**PAULSBORO BOARD OF EDUCATION**

**March 27, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Ms. Eastlack reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:03 p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger (arrived 7:18), Mrs. Stevenson, and Mr. Walter. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator and Board Secretary, and student representative, Tahje Thomas.

**PRESENTATION – STUDENT OF THE MONTH**

Mrs. Tolbert, Principal of Loudenslager Elementary School introduced the Students of the Month and their parents and/or guardians at Billingsport and Loudenslager Elementary School. The Students of the Month were:

 **Billingsport** **Loudenslager**

|  |  |
| --- | --- |
| Michael DeSimone | Liesl Gravot |
| Eric Lopez | Brion Hardy |
| Gavin Punihaole | Matthew Coleman |
| Shana Veney |  |

**PRESENTATION – ESSAY CONTEST WINNERS**

Mr. Barry Corradetti, President of the Neighboorhood Watch Association, presented the students chosen as winners of the 2014 Step Up, Speak Up, Do the Right Thing essay contest sponsored by the Paulsboro Neighborhood Watch Association. $100, $50, and $30 gift cards from Barnes and Nobles were presented to the winners.

|  |  |
| --- | --- |
| First Place | Sierra Magdin |
| Second Place | Brendan Kille |
| Third Place | Jermaine MorrisElizabeth Myers |

**CORRESPONDENCE**

Motion by Lozada-Shaw, seconded by Walter and unanimously carried (9-0) to file the following correspondence:

1. Letter from Greg Troxell, Principal of Phillipsburg High School offering an apology for the situation surrounding a photograph that appeared widely in the media.
2. Letter from Mayor and Council for the Borough of Paulsboro expressing thanks and appreciation for the way the Paulsboro Public Schools responded to the situation created by a photograph of Phillipsburg High School students that appeared widely in the media.
3. Invitation from the Gloucester County Education Association for a member of the Board of Education to attend the Paul L. Petrille Public Education Celebration on Friday, May 2, 2014 in Williamstown, New Jersey.

Motion Carried

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

1. At its meeting conducted on Thursday, February 27, 2014, a member of the Board asked if school buses are permitted to turn right after stopping at a red traffic light.

Response: This turned out to be a very interesting question. New Jersey law does allow school buses to turn right at a red light after stopping. Some insurance companies prohibit this however. For example, the company that insures DeHart buses will not allow them to turn right on red. The Paulsboro Business Administrator checked with the district insurance carrier. The district insurance policy does not prohibit turning right on red.

1. At its meeting conducted on Saturday, March 15, 2014, a member of the Board of Education asked if it was possible to make physical education optional if a student participated in interscholastic athletic programs.

Response: The New Jersey Department of Education allows students to participate in “Option II” programs. Option II provides two paths to earn credit for courses/activities that are not part of the typical curriculum. The first path is for a school to have a program approved as an alternative for a required course. The second path is for a student to individually develop a program then submit a proposal for approval by a committee. The student must show how the proposed program matches the standards and curriculum for the course it will replace.

In the Woodbury Public Schools several students have replaced Physical Education classes by participation in Olympic level gymnastics training at Temple University, an Equestrian who maintains a regular training schedule and a dancer with a documented practice routine. Option II has not been approved to substitute an interscholastic sport for Physical Education class.

**NEW BUSINESS**

1. The Board of Education should conduct a self-evaluation annually. One method of doing this is to use the materials available via New Jersey School Boards Association (NJSBA). Please find attached a hard copy of the self-evaluation tool for the convenience of the members of the Board of Education. Once the evaluations have been submitted, they will be compiled by the NJSBA staff. The Field Representative for NJSBA will then meet to review the evaluations as well as discuss the path forward.

President Ridinger asked the members present to complete their self-evaluation by Monday, April 21, 2014.

1. A member of the Board of Education has expressed interest in conducting a night football game at Paulsboro High School during the 2014-2015 season. In order to do this, the Board of Education would need to rent lights for the playing field as well as several units for the parking areas. The cost of the lights would be in the range of $1,900 - $2,300. Some additional security will also be needed.

The Interim Superintendent reviewed this idea with the Paulsboro High School Principal, Athletic Director and Head Football Coach. All parties are willing to experiment with one game. In fact, they suggested either Audubon or Haddon Heights.

Before moving forward with this idea, the Interim Superintendent respectfully requests input from the members of the Board of Education. Extensive discussion took place.

Motion by Hamilton, seconded by Walter to conduct a night football game during the 2014-2015 football season. The Superintendent will review the schedule in order to determine which game should be played at night.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; 1 ABSTENTION Lisa.

 Motion carried

Motion by Hamilton, seconded by Stevenson to accept Interim Superintendents recommendation #3:

1. Recommend approval to conduct the Public Hearing for the 2014-2015 School Budget in conjunction with the Regular Meeting of the Paulsboro Board of Education scheduled on Thursday, May 1, 2014.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

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

Motion by Stevenson, seconded by Giampola to approve Minutes of the following sessions:

 Regular Meeting - February 27, 2014

 Executive Session - February 27, 2014

 Budget Meeting - March 6, 2014\*

 Budget Meeting - March 15, 2014

 Executive Session - March 15, 2014

 \* Not conducted due to lack of Quorum

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion by Hamilton, seconded by Lozada-Shaw to approve the following:

* Recommend approval of the budget transfers.

| From Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-204-100-106-02-999 | Sp Ed-Learning/LangInstructionSalaries-Aides | 11-230-100-101-01-999 | Basic Skills/RemedialInstructionSalaries-Teachers | 1.00 |
| 11-204-100-106-02-999 | Sp Ed-Learning/LangInstructionSalaries-Aides | 11-204-100-101-01-999 | Sp Ed-Learning/LangInstructionSalaries-Teachers | 7,787 |
| 11-240-100-101-00-055 | BilingualInstructionSalaries-Teacher | 11-204-100-101-01-999 | Sp Ed-Learning/LangInstructionSalaries-Teachers | 10,802 |
| Reallocation of Department Budget |
| 11-000-218-890-01 | Undistributed Guidance Services Miscellaneous | 11-000-218-105-01-999 | Undistributed Guidance Services Salaries – Secretary | 1.00 |
| Reallocation of Department Budget |
| 11-000-221-610-10 | UndistributedImprov. InstructionGeneral Supplies | 11-000-221-104-00-999 | UndistributedImprov. InstructionCurriculum/Assessment | 1.00 |
| Reallocation of Department Budget |

* Recommend approval of the Cash Receipts Report – February 2014
* Reports of Secretary to Board of Education –February 2014

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – February 2014** |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: January 2014 | Beginning  | Receipts | Disbursements | Ending Cash |
|  | Cash Balance | This Month | This Month | Balance |
| General Fund |  $ 1,137,072.56  |  $ 2,119,825.96  |  $ 1,523,778.39  |  $ 1,733,120.13  |
| Special Revenue |  1,428.46  |  300,612.00  |  115,367.23  |  186,673.23  |
| Debt Service |  -  |  143,066.00  |  4,700.00  |  138,366.00  |
| Food Service |  20,668.31  |  59,546.85  |  66,954.47  |  13,260.69  |
| Total Government Funds |  $ 1,159,169.33  |  $ 2,623,050.81  |  $ 1,710,800.09  |  $ 2,071,420.05  |
|  |
| **SECRETARY’S REPORT** |  |  |  |  |
| Cash: January 2014 |  |  |  |  |
| Total Governmental Funds  |  $ 1,159,169.33  |  $ 2,623,050.81  |  $ 1,710,800.09  |  $ 2,071,420.05  |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |  |  |  Disbursements  |
|  Beginning Balance  |  $ 12,549,506.38  |  |  |  $ 12,555,927.72  |
|  Receipts – Month  |  2,623,050.81  |  |  |  1,710,800.09  |
|  Receipts to Date  |  $ 15,172,557.19  |  |  |  $ 14,266,727.81  |
|  |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,646,259.56  |  $ 10,864,598.84  |  $ 5,892,679.53  |  $ 4,888,981.19  |
|  Special Revenue  |  2,068,642.00  |  819,385.30  |  451,441.34  |  797,815.36  |
|  Debt Service  |  289,899.00  |  289,898.00  |  -  |  1.00  |
| Food Service |  912,320.94  |  404,895.95  |  75,559.34  |  431,865.65  |
|  TOTALS  |  $ 24,917,121.50  |  $ 12,378,778.09  |  $ 6,419,680.21  |  $ 6,118,663.20  |

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

* Recommend payment of bills that are duly signed and authorized.
* Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business

 Administrator to the Board of Education certify that anticipated revenue is as

 follows as of February 28, 2014.

|  |  |  |
| --- | --- | --- |
|  |  Anticipated  Budget  |  Cash Received as of February 28, 2014 |
|  |  |  |
| Taxes |  $ 5,376,765.00  |  3,552,052.83  |
| Tuition - Gibbstown |  1,375,156.00  |  695,245.74  |
| Tuition - Other LEA's |  -  |  39,494.76  |
| Miscellaneous |  388,790.00  |  74,334.21  |
| State Aid |  12,091,969.00  |  6,719,572.00  |
| Extraordinary Aid |  84,267.00  |  |
| SEMI |  80,000.00  |  26,584.42  |
|  |  $ 19,396,947.00  |  $ 11,107,283.96  |

* Pursuant to NJAC 6A:23A-16.10(c) 2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of February 28, 2014.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thursday, March 27, 2014

* Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of February 28, 2014, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

* Pursuant to NJAC 6A:23-2.11(c) 3, I, Jennifer Johnson, Business Administrator to the Board of Education, certify that as of February 28, 2014, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2.11(a).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thursday, March 27, 2014

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

**SUPERINTENDENT’S REPORT**

**PERSONNEL**

NOTE: All appointees must have completed criminal history background checks and certificate/license requirements along with all necessary paperwork prior to board action unless otherwise noted.

Motion made by Lozada-Shaw, seconded by Hamilton to accept the Interim Superintendents recommendation items A through F and O:

 A. Recommend appointment of the substitute teachers on the attached list from

 Source 4 Teachers.

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

 B. Recommend approval to extend the contract of Paulsboro High School Long Term

Substitute Teacher of Art Jessica Padilla from Friday, February 28, 2014 through Friday, March 7, 2014.

Informational: Ms. Padilla was the substitute for Paulsboro High School Teacher of Art Christine O’Malley who was on childbearing/childrearing leave of absence.

Ms. O’Malley changed the date of her leave as a result of snow days.

 C. Recommend approval of a medical leave of absence for Cafeteria Worker Ann

 Thompson as follows. The required medical documentation is on file.

 Dates of the Leave Terms and Conditions of the Leave

 Wednesday, February 12, 2014- With pay and benefits by use of

 Friday, February 28, 2014 accumulated sick and personal leave

 as well as the concurrent use of

 Federal Family Leave.

 Monday, March 3, 2014 - Without pay but with benefits via

 Tuesday, March 4, 2014 Federal Family Leave.

 D. Recommend appointment of Computer Technician Joseph Magazu to the position of

Supervisor of Technology effective Monday, March 31, 2014. Mr. Magazu will earn $57,530 prorated for the remainder of the 2013-2014 school year. He will earn $58,380 effective July 1, 2014 for the 2014-2015 school year as per budget guidelines.

Informational: The Board of Education approved the non-union represented position of Supervisor of Technology at its meeting conducted on Thursday, February 27, 2014. At the same time the Board of Education approved the job description for this position.

 E. Recommend approval for Custodian John Ponter to hang his boiler license immediately. Mr. Ponter will be paid a stipend of $694 prorated for the remainder of the 2013-2014 school year as per agreement with the Paulsboro Education Association.

 Informational: Due to the capacity of the school boilers, in most cases, a Boiler Operator is not required. On the other hand, a Boiler Operator provides a degree of safety. For this reason, the Board of Education pays any maintenance or custodial employee who hangs their boiler license the above fee.

 F. Recommend approval to use the Use of Personal Day Bank procedure for Paulsboro High School Cafeteria Worker Ann Thompson who is on leave of absence without pay. All required documentation is on file.

 Informational: At the meeting conducted on Thursday, February 27, 2014 the Board

 of Education approved the Use of Personal Day Bank procedure. This procedure

 allows staff members to donate personal leave days to a colleague who has used all of

 their available leave.

 O. Recommend adoption of the attached Addendum to the Agreement between the

Paulsboro Education Association (PEA) and Paulsboro Board of Education as it relates to Computer Technicians.

Informational: Computer Technicians are represented by the Paulsboro Education Association. The above mentioned agreement includes a salary guide for the Computer Technicians but is mute on other terms and conditions of employment.

As a result, there is no guidance for areas such as vacation, work hours, work shift, holidays, etc. In order to clarify the terms and conditions of employment for the Computer Technicians, the President of the PEA and Interim Superintendent developed this Addendum. The Computer Technicians also had input into the Addendum. This matter was reviewed with the Board of Education at its

February 27, 2014 meeting.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation items G through N:

 G. Recommend approval of a medical leave of absence for Loudenslager School Classroom Aide Joan Franz as follows. The required medical documentation is on file.

 Dates of the Leave Terms and Conditions of the Leave

 Thursday, January 30, 2014 – With pay and benefits by use of

 Tuesday, February 18, 2014 accumulated sick leave as well as the

 concurrent use of Federal Family Leave.

 H. Recommend approval of a childbearing/childrearing leave of absence for Loudenslager School Teacher Jennifer Hoffman as follows. The required medical documentation is on file.

 Dates of the Leave Terms and Conditions of the Leave

 Tuesday, April 22, 2014 - With pay and benefits by use of

 Friday, May 23, 2014 accumulated sick leave as well as the

 concurrent use of Federal Family Leave.

 Saturday, May 24, 2014 - Without pay but with benefits via

 Wednesday, June 25, 2014 Federal Family Leave.

 I. Recommend approval of a medical leave of absence for Classroom Aide Dottie Palmisano as follows. The required medical documentation is on file.

 Dates of the Leave Terms and Conditions of the Leave

 Thursday, February 27, 2014 With pay and benefits by use of accumulated sick

 Friday, March 7, 2014 leave as well as the concurrent use of Federal Family

 Leave.

J. Recommend approval of a medical leave of absence for Billingsport Early Childhood

Center Teacher Palma Simpson as follows. The required medical documentation is on file.

 Dates of the Leave Terms and Conditions of the Leave

 Wednesday, January 15, 2014 - With pay and benefits by use of

 Friday, January 31, 2014 accumulated sick leave as well as the

 and concurrent use of Federal Family

 Monday, February 10, 2014 - Leave. (Wednesday, May 7, 2014

 Wednesday, May 7, 2014 is the end of 12 weeks of Federal Family Leave).

 Thursday, May 8, 2014 - With pay and benefits by use of

 Wednesday, June 25, 2014 accumulated sick leave.

 K. Recommend approval for Billingsport Early Childhood Center (BECC) Candell

 Maxie to serve as the mentor for BECC Long-Term Substitute Teacher Kristen

 Urban-Duffield from Monday, March 3, 2014, until the completion of the 2013-

 2014 school year. Ms. Duffield is required to pay the New Jersey Department of

 Education a mandated mentoring fee to Ms. Maxie.

 Informational: Ms. Maxie recently transferred to a Preschool class at BECC. At that

 time, Ms. Duffield became the Long-Term Substitute Teacher in Ms. Maxie’s first

 grade class. Ms. Duffield is a first year teacher who holds a Certificate of Eligibility

 with Advanced Standing. The certificate converts to a Provisional license during her

 first year of work. One of the requirements of the Provisional Teacher Program is

 that she have a mentor.

 L. Recommend approval to use the Use of Personal Day Bank procedure for Billingsport

 Early Childhood Center Instructional Aide Barbara Murphy who was recently on leave of absence without pay. All required documentation is on file.

Informational: At the meeting conducted on Thursday, February 27, 2014 the Board of Education approved the Use of Personal Day Bank procedure. This procedure allows staff members to donate personal leave days to a colleague who has used all of their available leave.

 M. Recommend approval to grant the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire a Long-Term Substitute Teacher at Billingsport Early Childhood Center to replace Palma Simpson who will be on leave of absence until the end of the school year.

 Recommend approval to grant the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire a Long-Term Substitute Teacher at Loudenslager Elementary School to replace Jennifer Hoffman, a sixth grade teacher until the end of the school year.

Informational: “Letter of Intent” authority authorizes the Interim Superintendent to offer the position to a candidate prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve this appointment.

 N. Recommend approval for Lisa Calabrese to work at Loudenslager as a per diem Guidance Counselor to work one day per week (5.83 hours/day) at Loudenslager Elementary School effective immediately until the end of the school year. Ms. Calabrese will earn $85 per day. This part-time per diem position does not include benefits.

Informational: Ms. Calabrese currently works three days per week at Billingsport Early Childhood Center as a part-time Guidance Counselor. The added support at Loudenslager School will be very helpful during the final months of the school year because of the demands of Individual Education Program (IEP) meetings as well as student evaluations and re-evaluations. Funds to support this position are included in the 2013-2014 school budget.

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

 Motion carried

P. Informational:

1. The following are paid class covers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High School** | **Loudenslager****Covers****2013-2014** | **Billingsport****Covers****2013-2014** |
| **Average Last****5 years** | **Range** | **2013-2014** |
| **September** | **1.4** | **0-3** | **6** | **0** | **0** |
| **October** | **23.4** | **9-46** | **40** | **0** | **0** |
| **November** | **32.8** | **19-53** | **44** | **0** | **0** |
| **December** | **39.8** | **31-62** | **65** | **0** | **0** |
| **January** | **43.0** | **15-69** | **45** | **0** | **0** |
| **February** | **38.4** | **12-53** | **51** | **0** | **0** |
| **March** | **63.0** | **28-96** |  |  |  |
| **April** | **47.0** | **36-65** |  |  |  |
| **May** | **86.8** | **65-127** |  |  |  |
| **June** | **30.6** | **22-42** |  |  |  |
| **Total** |  |  | **251** | **0** | **0** |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation items A and B:

 A. Recommend approval for Director of Curriculum Phillip Neff and Interim

Superintendent of Schools Walter Quint to attend the New Jersey Council of Education meeting on Friday, April 11, 2014 in Monroe Township (North Jersey). There is no cost to the Board of Education.

Informational: The New Jersey Council of Education is the oldest honorary educational organization in the United States of America. Drs. Neff and Quint are officers in this organization. The speaker on April 11th is Bryan Goodwin, Chief Operating Officer for McREL (Mid-Continent Research for Education and Learning). McREL is the observation and evaluation system used for teachers and administrators in the Paulsboro Public Schools.

 B. Recommend approval for Director of Assessment Lucia Pollino to attend the New

Jersey Association of Federal Program Administrators on Wednesday, June 4, 2014 and Thursday, June 5, 2014 in Atlantic City, New Jersey. Cost to the Board of Education includes mileage ($109) and registration ($298).

Informational: Workshop topics include Title I monitoring, Partnership for Assessment of Readiness for College and Careers (PARCC) testing, Student Growth Objectives, Engagement of Reluctant Learners, etc. Ms. Pollino has responsibility for Title I and PARCC for the Paulsboro Public Schools.

Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation item C to adopt the revised Technology Curriculum for Grades Pre-Kindergarten through Second Grade.

Informational: The above curriculum was rewritten so that it matches the New Jersey Department of Education Standards as well as best practice. The Interim

Superintendent will bring a copy of the comments to the meeting for the convenience of members of the Board of Education. Members of the Board of Education can also review the curriculum by contacting the Interim Superintendent in advance of the meeting. All curriculum guides (courses of study) are on file in the Office of the Director of Curriculum.

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

 Motion carried

D. Informational:

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7th | 68 |
| 8th | 82 |
| 9th | 105 |
| 10th | 83 |
| 11th | 82 |
| 12th | 92 |
| TOTAL | **512** |

 2. The following are school and class enrollments for Loudenslager

 Elementary School and Billingsport Early Childhood Center:

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** |  **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |
| Pre-School Disabled | 7 | 4 |  |  |  | 3 | 23 | 22 | 22 |  |
| Pre-school | 17 | 15 | 15 |  |  | 4 | 27 | 27 | 26 |  |
| K | 23 | 25 | 24 | 24 |  | 5 | 28 | 28 | 27 |  |
| 1 | 23 | 22 | 20 | 22 |  | 6 | 23 | 27 | 25 |  |
| 2 | 17 | 17 | 17 | 14 |  | Special Education | 10 | 6 |  |  |
| Special Education | 8 | 5 | 8 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **327** | TOTAL |  |  |  | **321** |

 **INSTRUCTIONAL SERVICES**

Motion made by Stevenson, seconded by Hamilton to accept the Interim Superintendents recommendation items A through D:

 A. Recommend approval to change the 2013-2014 School Calendar in order to account for a snow emergency closing on Monday, March 3, 2014.

 Note: The district has now had six emergency closings due to snow. Parents will be notified of this change via letter and information on the district/school websites.

|  |  |
| --- | --- |
| **EVENT** | **CALENDAR AS A RESULT OF EMERGENCY CLOSING ON** **MARCH 3, 2014** |
| Final Exams – Grade 7-12Early Dismissal Grades 7-12 only | Wednesday, June 18 – Tuesday, June 24, 2014 |
| Convocation – PHS - 6:30 PM | Friday, June 20, 2014 |
| Loudenslager Moving Up Ceremony – 10:30AM | Tuesday, June 24, 2014 |
| End of 4th Marking Period – Report Cards Mailed | Wednesday, June 25, 2014 |
| Last Day of School for Students – Early Dismissal all students and staff | Wednesday, June 25, 2014 |
| Commencement Ceremony – PHS - 6:30 PM | Wednesday, June 25, 2014 |

 B. Recommend approval to change the daily schedule for Paulsboro Junior-Senior High

 School from a 9 period student day to an 8 period student day effective Monday,

 September 1, 2014.

 Informational: The schedule includes a “staggered” start of the day for Senior High

 School and Junior High School students. Senior High School students enter the

 building at 7:50 AM while the younger pupils arrive at 8:05 AM.

 In addition, dismissal time is “staggered” with the Junior High School students

 leaving at 2:31 PM while students in grades 9-12 depart at 2:37 PM.

 Grades 9-12: (Paulsboro Senior High School)

1. Homeroom is part of a lengthened first period (50 minutes). This removes one

 class change from the schedule which creates an additional 3 minutes of

 instructional time. In fact, as soon as announcements are complete, instruction

 begins for first period.

2. Lunch period is shortened to 25 minutes. This increases the instructional day

 by 15 minutes. After the students leave the cafeteria, the staff has 15 minutes

 to clean and restock the serving line.

 3. The new schedule increases instruction by 27 minutes per day. This time

 comes from a shorter lunch period (15 minutes), earlier start to instruction (6

 minutes), shorter class changes between lunch periods (3 minutes) and no class

 change between homeroom and first period (3 minutes).

 4. Overall, the increase of class time translates to approximately 47 more days of

 instruction over the four years a student is in Senior High School.

 5. This schedule provides a 25 minute professional development period every day

 for all teachers.

 Grades 7-8 (Paulsboro Junior High School)

 1. The first instructional block is combined with homeroom (89 minutes). This

 removes one class change from the schedule which creates an additional 3

 minutes of instructional time. In fact, as soon as announcements are complete

 instruction begins for the first block.

 2. Lunch period is shortened to 25 minutes. The shortened lunch period allows

 for the staggered arrival and dismissal. All Junior High School students eat

 lunch during fifth period (6th period on the Senior High School schedule).

 3. There is no change in the amount of instructional time for Junior High School

 students.

 C. Recommend approval to participate, in cooperation with the Borough of Paulsboro, in

ExxonMobil Earn and Learn Program during July and August 2014. There is no cost to the Board of Education.

 Informational: ExxonMobil has funded the Earn and Learn Program for several

decades. The program allows approximately 14 Paulsboro High School upperclassmen to take a field biology course. In addition, these students work for the Paulsboro Public School, Greenwich Township and Borough of Paulsboro several days per week. Students are paid an hourly stipend for this work-study program. The overall program is coordinated by the LeeAnn Ruggeri, Borough of Paulsboro Administrator. The education component of the program is the responsibility of the Paulsboro Public Schools.

If the Board of Education approves this recommendation, the educational curriculum will be developed, an advertisement for a teacher posted and applications for student participants distributed.

 D. Recommend approval of homebound instruction for the following student:

|  |  |  |
| --- | --- | --- |
| **Student** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| Case Number 2197 | 12 | 10 hours of instruction per week provided by a teacher approved by Paulsboro Board of Education at a rate of $32 per hour. |

 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 bills the home district. It is not unusual for the

 facility to provide 10 hours of education to all students on homebound

 instruction.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation items E through H:

 E. Recommend approval for Student Case Number 2744 to attend Bankbridge

Elementary School located in Sewell, New Jersey from March 7, 2014 for the remainder of the school year. Tuition is $34,560.00 per year prorated for the remainder of the school year. Paulsboro is also responsible for the cost of transportation to and from school. Transportation services are provided by Gloucester County Special Services School District. This is a continuation of the placement made by the student’s previous school district.

 F. Recommend approval for Student Case Number 2745 to attend LARC School in

Bellmawr, New Jersey from March 7, 2014 for the remainder of the school year. Tuition is $41,236.20 per year prorated for the remainder of the school year. Paulsboro is also responsible for the cost of transportation to and from school. Transportation services are provided by Gloucester County Special Services School District. This is a continuation of the placement made by the student’s previous school district.

 G. Recommend approval for Student Case Number 2351 to attend Pinelands Learning

Center in Vineland, New Jersey from March 11, 2014 for the remainder of the school year. Tuition is $44,164.80 per year prorated for the remainder of the school year. Paulsboro is also responsible for transportation to and from school. Transportation services are provided by Gloucester County Special Services School District. This change of placement from Bankbridge Elementary School was approved by the Board of Education at its August 28, 2013 meeting.

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

 H. Recommend approval of homebound instruction for the following student:

|  |  |  |
| --- | --- | --- |
| **Student** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| A.C. | 4 | 5 hours of instruction per week provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour.  |

 Informational: Please refer to the similar recommendation above.

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

 Motion carried

 I. Informational:

 1. Monthly Reports of Administrators

 2. Report of the Truant Officer for the period September 2013- February 2014

 3. The Individual with Disabilities Education Act (IDEA) requires students to be educated in the Least Restrictive Environment (LRE). LRE means that students with disabilities attend class with their non-disabled peers to the greatest extent appropriate. That is, to the greatest extent appropriate, children with disabilities should be in general education (mainstreamed) classes. Increasing the number of students with disabilities participating in mainstream classes was an area of improvement cited in a New Jersey Department of Education Corrective Action Plan for the Paulsboro Public Schools. The following data indicates that progress is being made in this area for grades 3-6.

|  |  |  |
| --- | --- | --- |
| Percentage of Students with Disabilities Educated with Their Non-Disabled Peers | 2012-2013 | 2013-2014 |
| Less than 40% of the School Day | 76% | 42.5% |
| 40%-79% | 5% | 40.0% |
| More than 80% of the School Day | 19% | 17.5% |

 4. The Interim Superintendent submitted the attached 2014-2015 School Calendar

to the Presidents of the Paulsboro Education Association and Paulsboro Administrators Association for review. The calendar will be presented to the Board of Education for approval at its meeting on Thursday, May 1, 2014. Director of Assessment Lucia Pollino coordinated the development of the calendar.

 Informational: The 2014-2015 School Calendar was developed with the goal of

 increasing instructional time as follows:

 **Reduce the number of early dismissal days (also known as “half-days**”).

It is difficult for parents to accommodate work schedules with the shortened school day. As a result, school attendance is impacted in addition to the loss of instructional time due to the early dismissals. During the 2013-2014 school year there were 18 early dismissal days (also known as “half-days”) at the elementary schools. Paulsboro High School had 25 early dismissal days. The 2014-2015 calendar includes only 4 early dismissal days districtwide.

Early dismissal will take place on the day before Thanksgiving Vacation and on the last day of the school year.

There will be two early dismissal days for students in grades Pre-K – 8 during November so parents and teachers can conference. In the past there were four half-day sessions for conferences. During the upcoming school year, special area teachers will cover for classroom teachers during the morning so that they can conduct parent conferences as needed. During the afternoon, classroom teachers will conduct parent conferences as usual while special area teachers participate in professional development programs.

Parent conferences will also be conducted for students PreK – 8 during two days in February. These will be full days of school for students. Again, special areas teachers or substitutes will cover for teachers participating in parent conferences. The February conferences are conducted for a limited number of students who are in danger of failing for the year.

In the past, as a student moved from Kindergarten through Grade 12, they had 276 half-days of school. The new calendar reduces the number of half-days during a student’s career to 52. This adds 112 days of instruction for each and every student.

In the past, many of the half-day sessions provided time during the afternoon for professional development activities. More professional development will be shifted to online formats as well as conducted during grade level meetings. The Language Arts Literacy and Mathematics Coaches will assume more responsibility for professional development.

 **Increase the length of uninterrupted blocks of school days.**

Interruptions to instruction impact student achievement. It is essential, therefore, to have long blocks of school days where instruction is not interrupted by school closings and half-day sessions.

The 2013-2014 School Calendar included the following number of days of uninterrupted instruction: 22,15,7,9,4,6,5,13,4,13,13,9,15. On the other hand, 2014-2015 School Calendar includes the following number of days of uninterrupted instruction: 27,17,8,17,10,19,29,34,17.

**Days will be added at the end of the school year if emergency school closings take place.**

**STUDENT ACTIVITIES**

Motion made by Stevenson, seconded by Priest to accept the Interim Superintendents recommendation items A through H:

 A. Recommend approval for the top five academic students in the Paulsboro High School Class of 2014

to participate in the Academic Excellence Banquet on Thursday, May 8, 2014 at Adelphia Restaurant in Deptford, New Jersey. Cost to the Board of Education is $600.

Informational: The Academic Excellence Banquet has been a project of the Gloucester County Office of Education and the Gloucester County Superintendent’s Roundtable for at least 20 years. The five top students in the Class of 2014, their parents, the high school principal, President of the Board of Education and Superintendent attend this event.

 B. Recommend approval of the following Volunteer Assistant Coaches for the Paulsboro High School

athletic teams:

|  |  |  |
| --- | --- | --- |
| **Sport** | **Name of the Volunteer Assistant Coach** | **Background** |
| Girls Track | Paulette Cwik | Ms. Cwik is a retired Paulsboro High School teacher and track coach. |
| Girls Softball | Mandy Thomas | Ms. Thomas is a Loudenslager Elementary School Teacher who is the Head Coach for Girls Soccer. She also volunteers for the Boys Baseball Team.  |

 C. Recommend approval for the Paulsboro Junior High School (7th and 8th grade)

Basketball team to use the Billingsport Early Childhood Center All-Purpose Room for practice and games during the 2014-2015 school year. The All-Purpose Room is needed from 3:00 PM until 7:00PM Mondays through Fridays beginning Friday, November 28, 2014 until Friday, March 6, 2015.

Informational: This request is being submitted at this time in order to reserve the space. During the current year, the BECC All-Purpose Room was approved for use by an outside organization. As a result, the Paulsboro Junior High School basketball team was transported to Gibbstown. This was both expensive and inconvenient.

 D. Recommend approval for Paulsboro High School Secretaries Adina Giovannitti and

Karen Minniti to assist School Nurse Christine Spitale with the Blood Drive on Monday, April 14, 2014.

Informational: The Board of Education approved the Blood Drive at its Thursday, February 27, 2014 meeting. At that time, Teacher Susan Schaffer was approved contingent on her not being taken away from her classes to conduct the Blood Drive. That was not possible so additional Blood Drive assistants are now being recommended.

 E. Recommend approval for Paulsboro High School students who hold Renaissance

Status as a result of excellent grades, attendance and behavior to go bowling at Pinsetters Bowling Alley in Pennsauken, New Jersey on May 2, 2014 from 3:00PM until 7:00PM. Approximately 100 students will participate in the activity. Chaperones for the field trip are High School Principal Paul Morina and High School Teachers Patricia DellaVecchia, Kelly Kovalesky, Shane Kovalesky, Barbara Holler, Barbara Cangelosi and Gina Mariano. Cost to the Board of Education includes school bus transportation and admission fee of $700 ($7.00 per student x 100 students). Paulsboro High School Principal Paul Morina is in charge of the field trip.

Informational: This activity is being conducted after school in order to maintain instructional time during the day.

 F. Recommend approval for the members of the 2013-2014 Paulsboro High School

Wrestling Team to participate in a field trip to the Shady Maple Smorgasbord in East Earl, Pennsylvania on Saturday, April 5, 2014. All expenses for the trip including meals and transportation are paid by Paulsboro High School Alumnus Dean Sizemore.

Informational: Mr. Sizemore is a 1972 graduate of Paulsboro High School who has supported the wrestling team via sponsorship and donations for several decades.

 G. Recommend approval for the Paulsboro Junior Wrestling Association to use the

Paulsboro High School Wrestling Room on Tuesday and Thursday evening between 5:30PM and 8:00 PM beginning on Tuesday, April 1, 2014 and Thursday, June 26, 2014. Kevin Leaf and Paulsboro High School Principal Paul Morina are in charge of this program. Certification of proper insurance is on file.

Informational: The Paulsboro Junior Wrestling Association will conduct practice in the Wrestling Room.

 H. Recommend approval for the Paulsboro High School Marching Band (approximately

 30 students) to perform at the Wells Fargo Center for a Philadelphia Soul Arena

 Football Team game on Saturday, May 10, 2014 between approximately 4:00PM

 and 10:00PM. Band Director Jenna Ouellette and Wendy Stocker will chaperone the

 trip. Cost to the Board of Education includes school bus/van transportation.

 Informational: The Marching Band participated in similar trips during the past few

years. This activity provides an opportunity for the students to perform for a large audience. Students may sell tickets to the game for $20 each. The Philadelphia Soul, in turn donates $7 per ticket back to the Band.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion made by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation items I through L:

 I. Recommend approval for approximately 50 (of 150 students) 7th and 8th Grade

Paulsboro Junior High School students to participate in a field trip to the National Aquarium and Fort McHenry in Baltimore, Maryland on Thursday, May 15, 2014. Chaperones for the trip include Paulsboro Junior High School Teachers, Barbara Cangelosi, Susan Schaffer, Monica Garner, Gina Mariano, Lisa Kuhnel-Prangler and John Marcucci. Cost to the Board of Education includes school bus transportation and substitute teachers (6 x $120 = $720).

Informational: A similar trip was approved for the 7th and 8th grade during the 2012-2013 school year. That trip included the National Aquarium and Inner-Harbor. The current 8th grade students would have also had the opportunity to participate in a similar trip last year. Appropriate instructional materials are on file for the sites being visited.

 Students participating in this field trip will pay admission fees of $35 plus meals.

 The 100 students not attending the trip will attend school. The substitute teachers

will monitor previously assigned work as well as allow them to view a video about Fort McHenry on the Discover Education website.

 J. Recommend approval for Billingsport Early Childhood Center students to participate

in the mobile dentists Smile Program on Wednesday, April 23, 2014. There is no cost to the Board of Education. This recommendation is contingent on every effort possible to have the examinations done during Physical Education class or other special subjects.

Informational: In order to participate, parents must sign permission slips. A dentist, dental assistant and hygienist will provide an examination, X-rays, cleaning, sealants and fluoride treatments for participants. Dental insurance and Medicaid pays for the service but no student is turned away.

 K. Recommend approval for the 4th grade students at Loudenslager School to attend Mr.

Malcolm’s Crazy Science Show at the Broadway Theatre in Pitman, New Jersey on Thursday, May 22, 2014. The treat also includes children eating a bagged lunch at Washington Lake Park. Each student must pay the $7 admission fee. Cost to the Board of Education includes school bus transportation and a substitute School Nurse ($285/per day) Teacher Tara Stahl, William Tuff, Susan Piccione and Tamara Diodati, School Nurse Meredith Wright and Instructional Aide Gloria Melchiore will chaperone the trip.

Informational: It appears based on the information provided to the Interim Superintendent that the Science Show is a fun activity but may have limited transfer to the actual curriculum.

 L. Recommend retroactive approval of the following volunteers who participated in the

 Loudenslager School Read Across America Day on Monday, March 10, 2014.

 Michael Caprice Bertha Avant Mary Bailey Karen Mizner

 Rebecca Richardson Mark Wilgus Amber Burruezo Elaine Keys

 Maureen Chandler Linda Behm Claire Riggs Phil Neff

 Walt Quint Denise Brown Irene Gerbrick Shirley Gill

 Maryann Ridinger Mildred Tolbert Corinne McDonald

Informational: Approval of the volunteers was held until after the activity so that it would be accurate. This allows the district to correctly recognize the volunteers at the Volunteers in Paulsboro School (VIPS) reception.

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

 Motion carried

 M. Informational:

 1. *South Jersey Times* article dated February 22, 2014

 2. *South Jersey Times* article dated March 5, 2014

 3. *South Jersey Times* article dated March 7, 2014

 4. *South Jersey Times* article dated March 10, 2014

 5. *South Jersey Times* article dated March 14, 2014

 6. *The Paulsentinel* – Winter 2014

**FINANCE**

Motion made by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation items A through D:

 A. Recommend approval to submit an application to the Department of Agriculture,

 Child Nutrition Program in order to operate the Summer Feeding Program from

 Monday, June 30, 2014 through Wednesday, August 27, 2014 as follows:

 Elementary School – Conducted at Billingsport Early Childhood Center in coordination with Kindergarten-Grade Six Summer School from Monday, June 30, 2014 – Thursday, July 31, 2014. Breakfast will be served from 8:00AM – 9:00AM. Lunch will be served from 11:00AM – Noon.

 Paulsboro High School – In coordination with Paulsboro High School Summer School and athletic practices from Monday, June 30, 2014 – Wednesday, August 27, 2014. Breakfast will be served from 7:30AM – 8:30AM. Lunch will be served from 10:30AM – 12:30PM.

 The lunch and breakfast program will be closed on Friday, July 4, 2014.

 Informational: In Paulsboro more than 50% of the students are eligible for either free or reduced price meals. As a result, any resident 18 years of age or younger may receive breakfast and lunch free of charge during the summer. The free meals are available to all young people not just those attending summer school.

 B. Recommend approval to accept a donation in the amount of $6,000 from Mr. Daniel

 R. Mullen and Mrs. Elizabeth A. Mullen for the purpose of providing two college scholarships to a member of the Paulsboro High School Class of 2014.

 Informational: Mr. and Mrs. Mullen requested that the Paulsboro High School awards committee select the recipients of the scholarships at its discretion. Dr. Lucia Pollino, Director of Assessment facilitated this donation. Mr. Mullen is a member of the Paulsboro High School Class of 1956. These scholarships are presented in memory of his father who was the first four sport varsity letter winner at Paulsboro High School. Mr. Mullen has made similar donations in the past.

 C. Recommend approval to accept a Paulsboro High School Class of 1961 school trip

 photograph from Timothy and Julie Price. The monetary value of the photograph is

 $10 but what it represents is priceless.

 Informational: Mr. and Mrs. Price are Paulsboro High School alumni. Mr. Price was also a member of the Board of Education. Cindy and Walter Quint will have the photograph framed so that it can be displayed as part of the Hall of Diplomas project.

 D. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 8 | Herman Reading Kits | Obsolete | Place in trash |
| 1 | Large Place Box | Not needed | Place in recycling |
| 1 | Positive Thinking Game | Not in use. May not even be school property | Give to a student |
| 5 | Television Cart | Broken – Not safe to use | Place in recycling |
| 1 | Computer Cart | Broken – Not in use | Place in recycling |
| 2 | Audio-Visual Cart | Broken – Not in use | Place in recycling  |
| 3 | Television | Not working | Place in e-trash  |
| 2 | VHS Video Tape Players | Not working | Place in e-trash |

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

**FACILITIES**

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation items A and B:

 A. Recommend retroactive approval for Hill Studio, Paulsboro, New Jersey to

 use a hallway and lavatory in Paulsboro High School on Saturday, March 8,

 2014 for approximately six hours. Mike Lucas was in charge of the staff

 filming in the school. Appropriate insurance certification was provided. The

 purpose of the building usage was to create a video production.

Informational: Hill Studio and Mike Lucas have used the school buildings and grounds many times to do video productions. In this case, the studio learned of the project too late to seek advanced approval from the Board of Education. The Interim Superintendent approved the building usage and is now respectfully requesting approval from the Board of Education.

B. Recommend retroactive approval for the Philadelphia Boys Choir and Chorale to use

the Paulsboro High School Band/Music Room in order to conduct practice on Saturday, February 22, 2014. Required insurance certification is on file.

Informational: The Board was aware of this facility use but it was requested too late to seek approval on the February 2014 agenda of the Board of Education. The Interim Superintendent approved the facility use and is now respectfully requesting approval from the Board of Education.

There was a fire in the normal practice location for this internationally known group. Paulsboro High School Teacher of Music Aaron Krasting and his son are members of the Philadelphia Boys Choir and Chorale. He quickly requested the use of Paulsboro High School from his principal. This activity resulted in a very nice article in the South Jersey Times.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

 **SCHOOL SAFETY**

Motion made by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation item A:

1. Recommend that the Board of Education confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB).

**Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| PHS020914001 | 02/09/2014 | Complete | Intentional but not designed to harass, intimidate, or bully | Christie Rego-Konzik- School Counselor | Conference with students involved and parents were contacted | N/A |

 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, he confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their right to appeal.

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES

 Motion carried

Motion made by Lozada-Shaw, seconded by Giampola to accept the Interim Superintendents recommendation item B:

1. Recommend that the Board of Education confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB).

 **Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| BECC020514001 | 02/5/2014 | Complete | Non-HIB | Charisse Franklin – School Social Worker | Eat lunch together for conflict resolution  | N/A |
| BECC030414001 | Various | Complete | Non-HIB | Charisse Franklin – School Social Worker | N/A | N/A |
| BECC030414002 | Various | Complete | Non-HIB | Charisse Franklin – School Social Worker | N/A | N/A |

Informational: Please refer to the previous recommendation.

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

 Motion carried

 C. Informational

1. The following cases of Violence, Vandalism and Substance Abuse were investigated and confirmed since the last report to the Board of Education. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism and Substance Abuse circa September for the prior school year.

**Violence, Vandalism and Substance Abuse Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case #:** | **Date of Incident:** | **Status of Investigation:** | **Nature of Case:** | **Names of Investigators:** | **Type and Nature of Discipline Imposed:** | **Cost of Vandalism:** |
| PHS008 | 2/10/2014 | Complete | Harassment, Intimidation, and Bullying – Insulted or demeaned a student or group of students | Christie Rego-Konzik – School Counselor | Counseling | N/A |
| LOUD015 | 2/5/2014 | Complete | Harassment, Intimidation, and Bullying – Insulted or demeaned a student or group of students | Mildred Tolbert – Principal | Out of School Suspension 1 day, Detention, Parent Conference, and Student Conference | N/A |
| LOUD016 | 12/6/2013 | Complete | Violence – Threat | Mildred Tolbert – Principal | Out of School Suspension – 2 days, and Conference with Student and Counselor | N/A |

 2. The New Jersey Department of Education requires schools to conduct the

 types of safety drills reported below.

**Report of School Safety Drills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Drill** | **Paulsboro High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire | 9/11/13, 10/24/13, 11/5/13, 12/19/13, 1/31/14, 2/24/14 | 9/5/13,10/15/13, 11/18/13, 12/4/13, 1/27/14, 2/21/14 | 9/6/13, 10/21/13, 11/5/13, 12/19/13, 1/27/14, 2/20/14 |
| Shelter-in-Place | 10/8/13, 1/29/14 | 2/28/14 | 2/10/14 |
| Bomb Threat |  | 10/22/13 |  |
| Lockdown | 9/23/13, 11/20/13, 12/12/13, 2/27/14 | 9/10/13, 12/19/13 | 9/10/13, 1/2/14 |
| Evacuation (Non-Fire) |  | 11/20/13 | 10/4/13 |
| Bus Evacuation | 10/3/13, 10/15/1310/8/13 (Greenwich Twp.)10/10/13 (GCIT) | 10/4/13, 10/8/13, 10/13/13 | 10/3/13, 10/10/13, 10/15/13 |
| Active Shooter | 11/27/13 | 1/21/14 | 11/26/13, 12/11/13 |
| Test of Communication System | * All district administrators were trained to use the Phone Blaster system on Monday,

 November 25, 2013.* Member of the Paulsboro Police Department will be trained to use the Phone Blaster

 system at their convenience.* Districtwide test of the Phone Blaster system was conducted on December 11, 2013.
 |

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

Motion made by Stevenson, seconded by Walter and unanimously carried (9-0) to adopt the following resolution:

BE IT RESOLVED: The Paulsboro Board of Education adjourn to Executive Session to discuss legal and collective bargaining matters. The results of these matters may be made known upon return to regular session or when conditions warrant.

Motion made by Stevenson, seconded by Hamilton and unanimously carried (6-0) to return to the regular meeting.

**REGULAR MEETING**

**NEXT PUBLIC MEETINGS**

 **Thursday, May 1, 2014 - 7:00 PM** Regular Meeting

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

Motion made by Lozada-Shaw, seconded by Chapkowski and unanimously carried (9-0) to adjourn the meeting.

Regular Meeting recessed at approximately 8:19 p.m.

Executive Session convened at approximately 8:21 p.m.

Executive Session recessed at approximately 8:38 p.m.

Regular Meeting reconvened at approximately 8:40 p.m.
Regular Meeting adjourned at approximately 8:48 p.m.

Respectfully submitted,

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

Business Administrator/Board Secretary