**Paulsboro Public Schools**

**Tuesday, May 26, 2020**

**Minutes**

**regular meeting**

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, May 5, 2020 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 2019-2020 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on January 2, 2020.

In addition, an announcement that this meeting would be conducted online was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the online meeting is available on the district website, Facebook and Twitter. As usual, notice of the online meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Scott MacKenzie, Elizabeth Reilly, Danielle Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael

**Public Comments – Items under the jurisdiction of the Board of Education**

At this time, the public may address the Board of Education. Public Comments will be entered using the Chat icon on Zoom.us Please enter your name, address, and contact information then enter your question or comment.

Throughout the meeting, citizens participating online will be “muted” so that they can hear/see the meeting but cannot be heard.

**Correspondence**

A. None at this time

Motion made by Stevenson, seconded by Hamilton and unanimously carried (10-0) to approve New Business 1-2.

**New Business**

1. **Summer Meetings of the Board of Education**
2. Recommend approval to conduct the Regular Meeting of the Board of Education on Tuesday, July 14, 2020 at 7:00 PM.

Informational: The Interim Superintendent will be out of town from approximately July 16, 2020 until July 26, 2020. Holding the July meeting early in the month allows the Board to handle as much business as possible before the Interim Superintendent leaves on vacation.

1. Recommend approval to conduct the Regular Meeting of the Board of Education on Tuesday, August 25, 2020 at 7:00 PM

Informational: Holding the August meeting late in the month will allow last minute business to be handled prior to school opening in September. This will also allow the new Superintendent as much time as possible before needing to write an agenda. The final benefit is the relatively long gap between the July and August meetings provides a break/vacation time for members of the Board of Education.

1. **November 2020 Election - offices open for general election**

Term of Office Incumbents

Three (3) three year terms Joseph L. Lisa

Crystal L. Henderson

William Scott MacKenzie

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

Petition submission deadline to the County Board of Elections Office is Monday, July 27, 2020.

**Old Business**

1. **New Jersey Quality Single Accountability Continuum (NJQSAC) Review**

On February 20, 2020, the New Jersey Department of Education conducted the NJQSAC review of the Paulsboro Public Schools. This is a comprehensive assessment of the district in the five critical areas of Instruction and Program, Fiscal Management, Governance, Operations and Personnel. The data and information used by the New Jersey Department of Education was obtained from the previous school year – **2018-2019** not the current school year. The following table presents the finding.

|  |  |
| --- | --- |
| **NJQSAC Area** | **Percentage of Compliance Initial Placement**  **May 2020** |
| Instruction and Program | 42% |
| Fiscal Management | 48% |
| Governance | 52% |
| Operations | 74% |
| Personnel | 86% |

The administration must prepare and the Board of Education must adopt District Improvement Plans for any NJQSAC area rated below 80%. The administration is preparing the plans and will have them ready for Board of Education review and approval at the July 2020 meeting.

Recommend approval to accept the findings of the NJQSAC review conducted on February, 20, 2020.

1. **2018-2019 Audit Report**

At the April 27, 2020 meeting, Kevin Frenia suggested that the Board of Education examine page 21 of the audit report – “Management’s Discussion and Analysis For the Fiscal Year Ended June 30, 2019.” This document is attached for review by members of the Board of Education. (**Attachment**)

1. **Faculty Attendance**

At the April 27, 2020 meeting, a member inquired about the attendance of the instructional staff. On January 27, 2020, the Interim Superintendent reported the following information to the Board of Education:

The Interim Superintendent just completed a review of the staff attendance for the 2017-2018, 2018-2019 and 2019-2020 (until December 31, 2019) school years. Five people received perfect attendance letters because they did not use any sick or personal leave days. Twenty-four staff members received letters for excellent attendance because they used fewer than eight sick and personal leave days during the past two and one half years. Nineteen employees received “need to improve attendance” letters.

Of the 24 excellent attendance letters, 18 were teachers. Of the 5 perfect attendance letters, 3 were teachers. Only 4 of the 19 letters for excessive absence were for teachers.

1. **Hiring of the New Superintendent of Schools**

At the Executive Session of the Board of Education conducted on February 8, 2020, the Interim Superintendent provided the policy making body with feedback from the faculty and staff committee as well as from the administrative team based on their interviews of candidates for the position of Superintendent of Schools. At that time, the Board of Education decided to retain two of the candidates in the search process. The Board also directed the Interim Superintendent to reopen the search in order to seek additional candidates.

The Interim Superintendent immediately advertised the position. In addition to a general advertisement, he sent the information to a number of regional universities that prepare students to become Superintendents. He also sent information to Deans/Department Chairs of a number of the Historically Black Colleges and Universities.

The Board of Education reviewed the applications for the candidates applying for the position of Superintendent of Schools as a result of the second search. The Board of Education selected three candidates to interview. The interviews were conducted on April 14, 2020. The Board of Education decided to forward all three candidates to committees of the Paulsboro Education Association and Paulsboro Administrators Association. During the week of April 20, 2020 the committees conducted interviews and provided written feedback to the Board. On May 4, 2020 the Board of Education reviewed the feedback and decided that it would re-interview one of the candidates from the first round and all three of the candidates from the second round. The Interim Superintendent develop and provided the Board of Education with a rubric to help members evaluate candidates. These interviews were conducted on May 12 and 14, 2020. The Board of Education will discuss the interviews and make decisions about next steps in the search in Executive Session on May 26, 2020.

1. **Board of Education Self-Evaluation**

The New Jersey Department of Education requires every Board of Education to complete a self-evaluation annually. Unfortunately, it does not appear that the Paulsboro Board of Education has completed this task (it was started but not completed) for a few years. The Interim Superintendent of Schools respectfully suggests that the Board of Education use the self-assessment process that was used successfully during the 2013-2014 and 2014-2015 school years.

* Members of the Board of Education independently completed the New Jersey School Boards Association “Board Self-Evaluation.” Members submitted their completed Self-Evaluation form to the Interim Superintendent of Schools by Friday, May 15, 2020. The Interim Superintendent and his Secretary compiled the forms in a single Self-Evaluation.
* The combined Self-Evaluation is attached to this agenda for review by the Board of Education (**Attachment**).

1. **Evaluation of the Interim Superintendent of Schools**

The New Jersey Department of Education requires every Board of Education to complete an evaluation of the Superintendent of Schools annually. Unfortunately, it does not appear that the Paulsboro Board of Education has completed this task (it was started but not completed) for a few years. The Interim Superintendent of Schools respectfully suggests that the Board of Education use the evaluation process that was used successfully during the 2013-2014 and 2014-2015 school years.

* Members of the Board of Education independently completed the New Jersey School Boards Association Evaluation of the Superintendent of Schools as well as the Evaluation of Progress on the Goals of the Superintendent. Members of the Board of Education submitted their completed Evaluation form to the Interim Superintendent of Schools by Friday, May 15, 2020. The Interim Superintendent and his Secretary compiled the forms in a single Evaluation form.
* The combined Evaluation forms are attached to this agenda for review by the Board of Education. (**Attachment**)

**New Business**

1. **Email Access for Members of the Board of Education**

Every member of the Board of Education has a school email account through Office 365.

The procedure to set-up an Office 365 account is attached for the convenience of the members of the Board of Education (**Attachment**). If a member needs assistance establishing an Office 365 account, please contact the Secretary to the Superintendent. She will be happy to arrange for a technician to assist.

It would be very helpful for the administration to be able to contact members via district email accounts. Having said this, members are encouraged to set up their Office 365 accounts.

**Pending Items**

1. **Policy Manual – Update Needed**

The District Policy Manual is out of date and should be updated. This is an appropriate project for the new Superintendent of Schools and the Board of Education. New Jersey School Boards Association will provide leadership in this area.

Currently, the hard copy policy manual does not match what is posted online. The online policies, in some cases, appear to be drafts. Some recently adopted policies do not appear in the hard copy manual or online.

1. **Collective Bargaining – Paulsboro Education Association and Paulsboro Administrators Association**

At the January 27, 2020 meeting, the Interim Superintendent suggested that the Board of Education might want to select the members who will serve on the Negotiations Committees for the contracts with the Paulsboro Education Association and Paulsboro Administrators Association. These agreements expire on June 30, 2021. Selection of committees now will allow them to review the existing contracts as well as attend training provided by New Jersey School Boards Association.

The Interim Superintendent sent the two collective bargaining agreements to New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

1. **Student-Athlete Physicals**

At the January 27, 2020 meeting, the Board of Education agreed to change the procedure for the approval of student physical examinations for athletic participation. The Paulsboro High School Nurse and Interim Superintendent are working on this project. More information will be forthcoming as soon as it is available.

1. **Event Staff**

The administration is conducting a review of the number of people serving as event staff for various athletic events. It has been a few years since this was examined. The purpose of the review is to determine if the appropriate number of workers are being used based on attendance at various events. It may also be appropriate to delineate the duties of each worker.

The pay rates for event staff were approved by the Board of Education at its June 24, 2019 meeting. At this same time the number of event workers was approved.

This review will be ready for Board of Education review at the June 2020 meeting.

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

**Report of The Superintendent**

Motion made by Stevenson, seconded by MacKenzie and unanimously carried (10-0) to close public meeting and move to executive session at 8:13 PM

**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: The Paulsboro Board of Education will adjourn to Executive Session to discuss personnel and legal 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 may conduct business following the Executive Session.

**Next Meetings of the Board of Education**

**Regular Meeting**

Monday, June 29, 2020 at 7:00 PM in the Paulsboro High School Library (or via Zoom.us if the school

have not reopened)

• 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 via the chat feature of Zoom.us if necessary.

**Motion To Adjourn**

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

Motion made by Stevenson, seconded by Scott and unanimously carried (10-0) to approve A-G.

**Recommend Approval of A – G:** The Greenwich Township Representative may vote on items in this section of the agenda.

Informational: The Report of Secretary to the Board of Education as well as associated reports of accounts will be available for review at the meeting or in advance in the Office of the Interim Business Administrator/Secretary to the Board of Education.

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

Regular Meeting April 27, 2020

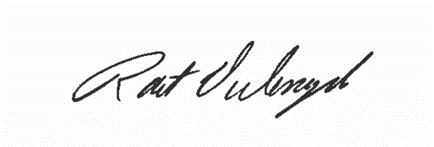
Executive Session April 27, 2020

Public Hearing: 2020-2021 Budget May 4, 2020

Executive Session May 4, 2020

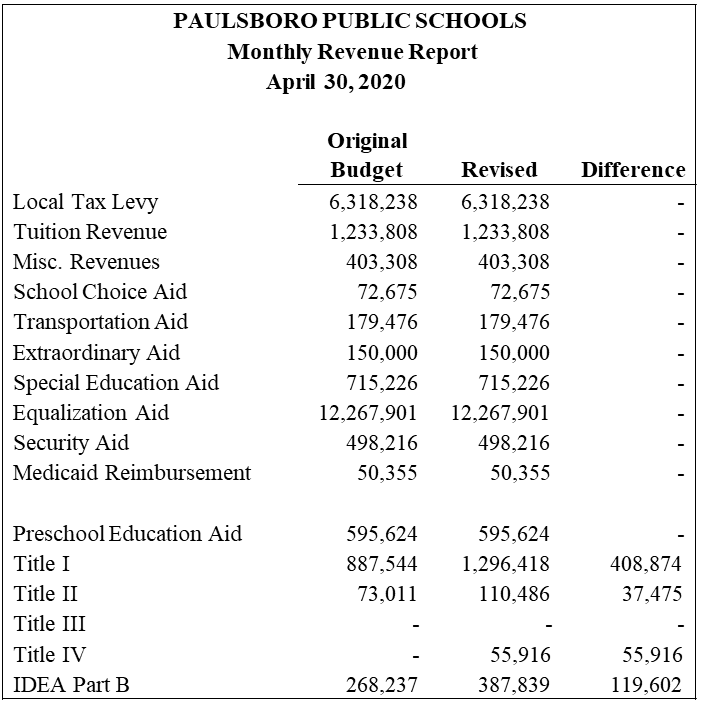
1. Approval of the March 2020 transfers. (**Attachment**)
2. Approval of the April 2020 transfers. (**Attachment**)
3. Approval of the March 2020 receipts. (**Attachment**)
4. Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, that we, the members of the Paulsboro Board of Education, certify that as of March 31, 2020, 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.
5. Approval of the April 2020 Revenue Report – Please see below
6. Approval for payment of bills that are duly signed and authorized. (**Attachments**)

Informational: A copy of the Bill List will be available at the meeting or in advance in the office of the Business Administrator/Secretary to the Board for review by members of the Board of Education.

1. *Pursuant to NJAC 6A:23A-16.10(c)2*, I, Robert Delengowski, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of April 30, 2020.

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Robert Delengowski, Interim Business Administrator to the Board of Education

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**Report of The Superintendent**

**Note:** All Recommendations in the Report of the Superintendent are made “Upon the Recommendation of the Superintendent.”

Motion made by Stevenson, seconded by Hamilton to approve B-K.

**Personnel B - K:** The Greenwich Township Representative may vote on items in this section of the agenda.

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 of Education action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formerly

known as Source 4 Teachers). (**Attachment)**

Informational: The Board of Education has a contract with ESS to provide substitute teachers for the district. ESS 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 change the childbearing/childrearing leave of absence for Speech/Language Specialist Kristin Shute with the following terms and conditions. The leave was originally approved by the Board of Education on January 28, 2020 then again on April 27, 2020. All information is supported by a letter from Ms. Shute’s physician.

Dates of Leave Terms and Conditions of Leave

Friday, May 1, 2020 - Monday, June 15, 2020 With pay and benefits by use of accumulated

(or the last day of school whichever comes first) sick days as well as the concurrent use of Federal Family Leave. (31 days)

1. Recommend approval to eliminate the position of Assistant Superintendent of Schools.

Informational: Upon the retirement of the Assistant Superintendent of Schools, the Board of Education decided that this position would not be replaced. A part-time Interim Supervisor of Special Education and a Director of Curriculum, Instruction and Assessment will replace the Assistant Superintendent. Eliminating the position is a detail that allows the Position Control Roster to be accurately updated.

1. Recommend approval to create the position of and adopt the job description for Director of Curriculum, Instruction and Assessment. (**Attachment**)

Informational: Prior to the creation of the position of Assistant Superintendent, the district had two or three administrators handling various parts of the job. Ultimately, there was a Director of Special Services and a Director of Curriculum, Instruction and Assessment. The 2020-2021 budget includes the funds needed to employ a Part-time Interim Supervisor of Special Services as well as a Director of Curriculum, Instruction and Assessment.

1. Recommend approval to appoint Christine Lindenmuth to the positon of Director of Curriculum, Instruction and Assessment effective on July 1, 2020. Ms. Lindenmuth will earn $113,000 per year for the 2020-2021 school year. The position is represented by the Paulsboro Administrators Association (PAA) so terms and conditions of employment are as per the agreement with the Board of Education.

Informational: Ms. Lindenmuth currently serves as the District Coach. Since the retirement of the Assistant Superintendent, she has received a monthly stipend to complete the duties associated with curriculum, instruction and assessment. The Board of Education approved the $1,650 monthly stipend at the December 16, 2019 meeting. In fact, many of these duties were assigned to her by the Assistant Superintendent. Her work has been excellent.

The recommended salary will make her the lowest paid administrator in the district. The funds and position are included in the 2020-2021 budget. The position was advertised internally.

1. Recommend approval for Retired Payroll Secretary Lisa Capasso to work on a substitute “as needed” basis for up to 20 hours per week at $26.00 per hour. This is the same hourly rate that she earned prior to retirement. These duties will begin on July 1, 2020. This is a temporary, as-needed position so it does not include benefits.

Informational: Accounts Payable/Transportation Secretary Karen Minniti is retiring effective June 30, 2020. At this point, the Interim Superintendent is seeking ways to consolidate duties in order to more efficiently operate the Central Office. Ms. Capasso will perform the accounts payable functions currently assigned to Ms. Minniti. She will also handle other duties as needed. She will not, however, be involved with transportation. Ms. Capasso’s experience and skill with payroll, benefits, leaves of absence, scholarships in addition to her knowledge of the accounting system will be very valuable.

In the near future the Interim Superintendent will make a recommendation concerning the transportation duties currently handled by Ms. Minniti.

1. Recommend appointment of the following nonunion personnel for the 2020-2021 school year effective July 1, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Position** | **2019-2020**  **Salary** | **2020-2021**  **Salary** |
| Jack Henderson | Supervisor of Support Staff | $76,142 | $79,058 |
| Kenneth Ridinger | Attendance Office | $12,224 | $12,692 |

Informational: The pay increases recommended above are the same as those received by employees represented by the Paulsboro Education Association and Paulsboro Administrators Association. This recommendation approval for Mr. Henderson to receive 25 days of vacation annually. This is the same vacation allowance as earned by the staff that he supervises.

1. Recommend appointment of the following confidential secretaries for the 2020-2021 school year effective July 1, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Position**  **Note 1** | **2019-2020**  **Salary** | **2020-2021**  **Salary** |
| Deborah Kappra | Secretary to the Superintendent of Schools | $57,449 | $59,649 |
| Theresa Croce | Secretary to the Assistant Superintendent | $53,856 | $55,919 |
| Michelle Jankauskas | Payroll Secretary | $51,300 | $53,265 |
| Vacant | Secretary to the Business Administrator |  |  |
| Vacant | Transportation/Accounts Payable Secretary |  |  |

Informational: The pay increases recommended above are the same as those received by employees represented by the Paulsboro Education Association and Paulsboro Administrators Association.

**Note 1:** The district no longer employs an Assistant Superintendent so the position of Secretary to the Assistant Superintendent no longer exists. Duties of the former Assistant Superintendent have been split into a part-time Interim Supervisor of Special Services and a Director of Curriculum, Instruction and Assessment. In light of the above administrative change, the pending retirement of the Transportation Secretary and a vacancy for Secretary to the Business Administrator/Secretary to the Board of Education, all of the central office job descriptions are being reviewed, modified and updated. The goal is to reconfigure the jobs as needed to create the most efficient and effective central office staff. The job description will be placed before the Board of Education as soon as possible for review and adoption.

1. Recommend approval to appoint the following aide for the 2020-2021 school year. All appointments are contingent on enrollments. (Paulsboro High School noted as PHS-SR). Terms and conditions of employment are as per agreement with the Paulsboro Education Association.

| **Aide** | **School** | **Position** |  | **2019-2020** | | **2020-2021** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hours/Day** | **Salary** | **Step** | **Step** | **Salary** |
| Benne, Joseph | PHS | Special Education | 6.0 | 24,685 | 3 | 3 | 25,502 |

1. Recommend approval to grant the Interim Superintendent authority to use a letter of intent to hire staff, as needed, prior to the next regular meeting of the Board of Education.

Informational: “Letter of Intent” authority allows the Interim Superintendent to offer positions to candidates prior to the next regular meeting of the Board of Education. At its next regular meeting, the Board of Education would be obligated to approve these appointments. The Interim Superintendent will only use letters of intent when absolutely necessary.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 10 YES

Mr. Davis no F, Mrs. Scott no F

Mrs. Henderson abstain H

Motion carried

Motion made by Stevenson, seconded by MacKenzie to approve L-P.

**Personnel L - P:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend approval to accept the resignation of Loudenslager Elementary School One-on-One Aide Maria Elena Duca effective June 30, 2020.

Informational: Ms. Duca has worked for the Paulsboro Public Schools for three years. She has accepted a job in her area of study – Drug and Alcohol Prevention Specialist.

1. Recommend approval of a childbearing/childrearing leave of absence for Billingsport Early Childhood Center Teacher of Kindergarten Lindsay Walsh with the following terms and conditions:

Dates of Leave Terms and Conditions of Leave

Tuesday, September 1, 2020 – Friday, September With pay and benefits by use of

18, 2020. accumulated sick leave days as well as

concurrent use of Federal Family Leave

(12 Days).

Saturday, September 19, 2020 – Sunday, Without pay but with benefits by use of December 13, 2020. New Jersey Family Leave (54 Days).

1. Recommend approval to appoint the following aides for the 2020-2021 school year. All appointments are contingent on enrollments and number of students with Individual Education Plans requiring aides. (Paulsboro Junior High School noted as PHS-JR, Billingsport School noted as B and Loudenslager School noted as L). Terms and conditions of employment are as per agreement with the Paulsboro Education Association.

| **Aide** | **School** | **Assignment** | **Hours**  **/Day** | **2019-2020** | | **2020-2021** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Salary** | **Step** | **Step** | **Salary** |
| Brassill, Lauren | L | Basic Sk. | 6 | 24,685 | 3 | 3 | 25,502 |
| Colanero, Teresa | PHS-JR | Inclusion | 6 | 24,685 | 3 | 3 | 25,502 |
| Cooke, Tina | L | Sp.Ed. | 6 | 24,685 | 3 | 3 | 25,502 |
| Costa, Mary Ann | B | Sp.Ed | 6 | 24,685 | 3 | 3 | 25,502 |
| Doran, Danielle | B | PreK | 6 | 24,685 | 3 | 3 | 25,502 |
| Dowdy, Carrie | PJHS | Sp.Ed. | 6 | 24,685 | 3 | 3 | 25,502 |
| Esters, Brandi | B | PreK | 6 | 24,685 | 3 | 3 | 25,502 |
| Glocker, David | PHS-JR | Sp. Ed. | 6 | 24,685 | 3 | 3 | 25,502 |
| Goss, Christin | B | Sp.Ed | 6 | 24,564 | 1 | 2 | 25,436 |
| Hinkle, Heather | B | 1on 1 | 6 | 24,564 | 1 | 2 | 25,436 |
| Hoehn, Alison | B | PreK | 6 | 24,685 | 3 | 3 | 25,502 |
| Hurst, Katie | B | PreK | 6 | 24,685 | 3 | 3 | 25,502 |
| Johnson, Evelyn | B | K | 6 | 24,685 | 3 | 3 | 25,502 |
| Laborde, Jessica | L | Sp.Ed. | 6 | 24,685 | 3 | 3 | 25,502 |
| Lexa, Marie | B | K | 6 | 24,685 | 3 | 3 | 25,502 |
| Lord, June | L | 1 on 1 | 6 | 17,675 | 11 | 12 | 19,773 |
| Madison, Tara | B | K | 6 | 24,685 | 3 | 3 | 25,502 |
| Martin, Romell | B | 1 on 1 | 6 | 18,956 | 12 | 12 | 19,773 |
| Melchiore, Gloria | L | 1 on 1 | 6 | 24,685 | 3 | 3 | 25,502 |
| Painter, Angela | B | K | 6 | 18,956 | 12 | 12 | 19,773 |
| Palmisano, Dottie | B | PreK | 6 | 18,956 | 12 | 12 | 19,773 |
| Parks, Heather | L | Basic Sk. | 6 | 24,685 | 3 | 3 | 25,502 |
| Pidliskey, Madison | B | PreK | 6 | 24,564 | 1 | 2 | 25,436 |
| Quarles, Daryus | PJHS | 2 to 1 | 6 | 24,619 | 2 | 3 | 25,502 |
| Scott, Erica | L | Sp. Ed. | 6 | 24,685 | 3 | 3 | 25,502 |
| Sierocinski, Cheryl | B | Basic Sk. | 6 | 24,685 | 3 | 3 | 25,502 |
| Strube, Samantha | L | Sp. Ed. | 6 | 24,564 | 1 | 2 | 25,436 |
| Wellington, Haley | B | Basic. Sk. | 6 | 24,564 | 1 | 2 | 25,436 |
| Vacant | B | 1 on 1 |  |  |  |  |  |
| Vacant | PHS-JR | Sp. Ed. |  |  |  |  |  |
| Vacant | L | 1 on 1 |  |  |  |  |  |
| New Position | B | K |  |  |  |  |  |
| New Position | B | Sp. Ed. |  |  |  |  |  |
| New Position | L | Sp. Ed. |  |  |  |  |  |

1. Recommend approval to appoint the following part time aides for the 2019-2020 school year. Part time positions work 3.8 hours per day not to exceed 19 hours per week. All appointments are contingent on enrollments and the number of students with Individual Educational Programs (IEP) requiring aides. (Paulsboro Junior High School noted as PHS-JR, Billingsport School noted as B and Loudenslager School noted as L). Terms and conditions of employment are as per agreement with the Paulsboro Education Association.

| **Aide** | **School** | **Position** | **2019-2020** | | **2020-2021** | |
| --- | --- | --- | --- | --- | --- | --- |
| Salary/Hour | Step | Step | Salary/Hour |
| Relation, Michele | L | Inclusion | 22.36 | 3 | 3 | 23.10 |
| Harrold, Tiaja | L | Inclusion | 22.25 | 1 | 2 | 23.04 |

1. Recommend approval to appoint the following employees for the 2019-2020 school year.

Terms and conditions of employment are as per agreement with the Paulsboro Education Association.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Work Day** | **2019-2020** | | **2020-2021** | |
| **or** |
| **Work Year** | **Step** | **Salary** | **Step** | **Salary** |
|  | **(in $)** | **(in $)** |
| **Cafeteria Worker** | | | | | |
| Linda Brandt | 5.0 hours | 9 | 17.79 | 9 | 18.53 |
| **Custodians** | | | | | |
| Anderson, Cindy | (12 month) | 5 | 31,284 | 6 | 33,718 |
| Gouse, Thomas | (12 month) | 4 | 30,709 | 5 | 32,605 |
| Jenkins, Shirley | (12 month) | 4 | 30,709 | 5 | 32,605 |
| Johnson, Jacqueline | (12 month) | 3 | 30,158 | 4 | 32,030 |
| Johnston, Paul | (12 month) | 9 | 36,490 | 9 | 37,811 |
| Moran, Kathleen | (12 month) | 4 | 30,709 | 5 | 32,605 |
| O’Brien, Nancy | (12 month) | 4 | 30,709 | 5 | 32,605 |
| Ottinger, James | (12 month) | 4 | 30,709 | 5 | 32,605 |
| Ponter, John | (12 month) | 7 | 33,037 | 8 | 36,659 |
| Roane, Dietra | (12 month) | 9 | 36,490 | 9 | 37,811 |
| Robinson, Michael | (12 month) | 5 | 31,284 | 6 | 33,718 |
| Weiss, Dennis | (12 month) | 9 | 36,490 | 9 | 37,811 |
| **Grounds** | | | | | |
| Farrow, Wayne | (12 month) | 9 | 37,070 | 9 | 38,391 |
| **Maintenance** | | | | | |
| McEwen, Earl | (12 month) | 6 | 39,013 | 6 | 40,334 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secretaries** | | | | | |
| Abbott, Lauren | (12 month) | 7 | 43,722 | 8 | 46,078 |
| Hoehn, Joann | (12 month) | 10 | 48,693 | 10 | 50,014 |
| Cucinotta, Rita | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Giovannitti, Adina | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Phillips, Lisa | (10 month) | 10 | 40,577 | 10 | 41,678 |
| Thomas, Tahje | (10 month) | 3 | 34,174 | 4 | 35,543 |
| **Bus Drivers** | | | | | |
| Aspell, Ann | (10 month) | 2 | 24.92 | 3 | 25.66 |
| Polimeni, Marie | (10 month) | 3 | 24.92 | 3 | 25.66 |
| Tarpley, Andra | (10 month) | 1 | 24.75 | 2 | 25.55 |
| **Bus Aides** | | | | | |
| Vacant | (10 month) |  |  |  |  |
| Emerich, Kelli | (10 month) | 2 | 12.29 | 2 | 13.03 |
| Garretson, Theodore | (10 month) | 2 | 12.29 | 2 | 13.03 |
| Wood, Lillie | (10 month) | 2 | 12.29 | 2 | 13.03 |
| **Computer Technician** | | | | | |
| Brown, Charles | (12 month) | 1 | 52,032 | 1 | 53,353 |
| Shannon, Matthew | (12 month) | 1 | 52,032 | 1 | 53,353 |

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

Mrs. Cooper abstain N; Mrs. Henderson abstain P; Mrs. Scott abstain N

Motion carried

1. **Informational - Paid Class Covers**

The following table is a report of class covers.

| **Month** | **Historic Data on**  **Paid Class Covers** | | | **Paulsboro High and Junior High School** | **Loudenslager**  **Elementary School** | **Billingsport**  **Early Childhood Center** |
| --- | --- | --- | --- | --- | --- | --- |
| **Average**  **2009-2015** | **Range**  **2009-2015** | **2018-2019 Note 1** | **2019-2020 Paid Covers** | | |
| September | 1.4 | 0-6 | 12 | 41 | 0 | 0 |
| October | 26.2 | 9-46 | 57 | 175.5 | 0 | 1 |
| November | 34.8 | 19-53 | 118 | 102 | 0 | 3 |
| December | 44.0 | 31-65 | 205 | 112 | 0 | 5 |
| January | 43.3 | 15-69 | 257 | 59 | 4 | 0 |
| February | 40.5 | 12-53 | 306 | 59 | 11 | 7 |
| March | 68.2 | 28-96 | 392 | 66 | 0 | 1 |
| April | 53.9 | 36-88 | 266 | NA | NA | NA |
| May | 91.5 | 65-127 | 485 | NA | NA | NA |
| June | 41.7 | 22-97 | 159 | NA | NA | NA |
| Total | 44.6 | 23.7-70.0 | 2,257 | 614.5 | 15 | 17 |

**Note 1**: The total cost of class covers at Paulsboro High School during the 2018-2019 school years was $72,224.00.

**NA**: As a result of the mandated school closure caused by the COVID-19 outbreak, no class covers were needed since March 16, 2020.

Comparing the September 2018 - March 2019 to September 2019 – March 2020, there was decrease of 733 class covers which equates to a savings of $23,456. The reduction in class covers also represents a significant reduction in disruption to the instructional program

**Staff and Curriculum Development A -C:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve A-C.

1. Recommend approval of a stipend to develop and deliver a professional development course for Billingsport Early Childhood Teachers Noreen DeMarco, Prudence Hanly and Lisa Kuhnel-Morrison. The stipend is $32 per hour x 10 hours = $320 per teacher ($960 total). The Interim Superintendent approved the workshop and now respectfully requests that the Board of Education confirm his action.

Informational: The above teachers created and presented an online workshop on how to use the software package “See Saw” to deliver lessons. Approximately 15 teachers, aides and administrators participated in the training. The goal is to provide training to teachers so that they can present more robust online lessons. The Interim Superintendent participated in the workshop and found it to be very well done.

1. Recommend approval for Paulsboro Junior-Senior High School in conjunction with JOY Making a Difference, Inc. to submit a grant application for a 21st Century Community Learning Center (CCLC) program for the 2020-2021 school year. The only cost to the Board of Education is to provide space for the after school program if the grant is approved.

Informational: At the January 27, 2020 meeting, the Board of Education approved a similar recommendation for a JOY program at Loudenslager Elementary School. For the past five years, JOY has operated a 21st Century program at Paulsboro Junior-Senior High School. This is the final year of the funding cycle so a new application must be submitted.

If approved, the grant will provide an after school program that includes homework help, reading interventions, college and career readiness and STEAM (Science, Technology, Engineering, Art and Mathematics) activities.

During the 2019-2020 school year the program served between 40 and 45 students. The program operated between 2:45 PM and 5:45 PM Monday – Friday. Activities included homework help and tutoring, group activities, art, and cooking. Certified teachers staffed the program.

1. Recommend approval of the following Grade 9-12 curriculum development workshops and personnel for the 2020-2021 school year. Workshop included in the recommendation are included in the 2020-2021 budget.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| World History | 9-12 | Michael Calabrese | 30 | $32 | $960 |
| United States History I | 9-12 | Rachel Wulk | 30 | $32 | $960 |
| United States History II | 11-12 | Rachel Wulk | 30 | $32 | $960 |

Informational: New textbooks and electronic resources are being purchased for these courses. As a result, the teachers will need to develop a course of study, scope and sequence and lesson plans that align with the new materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| Senior Mathematics | 12 | Nelson Hall | 30 | $32 | $960 |

Informational: This is a new course that will be offered for the first time during the 2020-2021 school year. New textbooks and electronic resources are being purchased. As a result, the teachers will need to develop a course of study, scope and sequence and lesson plans that align with the new materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| MicroSoft Office | 7-12 | Noreen DeMarco | 20 | $32 | $640 |
| Jackie Robinson-Hall | 20 | $32 | $640 |

Informational: New textbooks and electronic resources are being purchased for this course. At present, there is little articulation between grade levels for the content being taught for MicroSoft Office. As a result, some aspects of the content are being presented repeatedly while other are not covered at all. The teachers staffing this workshop will create a scope and sequence for this content P-12

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 10 YES

Motion carried

1. **Informational - Provisional Registration- Students Attempting to Register During the Mandated Closure**

The Paulsboro Public Schools has a well-defined registration process for students new to the district. There is extensive documentation required. In some cases, the documents must be originals not copies. During this COVID -19 outbreak and mandated school closure it might be almost impossible for a family to obtain everything needed to register a child for school.

Having said this, the administration developed a “provisional” registration procedure. This procedure allows the student to be assigned to a school, grade and class. They can then begin learning online or via hard copy learning packets. The intent of the provisional registration is to be certain that a youngster does not miss 10 weeks of school because their parents cannot obtain the documentation required for registration.

As soon as school re-opens for in-person classes, the required materials must be submitted so that the student is registered (not provisionally registered) in school. An outline of the “Student Registration During School Closure” is attached. (**Attachment**)

1. **Informational - Enrollment and Class Size:**
2. The following chart presents the enrollment data for Preschool -8:

| **Grade** | **Enrollment – As of April 30, 2020** | | | | |
| --- | --- | --- | --- | --- | --- |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| Pre- School Age 3 & 4 | 57 | 69 | 61 | 78 | 83 |
| K | 104 | 99 | 92 | 105 | 89 |
| 1 | 111 | 83 | 88 | 85 | 85 |
| 2 | 79 | 86 | 80 | 83 | 79 |
| 3 | 56 | 60 | 102 | 89 | 82 |
| 4 | 65 | 68 | 56 | 98 | 81 |
| 5 | 64 | 57 | 75 | 61 | 96 |
| 6 | 53 | 82 | 57 | 70 | 58 |
| 7 | 73 | 68 | 93 | 70 | 71 |
| 8 | 62 | 81 | 67 | 92 | 66 |
| Self-Contained Special Education  Billingsport/Loudenslager\* | 26 | 26 | 19 | 19 | 22 |
| Grand Totals | **750** | **779** | **790** | **850** | **812** |

\* At Loudenslager Elementary School, students in self-contained classes are included with general education students for purposes of this report.

1. The following chart presents the enrollments for Paulsboro Senior High School:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment – As of April 30, 2020** | | | | |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| 9 | 63 | 80 | 94 | 91 | 107 |
| 10 | 82 | 80 | 78 | 84 | 82 |
| 11 | 80 | 80 | 65 | 78 | 73 |
| 12 | 78 | 93 | 85 | 64 | 82 |
| **Total** | **303** | **333** | **322** | **317** | **344** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School for April 2020:

| **Grade** | **Number of Students per Class as of April 30, 2020** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Pre-School | 14 | 14 | 13 | 13 | 15 | 14 |
| Kindergarten | 22 | 22 | 23 | 22 |  |  |
| 1 | 22 | 21 | 22 | 20 |  |  |
| 2 | 20 | 21 | 19 | 19 |  |  |
| 3 | 23 | 20 | 19 | 20 |  |  |
| 4 | 21 | 20 | 19 | 21 |  |  |
| 5 | 26 | 24 | 25 | 22 |  |  |
| 6 | 18 | 17 | 22 |  |  |  |
| Special Education \* | 8 | 14 |  |  |  |  |

\* At Loudenslager School, students in self-contained classes are included with general education students for purposes of this report.

**Staff and Curriculum Development F-G:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve F-G.

1. Recommend approval of the following Pre-School through Grade 8 curriculum development workshops and personnel for the 2020-2021 school year. Workshop included in the recommendation are included in the 2020-2021 budget.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| Social Studies | P-2 | Lisa Kuhnel-Morrison | 60 | $32 | $1,920 |
| 3-6 | Amber Berry | 60 | $32 | $1,920 |
| Anthony Petrutz | 30 | $32 | $960 |
| Tom Richardson | 30 | $32 | $960 |
| Geography/Civics | 7-8 | John Marcucci | 30 | $32 | $960 |

Informational: New textbooks and electronic resources are being purchased for these courses. As a result, the teachers will need to develop a course of study, scope and sequence and lesson plans that align with the new materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| Mathematics | P-2 | Prudence Hanly | 60 | $32 | $1,920 |
| 3-6 | Bonnie McHale | 30 | $32 | $960 |
| Krista Lang | 30 | $32 | $960 |
| Jennifer Hoffman | 30 | $32 | $960 |
| 7-8 | Tom Damminger | 40 | $32 | $1,280 |

Informational: New textbooks and electronic resources are being purchased for these courses. As a result, the teachers will need to develop a course of study, scope and sequence and lesson plans that align with the new materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| STEAM | P-2 | TBA – New Teacher | 20 | $32 | $640 |
| Noreen DeMarco | 20 | $32 | $640 |
| 3-6 | Monica Moore-Cook | 20 | $32 | $640 |
| Rebecca Richardson | 20 | $32 | $640 |
| 7-8 | Douglas Foglein | 20 | $32 | $640 |
| Lisa Broder | 20 | $32 | $640 |

Informational: The district is expanding the STEAM Academy P-8. A new teacher is being hired for Billingsport Early Childhood Center (BECC) to provide a STEAM special that replaces the Library special. This not only impacts BECC but also Loudenslager Elementary School since the STEAM Teacher (Rebecca Richardson) will no longer split time between the two elementary schools. The curriculum must be rewritten for the expanded program. In addition the Junior High School program will be expanded.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Grade Level | Teachers | Hours | Pay Rate | Total |
| Gifted and Talented | P-6 | Rebecca Richardson | 30 | $32 | $960 |
| TBA – New Teacher | 30 | $32 | $960 |

Informational: Once again, a new teacher is being hired to present the Gifted and Talented program at BECC. The new teacher will handle both the Gifted and Talented program and also the STEAM special. This teacher will need time to work with Ms. Richardson to expand both the STEAM offering as well as the Gifted and Talented program.

1. Recommend approval for Wilmington University Student Megan Tatum to complete her student teaching at Loudenslager Elementary School between September 1, 2020 and December 31, 2020. Ms. Tatum will work under the supervision of Cooperating Teacher Susan Piccione in Grade 4.

Informational: Ms. Tatum has been a substitute teacher in Paulsboro. In fact, the Interim Superintendent had the opportunity to observe her in a science class. Her teaching was excellent. Her preparation went well above and beyond the expectation for a substitute. The administration agreed to allow Ms. Tatum to complete her field experience at Loudenslager Elementary School before the COVID – 19 outbreak.

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

Motion carried

1. **Informational: Pre-Service Field Experiences**

The learning of the students was disrupted beginning on March 17, 2020 and continuing through the end of the school term on June 15, 2020 as a result of the COVID -19 outbreak. It would be unfair to the students for them to return to school during September 2020 to be taught by a college student completing their field experience. Having said this, the administration will not recommend the placement of college students completing field experience during Fall Semester 2020 and, most likely, Winter/Spring Semester 2021. Rowan University has been notified of this decision.

**Instructional Services A-G:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve A-G.

1. Recommend approval of a Virtual Learning Program As Per S2337/A3904: A district that wants to use a program of virtual or remote instruction to meet the 180-day requirement in accordance with this subsection shall 1, with board of education approval,1 submit its proposed program of virtual or remote instruction to the commissioner within 30 days of the effective date of P.L.,c.(pending before the Legislature as this bill) and annually thereafter.

Motion to approve the program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District’s closure on March 16, 2020.

1. Recommend approval of an updated District Public Health-Related School Closure Plan (**Attachment**)

Informational: The New Jersey Department of Education mandated that every district file a “District Public Health-Related School Closure Plan” when Governor Murphy mandated school closure on March 17, 2020. The Interim Superintendent immediately complied and, by March 23, 2020, had a revised plan that was accepting to the Executive County Superintendent. Now that the Governor has extended the school closure through June 2020, a new plan must be submitted.

1. Recommend approval of an agreement with Gloucester County Special Services School District (GCSSSD) to provide teletherapy speech-language services during May and June 2020. This work is required because Speech-Language Specialist Kristin Shute is on leave of absence. The total cost of the contract is not to exceed 161 hours x $86/hour = $13,845.

Informational: Commendations to Ms. Shute for completing many therapy sessions before she began her leave of absence. This extra-effort reduced the amount of teletherapy services needed. Teletherpy is conducted much like a Zoom.us meeting but with much more security in order to be HIPAA compliant.

1. Recommend approval of the attached revised 2019-2020 Paulsboro School District Calendar. (**Attachment**)

Informational: The revised calendar reflects full day in-service program on March 13, 2020. The Interim Superintendent closed the schools on March 13, 2020 so that the teachers could prepare the first two weeks of online and learning packet lessons. This action was taken in anticipation of the mandated school closing as a result of the COVID-19 outbreak.

1. Recommend approval to conduct Paulsboro High School Completion Program in accordance with NJAC 6A:32 – 10.1-10.4. This recommendation includes granting the Interim Superintendent of Schools authority to use letters of intent to hire staff and purchase services within budget limits. Loudenslager Elementary School Principal Matthew Browne will be the lead for this program.
2. Recommend approval to conduct Extended School Year (ESY) programs for students classified with educational disabilities during July and August 2020. This recommendation includes granting the Interim Superintendent of Schools authority to use letters of intent to hire staff and purchase services within budget limits. Part-Time Interim Supervisor of Special Services Robert Harris will be the lead for this program.

Informational Items E and F: Governor Murphy has not yet decided if the school buildings will be re-opened for in-person instruction during July and August. As a result, the administration has no guidance from the New Jersey Department of Education concerning rules, guidelines and regulations for summer programs. Having said this, the administration is planning for both virtual and in-person programs but decisions will need to be made at the last minute.

1. Recommend re-approval of the 2020-2021 Holiday Calendar. (**Attachment**)

Informational: This calendar was originally approved on April 27, 2020. The support staff requested a change which is reflected in the above calendar.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 10 YES

Motion carried

**Instructional Services H-J:**  The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Hamilton to approve H-J.

1. Recommend approval to operate an elementary school (K-6) summer school program during July and August 2020. This recommendation includes granting the Interim Superintendent of Schools authority to use letters of intent to hire staff and purchase services within budget limits. Loudenslager Elementary School Principal Matthew Browne will be the lead for this program with assistance from Billingsport Early Childhood Center Principal Tina Morris.

Informational: Governor Murphy has not yet decided if the school buildings will be re-opened for in-person instruction during July and August. As a result, the administration has no guidance from the New Jersey Department of Education concerning rules, guidelines and regulations for summer programs. Having said this, the administration is planning for both virtual and in-person programs but decisions will need to be made at the last minute. The purpose of this summer program is to provide some compensatory educational services for students who did not flourish with the online and/or learning packet remote schooling from mid-March through mid-June 2020.

1. Recommend approval for the following Child Study Team Members to complete evaluations for initial evaluations and re-evaluations of students at a rate of $215.00 per evaluation for the 2019-2020 school year.

**Type of Specialist Names of Specialists**

School Social Workers Charisse Generette

School Social Workers Renee Smallwood-Thigpen

School Psychologist Ashley Higginbotham

School Psychologist Jessicarose Johnson

Speech Pathologist Kristin Shute

Speech Pathologist Addie Shmuel

Informational: The evaluations are needed for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA). Account number 11-000-219-104-052 not to exceed $24,510.

1. Recommend approval for teachers and Child Study Team members approved to attend initial classification and change of placement meetings during the months of July and August. Teachers and team members are paid $32.00 per hour; meetings are a minimum of one hour in length. Not to exceed $9,728.00. (Budget Account #11-000-219-104-00-053)

Informational: General Education and Special Education Teachers are required by New Jersey code to attend meetings to discuss academic programs. The Child Study Team members are required to review incoming students, new transfers, and Individual Education Plans (IEP’s) with parents, team members, administrators, to finalize a placement in and out of district. General Education and Special Education Teachers are required by New Jersey code to attend meetings to discuss academic programs.

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

Motion carried

1. **Informational – Individual Education Plan (IEP) Meetings During Mandated Closure**

Students classified with educational disabilities have IEPs. These plans must be reviewed annually prior to July 1st. There are approximately 300 students classified with disabilities registered in the Paulsboro Public School so there are the same number of IEP reviews required. The annual reviews of the IEPs are currently being completed remotely via telephone conference calls or FreePhoneConference.com. Meetings are attended by the parent, at least one member of the Child Study Team, a general education teacher, a special education teachers and others as delineated in the IEP.

A number of students have been referred to the Child Study Team (CST) to determine if they have an education disability. The Child Study Team is currently meeting remotely in order to plan for the evaluations. This involves in the range of 30 students.

Students who are already classified with educational disabilities must be re-evaluated every three years. Since there are approximately 300 students classified with disabilities, there are approximately 100 re-evaluation required. The CST is currently meeting remotely to plan for these evaluations.

At this time, the United States Department of Education nor the New Jersey Department of Education have provided direction on extended timelines to complete or methodology to conduct the evaluations and re-evaluations remotely. The CST under the direction of Interim Supervisor of Special Services Robert Harris is moving forward with planning and attending online meetings in order to stay abreast of developments.

**Student Activities:**

1. **Informational – Reports of the Winter Season Sports Teams**

Please find attached the report for the 2019-2020 Junior High Girls Basketball Team. This the last report for Winter Season Sports Team. (**Attachments**)

**Facilities A**: The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Hamilton, seconded by Scott to approve A.

1. Recommend approval to submit an application for Alternate Toilet Room Facilities at Billingsport Early Childhood Center for Kindergarten classrooms 2020-2021 school year pursuant to NJAC 6A:26-6.3 (h) 4.ii,iii.

Informational: Prekindergarten and kindergarten classrooms must include a toilet room. A school district may elect to use the alternate method of compliance with NJAC 6A:26-6.3(h) 4.ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Billingsport Early Childhood Center was designed to include enough classrooms with toilet rooms to meet this requirement. With the addition of one section of Kindergarten, there will be one room without an internal toilet room. The Executive County School Business Administrator will inspect the building prior to approving the waiver. The district has used the waiver approach for a number of years.

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

Motion carried

**Construction Updates:**

1. **Informational – Paulsboro High School Auditorium**

At the April 27, 2020 meeting, the Board of Education awarded a contract for the repairs to the Paulsboro High School Auditorium. The room has been out of service since August 2017 when it sustained extensive water damage while the roof was being repaired. The roofing contractor did not cover the work area when a rain storm took place.

On May 7, 2020 and May 9, 2020, job meetings took place so that the contractor could mobilize and begin work.

As of May 18, 2020, the scaffolding had been erected in the Auditorium.

The contractor anticipates project completion by August 21, 2020.

The administration is continuing to negotiate with the insurance company in order to obtain compensation for a significant portion of the cost of repairs. At present, the insurance company has agreed to provide approximately $95,000 for cleaning and clean-up after the rain storm. More information will be forthcoming as it becomes available.

Motion made by Stevenson, seconded by Henderson to approve Superintendent flexibility within budget guild lines to continue negotiations with insurance company.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 10 YES

Motion carried

1. **Informational – Loudenslager Elementary School**

At the April 27, 2020 meeting, the Board of Education awarded a contract for repairs to the ceilings of all rooms located on the second floor of Loudenslager Elementary School. The repairs are needed because the original plaster ceilings have deteriorated. The second floor has been out of service since November 6, 2019.

On May 7, 2020 a job meeting took place so that the contractor could mobilize and begin work. The contractor began demolition of the ceilings on May 8, 2020.

As of May 18, 2020, almost all of the demolition of the suspended ceilings and plaster ceiling was complete. The new suspended ceiling grids and acoustical tiles have been installed in some rooms along with the new light fixtures. Some of the fixtures have also be rewired to the switches control front and back of the room rather than lift and right. This makes the use of the smart boards more effective.

The contractor anticipates project completion by July 30, 2020.

1. **Informational – Billingsport Early Childhood Center**

During February 2020, water leaked through the ceiling of a second floor classroom (used as office space) was reported. The maintenance staff immediately worked to determine the cause of the leak. In fact, a roofer made a minor repair with the hope of fixing the problem. This was unsuccessful.

Several contractors have examined the situation. Both indicate that a significant repair is needed. In addition to the roof itself, the rafter may need to be repaired. Cost estimates range into the six figures.

Garrison Architects have completed a field investigation of the situation, prepared a report and are now preparing specifications for the project.

**Finance A-G:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Hamilton, seconded by Stevenson to approve A-G.

1. BE IT RESOLVED to approve the 2020-2021 school district budget for submission to the New Jersey Department of Education as follows:

|  |  |  |
| --- | --- | --- |
| **Fund** | **2020-2021 Budget** | **Local Tax Levy** |
| **General Fund** | $24,264,578 | $6,535,763 |
| **Special Revenue Fund** | $2,474,588 | $0 |
| **Debt Service Fund** | $205,295 | $203,750 |
| **Total** | $26,944,461 | $6,739,513 |

Informational: The need to readopted the budget is the result of the “error” reported by the District Auditor the caused the Interim Superintendent and Interim Business Administrator to adjust the budget prior to adopting it on May 4, 2020. It now appears that the “error” itself was incorrect. Bottom line: The above budget has been submitted to and approved by the New Jersey Department of Education. The approved budget does not require any changes to program nor does it change the tax rate reported on May 4, 2020.

1. Recommend approval to submit 2020-2021 application form Individuals with Disability Education Act (IDEA) funds to the New Jersey Department of Education. The application is in the amount of $397,230 (including $23,682 for non-public schools) for the Basic grant and $14,066 for the Preschool grant. The recommendation includes authority to accept the funds when the grant application is approved.

Informational: IDEA funds are provided by federal government (via the state departments of education) to provide services for students with disabilities. Paulsboro uses all of its funds to help pay the cost of tuition and services for student attending out of district schools for those with disabilities.

1. Recommend approval to adopt a resolution appointing Interim Business Administrator Robert Delengowski as the Fund Commissioner to the Schools Health Insurance Fund, retroactive to April 1, 2020, to represent the Paulsboro Board of Education. There is no cost to the Board of Education.

Informational: At its April 29, 2019 meeting the Board of Education agreed to use the SHIF as its carrier for medical insurance provided to employees. As a member, the Paulsboro Board of Education has a representative (Commissioner) on the SHIF. Mr. Delengowski replaces Scott Henry (approved September 24, 2019) who recently resigned.

1. Recommend approval to accept a donation of a book, “The Declaration of Independence, The Constitution of the United States and the Constitution of New Jersey” and an Elementary School Report Card both circa 1929-1930. The materials were owned by Harry Kammon. The donation was made by Irma Stevenson. The monetary value of the donation is approximately $10 but for what it represents it is priceless.

Informational: As part of the Paulsboro High School Centennial Celebration, the district began collecting many items of memorabilia. Some of the items are prepared for display. Hopefully, in the future, a small museum can be established to display the rest of the memorabilia.

1. Recommend approval of the addendum to extend the food service contract between the Paulsboro Board of Education and Nutri-Serve School Food Service Management, Inc. of Bridgeton, New Jersey for the 2020-2021 school year. The management fee will be $42,120.

Informational: The food service contract was bid during the 2018-2019 school year and can be extended over the next five years without obtaining bids/quotes provided the increase is no higher than the current Consumer Price Index (CPI) applied to the base year fee which was $40,500.

Contract Amount Base Year 2018-2019 $40,500.00

2.0% CPI Increase on 2018-2019 Base $ 810.00

Contract Amount for 2019-2020 $41,310.00

2.0% CPA Increase on 2018-2019 Base $ 810.00

Contract Amount for 2020-2021 $42,120.00

1. Recommend approval to submit an application to the Department of Agriculture, Child Nutrition Program in order to operate the Summer Feeding Program during July and August, 2020 at Billingsport Early Childhood Center.

Informational: The school district operated a Summer Feeding Program for many years. During the past few years the district turned the program over to the Food Bank. In view of the financial issued for families created by the COVID – 19 outbreak, the administration recommends that the district, once again, provide a Summer Feeding Program.

1. Recommend approval to enter into an agreement with the Gloucester County Special Services School District (GCSSSD) for “Participation in the Cooperative Transportation Services for the 2020-2021 School Year.”

Informational: GCSSSD performs a countywide cooperative transportation routing service for students who are homeless, attending nonpublic schools, attending schools for those with disabilities, require special transportation due to disabilities and attending Gloucester County Institute of Technology. GCSSSD collects, collates and obtains bids/quotes countywide in order to provide the most efficient and economical routes for these students.

The Paulsboro Public Schools has participated in this cooperative agreement for many years. The Board of Education approved this participation at its Reorganization Meeting on January 2, 2020.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mr. Hamilton, Mrs. Henderson, Mr. Lisa, Mr. MacKenzie, Mrs. Reilly, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 10 YES

Mrs. Stevenson abstain D

Motion carried

1. **Informational - Child Nutrition:**

The following is a summary of student participation in the breakfast and lunch program for the 2019-2020 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration continues to explore strategies to increase participation in this important program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Percentage Breakfast Participation** | | | |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| September | 89% | 68% | 17% | 53% |
| October | 94% | 67% | 14% | 55% |
| November | 92% | 67% | 16% | 54% |
| December | 92% | 68% | 17% | 57% |
| January | 91% | 62% | 15% | 52% |
| February | 92% | 63% | 18% | 53% |
| March - June | NA | NA | NA | NA |

| **Month** | **Percentage Lunch Participation** | | | |
| --- | --- | --- | --- | --- |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| September | 76% | 79% | 80% | 78% |
| October | 82% | 80% | 84% | 82% |
| November | 82% | 82% | 85% | 84% |
| December | 86% | 80% | 95% | 88% |
| January | 83% | 76% | 87% | 82% |
| February | 84% | 79% | 81% | 82% |
| March – June | NA | NA | NA | NA |

The following information summarizes the financial status of the child nutrition program:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Expenses** | **Revenues** | **Revenue - Expenses** |
| September | $91,549.74 | $87,300.76 | -$4,248.98 |
| October | $96,524.58 | $110,069.96 | $13,545.38 |
| November | $73,887.51 | $83,364.50 | $9,476.99 |
| December | $69,221.27 | $74,426.66 | $5,205.39 |
| January | $96,317.26 | $102,163.92 | $5,846.66 |
| February | $85,827.59 | $95,073.58 | $9,245.99 |
| March | $65,961.44 | $59,043.70 | -$6,917.75 |
| April | $49,952.76 | $32,418.63 | -$17,534.13 |
| **Year to Date** | **$629,242,15** | **$643,861.71** | **$14,619.56** |

**Note**: Breakfast and lunch data provided above states “NA” for March – June. During this period of time the school were closed as a result of the COVID -19 outbreak. As a result, only grab and go meals were served to students. The grab and go meal service information is provided below.

**Note**: The financial data provided above indicates that the grab and go meal service is not as “efficient” as the in-person child nutrition program. That is, the grab and go meal program is using “profits” achieved from September through mid-March to remain solvent. There is approximately $89,000 of retained funds in the Cafeteria Account. Some of these funds will be used to subsidize the grab and go meal program through June 30, 2020.

1. **Informational – Breakfast and Lunch Service During the Mandatory School Closure**

Breakfast and lunch continue to be served at all three schools on a daily basis. The “grab and go” meals are available between 9:00 AM and 10:00 AM daily. Crossing Guards are on duty between 8:30 AM and 10:30 AM.

The following chart presents the number of students served per day:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Average Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served** |
| March 17 – April 17, 2020 | 257 | 514 | 11,814 |
| April 20 – May 15, 2020 | 275 | 549 | 10,988 |
| **Grand Total** | | | **22,802** |

2,200 meals were served during Spring Recess. Special thanks to the Borough of Paulsboro for providing Cross Guards during Spring Recess.

**School Safety A :** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Hamilton, seconded by Stevenson to approve A.

1. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as Harassment, Intimidation and Bullying (HIB) at Loudenslager Elementary School. The cases were presented to the Board of Education for review at its April 27, 2020 meeting.

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type**  **Discipline Imposed** |
| --- | --- | --- | --- | --- |
| LES031620-002 | 3/16/20 | Complete | Charisse Generette  Anti-Bullying Specialist | HIB  Teasing and Name Calling  Detention  Schedule Change  Increased Supervision |

Informational: The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify the decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

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

Motion carried

1. **Informational** – Harassment, Intimidation and Bullying (HIB)

The following incidents were investigated as Harassment, Intimidation and Bullying (HIB) and are now being reported to the Board of Education. Executive County Superintendent of Schools Ave Altersitz in a letter dated May 9, 2019 stated, “the Superintendent’s report to the Board regarding the HIB investigation and the Board’s decision regarding the Superintendent’s determination occurred at two separate Board meetings.”

The following cases are now reported to the Board of Education. The Superintendent will recommend action on these cases at the June 2020 meeting of the Board of Education.

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type**  **Discipline Imposed** |
| --- | --- | --- | --- | --- |
| BECC3520-002 | 3/5/2020 | Complete | Megan Dimit  Anti-Bullying Specialist | Non-HIB  Hitting, Shoving, Teasing, and Name Calling  Detention,  Admonishment, Parent Conference, Schedule Change and Increased Supervision |
| BECC31220-003 | 3/12/2020 | Complete | Megan Dimit  Anti-Bullying Specialist | Non-HIB  Teasing and Name Calling, and Criticizing  Counseling and Increased Supervision |

The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify the decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

1. **Informational: Report of School Security Drills**

On March 17, 2020 the school building closed for in-person instruction. No students have been present since that time. The schools will remain closed through the end of the term on June 15, 2020. As a result, no security drills have taken place.

| **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 | 09/12/2019  10/24/2019  11/26/2019  12/18/2019  01/23/2020  02/19/2020  03/02/2020 | 09/13/2019  10/11/2019  11/22/2019  12/20/2019  01/10/2020  02/03/2020  N/A | 09/11/2019  10/11/2019  11/05/2019  12/04/2019  01/10/2020  02/24/2020  03/09/2020 |
| Evacuation  (Non-Fire) | Each school must conduct two annually | 03/10/2020 | 11/25/2019  01/13/2020 | 11/14/2019  02/12/2020 |
| Lockdown | Each school must conduct two annually | 01/07/2020 | 12/18/2019  03/05/2020 | 01/16/2020 |
| Bomb Threat | Each school must conduct two annually | 11/27/2019 | 02/24/2020 |  |
| Active Shooter | Each school must conduct two annually | 09/16/2019  12/04/2019 | 09/16/2019 | 09/17/2019  12/11/2019 |
| Shelter In Place | Each school must conduct two annually | 10/10/2019  02/11/2020 | 10/31/2019 | 10/17/2019 |
| **Other Drills** | | | | |
| Bus Evacuation | School District (Annually) | (P8) 09/17/2019 |  | (P5) 10/24/2019 |
| Bus Evacuation | School Routes  (2 Annually) | 09/18/2019  (P6) Bankbridge Elementary  11/05/2019  (P8) Bankbridge Regional  10/16/2019  (P5) Jeffery Clark School |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | The Phone Blaster system has been used repeatedly during the 2019-2020 school year. It is working very well. The system was used from several different locations | | |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/30/2019  10/31/2019  11/26/2019  01/06/2020  01/28/2020  02/28/2020 | 09/25/2019  10/31/2019  11/21/2019  01/02/2020  02/11/2020 | 09/30/2019  10/31/2019  11/26/2019  01/06/2020  01/28/2020  02/19/2020 |

**\***The Administration Building AED testing is included with the Paulsboro Junior / Senior High School.