**Paulsboro Public Schools**

**Monday, March 30, 2020**

**Minutes**

**Call to Order**

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on Tuesday, January 8, 2019 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2019 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on January 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, Crystal L. Henderson, William S. MacKenzie, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary

Motion made by Stevenson, seconded by Davis and unanimously carried (7-0) to open public comment

**Public Comment**

None

Motion made by Stevenson, seconded by Scott and unanimously carried (7-0) to close public comment

**Old Business**

1. **Sale of Out of Service School Buses**

The two out of service school buses have been sold by sealed bid. One of the buses sold for $350 and the other for $501. The buses have been removed from the school property.

1. **Mid-Year Budget Review**

The Executive County Superintendent of Schools and the Executive County Business Administrator conducted the Mid-Year Budget Review for the district on February 20, 2020. The purpose of the review was to identify excess administrative and non-instructional expenditures based on efficiency standards established by the New Jersey Department of Education.

The findings are:

* That the 2020-2021 budget be examined to be certain that anticipated revenues and proposed expenditures accurately reflect historical trends.
* That the 2020-2021 budget be examined in the areas of Administrative Cost per pupil, Operation and Maintenance of Plant cost per pupil, ratio of students to administrative Personnel and Faculty to Administrative Personnel. These per pupil costs are higher than average based on the Taxpayers Guide to Educational Spending.
* That the district is commended for meeting or exceeding efficiency standards for Support Services cost per pupil, Legal Services cost per pupil and the ratio of students to Educational Support Personnel.
* The district employs fewer custodians than the New Jersey Department of Education standard of one janitor per 17,500 square feet of building space.
* The pupil transportation efficiency is below the recommended level.
* The Board of Education is encouraged to use all of the 2% Cap and Banked Cap when preparing the 2020-2021 budget.
* The Board of Education is encouraged to continue Tier IV level relative to employee contributions to benefits.
* The Board of Education should budget sufficient funds to align the curriculum to current New Jersey Content Standards.

The Interim Superintendent and Interim School Business Administrator are pleased to report that all of the above actions took place when the 2020-2021 budget was prepared.

Motion made by Stevenson, seconded by Scott and unanimously carried (7-0) to advertise special meeting of the board to interview Superintendent Candidates April 14, 2020 at 5 pm.

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. 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 scheduled a special meeting for the purpose of interviewing three candidates. Unfortunately, this meeting, scheduled for March 23, 2020 was canceled in compliance with Governor Murphy’s Executive Order limiting meetings and travel. The Interim Superintendent is working with the School Attorney and technology staff to arrange for an electronic/remote meeting of the Board of Education that can support public comment.

Recommend approval for the Interim Superintendent to schedule and advertise a meeting of the Board of Education either remotely or in-person at the earliest possible date for the purpose of interviewing candidates for the position of Superintendent of Schools.

Informational: Approval of this recommendation will allow the Board of Education to meet on a date and time either remotely or in-person as dictated by the ongoing mandatory school closure.

1. **Loudenslager Elementary School Ceiling Repairs**

The New Jersey Commissioner of Education recently approved the district to use funds originally designated for ceiling repairs in the Paulsboro High School Auditorium to be used to repair the ceilings in Loudenslager Elementary School. The delay with New Jersey Department of Education approval moved the project completion until at least May 1, 2020.

The project is expected to take approximately two months to complete. Having said this, at that point in time it is unlikely that students would be moved back to their original classroom. The Interim Superintendent and Interim Business Administrator are working with the School Architect, W.B. Gross, Inc. (the Contractor), and the Camden County Special Services School District so the Board of Education can award a contract for this project in the near future. The goal is for the project to begin as soon as school is dismissed for the year (hopefully in mid-June 2020).

1. **Paulsboro High School Auditorium**

The 2020-2021 School Budget includes funds to repair the ceiling in the Paulsboro High School Auditorium. The Interim Superintendent and Interim Business Administrator are working with the School Architect, W.B. Gross, Inc. (the Contractor), and the Camden County Special Services School District so the Board of Education can award a contract for this project in the near future. The goal is for the project to begin on or about July 1, 2020 when funds from the 2020-2021 budget become available.

The administration continues to work with the insurance company to receive reimbursement for the cost of repairs. On March 5, 2020, the adjustor for the re-insurer (the insurance company that handles larger claims inspected the damage to the Auditorium. School Architect Bob Garrison provided the adjustor with the engineering report for the damage. More information will be forthcoming as it is available. On March 24, 2020 all of the adjustors were onsite to conduct another inspection of the damage.

1. **2020-2021 School Budget**

At a Special Meeting conducted on March 17, 2020, the Board of Education approved the 2020-2021 School Budget for submission to the Gloucester County Office of Education for review and, hopefully, approval.

Interim School Business Administrator Scott Henry successfully submitted the budget to the Gloucester County Office of Education on March 20, 2020 as per New Jersey Department of Education guidelines.

Unfortunately, just after the budget was submitted, the School Auditor informed the Interim Business Administrator that the firm made an error on the audit. As a result, the expenditure side of the budget will need to be reduced, then readopted and resubmitted. The Interim Business Administrator and Interim Superintendent will take the needed actions then bring a proposal to the Board for review and readoption.

The Public Hearing for the 2020-2021 School Budget is scheduled for May 4, 2020.

**New Business – None at this Time**

**Pending Items – Informational Only**

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.

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

**Report of The Superintendent**

**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 matters and litigation the results of which may be made known upon return to regular session or when conditions warrant.

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

**Next Scheduled Meeting**

**Monday, April 27, 2020 – Regular Meeting**

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

*7:00 p.m. –Regular Meeting – Paulsboro High School Library or Online as dictated by the mandated school closure*

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

•The Board will take official action at this meeting.

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

**Motion To Adjourn**

Motion made by Stevenson, seconded by Scott and unanimously carried (7-0) to adjourn the meeting at 8:38 PM.

Respectfully Submitted,

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Interim Board Secretary

Motion made by Stevenson, seconded by Scott and unanimously carried (7-0) to approve Report of the Board Secretary/Business Administrator A-J

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

**Recommend Approval of A – J:** 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**)

Special Budget Meeting February 22, 2020

Regular Meeting February 24, 2020

Special Budget Meeting March 9, 2020

Executive Session March 9, 2020

Special Budget Meeting March 17, 2020

1. Approval of the February 2020 transfers. (**Attachments**)
2. Approval of the February 2020 receipts. (**Attachments**)
3. 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 October 31, 2019, 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.
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 November 30, 2019, 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. 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 December 31, 2019, 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.
6. 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 January 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.
7. Approval of the February 2020 Revenue Report (**Attachment**)
8. 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, Scott Henry, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of February 29, 2020.

**** Monday, March 30, 2020

|  |
| --- |
| **PAULSBORO PUBLIC SCHOOLS**  |
|  **Monthly Revenue Report**  |
| **February 29, 2020** |
|   |  |  |   |
|   |  **Original Budget**  |  **Revised**  |  **Difference**  |
|  Local Tax Levy  |  6,318,238  |  6,318,238  |  -  |
|  Tuition Revenue  |  1,233,808  |  1,233,808  |  -  |
|  Misc. Revenues  |  403,308  |  403,308  |  -  |
|  School Choice Aid  |  72,675  |  72,675  |  -  |
|  Transportation Aid  |  179,476  |  179,476  |  -  |
|  Extraordinary Aid  |  150,000  |  150,000  |  -  |
|  Special Education Aid  |  715,226  |  715,226  |  -  |
|  Equalization Aid  |  12,267,901  |  12,267,901  |  -  |
|  Security Aid  |  498,216  |  498,216  |  -  |
|  Medicaid Reimbursement  |  50,355  |  50,355  |  -  |
|   |  |  |   |
|  Preschool Education Aid  |  595,624  |  595,624  |  -  |
|  Title I  |  887,544  |  1,296,418  |  408,874  |
|  Title II  |  73,011  |  110,486  |  37,475  |
|  Title III  |  -  |  -  |  -  |
|  Title IV  |  -  |  55,916  |  55,916  |
|  IDEA Part B  |  268,237  |  387,839  |  119,602  |

**Report of The Superintendent**

Motion made by Stevenson, seconded by Michael and unanimously carried (7-0) to approve at the recommendation of the Superintendent B, D-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.

Motion made by Stevenson, seconded by Michael at the recommendation of the Superintendent C.

1. Recommend appointment of Robert Delengowski to the position of Interim School Business Administrator/Secretary to the Board of Education effective April 10, 2020 at salary of $475.00 per day. Mr. Delengowski will begin work on April 1, 2020 so that Interim Business Administrator Scott Henry can orient him and bring him up to date in terms of ongoing projects. Mr. Delengowski will become Interim School Business Administrator/Secretary to the Board of Education at the moment Mr. Henry’s resignation takes place. This recommendation is contingent upon successful completion of the Criminal History Background Review.

Informational: The workweek for the Interim School Business Administrator/Board Secretary shall be no less than four (4) days per week on an as needed basis. The Interim Business Administrator is not entitled to any benefits or payments including, but not limited to, paid leave of absence, paid bereavement days, medical insurance or pension. Payments shall be made semi-monthly upon submission of a voucher/ time sheet. The Board of Education interviewed Mr. Delengowski on March 17, 2020. Interim Superintendent Walter Quint checked references. The Executive County Superintendent of Schools approved the contract for Mr. Delengowski.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis abstain, Mrs. Henderson abstain, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 4 YES, 1 NO

 Motion not carried

1. Recommend approval of the voluntary transfer of Michelle Jankauskas from the position of Secretary to the Business Administrator/Secretary to the Board of Education to the position of Bookkeeper, Payroll and Business Secretary effective April 1, 2020.

For the period February 15, 2020 – June 30, 2020, Ms. Jankauskas has been and will continue to complete most of the duties of both Secretary to the Business Administrator and Payroll Secretary. For this reason, this recommendation includes a salary adjustment of $425 per month x 4.5 months = $1,913. Ms. Jankauskas’ salary beginning April 1, 2020 will be $51,300 per year. She will be entitled to a pay increase on July 1, 2020 when the Board of Education establishes salary increases for staff members not represented by collective bargaining agreements.

Informational: Ms. Jankauskas replaces Linda Laun who recently resigned. The administration will review the job descriptions for all central office secretaries before making recommendations to hire additional staff members. At present the schools are closed, so some duties of the secretarial staff are reduced. By illustration, transportation and purchasing duties during the school closure are very limited.

1. Recommend approval to use the services of Part-Time Interim Supervisor of Special Services Robert Harris one additional day per week on an as needed basis for the remainder of the 2019-2020 school year. Mr. Harris will earn $425 per day not to exceed 10 days.

Informational: The mandated school closing is creating a number of challenging situations for Child Study Teams, parents of students with disabilities and their children. Mr. Harris’ expertise is needed to help resolve these situations.

1. Recommend approval of a Federal Family Leave of absence for medical reasons Custodian John Ponder with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Thursday, February 13, 2020 until Wednesday, March 4, 2020.  | With pay and benefits by use of accumulated sick days as well as the concurrent use of Federal Family Leave. (14 days) |

1. Recommend approval of a intermittent Federal Family Leave of absence for family care for District Secretary Terry Croce with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Friday, May 1, 2020 through Tuesday, June 30, 2020 for intermittent Family Leave | With pay and benefits by use of accumulated sick leave as well as the concurrent use of Federal Family Leave (Number of days to be determined.) |

Informational: This a continuation of a leave of absence approved by the Board of Education on February 24, 2020.

1. Recommend approval of a courtesy leave of absence for medical reasons for Paulsboro High School Teacher of Science Phillip Neff with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| February 25, 2020 – March 3, 2020 | With pay and dental benefits by use of accumulated sick and personal leave. |

March 4, 2020 – March 19, 2020 Without pay but with dental benefits by courtesy of the Board of Education.

Informational: Dr. Neff has not worked for the district long enough to qualify for Family Leave. He accepts a stipend in lieu of medical and prescription benefits provided by the Board of Education.

1. Recommend approval to establish a Personal Day Bank for Paulsboro Teacher of Science Phillip Neff as per the attached procedure. (**Attachment**)

Informational: The Board of Education approved the Personal Day Bank Procedure on February 27, 2014. Paulsboro Education Association President JoAnne Gayeski made the formal request to activate the procedure for Phillip Neff who has used all paid leave that is available.

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.

1. Recommend approval to use Community Service Workers as custodians, groundskeepers and maintenance workers via the Probation Division of the Gloucester, Cumberland and Salem Vicinage. If approved, the workers would need to be included on the district accident insurance policy. If approved, the workers will serve during the evening shift. If approved, only workers with non-violent, non-drug and non-abusive offences will be permitted to serve. Other than, the insurance mentioned above, there is no cost to the Board of Education.

Informational: In the past, the district used Community Service Workers successfully to provide supplemental support in custodial, grounds and maintenance area. These workers have been court ordered to complete community service as part of their sentence. The district only accepts workers with offences that do not involve violence, drugs or abuse.

Motion made by Stevenson, seconded by MacKenzie at the recommendation of the Superintendent to approve items L-O .

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

1. Recommend retroactive approval to January 1, 2020 for a change of degree for Billingsport Early Childhood Center Teacher of Preschool Tarah Tobolski from BA+30 Step H - $52,904 to MA Step H - $54,104 as per agreement with the Paulsboro Education Association.

Informational: Ms. Tobolski recently earned her Master of Arts Degree in Teaching P-3 from Montclair State University.

1. Recommend approval to appoint the following people to the position of Playground/Cafeteria Aide at Billingsport Early Childhood Center (BECC) for the remainder of the 2019-2020 school year at a rate of $11.00 per hour for 2 hours per day on those days that lunch is served to students.

 Jacqueline Haney Kimberly Ritter

Informational: BECC Principal Tina Morris and Speech/Language Specialist Kristin Shute conducted the interviews. Ms. Morris checked references. At the present time, there are no Playground/Cafeteria Aides available at BECC. There are normally five Playground/Cafeteria Aides working in this school.

1. Recommend approval of a medical leave of absence for Billingsport Early Childhood Center Physical Education Teacher Anthony DellaVecchia as follows:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Tuesday, March 5, 2020 until Monday, April 13, 2020. Intermittent Family Leave two day of work followed by 1 day of leave.  | With pay and benefits by use of accumulated sick leave. (Approximately 5 days). All Federal Family Leave has been used.) |

Informational: This is a continuation of a leave of absence approved by the Board of Education on December 16, 2019 and February 24, 2020.

1. Recommend retroactive approval of a temporary, voluntary transfer of Michele Relation from Part-Time Instruction Aide at Loudenslager Elementary School to Long-Term Substitute Teacher of Health and Physical Education and Floating Substitute Teacher at Billingsport Early Childhood Center. The transfer was effective on February 14, 2020 until Monday April 13, 2020 or until Teacher of Health and Physical Education Anthony DellaVecchia returned to work on a fulltime basis whichever comes first. Ms. Relation will earn BA Step A - $47,061 prorated. This is a temporary position that does not include benefits. At the December 16, 2019 meeting, the Board of Education granted the Interim Superintendent Letter of Intent authority to make this type of transfer.

Informational: Ms. Relations holds a Certificate of Eligibility as Teacher of Health and Physical Education. This is the required certificate for this position. This is a continuation of the temporary transfer that was first approved on January 27, 2020.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson voting 6 YES.

 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 |  |  |  |
| April | 53.9 | 36-88 | 266 |  |  |  |
| May | 91.5 | 65-127 | 485 |  |  |  |
| June | 41.7 | 22-97 | 159 |  |  |  |
| Total | 44.6 | 23.7-70.0 | 2,257 |  |  |  |

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

**Staff and Curriculum Development A - B:**

1. **Informational –** **Mid-Year Report of Paulsboro Junior-Senior High School Student Assistance Counselor L. Jean Brown. (Attachment)**

Please find attached a copy of the above mentioned report for the period September 1, 2019 – January 31, 2020. The report highlights the nature and number of challenges faced by students. Ms. Brown assists student with issues ranging from anger to depression to family relationships to grief to legal matters, etc., etc.

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

| **Grade** | **Enrollment - February** |
| --- | --- |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 78 | 82 |
| K | 104 | 98 | 93 | 101 | 93 |
| 1 | 111 | 86 | 87 | 83 | 84 |
| 2 | 79 | 84 | 80 | 79 | 79 |
| 3 | 56 | 64 | 102 | 90 | 81 |
| 4 | 65 | 70 | 59 | 99 | 81 |
| 5 | 64 | 59 | 69 | 62 | 97 |
| 6 | 53 | 83 | 61 | 69 | 56 |
| 7 | 73 | 72 | 92 | 68 | 71 |
| 8 | 62 | 81 | 67 | 90 | 66 |
| Self-Contained Special Education Billingsport/Loudenslager\*  | 26 | 28 | 20 | 19 | 23 |
| Grand Totals | **750** | **794** | **792** | **838** | **813** |

\* 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 – February** |
| **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| 9 | 63 | 80 | 93 | 92 | 107 |
| 10 | 82 | 78 | 77 | 83 | 82 |
| 11 | 80 | 77 | 64 | 78 | 73 |
| 12 | 78 | 95 | 85 | 63 | 82 |
| **Total** | **303** | **330** | **319** | **316** | **344** |

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

| **Grade** | **Number of Students per Class** |
| --- | --- |
| Pre-School  | 15 | 14 | 13 | 12 | 15 | 13 |
| Kindergarten  | 23 | 22 | 24 | 24 |  |  |
| 1 | 22 | 22 | 21 | 19 |  |  |
| 2 | 20 | 21 | 19 | 19 |  |  |
| 3 | 23 | 20 | 19 | 19 |  |  |
| 4 | 21 | 20 | 19 | 21 |  |  |
| 5 | 26 | 24 | 25 | 22 |  |  |
| 6 | 18 | 16 | 22 |  |  |  |
| Special Education \* | 9 | 14 |  |  |  |  |

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

Motion made by Stevenson, seconded by MacKenzie to approve items C-E at the recommendation of the Superintendent.

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

1. Recommend approval for Loudenslager Elementary School Teacher of Students with Disabilities Tamara Diodati to attend “Proactive Discipline for Reactive Students: Implementing Tear I, II and III Discipline Strategies in the Classroom” on April 22, 2020 (or another date if the workshop is postponed due to mandated statewide closings) in Cherry Hill, New Jersey. Cost to the Board of Education includes a substitute teacher ($120) and registration $359.

Informational: Workshop topics include Positive Behavior Intervention Supports, Three tiered approach to discipline, and strategies to help students self-discipline.

1. Recommend approval for Loudenslager Elementary School Teacher Amber Berry to attend Differentiated Learning Strategies on Monday, May 4, 2020 (or another date if the workshop is postponed due to mandated statewide closings) in Glassboro, New Jersey. Cost to the Board of Education is a substitute teacher ($120).

Informational: Differentiated Instruction takes place when the teacher allows students to interact with the content in different ways. By illustration, students could learn the same content at a learning center, reading a story, listening to the teacher or viewing a video. The students could also prove that they learned the content by writing an essay, doing a skit, or creating an art display. The goal of differentiated instruction is to match the learning to the different learning styles of students.

1. Recommend retroactive approval for Loudenslager Elementary School Nurse Cathie Brettman to attend the School Mental Health Summit on February 28, 2020 in Pennsauken, New Jersey. Cost to the Board of Education is $12.15 for mileage. On September 30, 2019, the Board of Education granted the Interim Superintendent authority to approve this type of workshop then present it to the Board at its next meeting for approval.

Informational: Workshop topics include mental health assessments; mental health needs assessments, mental health screening and early intervention strategies.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson voting 6 YES.

 Motion carried

Motion made by Stevenson, seconded by Scott to approve items A-E which The Greenwich Township Representative may vote on.

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

1. Recommend approval of a second reading and final adoption of a revision to Policy 6146 – Graduation Requirements. A copy of the annotated policy is attached for review by members of the Board of Education (**Attachment).**

Informational: The first reading of this policy took place on February 24, 2020.

The attachment uses ~~strike outs~~ for deletions to the policy. New wording is in red font. The vast majority of the recommended change bring the policy up to date with current New Jersey Department of Education requirements as well as local practice. There are four significant changes to the policy:

1. Increase the number of credits required for graduation from 130 to 135 beginning with the current 9th grade students (PHS Class of 2023).
2. Increase the number of credits required for graduation from 130 to 140 beginning with the current 8th grade students (PHS Class of 2024).
3. Add a local requirement for all students to take four years of mathematics one of which must be in the senior year. The New Jersey Department of Education only mandates three years of mathematics.
4. Add a local requirement for all students to take two years of world language. The New Jersey Department of Education only mandates one year of world language.

 The purpose of these changes is to make the high school program more rigorous in order to better prepare students for college and career. The administration reviewed teacher schedules and enrollments and determined that the above changes will not require new staff to be hired.

1. Recommend approval to change the daily class schedule at Paulsboro High School for the 2020-2021 school year as per the attachment. (**Attachment)**

Informational: The current class schedule at Paulsboro High School was not approved by the Board of Education but it resulted from the staff and administration’s desire to move away from a block schedule with 88-minute instructional periods. The current class schedule employs 58 minute instructional periods that change on a four-day rotation. This schedule requires some teachers to have a shortened lunch period.

The recommended schedule uses 44 minute instructional periods that meet every day. Homeroom is combined with first period so that there is one less class change each day. This increases instructional time as well as reduces the amount of time that students are in the hall. There will be four student lunch period each day with two serving lines open. Having said this, only about 60 students will be served per line. Student lunch periods will be 20 minutes in length. This schedule increases instructional time from 7,830 minutes per year to 7,920 minutes per year.

In addition, all teachers will have a full period for duty, a full period for lunch and a full period for preparation.

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

Grades 9-12 if still required following the mandated school closing:

| **Case Number** | **Grade** | **Hours of Instruction** |
| --- | --- | --- |
| 222478 | 10 | Student is receiving home instruction through Hampton Behavioral Health Center for a minimum of 10 hours/week at $32/hour. Start date was 1/21/2020. |
| 302852 | 9 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 2/27/2020. |

**Note**: During the mandated school closing all students are learning in their homes. The district is not sending bedside instructors to their homes because they are receiving instruction directly from their regular teachers.

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

1. Recommend approval for the following students to continue to attend Paulsboro High School as Choice Students during the 2020-2021 school year.

|  |  |
| --- | --- |
| **Student** | **2020-2021 Grade** |
| Dante Onorato | 11 |
| Jacqueline Richards | 12 |
| Shawn Williams | 12 |
| Nathan Knight | 11 |

Informational: The home district is responsible to transport the Choice Students to Paulsboro or provide Aid in Lieu of Transportation. The Paulsboro Board of Education receives school aid from the State of New Jersey for these students. The New Jersey Department of Education dictates the number of School Choice seats each district may accept. Paulsboro Public Schools has 10 School Choice seats.

1. Recommend approval for the following students to continue to attend or attend for the first time Paulsboro High School as Professional Courtesy Students. The youngsters are children of members of the certificated staff.

|  |  |  |
| --- | --- | --- |
| **Student** | **2020-2021 Grade** | **Note** |
| Jackson Sichelstiel | 11 | Attended Paulsboro High School during the 2019-2020 school year |
| Logan Sichelstiel | 9 | If approved, will attend Paulsboro High School for the first time during the 2020-2021 school year  |

Informational: The Board of Education has for many years welcomed the children of its employees who live outside of Paulsboro to attend the Paulsboro Public Schools. It is a tribute to the quality of the district when employees want their children to attend the schools where they work.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 7 YES.

 Motion carried

1. **Informational - New Jersey High School Graduation Assessment Requirements**

In order to graduate from high school a student must demonstrate proficiency in English Language Arts/Literacy and Mathematics. Proficiency can be proved by:

* Passing the New Jersey Student Learning Assessment – ELA 10 (NJSLA-ELA 10) and NJSLA – Algebra I (NJSLA-Algebra I) OR
* Meeting designated cut scores on alternate assessments as defined by the New Jersey Department of Education OR
* Submitting a Student Portfolio Appeal to the New Jersey Department of Education (NJDOE).

The following data shows the number of students who have met the graduation requirements of the state and the pathway for the Class of 2020:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NJSLA Only** | **NJSLA & Alternate** | **ACT** | **ASVAB** | **PSAT Reading** | **PSAT Math** | **SAT EWR** | **SAT Math** | **Portfolio Appeal** |
| 11 | 18 | None | 9 | 33 | 24 | 19 | 17 | 42 |

**Note:** The same student(s) may be indicated in multiple categories in the table above.

Summary:

* 83 potential graduates
* 37 students met NJDOE graduation requirements via NJSLA and/or approved alternate assessment(s)
* 42 students will meet NJDOE graduation requirements via Student Portfolio Appeals
* 4 students are IEP exempt
1. **Informational – Dual Credit**

The Paulsboro Public Schools is currently providing Dual Credit options for Advanced Biology via Rowan College of South Jersey. In addition, Dual Credit is available for Biology II, Advanced Placement Language and Composition, Advanced Placement English Literature and Composition and Advanced Placement Calculus via Salem Community College.

Motion made by Stevenson, seconded by Henderson to approve items H-N
.

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

1. Recommend approval for Student Case Number 3258 to attend Pinelands Learning Center effective as soon as schools reopen from the mandate closure. Cost to the district is tuition of $302 per day plus transportation to and from school.

Informational: There is no in-district program that meets the needs of this student as delineated in the Individual Education Plan (IEP).

1. Recommend retroactive approval of a change of placement for student Case Number 3101from Bankbridge Regional School to Ranch Hope/Strang School effective on or about February 18, 2020. The change of tuition is from $41,400 to $79,788. There is no transportation cost in this case.

Informational: The change of placement was court ordered to better meet the youngster’s needs. The Paulsboro Board of Education remains responsible for the educational component at Ranch Hope.

1. Recommend approval for the following volunteers to serve as guest speakers at the Loudenslager Elementary School Career Day Program to be held on Friday April 17, 2020 (or another date as a result of the mandated school closing). Loudenslager Elementary School Teacher Amber Berry coordinates this activity.

Bill Donahue New Jersey State Police

Ben Bishop New Jersey State Police

Thomas Giorgianni Logan Police Department

Mike Robostello East Greenwich Police Department

Informational: Career Day has been held at Loudenslager Elementary School for the past three years. It provides an opportunity for the students to learn about different types of careers and the responsibilities of each job. Students will receive presentations from the New Jersey State Police Mounted Unit, a New Jersey State Police Helicopter Pilot, and watch a Police K-9 Demonstration.

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

Grades PreK-8 if still required after the mandated school closure:

| **Case Number** | **Grade** | **Hours of Instruction** |
| --- | --- | --- |
| 311946 | 2 | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 2/21/2020. |
| 322947 | 1 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 2/28/2020. |
| 322386 | 1 | Student is receiving home instruction through Learn Well for a minimum of 5 hours/week at $44/hour. Student is attending Rockford Center. Start date was 3/11/2020. |

**Note**: During the mandated school closing all students are learning in their homes. The district is not sending bedside instructors to their homes because they are receiving instruction directly from their regular teachers.

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

1. Recommend approval for the following students to continue to attend Paulsboro High School as Choice Students during the 2020-2021 school year.

|  |  |
| --- | --- |
| **Student** | **2020-2021 Grade** |
| Saeed Crite | 6 |

Informational: The home district is responsible to transport the Choice Students to Paulsboro or provide Aid In Lieu of Transportation. The Paulsboro Board of Education receives school aid from the State of New Jersey for these students. The New Jersey Department of Education dictates the number of School Choice seats each district may accept. Paulsboro Public Schools has 10 School Choice seats

1. Recommend approval for the following students to continue to attend or begin to attend Billingsport Early Childhood Center (BECC) as Professional Courtesy Students. The youngsters are children of members of the certificated staff.

|  |  |  |
| --- | --- | --- |
| **Student** | **2020-2021 Grade** | **Note** |
| Gage Bellocchio | Pre-Kindergarten | Approved to attend beginning in September 2020 on December 16, 2020 |
| Blase Cooper  | 2 | Attended BECC during the 2019-2020 school year.  |
| Colton Walsh | 1 | Attended BECC during the 2019-2020 school year. |

Informational: The Board of Education has for many years welcomed the children of its employees who live outside of Paulsboro to attend the Paulsboro Public Schools. It is a tribute to the quality of the district when employees want their children to attend the district where they work.

1. On March 3, 2020, the Billingsport Early Childhood Center and Loudenslager Elementary School participated in Read Across America. The following volunteers read to the students as part of this event:

Chris Barnes Paulsboro Refining Company

Christine Lindenmuth Paulsboro Public Schools

Ron Roberts New Jersey State Police

Mary Bailey VFW Axillary

Greg Davis Paulsboro Refining Company

Paul Schneeweis Paulsboro Refining Company

Loretta Savidge Gill Memorial Library

Fred Brander Paulsboro Refining Company

Roseanne Lombardo Retired Teacher – Paulsboro Public Schools

Wes Burns Paulsboro Refining Company

Bob McCartney Paulsboro Refining Company

Andy McClellan Paulsboro Refining Company

Kristi Moore Paulsboro Refining Company

Gerald Hodges Boys & Girls Clubs of Gloucester County

**Note:** Greg Davis authorized a children’s book that he read to the students during Read Across America.

Informational: Read Across America Day is an Annual event that is an initiative on reading that was created by the National Education Association. This day is a motivational and awareness event, calling all children and youth in every community across the United States to celebrate reading. This event was sponsored by the Paulsboro Education Association as part of their Pride Grant Program. It was coordinated in conjunction with the Loudenslager Parent Teacher Organization.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 7 YES.

 Motion carried

Motion made by Michael, seconded by Stevenson to approve items A-I which The Greenwich Township Representative may vote on.

**Student Activities A - I:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval to accept the resignation via email of Assistant Coach for Boys Track and Field Louis Barousse effective immediately.
2. Recommend approval to conduct the 39th Annual Academic Awards Dinner on Tuesday, May 12, 2020 (or another date if required by the mandated school closing) at 6:30 PM in the Paulsboro High School Gymnasium. This recommendation includes approval to rent 50 tables $8.95 each) and 400 chairs ($1.15 each) for the event at a total cost of $907.50

Informational: The ceremony honors all students who obtained an average of 90% and above. Last year there were approximately 350 students honored. Parents attend this event with their honored child(ren). Food is prepared by Nutri-Serve with funding provided by the Municipal Alliance.

1. Recommend approval to conduct the Paulsboro High School People’s Choice Awards Program on Thursday, June 4, 2020 (or another date if required by the mandated school closing) beginning at 6:30 PM at Paulsboro High School.

Informational: This program allows members of the faculty, staff and administration to nominate a student for excellent work, positive behavior, extra effort, etc. Each student is presented with an award at the ceremony. Funds for this program are provided by the Municipal Alliance. Everyone is encouraged to attend.

1. Recommend approval for all of the students in the Class of 2020 who have been accepted to Rowan College of South Jersey (RCSJ) in the fall of 2020 to attend the “Roadrunner Registration” event on Friday, April 17, 2020 (or on another day as a result of the mandated school closing). Guidance Counselors Vince Giovannitti and Melba Moore-Suggs will chaperone the trip. There is no cost to the Board of Education.

Informational: RCSJ will provide transportation. Students attend presentations by various departments, take a campus tour, meet college advisors and pick classes for Fall 2020.

1. Recommend approval for following students, coaches and the Athletic Director to attend the Colonial Conference Scholar-Athlete – Sportsmanship Banquet on April 30,2020 (or another date as a result of the mandated school closing) at Nicolosi’s in West Deptford, New Jersey. Cost to the Board of Education is $225 (9 x $25) for tickets:

Scholar-Athlete Girl: Selena Chila

Scholar-Athlete Boy: Gabriel Onorato

Sportsmanship Award Girl: Zola Montalvo

Sportsmanship Award Boy: DeShawn Williams

1. Recommend approval for Scholar-Athlete Gabriel Onorato, coaches and the Athletic Director to attend the New Jersey State Interscholastic Athletic Association (NJSIAA) Scholar-Athlete luncheon on May 17, 2020 (or another date if required because of the mandated school closing) in Edison, New Jersey. Cost to the Board of Education is $100 (2 x $50) for tickets for the parents of the honored student.

Informational: Parents and the student drive to the banquet. Every student who attends receives a $500 scholarship and is entered into a drawing to win $5,000.

1. Recommend approval of the following programs that are funded by the Municipal Alliance:

| **Activity** | **Amount Funded by the Municipal Alliance** | **Explanation** |
| --- | --- | --- |
| Stipend for Municipal Alliance Coordinator Tahje Thomas | $1,000 | Mr. Thomas works with the school administration and county officials to coordinate the programs and paperwork for Municipal Alliance activities.  |
| Community Events | $1,000 | Funds the Homecoming Tailgate, Academic Awards Dinner and People’s Choice Awards |
| Project Prom/Graduation  | $2,000 | Assists with costs for the Prom as well as the Senior Dinner following Baccalaureate.  |
| Senior Education Program | $1,000 | Assists with costs for the Senior Citizens Luncheon.  |
| Peer Education Program | $4,000 | Funds the annual Harassment, Intimidation and Bullying program during the Week of Respect as well as an Anti-Vaping assembly.  |
| Paulsboro High School Renaissance Program | $2,500 | Funds Renaissance activities such as Pasta with the Principal and the People’s Choice Awards  |
| Paulsboro Junior High School Renaissance Program | $1,500 | Funds Renaissance activities such as Pasta with the Principal and the People’s Choice Awards. |
| Loudenslager Elementary School Renaissance Program | $1,500 | Funds Renaissance activities such as the movie party, Pizza with the Principal, Renaissance Carnival and an Ice Cream Social.  |
| Peer Education Programs PreK-6 | $2,000 | Funds age-appropriate Harassment, Intimidation and Bullying programs in the elementary schools.  |

Informational: The Municipal Alliance is a joint program between the school district and municipality. Beginning in the 1980s, the State of New Jersey made funding available to Municipal Alliances. The monies are the fruits of drug and alcohol related arrests and the sale of confiscated property statewide.

1. Recommend approval for Paulsboro High School Grade 12 Students to participate in the High School Senior Job Fair sponsored by the Gloucester County Workforce Development Board on Friday, May 1, 2020 (or another date as required by the mandated school closing) between 9:00 AM and 12 Noon at Rowan College of South Jersey. Senior High School English Teacher Andrea Bish will chaperone the trip. The only cost to the Board of Education is approximately $350 for school bus transportation.

Informational: The goal of this program is to link graduating seniors with local employers that have job available.

1. Recommend approval for the Interim Superintendent to change the dates of student activities or professional development workshops previously approved by the Board of Education as may be required because of the mandated school closure.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson abstain G, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 7 YES.

 Motion carried

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

The following reports of the Winter Season Sports Teams are attached for review by members of the Board of Education (**Attachments**):

* + Girls Varsity and Junior Varsity Basketball
	+ Boys Varsity and Junior Varsity Basketball
	+ Boys Junior High Basketball
	+ Varsity and Junior Varsity Wrestling
	+ Junior High Wrestling
1. **Informational – 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.

More information will be forthcoming as it becomes available.

Motion made by Stevenson, seconded by Henderson to approve items L-O.

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

1. Recommend approval for FURever As Friends to visit the pre-school classrooms at Billingsport Early childhood Center during April or May 2020 in order to allow the students to interact with a service dog and discuss what they do.

Informational: FURever As Friends is a non-profit organization located in Gloucester County.

In preschool, children learn to be contributing members of a community such as volunteering for non-profit organization. A study of pets gives the children the opportunity to explore a topic that interests them. The children study many types of pets, investigate what pets eat, how they communicate, observe people caring for pets, and learn about jobs related to caring for pets.

1. Recommend approval to add the following teachers and aides to the list of chaperones for the Pre-School field trip to Garden State Discovery Museum in Cherry Hill, New Jersey on May 22, 2020 and the Second Grade Field trip to Adventure Aquarium in Camden, New Jersey on May 5, 2020:

 Barbara Devine Megan Dimit Yvonne Maddred

 Karron Whitsett Rachel Holloman Cheryl Sierocinski

 Haley Wellington

1. Recommend approval for the following parents to attend the Pre-School field trip to Pre-School field trip to Garden State Discovery Museum in Cherry Hill, New Jersey on May 22, 2020:

 Brittany Brooks Houda Elbaroudi Sarah Lindsay

 Samuel Lindsay Andrea Seaton Ashley DiTonno Christina DiGiovacchino Jim Szymborski Joy Wood

 Lindsey Smith Amber Lundy Eugene Brice

Informational: Parents attend the trip but are not chaperones. The students remain under the supervision of teachers and aides throughout the field trip.

1. Recommend approval for the following parents to attend the Second Grade field trip to the Adventure Aquarium in Camden, New Jersey on May 2, 2020:

 Jenny Loder Ian Veney Holmes Rosemary Salgado

 Jennifer Torres Bridget Golembiewski Kerelin Cruz

 Melissa Mozitis Devon Cooper Paige Chuplis

 Cydney Gray Lauren Hearn Shaquitta Davis

 Christy Yandach KiJana Wright Diamond Veney

 Rennice Jackson Jessica Armstrong

Informational: Parents attend the trip but are not chaperones. The students remain under the supervision of teachers and aides throughout the field trip.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson voting 6 YES.

 Motion carried

1. **Informational**: The staff of Billingsport Early Childhood Center (BECC) recently received a letter of thanks from the Ronald McDonald House –Southern New Jersey President/CEO Ann D. Thomas. The letter thanks the school for donations of Valentine cards, candy and snacks. BECC has developed an ongoing relationship with the Ronald McDonald House thanks to the efforts of Billingsport Early Childhood Center Community and Parent Involvement Specialist Yvonne Still-Maddred

Motion made by Stevenson, seconded by Henderson to approve items A-B which The Greenwich Township Representative may vote on.

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

1. Recommend approval to dispose of 50-100 printer cartridges that are located in the school buildings, under the grandstands and in the Administration Building. The cartridges will be properly disposed by a vendor that originally sold the items or other legal means.

Informational: The cartridges are new (still in the boxes) but do not fit any of the printers currently in use. Many of the cartridges are more than 10 years old.

1. Recommend approval to appoint Frank Domin to review the documentation for the existing Regular Operating District (ROD) grants, prepare applications for reimbursement from the New Jersey School Development Authority (SDA) and handle other work that needs to be completed so that the Paulsboro Board of Education receives reimbursement for that portion of the 2015 Bond Referendum ROD projects that have already been completed. Mr. Domin will earn $55 per hour not to exceed 100 hours. This recommendation is contingent on completion of the Criminal History Background Review. (**Attachment**)

Informational: Mr. Domin is a retired School Business Administrator with ROD grant experience. The Interim Superintendent interviewed Mr. Domin and checked references.

Mr. Domin will complete the following tasks:

* Determine where the district is with the ROD grant applications.
* Determine the status of required paperwork.
* Ascertain the status of projects with the School Development Authority (SDA).
* Prepare required paperwork for reimbursement.
* Monitor and amend documentation as it moves through the SDA approval process.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 7 YES.

 Motion carried

Motion made by Stevenson, seconded by Scott to approve items A-G which The Greenwich Township Representative may vote on.

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

1. Recommend retroactive adoption of the following resolution as directed by the Auditor:

**WHEREAS**, N.J.S.A 18A:21-2. N.J.S.A 18A:7G-31 and N.J.S.A 18A:7F-41 permit a Board of Education to establish and /or deposit into certain reserve accounts at year end and;

**WHEREAS,** the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

**WHEREAS**, the Paulsboro Board of Education, wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the General Fund in to allowable reserve at year end; and

**WHEREAS**, the Paulsboro Board of Education has determined that up to $154,992 was available for such purpose of transfer as of June 30, 2019 and should be distributed as follows:

|  |  |
| --- | --- |
| **Reserve Category** | **Amount** |
| Capital Reserve | $154,992 |

**NOW THEREFORE BE IT RESOLVED**, by the Paulsboro Board of Education, that it hereby authorizes the School Business Administrator to establish a Capital Reserve Account and make the transfer consistent with all applicable laws and regulations up to but not exceeding the above amount. This approval shall be retroactive to June 30, 2019.

1. Recommend approval to accept a donation of $25 cash from Katherine and William Lynch.

Informational: The donation was made because of the Lynch’s being invited to the Volunteers in Paulsboro Schools Festival of the Arts.

1. Recommend approval to accept a donation of $270 in custom framing of an antique Paulsboro High School diploma, Commencement program and Class of 1926 photo at Mt. Vernon.

Informational: The framed materials are now part of the Hall of Diplomas Exhibition in the Administration Building.

1. Recommend approval to add Educators Insurance Service, Inc. Representative Leslie Kendus to the list of approved vendors to offer insurance products to members of the staff and administration. There is no cost to the Board of Education.

Informational: The Board of Education approved the list of insurance vendors at its Reorganization meeting on January 2, 2020. Educators Insurance Service, Inc. is authorized by the New Jersey Education Association to serve its members. Paulsboro Education Association President JoAnne Gayeski made a formal request to add this vendor to the list. This company offers disability insurance.

1. Recommend approval to accept a Paulsboro High School Class Ring – 1940 and photograph from Dennis Lubrano. The monetary value of the ring and photo is, perhaps, $50 but for what it represents, it is priceless.

Informational: The ring belonged to Dennis Lubrano’s father John J. Lubrano. The ring and photograph of John J. Lubrano will be prepared for display in the Hall of Diplomas Exhibition located in the Administration Building. Walt and Cindy Quint will donate the money needed to prepare the items for display.

1. Recommend approval to purchase and place a wreath during the 2020 Paulsboro Memorial Day service. Cost of the wreath is not to exceed $50.

Informational: Traditionally, the George D. Patton Jr. Post 678 of the Veterans of Foreign Wars conducts a Memorial Day service at the Delaware Street Monument that honors the memory of Paulsboro residents killed in action. The details of 2020 ceremony have not yet been announced but the Interim Superintendent is seeking approval to purchase the wreath at this time so he does not need to seek retroactive approval at a later date.

1. Recommend approval of the attached Special Education Medicaid Initiative (SEMI) Corrective Action Plan for the 2020-2021 school year as approved by Executive County Superintendent of Schools Ave Altersitz. (**Attachment**)

Informational: The Corrective Action Plan is required since the district revenue achieved year to date feel below 100%. The revenue received by Paulsboro was 97% of the projected amount. The district was in compliance in all other areas. Interim Supervisor of Special Services Robert Harris developed and submitted the Corrective Action Plan. The Gloucester County Office of Education approved the plan on March 10, 2020.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson, Mr. Michael voting 7 YES.

 Motion carried

1. **Informational – Special Education Medicaid Initiative (SEMI)**

On August 26, 2019, the administration reported that some services provided by the Child Study Team straddle education and medicine. SEMI funding reimburses the district for some of these services.

The following is a brief history of SEMI reimbursement to the Paulsboro Public Schools:

|  |  |
| --- | --- |
| **Year** | **Amount of Reimbursement** |
| 2013-2014 | $96,627 |
| 2015-2016 | $85,348 |
| 2016-2017 | $65,983 |
| 2017-2018 | $20,036 |
| 2019-2020 | $59,917 |

During the 2017-2018 school year, SEMI reimbursement to the district was $20,035.77. This was significantly lower than in the past. By illustration, SEMI reimbursement during the 2013-2014 school year was $96,626.71.

For the 2019-2020 school year the district had 100% of the parent consent form required for the reimbursement. NJDOE indicated that it feels the district received 97% of the reimbursement available. There 201 students eligible for Medicaid service.

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** | **Number of Students Served** |
| March 17 | 190 |
| March 18 | 243 |
| March 19 | 278 |
| March 20 | 304 |
| March 23 | 177 |
| March 24 | 235 |
| March 25 | 302 |

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% |

| **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% |

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 | $102163.92 | $5,846.66 |
| February | $85,827.59 | $95,073.58 | $9,245.99 |
| **Year to Date** | **$513,327.95** | **$552,399.38** | **$39,071.43** |

Motion made by Stevenson, seconded by Henderson to approve items K-M.

**Finance K-M:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend retroactive approval of a transportation jointure agreement with host district East Greenwich Township Board of Education for the remainder of the 2019-2020 school year. Start date was February 10, 2020 for Route #EGP52 for afternoon pickup for two students at Jeffrey Clark School. Cost to the Board of Education is $8,200 ($100 per day x 82 days).

Informational: Jointure agreements provide for more efficient transportation of students by allowing a host district to add students from another school to an existing bus route.

1. Recommend approval to accept a donation of one Apple I-Pad for use in the Speech Program at Loudenslager Elementary School. The item was donated by Speech Pathologist Addie Shmuel via the Donor’s Choose website. The donation is valued at $120.

Informational: The Donor’s Choose website allows business to fund specific school related projects anonymously. The I-Pad will be used to provide supplemental speech instruction at Loudenslager Elementary School.

1. Recommend approval to submit a grant application to the OceanFirst Foundation as part of its Model Classroom Grant program. The purpose of the grant application is to help fund the conversion of the Loudenslager Elementary School Library and Computer Room into a STEAM Imagination Studio. This recommendation includes approval for Loudenslager Elementary School Principal Matthew Browne to attend a training session at OceanFirst Bank in Toms River, New Jersey.

*Roll Call Vote*: Mrs. Cooper, Mr. Davis, Mrs. Henderson, Mr. MacKenzie, Mrs. Scott, Mrs. Stevenson voting 6 YES.

 Motion carried

Informational: The Paulsboro Board of Education is a customer of OceanFirst Bank. The bank offers 25 grants ranging from $10,000 to $250,000. The design phase of the conversion of the library and computer room is already underway thanks to School Architect Bob Garrison donating his services. The Pegasus Education Foundation is also raising a significant amount of money to assist with this project. Combined with matching funds from the Board of Education, this project is well on its way to becoming a reality. The OceanFirst funds will be helpful with the conversion of the Computer Classroom into part of the STEAM Center.

**School Safety A - B**

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 April 2020 meeting of the Board of Education.

| **Case Number** | **Date of Incident** | **Status of Investigation** | **Names of Investigators** | **Type** **Discipline Imposed** |
| --- | --- | --- | --- | --- |
| PHS022120-007This is a follow-up to a “HIB-like” investigation | 2/21/2020(Investigated)The alleged incident took place during spring 2019 | Complete | Jessica JohnsonAnti-Bullying Specialist  | Non-HIBCriticizing and Making Rude Comments No Action Required  |
| PHS022820-008 | 2/28/20 | Complete | Jessica JohnsonAnti-Bullying Specialist | HIB ConfirmedDemeaning Comments, Name Calling, Taunting/Ridiculing and Homophobic CommentsOut of School Suspension and Parents Contacted |

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**

| **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 | 9/12/201910/24/201911/26/201912/18/20191/23/20202/19/2020 | 09/13/201910/11/201911/22/201912/20/20191/10/20202/3/2020 | 9/11/201910/11/201911/05/201912/04/191/10/20202/24/2020 |
| Evacuation(Non-Fire) | Each school must conduct two annually |  | 11/25/20191/13/20 | 11/14/20192/12/2020 |
| Lockdown | Each school must conduct two annually | 1/7/2020 | 12/18/19 | 1/16/2020 |
| Bomb Threat | Each school must conduct two annually | 11/27/2019 | 2/24/2020 |  |
| Active Shooter | Each school must conduct two annually | 9/16/201912/4/19 | 9/16/2019 | 09/17/201912/11/19 |
| Shelter In Place | Each school must conduct two annually | 10/10/20192/11/2020 | 10/31/2019 | 10/17/2019 |
|  **Other Drills** |
| Bus Evacuation | School District (Annually) | (P8) 9/17/19 |  | (P5) 10/24/19 |
| Bus Evacuation | School Routes(2 Annually) | 9/18/19(P6) Bankbridge Elementary11/5/2019(P8) Bankbridge Regional10/16/2019(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 | 09/30/201910/31/201911/26/201901/06/20201/28/20202/28/2020 | 09/25/201910/31/201911/21/201901/02/20202/11/2020 | 09/30/201910/31/201911/26/201901/06/20201/28/20202/19/2020 |

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