Board includes two substitute teachers (2 x $129 = $258) and school bus transportation.

Approximately 3 students will participate in the planning sessions. Paulsboro High School Art Teacher Margaret LaDue will chaperone the activity. Cost to the Board includes one substitute teacher (7 x $129 = $903). Students will travel with the chaperone in her vehicle.

Informational: Three students attend each planning meeting. Planning meetings are scheduled for the following Wednesdays: October 22, 2014, November 19, 2014, December 17, 2014, January 14, 2015, February 11, 2015, March 4, 2015, April 22, 2015. The Summit will take place on Thursday, March 19, 2015.

SURE is an organization that was founded by Retired Paulsboro High School Teacher William Gaines. The goal of the program is to promote cooperation and awareness of discrimination in order to build respect and equality. The organization was a response to an increase of violence in schools during the early 1990s. The program was so successful that it was adopted by Gloucester County. Every high school in Gloucester County participates in SURE.

1. Recommend approval for 15 Paulsboro High School students to participate in the Pegasus Arts Program during the 2014-2015 in East Greenwich Township, New Jersey. Paulsboro High School Art Teacher Margaret LaDue is in charge of the activity. Cost to the Board of Education includes school bus transportation and class covers (9 x $32 = $288).

Informational: The programs take place on the following Tuesdays: October 21, 2014, November 18, 2014, December 16, 2014, January 13, 2015, February 10, 2015, March 17, 2015, April 21, 2015, May 19, 2015, and June 2, 2015. Pegasus for the Arts is a school for adults with intellectual disabilities. This is a bullying, harassment and intimidation prevention program. The goal is to build a positive relationship between students and the citizens with disabilities served by a Pegasus School. During the two hour sessions the students and clients will complete group projects. This will be the third year of collaboration.

1. Recommend approval for the Paulsboro High School Key Club to participate in the following activities during the 2014-2015 school year:

 October-November Food Drive

 November-December Toys for Tots Drive

All of the activities take place at Paulsboro High School. There is no cost to the Board of Education. Paulsboro High School Teacher of Science Paige Foulk is in charge of these activities.

Informational: The Key Club conducted the same activities during the 2013-2014 school year. There are currently 23 members in the Key Club.

1. Recommend approval for the Paulsboro High School Wrestling Team to participate in the following tournaments during the 2014-2015 season. The dates of the tournaments will be included with the Winter Season Sports Schedule when it is presented to the Board of Education at the October meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tournament | Location | Entrance Fee | Lodging | Transportation | Meals |
| Brick Memorial Wresting Tournament | Brick Township, New Jersey | $438 | $679 | School Bus | $600 |
| Council Rock Tournament | Holland, Pennsylvania | $400 | $594 | School Bus | $900 |
| Group I Tournament | Trenton, New Jersey | Not applicable | Not applicable | School Bus | $550 |
| District 29 Tournament  | Deptford, New Jersey | Not applicable | Not applicable | School Bus | $450 |
| Region 8 Tournament | Egg Harbor, New Jersey  | Not applicable | $630 | School Bus | $900 |
| State Championship Tournament  | Atlantic City, New Jersey | Not applicable | $1,260 | School Bus | $750 |

Informational: The wrestling team participated in the same tournaments during the 2013-2014 school year. The administration is seeking approval for these tournaments at this time so that entrance fees can be paid on a timely basis. $25 per student and coach is budgeted per day for meals. The Paulsboro Wrestling Association on some occasions pays to upgrade transportation from a school bus to a chartered coach.

1. Recommend approval for Joel Ouellette to serve as a volunteer chaperone for the Paulsboro High School Marching Band during the 2014-2015 school year. This recommendation includes permission for Mr. Ouellette to ride the band bus.

Informational: Mr. Ouellette is the husband of Paulsboro High School Band Director Jenna Ouellette. He also served in this capacity during the 2013-2014 school year.

1. Recommend approval for Paulsboro High School Principal Paul Morina to take several student-athletes on college visitations from Saturday, September 27, 2014 through Monday, September 29, 2014. Students will be transported by Mr. Morina in his vehicle. There is no cost to the Board of Education.

Informational: The student-athletes will visit the University of Maryland, Virginia Technical Institute and James Madison University. Mr. Morina and other coaches have conducted similar trips in the past.

1. Recommend approval to add Jerry Cosgrove to the list of approved volunteers who serve as the Chain Gang and other game day tasks for home varsity football games during the 2014-2015 season. The original list was approved by the Board of Education at its August 28, 2014 meeting.

Informational: Mr. Cosgrove served as a volunteer member of the Chain Gang during the 2012-2013 school year.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

**FINANCE**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items A:

1. Recommend retroactive approval to participate in the Community Eligibility Provision (CEP) in order to provide lunch free of charge to all students during the 2014-2015 school year.

Informational: The New Jersey Department of Education (NJDOE) automatically enrolled the Paulsboro Public Schools into the CEP program based on the percentage of students eligible for free lunches due to low family income. The district could opt out of the program by notifying the NJDOE. After careful review and consultation with state and county officials, the administration did not opt out of the program. **(Attachment)**

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

Motion by Giampola, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items B-E:

1. Recommend approval to accept the following entitlements from the New Jersey Department of Education for the 2014-2015 school year. These grants are used to provide services for students who reside in Paulsboro and are attending Guardian Angels School in Paulsboro, New Jersey.

|  |  |  |  |
| --- | --- | --- | --- |
| Entitlement Title | Number of Students | Amount per Student | Total Entitlement |
| Non-Public Textbook Aid | 94 | $59.58 | $5,601 |
| Non-Public Technology Aid | 94 | $32.00 | $3,008 |
| Non-Public Nursing Aid | 94 | $94.85 | $8,916 |

Informational: The number of students is taken from the Application for State School Aid (ASSA). These entitlements for students attending non-public schools flow through the local public school. The public school is responsible for the materials purchased with the money.

1. Recommend approval to accept the following initial entitlement amounts for Chapter 192 and Chapter 193:

|  |  |  |  |
| --- | --- | --- | --- |
| **Entitlement Title** | **Number of Students** | **Amount per Student** | **Total Entitlement** |
| Chapter 192 – Compensatory Education | 41 | $995.33 | $36,728.00 |
| Chapter 192 - English as a Second Language | 0 | $1,015.00 | $0.00 |
| Chapter 192 – Transportation | N/A | N/A | $5,649.00 |
| **Total Chapter 192 Entitlement** | **$42,377.00** |
| Chapter 193 – Initial Examination and Classification | 5 | $1,326.13 | $6,299.00 |
| Chapter 193 – Annual Examination and Classification | 10 | $380.00 | $3,610.00 |
| Chapter 193 – Corrective Speech | 13 | $930.00 | $11,486.00 |
| Chapter 193 – Supplemental Instruction | 12 | $826.00 | $9,416.00 |
| **Total Chapter 193 Entitlement** | **$30,811.00** |

Informational: The number of students is based on an estimate made by Gloucester County Special Services School District and Guardian Angels School.

1. Recommend approval for an agreement with Gloucester County Special Services School District to provide all Chapter 192 and Chapter 193 services for Paulsboro residents attending Guardian Angels School in Paulsboro, New Jersey. The amount of the agreement will not exceed the Chapter 192 and Chapter 193 entitlement for actual services provided.

Informational: Gloucester County Special Services School District provides this type of service for many public schools in Gloucester County. Public school districts use GCSSSD because it is more cost effective than utilizing in-house staff to service a small number of students.

The recent Quality Single Accountability Continuum (QSAC) conducted by the New Jersey Department of Education (NJDOE) included a citation concerning the Chapter 192-193 entitlements. Specifically, the allocation was greater than services needed and therefore provided. GCSSSD, in consultation with Paulsboro Public Schools and Guardian Angels School, develops an estimate of the services needed for the upcoming year. The Paulsboro Public Schools Director of Special Services works with GCSSSD personnel to monitor that the required services are, in fact, provided. Historically, the GCSSSD estimate of services needed is higher than the actual services provided. As a result, money is returned to NJDOE. The only way to correct this situation is to use a reimbursement method of payment rather than working from an estimate. Unfortunately, the NJDOE does not use a reimbursement method.

1. Recommend approval to accept a donation of twenty $50.00 rewards cards for use by teachers at Loudenslager Elementary School from Wal-Mart Stores Incorporated as part of the firm’s Teacher Rewards Program. This recommendation also includes approval for Wal-Mart to provide a teacher luncheon as part of a faculty meeting.

Informational: Twenty teachers will be selected by a drawing. The teachers will use the gift cards to purchase school supplies.

Roll Call Vote: Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

1. Informational:
	1. The district participated in the summer foods program for nearly twenty years. All meals are served free of charge. The following chart provides the number of meals served during the past two years.

|  |  |  |
| --- | --- | --- |
| **Type of Meal** | **2013** | **2014** |
| District Breakfast Total | 2,891 | 2,670 |
| District Lunch Total | 5,246 | 5,492 |
| District Meals Total | 8,137 | 8,162 |

1. For approximately two decades every Paulsboro Public Schools student has been entitled to breakfast free of charge. Each school serves breakfast in a different way with various degrees of success in our effort to provide each child with a morning meal. Historically, the number of students who eat breakfast is as follows:

 Billingsport Early Childhood Center 85%

 Loudenslager Elementary School 65%

 Paulsboro High School 18%

We are currently experimenting with different methods of serving breakfast at Loudenslager Elementary School and Paulsboro Junior High School in order to reach more students. The Superintendent will provide updated percentages of the number of students eating breakfast at each school.

**FACILITIES**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-B:

1. Recommend approval for the Interim Superintendent of Schools to hire Information Technology personnel on an as needed basis via Letter of Intent. The request is for temporary as needed services only.

Information: The 2014-2015 budget includes a limited money to hire an additional Computer Technician. The administration is currently working with the Glassboro Public Schools so that the two districts can employ a skilled technician as a shared service. The district is currently experience significant network issues as a result of upgrades to software including email (Outlook 365) and Office 2013. Immediate support is needed.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 | Gas Range | Cost of repairs exceeds the value of the range. It has been replaced. | Metal Recycling  |
| 9 | Car Seats | Certification of the seats expires during December 2014. The seats have been replaced.  | Seats will be destroyed then placed in the trash. |
| 1 | Snack Machine | Destroyed by vandalism. The vandals were caught and are now paying for a new machine. | Metal Recycling  |
| 2 Sets | Student Encyclopedia -1979 Edition | Very outdated and no longer in use. | Place in recycling |
| 60 | Assorted library books with copyright dates circa 1970s | The books are no longer in use and have been replaced.  | Give to students or place in recycling  |
| 1 | Copier | Broken and no longer in use.  | Place in e-waste |
| 1 | Bookcase | The bookcase is made of particle board and is badly broken. | Place in trash  |

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

**SCHOOL SAFETY**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-C:

* 1. Recommend approval for Rite-Aid Pharmacy in Paulsboro to offer flu shots to the staff on the dates during September – November, 2014 that are convenient for both the schools and pharmacy staff.

Informational: This service was made available to the school staff for the past two years. Rite-Aid accepts our insurance for payment.

* 1. Recommend approval to readopt and continue to utilize the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials with 2011 revisions during the 2014-2015 school year. (**Electronic Attachment Only**)

Informational:  The above-mentioned document is mandated by the New Jersey Department of Education. It is a lengthy document so the superintendent did not make a copy for each member of the board. A copy is available in the Office of the Superintendent for review by members of the board.

The Memorandum of Agreement was first developed in 1998. The agreement includes 15 uniform state policies and procedures to ensure cooperation between education officials and law enforcement agencies. The original agreements focused on alcohol and other drug problems. The agreement has expanded to include school safety and security, Harassment, Intimidation and Bullying (HIB), hazing, gang reporting, etc.

Representatives of the police department and school administration will continue to meet as needed. The purpose of these meetings is to review issues related to the Memorandum of Agreement, review procedures, and discuss strategies to maintain good working relations.

* 1. Recommend approval of the Nurse’s Standing Orders for Students and Athletic Training Standing Protocols for the 2014-2015 school year. (**Attachment**)

Informational:  These orders are reviewed and approved by the school nurses and school physician prior to seeking approval by the Board of Education.  The Standing Orders are the Physician’s instructions to the School Nurses and Athletic Trainer for the handling of medical issues in the schools.   The Standing Orders must be approved annually as required by the New Jersey Department of Education.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

* 1. Informational

1. Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Notation** | **School** |
| **Paulsboro Senior High School****and****Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/11/14 | 9/8/14 | 9/8/14 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually | 9/23/14 |  | 9/15/14 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Other Drills | Each school must conduct two annually |  | Shelter In Place 9/15/14 |  |
| Bus Evacuation  | Conduct two annually |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

1. Special Law Enforcement Officer (SLEO) Class II

The Paulsboro Police Department recently hired Jon Sierocinski as a SLEO. Officer Sierocinski is a retired Collingswood, New Jersey policemen who graduated from Paulsboro High School as a SLEO. Officer Sierocinski works Monday-Friday from noon until 4:00 PM. He will assist with school related issues and challenges previously handled by the patrol officers. His duties include:

1. Monitor the student travel routes from Loudenslager Elementary School to Billingsport Early Childhood Center.
2. Monitor all school intersection crossing points and monitor Crossing Guards.
3. Monitor traffic at all the schools at dismissal time and address complaints and issues that he observes.
4. Stop in each school office and the administration building daily to address any potential problems.
5. Provide a visible presence outside the schools during afternoon hours.
6. Provide support for the on-duty patrol shift.
7. Crossing Guards

Paulsboro Mayor and Council employed two additional Crossing Guards bringing the total to 11. The Crossing Guards are now dressed in high visibility shirts and outer clothing so that students can easily see them. The new Crossing Guards stationed at Railroad/Billings Avenue and North Delaware and West Adams Streets. As a result of these changes, students will also be in sight of a Crossing Guard as they move between Loudenslager Elementary School and Billingsport Early Childhood Center.

1. Implement of Janet’s Law

Janet Zilinski was an 11 year old cheerleader form Warren, NJ who died after suffering sudden cardiac arrest. As a result of her parents’ tireless efforts, Janet’s Law was created. The key components of this law are:

* 1. All public school buildings must have an Automatic Electronic Defibrillator (AED).
	2. The AED must be available in an unlocked location with an identifying sign.
	3. The AED must be accessible during the school day and any other time when a school sponsored athletic event or practice is taking place.
	4. The AED shall be located within reasonable proximity of the gymnasium and or athletic field.
	5. A coach, athletic trainer, staff member, EMT or first responder trained in CPR/AED must be present during the event or practice.
	6. At least 5 people in each school building must be trained and updated annually.
	7. Detailed procedures for responding to a Sudden Cardiac Arrest event, including who responds to the victim, who calls 9-1-1, who gets the AED, who operates the AED and preforms CPR and who assists responders to get to the victim must be in place.

The Paulsboro Public Schools recently purchased 12 AEDs in addition to the 4 it already owned. The Athletic Trainer carries an AED at all times, a coach for each team traveling away from Paulsboro High School carries an AED, an AED is located just outside of the Nurse’s Office at each building. Two additional AEDs will be located at Billingsport Early Childhood Center. Two additional AEDs will be located in Loudenslager Elementary School. Three additional AEDS will be located in Paulsboro High School. An AED will be located in the Administration Building and another in the Maintenance Garage.

The Board of Education also purchased training for 15 people. The administration is identifying who is already trained and who needs to be trained. Training sessions will be conducted as soon as possible.

The administration is also working to review and revise district procedures to be certain that Janet’s Law is fully implemented.

Instructional Coach Matthew Browne and Athletic Director Bob Mannino are leading this project. Needless to say, the School Nurses and Physician are also involved with the implementation of this law.

**EXECUTIVE SESSION**

Motion made by Stevenson, seconded by Walter and unanimously carried (8-0) to adopt the following resolution:

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

I hereby certify the foregoing resolution was adopted by the Paulsboro Board of Education on September 24, 2014.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jennifer Johnson, Board Secretary

Motion made by Stevenson, seconded by Lisa to return to the regular meeting.

Motion by Hamilton, seconded by Giampola to accept Interim Superintendent Recommendation to:

Rescind Student Activities Item H approved at the August 28, 2014 Paulsboro Board of Education meeting recommending the reappointment of Paul Morina to the position of Head Coach for Wrestling for the 2014-2015 school year. Mr. Morina will earn Step 3 - $8,112 as per agreement with the Paulsboro Education Association. This recommendation is contingent on Mr. Morina not serving as an administrator for the Alternative Evening Program. \*\*

 Informational: On June 30, 2014, Mr. Morina was appointed as Head Coach for Wrestling without salary. This “no salary status” has existed since he became Principal of Paulsboro High School. The fact is, Mr. Morina is the Head Coach for Wrestling and spends a significant amount of time in this capacity and, therefore, should be compensated for his

 work. During the past few years, Mr. Morina has also served as a paid administrator for the

 Alternative Evening Program. It is difficult to “sort out” the time responsibilities of

 Paulsboro High School Principal, Alternative Evening School Administrator and Wrestling Coach. In the opinion of the Interim Superintendent, it makes more sense to pay Mr. Morina as the Head Coach for Wrestling and assign the Alternative Evening School duties to others.

Appoint Paul Morina to the Position of Head Coach for Wrestling for the 2014-2015 season. Mr. Morina will serve in this position as a volunteer without a stipend.

Informational: The Interim Superintendent was in error when making the August 28, 2014 recommendation. At that time, he was not aware that the Agreement between the Board of Education and Paulsboro Administrators Association included the following wording, “An Administrator may coach or take part in an extracurricular activity as a volunteer only.” The Paulsboro Administrators Association submitted a grievance. The remedy sought by the PAA was unclear. The most honest and direct resolution to the situation is for the Superintendent to apologize and the Board to rescind the action taken on August 28, 2014. The Interim Superintendent offers a sincere apology to the Mr. Morina, the Board of Education and Paulsboro Administrators Association.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mrs. Lozada-Shaw and Ms. Priest 2 ABSENT

 Motion carried

**NEXT PUBLIC SESSION**

Thursday, October 30, 2014 - 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.

Motion made by Chapkowski, seconded by Hamilton and unanimously carried (8-0) to adjourn the meeting at 8:27p.m.

Regular Meeting recessed at approximately 8:11 p.m.

Executive Session convened at approximately 8:13 p.m.

Executive Session recessed at approximately 8:23 p.m.

Regular Meeting reconvened at approximately 8:24 p.m.

Regular Meeting adjourned at approximately 8:27 p.m.

Respectfully submitted,



Business Administrator/Board Secretary