**Paulsboro Public Schools**

**Thursday January 2, 2020**

**Minutes**

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

**Board Secretary Presided**

The Reorganization Meeting of the Paulsboro Board of Education was called to order by the Interim Board Secretary, Scott Henry at approximately 7:00 PM by pledging allegiance to the flag.

Scott Henry Interim Business Administrator/Secretary to the Board swore in the three November 2019 elected candidates and Gerald Michael, the retuning Greenwich Township Representative.

|  |  |  |
| --- | --- | --- |
| **Term of Office** | **Candidate** | **Number of Votes** |
| Three - Year Term | Marvin E. Hamilton, Sr. | 562 |
| Elizabeth Reilly | 492 |
| Robert Davis | 456 |

A roll call of the members taken noting the following members present: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Joseph L. Lisa, William S. MacKenzie, Elizabeth J. Reilly, Danielle Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael. Also present were Dr. Walter C. Quint, Interim Superintendent and Scott Henry, Interim Business Administrator/ Board Secretary.

**Nominations:**

Interim Business Administrator / Secretary to the Board of Education requests ALL nominations for the President of the Paulsboro Board of Education.

Motion by Stephenson, seconded by Hamilton to nominate Mr. Joseph Lisa for Board President.

Motion by Mr. Michael, seconded by Mr. Davis to nominate Ms. Danielle Scott for Board President.

*Roll Call Vote* in favor of Mr. Joseph Lisa’s appointment to BOE President.

YES - Hamilton, Henderson, MacKenzie, Reilly, Stephenson, Lisa

NO - Scott, Davis, Cooper, Michael Motion carried

Board President Lisa presides and requested nominations for ALL Vice President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Reilly to nominate Mr. Marvin E. Hamilton Sr. as Paulsboro Board of Education Vice-President.

Motion made by Davis, seconded by Michael to nominate Ms. Danielle Scott as Paulsboro Board of Education Vice-President.

*Roll Call Vote* in favor of Mr. Hamilton as Vice President of Paulsboro Board of Education.

YES – Hamilton, Henderson, MacKenzie, Reilly, Stephenson, Lisa

NO - Davis, Cooper, Michael, Scott

 Motion carried

**Public Comments –**

None

**Informational: Board Member Training Required**

New Jersey state law requires school board members and charter school trustees to attend training in the first, second and third years of a first term, and in the first year of a re-elected or reappointed term. New Jersey School Boards Association (NJSBA) is the state-designated provider of mandated training which is available at no cost to members.

**The following mandated training programs are required:**

Governance I: New Board Members – New Board Member Orientation Conference

Governance II: 1st Term, 2nd full year of service – Finance

Governance III: 1st Term, 3rd full year of service – Student Achievement

Governance IV: Re-elected / Reappointed Board Members in the first year of any succeeding term – Legal Update

Interim Business Administrator / Secretary to the Board of Education Scott Henry has registered all members required to take mandatory training to complete their training online. In class sessions are available and members will be registered upon request. All other training, with no cost, members can self-register through the New Jersey School Board’s website.

William Scott MacKenzie Governance III

Crystal Henderson Governance III

Theresa Cooper Governance II

Danielle Scott Governance II

Elizabeth J. Reilly Governance II

Robert Davis Governance I

Marvin Hamilton Governance IV

**Code of Ethics for Members of the Board of Education**

Dr. Quint reviewed the Code of Ethics with members of the Board of Education.

Motion made by Hamilton, seconded by Stevenson and unanimously carried (10-0) to accept Board Resolution.

**BE IT RESOLVED**, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Paulsboro Public Schools Board of Education.

(**Attachment**)

Paulsboro Board of Education Policies 9720 – Conflict of Interest and 9721 – Code of Ethics are attached for the convenience of members of the Board of Education. (**Attachment**)

The New Jersey School Boards Association (NJSBA) Acknowledgement of Receipt – Code of Ethics for Board of Education Members is attached for the convenience of members of the Board of Education. (**Attachment**)

Informational: The administration will review the above documents with members of the Board of Education at this meeting. Members are required to sign the Acknowledgement of Receipt and return it to the Interim Business Administrator / Secretary to the Board.

**Appointment of the Secretary to the Board of Education**

Motion made by Hamilton, seconded by Stevenson and to confirm appointment.

Confirm appointment of Scott Henry as the Interim Secretary to the Board of Education.

Informational: Mr. Henry’s duties include two components. First, he is the Interim Business Administrator. Second, he serves as the Interim Secretary to the Board of Education. Mr. Henry was appointment as Interim Business Administrator / Secretary to the Board on June 24, 2019 for the period July 1, 2019 – June 30, 2020. It is appropriate at this time to confirm his appointment as Secretary to the newly seated Board of Education.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 9 yes.

 Motion carried

**Part I**

**Reorganization of the Board of Education**

**Confirming the Actions of the Previous Board of Education**

**Until June 30, 2019**

**Explanation of Reorganization of the Board of Education**

The Paulsboro Board of Education made most of its appointments for the 2019-2020 school year at the May 20, 2019 meeting. These appointments are for the period July 1, 2019 – June 30, 2020. By illustration, at the May 20, 2019 meeting, the Board approved a contract with Garrison Architects to serve as the School Architect from July 1, 2019 through June 30, 2020.

This approach has two advantages. First, contracts and appointment are congruent with the school year and budget cycle – July 1st - June 30th. Second, new members of the Board of Education who take the Oath of Office in early January can then participate in the selection process and discussions leading up to contracts and appointments being awarded on June 30th.

Having said this, the Board of Education will be asked to adopt a resolution confirming the actions of the previous Board of Education. Unless otherwise noted, the items placed before the Board of Education this evening were approved by the previous Board of Education for the period July 1, 2019 – June 30, 2020

Motion made by Stevenson, seconded by MacKenzie to approve Board resolution A-V.

**BE IT RESOLVED** that, the Paulsboro Board of Education confirms the following actions of the previous Board for the period (unless otherwise noted) January 2, 2020 – June 30, 2020:

1. **Establishment of Meeting Dates, Times, Place and Places of Notification**
	1. Pursuant to Chapter 231, PAL (Open Public Meeting Act) public meetings of the Board of Education will be held on the dates, at the times and at the locations adopted by the Board of Education at the Reorganization Meeting on January 3, 2019 then readopted on August 26, 2019. **(Attachment**)
	2. Designate the South Jersey Times as the official newspaper and the Courier Post as the other newspaper to receive notices under the Open Public Meeting Act.
	3. Adequate notice of meetings will be provided by mailing on Friday, January 3, 2020 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education, by posting the schedule of meetings in a public place and / or district website reserved for such announcements by the Board of Education.
	4. Reserves the right to adjourn or recess a meeting at any time to discuss such matter that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made.
2. **Participation By The Public In Meetings Of The Board Of Education**

Inorder to conduct its meetings properly and efficiently, the Board shall require the following procedure pertaining to public participation at meetings of the Board of Education:

1. Any individual desiring to speak shall give his or her name, address and the group, if any, that is represented and write the information in the book provided for this purpose.
2. The presentation shall be as brief as possible – no longer than 3 minutes.
3. Any individual who has spoken to the Board at a meeting must wait until all other individuals wishing to address the Board have done so before being permitted to speak a second time.
4. The Board of Education vests in its President, or other presiding officer, authority to terminate the remarks of any individual if he / she deems it in the best interest of those present to do so.
5. **Policies and Procedures**

Policies, Procedures, By-Laws, Rules and Regulations of the previous Board.

Informational: The documents listed above are available for review in the Office of the Superintendent of Schools. The Policy Manual is also available on the district website.

1. **Curriculum, Textbooks and Classroom Resources**

Written curriculum, textbooks and classroom resources approved by the previous Board.

Informational: Courses of study are available for review in the Office of the Superintendent of Schools.

1. **Bargaining Units**

Recognize the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.

1. **Compliance Officers**

The following district officials to perform additional duties until June 30, 2020.

(Approved by the Board of Education on May 20, 2019.)

Note: Unless specifically stated, the officials do not receive addition compensation to perform these duties.

1. Paulsboro Senior High School Principal Paul Morina to issue working papers.
2. Assistant Principal / Athletic Director (A.D.) John Giovannitti as Affirmative Action Officer.
3. Assistant Principal / A.D. John Giovannitti as HIB Coordinator.

(Mr. Giovannitti’s base salary includes $4,000 to serve as HIB Coordinator)

1. Assistant Principal / A.D. John Giovannitti as Title IX Coordinator.

1. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.
2. Supervisor of Support Staff Jack Henderson as the district Asbestos Hazard Emergency Response Officer.
3. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management Coordinator.
4. Supervisor of Support Staff Jack Henderson as the Right to Know Designated Person.
5. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
6. Secretary to the Interim Business Administrator Michelle Jankauskas as Treasurer of School Monies.
7. Interim Business Administrator Scott Henry as district delegate to the School Alliance Insurance Fund. (Approved by the Board of Education on August 12, 2019.)
8. **School Safety Manuals and School Safety Specialist**
	1. School Safety Manuals for Billingsport Early Childhood Center, Loudenslager Elementary School, Paulsboro Junior and Senior High Schools, and the Administration Building. (Approved by the Board of Education on October 28, 2019.)
	2. Loudenslager Elementary School Principal Matthew Browne to serve as School Safety Specialist for the Paulsboro Public Schools. (Approved by the Board of Education on October 28, 2019.)

Informational: P.L.2017, CHAPTER 162, Assembly, No. 3347 requires the Superintendent of each school district to designate a school administrator as a School Safety Specialist for the district.

1. **Depository of School Money**

Ocean First Bank designated as the depository of School funds of the Board of Education of the Borough of Paulsboro. (Approved by the Board of Education on May 20, 2019.)

1. **District Professionals:**

The following district professionals (All except Dr. Villare were approved by the Board of Education on May 20, 2019. Dr. Villare was approved on August 26, 2019.) :

|  |  |
| --- | --- |
| **Name** | **Position** |
| Weiner Law Group | Solicitor |
| Horizon Environmental Group Inc. | AHERA |
| Garrison Architects  | Architect |
| Holman & Frenia, P.C. | Auditor |
| Dr. Anthony Villare | Physician |

1. **Tuition Rates**

Tuition rates for the Paulsboro Public Schools during the 2019 - 2020 school year. (Approved by the Board of Education on May 20, 2019.)

| **Grade Level or Program** | **Education Agencies** |
| --- | --- |
| Preschool | $16,871.00 |
| Kindergarten | $16,871.00 |
| Grades 1-5 | $14,579.00 |
| Grades 6-8 | $15,660.00 |
| Grades 9-12 | $17,964.00 |
| Multiple Disabilities | $33,331.00 |
| Learning Disabilities | $19,448.00 |
| Behavioral Disabilities | $26,743.00\* |
| Pre-K Disabled – Full Time | $ 9,074.00\* |

\*Reflects the 2016 - 2017 certified rates, 2017 - 2018 certified rates for Behavioral Disabilities is $46,903 and Preschool Disabled is $61,778.

Informational: The New Jersey Department of Education completes a review of each school district’s cost per pupil pursuant to the provisions of N.J.AC 6A:23A-17. Upon completion of this review, the audited per pupil cost is certified. The above rates are Paulsboro Board of Education 2017 - 2018 certified tuition rates. These rates determine tuition adjustments to other local education agencies who sent students to Paulsboro during the 2017 - 2018 school year. Paulsboro’s practice been to use the certified rates once known as the tuition rate for the upcoming school year.

1. **Cooperative Purchasing and Jointure Agreements**

|  |  |  |
| --- | --- | --- |
| **Agency** | **Purpose** | **Date of Approval** |
| Gloucester County Special Services School District  | Transportation**^** | May 20, 2019 |
| Winslow Township Elementary School District #6 | Transportation | February 25, 2019 |
| Burlington County Special Services School District  | Transportation  | May 20, 2019 |
| Camden County Special Services Commission | Transportation | May 20, 2019 |
| Clearview Regional School District | Transportation | May 20, 2019 |
| Gateway Regional School District | Transportation | September 30, 2019 |
| Glassboro Board of Education | Transportation | May 20, 2019 |
| High Point Regional School District | Transportation | May 20, 2019 |
| Salem County Cooperative Transportation Program | Transportation | September 30, 2019 |
|  |
| Camden County Special Services Commission  | Pricing | April 29, 2019 |
| Hunterdon County Educational Services Commission  | Pricing | August 12, 2019 |
| The Educational Services Commission of New Jersey  | Pricing | August 12, 2019 |
| South Jersey Technical Partnership  | Pricing | August 12, 2019 |
|  |
| Gloucester County Special Services School District | Nursing **\*** | May 20, 2019 |
| Gloucester County Special Services School District | Technology **\* #** | May 20, 2019 |
| Gloucester County Special Services School District | Textbook **\*** | May 20, 2019 |
| Gloucester County Special Services School District | Auxiliary **\*** | May 20, 2019 |
| Gloucester County Special Services School District | 1 on 1 Aides **\*** | May 20, 2019 |

**Notes:**

**^** Gloucester County Special Services School District (GCSSSD) performs a countywide cooperative transportation routing service for students who are homeless, attending nonpublic schools, attending schools for those with disabilities, require special transportation due to disabilities and attending vocational-technical schools. Special transportation requests are collected, collated and bid / quoted countywide in order to provide the most efficient and economical routes for these students. GCSSSD receives a 7% administrative fee for special education, vocational, public schools and homeless students. A 4% administrative fee is charged for nonpublic school students.

**\*** These agreements are for the purpose of providing Non-Public School Services to Guardian Angels Elementary School paid for with federal funds including Chapter 192 / 193 and Individuals with Disabilities Education Act (IDEA).

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

1. **Travel Limitations**

The maximum operating travel allowance per N.J.A.C. 6A:23A-7.3 for the 2019 - 2020 school year at $50,000.00. Year to date travel as of April 30, 2019 is $18,388. (Approved by the Board of Education on May 13, 2019.)

1. **Professional Services Agreement for Nursing**

Nursing service contracts as a professional service. (Approved by the Board of Education on May 20, 2019): Bayada Nurses, Preferred Home Health, and Wright Choice

1. **Pay Rates for Substitutes**
	* + 1. Professional services agreement and addendum to the contract for the period July 1, 2019 through June 30, 2020 with ESS Northeast, LLC, a Delaware limited liability company (formerly known as Source 4 Teachers) located at 800 North Kings Highway, Cherry Hill, New Jersey. This agreement is for the purpose of providing substitute staffing (primarily teachers).

|  |  |
| --- | --- |
| **Type of Substitute Teacher** | **Pay Rate to Substitute Teacher and Rate Charged to District** |
| Teaching Certificate or Substitute Teaching Certificate | $90.00 + 32% Mark Up = $118.80 per day |
| Long-Term Building Based Floating Subs | $125.00 +29% Mark Up = $161.25 per day  |
| Long-Term: Must be certificated in the field in which they are substituting | $125.00 + 32% Mark Up = $165.00 per day |

If ESS provides at least 85% of the substitutes required in a given month the markup increases from 32% to 34% and from 29% to 31%.

* + - 1. Pay rates for substitutes during the 2019 - 2020 school year.

(Approved by the Board of Education on August 12, 2019):

|  |  |
| --- | --- |
| **Substitute Category** | **Hourly Rate** |
| Custodian | $11.00 |
| Cafeteria Workers | $11.00 |
| Classroom and Playground / Cafeteria Aides | $11.00 |
| Bus Drivers  | $12.00 |

Informational: On January 1, 2020, the minimum wage in New Jersey increased from $10.00 per hour to $11.00 per hour.

1. Pay rates for employees substituting in other job categories as approved by the Board of Education on November 25, 2019 effective December 1, 2019.
	1. Unless otherwise stated in the Board of Education Agreements with the Paulsboro Education Association or Paulsboro Administrators Association, when an employee serves as a substitute in another job category, during hours when they are not doing their regular job, they will earn Step 1 prorated on an hourly basis for the job category where they are substituting. These extra work assignments are voluntary on the part of the employee. (This applies to Secretary, Computer Technician, Grounds Person, Custodian, Maintenance Worker, Cafeteria Worker, Bus Driver, Bus Aide, or Classroom Aide.)

Informational: It has become somewhat common and very helpful to the district for an employee to complete their duties then substituting for a colleague who is absent from work. By illustration, a Bus Driver may also substitute for an absent Grounds Worker. The Bus Driver earns $24.75 per hour for this work. Using the method recommended above, when the Bus Driver substitutes for the absent Grounds Person he / she will earn $29,407 prorated at $15.32 per hour (Step 1 of the Grounds Person pay scale as per the PEA agreement with the Board).

* 1. If an employee, during their regular work hours, is required to cover for another employee, he / she will continue to earn the same salary as paid for their regular employment.

Informational: By illustration, if a Grounds Person covers for a Bus Aide during regular work hours, he / she will continue to earn their salary as a Grounds Person rather than the lower rate paid to a bus aide.

Informational: At the August 12, 2019 meeting, the Board of Education adopted pay rates for substitute custodians, cafeteria workers, classroom aides, playground / cafeteria aides, bus drivers and teachers. These rates apply to people being hired as substitutes only. It is very difficult to find day-to-day substitutes in these job categories. As a result, the above recommendations are being made.

1. **District Insurance Brokers**

Insurance Brokers of Record for the 2019 - 2020 school year.

|  |  |
| --- | --- |
| **Broker of Record**  | **Type of Insurance**  |
| Steven Anuszewski(Appointed September 30, 2019) | Health and Student Accident Insurance  |
| John Cobb  | Property, General, Automobile Damage, Automobile Liability, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability, Insurance– Via SAIF Joint Insurance Fund  |

Informational: Beginning with the January 2017 Paulsboro Board of Education Reorganization, the appointment of insurance brokers as an extraordinary unspecifiable service following local finance notice AU 2002-2 began. At the January 30, 2017 meeting, the above contracts awarded with two one-year renewals. First renewal, 2018 - 2019 school year approved May 21, 2018. This is the second and final renewal of the original contract.

1. **Participation in the School Health Insurance Fund**

Join the School Health Insurance Fund (SHIF) and to participate to provide employee medical insurance.(Approved by the Board of Education on April 29, 2019.)

1. **Tax Payment Schedule:**
2. The amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2019 - 2020 school year is $6,318,238 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys monthly payments in accordance with the statutes relating thereto

(Approved by the Board of Education on May 20, 2019.):

 July 2019 $526,519.87

 August 2019 through June 2020 $526,519.83

1. The amount of district taxes, to meet all interest and debt redemption charges for the obligations of this Board for the 2019 - 2020 school year is $185,548 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys monthly payments in accordance with the statutes relating thereto

(Approved by the Board of Education on May 20, 2019.):

 July 2019 $15,462.37

 August 2019 through June 2020 $15,462.33

1. **District Calendar**

Approval of the School Calendar as revised on November 25, 2019.

(Approved by the Board of Education on November 25, 2019.)

1. **Approval of Before and After School Program**

Just Our Youth (JOY) Making a Difference, Inc. to operate an after school program in the Paulsboro Public Schools, Grade 7 – Grade 12, from September 2019 to July 2020. The only cost to the Board of Education is to provide space for the program.

(Approved by the Board of Education on April 29, 2019.)

1. **Charges for Reduced Priced and Paid Meals for Students Attending Out of District Schools**

Paulsboro does not require private schools to charge students for reduced and / or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture’s Child Nutrition Program regulations for school year 2019 - 2020.

1. **Representatives to New Jersey School Boards Association and Gloucester County School Boards Association**

Representatives to the New Jersey School Boards Association and the Gloucester County School Boards Association. (Approved by the Board of Education on May 20, 2019.)

|  |  |
| --- | --- |
| **Position** | **Representative** |
| Delegate | Joseph L. Lisa |
| Legislative Chairperson | Joseph L. Lisa |
| Alternate Delegate | Marvin Hamilton |
| Representative to Gloucester County School Boards Association | Joseph L. Lisa |

1. **Homebound Instruction**

Homebound instruction provided by the following agencies for the 2019 - 2020 school year at the rate of $32.00 per hour.

Brookfield Educational Services Program

Daytop Village of New Jersey

Education Inc.

Gloucester County Special Services School District

Professional Education Services

Shelter of Hope/Ranch Hope

The Children’s Hospital of Philadelphia

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain F 5-9, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott, Mrs. Stevenson abstain M, Mr. Michael voting 10 yes.

 Motion carried

**Part II**

**Reorganization of the Board of Education**

**New Actions of the Board of Education**

**Until June 30, 2019**

**Explanation of Actions to Be Taken in Part II of the Reorganization**

The following actions are required for one of two reasons. First, changes of Personnel took place since June 30, 2019 so the previous Board of Education did not approve them at its Reorganization meetings. Second, in some cases the items were never placed before the Board of Education.

Motion made by Stevenson, seconded by Hamilton to approve Board resolution W-GG.

1. **Custodian of School Records**

**BE IT RESOLVED,** that the Board of Education appoint the following employees serve as the Custodian of Records and Substitute Custodians of School Records for the 2019 - 2020 school year:

1. Interim School Business Administrator / Secretary to the Board Scott Henry as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002. (Note: Mr. Henry was appointed by the Board of Education on June 24, 2019.)
2. Secretary to the Business Administrator / Secretary to the Board of Education Michelle Jankauskas and Administration Building Secretary Karen Minniti as Substitute Custodians of Records to act in the absence of the Interim School Business Administrator. (Approved by the Board of Education on May 20, 2019.)

 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. **Authorization to Sign Warrants Accounts (Checks) and Purchase Orders**

**BE IT RESOLVED,** that the following school officials are authorized to sign warrants:

| **Account** | **Authorized Signatures** | **Number of Signatures required on Check** |
| --- | --- | --- |
| Administration Petty Cash | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Agency Account | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Athletic | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Capital Projects Fund | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Payroll | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Principal’s Account for Paulsboro Junior and Senior High Schools | Dr. Walter C. QuintScott D. HenryPaul Morina  | 2 |
| Principal’s Account for Billingsport Early Childhood Center | Dr. Walter C. QuintScott D. HenryTina L. Morris | 2 |
| Principal’s Account for Loudenslager Elementary School | Dr. Walter C. QuintScott D. HenryMatthew J. Browne | 2 |
| Purchase Orders | Dr. Walter C. QuintScott D. Henry | 2 |
| Scholarship Fund | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Student Activities | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 2 |
| Warrant | Dr. Walter C. QuintScott D. HenryMarvin E. Hamilton, Sr.Joseph L. Lisa | 3 |

1. **Chart of Accounts**

**BE IT RESOLVED**, that the Paulsboro Board of Education adopt the Chart of Accounts approved by the New Jersey Department of Education.

1. **Brokers and Companies Approved to Offer Tax Sheltered Annuities, Disability Insurance and Other Investment Vehicles to Employees**

**BE IT RESOLVED**, that the Paulsboro Board of Education approve the following companies and brokers to offer disability insurance, tax sheltered annuity, investment, Roth IRA, life insurance, long-term care insurance and flexible spending plans to employees.

| **Company** | **Type of Account** | **Broker** |
| --- | --- | --- |
| AFLAC | Disability | Sharon Sparks Renaud |
| American General | Disability | Hugh Phifer |
| Colonial Life Disability | Disability and Investments | Frank Marasa |
| Prudential Financial  | Disability  | Leslie Kendus  |
| Lincoln | TSA and Investments  | Alberto Gaglianese |
| Putman | TSA  | Alberto GaglianeseSteven Anuszewski  |
| Siracusa | TSA and Investments  | Alberto Gaglianese |
| Oppenheimer Funds  | TSA and Roth IRA | Alberto Gaglianese |
| Wage Works | Flexible Spending  | Sharon Sparks Renaud  |
| Transamerica | Life Insurance and Long-Term Care  | Robert McGee |
| Putman and Voya | TSA | Steven Anuszewski |

**Note**: Voya Annuities is the 3rd Party Administrator (Common Remitter) for Lincoln, Siracusa, Oppenheimer and Putman.

1. **Participation in New Jersey State Interscholastic Athletic Association**

**BE IT RESOLVED,** that Paulsboro High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) to participate in the approved interschool athletic program sponsored by the NJSIAA. This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution, Bylaws and Rules and Regulations of the NJSIAA. (Adopted by the Board of Education on June 24, 2019.)

1. **Parliamentary Procedure**

**BE IT RESOLVED,** that Roberts Rules of Order is the official parliamentary procedure manual to be used to conduct meetings and appoint the Secretary to the Board of Education as the Parliamentarian.

1. **Compliance Officers**

**BE IT RESOLVED,** that the Board of Education appoints the following district officials to perform additional duties, to serve until June 30, 2020 (This duties do not carry additional stipends):

1. Interim Superintendent Walter Quint as Section 504 Compliance Officer.
2. Interim Superintendent Walter Quint as Americans with Disabilities Act (ADA) Coordinator.
3. Interim Superintendent Walter Quint as Homeless Liaison.
4. Interim Superintendent Walter Quint as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
5. Interim Superintendent Walter Quint as the authorized representative for state and federal projects.
6. Interim Superintendent Walter Quint as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000.00.
7. Interim School Business Administrator Scott Henry as the Public Agency Compliance Officer for Affirmative Action (PACO).
8. Interim Superintendent Walter Quint 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. **Actions of the Business Administrator in Consultation with the Superintendent**

**BE IT RESOLVED,** that Interim Business Administrator / Secretary to the Board of Education Scott Henry in consultation with the Interim Superintendent of Schools to:

1. Award contracts up to the bid / quote threshold.
2. Use state contracts for purchasing goods and services.
3. Authorize the payment of bills between meetings of the Board of Education then include them on the subsequent bill list for approval.
4. Transfer funds between meetings of the Board of Education.
5. **Petty Cash**

**BE IT RESOLVED,** that as required by NJSA 18A:19-13, the Paulsboro Board of Education establish the following petty cash funds for the 2019 - 2020 school year whereas no single petty cash transaction may be larger than $75.00.

| **Location** | **Person Responsible** | **Maximum Fund Balance** |
| --- | --- | --- |
| Billingsport Early Childhood Center | Tina Morris | $100.00 |
| Loudenslager Elementary School  | Matthew Browne | $100.00 |
| Paulsboro High School | Paul Morina | $200.00 |
| Paulsboro Junior High School | John Giovannitti | $100.00 |
| Central Offices | Scott Henry | $400.00 |
| Business / Superintendent  | Scott Henry / Walter Quint  | $1,000.00 **Note 1** |

**Note 1:** This checking account is maintained in the Central Office in order to disperse funds on an emergency basis. Two original signatures are required on each check.

1. **Approval of Existing Contracts**

**BE IT RESOLVED,** that pursuant to PL 2015, Chapter 47 the Paulsboro Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200:

| **Company** | **Service Provided** | **Date Approved** |
| --- | --- | --- |
| Bollinger Specialty Group | Student Accident Insurance | May 20, 2019 |
| Dell Financial Services | Server Lease | November 27, 2017 |
| Delta Dental  | Dental Insurance | April 29, 2019 |
| Educational Data Services, Inc. | Licensing / Maintenance Fee | August 6, 2019 |
| Garden State Dust Control | Mat Rental / Cleaning | August 14, 2019 |
| Nutri-Serv | Breakfast and Lunch  | April 29, 2019 |
| On-Tech Consulting  | E-Rate/Universal Fund  | October 28, 2019 |
| Parker McKay | Bond Referendum Legal | June 29, 2017 |
| Phoenix Advisors, LLC | Continuing disclosure agent | March 2, 2015 |
| Pitney Bowes | Postage machine lease | April 19, 2017 |
| Stewart A Xerox Company | Lease copiers | December 28, 2017 |
| T-Mobile | Cell phone service | January 29, 2018 |
| Tri-County Termite & Pest | Pest control | July 31, 2019 |
| TriPlex Alarm Service | Burglar alarm monthly monitoring and high temp alarms | July 31, 2019 |
| Visions Greenworks, LLC | Lawn Service(formally known as JV’s Landscaping) | August 7, 2019 |
| Wageworks | AFLAC Monthly Compliance fee | August 28, 2019 |
| Xerox Financial Services, LLC | Lease copiers | December 20, 2016 |
| Tamar Shelov | Learning Evaluations | May 20, 2019  |
| School Alliance Insurance Fund | Property, liability, etc. | January 3, 2019 |
| RX Alliance/Public Employer Benefits  | prescription | April 29, 2019 |
| Trust Benecard Management Strategies | RX Prescription carrier | April 30, 2018- |

Informational: Compliance with new contracts, not listed here, will be addressed prior to Board action.

1. **BID THRESHOLD**

**BE IT RESOLVED,** that pursuant to N.J.S.A. 18A:18A-3 Paulsboro Board of Education approve the bid threshold in the amount of $40,000.00 and quote threshold in the amount of $6,000.00.

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

*Roll Call Vote*: Mrs. Cooper abstain X and EE, Mr. Davis, Mr. Hamilton, Mrs. Henderson abstain Z and FF, Mr. Lisa, Mr. MacKenzie, Ms. Reilly, Mrs. Scott abstain X and EE, Mrs. Stevenson, Mr. Michael voting 10 yes.

 Motion carried

**Public Comment –**

Aisha Scott inquired why some sports physicals performed by student’s family Doctor are not accepted and are reviewed by school Physician. Dr. Quint will investigate and provide more information.

Mr. Revells asked to be notified when the District sell two surplus school busses.

**Executive Session – if needed**

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

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

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

**Next Scheduled Meetings**

**Monday, January 27, 2020**

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

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

*If needed, Executive Session will take place after the Board of Education convenes at 7:00 p.m.*

•The Board will take official action at this meeting.

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

The Board of Education may schedule special meetings during January 2020 for the purpose of reviewing the 2020 - 2021 Budget (Open Public Meeting) and interviewing candidates for the position of Superintendent of Schools (Executive Session). If the meetings are scheduled they will be advertised as per the Open Public Meeting Act.

**Motion To Adjourn**

Motion made by Stevenson, seconded by Hamilton and unanimously carried (10-0) to adjourn the meeting at 7:46 PM.

Respectfully Submitted,

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Interim Business Administrator/Board Secretary