**PAULSBORO PUBLIC SCHOOLS**

**July 27, 2015**

**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 7:08p.m.by pledging allegiance to the flag with the following members present: Mr. Ridinger, Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Walter and Mr. Hughes, Greenwich Township Representative. Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola were absent. Also present were Dr. Quint, Interim Superintendent and Ms. Johnson, Business Administrator/Board Secretary.

**PRESENTATIONS**

**PUBLIC COMMENTS**

**CORRESPONDENCE**

Motion by Hamilton, seconded by Lozada-Shaw and unanimously approved (7-0) to accept and file following:

1. Note from Loudenslager Elementary School Teacher Patricia Urban expressing thanks to the Board of Education for honoring her at the Teacher Recognition Reception as well as the watch to celebrate her retirement.

2. Note from Billingsport Early Childhood Center Aide Anne Williams expressing thanks to the Board of Education for the privilege of serving the students of Paulsboro for the past 28 years. She also expressed thanks for the retirement gift.

3. Note from Billingsport Early Childhood Center Teacher Prudence Hanly expressing thanks to the Board of Education for recognizing her as the Governor’s Teacher Recognition Award recipient for her school.

4. Note from Loudenslager Elementary School Teacher Maryann Ridinger expressing thanks to the Board of Education for the retirement gift and support during her career in the Paulsboro Public Schools.

Motion by Hamilton, seconded by Lozada-Shaw and unanimously approved (7-0) to accept and file the following:

5. Letter from Board of Education member Irma R. Stevenson resigning from the Board of Education effective July 17, 2015.

Recommend approval to accept this resignation.

Informational: The Board of Education must appoint a replacement for Mrs. Stevenson within 65 days. Please find attached a copy of Board of Education Policy Number 9113 – Filing Vacancies (**Attachment**)

President Ridinger asked members present to consider appointing Lisa Priest until Irma Stevenson is reseated after the election. Discussion took place.

Motion by Hamilton, seconded by Lozada-Shaw to appoint Lisa Priest to fill Irma Stevenson’s seat until next election.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT; Mr. Hughes, Greenwich Township Representative 1 ABSTAINED.

Motion carried

**OLD BUSINESS**

1. Search for a New Superintendent of Schools

Incoming Superintendent of Schools Dr. Bandlow will assume her new duties on August 1,

2015.

1. Board of Education – Self Evaluation

At the meeting conducted on Thursday, March 26, 2015, the Board of Education agreed to conduct its annual self-evaluation via New Jersey School Boards Association. Each member of the Board of Education should complete this task online prior to June 30, 2015. A few members of the Board of Education may still need to complete this task.

The Interim Superintendent respectfully suggests that the Board of Education invite a representative of the New Jersey School Boards Association to attend the August 24, 2015 meeting to present the results of the Self-Evaluation.

**NEW BUSINESS**

1. Paulsboro High School – New Jersey Department of Education “Focus Status.”

As a result of a low graduation rate, the New Jersey Department of Education placed Paulsboro High School in “Focus Status.” The staff and administration of Paulsboro High School worked diligently to make the changes needed to improve the graduation rate. Their efforts resulted in Paulsboro High School recording the highest gain in graduation rate of any school in Southern New Jersey. In fact, only four schools in the entire state improved their graduation rate more than Paulsboro High School. The following table presents a short history of graduation rates for Paulsboro High School.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **2011** | **2012** | **2013** | **2014** |
| Graduation Rate | 62.3% | 72.1% | 77.4% | 83.8% |

On June 11, 2015, New Jersey Commissioner of Education David C. Hespe notified the school district that Paulsboro High School has been removed from “focus status.” This is a very significant accomplishment. More than 300 schools are in “focus status.” Of these schools, Commissioner Hespe only approved about 18 to be removed from “focus status.” Paulsboro is the only school to earn this distinction in the southern part of the state.

Commendations to Paulsboro High School Principal Paul Morina and every member of his staff for this very significant success.

2. Compulsory Attendance

New Jersey Statute 18A:38 -25 requires compulsory attendance at school for students between the ages of 6 and 16. Many high school students are 16 years old or older. These students are not subject to the compulsory attendance statute. In the past, the Attendance Officer filed truancy complaints against the parents of these students in order to improve their attendance at school. The court will not/may not hear these cases in the future.

If a 16+ year old student is frequently absent they will, most likely, not be successful in their classes or mandated tests. The poor test results “count against” the school. In addition, their frequent absences lower the overall attendance rate for Paulsboro High School. If the administration drops them from the role, they are counted as dropouts which also counts against the school.

In order to frame the scope of this issue, Attendance Officer Kenneth Ridinger went to court with 39 Paulsboro High School students who were 16+ during the 2014-2015 school year. By contrast only 9 high school students under the age of 16 were taken to court. In addition, the Court heard cases for 14 Paulsboro Junior High School students with poor attendance.

The administration will review and recommend programs and strategies to improve student attendance and reduce dropout rates for those who are 16+ years old.

3. Report of Harassment, Intimidation and Bullying (HIB) and Violence and Vandalism for the period January 1, 2015 – June 30, 2015.

HIB Coordinator John Giovannitti will be present to make the above report.

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

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

Approval of Minutes **(Attachment)**

Special Meeting - June 11, 2015

Executive Session - June 11, 2015

Regular Meeting - June 18, 2015

Executive Meeting - June 18, 2015

Informational: Pursuant to New Jersey Statue 18A:17-10 the Board Secretary, at the close of each fiscal year, shall present the June 30, 2015 Financial Report to the board of education and the executive county superintendent. A preliminary report will be provided to the executive county superintendent by the August 1st deadline. The final June 30, 2015 report will be presented to the board of education at the August 24, 2015 meeting and submitted to the executive county superintendent following approval.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

Motion by Hamilton, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation to approve item A.1.:

1. Recommend approval of the following actions relative to Dr. Walter C. Quint:

1. Appoint Dr. Walter C. Quint as Consultant effective at 12:01 AM on August 1, 2015 through 11:59 PM on August 31, 2015 at a salary of $147,500 per year prorated. Dr. Quint’s unused sick leave and vacation leave which was granted during his Interim Superintendency remain available to him.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT; Mr. Ridinger 1 ABSTAINED.

Motion carried

Motion by Hamilton, seconded by Walter to accept the Interim Superintendents recommendation to approve item A.2.:

2. Terminate the contract with Dr. Walter C. Quint as Interim Superintendent of School effective 12:01 AM on August 1, 2015.

Informational: Dr. Bandlow becomes Superintendent of Schools on August 1, 2015 which ends Dr. Quint’s term as Interim Superintendent. The Board of Education requested that Dr. Quint remain with the district during August in order to assist with the transition between Chief School Administrators. Executive County Superintendent of Schools Ave Altersitz suggested the title of Consultant since it will not require approval by the New Jersey Department of Education.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT; Mr. Ridinger 1 ABSTAINED.

Motion carried

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

1. Recommend appointment of and approval of a contract with Jennifer Johnson to the position of Business Administrator/Secretary to the Board of Education for the period of July 1, 2015 – June 30, 2016. The contract includes a salary of $121,450 (2.0% increase compared to 2014-2015). All other terms and conditions of employment remain unchanged.

Informational: On June 17, 2015, Interim Executive Regional Superintendent Margaret J. Nicolosi approved the “Detailed Statement of Contract Costs” for this contract.

Discussion took place and President Ridinger asked for the item to be tabled.

Motion by Lozada-Shaw, seconded by Hamilton to withdraw item B:

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger, and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3.

Motion carried

Motion by Ridinger, seconded by Lisa to table item B:

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger, and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3.

Motion carried

Motion by Lisa, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation to approve items C - T:

C. Recommend appointment of Joseph J. Schramm to the position of Part-time Interim Director of Athletics effective August 1, 2015 – June 30, 2016 at a salary of $63,000 (Account Number 11-000-240-103-01-999). This is a part-time position that may not exceed 30 hours per week and does not include medical benefits. The hours of work are flexible but the Director of Athletics is expected to be present during the school day to handle matters under his jurisdiction and attend meetings. This recommendation is contingent on completion of the Criminal History Background Review.

Informational: Mr. Schramm replaces Robert Mannino who served as Part-time Interim Director of Athletics during the 2013-2014 and 2014-2015 school years. As an Interim, Mr. Schramm may be rehired for a second year but may not serve longer than two one-year contracts.

Paulsboro High School Principal Paul Morina and Interim Superintendent of Schools Walter Quint conducted the interviews. Mr. Schramm served as the Director of Athletics at Cherokee High School for 18 years before retiring. Most recently, he was the Interim Part-time Director of Athletics for Pitman High School during the 2013-2014 and 2014-2015 school years.

D. Recommend approval to accept the resignation of Paulsboro High School Teacher of Science Paige Foulk effective July 2, 2015.

Informational: Ms. Foulk accepted a similar teaching position in a district closer to her home. She served the Paulsboro Public Schools for 5 years. Ms. Foulk’s resignation also creates vacancies for Key Club Advisor and Advisor for the ExxonMobil Woman’s Outreach Program.

E. Recommend approval to appoint Christian P. Sullivan to the position of Part-Time Temporary Security Guard at Paulsboro High School and Paulsboro Junior High School from 3:00 PM – 8:00 PM on Mondays through Fridays. Mr. Sullivan may work 110 days with a total not to exceed $5,000 for the year. Mr. Sullivan will earn $8.71 per hour (2% increase compared to 2014-2015). Account Number: 11-000-266-110-01-998.

Informational: The Security Guard moves around the building during the early evening hours to be certain that people attending athletic events do not go into unauthorized/unsupervised areas of the school. He also monitors student movement for those attending the Alternative Evening Program (AEP). This sort of position was approved by the Board of Education for the past few years. Mr. Sullivan served in the position during past two school years. He did an excellent job and is very familiar with the school as well as the duties of the Security Guard.

F. Recommend approval to accept the resignation of Paulsboro High School Teacher of Health and Physical Education Nickolas Cappolina effective July 8, 2015.

Informational: Mr. Cappolina accepted a similar teaching position in another district. He served the Paulsboro Public Schools for 3 years. Mr. Cappolina’s resignation also creates vacancies for Assistant Coach for Football and Head Coach for Boys Track.

G. Recommend approval to appoint Matthew Shannon to the position of Substitute Computer Technician to be used on an “as needed” basis from August 1, 2015 until June 30, 2016. Mr. Shannon will earn $22 per hour not to exceed 20 hours per week. This position does not include benefits. Account Number 11-000-222-177-01-998.

Informational: Mr. Shannon also worked in this capacity from March 2015–June 2015.

H. Recommend retroactive approval (by authority granted to the Interim Superintendent of Schools on June 18, 2015) to employ the following student workers from June 24, 2015 through September 11, 2015 for the purpose of disconnecting, moving and reconnecting classroom computers. The students will earn $8.38 per hour for a total not to exceed 400 hours to be shared among all workers. Account Number: 11-000-222-177-18-003

Tahje Thomas Sabrina Ruiz Kyla Beverly-Bass

Amira Lee Ayanna Lee Stephen Mancini

Mikael Carroll

Informational: In order to clean the schools, classrooms must be emptied of their content. As a result, computers and printers must be disconnected, properly stored then reconnected to the appropriate jacks. In the past, custodians did this task. Unfortunately, some of the equipment was damaged and not properly reinstalled. Teachers did not, therefore, have these important resources available for the beginning of the school year.

1. Recommend approval to grant the Interim Superintendent or Superintendent authority to issue letters of intent to hire staff members as needed prior to the Monday, August 24, 2015 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Interim Superintendent or Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The administration will only use letters of intent when absolutely necessary. During the summer, employees frequently resign or retire. They must be replaced quickly so that the schools are fully staffed for the beginning of the new term in September 2015.

J. Recommend approval to appoint Rachel Wulk to the position of Teacher of Social Studies assigned to Paulsboro High School effective September 1, 2015. Ms. Wulk will earn BA – Step A- $44,041 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background Review.

Informational: Interviews were conducted by Paulsboro High School Principal Paul Morina, Assistant Principal James Pandolfo and Interim Superintendent of Schools Walter Quint. Ms. Wulk replaces Richard Riskie who retired.

K. Recommend retroactive approval (via Letter of Intent as authorized by the Board of Education on June 18, 2015) to transfer District Language Arts Literacy Coach Rebecca Richardson to the position of Teacher of the Elementary School Gifted and Talented Program effective July 1, 2015.

Informational: The position of Language Arts Literacy Coach was eliminated in the 2015-2016 budget. Teacher of the Elementary School Gifted and Talented Program Kathleen Williams retired effective July 1, 2015. This vacancy was posted internally. This transfer was reviewed with both elementary school principals.

1. Recommend approval to accept the resignation of Paulsboro High School Teacher of English Alexandra DiLorenzo effective July 22, 2015.

Informational: Ms. DiLorenzo accepted a similar position in another district. She served the Paulsboro Public Schools for 2 years.

1. Recommend approval to appoint Leo Tokley to the position of Substitute Custodian for the 2015-2016 school year. Mr. Tokley will work on an “as-needed” basis at a rate of $8.38 per hour.

Informational: Mr. Tokley was also approved by the Board of Education as a Substitute Custodian during the 2014-2015 school year.

N. Recommend approval to appoint Regina Garretson to the position of Substitute Custodian for the 2015-2016 school year. Ms. Garretson will work on an “as-needed” basis at a rate of $8.38 per hour. This recommendation is contingent on Ms. Garretson successfully completing the Criminal History Background Review.

Informational: Supervisor of Support Staff Jack Henderson conducted the interview and checked references.

1. Recommend approval of the voluntary transfer of Custodian Adam Miskiewicz to the position of Bus Driver effective September 1, 2015. Mr. Miskiewicz will earn Step 3 - $23.25 per hour as per agreement with the Paulsboro Education Association. This is a 10 month per year position that serves on days that students are in school. Mr. Miskiewicz will have a “base” work week of 30 hours. As a result, he will also receive benefits. This recommendation also includes approval for Mr. Miskiewicz to work as a custodian on an “as-needed” basis. When working as a custodian he will earn his current custodian salary of Step 9 on the 2015-2016 Custodial guide as per agreement with the Paulsboro Education Association.

Informational: Mr. Miskiewicz has worked as a Substitute Bus Driver for the Paulsboro Public Schools for many years in addition to his duties as a Custodian. Mr. Miskiewicz replaces Ethel Jackson who recently retired.

1. Recommend approval of the voluntary transfer of Custodian Howard Camp to the position of Bus Driver effective September 1, 2015. Mr. Camp will earn Step 3 - $23.25 per hour as per agreement with the Paulsboro Education Association. This is a 10 month per year position that serves on days that students are in school. Mr. Camp will have a “base” work week of 30 hours. As a result, he will also receive benefits. This recommendation also includes approval for Mr. Camp to work as a custodian on as an “as-needed” basis. When working as a custodian he will earn his current custodian salary of Step 7 on the 2015-2016 Custodial guide as per agreement with the Paulsboro Education Association.

Informational: Mr. Camp has worked a Substitute Bus Driver for the Paulsboro Public Schools for several years in addition to his duties as a Custodian. Mr. Camp fills a position created in the 2015-2016 budget.

Additional Information: The 2015-2016 budget includes funds to hire a fourth bus driver. During the 2014-2015 school year the district employed three drivers. Unfortunately, one of the drivers was on leave almost the entire year. As a result, the two remaining drivers and two custodians (working overtime) handled the transportation for athletic teams, field trips, preschool disabled students, in-district special education students with special transportation needs, and homeless students.

These four drivers worked a total of approximately 5,200 hours (approximately 3,850 hours at regular time and 1,350 at time and one-half). The assumption is that 4 drivers will now split approximately 5,200 hours which provides each driver with 1,300 of work per year. In order to receive benefits, the drivers need to work, on the average 6 hours/day x 5 days per week = 30 hours per week. This equates to just under 1,100 hours per year.

It is anticipated that there will be very little (if any) overtime since the four drivers can cover approximately 5,800 hours of work per year at regular time. The elimination of overtime saves the district approximately $15,700 per year.

The district currently operates two buses and two vans. The 2015-2016 budget includes enough money to lease a third bus. The overtime savings alone is approximately equal to the cost of leasing a bus for the year.

1. Recommend approval for School Social Worker Charisse Generette to be added to the list of Child Study Team members approved by the Board of Education on May 28, 2015 to complete registrations for students new to Paulsboro with Individual Educational Programs (IEP), assist with the development of schedules for students with IEPs, update student records, adjust class lists as well as consult with administrators in order to be certain that educational services for students with IEPs are in compliance with Individuals with Disabilities Education Act (IDEA). Ms. Generette may work from July 28, 2015 through August 31, 2015.  These professionals will earn $32 per hour not to exceed 150 hours ($4,800). The 150 hours is shared between the six people listed in this recommendation and the May 28, 2015 recommendation. Money is available via Budget Account 11-000-219-00-053.

Informational:  IDEA as well as New Jersey regulations delineate specific timelines to complete classification of students with disabilities, develop their Individual Educational Program (IEP) and implement the program.  The recommended personnel help to complete the required tasks within the mandated timelines.

R. Recommend approval for the following specialists to complete initial evaluations and re-evaluations of students being studied to determine if they have a disability or who already have an Individual Education Program (IEP) between July 28, 2015 and June 30, 2016. Specialists are paid $215 per case. The recommendation is for a total of 33 evaluations combined for all specialists in addition the 10 evaluations that were already approved on May 7, 2015 (Total of 43 evaluations). Speech evaluations should be charged to 11-000-216-104-00-052 and the remaining evaluations 11-000-219-104-00-052.

If approved this recommendation will require the following budget transfers from 11-000-219-610-05 ($1,505) and 11-000-219-320-15 ($215) to 11-000-219-104-00-052 ($1,720).

Type of Specialist Names of Specialists

School Social Workers Gina Wood Susan Johnson

Charisse Generette

Speech-Language Specialists Maureen Jenzano Shiela Lenoff

Kristen Shute

School Psychologists Mary Cormier Tiffany Alvarez

Naomi Firestein Angela Brown

Nicole Crosby

Learning Disability Teacher/Consultants Andrea Gerrard Barbara Reeves

Karolyn Adams Andrea Blandy

Informational: The additional evaluations are needed in order for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA). The same specialists were approved by the Board of Education at this time last year. The number of per case evaluation has increased dramatically due to children being referred to the Child Study Team during mid-May through June 2015.

S. Recommend approval to transfer Groundskeeper Wayne Farrow to the position of Custodian/Groundskeeper effective August 1, 2015. Mr. Farrow will continue to earn his salary as Groundskeeper.

Informational: Lawn moving for the three schools as well as field maintenance for Bennett Fields Athletic Complex has been outsourced to a private contractor. As a result, Mr. Farrow will transfer to the position of Custodian/Groundskeeper. During the fall sports season he will work as a custodian approximately three days per week and a groundskeeper two days per week. During the spring sports season he will work as a custodian four days per week and a groundskeeper 1 day per week. His primary duty as a groundskeeper will be to line the playing fields for practices and games. During all other times of the year, he will work as a custodian.

T. Recommend approval of professional services agreement and addendum to the contract for the period July 1, 2015 through June 30, 2016 between the Paulsboro Board of Education and Source 4 Teachers LLC, a Delaware limited liability company d/b/a Source 4 Teachers located at 800 North Kings Highway, Cherry Hill, NJ.  This agreement is for the purpose of providing substitute staffing (primarily teachers).  With the following provisions:

1. Continue to use Source 4 Teachers as the procurer of substitute teachers for the 2015-

2016 school year.

2. Accept Source 4 Teachers offer to eliminate the $12,570 administrative fee for the 2015-2016 school year. Estimated saving: $12,570.

3. Authorize Source 4 Teachers to obtain one “Floating Substitute” every Monday and Friday during September – February). The “Floating Substitute” will be assigned to a class if enough additional substitutes cannot be obtained to meet the need for a given day. If all classes are covered, the “Floating Substitute” will be assigned to cover the duties of an aide that is absent or provide extra support within a classroom. Estimated cost: $4,536.

4. Authorize Source 4 Teachers to obtain two “Floating Substitutes” every Monday and Friday during March - May). Please see explanation in “3” above. Estimated cost: $6,048.

5. Increase the pay rate for substitute teachers with 60 college credits from $80 to $85 per day. Estimated cost: $3,750.

6. Increase the pay rate for substitute teachers who hold teaching certificates (Standard, Provisional, Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) from $80 to $90 per day. Estimated cost: $7,530.

7. Authorize the following rates for the 2015-2016 school year. These rates apply when Source 4 Teachers fills between greater than 85% but less than 95% of the district requests for substitute teachers in a given month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification of the Substitute Teacher** | **Pay Rate to Substitute Teacher** | **Rate Billed by Source 4 Teachers to District** | **Mark-Up %** |
| Substitute Certificate | $85.00 | $115.86 | 36.3% |
| Teaching Certificate | $90.00 | $122.68 | 36.3% |
| Long-Term  Must be certificated in the field in which they are substituting | $125.00 | $170.38 | 36.3% |

8. Authorize the following penalty rates for the 2015-2016 school year. These rates apply when Source 4 Teachers fills 85% or fewer of the district requests for substitute teachers in a given month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification of the Substitute Teacher** | **Pay Rate to Substitute Teacher** | **Rate Billed by Source 4 Teachers to District** | **Mark-Up %** |
| Substitute Certificate | $85.00 | $114.16 | 34.3% |
| Teaching Certificate | $90.00 | $120.88 | 34.3% |
| Long-Term  Must be certificated in the Field in which they are substituting | $125.00 | $167.88 | 34.3% |

9. Authorize the following rates for the 2015-2016 school year. These rate apply when Source 4 Teachers fills 95% or greater of the district requests for substitute teachers in a given month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification of the Substitute Teacher** | **Pay Rate to Substitute Teacher** | **Rate Billed by Source 4 Teachers to District** | **Mark-Up %** |
| Substitute Certificate | $85.00 | $117.56 | 38.3% |
| Teaching Certificate | $90.00 | $124.48 | 38.3% |
| Long-Term  Must be certificated in the Field in which they are substituting | $125.00 | $172.87 | 38.3% |

Note: The number of paid class covers may also be reduced as a result of the above changes. Estimated maximum savings: $28,800.

Informational:  Obtaining enough substitutes to cover teachers who are absent or assigned to other duties has been and continues to be a significant problem. In addition to personal illness and bereavement leave, teachers require substitutes when they are:

On personal leave

Working on Individual Education Programs (IEPs)

Participating in IEP annual reviews

Proctoring the Partnership for Readiness for College and Careers (PARCC) exams

On school business such as professional development, chaperoning trips, etc.

The administration and Board of Education should consider re-examining the procedures for all of the above situations with an eye toward reducing the number of times a teacher is removed from their normal duties.

When a substitute teacher is not available at Paulsboro High School and Paulsboro Junior High School class covers must be assigned. In these cases, a teacher is taken away from their preparation period to cover the class of a colleague. One absent teacher without a substitute can result in 6 class covers. As per the agreement with the Paulsboro Education Association, each teacher is required to cover two class periods per year without an extra stipend. Additional covers are paid at a rate of $32 each. From September 2014 through June 2015, 775 paid class covers have been assigned. This is the highest number of class covers ever. The cost of these class covers is $24,800. The 2015-2016 budget includes $28,800 for class covers.

Since elementary school teachers work in self-contained classrooms, it is not possible to assign class covers when a substitute is not available. In these cases, a special area teacher, basic skills teacher, instructional aide, etc. are removed from their duties for the day to substitute for their absent peer. There is no stipend paid but instruction is disrupted.

The district uses Source 4 Teachers (Source) to provide substitutes. From September 2014 through May 2015, the district requested 1,503 substitute teachers via Source. Source was successful with 84% (1,257/1,503) of the requests. Unfortunately, this left 246 times that a substitute teacher was not available.

In an effort to seek solutions to this problem, the Interim Superintendent met with other agencies that provide substitute teachers as well as Source 4 Teachers.

In the region, 9 districts pay $75 per day for substitute teachers. These are primarily very small districts that only require one or two substitutes per day. Seven districts pay the same rate ($80 per day) as Paulsboro. At least 12 districts pay more than Paulsboro. Officials from Source feel that substitute teachers reject placements in lower paying districts in order to serve in those with higher rates. Source suggested that Paulsboro raise its pay rate in an effort to reduce the substitute teacher shortage.

A second component of the substitute teacher problem is the high demand on Mondays (54 unfilled positions – 81% fill rate) and Fridays (74 unfilled positions – 78% fill rate). The demand for substitute teachers is also extremely high in March (93 covers – 57 unfilled positions – 76% fill rate), April (97 covers – 48 unfilled positions – 81% fill rate) and May (157 covers – 47 unfilled positions – 74% fill rate).

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

Motion by Lozada-Shaw, seconded by Lisa to accept the Interim Superintendents recommendation to approve item U:

1. Recommend approval of the following substitutes to be used on an as-needed basis during the

2015-2016 school year:

Position Employee Hourly Rate

Custodial/Grounds/Maintenance Zackary Dunn $8.38

Substitute Playground/Cafeteria Aide Bertha Avant $8.38

Informational: All substitutes were appointed by the Board of Education on June 18, 2015. There was some question in the Interim Superintendent’s mind about the number of votes required to appoint personnel. He is therefore, out of an abundance of caution, asking the Board to vote again on the above employees.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT; Mr. Hamilton 1 ABSTAINED.

Motion carried

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

1. Recommend approval of a medical leave of absence for Elementary School Librarian Tammi Minix with the following terms and conditions:

Dates of Leave Terms and Conditions of Leave

Wednesday, June 17, 2015 – With pay and benefits by use of accumulated

Tuesday, June 23, 2015 sick days as well as the concurrent use of Federal Family Leave.

1. Recommend approval of a medical leave of absence for Loudenslager Elementary School Custodian Dennis Weiss with the following terms and conditions:

Dates of Leave Terms and Conditions of Leave

Monday, June 15, 2015 – With pay and benefits by use of accumulated

Tuesday, June 23, 2015 sick days as well as the concurrent use of Federal

Family Leave.

1. Recommend approval for Billingsport Early Childhood Center Playground/Cafeteria Aide Traci Dyess to also serve on an as-needed, as-available substitute Bus Aide and Custodian at a rate of $8.38 per hour. Ms. Dyess may not work more than 29 hours per week for all three duties combined.

Informational: Supervisor of Support Staff Jack Henderson conducted the interview of Ms. Dyess.

1. Recommend approval to appoint the following people as Playground/Cafeteria Aides assigned to the Billingsport Early Childhood Center during the 2015-2016 school year. Playground/Cafeteria Aides earn $8.38 for 2 hours/days on those days that school is in session for students.

Aide Informational

Felicia Durr Replaces Natascia Powell who resigned January 2015

Theodore Garretson Replaces Frieda Clarke who resigned June 2015

Informational: Both of the people recommended above were approved by the Board of Education as Substitute Playground/Cafeteria Aides during the 2014-2015 school year.

1. Recommend approval to appoint Danielle Relation to the position of Substitute Playground/ Cafeteria Aide for the 2015-2016 school year. Ms. Relation will earn $8.38 per hour for 2 hours per day on an “as-needed” basis.

Informational: Ms. Relation served satisfactorily in a long-term substitute aide capacity during a portion of the 2014-2015 school year.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Teacher of Kindergarten Alice Downs effective July 7, 2015.

Informational: Ms. Downs served the Paulsboro Public Schools for 11 years.

1. Recommend approval of the voluntary transfer of Joseph Ciocco from the position of Instructional Aide One-on-One at Loudenslager Elementary School to Instructional Aide assigned to Basic Skills at Billingsport Early Childhood Center effective September 1, 2015.

Informational: The student that Mr. Ciocco served at Loudenslager Elementary School moved to another district. Mr. Ciocco replaces Anne Williams who recently retired.

1. Recommend approval to appoint Thomas Richardson to the position of Long-Term Substitute Teacher assigned to the Grade 3 class taught by Krista Lange effective September 8, 2015 through November 3, 2015 or two days after Ms. Lange returns to work whichever comes first. Mr. Richardson will earn BA – Step A - $44,041 prorated as per agreement with the Paulsboro Education Association.

Informational: Loudenslager Elementary School Principal Phillip Neff and Interim Superintendent of Schools Walter Quint conducted the interviews. Mr. Richardson completed his Clinical Practice (a.k.a Student Teaching) at Loudenslager Elementary School so the administration has direct knowledge of his work. Mr. Richardson replaces Krista Lange who is on childbearing/rearing leave.

1. Recommend approval to appoint David Platt to the position of Part-Time Interim Guidance Counselor assigned to Paulsboro Junior High School from September 1, 2015 through October 30, 2015 or whenever Christie Rego-Konzik returns to work whichever comes first. Mr. Platt will work 5.75 hours per day. Mr. Platt will earn MA+30 Step 0 – $81,494 prorated at 76.7% per day. That is, Mr. Platt will work 5.75 hours per day compared to 7.5 hours per day as per the PEA agreement (5.75/7.5 = 76.7%)

Informational: Mr. Platt is a retired Paulsboro High School Guidance Counselor and School Psychologist who continues to teach in the ExxonMobil SYSTEM program and coaches Cross Country. Mr. Platt replaces Ms. Rego-Konzik who is on childbearing/rearing leave.

1. Recommend re-approval of the voluntarily transfer of Barbara Kalnas from the position of Speech Correctionist to the position of Instructional Aide assigned to a combined 3-4 year old Preschool Disabled class at Billingsport Early Childhood Center effective July 1, 2015 with the following terms and conditions. The transfer was originally approved by the Board of Education at its June 18, 2015 meeting.
2. Ms. Kalnas will work 6.4 hours per day at a rate of $20.69 per hour for 111 days as per agreement with the Paulsboro Education Association from the first day of school for students until March 1, 2016. This includes 5.83 hours per day as the Aide assigned to the Preschool Disabled class and 0.57 hours per day to supervise students waiting to be picked up by buses or their parents.
3. Ms. Kalnas will work 5.83 hours per day at a rate of $20.69 per hour for 73 days as per agreement with the Paulsboro Education Association from March 2, 2016 through the end of the 2015-2016 school year. During this time she will serve as the Aide assigned to the Preschool Disabled class.

3. All unused sick leave days accumulated through June 30, 2015 will be paid upon retirement at a rate of $75.00. Unused sick leave days accumulated after June 30, 2015 will be paid upon retirement at the then current rate for Instructional Aides as per the agreement with the Paulsboro Education Association.

Informational: Ms. Kalnas holds a New Jersey Department of Education certificate as Speech Correctionist. These certificates are no longer valid after August 31, 2015. As a result, Ms. Kalnas requested a transfer to a non-certificated position. Billingsport Early Childhood Center Principal Paul Bracciante had input in the recommended transfer. The above change is required in order to correct misinformation provided by the New Jersey Division of Pensions and Benefits. Cost to the Board of Education is $1,309.06.

1. Recommend approval of the voluntary transfer (via Letter of Intent as authorized by the Board of Education on June 18, 2015) of Part-Time Loudenslager Elementary School Resource Room Aide Stefanie Bucco to the position of Teacher of Grade 1 at Billingsport Early Childhood Center (BECC) effective July 2, 2015. Ms. Bucco will earn BA Step F - $46,141 as per agreement with the Paulsboro Education Association.

Informational: Ms. Bucco completed two long-term substitute teacher assignments in the elementary schools during the 2013-2014 and 2014-2015 school years. Ms. Bucco replaces Heather Adams who resigned during the 2014-2015 school year. BECC Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint conducted the interviews. Dr. Quint checked references for Ms. Bucco.

1. Recommend approval to appoint Triana Hernandez to the position of Teacher of Kindergarten assigned to Billingsport Early Childhood Center effective September 1, 2015. Ms. Hernandez will earn BA Step A - $44,041 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background Review.

Informational: Ms. Hernandez completed her Clinical Practice (a.k.a Student Teaching) at Billingsport Elementary School so the administration has direct knowledge of her work. Billingsport Early Childhood Center Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint conducted the interviews. Mr. Bracciante checked references. Ms. Hernandez replaces Alice Downs who recently resigned.

1. Recommend approval to appoint Sanora Hines to the position of Teacher of Grade 1 assigned to Billingsport Early Childhood Center effective September 1, 2015. Ms. Hines will earn MA Step H - $51,085 as per agreement with the Paulsboro Education Association.

Informational: Ms. Hines has successfully completed several Long-Term Substitute Teaching positions at Billingsport Early Childhood Center and Loudenslager Elementary School. Billingsport Early Childhood Center Principal Paul Bracciante and Interim Superintendent of Schools Walter Quint conducted the interviews. Mr. Bracciante checked references. Ms. Hines replaces Lindsay Walsh who voluntarily transferred to Kindergarten.

1. Recommend approval to appoint Jillian Suter to the position of Teacher of Students with Disabilities assigned to Loudenslager Elementary School, effective September 1, 2015. Ms. Suter will earn MA Step A - $46,441 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the Criminal History Background Review.

Informational: Ms. Suter completed her Clinical Practice at Loudenslager Elementary School so the administration has direct knowledge of her work. Loudenslager Elementary School Principal Phillip Neff and Interim Superintendent of Schools Walter Quint conducted the interviews. Ms. Suter replaces Patricia Urban who recently retired.

1. Recommend approval to accept the resignation of Paulsboro Junior High School Teacher of English Ashley O’Hara effective July 6, 2015.

Informational: Ms. O’Hara served the Paulsboro Public Schools for 7 years. Ms. O’Hara’s resignation also creates a vacancy for School Newspaper Advisor.

1. Recommend retroactive approval for Bus Aide Mary Bailey to serve as a Summer School Bus Aide during July and August 2015. Ms. Bailey will earn $9.00 per hour on an “as needed” basis.

Informational: Ms. Bailey is a school year Bus Aide approved by the Board of Education. Her services were also needed during the summer. As a result, the Interim Superintendent of Schools approved her to work during the summer and now respectfully requests that the Board of Education confirm this action.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High and Junior High School** | | |
| **Average Last**  **6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 11 |
| October | 26.2 | 9-46 | 62 |
| November | 34.8 | 19-53 | 60 |
| December | 44.0 | 31-65 | 71 |
| January | 43.3 | 15-69 | 73 |
| February | 40.5 | 12-53 | 63 |
| March | 68.2 | 28-96 | 93 |
| April | 53.9 | 36-88 | 97 |
| May | 91.5 | 65-127 | 157 |
| June | 41.7 | 22-97 | 88 |
| Total | 44.6 | 23.7-70.0 | 775 |

Note: Class covers take place, in the vast majority of cases, when a high school or junior high school teacher is absent and no substitute is available. In these cases, a teacher is taken away from their preparation period to cover the class of a colleague. One absent teacher without a substitute can result in 6 class covers. As per the agreement with the Paulsboro Education Association, each teacher is required to cover two class periods per year without an extra stipend. Additional covers are paid at a rate of $32 each.

Since elementary school teachers work in self-contained classrooms, it is not possible to assign class covers when a substitute is not available. In these cases, a special area teacher, basic skills teacher, instructional aide, etc. are removed from their duties for the day to substitute for their absent peer. There is no stipend paid but instruction is disrupted.

2. Staff Attendance

During July 2014, the Interim Superintendent of Schools sent letters to members of the staff that had either excellent or poor attendance during the 2013-2014 school year. The process was refined for the 2014-2015 school year. The following is a summary of the number of staff members with either excellent or poor attendance for the past two school years.

|  |  |  |  |
| --- | --- | --- | --- |
| School Year | Number of Staff Members Who | | |
| Exceeded Sick Leave Allowance at Least Two of the Past Three School Years \* | Used 4 or fewer sick or personal leave days | Had Perfect Attendance |
| 2013-2014 | 29 | 27 | 5 |
| 2014-2015 | 18 | 42 | 6 |

\* The numbers do not include staff members who were on leaves of absence.

**STAFF AND CURRICULUM DEVELOPMENT**

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

1. Recommend retroactive approval for Paulsboro High School Teacher of Music Aaron Krasting to continue his Administrative Internship via Wilmington University through Summer School circa August 4, 2015.

Informational: On October 30, 2014, the Board of Education approved Mr. Krasting to do his internship at Paulsboro High School. On June 16, 2015, Wilmington University requested that he be permitted to continue his work through Summer School. The Interim Superintendent approved the request and now respectfully requests that the Board of Education confirms this action. Mr. Krasting is completing his studies for a M.Ed. in School Leadership.

1. Recommend approval to conduct New Teacher Orientation on Tuesday, August 25 and Wednesday, August 26, 2015. There is no cost to the Board of Education.

Informational: Superintendent Laurie Bandlow and Consultant Walter Quint are in charge of this program and will be the instructors. The content of the orientation will focus on setting high expectations for all students, instructional skills, and enhancing the connection with parents in order to improve student learning. New teachers will also be taken on a tour of Paulsboro.

1. Recommend approval to have the 2015-2016 District Activities Calendar printed by Paulsboro

Printers at a cost of $1,349.00 for 1,900 copies. Account Number 11-000-221-610-10

Informational: Copies of the District Activities Calendar are distributed to parents by sending them home with their children. Members of the school staff also receive copies of the calendar. Copies of the calendar are placed in Borough Hall, the Paulsboro Senior Citizens Center as well as sent to the Greenwich Township Board of Education. Calendars are also available in each of the district’s schools and administration building. Quotes were solicited from Paulsboro Printers, Bellia, and Sir Speedy. Director of Assessment Lucia Pollino and Secretary Terry Croce lead this project.

1. Recommend approval for Paulsboro High School Teachers of Drivers Education Brenda Caltabiano, Ashlie Gaynor and Stephanie Taraschi to attend the Driver Education Teacher Conference sponsored by the New Jersey Manufacturer’s Insurance Company on Wednesday, August 26, 2015 in Hammonton, New Jersey. Cost to the Board of Education not to exceed mileage (approximately $40 each) and registration ($50 each). It should be noted that the teachers have volunteered to pay the registration fee.

Informational: The workshop includes topics such as Lesson Planning, Safe Driving, the Basic Physics of Car Crashes, Vehicle Maintenance, Aggressive Driving, etc.

1. Recommend approval for Paulsboro Junior High School Teacher of Language Arts Literacy Susan Schaffer to conduct the following professional development workshops for the staff of the Paulsboro Public Schools. Workshops will take place after school hours. There is no cost to the Board of Education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Date of**  **Workshop** | **Date of**  **Follow-up Discussion** | **Presenter** |
| Students in Poverty | September 14, 2015 | September 30, 2014 | Dr. Lucia Pollino |
| Peer Observations | October 5, 2015 | October 29, 2015 | Susan Schaffer |
| Unpacking the Standards | November 2, 2015 | November 30, 2015 | Susan Schaffer |
| Technology in the Classroom | December 3, 2015 | December 22, 2015 | Susan Schaffer |
| Data Analysis to Develop Lessons | January 5, 2016 | January 28, 2016 | Matthew Browne |
| Lesson Planning Using Blooms Taxonomy | February 2, 2016 | February 29, 2016 | Dr. Lucia Pollino |
| Differentiated Instruction | March 1, 2016 | March 31, 2016 | Dr. Mary Cormier |
| Close Reading | April 5, 2016 | April 28, 2016 | Susan Schaffer |
| Kinesthetic Classroom | May 3, 2016 | May 26, 2016 | Steve Wherle |
| Peer Observation Post Session | June 6, 2016 | NA | Susan Schaffer |

Informational: Ms. Schaffer is conducting these workshops as part of her graduate study for certification as a Principal/Supervisor.

1. Recommend approval for Business Administrator/Secretary to the Board of Education Jennifer Johnson to attend the following workshops conducted by the New Jersey Society of Certified Public Accountants on Monday, August 17-Wednesday, August 18, 2015 in Atlantic City, New Jersey. Cost to the Board of Education is $897 for registration.

Excel Financial Reporting and Analysis

Governmental and Not-For-Profit Annual Update

Recognizing and Responding to Fraud Risk in Governmental and Not-For-Profit Organizations

Informational: These workshops provide continuing education credits required for Ms. Johnson to staff current in her field.

1. Recommend approval for District Mathematics Coach Matthew Browne to work 30 hours between July 28, 2015 and September 4, 2015 in order to prepare and upload data for EnVisions and Digits mathematics programs, Compass Learning Odyssey and Measurement of Academic Progress (MAP). In addition, he will complete tasks related to the implementation of the new Emergency Management Manual. He will also, as time allows, prepare online professional development modules for each of the above. Account Number 11-000-221-102-00-111.

Informational: Mr. Browne’s work with EnVisions, Digits, Compass Learning Odyssey and MAP will make student achievement data available to teachers when school opens in September. In the past, teachers did not have access to this information until at least October.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 97 |
| 10 | 95 |
| 11 | 84 |
| 12 | 88 |
| TOTAL | **364** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 70 |
| 8 | 75 |
| TOTAL | **145** |

1. The following are preliminary classroom 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 | 12 |  |  |  |  | 3 | 25 | | 24 | 24 |  |  |
| Pre-school | 14 | 14 | 14 |  |  | 4 | 24 | | 24 | 22 |  |  |
| K | 20 | 20 | 20 | 20 | 20 | 5 | 16 | | 15 | 16 | 15 |  |
| 1 | 25 | 25 | 23 | 22 |  | 6 | 14 | | 16 | 15 | 15 |  |
| 2 | 23 | 22 | 23 |  |  | Special Education | 10 | | 6 |  |  |  |
| Special Education | 10 | 10 | 11 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **348** | TOTAL |  | |  |  |  | **281** |

Note: At Loudenslager Elementary School, special education students are included in the grade level class size report presented above. These students do not participate in all classes with their non-disabled peers. As a result, the grade level class sizes reported above are the maximum enrollment.

**INSTRUCTIONAL SERVICES**

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

1. Recommend approval to adopt the attached schedule for Paulsboro High School and Paulsboro Junior High School for the 2015-2016 school year. (Attachment)

Informational: The recommended schedule has the following advantages:

* Junior High School and High School students have the same arrival and dismissal times. This eliminates distractions and disruptions during the first and last periods of the days. It also allows for enhanced supervision since more teachers are available for duties.
* Morning announcements can take place for both schools at the same time. The announcements take place during an extended first period.
* Increases instructional time for Junior High School students by 18 minutes per day.
* 7th and 8th grade students will eat lunch during two separate periods. During these periods, some high school students will also eat lunch. This provides more flexibility in scheduling high school students for classes.
* Provides more flexibility in scheduling teacher duties as well as class assignments for instructors who work in both the Junior High School and High School.

1. Recommend approval to conduct two “make-up” days on Friday, July 24, 2015 (retroactive) and Friday, July 31, 2015 for students attending the Paulsboro High School Summer Program. The make-up days will begin at 8:00 AM and end at 1:00 PM. This recommendation includes approval for Summer School Teacher Susan Schaffer to serve as instructor at a rate of $32 per hour. Account Number 11-422-100-101-01-003

Informational: In order for a student to receive credit for courses taken during Summer School, they must attend 60 hours of class. A few of the students were absent as a result of verified illness, court appearances, etc. The make-up days will allow these students to earn credit for the courses taken during summer school. This is particularly important to members of the Class of 2015 because they may graduate as a result of success in Summer School. Their success contributes to the Paulsboro High School graduation rate.

1. Recommend approval for the Sean McAree (Kingsway Regional High School) to attend Paulsboro High School (Grade 11) during the 2015-2016 school year. If approved this student will be attending Paulsboro High School as a courtesy. The parents will be responsible for transportation to and from school.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

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

1. Recommend approval for the Brandon Green (Swedesboro) and Georgio Mazzeo (Glassboro) to attend Paulsboro Junior High School (Grade 8) during the 2015-2016 school year. If approved these students will be attending Paulsboro Junior High School as a courtesy. The parents will be responsible for transportation to and from school.

Informational: During the past few years, the Board of Education has approved students to attend school in Paulsboro as a courtesy. Because of small class sizes these students make it possible for some courses with low enrollments to be offered. By illustration, Calculus and Physics are only offered one period per day to a small group of students.

Paulsboro applied for and was granted Choice School status by the New Jersey Department of Education (NJDOE). Students who attend the Paulsboro Public Schools as Choice Students also bring state school aide with them. Unfortunately, NJDOE capped the number of Choice Students at nine for Paulsboro High School. The district met and exceeded that cap.

As a Choice School, the Board of Education may not charge tuition for non-Choice Students attending the Paulsboro Public Schools. The Interim Superintendent respectfully suggests that the incoming Superintendent and Board of Education review this matter to determine the best options for continuing in Choice Status, accepting tuition students, and accepting “Courtesy Students”.

1. Recommend the following Book Mates’ volunteers for the 2015-2016 school year at Billingsport Early Childhood Center:

Phyllis Baelz Helen Swain

Cynthia Morris Sara Crane

Informational: Book Mates’ volunteers read one-on-one for one-half hour to each of two children during the school day. The volunteer commits one hour per week. Each volunteer works with the same two children for the duration of the school year. Through this one-on-one time, the volunteers learn the individual interests of the children so that they can select stories that match student interests.

The volunteers are trained and recommended by the Jewish Community Relations Council and the Catholic-Jewish Commission of Southern New Jersey. School Librarian Tammy Minix helps coordinate the program which has been approved by the Board of Education for many years.

1. Recommend approval to change the arrival and dismissal times for Loudenslager Elementary School for the 2015-2016 school year as follows:

From To

Arrive Time 7:55 AM 8:05 AM

Dismissal Time 2:47 PM 2:57 PM

Early Dismissal 12:30 PM 12:40 PM

Informational: The purpose of this change is to make it more convenient for parents who have children in both Billingsport Early Childhood Center and Loudenslager Elementary School. In the past the arrival and dismissal times for the elementary schools were the same. Many parents take their children to school in the morning and pick them up at the end of the day. The recommended change creates a more convenient schedule for the parents. It should be noted, that parents whose children were frequently late to school told the judge during truancy hearings that the school arrival schedule was a contributing factor.

1. Recommend approval to create a class for 7th and 8th grade students who have Behavioral Disabilities for the 2015-2016 school year.

Informational: The administration had originally planned to begin an “early twilight” program for Paulsboro High School students with Behavioral Disabilities. The goal was to provide an in-house program for these students as an alternative to transporting them to and paying tuition for out of district placements. The program would have also provided more opportunities for these students to participate in classes and extra-curricular activities with their non-disabled peers. Unfortunately, the Child Study Team was not able to identify a group of students whose parents were willing to have their children participate in such a program.

The 7th and 8th grade program being recommended above is another opportunity that will provide an in-house option for students with Behavioral Disabilities. Some of the students participating in this class will return from out of district placements. For others the in-house program will eliminate the need for out of district placements.

1. Recommend approval for School Psychologist Jaime Cifuentes to complete a bilingual (Spanish/English) Psycho-Educational evaluation of Student Case Number 2853 at a cost of $600. Account Number 11-000-219-104-00- 052. If approved this recommend will require the following budget transfers from 11-000-219-320-15 ($600) to 11-000-219-104-00-052 ($600).

Informational: Students being evaluated by the Child Study Team must be assessed in their native language in order to accurately determine if the they have a disability and, if so, the nature of the disability. Mr. Cifuentes is the Child Study Team Director in Hopewell Township, New Jersey.

1. Recommend approval for student Case Number 2878 to attend an extended school year program during July and August 2015 at Bankbridge Elementary School at a cost of $3,980.00 plus transportation to and from school.

Informational: This student recently transferred to Paulsboro and had already been approved by his previous district for the extended school year program. The Board of Education approved other Extended School Year programs on June 18, 2015. Students with disabilities are entitled to continue to attend school during the summer if the skills/learnings gained during the regular school term will suffer a significant loss if they don’t have continuous schooling during July and August.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

**STUDENT ACTIVITIES**

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

1. Recommend approval for Retired Superintendent of Schools Walter Quint and Secretary to the Director of Assessment Theresa Croce to serve as a Volunteer Co-Chairpersons of the Paulsboro High School Centennial Committee.

Informational: Dr. Quint served as Chairperson for this committee during the 2014-2015 school year. If the Board of Education and Superintendent Bandlow wish, he will continue to serve in this position. The Centennial celebration begins with Commencement 2016 (100th class to graduate from Paulsboro High School) and continues until May 2017 (100th Anniversary of the dedication of the building).

1. Recommend approval of the following stipends for event staff for wrestling meets during the 2015-2016 school year:

Position Number of Workers Stipend per

Per Meet Worker

Announcer / Clock Operator -Varsity and Junior Varsity 1 $60

Student Worker 1 $30

Ticket Seller / Collector 1 $55

Security 1 $60

Informational: All other event staff stipends and workers were approved by the Board of Education on June 18, 2015. At that time, the Interim Superintendent of Schools withdrew the recommendation for wrestling because there appeared to be an error. As it turns out, the recommendation was correct.

1. Recommend approval of the attached Fall Season Athletic Schedule for Paulsboro High School for the following teams during the 2015-2016 school year (**Attachment**):

Varsity Coed Cross Country Varsity Boys Football Junior Varsity Boys Football

Varsity Boys Soccer Varsity Girls Soccer Varsity Girls Tennis

Varsity Girls Field Hockey

Informational: The schedules for these sports do not include any significant changes compared to the 2014-2015 school year. It should be noted that there will be a home football game vs. Haddonfield on September 25, 2015. Homecoming will take place on Saturday, November 28, 2015.

1. Recommend approval to rescind the contract offered to Nicholas Cappolina for the position of Assistant Coach for the 2015-2016 Football Team. The contract was approved on June 18, 2015.

Informational: Mr. Cappolina resigned as a teacher at Paulsboro High School – Please see Personnel above.

1. Recommend approval to appoint Stephen Asay to the positon of Assistant Coach for the 2015-2016 Football Team at Step 1 - $4,893 as per agreement with the Paulsboro Education Association. This recommendation is contingent on Mr. Asay successfully completing the Criminal History Background Review.

Informational: Mr. Asay is a 2004 graduate of Paulsboro High School. He played football in high school as well as while a student at Albright College. Mr. Asay is currently a Guidance Counselor at Clearview Regional High School. Mr. Asay replaces Mr. Cappolina who recently resigned.

1. Recommend approval to appoint Michael Behl to the positon of Assistant Coach for the 2015-2016 Football Team at Step 1 - $4,893 as per agreement with the Paulsboro Education Association. This recommendation is contingent on Mr. Behl successfully completing the Criminal History Background Review.

Informational: Mr. Behl is a 1995 graduate of Paulsboro High School. He played football in high school as well as while a student at Rutgers University. Mr. Behl is currently a Teacher of Students with Disabilities at Glassboro High School. Mr. Behl replaces Francis Simpson who recently resigned.

1. Recommend approval for Paulsboro High School Principal/Head Wrestling Coach Paul Morina to take the following students on an overnight visit to the University of Delaware, George Mason University, James Madison University, and the University of Maryland. The trip will take place during September or October 2015 on a dates to be determined by the host universities. Mr. Morina will transport the students in his own vehicle. This recommendation is contingent on Mr. Morina submitting the documents required to transport students in a privately owned vehicle and the parents of the students signing permission and insurance forms.

Samuel Giordano Frank Mooney Joseph Rizzo

Dustin Herrera Michael Ware

Informational: On June 18, 2015, the Board of Education approved this type of college visitation. Mr. Morina has taken students on this type of visit in the past. The purpose of the college visitations is for students to tour campuses and meet with coaches in order to prepare to apply for admission and scholarships.

1. Recommend appointment of the following people to do video and photographic work at the

rate of $25/hour not to exceed $300 per month (total for both employees listed) for the 2015-2016 school year. Account Number 11-000-230-590-00

Videographer Fred Boughter Photographer Marc Kamp

Mr. Boughter and Mr. Kamp will videotape/photograph, edit, and submit school programs to appropriate media sources for publication.

Informational: A similar recommendation has been made for Mr. Boughter for approximately two decades. His services are rarely used but are essential from time to time. Similarly, there are times when a photographer is required. Mr. Kamp performed these duties last school year.

1. Recommend approval for Paulsboro High School student-athletes and their respective head coach or designee to attend banquets, luncheons, and awards ceremonies which are conducted by the New Jersey State Inter-Scholastic Athletic Association (NJSIAA) or their sponsors, the Colonial Conference or longstanding athletic organizations such as Al Carino Basketball Club, Touchdown Club Of Southern New Jersey, Brooks-Irvine Football Club, South Jersey Wrestling Association, or South Jersey Baseball Coaches Association. The cost to the Board of Education would be a school bus transportation, a substitute teacher ($120 per event) and dinner fees not to exceed $300.00 per event.

Informational: These activities have been conducted in the past. In many cases, they were not presented to the Board of Education for approval. In other situations, the Superintendent of Schools needed to seek retroactive approval. The purpose of this recommendation is to be certain that the Board of Education is aware of these activities and has given advanced approval.

1. Recommend approval for the Team Captains and Director of Athletics or Assistant to the Director of Athletics to attend the Preseason Captains’ Luncheon. The cost to the Board of Education my include school bus transportation, lunch expenses not to exceed $225 per team, and a substitute teacher ($120).

Informational: Prior to each season the Colonial Conference conducts Captains’ Luncheons. This is an opportunity for the team leaders to meet each other. It also gives conference officials the venue to discuss expectations for fair play and sportsmanship. These luncheons have been held for years but may not have been approved by the Board of Education as field trips.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

Motion by Walter, seconded by Hamilton to accept the Interim Superintendents recommendation to approve items K - L:

1. Recommend approval of the attached Fall Season Athletic Schedule for Paulsboro Junior

High School teams during the 2015-2016 fall sports season (**Attachment**):

Cross Country Girls Field Hockey

Informational: The schedules for these sports do not include any significant changes compared to the 2014-2015 school year.

1. Recommend approval for the following Woodbury High School Students to assist Billingsport Early Childhood Center Nurse Janice Esters to organize the clothing inventory from July 28, 2015 through August 31, 2015. The students will be under the direct supervision of Ms. Esters.

Daviece Scatterfield Jamyha Scatterfield

Jamie Esters Anjelai Hayes

Informational: The students include Ms. Esters’ daughter and her friends who are working to earn service learning hours which is a graduation requirement. The students are 11th graders.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

**FINANCE**

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

1. Recommend approval to authorize the Interim Superintendent or Superintendent to approve change orders as part of the ongoing maintenance projects approved by the voters on January 27, 2015. The administrator will report the change orders to the Board of Education at its next meeting. In order for the administration to exercise the authority, the change order must be within the budget for the overall project.

Informational: In order to keep projects moving on a timeline that will allow completion prior to the beginning of the 2015-2016 school year, change orders need to be approved very promptly. The administration will work with the Architect of Record when developing, requesting and authorizing change orders.

There are currently two change orders being considered:

1. The masonry contract for Loudenslager Elementary School only specifies that the upper half of the building be repointed. This may create two concerns. First, the building may not look good with only half being repointed. Second, pointing on the lower half of the building is of a nature that tends to direct water into the brick.

2. The overall project includes repairs to the cheek wall outside the library at Billingsport Early Childhood Center. This work was originally scheduled for a later phase of construction. Unfortunately, some of the brick are coming loose and must be repaired immediately. Since the masons are currently mobilized at Loudenslager Elementary School, it may be more economical to repair the walls now via change order.

1. Recommend approval to authorize the Business Administrator in consultation with the Superintendent of Schools to pay bills for contractors working on Phase I projects approved by the voters on January 27, 2015. Prior to payment, bills must be verified and approved by the Architect of Record and/or Engineers as appropriate.

Informational: Approval of this recommendation allows the contractors to be paid promptly.

1. Recommend approval to accept a donation in the amount of $10,000 from the Paulsboro Refining Company for the purpose of implementing a Robotics course at Paulsboro High School.

Informational: On January 22, 2015, the Board of Education accepted a donation from Axeon Specialty Products in the amount of $1,280 for the purpose of writing the curriculum for a Robotics course. At the same time Paulsboro High School Teacher of Mathematics Nelson Hall was approved to write the curriculum. Paulsboro Refining Company is now providing the funds needed to purchase the materials and supplies needed to implement the course.

Incoming Superintendent of Schools Dr. Laurie Bandlow is already working with a Robotics teacher from Howell Township and Mr. Hall in order to move forward with this project.

1. Recommend approval to accept a donation of 12 Dell flat screen computer monitors from Axeon Specialty Products in West Deptford, New Jersey. The donation is valued at $200 per monitor for a total of $2,400
2. Recommend approval to accept a cash donation of $450 to provide yearbooks for members of the Class of 2015 who could not otherwise afford to purchase “***The Pegasus 2015.***” The donor wishes to remain anonymous.

Informational: The Interim Superintendent knows the identity of the donor. An appropriate thank you letter will be sent. This is not the first year that this donor has helped provide Seniors with copies of the yearbook.

1. Recommend adoption of the attached procedures for graduation awards and scholarships. **(Attachment**)

Informational: It has been many years since the procedures for graduation awards and scholarships have been reviewed. Payroll Secretary Lisa Capasso and Secretary to the Paulsboro High School Principal Karen Minniti handle the paperwork and distribution of funds for awards and scholarships. Along with the Interim Superintendent, the secretaries reviewed and updated the procedures recommended above.

1. Recommend approval to create a Centennial Scholarship(s) to be presented to a member(s) of the Class of 2016 in the amount of $17,664.99. The criteria for this scholarship will be determined by the Centennial Committee. The recipient(s) will be selected by the Paulsboro High School Awards Committee.

Informational: The Centennial Scholarship(s) is a one-time presentation to a member(s) of the 100th graduating class of Paulsboro High School (Class of 2016). Funds for this scholarship(s) are those monies remaining undistributed in the Scholarship Account for the years prior to 2011. There are a variety of reasons that scholarship monies go unspent. By illustration, the student ultimately doesn’t attend college, does not complete their college education, receive other financial aid that funds the full cost of their education, doesn’t request the scholarship money, etc. The unspent funds have accumulated for many years. This seems like an appropriate time and purpose to clear the Scholarship Account.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 | Television | Broken | Place in e-waste |
| 2 | DVD/VCR Player | Broken | Place in e-waste |
| 4 | VCR Player | Broken | Place in e-waste |
| 1 | Speaker | Broken | Place in trash |
| 3 | Aquarium | Tanks are OK but need some parts or accessories.  No longer used | Donate to Charity  Sell  Place in trash |
| 100 | United States History Textbooks  (1995 Edition) | Books have been replaced | Donate to Charity  Place in paper recycling |
| 12 | United States History Textbooks  (2008 Edition) | Books have been replaced | Donate to Charity  Place in paper recycling |
| 8 | Filing Cabinet | Broken and rusty. No longer in use | Place in metal recycling |

1. Recommend approval to provide School Uniform Vouchers to only students who are homeless. Vouchers will be in an amount not to exceed the $250 per student as delineated in the No Child Left Behind grant. Vouchers are only redeemable at Connie’s located at 1308 North Delaware Street, Paulsboro, New Jersey.

Informational: Beginning with the 2006-2007 school year, qualifying families were permitted to submit a request for financial assistance as an adjunct to the Dress Code Policy. If qualified (see below), the family was given a voucher to a local vendor in order to receive two tops and one pair of pants per child. This program was established to “assist” not provide uniforms for families within a certain income limit. The voucher was in the amount of $33 per child.

Eligibility limits have not been changed for more than five years.

Eligibility Based on Income and Family Size:

**Family Size Eligible if the family income is less than**

1 $ 6,402

2 $ 9,666

3 $13,820

4 $17,600

5 $19,677

6 $21,644

7 $23,503

8 $25,408

9 $27,441

10 $29,636

11 $32,007

12 $34,567

13 $37,333

Beginning with the 2014-2015 school year, the Business Administrator required additional documents to verify family eligibility. As a result, fewer completed applications were submitted and approved.

Application Status:

|  |  |  |
| --- | --- | --- |
| **Number of Applications/% of Total** | **2013-2014** | **2014-2015** |
| Total Applicants | 77/100% | 18/100% |
| Applications Approved | 43/56% | 6/33% |
| Applications Denied | 22/29% | 1/6% |
| Applications Pending More Information | 12/15% | 11/61% |

Originally, one or two donors provided money to subsidize the voucher program. At this point, payments for vouchers are made via the school budget and monies set aside in the No Child Left Behind (NCLB) grant. NCLB allows up to $250 per homeless student to assist with the purchase of clothing.

NCLB Set Asides:

**School Year Amount Maximum Number of Students**

2015-2016 $10,232 41

2014-2015 $3,250 13

Cost to the Paulsboro Board of Education:

**School Year Payments**

2014-2015 $2,178 (including $1,749 from NCLB)

2013-2014 $4,270 (including $1,518 form NCLB)

2012-2013 $2,112

2011-2012 $2,784

2010-2011 $2,688

2009-2010 $3,444

2008-2009 $2,950

2007-2008 $3,776

2006-2007 $7,936

1. Recommend approval of the following donations/advertisements for the 2015-2016 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **GROUP** | **PURPOSE OF DONATION** | **COST TO BOARD**  **OF EDUCATION** | **HOW DOES THE ORGANIZATION HELP SCHOOL DISTRICT** |
| Paulsboro Day Committee | Full page advertisement in souvenir journal for Paulsboro Day | $40 | Positive Public Relations |
| Paulsboro High School Girls Soccer | One-third page in advertisement program booklet, donation toward scholarships and summer league participation | $20 – advertisement  $50 – donation | Supports Paulsboro High School Girls Soccer |
| Gloucester County Sports Hall of Fame | Full page advertisement in program of induction ceremony | $150 | Honors Paulsboro High School Alumni |
| South Jersey Wrestling Hall of Fame | Half page advertisement in program of induction ceremony | $70 | Honors Paulsboro High School Alumni |
| Paulsboro High School Sports Hall of Fame | Full page advertisement in program of induction ceremony | $125 | Honors Paulsboro High School Alumni |
| Greater Paulsboro Chamber of Commerce | Community membership | $35 | Positive Public Relations |
| Paulsboro High School Play | Full page advertisement in play program | $100 | Supports Paulsboro High School Students |
| George D. Patton, Jr. Post 678 – Veterans of Foreign Wars | Memorial Day wreath | $30 | Positive Public Relations |
| Paulsboro and Billingsport Volunteer Fire Associations | Donation | $200 | Each year the fire company responds to numerous alarms at school facilities. They conduct fire prevention programs and drills for students. |
| Paulsboro Day Page in  Gloucester County Times | Advertisement supporting Paulsboro Day | $90 | Showcase student performances and school programs |
| Friends of the 4th | Donation supporting parade | $50 | Honors Paulsboro High School students in the 4th of July Parade |
| Ambulance Squad | Donation | $30 per home football game | Provides the ambulance at home football games and responds to many calls during the year |
| Paulsboro Wrestling Club | Full page advertisement for program advertisement book | $100 | Supports Paulsboro High School Wrestling |
| Paulsboro High School Pegasus Yearbook | Full page advertisement in yearbook | $200 | Showcases Paulsboro High School |
| The Raider Nation | Half page advertisement for program | $50 | Distributed at home football games |
| Touchdown Club | Half page advertisement for program | $75 | Honors Paulsboro High School athletes and coaches |

Informational: The above list authorizes the administration to handle these routine matters without referring each item back to the Board. Of course, first time requests for donations/advertisements are brought to the Board for approval then added to the master list for the next year.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

Motion by Hamilton, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation to approve item K:

1. Recommend approval to accept a donation in the amount of $3,000 from ExxonMobil Research and Engineering Company for the purpose of funding Science, Technology, Engineering and Mathematics (STEM) programs at Billingsport Early Childhood Center (BECC) during the 2015-2016 school year.

Informational: The Board of Education approved submission of the grant application at its June 18, 2015 meeting. Rowan University Professor Nancy DeJarnette conducted a research project at BECC during the 2014-2015 school year. This project incorporated STEAM (STEM plus Art) into the special areas of art and library. The purpose of the ExxonMobil grant is to purchase computers, training and materials needed to continue the STEAM activities. The grant application was developed by BECC Principal Paul Bracciante and Elementary School Librarian Tammi Minix.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

1. Informational:

1. School Construction Projects

a. Masonry Restoration at Loudenslager Elementary School began on July 24, 2015.

b. Roof Replacement at Loudenslager Elementary School began on July 7, 2015. The roofing contractor will begin work on the 1973 wing of the school which allows the masonry contractor to get a head start on the 1920’s building.

c. Heater Control and Dehumidification design for Loudenslager Elementary School is complete. The engineering firm (T-M) submitted the design details and specifications to South Jersey Technology Partners (SJTP) in order to identify a contractor. The Engineer feels that installation will take approximately 3 weeks. At this point, SJTP has not identified a contractor for heater controls.

d. The design for drainage solutions, construction of the junior varsity baseball field, relocation of the basketball court and resurfacing of the track, tennis courts and jumping areas is approximately 25% complete. These projects will be completed near the end of the overall construction program but the engineers began the design early so that permits can be obtained on a timely basis.

1. Regular Operating District (ROD) Grants (Bleachers - 2009 and Air Conditioning- 2010)

On June 19, 2015, The New Jersey School Development Authority notified the Interim Superintendent of Schools that the district will receive $243,427.94 reimbursement for the bleacher project and $229,643.00 for the air conditioner installation. The total reimbursement is $473,070.94. On June 23, 2015, the money was deposited in the school bank. These projects are now closed.

3. Tuition Rates

On June 18, 2015, the Board of Education approved tuition rates for students received by the Paulsboro Public Schools during the 2015-2016 school year. The following is a multi-year history for tuition rates.

Grade Level or Program 2013-2014 2014-2015 2015-2016

Preschool $10,748 $12,675 $14,968

Kindergarten $10,748 $12,675 $14,968

Grades 1-5 $11,781 $13,433 $13,843

Grades 6-8 $12,988 $15,383 $14,879 Grades 9-12 $13,295 $15,025 $15,004

Mild Cognitive $12,335 $ 5,036 $ 8,524

Multiple Disabilities $24,459 $40,182 $28,240

Learning Disabilities $21,980 $19,499 $25,862

Behavioral Disabilities $15,980 $36,810 $28,713

Pre-K Disabled $15,404 $20,216 $ 8,526

Pre-K Disabled Part Time NA NA $42,379

4. Child Nutrition – Participation and Finance

As a result of implementing the Community Eligibility Provision (CEP) all students are now eligible to eat both breakfast and lunch free of charge. 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% |
| December | 50% | 64% | 74% | 81% |
| January | 47% | 64% | 61% | 81% |
| February | 43% | 63% | 63% | 80% |
| March | 48% | 59% | 69% | 78% |
| April | 48% | 63% | 63% | 79% |
| May | 51% | 64% | 68% | 80% |
| June | 59% | 59% | 71% | 76% |

The following is a financial summary for the child nutrition program:

|  |  |  |
| --- | --- | --- |
| **Financial Information** | **September - June** | |
| **2013-2014** | **2014-2015** |
| Expenses | $713,348.78 | $771,321.75 |
| Revenues | $622,140.69 | $683,364.64 |
| Revenue-Expenses | -$91,208.10 | $87,957.13 |

**FACILITIES**

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

A. Recommend retroactive approval to allow the Paulsboro Day Committee to use the Paulsboro High School Cafeteria to conduct a flea market on Saturday, June 27, 2015 from 8:00 AM – 1:00 PM.

Informational: The Paulsboro Day Committee was already approved to use the parking lot for this activity. The weather prediction was for rain so the Interim Superintendent approved the change of facility location and now, respectfully, requests that the Board of Education confirm this action.

B. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2015-2016 school year. This recommendation is contingent on each group filing the appropriate request and verification of insurance.

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANIZATION/**  **PERSON** | **ACTIVITY** | **FACILITY** | **CONTACT** |
| Borough of Paulsboro | Mayor’s Town Forum | Paulsboro High School (PHS) Cafeteria | Mayor Hamilton |
| Municipal Alliance | Meetings  Evening activity program for children | Loudenslager All-Purpose Room |  |
| Billingsport School and Community Association | Santa’s Workshop & Breakfast | Billingsport All-Purpose Room |  |
| Paulsboro Education Association | Meetings | PHS Auditorium | JoAnne Gayeski |
| Elementary Schools |
| Teacher Reception | Teacher of the Year | PHS | Terry Croce |
| Paulsboro Recreation Commission | Children’s Christmas Party | PHS Auditorium | Patty Farrow |
| Black History Month Program | Paulsboro High School Auditorium and Cafeteria | Jennifer Turner |
| Paulsboro Junior Wrestling | Jr. High Colonial Conference Wrestling Tournament | PHS Cafeteria, Kitchen, Gymnasium, Weight Room, Wrestling Room, Basement Hallway | Paul Morina  Kevin Leaf |
| Parents United | Meetings  Events | PHS | Roseanne Lombardo |
| Hill Studio and  All Ages Productions | Filming | All schools and fields | John Burzichelli Michael Lucas |
| Paulsboro Wrestling Association | Pancake Breakfast | PHS Cafeteria |  |
| Monthly Meetings | PHS Classroom |
| Paulsboro High School (PHS) Wrestling Club | Media Night | PHS Gymnasium |  |
| Alumni Meet | PHS Gymnasium |
| South Jersey Wrestling Clinic –Instruction, Tournament | PHS Cafeteria, Gymnasium, Wrestling Room |
| Tournament-National State Qualifier, Junior High Tournaments, Freestyle Tournament | PHS Cafeteria, Gymnasium |
| Meetings | PHS Classroom |
| District 29 Seeding Meeting | PHS Parenting Center or Classroom |
| PHS Girls Soccer Association | Monthly Meetings | PHS Classroom | Adina Giovannitti |
| Cow Plot Fund Raiser | PHS Football Field |
| Soccer Camp | PHS Football Field |
| Banquet | PHS Cafeteria |
| PHS Sports Hall of Fame | Monthly Meetings  Honoring Inductees | PHS  Administration Building | Steven Anuszewski |
| Paulsboro Day Committee | Paulsboro Day | PHS Parking Lot, Gator, Tables, Chairs, White Cargo Truck | Marc Kamp |
| Meetings and Dinner | PHS Library, Parenting Center |
| Independent Umpires Association | Baseball Umpire Field Clinic, Cadet Training | PHS Baseball Field |  |
| Paulsboro Little League | Practices | PHS Softball Fields | Robert Parks |
| Luncheon for Players | Paulsboro High School Cafeteria |
| Girl Scouts of Central & Southern Jersey, Brownies, and Daisy Girl Scouts | Activities – arts/crafts, educational projects, games, learning about difference cultures, meetings, recognition ceremony, babysitting course, investiture ceremony, trips, recruitment, parent meetings | Billingsport All-Purpose Room  Loudenslager All-Purpose Room and Classroom  PHS Auditorium | Jodie Loufik |
| Day Camp | Billingsport School or Available School |
| South Jersey & New Jersey Officials Association | Meetings | Classrooms, Cafeteria, Football Field | Mark Wood  Scott Campbell |
| New Beginnings Assembly of God of Paulsboro | Weekly Meetings  Christian Scouting | PHS Auditorium | Jack Henderson |
| Billingsport All-Purpose Room |
| Gloucester County Health Dept. | Flu Clinic Site | PHS Parenting Center | Elizabeth Grant RN |
| Red Cross | Blood Drive | Gym | Christine Spitale |
| Paulsboro Youth Basketball | Basketball, Dance, Practices | Billingsport/Loudenslager All-Purpose Rooms | Erica Scott |
| Borough of Paulsboro | July 4th Parade | Front Lawn PHS  Restrooms | Marc Kamp |
| Paulsboro Police Department | Meetings | PHS Classroom | Captain Morina |
| Physical Assessment Test | PHS Weight Room, Track |
| Rapid Response Training | PHS Library and Classroom |
| Guardian Angels Catholic School | Track & Field | PHS Track | Tom Romantini |
| School Play/Spring Musical/  Talent Show | PHS Auditorium | Jen Rieger |
| Boys & Girls Club | Summer Camp  After School Care | Billingsport All-purpose room, Classroom, Library | Gerald Hodges |
| All Sports Banquet Committee | Monthly Meeting | Administration Building | Adina Giovannitti |
| The Raider Nation | Pig Roast Fundraiser | PHS Cafeteria (pig roasted off site) | Patty Farrow |
| Spaghetti Diner | PHS Cafeteria |
| Concession Stand | Football Field |
| Pancake Breakfast | PHS Cafeteria |
| Football Dinner | PHS Cafeteria |
| Chicken BBQ Dinner | PHS Football Field |
| Gill Memorial Library | Black History Program  Summer Reading Program  Evening use of PHS Library during Gill construction. | Cafeteria & Several Classrooms  Billingsport and Loudenslager  PHS Library | Violet Valentin |
| Mt. Calvary Baptist Church | Benefit Basketball Event  Benefit Softball Event | PHS Gymnasium  Softball Field | Theresa Lane |
| Exxon Mobil | SYSTEM Program | PHS Parenting Center | Dave Platt |
| Wellness Walk | Paulsboro High School- Bennett Fields |  |
| Paulsboro Midget Football | Games/Practices/Clinics  Parent Meetings | PHS Classroom and Football Field | Patty Farrow |
| SJ Jazz AAU | Youth Basketball | Loudenslager and Billingsport APR |  |
| Gospel Tabernacle Church | Zumba | Loudenslager School All-Purpose Room | Barbara Bryant Moore |
| Paulsboro Men’s Basketball Club | Basketball | Billingsport All-Purpose Room  PHS Gymnasium | Paul Vallandingham |
| Youth Basketball Drills | Drills/Practice | PHS | Keenan Williams  Quincy Lee |
| Sports Outlet Softball | Men’s Slow Pitch Softball | PHS Softball Fields | Tom Cross  Tom Hulmes |
| South Jersey Hornets | Baseball | Loudenslager Baseball Field | Dan Rappa |
| South Jersey Bull Pen | Baseball (13 U) | Loudenslager Baseball Field | Michael Lucas |
| South Jersey Bull Pen | Baseball (14 U) | PHS Field | Dave Glocker |
| Jersey Defenders | Youth Basketball Girls | PHS | Daryl DeBerry |
| Gloucester County  Women’s Softball | Women’s Softball | PHS Softball Fields | Darryl Errickson/Kate Carroll |
| Philadelphia Boys Choir | Practice | PHS | Aaron Krasting |
| Youth Advocate Program | YAP | Loudenslager | Jennifer Rodriguez |
| Field Hockey Clinic | Practice | PHS | Monica Koraido |
| Gibbstown Recreation Committee | Athletic Events | Bennett Fields Athletic Complex |  |
| Gibbstown Midget Football | Championship Game  Cheerleading Camp & Competition | PHS Gymnasium, Cafeteria |  |
| Society for Poets for Southern New Jersey | Event | Cafeteria | Lynette Milanese |

Informational: Throughout the school year, the Board of Education approves numerous facility requests by community groups. Many of the groups use the schools every year for the same type of activities. The above recommendation authorizes the Superintendent to approve the activities as soon as appropriate forms are completed and certification of insurance is provided. This streamlines the agenda, creates a master list of facility requests as well as makes the process less stressful for community groups trying to meet agenda due dates. Requests for facility use not on the approved list will still come before the Board for approval. The Board of Education agreed to the above procedure at its Tuesday, July 20, 1999 meeting. It has worked very well.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve item C:

C. Recommend approval of an agreement for the Young Men’s Christian Association (YMCA) to use Billingsport Early Childhood Center to operate a Before and After School Program for Paulsboro students attending Billingsport Early Childhood Center during the 2015-2016 school year. This recommendation is contingent on the YMCA providing certification of insurance. The only obligation for the Board of Education is to make the All-Purpose Room (or a classroom when the All-Purpose Room is in use by the school or other organization approved by the Board of Education) and playground available to the YMCA and disseminate promotional literature. If available, the district will also provide storage space and use of some play equipment (balls, mats, etc.).

Informational: If approved the program will operate between 7:00 AM – 7:45 AM and 2:15 PM – 6 PM. During the 2014-2015 school year, the YMCA conducted parent surveys to determine if there was enough parent interest to operate before and after school programs at Billingsport Early Childhood Center (BECC) and Loudenslager Elementary School. The YMCA determined that there was enough interest to implement a program at BECC. It should be noted that REAL already offers an after school program at Loudenslager School. School Attorney Philipp Duvilla reviewed the proposed agreement with the YMCA.

Important Note: The Boys and Girls Club of Paulsboro offers an after school program at its facility. After school, the Boys and Girls Club transports students from Loudenslager Elementary School and BECC to its facility. If the Board of Education approves the YMCA after school program at BECC (as it did for the REAL program at Loudenslager Elementary School) it will be competition for the Boys and Girls Club program. On the other hand, parents did express interest in the YMCA program. The YMCA provides another option for parents of young children.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

**SCHOOL SAFETY**

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

1. Recommend approval of the Emergency Management Plans for Billingsport Early Children Center (BECC), Loudenslager Elementary School, Paulsboro Junior and Senior High School and Administration Building. A copy of the Emergency Management Manual will be distributed at the meeting.

Informational: District Mathematics Coach Matthew Browne is in charge of updating the Emergency Management Manual for the Paulsboro Public Schools. Drafts of the plan were reviewed with the principals so it could be customized to that specific building. Paulsboro Refining Company Safety Expert Patrick Robinson provided input into the plan (as he also did during the late 1990’s). On June 16, 2015, Emergency Management Coordinator Alphonso Giampola, Project Leader Matthew Browne and Interim Superintendent Walter Quint reviewed the Emergency Management Manual. Mr. Browne and Mr. Giampola also did a building walk-thru. As a result of this review, final changes were made prior to presenting the document to the Board of Education.

The Emergency Management Plan for each school includes:

Approval Matrix

Overview

Response Matrix

Procedures for:

Bus Evacuation

Fire Evacuation with Fire Evacuation Diagram

Lockdown/Active Shooter

Lock-In

Medical Emergency

Non-Fire Evacuation with Non-Fire Evacuation Diagram

Shelter in Place with Shelter in Place Diagram

Responsibilities Checklist

Floor Plans

Mr. Browne is working on the Reunification Plan and Off-Site Location Agreement for evacuations. He is also updating the materials stored in the Knox Safes. Copies of the Evacuation Diagrams will also be prepared and installed in each class and public space.

As soon as possible, Mr. Browne will create “Quick Reference Cards” for members of the school staff and substitutes to follow. He is also developing an online training module for the Emergency Management Plan.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mrs. Lozada-Shaw, Mr. Ridinger and Mr. Walter voting 7 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

Motion by Lozada-Shaw, seconded by Walter 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) for students in grades Pre-kindergarten – 8.

**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** |
| BECC061015001 | 6/10/2015 | Complete | HIB – Intentional (without hate speech) and designed to harass, intimidate and bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 3 days | Threat Assessment |
| LES061015001 | 6/10/2015 | Complete | HIB-Victim | Nicole Crosby, Anti-Bullying Specialist | Out of School Suspension 1 day | Reprimand |
| BECC061715001 | 6/17/2015 | Complete | Intentional but not designated to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Out of School Suspension 2 days | NA |
| PHSJR052115001 | 5/21/2015 | Complete | Non-HIB | Christie Rego-Konzik, Anti-Bullying Specialist | Counseling type | 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, Mr. Ridinger and Mr. Walter voting 6 YES; Mrs. Dunn, Mrs. Stevenson, and Mrs. Giampola 3 ABSENT.

Motion carried

1. Informational
2. Legal Cases

On June 22, 2015, the Interim Superintendent of Schools called the members of the Board of Education to inform them that one of the vans was in accident earlier that day. The van was occupied by the driver and one student. The district has been notified by the attorney representing the occupants of the other vehicle of their Initial Claims for Damages. The matter has been forwarded to School Attorney Phillip Duvilla and the district insurance carrier.

1. 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 circa September for the prior school year.

**Violence, Vandalism and Substance Abuse Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| BECC012 | 6/10/2015 | Complete | HIB | Charisse Generette | Out of School Suspension 3 days | NA |
| BECC013 | 6/17/2015 | Complete | HIB | Charisse Generette | Out of School Suspension 2 days | NA |
| LOUD015 | 6/10/15 | Complete | Violence-Threat | Phil Neff | Out of School Suspension 1 day | NA |

3. Report of School Security Drills

**SCHOOL SECURITY DRILLS – 2015-2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | 7/6/15 |  | 7/6/15 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually | 7/8/15 |  | 7/7/15 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Other Drills | Each school must conduct two annually |  |  |  |
| Bus Evacuation | Conduct two annually |  |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Districtwide  The 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**

None

**EXECUTIVE SESSION**

None

**NEXT PUBLIC SESSION**

**Monday, August 24, 2015**

Regular Meeting - Paulsboro High School

•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 Hamilton, seconded by Lozada-Shaw and unanimously carried (7-0) to adjourn the meeting at 8:24p.m.

Respectfully submitted,



Business Administrator/Board Secretary