**PAULSBORO BOARD OF EDUCATION**

**December 18, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger 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 President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:06p.m. by pledging allegiance to the flag and with the following members present: Mr. Chapkowski, the Greenwich Township Representative, Ms. Eastlack, Mr. Hamilton, Mr. Lisa (Arrived 7:40 p.m.), Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter. Mrs. Giampola was absent.

Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator/Board Secretary and student representative, Tahje Thomas.

**PRESENTATIONS**

Presentation of Student of the Month Awards for October-November, 2014

**October**

Paulsboro High School Paulsboro Junior High School

 Madison Homan Grade 9 Shanaya Wilcox Grade 7

 Christopher Dramis Grade 10 Jiselle Foust Grade 7

 Nick Croce Grade 11 Chloe Gibbons Grade 8

 Tyree Bagby Grade 12

**November**

 Paulsboro High School Paulsboro Junior High School

 Donald Grimes Grade 9 Nasir Moore Grade 7

 Haley Mogar Grade 10 Brittney Sprowl Grade 7

 Donesha Montgomery Grade 11 Kimberly Robinson Grade 8

 Haley Wellington Grade 12

Adoption of Resolutions Honoring Retiring Members of the Board of Education

Motion by Hamilton, seconded by Walter to accept Adoption of Resolutions Honoring Retiring Members of the Board of Education

Andrew Chapkowski Lisa Priest

ROLL CALL

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

 Motion carried

Program Feature – Online Professional Development

Instructional Coaches Rebecca Richardson and Matthew Browne are working to develop online learning modules for the staff of the Paulsboro Public Schools. These customized webinars expand the opportunities for staff members to participate in professional workshops without loss of instructional time for students or the expense of substitute teachers.

Ms. Richardson and Mr. Browne will make a presentation at the meeting of the Board of Education.

**PUBLIC COMMENTS**

Cassandra Clark, 1211 Walter Avenue, Paulsboro NJ addressed the Board with concerns of the dress code policy, location of the girls basketball practice and her opinions that the basketball and field hockey girls coaches are inexperienced. Dr. Quint stated he had discussions with the Athletic Director last week and practice has been moved to Paulsboro High School.

Aliyia Jones, 142 West Jefferson Street, Paulsboro NJ explained her situation to the board and asked what are the guidelines for a school to contact Child Protection and Procurement on a parent and how to address more security in the schools for her daughter and others.

**CORRESPONDENCE**

Motion by Priest, seconded by Lozada-Shaw and unanimously approved (9-0) to accept and file

1. Letter from John Kalnus expressing concern with the use of stimulants. (**Attachment**)

3. Letter from Greenwich Township Interim Superintendent of Schools Stephen Derkoski informing the Board of Education about a change in representation on the Board of Education. Mr. John Hughes will be the Greenwich Township Board of Education representative on the Paulsboro Board of Education. He will be sworn in as a member of the Paulsboro Board of Education at the Reorganization meeting on Tuesday, January 6, 2015. Mr. Hughes replaces Mr. Chapkowski.

**REPORT OF THE STUDENT MEMBER OF THE BOARD OF EDUCATION**

None

**OLD BUSINESS**

1. 2013-2014 Audit – Corrective Action Plan

The Board of Education heard an overview of the 2013-2014 Audit at its November 20, 2014 meeting. The Audit and other required documents are available for review in the Office of the Business Administrator/Secretary to the Board of Education. On November 20, 2014, the Board accepted the Audit and adopted the Corrective Action Plan. The attached Corrective Action Plan responds to three recommendations made by the Auditor in the Management Report. (**Attachment**)

1. Search for a New Superintendent of Schools
	1. Twelve applications have been received for the position of Superintendent of Schools which becomes available September 1, 2015. The applications are available for review by members of the Board of Education. The Interim Superintendent has also completed a preliminary review of the applications.
	2. The “Timeline for the Hiring of the Superintendent of Schools” adopted by the Board of Education indicates that the Board of Education should select the candidates who will be interviewed by December 19, 2014.
	3. The “Timeline” also states that the Board of Education will conduct special meetings on January 19-21, 2015 in order to interview candidates for the position of Superintendent of Schools.
	4. The Interim Superintendent has prepared a series of questions to be asked to candidates at the first round of interviews with the Board of Education.
	5. The members of the Board of Education should also suggest citizens to serve on the committee who will interview candidates.
	6. The Interim Superintendent respectfully requests that the Board of Education adjourn to Executive Session to review applications and select candidates for the position of Superintendent of Schools.
2. Veterans’ Employment Preference

At the September 25, 2014 meeting of the Board of Education, a member suggested giving preference to veterans who apply for positions within the Paulsboro Public Schools.

Response: At the November 20, 2014 meeting, Mr. Chapkowski provided a copy of the resolution for Veterans Preference that was recently adopted by the Greenwich Township Board of Education. The Board agreed to review this resolution then consider action at the December 18, 2014 meeting. Policies 4211 and 4111 address the recruitment, selection and hiring process for the Paulsboro Board of Education. At present they do not address a hiring preference for veterans.

The Greenwich Township resolution is attached to this agenda. (**Attachment**)

1. Regular Operating District (ROD) Grant

Recommend approval to adopt the attached resolution of the Board of Education of the Borough of Paulsboro, in the County of Gloucester, New Jersey approving the submission of a proposal to the voters of the school district at a Special Election to be held on Tuesday, January 27, 2015. (**Attachment**)

Informational: The attached resolution includes the exact wording of the questions to be placed before the voters. The document also includes an explanation to help the citizens to understand what is being voted upon. The resolution was developed by Bond Counsel Craig Gargano in consultation with Architect Robert Garrison.

Question 1 addresses projects eligible for ROD funding. The projects on Question 2 are not eligible for State of New Jersey aid. In order for Question 2 to be approved, the voters must first support Question 1. Said differently, the projects on Question 2 can only be funded if the voters support Question 1.

Additional Informational: The Interim Superintendent did interviews with reporters from the *South Jersey Times* as well as the *Courier Post* in order to provide information to the public about the upcoming Special Election.

Polling places will be the same as a General Election. Polls will be open from 2:00 PM until 9:00 PM. This will allow parents to vote prior to picking their children up at school dismissal.

The Interim Superintendent is also scheduling presentations throughout the community in order to provide information about the projects included in the bond referendum. Presentations include:

 GAP-CAP - December 4, 2014

 Senior Citizens - December 13, 2014

 Land Use Board – January 2015

 Gibbstown BOE – January 2015

 Paulsboro Mayor and Council - December 17, 2014

 Kiwanis - December 18, 2014

 Special Meeting of Key Communicators – January 7, 2015

 Paulsboro Education Association – January 2015

 Eye On Paulsboro – January 2015

 Chamber of Commerce – January 2015

The Superintendent also spoke with Gibbstown Mayor Shivery. Mayor Shivery was pleased to be contacted but did not think that his Council or Land Use Board needed a presentations about the bond referendum.

Letters and other materials are being developed in cooperation with Architect Bob Garrison. Director of Assessment Lucia Pollino and Website Content Administrator Susan Schaffer are also preparing materials for the district website.

1. Paulsboro High School Centennial Committee

The Paulsboro High School Centennial Committee conducted its first meeting on December 2, 2014. This meeting was an excellent brainstorming session. The group decided that the celebration would begin with Commencement 2016 (the 100th class to graduate from Paulsboro High School) and end on May 8, 2017 (the centennial of the dedication of the building). The minutes of the meeting are attachment for review by members of the Board of Education. The next meeting is set for January 15, 2015. (**Attachment**)

Motion by Chapkowski, seconded by Walter to readopt the resolution stated above in Old Business No. 3, Veterans’ Employment Preference with The Greenwich Township resolution attached to this agenda. (**Attachment**)

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

Motion by Stevenson, seconded by Hamilton to readopt the resolution stated above in Old Business No. 4 Regular Operating District (ROD) Grant.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

**NEW BUSINESS**

1. Board of Education Reorganization Meeting

Recommend approval to change the date of the Reorganization Meeting of the Board of Education from Thursday, January 8, 2015 to Tuesday, January 6, 2015. The meeting will take place at 7:00 PM in the Paulsboro High School Library.

Informational: New Jersey Department of Education mandates that the Reorganization of the Board of Education take place during the first 7 days of the calendar year.

Motion by Hamilton, seconded by Stevenson and unanimously approved (9-0) to accept the Board of Education Reorganization Meeting to January 6, 2015.

2. 2015-2016 Budget – Special Meetings

Recommend approval to conduct a meeting of the Board of Education on Thursday, January 29, 2015 for the purpose of reviewing budget accounts for the upcoming school year.

Informational: The Interim Superintendent and Business Administrator respectfully request that the Board of Education conduct a series of special meetings in order to review the budget for 2015-2016 school year. The meeting recommended above (if approved) will be the first in the series of budget meetings.

Motion by Walter, seconded by Lozada-Shaw and unanimously approved (9-0) to conduct a series of special meetings in order to review the budget for 2015-2016 school year.

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

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-H.

1. Approval of November 20, 2014 Minutes **(Attachment)**

1. Recommend approval of the budget transfers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Account | From Description | To Account | To Description | Amount |
| 11-190-100-610-05 | Reg Prg –Undistrib.InstructionGeneral Supplies | 11-000-218-610-03 | UndistributedGuidance ServicesGeneral Supplies | 70.60 |
| Reallocate Department Budget |
| 11-190-100-610-01 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-190-100-610-04 | Reg Prg-Undistrib.InstructionGeneral Supplies | 2,000.00 |
| Reallocate Department Budget |
| 11-190-100-610-05 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-212-100-610-02 | Sp Ed-MultipleInstructionGeneral Supplies | 73.00 |
| Reallocate Department Budget |
| 11-190-100-610-05 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-215-100-610-02 | Sp Ed-Pre Disab-P/TInstructionGeneral Supplies | 73.00 |
| 11-190-100-610-05 | Reg Prg-Undistrib.InstructionGeneral Supplies | 11-230-100-610-03 | Basic Skls/RemedialInstructionGeneral Supplies | 23.83 |
| Reallocate Department Budget |
| 20-218-100-320-02 | Preschool EducationInstructionPurch Prof/Educ Srv | 20-218-100-610-02 | Preschool EducationInstructionGeneral Supplies | 217.77 |
| Reallocate Department Budget |

1. Recommend approval of the Cash Receipts Report – October **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Secretary to Board of Education – October



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.

1. 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 November 30, 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 Mr.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.

Recorded via roll call vote of the Board of Education.

1. 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 October 31, 2014.

|  |  |  |
| --- | --- | --- |
|  |  Anticipated  Budget  | Cash Received as of October 31, 2014 |
| Taxes | $5,484,300.00  | $1,837,957.67 |
| Tuition - Gibbstown | 1,430,667.00 |  |
| Tuition - Other LEA's |   | 23,408.44 |
| Tuition – Out of State |  | 129,812.00 |
| Miscellaneous | 51,059.00 | 57,835.96 |
| State Aid | 12,130,999  | 2,288,135.00 |
| Extraordinary Aid | 50,000  |  |
| SEMI | 80,000  | 5,115.91 |
|  | $19,227,025  | $4,342,264.98 |

  Thursday, December 18, 2014

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of November 30, 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:23-2-2.11(a).

  Thursday, December 18, 2014

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Stevenson, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation to approve item A- F:

1. Recommend appointment of the substitute teachers on the attached list from Source 4

Teachers. (**Attachment**)

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

1. Recommend approval of the following staff members in the Alternative Evening Program (AEP) at Paulsboro High School beginning Monday, January 5, 2015 through the last day of school for students during June 2015.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position | Staff Member | Daily Hours | Number of Days per Week | Number of Hours per Day | Salary per Hour | Number of Work Days | Total |
| Principal | James Pandolfo | 4:00 PM – 7:30 PM | 5 | 3.5 | $32 | 109 | $12,208 |
| Teacher of English | Open – Vacancy Posted | 3:00 PM – 7:30 PM | 4 | 4.5 | $32 | 87 | $12,528 |
| Teacher of Mathematics | Thomas Damminger | 3:00 PM – 7:30 PM | 4 | 4.5 | $32 | 87 | $12,528 |
| Teacher of Science | Open – Vacancy Posted | 3:00 PM – 7:30 PM | 3 | 4.5 | $32 | 65 | $9,360 |
| Teacher of Social Studies | Joseph Ciocco | 3:00 PM – 7:30 PM | 3 | 4.5 | $32 | 65 | $9,360 |
| Guidance Counselor/Prevention Facilitator | L. Jean Brown | 3:00 PM – 7:30 PM | 2 | 4.5 | $32 | 44 | $6,336 |
| Teacher of Health and Physical Education | Jaime Convery | 3:00 PM – 7:30 PM | 1 | 4.5 | $32 | 22 | $3,168 |
| Substitute Teachers/Administrators | Todd PalmisanoClara DavisMildred TolbertPaul Morina | As Needed | AsNeeded | AsNeeded | $32 | As Needed | NA |
| Fringe Benefits 8.35% of Salary | $5,468 |
| Total | $70,956 |

Informational: The Board of Education approved the AEP program at its meeting on November 20, 2014. Students are currently being selected to participate in AEP. Staff members hired for this program commit to working the number of days per week specified above. The district is still awaiting final approval of a grant application that will provide funding for this program.

1. Recommend approval of a medical leave of absence for Bus Driver Ethel Jackson with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Saturday, December 6, 2014 – Without pay but with benefits as a

Thursday, December 11, 2014 courtesy by the Board of Education.

Friday, December 12, 2014 – With pay and benefits via Workers’

Until cleared to return to work Compensation. Specifically, Workers’

 Compensation provides salary while

 the Board of Education pays for

 benefits.

Informational: The Board of Education originally approved Ms. Jackson’s leave of absence on September 25, 2014.

1. Recommend approval of a childbearing/childrearing leave of absence for Paulsboro High School Teacher of Students with Disabilities Lisa Kuhnel-Prangler with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

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

Thursday, December 4, 2014 sick and personal leave as well as the concurrent use of Federal Family Leave.

Friday, December 5, 2014 - Without pay but with benefits via the

Sunday, March 1, 2015 Federal Family Leave (Childbearing) and New Jersey Family Leave (Childrearing).

1. Recommend approval to accept the resignation with intent to retire of Cafeteria Worker Linda Tighe effective December 1, 2014.

Informational: Ms. Tighe has been on leave of absence. She served the Paulsboro Public Schools for 18 years. This position will now be filled by a Nutri-Serve employee as per agreement with the Board of Education.

1. Recommend granting the Interim Superintendent of Schools authority to issue a “Letter of Intent” in order to hire long-term substitute teachers to replace Paulsboro High School Teachers of Students with Disabilities Monica Garner and Lisa Kuhnel-Prangler as well as Science and English Teachers for the Alternative Evening Program (AEP).

Informational: The administration advertised the vacancies and is interviewing a series of candidates. “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.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items G-L:

1. Recommend approval of a medical leave of absence for Loudenslager Elementary School Instructional Aide Leone Brennan with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Monday, November 24, 2014 - With pay and benefits by use of accumulated

Tuesday, December 16, 2014 sick and personal leave as well as the concurrent use of Federal Family Leave.

Wednesday, December 17, 2014 - Without pay but with benefits via the

Thursday, March 5, 2015 Federal Family Leave.

Informational: The Board of Education will allow staff to donate sick days / personal days.

1. Recommend approval of a leave of absence for the purpose of caring for a family member for Loudenslager Elementary School Teacher Monica Moore-Cook with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Thursday, November 20, 2014- With pay and benefits by use of

Wednesday, November 26, 2014 accumulated sick and personal leave as well

as the concurrent use of the Federal Family Leave.

1. Recommend approval to revise the resignation of Teacher of Students with Disabilities Erica Kilgus so that her last day of work in Paulsboro will be Tuesday, December 23, 2014 rather than December 9, 2014.

Informational: The Board of Education originally accepted Ms. Kilgus’ resignation at the October 30, 2014 (corrected November 18, 2014) meeting. Ms. Kilgus agreed to stay until winter recess in order to ease the transition to a new teacher. Please see below.

1. Recommend appointment via Letter of Intent of Kimberly Katelhon to the position of Teacher of Students with Disabilities assigned to the Preschool Disabled class at Billingsport Early Childhood Center effective as soon as her current employer releases her from contract but not earlier than Friday, December 5, 2014. Ms. Katelhon will earn BA – Step 2 - $43,721 prorated as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background review.

Informational: Ms. Katelhon replaces Erica Kilgus who recently resigned. On October 30, 2014, the Board of Education granted the Interim Superintendent Letter of Intent authority to hire a replacement for Ms. Kilgus prior to the December 18, 2014 meeting. Ms. Katelhon was interviewed by Billingsport Early Childhood Center Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint. Mr. Bracciante checked references. The above recommendation provides two days for Ms. Kilgus and Ms. Katelhon to work together in order to orient the new teacher to the class.

Ms. Kilgus agreed to continue to work until Tuesday, December 23, 2014. Ms. Katelhon’s current employer has agreed to release her as soon as a replacement can be found rather than hold her to a 60 day notice period (circa January 25, 2015). If Ms. Katelhon is not available by January 5, 2015, a substitute teacher will be needed.

1. Recommend approval to transfer Classroom Aide Theresa Stone from the class taught by Amber Berry at Loudenslager Elementary School to the class taught by Ann Giovannitti at Billingsport Early Childhood Center effective Monday, January 5, 2015.
2. Recommend approval to reassign Instructional Aide Erica Scott from the class taught by Corey Hoffman at Loudenslager Elementary School to the class taught by Amber Berry at Loudenslager Elementary School effective Monday, January 5, 2015.

Informational Items K and L: The enrollment in the Billingsport Early Childhood Center class taught by Caitlin Cusack has exceeded the maximum allowed by the New Jersey Department of Education. More students are expected to be classified as disabled in the very near future. The Billingsport Early Childhood Center class taught by Ann Giovannitti is small and is not currently served by an aide. The Child Study Team will assign and reassign students to these two classes based on student needs. It is expected that each class will then have between 10-12 students. As a result, Ms. Giovannitti’s class will also require the services of an Aide. Theresa Stone will be transferred from Loudenslager Elementary School to fill this need.

The enrollment in the Loudenslager Elementary School class taught by Corey Hoffman is too small to require an aide as per the rules of the New Jersey Department of Education. Instructional Aide Erica Scott currently works in this class. Ms. Scott will be reassigned to the Loudenslager Elementary School class taught by Amber Berry to fill the vacancy created by the transfer of Ms. Stone.

Principals Paul Bracciante and Phillip Neff as well as Director of Special Services John Giovannitti consulted and agreed upon the reassignment and transfer. The Interim Superintendent of Schools provided the Aides impacted by these changes with the appropriate notice.

ROLL CALL

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

Motion carried

1. Informational
	1. The following are paid class covers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High and Junior High School** | **Loudenslager****2014-2015** | **Billingsport****2014-2015** |
| **Average Last****6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 11 | 0 | 0 |
| October | 26.2 | 9-46 | 62 | 0 | 0 |
| November | 34.8 | 19-53 | 60 | 0 | 0 |
| December | 44.0 | 31-65 |  |  |  |
| January | 43.3 | 15-69 |  |  |  |
| February | 40.5 | 12-53 |  |  |  |
| March | 68.2 | 28-96 |  |  |  |
| April | 53.9 | 36-88 |  |  |  |
| May | 91.5 | 65-127 |  |  |  |
| June | 41.7 | 22-97 |  |  |  |
| Total | 44.6 | 23.7-70.0 |  |  |  |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-E:

1. Recommend approval to submit and if awarded accept a grant in the amount of $10,480 to Axeon Specialty Products for the purpose of beginning a Robotics course at Paulsboro High School during the 2015-2016 school year. (**Attachment**)

Informational: Axeon Specialty Products in going away from providing small donations for items such as advertisements in the programs of school activities. The company does, however, want to provide funding for Science, Technology, Engineering and Mathematics (STEM) program.

The Robotics course is an introduction that provides students with the opportunity to build a functional robot that performs a specific task. The hands-on experience is the student’s first opportunity to learn what engineers do and how they work to create solutions to real problems.

The grant application was written by Paulsboro High School Teacher of Mathematics (and Mechanical Engineer) Nelson Hall and Interim Superintendent of Schools Walter Quint.

1. Recommend approval to adopt the updated Courses of Study for Accounting II and Web Page Design effective immediately at Paulsboro High School. (**Attachment**)

Informational: The Course of Study for World Issues is now being updated as the final step in bringing the written curriculum into compliance with the standards established by the New Jersey Department of Education. Paulsboro High School Teacher of Business Education Patricia DellaVecchia and Director of Assessment Lucia Pollino completed the updates to the recommended Courses of Study.

1. Recommend approval for the Paulsboro Public Schools to serve as a “second nonprofit agency selected by the Borough of Paulsboro” on a grant submitted to AmeriCorps as part of the Governor’s and Mayor’s Initiative. There is no cost to the Board of Education.

Informational: Councilwoman Jennifer Turner needed to submit this grant application on very short notice. The Interim Superintendent agreed to allow the school district to be listed along with the Borough of Paulsboro and Glorious Light Christian Ministries as nonprofit agencies supporting the request for funding. If the grant is approved, it will provide funding for a Science Technology, Engineering and Mathematics program in the schools.

1. Recommend approval to pay each Classroom and Instructional Aide up to six hours at their contracted hourly rate during the 2014-2015 school year in order to provide time for them to complete the online professional development mandated by the New Jersey Department of Education. Total cost for the 31 aides is $3,428.

Informational: Aides do not have a preparation period during the school day. As a result, they do not have any time available during the school day to complete the mandated professional development modules. In the past, the aides would have received their professional development training during early dismissal (half-day sessions) days. With only four half-days during the year, this time is no longer available.

1. Recommend retroactive approval for Instructional Coach Rebecca Richardson to attend the three hour Common Core Can Do workshop in Swedesboro, New Jersey on December 4, 2014. There is no cost to the Board of Education.

Informational: Workshop materials arrived too late to seek approval in advance from the Board of Education. The Interim Superintendent approved participation in this training session and now respectfully requests that the Board of Education confirm his action.

The main topic of this workshop is helping teachers learn how to support students who are learning to analyze complex text.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items F&G:

1. Recommend approval for Wilmington University Graduate Student Jill Suter to complete her Clinical Practice (also known as Student Teaching) at Loudenslager Elementary School beginning January 5, 2015 through May 31, 2015. Loudenslager Elementary School Teacher of Students with Disabilities Tamara Diodati will serve as the cooperating teacher.

Informational: During Clinical Practice, college students observe in the classroom then gradually assume all of the duties of the cooperating teacher. A university supervisor will make a number of formal visits to the classroom in order to evaluate the student teacher and consult with the cooperating teacher.

1. Recommend retroactive approval for Wilmington University Student Kristina Gayeski to complete a practicum experience at Loudenslager Elementary School during the first semester of the 2014-2015 school year. School Nurse Elaine Hadfield was the cooperating professional for this field experience.

Informational: Ms. Gayeski shadowed Ms. Hadfield for 16 hours in order to complete this field experience. The formal paperwork to support this request arrived circa November 24, 2014 which was too late to seek advanced approval by the Board of Education. The Interim Superintendent approved the request and now respectfully requests that the Board of Education confirm his action.

ROLL CALL

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

Motion carried

1. Informational:
2. Observations of Third Year Teachers

The Interim Superintendent of Schools completed observations of teachers in their third year of service in Paulsboro. These teachers will be eligible for tenure at the beginning of the 2015-2016 school year. The Interim Superintendent will take the steps necessary to review the performance of these teachers during an executive session at the January 2015 meeting of the Board of Education. At the same meeting, the Interim Superintendent will be prepared to review the performance of other non-tenured teachers that need to make substantial improvements if they are to earn tenure.

As a result of changes in the tenure laws, the majority (if not all) those teachers who are in their second year of service will not be eligible for tenure until they complete four years of service in Paulsboro. Having said this, the Board of Education will not need to make tenure decisions during the 2015-2016 school year. The Interim Superintendent will review the tenure code and dates of hiring to be certain each person is properly evaluated.

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 101 |
| 10 | 94 |
| 11 | 88 |
| 12 | 88 |
| TOTAL | **371** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 79 |
| 8 | 71 |
| TOTAL | **150** |

1. The following are 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 | 6 | 3 |  |  |  | 3 | 23 | 21 | 21 |  |  |
| Pre-school | 16 | 16 | 16 |  |  | 4 | 23 | 22 | 22 |  |  |
| K | 25 | 24 | 25 | 25 |  | 5 | 19 | 20 | 19 | 20 |  |
| 1 | 23 | 23 | 22 | 22 |  | 6 | 20 | 22 | 19 | 19 |  |
| 2 | 16 | 16 | 17 | 17 |  | Special Education | 11 | 4 |  |  |  |
| Special Education | 6 | 6 | 14 |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **338** | TOTAL |  |  |  |  | **305** |

**INSTRUCTIONAL SERVICES**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items A&B:

1. Recommend approval for Saleem Little, son of Paulsboro High School Teacher of English Nicole Beaman, to complete his senior year at Paulsboro High School. This action is based on professional courtesy.

Informational: Ms. Beaman recently moved to a residence outside of Paulsboro. She is requesting professional courtesy for her son to complete the 2014-2015 school year at Paulsboro High School. Professional courtesy is allowable under New Jersey’s statutes. The Board of Education has approved this type of action many times in the past. Saleem is currently the valedictorian of his class.

1. Recommend approval, as per the Fostering Connections to Success and Increasing Adoptions Act of 2008, for two Paulsboro students to attend a public school outside of Paulsboro beginning November 9, 2014. Cost to the Board of Education includes transportation to and from school.

Informational: This placement was made by New Jersey Child Protection and Permanency (CP and P). Records of these placements are maintained by the Superintendent of Schools.

ROLL CALL

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

Motion carried

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items C-E:

1. Recommend approval for the following students in Grades Pre-Kindergarten-8 to attend out-of-district schools for students with disabilities during the 2014-2015 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school. This recommendation is contingent on review of the Individual Education Program (IEP) and contract for services provided by the out of district school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School**  | **One on One Aide** | **Tuition per Year** | **Per Diem Rate** |
| 2543 | 2 | Bankbridge Elementary School | No | $35,100 Prorated | $195 |

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 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.

1. Recommend approval to provide homebound instruction for the following student:

|  |  |  |
| --- | --- | --- |
| **Student Name or Case Number**  | **Grade** | **Hours of Instruction** |
| MA | 6 | Student will receive home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. |
| 2808 | 8 | Student will receive home instruction through Brookfield School for a maximum of 10 hours/week at $32/hour.  |
| BB | 6 | Student will receive a minimum of 5 hours/week of home instruction at the rate of $44.00/hour provided by a hospital from about October 1, 2014 – November 18, 2014. Beginning on November 19, 2014, the student will receive home instruction through Brookfield School for a minimum of 5 hours/week at $32/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 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 of the following tuition and/or transportation costs for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Grade** | **Location of Temporary Residence** | **Home District/District Responsible for Tuition and/or Transportation** | **Tuition** | **Transportation** |
| RB | 1 | Camden, New Jersey  | Paulsboro | No | Yes |
| AS | 5 | West Deptford, New Jersey  | Paulsboro | No | Yes |
| AS | 6 | West Deptford, New Jersey  | Paulsboro | No | Yes |
| CS | 1 | West Deptford, New Jersey  | Paulsboro | No | Yes |
| LS | 4F | West Deptford, New Jersey  | Paulsboro | No | Yes |
| NS | 3 | West Deptford, New Jersey  | Paulsboro | No | Yes |
| BSW | 8 | West Deptford, New Jersey  | Paulsboro | No | Yes |
| AM | K | West Deptford, New Jersey  | Paulsboro | Yes \* | No |
| DA | 7 | Clayton, New Jersey  | Paulsboro | No | Yes |

\* The tuition contract for this student has not yet been provided by West Deptford. Tuition is

 expected to be in the range of $5,000 - $15,000 per year.

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of their children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school serving the temporary residence. In this case, the home district is responsible to pay tuition. The home district is responsible to pay tuition and/or transportation costs for one year from the date each family becomes homeless. If a family’s living arrangement changes within the year, the timeline “resets” and the year starts over.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

1. Informational:
2. Monthly Reports of Administrators (**Attachment**)

**STUDENT ACTIVITIES**

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-F:

1. Recommend approval for Marvin Hamilton, Sr. to participate as a guest in the Paulsboro High School trip to Italy scheduled for March 24, 2015- April 2, 2015. Mr. Hamilton will pay the full price for his participation in the trip. He will be traveling with the group as a guest not a chaperone. As a guest, he agrees to abide by the same rules as other participants.

Informational: The chaperones for this trip were approved by the Board of Education at its meeting conducted on February 27, 2014 Paulsboro High School Principal Paul Morina is the chaperone in charge of the trip. Josephine Ianaole and Elizabeth Reilly are the Paulsboro High School Teachers serving as chaperones for this excursion.

ROLL CALL

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

Motion carried

1. Recommend approval of the following changes to the winter season sports schedule for Paulsboro High School:

 1. Add varsity and junior varsity Girls Basketball vs. Pennsauken Technical School

on Monday, January 12, 2015. The games will be played at the Pennsauken Campus of Camden County Vocational School. Varsity will be begin at 4:00 PM with Junior Varsity to follow at 5:30 PM.

Informational: The additional game will help the team when tournament seeding takes place.

 2. Add varsity and junior varsity Boys Basketball vs. Williamstown High School on

Monday, January 12, 2015. The games will be played at Paulsboro High School. Junior Varsity will begin at 4:00 PM with Varsity to follow at 5:30 PM.

Informational: The Boys Basketball Team anticipated an invitation to the New Jersey Shore Tournament on Monday, December 29, 2014. The invitation was not forthcoming. The contest against Williamstown High School replaces the tournament competition. The addition of a Group IV opponent will be advantageous to the team when seeding takes place.

1. Recommend approval for approximately 30 Paulsboro High School students to attend a rehearsal of the Philadelphia Orchestra in Philadelphia, Pennsylvania on Thursday, February 5, 2015. There is no cost to the school or students for admission to the rehearsal. Cost to the Board of Education includes school bus transportation and three substitute teachers (3 x $129 = $387). Paulsboro High School Teachers of Music Aaron Krasting, Jenna Ouellette and Wendy Stocker will chaperone the trip.

Informational: Students participating in the trip are members of the Paulsboro High School Concert Band and pupils in the Music Theory Class. The Board of Education has approved this field trip in the past.

1. Recommend approval of the following volunteers to assist with various activities at Paulsboro High School and Paulsboro Junior High School during the 2014-2015 school year. This approval is contingent on a certificated member of the Paulsboro High School staff (administrator or teacher) being present whenever the volunteers are conducting an activity that includes children. Paulsboro High School Teacher Roseanne Lombardo is the liaison between Paulsboro High School and the volunteers.

Carol & Nelson Herrera Treva Oster

Sandra & Reinaldo Vazquez Melissa Corson

Rosita Perez Michael Chew

Roseanne Lombardo Tenielle Montalvo

Nate’ Woodards Theresa Kaighn

Dough & Lovell Nelson Sherri Baily

Kim Parker Kimberly & Malcolm Willetts

Frances Lezzi Gina Morina

Melissa Williams Heather Hinkle

Nanette Anderson Dionna Noel

Michelle Mack Sheila Stanback-Jackson

Leslie Showell Tiffany Hill

Denise Yourgevidge Nancy Homan

Nicole Daniels Brian Temple

Allison Grelli Nicole Papp

Monee Foster Kelly DiFeterici

Michael Mogar Christa Cooper

Lori Coppolino

Informational: These volunteers are members of the Parents United Committee. The group conducts activities such as dances during the school year at Paulsboro High School. In addition, the committee operates concession stands during other school activities such as concerts. The committee meets monthly at Paulsboro High School. The volunteers also assist with the after Prom and after Commencement activities. The Board of Education is not asked to recognize Parent United as an outside organization but rather as a group of volunteers that assist with student activities. If the committee is a recognized as an outside organization it must have insurance coverage.

1. Recommend approval to accept the resignation of Former Supervisor of Food Services Bill McCumber from the position of Play Advertisement Advisor effective immediately.

Informational: The Board of Education appointed Mr. McCumber to this position on June 30, 2014. Since that time, he resigned his position as Supervisor of Food Services in order to accept a new administrative post with Nutri-Serve. As a result, of this promotion, he is no longer available to work with the Paulsboro High School musical production.

1. Recommend the following actions for the Paulsboro High School musical production of Bring it On – The Musical on March 19, 20 and 21 (Thursday – Saturday), 2015:

1. Appointment of Retired Cafeteria Worker (currently Nutri-Serve employee) Crystal Henderson as the Concession Stand Manager with a stipend of $300. The stipend is paid from the profits earned by the sale of concessions.

 Informational: The Concession Stand Manager is responsible for coordinating volunteers, donations and sales of concessions during the nights of the production.

2. Appointment of Paulsboro Junior High School Teacher of Language Arts Susan Schaffer to the position of Play Business Advisor. Ms. Schaffer will earn $339 plus 10% of the fees derived from the sale of advertisements as per agreement with the Paulsboro Education Association.

Informational: The Play Business Advisor is responsible to maintain the accounts for the musical. In addition, this person coordinates the sale of advertisements and the creation of the Program/Ad Book.

3. Appointment of Martin English as Technical Supervisor. Mr. English will earn $1,000 to be paid from the revenues of the production.

 Informational: The Technical Supervisor is responsible for the installation and removal of the audio and video equipment needed for the musical. This work includes the microphones, speakers, video screens, projectors, recording equipment, spotlights, etc. The Technical Supervisor also coordinates the operation of the equipment during the production.

 Mr. English has worked with the Paulsboro High School musical production for approximately eight years (without approval by the Board of Education). He is the Technical Supervisor for a professional theater company, on the Board of Directors for a theater company and is employed by the University of Pennsylvania.

4. Recommend approval to appoint Gabrielle Iusso as the Volunteer Cheer Consultant for the production.

 Informational: Ms. Iusso is the Captain of the Rowan University Cheerleading Squad.

5. Recommend approval of the Preliminary Budget for the production. (**Attachment**)

 Informational: Based on the Preliminary Budget the musical production should sustain itself. The Board of Education will not need to subsidize the activity.

Informational: The Board of Education approved the musical itself at the meeting on November 20, 2014.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

1. Informational:
2. Reports of the Fall Athletic Team **(Attachments)**

**FINANCE**

Motion by Lisa, seconded by Chapkowski to accept the Interim Superintendents recommendation to approve items A-D:

1. Recommend approval to accept a donation in the amount of $3,000 from Paulsboro High
School Teacher of Italian Josephine Ianoale for the purpose of defraying the cost of installing a Smart Board in her classroom (205).

Informational: Ms. Ianoale does not obtain health benefits via the Board of Education. As a result, she is refunded $3,000 in lieu of the benefits. She is, in turn, returning this money to the Board of Education in order to purchase a Smart Board for her classroom.

1. Recommend approval to accept a donation/award in the amount of $1,500 and plague from Evergreen Packaging and Isaac Boris.

Informational: Evergreen Packaging is the sponsor for the Made by Milk Carton Construction Contest. This is a nationwide student design competition to promote recycling. Paulsboro High School Alumnus (Class of 2014) Isaac Boris won first place in the 2014 program with his “Star Destroyer.” The “Star Destroyer” was made of empty milk cartons. Mr. Boris was the president of Students United for Respect and Equality (SURE). He donated his award to SURE in order to fund programs such as the Senior Citizens Luncheon.

Paulsboro High School students also won an award as part of the 2013 milk carton project. Students have entered Legs and Venus do Milko in the 2015 competition. Paulsboro High School Teacher of Art Margaret LaDue is in charge of the milk carton program as well as SURE advisor.

1. Recommend approval to accept a donation in the amount of $300 from Mr. and Mrs. Henry Wilhelm. The donation is in memory of Karen (Bunny) Wilhelm (Paulsboro High School Class of 1979). The purpose of the donation is to purchase uniforms for the cheerleaders.

1. Recommend approval to award the copier lease based on State Contract No. T-2075, Vendor No. A51145 to Stewart Business Systems, in the amount of $3,286.79 per month for 60 months totaling $197,207.40. The contract includes 3.8 million copies per year. Copies over the 3.8 million will be billed $0.0042 for black and white and $0.0490 color.

Informational: This lease is $624.79 per month more than the current lease and includes the following additional items that the current lease does not:

* Additional 800,000 black and white copies.
* Additional 12,000 color copies.
* Billing for overages will be assessed annually instead of semi-annually.
* Additional copier at Loudenslager Elementary School.
* Additional copier at Billingsport Early Childhood Center.
* Color copier for Paulsboro High School – Paulsboro Junior High School.
* Fax capabilities for all office copiers.

Each school will now have two copiers available for teacher use. This allows copies to be made even if one machine is down for service.

The following is a list of vendors who have been contacted to solicit a quote:

* Fraser Advanced Information Systems
* Xerox Corporation
* Keystone Digital Imaging, Inc.
* Ricoh USA
* Stewart Business Systems

Informational: The existing five year copier lease with KDI, Inc. expires December 31, 2014. Deployment of the new copiers will take place over Winter Recess. Business Administrator Jennifer Johnson obtained quotes, visited vendors and analyzed district needs. Supervisor of Technology Joseph Magazu also provided valuable input.

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve items E:

1. Recommend approval to accept a donation of five large boxes of hats, gloves, scarves and sneakers from Clonmell United Methodist Church, Gibbstown, New Jersey. The value of the donation is approximately $500.

Informational: The clothing will be distributed via Billingsport Early Childhood Center to students and their families.

ROLL CALL

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

 Motion carried

1. Informational:

1. Application for State School Aid

The district administration filed the 2015-2016 School District Budget Statement – ASSA (Annual State School Aid) Summary on schedule. The New Jersey Department of Education takes a snapshot of the district enrollment at the end of October each year. This enrollment is used to determine the State School Aid for the next school year. A copy of the report is attached for the convenience of members of the Board of Education. Director of Assessment Dr. Pollino is in charge of preparing and submitting this important report. The following chart presents an enrollment summary for the past three years. (**Attachment**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Students on Roll** | **Number of Students with Disabilities** **Sent Public Schools** | **Number of Students with Disabilities Sent to Private Schools** | **General Education Students Sent** | **Number of Students Received** | **Number of** **Low Income****Students** | **Number of Special Education****Students** |
| 2014-2015 | 1160 | 25.0 | 17.0 | 4.0 |  91 |  785 \* | 256 |
| 2013-2014 | 1166 | 23.5  | 7.0 | 4.0 | 100 | 812 | 241 |
| 2012-2013 | 1170 | 24.5 | 6.0 | 8.0 |  94 | 765 | 220 |
| 2011-2012 | 1216 | 25.5 | 6.0 | 9.0 |  96 | 799 | 240 |

\* This is the first year that Paulsboro participated in the Community Eligibility Provision (CEP) which provides lunch free of charge to every student. Schools participating in CEP may not collect Lunch Applications from parents. These applications were the source of information needed to determine the number of students who are considered “Low Income.” For 2014-2015 New Jersey allowed the district to use the low income data from 2013-2014. Dr. Pollino and Secretary to the Superintendent, Lynne Green worked diligently to cross-reference students/ families in order to assure the accuracy of the “Low Income” data. This data is used to determine State School Aid so it is very important.

2. Child Nutrition

As a result of implementing the Community Eligibility Provision (CEP) all students are now eligible to eat both breakfast and lunch free of charge. In addition, the administration is experimenting with strategies to increase the number of Loudenslager Elementary School and Paulsboro Junior High School students participating in the breakfast program. Thus far, the experiments seem to be working as evidenced by the increase in the number of students eating meals in the cafeteria. The following chart displays the percentage of students participating in the meal program for the past two years.

|  |  |  |
| --- | --- | --- |
| **Month** | **Breakfast** | **Lunch** |
| **2013-2014** | **2014-2015** | **2013-2014** | **2014-2015** |
| September | 51% | 58% | 70% | 75% |
| October | 52% | 60% | 72% | 81% |
| November | 53% | 63% | 73% | 88% |

It is noteworthy that 97% of the students in Paulsboro High School and Paulsboro Junior High School ate school lunches during November 2014.

The following financial information suggests that the amount of Board of Education subsidy for the child nutrition program is lower for September-October 2014 compared to the same period last year.

|  |  |
| --- | --- |
| **Financial Information** | **September 2014-October 2014** |
|  **2013-2014** |  **2014-2015** |
| Expenses  | $158,263.52 | $167,263.37 |
| Revenues | $141,901.15 | $174,247.92 |
| Revenue-Expenses | -$16,362.37 | $6,984.55 |

**FACILITIES**

Motion by Lozada-Shaw, seconded by Chapkowski to approve disposal of the following**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 95 | *Prentice Hall Literature Gold* books | These books have been replace and are no longer needed. The books are approximately 15 years old | Paper recycling  |

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

1. Informational

1. Bennett Fields Athletic Complex – Grandstands

Approximately $30,000 remains unspent from the Bennett Fields Athletic Complex Grandstand Expansion Project. These monies are earmarked to enclose the back of the bleachers. The Interim Superintendent recently requested that Architect
Bob Garrison develop a preliminary estimate of the cost to enclose the grandstands. Unfortunately, the estimates range from $155,900 to $213,800.

 2. Right-to-Know

 On October 3, 2014, the Paulsboro Public Schools underwent a Right-to-Know Compliance Inspection. The investigator cited many areas of concern. The vast majority of the citations addressed labels on chemicals and Material Safety Data Sheets. The problems must be resolved or the district may face stiff fines.

 There are two reasons for the current situation. First, the school administration has not been as proactive as possible maintaining the required paperwork and labeling the chemicals. Second, the Right-to-Know regulations continue to change which requires continual updating of school records.

 PARS Environment Incorporated just completed the five year Right-to-Know update that addressed most of the citations. The district has used PARS for approximately twenty years to assist with Right-to-Know.

 Inspectors from the New Jersey Department of Health and Senior Services – Right to Know Program returned to the district on December 3, 2014 as a follow-up to the October 3, 2014 visit. Unfortunately, the Inspector continued to find areas that were not in compliance. Specifically,

* + Not all containers were appropriately labeled.
	+ Employee access to information must be in hard copy as well as posted online.
	+ A disposal must take place for some chemicals.

 The Inspector will return on January 3, 2015 for another reinspection.

**SCHOOL SAFETY**

Motion by Lozada-Shaw, seconded by Chapkowski to accept the Interim Superintendents recommendation to approve 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) at Paulsboro High School.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protected Categories** | **Names of Investigators** | **Type and Nature****Discipline Imposed** | **Other Measure Taken** |
| PHS111314001 | Various | Complete | Non-HIB | Melba Moore-Suggs, Anti-Bullying Specialist | Parent Conference, Counseling Type | NA |

ROLL CALL

Roll Call Vote: Mr. Chapkowski, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mrs. Giampola 1 ABSENT

Motion carried

Motion by Lozada-Shaw, seconded by Hamilton to accept the Interim Superintendents recommendation to approve 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) at Paulsboro Junior High School, Loudenslager Elementary School and Billingsport Early Childhood Center.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protected Categories** | **Names of Investigators** | **Type and Nature****Discipline Imposed** | **Other Measure****Taken** |
| BECC110414001 | 11/4/2014 | Complete | Intentional (without hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist  | Out of School Suspension 3 days | Parent Conference, Increased Supervision during lunch and recess |
| BECC111314001 | 11/13/2014 | Complete | Non-Actionable HIB | Charisse Generette, Anti-Bullying Specialist | Admonishment | NA |
| BECC111914001 | 11/19/2014 | Complete | Intentional but not designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 1 day | NA |
| BECC112014001 | 11/20/2014 | Complete | Intentional but not designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 2 day, Admonishment, and Counseling | NA |
| LES111714001 | 11/17/2014 | Complete | Non-HIB | Charisse Generette, Anti-Bullying Specialist | Detention, Meeting with Mr. Giovannitti (substitute principal), Counseling, Recommended Inspira Behavioral Health | NA |
| PHSJR110114001 | 11/01/2014 | Complete | Intentional but not designed to harass, intimidate, or bully | Christie Rego-Konzik, Counselor | Out of School Suspension 4 days | NA |
| PHSJR111414001 | 11/14/2014 | Complete | Intentional (without hate speech) and designed to harass, intimidate, or bully | Christie Rego-Konzik, Counselor | Out of School Suspension 5 days  | NA |

 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

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

Motion carried

1. Informational

1. Conrail Litigation

Special Counsel Bradley Campbell submitted a complaint on behalf of the Paulsboro Public Schools against Conrail, CSX, et.al. on November 28, 2014. The complaint includes two counts.

The first count addressed the loss of the equivalent of six days of instruction and associated costs in the amount of $865,339.

Mr. Campbell also developed a second count on behalf of the Paulsboro Public Schools based on the long-term loss of revenue attributable to declining housing values in Paulsboro following the train derailment. He also developed a similar claim for the Borough of Paulsboro. The Interim Superintendent of Schools gave the attorney permission to submit the school district claim jointly with that of the municipality. The combined damaged sought in this count is $5,000,000.

2. Janet’s Law – Automatic Electronic Defibrillators (AED)

On Monday, November 24, 2014, eighteen members of the staff were trained in Cardio Pulmonary Resuscitation (CPR) and AED. Janet’s Law requires five people to be trained in each school building. In addition, the Paulsboro Public Schools is working toward having every coach trained. During the most recent training included:

Billingsport Early Childhood Center 5 staff members

Loudenslager Elementary School 2 staff members

Paulsboro High and Junior High Schools 5 staff members

Coaches 11 coaches

Note: Some of the coaches are also staff members in the schools.

In addition to those trained on November 24, 2014, some staff members were already CPR/AED certified. By illustration, the School Nurses are CPR/AED certified.

Additional training will take place during December 2014.

3. Violence, Vandalism and Substance Abuse

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case #:** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| BECC002 | 11/14/2014 | Complete | Violence – Sex Offense/HIB | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 3 days | NA |
| PHSJR003 | Various | Complete | HIB – Sex Offense | Mildred Tolbert, Principal | Out of School Suspension 4 days | NA |
| PHSJR004 | 11/17/2014 | Complete | Violence – Fight | Mildred Tolbert, Principal | (2342) Out of School Suspension 3 days | NA |
| PHSJR005 | 11/17/2014 | Complete | Misconduct/ Insubordination | Mildred Tolbert, Principal | (2731) Out of School Suspension 1 day | NA |
| BECC003 | 11/19/2014 | Complete | HIB | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 1 day | NA |
| BECC004 | 11/20/2014 | Complete | HIB | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 2 day, Admonishment, Counseling | NA |
| PHSJR006 | 11/14/2014 | Complete | HIB | Christie Rego-Konzik, Counselor | Out of School Suspension 5 days | NA |

### 4. Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Notation** | **School** |
| **Paulsboro Senior High School****and****Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/11/14, 10/21/14, 11/13/14 | 9/8/14, 10/6/14, 11/5/14 | 9/8/14, 10/7/14, 11/4/14, 12/16/14 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  | 11/20/14 | 10/2/14 |
| Lockdown | Each school must conduct two annually | 9/23/14, 11/26/14 |  | 9/15/14 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  |  | 12/5/14 |
| Other Drills | Each school must conduct two annually | Shelter In Place10/2/14 | Shelter In Place 9/15/14 |  |
| Bus Evacuation  | Conduct two annually | 11/3/14 | 10/16/14 | 11/4/14 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Districtwide 11/19/14The Phone Blaster is used to notify staff and parents of emergency school closings. In the event that Phone Blaster fails, each school also has an emergency telephone chain to notify staff members of school closings. Network broadcast media, the district website and Comcast are also used to notify the parts/community of emergencies.  |

**PUBLIC COMMENT**

Aliyia Jones, 142 West Jefferson Street, Paulsboro NJ summarized her situation to the board again.

**EXECUTIVE SESSION**

Motion by Priest, seconded by Lozada-Shaw and unanimously carried (9-0) to go into executive session at 9:14pm.

BE IT RESOLVED: The Paulsboro Board of Education adjourns to Executive Session to discuss candidates for the position of Superintendent of School the results of which may be made known upon return to regular session or when conditions warrant.

Ms. Johnson departed the meeting at this time.

**PUBLIC SESSION**

Motion by Priest, seconded by Lozada-Shaw and unanimously carried (9-0) to return to public session at 9:43pm.

The members present discussed possible resignation of a member of the Board of Education and the process to replace the member.

**NEXT PUBLIC SESSION**

Tuesday, January 6, 2015 - 7:00 PM

Regular Meeting – Paulsboro High School Library

• 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 made by Stevenson, seconded by Walter and unanimously carried (9-0) to adjourn the meeting at 9:55p.m.

Respectfully submitted,



Business Administrator/Board Secretary