**PAULSBORO PUBLIC SCHOOLS**

**October 30, 2017**

**Minutes**

**REGULAR MEETING**

Mr. Ridinger reading the following called a Regular Meeting of the Paulsboro Board of Education to order on the above date. “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 Thursday, August 3, 2017 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times and Secretary of Greenwich Township Board of Education the revised schedule of meetings adopted by the Board of Education on July 31, 2017 for the 2017-2018 school year and by posting the revised schedule of meetings in a public place reserved for such announcements by the Board of Education.”

## 

The meeting was called to order at approximately 7:02 PM by pledging allegiance to the flag with the following members present: Barbara Dunn, Marvin Hamilton, Joseph L. Lisa, Lisa L. Lozada-Shaw, William S. MacKenzie, Lisa Priest, Thomas C. Ridinger, Irma R. Stevenson, James J. Walter, II, Also present were Dr. Laurie Bandlow, Superintendent, Ms. Jennifer Johnson, Business Administrator/Board Secretary. Greenwich Township Representative John Hughes absent.

## UPCOMING SCHEDULED EVENTS

***Election Day***: Tuesday, November 7, 2017 (Schools Open)

***National Honor Society Induction:*** March 2018 future date to be determined

***Parent Conferences:*** November 20, 2017 through November 21, 2017

Grades Pre K – 12 12:30 Dismissal

***Coffee House***: 7:00 p.m. on November 21, 2017

Paulsboro Junior / Senior High School

Motion made by Dunn, seconded by Hamilton to approve:

## RESOLUTION #10-30-17-001

Whereas the Paulsboro Board of Education and the District Superintendent seek to support and work with the school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community in implementing sustainable, energy smart, ecofriendly and cost effective solutions.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## PRESENTATION

Paul Morina read the names of those honored.

1. Student of the Month Awards for September 2017*:*

|  |  |
| --- | --- |
| **Paulsboro Junior High School** | **Paulsboro High School** |
| Samuel Powell – Grade 7  Devin Horton - Grade 8 | Erinne Plasket – Grade 9  Zola Montalvo – Grade 10  Anthony Albaladejo – Grade 11  Katirah Howell – Grade 12 |

1. Public Hearing on Violence and Vandalism – Assistant Principal Paulsboro Junior High School, Mr. John Giovannitti.

**PUBLIC COMMENTS AND PETITIONS**

*Kassandra Clarke*, 1211 Walter Ave, Paulsboro addressed the Board of Education after talking with the high school principal about credits not accepted for classes taken by her child at Salem County Community College. In addition, Ms. Clarke posed several questions about the school uniform.

*Response:* Superintendent Bandlow asked Ms. Clarke to leave her phone number and she would contact her after a conversation with Mr. Morina, the High School Principal.

President Ridinger, after speaking with the Board Attorney, suggested it would be best to refrain from volunteering when holding a seat as a Board Member. Discussion took place. It was requested by the Board for Superintendent Bandlow to reach out to school boards for a policy and invite the Attorney to discuss questions.

## EXECUTIVE SESSION

Motion made by Lisa, seconded by Walter and unanimously carried (9-0) to move to executive session at 7:32 PM.

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

Motion made by Lisa seconded by Walter and unanimously carried (9-0) to return to the regular meeting at 8:02 PM.

## NEW BUSINESS

### PEGASUS EDUCATION FOUNDATION

A STEM Academy proposal for Paulsboro High School was presented to the Pegasus Education Foundation on October 10, 2017. The Foundation is considering the proposal. (**Attachment**)

### VOLUNTEERING

As per our Board Solicitor, Paulsboro Board of Education members cannot assume roles, which would appear the individual member has an authority over the staff or students. The Superintendent requests discussion / input to discontinue volunteering for board members. Being mindful, board members can always be present as a board member at any function.

### NEGOTIATIONS UPDATE

Paulsboro Administration Association (PAA) negotiations will begin in early December 2017. The PAA will confirm possible dates with the Superintendent. The Superintendent will reach out to the Board Negotiations Team to set up the first meeting.

## COMMITTEE OF THE WHOLE

**FINANCE COMMITTEE**:

Garrison Architects are preparing estimated costs for the Paulsboro High School Auditorium project. Funding options will be presented at that time.

1. Remove the existing ceiling and install a new drop ceiling. This would restore the auditorium to exactly how it was before.

1. Expose the skylight inside of the school auditorium.

1. Additional design options for consideration in the school auditorium.

**CONSTRUCTION COMMITTEE**:

The Paulsboro High School Auditorium is waiting for an occupancy certification. The insurance companies are disputing that the water damage to the High School did not compromise the structural integrity of the ceiling. In assessing the water damage, the structural engineer questioned the installation of the drop ceiling into the plaster mesh wiring. Administration was directed to obtain a safety certification.

The extent of the work needed in the auditorium due to the storm over the summer made it difficult to obtain a contractor. The contractor secured had several questions about the installation, ceiling design, and wanted administration to provide job specs for the job. The Business Administrator contacted the architect and a team was on site Monday, October 16, 2017 to begin the process.

Paulsboro Junior / Senior High School Principal, Paul Morina and School Business Administrator, Jennifer Johnson have been in constant communication. It will be a minimum of three months to complete renovations. Administration has relocated all activities for students and staff in order to continue all educational programs.

## REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

Motion made by Hamilton, seconded by Walter to approve the recommendations of the Superintendent items A-E.

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

1. Approval of Minutes (**Attachment**) Regular Meeting June 29, 2017

Regular Meeting July 31, 2017

Special Meeting August 17, 2017

1. Approval of the August 2017 Cash Receipts Report (**Attachment**)

1. Approval of the August 2017 budget transfers (**Attachment**)

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

1. 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 August 31, 2017, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.



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

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

### BUSINESS ADMINISTRATOR CERTIFICATIONS

***Pursuant to NJAC 6A:23-2.ll (c)3***, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of August 31, 2017, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2-2.11(a).

Monday, October 30, 2017

***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 August 31, 2017.





Monday, October 30, 2017

## REPORT OF THE SUPERINTENDENT

**Personnel**

Motion made by Walter, seconded by Lozada-Shaw to approve the recommendations of the Superintendent items B-Q.

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.

1. Recommend approval 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 to accept the resignation with the intent to retire of Paulsboro High School Attendance / Guidance Secretary, Janet Montemore effective June 30, 2018.

Informational: Janet Montemore has served our district for 22 years.

1. Recommend approval to accept the resignation of Paulsboro High School Custodian, Vincent Pavone effective October 31, 2017.

1. Recommend approval for all Paulsboro High School Teachers to serve as Breakfast Monitors during the 2017-2018 school year at a rate of $20.00 per day.

1. Recommend approval for Paulsboro High School Teacher, Clara Davis to provide English Language Learner (ELL) services for the 2017-2018 school year. Teachers will earn $32.00 per hour. Each student is entitled to 2 hours of service per week. In most cases, instruction is provided in small groups. Funded through Title 3 Every Student Succeeds Act (ESSA).

Informational: Ms. Davis provides the mandated English Language Learner (ELL) tutoring for students with Limited English Proficiency.

1. Approve the following salaries to be funded through Title I part A from September 2017 through June 30, 2018:

|  |  |  |
| --- | --- | --- |
| Thomas Damminger | 100% | $57,696.00 |
| Todd Palmisano | 100% | $50,089.00 |
| Melba Moore-Suggs | 100% | $80,794.00 |
| Tahje Thomas | 50% | $10.00 per hour |
|  |  | not to exceed 20 hours per week |

Informational: This is not additional salary. This posting is required as part of the Federal Grant.

1. Recommend approval to appoint Helen Kidd to the position of Playground / Lunch Aide at Billingsport Early Childhood Center. Ms. Kidd will earn $8.44 per hour not to exceed 2 hours per day. This recommendation is contingent on successful completion of criminal history background review.

Informational: Interviews were conducted by Mrs. Tolbert. Ms. Kidd is replacing Theodore Garretson who resigned from this position.

1. Recommend approval to accept the resignation with the intent to retire of Billingsport Early Childhood Center Basic Skill Teacher, Joseph O’Leary effective November 1, 2017.

Informational: Joseph O’Leary has served our district for 14 years.

1. Recommend approval of the following staff member to serve as Lunch Detention Monitor at Billingsport Early Childhood Center for the 2017-2018 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **2017-2018 Salary** | **Account Number** |
| Lunch Detention Monitor  Billingsport Early Childhood Center | Cheryl Sierocinski | $18.87/hr. | 11-000-262-107-02-012 |

Informational: The Lunch Detention Monitor hours do not exceed 1 period daily x 45 minutes x 181 days = 135.75 hours for the 2017-2018 school year.

1. Recommend approval for Elementary School Teacher, Triana Hernandez to provide English Language Learner (ELL) services for the 2017-2018 school year. Teachers will earn $32.00 per hour. Each student is entitled to 2 hours of service per week. In most cases, instruction is provided in small groups. Funded through Title 3 Every Student Succeeds Act (ESSA)

Informational: Ms. Hernandez provides the mandated English Language Learner (ELL) tutoring for students with Limited English Proficiency.

1. Recommend approval to appoint Maria Elena Morina to the position of One to One Aide position for a First Grade student at Billingsport Early Childhood Center earning Step 1 -

$23,074.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of criminal history background review.

Informational: Interviews were conducted and references were checked by Billingsport Early Childhood Center Principal, Mrs. Tolbert. Ms. Morina is replacing Maria Lexa who transferred to another position.

1. Recommend approval to appoint Alexa Muraca to fill the maternity leave of absence for second grade teacher, Brittany Bielski at Billingsport Early Childhood Center earning Step 1 - $44,267.00 prorated as per agreement with the Paulsboro Education Association.

Informational: Interviews were conducted and references were checked by Billingsport Early Childhood Center Principal, Mrs. Tolbert. This will commence on October 31, 2017 through December 22, 2017.

1. Recommend approval to appoint Ashley Harvey to the position of Playground / Lunch Aide Loudenslager Elementary School. Ms. Harvey will earn $8.44 per hour not to exceed 2 hours per day. This recommendation is contingent on successful completion of criminal history background review.

Informational: Interviews were conducted by Loudenslager Elementary School Principal, Mr. Browne.

1. Approve the following salaries to be funded through Title I Part A from September 2017 through June 30, 2018:

|  |  |  |  |
| --- | --- | --- | --- |
| Paulsboro Junior High | Melba Moore Suggs | 100% | $80,794.00 |
| Billingsport | Karen Dutton | 100% | $78,394.00 |
| Loudenslager | Kathleen Brown | 100% | $78,394.00 |
| Loudenslager | Joanne Gayeski | 100% | $78,394.00 |
| Billingsport | Judith Burlingame | 100% | $17,465.00 |
| Billingsport | Evelyn M. Johnson | 100% | $23,129.00 |
| Billingsport | Keri L. Cooper | 100% | $23,195.50 |
| Billingsport | Tara Madison | 100% | $23,129.00 |
| Billingsport | Cheryl Sierocinski | 100% | $23,195.00 |
| Loudenslager | Heather Parks | 100% | $23,195.00 |
| Loudenslager | Marietta B. Relation | 100% | $23,195.00 |
| Paulsboro Junior High | Tahje Thomas 50% | | $10.00 per hour |
|  | not to exceed 20 hours per week | | |

Information: This is not additional salary. This posting is required as part of the Title I Grant.

1. Approve the following salaries to be funded through Title II Part A from September 2017 through June 30, 2018:

Loudenslager Toni D Howard 69% $54,092.00

1. Approve the following salaries to be funded through Preschool Expansion Grant from September 2017 through June 30, 2018:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Billingsport |  | Rachel Kuser |  | 100% | $45,667.00 |
| Billingsport |  | Katie Hurst |  | 100% | $23,074.00 |
| Billingsport |  | Janice Esters |  | 18% | $ 9,613.00 |
| Billingsport |  | Kristin Shute |  | 20% | $15,046.00 |
| Billingsport |  | Cynthia Johnson |  | 100% | $70,000.00 |

Information for Items P - Q: This is not additional salary. This posting is required as part of the Title I Grant.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest (abstained O), Mr. Ridinger (abstain Q), Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

**PERSONNEL ADDENDUM**

Motion made by Hamilton, seconded by Walter to approve the recommendations of the Superintendent addendum.

Recommend approval to accept the resignation of Paulsboro Public Schools Bus Driver, Howard Camp effective October 30, 2017.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, abstain O, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

**STAFF AND CURRICULUM DEVELOPMENT**

Motion made by Walter seconded by Hamilton to approve the recommendations of the Superintendent items A-P.

1. Recommend approval for District Instructional Coach, Lisa Kuhnel-Morrison to attend *Year 3, Day 1, 2 and 3 Least Restrictive Environment (LRE) Settlement Agreement* *for Science* on

Wednesday, November 8, 2017 and Tuesday, January 9, 2018 at Delsea Regional High

School in Franklinville, New Jersey.

Cost to the Board of Education:

Mileage: 40 miles 1 day

Registration: person day

Substitute(s): teacher day

$ 0.405 per mile $ 16.20

$ - per person $ -

$ - per day $ -

Total Costs $ 16.20

1. Recommend approval for Paulsboro Art Teacher, Margaret LaDue to attend a *Gender Equity Youth Workshop* on Wednesday, December 13, 2017 at the Crowne Plaza in Cherry Hill, New Jersey.

Cost to the Board of Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mileage:  Meals: Registration: Substitute(s): | 32 miles  1 Lunch  1 person  1 teacher | 1 day  1 day  1 day  1 day | $ 0.405 per mile  $ 7.000 per meal  $ 199.00 per person $ $ 120.00 per day  Total Costs | $ 12.96 $ 7.00 $ 199.00  $ 120.00  $ 338.96 |

Informational: This workshop addresses clinical strategies to support gender identity.

1. Recommend approval for Superintendent of Schools Dr. Laurie Bandlow to attend *TechSPO* in Atlantic City, New Jersey on Thursday, January 25, 2018 and Friday, January 26, 2018.

Cost to the Board of Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hotel Room: Registration: | 1 Room  1 person | 1. Day 2. Day | $ 118.43 per day  $ 425.00 per person  Total Costs | $ 118.43  $ 425.00  $ 543.43 |

Informational: This is New Jersey’s Premier Educational Technology Training and

Exhibition Conference for School Leaders. This event is hosted by the New Jersey Association of School Administrators. There is a wide array of workshops as well as local vendors at this conference.

1. Recommend approval for Supervisor of Technology, Craig Gibson to attend *TechSPO* in Atlantic City, New Jersey on Thursday, January 25, 2018 and Friday, January 26, 2018.

Cost to the Board of Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hotel Room: Registration: | 1 Room  1 person | 1. Day 2. Day | $ 118.43 per day  $ 425.00 per person  Total Costs | $ 118.43  $ 425.00  $ 543.43 |

Informational: This is New Jersey’s Premier Educational Technology Training and

Exhibition Conference for School Leaders. This event is hosted by the New Jersey Association of School Administrators. There is a wide array of workshops as well as local vendors at this conference.

1. Recommend approval to approve of the Paulsboro Senior High School Improvement Panel (ScIP):

|  |  |
| --- | --- |
| **Paulsboro Public Schools** | **School Improvement Panel** |
| Paulsboro Senior High School | Andrea Bish, Michael Calabrese,  Thomas Damminger, Shane Kovalesky,  Margaret LaDue, Paul Morina,  James Pandolfo |

Informational: Each school is required to form a School Improvement Panel (ScIP) whose role is to ensure, oversee, and support the implementation of the district's evaluation, professional development (PD), and mentoring policies at the school level. The New Jersey Department of Education recommends that ScIPs work closely with the District Evaluation Advisory Committee (DEAC).

1. Recommend approval for Business Administrator, Jennifer Johnson, to attend the New Jersey Law and Ethics workshop on Friday, November 10, 2017 from 8:00 a.m. - 12:00 p.m. given by the New Jersey Society of Certified Public Accountants. The registration cost is $89.00.

Informational: This class is included in the professional development expenses of the business administrator’s contract. This class reviews the laws and regulations promulgated by the New Jersey State board of Accountancy. This seminar will fulfill the mandatory 4hour requirement.

1. Recommend approval for the Business Administrator, Jennifer Johnson, to attend monthly meetings of the Gloucester County School Business Officials and meetings called by the New Jersey Department of Education as needed.

1. Recommend approval for the Business Administrator, Jennifer Johnson, to attend workshops given by New Jersey Association of School Business Administrators in Mount Laurel. The registration costs total $675.00 for the following dates:

* November 14, 2017 Current School Law Update
* December 12, 2017 Payroll Fundamentals
* January 18, 2018 Legal Issues the Impact the Business Office and Business

Administrator

* January 25, 2018 Pension
* February 15, 2018 Transportation Contracts and Bidding
* March 15, 2018 Purchasing
* April 17, 2018 Audit Review

1. Recommend approval of the following curriculum that were prepared during the summer, 2017.

**History/Social Studies:** Grades K-6

Grade 7 - Geography

Grade 8 - Civics

US History I (10th Grade)

US History II (11th Grade)

World History (9th Grade)

**English Language Arts:** Grades K-8

English I

English II

English III

CP English IV

Journalism

**Science:**  Grades K-8

Biology I

**Math:**  Grades K-6

Algebra I

Algebra II

**Health/Physical Education:** Grades 7-8

Physical Education I

Physical Education II

Physical Education III

Physical Education IV

Freshman Health

Sophomore Driver’s Education

Junior Health

Senior Health

Nutrition for Sport, Exercise & Health

Informational*:* As per the 5-year curriculum review cycle, the areas of English Language Arts, Math, Science, History/Social Studies and Health/Physical Education were written and updated to the Student Learning Standards. Chemistry, Pre- Calculus and trigonometry need to be rewritten.

The remaining areas are in the process of being updated are Business, Industrial Arts/ Home Economics, Art, Technology, Music, Library and World Languages. These are being updated to reflect current standards.

1. Recommend approval of the Paulsboro School District 2018-2019 Professional Development Plan and the 2018-2019 Professional Development Plans for each of the district’s schools. **(Attachment)**

Informational: All New Jersey districts are required to prepare a professional development plan for the 2018-2019 school year. This plan is a compilation of the professional development plans required of each school. The information in each of these plans is directly related to results of data collected throughout the 2017-2018 school year from teacher surveys, lesson plan analysis, McREL Professional Development analysis, and McREL observation and summative evaluation reports. This data was also used in the preparation of the Quality Single Accountability Continuum District Improvement Plan (QSACDIP), the Paulsboro Junior / Senior High School Improvement Plan (ScIP) and the Billingsport Early Childhood Center and Loudenslager Elementary School Title I Unified Plans. All of these plans have similar goals for the 2018-2019 school year.

1. Recommend approval for Paulsboro High School Teacher, Shane Kovalesky to attend *Year*

*3, Day 1, 2 and 3 Least Restrictive Environment (LRE) Settlement Agreement for Science* on Tuesday, November 14, 2017 and Tuesday, January 9, 2018 at Learning Resource Center - South Camden County College in Blackwood, New Jersey.

Cost to the Board of Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mileage: Registration: Substitute(s): | miles person  1 teacher | day day day | $ 0.405 per mile  $ - per person $ 120.00 per day  Total Costs | $ -  $ -  $ 240.00  $ 240.00 |

1. Recommend approval for Paulsboro Junior High School Guidance Counselor, Melba MooreSuggs to attend *Fall 2017 Training Institute for School Counselors Higher Education Student Assistance Authority* (HESAA) on Wednesday, November 1, 2017 at Rowan College at Gloucester County in Sewell, New Jersey. There will be no cost to the Board of Education.

Informational: This training will include a general sessions on Federal and State updates, 2018 - 2019 Free Application for Federal Student Aid (FAFSA) completion and New Jersey Financial Aid Management System (NJFAMS).

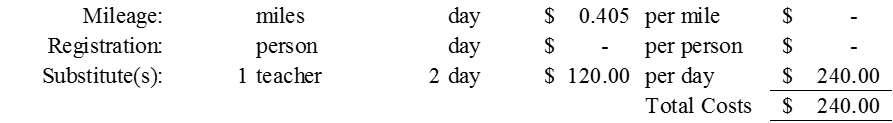
1. Recommend approval for Paulsboro Junior High School Teacher, Lisa Broder to attend *Year 3, Day 1, 2 and 3 Least Restrictive Environment (LRE) Settlement Agreement for Science* on Tuesday, November 14, 2017 and Tuesday, January 9, 2018 at Learning Resource Center South Camden County College in Blackwood, New Jersey.

Cost to the Board of Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mileage: Registration: Substitute(s): | miles person  1 teacher | day day day | $ 0.405 per mile  $ - per person $ 120.00 per day  Total Costs | $ -  $ -  $ 240.00  $ 240.00 |

1. Recommend approval for Billingsport Early Childhood Center Teacher, Prudence Hanly to attend *Year 3, Day 1, 2 and 3 Least Restrictive Environment (LRE) Settlement Agreement for Science* on Wednesday, November 1, 2017 and Tuesday, January 9, 2018 at Learning Resource Center - South Camden County College in Blackwood, New Jersey.

Cost to the Board of Education:



1. Recommend approval for Billingsport Early Childhood Center Master Teacher, Cindy Johnson and Billingsport Early Childhood Center Speech Teacher, Kristin Shute to attend

*Year 3, Day 1, 2 and 3 Least Restrictive Environment (LRE) Settlement Agreement for*

*Science* on Wednesday, November 1, 2017 and Tuesday, January 9, 2018 at Learning Resource Center - South Camden County College in Blackwood, New Jersey. There will be no cost to the Board of Education.

1. Recommend approval to approve of the following School Improvement Panel (ScIP):

|  |  |
| --- | --- |
| **Paulsboro Public Schools** | **School Improvement Panel** |
| Billingsport Early Childhood Center | Karen Dutton, Prudence Hanly, Candell Maxie, Colleen Phifer |
| Loudenslager Elementary School | Matthew Browne, Shirley Gill, JoAnne Gayeski, Anthony Petrutz, Bonnie McHale, Eileen Gattuso |
| Paulsboro Junior High School | Judy Hathaway, Barbara Cangelosi, John Sanders |

Informational: Each school is required to form a School Improvement Panel (ScIP) whose role is to ensure, oversee, and support the implementation of the district's evaluation, professional development (PD), and mentoring policies at the school level. The New Jersey Department of Education recommends that ScIPs work closely with the District Evaluation Advisory Committee (DEAC).

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

1. Informational:

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

|  |  |
| --- | --- |
| **Month of October 2017** | |
| **GRADE** | **ENROLLMENT** |
| 9 | 92 |
| 10 | 79 |
| 11 | 66 |
| 12 | 85 |
| **TOTAL** | **322** |

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

|  |  |
| --- | --- |
| **Month of October 2017** | |
| **GRADE** | **ENROLLMENT** |
| 7 | 94 |
| 8 | 68 |
| **TOTAL** | **162** |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS**  **BILLINGSPORT EARLY**  **CHILDHOOD CENTER** | | | | | | **GRADE** | **ENROLLMENT PER**  **CLASS**  **LOUDENSLAGER**  **ELEMENTARY SCHOOL** | | | | |
| Pre-School Disabled | 3 |  |  |  |  | 3 | 3 | 27 | 24 | 26 | 25 | 102 |
| Pre-School | 15 | 14 | 15 | 15 |  | 59 | 4 | 20 | 23 | 18 |  | 61 |
| K | 17 | 18 | 18 | 18 | 17 | 88 | 5 | 24 | 22 | 22 |  | 68 |
| 1 | 25 | 23 | 22 | 21 |  | 91 | 6 | 19 | 19 | 19 |  | 57 |
| 2 | 20 | 20 | 19 | 18 |  | 77 | Special Education |  |  |  |  |  |
| Special Education |  | 9 | 3 | 7 |  | 19 |  |  |  |  |  |  |
|  | **TOTAL** | | | | **337** | |  | **TOTAL** | | | | **288** |

## REPORT OF THE SUPERINTENDENT

## INSTRUCTIONAL SERVICES

Motion made by Dunn seconded by Walter to approve the recommendations of the Superintendent items A-E.

1. Recommend the following Board approved courtesy Paulsboro Junior / Senior High School students to be moved to School Choice Students for the 2018-2019 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Grade in 2017-2018** | **Grade in 2018-2019** |
| DaMire J. | Avant | 8 | 9 |
| Douglas | Blue-Eli | 11 | 12 |
| William | Graham | 10 | 11 |
| Dakota | Souder | 11 | 12 |
| Shawn | Williams | 9 | 10 |

Informational: The home district is responsible to transport the Choice Students to Paulsboro. The Board of Education receives school aid from the State of New Jersey for these students.

1. Recommend approval for Gloucester County Special Services School District to provide the following services for the 2017 - 2018 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Gloucester County Special Services** | **Number of Hours** | **Per Hour Cost** | **Total $ Amount** |
| Educational  Consultation Services  (Teacher of the Deaf) | 232 Hours | $112.00 / Hour | $25,984.00 |
|  |  | Total | $25,984.00 |

1. Informational: Graduation Data Collection for the 2017-2018 school year:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Graduation Data Collection**  **2017-2018 School Year** | **White** | **African**  **American** | **Hispanic** | **Asian** | **American**    **Indian** | **Pacific**  **Islander** | **Two or**  **more races** | **Total** |
| Students graduated through PARCC assessment (ELA and Math) | 13 | 4 | 2 | 0 | 0 | 0 | 1 | 20 |
| Students graduated through substitute competency test (ELA and Math) | 6 | 7 | 1 | 0 | 0 | 0 | 0 | 14 |
| Students graduated through portfolio appeals process (ELA and Math) | 5 | 12 | 2 | 0 | 0 | 0 | 0 | 19 |
| Students graduated through alternate requirements specified in their IEP’s | 4 | 7 | 4 | 0 | 0 | 0 | 1 | 16 |
| Students graduated through multiple pathways (ELA and Math) | 19 | 3 | 3 | 0 | 0 | 1 | 1 | 27 |
| Students denied graduation | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Students denied graduation only because of failure to pass PARCC assessments, substitute competency test, or portfolio appeals. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1. Recommend approval for the following parents of students at Loudenslager Elementary School to serve as volunteers for the remainder of the 2017 - 2018 school year. As volunteers, they must always be with a certificated member of the staff when students are present.

Christin Goss Jeri Clegg Megan Smith

Informational: The volunteers are parents of students at Loudenslager Elementary School or community members. They will assist with Parent – Teacher Organization (PTO) Activities such as Fundraisers, Book Fairs, etc.

1. Recommend approval for all 7th grade Language Arts Literature students to participate in the *Step Up, Speak Up (Do The Right Thing) Essay Contest* lead by Mr. Barry Corradetti from the Paulsboro Neighborhood Watch Committee. The essays will be written during the second marking period.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

## STUDENT ACTIVITIES

Motion made by Dunn, seconded by Hamilton to approve the recommendations of the Superintendent items A-G.

1. Recommend approval of Paulsboro High School Student, Gabriel Onorato (Grade 10) to participate in the Hugh O’Brien Youth Leadership Conference at Kean University, in Union, New Jersey on June 8th – 10th, 2018. Cost to the Board of Education is registration of $225.00.

Informational: All Paulsboro High School students are welcome to apply to participate in this conference. The Guidance Counselors select the student who will attend. The Hugh O’Brien Leadership program is approximately 42 years old and has nearly 375,000 alumni nationwide. Paulsboro students have participated in this program for many years.

1. Recommend approval to purchase a copy of the *2018 Pegasus Yearbook* for the Gill Memorial Library and Paulsboro Police Department at a cost of $86.00 per book.

Informational: Members of the Board of Education may order a Paulsboro High School Yearbook. The cost of the yearbook is $86.00. A deposit of $25.00 is required at this time in order to reserve a yearbook. Board of Education members may give the deposit to the Business Office.

1. Recommend approval to have “Disney’s Aladdin, Jr.” as the Spring 2018 School Musical on March 16, and 17, 2018.

1. Recommend approval for forty-two Paulsboro High School Band students to attend the Kimmel Center in Philadelphia, Pennsylvania on Thursday, November 2, 2017. Paulsboro Music Teachers, Jenna Ouellette, Wendy Stocker, and Brian Betz will be their chaperones. The bus will leave at 9:00 a.m. and returning around 1:15 p.m. There is no cost to the students.

Cost to the Board of Education:



Informational: The purpose of the trip is to expose students to a professional orchestra concert setting and rehearsal. Students will listen to a variety of orchestral works, some of which feature famous guest musicians and observe rehearsal techniques that students can apply to their concert band rehearsals. This event helps foster an appreciation for the concert performance and the dedication required to become a professional musician.

1. Recommend approval of the following winter athletic coach for Paulsboro Senior High School for the 2017-2018 school year with stipends as per agreement with the Paulsboro Education Association.

**Wrestling:**

Carmel Morina Assistant Coach Step 3 $5,662.00

1. Recommend approval to have visitors to the Loudenslager Elementary School classrooms on Wednesday, November 8, 2017 from the VFW 5579 to talk about Veteran’s Day with the students. The students will have questions about specific wars. Playground Aide, Mary Bailey is the liaison for this visit. The Loudenslager Elementary School Student Council Association will provide the visitors with a light breakfast.

1. Recommend approval for Axeon Specialty Products employees under the leadership of Elaine Battaglia to conduct “Operation Clothe a Child” at Loudenslager Elementary School during December 2017.

Informational: The Axeon Specialty Products employees have conducted this program for the past eight years. To date, they have collected $61,934.00. Each year, this group of volunteers adopts between 40 and 50 students. The children receive clothing, blankets, toiletries, etc.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

**FACILITIES**

Motion made by Lozada-Shaw, seconded by Hamilton to approve the recommendations of the Superintendent items A-F.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 | Swing Set at Billingsport Early Childhood Center | Broken | Trash |

1. Recommend approval for the Paulsboro High School Wrestling Team to use the Paulsboro Wrestling Club building located at 541-C Mantua Avenue in Paulsboro when needed during the season. The High School team will use the building as needed, but the Junior High School will use it on a daily basis at 3:30PM during the day from November 20, 2017 to

March 24, 2018. This building has been used in past years for Paulsboro High School and Paulsboro Junior High School students. Cost to the Board of Education will be $100.00 per week not to exceed $1,400.00.

Informational: A valid insurance policy for the wrestling building will be provided.

1. Recommend approval for Exxon Mobil to use the track for their wellness walk. The date will be confirmed at a later date. The group will walk through the back gate by the softball field and circle the track.

Informational: Paulsboro High School gym class will not be affected by this event.

1. Recommend approval of the attached Three Year Comprehensive Maintenance Plan for (Fiscal Year) FY 2015-2016, FY 2017-2018 and FY 2018-2019 (**Attachment**).

Informational: The New Jersey Department of Education requires this plan to be adopted by the Board of Education then submitted on an annual basis. The Supervisor of Facilities Jack Henderson, the Business Administrator Jennifer Johnson and the Superintendent Dr. Laurie Bandlow based the plan on prior year budgets, budget information, items *not* included in the Regular Operating District (ROD) grant and weekly maintenance updates.

1. Recommend approval of the attached District Integrated Pest Management Plan for the 20172018 school year (**Attachment**).

1. Recommend approval of the District Indoor Air Quality Plan for the 2017-2018 school year (**Attachment**).

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

## FINANCE

Motion made by Walter, seconded by Hamilton to approve the recommendations of the Superintendent items A-G.

1. Recommend approval to contract with Primepoint HRMS & Payroll to complete required Affordable Care Act (ACA) reporting documents.

Informational: Since January 31, 2016, employers with 50 or more full-time employees or equivalents must complete Form 1095-C for each employee and distribute to them, similar to Form W-2 requirements. In addition, employers must submit ACA information reporting forms to the IRS on or before February 29, 2018. Primepoint has been utilized by Paulsboro Public Schools for the past two calendar years to perform this service.

1. Recommend approval to award Networking Software, Security, Switches and Wireless to Presidio Networked Solutions Group, LLC under New Jersey National Association of State Procurement Officials (NJ NASPO) Contract Number AR626 for $73,485.80

Informational: Presidio Networked Solutions Group will supply Palo Alto Networks (PAN)

PA-3060, GlobalProtect Gateway subscription, Threat prevention subscription, PAN-DB URL Filtering subscription, WildFire subscription and Premium support for a three year period (36 months).

1. Recommend approval to accept custom framing of the Drum Majorette Uniform donated by Diane Pascoe (PHS 1959) for display in the Administration Building. The cost of the framing was $232.00. The donation was made by Dr. and Mrs. Walter Quint.

1. Recommended approval for the donation of playground sports equipment from the Loudenslager Elementary School Parent Teacher Organization. The donation is valued at $125.00.

1. Approve transportation jointure agreements with the following local education agencies for the 2017-2018 school year:

* + Camden County Educational Services Commission
  + Clearview Regional School District
  + Gateway Regional School District
  + Glassboro Board of Education
  + Woodbury Public Schools

1. Approve Paulsboro Public Schools to enter into Transportation Contracts with other Local Education Agencies to transport students throughout the fiscal year 2017-2018. In the prior fiscal year Paulsboro contracted with Glassboro Board of Education, Gateway Regional Board of Education, and Camden County Educational Services Commission.

1. Approve the following nursing service contracts as a professional service contract for the 2017-2018 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional / Firm** | **Registered Nurse Cost 2017-2018** | **Licensed Practical Nurse Cost 2017-2018** | **Other Services** |
| Bayada Nurses | $55.00 / hour | $45.00 / hour |  |
| Preferred Home  Health Care & Nursing | $56.00 / hour | $51.00 / hour |  |
| Wright Choice for Home Health Care | $46.00 / hour | $39.00 / hour |  |
| Wright Choice  Transportation Nurse |  |  | $193.00\* |
| Wright Choice  School Field Trip Nurse | $49.00 / hour | $39.00 /hour |  |
| Wright Choice Speech Therapist |  |  | $86.00 / hour |
| Wright Choice Classroom Nurse |  | 1. Student: $39.00/hour 2. students: $22.00/hour; per student 3. students: $19.00/hour; per student |  |

\*Flat Rate 2 hours each way.

1. Informational: Paulsboro Board of Education has qualified for the School Alliance Insurance Fund (SAIF) 2016-2017 Tier 1 Safety Incentive Program award earning a $4,000.00 credit towards our 2017-2018 assessment. The Safety & Education Advisory Committee believes completing these requirements assists the Fund in controlling claims costs for its members. The awards were presented at the SAIF’s annual reorganization meeting held on October 25, 2017 at the Sheraton Atlantic City Convention Center Hotel.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, abstain G, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

## SCHOOL SAFETY

Motion made by Hamilton, seconded by Lozada-Shaw to approve the recommendations of the Superintendent item A.

1. Recommend approval for Rite-Aid Pharmacy in Paulsboro to offer flu shots to staff on the dates during October – November, 2017 that are convenient for both the schools and pharmacy staff.

Informational: This service was made available to the school staff for the past four years. RiteAid accepts our insurance for payment.

1. Informational:

Report of School Security Drills:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report of Paulsboro Public Schools Security Drills** | | | | |
| **Type of Drill** | **Notation** | **Schools** | | |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport**  **Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/15/17  10/20/17 | 9/11/17  10/2/17 | 9/14/17  10/23/17 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually | 9/19/17 |  | 9/15/17 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  | 9/14/17 |  |
| Shelter In Place | Each school must conduct two annually | 10/27/17 | 10/27/17 | 10/27/17 |
| Other Drills | Each school must conduct two annually |  |  |  |
| Bus Evacuation | School District (Annually) | 9/11/17  9/12/17 | 10/11/17 |  |
| Bus Evaluation | School Routes (2 Annually) |  |  |  |
| Test of Emergency  Communication System | Not required but conducted as an extra safety measure | Conducted Monthly | Conducted Monthly | Conducted Monthly |

On October 27th from 9:10 a.m. - 9:30 a.m. a Shelter In Place District Drill took place. The drill was held in conjunction with the Paulsboro Refinery, Paulsboro Police and Fire Departments, and County Office of Emergency Management.

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## REPORT OF THE SUPERINTENDENT

**POLICY**

Motion made by Walter, seconded by Hamilton to approve the recommendations of the Superintendent items A-C.

1. Recommend the first reading of the following Board Policy: **(Attachment)** -Transportation Safety – Policy #3541.33

1. Recommend the first reading of the following Board Policy: **(Attachment)** -Emergencies and Disaster Preparedness – Policy #6114

1. Recommend the first reading of the following Board Policy: **(Attachment)**

-Intramural Competition: Interscholastic Competition – Policy #6145.1/6145.2

Roll call vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Ms. Lozada-Shaw, Mr. MacKenzie, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, Mr. Walter II, 9 YES, Hughes Absent

Motion Carried

## PUBLIC COMMENTS

Vice President Lisa wanted to recognize Mr. Henderson efforts for obtaining the safety award from School Alliance Insurance Fund (SAIF) for the prior fiscal year.

Member Stevenson, on behalf of the class of 1957 thanked Superintendent Bandlow for the wonderful hospitality during homecoming weekend.

Motion made by Lisa, seconded by Hamilton and unanimously carried (9-0) to adjourn the meeting at 8:49 PM.

Regular Meeting November 27, 2017 – 7:00 PM Loudenslager Elementary School Multipurpose Room

* The Board will take official action at this meeting.
* The meeting is open to the public and comments will be solicited from citizens in attendance.

Respectfully Submitted,

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Business Administrator/Board Secretary